

RSPC Quarterly Meeting of Members: November 6, 2019
Harrisburg Public Works Complex
5405 Harrisburg Industrial Park Drive, Harrisburg, NC 28075

The Regional Stormwater Partnership of the Carolinas (RSPC) quarterly meeting was held on November 6, 2019 at the Harrisburg Public Works Complex at 5405 Harrisburg Industrial Park Drive, Harrisburg, NC 28075 from 12:00 - 2:30pm. Notice was given via calendar invite, reminder emails, and personal phone calls. A quorum was present. Chairman, Rob Donham presided at the meeting. Introduction was given by Rob Donham. Attendees were:

Scott Attaway – Lowell
Haynes Brigman - Harrisburg
David Caldwell – Mecklenburg County
Cheri Clark - Lake Park
Becky Conder - Mt. Holly
Chris Costner - Monroe
Rob Donham - Harrisburg
Franklin Gover - China Grove
Regina Guyer - Rising Solutions, PLLC
Craig Miller - City of Charlotte
Kari Raburn - Rising Solutions, PLLC
Gina Ratajc - Rising Solutions, PLLC
Kim Sturgis – Mount Holly
Chad Waldrup - Belmont
Ashton Walker - Town of Mooresville

Welcome by Harrisburg Town Manager, Haynes Brigman, introduced by Robert Donham at 12:17 pm.

- Thanks to RSPC with a great deal of help from Rising Solutions, PLLC for all of their hard work.
- We are proud of our facility and are so happy to be hosting the RSPC.
- There is currently a lot of growth in the Town of Harrisburg with two new mixed use developments, lots of residential development, recruitment of Amtrak, new fire stations, park development, new site of a regional detention pond, and reinvestment in their current infrastructure. There is therefore a continued importance of the public education and we're thankful to the RSPC for helping with that aspect to aid in getting increased funding for all of their initiatives.

The meeting was called to order by Rob Donham at 12:24.

- Welcome extended to Town of Landis who has officially joined the RSPC with Brandon Linn as the member representative.

Summary of Officers' Reports

Chairman Report – Robert Donham

- On the RSPC website in the members sections, the newest version of the Annual Report is available as the first tab.

Secretary Report – Chris Costner

- All meeting minutes are available on the RSPC website.
- Minutes from the August 21st meeting were reviewed.
- Scott Attaway made a motion to approve the August 21st minutes. Craig Miller seconded the motion, with a unanimous vote of approval.

Treasurer Report – Franklin Gover

- Dues, totaling \$65,300, have been received by all member municipalities, except the Town of Stanley.
- Review of RSPC expenditures this fiscal year
 - First payment has been given to Rising Solutions, PLLC for their contracted services as well as reimbursement for meeting expenses and expenditures for the Tech Talk hosted in China Grove on October 2nd.
 - Paid costs for video recording of the Tech Talk and for the accountant fees.
 - All of the invoices that have been received have been caught up and checks have been written.
- The Tax Return has been completed by the accountant, Gary Morgan. It is currently under review by the Board. Members may request review also.

Summary of Committee Reports

New Membership Committee Report

- Franklin talked with Brandon from the Town of Landis.
- Chris Costner has been talking with Davis Freeman from Gaston County. They are very interested in joining the RSPC. Their director is putting RSPC in the budget for next year.
- Cheri Clark will follow up with The Village of Marvin as they have changed their charter to take on the roads within their municipality.
- Town of Waxhaw - Cheri Clark has talked to them with little success. Chris Costner has talked to Matt Hubert there and they'll be getting NPDES permits in 2 year. Ashton Walker and Regina Guyer have talked to them as well.
- Members are encouraged to reach out to area municipalities, so they can get funding worked into next year's budgets which will be decided on in January.
 - Salisbury is a good prospective member as they will be audited soon.

Non-Profit Committee Report – Craig Miller

- The RSPC received the official tax exemption letter from the IRS. Therefore, the next step will be to obtain tax exemption status from the state. Regina Guyer has gotten a letter drafted for the RSPC Board to approve and Rob Donham's signature.
- In addition, we will also pursue obtaining sales tax exempt status.
- Moving forward, the RSPC should have minimal attorney fees.
- Rising Solutions, PLLC will act as the registered agent for the RSPC and will work with the RSPC secretary to create and maintain a record book of all the RSPC documents.

Training Committee Report – Robert Donham

- Tech Talk, which was our October staff training on Spill Response, Illicit Discharges, and Good Housekeeping was very successful with 54 attendees. We now have a training video available on the RSPC website under Resources. It is entitled "Municipal Staff Training Modules."
 - FY20Training is the password.
 - Staff members can complete a form that will be emailed to Rising Solutions, PLLC, the completing person and their supervisor.
 - Kari Raburn will come up with a PDF instruction sheet with a clickable link to staff training module for RSPC members to send out to their municipality's staff.
 - Ashton Walker suggests that the form say supervisor or stormwater staff to ensure that Stormwater staff are receiving data on who is completing the training.
 - Kari Raburn will also put the Tech Talk individual training presentations, full-length video, and the panel discussion on the password secure area of the RSPC website.
 - Rob commented that it was a cost-effective option at \$400 to video our Tech Talks. Having these videos is a great value to the RSPC in providing access to the different training offered for those unable to attend the workshops plus added value of having them available for staff training.
 - Through the website, we can track viewing information of the video for further tracking educational outreach opportunities.
- Planning for Elected Officials training workshop
 - Last week of February is good timing because it is right before budgets are established.
 - There are no city council meetings on Wednesdays, so that is a good day to hold the training.
 - A proposed date is 2/26/20 from 8:30 am – 12:30 pm.
 - Proposed Location: Mecklenburg County – David Caldwell will confirm room availability.

- Regina Guyer suggests that the RSPC members individually reach out to their elected officials to extend invitations. Members confirmed that should be the optimum way to invite elected officials.
- Franklin Gover suggested for Rising Solutions, PLLC to create a PDF packet with invitations for the RSPC members to use to individually contact elected official as well as other municipalities who would be interested.
- At the quarterly meeting, we can distribute promotional materials for passing out with invitations.
- Various suggestions are made in the development of the agenda.
 - It is not a bad idea to duplicate an agenda similar to that of last year, especially the fee with an emphasis on the aging infrastructure within municipalities needing additional funds. (Remove the buffer topic)
 - There could be the addition of the audit topic to increase necessity of and importance of funding for storm water
 - Audit Topics suggested to discuss were: BMP ideas – public education/outreach; Overview of the six minimum measures
 - Agenda proposal topics: \$\$, aging infrastructure, audits – what is a violation, SCMs, Clean Water Act
 - Potential idea: education for the disconnect with elected officials municipal responsibly and HOA on SCMs (stormwater retention ponds, etc.)

ACTION ITEMS: RSPC members to prepare for finalizing plan for Elected Officials' Training by checking their municipality's calendar for availability and coming up with suggestions for topics and speakers.

- For Tech Talk training, we could cover post-construction controls and under that the difference between municipal responsibility and HOA responsibility as there is a major disconnect between these things being approved and the HOAs understanding their responsibilities. Many municipalities are having issues with this and get calls about it on a regular basis.
 - The targeted audience would be HOAs and commercial property owners
 - Property management companies could be invited to something like this for a workshop/tech talk.
 - RSPC members could select certain property management groups to come.
 - Timeframe would be to shoot for no later than October – maybe even September.
 - In annual report, it asks about having workshops for developers so this would be very helpful in reporting.

- Business BMPs Materials would be helpful for RSPC members
 - The development of examples and ideas on the correct way to avoid illicit discharges, offer good housekeeping suggestions, and troubleshooting ideas would be helpful resources for municipalities. For various targeted groups, there could be the development of BMPs to use on a daily basis as simple daily routines to avoid illicit discharge.
 - The AmeriCorp member could develop information resources for members and RSPC branded handouts for members to use for homeowners, restaurants, and construction sites.
 - Chris Costner shared that there should be some materials available from the past from a grant
 - David Caldwell said that Charlotte has a bunch of one-page flyer of good housekeeping practice that could be shared.

ACTION ITEMS: RSPC members send all of their documents for good housekeeping and BMP suggestions when addressing illicit discharge issues that can be used as references and templates for AmeriCorps member to help compile and create educational flyers.

Intern Committee Report – David Caldwell

- Our AmeriCorps member is scheduled to work from January to October 2020; however, this can be flexible.
- This is a great opportunity for the RSPC as it only costs \$9000 plus mileage from host site to the different locations they will work in.
- This will be a 10 month position and there will need to be an established work space to report to for that designated time frame; therefore we need to set up a rotation schedule with host sites and supervisors for the AmeriCorps member as well as a detailed work plan for the entire duration of the position.
 - There should be an emphasis on working on developing things that could benefit the partnership as a whole.
 - The idea of creating form letters for schools, flyers and handouts.
 - The role of the supervisor will be to verify that the member is there for set hours as well as verify what they are doing.
 - The AmeriCorps member will be responsible for sending his/her own timesheet to the supervisor to approve, which will then be submitted to Regina Guyer as Rising Solutions, PLLC will act as the main supervisor.
 - It is suggested that RSPC possibly provide an external hard drive or maybe utilize google drive to save all of the work completed by the AmeriCorps member.
 - Regina Guyer shares that there is currently no one with AmeriCorps in Charlotte, NC, so this is a very exciting opportunity.
 - We will be interviewing, does anyone want to help with this?
 - For the hiring process, we will get a job description posted. Then we can get access to the resumes and applications. We can

interview and rank our selections based on preference, but AmeriCorps does the final selection and hiring.

ACTION ITEM: We need to come up with a work plan for our AmeriCorps member, including where he/she is going to be and when, who will be the supervisor, and what exactly they will be doing, so that it will be easy for the supervisor to delegate tasks.

Summary of Additional Topics

Media Campaign - Kari Raburn

- Last year's network still owes us two interviews from last year. We are currently working with WCCB to schedule our Rising Spotlight and Carolina Insight. Mount Holly has already recorded their session.

ACTION ITEM: Rising Solutions PLLC to send out a groupvine engagement wizard for RSPC members to respond to with proposed topic questions to get to Derek Slocum.

- We have switched networks. There are less impressions promised but it is a new network for us and Charlotte Mecklenburg; so, we are expanding our audience base.
- Jerry from the media group suggested not to do both campaigns with the new network because there are no new added benefits to doing so.
 - With the current media campaign, they are only offering a Rising Spotlight or a Carolina Insight.
 - It is proposed that it be an onsite interview as opposed to in studio because pictures and real locations are better than watching someone talk in studio and in isolation.
 - The group will officially make the decision at February's meeting when the data and numbers will be available from WCCB.

Groupvine – Gina Ratajc

- Group members were sent an email to gather member suggestions for ways to best utilize our AmeriCorps member as well as possible host locations prior to today's meeting.
 - Chad Waldroup didn't receive the email. Gina Ratajc will remediate this issue.
- Groupvine is an excellent tool to facilitate conversation between group members through the use of group emails and engagement wizards.

ACTION ITEM: Members need to look for the email asking for input about the AmeriCorps member and respond with suggestions.

WRRRI-SWC Grant – Regina Guyer

- The proposal was presented to the Stormwater Consortium in Wilmington on Sept 26th.

- The grant is still underdevelopment with comments from WRRISWC to be incorporated in finalizing the proposal.
 - There is the need to find a social scientist contact.
 - Bryan Patterson from JCSU will serve as the new Principal Investigator and social scientist on the team.
 - There is also a need to develop specific details, continuity and scope of sequence definition.

Annual Meeting - Regina Guyer

- We need to find nominations for the following terms which are up for:
 - Chairman - Rob Donham will not be pursuing re-election
 - Vice-Chair
 - Secretary
- We need to have all nominations gathered before the meeting because we will need to have a vote at our annual meeting.
- Descriptions for each board member are available in the by-laws.

ACTION ITEM: Rising Solutions will send an email out with election Board members role descriptions and request nominations; as well as the specifications for RSPC Board representation from each tier of membership

ACTION ITEM: RSPC members should submit nominations for RSPC Board positions elections.

Audits – Scott Attaway

- Lowell was audited.
- In preparation for the audit, he looked through Bessemer City's audit book.
- Prepared two copies
- The NCDEQ sent an email a month prior as well as regular mail requesting information prior to the audit. They wanted a map of all of the outfalls and an inter-county agreement.
- Chip Moore and Lily Kay were the auditors who did the inspection.
- They inspected two outfalls, two active construction sites, and two post construction sites.
- They asked a lot of questions, but they barely seemed to look through the information that was submitted.
- They were really looking to see that you are working on the stormwater minimal control measures at least even if it is not completely up to standard.
- In preparation, it was suggested to pull the audit template from the NCDEQ website to perform site audits and then also pull up other municipalities' audits to see what they are looking for specifically.
- They really want you to get specific about things that you are doing and document everything.

- As part of the good housekeeping portion of the audit, they went to the public works building and area.
 - The auditor walked through the public works facility with Scott and asked what he does on his walkthroughs and how he takes care of any issues that arise.
 - The auditor asked for the identification of spill containment areas.
- Lowell will be getting a deficiency because of public education and outreach and not knowing the specific areas of educational need with its municipality,
- Clemmons has been the only municipality to get a notice of compliance, a couple are getting deficiencies, and most are getting notices of violations.

Catawba RiverFest – Regina Guyer

- Booth Participation was well attended with 268 visitors.
- New promotional materials, including pens, coloring activity books, doggie poop bags, and pens were distributed and are available for members.
- 2020 NC-APWA Stormwater Conference will be in Charlotte, NC in September/October.
 - Chris Costner shared that there is a special area for Non-Profit Organizations to set up booth. He suggested that the RSPC look into being a lower level sponsor.

FY20 Meeting Schedule - Regina Guyer

- Annual Meeting – 2/12/2020 from 9 am – 1 pm – Ashton Walker will check into hosting in Mooresville.
- Quarterly Meeting – 5/6/2020 from 12 - 2:30 pm – Chad Waldroup will check into hosting at Belmont College.
- Quarterly Meeting – 8/26/2020 12 - 2:30 pm – Franklin Gover will check into hosting at China Grove town hall.
- Quarterly Meeting – 11/4/2020 from 12 - 2:30 pm – Chris Costner will check into hosting in Monroe.
- Rob Donham offered Harrisburg Public Works building as a back up meeting room.

Resolutions

Approval of minutes from August 21, 2019 Quarterly Meeting

- Scott Attaway made a motion to approve the minutes. Craig Miller seconded the motion, with a unanimous vote of approval.

Closing

Scott Attaway made a motion to adjourn the meeting. Ashton Walker seconded the motion, with unanimous vote of approval at 2:38 pm.