



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 12, 2011

ATTENDANCE

Management Team Voting Members:

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

Non-Voting Members:

Cheryl Sonnen	Regional Stormwater Program Coordinator
Jane Bremner Risley	Deputy Prosecuting Attorney

Public Comment

A member of the public commented on the Ecology workshop and hearing for the new Phase II Permit and complimented the County on the number of people attending. There were two Commissioners, Stormwater Coordinator and three citizens that attended and made comments during the hearing.

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 provided the draft 2010 annual report and updated Stormwater Management Plan to each member of the Management Team. She would like to have comments by December 23rd in order to complete them by the end of the year.

2. Public Involvement and Participation

The new Phase II Permit is available for review and comment. The comment period ends February 3, 2012. Cheryl will prepare comments and will work with elected officials to discuss the permit and prepare comments. The public is also encouraged to comment.



3. Illicit Discharge Detection and Elimination

Sarah Murt was hired as a summer intern to assist with the mapping of the stormwater system. She gave a presentation on the mapping process and development of the flow network that shows the direction that stormwater flows through the system. Knowing how water flows through the system will help staff more efficiently locate problems in the stormwater system and reduce the time to locate sources of illicit discharges when they are identified. Sarah advised that there are areas in the flow network that don't make sense and will take more work to clarify. Sarah will finish developing the flow network and create a list of areas that need more inspection as part of her college senior project and will have it completed in the spring semester. Cheryl advised that the most common use of the maps and flow network will be to provide maps to the road/street crews to help them track their work.

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

Cheryl advised that the attorneys have reviewed the construction ordinance and decided that a hearing does not need to be held to set the 2012 construction permit fees because they are not changing.

Cheryl discussed an idea to develop an education program for contractors/builders that specialize in projects less than one acre in size. The Certified Erosion and Sediment Control Lead (CESCL) training is required for anyone that manages projects greater than one acre in size. However, the training is two days long and can cost \$400. Most small contractors don't attend the training because they don't need the certification. Cheryl recommended working with the consultant that developed the Ecology approved CESCL training to develop a "CESCL Lite" program that provides basic information about erosion and sediment control 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 because a large part of the problems from construction activities came from projects less than an acre in size. Cheryl talked to the City of Pullman about the idea and they are interested in participating in the development. The Management Team agreed it was a good idea and would like Cheryl to contact the consultant to provide a cost estimate to develop the training.

6. Operation & Maintenance/Good Housekeeping

The consultant has been hired to develop the O&M plans and has met with the road/street crew supervisors and public works staff. It was made clear to the consultant that the plan should be suited to Asotin County and not so extensive that it is difficult to meet the requirements. Other entities will be invited to the training such as PUD, Avista, WDOT, school districts, Port, etc.

Finance

According to the Interlocal Agreement (ILA), Clarkston is paying a set amount of \$5/ERU per month x total ERUs. Because they did not bill for the utility, they are paying 100% of the projected revenue which does not account for delinquencies like the other two entities. Asotin and the County are paying the amount they collect through utility fees into the ILA.



Serving: Asotin County



City of Asotin



City of Clarkston

A meeting with the financial staff from each entity was held to discuss this issue. The recommendation from the financial staff is that Clarkston pay \$1.50/ERU for each \$3.50/ERU collected to meet the \$5/ERU rate. And, that any delinquencies that occur from any entity be accounted for at the end of the year by reducing the amount allocated to the capital reserve account. The Management Team agreed that this was the best option and that this policy should go into effect in 2012 with no retroactive action for 2011. The Management Team will provide a joint statement recommending this policy and provide it to the elected officials during their regular meetings.

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.

GROSS (Grants of Regional or Statewide Significance) Grants – Ecology is offering grants on a competitive basis that benefit regional or statewide interests for implementing Phase II Permit requirements. Requests are due January 20, 2012, can't exceed \$300,000 and there is no match requirement. Several project ideas were discussed and the Management Team agreed that a grant to purchase equipment to find out what is going on in our stormwater system would be beneficial. The mapping presentation identified future work to find out where pipes flow and outlet. Because of the short deadline and existing workload the Management Team gave Cheryl the discretion to decide whether to write the grant.

Documentation

A meeting will be held on December 24th to discuss the 6-year capital plan.

Action Items:

- Contact City of Pullman and consultant to set up CESCL-lite program.
- Develop statement regarding Management Team recommendation regarding delinquencies.
- Evaluate whether to write GROSS grant.

**Management Team Meeting Agenda
Commissioner's Chambers
January 9, 2012
3:00 – 5:00 pm**

- 1. Public Comment**
- 2. Public Education and Outreach**
- 3. Public Involvement & Participation**
 - Attend Coordinators meeting
 -
- 4. Illicit Discharge Detection & Elimination**
- 5. Construction/Post Construction Site Stormwater Runoff**
 - Review construction permits
 - CESCL Lite
 - Attend Construction Training in Tri-Cities
- 6. Operation & Maintenance**
 - Status of O&M plans
- 7. Finance**
 - Review current spending and revenue
 - Policy recommendation for delinquencies
 - Grants of Regional or Statewide Significance
- 8. Documentation**
- 9. Next Meeting** - February 13, 2012, 3:00 – 5:00 pm, Commissioner's Chambers



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Stormwater Management Team 2012 Meeting Dates

January 9

July 9

February 13

August 13

March 12

September 10

April 9

October 8

May 14

November 12* - Veteran's Day
Observed

June 11

December 10

All meetings will be held on the 2nd Monday of each month in the Commissioner's Chambers from 3:00 – 5:00 pm, unless otherwise determined by the Management Team.



2011_Permits_Issued

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
11-03	1/27/2011	1324 Benjamin Street	15320	sf	\$ 275.00	County	Active
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
11-06	3/21/2011	1242 11th St	38000	sf	\$ 450.00	Clarkston	Active
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
11-09	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
11-18	10/24/2011	808 Port Dr	35432	sq ft	\$ 450.00	Clarkston	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
Totals					\$ 7,300.00		

NPDES Phase II Stormwater Permit Construction and Post Construction Ordinances

January 26, 2012

AGENDA

- ◆ Welcome and Introductions
- ◆ The 1969 Cuyahoa River Fire
Clean Water Act and NPDES Phase I & II
- ◆ Re-Issue of Phase II Permit (Proposed Language) -
Terry Wittmeier, Ecology
- ◆ Legal Liabilities of Not Complying—Dave Duncan, Ecology
- ◆ Construction Ordinances Passed by Cities
- ◆ Low Impact Development Manual—Alex Mann, AHBL
Brian Cochrane, Yakima County
- ◆ Eastern Washington Erosion Prevention and Sediment Control
Field Guide—Bill Rice, URS
- ◆ Industry BMPs for Stormwater
- ◆ Roundtable Discussion on Construction
Stormwater Questions/Answers
Bryan Woodard, City of West Richland
Martin Nelson, City of Kennewick
Jason Reathaford, City of Richland
Terry Wittmeier & Dave Duncan, Department of Ecology



	A	B	C	D
1	2011 Regional Stormwater Program			
2	Revenue Budget			
3	As of 12/31/2011			
4				
5	Revenue	Total Projected Revenue	Year to Date Rev	
6	Asotin County Utility Revenue	\$ 433,367.00	\$ 378,018.39	\$ 55,348.61
7	City of Asotin Utility Revenue	\$ 42,625.00	\$ 42,154.97	\$ 470.03
8	City of Clarkston Utility Revenue	\$ 352,453.00	\$ 323,081.88	\$ 29,371.12
9	Other Revenue - Construction Permits	\$ 50,000.00	\$ 7,035.00	\$ 42,965.00
10	Capacity Grant	\$ 267,362.00	\$ 151,637.08	\$ 115,724.92
11	Utility Implementation Grant	\$ 12,525.00	\$ 1,715.93	\$ 10,809.07
12	Equipment Purchase Grant	\$ 179,000.00	\$ 177,506.12	\$ 1,493.88
13	Field Guide Grant	\$ 115,000.00	\$ 76,171.49	\$ 38,828.51
14	Outreach Grant	\$ 58,500.00	\$ 47,638.30	\$ 10,861.70
15	Interfund Loan	\$ 100,000.00	\$ 100,000.00	\$ -
16	Miscellaneous Revenue	\$ 5,500.00	\$ 5,735.40	\$ (235.40)
17	Total Revenue	\$ 1,616,332.00	\$ 1,310,694.56	\$ 305,637.44

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	\$ 7,772	77.7%	\$ 2,228
538.31.3125	Field Guide Grant - Supplies	\$ 7,559	\$ 7,798	103.2%	\$ (240)
538.31.41	Billing Expenses - County	\$ 21,000	\$ 12,586	59.9%	\$ 8,414
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	\$ 5,950	148.8%	\$ (1,950)
538.31.4112	Legal services - Asotin County	\$ 4,000	\$ -	0.0%	\$ 4,000
538.31.42	Communication	\$ 500	\$ 480	95.9%	\$ 20
538.31.43	Travel	\$ 2,000	\$ 195	9.8%	\$ 1,805
538.31.44	Advertising	\$ 35,000	\$ 4,329	12.4%	\$ 30,671
538.31.49	Misc costs	\$ 10,000	\$ 8,260	82.6%	\$ 1,740
538.31.49	Training	\$ 4,000	\$ 689	17.2%	\$ 3,311
538.31.5110	Management Team - City of Asotin	\$ 15,000	\$ 8,219	54.8%	\$ 6,781
538.31.5111	Management Team - City of Clarkston	\$ 15,000	\$ 5,425	36.2%	\$ 9,575
538.32.4122	Consultant - Utility Implementation	\$ 1,722	\$ 1,687	98.0%	\$ 35
538.32.4125	Field Guide Grant - Consultant	\$ 66,868	\$ 67,112	100.4%	\$ (244)
538.32.4126	Outreach Grant - Consultant	\$ 48,557	\$ 44,664	92.0%	\$ 3,893
538.32.4128	Professional Service Capacity		\$ 584		\$ (584)
538.35.5110	City of Asotin O&M	\$ 3,000	\$ 2,425	80.8%	\$ 575
538.35.5111	City of Clarkton O&M	\$ 98,300	\$ 45,557	46.3%	\$ 52,743
538.35.5112	Asotin County O&M	\$ 120,000	\$ 66,611	55.5%	\$ 53,389
538.36.5110	Billing Expenses - City of Asotin	\$ 22,560	\$ 21,501	95.3%	\$ 1,059
538.36.5111	Billing Expenses - City of Clarkston	\$ 40,000	\$ 8,626	21.6%	\$ 31,374
538.38.49	B&O Tax	\$ 7,800	\$ 5,386	69.1%	\$ 2,414
594.38.6401	Equipment	\$ 29,000	\$ -	0.0%	\$ 29,000
594.38.6402	Monitoring/Mapping Equipment	\$ 2,000	\$ 66	3.3%	\$ 1,934
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 Coordinator	\$ 68,947	\$ 52,214	75.7%	\$ 16,732
538.31.11,22-28	Salary, Benefits 5 FTE (Finance)	\$ 21,214	\$ 11,540	54.4%	\$ 9,675
538.31.12,22-28	Salary, Benefits, Fringe: 1 FTE (Inspector)	\$ 66,295	\$ 4,631	7.0%	\$ 61,663
538.31.5112	Management Team/Admin - Asotin County	\$ 22,700	\$ 21,297	93.8%	\$ 1,403
538.32.4112	Mapping - Asotin County	\$ 14,300	\$ 29,387	205.5%	\$ (15,087)
	All Employee Fringe Benefits		\$ 19,293		\$ (19,293)
Interfund Transfers (QUARTERLY JOURNAL ENTRIES)					
538.38.45	Office Rental	\$ 4,000	\$ 4,000	100.0%	\$ -
538.38.92	PBX	\$ 400	\$ 400	100.0%	\$ -
538.38.95	ER&R - Stormwater	\$ 40,000	\$ 41,163	102.9%	\$ (1,163)
538.38.96	Insurance	\$ 5,000	\$ 5,000	100.0%	\$ -
538.38.99	Data Processing	\$ 2,000	\$ 2,000	100.0%	\$ -
581.20.113	Interfund Loan	\$ 104,250	\$ 104,250	100.0%	\$ -
538.38.4501	Equipment Rental (Jeep)		\$ 1,575		\$ (1,575)
Transfers to Capital Reserve (amounts/process to be decided on later)					
597.38.10	City of Asotin	\$ 16,880	\$ 16,880	100.0%	\$ -
597.38.11	City of Clarkston	\$ 101,840	\$ 101,840	100.0%	\$ -
597.38.12	Asotin County	\$ 111,300	\$ 111,300	100.0%	\$ -
	TOTAL EXPENDITURES	\$ 1,322,176	\$ 1,024,029	77.5%	\$ 298,147
	460.004 -Stormwater ER&R				
362.21.460	Revenue - Rental Rate	\$ 40,000	\$ -	0.0%	\$ 40,000
548.69.48	Expense - Maintenance	\$ 20,000	\$ 600	3.0%	\$ 19,400
548.69.32	Expense - Fuel		\$ 214		\$ (214)

Regional Stormwater Program

MEMORANDUM



TO: Management Team

FROM: Cheryl Sonnen
Regional Stormwater Coordinator

DATE: December 22, 2011

SUBJECT: Stormwater Utility – Delinquent Payment Recommendation

State and Federal law required Asotin County, Asotin City and 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 Asotin County 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. The City paid the fee from their budget, and they paid for every ERU. Asotin County and Asotin City are not collecting 100% of their fees, and the question arises, how can the City of Clarkston be treated fairly for the \$1.50 per ERU they have agreed to contribute to the fee.

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

The Management Team recommends that any short falls in revenues due to delinquencies be addressed yearly at the time of contribution to the capital reserve account. Each entity sets a goal for contribution to the capital account, and that goal can be reduced in the same proportion as the 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