The Stormwater Committee (the “Committee”) of The Meadows at Chandler Creek Municipal Utility District (the “District”) met on November 19, 2019 at 6:00 p.m. In attendance were the following members of the Committee: Walter Berry and Adrian Bustillo; Directors on the Board of Directors of the District; Richard Grayum, P.E. and Herb Edmonson of Gray Engineering, Inc. (“Gray”), the District’s Engineer; Tobin Hurley of Inframark (“Inframark”), the District’s General Manager;, and Zachariah T. Evans and Suzanne McCalla of McGinnis Lochridge (“McGinnis”), the District’s Attorney.

The Committee reviewed the following items and/or requirements for compliance with the District’s Stormwater Management Program (“SWMP”):

- Mr. Hurley reported that he continued to work with the District’s website provider to update the District’s website to include all required items by December 31, 2019.
- Items to be included on the webpage:
  - Link to the City of Round Rock’s hazardous waste collection events.
  - Educational brochures and information educating residents on the effects of illicit discharges to the District’s stormwater system.
  - Dates for local events providing stormwater management and education information.
  - Link and/or contact for member of the public to contact the District regarding any complaint or illicit discharge to the District’s storm sewer system.
- The Committee reviewed the Storm Sewer System Map.
  - Mr. Edmonson stated that a map of the District’s Storm Sewer System was in progress and would include the location of conveyances, location of all major outfalls and the names and locations of all waters of the U.S. that receive discharge from the outfalls.
  - Director Berry requested that pictures of the portions of the District’s stormwater system, such as outfalls and inlets, be provided to the Board for review.

The Committee next discussed the development of a stormwater maintenance program, including best management practices (the “Maintenance Program”). Mr. Hurley presented a draft of the Maintenance Program and added that it should be complete by the District’s December Board meeting. Mr. Edmonson suggested that all members of the Committee should review the Maintenance Program prior to presentation to the Board, and the Committee agreed. Mr. Hurley explained that currently Inframark inspects the District’s...
The Committee then reviewed a list of written procedures for inspecting and maintaining structural controls. Mr. Edmonson reported that additional procedures would be added and that these procedures would be distributed to all contractors doing work within the District.

The Committee next discussed the status of the cleaning and inspection of the District’s Catch Basins. Mr. Hurley reported that the District’s catch basins are cleaned and inspected quarterly and that going forward the results of the inspection will be included in the Maintenance Program written reports. He added that photographs of the catch basins, both before and after the cleanings, would also be included in the report.

The Committee then discussed the status of the development of a stormwater drain labeling program to create public awareness that stormwater is collected and transported through the stormwater sewer system and directly discharged to surface waters without any treatment. Mr. Hurley explained that he was looking into label options and pricing and should have a price list for the Board to consider at the District’s December Board meeting. The Committee recalled that the District would be divided into five sections with one section to be completely labeled each year of the District’s five-year permit, thus ensuring that all the storm drains in the District are labeled in compliance with the SWMP. Mr. Edmonson pointed out that he was working on a map dividing the District into five sections for labeling purposes. He added that the map would also show the location of each stormwater inlet within the District.

The Committee then adjourned the meeting.

ACTION ITEM LIST:

Mr. Hurley:

- Work with District’s Engineer to update written procedures for inspecting and maintaining the District’s structural and non-structural controls
- Update written procedures for responding to stormwater system complaints, including illicit discharges to the system
- Update written requirements for contractors as included in the SWMP
- Work with Mark Maxwell on the development of stormwater page on the District’s website in compliance with the instructions provided by the Committee and in compliance with the District’s SWMP
- Contact groups and/or members of the public regarding participation in the District’s storm drain labeling program
- Research installing a table/booth at the District’s Annual Christmas in the Park celebration
- Maintain/update records of all SWMP compliance
Mr. Edmonson:

- Develop storm sewer labeling program to ensure 100% labeling over the five year permit period
- Work with Mr. Hurley to update written procedures for inspecting and maintaining the District’s structural and non-structural controls
- Update the District’s Storm Sewer System Map
- Provide definitions of storm sewer facilities for members of the Committee

Mr. Evans:

- Draft Rules and Regulations, to include all written procedures

Ms. McCalla:

- Draft minutes of the Committee meeting
- Coordinate with the District’s Engineer and General Manager on SWMP activities as necessary