

**Management Team Meeting Agenda
Commissioner's Chambers
February 27, 2012
3:00 – 5:00 pm**

- 1. Public Comment**
 - Response to comments from January 23 meeting
- 2. Review notes from January 23rd meeting**
- 3. Public Education and Outreach**
- 4. Public Involvement & Participation**
- 5. Illicit Discharge Detection & Elimination**
 - Posters for other departments
 - Storm drain markers
- 6. Construction/Post Construction Site Stormwater Runoff**
 - Review construction permits
 - "CESCL Lite" contract update
- 7. Operation & Maintenance**
 - O&M plans completed
- 8. Finance**
 - Review current spending and revenue

 - Policy recommendation for delinquencies
- 9. Documentation**
 - 6-Yr Plan status
- 10. Next Meeting** - March 12, 2012, 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 January 23, 2012

ATTENDANCE

Management Team Voting Members:

Keith Delzer	City of Asotin
Jim Martin	City of Clarkston Public Works Director
Don Brown	Asotin County
Eric Hasenoehrl	Keltic Engineering (City of Asotin)
Bill Provost	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.

- The Respect Asotin County group was started because of issues with stormwater. The notice of this meeting was unsatisfactory, and the agenda contains volatile issues that need public input. Requesting that the meeting be canceled and rescheduled to give proper notice.

The Management Team advised that this is a work group/staff meeting and it doesn't need to be open to the public. However we feel it is important for public participation. We discussed advertising for Management Team meetings when we first started and agreed that notice with elected officials' meeting notices would be sufficient and we would avoid the expense of purchasing advertisements. We also set up regularly scheduled meetings so people would know when the meetings are being held.

- A question was asked about the stormwater utility budget and whether it was still supplied by grants, if the rates would be raised and when the grants expire.
- The Management Team was asked to clarify the use of the sweeper by other entities and for what purposes.

The Management Team advised that all three entities will use the sweeper for stormwater purposes only. Clarkston and Asotin County have other sweepers to utilize for non-stormwater projects.



- The Management Team was asked to clarify that stormwater funds for the sweeper are being used appropriately.

During the discussion of how the sweeper will be used, the statement was made that each entity is reimbursed for their labor to operate the sweeper but that the ER&R fund in the stormwater budget is covering the cost of repair and replacement of the sweeper. The entities are not charged a sweeper rental rate to use the sweeper. Cheryl will talk with the financial staff to make sure the finances are being used appropriately.

- A comment was made that because legal counsel is not attending the Management Team meetings, they may not be well informed about the stormwater program.

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

The meeting dates were discussed. The Management Team agreed to leave them as they are and not try to set up a new schedule.

2. Public Involvement and Participation

Cheryl reviewed the stormwater coordinators' meeting that was held January 12, 2012. Spokane County provided comments on the new stormwater permit and each page of the permit was reviewed by the group. Additional comments were made and Spokane will include them in a letter to Ecology. We will include our signature on the letter and Cheryl will also provide more detailed comments on changes that will result in additional workload. The comment period ends February 3, 2012. The elected officials will also send comments out.

3. Illicit Discharge Detection and Elimination

Nothing to report.

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

The construction permits were reviewed. The question was asked whether something showing completion of the requirements of the erosion and sediment control plan was provided. Cheryl advised that nothing was provided at this time. The Management Team recommended that a letter of completion be sent to the homeowner.

Cheryl reviewed a proposal from Pete Vaughn to develop the medium project training that provides basic information about erosion and sediment control practices on smaller sites. Our construction ordinances require that projects 5,000 sq ft and up to an acre have a permit and install erosion and sediment control practices. Pete proposed two options.



- Option 1 – Pete will charge his regular consultant rate of \$600/day and the training will take five days to develop for a total of \$3,000. Also, he is willing to teach the class at his regular contract rate.
- Option 2 – Pete will discount his rate to \$400/day and will charge us for 2.5 days to complete the training as long as he is able to use the training materials to market the program to other entities. The cost to develop the training will be \$1,000. Additionally, he would like to contract with us at the rate of \$400/day for a period of three years to teach the class.

The Management Team asked Cheryl if she could teach the class once the materials were developed and she advised that she could but having someone with Pete’s experience and knowledge would be beneficial. Eric recommended that we hire Pete to conduct the classes because of his reputation and it would free Cheryl to do other tasks. The Management Team was also concerned about being locked into paying Pete for training if no one showed up. Cheryl advised that she will add a condition in the contract that a minimum of number of attendees would be needed for the class. The Management Team recommended that we pursue Option 2 with Pete Vaughn.

Cheryl will be attending a construction workshop in the Tri-Cities to co-present the construction field guide. She will get information from them on how they promote their class. The Management Team suggested conducting a survey to see if anyone would be interested in the medium project training.

6. Operation & Maintenance/Good Housekeeping

The consultant conducted O&M training for Asotin, Clarkston and County staff as well as other public and private entities that were invited. A total of 42 people participated. The final draft of the O&M plans will be available next week.

Finance

The financial statements were reviewed.

Capacity Grants – Cheryl advised that Ecology will be providing an additional \$50,000 to stormwater permittees to assist with implementing the Phase II Permit. The existing capacity grant contracts will be amended and the new expiration date will be extended to 6/30/13.

The capacity grant is the only active grant we have. The remaining grants (lines 11, 12, 13, and 14 on the revenue report) have expired.

Delinquency policy – Basically, the policy states that any delinquencies that occur from any entity will be accounted for at the end of the year by reducing the amount allocated to the capital reserve account by the delinquent amount. Jim advised that he would like to have the policy include the understanding that Clarkston will pay \$1.50/ERU for each \$3.50/ERU collected. He will draft new language and send it out for review. The goal is to have the policy reviewed at the next Management Team meeting and approved at the February 27th board and council meetings.



Documentation

A meeting was held in December to begin organizing the 6 year plans. The group agreed that a list of projects would be developed by the end of February.

Other Items

- The 2011 annual plan is due March 31st. Cheryl advised that she will develop a regional report that combines all the activities of the three entities and provide a draft for discussion at the March 12th meeting with final approval at the March 26th elected officials meetings.
- O&M plans will be finalized and once filed will bring us up to date.
- The capital grant draft list will be available on January 27th.
- The stormwater grant for the in-line camera has been submitted with the expected funding list to be published in March.
- The City of Clarkston will name a permanent member to the Management Team at their meeting tonight.

Action Items:

- Contact the finance staff regarding the sweeper ER&R account.
- Pursue contract with Pete Vaughn to develop training for medium construction projects.
- Jim Martin will revise delinquency policy statement.
- Draft annual reports will be available for review at the March 12, 2012 meeting.

Regional Stormwater Program

MEMORANDUM



TO: Management Team

FROM: Cheryl Sonnen
Regional Stormwater Coordinator

DATE: February 6, 2012

SUBJECT: Sweeper ER&R fund

At the January 23, 2012 Management Team meeting, a question was raised about how the stormwater sweeper was being paid for and whether stormwater funds were being used appropriately.

When we applied for the sweeper, we discussed charging the entities a rental rate for use of the sweeper to fund an equipment repair and replacement (ER&R) account to conduct repairs and eventually replace the sweeper, per County policy. During the budget setting process, it was determined that the best method to do this was for the stormwater program to have it's own ER&R fund. At that time, a rental rate was calculated by the financial staff and an annual payment was determined (\$40,000). That amount was added to our stormwater budget as an expense line item. This money is collected as part of the stormwater utility fee and is an eligible expense to the stormwater program because equipment was identified in the fee development process. Money is deducted from the stormwater fund and deposited into the stormwater ER&R fund on a quarterly basis.

The Regional Stormwater Program reimburses the entities for O&M activities and will reimburse them for labor only when they are using the stormwater sweeper. Charging them for the use of the sweeper and then reimbursing them for the use of the sweeper is redundant and unnecessary. If the City of Clarkston or Asotin County uses their equipment along with the stormwater sweeper, they will be reimbursed the rate for their equipment and labor for operating the equipment.



Serving: Asotin County



City of Asotin



City of Clarkston

Illicit Discharge Detection & Elimination

What is an illicit discharge?

Anything going into the stormwater system that is **not stormwater**.



What is the stormwater system?



Sidewalks
Municipal streets
Curbs, street gutters



Dry wells
Catch basins
Storm drains



Retention and detention ponds
Manmade channels



Roads with drainage systems
Ditches

What should I do if I see an illicit discharge?

- Note the location.
- Identify the material, if possible.
- Contact the Stormwater Program Coordinator at **509-243-2071**.



Regional Stormwater Program

Serving:

Asotin County

City of Asotin

City of Clarkston

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 Reservoirs Rd	5000 sf		\$ 225.00	County	Complete
11-05	3/23/2011	15th & Poplar St	20300 sf		\$ 350.00	Clarkston	Complete
11-07	3/17/2011	Evans Road	29255 sf		\$ 350.00	County	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
11-03	1/27/2011	1324 Benjamin Street	15320	sf	\$ 275.00	County	Active
11-06	3/21/2011	1242 11th St	38000	sf	\$ 450.00	Clarkston	Active
11-09	4/21/2011	1117 18th Ave	8000	sq ft	\$ 225.00	County	Active
11-10	4/28/2011	1043 Libery Dr	5500	sq ft	\$ 225.00	County	Active
11-11	6/20/2011	608 2nd St, Asotin	6600	sq ft	\$ 225.00	Asotin	Active
11-12	7/11/2011	830 18th Ave	5000	sq ft	\$ 225.00	County	Active
11-13	7/18/2011	2335 Deer Pointe DR	8100	sq ft	\$ 225.00	County	Active
11-14	8/11/2011	1244 15th St	42000	sq ft	\$ 450.00	County	Active
11-15	9/6/2011	2202 Paul's Place	8025	sq ft	\$ 225.00	County	Active
11-16	9/27/2011	1446 Greco Dr	32400	sq ft	\$ 450.00	County	Active
11-17	11/7/2011	1915 Cherry Street	10000	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
11-21	12/1/2011	1980 Cherry St	15000	sq ft	\$ 275.00	County	Active
11-22	12/13/2011	1660 Swallows Crest Loop	4500	sq ft	\$ 225.00	County	Active
11-23	12/21/2011	Ben Johnson Road	0		\$ 275.00	County	Active
12-1	1/3/2012	2555 Remington Way	13000	sq ft	\$ 275.00	County	Active
12-2	1/18/2012	1326 Setlow Ct	7500	sq ft	\$ 225.00	County	Active
12-3	2/9/2012	12 Snake River Road	8000	sf	\$ 225.00	Asotin	Active
					\$ 7,750.00		



Regional Stormwater Program

P.O. Box 160

135 2nd Street

Asotin, WA 99402

509-243-2074

www.asotincountystormwater.com

Fax 509-243-2003

Erosion and Sediment Control Best Management Practices (BMP) Training

The Phase II Municipal Stormwater Permit requires local municipalities to monitor and inspect construction projects in their jurisdictions. These projects must include erosion and sediment control practices to be installed to control pollutants from entering the stormwater system. The Phase II Permit also requires municipalities to have an illicit discharge detection and elimination program. This program also includes eliminating discharges from construction sites. As part of our education program, we are looking into the development of a training targeted to the construction industry to provide the knowledge and tools to help them stay in compliance with local stormwater regulations.

1. **Would you be interested in attending training on the uses and installation of erosion and sediment control BMPs?**

- Yes No

2. **If you answered yes, why would you attend BMP training?**

- To stay in compliance with state and local laws
 To learn more about erosion and sediment control BMPs and their proper installation and uses
 Other? _____

3. **If you answered no, what would encourage you to attend?**

- Because I have to – local requirement
 Receive certificate that helps me promote my business
 Receive credit on permit fees

4. **What is the maximum number of hours you would be willing to attend training?**

- No more than 3 hours
 ½ day (4 hours)
 Full day with hands-on training (up to 8 hours)



5. What is the most you would be willing to pay for training that included a notebook or field guide?

\$10

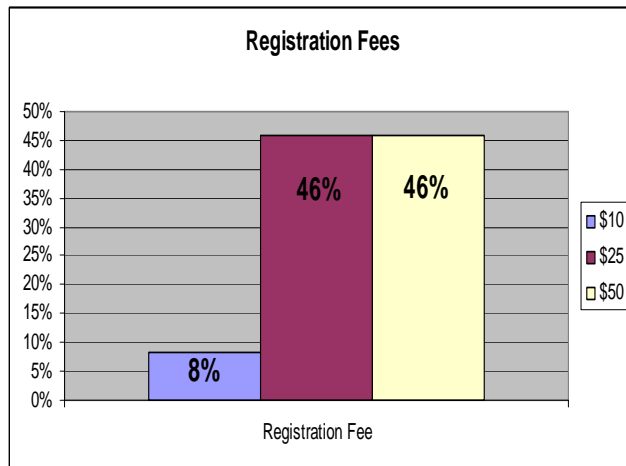
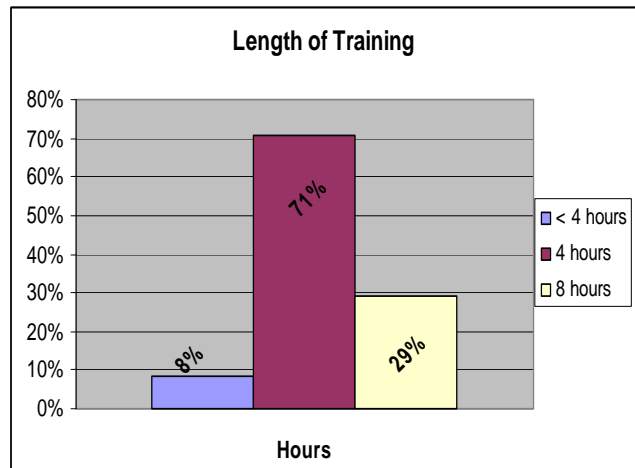
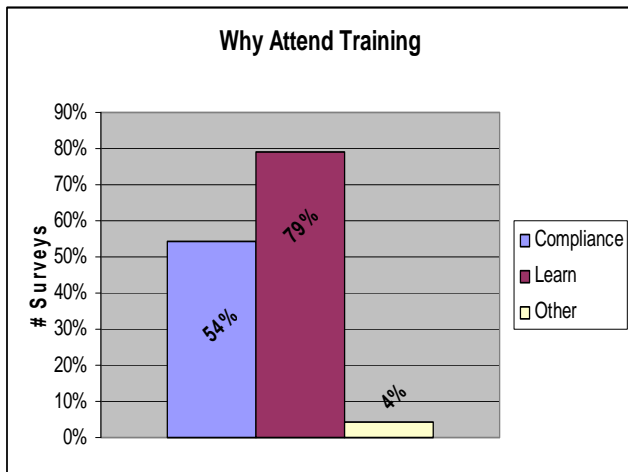
\$25

\$50

6. Comments:

**Tri-Cities Phase II Stormwater
Permit Workshop
February 1, 2012
Best Management Practices Survey Results**

**24 surveys returned
100% said they would attend training**



	A	B	C
1	2012 Regional Stormwater Program		
2	Revenue Budget		
3	2/22/2012		
4			
5	Revenue	Total Projected Revenue	Year to Date Rev
6	Asotin County Utility Revenue	\$ 369,600.00	\$ 112,238.33
7	City of Asotin Utility Revenue	\$ 42,100.00	\$ 6,979.56
8	City of Clarkston Utility Revenue	\$ 352,453.00	\$ 27,583.86
9	Other Revenue - Construction Permits	\$ 10,000.00	\$ 725.00
10	Capacity Grant	\$ 70,709.36	\$ 33,782.49
11	Misc Revenue		
12			
13			
14			
15			
16			
17	Total Revenue	\$ 844,862.36	\$ 181,309.24

FUND 460.000	Stormwater Operations 2012 Budget for Spending	Total Budget for Year - 2012	Year To Date Spent	YTD Percent Spent	Remaining Budget For Year
Payments Made through Accounts Payable (WinCams)					
538.31.31	Supplies	\$ 5,000	\$ 4	0.1%	\$ 4,996
538.31.41	Billing Expenses - County	\$ 13,000	\$ 2,614	20.1%	\$ 10,386
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	\$ 8	1.6%	\$ 492
538.31.43	Travel	\$ 2,000	\$ -	0.0%	\$ 2,000
538.31.44	Advertising,Education & Outreach	\$ 35,000	\$ 126	0.4%	\$ 34,874
538.31.4901	Misc costs	\$ 7,000	\$ 21	0.3%	\$ 6,979
538.31.4902	Training	\$ 4,000	\$ 324	8.1%	\$ 3,676
538.31.5110	Management Team - City of Asotin	\$ 7,500	\$ -	0.0%	\$ 7,500
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	\$ -	0.0%	\$ 2,500
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	\$ 6,151	6.2%	\$ 93,849
538.36.5110	Billing Expenses - City of Asotin	\$ 10,500	\$ 875	8.3%	\$ 9,625
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
			\$ -		
			\$ -	#DIV/0!	\$ -
Salary and Benefits (per Timecard Distribution total costs)					
538.31.10,22-28	Salary, Benefits Coordinator	\$ 52,000	\$ 8,728	16.8%	\$ 43,272
538.31.11,22-28	Salary, Benefits 5 FTE (Finance)	\$ 16,000	\$ 1,940	12.1%	\$ 14,060
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	\$ 4,391	11.0%	\$ 35,565
Interfund Transfers (QUARTERLY JOURNAL ENTRIES)					
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	\$ 200	8.3%	\$ 2,200
			\$ -		
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	\$ 829,776	\$ 53,908	6.5%	\$ 775,868
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
548.69.32	Expense - Fuel		\$ 65		\$ (65)

Regional Stormwater Program MEMORANDUM



TO: Management Team

FROM: Cheryl Sonnen
Regional Stormwater Coordinator

DATE: January 30, 2012

SUBJECT: Stormwater Utility – Delinquent Payment Recommendation

State and Federal law required Asotin County, the City of Asotin and the City of Clarkston to implement stormwater management. These requirements were imposed on the Lewis Clark valley as a result of the population growth which causes the area to now be considered 'urban'.

Elected officials in all participating municipalities agreed to approach the requirements as one entity. The Board of County Commissioners and both City Councils adopted the same ordinances and rate of fee to pay for stormwater management. The fee is \$5.00 for each "equivalent residential unit" (ERU) per month.

Citizens of the City of Clarkston challenged their council's decision by referendum, which caused the City to delay collecting the fees from their citizens. In order to bring in revenues for the program with less of a burden on their citizens, the City of Clarkston implemented an ERU fee of \$3.50 with the balance supplemented by their general funds. The City paid the total \$5.00 per ERU into the program for the total ERU measurement of the City in accordance with the Interlocal Agreement. It was discovered that the other participating jurisdictions were not providing their full \$5.00 per ERU due to billing non-payments and delinquencies. It is suggested that the City of Clarkston adjust their program payments in a similar manner. The City of Clarkston's \$1.50 per ERU supplement shall be adjusted in accordance with non-payment and delinquencies just as the City of Asotin and Asotin County are adjusting their revenues for non-payment and delinquencies. Therefore, the revenues from each jurisdiction will be based on payment of utility fees rather than the total measured ERU fees per municipality

The management team discussed this over several meetings and makes the following recommendation:

The Management Team recommends that any short fall in revenues due to non-payment or delinquencies be addressed as described and be adjusted in each individual capital reserve account annually. Each entity sets a goal for contribution to the capital account, and that goal can be reduced in the same proportion as the non-payment or delinquency rate for each entity. It is also the recommendation of the Team that this arrangement begin in 2012 and no action taken for the year 2011.



Serving: Asotin County



City of Asotin



City of Clarkston