



STORM Meeting Minutes

For Fiscal Year 2006

July 2005

August 2005

September 2005

October 2005

November 2005

January 2006

February 2006

March 2006

April 2006

May 2006

June 2006



STORM Minutes

Tuesday, July 26, 2005

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. **Introductions** – Round table introductions.
2. **Accept meeting minutes from June 2005** – Minutes were approved.
3. **Fiscal Agent Update** –
 - The current balance is 29,157.17
 - Todd Williams of MCESD commented that the status of taking over the STORM account from FCDMC remains unchanged. MCESD has a meeting later in July with FCDMC to discuss process changes. Some concerns exist about ease of withdrawing funds through an account set up through MCESD.
 - Members who have not yet paid their fees were asked to hold off until the account verification can be worked out.
 - Surprise informed that purchase order was processed and check would have been sent. Todd Williams to look into location of check. John Meyer to verify with Surprise finance.
 - Invoices for Contact Designs (still three outstanding) are assumed to be unpaid at this time.
 - John Sherrill of Chandler is looking further into internal purchasing requirements for the possibility of donating a laptop computer in lieu of paying one year of annual dues.
4. **Non-Profit Group**
 - Patricia Powers-Zermeno of ADOT was unable to attend but sent an email detailing some of the issues she will need to address next month.
 - Power of attorney issue was suggested to be a “N/A” response for the application.
 - Name of the organization limited due to existing domains.
 - No objections were noted from those present as to a municipality’s ability to pay fees to a non-profit organization as opposed the current status.
5. **Press Release**
 - John Meyer of Surprise distributed draft version of the press release. A few revisions were identified at the meeting. John will send out a word version for review and edit suggestions. Compilation of responses will be included in final version to be presented in August.
6. **Public Service Announcements**
 - Lee San Miguel of Avondale provided additional conceptual versions of PSAs. Members to review for which concept is best for the message we wish to express. At August meeting, members will select best general concept and the committee will develop final wording for the PSAs for further approval in September 2005.

7. Display Boards

- Verbiage has been finalized and approved for display boards. Mike Loffa of Phoenix to provide a usable format of the STORM logo to Bil Hass for final print. Boards to go to production once logo is received.
- Board voted to purchase additional 5,000 pencils and magnets. Scottsdale will look into seeing if their purchasing policy will allow them to purchase the additional items. If not, another agency may need to take on this responsibility.

8. Affiliate Member

- Todd Williams of MCESD distributed a draft version of the Mission Statement. Sections on Ethics and Sponsorship to be added to draft.
- Questions of being a sponsor without becoming an affiliate member were addressed and will be included in the next draft version.
- Final draft version to be presented in August meeting for final review. Committee vote for final version scheduled in September.

9. Operations and Annual Report

- Final draft version of the annual report was distributed by Ginny Coltman of Scottsdale. Committee members are to get any comment back to her by Thursday, July 28, 2005. Final version to be issued on Friday, July 29, 2005.

10. Demonstration of Water Model

- Jon Sherrill provided a demonstration of a water runoff model, one of two owned by the City of Chandler. The two models at one event would allow a demonstration illustrating differences that people can make in keeping pollutants out of the stormwater system. Models are available to any member, but should be scheduled in advance by contacting Mr. Sherrill.

11. New Business

- Donna Moran of Gilbert provided an update on the CF Water Initiative Award Application by addressing what the organization can provide in the way of quantifiable impressions to the public. Suggestions included using the Mary Media data which shows 2.5 million impressions and using statistics involving the growth of the organization itself.
- Mike Loffa of Phoenix provided a brief summary of an impact report on the public's perceptions of stormwater related issues. Some interesting quantifiable information indicates the City of Phoenix and STORM outreach methods have had some positive impact. Mike Loffa to supply data to Donna Moran for inclusion as quantifiable impressions for the IAA application.
- Committee agreed to invite the ADEQ to the September STORM meeting. Todd Williams of MCESD will make contact and check for availability. Discussions included what type of forum should be expected. It was decided to keep specific regulatory issues out of this meeting and to use this opportunity primarily to become familiar with the new faces at ADEQ and to provide them an opportunity to see what we do and how we function.

12. Announcements

- John Meyer of Surprise accepted the official position of Secretary.

Next meeting – August 23, 2005



STORM Minutes

Tuesday, August 23, 2005

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

2801 West Durango Street

Phoenix, AZ

Facilitator: Donna Moran

1. **Introductions** – Round table introductions
2. **Accept meeting minutes from July 2005** – Accepted as drafted.
3. **Introduce Kim Lincoln and Sara Kanrad of ADEQ**
 - Todd Williams of MCESD expects that Kim Lincoln and Sara Konrad will be attending the September 2005 STORM meeting.
 - **STORM expects a larger than normal turnout**, so please RSVP any of those expecting to attend to john.meyer@surprise.com.
4. **Fiscal Agent Update** – Todd Williams of MCESD
 - The current balance – A complete review of all invoices and receipts of member fees has been performed. All bills have been paid.
 - Verified receipt of fees from the City of Surprise. One fee payment check to be re-issued by Goodyear.
 - MCESD taking over the STORM account from FCDMC - Resolution to go to the county board September 21, 2005 for approval of transferring the account.
 - Update on holding payment of fees for those communities still outstanding – Continue to hold until transfer becomes complete.
 - Status of invoices to Contact Designs (still three outstanding) – All invoices have been paid. Webpage paid up through December 2005.
 - Update into City of Chandler review of internal purchasing requirements and their ability of donating a laptop computer in lieu of paying one year of annual dues – no update.
5. **Non-Profit Group** - Patricia Powers-Zermeno of ADOT and Todd Williams of MCESD
 - Todd Williams moves to pursue non-profit organization formation. Expected time for approval upon submittal is 4 to 6 weeks.
 - Todd Williams to look into annual reporting requirements.
 - Donna Moran of Gilbert to consult with Assistant City Manager about income tax requirements for non-profit organizations.
 - **Members to vote** on non-profit organization next meeting.
6. **Press Release** – Subcommittee: John Morast of Fountain Hills & John Meyer of Surprise
 - Original press release was voted on and approved. Purpose of the release was to provide some consistent wording for members to use as to the function of STORM.
 - John Meyer to look into getting some more information to put together a more “newsworthy” draft detailing STORM’s accomplishments, such as the fact that STORM now has a Spanish version of its website.

7. **Public Service Announcements** - Subcommittee: Lee San Miguel of Avondale; Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix
 - Members voted on which herbicide/pesticide concept presented by the subcommittee to pursue.
 - **Members to vote** on final wording to be presented in September 2005.
 - John Meyer of Surprise reminded member to supply postings for webpage, specifically hazardous waste disposal events. Adina Lund of Peoria to update and reverse the listing on webpage (past events to bottom of list).
 - Mike Loffa of Phoenix informed committee that Phoenix's next big advertising push will run from "now" through January. Possible to get this PSA included on with Phoenix's drive similar to last time.

8. **Display Boards** – Bil Hass of Scottsdale
 - Confirm STORM logo was sent and received – Mike Loffa of Phoenix confirmed logo was sent. Current status is potentially that the boards are complete and printed.
 - Update on purchasing additional pencils and magnets – No update.

9. **Affiliate Member** - Subcommittee: Jon Sherrill of Chandler, Donna Moran of Gilbert, and Todd Williams of MCESD
 - Members participated in a work session and discussion of what needs to be present in this document.
 - **Members to vote** on final version in September meeting.

10. **Announcements**
 - Discussions on recent ruling of by the Ninth Circuit Court of Appeals ruling against the EPA granting primacy of the NPDES program to the ADEQ.
 - Fountain Hills to begin installing storm water markers on curb inlets.

Next meeting – September 27, 2005



STORM Minutes

Tuesday, September 27, 2005

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. **Introductions** – Round table introductions
2. **Welcome to Kim Lincoln and Sara Konrad of the ADEQ** – ADEQ supplied the letter received from the EPA and made some brief comments of recent court action. Kim Lincoln reminded that the annual reports are due by the end of the month. There is an updated reporting form for small MS4s available on the ADEQ website. If a municipality already submitted using last year's form there is no need to re-submit.
3. **Accept meeting minutes form August 2005** - Approved
4. **Fiscal Agent Update** – Todd Williams of MCESD
 - The current balance - \$29,657.17
 - Report on resolution for MCESD taking over the STORM account from FCDMC – Item was pulled from the September board agenda. Todd plans on looking into the matter and hopes to have this resolved by the October meeting.
 - Update on holding off paying member fees – Status unchanged. Hold off until further notice.
 - Update into City of Chandler review of internal purchasing requirements and their ability of donating a laptop computer in lieu of paying one year of annual dues – John Sherill of Chandler stated that this was not going to be possible for Chandler at this time. No other municipalities are currently looking into this at this time.
5. **Non-Profit Group** - Patricia Powers-Zermeno of ADOT and Todd Williams of MCESD
 - Addressed later during the Affiliate Member discussion.
6. **Press Release** – Subcommittee: John Morast of Fountain Hills & John Meyer of Surprise
 - Availability of original press release – Press release is available on STORM's "News" webpage. This is to be used by STORM members to provide consistent wording when discussing the organization's function.
 - Update on development of a draft press release detailing STORM's accomplishments – Draft was emailed to last meeting's attendees for review. Some good comments were received earlier in the day and were unable to be included in time for this meeting.
 - John Meyer suggested that this PR be timed to proceed the next PSA campaign. No objections were made.
 - Final version to be sent prior to next meeting with approval anticipated for vote next meeting.
7. **Public Service Announcements** - Subcommittee: Lee San Miguel of Avondale; Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix
 - Single final draft presented to members.
 - Members to vote on final PSA next meeting.

- Maher Hazine of Peoria indicated that they have a staff member who would be an excellent candidate for the PSA voice and has such experience. Maher will look into seeing if he would be interested in providing this service.
- Production of PSA and possibility of joining the City of Phoenix's advertising push running through January – Phoenix's preliminary start date is after Thanksgiving, and is the best time to target snowbirds. Mike Loffa of Phoenix stated this is a very busy time of year, and available time slots would need to be scheduled very soon. Due to near immediate need to proceed and delays associated with transferring funds from FCDMC to MCESD, members discussed that starting the campaign after Christmas as a better option. Mike Loffa to look into his situation and may postpone Phoenix's program and run theirs with STORM as done in the past.

8. Display Boards – Bil Haas of Scottsdale

- Confirm that display boards are available for use – Display boards have been ordered and should be available for members by next meeting.
- Update on purchasing additional pencils and magnets – 10,000 magnets have been ordered. 100 will be distributed to each attending member next month. The remaining will be available when the boards are used.
- John Meyer of Surprise to look into getting a schedule on the website for providing the availability of the boards.

9. Affiliate Member - Subcommittee: Jon Sherrill of Chandler, Donna Moran of Gilbert, and Todd Williams of MCESD

- Non-Profit Organization status was discussed here since these two items have become inter-related.
- Final version was presented by Todd Williams. Some minor edits and clarifications were addressed. More important issues that were addressed included the provision that board members be required to be limited to voting members. Overall consensus was to adopt this provision, but some concerns still needed to be addressed. Patricia Powers-Zermeno of ADOT brought attention to the fact that as a not-for-profit organization some of these issues might be mandated.
- Maher Hazine of Peoria suggested allowances for regulatory membership. Some discussion but no decision was made with respect to this issue.
- Todd stressed that members keep in mind that the Operations Plan is a living document and changes and additional provisions can be modified or added as situations develop.
- Patricia provided a briefing from information she had gained from the Arizona Corporation Commission. Based on the information gained, it is apparent that the Operations Plan should be prepared in unison with the paperwork required for not-for-profit status.
- Todd and Patricia to meet to work on filing out the necessary not-for-profit paperwork. John Meyer of Surprise agreed to assist if necessary. Todd will provide final version of Operations Plan at next meeting (or prior to) based on identified changes and any necessary provisional changes as indicated or identified by not-for-profit status paperwork.
- If paperwork for the not-for-profit status is prepared, this will be provided at the next meeting.
- Members to vote on non-profit organization next meeting – No official vote has been taken as of yet.

10. New Business – No new business discussed.

11. Announcements

- Agenda's will be posted on the STORM website seven days in advance of each meeting. John Meyer of Surprise suggested to members that if they have anything they would like to add to the agenda to please submit to him prior to these dates.

Minutes

Meeting Date: September 27, 2005

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- Todd Williams of MCESD informed attendees that Appendix F in the Draft Erosion Control Manual was being deleted and a new link to the FCDMC website that will be established to allow vendors to register their products and allow persons to review this data. All three manuals are currently in draft form, but Todd suggests that each community should use be using these as the most recent updated materials.

Next meeting – October 25, 2005



STORM Minutes

Tuesday, October 25, 2005

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. *Introductions* – Round table introductions.
2. *Accept meeting minutes from September 2005* – Minutes approved with following correction:
 - Fiscal balance to read \$29,657.17.
3. *Fiscal Agent Update* - Todd Williams of MCESD
 - Current balance is \$29,657.17.
 - Todd reported that the County Board of Supervisors approved the transfer of STORM's fiscal agent from FCDMC to MCESD.
 - Members paid for 2006: Scottsdale, Mesa, Chandler, Surprise, Peoria and Goodyear.
 - Todd prepared and distributed membership renewal letters and reported members can go ahead and pay dues now that the transfer is official.
 - Todd will send 2007 renewal letters in February or March.
4. *Non-profit Group* – Patricia Powers-Zermeno of ADOT and Todd Williams of MCESD
Todd determined the correct order for gaining non-profit status:
 1. Apply for a trade name from Secretary of State: our trade name is "Stormwater Outreach for Regional Municipalities (STORM)"; cost is \$10 filing fee and \$35 to expedite in about a week. A trade name is not required for doing business in AZ, but it is recommended.
 2. File Articles of Incorporation with AZ Corporation Commission: costs \$75 to expedite; need to have proof that trade name has been received; provide a Non-Profit Certificate of Disclosure that states STORM board members have no criminal violations; need by-laws, which group determined was same as STORM's Operations Plan.
 - Need to clarify what will happen with STORM's funds if it dissolves
 - Need a permanent address—currently MCESD—do we want a post office box?
 - Need to identify the statutory agent—is it Todd as an individual or MCESD? Does the individual need to be an attorney?
 - Need a standard discrimination clause.
 3. Apply for Employee Identification Number (EIN): Bil Haas of Scottsdale agreed to provide his SSN to do this.
 4. Get Letter of Determination from IRS recognizing STORM as a non-profit and public charity
 5. Can then file as a charitable organization and get donations, etc.
 6. Must provide annual reports to fed/state within specific timeframes.
 7. Need to open a bank account for STORM; dual signatures from 2 board members (Bil Haas will look into this).

Questions:

- Do we want an e-mail associated with the website?
- Do we have a web master?
- Do we want to influence lawmakers? No, want to stay out of lobbyist arena.

Actions:

- Members voted to adopt the STORM Operations Plan as our Bylaws.

- Members voted to authorize Todd to make necessary edits to the STORM Operations Plan text to accomplish this.
 - Members voted to authorize Todd Williams to file for Articles of Incorporation and Trade Name.
 - Bil Haas will report on banking needs at next meeting.
5. **Affiliate Member** - Subcommittee: Jon Sherrill of Chandler, Donna Moran of Gilbert, and Todd Williams of MCESD - Group decided to add this information as it is needed
6. **Press Release** – Subcommittee: John Morast of Fountain Hills & John Meyer of Surprise
- John Morast circulated the final version for comment and group approved it with the following changes: decided “stormwater” should be one word to be consistent with our other publications; changed “vamping” to “ramping.”
 - Since Bil Haas of Scottsdale is the contact on this press release. Patricia Powers-Zermeno of ADOT suggested he be prompted for answering typical questions from the press, such as why STORM is having a big impact on the community. Mike Loffa of Phoenix suggested Bil refer the press to community specific information on the STORM website and listen to the 30-minute interview of Mike Loffa and Todd Williams that is posted on the MCESD website.
(www.maricopa.gov/EnvSvc/Water/stormwater/swpubedresources.asp.)
 - Patricia suggested sending the STORM magnet and a bracelet with the press release for more attention.
7. **Public Service Announcements** – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix - Subcommittee will provide update at next meeting
8. **Display Boards** – Bil Haas of Scottsdale
- Bil gave out bundles of 100 (or so) magnets to paid members and said additional magnets are available for distribution when display boards are checked out.
 - Display boards were ordered but one is on hold until they receive a clearer photo of a storage basin.
 - Expect to have display boards for next meeting.
9. **Website Materials Update** – John Meyer of Surprise - John will provide update at next meeting.
10. **New Business or Announcements** -
- John Morast distributed blue and white wristbands embossed with “Only Rain in the Storm Drain” that he had made for a recent open house with McDowell Mountain Preservation Commission. Since the cast has been made for them, STORM members can take advantage of purchasing them without that \$200 cost. Contact Michelle Carbone at Bright Innovations, michellecarbone@cox.net 602-571-3635.
 - John also reminded members of EPA’s website and showed crossword puzzles and bookmarks available on it.
 - Patricia attended the Non-point Education for Municipal Officials (NEMO) web cast and found it interesting but more geared towards issues in the NW and East coast. She distributed a pamphlet about NEMO.
 - Mike Loffa will start his advertising campaign and trailers which will be seen in AMC theaters in Phoenix and information heard on 10 radio stations in Phoenix.
 - Bob Gustafson of ADOT announced their Environmental Services Director is currently being selected and they are getting approval for a Deputy Director. Also confirmed Patricia is their STORM representative. He and Colleen Kelley, with EcoPlan, were visiting to see how STORM operates. Colleen is working on the individual permit from ADEQ.
 - Mike Loffa and Todd Williams attended a Surface Water Quality meeting debating if more stringent WQ standards are needed for releases from effluent dependent waters to ephemeral washes.

Next Meeting: November 22nd—and need to decide if will meet on scheduled December 27th date



STORM Minutes

Tuesday, November 22, 2005

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. Introductions

2. Accept October 2005 Meeting Minutes – Minutes approved as written

3. Fiscal Agent Update - Todd Williams of MCESD

- Current balance – \$29,657.17
- Transfer of funds from FCDMC to MCESD still not complete. Expected to occur sometime this week.
- Member fees for FY2006 – Check is expected from Tempe. Others are encouraged to submit fees in January after funds are transferred from MCESD to a private STORM bank account, but in time for those funds to be available for our upcoming PSA campaign.
- Update on membership renewal letter distribution for FY06 participants – Renewal letters have been sent out or distributed at the October and November meetings.

4. Non-profit Group – Patricia Powers-Zermeno of ADOT and Todd Williams of MCESD

- Update on revising Operation Plan to STORM Bylaws – Todd to move on making operations into bylaws without any further edits or reviews by the committee. It is understood that this is a living document and can be changed as needed.
- Status of filings for Articles of Incorporation and Trade Name – Once the transfer of funds from FCDMC is complete, Todd will file be able to access money to file the Articles of Incorporation and trade name application. This will need to be done before money is again moved to the STORM private bank account.
- Update on IRS recognition letter for non-profit and public charity status – Not addressed.
- Update on STORM banking account
 - Bil Haas has looked into an account. Available at no cost as long as set conditions are met (transactions in excess of 75 per month) which should not be a problem.
 - Todd expects to be able to free up money from MCESD at a board meeting during December for transfer to our private STORM checking account.
 - The signatures of two board members will be required for each check.
 - We will use MCESD as a physical address and establish as post office box for receiving notices, invoices, and statements.
 - Donna Moran of Gilbert suggested getting a debit card for internet purchases. Committee voted to approve the issuance of a debit card. Limit of balance will be considered at the January meeting. Card purchases are to have pre-approval from committee before being used and all receipts, order forms and other documentation will be used for confirmation of purchases. Bil Haas will look into getting a card issued prior to January meeting.

5. Public Service Announcements – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix

- Present final PSA for possible vote – Final PSA was voted on and approved with limited edits.
- Discuss the “Voice” for the PSA – Mike informed committee that Mary Media contract would include providing a professional to voice out the PSA. Committee members agreed to pursue that option.
- Discuss timing of press release and PSA (press release is to proceed PSA campaign) – Mike Loffa said we could either release the PR the day the PSA campaign begins, or in advance. Committee to decide the timing of PR and PSA at January meeting. PSA is not expected not to run until February 2006.
- Budget for PSA - Last campaign cost approximately 35K. Mike Loffa suggested at least keeping a target Spanish audience since that population is growing to nearly 50% in the valley. Committee will determine how much to spend in January based on balance at that time and any fee payments received.
- Phoenix campaign is currently running.

6. Display Boards – Bil Haas of Scottsdale

- Status or presentation of STORM display boards – Boards still not in. Expected early part of next week.
- Discuss method of scheduling storm boards – Process for checking out boards are as follows:
 - Members are to notify Bil Hass in writing (or email) and provide the name, date, and location of the event they require the boards.
 - Bil Hass will approve then forward request to webmaster, which will then place the event details on the website’s *Calendar of Events* webpage along with a notation that the display boards will be presented there.
 - Members are expected to check the *Calendar of Events* webpage prior to making a request to make sure the boards are available. John Meyer of Surprise reserved boards for December 3, 2005 and Donna Moran of Gilbert for December 17, 2005 events.

7. Website Materials Update – John Meyer of Surprise

- Status of individual community’s STORM webpage materials – John Meyer passed out a handout indicating what information communities have available on the STORM website as far as developed their individual community webpage, links to their webpages, and contact information. The back page provided some links identified for some communities that are not available through the STORM website. All communities were asked to evaluate their information on the website or on the handout and make sure it is correct. Any additions or changes should be addressed at next meeting. No changes or additions will be made unless expressly identified by that community representative.
- Donna Moran of Gilbert said she had some of this already created from last year and would mail this info to each respective communities. Note: in an email the next day, Donna was unable to locate the files she originally produced.
- John Meyer suggested that some edits or additions would require the help of our contractor and some money may need to be appropriated to that purpose.
- Todd Williams of MCESD informed committee that contract with website provider was due to run out some time in December. Adina Lund of Peoria is to look into the status of our server account.
- Discussion of webmaster selection/roles – John Meyer is the webmaster for the time being, but is only capable of making minor editorial changes.
- Discussion of email account associated with website – John Meyer to look into establishing a STORM email account.

8. Meeting Schedule for Calendar Year 2006 – John Meyer of Surprise

- Schedule was handed out for calendar year 2006.
- Meeting to be advanced for January 2006
- No meetings will be held in either December 2005 or 2006

9. New Business or Announcements

- Bil Haas of Scottsdale and Patricia Powers-Zermeno of ADOT will be part of a subcommittee to create a PowerPoint presentation for members to use regarding STORM. Todd Williams of MCESD will provide any slides that have already been created.
- This subcommittee will also create a preparatory FAQ sheet for the anticipated radio interviewers as part of the PSA campaign.

Next Meeting: January 17, 2005



STORM Minutes

Tuesday, January 24, 2006

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

Adobe/Harquahala Conference Rooms

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. *Introductions*

2. **Accept November 2005 Meeting Minutes** – Change to item #4, second bullet to read:

Status of filings for Articles of Incorporation and Trade Name – Once the transfer of funds from FCDMC is complete, Todd will file be able to access money to file the Articles of Incorporation and trade name application. This will need to be done before money is again moved to the STORM private bank account.

3. **Fiscal Agent Update** - Todd Williams of MCESD

- Current balance is \$33,052.17 including costs associated with the trade name registration and Articles of Incorporation.
- Status on transfer of funds from FCDMC to MCESD – Transfer of funds is complete.
- Status of STORM Bank Account, debit card, and transfer of moneys from MCESD –
 - Todd expects this transaction to occur within 3-4 weeks, hopefully by the next STORM meeting.
 - Bank account has been created at Chase.
 - Bil Haas deposited \$50 of his personal money into the account to get it open. Once the money transfer to the STORM account has been completed, STORM will issue a check back to Mr. Haas in the sum of \$50.
 - Name on the account is a manipulation of STormwater Outreach of Regional Municipalities, but members agreed to have that changed to STORM.
 - No credit card has been issued. Bil will get a card issued when the money transfer and account name change are complete.
 - The bank account requires the signature of one other officer, other than Bil, and signature cards from the other two officers in order to be able to authorized checks. This should be done once the money transfer from MCESD is complete.
- Member fees for FY2006 – Eight members are currently paid for this fiscal year. Todd is to re-issue invoices to outstanding members. With the near completion of the money transfer from FCDMC members were asked to go ahead and make payments out to STORM.
- Member fees for FY2007 – Todd will create invoices for FY07 and distribute next meeting.

4. **Non-profit Group** – Todd Williams of MCESD

- Status of filing of the organization's Articles of Incorporation and Trade Name
 - Articles of Incorporation application has been reviewed and approved.
 - Next step is to publish Articles of Incorporation in a local newspaper. Todd received two quotes of \$230 and \$126.93. Members voted and approved to run ads in the Arizona Capital Times for \$126.93.
 - STORM trade name is available. Members voted in favor of changing trade name from STormwater Outreach for Regional Municipalities (STORM) to STORM.

- Update on filing with the IRS - STORM was issued the Federal Employer ID of 74-3158062. Todd to work on completing STORM Bylaws. The IRS requires that our bylaws have the officers' signatures in the document.

5. Public Service Announcements – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix

- Members discussed putting off the PSA campaign until April to accommodate fiscal money transfers and to allow outstanding members an opportunity to contribute to this effort.
- Mike informed the members that he had discussions with Mary Media and the industry is quite busy. Current estimates have radio advertisement prices up 30-40%. It is anticipated to slow around June. Others agreed that may be a good time before the monsoon hits.
- Mike also informed that Mary Media does not require a contract to do business with STORM.
- Discuss the potential and staffing of on-air interviews – not addressed.
- Mike gave a rundown on the numbers from Phoenix's last campaign:
 - For radio at a cost of 10K they reached an audience of 1.7 million people
 - Last year STORM spent 35K and reached 2.6 million people. Differences in audience sizes are attributable to station used, run times, and other things STORM should consider for this year's PSA.
 - For movie trailers at a cost of 6K they reached 500,000 people.
 - Some discussion about effects of a STORM movie trailer. A point was brought up that some cities do not have as many movie theaters. Surprise does not even have one, yet.
- **Members to Vote:** at next meeting on amount to spend and the timing of the PSA.

6. Display Boards – Bil Haas of Scottsdale

- Display boards were presented.
- Members were reminded that the boards were purchased through Scottsdale. Members agreed to reimburse Scottsdale in the form of deducting their value from Scottsdale's FY07 membership fees.
- Checkout policy was detailed in the November 05 meeting minutes.

7. Website Update – John Meyer of Surprise and Todd Williams of MCESD

- Members STORM webpage updates or submittals
 - Maricopa County (Unincorporated Maricopa) submitted text and links to their webpage.
 - John stated that at this point in time he cannot paste logos or add drop down links.
 - All submitted changes are also not being done on the Spanish version as well.
 - John would like to collect all the information that any members would like added so that can be presented to our contractor (possibly) to do all at once. He is able to get most of the information on-line with out such help.
 - Todd Williams of MCESD suggested that one of our consulting firms that are interested in affiliate membership offer that service in lieu of fees.
 - Bil Haas also stated that his continuing education projects include a webpage so that may be possible that he would be able to do a lot of the more detailed webpage operations depending on the extent of his course work.
- Discussion of existing/future contract with Contact Designs – Todd Williams
 - Todd had spoken with Contact Designs to determine what our current fee covers and other services available.
 - Hosting fees of \$275 will cover yearly hosting for calendar year 06
 - Content editor fees of \$300 per year. This is for providing the program so that we can make our own edits. If we have someone in the organization that can work the program Front Page or another web development program, we would not need to pay for this service and additionally be able to make some of the changes that John Meyer has been

having problems with. Bil Haas indicated as part of his ongoing studies, he has to do a webpage and may be able to take on this task.

- Update on status of a STORM email account – Part of the hosting fees includes the ability to have several email accounts. Group decided to assign the email chair@azstorm.org to go to the organizations chair position. Todd is to set that up. John Meyer indicated that he was unable to make the change on the website when he originally tried to change it from Jon Sherrill of Chandler to his email account.

8. Professional STORM Presentation – Bil Haas of Scottsdale

- Update on PowerPoint presentation – Bil has begun working on the outline of the presentation.
- Update on FAQ sheet for PSA interviews – No updates.

9. New Business or Announcements

- John Meyer of Surprise distributed a package containing their recently created storm water brochure and some draft fact sheets. The fact sheets will be accessible on their storm water website which is prepared to go online today, but will more likely be some time next week. Also included was a draft copy of their storm water ordinance.
- John briefed members on content of ordinance as addressing operation and maintenance requirements.
- Mike Loffa of Phoenix stated that they are currently revising their ordinance to incorporate significant changes. Draft is in marked-up form and could not be distributed. Once the language becomes clearer, he will supply the draft to the members for review.

Next Meeting: February 21, 2006



STORM Minutes

Tuesday, February 21, 2006

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

Operations Building Conference Room

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. Introductions – Those in attendance:

Lee San Miguel and Scott Tkach of Avondale; Jon Sherrill of Chandler; Matt Oller of FCDMC; Brian Harvel of Goodyear; Todd Williams of MCESD; Scott Bouchie of Mesa; Adina Lund of Peoria; Mike Loffa of Phoenix; Bil Haas of Scottsdale; and John Meyer of Surprise

2. Accept January 2006 Meeting Minutes – Minutes approved with following correction:

Item #3, third bullet, fifth sub-bullet to read:

- No credit ~~debit~~ card has been issued. Bil will get a card issued when the money transfer and account name change are complete.

3. Fiscal Agent Update - Todd Williams of MCESD

- Current balance – \$32,915.24
- Status of STORM banking account, debit card, and transfer of moneys from MCESD
 - Bank account is now under STORM and checks will be issued as such
 - Bank account is now under the federal employer ID number
 - Action for money transfer from MCESD to STORM account anticipated to go in front of the county board on March 15, 2006
 - No debit card issued as of yet
- Member fees
 - FY06 invoices have been mailed out to Gilbert and Glendale
 - Todd passed out membership fee letters to those present for FY06 and FY07.
 - Members to make out payments to STORM
 - Some municipalities may require an application to do business or to be added to an approved vendors list. Each municipality is to look into what is required to be able to make payments to STORM
 - Todd distributed copies of the W-9 form for anyone who may require this information in order to add STORM to their vendors list
 - If it is necessary to make payments out to Maricopa County, please contact Todd Williams prior to issuing the check
 - Scottsdale to provide cost for the display boards as partial payment for their FY07 fees

4. Non-profit Group – Todd Williams of MCESD

- Status of publishing Articles of Incorporation – Publications have ran twice in the Arizona Capital Times, with one more required printing to be done on Friday, February 25, 2006
- Status on changing trade name from STormwater Outreach for Regional Municipalities (STORM) to STORM – STORM has been trademarked. We currently hold both trade names
- Status of revising the organization's Bylaws – No progress

5. **Public Service Announcements** – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix
 - Members voted to approve \$25,000 to be allocated from the FY06 funds for this PSA campaign
 - Members voted to approve 35% of the funds to be attributed to the Spanish speaking population
 - PSA campaign will be scheduled to begin in June 2006 with the press release going out prior to or at that time
 - On-air interviews – STORM is looking for volunteers to participate in this event

6. **Website Update** – John Meyer of Surprise, Bil Haas of Scottsdale, and Todd Williams of MCESD
 - Todd estimates approximately \$500 needs to be reserved for Contact Designs contract
 - Updates to the Website – Some updates provided by Phoenix; Mesa to send updated information to John Meyer before next meeting
 - Update on a Webmaster potential candidate – Bil Haas will be able to take over as Webmaster for the STORM website. John Meyer to meet with Bil prior to next meeting to get Bil up to speed
 - Update on the status of a STORM email account – Two email accounts have been established: postmaster@azstorm.org and chair@azstorm.org. Bil and John to get email contact info updated on STORM website updated by next meeting

7. **Professional STORM Presentation** – Bil Haas of Scottsdale
 - Update on PowerPoint presentation – An outline has been developed
 - Update on FAQ sheet for PSA interviews – No progress. Looking for STORM volunteers for interviews for this round of PSAs

8. **Developing a Subcommittee for Developing Training Programs** – Scott Tkach of Avondale and John Meyer of Surprise
 - Discussion of forming a subcommittee to develop regional training programs to address Phase II requirements associated with training inspectors, employees, and developers
 - Adina Lund of Peoria stated that there are general differences between training program requirements between Phase I and Phase II municipalities
 - Mike Loffa of Phoenix concurred that to do what the ADEQ would want would mean that approximately 8,000 Phoenix employees would require this training. Phoenix does not see that as cost effective.
 - Discussion of whether this type of topic is in line with STORM's education and outreach program. John Meyer indicated that this type of program would add benefit to its members and that no moneys from the organization would need to be applied to this effort. This would essentially be a pooling of information from affected communities in an attempt to reduce individual financial costs and employee times in creating individual training programs.
 - Scott Tkach indicated that if the organization produced a consistent training program for developers, that this would allow the organization to address this BMP as a group. Additionally, it would provide a template for individual communities to work with to fulfill any such requirements.
 - Some communities expressed an interest in working on this type of project. All communities interested in participating in this subcommittee are to contact Scott Tkach at Avondale. John will send out a request for interested parties with the minutes email and try and setup an initial meeting to determine levels of interest and general outline.

9. New Business or Announcements

- Bil Hass asked to have an agenda item added to next month's meeting to discuss purchasing give away items. Metallic clips seemed to be a favorite at some functions attended by members. See webpage links below to catalogs.
 - Website: <http://www.themagnetgroup.com/>
 - Clips:
<http://www.themagnetgroup.com/productListing.aspx?category=Power%20Clips&count=1>
 - Website:
http://www.norwood.com/psp/norp3pp/CUSTOMER/CUST/h/?tab=PAPP_GUEST
This one is not quite as user friendly. Bill has catalog for those interested.
- Elections for STORM board members will be held during the May 2006 STORM meeting. All members are encouraged to attend that meeting to vote and to put up nominations by the April 2006 meeting.
- Scott Tkach of Avondale asked about brining vendors into the STORM meetings to present water quality technologies. This is allowable, but must be put on the agenda. To add items to the agenda, contact the secretary at least 7 days in advance of the next meeting.

Next Meeting: March 28, 2006 (Note: Meeting date changed to be the forth Tuesday of the month)



STORM Minutes

Tuesday, March 28, 2006

1:30 to 3:30 p.m.

Flood Control District of Maricopa County
Guadalupe & Pass Mountain Conference Rooms
2801 West Durango Street
Phoenix, AZ

Facilitator: Bil Haas

1. Introductions – Those in attendance:

Stephanie Brown of ADOT and John Burton of (EEC for ADOT); Justin Boreson of AMEC; Lee San Miguel and Scott Tkach of Avondale; Jon Sherrill of Chandler; Michael Salisbury of El Mirage; Matt Oller of FCDMC; Donna Moran of Gilbert; Stan Snitzer of MCESD; Elisa Spangler of Mesa; Mike Loffa and Jennifer Libulti of Phoenix; Bil Haas and Ginny Coltman of Scottsdale; Christine Nunez of Surprise; Tamara Bednarik of Tempe; and, Kristine Uhlman of the UA NEMO Program

2. Accept February 2006 Meeting Minutes – *Minutes were accepted as written.*

3. Fiscal Agent Update - Todd Williams of MCESD

- Todd Williams resigned from MCESD effective 3/24/06 and is now employed by ADOT. He will continue as fiscal agent until elections and then assist the new fiscal agent to ensure a smooth transition.
- Current balance is \$37,915.24.
- The STORM account balance is \$50 until the transfer of funds from MCESD is complete. As the fiscal agent, Todd Williams holds the STORM account debit card until another fiscal agent is elected. Todd suggests we obtain a Post Office Box for STORM to keep a stable address for the organization.
- Lorman Seminar honorariums are anticipated from at least two individuals and will be deposited in the STORM account.
- Approval to transfer MCESD fiscal agent and funds is anticipated at the County Board of Supervisor's April 5th meeting. Todd will monitor to ensure this is accomplished.
- Membership fees from Glendale and Gilbert were received in February.

4. Non-profit Group – Todd Williams of MCESD

- Articles of Incorporation were filed 3 times in the newspaper and STORM received an Affidavit from the Arizona Capital Times acknowledging they were published as required. No further action is required from STORM.
- By-laws Update: Todd anticipates updating the by-laws in conjunction with changing STORM's address, which is needed for filing with the IRS. The change of address will also require a modification with the Corporation Commission, which could be done when we submit documentation to them of the new Board of Directors for fiscal year 2007. This will be anticipated to be completed in June.

5. Public Service Announcements – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix

- Mike Loffa reported that he is ready but has to wait until money is transferred into the STORM account.
- On-air interviews – No volunteers have yet to be identified.

- 6. Website Update** – John Meyer of Surprise, Bil Haas of Scottsdale, and Todd Williams of MCESD
 - Bil Haas is assuming John Meyer's role as the STORM webmaster. All updates to the website will now go through Bil.
 - When needing to check out STORM display boards, it is no longer necessary to contact John Meyer. Bil Haas will be the only contact necessary for posting locations the display boards will be shown (i.e. on STORM's Calendar of Events webpage) and keeping track of availability.
 - Efforts continue for creating a STORM email account and obtaining the password.

- 7. Professional STORM Presentation** – Bil Haas of Scottsdale
 - Bil Haas has a draft presentation and invites assistance in creating a final one.
 - No progress has been made on the FAQ sheet for PSA interviews.

- 8. Developing a Subcommittee for Developing Training Programs** – Scott Tkach of Avondale and John Meyer of Surprise
 - The first subcommittee meeting was held on Thursday, March 23, 2006. Other meeting will be scheduled around the same time for the next several months. Others interested in participating are to contact Scott Tkach at 623-478-3284.
 - Subcommittee members are to share the efforts each have made thus far in developing educational materials targeting inspectors, employees, and developers. Pooling this information together will allow for the development of a regional training source available to all STORM municipalities and members.
 - Scott Tkach reported that they discussed the option of engaging the homebuilders association to create a booklet of recommended BMPs or other outreach. Pima Association of Governments has done similar effort with the area homebuilders.
 - Members discussed which BMPs were preferred, and whether or not we should defer to the county's manual on erosion control BMPs for those targeting construction activities.

- 9. Purchasing Give Away Items** - Bil Hass of Scottsdale
 - Bil researched items and suggested purchase of magnetic clips with pen holders from Brite Innovations.
 - Members discussed other options such as rain gauges, dust pans, and who the target audience would be.
 - Christine Nunez of Surprise and Mike Salisbury of El Mirage suggested we shop costs for our giveaways. Christine suggested contacting the Employee Network to shop prices from vendors.
 - Members voted to authorize buying 5,000 clips, and to spend approximately \$5000 for their purchase.

- 10. New Business or Announcements**
 - Kristine Uhlman of the University of Arizona's Extension Service discussed the Nonpoint Education for Municipal Officials (NEMO) program and an upcoming video taping by EPA of relevant BMPs for the arid Southwest. She is looking for examples of BMPs in action and potential interviewees for filming in late June/July 2006. Interested members are to contact Kristine at 520-621-5951 or kulman@ag.arizona.edu by April 15, 2006 if you wish to participate.
 - ADOT freeway opening from Gilbert to Mesa is anticipated in June/July. Donna requested banners for this event and for staffing from Mesa. Jon Sherrill also said he would attend. Donna to arrange banners and get event posted on STORM website through Bil Haas.

- NPDES Phase II Training Workshop by TetraTech will potentially be held at Flood Control rather than in Prescott to accommodate a larger group. Matt Oller of FCDMC will coordinate with Bob Faxon of Prescott for an August training session.
- Phase II permit renewals: Donna Moran of Gilbert spoke with Eugene Bromley from EPA to determine any changes and his advice was that greater specificity will be required.
- Scott Tkach is writing an erosion control ordinance for Avondale and queried other municipalities on requirements for SWPPPs and necessary reviews or approvals prior to getting a grading permit. He is considering including a criminal penalty, in addition to warnings, fines, and civil actions.
- Scottsdale is considering more stringent requirements for submitting SWPPPs, with limited reviews and inspections, but not approving SWPPPs. Chandler looks at the SWPPPs but also does not approve them. Phoenix requires an SWPPP and charges for their review, and has not yet issued any citations, but does have that authority. Mike Loffa suggested identifying investigative tools for Avondale if they choose to include criminal penalties. Surprise does not do construction site enforcement at this time, and are uncertain how their final ordinance will read with respect to this issue.
- For post construction activities, Surprise's draft ordinance would require annual reports for privately-owned storm water structures for their storm water management efforts. Their draft ordinance would require O&M development agreements from new development. Phoenix requires reports for facilities if they have underground retention. Scottsdale also requires annual maintenance reports for underground storm water storage facilities.
- Mike Loffa circulated the City of Phoenix Storm Drain Study, which Phoenix now conducts annually to poll Valley residents' knowledge of storm drain pollution. He noted that only ¼ of residents know storm water ultimately goes to rivers, and that females and folks less than 55 years old have the lowest awareness of this final destination. Bil Haas suggested adding a question about knowledge of the STORM organization or website, which we could then track over time as a gauge of our own outreach success.

Next Meeting: Next Meeting: April 25, 2006

Additional agenda Items to be discussed -

- Venders: Scott Tkach of Avondale will coordinate with John Meyer for having vendors attend and discuss their storm water management options.
- City of Phoenix Storm Drain Study: Discuss impact on STORM outreach efforts
- **STORM Board of Directors Nominations:** All members are encouraged to attend the April 2006 STORM meeting to since nominations for the Board of Director's will be added to the April 2006 meeting agenda. Currently, it is known that the Fiscal Agent position will be vacated at the end of this fiscal year (June 30, 2006). Nominations by members in absentia shall be directed to the current STORM secretary (John Meyer of Surprise) prior to April 18, 2006 for consideration.
- **Members to Vote:** Elections for STORM Board of Directors will be held during the May 2006 STORM meeting.



STORM Minutes

Tuesday, April 25, 2006

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

Operations Conference Room

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. Introductions – Those in attendance:

Stephanie Brown of ADOT and Lisa Spahr of (EEC for ADOT); Lee San Miguel and Scott Tkach of Avondale; Jon Sherrill of Chandler; Donna Moran of Gilbert; Robert St. John of Glendale; Brian Harvel of Goodyear; Stan Snitzer of MCESD; Elisa Spangler of Mesa; Mike Loffa and Jennifer Libutti of Phoenix; Bil Haas and Scott Strosinider of Scottsdale; and John Meyer of Surprise

2. Accept March 2006 Meeting Minutes – *Minutes were accepted as written.*

3. Fiscal Agent Update - Todd Williams of ADOT

- Transfer of funds has been approved by MCESD. Stan Snitzer was waiting on receiving an invoice from STORM. Once received, MCESD is prepared to write a check for the balance (\$37,915.24).
- Bil Haas received honorariums to be deposited in the STORM account (\$736 total).
- Membership fees from Mesa for \$5,000.
- Status of change of address and associated commission updates – Status on both to be determined upon election of Board of Directors. Bil Haas was willing to get a mail box near his office, but suggested it would be better to be located near whoever becomes the organization's next Fiscal Agent.

4. Public Service Announcements – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix

- No updates as of yet.
- Bil Haas stated that since the monetary amount has been voted on, no other action by the STORM members is required. Once money has been transferred to the STORM account, subcommittee will be authorized to enter into an agreement with Mary Media.
- On-air interviews – No volunteers have yet to be identified. Bil Haas recommended that members volunteer. This opportunity gets both your name and your municipality's/organization's name out in the public besides being an excellent resume builder.

5. Website Update – John Meyer of Surprise, Bil Haas of Scottsdale, and Todd Williams of MCESD

- Bil Haas is to add Avondale to the STORM members webpage and associated dropdown menu options. A webpage for Avondale is also to be created. Avondale is to supply necessary information to be included if they desire to do so.
- When needing to check out STORM display boards, it is no longer necessary to contact John Meyer. Bil Haas will be the only contact necessary for posting locations the display boards will be shown (i.e. on STORM's Calendar of Events webpage) and keeping track of availability.

- Efforts continue for creating a STORM email account and obtaining the password – Email still has not been changed on webpage. Bil Haas to address.

6. Professional STORM Presentation – Bil Haas of Scottsdale

- Bil Haas has a draft presentation and invites assistance in creating a final one.
- No progress has been made on the FAQ sheet for PSA interviews – Bil Haas has drafted the FAQ sheet. He stated he would add this to the STORM website, but John Meyer stated that this page already exists. This FAQ was intended to be presented for the on-air interviews for the next PSA. Bil to look into the STORM website and update as necessary. FAQs for on-air interviews will be generated from the compilation of existing webpage contents and those Bil has recently developed.

7. Developing a Subcommittee for Developing Training Programs – Scott Tkach of Avondale and John Meyer of Surprise

- A copy of meeting minutes for this subcommittee's first two meetings.
- A copy of "Target Operations" was presented by John Meyer designed to address ADEQ's SWMP response letter to Surprise, but also intended to be utilized in developing the employee training aspects of the program. List was not intended to be all inclusive, but to identify tasks or activities common to municipal operations for all member communities. Members were asked to review, comment, or add to existing list.
- John Meyer to compile existing data into a single PowerPoint presentation, which can then be used to generate individual shows for target audiences.
- Members were asked to submit pictures of bad and good BMPs, especially construction sites, for developing this training.
- Next subcommittee meeting is May 18, 2006 from 10:30 to 12, at Avondale City Hall, Creosote Conference Room. Any additional persons interested in attending, please contact Scott Tkach at 623-478-3284.

8. Purchasing Give Away Items - Bil Haas of Scottsdale

- Purchase of magnetic clips has not been complete yet, and probably will not be done until the money transfer from MCESD is complete.
- Bil to continue to look for competitive costs.

9. Storm drain Study by Phoenix – Mike Loffa of Phoenix

- Mike to create a summary, similar to what would be included in the STORM annual report and distribute to STORM members.
- Study results indicated that the Public Education & Outreach programs implemented by Phoenix and STORM have made no sufficient changes since the last survey was conducted. However, Phoenix looks at this as an acceptable measure given the fact that the area has such a large influx of arriving residents and a revolving door population with respect to the valley's snowbird population. Progress in this area can be demonstrated by not falling behind in the polls

10. Nominations to STORM Board of Directors

- Bil Haas of Scottsdale is willing to stay on as Chair, Donna Moran of Gilbert is willing to stay on as Co-Chair, and John Meyer of Surprise is willing to stay on as Secretary. Fiscal Agent position will be vacant.
- No other nominations were made to any of these positions at this meeting. We need a FISCAL AGENT at the very least people.
- STORM will continue to accept nominations from members until next meeting. Members who have not served in any capacity since the development of STORM are strongly encouraged to apply for any of the above positions.

- **Members to Vote:** Elections for STORM Board of Directors will be held during the May 2006 STORM meeting.

11. Status of Phase II AZPDES Permits

- Several Phase II communities attended a phone conference with the ADEQ mainly to address the Public Participation & Involvement (PP&I) minimum control measure.
- Jon Sherrill and Donna Moran compiled a summary of the results of this meeting and distributed them to the members present.
- Generally, ADEQ does not believe that simply engaging the public at events (i.e. 4th of July events or highway openings) or having them attend does not make for PP&I. Gilbert and Surprise among others disagree with this stand. Surprise stated they purchased a “prize wheel” with trivia on water conservation and storm water issues that the public must spin in order to receive a handout (magnet, storm water wristband, etc.). Surprise is not sure how that would not be considered PP&I???
- Another point is the ADEQ stated that for PP&I, communities need to get the public to implement a part of their SWMP. An example presented was training volunteers to man booths to conduct storm water education and outreach to the other members of the public would be a PP&I, since “we” would be using them to implement part of our public education & outreach program.
- STORM members are in general disagreement with this approach taken by the ADEQ. There seems to be a lot of grey area in implementing this minimum control measure, and for each community, the maximum extent practicable will vary. Members should feel free to take issue and use caution in making changes to their SWMPs in this area.

Next Meeting: Next Meeting: May 23, 2006



STORM Minutes

Tuesday, May 23, 2006

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

Buckhorn/Mesa Conference Rooms

2801 West Durango Street

Phoenix, AZ

Facilitator: Bil Haas

1. Introductions – Those in attendance:

Stephanie Brown of ADOT and Lisa Spahr of (EEC for ADOT); Justin Boreson of AMEC; Lee San Miguel and Scott Tkach of Avondale; Matt Oller of FCDMC; John Morast of Fountain Hills; Donna Moran of Gilbert; Robert St. John of Glendale; Stan Snitzer of MCESD; Elisa Spangler of Mesa; Burton Charron of Peoria; Jennifer Libutti of Phoenix; Bil Haas and Scott Strosinider of Scottsdale; John Meyer of Surprise; and Tamara Bednarik of Tempe

2. Accept April 2006 Meeting Minutes – *Minutes were accepted as written.*

3. Vote for STORM Board of Directors –

- Mike Loffa of Phoenix was nominated for Fiscal Agent. Although absent from this meeting, Jennifer Libutti stated Mike would be amiable to this position.
- No other nominations for currently held seats.
- New Board of Directors beginning July, 1, 2006 are: Bil Haas, Chair; Donna Moran, Co-Chair; John Meyer, Secretary; and Mike Loffa, Fiscal Agent

4. Fiscal Agent Update - Todd Williams of ADOT

- Todd sent in a written update on status
- Current balance: 50,201.24 between STORM account and MCESD
- Members voted to reimburse Bil Haas and Donna Moran for out of pocket expenses associated with initiating the bank account and grant application fees respectively.
- Stan Snitzer indicated that the invoice from STORM has been received and that payment should be complete by the end of this month.
- Todd to send out invoices for those members that have not yet paid their FY06 and/or FY07 dues. Current official members are:
 - FY06 – Chandler, El Mirage, Gilbert, Glendale, Goodyear, Mesa, Peoria, Phoenix, Scottsdale, Surprise, and Tempe
 - FY07 – Mesa and Surprise
- Bil Haas to work with Mike Loffa to establish a P.O. box for STORM. STORM will have to file changes associated with board members and address to IRS. Also still, we need to finalize our bylaws.

5. Public Service Announcements – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix

- Money has been approved, script has been approved, and press release has been approved. No other action by STORM required. Money should be available by the end of May. Mike Loffa to contact Mary Media and get things set up for the ad campaign.
- On-air interviews – No volunteers have yet to be identified. Please contact Mike Loffa at 602-256-3511 if you would like to volunteer. We need two (2) participants.

6. Website Update – John Meyer of Surprise, Bil Haas of Scottsdale, and Todd Williams of MCESD

- Bil Haas to get Avondale added to STORM members list, establish a webpage for them to add content, and establish drop down contact info to existing lists. Scott Tkach will look over the information provided by other communities and submit contact info and webpage materials accordingly.
- STORM email account and obtaining the password – Email still has not been changed on webpage. Bil Haas to address.

7. Professional STORM Presentation – Bil Haas of Scottsdale

- PowerPoint Presentation – Bil to complete by the end of this week. He will send the file to John Meyer and Elisa Spangler for review and comment. Presentation expected at next month's meeting.
- FAQ sheet for PSA interviews – Bil Haas expects to have this completed by the end of this month. Once complete, Bil will send these questions to Mike Loffa for preparation for the interviews associated with the ad campaign.

8. Training Program Subcommittee – Scott Tkach of Avondale and John Meyer of Surprise

- John Meyer gave a presentation of the Introduction and Inspector modules.
- Comments included that there are too many slides and too much information on each slide.
- It was the committee's expectation to make an all inclusive relatively stand alone presentation that all could use.
- STORM needs to decide how to handle this program.
 - This program was initially developed to eliminate the burden to each individual member to create this resource.
 - If it becomes a resource that is approved by the organization, then should members be able to add, change or alter the contents?
 - If it is available just as a resource that has not been approved by the organization, then members would be able to alter content to suite their needs. In this case, it may be better to keep all the available content and let individuals determine how extensive they want their material to be.
- Lisa Spahr to send John Meyer a copy of the employee training presentation developed for ADOT.
- Subcommittee to evaluate reducing amount of info on slides without losing content necessary for target audiences.
- Next subcommittee meeting is June 15, 2006 from 11:00 to 12:30, at Avondale City Hall, Creosote Conference Room. Any additional persons interested in attending, please contact Scott Tkach at 623-478-3284.

9. Purchasing Give Away Items - Bil Haas of Scottsdale

- Bil looked into competitive bids and Brite Innovation was the best option. Cost for purchasing 5,000 clips amount to approximately \$0.82 each.
- Total purchase is less than allotted. Bil suggested buying some pens since Brite Innovations is having a sale on them. Group voted to spend remaining money on pens. Bil to send out a sheet with varying styles and to members in the next few weeks. Member to respond directly to Bil Haas as to which pen they prefer. Majority votes will be the pens Bil will purchase.

10. Storm drain Study by Phoenix – Mike Loffa of Phoenix

- Summary, similar to what would be included in the STORM annual report and distribute to STORM members, has not been created. Mike to send out when completed.

11. Other Business

- Donna Moran had discussions with ADEQ with respect to need to revise SWMP to address their comments. It is understood that most plans will be revised following the December 2007 program expiration. She discussed with ADEQ establishing a template for SWMP to follow that would allow for easier reviews by regulators and provide an easier method for updating these documents instead of having to do complete revisions. ADEQ is also considering formatting justifications and reasoning for common BMPs and MS4s could just pull from that list.
- Scott Tkach is considering attending a meeting at PAG to see what issues their organization (similar to STORM) is addressing. Scott is interested in working with builders in creating a program that uses their knowledge and addresses their concerns. Stan Snitzer informed members that the County has meetings twice a month with developers to address a variety of issues and requirements with respect to building, construction, etc.

Next Meeting: Next Meeting: June 27, 2006



STORM Minutes

Tuesday, June 27, 2006

1:30 to 3:30 p.m.

Flood Control District of Maricopa County

Buckhorn/Mesa Conference Rooms

2801 West Durango Street

Phoenix, AZ

Facilitator: Donna Moran

1. Introductions – Those in attendance:

Shane Kiesow (Apache Junction); Lisa Spahr of (EEC for ADOT); Scott Tkach of Avondale; Matt Oller of FCDMC; Larry Woodland (Fountain Hills); Robert Bahannan (GEC-SAB for ADOT); Donna Moran (Gilbert); Robert St. John (Glendale); Jennifer Libutti and Mike Loffa (Phoenix); Ginny Coltman and Scott Strosinider (Scottsdale); John Meyer (Surprise); and Tamara Bednarik (Tempe)

2. Accept May 2006 Meeting Minutes – *Minutes were accepted as written.*

3. Fiscal Agent Update - Todd Williams of ADOT

- Mike Loffa reported that there was a time period for the transfer to occur and that STORM did not make that time period. Mike to contact Stan Snitzer of MCESD to determine when this may be available.
- Mike Loffa has scheduled a meeting with Todd for transition of Fiscal Agent in mid-July.
- Current balance: \$37,915.24 (Maricopa County account), \$17,278.20 (STORM account) for a total of \$55,193.44
- Once the responsibilities of Fiscal Agent has been transferred, Mike Loffa is authorized to reimburse Bil Haas and Donna Moran for out of pocket expenses associated with initiating the bank account and grant application fees respectively and to pay the invoice submitted by Contact Design for website hosting.
- New address has not been established. Mike Loffa to work with Bil Haas and/or Todd Williams to get a P.O. box close to his office. Mike to work with Todd Williams to make necessary changes to IRS filings.
- STORM received dues for FY07 from Maricopa County and City of Tempe. Current official members are:
 - FY06 – Chandler, El Mirage, Gilbert, Glendale, Goodyear, Mesa, Peoria, Phoenix, Scottsdale, Surprise, and Tempe
 - FY07 – Maricopa County, Mesa, Surprise and Tempe
 - ADOT and Avondale believed they had made payments. Each to look into status.
 - Mike and Todd to get FY07 membership letters mailed out to outstanding communities before next meeting
 - STORM Board members (FY06) to evaluate status of members that did not submit FY06 dues. Suggestion that due to changes in operations, they continue to be considered members during FY06. Determination to be made in email to affected members.

4. Preparation of STORM Documents

- Bylaws – Subcommittee consisted of Todd Williams of ADOT, Donna Moran of Gilbert, and Jon Sherrill of Chandler. Donna will get the file(s) from Todd and work with Jon on getting those in draft form for next meeting
- Annual Report – Ginny Coltman of Scottsdale and Donna Moran of Gilbert will work on preparing this report.
 - John Meyer volunteered to review this report when completed
 - Members voted that this responsibility will be put on the board of directors from now on instead of being a volunteer action.

5. STORM procedures for Vendor Presentations – John Meyer of Surprise

- Discussions have been going between STORM board of directors about how STORM meeting should be structured to accommodate vendor presentations. Currently, like today, these are put at the end of the agenda, but sometimes STORM meetings end early or go later.
- Proposed by Board of Directors:
- Vendors are welcome to give presentations at STORM meetings
 - These presentations will be held prior to the official start of the STORM meeting (generally, from 1 - 1:30 p.m.).
 - These presentations will be put on the Agenda as an item prior to the start of the meeting
 - All STORM members encouraged to attend these presentations to show support for the organization and to show appreciation of the efforts of our guest presenters
 - Goals are to gain a better knowledge of storm water technologies as well as encourage the formation of affiliate membership.
- Members voted on proposal. Proposal was passed.

6. Public Service Announcements – Subcommittee: Lee San Miguel of Avondale, Luke Gutierrez of Litchfield Park, and Mike Loffa of Phoenix

- On hold until money transfer is complete from Maricopa County.
- This may go before our next meeting if the transfer is complete. Hope is to get this out before the end of the monsoon season.
- On-air interviews – Scott Tkach of Avondale volunteered to participate. We need at least one more participant. Mike Loffa will send time and place to John Meyer prior to taping to solicit additional volunteers.

7. Website Update – John Meyer of Surprise, Bil Haas of Scottsdale, and Todd Williams of MCESD

- Updates to get Avondale added to STORM members list, establish as webpage for them to add content, and establish drop down contact info to existing lists has not been completed.
- STORM email account and obtaining the password – Email has not been changed on webpage.
- Ginny Coltman do discuss with Bil Haas if we should schedule Contact Designs to visit the next meeting and/or to discuss having them do updates beyond simple additions and text.

8. Professional STORM Presentation – Bil Haas of Scottsdale

- PowerPoint Presentation and FAQ list for the PSA interviews – Presentation and FAQs are still in draft form. John Meyer of Surprise volunteered to assist Bil with this subcommittee task. Ginny Coltman to inform Bil of proposed assistance.

9. Training Program Subcommittee – Stephanie Brown of ADOT; Scott Tkach of Avondale, Jon Sherrill of Chandler; Donna Moran of Gilbert, and John Meyer of Surprise

- Group met and reviewed revisions to training program
- Lisa Spahr of EEC offered assistance in completing the presentation. Hard copies were given to her and a handout of the Introduction Module was distributed
- Subcommittee determined that in order for this to be effective, individual members would need to be able to make changes to the presentation to suite their needs.
- Members voted to approve training programs and allow members to add, delete, or change text.
- Subcommittee to consider steps to ensure members do not add any thing that may be inconsistent with STORM's message (i.e. storm water is not an issue in Arizona).
- Distribution of the training program to be done by adding a FTP site to the STORM website that would allow members to enter a username or password and download working files. A statement of agreement to terms could be added here to ensure the files are not altered to include statement inconsistent with STORM for example.
- Next subcommittee meeting is July 20, 2006 from 11:00 to 12:30, at Avondale City Hall, Creosote Conference Room. Any additional persons interested in attending, please contact Scott Tkach at 623-478-3284.

10. Purchasing Give Away Items - Bil Haas of Scottsdale

- Clips were purchased and distributed to official members. Clips can be obtained by scheduling the STORM display boards for presentation at community events.
- The total shipment of clips was less than 5,000 (approximately 4,700). Members voted to approve additional money targeted for the clips to be added to purchasing the pens previously approved.
- Pens should be available at the next STORM meeting.

11. Awards & Recognition – Ginny Coltman of Scottsdale on behalf of Bil Haas

- Certificates of recognition were presented to past STORM board members:
 - Todd Williams formerly of Maricopa County
 - Jon Sherrill of the City of Chandler
 - Lee Mendelzon formerly of the City of Mesa
 - Adina Lund of the City of Peoria
 - Mike Loffa of the City of Phoenix
 - Jason Earp of the City of Tolleson
- Over-the-shoulder/briefcase bags with embodied with the STORM logo and website address were distributed to past, present, and upcoming STORM board members:
 - Todd Williams formerly of Maricopa County
 - Jon Sherrill of the City of Chandler
 - Donna Moran of the town of Gilbert
 - Lee Mendelzon formerly of the City of Mesa
 - Adina Lund of the City of Peoria
 - Mike Loffa of the City of Phoenix
 - John Meyer of the City of Surprise
 - Jason Earp of the City of Tolleson
- The above were purchased by Bil Haas of Scottsdale from his personal funds and were to show his appreciation in the efforts that these members have made in the development of the STORM organization.

12. Other Business

- Due to the StormCon conference in Denver being held the same week as the next scheduled STORM meeting, members voted to cancel the July meeting. Additionally, this will give our new Fiscal Agent an opportunity to get membership letters addressed and mailed.
- Ginny Coltman requested an agenda item to be added to the next meeting agenda to continue to recognize officers for their achievement in the future and to consider using STORM funds to reimburse Mr. Haas for his purchases.
- Status of ADEQ Phase II SWMP Reviews -
 - For those who have not received their response letters from ADEQ on the SWMP it is suggested you look into this. With potential upcoming change of these programs back to the EPA, it may be best to have an approved SWMP ahead of time.
 - Some communities are still in negotiations with ADEQ on some of the stands they are taking with respect to the BMPs and measurable goals. Surprise addressed concerns about the ADEQ's requirement for annual training of municipal employees. They received a response letter detailing options that could be considered in fulfilling this obligation without necessarily conducting annual classroom training. Surprise to distribute to STORM members.

13. Vendor Product Demonstration – Scott Tkach of Avondale

- Mr. Laddie Fromelius of CC Environmental, LLC and Jerry Warner of BaySaver Technologies gave a presentation of the BaySaver Technologies Separation System.

Next Meeting: Next Meeting: August 22, 2006