

Berrien & Cass County NPDES-MS4 Group Meeting

Bridgman Beach House

5239 Lake St, Bridgman, MI 49106

Tuesday, September 8, 2015

9:00 a.m. – 11:00 a.m.

MEETING MINUTES

I. Call Meeting to Order & Introduction

The meeting was called to order at 9:04 a.m.

Attendance:

***Present:** Don Evans & Alex Austin, City of St. Joseph; Tim Kading, City of Bridgman; Jamie Moody, City of Niles; Ken Alexander & Steven Stavicek, Village of Stevensville; Rich Low & John Monaghan, Village of Edwardsburg; Jeannine Totzke, Berrien County Drain Commissioner; Brian Berndt, Berrien County Road Commission; JT Adkerson, Jason William & Bill Marx, City of Buchanan; Robert Ray, Berrien County Maintenance; Russ Beaubien & Kelsea Zimmerman, Spicer Group.*

***Absent:** Dick Stauffer & Kevin Gebhard, Lincoln Charter Township; Kyle Alexander, MDEQ; Marcy Colclough, SWMPC; Joe Bellina, Cass County Road Commission.*

II. Review of Meeting Minutes from May 13, 2015's Group Meeting

Correction made within the attendance portion of "call meeting to order and introduction" section.

S. Stavicek moved to approve the May 13th meeting minutes. Motion was supported by J. Totzke. The motion passed unanimously.

III. Old Business

A. NPDES MS4 Permit Submittal Update – Dates to remember

- i. October 1st of 2016- Notification of MS4 Permit Application
- ii. April 1st of 2017- MS4 Permit Application Submittal due on/before
 1. Post Construction Control, IDEP, PEP or other Ordinances/Resolutions submitted on/before October 1, 2017
- iii. September 30th of 2018- Tentative Issuance of permit by MDEQ
- iv. Anyone interested in attending MDEQ training when training is available?

We will begin to go through each section of the MS4 permit application during upcoming meetings to prepare members for their submittals. We will cover what each section of the application submittal is requesting and what the MDEQ is requiring. Insight and information to be provided by Kyle Alexander from the MDEQ.

Mr. Beaubien stated that only five permits have been issued since 2013; these are in the Lansing area. The process for receiving a permit has been slow thus far. Kyle has offered MDEQ permit training for submitting your MS4 permit application for this cycle watershed group when the time comes. There will be more information

provided once training has been scheduled. This training will walk through submitting your permit application and documentation that will be required to be provided per applicant, if applicable. The NDPES MS4 permit applications are now individual permits and geared specifically toward each member and the operations and maintenance performed on municipal facilities within the 2010 Census urbanized area. These permit applications are no longer geared towards the watershed boundary, as in the 2003 permit. These permits are geared more towards cities and villages and a good deal of the permit questions may not be applicable for some members, especially for townships.

B. Progress Reporting - Documentation

- i. Seasonal Staff Training – use of web sites sent in April – document any training you did. If done by Spicer Group, we have the documentation.
- ii. Spreadsheet document for progress reports
- iii. Progress report due by December 1, 2015; check date on your last report

Progress report documents for members to fill out were emailed out electronically and hard copies were handed out at the meeting. We have filled out what we could with each progress report and Marcy Colclough filled out sections regarding Public Education for each member. Please complete all sections of the progress report and if a section is not applicable please state “Not Applicable” and provide a reason why. Please complete these and email them back to Spicer Group (either to Russ or Kelsea) by the second week of October so we can review each member’s spreadsheet prior to progress reports being due by December 1, 2015. Additionally, please verify the due date of your progress report. Please check the date of your last report submitted as soon as possible to verify this submittal date. *(Note: Some communities may have different submittal dates)*

Please remember to document any training that was completed and who was trained. If any staff was trained during the April 9th and 10th training provided by Spicer Group we have recorded this in your progress report spreadsheets and have documentation to provide for the progress reporting.

C. Other

None.

IV. New Business

A. Training – Fall 2015

Russ stated that if anyone wanted Spicer Group to provide training for staff members please let himself or Kelsea know and we will coordinate this training with you. The Berrien County Road Commission and the Village of Stevensville expressed interest for staff training. This will be coordinated with these members. Additionally, training

can be focused on specific sections of the permit such as IDEP, PP/GH, and PCC. It was recommended that training may focus on the IDEP to meet education requirements in that area.

B. Meetings with municipalities – schedule at meeting

A meeting was scheduled with the City of St. Joseph to prepare for their upcoming MDEQ audit, to review operations and/or maintenance performed at their facility, to review their documentation, and to perform a site visit of their facility.

C. MDEQ Comments and Updates

i. Kyle Alexander – updates

None.

ii. Electronic Reporting – MiWaters updates

A handout was provided for a summary of the MWEA MiWaters Conference which covered the MDEQ MiWaters Database reporting system that has begun implementation as of August 17th. All NPDES documents and application permits will be required to be submitted electronically. Please refer to the summary document for website links for more information for the MiWaters Database. *(This summary document will be emailed out as well)* There will be additional webinars and training days available for the introduction and usage of this system.

It will be required for each member to sign themselves up as the administrator for their site and to invite any additional users and/or Spicer Group (Russ/Kelsea or both) to be users for your site, if desired. There will be a certifier agreement form that will need to be filled out by the MS4 member to provide Spicer Group with the ability to submit forms on this database. Please coordinate with either Russ or Kelsea if you wish for Spicer Group to submit your reports and any necessary information/documentation.

iii. Tentative audits for 2015; Village of Edwardsburg, Lincoln Charter Twp, City of St. Joseph

Handouts were provided for MDEQ audit preparations. Please review these handouts and review your documentation. Pollution Prevention and Good Housekeeping and the Public Education Plan Program will be covered for the Village of Edwardsburg, Lincoln Charter Township and the City of St. Joseph's audit. Please keep in mind that the MDEQ will provide recommendations after an

audit **always** and any additional comments or requirements they take note of during the audit process will be provided as a follow-up to the audit.

D. Michigan Planning Commission (SWMPC) Comments and Updates

- i. Marcy Colclough

None.

E. Next Meeting Date

November 5, 2015 at the Lincoln Charter Township Hall from 9:00 -11:00 a.m.

F. Other

None.

V. Adjournment- 9:30 a.m.