



# Regional Stormwater Program

P.O. Box 160

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**Management Team Meeting  
November 30, 2010  
2:00 pm – 4:00 pm  
Clarkston City Hall  
Meeting Minutes**

## ATTENDANCE

### Management Team Voting Members:

Keith Delzer	City of Asotin
Scott Broyles	City of Asotin Designee
George Nash	City of Clarkston
Jim Martin	City of Clarkston Public Works Director
Don Brown	Asotin County
Joel Ristau	Asotin County Public Works Director

### Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
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## 1. Management Team Scope

The Management Team reviewed a draft scope of duties developed from the Interlocal Agreement (ILA) and made some decisions on processes to allow the Management Team to function effectively and assist staff in implementing the ILA and Phase II Permit.

The following items were discussed:

- Develop O&M budget – the Management Team discussed how best to handle O&M bills received by Regional Stormwater Program (RSP). The original budget development included 50% of the O&M costs for the County and Clarkston to be paid by the stormwater utility and 50% to remain in their existing road/street budgets. The group agreed that this was best way to handle those costs. Asotin allocated \$3,000 to O&M costs. The utility will cover costs up to \$3,000 and the rest will be paid by Asotin’s street budget.
- Capital and Operating reserves – the Management Team has the authority to decide how much goes into operating and reserve funds. They will review the budgets and determine the amount to be allocated to capital reserves at the end of the year.



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- Propose utility fees – the Management Team will review trends in expenses after three years and evaluate the amount of reserves on hand. They will also review trends prior to proposing a change in utility fees.
- Monitor day-to-day operations – The Management Team proposes to meet monthly. Cheryl proposed to meet later in the month to be able to provide a report on current expenses. The Management Team will approve a budget line item and allow staff to make decisions within that budgeted amount. They would like to know when a large item is being considered.
- The Management Team would like to review the O&M plans.
- When equipment is being considered the Management Team agreed that the purchasing policy of the agency making the purchase should be followed. Joel discussed that the purpose of ER&R funds (equipment repair and recovery) is to ensure the maintenance of equipment, vehicles, etc. and develop a reserve to replace equipment.
- A Capital Improvement Plan (CIP) will need to be developed that identifies stormwater related projects.
- The Management Team agreed that grants opportunities should be considered in the future, if the staff has the time and resources available. The Management Team will be available to staff if those opportunities arise.
- Complaints will be reviewed with Management Team during monthly meetings. The legal staff from all three entities will work together on any legal matters.
- The Management Team agreed that the meetings are open to the public and will be advertised with elected official meeting notices in Tribune.

## 2. Construction Permit

The construction ordinance will be in effect January 1, 2011. Construction permit fees need to be established. These fees will pay for cost of time to review site plans, conduct site visits, and follow up on complaints and record keeping required by the Phase II Permit. There was much discussion about setting the fees at a reasonable rate while still covering costs. The Management Team recommended that we track the expenses over a year and see if the fees are in line with costs. It was also discussed that for large, complex projects that the permittee should pay for extra review costs if necessary.

The fees for medium and large projects were recommended and will be advertised along with public participation requirements for each entity. Each entity will set the fees by resolution.



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### 3. Budget discussions

- The final stormwater budget was reviewed. Clarkston will have a budget hearing on 12/6/10 with the final budget approval on 12/13/10. The group discussed whether each entity needs to approve the stormwater utility budget separately or as part of their budgets. The Management Team recommended that the attorneys be asked.
- The Clarkston initiative was discussed. A draft flyer was reviewed and it was emphasized that we can only provide information to residents and not lobby for a vote. Scott Broyles advised that he will have MRSC review the flyer.
- A discussion about how to treat non-residential parcels less than one ERU was conducted. The utility ordinance states that the minimum charge will be one ERU. It was recommended and agreed to by the Management Team that if a landowner owned more than one non-residential parcel, that all parcels would be combined for billing purposes and the total square footage would be used to calculate the ERU charges. An example was reviewed.

Property	Impervious Area	Combined ERU	Separate ERU
Parcel 1	92.49 sq ft	0.02	1.00
Parcel 2	3,772.61 sq ft	1.02	1.02
Parcel 3	6,923.52 sq ft	1.87	1.87
Total	10,788.62 sq ft	2.91	3.89

It was agreed that parcels owned by the entities that fell into this category will be calculated separately.

