Instructions on Filling out the Western WA Phase II Municipal Stormwater Permit Annual Report Form

1. Complete all TABS in the worksheet: (1) Permittee Information; (2) Certification; (3) ANNUAL REPORT (Section VI); (4) Info Collection (Section VII-A); (5) Info Collection (Section VII-B); (6) Info Collection (Section VII-C); and (7) Info Collection (Section VII-D).

2. The Certification form/TAB must be signed and certified by the responsible official(s). All TABs (except the INSTRUCTIONS) must be printed out and mailed to Ecology.

3. Answer every question. Use the *Comments* and *Attachment* fields only when necessary to provide additional information.

4. For questions asking for a number, type in a 0 (zero) in the **#** field of the ANNUAL REPORT tab if no activity has occurred. Do not leave the field blank.

5. Do not add text to shaded fields.

6. Use the following tables to guide filling out the Y/N/NA field. See below.

7. Save your completed Annual Report and email the Excel worksheet PLUS attachments to: *PH2_WAnnRpt@ecy.wa.gov*. **Ecology cannot accept incomplete or partially completed Annual Report forms.**

If you met the permit requirement by the deadline in the permit…	Mark **Y** in the Y/N/NA field.
If you did not meet the permit requirement by the deadline in the permit…..	Mark **N** in the Y/N/NA field. Provide following information in *Comments* field: "reasons why, corrective steps taken and proposed, and expected dates that the deadline will be met." [See S9.E.2.d for full description of required additional information.]
If the permit requirement does not apply to you or is not yet due…..	Mark **NA** in the Y/N/NA field. You may note in the *Comments* field if the requirement is not yet due.

I. Permittee Information

Permittee Name	Permittee Coverage Number
City of Woodinville	WAR-04-55-45

Contact Name	Phone Number
Tom Hansen	425-489-2700

Mailing Address
Woodinville City Hall
17301-133rd Avenue NE

City	State	Zip + 4
Woodinville	WA	98072

Email Adddress
TomH@ci.woodinville.wa.us

II. Regulated Small MS4 Location

Jurisdiction
Woodinville

Entity Type: Check the box that applies		
County	City/Town	Other
	X	

Major Receiving Water(s)
Sammamish River, Little Bear Creek, Woodin Creek, Derby Creek, Cold Creek

III. Relying on another Governmental Entity

If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and briefly describe the permit obligation(s) they are implementing on your behalf below. ***Attach a copy of your agreement with the other entity to provide additional detail.***

Name of Entity:	Permit Obligation(s):
King County	Stormwater facility inspections and maintenance support as needed.

IV. Certification

All annual reports must be signed and certified by the responsible official(s) of permittee or co-permittees. Please print and sign this page of the reporting form and mail it (with an original signature) to Ecology at the address noted below. An electronic signature will not suffice.

I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that Qualified Personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations.

Name		Title	Public Works Director	Date	
Name		Title		Date	
Name		Title		Date	
Name		Title		Date	
Name		Title		Date	

VI. Status Report Covering Calendar Yr: 2008 **Jurisdiction Name:** City of Woodinville

PLEASE indicate reporting year and your jurisdiction in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

NOTE: Items that have future compliance dates must still be answered to indicate status.
NOTE: Highlighted questions indicate permit requirements that are due for calendar year 2008.
NOTE: For clarification on how to answer questions, place cursor over cells with red flags.
PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
1.	**Attached** annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?				Woodinville, Stormwater Management Program (updated March 2009)
2.	**Attached** a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period, and implications for the SWMP as per S9.E.3?	Y		No annexations, incorporations or boundary changes occurred in 2008.	
3.	Implemented an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities? (S5.A.3)	Y		SWMP implementation, tracking, and data gathering is an ongoing process, consistent with required permit deadlines.	
4.	Began tracking costs or estimated costs of the development and implementation of the SWMP? (*Required* no later than January 1, 2009, S5.A.3.a)	N		To begin in 2009.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
5.	SWMP includes an education program aimed at residents, businesses, industries, elected officials, policy makers, planning staff and other employees of the Permittee? (*Required to begin* by February 15, 2009, S5.C.1)	N		Existing education program focuses on ESA issues. A new program is underdevelopment to focus on stormwater impacts to water quality. See SWMP.	
6.	Distributed appropriate information to target audiences identified in the area served by the MS4? (*Required to begin* by February 15, 2009, S5.C.1.a)	N		Not due to begin until February 15, 2009	
6b.	Please mark a **Y** next to audiences targeted in Y/N/NA box:				
i	General Public	N		Target audiences will be identified with education program development.	
ii	Home-based business	N		Target audiences will be identified with education program development.	
iii	Elected officials	N		Target audiences will be identified with education program development.	
iv	Developers	N		Target audiences will be identified with education program development.	
v	Contractors	N		Target audiences will be identified with education program development.	
vi	Permittee Employees	N		Target audiences will be identified with education program development.	
vii	Residents	N		Target audiences will be identified with education program development.	
viii	Businesses	N		Target audiences will be identified with education program development.	
ix	Policy makers	N		Target audiences will be identified with education program development.	
x	Engineers	N		Target audiences will be identified with education program development.	
xi	Property managers	N		Target audiences will be identified with education program development.	
xii	Homeowners	N		Target audiences will be identified with education program development.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
xiii	Mobile businesses	N		Target audiences will be identified with education program development.	
xiv	Industries	N		Target audiences will be identified with education program development.	
xv	Landscapers	N		Target audiences will be identified with education program development.	
xvi	Planning Staff	N		Target audiences will be identified with education program development.	
7.	Tracked the types of public education and outreach activities implemented. (*Required to begin* by February 15, 2009, S5.C.1.c)	N		Not due to begin until Feburary 15, 2009.	
7b.	Number of activities implemented:		0	Not due until Feburary 15, 2009.	
8.	Measured the understanding and adoption of the targeted behaviors among targeted audiences. (*Required to begin* by February 15, 2009, S5.C.1.b)	N		Measurement to begin in 2009	
9.	Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? (*Required* by February 15, 2008, S5.C.2.a)	N		Due to staff changes and transitions within the City's stormwater program, the public participation open house will take place in 2009.	
10.	Developed and implemented a process for public involvement and consideration of public comments on the SWMP? (*Required* by February 15, 2008, S5.C.2.a)	N		Due to staff changes and transitions within the City's stormwater program, the public participation open house will take place in 2009.	
11.	Made the most current version of the SWMP available to the public. (S5.C.2.b)	Y		SWMP is available at City Hall	
12.	Posted the SWMP and latest annual report on your website. (S5.C.2.b)	Y		Annual Report is posted. Updated SWMP will be posted with 2008 annual report.	
12b.	NOTE website address in *Attachment* field:				http://www.ci.woodinville.wa.us/CityHall/PublicWorks.asp (link on left side)

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
13.	Initiated or implemented an ongoing program to detect and remove illicit connections and illegal discharges into the Permittee's MS4? (*Required* August 19, 2011, S5.C.3)	N		Not due until August 19, 2011	
14.	Developed and currently maintain a map of your MS4? (*Required* by February 15, 2011, S5.C.3.a)	N		Mapping is in progress. Completed map not due until February 15, 2011	
14b.	Initiated a program to develop and maintain a map of all connections to the MS4 authorized or allowed by the Permittee after the Permit effective date? (S5.C.3.a.ii)	Y		New connections are added to existing maps as they are constructed.	
15.	Map shows the location of all known municipal separate storm sewer outfalls, receiving waters and structural stormwater BMPs owned, operated, or maintained by the Permittee? (*Required* by February 15, 2011, S5.C.3.a.i)	N		85% of outfalls are mapped. Additional mapping is in progress. Completed map not due until February 15, 2011.	
16.	Map shows all storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems and includes tributary conveyances, associated drainage areas and land use? (*Required* by February 15, 2011, S5.C.3.a.i)	N		Mapping is in progress. Completed map not due until February 15, 2011	
17.	Map shows geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters? (*Required* by February 15, 2011, S5.C.3.a.iii)	N		Mapping is in progress. Completed map not due until February 15, 2011	
18.	Map has been made available upon request? (S5.C.3.a.iv)	Y		Maps showing progress to date are available on request.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
19.	Developed and implemented regulatory actions necessary to effectively prohibit non-stormwater, illegal discharges, and/or dumping into the Permittee's MS4? (*Required* by August 15, 2009, S5.C.3.b)	N		Not due until August 15, 2009. City adopted King County Code 8.12 to prohibit discharges and illicit connections	
20.	Developed and implemented an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the Permittee's MS4? (*Required* by August 19, 2011, S5.C.3.c)	N		Not due until August 19, 2011	
21.	Developed procedures for locating priority areas likely to have illicit discharges, including at a minimum: evaluating land uses and associated business/industrial activities present; areas where complaints have been registered in the past; and areas with storage of large quantities of materials that could result in spills? (*Required* by August 19, 2011, S5.C.3.c.i)	N		Not due until August 19, 2011	
22.	Implemented field assessment activities, including visual inspection of priority outfalls identified during dry weather, and for the purposes of verifying outfall locations, identified previously unknown outfalls, and detected illicit discharges? (*Required* by August 19, 2011, S5.C.3.c.ii)	N		Not due until August 19, 2011	
23.	Prioritized receiving waters for visual inspection? (*Required* by February 15, 2010, S5.C.3.c.ii)	N		Not due until February 15, 2010	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
24.	Conducted field assessments for three high priority water bodies? (*Required* by February 15, 2011, S5.C.3.c.ii)	N		Not due until February 15, 2011	
25.	Conducted field assessments on at least one high priority water body? (*Required* annually **after** February 15, 2011, S5.C.3.c.ii)	N		Not due until February 15, 2011	
26.	Developed and implemented procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee? (*Required* by August 19, 2011, S5.C.3.c.iii)	N		Not due until August 19, 2011	
27.	Developed and implemented procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures? (*Required* by August 19, 2011, S5.C.3.c.iv)	N		Not due until August 19, 2011	
28.	Developed and implemented procedures for removing the source of the discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated? (*Required* by August 19, 2011, S5.C.3.c.v.)	N		Not due until August 19, 2011	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
29.	Informed public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? (*Required* by August 19, 2011, S5.C.3.d)	N		Not due until August 19, 2011	
30.	Distributed appropriate information to target audiences identified pursuant to S5.C.1? (*Required* by August 19, 2011, S5.C.3.d.i)	N		Not due until August 19, 2011	
31.	Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? (*Required* by February 15, 2009, S5.C.3.d.ii)	N		Not due unitl February 15, 2009. City has identified a phone number and informaiton will be posted on the City's website.	
31b.	Number of hotline calls received:		0	Not tracked until 2009.	
31c.	Number of follow-up actions taken in response to calls:		0	Not tracked until 2009.	
32	Tracked the number and type of spills? (*Required* by August 19, 2011, S5.C.3.e)	Y		Tracking is informal at this point. Formal tracking not due until August 19, 2011.	
32b.	Number of spills:		5		Information available upon request.
33	Tracked the number of illicit discharges identified? (*Required* by August 19, 2011, S5.C.3.e)	N		Not due until August 19, 2011	
33b.	Number of illicit discharges identified:		0		
34	Tracked the number of inspections made for illicit connections? (*Required* by August 19, 2011, S5.C.3.e)	N		Not due until August 19, 2011	
34b.	Number of inspections:		0		
35	Received feedback from IDDE public education efforts? (*Required* by August 19, 2011, S5.C.3.e)	N		Not due until August 19, 2011	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
36	**Attached** report on IDDE public education efforts? (*Required* by August 19, 2011, S5.C.3.d, S5.C.3.e)	N		Not due until August 19, 2011	
37	Municipal field staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, improper disposal and illicit connections are trained to conduct these activities? (*Required* by August 15, 2009, S5.C.3.f.i)	N		Not due until August 15, 2009.	
37b.	Number of trainings provided:		0		
37c.	Number of staff trained:		0		
38	Provided follow-up training as needed to address changes in procedures, techniques or requirements? (*Required* by August 15, 2009, S5.C.3.f.i)	N		Not due until August 15, 2009.	
38b.	Number of trainings provided:		0		
38c.	Number of staff trained:		0		
39	Developed and implemented an ongoing training program on the identification of an illicit discharge/connection, and on the proper procedures for reporting and responding to the illicit discharge/ connection for all municipal field staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system? (*Required* by February 15, 2010, S5.C.3.f.ii.)	N		Not due until February 15, 2010	
39b.	Number of trainings provided:		0		
39c.	Number of staff trained:		0		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
40	Developed, implemented and enforced a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities? *(Required* by August 15, 2009, S5.C.4)	N		Woodinville as adopted the King County Surface Water Design Manual (KCSWDM) and additional ordinances. Will adopt updated KCSWDM (and additional ordinance language) in 2009.	
41	Applied stormwater runoff program to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? *(Required* by August 15, 2009, S5.C.4)	N		See Question #40. Program is applied to all sites that disturb land area 1 acre or greater.	
42	Applied stormwater runoff program to private and public development, including roads? *(Required* by August 15, 2009, S5.C.4)	N		See Question #40. Program is applied to all private and public development, including roads.	
43	Applied the Technical Thresholds in Appendix 1 to all sites 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? *(Required* by August 15, 2009, S5.C.4)	N		See Question #40. KCSWDM standards are applied to all sites 1 acre or greater.	
44	Adopted and implemented regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? (*Required* by August 15, 2009, S5.C.4.a)	N		See Question #40. Ordinance is in place adopting KCSWDM.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
45	Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4? (S5.A.4)	NA		City follows King County requirements.	
46	The ordinance or other enforceable mechanism includes the minimum requirements, technical thresholds, and definitions in Appendix 1 (or an equivalent approved by Ecology under the NPDES Phase I Municipal Stormwater Permit) for new development, redevelopment, and construction sites? (*Required* by August 15, 2009, S5.C.4.a.i)	N		See Question #40.	
47	The ordinance or other enforceable mechanism includes exceptions and variance criteria equivalent to those in Appendix 1? (*Required* by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	N		See Question #40.	
48	Were exceptions or variances to the minimum requirements in Appendix 1 granted? (*Required* by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	N		Not applicable.	
48b.	If so, how many were granted?		0		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
49	The ordinance or other enforceable mechanism includes a site planning process and BMP selection and design criteria that, when used to implement the minimum requirements in Appendix 1 (or equivalent approved by Ecology under the Phase I Permit) will protect water quality, reduce the discharge of pollutants to the maximum extent practicable and satisfy the State requirement under Chapter 90.48 RCW to apply all known, available and reasonable methods of prevention, control and treatment (AKART) prior to discharge? *(Required* by August 15, 2009, S5.C.4.a.ii)	N		See Question #40.	
49b.	Cite documentation to meet this requirement in *Attachment* field:	y			
50	The ordinance or other enforceable mechanism provides the legal authority, through the approval process for new development, to inspect private stormwater facilities that discharge to the Permittee's MS4? (*Required* by August 15, 2009, S5.C.4.a.iii)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
51	The ordinance or other enforceable mechanism allows non-structural preventive actions and source reduction approaches such as Low Impact Development (LID) Techniques to minimize the creation of impervious surfaces and minimize the disturbance of native soils and vegetation? (*Required* by August 15, 2009, S5.C.4.a.iv)	N		City is working to develop LID guidelines and standards. 2009 KCSWDM includes requirements for Flow Control BMPs to reduce and minimize impact of impervious surfaces.	
52	If the ordinance or regulatory mechanism allows construction sites to apply the **Erosivity Waiver** in Appendix 1, Minimum Requirement #2, does it include appropriate, escalating enforcement sanctions for construction sites that provide notice to the Permittee of their intention to apply the waiver but do not meet the requirements (including timeframe restrictions, limits on activities that result in non-stormwater discharges, and implementation of appropriate BMPs to prevent violations of water quality standards) to qualify for the waiver? (If waiver is allowed, the qualification is *required* by August 15, 2009, S5.C.4.a.v)	NA		Erosivity Waiver is not included.	
53	Developed and implemented a permitting process to address runoff from new development, redevelopment and construction site activities with plan review, inspection, and enforcement capability? *(Required* by August 15, 2009, S5.C.4.b)	Y		City Public Works has Civil plans examiner and inspector. City requires Contractors to have certified Erosion Control Supervisor onsite.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
54	Applied permitting process to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (*Required* by August 15, 2009, S5.C.4.b)	Y			
55	Reviewed **Stormwater Site Plans** for new development and redevelopment projects? (*Required* by August 15, 2009, S5.C.4.b.i)	Y			
55b.	Number of site plans reviewed during the reporting period:		15	15 Site Development permits were issued in 2008, requiring City review of the site plans.	
56	Inspected, prior to clearing and construction, all known development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 **Determining Construction Site Sediment Potential**? (*Required* by August 15, 2009, S5.C.4.b.ii)	N		Not due until August 2009.	
56b.	Number of qualifying sites inspected prior to clearing and construction during the reporting period:		0	Not due until August 15, 2009.	
57	Inspected construction-phase stormwater controls at all known permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? (*Required* by August 15, 2009, S5.C.4.b.iii)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
57b.	Number of sites inspected during the construction phase for the reporting period:		15	15 sites received 89 inspections during 2008.	
58	Enforced as necessary based on the inspection at new development and redevelopment projects? (*Required* by August 15, 2009, S5.C.4.b.iii)	Y			
58b.	Number of enforcement actions taken during the reporting period:		65	The 89 inspections identified 65 required corrective actions in 2008. All items were corrected in a timely manner, and further enforcement was not required.	
59	Inspected qualifying permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls such as stormwater facilities and structural BMPs? (*Required* by August 15, 2009, S5.C.4.b.iv and v)	Y			
59b.	Number of qualifying sites known during the reporting period:		7	7 of the 15 development projects were reached final construction in 2008.	
59c.	Number of qualifying sites inspected during the reporting period:		7		
60	Verified a maintenance plan is completed and responsibility for maintenance is assigned for qualifying projects? (*Required* by August 15, 2009, S5.C.4.b.iv)	Y		KCSWDM requires a long term maintenance plan be in place.	
61	Enforced regulations as necessary based on the inspection? (*Required* by August 15, 2009, S5.C.4.b.iv)	Y		King County conducts facility inspections and send inspection reports to the City and faciltiy owners.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
61b.	Number of enforcement actions taken during the reporting period:		0	Inspections identified deficiencies on 72 facilities. Owners were notified of responsibility to correct deficiencies, though none went to formal enforcement action.	
62	Developed and implemented an enforcement strategy to respond to issues of non-compliance with the regulations for qualifying projects? (*Required* by August 15, 2009, S5.C.4.b.vi)	Y		King County conducts facility inspections and send inspection reports to the City and faciltiy owners.	
63	Did the Permittee choose to allow construction sites to apply the **Erosivity Waiver** in Appendix 1, Minimum Requirement #2? (S5.C.4.b.vii)	N			
63b.	If yes, how many waivers were allowed ?		0		
64	Developed and implemented a long-term operation and maintenance (O&M) program for post-construction stormwater facilities and BMPs? (*Required* by August 15, 2009, S5.C.4.c)	N		Not due until August 15, 2009. The maintenance plan is being developed.	
65	Adopted an ordinance or other regulatory mechanism that clearly identifies the party responsible for maintenance, requires inspection of facilities and establishes enforcement procedures? (*Required* by August 15, 2009, S5.C.4.c.i)	N		Not due until August 15, 2009.	
66	Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? (*Required* by August 15, 2009, S5.C.4.c)	N		Inspections take place, but program is not formalized. See Question #72.	
66b.	Number of sites inspected during the reporting period:		0	Not tracked. See Question #72.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
66c.	Number of structural BMPs inspected during the reporting period:		0	Not tracked. See Question #72.	
66d.	Number of enforcement actions taken during the reporting period:		0	Not tracked. See Question #72.	
67	Established maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the **2005 Stormwater Management Manual for Western Washington**? (*Required* by August 15, 2009, S5.C.4.c.ii)	N		Not due until August 15, 2009.	
68	Performed timely maintenance as per S5.C.4.c.ii? *(Required* by August 15, 2009, S5.C.4.c.ii)	N		Maintenance is performed as needed. Compliance with S5.C.4.c.11 is not due until August 15, 2009.	
68b.	**Attached** documentation of any maintenance delays. *(Required* by August 15, 2009, S5.C.4.c.ii)	N		Not due until August 15, 2009.	
69	Annually inspected all stormwater treatment and flow control facilities (other than catch basins) permitted by the Permittee according to S5.C.4.b. unless there are maintenance records to justify a different frequency? (*Required* by August 15, 2009, S5.C.4.c.iii)	Y		King County conducts facility inspections.	
70	If using reduced inspection frequency, **Attached** documentation as per S5.C.4.c.iii? *(Required* by August 15, 2009, S5.C.4.c.iii)	NA		Not applicable.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
71	Inspected all new stormwater treatment and flow control facilities owned or operated, including catch basins, for new residential developments that are a part of a larger common plan of development or sale, every 6 months during the period of heaviest house construction (i.e., 1 to 2 years following subdivision approval) to identify maintenance needs and enforce compliance with maintenance standards as needed? (*Required* by August 15, 2009, S5.C.4.c.iv)	N		Not due until August 2009.	
71b.	Number of facilities inspected during the reporting period:		0		
72	Implemented a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, other enforcement records, maintenance inspections and maintenance activities? (*Required* by August 15, 2009, S5.C.4.d)	N		Informal recordkeeping is in place. Formal program is under development. Not due until August 15, 2009.	
73	Provided copies of the **Notice of Intent for Construction Activity** and **Notice of Intent for Industrial Activity** to representatives of proposed new development and redevelopment? (S5.C.4.e)	Y		The NOI is discussed in pre-application meetings and DOE contract information is given to applicants. The NOI is also available at the city's Development Services counter.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
74	All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement were trained to conduct these activities? (*Required* by August 15, 2009, S5.C.4.f)	Y		Not due until August 15, 2009. Staff attend training when possible.	
74b.	Number of trainings provided:		0	Not Tracked. Not due until August 2009.	
74c.	Number of staff trained:		0	Not Tracked. Not due until August 2009.	
75	Developed and implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (*Required* by February 15, 2010, S5.C.5)	N		Not due until February 15, 2010. The O&M program is under development.	
76	Adopted maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 *Stormwater Management Manual for Western Washington*? (*Required* by February 15, 2010, S5.C.5.a)	N		Not due until February 15, 2010. The O&M program is under development.	
77	Performed timely maintenance as per S5.C.5.a.ii? *(Required* by February 15, 2010, S5.C.5.a.ii)	N		Not due until February 15, 2010. City conducts maintenance on an as needed basis. A formal O&M program is under development.	
77b.	**Attached** documentation of any maintenance delays. *(Required* by February 15, 2010, S5.C.5.a.ii)	N		Not applicable.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
78	Annually inspected and maintained all stormwater treatment and flow control facilities (other than catch basins)? (*Required* by February 15, 2010, S5.C.4.c.iii)	Y		King County conducts maintenance inspections. Note this question is duplicative of questions 66 and 71.	
78b.	Number of known facilities:		202		
78c.	Number of facilities inspected during the reporting period:		202		
79	If using reduced inspection frequency, **Attached** documentation as per S5.C.5.a.ii? *(Required* by February 15, 2010, S5.C.5.b)	N		Not applicable.	
80	Conducted spot checks of stormwater facilities after major storms? *(Required* by February 15, 2010, S5.C.5.c)	N		Known problem areas are inspected during and following storm events.	
80b.	Number of known facilities:		0		
80c.	Number of facilities inspected during the reporting period:		0	Not due until February 15, 2010.	
81	Inspected municipally owned or operated catch basins at least once before the end of the Permit term? (*Required* by February 15, 2010, S5.C.5.d)	N		Not due until February 15, 2010	
81b.	Number of known catch basins:		0		
81c.	Number of inspections:		0		
81d.	Number of catch basins cleaned:		0		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
82	Established and implemented practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or maintained by the Permittee, and road maintenance activities conducted by the Permittee? *(Required* by February 15, 2010, S5.C.5.f)	Y		City operates street sweeper daily October - March and after snow and ice events.	
83	Established and implemented policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the Permittee and subject to this Permit, including but not limited to: parks, open space, road right-of-way, maintenance yards, and stormwater treatment and flow control facilities? *(Required* by February 15, 2010, S5.C.5.g)	N		Not due until February 15, 2010.	
84	Initiated or implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (Required by February 15, 2010, S5.C.5.h.)	N		Not due until February 15, 2010. The O&M program is under development. (Note: this question is the same as question 75.)	
84b.	Number of trainings provided:		0	O&M program is under development.	
84c.	Number of staff trained:		0	O&M program is under development.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
85	Initiated or implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the Industrial Stormwater General Permit? *(Required* by February 15, 2010, S5.C.5.i)	N		Not due until February 15, 2010	
86	Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee?	N			
87	Complied with the specific requirements identified in Appendix 2? (S7.A)	NA		No TMDL requirements in Appendix 2 apply to Woodinville.	
88	**Attached** status report of TMDL implementation? (S7.A)	NA			
89	Where monitoring was required in Appendix 2, did you conduct the monitoring according to an approved Quality Assurance Project Plan? (S7.A)	NA			
90	Took appropriate action to correct or minimize the threat to human health or the environment or otherwise stop or correct the condition of any instances of non-compliance with any of the terms and conditions of this Permit, including discharges from the Permittee's MS4 which may cause a threat to human heath or the environment? (G20.A)	NA		The City is not aware of any such threats or non-compliance instances in 2008.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
90b.	**Attached** a summary of the status of implementation of any actions taken pursuant to S4.F and any information from an assessment and evaluation procedures collected during the reporting period. (S4.F.2.d)	NA			
91	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20.B)	NA		The City is not aware of any non-compliance actions in 2007.	
92	Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the Permittees MS4 which may cause or contribute to an imminent threat to human health or the environment? (G20.C)	NA		The City is not aware of any such discharges in 2008.	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part A for all annual reports.
NOTE: Please note in Row 1 of the table if you have no information to report.
NOTE: Please limit your entries to 255 characters per cell. You may include additional information in your Supplemental Documentation attachment and reference it below with the page number.

A. Information Collection

	Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)	**Who/how to contact for additional information?**
1.	City collects and reports water quality data to Snohomish County for Little Bear Creek, Woodin Creek, and Derby Creek. Water samples are analyzed for total suspended solids, fecal coliform, nitrate, nitrita, total phoshorus, lead, zinc, and copper.	Tom Hansen, Public Works Director TomH@ci.woodinville.wa.us
2.	City contributes funding for King County to monitor Lake Leota. Lake Leota residents volunteer to collect data and water samples for the purpose of monitoring the condition of the lake. Data collected are temperature, Secchi depth, chlorophyll a, total phosphorous, total nitrogen, and phytoplankton.	Tom Hansen, Public Works Director TomH@ci.woodinville.wa.us
3.		
4.		
5.		
6.		

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part B for all annual reports.

B. SWMP Evaluation

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Answer **NA** if you are not yet implementing BMPs for a component of the SWMP. (S8.B.2 and S9)

Question	Y/N/NA	Comments (50 word limit)
1. Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP?	NA	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, not all components are fully implemented at this time.
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	NA	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, not all components are fully implemented at this time.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	NA	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, not all components are fully implemented at this time.
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	NA	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, not all components are fully implemented at this time.
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	NA	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, not all components are fully implemented at this time.
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	NA	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, not all components are fully implemented at this time.

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part C for all annual reports.

C. Changes in BMPs or objectives (S8.B)

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below. (S8.B.2., and S9)

NOTE: You may choose to attach additional documentation justifying Changes in BMPs or objectives. Note such attachments in the *Justification for change* field.

	Old BMP	Old Objective	New BMP	New Objective	Justification for Change
1	No proposed changes with this annual report				
2					
3					
4					
5					
6					
7					

VII. Information Collection, BMP Evaluation, and Monitoring

D. Preparation for future, long-term monitoring

Complete section D for the fourth annual report only.

Question	Y/N/NA	Comments (50 word limit)	Name of Attachment? Page Number?
1. Identified outfalls or conveyances for long-term stormwater monitoring?			
1b. **Attach** site maps and descriptions. (S8.C.2.a)	y		
2. Identified at least two questions for SWMP effectiveness monitoring and developed monitoring plans? (S8.C.2.b)			
2b. **Attach** the proposed questions and monitoring plans for SWMP effectiveness monitoring.	y		
3. Monitoring plan developed for each question? (S8.C.1.b.iii)			
3b. **Attach** a copy of the monitoring plan.	y		
4. Identified sites in preparation for future, long-term monitoring? (S8.C.1.a., and S8.C.2.b)			
4b. **Attach** a summary of the status of site identification for long-term stormwater monitoring; proposed questions for SWMP effectiveness monitoring; and status of developing the SWMP effectiveness monitoring plans.	y		