

STORMWATER ADVISORY COMMITTEE (SWAC)

Meeting #3 – Agenda
October 3, 2017 @ 3:00 P.M.

CITY HALL
ROOM 337
200 WEST FIFTH STREET

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

1. Welcome/Introductions
2. Goals and Objectives for the Committee
3. Committee Operating Procedures
4. Staff and Consultant Roles
5. Public Input
6. Schedule
7. Elect Chair and Vice Chair
8. Recap Previous Meetings
9. Future Meeting Topics
10. Extent of Service
11. Questions and Comments
12. Closing Remarks

Attachments

City of Greenville
Stormwater Advisory Committee Meeting*
March 16, 2017 3:00pm – 5:00pm
Public Works Conference Room

Advisory Members Present:

Jeff Aldridge
Drake Brinkley
Beth Ward

Tom Best
Michelle Clements
Landon Weaver

Donnie Brewer
Lisa Sasser

Staff Present:

Kevin Mulligan
Ronnie Donley

Lisa Kirby
Amanda Braddy

Daryl Norris

1. Storm Hydrology

Mr. Norris gave a PowerPoint presentation on Storm Hydrology.

During the presentation, Ms. Ward asked how often the City rechecks post development for Stormwater compliance. Mrs. Kirby stated Stormwater facilities that were installed after 2004 have Best Management Practice (BMP) plans and the owner of those facilities are required to inspect the facilities on a monthly basis. The inspections are kept on a monthly maintenance log which is then reviewed by the City to verify the facilities are in compliance. Mrs. Kirby added there was no requirement for inspections to facilities prior to 2004; therefore, the only time these facilities are inspected is when a nuisance is reported.

Mr. Brewer asked how many single family developments have detention facilities in the City. Mrs. Kirby stated there are 100 properties that have water quality BMPs and less than half of those have detention facilities. Mrs. Kirby approximated there are 30-35 facilities out of the 100 properties. Mr. Weaver asked if there were any ordinances for the City that required Homeowners Associations to accept a BMP Agreement. Mrs. Kirby stated there was no obligation at this time.

2. 2013 Stormwater Management Ordinance

Mr. Norris gave a PowerPoint presentation on the 2013 Stormwater Management Ordinance.

3. Summary of Other Municipalities Requirements

Mr. Norris gave a PowerPoint presentation on the City's current Stormwater Management Program.

4. Watershed Master Plan – 25 year Detention Analysis

Mrs. Kirby gave a PowerPoint presentation on the Watershed Master Plan – 25 year Detention Analysis

5. **Memo to Development Community**

Mr. Mulligan provided a summary of the memo sent to the development community on the requirement for 25 year detention.

6. **Discussion**

7. **Closing Remarks**

* All audio files were corrupted and a complete summary could not be provided

Guidelines for Greenville Rate Study Advisory Committee

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

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

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

Committee members:

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- The committee should elect a chair as first order of business, followed by setting future meeting times and frequency.
- The committee should decide a method for reaching consensus, for example, by quorum or by majority vote?
- The meeting is run by the Chair. It is the Chair's responsibility, with assistance from a facilitator, to run the meeting as smoothly as possible, and to ensure that each member has the opportunity to participate fully.
- Meeting attendance is very important. If you are unable to commit to all meetings, please identify someone from your organization who can
- Committee members may choose to develop and submit their own report of procedures, including recommendations, to the City Council.

Public Attendees:

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

Staff & Consultants

- Staff and consultants will attend meetings when invited to answer questions, clarify technical, historical or operational issues (i.e., policy, constraints, etc.).
- The Chair may invite staff or consultant(s) present to take part in a discussion

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- Staff should identify and communicate each meeting's Main Topic and ensure that the agenda, subject matter experts, etc. facilitate a discussion that properly addresses and provides answers to main topic questions
- Staff may take notes as needed; however, formal record of meeting will be created by consultant team attendee
- Minutes from meeting will be produced within one week of meeting and sent to staff and chair for review and comment. Final minutes will be posted a minimum of one week before next meeting.
- Staff and consultants will draft each meeting's agenda and send to Chair a minimum of one week before the next meeting.
- Members may suggest topics for discussion at future meetings, to be approved by quorum/majority and communicated to staff/consultants by the Chair prior to finalization of meeting agenda. Staff will determine the need for a subject matter expert to attend the meeting and address suggested topics.

Suggested Agenda and Meeting Format

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

General Guidelines for Productive Meetings

- Recognize and respect the authority of the Chair to guide the meeting and keep order.

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

Meeting Topics

Anticipated topics to be addressed in SWAC meetings. Meeting topics may be revised or added based on recommendations provided by the SWAC.

1. Procedures
 - a. Goals and objectives
 - b. Committee operating procedures
 - c. Staff and consultant Roles
 - d. Public input
 - e. Schedule
 - f. Elect chair/vice chair
2. Extent of service
 - a. Current extent
 - b. Comparison to other communities
 - c. Options
 - d. What extent do we want?

Upcoming Topics

3. Closed system
 - a. Level of service
 - b. Operation and maintenance
 - c. Inventory and location
 - d. Condition assessment and asset management
4. Open system
 - a. Level of service
 - b. Operation and maintenance
 - c. Stream stabilization
5. Structural Best Management Practices
 - a. Typical examples
 - b. Public vs. Private
 - c. Operation and maintenance
 - d. Inspections/Enforcement
 - e. Dams and larger ponds
 - f. Retrofits

6. Stormwater/Watershed Planning
 - a. Capital project needs
 - b. Prioritization
7. All funding sources and revenue options
 - a. Permit fees, review fees, general fund
 - b. Utility fee
8. Water quality compliance (Tar Pam/Neuse/Phase 2)
 - a. pollution prevention/good housekeeping;
 - b. illicit discharge (IDDE);
 - c. plan review (post construction stormwater)
 - d. inspection/enforcement;
 - e. public education/outreach
 - f. Sediment and Erosion Control
 - g. WQ monitoring
9. Floodplain management/flood mitigation
 - a. FEMA baseline
 - b. Current floodplain development ordinance
 - c. Mitigative options for flood risk reduction
10. Regulatory reforms/ordinances
 - a. Neuse and Tar-Pam Rule Changes
 - b. Newly Required Neuse Rules
 - c. Riparian Buffers
 - d. Peak Flow Detention Requirements
 - e. Fee in Lieu