

ORGANIZATION:	Town of Wake Forest Stormwater Utility Advisory Group	
NAME OF MEETING:	Meeting #1	
RECORDED BY:	Blair Hinkle, Trey Shanks	
DATE:	May 3, 2023	
LOCATION:	Wake Forest Town Hall	
DATE SENT FOR APPROVAL:	May 17, 2023	
DATE FINALIZED:		
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)

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:

1. Monica kicked the meeting off at 12:08pm
2. Introductions - all in the room introduced themselves
3. Trey presented the mission of the Stormwater Utility Advisory Group
 - Evaluating level of service
 - Fee structure and rates
 - Assessment mechanism
4. Monica presented basic stormwater management overview and provided an overview of community survey results, which demonstrated that folks generally desire improved stormwater services in the Town.
5. Juan - designers always referring to FEMA boundaries, will 2D study be provided to developers?
Monica: It has not been yet, model is still in draft form, but the data is being used by Town in its studies/designs.
6. Brian – Noted that developers use floodplain area as open space for approval. Soccer complex used as example, where there is often debris/trash.
7. Andi Curtis – requested clarification of what criticality assessment map is showing.
Monica/Trey: Criticality assessment shows stormwater pipe system infrastructure in Town. Map actually shows risk ratings, based on a combination of criticality (the consequence of failure) and condition (the likelihood of failure). The ratings are based on a desktop assessment from available data, such as pipe age, material, size and other relevant information.

8. Nick and Monica clarified the meaning of a 100- and 500-yr storm event and the correlated flood boundaries.
9. Juan - Did Town overlay flood study and criticality assessment map?
Monica: No. The flood evaluation generally focused on the creek system while the risk map was specific to the local pipe system.
10. Nate – asked if funding for stormwater now comes out of general fund.
Monica/Joe: Yes. No dedicated fund currently exists for stormwater management, although as the survey responses show, many in the community believe such funding is already in place.
11. Group Discussion about what the existing funding looks like.
 - a. Is it specific line items, or buckets?
Monica: It varies. Line items for maintenance activities, more general funding for programmatic stormwater activities (example of street sweepers - ongoing operational cost). Monica contrasted with CIP, which competes with other general fund priorities.

Joe: each department competes for funding - nothing specifically earmarked, so competing against other departments/priorities.
 - b. Has the Town identified what the cost/need is for stormwater?
Monica: That is part of what this group is doing. Monica provided a brief overview of what's to come.
12. Brian: It looks like high-criticality infrastructure is in older neighborhoods?
Monica: Yes, age is a factor.
13. Trey presented an overview of what a stormwater utility is and motivations for creating one.
14. Brian: Can impact fees be used to offset initial impacts?
Monica/Blair: Conceptually yes, although impact fees are not an available funding option in North Carolina.
15. Nate: Noted that not all SCMs are created equal and some provide more mitigating benefit to the Town storm system than others.
16. Nicole: Is stormwater working with planning/development review/permitting group?
Monica: The goal is to have an integrated, coordinated program with an equitable funding approach.
17. Monica provided an overview of where the Town is in the process of developing a Stormwater Utility.
18. Trey and Monica provided a preview of the agenda for the next Advisory Group meeting and homework instructions for the Advisory Group members to evaluate other North Carolina stormwater utility fees, as assigned in a follow-up email to be distributed after the meeting.
19. Meeting adjourned at 2:00pm.