

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, AUGUST 22, 2023
7:00 P.M.**

**COUNCIL CHAMBERS
FIRCREST CITY HALL, 115 RAMSDELL STREET**

Pg. #

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Parks & Recreation
 - B. Pierce County Regional Council
 - C. Public Safety, Courts
 - D. Street, Water, Sewer, and Storm Drain
 - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers/payroll checks](#) 2
 - B. [Sammy's Pizza Liquor License Renewal](#) 15
 - [Pint Defiance Liquor License Renewal](#) 16
 - [OMG Food Mart Liquor License Renewal](#) 17
 - There were no objections registered to the approval of these liquor licenses.*
 - C. Setting a public hearing on October 24, 2023, to receive comments on the 2024 preliminary budget.
 - D. Setting a public hearing on October 24, 2023, to receive comments on the 2024 revenue sources.
 - E. Setting a public hearing on November 14, 2023, to receive comments on the 2024 preliminary budget.
 - F. Approval of Minutes: [July 25, 2023, Regular Meeting](#) 22
 - [August 8, 2023, Regular Meeting](#) 26
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: Authorizing Execution of Letter of Understanding for Stormwater Agreements](#) 30
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
- 16. ADJOURNMENT**

Join the Zoom *Dial-in Information*: 253-215-8782 Webinar ID: 850 6025 7564 Password: 412467

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
30344	08/16/2023	08/22/2023	7188 A Work Safe Service Inc	60.00	Pre-Employment Drug Test - C. Rosen
	518 11 41 02	Drug & Alcohol - Personnel	001 000 518	60.00	Pre-Employment Drug Test - C. Rosen
30342	08/16/2023	08/22/2023	4298 AWC Employee Benefit Trust	742.50	09/2023 Retired Medical
	521 22 20 01	LEOFF I Medical Premiums	001 000 521	742.50	09/2023 Retired Medical
30354	08/17/2023	08/22/2023	7066 Apex Engineering	315.00	Task Order 2022-003 Prose Property Engineering Consultation - June 2023
	531 50 41 00	Prof Svcs - Storm	415 000 531	105.00	Task Order 2022-003 Prose Property Engineering Consultation - June 2023
	534 10 41 00	Prof Svcs - Water Admin	425 000 534	105.00	Task Order 2022-003 Prose Property Engineering Consultation - June 2023
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535	105.00	Task Order 2022-003 Prose Property Engineering Consultation - June 2023
30310	08/15/2023	08/22/2023	8667 Aqua Rec's Fireside Hearth N' Home	11.00	Drops for Chemical Tester
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576	11.00	Drops for Chemical Tester
30315	08/15/2023	08/22/2023	8667 Aqua Rec's Fireside Hearth N' Home	54.61	Chemical Testing Drops
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576	54.61	Chemical Testing Drops
			Total Aqua Rec's Fireside Hearth N' Home	65.61	
30292	08/14/2023	08/22/2023	4218 BHC Consultants LLC	4,742.59	G22-03 Comprehensive Plan Update thru 07/21/23
	558 60 41 00	Prof Svcs - Planning	001 000 558	4,742.59	G22-03 Comprehensive Plan Update thru 07/21/23
30249	08/04/2023	08/22/2023	9502 Benedict, Phyllis	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
30279	08/13/2023	08/22/2023	2238 Bretzel, Irene	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
30340	08/16/2023	08/22/2023	4293 CDW Government Inc	29.66	SAA #1901 Warranty for J Schmidtke Computer
	571 10 35 00	Small Tools & Equip - Rec	001 000 571	29.66	SAA #1901 Warranty for J Schmidtke Computer
30343	08/16/2023	08/22/2023	5805 CenturyLink (Lumen LD)	13.58	Long Distance Access & Usage 08/2023
	518 10 42 00	Communication - Non Dept	001 000 518	13.58	Long Distance Access & Usage 08/2023

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30305	08/14/2023	08/22/2023	3994 CenturyLink	657.14	Telecommunications - August 2023
518 10 42 00	Communication - Non Dept		001 000 518 General Fund	215.30	City Hall Alarm & Fax (3) - 08/2023
521 22 42 00	Communication - Police		001 000 521 General Fund	229.10	Police BA/Modem & Fax - 08/2023
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	17.94	PW Alarm - 08/2023
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	18.99	PW Fax - 08/2023
534 10 42 00	Communication - Water Adr		425 000 534 Water Fund (de	17.94	PW Alarm - 08/2023
534 10 42 00	Communication - Water Adr		425 000 534 Water Fund (de	32.50	PW DSL/Telemetry - 08/2023
534 10 42 00	Communication - Water Adr		425 000 534 Water Fund (de	19.00	PW Fax - 08/2023
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (de	17.94	PW Alarm - 08/2023
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (de	32.50	PW DSL/Telemetry - 08/2023
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (de	18.99	PW Fax - 08/2023
542 30 42 00	Communication - Street Rec		101 000 542 City Street Fund	17.94	PW Alarm - 08/2023
542 30 42 00	Communication - Street Rec		101 000 542 City Street Fund	19.00	PW Fax - 08/2023
30301	08/14/2023	08/22/2023	7088 Certified Laboratories	805.88	Supplies for Oil & Hazardous Chemical Spills
531 50 31 02	Oper Supplies - Storm		415 000 531 Storm Drain	402.94	Supplies for Oil & Hazardous Chemical Spills
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	402.94	Supplies for Oil & Hazardous Chemical Spills
30307	08/14/2023	08/22/2023	4325 City Treasurer-Tacoma-SEWER	330,582.94	2nd Qtr 2023 - Sewer Treatment
535 60 44 02	Sewage Treatment		430 000 535 Sewer Fund (de	330,582.94	2nd Qtr 2023 - Sewer Treatment
30248	08/04/2023	08/22/2023	4324 City Treasurer-Tacoma	66,240.67	Fire/EMS - 09/2023
522 20 40 00	Tacoma Contract - Fire		001 000 522 General Fund	19,404.00	Fire - 09/2023
522 20 41 00	Tacoma Contract - EMS		001 000 522 General Fund	46,836.67	EMS - 09/2023
30351	08/17/2023	08/22/2023	9780 Coleman, Michael	152.37	02-01800.8 - 215 ALAMEDA AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-33.78	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-36.94	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-81.65	
30338	08/15/2023	08/22/2023	7918 Contreras, Alejandra	150.00	Spanish Interpreting (2 hrs), 2A0585439 & 3A0526158
512 51 41 03	Prof Srvs - Interpreter - FMC		001 000 512 General Fund	150.00	Spanish Interpreting (2 hrs), 2A0585439 & 3A0526158
30263	08/07/2023	08/22/2023	1347 Cooper, Martine	285.16	02-00630.0 - 313 DEL MONTE AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-63.21	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-69.14	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-152.81	
30284	08/14/2023	08/22/2023	3573 Copiers Northwest Inc	48.23	Printer Usage 6/28/23-7/28/23

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	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	48.23	Printer Usage 6/28/23-7/28/23
30355	08/17/2023	08/22/2023	3573 Copiers Northwest Inc	44.14	Copier Usage 07/14/23-08/13/23
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	44.14	Copier Usage 07/14/23-08/13/23
			Total Copiers Northwest Inc	92.37	
30320	08/15/2023	08/22/2023	365 Dept Of Labor & Industries	258.80	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	99.50	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 04 Rep & Maint - PSB		001 000 518 General Fund	99.50	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 06 Rep & Maint - Parks Structu		001 000 518 General Fund	29.90	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 06 Rep & Maint - Parks Structu		001 000 518 General Fund	29.90	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
30359	08/17/2023	08/22/2023	4310 Dept Of Revenue-EXCISE TAX	7,682.36	July 2023 Excise Taxes
	518 20 43 01 Excise Tax - Time/Temp Ren		001 000 518 General Fund	3.30	July 2023 Excise Taxes
	531 50 44 00 Excise Tax - Storm		415 000 531 Storm Drain	22.27	July 2023 Excise Taxes
	534 10 44 00 Excise Tax - Water		425 000 534 Water Fund (de	32.78	July 2023 Excise Taxes
	534 10 44 00 Excise Tax - Water		425 000 534 Water Fund (de	42.43	July 2023 Excise Taxes
	535 10 44 00 Excise Tax - Sewer		430 000 535 Sewer Fund (de	68.35	July 2023 Excise Taxes
	571 20 43 00 Excise Tax - Participation Fee		001 000 571 General Fund	282.35	July 2023 Excise Taxes
	576 20 31 03 Oper Supplies - Pool		001 000 576 General Fund	79.18	July 2023 Excise Taxes
	576 20 43 00 Excise Tax - Pool Revenue		001 000 576 General Fund	7,151.70	July 2023 Excise Taxes
30348	08/16/2023	08/22/2023	10533 Desco Electronics, Corp, Dba DescoAV	22,641.37	AV System Upgrade - Audio Portion (Council Chambers/Courtroom)
	594 11 64 00 Machinery & Equipment - Le		001 000 511 General Fund	22,641.37	AV System Upgrade - Audio Portion (Council Chambers/Courtroom)
30341	08/16/2023	08/22/2023	3606 Dickson Company	873.18	Dump Fees from Sidewalk Removals & Street Cuts
	542 30 47 01 Dumping Fees - Street		101 000 542 City Street Fund	873.18	Dump Fees from Sidewalk Removals & Street Cuts
30300	08/14/2023	08/22/2023	8543 Enviro-Clean Equipment, Inc.	3,843.10	#68057D Annual Maintenance & Repairs
	548 65 48 12 O & M - Street		501 000 548 Equipment Rent	480.39	#68057D Annual Maintenance & Repairs
	548 65 48 13 O & M - Storm		501 000 548 Equipment Rent	480.39	#68057D Annual Maintenance & Repairs
	548 65 48 14 O & M - Water/Sewer		501 000 548 Equipment Rent	2,882.32	#68057D Annual Maintenance & Repairs
30260	08/04/2023	08/22/2023	4858 Ewing Irrigation Products Inc	48.86	Irrigation Repair Parts - Parks

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	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	48.86	Irrigation Repair Parts - Parks
30317	08/15/2023	08/22/2023	3636 Ferguson Waterworks, #3011	425.07	Sewer Check Valve Assembly Parts for Farallone/Vassar Repair
	535 50 31 01	Oper Supplies - Sewer Main	430 000 535 Sewer Fund (de	425.07	Sewer Check Valve Assembly Parts for Farallone/Vassar Repair
30352	08/18/2023	08/22/2023	10543 Ferrell, Jennifer	121.37	02-01800.8 - 215 ALAMEDA AVE
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-121.37	
30281	08/13/2023	08/22/2023	4318 Fircrest City of - Interfund (Treasur	16,047.12	August 2023 Interfund
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	737.99	August 2023 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	99.74	August 2023 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	9.40	August 2023 Interfund
	534 10 47 00	Utility Services/Building - W	425 000 534 Water Fund (de	513.22	August 2023 Interfund
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	525.57	August 2023 Interfund
	534 80 47 03	Public Utility Services - Mete	425 000 534 Water Fund (de	21.93	August 2023 Interfund
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (de	252.14	August 2023 Interfund
	535 80 47 04	Public Utility Services - Mete	430 000 535 Sewer Fund (de	21.93	August 2023 Interfund
	542 30 47 02	Electricity & Gas/Bldg - Stre	101 000 542 City Street Fund	99.74	August 2023 Interfund
	542 30 47 02	Electricity & Gas/Bldg - Stre	101 000 542 City Street Fund	9.39	August 2023 Interfund
	542 80 47 00	Public Utility Services - St Be	101 000 542 City Street Fund	582.93	August 2023 Interfund
	548 65 47 00	Utility Services/Building - Sh	501 000 548 Equipment Rent	34.50	August 2023 Interfund
	571 10 47 00	Public Utility Services - Rec	001 000 571 General Fund	337.51	August 2023 Interfund
	576 20 47 00	Public Utility Services - Pool	001 000 576 General Fund	1,431.45	August 2023 Interfund
	576 80 47 00	Public Utility Services - Park:	001 000 576 General Fund	11,369.68	August 2023 Interfund
30283	08/14/2023	08/22/2023	10381 Frix Technologies	2,773.00	LaserFiche Design Work - June 2023
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	2,773.00	LaserFiche Design Work - June 2023
30282	08/14/2023	08/22/2023	9338 Fuelman Fleet Program	3,324.16	Gas/Fuel - 07/23
	548 65 31 06	Gas - Facilities	501 000 548 Equipment Rent	54.28	Facilities 07/2023
	548 65 31 08	Gas - Police	501 000 548 Equipment Rent	1,659.97	Police 07/2023
	548 65 31 11	Gas - Parks/Rec	501 000 548 Equipment Rent	370.13	Parks 07/2023
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent	1,008.98	Street 07/2023
	548 65 31 14	Gas - Water/Sewer	501 000 548 Equipment Rent	230.80	W/S 07/2023
30299	08/14/2023	08/22/2023	3651 H D Fowler Co Inc	193.54	Water Meter Cable for Measuring Flow at Well #8
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (de	193.54	Water Meter Cable for Measuring Flow at Well #8

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30335	08/15/2023	08/22/2023	10499 Hemley's Septic Tank Cleaning, Inc.	970.00	Portable Restrooms for NNO
	521 22 49 04	CJF Programs	001 000 521 General Fund	970.00	Portable Restrooms for NNO
30293	08/14/2023	08/22/2023	3692 Home Depot Credit Services	30.85	Miracle Gro Plant Food for Islands
	542 80 31 01	Oper Supplies - St Beaut	101 000 542 City Street Fund	30.85	Miracle Gro Plant Food for Islands
30308	08/14/2023	08/22/2023	3692 Home Depot Credit Services	16.52	Concrete Cleaner
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	16.52	Concrete Cleaner
30331	08/15/2023	08/22/2023	3692 Home Depot Credit Services	34.57	Supplies for Repair at Community Center
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	34.57	Supplies for Repair at Community Center
Total Home Depot Credit Services				81.94	
30273	08/13/2023	08/22/2023	9714 HydroApps	833.00	Annual Schedule Manager App for Pool Staff and Lifeguards - 2023
	576 20 41 00	Prof Svcs - Pool	001 000 576 General Fund	833.00	Annual Schedule Manager App for Pool Staff and Lifeguards - 2023
30254	08/04/2023	08/22/2023	5428 Jeff Boers	1,696.25	Land Use Consulting (14.75 Hrs) - July 2023
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	1,696.25	Land Use Consulting (14.75 Hrs) - July 2023
30290	08/14/2023	08/22/2023	9817 Kenyon Disend	816.00	Attorney Services - July 2023 - Land Use
	515 41 41 02	Special Legal Counsel	001 000 515 General Fund	816.00	Attorney Services - July 2023 - Land Use
30291	08/14/2023	08/22/2023	9817 Kenyon Disend	2,236.50	Attorney Services - July 2023
	515 41 41 01	City Attorney	001 000 515 General Fund	2,236.50	Attorney Services - July 2023
Total Kenyon Disend				3,052.50	
30318	08/15/2023	08/22/2023	10535 LaTour, Robert	300.00	Reimbursement for NNO DJ
	521 22 49 05	Reimbursable Programs	001 000 521 General Fund	300.00	Reimbursement for NNO DJ
30275	08/13/2023	08/22/2023	10264 Larson, Shari	795.80	Gentle Yoga & Chair Yoga Classes (7/1/23-7/31/23)
	571 20 49 06	Instructor Fees	001 000 571 General Fund	795.80	Gentle Yoga & Chair Yoga Classes (7/1/23-7/31/23)

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30304	08/14/2023	08/22/2023	2440 McCarthy, Mary	105.00	Space & Facility Rental Refund, McCarthy, 08/13/23
	362 40 00 00	Rental Revenue - Space & F:	001 000 360 General Fund	-105.00	Space & Facility Rental Refund, McCarthy, 08/13/23
30296	08/14/2023	08/22/2023	6639 McClain's Soil Supply	204.06	Backfill Meter Box
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (dep	204.06	Backfill Meter Box
30357	08/17/2023	08/22/2023	9002 McDonald & Sons Ventures LLC	59,795.39	Replace Generator at Weathervane Booster Pump Station
	594 34 64 00	Machinery & Equipment - W	426 000 594 Water Improven	59,795.39	Replace Generator at Weathervane Booster Pump Station
30259	08/04/2023	08/22/2023	6369 McLendon Hardware Inc (Tacoma)	48.49	Duct Tape (Qty 4)
	518 30 31 00	Oper Supplies - Facilities	001 000 518 General Fund	48.49	Duct Tape (Qty 4)
30312	08/15/2023	08/22/2023	6369 McLendon Hardware Inc (Tacoma)	4.40	Velcro for Repair
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	4.40	Velcro for Repair
30313	08/15/2023	08/22/2023	6369 McLendon Hardware Inc (Tacoma)	16.53	Lawn Insect Killer
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	16.53	Lawn Insect Killer
30314	08/15/2023	08/22/2023	6369 McLendon Hardware Inc (Tacoma)	15.97	Paint Supplies for Park Bathrooms
	518 30 31 05	Oper Supplies - Parks Struct	001 000 518 General Fund	15.97	Paint Supplies for Park Bathrooms
			Total McLendon Hardware Inc (Tacoma)	85.39	
30306	08/14/2023	08/22/2023	10265 Mirande, Therese	133.80	Friday Gentle Yoga Classes (July) & Yin Yoga Series (July)
	571 20 49 06	Instructor Fees	001 000 571 General Fund	133.80	Friday Gentle Yoga Classes (July) & Yin Yoga Series (July)
30358	08/17/2023	08/22/2023	4171 Narrows Market Inc.	158.16	Gas/Fuel - 08/17/23 (Purchase Over Card Transaction Limit)
	548 65 31 14	Gas - Water/Sewer	501 000 548 Equipment Rent	158.16	W/S 08/17/23
30278	08/13/2023	08/22/2023	3878 National Barricade Co LLC	136.74	Barricades - Fircrest Fun Days
	573 90 49 01	Community Events	001 000 573 General Fund	136.74	Barricades - Fircrest Fun Days

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30255	08/04/2023	08/22/2023	4889 Olbrechts & Associates PLLC	453.55	July 2023 Hearing Examiner Services (3 Hrs)
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	453.55	July 2023 Hearing Examiner Services (3 Hrs)
30258	08/04/2023	08/22/2023	3923 Orca Pacific Inc	309.08	Hydrochloric Acid Muriatic Acid (30 Gal)
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576 General Fund	309.08	Hydrochloric Acid Muriatic Acid (30 Gal)
30288	08/14/2023	08/22/2023	3923 Orca Pacific Inc	2,101.00	Hypochlorite Solution (400 Gal)
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576 General Fund	2,101.00	Hypochlorite Solution (400 Gal)
30295	08/14/2023	08/22/2023	3923 Orca Pacific Inc	689.70	Hypochlorite Solution (145 Gal)
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (dep	689.70	Hypochlorite Solution (145 Gal)
30332	08/15/2023	08/22/2023	3923 Orca Pacific Inc	2,145.00	Hypochlorite Solution (460 Gal)
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576 General Fund	2,145.00	Hypochlorite Solution (460 Gal)
Total Orca Pacific Inc				5,244.78	
30252	08/04/2023	08/22/2023	10244 Owen Kari, DBA ASL Professionals	448.56	ASL Services 7/11/23 Council Meeting (4 Hr plus Mileage)
	511 60 41 00	Prof Svcs - Legisl	001 000 511 General Fund	448.56	ASL Services 7/11/23 Council Meeting (4 Hr plus Mileage)
30287	08/14/2023	08/22/2023	3957 PC Budget & Finance	543.68	2nd Qtr 2023 Liquor Tax
	566 66 49 00	Substance Abuse Fee	001 000 566 General Fund	543.68	2nd Qtr 2023 Liquor Tax
30289	08/14/2023	08/22/2023	3957 PC Budget & Finance	3,105.00	SS Housing Affordability Contribution
	558 60 49 02	Dues/Member/Subscription:	001 000 558 General Fund	3,105.00	SS Housing Affordability Contribution
30350	08/16/2023	08/22/2023	3957 PC Budget & Finance	377.23	Authorization To Tow Forms
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	377.23	Authorization To Tow Forms
Total PC Budget & Finance				4,025.91	
30303	08/14/2023	08/22/2023	4680 Parametrix Engineering	390.00	P#64 Prof Services through 06/30/23
	594 76 62 03	Buildings & Structures - PBC	301 000 594 Park Bond Capit	390.00	P#64 Prof Services through 06/30/23
30353	08/17/2023	08/22/2023	3955 Petrocard Systems Inc	162.11	Gas/Fuel - August 2023

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	548 65 31 13	Gas - Storm	501 000 548	162.11	Storm - 08/2023
30302	08/14/2023	08/22/2023	9323 Pioscos, Christine	75.00	Security Deposit Refund - Pioscos, 07/29/23
	582 10 00 00	Deposit Refunds	001 000 580	75.00	Security Deposit Refund - Pioscos, 07/29/23
30280	08/13/2023	08/22/2023	7315 Pizzano, Christine	39.00	Library Reimbursement - 1/2 Year
	572 21 49 00	Library Services	001 000 572	39.00	Library Reimbursement - 1/2 Year
30253	08/04/2023	08/22/2023	1553 Porter, Ken	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
30285	08/14/2023	08/22/2023	3986 Puget Sound Energy, BOT-01H	50.93	Natural Gas - PW - July 2023
	531 50 47 02	Public Utility Services - Bldg	415 000 531	12.74	Natural Gas - PW - July 2023
	534 10 47 00	Utility Services/Building - W.	425 000 534	12.73	Natural Gas - PW - July 2023
	535 10 47 00	Utility Services/Building - Se	430 000 535	12.73	Natural Gas - PW - July 2023
	542 30 47 02	Electricity & Gas/Bldg - Stre	101 000 542	12.73	Natural Gas - PW - July 2023
30286	08/14/2023	08/22/2023	3986 Puget Sound Energy, BOT-01H	42.85	Natural Gas - City Hall July 2023
	518 30 47 00	Public Utility Services - City	001 000 518	42.85	Natural Gas - City Hall July 2023
			Total Puget Sound Energy, BOT-01H	93.78	
30360	08/18/2023	08/22/2023	8893 Right Systems INC	1,830.13	Public Works Scada Firewall and Deployment
	518 81 41 01	Prof Svcs - I/S	001 000 518	1,830.13	Public Works Scada Firewall and Deployment
30361	08/18/2023	08/22/2023	8893 Right Systems INC	2,205.50	Network Design
	518 81 41 01	Prof Svcs - I/S	001 000 518	2,205.50	Network Design
30362	08/18/2023	08/22/2023	8893 Right Systems INC	1,035.14	Cisco Meraki Cloud Management
	518 81 41 01	Prof Svcs - I/S	001 000 518	1,035.14	Cisco Meraki Cloud Management
			Total Right Systems INC	5,070.77	
30356	08/17/2023	08/22/2023	8334 Rosemount Inc	3,801.52	Fluoride Sensor for Wells
	534 80 31 02	Oper Supplies - Water Gen	425 000 534	3,801.52	Fluoride Sensor for Wells
30276	08/13/2023	08/22/2023	10398 Rubke, Patricia	147.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 07/01/23-07/31/23

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571 20 49 06	Instructor Fees		001 000 571 General Fund	147.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 07/01/23-07/31/23
30334	08/15/2023	08/22/2023	2230 Saalfeld, Jennifer	78.00	Library Reimbursement - 1 Year (Jennifer)
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Jennifer)
30294	08/14/2023	08/22/2023	6088 Sentinel Pest Control Inc	214.61	Pest Control - PW - 08/2023
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	53.65	Pest Control - PW - 08/2023
534 50 48 01	Rep & Maint - Water Maint		425 000 534 Water Fund (dep	53.65	Pest Control - PW - 08/2023
535 50 48 00	Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (dep	53.65	Pest Control - PW - 08/2023
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fund	53.66	Pest Control - PW - 08/2023
30309	08/15/2023	08/22/2023	6088 Sentinel Pest Control Inc	120.23	Pest Control - City Hall - 08/2023
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	120.23	Pest Control - City Hall - 08/2023
Total Sentinel Pest Control Inc				334.84	
30262	08/07/2023	08/22/2023	6723 Shaddox, James	88.75	02-03080.2 - 1100 GARDEN CIRCLE
343 40 00 00	Sale Of Water		425 000 340 Water Fund (dep	-27.65	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (dep	-61.10	
30336	08/15/2023	08/22/2023	7749 Sound Uniform Solutions Inc	592.34	Jumpsuit Alterations - J Johnson
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	592.34	Jumpsuit Alterations - J Johnson
30345	08/16/2023	08/22/2023	4084 Staples Business Advantage	2.46	Office Supplies - Rec
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	2.46	Office Supplies - Rec
30346	08/16/2023	08/22/2023	4084 Staples Business Advantage	20.91	Office Supplies - Rec
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	20.91	Office Supplies - Rec
30347	08/16/2023	08/22/2023	4084 Staples Business Advantage	45.27	Office Supplies - Central & Rec
518 10 34 01	Office Supplies - Central		001 000 518 General Fund	14.24	Office Supplies - Central
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	31.03	Office Supplies - Rec
Total Staples Business Advantage				68.64	
30277	08/13/2023	08/22/2023	4087 Star Rentals	484.14	ManLift for Fun Days
573 90 49 01	Community Events		001 000 573 General Fund	484.14	ManLift for Fun Days

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30274	08/13/2023	08/22/2023	9319 StreetScan	3,000.00	2023 Pavement Asset Management Module (Annual License & Support)
	542 30 41 00 Prof Svcs - Street Reg		101 000 542 City Street Fund	3,000.00	2023 Pavement Asset Management Module (Annual License & Support)
30322	08/15/2023	08/22/2023	4110 Superior Linen Service	124.77	Linen Service 07/12/23 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 07/12/23 - Rec Center
30323	08/15/2023	08/22/2023	4110 Superior Linen Service	124.77	Linen Service 07/26/23 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 07/26/23 - Rec Center
30324	08/15/2023	08/22/2023	4110 Superior Linen Service	81.41	Linen Service 07/14/23 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 07/14/23 - City Hall
30325	08/15/2023	08/22/2023	4110 Superior Linen Service	81.41	Linen Service 07/28/23 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 07/28/23 - City Hall
30326	08/15/2023	08/22/2023	4110 Superior Linen Service	49.12	Linen Service 07/14/23 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 07/14/23 - Public Works
30327	08/15/2023	08/22/2023	4110 Superior Linen Service	49.12	Linen Service 07/28/23 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 07/28/23 - Public Works
30328	08/15/2023	08/22/2023	4110 Superior Linen Service	52.42	Linen Service 07/26/23 - Pool
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	52.42	Linen Service 07/26/23 - Pool
30329	08/15/2023	08/22/2023	4110 Superior Linen Service	52.42	Linen Service 07/12/23 - Pool
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	52.42	Linen Service 07/12/23 - Pool
			Total Superior Linen Service	615.44	
30330	08/15/2023	08/22/2023	4120 Tacoma Daily Index	547.51	July 2023 Publications
	511 60 41 01 Advertising - Legisl		001 000 511 General Fund	39.38	Legislative Ordinance 1710
	521 10 41 01 Advertising - Civil Svc		001 000 521 General Fund	35.63	Civil Service Special Meeting
	542 30 41 01 Advertising - Street Reg		101 000 542 City Street Fund	472.50	RFQ - P#74 Regents Grind & Overlay
30272	08/13/2023	08/22/2023	6950 Tacoma Trophy	470.25	Car Show Awards (19)
	573 90 49 01 Community Events		001 000 573 General Fund	470.25	Car Show Awards (19)

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30316	08/15/2023	08/22/2023	4322 Tacoma, City of - POWER	14,329.99	Power - Various Locations - July 2023
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	634.80	City Hall Power 07/2023
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	86.93	PW Power 07/2023
534 10 47 00	Utility Services/Building - W		425 000 534 Water Fund (de	86.93	PW Power 07/2023
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	8,069.72	PW, Well #4, #6, #7, #8 & #9, Golf Course Tank, Weathervane Booster 07/2023
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (de	86.94	PW Power 07/2023
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	1,270.26	Pumps/LS Power 07/2023
542 30 47 02	Electricity & Gas/Bldg - Stre		101 000 542 City Street Fund	86.93	PW Power 07/2023
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	58.62	Traffic Control 07/2023
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,285.67	Street Lights 07/2023
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	31.52	F&E Garage Power 07/2023
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	1,064.69	Rec Center Power 07/2023
576 80 47 00	Public Utility Services - Park:		001 000 576 General Fund	1,566.98	Parks Power - 07/2023
30257	08/04/2023	08/22/2023	7468 Turner, Jessica	67.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
30319	08/15/2023	08/22/2023	8484 US Bank, Recreation Dept Account	735.02	P-Cards Charges thru 08/15/23
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	43.54	Cashier Envelopes
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	109.81	Hole Punch for ID Cards
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	111.57	Senior Morning Supplies
571 10 31 03	Youth Supplies		001 000 571 General Fund	163.95	Summer Day Camp Supplies
571 10 49 00	Miscellaneous - Rec		001 000 571 General Fund	31.53	Display Stand for Community Center
573 90 49 01	Community Events		001 000 573 General Fund	146.36	Fun Days Cooking Contest Basket, Supplies for Community Events
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	34.67	LED Digital Timer for Gym
594 76 62 03	Buildings & Structures - PBC		301 000 594 Park Bond Capit	93.59	P#64 Container Rental 08/2023
30250	08/04/2023	08/22/2023	4172 Union 76 Royal	155.19	Gas/Fuel August 2023
548 65 31 14	Gas - Water/Sewer		501 000 548 Equipment Rent	155.19	Gas/Fuel August 2023
30251	08/04/2023	08/22/2023	4172 Union 76 Royal	154.43	Gas/Fuel August 2023
548 65 31 12	Gas - Street		501 000 548 Equipment Rent	154.43	Gas/Fuel August 2023
30321	08/15/2023	08/22/2023	4172 Union 76 Royal	58.69	Gas/Fuel August 2023
548 65 31 08	Gas - Police		501 000 548 Equipment Rent	58.69	Gas/Fuel August 2023

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			Total Union 76 Royal	368.31	
30297	08/14/2023	08/22/2023	9253 University Place Tire & Auto	30.75	#62852D 2017 Chevy Silverado - Fixed Flat Tire
	548 65 48 12	O & M - Street	501 000 548 Equipment Rent	30.75	#62852D 2017 Chevy Silverado - Fixed Flat Tire
30256	08/04/2023	08/22/2023	2418 Vigoren*, Greg	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
30337	08/15/2023	08/22/2023	339 Villamor, John	26.40	Velcro Backing for 10 Police Shields
	521 22 35 00	Small Tools & Equip - Police	001 000 521 General Fund	26.40	Velcro Backing for 10 Police Shields
30339	08/15/2023	08/22/2023	4229 Washington State Patrol	600.00	Access User Fee - 2nd Qtr 2023
	521 22 41 03	WACIC/NCIC	001 000 521 General Fund	600.00	Access User Fee - 2nd Qtr 2023
30311	08/15/2023	08/22/2023	4246 Whistle Workwear	287.85	Work Pants (2), Boots - B Wakefield
	518 30 49 00	Miscellaneous - Fac/Equip	001 000 518 General Fund	287.85	Work Pants (2), Boots - B Wakefield
30333	08/15/2023	08/22/2023	6666 Wilhelm, Robert	67.00	Library Reimbursement - 1 Year (Susan)
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year (Susan)
30271	08/13/2023	08/22/2023	4256 Winning Seasons	1,603.80	Lifeguard Shirts & Uniforms (115)
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	1,603.80	Lifeguard Shirts & Uniforms (115)
30261	08/04/2023	08/22/2023	5286 Winsupply	88.85	Valve for Sprinkler System at Fircrest Park
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	88.85	Valve for Sprinkler System at Fircrest Park
30298	08/14/2023	08/22/2023	5286 Winsupply	94.80	Sewer Check Valve Parts for Vassar/Farallone Repair
	535 50 31 01	Oper Supplies - Sewer Main	430 000 535 Sewer Fund (de	94.80	Sewer Check Valve Parts for Vassar/Farallone Repair
30349	08/16/2023	08/22/2023	5286 Winsupply	131.68	Sewer Check - Vassar Sewer Repair
	535 50 31 01	Oper Supplies - Sewer Main	430 000 535 Sewer Fund (de	131.68	Sewer Check - Vassar Sewer Repair
			Total Winsupply	315.33	
			Report Total:	576,479.77	

ACCOUNTS PAYABLE

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<u>Fund</u>					
			001 General Fund	152,167.71	
			101 City Street Fund	7,006.08	
			301 Park Bond Capital Fund	483.59	
			415 Storm Drain	926.59	
			425 Water Fund (department)	14,677.32	
			426 Water Improvement Fund	59,795.39	
			430 Sewer Fund (department)	333,470.48	
			501 Equipment Rental Fund	7,952.61	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Midtowne Partners
Establishment Name: Sammy's Pizza
Address: 1039 Regents Blvd
License Number: 423427
Request Received: August 6, 2023
Expiration Date: November 30, 2023

Department Comments

Finance

No concerns.

Planning and Building

Allowed by Code. No concerns.

Police

No concerns. We have had no issues with the service of alcohol at this establishment.

Colleen Corcoran

Director Signature

8/17/2023

Date

Dawn Masko

Director Signature

8/17/2023

Date

Robert LaTour

Director Signature

8/17/2023

Date

LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Just a Great Company Enterprise
Establishment Name: Pint Defiance
Address: 2049 Mildred St, Fircrest, WA 98466
License Number: 089097
Request Received: 8/6/2023
Expiration Date: 11/30/2023

Department Comments

Finance

No concerns

Planning and Building

No concerns or compliance issues to date

Police

No concerns. We have had no issues with the service of alcohol at this establishment.

Colleen Corcoran

Director Signature

8/17/2023

Date

Dawn Maske

Director Signature

8/17/2023

Date

Robert LaTour

Director Signature

8/17/2023

Date

LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Orchard Market Group, LLC
Establishment Name: OMG Food Mart
Address: 4040 Orchard St STE #118, Fircrest, WA 98466
License Number: 421187
Request Received: 8/6/2023
Expiration Date: 11/30/2023

Department Comments

Finance

No concerns.

Planning and Building

No concerns or compliance issues to date.

Police

No concerns. We have had no issues with the service of alcohol at this establishment.

Colleen Corcoran

Director Signature

8/17/2023

Date

Dawn Masko

Director Signature

8/17/2023

Date

Robert LaTour

Director Signature

8/17/2023

Date



**Washington State
Liquor and Cannabis Board**
PO Box 43098,

, Olympia WA 98504-3098, (360) 664-1600

**MAYOR OF FIRCREST
115 RAMSDALL
FIRCREST, WA 98466**



**Washington State
Liquor and Cannabis Board**
PO Box 43098

, Olympia WA 98504-3098, (360) 664-1600
www.liq.wa.gov Fax #: (360) 753-2710

August 06, 2023

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at localauthority@sp.lcb.wa.gov.

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 08/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST
(BY ZIP CODE) FOR EXPIRATION DATE OF 20231130

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1 . MIDTOWNE PARTNERS LLC	SAMMY'S PIZZA 1039 REGENTS BLVD FIRCREST WA 98466 6030	423427	SPIRITS/BR/WN REST LOUNGE + SPIRITS/BR/WN REST LOUNGE +
2 . JUST A GREAT COMPANY ENTERPRIS	PINT DEFLIANCE 2049 MILDRED ST W FIRCREST WA 98466 6133	089097	TAVERN - BEER/WINE OFF PREMISES
3 . ORCHARD MARKET GROUP LLC	OMG FOOD MART 4040 ORCHARD ST W STE 118 FIRCREST WA 98466 6610	421187	GROCERY STORE - BEER/WINE

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Brett L. Wittner called the regular meeting to order at 7:03 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Joe Barrentine, Hunter T. George, Nikki Bufford, and Jim Andrews were present.

PRESIDING OFFICER'S REPORT**A. Legislative Update - State Representative Leavitt**

Rep. Leavitt provided updates on the 2023 Legislative Session and highlighted the legislation's focus areas which included small business assistance, housing initiatives, workforce development, public safety, environment, and education reforms. The Council thanked the delegation for helping fund the Electron Way & Contra Costa Ave lighted crosswalk upgrade. Council discussions included public education on legislative bills, property exemptions, and local park investments.

Councilmember Reynolds left the meeting at 7:30 P.M and returned at 7:34 P.M.

B. Proclamation: National Night Out

Councilmember Viafore read the proclamation into the record. **Councilmember Viafore MOVED to authorize the Mayor's signature on a proclamation proclaiming August 1st, 2023, as National Night Out in the City of Fircrest; seconded by Councilmember Reynolds.** Mayor Wittner invited Councilmember comment; none were provided. Mayor Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

CITY MANAGER COMMENTS

City Manager Masko gave kudos to City staff and volunteers for their efforts at Fircrest Fun Days. She provided several updates including the Police Chief recruitment, the Planning Commission vacancy, the Wainwright School tree issue, and the Mildred Street "Prose" Development.

A. Motion: September 18, 2023, Special Meeting

City Manager Masko briefed the Council on the motion to set September 18, 2023, as a special meeting at 7 P.M. to provide an update on the City's Comprehensive Plan and to discuss housing reforms. **Councilmember Bufford MOVED to change the September 18, 2023, Study Session to a Special Meeting of the City Council to be held at 7:00 PM in Council Chambers; seconded by Councilmember Barrentine.** Mayor Wittner invited councilmember comment. There was a brief discussion on the meeting time. Mayor Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis reported on several projects including the Emerson sidewalk project, stormwater pretreatment project closeout, and the 44th St. lift station project easements. There was a brief discussion on the City of University Place's chip-sealing process.

COUNCILMEMBER COMMENTS

- Councilmember Andrews; no comment.
- Councilmember Bufford commented on Fircrest Fun Days and gave kudos to staff and volunteers for their efforts. She stated that she was grateful for all the coordinated efforts.
- Councilmember George thanked volunteers and staff for Fircrest Fun Days.

- Councilmember Barrentine thanked event sponsors, staff, volunteers, Kiwanis club, and businesses for Fircrest Fun Days.
- Councilmember Reynolds; no comments.
- Councilmember Viafore commented on Fircrest Fun Days, thanked AlphaPyrotechnics representative Andy for National Night Out fireworks, and gave kudos to the City’s department heads.
- Mayor Wittner stated that Fircrest Fun Days was a great event and thanked all volunteers. Lastly, he reported on the formation of the Holiday and Centennial committees.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Wittner invited public comment; none were provided.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

There was no report.

B. Pierce County Regional Council

Councilmember Reynolds provided a brief report on the PCRC meeting agenda to include the August 17, 2023, recess, transportation agenda, and Washington’s Commercial Aviation Coordinating Commission.

C. Public Safety, Courts

Councilmember Viafore reported on the Fircrest police department transition period. He gave kudos for the coordinated efforts during an emergency event at Fircrest Fun Days.

D. Street, Water, Sewer, and Storm Drain

Councilmember Bufford reported on the Public Works booth at Fircrest Fun Days, well house painting, and facilities maintenance needs for the upcoming centennial.

E. Other Liaison Reports

There were no other reports.

CONSENT CALENDAR

Mayor Wittner requested the Acting City Clerk read the Consent Calendar:

- A. Approval of Check No. 219861 through 219939 in the amount of \$485,631.27.
Approval of payroll electronic funds transfer in the amount of \$175,569.48.
- B. Approval of the June 23, 2023, Regular Meeting minutes.
Approval of the June 27, 2023, Regular Meeting minutes.
Approval of the July 11, 2023, Regular Meeting minutes.

Councilmember Bufford MOVED to approve the Consent Calendar as read; seconded by Councilmember Reynolds. The Motion Carried (7-0).

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Resolution No. 1841: Umpqua Bank Time & Temperature Sign Agreement

Public Works Director Bemis reported on the proposed resolution and highlighted that the City will receive revenue from Umpqua Bank for advertising, maintenance, and future sign replacement. **Councilmember Bufford MOVED to adopt Resolution No. 1841, authorizing the City Manager to execute a Time and Temperature Sponsorship Agreement with Umpqua Bank; seconded by Councilmember Reynolds.** Mayor Wittner invited Councilmember comment. There was a brief discussion on the replacement of the sign. Mayor Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

B. Ordinance No. 1710: Salary Plan Amendment

City Manager Masko reported on the proposed ordinance and stated that the proposed ordinance would add a Community Development Director position and salary range. **Councilmember Bufford move to adopt Ordinance No. 1710, amending Fircrest Municipal Code (“FMC”) 2.44.050 relating to salaries of non-union City employees and amending Section 1 of Ordinance No. 1709; providing for severability; and establishing an effective date; seconded by Councilmember Reynolds.** Mayor Wittner invited Councilmember comment. Council discussions included identifying funding sources, City expenses, tabling the matter, and providing necessary support to the Planning and Building Department.

Councilmember Viafore MOVED to table Ordinance No. 1710; seconded by Councilmember Reynolds. Mayor Wittner requested a roll call vote: Andrews – Yes; Barrentine – No; Bufford – No; George – No; Reynolds – Yes; Viafore – Yes; Wittner – No. **The Motion Failed as amended (3-4).**

Mayor Wittner invited Councilmember comment. Council discussions included the 2024 budget, position funding, one-time expenses, and necessary workload. Mayor Wittner invited public comment; none were provided.

Mayor Wittner requested a roll call vote: Barrentine – Yes; Bufford – Yes; George – Yes; Reynolds – No; Viafore – No; Andrews – No; Wittner – Yes. **The Motion Carried (4-3).**

C. Ordinance: Budget Amendment #2 – 1st Reading

Finance Director Corcoran briefed the Council on the first reading of the budget adjustment to the Adopted 2023 Budget and reported on the proposal for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2023 Budget. Mayor Wittner invited Councilmember comment; none were provided.

CALL FOR FINAL COMMENTS

There was a brief discussion on the upcoming election and candidate forums.

- Councilmember Viafore expressed concern about City deficit spending.
- Councilmember Barrentine commented on the upgraded council chamber’s audio system.
- Councilmember Andrews expressed concern about City spending.
- Councilmember George commented on one-time expenses with City recruitments.

- Mayor Wittner stated that he is also concerned about City spending and has faith in City Manager Masko.

EXECUTIVE SESSION

There was none scheduled.

ADJOURNMENT

Councilmember Reynolds MOVED to adjourn the meeting at 8:48 P.M.; seconded by Councilmember Bufford. The Motion Carried (7-0).

Brett L. Wittner, Mayor

Arlette Burkhart, Acting City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Brett L. Wittner called the regular meeting to order at 7:02 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Joe Barrentine, Hunter T. George, Nikki Bufford, and Jim Andrews were present.

PRESIDING OFFICER’S REPORT**A. Motion: Planning Commission Appointment**

Mayor Wittner introduced and welcomed Eric Lane. **Councilmember George MOVED to confirm the Mayor’s appointment of Eric M. Lane to the City of Fircrest Planning Commission, Position No. 2, effective August 8, 2023, through June 15, 2029; seconded by Councilmember Bufford.** Mr. Lane introduced himself and gave a brief background of his planning experience. Mayor Wittner invited Councilmember comment; none were provided.

The Motion Carried (7-0).

Mayor Wittner swore in Eric M. Lane as Planning Commissioner for the City of Fircrest.

CITY MANAGER COMMENTS

City Manager Masko reported on the National Night Out event and thanked Interim Police Chief LaTour, staff, and retired Police Chief Cheesman. She provided an update on the Police Chief’s recruitment and stated that a conditional offer was made to Police Chief Ron Schaub. Police Chief Schaub has a vast amount of law enforcement experience and is currently the Police Chief for the City of Pacific. His start date will be September 25, 2023, pending a successful background check. City Manager Masko also reported on new City communication strategies, the Fircrest Park Foundation Memorandum of Understanding, and the Mildred Street “Prose” Development. There was a brief discussion on population growth targets.

DEPARTMENT HEAD COMMENTS

- Interim Police Chief LaTour commented on several items including city crime analysis, lateral police officer hiring, the National Night Out event, and the 2024 police budget.
- Public Works Director Bemis provided an update on the Letter of Understanding for stormwater agreements. Bemis also reported on the Whittier Park Pavilion light installation and potential grant funding for Claremont Street grind and overlay.
- Parks & Recreation Director Grover reported on Fircrest Park athletic field improvements and the upcoming Concert at the Park event. There was a brief discussion on conducting community outreach for the Fircrest Park athletic field improvements.

COUNCILMEMBER COMMENTS

- Councilmember Viafore welcomed former Planning Commissioner Mr. Foss. He gave kudos to the staff for the pool maintenance and the Spring Street water table issue. Lastly, he thanked Interim Police Chief LaTour for the National Night Out event.
- Councilmember Reynolds thanked Interim Police Chief LaTour and stated that National Night Out was a great event.
- Councilmember Barrentine; no comments.
- Councilmember George commented on the National Night Out event and gave kudos to Interim Police Chief LaTour, police department staffing, and the Fircrest Park Foundation meeting.

There was a brief discussion on the City Manager's weekly updates.

- Councilmember Bufford wished Public Works Director Bemis a happy early birthday.
- Councilmember Andrews commented on pool heating operations and expressed concern about temporary sign code violations.
- Mayor Wittner; no comments.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Wittner invited public comment. The following individuals provided public comments:

- Sue Little, 1037 Fir Park Lane, commented on political signage and city sign codes.
- Nancy Atwood, 1204 Farallone Ave, commented on the weathered fire station sign.
- Brian Rybolt, 1036 Daniels Dr, expressed concern about the temporary sign code violations.
- Vince Navarre, 1205 Del Monte Ave, expressed concern about political signage and temporary sign code violations.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Councilmember Andrews gave kudos to City Manager Masko and Interim Police Chief LaTour and reported on the temporary sign code.

B. Environmental, Planning, and Building

There was no report provided.

C. Finance, IT, Facilities

There was no report provided.

D. Other Liaison Reports

Councilmember Reynolds commented on the Pierce County Regional Council’s August recess and the September transportation agenda topics.

CONSENT CALENDAR

Wittner requested the Acting City Clerk read the Consent Calendar:

- A. Approval of Check No. 219940 through 220011 in the amount of \$148,974.22.
Approval of Payroll Check No. 14279 through 14280 in the amount of \$8,881.77.
Approval of Payroll Check No. 14281 through 14287 in the amount of \$64,737.25.
Approval of payroll electronic funds transfer in the amount of \$180,195.46.
- B. Setting special budget meetings on October 9, 23, and 30, 2023 at 6:00 PM for the sole purpose of reviewing the 2024 preliminary budget.
- C. Approval of July 17, 2023, Study Session meeting minutes.

Councilmember Bufford MOVED to approve the Consent Calendar as read; seconded by Councilmember Barrentine. The Motion Carried (7-0).

There was a brief discussion on the special budget meetings.

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS**A. Presentation: South Sound Housing Affordability Partners**

SSHAP Manager, Jason Gauthier, provided an overview of the SSHAP work plan update and highlighted the 2024 four focus areas. Council discussions included the SSHAP core goals, policy efforts, and interlocal collaboration.

B. Resolution No. 1842: Pierce County Urban Consortium Agreement – Amendment No. 2

City Manager Masko provided an overview of the proposed resolution and highlighted the City may receive program funding when eligible criteria are met. **Councilmember Bufford MOVED to adopt Resolution No. 1842, authorizing the City Manager and Mayor to execute Amendment No. 2 to the Agreement with Pierce County Human Services for Urban County Community Development Program Funds; seconded by Councilmember Reynolds.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

C. 2nd Quarter Financial Report

Finance Director Corcoran reported that the review period was through June 30, 2023, and highlighted that we should be at or around 50% of spending and revenue. Corcoran reported that revenue is currently at 53.5% of the budget and expenditures are currently at 44% of the budget. There was a brief discussion on real estate excise tax and city sales tax.

Councilmember Bufford left the meeting at 8:39 P.M. and returned at 8:41 P.M.

D. Ordinance No. 1711: Budget Amendment No. 2 - 2nd Reading and Adoption

Finance Director Corcoran briefed the Council on the proposed ordinance and highlighted that the amendment includes the Acting City Manager contract, additional costs for IT support and increase costs for the City Attorney. **Councilmember Bufford move to adopt Ordinance No. 1711, authorizing revenues and expenditures of funds for matters not provided for in the Adopted 2023 Budget; seconded by Councilmember George.** Mayor Wittner invited Councilmember comment. Council discussions included funding sources for the Community Development Director position, budget processes, sustainability, and the annual CPI. Mayor Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

CALL FOR FINAL COMMENTS

- Councilmember Viafore commented on the Council agenda formatting.
- Councilmember Andrews commented on the United States Coast Guard's birthday.

EXECUTIVE SESSION

At 9:01 P.M., Mayor Wittner reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed thirty (30) minutes to discuss labor negotiations per RCW 42.30.140 (4)(b). City Manager Masko was invited to the Executive Session.

ADJOURNMENT

Councilmember Reynolds MOVED to adjourn the meeting at 9:21 P.M.; seconded by Councilmember Barrentine. The Motion Carried (7-0).

Brett L. Wittner, Mayor

Arlette Burkhardt, Acting City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Resolution Authorizing Execution of Letter of Understanding for Stormwater Agreements

ITEM: 13A

DATE: August 22, 2023

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute a Letter of Understanding with the Fircrest Greens and 11th Tee Homeowners Associations (HOAs) to allow for application for an annual Storm Drain Fee Credit.

PROPOSAL: Council is being asked to adopt a Resolution authorizing the City Manager to execute a Letter of Understanding (LOU) to the Stormwater Agreements for the Fircrest Greens HOA and 11th Tee HOA. These HOAs own and maintain their stormwater control facilities but are not currently classified as customers of the City’s utility system. If approved the LOU will change the rate classification for impacted properties within the HOAs from “single-family” to “other than single-family” and will allow each of the HOAs to apply for an annual credit for stormwater control facilities, as identified in Fircrest Municipal Code (FMC) 20.16. Currently, each single-family home is billed individually at the bi-monthly rate of \$35.19. Following the change to “other than single-family” each HOA will be billed directly based on the “other than single-family” rate and individual homes will no longer be billed directly.

FISCAL IMPACT: Currently, Fircrest Greens and the 11th Tee do not qualify as “customers” even though the HOA owns the stormwater control facility. Instead, each home is being billed individually at the current bi-monthly rate of \$35.19. The change to “other than single-family” will allow for the HOA to be billed as the customer at the “other than single-family” bi-monthly rate, and therefore be eligible to apply for the storm drain fee credit. The estimated annual loss of revenue for the rate reclassification and allowing both HOAs to apply for the storm drain fee credit is approximately \$7,175 for Fircrest Greens and approximately \$6,170 for the 11th Tee. The reduction in revenue is due to the HOA being billed at the “other than single-family” bi-monthly storm drain rate as opposed to each individual home at the single-family rate, coupled with the storm drain fee credit. The credit must be applied for annually with all necessary supporting documents along with an engineer’s report to qualify.

ADVANTAGE: Recognizes the activities of these HOAs as protecting the City’s Storm System.

DISADVANTAGES: The Storm revenue will see a reduction in funds due to the change in rate classification and the ability to apply for the storm drain fee credit.

ALTERNATIVES: Do not execute LOU and leave each HOA as they currently stand. Property owners in each HOA will remain under the “single-family” rate and the HOA will not be able to apply for the credit.

HISTORY: The Public Works Department began the process of assessing its Storm Drain service charge structure in late 2022. Inconsistencies were identified between designations of “single

family” and “multifamily” developments regarding rates and the ability to apply for the annual Storm Drain Fee Credit. Council identified this as having been a concern over the years, but it was never addressed by previous City staff. Recently, discussions have been held with the City’s contracted planner to identify and gather historical knowledge, assist with determining eligibility, and draft the Letter of Understanding.

It was noted that there is a multitude of housing development stormwater conveyance characteristics throughout the system. These characteristics include a public street with a private storm system (Fircrest Greens), a private street with a private storm system (11th Tee), and a public street connected to a public storm system (The Commons) which has a private pond that outfalls to waters of the State. Under the City’s National Pollutant Discharge Elimination Systems (NPDES) Permit, all properties with privately maintained stormwater control facilities are required to inspect, maintain, and submit annual reports to Public Works to verify their actions. Privately maintained storm systems within the City that eventually outfall into City storm systems and that are classified as “other than single-family” have historically been eligible to apply for a storm drain fee credit but have not done so for many years.

The impacted developments have been identified as Fircrest Greens and 11th Tee. Fircrest Commons was identified as non-eligible for the fee credit because although the stormwater system within the ROW of Fircrest Commons is owned and operated by the City of Fircrest, their stormwater control facility outfalls to waters of the State, not the City.

Initial plans were to implement a code amendment to address this issue. After preliminary discussions, Council made the recommendation to attach a Letter of Understanding to each of the impacted HOA’s Stormwater Agreements rather than implement a code amendment. The LOU changes the rate classification from “single family” to “other than single-family” and in doing so makes these HOAs eligible to apply for the annual Storm Drain Fee Credit, per FMC 20.16.

Each HOA will have to schedule an annual appointment with Public Works, as outlined in FMC 20.16. The Stormwater Agreements within the City’s system are to be reviewed and amended as needed every three years. This review process has been identified as a priority and is underway. Additionally, public outreach to eligible HOAs regarding the City’s storm drain fee credit is being strategized moving forward.

ATTACHMENTS: [Resolution](#)
[Letters of Understanding](#)
[11th Tee Stormwater Agreement](#)
[Fircrest Greens Stormwater Agreement](#)

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ATTEST:

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Arlette Burkhardt, City Clerk

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APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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Letter of Understanding
By and Between
The City of Fircrest and 11th Tee Homeowners Association

August 22, 2023

11th Tee HOA
Attn: Blake Weber, HOA President
Fircrest, WA 98466

Dear HOA President,

This Letter of Understanding (LOU) serves as recognition of the 11th Tee Homeowners Association (HOA) eligibility to annually apply for a Storm Drain Fee Credit, per Fircrest Municipal Code (FMC) 20.16.060.

Upon execution of this LOU, the 11th Tee Homeowners Association (HOA) must establish and maintain a utility billing account with the City of Fircrest. The City will begin invoicing the HOA at the bi-monthly “other than single-family” fixed storm drain service fee plus the impervious surface calculation (not to be less than the current single-family rate). Each individual home will no longer pay the bi-monthly single-family rate and the HOA will pay the “other than single-family” bimonthly storm drain service fee.

FMC 20.16.060, attached to this LOU as a reference, contains the conditions that must be met to qualify for the annual storm drain fee credit. Once approved, the credit will consist of a reduction in the storm drainage impervious surface fee in accordance with FMC 20.16.060 (b).

This Letter of Understanding will be attached to the 11th Tee Residences Commercial/Industrial Agreement to Maintain Stormwater Facilities and to Implement a Pollution Source Control Plan.

City of Fircrest

11th Tee Homeowners Association

By:

By:

Dawn Masko, City Manager

Blake Weber, 11th Tee HOA President

Dated

Dated



Letter of Understanding
By and Between
The City of Fircrest and Fircrest Greens Homeowners Association

August 22, 2023

Fircrest Greens HOA
Attn: Doug Rohner, HOA President
Fircrest, WA 98466

Dear HOA President,

This Letter of Understanding (LOU) serves as recognition of the Fircrest Greens Homeowners Association (HOA) eligibility to annually apply for a Storm Drain Fee Credit, per Fircrest Municipal Code (FMC) 20.16.060.

Upon execution of this LOU, Fircrest Greens Homeowners Association (HOA) must establish and maintain a utility billing account with the City of Fircrest. The City will begin invoicing the HOA at the bi-monthly “other than single-family” fixed storm drain service fee plus the impervious surface calculation (not to be less than the current single-family rate). Each individual home will no longer pay the bi-monthly single-family rate and the HOA will pay the “other than single-family” bimonthly storm drain service fee.

FMC 20.16.060, attached to this LOU as a reference, contains the conditions that must be met to qualify for the annual storm drain fee credit. Once approved, the credit will consist of a reduction in the storm drainage impervious surface fee in accordance with FMC 20.16.060 (b).

This Letter of Understanding will be attached to the Fircrest Greens Homeowners Residential Agreement to Maintain Stormwater Facilities and to Implement a Pollution Source Control Plan.

City of Fircrest

By:

Dawn Masko, City Manager

Dated

Fircrest Greens Homeowners Association

By:

Doug Rohner, Fircrest Greens HOA President

Dated

2019 02280313

Spoke to 12/1/2024
Dick Day

Recording requested by
and when recorded return to:
Jeff Serven
Oakridge Homes II Ltd.
5401 32nd Ave NW Suite 100
Gig Harbor, WA 98335

**COMMERCIAL/INDUSTRIAL AGREEMENT TO MAINTAIN
STORMWATER FACILITIES AND TO IMPLEMENT A
POLLUTION SOURCE CONTROL PLAN
BY AND BETWEEN**

**11th TEE RESIDENCES
THEIR HEIRS, SUCCESSORS, OR ASSIGNS
(HEREINAFTER "ASSOCIATION")**

The upkeep and maintenance of stormwater facilities and the implementation of pollution source control best management practices (BMPs) is essential to the protection of water resources. All property owners are expected to conduct business in a manner that promotes environmental protection. This Agreement contain specific provisions with respect to maintenance of stormwater facilities and use of pollution source control BMPs.

LEGAL DESCRIPTION (Parcel 0220113025)

Section 11 Township 20 Range 02 Quarter 24 PARCEL B OF ROS FOR BLA 2017-02-24-5001 THAT POR SE OF NW DESC AS FOLL COM AT NE COR OF L 8 OF PLAT OF SAINT CLEMENTINE ADD TH S 41 DEG 22 MIN 57 SEC E 60 FT TO A PT ON SLY MAR LI OF OLD REGENTS PARK BLVD SD PT BEING A PT ON A CURVE & POB TH SWLY ALG A C TO L HAVING A BACK TANG BEARING OF N 48 DEG 37 MIN 03 SEC E RAD OF 194.64 FT C/A OF 39 DEG 20 MIN 42 SEC ARC DIST OF 133.66 FT TO A PT OF REVERSE CURVE TH CONT ALG SD SLY MAR LI SWLY ALG A C TO R RAD OF 310 FT C/A OF 44 DEG 04 MIN 26 SEC ARC DIST OF 238.46 FT TH S 11 DEG 50 MIN 14 SEC E 136.52 FT TH N 78 DEG 06 MIN 25 SEC E 110.38 FT TH N 53 DEG 42 MIN E 84.71 FT TH N 81 DEG 03 MIN 31 SEC E 38.07 FT TH N 74 DEG 31 MIN 52 SEC E 60.41 FT TH N 80 DEG 16 MIN 52 SEC E 62.73 FT TH N 62 DEG 57 MIN 38 SEC E 184.13 FT TH N 41 DEG 53 MIN 23 SEC E 64.48 FT TH N 67 DEG 31 MIN 19 SEC E 42.68 FT TH N 34 DEG 13 MIN 12 SEC E 173.66 FT TH N 26 DEG 54 MIN 43 SEC E 40.01 FT TH N 45 DEG 24 MIN 36 SEC E 64.49 FT TO S MAR LI OF REGENTS PARK BLVD TH N 88 DEG 20 MIN 18 SEC W 492.86 FT TO A PT ON A NON TANG C TO L HAVING A RAD OF 194.64 FT FROM WHICH RAD PT BEARS S 10 DEG 30 MIN 33 SEC E TH SWLY ALG SD CURVE THROUGH A C/A OF 30 DEG 52 MIN 24 SEC ARC DIST OF 104.88 FT TO POB EASE OF REC OUT OF 02-20-11-3-003 SEG 2017-0384 JP 03/30/17 JP

Whereas, 11th Tee Residences has constructed improvements including, but not limited to, buildings, pavement, and stormwater facilities on the property described above. In order to further the goals of the Jurisdiction and to ensure the protection and enhancement of Jurisdiction's water resources, the Jurisdiction and the Association hereby enter into this Agreement. The responsibilities of each party to this Agreement are identified below.

11th TEE RESIDENCES SHALL:

- (1) Be aware that the stormwater facilities have been designed to serve the entire community, and are not to be altered in any way or at any time.
- (2) Seek the assistance of Jurisdiction Staff or a Licensed Professional Civil Engineer with facilities maintenance questions, and selection and positioning of landscaping adjacent to these facilities and within the easement areas.
- (3) Implement the systemwide stormwater facility maintenance program included herein as Attachment "A".
- (4) Implement the pollution source control program included herein as Attachment "B".
- (5) Maintain a record (in the form of a log book) of steps taken to implement the programs referenced in (3) and (4) above. The log book shall be available for inspection by Jurisdiction staff at [insert site address] during normal business hours. The log book shall catalog the action taken, who took it, when it was done, how it was done, and any problems encountered or follow-up actions recommended. Maintenance items ("problems") listed in Attachment "A" shall be inspected on a monthly or more frequent basis as necessary. The Association is encouraged to photocopy the individual checklists in Attachment "A" and use them to complete their inspections. These completed checklists would then, in combination, comprise the monthly log book.
- (6) Submit an annual report to the Jurisdiction regarding implementation of the programs referenced in (1) and (2) above. The report must be submitted on or before May 15 of each calendar year and shall contain, at a minimum, the following:
 - (a) Name, address, and telephone number of the businesses, the persons, or the firms responsible for plan implementation, and the person completing the report.
 - (b) Time period covered by the report.
 - (c) A chronological summary of activities conducted to implement the programs reference in (3) and (4) above. A photocopy of the applicable sections of the log book, with any additional explanation needed, shall normally suffice. For any activities conducted by paid parties, include a copy of the invoice for services.
 - (d) An outline of planned activities for the next year.

11th Tee
Private Redd 2019
Private Storm/Treatment
Transition From
SF to "other than"
plus eligible for credit

THE JURISDICTION SHALL:

- (1) Maintain all stormwater system elements in the public right-of-way, such as manholes, catch basins, and pipes.
- (2) Provide technical assistance to the Association in support of the facilities operation and maintenance activities conducted pursuant to the maintenance and source control programs. Said assistance shall be provided upon request, and as Jurisdiction time and resources permit, at no charge to the Association.
- (3) Review the annual report and conduct a minimum of one (1) site visit per year to discuss performance and problems with the Association.
- (4) Review this agreement with the Association and modify it as necessary at least once every three (3) years.

REMEDIES:

- (1) If the Jurisdiction determines that maintenance or repair work is required to be done to the stormwater facilities located on the Association property, the Jurisdiction shall give the owner of the property within which the drainage facility is located, and the person or agent in control of said property, notice of the specific maintenance and/or repair required. The Jurisdiction shall set a reasonable time in which such work is to be completed by the persons who were given notice. If the above required maintenance and/or repair is not completed within the time set by the Jurisdiction, written notice will be sent to the persons who were given notice stating the Jurisdiction's intention to perform such maintenance and bill the owner for all incurred expenses. The Jurisdiction may also revoke any stormwater utility rate credits for the quality component or invoke surcharges to the quantity component of the Association bill if required maintenance is not performed.
- (2) If at any time the Jurisdiction determines that the existing system creates any imminent threat to public health or welfare, the Jurisdiction may take immediate measures to remedy said threat. No notice to the persons listed in Remedies (1), above, shall be required under such circumstances.
- (3) The owner grants unrestricted authority to the Jurisdiction for access to any and all stormwater system features for the purpose of performing maintenance or repair as may become necessary under Remedies (1) and/or (2)
- (4) The persons listed in (1), above, shall assume all responsibility for the cost of any maintenance and for repairs to the stormwater facility, except for those maintenance actions explicitly assumed by the Jurisdiction in the preceding section. Such responsibility shall include reimbursement to the Jurisdiction within 30 days of the receipt of the invoice for any such work performed. Overdue payments will require

payment of interest at the current legal rate for liquidated judgments. If legal action ensues, any costs or fees incurred by the Jurisdiction will be borne by the parties responsible for said reimbursements.

- (5) The owner hereby grants to the Jurisdiction a lien against the above-described property in an amount equal to the cost incurred by the Jurisdiction to perform the maintenance or repair work described herein.

This Agreement is intended to protect the value and desirability of the real property described above and to benefit all the citizens of the Jurisdiction. It shall run with the land and be binding on all parties having or acquiring from the Association or their successors any right, title, or interest, or any part thereof, as well as their title, or interest in the property or any part thereof, as well as their heirs, successors, and assigns. They shall inure to the benefit of each present or future successor in interest of said property or any part thereof, or interest therein, and to the benefit of all citizens of the Jurisdiction.


Owner

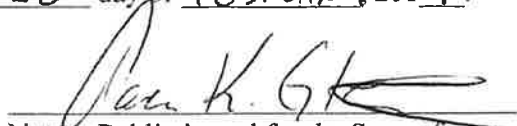
Owner

**STATE OF WASHINGTON
(COUNTY OF PIERCE)**

On this day and year personally appeared before me, SCOTT SERUEN and _____ known to the individual(s) described, and who executed the foregoing instrument and acknowledge that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

Given under my hand and official seal this 22nd day of FEBRUARY, 2019.




Notary Public in and for the State of
Washington, residing in Pierce
My commission expires 10-7-22

Dated at _____, Washington, this _____ day of _____, 2019.

APPROVED:



City Engineer - City of Fircrest

**STATE OF WASHINGTON
(COUNTY OF PIERCE)**

On this day and year personally appeared before me, Jerry Wakefield
_____, who executed the foregoing instrument and acknowledge
the said instrument to be the free and voluntary act and deed of said Municipal Corporation for
the uses and purposes therein mentioned and on oath states he is authorized to execute the said
instrument.

Given under my hand and official seal this 26th day of February 2019.





Notary Public in and for the State of
Washington, residing in Tacoma
My commission expires 5-6-20

APPROVED AS TO FORM

INSTRUCTIONS FOR PERSON MAINTAINING STORMWATER SYSTEM

The following pages describe the maintenance needs of the stormwater conveyance, treatment, and disposal components of the system designed for this site. This maintenance effort shall be the responsibility of the Association or their assigned representative. In general, system components should be inspected in accordance with the Maintenance Checklists included as Attachment "A" at the rear of this document. Use the suggested frequency indicated on the left side of the Checklist Forms:

- (1) Monthly (M) from November through April.
- (2) Annually (A), once in late summer (preferably September).
- (3) After major storm events (S) > one (1) inch in 24 hours.

Inspection findings should be recorded on photocopies of the Maintenance Checklist forms. Check of the problems you looked for each time an inspection was performed. Maintenance should be undertaken to correct deficiencies found and comments on problems found and actions taken entered on the forms.

Completed Checklist Forms should be filed and incorporated in the annual report to be issued in May of each year.

If you have specific questions or require technical assistance, contact the City of Fircrest Public Works Office at (253) 564-8900. Please do not hesitate to call, especially if you are unsure whether a situation you have discovered may be a problem.

ATTACHMENT "A": MAINTENANCE PROGRAM

COVER SHEET

Inspection Period: _____

Number of Sheets Attached: _____

Date Inspected: _____

Name of Inspector: _____

Inspector's Signature: _____

ATTACHMENT “B”: EROSION AND SEDIMENT CONTROL BMP’S

WHAT ARE POLLUTION SOURCE CONTROLS, AND WHY ARE THEY NEEDED?

Pollution source controls are actions taken by a person or business to reduce the amount of pollution reaching surface and ground waters. Controls, also called “best management practices” (BMPs), include:

- ☞ Altering the activity (e.g., substitute non-toxic products, recycle used oil, route floor drains to sanitary sewer from storm sewer)
- ☞ Enclosing or covering the activity (e.g., building a roof)
- ☞ Segregating the activity (e.g., diverting runoff away from an area that is contaminated)
- ☞ Routing runoff from the activity to a treatment alternative (e.g., to a wastewater treatment facility, sanitary sewer, or stormwater treatment area)

Pollution source controls are needed because of the contamination found in runoff from residential areas and the effect of this contamination on aquatic life and human health. Research on urban runoff in the Puget Sound area and elsewhere has found oil and grease, nutrients, organic substances, toxic metals, bacteria, viruses, and sediments at unacceptable levels. Effects of contaminated runoff include closure of shellfish harvesting areas and swimming areas, mortality of young fish and other aquatic organisms, tumors on fish, and impairment of fish reproduction.

MATERIALS USED AND WASTES GENERATED

Of particular concern are drives and parking areas. Because of heavy vehicle usage, the concentration of oil and grease in stormwater may exceed the Ecology guidelines of 10 mg/l. Although there are no local data to confirm this view, limited research in the San Francisco Bay area found the mean concentration of oil and grease in stormwater to exceed 10 mg/l.

REQUIRED ACTIONS

The following actions shall be taken to ensure that pollution generated on site shall be minimized:

1. Warning signs (e.g., “Dump No Waste--Drains to Stream”) shall be painted or embossed on or adjacent to all storm drain inlets. They shall be repainted as needed. Materials

needed to undertake this task can be purchased or may be available from the Public Involvement Coordinator for the Department of Public Works.

2. Sediment removed from basins, ponds, and swales shall be disposed of in a proper manner. Contact the local governing jurisdiction for inspection prior to completing this task.
3. No activities shall be conducted on site that are likely to result in short-term, highly concentrated discharge of pollution to the stormwater system. Such activities may include, but are not limited to, heavy vehicle maintenance, and cleaning of equipment used in the periodic maintenance of buildings and paved surfaces.
4. Use of pesticides and fertilizers shall be minimized.
5. Do not dump paint, solvents, oils, or other such substances, including landscape waste, into storm drains or ponds.

PONDS

There are essentially three kinds of ponds: treatment ponds, infiltration ponds, and detention ponds. Although each pond has unique maintenance requirements, there are also many things they have in common. Your facility is an infiltration pond.

Part of Pond to Check	When to Check it	What to Check For	What to Do
Entire Pond	Quarterly	Dumping of yard wastes such as grass clippings and branches into basin. Presence of glass, plastic, metal, foam, and coated paper.	Remove trash and debris and dispose of properly.
Entire Pond	Quarterly	Any vegetation that may constitute a hazard to the public, such as tansy ragwort, poison oak, stinging nettles, devils club.	Remove invasive or noxious vegetation. Do not spray chemicals on vegetation without obtaining guidance from WSU Cooperative Extension and approval from the City or County.
Entire Pond	Quarterly	Presence of chemicals such as natural gas, oil, and gasoline, obnoxious color, odor, or sludge.	First, try and locate the source of the pollution. Then call the Moderate Risk Waste program at Thurston County Environmental Health to report the hazard.
Entire Pond	Quarterly	Sparse, weedy, or overgrown grass in grassy (dry/infiltration) ponds. Presence of invasive species or sparse growth of plants in wet ponds.	For grassy ponds, selectively thatch, aerate, and re-seed ponds. Grass should be kept less than 8 inches high. For wet ponds, hand-plant nursery-grown wetland plants in bare areas. Contact WSU Cooperative Extension for guidance on invasive species. Pond bottoms should have uniform dense coverage of desired plant species.
Entire Pond	Quarterly	Any evidence of rodent holes if your facility is acting as a dam or berm. Water should not be able to flow through rodent holes.	Destroy rodents and repair the dam or berm. Contact the Thurston County Health Department for guidance.
Entire Pond	Quarterly	Insects such as wasps and hornets interfering with maintenance activities, or mosquitoes becoming a nuisance.	Destroy or remove insects. Contact WSU Cooperative Extension for guidance.
Entire Pond	Annually	Ensure that trees are not interfering with maintenance (i.e., mowing, silt removal, or access.)	Prune tree limbs to allow for maintenance. Some trees may be cut for firewood.
Inlet	Annually	Make sure that the riprap under the inlet pipe is intact and that no native soil is exposed. Also check for accumulations of sediment more than ½ the height of the rocks.	Replace rocks or clean out sediment.
Outlet	Quarterly	The rip rap overflow should be intact and clear of debris. Water should be able to flow freely through overflow.	Replace rip rap if missing. Remove any trash of debris and dispose of properly.
Side Slopes	Annually	Check around inlets and outlets for signs of erosion. Check berms for signs of sliding or settling. Action is needed where eroded damage is over 2 inches deep and where there is potential for continued erosion.	Try and determine what has caused the erosion and fix it. Stabilize slopes by reinforcing the slope with rock, planting grass, or compacting the soil. Contact WSU Cooperative Extension for guidance on slope reinforcement.
Storage Area	Annually	Check to see if sediment is building up on the pond bottom. A buried or partially buried outlet structure or very slow infiltration rate probably indicates significant sediment deposits.	Clean out the sediment and re-seed the pond if deemed necessary to improve infiltration and control erosion.
Dikes	Annually	Any part of the dike that has settled significantly.	Build the dike back to the original elevation.
Emergency Overflow/ Spillway	Annually	Check to see that the rip rap protective area is intact. If any exposed native soil is present you should repair it.	Replace rocks so that all native soil is covered.
Trench Drain	Quarterly	Check to see that the grate is clear of debris, and that the drain is not plugged.	Remove debris from grate, clean drain.-

CATCH BASINS AND INLETS

These structures are typically located in the streets and public rights-of-way. Local jurisdictions are responsible for routine maintenance of the pipes and catch basins in rights-of-way, while you are responsible for keeping the grates clear of debris in all areas as well as pipes and catch basins in private areas.

Part of Catch Basin to Check	When to Check it	What to Check For	What to Do
Catch basin opening	During and after major storms	Trash or debris accumulating in front of the catch basin opening and not allowing water to flow in.	Remove blocking trash or debris with a rake and clean off the grate.
Catch basin	Quarterly	Sediment or debris in the basin should be kept under 50% of the depth from the bottom of the pipe to the bottom of the basin. Use a long stick or broom handle to poke into sediment and determine depth.	Clean out the catch basin of sediment and debris.
Inlet and outlet pipes	Quarterly	Trash or debris in the pipes should not be more than 1/5 of its height. Also, there should not be any tree roots or other vegetation growing in the pipes.	Clean out inlet and outlet pipes of trash or debris.
Inlet and outlet pipe joints	Annually	There should be no cracks wider than 1/2 inch and longer than 1 foot at the joint of any inlet or outlet pipe. Also check for evidence of sediment entering the catch basin through cracks.	Repair cracks or replace the joints.
Grate	Quarterly	The grate should not have cracks longer than 2 inches. There should not be multiple cracks.	Replace the grate.
Frame	Quarterly	Ensure that the frame is sitting flush on top of the concrete structure (slab). A separation of more than 3/4 inch between the frame and the slab should be corrected.	Repair or replace the frame so it is flush with the slab.
Catch basin	Annually	Inspect the walls of the basin for cracks wider than 1/2 inch and longer than 3 feet. Also check for any evidence of sediment entering the catch basin through cracks. Determine whether or not the structure is sound.	Replace or repair the basin. Contact a professional engineer for evaluation.
Catch basin	Quarterly	There should be no chemicals such as natural gas, oil, and gasoline in the catch basin. Check for obnoxious color, odor, or oily sludge.	Clean out catch basin. Contact your local jurisdiction or Thurston County Environmental Health if you detect a color, odor, or oily sludge.
Oil/Water separator (downturned elbow or "T" in catch basin)	Quarterly	Water surface in catch basin has significant sludge, oil, grease, or scum layer covering all or most of the water surface.	Remove the catch basin lid and skim off oil layer. Pour oil into a disposable container, seal container, wrap securely in newspaper, and place in trash. Water surface should be clear of oily layer.
Pipe Elbow	Quarterly	Top or bottom of pipe appears to have broken off. Check for any apparent damage and check to see if it's plumb.	Remove the catch basin lid and examine the pipe for damage. If broken, hire a contractor to replace pipe in accordance with approved plans on file with your local jurisdiction.

FENCING, SHRUBBERY SCREENS, AND GATES

Fences and shrubbery screens aren't typically required for stormwater ponds. If the slopes of the sides are too steep, usually some kind of barricade is constructed.

Part of Fencing, Shrubbery, or Gate to Check	When to Check it	What to Check For	What to Do
Fence or shrubbery screen	Quarterly	Inspect the fence or screen to ensure that it blocks easy entry to the facility. Make sure erosion hasn't created an opening under fence.	Mend the fence, repair erosion, or replace the shrubs to form a solid barrier.
Shrubbery screen	Quarterly	Shrubbery should not be growing out of control or infested with weeds.	Trim and weed shrubbery to provide appealing aesthetics. Do not use chemicals to control weeds.
Wire Fences	Annually	Look along the length of the fence and determine if it is out of alignment.	Straighten posts and rails if necessary.
Wire Fences	Annually	Missing or loose tension wire.	Replace or repair tension wire so it holds fabric.
Wire Fences	Annually	Missing or loose barbed wire.	Replace or repair barbed wire so that it doesn't sag between posts.
Wire Fences	Annually	Check for rust or scaling.	Paint or coat rusting or scaling parts with a protective coating.
Wire Fences	Quarterly	Ensure that there are no holes in the fabric or fencing.	Repair holes so that there are no openings in the fabric or fencing.
Gate	Quarterly	Ensure that the gate is not broken, jammed, or missing and that it opens easily.	Repair or replace the gate to allow entry of people and maintenance equipment. If a lock is used, make sure you have a key.

GROUNDS AND LANDSCAPING

Part of Grounds to Check	When to Check it	What to Check For	What to Do
Landscaped Areas	Quarterly	Weeds growing out of control in landscaped area.	Pull weeds by hand, if possible, to avoid using chemical weed controls.
Landscaped Areas	Quarterly	Check for any presence of poison ivy or other poisonous vegetation or insect nests.	Remove poisonous vegetation or insect nests that are present in landscaped area.
Landscaped Areas	Quarterly	There should not be any yard waste or litter in landscaped areas.	Remove and dispose of litter properly.
Landscaped Areas	Quarterly	Noticeable rills are seen in landscaped areas.	Identify the causes of erosion and take steps to slow down or disperse the water. Fill in contour, and seed area.
Trees and shrubs	Annually	Limbs or parts of trees or shrubs that are split or broken.	Trim trees and shrubs to restore shape. Replace severely damaged trees and shrubs.
Trees and shrubs	Annually	Trees or shrubs that have been blown down or knocked over.	Replant trees or shrubs, inspecting for injury to stem or roots. Replace if severely damaged.
Trees and Shrubs	Annually	Trees or shrubs that are not adequately supported or are leaning over, causing exposure of the roots.	Place stakes and rubber-coated ties around young trees/shrubs for support.

CONVEYANCE PIPES, DITCHES, AND SWALES

Part of System to Check	When to Check it	What to Check For	What to Do
Pipes	Annually	Accumulated sediment should not exceed 20% of the diameter of the pipe. Vegetation should not reduce free movement of water through pipes. Ensure that the protective coating is not damaged and rusted. Dents should not significantly impede flow. Pipe should not have major cracks or tears allowing water to leak out.	Clean out pipes of all sediment and debris. Remove all vegetation so that water flows freely through pipes. Repair or replace pipe.
Open ditches	Quarterly	There should not be any yard waste or litter in the ditch.	Remove trash and debris and dispose of them properly.
Open ditches	Annually	Accumulated sediment should not exceed 20% of the depth of the ditch.	Clean out ditch of all sediment and debris.
Open ditches & Swales	Annually	Check for vegetation (e.g., weedy shrubs or saplings) that reduces the free movement of water through ditches or swales.	Clear blocking vegetation so that water flows freely through ditches. Grassy vegetation should be left alone.
Open ditches & Swales	Quarterly	Check around inlets and outlets for signs of erosion. Check slopes for signs of sloughing or settling. Action is needed where eroded damage is over 2 inches deep and where there is potential for continued erosion.	Eliminate causes of erosion. Stabilize slopes by using appropriate erosion control measures (e.g., reinforce with rock, plant grass, compact soil.)
Open ditches & Swales	Annually	Native soil beneath the rock splash pad, check dam, or lining should not be visible.	Replace rocks to design standard.
Swales	Quarterly	Grass cover is sparse and weedy, or areas are overgrown with woody vegetation.	Aerate soils and reseed and mulch bare areas. Keep grass less than 8 inches high. Remove woody growth, regrade, and reseed as necessary.
Swales	Quarterly	Swale has been filled in or blocked by shed, woodpile, shrubbery, etc.	If possible, speak with homeowner and request that the swale area be restored.
Swales	Annually	Water stands in swale or flow velocity is very slow. Stagnation occurs.	A survey may be needed to check grades. Grades need to be in 1-5% range if possible. If grade is less than 1%, underdrains may need to be installed.

ACCESS ROADS AND EASEMENTS

Area to Check	When to Check it	What to Check For	What to Do
General	One Time	Check to determine if there is enough access to your stormwater facilities for maintenance vehicles.	If there is not enough access, check with your local jurisdiction to determine whether an easement exists. If so, a maintenance road may need to be constructed there.
Access road	Quarterly	Debris that could damage vehicle tires (glass or metal).	Clear all potentially damaging debris.
Access road	Annually	Any obstructions that reduce clearance above and along the road to less than 14 feet.	Clear along and over roadway so there is enough clearance.
Road surface	Annually	Check for potholes, ruts, mushy spots, or woody debris that limit access by maintenance vehicles.	Add gravel or remove wood as necessary.
Shoulders and ditches	Annually	Check for erosion along the roadway.	Repair erosion with additional soil or gravel.

DRYWELLS, FRENCH DRAINS, OR DOWNSPOUTS

<i>Part of System to Check</i>	<i>When to Check it</i>	<i>What to Check For</i>	<i>What to Do</i>
Downspout	Annually	Water overflows from the downspout over the ground.	First try cleaning out the gutters and downspouts. If this doesn't solve the problem you may need to install a bigger drywell.
Roof	Annually	Moss and algae are taking over the shadier parts of the shingles.	Disconnect the flexible part of the downspout that leads to the drywell. Perform moss removal as desired. Pressure wash or use fatty acid solutions instead of highly toxic pesticides or chlorine bleach. Install a zinc strip as a preventative.

Summary regarding 11th Tee Storm drainage system

1. With the submittal of the site plan, a conceptual stormwater management plan was submitted.
2. Conceptual drainage plan evaluated the site conditions, specifically infiltration of the stormwater and due to the soils determined that infiltration would not work. Some infiltration using pervious pavement was looked at but not developed because of soil conditions.
3. Conceptual drainage plan consisted of bioswales in the planter strip areas for treatment of the pavement runoff using curb cuts to specific areas of the roadway. After the bioswales, detention would be provided in large diameter pipe underneath the private road. Followed by a control structure to meter the flow to the City System.
4. This site plan and conceptual drainage plan was approved through the staff and planning commission, with the conditions: items 22 and 23 of the conditions of approval.
5. Design was prepared, with stormwater report and sizing of bioswales, detention and control structure and approved.
6. As the system will be private, an agreement to operate and maintain the stormwater facility was executed with the Developer per the City's and WSDOE requirements.
7. System was constructed and Certified by the developer's engineer.
8. Building permits were issued upon the acceptance of the site development work.
9. Modifications to the bioswales would need to be engineered and shown that the changes meet the treatment requirements of the design and approved by the City. As this is a private system, no changes or modification will come from the City.
10. Reminded the HOA that the road and storm system all private and maintenance and operation is up to the HOA. The City will not be street sweeping or snow removal of the private streets.



200506080382 25 PGS
 06-08-2005 12:38pm \$43.00
 PIERCE COUNTY, WASHINGTON

WHEN RECORDED RETURN TO:
 THE CITY OF FIRCREST
 115 RAMSDALL STREET FIRCREST, WA 98466

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WR03262

COPY



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DOCUMENT TITLE(s)

1 RESIDENTIAL AGREEMENT TO MAINTAIN
 2 STORMWATER FACILITIES AND TO IMPLEMENT
 3 POLLUTION SOURCE CONTROL PLAN
 4

Order Number: WR03262

REFERENCE NUMBER(s) OF DOCUMENT ASSIGNED OR RECORDED
 Additional reference numbers on page _____

GRANTOR (s) :

1 FIRCREST GREENS HOMEOWNERS
 2
 3

Additional names on page _____ of document

GRANTEE (s) :

1
 2 THE CITY OF FIRCREST
 3

Additional names on page _____ of document

ABBREVIATED LEGAL DESCRIPTION:

Lot-Unit: Block: Volume: Page:
 Section: Township: Range: Portion:

Plat Name:
 Complete legal description is on page _____ of document

ASSESSOR'S PROPERTY TAX PARCEL ACCOUNT NUMBER(s) :

02-20-14-307-9 308-0; 300-8

Additional Tax Accounts are on page _____ of document

Note: This cover sheet is prepared to conform to the requirements of Chapter 143, Laws of 1996. Nothing on this sheet alters the names, legal description or other information in the attached document. The only purpose of this cover sheet is to assist the auditor in indexing the document in conformance with statute.

The Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein. COVER1/RDA/042100

Fircrest Greens
 2005
 Public Road
 Private Storm
 Private Storm Treatment
 Facility
 Transition from SF
 to "Other than SF"
 plus eligible for credit

13-

**RESIDENTIAL AGREEMENT TO MAINTAIN
STORMWATER FACILITIES AND TO IMPLEMENT A
POLLUTION SOURCE CONTROL PLAN
BY AND BETWEEN**

**(FIRCREST GREENS HOMEOWNERS)
THEIR HEIRS, SUCCESSORS, OR ASSIGNS
(HEREINAFTER "ASSOCIATION")**

The upkeep and maintenance of stormwater facilities and the implementation of pollution source control best management practices (BMPs) is essential to the protection of water resources. All property owners are expected to conduct business in a manner that promotes environmental protection. This Agreement contains specific provisions with respect to maintenance of stormwater facilities and use of pollution source control BMPs.

LEGAL DESCRIPTION

(Fircrest Greens) - Tax Parcel No's (022014-3079, 3080, 3008).

Whereas, the Home Owner's have constructed improvements including, but not limited to, buildings, pavement, and stormwater facilities on the property described above. In order to further the goals of the Jurisdiction and to ensure the protection and enhancement of water resources, the Jurisdiction and the Home Owner's hereby enter into this Agreement. The responsibilities of each party to this Agreement are identified below.

THE HOME OWNER's SHALL:

- (1) Be aware that the stormwater facilities have been designed to serve the entire community, are located within the Public Right-Of-Way and Emergency Vehicle Access Easement, and are not to be altered in any way or at any time.
- (2) Seek the assistance of Jurisdiction Staff or a Licensed Professional Civil Engineer with facilities maintenance questions, and selection and positioning of landscaping adjacent to these facilities and within the easement areas.
- (3) Implement the system-wide stormwater facility maintenance program included herein as Attachment "A".
- (4) Implement the pollution source control program included herein as Attachment "B".

- (5) Maintain a record (in the form of a log book) of steps taken to implement the programs referenced in (1) and (2) above. The log book shall be available for inspection by appointment. The log book shall catalog the action taken, who took it, when it was done, how it was done, and any problems encountered or follow-up actions recommended. Maintenance items ("problems") listed in Attachment "A" shall be inspected as specified in the attached instructions or more often if necessary. The Home Owner's are encouraged to photocopy the individual checklists in Attachment "A" and use them to complete their inspections. These completed checklists would then, in combination, comprise the log book.
- (6) Submit an annual report to the Jurisdiction regarding implementation of the programs referenced in (1) and (2) above. The report must be submitted on or before May 15 of each calendar year and shall contain, at a minimum, the following:
 - (a) Name, address, and telephone number of the businesses, the persons, or the firms responsible for plan implementation, and the person completing the report.
 - (b) Time period covered by the report.
 - (c) A chronological summary of activities conducted to implement the programs reference in (1) and (2) above. A photocopy of the applicable sections of the log book, with any additional explanation needed, shall normally suffice. For any activities conducted by paid parties, include a copy of the invoice for services.
 - (d) An outline of planned activities for the next year.

THE JURISDICTION SHALL:

- (1) Provide technical assistance to the Home Owner's in support of the facilities operation and maintenance activities conducted pursuant to the maintenance and source control programs. Said assistance shall be provided upon request and as Jurisdiction time and resources permit.
- (2) Review the annual report and conduct a minimum of one (1) site visit per year to discuss performance and problems with the Home Owner's.
- (3) Review this agreement with the Home Owner's and modify it as necessary at least once every three (3) years.

REMEDIES:

- (1) If the Jurisdiction determines that maintenance or repair work is required to be done to the stormwater facilities ~~located in the subdivision~~, the Jurisdiction shall give the Home Owner's Association notice of the specific maintenance and/or repair required. The Jurisdiction shall set a reasonable time in which such work is to be completed by the persons who were given notice. If the above required maintenance and/or repair is not completed within the time set by the Jurisdiction, written notice will be sent to the Home Owner's Association stating the Jurisdiction's intention to perform such maintenance and bill the Home Owner's Association for all incurred expenses.
- (2) If at any time the Jurisdiction determines that the existing system creates any imminent threat to public health or welfare, the Jurisdiction may take immediate measures to remedy said threat. No notice to the persons listed in Remedies (1), above, shall be required under such circumstances. All other Home Owner's Association responsibilities shall remain in effect.
- (3) The Home Owner grants unrestricted authority to the Jurisdiction for access to any and all stormwater system features for the purpose of performing maintenance or repair as may become necessary under Remedies (1) and/or (2)
- (4) The Home Owner shall assume responsibility for the cost of maintenance and repairs to the stormwater facility, except for those maintenance actions explicitly assumed by the Jurisdiction in the preceding section. Such responsibility shall include reimbursement to the Jurisdiction within 90 days of the receipt of the invoice for any such work performed. Overdue payments will require payment of interest at the current legal rate for liquidated judgments. If legal action ensues, any costs or fees incurred by the Jurisdiction will be borne by the parties responsible for said reimbursements.

This Agreement is intended to protect the value and desirability of the real property described above and to benefit all the citizens of the Jurisdiction. It shall run with the land and be binding on all parties having or acquiring any right, title, or interest, or any part thereof, of real property in the subdivision. The shall inure to the benefit of each present or future successor in interest of said property or any part thereof, or interest therein, and to the benefit of all citizens of the Jurisdiction.

Fircrest Greens, LLC
Owner

Neil Fallon - Managing Member
~~Owner~~ Neil Fallon

STATE OF WASHINGTON
(COUNTY OF PIERCE)

On this day and year personally appeared before me, Neil Fallon, Managing Member, who executed the foregoing instrument and acknowledge the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and official seal this 7 day of June, 2005.



Sheri Greene
Notary Public in and for the State of Washington, residing in TACOMA
My commission expires 5-19-2008

APPROVED:

Trent J. Dugan
City Engineer - City of Fircrest

STATE OF WASHINGTON

(COUNTY OF PIERCE)

On this day and year personally appeared before me, TRENT DUGAN, who executed the foregoing instrument and acknowledge the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and official seal this 7TH day of JUNE, 2005.



Sandra Schibig
Notary Public in and for the State of
Washington, residing in PIERCE
My commission expires July 14, 2007

APPROVED AS TO FORM:

Michael B. Smith
CITY ATTORNEY

INSTRUCTIONS FOR PERSON MAINTAINING STORMWATER SYSTEM

The following pages describe the maintenance needs of the stormwater conveyance, storage, and disposal components of the system designed for this site. This maintenance effort shall be the responsibility of the ~~Rosewood Park~~ ^{Firecrest Greens} Subdivision Home Owner's or their assigned representative. In general, system components should be inspected in accordance with the Maintenance Checklists included as Attachment "A" at the rear of this document. Use the suggested frequency indicated on the left side of the Checklist Forms:

- (1) Monthly (M) from November through April.
- (2) Annually (A), once in late summer (preferably September).
- (3) After major storm events (S) > one (1) inch in 24 hours.

Inspections findings should be recorded on photocopies of the Maintenance Checklist forms. Check of the problems you looked for each time an inspection was performed. Maintenance should be undertaken to correct deficiencies found and comments on problems found and actions taken entered on the forms.

Completed Checklist Forms should be filed and incorporated in the annual report to be issued in May of each year.

If you have specific questions or require technical assistance, contact the ~~Pierce County~~ ^{City of Firecrest} Stormwater Division. Please do not hesitate to call, especially if you are unsure whether a situation you have discovered may be a problem.

ATTACHMENTS A & B

STORMWATER MAINTENANCE AGREEMENT

WITH ACCOMPANYING

STORMWATER FACILITY MAINTENANCE GUIDE

&

POLLUTION SOURCE CONTROL PROGRAM

(FIRCREST GREENS)

[DECEMBER 2004]

ATTACHMENT "A" – STORMWATER FACILITY MAINTENANCE GUIDE

INTRODUCTION

What is Stormwater Runoff?

When urban and suburban development covers the land with buildings, streets and parking lots, much of the native topsoil, duff, trees, shrubs and grass are replaced by asphalt and concrete. Rainfall that would have soaked directly into the ground instead stays on the surface as *stormwater runoff* making its way into storm drains (including man-made pipes, ditches, or swale networks), stormwater ponds, surface and groundwater, and eventually to Puget Sound.

What is a Storm Drain System and how does it work?

The storm drain system for most developments includes components *that carry, store, cleanse, and release* the stormwater. These components work together to reduce the impacts of development on the environment. These impacts can include *flooding* which results in property damage and blocked emergency routes, *erosion* which can cause damage to salmon spawning habitat, and *pollution* which harms fish and/or drinking water supplies.

The storm drain system provides a safe method to carry stormwater to the treatment and storage area. Swales and ponds filter pollutants from the stormwater by *physically* settling out particles, *chemically* binding pollutants to pond sediments, and *biologically* converting pollutants to less-harmful compounds. Ponds also store treated water, releasing it gradually to a nearby stream or to groundwater.

What does Stormwater Runoff have to do with Water Quality?

Stormwater runoff needs to be treated because it carries litter, oil, gasoline, fertilizers, pesticides, pet wastes, sediments, and anything else that can float, dissolve or be swept along by moving water. Left untreated, polluted stormwater can reach nearby waterways where it can harm and even kill aquatic life. It can also pollute groundwater to the extent that it must be treated before it can be used for drinking. Nationally, stormwater is recognized as a major threat to water quality. Remember to keep everything out of stormwater systems except the rainwater they are designed to collect.

Your Stormwater Facility

Different types of detention/retention systems are designed for different purposes. For example, wet ponds primarily provide treatment of stormwater. Dry ponds or infiltration ponds are designed to provide storage for stormwater and gradually release it downstream or allow it to filter into the ground.

Who is Responsible for Maintaining Stormwater Facilities?

All stormwater facilities need to be maintained. Regular maintenance ensures proper functioning and keeps the facility visually appealing. This Stormwater Facility Maintenance Guide was designed to help explain how stormwater facilities work and provide user-friendly, straightforward guidance on how to maintain them.

You are responsible for regularly maintaining privately owned infiltration trenches, catch basins, pipes and other drainage facilities on your property. Stormwater facilities located in public right-of-ways are maintained by local governments.

How to Use the Stormwater Facility Maintenance Guide

This Maintenance Guide includes a Site Plan specific to your development and a Facility Key that identifies the private stormwater facilities you are responsible for maintaining. A "Quick List" of maintenance activities has also been included to help you identify the more routine needs of your facility.

This Guide Includes:

- A comprehensive Maintenance Checklist that provides specific details on required maintenance;
- A section on Pollution Prevention Tips that lists ways to protect water quality and keep storm drain systems functioning smoothly;
- And a section on Resources that directs you to sources of more information and technical assistance.

A Regional Approach to Stormwater Management

The cities and towns of the Puget Sound and Western Washington are taking steps to educate and involve area residents in water quality issues and stormwater management. Stormwater runoff is a widespread cause of water quality impairment and stream degradation. The jurisdictions are working together with residents, businesses, community groups and schools to address this problem.

This Guide focuses on providing information on ways that your business can reduce stormwater impacts through pollution prevention and proper facility maintenance. Everyone needs to help keep waterways and groundwater clean. With proper management and common sense, we can continue to enjoy clean, safe streams and drinking water.

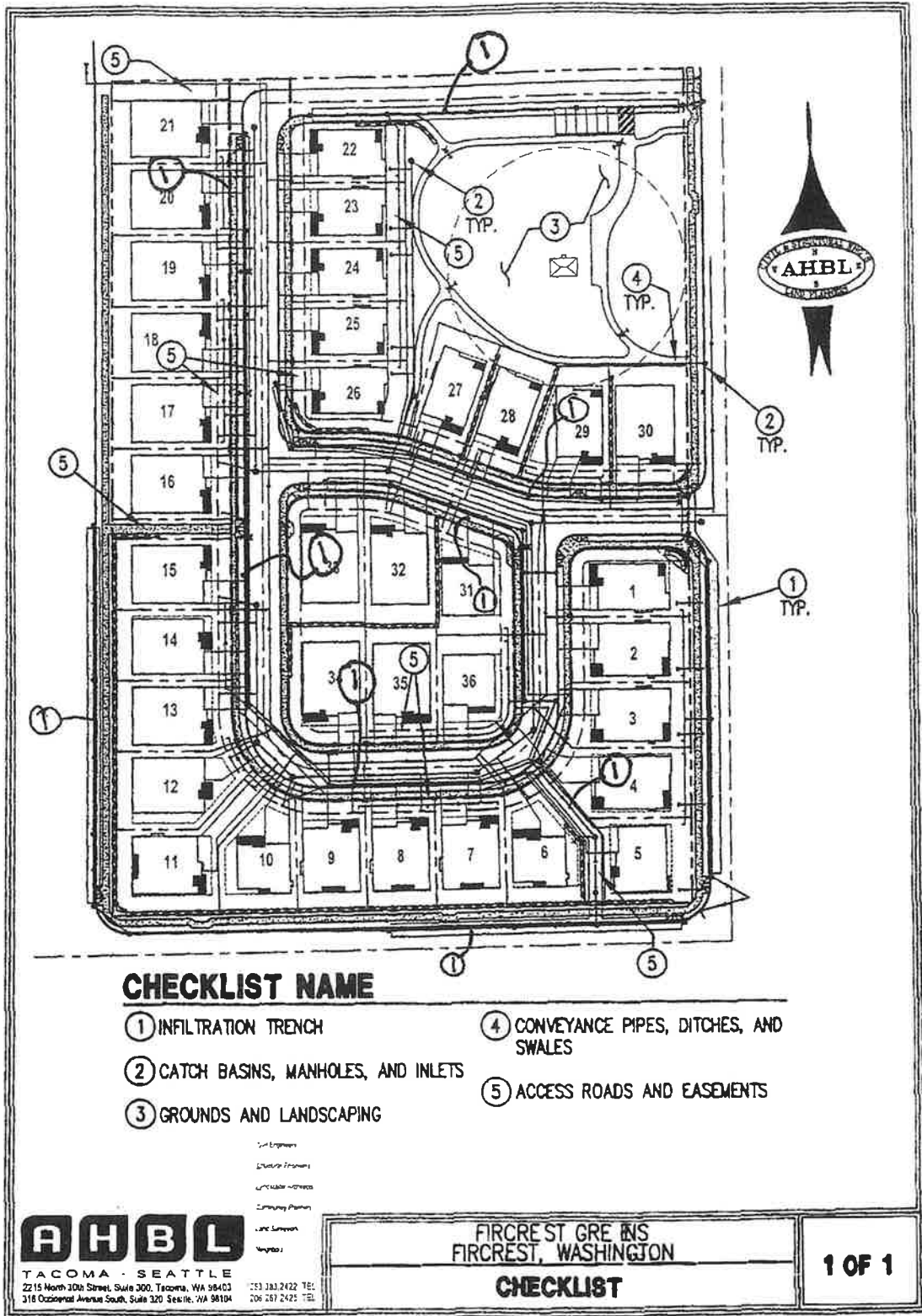
YOUR STORMWATER FACILITIES

This section consists of two parts that are to be used together: the **Facility Key** and the **Site Plan**. Look on the site plan and identify the numbers denoting a feature of the system. Then look on the facility key to see what that feature is called and which checklist applies.

FACILITY KEY

The stormwater facility in your neighborhood is comprised of the following elements:

Type of Feature & Checklist Name	Location on Site Plan
Infiltration Trench	1
Pond	2
Catch Basins, Manholes, and Inlets	3
Filter Strip	4
Grounds and Landscaping	5
Conveyance Pipes, Ditches, and Swales	6
Drywells, French Drains, or Downspouts	See individual lot site plan.
Access Roads and Easements	7



CHECKLIST NAME

- ① INFILTRATION TRENCH
- ② CATCH BASINS, MANHOLES, AND INLETS
- ③ GROUNDS AND LANDSCAPING
- ④ CONVEYANCE PIPES, DITCHES, AND SWALES
- ⑤ ACCESS ROADS AND EASEMENTS

AHBL
 TACOMA - SEATTLE
 2215 North 30th Street, Suite 300, Tacoma, WA 98403
 316 Occidental Avenue South, Suite 320 Seattle, WA 98104

City Engineer
 County Engineer
 City Public Works
 County Planning
 City Services
 Utility

FIRCREST GRE IN'S
 FIRCREST, WASHINGTON
CHECKLIST

1 OF 1

QUICK LIST

The following list is an abbreviated checklist of the most common types of maintenance you should have to do. Please try and go over this checklist after heavy rains. This is a bare minimum and should be done in conjunction with the other checklists in order to make your maintenance program effective.

- Check catch basin grates to see that they are not clogged or broken. Remove twigs, leaves, or other blockages. Contact the local jurisdiction to replace the grate if it is broken.
- Check inlet and outlet pipes for blockages. Clear all blockages.
- Check filter strip, swale and pond walls for erosion or caved in areas.
- Check riprap (rocks) at the inlets and outlets of culverts and other pipes. If they are silted in or eroded away, replace them.

MAINTENANCE CHECKLISTS

The Maintenance Checklists in this packet are for you to use when checking the stormwater facilities on your property. This packet has been customized so that only the checklists for your facilities are included. If you feel you are missing a checklist, or you have additional facilities not identified or addressed in this packet, please contact your local jurisdiction.

The checklists are in tabular format for ease of use and brevity. Each checklist tells you what part of the feature to check, how often to check it, what to check for, and what to do about it. Log sheets are included toward the end of the chapter to help you keep track of when you last surveyed the storm drainage system.

Although it is not intended for the maintenance survey to involve anything too difficult or strenuous, there are a few tools that will make the job easier and safer. These tools include:

- ☞ A flashlight.
- ☞ A long pole or broom handle.
- ☞ Some kind of pry bar or lifting tool for pulling manhole and grate covers.
- ☞ Gloves.

A listing of resources is included in the next chapter. Here you will find the phone numbers of the agencies referred to in the tables, as well as the contractor and consultants that designed and constructed your facilities.

SAFETY WARNING: Due to OSHA regulations you should never stick your head or any part of your body into a manhole or other type of confined space. When looking into a manhole or catch basin, stand above it and use the flashlight to help you see. Use a pole or broom handle that is long enough when you are checking sediment depths in confined spaces. ***NO PART OF YOUR BODY SHOULD BREAK THE PLANE OF THE OPEN HOLE.***

INFILTRATION TRENCH

<i>Part of Infiltration Trench to Check</i>	<i>When to Check it</i>	<i>What to Check For</i>	<i>What to Do</i>
Storage Area	Annually	Sediment buildup in system	Sediment is removed and/or facility is cleaned so that infiltration system works according to design.
Storage Area	Annually	Storage area drains slowly (more than 48 hours) or overflows	Additional volume is added through excavation to provide needed storage. Soil is aerated to improve drainage. Contact the City for information on its requirements regarding excavation.

CATCH BASINS AND INLETS

These structures are typically located in the streets and public rights-of-way. Local jurisdictions are responsible for routine maintenance of the pipes and catch basins in rights-of-way, while you are responsible for keeping the grates clear of debris in all areas as well as pipes and catch basins in private areas.

<i>Part of Catch Basin to Check</i>	<i>When to Check it</i>	<i>What to Check For</i>	<i>What to Do</i>
Catch basin opening	During and after major storms	Trash or debris accumulating in front of the catch basin opening and not allowing water to flow in.	Remove blocking trash or debris with a rake and clean off the grate.
Catch basin	Quarterly	Sediment or debris in the basin should be kept under 50% of the depth from the bottom of the pipe to the bottom of the basin. Use a long stick or broom handle to poke into sediment and determine depth.	Clean out the catch basin of sediment and debris.
Inlet and outlet pipes	Quarterly	Trash or debris in the pipes should not be more than 1/5 of its height. Also, there should not be any tree roots or other vegetation growing in the pipes.	Clean out inlet and outlet pipes of trash or debris.
Inlet and outlet pipe joints	Annually	There should be no cracks wider than 1/4 inch and longer than 1 foot at the joint of any inlet or outlet pipe. Also check for evidence of sediment entering the catch basin through cracks.	Repair cracks or replace the joints.
Grate	Quarterly	The grate should not have cracks longer than 2 inches. There should not be multiple cracks.	Replace the grate.
Frame	Quarterly	Ensure that the frame is sitting flush on top of the concrete structure (slab). A separation of more than 1/4 inch between the frame and the slab should be corrected.	Repair or replace the frame so it is flush with the slab.
Catch basin	Annually	Inspect the walls of the basin for cracks wider than 1/2 inch and longer than 3 feet. Also check for any evidence of sediment entering the catch basin through cracks. Determine whether or not the structure is sound.	Replace or repair the basin. Contact a professional engineer for evaluation.
Catch basin	Quarterly	There should be no chemicals such as natural gas, oil, and gasoline in the catch basin. Check for obnoxious color, odor, or oily sludge.	Clean out catch basin. Contact your local jurisdiction or Thurston County Environmental Health if you detect a color, odor, or oily sludge.
Oil/Water separator (downturned elbow or "T" in catch basin)	Quarterly	Water surface in catch basin has significant sludge, oil, grease, or scum layer covering all or most of the water surface.	Remove the catch basin lid and skim off oil layer. Pour oil into a disposable container, seal container, wrap securely in newspaper, and place in trash. Water surface should be clear of oily layer.
Pipe Elbow	Quarterly	Top or bottom of pipe appears to have broken off. Check for any apparent damage and check to see if it's plumb.	Remove the catch basin lid and examine the pipe for damage. If broken, hire a contractor to replace pipe in accordance with approved plans on file with your local jurisdiction.

FENCING, SHRUBBERY SCREENS, AND GATES

Fences and shrubbery screens aren't typically required for stormwater ponds. If the slopes of the sides are too steep, usually some kind of barricade is constructed.

<i>Part of Fencing, Shrubbery, or Gate to Check</i>	<i>When to Check it</i>	<i>What to Check For</i>	<i>What to Do</i>
Fence or shrubbery screen	Quarterly	Inspect the fence or screen to ensure that it blocks easy entry to the facility. Make sure erosion hasn't created an opening under fence.	Mend the fence, repair erosion, or replace the shrubs to form a solid barrier.
Shrubbery screen	Quarterly	Shrubbery should not be growing out of control or infested with weeds	Trim and weed shrubbery to provide appealing aesthetics. Do not use chemicals to control weeds.
Wire Fences	Annually	Look along the length of the fence and determine if it is out of alignment.	Straighten posts and rails if necessary.
Wire Fences	Annually	Missing or loose tension wire.	Replace or repair tension wire so it holds fabric.
Wire Fences	Annually	Missing or loose barbed wire.	Replace or repair barbed wire so that it doesn't sag between posts.
Wire Fences	Annually	Check for rust or scaling.	Paint or coat rusting or scaling parts with a protective coating.
Wire Fences	Quarterly	Ensure that there are no holes in the fabric or fencing.	Repair holes so that there are no openings in the fabric or fencing.
Gate	Quarterly	Ensure that the gate is not broken, jammed, or missing and that it opens easily.	Repair or replace the gate to allow entry of people and maintenance equipment. If a lock is used, make sure you have a key.

CONVEYANCE PIPES, DITCHES, AND SWALES

Part of System to Check	When to Check it	What to Check For	What to Do
Pipes	Annually	Accumulated sediment should not exceed 20% of the diameter of the pipe. Vegetation should not reduce free movement of water through pipes. Ensure that the protective coating is not damaged and rusted. Dents should not significantly impede flow. Pipe should not have major cracks or tears allowing water to leak out.	Clean out pipes of all sediment and debris. Remove all vegetation so that water flows freely through pipes. Repair or replace pipe.
Open ditches	Quarterly	There should not be any yard waste or litter in the ditch.	Remove trash and debris and dispose of them properly.
Open ditches	Annually	Accumulated sediment should not exceed 20% of the depth of the ditch.	Clean out ditch of all sediment and debris.
Open ditches & Swales	Annually	Check for vegetation (e.g., weedy shrubs or saplings) that reduces the free movement of water through ditches or swales.	Clear blocking vegetation so that water flows freely through ditches. Grassy vegetation should be left alone.
Open ditches & Swales	Quarterly	Check around inlets and outlets for signs of erosion. Check slopes for signs of sloughing or settling. Action is needed where eroded damage is over 2 inches deep and where there is potential for continued erosion.	Eliminate causes of erosion. Stabilize slopes by using appropriate erosion control measures (e.g., reinforce with rock, plant grass, compact soil.)
Open ditches & Swales	Annually	Native soil beneath the rock splash pad, check dam, or lining should not be visible.	Replace rocks to design standard.
Swales	Quarterly	Grass cover is sparse and weedy, or areas are overgrown with woody vegetation.	Aerate soils and reseed and mulch bare areas. Keep grass less than 8 inches high. Remove woody growth, regrade, and reseed as necessary.
Swales	Quarterly	Swale has been filled in or blocked by shed, woodpile, shrubbery, etc.	If possible, speak with homeowner and request that the swale area be restored.
Swales	Annually	Water stands in swale or flow velocity is very slow. Stagnation occurs.	A survey may be needed to check grades. Grades need to be in 1-5% range if possible. If grade is less than 1%, underdrains may need to be installed.

GROUNDS AND LANDSCAPING

<i>Part of Grounds to Check</i>	<i>When to Check it</i>	<i>What to Check For</i>	<i>What to Do</i>
Landscaped Areas	Quarterly	Weeds growing out of control in landscaped area.	Pull weeds by hand, if possible, to avoid using chemical weed controls.
Landscaped Areas	Quarterly	Check for any presence of poison ivy or other poisonous vegetation or insect nests.	Remove poisonous vegetation or insect nests that are present in landscaped area.
Landscaped Areas	Quarterly	There should not be any yard waste or litter in landscaped areas.	Remove and dispose of litter properly
Landscaped Areas	Quarterly	Noticeable rills are seen in landscaped areas.	Identify the causes of erosion and take steps to slow down or disperse the water. Fill in contour, and seed area.
Trees and shrubs	Annually	Limbs or parts of trees or shrubs that are split or broken.	Trim trees and shrubs to restore shape. Replace severely damaged trees and shrubs.
Trees and shrubs	Annually	Trees or shrubs that have been blown down or knocked over.	Replant trees or shrubs, inspecting for injury to stem or roots. Replace if severely damaged.
Trees and Shrubs	Annually	Trees or shrubs that are not adequately supported or are leaning over, causing exposure of the roots.	Place stakes and rubber-coated ties around young trees/shrubs for support.

ACCESS ROADS AND EASEMENTS

Area to Check	When to Check it	What to Check For	What to Do
General	One Time	Check to determine if there is enough access to your stormwater facilities for maintenance vehicles.	If there is not enough access, check with your local jurisdiction to determine whether an easement exists. If so, a maintenance road may need to be constructed there.
Access road	Quarterly	Debris that could damage vehicle tires (glass or metal).	Clear all potentially damaging debris.
Access road	Annually	Any obstructions that reduce clearance above and along the road to less than 14 feet.	Clear along and over roadway so there is enough clearance.
Road surface	Annually	Check for potholes, ruts, mushy spots, or woody debris that limit access by maintenance vehicles.	Add gravel or remove wood as necessary.
Shoulders and ditches	Annually	Check for erosion along the roadway.	Repair erosion with additional soil or gravel.

RESOURCE LISTING

If you are unsure whether a problem exists, please contact your local jurisdiction at one of the numbers below and ask for Technical Assistance.

Contact Numbers:

City of Fircrest – (253) 564-8900

Pierce County – (253) 798-4050

Developer Information:

Mr. Neil Fallon
6214 – 45th Street Court West
University Place, WA 98466
(925) 283-7000
(253) 241-4550

Engineer's Information:

Mr. Matt Weber, P.E.
AHBL, Inc.
2215 N. 30th Street, Suite 300
Tacoma, WA 98403
(253) 383-2422

ATTACHMENT "B" -- POLLUTION SOURCE CONTROL PROGRAM

WHAT ARE POLLUTION SOURCE CONTROLS, AND WHY ARE THEY NEEDED?

Pollution source controls are actions taken by a person or business to reduce the amount of pollution reaching surface and ground waters. Controls, also called "best management practices" (BMPs), include:

- ☞ Altering the activity (e.g., substitute non-toxic products, recycle used oil, route floor drains to sanitary sewer from storm sewer)
- ☞ Enclosing or covering the activity (e.g., building a roof)
- ☞ Segregating the activity (e.g., diverting runoff away from an area that is contaminated)
- ☞ Routing runoff from the activity to a treatment alternative (e.g., to a wastewater treatment facility, sanitary sewer, or stormwater treatment area)

Pollution source controls are needed because of the contamination found in runoff from residential areas and the effect of this contamination on aquatic life and human health. Research on urban runoff in the Puget Sound area and elsewhere has found oil and grease, nutrients, organic substances, toxic metals, bacteria, viruses, and sediments at unacceptable levels. Effects of contaminated runoff include closure of shellfish harvesting areas and swimming areas, mortality of young fish and other aquatic organisms, tumors on fish, and impairment of fish reproduction.

MATERIALS USED AND WASTES GENERATED

Of particular concern are drives and parking areas. Because of heavy vehicle usage, the concentration of oil and grease in stormwater may exceed the Ecology guidelines of 10 mg/l. Although there are no local data to confirm this view, limited research in the San Francisco Bay area found the mean concentration of oil and grease in stormwater to exceed 10 mg/l.

REQUIRED ACTIONS

The following actions shall be taken to ensure that pollution generated on site shall be minimized:

1. Warning signs (e.g., "Dump No Waste--Drains to Stream") shall be painted or embossed on or adjacent to all storm drain inlets. They shall be repainted as needed. Materials needed to undertake this task can be purchased or may be available from the Public Involvement Coordinator for the Department of Public Works.
2. Sediment removed from basins, ponds, and swales shall be disposed of in a proper manner. Contact the local governing jurisdiction for inspection prior to completing this task.
3. No activities shall be conducted on site that are likely to result in short-term, highly concentrated discharge of pollution to the stormwater system. Such activities may include, but are not limited to, heavy vehicle maintenance, and cleaning of equipment used in the periodic maintenance of buildings and paved surfaces.
4. Use of pesticides and fertilizers shall be minimized.
5. Do not dump paint, solvents, oils, or other such substances, including landscape waste, into storm drains or ponds.

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