

# MEETING MINUTES

**Meeting Date:** November 16, 2021  
**Meeting Time:** 1:30 pm-2:30 pm  
**Written By:** Shawn Arden, PE  
**Client:** Portage County

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**Location of Meeting:** Portage County Engineer's Office

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**Purpose of Meeting:** Portage County Storm Water District Steering Committee Meeting

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**Attendees:** Mickey Marozzi, Larry Jenkins, John Trew, Mike Collins (Portage County Engineer's Office); Mary Helen Smith (Portage County Health District); James Bierlair, Eric Long, Lynn Vogel (Portage County SWCD); David Garnier (Portage County Prosecutor's Office); Joe Reichlin, Zack Battaglia (Portage County Auditor's Office); Shawn Arden (EMH&T)

**Copies:** Todd Peetz (Portage County Regional Planning); Joe Diorio, Amos Sarfo (Portage County Health District)

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Listed below are general discussion topics. Items noted in **bold** require follow-up discussions.

1. Steering Committee and Storm Water Task Force Meeting Minutes
  - a. September 2021 Steering Committee minutes – approved
2. Group Updates:
  - a. MCM 1 & 2 (SWCD):
    - i. Proposed education grants
      1. Ravenna HS – onsite wetland lab. Trails for access, invasive weed clearing, survey boundary markers, and class equipment. Motion approved to refer grant to BOC for approval.
      2. Rootstown HS – Unique circumstance, campus does not have space available for stormwater education. Grant proposal covers lab supplies and three educational field trips per year for three years. Motion approved to refer grant to BOC for approval.
    - ii. SWCD conservation incentives program offers native plants to property owners that remove invasive species. 60 participants to date.
    - iii. Attendance at in person educational workshops remain a challenge due to COVID.
    - iv. Cover crop workshop scheduled for Dec 3. 25 signed up to date.
    - v. PCHD considering options for additional billboard use for educational messages. Reserving billboards for short term rentals has been a challenge.
    - vi. PCHD also has deployed mosquito education messages on billboards and shopping cart messages.
  - b. MCM 3 (PCHD):
    - i. HSTS Assistance
      1. WPCLF
        - a. 50% of 2021 \$150k funds are encumbered
        - b. Requesting additional funds for 2022
      2. Roster prepared listing properties included in WPCLF funds and County program under RPC.
    - ii. Foxwood Estates (nuisance complaint covering 11 houses)
      1. Water sampling at Bryn Mawr in Ravenna Township
    - iii. Oakwood Acres – 3 to 4 houses remain unconnected to sanitary sewer.

- iv. Chinn Allotment plans under preparation at PCWR. Blackhorse parcels not included in Chinn project.
    - v. Wolf Road area in review.
  - c. MCM 4 (SWCD):
    - i. New construction submittals are slowing, but several in progress.
    - ii. ESC enforcement options under review. Eric, Larry, and David leading review.
  - d. MCM 5/6 (PCE):
    - i. Amos and Eric to coordinate post-construction BMP mapping (to be completed by April 1, 2026). Shawn to look into spreadsheet that EMH&T previously prepared, which would need to be updated at this point.
    - ii. John and Eric are reviewing residential stormwater basins in the County maintenance program to develop a prioritized maintenance plan. Address a few basins each year. Further discussion at January 2022 meeting.
    - iii. Engineering items:
      - 1. Review storage volume
      - 2. Retrofit options to add volume where needed.
- 3. GIS Coordination
  - a. Joe does not currently receive notice of a construction project to update land use in the County's GIS platform.
  - b. Eric will forward approved SWPPP submittals to Joe. Submittals have been paper only to date.
- 4. New OhioEPA MS4 Permit
  - a. Shawn to continue editing SWMP document. Goal to email redlined version to Steering Committee at end of November. Committee to review and send comments to Shawn in December for finalization and approval at Steering Committee meeting in January 2022.
    - i. Steering Committee Review: January 2022
    - ii. SWTF Review: February 2022
    - iii. BOC Approval: March 2022
    - iv. **Submittal to OhioEPA: by April 1, 2022**
- 5. Legal:
  - a. Discussed draft resolution for additional funding request to BOC for County HSTS program.
  - b. Discussion regarding receipt of surety bond prior to SWPPP approval. Surety bond is an allowable option in current regulations. Discussed advising BOC of intent to accept surety bond as policy following current regulations.
- 6. Co-Permittee NOIs: Eric to contact regulated townships to advise on NOI submittal.
- 7. Next Meeting: Steering Committee: January 18, 2022 at 1:30pm, Meeting at PCE Facility.
- 8. Future Meetings:
  - a. Storm Water Task Force: February 15, 2022 at 10:00am, Meeting at TBD.

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The summary provided herein represents the preparer's best understanding of the items discussed during the subject meeting. Please review for accuracy and completeness and advise EMH&T of any errors or omissions within five (5) business days of issuance.

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