

MEETING MINUTES

Meeting Date: April 17, 2018
Meeting Time: 1:30 pm-3:30 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: Mickey Marozzi (Portage County Engineer); Joe Diorio, Amos Sarfo (Portage County Health District); James Bierlair, Eric Long (Portage County SWCD); Jim Greener (Portage County Internal Services), David Garnier (Portage County Prosecutor's Office); Todd Peetz (Portage County Regional Planning); Shawn Arden (EMH&T)

Copies:

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. There was a discussion regarding the appropriate process for recording and approving minutes for these meetings. It was determined that the following actions will take place for future meetings:
 - i. Steering Committee:
 1. Mickey will advertise the meeting on the Portage County Engineer's website.
 2. Shawn will provide minutes for the meeting.
 3. Minutes will be reviewed and approved by the Steering Committee members at the following meeting.
 4. Mickey will post approved meeting minutes on the Portage County Engineer's website.
 - ii. Storm Water Task Force:
 1. Mickey will advertise the meeting on the Portage County Engineer's website.
 2. Shawn will provide minutes for the meeting.
 3. Minutes will be reviewed by the Steering Committee members in attendance for accuracy but will not be voted for approval.
 4. Mickey will post the reviewed meeting minutes on the Portage County Engineer's website.
2. Use of Storm Water District Funds for Sanitary Connections
 - a. Todd raised a question by email before the meeting regarding the ability to use Storm Water District funds to pay for a private sanitary sewer connection.
 - b. Shawn provided a 2016 opinion from the Prosecutor's Office listing appropriate uses of Storm Water District funds to eliminate illicit discharges.
 - c. Attendees agreed that use of Storm Water District funds to pay for a sanitary sewer connection appears to be a legal use if the connection would eliminate an illicit discharge. However, the Storm Water District assessment program was not setup for this specific purpose.
 - d. Attendees agreed the Storm Water District funds will not be used to pay for sanitary sewers or laterals that will eliminate an illicit discharge, except for extreme circumstances that will be reviewed on a case-by-case basis. These cases

will require review by the Prosecutor's office and approval by the Board of Commissioners prior to funding.

3. Review of action items from last meeting.
 - a. **Mickey will advise the Franklin Township Trustees of additional user fees for the former Brady Lake parcels in advance of 2019 billing as a courtesy.**
 - b. Steering Committee has obtained documentation from Streetsboro and Ravenna stating their intent to separate from the County's MS4 permit in 2019.
 - c. **Mickey asked Eric to contact PCWR (Gene Roberts) to discuss possible presentation of the 208 plan update at the May Township Trustees meeting.**
 - d. PCHD and SWCD have coordinated to update the storm water retention and detention basin mapping.
 - e. **PCHD and SWCD are finalizing edits to the Illicit Discharge and Storm Water regulations. Markups will be presented at the May SWTF meeting for discussion.**
4. SWCD Comments
 - a. Eric stated that SWCD is working on an assessment of all residential storm water basins that will fall under the PCE maintenance program. **Documentation will be provided to PCE staff later in the summer.**
 - b. Eric continues to track erosion and sediment control concerns at construction projects and review SWPPP submittals.
 - c. James commented on the Class A Biosolids land application program. Material has been applied by three land owners to date.
5. PCHD distributed the following information
 - a. Map of WPCLF funded HSTS replacement units.
 - b. 2017 IDDE Annual Report
 - c. HSTS funding program handout for HSTS owners
 - d. HSTS WPCLF funding application for residents
 - e. Draft brochure on storm water pollution
6. Amos noted PCHD will verify the last group of previously identified outfalls in 2018.
7. Next Meeting: May 15, 2018; 10:00 am; SWTF Meeting at SWCD Garden Room
8. Future Meetings:
 - a. Steering Committee: July 17, 2018 at 1:30pm, Mickey's office.

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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