



Stormwater Management Program (SWMP) Plan 2017

Permittee Coverage Number: WAR04-5554

City of Oak Harbor * 865 SE Barrington Drive * Oak Harbor, WA 98277

By

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1 INTRODUCTION

This document has been prepared in accordance with the *Western Washington Phase II Municipal Stormwater Permit* (the Permit). The Permit was issued by the Department of Ecology (Ecology) to municipalities with populations of less than 100,000 as operators of small and medium municipal separate storm sewer systems (MS4s). More than 80 medium and small cities, including the City of Oak Harbor (Oak Harbor) and urban portions of five counties in western Washington, must comply with the provisions of the Permit. This five-year permit was issued by Ecology on August 1, 2012, and is effective from August 1, 2013 through July 31, 2018. In August of 2014, Ecology began a process to modify certain sections of the permit. The modifications were issued on December 17, 2014 and became effective on January 16, 2015. The Permit authorizes the discharge of stormwater runoff from MS4s into the state's surface waters (i.e., streams, rivers, lakes, sounds, wetlands, etc.) and groundwater as long as municipalities implement Permit-specified actions and activities known as Best Management Practices (BMPs) to protect these receiving waters. Permit requirements are phased in over the 5-year permit term per a specified schedule. Some of the required BMPs are carry-overs from the previous Permit while other requirements are new. Table 1 presents the overall implementation schedule of the current Permit. Additional schedule detail can be found in the full text of the Permit found on Ecology's website at:

<http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIIww/5YR/WWAPhaseIIPermit2013.pdf>

1.1 The Stormwater Management Program Plan

Section S5.A of the Permit requires each Permittee to develop and implement a Stormwater Management Program (SWMP). Each Permittee must also annually prepare written documentation of the SWMP, called the SWMP Plan (Plan). This Plan is intended to be a forward-looking document describing the set of actions and activities (BMPs) the Permittee intends to complete in the upcoming calendar year to comply with the Permit. This SWMP Plan is organized per S5.C of the Permit and will be updated at least annually for submittal with Oak Harbor Annual Reports to Ecology.

The BMPs are grouped under the following Program components:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination (IDDE)
- Controlling Runoff from New Development, Redevelopment, and Construction Sites
- Municipal Operations and Maintenance (O&M)

In addition, the Permit requires reporting and, if applicable, implementation of water-body specific cleanup plans developed by Ecology. To date, Ecology has not developed such plans for Oak Harbor's water bodies.

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TABLE 1

Western Washington Phase II Municipal Stormwater Permit Schedule Overview – 2014 to 2018

S5 Program Component	August 1, ongoing program implementation	2014	2015	2016	2017	Jan-July 31, 2018
A. Stormwater Management Plan	Continue to track costs, actions and activities. Continue required internal and suggested external coordination and SWMP Plan submittal w/annual report. Update SWMP Plan annually.		By March 31: annual report includes description of internal coordination.			
C.1 Public Education and Outreach	Continue Public Education and Outreach Program. Measure changes in behavior for 1 audience & 1 topic. Create or partner w/others to create stewardship.			By February 2: use measures of behavior changes to improve program.		
C.2 Public Involvement	Continue to provide ongoing opportunities for the public to participate in SWMP decision-making. Post online annual reports and SWMP Plan for previous calendar year by 5/31 of each year.					
C.3 Illicit Discharge Detection and Elimination (IDDE)	Continue implementing the enforceable mechanism to prohibit illicit discharges, compliance strategy, IDDE and municipal staff training, citizen hotline and IDDE response, and maintain map of MS4, outfalls, conveyances, all new connections authorized since 2/16/2007, and areas that don't discharge to surface waters. Provide map to Ecology, Tribes and other MS's upon request. Track all permit IDDE activities.				By Dec 31: Field Screening methodology; field screen at least 40% of MS4 & on average 12% each year thereafter.	By Feb 2: Update ordinance if needed.
C.4.a-f Control Runoff from New Development, Redevelopment Construction Sites	Continue to implement ordinance addressing construction/post- construction runoff controls; make NOIs for construction, industrial stormwater permits available; site plan review & permitting, requiring long-term maintenance; inspections; training and enforcement.			By Dec 31: Update City code to revised Appendix 1 standards; review, revise, make effective development codes to make LID preferred approach. Include legal authority to inspect and enforce the construction and maintenance standards via approval process.	By March 31: Submit summary of review & revision of codes to reduce impervious surface, protect vegetation, and minimize runoff.	Achieve at least 80% of scheduled inspections.

TABLE 1 (Continued)

S5 Program Component	August 1, ongoing program implementation	2014	2015	2016	2017	Jan-July 31, 2018
C.4.g Water-shed scale stormwater planning (selected permittees)	By Oct. 31, 2013: Phase I permittee notifies Ecology of selected basin and affected Phase II permittees; convenes planning process. (This is not applicable to Oak Harbor.)	By April 1: Scope of work submitted to Ecology by Phase I watershed plan lead.	Participate in planning process, if located within selected basin.	By Oct 1: Phase I lead submits final watershed scale stormwater plan to Ecology.		
C.5 Municipal Pollution Prevention, Operation and Maintenance	Continue implementation of MS4 maintenance; annually inspect stormwater treatment & flow control BMPs/facilities; spot checks; O&M & SWPPPs for municipal lands & facilities; staff training			By Dec 31: Update maintenance standards to revised manual/code standards	By August 1: Inspect all catch basins or document alternatives if used. Plan to complete inspections every 2 years thereafter.	Achieve 95% of inspections for municipal stormwater treatment/flow control BMPs/facilities and catch basins.
S8.A	Continue to provide description in each annual report of stormwater monitoring or stormwater-related studies conducted by permittee or others (except if related to S8.B or S8.C.					
S8.B Status and Trends Option #1	By Dec 31: Notify Ecology which option selected for status and trends monitoring. (City has selected Option #1.)	By Aug 15: First annual payment to RSMP.				
S8.B Status and Trends Option #2		By July 31: Begin monitoring wadeable streams.	By Oct 1: Begin monitoring nearshore marine (if applicable).	Annual reporting as per Ecology-approved QAPP.		
C. Effectiveness Option #1	By Dec 31: Notify Ecology which option selected for effectiveness monitoring. (City has selected Option #1.)	By Aug 15: Option #1 first annual payment to RSMP.				
C. Effectiveness Option #2		By Feb 2: Submit QAPP to Ecology. By Oct 1: Begin flow monitoring.	By Oct 1: Stormwater monitoring program fully implemented.	Annual reporting as per Appendix 9 in the Permit.		
S8.D Source ID & Diagnostic Monitoring		By Aug 15: First annual payment to RSMP.				

Source: Modified from: <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIIww/wwphiipermit.html>

TABLE 1 (Continued)

Legend

BMP = Best Management Practices
ID = Identification
IDDE = Illicit Discharge Detection & Elimination
LID = Low Impact Development
MS4= Municipal Separate Storm Sewer System
O & M = Operations and Maintenance

PS = Puget Sound
QAPP = Quality Assurance Program Plan
RSMP = Regional Stormwater Monitoring Program
SWMP = Stormwater Management Program
SWPPP = Stormwater Pollution Prevention Plan

This SWMP Plan covers the City of Oak Harbor's ongoing activities to comply with the Phase II permit and those planned for next year.

1.2 Stormwater Management in Oak Harbor

Oak Harbor is the largest incorporated City on Whidbey Island. Three settlers, Martin Tafton, C.W. Sumner, and Ulrich Freund founded Oak Harbor in the early 1850s where it was mainly a fishing town. Since then, the City's growth coincided with two major events: the building of Deception Pass Bridge on July 31, 1935, and the completion of Naval Air Station Whidbey Island in September 1942. It now has an estimated 2013 population of 22,136 and covers approximately 9.4 square miles of land area. The predominant land use within the City is residential, with smaller pockets of commercial and industrial. The majority of the stormwater runoff from Oak Harbor eventually drains into Oak Harbor Bay, which enters Saratoga Passage and Skagit Bay.

Oak Harbor is committed to meeting the compliance requirements and deadlines of the Permit. The stormwater management program in Oak Harbor is led by the City's Operations Manager in the Public Works Department, Storm Drain/Wastewater Collections Division, with assistance from a team of Storm Drain/Wastewater Collections Specialists.

A comprehensive storm drainage plan was adopted by the Mayor and City Council in 2007. The plan contains background information, water quality assessment, and alternative solutions for improving Oak Harbor's stormwater runoff quality.

In 2011, the City updated its subdivision code to further allow and encourage low impact development (LID). This was following a study to evaluate options to further allow LID that was funded in part by the Puget Sound Partnership.

Oak Harbor continues to track costs associated with the program's action and activities as required by both the current and previous Permit.

1.3 Document Organization

The remaining sections of this document have been organized to follow the sequence of the Permit requirements S5.C.1 through S5.C.5, as well as the new requirements for S8, monitoring and assessment. Permit requirements, current/ongoing activities, and planned activities for each of the required elements are presented.

2 STORMWATER MANAGEMENT PROGRAM PLAN COMPONENTS

This section discusses the SWMP Plan components found in S5.C of the Western Washington Phase II Municipal Stormwater Permit.

2.1 Public Education and Outreach

The required elements for a Public Education and Outreach Program (Section S5.C.1 of the Permit) are summarized below, followed by a description of the ongoing and planned SWMP activities that meet these requirements.

2.1.1 Permit Requirements

Permit Section S5.C.1. states that the SWMP shall include an education and outreach program designed to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts and encourage the public to participate in stewardship activities. The education program may be developed and implemented locally or regionally. The Permit lists the following minimum performance measures for compliance with this element. Each Permittee shall:

- Provide an education and outreach program for the area served by the MS4. The program shall be designed to educate target audiences about the stormwater problem and provide specific actions they can follow to minimize the problem.
- Create stewardship opportunities and/or partner with existing organizations to encourage residents to participate in activities such as stream teams, storm drain marking, volunteer monitoring, riparian plantings and education activities.
- Measure the understanding and adoption of the targeted behaviors for at least one target audience in at least one subject area. No later than February 2, 2016, Permittees shall use the resulting measurements to direct education and outreach resources most effectively, as well as to evaluate changes in adoption of the targeted behaviors. Permittees may meet this requirement individually or as a member of a regional group.

2.1.2 Ongoing Activities

The Permit requires the City to continue a Public Education and Outreach Program and measure changes in behavior for at least one audience in at least one subject area.

In November of 2007, the City of Oak Harbor hired an Environmental Educator to help meet the prior 2007-2012 NPDES permit requirements for implementing a Public Education and Outreach Program. Between 2007 and 2013, the Environmental Educator led a number of activities in public education and outreach in a wide variety of topics and also targeting specific audiences.

Unfortunately, due to budget cuts in 2013, the City had to eliminate the Environmental Educator's position. Since then, the City has been implementing a somewhat scaled down version for public education and outreach activities and are trying to meet permit requirements using other Stormwater staff. Examples of the past and ongoing projects are described below.

Examples of Past Public Education and Outreach Activities

- Book Distribution – *All the Way to the Ocean*
- Media Coverage
- News Articles
- Storm Drain Education Program for Schools and Scouts
- Lost and Puget Found
- Low Impact Development
- Created a PowerPoint Presentation
- Interpretive Signs
- Rain Garden Guides
- Rain Garden Workshops
- Sustainable Living Seminar Series

- Sustainability Fair
- Farmer's Market
- Placemats
- Coasters
- Pitch the Poop Game
- Utility Inserts
- BMP Brochures
- Displays and Workshops on LID and Stormwater
- Jr. Naturalist Programs
- Videos with Mayor
- Meetings and Trainings
- Open House for Landscapers
- Oak Harbor Green Business Award
- Stormwater Engineering Presentation to Scouts
- Provided LID and Green Roof Power Point Presentation to Whidbey Island Conservation District
- City Council Presentations
- Letter to Carpet Cleaners
- Whidbey's Special Places
- Storm Drain Stenciling
- Illicit Discharge Training with Oak Harbor School District Bus Drivers
- Pioneer Way Improvements Grand Opening
- Environmentally Safe Car Wash
- Enviro-Scape Non-Point Source Model

Examples of Current Activities (ongoing/conducted in 2016)

- **Restaurant Grease Education (BMPs)** – In 2015, the process began to measure the understanding and adoption of the targeted behaviors of at least one target audience in at least one subject area. The City's target audience was a program focused on restaurants within the City, with emphasis on the reduction of pollutants from grease rendering waste containers and handling. In past years, the City has identified that operations from restaurants has resulted in illicit discharges such as oil and grease from these containers. The City had already been conducting some educational activities with restaurants, and the new education and outreach plan was built on past work. The expanded public education and outreach approach was developed during the early part of 2015 and implemented later in the year, including the methods to measure the understanding and behavior changes. Examples of measurements that were used included interviewing employees from 20 restaurants in the City. They were given survey questions regarding general stormwater awareness, stormwater pollution sources and current restaurant best related behaviors. In December 2015, after our inspections and education process for the study, we found a 25% average decrease in all of the behavior changes in the study. A copy of the study can be found as part of the City's 2016 NPDES permit requirements or by contacting the City's Storm Drain Division. Education efforts continued in 2016 with site inspections and accompanied discussion and hand out of educational materials.
- **Environmental Car Wash Kits** – The City maintains five car wash kits and developed a packet of information, including diagrams on how to use the kits, and a list of biodegradable soaps, and where they can be purchased. These information packets were

distributed at the local high school. Athletic clubs and other clubs and organizations were informed about the availability of the car wash kits for fundraisers.

- **Spill Kits** – 50 spill kits and BMP posters about how to maintain dumpster enclosures were distributed to all restaurants within the City.
- **Garbage Truck Signs** – Signs were made in 2009 “Only Rain Down the Storm Drain” and “Puget Sound Starts Here”. The signs are displayed on our garbage trucks on a regular rotation, and we are still using these signs.
- **Car Wash Kit Video** – The City hired a video professional who made a short “how to set up a car wash kit” video that is linked to the City’s website and is available on CD for groups that check out a car wash kit. In 2011, the City put the video on YouTube. We also have car wash kit check out forms on the website. The video is still on the City’s website and is currently offered to new users of the car wash kits.
- **Detention Pond Maintenance Meetings** – In 2016, the City held educational meetings at private detention facilities where seven people were taught how to maintain their detention facilities. The City also held an individual meeting in 2014 with home owners and contractors; approximately 28 people attended.

- **Native Vegetation Restoration and Education**

The City has been promoting native vegetation re-establishment, with emphasis on Garry oaks and their companion native species. Garry oak is the City’s namesake and habitat has dramatically decreased across western Washington due to farming, development, and conifer intrusion. Significant efforts have been made with many different activities generally involving education with a “hands on” component. Activities and educational information are posted on the City’s website. This subject included the following activities:

- The City established a 3.5 acre Garry oak grove named Centennial Grove on City owned property with about 370 oak trees planted to date. This project included the public in the following activities: fundraising, sponsorship, planting acorns, growing seedlings, planting seedlings, planting saplings, placing weed fabric, mulching, weeding, building and installing hawk perches as well as an educational component regarding the benefits of native species vegetation restoration. People/groups involved included citizens, Oak Harbor Garry Oak Society, Oak Harbor Garden Club, Scouts, Navy volunteers, High School National Honor Society students, High School Ecology Club members, High School Horticulture Class students, and Elementary School students. This is an ongoing project that allows continuing opportunities for education and involvement.
- Planted 10 Garry oak Saplings for Arbor Day on April 23rd. This activity included an educational component and involved citizens, City employees and Oak Harbor Garry Oak Society members.
- Planted 32 Garry oak seedlings on Navy property, which was historically Garry oak savannah. This activity included an educational component and involved City employees, Oak Harbor Garry Oak Society members and Navy volunteers.
- Coordinated and supplied trees for planting at Navy Lodge on Maylor Point in an area that was historically Garry oak savannah. This activity included an educational component and involved City employees, Oak Harbor Garry Oak Society members and Navy volunteers.
- City staff coordinated with State Parks staff to have their staff and Hillcrest Elementary staff and students plant 5 Garry oak trees at Joseph Whidbey State Park on September 24th of 2016. This activity included an educational component.

- Family Fun Day at Windjammer Park - City staff manned an educational booth with displays and educational materials regarding preservation and restoration of Garry oak habitat.
- Post Office Garry oak habitat Native Species garden - The City has worked with the local Post Office and the Oak Harbor Garry Oak Society to install and maintain an educational demonstration garden of Garry oak savannah species on City and Post Office owned land. The project is ongoing and species identification and education signs are currently under design.
- **Special Events Letters** – Prior to downtown special events, the City sends out illicit discharge prevention letters to our downtown merchants explaining the importance of teaching vendors about how to dispose of substances such as mop water, grease, paints, etc. In the past, these items would most likely end up in a catch basin.
- **OHHS Automotive Shop** – Staff have arranged to have stormwater pollution and downstream effect education videos shown to all of the classes of the Oak Harbor High School Automotive Maintenance Program on January 21, 2015. This target audience was selected because many of these students are training to enter the profession of automobile repair and will be working with automotive fluids and automobile repair byproducts on a daily basis.
- **Big Rig Days** – City staff takes garbage trucks, sweepers, vacuums, fire trucks and dump trucks to Hillcrest Elementary School each year. Our crews explain the purpose of the equipment and how we use them to clean up spills, maintain catch basins and clean City streets. During this event, we pass out papers using our catch basin stencils and the kids color them and come up with their own phrases about how to stop pollution. The City then selects the best artwork and we make bookmarks and garbage truck signs with them.
- **Family Fun Day at Windjammer Park** – City staff manned an educational booth with displays and educational materials regarding stormwater education and pollution prevention.
- **Public Stake Holder Meetings Regarding LID Code Implementation** – Held 4 meetings with extensive PowerPoint presentation of LID design and open discussions regarding LID design considerations. Participants included members of the following industries/occupations: realty, engineering, conservation district, building construction, school district, utility construction, Skagit Island County Builder’s Association (SICBA).
- **Planning Commission and City Council Workshops** – Held workshops with City Council and Planning Commission with extensive PowerPoint presentation of LID design and open discussions regarding LID design considerations.
- **Discussed Native Vegetation Restoration Benefits with Oak Harbor Garry Oak Society** – City staff member presented benefits to stormwater run-off of native vegetation restoration.

2.1.3 Planned Activities

In 2017 the City plans to continue the current public education and outreach activities presented above. Additional public education and outreach activities are planned to comply with new requirements of the Phase II permit.

- **Farmer’s Market** – An information table with displays and interactive exhibits will be set up at the local Farmer’s Market each week throughout the summer months. Some activities include the Wheel of Water, Watershed Model and Pitch the Poop Game, along with information on Rain Gardens and LID, Backyard Wildlife Habitat and Composting.

- **Storm Drain Stenciling** – Stencils and paints were purchased for volunteers trained by City staff to perform stenciling in different parts of the City. The City has taken volunteer groups out to stencil storm drains several times and tagged most of them. However, since then, most of the stenciling has worn off and we will be working on reapplying new stencils this year.
- **Illicit Discharge Training with Oak Harbor School District Bus Drivers** – In this training, City staff will meet with bus drivers and explain how their stormwater system works and the affects of not properly maintaining their filling station area and how spills adversely affects the City’s stormwater system.
- **Illicit Discharge Training with Oak Harbor School District Maintenance Staff** – We will explain how their stormwater system works and the affects of not properly maintaining their filling station area and how spills adversely affect the City’s stormwater system.
- **Big Rig Days** – City staff will take garbage trucks, sweepers, vactors, fire trucks and dump trucks to Hillcrest Elementary. Our crews will explain their purpose and how we use these trucks to clean up spills, maintain catch basins and clean our streets. During this event, we will pass out papers using our catch basin stencils and the kids will color them and come up with their own phrases about how to stop pollution. The City will then select the best artwork and make bookmarks and garbage truck signs with them.
- **OHHS Classes** – Staff have arranged to have stormwater pollution and downstream effect education videos shown to all of the classes of the Oak Harbor High School Automotive Maintenance Program, Career and Tech, and Science classes.
- **Detention Pond Maintenance Meetings** – In 2017, the City will hold educational meetings at private detention facilities. Home owners will be taught how to maintain their detention facilities.
- **Grease Information** – The City hand delivered grease information packets. These packets include a brochure about pollution in Puget Sound, a tin can cover and scraper explaining the proper way to store grease.
- **Storm Drain Model** – Staff will bring this model to the schools and it will be used to show students how the runoff from car washing, construction sites, fertilizers, industries and farms affects the ecosystem.
- **Video Production** – The City wants to produce some videos about how pollution affects Puget Sound. These videos will be played on the City’s website and Channel 10.
- **Family Fun Day at Windjammer Park** – City staff manned an educational booth with displays and educational materials regarding stormwater education/pollution prevention, and preservation and restoration of native vegetation/Garry oak habitat.
- **Native Vegetation Restoration and Education** – Continuance of activities with citizens and groups described in section 2.1.2 (above).
- **Whidbey Island Mermaids** – Staff have arranged with Whidbey Island Mermaids to read books to school children. Themes of the books are related to surface water/sound habitat protection.
- **DNR Urban Forestry Presentation** – Ben Thompson, Urban Forestry Specialist, conducted a presentation to City staff regarding street trees and tree retention on March 16th, 2017. Six City of Anacortes staff attended and four Oak Harbor School District maintenance staff attended.
- **Sound Waters University** – Staff is considering applying to present at Sound Waters University in 2018.
- **Sound Water Stewards** – Staff has communicated with Sound Water Stewards regarding presenting LID and/or construction stormwater BMPs in a 1 hour class.

2.2 Public Involvement and Participation

The SWMP requirements for public involvement and participation (Section S5.C.2 of the Phase II permit) are summarized below followed by a description of the recent and planned SWMP activities that meet these requirements.

2.2.1 Permit Requirements

Section S5.C.2. of the Phase II Permit states that Permittees shall provide ongoing opportunities for public involvement and participation through advisory councils, public hearings, watershed committees, participation in developing rate-structures, or other similar activities. Each Permittee shall comply with applicable state and local public notice requirements when developing elements of the SWMP. The minimum performance measures are:

- Permittees shall create opportunities for the public to participate in the decision-making processes involving the development, implementation and update of the Permittee's SWMP.
- Each Permittee shall post on their website their SWMP Plan and the annual report required under S9.A no later than May 31 each year. All other submittals shall be available to the public upon request.

2.2.2 Recent and Ongoing Activities

Public Involvement of SWMP – The Permit requires that the City continue to provide ongoing opportunities for the public to participate in SWMP decision making, post online annual reports and the SWMP Plan for the previous calendar year by May 31 each year. The City held multiple meetings in 2012, 2013 and 2016, which were advertised in the Whidbey News-Times, the City's information TV Channel 10 and on the City's website with the times and dates. The purpose of the meetings was to discuss the City's SWMP and try to generate ideas from the public on the type of BMPs that would be most applicable for are area. However, there was no public attendance for the meetings.

- **Public Stake Holder Meetings Regarding LID Code Implementation** – Held 4 meetings with extensive PowerPoint presentation of LID design and open discussions regarding LID design considerations. Participants included members of the following industries/occupations: reality, engineering, conservation district, building construction, school district, utility construction, Skagit Island County Builder's Association (SICBA).
- **Planning Commission and City Council Workshops** – Held workshops with City Council and Planning Commission with extensive PowerPoint presentation of LID design and open discussions regarding LID design considerations. Workshops were recorded and shown on Channel 10. When code was updated, City held public planning commission and council meetings with opportunity for comment.

2.2.3 Planned Activities

The City plans to maintain the current activities for the coming year. In addition, the City is currently updating its Comprehensive Stormwater Drainage Plan. As a part of this process, the City may hold public meetings to solicit input from the community, and will post information about the plan update on the City's website and conduct the SEPA process if applicable. In addition, the plan development will be discussed at City Council meetings, which are available for public review.

2.3 Illicit Discharge Detection and Elimination

The SWMP requirements for illicit discharge detection and elimination (IDDE) (Section S5.C.3 of the Phase II permit) are summarized below, followed by a description of the ongoing and planned SWMP activities that meet these requirements.

2.3.1 Permit Requirements

Section S5.C.3. of the Phase II permit states that the SWMP shall include an ongoing program designed to prevent, detect, characterize, trace and eliminate illicit connections and illicit discharges into the MS4. The minimum performance measures are:

- Mapping of the MS4 shall continue on an ongoing basis. MS4 maps shall be periodically updated.
- Each Permittee shall implement an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges into the Permittee's MS4 to the maximum extent allowable under state and federal law.
- Each Permittee shall implement an ongoing program designed to detect and identify nonstormwater discharges and illicit connections into the Permittee's MS4.
- Each Permittee shall implement an ongoing program designed to address illicit discharges, including spills and illicit connections, into the Permittee's MS4.
- Permittee shall train staff who are responsible for identification, investigation, termination, cleanup and reporting of illicit discharges, including spills and illicit connections, to conduct these activities. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements or staffing. Permittees shall document and maintain records of the training provided and identify the trained staff.
- Recordkeeping - Permittees shall track and maintain records of the activities conducted to meet the requirements of this section.

2.3.2 Ongoing Activities

The Permit requires the City to continue implementing the enforceable mechanism to prohibit illicit discharges, have municipal staff training on illicit discharge detection, elimination and response, host a citizen hotline (which is published as 360-279-4764), and maintain an up to date map of the MS4. The City implements a ditch inspection program during the summer months to look for potential septic failures. The City has also started to look into a program of retrofitting type 2 catch basins with spill control "tees" at strategic locations, such as immediately upstream of a discharge to the bay. The City is currently implementing all of these activities on an ongoing basis.

2.3.3 Planned Activities

The main new requirement in the current permit includes field screening of at least 40 percent of the City's MS4 by December 31, 2017. The City is also required to screen an additional 12 percent of the MS4 year thereafter.

The City is largely on schedule or ahead of schedule in the area of IDDE program implementation. The City has already been using screening methods described in *Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments*, (Center for Watershed Protection, 2004). The City will continue with this program and completion of the geographic areas required by the permit. The only procedural change in the City's current methods is to build in additional die testing, where applicable. The City has screened 41 percent of our system as of January 1, 2017.

2.4 Controlling Runoff from New Development, Redevelopment and Construction Sites

The SWMP requirements for controlling runoff from new development, redevelopment and construction sites (Section S5.C.4 of the Phase II permit) are summarized below, followed by a description of the ongoing and planned SWMP activities that meet these requirements.

2.4.1 Permit Requirements

Section S5.C.4.a-f of the Phase II permit lists the following requirements:

- Develop and implement an ordinance or ordinance revisions that address runoff from new development, redevelopment and construction projects in a manner that meets the minimum requirements established by Ecology.
- Develop and implement a site planning process, selection and design criteria for best management practices (BMPs) that will protect water quality and reduce the discharge of pollutants to the maximum extent practicable.
- Develop and implement an approval process for new development that includes inspections and enforcement of maintenance standards for private stormwater facilities.
- By December 31, 2016, revise and implement provisions in development code regarding techniques for low impact development (LID) that make LID the preferred and commonly used approach to site development in order to minimize impervious surfaces, native vegetation loss and stormwater runoff in all types of development situations.
- Develop and implement a permitting process with plan review, inspection and enforcement capability for both public and private projects to ensure sufficient stormwater management, proper installation and maintenance of erosion control BMPs and permanent stormwater facilities, and assignment of responsibility for post-construction maintenance.
- Inspect all construction sites before construction, if they exhibit high potential for sediment transport during construction, to ensure adequate erosion and sediment control BMPs, and again upon completion of construction to ensure proper installation of permanent stormwater controls.
- Implement an ordinance or other enforceable mechanism to verify long-term operation and maintenance (O&M) of post-construction facilities and BMPs.
- By December 31, 2016, establish standards for stormwater facility maintenance that are equivalent to those included in Ecology's Stormwater Management Manual for Western Washington (Ecology 2012).
- Conduct annual inspections of stormwater treatment and flow control facilities permitted by the City; inspect all new flow control and water quality treatment facilities for new residential developments that are part of a larger common plan for development or sale.
- Develop a record keeping procedure for inspection reports, warning letters, notices of violations and other enforcement records.
- Provide copies of notice of intent (NOI) letters to representatives of proposed new development and redevelopment projects.
- Train City staff responsible for implementing the program described above, including staff involved with permitting, plan review, construction site inspections and enforcement.

Permit requirement S.5.C.4.g. (watershed-scale planning) does not apply to the City of Oak Harbor.

2.4.2 Recent and Ongoing Activities

The City has been and will continue to implement the above permit requirements addressing construction/post-construction runoff controls, make Notice of Intents (NOIs) available for sites that require a Construction Stormwater General Permit or an Industrial Stormwater Permit from Ecology, perform site plan review and permitting per the Oak Harbor Municipal Code (OHMC 12.30) (Stormwater Management), perform construction and post-construction inspections, require long-term maintenance and train staff in all aspects of this Permit requirement.

- On December 31st of 2016, adopted new City code incorporating development principals that are in accordance with LID design and including adoption of the 2012/14 DOE SWMM Manual, thus complying with Permit Appendix I standards. This update included reviewing and revising the applicable parts of the development code to make Low Impact Development (LID) the preferred approach. The process included both external (public) and internal stakeholders meetings with discussion of pros and cons of possible code changes and solicitation of inputs. A summary of the results of the LID review and revision process is included with this annual report (due March 31, 2017).
- The City began this specific process in 2015, with City staff scheduling meetings about the upcoming code changes, and sending staff to significant training. Previously, the City had received a grant and worked with Puget Sound Partnership and AHBL to update the municipal code to remove barriers to LID. This previous effort, along with the extensive training, proved quite valuable in this latest code update.
- Three staff members were sent to Statewide Certification courses. Two attended sufficient classes and tested to earn certificates from the Statewide Low Impact Training Program. One employee earned both the Design Certificate and the Operations and Maintenance Certificate. The second employee earned the Operations and Maintenance Certificate. The third employee did not attend enough classes to test.

2.4.3 Planned Activities

Currently One staff member is in the design certificate program, and five others are signed up to partake in the O&M certificate program.

2.5 Pollution Prevention and Operation and Maintenance for Municipal Operations

This section summarizes Phase II permit requirements related to pollution prevention and O&M for municipal operations (Section S5.C.5) and describes current and planned SWMP activities related to these requirements.

2.5.1 Permit Requirements

Section S5.C.5.a-f of the Phase II permit lists the following requirements:

- By December 31, 2016, establish standards for stormwater facility maintenance that are equivalent to those included in Ecology's Stormwater Management Manual for Western Washington (Ecology 2012).
- By December 31, 2016, develop maintenance standards for facilities that currently do not have them.
- Inspect municipally owned or operated permanent stormwater treatment and flow control facilities (other than catch basins) annually and take appropriate maintenance actions.

- Conduct spot checks of potentially damaged permanent treatment and flow control facilities (other than catch basins) after major (greater than 24-hour, 10-year recurrence interval rainfall) storm events.
- Inspect, and clean if necessary, all catch basins and inlets owned or operated by the City at least once by August 1, 2017, and then every two years thereafter. Compliance will be determined by the presence of an established inspection program designed to inspect all sites and achieving 95% of inspections.
- Establish and implement practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned and maintained by the City including streets, parking lots, roads, highways, buildings, parks, open space, road right-of-ways, maintenance yards and stormwater treatment and flow control BMPs/facilities.
- Develop and implement an ongoing training program for City employees whose construction, operations or maintenance job functions may adversely affect stormwater quality.
- Develop and implement a stormwater pollution prevention plan for all heavy equipment maintenance or storage yards and material storage facilities owned or operated by the City.
- Maintain records of inspections and maintenance or repair activities.

2.5.2 Ongoing Activities

The City will continue to maintain the City's MS4, annually inspect all City-owned stormwater treatment and flow control BMPs/facilities, perform spot checks of facilities after large storm events, follow the Stormwater Pollution Prevention Plans for municipal lands and facilities, and provide appropriate staff training. The City will also document and track maintenance activities.

The City's Stormwater Facilities Maintenance Manual includes methods to determine if and what type of maintenance is required and also gives a time frame of when the work must be completed in order to have the least amount of impact created during municipal operations.

The City's Stormwater Pollution Prevention Plan includes employee training and policies to prevent and reduce stormwater pollution from activities including, but not limited to, application of fertilizers, pesticides and herbicides, sediment and erosion control, landscape maintenance and vegetation disposal, trash management and building exterior cleaning and maintenance. These pollution reduction activities are used at all City owned or maintained properties, including but not limited to, parks and open spaces, road right-of-ways, maintenance yards and stormwater treatment and flow control facilities.

2.5.3 Planned Activities

The City will continue with the ongoing activities. In addition, during the coming year, the City will:

- Continue assessment of maintenance standards to identify any facilities that may have been omitted or that need enhanced maintenance standards.
- Perform spot checks of stormwater BMPs/facilities if there are significant storms.
- Begin the process of updating stormwater facility standards. The City adopted the 2012 Ecology Manual in 2016.

2.6 Monitoring and Assessment

This section summarizes Phase II permit requirements related to stormwater monitoring and assessment (Section S8) and describes current and planned activities related to these requirements.

2.6.1 Requirements

Section S8 of the Phase II permit lists the following requirements:

- Provide a description of any monitoring activities conducted during reporting period, separate from Regional Stormwater Monitoring Program (RSMP).
- Status and trends monitoring – notify Ecology by December 1, 2013, whether the Permittee will pay into a collective fund (payment due August 15, 2014) to implement the RSMP status and trends monitoring in Puget Sound, or will conduct the monitoring separate from any collective effort.
- Stormwater effectiveness studies – notify Ecology by December 1, 2013, whether the Permittee will pay into a collective fund (payment due August 15, 2014) to implement RSMP effectiveness studies, or will conduct the monitoring separate from any collective effort.
- Source identification and diagnostic monitoring – each Permittee shall pay into a collective fund (payment due August 15, 2014) to implement the RSMP Source Identification Information Repository (SIDIR).

2.6.2 Recent and Ongoing Activities

In 2013, the City of Oak Harbor notified Ecology that it will pay into the collective fund for the status and trends monitoring and the stormwater effectiveness studies. The first payments for the RSMP were sent to Ecology by the required deadline of August 15, 2014. These payments were as follows:

- Status and trends monitoring = \$1,936.
- Stormwater effectiveness studies = \$9,528.
- Source identification and diagnostic monitoring = \$884.

No monitoring for TMDLs has been undertaken because TMDLs have not been established for Oak Harbor at this time.

2.6.3 Planned Activities

The City will describe any water quality monitoring activities or studies, separate from the RSMP, that are planned for 2015 in the Annual Report. No additional water quality monitoring activities or studies occurred. In addition, the City will continue making annual payments to Ecology on August 15, to participate in the RSMP.

3 REFERENCES

Ecology. 2012. Stormwater Management Manual for Western Washington. August. Washington Department of Ecology publication 12-10-030.