



Regional Stormwater Program

P.O. Box 160

135 2nd Street

Asotin, WA 99402

509-243-2074

Fax 509-243-2003

**Management Team Meeting Agenda
Clarkston City Hall
829 Fifth Street, Clarkston
July 11, 2011
3:00 – 5:00 pm**

1. **Public Comment (3:00 pm - 15 minutes)**
2. **Review agenda, minutes (3:10 pm - 10 minutes)**
3. **Policy for Street Sweeper (3:20 pm – 10 minutes)**
4. **Permit boundary discussion (3:30 pm - 30 minutes)**
5. **Interlocal Agreement Language (4:00 pm - 30 minutes)**
6. **2012 Stormwater Budget (4:30 – 30 minutes)**
7. **Next meeting – August 8, 2011, location to be determined**



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**Management Team Meeting Minutes
County Commissioner's Chambers
June 13, 2011
3:00 – 5:00 pm**

ATTENDANCE

Management Team Voting Members:

Keith Delzer	City of Asotin
George Nash	City of Clarkston
Jim Martin	City of Clarkston Public Works Director
Joel Ristau	Asotin County Public Works Director

Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
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1. Public comment

The public was given the opportunity to comment. These comments and answers provided by the Management Team are summarized.

- Q. Business owners are required to install stormwater control facilities on new construction to manage all stormwater on-site. Is there any incentive for them to pay their fee?
- A. There is no credit now. All new developments have requirements to manage stormwater on-site. We looked at a credit system during the development of the utility. It will add administrative time and cost extra money to administer. We discussed it at the Stormwater Advisory Group level for residential and non-residential properties. We will have to determine a basis for the credit, implement an inspection program to ensure the facilities are functioning properly and be designed by an engineer. We may look at a credit again in the future.
- Q. A suggestion was made to allow a group of citizens to provide input into the program as part of the public participation requirement of the Permit. Additionally, the question was asked on who has oversight of the stormwater program.
- A. We discussed the idea of the group and agreed to discuss it again in the future. Public input and participation is a big part of the permit.



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The Stormwater Management Team has oversight of the stormwater program. Each entity has two voting members but the Stormwater Program Coordinator does not have a vote. The Stormwater Management Team will make recommendations to the elected officials but cannot make programmatic changes such as utility fee increases. That requires a resolution by each elected body and an opportunity for the public to comment.

2. Review agenda, minutes

There were no changes to the agenda or the minutes.

3. Review program status

Cheryl provided an update on the program and the grants. The equipment purchase, construction field and outreach grants all end on June 30, 2011. All work must be completed by that time.

- A contract was awarded for the sweeper. The sweeper has been ordered and will be housed at City of Asotin.
- The field guide grant will create a construction field guide to be used by contractors, builders, developers, etc. to help them install sediment and erosion control practices on their project sites. The field guide has been completed and now we are looking for a printer.
- The Eastern WA outreach grant will provide all Eastern WA permittees with educational materials that will provide a consistent message about stormwater and water quality throughout the area so no matter where you travel the message will be the same. The final draft materials have been rolled out to the Permittees and we are waiting for final comments.

4. Discuss permit boundary

The permit boundary was briefly discussed. There are three boundaries that are being evaluated: 1. urban census boundary; 2. MPO boundary, which is the census boundary rounded off; and 3. the MPO 20-year planning boundary.

We will be evaluating:

- how changing the boundary will could affect utility fees
- management and implementation of the program in the future
- implementation of management controls for areas that drain into the stormwater system
- how the California case might affect us because we are responsible for flows at the outfalls regardless of where the stormwater comes in
- evaluating the Ecology permit requirements for Counties to include the planning area boundary
- We are also looking for a legal opinion

Staff will gather the information and bring it back to the group.



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5. Management Team Bylaws

Cheryl provided a draft of the management team bylaws. She used the PTBA bylaws as the basis since they have the three entities managing the PTBA. Items that were discussed are summarized.

- Alternate Representatives – the Management Team members did not want to appoint alternate members.
- Review of Management Team composition – the members wanted to delete this section because they will review the composition regularly and if changes need to be made will discuss them at that time.
- Quorum – a quorum will consist of four members.
- Voting – a simple majority of the members present will determine the vote outcome.
- Chair and Vice Chair – each entity will rotate through the chair position and will hold the position for one year.
- General provisions – the items regarding check requests, notes of debt and legal documents will need to be reviewed by the legal staff. These probably don't apply to this group.

Cheryl will make the changes and send the draft to the legal staff for review.

6. Interlocal Agreement Language

Jim Martin asked that the ILA language be reviewed based on conditions that are currently occurring. Clarkston would like to remain in the ILA and are paying the fee out of their current expense and reserves. They want to change the language or develop an interim policy that allows this situation.

The members would like to have an attorney present at the next meeting.

7. Next Meeting

Cheryl asked the members to consider setting a regular schedule for meetings. The members agreed that Monday afternoons on the 2nd or 4th Tuesday would work well for them. Cheryl will check with Don Brown and make sure that works for him and get back to the members with a schedule.

Action Items:

- Gathering information regarding the permit boundary.



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Regional Stormwater Program Policy for Regenerative Air Sweeper

A 2011 Stewart-Amos/Isuzu regenerative air sweeper, model R6 Galaxy/NRR was purchased through a grant from Department of Ecology to be utilized by City of Clarkston, City of Asotin and Asotin County to meet Operation & Maintenance (O&M) requirements of the Phase II Stormwater Permit. This policy will outline the roles and responsibilities of each party.

Location

The City of Asotin (Asotin) has agreed to house the sweeper until it is requested by either City of Clarkston (Clarkston) or Asotin County (County).

Maintenance

Each party will conduct minor maintenance required after use of sweeper, such as cleaning the machine, hopper, etc. A daily inspection sheet will be completed after each use (see attached).

The County will conduct all other maintenance of the sweeper and will be reimbursed for labor and materials through the Regional Stormwater Program Equipment Repair & Replacement (ER&R) fund.

Use & Reimbursement

Asotin will house the sweeper when it is not being used by Clarkston or the County. Clarkston and the County will contact Asotin to schedule use of the sweeper. Currently the Regional Stormwater Program covers the ER&R charges to replace and repair the sweeper. Each entity will be reimbursed by the Regional Stormwater Program for labor to operate the sweeper. The parties will submit a bill to the Regional Stormwater Program showing the dates, hours, routes and operator using the sweeper. Each party will be reimbursed according to the terms of the Interlocal Cooperation Agreement.

Insurance

As required by the Interlocal Cooperation Agreement, each Party shall obtain and maintain insurance policies having minimum coverage of Two Million Dollars (\$2,000,000) to meet all legal and social responsibilities for creation of the Utilities and ownership, maintenance and operation of the Facilities, including without limitation, general liability, public liability, professional liability, errors and omissions, officers and directors' liability, property insurance, and workmen's compensation coverage.

Indemnification

The Interlocal Cooperation Agreement provides for the parties jointly owning equipment purchased by the Regional Stormwater Program. Each of the parties is responsible for the care and maintenance of the facilities within their respective boundaries. To the extent of its



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comparative liability, each Party shall indemnify, defend and hold the other Party, its department, elected and appointed officials, employees, and agents, harmless from and against any and all claims, damages, losses and expenses, including attorney's fees, for any bodily injury, sickness, disease, or death, or any damage to or destruction of property, including the loss of use resulting therefrom, which are alleged or proven to be caused in whole or in part by a negligent act or omission of the Party, its officers, directors, and employees with respect to the performance of this Agreement, the creation of the Utilities, and the ownership, operation and maintenance of the Facilities.

Dispute Resolution – If a dispute arises between the parties, the Regional Stormwater Program Coordinator shall be notified to help resolve the dispute. If the dispute cannot be resolved by the parties, it will be presented to the Management Team and its decision will be final.

Adopted by Stormwater Management Team on _____.



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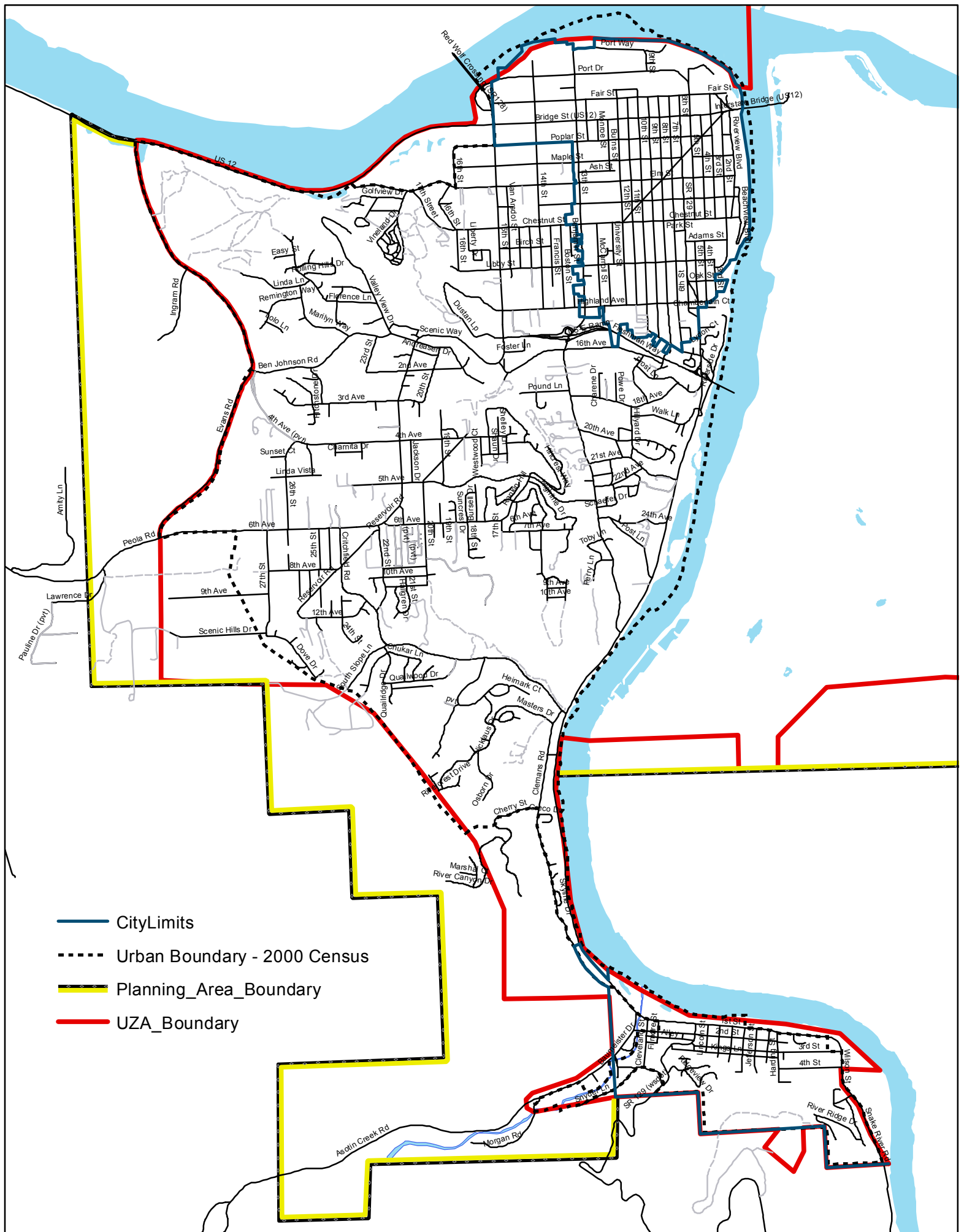
City of Clarkston

SERVICE RECORD REGIONAL STORMWATER PROGRAM SWEEPER

FOR THE MONTH OF										
YEAR										
2011 STEWART-AMOS GALAXY R6				SERVICE DUE				AIR FILTER DUE		
DATE	CITY / COUNTY	HOUR METER READ END	GAL FUEL	GAL 15-40 OIL	GAL HYD OIL	GREASE	ANTIFREEZE	ENG/RAD BLOW OUT OR WASH DOWN	INITIALS	COMMENTS
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1	2011 Regional Stormwater Program		
2	Revenue Budget		
3			
4			
5	Revenue	Total Projected Revenue	Year to Date Rev
6	Asotin County Utility Revenue	\$ 433,367.00	\$ 220,565.29
7	City of Asotin Utility Revenue	\$ 42,625.00	\$ 24,907.14
8	City of Clarkston Utility Revenue	\$ 352,453.00	\$ 176,226.48
9	Other Revenue - Construction Permits	\$ 50,000.00	\$ 3,460.00
10	Capacity Grant	\$ 267,362.00	\$ 57,599.97
11	Utility Implementation Grant	\$ 12,525.00	\$ -
12	Equipment Purchase Grant	\$ 179,000.00	\$ 1,882.94
13	Field Guide Grant	\$ 115,000.00	\$ 27,370.10
14	Outreach Grant	\$ 58,500.00	\$ 7,141.55
15	Interfund Loan	\$ 100,000.00	\$ 100,000.00
16	Total Revenue	\$ 1,610,832.00	\$ 619,153.47

FUND	Stormwater Operations	Total Budget for	Year To Date/TD Percen	Remaining	
460.000	2011 Budget for Spending	Year - 2011	Spent	Budget For Year	
Payments Made through Accounts Payable (WinCams)					
538.31.31	Supplies	\$ 10,000	\$ 1,877	18.8%	\$ 8,123
538.31.3125	Field Guide Grant - Supplies	\$ 2,000	\$ 11,513	575.6%	\$ (9,513)
538.31.41	Billing Expenses - County	\$ 21,000	\$ 7,723	36.8%	\$ 13,277
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	\$ 419	83.9%	\$ 81
538.31.43	Travel	\$ 2,000	\$ 47	2.4%	\$ 1,953
538.31.44	Advertising	\$ 35,000	\$ 3,820	10.9%	\$ 31,180
538.31.49	Misc costs	\$ 10,000	\$ 4,277	42.8%	\$ 5,723
538.31.49	Training	\$ 4,000	\$ 243	6.1%	\$ 3,757
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	\$ 1,624	10.8%	\$ 13,376
538.32.4122	Consultant - Utility Implementation	\$ 1,722	\$ 1,362	79.1%	\$ 359
538.32.4125	Field Guide Grant - Consultant	\$ 103,000	\$ 64,572	62.7%	\$ 38,428
538.32.4126	Outreach Grant - Consultant	\$ 50,500	\$ 19,916	39.4%	\$ 30,584
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	\$ 16,479	16.8%	\$ 81,821
538.35.5112	Asotin County O&M	\$ 120,000	\$ 37,379	31.1%	\$ 82,621
538.36.5110	Billing Expenses - City of Asotin	\$ 22,560	\$ 11,607	51.5%	\$ 10,953
538.36.5111	Billing Expenses - City of Clarkston	\$ 40,000	\$ -	0.0%	\$ 40,000
538.38.49	B&O Tax	\$ 7,800	\$ 2,394	30.7%	\$ 5,406
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	\$ 160,000	\$ 169,087	105.7%	\$ (9,087)
Salary and Benefits (per Timecard Distribution total costs)					
538.31.10,22-28	Salary, Benefits, Fringe: Coordinator	\$ 68,947	\$ 49,628	72.0%	\$ 19,319
538.31.11,22-28	Salary, Benefits, Fringe: .5 FTE (Finance)	\$ 21,214	\$ 8,377	39.5%	\$ 12,838
538.31.12,22-28	Salary, Benefits, Fringe: 1 FTE (Inspector)	\$ 66,295	\$ -	0.0%	\$ 66,295
538.31.5112	Management Team/Admin - Asotin County	\$ 22,700	\$ 10,950	48.2%	\$ 11,750
538.32.4112	Mapping - Asotin County	\$ 14,300	\$ 15,112	105.7%	\$ (812)
			\$ -		\$ -
Interfund Transfers (QUARTERLY JOURNAL ENTRIES)					
538.38.45	Office Rental	\$ 4,000	\$ 1,000	25.0%	\$ 3,000
538.38.92	PBX	\$ 400	\$ 100	25.0%	\$ 300
538.38.95	ER&R - Stormwater	\$ 40,000	\$ 11,163	27.9%	\$ 28,837
538.38.96	Insurance	\$ 5,000	\$ 1,250	25.0%	\$ 3,750
538.38.99	Data Processing	\$ 2,000	\$ 500	25.0%	\$ 1,500
581.20.113	Interfund Loan	\$ 104,250	\$ -	0.0%	\$ 104,250
Transfers to Capital Reserve (amounts/process to be decided on later)					
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
	TOTAL EXPENDITURES	\$ 1,343,508	\$ 457,308	34.0%	\$ 886,200
	460.004 -Stormwater ER&R				
362.21.460	Revenue - Rental Rate	\$ 40,000	\$ -	0.0%	\$ 40,000
548.69.48	Expense - Maintenance	\$ 20,000	\$ -	0.0%	\$ 20,000



- City Limits
- Urban Boundary - 2000 Census
- Planning Area Boundary
- UZA Boundary