



City of Harrisonburg Stormwater Advisory Committee

Minutes: Meeting No. 06

July 9, 2014 5:00 – 7:00 p.m.

Members in attendance: Dale Chestnut, Kathy Holm, Daniel Michael, William Jones, Ted Byrd, J.M. Snell, Eldon Kurtz.

Staff/Other in attendance: Thanh Dang, Carolyn Howard, Harsit Patel, Tom Hartman, Dan Ruble and Jennifer Nunez.

Review and Adopt Minutes

Bill Jones moved to adopt the June 2014 SWAC minutes. Eldon Kurtz seconded and the motion unanimously passed.

Public Comment

Thanh reported that Jeff Kelbe received a promotion within the River Keepers organization, in Washington D.C. offices. He will no longer be able to serve on the SWAC. Staff will discuss with the City Manager and City whether to appoint someone to fill the vacancy.

Review SWAC Schedule and Goals

Thanh started by reviewing the SWAC Schedule and Goals outlined in the agenda:

- a. July 2014 SWAC meeting – Provide recommendations regarding policy issues
- b. August 2014 SWAC meeting – Review draft Stormwater Utility Ordinance and Fee Structure
- c. September 2014 SWAC meeting – Recommend proposed Stormwater Utility Ordinance and Fee Structure to be sent to City Council for consideration and Public Hearing
- d. 2nd Council Meeting in September 2014 – Present to City Council
- e. October – Facilitate open house-style public meetings / public hearings
- f. January 2015 – City Council to vote on Stormwater Utility Ordinance and Fee Structure
- g. July 1, 2015 – Proposed effective date of Stormwater Utility Ordinance and Fee

Before the August meeting, staff will provide a draft Stormwater Utility Ordinance for comment and review.

At the August 2014 SWAC meeting, the committee will review the draft Stormwater Utility Ordinance and Fee Structure. Upon comment and review, staff would like the ordinance to be ready for formal recommendation to Council at the second September meeting.

Thanh and Chairman William Jones will present the SWAC's proposal at the 2nd Council Meeting in September.

In October 2014, staff will facilitate open house-style public meetings/public hearings in which SWAC members will be asked to assist.

January or February 2015 is the target date for the City Council to adopt a Stormwater Utility Ordinance and Fee Structure, with a proposed effective date of July 1, 2015.

Stormwater Utility Fee Discussion and Recommendations (See Attachment B for powerpoint slides)

Carolyn reviewed the policy decisions made during the June SWAC meeting. The Stormwater Utility fee was determined to be the funding mechanism for the additional stormwater compliance. The SWAC also voted to move forward with billing on the real-estate bill as opposed the utility bill. Lastly, the SWAC decided to provide no exemptions to the Stormwater Utility fee other than what is required by law.

Thanh and Tom presented a breakdown of the Stormwater Utility Worksheet, and a summary of specific funding needs for permit compliance. Staff members had previously discussed using an Equivalent Residential Unit (ERU), but have now considered a billing unit method similar to of the methodology used in Charlottesville and Roanoke. This method of billing calculation would be based on actual impervious surface areas and an established billing unit of 500 sf. (See Attachment A, Memorandum titled "Policy Issues" for explanation of Method of Billing Calculation (item #3c)).

Draper Aden completed the GIS mapping of impervious surfaces on non-residential parcels, and are currently working on residential mapping. The use of billing units based on impervious surfaces addresses the issues of vacant lots and homes on multiple lots. Property owners would only be billed for actual impervious surface area rounded up to the nearest billing unit. The site plan and building permit process can be used to track changes to impervious areas, and the billing software can be updated accordingly.

Some concern expressed about the process of rounding up to the nearest billing unit. Staff will contact other communities to inquire about their policies regarding rounding of billing units and report findings at the August SWAC meeting.

There was discussion as to how the projected stormwater utility figures will be presented to the public, with a possibility of presenting two permit cycles (projections through 2023) rather than three permit cycles (projections through 2028), due to the uncertainty of changing regulations for future MS4 permit cycles.

J.M. moved to adopt the billing unit as opposed to the ERU strategy or real-estate tax increases. Daniel seconded and the motion unanimously passed.

Other localities have created separate credit guides/ manuals for residential and commercial properties. The SWAC noted that they would revisit and vote on the credit policy at a later time.

Staff recommended the Stormwater Utility fee pay for the capital improvement projects and any additional MS4 compliance and administration that is not included in the current budget. J.M. moved to support the recommendation and Daniel seconded. The motion unanimously passed.

Staff recommended the initial bill rate be based on the projected revenue needs for the permit cycle through June 30, 2018. J.M. motioned to accept the recommendation and Eldon seconded. The motion unanimously passed.

Carolyn presented an overview of system credit options (See Attachment B). Staff will continue researching credit system options from other communities to formulate a presentation to the SWAC in the future.

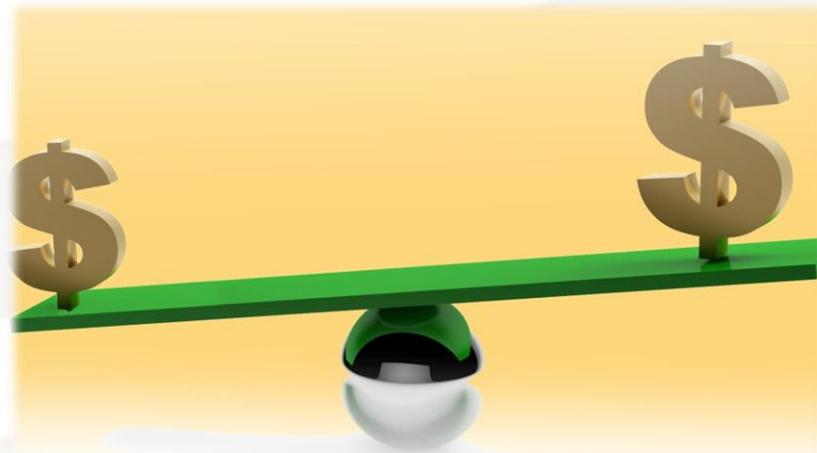
The draft frequently asked questions document was handed out, and staff requested that the SWAC make changes and suggestions in “track changes” format. The staff will take suggestions and edit a final draft to be presented at the next meeting.

The next SWAC meeting will be held on Wednesday, August 6th.

City of Harrisonburg's Stormwater Program

Stormwater Utility

A Balancing Act: Paying for Compliance



July 9, 2014

Policy Issues – Previous Recommendations

- Funding Mechanism – Utility Fee
- Method of Billing – Real Estate Bill
- Exemptions – none



Policy Issues

- Method of Billing Calculation – based on actual impervious areas
 - ERU rate with tiered rate system for non-single-family residential land uses
 - ERU rate with rate for non-single-family residential land uses based on actual no. of ERUs
 - Cost per billing unit (e.g. \$0.90 / 500 sf of impervious area)



Townhouse Unit

	Billing Unit Rate:	\$10.00
	No. of Billing Units:	3
Total Parcel Area (sf)	Estimated Impervious Area (sf)	Annual Charge
3,644	1,100	\$30



Single-Family Residence

	Billing Unit Rate:	\$10.00
	No. of Billing Units:	4
Total Parcel Area (sf)	Estimated Impervious Area (sf)	Annual Charge
9,910	1,913	\$40



Applebee's

	Billing Unit Rate:	\$10.00
	No. of Billing Units:	19
Total Parcel Area (sf)	Estimated Impervious Area (sf)	Annual Charge
17,220	9,173	\$190



Graham Packaging

(Single Ownership)

	Billing Unit Rate:	\$10.00
	No. of Billing Units:	441
Total Parcel Area (sf)	Estimated Impervious Area (sf)	Annual Charge
234,034	220,130	\$4,410



Policy Issues

- Stormwater Programs To Be Funded By Utility
 - Administrative?
 - Operations and Maintenance?
 - Capital Improvement Projects?
 - VSMP Compliance?
 - MS4 Compliance?



Policy Issues

- Basis of Initial Bill Rate
 - Which Fiscal Year's Estimated Expenditures?
- Bill Rate Increases
 - Start 'High' and Hold for X Years
 - Build in Automatic Increase
 - Increase Annually Based on Need



Credit System Options

➤ **XX% reduction in fee or tier** for each of the following:

- ✓ Onsite water quality and quantity controls
- ✓ SWM design more stringent than requirement
- ✓ Landscape nutrient management

➤ **City of Lynchburg / City of Charlottesville**

- ✓ For pollutant reducing BMPs

Credit Earned = 20% x (Original Fee) x (% of impervious area treated)

- ✓ For volume reducing BMPs

Credit Earned = 50% x (Original Fee) x (% of impervious area treated)



Credit System Options

➤ City of Richmond

- ✓ Up to 50% for quality & quantity credit

Credit \$ = 50% x (Original Fee) x (% of impervious area treated)

- ✓ 10 % for landscape nutrient management



Questions & Answers

