

**CITY OF RALEIGH**  
**STORMWATER MANAGEMENT ADVISORY COMMISSION (SMAC)**  
Minutes

Raleigh Municipal Building · 222 W Hargett St · Room 305  
3:00pm · Thursday, August 7, 2014

**Commission Members Present:** Marc Horsftman, Francine Durso, Matthew Starr, JoAnn Burkholder, Chris Bostic, Kevin Yates, Vanessa Fleischmann and Will Service

**Stormwater Staff Present:** Mark Senior, Suzette Mitchell, Carmela Teichman, Kevin Boyer, Wenju Zhang, Robert Kirpatrick

**Members Absent:** David Webb and Michael Birch

**Guests:** Sarah Bucher, Beth Clusson, Mathew Hanack, Joseph Kirby, Amy Crowley and Amit Sachan

Meeting called to order: 3:09 p.m. by Mr. Yates

**Motions** (Absentees and Minutes)

- Absence – Ms. Burkholder and Ms. Fleischmann both made a motion to approve David Webb and Michael Birch from today’s meeting, Mr. Starr seconded, the motion was passed unanimously
- July Meeting Minutes – Ms. Durso made a motion to approve, both Ms. Fleischmann and Ms. Burkholder seconded, the motion passed unanimously.

The following items were discussed with action taken as shown.

**Item 1 – Commission/Stormwater Staff Update on Matters of Importance to the Stormwater Management Advisory Commission**

**1.1 Updates:**

- **Staff picture for annual report – taken today**
- **Staffing – Project Engineers**
  - Project Engineers I
    - *Brad Stuart – promotion*
    - *Carrie Mitchell – new employee*
  - Project Engineers II
    - *Gilles Bellot and Binod Yadav – new employees*
- **LID/ Green Infrastructure –**
  - *Setting up stakeholders group/ staff task force to finalize draft plan based on comments from Council work session. Then will take that back to Council with some suggestions for a stakeholders group to review the work plan and ultimately bring back to Council. Kevin Yates and JoAnn Burkholder volunteered to represent Commission.*
- **Petition Projects- listed in categories (provided in agenda packet & powerpoint)**
  - *projects already approved*
  - *projects deferred*
  - *projects assessed/pending*
  - *projects with no estimates*

**Mark Senior** noted we could bring back a lot of projects the next round; hold, or the Commission can just look at the high priorities.

**Ms. Burkholder** suggested we asked for the high priority projects. The other Commission members agreed.

- **Water Quality Cost Share** - (2 petitions pervious pavement driveway).
  - Staff gave a presentation to Public Works Committee. Councilor Odom was not present to look so it's been pushed back to Sept 9<sup>th</sup> meeting.
- **Stormwater Division 1<sup>st</sup> Stream Cleanup** – (Carmela Teichman- Education Specialist)
  - Date: October 25<sup>th</sup> at 8:00a.m at Walnut Creek Wetland Center.

**Item 2 – Annual Report Review** (provided in agenda packet)

2.1 **Mark Senior** indicated this is an updated version from comments at last meeting

- Comments from Commission
  - JoAnn name misspelled
  - Superimposed 2 numbers in a project, will need to change
  - By the pictures write before and after
  - Water Quality hard to match up pictures to the project (tie picture label to project name)
  - Brief description by the picture indicating what the project and there's an address for people to reference
  - Remove "Key Work Areas for 2014-2015" out of the Annual Report
  - Remove "Many thanks to 2013-2014 SMAC members" add respectively submitted
  - Mission statement –
    - Spell out Stormwater Management Advisory Commission
    - At the end of the last sentence add "and its tributaries"
  - Section 4 (Variance) – 2<sup>nd</sup> sentence remove "none recommended for denial" and after the two bullet items for the variances drop "approved"
  - 1<sup>st</sup> page – Clean up the very first paragraph. Stop at "stormwater issues" and begin a new sentence with "The Commission's work"

2.2 **Mr. Yates** made a motion to approve the annual workplan and edits

2.2.1 **Mr. Service** seconded, the motion was approved unanimously.

**Item 3 – Annual Work Plan Discussion and Development**

3.1 **Mark Senior** noted the agenda packet includes the work plan for 2013 with Kevin comments. Review those comments to see if you agree; or make changes. In addition, look at the workplan to see what topics you want to keep or omit. I will also provide a list of potential topics to see if you want to add to it.

3.2 **Comments/Edits from Commission**

- 1<sup>st</sup> page - Add table of contents (a list of major topics)

**I. Sustainable Development and Water Quality**

- Item A –
  - change subject too "Low Impact Development and Green Infrastructure (LID/GI)", and in sentence after implementing add "LID/GI"
  - at end of sentence add "and ongoing work by City staff and City's consultant"
- Item C – roll into item A

**II. Drainage System Polices**

- Item D (title change) – Policy for drainage systems on private and public lakes

**III. Regulatory Program**

- Item A (Planning and development ordinances) change too – "Identify and evaluate state and federal laws or local ordinances that directly impacts stormwater management and water quality and use of Stormwater utility fees. Review and recommend revisions as appropriate as well as respond to Council requests"

- Item B –
    - Title change – *Stormwater drainage and floodplain ordinance*
    - Remove “*directly and indirectly*” from sentence
  - Item D – *remove*
- IV. Education Program
- *Education Specialist will discuss what she does with the program at a future meeting*
- V. Work Requiring Review
- Item A – *(title change) – remove “quarterly and semi-annually”*
  - Item C *(title change) – “Stormwater Budget*

### 3.3 **Potential Topics for SMAC 2014-2015 Work Plan**

- **General budget issues** *(cover this under Number 5 of the workplan – item C)*
  1. Potential bonding vs increased monthly utility fee
  2. How funds are allocated among the various programs (WQ, Petitions, CIP projects, maintenance, etc.)
  3. Cap on the maximums for drainage assistance and WQ cost share projects
- **Drainage Assistance Program issues**
  1. Modify the policy to drop the requirement for the petitioner’s deposit within 30 days of Council approval.
  2. Reexamining what qualifies under the policy.
  3. What constitutes “public runoff” to qualify a project under the petition program: runoff from streets, just a vegetated roadway shoulder, from a city commercial building, a city owned residence, a city owned vacant property, etc.
  4. Do we budget design and construction as part of the \$750k allocated to drainage petitions under the CIP or is design a separate CIP budget item?
  5. How much should be allocated for each batch of petitions since SMAC receives them twice per year?
  6. While we approve and fund projects based on staff estimate and available funding, some projects go over budget when constructed. If we run out of funds, do we inform the petitioners their project will be carried over to the next budget year when funding is available or try to find funding to complete all projects approved in a given year?
  7. Do we continue to require a petitioner contribution or drop that requirement in favor of making these all City CIP projects funded 100% city? What would be the implications as this would become a grant program.
  8. If the cost of the project exceeds staff’s estimate or the scope of the project increases, does the SMAC want to see the projects again and if so, what would be the threshold (we have one project where the cost is 5x the original estimate) and should they go back to Council for approval?
- **Water Quality Cost Share issues**
  1. Refining what are acceptable WQ projects.
  2. Councilor Maiorano’s concerns – 2 pervious driveways.
  3. Allowing allocated funding to accumulate from year to year, put to other WQ uses, or roll back into the stormwater reserve fund?
  4. Examining ways to improve promotion of the program.
- **CIP issues**
  1. Review/refinement of project prioritization system.
  2. Lake Preservation Policy – maintaining lakes vs. other options that achieve the same goals.
- **Floodplain issues**
  1. Legal limitations on using stormwater fees for flood protection

- 3.4 **Mark Senior** asked if there's any specific workplan items the Commission wants that hasn't been thought of or put in last year's workplan.
- 3.5 **Mark Horsfman** asked for an update on bmp's and retrofit program as it pertains to left over funding from Water Quality projects and what to do with it.

**Item 4 – Other Business**

- September 4<sup>th</sup>, meeting will go on as scheduled. The Commission may consider taking off either December or January's meeting.

Meeting adjourned at 4:50 p.m.

Suzette Mitchell