



IDDE Committee Meeting Minutes

Thursday, December 11, 2008

1:30 to 3:30 p.m.

OMNNI Associates, Inc.

I. Meeting Called to Order at 1:30 p.m.

Attendees: Keith Marquardt, Elizabeth Marks, Peter Schlein, Matthew Heckenlaible, Brian Wayner, Allen Davis, Matthew Marmor, Dena Mleziva, James Rabe

Excused: Sue Olson

Handouts: Preventing Pollution in Our Creeks and Oceans: A Guide for Carpet and Surface Cleaners; After the Storm: A Citizen's Guide to Understanding Stormwater; CASQA Business Guide Sheets; City of Springfield: Storm Water Pollution Prevention; Prevent Stormwater Pollution: Carpet Cleaning Practices; Mobile Cleaning – Carpets & Upholstery; Water Quality Guidelines for Carpet Cleaning Activities; Proper Disposal Tips For Carpet Cleaners; Mobile Cleaning – Swimming Pools & Spas; Oro Valley Stormwater Management Program; Swimming Pools and Spas Discharge Requirements

Minutes Taken by: Diana Peterson (NEWSC Coordinator)

II. Approval of Minutes from Last Meeting

- a) Motion to approve by Matt Heckenlaible
- b) 2nd by Matthew Marmor
- c) Minutes approved with no changes

III. Public Website Update

On the NEWSC public access site, Training Presentation was added. On the NEWSC members only site, Educational pamphlets and documents was added.

For PermiTrack, four goals items were added:

- 1) Develop IDDE information and education materials - Spring 2009
- 2) Create dye testing material - Spring 2009
- 3) Sample letters for businesses - Spring 2009
- 4) Procedures for dewatering swimming pools - Spring 2009
- 5) Add Goal: Concrete washout – Concrete supplier
- 6) Add Goal: Carpet Cleaner documents
Description: "Proper disposal of gray water for carpet cleaners"
- 7) Add Goal: Carpet Cleaner Documents
Description: Documents to be prepared by the IDDE Committee in Spring 2009

Public Website Update continued:

- 8) Add Goal: Sample letters for contractors
Result: Sample letters
- 9) Add Goal: Illicit Discharge Procedures Overview
Result: Introduction to IDDE Program Presentation
- 10) Add Goal: The IDDE Committee developed a powerpoint presentation.

Recommendation:

Update IDDE program presentation link. Link PermiTrack with the NEWSC website.

IV. I & E items to complete

a) **Concrete Truck Wash-out (Sue's Ltr / Matt's Ltr)** – Sue and Matt drafted letters to send to concrete truck contractors. Letters were sent to both the local areas of Green Bay and Appleton businesses. Both letters referenced municipal codes for possible violation of concrete washout. A solution is to consider building wash out pits on site for the contractors. IDDE is to identify offenders of the Illicit Discharge Ordinance and continue educational materials of wash out procedures. A recommendation is to include in the Erosion Control plan for an Erosion Control inspector to review wash out violations.

Recommendation:

- a) Utilize both sample letters on PermiTrack for Concrete Truck Wash Out
- b) Convert the file into PDF format.
- c) Include within the letter reference to the NEWSC website.
- d) Contact individual municipalities for additional information.

b) **Carpet Cleaners – Elizabeth's findings** – Elizabeth provided handouts samples and guidelines for Carpet Cleaning. (See handout list) Peter suggested to create a guide that is universal and general on Carpet Cleaning. IDDE and the I/E committee will work together to create the brochure. A reminder is to be sent to Jessica for PSA's on Illicit Discharge. This is to create a list of PSA's for announcement.

Recommendation:

- a) Highlight key ideas for the next meeting on A Guide for Carpet Cleaners. Develop ideas on a layout and key ideas for the guide.
- b) A suggestion is to have a one column description of the guidelines. IDDE is to brainstorm the ideas. I & E can design and develop the guidelines.
- c) Elizabeth will give a presentation at the next I & E meeting for PSA's on carpet cleaning.

V. Additional Power Point Scenarios for Training Presentation

Set for next agenda.

VI. Other Topics

The topic of TMDL is slowly progressing. Municipalities will have a waste load allocation, similar to the MS4 permit requirements of 40% reduction in TSS. The EPA and DNR are in discussion of pollutant trading, only for Phosphorus, not TSS. This will be based on a municipality on a municipality basis.

VII. Action Items Recapped / Agenda for Next Meeting

Additional Power Point Scenarios for Training Presentation

VIII. Meeting Adjourned @ 3:30 p.m.

NEXT MEETING: Tuesday, January 20, 2009 from 1:30 to 3:30 pm at OMNNI