



MEETING AGENDA

KELSO STORMWATER ADVISORY COMMITTEE

DATE: April 30, 2014

TIME: 4:00 pm – 5:00 pm

LOCATION: Kelso City Hall, Suite 203

New Business

- 1) Stormwater Management Program Plan draft scope of work



Kelso Stormwater Advisory Committee Meeting
April 30, 2014 @ 4:00 p.m.
City Hall Conference Room 203
203 S. Pacific Ave.

Attendees:

1. ERIK OLSON
2. MARY FREDRICKS
3. ALEXANDRA BORG
4. STEFFANIE TAYLOR
5. TIM WINES
6. VAN MURPHY
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____



Engineering Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



Stormwater Advisory Committee Meeting

January 29, 2014

Call to Order:

Stephanie called the meeting to order at 4:04 p.m., at City of Kelso City Hall, 203 S. Pacific Ave., Conference Room 203

Those present were as follows:

Advisory Committee Members:

Gloria Nichols
Gary Fredricks
Tim Wines
Alexandria Barg
Dan Howell
Steffanie Taylor
Erik Olson

Staff:

Van McKay, City of Kelso
Nina Caulfield, Recording Secretary

Excused Absences:

Unexcused Absences:

Introductions:

New members, Alexandria Barg – LCC Student, and Erik Olson – Industrial Permittee, were introduced and welcomed.

Terms of Office:

Gary made the motion, seconded by Dan to appoint Stephanie from Vice Chair to Chair, due to the expiration of Gary's term, as well as the appointment of Gloria as the new Vice Chair. Motion carried, all in favor.

Approval of Minutes:

Steffanie made the motion, seconded by Gloria to approve the minutes of January 17, 2013. Motion carried, all in favor.

Old Business:

1. KSAC Bylaws Revision

The proposed change would include anyone who is gainfully employed within the City of Kelso as eligible to become a member. Due to the lack of quorum at the last meeting, this change was voted on via email and unanimously accepted.



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2. Permit Compliance Goals

Discussion revolved around the work required to implement the requirements of the new permit and what would be the best way to structure that work.

Tim mentioned that he is already on the Cowlitz County Stormwater Technical Advisory Committee and that it would be a good idea to utilize the results of their efforts rather than starting from scratch here. Discussion followed.

New Business:

1. GRSS Grant on Educational Outreach

The City of Kelso put together a grant application to get monies for public educational materials for Partners for Clean Water. Unfortunately it did not get funded but Ecology, but they did pay Van a visit to explain how he might achieve success in future submittals.

2. Stormwater Capacity Grant and Kelso/Longview Gateway LID Retrofit Project

The State of Washington gave each of the Permittees to help offset the cost of implementing the Stormwater Permit. A subset of the Capacity Grant is the Gateway LID Retrofit Planning Grant. Van and Josh Johnson applied for this grant to design LID in the area where Longview meets West Kelso. They were successful in gaining the planning grant. The next step is to apply for and be awarded the construction grant. More information to follow at next meeting.

3. Phase II Municipal Stormwater Permit Appeal and Proposed Settlement

The permit appeal has two sections to it. Phase I and Phase II permits which are based on entity size. There were joint issues that were appealed as well as issues brought solely by Phase II entities. The majority of the appeal was successful, however an important loss was the removal of the one acre threshold for Stormwater requirements.

4. RFP for Chestnut Street Stormwater System Upgrade Project

The stormwater system between Chestnut Street from South Pacific to 12th is failing and in need of immediate repair. In fact the section between 7th and 8th completely failed and has had a temporary repair applied. The cost to fix the entire line would be well over a million dollars. The funding available is just over \$300,000. The only option that leaves the City is to permanently repair the area that has the temporary repair. Repairing the road is on the list to come after the stormwater line repair.

5. Spill Response Training by Ecology

The City has experienced some recent diesel spills as well as some other contaminates issues. Due to this Ecology has offered spill response training in the Council Chambers on March 11th at 8:00 am. It is open to the public with limited seating. All attendees should contact Van to ensure we do not exceed the occupancy limit.



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Next Meeting:

Committee discussed and agreed the next meeting shall be held April 30, 2014.

Meeting adjourned at 5:05 pm.

Approved:

Steffanie Taylor, Chairperson

Nina Caulfield, Recording Secretary

2013-2018 NPDES Phase II Permit
City of Kelso
Scope of Work for Stormwater Management Program Planning
Draft
April 18, 2014

This scope of work is to provide services to assist the City of Kelso (City) to comply with the 2013-2018 Western Washington NPDES Phase II Municipal Stormwater Permit (permit). Objectives include:

- Analyzing gaps in the City's current program.
- Creating a detailed compliance schedule.
- Developing a project plan to incorporate Low Impact Development (LID) into municipal codes.
- Developing a system for tracking costs of Stormwater Management Program (SWMP) development.
- Updating the City's SWMP Plan.

Specific tasks include:

Task 1 Project Management

Otak will plan, manage, and execute the tasks described herein in accordance with the schedule, budget, and quality expectations that are established in this scope.

This task will include:

- Attend meetings with City project manager and City staff.
- Document meeting decisions.

Assumptions

- Assumes two meetings in Kelso
- Assumes up to four phone meetings

Deliverables

- Meeting notes

Task 2 Program and Gap Analysis

Otak will compare the City's existing stormwater management program with the permit and identify gaps. Otak will provide a framework that will allow the City to plan staff responsibilities for ongoing work and for new and increased work for the permit term.

This task will include:

- Gather information on City's existing program, including:
 - Review current program policies and procedures, summary documentation, TMDL requirements, and recent NPDES annual reports.
 - Supply a questionnaire to City staff to gather information on existing plans for 2013-18 permit compliance, including ongoing programs.
 - Talk to or meet with City staff to gather additional details or clarifications.
 - Identify program policies and procedures for updating (see Task 4).
- Provide detailed spreadsheet of permit SWMP components (from permit section S5.C.3) that includes:
 - Minimum performance measures for all program elements.
 - Permit deadlines for all program elements.
 - Identification of program elements requiring new or increased effort.
 - Approximate start dates for new tasks or tasks requiring increased effort.
 - Format that allows the City to fill in estimated level of effort (LOE) for each program element for each permit year.

Assumptions

- Otak will identify gaps in the program but will not estimate LOE beyond estimates provided in "City of Kelso: NPDES Permit Compliance for 2013 Phase II Permit: Review of New Permit Requirements 2014-2018"

Deliverables

- Gap Analysis spreadsheet with room for estimating future LOE

Task 3 Develop Detailed Compliance Schedule

Otak will develop a detailed compliance schedule for each SWMP component, permit monitoring requirement, and TMDL requirement. The schedule will include permit and regulatory deadlines as well as internal deadlines for task implementation.

This task will include:

- Create a detailed compliance schedule in Microsoft Project using permit deadlines and internal deadlines for task implementation

Assumptions

- Internal deadlines for task implementation will be estimated by Otak, unless specific information is received during completion of Task 2.

Deliverables

- Detailed compliance schedule spreadsheet in Microsoft Project

Task 4 Update Program Policies and Documentation

Otak will update the City's stormwater program policies and procedures.

This task will include:

- Update City stormwater policies and procedures identified in Task 2.

Assumptions

- Includes up to three documents, not including City code and ordinances.
- Assumes updates of existing documents, not creation of new documents.
- Includes one round of City review for each document.

Deliverables

- Draft updated policy/procedure documents in Word (up to three)
- Final updated policy/procedure documents in Word (up to three)

Task 5 Plan City Code Update to Incorporate LID

Otak will provide a detailed project plan for the City to update its municipal code to incorporate LID techniques following guidance in *Integrating LID into Local Codes: A Guidebook for Local Governments*.

This task will include:

- Review LID barriers identified by the City during the previous permit term.
- Recommend composition of team from City staff (from all relevant departments).
- Recommend training/reading material for staff team members.
- Create a schedule (in weeks/months, adaptable to any start date) for code updates, to include Council involvement, stakeholder outreach, code writing, adoption, and implementation.

Assumptions

- Codes/policies to be updated are *not* the City's stormwater management code (Chapter 13.09), but are the Comprehensive Land Use Plan; zoning code; street, landscaping and parking standards; etc.
- An update to the City's stormwater code would be addressed in a separate process.
- The plan will be designed to be carried out by City staff.
- Assumes a LID barriers analysis was completed during the 2007-2012 permit term.

Deliverables

- List of recommended trainings or reading material on LID topics
- Project plan for municipal code update
- Project schedule in Excel using weeks/months

Task 6 Develop SWMP Cost Tracking Method

Otak will develop a method for the City to track annual costs associated with developing and implementing the permit and stormwater management program.

This task will include:

- Review and evaluate existing cost-tracking mechanisms such as financial reports, tracking spreadsheets, and timesheet data.
- Interview City staff to determine financial system capabilities in relation to tracking costs, if existing reports etc. are insufficiently detailed (see above bullet).
- Recommend updates to financial reports and timesheet reports, if necessary (see above bullet).
- Develop a spreadsheet for manual tracking based on existing or revised/new financial reports and existing available data.

Assumptions

- City's financial system is capable of tracking expenses either by Bassub, Element, or Reporting Category (per Washington BARs system), or the system is capable of linking some component of expense coding to SWMP component (e.g. system uses separate Bassub codes for education, public involvement, operations, etc.).
- SWMP implementation cost tracking is confined to expenditures from the City's stormwater fund.
- If financial reports need to be revised or new reports created, City staff will write and program the reports based on Otak's recommendation.

Deliverables

- Written evaluation of existing tracking mechanisms
- Spreadsheet for manual tracking using monthly or quarterly entry data entry

Task 7 Prepare SWMP Plan

Using information gathered in Task 2, Otak will prepare the City's 2014 SWMP Plan for posting to the City's website.

The objective of the SWMP Plan is to list planned activities for permit compliance, although a brief description of current activities may be included to provide context.

SWMP chapters will include:

- A. Introduction
- B. Stormwater Management Program
 - a. SWMP Components
- C. Stormwater Monitoring
- D. Definitions

This task will include:

- Prepare the City's 2014 SWMP Plan

Assumptions

- The plan will differ in format from previous plans.
- Description of planned activities is summary in nature, not detailed.
- One round of review by the City is included.
- Otak will provide the final draft in Word format.
- The City will post the SWMP Plan to the City's website.

Deliverables

- Draft 2014 SWMP in Word
- Final 2014 SWMP in Word