



# Regional Stormwater Program

P.O. Box 160

135 2<sup>nd</sup> Street

Asotin, WA 99402

509-243-2074

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## Management Team Meeting Notes November 14, 2011

### ATTENDANCE

#### Management Team Voting Members:

Keith Delzer	City of Asotin
Jim Martin	City of Clarkston Public Works Director
Don Brown	Asotin County
Joel Ristau	Asotin County Public Works Director
George Nash	City of Clarkston
Eric Hasenoehrl	Keltic Engineering (City of Asotin)

#### Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
Jane Bremner Risley	Deputy Prosecuting Attorney

#### Public Comment

There was no public comment.

#### Stormwater Management Team Responsibilities

The six elements of the National Pollutant Discharge Elimination System (NPDES) Phase II Permit are listed below. By agreement, the Cities of Asotin and Clarkston and County of Asotin have assigned the day to day task of complying with these requirements to the Stormwater Management Team. The Team will address the six elements below at each meeting, as well as administrative issues for recommendations to their legislative bodies.

##### 1. Public Education and Outreach

As a follow up to the public's request for information regarding the PUD well flushing Tim Simpson and Don Nuxoll from the PUD attended the meeting to provide an overview of their system and how it operates. They advised that chlorine is not added to water during flushing. When water is routed into the drinking water system, chlorine is added. They have six wells – four that are active and two that are seasonal. The wells have retention ponds where water is stored during flushing or the water is piped into a tanker truck and then used to flush the sewer system.

We briefly discussed exploring other stormwater BMPs that can be used by the crew to reduce impacts to stormwater during their typical work. Tim advised that he will check with other PUDs to see if they have BMPs for stormwater.



## **2. Public Involvement and Participation**

The Commissioners voted to reduce the permit boundary to the 2000 Census boundary. The boundary map was reviewed. Cheryl will work with John Guillotte to clean up some portions of the map. The cities both indicated that they thought their boundaries went out into the River and we'll remove the census boundary from within the city limits.

## **3. Illicit Discharge Detection and Elimination**

No report.

## **4. & 5. Construction and Post-Construction Site Stormwater Runoff Control**

Cheryl provided the medium and large construction permits for review. The medium size project for land disturbing activities greater than 5,000 sq ft and less than 1 acre was implemented because of issues with off-site sediment.

A list of permits issued in 2011 was reviewed. The group then discussed the permit fees and agreed that the current fees did not need to be increased and were meeting the needs of the program. Resolutions for the 2012 fee schedule will be drafted for approval by the elected officials.

## **6. Operation & Maintenance/Good Housekeeping**

All the entities agreed to pursue the hiring of a consultant to complete the O&M plans. A subcommittee met to conduct phone interviews of four consultants and Otak, Inc. was selected based on their qualifications. They have developed a contract and scope of work that is being reviewed. The goal is to get the contract on the Commissioner's agenda for 11/21/11. The group agreed to allow a 10% management reserve for the project in the event changes come up during the process.

## **Finance**

The 2012 proposed budget was reviewed. Jim Martin had a question about the revenue projections. Clarkston is paying a set amount, \$5/ERU/month x total ERUs. They are paying 100% of the projected revenue and noted that the County is proposing to reduce projected revenues to account for delinquencies. Clarkston asked whether the County needs to pay the balance between what's collected and what is required.

The team recommended that a meeting be set up with the financial staff from each entity to discuss this issue and others that have come up. The result of the Clarkston referendum vote was not considered in the ordinance drafting. This may need to go back to the elected officials.

## **Documentation**

Cheryl will send out a Doodle to set up a meeting of the 6-year plan subgroup to establish regional goals and priorities for use by each entity.



**Management Team Meeting Agenda**  
**Commissioner's Chambers**  
**December 12, 2011**  
**3:00 – 5:00 pm**

- 1. Public Comment**
- 2. Public Education and Outreach**
  - Annual report and updated SWMP
- 3. Public Involvement & Participation**
  - Ecology Phase II Permit Workshop and Hearing
- 4. Illicit Discharge Detection & Elimination**
  - Presentation by Sarah Murt on stormwater system mapping
- 5. Construction/Post Construction Site Stormwater Runoff**
  - Review construction permits
  - Permit fee resolutions
  - CESCL Lite
- 6. Operation & Maintenance**
  - Status of O&M plans
- 7. Finance**
  - Review current spending and revenue
  - Finance staff meeting
  - Capacity Grant
  - Grants of Regional or Statewide Significance
- 8. Documentation**
  - 6-year plan meeting
- 9. Next Meeting** - January 9, 2012, 3:00 – 5:00 pm, Commissioner's Chambers

2011\_Permits\_Issued

Permit .	Date	Project Name	Project Size	Project Units	Fees Paid	Jurisdiction	Status
11-01	1/15/2011	Port Waterline Project	26500	sf	\$ 350.00	County	Complete
11-02	2/1/2011	6th Avenue Storage Units	14420	sf	\$ 275.00	County	Complete
11-03	1/27/2011	1324 Benjamin Street	15320	sf	\$ 275.00	County	Active
11-03	3/3/2011	2330 Reservoir Rd	5000	sf	\$ 225.00	County	Complete
11-05	3/23/2011	Asotin County PTBA Parking Lot	20300	sf	\$ 350.00	Clarkston	Complete
11-06	3/21/2011	Clarkston Care Center	38000	sf	\$ 450.00	Clarkston	Active
11-07	3/17/2011	Port Sewer Line Project	29255	sf	\$ 350.00	County	Complete
11-08	4/6/2011	Avista Gas Pipeline	4	ac	\$ 500.00	County	Active
11-09	4/21/2011	Elliott Residence	8000	sq ft	\$ 225.00	County	Active
11-10	4/28/2011	1043 Liberty Dr	5500	sq ft	\$ 225.00	County	Active
11-11	6/20/2011	Whitney Bonfield House	6600	sq ft	\$ 225.00	Asotin	Active
11-12	7/11/2011	Jerrold Hamilton	5000	sq ft	\$ 225.00	County	Active
11-13	7/18/2011	Woodbury/Litchfield House	8100	sq ft	\$ 225.00	County	Active
11-14	8/11/2011	A&R Rentals	42000	sq ft	\$ 450.00	County	Active
11-15	9/6/2011	Breithaupt Home	8025	sq ft	\$ 225.00	County	Active
11-16	9/27/2011	Keatts Residence	32400	sq ft	\$ 450.00	County	Active
11-17	11/7/2011	Peters Residence	10000	sq ft	\$ 275.00	County	Active
11-18	10/24/2011	Valley Medical Center	35432	sq ft	\$ 450.00	Clarkston	Active
11-19	11/22/2011	Watson Residence	18000	sq ft	\$ 275.00	County	Active
11-20	11/22/2011	Marilyn Way Residence	9000	sq ft	\$ 225.00	County	Active
11-21	12/1/2011	Sewell Residence	15000	sq ft	\$ 275.00	County	Active
<b>Totals</b>					<b>\$ 6,525.00</b>		

	A	B	C
1	<b>2011 Regional Stormwater Program</b>		
2	Revenue Budget		
3			
4			
5	<b>Revenue</b>	Total Projected Revenue	Year to Date Rev
6	Asotin County Utility Revenue	\$ 433,367.00	\$ 370,318.39
7	City of Asotin Utility Revenue	\$ 42,625.00	\$ 38,474.47
8	City of Clarkston Utility Revenue	\$ 352,453.00	\$ 293,710.80
9	Other Revenue - Construction Permits	\$ 50,000.00	\$ 6,260.00
10	Capacity Grant	\$ 267,362.00	\$ 138,675.93
11	Utility Implementation Grant	\$ 12,525.00	\$ 1,715.93
12	Equipment Purchase Grant	\$ 179,000.00	\$ 177,506.12
13	Field Guide Grant	\$ 115,000.00	\$ 76,171.49
14	Outreach Grant	\$ 58,500.00	\$ 47,638.30
15	Interfund Loan	\$ 100,000.00	\$ 100,000.00
16	Miscellaneous Revenue	\$ 5,500.00	\$ 5,644.65
17	<b>Total Revenue</b>	<b>\$ 1,616,332.00</b>	<b>\$ 1,256,116.08</b>

<b>FUND 460.000</b>	<b>Stormwater Operations 2011 Budget for Spending</b>	<b>Total Budget for Year - 2011</b>	<b>Year To Date Spent</b>	<b>YTD Percent Spent</b>	<b>Remaining Budget For Year</b>
<b>Payments Made through Accounts Payable (WinCams)</b>					
538.31.31	Supplies	\$ 10,000	\$ 7,723	77.2%	\$ 2,277
538.31.3125	Field Guide Grant - Supplies	\$ 7,559	\$ 7,690	101.7%	\$ (132)
538.31.41	Billing Expenses - County	\$ 21,000	\$ 12,585	59.9%	\$ 8,415
538.31.4110	Legal services - City of Asotin	\$ 4,000	\$ 150	3.8%	\$ 3,850
538.31.4111	Legal services - City of Clarkston	\$ 4,000	\$ -	0.0%	\$ 4,000
538.31.4112	Legal services - Asotin County	\$ 4,000	\$ -	0.0%	\$ 4,000
538.31.42	Communication	\$ 500	\$ 475	95.1%	\$ 25
538.31.43	Travel	\$ 2,000	\$ 99	5.0%	\$ 1,901
538.31.44	Advertising	\$ 35,000	\$ 4,329	12.4%	\$ 30,671
538.31.49	Misc costs	\$ 10,000	\$ 7,185	71.9%	\$ 2,815
538.31.49	Training	\$ 4,000	\$ 540	13.5%	\$ 3,460
538.31.5110	Management Team - City of Asotin	\$ 15,000	\$ 2,924	19.5%	\$ 12,076
538.31.5111	Management Team - City of Clarkston	\$ 15,000	\$ 3,289	21.9%	\$ 11,711
538.32.4122	Consultant - Utility Implementation	\$ 1,722	\$ 1,687	98.0%	\$ 35
538.32.4125	Field Guide Grant - Consultant	\$ 66,868	\$ 67,112	100.4%	\$ (244)
538.32.4126	Outreach Grant - Consultant	\$ 48,557	\$ 44,664	92.0%	\$ 3,893
538.35.5110	City of Asotin O&M	\$ 3,000	\$ 1,747	58.2%	\$ 1,253
538.35.5111	City of Clarkton O&M	\$ 98,300	\$ 20,701	21.1%	\$ 77,599
538.35.5112	Asotin County O&M	\$ 120,000	\$ 51,240	42.7%	\$ 68,760
538.36.5110	Billing Expenses - City of Asotin	\$ 22,560	\$ 19,852	88.0%	\$ 2,708
538.36.5111	Billing Expenses - City of Clarkston	\$ 40,000	\$ -	0.0%	\$ 40,000
538.38.49	B&O Tax	\$ 7,800	\$ 5,386	69.1%	\$ 2,414
594.38.6401	Equipment	\$ 29,000	\$ -	0.0%	\$ 29,000
594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ 66	3.3%	\$ 1,934
594.38.6403	Sweeper	\$ 171,184	\$ 171,184	100.0%	\$ 0
<b>Salary and Benefits (per Timecard Distribution total costs)</b>					
538.31.10,22-28	Salary, Benefits Coordinator	\$ 68,947	\$ 47,980	69.6%	\$ 20,966
538.31.11,22-28	Salary, Benefits 5 FTE (Finance)	\$ 21,214	\$ 10,394	49.0%	\$ 10,821
538.31.12,22-28	Salary, Benefits, Fringe: 1 FTE (Inspector)	\$ 66,295	\$ 4,631	7.0%	\$ 61,663
538.31.5112	Management Team/Admin - Asotin County	\$ 22,700	\$ 19,999	88.1%	\$ 2,701
538.32.4112	Mapping - Asotin County	\$ 14,300	\$ 28,331	198.1%	\$ (14,031)
	All Employee Fringe Benefits		\$ 18,364		\$ (18,364)
<b>Interfund Transfers (QUARTERLY JOURNAL ENTRIES)</b>					
538.38.45	Office Rental	\$ 4,000	\$ 4,000	100.0%	\$ -
538.38.92	PBX	\$ 400	\$ 400	100.0%	\$ -
538.38.95	ER&R - Stormwater	\$ 40,000	\$ 41,163	102.9%	\$ (1,163)
538.38.96	Insurance	\$ 5,000	\$ 5,000	100.0%	\$ -
538.38.99	Data Processing	\$ 2,000	\$ 2,500	125.0%	\$ (500)
581.20.113	Interfund Loan	\$ 104,250	\$ -	0.0%	\$ 104,250
538.38.4501	Equipment Rental (Jeep)		\$ 1,260		\$ (1,260)
<b>Transfers to Capital Reserve (amounts/process to be decided on later)</b>					
597.38.10	City of Asotin	\$ 16,880	\$ -	0.0%	\$ 16,880
597.38.11	City of Clarkston	\$ 101,840	\$ -	0.0%	\$ 101,840
597.38.12	Asotin County	\$ 111,300	\$ -	0.0%	\$ 111,300
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,322,176</b>	<b>\$ 614,651</b>	<b>46.5%</b>	<b>\$ 707,525</b>
	<b>460.004 -Stormwater ER&amp;R</b>				
362.21.460	Revenue - Rental Rate	\$ 40,000	\$ -	0.0%	\$ 40,000
548.69.48	Expense - Maintenance	\$ 20,000	\$ -	0.0%	\$ 20,000



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## Ecology Grants of Regional or Statewide Significance

- \$2.2 million available; competitive grant
- Request not to exceed \$300,000; no match requirement.
- Grants funds must be expended by 6/30/13.
- Proposals due no later than 4:30 pm on 1/13/12; limited to 6 two-sided pages.
- Provided to local governments for projects that benefit stormwater management programs across a region or statewide and support implementation of stormwater permit. Criteria:
  - Assists a number of permittees in a region or statewide to implement permit requirements.
  - Develops a product that is transferrable regionally or statewide.
  - Purchases equipment and/or personal services contracts that support activities for multiple permittees.
  - Advances regional and statewide access to stormwater management technology or resources.
  - Capital construction projects ARE NOT eligible.
- Eligible projects:
  - Stormwater program templates, models and products
  - Cooperative equipment purchase
  - Cooperative mapping or recordkeeping system
  - Regional stormwater public education for eastern WA.
  - Regional/statewide spills hotline
  - Low impact development (LID) manual for eastern WA and update the E WA stormwater manual
  - Develop eastern WA stormwater monitoring program
  - IDDE manual and training for local governments

