

BASWG Meeting Minutes
September 11, 2014
9:00 am – 11:30 am
Veazie Town Hall - Veazie, Maine

Meeting Attendees

Wynne Guglielmo, Rhonda Poirer, Peter Newkirk, David Ladd, LaMarr Clannon, Phil Ruck, Rick Martens, Karen Bielich, Mark Faulkner, Tracy Drew, Belle Ryder, Patrick Decker, Jeffrey Allen, Kathy Hoppe, Robyn Saunders, Amy Polyot, Andy Fish, Philip Winchester, Ruth Chavez, Rob Yerxa, Patrick Decker, Andrea Dickinson. Facilitator: Brenda Zollitsch.

Welcome and Introductions

Bob O. called the meeting to order. Meeting attendees introduced themselves. Peter Newkirk is back working for DOT in the Surface Water Unit and joined the BASWG for this meeting. Karen Beulich is leaving UMaine to work at Dartmouth University. She will remain in touch with the statewide salt management project. The group thanked her for her many contributions over the last several years. Rick Martens is now working for Sewall and is interested in learning about MS4 GIS and database application needs, including needs related to hydrant flushing.

EPA IDDE Manual and What it offers the BASWG Moving Forward

Wynne G. provided a brief overview of the challenges that Bangor is facing and the next cycle permit is likely to change to address specific concerns that are not addressed in this permit. Key elements included:

- It is critical to document everything – who is doing what, where, how and why
- MS4 inspection documentation will be intensified
- Reminder that ANYTHING that enters an MS4 is your responsibility
- Breaks in sewer lines are illicit discharges.
- The SOP manual needs to be rewritten to have *narrative-driven* SOPs (this is who reports what and who gets called next to take X action under this circumstance, Y action under that circumstance)
- Example: If there is a break in a sewer line and sewage enters the system, showing up in low flows (not high flows) you have to have a specific procedure in place for this scenario and then it needs to be documented that this procedure was followed (who was called, what time, what did they do, show the work orders and how it was fixed). Need to be clear about who gets called internally and externally under each scenario.
- Need to be sure to include for each scenario what to do on a weekend, after work hours or a holiday as well.
- This can be thought of as documentation of a “chain of events” – a paper trail

- This paper trail needs to be all in ONE location, one database.
- Fixing is not enough. Must document the chain of events of getting it fixed and be able to show what the process was.
- Paper trail also needs to include documentation of anything subbed out to another entity.
- Need to have all documents back 2 permit cycles (8 years): 2003-2008 and 2011-2013.
- Need to make sure include:
 - Planning
 - Code enforcement
 - Engineering and collections systems
 - Infiltration and exfiltration

A Recent example: Long Creek Water Main Break

- Water main break (8+ hours of water into Long Creek).
- City did not take any action.
- City may be held responsible.

The Situation in City of Bangor

- Bangor fell short in its EPA audit - not detailed enough.
- EPA is holding Bangor to a higher standard because it has not been in compliance with the CWA for 2+ permit periods. Must be in compliance with permit.
- Bangor tracks in access, all paperwork is scanned.

Who is most at Risk?

- Huge issue if have CSOs
- Larger cities more at risk
- Smaller municipalities are easier if they have a good system

Likely Coming down the Pike in Next Permit Cycle

- More IDDE requirements
- Wet weather monitoring (including use of sandbagging)

Upcoming Audits

- Brewer is next for audit.
- Make sure you know your ordinances, how many inspections you have completed, where to find everything and what the chain of events is for each issue that has been addressed and potential scenario

Useful Documents to Review

- 2003 ThinkBlue SOPs (no longer adequate)
- 2004 IDDE Manual
- 2011 Addendum

Next Steps:

- SUGGESTED ACTION: Each MS4 should have a meeting with their senior staff to train them on this process and expectations – who to talk to, report to, etc.
- May want to develop a flow chart of activities (Orono has a flowchart, need to make it more robust)
- ACTION: Robyn S. said that she will pull together a proposal for developing the revised SOPs for discussion among the clusters.
- ACTION: Brenda Z. will speak with DEP about possible funding for this project.
- May want to connect with Garrett from MMA to discuss support for IDDE SOPs
- May want to develop a shared complaint form (all information that is needed to report on one form distributed to different departments)
- Kathy proposed that the BASWG may want to consider the funding approach used for the ducky ad where all MS4s chip in to get a facilitated process in place and develop the SOPs through a statewide process.
- Another option put on the table was to ask DEP if Bangor could help develop the SOPs as a supplemental environmental action in lieu of paying a portion of a fine.

A Separate Project: Revising Post-Construction SOPs

- Robyn S. also mentioned that there is a need to revise post-construction SOPs as well. This may be a separate project, but should be included in planning activities (preferably as a statewide effort).

PY1 Report and Regulatory Updates

- DECISION: The members voted to submit the regional SWMP to DEP by September 15 with any final substantive edits approved by the Executive Committee.
- ISWG submitted 2 rounds of comments on Chapter 500. A lot of stuff has been removed from Chapter 500. CEOs say it's hard to say "this doesn't pass the test" with the vague language. ACTIONS: Robyn S. will send Rob Y. and the BASWG members the ISWG letter to review. LaMarr Clannon will attend the Chapter 500 hearing in Augusta.
- The Clean Water Act Rule deadline for public comment is in mid-October. ACTION: BASWG is reviewing MMA letter to see if there are any additional comments they want to make. David Ladd says that Maine's rules are more stringent than the rule, so everyone is already in compliance even if the changes are accepted.
- ACTION: Brenda Z. will contact Dan K. from the Penobscot Nation to invite him to come discuss the current court case and proposed Penobscot Nation Water Quality Standards.

A Special Thank You to Gretchen Heldmann

Brenda Z. announced that the BASWG wants to recognize all the contributions Gretchen H. has made to the BASWG – from database decisions, GIS, DIMS, IDDE, hydrant flushing discussions, website renovations and organizational document and procedural review. She is leaving her position in Hamdpen. She will be deeply missed by the BASWG members, executive committee and facilitator.

Bob O. and Rob Y. presented Gretchen H. with a Regional Stormwater Management Leadership Award *“in recognition of her steadfast support of and passionate commitment to improving stormwater management in the Greater Bangor region. Her work has helped BASWG’s members attain compliance with state and federal regulations and identify new ways to save tax payer dollars through collaborative action. Her efforts and service have been exemplary. It is with great honor that we recognize her service.”*

MS4 Sharing Session

- Sharing was included in the IDDE discussion, identifying MS4 needs and practices around IDDE work.

Education and Outreach

- LaMarr C. shared the contents of the new Chloride Outreach (4th E&O) Plan. The plan presents a two-tiered approach, with the first 6 months focusing on training decision makers and developing a plan for each MS4 to adopt chloride reducing winter maintenance BMPs (based on the statewide manual). DECISION: The group agreed that they wanted to complete this first effort by the end of PY2 and being outreach at the staff level starting in PY3. ACTION: LaMarr C. will revise the plan and present a near-final draft for discussion and voting at the October BASWG meeting.
- BASWG E&O Committee is advertising and interviewing candidates to assist with implementation of the BASWG electronic media plan. Phil R. has two applicants that they committee will be interviewing. There is a formal internship description and a budget. Rhonda P. agreed that DOT funds for E&O could be put to this purpose if useful. ACTION: The E&O Committee will continue to work on hiring an intern ASAP.
- BASWG social media plans are being implemented. Increases in followers are growing (they were a low levels before, which now serve as a baseline. ACTION: Members are encouraged to send interesting news items, photos, etc. to LaMarr and the E&O Committee for posting.
- DECISION: BASWG will participate in form in the Children’s Water Festival on October 15th. ACTION: The group will try to find someone willing to be in the ducky costume.
- Robyn announced that the Urban Runoff registration opened today. They are seeking more advanced planning and support. The race and festival will take place on April 25, 2015.
- The Ducky II ad was awarded first place in their StormTV Competition in their Public Education and Outreach Category. Brenda Z. shared the press release in the agenda packet.
- Brenda Z. also included the Permit Year 1 MCM 1 Public Education and Outreach Summary from CCSWCD in the packet, which is being included in the BASWG regional report.

Organizational Business (Quorum Present)

- **Meeting Minutes:** Rob Y. made the motion to accept the July and August BASWG meeting minutes. Tracy D. seconded the motion. The motion passed unanimously.
- **Budget Update:** Patrick D. has been reviewing the books. He reports that the bank account currently has \$36,437.92 in it, with an additional allocation check from Brewer being deposited this week.
- **Orono new financial host for BASWG:** Patrick D. and Rob Y. shared with the group that the transfer of funds and financial management of BASWG will be transferred to the Town of Orono. Checking will remain with the University of Maine Credit Union and Patrick Decker will oversee the budget and sign checks. Bob O. approves invoices prior to Patrick getting checks to sign from Orono. Orono will also oversee completion of end of year audit.
- **Next Steps for DIMS:** LaMarr C. shared with the group that they need to decide next steps after the DIMS study was completed. The data will become out of date soon. This will be put on the agenda of one of the next BASWG upcoming meetings.

Upcoming BASWG Meetings

- BASWG meeting locations for the remainder of the year: October – Old Town; November – Milford; December – UM or Orono; January – EMCC?
- Upcoming topics for the October meeting include ongoing discussion of IDDE, approval of the chloride outreach plan, regulatory updates, and an update from the Penobscot Nation on their proposed water quality standards. BASWG wants to discuss grant ideas at an upcoming meeting as well.