

Regional Stormwater Program

**Management Team Meeting Agenda
Commissioner's Chambers
September 9, 2013
3:00 – 5:00 pm**

- 1. Public Comment**
- 2. Ecology Comments**
- 3. Management Team Meeting Notes**
 - June 10, 2013
- 4. Public Education and Outreach**
 - Presentation by Franklin Conservation District
 - Outreach Campaign
- 5. Public Involvement & Participation**
 - Nothing to report
- 6. Illicit Discharge Detection & Elimination**
 - Notice of Violation
- 7. Construction/Post Construction Site Stormwater Runoff**
 - Review construction permits
 - CESCL Training
- 8. Operation & Maintenance**
 - Decant Facility Grant
 - Port Roads
 - O&M Staff Update
- 9. Finance**
 - Review current spending and revenue
 - 2014 Budget – discuss work session
 - ILA Update
 - Delinquency Policy discussion
 - GROSS grants
- 10. Documentation**
 - 6-year plans – Planning and Design Grants
- 11. Public Comment**
- 12. Next Scheduled Meeting** - December 9, 3:00 – 5:00 pm, Commissioner's Chambers





Regional Stormwater Program

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Management Team Meeting Notes June 10, 2013

ATTENDANCE

Management Team Voting Members:

Jim Bridges	Asotin County Public Works Director
Eric Hasenoehrl	Keltic Engineering (City of Asotin)
Jim Jeffords	Asotin County
George Nash	City of Clarkston
Jim Martin	City of Clarkston Public Works Director

Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
Jane Risley	

Public Comment

There was no public comment.

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 Water on Wheels proposal from Franklin Conservation District at the April meeting. The Management Team would like to invite them to the next meeting.

At the April meeting, Cheryl reviewed the outreach campaign proposal from Northwest Media. The Management Team recommended getting an opinion from MRSC whether we need to bid for outreach materials and managing the outreach program. Cheryl will meet with Jane to review the previous bid package and rules to see if we need a new RFP.

2. Public Involvement and Participation

Nothing to report.



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3. Illicit Discharge Detection and Elimination

Nothing to report.

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

Cheryl reviewed the current construction permits. The County is now using a new program to issue and track permits.

Cheryl and Jim Jeffords attended a Low Impact Development (LID) presentation in Pullman. There are no requirements for LID in the new permit, but it will probably appear in the next one. The questions that were discussed included whether LID is applicable to E WA, how it will affect day-to-day ordinances and whether LID can be worked into existing requirements for landscaping. In our area installation of LID practices could reduce ERUs on a property. At this time our current ordinance meets EPA stormwater retention requirements.

6. Operation & Maintenance/Good Housekeeping

Cheryl discussed the decant facility grant. It will be located at the Landfill and will be used to dry material collected from catch basins, drywells, etc. during vactoring. Dried materials will go to the Landfill and the scales at the Landfill will be used to track how much material is collected during vactoring. The grant will be for \$75,000, which includes a 25% match.

Cheryl provided an update for the O&M staff. They started in May and have been sweeping streets and attending training.

Finance

- Cheryl advised that the Capacity Grant has been spent and all expenses will be paid from utility fees.
- Cheryl advised that the O&M costs have gone over budget because the three entities continued to sweep before the O&M staff was hired and the O&M staff has used extra equipment in their work. We may need to do a budget amendment in the future.
- The draft budget is due to the County CFO August 13th. The Management Team recommended setting up a meeting in August to review the 2014 budget.
- The State Auditor's Office (SAO) recommendation was reviewed. The SAO recommends not lending capital reserve funds between entities. The ILA allows the Management Team to fund the capital reserve accounts and they recommend increasing each entity's capital reserve on an equitable basis. The Management Team recommended Asotin request the amount they need for their grant match. The Management Team also recommended allocating funds to the capital reserves on a quarterly basis rather than at the end of the year. Cheryl will talk to the CFO to see if that can be done.

The SAO also advised that we update our ILA because it doesn't match what we are doing regarding capital reserves. There are other items that need to be updated such as how O&M is conducted now that we have designated staff.



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- Cheryl advised that Ecology will probably have another round of grants available for implementing the Phase II Permit and for planning and design of stormwater capital projects. The estimate is \$50,000 per entity for Permit implementation and \$150,000 per entity for planning and design. There is no match requirement.

Documentation

Nothing to report.

Public Comment

There was no additional comment.

Action Items:

- Set up meeting in May with the Port of Clarkston to discuss roads.
- Set up meeting in August to review budget.
- Meet with Jane to regarding RFP for outreach consultants.

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Asotin County



City of Asotin



City of Clarkston

	A	B	C	D
1	2013 Regional Stormwater Program			
2	Revenue Budget			
3	8/31/2013			
4				
5	Revenue	Total Projected Revenue	Year to Date Rev	% Collected
6	Asotin County Utility Revenue	\$ 306,240.00	\$ 236,800.07	77%
7	City of Asotin Utility Revenue	\$ 33,696.00	\$ 24,357.50	72%
8	City of Clarkston Utility Revenue	\$ 293,808.00	\$ 172,509.52	59%
9	Other Revenue - Construction Permits	\$ 5,000.00	\$ 4,600.00	92%
10	Capacity Grant (Ends 6/30/2013)	\$ 62,206.47	\$ 71,190.40	114%
11	Misc Revenue		\$ 1,017.90	
12				
13				
14				
15				
16				
17	Total Revenue	\$ 700,950.47	\$ 510,475.39	73%

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	\$ 2,004	80.2%	\$ 496
5	538.31.42	Communication	\$ 500	\$ 199	39.8%	\$ 301
6	538.31.43	Travel	\$ 2,000	\$ 593	29.7%	\$ 1,407
7	538.31.44	Advertising,Education & Outreach	\$ 30,000	\$ 8,966	29.9%	\$ 21,034
8	538.31.4901	Misc costs	\$ 2,500	\$ 2,460	98.4%	\$ 40
9	538.31.4902	Training	\$ 2,000	\$ 1,352	67.6%	\$ 648
10	538.32.4112	Mapping	\$ 12,500	\$ 2,092	16.7%	\$ 10,408
11	538.31.4113	Grant Writing	\$ 4,000	\$ 8	0.2%	\$ 3,992
12	538.31.5110	Management Team - City of Asotin	\$ 2,000	\$ 1,583	79.1%	\$ 418
13	538.31.5111	Management Team - City of Clarkston	\$ 2,000	\$ 1,324	66.2%	\$ 676
14	538.31.5112	Management Team - Asotin County	\$ 6,000	\$ 544	9.1%	\$ 5,456
15	538.31.41	Billing Expenses - County	\$ 15,000	\$ 8,389	55.9%	\$ 6,611
16	538.36.5110	Billing Expenses - City of Asotin	\$ 4,000	\$ 2,667	66.7%	\$ 1,333
17	538.36.5111	Billing Expenses – City of Clarkston	\$ 25,000	\$ 22,170	88.7%	\$ 2,830
18	538.38.49	B&O Tax	\$ 6,800	\$ 4,510	66.3%	\$ 2,290
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	\$ 1,009	16.8%	\$ 4,991
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	50.4%	\$ 1,090
24	538.31.4912	Ecology Phase II Permit Fees-Asotin County	\$ 2,750	\$ 1,337	48.6%	\$ 1,413
25	538.35.5113	Stormwater Program O&M	\$ 5,000	\$ 43,613	872.3%	\$ (38,613)
26	594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ -	0.0%	\$ 2,000
27	594.38.6401	Other Equipment	\$ 10,000	\$ 6,905	69.0%	\$ 3,095
28		Salary and Benefits (per Timecard Distribution total costs)				
29	538.31.10.22-28	Salary, Benefits Coordinator	\$ 53,275	\$ 35,506	66.6%	\$ 17,769
30	538.31.11.22-28	Salary, Benefits 5 FTE (Finance)	\$ 15,000	\$ 5,653	37.7%	\$ 3,988
31	538.31.11.22-26	Salary, Benefits 5 FTE (Finance)-Billing		\$ 5,359	35.7%	
32	538.31.11.22-26	SW Operator 1	\$ 42,500	\$ 13,811	32.5%	\$ 28,689
33	538.31.11.22-26	SW Operator 2	\$ 42,500	\$ 13,022	30.6%	\$ 29,478
34		All Employee Fringe Benefits	\$ 51,841	\$ 24,106	46.5%	\$ 27,735
35						
36		Interfund Transfers (QUARTERLY JOURNAL ENTRIES)				
37	538.38.45	Office Rental	\$ 4,000	\$ 2,000	50.0%	\$ 2,000
38	538.38.92	PBX	\$ 400	\$ 200	50.0%	\$ 200
39	538.38.95	ER&R - Stormwater	\$ 115,000	\$ 57,500	50.0%	\$ 57,500
40	538.38.96	Insurance	\$ 6,000	\$ 3,000	50.0%	\$ 3,000
41	538.38.99	Data Processing	\$ 2,000	\$ 1,000	50.0%	\$ 1,000
42	538.38.4501	Program Vehicles	\$ 7,200	\$ 1,850	25.7%	\$ 5,350
43						
44		Transfers to Capital Reserve (amounts/process to be decided on later)				
45	597.38.10	City of Asotin	\$ 16,880	\$ 8,440	50.0%	\$ 8,440
46	597.38.11	City of Clarkston	\$ 101,840	\$ 50,920	50.0%	\$ 50,920
47	597.38.12	Asotin County	\$ 111,300	\$ 55,650	50.0%	\$ 55,650
48		TOTAL EXPENDITURES	\$ 718,486	\$ 390,849	54.4%	\$ 327,637
49						
50		460.004 -Stormwater ER&R				
51	362.21.460	Revenue - Rental Rate	\$ 115,000	\$ 57,500	50.0%	\$ 57,500
52	548.69.48	Expense - Maintenance	\$ 20,000	\$ 4,747	23.7%	\$ 15,253
53	548.69.32	Expense - Fuel	\$ 3,000	\$ 1,389	46.3%	\$ 1,611

Capital Reserve Accounts
Delinquency policy discussion
2012 Budget Example

Option 1 Dollar for dollar reduction			
Entity	Projected Revenue	Collected Revenue	Difference
County	\$ 369,600.00	\$ 362,543.00	\$ 7,057.00
Asotin	\$ 42,100.00	\$ 41,834.00	\$ 266.00
Clarkston	\$ 352,453.00	\$ 348,503.00	\$ 3,950.00
Totals	\$ 764,153.00	\$ 752,880.00	\$ 11,273.00

Option 2 Savings from expenses			
	Projected Expenses	Actual Expenses	Difference
	\$ 837,276.00	\$ 586,109.00	\$ 251,167.00

Option 3 Percentage Reduction				
	Projected Revenue	Capital Reserve	% of Revenue	
	\$ 764,153.00	\$ 230,020.00	30%	
Entity	Projected Revenue	Collected Revenue	Difference	% of Rev
County	\$ 369,600.00	\$ 362,543.00	\$ 7,057.00	\$ 2,117.10
Asotin	\$ 42,100.00	\$ 41,834.00	\$ 266.00	\$ 79.80
Clarkston	\$ 352,453.00	\$ 348,503.00	\$ 3,950.00	\$ 1,185.00
Total	\$ 764,153.00	\$ 752,880.00	\$ 11,273.00	\$ 3,381.90

Option 4 Reduce allocation if operating reserves below X% of target				
	Projected Revenues	Percent of Revenue	Operating Reserve	
	\$ 764,153.00	20%	\$ 152,830.60	
	\$ 764,153.00	30%	\$ 229,245.90	
	\$ 764,153.00	40%	\$ 305,661.20	
	\$ 764,153.00	50%	\$ 382,076.50	