

2016  
**MS4 Summary for Girdwood Road Service Area**  
**December 13, 2016**

**Costs incurred:**

Sweeping

▪ Spring	\$10,973.50
▪ Incidental	\$2536.00
▪ Fall	\$5416.00

Storm Drainage System Cleaning

No cleaning this year as the full rates did not require cleaning this fall. Cleaning will be completed in the spring of 2016 after winter sand is picked up.

800 Tons of E-chips with 6% salt with Purchased \$30,035.98

Total \$48,960.98

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

Purpose: To describe planned coordination of MS4 activities as required at Section 1.3.4. specifically relative to the Public Works Department, Girdwood Street Maintenance Division ('GSM'), the Municipality of Anchorage agency responsible for Municipal Separate Storm Sewer (MS4) maintenance and operations within the Girdwood Service Area (GSA).

**1 Coordination Agreement**

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

- GSM will name a point of contact as the GSM 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.
- The GSM MS4 Permit Lead/Liaison will provide an organizational chart showing all GSM 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.
- GSM will perform the activities described below to achieve permit compliance:

## 1.1 Construction (Permit Section 3.1)

- GSM 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.
- GSM 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.
- GSM may elect to contract with a third party for the review of SWPPPs and Storm Water Treatment Plans (SWTPs) and site inspections for conformance with the provisions of the APDES Permit.
- GSM will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- GSM will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- GSM will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. GSM will:
  - Identify and notify the staff and contractors who require training as outlined in the permit
    - **GSM Supervisor and GSM road maintenance contractor are CESCL certified**
  - Identify and notify the staff and contractors who require training as outlined in the permit
  - Coordinate training with the AK CESL program (<http://ak-cescl.net/>)
    - **Kyle T. Kelley CESCL Cert # CC-14-4419**
    - **Carlos Marques CESCL Cert# AGC-15-0532**

## 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)

GSM 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, GSM must consider the use of such practices in the design and repair.
  - **GSM will reevaluate all of its maintenance projects for incorporation of the above.**
- GSM will coordinate with WMS, as necessary, to assist in establishing appropriate design standards and limitations of runoff reduction techniques and/or feasibility threshold

- **GSM is very much open to coordinating with WSM for runoff reduction**
- GSM will coordinate with Office of Public Works Administration to obtain funding as needed for runoff reduction projects.
  - **Girdwood Road Service Area (GRSA) funding is dedicated within GRSA only and will evaluate each and every project to implement runoff techniques when feasible**
- GSM 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)**

GSM will:

- Assist WMS in tracking publicly owned permanent stormwater controls in GSA.
  - **Keeping constant updates and coordination with WSM as we progress toward a full, compressive, up to date database.**
- Coordinate with WMS in the review of O&M plans for new, publicly owned stormwater BMPs.
  - **GSM is working toward this**
- Provide an annual update to WMS by December 31 of each year summarizing new controls added to its inventory during that year.
  - **No new controls added this year to GSM**

#### **1.3.2 Education and Training on Permanent Stormwater Controls (Permit Section 3.2.7)**

GSM will:

- Assist WMS in developing and maintaining a training program regarding the selection, design, installation, operation and maintenance of permanent storm water controls.
  - Assist as necessary in providing information on updated or revised storm water treatment standards, design manual specifications, LID techniques, and proper operation and maintenance requirements.
- Annually, ensure that all GSM personnel responsible for reviewing plans for new development and redevelopment and/or inspecting storm water management practices and treatment controls must receive training sufficient to determine the adequacy of storm water management and treatment controls at proposed new development and redevelopment sites.
- Assist WMS as necessary in developing training for local audiences on the stormwater management requirements described in Permit Section 3.2. particularly related to relevant maintenance considerations.

#### 1.4 Industrial and Commercial Storm Water Discharge Management (Permit Section 3.3)

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

GSM will:

- Annually, by December 31, submit to WMS, an updated list of snow disposal sites, operated by GSM.
- Assist WMS as necessary in locating and mapping all active Municipal snow disposal sites, including field identification and location of storm water controls at each snow disposal site.
  - **GSM does not operate a Snow Disposal site at this time.**

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

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

GSM 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.
  - **GSM is currently completing this inventory and identification of our assets in GRSA.**
- 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;
    - **In Process of completing**
  - The location of all MS4 collection system pipes (laterals, mains, etc.);
    - **In Process of completing**
  - The names and locations of all receiving waters of the United States that receive discharges from the outfalls (WMS task);
    - **In Process of completing**
  - The location of all existing structural storm water treatment controls;
    - **In Process of completing**
  - Identification of subbasin and approximate acreage draining into each MS4 outfall (WMS task);
    - **In Process of completing**
  - 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;
    - **In Process of completing**
  - 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.
    - **GSM currently does not have OGS structures in its inventory.**

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

GSM will:

- Throughout the permit term, maintain a program to inspect all GSA-owned or operated catch basins and inlets at least annually and take appropriate maintenance action based on those inspections
  - **Due to very limited of catch basins and inlets in GSM, we inspect annually and clean them every two years unless necessary to clean annually. Next cleaning will be spring 2017.**
- Collect and develop rate of fill data for GSA catch basin facilities and submit the results with the fourth year annual report (2019).
  - **Will collect data to determine depth of accumulated materials at each cleaning.**
- Use results from the rate study to update their maintenance schedules and standard operating procedures (SOP) prior to the expiration of the permit.
  - **If data shows that material accumulation is faster than estimated then GSM increase our cleanings to annual schedule.**
- 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.
  - **GSM will coordinate with WMS to develop this SOP.**

### 1.5.3 Street and Road Maintenance (Permit Section 3.4.4)

GSM will:

- By August 1, 2017 update the GSM 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)
    - **GSM is currently updating its SOP's**
- 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.
  - **GSM does not have a covered Sand storage building**

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

GSM 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 with ADOT, ADRSA, WRM and ERSM to measure performance.**
- Coordinate with WMS in the performance of street sweeping activities.
  - Assist WMS with decisions and data for sweeping quantitative assessments.
    - **GSM will continue to support and assist as needed**
- For areas where street sweeping is technically infeasible, provide a summary report by December 31, 2015 for the first year Annual Report why sweeping is infeasible, and document how GSM will increase implementation of other trash/litter control procedures to minimize pollutant discharges to the MS4 and receiving waters.
  - **See attached sheet indentifying the streets**
- 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 all designated streets, roads, and public parking lots with their respective sweeping frequency
    - **Complete and met as October 31, 2016, see attached.**
  - 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.
    - **Completed as of December 9, 2016**
  - A summary of volume or weight of materials removed and a representative sample of the particle size distribution of swept materials.
    - **Completed as of November 1, 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.
    - **GSM continues to improve its communication with the public to clear streets so maximize street surface is available for sweeping days.**

#### 1.5.5 Herbicides, Pesticides, and Fertilizers (Permit Section 3.4.6)

GSM 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.. GSM will:

- Assure that practices to reduce the discharge of pollutants are implemented by staff and contractors.
- Require that its employees who apply restricted use pesticides have ADEC certification via the Alaska Pesticide Safety program. GSM will maintain a list of certified applicators and the expiration date of their certification.

- Require by contract that any contractors who apply restricted use pesticides have ADEC certification. GSM will obtain and retain copies of the contractors' certifications.
- Provide an annual summary of the practices it has implemented to reduce the discharge of pollutants associated with the application, storage, and disposal of pesticides, herbicides, and fertilizers to WMS by December 31 of each year
  - **GSM does not utilize herbicides, pesticides and fertilizers in the service area.**

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

GSM will:

- Conduct annual inspections and revise, as necessary, and implement SWPPPs for all GSA-owned, material storage facilities, maintenance yards, and snow disposal sites
  - **Annual report completed on May 3, 2015**
- Yearly, Submit annual inspections to WMS by December 31 for inclusion in the Annual Report
  - **See attached inspection**
- 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 facility was noted.**
- When new facilities are built, develop and implement a SWPPP as part of the start-up activities.

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

GSM will provide training for staff based on SOPs, SWPPPs, and in general permit education. GSM 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.
- Coordinate this training with WMS as necessary.
- 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.
  - **Spring training of the CSM contract was conducted.**

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

GSM 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.

- GSM will participate with WMS in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- GSM will coordinate with AWWU, ROW, WMS, ADOT, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.

- GSM will provide annual summary of spills and response actions to WMS by December 31 of each permit year.
- GSM will continue to coordinate with WMS the implementation of a illicit discharge tracking program. GSM will facilitate access to WMS or its contractors, and any specialized equipment or training required to enter and sample, piped storm drain systems and controls as needed to determine source and extent of illicit discharges.
  - **No noted spills during this period**

**1.7 Public Education and Involvement (Permit Section 3.6)**

Coordinated with WMS on ongoing education and public involvement program aimed at residents, businesses, industries, elected officials, policy makers, and employees. The goal of the education program is to reduce or eliminate behaviors and practices that cause or contribute to adverse storm water impacts.

- Coordinate as necessary with WMS on outreach efforts aimed at the general public, businesses, homeowners, landscapers, property managers, engineers, contractors, developers, review staff, and landuse planners.

**1.7.1 Annual Meeting (Permit Section 3.6.3)**

GSM will coordinate with WMS in conducting the Annual Meeting.

- GSM will participate and contribute to the efforts required to implement annual public meetings to include at minimum the costs of obtaining appropriate meeting places, obtaining and using meeting presentation materials and equipment, and acquiring and providing hosting services.
- GSM will coordinate with and advise WMS in planning and preparation for annual meets required under the permit. Such coordination and advice will include at minimum identification of optimum date(s) to hold the meeting and those topics and agendas to be presented that are of particular importance to GSM.
- GSM will send select staff to attend and participate in annual public meetings organized and directed by WMS. GSM will coordinate with WMS so as to ensure the availability of GSM staff for participation in the annual meetings in multiple roles of hosts, presenters, and audience.
- GSM will as necessary prepare and present summaries, examples, training and guidance materials, and other supplementary materials to meeting attendees that are descriptive of its MS4 activities for the past year in concert with the format and schedule of events as prepared by WMS for each annual meeting.

**1.7.2 Monthly Coordination Meetings**

- GSM will make staff available for monthly coordination meetings with between ADOT, ARDSA, WMS, CBERRRSA and the Girdwood Service Area

**1.7.3 Semi-Annual Meetings (Permit Section 3.6.4)**

- GSM will make staff available for semi-annual coordination meetings with DEC to discuss permit requirements, SWMP implementation results over the previous two quarters, and SWMP implementation objectives for the following two quarters. At a minimum, meetings will be held in March and October of each year, or at a schedule mutually agreed upon by the permittees and DEC.

**1.8 Monitoring, Evaluation, Reporting, and Record Keeping Requirements (Permit Section 4.0)**



- GSM will assist as necessary in the annual evaluation of the MOA’s compliance with permit conditions and progress towards achieving control measures outlined in Section 3.0 of the permit.
- GSM will assist WMS as necessary in providing access to WMS or its contractors for sampling efforts related to outfall monitoring, fecal coliform and petroleum loading estimates
- GSM will assist WMS in the monitoring of effectiveness of site controls in new or retrofitted snow storage sites. Monitoring will be conducted twice during the permit term with a project report delivered with the 2019 Annual Report.

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

- GSM 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.

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

- GSM will be responsible for compiling and archiving records of their compliance activity as required by the permit.
- Summary reports, inspections, and all other permit related, compliance-related documents concerning GSM activities shall be retained for a period of at least five years from the date of the sample, measurement, report or application, or for the term of this permit, whichever is longer.
- GSM records must make records available to the public if requested to do so in writing and make those records available during normal business hours. GSM may charge the public a reasonable fee for copying requests.
- GSM will submit to WMS by December 31 of each year:
  - Information described in each of the tasks outlined in this agreement.
  - General summary of next year’s anticipated permit compliance activities.
  - Information their program’s cost of compliance for the preceding 12 months.

**2 Revisions**

WMS and GSM will revisit this agreement on an as-needed basis.

**3 Coordinating Authorities:**

- Kyle Kelley, Girdwood Manager, Girdwood Street Maintenance
- Kristi Bischofberger, Manager, Watershed Management Services
- Jeffrey Urbanus, Watershed Hydrologist, Watershed Management Services

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Kyle Kelley, Girdwood Liaison  
Girdwood Street Maintenance

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Date

