

PROJECT COMPLETION REPORT

FOR

G1200462

Regionally Streamlining Stormwater Permitting

City of Milton

Total Cost of Project: \$246,700

Grant or Loan Amount: \$246,700

Project Start Date: August 10, 2012

End Date: June 30, 2013

(AUTHORIZED SIGNATORY) DATE

&/or

Alison L. Hart

(PROJECT MANAGER)

6/27/13

DATE

II. OVERVIEW DESCRIPTION OF PROJECT: What was the water quality problem being addressed and generally how was this project going to do it?

This project addressed regional water quality by producing a guidance manual for small municipalities to efficiently meet Phase II stormwater permitting requirements without financially burdening the cities. The guidance manual provides resources, procedures, and tools to aid in meeting permit requirements. Opportunities for collaboration with other agencies are also discussed with ideas on how to coordinate such efforts.

This project helped the cities of Milton, Algona, Edgewood, and Pacific find areas where they could share resources, staff, and ideas to lessen the burden of meeting stormwater permitting requirements. It also set up the framework for other agencies to follow suite and collaborate on permit elements.

III. OUTCOME: Using the project tasks as your guide, describe what the project accomplished and how. Also what was not done and why? WHAT ARE THE WATER QUALITY BENEFITS? Use numbers and/or specific examples if possible.

The discussion should include information on the following:

- Water Quality and Environmental Outcomes: anticipated water quality and environmental goals and improvements from the project.
- Performance Items and Deliverables: the action items that played an integral role in implementation of the project. This includes items such as outreach and education, monitoring, technical assistance (farm plans, nutrient management plans, etc.), GIS mapping, and others.

Performance Items & Deliverables - The following items were identified under Project Goals and Outcomes:

1. *Develop an interlocal agreement* - This was prepared under Task 2. A signed agreement was submitted to Ecology 12/24/12.
2. *Develop Standard Operating Procedures Manual* - This was prepared under Task 4. A draft SOP Manual was submitted to Ecology for review 04/15/13. A draft-final version was submitted 05/13/13 for final review. The final SOP Manual was delivered to Ecology 06/27/13 (4 hard copies and electronic copy, as requested).
3. *Develop standardized mapping techniques* - These were developed under Task 4. Techniques were included in the SOP Manual, beginning on page 52. A draft SOP Manual was submitted to Ecology for review 04/15/13. The final SOP Manual with standardized mapping techniques was delivered to Ecology 06/27/13.
4. *Develop a combined GIS map of stormwater facilities* - This was developed under Task 4. A wall map of the regional stormwater system of all four cities was delivered to Ecology 06/27/13. The AutoCAD files were included on Disc 4 in the SOP Manual.

5. *Develop a system of automated reminders of permit deadlines* - This was prepared under Task 4. A draft Outlook calendar was sent to Ecology 03/19/13 for review. The final Outlook calendar is provided on Disc 1 in the SOP Manual. Instructions for importing the calendar into Outlook are provided on page 27 of the SOP Manual.
6. *Develop a compliance checklist* - This was prepared under Task 4. The permit checklist submitted to Ecology 03/29/13. A copy is provided on Disc 1 in the SOP Manual.
7. *Develop public outreach materials* - A collection of sample stormwater educational materials was prepared which includes examples of materials tailored to school children, businesses, and residents. This collection is provided on Disc 1 in the SOP Manual.

Task 1: Project Administration/Management

Under this task, a Steering Committee was formed to guide project outcomes. The Committee met regularly and developed a strong foundation between members that will aid future collaboration between agencies. By working together, a more consistent approach to stormwater permitting will be applied throughout the region.

Performance Measures:

1. *Effective administration and management of grant project* - The grant was managed effectively by Milton and Skillings Connolly.
2. *Timely submittal of required performance items, etc.* - All performance deadlines were met. Progress reports were submitted to Ecology 09/27/12, 01/07/13, 03/29/13, and with the final reimbursement request.
3. *Submit 3 hard copies of final project report* - 4 copies of the final SOP Manual were submitted, as were 3 copies of this report.
4. *Submit 2-page project summary* - This will be submitted to Ecology via email.
5. *Submit copies of steering committee meetings* - Copies of minutes from all meetings were submitted to Ecology.

Task 2: Establish and Compare Each City's Baseline to the Permit

1. *A draft project timeline for deliverables* - This was submitted to Ecology 09/04/12.
2. *Submit consultant agreement* - This was submitted to Ecology 09/04/12.
3. *Interlocal Agreement (submitted 12/24/12)* - This task involved creating an interlocal agreement that was agreed to by all four municipalities. This required drafting the agreement and going through a review process wherein each city's attorney reviewed the agreement and provided edits. Several iterations of the interlocal agreement were prepared, wherein each city's council approved and signed the agreement.

OUTCOME: This process resulted in an interlocal agreement template that other cities can use for their agency collaborations. It includes language describing the role of the lead agency, other cities, and consultants; invoicing procedures; methods for handling disputes; contract termination specifics.

4. Prepare report assessing each city's public outreach/education objectives and goals, and LID practices - The review tasks below were completed in order to accomplish this task. A report of the baseline assessment was submitted to Ecology 03/13/13. An outreach and LID assessment report was submitted to Ecology 03/29/13.

Review Stormwater Program - Milton, Edgewood, Algona, and Pacific's stormwater programs were reviewed, including:

- Previous Phase II Annual Reports;
- Existing stormwater management program documents;
- Operations and maintenance manuals;
- Public education and outreach programs and associated materials;
- IDDE programs; and
- City codes and ordinances.

A summary of each city's existing stormwater program was included in a spreadsheet organized by Phase II Permit requirements. This facilitated an assessment of whether each city's program addressed all Permit requirements.

OUTCOME: A comprehensive review was conducted and summarized in an easily-reviewable spreadsheet showing areas where each city meets Permit requirements or needs to focus efforts to reach compliance. This review allowed cities to find areas where they can improve their stormwater programs, thereby improving regional water quality.

Review Public Education/Outreach Programs - Each city's public education and outreach program, as well as recent activities, were assessed to determine the completeness of their programs compared to Permit requirements. This information was included in the spreadsheet discussed above. Each city was found to provide public education and outreach with regard to stormwater. Some agencies had more defined programs than others.

OUTCOME: Areas of future focus were documented in a summary spreadsheet and a report was prepared that summarized the findings and recommended areas for future focus.

Review GIS Mapping - Each city provided current GIS data of their mapped stormwater system. The information was reviewed to determine completeness based on Permit mapping requirements. This review found several areas in the cities that were not currently mapped; these sites were typically associated with new development.

OUTCOME: Each city learned which areas of their stormwater system needed to be updated in their mapping. See Task 4 for a discussion of stormwater mapping updates.

Interview Public Works Staff - Agency public works staff were interviewed to determine current field methods with regard to stormwater. Challenges were discussed such as getting field data

from notebooks into a computerized form. Potential solutions were also discussed that would make data collection and field activities more efficient and also provide better record off activities performed. These discussions provided insight into the relationship between stormwater program managers and field crews, which led to discussions of how to facilitate communication between the two parties.

OUTCOME: Ideas and suggestions were noted to improve data collection and communication between field crew and stormwater program managers.

Low Impact Development Review - Each agency's low impact development programs, practices, and codes were reviewed and compared to the Permit. A report was prepared that summarized current practices and discussed future activities and goals.

OUTCOME: A summary of existing low impact development practices was prepared for use in determining how to achieve Permit compliance and improve agency programs.

Task 3: Determine Steps to Achieve Compliance with the next 5-year Permit

1. Find Areas where Coordinated Efforts would Add Efficiency - This task involved assessing each city's stormwater program and determining areas where collaboration could add efficiency to their efforts. The Steering Committee brainstormed redundant areas within their stormwater programs, such as creating public education materials, and discussed the logistics of working together to streamline efforts to meet Permit requirements. This was submitted to Ecology 04/15/13.

OUTCOME: This resulted in a list of potential collaboration areas for agencies to consider when working together to meet Permit requirements. Cost savings can also be realized through combined efforts.

2. Common Compliance Issues/Contradictions with Next Permit - Each agency's stormwater program was compared to the next Permit in an effort to find compliance issues. This included review of low impact development elements, city codes, stormwater manuals, public outreach programs, etc. An in-depth listing of potential compliance issues between each city's code and stormwater manuals was documented. This was submitted to Ecology 04/15/13.

OUTCOME: A report was prepared detailing each city's compliance issues with recommendations to change specific sections of their respective code and stormwater manual. Many of the suggested changes were common to all cities, and likely common to other small cities.

Task 4: Develop Streamlined Procedures for Managing Permit Requirements

1. Simplify Permit Requirements - The next Phase II Permit was reviewed and simplified into a useable compliance checklist that agencies can use to note whether their program meets each Permit requirement. This checklist provides the specific Permit section, page numbers, and applicable deadline, as well as simplified requirement

language. It also provides references to related questions in Ecology's Annual Report. This was submitted to Ecology 03/29/13.

OUTCOME: This compliance checklist is a useful tool for agencies to determine if their program is in compliance. The Steering Committee felt it could be used by inexperienced staff to gain an understanding of each agency's stormwater program.

2. Create Automated Deadline Reminder - An automated deadline reminder system was developed using Microsoft Outlook. This calendar includes reminders for all Permit deadlines, with appropriate lead times. For example, one month before an agency's Annual Report is due to Ecology, a reminder will pop up and provide detail about what specifically is due. The reminder lead times were reviewed by the Steering Committee and adjusted accordingly to provide adequate time for the task at hand. This calendar can be imported into anyone's Outlook program where the lead times can be adjusted to meet their agency's needs. Instructions for importing the calendar have been included in the Standard Operating Procedures Manual. A draft Outlook calendar was sent to Ecology 03/19/13 for review. The final Outlook calendar is provided on Disc 1 in the SOP Manual. Instructions for importing the calendar into Outlook are provided on page 27 of the SOP Manual.

OUTCOME: Setting up an automated deadline reminder system will facilitate planning efforts to meet deadlines and minimize reactionary responses. This will result in streamlined annual reporting as well as increased accuracy in reporting.

3. Develop Standard Operating Procedures Manual - A guidance manual was written that provides small cities with ideas and recommendations for meeting Permit requirements. Preparation of this manual involved Steering Committee brainstorming sessions to provide direction on content. The manual follows the general outline of Ecology's Permit and provides tools for agencies to use in implementing their stormwater programs. Tools include:

- Permit requirement worksheet
- Permit automated deadline reminder system
- Available stormwater permitting resources
- Mapping guidance
- Guidance on collaborating with other agencies
- Ideas for collaboration specific to each Permit section
- Data tracking worksheets
- Templates & field forms, including:
 - Sample interlocal agreement
 - Water quality violation letter
 - IDDE inventory forms
 - Inspection checklists
 - Maintenance checklists

This was a collaborative effort between all parties to develop tools that will be useful as well as easy to incorporate into their respective programs. A draft SOP Manual was submitted to Ecology for review 04/15/13. A draft-final version was submitted 05/13/13 for final review. The final SOP Manual was delivered to Ecology 06/27/13.

OUTCOME: This manual can be utilized by small cities throughout Washington to help them achieve compliance with the Permit, whether individually, or as part of a collaboration. By providing other small cities with the tools contained in this document, they can learn ways to make their stormwater programs more efficient through collaboration. This will result in regionally consistent stormwater practices, which in turn will improve water quality. This manual will also provide long-term program consistency as city staff changes occur.

4. The final SOP Manual was delivered to Ecology 06/27/13.

Prepare Collection of Public Outreach Materials - This collection was included in the final SOP Manual. In an effort to simplify public outreach and avoid redundant efforts, a collection of public education/outreach materials was assembled. This collection was sorted by educational topic, per Permit requirements. Many of the items were prepared by Ecology or other resource agencies and can be used as is. Other materials were prepared by other permittees and can be used as reference material. This collection is included on CD with the manual discussed above, but is intended to be used as an online repository for agency collaborations to share and expand upon.

No new public outreach materials were prepared as part of this project because numerous resources were found that provided the cities with examples covering each educational topic.

OUTCOME: Providing a collection of materials that can be referenced for public education and outreach activities saves the cities time and money by avoiding redundancy. It also will provide consistent messages throughout the cities resulting in increased public understanding of stormwater impacts and appropriate BMPs.

5. Update GIS Mapping - As previously discussed, each city's stormwater mapping was reviewed for completeness. Unmapped areas and facilities were surveyed and included in a regional stormwater map displaying all four systems. This map can be used for regional stormwater planning to assess water flow direction, contamination movements, etc. Procedures were included in the manual on how to update this map to ensure it stays current. This was included on Disc 4 in the SOP Manual delivered to Ecology 06/27/13.

OUTCOME: Regionally planning stormwater activities can improve water quality more efficiently by ensuring consistent practices throughout a region.

6. Prepare Construction BMP Table - A table was created that recommends BMPs from Ecology's Stormwater Management Manual for Western Washington for sites based on soil type, slope steepness, and groundwater level. BMPs are also listed that apply to all

sites, regardless of physical features. Reasoning was provided as to why a BMP may be unsuitable for certain site conditions. A draft table was submitted to Ecology for review 06/03/13. The final version was incorporated into the SOP Manual and delivered to Ecology 06/27/13.

OUTCOME: This table provides a quick reference for agencies when managing stormwater impacts associated with construction activities. This tool will help agencies be more efficient when reviewing development plans to ensure chosen BMPs are appropriate to site conditions.

7. Create List of Common Compliance Issues - This deliverable is discussed above in Task 3.
8. Create a list of contradictions - This deliverable is discussed above in Task 3.
9. LID Implementation Plan - Puget Sound Partnership's *Integrating LID into Local Codes: A Guidebook for Local Governments* was found to contain well thought out steps to implement LID into city code. This deliverable summarized the steps from that guidebook and explained how LID BMPs relate to the BMPs outlined in Ecology's Stormwater Management Manual for Western Washington. A table was created that shows the relationship between Ecology's SWMMWW and LID BMPs outlined in the Puget Sound Partnership's technical guidance document. It also provides a priority ranking for specific BMPs based on Ecology's recommendations. A draft was submitted to Ecology for review 06/11/13. The final version was incorporated into the SOP Manual and delivered to Ecology 06/27/13.

OUTCOME: This deliverable was integrated into the manual discussed above, and will point a user toward appropriate guidance documents pertaining to low impact development.

- IV. EVALUATION: Why was the project successful or unsuccessful? What is the significance of the project's outcome(s).

The project team successfully established a Steering Committee which oversaw creation and completion of all deliverables outlined in the grant agreement. The Committee discussed numerous ways that stormwater permitting activities could be made more efficient; these ideas were documented in the manual discussed above.

The ultimate goal of this project was to provide small agencies with an organized approach on how to collectively prepare, plan, and produce deliverables necessary to satisfy and comply with the NPDES Phase II Permit requirements. The deliverables produced under this grant project do just that. Specifically, the guidance manual created provides ideas and tools that can be used by small agencies throughout Washington to meet permit requirements. By showing small agencies how they can work together, a more streamlined approach will be taken regionally which will ensure consistent stormwater practices and improve water quality.

- V. FOLLOW-UP: What remains to be done and how will it be accomplished? Will the project be continued with or without grant funding? When do you expect to have observable/measurable water quality improvements as a result of this project? What will be done in order to maintain the project after the funding period has ended?

All project deliverables will be completed by the end of the grant agreement, June 30, 2013. It will be at the cities' discretion whether they continue to continue collaboration with or without grant funding. The cities will likely share resources such as equipment and outreach materials, and provide joint trainings for staff, as discussed during Steering Committee meetings.

Measureable water quality results from regionally consistent stormwater practices are not anticipated for several years, assuming the cities continue their collaboration.

Guidance has been provided in the manual for updating items such as regional GIS mapping, to ensure it stays current and useful. The cities have developed working relationships that can continue in the future and result in shared resources, collaborations, and potential joint grant opportunities.

- VI. GENERAL COMMENTS: Optional, if you have comments that do not fit easily into the above categories.

Updated 3/2010

