



Regional Stormwater Program

P.O. Box 160

135 2nd Street

Asotin, WA 99402

509-243-2074

www.asotincountystormwater.com

Fax 509-243-2003

**Management Team Meeting Agenda
Clarkston City Hall
829 Fifth Street, Clarkston
October 17, 2011
3:00 – 5:00 pm**

- **Public Comment**
- **Administration of Program to Accomplish Permit Elements**
 - Finance - Budget, *Cheryl*, Stormwater Coordinator
 - 6-year plan status
- **Permit Elements**
 1. **Public Education and Outreach**
 - Annual Report
 2. **Public Involvement and Participation**
 - Review of outreach materials by WSU grad student
 3. **Illicit Discharge Detection and Elimination**
 - Review discussions with Chief Hardin and Chief Cooper regarding Best Management Practices (BMPs) to use during training and maintenance activities.
 - Review discussion with PUD to adopt BMPs to use during well and reservoir maintenance activities.
 4. **Construction**
 5. **Post-Construction**
 6. **Operation & Maintenance/Good Housekeeping**
- **Next regularly scheduled meeting is November 14, 2011.**





Regional Stormwater Program

P.O. Box 160

135 2nd Street

Asotin, WA 99402

509-243-2074

Fax 509-243-2003

**Management Team Meeting Notes
Commissioner's Chambers
095 Second St, Asotin
September 19, 2011
3:00 – 5:00 pm**

ATTENDANCE

Management Team Voting Members:

Keith Delzer	City of Asotin
Jane Richards	City of Asotin Attorney
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
Jane Bremner Risley	Deputy Prosecuting Attorney

Public Comment

During the public comment period the following question was raised and will be researched and answered at the next meeting by *Stormwater Coordinator*.

Q: What best management practices should be implemented by PUD for wells and water reservoirs to reduce or eliminate illicit discharge into storm drains?

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

2. Public Involvement and Participation

- Public Hearing on boundary changes October 17, 2011. *Jane Risley* will draft resolutions for permit boundary changes using 2000 urban census line or Metropolitan



Serving: Asotin County



City of Asotin



City of Clarkston

Planning Organization boundary. Include provisions for review after census maps are issued or during rate change hearings.

3. Illicit Discharge Detection and Elimination

- Cheryl contact Chief Hardin and Chief Cooper. Does the Washington Fire Chief Association have Best Management Practices to use for discussion?
- Would it be possible for fire departments and PUD to adopt their own BMP by January 1 to avoid cities and counties from drafting and adopting less user friendly ordinances or issuing citations?

4. Construction

5. Post-Construction

6. Operation & Maintenance/Good Housekeeping

Assignments

Cheryl	Commercial ERU project City of Clarkston
---------------	--

Ecology Grant Project Meeting

Cheryl	Initiate Doodle for staff meeting regarding Ecology Capital Design and Capital Project Grants Meeting
Keith	Provide name and e-mail of staff persons from Asotin to attend
Joel, Jim	Add any additional names (street supervisors etc) to list and e-mail addresses to Cheryl
	Group suggestions for grant projects and 6 year plan for capital improvements.
Cheryl	Update Stormwater Plan; provide copies to members, discussion at next meeting for changes, suggestions, additions

Asotin County Public Meeting – Permit Boundary

Jane	Draft resolutions
Cheryl	Advertising for public hearing

Fire Dept and PUD BMPs

Cheryl	Contact Chief Cooper and Chief Hardin to discuss BMPs. Provide car wash kits.
Cheryl	Contact PUD to discuss BMPs

Next meeting – The next regularly scheduled meeting is October 10, 2011. However, many members of the Team had conflicts so the meeting was rescheduled for October 17, 2011. Cheryl will see if the Clarkston Chambers is available.

	A	B	C
1	2011 Regional Stormwater Program		
2	Revenue Budget		
3			
4			
5	Revenue	Total Projected Revenue	Year to Date Rev
6	Asotin County Utility Revenue	\$ 433,367.00	\$ 301,471.38
7	City of Asotin Utility Revenue	\$ 42,625.00	\$ 34,181.06
8	City of Clarkston Utility Revenue	\$ 352,453.00	\$ 264,479.56
9	Other Revenue - Construction Permits	\$ 50,000.00	\$ 5,055.00
10	Capacity Grant	\$ 267,362.00	\$ 127,087.79
11	Utility Implementation Grant	\$ 12,525.00	\$ 1,715.93
12	Equipment Purchase Grant	\$ 179,000.00	\$ 177,506.12
13	Field Guide Grant	\$ 115,000.00	\$ 76,171.49
14	Outreach Grant	\$ 58,500.00	\$ 47,638.30
15	Interfund Loan	\$ 100,000.00	\$ 100,000.00
16	Miscellaneous Revenue	\$ 5,500.00	\$ 2,105.40
17	Total Revenue	\$ 1,616,332.00	\$ 1,137,412.03

FUND 460.000	Stormwater Operations 2011 Budget for Spending	Total Budget for Year - 2011	Year To Date Spent	YTD Percent Spent	Remaining Budget For Year
Payments Made through Accounts Payable (WinCams)					
538.31.31	Supplies	\$ 10,000	\$ 2,862	28.6%	\$ 7,138
538.31.3125	Field Guide Grant - Supplies	\$ 7,559	\$ 11,780	155.8%	\$ (4,221)
538.31.41	Billing Expenses - County	\$ 21,000	\$ 9,522	45.3%	\$ 11,478
538.31.4110	Legal services - City of Asotin	\$ 4,000	\$ 150	3.8%	\$ 3,850
538.31.4111	Legal services - City of Clarkston	\$ 4,000	\$ -	0.0%	\$ 4,000
538.31.4112	Legal services - Asotin County	\$ 4,000	\$ -	0.0%	\$ 4,000
538.31.42	Communication	\$ 500	\$ 371	74.2%	\$ 129
538.31.43	Travel	\$ 2,000	\$ 156	7.8%	\$ 1,844
538.31.44	Advertising	\$ 35,000	\$ 4,720	13.5%	\$ 30,280
538.31.49	Misc costs	\$ 10,000	\$ 4,364	43.6%	\$ 5,636
538.31.49	Training	\$ 4,000	\$ 181	4.5%	\$ 3,819
538.31.5110	Management Team - City of Asotin	\$ 15,000	\$ 1,275	8.5%	\$ 13,725
538.31.5111	Management Team - City of Clarkston	\$ 15,000	\$ 3,289	21.9%	\$ 11,711
538.32.4122	Consultant - Utility Implementation	\$ 1,722	\$ 1,362	79.1%	\$ 359
538.32.4125	Field Guide Grant - Consultant	\$ 66,868	\$ 64,572	96.6%	\$ 2,296
538.32.4126	Outreach Grant - Consultant	\$ 48,557	\$ 44,664	92.0%	\$ 3,893
538.35.5110	City of Asotin O&M	\$ 3,000	\$ 1,747	58.2%	\$ 1,253
538.35.5111	City of Clarkton O&M	\$ 98,300	\$ 20,701	21.1%	\$ 77,599
538.35.5112	Asotin County O&M	\$ 120,000	\$ 51,240	42.7%	\$ 68,760
538.36.5110	Billing Expenses - City of Asotin	\$ 22,560	\$ 13,192	58.5%	\$ 9,368
538.36.5111	Billing Expenses – City of Clarkston	\$ 40,000	\$ -	0.0%	\$ 40,000
538.38.49	B&O Tax	\$ 7,800	\$ 2,394	30.7%	\$ 5,406
594.38.6401	Equipment	\$ 29,000	\$ -	0.0%	\$ 29,000
594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ 1,276	63.8%	\$ 724
594.38.6403	Sweeper	\$ 171,184	\$ 171,184	100.0%	\$ 0
Salary and Benefits (per Timecard Distribution total costs)					
538.31.10,22-28	Salary, Benefits, Fringe: Coordinator	\$ 68,947	\$ 70,402	102.1%	\$ (1,455)
538.31.11,22-28	Salary, Benefits, Fringe: .5 FTE (Finance)	\$ 21,214	\$ 14,754	69.5%	\$ 6,461
538.31.12,22-28	Salary, Benefits, Fringe: 1 FTE (Inspector)	\$ 66,295	\$ 8,362	12.6%	\$ 57,933
538.31.5112	Management Team/Admin - Asotin County	\$ 22,700	\$ 18,984	83.6%	\$ 3,716
538.32.4112	Mapping - Asotin County	\$ 14,300	\$ 28,913	202.2%	\$ (14,613)
			\$ -		\$ -
Interfund Transfers (QUARTERLY JOURNAL ENTRIES)					
538.38.45	Office Rental	\$ 4,000	\$ 3,000	75.0%	\$ 1,000
538.38.92	PBX	\$ 400	\$ 300	75.0%	\$ 100
538.38.95	ER&R - Stormwater	\$ 40,000	\$ 31,163	77.9%	\$ 8,837
538.38.96	Insurance	\$ 5,000	\$ 3,750	75.0%	\$ 1,250
538.38.99	Data Processing	\$ 2,000	\$ 1,500	75.0%	\$ 500
581.20.113	Interfund Loan	\$ 104,250	\$ -	0.0%	\$ 104,250
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	\$ 1,322,176	\$ 592,128	44.8%	\$ 730,048
	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

Regional Stormwater Program

MEMORANDUM



TO: Management Team

FROM: Cheryl Sonnen
Regional Stormwater Coordinator

DATE: October 13, 2011

SUBJECT: Asotin County Hydrant Flushing

I spoke with Mike from the Asotin County Fire Dept. We had discussed hydrant flushing previously. Mike advised that the only curb and gutter streets he can think of are 15th, Appleside and 4th Ave. In all the other areas, the water from hydrant flushing goes into the ground.

They use an attachment that goes onto the hydrant and diverts water away from sensitive areas, such as flower beds, landscaped areas and bare ground. The attachment doesn't diffuse the flow but acts to direct it, which helps reduce erosion.

Mike advised that they have developed a standard method that everyone uses so hydrant flushing is conducted the same throughout the area. At this point he discussed the idea of having one entity, such as the PUD be responsible for flushing all the hydrants in the County. This would provide for a standard process, standard reporting and one location for record keeping. He isn't promoting this idea from the Fire Dept, but it's just as an idea to discuss pros and cons. He did say that there is a benefit for his crew to continue to do the flushing. It gives them a chance to know where the hydrants are located throughout the County and gives them the chance to meet the public. I sent Noel a map with the known locations of the hydrants in the County (see attached). I don't have this information for the Clarkston or Asotin.

Chief Cooper advised that the Clarkston Fire Department purchased a diffuser and dechlorination tablets and will be using these tools during future hydrant flushing activities.

Training

Asotin County has a wide range of training scenarios from urban to rural. If doing an urban training, they typically do this at the schools and water goes into the grass. If training is done at the fire station, the water goes into their drywells on site. It doesn't leave the site and enter the County's stormwater system.

Clarkston usually conducts training at the high school or in the Port in grassy areas.



Serving: Asotin County



City of Asotin



City of Clarkston

Vehicle Washing

The County fire vehicles are washed on site and the wash water goes into the drywells.

During a site visit at the Clarkston fire station, it was determined that the floor drains in the garage are piped into the storm drain. As part of the building remodel this will be fixed and the drains will be plumbed into the sanitary sewer line.

Recommendations

My recommendation at this time is to record the activities that both fire departments are conducting and continue to develop BMPs that protect water quality and still allow the departments to meet their other requirements.

Others?



Serving: Asotin County

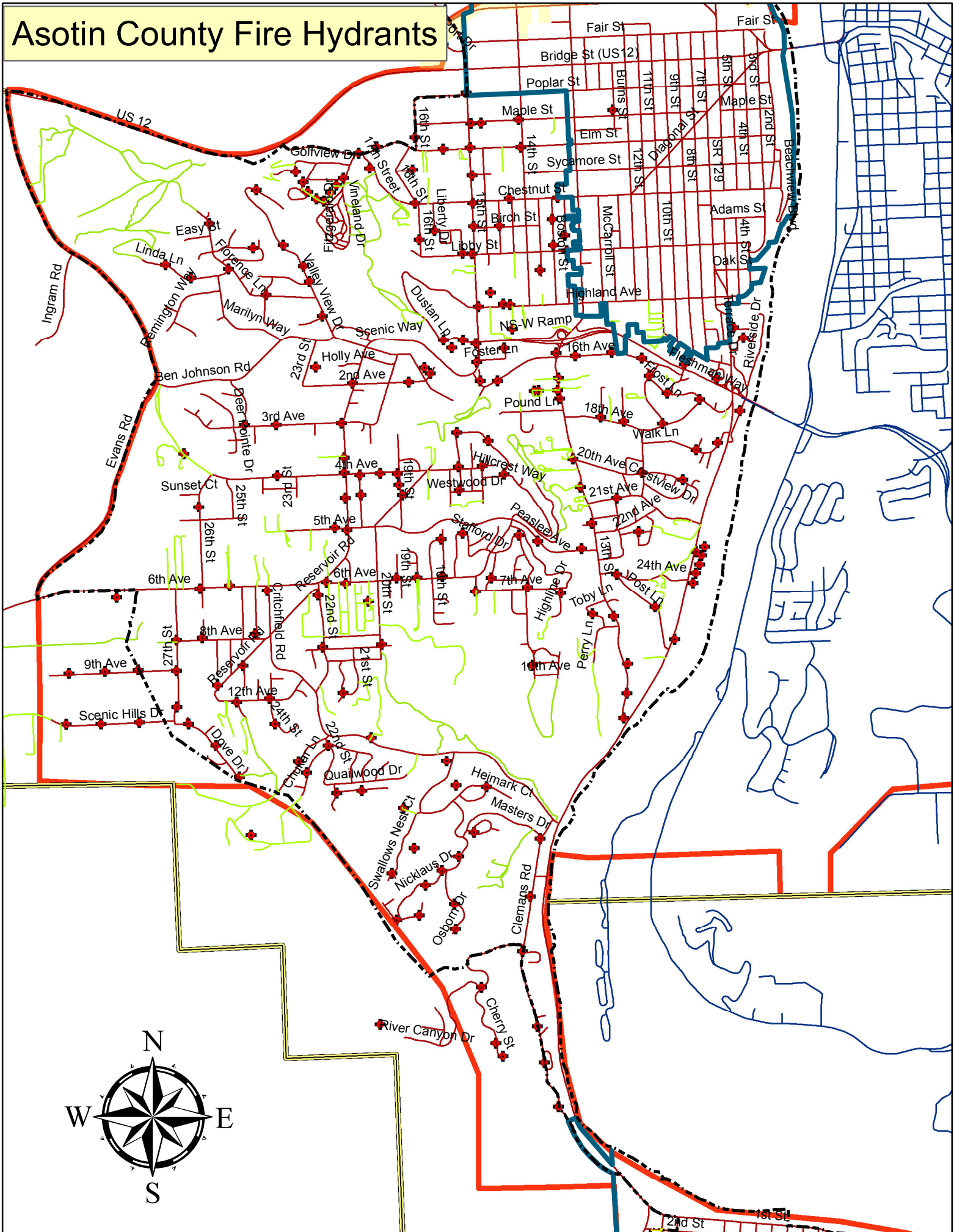


City of Asotin



City of Clarkston

Asotin County Fire Hydrants



Regional Stormwater Program

MEMORANDUM



TO: Management Team

FROM: Cheryl Sonnen
Regional Stormwater Coordinator

DATE: October 13, 2011

SUBJECT: PUD Wells

I spoke with Tim Simpson about the process they use for flushing the wells. Tim advised that the wells are used on an alternating basis. A well may be shut down for two weeks then activated and used for two weeks. When a well is activated, the stagnant water in the pipe is flushed out before it goes into the water system. The water in the well is not chlorinated until it goes into the water system. So, the water that is flushed out of the well has no chlorine. Tim estimated that anywhere between 1,000 – 1,500 gallons of water may be flushed out of the pipe before it is diverted into the water system.

Some of the wells have retention ponds that the flushed water goes into and then infiltrates into the ground. Some of the wells, such as Well #6 at Critchfield, are flushed directly into the ditch where the water infiltrates into the ground. Some of the wells are located close to the road and the water is flushed into a tanker truck. This water is then used to flush the sanitary sewer lines.

Tim asked me what BMPs I might recommend and the only thing I could think of is a retention pond to collect the water. I would like to discuss other ideas with you.

As an aside, Tim advised that PUD did a study of the sewer system and noted that some of Clarkston's stormwater pipes definitely enter the sewer system. He said he would share the information with us so we could pinpoint the areas where this is occurring. This is a good project to add to the 6-year plan to identify these contributions and if feasible (or desirable) disconnect from sewer.



Serving: Asotin County



City of Asotin



City of Clarkston