

Berrien & Cass County NPDES-MS4 Group Meeting

*Lincoln Charter Township Hall
2055 West John Beers Road, MI 49127*

Thursday, November 5, 2015

9:00 a.m. – 11:00 a.m.

MEETING MINUTES

I. Call Meeting to Order & Introduction

The meeting was called to order at 9:05 a.m.

Present: Tom MacDonald & Alex Austin, *City of St. Joseph*; Tim Kading, *City of Bridgman*; Jamie Moody & Ray Scott, *City of Niles*; Ken Alexander, Steven Stavicek & Leslie McCaft, *Village of Stevensville*; Rich Low & John Monaghan, *Village of Edwardsburg*; Dick Stauffer, Julie Amicarelli & Kevin Gebhard, *Lincoln Charter Township*; Kyle Alexander, *MDEQ*; Marcy Colclough & Kris Martin, *SWMPC*; Jeannine Totzke & Anne Hendrix, *Berrien County Drain Commissioner*; Brian Berndt, *Berrien County Road Commission*; Russ Beaubien & Kelsea Zimmerman, *Spicer Group*.

Absent: Joe Bellina, *Cass County Road Commission*; JT Adkerson, Jason Williams & Bill Marx, *City of Buchanan*

II. Review of Meeting Minutes from September 8, 2015's Group Meeting

Meeting minutes were passed for the September 8th meeting minutes. Meeting minutes and agenda will be posted on the SWMPC's website as well as emailed out to each member.

III. Old Business

A. Progress Reporting - Documentation

- i. Spreadsheet document for progress reports*
- ii. Progress report due by December 1, 2015; check date on your last report (submittal on MiWaters Online Database)*
- iii. Responsibilities for uploading progress reports?*
- iv. Any questions?*

R. Beaubien stated that everyone should have their progress reporting spreadsheet. If you need another copy or would like an electronic copy emailed out again please let either Russ or Kelsea know. K. Alexander stated that there were three or four items that should be reported on within the progress report for the three members that were audited to conclude the audit process. These reporting spreadsheets cover the reporting timeframe for 2014 from October 1, 2013-September 30, 2014 and for 2015 from October 1, 2014-September 30, 2015. Please fill out all sections that are applicable and if there are any questions please don't hesitate to ask either Russ or Kelsea. Please provide Russ or Kelsea with your completed progress report excel document and any additional attachments, such as training records, catch basin

cleaning quantities and street sweeping cleaning quantities, as soon as possible. These will be submitted for the progress report due on or before December 1, 2014 via the MiWaters online database system. K. Alexander stated that for this progress report all that will be required are for pdf documents to be uploaded to the website. The following progress report information will have to be entered into the MiWaters database system. For any reason that there is an issue to upload the progress reports, the pdf documents can be emailed to K. Alexander and he can upload the progress reports on member's behalf.

B. Berrien County Road Commissioner Training Summary- R. Beaubien

Training was performed on October 8, 2015 at the Berrien County Road Commission. There were 42 employees whom attended the training provided by Spicer Group. The Illicit Discharge Elimination Program was covered by Russ. Topics that were covered included the following: an overview of the IDEP program, an overview of the NPDES Phase II regulations, illicit discharges, acceptable discharges, illicit connections and dry weather screening procedures and reporting specifics. This will be included in the progress reporting for the Road Commission.

R. Beaubien also stated that Kelsea and he met with Tom MacDonald from the City of St. Joseph to help with their staff transition, to discuss training possibilities for their staff and to prepare for their progress report submittal.

R. Beaubien stated that Spicer has a forty-five minute IDEP training that covers field staff training to make staff aware of how to report illicit spills/discharges and who to report these to and when to report spills and discharges.

R. Beaubien stated that if members are interested for Russ and Kelsea to provide training to let them know at the January meeting. Additionally, members can use various training materials such as YouTube videos, MDEQ training materials, SWMPC training materials (stormwater videos/links- contact Marcy Colclough) or any in house training materials. For poor weather conditions, please remember that this can be a perfect opportunity to train staff. Please remember to document any training performed and to provide either Russ or Kelsea with this documentation so it can be included in progress reports down the road. Full time staff dealing with the stormwater program must receive training over all topics (PP&GH, PEP, IDEP, etc.) once per every five years but these trainings can be broken up into shorter sessions during this timeframe. Kyle Alexander stated to make sure that summer/seasonal/temporary staff are trained prior to performing job tasks and this training be documented and included in the progress report.

C. Other

None.

IV. New Business

A. Audit Comments- Village of Edwardsburg, Lincoln Charter Twp., City of St. Joseph

K. Alexander stated that for the three members that were audited, the Public Education Program and Pollution Prevention and Good Housekeeping minimum measures were covered. A few things that Kyle had comments on were for documentation regarding training and Pollution Prevention and Good Housekeeping schedules regarding cleaning and inspections. An example would be to document any catch basin cleaning that was performed during the progress reporting timeframe. If for any reason that schedules have not been met as specified in your SWPPI, please document any reasons behind this and include a schedule for moving forward for these inspections and cleanings to be conducted. The new permit will address schedules regarding inspections and cleaning frequencies and will be an area that Spicer will be working on with all members for the submittal of the new individual NPDES MS4 permit applications.

K. Alexander stated that the schedule for the audits will consist of auditing every permittee once every permit cycle (once every five years). 2-3 minimum measures will be audited at a time; Pollution Prevention and Good Housekeeping along with an additional 1-2 measures will be audited. A notification will be sent to each member ahead of time to coordinate an audit and to allow members to prepare for which measure will be audited.

B. MDEQ Comments and Updates

i. Kyle Alexander – updates

No updates or comments other than MiWaters, covered below, were provided by K. Alexander.

C. Training – MiWaters- Kyle Alexander

- i.* MiWaters Overview
- ii.* Establishing an account/changes to account
- iii.* Inviting users to your account
- iv.* MiWaters Certifier Agreement Forms
- v.* Submitting Reports

MiWaters Site Information on MDEQ Website:

http://www.michigan.gov/deq/0,4561,7-135-3313_72753---,00.html

Provides an overview of the system and links for training tutorials, webinars and seminars.

MiWaters Online Database System Website:

<https://miwaters.deq.state.mi.us/miwaters/#/external/home>

K. Zimmerman and K. Alexander provided an overview of the MiWaters online database system. MiWaters took a 4 year period of time to develop the online database system and replaces over 25 of their MDEQ water resource's database systems (i.e. Part 41, NPDES, DMR, etc.). The MDEQ is required to report to the EPA and this online system helps with this reporting. It was noted that you can receive notifications for submitting reports and view any violations.

K. Zimmerman stated that she recommends watching the tutorials provided on the DEQ's website for the following:

- MiWaters Overview
- Establishing an Account
- Maintaining Your Profile
- Inviting Another Person to View or Manage Your Site Information
- Finding an Application or Request to Submit
- Submitting an Application or Request
- Viewing Information Related to Your Site
- Submitting a Report Required by Your Permit
- Submitting a Discharge Monitoring Report (DMR)

K. Zimmerman walked through the MiWaters site and went through inviting users, requesting certifier access and submitting reports.

Roles for MiWaters Users

There are three roles for a user on the MiWaters database system for your site: administrator, editor and viewer. An administrator has the overall responsibility for your site, has the capability of inviting and/or deactivating other users for your site and can request certifier access for any administrator or editor. An editor has all the same capabilities of an administrator except an editor cannot invite or deactivate other users for your site or request certifier access for an editor or administrator. An administrator and editor are the only ones who can submit reports, permits, etc. for your site. A viewer can only

view reports, permits, site documents, etc. and cannot submit documents on your behalf.

Certifier Agreement Forms

A Certifier Agreement Form is required for those who are responsible for submitting reports for your site and ALL administrators for your site. These agreement forms must have an original signature and must be mailed into Lansing. These agreement forms are available on the DEQ MiWaters site and within your MiWaters account as well. These will be updated once per permit cycle, or once every five years (tentative). Any consultant must complete and mail in the Certifier Agreement Form if deemed responsible for submitting reports on behalf of a permittee and if assigned a role of an administrator or editor. Once the Certifier Agreement Form documents are submitted to Lansing, an administrator is responsible for selecting the “request certifier access” for each editor or administrator for your site.

Apps, Request and Reports

This is where new drafts, compliance reports and permits are submitted.

Documents

All documents that have been submitted to the state for your site will be found under the documents section. Please note that at this time a lot of the documents have not been published and are not available yet for each permittee.

If you have any problems submitting reports, a pdf document can be emailed to K. Alexander and he can upload your document on your behalf.

D. Michigan Planning Commission (SWMPC) Comments and Updates

i. Marcy Colclough

M. Colclough stated that there were public education materials that members could take with them and if more materials are needed please feel free to ask either Marcy or Kris. There were two updates provided by Marcy:

The water trails initiative relating to PEP to getting the public out on surface waters of the state was discussed and M. Colclough stated that communities are developing water trails on the water ways. M. Colclough stated that meetings are being conducted with the City of St. Joseph, Bridgman and Buchanan on implementing water trails in their

communities. The water trails initiative is being funded through the MDEQ Coastal Zone Management Grant.

M. Colclough stated that there will be public education and outreach activities conducted for Ox Creek.

E. 2016 Scheduled Meeting Dates

- i.* Discussion of meeting dates and times with group for 2016

The meetings will be on Wednesdays for the following months:

- 10:00 a.m. - January
- 9:00 a.m. - May and September

Russ stated that we will send out meeting reminders one month in advance for the date, time and location of the meeting and then one week prior to the meeting the agenda and past meeting minutes will be emailed out.

F. Other

None.

V. Adjournment