

# MUNICIPALITY OF ANCHORAGE



Public Works Department / Administration  
Eagle River Street Maintenance  
Eagle River Town Center, Room 131  
12001 Business Blvd., Eagle River 99577

*Mayor Ethan Berkowitz*

Phone: 907-343-1510  
Fax: 907-694-1540

November 29, 2016

Kristi Bischofberger, Watershed Manager

Department of Public Works  
Project Management and Engineering  
4700 Elmore Road  
Anchorage, Alaska 99501

Kristi,

For your review is CBERRRSA's annual submittal of our MS4 responsibilities, if anything is lacking in this report please notify me or my staff at 343-1510. Thank you and your staff for all the support in the past year.

If you have any questions please call me.

Sincerely,



**Mark H. Littlefield**  
Municipality of Anchorage  
Public Works, Administration  
Deputy Officer  
Eagle River Street Maintenance  
343-1512  
littlefieldmh@muni.org

**Mailing Address: Eagle River Town Center • 12001 Business Blvd., Room 131 • Eagle River, Alaska 99577**

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2016  
MS4 Summary for CBERRRSA  
11-29-2016

**Costs incurred:**

Sweeping	- Spring	\$236,299.72	
	- Incidental	\$ 4,056.26	
	- Fall	\$ 117,535.77	
	<b>Total</b>	<b>\$357,891.75</b>	
Storm Drainage System Cleaning and OGS Maintenance		\$107,341.17	
Sand / Salt Purchases		\$ 266,140.00	- Sand
		\$ 0	- Salt
<b><u>TOTAL</u></b>		<b>\$266,140.00</b>	

**Program Coordination Agreement for APDES Permit AKS-052558**  
**Municipality of Anchorage Eagle River Street Maintenance Division**  
For Permit Years August 1 through July 31, 2015 through 2020 inclusive

*Purpose:*

*Coordination of MS4 activities as required at Section 1.3.4. specifically relative to the Public Works Department, Eagle River Street Maintenance Division ('ERSM'), the Municipality of Anchorage agency responsible for Municipal Separate Storm Sewer (MS4) maintenance and operations within the Chugiak Eagle River Rural Road Service Area (CBERRRSA).*

**1 Coordination Agreement**

This coordination agreement describes activities of ERSM, a relevant Municipality of Anchorage (MOA) organization, as required in Permit Section 1.3.2.1.

- ERSM will name a point of contact as the ERSM MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS), with internal M&O groups and other road service area agencies as necessary.
  - **Mark H. Littlefield, Deputy Officer, ERSM**

- The ERSMS4 Permit Lead/Liaison will provide an organizational chart showing all ERSMS groups involved in permit compliance activities to WMS by January 1, 2016, for inclusion in the coordination plan submittal to the Alaska Department of Environmental Conservation ADEC.
  - **See attached**

### 1.1 **Construction** (Permit Section 3.1)

- ERSMS will submit Stormwater Pollution Prevention Plans (SWPPPs) and any required review fee for construction sites disturbing 10,000 square feet or more to WMS for review and approval as outlined in Building Safety Handout AG21 before start of construction.
  - **CBERRRSA's contractor had two 2016 projects that required APDES SWPPP documentation, both were carried over from 2015, Both Projects were completed this summer and are closed. (See the attached)**
  - **We met or exceeded the intent of the permit on this item.**
- ERSMS will submit project plans and any required review fee for construction sites disturbing 500 square feet and pose a potential threat to receiving water quality to WMS for review and approval before start of construction as outlined in Building Safety Handout AG21.
  - **We had a total of 16 projects that fit this criteria, ( See attached documentation)**
  - **We met or exceeded the intent of the permit on this item.**
- ERSMS will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
  - **We met or exceeded the intent of the permit on this item.**
- ERSMS will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. ERSMS will:
  - Identify and notify the staff and contractors who require training as outlined in the permit
    - **Both the ERSMS Superintendent and the ERSMS Road Supervisor are CESCL certified, as well as two of the ERSMS McKenna Bros Inc. contractors**
    - **See attached training sign in sheet relating to BMP and proper uses**
  - Coordinate training with the AK CESL program (<http://ak-cescl.net/>)
    - **Mark H. Littlefield CESCL Cert # CC-16-6864**
    - **Anthony Winsor CESCL Cert# CC-14-4457**
    - **JR Walden CESCL Cert # AGC-15-0241**
    - **Chris Baxter CESCL Cert # AGC-14-0462**

## 1.2 New and Redevelopment (Permit Section 3.2)

### 1.2.1 Repair of Public Streets, Roads or Parking Lots. (Permit Section 3.1.3.1)

ERSM will:

- Evaluate the feasibility of incorporating runoff reduction techniques into the repair of streets, roads, and parking lots using canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, rain gardens, infiltration trenches, extended filtration and/or evapotranspiration and/or any combination of the aforementioned practices. Where such practices are found to be feasible, ERSM must consider the use of such practices in the design and repair.
  - **Keeping within the program ERSM evaluated all of its maintenance projects for incorporation of the above.**
- ERSM will coordinate with Office of Public Works Administration to obtain funding as needed for runoff reduction projects.
  - **CBERRRSA funding is dedicated within the CBERRRSA area and will evaluate each and every project to implement runoff techniques when feasible.**
- ERSM will provide a list of the locations of street, road, and parking lot repair work completed within the past 12 month period that has incorporated such runoff reduction practices to WMS by December 31 of each year
  - **See attached**

## 1.3 Operation and Maintenance of Permanent Stormwater Controls (Permit Section 3.2.5)

### 1.3.1 Inventory and Tracking (Permit Section 3.2.5.1)

ERSM will:

- Assist WMS in tracking publicly owned permanent stormwater controls in CBERRRSA.
  - **ESRM will keep constant updates and coordination with WSM for a full, compressive, up to date, and functional mapping and database.**
- Coordinate with WMS in the review of O&M plans for new, publicly owned stormwater BMPs.
  - **ERSM met this requirement**
- Provide an annual update to WMS by December 31 of each year summarizing new controls added to its inventory during that year.
  - **None added this year to the CBERRRSA area.**

### 1.3.2 Snow Disposal Sites (Permit Section 3.3.2)

ERSM will:

- Annually, by December 31, submit to WMS, an updated list of snow disposal sites, operated by ERSM.
  - **ERSM does not operate a Snow Disposal site at this time.**

## 1.4 Stormwater Infrastructure and Street Management (Permit Section 3.4)

### 1.4.1 Storm Sewer Inventory and Mapping (Permit Section 3.4.1)

ERSM will:

- By August 1, 2018 develop/continue to maintain a maintenance tracking database with schedules, actions taken, and progressive needs for continued MS4 function. As part of maintaining this database, an effort should be made to identify and inventory any existing assets that were previously not cataloged.
  - **As of Nov 2016, ERSM is currently 99% complete in this inventory and identification of our assets in the CBERRRSA area.**
- By August 1, 2016 coordinate with WMS to develop and implement a process to annually incorporate new information from construction record drawings to update the MS4 inventory. The MS4 inventory must include:
  - The location of all inlets, catchbasins and outfalls;
    - **Complete**
  - The location of all MS4 collection system pipes (laterals, mains, etc.);
    - **Complete**
  - The location of all existing structural storm water treatment controls;
    - **Complete**
  - The location of permittee-owned vehicle maintenance facilities, material storage facilities, maintenance yards, and snow disposal sites; permittee-owned or operated parking lots and roadways;
    - **Complete**
  - The location, age, type, size and configuration of Oil Grit Separator (OGS) structures and the drainage area served by each OGS structure; and the entity responsible for the maintenance of the road and drainage facility.
    - **ERSM has identified the location, type, and configuration of Oil Grit Separator (OGS) structures within the CBERRRSA area that are the responsibility of ERSM to maintain. We are working toward identifying the age of several of these OGSs**

### 1.4.2 Catch Basin and Inlet Cleaning (Permit Section 3.4.2)

ERSM will:

- Throughout the permit term, maintain a program to inspect all CBERRRSA-owned or operated catch basins and inlets at least annually and take appropriate maintenance action based on those inspections
  - **See attached 2016 annual inspection or cleaning.**
- Collect and develop rate of fill data for CBERRRSA catch basin facilities and

submit the results with the fourth year annual report (2019).

- **See attached 2015/2016 annual inspection or cleaning, will continue to collect data in relation to depth of accumulated materials.**
- Coordinate with WMS develop and implement a SOP for the treatment and disposal of catch basin and OGS wastes. The SOP shall address both solid and liquid portions of the waste stream.
  - **Currently decanting is conducted at our Hiland facility and solid waste materials are removed and transported to the Anchorage Regional Landfill for disposal.**

#### **1.4.3 Street and Road Maintenance (Permit Section 3.4.4)**

ERSM will:

- By August 1, 2017 update the ERSM Standard Operating Procedures. The SOPs must contain, for each activity or facility, inspection and maintenance schedules specific to the activity, and appropriate pollution prevention/good housekeeping procedures for all of the following types of facilities and/or activities listed below
  - Streets, Roads and Parking Lots (Permit Section 3.4.4.1)
  - Inventory of Maintenance Materials (Permit Section 3.4.4.2)
  - Covered Sand Storage (Permit Section 3.4.4.3)
  - Street and Road Sweeping (Permit Section 3.4.2)
    - **See attached “USB” for reviewed and updated SOP for the CBERRRSA Area.**
- Maintain an inventory of road maintenance materials including the use of sand and salt and submit a summary report each year by December 31 for inclusion in the annual report.
  - **See attached Material inventory for 2016**
- Coordinate with WMS in evaluating the performance of covered sand storage facilities, including the amount of salt reduction through the use of covered storage.
  - **Sand storage buildings at both our Hiland and Chugiak facilities have functioning heated sand storage buildings. No salt use is projected in the future with a reduction of 300 to 500 tons of salt each year.**

#### 1.4.4 Street and Road Sweeping (Permit Section 3.4.5)

ERSM will:

- Coordinate with WMS to develop an updated street sweeping management plan by March 1, 2016.
  - Coordinate with WMS and ADOT on how the visually clean method of performance will be evaluated.
    - **Working together with ADOT , ADRSA, and WRM to comply with performance measures as mutually agreed upon.**
    - **See attached USB with pictures of before sweeping and after and acceptance of visually clean.**
- Coordinate with WMS in the performance of street sweeping activities.
  - Assist WMS with decisions and data for sweeping quantitative assessments.
    - **ERSM will continue support and assistance as needed**
- For areas where street sweeping is technically infeasible, provide a summary report by December 31, 2016 for the first year Annual Report why sweeping is infeasible, and document how ERSM will increase implementation of other trash/litter control procedures to minimize pollutant discharges to the MS4 and receiving waters.
  - **See attached sheet indentifying the areas.**
- Submit annually to WMS by December 31 for inclusion in the Annual Report a summary of the prior year's sweeping activity this report shall include:
  - A map of al designated streets, roads, and public parking lots with their respective sweeping frequency
    - **Complete and met as of November 29, 2016**
  - Dates of sweep, completeness, types of sweepers used, number of passes on road surfaces and gutters, interference from parked vehicle or construction activities, other relevant qualitative information such as 'visually clean' evaluation and frequency category.
    - **Complete and submitted to WSM as of November 29, 2016.**
  - A summary of volume or weight of materials removed and a representative sample of the particle size distribution of swept materials.
    - **Complete and met as of November 29, 2016.**
  - Public outreach efforts or other means to address excess leaves and other material as well as areas that are infeasible to sweep. Efforts encouraging residents to move vehicles to maximize street surfaces available for sweeping.
    - **ERSM will continue to sweep areas of leaves as long as weather permits, this sweeping is additional to the fall sweep.**

#### **1.4.5 Herbicides, Pesticides, and Fertilizers (Permit Section 3.4.6)**

ERSM will implement practices to reduce the discharge of pollutants associated with the application, storage, and disposal of pesticides, herbicides, and fertilizers, and document these practices in the SOPs developed for Permit Section 3.4.6. ERSM will:

- **ERSM did not utilize and pesticides, herbicides, or fertilizers in 2016**

#### **1.4.6 Develop and Implement Storm Water Pollution Prevention Plans (Permit Section 3.4.7)**

ERSM will:

- Conduct annual inspections and revise, as necessary, and implement SWPPPs for all CBERRRSA-owned, material storage facilities, maintenance yards, and snow disposal sites.
  - **ERSM performed a revision of both our material storage facilities / maintenance yards in 2015, implemented new SWPPPs for both locations and will be conducting inspections based on those SWPPPs.**
- Yearly, Submit annual inspections to WMS by December 31 for inclusion in the Annual Report
  - **See attached “USB” for inspections of the facilities at the beginning for the new SWPPP.**
- Where presence of prohibited discharges indicates the need for corrective action, perform necessary corrections, update SWPPPs to incorporate preventative measures, and submit details with the annual summary.
  - **No discharges from our maintenance and storage facilities were noted.**
- When new facilities are built, develop and implement a SWPPP as part of the start-up activities.
  - **Completed once the new sand storage buildings were constructed, implemented them into the storage facilities SWPPP.**

#### **1.5.7 Staff Training (Permit Section 3.5.8)**

ERSM will provide training for staff based on SOPs, SWPPPs, and in general permit education. ERSM will:

- Perform this task by developing and delivering training to field staff (or by contracting for appropriate equivalent training) and by maintaining records to document that the training has been held annually for all field staff.
  - **See attached winter training of the CBERRRSA contract work force.**
- Provide to WMS by December 31 of each year, the dates of each training held in the last 12 months, an outline of the material covered at each training, and the number of participants.
  - **See attached winter training of the CBERRRSA contract work force**



## **1.6 Illicit Discharge Management (Permit Section 3.5)**

ERSM will coordinate spill prevention, containment, and response activities with other departments of the MOA and DOT and will provide training to its field staff on identifying and eliminating illicit discharges, spills, and illicit connections to the MS4.

- ERSM will provide annual summary of spills and response actions to WMS by December 31 of each permit year.
  - **No noted or reported spills during this period**

### **1.8.1 Evaluation of Program Effectiveness (Permit Section 4.3)**

- ERSM will provide a yearly summary of how their activities met or did not meet the intent of the Permit and how they will change their SOPs, as appropriate, in the coming year to better meet their needs. A summary report to WMS by December 31 of each permit year.
  - **This submittal should serve as our summary of events in the CBERRRSA area, changes were made to the SOP's and implemented into our daily routine.**

### **1.8.2 Record Keeping (Permit Section 4.5 and 2.8)**

- ERSM will be responsible for compiling and archiving records of their compliance activity as required by the permit.
  - **Records of our maintenance activities are at our Eagle River office and available**

Prepared by:

**Mark H. Littlefield**  
**Municipality of Anchorage**  
**Department of Public Works**  
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