



## Engineering Department

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



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# Stormwater Advisory Committee Meeting

## No Quorum/Informational Only

October 30, 2013

### **Call to Order:**

The meeting was not called as there was not a quorum.

### **Those present were as follows:**

#### **Advisory Committee Members:**

Gloria Nichols  
Gary Fredricks  
Tim Wines  
Eric Olson (prospective Industrial Permittee member)

#### **Staff:**

Van McKay, City of Kelso  
Nina Caulfield, Recording Secretary

#### **Excused Absences:**

Dan Howell

#### **Unexcused Absences:**

Steffanie Taylor

### **Discussed topics:**

President Gary Fredricks asked Van McKay to send an email for a vote on the Bylaws revisions

Van McKay discussed the Stormwater Capacity Grant including the planning grant option. The option is the Kelso-Longview Gateway LID Retrofit project. He also discussed Kelso's application for the Grants of Regional or Statewide Significance and the proposal for a Clean Water Partners Educational Outreach grant. Handouts were provided.

### **Next Meeting:**

Those present discussed and agreed the next meeting shall be held Wednesday, January 29, 2014.



# MEETING AGENDA

## KELSO STORMWATER ADVISORY COMMITTEE

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DATE: October 30, 2013  
TIME: 4:00 pm – 5:00 pm  
LOCATION: Kelso City Hall, Suite 203

### Old Business

- 1) July 17, 2013 Meeting minutes
- 2) Permit compliance goals

### New Business

- 1) KSAC Bylaws revision
- 2) New Industrial Permittee member
- 2) Kelso/Longview Gateway LID Retrofit Project
- 3) GRSS grant on educational outreach



Kelso Stormwater Advisory Committee Meeting  
October 30, 2013 @ 4:00 p.m.  
City Hall Conference Room 203  
203 S. Pacific Ave.

Attendees:

1. *Jay Kreder*
2. *Storia Nichols*
3. *[Signature]* (Eric Olson)
4. *Van McKay*
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_



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### Stormwater Advisory Committee Meeting July 17, 2013

#### Call to Order:

Gary Fredricks 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  
Michael Dyer  
Dan Howell  
Tim Wines  
Steffanie Taylor

##### **Staff:**

Van McKay, City of Kelso  
Nina Caulfield, Recording Secretary

##### **Excused Absences:**

##### **Unexcused Absences:**

#### Approval of Minutes:

Dan made the motion, seconded by Steffanie to approve the minutes of April 24, 2013. Motion carried, all in favor.

#### New Business:

##### **1. Logo for the Partners for Clean Water group**

A final logo was approved. It will be used for educational materials. The group will share expenses on these materials.

##### **2. Lisa Cox presentation on new permit**

She will give a presentation on the new permit on July 23, 2013 from 2:00-3:00 pm in the Council Chambers. She is gearing her talk to higher level management and leaders to explain what to expect with the new permit. She is our local liaison with the Department of Ecology and works at the SW Washington field office in Vancouver. We expect a mixed group from the local jurisdictions as well as some KSAC members.

##### **3. KSAC Membership Changes**





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Mike Dyer is resigning his position due to the fact that he is no longer qualified according to the bylaws to participate as a student member since his recent graduation from High School. Discussion followed regarding the appreciation for his participation, well wishes, and congratulations on his scholarship.

Mike was asked who he would recommend following in his footsteps. He will contact Van later with a contact name, but assumes that it will go to a CTE person.

#### 4. Choose an effectiveness program by December 1, 2013 – Van McKay

We need to decide which option we want to do so I can submit to the City Council for adoption by their final November meeting. 1) Pay into a collective fund. Or 2) The City of Kelso will have to come up with their own program. Option 2 is much harder to implement and more expensive. Gloria questioned what the \$448 was for and how both fees are paid. Van responded that the smaller fee is for document management and both are paid from the Stormwater fees on the utility bills. Those same fees also help to pay for stormwater Capital Improvement projects. The new permit requirements are also resulting in higher stormwater rate fees. Tim asked what the annual cost would be to do option number 2. Van guessed in his calculations would be about three times the amount of option 1, about \$14,000 a year. Stephanie made a motion to recommend option number 1 to Council. Dan seconded. All in favor, motion passed.

#### 5. 2013 Phase II permit

Van handed out the redlined version of the new permit and noted some of the more important items to review.

- a. The new permit is lowering the threshold from 1 acre to 2000 sq. ft. Our local requirement is at 5000 sq. ft. The local requirements will be going away and we will be just using state requirements. Tim commented that detention would not be required if you are discharging into an exempted water body. Van responded that detention is also for the benefit of the stormwater pipe capacity.
- b. Public involvement is a new requirement of the permit. Discussion followed regarding volunteer citizen opportunities and ideas.
- c. Now chlorinated pools of water the size of a hot tub or larger will be required to be de-chlorinated prior to discharging into the stormwater system. Soaking into the land is fine, it just cannot hit the system. Chlorine off-gasses quickly so should not really pose a problem for those who allow a few days to pass after their last chlorine treatments.
- d. Site plan design requirements now provide two options, you can use their list of choices or you can do the hard design.
- e. The more BMP's that go in the more annual inspections that will be required of the City staff.
- f. We have until mid 2017 to implement the new requirements. These requirements affect many more departments and their codes, beyond Engineering. Ecology has provided a basic guidebook to assist in this effort.



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- g. Bi-annual catch basin inspections. Based on your inspection logs, those catch basins which stay cleaner longer, may be bypassed on future inspections, upon approval with Ecology.

Van also passed out a permit date and requirement compliance sheet.

Gary asked how the members should proceed in meeting the goals on the sheet. Discussion followed. It was agreed that the members would review the permit, and bring back their thoughts of the most important sections for discussion then set up a schedule to tackle those first, rather than tackling the permit in section order.

### Next Meeting:

Committee discussed and agreed the next meeting shall be held October 30, 2013.

Meeting adjourned at 5:05 pm.

Approved:

\_\_\_\_\_  
Gary Fredricks, Chairperson

\_\_\_\_\_  
Nina Caulfield, Recording Secretary

**Kelso Stormwater Advisory Committee  
Bylaws – Rules of Procedure**

**Adopted: July 30, 2008**

## **SECTIONS**

- 1. Rules of Order**
- 2. Name**
- 3. Purpose**
- 4. Membership**
- 5. Term of Office**
- 6. Responsibilities**
- 7. Meetings**
- 8. Voting**
- 9. Attendance**
- 10. Powers and Authorities**
- 11. Amendments**

### **Section 1 – Rules of Order**

These rules establish the guidelines to be followed by all members of the Kelso Stormwater Advisory Committee (KSAC). Procedural and other questions may be answered by referring to these rules. The KSAC shall be governed by the most current version of Robert’s Rules of Order Newly Revised.

The KSAC acknowledges that it is advisory only and is not governed by the Open Public Meetings Act – RCW 42.30.

### **Section 2 – Name**

The name of this organization shall be the “Kelso Stormwater Advisory Committee.”

### **Section 3 – Purpose**

The purpose of KSAC shall be to help guide the development, implementation and later updates to the City of Kelso’s (City) Stormwater Management Program (SWMP).

### **Section 4 – Membership**

The KSAC shall be composed of 7 members appointed by the City Manager as referenced in the Kelso Ordinance #08-3667. All members shall reside ~~either within the city limits or~~ within a 40-mile radius of the City or shall be gainfully employed within the City limits.

For each term and by majority vote, the members of the KSAC shall elect a Chair and Vice-Chair and such other officers as may be necessary to conduct the committee’s business.

### **Section 5 – Term of Office**



Members shall serve two year terms except the inaugural committee members. At least three of the inaugural committee members shall be appointed for a term to expire on December 31, 2009 and at least three members shall be appointed for a term to expire on December 31, 2010. There shall be no limitation on reappointments of committee members.

Those elected to the positions of Chair and Vice-Chair shall serve in such capacity for a period of one year, except for the first elected Chair and Vice-Chair, who shall serve a period of 1-1/2 years. At the end of the Chair's term, the Vice-Chair shall become Chair for the next term. There shall be no limitation on the number of times a member can be Chair or Vice-Chair.

In the case of a declared vacancy/resignation of the Chair, the Vice-Chair shall automatically serve the remainder of the Chair's term of office.

### **Section 6 – Responsibilities**

The Chair shall preside over the KSAC and all KSAC meetings. The Vice-Chair shall perform this function in the absence of the Chair.

The KSAC shall serve as the primary group to recommend implementation of the prioritized strategies and goals that are described in Special Condition #5 of the NPDES Phase II Municipal Stormwater Permit.

The KSAC shall provide consultation with the City Stormwater Manager and may make recommendations to the City Council.

The City Stormwater Manager shall be responsible for orientation of new members to the committee's business prior to their first KSAC meeting.

### **Section 7 – Meetings**

KSAC shall meet as a whole not less often than quarterly unless there is no business to be conducted as determined by the Chair and the City Stormwater Manager. Meetings shall commence at 4:00 p.m. and be held in the ~~City Council Chambers of the~~ Kelso City Hall, unless otherwise noted. The KSAC may also meet at the call of the Chair, Vice-Chair, or City Stormwater Manager at any reasonable time upon request.

All meetings of the KSAC shall be open and public and all persons shall be permitted to attend any meeting of the KSAC. The meetings shall allow for public testimony.

### **Section 8 – Voting**

Attendance by 70% of the KSAC shall constitute a quorum and minutes shall be kept of each meeting. All voting done by the KSAC shall be governed by a majority vote of the KSAC.



### **Section 9 – Attendance**

Members of the KSAC may be excused from attending any meeting by contacting the Chair, Vice-Chair, or City Stormwater Manager. With no motion to excuse the absence of any member of the KSAC, the Chair is required to announce all absences for the record.

Any participating member of KSAC who has unexcused absences from three consecutive meetings of KSAC, or five meetings within one year, can be construed as voluntarily resigning from KSAC and this shall constitute grounds for removal of that member of the KSAC. The offending member may be so advised, and the contingent represented may be requested to make a substitute appointment.

### **Section 10 – Powers and Authorities**

KSAC shall be an advisory body only and shall not have any power or authority to bind any City, County or any other governmental entity; nor to contract, sue or be sued, or to incur debt or other obligations; nor to hire or retain any employees or services. All authorities and powers of decisions and actions for administration of the SWMP and for the expenditure of funds from the stormwater management fund shall vest and remain with the City Council.

### **Section 11 – Amendments**

These bylaws may be amended at any meeting of the KSAC by a two-thirds vote of the members present, provided that the amendment has been presented in writing and is included in the notice announcing the meeting at which the amendment is to be voted on.

**Project Specific Planning Grant  
Initial Project Summary**

**A. Grant Recipient**

**Jurisdiction:** City of Kelso  
**Contact Information:** Van McKay, PE (360) 577-3323 vmckay@kelso.gov

**B. Project Title: Kelso-Longview Gateway Stormwater LID Retrofits**

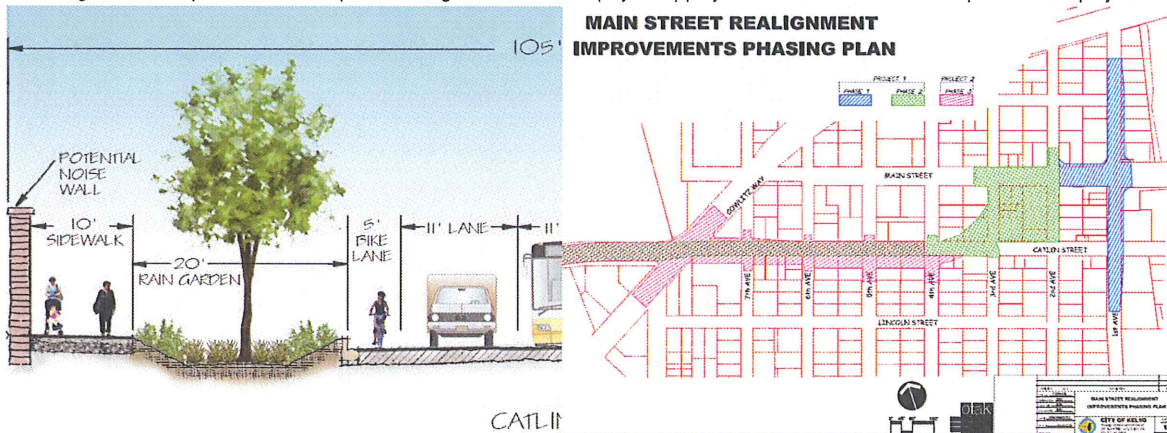
**C. Project Location Description:**

The stormwater improvements are planned for what may be the busiest intersection in the County for single axle traffic: the intersection of State Route 411 (a.k.a. Cowlitz Way on the Kelso side of the border, and Washington Way in Longview) and State Highway 4 (a.k.a. Ocean Beach Highway). The area's land use is commercial; however, one of the rain gardens will line and wrap around part of a popular park and the access way into a bustling shopping center. Please see the attached map for more information.

**D. Description of the Best Management Practices Proposed**

Two types of BMPs will be used to collect, treat, and dispose of the street runoff. The primary BMP will be roadside rain gardens designed per the SWMWW and the LID Manual. The templates for these are from the adjacent \$7.9MM [West] Main Street Re-Alignment project (see <http://www.kelso.gov/departments-services/community-development/engineering-department/west-main-realignment-project>). The second type of BMP planned is the reduction of impervious surfaces via greening of median islands. These will collect, treat, and dispose of a smaller portion of the street runoff and will be designed in accordance with the Kelso-Longview Stormwater Manual. The design calls for a total of fifteen new rain gardens (approximately 1,250 feet) and a total of and eleven median islands (approximately 1,500 feet) that will be greened. Each sub-facility will have signage visible to passing and queued traffic, and the rain gardens will also include interpretive markers for pedestrian traffic.

The images below depict the streetscape and design for the current (adjacent) project which will serve as a template for this project:









Clean Water Partners Educational Outreach



City of Kelso  
Federal ID #91-6001252

Staff Contact:  
Van McKay, P.E.  
Senior Engineer  
City of Kelso  
P.O. Box 819  
Kelso, WA 98626

360-577-3323  
vmckay@kelso.gov

Certifications and Assurances Form

SIGNATURE AND CERTIFICATION

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT.

Michael Kardas, P.E.

PRINTED NAME

SIGNATURE

Community Development Director/City Engineer

10-1-13

TITLE

DATE

***B. Abstract***

The City of Kelso respectfully submits this proposal on behalf of the Clean Water Partners, the Lower Columbia Estuary Partnership, WSU Cowlitz County Extension, the Cowlitz County Noxious Weed Control Board and the Port of Longview. Clean Water Partners was created in 2012 to coordinate regional stormwater education and outreach activities. It is a consortium of entities that comprises Phase II permittees including the City of Kelso, the City of Longview and Cowlitz County, as well as Phase II secondary permittees including the Consolidated Diking Improvement District #1, Lower Columbia College, Kelso School District and the Longview School District. One goal of Clean Water Partners is to develop an education and outreach program that meets the requirements of the Western Washington Phase II Municipal Stormwater Permit (Permit). Another goal is to develop a consistent message focused on stormwater pollution with the key objectives being stormwater awareness and behavior changing actions. A regional-specific education program is necessary because Cowlitz County has a different physical geography than the rest of southwest Washington. This GROSS grant proposal is multi-faceted to accomplish Clean Water Partner goals to include 1) developing and implementing stormwater specific curriculum to 5<sup>th</sup> grade classes in Longview, Kelso and other Cowlitz County school districts, 2) developing a stewardship activities program to include removal of noxious weeds and plant native vegetation to reduce soil erosion and create buffer zones, 3) retaining a media consultant to 'brand' Clean Water Partners and develop a number of educational and outreach items including a website, multi-media and traditional media and 4) retaining a GIS consultant to develop an interactive low impact development (LID) tour map of the Cowlitz County region. The City of Kelso will award contracts for the media and GIS consulting firms. Educational and outreach items will be based on Permit requirements.

***C. Work plan***

***1. Purpose of the project***

The project will refine the Clean Water Partners 'brand' inclusive of finalizing logo, slogans, messages and formats. The outreach materials will be developed based upon Permit condition S5.C.1.a(i)(a) and will have regional significance for Cowlitz County. Regional focused messages will be tailored to Permittee communities, enabling improved understanding of stormwater topics by the public, school and business communities. A proposed website will reach regional and statewide citizens. The project will have stewardship activities to directly improve watershed health. Stormwater specific curriculum will be developed and the curriculum can have statewide significance.

***2. Project description***

The project encompasses the Cowlitz County region and will have several ways to disperse stormwater education and outreach to the public that include developing and delivering stormwater curriculum at the 5<sup>th</sup> grade level; providing stewardship activities; retaining a consultant to develop marketing materials and a website; and retaining a GIS consultant to develop an interactive LID tour map.

a) The project will further develop the Clean Water Partners coalition and its educational outreach efforts, with an emphasis on reducing duplicated services, improving coordination, interlocal assistance



and implementing proactive measures to reduce stormwater pollution. Presently, each jurisdiction determines its own priorities and develops materials and messages independently. The Clean Water Partners were established to streamline messaging. Outreach messaging will include web, video, billboard, traditional paper brochures, mascot and event booth at minimum.

b) The project will develop and implement programs for the general public, students, and businesses that build general awareness of stormwater pollution and targeting different audiences with a variety of subject areas by offering targeted stewardship activities and outreach materials. The outreach materials will be based upon the Permit condition S5.C.1.a(i)(a). The specific audience and subject areas for public outreach and educational materials will include the following:

General public (including school age children), and businesses (including home-based and mobile businesses)

- General impacts of stormwater on surface waters.
- Impacts from impervious surfaces.
- Impacts of illicit discharges and how to report them.
- Low impact development principles and LID BMPs.
- Opportunities to become involved in stewardship activities.

c) The project will develop stormwater specific curriculum for the 5<sup>th</sup> grade level and deliver 81 classroom lessons and 27 field trips to schools in Longview, Kelso, or other Cowlitz Co. school districts.

### ***2.1 Project objectives.***

a) Retain a media/advertising/marketing firm to develop marketing materials such as brochures, billboards, messaging and a website. Clean Water Partners will draft and issue a professional services request for proposal (RFP). The firm will obtain a working knowledge of stormwater issues and materials through EPA, State of Washington or regional education, outreach and technical information. The firm will rebrand appropriate materials in multi-media and traditional media to be specific to Cowlitz County. The deliverables will be consistent with the central Clean Waters Partnership message of "Only Rain Down the Drain." The materials will focus on LID information appropriate to upcoming LID adoption requirements. Clean Water Partners materials will be developed to engage the attention and interests of the general public, school children and businesses of Cowlitz County utilizing 'fishable, swimmable' and "Only Rain Down the Drain" as central messages.

The media firm will also be tasked with creating a website template inclusive of site design, cascading taskbars and form development. It will include appropriate educational materials. This new website will be dedicated to Clean Water Partners but designed to be shared with other governments. The website, and other materials, must be specific to Cowlitz County largely in part to our unique physical environment. Our climate, soils, and culture indicate that a targeted approach will be most effective. The website framework will be accessible to other Washington permittees will have access to the coding, giving this portion of the project state significance.

- b) 'Brand' the Clean Water Partners by developing a number of educational and outreach materials and activities that target Cowlitz County's general public, school children, and businesses. Clean Water Partners members will develop and issue an RFP and select a media firm. Previously developed materials, such as logos, slogans, and other items, will be provided to the selected firm.
- c) Develop a stormwater-based curriculum for 5<sup>th</sup> grade classes that focuses on fishable and swimmable waters and low impact development. In addition to developing the curriculum, the project will deliver 81 classroom lessons and involve 27 classes in field trip activities in Cowlitz County school districts. Students will recognize they are part of a watershed and what they do on land affects local water bodies. Students will understand the role of stormwater in a watershed and how stormwater facilities, like bioswales, can make a difference improving water quality in their area's watershed. The stormwater curriculum developed during this project will align with Washington State Common Core Science Standards and the Next Generation Science Standards. The curriculum is transferable to school districts within SW Washington as well as statewide. Other Phase II permittees in SW Washington can benefit from developed stormwater curriculum and partnership opportunities with the Estuary Partnerships team of educators for program delivery.
- d) Retain a GIS consultant to develop an interactive LID tour map of Cowlitz County for the proposed Clean Water Partners website. The consultant will obtain a working knowledge of similar products such as the Washington Stormwater Center's online database and Clark County's stormwaterpartners.com website to develop the map. Similar to the latter, identified local LID site data will be submitted to the WSC online database. The interactive map application will allow users to explore a variety of LID related features by panning, zooming, and turning on and off a variety of LID related layers. The interactive map application will include items such as: 1) LID features in the County like permeable pavements and rain gardens, and will include pop ups describing the LID projects, including photos, 2) other best management practices such as oil recycling sites and locations to purchase LID materials such as compost facilities, and 3) a map based animation showing where stormwater runoff discharges to water bodies in Cowlitz County.
- e) Develop a stewardship program to remove noxious weeds and planting of native vegetation. These activities will reduce soil erosion and create healthier watersheds by improving water quality in fish rearing streams. The Lower Columbia River Estuary Partnership and the WSU Cowlitz County Extension will provide technical advice, respectively, on program development and native vegetation. Clean Water Partners will meet and identify other stewardship activities focusing on ways to help reduce stormwater pollution in our watersheds.
- f) Cooperate and share resources of regional entities through an interlocal agreement developed during the grant period. The agreement will be drafted to allow other entities to join Clean Water Partners. Secondary permittees will provide input during development of educational materials and will distribute appropriate materials through various avenues to reach their targeted audience.

*2.2 Project activities and tasks.*

<b>Task</b>	<b>Project Activities</b>
1	Media consultant contract for media materials
1a	Website
1b	Multimedia
1c	Traditional media
2	Curriculum development; classroom lesson and field trip program delivery
3	GIS consultant contract for an interactive LID tour map
4	Stewardship activities
5	RFP development, issuance and management of consultant contracts. Review of media and GIS consultant deliverables.
6	Project Administration/Management

*2.3 Project outcomes*

The short term project outcomes include increased awareness of the Clean Waters Partnership’s central message, “Only Rain Down the Drain.” Citizens and students will have an increased awareness of pollutant types and the effects they have on people, animals, fish and water quality, as well as guidance on specific actions to reduce stormwater pollution. Citizens and students will have an increased knowledge of LID as a method to treat stormwater and reduce its volume. A variety of messages and delivery methods including a website will be established to ensure the widest possible audience. The marketing campaign will be constructed specifically to reach these accomplishments.

The long term project outcomes are behavioral changes that reduce pollutants such as debris, sediment, hydrocarbons and metals in stormwater and to reduce stormwater volume. Reduced pollutants in stormwater will benefit the waters of the state as well as endangered and threatened species throughout Cowlitz County watersheds.

*2.4 Project schedule*

<b>Task</b>	<b>Project Activities</b>	<b>Est. months to complete</b>	<b>Date Range</b>
1	Media consultant contract	11	Mar. 2014 – Jan. 2015
2	Curriculum Development; Classroom lesson & field trip delivery	7 5	Jan. 2014 – Jul. 2014 Sept. 2014-Jan. 2015
3	GIS consultant contract	8	Feb. 2014 – Sep. 2014
4	Stewardship activities	10	Jan. 2014 – Oct. 2014
5	RFP development and issuance, contract management. Review of media and GIS consultant deliverables.	14	Dec. 2013 – Jan. 2015
6	Project Administration/Management	15	Dec. 2013 – Feb. 2015

### **2.5 Deliverables.**

Deliverable content will emphasize LID principals and best management practices as well as clear guidance for specific actions that reduce stormwater pollution and stormwater quantity.

a) Develop stormwater-specific school curriculum, including classroom and field trip activities, at the 5<sup>th</sup> grade level. Deliver curriculum during the 2014/2015 school year to 5<sup>th</sup> grade classes in the Kelso and Longview school districts.

b) Stewardship activities:

- Develop a volunteer program to remove noxious weeds and plant native vegetation
- Conduct at least one volunteer event to remove noxious weeds and replant native vegetation
- Clean Water Partners to meet and identify other stewardship activities

c) Open source outreach website:

- Purchase web domain and establish web presence.
- Website to have a modifiable style sheet.
- Comprehensive topics such as LID and pollution prevention will be included and made specific to the audience and region.
- Website content to emphasize readable, relevant, and relatable information.
- Website to have RSS feeds that include Twitter, Facebook, YouTube channels

d) Multimedia:

- Create three videos featuring separate spots that form one six minute video if viewed together or three topics separately. Development, production, encryption for web markets.
- Radio spots for public radio and local radio market. Development, production, purchase of advertisements.
- Billboard and/or large vehicle graphics and printing.

e) Traditional media:

- Marketing strategy inclusive of logo, slogan, generalized materials, look and feel consistent with market research.
- Brochure template design and printing for 90,000 people or approximately 40,000 households
- Event booth and materials (hands on activities).
- Presentations for local service organizations.
- Print advertisements and posters for local media outlets including newspapers.
- Media public service announcements.
- Mascot costume, such as a salmon or raindrop, to attend events with staff/volunteers.

f) Interactive LID tour map

City of Kelso

FY2013 GROSS grant proposal

- Develop an interactive LID tour map of LID features within the County that includes locations, associated attributes, photos, other stormwater best management practices and a stormwater runoff animation.

**3. Partnerships** – Unless otherwise noted below for verbal support, partners supplied letters of support and these are included in Appendix A – Letters of Support.

**City of Kelso**, lead agency for GROSS grant agreement

Van McKay, P.E., Senior Engineer

City of Kelso, P.O. Box 819, Kelso, WA 98626, 360-577-3323, vmckay@kelso.gov

**City of Longview**, review deliverables

1525 Broadway, Longview, WA 98632

Josh Johnson, P.E., Stormwater/Streets Manager, 360-442-5210, josh.johnson@ci.longview.wa.us

Lisa Vertrees, Stormwater Administrative Assistant, 360-442-5209, lisa.vertrees@ci.longview.wa.us

Kim Hallowell, IT Systems Analyst, 360-442-5063, kim@mylongview.com

**Consolidated Diking Improvement District #1**, review deliverables, distribute educational information

Judi Strayer, District Manager

5350 Pacific Way, Longview, WA 98632, (360) 423-2493 x106, judi.strayer@cdid1.org

**Cowlitz County**, Media consultant contract RFP and oversight, review deliverables

1600 13<sup>th</sup> Ave. South, Kelso, WA 98626, 360-577-3030

Amy Ammer, Project Manager, Communications, ammera@co.cowlitz.wa.us

Patrick Harbison, P.E., Stormwater/Development Engineer, harbisonp@co.cowlitz.wa.us

**Cowlitz County Noxious Weed Control Board**, facilitate volunteer stewardship activities

Angelica Velazquez, Program Coordinator

207 Fourth Avenue N., Kelso, WA 98626, 360-577-3117 x1, velazqueza@co.cowlitz.wa.us

**Kelso School District**, review deliverables, distribute educational information to tenants and residents,

integrate stormwater curriculum into 5<sup>th</sup> grade classes

Gary Schimmel, Supervisor-Facilities & Transportation

612 Ash Street, Kelso, WA 98626, 360-501-1340, gary.schimmel@kelsosd.org

**Longview School District**, integrate stormwater curriculum into 5<sup>th</sup> grade classes. Verbally provided their support on 10/01/2013.

Dana Rosenbach, (360) 575-7019, drosenbach@longview.k12.wa.us

**Lower Columbia College**, review deliverables, distribute educational information to tenants & residents

Richard Hamilton, Director of Campus Services, Facilities and Capital Projects

1600 Maple Street, P.O. Box 3010, Longview, WA 98632, (360)-442-2263, rhamilton@LCC.ctc.edu

**Lower Columbia River Estuary Partnership**, develop stormwater school curriculum, schedule and manage classroom and field program delivery



City of Kelso  
 FY2013 GROSS grant proposal

Jennie Klein, Education Programs Manager  
 811 SW Naito Parkway, Ste 410, Portland, OR 97204, 503-226-1565 x222, jklein@estuarypartnership.org

**Port of Longview**, technical advisory for media consultant contract  
 Ashley Helenberg, Communications/Public Affairs Manager  
 10 Port Way, P.O. Box 1258, Longview, WA 98632, 360-703-0206, ahelenberg@portoflongview.com

**WSU Cowlitz County Extension**, provide technical advice and distribute educational information  
 Gary Fredericks, County Director  
 1946 3<sup>rd</sup> Avenue, Longview, WA 98632, 360-577-3014 x3, garyf@wsu.edu

**Cowlitz Conservation District**, provide technical advice for soils. Verbally provided their support.  
 Darin Houpt, District Manager  
 2125 8<sup>th</sup> Avenue, Longview, WA 98632, 360-425-1880, ccddmgr@teamelect.com

**4. Project management**

**4.1 Project team structure and internal controls**

<b>Task</b>	<b>Partner</b>	<b>Internal Controls</b>
1) Media contract	City of Kelso	City of Kelso to issue RFP and award contract
2) School curriculum – development & delivery	Lower Columbia River Estuary Partnership	LCEP is lead on curriculum development and delivery. City of Kelso oversees progress.
3) GIS consultant contract Virtual LID tour map	City of Kelso	City of Kelso to issue RFP and award contract. Van McKay to develop and issue RFP and manage consultant contract. His supervisor to ensure project progress.
4) Stewardship activities	Cowlitz County Noxious Weed Board, WSU Cowlitz County Extension	CCNWB develops stewardship program and manages stewardship activities. LCEP and WSU Extension to provide technical advice. City of Kelso to oversee progress.
5) Media contract management	Cowlitz County, Port of Longview	Cowlitz County is lead for RFP development, consultant progress and Partners review of media deliverables. Cowlitz County to distribute draft deliverables to review staff for review, to compile comments, and to submit to consultant for deliverable revisions. The Port has a technical advisory role to Cowlitz County for the consultant contract. All permittees, secondary permittees and the Port of Longview to review both contract deliverables. City of Kelso to distribute GIS consultant draft deliverables to review staff for comments and submit them to the consultant. Kelso oversees progress of contracts.
6) Project Administration and Management	City of Kelso	Van McKay is lead on project administration and management. City of Kelso management staff to ensure grant agreement progress.

#### **4.2 Staff qualifications and experience**

1) **Van McKay, P.E.**, City of Kelso; Staff Hours: 266; Salary \$38.49/hr.  
Responsibility: Project Administration and Management of GROSS Grant; technical review of media, curriculum and stewardship deliverables, draft RFP for LID map and its contract management.  
Qualifications: Mr. McKay has been the Senior Civil Engineer and Stormwater Manager for over five years at the City of Kelso and is responsible for development and implementation of the City's Phase II municipal stormwater permit. He has successfully administered and managed Ecology grant agreement numbers G0700035, G0800477, G1000180, G1100051 and the FY2013 Stormwater Capacity Grant with funding that totals \$326,139. He ensured the projects were completed according to the details of each grant agreement. For project outcomes that implemented the Phase II permit, Mr. McKay engaged internal staff, hired consultants, coordinated with other Phase II permittees, purchased equipment and supplies, and addressed stormwater management needs that protected and restored water quality. As a Project Engineer for approximately ten years at Maul Foster and Alongi, Inc., a civil and environmental consulting firm, he performed design and project management of stormwater and environmental projects. He also obtained a Master's certificate in GIS and successfully managed a consultant that provided a robust GIS for the City of Kelso's stormwater system.

2) **Kim Hallowell**, City of Longview; Staff Hours: 32; Salary \$31.29/hr.  
Responsibility: Technical review of media deliverables.  
Qualifications: Kim has worked for the City of Longview for 22 years and had been very involved in public outreach for multiple projects. She has been responsible for official City communications and outreach since 2012.

3) **Josh Johnson, P.E.**, City of Longview; Staff Hours: 60; Salary \$37.29/hr.  
Responsibility: Technical review of media, curriculum and stewardship deliverables.  
Qualifications: Mr. Johnson has been the Street /Stormwater Manager for over eight years at the City of Longview and is responsible for development and implementation of the City's Phase II municipal stormwater permit. He has successfully managed Ecology grant agreement numbers G1200503, G1200080, G1200507, G1100062 and the FY2013 Stormwater Capacity Grant. For project outcomes that implemented the Phase II permit, Mr. Johnson engaged internal staff, coordinated with other Phase II permittees, purchased equipment and supplies, and addressed stormwater management needs that protected and restored water quality.

4) **Lisa Vertrees**, City of Longview; Staff Hours: 40; Salary \$23.65/hr.  
Responsibility: Review of media, curriculum and stewardship deliverables.  
Qualifications: Ms. Vertrees has been the Administrative Assistant for the City of Longview Stormwater division for over 5 years. In that capacity, she has assisted with public education and outreach projects as well as Ecology grant administrative duties.

5) **Judi Strayer**, Consolidated Diking District Improvement No. 1; Staff Hours: 16; Salary \$43.35/hr.  
Responsibility: Review of media deliverables, distribute educational information to residents  
Qualifications: Ms. Strayer has been with Consolidated Diking Improvement District No. 1 for over

City of Kelso  
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twenty three years, serving as the Diking District Manager for the past seven years. She is responsible for overall District management including financial management, long range planning, emergency preparedness and oversight of the District's Phase II municipal stormwater permit.

6) **Amy Ammer**, Cowlitz County; Staff Hours: 312; Salary \$38.44/hr.

Responsibility: Develop RFP for media consultant and contract oversight, technical review of media deliverables.

Qualifications: Outreach and education for a variety of audiences and projects. Including the media lead for Cowlitz County Department of Public Works, Public Information Officer, website development and maintenance Cowlitz County Department of Public Works, Columbia Estuary Environmental Educational Program, School to River Native Plant Nursery, Fort Columbia Tidal Reconnection Project, Gorley Springs Large Woody Debris Project.

7) **Patrick Harbison, P.E.**, Cowlitz County; Staff Hours: 20; Salary \$53.33/hr.

Responsibility: Technical review of media, curriculum and stewardship deliverables

Qualifications: Mr. Harbison has been the Stormwater/Development Engineer with Cowlitz County for over three years is responsible for development and implementation of the County's Phase II municipal stormwater permit. As a Consulting City Engineer with Wallis Engineering for approximately eight years, he helped develop, implement and manage multiple stormwater programs for phase II permittees in southwest Washington.

8) **Angelica Velazquez**, Cowlitz County Noxious Weed Control Board; Staff Hours: 240; Salary \$28.36/hr.

Responsibility: Develop a program for stewardship activities.

Qualifications: Background in ecology with experience in wildlife biology, dendrology, botany, habitat restoration, education and has worked extensively with salmonids in the Classroom and how stormwater pollution impacts fish.

9) **Gary Schimmel**, Kelso School District; Staff Hours: 6

Responsibility: Technical review of media deliverables, distribute educational information.

Qualifications: Mr. Schimmel is responsible for the care of the facilities grounds, operations and transportation for the District. For five years, he has been responsible for implementation of the Secondary Permittee requirements of the Permit.

10) **Dana Rosenbach**, Longview School District

Responsibility: Provide LCEP with contact information of 5<sup>th</sup> grade class teachers and schools.

Qualifications: Ms. Rosenbach has three years' experience with the LSD and is responsible for its instructional programs, special programs, curriculum development and supervision of LSD principals.

11) **Richard Hamilton**, Lower Columbia College; Staff hours: 5; Salary \$45.00/hr.

Responsibility: Technical review of media deliverables, distribute educational information.

Qualifications: Mr. Hamilton has been with Lower Columbia College for thirteen years, serving as the Director of Campus Services, Facilities and Capital Projects for the past nine years. He is responsible for the overall management of capital and construction projects and the Maintenance, Custodial, Grounds,

Motor Pool, Central Services and Print Shop departments. This includes the oversight of LCC's Phase II municipal stormwater permit.

12) **Jennie Klein**, Lower Columbia River Estuary Partnership; Staff Hours: 105 (additional 944 hours for two educators and contract manager)

Responsibility: Manage stormwater curriculum development and delivery with school districts.  
 Qualifications: Mrs. Klein has 13 years' experience managing the development and implementation of the Estuary Partnership's environmental education and volunteer programs. Programming include classroom and field programs for K-12 students, schoolyard stormwater projects, professional development for teachers, and volunteer and community projects. Estuary Partnership projects are typically grant funded, and Ms. Klein, in coordination with the Estuary Partnership's Executive Director and Finance Officer, has extensive experience managing multiple grants, contracts, and deliverables simultaneously. At any one time, the Estuary Partnership has approximately 30 open grants and contracts, and all closed awards have been completed with no financial, reporting, or programmatic concerns by the funder at closeout and all corporate audits have been unqualified.

13) **Ashley Helenberg**, Port of Longview ; Staff Hours:45; Salary \$38.73/hr.

Responsibility: Technical assistance with media RFP and review of media deliverables  
 Qualifications: Communications and Public Affairs Manager since 2008. Her responsibilities include media relations, community relations, legislative relations, public relations, marketing material development, event planning, among many other related communications activities.

14) **Gary Fredericks**, WSU Cowlitz County Extension; Staff Hours: 4; Salary \$30.60/hr.

Responsibility: Technical advice on LID development materials for media and stewardship activities.  
 Qualifications: County Director that oversees office finances and directing office personnel. He has served on the Kelso Stormwater Advisory Committee for five years developing programs to meet the City's Permit.

15) **Darin Houpt**, Cowlitz Conservation District; Staff Hours: 4

Responsibility: Technical advice on soils and erosion.  
 Qualifications: Responsible for providing technical, financial and educational assistance within the District boundaries regarding natural resource concerns.

**D. Budget**

Task	Activity	Itemized cost	Task Cost
1	Media consultant contract		\$100,000
1a	Website	\$30,000	
1b	Multimedia	\$30,000	
1c	Traditional media	\$40,000	
2	Curriculum Development and delivery		\$47,570
	Contract Manager Salary @\$50.49	\$4,039	
	Education Programs Manager @\$60.60	\$6,363	
	Environmental Educator AB @\$38.62	\$16,684	
	Environmental Educator TM @\$38.62	\$16,684	

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	Supplies	\$1,000	
	Student Bus Transportation	\$2,800	
3	GIS consultant contract		\$15,000
4	Stewardship activities		\$12,550
	CNWCB Salary @\$28.36/hr.	\$6,800	
	Various event salaries	\$2,000	
	Disposal costs	\$250	
	Supplies/Equipment/Advertisement	\$3,500	
5	Media consultant contract RFP, contract management, technical review of media-GIS deliverables. Contract management by Kelso.		\$24,900
	Cowlitz County AA Salary @\$38.44	\$12,000	
	Port of Longview AH Salary@\$38.73/hr.	\$1750	
	City of Kelso VM Salary @\$38.49	\$5,000	
	Various permittees salaries	\$6,100	
6	Project Administration/Management		\$6,200
	City of Kelso VM Salary @\$38.49	\$5,240	
	Various Kelso salaries	\$960	
Note: Salaries in table and Section 4.2 do not include benefits.		<b>TOTAL:</b>	<b>\$206,220.00</b>

**2. Budget narrative**

Task 1: Funds for this task are to reimburse for the media consultant contract and are based upon comparable work done for some other Washington stormwater permittees.

Task 2: Funds are necessary to pay for the LCEP to develop and implement the classroom and field trip activities with Kelso and Longview 5<sup>th</sup> graders. Fund estimates are based upon LCEP and their experience of over 10 years providing these activities.

Task 3: Funds for this task are to reimburse for the GIS consultant contract and the budget amount is based upon a GIS consultant estimate.

Task 4: Developing stewardship activities requires the CNWCB staff to draft the program and lead stewardship activities, including procurement of supplies and advertising. Estimate for funding based upon the Noxious Weed Control Board experience with weed removal and plant installation.

Task 5: This task allows for Cowlitz County and the Port of Longview to develop an RFP to procure a media consultant and oversee consultant progress. It also allows reimbursement for grant partners to review all consultant deliverables and for City of Kelso oversight and administration of consultant contracts. Estimate for funding based upon salaries of the review committee and staff hours they estimated to perform the task.

Task 6: The grant agreement must be administered by a permittee and the City of Kelso will direct Van McKay to manage the grant agreement. Other various salaries include an administrative assistant and Finance Department staff to distribute funds to Partners and consultants.





P.O. Box 128  
Longview, WA 98632-7080  
www.mylongview.com

September 24, 2013

Ms. Tammie Wilson  
Municipal Stormwater Permit Program  
Water Quality Program  
Department of Ecology  
P.O. Box 47600  
Olympia, WA 98504-7600

Dear Ms. Wilson

As a member of the Clean Water Partners Educational Outreach group here in Cowlitz County, the City of Longview supports the grant proposal being submitted by the City of Kelso for the FY 2013 Municipal Stormwater Grants of Regional (or Statewide) Significance.

The Clean Water Partners share the goal of developing relevant and interesting outreach materials for homeowners, businesses and students of Cowlitz County. This grant will help refine our group's brand, help develop our outreach program, and ultimately help our population better understand stormwater issues. When citizens understand the consequences that everyone's daily activities have on water quality, it will become easier for jurisdictions to implement the Municipal Stormwater NPDES permit across the region.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Johnson". The signature is written over a horizontal line.

Josh Johnson, PE  
Street/Stormwater Manager.



September 19, 2013

RECEIVED  
ENGINEERING

SEP 23 2013

CITY OF KELSO

Attn: Tammie Wilson  
Municipal Stormwater Permit Program  
Water Quality Program  
Department of Ecology  
PO Box 47600  
Olympia, WA 98504-7600

Dear Tammie:

I am writing to express support for the Clean Water Partners Educational Outreach grant proposal being submitted by the City of Kelso for the Fiscal Year 2013 Municipal Stormwater Grants of Regional and Statewide Significance.

The Lower Columbia Estuary Partnership (Estuary Partnership) is a non-profit, National Estuary Program focused on sustaining the viability of the lower Columbia River and estuary in Washington and Oregon. We work to restore protect and restore habitat, reduce toxic and conventional pollution, and provide information about the river to a range of audiences.

Our Environmental Education Program has been providing classroom lessons, educational field trips, and service learning projects since 2000, integrating Washington and Oregon state standards into our curriculum and projects. Between 2007 and 2012 we implemented five Schoolyard Stormwater projects at schools – providing students with stormwater curriculum and involving them in the design, construction, and maintenance of a stormwater infiltration swale or basin at each school. Years ago, we also worked with the City of Longview on a NEMO (Nonpoint Education for Municipal Officials) project. Our Education Team staff of six professional educators have more than 40 years of experience working with students, teachers, and the public on a wide variety of education projects and we are uniquely qualified to provide stormwater education to the Longview and Kelso school community as envisioned in the Clean Water Partnership Educational Outreach grant proposal.

The Estuary Partnership commends the WA Dept. of Ecology for offering these GROSS grants to Washington communities to help them more proactively deal with the stormwater impacts to local streams and rivers, and believes this GROSS grant proposal developed by the City of Kelso for Clean Water Partners will substantially benefit the public and natural resources of Cowlitz County. We share their goal of developing relevant, interesting, and educational outreach materials for the homeowners, businesses, and students of Cowlitz County and believe this grant proposal will help the region's residents better understand stormwater issues and the consequences and opportunity associated with our daily activities.

Thank you for your consideration. Please don't hesitate to contact me or our Education Programs Manager, Jennie Klein ([jklein@estuarypartnership.org](mailto:jklein@estuarypartnership.org) or 503.226.1565 x222) with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Debrah Marriott".

Debrah Marriott  
Executive Director