

Thurston County Board Briefing

| | | | |
|--|---|------------------------------------|--|
| <u>Briefing Date/Time:</u> | July 8, 2020 1:30-2:30 PM | | |
| <u>Office/Department & Staff Contact:</u> | Storm & Surface Water Advisory Board (SSWAB) – Casey Kramer, Chair; Clayton Hill, Vice Chair CPED – Larry Schaffner (x4106); Jennifer Davis (x5475) Public Works – Tim Wilson (x5831) | | |
| <u>Topic:</u> | Annual briefing by members of the Storm and Surface Water Advisory Board | | |
| <u>Purpose:</u> (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 | |
| <u>Synopsis/Request/Recommendation:</u> <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 of the BoCC's consideration. | | | |
| <u>Background</u> | | | |
| <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 & 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 & 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 (currently with one vacancy) 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-<i>Increase opportunities for informed and effective civic engagement</i>.</p> | | | |
| <u>Key Roles and Responsibilities of SSWAB</u> (per Resolution No. 15450, Section 2) | | | |
| <ul style="list-style-type: none"> • Provide public involvement and accountability within the rate boundary where the County collects Storm & Surface Water Utility rates and charges. • Review and provide recommendations to Utility staff and the Board of County Commissioners on the Storm & Surface Water Utility annual work program, budget, Capital Facility Plan (CFP), rates, and policy proposals. | | | |

- 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.

Would like to recognize the SSWAB members for their service, in particular Tris Carlson, who joined SSWAB in 2011 and has served three terms (nine years) on SSWAB.

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

Stormwater Management Program Plan Review and Comment- 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 of the following programs:

- Stormwater capital facilities plan (CFP)
- Water quality and physical monitoring
- Post-construction site inspections
- The Utility’s annual newsletter to ratepayers
- Stormwater facilities mapping and asset management
- Reviewed and provided input to the proposed stormwater CFP riparian restoration guidelines

In addition to the program review, SSWAB met the Directors from Public Works and Community Planning & Economic Development who provided updates to the reorganization of the Utility.

Performance Metrics – SSWAB members desire Utility programs that are effective, proactive, fiscally responsible, and responsive to ratepayers’ priorities. Based on review of Utility programs, SSWAB determined that it was important to develop key performance metrics to effectively communicate these priorities to Utility ratepayers.

- To assist in identifying the role performance metrics can play in enhancing communication and transparency with Utility ratepayers, SSWAB received presentations from:
 - Inger Brinck, [*Results Washington*](#), who shared their experiences in uncovering characteristics of good metrics, such as they align with your most strategic goals and focus on the impact on people. Tracking data and measures is only one piece as it’s important to hear directly from the customer about their experience with the system and services.
 - County staff on:
 - Stormwater fees collected over time based by rate class, as well as how County’s single-family residential Utility rates compare with other municipalities
 - Monitoring
 - Stormwater facilities inspections
 - Proposed metrics for the stormwater capital facilities plan
 - Stormwater permit annual reporting

As a result, SSWAB formed a subcommittee to determine key performance metrics to assist in tracking program effectiveness over time, which were then discussed with the entire advisory board. *Attachment C* contains a summary of SSWAB’s recommendations for the BoCC’s consideration.

Business Plan Development – SSWAB discussed the importance and value of developing a business plan for the Utility. This would articulate the roles, responsibilities and expectations for each of the different departments/programs within the County and how they integrate within the Utility and support each other. In addition, providing a description of goals and mission coupled with an organization chart would assist in communicating to the ratepayers how their fees are utilized.

Collaboration with other Interest Groups – Continuing to attend meetings and working with other groups, including Thurston County Shellfish Protection District, Lake Management Districts, League of Women Voters, WRIAs, and other municipalities.

Areas of Focus for 2020

- Communicating the Utility to rate payers via:
 - Key performance metrics (i.e., level of service provided)
 - Utility fiscal reporting (i.e., revenue and expenditures)
- Providing feedback on proposed:
 - Stormwater capital facilities projects
 - *Stormwater Management Program Plan* revisions
- Assisting Utility with efforts to integrate restoration projects into the CFP
- Identifying opportunities for stormwater management collaboration with other municipalities and WSDOT
- Gaining insight into the stormwater facility design review process
- Reviewing upcoming proposed low impact development code amendments

Documents Attached:

- *Attachment A* – SSWAB Resolution 15450
- *Attachment B* – SSWAB membership map
- *Attachment C* – SSWAB’s recommendations for the Storm & Surface Water Utility

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:

Informational Briefing

Board Direction:

Feedback sought on SSWAB’s recommendations

Next Steps/Timeframe:

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

Attachment B

THURSTON COUNTY SSWAB

Geographical Areas

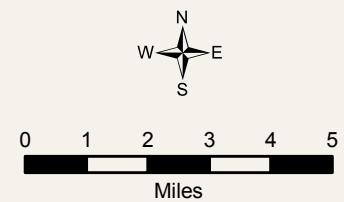
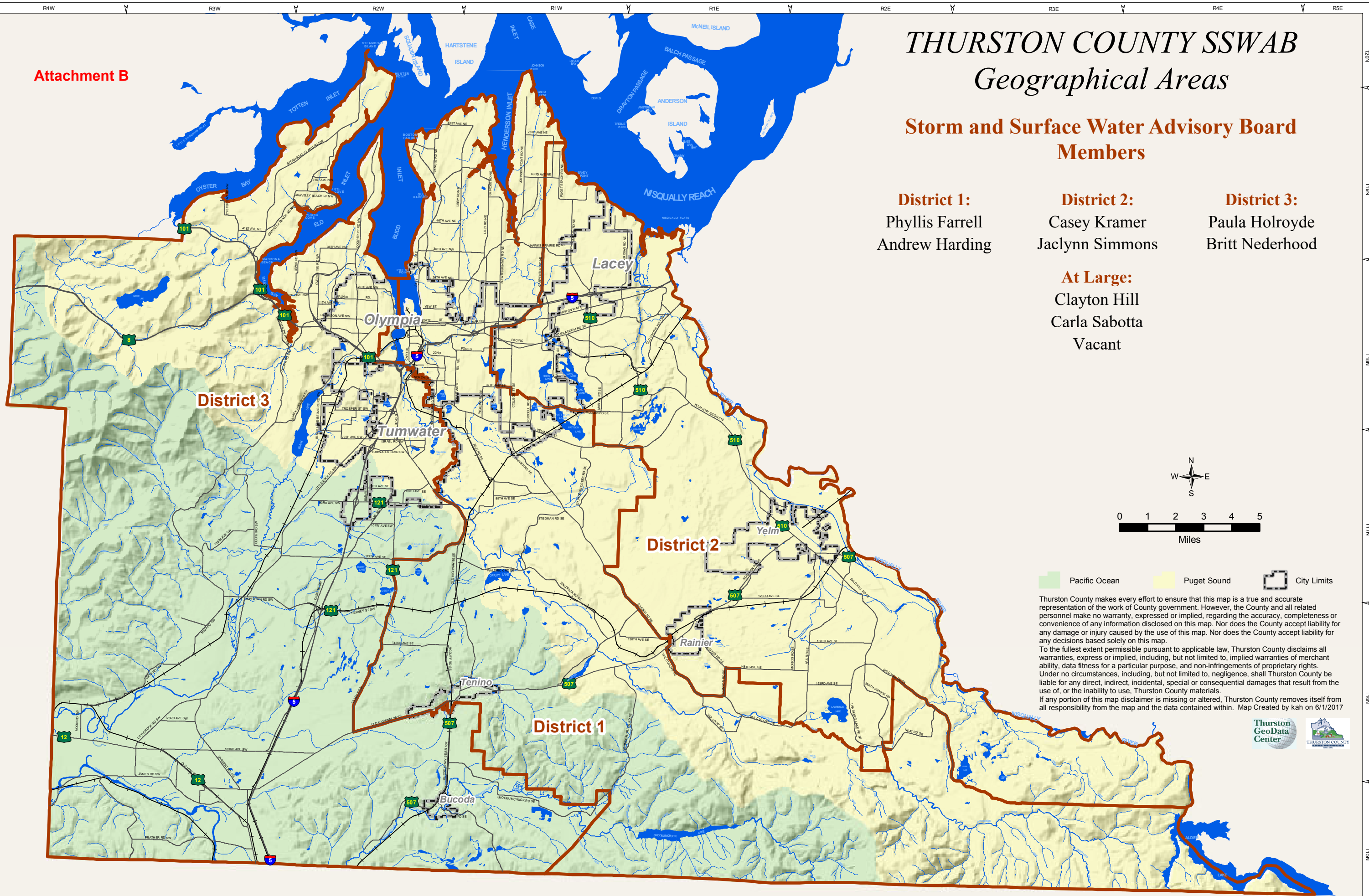
Storm and Surface Water Advisory Board Members

District 1:
Phyllis Farrell
Andrew Harding

District 2:
Casey Kramer
Jaclynn Simmons

District 3:
Paula Holroyde
Britt Nederhood

At Large:
Clayton Hill
Carla Sabotta
Vacant



Pacific Ocean Puget Sound City Limits

Thurston County makes every effort to ensure that this map is a true and accurate representation of the work of County government. However, the County and all related personnel make no warranty, expressed or implied, regarding the accuracy, completeness or convenience of any information disclosed on this map. Nor does the County accept liability for any damage or injury caused by the use of this map. Nor does the County accept liability for any decisions based solely on this map.

To the fullest extent permissible pursuant to applicable law, Thurston County disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchant ability, data fitness for a particular purpose, and non-infringements of proprietary rights. Under no circumstances, including, but not limited to, negligence, shall Thurston County be liable for any direct, indirect, incidental, special or consequential damages that result from the use of, or the inability to use, Thurston County materials.

If any portion of this map disclaimer is missing or altered, Thurston County removes itself from all responsibility from the map and the data contained within. Map Created by kah on 6/1/2017



SSWAB's Recommendations for the Storm & Surface Water Utility

1. Adopt or instruct the Utility to utilize the following performance metrics:

- 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%
 - Catch basins: annually inspect 50% within the Permit-regulated area (consistent with requirement); 25% outside the Permit-regulated area (this target depends on staff availability and workload; utility).
 - Stormwater treatment and flow control facilities: annually inspect 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.
- C. Report on the number of deficiencies identified/corrective actions taken in the course of conducting inspections listed in #1.
- D. Measure the number of flood-related road closures, with a goal of zero (0) for up to a 10-year event.
- E. Measure the increase in pollution identification and correction program funding directed at County-owned municipal stormwater discharge locations where pollution poses risks to shellfish.

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.