

# Regional Stormwater Program

**Management Team Meeting Agenda  
Commissioner's Chambers  
April 9, 2012  
3:00 – 5:00 pm**

- 1. Public Comment**
- 2. Public Education and Outreach**
  - Review Stormwater Permittee Meeting – Low Impact Development Manual
  - Asotin County Fair – April 27 - 29
  - Public Works Day – May 23
  - Alive After Five – June, July, August, September
- 3. Public Involvement & Participation**
- 4. Illicit Discharge Detection & Elimination**
  - Storm drain markers
- 5. Construction/Post Construction Site Stormwater Runoff**
  - Review construction permits
- 6. Operation & Maintenance**
  - Port Roads
- 7. Finance**
  - Review current spending and revenue
  - Delinquency policy
- 8. Documentation**
  - 6-year plan
- 9. Next Meeting** - May 14, 2012, 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 March 12, 2012

### ATTENDANCE

#### Management Team Voting Members:

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

#### Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
Jane Risley	Deputy Prosecuting Attorney

### Public Comment

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

A member of the public asked about the Port's property off of Evans Road. At this time, the property is outside of the permit area and they wouldn't be charged a stormwater fee. We advised that the Port roads on the current agenda are in the city of Clarkston.

A question was asked about the status of the three stormwater bills that were presented to the legislature this year. Jim Bridges advised that he and Cheryl were attending a meeting sponsored by stormwater permittees and would ask about the bills.

Eric Hasenoehrl made a comment about the EPA construction general permit. He advised that the new permit had no sampling for turbidity below 250 NTU. Cheryl advised that she hasn't reviewed the EPA permit because Ecology has a construction general permit that we are required to follow. Jim Martin advised that the requirement for stormwater being retained on site has been in place prior to the Phase II permit.

### 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 provided a draft of the annual report that is due to Ecology by 3/31/12. Because each entity has a separate permit, a separate report must be submitted. However, because of the Interlocal Agreement and the formation of the Regional Stormwater Program, Cheryl will combine the Stormwater Management Plan into one document. The Management Team agreed that they would review the final version and get comments back to Cheryl. The report must be signed by the mayor for both cities and they will take to their next Council meeting for approval.

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

Nothing to report.

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

At the last meeting, Cheryl discussed installing storm drain markers on all the catch basins and drywells in the permit area. She didn't receive the cost estimate in time to provide a cost for each entity. She will have that ready for the next meeting.

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

The current construction permits were reviewed. There were no changes since the last meeting.

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

Jim Martin discussed a letter he received from the Port requesting a reduction in their ERUs. The utility ordinance allows ERU adjustments for municipal agencies that perform services in-kind with prior approval from the Management Team. The Port advised that they have completed street sweeping, and catch basin cleaning and would like to have an adjustment in their ERUs. However, Jim recommended that the in kind services include other aspects such as education, illicit discharge detection & elimination, etc., similar to secondary permittee requirements. Cheryl advised that Dave Duncan will be re-evaluating secondary permittees with the new permit and that the Port will be included. Jim will contact the Port and advise them that the Management Team will discuss the issue.

Eric had some comments to review on the O&M plans for Asotin, such as levee maintenance, flood management facilities and changing the reference from public works director to Mayor Designee. The group agreed that the comments on the plans should be made to Cheryl separately so she can update the plans.

## **Finance**

The financial statements were reviewed. Cheryl advised that the capacity grant amendment had just been signed by the Commissioners and she will update the revenue line to show the additional \$150,000 that was allocated. Cheryl also discussed the mapping budget line item



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and advised that it will be over budget in a short time. The original estimate was for maintenance on the GIS system, such as updating ERU measurements. However, creating the flow network that shows the direction of stormwater flow in the system is time consuming. She will get an idea of how much more work needs to be done.

Jim Martin advised that he is planning to take the delinquency policy to the Council and asked what action needs to be done by Council. Jane advised that the policy may conflict with the utility ordinance or Interlocal Agreement and recommended that their legal counsel be engaged to decide if they need to be amended to include this policy.

## **Documentation**

The 6-year plan was discussed. There was discussion whether the plan was required and whether we should do a joint one or each entity draft separate ones. The pros and cons of having a plan were discussed. Cheryl thought it was identified in the ILA and will check.

## **Action Items:**

- Cheryl will get cost estimate for drain markers and stencils.
- Jim Martin will follow up on Port's request pertaining to their roads.
- Review the ILA and ordinance regarding the delinquency policy.
- Review ILA regarding the 6-year plan.

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**Storm Drain Markers Estimate**

One-time set-up charge       \$375.00  
 Cost/Marker                   \$3.70  
 Adhesive/Tube               \$7.70  
 (12 markers/tube)

Entity	Catch Basins	Drywells	Manholes	Bubble-Ups	Totals	Markers	Adhesive	Total Costs
Asotin	129	0	42	3	174	\$ 643.80	\$ 111.65	\$ 755.45
Clarkston	428	6	210	26	670	\$ 2,479.00	\$ 429.92	\$ 2,908.92
County	487	120	197	15	819	\$ 3,030.30	\$ 525.53	\$ 3,555.83
<b>Totals</b>	<b>1044</b>	<b>126</b>	<b>449</b>	<b>44</b>	<b>1663</b>	<b>\$ 6,153.10</b>	<b>\$ 1,067.09</b>	<b>\$ 7,220.19</b>

Actual Cost/Marker (no labor)  
 \$7,220.19 / 1663 markers + \$375 set up =                   \$ 4.57

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Cost Per Facility	Number	Markers	Adhesive	Subtotal	Set Up	Total
Catch Basins	1044	\$3,862.80	\$669.90	\$4,532.70	\$ 375.00	<b>\$ 4,907.70</b>
Drywells	126	\$466.20	\$80.85	\$547.05	\$ 375.00	<b>\$ 922.05</b>
Manholes	449	\$1,661.30	\$288.11	\$1,949.41	\$ 375.00	<b>\$ 2,324.41</b>
Bubble Ups	44	\$162.80	\$28.23	\$191.03	\$ 375.00	<b>\$ 566.03</b>

### Stormwater Construction Permits

2012 Permits							
Permit .	Date	Project Address	Project Size	Project Units	Fees Paid	Jurisdiction	Status
12-4	3/28/2012	2432 Linda Lane	8100	sq ft	\$ 225.00	County	Active
12-3	2/9/2012	12 Snake River Road	8000	sf	\$ 225.00	Asotin	Active
12-2	1/18/2012	1326 Setlow Ct	7500	sq ft	\$ 225.00	County	Active
12-1	1/3/2012	2555 Remington Way	13000	sq ft	\$ 275.00	County	Active
<b>Total Fees</b>					<b>\$ 950.00</b>		

2011 Permits							
Permit .	Date	Project Address	Project Size	Project Units	Fees Paid	Jurisdiction	Status
11-23	12/21/2011	Ben Johnson Road	0		\$ 275.00	County	Active
11-22	12/13/2011	1660 Swallows Crest Loop	4500	sq ft	\$ 225.00	County	Active
11-21	12/1/2011	1980 Cherry St	15000	sq ft	\$ 275.00	County	Active
11-19	11/22/2011	1740 Osborn Dr	18000	sq ft	\$ 275.00	County	Active
11-20	11/22/2011	2011 Marilyn Way	9000	sq ft	\$ 225.00	County	Active
11-17	11/7/2011	1915 Cherry Street	10000	sq ft	\$ 275.00	County	Active
11-16	9/27/2011	1446 Greco Dr	32400	sq ft	\$ 450.00	County	Active
11-15	9/6/2011	2202 Paul's Place	8025	sq ft	\$ 225.00	County	Active
11-14	8/11/2011	1244 15th St	42000	sq ft	\$ 450.00	County	Active
11-13	7/18/2011	2335 Deer Pointe DR	8100	sq ft	\$ 225.00	County	Active
11-12	7/11/2011	830 18th Ave	5000	sq ft	\$ 225.00	County	Active
11-11	6/20/2011	608 2nd St, Asotin	6600	sq ft	\$ 225.00	Asotin	Active
11-10	4/28/2011	1043 Libery Dr	5500	sq ft	\$ 225.00	County	Active
11-09	4/21/2011	1117 18th Ave	8000	sq ft	\$ 225.00	County	Active
11-06	3/21/2011	1242 11th St	38000	sf	\$ 450.00	Clarkston	Active
11-03	1/27/2011	1324 Benjamin Street	15320	sf	\$ 275.00	County	Active
<b>Total Fees</b>					<b>\$ 4,525.00</b>		

Completed Permits							
Permit .	Date	Project Address	Project Size	Project Units	Fees Paid	Jurisdiction	Status
11-01	1/15/2011	Evans Road	26500	sf	\$ 350.00	County	Complete
11-02	2/1/2011	2206 6th Ave	14420	sf	\$ 275.00	County	Complete
11-04	3/3/2011	2330 Reservoir Rd	5000	sf	\$ 225.00	County	Complete
11-07	3/17/2011	Evans Road	29255	sf	\$ 350.00	County	Complete
11-05	3/23/2011	15th & Poplar St	20300	sf	\$ 350.00	Clarkston	Complete
11-08	4/6/2011	Highway 129	4	ac	\$ 500.00	County	Complete
11-18	10/24/2011	808 Port Dr	35432	sq ft	\$ 450.00	Clarkston	Complete
<b>Total Fees</b>					<b>\$ 2,500.00</b>		

	A	B	C	D
1	<b>2012 Regional Stormwater Program</b>			
2	Revenue Budget			
3	4/3/2012			
4				
5	<b>Revenue</b>	Total Projected Revenue	Year to Date Rev	% Collected
6	Asotin County Utility Revenue	\$ 369,600.00	\$ 126,062.81	34%
7	City of Asotin Utility Revenue	\$ 42,100.00	\$ 6,979.56	17%
8	City of Clarkston Utility Revenue	\$ 352,453.00	\$ 85,204.41	24%
9	Other Revenue - Construction Permits	\$ 10,000.00	\$ 950.00	10%
10	Capacity Grant (Ends 6/30/2013)	\$ 220,709.36	\$ 46,186.71	21%
11	Misc Revenue			
12				
13				
14				
15				
16				
17	<b>Total Revenue</b>	<b>\$ 994,862.36</b>	<b>\$ 265,383.49</b>	<b>27%</b>

<b>FUND 460.000</b>	<b>Stormwater Operations 2012 Budget for Spending</b>	<b>Total Budget for Year - 2012</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	\$ 5,000	\$ 144	2.9%	\$ 4,856
538.31.41	Billing Expenses - County	\$ 13,000	\$ 2,536	19.5%	\$ 10,464
538.31.4110	Legal services - City of Asotin	\$ 1,000	\$ 300	30.0%	\$ 700
538.31.4111	Legal services - City of Clarkston	\$ 2,000	\$ -	0.0%	\$ 2,000
538.31.4112	Legal services - Asotin County	\$ 6,000	\$ 1,308	21.8%	\$ 4,692
538.31.42	Communication	\$ 500	\$ 12	2.3%	\$ 488
538.31.43	Travel	\$ 2,000	\$ -	0.0%	\$ 2,000
538.31.44	Advertising,Education & Outreach	\$ 35,000	\$ 271	0.8%	\$ 34,729
538.31.4901	Misc costs	\$ 7,000	\$ 1,036	14.8%	\$ 5,964
538.31.4902	Training	\$ 4,000	\$ 371	9.3%	\$ 3,629
538.31.5110	Management Team - City of Asotin	\$ 7,500	\$ 2,918	38.9%	\$ 4,583
538.31.5111	Management Team - City of Clarkston	\$ 12,500	\$ -	0.0%	\$ 12,500
538.31.4910	Ecology Phase II Permit Fees-Asotin	\$ 1,000	\$ -	0.0%	\$ 1,000
538.31.4911	Ecology Phase II Permit Fees-Clarkston	\$ 2,200	\$ -	0.0%	\$ 2,200
538.32.4126	Ecology Phase II Permit Fees-Asotin County	\$ 2,500	\$ 1,275	51.0%	\$ 1,225
538.32.4128	Professional Service Capacity	\$ 25,500	\$ 19,554	76.7%	\$ 5,946
538.35.5110	City of Asotin O&M	\$ 6,000	\$ 247	4.1%	\$ 5,753
538.35.5111	City of Clarkton O&M	\$ 70,000	\$ -	0.0%	\$ 70,000
538.35.5112	Asotin County O&M	\$ 100,000	\$ 12,753	12.8%	\$ 87,247
538.36.5110	Billing Expenses - City of Asotin	\$ 10,500	\$ 2,625	25.0%	\$ 7,875
538.36.5111	Billing Expenses - City of Clarkston	\$ 25,000	\$ -	0.0%	\$ 25,000
538.38.49	B&O Tax	\$ 6,800	\$ 1,418	20.9%	\$ 5,382
594.38.6401	Other Equipment Rental	\$ 15,000	\$ -	0.0%	\$ 15,000
594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ -	0.0%	\$ 2,000
	<b>Salary and Benefits (per Timecard Distribution total costs)</b>				
538.31.10,22-28	Salary, Benefits Coordinator	\$ 52,000	\$ 12,633	24.3%	\$ 39,367
538.31.11,28	Salary, Benefits 5 FTE (Finance)	\$ 16,000	\$ 3,200	20.0%	\$ 12,646
538.31.11,22-26	Salary, Benefits 5 FTE (Finance)-Billing		\$ 154	1.0%	
538.31.12,22-28	Salary, Benefits, Fringe: 1 FTE (Inspector)	\$ 50,000	\$ -	0.0%	\$ 50,000
538.31.5112	Management Team/Admin - Asotin County	\$ 20,000	\$ 2,041	10.2%	\$ 17,959
538.32.4112	Mapping - Asotin County	\$ 5,000	\$ 3,656	73.1%	\$ 1,344
	All Employee Fringe Benefits	\$ 39,956	\$ 4,529	11.3%	\$ 35,427
	<b>Interfund Transfers (QUARTERLY JOURNAL ENTRIES)</b>				
538.38.45	Office Rental	\$ 4,000	\$ -	0.0%	\$ 4,000
538.38.92	PBX	\$ 400	\$ -	0.0%	\$ 400
538.38.95	ER&R - Stormwater	\$ 40,000	\$ -	0.0%	\$ 40,000
538.38.96	Insurance	\$ 6,000	\$ -	0.0%	\$ 6,000
538.38.99	Data Processing	\$ 2,000	\$ -	0.0%	\$ 2,000
538.38.4501	Vehicle ER&R	\$ 2,400	\$ 400	16.7%	\$ 2,000
			\$ -		
	<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>\$ 829,776</b>	<b>\$ 73,381</b>	<b>8.8%</b>	<b>\$ 756,395</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	\$ 140	0.7%	\$ 19,636
548.69.32	Expense - Fuel		\$ 223	1.1%	



# Regional Stormwater Program MEMORANDUM



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**TO:** Management Team

**FROM:** Cheryl Sonnen  
Regional Stormwater Coordinator

**DATE:** April 9, 2012

**SUBJECT:** 6-Year Plan and the ILA

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The following sections of the Interlocal Agreement refer to the 6-year capital improvement plan.

**Pg 5 – 2.01(C)**

- C. Capital Improvements. Develop a six-year capital improvement program in conjunction with other participants in the Regional Stormwater Utility which defines the utility's activities related to the acquisition, construction, replacement or renovation of drainage facilities or equipment needed to address surface and stormwater management objectives.

**Page 10 Section 7.03(B)(6)**

- B. The Management Team shall have the following duties and responsibilities, together with those additional duties and responsibilities assigned to the Management Team by the Parties:
6. To prepare and maintain, as part of the annual budgeting process, a six year Capital Improvement Plan (CIP) that prioritizes capital improvement projects for review and approval by the City Council and the Board of Commissioners.



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City of Asotin



City of Clarkston

**Page 7 Section 4**

**ARTICLE IV  
OWNERSHIP**

4.01 Each of the parties shall own the facility within their respective boundary.

4.02 The parties may jointly own equipment and other personal property purchased by the Regional Storm Water Program.

**Page 10 Section 7.02(C)**

C. All decisions of a land use or regulatory nature within a Party's respective jurisdiction shall continue to be that Party's responsibility.

**Page 11 Section 8**

8.01 **Design, Construction and Maintenance Standards.** The Cities and the County will consider the permit regulations and duties of the stormwater utility when updating and implementing design construction and maintenance standards so that all facilities and improvements in the *service area*, whether public or private, and shall be consistent with the utility's duties and the requirements of the NPDES permits. Public facilities and improvements outside the *service area* may be constructed and/or maintained if such facilities and improvements benefit the Utilities. Each Agency shall be responsible for the review and approval of such facilities and improvements within its respective jurisdiction. An Agency may permit facilities or improvements on public property or dedicated right-of-way and may accept ownership of such facilities and improvements only if the proposed dedications are compatible with the storm sewer requirements.



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City of Asotin



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