

<b>ORGANIZATION:</b>	Town of Wake Forest Stormwater Utility Advisory Group	
<b>NAME OF MEETING:</b>	Meeting #2	
<b>RECORDED BY:</b>	Blair Hinkle, Trey Shanks	
<b>DATE:</b>	June 7, 2023	
<b>LOCATION:</b>	Wake Forest Town Hall	
<b>DATE SENT FOR APPROVAL:</b>	August 3, 2023	
<b>ATTENDEES:</b>	<b>Advisory Group</b>	<b>Town / Consultants</b>
	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.)
	Norman Bell	Trey Shanks (Freese and Nichols)
	James Holding	Blair Hinkle (Freese and Nichols)
	Nathan Robb*	
	*Not in Attendance	

*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:

- Homework
  - Raleigh - Mike
    - 500,000 population
    - 27 services
      - Drainage assistance program
      - Rainwater rewards program
      - Water pollution program
    - 39 dams
    - 2,500 miles of pipes
    - Street sweeping
    - Leaf collection
    - SW advisory committee - Mike attended a meeting
      - 8 people on committee
      - Discussed SW equity. Those in disadvantaged areas have the most problems.
      - 36 projects active
      - Identify projects each year. Plan 10 years out.
      - Funded each year
    - Tiered Residential – 4 Tiers
      - Tier 2 = 2 avg Res = 1000 sf IA - 3700 sf IA - \$7.18/mo
      - \$20.82 for +6000 sf IA
      - <400 sf IA = \$0

- Commercial calc
  - Based on Tier 2 (SFE)
  - 2260 sf IA = 1 SFE
  - \$7.18 per SFE
- Had conversation with staff
  - Impervious area basis
  - Initial estimate left up to developer
  - Updated by aerial, staff felt like not always accurate
- Communication
  - Includes multifamily and triplexes
  - Fee credit available
    - Only 5 participated
    - 70 pages
    - Currently being revised by City
    - Possibly adding Residential credit
- Apex - Nicole
  - Residential and Non-Residential
  - Tax-exempt do not qualify for exemption
  - All with IA pay
  - Pay on utility bill
  - Send quarterly bill for SW-only
  - \$1.50 - 10/mo (4,000 sf IA)
    - 2,700 sf IA - \$5.00
  - Must be within Town limits
  - Services only for public easements only
    - Phase 2 MS4 compliance
    - Storm system maintenance and improvements
    - Street sweeping in one watershed
    - Jordan Lake WQ implementation (long range)
  - O&M agreements
- Carrboro - Andi
  - 2017 implemented
  - 2018 added new rate structure
  - 2020 raised rates
  - Residential
    - 5 tiers
    - \$180/year average
  - Non-Residential
    - 22 tiers
    - ERU based
    - Largest tier = 195 ERUs (\$17,550/year)
  - Billed on tax bill - due by Dec 31
  - Services
    - FEMA
    - NFIP

- Flood mitigation assistance
  - Joe - noted Tom's Creek that Town staff helped with grant application assistance to remove homes from floodplain
- Jordan Lake and Bolling Creek Watersheds
  - Monica - noted
    - Town is part of Wake County Partnership to collaborate
    - Falls Lake requirements are similar to Jordan Lake
  - Blair noted
    - Upper Neuse River Basin Association
- Andi - asked if opportunity for collaboration
  
- Chapel Hill - Juan
  - Rates
    - \$34.97/1000 sf IA/year
    - Calculated
      - Resident can request online calc
    - Orange County vs. Durham County billing
      - Durham - utility
      - Orange - tax
  - Took 12 years to establish fee in 2004
  - Commercial and Residential calculated the same
  
- Durham - Nate (Monica)
  - Residential
    - \$59.40 - \$246.36 annually (FY 24)
    - Tier 1 – less than 2,000 sf - \$4.95/mo
    - Tier 2 – 2,000 sf – 3,999 sf of - \$10.25/mo
    - Tier 3 – 3,999+ sf - \$20.53/mo
  - Non-Residential
    - \$10.25/ERU/mo – 2,400 sf IA
  - 4 year phase-in of fees
  - Stabilizing fee in 2024
  - Billing monthly on utility bill
  - Includes public map to show how IA is calculated per property
  - Baltimore (looked at this as well)
    - Lots of opportunities for credits for Residential and Non-residential
    - Residential
      - Cleanup participation (4hrs)
      - Tree planting
    - Non-residential
      - On-site treatment
      - % IA <50%
  - LEED, Envision - Andi asked if there could be credit if site participates in SW related actions
  - Knightdale - just moved to fee-based structure per Mike A (need to check)

- Greensboro - Norm
    - Services
      - Projects
        - SW infrastructure inventory - current activity
        - Degraded streams, sediment, bank protection
    - SW manual (2009)
      - Has Capital cost estimate appendix for design of infrastructure
    - Residential
      - 3 tiers
      - 600 sf to 1000 sf IA = \$1.50/mo
      - 1000 sf to 2000 sf IA = \$2.70/mo
      - +2000 sf = \$3.00/mo
    - Non-residential
      - \$2.70/ERU – 2,543 sf IA
    - Bill 6 ways - SW only bills, likely monthly
  - Holly Springs - Brian Pate
    - Residential - \$5.20/mo
    - On utility bill
    - Non-residential
      - IA basis
        - 8,000+ IA = \$15.60/mo
        - 40,000+ = \$72.00/mo
        - 100,000+ = \$182/mo
    - Population = 41,500 (13,000 houses)
      - WKF = (16,300 houses)
    - Brian ran some financial model numbers on his own
      - Noted approach to address CIP then reduce \$ after complete
      - Used \$8.34/ERU as example - felt like it was reasonable
  - Morrisville - James
    - ERU = 2,800 sf IA
    - Res = 6 tiers
      - \$25/year in 2020
      - 2023 \$40/year
      - 2024 \$50/year
    - Services
      - Have knocked out a lot of projects up front
      - Now are a little ahead of the game
- Brian suggested simple rate structure and simple fee credit options
    - 1-3 Residential tiers
    - 3-4 Non-residential tiers
  - General discussion about simplicity of fee structure vs. equitability.

- Monica
  - Compliance Obligations
    - GIS Mapping
      - Inventory is 70% complete
      - Can't keep up with adding new development
      - All pipes and ditches required to be mapped - aren't currently
    - IDDE
      - Spill response - reactive
      - Contract with Raleigh for major emergency spills - especially major sewer
      - Small spills are Town responsibility - SSOs for example
      - Requires significant staff time, effort, documentation
      - Brian- asked if ETJ is included. Monica isn't sure.
    - Public Education
      - No dumpster monitoring
    - SCMS
      - 40% response rate for annual inspection notifications
      - No enforcement for noncompliance so far
      - Brian - questioned why no enforcement of inspections
      - Joe - no defined response mechanism for noncompliance currently
    - Skipped Maintenance slide
    - Capital Improvement Planning
      - Studies
        - Town's Creek watershed study - ongoing with ARPA funds, final by end of year
        - Horse Creek watershed study - ongoing with ARPA funds, final by end of year
        - FNI watershed evaluation - complete
      - Projects
        - Erosion - exposed sewer pipe
        - Flood - road overtopping
          - Brian asked how long start to finish to complete this one
          - Monica/Joe - 12-18 months+ with design, permitting, construction
      - Juniper - reactive