

Berrien & Cass County NPDES - MS4 Group Meeting

Virtual Teams Meeting

Wednesday, October 14, 2020

9:00 a.m. – 11:00 a.m.

AGENDA ITEMS

- I. Call Meeting to Order & Roll Call**
- II. Review of Meeting Minutes from February 12, 2020's MS4 Group Meeting**
- III. EGLE Comments and Updates – Matthew Hanauer**
- IV. Southwest Michigan Planning Commission (SWMPC) Updates – Marcy Hamilton / Kris Martin**
- V. Old Business**
 - A. NPDES MS4 Permits
 - 1. **April 3, 2017** – Permit Applications Submitted
 - 2. Received comments back on all applications, working on updates.
 - i. PIPP Format Updates
 - a. Addition of inspection forms for high potential discharge sites.
 - ii. Street Sweeping Frequency
 - a. Should be swept at least one to three times per year, dependent on road type.
 - iii. Catch Basin Inspection Frequency
 - a. Now based on percent full rather than depth from invert.
 - 3. Need additional information from the following:
 - i. BCDC
 - ii. Buchanan
 - iii. Edwardsburg
 - iv. Niles
 - v. City of St. Joseph
 - B. 2020 – 2021 Budget
 - 1. Review current, effective budget (June 30th, 2020 – July 1st, 2021)
 - C. EGLE Audit Summaries
 - 1. Village of Edwardsburg – August 24, 2020
 - 2. City of St. Joseph – September 18, 2020
 - 3. Lincoln Charter Township – September 23, 2020
 - D. Other
- VI. New Business**
 - A. IDEP Outfall & Point of Discharge Dry Weather Screening
 - 1. Completed in 2019
 - i. BCDC, BCRC, City of St. Joseph, Bridgman, Buchanan, Lincoln Twp.
 - 2. To be Completed in 2020
 - i. CCRC
 - ii. When completed please provide SGI with documentation to keep on file
 - B. Staff Training:
 - 1. Reminder: Staff must receive training once per permit cycle and new full-time employees must receive training within the 1st year of employment; document training on seasonal staff.
 - 2. Training materials are available with SWMPC and on SWMPC's website:
 - i. <https://www.swmpc.org/water.asp>
 - C. Pollution Prevention & Good Housekeeping
 - 1. Training Video for October:
 - i. <https://youtu.be/LCvTerxg5H0>
 - 2. Documentation Reminders

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- i. Tasks for Fall/Winter and to document:
 - a. Any dry weather screening completed
 - b. Any structural stormwater control inspections completed
 - c. Site maintenance and inspections
 - d. Fall Leaf Pick Up
 - e. Salt Usage Quantities
 - f. Wintertime training during weather conditions

D. Local and Community Reports

E. **Set 2021 Meeting Dates, Times, and Locations:**

- 1. February 10, 2021: 10:00 a.m. - 12:00 p.m. @ _____
- 2. June 9, 2021: 9:00 a.m. - 11:00 a.m. @ _____
- 3. October 9, 2021: 9:00 a.m. - 11:00 a.m. @ _____

F. Other

VII. Adjournment