



**Policy Review Committee Meeting Minutes**

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Meeting No.: 2  
Date: June 10, 2003  
Time: 6:00pm  
Location: Chapel Hill Public Library

Committee	Mia Day Burroughs	Meg Holton	Scott Radway
Attendees:	Mark Cate	Julie McClintock	Alan Rimer
	Jeff Cobb	Sharon Myers	Judith Weseman
	John French	Ed Holland	Phil Post
	Milton Heath	Phil Berke	Donald Brewer

Absent: David Brower  
Barbara Levine

Other Attendees: Councilman Ed Harrison  
Fred Royal  
George Small  
Maureen Hartigan  
Elizabeth Treadway  
Paula Thomas

**Agenda and Discussion:**

The meeting convened at 6:00 pm being called to order by Fred Royal, Town Stormwater Engineer. Mr. Royal welcomed everyone to the second meeting of the Stormwater Policy Review Committee and then mentioned some of the current stormwater activities underway including the Phase II Stormwater Pollution Prevention Plan and the Jordan Lake Stakeholder Project. Next, introductions were made and Town Councilman, Ed Harrison was recognized.

Maureen Hartigan, Project Manager, AMEC Earth and Environmental, continued by calling for a review of the minutes of the PRC Meeting #1. It was noted that water conservation had been mentioned at the first meeting in the discussion of the Draft Mission statement. The Committee agreed it should be added to the minutes and the minutes were approved with one addition.

As discussion moved to the current agenda, several committee members raised questions regarding the proposed sequencing of the project tasks and the outcomes of the effort. AMEC clarified the difference between the rate structure and the rate analysis components of the work, and urged the PRC to exercise patience with the process.

It was requested that AMEC address when issues such as: program cost, what the community will get for the cost, what the Town is going to do to protect downstream interests, what level design flood we are aiming for, status of mapping, who will be responsible for maintenance components on private property, who is liable for failures, and what the cost will be of the billing system, would be discussed and reviewed with the Committee. AMEC staff gave a general overview of how these issues will be addressed in the process of policy development and program definition, assuring members of the Committee that all and more will be covered through the work in progress.

The answers to these questions and many others lay in the work, input and decisions yet to be made by the Town as program development moves forward. The role of the Town staff and the role of the Policy Review Committee were clarified. Members of the Committee requested additional background information on the stormwater program within Chapel Hill. These requests included: the Town's current level of stormwater activities and budget; the number of households in Chapel Hill, the range of stormwater fees across the state, the Town's Capital Improvement Plan (CIP), a list of backlog stormwater projects, a "Project Master" for the utility development effort, and a synopsis report of available information re the Town's stormwater history.

Town staff agreed to prepare a brief report describing the available information. The report will be electronically transmitted to the PRC for its use in researching and developing an understanding of the background of the stormwater effort in the Town.

The next item was discussion of the revised Mission Statement. The consultant reviewed with the Committee the original draft Mission, the committee's earlier comments, and the newly revised Mission Statement reflecting the PRC's input at the last meeting. After some discussion, the revised Mission Statement was accepted as presented.

The next item of the agenda was the Roles Statement. The use of contracted services was emphasized as an important element of consideration, including the suggestion of contracting with the Orange Co. Water and Sewer Authority to run the entire program for the Town. The City Engineer updated the Committee on discussions regarding a more regional approach with OWASA as a lead agency, advising that though that does not look like an organizational option at this time, the use of contracted services within the Town's service area is viable and will be done, as indicated in the Role Statement, as presented.

Recommendations were made for revision to the Role Statement, including:

1. Adding "cost-effective" in the first paragraph.
2. Change "balance" to "mix" in reference to the partnership between the Town and the private sector.
3. Delete reference to specific Town departments and identify the Town of Chapel Hill, implying the Council and Manager carry the overall program responsibility.
4. Include "program implementation and management" as identified responsibilities of the Town.
5. Delete third paragraph's discussion of easements and other program elements.

6. Change “Task” column title to “Service”.
7. Clarify what “Community” means through a change in column title to reflect general public/citizens/residents, etc.
8. Consider breaking out another column to the Roles table for New Development.
9. Consider defining the relationship with the university, as appropriate. {Sharon Myers is to draft statement for PRC’s review.}

The Committee was asked to review the Priorities Draft Discussion Paper for the next meeting.

The meeting was adjourned at 8:02 pm. The next meeting will be on July 8<sup>th</sup> at 6:00 pm in the same meeting room of the Library. A light supper will be provided at 5:30 pm.