

# Section 5: Recommended Actions

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This final section of the Master Plan Update presents prioritized action items for the Utility to address. The importance of the action items is prioritized as:

**“Critical”** – These items are essential to the ongoing mission of the Utility.

**“High”** – These actions are highly valuable for the Utility in pursuit of its mission.

**“Medium”** – These items generally help the Utility achieve its mission.

The following table provides additional information regarding the planned action items:

### Critical Actions

- C1:** Long-range comprehensive planning
- C2:** Low impact development (LID) code review
- C3:** Watershed delineation and prioritization
- C4:** Implement source control program for existing development
- C5:** Implement and evaluate a community-based social marketing strategy
- C6:** Complete planned drainage and environmental projects
- C7:** Review and update Utility rates to keep them current

### High Actions

- H1:** Evaluate implementation of private inspection program
- H2:** Review and update maintenance standards for new facilities
- H3:** Continue to map size and material for all known outfalls
- H4:** Implement a progressive enforcement strategy for source control
- H5:** Train all municipal staff to correctly identify and report spills
- H6:** Evaluate construction site runoff ordinances and pre-con site inspections
- H7:** Develop a Utility-operated facility retrofit plan
- H8:** Clarify Utility’s role in City critical areas management
- H9:** Review Utility’s Emergency Preparation planning

**H10:** Develop Surface Water Management Area (SWMA)-based strategies and actions

### Medium Actions

**M1:** Continue to coordinate with surrounding permittees with interconnected MS4

**M2:** Continue oversight of North Creek Levee System maintenance

**M3:** Evaluate project and program impacts from climate change

**M4:** Evaluate project and programs for environmental justice

**M5:** Prepare for 2024 NPDES Permit issuance

**M6:** Prepare next Master Plan Update

### Action Items Implementation Costs and Spending Schedule

#	Description	Due Date	Total Cost (in thousands of \$s)	2020 (Budgeted)	2021 (Budgeted)	2022 (Budgeted)	2023	2024	2025
<b>C1</b>	Long-range comprehensive planning	2022	<b>20</b>	<b>20</b>	-	-	*	*	*
<b>C2</b>	Low impact development (LID) code review	2023	<b>10</b>	<b>10</b>	-	-	*	*	*
<b>C3</b>	Watershed delineation and prioritization	2021	<b>50</b>	<b>50</b>	-	-	*	*	*
<b>C4</b>	Implement source control program for existing development	2022	<b>750*</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>
<b>C5</b>	Implement and evaluate a community-based social marketing strategy	2024	<b>150*</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>C6</b>	Complete planned drainage and environmental projects	Annual	<b>14,917*</b>	<b>2,735</b>	<b>1,816</b>	<b>5,247</b>	<b>2,494</b>	<b>1,541</b>	<b>1,084</b>
<b>C7</b>	Review and update Utility rates to keep them current	Annual	<b>180*</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>H1</b>	Evaluate implementation of private inspection program	2022	<b>0*</b>	-	-	-	*	*	*
<b>H2</b>	Review and update maintenance standards for new facilities	Annual	<b>0*</b>	-	-	-	*	*	*
<b>H3</b>	Continue to map size and material for all known outfalls	Annual	<b>0*</b>	-	-	-	*	*	*
<b>H4</b>	Implement a progressive enforcement strategy for source control	2024	<b>0*</b>	-	-	-	*	*	*
<b>H5</b>	Train all municipal staff to correctly identify and report spills	Annual	<b>0*</b>	-	-	-	*	*	*

#	Description	Due Date	Total Cost (in thousands of \$s)	2020 (Budgeted)	2021 (Budgeted)	2022 (Budgeted)	2023	2024	2025
H6	Evaluate construction site runoff ordinances and pre-con site inspections	2021	0*	-	-	-	*	*	*
H7	Develop a Utility-operated facility retrofit plan	2023	600*	100	100	100	100	100	100
H8	Clarify Utility's role in City critical areas management	2023	0*	-	-	-	*	*	*
H9	Review Utility's Emergency Preparation planning	2024	0*	-	-	-	*	*	*
H10	Develop Surface Water Management Area (SWMA)-based strategies and actions	2021	0*	-	-	-	*	*	*
M1	Coordinate with surrounding permittees with interconnected MS4	Annual	0*	-	-	-	-	-	-
M2	Continue oversight of private North Creek Levee System	Annual	0*	-	-	-	*	*	*
M3	Evaluate project and program impacts from climate change	2022	0*	-	-	-	-	-	-
M4	Evaluate projects and programs for environmental justice	2022	0*	-	-	-	*	*	*
M5	Prepare for 2024 NPDES Permit issuance	2024	0*	-	-	-	*	*	*
M6	Prepare next Master Plan Update	2024	175*	-	-	-	-	-	175
<b>TOTALS</b>			<b>16,852*</b>	<b>3,095</b>	<b>2,096</b>	<b>5,527</b>	<b>2,774</b>	<b>1,821</b>	<b>1,539</b>
<i>*Ongoing costs will depend on results of study, analysis, or plan to be developed</i>									

The following three tables provide details of the Action Items, including their objectives and potential impacts on the Utility’s program.

## Critical Priority Actions

Action	Description	Objective	Required by Regulation	Long-Term Implementation Impacts
<b>C1</b>	<b>Long-range comprehensive planning</b>	Align stormwater conditions with land use planning	Yes – NPDES	Improved stream health conditions from new and redevelopment through zoning and land use practices
<b>C2</b>	<b>Low impact development (LID) code review</b>	To ensure there are no barriers to LID implementation	Yes – NPDES	Improved water quality through stormwater infiltration
<b>C3</b>	<b>Watershed delineation and prioritization</b>	Understand stream health conditions for each sub-basin area	Yes – NPDES	Improved over stream health from program and project goals that align with existing sub basin conditions
<b>C4</b>	<b>Implement source control program for existing development</b>	Identify and correct pollution generating sources through best management practices	Yes – NPDES	Reduced stormwater pollution from existing development

Action	Description	Objective	Required by Regulation	Long-Term Implementation Impacts
C5	<b>Implement and evaluate a community-based social marketing strategy</b>	Determine what behaviors cause or contribute to stormwater pollution and provide alternative options that reduce or eliminate them	Yes – NPDES	Reduced or eliminated stormwater pollution from individual habits or practices
C6	<b>Complete planned drainage and environmental projects</b>	Properly maintain infrastructure through repair and replacement projects and identify opportunities to restore stream habitat	Yes – APWA	Reduced flooding of public and private property and improved stream health conditions through increased, habitat, tree cover, and erosion control
C7	<b>Review and update Utility rates to keep them current</b>	To ensure adequate funding for the utility	No	Well-functioning storm and surface water utility

## High Priority Actions

Action	Description	Objective	Required by Regulation	Long-Term Implementation Impacts
H1	Evaluate implementation of private inspection program	All private systems are inspected and maintained	No	All private systems are functioning as designed
H2	Review and update maintenance standards for new facilities	Ensure we have a maintenance standard for all new facility technology	Yes – NPDES	All systems are maintained according to the correct maintenance standard
H3	Continue to map size and material for all known outfalls	Continue to improve GIS data for all known outfalls	Yes – NPDES	Improved understanding of system for project planning, maintenance, and spill response
H4	Implement a progressive enforcement strategy for source control	Ensure appropriate best management practices are identified and followed	Yes – NPDES	Reduce or eliminate polluted stormwater runoff from existing development
H5	Train all municipal staff to correctly identify and report spills	All staff understand what constitute a spill and how to report them properly	Yes – NPDES	Reduced impacts to receiving waters through better spill reporting and response

Action	Description	Objective	Required by Regulation	Long-Term Implementation Impacts
H6	Evaluate construction site runoff ordinances and pre-con site inspections	All construction projects minimize polluted stormwater runoff to the maximum extent practical	Yes – NPDES	Reduction in polluted stormwater runoff from active construction sites
H7	Develop a Utility-operated facility retrofit plan	Ensure all publicly-maintained stormwater facilities have adequate flow control and water quality	No	Improved stormwater runoff from publicly owned or maintained stormwater facilities
H8	Clarify Utility's role in City critical areas management	Good communication, support, and coordination between Public Works and Community Development staff	No	Maximum efficiency for critical area protection
H9	Review Utility's Emergency Preparation planning	All staff understand their role in emergency situations	No	Efficient and effective response to emergencies
H10	Develop Surface Water Management Area (SWMA)-based strategies and actions	Each SWMA has specific strategies and actions to maintain or improve stream health conditions	Yes – NPDES	Improved stream health conditions

## Medium Priority Actions

Action	Description	Objective	Required by Regulation	Long-Term Implementation Impacts
<b>M1</b>	<b>Coordinate with surrounding permittees with interconnected MS4</b>	Surrounding permittees understand our program and feel Bothell communicates well with their staff	Yes – NPDES	Effective watershed planning and spill response coordination
<b>M2</b>	<b>Continue oversight of private North Creek Levee System</b>	North Creek Levee system is properly functioning	No	Reduced likelihood of flooding from breach in levee system
<b>M3</b>	<b>Evaluate project and program impacts from climate change</b>	Understanding of how climate change will impact projects and programs based on best available science	No	Reduced infrastructure and environmental impacts due to undersized systems
<b>M4</b>	<b>Evaluate projects and programs for environmental justice</b>	All Bothell customers are treated equally with regard to projects and program assistance	Yes – NPDES	Bothell customers feel understood and supported by the utility
<b>M5</b>	<b>Prepare for 2024 NPDES Permit issuance</b>	Staff understand what is needed and can properly plan and advocate for resources to meet permit requirements	Yes – NPDES	Minimize short term impacts to the Utility from increased regulations

Action	Description	Objective	Required by Regulation	Long-Term Implementation Impacts
<b>M6</b>	<b>Prepare next Master Plan Update</b>	Staff, Council, and Customers understand project and program goals for next five-year planning period	Yes – APWA	Effective and efficient program direction for utility planning

END