

**Stormwater, Asset Management, and Wastewater (SAW)
Workgroup Meeting on March 20, 2013
At DEQ, Constitution Hall, 3rd Floor North
Lillian Hatcher Conference Room, 9 am-12 pm**

Attending: Harry Sheehan, Washtenaw County
Gary Burk, City of Owosso
Larry Fox, C2AE
Dima El-Gamal, Stantec
Keith McCormack, HRC
DEQ: Liane Shekter Smith, Sonya Butler, Pete Ostlund, Bob Sweet
Charles Hill (conference call), Robert Schneider, Kelly Hoffman,
Wendy Fitzner, and Carla Winegar

Not in Attendance: Nate Zill, Lenawee County, Jim Sygo, Deputy Director, and Phil Argiroff, DEQ

ASSET MANAGEMENT

Prior Meeting Follow-up

1. Cost Estimates for GIS mapping software/hardware/training

- Keith gathered 8 pages of GIS software information ranging from the very basic to extreme level (\$7,000 - \$20,000) for just a GIS component and one license only.
- Larry created spreadsheet with 3 to 4 different categories by population size. Solicited input from communities that have GIS to start with as a baseline.
 - What about units?
 - Fieldwork, what is reasonable GPS cap for locating assets in the field?
 - To build an allowance
- Dima - we don't want to deprive any community. Purchase should be sustainable, flexible, but within limits
- Harry - seems GIS is obvious category for match to an asset management grant.

2. Aerial Data

- State-wide ongoing 5-year project (3 years to collect data, 2 years makeups)
 - up to \$15,000 for whole county to partner with state to gather data. Depending on resolution of data needed, one meter is available state-wide.
 - going county by county; starting with partner counties first
 - Once county has data sharing agreement, can make aerial data available to cities, etc.
 - One meter? Not sure one meter would be good enough.
 - Higher quality resolution is available (3", 6", 12" pixel)
- Everett Root is available to come and talk to us if needed.
 - Group think worthwhile? Larry says yes.
- Original question was should the community be able to pay for aerial data as part of grant?
 - If they can get it through the county, they should; thus, ineligible grant cost.
 - The DEQ will provide where they can go to get info
 - Put in guidance not eligible

- In order to calculate stormwater capacity and analyze topography of region, need aerial data for stormwater management plan.
- Aerial data will not be eligible for basic wastewater system, but will be eligible for stormwater design capacity models.
 - The community will need to justify use.
- Keith concerned about spending a lot of money...if have enough aerial data to build a base map, not supportive of...
- Dima - survey component is built into design phase, maybe in planning phase we don't need aerial data.

Eligibility Items

1. Televising of Sewers – without an asset management plan, not beneficial (Dima)

- Asset management plan identifying your most critical need...have to limit to what is reasonable.
 - Up to community to decide how much they want to televise and how they want to use their dollars.
 - Purchasing of equipment to use for condition assessment reviews in the future.
 - Gary - community needs are ongoing.
- Certification of municipal staff to televise sewers...Harry asked if this is grant or match
 - Legislation says if municipal staff time is related to the project, the cost is eligible
 - This is suppose to be broader.
 - Communities will need to document staff time, purpose, etc.
 - Need documentation of staff time to be consistent with other DEQ programs.
 - NPS grant does pay for municipal staff time. A good place for us to start. Bob will review and get info back to us.

2. Televising Equipment

- Commit to long-term use of televising equipment, not one-time thing.
- What is cost of cleaning, televising? quarter million dollars for good camera resolution
- Do municipalities have staff that will be using this equipment in the future?
- Is the equipment scalable; size?
 - Yes, larger community should have equipment to begin with.
 - Small communities may contract out.
 - Can we get communities to partner?
 - Guidelines - less than 3,000 people, should partner to buy equipment
 - Charlie - smaller communities may be spread out in size; thus, amount of sewer miles should be basis to determine if community purchases or partners with other communities.
 - Keith can we set limit? Percentage of overall grant amount.
- Same concept for equipment
 - Dollar limit for size of community
 - justification of how community will use equipment
 - provide incentive if communities partner (i.e., dollar amount goes up)
 - Gary will gather cost data for equipment
 - Dima will also provide Gary with cost info, including training as well.

- Are we looking for justification for equipment or how quickly you need to do - condition assessment?
 - For purchasing or contracting out - is amount the same for the two options?
 - Maintenance and training costs should be included in user charge system (sustainable part of program).

3. Public Meetings

- Should grant cover costs associated with public meetings?
 - Locations? No.
 - Community might want to contract out for survey to determine level of service
 - Advertising is eligible.

Significant Progress for Asset Management

- Three years to show progress, which includes setting up rate structure and increasing costs if necessary.
- Community identify what can do and what is manageable in three years
 - Three years arbitrary to make sure the DEQ didn't have grants open forever.
- When does 3-year clock start? When grant is awarded.
- Are grant expenses retroactive? Yes, goes back to date of signed legislation - January 2, 2013.
 - Have to show documentation of what you spent grant funds on.
- What is significant progress?
 - Bob - tough thing to measure.
 - If they raise rates every year, not
 - Number of rate increases identify assets, and rate criticality of assets
 - Liane - need to know where rates should be and have a schedule/plan to increase rates such that they cover OM&R of all assets.
 - But how far in the plan should a community be?
- Does the DEQ hold some grant money back? No, the DEQ makes payments as expenses are incurred.
 - Dima asked about \$2 million loans; how would progress be noted for a large community
 - No grant extension.
 - Has to have asset management plan (asset inventory, condition, and criticality review), including rate structure. Rate structure has to be analyzed.
 - Can use historical records for cleaning and televising/maintenance.
 - Have to make assumptions, not necessarily show all detail.
 - Liane challenge after three years, what will significant progress look like? A visit or demonstration of what the community has done.
- Can you apply for grant to do asset management for sanitary and stormwater concurrently? Yes
 - Are you required to do project?
 - Asset management for stormwater - have to implement your asset management program. (Harry) No rate structure required.
 - Legislation pretty lenient for stormwater.
 - Your asset management program may not be fully defined, but you can add as you go along. Future activities include maintain assets, assess conditions, be proactive to prevent problems from happening, and set up budget.
 - Wastewater side – have to show progress on the rate structure.

- Asset management NPDES permit will be tied to long-term use of asset management activities
 - What would district staff be going out and looking at?
 - Annual reports
 - Review onsite
 - If you apply for asset management grant, should agree to put asset management plan in NPDES permit
 - Enforcement action if they don't carry out permit requirements
 - Dima asked about regional permit, apply for upstream? No, applies just to the permittee. Will have to show at some level how they set up rates budgeting for O&M
- Inter-jurisdictional system - What level? Stand-alone, or serve other communities?
 - Each municipal system could get a separate grant to do asset management plan
 - Whoever owns system applies for the grant

STORMWATER SUBCOMITTEE UPDATE (Harry)

Definition

10 minimum items that can be in stormwater management plan

1. Scope shall include jurisdictional boundaries for applicant, should have entire sewershed.
 2. The stormwater management plan shall include the major components of the stormwater system, including sewershed boundaries, mapping of stormwater conveyance, storage, flood control, and treatment components. Major components will be later defined. The plan shall include publically owned BMPs and could also include private BMPs. If appropriate to the project (i.e., narrow county drain ROW), the contributing basin should be delineated.
 3. All problems shall be identified whether for flooding, conveyance, water quality, etc.
 4. Analysis and recommendations shall be provided to solve the identified problems. This includes project identification, sizing, and description (similar to project plan).
 5. Estimated operation and maintenance and capital costs shall be provided for all recommendations.
 6. Other cost considerations should be included.
 7. A general maintenance plan should be included.
 8. A timeline shall be provided, but can be flexible (5-year, 10-year, etc.)
 9. A general desired level of service should be determined through a public involvement process.
 10. Public education should be included.
- Land use plan? Included in, but not required, (Gary asked)
 - Who applies? Stormwater is multiple jurisdictions...
 - It depends, entity that has authority.
 - Could there be more than one entity that has authority over the area? Yes.
 - Could we get two applicants trying to do same thing in same area? Yes, we will catch these during the technical review of the grant by WRD staff.
 - Stormwater runoff is what they are talking about in SAW program
 - There are NPS, stormwater projects that include stormwater and NPS, and ones not defined as open waters of state

- Funding and design, deadline dates, quarterly schedule? Not yet determined.
 - Assuming system is set up, volume control, design itself would ensure grantee talks to upstream users to avoid duplication of efforts. NPS, rarely happen, just have applicants work together
- Does the DEQ approve stormwater management plans in all cases?
 - What is the mechanism? In MS4, we do have a mechanism, but these are not the same

Applications

Will start to develop grant application

- S2 grant application now is pretty easy
- Time to put in writing
- Pete – do we have four different applications? Or one application with different boxes?
 - One separate application for asset management; wastewater and stormwater
 - Pete suggested Bob work with Charlie
 - Stormwater management plan, innovative technology, and wastewater
 - innovative green design

More Questions

- What would be benefit or incentive to go with SAW if you have an SRF project plan ranked on the PPL?
 - Not in fundable range
 - Depend on interest rate for SAW, limit federal requirements where we can.
 - Reward for doing right thing, make sure you have system in place that you can afford.(asset management concept)
- Limited amount of money available in October.
 - Do they have to wait for funding while the 3-year clock is ticking?
- Is everything that is grant eligible loan eligible? Is everything that is loan eligible grant eligible?
 - How you interpret section 5202(1)(d)
 - Need to follow up with Chuck regarding intent

Next Time

- Liane will contact Chuck
- Gary to provide cleaning and televising amounts
- Larry to further fine tune spreadsheet for cost estimates for GIS
- DEQ to start draft of grant guidance for asset management
- Pete, Bob, and Charlie to work on asset management application
- Harry to put together stormwater grant application
- Bob Sweet - force account/ boiler plate, NPS grant template