

MEETING MINUTES

Meeting Date: July 18, 2023
Meeting Time: 1:30 pm-3:00 pm
Written By: Shawn Arden, EMH&T
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 (Portage County Engineer's Office); Amos Sarfo, Joe Diorio, (Portage County Health District); Lynn Vogel, Eric Long (Portage County SWCD); Zach Battaglia, Joe Reichlin (Portage County Auditor's Office); Shawn Arden, James Akins (EMH&T); Todd Peetz (Portage County Regional Planning); David Garnier (Portage County Prosecutor's Office)

Copies: Mike Collins (Portage County Engineer'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. April 2023 Steering Committee minutes – approved
2. Group Updates:
 - a. MCM 1 & 2 (SWCD):
 - i. Education Grants:
 1. Ravenna – amendment to non-perform floating decks from grant. Proposed to perform nature trail instead.
 - ii. Rootstown United Methodist Church Credit Application Proposal
 1. Application for 75% Credit: educational workshop, rain barrel installation, invasive barberry removal, display two SWCD banners at Sunday services and brochure distribution.
 2. Stormwater Coordination can approve credits according to the program guiding resolution.
 - iii. SWCD has updated school and church credit application forms as a fillable PDF.
 - iv. Public Education
 1. Ravenna City and Township rain barrel workshop in September – date not confirmed. Open to community residents.
 2. Green cleaner and septic training workshop – September 23.
 - b. MCM 3 (PCHD): Reference Meeting Handout
 - i. Outfall screening Q2 2023 activities:
 1. Staff performed 52 stormwater file reviews, 8 office research, 38 GIS and IDDE data collections.
 2. Staff conducted 37 IDDE inspection
 3. 12 new outfall locations identified.
 4. 74 existing outfalls were verified and 97 dry-weather screenings conducted.
 - ii. HSTS Nuisance Complaint Inspections:
 1. Received 6 new HSTS nuisance complaints.
 2. Performed 14 nuisance complaint inspections.
 3. Conducted 7 nuisance complaint monitoring or surveillance.
 4. Issued 15 NOV and 1 BOH orders to fix faulty septic systems or obtain service contract.

5. 6 existing nuisance complaints were abated.
 - iii. Priority Area Facility Planning:
 1. PCHD assisted PCWR with sanitary sewer connection projects.
 - a. Oakwood Acres, Brimfield – all but one connection completed.
 - b. Foxwood Estate, Ravenna – no update.
 - c. Chinn Allotment – no update.
 - iv. WPCLF:
 1. Received \$150K of 2023 funds awarded for HSTS improvement.
 2. Four HSTS repair/replacement improvement contracts were awarded.
 - v. H2Ohio
 1. Received additional \$52,000 of 2022 funds for HSTS improvements.
 2. Working on bid release for 5 HSTS improvement contracts.
 - vi. Education and Community Outreach:
 1. Prepared a new survey for homeowners who have septic systems to help inform STS education.
 2. PCHD stormwater health education staff attended NEOPipe Meetings. Working on 2024 calendar, Sensible Salting workshop in September, Septic Smart postcards/brochures.
 3. Billboard and cart advertising nose ad – ongoing
 - c. MCM 4 (SWCD):
 - i. Mobile inspection applications reviewed, desire to move forward with SWPPPTrack.
 1. Cost Estimate provided on handout for annual license, one-time customization and start up, equipment, and annual cellular data plan.
 2. Costs proposed to be recaptured through a proposed site plan review and inspection fee schedule. Proposed fee schedule compared against fees charged by other NE Ohio SWCD's.
 - a. Discussed consideration of separate inspection policy for subdivisions.
 - b. Larry suggested offering language to allow for outsourcing inspections with separate billing to Applicant, if required.
 - c. Discussed correlation of expected revenue to expected cost of the SWPPPTrack license and meeting the additional permit requirement.
 3. Larry, David, and Eric to further discuss. Eric to setup meeting.
 - d. MCM 5 (SWCD):
 - i. County Basin Maintenance Program – see below.
 - e. MCM 6 (SWCD/PCE):
 - i. Eric received Q1 facility inspection reports from the townships and PCE.
 1. Q2 inspection reports due at August SWTF meeting.
3. Consultant Update:
- a. Subdivision Basin Maintenance Program (refer to handout)
 - i. James provided an overview of the maintenance program. Covers residential subdivision basins 2003-present falling under OhioEPA requirements for post-construction.
 - ii. As-built plans required 2021-present for constructed subdivision basins.

- iii. Basin Maintenance Program to be expanded
 - 1. to verify basins were properly constructed
 - 2. to identify maintenance required for each basin
 - iv. Inspection records and access/maintenance easements reviewed. Access obstructions (i.e. fences) noted for several basins.
 - v. Cost estimates developed for basin surveying and analysis, maintenance, and corrective actions to meet the original design intent.
 - vi. Request for Proposal (RFP) template developed to solicit consultant services for basin survey and analysis.
 - vii. Basin maintenance prioritized by SWCD functional assessment.
 - viii. Steering Committee to review and ask questions.
 - 1. Discussed condominium developments do not fall under the program. Basins are maintained by a property manager.
 - ix. Larry proposes to table further discussion until October Steering Committee meeting.
 - x. Larry to review approval steps (i.e. legislation) with David
 - b. May SWTF meeting notes provided via handout
4. Legal:
- a. N/A - nothing new to add
5. GIS ERU Review
- a. ERU repeats – one application submitted. No comments.
 - b. 41,000 parcels under stormwater assessment under review for 2023 pay 2024 user fee charges. Larry requested 1 final hard copy and 1 PDF copy.
6. RPC HSTS Program
- a. Replacement program – two additional homeowners want to participate.
7. Miscellaneous
- a. N/A
8. Next Steering Committee Meeting: October 17, 2023 at 1:30pm, Meeting at PCE Facility.
9. Future Meetings:
- a. Storm Water Task Force: August 15, 2023 at 10:00am, Meeting at PCSWCD Facility.

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.