Beaufort County  
Stormwater Management Utility Board  
Meeting Agenda September 5, 2012

Location: Beaufort Industrial Village (BIV#2)  
Beaufort SC, 29906

1) Call to Order: Don Smith  
   A. Approve meeting agenda  
   B. Approval of minutes from previous meeting: August 1, 2012  
      (backup)

2) Introductions

3) Public Comment

4) Reports  
   A. SW/Form-based Code – Subcommittee report  
   B. Monitoring Update–Bob Klink  
   C. Upcoming Professional Contracts Report – Dan Ahern (backup)  
   D. Utility Updates – Dan Ahern (backup)  
   E. Maintenance Project Report – Eddie Bellamy (backup)

5) Unfinished Business  
   A. Regional Coordination – Dan Ahern

6) New Business –

7) Public Comment

8) Next Meeting/Agenda (backup)

9) Adjournment
# Beaufort County Stormwater Management Utility Board (SWMU Board)
## Meeting Minutes

August 1, 2012 at 2:00 p.m. in Beaufort County Council Chambers
Draft August 9, 2012

### Board Members

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Youmans</td>
<td>James Fargher</td>
</tr>
<tr>
<td>Allyn Schneider</td>
<td>Don Smith</td>
</tr>
<tr>
<td>Donald Cammerata</td>
<td></td>
</tr>
<tr>
<td>Patrick Mitchell</td>
<td></td>
</tr>
<tr>
<td>William Bruggeman</td>
<td></td>
</tr>
</tbody>
</table>

### Ex-Officio Members

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Kinghorn</td>
<td>Tony Maglione</td>
</tr>
<tr>
<td>Ron Bullman</td>
<td>Scott Liggett</td>
</tr>
</tbody>
</table>

### Beaufort County Staff

- Dan Ahern
- Lori Sexton
- Rob McFee
- Bob Klink
- Eddie Bellamy
- Alan Eisenman

### Visitors

1. **Meeting called to order – Allyn Schneider**
   - Agenda approved
   - July 11, 2012 Minutes were approved as posted

2. **Introductions** – Completed

3. **Public Comment** – None

4. **Reports** –
   - **Stormwater (SW)/Form based code – Subcommittee Report**
     - No actions since last meeting
   - **Monitoring Annual Report – Bob Klink**
     Reported on the outcome of the July 31, 2012 monitoring meeting attended by GEL, USCB, ToHHI and ToB:
     - Finally got enough rainfall to take samples
     - ToHHI has developed program to monitor Fish Haul Creek to be prepared if State does a TMDL
     - Two MOU’s will be taken to the Natural Resources Committee on USCB Lab and the Salinity Study
     - Plan getting feedback on our monitoring program from CDM to make sure we are getting right mix and whether we need to do more flow monitoring
     - Next GEL Monitoring Meeting is September 25, 2012 at 1:30 in the PW Conference Room.
   - **Financial Report – Alan Eisenman**
     The unaudited June financials were reported and a power point presentation was given comparing revenues to budget estimate ($296,000 less than budgeted); expenses (actual $394,000 less than
budgeted) and changes in unrestricted fund balance between FY2011 and 2012 (increase of $319,000). Final financial figures for the FY will be generated after books are closed in September. Revenue received in July and August (60 day accrual) is added to final figures.

D. Upcoming Professional Contracts Report – Dan Ahern
The August report has only one addition and that is a request for a proposal to review our monitoring parameters in light of volume controls. We are monitoring based on what was in the Management Plan and previous guidance from CDM in 2007. SWIC Review of Management Plan recommended more volume measurement and how this should be incorporated into our monitoring program needs to be determined. There are no other changes since last report.

E. Utility Updates – Dan Ahern

Webcasts: The next one will be August 15, 2012 titled “Get the Dirt on Stormwater”. New science on soil conditioning. Will tie a lunch and learn from a manufacturer before the webcast.

10 Year Report: The ten year report was presented to the County Council on July 23, 2012 and the auditor’s who conducted the review made a presentation. It is now posted on website

FEMA CRS Class change: Also at the July 23, 2012 meeting, the Administrator announced the final approval of the Change of class from 7 to 6. Stormwater through its management and maintenance efforts earned 699 points of the total 2209 that the county earned. Those in hazardous areas will get another 5% reduction in their insurance.

F. Maintenance Project Reports – Eddie Bellamy
Mr. Bellamy reported on five major projects (1) Alljoy Area; (2) Folly Road Outfall; (3) Dulamo Subdivision; (4) Sea Island Parkway/Halifax Road Outfall and (5) Quail Run Subdivision. Additionally, reported 33 minor and/or routine maintenance projects which were reported in the shortened format.

5. Unfinished Business –
A. Regional Coordination – Dan Ahern
Nothing to report. Now SWIC meeting. Next SWIC is August 16, 2012

B. Adjustment and Credit Manual
Received limited input on the marked up version of the 2007 manual with proposed changes. We did get input from original author from CDM who had drafted the version before the 2007 manual. This helped in clarifying the intent of the original author. Presented the changes made from the copy given you last month.

a. We have eliminated example 2 from the manual (Section 2.2.10). We did get some input that this was confusing and it has lead to some assumptions that commercial properties could obtain credits for just meeting their requirements. Will now only have two examples shown.

There was a question raised on credit manual about the credit offered gravel driveways in Section 2.1.1. The manual allows for credits up to 50% per County Engineer determination. The original author felt after time gravel areas becomes compacted within a year and should be considered impervious but county feels that there are some benefits for these driveways that it should be recognized. It was also noted that different type of pervious surface will have different impacts over time. Limestone gravel tends to form an impervious layer and generally will not get much credit.
b. The other change was to Section 4.2 on the “Credits appeals board”. The original author said that he anticipated that the stormwater board would function as the appeals board. We have proposed wording to reflect this and allow for municipal input when credit/fee appeals are in municipal jurisdictions. Reported that since the 2007 manual we have only had one appeal that could have required an appeal board review. The board asked about the requirement to have at least one engineer on the appeal board. It was decided to take this out of Section 4.2 and offer contracted technical support if the board requested this. In response to a question from an ex-officio member, all members of the appeals board would be voting members.

The Board proposed, seconded and approved the following motion.

*The SW Utility Board concurs, subject to addition of recommended changes to Section 4.2, with the revised Adjustment and Credit Manual revisions and recommends adoption.*

6. New Business – None

7. Public Comment – None

8. Next meeting agenda – September 5, 2012 Agenda approved, Board meeting will be held in BIV 2.

9. Meeting adjourned.
Professional Contracts – **September 2012 Report** –

Covers all contracts on track to get approved

Format will be

1. Contact Name  
2. Contractor  
3. Amount  
4. Purpose and Description  
5. Status  
6. Projects funded from last report

**Administrative Parking Lot – Additional Consultant Services**; Andrews and Burgess; $5,000; additional engineering associated with pervious pavement and contractor demo assistance and paving contract supervision. Presently on hold till funding is decided.

**Upgrade of On-lot Web Program** – Create and Solve; estimated $2,000; Will be a program upgrade to include more bioretention options than rain gardens. We will start when we have time to meet with contractor.

**Development of Copper QAPP** – GEL; estimated $10,000; presently we have four copper violations in Port Royal and St Helena Sounds. These violations are based on limited and old sampling. We want to take samples to verify whether these violations still exist. For data to be accepted by DHEC we must develop and get approved a quality assurance project plan (QAPP) on how samples will be taken and analyzed. We are asking GEL to develop this and then the SW Utility will take samples according to this plan.

**Projects Funded since Last Report**

**Joint Monitoring Project** - Waddell Mariculture Center/SCDNR; $16,808; Will be for joint salinity monitoring in May and Okatie Rivers and Battery Creek. Hope to be able get data to see which areas are more sensitive to runoff and measure impacts of retrofits.
Joint Monitoring Project - USCB; $8,192; Will be for joint salinity monitoring in May and Okatie Rivers and Battery Creek. Hope to be able get data to see which areas are more sensitive to runoff and measure impacts of retrofits.

Review of Select Modeled Road Overtopping – Andrews and Burgess; $18,000; Will be for overtopping of concerns that are identified by an ongoing watershed review. Have identified two that need review: Paige Point Road and Trask Parkway.

Review of Draft Revisions to Adjustment and Credit Manual – CDM; $1,100; Staff developed a new draft with wording changes and are asking original developers to conduct a review of changes.

Monitoring Data Review – CDM; $8,400; presently operating on monitoring protocol developed by CDM before volume control requirements. SWIC review of SWMP indicated a need to develop flow data. Bacteria seem to be overriding issue with stormwater. Need to get recommendations for future monitoring.
### Statement of Net Assets

**Beaufort County, South Carolina**  
**Stormwater Utility**  
**July 31, 2012 & July 31, 2011**  

**UNAUDITED AND PRELIMINARY**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>July 31, 2012</th>
<th>July 31, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Investments with Trustee</td>
<td>$2,147,079</td>
<td>$1,436,901</td>
</tr>
<tr>
<td>Receivables, Net</td>
<td>5,590</td>
<td>178,225</td>
</tr>
<tr>
<td>Inventories</td>
<td>102,941</td>
<td>119,640</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$2,255,610</td>
<td>$1,734,766</td>
</tr>
<tr>
<td><strong>Capital Assets</strong></td>
<td>$2,798,912</td>
<td>$2,896,543</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(1,820,726)</td>
<td>(1,722,728)</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$3,233,796</td>
<td>$2,908,581</td>
</tr>
</tbody>
</table>

| LIABILITIES | | |
| Liabilities | | |
| Account Payable | 50,805 | 33,032 |
| Accrued Payroll | 42,255 | 37,119 |
| Accrued Compensated Absences | 4,470 | 4,470 |
| **Total Current Liabilities** | 97,530 | 74,621 |
| Long Term Liabilities | | |
| Accrued Compensated Absences | 64,937 | 70,038 |
| Net Other Postemployment Benefits Obligation | 610,780 | 478,893 |
| **Total Long Term Liabilities** | 675,717 | 548,931 |
| **Total Liabilities** | 773,247 | 623,552 |

| NET ASSETS | | |
| Invested in Capital Assets, Net of Related Debt | $978,186 | $1,173,815 |
| Unrestricted | 1,482,363 | 1,111,214 |
| **Total Net Assets** | $2,460,549 | $2,285,029 |
## Unaudited and Preliminary

**BEAUFORT COUNTY, SOUTH CAROLINA**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

**Stormwater Utility**

For the Period Ended July 31, 2012

<table>
<thead>
<tr>
<th></th>
<th>FY 2013</th>
<th>July 31, 2012</th>
<th>Budget to Actual</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Utility Fees*</td>
<td>$ 3,469,180</td>
<td>$</td>
<td>(3,469,180)</td>
<td>0%</td>
</tr>
<tr>
<td>Stormwater Utility Project Billings</td>
<td>370,664</td>
<td>-</td>
<td>(370,664)</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>11,389</td>
<td>-</td>
<td>(11,389)</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>3,851,233</td>
<td>-</td>
<td>(3,851,233)</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>2,014,323</td>
<td>153,570</td>
<td>(1,860,753)</td>
<td>8%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>1,297,125</td>
<td>39,545</td>
<td>(1,257,580)</td>
<td>3%</td>
</tr>
<tr>
<td>Supplies</td>
<td>425,660</td>
<td>14,716</td>
<td>(410,944)</td>
<td>3%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>273,545</td>
<td>22,796</td>
<td>(250,749)</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>4,137,020</td>
<td>230,627</td>
<td>(3,906,393)</td>
<td>6%</td>
</tr>
<tr>
<td><strong>Operating Income (Loss)</strong></td>
<td>(285,787)</td>
<td>(230,627)</td>
<td>55,160</td>
<td>81%</td>
</tr>
<tr>
<td><strong>Non-Operating Revenues (Expenses)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain (Loss) on Sale of Capital Assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Non-Operating Revenues (Expenses)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Change in Net Assets</strong></td>
<td>(285,787)</td>
<td>(230,627)</td>
<td>55,160</td>
<td></td>
</tr>
<tr>
<td><strong>Net Assets, Beginning</strong></td>
<td>2,691,176</td>
<td>2,691,176</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Assets, Ending</strong></td>
<td>$ 2,405,389</td>
<td>$ 2,460,549</td>
<td>55,160</td>
<td>102%</td>
</tr>
</tbody>
</table>

NOTE*- According to Governmental Accounting Standards, stormwater utility fees received in July or August are recorded in fiscal year 2012 by the 60-day accrual.
## BEAUFORT COUNTY, SOUTH CAROLINA

### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

**Stormwater Utility**

**For the Period Ended July 31, 2011**

<table>
<thead>
<tr>
<th></th>
<th>Budget FY 2012</th>
<th>July 31, 2011</th>
<th>Budget to Actual</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Utility Fees*</td>
<td>$ 3,344,133</td>
<td>$</td>
<td>(3,344,133)</td>
<td>0%</td>
</tr>
<tr>
<td>Stormwater Utility Project Billings</td>
<td>64,278</td>
<td>$</td>
<td>(64,278)</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>3,408,411</td>
<td>$</td>
<td>(3,408,411)</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>1,986,780</td>
<td>166,126</td>
<td>(1,820,654)</td>
<td>8%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>720,938</td>
<td>73,699</td>
<td>(647,239)</td>
<td>10%</td>
</tr>
<tr>
<td>Supplies</td>
<td>426,223</td>
<td>19,815</td>
<td>(406,408)</td>
<td>5%</td>
</tr>
<tr>
<td>Capital Purchases</td>
<td>$</td>
<td>$</td>
<td>(236,599)</td>
<td>17%</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>3,419,800</td>
<td>308,900</td>
<td>(3,110,900)</td>
<td>9%</td>
</tr>
<tr>
<td><strong>Operating Income (Loss)</strong></td>
<td>(11,389)</td>
<td>(308,900)</td>
<td>(297,511)</td>
<td>2712%</td>
</tr>
<tr>
<td><strong>Non-Operating Revenues (Expenses)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain (Loss) on Sale of Capital Assets</td>
<td>$</td>
<td>$</td>
<td>(11,389)</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Earned</td>
<td>11,389</td>
<td>$</td>
<td>(11,389)</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Non-Operating Revenues (Expenses)</strong></td>
<td>11,389</td>
<td>$</td>
<td>(11,389)</td>
<td>100%</td>
</tr>
<tr>
<td>Transfers In (Out)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>$</td>
<td>(308,900)</td>
<td>(308,900)</td>
<td>-100%</td>
</tr>
<tr>
<td><strong>Net Assets, Beginning</strong></td>
<td>2,593,929</td>
<td>2,593,929</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Assets, Ending</strong></td>
<td>$ 2,593,929</td>
<td>$ 2,285,029</td>
<td>(308,900)</td>
<td>88%</td>
</tr>
</tbody>
</table>

**NOTE***- According to Governmental Accounting Standards, stormwater utility fees received in July or August are recorded in fiscal year 2012 by the 60-day accrual.
Project Summaries

September 2012
Beaufort County Public Works  
*Stormwater Infrastructure*  
*Project Summary*

<table>
<thead>
<tr>
<th>Project: Village Circle</th>
<th>Completed: Jul-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #: 2013-501</td>
<td>Project Total: $22,695.49</td>
</tr>
</tbody>
</table>

Narrative Description of Project:

<table>
<thead>
<tr>
<th>Site Photographs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before</td>
</tr>
<tr>
<td>During</td>
</tr>
<tr>
<td>After</td>
</tr>
</tbody>
</table>
Project: Village Circle
Activity: Drainage Improvement
Project #: 2013-501
Township: Bluffton
Completed: July 2012

Legend
- **Drainage Type**
  - Blue: River
  - Light Blue: Stream
  - Bright Blue: Outfall
  - Orange: Lateral
  - Yellow: Lateral Pipe
  - Green: Roadside
  - Green with black stripes: Roadside Pipe
  - Green dots: Crossline
  - Black with white dots: D/W
  - Red: Access
  - Pink: Bleeder
  - Pink with green dots: Piped
  - White: Parcels

0 25 50 100 150 200
1 inch = 104 feet

- Cleaned out 697 LF of roadside ditch.
- Cleaned out 303 LF of roadside ditch.
- Jetted 213 LF of roadside pipe.
- Jetted 6 (6) crossline pipes and (14) driveway pipes.
- Cleaned out 350 LF of roadside ditch.
- Bush hogged 140 LF of outfall ditch and worksbench. Installed 140 LF of outfall pipe, rip rap and hydroseeded for erosion control. Cleaned out 100 LF of outfall ditch.

Prepared By: BC Stormwater Management Utility
Date Print: 8/22/12
File:C:/sethdata/projects/projectmaps/Village Cir 2013-501
Beaufort County Public Works
Stormwater Infrastructure
Project Summary

Project: Country Manor Phase II

Project #: 2011-015

Completed: Jul-12

Project Total: $93,713.30

Narrative Description of Project:

Site Photographs

Before

During

After
Project: Country Manor Phase II  
Activity: Drainage Improvement  
Project #: 2011-015  
Township: Port Royal Island  
Completed: July 2012

Legend

Drainage Type

- River
- Stream
- Outfall
- Lateral
- Lateral Pipe
- Roadside
- Roadside Pipe
- Crossline
- D/W
- Access
- Piped
- Bleeder
- Parcels

Grubbed and cleared 500 LF of outfall ditch.

Installed (3) catch basins, 500 LF of outfall pipe, rip rap, sod and hydoseeded for erosion control.

Extended (1) driveway pipe.
Small Drainage Projects

- Lady’s Island Valley Drains
  Oct. 11– Lady’s Island
  - Cleaned valley drains on Rue DuBois, Friendship Lane, and Ethel Grant Lane; totaling 5,916 ft.
Small Drainage Projects

• St. Helena Island Valley Drains
Oct. 11 – St. Helena Island
– Cleaned the valley drains on Luther Warren Drive, Chisholm Road, Levant Byas Road, and Mattis Drive; totaling 13,720 ft.
Small Drainage Projects

- Port Royal Island Valley Drains
  Nov. 11 – Port Royal Island
  - Cleaned out 25,773 ft. of valley drains on 13 different roads.
Small Drainage Projects

- Scott Hill Road Outfall
  May 12 – St. Helena Island
  - Shinn cut the back slope of 3,115 ft. of outfall ditch.
Small Drainage Projects

• St. Helena Island Bush Hog

May 12 – St. Helena Island

– Bush hogged 90,019 ft. of outfall and roadside ditches, and used the string trimmer around the catch basins. Total cost was $36,904 or $.41 per linear foot.
Small Drainage Projects

- Lady’s Island Bush Hog
  May 12 – Lady’s Island
  - Bush hogged 28,775 ft. of outfall and roadside ditches, and trimmed around the catch basins. Total cost was $13,720 or $.48 per linear foot.
Small Drainage Projects

- Port Royal Island Bush Hog
  - Jun. 12 – Port Royal Island
    - Bush hogged 43,561 ft. of outfall and roadside ditches, and trimmed around the catch basins. Total cost was $22,124 or $.51 per linear foot.
Small Drainage Projects

- Ball Park Road
  Jul. 12 – Port Royal Island
  - Replaced (1) crossline pipe and installed rip rap for erosion control.
Small Drainage Projects

• Bluffton Parkway at Master’s Way
  Jul. 12 – Bluffton
  – Corrected a flooding issue by grubbing, clearing, and cleaning out 20 ft. of outfall ditch, cleaning out (2) catch basins, and jetting 254 ft. of roadside pipe.
Small Drainage Projects

• Audubon Woods
  Jul. 12 – Port Royal Island
  – Bush hogged 672 ft. of outfall ditch and work shelf, grubbed and cleared another 261 ft. of outfall ditch, cleaned out additional 411 ft. of outfall and 549 ft. of roadside ditch. Installed a bleeder pipe, jetted (4) crossline, (6) driveways, and (1) access pipe.
Small Drainage Projects

- Hodge Drive Outfall
  Jul. 12 – Port Royal Island
  - Reconstructed 38 ft. of work shelf.
Small Drainage Projects

- L.H. Nelson Drive Outfall
  Jul. 12 – Port Royal Island
  - Reconstructed 235 ft. of workshelf.
Small Drainage Projects

- George Williams Lane Outfall
  Jul. 12 – Sheldon
  - Reconstructed 165 ft. of workshelf.
Small Drainage Projects

- Mamie Frazier Lane
  Jul. 12 – Port Royal Island
  - Bush hogged 609 ft. of outfall ditch and work shelf, cleaned out 551 ft. of outfall and 830 ft. of roadside ditches. Also jetted out (1) access, (3) crossline, (3) driveways, and 38 ft. of roadside pipes..
Small Drainage Projects

- Burton Wells Complex Tree Removal
  Jul. 12 – Port Royal Island
  - Removed a fallen tree from workshelf.
Small Drainage Projects

- Chisholm, David Green, and Capers
  Island Roads Intersection
  Aug. 12 – St. Helena Island
  - Cleaned out 308 ft. of roadside ditch and jetted (2) crossline pipes.
Small Drainage Projects

- Telfair Drive Tree Removal
  - Aug. 12 – Lady’s Island
  - Removed fallen trees from the outfall ditch and road.
Beaufort County  
Stormwater Management Utility Board  
Meeting Agenda October 3, 2012

Location: Beaufort Industrial Village (BIV#2)  
Beaufort SC, 29906

1) **Call to Order:** Don Smith  
   A. Approve meeting agenda  
   B. Approval of minutes from previous meeting: September 3, 2012

2) **Introductions**

3) **Public Comment**

4) **Reports**  
   A. SW/Form-based Code – Subcommittee report  
   B. Monitoring Update–Bob Klink  
   C. Upcoming Professional Contracts Report – New SW Manager  
   D. Utility Updates – New SW Manager  
   E. Maintenance Project Report – Eddie Bellamy

5) **Unfinished Business**  
   A. Regional Coordination – New SW Manager

6) **New Business** –

7) **Public Comment**

8) **Next Meeting/Agenda**

9) **Adjournment**