

Berrien & Cass County NPDES - MS4 Group Meeting

Weko Beach House, 5239 Lake Street, Bridgman, MI

Wednesday, June 11, 2025

9:00 a.m. – 10:00 a.m.

Meeting Minutes

Attendance:

Kelsea Sattler, SGI

Erica Martell, SGI

George Gaunder, Lincoln Twp.

Greg Grothus, City of St. Joe

Dave Rindfield, St. Joseph Twp.

Kevin Stack, BCRD

A.J. Mottl, Bridgman

Kyle Gunderson, City of Niles

Jamie Moody, City of Niles

Kathy Kissane, BCDC

Steve O'Connor, Niles Schools

Nick Mannon, CCRC

Shane Lausch, Stevensville

Josh Coleman, St. Joseph Twp.

Cody James, Bridgman

Julie Amicarelli, Lincoln Twp

Rich Low, Village of Edwardsburg

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

II. Review of Meeting Minutes from February 19, 2025's MS4 Group Meeting

Minutes from the February 19, 2025 meeting were reviewed. A motion to approve the minutes was made by Jamie Mood and seconded by Kathy Kissane.

III. EGLE Comments and Updates – Matthew Hanauer.

Matt Hanauer was not in attendance and did not provide any direct updates. One update from Spicer is that EGLE will be completing audits/inspections. The Berrien County Drain Commissioner is the only agency that is known to be on the list. Spicer can attend audits and conduct a prep-audit beforehand. The only MS4 permit not to be issued is for the Cass County Road Commissioner. No updates regarding the progress of their permit.

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

Marcy and Bekah were not in attendance. This commission handles public education for the group. Their updates were about tabletop displays (coordinate with SWMPC for use) and the google drive which has graphics and social media posts. They relayed that Michigan Microplastics Coalition offered to do a presentation at the next group meeting – Group decided no.

V. Old Business

A. Progress Reports

1. Submitted for all members by April 1st
2. No comments from EGLE

Progress reports will be moving to an annual basis. Not necessarily a bad thing, Spicer will handle just like two-year basis. Annual progress reporting starts when new permits come into play.

B. NPDES MS4 Permits

1. Waiting on issuance
 - i. Cass County Road Commission

Everyone has received their permit besides CCRC. The permit review is currently in EGLE's court. SGI to follow up with EGLE following this meeting.

2. Additional entities within our group area were notified of needing an MS4 permit
New local jurisdictions are getting pulled into the MS4 program. Spicer has not heard of any interest from these agencies in joining the Berrien and Cass group. These agencies are Benton Harbor Public Schools, Bridgman Public Schools, Lakeshore Public Schools, New Buffalo Public School, and St. Joseph Public School. Kelsea talked about possible nesting of agencies, not likely given this group progress. Let Spicer know if anyone reaches out about the Berrien and Cass Group.

C. Catch Basin Inspections

1. Maintenance maps were provided in December
2. Ensure proper documentation of any cleaning or maintenance
Make sure to get things done and send Spicer documentation of work for reporting purposes.

VI. New Business

D. 2025 – 2026 Budget

1. Emailing out letter of agreements (with budget) – please sign and return no later than June 30th
The budget was sent out along with calendar invite. The budget is effective from June to July 1 of the following year. There was a small increase in the 2025-2026 budget compared to 2024-2025 budget. Differences can be viewed on the new budget document. This increase can mainly be attributed to the progress reports, TMDL sampling, and EGLE audits. Quarterly payments are on the first budget sheet. They show what will be invoiced throughout the year. Price is based on population of urbanized area and additional effort for fieldwork. Letter of Agreements will be sent out by the end of the week. Please return these agreements as soon as possible. Reach out to Spicer with any general MS4 questions.

E. IDEP Outfall & Point of Discharge Dry Weather Screening

1. Implemented a screening rotation program
 - i. Follow up on any unscreened points
Spicer will be doing summer fieldwork this year. This fieldwork will be follow-up dry weather screening for points that were missed, or we weren't able to inspect/locate. Spicer will provide notification if we are inspecting in your area.

F. Pollution Prevention & Good Housekeeping

1. Catch Basin Inspections
We will be completing catch basin inspections this year. Once we have completed inspections, we will provide a list of catch basins which need to be cleaned or maintained. Spicer will provide notification if we are inspecting in your area.
2. Documentation Reminders
 - i. Repair, reseed bare spots, assure vegetative buffers are intact along waterways
 - ii. Clean out detention basins of any trash or floating debris; quantify and then dispose of material properly.

- iii. Document any seasonal staff training
 - 3. Lawncare/Landscape and Construction Contractors
 - i. Ensure training has been addressed
 - ii. Sign contractor stormwater compliance agreement forms

Utilize contractor agreement forms when contracting out this work.

Spicer can provide these forms upon request. Temp/seasonal staff need to be trained with documentation taken.
- G. Local and Community Reports

Niles Schools has a new facility, to coordinate with Spicer on adding to permit.

City of Niles is completing grease trap inspections and detention cleaning.

BCRD is in the process of designing a new facility.

Bridgman is cleaning catch basins.

Lincoln Township is cleaning catch basins.

CCRC is completing culvert inspections and confirming outfall points.

Village of Stevensville is working to confirm outfall points at the park, to coordinate with Spicer.

Village of Edwardsburg is cleaning catch basins.

- H. TMDL

TMDL sampling can be started by agencies. Tables and maps for the sample points have been emailed out to the group. They will be sent out to the group again after the meeting.

TMDL sampling depends on several conditions (season, precipitation, safety etc.). Points need to be sampled twice during the permit cycle. Sample bottles, chain of custody forms, and sampling sheets should be prepared beforehand. If staff are being trained to sample, make sure they are well versed with the TMDL documents. Spicer recommends coordinating with your lab before sampling. Spicer has sent out a list of possible labs for testing. Spicer recommends documenting yes/no weather conditions to prove EGLE sampling dates are limited. Spicer will be including TMDL information in the next progress report. Throughout the permit cycle BMPs will be implemented, mainly education. Matt Hanauer from EGLE said that after the permit change, the number of sample points per permit cycle will almost certainly increase past the current two.

- I. 2025 Meeting Dates, Times, and Locations:
 - 1. October 8, 2025: 9:00 a.m. - 10:00 a.m. Virtual Meeting – Microsoft Teams
- J. Other

VII. Adjournment – 9:46 am.