

## Stormwater Pollution Prevention Plan

for:

North Well Field  
Central Garage  
Quonset Hut

### SWPPP Contact(s):

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05/28/2009  
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## SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION

### 1.1 Facility Information

#### Facility Information

Name of Facility: North Well Field and Central Garage (Water Department)

Street: 308 N. 5<sup>th</sup> Street

City: Goshen

State: IN

ZIP Code: 46528

County or Similar Subdivision: Elkhart County

Permit Tracking Number: \_\_\_\_\_ (if covered under a previous permit)

Latitude:

Longitude:

41 ° 35 ' 23 " N (degrees, minutes, seconds)

85 ° 49 ' 57 " W (degrees, minutes, seconds)

Method for determining latitude/longitude: GPS

Is the facility located in Indian Country? No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." Not Applicable

Is this facility considered a Federal Facility? No

Estimated area of activity at site exposed to stormwater: 4.41 (acres)

#### Discharge Information

Does this facility discharge stormwater into an MS4? Yes

If yes, name of MS4 operator: Elkhart County Stormwater Partnership

Name(s) of water(s) that receive stormwater from your facility Rock Run Creek, Great Lakes Basin

Are any of your discharges directly into any segment of an "impaired" water? Yes

If Yes, identify name of the impaired water (and segment, if applicable): Rock Run Creek

Identify the pollutant(s) causing the impairment: E. Coli

For pollutants identified, which do you have reason to believe will be present in your discharge? \_\_\_\_\_

For pollutants identified, which have a completed TMDL? \_\_\_\_\_

Do you discharge into a receiving water designated as a Tier 2 (or Tier 2.5) water?  Yes  No

Are any of your stormwater discharges subject to effluent guidelines?  Yes  No

If Yes, which guidelines apply? \_\_\_\_\_

Primary SIC Code or 2-letter Activity Code: \_\_\_\_\_

(refer to Appendix D of the 2008 MSGP)

Identify your applicable sector and subsector: \_\_\_\_\_

## 1.2 Contact Information/Responsible Parties

### Facility Operator (s):

|   |  |
|---|--|
| Name: Kent Holdren (North Well Field, Quonset Hut)                                      | Carl Gaines (Central Garage)             |
| Address: 308 N. 5 <sup>th</sup> Street  | Address: 308 N. 5 <sup>th</sup> Street   |
| City, State, Zip Code: Goshen, IN, 46528  | City, State, Zip Code: Goshen, IN, 46528 |
| Telephone Number: (574) 534-5306  | Telephone Number: (574) 534-             |
| Email address: <a href="mailto:watersewer@goshencity.com">watersewer@goshencity.com</a> | Email address:                           |

### Facility Owner (s):

Name: City of Goshen  
 Address: 202 S. 5<sup>th</sup> Street  
 City, State, Zip Code: Goshen, IN, 46528  
 Telephone Number: (574) 533-9322  
 Email address: [mayor@goshencity.com](mailto:mayor@goshencity.com)

### SWPPP Contact:

Name: Dustin Sailor  
 Telephone number: (574) 534-2201  
 Email address: [dustinsailor@goshencity.com](mailto:dustinsailor@goshencity.com)

## 1.3 Stormwater Pollution Prevention Team

| Staff Names  | Individual Responsibilities                              |
|--------------|--|
| Kent Holdren | Water Department, Department Head and on-site supervisor |
| Carl Gaines  | Central Garage, Department Head and on-site supervisor   |
|              |  |
|              |  |
|              |  |

## 1.4 Activities at the Facility

This location is one of two well fields that provides treatment for the city's water supply. It also provides service for the city's vehicle and small motor fleet. There are many vehicles in operation at this site for both Central Garage and the Well Field. Additionally, due to the nature of the activities at this site, there is a large store of chemicals and petroleum products that pose a risk to stormwater if mishandled. It is located next to Rock Run Creek. This site is a high risk to stormwater pollution due to the materials that are used and stored here.

The Quonset Hut property is located (north) adjacent to the well field and Central Garage. It is a staging area for materials (including soil stockpiles) used in water sewer construction activities. Rock Run Creek runs between the properties adding to the potential for stormwater contamination. Traditionally the

Quonset Hut property with the Quonset hut itself has been used for storage of equipment, chemicals, oils, and products that were not being used. Recently it has been generally cleaned out and the chemicals and oil products moved to a more appropriate facility for adequate storage or disposed of properly. Now the hut houses a few pieces of equipment that are not used regularly and an assortment of valves and pipes. It also has a topsoil pile. Additionally the property itself has a debris pile, asphalt bin, a concrete bin, spoil piles, washed sand pile, processed pile (backfill), limestone, and a concrete washout that is used for water and sewer jobs.

## SECTION 2: POTENTIAL POLLUTANT SOURCES

### 2.1 Activity and Associated Pollutants

| Activity   | Associated Pollutants                               |
|--|---|
| Routine maintenance of equipment   | Petroleum products, cleaning, lubricating products. |
| Refueling (small equipment fueled with cans and auxiliary tanks on trucks for field re-fuelling) | Vehicles/mowers are fueled on-site.                 |
| Leaking parked equipment or vehicles   | Petroleum and lubricating Products                  |
| Storage of large quantities of oil, batteries, other chemicals                                   | Risk of spill and leakage                           |
| Transportation of large quantities of petroleum products, lubricants                             | Risk of spill                                       |
| Trash  | Varied, uncovered trash mixes with stormwater       |
| Large quantities of fluoride   | acid base   |
| Stored excavated materials   | Sediment, nutrients                                 |
| Vehicle Washing  | Phosphorus, other pollutants                        |
| Vector trucks (storage)  | E.COLI  |
| Cleaning of well detention tanks   | Iron, sludge, other contaminants                    |

### 2.2 Spills and Leaks

#### Areas of Site Where Potential Spills/Leaks Could Occur

| Location  | Description  |
|---|--|
| North side of property bordered by Rock Run Creek making parking lot a source of potential contamination. | This site is next to Rock Run Creek. Any spill or leak in the parking area combined with heavy rainfall could allow it to leak into the creek. The Vector truck is stored in the parking lot and could be a source of E.COLI contamination. Additionally other vehicles parked could leak. |
| Central Garage- Large quantities of materials stored on-site, various petroleum products,                 | All liquids are contained in secondary containment and stored inside reducing the possibility for spills and leaks. All pouring and fueling is also done inside over the concrete floor.   |

|                                   |  |
|-----------------------------------|--|
| fluids, battery storage, etc...   |  |
| Central Garage                    | Any spill would enter the sanitary line. This line crosses the creek. If the line ruptures, there is a potential of oil, fuel, and other materials entering the creek. |
| Quonset Hut water filling station | Any leaks or spills of contaminates in this area drains directly to the creek through the catch basin under the filling station.                                       |

### Description of Past Spills/Leaks

| Date    | Description  | Outfalls   |
|---------|--|--|
| Unknown | There are many discolored spots which indicate leaks where the vectors park. Each spot looks like it has been there for a long time with newer leaks on top. | Could spill over into the creek.<br>No outfalls directly affected.   |
| Unknown | There are many discolored spots in the vehicle and equipment storage area.   | No outfalls directly affected.<br>The drains affected are sanitary but there is a possibility of contamination in the creek. |
| Unknown | There are signs of a very recent oil leak/spill where the vectors park.  | Could spill over into the creek.<br>No outfalls directly affected.   |

### 2.3 Non-Stormwater Discharges Documentation

- **Date of evaluation:** June 30, 2010
- **Description of the evaluation criteria used:** Conducted an onsite walk thru with that included a visual inspection, discussion of points of interest, activities done on site, and improvements that could be made. Made a list of questions that he had that needed to be answered for follow-up.
- **List of the outfalls or onsite drainage points that were directly observed during the evaluation:** All storm drains were observed to see if there were any materials in them that should not be there. The entire north side of the site is a potential drainage point as there are no preventative measures against anything entering the creek.
- **Different types of non-stormwater discharge(s) and source locations:** There is a potential non-stormwater discharge along the fence on the north side of the site.

### 2.4 Sampling Data Summary

No samples were taken.

## **SECTION 3: STORMWATER CONTROL MEASURES**

### **3.1 *Minimize Exposure***

Most containers found during inspection had adequate secondary containment. The Engineering Department has ordered additional containment to deal with the few remaining items. Materials that have a potential to spill and contaminate the stormwater should not be placed next to the creek or catch basins.

There are leak spots where the vectors park. The vectors need overhead protection from stormwater run-off as they are too heavy to be placed inside the building at this time. Often, vehicles are stored outside while they are waiting to be worked on. These vehicles are sitting next to the creek and have a very high potential of leaking fluids into the creek. They should be put in some sort of confined area to prevent this from happening.

Most items in the buildings have been placed in secondary containment. A couple of additional safety cabinets have been ordered to store the remaining paints and solvents. Containers are clearly marked. All materials that have a potential to spill or leak should be contained.

All of the stormwater drains have been marked with orange paint "drains to streams".

If Central Garage is going to stay at this site, the water department is looking at the possibility of installing curbing and gutter on the north side of the parking lot that would drain to a storm treatment unit.

### **3.2 *Good Housekeeping***

The entire site is organized well. Central Garage is kept very clean and all of the extra parts are labeled and stored in bins. Keeping the floor clean is a preventative measure against dust generation on vehicles. All the containers are plainly labeled with the contents. This helps prevent confusion and allows the employees to act accordingly in the event of a spill. Most of the large oil containers have secondary containment.

Vehicles are washed in Central Garage. The wash water drains to the sanitary line instead of the storm line.

Extra parts in the Well Field portion are either stored on the ground in rows or labeled on shelves. The paint cans are organized well and are not spread throughout the building.

Along with the inside of the building, the outside is organized as well. The vehicles that are waiting to be worked on are always in the same parking area. They are not protected from stormwater however allowing leaks to go directly to the asphalt and mix with stormwater. There is good vegetation, on areas that are not asphalt, west and southeast corners of the property. A couple of the catch basins are located in the grassed area given them a buffer area for storm flow.

The main materials being loaded consist of tools and other items needed for a project. This can be done outside if there is no risk of contaminating the storm line. Delivery of oils, petroleum products, and other fluids are loaded and unloaded indoors.

There is already a Spill Prevention Control and Countermeasures Plan in place. In this plan, there is an inventory list of the materials that have a potential to spill. These materials are in the Central Garage.

Central Garage currently keeps records of all maintenance being done. Their protocol calls for minimum of bi-weekly floor cleaning and daily sweeping. An outside checklist should be added to check for will be leaks (vehicles and containers), trash, dirt accumulation, organization, and overall cleanliness. This should be done once a week to ensure nothing accumulates to the point that contamination is at a high risk.

### **3.3 Maintenance**

Much of the equipment in Central Garage is routinely maintained. There did not appear to be any problems with the equipment during inspection. The equipment in the Well Field is also maintained. The vehicles from the Well Field do not seem to be as routinely checked, however. There was staining on the ground in the vehicle and equipment storage area and where the vactors park. The vactor truck is known to leak and needs to be contained. It is too heavy to go into the garage however, so an alternative plan will need to be implemented.

Regular sweeping around catch basins should be done as needed to keep sediment out of storm drain. There is minimal barrier along the fence on the north side of the site. Sediment and other materials have the potential to enter the creek at this point. Additional measures should be implemented to prevent pollutants from entering the creek (Sec. 3.1).

### **3.4 Spill Prevention and Response**

There is already a Spill Prevention Control and Countermeasures Plan in place. In this plan, there is an inventory list of the materials that have a potential to spill. These materials are in the Central Garage This plan is regularly updated.

MSDS sheets should be used to determine proper disposal, storage and containment methods. Both Central Garage and the North Well field are being equipped with spill kits to handle larger spills.

### **3.5 Erosion and Sediment Controls**

There really are no signs of erosion on the Well Field / Central Garage site. There is one hole that had developed by the fence by the parking lot but that seems to be isolated. The majority of the site is asphalt, concrete, or well-vegetated grass. These materials help protect against water and vehicle erosion. The vehicle and equipment storage area has the possibility of containing dirt from the vehicles and general use. This area should be cleaned at least once every two weeks. This will help prevent the vehicles from tracking possibly contaminated dirt outside where it has a higher potential to enter the storm system. The inside of the vehicle storage areas also should be kept regularly swept for the same reason.

There are areas on the Quonset Hut property that need to have better sediment control. The Quonset Hut is generally contained to the site but with little margin for error. Being next to the creek, it should have a greater buffer area to isolate it from potentially discharging. The entrance/exit to the property is limestone and slag. It could be improved to reduce track out of gravel materials and sediment. There is a storm drain located directly outside the property that drains to Rock Run Creek.



### **3.6 Management of Runoff**

The north side of the site does not have an adequate barrier to prevent pollutants from entering the creek. If the Central Garage facility is going to stay on-site, additional protection will be needed to protect against leaks combining with runoff. The Water and Sewer Departments do not store vehicles in the parking area with exception of the vector truck that would then be stored in the Central Garage bay should they be moved to a new site.

There are storm drains located throughout the site that discharge into Rock Run Creek. There are no storm drains where Central Garage parks vehicles however.

The Quonset Hut property has had the storage of materials re-arranged in consideration of runoff and better buffer against discharge into Rock Run Creek.

### **3.7 Employee Training**

Each year employees are required to review a stormwater training video and a review of their sites SOPs (standard operating procedures). Additionally this is a wellhead protection site and the managers are involved in on-going training in the protection of this area as a part of protecting the well field.

### **3.8 Waste, Garbage and Floatable Debris**

There is a dumpster just to the north of the building. The dumpster sometimes receives unwanted trash from other sources. It is a constant management problem keeping the dumpsters closed.

### **3.9 Dust Generation and Vehicle Tracking of Materials**

There is the potential for build-up of dirt where the trucks are parked in the vehicle storage area. The trucks could haul the dirt out on the tires or the chasses (Sec. 3.5). This area needs to be swept often to prevent offsite tracking of materials (Sec. 3.5). There are a lot of discolored areas that indicate leaks. They mostly appear to be oil leaks. These spots need to be cleaned up so that the trucks do not track the materials offsite.

The Quonset Hut property needs to be constantly monitored for track out. A knock off area would help this greatly.

## SECTION 4: SCHEDULES AND PROCEDURES FOR MONITORING

For each type of monitoring, your SWPPP must include a description of:

1. **Sample Location(s).** Describe where samples will be collected, including any determination that two or more outfalls are substantially identical.
2. **Pollutant Parameters to be Sampled.** Include a list of the pollutant parameters that will be sampled and the frequency of sampling for each parameter.
3. **Monitoring Schedules.** Include the schedule you will follow for monitoring your stormwater discharge, including where applicable any alternate monitoring periods to be used for facilities in climates with irregular stormwater runoff (2008 MSGP, Part 6.1.6).
4. **Numeric Limitations.** List here any pollutant parameters subject to numeric limits (effluent limitations guidelines), and which outfalls are subject to such limits. Note that numeric limits are only included for Sectors A, C, D, E, J, K, L, and O.
5. **Procedures.** Describe procedures you will follow for collecting samples, including responsible staff who will be involved, logistics for taking and handling samples, laboratory to be used, etc.

Note: It may be helpful to create a table with columns corresponding to # 1 - 5 above for each type of monitoring you are required to conduct.

## SECTION 5: INSPECTIONS

For the routine facility inspections and the comprehensive site inspections to be performed at your site, include a description of the following:

- The names of the person(s), or the positions of the person(s), responsible for inspection:
- The schedules to be used for conducting inspections. Include here any tentative schedule that will be used for facilities in climates with irregular stormwater runoff discharges (2008 MSGP, Part 4.2.3): and
- Specific areas of the facility to be inspected, including schedules for specific outfalls:

For the quarterly visual assessments to be performed at your site, include a description of the following:

- The names of the person(s), or the positions of the person(s), responsible for inspection:
- The schedules to be used for conducting inspections. Include here any tentative schedule that will be used for facilities in climates with irregular stormwater runoff discharges (2008 MSGP, Part 4.2.3): and
- Specific areas of the facility to be inspected, including schedules for specific outfalls:

## SECTION 6: SWPPP CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 7: SWPPP MODIFICATIONS

## **SWPPP ATTACHMENTS**

Attach the following documentation to the SWPPP:

### ***Attachment A – General Location Map***

Include a copy of your general location map in Attachment A.

### ***Attachment B – Site Map***

Include a copy of your site map(s) in Attachment B.

### ***Attachment C – 2008 MSGP***

Note: It is helpful to keep a printed-out copy of the 2008 MSGP so that it is accessible to you for easy reference. However, you do not need to formally incorporate the entire 2008 MSGP into your SWPPP. As an alternative, you can include a reference to the permit and where it is kept at the site.

## GOSHEN CENTRAL GARAGE POLICIES & PROCEDURES

### Daily Operations

- Please be dressed in proper uniform and be ready to start work after punching in at the start of your shift.
- At the beginning of any shift see the supervisor that is available for your first assignment after punching in. (There will be times when a supervisor is not available please check with the person that is left in charge or the “go to guy”).
- In the event equipment is not available for REPAIRS/PM’s start cleaning the shop or organizing it, there is always a need for this sort of thing.
- Complete all PM’s before performing repairs this will help in evaluating equipment/vehicles to determine what repairs will be done.
- City employees waiting is acceptable when repairs are needed, however a full conversation that is keeping you from doing your job is not acceptable. Repairing equipment/vehicles is #1 priority.
- There will be opportunities for other employees to finish a task or “pick up where you left off”. Make sure all paper work is up to date and placed in your slot in the supervisor’s office at the end of your shift. This makes things easier in case this situation occurs.
- Violating or causing unsafe situations will not be tolerated and will be dealt with accordingly. (no one needs to be injured because we didn’t think)

### Work Orders/Paper Work

- After the job is completed finish any & all necessary paper work for the job, please include HOURS/MILES, UNIT #, MECHANIC’S NAME and all PARTS/FLUIDS ETC.... Your work order description should describe “complaint, cause and correction”. Be thorough enough that in 6 months you can look at the repair order and determine what work/repairs was performed or problems the unit had at that time. When filling out paper work tell your supervisor that you are ready for your next assignment.

Before starting your next assignment police your bay sweep it out if necessary, clear benches and put back any shop tools/equipment used. Someone else may need to use them and searching the shop will slow productivity.

- You will need to punch time clock for each task performed on any job (this is necessary for time studies). If you don't have an assigned task then put MISC on time card for non-productive time.
- After performing PM Service have information for supervisor that includes date last PM was performed and at what HOURS/MILES when getting authorization for repairs.

### Services/Repairs

- Dry service: No dry service shall be performed without a supervisor's approval.
- PM services are to be completed before getting authorization from supervisor for repairs.
- When bringing a unit in for repair and it is discovered that a unit is due for a service or is close to due please perform the PM before doing the repair. Chances are you will have other repairs after the service and will be in need of other parts. This will be more productive than having nothing to do while waiting on parts.
- After being assigned a job/task you need to check the proper slot to check for any write ups the unit may have for other repairs/complaints.
- When a unit is finished being serviced or diagnosed for any malfunctions inform the supervisor(s) of any and all repairs/parts needed for approval. If a repair is not authorized there needs to be a supervisors initials next to it.
- If there is any confusion about a repair or service PLEASE, PLEASE, ask or discuss it with a supervisor.
- Service stickers are to be replaced after service(s) are completed; this includes transmission/hydraulic sticker where necessary.
- Reset oil life monitors if equipped after service.
- Take an extra minute to check over the unit after done. Double check things, comebacks make the shop look bad.
- From time to time units will have parts previously ordered, check with the supervisor or the "will call" shelf to see if anything is available for the unit being worked on.



- If help is needed on a diagnosis, don't guess get help or a second opinion, once again comebacks should be avoided when possible.
- After completing a repair/service return keys to proper location in key box.
- All batteries are to be marked with installation date when being replaced.
- All tires are to be marked when removed for repairs, where defect is, what unit # and what repairs are needed. If it is junk put it in the disregard pile (don't leave them lying around).

### Parts

- If circumstances occur that you need to retrieve your own parts make sure you mark it on the board or put a note on the supervisor's desk for replacement, especially if it's the "last one".
- Try and order all necessary parts at one time (we understand there will be circumstances preventing this) such as breakage or not knowing what the job consist of until disassembly. Please don't waste yours and the person ordering the parts time by unnecessary or repeated ordering of parts. This slows down productivity.
- If any parts are removed from a unit and deemed reusable on another unit clearly mark them and ask the supervisor where to store them.
- When ordering parts fill out a parts request and turn it into the supervisor, if it is set on his desk make sure he is aware of this. If it's a simple in stock item such as hardware, fuses, filters, relays, etc. no request is needed for these sorts of items.

### Receiving Parts/Equipment

- When equipment/vehicles are being dropped off for repair and the operator needs to explain things, he or she is to be directed to a supervisor. If one is not available then a central garage employee needs to take care of them. Ask as many questions as possible about the complaint for which the unit is being brought in for. If necessary write them down to prevent a "lack of communication".
- When parts or equipment are delivered and a supervisor is not available make sure all packing slips/invoices are clearly marked with unit number where applicable and make sure office gets original. Do not just sign for

things, if there are several things on the invoice physically check to make sure they are in the order.

### Road Calls

- When performing a road call make sure the service vehicle you are taking has sufficient fuel/gas in it, if the compressor will be needed then check it also.
- Try to take necessary tools needed for a “one time repair” when possible, try to avoid unnecessary back and forth trips to the shop. There are times when this will be unavoidable but we want your best effort in this situation.
- All tools and used rags need to be removed when returning from a road call. Don't leave a mess in the truck for someone else to deal with. This includes used parts wrappers and pop cans etc.
- All supplies used on a road call need to be replenished when used, (fluids, terminals, aerosols' oil dry etc.)
- A safety vest must be worn at all times (NO EXCEPTIONS)
- While operating a city owned vehicle seat belts must be worn.
- When the service vehicle is parked on or near the road way the emergency/caution lights must be utilized.
- When dealing with a fellow city employee or a citizen courtesy will be given. Either on the jobsite or while commuting to and from the job site.

### Cleanliness of Shop and Facility

- Cleaning of the shop is mandatory through out the shift, keeping benches free from dirty rags, empty aerosols, hardware, parts etc. when not being used on projects.
- After each job/project you need to sweep or clean your bay. Sweep up floor dry; wipe up grease drippings and clear floor from all debris such as cardboard and used parts containers and any other left over things from the job.
- Scrubbing the floors will be done when deemed necessary by the supervisor.
- All shop tools, service/parts manuals are to be placed back into there proper place when finished with them. There will always be an opportunity for

someone else to use them and unnecessary searching will slow productivity down.

- All hose/electrical reels are to be cleaned and retracted when not in use.
- All tanks are to be shut off when not in use such as welders, torches and any equipment that utilizes them. All of these items need to be put in there proper place when not in use.
- All drain pans (coolant/oil) are to be emptied in all the proper disposals directly after your specific job is finished.
  
- All junk parts and scrap metal need to be properly disposed of directly after your specific job is finished. Do not leave any of this lying on benches, dispose of all necessary junk correctly examples: tires, skids, cardboard, trash etc.
- All shop equipment is to be cleaned and properly stored when not in use. If it's a piece of equipment that requires fluid to be filled or drained then you need to take care of this before storing it.
- Please be courteous and not leave equipment/trash for a fellow employee to take care of.

**\*It is the intent of these policies and procedures to fully explain any and all duties for all central garage employees. Any and all policies and procedures are subject to change by the Fleet Manager and Supervisor when essential needs have to be fulfilled to provide service to the City of Goshen.**

## Fueling Procedures

### Fueling Procedures

- Fuel carefully to minimize drips on the ground.
- No "topping off"
- Stay at the pump the entire fueling operation. ("Don't walk away!")
- Locate the emergency shut off switch near the fuel island and use it - if necessary.
- Keep a spill kit at or near each fueling area.
- Inspect fueling equipment for cracks, leaks corrosion or failure.

### Locate Storm Drains

- Locate and block any storm drains on site and ensure that any spilled fuel does not reach drains or waterways.

### Fuel Spill Clean Up

- Clean up spills thoroughly and promptly.
- Always use Dry Methods for cleanup of fuel spills (gas, diesel or kerosene).
  - 1) Spread absorbents ("kitty litter" or loose absorbents, sheets, pillows, pigs, or socks) on the spill.
  - 2) Sweep up or pick up the absorbed materials to keep them from combining with stormwater.
- Report any spill greater than 1 pint to your Supervisor and Department Head for documentation in your site's stormwater protection plan. They will contact the Stormwater Coordinator, (see contact info below.)

### Reporting and Clean-up of Large Spills

- Call 9-1-1 for any spill that enters the stormwater or sewer inlets or any spill that cannot be easily or adequately cleaned up with the spill kits in your department. The Fire Department has additional resources.
- Also call the stormwater coordinator, Dustin Sailor (Engineering Department), work 534-2201, cell 536-6076, home 537-0183, email: [dustinsailor@goshencity.com](mailto:dustinsailor@goshencity.com) .

# Spill Prevention Information

## *Control and Countermeasures for North Well Field and Central Garage*

Using the order listed, contact one of the following City of Goshen, North Well Field and Central Garage personnel if there is 1. an oil (or other toxic fluid) incident requiring additional assistance or 2. a spill that has the potential of becoming an illicit discharge, or 3. a spill that has already discharged from the facility.

### Facility Management Contacts

| Facility Personnel for Spill Prevention and Control | Office Number  | Cell Number    | Home Number    |
|---|----------------|----------------|----------------|
| Steve Cripe (Water Production Mgr)                  | (574) 534-5503 | (574) 596-0183 | (574) 533-1244 |
| Kent Holdren (Superintendent)                       | (574) 534-5701 | (574) 361-0097 | (574) 533-8358 |
| Carl Gaines (Central Garage Department Head)        | (574) 534-2650 | (574) 238-5486 | (574) 875-7294 |
| Dustin Sailor (Stormwater Superintendent)           | (574) 534-2201 | (574) 536-6076 | (574) 537-0183 |

### Agency Contacts

| Emergency Phone Numbers                   |   |
|---|---|
| Police-Fire-Medical Emergency             | 911                                     |
| Goshen Fire Department                    | (574) 533-7878                          |
| Goshen Police Department                  | (574) 533-8661                          |
| Elkhart County Sheriff                    | (574) 891-2100                          |
| Goshen General Hospital                   | (574) 533-4642                          |
| City of Goshen Wastewater Treatment Plant | (574) 534-4102                          |
| Elkhart County Emergency Coordinator      | (574) 875-3391<br>(574) 533-4151 (24hr) |
| IDEM Emergency Response                   | (888) 233-7745                          |
| National Response Center                  | (800) 424-8802                          |

# Municipal Storm Water POLLUTION PREVENTION

## Storm Watch

### E V E R Y D A Y Best Management Practices



- ▶ Good Housekeeping & Spill Prevention
- Vehicle & Equipment Washing
- Vehicle & Equipment Maintenance
- Spill Reporting & Response
- Street Maintenance
- Outdoor Storage of Materials & Waste
- Landscaping & Lawn Care

EMPLOYEE TRAINING

**City of Goshen**  
**Stormwater Department – Good Housekeeping Training**  
**Core Training w/ Excal Video**

Meeting Participant Sign-in Sheet  
 July 28, 2010

| <u>Name</u>                 | <u>City Department</u>          |
|-----------------------------|---------------------------------|
| 1. <u>Decky HERSHBERGER</u> | <u>REDEVELOPMENT</u>            |
| 2. <u>Nicki J. Allen</u>    | <u>Code Enforcement</u>         |
| 3. <u>Tama Brooks</u>       | <u>Water &amp; Sewer Office</u> |
| 4. <u>Jamie Godec</u>       | <u>City Hall</u>                |
| 5. <u>Kenneth Godec</u>     | <u>City Hall</u>                |
| 6. <u>Jan Bobek</u>         | <u>City Court</u>               |
| 7. <u>Leida Wheeler</u>     |                                 |
| 8. <u>Hele Bailey</u>       | <u>City Court</u>               |
| 9. <u>Vicki Myers</u>       | <u>City Court</u>               |
| 10. <u>Mary Meadows</u>     | <u>City Court</u>               |
| 11. <u>B. Duell</u>         | <u>custodian</u>                |
| 12. <u>Allan Kauffman</u>   | <u>Mayor</u>                    |
| 13. <u>Tom Cant</u>         | <u>Building Dept.</u>           |
| 14. <u>Orli Pascoe</u>      | <u>Planning</u>                 |
| 15. <u>Melissa Meade</u>    | <u>Eng.</u>                     |
| 16. <u>Deke Reed</u>        | <u>Bldg</u>                     |
| 17. <u>CHRISTY RUPPEN</u>   | <u>Legal</u>                    |
| 18. <u>Wendy BANNIS</u>     | <u>Water</u>                    |
| 19. <u>Cindy Poy</u>        | <u>Annex</u>                    |

20. Rhonda Yoder Annex
21. Gary Haney Building Dept.
22. Joseph E. Hamblaine City Planning



# City of Goshen

## Stormwater Department – Good Housekeeping Training

Meeting Participant Sign-in Sheet  
 Topic- Basic Good Housekeeping Video & Discussion of Site Specific Concerns  
 July 22, 2010

| <u>Name (Print)</u>         | <u>City Department</u> | <u>Name (Sign)</u>       |
|-----------------------------|------------------------|--------------------------|
| 1. <u>Aimee Neuman</u>      | <u>CIT</u>             | <u>Aimee Neuman</u>      |
| 2. <u>Jack Leatherman</u>   | <u>Utilities</u>       | <u>JACK LEATHERMAN</u>   |
| 3. <u>Tony Meyers</u>       | <u>Utilities</u>       | <u>Tony Meyers</u>       |
| 4. <u>Maria Garcia</u>      | <u>Police</u>          | <u>Maria Garcia</u>      |
| 5. <u>Tracy Wallace</u>     | <u>Police</u>          | <u>Tracy Wallace</u>     |
| 6. <u>Jeff Halsley</u>      | <u>maintenance</u>     | <u>Jeff Halsley</u>      |
| 7. <u>Norma Herrera</u>     | <u>Utilities</u>       | <u>Norma Herrera</u>     |
| 8. <u>Mary Bainter</u>      | <u>Utilities</u>       | <u>Mary Bainter</u>      |
| 9. <u>Michelle Eldridge</u> | <u>Utilities</u>       | <u>Michelle Eldridge</u> |
| 10. <u>To Lung</u>          | <u>Mayor</u>           | <u>To Lung</u>           |
| 11. <u>Andrew Jensen</u>    | <u>Engineering</u>     | <u>Andrew Jensen</u>     |
| 12. <u>Gretchen Lund</u>    | <u>Court</u>           | <u>Gretchen Lund</u>     |
| 13. <u>Michelle Murto</u>   | <u>Court</u>           | <u>Michelle Murto</u>    |
| 14. <u>Shannon Markle</u>   | <u>Legal</u>           | <u>Shannon Markle</u>    |
| 15. <u>Erin Scott</u>       | <u>Engineering</u>     | <u>Erin Scott</u>        |
| 16. <u>Matthew Wendler</u>  | <u>Engineering</u>     | <u>Matthew Wendler</u>   |
| 17. <u>Nancy Greece</u>     | <u>Eng</u>             | <u>Nancy Greece</u>      |
| 18. _____                   | _____                  | _____                    |
| 19. _____                   | _____                  | _____                    |

# City of Goshen

## Stormwater Department – Good Housekeeping Training

Meeting Participant Sign-in Sheet  
July 22, 2010

| <u>Name</u>                   | <u>City Department</u>            |
|-------------------------------|-----------------------------------|
| 1. <u>JOHN C. BILLMAN</u>     | <u>ENGINEERING</u>                |
| 2. <u>John ALBERT</u>         | <u>FIRE</u>                       |
| 3. <u>Jon BARRICK</u>         | <u>WATER</u>                      |
| 4. <u>Mary Cripe</u>          | <u>Engineering</u>                |
| 5. <u>Kimberly Whitehead</u>  | <u>Fire</u>                       |
| 6. <u>Patty Morgan</u>        | <u>HR</u>                         |
| 7. <u>Sam Twiddle</u>         | <u>W/S</u>                        |
| 8. <u>Sandy Duce</u>          | <u>W/S</u>                        |
| 9. <u>Gennie Green</u>        | <u>W/S</u>                        |
| 10. <u>Sharon Johnson</u>     | <u>Switchboard Mayor's office</u> |
| 11. <u>Jamie Rimer</u>        | <u>CT</u>                         |
| 12. <u>Kit [unclear]</u>      | <u>CT</u>                         |
| 13. <u>Bruce Miller</u>       | <u>Building</u>                   |
| 14. <u>Karen Higginbotham</u> | <u>Police</u>                     |
| 15. <u>Carol Callery</u>      | <u>"</u>                          |
| 16. <u>Susan Shidle</u>       | <u>"</u>                          |
| 17. _____                     | _____                             |
| 18. _____                     | _____                             |
| 19. _____                     | _____                             |

Street Department Training  
Excel Good Housekeeping  
7/21/10

Employee Name

Regina Hynes

John  
St. Howard

Rich Keck

Larry Brown

DAVID BEALL

Greg Wortman

Martin Schall

Marian Wiley

Bob Lee

Anna Long

Michael Hunsberger Jr

John Pluss

Kristen

John

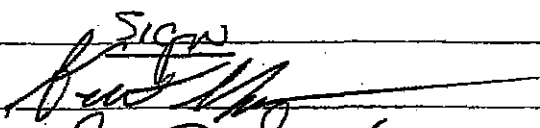
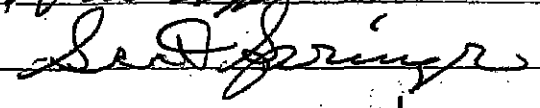
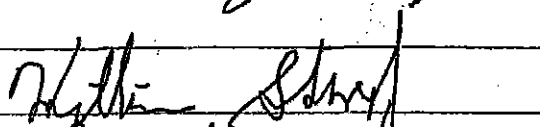
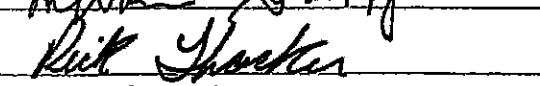
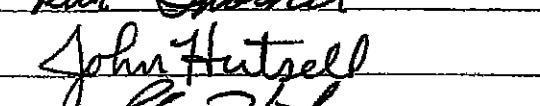

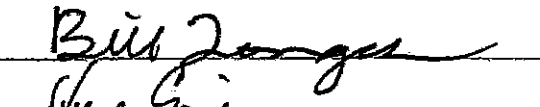
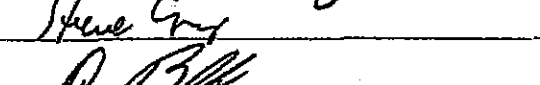
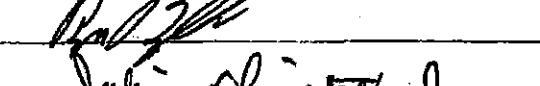
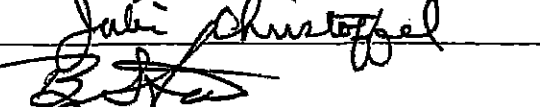

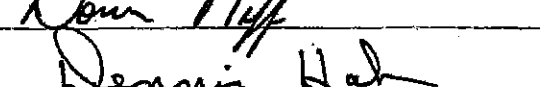
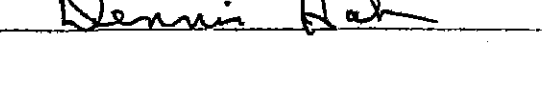
**City of Goshen**  
**Stormwater Department – Good Housekeeping Training**

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Meeting Participant Sign-in Sheet  
July ~~15~~ 2010  
20, 7:30

| <u>Name</u>       | <u>City Department</u> | <u>Signature</u>  |
|-------------------|------------------------|-------------------|
| 1. Roger Taylor   | PARKS                  | Roger Taylor      |
| 2. Ron Soobis     | PARKS                  | Ron Soobis        |
| 3. DAVID GIDDENS  | PARKS                  | P. David Giddens  |
| 4. Aaron Kingsley | Parks                  | Aaron S. Kingsley |
| 5. _____          | _____                  | _____             |
| 6. _____          | _____                  | _____             |
| 7. _____          | _____                  | _____             |
| 8. _____          | _____                  | _____             |
| 9. _____          | _____                  | _____             |
| 10. _____         | _____                  | _____             |
| 11. _____         | _____                  | _____             |
| 12. _____         | _____                  | _____             |
| 13. _____         | _____                  | _____             |
| 14. _____         | _____                  | _____             |
| 15. _____         | _____                  | _____             |
| 16. _____         | _____                  | _____             |
| 17. _____         | _____                  | _____             |
| 18. _____         | _____                  | _____             |
| 19. _____         | _____                  | _____             |

Water and Sewer Department  
Stormwater Training 19 July 2010

| <u>Name Print</u>                    | <u>Sign</u>  |
|--------------------------------------|--|
| Kent Holden                          |    |
| Scott Springer                       |    |
| William Shively                      |    |
| Rick Thacker                         |    |
| John Hutzell                         |    |
| Shannon Hunter                       |    |
| Bill <sup>Bill Longcor</sup> Longcor |    |
| Steve Cripe                          |   |
| Ryan Bills                           |  |
| Julie Christoffel                    |  |
| Bill Stowee                          |  |
| Don Neff                             |  |
| Dennis Hahn                          |  |

**City of Goshen**  
**Stormwater Department – Good Housekeeping Training**

Meeting Participant Sign-in Sheet  
July 16, 2010

| <u>Name</u>        | <u>City Department</u> |                |
|--------------------|------------------------|----------------|
| 1. Carl Gaines     | Carl Gaines            | Central Garage |
| 2. Royce [unclear] | Royce [unclear]        | Central Garage |
| 3. Jay Fisser      | [unclear]              | Central Garage |
| 4. Max Woodring    | Max Woodring           | Central Garage |
| 5. Dan E Coffin Jr | Dan E Coffin Jr        | Central Garage |
| 6. Dewayne Stinson | Dewayne Stinson        | Central Garage |
| 7. _____           | _____                  | _____          |
| 8. _____           | _____                  | _____          |
| 9. _____           | _____                  | _____          |
| 10. _____          | _____                  | _____          |
| 11. _____          | _____                  | _____          |
| 12. _____          | _____                  | _____          |
| 13. _____          | _____                  | _____          |
| 14. _____          | _____                  | _____          |
| 15. _____          | _____                  | _____          |
| 16. _____          | _____                  | _____          |
| 17. _____          | _____                  | _____          |
| 18. _____          | _____                  | _____          |
| 19. _____          | _____                  | _____          |

# PUBLIC DEPARTMENT & ENVIRONMENTAL RISKS

*"Education is the most powerful weapon you can use to change the world."*  
-Nelson Mandela

## Who Should Attend

- Inspectors
- Public Works Professionals
- Engineers
- Design Consultants
- Landfill Management Specialists
- Post Construction Maintenance Professionals

Register Today!



## Location

Life Center  
1212 West Plymouth (State Road 119)  
Goshen, IN 46526

## Date

April 15th, 2010

## Instructor

Jennifer Hildebrand  
CPESC, CPSWQ, CESSWI, CISEC

## Presented By

Greater Elkhart County  
Stormwater Partnership

Thurs 4-13-10

| NAME              | ADDRESS                                      | E-MAIL   | PHONE          |
|-------------------|--|--|----------------|
| Douglas Beall     | 311 WEST MASSIEU ST                          |  | 534-9771       |
| Ted Hope          | 1020 LINCOLNWAY WEST<br>MISHAWAKA, IN. 46544 | ddemeter@mishawakacity.com                           | (574) 258-1655 |
| John Hubell       | 724 PARK DRIVE<br>NAPPANEE, IN<br>46530      | bjhut007@yahoo.com                                   | (574) 221-1368 |
| HARRY MCKIBBIN    | 1846S BATTENBUSH LN<br>GOSHEN IN. 46528      | mc.kibbin708@msn.com                                 | 574-536-1178   |
| Julie Christoffel | 5885 CR 117<br>Goshen 46528                  | <del>Julie</del> JulieChristoffel<br>@GoshenCity.com |                |
| Mailee Houman     |  | Mhousmane@elkcohistory.org                           | 574-584-9394   |
| Duane Burrow      | 4230 ELKWARD Rd<br>Goshen, IN 46526          | Holymoly-Elk@yahoo.com                               | 574-875-3381   |
| Deb Johnson       | 610 Stearny Ave<br>Goshen                    | djohnson1@elkcohistory.org                           | 534-9394       |



4-15-0

| NAME            | ADDRESS                                 | E-MAIL                      | PHONE        |
|-----------------|---|-----------------------------|--------------|
| Kyle Silvens    | 530 Union St<br>Mishawaka, IN 46544     | kws@trayergroup.com         | 574-254-9976 |
| Dustin Sailor   | 204 E. Jefferson St<br>Goshen, IN 46528 | dustinsailor@goshencity.com | 574-537-5814 |
| HILARY CHRISMAN | 1009 S. 9TH ST.<br>GOSHEN, IN 46526     | HCHRISMAN@BRADSKO.COM       | 574-533-3094 |
|                 |   |                             |              |
|                 |   |                             |              |
|                 |   |                             |              |
|                 |   |                             |              |
|                 |   |                             |              |

7/25/25 4-1-10

| NAME           | ADDRESS  | E-MAIL                       | PHONE       |
|----------------|--|------------------------------|-------------|
| DAVID PRINCE   | 911 COLONIAL<br>MANDIE DR.                         | MMA.JUDGE@<br>YAHOO.COM      | 238-7562    |
| Denny Lyon     | Euc. Co. Surveyor<br>Office                        | dlyon@elkhartcounty.com      | 293-3379    |
| Piper Tithe    | Lawson - Fisher<br>525 W. Washington<br>South Bend | ptithe@<br>lawson-fisher.com | 234-3167    |
| Jason Kauffman | 17746-B CR 34<br>Goshen, IN 46528                  | jason.kauffman@in.nacdn.net  | 533-3630 x3 |
| Deb Jimison    | 26500 STURDY OAK PK<br>ECCLETT, IN 46514           | drtjmor@yahoo                | 764-1718    |
|                |  |                              |             |
|                |  |                              |             |
|                |  |                              |             |

4-15-10

| NAME               | ADDRESS   | E-MAIL                           | PHONE        |
|--------------------|---|----------------------------------|--------------|
| Bill Stamer        | 308 N 5th<br>Goshen 46528                         |                                  | 574-238-4751 |
| Rick Kauffman      | 209 N - 3rd ST Goshen                             | RickKauffman@Goshencity.com      | 574-533-8686 |
| JOE FOY            |   | joe.foy@coei.org                 |              |
| Kent Holdren       | 308 N. 5TH  | KentHoldren@Goshencity.com       | 574-534-5701 |
| JASON ABLE         |   | JASON.ABLE@COEI.ORG              | 293-2572     |
| Derrick Henthorn   | 227 W. Jefferson Room 1316<br>South Blvd IN 46641 | Phenthor@Southbradlingov         | 574-235-5998 |
| Kate Niblock       | 610 Stoney Ave<br>Goshen, IN 46528                | kniblock@elkcooking.org          | 574-534-9994 |
| Brandon Louderback | 204 E Jefferson St<br>Goshen, IN 46528            | brandonlouderback@Goshencity.com | 574-534-2201 |

4-15-10

| NAME           | ADDRESS                   | E-MAIL                         | PHONE |
|----------------|---------------------------|--------------------------------|-------|
| W. Karel Stout | ST REGIS CULVERT          | WkStout@StRegisCulvert.com     |       |
| DAN LIECARTY   | Goshen City               | DANLIECARTY@<br>goshencity.com |       |
| Jeni Miller    | Indiana Michigan<br>Power | jmillero@ep.com                |       |
|                |                           |                                |       |
|                |                           |                                |       |
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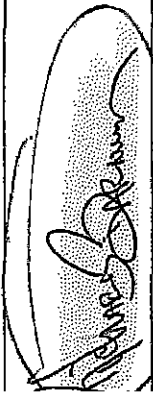
1/15-10

| NAME               | ADDRESS                                     | E-MAIL                                     | PHONE                |
|--------------------|---|--|----------------------|
| Jim Kerezman       | 1000 W. Wilden Ave<br>Goshen, IN 46528      | Jim.Kerezman@GoshenCity.com                | 574-534-4003         |
| Bob Elliott        | 1000 W. Wilden<br>Goshen 46528              | Bob.Elliott@GoshenCity.com                 | 534-5901             |
| BRISONE<br>STEWART | 9835 AUSTIN RD<br>FF WAYNE IN 46805         | BRISONE@EXCERENT.COM<br>RESOURCES INC. COM | 200 490-1025<br>x 24 |
| TIM MOWAGHAN       | 26529 YANKOV STREET<br>EDWARDSBURG IN 49112 | JIM70439@aol.com                           | 574-298-1239         |
| BRENT GRAYBILL     | 2421 SOUTH 174th ST<br>ELKHART, IN 46517    | brent.graybill@coei.org                    | 574/522-2884         |
| KYAN<br>PILLS      | 66003 PLEASANTVIEW                          |  | 574-202-1794         |
| BOB FIECK          | 2720 PLEASANT<br>PLAIN<br>ELK               |  | 574 612 2154         |
| AL<br>SIBALL       | 311 Mount Madonna<br>46528                  |  | 574 534 9711         |

4-15-1

| NAME                | ADDRESS  | E-MAIL                      | PHONE        |
|---------------------|--|-----------------------------|--------------|
| DAVE BATES          | 1000 W. WINDERMERE AVE.<br>GOSHEN, IN 46528          | DAVEBATES@GOSHEMCITY.COM    | 574-534-5802 |
| Donn Neff           | 308 N. 5th St.<br>Goshen, IN 46528                   | Donneff@goshemcity.com      | 574-534-5306 |
| LEE ROTH            | 308 N. 5th St<br>GOSHEN IN 46528                     | DORUNEFF@GOSHEMCITY.COM     | 574 534-5306 |
| DAN YODER           | 59156 CR 35<br>MIDDLEBURY, IN 46528                  |                             | 574-825-2995 |
| CRAIG HALL          | 311 W. MADISON<br>GOSHEN, IN 46526                   | LICKHALL@GOSHEN<br>CITY.COM | 574-536-6311 |
| STEVE HOWARD        | 56910 CR. 31 GOSHEN<br>IN<br>46528                   |                             | 574-825-1114 |
| Randall Robbins     | 311 W. Madison St<br>Goshen, Ind. 46526              | incomt64@aol.com            | 574-322-0794 |
| KARSTO<br>MACKOWIAK | 847 W. JEFFERSON BLVD. #1100<br>SOUTH BEND, IN 46601 | kmackowiak@<br>macog.com    | 574-674-8894 |

4-15-10

| NAME  | ADDRESS                                      | E-MAIL               | PHONE        |
|---|--|----------------------|--------------|
|  | 201 East Jefferson St.<br>Crown Pt, IN 46528 | dbr@community.com    | 574-581-0784 |
| Al McAuliffe  | PO Box 555<br>Crown Pt, IN<br>46308          | amcauliffe@dzlwr.com | 219-712-4207 |
|   |  |                      |              |
|   |  |                      |              |
|   |  |                      |              |
|   |  |                      |              |
|   |  |                      |              |
|   |  |                      |              |

# STORMWATER AND CONSTRUCTION



## [ Who Should ATTEND ]

- Land Disturbance Contractors
- General Contractors
- Commercial Contractors
- Erosion Control Contractors
- Landscape Contractors
- Municipal and County Inspectors
- SWCD Officials

## [ Course LOCATION ]

Life Center  
 1212 West Plymouth (State Road 119)  
 Goshen, IN 46526

## [ Course DATE ]

April 14th, 2010

## [ Presented BY ]

Greater Elkhart County  
 Stormwater Partnership

## [ Course DESCRIPTION ]

Rules, tools and risks of stormwater and construction

## [ Course INSTRUCTOR ]

Jennifer Hildebrand  
 CPESC, CPSWQ, CESSWI, CISEC



Wednesday, April 14, 2010

| NAME                  | ADDRESS   | E-MAIL                     | PHONE          |
|-----------------------|---|----------------------------|----------------|
| Tom L. Anderson       | 1316 CC Bldg S. 3rd 46601                       | TANDERS@SOUTHSEMI.IN.GOV   | (574) 235-5930 |
| Larry K Brown         | City of Goshen<br>311 W Madison                 | Drowni.e@Embercmail.com    | 574 534 9711   |
| Michael Heynewyer Jr. | City of Goshen<br>311 W. Madison                | ldk2921@NETZERO.NET        | 574-534-9711   |
| Karl Stout            | St Regis Culvert                                | WKSTOUT@STREGISCULVERT.COM | 317-445-3037   |
| Steve Scott           | 102 S. Market St.<br>A. Manchester, IN<br>46982 | SScott@d2z/hr.com          | 860-515-3648   |
|                       |   |                            |                |
|                       |   |                            |                |
|                       |   |                            |                |

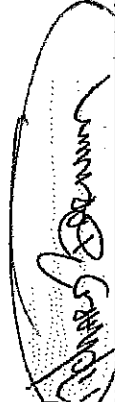
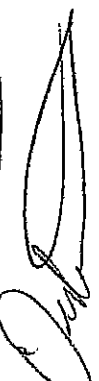
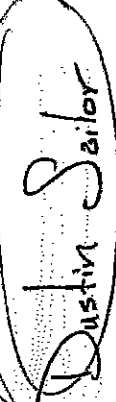
Wednesday, April 14, 2010

| NAME                | ADDRESS  | E-MAIL  | PHONE           |
|---------------------|--|---|-----------------|
| J. Scott Miller     | 412 S. Lafayette Blvd.<br>South Bend, IN 46601 | Smiller@wighttransport.com  | 574-732-4388    |
| Ted Hope            | 1030 Lineplowway West<br>Mishawaka, IN 46544   |   | (574) 258-1655  |
| Jason Kauffman      | 17746-B CR 34<br>Goshen, IN 46528              | jason.kauffman@in.nadnet.net                                      | 574-533-3632 x3 |
| Brandon Boudierbeck | 204 E. Jefferson St<br>Goshen, IN 46528        | brandon.boudierbeck@<br>goshencity.com                            | 574-534-2201    |
| Diana Boudierbeck   | 20736 CR50<br>New Paris                        |   | 574-642-1203    |
| Don Carrico         | 2146 Elkton Rd<br>Goshen IN                    | <del>DonCarrico@sterntrap.com</del><br>DON@CAMCONCONSTRUCTION.COM | 574-971-6717    |
| Kevin Fuller        | 5619A Parkway Nw Suite 1<br>Elkhart, IN 46516  | Kevin@gate-wayproperties.com                                      | 574-295-9944    |
| Ben Burkhardt       | 2495 W Durgalow Rd<br>Morris, IL 60450         | bburkhardt@sterntrap.com  | 815/791-8217    |

Wednesday April 2010

| NAME        | ADDRESS                                      | E-MAIL                         | PHONE        |
|-------------|--|--------------------------------|--------------|
| John H. May | 127 W. Jefferson<br>South Bend, IN<br>466561 | V.MAY@SOUTHBENDIN.GOV          | 574-245-6058 |
| Eric Kurtz  |  | eric.kurtz@in.nad.net<br>net   |              |
| Mary Cripe  | 204 E. Jefferson Street<br>Goshen IN 46528   | Marycrife@goshendy.com         | 574-534-2201 |
| John Bowen  | 906 Maple St.<br>Bristol IN 46507            | jbowen@niblockexc.com          | 574-848-4438 |
| JASON ABLE  | 1201 S. WAPPANEE ST.<br>ELKHART, IN 46516    | JASON.ABLE@COE1.ORG            | 293-2572     |
| Bob Watkins |  | RWatkins@elkhart<br>County.COM |              |
| MIKE CAREY  |  | mbcarey@southbendin.<br>gov    |              |
| Rich Kunk   | Goshen St Dept.                              |                                | 584-9711     |

Wednesday, April 14, 2010

| NAME  | ADDRESS                                     | E-MAIL                        | PHONE        |
|---|---|-------------------------------|--------------|
|    | 204 East Jefferson St.<br>Goshen, IN 46528  | RichardBrennan@GoshenCity.com | 574-838-0206 |
|    | 71816 CR 9<br>NAPPANEE, IN, 46550           | Craig.miller74@YA.HOO.COM     | 574-320-0999 |
| Craig McKeith   | 18465 Butterfly bush Ln<br>Goshen IN, 46528 | MCK16@msn.com                 | 574-536-1128 |
| Philip Barber   | 1002 Zelling Rd, Goshen                     | PBCPaints.ASL.com             | 574-533-0210 |
| Dwaine Buerow   | 4230 Elkhardt Rd<br>Goshen, IN              | SSPD1979-online@yahoo.com     | 574.875.3341 |
| JOE FOY   | 1201 S. JAPPANEE ST<br>ELKHART, IN 46516    | joe.foy@copei.org             |              |
|  | 204 E. Jefferson St<br>Goshen, IN 46528     | dustinsailor@goshencity.com   | 574-534-2201 |
| Marcus L. King  | 906 Maple<br>Bristol IN.                    | mking@niblockexc.com          | 574-320-2649 |

Wednesday, April 14, 2010

| NAME            | ADDRESS   | E-MAIL                         | PHONE        |
|-----------------|---|--------------------------------|--------------|
| John Feller     | 16185 Tropicana ave<br>Goshen IN 46525            | -                              | 574-536-3944 |
| Marion Goley    | 23071 CR 28<br>ELK 46517                          | -                              | 875-5202     |
| Scott McKissick | 56199 Parkwest Ave<br>Suite 2<br>Elkhart IN 46516 | Scott@SquareBuilders.com       | 536-7951     |
| CRAIG MESKOWICZ | 3202 W SAMPLE<br>SOUTH BEND 46619                 | MESKOWICZC@CONTECH-<br>CPE.COM | 532-1860     |
|                 |   |                                |              |
|                 |   |                                |              |
|                 |   |                                |              |
|                 |   |                                |              |
|                 |   |                                |              |



# WHAT YOU NEED TO KNOW ABOUT YOUR COMMUNITY'S ENVIRONMENTAL RISKS

*"Education is the most powerful weapon you can use to change the world."*

*Nelson Mandela*



Register Today!



## Presented By

Clatsop County Board  
Sustainable Practices

## Who Should Attend

Elected City and County Officials  
Developers  
School Administrators

## Instructor

John K. Hillbrand  
CLATSOP COUNTY CLASWEL CENTER

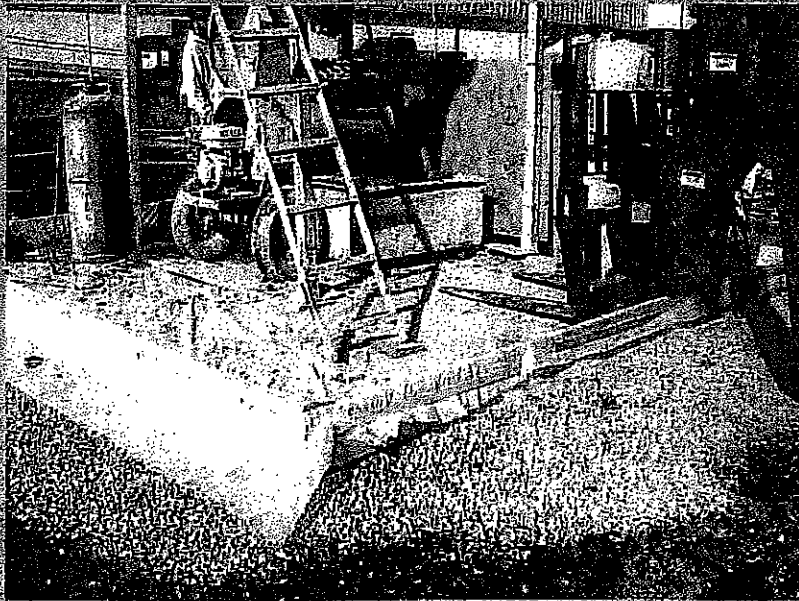
## Location

Life Center  
1212 West Hornum (State Road 149)  
Cushman, OR 97630

## Date

April 13, 2010

# Course Outline



Clean Water Act  
Public Responsibilities  
MS4 Responsibilities      9:00 am - 10:00 am

Enforcement Process  
War stories  
Recent Trends      10:00 am - 10:45 am

Break      10:45 am - 11:00 am

How to protect your site  
(or city) against potential  
fines. What to do first      11:00 am - 12:00 am

## Registration Information

|                     |                   |              |
|---------------------|-------------------|--------------|
| <u>Last Name</u>    | <u>First Name</u> | <u>Title</u> |
| <u>Organization</u> |                   |              |
| <u>City</u>         | <u>State</u>      | <u>Zip</u>   |
| <u>Phone</u>        | <u>Fax</u>        | <u>Email</u> |

## Course Fees

No cost  
(advanced registration required to receive course documents)

## Registration Deadline

April 7th, 2010

## Mail / Fax Registration Form


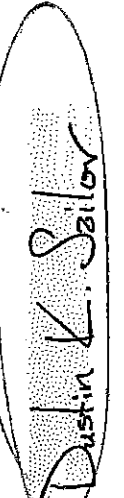
Elkhart County Planning Department  
4230 Elkhart Road  
Goshen, Indiana 46526  
FAX: 574-875-3308  
Attn: John Heiliger

## Questions

John Heiliger  
TEL: 574-875-3337  
jheiliger@elkhartcounty.com



Tuesday, April 13, 2010

| NAME   | ADDRESS                                    | E-MAIL                                | PHONE           |
|--|--|---------------------------------------|-----------------|
|   | 204 East Jefferson St.<br>Goshen, IN 46528 | Rich.Braun@goshencity.com             | 574-238-0206    |
| KEVIN KIRBY  |  | Kirby@contech-ca.com                  | 317-695-2779    |
| Jason Kauffman   | # 17746-B CR 34<br>Goshen, IN 46528        | jason.kauffman@in.nacdn.net           | 574-533-3630 x3 |
| Eric Kurtz   | # 17746-B CR 34<br>Goshen, IN 46528        | eric.kurtz@in.nacdn.net               | "               |
|  | 204 E. Jefferson St<br>Goshen, IN 46528    | dustin.sailor@goshencity.com          | 574-534-2201    |
| MAX A. Yeaker  | 1737 Crabtree Ln<br>Elkhart, IN 46534      | max@premierconcrete.com<br>or 12e.com | 574-269-0198    |
| JOE FOY  | 1201 S. NAPPANEE ST.<br>ELKHART, IN 46514  | joe.foy@coei.org                      | 574-293-2572    |
| Mike Machlon   | "  | mike-machlon@coei.org                 | "               |

Tuesday, April 13, 2010

| NAME               | ADDRESS                                      | E-MAIL                             | PHONE                 |
|--------------------|--|------------------------------------|-----------------------|
| Kevin Keisley      | 1320 3rd St<br>Osceola, IN                   | Kevin@hydroseedinc.com             | 574-850-3294          |
| Larry Schwach      | TOWN OF TUPELO                               | TTM@LigTel.com                     | 260-593-2300          |
| JAMES<br>JASIEWICZ | 220 DEAN<br>JOHNSON BLVD<br>SBERD 46601      | JJASIEWICZ@<br>IUYTECH-EDU         | 574-289-7001<br>X5722 |
| Dale<br>Craker     | 220 Dean Blvd<br>Johnson Blvd<br>SBERD 46601 | dcraker@ivytech.edu                | 574-269-7001<br>X5426 |
| DIXIE<br>ROBINSON  | 1106 HIGHLAND DR<br>GOSHEM 46528             |                                    | 533-4495              |
| Ryan<br>Clark      | 550 UNION ST.<br>MISHAWAKA, IN               | RSC@Troyergroup.com                | 574-228-5768          |
| Chris<br>Waidner   | 550 Union St.<br>Mishawaka, IN               | clw@troyergroup.com                | 574-259-9976          |
| Allan<br>Kauffmann | 205 S. 5th St.<br>Gosheem                    | allankauffmann@<br>gosheemcity.com | 574-533-9372          |

Tuesday, April 13, 2010

| NAME       | ADDRESS                           | E-MAIL                      | PHONE        |
|------------|-----------------------------------|-----------------------------|--------------|
| Tim Miller | 21920 CREYS<br>96528<br>BOWEN, IN | TIMC.FIRE@105.HOMEDEPOT.COM | 574-320-5800 |
| Bob Warkus |                                   |                             |              |
|            |                                   |                             |              |
|            |                                   |                             |              |
|            |                                   |                             |              |
|            |                                   |                             |              |
|            |                                   |                             |              |
|            |                                   |                             |              |



Dustin K. Sailor, P.E., CPESC, City Utility Engineer  
ENGINEERING DEPARTMENT, CITY OF GOSHEN  
204 East Jefferson Street, Suite 1 • Goshen, IN 46528-3405

Phone (574) 534-2201 • Fax (574) 533-8626 • TDD (574) 534-3185  
engineering@goshencity.com • www.goshenindiana.org

December 4, 2010

Indiana Department of Environmental Management  
Drinking Water Branch  
100 N. Senate Avenue  
Indianapolis, IN 46204

Attention: Connie Cousins-Leatherman

**RE: CITY OF GOSHEN PHASE 2 WELLHEAD PROTECTION PLAN  
RESPONSE TO IDEM COMMENTS  
(JN: 2007-0036)**

Dear Connie:

Per your request for additional information, the City of Goshen offers the following responses and attachments.

- 1) **IDEM Comment:** The column that is missing from your 5 yr TOT inventory of PCSs is an "IDEM ID (or permit #)". These can be found by checking the Environment Folder on Indiana Map ( at <http://inmap.indiana.edu/index.htm>) When I checked this listing I found 2 missing VRP sites (NIPSCO ID#6970710 at 312 N 5<sup>th</sup> St. & ID#6031208 at 315 W. Washington St.) and at least 1 LUST (at 310 Steury Ave., FID#7987 &7988). Once you have these IDs you can search the Department's Virtual File Cabinet (VFC) either by facility name or FID and find a lot more specific information about them. The VFC can be accessed at <http://12.186.81.89/Pages/Public/Search.aspx> . I also think you may have some duplicates, but better to have them listed twice than not at all!

*City of Goshen Response to Item No. 1: The City updated the inventory sheets with the requested information. The NIPSCO VRP site and Steury Avenue site were added; however, the Washington Street site was not added because it is located outside the City's Wellhead Protection boundary.*

- 2) **IDEM Comment:** Two other columns that would enhance your inventory are: "Owner's Name" and "Owner's Phone Number". Often these are listed in the IDEM records in the VFC.

*City of Goshen Response to Item No. 2: The City of Goshen updated the inventory sheets with the requested Owner's Name and Owner's Phone Number.*

- 3) IDEM Comment: In reviewing this list, I noticed that the Water Department has several hazardous materials (new and used motor oil, antifreeze) on their property. I think this contradicts the statement on page 22 that says, "The sanitary setback areas of all existing wells have been visually surveyed and no significant sources of contamination have been located within these areas." Even if these materials are stored indoors, they constitute a potential source of contamination. You explained that the city's maintenance garage is co-located on this property. As we discussed, since this is the 1 year TOT for your city's water supply, finding another location for these activities should be a long term goal of this plan. Until then, inspection and maintenance along with spill prevention and containment are a very high priority for this facility. Specific training of staff on the importance of these measures and the actions to take in case of a release should be documented in future updates. There are also records of 3 Underground tanks at this facility. Please Update the "status" column in your inventory for these tanks and correct or add to the statement on page 22. As we talked, the city can play a major role in setting an example for others to remove old tanks that are no longer being used and in implementing spill prevention programs.

*City of Goshen Response to Item No. 3: Regarding the first comment the City has revised page 22 to include the concern about the co-location of the North Well Field and the City's Central Garage. In the interim, the property is operated under a Spill Prevention, Control & Countermeasures (SPCC) plan and a Stormwater Pollution Prevention Plan (SWPPP). As part of the SPCC and SWPPP plans, all potential contaminants are stored within secondary containment. During the recent inspection of the City's Central Garage by Reggie Korthals, IDEM's MS4 Coordinator, the City was found to be maintaining a clean operation that met the requirements of the stormwater program. Copies of the City's SPCC plan, SWPPP plan, and Reggie's Korthals's recent inspection are available upon request.*

*Regarding the second comment the City would like to relocate the Central Garage, but it is currently working to relocate its Street Department at a significant expense to the community during very difficult financial times. The new Street Department site is being laid out to allow expansion for the Central Garage, but that expansion is years off and out of the direct control of the City Water Utility; therefore, the Water Utility is reluctant to sets specific goals related to the relocate the Central Garage.*

*Regarding the third comment the City is aware there is record of 3 underground storage tanks at the North Water Plant. The North Well Field once housed the City's diesel powered electric generation plant that later incorporated the City's Street Department (since relocated). Although the State has record of these tanks still being in place, the City has no record evidence of this and current staff has no recollection of whether these tanks still exist or if they were previously removed. What staff does know is there are no surface vent pipes or other indicators to suggest the tanks are still in place. The City will make a commitment to investigate the issue further, which will require the services of a ground-penetrating radar consultant. If tanks are identified, the City will*

Connie Cousins-Leatherman

December 4, 2010

Page 3

*take the appropriate measures to have them removed. At this time, the status of the tanks is "unknown."*

- 4) IDEM Comment: Lastly, per 327 IAC 8-4.1-9(4), we need a sign-in sheet or description of training that has occurred on wellhead protection areas and first responders since your Phase I was approved. Either local staff, storm water or Fire Department training would qualify. I forgot to mention this when we were talking on the phone. Let me know if you have any questions.

*City of Goshen Response to Item No. 4: It has not been until recently that the City utilized sign-in sheets associated with Utility Department training. The sign-in sheets on record are attached to this correspondence. These sheets are to be inserted behind the documentation in Exhibit H.*

To avoid adding another contact, please continue to direct all correspondence through Kent Holdren, Water Utility Superintendent, at 574-534-5701.

Sincerely,

**CITY OF GOSHEN**



Dustin K. Sailor, P.E., CPESC  
City Utility Engineer

cc: Mayor Allan Kauffman  
Kent Holdren, Water Utility Superintendent  
Carl Gaines, Central Garage Superintendent