

Lower Grand River Watershed Progress Report

Kent County Road Commission

Reporting Period: August 1, 2017– July 31, 2018

Prepared by the:

GVMC

Grand Valley Metropolitan Council

Environmental Programs

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<http://www.lgrow.org>



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List of Abbreviations/Acronyms

AWRI	Annis Water Resources Institute
BMP	Best Management Practice
CES	Center for Environmental Study
CoC	Certificate of Coverage
DIP	Data, Information, and Procedures
DPW	Department of Public Works
GI	Green Infrastructure
GVMC	Grand Valley Metropolitan Council
HD	Health Department
ICMA	International City/Country Management Association
IDEP	Illicit Discharge Elimination Plan
I&E	Information and Education
KCDC	Kent County Drain Commissioner
KCRC	Kent County Road Commission
KIH	Kent Innovation High School
LGROW	Lower Grand River Organization of Watersheds
LGRW	Lower Grand River Watershed
LID	Low Impact Development
MACC	Macatawa Area Coordinating Council
MDEQ	Michigan Department of Environmental Quality
MGROW	Middle Grand River Organization of Watersheds
MS4	Municipal Separate Storm Sewer System
MSUE	Michigan State University Extension
MWEA	Michigan Water Environment Association
NOAA	National Oceanic and Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
NPS	Nonpoint Source
O&M	Operation and Maintenance
OCWRC	Ottawa County Water Resources Commissioner
PCC	Post-Construction Controls
PEP	Public Education Plan
POS	Point-of-Sale
SEMCOG	Southeast Michigan Council of Governments
SESC	Soil Erosion and Sedimentation Control
SWPPI	Stormwater Pollution Prevention Initiative
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
USEPA	U.S. Environmental Protection Agency
WMEAC	West Michigan Environmental Action Council
WMP	Watershed Management Plan
WMSECN	West Michigan Soil Erosion Control Network
WMSRDC	West Michigan Shoreline Regional Development Commission
WQI	Water Quality Index

Purpose

This Lower Grand River Watershed Progress Report was developed by the Grand Valley Metropolitan Council's (GVMC) Department of Environmental Programs in collaboration with the regulated communities within the Lower Grand River Watershed. This document satisfies the requirement set forth in the Michigan Department of Environmental Quality's (MDEQ) National Pollutant Discharge Elimination System (NPDES) Wastewater Discharge General Permit, Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s) Subject to Watershed Plan Requirements as outlined in Section B(3).

Part 1 – Contact Information

Contact Information for Michigan Department of Environmental Quality (MDEQ):	
Please provide current contact information for MDEQ to use regarding stormwater issues.	
Permit Application Contact	
Name	Wayne Harrall
Title	Deputy Managing Director of Engineering
Address	1500 Scribner Avenue, NW
City, State, Zip	Grand Rapids, MI 49504
Telephone (with area code)	616-242-6914
Fax (with area code)	616-242-6974
E-mail	wharrall@kentcountyroads.ent
Stormwater Program Manager	
Name	Wayne Harrall
Title	Deputy Managing Director of Engineering
Address	1500 Scribner Avenue, NW
City, State, Zip	Grand Rapids, MI 49504
Telephone (with area code)	616-242-6914
Fax (with area code)	616-242-6974
E-mail	wharrall@kentcountyroads.ent
Stormwater Permit Fee Billing Address	
Name	
Title	
Address	1500 Scribner Avenue, NW
City, State, Zip	Grand Rapids, MI 49504
Telephone (with area code)	
Fax (with area code)	
E-mail	

Part 2 – Municipal Stormwater Pollution Prevention Initiatives (SWPPI) Commitments

Committees have been working to address different subject areas to make program implementation as efficient as possible. Municipal Separate Storm Sewer System (MS4) permittees participate in the Lower Grand River Organization of Watersheds (LGROW) committees. Committee meetings have also been used to update everyone on the progress of the other committees and the program in general. The committees are as follows:

- Public Engagement Committee
- Stormwater Ordinance Committee (SWOrd)
- Technical Committee
- Sustainability Committee
- Fund Development and Membership Committee
- LGROW Executive Committee

The list of committee members who have served on the committees during this reporting period are indicated in Table 2 below. Members denoted with an asterisk are not MS4 permitted representatives.

Community	Representative	Public Engagement	Stormwater Ordinance	Technical	Sustainability	Fund Development & Membership	LGROW Executive
Cascade Charter Township	Mr. Steve Peterson						
East Grand Rapids, City of	Mr. Brian Donovan					X	X
East Grand Rapids, City of	Mr. Doug LaFave						
Forest Hills Public Schools	Ron Boezwinkle						
Fruitport, Village of	Jeremy Statler						
Georgetown Charter Township	Mr. Rod Weersing	X					
Grand Haven, City of	Ms. Cheryl Davidson	X					
Grand Rapids Charter Township	Bob Versluys						
Grand Rapids, City of	Mr. Mike Lunn			X			

Kent County Road Commission
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Table 1. LGROW Committee Membership List as of July 31, 2018							
Community	Representative	Public Engagement	Stormwater Ordinance	Technical	Sustainability	Fund Development & Membership	LGROW Executive
Grand Rapids, City of	Ms. Carrie Rivette	X	X		X	X	X
Grand Rapids, City of	Mr. Michael Staal	X	X		X		
Grand Rapids, City of	Mr. Dan Taber		X	X			
Grandville, City of	Mr. Ken Krombeen		X			X	X
Grandville, City of	Mr. Todd Wibright			X			
GVSU*							
Hudsonville, City of	Ms. Jill Frielink	X					
KCDC	Mr. Brad Boomstra		X				
KCRC	Mr. Bruce Schutte	X					
Kent County Health Department*	Mr. Brendan Earl	X					
Kent Resource Recovery*	Ms. Megan Kretz	X					
Kentwood, City of	Mr. Jim Beke		X	X			
Kentwood, City of	Mr. Dan Vanderheide		X				
Kentwood, City of	Ms. Kelsey Sloan	X		X			
MDEQ*	Ms. Amanda St. Amour						
MDEQ*	Ms. Michelle Storey	X				X	
MDEQ*	Ms. Dana Strouse	X		X			
OCWRC	Mr. Dennis Cole	X	X				
OCWRC	Ms. Angela Walachovic	X					
OCRC	Mr. Jerry Olman	X					
Plainfield Charter Township	Mr. Rick Solle		X				
Plainfield Charter Township	Ms. Mary Trapp-Gunst	X					

Table 1. LGROW Committee Membership List as of July 31, 2018							
Community	Representative	Public Engagement	Stormwater Ordinance	Technical	Sustainability	Fund Development & Membership	LGROW Executive
Spring Lake, Village of	Ms. Chris Burns						
Walker, City of	Mr. Scott Conners		X			X	X
Walker, City of	Ms. Rachell Nagorsen	X	X	X	X		X
Wyoming, City of	Mr. Aaron Vis	X		X			X
Wyoming, City of	Mr. Myron Erickson		X				

Public Engagement Committee

The Public Engagement Committee met on September 13, 2017, November 8, 2017, January 10, 2018, February 14, 2018, and May 16, 2018 during the reporting period. Agendas and minutes for the meetings are posted to <https://www.lgrow.org/public-engagement>. Throughout the reporting period, the group focused on implementation of the updated Public Education Plan (PEP) approved in February of 2013, available here: <https://www.lgrow.org/ms4information>.

The Public Engagement Committee has been functioning as a joint committee of the Lower Grand River Organization of Watersheds (LGROW) and the permitted Lower Grand MS4 communities since January of 2014. The goals of LGROW, the Lower Grand River Watershed Management Plan, the strategic plan, and the MS4 Public Education Plan align closely, and through this joint committee’s combined efforts, the result has been a larger group of involved stakeholders. This group shares the common goals of raising awareness about the Lower Grand River Watershed (LGRW) and improving the stormwater quality within the watershed. The group focuses on messaging and outreach events that address the target messages of: Personal Watershed Stewardship, Ultimate Stormwater Discharge, Public Reporting of Illicit Discharges, Personal Actions that can Impact the Watershed, Waste Management, Management of Riparian Lands. A detailed list of these events and the outreach conducted during this reporting period is provided in Part 3.

SWOrd Committee

The Storm Water Ordinance (SWOrd) Committee met on January 12, 2018, March 9, 2018, March 27, 2018, May 15, 2018 and July 16, 2018 during the reporting period. Meetings were focused on follow up

items related to the LGRW alternative approach, the model ordinance, the standards manual, and the stormwater design spreadsheet for MS4 permittees to utilize in their implementation of the new post-construction stormwater control requirements outlined in the 2016 NPDES Permit Application.

The committee finalized templates for the standards manual, model ordinance, the standards manual BMP design criteria appendix, and the LGROW Design Spreadsheet based on feedback from the Michigan Department of Environmental Quality (MDEQ) after the April 2015 submittal of the alternative approach for channel protection. The standards manual follows the steps outlined in the flow chart submitted with the permit applications for the design, review, and permitting of sites with post construction controls. The standards manual was developed in tandem with a LGROW Design Spreadsheet to assist site designers and reviewers to ensure site designs meet all the regulatory criteria outlined in the permit. The development of maintenance agreements per the stormwater post-construction controls is ongoing, and will continue through the next reporting period.

The manual and Design Spreadsheet tools are also designed to ensure that the alternative approach is only utilized as a last resort. The committee finalized the model ordinance for communities to customize for the application of these standards. On March 14, 2018 a meeting was held by GVMC for all MS4's in order to update each community with the progress made regarding their permit application. Since this work began in 2015, much of this reporting period was spent editing and revising permit application documents to accurately reflect how each community implements their MS4 program, accounting for new stormwater regulations under the next MS4 permit.

Technical Committee

The Technical Committee met on August 16, 2017, October 18, 2017, December 20, 2017, February 14, 2018, April 18, 2018, and June 20, 2018 during this reporting period. Agendas and minutes from the meetings are available at the following site: <https://www.lgrow.org/technical-committee>. During the reporting period, the committee members focused on the development of the LGROW Data Repository, which will serve as a resource for the sharing and viewing of water quality data collected throughout the watershed. The Data Repository can be accessed here: <https://www.lgrow.org/data-repository/>

The Committee also continued work on the watershed monitoring manual to guide the collection, processing, and storage of data in the Lower Grand River Watershed and the Lower Grand River Total Maximum Daily Load (TMDL) monitoring, as required by the MS4 permit. The committee is coordinating the TMDL monitoring in the stream reaches identified in the MS4 Permit application letters. The City of Wyoming and the City of Grand Rapids are providing sampling equipment and laboratory space to collect

and analyze the samples. This work will continue into the next reporting period. At the October 2017 meeting, the committee enjoyed an engaging presentation from a representative from the United States Geological Survey (USGS). IDEP outfall screening was also a focus of the Technical Committee, since many of the MS4's in the watershed were planning to complete this work during the summer of 2018.

Training

GVMC provides multiple training documents and DVDs for Permittee use. Documents are available at: <https://www.lgrow.org/ms4information>. Training materials, including newsletter articles for communities to provide to residents, can be found on the LGROW website. In addition, GVMC has hosted or partnered on several training events during the reporting period including:

- 15th Annual Grand River Spring Forum
 - Held on May 11, 2018 at the Cascade Library
- Stormwater General Awareness and IDEP
 - Offered May 22 and 23, 2018 in both Kent and Ottawa Counties
- Lunch and Learn
 - Offered at GVMC on June 29, 2018 hosted by Upstream Technologies

Training Library

A lending library of training materials is housed at GVMC and is available to all watershed partners to assist with the Municipal Employee Training requirements of the discharge permit. The following materials are currently available:

DVD from Excal Visual, LLC

- IDDE – A Grate Concern: Illicit Discharge Detection & Elimination (14¼ Minutes)

DVD from Excal Visual, LLC

- Storm Watch - Municipal Stormwater Pollution Prevention (20 Minutes)

DVD from Excal Visual, LLC

- Stormwater Pollution Prevention - A Drop in the Bucket (16 Minutes)

DVD from Excal Visual, LLC

- Ground Control - Stormwater Pollution Prevention for Construction Sites (14.5 Minutes)

DVD from Excal Visual, LLC

- Spills & Skills - Non-Emergency HazMat Spill Response (18.5 Minutes)

DVD from Southeast Michigan Council of Governments (SEMCOG) and the Road Commission for Oakland County

- Keep An Eye On It! - Environmental Awareness for Gravel Road Maintenance (18.5 Minutes)

DVD from USEPA - Reduce Runoff: Slow It Down, Spread It Out, Soak It In (includes the following videos)

- Reduce Runoff: Slow It Down, Spread It Out, Soak It In 9 Minutes
- RiverSmart Homes: Getting Smart about Runoff 12 Minutes
- Building Green: A Success Story in Philadelphia 11 Minutes
- After the Storm 22 Minutes
- DVD from North Central Texas Council of Governments Municipal Employee Training Series: Preventing Stormwater Pollution: What We Can Do (includes the following videos)
 - Introduction: What We Can Do
 - Construction Activities and Land Disturbances
 - Fleet Maintenance and Material Handling
 - Streets and Drainage Maintenance
 - Parks and Grounds Maintenance
 - Solid Waste Management

Attendance at the live events and completion of other training is recorded in each MS4's individual training logs (Part 2D).

Newsletters


GVMC sent out seasonal MS4 Newsletters to communities to provide information regarding upcoming training, events, regulatory deadlines, committee meetings, and general program information during the reporting period.

Kent County Road Commission
Lower Grand River Watershed
2017-2018 MS4 Progress Report

www.lgrow.org Fall 2017

MS4 UPDATE

Information for MS4 Permittees in the Lower Grand River Watershed



Fish swimming over the 6th Street Dam in Sept. 2017

Newsletters such as this will periodically be sent to you. Since we are all a part of the Lower Grand River Watershed, it is important that everyone has current information, is up to date with regulatory requirements, and is aware of other activities happening in the watershed. This messaging also serves as a reminder for upcoming meetings and events, and offers MS4 training opportunities.

Leaves have begun to fall! Attached to this electronic newsletter, you will find an informational brochure about seasonal yard waste. Please post and/or distribute to your employees and community as you see fit. GVMC can print and customize this flyer for your community, just let us know what changes you would like to make.

ON THE HORIZON

Next summer, many Lower Grand River MS4's will need to complete dry-weather screening of their outfalls. The last time outfall sampling occurred was in 2013 and 2014. GVMC will hire interns to complete IDEP testing. In Spring 2018, GVMC will give IDEP training and provide the materials needed to complete testing. In the coming months, please be thinking about any new outfalls, updates that need to be made to maps, problem or high-priority sites, and the amount of time it will take field personnel to complete your testing. More information will become available as testing time gets closer.

2016-2017 PROGRESS REPORT UPDATE

All MS4 Progress Reports were submitted to MDEQ by their October 1st due date. Please keep track of the trainings that you and your DPW staff complete during this reporting period. Note that the trainings listed in the progress report are examples and recommendations. MS4 training requirements may be met by other means; for example information covered during staff meetings, files

STORMWATER TRAINING OPPORTUNITIES

13th Annual MiCorps Conference and Training
Nov. 8-9, 2017 in Tustin, MI

Ottawa County Water Quality Forum
Nov. 30, 2017 in West Olive, MI

MWEA Watershed and Stormwater Seminar
Dec. 5, 2017 in East Lansing, MI

More information on these trainings can be found here. Training DVDs are still available through GVMC. GVMC is looking to acquire more up-to-date training that is applicable to your municipality. If you have any ideas for MS4 materials to train CPW employees, please let us know.

UPCOMING COMMITTEE MEETINGS @ GVMC

Public Engagement Committee

November 8, 2017 3-4 PM

Sustainability Committee

December 4, 2017 1:30-2:30 PM

Technical Committee

December 20, 2017 10:30 AM- 12 PM

2018 Meeting dates and times can be found here.

MS4 COMMUNITIES

If you have any stormwater information or events coming up in your community that you would like to share with other MS4s in the area, please let us know so we can get the word out! (Send an email to caradecker@gvmc.org)

www.lgrow.org Winter 2018

MS4 UPDATE

Information for MS4 Permittees in the Lower Grand River Watershed



Snowmelt carrying nonpoint source pollution (salt) to storm drain with direct connection to the Grand River

Winter is still here! Attached to this electronic newsletter, you will find an informational brochure about ways to prevent pollution during the winter. There is also a newsletter article that highlights LGROW's illicit discharge reporting website. Please post and/or distribute to your employees and community as you see fit.

MS4 PERMIT MEETING

A full MS4 meeting will be held on Wednesday, March 14, 2018, from 1:30-3:30pm, at the City of Walker's Commission Chambers located at: 4243 Remembrance Rd NW, Walker, MI 49534.

GVMC will give updates to the permit application process and review new stormwater standards that your community will be responsible for implementing once the ordinance is adopted. This is an important meeting to have all municipal employees and elected officials attend in order to review and understand the new permit requirements before they go to MDEQ's permit section and your new permit is issued. Please make every effort to attend and invite engineers, planners, supervisors, and other employees from your community who will have responsibility in implementing these new standards.

2017 PUBLIC EDUCATION PLAN FOCUS GROUP

A focus group was held on December 18, 2017 at GVMC with the purpose to determine changes in the awareness, education, and behavior of the public as a result of stormwater education efforts since 2009. This focus group ended up being a very educational experience for its participants, while providing valuable feedback on LGROW outreach activities. The mixed demographic of participants and the number of MS4 communities participating provided a fairly diverse view of LGROW's reach into the watershed, and participants shared many ideas to improve LGROW messaging. We plan on using recommendations from this focus group to update the MS4 Public Education Plan, and provide more effective stormwater messaging throughout the watershed. The complete report can be found at: www.lgrow.org/ms4information

More information can be found on the LGROW website

www.lgrow.org Summer 2018

MS4 UPDATE

Information for MS4 Permittees in the Lower Grand River Watershed



Thank you for attending the 15th Annual LGROW Spring Forum on May 11, 2018!

Attached to this electronic newsletter, you will find an informational brochure about ways to prevent pollution during the summer. There are also newsletter articles that highlight general watershed awareness. Please post and/or distribute to your employees and community as you see fit.

MS4 PERMITS

All communities have received their updated Stormwater Standards Manuals. These manuals outline design standards to comply with new Post Construction Controls under the next MS4 permit. This is one of many documents that will make up the entire MS4 program for your community.

Timely review is necessary. Please work with Cara to get your comments incorporated into these documents. If you need extra explanation or desire further clarification, please do not hesitate to contact GVMC for help.

Once review is complete, the permit application will be submitted to MDEQ. While we are waiting for MDEQ's Permits Section to issue new MS4 permits, the LGROW Design Spreadsheet will be finalized in order to aid developers with compliance to the new permit requirements.

IDEP OUTFALL SCREENING

This summer, GVMC will be completing dry-weather screening of MS4 outfalls in accordance with the Illicit Discharge Elimination Plan (IDEP). The last time outfall screening occurred was in 2013 and 2014. GVMC will let you know when we will be in your community to complete this work. Screening is weather dependent, so we appreciate your willingness to be flexible.

GVMC provided IDEP training in May. Many thanks to those who attended- this will be documented in your annual progress report to MDEQ.

The training is available for you to share with those who were not able to attend. You can find the slides here: www.lgrow.org/ms4information
Please record the date and the names of DPW employees who view the training. We will report them to MDEQ in your progress report.

More information can be found on the LGROW website

Monitoring

The Grand River Water Quality Index (WQI) is used to show the trend of Grand River water quality downstream of Grand Rapids. A WQI of 71-90 indicates good water quality with high diversity of aquatic life and very few limits for recreational use. Grand Rapids has been monitoring the Grand River for forty years and all of the data are available upon request. A record of the WQI for Wealthy Street Bridge is provided as an example of improving water quality in the Grand River. An interactive map and data from sampling events can be viewed as follows:

https://grandrapids.maps.arcgis.com/apps/Embed/index.html?webmap=b58bd9f6cda949599b15753b888a7048&extent=-85.8676,42.8116,-85.4244,43.0326&zoom=true&scale=true&search=true&searchextent=false&legend=true&disable_scroll=false&theme=light

Water Quality Index Grand River and Tributary Sampling Sites

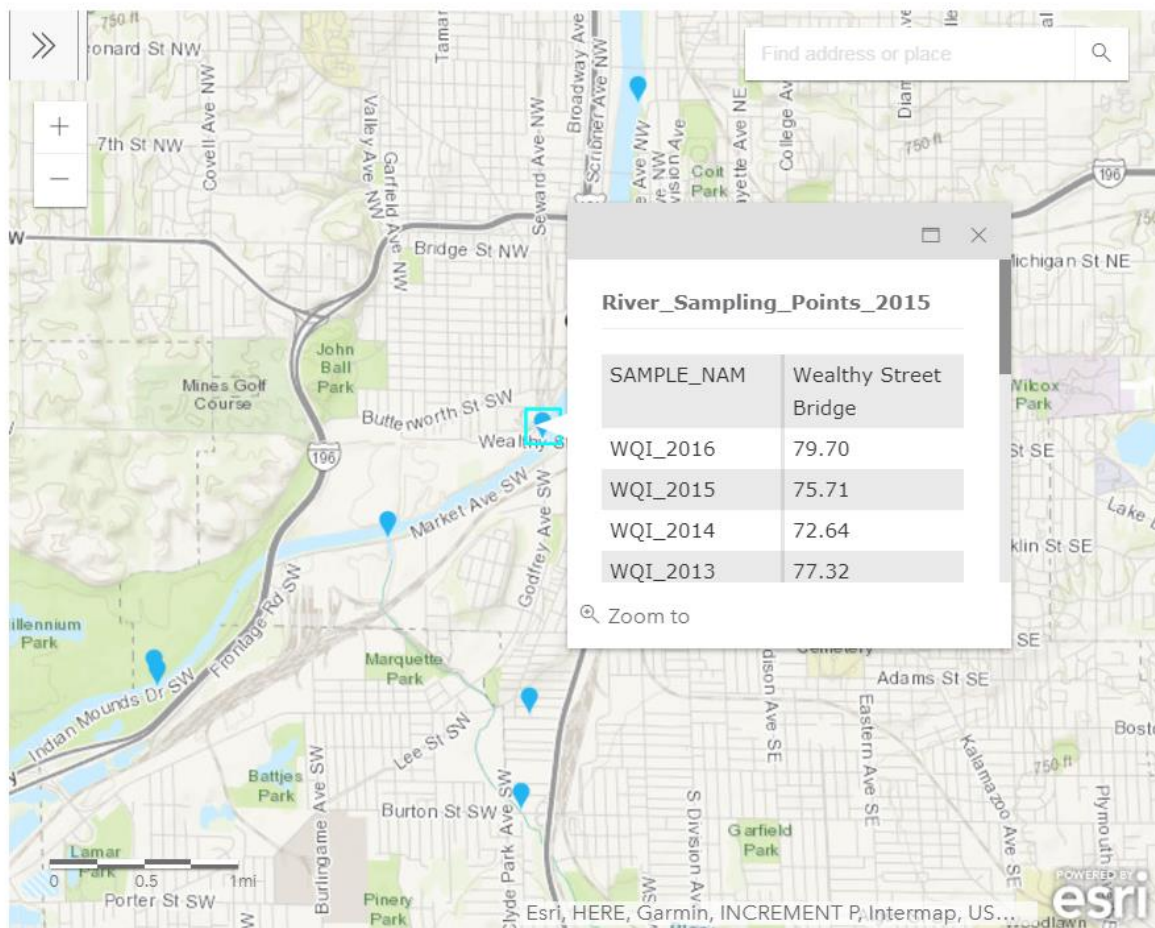


Figure 1 Grand Rapids Water Quality Index Web Interface

Data Repository

The LGROW Technical Committee continued working on the design for a watershed-wide data repository with the help of GVMC’s Regional Geographic Information System (REGIS) department. Using data collected by the Friends of Buck Creek as part of their 319 monitoring grant, and Indian Mill Creek, as part of GVSU Graduate Students’ research, the committee designed a landing page, which provides access to the collected data via an Arc GIS online interface – a free online GIS software that allows users basic viewing and searching capabilities. The group also designed a tutorial for data repository users. The long-term goal is that the data repository will be a central location to access water quality data from sampling events in the Lower Grand River Watershed. With this goal in mind, the Technical Committee also developed submittal tools to allow users to share collected scientific water quality data. The data will be reviewed and checked by LGROW before it is uploaded into the data repository for public viewing at this site: <https://www.lgrow.org/data-repository/>. Some students and teachers in local school districts have already begun to use the repository to aid classroom learning.

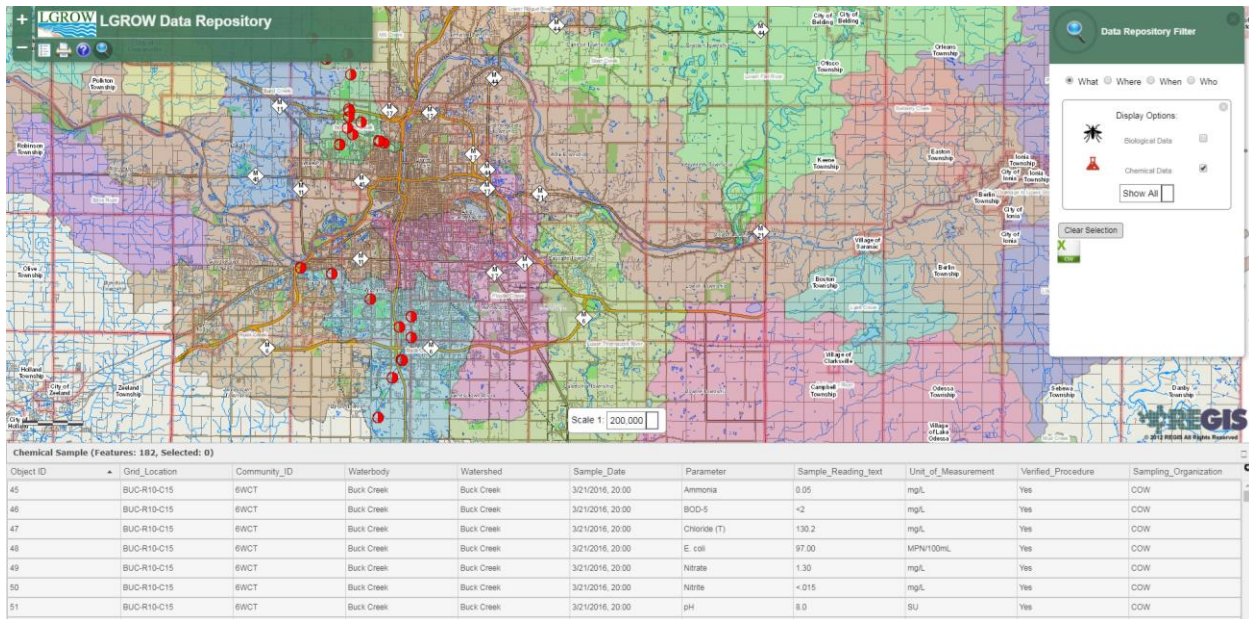


Figure 2 LGROW Data Repository

MDEQ Program Audits

GVMC assists communities in preparing for audits, and in addressing any deficiencies identified by MDEQ. During this reporting period, MDEQ performed audits on site for the following communities in the Lower Grand River Watershed:

City of Wyoming, August 29, 2017

City of Grandville, January 18, 2018

Kent County Road Commission, January 24, 2018

Supplemental documentation for these audits will be included in this report for each of the communities listed above. All communities that were audited during this reporting period were found to be in compliance and are implementing effective MS4 programs.

Part 2A - Lower Grand River Watershed Management Plan Prioritized Objectives

Encouraging proper septic tank maintenance

Each year a portion of the public education materials distributed address proper septic tank maintenance. Detailed information regarding the nature of these materials is included in Part 3 - PEP of this progress report. Additionally, communities in both Kent and Ottawa Counties work collaboratively with their respective Health Departments to report and ensure correction of failing or failed septic systems. Individual communities track this data in Part 4 – IDEP of this progress report.

The US EPA hosts SepticSmart Week once a year, and LGROW uses the materials provided to encourage of proper septic system care. SepticSmart Week 2017 was held on September 18-22, and focused on educating homeowners and communities on the proper care and maintenance of their septic systems.

Encouraging septage ordinance

The Ottawa County Health Department presently has an ordinance in place requiring point of sale inspections. The permitted communities located within Ottawa County collaborate with and rely on the Ottawa County Health Department for ongoing enforcement of the ordinance.

Kent and Muskegon Counties have not passed an ordinance requiring point of sale septic system inspections. The permitted entities within Kent and Muskegon County rely on implementation of the IDEP and reporting/enforcement through their stormwater ordinances and the Health Department to follow up on failing or failed septic systems. In the case of a failed septic system, a connection to sanitary is typically required if a sanitary sewer connection is available within 250 feet.

Implement vegetative buffering practices and restore and protect the stream buffer and canopy

Several communities including the City of East Grand Rapids and the City of Grand Rapids have instituted or evaluated the potential for buffer ordinances. The Cities of Hudsonville and Rockford have included buffer provisions within their zoning ordinances. Many other communities have adopted mowing buffer procedures on the properties they own and maintain. These procedures are identified in Part 2C.

Implement Michigan Department of Natural Resources wildlife population management practices

Three communities are working with the Michigan Department of Natural Resources on supervised programs to control populations of Canada Geese. These programs include Egg Destruction (East Grand Rapids and Kent County Drain Commissioner), Goose Relocation (Kent County Drain Commissioner), Nest Destruction (Kent County Drain Commissioner), and Targeted Goose hunts for population reduction (Plainfield Charter Township). Communities throughout the watershed are utilizing signage to discourage the feeding of waterfowl, actively installing goose deterrents, and/or instituting procedures for a no-mow buffer adjacent to streams and ponds to function as a natural deterrent. The City of Hudsonville has provided a portal on their website for residents to report nuisance wildlife.

Implement sanitary sewer maintenance practices

Sanitary sewer service is provided by several communities to residents in expanded service areas. Through these partnerships, many communities are able to utilize sanitary sewer infrastructure instead of relying on septic fields. The City of Grand Rapids collaborates with Cascade Charter Township, the City of East Grand Rapids, Forest Hills Public Schools, Grand Rapids Charter Township, Kent County, Kentwood, and the City of Walker. The City of Wyoming collaborates with the City of Kentwood and portions of the City of Grandville. The City of Grandville collaborates with the City of Hudsonville and portions of Georgetown Charter Township. The City of Grand Haven collaborates with the City of Ferrysburg and the Village of Spring Lake. The North Kent Sewer Authority collaborates with Plainfield Charter Township and the City of Rockford. All of the MS4 LGROW community members have procedures to inspect and maintain their sanitary sewer systems, which are independent of their MS4 systems. Information related to the maintenance and upgrades of sewer infrastructure is included in Part 2B of the report.

Implement Low Impact Development Practices

Low Impact Development (LID) and Green Infrastructure (GI) are critical components in both the SWPPI and the PEP. Detailed information on the training related to LID practices and implementation is detailed in Part 2D. Tracking of the installation and consideration of LID practices by Permittees is tracked in Part 2E. The PEP incorporates messages on the implementation of LID practices such as rain gardens, buffer strips, and native plantings for their direct benefits to water quality. The PEP focuses on LID practices that are feasible for individual homeowners to implement, rather than large scale development.

Implement watershed focused land-use planning

Throughout the watershed, construction in FEMA mapped floodplains is regulated by the Michigan Building Code to ensure that construction below the base flood elevation does not occur. This is accomplished by providing prescribed release rates for Bank Erosion Control, as well as Flood Control. Water Quality control

is addressed with detention and infiltration, where possible, or delayed and restricted release where it is not.

As the Stormwater Ordinance Committee worked on developing the model stormwater ordinance for the next MS4 permit, many of the design requirements needed to prevent or mitigate flooding in site designs were left intact. Though these were not required as part of the MS4 permit application, permitted communities recognize the need for flood protection for the protection of downstream residences and receiving waters.

Implement proper soil erosion and sedimentation control techniques

Part 91, Soil Erosion and Sedimentation Control (SESC), of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended, regulates the activity of earth work and mandates that projects disturbing an area greater than one acre in size or an area less than 500 feet from a lake or stream obtain a soil erosion permit from the regulatory agency with jurisdiction over the area in which they are working. Table 2 details which Permittees work collaboratively with the county enforcing agent (CEA), which Permittees administer their own program as a municipal enforcing agent (MEA), and which Permittees have the authority to oversee their own projects as authorized public agencies (APA). MEA, CEA, and APA programs implement a thorough soil erosion and sediment control plan review and regular site inspections in their programs for permitted sites. Plan review and site inspections are conducted by staff with either a comprehensive or inspector construction site stormwater operator certification respectively.

Training on topics related to construction site stormwater runoff is detailed in Part 2D. Training ensures that even if a community does not oversee their own program, field staff will be informed regarding observations on a construction site and the appropriate entity to report to if there is an offsite discharge or poorly maintained SESC measures. Many LGRW MS4 permitted communities who administer a Part 91 program also work closely with the West Michigan Soil Erosion Control Network, a professional network that provides regular training, panel discussions and field demonstrations on BMPs and new technologies in this field.

Table 2. LGRW Part 91 Administration Authority as of July 31, 2018							
Community	Part 91 Contact Info		MEA	Utilizes CEA			APA
	Name	Phone		Kent	Muskegon	Ottawa	
Cascade Charter Township	KCRC	616-242-6914		X			
East Grand Rapids, City of	KCRC	616-242-6914		X			
Ferrysburg, City of	OCWRC	616-994-4530				X	
Forest Hills Public Schools	KCRC	616-242-6914		X			
Fruitport, Village of	Muskegon County DPW	231-724-6411			X		
Georgetown Charter Township	OCWRC	616-994-4530				X	
Grand Haven, City of	OCWRC	616-994-4530				X	
Grand Rapids Charter Township	KCRC	616-242-6914		X			
Grand Rapids, City of	Environmental Services Dept.	616-456-3057	X				X
Grandville, City of	KCRC	616-242-6914		X			
Hudsonville, City of	OCWRC	616-994-4530				X	
Kent County Drain Commissioner & Administration	Deputy Drain Commissioner	616-336-3688					X
Kent County DPW	Kent Co. DPW	616-336-3694					X
Kent County Road Commission (Kent County CEA)	KCRC	616-242-6914		X			X
Kentwood, City of	Engineering Dept.	616-554-0737	X				X
Ottawa County Water Resources Commissioner & Administration (Ottawa County CEA)	OCWRC	616-994-4530				X	X
Ottawa County Road Commission	Engineering Dept.	616-842-5400					X
Plainfield Charter Township	KCRC	616-242-6914		X			
Rockford, City of	Public Services Dept.	616-866-9631	X				
Sparta, Village of	KCRC	616-242-6914		X			
Spring Lake, Village of	OCWRC	616-994-4530				X	
Walker, City of	Engineering Dept.	616-453-6311	X				
Wyoming, City of	KCRC	616-242-6914		X			

Implement channel and stream bank stabilization, bio-engineering and erosion control techniques

The MDEQ requires a joint permit from the state of Michigan for all work performed in channels that are designated as waters of the state. Any work that occurs within 500 feet of a lake or stream requires a soil erosion control permit from the authorized Part 91 agency, as referenced above. These permitting procedures work in tandem to prevent negative impacts during and after construction, as well as to ensure adequate restoration. Permitted communities in the Lower Grand River Watershed have policies in place to ensure protection of drainage systems from construction site runoff as detailed in Part 2C and perform regular training as referenced in Part 2D related to construction site stormwater runoff and water quality protection.

Implement turf management and proper fertilizer application practices

Permitted communities within the Lower Grand River Watershed have developed procedures for managing vegetation and using fertilizers on Permittee owned properties as outlined in Part 2C. These policies and procedures were reviewed as permittees prepared their individual permit applications in Spring 2015. All staff at the communities and their subcontractors adhere to these procedures. Training is also provided in the form of the brochure, "What Every Landscaper Must Know". This brochure is distributed as part of the comprehensive training plan on controls to reduce the discharge of pesticides, herbicides, and fertilizers, as described in Part 2D. The brochure was updated in 2014 to allow for permitted MS4s to customize it for distribution to their staff and contractors as well as local landscaping businesses.

Appendix 2-B – Inventory of Storm Water Controls

North Complex (11777 White Creek Avenue)				
Structural Storm Water Control	Inspection Frequency	Maintenance Schedule	Inspection and Maintenance Conducted and Location of Log (if applicable)	Effectiveness of Control and Support Documentation
Retention Basin	Twice/year	As needed - Repair outfall erosion and remove sediment	The most recent inspection was completed on July 31, 2017. A copy of the Municipal Property Inspection is on file.	Outfall is stable. Sediment removal not necessary at this time. High water due to recent rain.
Covered Salt Storage - Salt and Liquid Chloride stored in building	Twice/year	Regular sweeping	The most recent inspection was completed on July 20, 2018. A copy of the Municipal Property Inspection is on file.	Area around west side of salt storage looks good. Catch basins currently protected with fabric.
Catch Basin Sumps - 10 catch basins within paved parking/drives	Twice/year	5-year cycle or as needed	The most recent inspection was completed on July 20, 2018. A copy of the Municipal Property Inspection is on file.	Need sweeping adjacent to catch basins.
South Complex (4949 South Complex Drive)				
Structural Storm Water Control	Inspection Frequency	Maintenance Schedule	Inspection and Maintenance Conducted and Location of Log (if applicable)	Effectiveness of Control and Support Documentation
Covered Salt Storage - Salt stored in dome cover	Twice/year	Regular sweeping	The most recent inspection was completed on July 20, 2018. A copy of the Municipal Property Inspection is on file.	All contained at the time of the inspection. Surrounding area needs sweeping.
Catch Basin Sumps - 8 catch basins within paved parking/drives	Twice/year	5-year cycle or as needed	The most recent inspection was completed on July 20, 2018. A copy of the Municipal Property Inspection is on file.	Minimal sediment accumulation. Need sweeping around some basins.
Outside Material Bins & Piles	Twice/year	Regular grading	The most recent inspection was completed on July 20, 2018. A copy of the Municipal Property Inspection is on file.	Material well contained in block bins, gravel area.

Permittee: **Kent County Road Commission**

Central Complex (1500 Scribner Avenue)				
Structural Storm Water Control	Inspection Frequency	Maintenance Schedule	Inspection and Maintenance Conducted and Location of Log (if applicable)	Effectiveness of Control and Support Documentation
Covered Salt Storage - Salt stored in dome cover	Twice/year	Regular sweeping	The most recent inspection was completed on July 23, 2018. A copy of the Municipal Property Inspection is on file.	All contained at the time of the inspection. Surrounding area should be swept.
Secondary Containment of Liquid Chloride	Twice/year - General housekeeping; inspect containment ring	As needed	The most recent inspection was completed on July 23, 2018. A copy of the Municipal Property Inspection is on file.	Visual inspection. Containment area looks good.
Holding Tank - Between Salt Dome and Liquid Chloride; collects surface water	Twice/year	Pump when full; as needed	The most recent inspection was completed on July 23, 2018. A copy of the Municipal Property Inspection is on file.	Pumping not required at the time of inspection.
Catch Basin Sumps - 10 catch basins within paved parking, storage and drives	Twice/year	5-year cycle or as needed	The most recent inspection was completed on July 23, 2018. A copy of the Municipal Property Inspection is on file.	All basins were pumped in February 2018. Pavement areas need sweeping.
Sanitary Sewer - Surface runoff from majority of outside storage drains to sanitary sewer system	Twice/year	As needed	The most recent inspection was completed on July 29, 2017. A copy of the Municipal Property Inspection is on file.	Visual inspection. Pavement areas need sweeping. Sanitary was videotaped in February, 2018 to verify condition and location.
Outside Material Bins & Piles	Twice/year	Regular sweeping and grading	The most recent inspection was completed on July 29, 2017. A copy is on file.	Material well contained in block bins or concrete barrier segments. Large pile of asphalt millings and large pile of woodchips have barrier wall containment between piles and river bank.

**Appendix 2-B - Storm Water Controls
Inspection, Maintenance and Effectiveness
August 1, 2017 to July 31, 2018**

Southwest Complex (131@ 84th St.)				
Structural Storm Water Control	Inspection Frequency	Maintenance Schedule	Inspection and Maintenance Conducted and Location of Inspection Log (if applicable)	Effectiveness of Control and Support Documentation
Detention Basins - North and South Ponds	Twice/year	Remove sediment as needed	The most recent inspection was completed on July 20, 2018. A copy of the Municipal Property Inspection is on file.	Dry - No noticeable sediment.
Covered Material Storage - Salt and Liquid Chloride Storage in covered building	Twice/year	Regular sweeping	The most recent inspection was completed on July 20, 2018. A copy of the Municipal Property Inspection is on file.	Pavement is clean, sweeping not required at this time. Self-contained and indoor loading. Small pile of asphalt millings - contained.
Outside Material Bins	Twice/year	Regular sweeping	Most recent inspection was completed on July 20, 2018.	Material well contained in block bins. Pavement clean.
BMP for Catch Basins				
Structural Storm Water Control	Inspection Frequency	Maintenance Schedule	Inspection and Maintenance Conducted and Location of Log (if applicable)	Effectiveness of Control and Support Documentation
Catch Basin Sumps	Every 5 years or as needed	Annual Contract for approximately 2000 basins/year (10,400 total)	Catch Basin Cleaning Logs are kept in the Maintenance Division office. 2,915 catch basins were pumped in the following townships: Alpine = 624 Plainfield = 2,134 Sparta = 148 Tyrone = 9	Log books document the estimated depth of sediment and distance between the outlet and the top of sediment.

Permittee: **Kent County Road Commission**

BMP for Street Sweeping				
Structural Storm Water Control	Inspection Frequency	Maintenance Schedule	Inspection and Maintenance Conducted and Location of Log (if applicable)	Effectiveness of Control and Support Documentation
Street Sweeping – 41 Bridge Decks 173.71 miles of Road	Annually or as needed	Annually	Annual sweeping. Contracts are set up in areas. Inspection is done by our Maintenance Division.	All sediment collected is disposed of and does not enter catch basins, storm sewers or waters of the State.

Permittee: **Kent County Road Commission**

Appendix 2-C - Procedures Status August 1, 2017 to July 31, 2018

The following Pollution Prevention and Good Housekeeping procedures were adopted by the Kent County Road Commission. Dates of revised procedures are listed and revisions attached.

Procedure	Date Adopted	Date Revised (if needed)
Procedure for Street Sweeping	March 21, 2012	
Procedures for Road Salt Application and Storage Practices	March 21, 2012	
Procedure to Control Dust	March 21, 2012	
Procedure for Snow Removal	March 21, 2012	
Procedure for Maintenance Garages and Storage Yards	March 21, 2012	
Procedure for Roadway and Bridge Maintenance	March 21, 2012	
Procedure for Gravel Road Maintenance	March 21, 2012	
Procedure for Roadside Vegetation Management	March 21, 2012	
Procedure for Disposal of O & M Waste	March 21, 2012	
Procedure for Water Quality Control in Flood Management Control Projects	March 21, 2012	
Procedure for Discharge of Pesticides, Herbicides and Fertilizers	March 21, 2012	

Permittee: Kent County Road Commission

Appendix 2-D – Staff and Contractors Training on Pollution Prevention and Good Housekeeping Completed August 1, 2017 to July 31, 2018

Where a meeting was attended for training, attached are sign in sheets listing the training topic, date of the training and the number of attendees. Also attached are a copy of the handouts (if any) that were distributed at the training meeting.

Training Topic Area	Employee Group to Receive Training	Training Frequency	Potential Training Type
Required Topics			
Maintenance activities, maintenance schedules, and inspection procedures	Maintenance Superintendents and Foreman; Project Inspectors	Biennial Planned for 2018.	Written O&M Procedures Storm Water Pollution Prevention - A Drop in the Bucket - DVD from Excal Visual, LLC "Best Management Practices for Municipal Operations" Training Session – Live Presentation
Training completed:			Proper storage and disposal of materials, risks and hazards associated with improper storage and disposal
Controls on streets, parking lots, maintenance garages, and storage yards	Building & Grounds/Equipment, Maintenance Superintendents and Foreman	Biennial Planned for 2018.	Hazardous Chemicals and Material. Proper Storage, Use and Disposal Fueling Facility Flammable Liquid Storage Fueling Trucks
Training completed:			Regulatory Requirements for Waste Disposal – Live Presentation
Storing and handling flammable liquids.	Mechanics, Laborers and Drivers	February 21 to February 28, 2018	Hands on training with Safety Superintendent and Garage Foreman

Permittee: Kent County Road Commission

Training Topic Area	Employee Group to Receive Training	Training Frequency	Potential Training Type
Fueling Training completed:	101 Full-Tim Employees	April 17 - 20, 2018	Fueling Facility & Equipment. Proper safety procedures and what to do if a spill occurs.
Disposal of O&M waste	Catch Basin and Street Sweeping Contractors; KCRC oversight	Biennial or beginning of 2018 new contract	Regulatory Requirements for Waste Disposal – Proper Material Storage, Containment and Disposal – Live Presentation
Training completed:			
Water quality protection in flood control projects (detention basins, dams)	Plat Review Staff Engineer; Building and Grounds	Biennial Planned for 2018.	Retrofitting Detention Ponds for Water Quality – Live Presentation
Training completed:			
Controls to reduce discharge of pesticides, herbicides, and fertilizers	Building & Grounds; Lawn Care Contractor; Construction Project Restoration Contractor All Employees	Pamphlet as needed. SDS Sheet for Container Labeling	LGRW_LandscapingContractorTrainingBrochure_2011-08-01.pub
Training completed:			
Other Topics			
Construction site stormwater runoff / erosion controls	Utility Contractors and Utility Company In-house utility oversight. Employees (55 people)	Annual Meeting 12/15/17 8 a.m. & 9:30 a.m.	Required training for their annual permit to work within KCRC right-of-way. Include traffic controls, as well as restoration and stabilization of work areas, stormwater and erosion control.
Catch Basin and Stormwater Management	July 24, 2017 2 Employees	On-going	Michigan LTAP – 2016 Focus Group Webinar – Catch Basin and Stormwater Management
Gravel Road Maintenance	Maintenance Staff Grading gravel roads	As needed 1/24/17 – 4/6/17	Michigan LTAP Center for Technology and Training provided training as requested by agencies – Motor Grader Training • In-House Training

Permittee: Kent County Road Commission

Training Topic Area	Employee Group to Receive Training	Training Frequency	Potential Training Type
Training completed:	Operators 14 Employees	As Needed 1/24/17 – 4/6/17	In-House Training
LID	None planned at this time.	None planned at this time.	<p>Reduce Runoff: Slow It Down, Spread It Out, Soak It In - DVD from USEPA</p> <p>RiverSmart Homes: Getting Smart about Runoff</p> <ul style="list-style-type: none"> - DVD from USEPA <p>Building Green: A Success Story in Philadelphia</p> <ul style="list-style-type: none"> - DVD from USEPA <p>After the Storm - DVD from USEPA</p> <p>BMP Tour of GVSU Campuses – Walking Tour</p>
Training completed:			
IDEP	Maintenance Supervision; Building & Grounds; Outfall Inspectors	Biennial Plan for 2018.	WaterPollutionReportForm.doc Article_City_Employees.doc
Training completed:	1 Intern	May 2018	1 outfall intern (Jack Hill) completed training. Other intern (Cal Morgan) has previously completed training.
General Storm Water Education	New Employees	As appropriate	"Back to Basics" Storm Water Training - Live Presentations.
Training completed:	23 New or seasonal employees	May 15 to May 21, 2018	Hazardous Materials Fueling Station Procedures Confined Space PPE Emergency Situations

Appendix 2E –

Post Construction Controls Activities Completed August 1, 2017 to July 31, 2018

KCRC is in the process of updating the "Requirements and Specifications for Plat Development" and anticipates Board approval by December 31, 2018. This will include new stormwater rules and requirements as referenced in the "Design Standards Manual".

Explain the enforcement activities of your comprehensive storm water management program for post-construction controls completed during this reporting period:

All Site Condominiums (public and private) are required to provide a Stormwater Maintenance Agreement in accordance with the appropriate Township Ordinance or rules, portions within a public street ROW are enforced by KCRC, portions outside public Road ROW are enforced by the Township. Public Plats detention areas are taken into the County Drain System and are accepted and maintained by the Drain office under the appropriate drain rules.

All new public streets are required to clean and pump storm sewer lines and catch basin sumps prior to being accepted as part of the Public Street system.

KCRC works with all Townships and the Drain office with any Stormwater management elements occurring outside the road ROW, which impact the ROW.

Over the past 2 years KCRC has video-taped approximately 50 miles of older storm sewer lines to evaluate condition, as well as identifying any previously unknown connections or utility bore damage.

How many developments were approved with storm water controls according to PCC?

In December 2017, portions of 7 plats were approved for takeover totaling approximately 3 miles. These included: Arlington Park, Hanna Lake Trails, Northbrook, Planters Ridge, Planters Row No. 8, Stony Bluff and Summit Crest. All PCC are under Drain Office control, with exception of all catch basins and storm sewer within roadway are under KCRC control.

Have any long-term operation and maintenance agreements been signed?

None

How many inspections or enforcement/compliance of O&M agreements were conducted?

Inspections were completed on all prior to takeover. All catch basin cleaning was completed. Detention pond maintenance as required by Drain Commission.

Explain how the Post Construction Controls have addressed other issues, such as protecting sensitive areas, directing growth to identified areas, encouraging infill development in higher density urban areas and areas with existing infrastructure, and/or maintaining or increase open spaces.

KCRC works with all Townships as it relates to both public and private street developments. Street layouts are typically modified in order to protect sensitive areas. We encourage maximizing open space, as well as reducing area of concentrated and piped storm water by encouraging sheet flow and backyard swales draining away from the street and infiltration where soils are appropriate.

Part 3 - PEP

Regional PEP

The updated Public Education Plan (PEP) was approved by MDEQ in February 2013. The purpose of the PEP is to promote, publicize, and facilitate education for the purpose of encouraging the public to reduce the discharge of pollutants in stormwater to the maximum extent practicable. This section provides a report of public education activities implemented between August 1, 2017, and July 31, 2018.

Public Engagement Committee

LGRW Public Engagement Committee was formed in 1999 to begin development and implementation of the PEP. Since that time the committee has met on a regular basis to discuss and plan activities scheduled for implementation in the PEP and the LGR Watershed Management Plan. In addition to MS4 communities, the 2017-2018 Public Engagement Committee consisted of the following community partners:

Table 3. Non-MS4 Partner Organizations	
Agency	Representative
MDEQ	Amanda St. Amour
GVMC – West Michigan Clean Air Coalition	Andrea Faber
Ottawa Co. Conservation District	Benjamin Jordan
Boy Scouts of America	Bridget Knight
GVMC	Eileen Boekestein
Trout Unlimited	Jamie Vaughan
Groundswell, GVSU	Joanna Allerhand
Groundswell, GVSU	Kymerly Pawelka
Kent County Resource Recovery	Megan Kretz
MDEQ	Michelle Storey
WMEAC	Jessica VanderArk
WMEAC	Kyle Hart
GVMC/GVSU	Carlos Calderon
The Right Place	Rick Chapla
GVMC	Rachel Frantz
Grand Rapids Public Museum	Stephanie Ogren
Grand Rapids Public Museum	Erin Koren
GVMC	Wendy Ogilvie
Kent County Health Department	Brendan Earl
Kent Conservation District	Jessie Schulte
Citizen Labs	Allen Clark
GVMC	Cara Decker

During this reporting period, the Committee reorganized to set priority topics and create a functional meeting schedule. Instead of holding meetings once every two months, the committee meets in January, February and May. During the summer months, meetings are not held because communities are busy attending and hosting outreach events. The group reconvenes in September to review their summer activities, and begin to plan for the next year. Meetings are then held in October and November. Goals for each meeting are as follows:

January: Distribute PEP materials and discuss distribution

February: Pick up orders, Plan for the year's events

May: Ongoing business, Committee updates

September: Review event year, Ongoing business

October: Ongoing business, Discuss changes for next year

November: Finalize orders for next year

During the October Committee meeting, the group chooses which PEP topics to focus on for the next year. Information regarding all topics covered in the PEP may be discussed and promoted by communities throughout the year, as described in detail in the remainder of this section of the report. The committee decided that if more energy is focused on a few key topics each year, then education regarding those specific topics can be thoroughly explored. Educational materials and give-aways are then designed around the key topics. While each year focuses on a particular set of topics, all six education categories will still be addressed in detail at least once during each reporting period.

Additional information regarding the Public Education Committee is available at: <https://www.lgrow.org/ms4information>. Materials, training opportunities, and other resources are available via this webpage.

PEP Implementation

This section describes the public education activities implemented by the Permittees from August 1, 2017 through July 31, 2018. The following report describes activities which meet the requirements of the 2013 approved PEP. Target audiences, messages, and delivery mechanisms are described for each Public Education Topic.

Public Education Topic 1 - Personal Watershed Stewardship

PEP Objective 1: Educate the public about their responsibility and stewardship in their watershed.

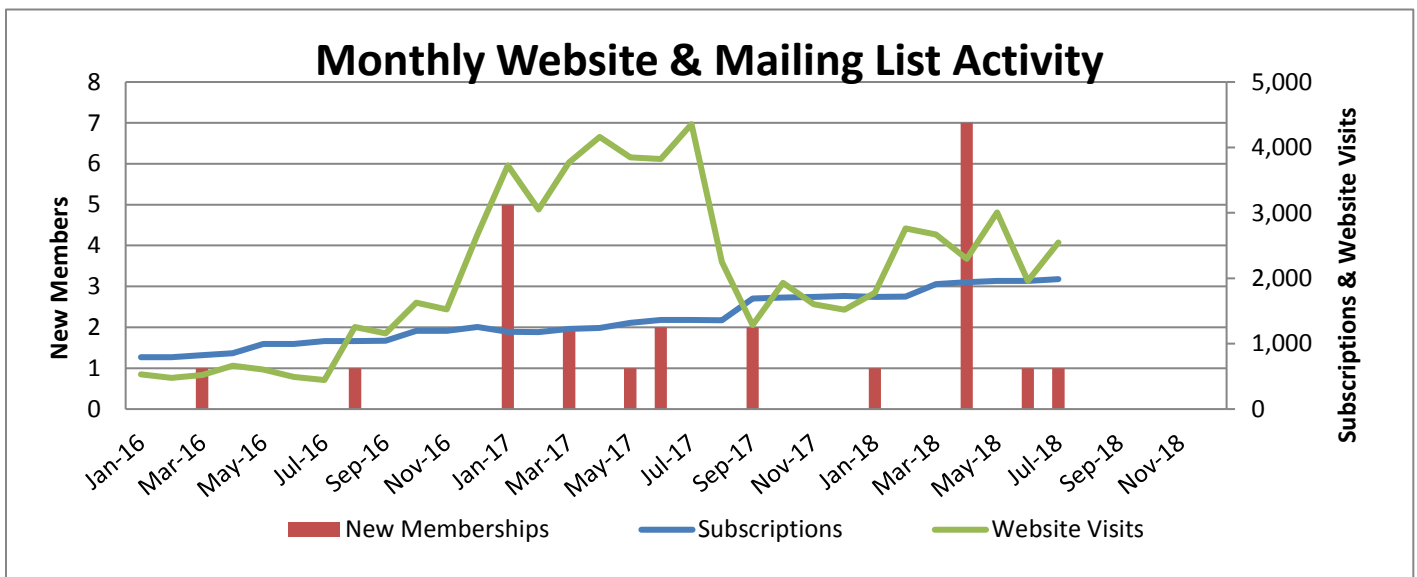
Target Audience: Residents, visitors, and public employees

Content of Message: 1) A watershed is an area of land draining to a common point. You live in the LGRW, you impact the watershed. 2) Learn more about the LGROW by visiting LGROW.org. 3) Reasons for protecting the watershed. 4) Ways individual can affect the watershed through their activities.

Delivery Method:

- Permittees' websites link to LGROW's website, www.lgrow.org. The watershed website provides information on non-point source (NPS) pollution, local watershed issues, water science education, and watershed management. A major website update was launched at the beginning of the 2017-2018 reporting period and was accessed by an average of 758 unique visitors each month. The website logged 9,090 unique visitors over the entire reporting period.
- LGROW also sends out a seasonal email newsletter with information about the watershed, upcoming educational events, and stormwater educational articles. Newsletter subscriptions and website traffic by month are displayed in Figure 3.

Figure 3. Page Visits to LGROW.org by Month



- LGROW worked to promote participation through its Facebook page with a regular posting schedule including watershed project highlights, upcoming events, and volunteer opportunities. Throughout the reporting period, LGROW Facebook posts have reached 107,622 people. As of the end of the reporting period, the Facebook page reached 935 Likes (this number has increased from the last reporting period). Facebook user engagement has shown consistent growth over the reporting period with the average number of Likes, Shares, and Comments. LGROW promoted its Facebook page three times during the reporting period using paid promotions, which increased its audience significantly. Facebook activity is displayed by month in Figure 4.

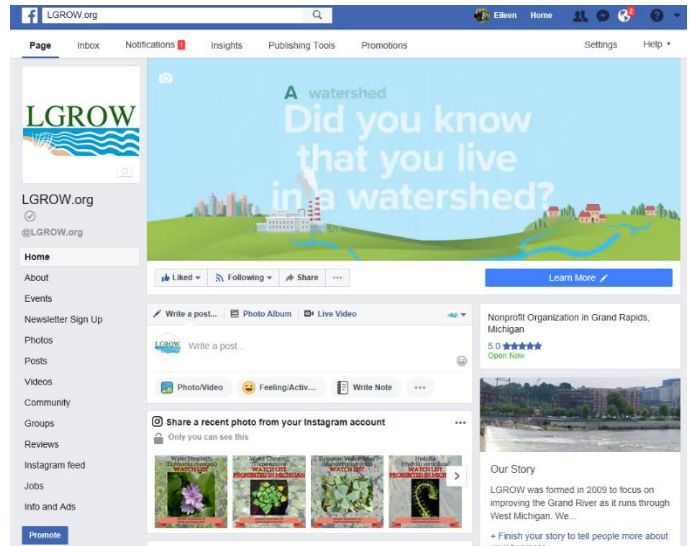
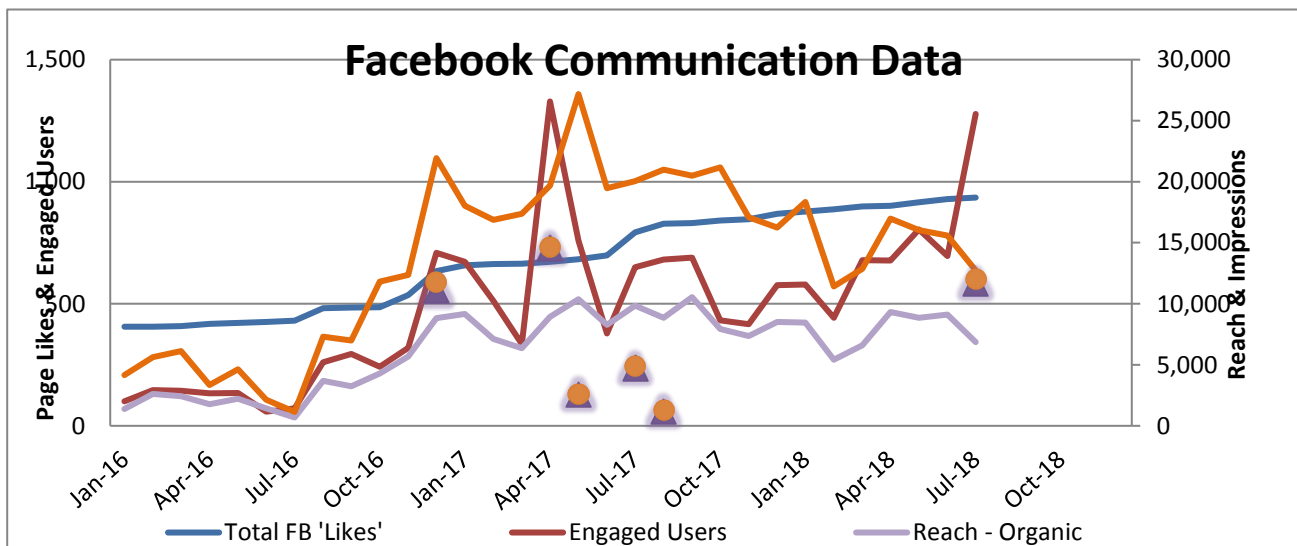


Figure 4 Facebook Communication Data by Month



- Permittees distributed LGROW, stormwater, and watershed education materials listed below to residents in the LGRW at multiple events, and venues. Materials were distributed according to the

type of event and the target audiences in attendance. Listed below are the number and type of educational materials ordered by permittees to distribute throughout the reporting period:

- 2000 LGROW Lip Balms
- 1500 "Report Illicit Discharge" fridge magnets
- 1000 Rainbow Trout "Only rain in the drain" stress balls
- 1500 "Keep your Lakes Great and your River Grand" dry bags
- 700 "Keep your Lakes Great and your River Grand" magic scarves
- 1200 "Report Illicit Discharge" coasters
- 500 Car Wash pledges and shammys
- 500 Pet Waste pledges and dispensers
- 1000 Paint by number Watershed Maps

Other public education materials ordered during previous permit cycles were also distributed by permittees, including:

- Keep Your Lakes Great and Your Rivers Grand Magnets
- Keep Your Lakes Great and Your Rivers Grand vinyl stickers
- Watershed Temporary Tattoos
- Troutie Coloring Books
- Reusable Water Bottles
- Reusable Tote Bags
- LGROW Brochures
- Landscaping for Water Quality booklets
- LGROW Gardening Gloves
- LGROW Pens
- LGROW Custom Baseballs



Kent County Road Commission
Lower Grand River Watershed
2017-2018 MS4 Progress Report

- Many Permittees displayed lamppost banners when first purchased in 2012 to advertise the presence of the Grand River, Rogue River, and Plaster Creek Watersheds. The banners featured the LGROW logo and the message “Yours to Protect.” In early 2018, 4 communities ordered additional banners for display, including new banners for Buck Creek and the Thornapple River.



Banners on display in Spring Lake

- Through cooperation of staff in permitted communities, Public Engagement Committee participants, GVMC staff, and other members of MS4 LGROW, about 50 events around the watershed had representation from the Lower Grand River. Event participation by community is detailed in Table 4. Community-specific event activities are detailed in each Permittees’ PEP questionnaire. Events attended by more than one MS4, or that were coordinated through LGROW, are discussed in the section following Table 4, and in the Delivery Method section of corresponding objectives.

Table 4 LGROW and MS4 Participant Events		
MS4 Community	Event/ Activity	Date
Cascade Charter Township	LGROW Spring Forum Host	5/11/2018
Ferrysburg, City of	LGROW Focus Group	12/18/2017
Forest Hills Public Schools	Classroom Programming through Groundswell	Ongoing
Georgetown Charter Township	Jenison Public Schools Collaboration	Ongoing
	Ottawa County Water Quality Forum	11/30/2017
Grand Haven, City of	Earth Day Festival	4/21/2018
	LGROW Focus Group	12/18/2017
	Robinson Elementary	3/21/2018
	Coast Guard Festival	7/28 - 8/5/2017
	Salmon Festival	9/16/2017
Grand Rapids, City of	Home Show	3/1-4/2018
	Mayors Grand River Cleanup	9/9/2017
	Ottawa County Water Quality Forum	11/30/2017
	Grand River Water Festival	6/23/2018
	Dia del Nino	4/28/2018
	Canoemobile	5/7-5/11/2018
	Presentation to Museum School	10/11/2017
	Water Resource Recovery Facility Tours	Ongoing
	Rainbarrel Workshop	7/29/2018
	WhiteCaps Game	7/26/2018
	Grand River Spring Forum	5/11/2018
Grand Rapids Charter Township	Partner with FHPS	Ongoing
Grandville, City of	Buck Creek Cleanup	8/5/2017
	Mayors Grand River Cleanup	9/9/2017
	Michigan Week Community Event	5/16/2018
Hudsonville, City of	Ottawa County Water Quality Forum	11/30/2017
Kent County Drain Commissioner	Grand River Spring Forum	5/11/2018
Kent County Road Commission	Facility Tours	Ongoing
Kentwood, City of	Touch A Truck/DPW Behind the Scenes (with Kent Co DPW)	5/16/2018
	Buck Creek Cleanup	8/5/2017
	LGROW Focus Group	12/18/2017
	Grand River Spring Forum	5/11/2018

Table 4 LGROW and MS4 Participant Events		
MS4 Community	Event/ Activity	Date
Ottawa County Administration and Water Resources Commissioner	Ottawa County Water Quality Forum	11/30/2017
	Grand River Spring Forum	5/11/2018
Ottawa County Road Commission	Partner with Georgetown Township & Jenison Public Schools	Ongoing
Plainfield Charter Township	Grand River Spring Forum	5/11/2018
Sparta, Village of	Nash Creek Cleanup-Planting	4/18//2018
	Village Hazardous Waste Collection	4/19/2018
	Partnership with Sparta Schools	Ongoing
Spring Lake, Village of	Mill Point Park River Cleanup	5/12/2018
	LGROW Focus Group	12/18/2017
Walker, City of	Grand River Spring Forum	5/11/2018
	Indian Mill Creek Cleanup	6/2/2018
	KDL Reading Carnival	6/12/2018
Wyoming, City of	Buck Creek Cleanup	8/5/2017
	Partnership with Godwin and Wyoming Schools	Ongoing
	City Cleanup	4/21/2018
	Facility Tours	Ongoing
	Grand River Spring Forum	5/11/2018

➤ The Quiet Water Symposium promotes non-motorized outdoor recreation and a shared concern for our Great Lakes environment. The 23rd Annual Symposium was held on March 3rd, 2018. LGROW hosted a booth with several watershed displays and distributed information and giveaways focused on watershed awareness and the development of a Water Trail throughout the Grand River. Although this event takes place outside the LGRW, many of the attendees travel through the Lower Grand during their excursions. The Symposium also presents a valuable opportunity to partner with our upstream watershed, the Middle Grand River Organization of Watersheds (MGROW), who is actively involved in public outreach through their own MS4 program.



- LGROW hosted a table at the Blandford Nature Center Earth Day event on April 21, 2018. This was a public event designed to connect residents of the Grand Rapids metro area with their local community conservation resources, information on new and upcoming projects, and highlight volunteer opportunities to get involved. LGROW hosted a table with information on the watershed, the LGROW Rainscaping program pilot in Indian Mill Creek Watershed, and stormwater educational materials focusing on pet waste and car wash pledges.



- The 15th Annual Grand River Forum on May 11, 2018, was put on by LGROW at the Wisner Center in Cascade Township. The event offered 111 attendees a regional perspective on emerging issues and accomplishments from around the Watershed. This year's keynote speaker, Al Steinman, from GVSU's Annis Water Resources Institute, spoke about Integrated Water Management. Next, Scott Conners (City of Walker Engineer and LGROW Board Chair) moderated a Panel Discussion that focused on the new post-construction control stormwater requirements. Panelists included Carrie Rivette, Wastewater/Stormwater

WELCOME TO THE
 LOWER GRAND RIVER ORGANIZATION OF WATERSHEDS'
 15th ANNUAL

Grand River Spring Forum

CASCADE TOWNSHIP LIBRARY
 WISNER CENTER
 MAY 11, 2018
 8:30 am - 11:30 am

Agenda

8:00-8:30	Registration
8:30-8:45	Welcome and Introduction
8:45-9:05	Keynote Address
9:05-9:35	Panel Discussion
9:35-9:55	Passing of the Paddle
9:55-10:10	Break
10:15-11:15	*Shed Talks
11:15-11:25	Questions and Evaluations
11:25-11:30	Closing and Next Steps
12:00 PM	Boxed Lunch and Kayak Trip *Must be preregistered to attend Ending at Thornapple Brewing Co.



Superintendent of the City of Grand Rapids, Teresa Siedel, Director of the Water Resources Division of MDEQ, and Jeff Gritter, Project Manager at Vriesman and Korhorn Civil Engineers. The LGROW Chair, who was previously Scott Conners from the City of Walker, changed hands to Carrie Rivette from the City of Grand Rapids. This change was commemorated with a 'Passing of the Paddle' ceremony.

The remainder of the forum focused on emerging watershed issues. Presentations were given by Jessie Schulte (Kent County Conservation District) and Rob Petit

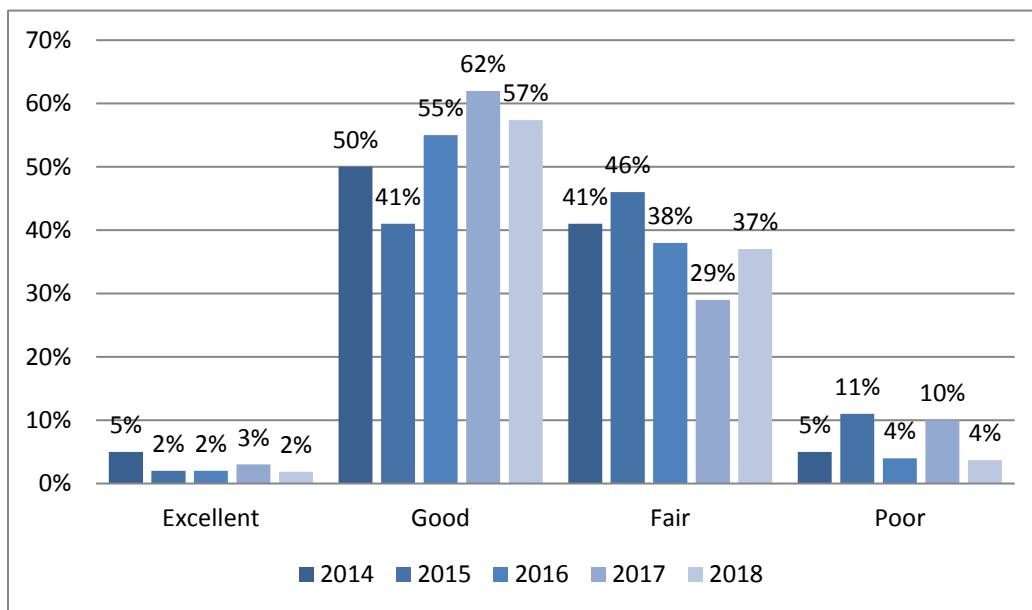
(ECT) on the Regional Conservation Partnership Program; Brenda Perry (Facilitator, Kent Innovation High School), Joe Phillips (Design Lab Instructor, Kent Career Tech Center) and their students on place-based environmental education curriculum they used in their classrooms; Wes Landon (Native Edge, LLC.) and Julie Parks (Executive Director of Workforce Training, Grand Rapids Community College) on the Rainscaping Program; Natalie Henley (West Michigan Environmental Action Council) on the Grand River Water Trail; LGROW Committee Chairs gave updates for each committee; and LGROW Staff discussed the pre-forum survey results.

Each forum participant completed surveys after both registering and attending the event. A



selection of the questions from each survey is asked annually to determine if there is a measurable change in people's attitudes toward and perception of the river. Figure 5 shows an increase in respondents identifying water quality in the Grand River as "Fair" rather than "Poor" from 2017 to 2018.

Figure 4. 2017 Survey Results: How would you rate the water quality in the Grand River?



- LGROW sponsored the Grand River Water Festival on June 23, 2018, at Riverside Park, which was attended by approximately 3,000 people. The festival is a free-of-charge, day-long, music driven, environmental festival featuring traditional folk, country, bluegrass, Cajun, blues, and world beat music performed by Michigan musicians. Visitors to the LGROW booth identified their location in the watershed by referencing maps, and Major Runoff, the Stormwater Mascot, engaged with children and adults. Volunteers at the LGROW booth helped children of all ages create paintings of nature scenes using native soils to the watershed, similar to artists who create field drawings using natural materials they find in the environment. The LGROW booth's educational materials focused on how homeowners can reduce stormwater runoff from their properties



by installing green infrastructure practices through the LGROW Rainscaping program.

- LGROW hosted a concourse table at a WhiteCaps game on Thursday, June 26, 2018. GVMC staff and volunteers from the City of Grand Rapids (a MS4 permitted community) helped run a booth. Volunteers handed out LGROW baseballs, LGROW brochures, Pet Waste Pledges with pet waste bag dispensers, and Car Wash Pledges with shammies. Volunteers discussed the importance of watershed protection with attendees of the game.



- LGROW worked with students from schools throughout the watershed to educate about the connections between land use and water quality. LGROW led activities for 465 students from the City of Grand Rapids and Plainfield Township focused on macroinvertebrate sampling and runoff vs. infiltration at the annual Canoemobile event at Riverside Park in Grand Rapids. LGROW also worked directly with Jenison

Public Schools and Forest Hills Public Schools to teach 99 students at Bauerwood Elementary and 90 at Northern Trails 5/6 about the Grand River Watershed and the ultimate discharge location of stormwater systems, as well as personal actions that can protect water quality. These activities resulted in students marking 50 catch basins on Northern Trails' campus and 100 catch basins in the neighborhood surrounding Bauerwood. LGROW also assisted schools with their existing educational activities surrounding watersheds and nonpoint source pollution. LGROW led an activity connecting land use and habitat with macroinvertebrates and water quality at a Water Field Day for 525 students in Godfrey Lee schools in Wyoming, helped 25 students stencil 9 catch basins and complete rain garden/riparian maintenance near Buck Creek in Grandville, and assisted a teacher at Pinewood Elementary in Kentwood Public Schools with her annual Buck Creek education day for 120 students. Additionally, 40 students from Kenowa Hills High School participated in the spring Indian Mill Creek Cleanup. LGROW also participates as a member of the Groundswell advisory council, which supports schools in the Lower Grand River Watershed as they implement place-based education and stewardship projects in the watershed. Groundswell reaches approximately 500 students annually through its programs focused on the Lower Grand River Watershed, including supporting projects at 3 schools in the nested jurisdiction of Kentwood Public Schools and at 5 schools in the permitted district of Forest Hills Public Schools.



Students marking catch basins at Northern Trails 5/6 in Forest Hills

- The 'Find My Watershed Tool' was improved during this reporting period and can be accessed via LGROW's homepage, or at: https://www.google.com/maps/d/u/0/viewer?mid=1WuQZRA612p4X1t_9i4qNYIP_830_ZIi-&ll=42.99923233465322%2C-85.46882900000003&z=9. An advertisement was created through National CineMedia, LLC regarding this tool. The 30-second advertisement is also available for viewing on LGROW's website. The advertisement ran for 8 weeks as a digital media campaign, targeted online to people who were in the Lower Grand River Watershed. About 79% of people that the advertisement was delivered to watched the entire commercial. Industry average is around 60%. The commercial was shown 120,419 times.



Fall Seasonal Tips Flier

- Seasonal Watershed 'Tip' fliers were distributed to communities. These fliers focused on positive actions that Department of Public Works employees and citizens alike could take to improve the water quality in the watershed. Tips focused on different actions that were relevant to that respective season.

Public Education Topic 2 - Ultimate Stormwater Discharge
Location and Potential Impacts

PEP Objective 2: Education on the location of residential stormwater system catch basins, where the system discharges, and impacts from pollutants.

Target Audience: Landscapers/lawn care companies, auto repair shops, commercial power washers, carpet/floor cleaning companies, commercial operations, industries, residents, and local businesses

Content of Message: 1) Storm drains connect to your local lakes and streams, not a water treatment plant. 2) Prevent pollution from entering your storm drains and protect the health of your family, your community, and the Grand River. 3) Education on the impacts of stormwater pollutants. 4) Education on the stormwater system and receiving water bodies in a person's or company's neighborhood.

This topic was chosen as one of two key topics by the Public Education Committee to focus on during this reporting period.

Delivery Method:

- Permittees installed the plastic storm drain markers designed by the Public Engagement Committee. The drain markers carry the messages "Keep your Lakes Great and your Rivers Grand." Some Permittees also engaged with community partners to do storm drain stenciling events which are detailed in the PEP Questionnaire. This image was also used on several giveaways including vinyl stickers and magnets. In total, 150 drain markers were installed and 9 storm drains stenciled with the message "No Dumping: Drains to Waterway" in the watershed.



Storm drain markers

- Permittees utilized a variety of stormwater displays including the drop toss game, the watershed pushpin map, the LGROW banners on non-point source pollution, Car Wash and Pet Waste Pledge posters, and the “Grand River Yours To Protect” informational poster board at a variety of events and locations throughout the Watershed. The PEP Questionnaire included in this report details when and where these displays were used by individual Permittees.
- An advertisement explaining that storm drains lead directly to rivers, lakes and streams was printed on the back of all household hazardous waste collection flyers printed for Kent County MS4 communities.
- Troutie Stress Balls were provided for communities to distribute. The fish shaped stress balls had the message: ‘Only rain in the drain, it leads directly to my home!’ This give-away allowed people to easily make the connection between storm drains and water quality as it relates to aquatic habitat.



Household Hazardous Waste flyer advertisement

Public Education Topic 3 - Public Reporting of Illicit Discharges

PEP Objective 3: Encourage public reporting of the presence of illicit discharges or improper disposal into the stormwater system.

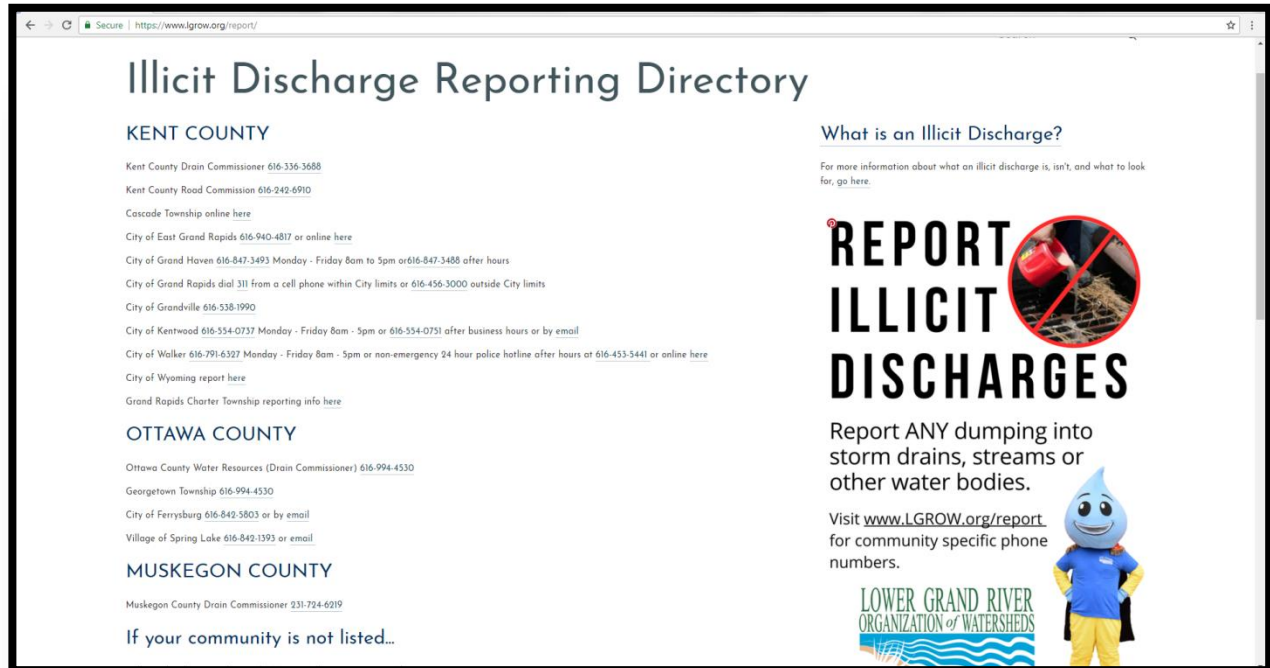
Target Audience: Residents, public employees, businesses, construction activities, industries, and septic system owners/haulers.

Content of Message: 1) How to identify illicit discharges. 2) How to report illicit discharges. 3) Water quality impacts from illicit discharges. 4) Consequences/penalties associated with illicit discharges and improper waste disposal. 5) Proper septic system care and maintenance. 6) How to recognize system failure. 7) Impacts failing systems have on water quality. 8) Where to go for assistance.

The Public Reporting of Illicit Discharges was selected by the Public Education Committee as one of two key topics to focus on for this reporting period. It was important that communities focused on this topic because IDEP outfall screening occurred for many municipalities in the watershed during the summer of 2018.

Delivery Method:

- A reporting website for MS4 communities across the Lower Grand River Watershed was created in



order to offer a Reporting Directory for DPW employees or citizens seeking information about how to report illicit discharges. This website can be found at: <https://www.lgrow.org/report/>. Communities were encouraged to share this information on their municipal webpages, and on social media. Information was also added to the LGROW website to inform the public about what an illicit discharge is.

- Illicit discharge magnets and coasters were created in conjunction with the reporting website to promote use of the website and to raise awareness for DPW employees and citizens, encouraging them to report illicit discharges.
- A newsletter article titled, 'Reduce and Report Pollution Entering the Grand River' was published for all MS4s to distribute to their employees or citizens. This article highlighted the reporting webpage, and gave advice on how to reduce stormwater pollution.



Coasters

- Permittees made information about how to report illicit discharges available to residents and staff through a variety of channels. Some communities promote the Citizens Reporting form developed previously by LGROW, while others use an online reporting form. The method each community used to distribute this information is detailed in PEP Questionnaires.
- Permittees distributed the article "*How you as an Employee Can Help Reduce Pollution Entering the Grand River*" to their employees. This article encourages employees to report stormwater discharges to their community's stormwater coordinator.
- Permittees distributed copies of USEPA's "*Do your Part- Be Septic Smart!*" brochure to their residents. This brochure describes what a septic system is, how it works, and how to maintain it. LGROW participated in SepticSmart week September 18-22, 2017 by publishing a blog post and daily social media posts about proper septic maintenance.



Public Education Topic 4 - Personal Actions that can Impact the Watershed

PEP Objective 4: Education on the need to minimize the amount of residential or non-commercial wastes washed into the storm sewer system.

Target Audience: Residents, schools, non-profit groups conducting carwash fundraisers, public employees, visitors, recreational users, riparian landowners

Content of Message: 1) BMPs for car, pavement, power washing. 2) Preferred cleaning materials and practices, "phosphate free as important as biodegradable". 3) BMPs for pesticide use, fertilizer use and their disposal. 4) BMPs for proper management of grass clippings, leaf litter, and animal wastes. 5) BMPs for residential deicer use. 6) BMPs for native vegetation on residential properties as an alternative to turf grass. 7) Effects of residential wastes on our waterbodies. 8) Education on low impact development techniques.



Delivery Method:

- Permittees distributed the brochure "*Make your Household the Solution to Water Pollution*". The Public Engagement Committee contracted with the Hispanic Center of West Michigan to produce a Spanish translation of this brochure for communities as well.
- Several communities hosted rain barrel events or rain garden work days as detailed in their PEP Questionnaires.
- Permittees collected pet waste pledges from dog owners in exchange for a free pet waste bag dispenser to hook to the pet's leash. The pledges also provide information on dog parks in the Watershed and discuss the connection between picking up pet waste and protecting stormwater. This brochure was adapted, with permission, from a similar program in Portland, Oregon. In this reporting period, 127 new pet waste pledges were collected from around the watershed.
- Permittees collected car wash pledges from residents in exchange for a free shammy to use for home car washes. The pledge provides the following information about car washes: *There's no problem with washing your car, it just matters how and where you choose to wash it. The average homeowner uses 116 gallons of water to wash a car. If you wash your car in your driveway, all that water, along with the soap, grease, brake dust, oil, and dirt that you wash off your car flows directly into the nearest storm drain. From there, it's just a short trip to the Grand River and eventually Lake Michigan.* In addition, residents keep a portion of the pledge that provides other environmental friendly car care tips. In this reporting period, 52 new car wash pledges were collected from around the watershed.
- LGROW developed a flyer describing proper procedure for draining residential swimming pools in the fall. This was distributed publicly online via www.lgrow.org and made available for customization by MS4 communities. The flyer can be downloaded at <https://www.lgrow.org/ms4information>.



Public Education Topic 5 - Waste Management Assistance

PEP Objective 5: Education on proper disposal of household hazard waste (HHW), travel trailer/boating sanitary wastes, chemicals, motor vehicle fluids, and unused medications.

Target Audience: Residents, visitors, and public employees

Content of Message: 1) Protect your family's health: dispose of unwanted paints, solvents, and cleaners at your county collection center. 2) Recycle used oil and automotive fluids. Just one gallon of used motor oil dumped down a catch basin can contaminate one million gallons of your drinking water. 3) Education on types of HHW and available alternatives. 4) Education on disposal locations of HHW, travel trailer/boating sanitary wasters, chemicals, motor vehicle fluids and unused medications.

Delivery Method:

- Permittees and LGROW.org shared the newsletter articles "*How You Can Help Reduce Pollution Entering the Grand River*" and "*What Can You Do to Help Protect Your Watershed?*" These articles explain the watershed concept and encourage residents to dispose of pet waste, paints, motor oil, etc., in the appropriate locations, not in the storm drains.
- Permittees distributed the flyer "*Make Your Household the Solution to Stormwater Pollution*" in both English and Spanish, which also details the importance of proper disposal of household hazardous waste.
- Both Kent and Ottawa County communities distributed household hazardous waste flyers at events and provided information on recycling household hazardous waste via the phone and websites. Many permittees also opted to distribute these materials at their respective community events. Kent County's expanded household hazardous waste collection hours to allowed more Kent County residents to take advantage of this service.
- Many communities hosted clean up days to encourage proper disposal of unwanted materials. Details of these events, as applicable, are provided in individual PEP Questionnaires and Part 7.

Public Education Topics 6 - Management of Riparian Lands

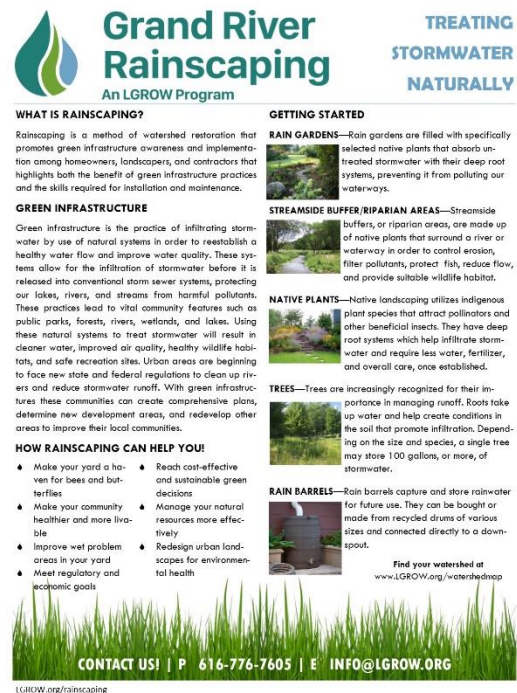
PEP Objective 6: Education concerning management of riparian lands to protect water quality.

Target Audience: Riparian landowners, construction activities, landscapers

Content of Message: 1) Importance of riparian corridors/stream buffers. 2) How to landscape for better water quality. 3) Education on shoreline stabilization techniques, stream buggers, filter strips, conservation easements, and bioengineering techniques.

Delivery Method:

- Permittees distributed the brochure "What Every Landscaper Should Know, to their subcontractors and facilities staff. These brochures detail BMPs for fertilizer and pesticide application, lawn care, and native plantings.
- LGROW launched and promoted its Grand River Rainscaping: Treating Stormwater Naturally program. This program aims to promote installation of green infrastructure and native landscaping practices to reduce stormwater runoff from residential properties and improve water quality. Residential site assessments were performed on 28 properties, 19 of which were in MS4 communities, and a 600 square foot demonstration rain garden was installed at West Catholic High School. Residents who have a site assessment completed receive a customized report of what green infrastructure practices are best suited to their site as well as resources for implementing those practices. The Rainscaping program is aimed at both shoreline and non-shoreline properties.



2017 Public Education Focus Group

A focus group was held on December 18, 2017 at the offices of GVMC with the purpose to determine changes in the awareness, education, and behavior of the public as a result of stormwater education efforts. The last focus group held to evaluate the PEP was in 2009 at Fishbeck, Thompson, Carr & Huber (FTC&H) in Grand Rapids to determine changes in the awareness, education, and behavior of the public as a result of stormwater education efforts in 2008 and 2009.

The 2017 focus group was held with the purpose to determine changes in the awareness, education, and behavior of the public as a result of stormwater education efforts since 2009. Using the information provided from the focus group, the PEP for the LGRW communities can be edited in the future to

better serve the public. The challenges, successes, and recommendations communicated in this report will be evaluated to modify the PEP as needed. The updated PEP will result in a more effective public outreach campaign to reduce stormwater pollution and raise MS4 awareness during the next permit cycle.

Focus group participants were nominated by local units of government that maintain MS4 permits. Each participating local unit of government was asked to submit two potential participants that meet the following criteria:

1. The nominees must live in Kent or Ottawa Counties, specifically in the Lower Grand River Watershed, preferably in the community they are representing
2. The individuals do not manage or have direct involvement with your community's MS4 Permit
3. The nominees have had the potential to encounter LGROW deliverables (examples: events, educational outreach, brochures or fliers, LGROW website or Facebook page)

GVMC staff administered the 1.5 hour long focus group session on December 18, 2017. Twelve invited individuals were present, representing Kent and Ottawa Counties. Eleven of the 23 municipalities that GVMC



works with regarding MS4 permits were represented. There was a diverse demographic represented among the group.

Discussion began with introductions of everyone present and an ice breaker question. The conversation followed six dialogue questions led by GVMC. The dialogue questions were as follows:

2017 LGROW Focus Group Dialogue Questions
1. What do you know about LGROW?
2. What LGROW information have you seen, heard, or read?
3. Did the message (that you have seen, heard, or read) influence you? If so, how?
4. Have you seen any stormwater or pollution prevention messaging at your workplace? Who was the message from? (LGROW, employer, other org.)
5. How could LGROW project deliverables be improved?
6. Where and how do you get information on community activities?

This focus group ended up being a very educational experience for its participants while providing valuable feedback on LGROW outreach activities. The mixed demographic of participants and the number of MS4 communities participating provided a fairly diverse view of LGROW’s reach into the watershed, and participants shared many ideas to improve LGROW messaging.

Key take-aways for LGROW from the focus group are summarized in the following table:

How LGROW messages can be improved	
New Target Audiences	<ul style="list-style-type: none"> • <i>Municipal employees</i> • <i>Adults through schoolchildren</i> • <i>People living in apartment complexes</i> • <i>LEED certified building owners</i> • <i>Farmers</i>
Reworking Messages	<ul style="list-style-type: none"> • <i>Translating materials in to the language of the neighborhood</i> • <i>Address 'why' citizens need to know the message presented</i> • <i>Simplify messages</i>
Delivery Mechanisms	<ul style="list-style-type: none"> • <i>Placement of watershed information (placement of 'Entering the Watershed' signs, more signs for GI)</i> • <i>Tours of municipalities and events at breweries</i> • <i>Word of mouth</i>

	<ul style="list-style-type: none">• <i>Presence at festivals</i>• <i>Advertising in churches in the watershed</i>
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The full 2017 Focus Group Report is attached to this Progress Report. Please reference it for further details.

2018 Stormwater Public Education Plan (PEP) Questionnaire

Reporting period of August 1, 2017 to July 31, 2018

Please complete this questionnaire to provide an evaluation of the stormwater education activities you have implemented between **August 1, 2017 and July 31, 2018**. GVMC will include this information, along with watershed-wide measures of effectiveness, in your 2017 Progress Report to MDEQ. **Please return this form to GVMC by September 7, 2018.**

Community Name: KENT COUNTY ROAD COMMISSION

Brochures, Flyers, and Giveaways:

1. Which of the following general stormwater awareness/LGROW materials (brochure, flyers, giveaways) did you order/distribute from GVMC this year:

- | | |
|--|--|
| <input checked="" type="checkbox"/> LGROW Brochures | <input checked="" type="checkbox"/> LGROW "magic scarf" |
| <input checked="" type="checkbox"/> Grand River Infographic | <input checked="" type="checkbox"/> LGROW Totebags |
| <input checked="" type="checkbox"/> "Make your home the Solution to Stormwater Pollution" brochure | <input checked="" type="checkbox"/> "Keep your lakes Great and your River Grand" sticker |
| <input checked="" type="checkbox"/> "Do your part – be SepticSmart! brochure | <input checked="" type="checkbox"/> Troutie coloring book |
| <input checked="" type="checkbox"/> Household hazardous waste disposal guidelines from Kent County DPW | <input checked="" type="checkbox"/> Paint by number watershed map |
| <input checked="" type="checkbox"/> Seasonal Tip Sheets (Fall, Winter, Spring, Summer) | <input type="checkbox"/> Watershed hand stamp |
| <input checked="" type="checkbox"/> LGROW Water Bottles | <input checked="" type="checkbox"/> "Report Illicit Discharges" magnet |
| <input checked="" type="checkbox"/> LGROW Chapstick | <input checked="" type="checkbox"/> Trout stress ball with "Only rain in the drain – it leads directly to my home" |
| <input checked="" type="checkbox"/> "Keep your Lakes Great and your River Grand" dry bags | <input checked="" type="checkbox"/> Report Illicit Discharges beverage coaster |
| | <input type="checkbox"/> Other: |

2. Have you given away all the materials (brochures, flyers, giveaways) you ordered from GVMC this year?
 Yes No

3. Where did you distribute your materials?
 Government office Library Community event Other Public meetings, kid tours

4. Approximately how many people did you interact with during distribution of materials? 75

5. What was the most popular giveaway from the materials distributed in your community? Chapstick, dry bag, stressball, scarf, and water bottles

6. What topics are of greatest interest to members of your community?

<input type="checkbox"/> How to report stormwater pollution	<input checked="" type="checkbox"/> Proper use of pesticides/fertilizers/herbicides
<input type="checkbox"/> Stormwater discharge locations/impacts	<input checked="" type="checkbox"/> Proper yard waste disposal
<input type="checkbox"/> Native vegetation/rain gardens/riparian buffers	<input type="checkbox"/> Proper septic system maintenance
<input type="checkbox"/> Proper vehicle care/motor oil disposal	<input checked="" type="checkbox"/> Household hazardous waste management

Illicit Discharge Reporting

7. Did you distribute illicit discharge reporting materials to your residents?

- Hard copies of "Citizens Reporting Brochures" from the IDEP – Number distributed:
- Link to LGROW's reporting page posted to your website <https://www.lgrow.org/report/>
- Report Illicit Discharge magnets – Number distributed: 30

Please describe any interest, comments, or discussion generated from the brochure, magnet or website <https://www.lgrow.org/report/>:

Keep information displayed on an open-unmanned table at the Road Commission office
How many complaints were received from the general public regarding illicit discharges? 1

Newsletters, Banners, and Displays

8. Did you order and display new lamppost banners during this permit cycle?
- Ordered and displayed new lamppost banners at (streets):
 - Displayed lamppost banners provided in 2009-2013 at (streets):
 - Did not order or display lamppost banners
9. Did you distribute stormwater focused newsletter articles to your residents? Yes No
- a. Please describe any interest, comments, or discussion generated from the articles
 - b. If applicable, list the newsletter name or webpage address used to distribute stormwater information to the public:
 - c. If applicable, how many residents received your community newsletter?
 - d. If applicable, how many total website hits did you receive for your online newsletter articles or stormwater information website? 79
10. Did you use any of the following materials or activities at events during the reporting period?
- | | | |
|--|---|--|
| Stormwater poster board display | <input checked="" type="checkbox"/> Yes, Date: 8/1/17-7-31-18 | <input checked="" type="checkbox"/> No |
| EnviroScape interactive stormwater model | <input type="checkbox"/> Yes, Date: | <input type="checkbox"/> No |
| Watershed map with pushpins | <input type="checkbox"/> Yes, Date: | <input type="checkbox"/> No |
| Stormwater mural banner and scavenger hunt | <input type="checkbox"/> Yes, Date: | <input type="checkbox"/> No |
| Major Runoff stormwater mascot | <input type="checkbox"/> Yes, Date: | <input type="checkbox"/> No |
| Interactive Corn Hole Board | <input type="checkbox"/> Yes, Date: | <input type="checkbox"/> No |
| Interactive catch basin demos | <input type="checkbox"/> Yes, Date: | <input type="checkbox"/> No |

Events and Pledges

11. Did you host a seed bomb or native plant workshop? Yes, on: No
12. Did you distribute any additional educational materials on native plants?
 Yes (Describe): No
13. Please describe any interest, comments, or discussion generated from native plant workshops or giveaways:
14. Did your community collect pet waste pledges distributed with the public education materials?
 Yes, Number: No
15. Did your community collect car wash pledges distributed with the public education materials?
 Yes, Number: No

Please describe any interest, comments, or discussion generated from either of the pledges and associated giveaways.

16. Did you implement a storm drain awareness activity between August 1, 2017 and July 31, 2018?
 Yes: (streets) on (dates)

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2017-2018 MS4 Progress Report

- Yes, we held a storm drain stenciling event on _____ (dates) and stenciled _____ (streets)
- Yes, we have approximately _____ (#) pre-marked catch basin backs/grates with the message "No dumping, drains to waterway"
- Yes, we hung door knob flyers on _____ (streets) on _____ (dates)

Please describe any interest, comments, or discussion generated from the activities above:
Have you noticed a reduction in storm drain dumping? Yes No Describe:

17. Please describe any interest, comments, or discussion generated from these materials/activities:

18. Did you participate in any community stormwater events? (check all that apply)

- Rain barrel workshop Date: _____ Number of Attendees: _____
- Rain garden/Green Infrastructure Workday Date: _____ Number of attendees: _____
- River clean up (location): _____ Date: _____ Number of Attendees: _____
- Ottawa County Water Quality Forum – November 30, 2017
- MWEA Watershed & Stormwater Seminar – December 5, 2017
- MWEA Watershed Summit – March 28, 2018
- Earth Day at Blandford Nature Center – April 21, 2018
- 15th Annual Grand River Spring Forum – May 11, 2018
- Grand River Water Festival – June 24, 2018
- MWEA Annual Conference – June 25-27, 2018
- West Michigan WhiteCaps Concourse Table – July 26, 2018
- Other: _____ Date: _____ Number of Attendees: _____

19. Describe any materials distributed, number of attendees, messages used at these events:

20. If applicable, please describe any other stormwater public education activities your community implemented beyond the events described above (This includes education with school groups, other community events, etc.) and submit any relevant documentation.

Kent County Road Commission conducted 9 elementary school tours of our Maintenance facilities throughout the year.

The Tours were conducted on October 20, 2017; November 1, 2017; February 12, 2018; February 21, 2018; February 22, 2018; March 22, 2018; May 15, 2018; July 11 2018; July 13, 2018

The tours discuss KCRC equipment, our facilities, winter operations and how we minimize impacts to the environment

The webpage had 79 web page hits from May -July 2018 after the page was modified. Web visits were not documented prior to May of 2018.

PART 4 - IDEP

Regional IDEP Activities

The IDEP for the Lower Grand River Watershed was approved in July of 2013 as meeting requirements of the General Permit Application for Storm Water Discharges from MS4s. The IDEP is intended to prohibit and effectively eliminate illicit discharges to the MS4.

The IDEP is being implemented under a cooperative program administered by the Grand Valley Metropolitan Council (GVMC) and involving the county agencies and municipal units participating in the Watershed Approach. The approved IDEP utilizes an alternative approach which includes the sampling of all storm sewer outfalls to Waters of the State within the urbanized area for the following parameters: surfactants, temperature, ammonia, and pH. Cooperative agreements were signed by participating communities to ensure that any illicit discharges detected would be traced upstream to their point of origin within the approved timeline whether or not they crossed jurisdictional boundaries. Illicit discharges that were identified either by public reporting or staff identification during this reporting period are detailed in each community's IDEP. Descriptions of the other IDEP activities undertaken on an individual basis are included below. IDEP activities include dry-weather screening of discharge points, locating possible sources of contamination, responding to reported incidents, correcting the problems, and preventing new illicit connections.

Dry-weather screening was completed by the Kent County Drain Commissioner during this reporting period for the Drain Commissioner's MS4. Other communities in the watershed began outfall sampling in the summer of 2018, and that work had not been completed at the time this report was written. A full report on IDEP outfall screening will be included in next year's report.

Community IDEP Activities

Please describe any dry-weather screening conducted during the reporting period and the findings of that screening.

KCRC utilized 2 interns to perform dry weather screening on our outfalls. The work has progressed by Township. We have currently completed our entire system with the exception of approximately 30 outfalls around Lake Bella Vista in Cannon Township. Prior to July 31, 2018 we completed Ada, Algoma, Alpine, Courtland, Grand Rapids, and Plainfield Townships. Since August 1, 2018 we have completed Bryon, Caledonia, Cascade and Gaines Townships. Cannon should be wrapped up before the end of September 2018.

So far we encountered one site that had very high chlorine levels. After follow-up it was in an area that was being heavily sprinkled with Plainfield Township water.

Please list any other known and/or resolved illicit discharges identified during the reporting period and status of elimination. For significant discharges, also list the pollutants involved with an estimate of the volume and loading.

Examples of illicit discharges include: malfunctioning septic systems; sanitary sewer leaks, overflows, or cross-connections; laundry water discharges; leaking fluids from vehicles, barrels, dumpsters, or tanks; concrete truck wash water; polluted runoff from temporary or permanent storage areas; improper fire hydrant flushing; spills from auto accidents; power washing wastewater; industrial/commercial wastewater, dumping; and any other violation of the IDEP ordinance.

Incident #1

Around May 31, 2018 MDEQ Law Enforcement Division observed what they perceived as illegal "decanting" by KCRC catch basin cleaning contractor in Alpine Township near 4805 Westshire Drive. On June 27, 2018 Amanda St. Amour forwarded the report and video tape to KCRC (Wayne Harrall).

KCRC Maintenance Division was notified of the incident and reviewed the videos of the incident. After the review it was determined that the Contractor was following proper catch basin flushing and decanting procedures. This was reported to MDEQ and no further correspondence has transpired.

Incident #2

In Mid-July 2018, KCRC was asked by Solon Township supervisor to review a site at 13880 Northern Springs Drive, Section 34, Solon Township for concerns of soil dumping and the potential need for a soil erosion permit. Wayne Harrall visited the site and determined that Advance Hydrovac which has been wasting liquefied soils on property they owned in this Industrial Park south of 17 Mile Road and west of US-131, had over an acre of unvegetated soils and a SESC permit was required. The owner was responsive and obtained the permit. On August 1, 2018 concerns on the site changed to what was in the soils being dumped on the site (primarily due to the recent PFAS concerns). Senator Pete MacGregors office was contacted which resulted in the involvement of MDEQ staff from the Grand Rapids office. Tim Unseld, MDEQ Solid Waste Engineer, visited the site on August 6, 2018 and also called and spoke with Mr. Matt Bailey, the owner of Advanced Hydrovac, and determined that there was no concern of contaminated solid waste being dumped on the site.

SEDSC inspections will continue on the site in accordance with Part 91, however no additional illicit dumping follow-up should be necessary unless the contractor's procedures change.

Please list the status and schedule for elimination for any illicit discharges identified but not eliminated during this reporting period. Also, report the status of any illicit discharges identified but not eliminated during previous reporting periods.

There are no follow up sites that we are aware of.

Please describe actions taken when indications of illicit discharges have been identified, if any.

KCRC follows up with the appropriate MDEW staff to make them aware of the incident or suspected incident and does due diligence within our jurisdiction to determine if there is or was an illicit discharge, where the source is and work with other local agencies and property owners to eliminate future illicit discharges.

Please provide:

- An estimated quantification of the number of discharges eliminated, and
- An estimated quantification of the volume of illicit flow eliminated (*For large spills or, where the amount discharged is possible to estimate*).

None this reporting period. Both incidents were confirmed not to be illicit discharges.

Identify any specific coordination with the health department in response to illicit discharge elimination for failed or failing septic fields.
KCRC continues to contact and work with the Kent County Health Department as it relates to leaking or suspected leaking drain fields or septic systems.
Describe the effectiveness of the program to prevent illicit discharges and the method used to assess effectiveness.
Illicit discharges identified or suspected since the onset of the NPDES Phase 2 requirements have typically been reported to KCRC by the MDEQ, property owners, citizens or other public agencies.

PART 5 - New Point Source Discharges of Stormwater

Do you own or operate any NEW or previously unidentified stormwater discharges?

Yes No If "yes," please indicate which discharge points are new on your outfall map or list.

Is your stormwater discharge point map attached or provided electronically?

Map is attached Map is provided electronically Other. Please explain in comments section.

Is your stormwater discharge point list attached or provided electronically?

List is attached List is provided electronically Other. Please explain in comments section.

Comments:

Map and list were submitted to MDEQ as Appendix 2 in Illicit Discharge Elimination Plan revision, July 30, 2013. Updated lists were submitted to the MDEQ as part of the 2016 MS4 Permit Application which is currently under review.

KCRC outfalls are available in the REGIS database.

PART 6 - Nested Drainage System Agreements

Please list all nested jurisdictions with whom you have a cooperative agreement:		
Name of Nested Jurisdiction	Agreement previously provided to MDEQ	Agreement attached
N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:		

PART 7 - Other Actions

Please list any extra efforts your community has conducted above and beyond your commitments recorded above (e.g., stream buffer ordinance adoption, new management techniques, invasive species control, habitat enhancement/protection, logjam removal, stream/beach clean-ups, etc.) that have helped implement the **Lower Grand River Watershed Management Plan**:

IN December 2016 we presented our Board with Draft Stormwater policy and stormwater BMP's which are intended to be adopted after MDEQ approves.

A MDEQ audit of KCRC stormwater program was conducted on January 24, 2018. The audit was overall positive with 3 items to address by March 20, which KCRC complied with. Supporting documentation is attached to this report.

Please list any other actions your community has conducted to reduce stormwater pollution

- The KCRC works to reduce the use of chlorides (salt) as a part of our winter maintenance operations. We adapt our equipment and train our employees to apply minimal amount of deicing material toward the centerline of the roadway and allow traffic to spread it as opposed to some agencies that apply deicing material the full width of traveled lanes. We continue to refine this process to reduce the use of chlorides on our roads and bridges.
- Our public street standards require 3-foot deep sumps in catch basins.
- We continues to utilize leaching (infiltration) storm sewers and leaching catch basins where vertical grades and soil types make feasible and functional.
- Maintenance supervision also attended the CRA Winter Operations Conference and were shown methods to maximize effectiveness of deicing chemicals and chlorides while decreasing the amount of material discharged or used.

PART 8 - Revisions to the SWPPI

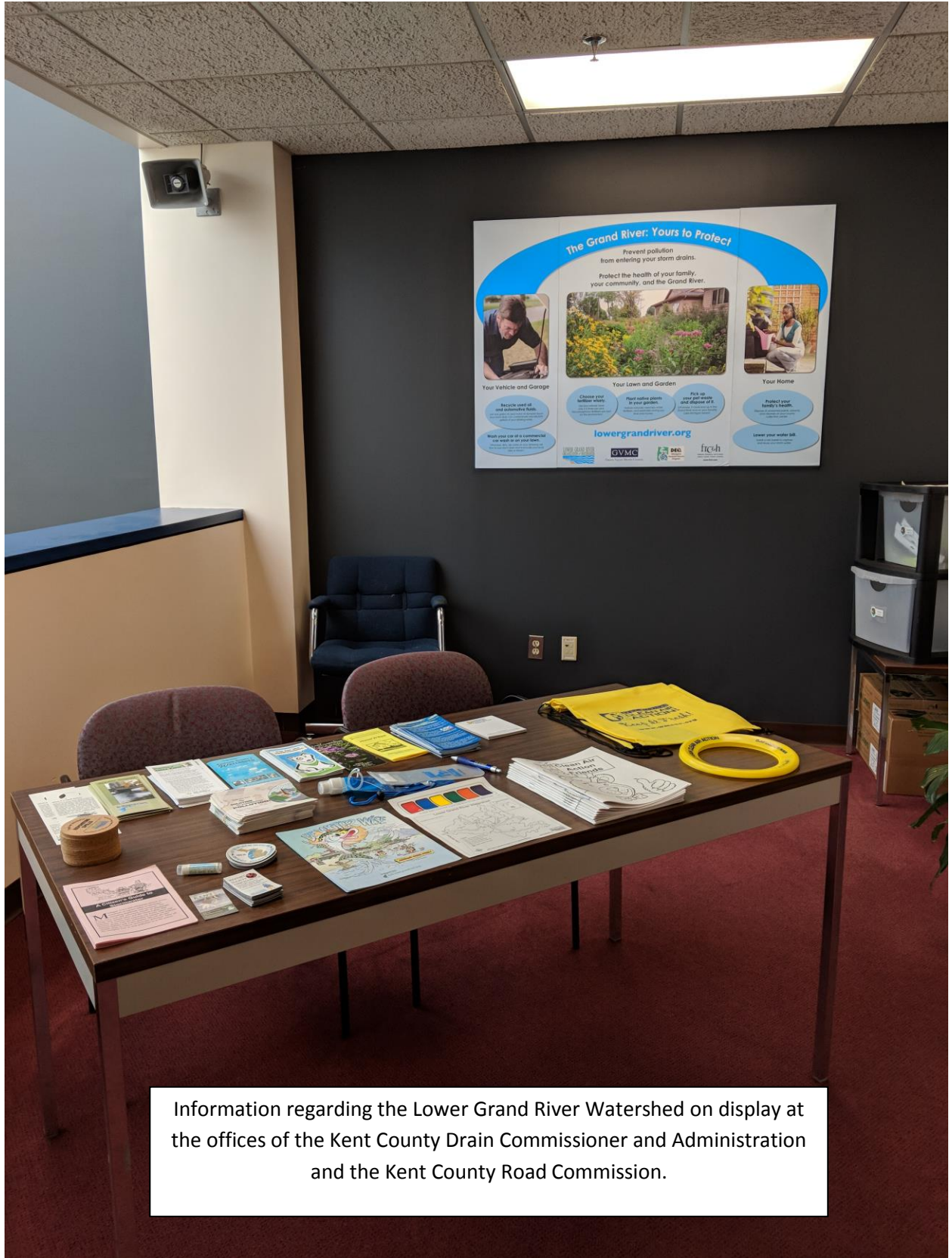
Based on your evaluation of the effectiveness of your stormwater BMPs, are there any commitments that should be added to or removed from the SWPPI?

No, the SWPPI does not need any revisions

The following revisions to the SWPPI could be considered:

Original SWPPI Section/Subsection	Revision

Additional Documentation



Information regarding the Lower Grand River Watershed on display at the offices of the Kent County Drain Commissioner and Administration and the Kent County Road Commission.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
GRAND RAPIDS DISTRICT OFFICE



C. HEIDI GREYER
DIRECTOR

February 15, 2018

Mr. Wayne Harrall, Storm Water Program Manager
Kent County Road Commission
1500 Scribner Avenue NW
Grand Rapids, Michigan 49504

Dear Mr. Harrall:

SUBJECT: Municipal Separate Storm Sewer System (MS4) Audit
National Pollutant Discharge Elimination System (NPDES)
Certificate of Coverage (COC) No. MIG610129
Designated Name: Kent CRC MS4

On January 24, 2018, staff from the Department of Environmental Quality (DEQ), Water Resources Division (WRD) conducted an audit of Kent County Road Commission's (KCRC) MS4 Program. The purpose of the audit was to determine compliance with Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and NPDES MS4 Watershed Based General Permit No. MIG619000, and KCRC's NPDES COC No. MIG610129.

Based on the audit, there are permit requirements that need improvement. The findings of the audit are detailed in the enclosed report.

By March 20, 2018, please provide a written response detailing the steps that KCRC will take to ensure that all eligible departments and facilities are in compliance with COC No. MIG610129. As a minimum the response should include the following:

1. A blueprint, site plan, or detailed investigation results to show the discharge point of the storm sewer system surrounding the salt dome/materials storage area at the Central Complex.
2. A timeline to provide Illicit Discharge identification training to staff who have the opportunity to witness unusual discharges or illicit dumping during the course of their work.
3. A management plan to effectively eliminate the potential for discharges from dumpsters to the storm sewer.

WRD staff appreciates the cooperation and assistance that KCRC provided as a part of this audit process. If you have any questions or concerns regarding this letter, please contact me at 616-356-0215; stamoura@michigan.gov; or at the address below.

Sincerely,

Amanda St. Amour
Senior Environmental Quality Analyst

Enclosure: Audit Report

Kent CRC MS4
MS4 - Areas Evaluated
Inspector: Amanda St. Amour
Start Date: 01/24/2018

Areas Evaluated

1. Certified Operator

2. Complaint Investigation

3. Construction Activities

4. Construction Storm Water Runoff Controls

Construction Site runoff controls will be evaluated during a review of the Part 91 Authorized Public Agency program.

5. Containment Area

6. Exposure

Un-Satisfactory

KCRC has been unable to demonstrate that the storm sewer system surrounding the salt storage area at the central complex is connected to the sanitary sewer. Plans that were supplied via email on January 20, 2018, did not include this information and follow-up requests for a more complete drawing have not been fulfilled.

7. Illicit Discharge Detection and Elimination

Satisfactory

KCRC has prioritized MS4 discharge points. Dry weather screening is scheduled for Summer 2018.

It appears that KCRC staff do not receive training in awareness and identification of illicit discharges and illicit connections. In addition to awareness of materials handling at KCRC complexes, staff that travel the county should be aware of the illicit discharge elimination program and associated reporting procedures.

8. Maintenance Activities

9. Non-Structural Controls

Satisfactory

Bridge decks and curb/gutter roads are swept annually. Waste from this activity is transported to an appropriate landfill facility.

KCRC uses pre-wetted salt/sand mixture for deicing. Trucks are calibrated for direction and rate. As a result of updated practices and controls, KCRC generally uses about 1/3 of the amount of deicing material that was used previously (10-15 years ago).

KCRC expects road maintenance foremen to be aware of Best Management Practices on maintenance jobs. Foremen and inspectors are trained in Soil Erosion and Sedimentation Control as well as NPDES construction site storm water control. Contractors and utility companies are made aware of BMPs during pre-construction meetings.

10. Other

Kent CRC MS4
MS4 - Areas Evaluated
Inspector: Amanda St. Amour
Start Date: 01/24/2018

Areas Evaluated

11. P2 Good Housekeeping

Marginal

Fueling areas and vehicle maintenance bays are equipped with spill kits. Vehicle storage and maintenance occurs at each garage where interior drains are plumbed to sanitary sewer. Interior floor drains and oil/grit separators are cleaned on a regular basis.

Dumpster areas collect standard buildings operations waste as well as debris that has been retrieved from the roadsides including roadkill. Uncovered dumpsters were identified as a deficiency during an inspection in 2011. Dumpsters are still uncovered and remain in locations that drain to the storm sewer system.

12. Permit Review

13. Post-Construction Controls

14. Program Management

15. Public Education

Satisfactory

KCRC cooperates with LGROW in the watershed-wide Public Education Program. In addition, KCRC provides education materials in the permits office and during public meetings.

16. Public Education and Participation

17. Public Participation

18. Structural Controls

Satisfactory

KCRC inspects and cleans catch basins on a 5-year cycle. Catch basin cleaning waste is transported to appropriate landfill facilities. This schedule applies to 10k catch basins and 6k manholes. KCRC has been monitoring the depth of sediment in catch basins for several years. During the audit, it was suggested that the Road Commission evaluate this data in order to refine the catch basin cleaning schedule according to accumulation rates.

19. SWPPP

Harrall, Wayne

From: Harrall, Wayne
Sent: Tuesday, March 20, 2018 3:09 PM
To: StAmour, Amanda (DEQ) (STAMOURA@michigan.gov)
Cc: Schutte,Bruce; Schmuker, Sharon
Subject: MS4 Audit Response
Attachments: MS4 Audit Ltr.pdf

Amanda,

Attached is KCRC's response to areas of concern that you pointed out in your February 15 letter. The sanitary sewer plan connection at our Central Complex was e-mailed previously.

We are also planning to compile past year CB pumping data to better determine the ideal schedule for our catch basin cleaning.

Thank you for your work and assistance you provide us in our MS4 program.



Wayne Harrall, P.E.

Deputy Managing Director of Engineering
o. (616) 242.6914 | f. (616) 242-6974
wharrall@kentcountyroads.net

Kent County Road Commission
1500 Scribner Avenue NW, Grand Rapids, MI 49504
kentcountyroads.net



Kent County Road Commission

March 20, 2018

Ms. Amanda St. Amour
Senior Environmental Quality Analyst
Michigan Department of Environmental Quality
350 Ottawa Avenue NW
Unit 10
Grand Rapids, MI 49503

Re: Municipal Separate Storm Sewer System (MS4) Audit

Dear Amanda,

In response to your letter dated February 15, 2018, the Kent County Road Commission offers the following:

- 1) We have done a thorough review of our salt dome surface water collection system and determined the two open grates in the northerly portion of our storage yard discharge to the city sanitary sewer system. We are attaching an aerial with the sanitary system layout. Also enclosed is our permit to hook up to the city sanitary sewer system. Lastly, we have scheduled televising this line by the end of March 2018.
- 2) As it relates to training employees in order to improve "in-house" recognition of illicit discharges, we are planning the following training opportunities:
 - New employee & seasonal employee orientation to include illicit discharge identification training.
 - Modify our Hazardous Material training to include information pertinent to identifying unusual discharges or dumping.
 - Construction Inspection Training planned for late April 2018 will include a segment related to recognition of unusual discharges or illicit dumping
- 3) Due to inefficiencies with operational and safety concerns with covered trash dumpsters, we plan to make the following modifications at our Central and Southwest Complexes, related to containing all discharge from these dumpsters. At the Central Complex we will construct a short curb to retain any seepage and collect it in a small basin that will be pumped periodically. At the Southwest Complex we are planning to relocate the trash dumpster to an area that does not drain to the storm sewer.
- 4) Also, as we discussed during the audit, we have made updates to our website and added a link to "Report a Spill".

Please call if you have any questions or if you need additional information.

Sincerely,

Wayne Harrall
Director of Engineering
Kent County Road Commission

Working to keep Kent County moving

Permission is hereby granted by the
NEIGHBORHOOD IMPROVEMENT DIVISION
 GRAND RAPIDS, MICHIGAN

HO 30741

FORM 564
 CONTRACTORS

Kent County Public Works

OWNER

Kent County Road Commission

Concrete Salt Storage

ADDRESS

1500 Scribner N.W.

	Sewer	Water	Inspection	Repair in yard	PRICE
PLUMBING:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> St Opening			\$ 30.00
TAPPING:	Size				
METER:	Size		Installation	Sale	
METER BAR ISSUED	Yes	No			
WATER TRUNKAGE					CALL 456 3041
WATER FOOTAGE					OT 3047
SEWER TRUNKAGE	Before 8:30 or 10 or 11:30				or 3:00 or 100.00
SEWER FOOTAGE					
MISC.					
Date	Aug. 12, 1985			TOTAL →	\$ 130.00

Plumber

Roll No. or Code No.

STATE BRIEFLY WORK TO BE DONE:

HO 30741

Lay Sewer to Ext. manhole in street

called 8:20 AM 10-22-85

called 1:20

J.C.

2:30 ok to backfill - Boggy

Clerk

3

Address

PERMIT APPLICANT AGREES TO COMPLY WITH ALL CITY ORDINANCES AND CODES.

Fueling Equipment

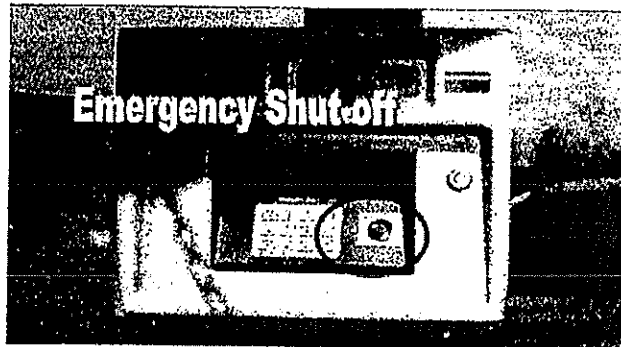
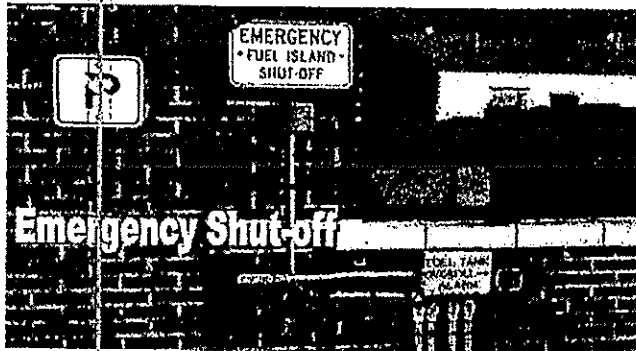
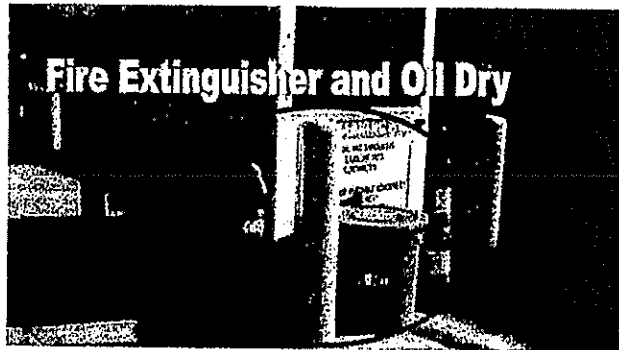
George Smith, Employee Safety Superintendent



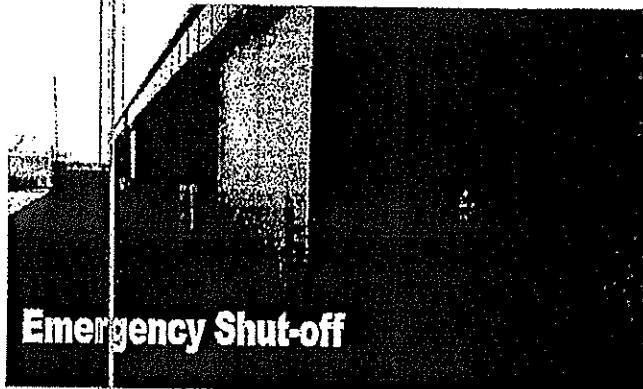
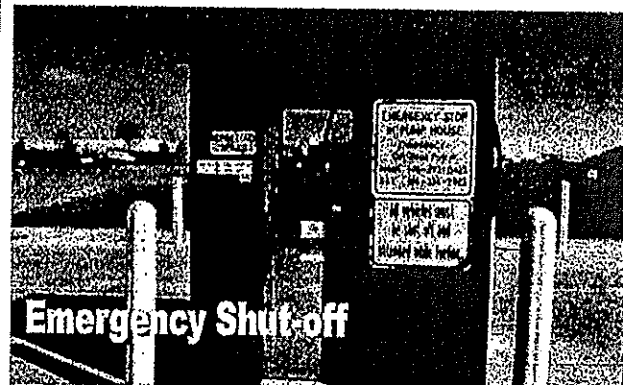
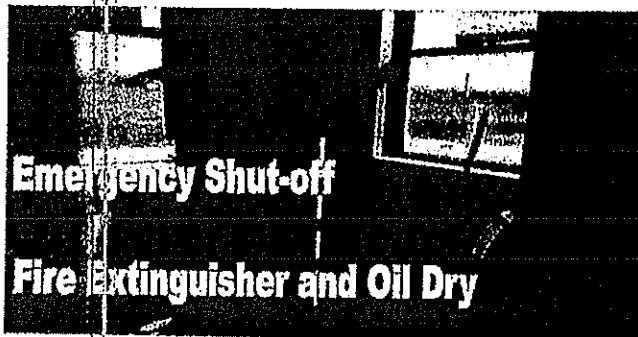
There are some obvious and not-so-obvious safety rules to observe while refueling a vehicle or other piece of equipment at work or at home. Here is an overview of the precautions to keep in mind anytime you are refueling a vehicle or piece of equipment.

- **NO SMOKING!** The burning cigarette can ignite flammable vapors that are emitted from the liquid fuel, causing a flash fire or explosion to occur. Also make certain there are no other potential sources of ignition, such as open flames or spark-producing equipment operating in the area, as they too can ignite a fire or explosion.
- Use only safety cans or other approved portable fuel containers, such as those marked *DOT approved*, for transporting and transferring fuels or refueling vehicles and equipment. Unapproved containers can easily leak, spill fuel, or rupture, leading to a potentially dangerous situation.
- Always kill the engine of the vehicle or equipment before you refuel. Also, be certain to let portable equipment such as lawn mowers, generators, chain saws, blowers, trimmers, or anything else with a fuel-powered engine cool down before adding fuel to the tank. Spilling liquid fuel on a hot motor instantly creates a cloud of highly flammable vapor, which can easily catch fire or explode.
- Before dispensing fuel into your car or truck, be sure to touch a metal part away from the fuel tank on your vehicle or equipment with your bare hand. This helps dissipate any static build-up on your body created when you slid out of the vehicle. Also, touch the gas dispenser nozzle or hose to the fill tube on the gas tank before you start to add fuel to the tank and keep it in contact throughout the entire refueling process. This step helps prevent hazardous static electricity from building up and causing a spark in the vapor area as you refuel;
- Never dispense fuel into a can or other portable container while it is sitting in your vehicle, truck or truck bed. Doing so allows hazardous static electricity to build up. Instead, sit the container on the ground and then add the fuel.
- Be sure you know where the emergency shut offs, fire extinguishers, oil dry, and absorbent socks are before fueling.

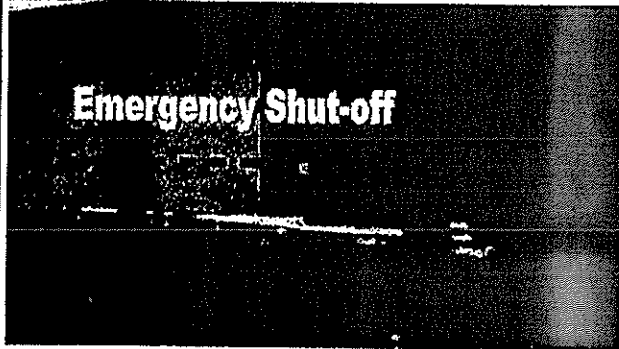
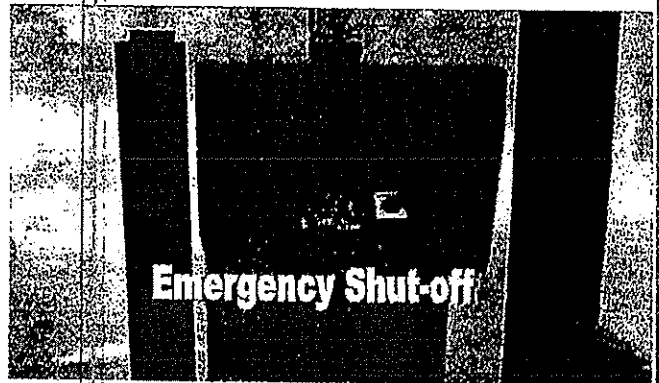
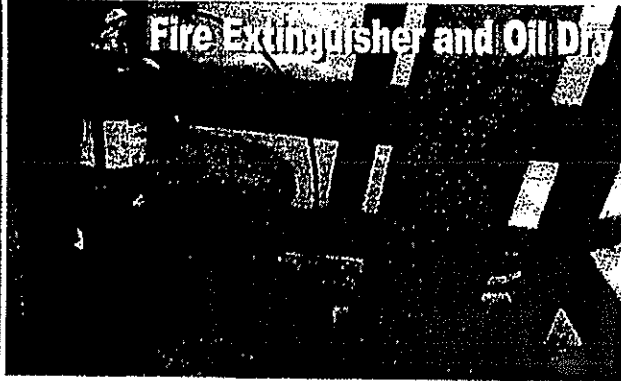
Central Complex



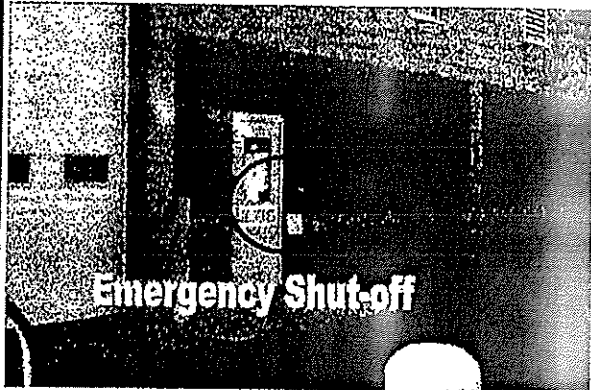
South Complex



North Complex

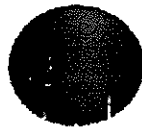


Southwest Complex



Inside Building

- Oil Soak Sock
- Fire Extinguisher



Kent County
Road Commission

TOPIC: **Fueling Equipment**
 LOCATION: **NORTH**
 DATE: **4-19-18**

NAME	EMPLOYEE #	ATTENDED
Bass, Aaron	7100	
Butler, Nate	9495	<i>Nate Butler</i>
Calkins, Trever	4185	<i>Trever Calkins</i>
Fisher, Paul	1265	<i>Paul Fisher</i>
Frey, Jake	4847	<i>Jake Frey</i>
Huisken, James	6251	<i>James Huisken</i>
Johnson, Tom	5146	
Lombard, Marc	5263	<i>Marc Lombard</i>
Menke, Dennis	1247	<i>Dennis Menke</i>
Tibbe, Dave	1263	<i>Dave Tibbe</i>
McCusig, Tony	5286	<i>Tony McCusig</i>
Huisken, Jase	7940	<i>Jase Huisken</i>

4/19/18

10



Kent County Road Commission

LOCATION: South Complex Maintenance

TITLE: Fueling Equipment

DATE: 4-18-19

EMPLOYEE	EMPLOYEE #	ATTENDED
Baker, Rich	2008	Rich Baker
Anderson, Philip		
Benjamin, Darius		
Boerson, Thomas		Tom Boerson
Bond, Robert		
Brown, Corey		
Calkins, Brian	14	
Crumback, Brandon	15	
Crumback, Dwayne	14	
Dochod, Linda		Linda Dochod
Farrell, Clyde Jr		Clyde Farrell
Flier, David		David Flier
Hardy, Anthony		Anthony Hardy
Hawley, Justin		Justin Hawley
Hendrick, Dave		Dave Hendrick
Holleman, Brooks		
Karasinski, Paul		Paul Karasinski
Koehl, Rob		Rob Koehl
Kreps, Alan		
Lastocy, John JR		John Lastocy
Lucas, Andy		Andy Lucas
Martin, Michael		Michael Martin
Moody, Johnie		Johnie Moody
Moody, Robert		Robert Moody
O'Brien, Todd		Todd O'Brien
Porritt, Chandler		
Rivera, Jasper		
Rogers, Brian	10	
Roth, Randy		Randy Roth
Scoby, Landon		Landon Scoby
Seher, Kevin		Kevin Seher
Shaffer, Richard		Richard Shaffer
Simmons, Dan		Dan Simmons
Smith, Eddie		
Tanner, Andy	2	
Thomas, Ron		
Thomas, Steve		Steve Thomas
Thome, Dan		
Tichelaar, Adam		Adam Tichelaar
Wester, Andy		Andy Wester
Ziegler, Jon		Jon Ziegler
Belliell, Justin		
Doughtery, Cody		Cody Doughtery

4/18/19

25

WEEK



Kent County Road Commission

LOCATION: South Complex Maintenance

TOPIC: *Fueling Equipment*

DATE: *4-18-18*

EMPLOYEE	EMPLOYEE #	ATTENDED
Bond, Robert	9146	
Crumback, Brandon	7965	<i>Brandon Crumback</i>
Koehl, Rob	6734	<i>Rob Koehl</i>
Kreps, Alan	5931	<i>Alan Kreps</i>
Porritt, Chandler	7938	<i>Chandler Porritt</i>
Rivera, Jasper	7633	<i>Jasper Rivera</i>
Smith, Eddie	5023	<i>Eddie Smith</i>
Tanner, Andy	6422	<i>Andy Tanner</i>
Tichelaar, Adam	7950	<i>Adam Tichelaar</i>
SEASONAL		
Beltz, Jim	122	



**Kent County
Road Commission**

TOPIC: Fueling Equipment
LOCATION: South GARAGE

DATE: 4-18-18

NAME	EMPLOYEE #	ATTENDED
South		
Anderson, Philip	1261	
Austhof, Adam	2038	<i>[Signature]</i>
Austhof, Steven	2329	<i>[Signature]</i>
Crosby, Chad	853	<i>[Signature]</i>
Crosby, James	977	<i>[Signature]</i>
DeLange, Jon	2366	<i>[Signature]</i>
Jones, John	1264	<i>[Signature]</i>
VanDerMeer, Dale	9153	<i>[Signature]</i>
Rykse, Joe	1262	
Weber, Brian	7170	
Seasonal		
Brown, Clayton	347	<i>[Signature]</i>
Colley, Alexandria	3239	<i>[Signature]</i>
Sylvester, Moser	300	<i>[Signature]</i>

WEEK



Kent County Road Commission

LOCATION: Central Complex Maintenance

TOPIC: Fueling Equipment

Glenn D Fankhauer

DATE: 9/19/18 1344

Glenn D Fankhauer

EMPLOYEE	EMPLOYEE #	ATTENDED
Albertson, Andrew	9598	<i>AA</i>
Alderink, Ron	1315	<i>Ron Alderink</i>
Antor, Ronald	1640	
Bitely, Andy	4678	<i>Andy Bitely</i>
Bouwer, Austin	5229	
Bylsma, Mike	1170	
Byrne, Bill	8316	<i>W Byrne</i>
Byrne, Jacob	6780	<i>J Byrne</i>
Chalmers, Cameron	8329	
Chalmers, Craig	1449	<i>Craig Chalmers</i>
Cisler, Steve	8250	<i>Steve Cisler</i>
Clifford, Donald	9377	
Cvanciger, Mark	9130	
Cvanciger, Tyler	13	
Dochod, Linda	216	
Flipse, Jody	1645	
Hawley, Justin	3652	
Houtman, Brent	1749	<i>Brent Houtman</i>
Langeland, Cory	2768	<i>Cory Langeland</i>
Lopez, Matt	7824	
Mills, Jeff	6932	
Mobley, Gregory	3555	<i>Gregory D Mobley</i>
Nordstrom, Alex	10	
Raisch, Michael JR	6381	<i>Michael Raisch</i>
Soda, Scott	6850	<i>Scott Soda</i>
Swendroski, Alex	8444	<i>Alex Swendroski</i>
Tidd, Jason	1136	
VanderMaas, Bert	9960	
VanLangen, David	5800	<i>Dave VanLangen</i>
Venhuizen, Tom	2524	<i>Tom Venhuizen</i>
York, Terrence	4848	<i>Terrence York</i>
SEASONAL		
Chalmers, Colin	58	<i>Colin Chalmers</i>
Hagenah, JC	9833	
Hawkes, Matthew	155	
Lee, Joseph	149	
Mourer, Anthony	90	
Smith Michelle	7963	<i>Michelle Smith</i>
Bellamy Mike	3997	<i>Mike Bellamy</i>
Skralis Luke	1456	<i>Luke Skralis</i>
Dylan Haney	2428	<i>Dylan Haney</i>
BROWN COREY	7308	<i>Corey Brown</i>

23

May 15 -
May 21, 2018

Kent County Road Commission
Seasonal Employee Training

The training list below is provided to the undersigned employee to inform him/her of the commitment the Kent County Road Commission has to their safety. As an employee of the Kent County Road Commission, you will receive the following training as well as additional instructional training on a number of operations and/or equipment.

Training:

Date Conducted: 5/15/18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Samuel Jansen

Employee Name (Print)

Samuel Jansen

Employee Signature

5/15/18

Date

Kent County Road Commission
Seasonal Employee Training

The training list below is provided to the undersigned employee to inform him/her of the commitment the Kent County Road Commission has to their safety. As an employee of the Kent County Road Commission, you will receive the following training as well as additional instructional training on a number of operations and/or equipment.

Training:

Date Conducted: 5/15/10

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Brett Nielsen
Employee Name (Print)

Brett Nielsen
Employee Signature

5/15/10
Date

Kent County Road Commission Seasonal Employee Training

The training list below is provided to the undersigned employee to inform him/her of the commitment the Kent County Road Commission has to their safety. As an employee of the Kent County Road Commission, you will receive the following training as well as additional instructional training on a number of operations and/or equipment.

Training:

Date Conducted: 5-15-18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Cade Johnson

Employee Name (Print)

Carle Jones

Employee Signature

5-15-18

Date

Kent County Road Commission Seasonal Employee Training

The training list below is provided to the undersigned employee to inform him/her of the commitment the Kent County Road Commission has to their safety. As an employee of the Kent County Road Commission, you will receive the following training as well as additional instructional training on a number of operations and/or equipment.

Training:

Date Conducted: 5-15-18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Bryan Bigelow

Employee Name (Print)

Bryan Bigelow

Employee Signature

5-15-18

Date

**Kent County Road Commission
Seasonal Employee Training**

The training list below is provided to the undersigned employee to inform him/her of the commitment the Kent County Road Commission has to their safety. As an employee of the Kent County Road Commission, you will receive the following training as well as additional instructional training on a number of operations and/or equipment.

Training:

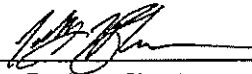
Date Conducted: 5-15-18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Jethro O Blossom

Employee Name (Print)



Employee Signature

5-15-18

Date

Kent County Road Commission Seasonal Employee Training

The training list below is provided to the undersigned employee to inform him/her of the commitment the Kent County Road Commission has to their safety. As an employee of the Kent County Road Commission, you will receive the following training as well as additional instructional training on a number of operations and/or equipment.

Training:

Date Conducted: 5-15-18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Skylor Campbell
Employee Name (Print)


Employee Signature

5-15-18
Date

Kent County Road Commission
Seasonal Employee Training

The training list below is provided to the undersigned employee to inform him/her of the commitment the Kent County Road Commission has to their safety. As an employee of the Kent County Road Commission, you will receive the following training as well as additional instructional training on a number of operations and/or equipment.

Training:

Date Conducted: 05/15/18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Nathaniel Kozycki

Employee Name (Print)

Nathaniel Kozycki

Employee Signature

05/15/18

Date

Kent County Road Commission Seasonal Employee Training

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Training:

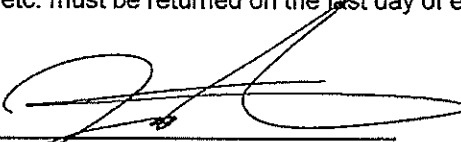
Date Conducted: 5/15/18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Davidson St Jean

Employee Name (Print)



Employee Signature

5/15/18

Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: 5/15/18

1. PPE (Personal Protective Equipment) For Job Tasks
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4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

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Austin Lanning
Employee Name (Print)

[Signature]
Employee Signature

5/15/18
Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: 5/15/18

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6. Confined Space Entry
7. Poison Ivy

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Carter Yon

Employee Name (Print)

Carter Yon

Employee Signature

5-15-18

Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: 5/15/18

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4. Traffic Regulating
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6. Confined Space Entry
7. Poison Ivy

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Nathan Fournier
Employee Name (Print)

Nathan Fournier
Employee Signature

5/15/18
Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: 5/15/18

1. PPE (Personal Protective Equipment) For Job Tasks
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4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

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Riley Rutledge
Employee Name (Print)

[Signature]
Employee Signature

5/15/18
Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: 5/15/18

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2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

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Aaron Longcore
Employee Name (Print)


Employee Signature

5-15-18
Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: 5-15-18

1. PPE (Personal Protective Equipment) For Job Tasks
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4. Traffic Regulating
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7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Quina Koomen

Employee Name (Print)

Quina Koomen

Employee Signature

5-15-18

Date

Kent County Road Commission
Seasonal Employee Training

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Training:

Date Conducted: 5/15/18

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2. Hazard Communication (MSDS)
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7. Poison Ivy

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Jeffrey Menke

Employee Name (Print)



Employee Signature

5/15/18

Date

Kent County Road Commission
Seasonal Employee Training

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Training:

Date Conducted: 4/17/18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

Charles Harrell
Employee Name (Print)

Charles Harrell
Employee Signature

4-17-18
Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: ~~5/15/18~~^{GS} 4-17-18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

All KCRC tools, equipment, clothing, etc. must be returned on the last day of employment.

CHRIS ROGUSLASKI
Employee Name (Print)

Chris Roguslaski
Employee Signature

4-17-18
Date

Kent County Road Commission Seasonal Employee Training

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Training:

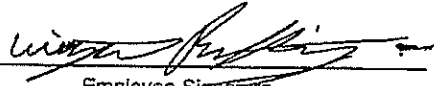
Date Conducted: 5/15/18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
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Wyatt Kadakovitz

Employee Name (Print)



Employee Signature

5-14-18

Date

Kent County Road Commission
Seasonal Employee Training

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Training:

Date Conducted: 5/15/18

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7. Poison Ivy

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Kayla Deems
Employee Name (Print)

Kayla Deems
Employee Signature

5/15/18
Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: 5/21/18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
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4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
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7. Poison Ivy

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Amy Koets
Employee Name (Print)

Amy Koets
Employee Signature

5/21/18
Date

Kent County Road Commission
Seasonal Employee Training

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Training:

Date Conducted: 05-21-18

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
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6. Confined Space Entry
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Ethan Veenstra

Employee Name (Print)

Ethan Veenstra

Employee Signature

05-21-18

Date

Kent County Road Commission Seasonal Employee Training

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Training:

Date Conducted: May 21, 2018

1. PPE (Personal Protective Equipment) For Job Tasks
2. Hazard Communication (MSDS)
3. Hazardous Waste Procedure (Trash Pickup)
4. Traffic Regulating
5. Chainsaw / Tree Cutting Hazards
6. Confined Space Entry
7. Poison Ivy

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Conner Wilson

Employee Name (Print)

Conner Wilson

Employee Signature

05/21/2018

Date

Kent County Road Commission Seasonal Employee Training

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Spencer Webster
Employee Name (Print)

Spencer Webster
Employee Signature

5/15/18
Date



Kent County Road Commission

ANNUAL UTILITY MEETING

AGENDA
December 15, 2017

1. Introductions
2. Safety
 - Work Zone Traffic Controls
 - Work Site
3. Soil Erosion Control / Stormwater
4. Winter Work
5. Permits
 - Annual
 - Site Specific
6. 2018 Projects



**Kent County
Road Commission**

ANNUAL UTILITY MEETING

TO:

Karen McCarthy – Consumers Energy	Brent Eurich – TDS Metrocom
Deborah Nichols – Consumers Energy	Rick Chalmers – MCI Metro
Troy Hall – Consumers Energy	Gary Gould – ACD.net
Aaron Konn – Consumers Energy	Mitch Flachs – Double K
Dale Thompson – Consumers Energy	Jason Tanner – Great Lakes Energy
Bill Burns – Consumers Energy	Nick Jibson – Great Lakes Energy
Kathy Murchison – Consumers Energy	Jacob Rodriguez – 123Net
Ian Meredith – Consumers Energy	Steve Herald – Fibertech, Inc.
Aaron Fisk – Consumers Energy	Charlie Olszewski – US Signal
Michele Andree – Consumers Energy	Dale Smith – Level 3
Aaron Mayle – Trees Inc.	Kerwin Keen – MDOT
Bill Grauman – Trees Inc.	Mike Lamancusa - MDOT
Jeremy Beard – Consumers Energy Gas	Tom Byle – KCRC
Kyle Oak – Consumers Energy Gas	Dave Beck – KCRC
Randy Miller – Consumers Energy Gas	Brian Harmon – KCRC
Jason Bigelow – AT&T	Ron Stingle – KCRC
Patti Kaliniak – AT&T	Sharon Schmuker – KCRC
Dean Miller – AT&T	George Smith – KCRC
Cory VanTil – AT&T	Karyn Boyd – Michigan Electric Trans.
Andrew Sharp – AT&T	Floyd Siegel – Everstream
Scott McDonald – Utility Contracting	Chris Fowler - Verizon

DATE: Friday, December 15, 2017

TIME: 8:00 a.m.

LOCATION: Kent County Road Commission
First Floor, Board Room
1500 Scribner Avenue NW
Grand Rapids, MI 49504

The purpose of this meeting is to discuss utility work within the right-of-way, including permit application information, plan changes, work zone safety, lane closures, communication, open cuts, erosion controls, restoration and work during snow and ice conditions. Attendance by crew superintendents and/or contract agencies involved with the actual work performed within the right-of-way is encouraged. In addition, please come prepared to discuss any major expansion or replacement projects planned for 2018.

Attendance is required for approval of your 2018 Annual Blanket Permit.

If you or your representatives cannot attend this meeting, please contact this office at 242-6910.

Wayne Harrall, P.E.
Deputy Managing Director of Engineering
(616) 242-6914

Kent County Road Commission
 Annual Utility Meeting - December 15, 2017
 8:00am

Name	Representing	E-Mail Address	Phone
Michele Andree	Consumers Energy	michele.andree@cms.energy	231-332-2621
Ryan Miedema	US Signal	rjmiedema@ussignal.com	616-233-7144
Chazew Olszewski	US Signal	colszewski@ussignal.com	616 233 7191
Eric Egan	Consumers Energy	ERIC.EGAN@CMSENERGY.COM	616 240 2142
Kayn Boyd	ITC	kboyd@itctransco.com	616-485-8342
NATHAN RODRIGUEZ	CONSUMERS ENERGY	NATHAN.RODRIGUEZ@CMS.ENERGY.COM	616-265-0433
Aaron Kohn	Consumers Energy	aaron.kohn@cms.energy.com	616.437.3009
Dee Schreyer	Trees	deeschreyer@trees-llc.com	616-892-9597
Allen Schreyer	Trees LLC	aschreyer@trees-llc.com	616-520-9833
Joni Chase	Trees Inc	jchase@trees-llc.com	616 858 0111
Sayson Holsley	Trees LLC	sholsley@trees-llc.com	616-260-8620
Levi Schreyer	Fibertech	lschreyer@lightower.com	313-319-0736
ADAM BERTNAM	CONSUMERS ENERGY	ADAM.BERTNAM@CMSENERGY.COM	517-374-2375
Cory Ventel	w/ Eric Ray Corbett Cheryl Bonnet	ATF7	616 246 7573
Terry Christman	DoubleK Underwood	terry.doublek@gmail.com	734 320 8513

Kent County Road Commission
Annual Utility Meeting - December 15, 2017
8:00am

Name	Representing	E-Mail Address	Phone
Kyle Oak	Consumers Energy	Kyle.Oak@cmsenergy.com	248-249-7175
Shirley Moberg	ATT	sf3253@att.com	616 881-2472
Jeanine Dassinger	ATT	jd2813@att.com	616 400 8266
KEVIN KEEN	MOOT	KEENKZ@MICHIGAN.GOV	616 464-1814
Joseph Ziezin	ATT	jz8769@att.com	616 246-0642
Jason Tanner	Great Lakes Energy	jtanner@glenergy.com	231-459-5277
Carri Rodriguez	ATT	ca3173@att.com	616-244-7320
Glenw Deutscher	KEPS Ted	deutscher.glenw@acd.net	517-999-3267

23 people (8 AM)



**Kent County
Road Commission**

ANNUAL UTILITY MEETING

TO: George Haga – Ada Township
Matt Weldon – Plainfield Water
Rick Solle – Plainfield Water
Kristi Dougan – Village of Sparta
Dennis Brinks – Village of Sparta
Phil Vincent – City of Rockford
Mike Ferris – City of East Grand Rapids
Doug LaFave – City of East Grand Rapids
Mike Kortman – Byron-Gaines Utility
Scott Schoolcraft – North Kent Sewer Authority
Gary Seger – North Kent Sewer Authority
Arden Postma – City of Grand Rapids
Brian Baskerville – Miller Pipeline
Brandon Jones – Miller Pipeline
Ryan Peel – Vergennes Broadband
Dave Young – Charter Communications
Mike Reinink – Comcast
Jim Zawacki – Comcast
Steven Ryan – Ryan’s Municipal Services
Tom Stressman – City of Cedar Springs
Colleen Giamo – Caledonia Charter Township

Scotty Kehoe – DTE
Eric Jonker - DTE
Andre Diaz – DTE
Michael Beaver – DTE
David Tejada – DTE
Bill Gee – Casair
Tom Byle – KCRC
Paul Sruba – KCRC
George Smith – KCRC
Brian Harmon – KCRC
Ron Stingle – KCRC
Dave Beck – KCRC
Rich LaBombard – City of Lowell
Tom Russo – Lowell Power & Light
Mark Droog – Lowell Power & Light
John Gorney – City of Kentwood
Dave Harran – City of Grand Rapids
Kerwin Keen – MDOT
Mike Lamancusa – MDOT
Mark Koning – City of Walker

DATE: Friday, December 15, 2017

TIME: 9:30 a.m.

LOCATION: Kent County Road Commission
First Floor, Board Room
1500 Scribner Avenue NW
Grand Rapids, MI 49504

The purpose of this meeting is to discuss utility work within the right-of-way, including permit application information, plan changes, work zone safety, lane closures, communication, open cuts, erosion controls, restoration and work during snow and ice conditions. Attendance by crew superintendents and/or contract agencies involved with the actual work performed within the right-of-way is encouraged. In addition, please come prepared to discuss any major expansion or replacement projects planned for 2018.

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If you or your representatives cannot attend this meeting, please contact this office at 242-6910.

Wayne Harrall, P.E.
Deputy Managing Director of Engineering
(616) 242-6914

Kent County Road Commission
 Annual Utility Meeting - December 15, 2017
 9:30am

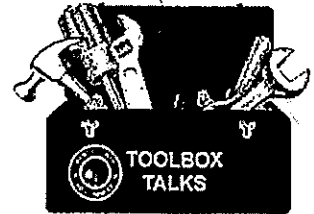
Name	Representing	E-Mail Address	Phone
GEORGE HAGA	HOA TWP	GHA6A@ATAFOWNSHIPMI.COM	616-676-9191
Chico Cochrans	Ryan's Mathers Sewer	ccase@kcloud.com	616-292-6647
Charlie Wise	Ryans Municipal Sewer	Chase.hess@gmail.com	616-325-4935
Chris Lentz	Lenzon	christopher.lentz@kencom.com	616-265-8553
Sim Wolford	CITY OF KENTWOOD	WOLFORDJ@CI.KENTWOOD.MI.US	616 656 5311
GARY SEEGER	North Kent Sewer Auth.	gseger@NKSA.US	616-262-1593
Tony Chrisman	Debbie K Underwood	tony.doublek@gmail.com	734-320-8373
MIKE BEAVER	DTE	michael.beaver@dte.com	616-240-4078
BRIAN BASKERVILLE	Miller Pipeline	brian.baskerville@millerpipeline.com	810 300 7440
Jim Zawacki	Comcast	Jim_Zawacki@comcast.com	616-575-0501
Dana Dubhan	Comcast	dana_dubhan@comcast.com	616 970-2246
Teresa Mathers	DTE		616-490-2327
David Tejsack	DTE	david.tejsack@dteenergy.com	616-633-2804
Brian Milewski	Plainfield Water	milewski@Plainfieldmi.org	616 363 9660
MATT WELDON	RAINFIELD WATER	weldon@rainfieldmi.org	416 363 9660

Kent County Road Commission
 Annual Utility Meeting - December 15, 2017
 9:30am

Name	Representing	E-Mail Address	Phone
Abe Garcia	DTE Energy	abraham.garcia@dteenergy.com	616.490.2335
KERWIN KEEN	MDOT	KEENKE@MICHIGAN.GOV	(616) 464-1814
Dave Johnson	City of East Grand Rapids	djohnson@eastgr.org	(616) 940-4817
Tim Bursley	DTE Energy		616 490 2347
Jay Brinks	DTE Energy		(616) 443-2146
Bill Gee	Casair Inc	Bill.Gee@casair.net	989-824-0102
Lisa Robinson	DTE Energy	lisa.robinson@dteenergy.com	616 325 8633
Brandon Jones	Miller Pipeline	brandon.jones@MillerPipeline.com	810-294-7039
Ryan Teachworth	Lowell Light and Power	rteachworth@lowell-light.org	616-490-5936
Dennis Brinks	Village of Sparta	dbrinks@spartami.org	616 887 9303
MIKE KORTMAN	BYRON-GAINES UTILITY AUTHORITY	m.kortman@bqua.org	616 591-7595
DAN HACKEMA	BQUA	D.hackema@bqua.org	616 571-0002
CHAR RICE	Grand Rapids		616 294-4499-CELL
ARDEN POSTMA	CITY OF GRAND RAPIDS	arpostma@grcity.us	(616) 971-0002 (616) 217-1044 Cell
RYAN PEEL	Verigenes Broadband	ryanpeel@gmail.com	616-901-9528 616-456-4172

Storing and Handling Flammable Liquids

George Smith, Employee Safety Superintendent



Gas can not secured and no scabbard on side



Big tanks have a chain on them but lower, smaller tanks do not

Keep in mind that all fuel cans, propane tanks (including smaller hand held torch tanks), oxygen tanks, and acetylene tanks must be secured when in transit. For example, I use a piece of plastic pipe secured to the bed of my truck to hold my gas can in place. When in storage, containers must be stored at a minimum of 50 feet from any entrance and exit doorways and secured with something to prevent them from tipping. For example, we use a chain for our propane tanks. If you unhook a chain to get a tank out, make sure it is hooked back up when your are done. It is very important not to store or use flammable liquids around an ignition source. The vapors, not the liquid itself, ignite. Ignition sources for flammable liquids can be any open flame including a lit cigarette, a lighter, and turning a light switch on or off. Static electricity, which can be caused simply by walking, is another source of ignition.

Make sure all storage drums are grounded whenever you transfer liquids from one container to another. If you keep the storage drum permanently in one place, it should be grounded at all times. Grounding the drum prevents ignition from static electricity. To ground a drum, drive a steel rod into the ground and attach a wire to both the drum and the grounding rod.

Place fire extinguishers near any area where flammable liquids are used or stored. Training in the proper use of a fire extinguisher is necessary.

Always use flammable liquids in a well ventilated area unless respiratory protection is available. Don't use the liquids unless you've been properly trained to do so. Take the following safety precautions whenever you handle flammable liquids:

- Never fill a container completely; rather, fill the container to 80% capacity. If the container is labeled as one gallon, only put a maximum of one gallon of liquid in it, even if there is extra space left in the container. Leaving a vapor space in the can will allow the liquid to expand when the temperature changes. An explosion could result if the container is completely full.



Kent County
Road Commission

LOCATION: North Complex Maintenance Nights

TOPIC: *Storing Flammable Liquids*

DATE: *2/21/2018*

EMPLOYEE	EMPLOYEE #	ATTENDED
Bouwer, Mike	1750	<i>[Signature]</i>
Fegel, William	118	<i>[Signature]</i>
Lange, Ernie	9664	<i>[Signature]</i>
Reed, Jeffery	1200	<i>[Signature]</i>
Sias, Joshua	5000	<i>[Signature]</i>
Skrabis, Luke	1458	<i>[Signature]</i>
Smith, Tyler	8200	<i>[Signature]</i>
Wheeler, Randy	3339	<i>[Signature]</i>

Feb 21, 2018

8



**Kent County
Road Commission**

TOPIC: **Storing Flammable Liquids**
 LOCATION: **North**
 DATE: **2-21-18**

NAME	EMPLOYEE #	ATTENDED
Bass, Aaron	7100	
Butler, Nate	9495	<i>Nate Butler</i>
Calkins, Trever	4185	<i>Tom Calkins</i>
Fisher, Paul	1265	<i>Paul Fisher</i>
Frey, Jake	4847	<i>Jake Frey</i>
Huisken, James	6251	<i>Jim Huisken</i>
Johnson, Tom	5146	
Lombard, Marc	5263	
Menke, Dennis	1247	<i>Dennis Menke</i>
Tibbe, Dave	1263	<i>Dave Tibbe</i>
McCuaig, Tony	5286	<i>Tom McCuaig</i>
Huisken, Jase	7940	<i>Jase Huisken</i>

Feb 21, 2018

9



**Kent County
Road Commission**

TOPIC: FLAMMABLE LIQUIDS
LOCATION: SOUTH GARAGE

DATE: 2-22-18

NAME	EMPLOYEE #	ATTENDED
South		
Anderson, Philip	1261	<i>Philip Anderson</i>
Austhof, Adam	2038	<i>Adam Austhof</i>
Austhof, Steven	2329	<i>Steven Austhof</i>
Crosby, Chad	853	<i>Chad Crosby</i>
Crosby, James	977	<i>James Crosby</i>
DeLange, Jon	2366	<i>Jon DeLange</i>
Jones, John	1264	<i>John Jones</i>
VanDerMeer, Dale	9153	<i>Dale VanDerMeer</i>
Rykse, Joe	1262	<i>Joe Rykse</i>
Weber, Brian	7170	<i>Brian Weber</i>
Seasonal		
Brown, Clayton	347	<i>Clayton Brown</i>
Colley, Alexandria	3239	<i>Alexandra Colley</i>

Feb 22, 2018 (11)



**Kent County
Road Commission**

TOPIC: FLAMABLE liquids (storing + HANDLING)
LOCATION: Central Repair

DATE: 2-23-18

NAME	EMPLOYEE #	ATTENDED
Central		
Bergman, Ronald	2330	
Breen, Ted	5367	Ted Breen
Companion, Brett	1358	Brett Companion
Holbrook, TJ	6741	TJ Holbrook
Jansma, Joe	1213	Joe Jansma
...	5263	
Ottenwess, Ronald	1550	Ron Ottenwess
Preston, Glenn	1504	Glenn Preston
Robinson, Cody	1477	Cody Robinson
Rogers, Dan	5012	Dan Rogers
Sotovia, Steve	8249	Steve Sotovia
...	6999	
Thompson, Tom	9399	TOM
Walton, Stanley	3240	Stan Walton
Whetzel, Ray	8059	Ray Whetzel
Wienand, Jack	9080	Jack Wienand
Seasonal		
Nielsen, Scott	7652	Scott Nielsen
Wieten, David	82	David Wieten
Alex Nordstrom	10	Alex Nordstrom

Feb 23, 2018 (15)



Kent County Road Commission

TOPIC: STORAGE CONTAINERS
 LOCATION: North ✓
 DATE: 2/23/18

EMPLOYEE	EMPLOYEE #	ATTENDED
Armock, Mike	7244	Mike Armock
Bailey, David	4751	DE
Baird, Melvin	8772	Melvin Baird
Barber, Nicholas	9716	Nick
Blain, Mike	3296	
Blossom, Steve	4110	Steve Blossom
Boluyt, Robert	2064	Robert
Bouwer, Mike	1750	
Brandt, Paul	5978	Paul Brandt
Christensen, Lee	8220	Lee
Coalter, Ken	8139	Ken C
Davidson, Harley	9976	Harley Davidson
Dochod, Linda	216	
Fegel, William	118	
Feutz, Dale	2063	Dale
Fonger, Neal	8248	Neal Fonger
Graham, Sidney E	680	Sid
Kilts, Allen	9492	Allen Kilts
Lange, Ernie	9664	
Larson, Mark	4360	Mark Larson
Meernik, Gary	1320	Gary
Murphy, Paul	9780	Paul Murphy
Myers Jr., Alan	1800	Alan
Oaks, Tyler	5340	TO
Pant, Gordon	9330	Gordon Pant
Powell, Steve	9234	Steve Powell
Raisch, Mike	8912	Mike
Reed, Jeffery	1200	
Sharp, Andrew	9958	Andy Sharp
Sias, Joshua	5000	
Smith, Heath	9911	H. Smith
Smith, Jesse	9972	Jesse Smith
Smith, Trevor	198	Trevor Smith
Smith, Tyler	8200	
Twitchell, Chris	1761	
Wheeler, Randy	3339	
Yancey, Harold	2515	
SEASONAL		
Dudley, Matthew	7131	Matthew
Powell, Steve II	12	Steve

Feb 23, 2018

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**Kent County
Road Commission**

LOCATION: South Complex Maintenance

TOPIC: *Storing + Handling Flammable Liquids*

DATE: *2-27-18*

EMPLOYEE	EMPLOYEE #	ATTENDED
Baker, Rich	2008	<i>Rich Baker</i>
Boerson, Thomas	2631	
Calkins, Brian	2214	<i>Brian Calkins</i>
Crumbach, Dwayne	498	<i>Dwayne Crumbach</i>
Dochod, Linda	216	<i>Linda Dochod</i>
Farrell, Clyde Jr	505	<i>Clyde Farrell</i>
Hardy, Anthony	2510	<i>Anthony Hardy</i>
Hendrick, Dave	8108	<i>Dave Hendrick</i>
Holleman, Brooks	9831	<i>Brooks Holleman</i>
Karasinski, Paul	6210	<i>Paul Karasinski</i>
Lucas, Andy	6976	<i>Andy Lucas</i>
Martin, Michael	3535	<i>Michael Martin</i>
Moody, Johnie	1655	
Moody, Robert	2066	<i>Robert Moody</i>
Rogers, Brian	1720	<i>Brian Rogers</i>
Roth, Randy	1250	
Scoby, Landon	715	<i>Landon Scoby</i>
Seher, Kevin	6017	<i>Kevin Seher</i>
Shaffer, Richard	6583	
Simmons, Dan	2550	<i>Dan Simmons</i>
Thomas, Steve	1681	<i>Steve Thomas</i>
Trone, Dan	9043	<i>Dan Trone</i>
Wester, Andy	8341	<i>Andy Wester</i>
Ziegler, Jon	9742	
SEASONAL		
Belliel, Justin	7218	<i>Justin Belliel</i>
Doughtery, Cody	7051	<i>Cody Doughtery</i>

Feb 27, 2018

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WEEK



Kent County Road Commission

LOCATION: South Complex Maintenance ✓

TOPIC: *storing and handling flammable liquids*

DATE: *2-28-18*

EMPLOYEE	EMPLOYEE #	ATTENDED
Bond, Robert	9146	<i>[Signature]</i>
Crumback, Brandon	7965	<i>Brandon Crumback</i>
Koehl, Rob	6734	<i>[Signature]</i>
Kreps, Alan	5931	<i>[Signature]</i>
Porritt, Chandler	7938	<i>[Signature]</i>
Rivera, Jasper	7633	<i>[Signature]</i>
Smith, Eddie	5023	<i>Eddie Smith</i>
Tanner, Andy	6422	<i>[Signature]</i>
Tichelaar, Adam	7950	<i>[Signature]</i>
SEASONAL		
Beltz, Jim	122	<i>[Signature]</i>

Feb 28, 2018

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