

Port of Benton

2018 Stormwater Management Program Plan Update

Eastern Washington Phase II Municipal Stormwater Permit No. WAR04-6203



Port of Benton
3250 Port of Benton Blvd.
Richland, WA 99354



Table of Contents

- A. Introduction
- B. Public Education and Outreach
- C. Public Involvement and Participation
- D. Illicit Discharge Detection and Elimination
- E. Construction Site Stormwater Runoff Control
- F. Post-Construction Stormwater Management for New Development and Redevelopment
- G. Municipal Operations and Maintenance
- H. Compliance With Total Maximum Daily Load Requirements
- I. Monitoring and Assessment
- J. Reporting and Record Keeping

Appendices

- 1. Stormwater Management Plan Inter-Departmental Coordination Procedures
- 2. Utility Billing Stormwater Insert
- 3. 2017 Illicit Discharge Investigations
- 4. Port of Benton Interlocal Agreement

Introduction

This Stormwater Management Program is a living document, updated annually and is applicable to both the City of Richland and the Port of Benton. This 2018 edition is built on the foundation of previous program documents and has been revised to reflect new activities and program requirements. The program is required by the Washington State Department of Ecology's National Pollutant Discharge Elimination System Phase II Permit for Eastern Washington (Permit). In 2007 the City of Richland and the Port of Benton entered into an Interlocal agreement to become Co-Permittees allowing for the opportunity to work together to achieve permit compliance. As long as the City and the Port continue to have a written agreement in place, the option to jointly implement compliance activities is allowed under S6.A.4 of the permit.

The Permit is comprised of six elements and the implementation and enforcement of the six elements is collectively referred to as a Permittees Stormwater Management Program (SWMP). The six elements are:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management for New Development and Redevelopment
6. Municipal Operations and Maintenance

In addition to these six minimum elements, Ecology requires three additional elements:

1. Compliance with Total Maximum Daily Load Requirements
2. Monitoring and Program Evaluation
3. Reporting and Recordkeeping

The SWMP is designed to reduce the discharge of pollutants from the City's Municipal Separate Storm Sewer System (MS4) to the maximum extent practicable to satisfy the state requirement to apply "All Known, Available, and Reasonable Methods of Prevention, Control and Treatment" (AKART) prior to discharge. The Permit requires that specified activities from Permit elements be completed each year in order to achieve full compliance by the end of each Permit term.

Within this SWMP document, a description of the City's permit compliance activities can be found. This includes information about the activities that took place during the previous year along with schedules for activities in the upcoming year.

Public Education and Outreach

Permit Requirements (S5.B.1)

- Implement a public education and outreach program for the general public, including school age children, that addresses:
 - The importance of improving water quality
 - Potential impacts from stormwater discharges
 - Methods for avoiding, minimizing, reducing and/or eliminating the adverse impacts.
- Provide information to businesses and the general public about: preventing illicit discharges, including what constitutes illicit discharges, the impacts of illicit discharges, and promoting the proper management and disposal of waste.
- Provide information to engineers, construction contractors, developers, development review staff, and land use planners about: technical standards, the development, of stormwater site plans and erosion control plans, low impact development and stormwater best practices for reducing adverse impacts from stormwater runoff from development sites.

In an effort to promote discussion and awareness about stormwater amongst the target audiences, the City of Richland continues to provide education and outreach activities throughout the year. Descriptions of the outreach activities that took place during 2017 and a schedule of the planned activities for 2018 are below.

HBA Home and Garden Show & Benton Franklin Fair

The City helps sponsor and staff booths at the Regional Home and Garden Show and at the Benton Franklin Fair. These booths are a joint effort between West Richland, Kennewick, Pasco, and the Franklin Conservation District. Booth visitors answer stormwater related questions to receive stormwater themed prizes. Educational brochures and handouts are also given.



2017 Regional Home & Garden Show

TRAC, Pasco

Friday, Feb. 24; 10 am to 7 pm

Saturday, Feb. 25; 10 am to 7 pm

Sunday, Feb. 26; 10 am to 4 pm

Admission:

\$6 Adults

12 and under free

\$1 off admission price with a nonperishable food item for Salvation Army.

Water on Wheels and Wheat Weeks

The City of Richland entered into an agreement with Pasco, Kennewick, West Richland and the Franklin County Conservation district in 2010 to provide educational programs to local school children in the Tri-Cities area. These programs have continued each year since then. The Water on Wheels and Wheat Weeks programs are focused on educating the children about the environment. Topics include the water cycle, watersheds, and stormwater runoff including the impacts that it can have on the environment.

2017 Water on Wheels Program Participation (Richland Schools)			
School	# Students	# Teachers	# Of Lessons
Jefferson Elementary	69	4	4
Orchard Elementary	456	22	20
Sacajawea Elementary	367	20	17
Badger Mountain Elementary	95	6	5
Jason Lee Elementary	190	8	8
Lewis and Clark Elementary	301	14	12
Marcus Whitman Elementary	92	4	4
Sagebrush Elementary	26	2	2
White Bluffs Elementary	216	13	12
Totals	1812	93	84

2017 Wheat Week Program Participation (Richland Schools)			
School	# Students	# Teachers	# Of Weeks
Jason Lee Elementary	108	4	1
Jefferson Elementary	61	3	1
Lewis and Clark Elementary	94	7	1
Sacajawea Elementary	91	4	1
Totals	354	18	4

In 2018 a new Drain Rangers program will be implemented instead of the Water on Wheels program. This change is needed in order to meet the requirements for science education set by the State for school districts.

Salmon Summit

In 2017 the City had a booth at the Salmon Summit event. This annual event is focused on student education and features multiple educational booths in Columbia Park. The kids rotate from booth to booth throughout the day, learning about a variety of topics. Approximately 250 students were able to attend the City's booth. The City's booth included a stormwater and wastewater educational talk for the students. Afterwards the students completed a corn hole toss game and each was given a fish themed prize that included the City's illicit discharge hotline.



City Fair and National Night Out

In 2017 the City of Richland held their annual City Fair event which provides outreach and exhibitions of the multiple departments that make up the City's operations. A booth promoting awareness of the Stormwater and Wastewater departments was held at this event. Below is a picture of this year's booth. A corn hole toss game at the booth was a big hit and we had a constant line of children during the entire fair. Each child threw the bean bags at the stormwater or wastewater themed board and received a stormwater or wastewater themed prize.



Developer, Contractor, and Engineer Outreach

Information for developers, contractors, engineers and other consultants involved with land development is always available on the City website and in the Public Works Department office. An informational handout provided to the development community through the development department covers the construction and post-construction stormwater requirements. Along with explaining the requirements that must be met, this document provides examples and information about where to find further guidance.

Schedule of Public Education and Outreach Activities for 2018

Date	Activity
Ongoing	Water on Wheels and Wheat Weeks Programs
February 23-25	HBA Regional Home and Garden Show
April 25	Salmon Summit
August	City Fair and National Night Out
August 21-25	Benton Franklin Fair & Rodeo
October	Stormwater Utility Billing Insert

Public Involvement and Participation

Permit Requirements (S5.B.2)

- Provide ongoing opportunities for public involvement and participation such as advisory panels, public hearings, watershed committees, participation in developing rate-structures, or other similar activities.
- Implement a program or policy directive to create opportunities for the public to provide input during the decision making processes involving the development, implementation and update of the SWMP.
- Post the updated SWMP and annual report on the City's website by May 31.

The City of Richland is always open to comments from the public. The stormwater utility webpage on the City's website has contact information for both the Stormwater Manager and the Stormwater Maintenance Supervisor.

Open House for SWMP Update

In an effort to garner comments on the SWMP Update, an Open House was held to review and comment on the SWMP. A total of two Richland residents visited the Open House, the author of this SWMP Plan being one of the two. No significant comments were received.

The screenshot shows the City of Richland Washington website. The top navigation bar includes links for Service Request, Water Quality Report, Emergency #'s, Maps, Bids/RFPs, News, and Contact Us, along with a search bar and social media icons. The main header features the Richland Washington logo and a menu with links for I Want to..., Government, Departments, Residents, Business, and What's New. The content area displays a 'What's New' section with a 'CALENDAR' heading. A specific event is listed: 'Public Works Open House - 2017 Water System Plan & 2017 Stormwater Management Program Plan'. The event details include the date (04/26/2017 4:00 PM - 6:00 PM), location (City Warehouse / Purchasing / Maintenance Shops, 2700 Duportail Street, Richland, Washington 99352), and an introduction stating that public input is being solicited for the 2017 Water System Plan update and the 2017 Stormwater Management Program Plan. There is an 'Add to my Calendar' button and a 'Return to full list >>' link at the bottom right.

Service Request Water Quality Report Emergency #'s Maps Bids/RFPs News Contact Us Search

RICHLAND WASHINGTON I Want to... Government Departments Residents Business What's New

[What's New >](#)

CALENDAR

Font Size: + - Share & Bookmark Feedback Print

Public Works Open House - 2017 Water System Plan & 2017 Stormwater Management Program Plan

Date: 04/26/2017 4:00 PM - 6:00 PM
Location: City Warehouse / Purchasing / Maintenance Shops
2700 Duportail Street
Richland, Washington 99352

Introduction: PW is soliciting public input on the 2017 Water System Plan update and the 2017 Stormwater Management Program Plan

[Add to my Calendar](#)

Public Works is soliciting public input on two planning documents, the 2017 Water System Plan update and the 2017 Stormwater Management Program Plan. Both Plans are available for public review and comment. Staff will host an open house at the City Shops on April 26, 2017 to receive comments on Richland's Water System Plan Update, including the Water Conservation Program and the Stormwater Management Program Plan.

[Return to full list >>](#)

Utility Billing Insert

The October monthly utility bill included the biennial stormwater survey which was sent out to a 1000 randomly selected residents. This was the fourth time that this survey has been sent out. The survey is used to help gauge how effective the Cities stormwater program has been.



Stormwater 5-Minute Survey

Our Commitment To You

The City of Richland is committed to protecting our local rivers, ponds and streams through our stormwater management activities. The citizens of Richland play an important role in protecting the Columbia and Yakima Rivers and Amon Wasteway from the impacts of discharges through the City's stormwater system.

We would appreciate your taking a moment to answer the following questions to help us better understand our stormwater program effectiveness.

Stormwater Survey

Residents of Richland who participate in the survey by completing and returning this postage paid form will be entered in a drawing for one of the following gift cards:

- \$25 to Dutch Bros.
- \$25 to Freddy's
- \$25 to Graze

Survey must be returned by November 15, 2017 in order to be eligible for drawing. Winners will be announced and contacted by November 20, 2017.

To return survey form, fold in thirds with address and pre-paid postage facing out, then tape shut.

Thank you!

1. Which of the following are common pollutants in the drainage off of City streets?

- a) Metals
- b) Asbestos
- c) Fertilizer
- d) Animal waste
- e) Petroleum products
- f) All of the above

2. Where is the stormwater from your neighborhood discharged?

- a) Sewers
- b) Columbia & Yakima Rivers and Amon Wasteway
- c) City parks
- d) Underground vault
- e) Neighborhood pond

3. How is stormwater treated before it reaches the river?

- a) Routed to wastewater plant
- b) Filtered through the ground or not at all
- c) With chlorine
- d) Mobile emergency treatment plants

4. Do you believe stormwater negatively impacts the water quality of our rivers?

- ☐ Yes
- ☐ No

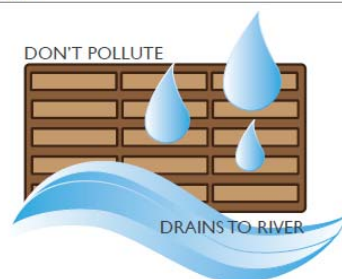
5. What can you do to minimize stormwater pollution at home?

- a) Correctly dispose of household chemicals
- b) Wash vehicles on lawn or at commercial carwashes
- c) Pick up after pets
- d) All of the above

Please include additional comments in the space provided below:

You must include your name, address and phone number to be entered in the drawing for the gift cards.

Name: _____
Address: _____
Phone: _____
Email: _____



Program Elements for 2018

In 2018 the City will continue to provide opportunities for citizens to provide feedback on stormwater issues. In April a draft version of the SWMP Plan Update will be posted on the City website and a notification requesting public comments will be publicized. An open house may also be held to provide a chance for the public to ask questions and provide input to City staff about the SWMP Plan Update. After collecting and discussing the Public's comments and suggestions, City staff will make any necessary changes to the SWMP Plan and by May 31 will post the final version on the City website.

Illicit Discharge Detection and Elimination

Permit Requirements (S5.B.3)

- Continue to maintain and update a map of the MS4, showing the location of all known and new connections to the MS4 authorized or approved by the Permittee; all known outfalls; the names and locations of all waters of the state that receive discharges from those outfalls; and areas served by discharges to ground.
- Implement an ordinance or other regulatory mechanism that prohibits illicit discharges and authorizes enforcement actions, including on private property. The ordinance shall include escalating enforcement procedures and actions.
- Implement an ongoing program designed to detect and identify illicit discharges and illicit connections into the Permittee's MS4.
- Publicize a hotline for public reporting of spills and other illicit discharges.
- Implement an ongoing program designed to address illicit discharges, including spills, and illicit connections into the MS4.
- Provide training to staff who are responsible for the identification, investigation, termination, cleanup, and reporting of illicit discharges, including spills, and illicit connections to conduct these activities.
- Track and maintain records of the activities conducted to meet the IDDE requirements.

The City has an Illicit Discharge Detection and Elimination (IDDE) program in place to detect, investigate, and eliminate all illicit connections and discharges to the City's MS4. This program is implemented through the coordination of City staff in multiple departments. The general public also plays an important contributing role through their use of the illicit discharge hotline. The phone number for the Illicit Discharge Hotline is posted on the City's website along with contact information for the Stormwater Manager.

The City tracks the system components of the MS4 through a continuously updated GIS system. This system provides information such as pipe size, length, and location. It also provides information about outfall locations to the waters of the state. The GIS Technician works with the Maintenance Supervisor and Maintenance Staff to track information about all stormwater maintenance activities that are performed, including screening and cleaning.

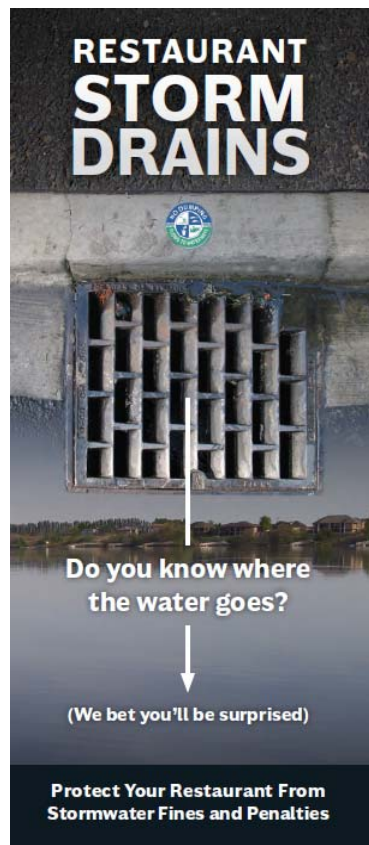
Ongoing outreach activities are completed each year to increase awareness about what constitutes an illicit discharge and the actions that can be taken to notify the stormwater utility of suspected illicit discharges. The outreach activities are covered in more detail in the Public

Education and Outreach section above. During these outreach activities, the prevention of illicit discharges and the promotion of the illicit discharge hotline is a topic of focus.

Through ongoing stormwater training, City staff has continuing conversations about the IDDE program and uses this time to discuss any changes that may need to be implemented to the program.

When necessary, the Public Works Department relies upon Title 16 of the Richland Municipal Code (RMC) to provide escalating enforcement actions including fines of up to \$100-\$5000/day. Title 16 of the RMC can be found at <http://www.codepublishing.com/WA/Richland/>. A summary of illicit discharge investigations completed during 2017 can be found in Appendix 3. In 2017 the City received complaints for 4 potential illicit discharges.

In 2016 the City created a new stormwater brochure specifically for business outreach. The creation and handout of this brochure completed one of the program goals for 2016. In 2017 approximately 65 of these brochures were delivered to area businesses during the second half of the year. These brochures will continue to be handed out in 2018.



Construction Site Stormwater Runoff Control

Permit Requirements (S5.B.4)

- Implement and enforce a program to reduce pollutants in any stormwater runoff to the MS4 from construction activities that disturb one acre or more, and from construction projects of less than one acre that are part of a larger common plan of development or sale.
- The Permittee shall implement an ongoing process for ensuring proper project review, inspection, and compliance by its own department and agencies. This process should incorporate consideration of potential water quality impacts.
- Implement an ordinance or other regulatory mechanism to require erosion and sediment controls, and other construction-phase stormwater pollution controls at new development and redevelopment projects.
- Implement procedures for site inspection and enforcement of construction stormwater pollution control measures.
- Provide adequate training for all staff involved in permitting, planning, and review.
- Provide information to construction site operators about training available on how to install and effectively maintain effective erosion and sediment controls.

As part of the City's SWMP, an ongoing program is in place to ensure that construction site stormwater runoff is being controlled at both public and privately funded construction projects. The City has adopted regulations, located in the Richland Municipal Code (RMC), which require construction sites to comply with City of Richland Standard Design Guidelines and the Stormwater Management Manual for Eastern Washington. Furthermore all projects are required to have a Stormwater Pollution Prevention Plan (SWPPP) prepared prior to construction commencing. The portion of the RMC which applies to construction site stormwater runoff is found in Title 16, Chapter 16.06 and is published at this website, <http://www.codepublishing.com/WA/Richland/>.

Privately funded construction projects require a City of Richland issued construction permit. This permit is granted after members of the Public Works department review and approve the construction plans, including the SWPPP. Information for consultants/contractors about construction and post construction stormwater requirements is provided in a handout posted online and available in the Public Works Department.

Program Elements for 2018

In 2018 the existing program for construction site stormwater runoff control will continue without any significant changes.

Post-Construction Stormwater Management for New Development and Redevelopment

Permit Requirements (S5.B.5)

- Implement an ordinance or other regulatory mechanism that requires post-construction stormwater controls at new development and redevelopment projects.
- Implement procedures for site plan review which incorporate consideration of potential water quality impacts.
- Implement procedures for site inspection and enforcement of post-construction stormwater control measures.
- Provide adequate training for all staff involved in permitting, planning, review, inspection, and enforcement.
- Provide information to design professionals about training available on how to comply with the requirements of Appendix 1 and apply the BMPs described in the Stormwater Management Manual for Eastern Washington
- Keep records of projects, training, and information provided to design professionals.

The City's Municipal Code outlines the regulations for construction and post-construction stormwater management in Chapter 16.06. These regulations give the City the authority to:

- Require construction activities to comply with the City of Richland Design Guidelines and Construction Details and the Stormwater Management Manual for Eastern Washington.
- Require all projects to submit a Stormwater Pollution Prevention Plan.
- Require the property owner to be responsible for continual performance, operation, and maintenance of private stormwater facilities.
- Require an Operations and Maintenance plan for new, permanent stormwater facilities.
- Notifies that all permanent stormwater facilities, BMPs, O&M plans and records shall be subject to inspection by the City.
- Allows the Director, and his designee, the authority to conduct inspections, issues notices of violations, and implement other actions under this title.

City staff will continue to review site plans and stormwater pollution prevention plans (SWPPP) for all construction projects. An ongoing inspection program to determine which facilities need

to be cleaned and/or repaired will continue. This inspection program will further be reinforced by the IDDE investigations and the post storm spot checks, which may provide an awareness of issues before the scheduled inspection takes place.

In 2017 the City adopted a new requirement to retain the 25 year storm event on site. This requirement is more stringent than the 10 year requirement required in the stormwater permit.

Program Elements for 2018

For 2018 no major changes planned. The program will continue in its current format.

Municipal Operations and Maintenance

Permit Requirements (S5.B.6)

- Implement a schedule of municipal Operation and Maintenance activities (an O&M Plan). The O&M Plan is to be updated by August 1, 2017.
- The O&M Plan shall include appropriate pollution prevention and good housekeeping procedures for all of the following types of facilities:
 - Stormwater Collection System
 - Roads, Highways, and Parking
 - Vehicle Fleets
 - Municipal Buildings
 - Parks and Open Space
 - Construction Projects
 - Industrial Activities
 - Material, Equipment, and Maintenance Storage Areas
 - Flood Management Projects
 - Other Facilities Expected to Discharge Contaminated Runoff
- The O&M Plan shall include a schedule of inspections and requirements for record keeping pursuant to S9 Reporting and Recordkeeping.
- Provide training for all employees who have primary construction, operations, or maintenance job functions that are likely to impact stormwater quality.

The City's Operations and Maintenance (O&M) Plan was written in 2010. The implementation of this plan requires the coordination of multiple City departments. This coordination is outlined in the Internal Coordination Procedures document (Appendix 1).

In 2018 the stormwater maintenance crew will continue their screening and cleaning activities to ensure a fully functional MS4 and to meet the O&M Plan requirements. By the end of 2018 all of the catch basins need to be inspected and if necessary cleaned. These activities also help to meet the IDDE requirements (S5.B.3.c.iii) of field assessing at least 40% of the MS4 by December 31, 2018.

Training for all staff who have construction, operations, or maintenance job functions will continue in 2018.

Compliance with Total Maximum Daily Load Requirements

Permit Requirements (S7)

- For applicable TMDLs listed in Appendix 2, affected Permittees shall comply with the specific requirements identified in Appendix 2.

Since the City does not outfall to any of the water bodies covered in Appendix 2 of the Permit, there are not any requirements to meet.

Monitoring and Assessment

Permit Requirements (S8)

- All Permittees shall provide, in each annual report, a description of any stormwater monitoring or stormwater-related studies conducted by the Permittee during the reporting period.
- Each city and county shall collaborate with other Permittees to select, propose, develop, and conduct Ecology-approved studies to assess, on a regional or sub-regional basis, effectiveness of permit-required stormwater management program activities and best management practices.

The City fully participates in the Eastern Washington Effectiveness Studies Group and will continue to do so.

Reporting and Recordkeeping

Permit Requirements (S9)

- No later than March 31 of each year beginning in 2016, each Permittee shall submit an annual report.
- Each Permittee is required to keep all records related to this permit for at least five years.
- Each Permittee shall make all records related to this permit and the Permittee's SWMP available to the public at reasonable times during business hours.

This SWMP Plan will be submitted along with the annual report questions. The annual report and this Plan will also be posted to the City's website by May 31. As always, the City will keep records to ensure full permit compliance.

Appendix 1

Stormwater Management Plan Inter-Departmental Coordination Procedures



City of Richland Stormwater Management Plan Inter-Departmental Coordination Procedures

The City of Richland has implemented a Stormwater Management Program (SWMP) to increase awareness of stormwater related issues, protect nearby rivers, and meet the permit requirements of the Eastern Washington Phase II Municipal Stormwater Permit (Permit). This Permit is administered by the Washington State Department of Ecology. In an effort to fully implement the SWMP throughout the City's multiple departments, this internal coordination document has been created to provide structure and definition to the roles that each department will fulfill. This document is intended to satisfy permit requirements as described in Section S5.A.5.b.

Full descriptions of the program components can be found in the SWMP Plan, but a basic outline is as follows:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management for New Development and Redevelopment
6. Municipal Operations and Maintenance

Public Education and Outreach

Continually working to educate the general public, including businesses and students, about how the City's municipal separate storm sewer system (MS4) functions is an important component of the SWMP. Creating awareness that anything put into the City's MS4 could ultimately end up in the nearby Columbia and Yakima rivers is a foundational part of this outreach. Outreach activities include annual booths at local events, billing inserts, business outreach, news announcements, and website updates. In order to provide these activities, coordination is needed amongst the following positions.

Public Education and Outreach	
Public Works Department	Assistant City Manager Department
Public Works Director	Assistant City Manager
Stormwater Manager	Communications & Marketing Manager
Public Works Executive Assistant	Environmental Education Coordinator
Civil Engineer I	Communications and Marketing Specialist

Public Involvement and Participation

Providing opportunities for the public to have input on the development of the SWMP is a requirement of the Permit. Each year the City will post a draft version of the SWMP Plan on its website and provide an opportunity for comments electronically. An open house event may also be held during this comment period to allow an opportunity for individuals to ask questions and provide feedback directly to City staff. The procedure for completing this process will require coordination with the Communications and Marketing Manager and the Public Works Executive Assistant to update the website and to inform the public of their opportunity to comment on the program. The Civil Engineer I will collect and analyze the comments and coordinate with the Stormwater Manager and the Public Works Director to determine how best to address the comments.

Public Involvement and Participation	
Public Works Department	Assistant City Manager Department
Public Works Director	Assistant City Manager
Stormwater Manager	Communications & Marketing Manager
Public Works Executive Assistant	Support Specialist
Civil Engineer I	

Illicit Discharge Detection and Elimination

Detecting and eliminating illicit discharges is an important process needed to protect the MS4. The detection of illicit discharges is a shared responsibility of all city staff members who spend time in the field. The general public can also report illicit discharges through the illicit discharge hotline. All suspected illicit discharges reported by City employees and the general public are forwarded to the Public Works department. The investigation and resolution of these suspected illicit discharges is the responsibility of the Public Works department. In cases of continued non-compliance the City Attorney may need to participate when escalated enforcement is needed. The Public Works department is also responsible for ongoing programs to detect and identify illicit discharges, provide training to staff, and track and maintain records, including maps of the MS4.

Construction Site Stormwater Runoff Control

The Permit requires that all permittees “implement and enforce a program to reduce pollutants in any stormwater runoff to the MS4 from construction activities.” This requirement applies to both public and

private projects. Regulatory authority for this program is found in the City's Municipal Code, Chapter 16.06. This chapter requires that all construction activities, except for small scale maintenance work, comply with the standards found in the City of Richland Standard Design Guidelines and Construction Details and the Stormwater Management Manual for Eastern Washington. Furthermore, all projects are required to submit a Stormwater Pollution Prevention Plan (SWPPP). Before issuing a construction permit, City staff complete a full plan review to ensure that the developer/contractor has a plan in place to meet all stormwater management requirements. After the construction permit has been issued and construction begins, members of City staff provide recurring project inspections. These staff members are Certified Erosion and Sediment Control Lead (CESCL) certified. When staff encounter extreme cases of continued non-compliance, the City Attorney may need to get involved to provide elevated enforcement.

To ensure that City staff are fully prepared for their duties, the City provides ongoing stormwater training to all team members who are, or have the potential to be, involved in construction projects with stormwater runoff. Furthermore, members of City staff who work in plan review and/or complete site inspections maintain their CESCL certification. The Construction Stormwater General Permit requires that site inspections for projects one acre or larger be completed by a staff member who is CESCL certified.

Construction Site Stormwater Runoff Control				
Public Works Department	Energy Services Department	Community and Development Services Dept.	Parks & Public Facilities Dept.	City Attorney Department
Public Works Director	Energy Services Director	Comm. & Dev. Services Director	Parks & Pub. Fac. Director	City Attorney
Stormwater Manager	Electrical Systems Supervisor	Building Inspection Supervisor	Parks & Pub. Facilities Mgr.	Administrative Specialist
WW/SW Maintenance Supervisor	Chief Electrical Engineer	Building Official	Senior Park Planner	
Streets Maint. Supervisor	Electrical Eng. Supervisor	Building Permit Expeditor	Parks & Pub. Fac. Supervisor	
Water Maint. Supervisor	Electrical Engineer II	Building Inspectors		
Civil Engineer I				
Engineering Tech IV				
Engineering Tech III				
Engineering Tech II				

Post-Construction Stormwater Management for New Development and Redevelopment

Post-construction stormwater management is achieved through internal coordination within the Public Works department. Continued inspection of stormwater facilities in the post-construction phase is the responsibility of Public Works staff. The maintenance of publicly owned stormwater facilities is also the responsibility of the Public Works department. However, the maintenance of privately owned stormwater facilities is the responsibility of the land owner per chapter 16.06.050 of the Richland Municipal Code. In the event that the owner of a private facility refuses to address deficiencies, then coordination with the City Attorney may be needed.

Post-Construction SW Management for New/Redevelopment	
Public Works Department	City Attorney Department
Public Works Director	City Attorney
Stormwater Manager	Administrative Specialist
Civil Engineer I	

Municipal Operations and Maintenance

Maintenance operations include ongoing training for City staff, MS4 maintenance, and the implementation of the Operations and Maintenance (O&M) Plan. This plan includes pollution prevention and good housekeeping procedures that must be implemented for:

1. Stormwater collection and conveyance system
2. Roads, highways, and parking lots
3. Vehicle fleets
4. Municipal buildings
5. Parks and open space
6. Construction projects
7. Industrial activities
8. Material storage areas, heavy equipment storage areas and maintenance areas
9. Flood management projects
10. Other facilities that would reasonably be expected to discharge contaminated runoff

Implementation of the O&M plan requires participation by multiple City departments. Provided below is an outline of the departments and managerial positions that need to participate to fully implement the O&M plan.

Municipal Operations and Maintenance				
Public Works Dept.	Energy Services Dept.	Fire and Emergency Services Dept.	Parks & Public Facilities Dept.	Administrative Services
Public Works Director	Energy Services Director	Fire & Emergency Services Director	Parks & Pub. Facilities Director	Administrative Services Director
Trans. & Dev. Manager	Electrical Systems Supervisor	Fire Battalion Chief	Parks & Pub. Facilities Supervisor	Purchasing Manager
WW/SW Manager	Electrical Engineering Supervisor		Parks & Pub. Facilities Mgr.	Equipment Maintenance Supvr.
Capital Improvements Manager				
Water Manager				
WW/SW Maintenance Supervisor				
Streets Supervisor				
Solid Waste Collection Supervisor				
Water Maintenance Supervisor				

Also required is an ongoing maintenance program that focuses on screening and cleaning the MS4. This requires the Maintenance Supervisor to set a schedule for the maintenance team to ensure that the inspection and cleaning requirements of the Permit are met.

Summary

In summary, this document has been created to provide a general outline of the positions and departments that must collaborate in order to fully implement the SWMP. As necessary, other City staff members, not listed in this document, may need to participate to increase the program's effectiveness and implementation.

Appendix 2

Utility Billing Stormwater Insert

Additional information regarding the rules and regulations surrounding stormwater pollution can be found at:

City of Richland

www.ci.richland.wa.us/stormwater

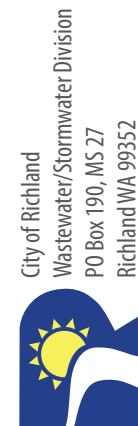
Department of Ecology

www.ecy.wa.gov/programs/wq/stormwater/

Environmental Protection Agency

www.epa.gov/npdes/npdes-stormwater-program

If you see someone dumping illegal substances down a City stormwater catch basin, please call the City's Illicit Discharge Hotline at 942-7480.



City of Richland
Wastewater/Stormwater Division
PO Box 190, MS 27
Richland WA 99352

City of Richland
Wastewater/Stormwater Division
PO Box 190, MS 27
Richland WA 99352



Stormwater 5-Minute Survey

Our Commitment To You

The City of Richland is committed to protecting our local rivers, ponds and streams through our stormwater management activities. The citizens of Richland play an important role in protecting the Columbia and Yakima Rivers and Amon Wasteway from the impacts of discharges through the City's stormwater system.

We would appreciate your taking a moment to answer the following questions to help us better understand our stormwater program effectiveness.

Stormwater Survey

Residents of Richland who participate in the survey by completing and returning this postage paid form will be entered in a drawing for one of the following gift cards:

- \$25 to Dutch Bros.
- \$25 to Freddy's
- \$25 to Graze

Survey must be returned by November 15, 2017 in order to be eligible for drawing. Winners will be announced and contacted by November 20, 2017.

To return survey form, fold in thirds with address and pre-paid postage facing out, then tape shut.

Thank you!

1. Which of the following are common pollutants in the drainage off of City streets?

- a) Metals
- b) Asbestos
- c) Fertilizer
- d) Animal waste
- e) Petroleum products
- f) All of the above

2. Where is the stormwater from your neighborhood discharged?

- a) Sewers
- b) Columbia & Yakima Rivers and Amon Wasteway
- c) City parks
- d) Underground vault
- e) Neighborhood pond

3. How is stormwater treated before it reaches the river?

- a) Routed to wastewater plant
- b) Filtered through the ground or not at all
- c) With chlorine
- d) Mobile emergency treatment plants

4. Do you believe stormwater negatively impacts the water quality of our rivers?

- ☐ Yes
- ☐ No

5. What can you do to minimize stormwater pollution at home?

- a) Correctly dispose of household chemicals
- b) Wash vehicles on lawn or at commercial carwashes
- c) Pick up after pets
- d) All of the above

Please include additional comments in the space provided below:

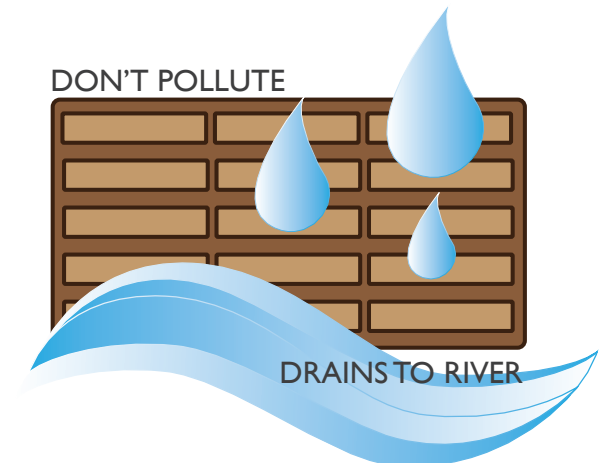
You must include your name, address and phone number to be entered in the drawing for the gift cards.

Name:

Address:

Phone:

Email:



Appendix 3

2017 Illicit Discharge Investigations

2017 IDDE Enforcement Tracking - City of Richland

DATE	LOCATION	DESCRIPTION	ACTION
4/6/2017	xxx Symons	Waste in Catch Basin.	Issued Record of Verbal Warning and Required Cleanup
6/9/2017	xxxx Salerno Lane	Improper washout procedures	Issued Record of Verbal Warning and Required Cleanup
8/30/2017	xxxx Halter Court	Tracking of mud, dirt, and rocks into public Right of Way.	Issued Notice of Violation of RMC 16.05
12/22/2017	xxxx George Washington Way	Tracking of mud, dirt, and rocks into public Right of Way.	Issued Notice of Violation of RMC 16.05

Appendix 4

Port of Benton Interlocal Agreement

INTERLOCAL AGREEMENT

This AGREEMENT, made and entered into this ^{4th} ~~26th~~ day of ^{April} ~~February~~ 2007, between the City of Richland, a Washington Municipal Corporation (hereafter called the "City"), and the Port of Benton, a Washington Municipal Corporation (hereinafter called the "Port"), collectively hereinafter referred to as the "PARTIES".

WHEREAS, the City created a stormwater utility in March 1998 to fund operations, maintenance, capital improvements and administration of its stormwater conveyance and treatment facilities. Operations and maintenance activities include street sweeping, inlet structure and pipeline cleaning, erosion control, etc.; and

WHEREAS, the City established stormwater rates for residential properties in 1998 and commercial properties in 2001; and

WHEREAS, the Port, as owner of commercial properties within the City limits, has been a customer of the City's stormwater utility since 2001; and

WHEREAS, the Port owns and maintains public streets and stormwater conveyance facilities within the City limits; and

WHEREAS, the United States Environmental Protection Agency (EPA) issued Phase II Stormwater regulations under the authority of the Clean Water Act and published in the Federal Register in December 1999; and

WHEREAS, the EPA's regulations name the City of Richland's municipal separate storm sewer system as subject to the Phase II regulations; and

WHEREAS, the Washington State Department of Ecology administers the Phase II regulations in Washington State and has prepared an Eastern Washington Phase II General Stormwater National Pollution Discharge Elimination System (NPDES) Permit that will enforce the Federal Phase II requirements and state water quality regulations on the City's municipal separate storm sewer system; and

WHEREAS, the Washington State Department of Ecology's Phase II NPDES General Permit requires compliance by the Port as a secondary Permittee; and

WHEREAS, the Port desires to contract for stormwater services required to comply with the EPA and Ecology regulations; and

WHEREAS, the City has used funding supplied by its stormwater utility to prepare for compliance with the EPA and Ecology regulations; and

WHEREAS, the City can cost-effectively oversee regulatory compliance for the Port-owned stormwater facilities; and

WHEREAS, RCW 39.34 authorizes interlocal agreements between Washington municipalities

City of Richland - Port of Benton Stormwater Agreement

NOW THEREFORE, in consideration for the mutual covenants, conditions, and terms contained herein, the said PARTIES hereby enter into this agreement as follows:

- 1. The City will provide, under funding from its stormwater utility, street sweeping services on Port-owned public streets to the same standards and frequency as to City-owned public streets. The Port grants the City a right of entry to Port-owned public streets to allow completion of this service.**
- 2. The City will provide, under funding from its stormwater utility, stormwater conveyance system cleaning and maintenance to the same standards and frequency as to City-owned conveyance system facilities. The Port grants the City a right of entry to its stormwater conveyance facilities to allow completion of this service.**
- 3. The City will repair damage to Port-owned streets and stormwater conveyance facilities caused by its implementation of No.'s 1 and 2 above.**
- 4. The Port will provide the City with current data on its leased properties and assist the City in developing billing practices for collecting stormwater utility revenues from Port-owned facilities.**
- 5. The City will correct stormwater utility billings for Port-owned facilities by March 1, 2007 in accordance with parcel data provided by the Port and reviewed by the City.**
- 6. The City will exempt Port-owned public streets and airport facilities utilized primarily by aircraft from the City's stormwater rates.**
- 7. The Port will fund City stormwater activities through payment of the City's stormwater utility rates as adopted by City Council. In establishing stormwater utility rates the City shall treat Port facilities the same as other properties of similar land use within the City. The Port will make payment no later than March 30, 2007 so that all City stormwater utility accounts for Port-owned properties shall be current and without delinquent charges. The City will waive any pending late payment charges on stormwater accounts for Port-owned facilities.**
- 8. Within 180 days of the date of this agreement the Port will provide the City with its most current stormwater facility mapping data for inclusion into the City's stormwater facilities geographical information system (GIS) maps. After the City inputs the Port facilities into its GIS maps the Port will review the maps for accuracy and direct the City to any required corrections.**
- 9. Within 180 days of execution of this agreement the City shall inspect Port-owned stormwater conveyance facilities. The City shall notify the Port of all detected defects. The Port shall be responsible for correction of all identified defects. Once Port repairs are accepted by the City, the City will perform ongoing maintenance and repairs of Port-owned conveyance facilities.**

Since the scope and cost of the defects are unknown at the date of this agreement the City and Port agree that they will evaluate the list of defects after they are identified by the City. The City and Port may elect to negotiate a schedule for completion of repairs or to terminate this agreement if:

- a. The Port determines that the investment required to repair its system defects is too high to justify the benefits provided by the City's stormwater services.**
 - b. The City determines that the cost of ongoing maintenance of Port facilities is too high to justify extending stormwater services to the Port.**
- 10. The Port shall indemnify and hold the City harmless from and against all claims, damages, losses and expenses including attorney fees and court costs, for injury to persons or damage to property which results from or is caused by the negligent or willful act or omission of the Port, its agents or employees.**

City of Richland - Port of Benton Stormwater Agreement

The City shall indemnify and hold the Port, its employees and agents harmless from and against all claims, damages, losses and expenses including attorney fees and court costs, for injury to persons or damage to property which results from or is caused by the negligent or willful act or omission of the City, its subcontractors, agents or employees.

In the event it is determined that the injury to persons or damage to property is caused in part by the negligent act or omission of both the Port and City, then each party shall be liable only to the extent of its percentage of fault. Each party shall contribute to the payment of damages, attorney fees and costs in the same percentage as its percentage of fault in causing the injuries or damages.

- 11. The City will, through funding from its stormwater utility, apply its NPDES Phase II General Stormwater Permit compliance programs to Port-owned stormwater conveyance system facilities. The City agrees to create and administer programs to achieve compliance with Section S6 of the NPDES Phase II permit for Port-owned facilities. The City will prepare program documents and reports as required by the NPDES Phase II permit for Port owned facilities. The Port will cooperate by supplying the City information about its operations and facilities necessary for preparation of compliance documents.**
- 12. The Port will supply the City with all data necessary to achieve compliance with the Washington State Department of Ecology Underground Injection Control Rule for Port-owned stormwater drywells and stormwater injection facilities.**
- 13. The City will include Port-owned stormwater conveyance facilities in any updates to its City-wide Stormwater Management Plan. The City's first Stormwater Management Plan was completed in 2005. There is no scheduled update as of the date of this agreement. The City shall submit any updates to its Stormwater Management Plan for Port review and approval. Port approval of a City Stormwater Management Plan shall not be unreasonably withheld.**
- 14. The City will fund and complete capital improvements to Port-owned stormwater conveyance facilities required by EPA and Ecology regulations or included in a Council adopted Stormwater Management Plan. The City shall submit proposed capital improvements to Port-owned facilities to the Port for review and approval. Port approval of a capital improvement to Port-owned facilities shall not be unreasonably withheld.**
- 15. The Port shall grant the City, without cost to the City, easements and rights-of-way required to implement stormwater construction and maintenance activities.**
- 16. The Port may terminate this agreement by giving the City ninety (90) days written notice of termination. Upon termination, the City shall be relieved of the obligation to provide the services specified in this agreement and the Port shall be responsible for compliance with all stormwater regulations affecting the Port property and facilities.**

This agreement shall not be deemed or construed to be an agreement by the Port as to the validity or enforceability of the Stormwater ordinances adopted by the City or as a waiver of any rights of the Port or its tenants or lessees to contest or challenge the City's Stormwater ordinances.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT as of the day and year above written.

CITY OF RICHLAND

By: 

**John C. Darrington,
City Manager**

PORT OF BENTON

By: 

**Scott D. Keller,
Executive Director**

ATTEST:


Cynthia Johnson, City Clerk

APPROVED AS TO FORM:


Thomas O. Lampson, City Attorney