

Basic Motions

Motion
Calls for Action
 Debatable
 Simple Majority

Motion to Amend
Changes Original
 Debatable
 Simple Majority

Other Motions

Table
Postpone Vote
 No Discussion
 Simple Majority

Close Debate
End Debate & Vote
 No Discussion
 2/3 Majority

Reconsider
Change Prior Decision
 Voted in Majority
 Within One Meeting
 Debatable
 2/3 Majority

Recess
Take a Short Break
 No Discussion
 Simple Majority

Consensus Process
If 1-Vote Majority
 Debatable
 3 Votes to Pass

Adjourn
End the Meeting
 No Discussion
 Simple Majority

Actions and discussion are governed by motions. Only 3 motions on the table at once (a 4th would be out of order). Most recent motion is considered first.

☐ Convene meeting + Reminder: Turn off Cell Phone

I. Roll Call/Quorum _____ Board Members (quorum = 4)

II. Pledge of Allegiance

III. Additions/Deletions/Approval of Agenda

IV. Approval of January 8, 2015 Minutes (Attachment A)

V. Announcements

VI. Public Comment Period

Public Comment Period is a period reserved for comments by the public. A total of 30 minutes is allocated with each individual being allowed no more than 3 minutes each. The Public Comment Period will be closed once the allocated time has been reached.

VII. New Business

- a. River Park North Environmental Symposium Presentation (10 mins) – Chris Horrigan
- b. River Park North Environmental Symposium Participation Discussion (15 mins) – J.C. Woodley
- c. Redevelopment Commission Update (5 mins) – Scott Anderson
- d. Greenville Utilities Commission Update (5 mins) – David Kimmel
- e. Stormwater Annual Report (Attachment B) (15 mins) – Lisa Kirby
- f. Amended By-laws Discussion (Attachment C) (15 mins) – Amanda Boone

VIII. Old Business

- a. No Idling Resolution (10 mins) – J.C. Woodley

IX. Other – FYI

- a. Recycling Report (Attachment D)
- b. New Membership Roster (Attachment E)
- c. 2014-2015 EAC Grant Update (Attachment F)
- d. Final Calendar (Attachment G)

X. Proposed Agenda Items – March 5, 2015

- a. Strategic Plan Update
- b. River Park North Symposium/State of the Environment Discussion
- c. Community Appearance Commission Update (Behm)
- d. Recreation and Park Commission Update (Woodley)
- e. Commission Update Discussion

XI. Adjourn

Items for Future Consideration

_____	_____
_____	_____
_____	_____

Board Members

Chair

1. J. C. Woodley (Chair)

Commission Members

2. David Ames
3. Scott Anderson
4. Michael Behm
5. Owen Burney, Jr.
6. Emilie Kane
7. David Kimmel (Vice-Chair)

Ex-officio

Kevin Mulligan
(Public Works)

Staff Liaison

Amanda Boone
(Public Works)

City Council Liaison

Marion Blackburn

Environmental Advisory Commission Mission:

The Environmental Advisory Commission is hereby created for the primary purpose of recommending matters of environmental concern and serve as technical advisory to the City Council.

Environmental Advisory Commission Purpose:

- Inventory and review, on a continuing basis, the condition of threats to, the environmental resources of the City; and as technical advisors, to report all needs for improvement and corrective actions to the City Council.
- To be advisory to the City Council. The commission will recommend to the City Council matters of city-wide environmental concern and shall serve as technical advisors to the City Council on environmental matters. In addition, it will review Environmental Impact Statements required by the City on major development projects.

ATTACHMENT A

(January 8, 2015 Minutes)

Action: For your review and approval.

**DRAFT OF MINUTES PROPOSED FOR ADOPTION BY THE
ENVIRONMENTAL ADVISORY COMMISSION**

January 8, 2015

CALL TO ORDER

Members of the Environmental Advisory Commission met on the above date at 5:30 p.m. in the Council Chambers, City Hall. Mr. Scott Anderson, Chairperson, called the meeting to order and welcomed all those present. The following attended the meeting:

1. ROLL CALL

MEMBERS:

David Ames
Owen Burney, Jr
David Kimmel

Michael Behm
Emilie Kane
James Woodley

OTHERS PRESENT:

Marion Blackburn, Council Liaison
Lisa Kirby, City of Greenville
Amanda Boone, City of Greenville
Amanda Braddy, City of Greenville

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS/DELETIONS TO THE AGENDA

Dr. Kimmel made a motion to accept the agenda as presented. The motion was seconded by Dr. Behm and passed unanimously.

4. APPROVAL OF DECEMBER 4, 2014 MINUTES

Dr. Kane asked to amend Old Business Section 3 to include a statement that reflected EAC members were requested to submit names of any additional youth groups who could be eligible for the grants. A motion was made by Dr. Behm to approve the December 4, 2014 minutes as amended. The motion was seconded by Mr. Burney and passed unanimously.

5. ANNOUNCEMENTS

There were no announcements.

6. PUBLIC COMMENT PERIOD

There were no public comments.

7. NEW BUSINESS

A. Elections

Mr. Anderson began the discussion by announcing he would not be renewing his second term in April. Dr. Behm also announced he would not be renewing his term in April as well. Mr. Anderson noted Mr. Burney's term would expire in April.

Dr. Kimmel nominated Mr. Woodley for Chair. Dr. Behm seconded the nomination as well as nominating Dr. Kimmel as Vice-Chair. The motion for Vice-Chair was made by Mr. Burney. The motions passed unanimously.

B. PTRF Green Team Project

Mr. Matt Butler with the Pamlico-Tar River Foundation (PTRF) was present to request a letter of support for a grant application funding a Green Team initiative to reduce urban runoff into the Greens Mill Run and Meeting House Branch of the Tar River watershed. This initiative will train youth in green infrastructure job skills and allow them to implement what they have learned as well as working with college graduate students and professors to become sensitized to urban watershed issues and their relevance to environmental justice. The Green Team's task will be watershed restoration through stormwater management. PTRF has established relationships with local business owners that want better stormwater practices.

Dr. Behm asked when the project would be implemented. Mr. Butler stated this project would be a pilot project and anticipates the project would begin in June with selection of high school students and will conclude at summer's end. Mr. Butler also stated PTRF would be working with City staff to identify current stormwater BMPs within the City that are in need of maintenance and potential future project that can be implemented by the Green Team.

Dr. Kimmel asked when the letter of support will be needed. Mr. Butler responded the grant application deadline is February 20, 2015; therefore, the letter would be needed as soon as possible. Council Member Blackburn suggested having PTRF report to EAC on the final results of the project after its completion. Dr. Kimmel volunteered to draft the letter of support for EAC members review to be submitted to Mr. Butler when completed. Dr. Kane made a motion to provide the letter of support to PTRF. The motion was seconded by Dr. Ames and passed unanimously.

C. 2015 Goals & Objectives – Finalize & Implementation

Mr. Anderson directed attention to the goals and objectives in the agenda package as Attachment B. Mr. Anderson asked members if there were any additions or deletions were needed to the goals and objectives. Dr. Ames asked which goal would best institute the pursuit of plastic issues previously addressed by EAC. Mr. Anderson stated he felt Goal 3 would address plastics disposal as well as Goal 6 to promote environmental education regarding plastics. Dr. Kane stated the goals and objectives could be expanded to include items that may be accomplished with each goal. Mr. Anderson stated Mr. Woodley's Strategic Plan addresses the goals in more detail.

Mr. Woodley began the discussion regarding the Strategic Plan. Mr. Woodley stated the Strategic Planning Framework was used to brainstorm on activities. Mr. Woodley also addressed the EAC Environmental Action Table and stated the table was colored coded and referenced EAC goals, the Horizon Plan, the Environmental Survey. The Action Table provides a more detailed plan that would allow EAC to interact with other City Commissions and the City to foster environmental partnerships.

Mr. Woodley requested direction from EAC to proceed with the framework of the Strategic Plan. Dr. Ames asked how the Strategic Plan would be utilized in comparison the current set of EAC goals. Dr. Behm stated he felt the Strategic Plan contained a compilation of documents for reference in accomplishing EAC goals. Ms. Boone also added the Strategic Plan could be used to identify future EAC goals.

Dr. Kane stated she would like to see the current list of goals to be utilized and add an additional goal of developing a Strategic Plan. Mr. Woodley stated the Strategic Plan would not impact the current list of goals as the plan is currently in a development state and would not be in place until the 2016 calendar year. Mr. Woodley also stated the Strategic Plan utilizes the various documents that the City has developed to identify their environmental policies through different departments and City Council directives.

Council Member Blackburn stated she felt the context of the Strategic Plan provides historical background, shared plans with other City boards and Council, and the current list of goals of EAC as well as providing a beginning stage of developing future EAC goals. Mr. Woodley affirmed this and added he envisioned the document being employed to identify goals as well as being a historical document for future EAC members.

Mr. Anderson stated the need for a motion to accept the current goals as well as direction from members to proceed with the development of the Strategic Plan. Dr. Kane expressed the desire to see the current goals expanded to include some of the goals identified in the Strategic Plan. Ms. Boone commented the actions needed were to finalize the current list of goals, give direction on the Strategic Plan and its framework, and discuss implementation of the goals as identified.

Dr. Kane asked for clarification on Goal 4. Council Member Blackburn commented the goal was developed by former EAC members to seek ways to conserve water. Mr. Anderson asked for direction in updating the goal to establish a more concise wording. Ms. Boone suggested replacing the word “preserve” with “conserve.” Dr. Kimmel made a motion to amend Goal 4 to read “Seek ways to conserve and protect our water resources.” A second was made by Dr. Kane and the motion passed unanimously. A motion was made by Dr. Kimmel to accept the remaining goals as presented. A second was made by Dr. Ames and passed unanimously.

Mr. Anderson asked Mr. Woodley to recommend an action on the Strategic Plan. Mr. Woodley stated he would suggest the plan identify actions of EAC, how those actions are accomplished. Dr. Ames made a motion to have Mr. Woodley continue to develop the Strategic Plan. Dr. Kimmel seconded the motion. The motion passed unanimously.

D. Draft Calendar

Mr. Anderson directed attention to the draft calendar as presented in the agenda package as Attachment C. Dr. Behm asked about the six month update on the 2014-2015 EAC Grant as identified in February 2015. Ms. Kirby stated the update will be from the current grant holder, Ridgewood Elementary, and would be their required six month update report to the Commission on the status of the project. Dr. Behm also asked about the process of the 2015-2016 EAC grant. He expressed concern regarding the approval of the grant recipient in May of 2015 as three of the board members would not be in attendance due to resignation or expired terms. Ms. Kirby stated the process was put in place to allow members to review and discuss applicants and obtain further clarification as needed. Ms. Kirby stated the schedule could be amended to allow the discussion and award of the recipient in the same meeting. Mr. Anderson asked if the applications could be reviewed electronically and approved at the April 2015 meeting. Ms. Kirby stated the applications could be distributed electronically to allow for prior review and presented in the agenda package for April 2015 for public information. The draft calendar will be amended to reflect the change as identified.

E. Education Discussion

Ms. Boone asked EAC to expand on their desire for a five minute education discussion that has been requested by members to be added to EAC’s monthly meetings. Ms. Boone stated education for EAC and citizens occur naturally throughout the meetings with presentations such as those given by PTRF and the upcoming report by Christopher Horrigan from River Park North. Ms. Boone requested feedback from members as to the frequency and content of speakers. Dr. Kimmel commented the Strategic Plan has many opportunities to open discussion regarding environmental issues and the plan would offer opportunities for speakers to present to EAC on a recurring basis. Dr. Behm added the process should be natural and not so rigid as to require a monthly

conversation. The consensus of the group was to allow the process to flow naturally with speakers and presentations given as requested by members when more information was desired for the group or to promote education for citizens.

8. OLD BUSINESS

A. 2015 Council Presentation

Mr. Anderson addressed Attachment D of the agenda package as the 2015 Presentation to City Council and asked if there were any corrections that were needed to the presentation as presented. Ms. Kirby added that this would be an opportunity to recognize outgoing members and request interested citizens to complete talent bank applications. Dr. Kane commented she had some wording suggestions and would contact Mr. Anderson to address those topics.

B. 2015-2016 Grant Marketing Strategies

Mr. Anderson directed attention to the grant fact sheet and cover letter as presented and the list of youth organizations as presented in the agenda package as Attachment E. Ms. Boone stated the fact sheet and cover letter would be forwarded to those identified on the list and requested members to forward any additional contacts to Ms. Braddy as desired.

Ms. Kirby asked EAC if there were other avenues of distribution for the grant package that should be considered. Ms. Kirby stated the current methods include mailing distribution list as presented, City of Greenville website posting and EAC meetings. Ms. Kirby suggested a City Scene to be conducted with a commission member speaking on the grant. Dr. Behm volunteered to take the lead on the City Scene advertising. Mr. Anderson suggested the City's social media networks such as Twitter and Facebook. Council Member Blackburn suggested a press release and public service announcements from the City. Dr. Behm also commented on the possibility of having Council Members report on the grant in their newsletters to citizens. Ms. Kirby stated she would send a Note to Council on the grant as well.

9. OTHER– FYI

A. Recycling Report

B. Quarterly UST Report

10. PROPOSED AGENDA ITEMS

The following items are proposed for the February 5, 2015 meeting:

A. FROGGS Update

B. River Park North Environmental Symposium Presentation

C. River Park North Environmental Symposium Participation Discussion

D. 2014-2015 EAC Grant Update

E. Redevelopment Commission Update

F. Greenville Utilities Commission Update

G. Stormwater Annual Report

H. No Idling Resolution

I. Amended Bylaws

J. Updated Membership Roster

K. Recycling Report

11. Adjournment –There being no further business to discuss, Dr. Ames made a motion to adjourn. The motion was seconded by Dr. Kimmel and passed unanimously. The meeting adjourned at 7:00pm.

ATTACHMENT B

(Stormwater Annual Report)

Action: For your information.



PUBLIC WORKS

February 2, 2015

John Huisman
NC DWQ – Nonpoint Source Planning Unit
1617 Mail Service Center
Raleigh, NC 27699-1617
(919) 807-6436
john.huisman@ncdenr.gov

**RE: CITY OF GREENVILLE
TAR-PAMLICO RIVER BASIN 2013-2014 ANNUAL STORMWATER REPORT**

Dear Mr. Huisman:

Enclosed is the Annual Report for the City of Greenville's Stormwater Management Program. This report is for the period of **October 2013 – September 2014**.

If you have any questions, please contact me at lkirby@greenvillenc.gov or (252) 329-4683.

Sincerely,

A handwritten signature in black ink that reads 'Lisa Ann Kirby'.

Lisa Ann Kirby, PE, CFM
Senior Engineer

cc: Mike Randall – NC DWQ
Kevin Mulligan, PE – Director of Public Works
Scott P.M. Godefroy, PE – City Engineer
Amanda Boone, PE – Civil Engineer II-Stormwater
Environmental Advisory Commission

Annual Report for:

City of Greenville Stormwater Management Program



Date Prepared:
October 2014

Reporting Period:
October 2013 – September 2014

Prepared by:	Prepared for:
Lisa Ann Kirby, PE, CFM	John W. Huisman
Senior Engineer	Senior Environmental Specialist
City of Greenville – Public Works Department	NC DWR - Nonpoint Source Planning Unit
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lkirby@greenvillenc.gov	john.huisman@ncdenr.gov

I. EXECUTIVE SUMMARY

The City of Greenville has completed its ninth annual report to the NC Division of Water Resources. This report highlights the following components of our Stormwater Management Program:

1. New Development Review/Approval
2. Compliance and Enforcement
3. Illegal Discharges
4. Retrofit Opportunities
5. Public Education

The appendices provided include summary tables for new development, illicit discharge violations and public education back-up information. In addition, the following are updates to programs or projects managed by the City of Greenville's Stormwater Management Section to address community issues associated with stormwater runoff.

Stream Enhancement Program Update:

The Stream Enhancement Program addresses bank erosion along blue-line streams in an effort to improve water quality, property values and protect the safety of citizens. The program was intended to provide an avenue for property owners to apply for funding from the City to address eroded blue-line stream banks located on private property. This program is typically funded through the Stormwater Utility. Currently those funds are being utilized to fund large capital projects like Town Creek Culvert Drainage Project and the Watershed Master Plans. The City will continue to accept applications and rank projects and as funds become available eligible projects will be initiated.

Watershed Master Planning Update:

During the 2012-13 reporting cycle, the City completed the pilot watershed master plan (WMP) for the Meetinghouse Branch watershed along with the development of standard operating procedures (SOPs) for watershed master planning. The goals of the WMP included: (1) evaluating the watershed for existing flooding, water quality, and erosion problems, (2) recommend and prioritize capital improvement projects to mitigate existing flooding by reducing the frequency and severity of flooding for property owners, (3) identifying stream stabilization projects to reduce the risk of property loss along streams and reduce sediment loads as a result of erosion and (4) identify stormwater BMP retrofit locations to address runoff from existing impervious areas in order to minimize negative impacts to water quality in the receiving waters.

Since the completion and presentation of the Meetinghouse Branch Watershed Master Plan, City Council has recognized the importance of these plans and their impacts on the Stormwater Utility Fund. As a result, the remaining watershed plans were programmed so that the City can expend Stormwater Utility funds in a prudent manner. Based on the volume of work (inventory, modeling and project prioritization), multiple prime contracts were awarded in May 2014.

The City's current contract will capture public infrastructure and develop and prioritize projects. The majority of drainage on East Carolina University (ECU) property is private (does not carry water from public right-of-way). As a result, the City initiated conversations with the University

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and a partnership was developed to maximize both City funds and ECU funds. An amendment to the City's contract was approved and will provide a Watershed Master Plan for Main and College Hill Campuses. This amendment is funded by ECU via a Memorandum of Agreement

Long-Term Operation and Maintenance of Structural Stormwater BMPs Update:

The City continues to recognize the importance of long-term maintenance and intends to develop policies and procedures to address the long-term operation and maintenance of structural stormwater BMPs associated with residential subdivision development.

Currently, the residential developer turns the long-term operation and maintenance of structural stormwater BMPs over to an HOA once the development or a portion of the development is completed. Residential developments that have been built since the implementation of the State regulations will soon be of an age where extensive maintenance, beyond routine, vegetative/nuisance management, is required to keep the facilities functioning as designed. Thereafter, HOA's are then unable financially to meet the routine and extensive maintenance program requirements, which then leads to complications for both the City and HOAs to ensure compliance with long-term operation and maintenance requirements.

It is the City's goal to develop policies and procedures in the future to address and alleviate these complications.

II. PROGRAM ELEMENT: New Development Review/Approval

Development Types	Total # Projects		Total # Acres	
	Neuse	Tar-Pam	Neuse	Tar-Pam
New development projects meeting rule criteria	1	12 ¹	0.97	173.78
New development projects requiring BMP's	0	5	0	57.69
New development projects requiring Peak Rate Match	1	10	0.97	138.24

¹ Of the 12 projects six projects chose the buy-down option for all the nutrients, three chose to buy-down for a portion of the nutrients, two met nutrient threshold with BMP only, and one did not exceed the nutrient threshold post development.

Best Management Practices (BMP) Nutrient Removal Efficiencies	Number of BMPs Implemented in the Tar-Pamlico Basin
Wet Detention Pond	4
Stormwater Wetland	0
Sand Filter	0
Bioretention	0
Grass Swales	0
Vegetated Filter Strip w/ Level Spreader	0
Dry Detention	1
Total Number of BMPs Implemented (Approved)	5

A summary table is provided in Appendix A for new development and redevelopment projects subject to the Rule during the past permit year.

Description of off-site options:

No off-site facilities were approved within this reporting period.

Results of jurisdictional review of planning issues:

There are no outstanding planning issues at this time.

III. PROGRAM ELEMENT: Compliance and Enforcement

Construction Compliance and Enforcement	2012	2013	2014
Construction projects completed and signed off	3	5	5 ¹
Construction projects with enforcement action taken for deficient stormwater systems	0	0	0

Operation & Maintenance Compliance and Enforcement	2012	2013	2014
Total of newly completed projects ²	84	87	92
Projects submitting reports	42	17	63
Projects inspected by COG	85	35	92
Projects with deficiencies	54	19	49
Projects w/ deficiencies corrected	1	0	16
Projects taking steps to correct deficiencies	NA	NA	10
Projects w/ enforcement action taken	6	0	23

¹One BMP in this value was a reconstruction of a former BMP due to an expansion of the facility.

²This value represents the actual number of sites for which stormwater BMPs were operational for the entire reporting period and does not include the construction projects with newly constructed stormwater BMPs completed and signed off as noted in the first table under this section.

Description of any compliance issues:

Construction-

There are no current construction issues or concerns.

Operation and Maintenance-

Out of the 92 sites inspected during this permit cycle, 49 were found to have deficiencies; of which 23 were undergoing enforcement action and 10 were still within their 90 day response period from the City of Greenville’s notice of deficiency to complete the necessary corrective actions.

Inspection forms and copies of the annual reports are on file at the City of Greenville Public Works Department and may be provided upon request.

Describe enforcement actions taken and current status:

Construction-

There are no outstanding construction enforcement actions for this permit cycle.

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Operation & Maintenance-

Out of the 92 sites inspected during this permit cycle, 23 are under Notice of Violation (NOV) with one of those progressing to Civil Penalty. The most common violations include:

- Lack of response to correspondence and/or acknowledgment of deficiencies.
- Lack of receiving maintenance logs or annual reports.
- Management or ownership changes.

In the next permit cycle the City intends to present and educate City Council on the outstanding NOV's. The goal will be to take a more hands on approach with some owners.

IV. PROGRAM ELEMENT: Illegal Discharges

In accordance with the Tar-Pamlico River Basin – Nutrient Sensitive Water Management Strategy: Basinwide Stormwater Requirements, the City of Greenville developed an Illicit Discharge/Connection Program. This program establishes the process and legal authority to detect and eliminate any illegal discharge or connection within the city limits and up to 1 mile outside the contiguous city limits.

The table presented on the next page is a summary of the violations that were investigated during this permit cycle and the resulting action taken. In addition, Appendix B includes copies of the initial reports. As noted in the table several of the issues were reported to the City by crews working on the WMP. The City also continued to issue multiple door hanger notices throughout the year at residences and businesses to provide education on the impacts of placing lawn debris and other materials in the street.

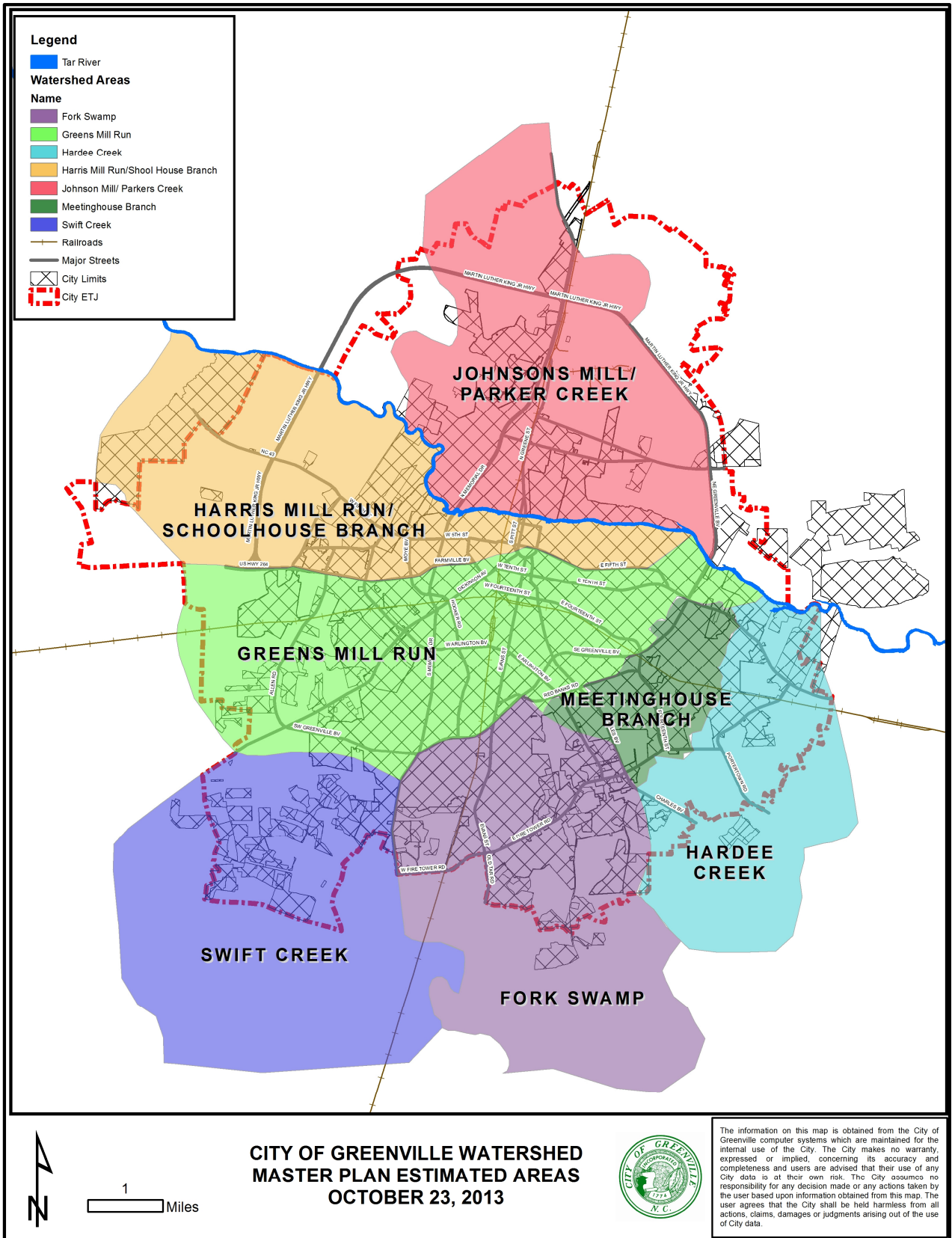
The City of Greenville continues to rely on the NC Department of Environment and Natural Resources Environmental Help Line for water quality concerns in our area. The number is 1-877-623-6748. We did not receive any calls as a result of the state hotline during this permit cycle. In addition, through our pollution prevention education efforts, reports on water quality concerns have continued to be regularly received at the Public Works Department.

As presented in previous Annual Reports, the City of Greenville has completed the collection and organization of jurisdiction-wide information identified in the permit. This information was compiled from various resources such as Greenville Utility Commission's GIS database, City of Greenville's GIS database, NC Division of Water Quality records and NC Division of Environmental and Natural Resources records. We have completed our annual update of this information.

In addition to updating our jurisdiction-wide information, we plan to move forward with a City-wide WMP process outlined in the Executive Summary of this report. The WMP process will utilize the SOPs developed to complete a City wide storm municipal separate storm sewer system (MS4) inventory that will collect all MS4 as well as all open and closed systems draining to the outfall. The inventory will be completed with survey-grade GPS and traditional surveying techniques and will be maintained in a GIS geodatabase. Specific to illicit discharge detection and elimination (IDDE), the inventory process includes an assessment of each MS4 structure (inlet, manhole, outfall...etc.) of whether or not any water flow is present in the system. When present, the flow will be evaluated by the survey crew for odor or discoloration and when such characteristics are observed, City staff will follow-up within 48 hours to determine if an illicit discharge or illegal connection are present. Such instances will be documented and maintained within the GIS geodatabase for future reference.

As a result of the above outlined plan of action for the MS4 inventory the City has completed approximately half of our dry weather inspections within our jurisdiction. For clarification, the map of the watersheds to be inventoried through the WMP process has been provided to represent the future outfall screening areas to be completed in accordance with the Tar-Pamlico Stormwater Rule.

SITE	VIOLATION	ACTIONS TAKEN	NOV SENT	RESPONSIBLE PARTY
3220 E Tenth Street	Grease dumped in close proximity to a catch basin.	The manager of the restaurant was not aware that the grease was disposed by the catch basin and stated that it is his company's policy to dispose of the grease in an approved container. The manager said that it must have been the contractor that was cleaning the hoods in the restaurant that dumped the grease. The manager had his maintenance crew clean the area of the spill.	No	Jeremy Reaves
402 W Firetower Road	Raw sewage discharged into the City's MS4 as a result of a blockage in one of Greenville Utilities sewer lines. The discharge came from a clean out located at the site. This issue was reported by a survey crew working on the stormwater master plan.	Greenville Utilities responded and removed the blockage and repaired the clean out that was damaged as a result of the backup. The contaminated area was treated to kill the bacteria and fecal coliform.	No	Bryan Pio
2416 W Umstead Ave	Survey crews for the watershed master plan reported residual flow coming from a 4 inch pipe that was connected to the City's MS4.	The flow was from a sump pump that was pumping groundwater from under the residence.	No	Julianne Chadwick
101 Dalebrook Circle	Survey crews for the watershed master plan reported staining in a catch basin that appeared to from someone dumping paint.	After investigation the staining was determined to be from a previous resident. The house was vacant and appeared to have been vacant for a long period time.	No	Arthur Weldon
1100 Red Banks Road	Survey crews for the watershed master plan reported residual flow coming from a 6 inch PVC pipe that was connected to the City's MS4.	The 6 inch pipe is connected to the roof drains for the building and a couple of drop inlets on the property. The flow that was reported was coming from irrigating the property.	No	Wayne Taylor
102 Windermere Court	A resident called to complain that his neighbor had placed a large pile of yard debris and limbs in the road side stormwater conveyance. The debris was causing a backup of water and a mosquito breeding ground.	After speaking with the homeowner, the vegetative debris was removed from storm water conveyance and properly disposed of.	No	Mark Wagoner



V. PROGRAM ELEMENT: Retrofit Opportunities

As discussed in the Executive Summary, the City of Greenville completed the Meetinghouse Branch Watershed Master Plan. Throughout this planning process numerous locations were identified by citizens, staff and the consultant (via stream walks) that were either severely eroded or had the potential for a structural BMP. All locations were assessed and viable locations were prioritized. The Table 10-2 below identifies the top 12 water quality and/or stream stabilization projects for the Meetinghouse Branch Basin and the estimated cost to design and construction the retrofit:

Prioritization	Project	Cost
1	Charles Boulevard Stream Stabilization	\$152,900
2	Perkins Field – Bioretention	\$90,500
3	Eastern Elementary School – Bioretention	\$80,200
4	Oakmont Drive – Bioretention	\$41,200
5	Brook Valley Golf Course Stream Stabilization	\$135,500
6	Bloomsbury Road Stream Stabilization	\$59,500
7	Crooked Creek Road Stream Stabilization	\$85,200
8	Jaycee Park - Bioretention	\$151,100
9	Brook Valley Country Club – Bioretention	\$55,500
10	Eleanor Street – Bioretention	\$57,500
11	Kensington Drive Stream Stabilization	\$174,200
12	Free First Baptist Church - Bioretention	\$82,900

The project assessment, summary, and map of the stream stabilization project and the project summary, sizing calculations and map of the bioretention projects are included on the following pages.

Charles Boulevard Stream Stabilization – Project Assessment

Bank Erosion Hazard Rating Guide												
Stream		Meetinghouse		Assessment Number		2		Date		Crew		
Bank Height (ft):		Bank Height/		Root Depth/		Root		Bank Angle		Surface		
Bankfull Height (ft):		Bankfull Ht		Bank Height		Density %		(Degrees)		Protection%		
Bank Erosion Potential	VERY LOW	Value	1.0-1.1		1.0-0.9	0.98	100-80		0-20		100-80	
		Index	1.0-1.9	0.00	1.0-1.9	1.23	1.0-1.9	0.00	1.0-1.9	0.00	1.0-1.9	
	LOW	Value	1.11-1.19		0.89-0.5		79-55		21-60		79-55	
		Index	2.0-3.9	0.00	2.0-3.9	0.00	2.0-3.9	0.00	2.0-3.9	0.00	2.0-3.9	
	MODERATE	Value	1.2-1.5		0.49-0.3		54-30		61-80	70.00	54-30	
		Index	4.0-5.9	0.00	4.0-5.9	0.00	4.0-5.9	0.00	4.0-5.9	4.90	4.0-5.9	
	HIGH	Value	1.6-2.0		0.29-0.15		29-15	15.00	81-90		29-15	
	Index	6.0-7.9	0.00	6.0-7.9	0.00	6.0-7.9	7.90	6.0-7.9	0.00	6.0-7.9		
VERY HIGH	Value	2.1-2.8		0.14-0.05		14-5.0		91-119		14-10		
	Index	8.0-9.0	0.00	8.0-9.0	0.00	8.0-9.0	0.00	8.0-9.0	0.00	8.0-9.0		
EXTREME	Value	>2.8	4.00	<0.05		<5		>119		<10		
	Index	10	10.00	10	0.00	10	0.00	10	0.00	10		
V = value, I = index										SUB-TOTAL (Sum one index from each column):		31.5

Bank Material Description:	
Bank Materials	
Bedrock (Bedrock banks have very low bank erosion potential)	
Boulders (Banks composed of boulders have low bank erosion potential)	
Cobble (Subtract 10 points. If sand/gravel matrix greater than 50% of bank material, then do not adjust)	
Gravel (Add 5-10 points depending percentage of bank material that is composed of sand)	
Sand (Add 10 points)	
Silt Clay (+ 0: no adjustment)	
BANK MATERIAL ADJUSTMENT:	10

Stratification Comments:	
Stratification	
Add 5-10 points depending on position of unstable layers in relation to bankfull stage	
STRATIFICATION ADJUSTMENT:	

VERY LOW	LOW	MODERATE	HIGH	VERY HIGH	EXTREME
5-9.5	10-19.5	20-29.5	30-39.5	40-45	46-50
Bank location description (circle one)				GRAND TOTAL:	41.5
Straight Reach		Outside of Bend		BEHI RATING:	VERY HIGH

Charles Boulevard Stream Stabilization – Project Summary

Stream Stabilization Project #1 – Charles Boulevard – The Charles Boulevard project begins on Meetinghouse Branch immediately downstream of Charles Boulevard. As shown on Figure 5-1, the project begins at the culvert crossing and continues downstream for approximately 650 linear feet. The Charles Boulevard project is a second order perennial section of Meetinghouse Branch and has a drainage area of 114 acres. Land use surrounding this project consists mainly of small business offices and residential houses. The proposed project reach flows west to east and is confined within a steep eroded channel feature. The bottom width (streambed) is approximately 3 to 4 feet wide. Both left and right banks are nearly 10 feet tall and have bank angles of 70 degrees. The average top channel width is 15 feet wide. This channel does not have a forested buffer making it highly susceptible to bank erosion. Herbaceous bank vegetation is dominant throughout and is being overtaken by the invasive species kudzu (*Pueraria montana*). Bank conditions are currently unstable and eroding at an accelerated pace due to loamy sand soil texture and lack of sufficient bank vegetation. Another factor contributing to erosion and down cutting of the streambed is the high flow velocity from flashy storm events. In some locations along the project reach, right bank erosion is extreme enough that it reaches landscape fences in adjacent property owners' lawns (See Picture 5-2).



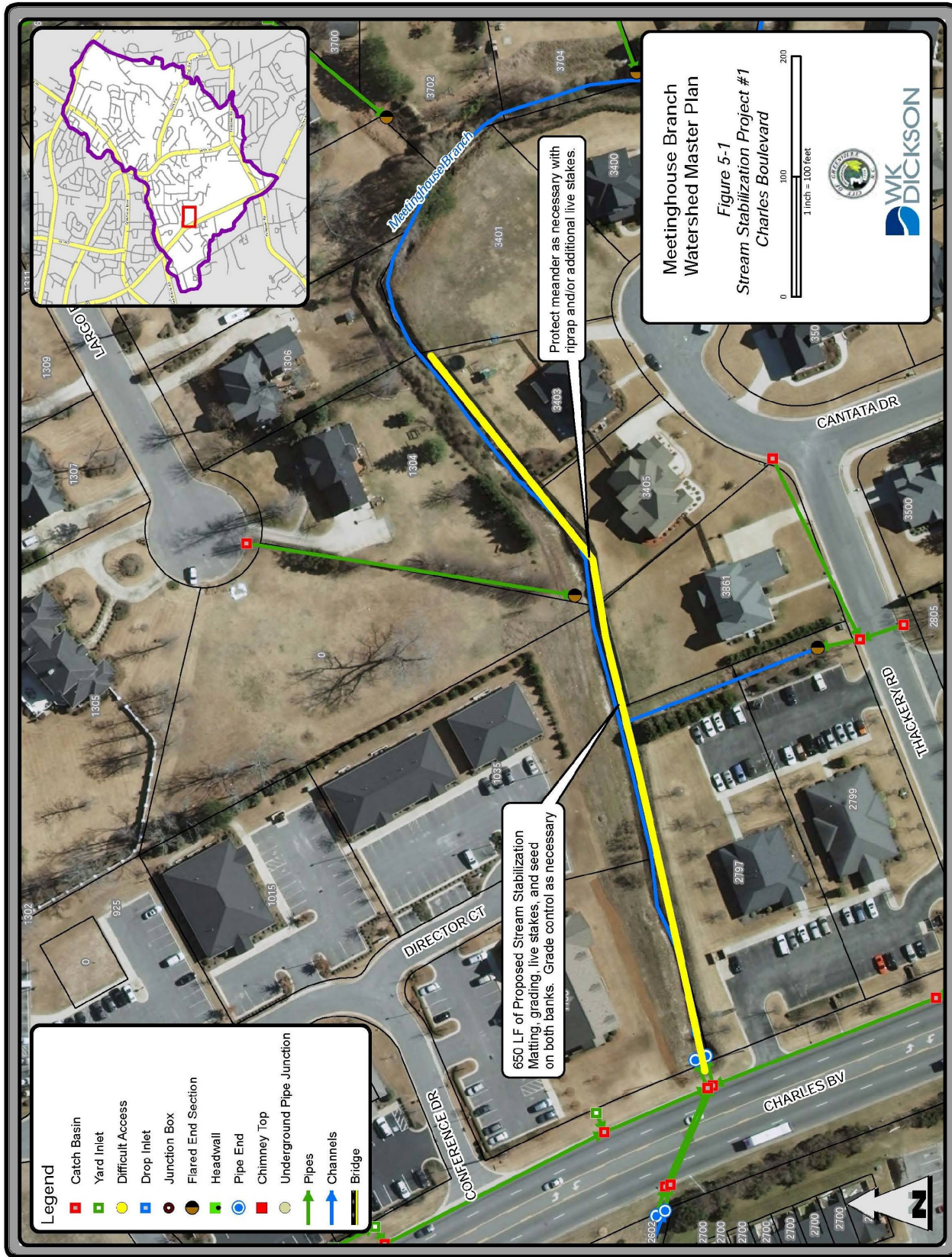
Picture 5-2. Severe bank erosion along landscaping fence

The proposed project reach has opportunities for bank stabilization to prevent sediment loading and bank erosion to Meetinghouse Branch. Open lawn areas adjacent to this stream segment would make this project accessible. To improve bank stability and reduce bank erosion along the proposed reach, several tasks need to be performed. Bank erosion can be reduced by grading channel banks back to a minimum 2 to 1 slope and placement of coir erosion control matting along banks and bare areas. Live staking stream banks along both stream banks will also help prevent undercutting and bank failures in the future. The entire project area should be treated for invasive species (kudzu removal) and planted with a permanent riparian seed mix. To reduce water velocity, several large boulder structures or rip-rap can be placed within the streambed at the toe of bank. This will help to stabilize the streambed and toe.

The estimated cost for the Charles Boulevard project is \$152,900. The stream stabilization project will run along the backside of several private properties, which may result in potential impacts to landscaping and fencing at the following private properties:

- 1100 Conference Drive;
- 1035 Director Court;
- 2797 Charles Boulevard;
- 3861 Thackery Road;
- 1304 Largo Road;
- 3403 and 3405 Canata Drive.

Charles Boulevard Stream Stabilization – Project Map



Perkins Field Bioretention – Project Summary

Water Quality Project #5: Perkins Field

A bioretention project is proposed in the open space located between the Perkins Field parking lot and an open channel system. This area is adjacent to a ½-acre parking lot that currently drains to an existing closed system before discharging to an open channel. The proposed project location is shown in Picture 5-16.

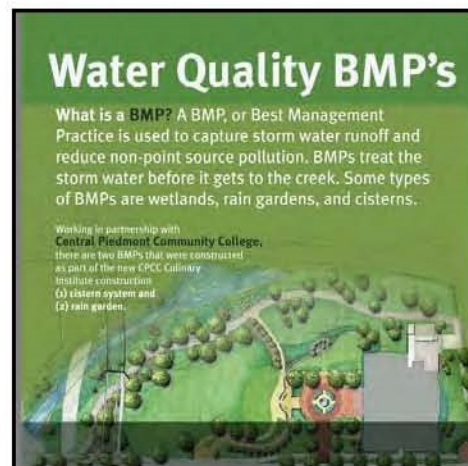


Picture 5-16. Proposed Location for Perkins Field Bioretention Area

The required surface area for the proposed bioretention area is approximately 2,800 square feet (0.06 acres). A concept level plan of the proposed improvements is shown in Figure 5-10. The proposed Perkins Field bioretention project consists of the following improvements:

- Install a bioretention area designed to treat runoff from the adjacent parking lot.
- Install a yard inlet with an 18" outfall pipe directing flow into the existing open channel system.

The estimated construction cost for the Perkins Field bioretention project is \$90,500. The proposed water quality project is located on public property owned by the City of Greenville therefore no easement agreements are required. Another benefit of the bioretention area being located on public property with access to numerous residents, the BMP can provide an educational opportunity to discuss the water quality benefits of a bioretention area. Educational signage (See Picture 5-17) can be installed adjacent to the project.



Perkins Field Bioretention – Project Sizing

Bioretention Area - Perkins Field

Project: City of Greenville - Pilot Watershed Master Plan

Prepared by: EVH

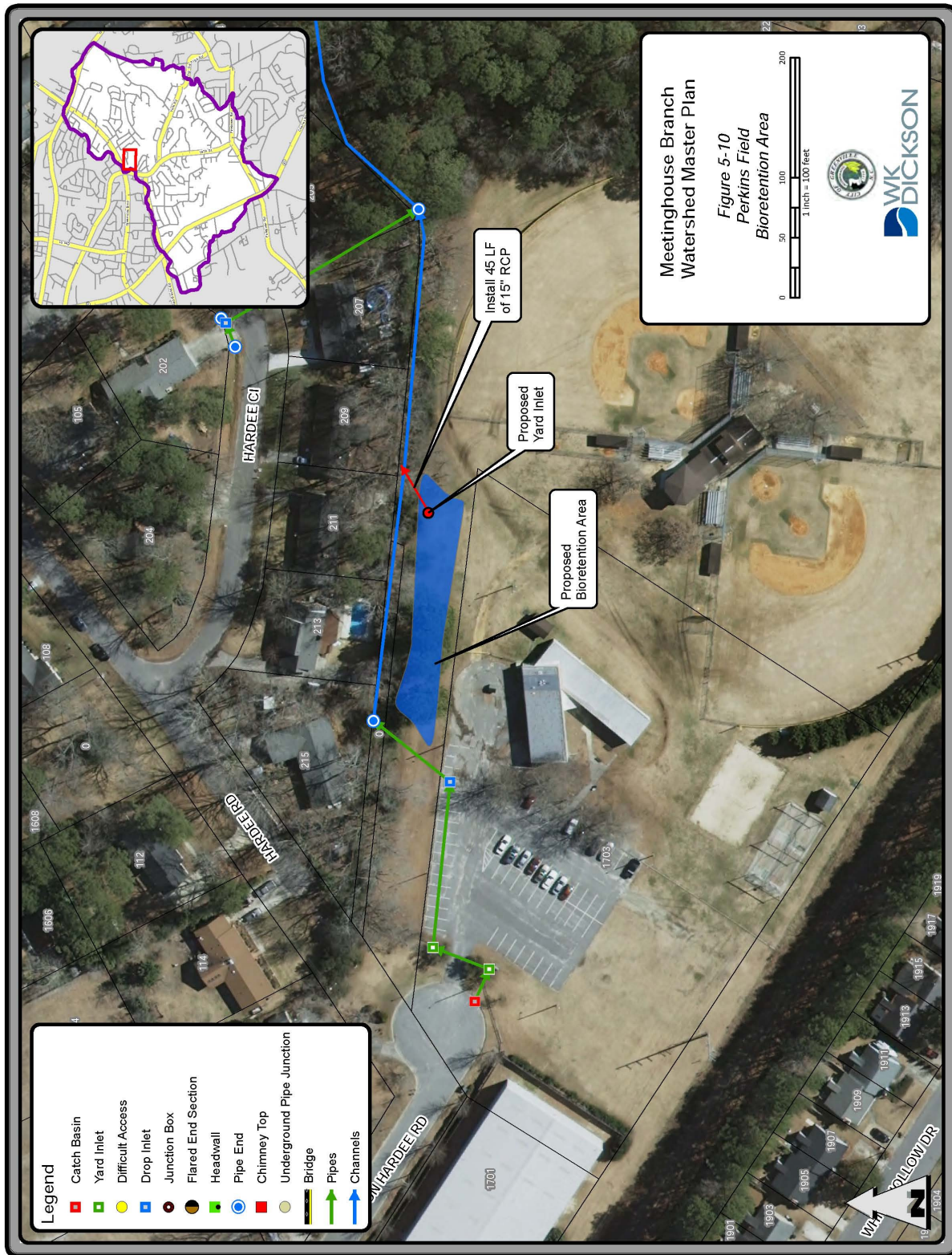
Checked by: TLM

Date: 10/10/12

DRAINAGE AREA INPUT PARAMETERS

Water Quality Event (in)	1.00		Input
	Pervious	Impervious	
Drainage Area (sq ft)	50,690	30,897	Input
Sub-basin CN	79	98	Input
S (in)	2.66	0.20	Calculated
R/O (in)	0.07	0.79	Calculated
Sub-basin WQ Volume (sf*in)	3556	24437	Calculated
Sub-basin WQ Volume (cf)	296	2036	Calculated
Summary Calculations			
Total Watershed area (sq ft)	81,587		Calculated
Total Watershed area (acres)	1.87		Calculated
Total WQ Runoff Volume (sf*in)	27,993		Calculated
Total WQ Runoff Volume (cf)	2,333		Calculated
Surface area of bioretention			
Average depth of water (in)	10		Input
Surface area of bioretention (sf)	2,799		Calculated
Surface area of bioretention (ac)	0.06		Calculated
Depth of Bioretention (in)	36		Input
Length of Bioretention (ft)	92		Input
Width of Bioretention (ft)			
Assuming 3:1 Ratio (L:W)	31		Calculated

Perkins Field Bioretention – Project Map



Eastern Elementary School Bioretention – Project Summary

Water Quality Project #6: Eastern Elementary School

A bioretention area is proposed in the open space located in the northeastern corner of the parcel owned by the Greenville Board of Education (See Picture 5-18). This area is adjacent to one of the Eastern Elementary School parking lots and its entrance road. The open space is ideal for constructing a bioretention project that collects runoff from the parking lot that currently drains directly into the existing closed system. Currently, there is a curb cut that directs flow from the school's entrance road to the gutter along Cedar Lane. It is recommended that a similar curb cut be installed to direct flow to the proposed bioretention area. The proposed water quality project is located outside of the Meetinghouse Branch Watershed. However a portion of the school is located on the watershed boundary therefore this project was included as part of the Master Plan.



Picture 5-18. Proposed Location for Eastern Elementary School Bioretention Area

The required surface area for the proposed bioretention area is approximately 2,300 square feet (0.05 acres). A concept level plan of the proposed improvements is shown in Figure 5-11. The proposed Eastern Elementary School bioretention project consists of the following improvements:

- Install a bioretention area designed to treat runoff from the adjacent parking lot and entrance road.
- Install a concrete curb that will allow water to access the proposed bioretention area.
- Install a yard inlet with an 18" outfall pipe directing flow into the existing closed drainage system along Cedar Lane.

The estimated construction cost for the Eastern Elementary School bioretention area is \$80,200. The proposed water quality project is located on public property therefore no easement agreements are required. Similar to the Perkins Field bioretention area, this project can also serve as an educational opportunity to discuss the water quality benefits of BMPs through signage and engagement with the student body of Eastern Elementary School.

Eastern Elementary School Bioretention – Project Sizing

Bioretention Area - Eastern Elementary School

Project: City of Greenville - Pilot Watershed Master Plan

Prepared by: EVH

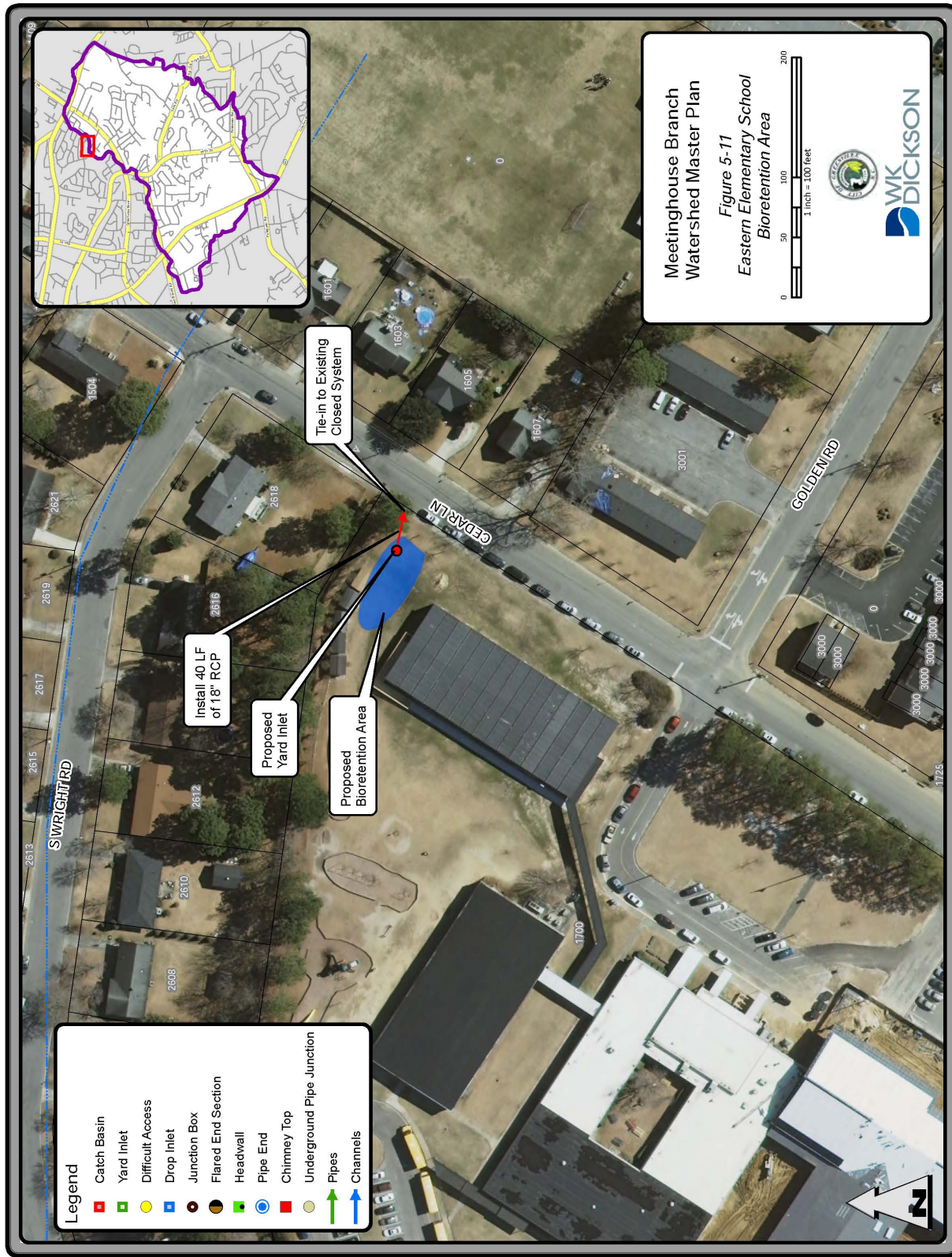
Checked by: TLM

Date: 10/10/12

DRAINAGE AREA INPUT PARAMETERS

Water Quality Event (in)	1.00		Input
	Pervious	Impervious	
Drainage Area (sq ft)	81,151	29,255	Input
Sub-basin CN	65	98	Input
S (in)	5.38	0.20	Calculated
R/O (in)	0.00	0.79	Calculated
Sub-basin WQ Volume (sf*in)	90	23138	Calculated
Sub-basin WQ Volume (cf)	8	1928	Calculated
Summary Calculations			
Total Watershed area (sq ft)	110,406		Calculated
Total Watershed area (acres)	2.53		Calculated
Total WQ Runoff Volume (sf*in)	23,228		Calculated
Total WQ Runoff Volume (cf)	1,936		Calculated
Surface area of bioretention			
Average depth of water (in)	10		Input
Surface area of bioretention (sf)	2,323		Calculated
Surface area of bioretention (ac)	0.05		Calculated
Depth of Bioretention (in)	36		Input
Length of Bioretention (ft)	84		Input
Width of Bioretention (ft)			
Assuming 3:1 Ratio (L:W)	28		Calculated

Eastern Elementary School Bioretention – Project Map



VI. PROGRAM ELEMENT: Public Education

**City of Greenville
Public Education Action Report and Plan**

	ACTIVITY	Point Value	# Complete 2013-2014	Actual Points	Actual Costs	# Planned 2014-2015	Estimated Points	Estimated Costs
1	Demonstration Sites (BMPs)	4 /EA	Y/1	4	\$500.00	N	0	\$0.00
2	Newspaper Ads.	2 /EA	N	0	\$0.00	N	0	\$0.00
3	Technical Workshops	4 /EA	Y/2	8	\$300.00	Y/3	12	\$1,000.00
4	Environmental Contest	4 /EA	N	0	\$0.00	N	0	\$0.00
5	Presentations for Civic Organizations*	1 /EA	Y/7	7	\$300.00	Y/6	6	\$300.00
6	Web Page / Web Site Links	2 /YR	Y	2	\$0.00	Y	2	\$0.00
7	Fact sheets / Brochures* (public places)	2 /YR	Y	2	\$500.00	Y	2	\$1,000.00
8	Utility Bill Inserts	3 /YR	Y	3	\$0.00	Y	3	\$0.00
9	Developer Packages	3 /YR	Y	3	\$200.00	Y	3	\$500.00
10	Storm Drain Stenciling	2 /YR	N	0	\$0.00	Y	2	\$150.00
11	Adopt-A-Street	4 /YR	Y	4	\$100.00	Y	4	\$200.00
12	Adopt-A-Stream	4 /YR	N	0	\$0.00	N	0	\$0.00
13	SW Education Grant Program	1 /YR	Y	1	\$2,000.00	Y	1	\$2,500.00
14	Hotline	3 /YR	Y	3	\$0.00	Y	3	\$0.00
15	Water Quality Reporting Program	3 /YR	N	0	\$0.00	Y	3	\$75,000.00
16	Major Media Advertising	6 /YR	N	0	\$0.00	N	0	\$0.00
17	TV or Radio Spots (City Scene)	3 /YR	Y	3	\$0.00	Y	3	\$0.00
			TOTAL	40	\$3,900	TOTAL	44	\$80,650

*See Appendix C for supporting documentation.

APPENDIX A

***(New Development Projects –
Summary Table)***

LOADING SUMMARY CALCULATIONS		
		Units
Sum of All Project Acres Post Development	1,061.32	Acres
Sum of Nitrogen Load For All Projects Post Development	817.01	N lbs/yr
N Load per acre per year for all Projects Post Development	0.77	N lbs/ac/yr
Sum of Phosphorus Load For All Projects Post Development	94.78	P lbs/yr
P Load per acre per year for all Projects Post Development	0.09	P lbs/ac/yr

Notes:

1	Summary Table (Table 2) includes all projects approved for construction in the Neuse / Tar-Pamlico River Basin.
2	Project ID's listed in RED are projects located in the Neuse River Basin. These are not included in the Loading Summary Calculations table above.
3	Projects with the Post-Development and Post-BMP Nutrient Export values listed in GREEN utilized the buy-down option for the applicable nutrients.
4	For the purposes of compiling the numbers for the Loading Summary Calculations table above, the final loading amounts account for the resultant loading after offsets for the buy-down projects.
5	Area taken up by BMP was added to the managed pervious area for the reporting of Post Development Project Acreage.

**TAR-PAMLICO STORMWATER RULE
NEW DEVELOPMENTS PROJECTS SUMMARY TABLE
OCTOBER 2012 - SEPTEMBER 2013**

City / County: Greenville / Pitt County

Project ID / Catchment #	SP-2012-048	SP-2012-071	SP-2012-049	SP-2012-074	SP-2012-077	SP-2012-016
	Eastern Pediatrics	Vidant Surgicenter Parking Lot Expansion	St. James UMC Addition	Pitt-Greenville Airport Hangar Expansion	City of Greenville Dream Park	Greenville Auto Auction
Pre-Development Project Acreage (Acres)						
Transportation Impervious	0.32	2.09	1.45	100.37	0.38	1.16
Roof Impervious	0.12	0.92	1.24	3.80	0.13	0.00
Managed Pervious	0.20	18.72	3.87	588.32	2.52	26.64
Wooded Pervious	0.00	0.00	0.00	178.40	0.00	0.00
Post Development Project Acreage (Acres)						
Transportation Impervious	0.32	2.65	1.18	107.07	0.56	2.36
Roof Impervious	0.14	0.92	1.59	4.98	0.18	0.00
Managed Pervious	0.18	18.16	3.79	580.44	2.28	25.44
Wooded Pervious	0.00	0.00	0.00	178.40	0.00	0.00
Total Project Acres	0.64	21.73	6.56	870.89	3.03	27.80
Predevelopment Nutrient Export						
Nitrogen lbs/year	9.13	59.86	49.60	2035.29	9.82	51.04
Nitrogen lbs/acre/year	14.27	2.75	7.56	2.34	3.24	1.84
Phosphorous lbs/year	0.88	10.16	6.35	334.39	1.61	14.89
Phosphorous lbs/acre/year	1.37	0.47	0.97	0.38	0.53	0.54
Post-development & Pre-BMP Nutrient Export						
Nitrogen lbs/year	9.59	69.12	50.24	2151.47	13.91	54.20
Nitrogen lbs/acre/year	14.99	3.18	7.66	2.47	4.59	1.95
Phosphorous lbs/year	0.89	11.41	6.35	350.27	2.11	9.71
Phosphorous lbs/acre/year	1.39	0.52	0.97	0.40	0.70	0.35
BMPs Implemented						
Number of BMPs	3	0	0	0	0	0
Post-development & Post-BMP Nutrient Export						
Nitrogen lbs/year	6.64	69.12	50.24	265.46	13.91	54.20
Nitrogen lbs/acre/year	10.37	3.18	7.66	3.47	4.59	1.95
Phosphorous lbs/year	0.58	11.41	6.35	16.07	2.11	9.71
Phosphorous lbs/acre/year	0.90	0.52	0.97	0.21	0.70	0.35

**TAR-PAMLICO STORMWATER RULE
NEW DEVELOPMENTS PROJECTS SUMMARY TABLE
OCTOBER 2012 - SEPTEMBER 2013**

City / County: Greenville / Pitt County

Project ID / Catchment #	Construction Plan	SP-2013-002	SP-2013-006	SP-2013-011	SP-2013-015	SP-2013-017
	Arbor Hills South Phase III	Family Dollar on SW Greenville Boulevard	ST Wooten Staton Road Asphalt Batch Plant	West Star Lot 4	Cypress Glen Wellness Center	NCEMPA Greenville PSDG Project
Pre-Development Project Acreage (Acres)						
Transportation Impervious	0.00	0.00	0.35	0.00	6.88	2.19
Roof Impervious	0.00	0.00	0.00	0.00	5.98	0.00
Managed Pervious	3.76	1.27	0.00	0.96	43.91	2.74
Wooded Pervious	0.50	0.14	24.57	0.00	37.20	4.64
Post Development Project Acreage (Acres)						
Transportation Impervious	1.06	0.59	4.27	0.31	6.97	4.37
Roof Impervious	0.41	0.19	9.79	0.13	6.32	0.00
Managed Pervious	2.79	0.57	10.33	0.52	44.48	5.20
Wooded Pervious	0.00	0.06	0.53	0.00	36.20	0.00
Total Project Acres	4.26	1.41	24.92	0.96	93.97	9.57
Predevelopment Nutrient Export						
Nitrogen lbs/year	8.36	2.81	15.47	2.07	223.35	36.28
Nitrogen lbs/acre/year	1.96	1.99	0.62	2.16	2.38	3.79
Phosphorous lbs/year	2.40	0.81	2.24	0.60	34.17	4.75
Phosphorous lbs/acre/year	0.56	0.57	0.09	0.63	0.36	0.50
Post-development & Pre-BMP Nutrient Export						
Nitrogen lbs/year	27.50	15.36	256.02	8.42	229.36	87.46
Nitrogen lbs/acre/year	6.46	10.89	10.27	8.77	2.44	9.14
Phosphorous lbs/year	3.76	1.67	27.40	1.02	35.12	10.67
Phosphorous lbs/acre/year	0.88	1.18	1.10	1.07	0.37	1.11
BMPs Implemented						
Number of BMPs	0	1	2	0	0	0
Post-development & Post-BMP Nutrient Export						
Nitrogen lbs/year	27.50	13.90	156.00	8.42	229.36	87.46
Nitrogen lbs/acre/year	6.46	9.86	6.26	8.77	2.44	9.14
Phosphorous lbs/year	3.76	1.13	12.21	1.02	35.12	10.67
Phosphorous lbs/acre/year	0.88	0.80	0.49	1.07	0.37	1.11

**TAR-PAMLICO STORMWATER RULE
NEW DEVELOPMENTS PROJECTS SUMMARY TABLE
OCTOBER 2012 - SEPTEMBER 2013**

City / County: Greenville / Pitt County

Project ID / Catchment #	SP-2013-021	SP-2013-022	SP-2012-085 & SP-2013-043			
	Hardee & Cox Welding	Family Dollar on Evans Street	Waffle House			
Pre-Development Project Acreage (Acres)						
Transportation Impervious	0.00	0.00	0.31			
Roof Impervious	0.00	0.00	0.00			
Managed Pervious	4.28	1.13	0.26			
Wooded Pervious	0.00	0.13	0.00			
Post Development Project Acreage (Acres)						
Transportation Impervious	0.55	0.61	0.30			
Roof Impervious	0.17	0.19	0.04			
Managed Pervious	3.56	0.46	0.23			
Wooded Pervious	0.00	0.00	0.00			
Total Project Acres	4.28	1.26	0.57			
Predevelopment Nutrient Export						
Nitrogen lbs/year	9.23	0.88	6.35			
Nitrogen lbs/acre/year	2.16	0.70	11.08			
Phosphorous lbs/year	2.68	0.17	0.71			
Phosphorous lbs/acre/year	0.63	0.14	1.25			
Post-development & Pre-BMP Nutrient Export						
Nitrogen lbs/year	13.91	16.41	7.12			
Nitrogen lbs/acre/year	3.25	13.02	12.48			
Phosphorous lbs/year	2.29	1.67	0.75			
Phosphorous lbs/acre/year	0.53	1.33	1.32			
BMPs Implemented						
Number of BMPs	0	1	0			
Post-development & Post-BMP Nutrient Export						
Nitrogen lbs/year	13.91	11.76	7.12			
Nitrogen lbs/acre/year	3.25	9.33	12.48			
Phosphorous lbs/year	2.29	0.93	0.75			
Phosphorous lbs/acre/year	0.53	0.74	1.32			

APPENDIX B

(Illicit Discharge/Connection Violations)

Note: Shaded areas
should be filled in
before going out to field



**WATER QUALITY COMPLAINT /
INSPECTION RECORD**

Complainant's Description of Problem and Location:

Description: Grease in storm drain
Location: 3220 E. 10th Street Cook Out

Complaint from:
Name: Anonymous
Address: _____
Home Phone #: _____
Work Phone #: _____
Other: _____
(pager, e-mail, etc.)

Complaint Date and Source:
Call date: 7/15/14
Time: 11:30
 Hotline Eng. Staff
 Walk-In Emerg. Mgt.
 Call In Health Dept.
 DWQ Erosion Ctrl.
 Other City employee
 Other _____

First Callback:
Date: _____
Time: _____
Results Callback:
Date: _____
 Phone
 Letter
 In Person

Investigation:
Date: 7/15/14
Time: 12:00
Duration: 1 hr
Team (initials of staff):
 DB KQ
 LS CJ
 TC VL
 other DF

Field Observations (if different):

Investigator's Description: Grease dumped or spilled by storm drain
Street Address (Nearest): 3220 E. 10th St.

Property Type:
 Public Commercial
 Residential Industrial
 Unimproved

Observations:
 Sheen _____
 Odor _____
 Floatables _____
 Other _____

Drainage Basin:
Crk _____
Sub-Basin _____
 Flow reached storm drain?
 Flow reached creek?

Probable Source of Water Quality Problem (check main items that apply):

Construction Erosion & Sed:

Controls not provided
 Controls not maintained
 Sediment in drainage system

On-site sewage treatment:

Discharging sand filter system
 Failing septic leachfield
 Piping failure, leak, etc (on-site only)
 Laundry discharge (household)

City Sanitary Sewer System:

Overflow
 Leak (small flow)
 Break (large flow)
 Other _____
Manhole: Up-MH: _____
Down-MH: _____

Private Connection to City System:

Sewer lateral (house/duplex)
 Sewer lateral (apart/commercial)
Other:
 Illicit Connection

Yard wastes/leaves
 Source Unknown
 Water Leak
 Other WQ Prob (see details)
 No WQ Problem Found
 Drainage Problem
 Paint spill/release/dumping
 Grease/Cooking oil/food wastes
 Improper Housekeeping
 Trash/Garbage in Channel
 Contaminated Groundwater
 Petroleum spill/release

Details, Sample Locations, Findings, Actions:

Grease dumped by and into on site storm drain. Manager says not know where it came from and instead they did not put in there. Manager called their maintenance company to clean up. Grease did not leave storm drain because of back up on site. Maintenance company cleaned up. Manager found out the hood cleaning company that came after hours on 7/14 had a spill.

Continue on back, if necessary

Need NOV? Date Sent _____

Departments copied on NOV:

NOV Sent to (usu. Prpty Owner):

Health Dept. Land Qual
 GUC DOT
 Pitt Co. Other: _____

Photo File Name: _____

Mailing Address: _____

Respond to Complainant By:
(date) _____

Phone Letter In Person

Note: Shaded areas should be filled in before going out to field



WATER QUALITY COMPLAINT / INSPECTION RECORD

Complainant's Description of Problem and Location:

Description: Leak from cleanout flowing into storm drain.

Location: Firetower Road

Complaint from:

Name: Rivers & Associates

Address: _____

Home Phone #: _____

Work Phone #: _____

Other: _____
(pager, e-mail, etc.)

Complaint Date and Source:

Call date: 8-20

Time: 10:00

- Hotline Eng. Staff
- Walk-In Emerg. Mgt.
- Call In Health Dept.
- DWQ Erosion Ctrl.
- Other City employee
- Other _____

First Callback:

Date: 8-20

Time: 10:20

Results Callback:

Date: _____

Phone

Letter

In Person

Investigation:

Date: 8-20

Time: 10:25

Duration: 15 min

Team (initials of staff):

DB KQ

LS CJ

TC VL

other _____

Field Observations (if different):

Investigator's Description: Sanitary cleanout busted because of clogged sewer line

Street Address (Nearest): 402 W Firetower Rd (Byron Pio)

Property Type:

- Public Commercial
- Residential Industrial
- Unimproved

Observations:

- Sheen _____
- Odor _____
- Floatables _____
- Other _____

Drainage Basin:

- Crk _____
- Sub-Basin _____
- Flow reached storm drain?
- Flow reached creek?

Probable Source of Water Quality Problem (check main items that apply):

Construction Erosion & Sed:

- Controls not provided
- Controls not maintained
- Sediment in drainage system

On-site sewage treatment:

- Discharging sand filter system
- Failing septic leachfield
- Piping failure, leak, etc (on-site only)
- Laundry discharge (household)

City Sanitary Sewer System:

- Overflow
- Leak (small flow)
- Break (large flow)
- Other Backup
- Manhole: Up-MH: _____
- Down-MH: _____

Private Connection to City System:

- Sewer lateral (house/duplex)
- Sewer lateral (apart/commercial)
- Other: Illicit Connection

- Yard wastes/leaves
- Source Unknown
- Water Leak
- Other WQ Prob (see details)
- No WQ Problem Found
- Drainage Problem _____
- Paint spill/release/dumping
- Grease/Cooking oil/food wastes
- Improper Housekeeping
- Trash/Garbage in Channel
- Contaminated Groundwater
- Petroleum spill/release

Details, Sample Locations, Findings, Actions:

Greenville utilities had a backup in their sewer line that caused the clean out cap at 402 Firetower to crack. The backup flow did reach a catch basin utilities was contacted and they unclogged the line & treated the areas that had received the backup flow

Continue on back, if necessary

Need NOV? Date Sent _____

NOV Sent to (usu. Prpty Owner): _____

Mailing Address: _____

Departments copied on NOV:

- Health Dept. Land Qual
- GUC DOT
- Pitt Co. Other: _____

Photo File Name: _____

Respond to Complainant By: (date) _____

- Phone Letter In Person

**City of Greenville
Engineering Division**

Note: Shaded areas
should be filled in
before going out to field



**WATER QUALITY COMPLAINT /
INSPECTION RECORD**

Complainant's Description of Problem and Location:

Description: Dry weather flow in catch basin
Location: E Wright Road / 2416 W Umstead Ave

Complaint from:
Name: Wooten Co.
Address: _____
Home Phone #: _____
Work Phone #: _____
Other: _____
(pager, e-mail, etc.)

Complaint Date and Source:
Call date: 8-20
Time: 10:00AM
 Hotline Eng. Staff
 Walk-In Emerg. Mgt.
 Call In Health Dept.
 DWQ Erosion Ctrl.
 Other City employee
 Other _____

First Callback:
Date: 8-20
Time: 10:30
Results Callback:
Date: _____
 Phone
 Letter
 In Person

Investigation:
Date: 8-20
Time: 10:45
Duration: 15mins
Team (initials of staff):
 DB KQ
 LS CJ
 TC VL
 other _____

Field Observations (if different):

Investigator's Description: flow coming from 4 inch pipe
Street Address (Nearest): 2416 Umstead Ave (Julianne Chudwick)

Property Type:
 Public Commercial
 Residential Industrial
 Unimproved

Observations:
 Sheen
 Odor
 Floatables ..
 Other

Drainage Basin:
Crk _____
Sub-Basin _____
 Flow reached storm drain?
 Flow reached creek?

Probable Source of Water Quality Problem (check main items that apply):

Construction Erosion & Sed:
 Controls not provided
 Controls not maintained
 Sediment in drainage system
On-site sewage treatment:
 Discharging sand filter system
 Failing septic leachfield
 Piping failure, leak, etc (on-site only)
 Laundry discharge (household)

City Sanitary Sewer System:
 Overflow
 Leak (small flow)
 Break (large flow)
 Other _____
Manhole: Up-MH: _____
Down-MH: _____
Private Connection to City System:
 Sewer lateral (house/duplex)
 Sewer lateral (apart/commercial)
Other:
 Illicit Connection

Yard wastes/leaves
 Source Unknown
 Water Leak
 Other WQ Prob (see details)
 No WQ Problem Found
 Drainage Problem _____
 Paint spill/release/dumping
 Grease/Cooking oil/food wastes
 Improper Housekeeping
 Trash/Garbage in Channel
 Contaminated Groundwater
 Petroleum spill/release

Details, Sample Locations, Findings, Actions:

Water coming from sump pump for foundation drains

Continue on back, if necessary

Need NOV? Date Sent _____
NOV Sent to (usu. Prpty Owner): _____
Mailing Address: _____

Departments copied on NOV:
 Health Dept. Land Qual
 GUC DOT
 Pitt Co. Other: _____

Photo File Name: _____
Respond to Complainant By:
(date) _____
 Phone Letter In Person

Note: Shaded areas
should be filled in
before going out to field



**WATER QUALITY COMPLAINT /
INSPECTION RECORD**

Complainant's Description of Problem and Location:

Description: Paint in catch basin
Location: Dalebrook Circle

Complaint from:
Name: Wooten Co.
Address: _____
Home Phone #: _____
Work Phone #: _____
Other: _____
(pager, e-mail, etc.)

Complaint Date and Source:
Call date: 8-25
Time: 9:00
 Hotline Eng. Staff
 Walk-In Emerg. Mgt.
 Call In Health Dept.
 DWQ Erosion Ctrl.
 Other City employee
 Other _____

First Callback:
Date: 8-25
Time: 9:10
Results Callback:
Date: _____
 Phone
 Letter
 In Person

Investigation:
Date: 8-25
Time: 9:20
Duration: 10 mins
Team (initials of staff):
 DB KQ
 LS CJ
 TC VL
 other _____

Field Observations (if different):

Investigator's Description: Paint stains in catch basin
Street Address (Nearest): 101 Dalebrook Circle (Arthur Weldon)

Property Type:
 Public Commercial
 Residential Industrial
 Unimproved

Observations:
 Sheen
 Odor
 Floatables
 Other

Drainage Basin:
Crk _____
Sub-Basin _____
 Flow reached storm drain?
 Flow reached creek?

Probable Source of Water Quality Problem (check main items that apply):

Construction Erosion & Sed:
 Controls not provided
 Controls not maintained
 Sediment in drainage system
On-site sewage treatment:
 Discharging sand filter system
 Failing septic leachfield
 Piping failure, leak, etc (on-site only)
 Laundry discharge (household)

City Sanitary Sewer System:
 Overflow
 Leak (small flow)
 Break (large flow)
 Other _____
Manhole: Up-MH: _____
Down-MH: _____
Private Connection to City System:
 Sewer lateral (house/duplex)
 Sewer lateral (apart/commercial)
Other:
 Illicit Connection

Yard wastes/leaves
 Source Unknown
 Water Leak
 Other WQ Prob (see details)
 No WQ Problem Found
 Drainage Problem _____
 Paint spill/release/dumping
 Grease/Cooking oil/food wastes
 Improper Housekeeping
 Trash/Garbage in Channel
 Contaminated Groundwater
 Petroleum spill/release

Details, Sample Locations, Findings, Actions:

The house is currently not occupied and there seems to have been no one there for some time. The determination was made that the staining was odd + that no further investigation was needed.

Continue on back, if necessary

Need NOV? Date Sent _____
NOV Sent to (usu. Prpty Owner): _____
Mailing Address: _____

Departments copied on NOV:
 Health Dept. Land Qual
 GUC DOT
 Pitt Co. Other: _____

Photo File Name: _____
Respond to Complainant By:
(date) _____
 Phone Letter In Person

**City of Greenville
Engineering Division**

Note: Shaded areas should be filled in before going out to field



WATER QUALITY COMPLAINT / INSPECTION RECORD

Complainant's Description of Problem and Location:

Description: Day weather flow in catch basin

Location: Red Banks

Complaint from:

Name: Wooten Co.

Address: _____

Home Phone #: _____

Work Phone #: _____

Other: _____
(pager, e-mail, etc.)

Complaint Date and Source:

Call date: Sept-10

Time: 8:45

- Hotline Eng. Staff
- Walk-In Emerg. Mgt.
- Call In Health Dept.
- DWQ Erosion Ctrl.
- Other City employee
- Other _____

First Callback:

Date: Sept 10

Time: 9:00

Results Callback:

Date: _____

Phone

Letter

In Person

Investigation:

Date: Sept-10

Time: 7:30

Duration: 20mins

Team (initials of staff):

DB KQ

LS CJ

TC VL

other _____

Field Observations (if different):

Investigator's Description: No water flowing At time of investigation

Street Address (Nearest): 1100 Red Banks Road (Wayne Taylor)

Property Type:

- Public Commercial
- Residential Industrial
- Unimproved

Observations:

- Sheen _____
- Odor _____
- Floatables _____
- Other _____

Drainage Basin:

- Crk _____
- Sub-Basin _____
- Flow reached storm drain?
- Flow reached creek?

Probable Source of Water Quality Problem (check main items that apply):

Construction Erosion & Sed:

- Controls not provided
- Controls not maintained
- Sediment in drainage system

On-site sewage treatment:

- Discharging sand filter system
- Failing septic leachfield
- Piping failure, leak, etc (on-site only)
- Laundry discharge (household)

City Sanitary Sewer System:

- Overflow
- Leak (small flow)
- Break (large flow)
- Other _____
- Manhole: Up-MH: _____
- Down-MH: _____

Private Connection to City System:

- Sewer lateral (house/duplex)
- Sewer lateral (apart/commercial)

Other:

- Illicit Connection

- Yard wastes/leaves
- Source Unknown
- Water Leak
- Other WQ Prob (see details)
- No WQ Problem Found
- Drainage Problem _____
- Paint spill/release/dumping
- Grease/Cooking oil/food wastes
- Improper Housekeeping
- Trash/Garbage in Channel
- Contaminated Groundwater
- Petroleum spill/release

Details, Sample Locations, Findings, Actions:

The flow coming into the box is from the roof drains at the Baptist Church. The residual water left in the catch basin was the reason the illicit connection was called in.

Continue on back, if necessary

Need NOV? Date Sent _____

NOV Sent to (usu. Prpty Owner): _____

Mailing Address: _____

Departments copied on NOV:

- Health Dept. Land Qual
- GUC DOT
- Pitt Co. Other: _____

Photo File Name: _____

Respond to Complainant By: (date) _____

- Phone Letter In Person

Note: Shaded areas should be filled in before going out to field



WATER QUALITY COMPLAINT / INSPECTION RECORD

Complainant's Description of Problem and Location:

Description: Debris placed beside road

Location: Windermere Ct

Complaint from:

Name: Anonymous

Address: _____

Home Phone #: _____

Work Phone #: _____

Other: _____

(pager, e-mail, etc.)

Complaint Date and Source:

Call date: Sept 17

Time: 8:30

- Hotline Eng. Staff
- Walk-In Emerg. Mgt.
- Call In Health Dept.
- DWQ Erosion Ctrl.
- Other City employee
- Other _____

First Callback:

Date: Sept 17

Time: 8:45

Results Callback:

Date: _____

Phone

Letter

In Person

Investigation:

Date: Sept 17

Time: 9:00

Duration: 15 mins

Team (initials of staff):

DB KQ

LS CJ

TC VL

other _____

Field Observations (if different):

Investigator's Description: Lawn debris & limbs placed in road side swale

Street Address (Nearest): 102 Windermere Ct. (Mark Wagner)

Property Type:

- Public Commercial
- Residential Industrial
- Unimproved

Observations:

- Sheen _____
- Odor _____
- Floatables _____
- Other _____

Drainage Basin:

- Crk _____
- Sub-Basin _____
- Flow reached storm drain?
- Flow reached creek?

Probable Source of Water Quality Problem (check main items that apply):

Construction Erosion & Sed:

- Controls not provided
- Controls not maintained
- Sediment in drainage system

On-site sewage treatment:

- Discharging sand filter system
- Failing septic leachfield
- Piping failure, leak, etc (on-site only)
- Laundry discharge (household)

City Sanitary Sewer System:

- Overflow
- Leak (small flow)
- Break (large flow)
- Other _____
- Manhole: Up-MH: _____
- Down-MH: _____

Private Connection to City System:

- Sewer lateral (house/duplex)
- Sewer lateral (apart/commercial)

Other:

- Illicit Connection

Yard wastes/leaves

- Source Unknown
- Water Leak
- Other WQ Prob (see details)
- No WQ Problem Found
- Drainage Problem _____
- Paint spill/release/dumping
- Grease/Cooking oil/food wastes
- Improper Housekeeping
- Trash/Garbage in Channel
- Contaminated Groundwater
- Petroleum spill/release

Details, Sample Locations, Findings, Actions:

The Homeowner At 102 Windermere had placed the debris in the road side swale for City pickup. The address is not in the City limits so the pile was not picked up. Placed door hanger on residence to request cleanup. The resident called in and stated that the debris had been removed.

Continue on back, if necessary

Need NOV? Date Sent _____

Departments copied on NOV:

NOV Sent to (usu. Prpty Owner): _____

Health Dept. Land Qual

Photo File Name: _____

Mailing Address: _____

GUC DOT

Respond to Complainant By:
(date) _____

Pitt Co. Other: _____

Phone Letter In Person

APPENDIX C

(Public Education)

Environmental Advisory Commission Grants

The grant cycle for 2014-2015 was focused on support of citizen activity in stormwater management education with local youth organizations (i.e. PTOs, science clubs...etc.) as the focus group. Please see the attached fact sheet for additional information.

The grant of \$2,500 for stormwater management education was awarded to J.H. Rose High School for a project to educate students at the school about stormwater runoff and water quality by involving them in pertinent data collection, project design, and identifying retrofit opportunities for the J.H. Rose campus.

The first aspect of the project dealt with introducing hydrologic and ecological concepts to students. As part of the hydrologic cycle education, a weather station was installed on the J.H. Rose campus. This station collects data that is used to educate students about certain hydrologic cycle concepts, such as total precipitation, precipitation intensity, evaporation and transpiration. The second aspect will introduce students to how weather, land cover, and soils affect runoff. Students characterized the types of ground cover and soils on campus and inventoried drainage structures on their campus. The end result was a map of flow paths for their campus. The final step was to introduce stormwater management principals to students by building on the previous work and incorporating soil properties and water quality components. Students collected water quality data from runoff and existing stormwater control structures. As a final effort, students proposed stormwater best management practice retrofits to their campus. At the completion of the grant cycle, representatives from the school, including students, presented the project findings to the City's EAC during the June and September 2014 meetings. Attached please find the final report presented to the EAC.

In addition, during the September 2014 meeting, the 2014-15 grant of \$1,107 was awarded to the Ridgewood Elementary School, 5th grade class for a project to educate students at the school about stormwater runoff and water quality by involving them in locating and installing a rain garden. The project will focus more specifically on; hydrologic concepts, anecdotal observations of wildlife and biodiversity, weather conditions and their relationship to run and water quality. A final presentation will be delivered to the EAC at their June 2015 meeting.



Environmental Advisory Commission Grant Program

Fact Sheet #2

Publication Date:
February 2013

DEFINITIONS...

Non-point Source Pollution

Also known as polluted runoff, comes from diffuse or scattered sources in the environment rather than from a defined outlet such as a pipe. As water moves across and through the land it picks up and carries away natural and human-made pollutants depositing them into lakes, rivers and even underground sources of drinking water.

Impervious Area

Hard surfaces, like rooftops, roads and parking lots that prevent or slow the absorption of stormwater runoff into the ground.

GRANT TIMELINE 2013-14

Application Deadline	April 22
Grant Award	June
Update to EAC	Dec
Project Closeout	May 31st
Deliverables	June
Presentation	June

Grant Overview

The City of Greenville continually strives to serve its citizens and provide programs that will increase the quality of life and livability of our community. **Non-point source pollution has a significant affect on water quality, property values and the safety of our citizens.**

When rain falls on natural areas, such as a forest, it is slowed down, filtered by soil and plants, and allowed to soak back into the ground. In contrast, when rain falls on impervious areas rain does not soak into the ground and stormwater runoff is created. Stormwater runoff picks up pollution such as pet waste, fertilizer, pesticides, motor oil, litter

and yard waste on the way to local creeks, streams and waterways. **In Greenville, stormwater runoff does not go to a treatment plant.** Instead, runoff, and the pollution in it, flows into our creeks and streams, then eventually into the Tar-Pamlico or Neuse River.

In an effort to address these concerns, **the Environmental Advisory Commission (EAC) has developed the EAC Grant Program.**

This Program will provide an avenue **for school-related organizations to apply for a grant from the City for projects that will minimize the effects of non-point source pollution.** There are many

benefits to installing these projects on your property or instituting them in your organization. Most projects are structural and prevent water pollution by capturing polluted runoff and treating or detaining it. Other projects may take the form of education, awareness, or good house keeping measures. All of these components are equally important.



Installation of a traditional rain garden.

Eligibility

There is \$2,500.00 available for a project or projects.

A school-related organizations such as a Parent Teacher Organization (PTO), science club, 4H club etc. must apply for the funds and act as the fiscally responsible party. The school organization may apply for multiple grants however these projects will compete against each other for funding.

The following requirements must be met in order for a school organization to be eligible for consideration:

Potential project locations must be within the City Limits. Projects located in

county and the extra-territorial jurisdiction are not eligible under this Program.

The project must be real and measurable. The results must be available by the end of the grant cycle.

Increase public awareness of the issue. The project must include an awareness component and ensure that as many people as technically feasible are impacted by the results.

Provide opportunities for public participation. Ideally the project will involve a partnership between teachers, students and parents.

Demonstrate that the project has improved the quality, reduced the quantity, or created awareness about stormwater runoff. This may be in the form of pictures, calculations, sampling, questionnaires, etc.

Prepare project reporting documentation which includes:

- Six-month status report that describes the current status of the project and the next steps anticipated
- Final report and presentation to EAC describing the project and its outcomes.

Project Ideas

- Develop an educational campaign for parents.
- Install pervious concrete/asphalt.
- Remove impervious areas and restore to pervious ground cover.
- Develop curriculum on stormwater quality, quantity and watershed based issues.
- Restore riparian buffers.
- Install rain gardens.
- Retrofit existing stormwater facilities to meet current water quality standards.
- Outdoor learning spaces.
- Develop monitoring program for a stream.
- Design a student activity book.
- Develop an educational contest and recognition program.
- Repair erosion caused by runoff.
- Install rain barrels for water re-use.



Rain barrels or cisterns can store rain water for irrigation or wash water for vehicles.

Grant in Action



The Wahl-Coates Explorers were the **2012 recipient** of the Stormwater Education Grant. They are using the grant funds to carry out a year-long water monitoring project on Green Mill Run. **Check out their website** which explains what they are doing, and what they are learning.

wahlcoatesexplorers.weebly.com/grant.html



Traditional residential rain gardens allows water to infiltrate into the ground.

Grant Administration

There is \$2,500.00 available for a project or projects.

In addition, the grant requires the applicant to match 25% of the grant amount awarded. This can be in the form of volunteer labor, donated materials or equipment, or may be monetary.

Funds will be disbursed in three instalments:

- The first 45% will be distributed upon award.
- The second 45% will be distrib-

uted upon receipt of invoices indicating that 75% of the first disbursement has been spent.

- The final 10% will be disbursed upon final submission of the project, financial report and presentation to EAC.

Any maintenance costs associated with the Best Management Practice shall be included in the requested amount.

City of Greenville
Public Works Department
Environmental Advisory Commission
1500 Beatty Street
Greenville, NC 27834

Phone: 252-329-4467
Fax: 252-329-4535
E-mail: ajbraddy@greenvillenc.gov

Electronic versions of the application package are available at
www.greenvillenc.gov



MORE DEFINITIONS...

Rain Garden

Shallow depression in the landscaping that allow for temporary storage of the first one (1) inch of rainfall. A combination of vegetation and infiltration provide water quality benefits.

Riparian Buffer

An area of vegetated land, adjacent to waterways, streams, wetlands, lakes, ponds, and other surface waters for the purpose of minimizing the impacts of point and non-point source pollution.

**2013-2014 GREENVILLE ENVIRONMENT ADVISORY COMMITTEE
GRANT: STORMWATER MANAGEMENT**



J. H. Rose High School

Final Report

May 30, 2014

PROJECT OVERVIEW

During the planning and beginning of the grant stages, Dr. Eban Bean from East Carolina University and Brian Callahan of J.H. Rose HS worked to survey the school grounds and parking areas for possible runoff problems and brainstormed numerous ideas of how to improve runoff and water infiltration on campus.

EDUCATION MODULES

Stormwater Education Modules were discussed to be implemented this year and allow a repeated offering for other classes in upcoming years by other teachers and students. The modules created would involve:

Hydrologic Cycle

Learning Objective: Students understand how water cycles through the atmosphere and earth's surface, understanding how precipitation and evapotranspiration vary during the year. Students understand that precipitation affects nearly all professions and thus is important to many people.

Resources: Installation of real time weather station and data collection.

Effect of Impervious Area on Runoff

Learning Objectives: Students understand the relationship between precipitation, land use, and runoff volumes and rates, specifically with respect to pervious and impervious surfaces.

Resources: Campus drainage infrastructure and large scale aerial of campus used by students to generate campus runoff map.

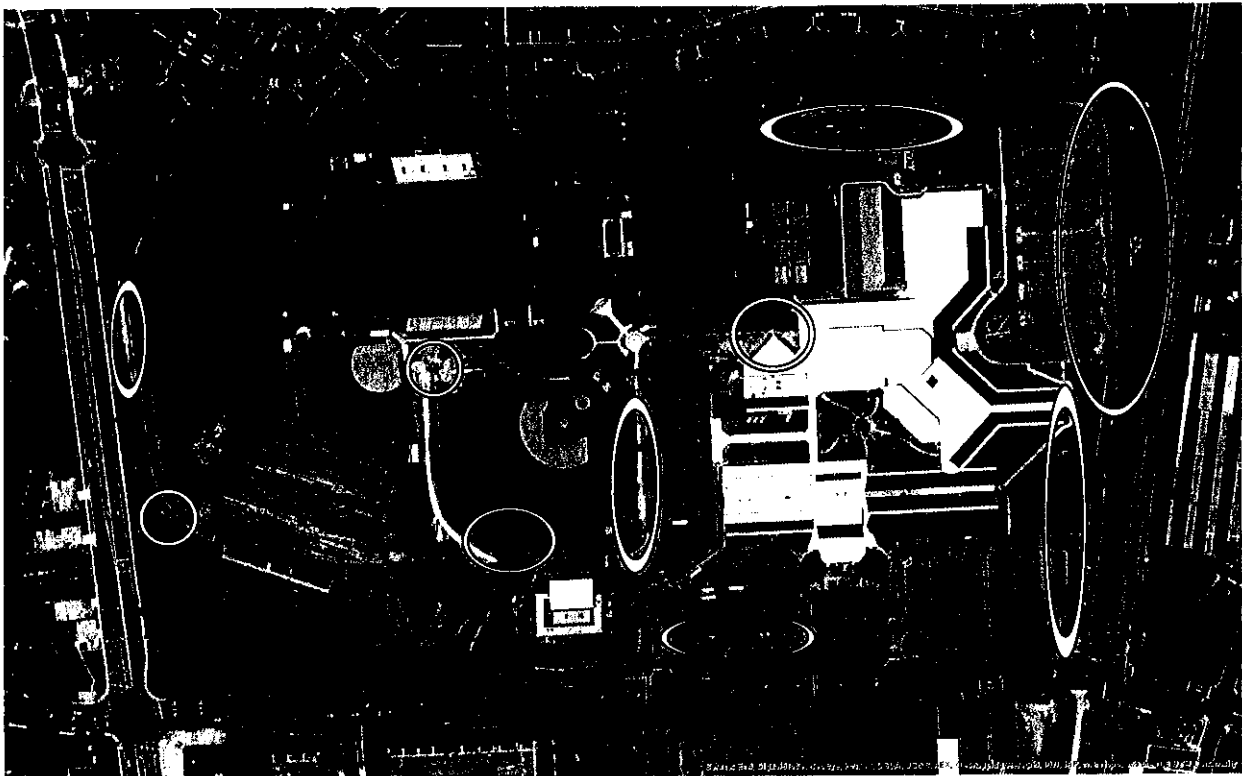


Figure 1. J H Rose campus stormwater map developed by students with trouble spots identified. The east side of campus shows the most problems.

Stormwater Impacts on Streams

Learning Objectives: Students understand how increasing runoff rates from impervious surfaces erode receiving streams and downstream sedimentation fills streams.

Resources: Local tour stops for stream erosion and sedimentation examples.

Stormwater Management

Learning Objectives: Students understand how managing stormwater on site and preserving the hydrology after development reduces impacts on streams and water quality. Students learn about different types of stormwater best management practices and how they function. Students simulate pollutant removal from stormwater runoff by constructing miniature BMPs. Stormwater is

simulated by mixing sand (suspended sediments and solids), glitter (metals), and food coloring (nutrients). Students see how different BMPs removed pollutants to varying degrees of success. Students learn how the relative size and frequency relate to BMPs efficiency, based on volume and storage recovery rates. Students see examples of stormwater BMPs in their local community.

Resources: Presentation on stormwater BMPs how they function. Local tour stops for examples of stormwater management, including a detention pond, an infiltration basin, a permeable pavement lot, cisterns, a bioretention cell and a stormwater wetland. Material profiles for constructing simulated BMPs and simulated stormwater runoff recipe.



Figure 2. Simulated BMPs from left to right: greenroof, bioretention with internal water storage, bioretention, and permeable pavement. Containers below BMPs contain treated stormwater. The container on the far right contains simulated stormwater. Below are materials used in making simulated BMP from left to right: paver sand, large gravel, and pea gravel. A 1-gallon jug with a perforated lid was used to sprinkle stormwater on BMPs.



Figure 3. AP Environmental Science students learning about stormwater runoff from impervious surfaces at the East Greenville Wal-Mart.

STREAM TOUR

During the fall semester Dr. Bean and 70 students in Mr. Michael Walter's AP Environmental Science and Mr. Clinton Todd's Honors Earth Science classes participated in a local stream tour.

Severe Stream Erosion: Meeting House Branch

Joni Torres, from Pitt County Cooperative Extension and a home owner whose property borders Meeting House Branch, shared the history of the erosion problem with students at the site. This was very valuable and future tours should seek to coordinate with Ms. Torres if possible. Also, multiple students lived in and around the Planter's Walk neighborhood and were able to share first hand with students how they had seen the stream change over time.

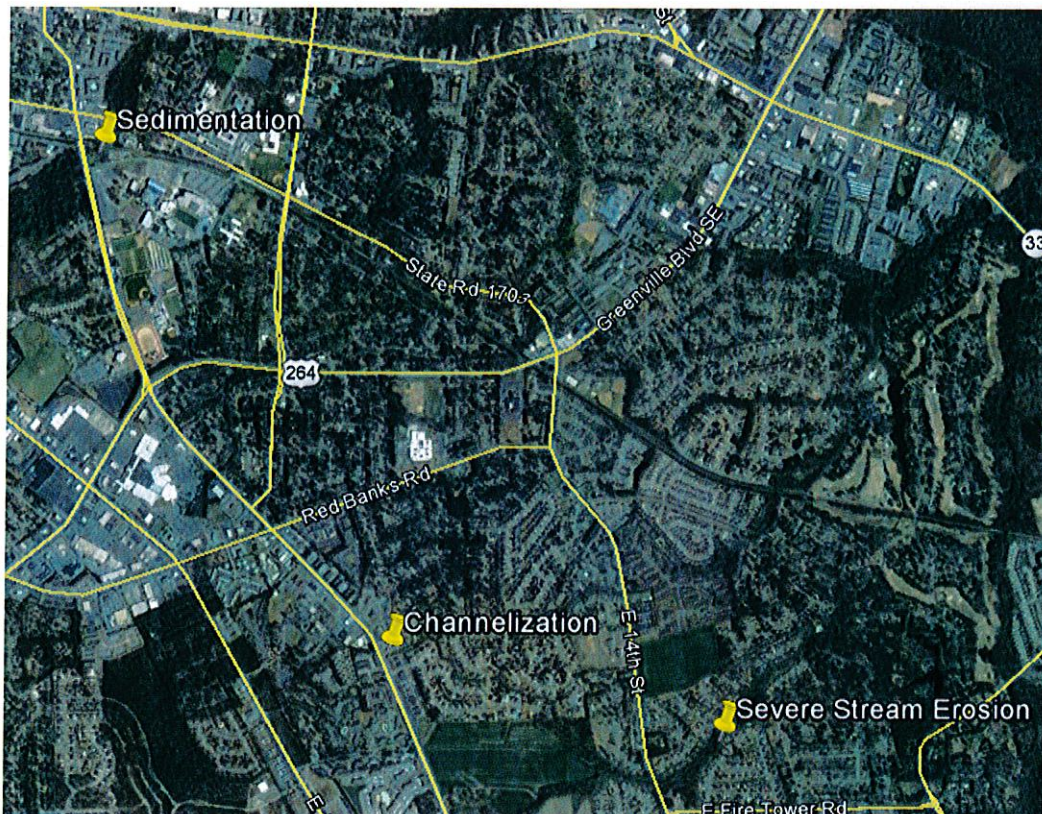


Figure 4. Locations of stream tour stops: Severe Stream Erosion (Meeting House Branch adjacent to Crooked Creek Rd.), Channelization (former agricultural drainage ditch adjacent to Charles Blvd.), and Sedimentation (Greens Mill Run at Charles Blvd.).



Figure 5. Honors Earth Science students learning about historical land use change next to a former agricultural drainage ditch that now receives urban stormwater runoff.

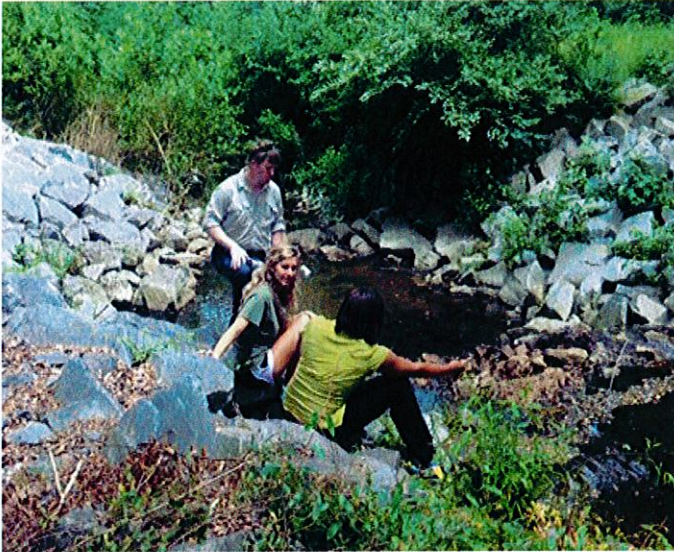


Figure 6. AP Environmental Science students learning how to use field probes to take water quality measurements on Meeting House Branch.



Figure 7. Honors Earth Science students learning about the impacts of sedimentation from upstream erosion on Greens Mill Run at Charles Blvd.



Figure 8. Honors Earth Science students learning about stream erosion causes of erosion on Meeting House Branch on one of the stream tours.

STORMWATER BMP TOUR

During the fall semester Dr. Bean's graduate student, Mr. Michael Griffin, led 30 students in Mr. Michael Walter's AP Environmental Science class participated in a local stormwater BMP tour. Mr. Griffin explained how each stormwater management practice functioned and used field equipment to allow students to measure infiltration rates at the infiltration basin and bioretention area. This tour allowed students to see firsthand how stormwater is managed in their community.

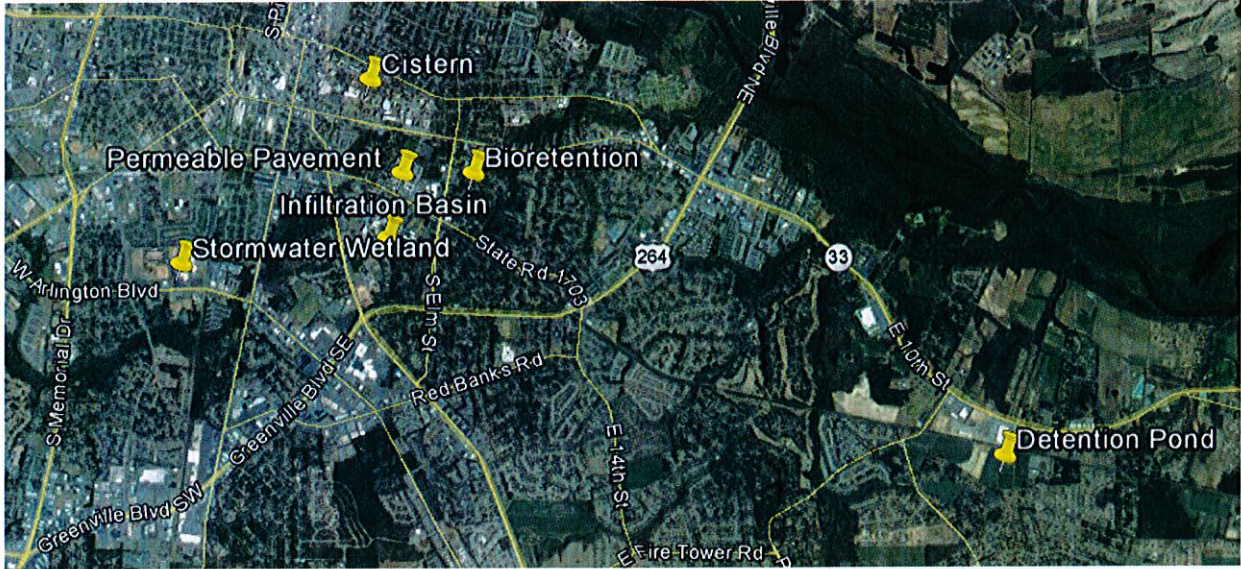


Figure 9. Locations of stormwater best management practices.



Figure 10. AP Environmental Science students learning about how permeable pavement reduces stormwater volumes, rates, and pollutants at a parking lot on 14th St.



Figure 11. Honors Earth Science students learning about stormwater detention to protect streams from erosive stormflows at the new Wal-Mart on the east side of Greenville.

ASSESSMENT/REVISIONS OF LEARNING MODULES

The stormwater modules were distributed throughout the fall semester to incorporate with topics currently being taught in courses. However, Mr. Todd and Dr. Bean decided it may be more effective for students to have the modules compressed together, to maintain continuity. As a result, it was suggested that the stream and stormwater BMP tour be combined into a single tour. In addition, we looked to incorporate more hands on activities for students to engage in.

SECOND SEMESTER

Implementation of the stormwater modules and tours occurred again with Dr. Bean during the spring semester with Mr. Todd's AP Environmental Science class of 30 students. Based on assessment of the first round of modules, hands on activities were emphasized more so during the second semester. Students developed a campus stormwater map to visually represent where stormwater flowed around campus (Figure 1). The students and faculty used this map to identify potential locations where stormwater BMPs might be implemented on campus to reduce runoff. Unfortunately, there was not enough time for students to run the simulated BMP lab again. Additionally, due to time and resource availability, the second semester tours were

combined into a single tour of local stormwater BMPs and streams on May 16. On the tour, students measured water quality of Meeting House Branch and participated in an infiltration demonstration of permeable pavement. Also joining the tour were city Councilwoman Marion Blackburn, Environmental Advisory Council (EAC) member James "JC" Woodley, EAC member Emilie Kane, EAC member and ECU faculty member Dr. Michael Behm, and former ECU faculty member Dr. Barney Kane.

Rain Barrels are the main BMPs to be considered for the on campus project. With the second allotment of funds we purchased two rain barrels to set up a drainage area on campus. The purpose of which is to reduce stormwater volumes primarily; the use of the water to recover the volume could be for grass or garden irrigation. Greater emphasis will be put on rain gardens, downspout disconnects, and cisterns for watering vegetable gardens in the future as an expansion of this original project.



OTHER ON CAMPUS SYNERGISTIC ACTIVITIES

Earth Day at Rose this year had a stormwater module/display available for students to interact with and bring attention to BMP's and stormwater related concerns. This was

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conducted by East Carolina University Intern Ms. Ginny Gilmore, with involvement with the J.H. Rose science department, Earth Science, and AP Environmental Science students at J.H. Rose for other students throughout the entire school to increase awareness in regard to stormwater management and BMPs.

OUTCOMES

- Numerous students involved in project. 130 students from Mr. Walter and Mr. Todd's AP Environmental Science and Earth Science courses at J.H. Rose HS over the past fall and spring semesters.
- Weather and hydrologic data records for project period were monitored since installation in April. Unfortunately, the schools computer system continues to shut down each evening losing connection to the weather station. Pitt County School technology department is currently working on fixing this problem.
- Campus stormwater map, showing connections and flow paths across campus was created by students (Figure 1).
- Local stream field trip taken. 3 field trips to a total of 4 locations with a total of were taken to increase awareness and understanding of the educational component of the project.
- Local stormwater management field trip taken. 2 field trips to a total of 6 locations were taken to increase awareness and understanding of the educational component of the project.
- One proposed campus projects developed. Rain Barrels are to be installed in two areas to primarily divert stormwater. Future projects could include but are not limited to bioretention, basin enhancement (on the east side of campus), rain gardens, edible landscapes, request to replace specific existing impervious areas with permeable pavement or new areas use permeable pavement (doesn't have to be parking lots, but paths and sidewalks).

PROJECT SUSTAINABILITY

Because of the manner and direction in which Dr. Bean, Mr. Walter, and Mr. Todd created and conducted this project there is no reason that these educational modules and off campus tours could not continue in the future with new classes every year. An ongoing focus in additional BMP installation and incorporation of the educational modules into classes would benefit the school and local community for years to come.

APPENDIX

BUDGET SUMMARY

With the first allotment of funds J.H. Rose HS purchased and with the help of Mr. Michael Griffin installed a Davis Instruments 6162 Wireless Vantage Pro 2 Plus wireless weather station and software to monitor and provide real time weather data online. The weather station measures temperature, humidity, wind speed and direction, rainfall rate, pressure, and radiation (solar and UV). This will help students analyze real time data to evaluate the implications of the amount of precipitation and evapotranspiration amounts on campus. Computers at Rose High School are programmed to turn off over night. At this time, Rose High School is still working on allowing a computer connected to the weather station to remain on full time to provide weather data to the public.



Figure 12. Davis Vantage Pro 2 weather station.

Dr. Bean and Mr. Griffin have spent over 40 hours with J.H. Rose students and teachers working on this project during the past school year. At a rate of \$20/hr, the value of their contribution is at least \$800.

With the second allotment of fund rain barrels, a water pump, hoses, and other accessories were purchased from AgriSupply of Greenville. We need these two rain barrels to set up a drainage area on campus. The purpose of which is to reduce stormwater volumes primarily; the use of the water to recover the volume could be for grass or garden irrigation.

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Expenses

Weather Station:	\$867.90
Weather Station Supplies:	\$ 63.48
2 Rain barrels:	\$209.90
2 Garden hoses:	\$ 23.90
Utility pump:	\$118.95
Outdoor extension cord:	\$29.95
Sprinkler stand:	\$22.95
Mechanized timer:	\$11.49
7% tax:	\$29.19
Total:	\$1,377.72

Fact Sheets/Brochures/Other Educational Outreach

Informational materials continued to be distributed during this reporting cycle were fact sheets on common sources of stormwater pollution, protection of riparian buffers and the City's storm drain stenciling program along with rain gauges during the annual Pirates Festival event that is the largest City event of the year. Throughout the year we distribute fact sheets and brochures at presentations; special events; such as Citizen's Academy, City Commissions and to the general public in order to educate on specific concerns.

The City's Sanitation Division implemented a composting demonstration site two years ago consisting of multiple types of homemade and commercial compost bins. Public Works continues to offer free workshops and training on the use of compost bins. These workshops discuss the benefits of composting and after successful completion citizens are eligible to receive free bins for their residences. The Stormwater Management Program supports this initiative and as a result those citizens living along eroded streams and ditches take precedence when registering for the workshop. The resulting mulch from the bins can be used to aid in re-establishing the riparian buffer along the eroded stream banks.

The City continues to work towards the development of further stormwater related brochures covering such topics as stormwater requirements for new development and redevelopment projects, maintenance practices by the City on open and closed storm drainage systems, street acceptance, commercial car wash operations and illicit discharge issues associated with restaurants.

Presentations

Enviroscape

DATE	LOCATION	AUDIENCE	# ATTENDEES
10/24/13	G. R. Whitfield School	8 th Grade	60
5/27/2014	South Greenville Elementary School	3 rd - 5 th Grades	111
7/1/2014	A Time for Science	Youth	15
9/17/2014	Hope Middle School	8 th Grade	60
9/18/2014	Hope Middle School	8 th Grade	120

City Stormwater Program Education

DATE	LOCATION	AUDIENCE	# ATTENDEES
4/12/2014	Pirates Fest	General Public	1,000+
4/08/2014	Utility Awareness	Local Contractors	100+

*Brochures on Stormwater Pollution Prevention, IDDE, Adopt-A-Street program, Storm Drain Stenciling Program were provided along with rain gages at all locations.

Technical Workshops

DATE	DESCRIPTION/LOCATION	AUDIENCE	#
11/08/2013	LID Workshop (see attached agenda) Willis Building, ECU, Greenville	General Public	50+

Advancing Low Impact Development (LID) In Northeastern North Carolina

Friday, November 8, 2013 8:30 am – 12:15 pm

Willis Building East Carolina University 300 E. First Street Greenville, NC 27858

- 8:30 am** **Registration and Coffee (sponsored by First Citizens Bank and The East Group)**
- 9:00 am** **Welcome - *Barbara Lipscomb, Greenville City Manager***
- 9:05 am** **Low Impact Development: The Next Generation of Stormwater Management -
*Lauren Kolodij, Deputy Director, NC Coastal Federation***
- 9:25 am** **A Commitment To LID:
Top 10 Reasons to Advance LID in North Carolina and Recent State Actions-
*Mike Randall, Stormwater Permitting, NC Div. of Energy, Mineral and Land Resources***
- 10:00 am** **Break (sponsored by First Citizens Bank and The East Group)**
- 10:15 am** **Permitting LID Projects with the State BMP Manual and Stormwater EZ Permitting
and Calculation Tool - *Hunter Freeman, Engineer, Withers & Ravenel***
- 11:00 am** **East Carolina University's 14th Street LID Parking Lot - *Dr. Eban Bean, Department of
Engineering, East Carolina University***
- 11:20 am** **A Conversation About LID in Eastern North Carolina - *Panel facilitated by Heather Deck,
Pamlico-Tar River Foundation*
Mike Randall, Division of Energy, Mineral and Land Resources
Hunter Freeman, Withers & Ravenel
Lisa Kirby, City of Greenville Public Works Department
Myriah Shewchuk, The East Group
Dr. Eban Bean, East Carolina University
Lauren Kolodij, NC Coastal Federation**
- 12:15** **Adjourn**

ATTACHMENT C

(Proposed By-laws and supporting documents)

Action: For your review and approval.

BY-LAWS
ENVIRONMENTAL ADVISORY COMMISSION
GREENVILLE, NORTH CAROLINA

Article I - Name, Purpose

- Section 1. In accordance with Title 2, Chapter 3, Article G. Environmental Advisory Commission, approved March 13, 2008 (as amended), the Greenville City Council established a Commission to be made up of the citizens of the community and to be known as the Environmental Advisory Commission of the City of Greenville (hereinafter, the "Commission").
- Section 2. The purpose of the designated Commission is to inventory and review, on a continuing basis, the condition of and threats to, the environmental resources of the City; and as technical advisors, to report all needs for improvement and corrective actions to the City Council.
- Section 3. The Commission will be advisory to the City Council. It will recommend to the City Council matters of city-wide environmental concern and shall serve as technical advisors to the City Council on environmental matters. In addition, it will review Environmental Impact Statements required by the City on major development projects.

Article II - Membership

- Section 1. The membership of the Environmental Advisory Commission shall be established and maintained in accordance with Title 2, Chapter 3, Article G. Environmental Advisory Commission, approved March 13, 2008 (as amended).
- Section 2. The Director of Public Works or the Director's appointee shall serve as executive secretary without vote and shall provide technical assistance as necessary.
- Section 3. Attendance of members shall be in accordance with Title 2, Chapter 3, Article A. Meetings of Public Bodies, approved February 13, 1986 (as amended), and Board and Commission Policy for the City of Greenville, adopted by the Greenville City Council October 11, 2010 (as amended).

Deleted: The Commission shall be composed of seven members who shall serve for three year terms. Two members shall have an initial appointment for two years, and one member shall have an initial appointment for one year. Each member shall be eligible for reappointment.

Deleted: Section 2. The membership of the Environmental Advisory Commission shall be residents of the City of Greenville and be composed of:
A. a lawyer or other person with knowledge of environmental regulations and environmental safety practices;
B. a building contractor, land developer or someone familiar with construction techniques;
C. a member of a local environmental group;
D. an educator of the natural or physical sciences or physician;
E. a professional engineer;
F. an at large member from the Greenville community; and
G. an at large member with skills and interest in environmental public health, safety, and/or medicine.

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Deleted: The Mayor of the City of Greenville or a designated member of the City Council shall serve as an ex-officio member of the Commission without vote.

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Deleted: A member may be dropped from membership by the City Council at the request of the Chair (see Officers, following) after missing three or more consecutive meetings or failure to attend 75% of all regularly scheduled meetings during the calendar year without acceptable reason, or because of other demonstrated lack of interest and participation. Before making a request for removal, the Chairman shall, if possible, discuss the matter with the involved member to preserve dignity and privacy within the spirit of volunteerism. In every instance, the making of the request will be reported to the full Commission and made a part of the minutes. Resignation of a member shall be reported to the City Council and recorded in the minutes of the Commission.

Section 4. ~~Although attendees will not vote as members, attendance of regular meetings of the Commission by students, civic groups and their members, local officials and businessmen is to be encouraged. All meetings of the Commission shall be open to the public and duly publicized in a newspaper of general circulation.~~

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Article III - Officers

Section 1. The Commission will name from among its members, a Chair, a Vice-Chair and a Secretary. The Director of Public Works or the Director's appointee, serving as Executive Secretary, may be designated as Secretary of the Commission.

Section 2. The officers of the Commission will be elected by ~~vote~~ of the members present at the first meeting of each calendar year or as soon as feasible.

Deleted: ballot

Section 3. The officers elected will take office ~~at next meeting~~ and will serve until the election of the following year unless removed from membership.

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Section 4. In the case of any vacancy among the officers, an election will be held at the next monthly meeting to select a replacement for the balance of the calendar year.

Article IV - Duties of Chair

Section 1. The Chair will preside at business meetings of the Commission, appoint committees, and perform such duties as custom and parliamentary procedures may require. He or she will represent the Commission or will arrange for such representation in presentations to the City Council and at public hearings or in other meetings concerned with environmental matters. The Chair will report vacancies on the Commission to the City Council and request appointment of replacements or of additional members. The Chair will notify or have notified all members in advance of each regular meeting:

Article V - Duties of Vice-Chair

Section 1. The Vice-Chair will assume the duties of the Chair whenever the latter is absent from a meeting or unable to attend to any other official

requirement. In the case of a vacancy as Chair, the Vice-Chair will act in that capacity until a new Chair is elected. The Vice-Chair will perform such duties as designated by the Chair.

Article VI - Duties of Secretary

- Section 1. The Secretary shall keep the records and minutes of the Commission and shall keep the members informed of business transacted. At the direction of the Chair, he or she will notify members of dates and places of meetings of the Commission, and of other groups as well as of scheduled events of pertinent interest. The Secretary will duly publicize the time and place of Commission meetings in advance in a newspaper of general circulation.
- Section 2. The Secretary will conduct correspondence as may be appropriate to this office.
- Section 3. The Secretary will maintain an up-to-date record of members, appointment date and expiration date of appointment terms, addresses, telephone numbers, with other such information as necessary.
- Section 4. The Secretary will provide liaison between this Commission and other interested agencies when pertinent.

Article VII Committees

- Section 1. To ensure more detailed coverage of specific areas of responsibility pertaining to various resources and pollution areas, Commission members will be designated by the Chair to serve on separate committees. A member may serve on more than one committee. Committee efforts and updates will be reported to the Commission.
- Section 2. These committees may consist of the following: Land, Water, Air, Publicity and Liaison, Energy and Building Construction, Public Health, Transportation, and others as needed.
- Section 3. Each committee by vote of its designated members will elect a Committee Chair to serve during the calendar year. The Chair will be responsible for calling and conducting meetings of the committee for furthering the work of the Commission within the designated field of the committee, for

coordination with the Commission and the other committees, and for making sufficient record, minutes and reports to the Commission.

Section 4. All members of the Commission shall be encouraged to keep abreast of the work of the committees other than that or those to which they are assigned, and to attend committee meetings whenever there is a matter under consideration in which they have an interest or to which they may contribute. The interest of and attendance by nonmembers shall be similarly encouraged.

Article VIII - Meetings

Section 1. ~~Notice of meetings shall be in accordance with Title 2, Chapter 3, Article A. Meetings of Public Bodies, approved February 13, 1986 (as amended).~~

Section 2. The Commission as a whole will schedule a meeting at least once each month to review reports, discuss current or proposed conditions and projects, prepare recommendations to the City Council, and to plan other actions within the scope of its responsibilities. These monthly meetings are to be open to the public.

Section 3. ~~The meetings of the Commission are to be held on the first Thursday of each month at a time and place set by the Chair. The Commission will not meet in the month of July.~~

Section 4. ~~If there is no business and at the option of the Chairman regular scheduled meetings may be canceled. All members will be notified at least 24 hours in advance of any cancellation.~~

Section 5. ~~Other meetings, as required by needs or events, will be called by the Chair or any two other members. Commission members shall be notified at least 24 hours in advance of any call meeting.~~

Section 6. ~~Minutes shall be kept and made a part of the Commission records for each such regular or called meeting of the Commission.~~

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Article IX - Expenses

Section 1. All Commission members, including the Officers, serve without pay.

Section 2. Travel and other expenditures pertaining to authorized business of the Commission may be reimbursed from City funds provided such

expenditures have been specifically approved in advance by the City Council.

Article X - Amendments

Section 1. Any amendment or change to these by-laws must be approved by an affirmative vote of 2/3 of the members,

Deleted: present and voting

These By-Laws, as amended, were approved by the Environmental Advisory Commission on February 14, 1985

Amended to change meeting date from second Thursday to first Thursday of each month May 12, 1988.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on November 6, 2008

These By-laws, as amended to include the Commission does not meet in the month of July, were approved by the Environmental Advisory Commission on June 7, 2012.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on <Month> <Day>, 2015.

ARTICLE A. MEETINGS OF PUBLIC BODIES

SEC. 2-3-1 NOTICE OF MEETINGS.

(A) *Regular meetings.* The Chairperson or Secretary of each public body shall file with the City Clerk a schedule of its regular meetings, showing the time and place of its meetings, and shall report any changes in its schedule of regular meetings to the City Clerk at least seven days before the first meeting held pursuant to the revised schedule.

(B) *Special meetings.* Notice of special meetings and emergency meetings shall be given by the Chairperson or Secretary of each public body as required by law.

(C) *List maintained.* The City Clerk shall maintain a list of those organizations and citizens requesting notice of meetings, and shall provide a current copy of the list to the Chairperson or Secretary of each public body.

(1971 Code, § 2-3-4) (Ord. No. 1592, § 1, passed 2-13-1986)

SEC. 2-3-2 ATTENDANCE OF MEMBERS.

All appointive members of the various boards and commissions of the city are expected to attend all regular meetings.

Whenever a member of any board or commission has missed three or more consecutive regular meetings or fails to attend 75% of all regularly scheduled meetings, the Chairperson of the board or commission shall notify the City Clerk, who will follow the process established in the City's Boards and Commissions Policy.

(1971 Code, § 2-3-3) (Ord. No. 1592, § 1, passed 2-13-1986)

ARTICLE G. ENVIRONMENTAL ADVISORY COMMISSION

SEC. 2-3-70 CREATED.

There is hereby created the Environmental Advisory Commission.

(Ord. No. 08-27, passed 3-13-2008)

SEC. 2-3-71 MEMBERSHIP AND VACANCIES.

(A) The Environmental Advisory Commission shall consist of seven members, all of whom shall be residents of the city.

Members shall serve staggered terms with each term being three years. Membership shall be composed of the following:

- (1) A lawyer or other person with knowledge of environmental regulations and environmental safety practices;
- (2) A building contractor, land developer, or someone familiar with construction techniques;
- (3) A member of a local environmental group;
- (4) An educator of the natural or physical sciences or physician;
- (5) A professional engineer;
- (6) An at-large member from the Greenville community; and
- (7) An at-large member from the Greenville community with skills and interest in environmental health, safety and/or medicine.

(B) The Mayor or a member of City Council shall be designated as an ex officio, nonvoting member of the Commission.

(C) Vacancies occurring for reasons other than the expiration of terms shall be filled as they occur for the remaining period of the unexpired term.

(Ord. No. 08-27, passed 3-13-2008)

BOARD AND COMMISSION POLICY FOR THE CITY OF GREENVILLE

Having citizens to serve on boards and commissions gives them an opportunity to participate in local government. In order to maintain some consistency, a policy has been adopted to aid in the appointment process and in other areas dealing with the boards and commissions. In order to provide all citizens of Greenville with an opportunity to serve on City boards and commissions, this board and commission policy is being established.

Talent Bank

A pool of applicants for the various boards and commissions, called the talent bank, shall be maintained by the City Clerk's Office. This talent bank shall be updated on a biennial basis. Solicitation of applications for this pool of applicants shall be done through such methods as advertising in local newspapers, the City website and the government access channel.

Appointments

City Council Members shall be notified of upcoming appointments to City boards and commissions by the first day of the month preceding the month in which the appointment is to be made. A list of persons who have indicated an interest in serving on the board or commission through the talent bank shall also be provided to the City Council.

The list of upcoming appointments shall be advertised in the local newspaper, on the government access channel, and on the City's website at least four weeks prior to the meeting at which the appointment is to be made in order to provide citizens with an opportunity to indicate their interest in serving.

Prior to the 15th day of the month preceding the month in which the appointment is to be made, City Council Members shall submit any recommendations for upcoming vacancies to the elected official responsible for making a nomination to City Council to fill the vacancy on the board or commission. The elected official responsible for making a nomination to City Council to fill the vacancy shall be provided a copy of resumes from citizens for upcoming appointments as they are received by the City Clerk's Office.

During review of nominations for upcoming appointments, the elected official responsible for making a nomination to City Council to fill the vacancy may request the City Clerk's assistance in obtaining the nominees' addresses and any pertinent background information. The elected official responsible for making a nomination to City Council to fill the vacancy shall contact the individual to discuss the applicant's interest in the board and his/her ability to attend the meetings in accordance with this policy.

Several of the boards and commissions have representation from other entities. Also, criteria for the membership is noted in the by-laws or ordinance creating many of the boards and commissions. The criteria and/or appointment process are detailed below.

Affordable Housing Loan Committee. The committee shall have seven regular members and one alternate member. It shall be racially diverse and composed of persons with experience and an interest in housing. The members may be of the following professions: banker, lawyer, realtor, member of the building profession or developer, member of a social service organization, and a member of a local housing group. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Board of Adjustment. The board shall consist of seven regular members and four alternate members. Six of the regular members and three alternate members shall reside within the corporate limits of the City of Greenville at the time of their appointment and shall be appointed by the City Council. One of the regular members and one alternate member shall reside outside of the corporate limits of the city but within the extraterritorial jurisdiction at the time of their appointment and shall be appointed by the Board of Commissioners. City members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members. The County Commissioners shall appoint county candidates and the appointment letter shall be sent from the County Clerk's Office for those appointments. A copy of the appointment letter shall be sent to the City Clerk's Office, at which time the City records shall be updated.

The procedure hereinafter set forth for the nomination and appointment of Board of Adjustment members applies to Board of Adjustment members appointed after October 11, 2010, other than Board of Adjustment members who are to be appointed by the Pitt County Board of Commissioners. Appointments will be made by City Council unless the appointment is required to be made by the Pitt County Board of Commissioners.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Five, for the first appointment, the Mayor, for the second appointment, Council Member, At-large, for the third appointment, Council Member, District One, for the fourth appointment, Council Member, District Two, for the fifth appointment, Council Member, District Three, for the sixth appointment, and, Council Member, District Four, for the seventh appointment.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Prior to City Council making an appointment as a result of a nomination, the elevation of alternate members in accordance with the Alternate Members section of this policy shall occur. In the event the term of an alternate member position is expiring and the person holding this alternate member position was appointed after October 11, 2010, and remains in this alternate member position after appointments are made to other positions to be filled at the same time and the elevation of alternate members in accordance with the Alternate Members section of this policy has occurred, the person holding this alternate member position will be automatically reappointed without the necessity of a nomination and the City Council shall make the reappointment by a motion of appointment. In the event the term of an alternate member position is expiring and the person holding this alternate member position was not appointed after October 11, 2010, and remains in this alternate member position after appointments are made to other positions to be filled at the same time and the elevation of alternate members in accordance with the Alternate Members section of this policy has occurred, the nomination to fill the alternate member position will be made by the next elected official in the rotation order set forth above.

When more than one position is to be filled for the first seven positions filled after October 11, 2010, the positions to be filled will be assigned to the elected officials whose time it is to make a nomination as follows: first, if any of the positions to be filled is held by a person residing in a district which a Council Member whose time it is to make a nomination is elected to represent, that Council Member will be assigned to make the nomination for that position, (provided that, if more than one position to be filled are held by persons residing in the same district which a Council Member whose time it is to make a nomination for these positions is elected to represent, the Council Member will be assigned to make the nomination for the position held by person residing in his district alphabetically by last name of the person holding the position) and then, for any remaining positions, elected officials whose time it is to make a nomination will be assigned in the order of the rotation to make the nomination for positions held by persons alphabetically by the last name of the person holding the position. For example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and Council Member, District Three and Council Member District Four are to make the nominations, the Council Member from District Three will make the nomination for the position held by Jane Roe and the Council Member from District Four will make the nomination for the position held by John Doe. As a further example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and the elected officials to make the nomination are Council Member, District Four and Council Member District Five, the Council Member, District Four will make the nomination for the position held by John Doe and the Council Member District Five will make the nomination for the position held by Jane Roe. In the event any of the appointments will result in a new person being appointed as a regular member after the elevation of alternate members in accordance with the Alternate Members section of this policy, the regular member positions to be filled will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions. In a similar manner, the highest ranked alternate positions will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions.

When a position is filled after a nomination for the first seven positions filled after October 11, 2010, the position on the Board held by the person who was nominated by the elected official will thereafter be assigned for nomination by the same elected official who made the initial nomination of that person. For example, if a position is filled after a nomination by Council Member, District One, and it is time to make an appointment for a position on the Board held by the person who was nominated by Council Member, District 1, again, due to the expiration of the term or a vacancy in the position on the Board held by the person who was nominated by Council Member, District One, the nomination for that position will be made by Council Member, District One.

For the eighth and ninth position filled after October 11, 2010, nominations will be made in the rotation order indicated above whenever it is time to make an appointment in these two positions due to expiration of a term or a vacancy. For example, if a vacancy occurs in the eighth position and Council Member District One made the most recent nomination for the eighth position and Council Member District Two has made the most recent nomination for the ninth position, when it is time to make another appointment for the eighth position again due to expiration of a term or a vacancy, the nomination will be made by the Council Member, District Three and then when it is time to make another appointment for either position again due to expiration of a term or a vacancy the nomination will be made by the Council Member, District Four.

Community Appearance Commission. The commission shall consist of 11 members, all of whom shall be citizens and residents of the city. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Environmental Advisory Commission. The commission shall have seven members that are designated as follows: (A) a lawyer or other person with knowledge of environmental regulations and environmental safety practices; (B) a building contractor, land developer or someone familiar with construction techniques; (C) a member of a local environmental group;

(D) an educator of the natural or physical sciences or physician; (E) a professional engineer; (F) an at-large member from the Greenville community; and (G) an at-large member with skills and interest in environmental public health, safety and/or medicine. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members. The mayor or a member of city council shall be designated as an ex-officio, non-voting member of the commission

Firefighter's Relief Fund Committee. The committee shall consist of five trustees. The firefighters shall elect two members, the City Council shall elect two members, and the Commissioner of Insurance shall appoint one representative to serve as trustee and he shall serve at the pleasure of the Commissioner.

Greenville Bicycle and Pedestrian Commission. The Commission shall consist of 12 members, all of whom shall be citizens and residents of the city. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members. The Director of the Recreation and Parks Department and the Director of the Public Works Department shall serve as ex-officio, non-voting advisors

to the Commission. East Carolina University, the Pitt County Planning Department, and the Eastern Carolina Injury Prevention Program shall each designate a representative to serve as a non-voting advisor to the Commission.

Greenville Utilities Commission. The commission shall consist of eight members, one of whom is the City Manager. The charter specifies that the members shall have utilities expertise. Representation should include some members with financial, engineering, environmental, technical, or development backgrounds. Five City members shall be appointed by the City Council in accordance with this policy, and appointment letters for the City members sent by the City Clerk's Office. Two County candidates shall be nominated by the County Commissioners, at which time the County Clerk shall submit to the City Clerk a letter of recommendation. (The two candidates shall be bonafide residents of Pitt County but residing outside the city limits, who shall be customers of Greenville Utilities.) The City Clerk's Office shall then obtain background information on the nominee and provide it along with the letter to the City Council liaison. The information shall be provided to City Council for consideration at a regular City Council meeting. The City Council shall have the right to reject any nominee from the Board of Commissioners and to request additional nominees. If the Pitt County Board of Commissioners fails to recommend a nominee to the City Council within 60 days of the original date requested by the City Council, then the City Council may appoint any individual that meets the residency requirement. The City Clerk's Office shall send a letter of appointment to the new members informing them of the appointment. A copy of the letter for County appointments shall be sent to the County Clerk. Greenville Utilities Commissioners filling the first three-year term shall automatically fill a second three-year term unless the City Council initiates the replacement process.

The procedure hereinafter set forth for the nomination and appointment of commissioners applies to commissioners appointed after October 11, 2010, other than commissioners who are to be nominated by the Pitt County Board of Commissioners. Additionally, whenever a commissioner has completed a first three year term, the commissioner will be automatically appointed to a second three year term, without a nomination, unless City Council initiates the replacement process for the commissioner.

Nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Four, for the first appointment, Council Member, District Five, for the second appointment, the Mayor, for the third appointment, Council Member, At-large, for the fourth appointment, Council Member, District One, for the fifth appointment, Council Member, District Two, for the sixth appointment, Council Member, District Three, for the seventh appointment, and, thereafter, the rotation shall be repeated.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council

Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in a commissioner position which has been appointed by City Council after October 11, 2010, the nomination of a person to fill the unexpired term will be made by the Council Member or the Mayor who made the initial nomination to City Council to appoint the commissioner. In the event there is a vacancy prior to the completion of a term of office in a commissioner position which was not appointed by City Council after October 11, 2010, the nomination will be made in accordance with the reverse order of the rotating basis set forth above and such nomination will complete the Council Member's or the Mayor's turn in the rotation for filling unexpired terms not previously appointed by City Council only. City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any City Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Historic Preservation Commission. The commission shall consist of ten members, the majority of whom shall have demonstrated special interest, experience, or education in history, architecture, and/or archaeology. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Housing Authority. The authority shall consist of seven commissioners. One commissioner shall be appointed by the Mayor and all other commissioners shall be appointed by City Council. No commissioner may be a city official. At least one of the commissioners shall be a person who is directly assisted by the public housing authority. The City Council shall appoint the person directly assisted by the authority unless the authority's rules require that the person be elected by other persons who are directly assisted by the authority. If the commissioner directly assisted by the public housing authority ceases to receive such assistance, the commissioner's office shall be abolished and another person who is directly assisted by the public housing authority shall be appointed by the City Council.

The procedure hereinafter set forth for the nomination and appointment of commissioners applies to commissioners appointed on or after June 30, 2009, (the effective date of Session Law 2009-211). Appointments will be made by City Council unless the appointment is required to be made by the Mayor to ensure that the authority has a commissioner appointed by the Mayor or unless the appointment to be made is the commissioner on the authority appointed as the commissioner who is directly assisted by the authority and the authority's rules require that the person appointed is elected by other persons directly assisted by the authority.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members on a rotating basis in the following order: Council Member, At-Large, for the first appointment, Council Member, District One, for the second appointment, Council

Member, District Two, for the third appointment, Council Member, District Three, for the fourth appointment, Council Member, District Four, for the fifth appointment, Council Member, District Five, for the sixth appointment, and, thereafter, the rotation shall be repeated. City Council is not required to appoint the person nominated by a Council Member and may, but is not required to, request another nomination from the Council Member making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member is not appointed and another nomination from the Council Member making the nomination is not requested, any City Council Member may make a nomination. City Council shall make the appointment by a motion of appointment.

At all times, at least one (1) of the commissioners shall have been appointed by the Mayor. Therefore, the appointment by City Council will not occur until the next appointment whenever the appointment to be made is the only commissioner position on the authority who has been appointed by the Mayor. The Mayor shall make the appointment or reappointment in this event by filing with the City Clerk a certificate of appointment or reappointment.

At all times, at least one (1) of the commissioners shall be a person directly assisted by the authority. Therefore, the nomination by a Council Member and the appointment by City Council will not occur until the next appointment whenever the appointment to be made is the commissioner on the authority appointed as the commissioner who is directly assisted by the authority and the authority's rules require that the person appointed is elected by other persons directly assisted by the authority. City Council shall confirm the appointment of the person who is elected by other persons directly assisted by the authority after receipt of written notice of the election of this person from the authority whenever the authority's rules require that the person appointed as the person directly assisted by the authority is elected by other persons directly assisted by the authority. City Council shall make the confirmation of the appointment by a motion of appointment. In the event the authority's rules do not require that the person appointed as the commissioner directly assisted by the authority is elected by other persons who are directly assisted by the authority and the appointment to be made is the commissioner on the authority who is appointed as the commissioner directly assisted by the authority, the nomination by a Council Member on the rotating basis will not occur until the next appointment and, instead of a nomination, a recommendation from the authority will be sought. City Council is not required to appoint the person recommended by the authority and may, but is not required to, request another recommendation from the authority in the event the initial recommended person is not appointed. In the event the person recommended by the authority is not appointed and another recommendation from the authority is not requested, any Council Member may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in a commissioner position which has been appointed by City Council, the nomination of a person to fill the unexpired term will be made by the Council Member who made the initial nomination to City Council to appoint the commissioner. In the event there is a vacancy in a commissioner position which was not appointed by City Council and which is not either the required Mayor appointment or person directly assisted by the authority appointment, the nomination will be made in accordance with the reverse order of the rotating basis set forth above and such nomination will complete the Council Member's turn in the rotation for filling unexpired terms

not previously appointed by City Council only. City Council is not required to appoint the person nominated by a Council Member and may, but is not required to, request another nomination from the Council Member making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member is not appointed and another nomination from the Council Member making the nomination is not requested, any City Council Member may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in a commissioner position which is either the required Mayor appointment or the person directly assisted by the authority appointment, the procedure to appoint and recommend or elect shall be the same as the procedure to appoint and recommend or elect a person for a full term.

Human Relations Council. The 18-member council shall consist of fifteen citizens, one East Carolina University student, one Shaw University student, and one Pitt Community College student. The fifteen citizens shall reside within the corporate limits of the city. The three students shall reside within the corporate limits of the city during the school year. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Investment Advisory Committee. The three-member committee shall be composed of three members that have a background in investing and money management (i.e., bankers, stock brokers, accountants, economists, etc.). All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters to the members.

Neighborhood Advisory Board. The Neighborhood Advisory Board shall consist of ten board members with two board members being elected from each of the five districts from which Council Members are elected. Each neighborhood association shall appoint a liaison member to the Neighborhood Advisory Board and an alternate liaison member shall serve at the pleasure of the neighborhood association. The alternate liaison member, while attending a meeting of the liaison members or of the Neighborhood Advisory Board in the absence of the liaison member from the same neighborhood association, may serve as the liaison member and shall have and may exercise the powers of the liaison member.

The liaison members of the Neighborhood Advisory Board shall elect, at the initial meeting of the liaison members and annually thereafter, at a meeting of the liaison members established by the Neighborhood Advisory Board for that purpose, ten board members of the Neighborhood Advisory Board with two board members being elected from each of the five districts from which Council Members are elected. The liaison members of the Neighborhood Advisory Board who represent neighborhood associations of neighborhoods located primarily within a district from which a Council Member is elected shall only be eligible to vote for board members for said district. The board members of the Neighborhood Advisory Board elected from a district from which a Council Member is elected must be a liaison member for a neighborhood association of a neighborhood located primarily within said district. For the purpose of determining eligibility to vote and to serve as a board member, a neighborhood is located

primarily within the district if the majority of the residences in the neighborhood served by the neighborhood association are located within said district.

The Neighborhood Liaison/Ombudsman shall serve as an ex-officio, non-voting member of the Neighborhood Advisory Board. The Liaison Members of the Neighborhood Advisory Board shall consist of the liaison members appointed by each neighborhood association. In addition to electing the board members of the Neighborhood Advisory Board, the liaison members shall offer feedback to the board members of the Neighborhood Advisory Board at least twice each year at a meeting of the Neighborhood Advisory Board.

Pitt-Greenville Airport Authority. The authority shall have eight members, four appointed by the City Council and four appointed by the Pitt County Commissioners. The City Council and Pitt County Commissioner liaisons shall serve as voting members of the authority. City members shall be appointed by the City Council in accordance with this policy. Appointment letters shall be sent by the City Clerk's Office for City Members. County members shall be appointed by the County Commissioners and appointment letters for those members sent by the County Clerk's Office. A copy of the letter shall be forwarded to the City Clerk's Office, at which time the City records shall be updated.

The procedure hereinafter set forth for the nomination and appointment of Authority members applies to authority members appointed after October 11, 2010, other than Authority members who are to be appointed by the Pitt County Board of Commissions. Appointments will be made by City Council unless the appointment is required to be made by the Pitt County Board of Commissioners.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Three, for the first appointment, Council Member, District Four, for the second appointment, Council Member, District Five, for the third appointment, the Mayor, for the fourth appointment, Council Member, At-large, for the fifth appointment, Council Member, District One, for the sixth appointment, Council Member, District Two, for the seventh appointment, and, thereafter, the rotation shall be repeated.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any City Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in an Authority member position which has been appointed by City Council after October 11, 2010, the nomination of a person to fill the unexpired term will be made by the Council Member or the Mayor who made the initial nomination to City Council to appoint the commissioner. In the event there is a vacancy prior to the completion of the term of office in a commissioner position

which was not appointed by City Council after October 11, 2010, the nomination will be made in accordance with the reverse order of the rotation set forth above and such nomination will complete the Council Member's or the Mayor's turn in the rotation for filling unexpired terms not previously appointed by City Council only. City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any City Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Pitt-Greenville Convention and Visitors Authority. The authority shall have eleven members as follows: Four owners or operators of hotels, motels, or other taxable accommodations, two of whom shall be appointed by the Pitt County Board of Commissioners and two of whom shall be appointed by the City Council; two individuals who are directly involved in a tourist or convention-related business but do not own or operate a hotel, motel, or other taxable accommodation, one appointed by the Board of Commissioners and one appointed by the City Council; two residents of Greenville, appointed by the City Council, and two residents of Pitt County but not of Greenville, appointed by the Pitt County Board of Commissioners, none of whom is involved in a tourist or convention-related business or owns or operates a hotel, motel, or other taxable accommodation; and one individual who is a member of the Pitt-Greenville Chamber of Commerce, appointed by the Chairman of the Board of Directors of the Pitt-Greenville Chamber of Commerce. City members of the Convention and Visitors Authority Board shall be appointed by the City Council. Appointment letters shall be sent by the City Clerk's Office for the City appointments. The City Council shall also make a nomination to the County on five of the members, and appointment of County members shall be made by the Pitt County Commissioners based on the nominations of City Council. The Board of Commissioners has the right to reject any nominee from the City Council and request additional nominees. If the City Council fails to recommend a nominee to the County within sixty days after a written request for nominees is sent by the County to the City, then the Board of Commissioners may appoint any individual meeting the eligibility requirements of the Enabling Legislation. The County Clerk shall be responsible for sending out appointment letters for County members. The Chamber of Commerce shall appoint one of its members and is responsible for sending out the appointment letter for that appointment and sending a copy of the letter to the City Clerk's Office, at which time the records are updated.

Planning and Zoning Commission. The commission shall be composed of nine regular members and three alternate members. Appointments of members appointed by City Council shall be made to promote the representation of a variety of interests. This representation should include some members with environmental, neighborhood preservation, development and business interests. Seven regular City members and two alternate members shall reside within the corporate limits of the City and shall be appointed by the City Council. Appointment letters shall be sent from the City Clerk's Office for the City appointments. The County Commissioners shall appoint two regular County members and one alternate member. The appointment letter for County appointees shall be sent from the County Clerk's Office. A copy

of the appointment/reappointment letters shall be sent to the City Clerk's Office, at which time the City records shall be updated.

The procedure hereinafter set forth for the nomination and appointment of Planning and Zoning Commission members applies to commission members appointed after October 11, 2010, other than Planning and Zoning Commission members who are to be appointed by the Pitt County Board of Commissioners. Appointments will be made by City Council unless the appointment is required to be made by the Pitt County Board of Commissioners.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Two, for the first appointment, Council Member, District Three, for the second appointment, Council Member, District Four, for the third appointment, Council Member, District Five, for the fourth appointment, the Mayor, Council Member, At-large, for the sixth appointment, and Council Member, District One, for the seventh appointment

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Prior to City Council making an appointment as a result of a nomination, the elevation of alternate members in accordance with the Alternate Members section of this policy shall occur. In the event the term of an alternate member position is expiring and the person holding this alternate member position remains in this alternate member position after appointments are made to other positions to be filled at the same time and the elevation of alternate members in accordance with the Alternate Members section of this policy has occurred, the person holding this alternate member position will be automatically reappointed without the necessity of a nomination and the City Council shall make the reappointment by a motion of appointment.

When more than one position is to be filled for the first seven positions filled after October 11, 2010, the positions to be filled will be assigned to the elected officials whose time it is to make a nomination as follows: first, if any of the positions to be filled is held by a person residing in a district which a Council Member whose time it is to make a nomination is elected to represent, that Council Member will be assigned to make the nomination for that position, (provided that, if more than one position to be filled are held by persons residing in the same district which a Council Member whose time it is to make a nomination for these positions is elected to represent, the Council Member will be assigned to make the nomination for the position held by person residing in his district alphabetically by last name of the person holding the position) and then, for any remaining positions, elected officials whose time it is to make a nomination will be assigned in the order of the rotation to make the nomination for positions held by persons alphabetically by the last name of the person holding the position. For example, if two positions are to be filled and the persons holding the positions are John Doe residing in District

One and Jane Roe residing in District Three and Council Member, District Three and Council Member District Four are to make the nominations, the Council Member from District Three will make the nomination for the position held by Jane Roe and the Council Member from District Four will make the nomination for the position held by John Doe. As a further example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and the elected officials to make the nomination are Council Member, District Four and Council Member District Five, the Council Member, District Four will make the nomination for the position held by John Doe and the Council Member District Five will make the nomination for the position held by Jane Roe. In the event any of the appointments will result in a new person being appointed as a regular member after the elevation of alternate members in accordance with the Alternate Members section of this policy, the regular member positions to be filled will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions. In a similar manner, the highest ranked alternate positions will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions.

When a position is filled after a nomination for the first seven positions filled after October 11, 2010, the position on the Commission held by the person who was nominated by the elected official will thereafter be assigned for nomination by the same elected official who made the initial nomination of that person. For example, if a position is filled after a nomination by Council Member, District One, and it is time to make an appointment for a position on the Commission held by the person who was nominated by Council Member, District One again, due to the expiration of the term or a vacancy in the position on the Commission held by the person who was nominated by Council Member, District One, the nomination for that position will be made by Council Member, District One.

For the eighth and ninth position filled after October 11, 2010, nominations will be made in the rotation order indicated above whenever it is time to make an appointment in these two positions due to expiration of a term or a vacancy. For example, if a vacancy occurs in the eighth position and Council Member District One made the most recent nomination for the eighth position and Council Member District Two has made the most recent nomination for the ninth position, when it is time to make another appointment for either position again due to expiration of a term or a vacancy, the nomination will be made by the Council Member, District Three and then when it is time to make another appointment for either position again due to expiration of a term or a vacancy the nomination will be made by the Council Member, District Four.

Police Community Relations Committee. The committee shall be composed of seven members (one from each district, one at-large and one appointed by the Mayor). Members are appointed directly by the Mayor and individual Council Members. Members should not hold any elected office.

Public Transportation and Parking Commission. The commission shall be composed of seven members, all of whom shall be citizens and residents of the City. All members shall be

appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Recreation and Parks Commission. The commission shall be composed of nine members, all of whom shall be residents of the City. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

The procedure hereinafter set forth for the nomination and appointment of commissioner members applies to commissioner members appointed after October 11, 2010.

Nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District One, for the first appointment, Council Member, District Two, for the second appointment, Council Member, District Three, for the third appointment, Council Member, District Four, for the fourth appointment, Council Member, District Five, for the fifth appointment, the Mayor, for the sixth appointment, and, Council Member, At-large, for the seventh appointment.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

When more than one position is to be filled for the first seven positions filled after October 11, 2010, the positions to be filled will be assigned to the elected officials whose time it is to make a nomination as follows: first, if any of the positions to be filled is held by a person residing in a district which a Council Member whose time it is to make a nomination is elected to represent, that Council Member will be assigned to make the nomination for that position, (provided that, if more than one position to be filled are held by persons residing in the same district which a Council Member whose time it is to make a nomination for these positions is elected to represent, the Council Member will be assigned to make the nomination for the position held by person residing in his district alphabetically by last name of the person holding the position) and then, for any remaining positions, elected officials whose time it is to make a nomination will be assigned in the order of the rotation to make the nomination for positions held by persons alphabetically by the last name of the person holding the position. For example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and Council Member, District Three and Council Member District Four are to make the nominations, the Council Member from District Three will make the nomination for the position held by Jane Roe and the Council Member from District Four will make the nomination for the position held by John Doe. As a further example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and the elected officials to make the nomination are Council Member, District Four and Council Member District Five, the Council Member, District

Four will make the nomination for the position held by John Doe and the Council Member District Five will make the nomination for the position held by Jane Roe.

When a position is filled after a nomination for the first seven positions filled after October 11, 2010, the position will thereafter be assigned for nomination by the same elected official who made the initial nomination for that position. For example, if a position is filled after a nomination by Council Member, District One, and it is time to make an appointment for that position again, due to the expiration of the term or a vacancy, Council Member, District One, will make the nomination for that position.

For the eighth and ninth position filled after October 11, 2010, nominations will be made in the rotation order indicated above whenever it is time to make an appointment in these two positions due to expiration of a term or a vacancy. For example, if a vacancy occurs in the eighth position and Council Member District One made the most recent nomination for the eighth position and Council Member District Two has made the most recent nomination for the ninth position, when it is time to make another appointment for either position again due to expiration of a term or a vacancy, the nomination will be made by the Council Member, District Three and then when it is time to make another appointment for either position again due to expiration of a term or a vacancy the nomination will be made by the Council Member, District Four.

Redevelopment Commission. The commission shall consist of seven members, all of whom shall be residents of the City. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

The Mayor and each Council Member nominates to City Council the persons to serve on the Redevelopment Commission. When a vacancy occurs in a position filled after a nomination by an elected official, the same elected official who made the nomination will make the nomination for that position again.

City Council is not required to appoint the person nominated by the Council Member or Mayor and may, but is not required to, request another nomination from the Council Member or Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a the Council Member or Mayor is not appointed and another nomination from the Council Member or Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Sheppard Memorial Library Board. The board shall consist of nine members. City members shall be appointed by the City Council in accordance with this policy. Appointment letters shall be sent from the City Clerk's Office for the City appointments. The County Commissioners shall appoint county candidates, and the appointment letters for County members shall be sent from the County Clerk's Office. A copy of the appointment/reappointment letter shall be sent to the City Clerk's Office, at which time the City records shall be updated. The City Council liaison to the Sheppard Memorial Library Board shall serve as a voting ex-officio member of the Board.

Youth Council. The Greenville Youth Council shall be composed of twenty-five members as follows: three representatives from each of the Pitt County public high schools; one representative from each of the private schools located in Pitt County (Trinity Christian School, Greenville Christian Academy, Calvary Christian Academy, and The Oakwood School); one home schooled student; and two youth members from the Human Relations Council. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

When an appointment is to be made by City Council on a particular board or commission, the City Council liaison shall contact the City Clerk's Office by noon on the Monday prior to the Thursday City Council meeting with a name of the person to be recommended for appointment. (Exceptions to this are (1) the Police Community Relations Committee, to which the Mayor and City Council Members each make individual appointments without a vote of City Council, (2) the Housing Authority, to which either, in accordance with the procedure set forth in the Housing Authority section above, the Mayor makes the appointment or City Council appoints commissioners after receipt of a nomination from Council Members on a rotating basis or City Council appoints a commissioner after receipt of a recommendation from the Housing Authority or City Council confirms the appointment of a commissioner who is elected by other persons directly assisted by the Housing Authority and (3) the Redevelopment Commission, to which the Mayor and each Council Member make a nomination for the individual members so that the Commission consists of members appointed by City Council after receipt of a nomination by either the Mayor or a Council Member.) If a talent bank form is not on file for the individual, the City Council Member shall be responsible for providing one to the City Clerk prior to that time. The City Clerk's Office shall be responsible for providing a copy of the talent bank form to all City Council Members at the Monday night meeting so that a recommendation can be made by the City Council liaison for appointment on Thursday night. Talent bank forms shall be provided to City Council on Monday night and the recommendation discussed, giving other City Council Members an opportunity for comment on the recommendation. A consensus on appointees shall be made at the Monday meeting. If written information is unavailable to be presented at the Monday night meeting, the City Council liaison shall provide a copy of the talent bank form to the City Clerk's Office by Wednesday at noon to be submitted to Council in the Wednesday Notes to Council. Official action on appointments shall be taken at the Thursday Council meeting held during the month in which the appointment is due, unless a recommendation has not been selected, at which time the appointment shall be continued to the following month.

Appointment to a Board at the Conclusion of Service on a Board

When a citizen completes at least one full term on a board or commission, that person shall be eligible to serve on another as a City member at the completion of the term. However, a one-year waiting period is required in order to serve on the same board or commission.

Alternate Members

On certain boards and commissions, members shall originally be appointed as Alternate Members in order to provide a learning period unless there are more vacancies on the Board than the number of alternate slots for the Board at the time of appointment. The alternates vote only when a regular member is absent or unable to vote. City alternates shall be provided for various boards as follows:

Affordable Housing Loan Committee	Alternate
Board of Adjustment	Alternate Nos. 1, 2 and 3
Planning and Zoning Commission	Alternate Nos. 1 and 2

Alternates shall move up in rank or to a regular member slot as vacancies become available on the board and in accordance with the following rotation. In the instance of only one alternate, when a vacancy becomes available to replace a regular member who is ineligible for reappointment or is not reappointed, the alternate shall move up and a new alternate member appointed. In the instance of two alternates, when a vacancy becomes available to replace a regular member who is ineligible for reappointment or is not reappointed, Alternate #1 shall be elevated to a regular member, Alternate #2 shall be elevated to Alternate #1, and a new Alternate #2 appointed. In the instance of three alternates, when a vacancy becomes available to replace a regular member who is ineligible for reappointment or is not reappointed, Alternate #1 shall be elevated to a regular member, Alternate #2 shall be elevated to Alternate #1, Alternate #3 shall be elevated to Alternate #2, and a new Alternate #3 appointed. In the event that there are two elevations at one time, the Alternate members shall move in the order in which they would have normally been elevated. The action to make an automatic elevation up in rank or to a regular member slot shall be scheduled for the first available City Council meeting and the City Council shall make the elevation by a motion of appointment.

Reappointments

Persons serving on City boards and commissions having a term of more than three years shall be ineligible for consideration for reappointment. Persons serving on City boards and commissions having a term of three years or less shall be eligible for consideration for reappointment to a second term, but shall be ineligible for a third term. Persons serving unexpired terms on any City board or commission shall be eligible for consideration for appointment to a full term. On joint City and County boards, such as the Pitt-Greenville Airport Authority and the Sheppard Memorial Library Board, City appointees may be reappointed to a second term. The purpose of this exception is to create the same reappointment policy for City appointees as that of the County on joint City/County boards; this policy shall be reviewed if the County of Pitt amends the County appointment policy with regard to joint City/County boards. The Housing Authority shall also be excepted.

Resignation of Board or Commission Members Elected to Public Office

Members of City boards or commissions who are elected as Mayor or as a City Council Member shall submit a resignation from the board or commission prior to becoming installed as an elected official.

Service of a Full-Time Employee on a Board or Commission

A full-time employee of the City of Greenville shall not be eligible to serve on a city authority, board, commission or committee as an appointee of the Mayor, City Council or a Council Member. If such a member becomes a full-time employee of the City of Greenville, that shall constitute a resignation from the authority, board, commission or committee upon which he serves, effective upon the date a replacement is appointed. The prohibition established herein shall not apply to any current full-time City employee who is currently serving on an authority, board, commission or committee for so long as said employee serves on the same body until the completion of the current term. The prohibition established herein shall not apply to service resulting from being an ex-officio member.

Serving on Two Boards Simultaneously

With the exception of ad hoc committees, task forces, or other like groups created by the City Council for a specified length of time and for a specified purpose, individuals shall not serve on more than one city board or commission as a City Council appointment at the same time.

Individuals shall not hold more than two appointive offices or more than one appointive office and an elective office concurrently in violation of North Carolina General Statute 128-1.1.

Designation of Liaisons and their Roles and Responsibilities

Designation. The Mayor shall designate City Council Members and the Mayor as liaisons to boards and commissions whose members are appointed by the City. Prior to the designation of the liaisons, the Mayor shall ask Council Members to which boards and commissions they prefer to be designated as liaison. The Council Members shall be provided an opportunity to discuss their choices with the Mayor.

Length of Designation. The liaisons shall serve until the end of their elected two-year term as a City Council Member or the Mayor.

Roles of the Liaisons. The liaison is a communication link between the City Council and the appointed board or commission. The liaison role is not to regularly and actively discuss subjects on the agenda with the board or commission members, but to offer insight into overall City goals and policies that have been adopted by the City Council as it may relate to an issue being considered by the board or commission. The liaison, from time to time as appropriate, shall inform City Council of major activities of the board or commission.

Attendance. The attendance at board or commission meetings is at the discretion of the liaison. While attendance at every meeting is not required, attendance sufficient to understand the subjects before the board or commission is important.

Voting. The liaison is not a voting member of the board or commission and may not make motions at a meeting of the board or commission. The exception to this is the Sheppard Memorial Library Board of Trustees and the Pitt-Greenville Airport Authority where the liaison is a voting member and should participate as a full member.

Appointments. The liaison is to review the applications in the talent bank for vacancies on the board or commission and to make nominations of persons to City Council to fill the vacancies. The exception to this is Housing Authority, the Police Community Relations Committee, the Redevelopment Commission, Board of Adjustment, Greenville Utilities Commission, Pitt-Greenville Airport Authority, Planning and Zoning Commission and Recreation and Parks Commission.

City Council is not required to appoint the person nominated by the liaison and may, but is not required to, request another nomination from the liaison making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a liaison is not appointed and another nomination from the liaison making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Attendance of Members

All appointed members of the various boards and commissions are expected to attend all regular meetings. Whenever a member of any board or commission has missed three or more consecutive regular meetings or fails to attend seventy-five percent of all regularly scheduled meetings, the staff liaison to the board or commission shall notify the City Clerk of the member's attendance record. The City Clerk's Office shall send a letter to the member asking to be notified about the person's ability to attend future meetings. A copy of the letter shall be sent to the City Council liaison. If, within 30 days, the member responds that he desires to continue serving and will attend future meetings on a regular basis, the City Clerk's Office will notify the City Council liaison, and the attendance will be monitored for a period of three months, at which time replacement or other appropriate action may occur if the attendance requirements are still not met. However, if the person either fails to respond to the letter within 30 days or indicates that he is unable or unwilling to attend, the City Council liaison will be notified by the City Clerk's Office and the vacancy placed on the next possible City Council agenda for replacement or other appropriate action. The appointment shall be for the duration of the unexpired term of the member whose position has been vacated.

Failure to observe any requirement of this policy shall not affect the validity or legality of any appointment.

This policy was adopted by the Greenville City Council on October 11, 2010, and amended June 12, 2014.

BY-LAWS
ENVIRONMENTAL ADVISORY COMMISSION
GREENVILLE, NORTH CAROLINA

Article I - Name, Purpose

- Section 1. In accordance with Title 2, Chapter 3, Article G. Environmental Advisory Commission, approved March 13, 2008, the Greenville City Council established a Commission to be made up of the citizens of the community and to be known as the Environmental Advisory Commission of the City of Greenville (hereinafter, the "Commission").
- Section 2. The purpose of the designated Commission is to inventory and review, on a continuing basis, the condition of and threats to, the environmental resources of the City; and as technical advisors, to report all needs for improvement and corrective actions to the City Council.
- Section 3. The Commission will be advisory to the City Council. It will recommend to the City Council matters of city-wide environmental concern and shall serve as technical advisors to the City Council on environmental matters. In addition, it will review Environmental Impact Statements required by the City on major development projects.

Article II - Membership

- Section 1. The Commission shall be composed of seven members who shall serve for three year terms. Two members shall have an initial appointment for two years, and one member shall have an initial appointment for one year. Each member shall be eligible for reappointment.
- Section 2. The membership of the Environmental Advisory Commission shall be residents of the City of Greenville and be composed of:
- A. a lawyer or other person with knowledge of environmental regulations and environmental safety practices;
 - B. a building contractor, land developer or someone familiar with construction techniques;
 - C. a member of a local environmental group;
 - D. an educator of the natural or physical sciences or physician;
 - E. a professional engineer;

- F. an at large member from the Greenville community; and
- G. an at large member with skills and interest in environmental public health, safety, and/or medicine.

Section 3. The Mayor of the City of Greenville or a designated member of the City Council shall serve as an ex-officio member of the Commission without vote. The Director of Public Works or the Director's appointee shall serve as executive secretary without vote and shall provide technical assistance as necessary.

Section 4. A member may be dropped from membership by the City Council at the request of the Chair (see Officers, following) after missing three or more consecutive meetings or failure to attend 75% of all regularly scheduled meetings during the calendar year without acceptable reason, or because of other demonstrated lack of interest and participation. Before making a request for removal, the Chairman shall, if possible, discuss the matter with the involved member to preserve dignity and privacy within the spirit of volunteerism. In every instance, the making of the request will be reported to the full Commission and made a part of the minutes. Resignation of a member shall be reported to the City Council and recorded in the minutes of the Commission.

Section 5. Although attendees will not vote as members, attendance of regular meetings of the Commission by students, civic groups and their members, local officials and businessmen is to be encouraged. All meetings of the Commission shall be open to the public and duly publicized in a newspaper of general circulation.

Article III - Officers

Section 1. The Commission will name from among its members, a Chair, a Vice-Chair and a Secretary. The Director of Public Works or the Director's appointee, serving as Executive Secretary, may be designated as Secretary of the Commission.

Section 2. The officers of the Commission will be elected by ballot of the members present at the first meeting of each calendar year or as soon as feasible.

Section 3. The officers elected will take office immediately and will serve until the election of the following year unless removed from membership.

Section 4. In the case of any vacancy among the officers, an election will be held at the next monthly meeting to select a replacement for the balance of the calendar year.

Article IV - Duties of Chair

Section 1. The Chair will preside at business meetings of the Commission, appoint committees, and perform such duties as custom and parliamentary procedures may require. He or she will represent the Commission or will arrange for such representation in presentations to the City Council and at public hearings or in other meetings concerned with environmental matters. The Chair will report vacancies on the Commission to the City Council and request appointment of replacements or of additional members. The Chair will notify or have notified all members in advance of each regular meeting:

Article V - Duties of Vice-Chair

Section 1. The Vice-Chair will assume the duties of the Chair whenever the latter is absent from a meeting or unable to attend to any other official requirement. In the case of a vacancy as Chair, the Vice-Chair will act in that capacity until a new Chair is elected. The Vice-Chair will perform such duties as designated by the Chair.

Article VI - Duties of Secretary

Section 1. The Secretary shall keep the records and minutes of the Commission and shall keep the members informed of business transacted. At the direction of the Chair, he or she will notify members of dates and places of meetings of the Commission, and of other groups as well as of scheduled events of pertinent interest. The Secretary will duly publicize the time and place of Commission meetings in advance in a newspaper of general circulation.

Section 2. The Secretary will conduct correspondence as may be appropriate to this office.

Section 3. The Secretary will maintain an up-to-date record of members, appointment date and expiration date of appointment terms, addresses, telephone numbers, with other such information as necessary.

Section 4. The Secretary will provide liaison between this Commission and other

interested agencies when pertinent.

Article VII Committees

- Section 1. To ensure more detailed coverage of specific areas of responsibility pertaining to various resources and pollution areas, Commission members will be designated by the Chair to serve on separate committees. A member may serve on more than one committee. Committee efforts and updates will be reported to the Commission.
- Section 2. These committees may consist of the following: Land, Water, Air, Publicity and Liaison, Energy and Building Construction, Public Health, Transportation, and others as needed.
- Section 3. Each committee by vote of its designated members will elect a Committee Chair to serve during the calendar year. The Chair will be responsible for calling and conducting meetings of the committee for furthering the work of the Commission within the designated field of the committee, for coordination with the Commission and the other committees, and for making sufficient record, minutes and reports to the Commission.
- Section 4. All members of the Commission shall be encouraged to keep abreast of the work of the committees other than that or those to which they are assigned, and to attend committee meetings whenever there is a matter under consideration in which they have an interest or to which they may contribute. The interest of and attendance by nonmembers shall be similarly encouraged.

Article VIII - Meetings

- Section 1. The Commission as a whole will schedule a meeting at least once each month to review reports, discuss current or proposed conditions and projects, prepare recommendations to the City Council, and to plan other actions within the scope of its responsibilities. These monthly meetings are to be open to the public.
- Section 2. The meetings of the Commission are to be held on the first Thursday of each month at 5:30 p.m. in the Public Works Department Administration Building or at a time and place set by the Chair. The Commission will not meet in the month of July.
- Section 3. If there is no business and at the option of the Chairman regular scheduled meetings may be canceled. All members will be notified at least

24 hours in advance of any cancellation.

Section 4. Other meetings, as required by needs or events, will be called by the Chair or any two other members. Commission members shall be notified at least 24 hours in advance of any call meeting.

Section 5. Minutes shall be kept and made a part of the Commission records for each such regular or called meeting of the Commission.

Article IX - Expenses

Section 1. All Commission members, including the Officers, serve without pay.

Section 2. Travel and other expenditures pertaining to authorized business of the Commission may be reimbursed from City funds provided such expenditures have been specifically approved in advance by the City Council.

Article X - Amendments

Section 1. Any amendment or change to these by-laws must be approved by an affirmative vote of 2/3 of the members present and voting.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on February 14, 1985

Amended to change meeting date from second Thursday to first Thursday of each month May 12, 1988.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on November 6, 2008

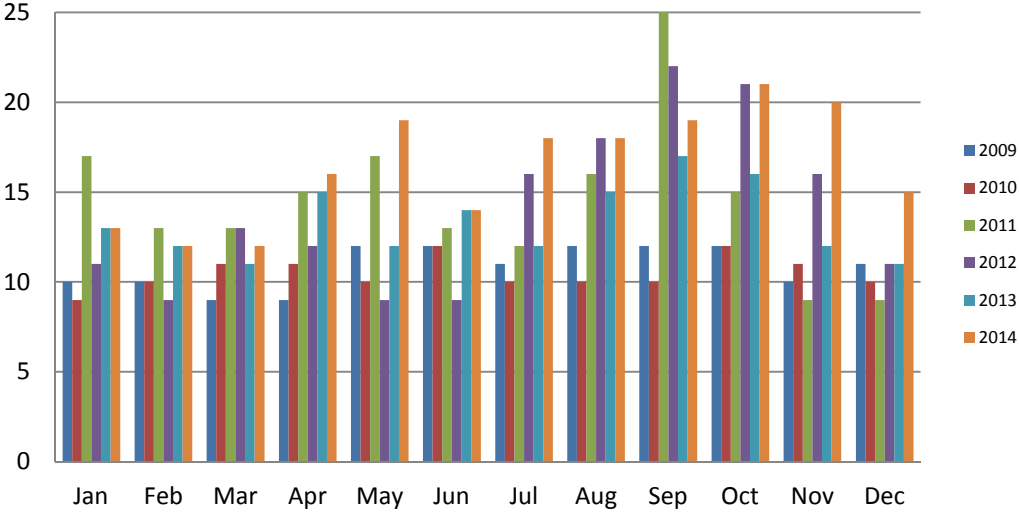
These By-laws, as amended to include the Commission does not meet in the month of July, were approved by the Environmental Advisory Commission on June 7, 2012.

ATTACHMENT D

(Recycling Report)

Action: For your information.

Recycling Diversion Rate 2009-2014 (Tonnage)



ATTACHMENT E

(Membership Roster)

Action: For your information.

ENVIRONMENTAL ADVISORY COMMISSION

Updated 9/29/2014

	NAME	TERM EXPIRES	CATEGORY	PHONE #
C H A I R	James C. Woodley 1205 E. Fire Tower Rd Apt H Greenville, NC 27858 Woodley50@yahoo.com	4/2017 (First Term)	(A) Lawyer or Other Person with Knowledge of Environmental Regulations and Environmental Safety Practices	752-7324 (home) 295-8380 (cell)
V C H A I R	David G. Kimmel 3411 Dunhaven Drive Greenville, NC 27834 kimmeld@ecu.edu	4/2016 (First Term)	(D) Educator of the Natural or Physical Sciences or Physician	439-5317 (home) 328-9986 (work)
M E M B E R	David Ames 313 Longmeadow Rd Greenville, NC 27858 davidames1@suddenlink.net	4/2016 (Unexpired Term)	(F) At Large Member from the Greenville Community	757-1276 (home)
M E M B E R	Scott Anderson 332 West Meath Drive Winterville, NC 28590 Scott489@gmail.com	4/2015 (First Term)	(E) Professional Engineer	353-2348 (home) 558-0888 (work)
M E M B E R	Michael Behm 3501 Langston Blvd Winterville, NC 28590 behmm@ecu.edu	4/2015 (First Term)	(G) At Large Member with Skills and Interest in Environmental Public Health, Safety, and/or Medicine	341-3689 (home) 328-9674 (work)
M E M B E R	Mr. Owen Burney, Jr. 101 Moore Road Greenville, NC 27834 oburney@suddenlink.net	4/2015 (Second Term)	(B) Building Contractor, Land Developer or Someone Familiar with Construction Techniques	830-1235 (home) 752-8000 (work)
M E M B E R	Emilie Kane 1706 Canterbury Road Greenville, NC 27858 ekane@suddenlink.net	4/2017 (First Term)	(C) Member of a Local Environmental Group	355-6789 (home)

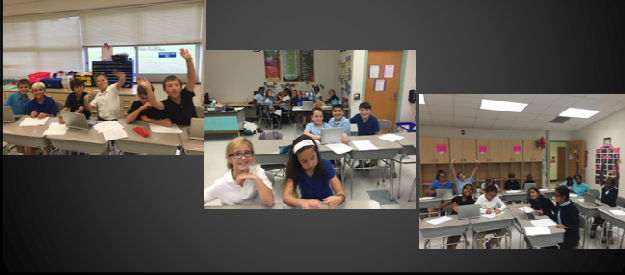
	NAME	TERM EXPIRES	CATEGORY	PHONE #
C O U N C I L	Ms. Marion P. Blackburn 802 River Hills Drive Greenville, NC 27858 mpblackburn@earthlink.net	N/A	Council Liaison	931-0728 (home)
S T A F F	Mr. Kevin Mulligan 1500 Beatty Street Greenville, NC 27834 kmulligan@greenvillenc.gov	N/A	Staff Liaison	329-4521 (work)
S T A F F	Ms. Amanda Boone 1500 Beatty Street Greenville, NC 27834 aboone@greenvillenc.gov	N/A	Staff Liaison	329-4350 (work)
S T A F F	Ms. Amanda Braddy 1500 Beatty Street Greenville, NC 27834 ajbraddy@greenvillenc.gov	N/A	Secretary	329-4467 (work)

ATTACHMENT F

(2014-2015 EAC Grant Update)

Action: For your information.

Introducing: Ridgewood Science Club



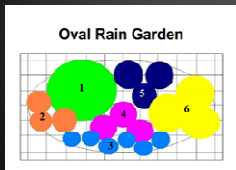
Rain Garden Survey

Each 5th grade student took a survey the first day of Science Club. This gave us insight on what each student was interested in and how building the Rain Garden will benefit them.

[Click here for Survey](#)

Building a Plan

Then the students began creating a model of what they wanted the Ridgewood Rain Garden to look like...



- 1 - 1 small tree or tree form shrub
- 2 - 3 perennials or ornamental grasses
- 3 - 4 small perennials or groundcovers
- 4 - 3 perennials
- 5 - 3 large perennials or ornamental grasses
- 6 - 3 small shrubs

We have been busy...

- Planning what types of plants we would like to have in our rain garden...



Meeting with experts..

Dr. Eban Bean was kind enough to come and visit Ridgewood Science Club. The students were thrilled to hear from him. He walked the students to where the future site of the rain garden at Ridgewood would be and gave the students a short lesson on what to expect. We are so grateful for his expertise.



"For selecting plants, I would look at the wet to average moisture condition and then a good mixture from the categories (1-6).

The rain garden should be approximately 12-18 inches deep in the middle. As for the shape, you want to maximize the flow path between where the water enters the rain garden and where it might leave. Usually makes for a longer, narrower rain garden.

- The first step is to assess the soils at the proposed site, which we've already done. The next step is to determine how big to make your rain garden. This will depend on the roof area draining to the rain garden. The calculations are fairly straight forward.

I have attached the Bioretention chapter from the State Stormwater BMP manual. It will be a good reference for you and the teachers (too technical for the students). It lays out a good (although technical at times) step by step process for bioretention or rain garden design. We can discuss this more on Thursday or by email if you'd like."

Dr. Eban Bean

Doing our research..

- Watching YouTube Videos to help guide our implementation



Building Awareness..

After the students completed the plan for our rain garden..Their next assignment was to create posters for the school to build awareness about what effects a Rain Garden at Ridgewood would do for the school environment.



Ridgewood Science Club

Our Awareness Chant!

- Slow it down...
- Spread it out...
- Soak it up...

<https://drive.google.com/open?id=0ByPzqxXU-pJToU0F0ZWikaNvWFJMSzdZVnEzZTFwZE1lZHR3&authuser=0>

Our Next Steps....

We have chosen the location for our rain garden.

In January - February - March we will:

1. Prepare the site
2. Begin the digging and leveling of the surface
3. Deciding on a plant layout and purchasing our plants
4. Planting and Maintaining our rain garden.



ATTACHMENT G

(Final Calendar)

Action: For your information.

PROPOSED EAC SCHEDULE

February-15						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 5, 2015

1	FROGGS: Update
2	RIVER PARK NORTH ENVIRONMENTAL SYMPOSIUM: Presentation and Participation Discussion (Goal #6)
3	STORMWATER ANNUAL REPORT: Update (Goal #7)
4	2014-2015 EAC GRANT: Six-Month Update (Goal #1)
5	REDEVELOPMENT COMMISSION: Update (Goal #2)
6	GREENVILLE UTILITIES COMMISSION: Update (Goal #2)

PROPOSED EAC SCHEDULE

March-15						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 5, 2015

1	STRATEGIC PLAN: Update (Goal #8)
2	RIVER PARK NORTH SYMPOSIUM/STATE OF ENVIRONMENT: Discussion (Goal #s 1&6)
3	COMMUNITY APPEARANCE COMMISSION: Update (Goal #2)
4	RECREATION AND PARKS COMMISSION: Update (Goal #2)
5	
6	

PROPOSED EAC SCHEDULE

April-15						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2, 2015

1	QUARTERLY UST REPORT (Goal #7)
2	2015-2016 EAC GRANT: Review & discuss (Goal #1)
3	GREENVILLE BIKE AND PEDESTRIAN COMMISSION: Update (Goal #2)
4	PUBLIC TRANSPORTATION AND PARKING COMMISSION: Update (Goal #2)
5	RIVER PARK NORTH SYMPOSIUM/STATE OF ENVIRONMENT: Discussion (Goal #s 1 & 6)
6	

PROPOSED EAC SCHEDULE

May-15						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 7, 2015

1	FROGGS: Update (Goal #2)
2	2015-2016 EAC GRANT: Approve award recipient (Goal #1)
3	NEIGHBORHOOD ADVISORY COMMISSION: Update (Goal #2)
4	PLANNING AND ZONING COMMISSION: Update (Goal #2)
5	RIVER PARK NORTH SYMPOSIUM: Recap (Goal #6)
6	

PROPOSED EAC SCHEDULE

June 4, 2015

June-15						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	<u>EAC GRANT PROGRAM:</u> Presentation.
2	
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

July 2, 2015

July-15						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1	<u>NO MEETING</u>
2	
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

August 6, 2015

August-15						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1	<u>FROGGS:</u> Update (Goal #2)
2	<u>QUARTERLY UST REPORT</u> (Goal #4)
3	<u>STRATEGIC PLAN:</u> Update (Goal #8)
4	<u>TOWN CREEK CULVERT:</u> Update (Green Infrastructure) (Goal #7)
5	<u>WATERSHED MASTER PLAN:</u> Update (Goal #7)
6	

PROPOSED EAC SCHEDULE

September 3, 2015

September-15						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1	<u>REDEVELOPMENT COMMISSION:</u> Update (Goal #2)
2	<u>GREENVILLE UTILITIES COMMISSION:</u> Update (Goal #2)
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

October-15						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 1, 2015

1	<u>KEEP GREENVILLE BEAUTIFUL:</u> Update (Goal #s 2 & 8)
2	<u>RECREATION AND PARKS COMMISSION:</u> Update (Goal #2)
3	<u>COMMUNITY APPEARANCE COMMISSION:</u> Update (Goal #2)
4	<u>2016-2017 EAC GRANT:</u> Discussion (Goal #1)
5	
6	

PROPOSED EAC SCHEDULE

November-15						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 5, 2015

1	<u>2016 GOALS & OBJECTIVES:</u> Brainstorm (Goal #s 2 & 8)
2	<u>FROGGS:</u> Update (Goal #2)
3	<u>QUARTERLY UST REPORT</u> (Goal #4)
4	<u>GREENVILLE BIKE AND PEDESTRIAN COMMISSION:</u> Update (Goal #2)
5	<u>PUBLIC TRANSPORTATION AND PARKING COMMISSION:</u> Update (Goal #2)
6	<u>STRATEGIC PLAN:</u> Update (Goal #8)

PROPOSED EAC SCHEDULE

December-15						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 3, 2015

1	<u>2016 GOALS & OBJECTIVES:</u> Finalize (Goal #s 2 & 8)
2	<u>COUNCIL PRESENTATION:</u> Brainstorm (Goal #2)
3	<u>STORMWATER:</u> Annual report to State (Goal #7)
4	<u>NEIGHBORHOOD ADVISORY COMMISSION:</u> Update (Goal #2)
5	<u>PLANNING AND ZONING COMMISSION:</u> Update (Goal #2)
6	<u>2016-2017 EAC GRANT:</u> Finalize (Goal #1)

PROPOSED EAC SCHEDULE

January-16						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 7, 2016

1	<u>ELECTIONS</u>
2	<u>COUNCIL PRESENTATION:</u> Review & Finalize
3	<u>2016 GOALS & OBJECTIVES:</u> Implementation
4	<u>2015-2016 EAC GRANT:</u> Six-Month Update
5	<u>DRAFT CALENDAR:</u> Review
6	