

# Regional Stormwater Program

**Management Team Meeting Agenda  
Commissioner's Chambers  
June 10, 2013  
3:00 – 5:00 pm**

- 1. Public Comment**
- 2. Management Team Meeting Notes**
  - April 18, 2013
- 3. Public Education and Outreach**
  - Outreach Campaign
- 4. Public Involvement & Participation**
  - Nothing to report
- 5. Illicit Discharge Detection & Elimination**
  - Nothing to report
- 6. Construction/Post Construction Site Stormwater Runoff**
  - Review construction permits
  - Review LID meeting in Pullman
- 7. Operation & Maintenance**
  - Decant Facility Grant
  - Port Roads
  - O&M Staff Update
- 8. Finance**
  - Review current spending and revenue
  - 2014 Budget – discuss work session
  - Delinquency Policy discussion
  - Loaning capital reserve funds
  - Future grants
- 9. Documentation**
  - 6-year plans
- 10. Public Comment**
- 11. Next Scheduled Meeting** - Sept 9, 3:00 – 5:00 pm, Commissioner's Chambers





# Regional Stormwater Program

P.O. Box 160

135 2<sup>nd</sup> Street

Asotin, WA 99402

509-243-2074

Fax 509-243-2003

## Management Team Meeting Notes April 18, 2013

### ATTENDANCE

#### Management Team Voting Members:

Jim Bridges	Asotin County Public Works Director
Eric Hasenoehrl	Keltic Engineering (City of Asotin)
Jim Jeffords	Asotin County
George Nash	City of Clarkston
Keith Delzer	City of Asotin

#### Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
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### Public Comment

During public comment, the following questions/comments were made.

- A comment was made that the capital reserve fund was not needed and the program would not be as antagonistic if we didn't have the fund.

The Management Team responded that the capital reserve fund is used to leverage funds with grants to improve drainage problems, purchase equipment and other identified projects. The budget is reviewed on an annual basis, which includes review of the capital reserve.

- Other questions were asked about the program in general, such as what does the fee pay for, what are we doing with the money?

The Management Team responded with a little history about combining the administrative functions into one office to take advantage of administrative efficiency.

### 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

Cheryl reviewed the Water on Wheels proposal from Franklin Conservation District to provide stormwater education in Asotin and Clarkston classrooms. Franklin CD presented the information at the recent Coordinators meeting. They are currently providing education in the Tri-Cities area. The program would target 4<sup>th</sup> and 5<sup>th</sup> grades and would provide an additional 3-5 lessons on top of the Wheat Week program already in place. They estimated they could reach 500 – 1000 students for an estimated cost of \$5,000. The Management Team would like to have more information on the curriculum. Cheryl advised that she will invite Franklin CD to a future meeting.

Cheryl next reviewed the outreach campaign proposal from Northwest Media. This would be similar to the fall leave ads that were run on TV and in the Moneysaver and Tribune, except a different series of ads would be run during each period. For example a campaign would include ads for pool maintenance, lawn maintenance and fertilizer use. The commercials are already in place. The total campaign cost would be \$26,000 as proposed, but the March campaign was already past. We could also choose which media to use or delete. The City of Lewiston could contribute \$5,000 and the Port of Lewiston may be interested also. The Management Team would like to make sure that we are getting the best use of our money and asked if we need to get bids from other companies. They recommended getting an opinion from MRSC whether we need to bid for outreach materials and managing the outreach program.

## 2. Public Involvement and Participation

Nothing to report.

## 3. Illicit Discharge Detection and Elimination

Nothing to report.

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

Nothing to report.

## 6. Operation & Maintenance/Good Housekeeping

The Port discussed their request for ERU reduction. The Clarkston ordinance allows for credit for their roads and they are asking for a credit on roadways and not the other ERUs. Wanda advised that, based on the proposed O&M plan, they would need to develop a whole new program to meet this requirement. They feel there are other ways that they can be good partners, such as reducing the amount of water entering their system through their sidewalk project. She is proposing that the Regional Stormwater Program do the work necessary and bill them for the work. If the cost is below the utility fee, they would not pay for the work to be completed. The fee would act as their credit. If the cost is above the utility fee, they would pay the balance. There was additional discussion about the permit requirements and whether the Port's stormwater system was accurately depicted in the maps. Cheryl advised that the language in the proposed O&M plan is the same as in the City of Clarkston plan and that sweeping occurs on a monthly basis in Clarkston. The proposed plan is equivalent to



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City of Asotin



City of Clarkston

our Permit requirements. Jim Bridges advised that he will have the street sweeper go to the Port and clean the streets to get an estimate of the cost. A meeting was also proposed to review the Port's mapped catch basins to ensure the maps are accurate.

Cheryl provided an update for the O&M staff. A total of 38 applications were received and after seven people reviewed them and made recommendations seven will be interviewed. Interviews will occur April 22 & 23.

A vactor truck demonstration to clean out a drywell was conducted on April 17<sup>th</sup>. The drywell was 8' deep, completely compacted with dirt and debris and the vactor managed to clean it out in 20 minutes. This was not something that could have been completed by hand. Jim Bridges outlined purchasing the vactor through the state purchase program. We have currently budgeted an annual payment of \$75,000 which will be used to repay a loan. The process is only open in January and August and we plan to submit an application in August. In the meantime, we can rent a vactor truck at a monthly rate of \$10,000.

## Finance

- Cheryl advised that a new page has been added to the financial information that shows the fund cash beginning balance, the revenues and expenses throughout the month and the ending cash balance. The financial statements were reviewed.
- Cheryl advised that she would like to purchase two new desktop computers, two new monitors and two new versions of Microsoft office for her and Lori. The current computers are very slow and need to be upgraded. The total cost estimate is \$3,500.

The existing delinquency policy was discussed. At the last meeting it was agreed that the existing policy is outdated and needs to be rewritten. Cheryl presented four options to discuss to set up a new policy. However, no decisions were made. The Management Team would like her to meet with the financial staff in each entity to find out the following information for 2012:

- Number of ERUs billed in 2012
- Number of ERUs paid in 2012
- Late fees paid in 2012
- Late payments paid in 2012

Cheryl advised that our software doesn't track the number of ERUs that are collected, only receipts. Also, because we use cash accounting, all revenue collected in 2013 will be attributed to 2013 and not credited to past years. The only way we can track ERUs is through additional work outside of the existing program. The City of Asotin uses the same program, but City of Clarkston uses something different. She will meet with the other staff to see how they track stormwater utility fees.

## Documentation

Nothing to report.

## Public Comment

There was no additional comment.



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**Action Items:**

- Set up meeting in May with the Port of Clarkston to discuss roads.
- Set up meeting with financial staff to discuss tracking revenues and ERUs.
- Set up Management Team meeting in May.
- Get opinion from MRSC regarding outreach consultants.



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**Capital Reserve Accounts**  
**Delinquency policy discussion**  
**2012 Budget Example**

Option 1 Dollar for dollar reduction				
Entity	Projected Revenue	Collected Revenue	Difference	
County	\$ 369,600.00	\$ 362,543.00	\$ 7,057.00	
Asotin	\$ 42,100.00	\$ 41,834.00	\$ 266.00	
Clarkston	\$ 352,453.00	\$ 348,503.00	\$ 3,950.00	
<b>Totals</b>	<b>\$ 764,153.00</b>	<b>\$ 752,880.00</b>	<b>\$ 11,273.00</b>	

Option 2 Savings from expenses			
	Projected Expenses	Actual Expenses	Difference
	\$ 837,276.00	\$ 586,109.00	\$ 251,167.00

Option 3 Percentage Reduction				
	Projected Revenue	Collected Revenue	Difference	% of Rev
	\$ 764,153.00			
	Capital Reserve	\$ 230,020.00		
	% of Revenue	30%		
Entity	Projected Revenue	Collected Revenue	Difference	% of Rev
County	\$ 369,600.00	\$ 362,543.00	\$ 7,057.00	\$ 2,117.10
Asotin	\$ 42,100.00	\$ 41,834.00	\$ 266.00	\$ 79.80
Clarkston	\$ 352,453.00	\$ 348,503.00	\$ 3,950.00	\$ 1,185.00
<b>Total</b>	<b>\$ 764,153.00</b>	<b>\$ 752,880.00</b>	<b>\$ 11,273.00</b>	<b>\$ 3,381.90</b>

Option 4 Reduce allocation if operating reserves below X% of target				
	Projected Revenues	Percent of Revenue	Operating Reserve	
	\$ 764,153.00	20%	\$ 152,830.60	
	\$ 764,153.00	30%	\$ 229,245.90	
	\$ 764,153.00	40%	\$ 305,661.20	
	\$ 764,153.00	50%	\$ 382,076.50	

# Stormwater Permits

1/1/2013 - 6/5/2013

Permit Type	County Permit #	Applicant Address	Permit Fee	Project Size	Project Size Units
STORMWATER	13-12	125 NW Thomas	\$ 225.00	9,782	Square Feet
STORMWATER	13-11	3313 Michael Dr	\$ 450.00	43,470	Square Feet
STORMWATER	13-10	506 17th Ave Apt B	\$ 225.00	5,000	Square Feet
STORMWATER	13-09	1122 Liberty Dr	\$ 225.00	5,830	Square Feet
STORMWATER	13-08	2061 Appleside Ct	\$ 225.00	6,400	Square Feet
STORMWATER	13-07	917 Chestnut	\$ 225.00	8,500	Square Feet
STORMWATER	13-06	2316 Grelle Ave	\$ 225.00	10,000	Square Feet
STORMWATER	13-05	E 3760 Seltice Way	\$ 275.00	12,800	Square Feet
STORMWATER	13-01	2512 E Blackforest Ave	\$ 225.00	10,000	Square Feet
STORMWATER	13-04	1500 Scenic Way	\$ 225.00	7,590	Square Feet
STORMWATER	13-02	2011 Quailwood Dr	\$ 225.00	7,000	Square Feet
STORMWATER	13-03	3rd Ave & Cobblestone	\$ 225.00	10,000	Square Feet
			<b>\$ 2,975.00</b>		

Date: 05/13/2013  
Time: 15:25:19

Period: 1304

Cash and Investment Summary  
Asotin County

	Description	
Fund: 460	Regional Stormwater	**
Department: 000	Stormwater Operation	
	CASH-BEGINNING BALANCE	801,725.06
	ADDITIONS TO CASH	
	TAX COLLECTIONS.....	
	EXCISE TAX REVENUE.....	
	TRANSFERS IN.....	
	INVESTMENTS SOLD.....	
	INVESTMENT REVENUE.....	
	SALE OF ASSETS.....	
	MISCELLANEOUS REVENUE .....	78,100.18
	SUBTRACTIONS FROM CASH.....	
	WARRANTS ISSUED OR REDEEMED.....	19,744.20-
	WARRANT INTEREST PAID.....	
	BONDS REDEEMED.....	
	BOND INTEREST PAID.....	
	TRANSFERS OUT.....	
	INVESTMENTS PURCHASED.....	
	PAYROLL WARRANTS ISSUED.....	7,301.57-
	MISCELLANEOUS SUBTRACTIONS.....	18,950.00-
	CASH-ENDING BALANCE.....	833,829.47
	INVESTMENTS-BEGINNING BALANCE.....	
	INVESTMENTS PURCHASED.....	
	INVESTMENTS SOLD.....	
	INVESTMENTS-ENDING BALANCE.....	
	WARRANTS OUTSTANDING-PREV BALANCE.	
	WARRANTS ISSUED.....	7,301.57-
	WARRANTS REDEEMED.....	7,301.57
	WARRANTS OUTSTANDING-END BALANCE..	
	BONDS-BEGINNING BALANCE.....	
	BOND DEBITS.....	
	BOND CREDITS.....	
	BOND-ENDING BALANCE.....	
	ENDING CASH BALANCE.....	833,829.47
	ENDING INVESTMENT BALANCE.....	
	ENDING CASH & INVESTMENT BALANCE..	833,829.47
	ENDING C&I LESS WARRANTS OUTST....	833,829.47



	A	B	C	D
1	<b>2013 Regional Stormwater Program</b>			
2	Revenue Budget			
3	6/5/2013			
4				
5	<b>Revenue</b>	Total Projected Revenue	Year to Date Rev	% Collected
6	Asotin County Utility Revenue	\$ 306,240.00	\$ 168,093.97	55%
7	City of Asotin Utility Revenue	\$ 33,696.00	\$ 18,705.42	56%
8	City of Clarkston Utility Revenue	\$ 293,808.00	\$ 102,392.78	35%
9	Other Revenue - Construction Permits	\$ 5,000.00	\$ 2,975.00	60%
10	Capacity Grant (Ends 6/30/2013)	\$ 62,206.47	\$ 71,190.40	114%
11	Misc Revenue		\$ 1,000.00	
12				
13				
14				
15				
16				
17	<b>Total Revenue</b>	<b>\$ 700,950.47</b>	<b>\$ 364,357.57</b>	<b>52%</b>

1		<b>Stormwater Operations</b>	<b>Total Budget for</b>	<b>Year To Date</b>	<b>YTD Percent</b>	<b>Remaining</b>
2		<b>2013 Budget for Spending</b>	<b>Year - 2013</b>	<b>Spent</b>	<b>Spent</b>	<b>Budget For Year</b>
3	<b>Payments Made through Accounts Payable</b>					
4	538.31.31	Supplies	\$ 2,500	\$ 1,917	76.7%	\$ 583
5	538.31.42	Communication	\$ 500	\$ 37	7.3%	\$ 463
6	538.31.43	Travel	\$ 2,000	\$ 504	25.2%	\$ 1,496
7	538.31.44	Advertising,Education & Outreach	\$ 30,000	\$ 4,763	15.9%	\$ 25,237
8	538.31.4901	Misc costs	\$ 2,500	\$ 273	10.9%	\$ 2,227
9	538.31.4902	Training	\$ 2,000	\$ 843	42.2%	\$ 1,157
10	538.32.4112	Mapping	\$ 12,500	\$ 1,533	12.3%	\$ 10,967
11	538.31.4113	Grant Writing	\$ 4,000	\$ -	0.0%	\$ 4,000
12	538.31.5110	Management Team - City of Asotin	\$ 2,000	\$ 713	35.6%	\$ 1,288
13	538.31.5111	Management Team - City of Clarkston	\$ 2,000	\$ 827	41.4%	\$ 1,173
14	538.31.5112	Management Team - Asotin County	\$ 6,000	\$ 264	4.4%	\$ 5,736
15	538.31.41	Billing Expenses - County	\$ 15,000	\$ 5,719	38.1%	\$ 9,281
16	538.36.5110	Billing Expenses - City of Asotin	\$ 4,000	\$ 1,667	41.7%	\$ 2,333
17	538.36.5111	Billing Expenses – City of Clarkston	\$ 25,000	\$ 10,813	43.3%	\$ 14,187
18	538.38.49	B&O Tax	\$ 6,800	\$ 3,162	46.5%	\$ 3,638
19	538.31.4110	Legal services - City of Asotin	\$ 1,000	\$ -	0.0%	\$ 1,000
20	538.31.4111	Legal services - City of Clarkston	\$ 2,000	\$ -	0.0%	\$ 2,000
21	538.31.4112	Legal services - Asotin County	\$ 6,000	\$ 742	12.4%	\$ 5,258
22	538.31.4910	Ecology Phase II Permit Fees-Asotin	\$ 1,000	\$ -	0.0%	\$ 1,000
23	538.31.4911	Ecology Phase II Permit Fees-Clarkston	\$ 2,200	\$ 1,110	50.4%	\$ 1,090
24	538.31.4912	Ecology Phase II Permit Fees-Asotin County	\$ 2,750	\$ 1,337	48.6%	\$ 1,413
25	538.35.5113	Stormwater Program O&M	\$ 5,000	\$ 21,606	432.1%	\$ (16,606)
26	594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ -	0.0%	\$ 2,000
27	594.38.6401	Other Equipment	\$ 10,000	\$ 4,405	44.0%	\$ 5,595
28	<b>Salary and Benefits (per Timecard Distribution total costs)</b>					
29	538.31.10.22-28	Salary, Benefits Coordinator	\$ 53,275	\$ 22,311	41.9%	\$ 30,964
30	538.31.11.22-28	Salary, Benefits 5 FTE (Finance)	\$ 15,000	\$ 3,059	20.4%	\$ 8,350
31	538.31.11.22-26	Salary, Benefits 5 FTE (Finance)-Billing		\$ 3,591	23.9%	
32	538.31.11.22-26	SW Operator 1	\$ 42,500	\$ 3,157	7.4%	\$ 39,343
33	538.31.11.22-26	SW Operator 2	\$ 42,500	\$ 2,368	5.6%	\$ 40,132
34		All Employee Fringe Benefits	\$ 51,841	\$ 9,449	18.2%	\$ 42,392
35						
36	<b>Interfund Transfers (QUARTERLY JOURNAL ENTRIES)</b>					
37	538.38.45	Office Rental	\$ 4,000	\$ 1,000	25.0%	\$ 3,000
38	538.38.92	PBX	\$ 400	\$ 100	25.0%	\$ 300
39	538.38.95	ER&R - Stormwater	\$ 115,000	\$ 28,950	25.2%	\$ 86,050
40	538.38.96	Insurance	\$ 6,000	\$ 1,500	25.0%	\$ 4,500
41	538.38.99	Data Processing	\$ 2,000	\$ 500	25.0%	\$ 1,500
42	538.38.4501	Program Vehicles	\$ 7,200	\$ 600	8.3%	\$ 6,600
43						
44	<b>Transfers to Capital Reserve (amounts/process to be decided on later)</b>					
45	597.38.10	City of Asotin	\$ 16,880	\$ -	0.0%	\$ 16,880
46	597.38.11	City of Clarkston	\$ 101,840	\$ -	0.0%	\$ 101,840
47	597.38.12	Asotin County	\$ 111,300	\$ -	0.0%	\$ 111,300
48		<b>TOTAL EXPENDITURES</b>	<b>\$ 718,486</b>	<b>\$ 138,816</b>	<b>19.3%</b>	<b>\$ 579,670</b>
49						
50		<b>460.004 -Stormwater ER&amp;R</b>				
51	362.21.460	Revenue - Rental Rate	\$ 115,000	\$ 18,750	16.3%	\$ 96,250
52	548.69.48	Expense - Maintenance	\$ 20,000	\$ 1,837	9.2%	\$ 17,947
53	548.69.32	Expense - Fuel	\$ 3,000	\$ 216	7.2%	

**2013 Regional Stormwater Program  
CITY OF CLK CAPITAL RESERVES  
6/5/2013**

	Revenue	Expense	Balance
2011	\$ 101,840.00	\$ -	\$ 101,840.00
2012	\$ 101,840.00	\$ 18,167.50	\$ 185,512.50
2013		\$ 5,121.25	\$ 180,391.25

**2013 Regional Stormwater Program  
CITY OF ASOTIN CAPITAL RESERVES  
6/5/2013**

	Revenue	Expense	Balance
2011	\$ 16,880.00	\$ -	\$ 16,880.00
2012	\$ 16,880.00	\$ -	\$ 33,760.00
			\$ -

**2013 Regional Stormwater Program  
ASOTIN COUNTY CAPITAL RESERVES  
6/5/2013**

<u>YEAR</u>	Revenue	Expense	Balance
2011	\$ 111,300.00		\$ 111,300.00
2012	\$ 111,300.00		\$ 222,600.00

# Regional Stormwater Program MEMORANDUM



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**TO:** Management Team

**FROM:** Cheryl Sonnen  
Regional Stormwater Coordinator

**DATE:** 6/4/13

**SUBJECT:** State Auditor's Office Recommendation

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The State Auditor's Office (SAO) has reviewed our request regarding interfund loans from our capital reserve accounts. Their recommendation is:

- They do not recommend making interfund loans between the entities.
- Because we have enough money available in the operating account, they would prefer increasing the entities capital reserve accounts equitably. So, if Asotin needs an additional 20%, increase the other entities allocation by 20%.
- The SAO opinion is that when all of the fees are deposited in the County treasury it loses its identity and becomes part of the cooperative. Therefore, we do not need to allocate capital reserves by entity. But because we are, the Interlocal Agreement (ILA) should reflect the current practice, specifying capital reserve funds and ownership.

ILA language:

**6.05 Grant Reimbursement Allocation.** Currently the Regional Stormwater Program has been awarded Stormwater Capacity grants for program administration as follows:

Clarkston	\$89,204
Asotin	\$73,265
County	\$104,893

The parties acknowledge that association with the City of Asotin increases grant funding available to the parties. The City of Asotin participation results in grant funding in higher pro rata return to its small population and stormwater system. The Parties prefer any grant reimbursement be applied to costs incurred by the GA and any fees collected in excess of the costs be deposited 50% in Capital Improvement Program, and 50% to program reserves. The management team may make recommendations regarding this preference as needed.



Serving: Asotin County



City of Asotin



City of Clarkston

**Operations & Maintenance Activities  
Street Sweeping**

*Asotin Regional Stormwater Program*

**May 2013**

<b>Date</b>	<b>Operator</b>	<b>Route</b>	<b>Equipment</b>	<b>Hours</b>	<b>Wet / Watered</b>	<b>Code</b>	<b>Comments or Additional Repairs</b>
5/23/13	Kelly		902	3	Watered	2	Port Area
5/23/13	Jeff		377	3	Watered	2	Port Area
5/23/13	Jeff		902	4	Watered	2	Aquatic Center
5/23/13	Kelly		377	1	Watered	2	Aquatic Center
5/23/13	Kelly		902	3	Watered	2	Vineland Cemetary
5/23/13	Jeff		377	1	Watered	2	Vineland Cemetary
5/28/13	Kelly	SR1, SR5, SR19	902	10	Watered	1	Appleside & 15th St
5/28/13	Jeff		377	6.5	Watered	2	Port Area
5/28/13	Jeff	SR19,20,24,25	377	3.5	Watered	1	6th Ave, Rankin, Peasley, Appleside
5/29/13	Kelly	SR10,19	902	10	Wet	1	Appleside & 13th St
5/29/13	Jeff		377	3	Watered	2	Port Area, 14th St, Commercial Way
5/29/13	Jeff	SR1,2,3,6	377	6	Wet	1	Elm, 13th St, Chestnut, Boston
	<b>Port Roads</b>						
		Hours	Wage	Total			
	Operator	15.5	\$35.85	\$555.68			
	Equipment	15.5	\$126.00	\$1,953.00			
	<b>Total Cost</b>			<b>\$2,508.68</b>			

**Maintenance Codes:**  
 1 – Scheduled Cleaning  
 2 – Extra Cleaning

# Regional Stormwater Program

## MEMORANDUM



---

**TO:** Management Team

**FROM:** Cheryl Sonnen  
Regional Stormwater Coordinator

**DATE:** 6/4/13

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City of Asotin



City of Clarkston