



IDDE Committee Meeting Minutes

Tuesday, January 20, 2009

1:30 to 3:30 p.m.

OMNI Associates, Inc.

Attendees: Keith Marquardt, Brian Wayner, Sue Olson, Matthew Heckenlaible, Allen Davis, Dena Mleziva, James Rabe

Meeting minutes taken by: Diana Peterson, NEWSC Coordinator

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

II. Review of Minutes from Last Meeting

- a) Motion to approve by Allen Davis.
- b) 2nd by Matthew Heckenlaible.
- c) Minutes approved with a change to name Sue Olson.

III. Powerpoint Scenarios for Training Presentation

In August 2008, the IDDE committee created a powerpoint presentation on IDDE without the scenarios. The presentation is an interactive educational tool to ask questions on key scenarios with IDDE. There are two IDDE powerpoint presentations: one with scenarios and one without scenarios. The IDDE scenario presentation was presented to the Full Consortium on Monday, February 9, 2008.

Recommendation:

- 1) The IDDE Scenario Presentation is set to view at the Full Consortium in February 2009.
- 2) Currently there are 6 IDDE scenarios.

IV. I & E items to complete

IDDE will begin with composing letters with the Concrete Truck Wash Out. The flyers sent out should coincide with the branding set up by the I & E committee. The next agenda is to develop draft letters for Concrete Truck Washout and Carpet Cleaners. The letter can be filled with the municipal code from each individual area.

Recommendation:

- 1) Diana will assist with the letters and publish information to the NEWSC website. The letter is to be placed on the members only NEWSC website.

V. Other Topics

Dye Testing Materials

The IDDE committee reviewed EPA and the City of Green Bay existing documents on Dye Testing Materials. The conversion to a general format is approximately 80% complete. IDDE attached documents to the Dye Testing Materials section. This has been updated as a 2009 goal.

Door Hangers

1) The door hangers "Stormwater Pollution Found In Your Area" will be sent to Dena and Sue.

PermiTrack MS4 Update

Dena is designated placing the IDDE information into PermiTrack MS4. James is designated for Erosion Control. Sue Olson will be added as the IDDE Chair. James will be added as an administrator for the PermiTrack MS4 website. Any documents added to PermiTrack MS4 needs to be under 20 MB. An Outfall presentation CD was provided to NEWSC for filing. The IDDE presentation goals were downloaded to the Introduction to the IDDE Program Presentation.

MS4 Updates

- 1) The sample letters was updated. The Carpet Cleaner Procedures description was changed to: "reviewed existing documents from various communities regarding carpet cleaner procedures." The task is approximately 20% complete.
- 2) Delete Concrete Washout Documents. Indicated reason: Activity not started.
- 3) Edit Dewatering Pool Procedures: Description: "Reviewed the City of Green Bay dewatering pool procedures document." The task is approximately 10% complete.
- 4) Edit Sample Letter Goal Activity. Description: "Reviewed the City of Green Bay and Appleton concrete truck washout letters. A change to the description: "Concrete Truck Washout Sample Letters."
- 5) Added Goal Activity: Carpet Cleaner Sample Letter. Description: "Reviewed City of Green Bay sample letter for carpet cleaners."
- 6) All activities are indicated as planned for 2008 and 2009.

Recommendations:

- 1) The IDDE committee will review PermiTrack MS4 website for every meeting to ensure all committees are updating their reports.

VI. Action Items Recapped / Agenda for Next Meeting

1. Review meeting minutes
2. Work on Carpet Cleaner and Concrete Truck procedures.
3. NEWSC.org website review
4. Concrete Truck Washout Research (Diana)

Next Meeting: Monday, February 16, 2009 from 1:30 – 3:30 p.m. at OMNNI Associates, Inc.

VII. Meeting Adjourned

Meeting adjourned at 3:30 p.m.