

For 2013 Annual Audit Report

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This document summarizes status and actions taken in 2011 and 2012 by Public Works Department Divisions as directed by Goals, Policies, Procedures, and Practices for all Lands Owned and Maintained by the City's Public Works Department

Introduction

In early 2011 Surface Water Management staff prepared and an internal report that reviewed deficiencies and/ or under performance of Public Works divisions in regards to the City's NPDES Phase II permit requirements. This led to a series of meetings with each division of Public Works. The purpose of the meetings were to review individual division work plans and measurable objectives to identify any potential non performance issues and highlight what was already being done. This report summarizes the efforts undertaken and their respective outcomes for 2011 and 2012.

Administrative Division

- Provided needed record tracking of permit related costs.
- Assisted with NPDES Phase II permit and related tasks as needed.

Engineering Division (Capital Improvement Projects)

- Proposed adopting new mission statement to include "to enhance the environmental quality..." as part of the overall mission for CIP actions.
- Verified that CIP projects are utilizing current Bothell Municipal Codes for design and construction. Required permits and environmental review follows the Bothell construction standards, Chapter 17.
- Check lists to monitor project adherence to the standards are incorporated into the Bothell Construction standards, Chapter 17.
- Training in low impact development techniques, erosion control, and illicit discharge identification and reporting was offered to CIP staff in 2011 and 2012.

- CIP and Surface Water Management staff have identified the need to incorporate potential storm water monitoring activities, where and when appropriate, into CIP projects. The downtown redevelopment may offer several opportunities to collaborate on storm water monitoring efforts. However, the new 2013 NPDES Phase II permit allows for a buy in to a regional monitoring effort that the city intends to avail itself. Hence, monitoring of CIP projects will most likely not occur.

Drainage Plan Review

- Drainage plan tracking was switched to a new city data base, Energov in 2011. Staff received multiple training sessions to learn the new database system.
- All drainage plan review staffers and inspectors have received CESCL certification training and remained certified through 2012.
- Tracking of annual training of staff was initiated in 2011. Plan review staff attended LID training in 2011 and 2012. Training has included use of porous concrete, soil amendments practices, and general overview of low impact development techniques. Future training of construction inspectors is needed in regards to LID construction techniques.

Transportation

- In the next city comprehensive plan transportation element update an additional goal will be proposed: take steps to reduce road related storm water pollution.
- Staff looked at ways to promote the use of rain gardens on the traffic calming and traffic safety devices within the Citywide Traffic Calming and Collector Traffic Safety Program.
- Staffers received training and education of the use of LID techniques on how traffic can impact water quality and to look for means to reduce or eliminate adverse impacts.
- In 2012 Surface Water Management staff will develop a procedure to prioritize road segments by their level of contribution to polluted storm water discharges. The road prioritized list can then be used as an added tool to select and score transportation projects. This effort compliments other storm water retrofit actions aimed at poorly functioning storm water treatments in urban areas. This action was postponed till 2013.
- A goal is to be added to Commute Trip Reduction program in 2012 that links trip reductions as a means to reduce polluted road generated storm water discharges. This action was initiated in 2012.

- Surface Water Management staff in 2011 conducted an outreach effort to the City's Development Services Initiative work group. The group represents many of the departments within the City, Community Development, Public Works, and Fire Department. The DSI group develops methods to ensure efficiency and consistency during city permit review. The group was educated as to the importance, the how and why storm water is part of the permit process.

Utilities: Storm Water Facility Maintenance

- The internal report of 2011 highlighted the need to increase our inspection efforts of storm water facilities and improve mapping efforts of outfalls to streams from the City's storm water system. The City hired two interns for the summer 2011 to help with storm water facility inspections of private facilities and mapping of outfalls to streams. This increased the speed and efficiency of the inspection program.
- Annual inspection program successfully inspected all regional, city owned or maintained, storm water facilities in 2011 and 2012. Private systems are being inspected but frequency is not on an annual basis.
- The city in 2011 initiated the first step to prioritize improvements, retrofits, of storm water facilities. The first step involved creating a basin feature layer map in the city's Geographic Information System database. The maps were made available in 2012. The basin maps can facilitate aspects of basin planning such as hydrological modeling storm flows and current flow capacity of storm water systems.
- A common need for the Utilities and Maintenance & Operations divisions is an asset oriented management database. There is no common shared software program to track work performed and inspections. Efforts will continue in 2012 to acquire asset management software database. At the end of 2012 the need remained unmet.
- In 2012 the city hired an intern to help assess accuracy of storm water infrastructure data layer. Numerous updates were subsequently made to improve accuracy of the data layer.

Maintenance and Operations Division

Road Repair and Maintenance

- Work was performed under the use of all the appropriate Best Management Practices as outlined in this document and Surface Water Management Plan Version 2009-4.0.

- In 2011 two summer interns were hired to expedite inspections of all catch basins within city right-a-way. The efforts were successful and the division then initiated servicing those catch basins identified as needing maintenance.
- Interim plans were made to deal with the lack of central shared database for storm water management activities.

Park Lands Maintenance

- Development of a work plan progressed throughout the year in 2011. The work plan is designed to improve park land maintenance practices to reduce or eliminate polluted storm water discharges.
- An increase in funding and staff resources are needed to improve park lands maintenance performance in regards to carrying out the practices outlined in Table 2 of this report.

Facilities and Parks Capital Projects, Fleet, and Recreation Division

- A SWPPP was being developed for the New Operations Center facility in 2011. The City in collaboration with NorthShore School District created a joint SWPPP for the new facility in 2012.
- City Public Works Department in 2011 conducted a reorganization of what had been Facilities, Parks, and Recreation in one division. The reorganization separated Facilities and Parks into separate divisions. The new division titles are: Fleet & Facilities, and Recreation & Parks Capital Projects.
- Shop-1's SWPPP was audited in December 2011 and 2012. The facility has been reduced to serve as a warehouse and storage area for city public works. It retains use as a decant facility.
- No effort was taken to expand and enhance the *Parks, Recreation & Open Space Action Program, 2008 (PROSAP)*. The PROSAP plan is currently not due for revisions until 2014. It is expected sometime in 2012 or 2013 the PROSAP plan will begin its revision process at which time staff will incorporate and/or add to the plan the goals and policies enunciated within this document.
- The City continues to investigate all maintained facilities and their respective practices to reduce or eliminate pollutants discharged to surface water. The City in 2011 initiated possible use of a template Stormwater Pollution Prevention Operations and Maintenance Plan. The template was developed for Eastern Washington communities

funded and approved by WDOE. The template can be used for Maintenance and Operations Division, Facilities, fleet maintenance, and Park Lands. No action was taken on this item in 2012.

- Currently, fleet and facility maintenance staff use WDOE's Shop Guide for Dangerous Waste Management, Revised October 2009, Publication no. 09-04-015 at Shop-1 and new operations center.
- Recreation events are periodically reviewed for possible discharge of pollutants to surface waters. No such discharges were reported in 2011 or 2012.
- The fourth of July parade in 2011 and 2012 was a rain free event. Street sweepers and staff worked to remove garbage and waste after the event to prevent it from being discharged into surface waters.

2012 Storm Water/Surface Water Training Log - Capital Group/Surface Water Management/Drainage Reviewers and Inspectors

Date	Division	Date	Class Name	Tuition	Other Costs	Hours	# of Days	Sponsor
Chris Shimada	DR	07/26/12	CESCL Re-certification	N/A	N/A	9	1	
Roger Carter	DR	2012	CESCL Re-certification	N/A	N/A	9	1	
Tony Benson	SWM	2/2012	Ecology Local Source Control	N/A	N/A	16	2	WA Dept. of Ecology
Tony Benson	SWM	04/04/12	Low Impact Development Techniques	N/A	N/A	3.5	1	City of Bothell
Tony Benson	SWM	08/06/12	HAZWOPER	N/A	N/A	40	5	WA Dept. of Ecology
Tony Benson	SWM	11/07/12	Ecology Local Source Control	N/A	N/A	16	2	WA Dept. of Ecology
Dave Phelps	DR	03/08/12	Managing Stormwater in the Northwest	N/A	N/A	8	1	NEBC
Dave Phelps	DR	7/26/2012	CESCL Re-certification	N/A	N/A	9.0	1	
Gunnar Rybacki	SWM	02/14/12	EPA Legal Training for Storm water issues	N/A	N/A	8	1	EPA Webinar
Gunnar Rybacki	SWM	05/01/12	Noxious Weed & Stem Injection Training	N/A	N/A	8	1	King County
Gunnar Rybacki	SWM	10/20121	Stormwater Inspector Workshop	N/A	N/A	4	1	Seattle Public Utilities
Gunnar Rybacki	SWM	04/04/12	Low Impact Development Techniques	N/A	N/A	3.5	1	City of Bothell
Andy Loch	SWM	4/4/2012	Low Impact Development Techniques	N/A	N/A	3.5	1	City of Bothell
Janet Geer	SWM	Spring 2012	Noxious Weed Training					Environmental Stewardship
Janet Geer	SWM	Spring 2012	Storming the Sound- Educator Training					
Janet Geer	SWM	04/04/12	Low Impact Development Techniques			3.5	1	City of Bothell
Janet Geer	SWM		Social Marketing Training					
Janet Geer	SWM		Ian Hill- Leadership Training					City of Bothell Webinar
Janet Geer	SWM		TedX- Changing Behaviors for Good					
Khin Gyi	CIP	04/04/12	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Don Ranger	CIP	03/14/12	Drainage Inspection	? -	\$ -	8	1	WSDOT
Don Ranger	CIP	04/04/12	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Ryan Roberts	CIP	04/04/12	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Ronnie Bennett	CIP	10/24/12	Pervious Pavement Design and Maintenance	\$ -	\$ -	2	1	Evolution Paving Resources
Ronnie Bennett	CIP	04/04/12	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Nduta Mbuthia	CIP	04/04/12	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Jason Torrie	CIP	4/4/2012	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Steve Morikawa	CIP	4/4/2012	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Keith Russell	CIP	4/4/2012	LID Training	\$ -	\$ -	3.5	1	City of Bothell
Steve Morikawa	CIP	4/4/2012	LID Training	\$ -	\$ -	3.5	1	City of Bothell
M&O Staff		04/04/12	LID Training, most staff took this training in 2012					