

# **Berrien & Cass County NPDES-MS4 Group Meeting**

*Lincoln Charter Township Hall.*

**Wednesday, May 13, 2015**

## **Meeting Minutes**

### **I. Call Meeting to Order & Introduction**

The meeting was called to order at 9:06 a.m.

#### **Attendance:**

*Present:* Rich Low & John Monaghan, *Village of Edwardsburg*; Dick Stauffer & Kevin Gebhard, *Lincoln Charter Township*; Kyle Alexander, *MDEQ*; Ken Alexande, Steven Stavicek, *Village of Stevensville*; Mary Colclough, *SWMPC*; Joe Bellina, *Cass County Road Commission*; JT Adkerson, Jason William & Bill Marx, *City of Buchanan*; Jamie Moody & Ray Scott, *City of Niles*; Brian Berndt, *Berrien County Road Commission*; Russ Beaubien, *Spicer Group*

*Excused:* Jeannine Trotzke, *Berrien County Drain Commissioner*

### **II. Review of Meeting Minutes from January 14, 2015's Group Meeting**

Minutes accepted and approved by majority present.

### **III. Old Business**

#### **A. Training for Municipal Staff completed in April**

Russ reported on the spring training that was completed on April 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> of 2015. The Cass County Road commission had their entire staff trained in one session. A total of 51 staff from Berrien and Cass Counties were trained in topics related to NPDES and storm water. This past fall, all the staff of the Berrien County Road Commission had their training.

Marcy advised that an attempt was made to coordinate a soil erosion and sediment control class in Berrien County, however, only one person needed the re-certification at this time. So it will be more efficient to have that person go to Kalamazoo and take the exam there at the MDEQ office.

#### **B. NPDES MS4 Permit Submittal Update – Dates to remember**

The following dates were again referenced for members so they can begin long range preparations for their MS4 NPDES Permit Application. There will be training offered by the MDEQ when the application process is closer for the St. Joseph Watershed Group as the application process is now related to a permit's watershed year process.

- i. October 1<sup>st</sup> of 2016- Notification of MS4 Permit Application
- ii. April 1<sup>st</sup> of 2017- MS4 Permit Application Submittal due on/before

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1. Post Construction Control, IDEP, PEP or other Ordinances/Resolutions submitted on/before October 1, 2017
- iii. September 30<sup>th</sup> of 2018- Tentative Issuance of permit by MDEQ
- iv. Anyone interested in attending MDEQ training when training is available?

### **C. Ordinance Reviews for MS4 Permit applications**

Russ advised the group he is available to review a communities existing ordinances and zoning rules to determine if they will be appropriate for utilization in the MS4 NPDES Permit Application process. He stated that in preparing 16 applications recently that a lot of communities have ordinances that generally will work, but they may need to be amended to meet all requirements for the new individual permits. For example, nuisance ordinances sometimes have sections that cover illicit dumping and spills. If after the review it is discovered there are significant gaps, then he may recommend model ordinances for adoption. Russ also stated that communities enforcing the Michigan Plumbing Codes and have adopted the International Building Codes will be in pretty good shape. Communities with a Code Enforcement Officer will also have a mechanism in place for tracking of violations as the Code Enforcement Officer must keep a Code Enforcement Log up to date. This is a good tracking tool. Essentially, members should look at what existing systems they have in place that will meet the MS4 Permit Application.

### **D. Progress Reporting - Documentation**

A reminder to all to document that staff received training. Also, for the two internet links that were sent to the MS4 group for training seasonal staff that involved lawn and landscaping care for members, please remember to document those that watched the videos. Again, a thanks to Kyle Alexander for passing along the one video web link.

- i. Spreadsheet document for progress reports

An EXCEL spreadsheet was passed out to members. This spreadsheet is based on the member's SWPPI and will help to document activities for the Progress Report that members have due in the fall of 2015. Marcy asked that Spicer Group send her the spreadsheets so she can fill in the Public Education section for each member. Russ will send these spreadsheets once they come back to Spicer Group to each member via email so they can then begin filling out relevant sections for their Progress Report.

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### **E. IDEP Dry-Weather Screening**

A reminder for those who have completed their dry weather screening in the last two years to have a summary report ready to include with their progress report. This should summarize the outcomes of the screening, any follow-ups, and any illicit connections discovered, corrected, or other relevant information.

**F. Other** – A procedural change will take place with how the minutes for these meetings will be handled. Since there is four months between meetings and some of the information covered in the meetings needs to get to members in a timely manner after a meeting, it was decided that Russ will distribute a draft of the meeting minutes to all members shortly after a meeting. This assures the information will get distributed quicker and be available for those not able to attend the meeting because of a schedule conflict. This will also provide for an opportunity to correct the minutes by a review and comment period, which will provide a final copy to be released before the next meeting.

## **IV. New Business**

### **A. Training – Fall 2015**

Russ asked members to determine if they have a desire to do any additional staff training in the fall of 2015. Members that have safety training to complete may wish to add a session of storm water training to these sessions. The example was provided of how the Berrien County Road Commission is doing their staff training on a day when they have all road staff in for their annual refresher training and a block of time is set aside for storm water topics.

### **B. Summer meetings with municipalities – schedule**

Russ and Marcy will be scheduling time with the NPDES MS4 members to meet this summer and review various items related to storm water procedures. This time will also be used to review the EXCEL spreadsheet and work on the progress reporting. Marcy will be covering aspects of the public education plan at that time. Russ will also do inspections at some sites to determine if there are areas where improvements need to be made.

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### **C. MDEQ Comments and Updates**

Kyle provided an update to all members present from the MDEQ on the electronic reporting system that will be implemented in June of 2015. The goal of the MDEQ on the MI Waters system will be for MS4 permittees to submit reports and other relevant information or data electronically to the MDEQ. The MDEQ staff will be trained in the system in the near future. Kyle offered to provide a training session to all of the Berrien / Cass MS4 group members on the use of the system once it is operational and in service.

In regards to MS4 Audits, Kyle advised that he hopes to complete four or five audits in 2015. These audits will focus on 2 or 3 of the programs that members have implemented. Kyle stated he will provide a timely notice to the member being audited and provide example audit preparation sheets so members can better prepare for the audit day.

### **D. Southwest Michigan Planning Commission (SWMPC) Comments & Updates**

Marcy provided many updates and information on programs in the area.

Ox Creek is a tributary to the Paw Paw River and flows through an agricultural area and then through the most urbanized area in southwest Michigan (Orchards Mall area). SWMPC has partnered with Southwest Michigan Land Conservancy, Sarett Nature Center, Two Rivers Coalition and Wightman & Associates to implement green infrastructure in the Orchards Mall area. Wightman will be installing swales and rain garden on their property on Pipestone Rd as a demonstration site. Wightman will be working with SWMPC to develop proposed green infrastructure plans for the Orchards Mall area.

The NRCS has received \$6.8M for funding the St. Joseph River Watershed Regional Conservation Partnership Program (RCPP) which will promote coordination between the NRCS and its partners to deliver conservation assistance to producers and landowners. The assistance will be delivered in accordance to the rules of various NRCS programs to be implemented in the watershed. Cost share for landowners/producers will be offered for practices such as no-till, cover crops, filter strips, etc. Since over 70% of the St. Joseph River Watershed is in agriculture, addressing polluted runoff from farms is an important aspect of improving water quality in our streams, rivers and Lake Michigan.

The Berrien County Health Department is developing a "Point of Sale" ordinance. A draft ordinance was completed by the Berrien County Health Department in 2014. The draft ordinance is being opposed by the region's realtors. Work continues with

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stakeholders to develop an ordinance that protects water supplies and also does not hold up the sale of property.

Marcy discussed re-activating the Friends of Hickory Creek group to again address some issues based on a call received from a property owner whose property abuts the creek. This was discussed with the group to determine if there was interest in addressing the issues again.

Marcy created an informational sheet for the City of Niles to use for contracted lawn care companies. If anyone else needs materials created for a special purpose or message, please let Marcy know.

Marcy agreed to post agendas and meeting minutes of this group on the SWMPC website.

### **E. Next Meeting Date**

**i. September 8, 2015; City of Bridgman; Beach House; 9 a.m. to 11 a.m.**

### **F. Other**

## **V. Adjournment**