## North Beach Stormwater and Flood Committee October 21, 2019 Meeting Notes/Action Tracker

**Membership:** This Committee is comprised of Town residents and/or property owners appointed by the Mayor for a three year term. Mayor Benton appointed three Town residents and/or property owners: Lauren Kabler, Gary Koopman and Jay Loveless. Mayor Benton directed the Committee to work directly with the Director of Public Works (Donnie Bowen) and the Town Engineer (Paul Woodburn). The Mayor appointed Donnie Bowen as Committee Chair. The Committee selected Lauren Kabler as Committee Secretary. In addition, a representative from the Maryland Department of Planning (Sarah Sularz), attends Committee Meetings.

Frequency of Committee Meetings: The Committee will meet on the third Monday of every month at the Public Works Building.

October 2019 Committee Meeting Date and Participants: Committee members Donnie Bowen, Lauren Kabler, Gary Koopman and Jay Loveless attended this meeting and were joined by Elizabeth Lawton and Jane Hagen met at 3:00 on October 21, 2019. The meeting notes and action tracker for this meeting are below.

**Meeting Notes/Action Tracker:** 

	Item/Discussion	Action	Lead(s)	Old/New
				Business
1	Item: 5 <sup>th</sup> and 9 <sup>th</sup> Street Pump Upgrades (see August and	Action: The Town Engineer will start	Paul Woodburn,	Old
	September 2019 minutes for background information).	work on the design and RFP for a pump	Gary Koopman	
	Discussion:	for 7 <sup>th</sup> street and an RFP for a pump		
	The Chair informed the Committee that the Mayor partially	upgrade for 9 <sup>th</sup> street. The Town		
	approved its request for the Town Engineer, Paul Woodburn,	Engineer will work with Committee		
	to complete a design and RFP for the 9th street pump upgrade.	Member Gary Koopman on this project.		
	<ul> <li>Also, the Mayor asked that the Town Engineer update an older design for a pump for 7<sup>th</sup> street at the same time the</li> </ul>			
	Town Engineer is working on to the design/RFP for 9 <sup>th</sup> street.			
	• The Mayor has not yet made a decision on when the design and RFP for the 5 <sup>th</sup> street upgrade will commence.			
2	Item: Hiring a professional planner to draft a comprehensive	Action: Obtain the RFP from the Town	Donnie Bowen	Old
	stormwater and flood mitigation plan for the Town (see August	of Berlin.		Old
	and September notes for background information).	Action: Obtain the RFP from other	Gary Koopman	
	Discussion:	towns.		New
			Lauren Kabler	

	• The Chair informed the Committee that the Mayor did not approve the request for the Town Engineer to complete an RFP for a professional planner to start work on a comprehensive stormwater/flood mitigation plan. Instead the Mayor suggests that the Committee draft the RFP for a professional planner (b/c not necessary to pay for an engineer to do this work given we can use the RFP from Aother similarly situated Towns, i.e., Berlin, as a template for our RFP). The Committee agreed that this is a reasonable and feasible approach.	Action: Draft an RFP for a professional planner to start work on a comprehensive stormwater/flood mitigation plan.		
3	Item: Communicating/sharing Committee documents, notes, etcwith Town residents.  Discussion:  The Secretary informed the Committee that the Town Clerk had set up a preliminary page for the Committee on the Town's website.	Action: Review the Committee's preliminary webpage and send comments to the Secretary.  Action: Send Committee's comments on the preliminary webpage to the Town Clerk.	Donnie Bowen, Gary Koopman, Jay Loveless, Sarah Sularz Lauren Kabler	New
4	<ul> <li>Item: Grants/Other Funding</li> <li>Discussion:         <ul> <li>The Committee discussed a newly created list of submitted/pending/upcoming stormwater/flood mitigation grants and suggested that the list be kept updated so that the Committee can continue to stay in the loop.</li> </ul> </li> <li>The Committee discussed the importance of ensuring that its Mission Statement and Comprehensive Plan include components identified in FEMAs CFP grant checklist to ensure eligibility for various grants.</li> </ul>	Action: Ask the Town's grant writer (Veronica) to provide monthly updates on the list of submitted/pending/upcoming stormwater/flood mitigation grants (see attached Grant Status document). The Committee is especially interested in the status of the Town's grant application re: the DNR grant whereby the Town's grant writer was asked to identify number 1.2, Plans, \$75,000, as the Town's priority. Veronica should add "FEMA HMG grant application due January 31, 2020" to Grant Status document.	Donnie Bowen	New

5	Item: Golf cart tour	Action: Ensure the Committee's Mission Statement includes components identified in FEMA's CFP grant checklist (see FEMA Grants for Flooding Mitigation ).  Action: Let the Secretary know if you	Gary Koopman,	Old
5	<ul> <li>Discussion:</li> <li>The Committee continues to discuss dates for a golf-cart tour of the Town's stormwater and flood problem areas.</li> </ul>	are available on November 18 <sup>th.</sup>	Jay Loveless, Sarah Sularz, Donnie Bowen	Old
6	Item: Text Notification of Flooding Events  Discussion:  The Committee continued to discuss the benefit of a system/process whereby Town residents likely to be impacted by flooding (or maybe just anyone who chooses to opt in) would receive a text notification whenever the highwater alarm signaled.	Action: Reach out to Dawn as well as Calvert County in order to identify if/how this can be accomplished from an IT perspective.	Donnie Bowen	Old
7	<ul> <li>Item: Conference Line/VTC/Timing for/of Committee Meetings</li> <li>The Committee discussed a request from Elizabeth Lawton to make a conference line and/or VTC available for interested residents to call into meetings.</li> </ul>	Action: Make a conference call-in number available for future meetings.	Donnie Bowen	Old
8	Item: Coordination with Environmental Committee  Discussion:  • The Committee discussed the importance of coordinating with the Environmental Committee given potentially overlapping issues (e.g., the Environmental Committee could promote rain gardens which is not only good for the environment but also can help to minimize flooding events). Jay Loveless attended the October EC meeting and Jane Hagen attended our October meeting.	Action: Coordinate with the Environmental Committee on overlapping issues going forward.	NEED A VOLUNTEER FOR THIS	Old
9	Item: Nuisance Flood Plan Development Guidance (see, <a href="https://dnr.maryland.gov/ccs/Documents/NuisanceFloodPlan.pdf">https://dnr.maryland.gov/ccs/Documents/NuisanceFloodPlan.pdf</a> Discussion:	<b>Action:</b> Contact Sasha Land at DNR at 4102608718 and make a formal request for technical and financial assistance.	Donnie Bowen	New

10	2019 Guid House Bill that exper flooding o be update website; a of Plannin The Comm developme The Comm that, "The communit DNR" and	nittee discussed the implications of this October lance, issued by the State of Maryland, pursuant to 1427. Briefly, it requires that every jurisdiction riences flooding to develop a plan to address the in/before October 1, 2020. Further, the plan shall ed every five years; published on the jurisdiction's and, a copy submitted to the Maryland Department g.  Inittee discussed the fact that this will help drive the ent of our stormwater/flooding plan.  Inittee also noted that page 3 of the Guidance states are is technical and financial assistance available to clies to meet this requirement through the Maryland provides a contact name and phone number.	Action: Ask Berlin for their	Donnie Bowen	New
10	Discussion:	out on visit to the Town of Berlin	stormwater/flood plan, all RFPs related	Donnie Bowen	INEW
		r and Donnie Bowen visited with the Town of Berlin	to stormwater/flooding, and		
	to discuss what steps the Town has taken to address		stormwater utility information and/or		
		The meeting was productive, as follows:	public education materials on the		
	o Be	erlin shared a slide deck of their stormwater	benefits of a stormwater utility.		
	m	anagement projects (attached).	<b>Action</b> : Reach out to the EFC re: help in	Lauren Kabler	New
		erlin shared a word document describing their	the development of our comprehensive		
		ormwater initiatives (attached).	stormwater/flooding plan.		
		erlin will send us copies of their flooding related			
		FPs (so we can borrow language).			
		erlin will send us a copy of their comprehensive			
		ormwater plan (created with help from the			
		niversity of Md Environmental Finance Center or			
		FC).			
		erlin strongly suggested that our Town consider the			
		eation of a stormwater utility. The primary benefit			
		a such a utility is that it well situates us for			
		nhanced grant approval and matching funds.			
	Н	owever, in order to get buy in we need to do a lot			

of up-front public education on the benefits of a	
stormwater/flooding utility. We discussed asking	
Berlin for additional information on their educational	
efforts in this regard.	