

**Berrien & Cass County NPDES - MS4 Group Meeting**

**Wednesday, February 14, 2024**

***Virtual Meeting – Microsoft Teams***

**9:00 a.m. – 11:00 a.m.**

**MEETING MINUTES**

**Attendance:**

<i>Kathy Kissane, BCDC</i>	<i>Nick Mannon, CCRC</i>	<i>Zack Holt, Niles</i>
<i>Jeanine Totzke, BCDC</i>	<i>Greg Grothus, City of St. Joseph</i>	<i>Kelly Vaughn, Stevensville</i>
<i>Kevin Stack, BCRD</i>	<i>Rich Low, Edwardsburg</i>	<i>Shane Lausch, Stevensville</i>
<i>A.J. Mottl, Bridgman</i>	<i>Julie Amicarelli, Lincoln Twp.</i>	<i>Erica Martell, Spicer Group</i>
<i>Andrew Clay, Bridgman</i>	<i>Shane Ross, Lincoln Twp.</i>	<i>Seth Gibson, Spicer Group</i>
<i>David Rindfield, St. Joseph Twp.</i>	<i>Jeremy Gunkel, Lincoln Twp.</i>	<i>Bekah Schrag, SWMPC</i>
<i>Mike Baker, Buchanan</i>	<i>Jamie Moody, Niles</i>	
<i>Clay Weaver, Buchanan</i>	<i>Joe Ray, Niles</i>	

**Absent:** *Buchanan Schools, Niles Schools*

**I. Call Meeting to Order & Introductions – 9:00 am**

**Review of Meeting Minutes from October 11, 2023's MS4 Group Meeting**

*Minutes of the October 11, 2023, meeting were reviewed, and there were no follow up comments or changes.*

**II. EGLE Comments and Updates – Matthew Hanauer**

**A. 2020 Census Data Urbanized Area Map Update**

*There was a decent amount of discussion around the census updates and their potential to affect the current MS4 boundaries. There may be the potential for members to contest the proposed boundaries but there is some clarification needed on whether that is applicable to the MS4 boundaries or just the transportation boundaries. Matt is going to look into these items and let the group know what he finds. The most important thing to note is that the maps aren't out yet and we will work with EGLE on how any updates will impact the program.*

*Matt noted that there would be three inspections this year and that he would be reaching out to members to set up a time shortly.*

**III. Southwest Michigan Planning Commission (SWMPC) Updates – Bekah Schrag**

*Bekah updated the group on the tabletop display having been in Niles and Lincoln Township and reminded members to sign up for the display board. The SWMPC has also put together a Google Drive to house all of the stormwater public outreach info. Reach out to Bekah or Marcy for more information on how to access Google Drive.*

**IV. Old Business**

**A. NPDES MS4 Permits**

**1. Waiting on issuance**

- i. City of St. Joseph – Public Notice ends 2/11/2024**
- ii. Cass County Road Commission**

*Road Commission is reviewing all of the updated documents and we will get everything back to EGLE soon.*

**B. Catch Basin Inspections**

- 1. Maintenance maps were provided after October meeting**

2. Ensure proper documentation of any cleaning or maintenance  
*Erica reminded the group of the maintenance maps that were sent out after last meeting and also to document any cleaning or maintenance activities completed.*

C. Progress Reports

1. No follow up required at this time

D. Other

**V. New Business**

A. IDEP Outfall & Point of Discharge Dry Weather Screening

1. Permit Cycle Rotation Program Year 3 (2024 thru 2025)

- i. BCDC

*Spicer will reach out when screening is scheduled.*

B. Pollution Prevention & Good Housekeeping

1. Structural Stormwater Control Inspections

*SGL is finalizing the list of inspections to be completed and will be reaching out to members with dates once that is completed.*

2. Training Videos for February:

- i. [Preventing Water Pollution through Vehicle Maintenance \(youtube.com\)](https://www.youtube.com/watch?v=...)

3. Documentation Reminders

- i. Document snow/ice management activities, any updates or equipment upgrades.

- ii. Document amount of deicer materials stored for the season, make sure it is stored inside a structure.

- iii. Consider alternatives to deicers, such as the use of heavy-duty leaf blowers to clear sidewalks of snow when possible.

- iv. Employee Training – Document employees, topic(s) trained on, sign-in sheets.

*Erica reminded the group of how important it is to document all of these items and that you can send this information along to SGI at any time and we will save it to our records for reporting.*

C. Local and Community Reports

1. *BCDC – At the drain conference currently. Extremely busy this time of year. The only project currently active is in Niles Township, Franklin Park Drain. Also reviewing their first solar project.*
2. *BCRD – No major updates. Biggest thing is they are in the process of completing the countywide culvert inventory and inspection.*
3. *Bridgman – Upcoming catch basin maintenance and cleaning coming up.*
4. *St. Joseph Twp – Big wastewater project coming up this summer.*
5. *Buchanan – Building project is off the ground. Two retention ponds going in. Major issue over one of the creeks in downtown and failing creek walls.*
6. *CCRC – Getting ready for the paving operations and going to be changing out a culvert with the drain commission.*
7. *City of St. Joseph – Large reconstruction project on Upton Drive coming up this summer. Street sweeper has been active with the unusual weather.*

8. *Edwardsburg – Ion removal plant is almost completed otherwise normal operations.*
9. *Lincoln – Some staffing changes but no updates other than that.*
10. *Niles – No updates at this time.*
11. *Stevensville – No updates at this time.*

D. 2024 Meeting Dates, Times, and Locations:

1. June 12, 2024: 9:00 a.m. - 11:00 a.m. – Bridgman Beach House
2. October 9, 2024: 9:00 a.m. - 11:00 a.m. Virtual Meeting – Microsoft Teams

E. Other

**VI. Adjournment – 9:42 am**