



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, May 12, 2025
7:30 PM

Location

Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

- a. May 11-17 - National Police Week including Candlelight Vigil on May 14 (page 3-4)

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney
- Police Chief Charlie Worley
- Public Works Director Dave Vorse / Senior Operator Tyler Stone
- Summary Presentation of US Army Corps of Engineers "Mount Saint Helens Level of Protection 2024 Update" (page 5-22)
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the April 14, 2025 Regular Council Meeting. (page 23-25)
- b. Approve the minutes of the April 28, 2025 Regular Council Meeting. (page 26-28)
- c. Approve the April 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$458,478.03. (page 29-30)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Amendment to Municipal Legal and Support Services with Thompson, Guildner & Associates, Inc., P.S., amending the start date from June 1, 2025 to an immediate effective date. (page 31-34)
- b. Resolution No. 2025-03, a resolution of the City Council of the City of Castle Rock, Washington, amending Schedule 6 of the City's Master Fee Schedule. (page 35-66)
- c. Gibbs & Olson, Inc. Authorization No. 2025-002 for Utility and Access Easement Descriptions upon School District, Swanson, and Gould Properties, in the amount of \$12,000. (page 67-71)
- d. Gibbs & Olson, Inc. Authorization No. 2025-003 for Storm Sewer Cleaning, Inspection and Prioritization, in the amount of \$270,000. (page 72-79)
- e. Wastewater Pretreatment Policy (page 80-110)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q25</u>	<u>3Q25</u>	<u>4Q25</u>	<u>1Q26</u>
April 14	July 14	October 13	January 12
April 28	July 28	October 27	January 26
May 12	August 11	November 10	February 09
Tuesday, May 27	August 25	November 24	February 23
June 09	September 08	December 08	March 09
June 23	September 22	December 22	March 23

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Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

Proclamation

FOR
NATIONAL POLICE WEEK
May 11 - 17, 2025

WHEREAS, there more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Castle Rock Police Department; and

WHEREAS, since the first recorded death in 1786, there are currently 24,412 law enforcement officers in the United States that have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC; and

WHEREAS, 345 names of fallen heroes were added to the National Law Enforcement Officers Memorial in 2025, including 148 officers who were killed in 2024 and an additional 97 officers who died in previous years; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37th Candlelight Vigil, on the evening of May 14, 2025; and

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be observed this year between May 11th and May 17th; and

WHEREAS, May 15th is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff.

THEREFORE, BE IT RESOLVED, as Mayor of the City of Castle Rock, I formally designate May 11 – 17, 2025, as National Police Week in the City of Castle Rock, and publicly salutes the service of law enforcement officers in our community and communities across the nation.

Signed on this 12th day of May, 2025,

Paul Helenberg, Mayor
City of Castle Rock, Washington

MAY 14TH, 2025-R.A. LONG PARK

CANDLELIGHT VIGIL 7-8PM

*IN HONOR OF
FALLEN LAW
ENFORCEMENT
OFFICERS IN 2024*

JOIN US IN HONORING
THE HEROES WHO HAVE
MADE THE ULTIMATE
SACRIFICE FOR THEIR
COMMUNITIES.



MOUNT SAINT HELENS LEVEL OF PROTECTION 2024 UPDATE

Karl Ahlen, Project Manager
Paul Sclafani, Floodplain Manager
Ben O'Connor, Civil Engineer
USACE Portland District

24 April 2025

06-Dec-2023, Atmospheric River Event



Photo credit: Kurt Spicer, U.S. Geological Survey



U.S. ARMY



US Army Corps
of Engineers®

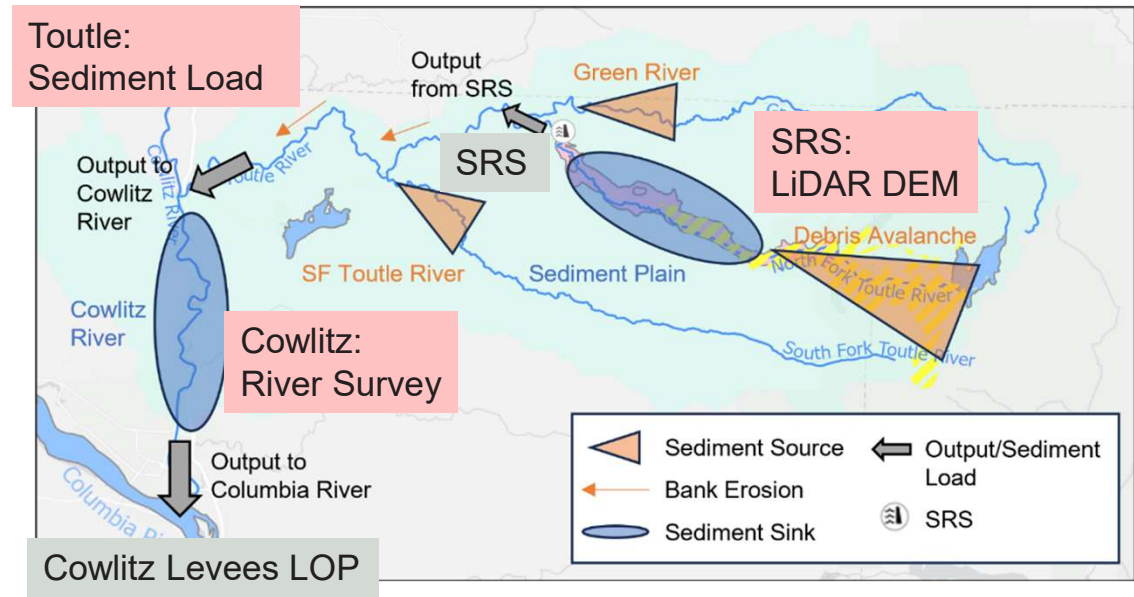
OBJECTIVES

Present the level-of-protection (LOP) for the Cowlitz River levees based on the 2024 survey

Present analyses to date on monitoring activities

- Rainfall-runoff and snow conditions
- Flow and sediment loads along NF Toutle, Toutle, and Cowlitz Rivers
- Sedimentation and performance of Sediment Retention Structure (SRS)
- Sedimentation along Cowlitz River
- Reach-by-reach look at changes to channel bathymetry of Cowlitz River

Discuss adaptive management with respect to current and potential future actions



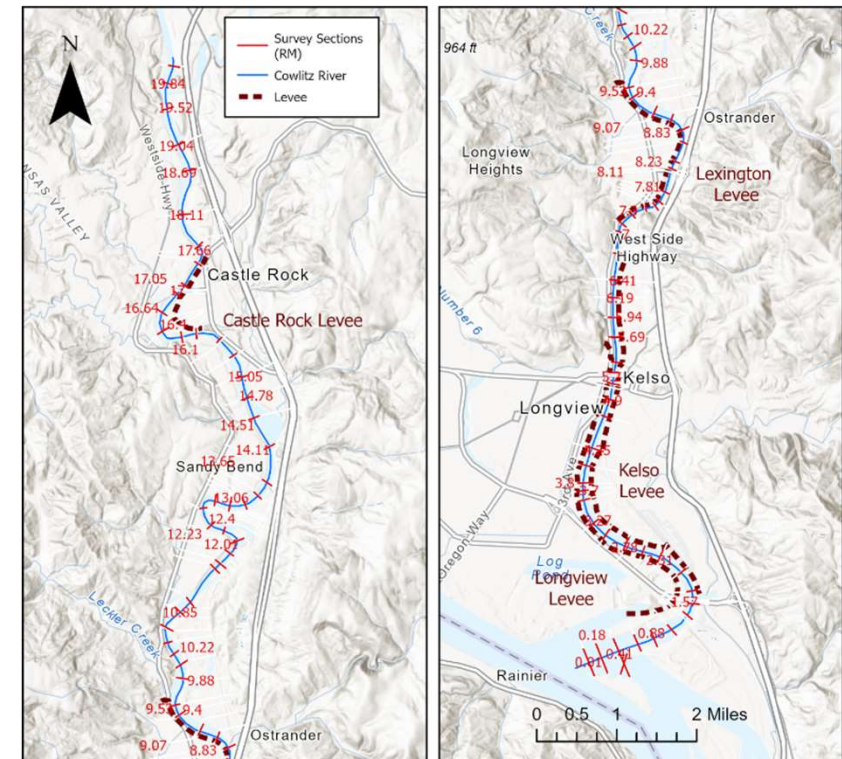
LEVEL OF PROTECTION

Maintaining authorized levels of flood protection along lower Cowlitz River is a part of the USACE Mount Saint Helens Project

Level of Protection (LOP) is quantified as a probability relating to the magnitude of an event that the levee can protect against failure with 90% assurance

- Conditional non-exceedance analysis that includes flood frequency, levee fragility, and stage-discharge with uncertainty
- Updated with annual river survey (06-Aug through 19-Sep 2024)

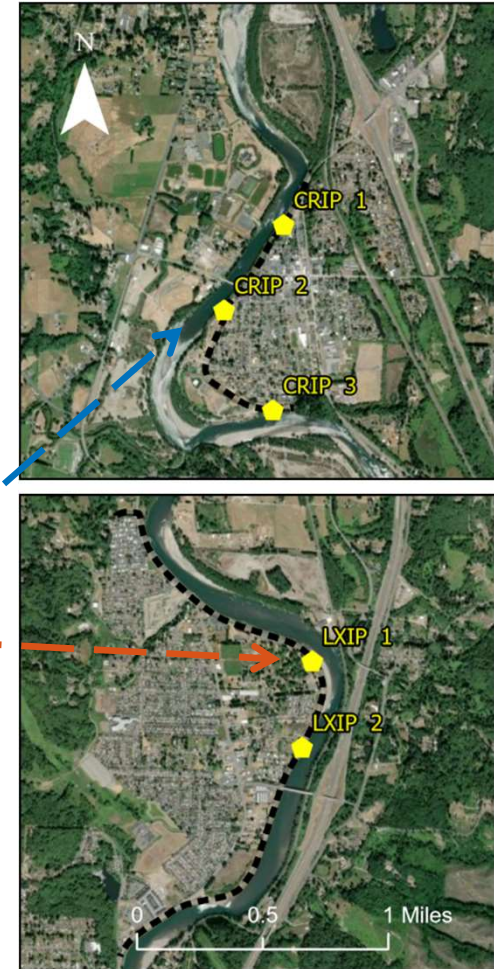
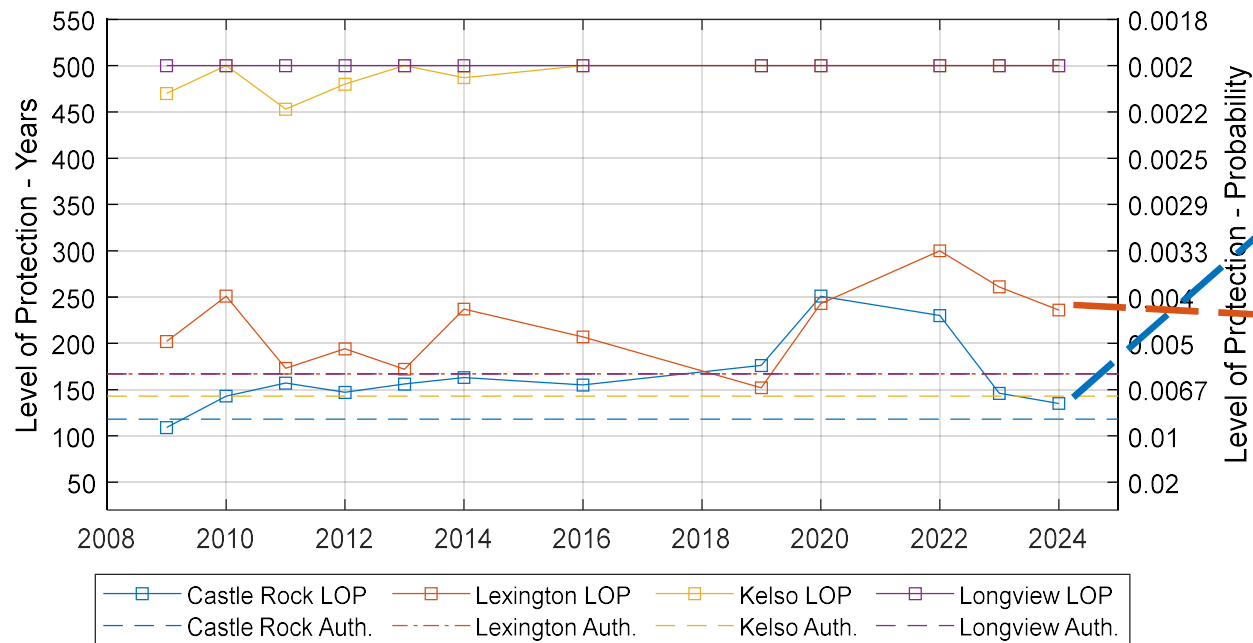
Levee	Index	Index Point Description	River Mile	Authorized LOP
Castle Rock	CRIP 1	Approximately 1,500 ft upstream of Castle Rock Bridge	17.42	0.0085, 1 in 118 years
	CRIP 2	Just downstream of Castle Rock Bridge	17.00	
	CRIP 3	Road crossing by sewage treatment plant	15.91	
Lexington	LXIP 1	Riverside Park	8.64	0.0060, 1 in 167 years
	LXIP 2	Lexington Across from Mobile Home Park	8.30	
Kelso	KLIP 1	Across from Rocky Point	7.00	0.0070, 1 in 143 years
	KLIP 2	End of Pacific Ave	6.19	
	KLIP 3	Upstream end of Golf Course	4.02	
	KLIP 4	Upstream end of Golf Course	3.70	
Longview	LVIP 1	Upstream End of Country Fairgrounds	4.9	0.0060, 1 in 167 years
	LVIP 2	Downstream End of Country Fairgrounds	4.68	
	LVIP 3	Across from Highway 411	3.59	
	LVIP 4	Across from Highway 432	3.27	



LEVEL OF PROTECTION

LOP meets authorized levels for all four levees and a continued decrease at Castle Rock and Lexington levees

- Decreasing LOP at CRIP2 and CRIP3 along Castle Rock levee since 2020
- Decreasing LOP at LXIP1 along Lexington Levee since 2022
- Decreasing LOP at LXIP2 cleared between 2020 and 2022 surveys

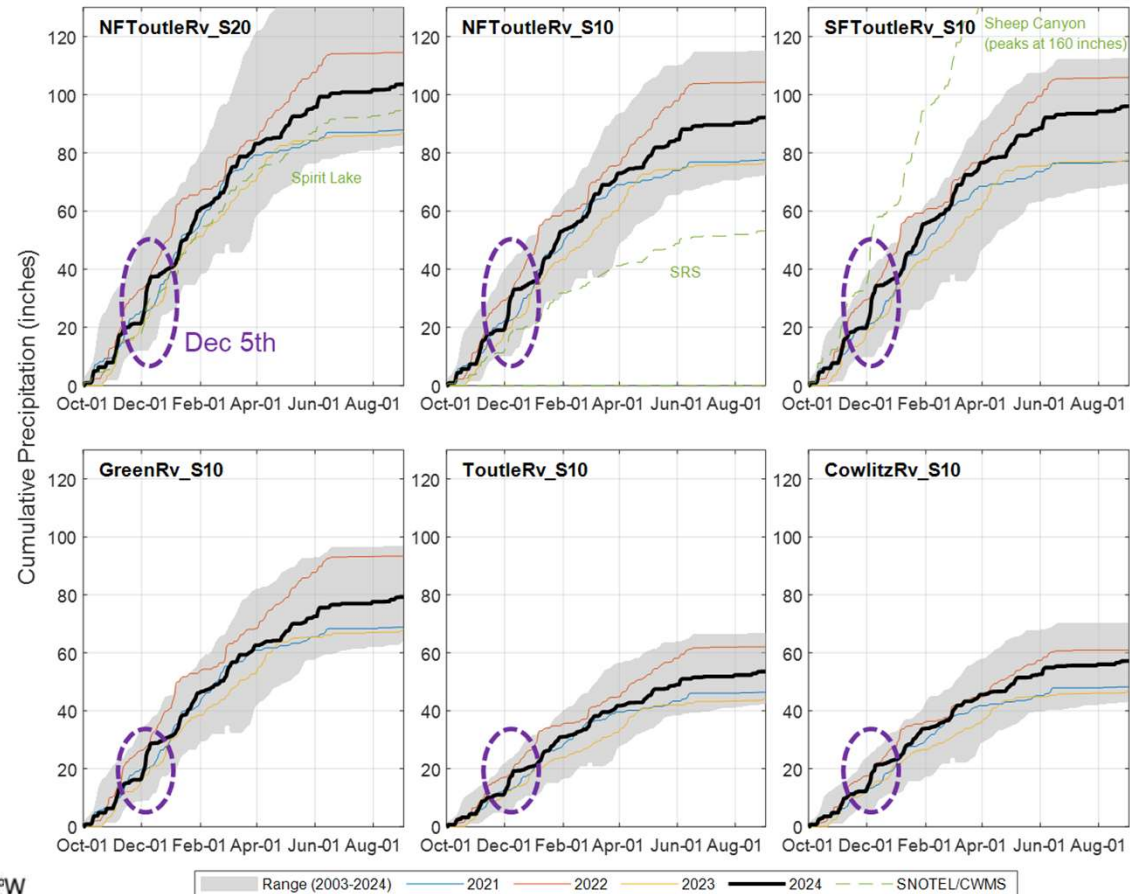
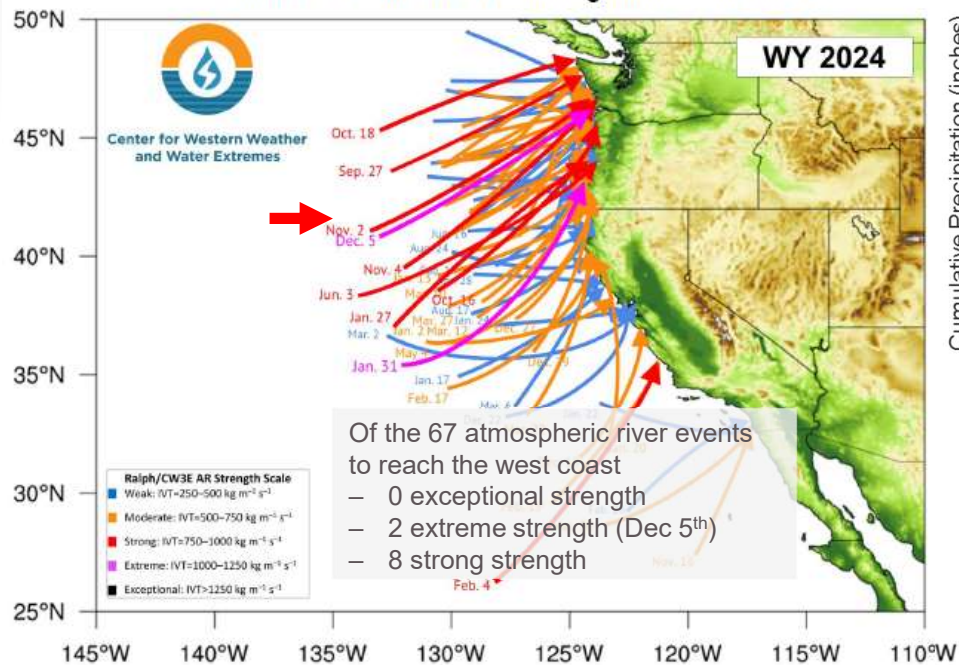


WY 2024 HYDROLOGY

Average hydrology with 1 large atmospheric river event

- Dec 5th AR product of 3 systems
- Significant rain-on-snow runoff to MSH region below crater
- Snow accumulation and melt also average (data not shown)

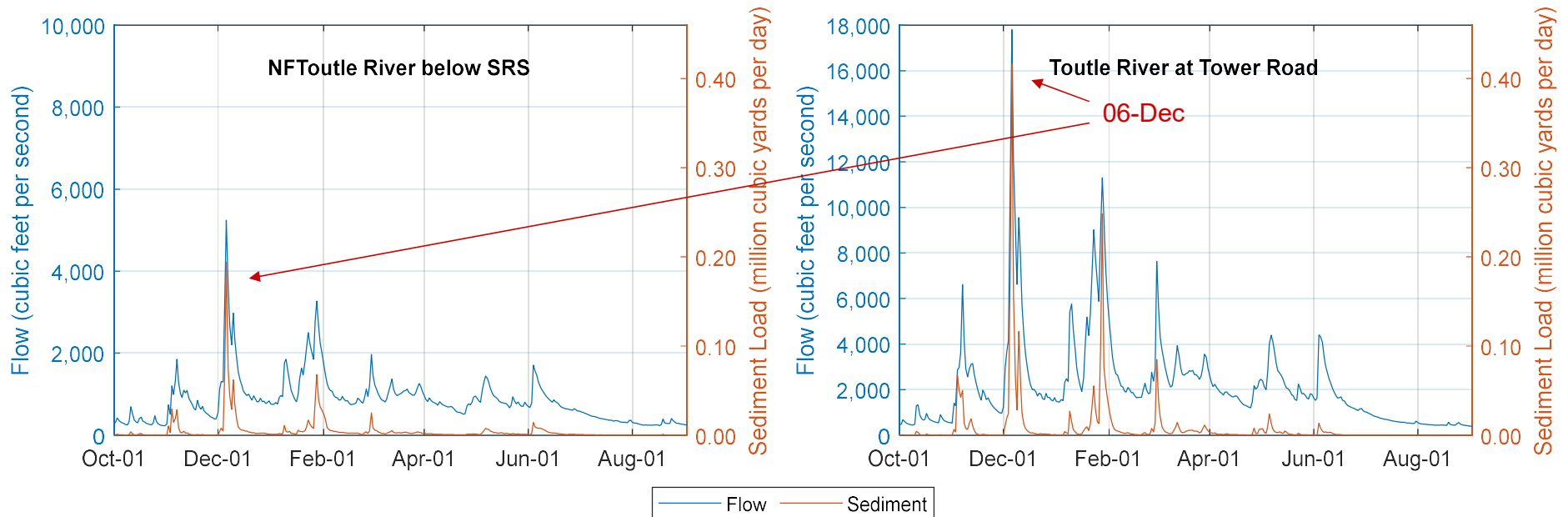
67 atmospheric rivers made landfall over the U.S. West Coast during Water Year 2024





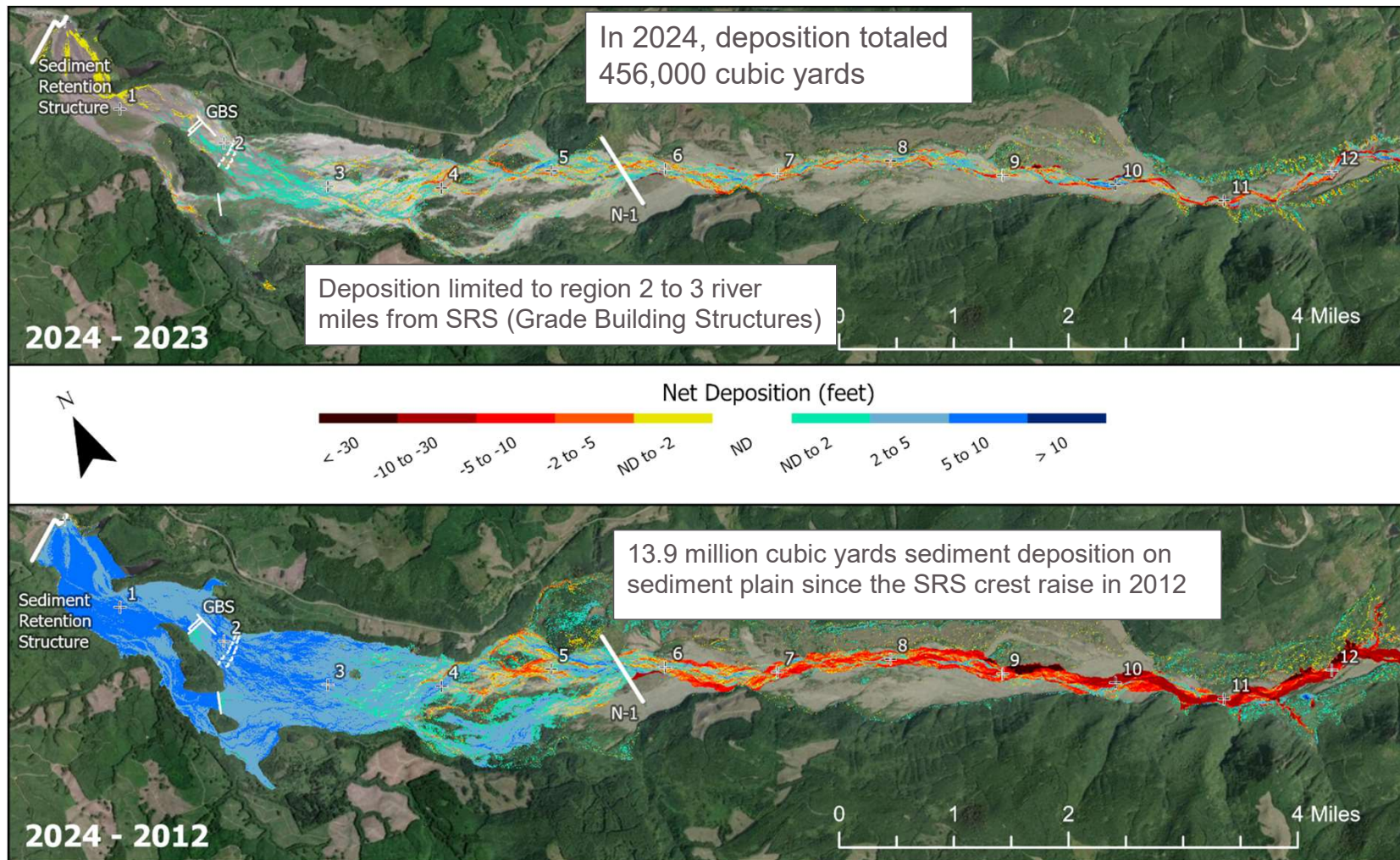
WY 2024 FLOW & SEDIMENT

Gage	Annual Flow Volume (acre feet)	Peak Flow (cubic feet/second)	Peak Sediment Load (cubic yards/day)	Annual Sediment Load (cubic yards)
NF Toutle River below SRS	590,845	5,950	194,152	1,550,425
Toutle River at Tower Road	1,519,479	20,500	416,374 (2 nd Since 2012)	2,906,661 (3 rd Since 2012)
Cowlitz River at Castle Rock	5,889,478	44,800		





SEDIMENT PLAIN



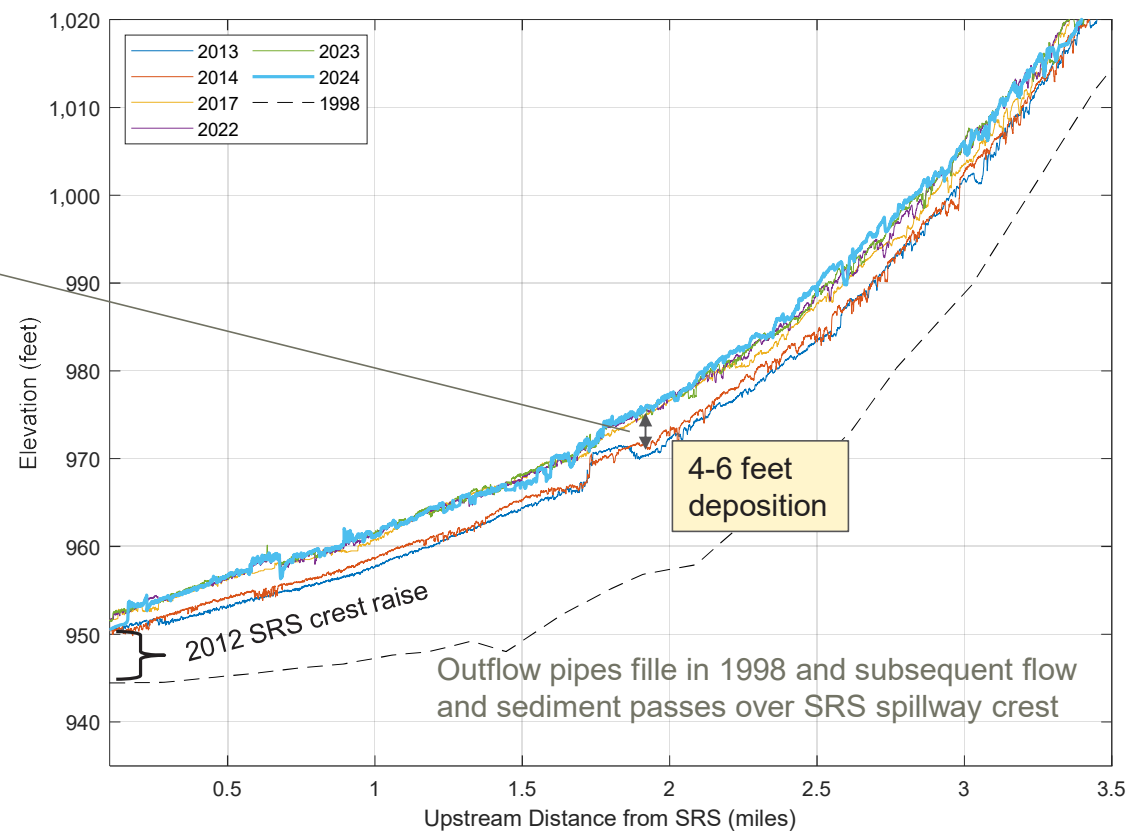
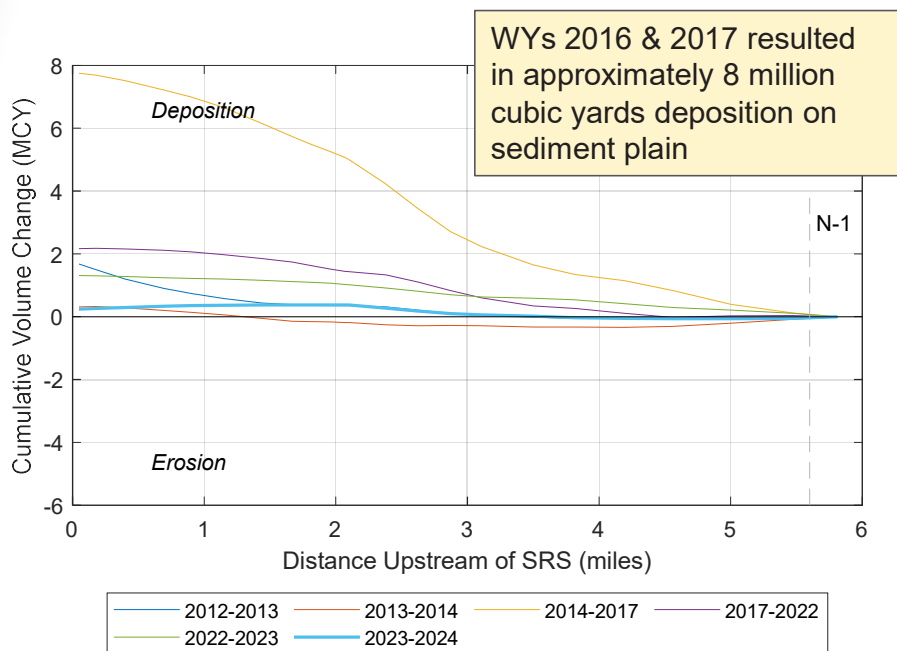


SEDIMENT PLAIN

Longitudinal volume and elevation changes from the LiDAR data shows that the 456,000 cubic yards deposited in 2024 was between river miles 2 and 3.

Annualize the deposition for years using sediment load data at Tower Road

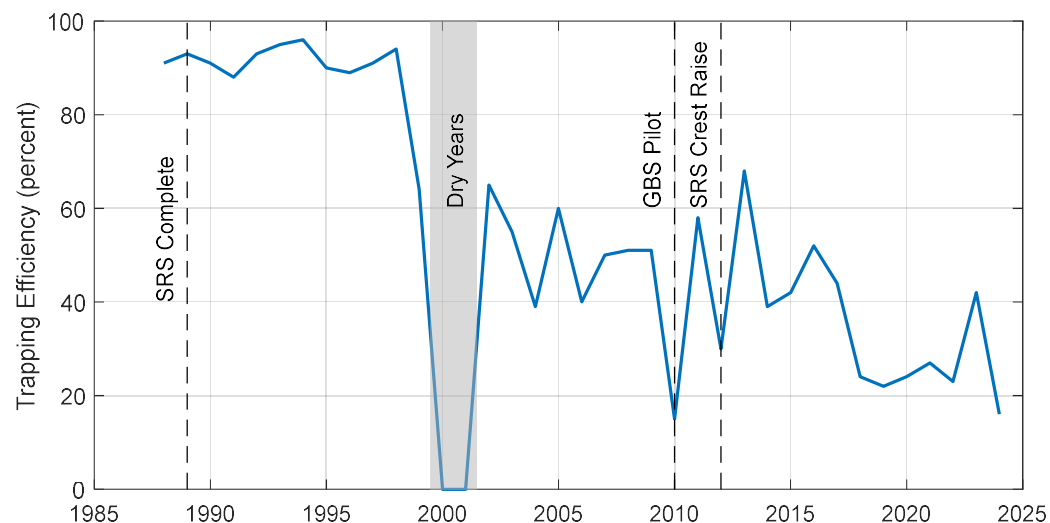
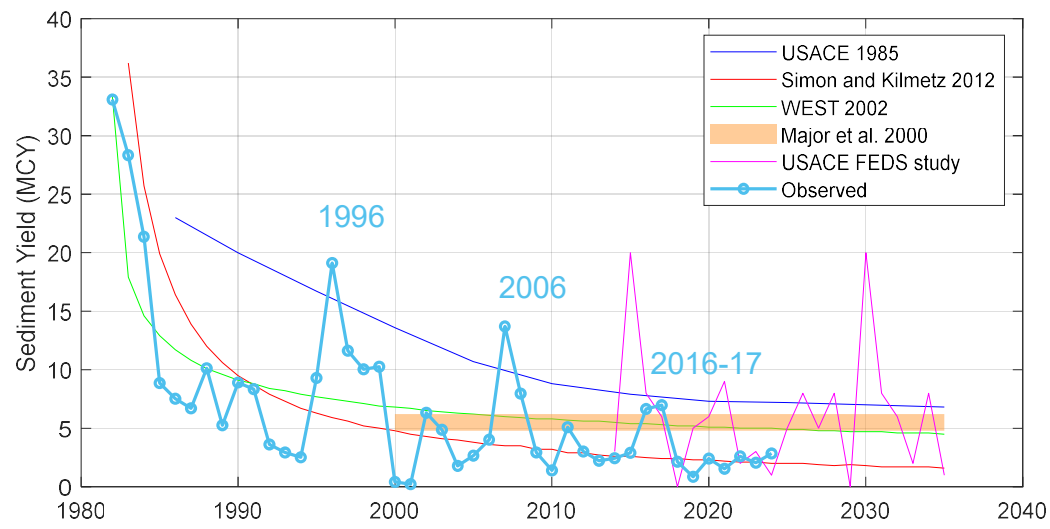
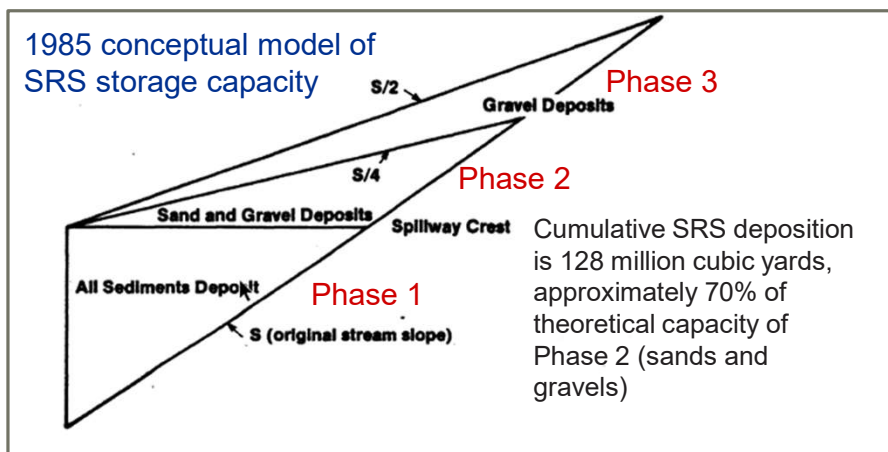
- As low as 185,000 cubic yards in 2019
- As high as 3.5 million cubic yards in 2016



SRS PERFORMANCE

Debris Avalanche Sediment Yield and SRS Trapping Efficiency

- Sediment yield of 2.8 million cubic yards in 2024
- The sediment yield has tracked the Simon and Kilmetz (USDA, 2012) model of decaying yield as system recovers
- Peaks in sediment yield associated with large flood events that occurred in Feb-1996, Nov-2006, Dec-2015, and several events in water year 2017
- SRS Trapping Efficiency down to 16% in 2024
 - 2023 trapping efficiency was revised from 50 to 42%
 - Deposition upstream of SRS in 2024 was approximately 50% of the deposition in 2023

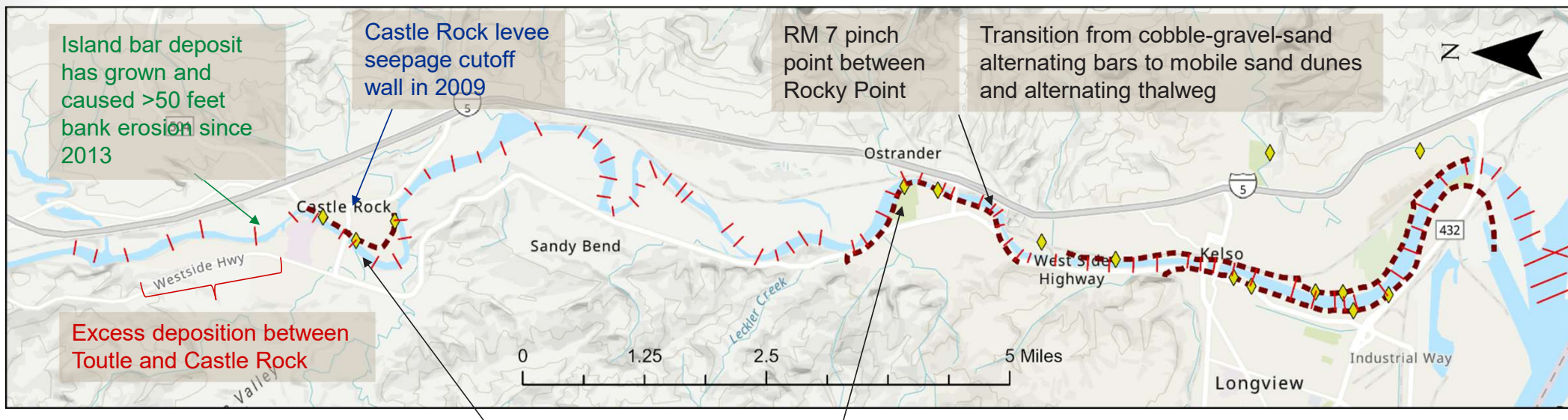




SEDIMENTATION IN COWLITZ RIVER

Repeat surveys of Cowlitz River

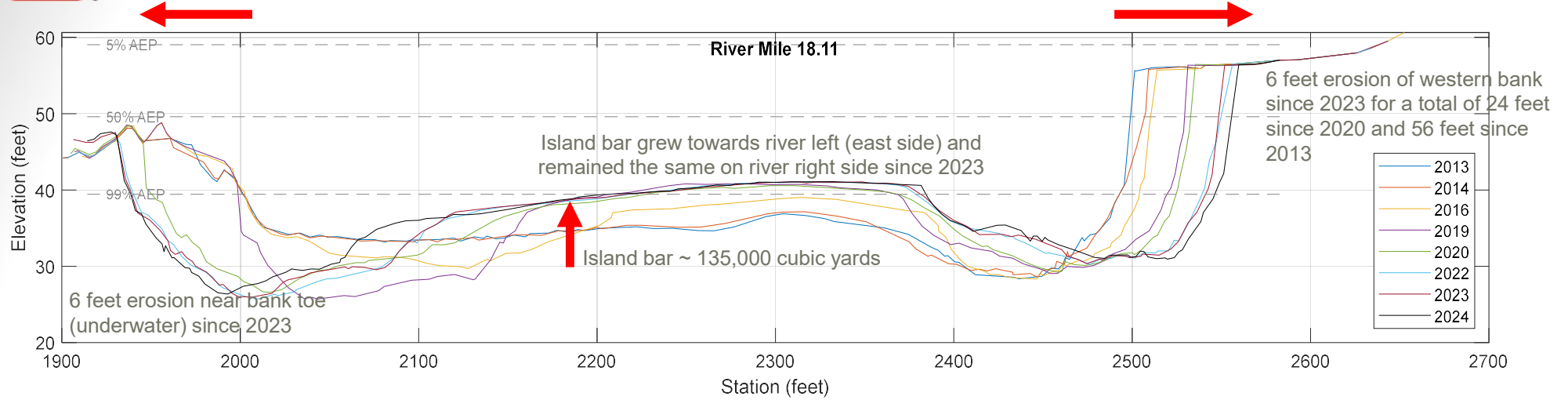
- Year-to-year changes in cross section elevations used to quantify erosion and deposition in Cowlitz River
- River survey used in models to quantify LOP



LOP Declines at Castle Rock and Lexington

- 2024 declines in LOP at Castle Rock #3 and Lexington #1
- 2009 Below authorized LOP at Castle Rock #2
- 2019 below authorized LOP at Lexington #1

COWLITZ RIVER BATHYMETRY

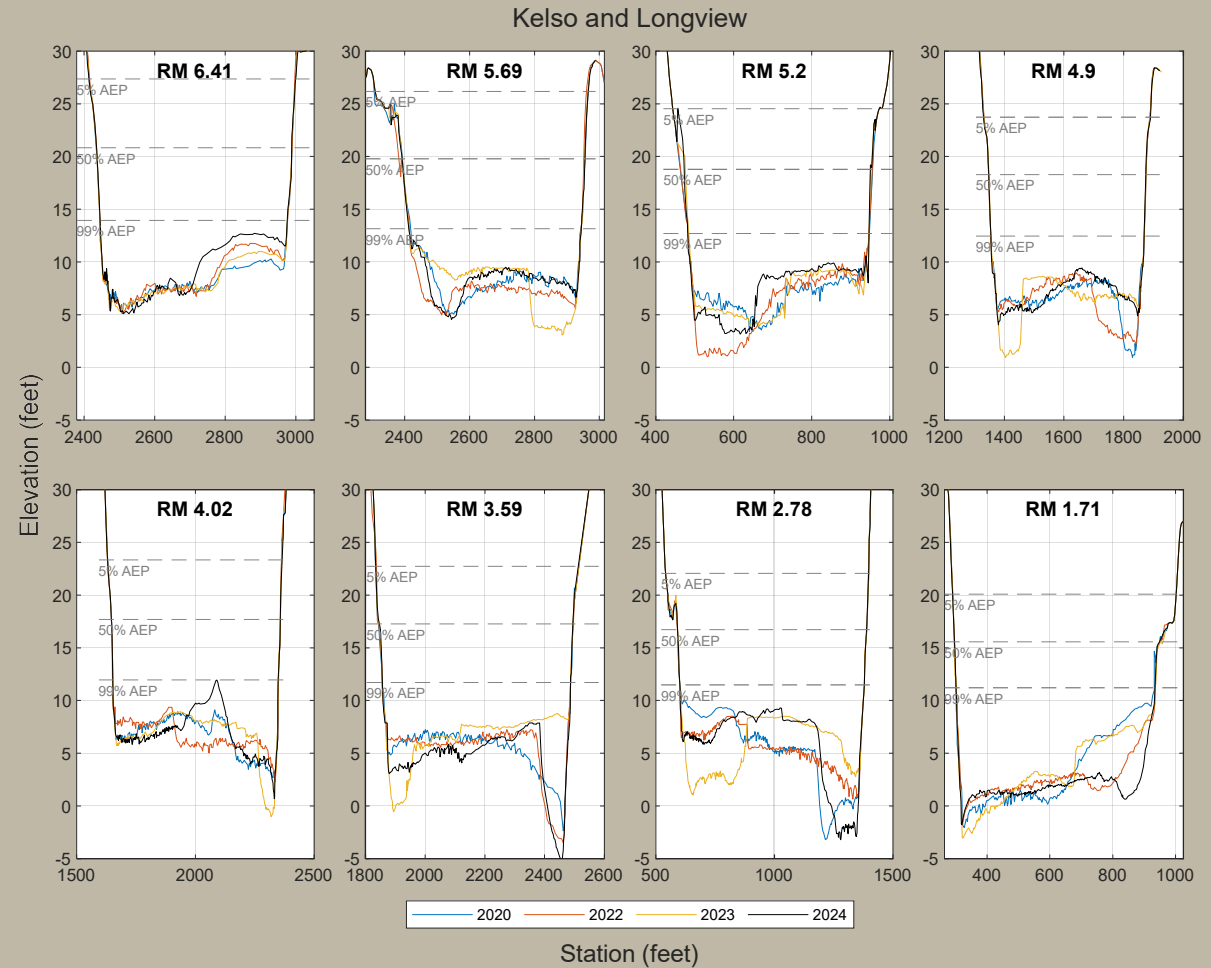
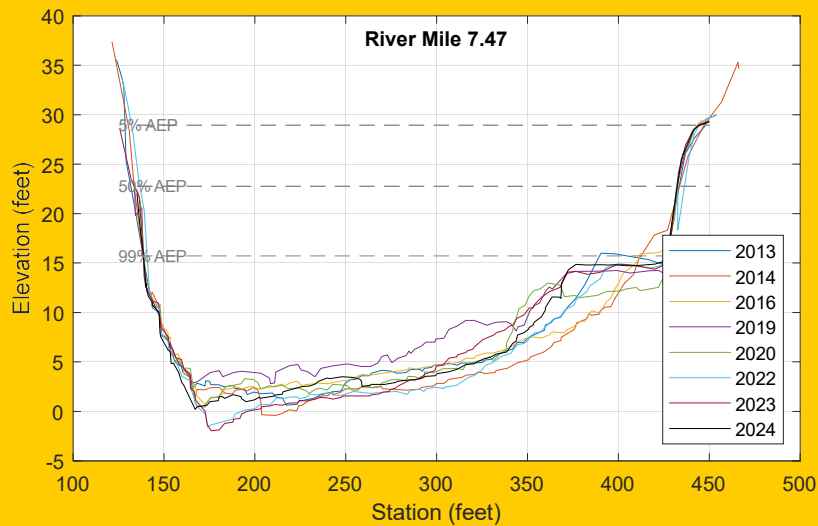




COWLITZ RIVER BATHYMETRY

Alternating thalweg of sand bars along Kelso and Longview

Rocky Point (pinch point) can see 2019 deposition

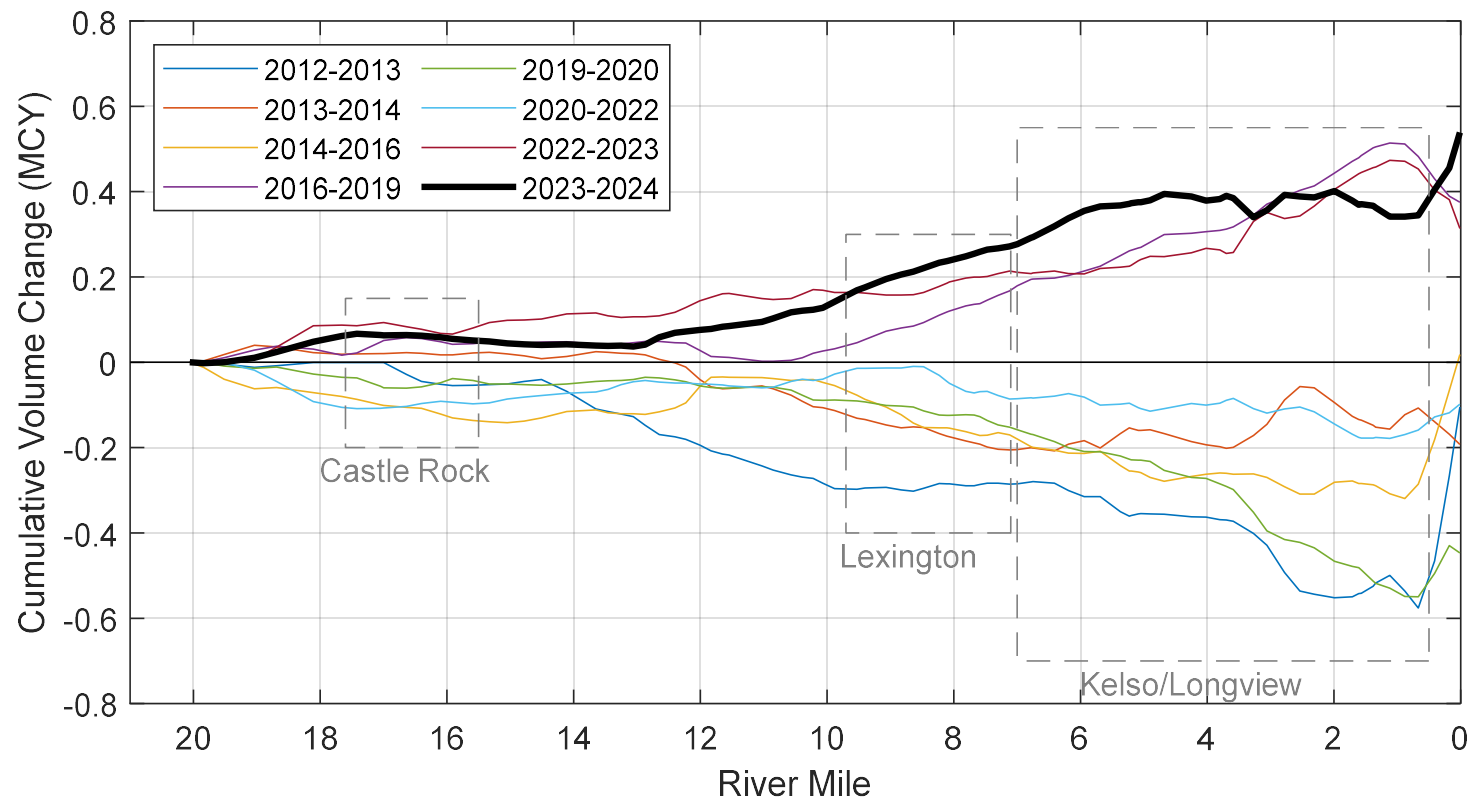




SEDIMENTATION IN COWLITZ RIVER

Volumetric changes in the Cowlitz River between survey years

- Computed as changes in cross section geometry below the 5% AEP flow
- Net deposition in the Cowlitz River like 2023 and 2019
- Deposition upstream of Castle Rock levee where the LOP is decreasing
- Continuous deposition from river mile 13 downstream to river mile 4
- Deposition throughout Lexington Levee where the LOP is decreasing

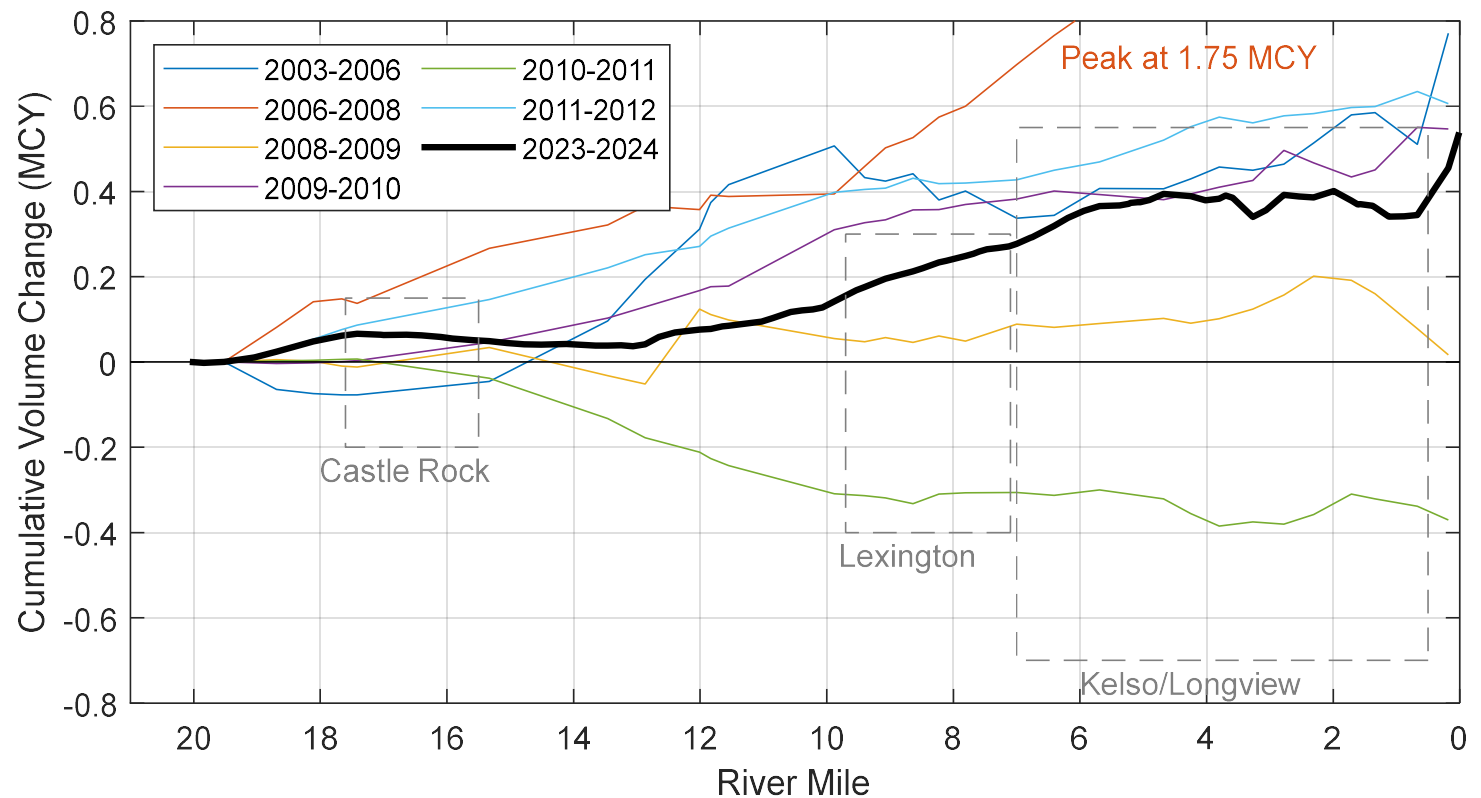




SEDIMENTATION IN COWLITZ RIVER

Comparing the 2023-2024 cumulative volume changes to those that occurred prior to the 2012 SRS spillway crest raise

- Large event in November 2006 depicted by the 2006-2008 difference
- Dredged 4.7 MCY of sediment in lower 6 river miles between 2007 and 2009
- 2023-2024 deposition is not yet reached the pre-2012 SRS raise conditions, but nearing and with consecutive years of significant net deposition

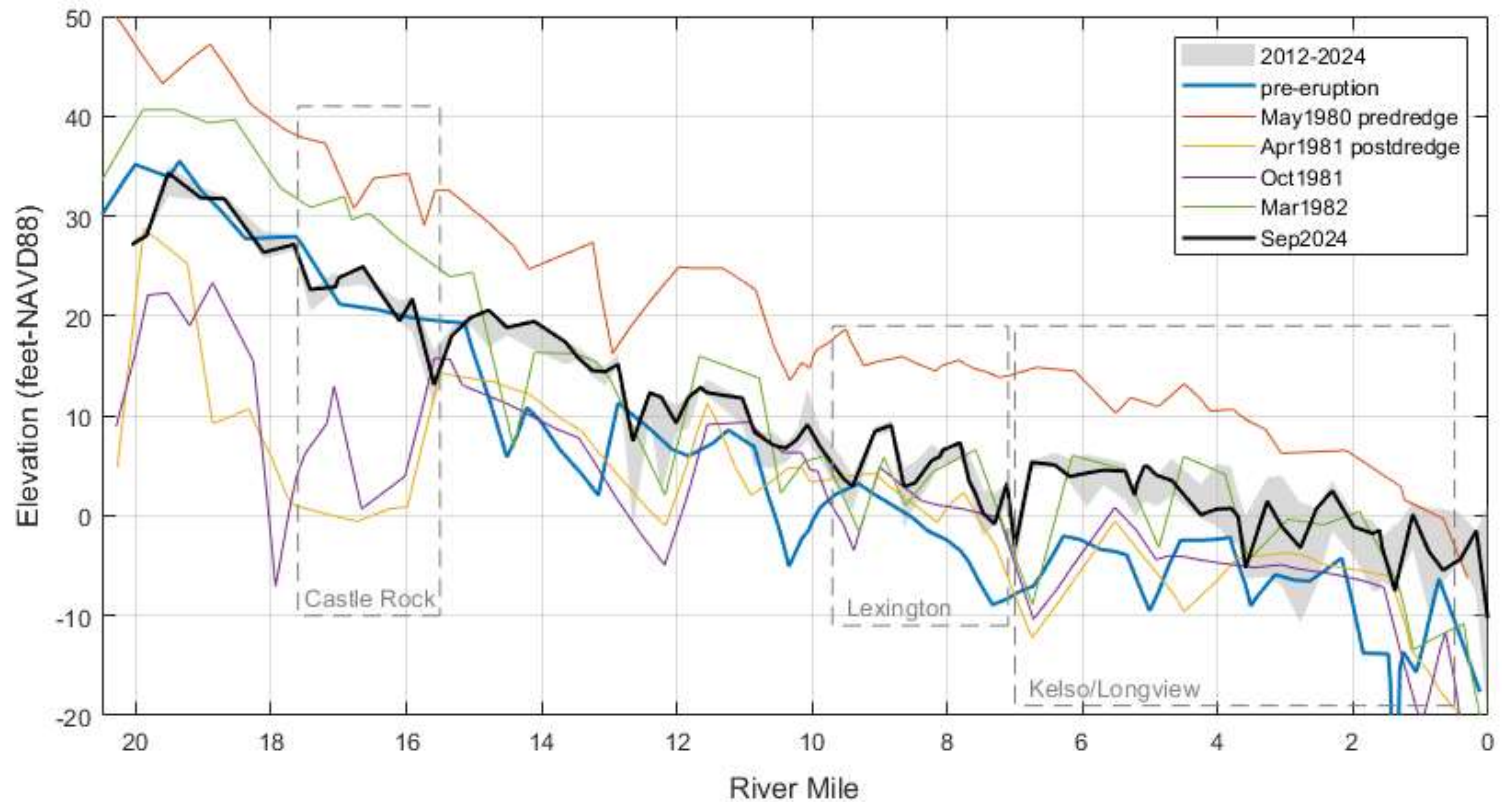




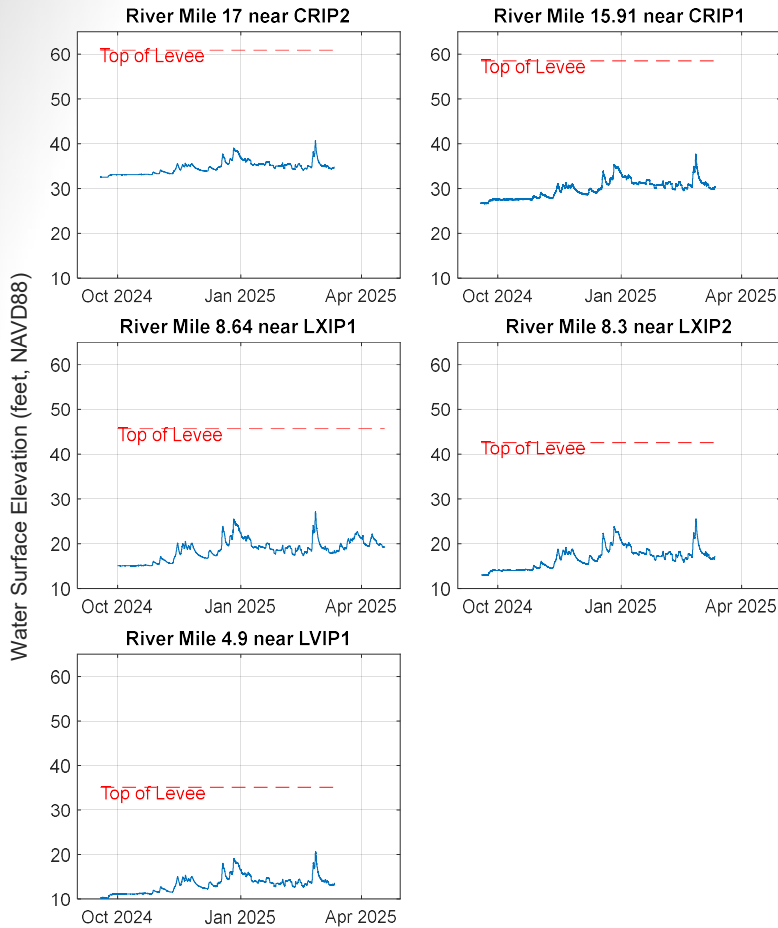
SEDIMENTATION IN COWLITZ RIVER

Comparing longitudinal profile of the Cowlitz Riverbed

- Post eruption resulted in 10 to 15 feet of aggregation
- Substantial dredging in early 1981 up to 30 feet in Castle Rock region
- Dredged areas filled in completely by early 1982
- River profile changes since 2012 SRS crest raise is largely between 3 and 5 feet
- Few locations that included between Castle Rock and Lexington, and through the Kelso/Longview levees with a larger range in bed changes



WATER SURFACE ELEVATION



Monitoring river stages

- Washington Department of Ecology gage near Lexington started in 2021
- USACE funded USGS to initiate a 3-year pilot project for 3 stage gages along Castle Rock, Lexington, and Longview in summer 2024
- USGS gage at Castle Rock
- WDOE and USGS Castle Rock gages are real-time, the pilot study are approximately updated quarterly
- Estimate \$13K for telemetry equipment and \$3K annual O&M per pilot study site to make this gages real time.





SUMMARY AND NEXT STEPS

Currently meeting authorized Level of Protection (LOP) values for all levees along Cowlitz River

- Decreases in LOP at Castle Rock and Lexington Levees
- The LOP at Castle Rock is nearing authorized LOP value

SRS performance

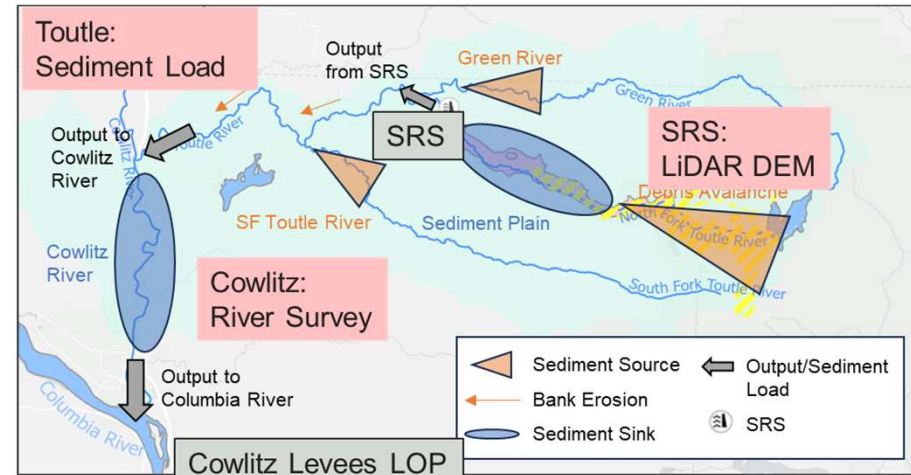
- Trapping efficiency currently at 16%
- Still in phase 2 of the conceptual model of the SRS trapping capacity (at 70%)
 - Depositing sands and gravels
 - Bowl between SRS and N-1 filling and valley slope increasing

Sedimentation issues in Cowlitz River

- Deposition in the Cowlitz River immediately downstream of the Toutle River confluence and between Castle Rock and Lexington levees
- Bank erosion at river mile 18.11 due to island bar growth

Upcoming

- Water Year 2024 report (in development)
- Toutle bank erosion using expanded LiDAR coverage



Sediment Budget Component	2000 to 2007 MCY per year	2013 to 2022 MCY per year	2024 MCY
Debris Avalanche Erosion	5.88	3.07	2.8
SRS - Sediment Plain Deposition	-1.83	-1.26	-0.5
Output from SRS	(4.05)	(1.81)	(2.3)
Green River Input	0.04	no data	
Bank Erosion NF Toutle River	0.08	no data	
SF Toutle River Input	0.76	no data	
Bank Erosion Toutle River	0.07	no data	
Output to Cowlitz River	(5.00)		
Sediment Load at Tower Road +25% unmeasured		(2.59)	(4.5)
Cowlitz River Deposition	-0.24	0.12	-0.6
Output to Columbia River	(4.76)	(2.71)	3.9

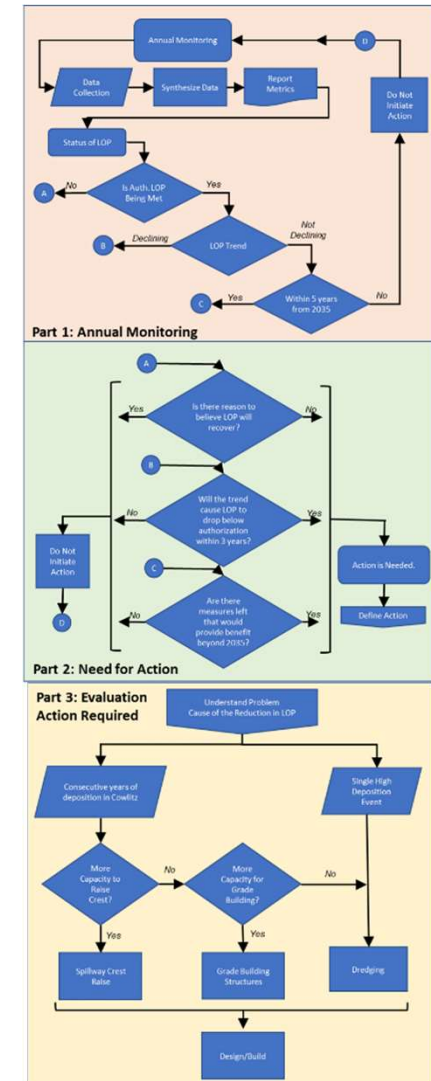
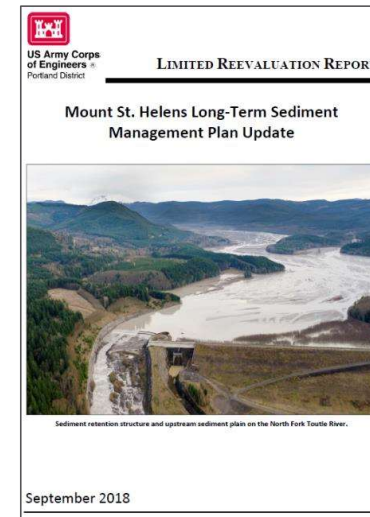
LONG-TERM SUPPORT

MSH Open Project & Adaptive Management

- Developed as a part of the Limited Reevaluation Report (LRR, 2018)
- Adaptive management triggered by status of LOP with decisions informed by analyses of the entire system (Monitoring program)
- Three main management options
 - SRS spillway crest raise
 - Sediment plain grade building structures
 - Dredging
- 2019 LOP was below authorized level at Lexington and initiated adaptive management process
- SRS crest raise of 10-feet was designed in 2022
- Issues with construction bidding, cost changes, and congressional funding has delayed SRS crest raise (also working on FCF upgrade and post-2035 planning)
- Dredging options limited by costs and fill locations

Other USACE Authorities

- Revetments and channel modifications through Section 404 and 408 processes
- Levee Safety & Flood Plain Management Programs
- Emergency Management



1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, Paul Simonsen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, Senior Operator Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. Sexual Assault Awareness Month

The proclamation was read by Clerk-Treasurer Carie Cuttonaro and presented by Mayor Paul Helenberg.

Tosha Nakano accepted the proclamation and spoke about the support for victims.

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

City Attorney Frank Randolph has given his notice of retirement.

- Police Chief Charlie Worley

- Public Works Director Dave Vorse

- Huntington Ave S - Street Tree Planting Plan

Public Works Director Dave Vorse and Castle Rock Blooms Representative Nancy Chennault presented the planting plan.

Mayor Helenberg, Councilmember Kessler, Councilmember Lee, Councilmember Rose, and Councilmember Whalen provided comments.

This item will be placed under Old Business at the next council meeting.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenber gave a verbal report.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Kessler made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- a. Approve the minutes of the March 24, 2025 Regular Council Meeting.
- b. Approve the March 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$720,320.83.

8. OLD BUSINESS

9. NEW BUSINESS

- a. Interlocal Agreement with Cowlitz County to provide Floodplain Management Administration, on a reimbursable basis per hour worked for services.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Lee made a motion, seconded by Whalen, to approve the Interlocal Agreement for Floodplain Administration services with Cowlitz County. Motion carried by roll call vote.

Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- b. Castle Rock Lions Club has advised the City of their intent to sell fireworks in 2025, per CRMC 5.32(c). Completed permit application including insurance has been submitted.

Councilmember Kessler made a motion, seconded by Whalen, to approve the Castle Rock Lions Club's request to sell fireworks in 2025. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- c. Access and Maintenance Easement granted by GNRL, LLC, located at 414 Cowlitz St E.

Public Works Director Dave Vorse presented.

Councilmember Rose made a motion, seconded by Kessler, to accept the Access and Maintenance Easement granted by GNRL, LLC, located at 414 Cowlitz St E. Motion carried by roll call vote.

Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- d. License Agreement with GNRL, LLC, granting stormwater access at 414 Cowlitz St E.

Public Works Director Dave Vorse presented.

Councilmember Lee made a motion, seconded by Whalen, to accept the License Agreement granted by GNRL, LLC, for stormwater access at 414 Cowlitz St E. Motion carried by roll call vote.

Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Cowlitz County Commissioner Rick Dahl provided comment.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:11 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, John Whalen, Paul Simonsen, and Ellen Rose. Councilmember Kessler was excused by roll call vote.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Senior Operator Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Tara Ghan, Castle Rock resident, provided several inquiries and comments.

Jessica Allman, Cowlitz County resident, provided an inquiry and comments.

Bryan Mjelde, Cowlitz County resident, provided comments.

Cameron Wilkinson, Castle Rock resident, presented a sample resolution regarding changing the hours for noise to enhance public peace and tranquility.

Amber MacLaren, Castle Rock resident, provided comments.

Amy Tippitt, Castle Rock resident, provided comments.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

Police Chief Charlie Worley informed Council of previous Police Chief Bob Heuer's passing. A service will be held 11:00 on Friday, May 2, at St Rose Church in Longview. Gravesite service will follow with a procession.

- Public Works Director Dave Vorse & Senior Operator Tyler Stone

- 2024 Annual Drinking Water Quality Report

Senior Operator Tyler Stone provided a verbal report.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

- Expenditure, Revenue, Cash & Investments Reports

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
Mayor Helenberg gave a verbal report.
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

- a. Street Tree Planting Plan for Huntington Ave S.

This item was previously discussed at the April 14, 2025 regular council meeting.

Senior Operator presented and recommended all trees and bushes are included, as presented at the previous meeting. Councilmember Lee provided comment.

Council approved all trees and bushes included in the presentation by consensus.

9. NEW BUSINESS

- a. Proposal and Agreement for Municipal Legal and Support Services with Thompson, Guildner & Associates, Inc., P.S., at an hourly reimbursable rate, adjustable by 3% annually. Term of contract is indefinite, however can be terminated with 60 days written notice.

Nikki Thompson, Managing Partner of Thompson, Guildner & Associates provided an introduction and presentation.

Councilmember Rose made a motion, seconded by Whalen, to approve the agreement with Thompson, Guildner & Associates, Inc. Motion carried by roll call vote. Councilmembers Lee, Whalen, Simonsen, and Rose voted 'Aye'.

- b. Amended and Restated Interlocal Cooperation Agreement for Lower Columbia SWAT (Special Weapons and Tactics) and for Law Enforcement Mutual Aid between City of Longview, City of Kelso, City of Castle Rock, and Cowlitz County.

Police Chief Charlie Worley presented.

Councilmember Lee made a motion, seconded by Whalen, to approve the Interlocal Agreement. Motion carried by roll call vote. Councilmembers Lee, Whalen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Cowlitz County Commissioner Rick Dahl provided comment.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:24 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 5/12/2025, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

Payroll Expenditures

<u>Transaction Type</u>	<u>Description & Transactions</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Payroll Nacha # 1650362	24,150.00	4/15/2025
	Taxes ACH	5,250.00	
EOM Payroll	Payroll Nacha # 1666108	73,243.46	4/30/2025
	26828 - 26831	15,497.75	
	ACH	55,997.43	
	Benefits 26832 - 26834	3,750.34	
	Taxes ACH	45,211.27	
	Voided 26828	(6,791.32)	
Total Payroll Expenditures		216,308.93	

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1145-4/2025	196.04	4/2/2025
Adjustment/EFT	EFT#1144-4/2025	7,322.79	4/24/2025
Claims	Check 56148 - 56150	1,909.70	4/17/2025
Claims	Check 56151	620.17	4/22/2025
Claims	Check 56152 - 56153	36,718.10	4/30/2025
Claims	Check 56154 - 56220	195,402.30	4/30/2025
Total General Expenditures		242,169.10	

TBD Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Claims	Check	-	
Total TBD Expenditures		-	

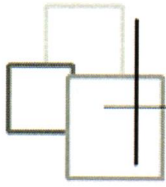
Total Expenditures

	<u>Amount</u>	<u>Payment Date</u>
Total General and TBD Expenditures	242,169.10	4/1/2025 - 4/30/2025
Payroll Expenditures	216,308.93	
Grand Total Expenditures	458,478.03	
Fund Transaction Summary Report	458,478.03	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2025 - Apr - May - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$159,151.46
100	Street Fund	\$10,201.42
115	Building Code Account Fund	\$2,015.73
120	Visitor Center Fund	\$2,109.98
130	Library Fund	\$366.13
140	Criminal Justice Fund	\$142.50
145	Local Criminal Justice Fund	\$7,046.20
170	DOT Spoil Site Fund	\$5,001.99
320	Street Construction Capital Fund	\$6,186.40
400	Water/Sewer Operating Fund	\$189,954.94
410	Regional Water System Fund	\$32,529.49
420	Stormwater Management Fund	\$12,519.52
430	Regional Water Capital Improvement	\$18.38
435	Muni Water Capital Improvement	\$10,705.45
470	Muni Sewer Capital Imprv Reserve	\$8,884.18
475	Boat Launch Facility Fund	\$10,824.94
634	State Custodial Pass-Thru Fund	\$819.32
	Count: 17	\$458,478.03

**CITY ATTORNEY AGREEMENT
FOR MUNICIPAL LEGAL AND SUPPORT SERVICES**

I - PARTIES/AGREEMENT

The CITY OF CASTLE ROCK (hereinafter "CITY") agrees to retain the law firm of THOMPSON, GUILDNER & ASSOCIATES, INC., P.S., 110 Cedar Avenue, Suite 102, Snohomish, Washington, and said law firm (hereinafter "CITY ATTORNEY") agrees to serve as CITY ATTORNEY on the terms and conditions stated below. The CITY ATTORNEY shall serve at the pleasure of the Mayor; PROVIDED, that all decisions relative to such agreement, shall be subject to confirmation by a majority vote of the City Council.

II - QUALITY OF SERVICES

The CITY ATTORNEY shall perform all legal services covered by this contract in a capable and efficient manner, and in accordance with the professional and ethical standards of the Washington State Bar Association.

III - COMPENSATION

A. Rates. The CITY shall pay the CITY ATTORNEY at the following rates:

1. All attorney services - \$268/hr.
2. All legal investigator services and licensed legal intern services - \$185/hr.
3. All paralegal services - \$170/hr.

B. Rate Adjustment. Beginning January 1, 2026, all rates shall be adjusted annually on January 1st at a rate of 3%, rounded to the nearest whole dollar. Either party may request renegotiation of the rates at any time.

C. Time Records. In order to determine appropriate compensation, the CITY ATTORNEY shall maintain accurate time records, copies of which shall be made available to the CITY.

D. Time for Payment. The CITY shall pay all compensation provided herein to the CITY ATTORNEY on a monthly basis, and within four weeks of the date on which each billing statement is received.

IV - REIMBURSEMENT

In addition to compensation for the legal services specified above, the CITY shall reimburse the CITY ATTORNEY for direct expenses incurred, and costs advanced, including but not limited to court costs, filing fees, witness fees, recording fees, copying and mailing expenses at cost, and the cost of travel, a pro-rata share of lodging and tuition relating to meetings of the Association of Washington Cities and Association of Municipal Attorneys. However, ordinary law office operating expenses, such as rent and secretarial services, shall not be compensated or reimbursed. The cost of travel to the City of CASTLE ROCK shall be billed one way at the hourly rate.

V - EXCEPTIONS

This contract shall not cover legal representation relating to prosecution, insurance defense, bond financing, or other specialized fields where it is agreed by the parties that outside legal counsel should be retained.

VI - INSURANCE COVERAGE

The CITY ATTORNEY shall provide errors and omissions, and malpractice insurance coverage, while providing services under this Agreement. Provided, the CITY shall indemnify and hold the CITY ATTORNEY harmless from any and all claims brought by third parties against the CITY ATTORNEY acting in said capacity.

VII - EFFECTIVE DATE AND DURATION

This Agreement shall supersede and replace all previous agreements and shall take effect on June 1, 2025 and shall continue indefinitely until terminated by either party upon 60 days' written notice.

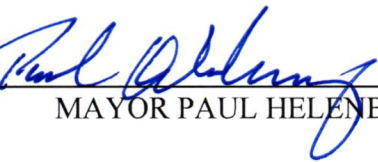
DATED this 29th day of April, 2025.

THOMPSON, GUILDNER & ASSOCIATES, INC., P.S.

By 

NIKKI THOMPSON, MANAGING PARTNER

CITY OF CASTLE ROCK

By _____
MAYOR PAUL HELENBERG

ATTEST:

BY _____
CARIE CUTTONARO, CLERK-TREASURER

**FIRST AMENDMENT TO THE CITY ATTORNEY AGREEMENT FOR
MUNICIPAL LEGAL AND SUPPORT SERVICES BETWEEN
THOMPSON, GUILDNER & ASSOCIATES, INC., P.S.,
AND THE CITY OF CASTLE ROCK**

THIS FIRST AMENDMENT TO THE CITY ATTORNEY AGREEMENT is entered into by and between the City of Castle Rock, "CITY," and THOMPSON, GUILDNER & ASSOCIATES, INC., P.S., "TGA" as follows:

WHEREAS, the CITY's current City Attorney is in the process of retiring; and,

WHEREAS, the CITY has retained TGA as its new City Attorney starting June 1, 2025; and,

WHEREAS, the current City Attorney has expressed a desire to retire earlier than TGA's June 1 start date.

NOW THEREFORE; the CITY ATTORNEY AGREEMENT, dated April 29, 2025, is hereby amended as follows:

Section VII, EFFECTIVE DATE AND DURATION, is amended to reflect an immediate effective date.

Except as provided above, all other terms and conditions of the CITY ATTORNEY AGREEMENT dated April 29, 2025, shall continue in full force and effect, unchanged.

CITY OF CASTLE ROCK

By_____

DATED _____

PAUL HELENBERG, Mayor

THOMPSON, GUILDNER & ASSOCIATES, INC., P.S.

By_____

DATED _____

NIKKI THOMPSON, President

RESOLUTION NO. 2025-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON, AMENDING
SCHEDULE 6 OF THE CITY'S MASTER FEE SCHEDULE.

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Castle Rock do hereby resolve as follows:

SECTION 1. Master Fee Schedule Amended. The master fee schedule is amended as set forth in the schedules attached hereto as Exhibit A (Master Fee Schedule) and incorporated by reference. Exhibit A hereby supersedes and replaces in its entirety, Exhibit A as set forth in Resolution No. 2025-02.

SECTION 2. This resolution shall be effective immediately upon its adoption.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

Mayor Paul Helenberg

Attest:

Approved as to form:

Carie Cuttonaro, Clerk-Treasurer

City Attorney

City of Castle Rock

Master Fee Schedule

Approved by Resolution No. 2025-03

<u>Schedules</u>	<u>Effective Date</u>
1, 2, 3, 7, 8, 9, 10	February 24, 2025
4, 5	March 24, 2025
6	May 12, 2025

Table of Contents

Schedule 1 – Administrative.....	3
Reproduction of Public Records	3
Description	3
Returned Payment	3
Schedule 2 – Other Fees.....	4
Business Licenses*	4
Other Business Licenses	4
Special Event Permit.....	4
Fireworks Permit	4
Schedule 3 – Police.....	5
Firearms Dealer License	5
Concealed Pistol License	5
Other Fees	5
Repeated False Alarm Response	5
Schedule 4 – Building Code	6
Table A-1 Building Division Fees.....	8
Table B-1 Building Permit Fees.....	10
Table B-2 One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations	11
Table F-1 Fire Code Permit Fees.....	13
Table G-1 Excavation and Grading Fees	15
Table M-1 Mechanical Permit Fees.....	17
Table P-1 Plumbing Permit Fees.....	19
Table O-1 Other Fees	20
Schedule 5 – Planning	21
Environmental Review	21

Description	21
Land Use Actions	21
Description	21
Other Land Use/Planning Fees	22
Description	22
Preapplication Conferences, Preapplication & Site Plan Reviews	22
Description	22
Signs	23
Description	23
Zoning	23
Description	23
Schedule 6 – Water and Sewer	24
Water – Residential – Single-Family Dwellings (SFD)	24
Water – Residential – Multi-Family Dwellings (MFD)	24
Water – Commercial and Industrial	24
Sewer – Residential – Single-Family Dwellings (SFD)	25
Sewer – Residential – Multi-Family Dwellings (MFD)	25
Sewer – Commercial and Industrial	25
Retail Water Sales	25
Miscellaneous Fees	26
Schedule 7 – Stormwater	27
Miscellaneous Fees	27
Schedule 8 – Library	28
Non-Resident Library Cards	28
Overdue Fines	28
Lost or Unreturned Items	28
Damaged Materials and Equipment	28
Internet Charges	28
Schedule 9 – Boat Launch	29
Parking Fees	29
Schedule 10 – Animal Control	30
Dog/Cat Registration & Fees	30
Dog Impoundment/Redemption Fees	30
Rabies, Dangerous or Potentially Dangerous Dog Fees	31

Schedule 1 – Administrative

Effective Date: February 24, 2025

Reproduction of Public Records

The City Council hereby finds that it would be an undue burden as provided for in [RCW 42.56.120\(2\)\(b\)](#) to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The following fees are set by Ordinance No. 2021-04:

Description	Fee
Public Records Inspection Request	No Charge
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies.	\$0.15 per page
Scanned records, or use of agency equipment for scanning.	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$0.05 per four electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$0.10 per gigabyte
Digital storage media device, envelopes and/or packaging provided by the City.	Actual Cost
Postage or delivery charges.	Actual Cost
(Varies) *	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

Returned Payment

Description	Fee
Returned payment, or payment not honored by a financial institution. <i>Replacement payment shall be made by cash, cashier's check, or money order payable to the City of Castle Rock.</i>	\$35.00

Schedule 2 – Other Fees

Effective Date: February 24, 2025

Business Licenses* (Obtained through WA State DOR)		
Description		Fee
Annual Home Business License		\$75.00
Annual General Business License		\$75.00
Annual Non-Resident Business License	Gross Annual Income greater than \$2,000.00.	\$75.00
	Gross Annual Income \$0 - \$2,000.01.	No Fee
Annual Nonprofit Business License		No Fee
*Annual Business Registrations are obtained, and fees paid through the Washington State Department of Revenue at this website: https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock .		

Other Business Licenses (Obtained through Castle Rock Finance Department)		
Description		Fee
Temporary Business License (valid for 30 consecutive days)	Maximum number of Temporary Business Licenses issued per calendar year is two (2) for a maximum of sixty (60) days	\$30.00
Cabaret/Dance Hall/Music License	Annual (Jan 1 – Dec 31)	\$120.00
	Per Day	\$30.00
Card Room License	Annual (Jan 1 – Dec 31)	\$100.00
Coin-Operated Amusement Devices (Includes Jukebox machines, pinball machines, and all other coin operated amusement devices)	Annual (Jan 1 – Dec 31) (Each Individual Device)	\$20.00
Pool Table	Annual (Jan 1 – Dec 31) (Each Individual Table)	\$75.00

Special Event Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$0

Fireworks Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$10.00

Schedule 3 – Police

Effective Date: February 24, 2025

Firearms Dealer License	
Description	Fee
Firearms Dealer License	\$125.00*

*Rates are set by the State and are subject to change without notice.

Concealed Pistol License	
Description	Fee
Concealed Pistol License	\$36.00* plus fingerprinting fees
Concealed Pistol License – Renewal	\$32.00*
Concealed Pistol License – Late Renewal	\$42.00*
Concealed Pistol License – Replacement	\$10.00*

*Rates are set by the State and are subject to change without notice.

Other Fees	
Description	Fee
Fingerprints	\$10.00
Body Worn Camera Records Fee (unexempted requests)	\$50.53* per hour

*Rates are set by the State and are subject to change without notice.

Repeated False Alarm Response	
Description	Fee
Third occurrence of a false alarm within any 6-month period.	\$50.00
Fourth and all subsequent false alarms within the same 6-month period.	\$100.00

Schedule 4 – Building Code

Effective Date: March 24, 2025

Non-Refundable Fees

All fees and charges collected pursuant to this schedule shall be non-refundable except as provided by the building codes for bona fide refunds as approved by the building official.

Code Enforcement

The State Building Code Act requires that each local jurisdiction enforce the State Building Code within its jurisdiction.

This includes all fees as directed in this document and work for which a required permit was not obtained.

Refer to all tables for applicable fees.

Tables

- Table A-1 – Building Division Fees
- Table B-1 – Building Permit Fees
- Table B-2 – One- and Two-Family Dwellings / Structures / Accessory to Dwelling; Alterations
- Table F-1 – Fire Code Permit Fees
- Table G-1 – Excavation and Grading Fees
- Table M-1 – Mechanical Permit Fees
- Table P-1 – Plumbing Permit Fees
- Table O-1 – Other Fees

Building Permits

International Building Code (Ch. 51-50 WAC) and International Residential Code (Ch. 51-51 WAC). Building permit fees are to be assessed from Table A-1 Based upon the building valuation. City of Castle Rock will utilize the international Code Council's (ICC) "Building Valuation Data", current edition, as published by the ICC with exceptions allowed as follows: For structures not specifically referenced in the valuation table; the building official, or designee, is authorized to use the fair market value or bid price of the project as the basis for fee assessment. The administrative and plan review fees will be collected when the building plans and applications are submitted. The building permit fee, and other associated fees, will be collected when the permit is issued.

- Washington State Building Code Council surcharge for projects permitted under the IRC. Each fee shall be collected for each Building Permit issued for the first unit and a reduced fee shall be collected for each additional unit.
- Washington State Building Code Council surcharge for projects permitted under the IBC or IEBC shall be charged.

Refer to Table B-1 for fees.

Plan Review Fees

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee unless otherwise stated. The plan review fee is to be paid at the time of plan submittal.

One- and Two-Family Dwelling – "Same As" –

A building plan may be used repetitively upon request of the applicant and approval of the building official. When approved, the plan shall be retained on file as a master plan. A building master plan may be used repetitively provided:

- All "Same As" development shall occur within the code cycle under which the master plan is approved.
- The initial application submittal shall include a complete set of plans, including all supporting documentation. The originally-produced PDF documentation shall be submitted electronically. Any replications of the originals, including scanned copies or size-adjusted versions, shall not be accepted unless pre-approved.
- Documentation prepared by a registered design professional shall include written permission to use the work repetitively.
- All subsequent "Same As" applications shall not deviate from the approved master plan.
- Payment of appropriate fees.

The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table A-1 Building Division Fees	
Total Valuation	Fee
\$1.00 to \$500.00	\$39.25
\$501.00 to \$2,000.00	\$39.25 for the first \$500.00, plus \$5.04 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$138.00 for the first \$2,000.00, plus \$22.41 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$670.00 for the first \$25,000.00 plus \$16.04 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$1,083.00 for the first \$50,000.00 plus \$11.53 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,659.50 for the first \$100,000.00 plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$5,415.00 for the first \$500,000.00 plus \$7.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$9,405.00 for the first \$1,000,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof.

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Commercial Structures and Alterations

Valuation is based on the greater of 'Building Valuation Data' table or Fair Market Value. Shell buildings and unfinished spaces shall be valued at no less than eighty percent (80%) of the above valuations.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Occupancy Permits

Change of occupancy classification and verification of occupancy classifications as defined pursuant to International Building Code Chapter 3.

Refer to Table B-1 for fees.

Refer to Table O-1 for other applicable fees.

Demolition Permits

Refer to Table O-1 for applicable fees.

Factory Assembled Structures

Factory Assembled Structures are regulated by Washington State Labor & Industries. A Placement Permit is required for installation of factory assembled structures. For residential structures, the Placement Permit shall include allowance for two (2) exterior exit landings, not to exceed 4 feet by 8 feet, and associated stairs. For commercial structures, a separate building permit may be required for means of egress structures; refer to Table B-1 for associated fees. Separate mechanical, plumbing and fire code permits may be required; refer to Table M-1, P-1, and F-1 for associated fees. Placement Permits shall include allowance for three (3) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table B-1 Building Permit Fees		
Description		Fee
Permit Administration Fee – Applied to each permit application.		\$45.00
Washington State Surcharge (for each permit under IRC)	First Unit	\$6.50
	Each Additional Unit	\$2.00
Washington State Surcharge (for each permit under IBC or IEBC)		\$25.00
Commercial Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit
One- & Two-Family Dwellings and Accessory Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit Fee
One- & Two-Family “Same As”	Initial Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Initial Plan Review	65% of Permit Fee
	Permit; all Subsequent Issuance	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review; all Subsequent Issuance	50% of Initial Plan Review Fee
Commercial Factory Assembled Structures – Means of Egress	Landing $\leq 5' \times 8'$ and associated stairs and ramp	\$200.00
	All Other (minimum fee \$200.00)	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review for All Other	65% of Permit Fee
Occupancy Permit (Does not include tenant alterations)	Change of Occupancy	\$100.00
	Plan Review for Change of Occupancy	\$100.00
	Verification of Occupancy Classification (tenant move-in)	\$100.00
Issuance of Address		\$100.00 per address
Re-Roof Fees	Commercial Permit (minimum fee \$200.00)	Use Table A-1 to calculate based on Fair Market Value. Fee is equal to 50% of that calculation.
	One- and Two-Family Dwellings (when required) (two inspections included)	\$200.00
General Building Permit for which no fee is specified	Permit	Use Table A-1 to calculate based on the greater of Fair Market Value or Bid Price.
	Plan Review	65% of Permit Fee

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations

Refer to Table B-1 for Building Permit Fees.

Refer to Table B-2 for One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations.

Refer to Table O-1 for other applicable fees.

Table B-2 One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations	
Valuation Table – Per Square Foot Valuations shall be determined as follows:	
Description	Valuation
Single-Family and Two-Family Dwellings	\$123.00 per square foot
Multi-Family Dwellings	\$120.00 per square foot
Addition	\$100.00 per square foot
Unfinished Spaces: Basement/Attic	\$52.00 per square foot
Garage/Utility Building; Conventional Light Frame Construction	\$48.00 per square foot
Utility Buildings/Garage/Carport; Pole Building Type Construction	\$32.00 per square foot
Carport/Patio Cover	\$26.00 per square foot
Deck	\$20.00 per square foot
Deck with Roof Cover	\$34.00 per square foot
Alterations	Fair Market Value
Work other than described	Fair Market Value

Fire Code – International Fire Code – Chapter 51-54A WAC.

Operational Permits – the fire code official is authorized to issue operational permits for the installations and activities enumerated in Section 105.6 of the WAC. Permits shall be valid for a prescribed period of time or until renewed or revoked. Permits shall be renewed each year thereafter upon approval of the fire code official and payment of appropriate fees.

- Permit Renewal Fee at interval not to exceed one (1) year from date of issuance.
- Plan Review Fee to verify conditions of issuance. This fee is assessed at permit first issuance and is non-recurring unless the conditions of permit are changed.

Construction Permits – The fire code official is authorized to issue fire code construction permits for the work activities enumerated in Section 105.7 of the WAC.

Refer to Table F-1 for Fire Code Permit Fees.

Refer to Table O-1 for other applicable fees.

Table F-1 Fire Code Permit Fees Note: Minimum Permit / Plan Review Fee unless otherwise noted is \$100.00 (excluding the Administration Fee)		
Description		Fee
Permit Administration Fee	Applied to each permit application.	\$45.00
Plan Review Fee	Applied to each permit – unless otherwise noted.	\$100.00
Commercial Hood Suppression System	Permit	\$180.00
Construction Permits	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
LPG Storage Tank > 25 GL ≤ 120 GL – Residential Installation Only	Permit	\$100.00
	Plan Review	\$20.00
LPG Storage Tank	≤ 500 GL - Permit	\$100.00
	> 500 GL ≤ 2,000 GL- Permit	\$180.00
	> 2,000 GL - Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Complete System	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Repair and/or Panel Replacement		\$100.00
Fire, Life, Safety Plan Review	Commercial Building Permits Only	50% of Building Permit Fee
	Commercial Occupancy Permit	\$100.00
Fire Suppression/Sprinkler Systems	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Sprinkler System Alterations, Replacement (Maximum two (2) heads)		\$100.00
Fuel Storage Tank (Flammable/Combustible Liquids) ≤ 500 GL	Permit	\$100.00
Fuel Storage Tank (Flammable, Combustible Liquids) > 500 GL	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Generators	Permit	\$100.00
Operational Permits	Permit	\$100.00
	Permit Renewal Fee (1 Year Interval)	\$50.00
	Plan Review (initial permit; not applicable to renewal unless conditions of permit change)	\$50.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Grading and Excavation – Castle Rock Municipal Code 15.02.050

When a plan or other data are required to be submitted, a plan review fee shall be paid at time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

Refer to Table G-1 for Grading and Excavation fees.

Refer to Table O-1 for other applicable fees.

Table G-1 Excavation and Grading Fees

Cubic Yards	Plan Review Fee
0 – 50	\$37.70
51 – 1,000	\$60.48
1,001 – 10,000	\$88.84
10,001 – 20,000	\$129.25
20,001 – 30,000	\$169.65
30,001 – 40,000	\$210.06
40,001 – 50,000	\$250.46
50,001 – 60,000	\$290.87
60,001 – 70,000	\$331.27
70,001 – 80,000	\$371.68
80,001 – 90,000	\$407.20
90,001 – 100,000	\$452.49
100,001 – 200,000	\$447.12 for first 100,000 cubic yards, plus \$22.21 for each additional 10,000 cubic yards or fraction thereof
200,001 and more	\$669.23 for the first 200,000 cubic yards, plus \$12.11 for each additional 10,000 cubic yards or fraction thereof

Inspection Fee - Applied to every permit fee in addition to the fees listed below.				\$100.00
Cubic Yards	Permit Fee	Cubic Yards	Permit Fee	
0 – 50	\$37.70	5,001 – 6,000	\$449.58	
51 – 100	\$60.48	6,001 – 7,000	\$473.49	
101 – 200	\$90.43	7,001 – 8,000	\$497.40	
201 – 300	\$120.39	8,001 – 9,000	\$521.31	
301 – 400	\$150.34	9,001 – 10,000	\$545.23	
401 – 500	\$180.28	10,001 – 20,000	\$657.63	
501 – 600	\$210.23	20,001 – 30,000	\$770.04	
601 – 700	\$240.17	30,001 – 40,000	\$882.45	
701 – 800	\$270.12	40,001 – 50,000	\$994.86	
801 – 900	\$300.07	50,001 – 60,000	\$1,107.26	
901 – 1,000	\$330.02	60,001 – 70,000	\$1,219.67	
1,001 – 2,000	\$353.62	70,001 – 80,000	\$1,332.08	
2,001 – 3,000	\$377.85	80,001 – 90,000	\$1,443.05	
3,001 – 4,000	\$401.75	90,001 – 100,000	\$1,556.89	
4,001 – 5,000	\$425.66	100,001 and more	\$1,538.44 for the first 100,001 cubic yards, plus \$59.48 for each additional 10,000 cubic yards or fraction thereof	

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Mechanical Construction – International Mechanical Code – Chapter 51-52 WAC.

A mechanical permit is required for all mechanical work regulated by the Washington State Building Code. For mechanical work associated with Building Permits for New Residential and for New Commercial/Industrial Construction, the building and mechanical permits may be combined, and the mechanical permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table M-1 for Mechanical Permit Fees.

Refer to Table O-1 for other applicable fees.

Table M-1 Mechanical Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combination Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$200.00
	Over 3,000 square feet	\$300.00
Stand Alone Mechanical Permits – Residential Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Residential Construction plus itemized fees below.	\$35.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$20.00 per unit
	Boiler or Compressor	\$20.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$20.00
	Ventilation/exhaust fan	\$20.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$20.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Mechanical Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Commercial or Industrial Construction plus itemized fees below.	\$75.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$35.00 per unit
	Boiler or Compressor	\$75.00
	Refrigeration System	\$75.00
	Commercial Hood: Installation of each served by a mechanical exhaust, including the ducts for such hood	\$75.00
	Incinerator: Installation or relocation of each	\$100.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$35.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$35.00
	Propane Tank Placement – Installation or relocation of each	\$100.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Plumbing Construction – Uniform Plumbing Code – Chapter 51-56 WAC.

A plumbing permit is required for all plumbing work regulated by the Washington State Building Code. For plumbing work associated with Combination Building Permits for New Residential and for New Commercial/Industrial Construction, the building and plumbing permits may be combined, and the plumbing permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table P-1 for Plumbing Permit Fees.

Refer to Table O-1 for other applicable fees.

Table P-1 Plumbing Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combined Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$300.00
	Over 3,000 square feet	\$400.00
Stand Alone Plumbing Permits – Residential	Base Fee (Apply to each stand-alone Plumbing Permit for Residential Construction plus itemized fees below.	\$35.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$10.00
	Water Service: For meter to building	\$10.00
	Per fixture for repair or alteration of drainage, waste, or vent piping	\$10.00
	Per drain for rainwater systems	\$10.00
	Per lawn sprinkler system, includes backflow prevention	\$10.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$10.00
	Per interceptor for industrial waste pretreatment	\$10.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Plumbing Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Plumbing Permit for Commercial or Industrial Construction plus itemized fees below.	\$50.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$20.00
	Water Service: For meter to building	\$20.00
	Per fixture for repair or alteration of drainage or vent piping	\$20.00
	Per drain for rainwater systems	\$20.00
	Per lawn sprinkler system, includes backflow prevention	\$20.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$20.00
	Per interceptor for industrial waste pretreatment	\$20.00
Medical Gas Piping: (each gas piping system up to six (6) outlets		\$20.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Table O-1 Other Fees		
Description		Fee
Inspections	Additional Inspection Fee	\$100.00 each
	Outside of normal business hours.	\$300.00 each
	Reinspection Fee	\$150.00 each
	Inspection for which no fee is specifically indicated	\$100.00 each
Administrative Determination		\$25.00 each 15 minutes or fraction thereof
Additional plan review required by amendments or revisions to the approve plans		No Minimum Fee*
For use of outside consultants for plan checking and inspections, or both		No Minimum Fee*
City Staff Consultation Fee (minimum charge – one hour)		\$25.00 each 15 minutes or fraction thereof
City Contracted Staff Consultation Fee		No Minimum Fee*
Commercial Factory Assembled Structure Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Manufactured Home Placement – Double Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00
Manufactured Home Placement – Multi-Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00 + \$75.00/attachment over two
Utility Building Accessory to a Dwelling - Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Demolition	Commercial Structure	\$450.00
	Residential Structure	\$150.00
Signs requiring a Building Permit (In addition to any building permit fees and/or plan review fees for installation, a sign permit fee is applicable.)	Permit	Use Table A-1 to calculate based on Total Valuation.
	Plan Review	50% of Permit Fee
Non-Compliance (Failure to obtain a Permit)		Permit Fees Double
Records Research & Photocopies		Refer to Schedule 1 – Administrative

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 5 – Planning

Effective Date: March 24, 2025

Environmental Review			
Description			Fee
Critical Areas	Determination	Application Fee	\$250.00
		Administration Fee	\$45.00
	Permit	Application Fee	\$500.00*
		Administration Fee	\$45.00
SEPA (State Environmental Policy Act)	EIS Permit (Environmental Impact Statement)		\$1,500.00* (Bond Required)
	Threshold Determination		\$300.00*
Shoreline	Appeal (shoreline only)		No Minimum Fee*
	Permit		\$1,000.00*
	Substantial Development Permit (SDP)		\$1,500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Land Use Actions		
Description		Fee
Binding Site Plan		\$2,500.00*
Boundary Line Adjustment		\$350.00*
Fee in Lieu of Park Land Dedication		\$2,500.00/lot*
Manufactured Home Park/Subdivision		\$2,500.00*
Recreational Vehicle (RV) Park		\$2,500.00*
Short Plat (Includes Final)		\$1,500.00 plus \$250/lot*
Subdivision	Preliminary Plat	\$2,500.00 plus \$250/lot*
	Plat Time Extension	\$1,000.00
	Final Plat	\$1,500.00*
Vacation of Plat or Public Right-of-Way		\$100.00* plus purchase price of Land

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Other Land Use/Planning Fees		
Description		Fee
Appeals (other than shoreline)		\$750.00*
Right-of-Way Permit (ROW)	Notification	No Fee
	Road Cut	No Fee
Annexation/ Hearing		\$2,500.00 plus \$50.00/acre over 10 acres
Conditional Use Permit		\$500.00*
Special Use Permit		\$350.00*
Temporary Use Permit		\$150.00
Variance		\$500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Preapplication Conferences, Preapplication & Site Plan Reviews																		
Description		Fee																
Preapplication Conference for Conservation Easement or Density Incentives (CRMC 18.10.090)		Actual Cost of City Staff Time Expended																
Preapplication Conference for Land Exchanges (CRMC 18.10.090)		Actual Cost of City Staff Time Expended																
Preapplication Conferences	Binding Site Plans	\$300.00 minimum fee for first hour, plus additional costs* for all time exceeding one hour. <i>For an example regarding engineering, planning, and building official fees, see table below:</i>																
	Commercial Uses																	
	Duplexes																	
	General Land Use Conference																	
	Industrial Uses																	
	Mobile Home Parks																	
	Multi-Family Structures																	
	Recreational Vehicle Parks																	
	Short Plats																	
	Single Family Dwellings																	
	Subdivisions																	
	All Others Not Listed																	
Preapplication or Site Plan Reviews (A fully complete application packet is required for this option. Applicant waives non-required in-person conference. Code may require a Preapplication Conference.)	Binding Site Plans	<table><tr><th>Service</th><th>Total Hours</th><th>Included in \$300 minimum fee.</th><th>Additional time billed at cost.</th></tr><tr><td>Contracted Engineer</td><td>2.00</td><td>1.00</td><td>1.00</td></tr><tr><td>Contracted Planner</td><td>1.50</td><td>1.00</td><td>0.50</td></tr><tr><td>Contracted Building Official</td><td>1.75</td><td>1.00</td><td>0.75</td></tr></table>	Service	Total Hours	Included in \$300 minimum fee.	Additional time billed at cost.	Contracted Engineer	2.00	1.00	1.00	Contracted Planner	1.50	1.00	0.50	Contracted Building Official	1.75	1.00	0.75
	Service		Total Hours	Included in \$300 minimum fee.	Additional time billed at cost.													
	Contracted Engineer		2.00	1.00	1.00													
	Contracted Planner		1.50	1.00	0.50													
	Contracted Building Official		1.75	1.00	0.75													
	Commercial Uses																	
	Duplexes																	
	General Land Use Conference																	
	Industrial Uses																	
	Mobile Home Parks																	
	Multi-Family Structures																	
	Recreational Vehicle Parks																	
	Short Plats																	
Single Family Dwellings																		
Subdivisions																		
All Others Not Listed																		

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Signs		
Fees below are in addition to any fees required through IBC for installation.		
Description		Fee
Electric Signs		In addition to the City's permit & fees, applicant must also receive permit from L&I.
Political Signs		No Fee
Sandwich Board (portable sidewalk signs)		\$35.00
Signage	Up to 100 square feet	\$55.00
	Over 100 square feet	\$55.00 for first 100 square feet, plus \$0.25 for each additional square foot, or fraction thereof

Zoning		
Description		Fee
Rezone		\$1,000.00*
Comprehensive Plan Amendment	Map Change	\$1,250.00*
	Text Change	\$1,250.00*
Zoning Ordinance	Map Change	\$2,500.00
	Text Change	\$2,500.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 6 – Water and Sewer

Effective Date: May 12, 2025

Water – Residential – Single-Family Dwellings (SFD)						
Meter Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.014 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 =	\$2,770 +	\$500	\$2,100	\$3,900
1"	\$1,885 +	\$2,492 =	\$4,377 +			
1 ½"	\$2,450 +	\$5,600 =	\$8,050 +			
2"	\$3,465 +	\$9,968 =	\$13,433 +			

Water – Residential – Multi-Family Dwellings (MFD)					
Meter Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,050 x LU	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +	\$1,050 x LU	\$500	\$2,100	\$3,900
3"	\$4,730 +				
4"	\$5,810 +				
6"	\$9,300 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Water – Commercial and Industrial					
Meter Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +				
3"	\$4,730 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
4"	\$5,810 +				
6"	\$9,300 +				
8"	\$12,350 +				
10"	\$18,750 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
12"	\$24,250 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of water consumption in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant.					

Sewer – Residential – Single-Family Dwellings (SFD)						
Lateral Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.044 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$1,600 +	\$2,500 =	\$4,100 +	\$800	\$2,900	\$6,100
6"	\$1,600 +		\$4,100 +			

Sewer – Residential – Multi-Family Dwellings (MFD)					
Lateral Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$1,600 +	\$1,875 x LU	\$800	\$2,900	\$6,100
6"	\$1,600 +				
8"	\$2,675 +	\$1,875 x LU	\$800	\$2,900	\$6,100
10"	\$2,675 +				
12"	\$4,350 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Sewer – Commercial and Industrial					
Lateral Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$1,600 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100
6"	\$1,600 +				
8"	\$2,675 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100
10"	\$2,675 +				
12"	\$4,350 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of either water consumption or sewer discharge in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant. One equivalent residential unit is equal to 500 CFM in commercial and industrial usage.					

Retail Water Sales	
Description	Fee
Per Gallon	\$0.05
Meter Charge per month, or fraction thereof	\$44.48

Miscellaneous Fees	
Description	Fee
Rebiling Fee	\$10.00
Delinquent Administration Fee	\$10.00
Delinquent Disconnect/Reconnect Fee	\$40.00
Overtime Reconnection Fee on Delinquent Accounts	\$120.00

All other water and sewer account service charges/rates are included under separate resolution.

Schedule 7 – Stormwater

Effective Date: February 24, 2025

The following monthly service charges are hereby established for all parcels of real property within the boundaries of the City of Castle Rock, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the stormwater management utility.

Notwithstanding the number of impervious units applicable to any individual property, the minimum service charge for all developed properties shall be equal to the base rate. Monthly base rates shall be pro-rated to a daily rate. New and vacating customers, occupying premises for a partial month's billing cycle, shall be billed 1/30th per day during the partial month of service. Refer to Ordinance No. 2025-03 for more information.

Miscellaneous Fees	
Description	Fee
Base Rate	\$8.79
Undeveloped Parcels	No Fee
Single-Family Parcels	Base Rate
Duplex Parcels	Base Rate
Multi-Family Parcels	Fee = Base Rate * # Dwelling Units
Mobile Home Parks	Fee = Base Rate * Each Mobile Home

Other Developed Parcels, including Commercial-Designated Parcels shall be charged as follows:			
Category	Description	Square Footage of Impervious Area	Monthly Service Charge per Impervious Area
1	Very Light	0 – 4,000	\$8.11
2	Moderately Light	4,001 – 11,000	\$21.53
3	Light	11,001 – 17,000	\$37.71
4	Moderate	17,001 – 24,000	\$53.93
5	Moderately Heavy	24,001 – 30,000	\$70.09
6	Heavy	30,001 – 37,000	\$89.07
7	Very Heavy	37,001 – 43,560	\$113.29
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$113.29 (i.e. 1.3 acres x \$113.29 = \$147.28 monthly charge)		

Refer to [CRMC 13.18.030](#) for Rate Adjustments.

Schedule 8 – Library

Effective Date: February 24, 2025

Non-Resident Library Cards	
1-Year Membership	\$25.00
6-Month Membership	\$15.00
Interlibrary Loan Fee	\$2.00

Overdue Fines	
Daily Fine	\$0.10 per day
Grace Period	7 Days
Maximum Fine	\$10.00 per item

Lost or Unreturned Items	
Lost or Unreturned Fee	Original Value in addition to accrued charges*.
*Library Director may authorize charging the cost of replacement or replacement fees on books or sets which are particularly valuable or difficult to replace (i.e. encyclopedias).	

Damaged Materials and Equipment	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00.
The Library Director shall determine the cost of reparation according to the amount of damage the material has sustained.	
Irreparable Damage – The patron must pay the replacement cost of the item. Once the replacement charge is paid, the patron, upon request, may have the damaged item.	

Internet Charges	
Access to the Internet	No charge
Computer Disk (purchase)	\$1.00/each
Material Printed	\$0.15/page
1. Patrons using the Internet will be subject to the regulations set forth by the Library Board of Trustees. 2. Use of software other than provided by the library is prohibited. 3. The user will be responsible for any charges incurred as a result of their use of the Internet to purchase items or subscriptions. 4. The user will be held financially responsible for damages that occur to the computer due to intentional misuse.	

Schedule 9 – Boat Launch

Effective Date: February 24, 2025

Parking Fees	
Annual Parking Permit (valid Jan 1 – Dec 31)	\$60.00
Additional Trailer (valid Jan 1 – Dec 31)	\$10.00
Daily Parking Fee	\$5.00 per day
Disabled Veteran Parking Pass Exemption*	No Charge
Annual Parking Permit Replacement	\$10.00
*Disabled Veteran Parking Pass Exemptions can be given with acceptable documentation for: a. United States Armed Forces Veteran, honorably discharged, 65 years old or older, with a service-connected disability. b. United States Armed Forces Veteran, honorably discharged, under 65 years old, with at least a 30% service-connected disability.	Acceptable Documentation: • Disabled Veteran’s Lifetime Pass; or • Letter from Department of Veterans Affairs approving service-related disability compensation and denoting the percentage of disability allowed.

Schedule 10 – Animal Control

Effective Date: February 24, 2025

Dog/Cat Registration & Fees (obtained through Humane Society of Cowlitz County)		
Unaltered Animal	New - On or Before June 30	\$35.00
	New - On or After July 1	\$17.50
	Renewal - Prior to January 2	\$35.00
	Renewal - Late Registration	\$50.00
Altered Animal	New - On or Before June 30	\$15.00
	New - On or After July 1	\$7.50
	Renewal - Prior to January 2	\$15.00
	Renewal - Late Registration	\$30.00
Lost Tag Replacement		\$5.00
In addition to the Registration Fees listed above, the following fees shall also apply:		
Dangerous Dog Fee	On or Before June 30	\$100.00
	On or After July 1	\$50.00
Exceptions: - Registration of cats is optional for the cat owner. - No fee shall be charged for a service dog or cat. See CRMC 6.06.010 definition of “Service dog or cat.”		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Dog Impoundment/Redemption Fees		
Pick-up Charge		\$15.00
Daily Impoundment Fee		\$15.00
Service Charge/Redemption Fees*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06 , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Rabies, Dangerous or Potentially Dangerous Dog Fees		
Daily Impoundment Fee		\$15.00
Service Charge*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRM Chapter 6.06, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRM Chapter 6.06 – Animal Control for more information.		

**AUTHORIZATION NO. 2025-002
CASTLE ROCK, WASHINGTON
SURVEYING SERVICES FOR
UTILITY AND ACCESS EASEMENT DESCRIPTIONS UPON
SCHOOL DISTRICT, SWANSON, AND GOULD PROPERTIES**

Gibbs & Olson, Inc. (Engineer) is hereby authorized to perform Engineering Services for the City of Castle Rock, Washington (Client) as provided for in our General Agreement for Professional Engineering Services dated January 9, 2023, and as more fully described herein:

PROJECT DESCRIPTION

The Engineer will draft and prepare nine (9) Exhibit Descriptions with corresponding Exhibit Maps for Access and Utility Easements upon Cowlitz County Parcel Numbers 30637001, WJ1408002, 30678, and 30679 as further described in Scope of Work and as shown in the attached Exhibit A - Map.

INFORMATION TO BE PROVIDED TO ENGINEER BY CLIENT

To assist in timely and thorough preparation of the permit documents, the Client shall provide the following items and services to the Engineer as available:

1. Timely response to questions and review of documents.
2. Any existing or known easements held by Client upon said properties will be provided to Engineer by Client.

ASSUMPTIONS

The Engineer has utilized the following assumptions in developing the identified Scope of Work and associated Budget Estimate. If any of the assumptions are found to be incorrect the Engineer reserves the right to negotiate an Amendment to this Agreement for any modifications to the Scope of Work and Budget Estimate required to address the conditions encountered.

1. The Easement descriptions will be provided to Client for Client use and recording.
2. The Recording Fees for the Easements are not included within the project budget.
3. No corners will be set, and no Record of Survey will be prepared or recorded with the Cowlitz County Auditor.

SCOPE OF WORK

The Engineer will complete the following tasks:

Task 1 - Project Management & Administration

Under this task the Engineer will perform the following:

- a) General project administration.
- b) Prepare monthly narrative progress reports during project as requested.
- c) Coordinate and correspond with the Client as appropriate.

Task 2 – Prepare Descriptions & Mapping for 9 Easements

Engineer will prepare the 9 requested Easement Descriptions with Maps as described below:

- Easement #1: A new 15-foot-wide access easement upon Parcel 30508001 extending southerly on the extension of Roake Ave SE adjacent with the existing sanitary sewer line and upon the existing asphalt road to the southerly edge of asphalt.
- Easement #2: Will revise and widen the existing sanitary sewer easement, extending southerly from Roake Ave. SE to a 20-foot-wide Access and Utility Easement
- Easement #3: A new 20-foot-wide Access and Utility Easement extending from the end of the above Easement #2, south to the center of a gravel access road to Parcel WJ1408002, being Point A. From this Point A, continuing on said extension southerly to the south line of Parcel 30508001. Also from this Point A, a new 20-foot-wide Access and Utility Easement easterly along said gravel access road to a gravel cul-de-sac.
- Easement #4: A new 15-foot-wide access easement over the existing paved and gravel roadway laying south of the school buildings, from Huntington Ave. S. easterly along said roadways to the aforesaid Point A.
- Easement #5: A new 20-foot-wide Access and Utility Easement extending from an existing waterline in the aforesaid existing paved and gravel roadway laying south of the school buildings, to the south line of Parcel 30637001.
- Easement #6: A new 20-foot-wide Access and Utility Easement over Parcel 30678, extending from the end of Easement #3 on the north line of Parcel 30678 crossing said Parcel 30678 to the South line of Parcel 30678.
- Easement #7: A new 20-foot-wide Access and Utility Easement over Parcel 30679 from the end of Easement #6 on the south line of Parcel 30678, extending 40-feet onto Parcel 30679.
- Easement #8: A new 15-foot-wide access easement over Swanson Parcel 30678, along a proposed driveway at Huntington Ave. S. easterly along south parcel line to the above Easement #6.
- Easement #9: A new 15-foot-wide access easement over Gould Parcel 30679, from driveway at Huntington Ave. S. easterly along existing roadways to the aforesaid Easement #7.

The Engineer will coordinate with the Client to prepare Real Property Payment Vouchers identifying the Client's agreement for compensating the property owners for the acquired easements. A voucher will be prepared for Easements 6 and 8 to be obtained from Swanson and for Easements 7 and 9 to be obtained from Gould.

SCHEDULE

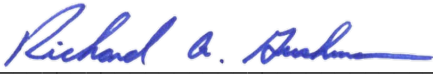
Work will be coordinated with the Client and the deliverables for the project will be provided to the Client in a mutually agreed upon time frame.

BUDGET

The Engineer's estimated budget for the identified Scope of Work is \$12,000 as shown in the attached Exhibit B – Budget Estimate. The Engineer will perform work on a time and materials basis and agrees not to exceed this amount to complete the above Scope of Work without Client's prior authorization.

GIBBS & OLSON, INC.

CITY OF CASTLE ROCK, WASHINGTON

By 
Richard A. Gushman, President

By _____
Paul Helenberg, Mayor

Date: May 7, 2025

Date _____

Attachments:

Exhibit A – Map

Exhibit B – Budget Estimate

File: 0130.Pending

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#9 Gould 15' access
easement over existing
roadway

Point A

Authorization 2025-002 - Castle Rock School & Swanson Easements

Exhibit B - Budget Estimate

Client: City of Castle Rock

Date: May 7, 2025



Task	Task Description	Prin	SR PLS	PLS	2MSC	Budget
1	Project Management & Administration	2	4	2	0	\$1,570
2	Prepare Descriptions & Maps for 9 Easements	4	20	22	9	\$10,070
Subtotal		6	24	24	9	\$11,640
Mileage						\$25
GPS Equipt - \$35/Hr/Unit x 1 Unitx 7 Hrs						\$245
Reproduction, supplies, and expendables						\$90
Total Budget Amount						\$12,000

2025 Rates \$270 \$180 \$155 \$220

**AUTHORIZATION 2025-003
CITY OF CASTLE ROCK, WASHINGTON
ENGINEERING SERVICES FOR
STORM SEWER CLEANING, INSPECTION & PRIORITIZATION**

Gibbs & Olson, Inc. (Engineer) is hereby authorized to perform Engineering Services for the City of Castle Rock, Washington (Client) as provided for in our General Agreement for Professional Engineering Services dated January 9, 2023, and as more fully described herein.

This project is partially funded by the Washington State Department of Ecology (Ecology) under Agreement No. WQC-2025-CiCARo-00074 between Ecology and the Client. Therefore, this Authorization will comply with all clauses in the attached Exhibit A – Washington Department of Ecology Water Quality Combined Funding Insert for All Services for State-Funded Projects.

PROJECT DESCRIPTION

The Client desires to clean, inspect and map approximately 36,500 linear feet of existing 6-inch through 48-inch diameter gravity storm sewer pipeline, including stormwater outfalls to the Cowlitz River. Existing stormwater pump stations will be assessed and recommended improvements will be identified.

ASSUMPTIONS

The Engineer has utilized the following assumptions in developing the scope of work and budget for this project.

1. The project is being funded with Washington Department of Ecology (Ecology) grant funding.
2. No permits are required to complete the work.
3. The Client will locate and provide access to storm sewer manholes.
4. The Engineer will not perform field survey or measure downs at stormwater manholes to determine pipe invert elevations.
5. No temporary plugging or bypass pumping is included.
6. The Client will provide access to each end of any pipe to be cleaned and inspected if known.
7. Culverts will not be cleaned or inspected.
8. The Client will be responsible for providing traffic control.
9. The Client will upload the Engineer's monthly narrative progress report to Ecology's EAGL website and will notify Ecology that the report has been uploaded.
10. A hydrant meter is required, and a charge will be assessed for the meter or water used.
11. Materials resulting from the cleaning operations will be disposed of in the drying beds at the Client's wastewater treatment plant. If offsite disposal is required, the cost for this will be invoiced as an out-of-scope expense.
12. Any petroleum-based contamination identified will be reported to Ecology via the online statewide environmental incident reporting form at <https://ecology.wa.gov/footer-pages/report-an-environmental-issue/statewide-reporting-form-erts>

13. Should petroleum-based contamination be found, the criteria for re-use of petroleum contaminated soils in Section 12 of Ecology's Guidance for Remediation of Petroleum Contaminated Sites will be followed.
14. Cleaning costs assume all pipelines are free and clear of internal obstructions and can be cleaned in passes of the jet cleaner. Additional jetting or standby time, if required, will be considered heavy cleaning which will be billed as out of scope work on a time and materials basis at a rate of \$700 per hour with a 4-hour minimum including the Engineer's 12% markup. Cutting roots, if required, will be billed as out of scope work on a time and materials basis at a rate of \$700 per hour with a 4-hour minimum including the Engineer's 12% markup.
15. Emergency pipeline repairs are not included and if required will be quoted separately on a case-by-case basis.
16. Work will be performed between the hours of 7 am to 5 pm, Monday through Friday.
17. The Client will oversee field work, and the Engineer will provide part-time onsite supervision.

SCOPE OF WORK

The Engineer will perform the following tasks under this Authorization.

Task 1: Project Administration and Meetings

The Engineer shall provide project administration and management consisting of the following:

- a) General project administration.
- b) Preparation of a monthly narrative progress report that will be attached to the Engineer's monthly project invoice.
- c) Participate in up to 2 coordination and progress meetings/conference calls with Client.

Task 2: Update City Stormwater Map

The Engineer will convert the City's existing AutoCAD stormwater map into a GIS based map. The map will be updated with the information discovered during the cleaning and inspection work. The GIS map information will be expanded to include identification numbers for the storm sewer catch basins, manholes and pipelines, and will be exportable to provide feature classes and shape files.

Task 3: Pipeline Cleaning and Inspection

The Engineer will utilize a licensed and bonded subconsultant to perform the cleaning and television inspection of the existing storm sewer pipelines identified in the attached Exhibit B – Map. Video inspection will document the existing condition of each pipeline, and the Engineer will review the reports to determine if any sections of each pipeline require near-term repair or rehabilitation. The stormwater map prepared in Task 2 will be updated to include conditions identified in the video inspection.

Task 4: Review Existing Stormwater Pump Stations

The Engineer will visit each of the City's three stormwater pump stations: the North Pump Station, Cherry Street Pump Station and the South Pump Station. The existing condition of each pump station will be reviewed and documented with photos and field notes while onsite, and a summary of each pump station will be prepared, along with any recommended for improvements.

Task 5: Review Outfalls

The Engineer will visit each of the City's eleven (11) stormwater outfalls shown on the Attachment 1 – Map to review and document (with photo and field notes) the condition of each outfall, pipes discharging to the outfalls, manholes and isolation valves and gates. A summary of each outfall will be provided along with any recommended improvements. The system map prepared in Task 2 will be updated with outfall information identified in the field.

Task 6: Summary of Pipelines Cleaned and Inspected

The Engineer will provide a spreadsheet summarizing the lengths of storm sewer pipeline inspected. The spreadsheet will include pipe size, pipe type, length of pipe inspected, upstream and downstream manhole/catch basin structure numbers, street name, comments noted during the inspection work and based on the Engineer's review of the video, if near-term repair, rehabilitation or replacement are recommended for any of the pipe reaches. This information will also be included in the GIS mapping data and the spreadsheet will correlate with the mapping.

Task 7: Prioritization of Pipeline Inspections

Utilizing the spreadsheet referenced in Task 6, the Engineer will rank the pipelines for repair or replacement, based on existing condition, identify the type of repair needed, and provide recommendations for prioritization of repair and potential projects. Ranking of projects will be included on the system map. Based on the NAASCO PACP rating system, all pipeline segments inspected will be listed, beginning with the highest-ranking pipelines, indicating the most urgent pipe repair or replacement. The Engineer will include figures showing locations of the pipeline segments comprising the top 5% highest-ranked pipeline segments. In addition to the pipe inspection rating, repair/replacement prioritization will consider the usage/flow in the pipeline based on an estimate of the drainage area served by the pipeline and the Client's planned road improvement projects.

Task 8: Prepare Opinions of Cost

The Engineer will prepare planning level opinions of cost for the top 5% pipeline segments. It is assumed this will consist of 10 to 15 projects and associated opinions of cost will be prepared. The opinions of cost will include a 30% construction contingency, state sales tax and 30% for engineering, permitting and administrative costs. Each project will be assumed to be a stand-alone construction project.

Task 9: Update Enhanced Maintenance Plan

The Engineer will coordinate with Client to update the preliminary Enhancement Maintenance Plan (EMP) drafted by the Client and Ecology.

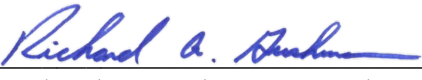
SCHEDULE:

The cleaning and television inspection and prioritization work will be coordinated with the Client and the deliverables for the project will be provided to the Client in a mutually agreed upon time frame.

BUDGET:

The Engineer's budget for completing the identified Scope of Work is \$270,000.00 as shown in detail in the attached Exhibit C - Budget. The Engineer will perform the work on a time and material basis and agrees not to exceed this amount to complete the above Scope of Work without the Client's prior authorization.

GIBBS & OLSON, INC.

By 
Richard A. Gushman, President

Date: May 6, 2025

CITY OF CASTLE ROCK, WASHINGTON

By _____
Paul Helenberg, Mayor

Date _____

Attachments:

Exhibit A – Ecology Funding Insert

Exhibit B – Map

Exhibit C – Budget

File: 0130.Pending



EXHIBIT A

WASHINGTON STATE DEPARTMENT OF ECOLOGY

WATER QUALITY COMBINED FUNDING

INSERT FOR ALL SERVICES FOR

STATE-FUNDED PROJECTS

The following clauses are suggested to be incorporated into contracts for all services receiving state financial assistance from the Washington State Department of Ecology's Water Quality Combined Funding Program.

Compliance with State and Local Laws

The services provider (Engineer) shall assure compliance with all applicable federal, state, and local laws, requirements, and ordinances as they pertain to the project.

State Interest Exclusion

Partial funding of this project is being provided through the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract.

Third Party Beneficiary

Partial funding of this project is being provided through the Washington State Department of Ecology. All parties agree that the State of Washington shall be, and is hereby, named as an express third-party beneficiary of this contract, with full rights as such.

Cost Basis of Contract

No contract may be written for "cost-plus-a-percentage-of-cost" or "percentage of construction cost." The cost basis for this contract must be cost-reimbursement, unit price, fixed-price, time and materials, or any combination of these four methods.

Funding Recognition

Documents produced under this agreement shall inform the public that the project received financial assistance from the Washington State Department of Ecology. The Washington State Department of Ecology's logo must be on all signs and documents. Logos will be provided as needed.

Accessibility

Public-facing documents produced under this agreement shall be accessible to the Recipient's best ability. This recommendation applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to

web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

Access To the Work Site and To Records

The Engineer shall provide for access to their records by Washington State Department of Ecology personnel.

The Engineer shall maintain accurate records and accounts to facilitate the Recipient's audit requirements and shall ensure that all subcontractors maintain auditable records. These records shall be separate and distinct from the Engineer's other records and accounts.

All such records shall be available to the Recipient and to Washington State Department of Ecology for examination. All records pertinent to this project shall be retained by the Engineer for a period of three years after the final audit.

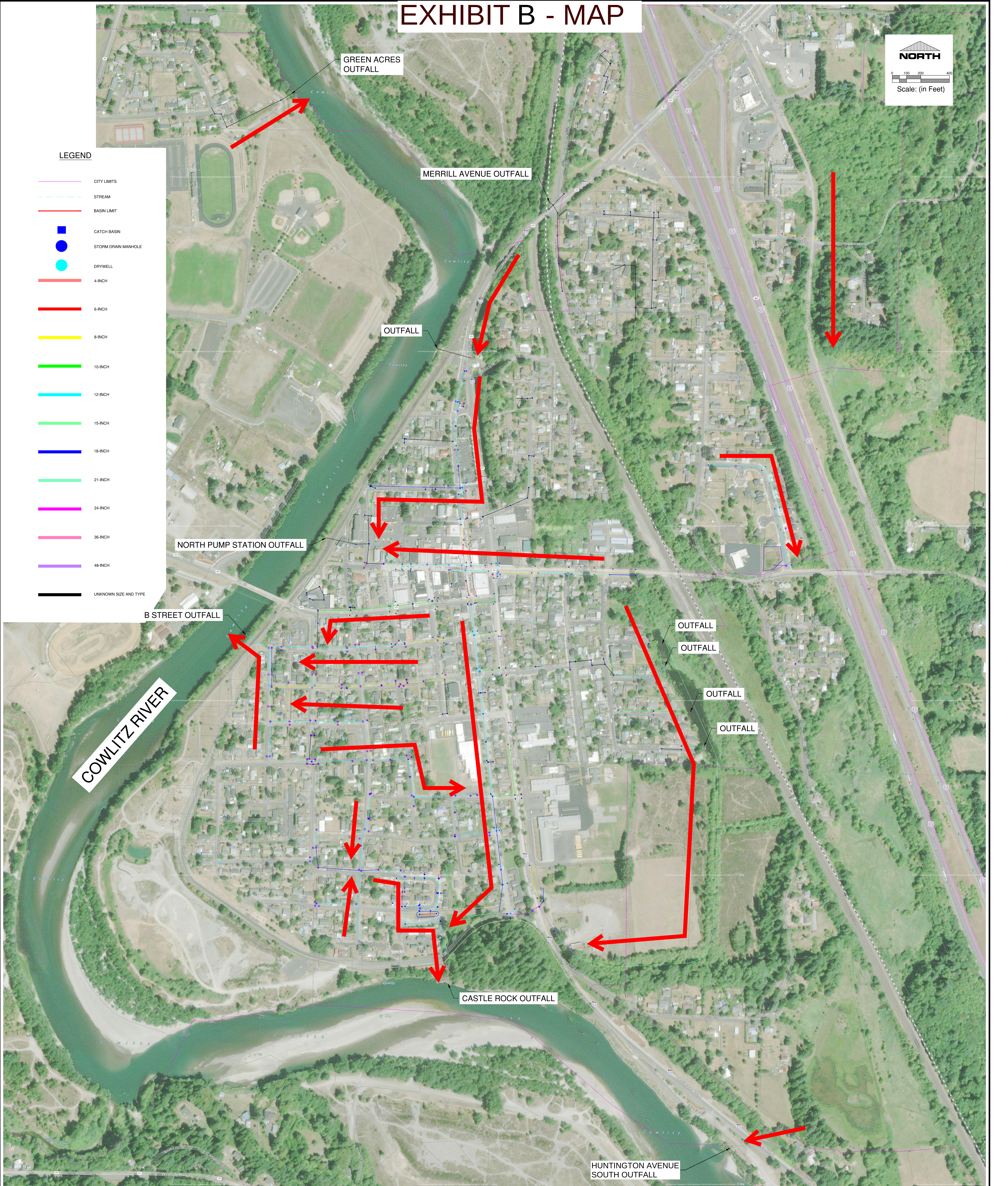
Funding Provision

Partial funding of this project is being provided through the Washington State Department of Ecology. In the event that Ecology's funding from state, federal, or other sources is withdrawn, reduced, or limited in any way, the contract may be amended.

Copyright to Documents

The Department of Ecology retains a copyright to any documents produced and data collected under this agreement. The Department retains a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the data or documents. The Department can authorize others to use the data or documents for federal, state, or local government purposes.

EXHIBIT B - MAP



Authorization 2025-003 - Storm Sewer Cleaning, Inspection & Prioritization

Exhibit C - Budget Estimate

Client: City of Castle Rock

Prepared: May 6, 2025



Page 1 of 1

		Prin.	Project Manager	Engr. VI	Engr. II	Senior Tech III	Design Tech II	Word Processor	Cleaning/Video Inspect Sub	Total Budget
Task	Task Description									
1	Project Administration and Meetings	2	12	12	0	0	0	2	\$0	\$6,310
2	Update City Stormwater Map	0	4	4	4	0	16	0	\$0	\$4,580
3	Cleaning and Inspection	1	20	8	64	200	40	0	\$135,000	\$202,570
4	Review Existing Stormwater Pump Stations	1	12	2	12	0	2	2	\$0	\$6,020
5	Review Outfalls	1	16	2	16	0	2	2	\$0	\$7,640
6	Summary of Pipelines Cleaned and Inspected	0	8	4	40	0	16	4	\$0	\$11,700
7	Prioritization of Pipeline Inspections	1	8	4	24	0	4	2	\$0	\$7,660
8	Prepare Opinions of Cost	2	16	8	40	0	16	0	\$0	\$14,700
9	Update Enhanced Maintenance Plan	0	12	12	0	0	0	4	\$0	\$5,960
Subtotal		8	108	56	200	200	96	16	\$135,000	\$267,140
Mileage										\$500
Hydrant Meter & Water Usage										\$1,500
Miscellaneous Project Expenses										\$860
TOTAL BUDGET										\$270,000

2025 RATES \$270 \$245 \$220 \$160 \$145 \$130 \$95

Wastewater Pretreatment Policy

Wastewater Pretreatment Policy

Applicability of policy to all users and customers.

This discharge pretreatment policy is intended and hereby declared to be applicable to all user discharging to the publicly owned treatment works and sanitary sewer collection systems of the City of Castle Rock, and shall be enforced and administered by the City of Castle Rock Public Works Directors (PWD). It is further intended that this **discharge pretreatment policy be adopted by reference into the rules, regulations, ordinances, resolutions or other applicable provisions by the City of Castle Rock City Council.**

Section 1-General Provisions

1.1 Purpose and Policy

This policy sets forth uniform requirements for the use of the City of Castle Rock Publicly Owned Treatment Work (POTW) and enables the City of Castle Rock to comply with all applicable state and federal wastewater treatment laws, including the Clean Water Act (33 United States Code, Section 1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). The objectives of this Policy are:

- A. To protect the POTW from potential harm by establishing clear standards and requirements for pretreatment of non-domestic waste. Harm to be prevented includes: interfering with the operations or maintenance of, reducing the expected life, or otherwise harming, the collecting system; causing pollutants to pass through the POTW without adequate treatment, or otherwise harming the receiving environment; or causing the POTW to respond to a discharge based on a real or perceived threat.
- B. To protect POTW and/or collection system staff who may be affected by wastewater and sludge in the course of their employment, and to protect the general public.
- C. To promote the reuse and recycling of industrial wastewater by the Industrial User.
- D. To protect high quality POTW for beneficial use, such as reclaimed water and biosolids.
- E. To provide for user fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW.
- F. To enable the City of Castle Rock to comply with its National Pollutant Discharge, Elimination System Permit, sludge use, disposal requirements, any other federal, state, or local laws to which the POTW is subject. This policy authorizes the issuance of Wastewater Discharge Permits, provides for monitoring, compliance, and enforcement activities; establishes the administrative review for procedures, requires User reporting and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

It is the intent of the Castle Rock City Council that this policy be adopted or otherwise fully incorporated into the laws and regulations applicable to the City of Castle Rock.

1.2 Administration

Wastewater Pretreatment Policy

Except as otherwise provided herein, the City of Castle Rock Public Work's Director shall administer and implement the provisions of this Policy and shall conduct other activities as set forth in Section 5, for Wastewater Treatment & Disposal, dated mm/dd/yyyy. Any powers granted to or duties imposed upon the PWD may be delegated by the PWD to personnel under the PWD direction.

1.3 Abbreviations

The following abbreviations, when used in this Policy shall the designated meanings:

BOD	Biochemical Oxygen Demand
BPM	Best Management Practices
City	City of Castle Rock
CIU	Categorical Industrial User
CRCC	Castle Rock City Council
CU	Commercial User
CWDP	City Wastewater Discharge Permit
DU	Domestic User (Residential User)
GPD	Gallons per day
IU	Industrial User
MCU	Minor Commercial User
MIU	Minor Industrial User
MG/L	Milligrams per liter (parts per million)
NPDES	National Pollutant Discharge Elimination System
POTW	Publicly Owned Treatment Works
PWD	Public Works Director
PSIU	Potential Significant Commercial User
PSCU	Potential Significant Commercial User
RCRA	Resource Conservation and Recovery Act
SCU	Significant Commercial User
SIU	Significant Industrial User
TSS	Total Suspend Solids
UG/L	Microgram per liter (parts per billion)

Wastewater Pretreatment Policy

U.S.C.	United States Code
USEPA	U.S. Environmental Protection Agency
WA DOE	Washington State Department of Ecology

1.4 Definitions

1. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this policy shall have the meanings hereinafter designated. Act of “the Act” – The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 et seq. This act will function for the corporation; or the manager of one or more manufacturing, production, or operating facilities. Provided the manager is authorized to make management decisions which govern the operating of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

2. If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively

3. If the User is a federal, state, or local governmental facility: a director or higher official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designees.

4. The individual described in Sections (1)-(3) of this definition may designate another authorized representative if the authorization is in writing; the designation specifies the individual or position responsible for the overall operation of the facility from which the discharge originates, or having overall responsibility for environmental matters for the company; and the written authorization is submitted to the PWD. Best Management Practices or BMP’s schedules activities, prohibitions of practices, maintenance procedures and other management practices to implement the prohibitions listed in Sections 2.1.A and 2.1.B and 40 CFR Part 403.S (a)(1) and (b). BMPs also include treatment requirements, facility improvements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Biochemical Oxygen Demand or BOD – The quantity of oxygen utilized in the biochemical oxidation of organic matter under the standard laboratory procedures for five (5) days at 20 degrees centigrade usually expressed as a concentration (e.g. mg/l).

Biosolids – Wastewater sludge after treatment to meet federal and state regulations and intended disposal criteria.

Categorical Pretreatment Standard or Categorical Standard - Any regulation containing pollutant discharge limits promulgated by the USEP in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. Section 1317), which apply to a specific category of Users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

Categorical Industrial User or CIU An Industrial User subject to Categorical Pretreatment Standard or Categorical Standard. Such Industries are regulated by the Washington State Department of

Wastewater Pretreatment Policy

Ecology (WA DOE) and receive permits from the Washington State Department of Ecology. Commercial User or CU – A user that does not generally use water to manufacture product, but otherwise creates a sewage discharge that does not meet the criteria for domestic sewage. This includes facilities such as hotels, restaurants, office buildings with cafeterias, government and military facilities with hospitals, educational institutions and retail sales stores.

Composite Sample – composite of several taken throughout the period of a day when a regulated discharge is occurring. Several brands of automated samplers, some with a refrigerated sample collection area, may be used, subject to the advance approval of the PWD. Approvable composite samplers may either use a flow paced or time paced algorithm. For example, collecting a same size aliquot every 1,000 gallons (flow paced), or a variable sized aliquot every hour (time paced). In both cases, they must interface with a device which senses the effluent flow volume to collect a representative sample unless the PWD has determined that a flow proportionate sample is not required.

Castle Rock City Council (CRCC) – An administrative body that operates as a public agency under State of Washington Law, providing wastewater management and reclaimed water production services for the City of Castle Rock and the sewer service area, defined in the Rural Transition Area, and agreement between the City of Castle Rock and Cowlitz County, dated December 17th, 2019.

Daily Limit or Daily Maximum Limit – The maximum allowable discharge of a pollutant over a calendar day or equivalent representative 24-hour period. Where daily maximum limits are expressed in units of mass, the daily discharge is calculated by multiplying the daily average concentration and total flow volumes in the same 24-hour period by a conversion factor to get the desired units. Where daily limits are expressed in terms of a concentration, the daily discharge is the composite sample value, or flow weighted average if more than one discrete sample was collected. Where flow weighting is infeasible, the daily average is the arithmetic average of all samples if analyzed separately, or the sample value if samples are composited prior to analysis.

Discharge the introduction of pollutants into the collection system and/or POTW, directly or indirectly, from any non-domestic source regulated under Section 307(b), (c), or (d) of the Clean Water Act.

Domestic User/Residential User – Any person who contributes, causes, or allows the contribution of wastewater into the POTW that is of a similar volume and/or chemical make-up as that of a single-family residential dwelling unit. Discharges from a residential dwelling unit include up to 3 SO gpd with a concentration up to 50 mg/L of Biochemical Oxygen Demand, 350mg/L of Total Suspended Solids, and 44 mg/L Total Ammonia, 100 mg/L of any type of fats, oils or greases (FOG) or a combination thereof. No sand, silt, heavy sediment that does not float, or: wipes, plastics or feminine hygiene products, needles or other similar products are allowed from any sector (residential, commercial or industrial) of the sewer service area are allowed to enter into the sanitary sewer system. The Domestic User Classification is intended to cover apartment buildings and other multi-unit facilities which generally engage in food preparation activities within and serving only individual units.

Domestic Sewage (Residential Sewage) – Sewage which is similar in volume and characteristics to that produced from a single-family residential dwelling engaging in customary household activities. This includes up to 50 gpd volume with a concentration up to 350 mg/L of Biochemical Oxygen Demand, 350mg/L of Total Suspended Solids, and 44 mg/L Total Ammonia, 100 mg/L of any type of fats, oils or greases (FOG) or combination thereof. No sand, silt, lent, heavy sediment that does not float, or: wipes,

Wastewater Pretreatment Policy

plastics or feminine hygiene products, needles or other similar products are allowed from any sector (residential, commercial or industrial) of the sewer service area are allowed to enter into the sanitary sewer system.

Environmental Protection Agency – The U.S Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official.

Existing Source – Any source of discharge subject to Categorical Standards that does not meet the definition of a “New Source” per this section 1.4.

Fats, Oils and Grease (FOG) or combination thereof – Fats, oils, or greases of animal or vegetable origin in concentrations greater than one hundred (100) mg/l.

Grab Sample – A sample, from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.

Industrial User or IU – A User which utilizes water in the manufacture or processing of a product, the result of which creates a sewer discharge that does not meet the criteria for domestic sewage. Industrial Users are further classified as a Categorical Industrial User, Significant Industrial User, Potential Industrial User, or Minor Industrial User of the POTW, depending on the volume and nature of their discharge.

Instantaneous Maximum Discharge Limit of Instantaneous Limit – The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. Where a Use is required to take a grab sample for purposes of determining compliance with Local Limits, this standard is the same as the Daily Maximum standard.

Interference – A Discharge that causes (either by itself or in combination with other discharges) a violation of POTW & NPDES Permit. This includes discharges that prevent the intended biosolids use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, waste water and sludge treatment processes; or plugs, degrades, damages, unreasonably reduces capacity, or otherwise harms or disrupts the operations, maintenance, and service life of the collection systems. For example, a discharge from a User which causes a blockage, resulting in a discharge at a point not authorized by City, is a violation of POTW NPDES Permit and this policy.

Local Limits Effluent limitation developed for Users by the PWD to specifically protect the POTW from the potential of pass through, interference, vapor toxicity, explosions, sewer corrosion, and intended biosolids uses. Such limits shall be based on the POTW’s site-specific flow and loading capacities, receiving water and collection systems considerations, and reasonable treatment expectations for non-domestic wastewater. See section 2.3 for a full list of Local Limits.

Medical Waste – Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

Minor Commercial User or MCU – a Commercial user that discharges 800 gpd or less and does not generally use water to manufacture a product, but otherwise create a sewer discharge that does not meet the criteria of domestic sewage. This includes facilities such as hotels, restaurants, office buildings with cafeterias, office buildings, government and military facilities, hospitals, educational institutions and retail sales stores.

Wastewater Pretreatment Policy

Minor Industrial User or MIU – Any Industrial User that does not otherwise qualify as a significant Industrial User of the POTW.

Monthly Average Limit – The limit to be applied to the Monthly Average to determine compliance with the requirements of this policy (see section 2.3 for listing).

New or Changed Source

1. Any building structure, facility, or installation from which there is (or may be) a Discharge of pollutants, provided that:
 - a. The building, structure, facility, or installation is constructed at a site at which no other source is located; or
 - b. The building, structure, facility or installation totally replaces the process or production equipment that causes the Discharge of pollutants at an existing source; or
 - c. The production or wastewater generating processes of the building, structure, facility; or installation is substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.
2. Construction on a site at which an existing source is located is considered a modification, rather than a new or changes source, if the construction does not create a new building structure, facility, or installation meeting the criteria of (I)(b) or (c) of this definition both otherwise alters, replaces or adds to existing process or production of equipment.
3. Notification must be made to the PWD if the nature of the wastewater discharge changes. Non-Contact Cooling Water – Water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

Pass Through – A discharge which exits the POTW into waters of the United States in quantities or concentrations, which alone or in conjunction with a discharge or discharges from other sources, causes a violation of any requirement of the POTW NPDES permit, including an increase in the magnitude or duration of a violation.

Person – Any individual, partnership, co-partnership firm company, corporation, association, joint stock company, trust, estate governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local government entities.

PH – A measure of the acidity or alkalinity of a solution, expressed in standard units.

Public Works Director (PWD) – The city of Castle Rock Public Work's Directors who oversees the operation of the POTW shall be considered the City's agent. The term also applies to the City's Public Works staff representatives as designated by the PWD.

Pollutant – Any constituent in the wastewater that may degrade water quality in the receiving water to the quality of biosolids generated by the POTW, including but not limited to dredged spoils, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical Wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes.

Wastewater Pretreatment Policy

Potential Significant Industrial User – A user that does not meet the criteria of Significant Industrial User, but whose discharge may interfere with the POTW such that the PWD determines that the User must monitor and potentially pretreat its discharge.

Potential Significant Commercial User (PSCU) – Any Commercial User that does not meet the flow volume criteria of Commercial User or Minor Commercial User, but whose Discharge may interfere with the POTW such that PWD determines that the User must monitor and potentially pretreat its discharge.

Pretreatment – The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutants in wastewater prior to, or in lieu of discharging such pollutants to the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard. These standards shall mean discharge prohibitions (Section 2.1), state pretreatment standards (Section 2.2) and local limits (Section 2.3)

Publicly Owned Treatment Works or POTW – A treatment works, as defined by Section 212 of the Clean Water Act (33 U.S.C. Section 1292), which is owned by the City of Castle Rock and along with treatment works, which is also owned by the City of Castle Rock. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, including sanitary sewer and storm sewer collection systems, which convey wastewater to a treatment plant. The POTW and sanitary sewer collection systems shall not be considered to be a User under the provisions of this Policy.

Septic Tank Waste – Sewage and typically associated solids from activities generating domestic quality sewage, pumped from a septic tank. The PWD may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, commercial or industrial septic tanks, and treatment lagoons to be Septic Tank Waste so long as there are absent pollutants which might interfere with the POTW.

Sewage – Human excrement and gray water (from household showers, toilets, kitchens clothes and dish washing, and related domestic activities), wastewater, or water which carries human wastes or a combination of water-carried wastes from residences, businesses, institutions, and industries.

Significant Industrial User or SIU –

1. A Significant Industrial User is a User that:
 - a. Discharges an average of twenty-five thousand (25,000) gpd or more of process waste water to the POTW (excluding domestic sewage, non-contact cooling water, and boiler blowdown wastewater)
 - b. Contributes a processed waste stream that makes up five (5) percent or more of the average dry weather monthly hydraulic organic design capacity of the POTW treatment plant.
 - c. Is designated as such by the PWD on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
2. Upon finding that a User meeting the criteria in Section I. a and/or b. of this definition has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the PWD, with the concurrence of WA DOE, may at

Wastewater Pretreatment Policy

any time, on the PWD own initiative or in response to a petition received from a User, in accordance with procedures in 40 CFR Part 403.8 (f)(6), determine that such User should not be considered a Significant Industrial User.

Significant Noncompliance –

1. Any violation of a pretreatment standard or requirement, including numerical limits, narrative standards, and prohibitions, that the WA DOE or the PWD determines has caused, alone or in combination with other Discharges, Interference or Pass Through, including endangering the health of POTW personal or the general public.
2. Any discharge of a pollutant that has caused imminent danger to the public or to the environment, or has resulted in the PWD its emergency authority to halt or prevent such a discharge.
3. Any violation(s) including of Best Management Practices (BMP), which the PWD determines will adversely affect the operation or implementation of the pretreatment program.
4. Chronic violations of wastewater discharge limits, defined as sixty six percent (66%) or more of all of the measurements taken for the same pollutant parameter during a rolling six (6) month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of Section 2.
5. Technical Review Criteria (TRC) violations, defined as thirty-three cent (33%) or more of wastewater measurements taken for each pollutant parameter during a rolling six (6) month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous limits as defined by Section 2), multiplied by the applicable criteria. Applicable criteria are 1.4 times the limit for Biochemical Oxygen Demand, Total Suspended Solids, fats, oils and greases, and 1.2 times the limit for all other pollutants except pH.
6. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in a City Wastewater Discharge Permit (CWDP) or enforcement order for starting construction, completing construction, or attaining final compliance.
7. Failure to provide any required report withing forty-five (45) calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
8. Failure to accurately report noncompliance.

Slug load or Slug discharge – Any discharge of a non-routine, episodic nature, including but not limited to and accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, local limits, or Permit conditions. This includes discharges at a flow rate or concentration that could cause a violation of the Prohibited Discharge Standards of Section 2.1 of this Policy.

Storm Water – Any flow occurring during or following any form of natural precipitations, and resulting from such precipitation, including snow melt.

Total Suspended Solids or TSS – The total suspended matter that floats on the surface of or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.

User – Any person with a source of discharge that does not qualify that person as a Domestic User, who discharges an effluent into the POTW by means of pipes, conduit, pumping stations, force main, tank trucks, constructed drainage ditches, intercepting ditches, and all constructed devices and appliances appurtenant thereto.

Wastewater Pretreatment Policy

Wastewater – Liquid and water-carried industrial wastes and sewage from residential dwellings commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

Wastewater Treatment Plant or Treatment Plant – That portion of the POTW, which is designed to provide treatment of municipal sewage and industrial waste.

Section 2 – General Sewer Use Requirements

2.1 Prohibited Discharge Standards

- A. General Prohibitions – No user shall introduce or cause to be introduced into the POTW or the collection systems any pollutant or wastewater which causes Pass Through or Interference. These general prohibitions apply to all Users of the POTW whether or not they are subject to Categorical Pretreatment Standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions – No User shall introduce or cause to be introduced into the POTW or the collection system the following pollutants, substances, or wastewater:
 - 1. Pollutants which, either alone or by interaction create a fire or explosion hazard a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair, or are in any way injurious to the operation of the system or system personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR Part 261.21.
 - 2. Wastewater having a pH less than 6.0 or more than 9.0 or otherwise having any other corrosive property capable of causing damage or hazard to structures, pipelines, facilities, equipment, or personnel. Discharge outside this pH range may be authorized by the PWD pursuant to a finding that the system is capable of accommodating a discharge of that pH.
 - 3. Solid or Viscous substances in amounts that may cause obstruction to the flow in the sewer or other interference with the operation of the system. This includes discharge of materials that cause the formation of solids by coagulation of materials already present in the wastewater including FOG. In no case shall inert solids greater than ¼ inch (0.64 CM) in any dimensions be discharged.
 - 4. Pollutants, including oxygen-demanding pollutants (Biochemical Oxygen Demand, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either individually or by interacting with other pollutants, will cause interference with the POTW.
 - 5. Wastewater having a temperature that will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. Water may not be discharged into the collection system at temperatures in excess of 149 degrees F (65 degrees C). In no case shall wastewater be discharged which causes the wastewater temperature in the POTW influent to exceed 104 degrees F (40 degrees C).
 - 6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through.
 - 7. Pollutants which result in the presence of Toxic gases, vapors, or fumes withing the collection system and/or the POTW in a quantity that may cause acute worker health and safety problems.
 - 8. Trucked or hauled pollutants, except at discharge points designated by the PWD in accordance with Section 3.4 of this Policy.

Wastewater Pretreatment Policy

9. The following are prohibited unless approved by the PWD under extraordinary circumstances, such as lack of direct discharge alternatives due to combines sewer service or need to augment sewage flows due to septic conditions (as required under WAC 173-216-050).
 - a. Non-contact cooling water insignificant volumes.
 - b. Stormwater
 - c. Wastewaters significantly affecting system hydraulic loading which do not require treatment or would not be afforded a significant degree of treatment by the system.
10. Noxious or malodorous liquids, gases, solids, or other wastewater, which, either individually or by interacting with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
11. Wastewater which imparts color that cannot be removed by the treatment process, including but not limited to dyes and dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating POTW NPDES Permit.
12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, de-ionized water, non-contact cooling water, and unpolluted wastewater, unless specifically authorized by the PWD.
14. Sludges, screenings, or other residues from the pretreatment of industrial wastes.
15. Medical wastes, except as specifically authorized by the PWD in a Wastewater Discharge Permit.
16. Wastewater causing, either individually or by interacting with other wastes, the POTW's effluent to fail a toxicity test.
17. Detergents, surface-active agents or other substances which may cause excessive foaming in the POTW.
18. Fats, oils, or greases (FOG) of animal or vegetable origin in concentrations greater than one hundred (100) mg/L.
19. Total Petroleum Hydrocarbon concentrations greater than one hundred (100) mg/L.
20. Wastewater causing two readings on an explosions hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent (10%) or any single reading over twenty percent (20%) of the Lower Explosive Limit based on a combustible gas meter reading. Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.
21. Hydron sulfide XXXXX

2.2 State Pretreatment Standards for CIUs

Chapter 173-216 WAC and Chapter 90.48 RCW

Are hereby adopted by this reference. All waste materials discharged from a CIU into the POTW must satisfy the provisions thereof. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submissions of plans and reports for construction of wastewater facilities, Chapter 173-240 WAC. Until the City is delegated the authority to review and approve such plans under the RCW

Wastewater Pretreatment Policy

90.48.440, sources of non-domestic discharges shall request approval for such plans through the WA DOE. To ensure conformance with this requirement, proof of the approval of such plans and on copy of each approval plan shall be provided to the PWD before commencing any such construction or modification.

2.3 Local Discharge Standards for SIUs, PSIUs, and PSCUs

- A. The CRCC may establish, by recommendation of the PWD, local Discharge and Pretreatment Standards pursuant to 40 CFR Part 403.5 (c).
- B. The pollutant limits in Sections 2.3. D and 2.3.E are established to protect against Pass Through an Interference and reflect the application of reasonable treatment technology. No person discharging more than 800 gallons per day shall discharge wastewater in excess of the following Daily Maximum Concentration Limits unless authorized by a Wastewater Discharge Permit issued by the PWD.
- C. The pollutant limits apply at the point where the wastewater is discharged to the collection system and/or the POTW. All concentrations for metallic substances are for total metal unless indicated otherwise. The PWD may impose mass loading limits in addition to concentration-based limits. Such changes shall be reported to the CRCC for informational purposes.
- D. Local Pollutant Discharge Limits
- E. Users proposing to discharge a waste stream containing Biochemical Oxygen Demand, Total Suspended Solids, ammonia, or FOG in excess of the concentration limits listed below must apply for a CWDP. Provided the proposed Discharge will not interfere with the POTW, a permit can be issued. Such Users shall be subject to surcharges as established under Section 13.2 to up any maximum allowable limit established by the permit.

CONCENTRATION LIMITS FOR EXCESS ANALYTE STRENGTH CHARGES

Biochemical Oxygen Demand (BOD) 350 mg/L

Total Suspended Solids 350 mg/L

Total Ammonia, as ammonia (NH) and ammonium ion 44 mg/L

FOG (Fats, Oils & Greases) 100 mg/L

- F. The PWD may use the permit process to establish appropriate discharge limits for all other pollutants not listed under this section.
 - G. All confirmed CIU or SIU's will be subject to permitting by WA DOE.
- 2.4 This includes pollutants subject to regulation under RCRA, volatile or some organics, halogenated or brominated compounds, poly-aro where deemed appropriate to safeguard against the use of dilution to meet applicable pretreatment standards or requirements.

Section 3 – Pretreatment of Wastewater

3.1 Pretreatment Facilities

Users shall provide wastewater treatment as necessary to comply with this Policy and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Section 2.1 of this Policy within the time limitations specified by U.S.

Wastewater Pretreatment Policy

Environmental Protection Agency, WA DOE, the PWD, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense, and shall be subject to state and PWD review and approval of the facility plans. Such plans (Engineering Report, Plans and Specifications, and Operation and Maintenance Manuals) shall be submitted as required by Chapter 173-240 WAC to the PWD, and to the WA DOE if applicable, for review, and Users shall obtain approval prior to construction. The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a Discharge in compliance with the WA DOE discharge permit or the POTW Wastewater Discharge Permit as applicable.

3.2 Emergency Authority for Discharge Violations

- A. The PWD may order an immediate halt of any discharge of pollutants to the POTW collection system which reasonable appear to present an imminent danger to the health or welfare or persons. In such cases, the PWD will provide the User advance notice of such action, if possible, but shall not delay a response to imminent danger. If the User fails to halt to the Discharge when so directed, the PWD may take any prudent action to prevent the discharge including but not limited to physically blocking such discharge and/or turning off the water supply.
- B. The PWD may halt or prevent any discharge to the POTW which presents or may present a danger to the environment or which threatens to interfere with the operation of the collection system or POTW. In such cases, the PWD shall attempt to provide not only notice to the affected User(s), but the opportunity to respond. If the User fails to halt the Discharge when so directed, the PWD may take any prudent action to prevent the Discharge, including but not limits to physically blocking such discharge and/or turning off the water supply.
- C. Any User causing the PWD agency authorities provided for under this section shall reimburse all costs to the City for their actions related to such discharge.
- D. The PWD may requires Users to reduce or curtail discharges to the POTW, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial waste streams and take all other measures to protect the collection system and the POTW and determine the User's compliance with the requirements of this policy.

3.3 Accidental Discharge/Slug Discharge/FOG Discharge Control Plans

The PWD, through the CWDP, may require the User to develop and implement an Accidental Discharge/Slug Discharge Control Plan and take other actions the PWD believes are necessary to control discharges which may be caused by spills or periodic non-routine activities. Accidental Discharge/Slug Discharge Control Plans shall include at least the following:

- A. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal.
- B. A description of all stored chemicals, disclosing all ingredients in formulations, which could violate a discharge prohibition if discharged to the sewer.
- C. Procedures for immediately notifying the PWD of any accidental or slug discharge, as required by Section 6.5 of this Policy.
- D. Procedures that will be taken to prevent the occurrence or adverse impact from and accidental or slug discharge. Such procedures shall address the inspection and maintenance of storage

Wastewater Pretreatment Policy

areas, handling and transfer of materials, loading worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

3.4 Hauled Wastewater

- A. Hauled wastewater meeting the definition of “Septic Tank Waste” may be introduced into the POTW at designated locations, and at such times are established by the PWD. The hauler of such wastes shall be responsible for ensuring such wastes comply with all discharge prohibitions (Section 2 of this Policy) and other applicable requirements of the PWD. The PWD may require septic tank waste haulers to provide a manifest at the time of discharge identifying the customer’s name, address, and volume from each tank generating the waste.
- B. The PWD shall require the hauler, and may also require the generator, of nondomestic hauled wastewater to obtain a CWDP. The discharge of hauled and non-domestic wastewater is subject to all relevant requirements of this Policy. The PWD may prohibit the disposal of any or all hauled non-domestic wastewater.
- C. Hauled wastewater may be discharged only at locations designated by the PWD and with the prior consent of the PWD. The PWD may collect samples of each hauled load to ensure compliance with applicable standards, and halt the discharge at any point in order to take additional samples or hold the load pending analysis. The PWD may require the hauler to provide a waste analysis of any load prior to discharge, to characterize the wastewater or to certify that they wastewater does not meet the definition of a “Hazardous Waste” under Chapter 173-303 WAC.
- D. Disposal of unauthorized hauled wastewater may be cause for permit revocation.
- E. Wastewater haulers must provide a waste tracking form for every load. This form shall include at least:
 - 1. Name and address of the waste hauler.
 - 2. Hauler permits number.
 - 3. Truck and driver identification.
 - 4. Names and addresses of the sources of waste.
 - 5. Type of wastewater generator, volume, brief description, known characteristics and presumed constituents of waste.
- F. Fees for dumping hauled wastewater shall be established by the PWD based on the current City Master Fee Schedule, or a fee approved by the CRCC if the hauled waste is significantly different in composition from any waste previously accepted.

Section 4 – City Wastewater Discharge Permit Applications

4.1 Industrial and Commercial User Surveys

The PWD is obligated under federal law to identify all Users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such Users. To satisfy this requirement, all sources of non-domestic discharges to the POTW must, upon request of the PWD, complete an Industrial and Commercial User Survey form. Users shall fully disclose the information requested and sign the completed form in accordance with Section 4.6. Proper completion of the survey is a condition of initial and continued discharge to the POTW. Users failing to fully comply with survey requirements within 30 days shall be

Wastewater Pretreatment Policy

subject to all enforcement measures authorized, up to and including termination of service including water. The PWD is authorized to prepare forms for this purpose and require completion of the appropriate form to obtain the information need to categorize each User. The PWD is authorized to categorize each User, provide written notice of a User's categorization and what it means, and revise a User's categorization at any time based upon updated information or changing regulations

4.2 Wastewater Discharge Permit Requirement

A. No User categorized by the City as a SIU, PSIU or PSCU shall discharge wastewater into the POTW without first obtaining an individual CWDP issued by the PWD. An existing User that is determined to be a SIU, PSIU or PSCU and that has filed a timely application pursuant to Section 4.3 of this Policy, may continue to discharge unless and until notified otherwise by the PWD.

B. The PWD may require any Industrial or Commercial User to obtain CWDP and/or implement BMP as necessary to carry out the purposes of this Policy. This includes PSIU and PSCU designations. For example, a CWDP may be required solely for flow equalization.

C. Any failure to complete the required survey form, apply for and obtain a required permit, or any violation of the terms and conditions of a CWDP shall be deemed violations of this Policy and subject the User to all of the penalty and enforcement actions of this Policy. Obtaining a CWDP does not relieve a User of its obligation to comply with all federal and state pretreatment standards or requirements, or with any other requirements of federal, state, and local law.

D. The PWD, based on the determination that such devices are necessary for implementation and monitoring of pretreatment requirements, may require the User to install and maintain on their property and at their expense, the following devices:

1. A sample facility accessible to the PWD. This includes a refrigerated automatic flowmeter control sampler.
2. A suitable storage and/or flow equalization tank.
3. Grease oil, and/or grit interceptors or separators.
4. An approved combustible gas detection meter.

E. Users installing any of the above devices shall ensure they are of the type and capacity approved by the PWD and the Castle Rock Building Official, meet applicable building and plumbing codes and conform to any separate requirements established by the PWD. Users shall locate units in areas easily accessible for cleaning and inspection by the PWD. Users shall be responsible for all periodic inspection, cleaning, and repair of such devices, and shall perform and document such activities at intervals necessary to maintain the capacities and effectiveness of such devices.

F. Nothing in this Policy shall supersede or waive and requirement of the Member Entity's adopted building, plumbing or sewer codes to install, maintain, and test sewer facilities and equipment, including but not limited to interceptors, separators, clean-outs and sampling manholes.

4.3 Wastewater Discharge Permitting:

Wastewater Pretreatment Policy

Existing Connections

Any User required to obtain a CWDP who was discharging wastewater into the collection site and POTW prior to the effective date of Policy implementing ordinances or resolutions adopted by the CRCC and who desires to continue such discharges shall, within sixty (60) days after notice, apply to the CWDP in accordance with Section 4.5 of this Policy. PWD will notify users of the need to apply for permits within twelve (12) months of adoption of this Policy. All Permit Applications will be reviewed by the PWD Prior to the Permit being issued.

4.4 Wastewater Discharge Permitting:

New Connections

Persons wishing to discharge non-domestic wastewater must first complete either a Survey Form (if they do not expect a Permit is needed) or a Permit Application. Any User identified by the PWD through the Survey as needing a CWDP must file a CWDP Application for Wastewater Discharge Permits, in accordance with Section 4.5 of this Policy, must be filed at least ninety (90) days prior to the desired date of discharge, and the Wastewater Discharge Permit obtained prior to commencing discharge. Permit Applications will be reviewed by the PWD prior to the Permit being issued.

4.5 Wastewater Discharge Permit Application Contents

A. All Users required to obtain a CWDP must apply using the form provided by the PWD. Users must supply all information required on the form as part of the Permit Application unless waived by the PWD.

B. Users must provide any other information deemed necessary by the PWD to evaluate the situation and prepare a discharge permit. Incomplete or inaccurate applications will not be processed and will be returned to the User for revision. The PWD shall be held harmless for delays caused by returned applications.

4.6 Application Signatories and Certifications

A. All survey forms, CWDP, and User reports must be signed by an authorized representative of the User and contain the certification statement in Section 6.10.

B. Users shall submit a new authorization if the designation of an authorized representative is no longer accurate. This includes when a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company. The User must submit the new authorization prior to or with any reports signed by the new authorized representative.

4.7 Wastewater Discharge Permit Decisions

After receipt of a complete CWDP, the PWD will determine whether or not to issue a CWDP. The PWD may deny any application for a CWDP or require additional safeguards, reports, or information. For Users not meeting the criteria of Significant Industrial Users, The PWD may also waive or defer a permit, or allow discharges in the interim while a permit is being prepared.

Section 5 – City Wastewater Discharge Permits

Wastewater Pretreatment Policy

5.1 Wastewater Discharge Permit Duration

The PWD may issue a CWDP for a period of up to five (5) years from its effective date. Each CWDP will indicate its expiration date.

5.2 Wastewater Discharge Permit Contents

Wastewater Discharge will include conditions the PWD deem necessary to carry out the goals of the pretreatment program (Section 1.1), federal and state regulations, and the requirements of this Policy.

A. Wastewater Discharge Permits will contain:

1. The permit issuance date, expiration date, and effective date.
2. A statement that the Wastewater Discharge Permit is nontransferable without prior notification to the PWD in accordance with Section 5.5 of this Policy, and provisions for furnishing the new owner or operator with a copy of the existing CWDP;
3. Effluent limits, including BMP, based on applicable pretreatment standards;
4. The pollutants to be monitored and specific monitoring requirement. This includes the sampling location(s), sampling frequencies, and sample types consistent with federal, state, and local law. (See Section 2.3);
5. Requirements to submit certain reports (as reflected in Section 6), provide various notifications, keep records, and implement BMP;
6. The process to be used to request a waiver from monitoring for a pollutant neither present nor expected to be present in the Discharge;
7. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law;
8. Requirements to control slug discharges, including to develop, update, and implement slug discharge control plans (find required content in Section 3.3) where the PWD determines such plans are important to preventing accidental, unanticipated, or non-routine discharges;
9. Any monitoring which has been conditionally waived but which will automatically apply any time the requirements of the conditional waiver are not met; and
10. Reapplication requirements.

B. Wastewater Discharge Permits may contain, but need not be limited to, the following conditions:

1. Pretreatment facilities and measures required by Sections 3.1 and 4.2 of this Policy;
2. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
3. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the collection system and POTW;
4. Requirements to develop and implement waste minimization plans to reduce the amount of pollutants discharged to the collection system and POTW;

Wastewater Pretreatment Policy

5. Requirements to pay charges or fees for discharge to the POW, including high strength charges;
6. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices;
7. Notice that compliance with the CWDP does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the CWDP; and
8. Other Conditions as deemed appropriate by the PWD to ensure compliance with this Policy, and state and federal and local laws rules, and regulations.

5.3 Permit Appeal Process

- A. A User may petition the CRCC to reconsider the terms of a CWDP within thirty (30) days of notice of its issuance.
- B. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- C. In its petition, the appealing party must indicate the CWDP provisions objected to, the reasons for this objection, and the alternative condition, if any it seeks to place in the Wastewater Discharge Permit.
- D. The effectiveness of the CWDP shall not be stayed pending the appeal.
- E. If the CRCC fails to act within sixty (60) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider a CWDP, not to issue a CWDP, or not to modify a CWDP shall be considered final administrative actions for purposes of judicial review.
- F. Aggrieved parties seeking judicial review of the final administrative CWDP decision must do so by filing a complaint with the Superior Court of Cowlitz County within sixty (60) days of the final administrative action.

5.4 Wastewater Discharge Permit Modification

The PWD may modify a CWDP for good cause, including, but not limited to, the following reasons:

- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements including new or revised local limits;
- B. To address new or changed operations, processes, production rates, waste streams, or changes in water volume or character;
- C. To reflect conditions at the POTW requiring an authorized discharge to be reduced or curtailed. Such requirements may be either temporary or permanent;
- D. Based on information indicating that a permitted discharge poses a threat to the POTW, the receiving waters, or will violate a prohibition of this Policy.
- E. To address erroneous or incomplete information contained in the CWDP or in any required report;
- F. To address misrepresentatives or failure to full disclose all relevant facts in the Wastewater Discharge Permit Application or in any required report;
- G. To incorporate revisions based on a variance from Categorical Pretreatment Standards approved pursuant to 40 CFR Part 403.13;
- H. To correct typographical or other errors in the CWDP;

Wastewater Pretreatment Policy

- I. To reflect transfer of the facility ownership or operation to a new owner or operator as required under Section 5.5.

5.5 Wastewater Discharge Permit Transfer

CWDP may be transferred to a new owner or operator contingent upon the permitted User providing at least thirty (30) days advance written notice to the PWD. The notice to the PWD must include a written certification by the new owner or operator that:

- A. State the new owner and/or operator have no immediate intent to change the facility's operations and processes;
- B. Identifies the specific fate on which the transfer is to occur; and
- C. Acknowledges full responsibility for complying with the existing CWDP.

5.6 City Wastewater Discharge Permit Revocation with Notice

The PWD may revoke a CWDP for cause including but not limited to, when a User has:

- A. Failed to notify the PWD of significant changes to the wastewater prior to the changed Discharge;
- B. Failed to provide prior notification to the PWD of changed conditions pursuant to Section 6.2 of this Policy;
- C. Misrepresented or failed to fully disclose all relevant facts in the CWDP;
- D. Falsified self-monitoring reports or tampered with monitoring equipment;
- E. Refused to the PWD timely access to the facility premises and records;
- F. Failed to meet effluent limitations or permit conditions;
- G. Failed to pay applicable fines or sewer charges;
- H. Failed to meet compliance schedule deadline dates;
- I. Failed to complete a Wastewater Survey or CWDP;
- J. Failed to provide advance notice of the transfer of business ownership;
- K. Violated any pretreatment standard or requirement, or any terms of the CWDP or this Policy;
- L. Ceased operations; or
- M. Transferred business ownership without proper notification to the PWD.

Revocation of a CWDP, as provided in this section, may be affected only after the permit holder has been given a written Notice of Intent to Revoke at least 30 days in advance of such revocation, and the permit holder has failed to correct the reason for revocation prior to the date of intended revocation. A Notice of Intent to Revoke shall state the reason for such revocation, shall state the date of intended revocation, and shall be delivered to the Authorized or Duly Authorized Representative of the User.

5.7 Wastewater Discharge Permit Reissuance

Wastewater Pretreatment Policy

A User with an expiring CWDP shall apply for CWDP reissuance by submitting a complete permit application, in accordance with Section 4.5 of this Policy, a minimum of ninety (90) days prior to the expiration of the User's existing CWDP.

Section 6 – Reporting Requirements

6.1 Compliance Schedule Progress Reports

The following conditions shall apply to compliance schedules incorporated into permits:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the User to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routing operation);
- B. No increment referred to above shall exceed nine (9) months;
- C. The User shall submit a progress report to the PWD no later than fourteen (14) calendar days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and if appropriate, the steps being taken by the user to return to the established schedule

6.2 Reports of changed Conditions

Each User must notify the PWD of any significant changes to the User's operations or system, which might alter the nature, quality, or volume of its wastewater.

This notification must be made at least thirty (30) days before the desired change and be sent to the PWD. In such cases:

- A. The PWD may require the User to submit whatever information is needed to evaluate the changed condition. The PWD may also require a new or revised CWDP Application under Section 5.4 of this Policy.
- B. The PWD may issue, reissue, or modify a CWDP applying the procedures of Chapter 5 of this Policy in response to a User's notice under this Section.

6.3 Reports of Potential Problems

- A. Any User which has any unusual discharge that could cause problems to the collection system and/or the POTW must immediately notify the PWD by telephone of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User to control and curtail the discharge. Such discharges may include spills, slug loads, accidental discharges, or other discharges of a non-routine, episodic nature. Problems to the POTW which require reporting under this Section include violating pretreatment prohibitions, treatment standards, or other requirements of Section 2 of this Policy such as vapor toxicity and explosivity limits.

Wastewater Pretreatment Policy

- B. Within five (5) calendar days following such discharge, the User shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability, which may be incurred as a result of damage to the collection system and POTW, the environment, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability, which may be imposed pursuant to this Policy.
- C. Regardless of whether the User has been required to submit a Slug Discharge Control Plan (per section 3.3), all User shall post notice in a prominent location advising employees of the names and telephone numbers to call to comply with the notification requirements of a potential problem discharge. Users shall ensure that all employees who may cause or witness such discharge are advised of the emergency notification procedures.
- D. All Users must immediately notify the PWD of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site, which if discharged to Slug Discharge Control Plan under Section 3.3, shall also modify their plans to include the new conditions prior to or immediately after making such changes.

6.4 Notice of Violation/Repeat Sampling and Reporting

If sampling performed by a User indicates a violation, the User must notify the PWD within Twenty-four (24) hours of becoming aware of the violation. The User shall repeat the sampling and analysis and submit the results of the original and repeat analysis to the PWD within thirty (30) days after becoming aware of the violation. The PWD may waive the repeat sampling requirement where the POTW has sampled the effluent for the pollutant in question prior to the User obtaining sampling results.

6.5 Notification of Discharge of Hazardous Waste

A. Any User who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261, or Chapter 173 303 WAC, must also comply with the following requirements:

- 1. Notify the PWD, the USEPA Regional Waste Management Division Director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit applications or re-applications under this Policy.
- 2. Include the following information in the notification:
 - A. The name of the hazardous waste was found in 40 CFR Part 261;
 - B. The USEPA hazardous waste number;
 - C. The type of discharge (continuous, batch, or other).
- 3. If the discharge totals more than two hundred and twenty (220) pounds in any month, also provide:

Wastewater Pretreatment Policy

- A. The hazardous constituents contained in the wastes;
 - B. An estimate of the mass loading and concentration of hazardous constituents in the waste stream discharged during that calendar month and;
 - C. An estimate of the mass loading of constituents in the waste stream expected to be discharged during the following twelve (12) months.
4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
6. This requirement does not relieve the User from requirements to provide other notifications, such as of changed conditions under Section 6.2 of this Policy, or required by applicable permit conditions, permit applications, and prohibitions.
7. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required by a valid permit issued under this Policy.
8. Users must report all discharges of more than thirty-three (33) pounds per month of substances which if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR Parts 261.30 (d) and 261.33€. Subsequent months during which the User discharges hazardous waste for which notice has already been provided do not require another notification to USEP A or the State, but must be reported to the PWD.
9. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under subsection A of this section, if required by subsection B of this section, within ninety (90) days of the effective date of such regulations.
10. For any notification made under this Section, the User shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated and shall describe that program and reductions obtained through its implementation.
11. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this Policy, a permit issued hereunder, or any applicable federal or state law.

6.6 Analytical Requirements

All pollutant sampling and analyses required under this Policy shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable Categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the PWD determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the PWD may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by USEP A.

Wastewater Pretreatment Policy

6.7 Sample Collection

Users must ensure all samples they collect to satisfy sampling requirements under this Policy are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specified period.

- A. Users must use the properly cleaned sample containers appropriate for the same analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate USEP A guidance.
- B. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds using grab collection techniques.
- C. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, and sulfides either in the laboratory or in the fields, and may composite grab samples for volatile organics, and oil and grease in the laboratory prior to analysis.
- D. For all other pollutants, Users must employ 24-hour flow-proportional composite samplers unless the PWD authorizes or requires an alternative sample collection method.
- E. The PWD may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
- F. The PWD may require grab samples either in lieu or of in additions to composite sampling to show compliance with instantaneous discharge limits.
- G. In all cases, Users must take care to ensure the samples are representative of their wastewater discharges.

6.8 Date of Receipt of Reports

The PWD will credit written reports as having been submitted on the date of the postmark or shipping date when sent via the United States Postal Service or private delivery company utilizing package tracking technology. Reports delivered in any other manner will be credited as having been submitted on the business day received.

6.9 Record Keeping

Users subject to reporting requirements of this Policy shall retain records for all monitoring required by this Policy and for any additional monitoring which could be used to satisfy minimum monitoring requirements. User must make these records available for inspection and copying at the location of the discharge, Users must similarly maintain documentation associated with any BMP required under authority of Section 2.3.G. Monitoring records shall include at least:

- A. The time, date, and place of sampling;
- B. The sampling and preservation methods used;
- C. The person taking the sample, and persons with control of the sample prior to analysis;
- D. The person performing the analysis and date the analysis was completed;
- E. The analytical techniques or methods used; and

Wastewater Pretreatment Policy

F. The results of analysis

Users are encouraged to retain quality control and quality assurance information provided by the laboratory and submit this information in routine reporting. This information also has value in the event that the sample data is called into question. For analytes for which Washington State requires use of a certified/accredited laboratory, Users shall maintain records demonstrating the laboratories utilized for performance of analyses have the proper accreditation to perform such analyses.

Users shall maintain the above records for a minimum of three (3) years following reporting the analyses, and thereafter until any litigation concerning the User, the PWD or the Castle Rock City Council is completed, or for a specified period of longer duration when the User has been specifically notified of a longer retention period by the PWD.

6.10 Certification Statements

The following certification statement must be signed by an authorized representative as defined by Section 1.4 and included when submitting a permit or general application in accordance with Section 4.6:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, of those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations”.

Section 7 – Right of Entry: Commercial or Industrial User Inspection and Sampling

As a condition of issuance of a CWDP, the permitted shall grant the PWD and/or its Designee the right to enter the premises of any permitted Commercial or Industrial User to determine whether the User is complying with all requirements of this Policy and any CWDP or order issued hereunder. Commercial or Industrial Users shall allow the PWD and/or Designee ready access to all parts of the premises for the purpose of inspection, sampling records examination and copying, and the performance of any additional duties, as a condition of retaining its CWDP.

- A. Where a Commercial or Industrial User has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security personnel so that, upon presentation of suitable identification, the PWD and/or Designee will be permitted to enter without delay for the purpose of performing their specific responsibilities under this Policy.
- B. The PWD and/or Designee shall have the right to set up on the Commercial or Industrial User's property or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.

Wastewater Pretreatment Policy

- C. Commercial or Industrial Users shall provide full access to the PWD and/or Designee to use any monitoring facilities and utilities available or required in accordance with Sections 3.1, 4.2. D and 4.2. F to confirm that the standards or treatment required for discharge to the POTW are being met.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the Commercial or Industrial User at the written or verbal request of the PWD and shall not be replaced. The costs of clearing such access shall be done by the User.
- E. Any unreasonable delay in allowing the PWD and/or Designee full access to the Commercial or Industrial User's premises and wastewater operations shall be a violation of this Policy.

Section 8 – Confidential Information

Generally, information submitted to demonstrate compliance with pretreatment standards and requirements is subject to public review. To the extent such is consistent with state and federal laws, Users may have certain information treated as confidential if the following process is followed:

- A. When a User submits information to the, or provides information. Users must promptly identify the specific information in writing, and describe why public release would divulge information, processes, or methods of production entitled to protection as trade secrets or confidential business information under applicable state or federal laws.
- B. The City will withhold disclosure of confidential information for a reasonable period of time, during which time and User wanting non-disclosure will be notified and thereby have the opportunity to seek a court order relative to non-disclosure. Any damages, expenses, or costs incurred by the City in denying or resisting the disclosure of information declared to be confidential by the User shall be borne and paid by such User.
- C. Dependent on the agency receiving the request, the PWD shall review and approve or deny such requests. When approved, the information shall not be publicized unless required by state or federal law.
- D. All other User information submitted to or obtained by the PWD shall be available to the public subject to the City records review policy.
- E. Information held as confidential may not be withheld from governmental agencies for uses related to the NPDES program or pretreatment program, or in enforcement proceedings involving the person finishing the report.
- F. Federal rules prevent wastewater constituents and characteristics and other effluent data, as defined by 40 CFR Part 2. 302, from being recognized as confidential information.

Section 9 – Administrative Enforcement

9.1 Notification of Violation

Wastewater Pretreatment Policy

The PWD may serve a written Notice of Violation on any User that has violated any provision of this Policy. In all cases, each day of continued violation of a provision of this Policy is a separate violation. Users shall, in response to a Notice of Violation, provide the PWD a written explanation of the violation, its cause, and a corrective action plan within thirty (30) calendar days of receiving this notice. Users submitting plans to correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the earliest practicable date. Acceptance of a plan by the PWD does not relieve a User of liability for any violations. The PWD may also take emergency actions or other enforcement actions as deemed necessary to protect the collection system and/or the POTW, the environment, or the health and welfare of the general public, without first issuing a Notice of Violation. Exercise of one or more enforcement options by the City shall not be a bar to, or a prerequisite for, taking any other action against the User.

9.2 Compliance Agreement

The PWD may enter into a Compliance Agreement or other voluntary agreement to memorialize agreements with User to correct violations of any requirement of this Policy. Such agreements must include the specific actions(s) required and date(s) they are to be completed to correct the noncompliance. Such documents must be constructed in a judicially enforceable manner, and have the same force and effect as administrative orders pursuant to Sections 9.4 and 9.5 of this Policy.

9.3 Review Hearing by the Hearing Examiner

The PWD may propose enforcement actions in response to a violation of any provisions of this Policy. The PWD will notify the User of the violation, the enforcement action, the rationale, and the User's rights to provide evidence why the proposed enforcement action should not be taken, and to provide its supposed for any alternative it proposes. A User shall have the right to a review hearing to contest the enforcement action.

Any hearing pursuant to this Section must be requested by the User in writing within fifteen (15) business days after the User receives notice of the enforcement actions. The User's written request shall be filed with the PWD.

The hearing authorized by this Section shall be held before the Hearings Examiner. Formal rules of evidence shall not apply, but the User, PWD shall have the right to present witnesses and other evidence. The Hearing Examiner shall issue a written decision within fourteen (14) calendar days of the conclusion of the hearing

Any User shall have the right to make an electronic or stenographic record of the proceedings. Such record shall be made at the User's expense. The CRCC may by Resolution or Policy adopt additional rules for the conduct of hearings pursuant to

Wastewater Pretreatment Policy

this Section. A review bearing shall not be a bar against, or prerequisite for, taking any other action against the User.

9.4 Compliance Orders

The Hearings Examiner, after consulting with the PWD, may issue a Compliance Order to and User that has violated any provision of this Policy. The Compliance Order may direct that the User come into compliance withing a specified time, install and properly operate adequate treatment facilities or devices, or take such other measures as the City finds necessary.

These measures may include additional self-monitoring and BMP designed to minimize the amount of pollutants discharged to the sewer. A Compliance Order may not extend the deadline for compliance established for a pretreatment standard or requirement, or relieve a User of Liability for any violation, including a continuing violation. If the User does not come into compliance withing the time provided, sewer and water service may be discontinued. Issuance of a Compliance Order shall not be a bar against, or a prerequisite for, taking any other action against the User.

9.5 Cease and Desist Orders

When PWD find that a User has violated, or continues to violate, any provision of this Policy, a CWDP or Order issued hereunder, or any other pretreatment standard or requirement, or that the User's past violations are likely to recur, the CRCC may, after, consultation with the PWD, issue an Order to the User directing it to cease and desist all such violations and directing the User to:

- A. Immediately comply with all requirements; and
- B. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or termination the discharge. Issuance of a Cease-and-Desist Order shall not be a gar against, or a prerequisite for, taking any other action against the User.

9.6 Administrative Fines

- A. When the City find that a User has violated, or continues to violate, any provisions of this Policy, a CWDP or Order issued hereunder, or any other pretreatment standard or requirement, the CRCC may, after consultation with the PWD, recommend fines against such User.

Wastewater Pretreatment Policy

- B. Any violation of this Policy which has caused the POTW to violate its NPDES Permit may result in the Washington State Department of Ecology levying a fine against the City. In that event, the City may fine any User whose discharge has been identified for causing the permit violation an amount equal to the Washington State Department of Ecology fine imposed upon the City plus administrative costs. Such fines shall be assessed on per violation, per day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- C. The City may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to investigating and. or enforcing the noncompliance situation, to the amount of the fine.
- D. The City will consider the benefit gained by a User as a result of the noncompliance in cases where there appears to have been a benefit from not complying. In such cases the City shall ensure that fines, to the maximum amounts allow, able, exceed the benefit to the User from the noncompliance.
- E. Unpaid charges, fines, and penalties shall, at thirty (30) calendar days past the due date, be assessed an additional penalty of one percent (1%) of the unpaid balance, and interest shall accrue thereafter at a rate of one percent (1%) per month, or at the rate allowed by law if different from the foregoing. After thirty (30) calendar days, the City shall be authorized to pursue permit revocation or suspension of service for unpaid charges, fines, and penalties.
- F. Users desiring to dispute such fines must file a written request with the City to reconsider the fine within fifteen (15) calendar days of being notified of the fine. The Hearings Examiner shall convene a hearing on the matter pursuant to Section 9.3 of this Policy. In the event the User's appeal is successful, the City shall reduce or eliminate the fine as determined appropriate.
- G. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User.

9.7 Emergency Suspensions

The PWD may order an immediate suspension of a User's discharge (or threatened discharge) when it reasonably appears to present a substantial danger to the health or welfare of persons, threatens to interfere with the operation of the collection system or the POTW, or which may present a danger to the environment.

- A. Any User notified of a suspension of its discharge shall immediately stop or eliminate its discharge. If a voluntarily with the suspension order, the City may take such steps as deemed necessary to protect the public and its interest in the collection system and POTW. Remedies available include immediately, turning of water supply, severing the sewer connection at the User's expense, turning off pump stations downstream of the User, and partnering with Law enforcement. The City may not allow the User to resume its discharge until the User has demonstrated to the satisfaction of the City that the situation warranting the suspension has been properly addressed.

Wastewater Pretreatment Policy

- B. A User that is responsible in whole or in part, for any discharge presenting imminent danger shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report prior to the date of any show cause or termination hearing under Sections 9.3 and 9.8 of this Policy. Nothing in this Section shall be interpreted as requiring a hearing prior to any emergency suspension under this Section.

9.8 Termination of Discharge

Any User who violates the following conditions is subject to having the privilege of discharging to the public sewer system withdrawn, including, but not limited, blocking or severing the sewer discharge and turning off water supply:

- A. Discharge of non-domestic wastewater without a Permit, when a Permit is required, including:
 - 1. Where the appropriate Permit has not been requested;
 - 2. Where the appropriate Permit has not yet been issued; or
 - 3. Where the Permit has been denied or revoked based on the provisions of Sections 5.6 (Permit Revocation) of this Policy
- B. Violation of Permit terms and conditions.
- C. Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling (whether subject to a Permit or not).
- D. Violation of the pretreatment standards and requirements in Section 2 of this Policy, including failure to satisfy Industrial User Survey requirements.

Section 10 - Judicial Enforcement: Injunctive Relief

The City may seek injunctive relief when a User has violated, or continues to violate a provision of this Policy. In such cases, the City may petition the Superior Court of Cowlitz County for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the CWDP, Order, or other requirement imposed by this Policy on activities of the User. The City may also seek such other actions as is appropriate for legal and. or equitable relief, including a requirement for the User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a pre requisite for, taking any other action against a User.

Section 11 – Supplemental Conditions

11 Performance Bonds

The City may require a satisfactory Performance Bond in an amount deemed necessary to assure the User will achieve consistent compliance with this Policy. Such Bond may be required as an enforcement response or as prerequisite to issue or reissue a CWDP. This Bond may also be required of any category of User that has led to interference with the collection system and/or the POTW in the past, regardless

Wastewater Pretreatment Policy

of the compliance history of the particular User. This bond may be used to pay any fees, costs, or penalties assessed to the User whenever the User's account is in arrears for over thirty (30) calendar days. This includes the costs of cleanup if the User goes out business, sells the business to a person that does not first assume the Bond, or goes bankrupt. Users may petition to convert their Performance Bond to a requirement to provide Liability Insurance or to forego any such safeguard based on their performance, User may petition to more frequently than once in any twelve (12) month period.

11.1 Payment of Outstanding Fees and Penalties

The City may decline to issue a CWDP to any User who has failed to pay any outstanding fees, fines, or penalties incurred as a result of any provision of this Policy, a previous permit or order issued hereunder.

11.2 Public Nuisances

A violation of any provisions of this Policy or a Permit order issued hereunder, or any other pre treatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the PWD.

Section 12 – Bypass

- A. For the purpose of this Section:
 - 1. Bypass means the intentional diversion of waste streams from any portion of a User's treatment facility.
 - 2. Sever property damage means substantial physical damage to property, damage to the treatment facilities, which causes them to become inoperable, or substantial and permanent loss of natural resources or damage to the environment, which can reasonably be expected not to occur in the absence of a bypass. Sever property damage does not mean economic loss caused by delays in production.
- B. A User may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to assure efficient operation.
- C. Any other bypass must meet the following requirements:
 - 1. Users knowing in advance of the need for a bypass must submit prior notice to the PWD, at least ten (10) calendar days before the bypass wherever possible; and
 - 2. Users must tell the PWD of any unanticipated bypass that exceeds applicable pretreatment standards within twenty-four (24) hours of becoming aware of the bypass. Users must provide a written follow up report within five (5) calendar days. The PWD may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:
 - A. A description of the bypass (volume, pollutants, etc.)
 - B. What caused the bypass;
 - C. When, specifically, the bypass started and ended;
 - D. When the bypass is expected to stop (if ongoing); and

Wastewater Pretreatment Policy

- E. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.
- F. Bypass is prohibited unless:
 - 1. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - 2. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods or equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgement to prevent a bypass, which occurred during normal periods of equipment downtime or preventive maintenance; and
 - 3. The User submitted notices as required under Section 12.C.
- E. The PWD may approve an anticipated bypass, after considering its adverse effects, if the PWD determine that it will meet the three (3) conditions listed in Section 12.D.

Section 13 – Wastewater Treatment Surcharges and Permit Fees

13.1 Excess Strength Charges

High Strength Waste:

Wastewater originating from industrial or commercial business activities that, when discharged to the collection system, has a concentration of total suspended solids (TSS) and/or biochemical oxygen demand (BOD) in excess of 350 mg/L, FOG in excess of 100 mg/L, ammonia greater than 44, H₂S XXXXX.

High Strength Waste Fee:

A surcharge for High Strength Waste Fees shall be collected pursuant to a resolution adopted by the CRCC, and remitted to prior to the end of the calendar month following collection.

Sampling:

Grab sampling will normally be used for sampling intermittent discharges that are consistent in waste strength, and when samples are to be tested for components or characteristics that are subject to significant and unavoidable change during storage (i.e. dissolved gasses, pH, temperature, etc.). Composite sampling will normally be used for sampling continuous discharges and for sampling variable strength wastewater. Composite samples will normally be collected over a 24-hour period, however, when industrial or commercial discharges occur for less than 24 hrs./day, composite samples will be taken for the duration of the waste discharge.

Sampling frequency will depend upon the nature and source of the waste discharged and its potential to adversely impact treatment plant operations and efficiencies. For discharges having a significant potential for disrupting plant operations, daily sampling may be appropriate. For discharges with a minimal

Wastewater Pretreatment Policy

potential for disrupting plant operations, less frequent sampling (i.e. weekly) may be appropriate.

13.2 City Wastewater Discharge Permit Fees

Annual CWDP fees shall be levied on each Significant Industrial User (SIU) each Potentially Significant Industrial User (PSIU), each Potential Significant Commercial User (PSCU), each Industrial User (IU) and each Commercial User subject to a CWDP. Each permitted User will be evaluated by the PWD where the User discharges and subsequently placed in the appropriate category. Pretreatment Permit Fees are established by a Resolution of the CRCC.

The CRCC may adopt additional fees to recover the costs of implementing this Policy and operating the Pretreatment Programs which may include:

- A. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a User's discharge, and reviewing monitoring reports submitted by, User's;
- B. Fees for reviewing and responding to accidental discharge procedures and construction;
- C. Fees for filing appeals;
- D. Fees to recover administrative and legal costs associated with enforcement activity taken to address User noncompliance; and
- E. Other fees as necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this Policy and are separate from all other fees, fines, and penalties imposed by the CRCC.

Section 14 – Miscellaneous Provisions

14.1 Severability

If any provisions, paragraph, word, section or article of this Policy is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and chapters shall not be affected and shall continue in full force and effect.

14.2 Conflict

All other previously issued Policies and parts of other Policies inconsistent or conflicting with any part of this Policy are hereby repealed to the extent of such inconsistency or conflict.