

Regional Stormwater Program

**Management Team Meeting Agenda
Commissioner's Chambers
March 11, 2013
3:00 – 5:00 pm**

- 1. Public Comment**
- 2. Management Team Meeting Notes**
 - December 10
- 3. Public Education and Outreach**
 - Asotin County Fair, April 26 – 28
 - Public Works Day, May 22
 - Alive After Five, Clarkston
- 4. Public Involvement & Participation**
- 5. Illicit Discharge Detection & Elimination**
 - Review of complaint in Clarkston
- 6. Construction/Post Construction Site Stormwater Runoff**
 - Review construction permits
- 7. Operation & Maintenance**
 - Hiring Stormwater Operators
 - Port Roads
- 8. Finance**
 - Review current spending and revenue
 - Delinquency Policy
 - Loaning capital reserve funds to other entities
- 9. Documentation**
 - 6-year plans
- 10. Public Comment**
- 11. Next 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 December 10, 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)
Don Brown	Asotin County
George Nash	City of Clarkston

Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
Jane Risley	Deputy Prosecuting Attorney
Lori Landrus	Stormwater Program Billing Clerk

Public Comment

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

- The capital reserves were questioned. The comment was made that \$230,000 would be put away each year as a “slush fund” until \$1 million was collected. This is a lot of money to be put away until it is needed for possible projects. There doesn’t seem to be any information on what the fund is used for.
- At the previous meeting a request was made to have public comment at the beginning and end of the meeting. The Management Team agreed that this was a good idea and will allow the public to comment at the end of the meeting also.
- A member of the public commented on the capital reserve funds. He advised that the \$1 million may not be large enough depending on the problem. He has a drainage problem on his place and he estimates it could cost \$300,000 - \$400,000 to fix.
- A member of the public supported the reduction in the ERU from \$5 to \$4. The Management Team advised that the change had been approved by all three entities and the change would be effective 1/1/13.
- The Management Team responded to the comments about the capital reserve fund. The \$1 million is a capital reserve fund to be used for drainage problems, purchasing



equipment, and match for capital grants. The reserve fund is reviewed annually at the budget time. The public is encouraged to participate in the budget process.

- Other comments from the Management Team on the reserve fund were made. Most of the grants have a 25% match. The City of Clarkston had two projects this year which will reduce their capital reserve fund from \$100,000 to about \$34,000. Also, the reserve fund has no impact on other county spending.

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 leaf print ad and television advertising. The ads ran from November 15, 2012 through December 2, 2012 on KLEW and KWSU television and the Tribune and Moneysaver for an estimated cost of \$4,229. The City of Lewiston will contribute \$1,000 toward the costs. Cheryl would like to do similar ads in the future for other ads that are already developed.

Cheryl provided an overview of the new Phase II stormwater permit that will become effective 8/1/2014. In her opinion the monitoring requirements will be the most difficult to meet. The Management Team asked that she provide the information in a timeline format to help them keep track of upcoming requirements.

2. Public Involvement and Participation

Nothing to report.

3. Illicit Discharge Detection and Elimination

Nothing to report.

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

The current construction permits were reviewed. A total of 20 permits have been issued in 2012.

Cheryl advised that Ecology may have funding available for conducting training for low impact development. The Management Team advised they would be interested in sponsoring training locally.

6. Operation & Maintenance/Good Housekeeping

Cheryl provided the draft stormwater program operator job description. It is being reviewed by Human Resources and the Union. The plan is to advertise the position at the end of the



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year after the Commissioners approve the budget. A class A driving certification is required, which will cover most vehicles. We will meet with existing staff to figure out the logistics of the work.

Wanda Keefer asked that consideration be made for the Port Roads. She asked how this could be made practical. If the Port is required to get a Permit, the audience that would be served would be two full-time residents. They are requesting no payment of stormwater fees on their roads. They want to be a good neighbor and have cleaned their streets, catch basins and met the education expectation. Jim Bridges advised that we are looking for a level of assurance from the Port. Clarkston is responsible for discharges from the system. The Management Team agreed to have a small working group meeting after the new year to review the request.

Finance

The financial statements were reviewed. At this time it looks like the revenue projections are being met by the entities. Keith asked if there were any delinquencies. Cheryl advised that the County has delinquencies but that the revenue projections are probably being met because there have been new ERUs added during the year and some late payments from 2011 were made in 2012. She advised that the County deposits all payments, including late fees, into the stormwater fund, but that she doesn't get a report from the cities about the deposits they are sending. There was a discussion about better tracking of payments, late fees and delinquencies, since the delinquency policy requires that the capital reserves be reduced by the amount of delinquency. Cheryl will contact the cities to see how they can better report payment activity.

Jim Martin advised that Clarkston is responsible for sweeping the Southway Bridge and whether the stormwater O&M staff will perform that task in the future. It was agreed that Clarkston will continue to sweep the Southway Bridge.

Cheryl provided a procedure for accessing the capital reserves for stormwater grant match.

Chris Kemp, the County's CFO, provided documentation from the BARS manual regarding interfund loan transfers. The manual outlines that interest must be paid on the loan and that the term can be no longer than three years. Jane questions whether loans could be made to other entities and recommended contacting MRSC.

Documentation

Jim Bridges asked the group to form a technical advisory committee, made up of staff, to review the progress of the stormwater O&M staff, look at projects and work on and capital plan. Because this is a new process for maintaining the stormwater system, he feels it would be good to have a little more oversight in the first year. The Management Team agreed.

Action Items:

- Set up meeting with Port of Clarkston to discuss roads.

- Create a timeline of requirements in the new stormwater permit.



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- Set up a technical advisory committee of Management Team staff members to discuss issues, potential projects and capital plans.
- Set up a way to track late fees, delinquency.
- Check with MRSC regarding interfund loans.

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Active_Permits

Permit .	Date	Project Address	Project Size	Project Units	Fees	Jurisdiction	Status
13-01	1/16/2013	2318 3rd Ave	10000	sq ft	\$ 225.00	County	Active
13-02	1/28/2013	2040 Marilyn Way	7000	sf	\$ 225.00	County	Active
13-03	1/30/2013	3rd Ave & Cobblestone	10000	sq ft	\$ 225.00	County	Active
13-04	2/6/2013	Ben Johnson & Evans Road	7590	sq	\$ 225.00	County	Active
Totals					\$ 900.00		

Permit .	Date	Project Address	Project Size	Project Units	Fees	Jurisdiction	Status
11-03	1/27/2011	1324 Benjamin Street	15320	sf	\$ 275.00	County	Active
11-16	9/27/2011	1446 Greco Dr	32400	sq ft	\$ 450.00	County	Active
11-21	12/1/2011	1980 Cherry St	15000	sq ft	\$ 275.00	County	Active
12-01	1/3/2012	2555 Remington Way	13000	sq ft	\$ 275.00	County	Active
12-04	3/28/2012	2432 Linda Lane	8100	sq ft	\$ 225.00	County	Active
12-06	6/5/2012	1124 Liberty Dr	5830	sq ft	\$ 225.00	County	Active
12-08	6/28/2012	610 18th Ave	19500	sq ft	\$ 275.00	County	Active
12-09	7/16/2012	2635 Valleyview Dr	10000	sq ft	\$ 225.00	County	Active
12-10	7/25/2012	3651 Nicklaus Dr	5000	sf	\$ 225.00	County	Active
12-11	7/30/2012	2725 27th St	5000	sq ft	\$ 225.00	County	Active
12-13	9/6/2012	102 13th St	172500	sq ft	\$ 500.00	Clarkston	Active
12-12	9/19/2012	2823 25th St	10000	sq ft	\$ 225.00	County	Active
12-14	10/4/2012	15th & Chestnut	17550	sq ft	\$ 275.00	County	Active
12-16	10/22/2012	25th St, 8th Ave, 26th St	9800	sq ft	\$ 225.00	County	Active
12-15	10/23/2012	1620 13th St	16050	sq ft	\$ 275.00	County	Active
12-17	10/30/2012	616 5th St	19200	sq ft	\$ 275.00	County	Active
12-18	10/31/2012	1715 Osborn Dr	40000	sq ft	\$ 450.00	County	Active
12-19	11/5/2012	Valleyview at Scenic Way	5000	sq ft	\$ 225.00	County	Active
12-20	11/28/2012	2238 20th St	5000	sq ft	\$ 225.00	County	Active

	A	B	C	D
1	2012 Regional Stormwater Program			
2	Revenue Budget			
3	12/31/2012			
4				
5	Revenue	Total Projected Revenue	Year to Date Rev	% Collected
6	Asotin County Utility Revenue	\$ 369,600.00	\$ 362,542.85	98%
7	City of Asotin Utility Revenue	\$ 42,100.00	\$ 41,833.61	99%
8	City of Clarkston Utility Revenue	\$ 352,453.00	\$ 348,502.93	99%
9	Other Revenue - Construction Permits	\$ 10,000.00	\$ 5,300.00	53%
10	Capacity Grant (Ends 6/30/2013)	\$ 220,709.36	\$ 167,332.74	76%
11	Misc Revenue		\$ 197.53	
12				
13				
14				
15				
16				
17	Total Revenue	\$ 994,862.36	\$ 925,709.66	93%

1	FUND	Stormwater Operations	Total Budget for	Year To Date	YTD Percent	Remaining
2	460.000	2012 Budget for Spending	Year - 2012	Spent	Spent	Budget For Year
3	Payments Made through Accounts Payable (WinCams)					
4	538.31.31	Supplies	\$ 5,000	\$ 1,703	34.1%	\$ 3,297
5	538.31.4110	Legal services - City of Asotin	\$ 1,000	\$ 300	30.0%	\$ 700
6	538.31.4111	Legal services - City of Clarkston	\$ 2,000	\$ 600	30.0%	\$ 1,400
7	538.31.4112	Legal services - Asotin County	\$ 6,000	\$ 2,988	49.8%	\$ 3,012
8	538.31.42	Communication	\$ 500	\$ 95	19.1%	\$ 405
9	538.31.43	Travel	\$ 2,000	\$ 495	24.7%	\$ 1,505
10	538.31.44	Advertising, Education & Outreach	\$ 35,000	\$ 22,557	64.4%	\$ 12,443
11	538.31.4901	Misc costs	\$ 7,000	\$ 1,862	26.6%	\$ 5,138
12	538.31.4902	Training	\$ 4,000	\$ 1,758	43.9%	\$ 2,242
13	538.31.5110	Management Team - City of Asotin	\$ 7,500	\$ 6,023	80.3%	\$ 1,478
14	538.31.5111	Management Team - City of Clarkston	\$ 12,500	\$ 4,054	32.4%	\$ 8,446
15	538.31.4910	Ecology Phase II Permit Fees-Asotin	\$ 1,000	\$ 320	32.0%	\$ 680
16	538.31.4911	Ecology Phase II Permit Fees-Clarkston	\$ 2,200	\$ 2,168	98.5%	\$ 32
17	538.31.4912	Ecology Phase II Permit Fees-Asotin County	\$ 2,500	\$ 2,612	104.5%	\$ (112)
18	538.32.4128	Professional Service Capacity	\$ 25,500	\$ 19,554	76.7%	\$ 5,946
19	538.35.5110	City of Asotin O&M	\$ 6,000	\$ 2,350	39.2%	\$ 3,650
20	538.35.5111	City of Clarkton O&M	\$ 70,000	\$ 40,738	58.2%	\$ 29,262
21	538.35.5112	Asotin County O&M	\$ 100,000	\$ 29,025	29.0%	\$ 70,975
22	538.31.41	Billing Expenses - County	\$ 13,000	\$ 11,323	87.1%	\$ 1,677
23	538.36.5110	Billing Expenses - City of Asotin	\$ 10,500	\$ 11,375	108.3%	\$ (875)
24	538.36.5111	Billing Expenses - City of Clarkston	\$ 25,000	\$ 28,633	114.5%	\$ (3,633)
25	538.38.49	B&O Tax	\$ 6,800	\$ 6,535	96.1%	\$ 265
26	594.38.6401	Other Equipment Rental	\$ 15,000	\$ -	0.0%	\$ 15,000
27	594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ 763	38.1%	\$ 1,237
28						
29	Salary and Benefits (per Timecard Distribution total costs)					
30	538.31.10,22-28	Salary, Benefits Coordinator	\$ 52,000	\$ 52,650	101.2%	\$ (650)
31	538.31.11,28	Salary, Benefits 5 FTE (Finance)	\$ 16,000	\$ 9,853	61.6%	\$ 830
32	538.31.11,22-26	Salary, Benefits 5 FTE (Finance)-Billing		\$ 5,317	33.2%	
33	538.31.12,22-28	Salary, Benefits, Fringe: 1 FTE (Inspector)	\$ 50,000	\$ -	0.0%	\$ 50,000
34	538.31.5112	Management Team/Admin - Asotin County	\$ 20,000	\$ 3,693	18.5%	\$ 16,307
35	538.32.4112	Mapping - Asotin County	\$ 12,500	\$ 12,114	96.9%	\$ 386
36		All Employee Fringe Benefits	\$ 39,956	\$ 19,832	49.6%	\$ 20,124
37	Interfund Transfers (QUARTERLY JOURNAL ENTRIES)					
38	538.38.45	Office Rental	\$ 4,000	\$ 4,000	100.0%	\$ -
39	538.38.92	PBX	\$ 400	\$ 400	100.0%	\$ -
40	538.38.95	ER&R - Stormwater	\$ 40,000	\$ 40,000	100.0%	\$ -
41	538.38.96	Insurance	\$ 6,000	\$ 6,000	100.0%	\$ -
42	538.38.99	Data Processing	\$ 2,000	\$ 2,000	100.0%	\$ -
43	538.38.4501	Vehicle ER&R	\$ 2,400	\$ 2,400	100.0%	\$ -
44		TOTAL EXPENDITURES	\$ 607,256	\$ 356,089	58.6%	\$ 251,167
45	Transfers to Capital Reserve (amounts/process to be decided on later)					
46	597.38.10	City of Asotin	\$ 16,880	\$ 16,880	100.0%	\$ -
47	597.38.11	City of Clarkston	\$ 101,840	\$ 101,840	100.0%	\$ -
48	597.38.12	Asotin County	\$ 111,300	\$ 111,300	100.0%	\$ -
49			\$ 837,276	\$ 586,109		\$ 251,167
50						
51		460.004 -Stormwater ER&R				
52	362.21.460	Revenue - Rental Rate	\$ 40,000	\$ 30,000	75.0%	\$ 10,000
53	548.69.48	Expense - Maintenance	\$ 20,000	\$ 2,486	12.4%	\$ 16,674
54	548.69.32	Expense - Fuel		\$ 840	4.2%	

**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

	A	B	C	D
1	2013 Regional Stormwater Program			
2	Revenue Budget			
3	3/1/2013			
4				
5	Revenue	Total Projected Revenue	Year to Date Rev	% Collected
6	Asotin County Utility Revenue	\$ 306,240.00	\$ 91,240.49	30%
7	City of Asotin Utility Revenue	\$ 33,696.00	\$ 9,833.76	29%
8	City of Clarkston Utility Revenue	\$ 293,808.00	\$ 55,151.28	19%
9	Other Revenue - Construction Permits	\$ 5,000.00	\$ 900.00	18%
10	Capacity Grant (Ends 6/30/2013)	\$ 62,206.47	\$ 34,388.12	55%
11	Misc Revenue		\$ 1,000.00	
12				
13				
14				
15				
16				
17	Total Revenue	\$ 700,950.47	\$ 192,513.65	27%

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	\$ 1,209	48.3%	\$ 1,291
5	538.31.42	Communication	\$ 500	\$ 17	3.4%	\$ 483
6	538.31.43	Travel	\$ 2,000	\$ 242	12.1%	\$ 1,758
7	538.31.44	Advertising, Education & Outreach	\$ 30,000	\$ 391	1.3%	\$ 29,609
8	538.31.4901	Misc costs	\$ 2,500	\$ 81	3.2%	\$ 2,419
9	538.31.4902	Training	\$ 2,000	\$ 319	16.0%	\$ 1,681
10	538.32.4112	Mapping	\$ 12,500	\$ 936	13.0%	\$ 11,564
11	538.31.4113	Grant Writing	\$ 4,000	\$ -	0.0%	\$ 4,000
12	538.31.5110	Management Team - City of Asotin	\$ 2,000	\$ 325	16.3%	\$ 1,675
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	\$ 34	3.4%	\$ 5,966
15	538.31.41	Billing Expenses - County	\$ 15,000	\$ 2,804	70.1%	\$ 12,196
16	538.36.5110	Billing Expenses - City of Asotin	\$ 4,000	\$ 667	2.7%	\$ 3,333
17	538.36.5111	Billing Expenses - City of Clarkston	\$ 25,000	\$ 5,313	35.4%	\$ 19,687
18	538.38.49	B&O Tax	\$ 6,800	\$ 1,409	35.2%	\$ 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	40.3%	\$ 1,090
24	538.31.4912	Ecology Phase II Permit Fees-Asotin County	\$ 2,750	\$ 1,337	26.7%	\$ 1,413
25	538.35.5113	Stormwater Program O&M	\$ 5,000	\$ 6,053	121.1%	\$ (1,053)
26	594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ -	0.0%	\$ 2,000
27	594.38.6401	Other Equipment Rental	\$ 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	\$ 8,535	16.0%	\$ 44,740
30	538.31.11.22-28	Salary, Benefits 5 FTE (Finance)	\$ 15,000	\$ 1,161	7.7%	\$ 12,368
31	538.31.11.22-26	Salary, Benefits 5 FTE (Finance)-Billing		\$ 1,471	9.8%	
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	\$ 3,033	24.3%	\$ 48,808
35						
36	Interfund Transfers (QUARTERLY JOURNAL ENTRIES)					
37	538.38.45	Office Rental	\$ 4,000	\$ -	0.0%	\$ 4,000
38	538.38.92	PBX	\$ 400	\$ -	0.0%	\$ 400
39	538.38.95	ER&R - Stormwater	\$ 115,000	\$ -	0.0%	\$ 115,000
40	538.38.96	Insurance	\$ 6,000	\$ -	0.0%	\$ 6,000
41	538.38.99	Data Processing	\$ 2,000	\$ -	0.0%	\$ 2,000
42	538.38.4501	Program Vehicles	\$ 7,200	\$ 200	0.8%	\$ 7,000
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	\$ 37,142	5.2%	\$ 681,344
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%	

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.



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