Board of Road Commissioners Meeting
County Services Building
May 28, 2025

The Regular Meeting of the Oceana County Board of Road Commissioners was called to order by Chairman Myers at the County Services Building at 10:00 AM on Wednesday, May 28, 2025.

The Pledge of Allegiance was recited by all.

Members present: Myers, Gowell, Koch, Heykoop, LaFever.
Staff present: Timmer, Holmes, Terryn, Shafer.
Visitors: Steve Fleming, Benona Township Supervisor; Lynne Cavazos, Pentwater Township Supervisor; Larry Doran, Weare Township Supervisor; Tim Beggs, Oceana County Commissioner Liaison; Garry McKeen, Oceana County Parks and Recreation; Savanna LaFever, Hart City resident; Stephanie Hughes, Golden Township Resident; and Michael Bosch, Hart Township resident. **TOTAL: 8 visitors.**

AGENDA

Motion by Gowell and supported by LaFever to approve the following amended Agenda items for discussion.

1. APA (Authorized Public Agency)
2. Cancel June 25, 2025 Board Meeting and Move July 23, 2025 Board Meeting to July 30, 2025

Roll call vote: Gowell – yes; LaFever – yes; Koch – yes; Heykoop – yes; Myers – yes.
Motion carried.

CITIZEN'S PARTICIPATION

None.

APPROVAL OF MINUTES

Motion by Heykoop and supported by Koch to approve the Minutes of the May 14, 2025 Regular Board Meeting.

Roll call vote: Heykoop – yes; Koch – yes; Gowell – yes; LaFever – yes; Myers – yes.
Motion carried.

APPROVAL OF VOUCHERS

The Revenues & Expenditures Report and Cash Flow Statement were given to the Board members to review.

Motion by Koch and supported by Heykoop to approve the following Vouchers as presented.

Voucher No. 72422 (Accounts Payable)	$ 405,552.01
Voucher No. 72423 (Payroll)	$ 102,629.60
	$ 508,181.61

Roll call vote: Koch – yes; Heykoop – yes; Gowell – yes; LaFever – yes; Myers – yes.
Motion carried.

The Oceana County Road Commission (OCRC) desires to establish its own SESC program and become an Authorized Public Agency (APA). We have hired a County Highway Engineer who is a PE and currently possess SESC and Construction Stormwater Certification from EGLE. The OCRC hereby establishes the following Soil Erosion and Sedimentation control Procedures, the attached Part 91 Site Inspection Report, and affirms the Funding and Staffing Statement. Our Engineer's Construction Stormwater Certificate number is 22933, expires 7/1/2027 and SESC Certificate number is 03357, expires 7/1/2027. (see attachments)

RESOLUTION NO. 1 – APA (AUTHORIZED PUBLIC AGENCY)

Motion by Heykoop and supported by Gowell to adopt the attached SESC Control Procedures, Site Inspection Report, affirm the Funding and Staffing Statement, and provide our employee's Certificate numbers to EGLE.

Roll call vote: Heykoop – yes; Gowell – yes; Koch – yes; LaFever – yes; Myers – yes.
Motion carried.

Chairman Myers spoke on upcoming Board Meetings…. **CANCEL the June 25, 2025 Board Meeting and also MOVE the July 23, 2025 Board Meeting to July 30, 2025.** All commissioners were in agreement.

STAFF REPORTS

The State crew patched with the hot box, picked up Adopt-A-Highway bags, graded gravel shoulders, and repaired washouts and drains.

The M-20 and Hart crews patched various roads with the hot box, slag upgrades on 80th Avenue in Shelby, Pentwater Blvd., drainage work and grading on Madison Road in preparation for Federal Aid paving job, grading and constructing parking lot for Cedar Point Park (for Parks and Recreation), graded gravel roads, repaired washouts, and tree trimming using the loader with the brush arm. The Road Commission has brined Colfax, Pentwater and Hart Townships and scheduled to brine Golden, Crystal and Grant Townships. Great Lakes Chloride is scheduled to brine Elbridge, Leavitt, Ferry, Greenwood, Claybanks and Otto Township the week of 6/2/2025.

Traffic Services worked on asset management, Road Soft, permits, sign repairs, and supervised the sign crew.

Mark Timmer reviewed bills and finances with Assistant Manager-Clerk and Finance Director, attended Paul Bunyan Council Meeting with Assistant Manager-Clerk, our Council elected our Sign Shop Foreman-Safety Coordinator, Jeremi Bosch to be the SAMS representative and our Maintenance Coordinator, Jeff Balkema will assist him. Mark has done road estimates, attended Work Zone and Temporary Traffic Control Training (Train the Trainer) with Sign Shop Foreman-Safety Coordinator, Jeremi Bosch, had M-20 Tunnel Teams meeting with engineers and our Highway Engineer, and had a permit meeting with Muskegon County Road Commission (MCRC).

Chairman Myers asked if there was any further business to come before the Board. There being none, the Meeting was adjourned at 10:12 AM.

Respectfully submitted,

LORI L. HOLMES
Finance/HR Director

WILLIAM MYERS
Chairman

JUNE 11, 2025
DATE

OCEANA COUNTY ROAD COMMISSION

Office (231) 873-4226 **P.O. Box 112** **Shop (231) 873-3717**
FAX (231) 873-7123 **Hart, Michigan 49420**
www.oceanacrc.org (website)
clerk@oceanacrc.org (email address)

May 29, 2025

Ms. Brandon Jacobs Stefanski
Senior Environmental Quality Analyst
Water Resources Division, Grand Rapids District Office
Michigan Department of Environment, Great Lakes, and Energy

Dear Ms. Jacobs Stefanski,

The Oceana County Road Commission has officially adopted an SESC Control Procedures and Site Inspection Report, and affirmed a Funding and Staffing Statement at the May 28, 2025 Board Meeting. Attached are the SESC Control Procedures and Site Inspection Report, a Funding and Staffing Statement, Board Minutes and Resolution, and our employee's SESC and Construction Stormwater Certificate Numbers (in the narrative above the resolution). After talking to both the Drain Commissioner and Director of the Conservation District, they both stated that they had responded to your request for comments and are in support of OCRC becoming an Authorized Public Agency and Adopting our own SESC program.

Thank you for your help in this process and please don't hesitate to contact me if you have any further questions.

Sincerely,

Mark Timmer
Managing Director

Cc: Renee Curtis
Assistant Manager-Clerk

Cole Shafer, PE
County Highway Engineer

Oceana County Road Commission
PO Box 112
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Hart, MI 49420
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Oceana County Road Commission

SOIL EROSION & SEDIMENTATION CONTROL PROCEDURES

Adopted May 28, 2025

Board of County Road Commissioners

Oceana County, Michigan

Chairman – William Myers

Vice Chairman – Lloyd Gowell

Member – Denis Koch

Member – Andrew Heykoop

Member – Jason LaFever

SOIL EROSION AND SEDIMENTATION CONTROL PROCEDURE
for the
OCEANA COUNTY ROAD COMMISSION
(Adopted 2025-05-28)

INTRODUCTION

All requirements of Part 91, Soil Erosion and Sedimentation Control (SESC), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 91), and the administrative rules promulgated under the authority of Part 91 are included in this procedure by reference.

This procedure was adopted as a working document; its contents are intended to serve as guidance for all activities of the Oceana Road Commission (hereafter referred to as the Agency), falling under the jurisdiction of Part 91. A copy of this procedure is provided to all Agency and contracted personnel engaged in any aspect of SESC. Those personnel are expected to understand and implement the requirements of this procedure. Standards and specifications referenced in this procedure are available to all Agency and contracted personnel.

The goal of the Agency is an effective and economical SESC program to protect the soil, water, and other natural resources of Oceana County. Controlling erosion and off-site sedimentation is a high priority for all projects undertaken by, or performed under contract for, this Agency.

The Agency will anticipate and plan for potential SESC problems associated with all phases of a project, including clearing, rough grading, construction, final grading, restoration, and continuing site maintenance. All earth change activities greater than one acre in total disturbance with a point source discharge to waters of the state will be performed in accordance with a comprehensive SESC plan which meets the requirements of Rule 323.1703 (Attachment 1). All other earth change activities that are within 500 feet of waters of the state of greater than one acre in size without a point source discharge to waters of the state will be done in accordance with a comprehensive SESC plan which meets the requirements of Rule 323.1703 or in accordance with established maintenance guidelines referenced in this procedure.

Borrow and spoil disposal areas will be selected by the Agency or contractor with full consideration of erosion and sediment control and the requirements of Part 91. Regardless of who is responsible for selecting borrow and disposal areas, the Agency will ensure that appropriate permits have been obtained by the landowner prior to allowing borrow to be removed or spoils to be deposited.

This procedure is subject to review by Agency staff and the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The procedure will be revised by the Agency as standards and techniques for SESC evolve; all proposed revisions will be submitted to the EGLE for review and approval prior to formal adoption.

All Agency and contract personnel, who have SESC decision making authority including, but not limited to: Plan development or review, inspections, or compliance and enforcement, will complete the SESC training pursuant to Section 9123 of Part 91. This includes Agency personnel in the following positions:

- County Highway Engineer
- Engineering Technician
- Road Foreman

The County Highway Engineer is ultimately responsible for ensuring that the Agency complies with this procedure and all requirements of Part 91.

STANDARDS AND SPECIFICATIONS
The most recent versions of the documents listed below are the Agency's standards and specifications for implementing SESC measures:

1. Michigan Department of Transportation Specifications for SESC, including:
    a. *Soil Erosion and Sedimentation Control Manual*
    b. Soil Erosion and Sedimentation Control Measures, Standard Plan R-96-E, or subsequent revisions
    c. Michigan Department of Transportation 2020 Standard Specifications for Construction or subsequent edition

2. *EGLE, Guidebook of Best Management Practices (BMPs).*

3. The manufacturer's standards and specifications for SESC products.

THE SOIL EROSION AND SEDIMENTATION PROCESS
Soil erosion is classified as either natural or accelerated. Natural erosion is a geological process facilitated by time, climate, and other environmental site conditions, which proceeds relatively independently of human activity. Accelerated soil erosion is a result of human activity. After soil has been exposed or topography altered, wind or moving water can rapidly move sediments into water bodies or onto adjacent property. Accelerated erosion and off-site sedimentation must be prevented during and after construction and maintenance activities.

Base erosion potential is the amount of erosion expected from a site after vegetation has been removed. Whenever and wherever possible, avoid construction or soil disturbance in locations with a high base erosion potential or a preexisting natural erosion condition. Such sites logically possess high-accelerated erosion potential; seek viable sites with lower erosion potential as alternatives.

PRINCIPLES OF SESC
The Agency recognizes seven basic principles of SESC:

1. Design and construct terrain features, such as slopes and drainageways, to minimize the erosion potential of the exposed site. Consider soil type, time of year, proximity to waterways, duration of exposure, length and steepness of the slope, and the anticipated volume and intensity of runoff.

2. Minimize the area of unstabilized soils left unprotected from runoff and wind.

3. Minimize the amount of time areas of unstabilized soils are exposed to erosive forces.

4. Sites shall be stabilized within five days of final grade.

5. Avoid concentrating runoff. If concentrated runoff is unavoidable, implement measures to reduce runoff to a non-erosive velocity.

6. Trap eroded sediments on-site with temporary and permanent barriers, basins, or other sediment retention measures and allow for the controlled discharge of runoff at a non-erosive velocity.

7. Implement a continuous inspection and maintenance procedure, which includes written documentation of the SESC actions from the time of initial earth change until the site is stabilized.

The foregoing principles guide the SESC decisions of the Agency during planning, design, and installation for both construction and maintenance sites and during the performance of routine maintenance tasks.

PLANNING AND DESIGN

Effective SESC begins with planning, including locating projects to best meet each project objective while minimizing the potential for erosion.

Develop a comprehensive SESC plan in accordance with Rule 323.1703 for incorporation into the design plans for all phases of all projects. At a minimum the plans will contain the following items/as identified in Attachment 1:

1. **A map or maps at a scale of not more than 200 feet to the inch.**
2. **A legal description and site location sketch of the site**
3. **Proximity of the earth change to lakes and streams, or both**
   If possible, avoid working in or near lakes, streams, wetlands, and floodplains. If it is necessary to work in or near these areas, the appropriate local, state, and federal permits will be obtained prior to the commencement of work. Minimize the number of stream crossings to reduce disturbance to streams and protect water quality. When a stream crossing is necessary, locate it at a stable reach of the stream and either at a right angle to the direction of flow or so the culvert or waterway opening is aligned to accommodate the natural course of the stream. Select horizontal and vertical alignments of rights-of-way to avoid critically erodible sites along the proposed route and minimize disturbance to surface and groundwater flows. Alignments will be consistent with safety criteria and, to the extent possible, fit into the natural landscape to reduce the number and size of cuts and fills.
4. **Predominant land features**
5. **Contour intervals or slope description**
   Clearly show the scope, location, and installation details for all SESC measures on the plans, in the specifications, and in the special guidelines for in-house or

contracted construction and maintenance projects. Control the concentration of water on slopes with infiltration areas, intercepting ditches, diversion berms, or drop structures with stable outlets. Reduce the concentration and velocity of runoff by use of horizontal surface roughening, reduction of effective slope length, and the prompt installation of mulch, geotextile, or other appropriate surface covering. Design ditches and channels with the flattest side slopes permitted by the right-of-way (preferably 3H:1V, or flatter) and broad, flat or rounded bottoms. Channels shall be vegetated or armored with geotextile, riprap, or other suitable material as necessary to prevent erosion at anticipated flows.

6. **A soils survey or written description of the soil types of the exposed land area contemplated for the earth change**
7. **A description and the location of the physical limits of the earth change**
8. **A description and the location of all existing and proposed in-site drainage and dewatering facilities**
   Culverts and other structures placed in channels often constrict flood flows, increase water velocity, and increase the potential for erosion. In situations with such potential, protect the culvert or structure embankment slopes and the downstream channel and banks with riprap or other erosion resistant material. Design road crossings to locate culverts, bridges, or other in-stream structures to minimize changes to channel cross-section and orientation.
9. **The timing and sequence of each proposed earth change**
   This should include a construction sequence which specifically schedules the installation and maintenance requirements of each temporary and permanent SESC measure included in the design. The scheduling of a project, with respect to the growing season and accepted seeding dates, will be considered when selecting SESC measures for a project. Liberal use of erosion control blankets, securely anchored mulch, or other erosion resistant materials will be used when a project extends beyond the growing season.
10. **The location and description for installing and removing all proposed temporary SESC measures**
    Provide a section in the plans to list miscellaneous quantities of SESC materials to address unanticipated control requirements. Emphasize the placement and maintenance of both temporary and permanent SESC measures on plans and guidelines, and handle as bid items in contracts when feasible. Contracts will specify that temporary SESC measures shall be installed prior to, or upon commencement of, earth change activity and shall be removed only after permanent SESC measures are in place and the site is stabilized. Place check dams, sediment traps, or both in combination, to reduce runoff velocity and trap sediments in unstabilized ditches or channels. These devices may be either temporary or permanent, depending on the conditions at the site.
11. **A description and the location of all proposed permanent SESC measures**
    Permanent SESC measures shall be in accordance with the manufacturer's specifications and the guidelines set forth in the standards and specifications adopted by the Agency. Install permanent SESC measures for all slopes, channels, ditches, or any disturbed land area within five (5) calendar days after final grading or completion of the final earth change. If permanent stabilization of a disturbed area is not possible upon completion of an earth change, maintain temporary SESC measures until the site is stabilized. Place check dams, sediment traps, or both in combination, to reduce runoff velocity and trap

sediments in unstabilized ditches or channels. These devices may be either temporary or permanent, depending on the conditions at the site. All sites will have at least one permanent SESC measure such as vegetation (Seeding).

12. **A maintenance program for all permanent SESC measures that remain after a project has been completed**
    Plans will include a routine inspection and maintenance schedule. Structures designed to trap sediments shall be cleaned out to full capacity when found to be 50 percent full and the sediment removed to an approved upland disposal site. Maintain check dam integrity and contours to ensure runoff does not create erosion by undermining or travelling around the ends of the structures.

INSPECTIONS

Agency or contract personnel who have successfully completed the SESC training required by Section 9123 of Part 91 are responsible for inspecting and documenting site conditions on a weekly basis and within 24 hours of a runoff event (rain or snowmelt). Documentation will be made on the Agency's Site Inspection Report Form *(Attachment 2)*. The inspector will document, at a minimum, site conditions, whether the SESC measures are installed per the SESC plans or procedures, whether the SESC measures are effective in minimizing erosion and preventing off-site sedimentation, whether the SESC measures are in need of maintenance, and what corrective actions are necessary and the timeframe to make the corrective actions.

CONSTRUCTION/EATH WORK

All phases of construction, heavy maintenance and maintenance, including the installation and maintenance of SESC measures, will follow the schedule prescribed in the SESC plan or maintenance guidelines. The first step in the construction sequence is the placement of SESC measures to effectively prevent sediment from entering any lake, stream, wetland, or adjacent property. The construction sequence is completed by the conversion of temporary SESC measures to permanent controls and full stabilization of soils on the site.

The maximum area of erodible soils exposed at any time will be based on site characteristics and stated in the phasing, staging, and sequencing section of plans or guidelines. For example, if a site has an area with clay soils, the SESC plan designer may choose to limit the maximum area of exposed soil in this part of the site at any one time, to minimize the risk of clay soils becoming suspended in runoff.

If embankment slopes terminate near a lake or stream, maintain or establish a protective buffer of vegetation between the water body and the disturbed area whenever feasible. Place silt fence or an equivalent SESC treatment at the toe of the disturbed portion of the embankment; additional courses of silt fence may be required along intermediate contours of long or steep slopes.

Perform maintenance and new construction operations in the dry, whenever possible. Cofferdams or similar structures can be placed around work done below the ordinary high water mark or legally established level of a lake if needed.

When a temporary diversion channel is used, slopes of the channel will be stabilized with vegetation or erosion resistant materials before water is released to the channel.

Install sediment traps, check dams, or filters in the channel to remove sediments from runoff which may leave the site or discharge to a water body.

Locate all stockpiles, waste material, and spoils in upland areas where they can be properly contained and will not erode into water bodies or on to adjacent properties.

Conduct site restoration and stabilization in a manner that ensures adequate temporary or permanent SESC measures are in place and functioning at the end of each workday.

MAINTENANCE OF SESC MEASURES

Maintenance includes implementing necessary repairs or corrections to existing temporary or permanent SESC measures. Temporary SESC measures shall be maintained daily; permanent measures in need of repair shall be corrected within five (5) days of detection of the problem, unless the scope of the work or the season prevents such action. If this is the case, implement temporary measures immediately to contain sediments from failed permanent measures and maintain temporary measures until the permanent measures are repaired.

Apply seed and mulch or plant other ground stabilizing vegetation immediately following final grading on all disturbed sites where the slopes are gentle enough to allow their effective use. Vegetative treatments shall follow guidelines published in the documents referenced elsewhere in this procedure. Use rolled erosion control products, staked sod, geotextiles, riprap, or other suitable erosion control materials, as necessary, on steep slopes or other areas unsuitable for standard vegetative treatments. Length of slope, soil characteristics, and access for maintenance will influence the maximum slope suitable for standard vegetative treatments. Any slope steeper than 2H:1V should have structural treatments to reinforce or replace vegetation. Slopes steeper than 3H:1V *may* require structural treatments depending on site conditions. Use all products in accordance with the manufacturer's specifications.

MAINTENANCE CONSTRUCTION (HEAVY MAINTENANCE)

Plans are developed and SESC measures are implemented for maintenance construction and heavy maintenance in the same manner as for new construction. Plans shall meet the requirements set forth in Rule 323.1703 and as outlined in the Planning and Design section above. Inspect and document site conditions and maintain SESC measures on maintenance construction and heavy maintenance projects in the same manner as for new construction.

ROUTINE MAINTENANCE PROJECTS

Routine maintenance activities are subject to the same general SESC requirements as new construction or heavy maintenance. Typical routine maintenance tasks include, but are not limited to, the following:

- Road and shoulder grading
- Roadside ditch clean-out
- Cross drainage culvert, underdrain, bridge approach, and embankment repair or replacement
- Slope protection and washout repair

In lieu of developing formal SESC plans, the Agency will undertake the above listed activities in accordance with the following guidelines:

Road and Shoulder Grading

a) Conduct road grading operations adjacent to or crossing any watercourse in a manner which does not allow graded materials to enter directly or be carried by runoff into the watercourse. Direct road drainage to areas which allow runoff to filter through a vegetative buffer prior to entering any watercourse.

Roadside Ditch Clean-Out

a) Conduct ditching operations in the dry or in periods of low water flow.

b) Leave at least 50 feet of natural vegetation between the terminus of ditching and any lake or stream.

c) If existing vegetation is inadequate to filter sediments from runoff, install temporary or permanent check dams, sediment traps, or both.

d) If it is necessary to remove the vegetated filter described in (a), do so only after the remainder of the ditch is revegetated and stabilized.

e) Protect ditches with long slopes by leaving 20-foot long natural vegetation filters or constructing check dams at intervals not exceeding 2-feet of vertical drop or at lesser intervals if conditions dictate.

f) Where possible, salvage topsoil and replace immediately upon completion of the ditching project or within five (5) days of earth disturbance on any portion of the project, whichever is less. Seed and mulch ditches within five (5) days of final grade.

Cross-Drainage Culvert, Underdrain, Bridge Approach, and Embankment Repair

a) Isolate all work from flowing water.

b) Stabilize culvert ends and areas below annual high water levels with riprap over geotextile or other suitable erosion resistant materials.

c) Stabilize all disturbed areas above the annual high water mark with sod, seed, mulch, or other suitable erosion resistant material within five (5) days of final grade.

d) Acquire all applicable permits from the Department of Environment, Great Lakes, and Energy under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Slope Protection and Washout Repair

a) Isolate all work from flowing water.

b) Immediately stabilize all disturbed areas with sod, seed, mulch, or other erosion resistant materials.

c) Divert water flow away from the top of the slope or convey water downslope with a properly designed downdrain with a stable outlet until the area is stabilized.

d) Additional SESC measures may be required for work on steep slopes or slopes located near lakes or streams.

COMPLIANCE AND ENFORCEMENT

The Agency, regardless if work is performed by Agency staff or contract personnel) is ultimately responsible for ensuring compliance with these SESC procedures (including Part 91 and the rules promulgated under Part 91), the SESC plans developed for the projects, and contracts associated with the projects. The Agency shall ensure that staff directives and contracts include clear language describing the responsibility of staff and contractors to comply with these procedures and the authority of the Agency to enforce compliance with these procedures, and the consequences for noncompliance.

Contractor compliance will be assured with contract language including, but not limited to, the following:

- Include separate line item values for the construction, installation, maintenance, and removal of temporary and permanent SESC measures. Failure to implement SESC per the contract will result in withholding payment, stopping work, or using the line item value to pay another company to implement SESC.
- The acquisition of a bond or letter of credit and implementation of actions comparable to those authorized by section 9119 of Part 91.
- The ability of the Agency to impose fines and assess the cost of actual damage if the contractor does not comply with the SESC requirements of the contract or Part 91.

Agency staff compliance will be assured by taking the following actions and be broken down from minor to moderate and serve compliance issues. Compliance and enforcement severity will be based on the judgement of the Part 91 Inspector:

- Minor to Moderate
    - *Provide direction to staff to correct deficiencies noted during inspections in a specified timeframe as well as perform follow up inspection to confirm corrective action has been taken*
    - *Depending on the severity arrange for additional staff training on proper work methods and the importance of SESC*
    - *Depending on the severity arrange for others to perform the work*
- Severe
    - Issue stop work notice, consult with County Highway Engineer on advice and follow up actions
    - Arrange for others to perform corrective action and to complete the work

Attachment 1

SESC PLAN REQUIRMENTS

Pursuant to Rule 1703 promulgated under Part 91, all SESC plans must contain, at a minimum, the following information:

1. Map (plan) with a scaled drawing of not more than 200 feet to the inch (or as required by the county or municipal enforcing agency) that includes:
    a. A legal description;
    b. A site location sketch;
    c. The proximity of the proposed earth change to lakes and streams;
    d. Predominant land features; and
    e. Contour intervals or slope description.
2. A soils survey or written description of the soils of the anticipated exposed land area.
3. Details of the proposed earth change, including:
    a. A description and the location of the physical limits of each proposed earth change;
    b. A description and the location of all existing and proposed on-site drainage and dewatering facilities;
    c. The timing and sequence of each proposed earth change;
    d. The location and description for installing and removing all proposed temporary SESC measures;
    e. A description and the location of all proposed permanent SESC measures;
    f. A program proposal for the continued maintenance of all permanent SESC measures, including the person responsible for the maintenance.
4. Any other information required by the Part 91 agency that has jurisdiction over the project.

Attachment 2

PART 91
SITE INSPECTION REPORT

Control Section	Job Number	Route
Project Location	City/Village	Township
Permit No.	Inspections No.	Date of Inspection

A. GENERAL

Is permit posted at site?	☐ Yes	☐ No	☐ N/A
Are approved plans available?	☐ Yes	☐ No	☐ N/A
Is sediment properly contained on project site?	☐ Yes	☐ No	☐ N/A
Is earth change confined to areas specified on plans?	☐ Yes	☐ No	☐ N/A
Is there a potential for sediment to leave property/site?	☐ Yes	☐ No	☐ N/A
Is there a potential for sediment to discharge to surface waters?	☐ Yes	☐ No	☐ N/A

B. CONTROL MEASURES

Are controls installed per plans?	☐ Yes	☐ No	Are controls adequate for this site?	☐ Yes	☐ No
Are controls properly maintained?	☐ Yes	☐ No	Are storm sewers being protected?	☐ Yes	☐ No

C. INSPECTOR'S COMMENTS

Specific on-site conditions:

Weather conditions (Amount, Type, & Date of Last Precipitation):

Photos Taken? ☐ Yes (See Attached) ☐ No:

Recommendations:

Corrections (if any) must be made by _____/_____/_____ (date)

D ACTION TAKEN

☐ Report left on-site with _____

☐ Report emailed to _____

☐ Violation notice recommended _____

☐ Notification Date _____

_____ _____

Inspector's Signature/CSWO Number Date

FORM INSTRUCTIONS:

1. Construction sites must be inspected every 7 days or within 24 hours after a precipitation event that results in a discharge from the site including weekend days regardless of if the contractor is working or not.
2. A discharge is defined as storm water runoff that does not infiltrate into the ground and leaves the construction site or enters waters of the state after a precipitation event.
3. Engineering judgement must be used when determining if a discharge from the site has occurred.
4. Corrective actions must be made within 24 hours if sediment has entered waters of the state, left the agency's right-of-way or if public safety may be compromised. Otherwise, corrective actions must be made within 5 calendar days.
5. Inspectors must be Certified Storm Water Operators.
6. Individuals who authorize changes to SESC measures shown on the plans must have a valid comprehensive SESC training certificate.
7. Inspections must continue until the site is stabilized and, if appropriate, the Notice of Termination has been submitted.
8. Winter site inspections must be performed at least once every 30 days during the inactive period as defined in the MDOT SESC Manual if weather conditions are deemed safe for travel. In weather section of the report note average temperature and high temperature for the reporting period
9. This form must be used when documenting SESC inspections

Managing Director
Mark Timmer

MEMORANDUM

Date: May 22, 2025

Re: Funding and Staffing for SESC Program

To Whom it May Concern,

The Oceana County Road Commission (OCRC) has sustainable, sufficient funding to provide appropriate staff and equipment to establish and maintain an SESC program. The OCRC is in good financial standing with the most recent 2024 fiscal year end fund balance of ~$1.8 million, a current cash balance of ~$2.8 million, and current State funding through the Michigan Transportation Fund (MTF) of ~$7.5 million annually. OCRC has adequate budget funds and qualified personnel to support the SESC Program. SESC measures are also budgeted into project estimates including those requiring Federal and State Aid.

Sincerely,

Mark Timmer
Managing Director

Cc: Renee Curtis
Assistant Manager-Clerk

Cole Shafer
County Highway Engineer, PE