Section 7
Wastewater Management
Program Elements
7.0 Wastewater Management Program Elements

This section describes the primary program elements that guide Spokane County’s implementation of its wastewater program and the plans set forth in the 2014 CWMP. This includes a summary of the portions of the Spokane County Code related to the County’s sanitary sewer program; a description of the organizational structure of the Spokane County Division of Utilities and its various program areas; and the County’s sewer design and construction standards.

7.1 Spokane County Code

The purpose of the Spokane County Code is to provide county officials, county employees and private citizens with the county laws. The Spokane County Code was originally published in 1958 and has been kept up-to-date by regular supplementation by Municipal Code Corporation, its successor in interest.

Chapter 8.03 (Sanitary Sewer Code) of Title 8 (Health and Sanitation) contains the codified policies that govern operation of the wastewater utility. This includes requirements related to connection to the County’s sewer system, guidelines regarding sewer construction, and establishment of the rates and fees required of customers. The latter are discussed in more detail in Section 8. The current version of the Sanitary Sewer Code can be found online at: https://library.municode.com/index.aspx?clientID=16337&stateID=47&statename=Washington.

A related code chapter is 8.03A (Pretreatment), which provides the regulatory foundation for the County’s industrial pretreatment program, which is described in more detail in Section 7.4.

7.2 Organizational Structure

Exhibit 7-1 provides a summary of the organizational structure for the Spokane County Division of Utilities. The division is managed by the Utilities Director. Staff are organized amongst five program areas: Administrative Services (including utility billing), Solid Waste (including Landfill Closure, Sewer Operation and Maintenance, Engineering Services (including Sewer Planning and Design, Industrial Pretreatment, and Water Reclamation), and Water Resources. Brief summaries of each program area are provided in the subsections below.
Exhibit 7-1. Spokane County Division of Utilities Organization Chart

Organization Chart as of November 2014
7.2.1 Administrative Services

Administrative Services provides the billing services for aquifer protection and sewer service. Staff in this program area process and distribute monthly bills to approximately 42,500 sewer customers. Customer service agents provide assistance to customers in understanding and submitting their payments.

When charges on a monthly sewer bill are not received by the due date, such charges become delinquent and are subject to late payment penalties and interest. Accounts that are in excess of sixty days delinquent may receive a lien warning letter. Liens are filed in accordance with Spokane County Code 8.03.9040 (Payment-Delinquency-Lien). The warning letter will list the amount of charges in arrears, and will explain that the customer must pay the charges in full, or arrange for a payment plan within 30 days from the date of the warning letter. The warning letter will also provide notice that under the Revised Code of Washington, Spokane County may bring a foreclosure action against the property sixty days after the attachment of the lien.

7.2.2 Solid Waste

The Solid Waste program works to preserve air and water quality through the administration of remedial activities associated with the County's three federally listed landfill cleanup sites in compliance with both state and federal regulations. Duties include: landfill cover maintenance, landfill gas and storm water management, groundwater monitoring and modeling, data management and reporting.

7.2.3 Sewer Operation and Maintenance

The Sewer Operation and Maintenance program is responsible for the operation and maintenance of the County’s wastewater collection system, package treatment facilities, and the equipment necessary to carry out these responsibilities. A two-volume document has been developed that contains details on items such as the program’s responsibilities, staffing, operations and maintenance procedures and schedules, equipment and materials inventories, and safety programs. The table of contents associated with this documentation is provided in Appendix 7-1, along with a more detailed description of Sewer Operation and Maintenance.

A detailed assessment of this program area was conducted in 2001. This evaluation and benchmarking analysis was performed acknowledging that the requirements placed upon Sewer Operation and Maintenance were going to increase as the County was charged with maintaining increasing amounts of infrastructure with the implementation of the Septic Tank Elimination Program (STEP). A series of recommendations were included in the 2001 evaluation. Most of those have been implemented or were determined not to be necessary upon further review. Those that have not been completely implemented and which may warrant continued attention into the future are:

1) “Recommendation 14: The County management team should implement the tracking and analysis of several potential performance indicators listed in the 2001 report. Select

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indicators from those listed can be tracked within the County reporting and accounting systems.” The County has made strides in collecting some of the referenced data, but has not analyzed it in detail. As the County’s collection system continues to grow and the responsibilities of Sewer Operation and Maintenance increase, the tracking of performance indicators may prove to be valuable in optimizing the program. As such, it is recommended the County consider further evaluating this recommendation.

2) “Recommendation 16: Begin a phased program to implement the recommended long-term organizational concept.” This refers to adding staff to Sewer Operation and Maintenance, and shifting some responsibilities between staff. This has been partially implemented, with the program growing since 2001, including the addition of a second repair crew in 2012. It is recommended that in conjunction with the recommendation above, the County routinely re-assess Sewer Operation and Maintenance staffing needs to maintain performance levels on a growing system.

7.2.4 Engineering Services

Engineering Services includes Sewer Planning & Design, Industrial Pretreatment, Water Reclamation, Side Sewer Inspection and Information Management as described in the subsections below.

Sewer Planning & Design

The Sewer Planning and Design section manages the County's sewer construction projects. The ongoing goal of the sewer program is the elimination of septic tanks above the Spokane Valley-Rathdrum Aquifer and extension of public sewer service throughout the County’s service area.

Industrial Pretreatment Program

The County’s Industrial Pretreatment Program serves to control pollutants in wastewater from industrial facilities, before they reach treatment facilities. Without proper pretreatment, these pollutants have the potential to interfere with the operation of the treatment plant or pass through untreated into the Spokane River. The Pretreatment Program is approved and overseen by the Washington State Department of Ecology and administered by Spokane County.

The principal objectives of the Pretreatment Program are:

- To prevent interference, defined as the introduction of pollutants which will interfere with the operations of the treatment plant.
- To prevent pass through, defined as the introduction of pollutants which will pass through the treatment plant without receiving adequate treatment.
- To improve opportunities to recycle and reclaim municipal and industrial wastewaters and sludges, and prevent contamination of treatment plant sludges with certain pollutants.
- To protect workers from exposure to hazardous conditions.
• To enable the County to comply with its National Pollutant Discharge Elimination System (NPDES) Discharge Permit conditions, sludge use and disposal requirements, and any other applicable federal or state requirements related to Pretreatment.

The regulatory foundation for the Pretreatment Program is found in Chapter 8.03A of the Spokane County Code; this is a companion to the Sanitary Sewer Code in Chapter 8.03.

The County currently manages wastewater discharge permits associated with seven industrial dischargers. In addition, the County has entered into multijurisdictional agreements with both the City of Spokane and the City of Millwood, since wastewater is received from these jurisdictions. The purpose of these agreements is to assist the parties in coordinating their respective pretreatment programs, to identify responsibilities, and to ensure enforcement authority amongst the jurisdictions. Spokane County’s Pretreatment Program also has enforcement authority for its sewer customers in the City of Spokane Valley and in the City of Liberty Lake.

The names of the industrial customers that currently have wastewater discharge permits under the County’s industrial pretreatment program, and their typical wastewater flow rates, are listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Average Monthly Wastewater Flow Rates (gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American On-Site Services</td>
<td>48,415</td>
</tr>
<tr>
<td>Galaxy Compound Semiconductors, Inc.</td>
<td>8,122</td>
</tr>
<tr>
<td>Honeywell Electronic Materials Inc.</td>
<td>3,137,300</td>
</tr>
<tr>
<td>Kemira Water Solutions, Inc.</td>
<td>15,405</td>
</tr>
<tr>
<td>Lloyd Industries, Inc.</td>
<td>26,332</td>
</tr>
<tr>
<td>Mica Landfill</td>
<td>401,245</td>
</tr>
<tr>
<td>Novation Inc.</td>
<td>51,552</td>
</tr>
</tbody>
</table>

**Water Reclamation Program**

Water reclamation and reuse is an important part of the County’s strategy to manage wastewater in the future and protect surface and groundwater resources. As described in Section 6, the County plans to implement projects that will involve use of Class A reclaimed water generated at the Spokane County Regional Water Reclamation Facility for beneficial purposes such as irrigation of the Fairgrounds and golf courses, and wetland restoration. Such efforts may play an important role in managing the surface water and groundwater resources of the region, in the near-term and in the future.

**Side Sewer Inspections**

The Division of Utilities is responsible for providing inspection services related to side sewer connections. The permits associated with these connections are described in a Spokane County Department of Building and Planning fact sheet BP-7 (Sewer Connection Permits). The County is in the process of developing a side sewer handbook, which ultimately will replace BP-7, and
provide additional detail supporting the design and inspection of side sewers. This document will be incorporated into the construction standard document discussed in Section 7.3.

**Information Management**

Information Management provides support for planning, design, implementation and operation of cost-effective information technologies. This department also provides the County with technical leadership and expertise to manage networks and computer systems. Information management is structured into two divisions that include Land Use Information System Coordination and Geographic Information System (GIS) Specialists.

### 7.2.5 Water Resources

The Water Resources program serves Spokane County residents by protecting the quality and quantity of Spokane County surface and groundwater resources, now and into the future. It recognizes the many desired uses including domestic, agricultural, recreational, industrial, municipal and hydroelectric. This program participates in studies and planning efforts for the protection and use of surface and ground water resources in Spokane County. It also serves as an informed advisor on these issues to the Spokane County Board of Commissioners, other Spokane County Public Works departments, and local area peer agencies. In addition, Water Resources also provides educational outreach to Spokane County residents including area school districts, private groups, and industry.

### 7.3 Design and Construction Standards

Spokane County currently has construction standards for roads and sewers that are combined into a single document which is incorporated into contract documents as Special Provisions to the Washington State Department of Transportation Standard Specifications for Roads, Bridges, and Municipal Construction. The standards apply to all new construction and reconstruction of public and private roads and sewers within the County. The standards provide standard utility locations within new roads, scheduling of utilities, relocation and inspections. Sureties for sanitary sewers are included in the document for plats and commercial projects.

The Spokane County Public Works Department and the local chapter of American Council of Engineering Companies of Washington (ACEC) have teamed up to form the Construction Certification Committee. Procedures have been developed by the committee to foster high quality products for developers and facilitate the subsequent transfer of ownership of the finished products to the County. Procedures have been derived from the committee’s documents received by the development/contracting community, and have been adopted by the Division of Utilities. The procedures provide a framework for effective interaction between the engineer and the Department of Public Works. The procedures apply to both public and private road and sewer projects. Responsibilities/procedures are provided for the authority of the county, sponsor’s engineer, pay requests, record keeping, changes during construction, construction complaints, construction phase services, etc. These procedures are documented in “Technical Reference C” of the Spokane County Standards.