

May 18, 2012

**Re: Draft Watershed Advisory Committee Policy**

Dear Community Member:

As part of the process to finalize the policies for the NEORSD Regional Stormwater Management Program, NEORSD has developed a *Draft Watershed Advisory Committee Policy* for your review and comment. Section 5.0504 of *Title V – Stormwater Management Code* states NEORSD shall establish Watershed Advisory Committees for the Rocky River, Cuyahoga River, Lake Erie Direct Tributaries and Chagrin River watersheds. Each Member Community has a seat on the applicable Watershed Advisory Committee. The purpose of the Watershed Advisory Committee is to facilitate communication between NEORSD and Member Communities and to assist NEORSD in identifying activities and priorities in each watershed.

Please provide any comments on the *Draft Watershed Advisory Committee Policy* by June 18, 2012 to Rachel Webb, Watershed Team Leader, at the address below or by e-mail to [webbr@neorsd.org](mailto:webbr@neorsd.org).

We appreciate your input and look forward to working with your community. Please contact Ms. Webb with questions at 216-881-6600, ext. 6645.

Sincerely,



Frank P. Greenland, P.E.  
Director of Watershed Programs

Enclosure

# **DRAFT**

## **Northeast Ohio Regional Sewer District Watershed Advisory Committee Policy**

### **Introduction**

As a component of the Northeast Ohio Regional Sewer District's (District) Regional Stormwater Management Program, as described in *Title V: Stormwater Management Code* (Title V), the District has established Watershed Advisory Committees (WAC) for those portions of the following watersheds within the District's stormwater service area.

- Chagrin River
- Cuyahoga River North Subwatersheds
- Cuyahoga River South Subwatersheds
- Lake Erie Direct Tributaries
- Rocky River

The core responsibility of a WAC is to advise the District on Regional Stormwater Management Program activities and priorities in each watershed. This includes reviewing and providing feedback and recommendations on the following watershed specific plans and Regional Stormwater Management Program areas:

- Stormwater Master Plans,
- Stormwater Construction Plans,
- Inspection, Operation, Maintenance and Monitoring Activities,
- Regional Stormwater Standards, if developed, and
- Municipal Separate Storm Sewer System (MS4) Stormwater Management Programs (Phase II).

This policy outlines the following related to WACs:

- Section 1.0 Watershed Advisory Committee Organization and Members
- Section 2.0 Watershed Advisory Committee Responsibilities
- Section 3.0 Watershed Advisory Committee Meeting Schedule and Expectations

In reviewing this policy, please note the following:

- Title V includes definitions for terms related to the Regional Stormwater Management Program, such as Member Community, Local Stormwater System, Regional Stormwater System, and Stormwater Control Measures. These terms are used in this policy. Please refer to Title V for their definition. These definitions are not restated in this policy.

- The WACs represents a formal mechanism for regular contact between Member Communities and the District. WACs are not, however, intended to be the only mechanism of communication between Member Communities and the District. District staff, and specifically Watershed Team Leaders, are available to Member Communities at any time to discuss issues related to the Regional Stormwater Management Program.

### **Section 1.0 – Watershed Advisory Committee Organization and Members**

A WAC is composed of a representative from each Member Community and public agency with control of infrastructure in the watershed. The members of the WAC serve at the pleasure of their appointing Member Community or public agency. The details of these appointments are discussed below.

Each Member Community in the watershed holds one position on the WAC. The Member Community's representative and an alternate are designated by the Mayor or Township Trustees. In the event that a Member Community is in two or more watersheds, the Member Community has one position on each applicable WAC.

Public agencies with control of infrastructure, including stormwater conveyance structures and Stormwater Control Measures, in the applicable watershed also hold one position on each relevant WAC. These public agencies include, but are not limited to, the following:

1. Board of County Commissioners or County Executive in Cuyahoga, Lorain and Summit Counties
2. Greater Cleveland Regional Transit Authority
3. Park Districts (created under ORC 1545), specifically the Cleveland Metroparks and Metroparks Serving Summit County
4. Ohio Department of Transportation
5. Ohio Turnpike Commission

The Director of each public agency designates the agency's representative and an alternate for the WAC. In the event that an agency is in two or more watersheds, the agency has one position on each applicable WAC.

Other interested entities may attend WAC meetings. These include non-profit groups that work in the watershed or with Member Communities on conservation and watershed projects. These other interested entities are not formal members of the WACs.

Each WAC is assigned a Watershed Team Leader from the District's Watershed Programs Department. The Watershed Team Leader is responsible for coordinating WAC activities,

meetings, and action items. See the Appendix for a list of each watershed's WAC members and a map of the watersheds in the Regional Stormwater System.

## **Section 2.0 - Watershed Advisory Committee Responsibilities**

WAC members will be asked to review, provide input and provide information on:

1. Stormwater Master Plans,
2. Stormwater Construction Plans,
3. Inspection, Operation, Maintenance and Monitoring Activities,
4. Regional Stormwater Standards, if developed, and
5. MS4 Stormwater Management Programs (Phase II).

The following sections outline each of these areas and the applicable WAC responsibilities.

### Section 2.1 - Stormwater Master Plans

The District is developing Stormwater Master Plans in each watershed to guide the activities of the Regional Stormwater Management Program and to address the needs of the Regional Stormwater System and watershed. The Stormwater Master Plans will be completed for subwatersheds in each of the five watersheds within the District's stormwater service area. The District may not develop Stormwater Master Plans for subwatersheds that only contain a small portion of the District's stormwater service area unless it becomes necessary for overall regional stormwater management purposes.

Stormwater Master Plans assess the conditions of the watershed and the Regional Stormwater System and assess points where improvements to the Regional Stormwater System can be made to improve flood control, reduce erosion, and reduce chronic stormwater maintenance problems. Stormwater Master Plans also identify projects to be included in the Stormwater Construction Plan and inspection, operation, maintenance and monitoring activities. Stormwater Master Plans, in conjunction with other watershed planning documents such as watershed action plans and balanced growth plans, present a holistic view of the watershed.

The District's Engineering and Construction Department leads the development of the Stormwater Master Plans. The WACs are engaged in Stormwater Master Plan development through the Watershed Team Leaders. During the development of Stormwater Master Plans the WACs will be provided the opportunity to review the findings of the watershed assessment and stormwater master planning process, and to provide input on project prioritization within a watershed. The District's Engineering and Construction Department may also communicate directly with Member Communities for specific details on the watershed and stormwater management in their community during Stormwater Master Plan development. Stormwater Master Plans are updated as necessary and the WACs will be asked to review and provide input on the Stormwater Master Plans during the updating process.

### Section 2.2 - Stormwater Construction Plan

The Stormwater Construction Plan is one plan that guides construction activities for the Regional Stormwater System and District owned or operated Stormwater Control Measures. The District's Engineering and Construction Department implements the Stormwater Construction Plan. The Stormwater Construction Plan focuses on Stormwater Control Measures and regional stormwater infrastructure improvements in each of the five watersheds. The Stormwater Construction Plan is reviewed and updated annually. To be included as a project under the Stormwater Construction Plan, projects must at a minimum meet the intent of the District's Regional Stormwater Management Program and solve or mitigate regional stormwater problems.

The Stormwater Construction Plan undergoes an annual planning process that includes the nomination of new projects, and validation and prioritization of all proposed construction projects. Facilitated by the Watershed Team Leader, the WACs engage in the Stormwater Construction Plan planning process. The WACs are asked to provide the following:

1. Information for new construction projects to be considered for the Stormwater Construction Plan.
2. New information on projects in the current Stormwater Construction Plan as it pertains to the project scope, schedule, priority, permitting and substance.
3. Review of drafts of the Stormwater Construction Plan and input on possible conflicts or opportunities for implementation.

The District developed an early-action Stormwater Construction Plan based on previous stormwater studies such as the *Regional Plan for Sewerage and Drainage - Phase I* and the *Regional Intercommunity Drainage Evaluation Study*. The early-action Stormwater Construction Plan was also based on inspections, investigations and Member Community meetings. These early-action stormwater construction projects are the focus of construction for the first years of the Regional Stormwater Management Program and will commence prior to the completion of Stormwater Master Plans. In their first year, the WACs will be asked to review the current status of the early-action Stormwater Construction Plan and to provide any additional input.

### Section 2.3 - Inspection, Operation, Maintenance and Monitoring Activities

The District conducts inspections, operation, maintenance and monitoring activities on the Regional Stormwater System and District owned and operated Stormwater Control Measures. These activities include:

1. Preventative maintenance inspections of Stormwater Control Measures that fall under the responsibility of the District and District identified areas of concern.
2. Inspections along the Regional Stormwater System to identify areas of maintenance, such as stream bank erosion, and culvert or stream blockages with debris.

3. Operation and maintenance activities on Stormwater Control Measures and the Regional Stormwater System.

These activities are identified through the development of the Stormwater Master Plans, District inspections, Member Community requests and the WACs. The WACs are to provide input on inspection, operation, maintenance and monitoring needs and activities and any prioritization process used to rank activities, and to submit potential operation and maintenance activities to the District for consideration.

#### Section 2.4 - Regional Stormwater Standards

The District may develop additional regional stormwater standards as may be necessary and reasonable to protect the Regional Stormwater System. As discussed in Chapter 6 of Title V, regional stormwater standards will only be developed if deemed necessary by the District and WACs. These standards, if developed, will be based on findings of Stormwater Master Plans for each watershed in the District's stormwater service area and the recommendations of the WACs. Per the requirements of Section 5.0401 of Title V, these additional standards will be developed with review and comment of the WACs, and provided to Member Communities for review and comment prior to consideration, and potential adoption, by the Board of Trustees.

#### Section 2.5 - MS4 Stormwater Management Programs (Phase II) and Technical Advice on Stormwater Issues

Through the WACs the District will provide support to Members Communities on their Phase II MS4 Stormwater Management Programs, and technical advice on flooding, erosion and stormwater management issues along the Local Stormwater System. The District will provide WAC members information on support activities for their stormwater management programs. This support includes but is not limited to:

1. Public Education and Information
2. Public Involvement
3. Illicit Discharge Detection and Elimination Mapping and Source Tracking
4. Good Housekeeping Training

Additionally the District will provide technical support to Members Communities on stormwater issues such as flooding and erosion control. The District will use the WACs to help determine the type of assistance needed by Member Communities along the Local Stormwater System, and to annually review technical support activities.

### **Section 3.0 Watershed Advisory Committee Meeting Schedule and Expectations**

The WACs will meet at least twice within a calendar year to review and provide feedback on the annual Stormwater Construction Plan revision process and stormwater master planning updates, and to review and request inspection, operation, maintenance and monitoring activities. Meeting notification will be provided to those participants identified under Section 1.0 - WAC Organization and Members. At the beginning of each year the District will contact the Mayor or Township Trustees of each Member Community via mail to outline the meeting schedule and agendas, and the process for designating a representative for the WAC. The general meeting agenda for the twice yearly meetings is as follows.

1. Meeting 1 (March)
  - a. Review District Phase II support activities for the year
  - b. Identify new or recurring problem areas
  - c. Discuss operation and maintenance updates and requests
  - d. Review Stormwater Construction Plan and provide information on current projects in Stormwater Construction Plan anticipated for that year
  - e. Nominate new projects for the Stormwater Construction Plan
  - f. Review Stormwater Master Plan updates
2. Meeting 2 (October)
  - a. Discuss operation and maintenance updates and requests for the coming year
  - b. Review draft Stormwater Construction Plan for the coming year
  - c. Review Stormwater Master Plan updates

The Watershed Team Leaders shall preside over the WAC meetings. WAC meetings are documented through meeting minutes and provided to each WAC Member at the next scheduled WAC meeting.

In the first year of implementation of the Regional Stormwater Management Program additional meetings will be scheduled to initiate the WACs. These meetings will be scheduled within the first three months of commencement of the Regional Stormwater Management Program. The goal of these initial WAC meetings is to familiarize the WAC members with the roles and responsibilities of the WACs, and to review the Regional Stormwater Management Program.

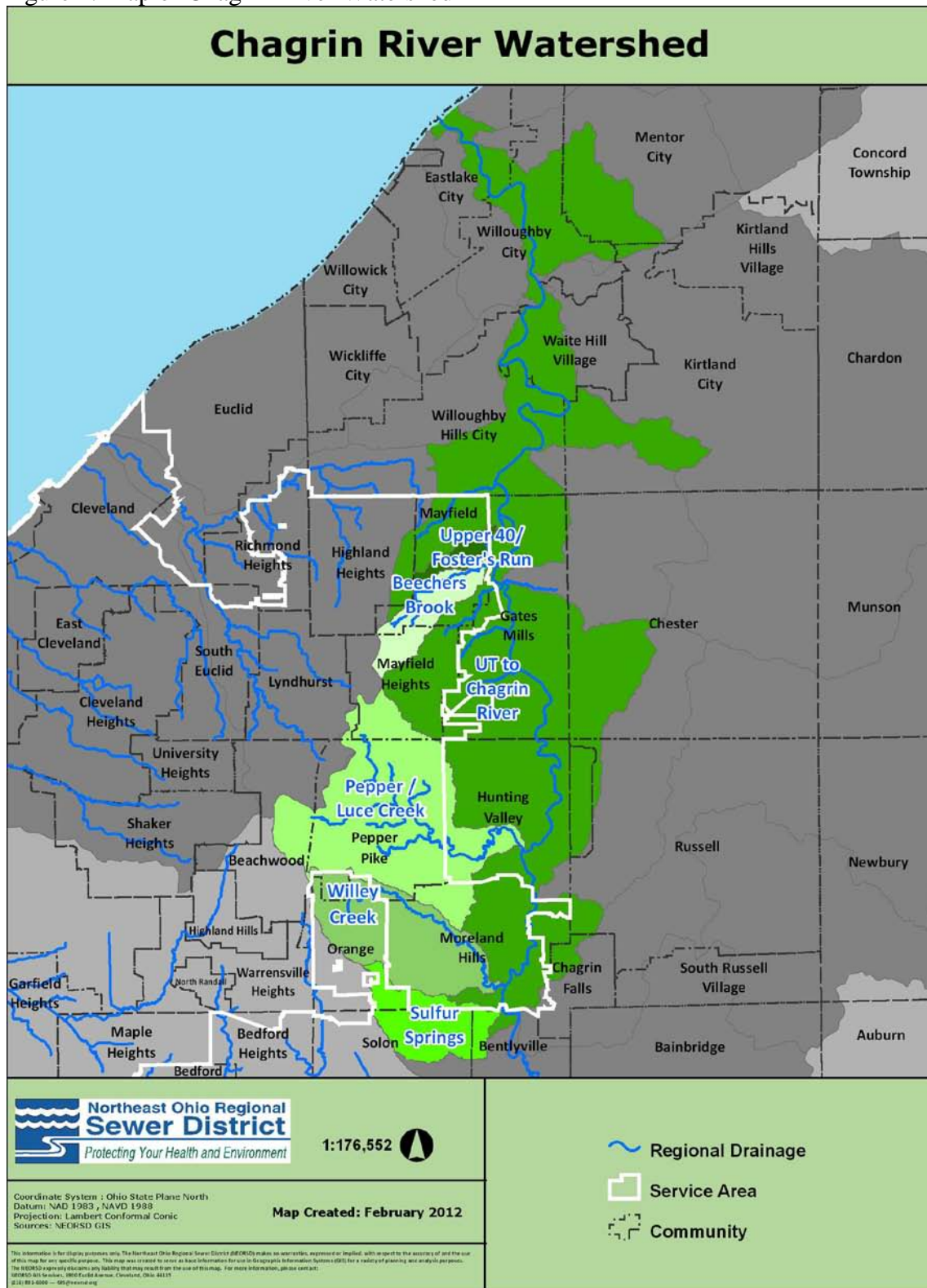
**Appendix: List of WAC Members and Potential Interested Entities,  
and Watershed Map for each WAC**



| Table 1. Chagrin River Watershed Advisory Committee   |  |  |
|---|--|--|
| Chagrin River Subwatersheds in Stormwater Service Area  | Member (Community/County/Agency)   | Potential Interested Entity  |
| <ul style="list-style-type: none"> <li>▪ Beechers Brook</li> <li>▪ Pepper/Luce Creek</li> <li>▪ *Sulfur Springs</li> <li>▪ Upper 40/Foster’s Run</li> <li>▪ Upper Tributary to Chagrin River</li> <li>▪ Willey Creek</li> </ul> <p>* Subwatershed in the District stormwater service area is minimal or outside of stormwater service area and may not be included in the Stormwater Master Plan.</p> | <ul style="list-style-type: none"> <li>▪ Beachwood</li> <li>▪ Gates Mills</li> <li>▪ Highland Heights</li> <li>▪ Lyndhurst</li> <li>▪ Mayfield Village</li> <li>▪ Mayfield Heights</li> <li>▪ Moreland Hills</li> <li>▪ Orange Village</li> <li>▪ Pepper Pike</li> <br/> <li>▪ Cleveland Metroparks</li> <li>▪ Cuyahoga County</li> <li>▪ Greater Cleveland Regional Transit Authority</li> <li>▪ Ohio Department of Transportation – District 12</li> </ul> | <ul style="list-style-type: none"> <li>▪ Chagrin River Watershed Partners, Inc.</li> <li>▪ Gates Mills Land Conservancy</li> <li>▪ Western Reserve Land Conservancy</li> </ul> |

Total number of WAC members = 13

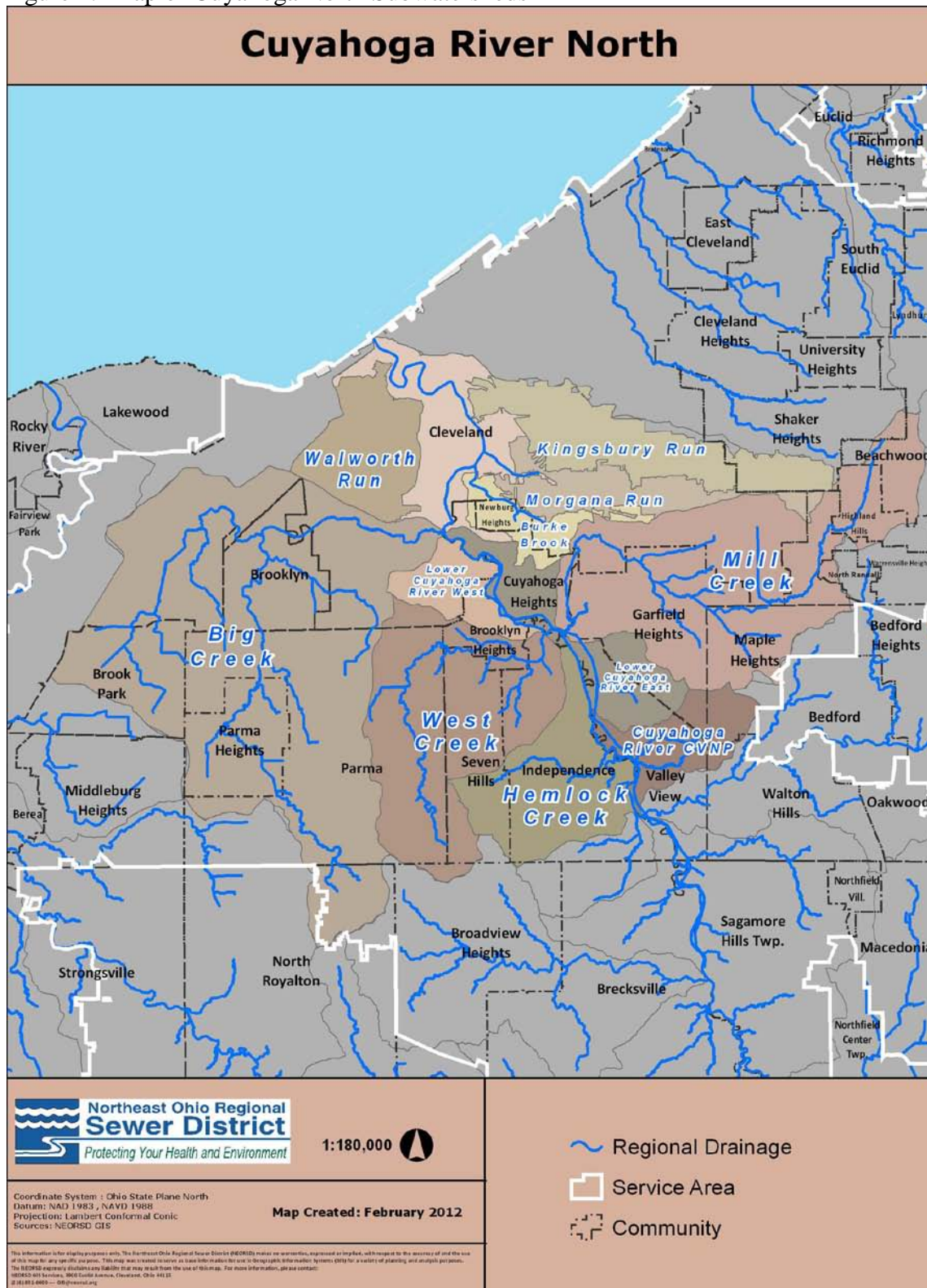
Figure 1. Map of Chagrin River Watershed



| Table 2. Cuyahoga River – North Subwatersheds Watershed Advisory Committee   |  |   |
|--|--|---|
| Cuyahoga River North Subwatersheds in Stormwater Service Area  | Member (Community/County/Agency)   | Potential Interested Entity   |
| <ul style="list-style-type: none"> <li>▪ Big Creek</li> <li>▪ Burke Brook</li> <li>▪ Cuyahoga River CVNP</li> <li>▪ Hemlock Creek</li> <li>▪ Kingsbury Run</li> <li>▪ Lower Cuyahoga River East and West</li> <li>▪ Mill Creek</li> <li>▪ Morgana Run</li> <li>▪ Walworth run</li> <li>▪ West Creek</li> </ul> | <ul style="list-style-type: none"> <li>▪ Beachwood</li> <li>▪ Brook Park</li> <li>▪ Brooklyn</li> <li>▪ Brooklyn Heights</li> <li>▪ Cleveland</li> <li>▪ Cuyahoga Heights</li> <li>▪ Garfield Heights</li> <li>▪ Independence</li> <li>▪ Linndale</li> <li>▪ Maple Heights</li> <li>▪ Newburg Heights</li> <li>▪ North Randall</li> <li>▪ North Royalton</li> <li>▪ Parma</li> <li>▪ Parma Heights</li> <li>▪ Seven Hills</li> <li>▪ Shaker Heights</li> <li>▪ Valley View</li> <li>▪ Walton Hills</li> <li>▪ Warrensville Heights</li> <br/> <li>▪ Cleveland Metroparks</li> <li>▪ Cuyahoga County</li> <li>▪ Cuyahoga Valley National Park</li> <li>▪ Greater Cleveland Regional Transit Authority</li> <li>▪ Ohio Department of Transportation – District 12</li> <li>▪ Ohio Turnpike Commission</li> </ul> | <ul style="list-style-type: none"> <li>▪ Cuyahoga River Remedial Action Plan</li> <li>▪ Friends of Crooked River</li> <li>▪ Western Reserve Land Conservancy</li> </ul> |

Total number of WAC members = 26

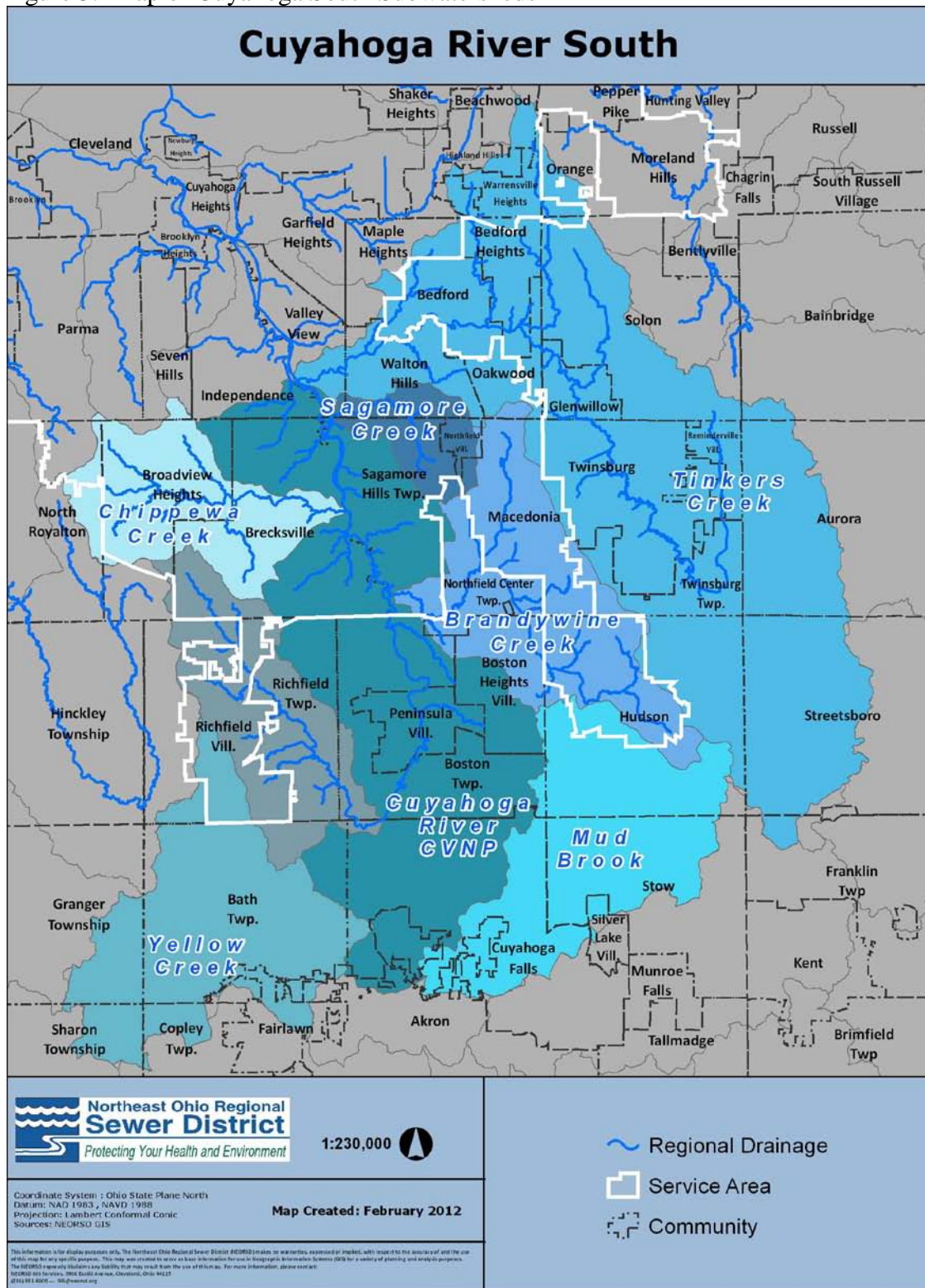
Figure 2. Map of Cuyahoga North Subwatersheds



| Table 3. Cuyahoga River – South Subwatersheds Watershed Advisory Committee  |   |   |
|---|---|---|
| Cuyahoga River South Subwatersheds in Stormwater Service Area   | Member (Community/County/Agency)  | Potential Interested Entity   |
| <ul style="list-style-type: none"> <li>▪ Brandywine Creek</li> <li>▪ Chippewa Creek</li> <li>▪ Cuyahoga CVNP</li> <li>▪ Furnace Run</li> <li>▪ Mud Brook</li> <li>▪ Sagamore Creek</li> <li>▪ Tinkers Creek</li> <li>▪ *Yellow Creek</li> </ul> <p>* Subwatershed in the District stormwater service area is minimal or outside of stormwater service area and may not be included in the Stormwater Master Plan.</p> | <ul style="list-style-type: none"> <li>▪ Beachwood</li> <li>▪ Bedford</li> <li>▪ Bedford Heights</li> <li>▪ Brecksville</li> <li>▪ Broadview Heights</li> <li>▪ Glenwillow</li> <li>▪ Highland Hills</li> <li>▪ Hudson</li> <li>▪ Independence</li> <li>▪ Macedonia</li> <li>▪ Maple Heights</li> <li>▪ North Randall</li> <li>▪ North Royalton</li> <li>▪ Northfield Village</li> <li>▪ Oakwood</li> <li>▪ Orange</li> <li>▪ Parma</li> <li>▪ Richfield Village</li> <li>▪ Sagamore Hills Township</li> <li>▪ Seven Hills</li> <li>▪ Solon</li> <li>▪ Valley View</li> <li>▪ Walton Hills</li> <li>▪ Warrensville Heights</li> <br/> <li>▪ Cleveland Metroparks</li> <li>▪ Cuyahoga County</li> <li>▪ Greater Cleveland Regional Transit Authority</li> <li>▪ Cuyahoga Valley National Park</li> <li>▪ Metroparks Serving Summit County</li> <li>▪ Ohio Department of Transportation – District 12</li> <li>▪ Ohio Department of Transportation – District 4</li> <li>▪ Ohio Turnpike Commission</li> <li>▪ Summit County</li> </ul> | <ul style="list-style-type: none"> <li>▪ Cuyahoga River Remedial Action Plan</li> <li>▪ Friends of Big Creek</li> <li>▪ Friends of Crooked River</li> <li>▪ Friends of Yellow Creek</li> <li>▪ Tinkers Creek Watershed Partners, Inc.</li> <li>▪ West Creek Preservation Committee</li> </ul> |

Total number of WAC members = 33

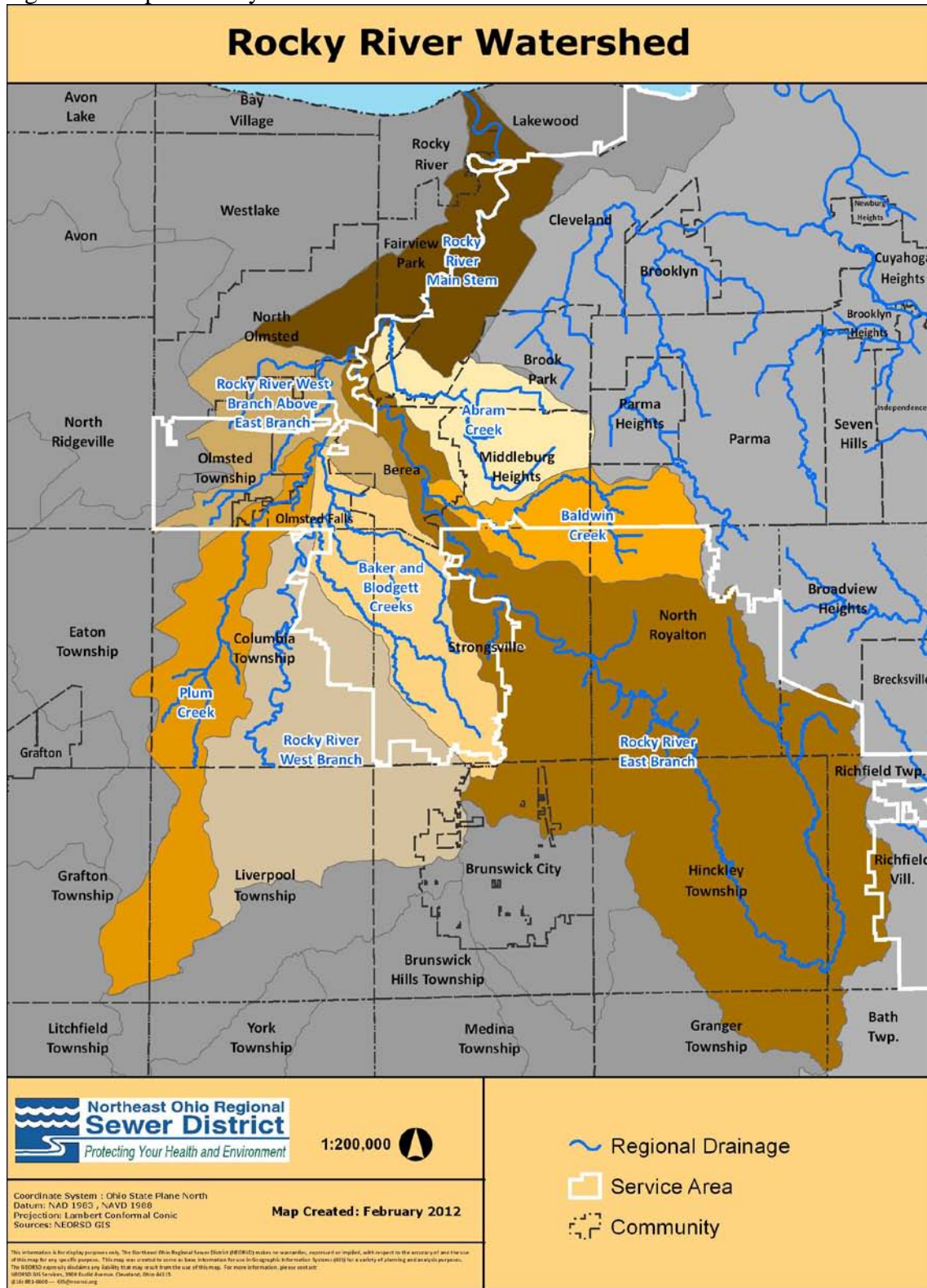
Figure 3. Map of Cuyahoga South Subwatersheds



| Table 4. Rocky River Watershed Advisory Committee   |   |   |
|---|---|---|
| Rocky River Subwatersheds in Stormwater Service Area  | Member (Community/County/Agency)  | Potential Interested Entity   |
| <ul style="list-style-type: none"> <li>▪ Abram Creek</li> <li>▪ Baker Creek</li> <li>▪ Baldwin Creek</li> <li>▪ Blodgett Creek</li> <li>▪ Plum Creek</li> <li>▪ Rocky River East and West Branch</li> </ul> | <ul style="list-style-type: none"> <li>▪ Berea</li> <li>▪ Broadview Heights</li> <li>▪ Brook Park</li> <li>▪ Cleveland</li> <li>▪ Columbia Township</li> <li>▪ Lakewood</li> <li>▪ Middleburg Heights</li> <li>▪ North Royalton</li> <li>▪ Olmsted Falls</li> <li>▪ Olmsted Township</li> <li>▪ Parma</li> <li>▪ Richfield Village</li> <li>▪ Strongsville</li> <br/> <li>▪ Cleveland Hopkins International Airport</li> <li>▪ Cleveland Metroparks</li> <li>▪ Cuyahoga County</li> <li>▪ Greater Cleveland Regional Transit Authority</li> <li>▪ Lorain County</li> <li>▪ Ohio Department of Transportation – District 12</li> <li>▪ Ohio Department of Transportation – District 13</li> <li>▪ Ohio Turnpike Commission</li> <li>▪ Summit County</li> </ul> | <ul style="list-style-type: none"> <li>▪ Western Reserve Land Conservancy</li> <li>▪ Rocky River Watershed Council</li> </ul> |

Total number of WAC members = 22

Figure 4. Map of Rocky River Watershed





| Table 5. Lake Erie Direct Tributaries Watershed Advisory Committee  |  |   |
|---|--|---|
| Lake Erie Direct Tributaries in Stormwater Service Area   | Member (Community/County/Agency)   | Potential Interested Entity   |
| <ul style="list-style-type: none"> <li>▪ Doan Brook</li> <li>▪ Dugway Brook</li> <li>▪ Euclid Creek</li> <li>▪ Green Creek</li> <li>▪ Tributaries West of Chagrin River</li> <li>▪ Tributaries East of Cuyahoga River</li> <li>▪ Tributaries West of Cuyahoga</li> <li>▪ Nine Mile Creek</li> <li>▪ Shaw Brook</li> </ul> | <ul style="list-style-type: none"> <li>▪ Beachwood</li> <li>▪ Bratenahl</li> <li>▪ Cleveland</li> <li>▪ Cleveland Heights</li> <li>▪ East Cleveland</li> <li>▪ Euclid</li> <li>▪ Highland Heights</li> <li>▪ Lakewood</li> <li>▪ Lyndhurst</li> <li>▪ Mayfield Village</li> <li>▪ Mayfield Heights</li> <li>▪ Pepper Pike</li> <li>▪ Richmond Heights</li> <li>▪ Shaker Heights</li> <li>▪ South Euclid</li> <li>▪ University Heights</li> <li>▪ Willoughby Hills</li> <br/> <li>▪ Cleveland Metroparks</li> <li>▪ Cuyahoga County</li> <li>▪ Greater Cleveland Regional Transit Authority</li> <li>▪ Ohio Department of Transportation – District 12</li> </ul> | <ul style="list-style-type: none"> <li>▪ Doan Brook Watershed Partnership</li> <li>▪ Euclid Creek Watershed Council</li> <li>▪ Friends of Euclid Creek</li> </ul> |

Total number of WAC members = 21

Figure 5. Map of Lake Erie Direct Tributaries

