

ORGANIZATION:	Town of Wake Forest Stormwater Utility Advisory Group	
NAME OF MEETING:	Meeting #4	
RECORDED BY:	Blair Hinkle, Trey Shanks	
DATE:	August 9, 2023	
LOCATION:	Wake Forest Town Hall	
DATE SENT FOR APPROVAL:	September 5, 2023	
ATTENDEES:	Advisory Group	Town / Consultants
	Mike Almquist	Monica Sarna (Asst. Dir. Eng.)
	Nicole Clift	Joe Guckavan (Dir. Eng.)
	Andi Curtis	Nick Nolte (Stormwater Eng.)
	Brian Pate	Chris Glass (Engineer)
	Juan Montes	Tim Bailey (Pub. Works Dir.)
	Nathan Robb	Trey Shanks (Freese and Nichols)
	Norman Bell	Blair Hinkle (Freese and Nichols)
	Nathan Robb	
	James Holding	

The following reflects our understanding of the items discussed during the subject meeting. If you do not notify us within five working days, we will assume that you are in agreement with our understanding.

Minutes:

Recommendations

1. Operating reserve
 - a. Maintain an operating reserve consistent with finance department policies and goals for enterprise funds
 - b. 2 months in Year 1 per LGC recommendation
 - c. 3 months in following years (3 months minimum recommended by Finance Director)
2. 5-Year rate recommendation
 - a. Fixed over 5 years
3. Cost of Service
 - a. New operations
 - b. Capital
 - c. Existing operations
 - i. Immediate shift (no transition)
4. CIP
 - a. No firm recommendation
 - b. Nate proposed using \$5/\$10/\$20 tiers as starting point, and 10-year rate of execution gets close (\$5.50/\$11.98/\$21.71)
5. Residential Tiers
 - a. No firm recommendation
 - b. Generally want 3-4 Tiers
 - c. Tier 1 as ERU
 - d. General goal to have most homes paying \$10-\$12 per month (in-line with NC communities)
 - e. Hardship tier for smaller homes with fee around \$4-5
 - f. 1-2 upper tiers for equitable payment from large homes
6. Inflation

- a. 5% (not official recommendation to Board)

- 7. Growth rate
 - a. 3% (not official recommendation to Board)
- 8. Fee Basis
 - a. Impervious area
 - b. Factor onsite SCMs through credits (see below)
- 9. Fee Credit
 - a. "Town staff to develop and implement a fee credit mechanism"
- 10. Billing Mechanism
 - a. Tax bill

Actions

- 1. FNI to update model to show annual payment instead of monthly payment
- 2. FNI/Town to create maps that show community distribution of Residential Tiers (color code parcels, not IA)
 - a. 25% / 60% / 15% (original in model)
 - b. 10% / 70% / 20%
 - c. 15% / 70% / 10% / 5%