

MS4 Community Partnerships

January 28, 2009

Members/Guests

Frank Stewart, Tony Kenning, Dorreen Carey, Kevin Breitzke, Jennifer Gadzala, Brenda Scott Henry, Craig Hendrix, Sandy Ford, Matt Lake, John Sabo, Davita Johnson, Dan Gardner, Kathy Luther, Amanda Pollard, Francyne Mixon.

Self-Introductions

The MS4 members made self-introductions.

2008 Activities and Accomplishments – Amanda:

We got the gas can schedule. Tom Buford picks the dates. We supply the gas cans and go to the exchange.

What happened in 2008? - Amanda

We attended the Lake and Porter County Fairs and at each of them, we gave away 200 rain gauges, tip cards, bookmarks and 150 pens, umbrellas, pens, and attended 15 gas can exchanges and exchanged 600 gas cans.

We did the newspaper in education water inserts again. We did the teacher training, 25 people attended. We established an on going partnership for teacher outreach with the Alliance for Great Lakes. We hope to have more teachers' training, and some adopt-a-beach workshops later in the year.

We did the good housekeeping workshop, 33 people attended and construction workshop, 67 people attended.

We did the wise up about water tips that were in the Post-Tribune. There were six articles in the newspaper once a month.

We did the seven simple steps to clean water placemats and 2,000 were distributed to restaurants in the area.

2,400 MS4 citizen's guides and calendars were distributed.

Other Events – Amanda:

There was a health fair held at New Beginnings church in Gary. Fifty rain gauges, pens, and bookmarks were handed out.

We attended the clean water celebration and distributed rain gauges, pens, bookmarks, tip cards, and activity books.

On Earth Day, we distributed rain gauges, pens, and bookmark activity books.

We gave MS4 public meeting presentations in Portage and Merrillville.

We attended the State Committee MS4 meeting.

We submitted a compliance report to IDEM, on time.

2008 – 2009 Compliance Schedules – Kathy:

Compliance reports for 2008 are not due in the same way, they were in the past. Reggie said that we need to still prepare compliance reports and have them available for the audits in June. Kathy recommended that everyone attend the April 23, 2009 Annual MS4 meeting in Noblesville, IN. The draft agenda is included in the packet; discussion concluded.

- Rule 13 – 2nd Permit Cycle Annual Report – due date: October 1, 2010 & 2012
- Rule 12 – 2nd Permit Cycle Annual Report – due date: October 15, 2010 & 2012
- Rule 13 – 2nd Permit Cycle Annual Report – due date: October 30, 2010 - 2012

The members were given a check list of facilities that they own, operate or are responsible for because all of those can be audited and inspected. They are expected to be in tune with your watershed plan. Return to Kathy on or before June 1, 2009; discussion concluded.

2008 Budget Report:

Kathy discussed the detailed budget worksheet 2008 and budget summary by category for January 27, 2009. Overlooked were 2009 proposed project costs for January and MS4 Financial Summary.

Specifically, 65 to 67 % of spending is on NIRPC, which consists of travel, printing, supplies, and salary; about 25% is salary hours. There is a small % on events and workshops, because they haven't cost anything. Paid advertising is a large amount and it is equal to salary hours. Radio is a large amount reflecting the fairs this year. We spent 9% on educational materials.

We did not spend much on printing last year and we need to boost that this year; discussion concluded.

2009 Workshops

The next workshop is called Green Infrastructure, Tuesday, March 17, 2009 at the Radisson Hotel at the Star Plaza. This workshop is for consultants, developers, engineers and MS4s; discussion concluded.

This summer, we will have hands on online tools workshop. Encouraging people to come and see that you don't have to make this up from whole cloth because there are a lot of tools to do it, and there is more technology to design workshop. The input on this is to make sure that it is specific to Northwest Indiana. Sarah is the lead on this.

2009 Planning Guide

Kathy overviewed the deliverables from MOU, stormwater public education and involvement plan from Part C; plans, goals and objectives, NIRPC responsibilities, and target audiences identified; discussion concluded.

NIRPC has a separate MS4 e-mail website, so people can submit comments about stormwater. The e-mails will go to Amanda.

Kathy overviewed minimum control measure 1, public education and outreach, goals, objectives and priority messages and minimum control measure 2; public involvement and participation, goals, objectives, and 2009 BMPs; discussion concluded.

Challenges - Kathy

Kathy talked about a challenge that was discussed at one of last year's meetings, a canoe stream event. A small group with Amanda was formed to work on doing that and we had limited or no participation from the people who volunteered; discussion concluded.

2009 New Ideas

Amanda said the MS4 calendar will be from August to July. It was pushed back because no pictures were received from some of the members. Do we want to do an August through July or do we want to wait until next January to do a two year calendar; discussion concluded.

Kathy said the Mascot hasn't been ordered or approved because the vendor is from an international fun company and some commissioners didn't approve of the name; discussion concluded.

There will be an Adopt-a-Beach workshop on Tuesday, April 14th at NIRPC. The maximum people is 30. The training is for coast week clean-up. Beaches and any tributary to Lake Michigan can be used for training. It is for the site coordinators/site organizers; discussion concluded.

There is a handout that talks about Channel 56 and Comcast in your packet. They have two different TV options; discussion concluded.

We have been thinking about advertising in movie theaters. I went to a couple meetings in the Indianapolis area. There numbers were 20 second slots a month. The cost was from \$8,000 to \$11,000 dollars a year; discussion concluded.

Since we are going to have the water drop mascot, we wanted to have a handout related to stress balls that we found in the shape of water drops; discussion concluded.

Kathy suggested that the goals and objectives' committee look at our 2009 budget, and where we have the money in percentages; discussion concluded.

Developing a new MOU - Kathy

Kathy said that this is the last year for the MOUs. So this is an excellent time to talk about renegotiating. If you want to continue the partnership or if you don't want to continue the partnership; discussion concluded.

Quarterly MS4 meetings were set for April 29, July 22, and October 21, 2009 at 9:00 a.m. in the Green Packer Room.

We have some start-up lists; e-mails will be sent out.

The billing will be sent next week to your billing contact, including past due amounts.

We will send to these groups and maybe items will be on each groups' agenda. The outreach materials would have the calendar on their agenda. The public involvement activities would start with the coast week on their agenda.

The goals and objectives' group would look at television versus movie, etc; discussion concluded.

Meeting adjourned.

MS4 Summary - April 29, 2009

Members/Guests

Warren Thiede, Bob Minarich, Bryan Lane, Javita Johnson, Dan Gardner, Matt Lake, Brenda Scott Henry, Dorreen Gary, Matthew Kras, Francyne Mixon, Kathy Luther, Amanda Pollard, Mike Phipps, Kevin Breitzke.

Introductions:

Members made self-introductions.

The MS4 Summary for January 28, 2009 was reviewed by members.

1st Quarter Budget Report – Kathy

Kathy said that she is still budgeting for the mascot and has three quotes. She said that she has been requested to have an MS4 partner explain to the Finance & Personnel committee, why we need a mascot before the procurement request will be approved. Kevin Breitzke and Dorreen Carey agreed to attend the committee meeting; discussion concluded.

Kathy overviewed the current 2009 detailed budget worksheet. An analysis of: items, proposed budget, promotions (January, February, and March), year end, and balance in each category was discussed. On order or pending are: rain gauges \$2,624, poster contest ads \$930, housekeeping workshop \$396 and mascot \$1,500.

The next quarter the school year calendar will be printed to give away at the summer fairs.

Media: Kathy discussed the Northwest Indiana Times ongoing online advertising. We had a six month MS4 contract. We are getting a lot of clip through per dollar and they were clipped directly through to the MS4 website. This shows up on the Times Online and the Hispanic magazine. This is called a big branding box ad, so it moves around, typically on the front page of different sections; discussion concluded.

Kathy continued the budget with an overview of the MS4 program revenues. Most have paid or are in the process of paying. Griffith and Highland are not under contract this year. The Town of Porter and East Chicago did not pay this year or last year. Gary, Griffith and Highland's MOUs expired at the end of 2008 and did not go through 2009. The Town of Porter said that they never received their bill. Kathy said that it went to the wrong person, so she will double check where it went.

Kathy said there will be some expenses coming through in May: Advertising in LaPorte County Solid Waste district's Earth Day in The Times. The same ads were done in the Post-Tribune. A \$600 ad was done in the Chronicle, which gets mailed to people's home.

LID Green Infrastructure On-Line Tools Workshop – Sarah Nerenberg

Sarah overviewed Green Infrastructure and Low – Impact Development in Northwest Indiana. The workshop was held at the Radisson Hotel on March 17th in Merrillville, IN.

Sarah said there were 54 in attendance. It was very well received. There were three speakers in the morning who talked about Green Infrastructure, Green Site Design and Best Management Practice Design. In the afternoon, we did a site planning Charrette. The presentations and results from the Charrette are on the NIRPC environmental website.

Sarah overviewed the brochure municipal guide to low impact development, LID benefits and what is low impact development (LID); low impact development: do your local codes allow it, what is Green Infrastructure and what is Green Infrastructure's relationship to low impact development.

Sarah overviewed the Green Infrastructure – Web-based Planning Tools Workshop for Wednesday June 10, 2009 at the Calumet Conference Center – Purdue Calumet – Hammond, IN. The workshop will be from 8:00 a.m. – 12:00 noon.

Educator Report – Kathy

Kathy overviewed the training workshop Adopt -a- Beach that was held on April 14th at NIRPC. Seven participants were trained to help clean up their beaches in their communities. This is a partnership with the Alliance for the Great Lakes. Another training will be the September Adopt -a- Beach event. The event will be held on the 3rd Saturday of September. More information about the date will be sent out later.

Lake County Master Gardeners

Kathy said we were approached by the Lake County Master Gardeners to help co-sponsor a rain barrel project. We are currently in the process of getting quotes for rain barrel retro-fit kits, and locating barrels that could be donated or sold for a nominal fee.

Household Hazardous Waste/Gas Can Exchange

We have had a total of two gas can exchanges. The first was held in Cedar Lake Town Hall; 168 people showed up to take part, and we gave away 4 boxes of gas cans. The second was held in East Chicago and 42 people participated, and 1.5 boxes were distributed. There are 12 gas cans to a box.

There will be a Gas Can Exchange on May 16th at the Expo center in Valparaiso from 9:00 a.m. until 2:00 p.m.; Rain Garden installation at the Lake County Government Center at 10:00 a.m.; kayaking and canoeing at Bass Pro on May 15, 16, 22, and 24, 2009; discussion concluded.

Kathy said Save the Dunes Landscaping for Watershed Plan had a workshop at Bass Pro.

Matt Lake said they are putting a rain garden at the Lake County Government Center. Through the MS4 program, we are paying for half of the plants and signage. We are going to install on the May 16th. Volunteers are needed.

Kathy said that we have funding from the coastal program to do a rain garden and native landscaping on the NIPRC property. Matt and I spoke about coordinating the signage.

Kathy said we are going to update the Day Camp Boys & Girls Clubs and YMCA Day Camp list to make sure we haven't missed anyone. We are going to do a hard marketing campaign to them. I am looking for education major interns this year, so if you have someone in mind, e-mail me with their information.

There will be a new group Northwest Indiana Paddling Club this year. They are doing well on the watershed plan and they are going to do some adoptive stream programs and clean-ups. There will be some kayaking and canoeing training days at Bass Pro. We will try to have a presence at those events.

Scheduling Workgroup Meetings

At the last meeting in January, we formed workgroups and we did not follow-up on them very well, so I think we should schedule some. We have one workshop planning in June. We did housekeeping in December and construction in the fall, so maybe we could do MCM 3, which could lend itself to a field trip. Matt, Kevin and Kathy will have a workshop committee conference call on May 5th at 11:00 a.m. at NIRPC.

Public Involvement

Brenda Scott Henry is the only person signed up. Kathy and Brenda will meet on May 5th at 1:30 p.m. at NIRPC to discuss new activities.

Matt Lake and Dan Gardner are working on workgroup goals and objectives.

I will send out an e-mail on the two workgroup meetings scheduled.

IDEM Annual Meeting Debrief

Kathy said what she got from the meeting was a great idea of planning a car wash and maybe offer coupons.

Dan Gardner said the interesting thing was the experience from the guy from Toledo. He said they had a good ongoing relationship with the Ohio EPA. They thought they were doing well. They knew they had some problems, but the federal EPA came in and did the audit. He said it was an eye opening experience. They are a phase one community; discussion concluded.

Shop posters were discussed and printing and laminating will be done. Quotes have been obtained. Each community will send in how many they want with their seal or logo. There are ten different shop posters; discussion concluded.

Matt Lake informed the committee of the Inspector Certification Training. It's for people who are during the site evaluations and documentation of enforcement. It is an off shoot of Certification for Professional Erosion and Sediment Control (CPES); discussion concluded.

Audit Preparation

Kathy said that Sarah will do a self-audit for MCM 1 & 2. She has the frame work that Reggie will use for her questions and audits and all of the information that she wants. So, give her the binder and the annual reports that we have been turning in to see where we are meeting the goals and if we have some problems, we can start planning how we are going to address them.

Kevin said that Reggie wants to see the executive summary with our other information.

Dan said that at the audit Reggie wants to see what we have done and the degradation.

Kathy said that in the compliance binder Reggie wants an education outreach section and a public involvement section.

Kathy said along with your other meetings, there will be a Porter County meeting, Southlake County meeting and Northlake County meeting where we will do a NIRPC PowerPoint of what we have done and present our binder samples. From there, she will schedule your individual audits and your individual communities for the other MCMs.

Sarah will go through whatever material that we have been given from Reggie as to how she will conduct the audit worksheets, based on that we should be able to figure out what is the appropriate information for our binders and the samplings that goes into your binders.

Adjournment:

The next MS4 meeting will be June 24, 2009 at 9:00 a.m. in the Green Packer Room.

MS4 Community Partnership Summary
June 24, 2009

Summary

Members/Guests

Brenda Brueckheimer, Jennifer Gadzala, Dan Gardner, Warren Thiede, Matt Keiser, Brenda Scott Henry, Matt Lake, Craig Hendrix, Matt Kras, Francyne Mixon, Amanda Pollard, Kathy Luther.

Introductions:

MS4 members made self-introductions.

Kathy introduced David Fritsch one of the two new interns for the summer. He is a senior at Valparaiso University and will complete his studies this summer. The other intern is Donelle Henderlong. They are assisting the environmental director.

MS4 Audit:

Kathy said the materials and the presentation were prepared for the audit on June 29th. The materials are not complete. Please provide input if you would like to see the MS4 program go in a different direction.

There are two areas that will be discussed, finance and resource allocation.

There are three parts, the general program, documenting the general overview of the program and MCM1 and MCM2. Concerning the general program, there are the MOUs and the original plan that was developed in 2005 at the beginning of the program and the resource allocation because spending our public education and public involvement dollars are important.

The agenda packet consists of materials for the audit review: MS4 Community Partnership Revenue, categorical expenditures with percentages of dollars, MS4 paid advertising by media type, MS4 educational materials, 2009 proposed project costs, 2005-2009 spending details.

The consensus is to make CD's of MS4 materials for each community for the audit. Also, binders will be available with the same materials.

Public Education and Outreach Plan (MCM1) and Public Participation and Involvement (MCM2) spreadsheets were reviewed. Deletions and additions were done; discussion concluded.

Kathy overviewed the list of brochures and documents that were produced by target audience and best management practice, by year. In addition, public education events and public involvement events were overviewed; discussion concluded.

The expected documentation: We have in our binder the 2005 plan, each year a plan of action. We have a draft plan. Reggie will not finish our audit until October. Then the New Year starts in January, so we have from October to December to get a new plan approved and new MOUs in place. My concept for that is to basically meet in November. By the end of November we have to start circulating and then December we have a final that members can take to their storm water board; discussion concluded.

Documentation in the binder: All of the annual reports. On the 2008 Annual Report, there was never a scheduled due date assigned to anybody for those. Previous conversations indicated that they would be due at the time of the audit. NIRPC has to have theirs, but each community does not have to have theirs until 2010; discussion concluded.

Kathy overviewed the MS4 Community Partnership information on the NIRPC Environmental Department website through the water link. The 2006 Storm Water survey is not the big one. Materials used for documentation are in the binder. The Target Audience presentation of 2005, the big survey reports, placemats in Spanish, and the table for the distribution of materials will be in the binder. This is close to the documents for MCM2.

Presentation:

Kathy overviewed a PowerPoint presentation of MCM1: Public Education and Outreach and MCM2 Public Involvement for the program audit for June 29, 2009. A copy of the presentation will be on the CD; discussion concluded.

The mascot costume was ordered. It will not be here by the 4th of July.

The committee discussed how to plan the next five years. Ideas were brainstormed; discussion concluded. The MCM2 is not completed but will follow on a similar pattern.

The committee discussed the proposed schedule for updating the program; discussion concluded.

Audit:

Reggie said she will personally go around to each MS4 member to ask them what have they done to participate in NIRPC program and how have you promoted the program. Reggie considers the Monday, June 29th meeting as part of the audit; discussion concluded.

Meeting adjourned.

MS4 October 7, 2009 Meeting Summary

Members

Matt Lake, Ron Widing, Tim Kingsland, Tom Toth, Dorreen Carey, Dennis Zebell, Tony Dixon, Matt Keiser, Jennifer Gadzala, Bryan Lane, Dan Gardner, Brenda Scott Henry, Francyne Mixon, Kathy Luther, Amanda Pollard.

Introductions:

Self-Introductions were made by members.

Kathy said that she will briefly go over the spending report and where we are for the year; set-up a group to meet and plan for a workshop this winter. Review what we know, or do not know regarding audits in this program. Also, spend time on where we are going from here.

Kathy said NIRPC received all of the payments this year except from Lake Station and East Chicago. So, the revenue is less than we what expected, but we did have some carry over that we haven't spent for this year. We are going to send a reminder bill to them. We filled the gap of the two non- payments with carry over from previous years. They still have spending before the end of the year, but we can balance that with salary and other things. Connie hasn't closed out September, so I don't have September data.

The primary change made since decisions and budgets earlier in the month was Francyne's time as secretary support charged to the budget. We recently had redirection from Federal Highway. We are on track with what we have planned for the year; discussion concluded.

This is the second year that East Chicago did not pay. They are not planning to continue in the program. Their audit is in two weeks and since they have not paid, I provided them with materials for the years they did pay. I did not include in the audit packet the materials for 2008-2009. Reggie is aware to that. Lake Station has had a lot of changes and it may be an oversight on their part, so I am going to re-invoice them; discussion concluded.

2009 Summer Activities Report - Amanda

Amanda said from June to October, there were gas can exchanges in Griffith, Westchester Intermediate School (Chesterton), Hobart, St. John, Portage, Highland, and Lake County Fair Grounds.

Town/City Events

Amanda said we participated in a couple of festivals in Dyer and Portage. We participated in the Gary Clean Water Celebration, Cedar Lake Hometown Fest. There was a Porter 4th of July Celebration, Porter County Fair and Adopt – a – Beach training at NIRPC.

Amanda asked the members if anyone knew how to get booth space at the Lake County Fair. Matt Lake said to talk to the fair board of Lake County. Paul Carson is the primary contact for the fair grounds. I will give you his number.

There is a material request form on the website. If for some reason, you cannot download the form call me and I will fill it out for you. I would appreciate a day notice.

There are a few things on the material list that won't be on the list much longer. There are some tip cards and we aren't going to reorder the exact ones. Kathy said that people really like the tip cards, we can do it. We were going to replace them with one brochure instead of 18 tip cards.

The logo for the rain drop will be dreams to lake; discussion concluded.

Jennifer asked how the schools were receiving you in the program. Amanda said the same as the last time; nobody calls back. I have gotten a couple of phone calls from teachers in Hebron, but they are not MS4, so we have done some air there, but no water. Kathy said we did have an intern identify all of the schools in the 23 MS4 areas and their contact information. There is a total of 228 educational facilities; discussion concluded.

IDDE Workshop: Scheduling a Workgroup Meeting:

Illicit Discharge Meeting working group will be October 20 for 8:00 a.m. Jennifer Gadzala, Matt Lake, Dorreen Carey and Tim Kingsland are participating; discussion completed.

The bigger group will meet on the 20th at 9:00 a.m. on the MOU.

The follow-up meeting to further discuss the MOU will be October 27 at 9:00 a.m.

Review IDEM Audit Findings Received to Date:

Kathy and members reviewed the compilation of all of the “Reggie said” items founds in the June 29 audit minutes that pertain specifically to the partnership, or to NIRPC activities.

Reggie said the MS4 Community Partnership committee has hired NIRPC as its contractor to implement MCM 1&2 on a regional basis for your community. This is an official part of the audit; breakdown of the audit comments and discussion concluded.

Proposed NIRPC 2010 – 2015 Workplan

A breakdown of the 2010 – 2015 Program and Budget Options were discussed.

Kathy and members reviewed the Joint Storm Water Quality Phase II Public Education/Outreach and Public Participation/Involvement Proposed Scope of Work 2010-2015; draft purpose, goals, target audiences, actions and timetable, and objectives were discussed and edited; discussion concluded. Kathy said the materials edited will be e-mailed before we meet again on October 20.

Kathy said Reggie wants the committee to talk about the annual meeting and INASFM; give an opinion on whether she should keep having the annual meeting, or should the annual meeting be coupled with INASFM.

Jennifer said INASFM wants to take over the annual meeting and have it prior to the start of the INASFM annual meeting in September every year; discussion concluded.

Meeting adjourned.