

Meeting Minutes

SAM Study: Mobile Businesses, Stormwater Source Control, and Multi-Jurisdiction Coordination

Technical Advisory Committee Meeting #1

November 8, 2021

Participants

Name	Jurisdiction/Agency
Alison Schweitzer	King County
Todd Hunsdorfer	King County
James Packman	Aspect Consulting
Ben Parrish	City of Covington
Lauren Haren	City of Kent
Heather Martin	City of Kent
Lisa Werre	City of Sammamish
Ken Waldo	City of Redmond
Bob Patterson	Clark County
Heidi Siegelbaum	Washington Stormwater Center

Notes:

- Elaine Snouwaert with ECY has taken a new position. ECY is hiring a new PPA Partnership lead and Elaine will connect us with them once they are hired
- We are trying to connect with someone from Dept of Revenue to be included in our TAC

Agenda

- 11:00-11:15 Welcome, Introductions (All)
- 11:15- 11:25 Study Overview and Schedule (James)
- 11:25- 11:55 Survey of Municipal Jurisdictions' Source Control Programs (James)
- 11:55- 12:00 Overview of Next TAC Meeting (James)
- 12:00 Adjourn

Meeting Notes

STUDY OVERVIEW AND SCHEDULE, 11: 15 AM

WHY FOCUS ON MOBILE BUSINESSES?

- Represents a unique subset of businesses
- Many are home-based
- Guidance on inventory development includes businesses that are or can be mobile (e.g. food service, auto repair, ambulance, building contractors, transportation, etc.)
- Business license issue if obtained only in one jurisdiction but work in others
- Clarity on NAICS code selection for mobile businesses
- Permit E&O programs include mobile businesses; why not source control?

STUDY GOAL

- Create and advance resources for municipal stormwater programs to address source control issues related to mobile businesses

STUDY OBJECTIVES

- Develop and test new tools and guidance to support municipal stormwater permittees in identifying, inspecting, and coordinating on source control and mobile businesses

SCHEDULE

- TAC meeting dates: April 2022, August 2022, November 2022, August 2023

TASKS

1. TAC and Project Management
2. Survey
3. Business Inventory Procedure
4. IDDE Data Analysis (from 2020)
5. Best Practices Guidance document for multi-jurisdiction coordination
6. Pilot Project in King County
7. Communicate Results (factsheet and presentation)

Notes:

- Todd: supportive of the E&O requirement - it's challenging to connect with those business owners when we don't know where they're located. One reason for the building of an inventory
- Task 3: Clear process for Permittees to establish and update their business inventories
 - August 2022: Deadline for when Permittees need to have their inventories established
- Next TAC meeting: April 2022
 - Will have draft memo for business inventory procedure by then
 - Will be asking for feedback via email before then
- Task 4: IDDE Data Analysis
 - Will be reviewing 2020 IDDE data
 - James also did a SAM study with City of Lakewood a few years ago about source control. Part of that study included an analysis of IDDE data. One of the recommendations from that study was to standardize the way the IDDE data was shared for the permit.
 - Our task 4 is a follow up to this previous SAM Study
- Task 6: Pilot Project
 - Test out business inventory procedure and best practices guidance
 - Will also develop some outreach materials
 - 6 month pilot program
 - Open up pilot project up to broader King County?
- Alison is happy to meet with TAC members if they would like to provide feedback 1:1, versus providing input on deliverables via email

SURVEY OF MUNICIPAL JURISDICTIONS' SOURCE CONTROL PROGRAMS, 11:25 AM

SURVEY OBJECTIVES

1. Build off the Business Inspection Group (BIG) program report from January 2020
 - a. Only one question about mobile businesses (*Question 2.1 How do you handle complaint-based response for mobile businesses...based in another jurisdiction?*)
2. Understand how jurisdictions create their business lists for their source control programs
3. Identify ways that jurisdictions work together on source control
4. Investigate and understand:
 - a. Regional or statewide regulatory systems or approaches that could support local government oversight of mobile businesses
 - b. How the business licensing process can support source control programs
 - c. Barriers, from the municipal government perspective, to properly handling waste from mobile businesses

Notes:

- This study doesn't focus on research on the underlying nature of the mobile businesses. This study focuses on more the municipal stormwater permittees than the businesses
- Heather has done a lot of work with mobile businesses, looking at hood vent cleaning and pressure washing
 - Found that many mobile businesses didn't have City of Kent business licenses
- Looking to use the survey tool through the Microsoft suite
- Survey will be ~10 questions
- Survey schedule
 - TAC comments on draft survey questions by November 19
 - Will plan to send out final survey in early January and ask for feedback by end of January
- Draft survey questions sent to TAC before this meeting. Feedback:
 - Proposed edit to #3: "If yes, how?"
 - How to define mobile business?
 - Perhaps combine this with list in question #5?
 - Heidi: "wonder if Home Depot like stores have any data they would be willing to share- or Costco business services to track how and where they buy supplies"
 - Add to #5: pet care, personal grooming services
 - Send any comments on the survey questions to James/Alison/Todd

SURVEY FORMAT

- Online (SurveyMonkey or other format TBD), approximately 10 questions
- Send out via list-serves: WA Stormwater Center, Ecology Permit Managers, APWA Stormwater

SURVEY SCHEDULE

- TAC comments on draft survey questions: November 19
- Final survey: December 1
- Distribute: first week of January
- Reminder: mid-January
- Answer by: January 28

NEXT TAC MEETING, 11:55 AM

APRIL 2022, date TBD

- Outcomes of survey

- Draft Business Listing Procedure
- Draft IDDE report
- 2-hour meeting

ADJOURN, 12 PM

Action items

- Send feedback on the survey questions to James and Alison