

MEETING MINUTES

Meeting Date: January 18, 2022
Meeting Time: 1:30 pm-2:30 pm
Written By: Shawn Arden, PE
Client: Portage County

Location of Meeting: Portage County Engineer's Office

Purpose of Meeting: Portage County Storm Water District Steering Committee Meeting

Attendees: Larry Jenkins, John Trew, Mike Collins (Portage County Engineer's Office); Amos Sarfo (Portage County Health District); James Bierlair, Eric Long (Portage County SWCD); David Garnier (Portage County Prosecutor's Office); Todd Peetz (Portage County Regional Planning); Shawn Arden (EMH&T)

Copies: Mickey Marozzi (Portage County Engineer's Office); Joe Diorio, Mary Helen Smith (Portage County Health District); Joe Reichlin, Zach Battaglia (Portage County Auditor's Office)

Listed below are general discussion topics. Items noted in **bold** require follow-up discussions.

1. Steering Committee and Storm Water Task Force Meeting Minutes
 - a. November 2021 Steering Committee minutes – approved
2. Group Updates:
 - a. MCM 1 & 2 (SWCD):
 - i. Proposed education grants
 1. **Ravenna HS & Rootstown HS stormwater proposals to go to BOC in February.** SWCD will ask educators supporting each proposal to attend the BOC meeting, if possible. Mickey to request space on BOC agenda for the discussion. SWCD to advise SWTF in February meeting.
 - b. MCM 3 (PCHD):
 - i. Outfall screening Q4 2021 activities:
 1. 18 file reviews, 12 office research investigations, 22 consultations, and 31 GIS/IDDE data collection events.
 2. 207 outfalls were verified and dry weather screened.
 3. Storm water system maps were updated for 2021 changes.
 - ii. HSTS Assistance
 1. WPCLF
 - a. Almost 100% of 2021 \$150k funds are encumbered
 - b. Nine households received funding to replace/repair HSTS or connect to sanitary sewer
 - c. Two new HSTS improvement contracts for 2021 Program Year are being signed. One is for a NPDES HSTS system repair, and one is for a public sewer connection.
 - d. PC BOC approved \$150,000 WPCLF funding for 2022 disbursement year. BOH to vote on resolution to apply for and enter into 2022 WPCLF agreement.
2. Nuisance complaint inspections
 - a. Three new complaints received in Q4.
 - b. Two HSTS replacements are pending
 - c. 11 existing nuisance complaints were abated

- iii. PCHD continues to coordinate with PCWR for Oakwood Acres project in Brimfield Township.
 - c. MCM 4 (SWCD):
 - i. New construction submittals continue to slow, but several in progress.
 - 1. Wetland mitigation project.
 - 2. Rootstown parking lot project.
 - ii. Inspections and violations.
 - 1. One project is currently under violation. SWCD is pursuing corrective action with the owner.
 - d. MCM 5 (SWCD):
 - i. Eric was able to locate EMH&T spreadsheet from 2016 with post-construction information. Spreadsheet needs to be updated. Shawn to send Mickey and Larry a description of the proposed effort (scope and fee) for approval to proceed.
 - e. MCM 6 (SWCD/PCE):
 - i. SWCD to perform quarterly SWPPP inspections for county/township facilities. SWPPP's also need to be updated from original plan to address current requirements. Larry asked SWCD to hold on the SWPPP updates until OhioEPA completes their audit for MCM6. Audit is still open. Ball is in OhioEPA's court.
3. PCWR
- a. Larry to invite PCWR to attend the next Steering Committee meeting.
4. GIS Coordination
- a. Joe has reviewed ERU assignment for certain parcels. Additional ERUs have been identified that are not currently captured in the billing. Topic for further analysis and discussion in 2022.
5. RPC:
- a. HSTS Funding
 - i. 10-12 HSTS repair/replacement units supported in 2021
 - ii. Program continues for 2022. Over \$40k in prior allocations have been returned to the fund.
 - b. Subdivisions: Several new subdivisions are under evaluations/review.
6. Legal:
- a. Steering Committee approved a resolution to establish dates for Steering Committee meetings for 2022.
 - b. Larry and David are working on bonding requirements for erosion and sediment control. For discussion at April meeting.
7. Co-Permittee NOIs: Eric contacted co-permittee townships (trustees and fiscal officers) to advise on NOI submittal requirements. Eric has also advised OhioEPA that he is working with the townships on this issue.
- a. Discussed sending a letter to the townships if their co-permittee NOIs are not submitted. For discussion at SWTF meeting in February. Larry to prepare letter to handout at SWTF meeting, if needed.
8. PCE Stormwater Basin Maintenance Program:

- a. John, Larry, and Eric have identified up to six ponds in three subdivisions for a consultant to evaluate and identify improvement recommendations: Wintergreen Point, Whispering Woods, Heron Creek Subdivisions.
 - i. Discuss RFP scope and ballpark budget with EMH&T over next two months.
 - b. Basins to be inspected on a two-year cycle.
- 9. Storm Water Management Program (SWMP) Update
 - a. Shawn discussed the meetings and document markups performed over the past months.
 - b. Steering Committee approved the suggested edits with minor revisions to forward the SWMP document to the SWTF.
 - c. SWMP will be presented to the SWTF in February and BOC in March for approval.
 - d. Shawn to resend SWMP markups to David.
- 10. Confirm new voting member for SWCD for next meeting.
- 11. Next Meeting: Steering Committee: April 19, 2022 at 1:30pm, Meeting at PCE Facility.
- 12. Future Meetings:
 - a. Storm Water Task Force: May 17, 2022 at 10:00am, Meeting at TBD.

The summary provided herein represents the preparer's best understanding of the items discussed during the subject meeting. Please review for accuracy and completeness and advise EMH&T of any errors or omissions within five (5) business days of issuance.

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