

STORMWATER ADVISORY COMMITTEE (SWAC)

Meeting #4 – Agenda
November 7, 2017 @ 3:00 P.M.

CITY HALL
ROOM 337
200 WEST FIFTH STREET

“Come with an open mind, a willingness to hear all opinions or ideas,
and be a champion for sustainable stormwater management in Greenville.”

1. Call to order
2. Introductions
3. Announcements
4. Public comment period
5. Approval of October 3, 2017 meeting notes
6. Chairman’s Comments
7. Review of extent of service
8. Extent of service critical decision points
 - a. Should the City maintain infrastructure on private property and if so, where?
 - b. Should the City extend maintenance outside of the City limits within the ETJ in specific instances?
 - c. Should the City participate in infrastructure upgrades on private property for both closed infrastructure and stream stabilization?
 - d. Should the City add new programs to expand the extent of service?
9. Introduction to level of service
10. Level of service for closed system infrastructure
11. Questions and Comments
12. Closing Remarks

**City of Greenville (COG)
Stormwater Advisory Committee Meeting
October 3, 2017 3:00 pm – 5:00 pm
City Hall, Room 337**

Advisory Members Present:

Tom Best	Donnie Brewer	Drake Brinkley
Matt Butler	Michelle Clements	Ronnie Donley
Don Edwards	Joni Torres	
Beth Ward	Cassius Williams	

Staff & Consultants Present:

Kevin Mulligan/COG	Lisa Kirby/COG	Daryl Norris/COG
Amanda Braddy/COG	Mark Senior/WK Dickson	Tom Murray/WK Dickson
Inga Kennedy/PEQ	Marla Hill/PEQ	Katie Cromwell/Raftelis

1. Kevin Mulligan of Greenville Public Works opened the meeting, welcomed Stormwater Advisory Committee (SWAC) members. After introductions of staff and committee members, Mr. Mulligan gave a brief overview of the status of Greenville’s stormwater management efforts. Mr. Mulligan stated that there are currently two stormwater projects before the City Council: (1) An on-call contract to replace stormwater pipes throughout the city; and (2) Town Creek Culvert. The price tag for these projects is more than \$22 million, with most funding coming from the stormwater utility. The City will receive an interest free loan from the Clean Water State Revolving Fund for approximately \$16 million of the overall \$22 million project. The uptown region is undergoing \$600 million in construction, with an additional \$500 million in other areas.
2. Mr. Mulligan stated that the SWAC is being reconvened to consider how the stormwater utility should conduct a rate study. Currently \$6 million per year is raised by the stormwater utility. This significant shortfall was discussed in SWAC meetings 1 and 2, and has prompted the rate study. SWAC input is needed to help develop a goal for future level of service (LOS) and costs from catastrophic storms. Mr. Mulligan noted that, while North Carolina was missed by the recent hurricanes, there have still been heavy storms that caused flooding.
3. Inga Kennedy was introduced as facilitator for the meeting. Ms. Kennedy reviewed the agenda and noted the business items that would ideally be completed at this meeting, namely the election of a chair, vice chair, adoption of guidelines, method for reaching consensus, participation requirements, meeting records, role of staff and consultants, and other matters. Ms. Kennedy noted that meetings are open to the public and that the public would be granted a ten-minute period during every meeting to make comments. (The adopted guidelines are attached to these minutes for more specifics).

4. Don Edwards asked where meetings were to be held. Mr. Mulligan replied that they would probably be held at City Hall – the rooms are of a good size and have audiovisual equipment. He inquired about challenges with parking and said he would see if something could be arranged with Greenville Utilities for use of their lot. The
5. committee confirmed to Ms. Kennedy that the location was satisfactory and it was agreed that meetings would continue to be held at City Hall.
6. SWAC members next agreed that they will meet the first Tuesday of each month, from 3-5 pm, with one exception – the January meeting will be held on January 9, 2018 to accommodate New Year’s Day schedules. Ms. Kennedy said that a meeting calendar will be sent to all members. The meeting dates are as follows:
 - a. November 7, 2017
 - b. December 5, 2017
 - c. January 9, 2018
 - d. February 6, 2018
 - e. March 6, 2018
 - f. April 3, 2018
 - g. May 1, 2018
7. Don Brewer asked how many SWAC members there are. Lisa Kirby said there are officially twelve. Beth Ward asked if any were paid by the city. Ms. Kennedy responded they were not.
8. Tom Best inquired about how the meetings would be publicized. He noted that it would be important to be able to “sell” the recommendations from the rate study to the public. Ms. Kennedy responded that the process is intended to be very transparent, with minutes and other relevant records posted to the website, as well as emailed to the Committee. In addition, meetings will be advertised to the public in advance.
9. Mr. Best said that he had met with someone who has a marketing and environmental background who would be interested in serving as a volunteer; this person could be useful in the future as a resource to publicize activities. Ms. Kennedy agreed and noted that the staff would reach out to him offline for more information.
10. Ms. Kennedy next discussed whether the committee wanted to assign alternates. Mr. Brewer asked whether a previous member had resigned or removed himself from the committee. Ms. Kennedy responded that Jeff Aldridge had indeed removed himself for reasons of availability and that Bill Clark offered Landon Weaver to serve as an alternate for himself; unfortunately, Landon Weaver did not respond to the meeting invitation. Ms. Kirby noted that there are

11. currently 11 members of the SWAC, given that information. Kevin Mulligan stated that both Jeff Aldridge and Bill Clark represented the development community, important to have at the table; he planned to ask Bill Clark to serve as a replacement for Jeff Aldridge.
12. Ms. Kennedy asked the SWAC about their desire to elect a chair and vice chair. Ms. Ward stated she felt having a chair was important to call the meetings to order and keep discussions moving along. Darryl Norris (DPW) stated that the ultimate goal of the committee is to make recommendations. A chair would be the spokesperson.
13. Ms. Ward nominated Tom Best, citing his soil and water conservation background, experience and helpful connections. The motion was seconded, and Tom Best was unanimously elected chair of the SWAC.
14. Drake Brinkley was nominated and unanimously elected vice chair, with primary responsibility for filling in in the chair's absence.
15. The next issue was to determine how the SWAC will decide when a question or recommendation is approved, whether by quorum, majority vote, consensus, etc. Mr. Best spoke about the advantages of allowing all collective wisdom to be expressed. Any discussion should be a "go around the room" discussion with each member given the opportunity to speak, even if only to say "pass." He felt that would enable the committee to reach consensus, and that the committee can handle this on a case by case basis. Mr. Brewer noted that getting the rules on the front end can eliminate conflict. Mr. Best reiterated the need for a format that allows full participation and from that, the committee can get to a majority vote. Ms. Ward noted that in the first two meetings, there was no conflict and she felt it was important to keep things not so formal and instead, relaxed and goal-focused. The SWAC agreed that majority vote would be the adopted procedure.
16. It was next noted that a quorum refers directly to how many members must be at a meeting for it to be an official SWAC meeting. It was agreed that at least two-thirds, or seven, members should be present.
17. Ms. Ward noted that she is very supportive of stakeholders having full opportunity for input.
18. Ms. Kennedy suggested that the camaraderie displayed among the committee members would allow for relatively smooth proceedings. Mr. Brewer noted that in the past, the committee had conflict regarding the stormwater fee and couldn't resolve it. Ultimately, they did not vote on it. Michelle Clements agreed that conflict can arise during money discussions.
19. Next, the SWAC discussed other membership participation matters. Ms. Torres asked whether one or two additional members would be added to represent the development community. Mr. Norris asked whether the Chair would also break ties. The Committee agreed that the Chair or Vice Chair could function as tie-breakers if needed.

20. Ms. Ward asked that the agenda reflect times. Ms. Kennedy referred her to the sample agenda in the Guidelines, which does indicate the amount of time that should be devoted to each item.

21. Tom Murray of WK Dickson took the floor to talk about future topics; Mr. Murray explained that each topic had facets related to the public, and how the SWAC should view each one to provide input. Typical questions to focus on would be When? How Much? How Soon? Etc. (Mr. Murray's slides will be posted on the project website.) Mr. Murray encouraged SWAC members to suggest topics, to let staff know when they need more information, whether they would like to invite guest speakers, etc.

Mr. Murray talked about how many topics it would be reasonable to cover in a meeting. The goal would be to cover two per meeting but it depends on the topic being discussed. Some are more complex than others and may need to be deferred or tabled for later.

22. Mark Senior next took the floor to talk about the first topic – **Extent of Service**. He stated that he had worked with the City of Raleigh's stormwater utility and would look at other communities as well to provide a framework for options. He noted that he currently serves on Raleigh's SWAC.

23. **Extent of Service** – Mr. Senior briefly described the scale of the current drainage system including how many miles of pipe, number of structures, other system characteristics. He then compared **extent** vs. **level** of service. **Extent of service** includes the geographical boundaries, which are the incorporated city limits, the ETJ, county

24. boundaries, etc., whether land is public or private, residential or commercial, what components are present, such as current stormwater control measures (SCMs)/best management practices (BMPs), ditches vs. jurisdictional streams, etc. **Level of service** includes things like how often something is done, the magnitude of storms for drainage designs, how funds should be split according to quality vs. quantity, the amount of funding applied to a program, He noted that a narrow extent of service may not adequately serve the community while a broad extent may not be financially sustainable. Mr. Senior noted that the City maintains all drainage within the Street Rights of Way and he shared a copy of the Greenville ordinance that addresses Extent of Service inside vs. outside of rights-of-way. Ms. Ward asked whether maintenance is specified in the ordinance. Ms. Kirby responded that it is addressed but strictly in the interest of maintaining stormwater flow. Mr. Donley added that some maintenance is done, including mowing. Ms. Ward noted that maintenance is defined differently by citizens. She asked whether DPW received a lot of calls from people observing maintenance activity. Mr. Donley responded that most pertain to monthly inspection, aesthetics and cleaning (by the department's definition). Ms. Ward noted that they hear from citizens questions about trees falling, where they see parts of a tree removed but the root may be left on their property. Mr. Donley responded that the department would only remove the portion of tree impacting flow.

Ms. Ward pointed to that discussion as evidence that citizens do need to be educated as to what maintenance means. She noted that the SWAC could educate as a group. Mr. Best agreed, stating that the Stormwater Utility gets lots of calls and education is clearly needed. He

suggested that Soil & Water Conservation gets money from the state and could possibly help with that effort.

Mr. Norris pointed out that the maps on the website show how and where maintenance is performed. The maps are color-coded. He noted that Extent of Service is where they do something; Level of Service is what they do. That will be discussed more next month. Ms. Ward suggested there could be a sidebar on the map to help the public understand things better – definitions for the general public. Mr. Brewer asked whether work was generally not done on private property; Ms. Kirby responded that it often happens that it is. Mr. Norris said that there are ditches and open channels on private property. Mr. Donley added that they do work on private property quite often but with limits.

Mr. Brewer asked whether the City maintains laterals that go through private property. Mr. Donley replied that they would assist in the event of flooding. Mr. Norris added that they were also discussing so that staff and Council can answer questions from citizens about why DPW stops work at certain points. It is also tied to what the City can afford.

Mr. Senior stated that clarifying citizen expectations is very important. Mr. Senior described the current procedures and conditions for going out of the Right of Way. Assistance outside of the Right of Way is considered low priority work and is done only as staff and funding are available.

Ms. Kirby stated that 5 of 14 of the on-call contracts Mr. Mulligan had referred to earlier are on private property that has some form of conveyance. Ms. Clements asked whether the city was asking for easements to do maintenance; Ms. Kirby responded that easements were requested and most were donated although the city has had to pay for some. Mr. Brewer asked whether any of the easements were new; Ms. Kirby responded that some are. Mr. Norris noted that while not written into the ordinance, these are still maintained by DPW.

Mr. Mulligan stated that a 48" pipe going through backyards would be maintained by the city; Mr. Brewer agreed that it should be if street or city water is flowing through it. He noted that a recommendation had been made to Council, which denied use of stormwater funds although they wanted to pay for it. Mr. Norris noted that the challenge is to determine what is appropriate. Mr. Brewer also suggested they discuss whether the City would take over BMPs, etc., there had been some discussion about it as far back as the late 70s. Mr. Mulligan stated that the 2003-2004 SWAC had discussed it. Ditch and stream maintenance must be limited to what is affordable and advisable. Mr. Norris noted the current budget allocation for the stream stabilization program is approximately \$200 thousand per year and there are conditions for participation.

Ms. Kirby noted that the regulations clarify what budget certain interdepartmental repairs come from. Usually it is the developer's responsibility for building and maintenance.

Ms. Ward asked what the communities do with their leaves in Raleigh? Mr. Senior replied that residents put them on the streets and the city vacuums them up and takes them to be

composted. He added that some communities will not use stormwater utility funds to do work outside of the Right of Way. Some places have a cost share program with the citizen paying a percentage, or with citizens paying for labor, etc.

25. Mr. Senior invited the SWAC to look at an EOS comparison chart for a number of different communities to help them decide what might be an appropriate extent of service. Mr. Best suggested an entire meeting might need to be held on Extent of Service as there is a lot to digest and decide.
26. The next meeting of the SWAC will be held November 7th. Mr. Senior asked what was the process for taking additional questions and requests for information; it was agreed that the SWAC would send them to Ms. Kennedy by the end of the week.
27. Mr. Mulligan asked whether a SWAC email could be added for the group to use. Ms. Kirby asked whether that might restrict conversation. Mr. Mulligan noted that all emails are public documents, so the email could be set up for general access.
28. Ms. Clements requested that once Ms. Kennedy got all the questions and requests for information, they be compiled into a single document. Mr. Brewer noted that this would not be the case for issues submitted for vote. Ms. Kennedy stated that she would compile questions and coordinate responses.
29. Noting that a great deal had been accomplished, Ms. Kennedy and Mr. Mulligan officially adjourned the meeting.

Post Meeting Comments

1. From Joni Torres - I would also like to see a discussion on how the city is preparing for the increased intensity of weather events with the ongoing climate changes this planet is experiencing. What happened in Houston was unprecedented, how would we fare with such an event?

Marla R. Hill
Planners for Environmental Quality

Handouts:

Agenda

Sign-in Sheets

Summary of March 16, 2017 Stormwater Advisory Committee Meeting (Attachment A)

Draft "Guidelines for Greenville Rate Study Advisory Committee" (Attachment B)

Meeting Topics (Attachment C)

Slides

Guidelines for Greenville Rate Study Advisory Committee

The role of the Greenville Rate Study Advisory Committee is to assist the Greenville Stormwater Management Division in reviewing the City's current stormwater management program and associated services and to provide recommendations for a sustainable program that will continue to enable the City to meet its stormwater management vision. The City of Greenville appreciates your willingness to serve on the committee. The City's Vision Statement is as follows:

"Stormwater management will comprehensively address surface water within the city through public leadership to protect and preserve the environment and the quality of life in Greenville. Design, construction, maintenance and management of the physical structures and water courses will be in partnership with the community, to meet community goals of reducing the risk of flooding and of protecting surface water quality."

- The Advisory Committee has been formed to assist the Stormwater Management Division as follows:
 - help us determine a sustainable level of stormwater management service for Greenville
 - contribute your experiences to an assessment of development requirements and maintenance/operation practices
 - assist in our review of various approaches as well as potential changes in our Program/Ordinance from a perspective of impacts to residences and the business community.
- The Committee is charged with scheduling the frequency and dates of meetings. The Stormwater Management Division will provide each meeting's agenda. A suggested agenda and meeting format is included below.
- The Stormwater Management Division is responsible for taking information gathered through its analyses and considering the feedback from the Advisory Committee in order to formulate a recommendation for a new utility rate to the City Council.
- The Greenville City Council has sole authority to approve recommendations. Committee deliberations and recommendations will be a part of the public record of the Greenville Stormwater Rate Study.

Committee members:

- The committee should elect a chair as first order of business, followed by setting future meeting times and frequency.
- The committee should decide a method for reaching consensus, for example, by quorum or by majority vote?

- The meeting is run by the Chair. It is the Chair's responsibility, with assistance from a facilitator, to run the meeting as smoothly as possible, and to ensure that each member has the opportunity to participate fully.
- Meeting attendance is very important. If you are unable to commit to all meetings, please identify someone from your organization who can
- Committee members may choose to develop and submit their own report of procedures, including recommendations, to the City Council.

Public Attendees:

- A period reserved for comments from the public will be included on the agenda for each meeting.
- Public attendees who desire to speak must sign up at beginning of meeting by signing his or her name, address and a short description of his or her topic.
- Public speaking time = 2 minutes per speaker; public comment period shall not exceed 10 minutes total.
- Committee members may not respond to or ask questions during the public comment period. All public comments will be recorded.
- Committee chair and facilitator have authority to curtail comments deemed inappropriate or that exceed time limit. The Chair may determine that a question or line of discussion has been tabled in order to allow meetings to proceed.

Staff & Consultants

- Staff and consultants will attend meetings when invited to answer questions, clarify technical, historical or operational issues (i.e., policy, constraints, etc.).
- The Chair may invite staff or consultant(s) present to take part in a discussion
- Staff should identify and communicate each meeting's Main Topic and ensure that the agenda, subject matter experts, etc. facilitate a discussion that properly addresses and provides answers to main topic questions
- Staff may take notes as needed; however, formal record of meeting will be created by consultant team attendee
- Minutes from meeting will be produced within one week of meeting and sent to staff and chair for review and comment. Final minutes will be posted a minimum of one week before next meeting.

- Staff and consultants will draft each meeting’s agenda and send to Chair a minimum of one week before the next meeting.
- Members may suggest topics for discussion at future meetings, to be approved by quorum/majority and communicated to staff/consultants by the Chair prior to finalization of meeting agenda. Staff will determine the need for a subject matter expert to attend the meeting and address suggested topics.

Suggested Agenda and Meeting Format

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|---|-------------------------------|
| 1. Call to order, incl. recognitions, housekeeping, review of ground rules, announce public speaker sign-up, etc. (:10) | Facilitator, Division Head |
| 2. Public comment (recorded) (:10) | Facilitator, Public |
| 3. Approval of agenda (:05) | Committee, Staff |
| 4. Meeting (1:30) | Committee, Facilitator, Staff |
| 5. Calendar or procedural announcements (:05) | Facilitator |
| 6. Adjournment | |

General Guidelines for Productive Meetings

- Recognize and respect the authority of the Chair to guide the meeting and keep order.
- Treat fellow members with respect – allow them to speak without interruption; wait until you are recognized by the Chair to speak.
- Be an active, informed participant. Read any preparatory materials prior to meetings.
- Be prompt in arriving to the meeting and in returning from breaks.
- Turn cell phones off or to vibrate. If you must take urgent calls on the cell phone, take your conversation outside.
- Limit side conversations.
- Avoid reopening closed topics, agenda items.
- Address any concerns about the discussion or the meeting with the Chairperson.