

Regional Stormwater Program

**Management Team Meeting Agenda
Commissioner's Chambers
April 18, 2013
3:00 – 5:00 pm**

1. **Public Comment**
2. **Management Team Meeting Notes** **pgs 2 - 5**
 - March 11, 2013
3. **Public Education and Outreach**
 - Water on Wheels - \$5,000 pgs 6-8
 - Outreach Campaign - \$26,000 pgs 9 - 13
4. **Public Involvement & Participation**
 - Nothing to report
5. **Illicit Discharge Detection & Elimination**
 - Nothing to report
6. **Construction/Post Construction Site Stormwater Runoff**
 - Nothing to report
7. **Operation & Maintenance**
 - Port Roads pgs 14 - 21
 - O&M Staff Update
 - Vactor Truck
8. **Finance**
 - Review current spending and revenue pgs 22 - 25
 - i. Computer purchase - \$3500 Line 27
 - ii. Vactor Rental - \$10,000/month Line 39
 - Delinquency Policy pgs 26 - 28
 - Loaning capital reserve funds to other entities
9. **Documentation**
 - 6-year plans
10. **Public Comment**
11. **Next Scheduled Meeting** - June 10, 3:00 – 5:00 pm, Commissioner's Chambers



Regional Stormwater Program

P.O. Box 160

135 2nd Street

Asotin, WA 99402

509-243-2074

Fax 509-243-2003

Management Team Meeting Notes March 11, 2013

ATTENDANCE

Management Team Voting Members:

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

Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
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Public Comment

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

- There is a perception that by hiring of two stormwater operators we are transferring labor from the Road Dept to Stormwater and using the stormwater fees to pay for Road Dept work. This is giving the public a bad perception. Also, the starting wage of \$19.73 is too high. It is equivalent to entry level for journeymen electricians or machinists.

The Management Team responded that the wages are set by the Public Works Union and were negotiated with the County, so the starting wage can't be lowered.

Regarding the perception of "supplanting" work, the stormwater duties performed by the road / street departments were performed as they could be done. By hiring two stormwater operators the work will be performed by two dedicated staff conducting proactive maintenance. The municipal staff will be able to dedicate their time to their respective workloads.

- A member of the public asked about giving a credit to people making annual payments. It results in a cost reduction for the County because only one bill is mailed.

At this time, credits have not been discussed. It is something the Management Team can talk about.

- A member of the public asked why the County's billing expenses were increased in 2013.

Cheryl advised that the mailing expenses were expected to increase under the current contract in 2013.

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 upcoming outreach events and advised she would have a booth at the Fair and Alive After Five events. Also, Public Works Day is scheduled for May 22nd and several schools from Clarkston will be attending this year. With the increase in students, she would like to use the stormwater sweeper at the event.

Cheryl advised that she and Jim Jeffords will be attending a meeting in Moses Lake to review the 2013 Census urban area maps.

2. Public Involvement and Participation

Nothing to report.

3. Illicit Discharge Detection and Elimination

Cheryl and Jim Martin reviewed an IDDE complaint that was received in Clarkston. Cheryl received a call that a vehicle painting business in Clarkston was pouring paints, solvents and other materials into the sink and being washed down a drain in the floor of the shop. Jim advised that none of those materials are allowed in the sewer. Cheryl contacted Ecology's hazardous materials department and they advised they would take the lead on the inspections because it deals with a commercial business, which is their responsibility. Jim had his crew camera the sewer pipe but there wasn't any indication that hazardous materials had been dumped. The drain in the floor turned out to be a sump that was installed to collect materials and be periodically cleaned out. It is not a stormwater drain. Ecology is requiring the owner to clean the sump and test the materials. They will follow up with us when they have the results.

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

The current construction permits were reviewed. A total of four permits have been issued in 2013. There are still several active permits issued in previous years. Most of the projects are single family homes and one pipeline installation.

6. Operation & Maintenance/Good Housekeeping

Cheryl advised the stormwater operator positions were being advertised from March 8 – March 17 and closes on March 28th. Several Management Team members advised they would like to participate in reviewing and hiring staff.

The Port's request for ERU reduction was discussed. Jim Bridges advised that he researched the ownership history but that the original plat maps were severely lacking. There was no history of dedications of roads. The Port is requesting a fee reduction because they are maintaining their roads, but we are unsure if they are performing work equivalent to our Permit requirements. The Management Team recommended setting up a special meeting in April to discuss this with the Port.

Finance

- The 2012 final financial statements were reviewed.
- A new form will be added to track capital reserve balances for each entity.
- The 2013 budget was reviewed. A question was asked about the Clarkston revenue being lower than the other entities. This could be a timing issue when we receive payments and report them. The O&M expenses will be larger than budgeted because we don't have O&M staff hired and the entities will continue to sweep streets until the new staff is available.
- A discussion occurred about the existing delinquency policy. The policy was written to allow Clarkston to submit payments to the utility based on the actual revenue collected rather than the planned revenue based on ERUs. Clarkston was subsidizing the payments in the amount of \$1.50 and collecting \$3.50 per ERU from citizens. The policy allowed them to pay \$1.50 for each \$3.50 actually collected. After much discussion, the Management Team agreed that the policy was outdated and needs to be revisited. However, there was disagreement on how that should be handled.
 - Option 1 – Reduce the capital reserve allocation one dollar for each dollar that is not collected in revenue during the year.
 - Option 2 – Take into account the savings from expenses coming in under budget. If the savings covers the uncollected revenue, fund the capital reserves at full value.
 - Option 3 – Evaluate operating reserve and reduce capital account if operating reserves falls below a certain comfort level.

This discussion will be added to the agenda at the next Management Team meeting.

- Cheryl advised that she will work with Chris Kemp, the County's CFO, to draft a question for the Auditor's office regarding interfund loans between entities in the ILA.



Serving: Asotin County



City of Asotin

4



City of Clarkston

Documentation

The 6-year plans were discussed. We need to identify projects to get them documented. This will partly be the responsibility of the new O&M staff as they conduct inspections and maintenance.

Public Comment

A member of the public asked a question about the recent Supreme Court decision in Virginia regarding regulating flows. He commented that because Asotin Creek and the Snake River currently don't have an active TMDL, we are not responsible to have a stormwater program. Many comments were made by the Management Team to clarify the issue. Cheryl advised that she is meeting with Ecology staff and will bring up the issue.

Action Items:

- Set up meeting in April and invite the Port of Clarkston to discuss roads.
- Set up meeting to discuss funding capital reserves.
- Draft letter to State Auditor re interfund loans between entities in ILA.

Serving:



Asotin County



City of Asotin



City of Clarkston

**Quad Cities MOA
Water on Wheels, Water Conservation Education
People Reached Final Report**

Pasco

School	Students	Teachers	Lessons
Angelou	82	3	3
Emerson	115	4	2
Frost	492	20	18
Kings Point	36	2	2
Livingston	324	12	11
Markham	207	7	7
McGee	120	5	3
McLoughlin	100	4	4
Twain	214	7	7
Whittier	101	3	3
Total	1,791	67	60

***Parents Reached refers to Stormwater Education Materials w/ Parent Signature**

**Quad Cities MOA
Wheat Weeks, Stormwater Education
People Reached Final Report**

Grand Totals

Students Reached	1,292
Teachers Reached	52
Weeks Taught	13
Parents Reached	824

Breakdown by City

City	Students	Teachers	Weeks	Parents*
Kennewick	157	7	2	115
Richland	167	6	2	128
Pasco	887	38	8	516
West Richland	81	1	1	65
Total	1292	52	13	824

Kennewick

School	Students	Teachers	Parents
Cascade	90	3	65
Vista	67	4	50
Total	157	7	115

Richland

School	Students	Teachers	Parents
Badger Mountain	140	5	105
Lewis & Clark	27	1	23
Total	167	6	128

Pasco

School	Students	Teachers	Parents
Emerson	124	4	60
Frost	110	5	49
Livingston	142	6	106
Markham	54	3	48
McGee	120	6	88
Robinson	135	6	55
Twain	101	4	63
Whittier	101	4	47
Total	887	38	516

West Richland

School	Students	Teachers	Parents
Tapteal	81	1	65
Total	81	1	65

*Parents Reached refers to Stormwater Education Materials w/ Parent Signature

Protect Our Rivers from Stormwater Pollution



City of Clarkston



City of Lewiston



Asotin County



City of Asotin

When it rains, the rain water soaks into the ground and part of it runs over the ground and directly into creeks, streams or rivers. Sometimes it gets polluted. Pollution is anything that harms our air, soil, or in this case, water. Sometimes the pollution is something you can see, like trash floating on top of the water. Other times you can't see the pollution at all, like when motor oil from a car washes into a nearby creek. So, who is to blame? Who is making the water that we drink and swim in dirty? We all are... so do your part, be a Drain Ranger, one drop at a time.

You may think that it's ok for little things here and there to be put down the storm drain. It's easy to forget that your one little thing and my one little thing eventually add up to create a **MONSTER** problem. Our storm drains don't filter what we put into them. They run directly into our lakes and streams.

To help keep our storm drains clean...

- **Properly dispose of your motor oil**
- **Pick up after your pet**
- **Take your car to a car wash**
- **Follow the directions when you fertilize your yard**



Be a Drain Ranger!

Tell your neighbors, family and friends to do their part - **Only Rain Down the Drain!**

OnlyRainDownTheDrain.com

Please Detach Here & Return Signed Slip to School

Together, my child, _____, and I have read the above information about protecting our rivers, lakes, streams and creeks from stormwater pollution.

Parent or Guardian's Signature

**Asotin County Stormwater
Media Campaign 2013**

Spring - Lawns/Fertilizer/			
Traverse/Cooper Scooper			rotate 2 spots
Tribune			
3cx5	Thursday, Mar 14		
	Sat, Mar 16		
	Sun, Mar 17		
	Wed, Mar 20 - Shopper		
	Thurs, Mar 21		
	Sat, Mar 23		
	Thurs, Mar 28		
	Sat, Mar 30		
	Sun, Mar 31		
	Wed, Apr 3 - Shopper	\$	1,485.00
Moneysaver	Thurs, Mar 14	\$	251.00
4cx5	Thurs, Mar 21	\$	251.00
	Thurs, Mar 28	\$	251.00
KLEW	News - 3/1 to 3/30	\$	1,500.00
KWSU	3/1 to 3/30	\$	600.00
Billboard	Fleshman Way/Thain	\$	1,140.00
Total		\$	5,478.00

Summer - Pools/Lawn/Fertilizer

rotate 2 spots

Tribune

3cx5	Wed, April 24 - Shopper Sat, April 27 Sun, April 28 Thurs, May 2 Sat, May 4 Sun, May 5 Wed, May 8 - Shopper Thurs, May 16 Sat, May 18 Sun, May 19		
		\$	1,485.00

Moneysaver	Thurs, April 23	\$	251.00
4cx5	Thurs, May 2	\$	251.00
Front pg 3xc3	Thurs, May 16		\$242.55

KLEW	News - 4/15 to 5/15	\$	1,500.00
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KWSU	11/15 to 12/6	\$	600.00
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Billboard	Fleshman Way/Thain	\$	1,140.00
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Total		\$	5,469.55
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Off Season - Car Wash/Monster

rotate 2 spots

Tribune

3cx5	Thursday, June 13	
	Sat, June 15	
	Sun, June 16	000000
	Wed, June 19 - shopper	
	Thurs, June 27	
	Sat, June 29	
	Wed, July 3 - Shopper	
	Thurs, July 11	
	Sat, July 13	
	Sun, July 14	\$ 1,485.00

Moneysaver	Thurs, June 13	\$ 242.55	front pg, 3cx3
4cx5	Thurs, June 27	\$ 251.00	
	Thurs, July 10	\$ 251.00	
	Thurs, July 18	\$ 242.55	front pg, 3cx3

KLEW	News - 6/15 to 7/15	\$ 1,500.00
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KWSU	6/15 to 7/15	\$ 600.00
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Billboard	Fleshman Way/Thain	\$ 1,140.00
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Total		\$ 5,712.10
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Off Season - Motor Oil/Monster

rotate 2 spots

Tribune

3cx5	Thursday, Aug 8	
	Sat, Aug 10	
	Sun, Aug 11	000000
	Wed, Aug 14 - Shopper	
	Thurs, Aug 15	
	Sat, Aug 17	
	Wed, Aug 21 - Shopper	
	Thurs, Aug 22	
	Sat, Aug 24	
	Sun, Aug 25	\$ 1,485.00

Moneysaver	Thurs, Aug 8	\$ 242.55	front pg, 3cx3
4cx5	Thurs, Aug 15	\$ 251.00	
	Thurs, Aug 22	\$ 251.00	
	Thurs, Sept 19	\$242.55	front pg, 3cx3

KLEW	News - 8/1 to 8/31	\$ 1,260.00
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KWSU	8/1 to 8/31	\$ 600.00
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Billboard	Fleshman Way/Thain	\$ 1,140.00
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Total		\$ 5,472.10
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Fall - Leaves/Pool Maintenance

rotate 2 spots

Tribune

3cx5	Thursday, Oct 2	
	Sat, Oct 5	
	Sun, Oct 6	000000
	Wed, Oct 9 - Shopper	
	Thurs, Oct 17	
	Sat, Oct 19	
	Wed, Oct 23 - Shopper	
	Thurs, Oct 24	
	Sat. Oct 26	
	Sun, Oct 27	\$ 1,485.00

Moneysaver	Thurs, Oct 10	\$ 251.00
4cx5	Thurs, Oct 17	\$ 251.00
	Thurs, Oct 24	\$ 251.00
	Thurs, Nov 7	\$242.55 front pg, 3cx3

KLEW	News - 10/1 to 10/31	\$ 1,500.00
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KWSU	10/1 to 10/13	\$ 600.00
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Billboard	Fleshman Way/Thain	\$ 1,140.00
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Total		\$ 5,720.55
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Pad of Ads in Tribune - 30 ad placements/month (.5" to 8") = \$100/month



Port Way - 43.98 ERU
\$175.92/mo - \$2,111.04/year

849 Port Way - 2.13 ERU
\$8.52/mo - \$102.24/year

845 Port Way - 3.10 ERU
\$12.40/mo - \$148.80/year

14th Street - 8.18 ERU
\$32.72/mo - \$392.64/year

8th St Extension - 2.69 ERU
\$10.76/mo - \$129.12/year

Port Drive - 71.94 ERU
\$287.76/mo - \$3,453.12/year

Culdesac - 4.19 ERU
\$16.76/mo - \$201.12/year

Zerbel Lane - 2.31 ERU
\$9.24/mo - \$110.88/year

15th St

Poplar St

13th St

14th St

Bridge St (US12)

Morrison Ave

Monroe St

Burns St

12th St

11th St

10th St

8th St

7th St

SR 129

6th St

5th St

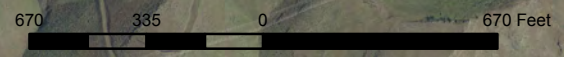
North St

Fair St

Port Dr

Zirbel Ln

Zerbel Lane



Legend

- Port_catchbasins
- Port_culverts
- Port_drywells
- ⊗ Port_manholes
- CountyCity_Roads
- ISA_Measurements

Road	Area (sq.ft.)	ERU	\$4/Mo	Annual
Port Drive	266,164.18	71.94	\$287.76	\$3,453.12
Port Way	162,719.87	43.98	\$175.92	\$2,111.04
14th Street	30,273.36	8.18	\$32.72	\$392.64
Culdesac	15,513.22	4.19	\$16.76	\$201.12
Zirbel Lane	8,535.10	2.31	\$9.24	\$110.88
8th St. Extension	9,945.02	2.69	\$10.76	\$129.12
Structures				
845 Port Way	11,461.52	3.1	\$12.40	\$148.80
849 Port Way	7,879.79	2.13	\$8.52	\$102.24
Totals	512,492.06	138.52	\$554.08	\$6,648.96



City of Clarkston is currently subject to the requirements of both the National Pollutant Discharge Elimination System (NPDES) Eastern Washington Phase II Municipal Stormwater Permit (Phase II Permit) and the Underground Injection Control (UIC) Rule. Under the Phase II Permit, City of Clarkston is required to develop a Stormwater Management Plan, which includes six minimum control measures designed to reduce the discharge of pollutants to protect water quality. The Phase II Permit requires that specified activities from each category be completed each year in order to achieve full compliance by the end of the first permit term.

The Port of Clarkston is located within the boundaries of the City and owns and operates a stormwater system that discharges into the City's stormwater system and into the Snake River. The Port has requested a reduction of the stormwater fees for their roads and currently sweeps their roads periodically. The City desires to achieve regulatory certainty and proposes that the Port of Clarkston implement the same requirements the City does, including maintenance of their stormwater system to the same level that the City uses to meet Phase II Permit requirements. Upon completion of these Stormwater Utility Requirements, the Port may apply for an ERU reduction as a credit for in-kind services.

Public Education and Outreach

- a. Label all storm drain inlets (including in parking lots) with Only Rain Down the Drain markers.
- b. Distribute educational information to tenants and residents on the impact of stormwater discharges on receiving waters and steps that can be taken to reduce pollutants in stormwater runoff. (There was a list of topics required such as impacts of stormwater discharge, steps that can be taken to reduce pollutants, proper use of fertilizers and pesticides, benefits of well-adapted vegetation, benefits of proper vehicle maintenance, hazards associated with illicit connections, and many more)

Public Involvement and Participation – [Link to our stormwater website](#)

Illicit Discharge Detection and Elimination

- a. Comply with all relevant ordinances, rules and regulations of local jurisdiction.
- b. Develop and adopt appropriate policies prohibiting illicit discharges.
- c. Identify possible enforcement mechanisms and develop and implement an enforcement plan.
- d. At a minimum the policies should address illicit connections, non-stormwater discharges, including spills of hazardous materials, pet waste and litter.

- e. Develop a spill response plan.
- f. Conduct field inspections and visually inspect for illicit discharges at all known outfalls to surface water. Develop and implement procedures to identify and remove any illicit discharges. Keep records of inspections and follow up activities.
- g. Provide staff training. – We can partner in staff training

Construction Site Stormwater Runoff Control

- a. Comply with relevant ordinances, rules, and regulations of local jurisdiction.
- b. Obtain permit coverage for all construction projects.
- c. Assist local jurisdiction to ensure projects owned and operated by other entities which discharge into secondary permittees MS4 achieve compliance.

Post-Construction Stormwater Management

- a. Comply with relevant ordinances, rules, and regulations of local jurisdiction.
- b. Assist local jurisdiction to ensure projects owned and operated by other entities which discharge into secondary permittees MS4 achieve compliance.

Pollution Prevention and Good Housekeeping

Develop and implement an O&M Plan to minimize stormwater pollution from activities conducted by the Port.

- a. Stormwater collection and conveyance system, including catch basins, stormwater sewer pipes, open channels, culverts, structural stormwater controls and structural runoff treatment and/or flow control facilities.

Asotin County maintains a mapped inventory of the public stormwater infrastructure. The inventory is continually updated as new structures and facilities are added to the system. As of December 2011, the Port's stormwater system was comprised of approximately:

- a. 33 catch basins and manholes
- b. 3 surface discharges to the Snake River
- c. 12 drywells



The Port is responsible for maintenance of the stormwater collection and conveyance system, including catch basins and manholes, pipes, ditches, and stormwater management/treatment facilities. Maintenance activities focus on removing sediment, debris, and pollutants from the stormwater system, before they can be flushed downstream into receiving waters, resulting in adverse effects on aquatic life and water quality. Table 3-1 summarizes the maintenance plan for the stormwater collection and conveyance system.

Table 3-1 Stormwater Collection and Conveyance System Maintenance Plan Summary			
Potential Pollutants: Sediment, Nutrients, Hydrocarbons, Heavy Metals, Pathogens, Toxic Chemicals, Debris/Litter			
Activity	Frequency	Responsibility	Implementation Date
Catch Basin Cleaning	Immediately*	Port of Clarkston	August 2013
Drywell Cleaning	Immediately*	Port of Clarkston	August 2013
Catch Basin Inspection	Two year cycle	Port of Clarkston	August 2013
Clean Catch Basins	Clean based on inspected conditions	Port of Clarkston	August 2013

Drywell	Twice Yearly	Port of Clarkston	August 2013
Oil/Water Separator	Monthly in the Wet Season	Port of Clarkston	August 2013

*Catch basins and drywells should be cleaned immediately if they have not been cleaned within the last two years.

Maintenance for the stormwater collection and conveyance system consists of inspection, cleaning, repairs, and replacement. The Phase II Permit requires a shift from responsive maintenance to preventative, standards-based maintenance. Regular inspections will be used to identify when cleaning or repairs are needed to keep the stormwater system functioning at an optimal level. The maintenance activities should then be performed, utilizing the BMPs in this section.

The activities related to stormwater collection and conveyance system maintenance that are covered in this O&M Plan include:

- d. Facility Inspections
- e. Conveyance System Maintenance
- f. Small Construction Activities
- g. Waste Disposal

Operational BMPs

- Regularly inspect catch basins and outfalls according to the inspection schedule in Table 3-1.
- Clean catch basins and manholes when sediment and debris exceeds 60% of the sump depth or when sediment has accumulated to within 6 inches of the lowest pipe invert.
- Clean stormwater pipes when accumulated sediment and debris exceeds 20% of the pipe diameter.
- Clean roadside ditches when accumulated sediment and debris exceeds 20% of the design depth.
- Conduct ditch cleaning during low water periods, minimizing the disturbance of existing vegetation.
- Manage and dispose of sediment and debris according to the Waste Disposal Protocol in Appendix B.
- If vegetation is removed during ditch cleaning, the ditch side slopes should be seeded and mulched as soon as possible after cleaning.
- Develop a “hot spot” list of frequent flooding locations. Conduct spot checks of those locations following major precipitation events, exceeding 1.9 inches of rainfall in any 24 hour period.
- Implement the City’s Illicit Discharge Detection and Elimination Program to regularly inspect outfalls for evidence of unreported spills, illicit connections, or illegal dumping. Enforce the City’s IDDE Ordinance No. 1456.

Contracted Activities

Private contractors performing work on behalf of the Port are also subject to the provisions protecting stormwater runoff. This O&M Plan should be referenced when preparing contract documents.

Roads, highways and parking lots.

Street Sweeping

Effective sweeping removes pollutants before they can be carried into the stormwater collection and conveyance system and may reduce the frequency of catch basin cleaning.

Street Sweeping Schedule

The street sweeping schedule was developed to produce the most cost-effective reduction of pollutants, taking into account pollutant loads and weather patterns (sweeping before the onset of wet weather). Table 4-1 shows the proposed street sweeping schedule.

Table 4-1 Street Sweeping Schedule			
Location	Frequency*	Responsibility	Implementation Date
Port Parking Lots	Annually	Port of Clarkston	August 2013
Port Roads	Monthly	Port of Clarkston	Continue Current Activities

*Weather permitting (over 32 degrees)

Street Sweeping BMPs

- Use regenerative air sweepers on curb and gutter streets.
- Maintain sweeping equipment in good working condition.
- Store swept material in a designated site until it can be disposed of following the City’s Waste Disposal Protocol in Appendix B.
- Coordinate street sweeping schedules to coincide with important pollution prevention events such as after fall leaf accumulation, winter sanding operations, and peak pollen production in the spring.
- Whenever possible, coordinate street sweeping to occur just prior to catch basin cleaning.
- Schedule additional street sweeping following special events that generate higher than normal pollutant loadings.
- Track street sweeping waste (total volume or weight per mile of road swept) and modify sweeping schedules based on accumulated sediment loads.

Waste Disposal

Street waste is generally not considered a dangerous waste. However, high traffic loads or spills can lead to waste that requires special handling and disposal. Waste generated from street sweeping must be disposed of according to the requirements of the Lewiston Landfill. In some cases, the waste material must be tested to determine the proper disposal method. The City’s waste disposal protocol is included in Appendix B.

- h. **Vehicle fleets.** The O&M Plan shall address, but is not limited to: storage, washing and maintenance of Port vehicle fleets; and fueling facilities. The Port shall conduct all vehicle and equipment washing and maintenance in a self-contained covered building or in designated wash and/or maintenance areas. The Port probably doesn't have a fleet or use a filling facility onsite, but they have tenants that do. There are three companies that conduct power washing of fleet vehicles and the fueling station on the Port site is uncovered. Can we word this so the Port is responsible for requiring BMPs for tenants?
- i. **External building maintenance.** The O&M Plan shall address, but is not limited to: building exterior cleaning and maintenance including cleaning, washing, painting and other maintenance activities.
- j. **Parks and open space.** The O&M Plan shall address, but is not limited to: proper application of fertilizer, pesticides, and herbicides; sediment and erosion control; BMPs for landscape maintenance and vegetation disposal; and trash maintenance.
- k. **Material storages, heavy equipment storage areas and maintenance areas.** The Port shall develop and implement a Stormwater Pollution Prevention Plan to protect water quality at each of the facilities owned or operated by the Port and not covered under the *General NPDES Permit for Stormwater Discharges Associated with Industrial Activities* or under another NPDES permit that covers stormwater discharges associated with the activity. The Port probably doesn't own or operate facilities that must have an NPDES Permit, but should we ask that they work their tenants to make sure they have permit coverage?
- l. **Other facilities that would reasonably be expected to discharge contaminated runoff.** The O&M Plan shall address proper stormwater pollution protection practices for each facility.

Get NPDES Coverage For Industrial Activities The Port shall have permit coverage for all facilities operated by the Port that are required to be covered under the *General NPDES Permit for Stormwater Discharges Associated with Industrial Activities*.

Record Keeping – The O&M Plan shall include sufficient documentation and records as necessary to demonstrate compliance with the requirements in Pollution Prevention and Good Housekeeping requirement.

Training – Train all employees whose construction, operations or maintenance job functions may impact stormwater quality. We can partner on training.

Annual report – All reporting must be completed by February 1 of each year.

Date: 03/14/2013
 Time: 16:02:20

Period: 1302

Cash and Investment Summary
 Asotin County

		Description	
Fund:	460	Regional Stormwater	
Department:	000	Stormwater Operation	
		CASH-BEGINNING BALANCE	723,965.14
		ADDITIONS TO CASH	
		TAX COLLECTIONS.....	
		EXCISE TAX REVENUE.....	
		TRANSFERS IN.....	
		INVESTMENTS SOLD.....	
		INVESTMENT REVENUE.....	
		SALE OF ASSETS.....	
		MISCELLANEOUS REVENUE	88,158.70
		SUBTRACTIONS FROM CASH.....	
		WARRANTS ISSUED OR REDEEMED.....	4,815.82-
		WARRANT INTEREST PAID.....	
		BONDS REDEEMED.....	
		BOND INTEREST PAID.....	
		TRANSFERS OUT.....	
		INVESTMENTS PURCHASED.....	
		PAYROLL WARRANTS ISSUED.....	7,380.95-
		MISCELLANEOUS SUBTRACTIONS.....	1,609.69-
		CASH-ENDING BALANCE.....	798,317.38
		INVESTMENTS-BEGINNING BALANCE.....	
		INVESTMENTS PURCHASED.....	
		INVESTMENTS SOLD.....	
		INVESTMENTS-ENDING BALANCE.....	
		WARRANTS OUTSTANDING-PREV BALANCE.	
		WARRANTS ISSUED.....	7,380.95-
		WARRANTS REDEEMED.....	7,380.95
		WARRANTS OUTSTANDING-END BALANCE..	
		BONDS-BEGINNING BALANCE.....	
		BOND DEBITS.....	
		BOND CREDITS.....	
		BOND-ENDING BALANCE.....	
		ENDING CASH BALANCE.....	798,317.38
		ENDING INVESTMENT BALANCE.....	
		ENDING CASH & INVESTMENT BALANCE..	798,317.38
		ENDING C&I LESS WARRANTS OUTST....	798,317.38

**

	A	B	C	D
1	2013 Regional Stormwater Program			
2	Revenue Budget			
3	4/16/2013			
4				
5	Revenue	Total Projected Revenue	Year to Date Rev	% Collected
6	Asotin County Utility Revenue	\$ 306,240.00	\$ 99,877.79	33%
7	City of Asotin Utility Revenue	\$ 33,696.00	\$ 12,899.62	38%
8	City of Clarkston Utility Revenue	\$ 293,808.00	\$ 55,151.28	19%
9	Other Revenue - Construction Permits	\$ 5,000.00	\$ 2,075.00	42%
10	Capacity Grant (Ends 6/30/2013)	\$ 62,206.47	\$ 62,198.59	100%
11	Misc Revenue		\$ 1,000.00	
12				
13				
14				
15				
16				
17	Total Revenue	\$ 700,950.47	\$ 233,202.28	33%

1		Stormwater Operations	Total Budget for	Year To Date	YTD Percent	Remaining
2		2013 Budget for Spending	Year - 2013	Spent	Spent	Budget For Year
3	Payments Made through Accounts Payable					
4	538.31.31	Supplies	\$ 2,500	\$ 1,773	70.9%	\$ 727
5	538.31.42	Communication	\$ 500	\$ 33	6.5%	\$ 467
6	538.31.43	Travel	\$ 2,000	\$ 242	12.1%	\$ 1,758
7	538.31.44	Advertising,Education & Outreach	\$ 30,000	\$ 2,944	9.8%	\$ 27,056
8	538.31.4901	Misc costs	\$ 2,500	\$ 81	3.2%	\$ 2,419
9	538.31.4902	Training	\$ 2,000	\$ 400	20.0%	\$ 1,600
10	538.32.4112	Mapping	\$ 12,500	\$ 1,183	9.5%	\$ 11,317
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	\$ 496	24.8%	\$ 1,504
14	538.31.5112	Management Team - Asotin County	\$ 6,000	\$ 199	3.3%	\$ 5,801
15	538.31.41	Billing Expenses - County	\$ 15,000	\$ 2,837	18.9%	\$ 12,163
16	538.36.5110	Billing Expenses - City of Asotin	\$ 4,000	\$ 1,000	25.0%	\$ 3,000
17	538.36.5111	Billing Expenses – City of Clarkston	\$ 25,000	\$ 5,313	21.3%	\$ 19,687
18	538.38.49	B&O Tax	\$ 6,800	\$ 1,409	20.7%	\$ 5,391
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	\$ -	0.0%	\$ 6,000
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	\$ 13,770	275.4%	\$ (8,770)
26	594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ -	0.0%	\$ 2,000
27	594.38.6401	Other Equipment	\$ 10,000	\$ -	0.0%	\$ 10,000
28	Salary and Benefits (per Timecard Distribution total costs)					
29	538.31.10,22-28	Salary, Benefits Coordinator	\$ 53,275	\$ 13,315	25.0%	\$ 39,960
30	538.31.11,22-28	Salary, Benefits 5 FTE (Finance)	\$ 15,000	\$ 1,844	12.3%	\$ 11,044
31	538.31.11,22-26	Salary, Benefits 5 FTE (Finance)-Billing		\$ 2,112	14.1%	
32	538.31.11,22-26	SW Operator 1	\$ 42,500	\$ -	0.0%	\$ 42,500
33	538.31.11,22-26	SW Operator 2	\$ 42,500	\$ -	0.0%	\$ 42,500
34		All Employee Fringe Benefits	\$ 51,841	\$ 4,928	9.5%	\$ 46,913
35						
36	Interfund Transfers (QUARTERLY JOURNAL ENTRIES)					
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	\$ 10,000	8.7%	\$ 105,000
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	Transfers to Capital Reserve (amounts/process to be decided on later)					
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	TOTAL EXPENDITURES		\$ 718,486	\$ 70,740	9.8%	\$ 647,746
49						
50	460.004 -Stormwater ER&R					
51	362.21.460	Revenue - Rental Rate	\$ 40,000	\$ 637	1.6%	\$ 39,363
52	548.69.48	Expense - Maintenance	\$ 20,000	\$ 637	3.2%	\$ 19,363
53	548.69.32	Expense - Fuel		\$ -	0.0%	

**2013 Regional Stormwater Program
CAPITAL RESERVES
2/28/2013**

	Revenue	Expense	Balance
Asotin County	\$ 222,600.00	\$ -	\$ 222,600.00
City of Asotin	\$ 33,760.00	\$ -	\$ 33,760.00
City of Clarkston	\$ 203,680.00	\$ 18,167.50	\$ 185,512.50

**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
Totals	\$ 764,153.00	\$ 752,880.00	\$ 11,273.00

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	Capital Reserve	% of Revenue	
	\$ 764,153.00	\$ 230,020.00	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
Total	\$ 764,153.00	\$ 752,880.00	\$ 11,273.00	\$ 3,381.90

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	

2013 Proposed ERU Revenue Options (w/ Inflation)

O&M Staff

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
Asotin	702	\$29,484.00	\$31,590.00	\$33,696.00	\$35,802.00	\$37,908.00	\$40,014.00	\$42,120.00
Clarkston	6121	\$257,082.00	\$275,445.00	\$293,808.00	\$312,171.00	\$330,534.00	\$348,897.00	\$367,260.00
County	6380	\$267,960.00	\$287,100.00	\$306,240.00	\$325,380.00	\$344,520.00	\$363,660.00	\$382,800.00
Total Revenue	13203	\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00

Fiscal Year 2013

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
2013 Beginning Fund Balance		\$595,542.00	\$595,542.00	\$595,542.00	\$595,542.00	\$595,542.00	\$595,542.00	\$595,542.00
Projected Utility Revenue		\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00
Fund Balance		\$1,150,068.00	\$1,189,677.00	\$1,229,286.00	\$1,268,895.00	\$1,308,504.00	\$1,348,113.00	\$1,387,722.00
Estimated Annual Expenses		(\$506,317.00)	(\$506,317.00)	(\$506,317.00)	(\$506,317.00)	(\$506,317.00)	(\$506,317.00)	(\$506,317.00)
Estimated Year End Gross Cash		\$643,751.00	\$683,360.00	\$722,969.00	\$762,578.00	\$802,187.00	\$841,796.00	\$881,405.00
Capital Reserves Fund Deduction		(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)
Ending Fund Balance		\$413,731.00	\$453,340.00	\$492,949.00	\$532,558.00	\$572,167.00	\$611,776.00	\$651,385.00

Fiscal Year 2014

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
2014 Beginning Fund Balance		\$413,731.00	\$453,340.00	\$492,949.00	\$532,558.00	\$572,167.00	\$611,776.00	\$651,385.00
Projected Utility Revenue		\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00
Fund Balance		\$968,257.00	\$1,047,475.00	\$1,126,693.00	\$1,205,911.00	\$1,285,129.00	\$1,364,347.00	\$1,443,565.00
Annual Expenses + Inflation (3%)		(\$521,506.51)	(\$521,506.51)	(\$521,506.51)	(\$521,506.51)	(\$521,506.51)	(\$521,506.51)	(\$521,506.51)
Estimated Year End Gross Cash		\$446,750.49	\$525,968.49	\$605,186.49	\$684,404.49	\$763,622.49	\$842,840.49	\$922,058.49
Capital Reserves (constant)		(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)	(\$230,020.00)
Ending Fund Balance		\$216,730.49	\$295,948.49	\$375,166.49	\$454,384.49	\$533,602.49	\$612,820.49	\$692,038.49

Fiscal Year 2015

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
2015 Beginning Fund Balance		\$216,730.49	\$295,948.49	\$375,166.49	\$454,384.49	\$533,602.49	\$612,820.49	\$692,038.49
Projected Utility Revenue		\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00
Fund Balance		\$771,256.49	\$890,083.49	\$1,008,910.49	\$1,127,737.49	\$1,246,564.49	\$1,365,391.49	\$1,484,218.49
Annual Expenses + Inflation (3%)		(\$537,151.71)	(\$537,151.71)	(\$537,151.71)	(\$537,151.71)	(\$537,151.71)	(\$537,151.71)	(\$537,151.71)
Estimated Year End Gross Cash		\$234,104.78	\$352,931.78	\$471,758.78	\$590,585.78	\$709,412.78	\$828,239.78	\$947,066.78
Capital Reserves (constant)		(\$200,000.00)	(\$200,000.00)	(\$200,000.00)	(\$200,000.00)	(\$200,000.00)	(\$200,000.00)	(\$200,000.00)
Ending Fund Balance		\$34,104.78	\$152,931.78	\$271,758.78	\$390,585.78	\$509,412.78	\$628,239.78	\$747,066.78

Assumptions:

- Revenue Remains Constant
- Expenses increase by 3% annually
- Expenses reviewed annually

2013 Proposed ERU Revenue Options (w/ Inflation)

O&M Staff

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
Asotin	702	\$29,484.00	\$31,590.00	\$33,696.00	\$35,802.00	\$37,908.00	\$40,014.00	\$42,120.00
Clarkston	6121	\$257,082.00	\$275,445.00	\$293,808.00	\$312,171.00	\$330,534.00	\$348,897.00	\$367,260.00
County	6380	\$267,960.00	\$287,100.00	\$306,240.00	\$325,380.00	\$344,520.00	\$363,660.00	\$382,800.00
Total Revenue	13203	\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00

Fiscal Year 2016

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
2016 Beginning Fund Balance		\$34,104.78	\$152,931.78	\$271,758.78	\$390,585.78	\$509,412.78	\$628,239.78	\$747,066.78
Projected Utility Revenue		\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00
Fund Balance		\$588,630.78	\$747,066.78	\$905,502.78	\$1,063,938.78	\$1,222,374.78	\$1,380,810.78	\$1,539,246.78
Annual Expenses + Inflation (3%)		(\$553,266.26)	(\$553,266.26)	(\$553,266.26)	(\$553,266.26)	(\$553,266.26)	(\$553,266.26)	(\$553,266.26)
Estimated Year End Gross Cash		\$35,364.53	\$193,800.53	\$352,236.53	\$510,672.53	\$669,108.53	\$827,544.53	\$985,980.53
Capital Reserves (constant)		(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)
Ending Fund Balance		(\$114,635.47)	\$43,800.53	\$202,236.53	\$360,672.53	\$519,108.53	\$677,544.53	\$835,980.53

Fiscal Year 2017

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
2017 Beginning Fund Balance		(\$114,635.47)	\$43,800.53	\$202,236.53	\$360,672.53	\$519,108.53	\$677,544.53	\$835,980.53
Projected Utility Revenue		\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00
Fund Balance		\$439,890.53	\$637,935.53	\$835,980.53	\$1,034,025.53	\$1,232,070.53	\$1,430,115.53	\$1,628,160.53
Annual Expenses + Inflation (3%)		(\$569,864.24)	(\$569,864.24)	(\$569,864.24)	(\$569,864.24)	(\$569,864.24)	(\$569,864.24)	(\$569,864.24)
Estimated Year End Gross Cash		(\$129,973.72)	\$68,071.28	\$266,116.28	\$464,161.28	\$662,206.28	\$860,251.28	\$1,058,296.28
Capital Reserves (constant)		(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)
Ending Fund Balance		(\$279,973.72)	(\$81,928.72)	\$116,116.28	\$314,161.28	\$512,206.28	\$710,251.28	\$908,296.28

Fiscal Year 2018

	ERU	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00
2018 Beginning Fund Balance		(\$279,973.72)	(\$81,928.72)	\$116,116.28	\$314,161.28	\$512,206.28	\$710,251.28	\$908,296.28
Projected Utility Revenue		\$554,526.00	\$594,135.00	\$633,744.00	\$673,353.00	\$712,962.00	\$752,571.00	\$792,180.00
Fund Balance		\$274,552.28	\$512,206.28	\$749,860.28	\$987,514.28	\$1,225,168.28	\$1,462,822.28	\$1,700,476.28
Annual Expenses + Inflation (3%)		(\$586,960.17)	(\$586,960.17)	(\$586,960.17)	(\$586,960.17)	(\$586,960.17)	(\$586,960.17)	(\$586,960.17)
Estimated Year End Gross Cash		(\$312,407.89)	(\$74,753.89)	\$162,900.11	\$400,554.11	\$638,208.11	\$875,862.11	\$1,113,516.11
Capital Reserves (constant)		(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)	(\$150,000.00)
Ending Fund Balance		(\$462,407.89)	(\$224,753.89)	\$12,900.11	\$250,554.11	\$488,208.11	\$725,862.11	\$963,516.11

Assumptions:

- Revenue Remains Constant
- Expenses increase by 3% annually
- Expenses reviewed annually