

**MONROE COUNTY
STORMWATER MANAGEMENT BOARD
MEETING MINUTES
NAT HILL MEETING ROOM
3 P.M., AUGUST 10, 2017**

MEMBERS PRESENT: Julie Thomas, Trohn Enright-Randolph, Amanda Barge (arrived 3:08 p.m.)

MEMBERS ABSENT: Patrick Stoffers

STAFF: Dana Wilkinson (Stormwater Inspector), Lisa Ridge (Highway), Terry Quillman (MS4 Coordinator), Dave Schilling (Legal)

OTHERS: CATS TV

CALL TO ORDER: Called to order at 3:07 P.M. by Julie Thomas.

APPROVAL OF MINUTES FOR JULY 13, 2017

Thomas said we are short of a quorum and I am going to table approval of our minutes from July and that may be until next month or just until the end of the meeting so we will leave that open. She said we have New Business that we can address without a quorum.

NEW BUSINESS

a. Monthly budget Report

Terry Quillman went through the items on the report. He said in the 20s there is backfill material where we spent about \$2,400 for repairing pipe. He said in the 30s, the General Engineering Studies, we have spent a little over \$2,000 and that was with two firms, Black and Veach and Bledsoe Riggert Cooper James (BRCJ). Thomas asked if there were any questions. *(Amanda Barge arrived 3:08 p.m.)*

Trohn said I think with the drainage improvements, I know we are working on multiple projects and I am not sure if those are any of the ones that we approved with BRCJ. Quillman said that is for a topo that I am having commissioned for the garage area so we can develop plans for a third detention basin to meet our Indiana Department of Environmental Management (IDEM) requirements. Trohn said it would be a nice for the public and myself if there was a note with this budget when we are working on a project. Quillman said OK, I can give you more detail.

Quillman said moving down to Drainage Improvements, the \$64,000 and change is paying for the Fieldstone sluice gate SCA-Data package and sluice gate maintenance with Delta Services. He said it's paid in full.

b. Stormwater Inspector Report

--**July 25, 2017 IDEM Audit.** Dana Wilkinson said I wanted to let the public and SWMB know that the IDEM did conduct their audit on Tuesday, July 25, and this was for three components, public education, public participation and good housekeeping. She said Stacey Goodwin from IDEM and she spent a couple hours in the office doing paper stuff and then she inspected our highway and maintenance garage facility

and our Karst Farm park facilities. She said we haven't received her formal report back yet but from the notes we have taken from that meeting I felt that we did really well and we have minor improvements to make at the garage. She said Goodwin was in agreement with the drainage improvements we want to make at the garage to catch some of the vac-truck wash water. She said otherwise it was really minor, labeling of material and hazardous waste, that kind of thing. I think she was impressed with our program and thought we were doing fine so I am glad that that has finally occurred. She said I will probably come back if the report comes back with anything further. Trohn said I wouldn't mind going over the audit whenever you are able to share with the group. Wilkinson said I can include the report in the packet when we get it. Thomas said great and congrats to the staff.

--**Monroe County Fair Booth.** Wilkinson said we had a great time at the fair last week. She said we had a really great large booth area shared with the Soil & Water Conservation District. She said Martha Miller and her intern did a great job finding an IU student to create these murals for us and the idea is that they combine an urban and a rural setting and a drainage pipe coming out of it to show that no matter where you live, run off occurs and affects others. She said we handed out almost 1,400 of our calendars. She said we conducted a survey that we got probably only 30-40 responses but we hope to continue spreading that throughout the year to other entities. She said it felt like a good experience and worthwhile. Barge asked if the survey was only for Monroe County residents. Wilkinson responded that it was not limited but one of the questions details what county they are from. Trohn asked if she wanted to mention the mural artist's name. Wilkinson responded that she would, but she did not recall it at the present time. Trohn said it's a really nice piece. Wilkinson said it turned out wonderfully and we hope to continue using it.

--**Summer Intern Projects.** Wilkinson said our summer interns are officially done but I wanted to congratulate them and thank them for their hard work. She said Carl Budin and Samantha Montgomery are both School of Public & Environmental Affairs graduate students with one semester left. Samantha is also a graduate fellow with us during the school year, as well. She said they had several projects this summer and then a lot of things that I just shoved their way continuously. She said a big accomplishment was the outfall dry weather screening that we are required to do at least once every five years and that is basically visiting every single one of our outfalls during really dry weather and verifying that there is not something coming out of it because that's an easy way to find out if there is an illicit discharge. She said they did a lot of infrastructure mapping and then a really large component of their time was with outreach and education. Thomas said excellent work and thank you to our SPEA students; as always it's great to work with IU.

--**Monroe Lake Shoreline Clean-up.** Wilkinson said I just wanted to let folks know that it is time to sign up for our annual shoreline clean up. It will be taking place in the same place as last year, Moore's Creek state recreational area, on Sunday, September 10th. She said we again will have pontoon boats to take volunteers to a shoreline to pick up trash and then we'll have a thank-you cookout afterwards. She said that J.L. Waters has partnered with us to provide a lot of neat prizes and incentives and lots of other agencies are involved. She said we look forward to that and hope people will sign up.

Thomas commented that's great. She said I noticed on small print that it says "all volunteers must be at least 10 years of age and anyone ages 10 to 17 must be accompanied by an adult." She said so you do get kids. Wilkinson said we have and I think that a lot more would like to participate but it's hard with the setup of it to have really small children out there.

Thomas commented that the registration deadline is September 7; a great way to spend a Sunday in September.

c. 2018 Budget Discussion

Thomas said I think it would be useful to have somebody go through and talk about what's different rather than the whole budget and then if we have public questions we can look at those in detail.

Ridge said in the 10s basically over the last year and a half we have analyzed what we have needed in the department. She said we have taken over the ditching aspect from the Highway Garage and into Stormwater so that is why we are asking for two stormwater equipment operators to go with the two that we have already. She said that would include their fringe benefits and their salaries so the total per person comes out to approximately \$67,000 and that is if we have someone from the existing union apply who has been here for 15 years. She said we would rather advertise high and possibly we would hire someone in at a lower scale than that. She said that is our big difference there.

Thomas asked what approximately would it be for someone who is entry-level. Ridge said right around \$39,800. Thomas said so it is always better to advertise high. Ridge said yes and since they are union out there you sometimes get someone who has been here a while to apply. She said we have re-named some of the lines. She said that the budget was created five years ago and we have different personnel and there were some misunderstandings on what the lines referenced and what would be good use to pay out of those lines. She said we sat down as a group and worked with the auditor's office on re-naming those lines. She said we have adjusted some of the lines, or moved it into a different line that made more sense to us. She said one of the big items that we have done is we are going to add some of our projects to it that are in our project list from our long range plan. She said Stipp Road/Moore's Creek Road we have sent in as a community grant application and hopefully those will be awarded this fall. She said Bottom Road is a road-raising project that we are tying in with our existing bridge project so we thought it made sense to tie those two projects together. She said we still want to continue with our remote monitoring around the county since we do have the software installed for the Fieldstone Dam and we can tie that all together. She said Remote Monitoring was Line 30062.

Ridge said we took down Professional Fees because that's where we moved some of those amounts into an actual project line so we can actually track some of these projects a little bit clearer rather than just out of one basic line. She said we have added a lease/purchase for a new Gradall. She said the existing Gradall at the County Highway is approximately ten years old; the only other Gradall that they have is one that they are using for parts. She said technically they have always had two but now one is not useable. She said we would like since we have taken over ditching, the focus mainly at the Garage since they have a heavy year of paving usually, they ditch the roads that they are going to be paving in preparation so we want to be able to use a Gradall year round in all areas of the county. She said it's also going to be equipped with some type of piece that will be able to help with trees if we have major storm events so we can assist the Garage also. She said that would be about a \$75,000 lease payment for the next five years and we would be using from our equipment line to do that and then we'll add it again next year. She said we only added two new employees to our crew after talking yesterday and getting some good feedback from everybody. She said the Highway Garage isn't going to add another personnel in theirs and we tend to contract out the flaggers for some of our projects and we don't need them on an everyday basis and we feel that that saves the county a tremendous amount because when you add a new position it adds \$50-60,000. She said we have been using contracted flaggers from a local firm and it is costing us \$1000 to \$13,000 a month so when you compare, we feel right now that that is our best fit and not jumping in too quickly on where we want to head. She said I think we are headed in the right direction. She said our goal for the 2018 budget was to tackle a lot of our everyday complaints and also to tackle some of the projects that are in our long range stormwater plan and with this budget I think that is what we are accomplishing.

Barge asked for an explanation of Professional Services again. Ridge said that is if you have on-call engineering contracts or you are doing some design you don't have to bid out or go through a more lengthy process so we use that for our professional fee line. Quillman said as an example that is what I went through to hire Bledsoe Tapp to do the topo out at the garage. Barge asked about a reduction in the line. Ridge said we moved the monies to line items that we have created for the Stipp Road/Moore's Creek and Bottom Road projects. Thomas commented that will be much clearer and much more transparent for the public to understand how much they cost and how much we have spent.

Trohn said where it has Drainage Improvements some of those costs go to some of our long term capital improvement projects and now we are creating lines for some of our projects. Ridge said Drainage Improvements is a good line for everyday complaints and smaller things but when you get into these bigger projects it is better that you can show exactly what it is costing us and then in the future you know what it's going to cost and you can use it in comparison.

Thomas said we can also use that great analysis we got of the projects to help us figure out how much to budget for each project. Ridge said exactly; Trohn came over yesterday and gave us some great ideas. Trohn said I am in full support of getting the staff needed to meet some of these goals and objectives of stormwater and I think as we are expanding our operations, taking on more ditching, that we shouldn't lose focus of other objectives that are out there. He said if we have a larger crew and there is some down time we can re-focus them on other projects. He talked about FEMA's Community Rating System and how participating can help reduce flood insurance rates for property owners or help a community qualify for grants. He said we already meet a number of these criteria. Ridge said I know that Planning Department had a meeting on that and I think everyone is on board to see what we can do to reach that. Trohn said I think the hardest thing is getting it implemented and then after it's been implemented then the management is pretty standardized.

Thomas asked can we make sure that we keep Surveyor/Planning/Stormwater meeting on this regularly. Trohn commented Emergency Management, too.

Barge asked about the Elected Official salary (25% of the county surveyor salary). Trohn said I think Council did that. Thomas said yes, Council did that when they first created the stormwater fund way back when. Barge asked is there somewhere online where it gives the actual amount of the elected official's salary. There was a discussion of the salary ordinance being online.

Trohn said with the expansion of the department, I think with our asset management software, getting a map that delineates our assets and our ditching and things of that nature, hopefully those can be incorporated into our meeting packets for our review and for the public as well. He said I know you guys are already working on that. Ridge talked about the Cartograph asset management program and how it was recently upgraded. She said we are supposed to go live with that soon and it will be a huge learning curve for us but it has so many enhancements and mapping opportunities to help us provide visuals. She said this will allow us to go in that direction and get everything inventoried. Quillman said it will take a little while to develop that database, though. Thomas commented but it is important to do because it is a new State requirement.

Ridge said we mainly have all of our culverts, bridges, pavement segments and this way any work that we do alongside a roadway or segment we can track and map it. We will be able to provide you exactly how many miles we ditched or swept. She said we can do that right now but this will be able to improve all that information. Thomas said if that information can get to the public then that will be even better. Ridge said I think one of the best things I like about it, this will enable us if a resident calls in with an issue and

give us their email address, it will automatically send an email back of what we have done and where it is at in the process. She said I think that will be a lot better for communication to the public.

--**Public Comment.** Jim Faber, Monroe County Drainage Board, spoke. He said sorry that I wasn't here at last month's meeting but we were out of town. He said he had a question on the monthly budget report. He said that he would like to see a breakdown of some of the higher priced items like the general engineering studies. He said right now it's only one amount for maybe several different topics and in order to show the public what is going on I think it should be a breakdown on those larger spending items and I would appreciate that. Thomas said sure; we could definitely do that, right. She said I would also add on this that even as we shift over to this new project-based budgeting that we could also do that same thing, and say spend \$70,000 on a project but it was \$50,000 on this and \$20,000 on that. She said thank you for the comment.

Faber said I have one other comment; Lisa Ridge said you were getting some more workers from actually taking them from Highway. Ridge said, no, we are actually adding two more employees in our budget and Highway is adding an employee in their budget mainly for their use every day. She said but we work really well together if we are short on a crew they will send somebody to help us and in the winter our guys work for them as well. She said it is a good trade-off for all of us. She said the Highway is not reducing, they are increasing. She said actually we are looking at when I-69 is completed, INDOT will relinquish 11-12 miles of road to our inventory and we will take all the infrastructure with that and with the road maintenance and snow removal that is like a whole other route. Thomas said thank you for your comments and suggestions.

Barge commented I would like to keep descriptions on the same page, if we can, on the monthly budget.

Trohn said I have another comment. He said as we increase our staff, that is going to be more of a fixed expense and so let's all have the sensitivity needed so we can start piling funds up for these large capital improvement projects because as we increase the Category I and other expenditures, the demand on the fund will stay, so we really need to stay in tune to accumulate the money needed for some of these larger projects. Ridge said that is why we gave this a year, to see what we needed and where we were at and we didn't want to overload the department but I think just adding a couple more will make a huge difference on getting a lot of these drainage things done, so I don't foresee that we will come back next year and ask for three or four more. She said we have all three (Ridge, Quillman, Wilkinson) sat down many times and we think we are headed in the right direction of addressing everything from small projects to long range plan. Trohn said I completely support developing the staff needed to meet these goals and I think you are doing a great job and going in a great direction. Thomas said I agree with that last statement for sure and it will be interesting to see what happens with the number of complaints that can get addressed once the new folks are on board. She said I think that will be a really good indicator for us about the success of this. **Thomas said this budget still has to go to Council approval but SWMB does need to go ahead and offer approval on the 2018 stormwater budget. Trohn motioned approval of the 2018 Budget Request. Barge seconded the motion. VOTE: AYE. Motion carries 3-0.**

d. Start P.A.C. Process for 2 operators and reclassify "Stormwater Inspector" to "MS4 Assistant" Discussion/Approval

Lisa Ridge displayed organizational charts. She said basically what we would be changing is adding four to the stormwater equipment operators in 2018; that would be the only change on there. She said to my knowledge we don't have to do the PAC process for that because the line is already there, we are just

adding more employees, so the job description there is not changing so I don't believe that is a PAC process. She said we are looking at changing the two titles on the other two positions. She said our engineer is Paul Satterly in our department; Terry is more our MS4 Coordinator, which is basically what they are called in all entities around the State, I believe, and locally. Quillman said that the title was MS4 Operator for me and actually the Commissioners are the MS4 Operators so I am coordinator not the operator. Thomas said but then we need to change the assistant name, right. Ridge said on the assistant, in talking to Human Resources over the years, this department was developed in 2012; it was brand new to everybody. She said we had an idea of the duties but we didn't know the extent of the duties or what new duties you might take on. She said we pulled the job description of the Stormwater Inspector to make sure the duties are still the same and during that we wanted to change the title because it is so much more involved than being an inspector. She said if you could have sat in on the IDEM audits that are handled by our inspector, the expertise level of that is remarkable and we want to make sure that the job description fits exactly for the duties that are today and not five years ago. Thomas said if you look at that job description you may find that you only want to change the title and that may not even require PAC but it may be that as you do that, you do find that you need to change the job description then it is worth going to PAC.

Trohn said I have been through the PAC process and the council does like their processes but I agree with Julie if the job description already exists then there is no reason to go through PAC, but there might be enough to merit a conversation and dialogue with the council that this is the intent so when we get to budget, they know. Ridge said we want to make sure that what was put in there five years ago if there are additional duties we want to take it through the process to update the job description. Barge asked if this has been changed in the last five years. Ridge said no, except for what's been done in the last year. Trohn said we added the supervisor. Thomas said the Highway Engineer position we didn't have filled originally.

Thomas asked if there was any public comment on this item. There was none. **Thomas said we do need to take action on this. Trohn made a motion to approve the PAC process for two operators and re-classifying Stormwater Inspector to MS4 Assistant. Barge seconded the motion. Vote: AYE. Motion carries 3-0.**

APPROVAL OF MINUTES FOR JULY 13, 2017

Thomas said I would be happy to entertain a motion for July 13. Barge made a motion to approve the minutes for July 13, 2017. Trohn seconded. Thomas asked if there were any additions or corrections. **Vote: AYE (3-0).** Trohn said I do want to thank our minute producer, the secretary to the SWMB, now that we are halfway through the year. Thomas said the motion carries 3-0 with great thanks.

PUBLIC INPUT

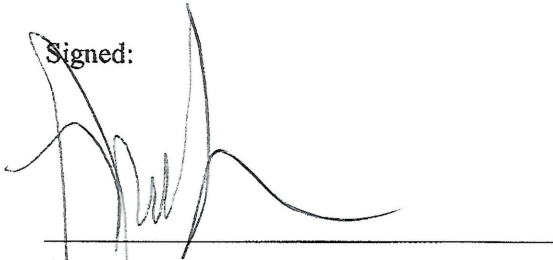
There was none.

ADJOURNMENT

Seeing no additional public input, Thomas commented that our next meeting is September 14, 2017, and that she would not be here for the rest of the year. She said I will be gone for the rest of the year because of my teaching schedule, so we'll have to watch quorum carefully.

Minutes approved: 11/9/2017

Signed:

A handwritten signature in black ink, appearing to be 'Amanda Barge', written over a horizontal line.

Amanda Barge

Secretary:

A handwritten signature in blue ink, appearing to be 'Donna Barbrick', written over a horizontal line.

Donna Barbrick