

Washington Department of Ecology Submission Cover Letter

**WQWebSubmittal - Submittal Submission Id: 1532696 - 3/29/2016
11:05:37 AM**

Report Received Dated:

3/29/2016 11:05:41 AM

Company Name	Signer Name	System Name
Douglas County	Jennifer Lange	WQWebPortal

Attachments:

Document Name of Description	Document File Name
WAR046003_5_03282016052818	Atchmnt_5_2015 Public Educatio_5_03282016052818
WAR046003_1_03112016035348	Atchmt_1_2016_WV_SWMP_Plan_1_03112016035348
Submitted Copy of Record for Douglas County	Copy of Record DouglasCounty Tuesday March 29 2016
WAR046003_6_03282016052818	Atchmnt_6_2015 Public _Partici_6_03282016052818
WAR046003_4b_03112016035348	Atchmt_4b_NPDES Internal_coord_4b_03112016035348

Attestation Agreed to at Signing:

I certify I personally signed and submitted to the Department of Ecology an Electronic Signature Agreement. I understand that use of my electronic signature account/password to submit this information is equal to my written signature. I have read and followed all the rules of use in my Electronic Signature Agreement. I believe no one but me has had access to my password and other account information.

I further certify: I had the opportunity to review the content or meaning of the submittal before signing it; and to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I intend to submit this information as part of the implementation, oversight, and enforcement of a federal environmental program. I am aware there are significant penalties for submitting false information, including possible fines and imprisonment.

**For Ecology Use Only ---
Dev**



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Water Quality Program

Permit Submittal Electronic Certification

Permittee: Douglas County MSW

Permit Number: WAR046003

Site Address: 203 RAINIER
Waterville, WA 98858

Submittal Name: MS4 Annual Report Phase II Eastern

Version: 1

Due Date: 3/31/2016

Questionnaire

Number	Permit Section	Question	Answer
1	S5.A.3	Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.3)	Atchmt_1_2016_WV_S WMP_Plan_1_0311201 6035348
2	S9.D.5	Attach a map and copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.5.	Not Applicable
3	S5.A.4.a.ii	Tracked the estimated costs of implementation of each component of the SWMP. (S5.A.4.a.ii)	Yes
4	S5.A.5.b	Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b)	Yes
4b	S5.A.5.b	Attach a written description of internal coordination mechanisms. (Required to be submitted no later than March 31, 2016, S5.A.5.b)	Atchmt_4b_NPDES Internal_coord_4b_0311 2016035348
5	S5.B.1.a and b	Attach description of public education and outreach programs and stewardship activities conducted per S5.B.1.a and b.	Atchmnt_5_2015 Public Educatio_5_032820160 52818
6	S5.B.2.a	Describe the opportunities created for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP. (S5.B.2.a)	Atchmnt_6_2015 Public _Partici_6_0328201605 2818
7	S5.B.2.b	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.B.2.b)	Yes
7b	S5.B.2.b	List the website address.	http://www.douglascountywa.net/departments/swu/default.asp
8	S5.B.3.a	Maintained a map of the MS4 that includes the requirements listed in S5.B.3.a.	Yes
9	S5.B.3.b.vi	Implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the regulatory mechanism described in S5.B.3.b. (S5.B.3.b.vi)	Yes

10	S5.B.3.b.vii	Updated, if necessary, the regulatory mechanism to effectively prohibit illicit discharges into the MS4 per S5.B.3.b.vii. (Required, if applicable, no later than February 2, 2019)	Yes
11	S5.B.3.c	Implemented procedures for conducting illicit discharge investigations in accordance with S5.B.3.c.	Yes
12	S5.B.3.c.iii	Percentage of MS4 coverage area screened in reporting year per S5.C.3.c.i. (Required to screen 40% of MS4 no later than December 31, 2018 and 12% on average each year thereafter, S5.B.3.c.iii)	25
13	S5.B.3.c.iv	Publicized a hotline telephone number for public reporting of spills and other illicit discharges. (S5.B.3.c.iv)	Yes
13b	S5.B.3.c.iv	List the hotline number.	509-886-3728
14	S5.B.3.c.v	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.B.3.c.v.	Yes
15	S5.B.3.c.vi	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. (S5.B.3.c.vi)	Yes
15b	S5.B.3.c.vi	Describe actions.	WVSATAC web-site, Brochures at public facilities, newspaper advertisements (landscaping 2015) , staff training
16	S5.B.3.d	Number of illicit discharges, including illicit connections, eliminated during the reporting period. (S5.B.3.d)	0
17	S5.B.3.d.iv	Attach a summary of actions taken to characterize, trace and eliminate each illicit discharge found by or reported to the permittee. For each illicit discharge, include a description of actions according to required timelines per S5.B.3.d.iv.	Not Applicable
18	S5.B.3.e	Implemented an ongoing illicit discharge training program for all staff responsible for implementing the procedures and program, as described in S5.B.3.e.	Yes
19	S5.B.4.a	Implemented an ordinance or other regulatory mechanism and enforcement procedures for construction site stormwater runoff control as described in S5.B.4.a.	Yes
20	S5.B.4.b	Reviewed Stormwater Site Plans, including construction SWPPPs for all new development and redevelopment projects. S5.B.4.b.	Yes
20b	S5.B.4.b	Number of site plans reviewed during the reporting period.	70
21	S5.B.4.c	Implemented procedures for site inspection and enforcement of construction stormwater pollution control measures. (S5.B.4.c)	Yes
21b	S5.B.4.c.iii	Number of permitted construction sites inspected during the reporting period, (S5.B.4.c.iii)	78

22	S5.B.4.c	Number of enforcement actions taken during the reporting period based on construction phase inspections at new development and redevelopment projects. (S5.B.4.c)	9
23	S5.B.4.b.ii and S5.B	Trained the staff involved in permitting, plan review, field inspections and enforcement for construction site runoff control. (S5.B.4.b.ii and S5.B.4.c.ii)	Yes
24	S5.B.4.d	Provided information to construction site operators and design professionals about training available on how to comply with the requirements in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document. (S5.B.4.d)	Yes
24b	S5.B.4.d	Cite website address, if located on your website.	www.wenatcheewa.gov/ wvstac
25	S5.B.4.e	The number of construction sites that provided their intent to apply for the "Erosivity Waiver" as described in (S5.B.4.e).	Not Applicable
26	S5.B.4.e	The number of complaints investigated about sites that have received an "Erosivity Waiver" and describe any enforcement actions taken as a result. (S5.B.4.e)	Not Applicable
27	S5.B.5.a.	Implemented ordinance or other regulatory mechanism and enforcement procedures as described in S5.B.5.a.	Yes
31	S5.B.5.b	Implemented procedures for post-construction site plan review. (S5.B.5.b)	Yes
32	S5.B.5.c.ii	Inspected post-construction stormwater controls, including structural BMPs, during installation at new development and redevelopment projects. (S5.B.5.c.ii)	Yes
32b	S5.B.5.c.ii	Number of sites inspected during the reporting period. (S5.B.5.c.ii)	35
33	S5.B.5.c	Number of enforcement actions taken during the reporting period? (S5.B.5.c)	0
34	S5.B.5.c.iii	Inspected structural BMPs at least once every five years after final installation. (S5.B.5.c.iii)	No
34b	S5.B.5.c.iii	Number of BMPs inspected during the reporting period. (S5.B.5.c.iii)	
35	S5.B.5.d	Trained the staff involved in permitting, plan review, inspection and enforcement for post-construction stormwater control. (S5.B.5.d)	Yes
37	S5.B.6.a	Implemented the schedule of Operation and Maintenance activities for municipal operations. (S5.B.6.a)	Yes
38	S5.B.6.a.i (f) and (Have NPDES permit coverage for all applicable Permittee construction projects and industrial facilities. (S5.B.6.a.i (f) and (g))	Yes
39	S5.B.6.a.ii (a)	Inspected stormwater treatment and flow control facilities (except catch basins) owned or operated by the Permittee at least once every two years. (S5.B.6.a.ii (a))	Yes
39b	S5.B.6.a.ii (a)	Number of facilities inspected during the reporting period. (S5.B.6.a.ii (a))	0

41	S5.B.6.a.ii (b)	If used an alternative to standard schedule for catch basin inspections for all or a portion of the MS4, attach description of the method used. (S5.B.6.a.ii(b))	Not Applicable
42	S5.B.6.a.ii(c)	Conducted spot checks of stormwater facilities after major storms. (S5.B.6.a.ii (c))	Yes
43	S5.B.6.b	Trained the staff with primary construction, operations, or maintenance job functions that are likely to impact stormwater quality. (S5.B.6.b)	Yes
44	S7.A	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A)	Not Applicable
45	S7.A	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A)	Not Applicable
46	S8.A	Attach a description of any stormwater monitoring or stormwater-related studies as described in S8.A.	Not Applicable
47	S8.B	Participated in the regional group to select, develop and conduct effectiveness studies as described in S8.B.	Yes
48	G3	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment. (G3)	Not Applicable
49	G3.A	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.	Not Applicable
50	G20	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)	Not Applicable
51	G20	Number of non-compliance notifications (G20) provided in reporting year.	
51b	G20	If applicable, list permit conditions described in non-compliance notification(s).	
52	S4.F.3.d	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)	Not Applicable

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 or those persons directly responsible for gathering 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.

Jennifer Lange

3/29/2016 11:05:36 AM

Signature

Date

2016 Wenatchee Valley Stormwater Management Program Plan

The following stormwater activities are regional activities unless otherwise noted. The regional partners include Chelan County, Douglas County, City of East Wenatchee, City of Wenatchee and Wenatchee Valley College.

- I. Stormwater Management Program**
 - a. Update Wenatchee Valley Stormwater Management Program Plan.
 - b. Schedule quarterly regional stormwater utility meetings.
 - c. Prepare an annual report.

- II. Public Education and Outreach**
 - a. Develop and distribute outreach to owners of vehicles leaking automotive fluids.
 - b. Provide stormwater education outreach at two public events.
 - c. Participate in Wenatchee School District programs. (City of Wenatchee)

- III. Public Involvement and Participation**
 - a. Host annual Wenatchee Valley Stormwater Program Committee meeting.
 - b. Post Stormwater Management Program and Plan to regional website.
 - c. Provide a stormwater survey on the website and at public events.

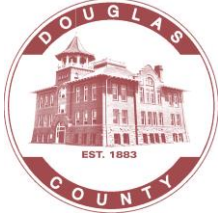
- IV. Illicit Discharge Detection and Elimination**
 - a. Provide training to field staff on illicit discharge detection and elimination.

- V. Construction Site Stormwater Runoff Control**
 - a. Provide construction best management practice training to staff.

- VI. Post-Construction Stormwater Management for new Development and Redevelopment**
 - a. Begin implementation of 5-year operation and maintenance inspections of post-construction stormwater facilities.

- VII. Municipal Operations and Maintenance**
 - a. Update Operations and Maintenance Plan
 - b. Complete Operations and Maintenance Plan (Wenatchee Valley College)

- VIII. Monitoring and Assessment**
 - a. Participate in Effectiveness Study Development.



DOUGLAS COUNTY TRANSPORTATION & LAND SERVICES

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802
PHONE: 509/884-7173 • FAX: 509/886-3954
www.douglascountywa.net

Memo

Date: February 16, 2016

Re: Stormwater Management Program – Internal Coordination Mechanisms (S5.A.5.b)

Description of Coordination to ensure Municipal Permit Compliance

The Transportation Department has been assigned the task of overseeing compliance with stormwater regulatory requirements associated with the Eastern Washington Phase II Municipal Stormwater Permit (Municipal Permit) as administered by the Department of Ecology. Coordination of implementation and documentation of Municipal Permit requirements is required. The following generally describes the responsibilities and activities associated with the Permit and how requirements are addressed in order to comply as detailed in Section S5.a.5b of the Permit.

The Stormwater Management Program (SWMP) shall also include coordination mechanisms among departments within each jurisdiction to eliminate barriers to compliance with the terms of this permit. Permittees shall include a written description of internal coordination mechanisms in the Annual Report due no later than March 31, 2016.

The Transportation Department notifies staff of permit requirements and facilitates training as necessary to achieve permit compliance. Permit requirements impact activities throughout many departments of the County. Communication and coordination regarding permit activities occurs in person, by phone and via e-mail. The following departments are most affected by the Municipal Permit:

TRANSPORTATION AND LAND SERVICES

Administration

- County Commissioners
- Facility Maintenance

Land Services:

- Code Enforcement

Building:

- Building Inspection

Transportation:

- Stormwater Program
- Stormwater Utility
- Road Maintenance
- Fleet Maintenance
- Development Review
- Transportation/Stormwater Inspection
- Transportation Project Design
- GIS (Geographical Information System)

The Municipal Permit requirements as identified in Section S5.C, include the following:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management for New Development and Re-development
- Municipal Operations and Maintenance
- Compliance with Total Maximum Daily Load
- Monitoring and Assessment
- Reporting and Recordkeeping

Douglas County works cooperatively with Chelan County, and the Cities of Wenatchee and East Wenatchee to efficiently implement and administer permit requirements uniformly throughout the Wenatchee Valley. These permittees work under an Interlocal Agreement as the Wenatchee Valley Stormwater Technical Advisory Committee or WVSTAC.

Public Education and Outreach

The Municipal Permit requires implementation of an education and outreach program that is designed to reduce behaviors and practices that contribute to or cause stormwater pollution. County employees, contractors, businesses, property managers, homeowners, school aged children, and the general public are all target audiences. Topics of public education include, but are not limited to: general impacts of stormwater on surface waters, impacts of illicit discharges and how to report them, maintenance of stormwater facilities, construction and post-construction best management practices (BMPs), yard care, mobile businesses, portable toilet placement, and vehicle maintenance. The Assistant County Engineer in cooperation with the WVSTAC develop, prepare, and distribute public education materials.

Public Involvement and Participation

The Assistant County Engineer in cooperation with the WVSTAC facilitates opportunities for the public to participate in the decision-making process involving the development and implementation of the Municipal Permit's related activities and programs. The stormwater program documents are available to the public on the WVSTAC web-site in addition to information available on the Douglas County web-site. Involvement and participation is also solicited at an annual steering committee meeting, and by providing for updates and opportunities for program input by County Commissioner's, various department heads and associated County staff.

Illicit Discharge Detection and Elimination

Douglas County adopted an Illicit Discharge Detection & Elimination (IDDE) program designed to prevent, detect, characterize, and eliminate illicit connections and illicit discharges into the County's stormwater system (MS4). Required components of the program include mapping the MS4, development of a regulatory and enforcement mechanism, and an ongoing process to identify and eliminate sources of stormwater pollution. The County's ordinance, which prohibits non-stormwater discharges, spills, illicit connections, and illegal dumping into the stormwater system is enforced by either the Transportation Department, Code Enforcement, and/or Law Enforcement.

The Assistant County Engineer updates County code, oversees enforcement actions, reports to Ecology on spills and illicit discharges, coordinates staff training and establishes priority areas. Transportation staff assist in field surveys, complaint investigation, initial enforcement action and

education, updating the stormwater system map, monitoring the stormwater hotline and inspecting outfalls and stormwater facilities. Under the direction of the County Engineer and/or Assistant County Engineer, GIS staff are responsible for adding new subdivisions and stormwater projects to the stormwater system map, managing the geodatabase and providing technical support to staff. Under the direction of the Road Supervisor, the Road Maintenance Department responds to spills and provides information to the Assistant County Engineer. County staff in Transportation and Land Services are responsible for identifying and reporting illicit discharges. Information regarding illicit discharges are forwarded to the Transportation Department (Assistant County Engineer). The public can call the Stormwater Hotline at 509-886-3728 to report stormwater related problems and/or concerns.

Construction Site Stormwater Runoff Control

New and re-development construction projects within the permit coverage area that meet the criteria within Douglas County Code, including single-family residential construction, commercial construction or land use actions including short plats and major subdivisions are required to submit drainage plans and reports for review and approval. Transportation staff under the under the direction of the County Engineer or Assistant County Engineer are responsible for reviewing stormwater site plans for development activities and ensuring that projects meet standards of the Department of Ecology *Stormwater Management Manual for Eastern Washington*. Transportation staff conduct inspections for construction site stormwater runoff control, investigation of complaints, and enforcement of County Code. Additionally, the Assistant County Engineer coordinates with the Prosecuting Attorney, the Code Enforcement Officer and also the Building Official for application of regulations and enforcement as needed.

The Assistant County Engineer coordinates training on construction site stormwater runoff control and is responsible for enforcement beyond the initial steps including notices of violations and other administrative actions. Departments including Transportation and Facility Maintenance are all individually responsible for implementing stormwater best management practices on construction project sites and during maintenance activities.

Post-Construction Stormwater Management for New Development and Re-development

The Assistant County Engineer and/or the Development Engineer under the direction of the County Engineer reviews post-construction stormwater site plans. In addition, this staff along with the Stormwater Technician compiles operations and maintenance agreements for post-construction stormwater facilities. Transportation staff (Assistant County Engineer, Stormwater Technician or Utility inspector may conduct inspections of construction and post-construction best management practices. Code enforcement for this program element is the responsibility of the Transportation Department. The County requires developers to retain the services of a licensed engineer to monitor construction of stormwater facilities and to certify that the facilities have been completed in accordance with the design plans and applicable stormwater standards.

Municipal Operations and Maintenance

All Douglas County departments are responsible for implementation of the County's Stormwater Pollution Prevention Operations and Maintenance Plan. The Transportation Department is responsible for maintenance of the County's drainage infrastructure, which includes catch basins, pipes, open ditches, as well as regional retention/detention facilities. Stormwater staff inspects County owned stormwater infrastructure. Maintenance requirements for facilities are consistent with the adopted standards found in the *Stormwater Management Manual for Eastern Washington*. Road Department facilities, including buildings, storage yards, roads and stormwater infrastructure are maintained under the direction of the Road Superintendent and the Area Supervisor. County

properties, including Municipal buildings, parking lots and grounds are maintained under the supervision of the County Administrator and the County Facility Maintenance Coordinator.

Compliance with Total Maximum Daily Load

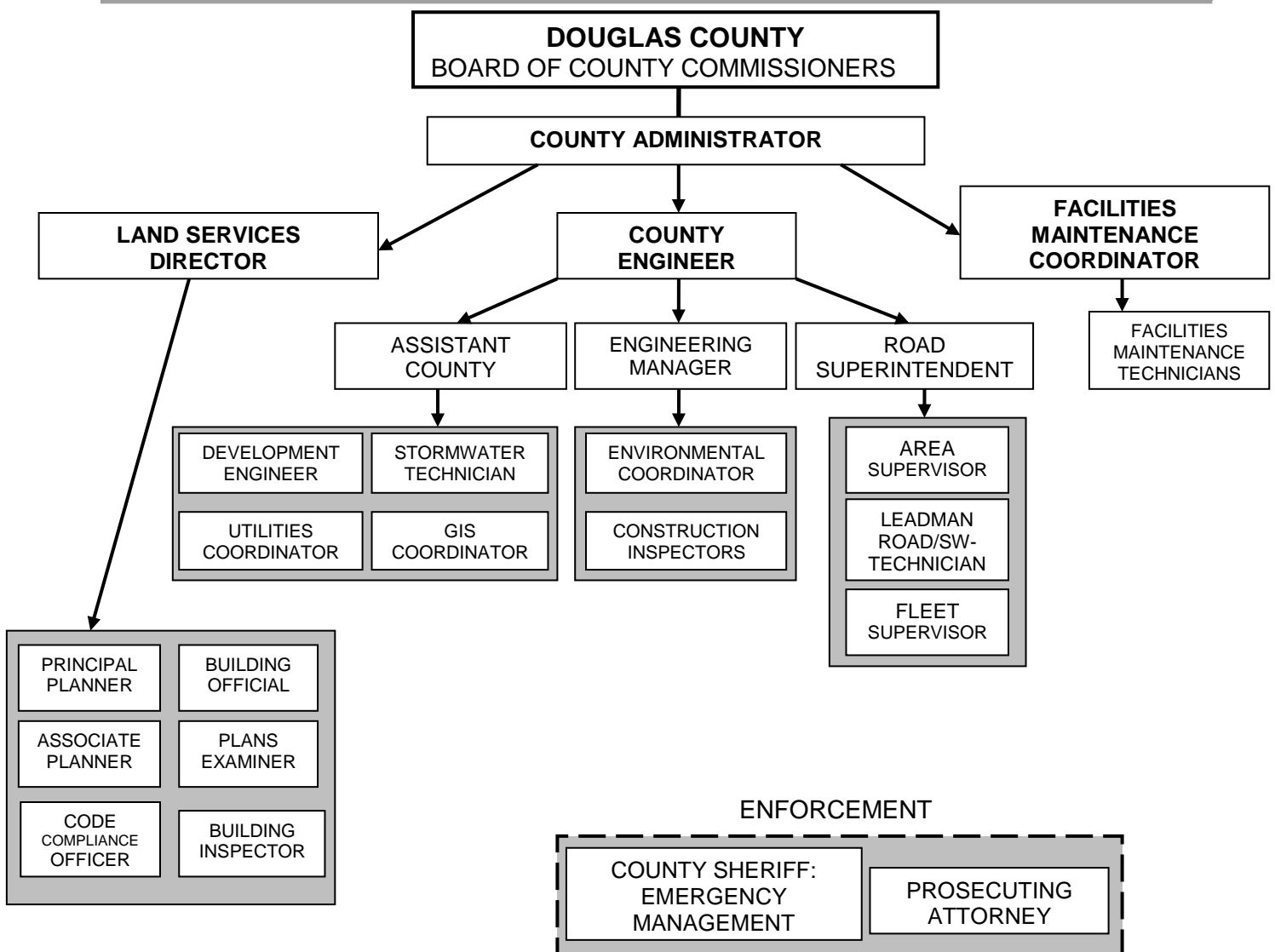
Douglas County does not have any Total Maximum Daily Loads (TMDLs) associated with the current permit.

Monitoring and Assessment

The Assistant County Engineer represents Douglas County on regional and local stormwater groups for the purpose of coordinating activities for compliance with the requirement for Stormwater Management Program Effectiveness Studies.

Reporting and Recordkeeping

The Annual Report is required to be submitted by March 31 of each year. The report format is provided by the Department of Ecology. The Assistance County Engineer coordinates with other departments throughout the County to collect information required for report submittal.



**2015 Public Education, Outreach Programs and Stewardship Activities
Douglas County**

The Wenatchee Valley Stormwater Management Program was promoted by jurisdiction staff at the following community events and activities in 2015:

- KPQ Home & Garden Show
 - Charity Car Wash Kit Program – *City of Wenatchee*
 - Kids in the Creek (9th through 12th grade)
 - Middle School – outreach (Sterling Intermediate)
 - New Dog Owner Kits (Managing Pet Waste) provided to the local Humane Society and veterinary offices.
 - Mailing to contractors on wastewater disposal, landscaping and concrete best management practices
 - Portable Toilet Handout for contractors and community events
 - Advertisement in the Wenatchee World for residential customers on fall/winter stormwater pollution prevention practices
-
- *Wenatchee Valley College Student Fair – City of Wenatchee*
 - *Dog Waste Management Outreach Event at Riverside 9 Apartments – City of Wenatchee*
 - *Wenatchee School District's 21st Century Community Learning Center Program (3rd through 5th grade) – City of Wenatchee*
 - *Camp Columbia (5th through 8th grade) – City of Wenatchee*

Information was also provided at the Public Services Building at 140 19th Street NW, East Wenatchee and online at www.wenatcheewa.gov/wvstac. In 2015 the Wenatchee Valley Stormwater webpage received 472 hits. Education and outreach items for the Wenatchee Valley Stormwater Management Program were also handed out by Cascadia Conservation District at the Salmon Festival in Leavenworth and the Chelan County Fair.

The local Phase II permittees again provided a survey at the KPQ Home & Garden Show and online through the end of the year.

2015 Public Participation Douglas County

The Wenatchee Valley Stormwater Management Program (SWMP) includes opportunities for the public to participate in the decision making process involving the development, implementation and update of the SWMP in a variety of ways including the following:

Steering Committee: The WVSTAC (Wenatchee Valley Stormwater Technical Advisory Committee) solicits input from a steering committee representing different community interests. Members of the steering committee are appointed by local elected officials. The committee provides input on proposed ordinance revisions proposed throughout the permit period. Members of the steering committee represent the following interests/organizations.

- Legislative body members or Planning Commission
- Home Builders Association
- Chamber of commerce
- Environmental organizations
- Land Trust
- Professional engineers
- Developers/contractors
- Citizens or local businesses
- Recreation

Public Open Houses: Stormwater program elements are discussed as applicable during project/application open houses in order to provide information to the public and to receive comments about the SWMP.

Public Meetings: Information regarding the SWMP plan and ordinances are discussed at public meetings including county commissioner meetings, planning commission meetings.

Public Events: Information regarding the SWMP is provided at the KPQ Home and Garden show. A survey is conducted as part of this three (3) day event. Written and verbal feedback is received from the public.

Web-surveys: The joint WVSTAC web-site includes the opportunity for public input and comment regarding SWMP activities.