

STORMWATER ADVISORY GROUP
April 20, 2010
PUD # 1 of Asotin County
1500 Scenic Way, Clarkston
5:30 - 7:30 p.m.

Agenda

1. SW Program Utility Fee Development Process
2. Summary of Permit Requirements
3. Full Time Equivalent
4. Permit Required Activities
5. Credit Illustration and Discussion
6. Ordinance Review
7. Public Comment
8. Next Meeting

Stormwater Program Utility Fee Development Process

- Step 1** - Evaluate requirements of Permit
- Step 2** - Gap analysis and proposed cost estimate by Otak, Inc.
- Step 3** - Staff evaluation of gap analysis and cost estimate (**July 2009**)
 - Review permit requirements
 - Review existing and future staffing needs
 - Evaluate existing equipment
 - Evaluate equipments needs
 - Develop responsible cost estimate to stay in compliance with Permit
- Step 4** - Impervious surface area measurements (**January 2010**)
 - Program cost estimates
 - Credits, discounts
 - Policy issues
- Step 5** - Utility fee (**February 2010**)
 - Program cost estimates
 - Fee schedule
 - Credits, discounts
 - Policy issues
 - Management issues and structure
- Step 6** - Public comment (**March 2010**)
- Step 7** - Elected officials review (**April and May 2010**)
 - Public hearings
- Step 8** - **Consider for adoption (June 2010)**
 - Implement billing as adopted

Summary of Permit Requirements an

Due Date	Permit Minimum Control Measure
Public Education	
2/16/2010	Identify target market
2/16/2011	Decide how to get information to them
Public Involvement	
5/31 annually	Develop and implement SW Management Plan
	Develop record keeping procedures
	Inspections
	Enforcement actions taken
	Public Education activities
	Work with departments/division to ensure accurate record keeping
	Ordinance meetings
	SW Advisory Group
	Respond to public calls
Illicit Discharge Detection & Elimination	
2/15/2012	Map MS4
	1/3 complete Year 3
	1/3 complete Year 4
	1/3 complete Year 5
8/16/2009	Develop IDDE ordinance
8/16/2011	Develop IDDE program plan
	How to enforce ordinance
	Training
	Identify priority areas and businesses
	How to respond to complaints
	How to conduct field assessments
	How to conduct record keeping
8/16/2011	Implement IDDE program
	Field assessments
	Maintain records
	Respond to complaints
	Evaluate program effectiveness
Construction Site SW Runoff Control	
2/16/2010	Develop ordinance
2/16/2011	Develop implementation plan
	How to conduct plan reviews
	How to conduct SWPPP reviews
	Provide ongoing training to
	Enforcement staff
	Contractors, engineers, etc.
	Record keeping
	Training
2/16/2011	Enforcement Plan
	Conduct plan review
	Conduct SWPPP reviews
	Conduct site visits
	Take enforcement actions
	Training

Due Date
F
2/16/2010
2/16/2011
2/16/2011
2/16/2011
U
2/16/2012
2/16/2011
8/18/2009

d Due Dates

Permit Minimum Control Measure
Post Construction SW Management
Develop ordinance -
Develop implementation plan
How to conduct site plan review
How to review structural BMPs
How to perform stormwater calculations
Develop O&M proposals
Develop training program
Stormwater manual
Hydrologic methods, treatments
Detention, retention BMP designs
O&M requirements
Enforcement procedures
Record keeping
Enforcement Plan
Plan review
Site visits - structural BMPs
O&M plans
Good Housekeeping/O&M Plans
Develop O&M Plans
Maintenance schedule
Training program
Record keeping
Construction SW Permits
Underground Injection Control Wells
Register new UICs - show non-endangerment standard met
Develop procedures for installing new UICs
Map existing UICs
Register existing UICs - Develop plan for evaluation
Data collection
Registration
Fix UICs that pose threat to ground water.
SW Utility Fee Development
Map and calculate ERU
Coordinate with Treasurer, Assessor to gather info to develop utility
Property tax rolls
Develop database
Ongoing customer service
Develop budget for elected officials to review
Develop training materials for "front line" staff

**Full Time Equivalent (FTE)
\$100,000 per FTE**

Includes:

Actual

SW Staff Salary	\$ 50,187.48
SW Staff Benefits - 34% of salary	\$ 17,063.74
Overhead - 14% of S&B	\$ 9,415.17
<ul style="list-style-type: none"> • Office supplies • Telephone • Lights/utilities • Vehicles • Support staff • Postage • Paper • Office equipment • Office rent • _____ • _____ 	
Subtotal	\$ 76,666.39
Travel & Training	\$ 2,086.95
Educational materials – Printing, website, advertising	\$ 4,936.37
Educational materials - Postage	\$ 1,783.31
Legal department - Jane's time only	\$ 1,208.12
Staff costs from other departments	\$ 21,821.72
Equipment – monitoring, mapping	\$ 9,541.31
Software	\$ 3,260.24
Meetings – room rental, equipment rental	\$ 114.11
Unanticipated costs	\$ 1,630.15
Subtotal	\$ 46,382.28
Total	\$ 123,048.67

2.5 FTE x \$77,000	\$ 192,500.00
Admin Expenses	\$ 50,000.00
Total FTE	\$ 242,500.00
Cost/FTE	\$ 97,000.00

Permit Required Activities

One-Time Activities

- IDDE Ordinance
- IDDE Plan – how will each entity implement and enforce ordinance
- Public Information & Education (PIE) Plan
- Construction/Post-Construction ordinance
- Construction/Post-Construction plan
- Mapping MS4 –
 - Asotin 95% complete – outfalls
 - Clarkston – 6 drywells
 - Asotin County – 100+ drywells

On-going Activities

- SWMP update and annual report
 - Gather, maintain and use information to conduct planning, set priorities, track development and implementation of SWMP
 - Evaluate permit compliance/non-compliance
 - Evaluate effectiveness of SWMP
- Update website
- SWAG
- O&M Training
- Tracking/reporting:
 - # inspections
 - Enforcement actions
 - Type of public education activities
 - Cost of development and implementation of each SWMP component
- IDDE Field Assessments
- PIE Plan Implementation

Activities specific to each Entity

- O&M Plans
 - Records
 - Plan Development
 - Maintenance Schedule
- Construction ordinance implementation
 - Inspections
 - SWPPP Review
 - Issue local permit
 - Enforcement
- Respond to calls
- UIC Wells – registration and inspection
 - County - 100+
 - Clarkston – 6
 - Asotin – 0
- Attend Council/Board meetings

Credit Illustration

Draft 8/25/09
Subject to change

Credit is a reduction in the amount of ERUs - 30% credit = 30% ERU reduction

Only non-residential receive credit

Questions: What is the qualifying criteria?
 What is the certification process?
 How often do they need to be recertified? (1 year? 2 years?)
 Will there be a phase out of the credit?

Asotin County

Assumptions: Based on 7/20/09 budget estimates
 Use Year 5 budget estimate - \$528,400
 Asotin County - Estimated 7030 total ERUs
 62% ERUs are residential
 38% ERUs are business

Percent of Businesses Qualifying	Percent credit provided on ERU	Percent increase in overall ERU
50%	30%	6%
	40%	8%
	50%	10%
70%	30%	8%
	40%	11%
	50%	13%

Clarkston

Assumptions: Based on 7/20/09 budget estimates
 Use Year 5 budget estimate - \$451,500
 Clarkson Estimated 4438 total ERUs
 41% ERUs are residential
 59% ERUs are business

Percent of Businesses Qualifying	Percent credit provided on ERU	Percent increase in overall ERU
50%	30%	9%
	40%	12%
	50%	15%
70%	30%	12%
	40%	17%
	50%	21%

Asotin

Assumptions: Based on 7/20/09 budget estimates
 Use Year 5 budget estimate - \$88,000
 Asotin Estimated 740 total ERUs
 69% ERUs are residential
 31% ERUs are business

Percent of Businesses Qualifying	Percent credit provided on ERU	Percent increase in overall ERU
50%	30%	5%
	40%	6%
	50%	8%
70%	30%	6%
	40%	9%
	50%	11%