

Berrien & Cass County NPDES-MS4 Group Meeting

Administration Center: 701 Main Street St. Joseph, MI 49085

Tuesday, May 20, 2014

9:00 a.m. – 11:00 a.m.

MEETING MINUTES

I. INTRODUCTION

Present: Steve Slavicek, *Village of Stevensville*; Bill Marx, Jason Williams & JT Adkerson, *City of Buchanan*; Jamie Moody & Gary Soper, *City of Niles*; Joe Bellina, *CCRC*; Dick Stauffer, *Lincoln Charter Township*; John Monaghan, *Village of Edwardsburg*; Tim Kading, *City of Bridgman*; Jeannine Totzke, *BCDC*; Brian Berndt, *BCRC*; Russ Beaubien & Kelsea Zimmerman, *Spicer Group*.

II. NEW BUSINESS

A. Overview of the NPDES MS4 Permit Application Process

The new NPDES MS4 permits are individual permits opposed to general permits. Thus, communities and agencies can negotiate with the DEQ to make these permit applications more applicable to what the situation is for their community/agency with regards to what is within the jurisdictional urbanized area and what maintenance and activities are performed.

The permits are based on watershed cycles. The lower St. Joseph urbanized watershed area is a cycle year 3 watershed. The notification for permit submittal will be October of 2017 and the permit will be submitted on/before April 1, 2018. The permit is effective for 5 years.

Page 2 of the NPDES Permit, Section VII.-Enforcement Response Procedure (ERP): There needs to be an enforcement response to violations to compel compliance with an ordinance or regulatory mechanism. (*e.g., Plumbing Code, code set in a review process, fines, regulations, letter, etc.*) These will need to be addressed at the local level and not at the county level. Please have examples of ERPs that are applicable to your community/agency/facility at the next meeting.

B. Public Participation/Involvement Program (PPP)

1. Is your SWMP available for public inspection/comment?

Your Stormwater Management Plan, including the PEP, PIPP, IDEP, PP/GH, PCC, and CC documents, needs to be posted on your website, or a link to where these documents can be found should be available. Until the next permit submittal, please at least have, at minimum, the IDEP and PEP documents available for public inspection/comment.

For the new permit process, the DEQ will negotiate the permit with you and give you the chance to public preview/notice the PPP for comment and review for 20-30 days at the state level.

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C. Illicit Discharge Elimination Plan (IDEP)

1. Outfall Sources and Locations

The outfall of an MS4 is defined as the point the terminal end of the pipe system discharges to waters of the state. Waters of the state are defined as the following: lakes, streams, rivers, natural ponds, wetlands, established county drains, open drains.

2. Prioritization of Outfalls

Outfalls are prioritized depending on what type of outfall source there is and what type of system it is discharging into. Please review your IDEP plan to properly categorize each outfall to prioritize and manage outfall dry weather screening. The areas of higher prioritization include the following: outfalls that are coming from industrial areas and outfalls coming from areas of groundwater contamination.

3. Outfall Dry Weather Screening?

Dry weather screening is performed once every five years. Please refer to your IDEP plan for proper techniques and requirements.

4. Training of Staff for IDEP & Spill Reporting

Training for IDEP focuses on municipal staff, police department staff, the fire department, or any individuals who answer phone calls.

D. SWPPI: Pollution Prevention and Good Housekeeping (PP & GH)

1. Municipal Facility and Property Inventory and Assessment Procedure

a. Facility Name & Address

b. Stormwater Controls per Facility (i.e. catch basins, vegetated swales, oil/water separators, detention basins)

This section relates to the NPDES MS4 permit questions 59-69. This document will allow to identify and assess how much of a potential each applicant owned or operated facility has to discharge pollution to waters of the state.

2. Catch Basin Prioritization Procedure

a. Prioritize low, medium, or high

b. Locations for each

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This document will help prioritize the areas where catchbasins are located on municipal owned properties within the urbanized area and the jurisdiction of the applicant to aid with maintenance, assessment frequency and documentation, how to prioritize each catchbasin based on location, best management practices, how many catchbasins per location there are and how often to clean out each catchbasin based on priority A-C. The document itself includes the specific sections of the NPDES MS4 permit application and targets the questions and includes italicized numbering (*example: Q63*) within the procedure. (*Includes references*)

3. Training of staff on PP & GH

Training must be done once per permit cycle and new employees need to be trained within the first year of employment. Staff of who should be trained on PP & GH include, but are not limited to, DPW and DPS staffs and contracted groundskeepers.

4. Site Maintenance, Storage Inspection & Scoring

Will be discussed at a later date on an individual basis with group members.

5. Standard Operating Procedures (SOPs); checklist completed?

A condensed manual booklet of Standard Operating Procedures (SOPs) for the NPDES Permit applicable to each member will be created with reference to the Greater Lansing Area's SOPs. These procedures for various on-site operations and activities include a description of the related activity, approaches to provide safe good-housekeeping habits, objectives for each procedure, related constituents found within each activity that are trying to be minimized and/or reduced, and protocols.

Please fill out and return the SOP checklist handout and a booklet will be prepared with the procedures that are conducted at your facilities.

6. SWPPP's up to date? (*for those that need them*)

Please verify that locations of owned facilities, position changes between staff, signatures, site plans, and maps (*ex. where things are stored*) are all accurate and up to date.

We do not need a copy of this.

7. SWPPI; please email us a copy

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E. Construction Controls

1. CC procedure in place for staff to report problems on construction sites?

Construction control documents can be prepared per community. These documents contain the procedures of how staff needs to deal with problems and issues on construction sites and proper reporting techniques.

F. Post Construction Controls (PCC)

1. Review procedure and design guidelines in place?

Design criteria and design standards/guidelines should be in place per community before construction begins. These need a documentation process for reviews.

These reviews can be reviewed by the following: planning commission, drain office, DPW staff, city engineer, consultants, building inspectors, etc.

The Post Construction Control section in the NPDES permit are questions 32-58 (pgs. 8-12). Please refer to the permit for additional necessary requirements that need to be incorporated in the PCC.

G. Other

1. Questions

A generic document for the authorization for Spicer Group to submit MS4 permit compliance documents and handle additional services will be put together by Mr. Russell Beaubien.

2. Which communities have been through an MDEQ Audit?

The City of Niles, Berrien County RC, and the City of Bridgman.

III. ADJOURNMENT