

Berrien & Cass County NPDES - MS4 Group Meeting

Virtual Teams Meeting

Wednesday, October 14, 2020

9:00 a.m. – 11:00 a.m.

MEETING MINUTES

Attendance:

Joseph Ray, Niles

Marcy Hamilton, SWMPC

Kelsea Sutton, Spicer Group

Erica Martell, Spicer Group

Tim Kading, Bridgman

Kevin Gebhard, Lincoln Twp.

Jamie Moody, Niles

Steve Slavicek, Stevensville

Lewis Evans, Niles Schools

Kevin Stack, BCRC

Matthew Hanauer, EGLE

Julie Amicarelli, Lincoln Twp.

Tom MacDonald, St. Joseph

Nick Mannon, CCRC

Jeannine Totzke, BCDC

Dave Rindfield, St. Joseph Twp

Kris Martin, SWMPC

Absent: *M. O'Malley, City of Benton Harbor; R. Low/ C. Powers, Edwardsburg; JT Adkerson, Buchanan; D. Miller, Buchanan Schools*

I. Call Meeting to Order & Roll Call

II. Review of Meeting Minutes from February 12, 2020's MS4 Group Meeting

Minutes of the February 12, 2020 meeting were reviewed, and a motion made by T. Kading, supported by a unanimous vote.

III. EGLE Comments and Updates – Matthew Hanauer

Have completed the audits that needed to be done for the fiscal year and is now circling back to the permit applications. Has very few comments on what has been submitted and should easily move through permitting. EGLE is teleworking through January, but M. Hanauer is available for calls/ email at any time.

IV. Southwest Michigan Planning Commission (SWMPC) Updates – Marcy Hamilton / Kris Martin

Have been helping prepare for audits. Have been sending out information on press releases, social media posts, newsletter articles. Training videos are available for drop off or other training videos are available on the SWMPC website. Have the display board available as well, but understand many places are closed to the public. Working on website improvements so look out for more info to come. M. Hamilton has been working on the Pucker Street Dam removal with City of Niles, in middle of deconstruction. Challenges with selecting board locations due to COVID-19. Working on seasonal water quality posts/ tips to be shared with all members to be included on their social media/ website pages, or in newsletters. EGLE is understanding of challenges and accepting of substitute activities (i.e., social media posts). SWMPC is also available to attend virtual meetings of city councils/ planning commission meetings and have several presentations they could give.

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

Working on revisions. E. Martell has sent out emails requesting additional information if needed. Please respond. Feel free to reach out if you have any questions. Hopeful to get these submitted in the next month and permits issued. Once applications are submitted, EGLE will reach out to coordinate public notice of the document and where to post. All available permit documents will also be available in MiWaters. Let us know if you need assistance finding documents or accessing MiWaters. With MiWaters, make sure the contacts are up to date and any employees no longer with your organization are no longer active on your site. This will help ensure the right people are getting emailed regarding the permits/ public notice. The catch basin inspections can be as basic as a plan to get an inventory, work towards a map if not in place already for the future.

B. 2020 – 2021 Budget

1. Review current, effective budget (June 30th, 2020 – July 1st, 2021)

Current effective budget. This would have been reviewed at the last meeting, which was canceled due to COVID-19. Invoices should reflect the new amount. Budget updated due to Benton Harbor being added as a new member and the updates to the MS4 application. Apportionment percentages based on the population ratio in the urbanized area. Focus on the inspections and the associated documentation for progress reporting.

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

From SWMPC's perspective audits went well, working with Edwardsburg to update some signage in their parks. Overall Edwardsburg audit went well, had a few follow up items in MiWaters but nothing major. M. Hanauer noted to make sure everyone is keeping track of training for all employees and that storm system maps are updated with structural controls and any waterbody names. Make sure everyone notes the differences that are coming in the new permits/ reporting. City of St Joseph audit went well and

appreciated having it in person having Spicer and SWMPC there. Lincoln Township audit was good, have some maps to update but overall good.

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

CCRC screening done, Spicer to send a copy of example paperwork to be completed. Once done, CCRC will send Spicer documentation for progress reporting. Once have new permits will start coordination on when screening will occur and for which members.

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>

Take advantage of the training resources provided by SWMPC. Hoping to schedule an in-person training within the next year. Be sure to document the training type, video name, and who watched it. Sign in sheets are available on the SWMPC webpage.

C. Pollution Prevention & Good Housekeeping

1. Training Video for October:
 - i. <https://youtu.be/LCvTerxg5H0>
2. Documentation Reminders
 - 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

BCDC – Trying to get the office running, new chief, maintenance supervisor, and administrator. Continue to work on drains as needed, hope to work towards proactive approach. Will get response on application questions to E. Martell.

BCRC – Nothing

Stevensville – New DPW employee, starting leaf pick up

Lincoln Twp – Nothing

CCRC – Did outfall inspections, got new scale which will help with tracking salt usage

Niles Schools – Not able to do group training, trying a new module through SafeSchools to supplement

Bridgman – Nothing

City of St Joseph – Nothing

St Joseph Twp – Nothing

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

1. February 10, 2021: 10:00 a.m. - 12:00 p.m. @ Virtual - Microsoft Teams
2. June 9, 2021: 9:00 a.m. - 11:00 a.m. @ _____
3. October 13, 2021: 9:00 a.m. - 11:00 a.m. @ _____

Planning to keep the February meeting virtual, and at that meeting determine if we can do in person meeting.

F. Other

Russ is retiring at the end of November so if you try and get a hold of him after that and he doesn't respond that is why.

VII. Adjournment