

I. Permittee Information	
Permittee Name City of Woodinville	Permittee Coverage Number WAR-04-55-45
Contact Name Thomas E. Hansen, PE	Phone Number 425-489-2700
Mailing Address Woodinville City Hall 17301-133rd Avenue NE	
City Woodinville	State Zip + 4 WA 98072
Email Address thomash@ci.woodinville.wa.us	

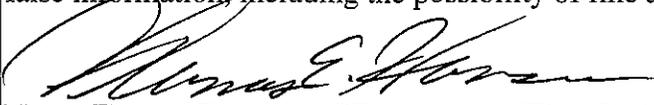
II. Regulated Small MS4 Location										
Jurisdiction Woodinville	<table border="1"> <tr> <td colspan="3">Entity Type: Check the box that applies</td> </tr> <tr> <td>County</td> <td>City/Town</td> <td>Other</td> </tr> <tr> <td></td> <td>X</td> <td></td> </tr> </table>	Entity Type: Check the box that applies			County	City/Town	Other		X	
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	
<p>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. <i>Attach a copy of your agreement with the other entity to provide additional detail.</i></p>	
Name of Entity:	Permit Obligation(s):

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 Thomas E. Hansen, PE Title Public Works Director Date 3/28/13

Name _____ Title _____ Date _____

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

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

NOTE: For clarification on how to answer questions, place cursor over cells with red flags.

NOTE: Please answer all questions.

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 #, <u>if applicable</u>
1.	Attached annual written update of Permittee’s Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y			2012 Woodinville Stormwater Management Program (SWMP)
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?	NA			
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, compliance tracking and data gathering is an ongoing process.	
4.	Tracked costs or estimated costs of the development and implementation of the SWMP? (S5.A.3.a)	Y			

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? (S5.C.1)	Y			2012 Woodinville Stormwater Management Program (SWMP) page 4
6.	Number of public education and outreach activities implemented:		15	The City published 10 stormwater-related articles in its monthly newsletter, has 4 videos that rotate every 3 days on its website and provided education at the 2012 Spring Garden Fair.	
7.	Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? (S5.C.2.a)	Y			2012 Woodinville Stormwater Management Program (SWMP) page 6
8.	Implemented a process for public involvement and consideration of public comments on the SWMP? (S5.C.2.a)	Y		The City makes its Annual Report and SWMP available on its website.	
9.	Made the most current version of the SWMP available to the public. (S5.C.2.b)	Y		The City has posted the 2011 SWMP on their website.	
10.	Posted the SWMP and latest annual report on Permittee's website. (S5.C.2.b)	Y			2012 Woodinville Stormwater Management Program (SWMP) page 6
11.	NOTE website address in <i>Attachment</i> field:	Y			http://www.ci.woodinville.wa.us/Documents/Live/2011%20Stormwater%20Management%20Program.pdf
12.	Maintained a map of your MS4, including requirements listed in S5.C.3.a.i-iii?	Y			2012 Woodinville Stormwater Management Program (SWMP) page 7
13.	Map has been made available upon request? (S5.C.3.a.iv)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
14.	Implemented an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges into the Permittee's MS4? (S5.C.3.b)	Y			2012 Woodinville Stormwater Management Program (SWMP) page 7
15.	Implemented an ongoing program to detect and address non-stormwater illicit discharges, including spills, and illicit connections into the Permittee's MS4? (S5.C.3.c)	Y			2012 Woodinville Stormwater Management Program (SWMP) pages 7 and 8
16.	Implemented field assessment activities, including visual inspection of priority outfalls identified during dry weather, and for the purposes of verifying outfall locations, identifying previously unknown outfalls, and detecting illicit discharges. (S5.C.3.c.ii)	Y			
17.	Conducted field assessments on at least one high priority water body? (S5.C.3.c.ii)	Y			
18.	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? (S5.C.3.c.iii)	Y			
19.	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? (S5.C.3.c.iv)	Y			

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
20.	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? (S5.C.3.c.v.)	Y			
21.	Provided updated information to public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? (S5.C.3.d)	Y		The City has an ongoing education program that provides current information, including access to videos on its website.	
22.	Distributed appropriate information to target audiences identified pursuant to S5.C.1? (S5.C.3.d.i)	Y		City satisfied this requirement during the 2011 permit year and included documentation in the City's 2011 Stormwater Management Program (SWMP) in Attachment 3 titled "IDDE Public Education Efforts".	
23.	Publicized and maintained a hotline or other local telephone number for public reporting of spills and other illicit discharges? (S5.C.3.d.ii)	Y		The City publicizes a hotline for reporting Hazardous Spills on its website and provides a link on its Stormwater Quality webpage (http://www.ci.woodinville.wa.us/Live/StormWater.asp) that allows reporting of illegal dumping into the City's MS4.	2012 Woodinville Stormwater Management Program (SWMP) page 7
24.	Number of hotline calls received:		3		
25.	Number of follow-up actions taken in response to calls:		3		
26.	NOTE hotline number in <i>Comments</i> field			425-877-2289	
27.	Number of illicit discharges identified (S5.C.3.e):		3		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
28.	Number of inspections made for illicit connections (S5.C.3.e):		74		
29.	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? (S5.C.3.f.i)	Y			2012 Woodinville Stormwater Management Program (SWMP) page 8
30.	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? (S5.C.3.f.ii.)	Y		Police and Fire staff know to call Public Works staff if they see a stormwater-related problem or a spill occur.	
31.	Applied stormwater runoff program to private and public development, including roads? (S5.C.4)	Y		The City's Runoff Control Program has been developed, implemented and enforced. The City adopted the 2009 King County Surface Water Design Manual (SWDM).	2012 Woodinville Stormwater Management Program (SWMP) page 9
32.	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? (S5.C.4)	Y		See answer to question 31. Ecology standards are applied to all sites 1 acre or greater.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
33.	Implemented a regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? (S5.C.4.a)	Y			
34.	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		The City follows the 2009 King County SWDM.	
35.	Number of exceptions to the minimum requirements in Appendix 1 granted (S5.C.4.a.i and Appendix 1)?		0		
36.	Number of variances to the minimum requirements in Appendix 1 allowed (S5.C.4.a.i and Appendix 1)?		0		
37.	Implemented a permitting process to address runoff from new development, redevelopment and construction site activities with plan review, inspection, and enforcement capability? (S5.C.4.b)	Y		The City has developed and implemented a permitting process for new development and redevelopment projects through the Community Development Department.	2012 Woodinville Stormwater Management Program (SWMP) page 10
38.	Reviewed Stormwater Site Plans for new development and redevelopment projects that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of development or sale? (S5.C.4.b.i)	Y			
39.	Number of site plans reviewed during the reporting period:		12		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
40.	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? (S5.C.4.b.ii and v)	Y			
41.	Number of qualifying sites inspected prior to clearing and construction during the reporting period:		12		
42.	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? (S5.C.4.b.iii and v)	Y			
43.	Number of sites inspected during the construction phase for the reporting period:		12		
44.	Based on inspections at new development and redevelopment construction projects, enforced requirements related to the proper installation and maintenance of erosion and sediment controls? (S5.C.4.b.iii and vi)	Y			
45.	Number of enforcement actions taken during the reporting period:		0		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
46.	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? (S5.C.4.b.iv and v)	Y			
47.	Number of qualifying sites known during the reporting period:		8		
48.	Number of qualifying sites inspected during the reporting period:		8		
49.	Verified a maintenance plan is completed and responsibility for maintenance is assigned for qualifying permitted development sites (S5.C.4.b.iv)	Y		The City adopted the 2009 King County SWDM, which includes maintenance criteria. As part of the City's permitting process, site plans are reviewed for both temporary and permanent stormwater controls and maintenance plans and maintenance responsibility assignment are verified.	2012 Woodinville Stormwater Management Program (SWMP) page 10
50.	Enforced regulations to ensure proper installation of permanent stormwater controls? (S5.C.4.b.iv)	Y		City inspectors enforce regulations as necessary based on the results of their inspections.	
51.	Number of enforcement actions taken during the reporting period:		0		
52.	Implemented a long-term operation and maintenance (O&M) program for post-construction stormwater facilities permitted and constructed pursuant to S5.C.4.a. and b.? (S5.C.4.c)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
53.	Annually inspected all post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects permitted according to S5.C.4.b. (unless maintenance records justify a different frequency)? (S5.C.4.c.iii)	Y		The City has a post-construction inspection program for public and private stormwater facilities. For private facilities, the City is directly contacting property owners and actively working with them one on one in the field to ensure proper facility maintenance.	2012 Woodinville Stormwater Management Program (SWMP) page 10
54.	If using reduced inspection frequency, Attached documentation as per S5.C.4.c.iii?	NA			
55.	Performed timely maintenance of post-construction stormwater facilities and BMPs as per S5.C.4.c.ii?	Y			
56.	Attached documentation of any maintenance delays. (S5.C.4.c.ii)	NA			
57.	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? (S5.C.4.c.iv)	NA			
58.	Number of facilities inspected during the reporting period:		0		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
59.	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? (S5.C.4.d)	Y		Starting in 2009, the City began tracking and recording stormwater maintenance activities with the Task Tracker software application.	
60.	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 the pre-application meeting and DOE contact information is provided to applicants. The NOI is also available at the City's Development Services counter.	2012 Woodinville Stormwater Management Program (SWMP) page 10
61.	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? (S5.C.4.f)	Y			2012 Woodinville Stormwater Management Program (SWMP) page 10
62.	Performed timely maintenance as per S5.C.5.a.ii?	Y			
63.	Attached documentation of any maintenance delays. (S5.C.5.a.ii)	NA			
64.	Implemented a program designed to annually inspect and maintained all stormwater treatment and flow control facilities (other than catch basins)? (S5.C.5.b)	Y		The City has developed and has been implementing an extensive O&M Program, including training.	2012 Woodinville Stormwater Management Program (SWMP) page 11
65.	Number of known facilities:		51		
66.	Number of facilities inspected during the reporting period:		51		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
67.	If using reduced inspection frequency, Attached documentation as per S5.C.5.a.ii? (S5.C.5.b)	NA			
68.	Conducted spot checks of stormwater facilities after major storms? (S5.C.5.c)	Y			
69.	Number of known facilities:		45		
70.	Number of facilities inspected during the reporting period:		45		
71.	Inspected 20% of municipally owned or operated catch basins at least once before the end of the Permit term? (S5.C.5.d and Permit Reference Table)	Y			
72.	Number of known catch basins:		2862	Note: In the 2011 Annual Report, the City indicated that there were 3552 known catch basins within the City. That number included privately owned and maintained catch basins as well. For 2012, the City is acknowledging only municipally owned and maintained catch basins.	
73.	Number of inspections:		1251		
74.	Number of catch basins cleaned:		644		
75.	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? (S5.C.5.f)	Y			2012 Woodinville Stormwater Management Program (SWMP) page 11

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
76.	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? (S5.C.5.g)	Y		2012 Woodinville Stormwater Management Program (SWMP) page 11
77.	Implemented an operations and maintenance (O&M) training program that has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (S5.C.5.h.)	Y		
78.	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? (S5.C.5.i)	Y		
79.	Complied with the specific requirements associated with approved TMDLs identified in Appendix 2? (S7.A and Permit Reference Table)	NA		
80.	Attached status report of TMDL implementation? (S7.A and Permit Reference Table)	NA		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
81.	Where monitoring was required in Appendix 2, did you conduct the monitoring according to an approved Quality Assurance Project Plan? (S7.A and Permit Reference Table)	NA			
82.	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? (G3)	Y		There were 3 minor incidents of dumping or spills that the City reported to both the federal and state governments.	
83.	Took appropriate action to correct or minimize discharges into or from the MS4 which could constitute a threat to human health, welfare, or the environment? (G3)	Y		Of the 3 minor incidents referenced in Question 82, the City worked with the responsible parties to contain and clean up the dumping or spills within 1-2 days.	
84.	Attached a summary of the status of implementation of any actions taken pursuant to S4.F and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period? (S4.F.3.d)	NA			
85.	Notified Ecology of the failure to comply with any permit term or condition within 30 days of becoming aware of the non-compliance? (G20)	NA			

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.	
2. The 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, nitrite, total phosphorous, lead, zinc and copper.	Tom Hansen, Public Works Director, thomash@ci.woodinville.wa.us
3. 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, thomash@ci.woodinville.wa.us
4.	
5.	
6.	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part B for all annual reports.

B. SWMP Evaluation (S8.B & S9)

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?	Y	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, 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?	Y	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, 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?	Y	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, 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?	Y	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, 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?	Y	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, 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?	Y	The suite of components outlined in the SWMP are intended to minimize pollutants to the MEP. Per the defined permit schedule, 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				

This SWMP is an attachment to the City's 2012 Annual Report to the Department of Ecology for its Phase II NPDES Permit

2012 Stormwater Management Program (SWMP) for

City of Woodinville

Prepared for:
City of Woodinville, Washington

Prepared by:
Otak, Inc.
10230 NE Points Drive, Suite 400
Kirkland, WA 98033
Otak Project No. 31948L



March 22, 2013

TABLE OF CONTENTS

- 1. INTRODUCTION 1
 - 1.1 Overview and Background 1
 - 1.2 Departmental Implementation of Responsibilities 2
 - 1.3 Document Organization 2
 - 1.4 Additional Stormwater Activities 3
- 2. PUBLIC EDUCATION AND OUTREACH 4
 - 2.1 Permit Requirements 4
 - 2.2 Programs and Activities 4
 - 2.3 Planned Activities 5
 - 2.4 Lead Department and Support 5
- 3. PUBLIC INVOLVEMENT 6
 - 3.1 Permit Requirements 6
 - 3.2 Programs and Activities 6
 - 3.3 Planned Activities 6
 - 3.4 Lead Department and Support 6
- 4. ILLICIT DISCHARGE DETECTION AND ELIMINATION 7
 - 4.1 Permit Requirements 7
 - 4.2 Programs and Activities 7
 - 4.3 Planned Activities 8
 - 4.4 Lead Department and Support 8
- 5. CONTROLLING RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT AND CONSTRUCTION SITES 9
 - 5.1 Permit Requirements 9
 - 5.2 Programs and Activities 9
 - 5.3 Planned Activities 10
 - 5.4 Lead Department and Support 10
- 6. POLLUTION PREVENTION AND OPERATION AND MAINTENANCE FOR MUNICIPAL OPERATIONS 11
 - 6.1 Permit Requirements 11
 - 6.2 Programs and Activities 11
 - 6.3 Planned Actions 12
 - 6.4 Lead Department and Support 12
- 7. CONCLUSION 13

CITY OF WOODINVILLE STORMWATER MANAGEMENT PROGRAM

I. INTRODUCTION

I.1 Overview and Background

The *National Pollutant Discharge Elimination System and State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Western Washington*, hereafter referred to as the Phase II Permit, outlines stormwater program activities and implementation milestones that permittees must follow to comply with federal Clean Water Act. All Phase II communities are expected to develop a Stormwater Management Program (SWMP) that includes all the required activities, implement those activities within the required timeframes of the permit term (i.e. 2007–2011), and submit annual reports to Ecology by March 31st each year to document progress toward complete plan implementation.

The Phase II permit was issued by Ecology on January 17, 2007, became effective on February 16, 2007, and was modified on June 17, 2009. The permit modification included minor changes to correct inconsistencies, improve flexibility, reduce costs, and advance low impact development (LID). The permit covers a five-year period that expired on February 15, 2012. On August 1, 2012, Ecology released the final Phase II Western Washington Municipal Stormwater Permit. This five-year permit will become effective after an eleven-month delay on August 1, 2013, and expire on July 31, 2018. During the delay, the reissued current Phase II permit will be in effect from September 1, 2012 to July 31, 2013 with no changes. While the actual years of the permit run from February 16 to February 15 of the next year, the reporting requirements cover a calendar year from January 1 to December 31.

The Phase II Permit applies to cities with populations less than 100,000 located within or partially within, an urbanized area and that operate a municipal separate storm sewer system (MS4) which discharges to a water of Washington State. Urbanized areas are defined as population centers with greater than 50,000 people and densities of at least 1,000 people per square mile, and are based on the 2000 census. For future permits, the urbanized area will be based on the most recent federal census.

Ecology also can designate entities with a population of 10,000 or more that are located outside of urbanized areas as additional permittees. Designation criteria can include considerations such as discharge to sensitive waters, high population density, high growth or growth potential, contiguity to an urbanized area, significant contribution of pollutants to waters of the US, or ineffective protection of water quality by other programs. The City of Woodinville has been designated by Ecology as a Phase II permittee. At the time of permit issuance, Woodinville's population was below the 10,000 threshold. However, the City is located within the greater Seattle urbanized area with discharges to several high quality surface waters. As such, the City was issued a Phase II Permit on January 17, 2007.

Stormwater discharges from the City enter several surface water bodies, including the Sammamish River, Little Bear Creek, Woodin Creek, Derby Creek, and Cold Creek. A portion of the City also discharges to Lake Leota.

1.2 Departmental Implementation of Responsibilities

Within the City organization, several departmental staff contribute toward meeting permit requirements. Currently, the stormwater management program is primarily the responsibility of the Public Works Department. The Public Works Department provides development review, mapping, maintenance, spill response, IDDE, inspection and capital project administration. The Development Services Department provides permitting and planning services. Support on an ongoing basis is provided by the Police Department (code enforcement), Executive Department (volunteer coordination, City Manager) and Administrative Services, which handles utility billing services for the stormwater utility and records retention. The Parks and Recreation Department performs maintenance for City parks.

1.3 Document Organization

This report comprises written documentation of the City's SWMP that is required to be submitted with the Annual Report. In accordance with the Phase II Permit terms, the SWMP has been designed to reduce the discharge of pollutants to the maximum extent practicable (MEP), meet all known, available, and reasonable methods of prevention, control and treatment (AKART) requirements, and to protect water quality. The following sections describe the actions that Woodinville has, or will, take to comply with the requirements of the Phase II permit.

To aid in tracking NPDES permit requirements, this document has been organized into sections that correspond with the Special Conditions and are outlined in the Phase II Permit as follows:

- Section 2.0 - Public Education and Outreach, Special Condition S5.C.1
- Section 3.0 - Public Involvement and Participation, Special Condition S5.C.2
- Section 4.0 - Illicit Discharge Detection and Elimination (IDDE), Special Condition S5.C.3
- Section 5.0 Controlling Runoff from New Development, Redevelopment, and Construction Sites, Special Condition S5.C.4
- Section 6.0 Pollution Prevention and Operation and Maintenance for Municipal Operations, Special Condition S5.C.5

Special Conditions S7 (TMDLs), S8 (Monitoring), and S9 (Reporting) also apply to permit holders. However, while compliance activities are not required to be included in the SWMP, compliance with S7 and S8 are to be addressed in the Annual Reports. Compliance with S9 is achieved through submittal of the Annual Reports and associated documents.

Additional permit conditions, such as Special Conditions S1 through S4 and General Conditions G1 through G20, apply to permit holders, though they do not result in specific program activities, nor is the SWMP required to document compliance with these activities. These conditions cover topics such as who is covered by the Phase II Permit, what discharges are authorized under the permit, and legal guidelines for transferring, revoking, and appealing the permit. Penalties for non-compliance are also included in these conditions.

I.4 Additional Stormwater Activities

In addition to implementing the Phase II Permit, the City has been focusing resources and staff on other stormwater activities. In December of 2010, the City completed an update to their Comprehensive Stormwater Management Plan (CSWM). The City's SWM Program is built upon the Phase II Permit. The Phase II Permit required the City to update and expand its SWM Program by the end of 2012. In addition, the City needs to be in compliance with a number of other local, regional and state requirements including the Puget Sound Partnership Action Agenda (Action Agenda) for cleaning up Puget Sound, the State's Underground Injection Control (UIC) Rule that governs stormwater infiltration, the Endangered Species Act (ESA), and the regional Watershed Resource Inventory Area (WRIA) habitat enhancement plan for the Lake Washington Watershed. These regulations will be integrated with the City's CIP needs and basin planning priorities as the CSWM Plan is implemented and through future updates.

In addition, the City updated their CIP projects as part of the CSWM Plan that included projects to treat stormwater and enhance water quality treatment. The City is finishing work started in 2010 on a project called the Sammamish River Outfall Retrofit project that will provide treatment for 52 acres of commercial land use before discharging into the Sammamish River, a \$1.7 million project. The City is funding this project partially through a grant from Ecology. The City is still working on plans for a roadway widening at Woodinville-Duvall Road, started in 2010, that includes providing treatment of roadway runoff through a sand filter before being discharged to Lake Leota (~\$6 million for construction, 60% design cost estimate). The City completed a project called Lake Leota Chateau Reach, which installed a sediment vault to help decrease flooding on SR202 and decrease the amount of sediment in the local stream. In addition, the City is dedicated to stormwater infrastructure improvements.

The City does stormwater cost tracking through their annual budgeting process and tracks stormwater related expenditures paid for by the Stormwater Utility. This includes cost tracking for the Phase II Permit, as it is a cost to the stormwater program.

The City currently is coordinating with two other Phase II Permittees, the City of Bothell and the City of Redmond, on conducting the annual Spring Garden Fair, which includes educating the public about stormwater. This event was first held on April 31, 2011, and continues to be held annually. The City also attends the Phase II coordinators meetings.

2. PUBLIC EDUCATION AND OUTREACH

This section describes the permit requirements, programs, and activities related to Public Education and Outreach.

2.1 Permit Requirements

Section S5.C.1 requires the following:

- Develop and administer an education program to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts. The program must target residents, businesses, industry, and city employees at all levels.
- Develop a method to allow measurement and evaluation of the education program's effectiveness at changing targeted behaviors.
- Track and maintain records of public education and outreach activities, and summarize in the Annual Report.

2.2 Programs and Activities

Woodinville activities in this area include:

- Provides car wash kits to fundraising groups.
- Shows videos on local television station focused on general stormwater issues that specifically targets residential car washing.
- Makes available brochure addressing stormwater basics at the City information counter
- Checks out Salmon kit to local schools.
- Adopted King County training and information on 2005 King County Surface Water Design Manual.
- Conducts volunteer planting as part of the Sammamish Re-Leaf project.
- Hosts booths and distributes information at annual Earth Day event.
- Publishes articles in the City newsletter.
- The City participates in the Spring Garden Fair on an annual basis to educate the public on stormwater related activities, along with participating in the City's Recycling Event.
- Scout troops and other groups install Puget Sound Starts Here plaques at catch basins that include education about the importance of protecting receiving waters.
- Makes available rain barrels and compost bins at annual Spring Garden Fair at a subsidized rate; typically sell 50-100/year.
- Educated winery facilities about proper wine production waste disposal; the liquid portion of which needs to be directed to the sanitary sewer.
- Developed a Stormwater Quality webpage that discusses the City's water resources, provides information on the impacts of stormwater runoff, allows reporting of illegal dumping and drainage problems, accepts requests for volunteer stormdrain stenciling and provides links to stormwater quality documents.

- The City also completed a community survey in 2009 to determine current understanding of stormwater issues. This provides a baseline from which the City can prioritize target audiences and measure understanding and behavior changes through follow up surveys.
- Refined stormwater education activities based on survey results. Prioritized target audiences. Developed new brochures, adjusted website content, etc.
- Conducted follow up community survey to determine effectiveness of revised education program.
- Updates Stormwater Quality website on a quarterly basis.

2.3 Planned Activities

Planned activities for 2013 include existing ongoing activities at a level of effort commensurate with that of 2012 activities through July 2013.

2.4 Lead Department and Support

The Public Works Department leads this section of the program, with support from the Administrative Services and Executive Departments.

3. PUBLIC INVOLVEMENT

This section describes the permit requirements, programs, and activities related to Public Involvement.

3.1 Permit Requirements

Section S5.C.2 of the Permit requires the City to:

- Provide ongoing opportunities for public involvement through advisory boards and commissions, watershed committees, public participation in developing rate structures and budgets, stewardship programs, environmental activities or other similar activities. The public must be able to participate in the decision-making processes involving the development, implementation and update of the Program.
- Make the SWMP document and Annual Report available to the public. Post these documents on either the City's or Ecology's website. Any other submittals required by Ecology also must be available on the website.

3.2 Programs and Activities

Woodinville activities in this area include:

- The City conducted a stormwater survey in 2009 to identify stormwater problems.
- The City has posted its 2007, 2008, 2009, 2010 and 2011 Annual Reports and SWMPs on its website.
- The City completed its Comprehensive Stormwater Management Plan (CSWMP) in December 2010.

3.3 Planned Activities

Planned activities for 2013 include existing ongoing activities at a level of effort commensurate with that of 2012 activities through July 2013 as well as posting the 2012 Annual Report and SWMP on its website.

3.4 Lead Department and Support

The Public Works Department leads this section of the program, with support from Administrative Services.

4. ILLICIT DISCHARGE DETECTION AND ELIMINATION

This section describes the permit requirements, programs, and activities related to Illicit Discharge Detection and Elimination (IDDE).

4.1 Permit Requirements

Section S5.C.3 of the Permit requires the City to:

- Implement an ongoing program to detect and remove illicit discharges, connections and improper disposal, including any spills into the municipal separate storm sewers owned or operated by the City.
- Develop a storm sewer system map, implement/update ordinances to prohibit illicit discharges, and create a program to detect and address illicit discharges that includes escalating enforcement penalties and an enforcement strategy.
- Publicize a hotline or other local telephone number for reporting of spills or other illicit discharges. Track illicit discharge reports and actions taken in response to calls.
- Adopt and implement procedures for IDDE program evaluation and assessment.
- Provide appropriate training to staff on identification and reporting of illicit discharges.
- Summarize all illicit discharges and connections reported to the City and response actions taken in the Annual Report; including updates to the SWMP document.

4.2 Programs and Activities

Woodinville activities in this area include:

- The City maintains a storm sewer map in multiple electronic formats and has standard operating procedures (SOPs) for keeping the municipal separate storm sewer system map and inventory up-to-date. The map is corrected for inconsistencies based on field verification. Stormwater system mapping is complete and new connections are added to the mapping as they are installed.
- The Woodinville Municipal Code specifically prohibits illicit discharges (WMC 1.07.030(7)) and the City has adopted additional codes and standards that address illicit discharges and civil infractions. The City adopted King County Code 8.12 through City ordinance No. 24 which protects water quality and prohibits discharges to surface waters and illicit connections (WMC 14.06).
- The City allows citizens to report illicit discharges or dumping by phone, in person or through the City website. The calls or messages are distributed to the appropriate response authority (maintenance, engineering, construction inspector, or code compliance officer).
- The City maintains records of illicit discharges and connections, response actions taken, and enforcement actions using CSR software.
- The City has established a phone hot line number where spills and illicit discharge complaints can be reported.
- The City co-hosted a meeting with the Woodinville Wine Association on 5/21/09 to educate members about the proper disposal of wine production wastes.
- In 2010, the City has sent out two letters educating the wineries and other businesses on IDDE.

- City staff was trained on IDDE ordinance and field procedures to identify, report, investigate, characterize, and remove illicit discharges. The City did not identify any additional sources of illicit discharges to prohibit.
- In 2010, the City identified, prioritized, and conducted field assessment activities for the following three receiving waters including visual inspection of outfalls: they include the Sammamish River, Little Bear Creek and Woodin Creek. Since that time, the City has been conducting annual dry weather field assessments of its outfalls to the Sammamish River.
- The City submitted a G20 Notification to Ecology in April of 2010 as it had not fully met permit requirements that came due in early 2010 for its ordinance update and staff training. The City is now in full compliance with the Permit.
- Documented the City's IDDE Program, including procedures for inspection, identification, and enforcement.
- Developed and distributed IDDE related educational materials.

4.3 Planned Activities

Planned activities for 2013 include existing ongoing activities at a level of effort commensurate with that of 2012 activities through July 2013.

4.4 Lead Department and Support

The Public Works Department and Code Enforcement lead this section of the program, with support from the Executive Department.

5. CONTROLLING RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT AND CONSTRUCTION SITES

This section describes the permit requirements, programs, and activities related to Controlling Runoff from New Development, Redevelopment and Construction Sites.

5.1 Permit Requirements

Section S5.C.4 of the Permit requires the City to:

- Develop, implement, and enforce a program to reduce pollutants in stormwater runoff that enters the municipal separate storm sewer system from new development, redevelopment and construction site activities. The program must apply to both private and public projects.
- Adopt and implement a regulatory process with necessary legal authority for plan review, inspection, and escalating enforcement procedures necessary to implement the program in accordance with Permit conditions, including the minimum technical requirements in either the 2005 Ecology Stormwater Management Manual for Western Washington, or an equivalent Manual approved by Ecology.
- Provide provisions to allow non-structural preventive actions and source reduction approaches such as Low Impact Development techniques (LID), and measures to minimize the creation of impervious surfaces and the disturbance of native soils and vegetation.
- Adopt regulations that include provisions to verify adequate long-term operations and maintenance of new post-construction permanent stormwater facilities and best management practices in accordance with Permit conditions, including an annual inspection frequency and/or approved alternative inspection frequency and maintenance standards for private drainage systems as protective as those in Chapter IV of the 2005 Ecology Stormwater Management Manual for Western Washington.
- Make available copies of the Notice of Intent (NOI) for Construction Activity and copies of the NOI for Industrial Activity to representatives of proposed new development and redevelopment.
- Train staff on the new codes, standards, processes and procedures.
- Develop a process to record and track all inspections, maintenance and enforcement actions by staff for inclusion in the Annual Report.
- Summarize annual activities for the Annual Report; identify any update to Program document.

5.2 Programs and Activities

Woodinville activities in this area include:

- The City has adopted the 2009 (or newest version) King County Surface Water Design Manual (KCSWDM) to guide stormwater management for new development and redevelopment projects. The 2009 KCSWDM provides provisions to allow non-structural preventive actions and source reduction approaches such as Low Impact Development techniques (LID), and measures to minimize the creation of impervious surfaces and the disturbance of native soils and vegetation.
- The existing plan review procedures meet the NPDES Phase II Permit standards.

- The City requires and completes construction and stormwater site inspections during pre- and post-construction phases. In 2009, the City inspected 124 sites and no enforcement actions were taken.
- The City current practice is to inspect all active construction sites two times per week.
- The City has a post-construction inspection program for public and private stormwater facilities and maintenance requirements consistent with the NPDES Phase II Permit standards that have been adopted and are enforced.
- The City maintains records of inspections and enforcement actions by staff.
- City staff discusses the NOIs in pre-application meetings and Ecology contact information is given to applicants. The NOIs are also available at the Development Services Counter.
- City staff received Erosion Certification training in 2008; however due to staff turnover, training of new staff occurred in 2010.
- City staff was trained on the new runoff control ordinance and maintenance standards along with permit review, field inspection, maintenance, and enforcement in 2010.
- In 2010, the City contracted with King County to conduct private stormwater facility inspections. In 2011, the City began conducting private stormwater facility inspections with in-house staff.

5.3 Planned Activities

Planned activities for 2013 include existing ongoing activities at a level of effort commensurate with that of 2012 activities through July 2013.

5.4 Lead Department and Support

The Public Works Department leads this section of the program, with support on an as needed basis from Development Services.

6. POLLUTION PREVENTION AND OPERATION AND MAINTENANCE FOR MUNICIPAL OPERATIONS

This section describes the permit requirements, programs, and activities related to Pollution Prevention and Operation and Maintenance for Municipal Operations.

6.1 Permit Requirements

Section S5.C.5 of the Permit requires the following from the City:

- Develop and implement an operations and maintenance (O&M) program with the ultimate goal of preventing or reducing pollutant runoff from municipal operations.
- Establish maintenance standards for the municipal separate stormwater system that are at least as protective as those specified in the 2005 Ecology Manual.
- Conduct inspections of stormwater flow control and treatment facilities and catch basins according to required frequencies, unless previous inspection data show that a reduced frequency is justified.
- Establish and implement procedures to reduce stormwater impacts associated with runoff from municipal operation and maintenance activities including but not limited to streets, parking lots, roads or highways owned or maintained by the City, and to reduce pollutants in discharges from all lands owned or maintained by the City.
- Develop and implement an ongoing training program for staff whose job functions may impact stormwater quality. Document the training program.
- Prepare Stormwater Pollution Prevention Plans (SWPPP) for all heavy equipment maintenance or storage yards and material storage facilities owned or operated by the City that are not covered by an Industrial Stormwater General Permit.

6.2 Programs and Activities

Woodinville activities in this area include the following:

- The City performs annual inspections and maintenance for public water quality and flow control facilities. In 2010, the City contracted with King County to perform public and private facility inspections. In 2011, the City took over conducting all facility inspections in-house.
- The City maintains records of inspections and maintenance activities.
- The City follows the maintenance standards in the 2009 KCSWDM.
- City has implemented a rotating catch basin inspection and cleaning program. During this permit cycle, the City has completed the inspection and cleaning of all the catch basins within its system.
- The City conducts spot checks of 45 locations for drainage problems within the City before and after major storms.
- The current road maintenance program meets the standards of the 2009 KCSWDM.
- The current facilities maintenance manual addresses stormwater issues related to non-roadway maintenance that includes an Integrated Pest Management Plan.

- Periodic O&M training is provided to maintenance staff.
- Prepared SWPPP for the City's previous heavy equipment maintenance or storage yards and material storage facilities owned or operated by the City. During the permit cycle, the City moved to a new facility and completed an update to the SWPPP.
- All municipal field staff were trained on the BMPs of the SWPPP document.

6.3 Planned Actions

Planned activities for 2013 include existing ongoing activities at a level of effort commensurate with that of 2012 activities through July 2013.

6.4 Lead Department and Support

The Public Works Department leads this section of the program, with assistance on an as needed basis from the Parks Department.

7. CONCLUSION

This SWMP has been prepared to demonstrate compliance with the requirements of the NPDES Phase II Permit. Consistent with Ecology Guidance for this reporting period, written documentation for planned activities in 2013 is limited to ongoing program activities at a level of effort commensurate with that of 2012 activities through July 2013. This SWMP is a living document that will be updated annually to reflect progress in implementing the stormwater management program components required for compliance with the Phase II Permit.

