

# Thurston County Board Briefing

<b><u>Briefing Date/Time:</u></b>	Wednesday, July 27, 2022		
<b><u>Office/Department &amp; Staff Contact:</u></b>	<b>Storm &amp; Surface Water Advisory Board (SSWAB) – Jaclynn Simmons Chair; Nancy Winters, Vice Chair</b> <b>CPED – Larry Schaffner (x4106); Christine Chaput (x5486)</b> <b>Public Works – Tim Wilson (x5831)</b>		
<b><u>Topic:</u></b>	Annual briefing by members of the Storm and Surface Water Advisory Board		
<b><u>Purpose:</u></b> (check all that apply)	<input checked="" type="checkbox"/> Information only  <input type="checkbox"/> Decision needed  <input type="checkbox"/> Follow up from previous briefing	Optimal Time Frame for Decision is: (dd/mm/yyyy)	
<b><u>Synopsis/Request/Recommendation:</u></b> <i>(One or two sentences identifying your primary objective for this session)</i>			
This informational briefing will report on the recent work and upcoming priorities of the County's Storm & Surface Water Advisory Board (SSWAB), including recommendations for the Board of County Commissioners (BoCC) consideration.			
<b><u>Background</u></b>			
<p>SSWAB members have been entrusted by the County Commissioners to provide public involvement and accountability through their recommendations for preserving and protecting the water resources of Thurston County.</p> <p>Resolution No. 15450 (<i>Attachment A</i>), directs the SSWAB to hold a special meeting with the BoCC annually to “report and provide recommendations on the Storm &amp; Surface Water Utility work programs, its progress, needs and future direction.” Improving stormwater management is a critical element in recovering and improving water quality throughout Thurston County. Changing stormwater permit requirements and evolving responsibilities bring broader demands on the County's Storm &amp; Surface Water Utility (Utility) staff and resources. SSWAB members continue to appreciate and welcome the opportunity to communicate directly with the Commissioners.</p> <p>The nine-member SSWAB (<i>Attachment B</i>) supports compliance with the County municipal stormwater permit's public involvement and participation requirement as well as several initiatives in the County's Strategic Plan, including #13-Increase opportunities for informed and effective civic engagement.</p>			
<b><u>Key Roles and Responsibilities of SSWAB</u></b> (per Resolution No. 15450, Section 2)			
<ul style="list-style-type: none"> <li>• Provide public involvement and accountability within the rate boundary where the County collects Storm &amp; Surface Water Utility rates and charges.</li> <li>• Review and provide recommendations to Utility staff and the Board of County Commissioners on the Storm &amp; Surface Water Utility annual work program, budget, Capital Facility Plan (CFP), rates, and policy proposals.</li> </ul>			

- Carry on regular communications with the public, other agencies, and other water resource concerned groups to bring a broad water resource perspective to the Utility.

### **Year in Review – Implementation of SSWAB’s Roles and Responsibilities**

***Stormwater Management Program Plan Review and Comment-*** SSWAB helped fulfill the County’s municipal stormwater permit’s requirement for public involvement and participation, including the development, implementation, and update of the County’s *Stormwater Management Program Plan*.

**Utility Program Review** – SSWAB requested and received presentations on the following:

- Stormwater treatment and monitoring
- Storm and Surface Water Utility fiscal reporting
- Stormwater Capital Facility Plan-related communications
- Proposed low impact development (LID) code revisions
- SPLASH (i.e., the Utility’s annual ratepayer newsletter) redesign
- Stormwater Utility performance metric updates
- Utility Rate Credit Incentives
- Overburdened Communities
- Thurston County Healthy Forests Projects
- County’s municipal stormwater permit annual report submittal to the Department of Ecology
- Stormwater Management Action Planning
- Performance metrics update

**Collaboration with other Interest Groups** – SSWAB members continue to attend meetings and work with other groups, including homeowner associations, Washington State Department of Transportation (WSDOT), League of Women Voters, Water Resource Inventory Areas (WRIAs), and other municipalities.

**SSWAB Recommendations** – At our July 2020 briefing, three overarching recommendations were proposed to the BoCC, specifically:

1. Adopt or instruct the Utility to utilize SSWAB’s recommended performance metrics.
2. Study the effectiveness of the County’s pet waste pollution prevention program, including mapping Utility-sponsored pet waste station locations (with the Utility’s asset management system).
3. Develop a business plan for the Utility to guide proactive strategies, planning, and set level of service.

Progress to date on implanting these recommendations includes:

1. **Performance Metrics** – Since May 2021, staff had provided an annual update of the SSWAB’s Stormwater Utility Performance Metrics. Our most recent update occurred during our June 2022 meeting where we noted improved 2021 performance over 2020. *Appendix C* includes a summary of each performance metric for the 2020 and 2021 calendar years.

SSWAB will continue to look for effective ways to create a feedback process with ratepayers to continually update the metrics. Soliciting SSWAB’s input, County staff have

done an excellent job with SPLASH, the annual ratepayer newsletter. SSWAB suggested including the performance metrics in its next publication.

2. **Pet Waste Stations** – County staff produced a map of where one or more pet waste dispenser stations were given to a neighborhood. This mapping allows for an assessment of pet waste dispenser station's geographic distribution to aid in assuring equity by identifying underserved communities. SSWAB's broader vision includes maintaining individual station locations in the Utility's assess management system as well as conducting a study to evaluate the program's effectiveness for improving water quality by reducing bacteria contributions from pet waste (e.g., Does the pet waste station program contribute to reducing bacteria levels? Are waste stations maintained with a continuous supply of bags?).
3. **Business Plan Development** – During last year's briefing, SSWAB discussed the importance and value of developing a business plan for the Utility. SSWAB envisions such a plan to articulate the roles, responsibilities, and expectations for each of the different departments/programs within the County and how they are integrated within the Utility to support each other. In addition, a description of goals and mission, coupled with an organizational chart, would assist in communicating to the ratepayers how their fees are utilized. It was great news to learn that the BoCC supported this recommendation and approved funding a Stormwater Utility Comprehensive Study over the next biennium.

During our July 2021 meeting, SSWAB reached consensus to recommend that any future Utility rate study consider providing stable funding to support the County's pollution identification and correction (PIC) program as a means to augment any grant funding the County can secure to support this program. SSWAB also recommends the Utility's Comprehensive Study include a rate study to assess funding adequacy to support utility-funded programs, and other related resources (e.g., staffing and equipment) to support existing and projected program needs.

### **Areas of Focus for the Remainder of 2022**

- Continue to communicate information about the Utility to ratepayers via:
  - Key performance metrics (i.e., level of service provided)
  - Utility fiscal reporting (i.e., revenue and expenditures)
  - Outreach in the community (e.g., SSWAB volunteers at County Fair booth and via SPLASH)
- Provide feedback on proposed:
  - Stormwater capital facilities projects
  - *Stormwater Management Program Plan* revisions
  - Content for Utility outreach materials
- Support the County's pollution prevention, identification, and correction (PIC) program to address water quality impairments. While progress has been made, the PIC program remains grant dependent and lacks a stable funding source.
- SSWAB member recruitment and transition/succession planning (we currently have three vacancies). This year, based on our suggestion, SPLASH will highlight a SSWAB member with the aim of attracting members to fill vacant positions.

**Documents Attached:**

- *Attachment A* – SSWAB Resolution 15450
- *Attachment B* – SSWAB membership map
- *Attachment C* – 2020-2021 Calendar Year Performance Metric Update

**Summary & Financial Impact:**

The SSWAB meets annually with the BoCC to report and provide recommendations on issues affecting the County's Storm & Surface Water Utility.

**Affected Parties:**

Residents, property owners, and businesses in unincorporated Thurston County; the Storm & Surface Water Utility; and County departments with stormwater and water resource-related responsibilities (i.e., CPED, Public Works, Public Health & Social Services, Central Services, and Information Technology).

**Options with Pros & Cons:**

Not applicable – Informational Briefing

**Board Direction:**

Feedback sought on SSWAB's recommendations

**Next Steps/Timeframe:**

Not applicable – Informational Briefing

RESOLUTION NO. 15450

A RESOLUTION consolidating and amending all previous Board of County Commissioners' (BoCC) resolutions regarding the Storm and Surface Water Advisory Board (SSWAB) for the Storm and Surface Water Utility; reducing the number of SSWAB Members from 11 to 9; reconfiguring the geographic areas of SSWAB representation; replacing the two-term limits with a BoCC re-appointment option after Members serve two terms; and amending the appointment process.

WHEREAS, Resolution No. 9514 (adopted June 4, 1990) established the SSWAB and set forth its Purpose, Role of Members, Membership, Meetings, and other administrative aspects of the SSWAB; and

WHEREAS, Resolution No. 10329 (adopted May 19, 1993) extended the term of the SSWAB through June 30, 1996; and

WHEREAS, Resolution No. 10666 (adopted June 20, 1994) amended the rules and procedures of the SSWAB including its Purpose, Membership, Roles, Appointment, Term, Actions, and other administrative aspects of SSWAB; and

WHEREAS, Resolution No. 11245 (adopted July 15, 1996) extended the term of the SSWAB through June 30, 1999; and

WHEREAS, Resolution No. 12082 (adopted November 22, 1999) re-established the SSWAB after its term expired; and

WHEREAS, Resolution No. 12355 (adopted November 6, 2000) reauthorized the SSWAB for a four year term ending November 22, 2004; and

WHEREAS, Resolution No. 13228 (adopted November 15, 2004) reauthorized the SSWAB for a two year term ending November 22, 2006; reappointed current Members and Representatives; amending the Board's composition, meeting schedule and removal procedures; and removing the absentee ballot provision; and

WHEREAS, Resolution No. 13684 (adopted November 13, 2006) directed the SSWAB to be comprised of nine voting Members, who are ratepayers from within the currently adopted utility rate boundary, and three non-voting Representatives from within the county representing areas outside the rate boundary; reauthorized the SSWAB for a five-year term ending December 31, 2011; reappointed current Members and Representatives; and amending the meeting schedule and removal procedures.

WHEREAS, Resolution No. 14010 (adopted January 14, 2008) increased the number of voting members from nine to eleven; eliminated three non-voting representatives; and amended the appointment process for SSWAB Members; and

WHEREAS, Resolution No. 14363 (adopted June 15, 2010) reauthorized the SSWAB until such time as the BoCC determines the purpose and function is no longer necessary; established

3-year term limits for SSWAB Members; and amended the appointment process for consistency with other Thurston County Boards and Commissions.

WHEREAS, the SSWAB has had difficulty recruiting and retaining Members, and maintaining a full 11-member board; and has identified potential solutions to address these difficulties. These solutions were recommended to the BoCC during the SSWAB's annual briefing to the BoCC on March 2, 2017.

WHEREAS, the SSWAB and BoCC mutually desire to amend certain rules and procedures of the SSWAB to improve SSWAB recruitment, retention and maintain full membership; and to consolidate and amend certain aspects of previous SSWAB resolutions into an updated and holistic resolution for all aspects of SSWAB.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF THRUSTON COUNTY, STATE OF WASHINGTON DOES RESOLVE AS FOLLOWS:

Section 1. Resolution 14363, Section 1 (Reauthorization) is hereby incorporated and renewed without amendment as follows:

REAUTHORIZATION. The Storm and Surface Water Advisory Board is hereby reauthorized until such time as the Board of County Commissioners determines the purpose and function is no longer necessary.

Section 2. Resolution 13684, Section 3 (Purpose) is hereby incorporated and renewed without amendment as follows:

PURPOSE. The purpose of the Storm and Surface Water Advisory Board is to:

1. Provide public involvement and accountability within the rate boundary where the County is collecting rates and charges for the Storm and Surface Water Utility.
2. Specifically review and provide recommendations to Storm and Surface Water Utility staff and the Board of County Commissioners on the Storm and Surface Water Utility annual work program, budget, Capital Facility Plan, rates, and policy proposals.
3. Carry on regular communications with the public and other water resource concerned groups such as the water resource representatives from local cities, Groundwater Policy Advisory Committee, Watershed Councils, Water Resource Inventory Area (WRIA) Planning Committees, Education Technical Advisory Committee, Planning Commission, Agriculture Committee, Conservation District, Drainage Districts, and Thurston County's Shellfish Protection District committees to bring a broad water resource perspective to the Storm and Surface Water Utility. When requested, Storm and Surface Water Advisory Board Members may also serve on, or provide input to, ad hoc committees dealing with other water resource-related issues within Thurston County.

Section 3. Resolution 14010, Section 2 (Membership) is hereby incorporated, renewed, and amended as follows:

MEMBERSHIP. The Advisory Board shall be comprised of 9 voting Members, who are residents from within the currently adopted utility rate boundary. Two Members shall be selected from each of the three BoCC Districts, with 3 Members selected at large from the utility rate boundary. Members should represent a balance of perspectives from residents within the utility rate boundary; and shall also represent a balance between rural and urban interests. Members shall become educated in the workings of the Storm and Surface Water Utility in order to effectively represent residents and establish sound policies and a cost-effective work program.

Section 4. Resolution 14363, Section 1 (Reappointment) is hereby incorporated, renewed, and amended as follows:

REAPPOINTMENT. The current Members are hereby reappointed to the Advisory Board for the three BoCC District positions, three "At Large" positions, and remaining terms as follows:

Commissioner District 1 Members:

Barbara Craven, expiration date: 03/22/2019  
Andrew Harding, expiration date: 04/12/2019

Commissioner District 2 Members:

Tris Carlson, expiration date: 03/31/2017  
Casey Kramer, expiration date: 04/05/2019

Commissioner District 3 Members:

Diane Vasarkovy, expiration date: 04/05/2019  
Alan Vanell, expiration date: 05/15/2018

At Large Members:

Peter Heide, expiration date: 10/25/2017  
Phyllis Farrell, expiration date: 10/18/2019  
Vacant

If a current SSWAB member desires to serve beyond the expiration dates listed above, reappointment by the BoCC for each additional 3-year term will be required on a case-by-case basis. Any vacancy shall be filled as specified in Section 5.

Section 5. Resolution 14010, Section 4 (Appointment) is hereby incorporated, renewed, and amended as follows:

APPOINTMENT. Persons wishing to be considered for a position on the Advisory Board shall submit a completed "Thurston County Citizen Advisory Boards/Commissions/Committee Application" to the Clerk of the Board. The Board of County Commissioners will notify the SSWAB of all applications. The SSWAB will review the qualifications of all applicants to determine if they would contribute to the

membership balance set forth in Section 3. Upon review, the SSWAB will vote on whether to recommend BoCC appointment to the SSWAB. The BoCC will consider the SSWAB's appointment recommendations, and appoint Members to the Storm and Surface Water Advisory Board for a three-year term.

If a SSWAB member desires to serve beyond the expiration date of a three-year term, reappointment by the BoCC for each additional 3-year term will be required on a case-by-case basis.

Section 6. Resolution 14010, Section 5 (Removal of Members/Representatives) is hereby incorporated, renewed, and amended as follows:

REMOVAL OF MEMBERS: A member shall be considered resigned from the Storm and Surface Water Advisory Board following three unexcused absences in one calendar year. Such resignation shall not require any further or formal action by the Storm and Surface Water Advisory Board or Board of County Commissioners.

Section 7. Resolution 14363, Section 4 (Officers) is hereby incorporated and renewed without amendment as follows:

OFFICERS. A majority of the Storm and Surface Water Advisory Board shall elect one of its Members as a Chairperson and one of its Members as a Vice Chairperson. Officers shall serve a one-year term, but not more than two consecutive one-year terms.

Section 8. Resolution 13684, Section 7 (Quorum) is hereby incorporated and renewed without amendment as follows:

QUORUM. A quorum shall be determined by the majority of voting positions that are filled by an appointed member.

Section 9. Resolution 13684, Section 8 (Actions) is hereby incorporated and renewed without amendment as follows:

ACTIONS. A vote of the Members forming a quorum, as determined from the total membership as the time a vote is conducted, is required to take any action. Action will be taken prior to making recommendations to the Board of County Commissioners and will only be taken on agenda items.

Section 10. Resolution 13684, Section 11 (Meetings) is hereby incorporated and renewed without amendment as follows:

MEETINGS. The Storm and Surface Water Advisory Board will meet bimonthly or at least six times per year unless cancelled by the Chairperson. The meeting schedule will be determined by the Chairperson and the Water Resource Programs Manager at the beginning of each year and will be flexible during the winter season recognizing the need for staff to respond to emergencies. The public will have an opportunity to address the Advisory Board at each regularly scheduled meeting. The Advisory Board Chairperson



will meet with chairpersons from other water resource groups as necessary. Other special meetings and/or subcommittees may be established from time to time.

The Storm and Surface Water Advisory Board will hold a special meeting with the Board of County Commissioners annually to report and provide recommendations on the Storm and Surface Water Utility work programs, its progress, needs, and future direction.

Written minutes of all meetings will be provided by Utility staff and approved by the Storm and Surface Water Advisory Board. Minutes will be a summary of the meetings, containing a review of the issues discussed, actions taken, and tasks delegated.

Section 11. Resolution 13684, Section 12 (Subcommittees) is hereby incorporated and renewed without amendment as follows:

SUBCOMMITTEES. The Storm and Surface Water Advisory Board may form subcommittees to address particular issues or perform specific tasks. The Advisory Board will establish the terms of reference of subcommittees, determine the composition, and may, if necessary, invite persons from outside the membership to serve on subcommittees in order to provide special expertise or insight.

Section 12. Resolution 13684, Section 13 (Administrative Support) is hereby amended and renewed as follows:

ADMINISTRATIVE SUPPORT. The Thurston County Storm and Surface Water Utility will provide ongoing administrative support to the Storm and Surface Water Advisory Board.

Section 13. Resolution 13684, Section 12 (Compensation) is hereby amended and renewed as follows:

COMPENSATION. Members of the Storm and Surface Water Advisory Board shall serve without compensation.

Section 14. Resolution 14363, Section 4 (Severability) is hereby incorporated and renewed without amendment as follows:

SEVERABILITY. If any provision of this resolution or its application to any person or circumstance is held to be invalid, the remainder of this chapter and the application of the provision to other persons or circumstances shall not be affected.

ADOPTED: April 11, 2017

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
Thurston County, Washington

Leticia J. Boyman  
Clerk of the Board

Bud Blake  
CHAIR

APPROVED AS TO FORM  
JON TUNHEIM  
PROSECUTING ATTORNEY

Travis Burns  
Travis Burns  
Deputy Prosecuting Attorney

Val F. Hef  
VICE-CHAIR

Dan Edwards  
COMMISSIONER

# THURSTON COUNTY SSWAB

## Geographical Areas

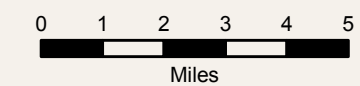
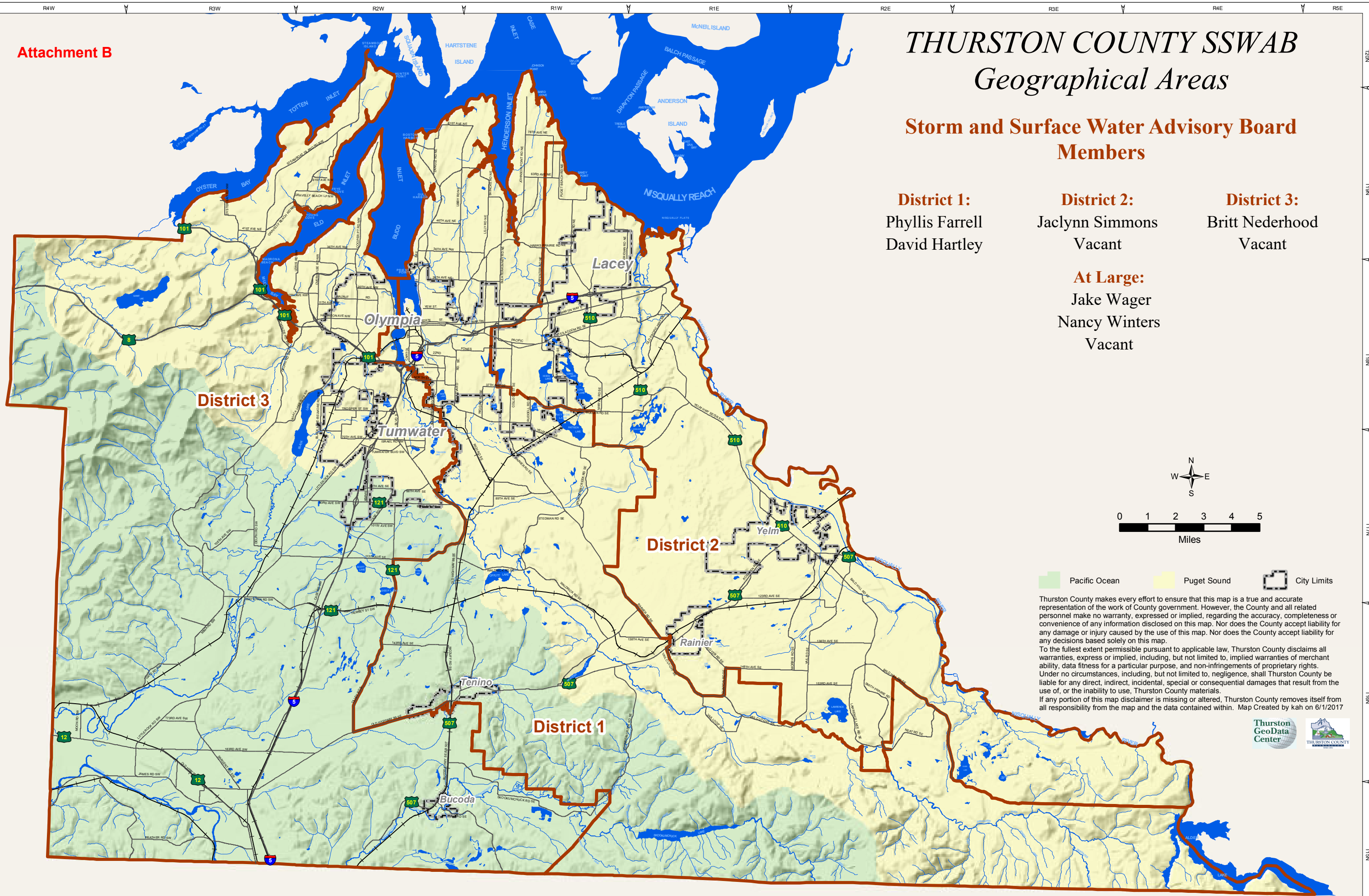
### Storm and Surface Water Advisory Board Members

**District 1:**  
Phyllis Farrell  
David Hartley

**District 2:**  
Jaclynn Simmons  
Vacant

**District 3:**  
Britt Nederhood  
Vacant

**At Large:**  
Jake Wager  
Nancy Winters  
Vacant



- Pacific Ocean
- Puget Sound
- City Limits

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## SSWAB's Stormwater Utility Performance Metrics 2020 & 2021 Calendar Years

A. Report on the percentage of all County-owned outfalls, catch basins, and stormwater treatment and flow control facilities inspected annually, with a goal of achieving the following annual inspection rates:

- Outfalls: annually inspect 100%

Number of Municipal Outfalls		Percent Inspected	
2020	2021	2020	2021
138	143	100%	100%

- Catch basins: annually inspect 50% within the Permit-regulated area (consistent with Permit requirement<sup>1</sup>); 25% outside the Permit-regulated area (achieving target dependent on staff availability and workload).

Inspection Area	Number of Assets		Percent Inspected	
	2020	2021	2020	2021
Permit-regulated area	5,150	6,131	48%	49%
Rural areas	631	710	63%	72%

- Stormwater treatment and flow control facilities: annually inspect 100%

Number of Facilities		Percent inspected	
2020	2021	2020	2021
156	320	100%	100%

B. Report on the number of untreated (i.e., no runoff treatment BMPs) County-owned outfalls, and document progress toward a goal of reducing the number of untreated outfalls.

Outfall Discharge	Number of Outfalls		Percent of Total	
	2020	2021	2020	2021
Untreated	56	56	40.6%	39.1%
Treated per standards <sup>2</sup>	23	23	16.7%	16.1%
Treated via vegetated conveyance ditches	59	64	42.7%	44.8%

<sup>1</sup> Permit requires inspecting all catch basins within the Permit's geographic scope every two years. While inspection areas do not have an even 50/50 asset split, the County has achieved the Permit's 100% target every two years with approximately 50% inspected annually.

<sup>2</sup> The County's *Drainage Design & Erosion Control Manual* prescribes the applicable runoff treatment standards based on site and receiving water conditions (e.g., sediment removal, oil control, phosphorus treatment, and/or dissolved metals removal).

- C. Report on the number of deficiencies identified/corrective actions taken in the course of conducting inspections listed above.

Deficiency by Asset Type	Identified		Corrected	
	2020	2021	2020	2021
Outfalls	0	17	0	11
Catch basins	1,839	1,459	1,787	1,188
Treatment & Flow Control Facilities	28	37	28	34
<b>Total</b>	1,867	1,504	1,815	1,227

- D. Measure the number of flood-related road closures, with a goal of zero (0) for up to a 10-year event.

*2020 & 2021 – Developing new workflows in VUEWorks to enable capturing of this information.*

- E. Measure the increase in pollution identification and correction program (PIC) funding directed at County-owned municipal stormwater discharge locations where pollution poses risks to shellfish.

*2020 – Under development*

*2021 – Current Funding Outlook*

*On July 1, 2021, the Washington State Department of Health made available foundational public health funds to local public health departments after the funding was passed by the 2021 Washington State Legislature. This was a “watershed” moment in funding for local public health which has been struggling to replace dollars that were formally made available by the Legislature through a percentage of the motor vehicle excise tax, which was eliminated by initiative.*

*Environmental Public Health work is eligible for this funding and the Thurston Board of County Commissioners decided to allocate \$1,000,000 of the dollars received by the County to fund PIC and Onsite Sewage (OSS) compliance work between July 1, 2021 and June 30, 2023. As a result, we now have a fulltime OSS compliance staff person, we have filled an Environmental Health Specialist 2 (PIC Lead) position, hired a new Environmental Health Specialist 1 (PIC staff) who starts on June 1, 2022, and we’re close to offering another Environmental Health Specialist 1 (PIC staff) who will hopefully start on June 16th, 2022. Once this position is hired, we will five (5) full time staff dedicated to PIC work (includes the Environmental Health Manager) in Thurston County.*

*In addition to the foundational public health funds, we are set to be awarded a \$250,000 grant from the Washington State Department of Ecology to conduct a large-scale PIC project that targets homes in the Black Lake watershed. That project will be initiated in*

*late 2022 or early 2023 and will extend through 2024. The local match requirement for this project (\$83,333) will be met with the foundational public health funds described above.*

*And finally, we have approximately \$228,000 remaining in a PIC grant that we received from the Washington State Department of Health (pass through dollars from the Environmental Protection Agency (EPA) National Estuary Program – Puget Sound Restoration) on January 1, 2019. This grant expires on 9/30/2022.*

#### *Future Funding Outlook*

*The funding outlook for PIC is good through June of 2023, assuming that there are no changes to the 2023 budget related to foundational public health funding. We are also currently evaluating whether to apply for additional EPA National Estuary Program – Puget Sound Restoration grant funds, which should be available for Request for Proposals (RFP) late this year.*

*While the outlook is good, the foundational public health funds are only allocated to PIC through June 2023. A more secure long-term funding approach would be explore adopting the Clean Water Kitsap model that directs a portion of the stormwater utility fees collected by the County to the PIC Program for priority water quality restoration and protection. These funds would become foundational and then we could supplement those resources with specific grants for specific projects.*