

Berrien & Cass County NPDES - MS4 Group Meeting

*Bridgman Beach House
5239 Lake St., Bridgman, MI 49106*

Wednesday, May 10, 2017

9:00 a.m. – 11:00 a.m.

MEETING MINUTES

I. Call Meeting to Order & Introductions

The meeting was called to order at 9:05 a.m.

Present: *Tim Kading, City of Bridgman; Tom MacDonald, City of St. Joseph; Kelsea Zimmerman, Russ Beaubien & Leah DeSimpelare, Spicer Group; Jamie Moody & Kyle Gundersen, City of Niles; JT Adkerson, City of Buchanan; Jeannine Totzke, Berrien County Drain Commissioner & Administration; Julie Amicarelli, Dick Stauffer & Kevin Gebhard, Lincoln Charter Township; Kris Martin, SWMPC; Rich Low, Village of Edwardsburg; Steve Slavicek, Village of Stevensville, David Rindfield, St. Joseph Charter Township*

Excused: *Kyle Alexander, MDEQ*

Absent: *Brian Berndt, Berrien County Road Commission; Nick Mannon, Cass County Road Commission*

II. Review of Meeting Minutes from January 11, 2017's Group Meeting

A motion was made by S. Slavicek to approve the previous meeting minutes, and supported by T. MacDonald.

MOTION PASSED

III. MDEQ Comments and Updates – Kyle Alexander

K. Alexander was unable to attend the meeting. Updates that were provided to K. Zimmerman included the following:

Progress Reporting:

A new form for progress reporting should be ready later this spring/early summer on MiWaters. A form is completed for the new permit, but the MDEQ found a need to create a separate one for submitting under the current general permit.

NPDES MS4 Permit Applications:

2018 MS4 applications were received; Kyle thanks everyone for getting their information and applications completed in a timely fashion. Kyle will begin reviewing the applications over the next several months, so it may be a while before an individual municipality will hear from him. Although the application asked for all the Storm Water Management Plan information up front, there will likely be comments and requested changes leading to multiple iterations of some applications. Until the 2018 permits are issued, please continue to operate in accordance with the current permit (2003).

IV. Southwest Michigan Planning Commission (SWMPC) Comments and Updates – Kris Martin

K. Martin passed around sign-ups sheets for members to sign up to receive Public Education Information (various handouts, training videos, display board) from SWMPC.

K. Martin shared the following projects with the group:

Ox Creek- Stakeholder meeting to reduce pollution within the Benton Charter Township area. (Pipestone and Napier Avenue corridor area).

Water Trail Projects- Paw Paw area for non-motorized paddlers; Dowagiac River- various trainings through habitat assessment for ways they can improve the water quality within the Dowagiac River.

Pucker Street Dam Removal- Marcy is still working on this project along the Dowagiac River.

V. Old Business

A. NPDES MS4 Permits

1. **April 3, 2017** – Permit Applications Submitted
 - i. Emailed MiWaters confirmation to each member
 - ii. Handout- USB for each member of MS4 permit submittal
 - iii. All documents can be accessed via MiWaters at the following link:
<https://miwaters.deq.state.mi.us/miwaters/#/login>
2. **September of 2018** – *Tentative Issuance* of permit by MDEQ

NPDES MS4 Permit Applications were submitted on April 3rd via MiWaters. K. Zimmerman provided the confirmation to each member that was produced from MiWaters after the submittal of the permit. At the meeting, K. Zimmerman provided each member with a USB containing all permit submittal documents. These documents are also available within the MiWaters website for members to download. K. Alexander will be beginning to review the MS4 permit documents over the next several months. If there are any questions with these documents, the MS4 permit application, or the overall MS4 program please feel free to contact either Kelsea or Russ.

B. Progress Reports

1. Progress Reports Due **December 1, 2017** via MiWaters
2. Complete excel spreadsheet for reporting timeframes of 10/01/2015 – 09/30/2016 and 10/01/2016 – 09/30/2017 (Kelsea to request these back after September 30, 2017)

Progress Reports are due December 1, 2017 via MiWaters. Please return completed spreadsheets and any additional supporting documentation (i.e. training records, PP/GH activities, Illicit Discharges, cleaning quantities, receipts, etc.) to Kelsea.

C. Other

VI. New Business

A. 2017 – 2018 Budget & Letters

The 2016-2017 and 2017-2018 budgets were handed out for review during the meeting. The 2017-2018 budget amount has stayed the same as the previous year, but the cost for each

member has decreased with the addition of a new member to the group, St. Joseph Charter Township. If desired, Spicer Group will prepare a new Letter of Agreement reflecting this proposed 2017-2018 budget. Members may keep their existing Letter of Agreement prepared for the 2016-2017 timeframe if chosen. Please advise either Kelsea or Russ to which Letter of Agreement is desired. Electronic copies of the budget will be emailed out following the meeting.

B. Pollution Prevention & Good Housekeeping

1. Documentation Reminders:
 - i. Spring is a good time to inspect vegetative BMPs
 - ii. Repair, reseed bare spots, assure vegetative buffers are intact along waterways
 - iii. Fertilize per established procedures, if necessary
 - iv. Clean out detention basins of any trash or floatables
 - v. Quantify and then dispose of material properly
2. Lawncare/Landscape and Construction Contractors:
 - i. Ensure training has been addressed
 - ii. Sign contractor stormwater compliance agreement forms
3. Seasonal Staff Training

Keep quantities from cleaning/maintenance activities, training sign-in forms and signed contractor stormwater compliance agreement forms for progress reporting.

C. Local and Community Reports

City of Buchanan: Water Week begins this weekend for the City. The City is very active in their SAW Grant and generated nearly \$300,000.00 by keeping the work in-house. The City is 100% completed with their sewer lines and is moving on to their storm lines.

City of St. Joseph: SAW Grant- televising a portion of the sanitary and storm; capital improvements plan (includes water, sewer, roads and storm) including a 20-year prioritized project plan.

City of Bridgman: SAW Grant- sanitary manholes inventory with televising and cleaning to occur in two weeks.

St. Joseph Charter Township: SAW Grant- 3 townships (Royalton, St. Joseph and Lincoln) - mapping/inspection of manholes

Village of Stevensville: completed SAW Grant; 80% storm televised; working on their CIP; \$550,000 in repairs

Lincoln Charter Township: SAW Grant- beginning sanitary system work

Berrien County Drain Commissioner & Administration: Ox Creek (Yore & Stoeffler) project is ongoing; Lighthouse Creek project beginning; partnering with BCRC for catch basin cleaning; PRISM documentation

City of Niles: Modified tracking system for cleaning catch basins- numbered each, track cleaning, tracking conditions of catch basins/manholes using a condition assessment sheet

D. Next Meeting: September 13, 2017- City of Niles Fire Department (1345 E. Main Street, Niles, MI 49120) from 9:00 a.m. – 11:00 a.m.

E. Other

VII. Adjournment