



Water Quality Program

Permit Submittal Electronic Certification

Permittee: KELSO CITY

Permit Number: WAR045010

Site Address: 203 S PACIFIC AVE
Kelso, WA 98626

Submittal Name: MS4 Annual Report Phase II Western

Version: 1

Due Date: 3/31/2015

Questionnaire

Number	Permit Section	Question	Answer
1	S5.A.2	Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2)	Kelso_SWMP_2015 Final_1_03252015_1014.pdf
2	S9.D.5	Attach a 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.3	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP.	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, 2015, S5.A.5.b)	Internal Coordination Mechanis_4b_03272015112025.pdf
5	S5.C.1.a.i and ii	Attach description of public education and outreach efforts conducted per S5.C.1.a.i and ii.	Educational Outreach Efforts - _5_03272015112032.pdf
6	S5.C.1.b	Created stewardship opportunities (or partnered with others) to encourage resident participation in activities such as those described in S5.C.1.b.	No
7	S5.C.1.b	Used results of measuring the understanding and adoption of targeted behaviors among at least one audience in at least one subject area to direct education and outreach resources and evaluate changes in adoption of targeted behaviors. (Required no later than February 2, 2016, S5.C.1.b)	Not Applicable
7b	S5.C.1.b	Attach description of how this requirement was met.	

8	S5.C.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.C.2.a)	Kelso holds quarterly public meetings of the Kelso Stormwater Advisory Committee whose purpose is to guide the development, implementation and updates to the City's SWMP.
9	S5.C.2.b	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.C.2.b)	Yes
9b	S5.C.2.b	List the website address.	http://stormwater.kelso.gov
10	S5.C.3.a.i - vi	Maintained a map of the MS4 including the requirements listed in S5.C.3.a.i.-vi.	Yes
11	S5.C.3.b.v	Implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the regulatory mechanism described in S5.C.3.b. (S5.C.3.b.v)	Yes
12	S5.C.3.b.vi	Updated, if necessary, the regulatory mechanism to effectively prohibit illicit discharges into the MS4 per S5.C.3.b.vi. (Required no later than February 2, 2018)	Not Applicable
12b		Cite the Prohibited Discharges code reference	
13	S5.C.3.c.i	Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.3.c.i.	Yes
13b	S5.C.3.c.i	Cite methodology	Implemented the City's Municipal Stormwater IDDE Program that incorporates methods outlined in the "IDDE: A Guidance Manual for Program Development and Technical Assessments."
14	S5.C.3.c.i	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, 2017 (except no later than June 30, 2018 for the City of Aberdeen) and 12% on average each year thereafter. (S5.C.3)	0
15	S5.C.3.c.ii	List the hotline telephone number for public reporting of spills and other illicit discharges. (S5.C.3.c.ii)	360-423-6590
15b	S5.C.3.c.ii	Number of hotline calls received.	4
16	S5.C.3.c.iii	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.3.c.iii.	Yes
17	S5.C.3.c.iv	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. (S5.C.3.c.iv)	Yes

17b	S5.C.3.c.iv	Describe the information sharing actions. (S5.C.3.c.iv)	The City provides the public with the Solution to Pollution brochure and provides information on the City's website.
18	S5.C.3.d	Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.3.d.	Yes
19	S5.C.3.d.iv	Number of illicit discharges, including illicit connections, eliminated during the reporting year. (S5.C.3.d.iv)	2
20	S5.C.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 timeline per S5.C.3.d.iv	Kelso IDDE Log - 2014_20_03262015_0240.pdf
21	S5.C.3.e	Municipal illicit discharge detection staff are trained to conduct illicit discharge detection and elimination activities as described in S5.C.3.e.	Yes
22	S5.C.4.a	Implemented an ordinance or other enforceable mechanism to address runoff from new development, redevelopment and construction sites per the requirements of S5.C.4.a.	Yes
24	S5.C.4.a.i	Number of exceptions granted to the minimum requirements in Appendix 1. (S5.C.4.a.i., and Section 6 of Appendix 1)	0
25	S5.C.4.a.i	Number of variances granted to the minimum requirements in Appendix 1. (S5.C.4.a.i., and Section 6 of Appendix 1)	0
26	S5.C.4.b.i	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.4.a.i. (S5.C.4.b.i)	Yes
26b	S5.C.4.b.i	Number of site plans reviewed during the reporting period.	1
27	S5.C.4.b.ii	Inspected, prior to clearing and construction, permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Damage Potential, or alternatively, inspected all construction sites meeting the minimum thresholds adopted pursuant to S5.C.4.a.i. (S5.C.4.b.ii)	Yes
27b	S5.C.4.b.ii	Number of construction sites inspected per S5.C.4.b.ii.	1
28	S5.C.4.b.iii	Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. (S5.C.4.b.iii)	Yes
28b	S5.C.4.b.iii	Number of construction sites inspected per S5.C.4.b.iii.	2
29	S5.C.4.b.ii, iii and v	Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects). (S5.C.4.b.ii, iii and v)	0

30	S5.C.4.b.iv	Inspected all permitted development sites that meet the thresholds in S5.C.4.a.i upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.4.b.iv)	Yes
31	S5.C.4.b.ii-iv	Achieved at least 80% of scheduled construction-related inspections. (S5.C.4.b.ii-iv)	Yes
32	S5.C.4.b.iv	Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects. (S5.C.4.b.iv)	Yes
33	S5.C.4.c	Implemented provisions to verify adequate long-term operation and maintenance (O&M) of stormwater treatment and flow control BMPs/facilities that are permitted and constructed pursuant to S5.C.4. a and b. (S5.C.4.c)	Yes
35	S5.C.4.c.iii	Annually inspected stormwater treatment and flow control BMPs/facilities per S5.C.4.c.iii.	No
35b	S5.C.4.c.iii	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.4.c.iii	Not Applicable
36	S5.C.4.c.iv	Inspected new residential stormwater treatment and flow control BMPs/facilities and catch basins every 6 months per S5.C.4.c.iv to identify maintenance needs and enforce compliance with maintenance standards.	Not Applicable
37	S5.C.4.c.v	Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C.4.c.v)	Not Applicable
38	S4.C.4.c.vi	Verified that maintenance was performed per the schedule in S5.C.4.c.vi when an inspection identified an exceedance of the maintenance standard.	Not Applicable
38b	S5.C.4.c.vi	Attach documentation of any maintenance delays. (S5.C.4.c.vi)	Not Applicable
39	S5.C.4.d	Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment. (S5.C.4.d)	Yes
40	S5.C.4.e	All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities. (S5.C.4.e)	Yes
42	S5.C.4.g	Participated and cooperated with the watershed-scale stormwater planning process led by a Phase I county. (S5.C.4.g)	Not Applicable
43	S5.C.5.a	Implemented maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington.	Yes
44	S5.C.5.a	Applied a maintenance standard that is not specified in the Stormwater Management Manual for Western Washington.	Not Applicable

44b	S5.C.5.a	Please note what kinds of facilities are covered by this alternative maintenance standard. (S5.C.5.a)	
45	S5.C.5.a.ii	Performed timely maintenance per S5.C.5.a.ii.	Yes
46	S5.C.5.b	Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.5.b)	Yes
46b	S5.C.5.b	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities. (S5.C.5.b)	5
46c	S5.C.5.b	Number of facilities inspected during the reporting period. (S5.C.5.b)	5
46d	S5.C.5.b	Number of facilities for which maintenance was performed during the reporting period. (S5.C.5.b)	2
47	S5.C.5.b	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.5.b.	Not Applicable
48	S5.C.5.c	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms as per S5.C.5.c.	Not Applicable
49b	S5.C.5.d	Number of known catch basins.	1403
49c	S5.C.5.d	Number of catch basins inspected during the reporting period.	0
49d	S5.C.5.d	Number of catch basins cleaned during the reporting period.	14
50	S5.C.5.d.i-ii	Attach documentation of alternative catch basin cleaning approach, if used. (S5.C.5.d.i or ii)	Not Applicable
51	S5.C.5.f	Implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.5.f)	Yes
52	S5.C.5.g	Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.5.g.)	Yes
53	S5.C.5.h	Implemented a Stormwater Pollution Prevention Plan for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.C.5.h)	Yes
54	S7.A	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A)	Not Applicable
55	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

56	S8.A	Attach a description of any stormwater monitoring or stormwater-related studies as described in S8.A.	Not Applicable
57	S8.B.1	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for status and trends monitoring. (S8.B.1)	No
58	S8.C.1	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for effectiveness studies. (S8.C.1) (Required to begin no later than August 15, 2014)	Yes
59	S8.D.1	Contributed to the RSMP for source identification and diagnostic monitoring information repository in accordance with S8.D.1. (Required to begin no later than August 15, 2014)	Yes
60	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
61	G3	Number of G3 notifications provided to Ecology.	0
62	G3.A	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.	Not Applicable
63	S4.F.1	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1)	Not Applicable
64	S4.F.3.a	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a.	Not Applicable
65	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
66	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
67	G20	Number of non-compliance notifications (G20) provided in reporting year.	0
67b	G20	List the permit conditions described in non-compliance notification(s).	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.

Michael Kardas

3/31/2015 3:49:32 PM

Signature

Date



Engineering Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



MEMO

To: Project No. 601301 project file

From: Van McKay, P.E.

Date: March 26, 2015

Subject: Description of public education and outreach efforts conducted in 2014 for Permit sections S5.C.1.a.i and ii.

To build general awareness, the City made available to the public the Solution to Pollution brochure that describes the hazards of stormwater pollution and specific habits to reduce stormwater pollution. As much information is now conveyed through the Internet, the City maintained and regularly updated a stormwater website with many documents to educate the public on stormwater pollution and the City's stormwater management program (SWMP). The documents include annual reports, educational documents, stormwater management plans, stormwater ordinances. It also includes supporting documents for the SWMP such as the IDDE program, the O&M program and the Operations SWPPP. The City also developed a list of planned activities to perform in 2015 for education and outreach.

The City developed a schedule to develop and implement a program to effect behavior change. This program includes determining a target audience and best management practice for behavior change as well as timing to measure the audience's adoption and understanding of the BMP.

S5.C.3.e (IDDE Log)

<i>Date In</i>	<i>Inspection, Caller, or Hotline</i>	<i>Spill, Illicit Dumpn/Dischrg or Connection, or PR Feedback</i>	<i>Caller Information</i>	<i>Location</i>	<i>Problem</i>	<i>Response Date</i>	<i>Discussion of Actions and Resolution (Van McKay unless otherwise noted)</i>	<i>Date Completed</i>	<i>Days to Respond</i>	<i>Days to Conclude</i>
6/10/2014	C	D	REDACTED	1000 So. 5th Ave.	Grass clippings dumped to sidewalk and gutter	06/10/14	3:30: V. McKay went to the house and no one answered. Left an IDDE ordinance in the newspaper box with text highlighted on yard waste pollution, illicit discharges and enforcements and with a note that the clippings were an illicit discharge, to remove them, and that civil penalties is the next enforcement step at \$500 per day per violation. Also left a Citizen's Guide to Stormwater brochure and business card. Took photos. 06-13-2014: Revisited the site and took photos. Grass clippings had been removed from the gutter and sidewalk.	6/13/2014	0	3
7/2/2014	C	D	REDACTED	307 N. 8th Ave; yellow house at Cowlitz Way	Washing machine wastewater is discharged from the garage to the driveway	07/02/14	3:00: V. McKay received the call from L. Wettle and was onite within 1/2 hour. I did not find indications of wastewater discharge to the driveway or street. Photos were taken. I called L. Wettle back and asked her to let me know when wastewater is currently being discharged so I can do more on the issue.	7/2/2014	0	0
7/7/2014	I	D	REDACTED	607 Allen Street	Water discharging from 4" corrugated pipe and running onto the sidewalk, with sediment.	07/07/14	I met with the owner of the property, Mr. Rollison and discussed the potential source of the water. The property's water has been shut off and no one resides there. The water line next to the property was suspect and I said I would have our Operations test for leaks before he is required to do investigation. I requested that he trim overhanging bushes over the sidewalk and to clean up the sidewalk of sediment. He did this wiithin two weeks.07-28-2014: Operations determined the City's 2-inch galvanized water line is leaking and they will repair later this week. Operations repaired the pipe and stopped the water discharge. No definite date received from Operations; assume Sept. 30, 2014.	9/30/2014	0	85
8/25/2014	I	D	REDACTED	100 N. Minor Rd.	Discharge of soils from the site's 12-in. diameter corrugated metal pipe into the City's manhole	08/25/14	As part of another project Steve Nelson, owner of the property, was sent a letter that included educational enforcement of the IDDE ordinance. The letter stated that soil was a pollutant and it appeared that soils were discharging to the City's drainage system.	8/25/2014	0	0



Engineering Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



MEMO

To: Project 601301 project file

From: Van McKay, P.E.

Date: March 26, 2015

Subject: Internal Coordination Mechanisms to eliminate barriers to compliance with the Permit (Section S5.A.5.b) for 2014

In order to fully develop and implement the requirements of the City's Phase II Municipal Stormwater Permit, the City has delegated responsibilities to different departments. The work of each department goes towards eliminating barriers to compliance with the Permit. The mechanisms and responsibilities for each department are listed below.

The Community Development Department is responsible for general Permit compliance, stormwater public education and outreach, public involvement in stormwater concerns, regulating the entrance of non-stormwater pollutants into the MS4, regulating runoff on construction sites and developments, developing procedures for compliance with the Permit, planning stormwater capital projects, training staff from other departments, and reporting. The Department's senior stormwater engineer acts as the City's NPDES coordinator to assure permit compliance between the departments.

The Public Works Department is responsible for spill response, maintaining components of the MS4, and operating City properties such as roads, rights-of-way, parks, and municipal buildings in a manner that prevents and reduces stormwater impacts.

Employees in the Police Department are responsible for maintaining awareness of the stormwater system and reporting potential illicit discharges that may be observed during the normal course of their duties in the community.