

I. Permittee Information

Permittee Name
City of Black Diamond

Permittee Coverage Number
WAR04-5505

Contact Name
Scott Hanis, Public Works Admin. Asst.

Phone Number
(360) 886-5700

Mailing Address
PO Box 599

City
Black Diamond

State	Zip + 4
WA	98010-0599

Email Address
shanis@ci.blackdiamond.wa.us

II. Regulated Small MS4 Location

Jurisdiction
Black Diamond

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

Major Receiving Water(s)
Lake Sawyer

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):

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 Rebecca Olness Title _____ Date 3/26/13

Name Rebecca Olness Title Mayor Date _____

Name Andy Williamson Title _____ Date 3/21/2013

Name Andy Williamson Title Director of Engineering Services Date _____

Name Seth Boettcher Title _____ Date 3-21-2013

Name Seth Boettcher Title Public Works Director 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 #, if applicable
1. Attached annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y		The 2012-2013 SWMP is attached.	swmp 2012-13_final.pdf
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		There were no annexations or boundary changes for the City in 2012	
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		The annual report requirement provides the City with the best feedback and tracking to evaluate the effectiveness of the SWMP.	
4. Tracked costs or estimated costs of the development and implementation of the SWMP? (S5.A.3.a)	Y		The city tracks the cost by the stormwater budget and estimates the percentage of effort directed to the individual components of the SWMP.	

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		The City frequently publishes educational articles in City newsletters, mails out flyers to residents and businesses, and visits business owners with educational materials. Materials are handed out at City events, and provides information on the website.	http://www.ci.blackdiamond.wa.us/Depts/PubWorks/stormwater.html & http://www.ci.blackdiamond.wa.us/Depts/Clerk/Newsletter/city_connection.html
6. Number of public education and outreach activities implemented:		6	4 newsletter articles, flyer to businesses, flyers to Master Planned Developer for distribution.	
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		The City held a public hearing for the SWMP on October 4, 2012.	
8. Implemented a process for public involvement and consideration of public comments on the SWMP? (S5.C.2.a)	Y		The public is able to participate at the PW Committee level and through public hearing. Public comments are received each year and the SWMP has been amended with comments.	
9. Made the most current version of the SWMP available to the public. (S5.C.2.b)	Y		The most current version of the SWMP is available to the public by request and is posted on the City website.	http://www.ci.blackdiamond.wa.us/Depts/PubWorks/stormwater.html
10. Posted the SWMP and latest annual report on Permittee's website. (S5.C.2.b)	Y		It is posted on the City website	
11. NOTE website address in Attachment field:	Y			http://www.ci.blackdiamond.wa.us/Depts/PubWorks/stormwater.html
12. Maintained a map of your MS4, including requirements listed in S5.C.3.a.i-iii?	Y		The map is kept up-to-date.	
13. Map has been made available upon request? (S5.C.3.a.iv)	Y			
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		The City enhanced an Illicit Discharge Detection and Elimination program by amending existing codes with ordinance 09-917 on August 6, 2009.	http://www.ci.blackdiamond.wa.us/Depts/Clerk/Ordinances/2010/10-957.pdf

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page # if applicable
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		The IDDE program has been implemented.	IDDE_Program.pdf
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		Priority outfalls were inspected August 28, 2012 by Seth Boettcher and Scott Hanis.	http://ci.blackdiamond.wa.us/Depts/PubWorks/Docs/2013/Priority%20Outfalls%20Survey_082812.pdf
17. Conducted field assessments on at least one high priority water body? (S5.C.3.c.ii)	Y		Staff assessed Rock Creek and Lawson Creek on August 28, 2012.	
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		The City implemented procedures in Section 4 of the City's IDDE Program.	IDDE_Program.pdf
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		The City implemented procedures in Section 4 of the City's IDDE Program.	IDDE_Program.pdf

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		The City implemented procedures in Section 4 of the City's IDDE Program.	IDDE_Program.pdf
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		Articles were published in several editions of the City newsletter. Brochures were created and distributed to businesses and the general public regarding illegal discharges and improper disposal of hazardous waste.	
22. Distributed appropriate information to target audiences identified pursuant to S5.C.1? (S5.C.3.d.i)	Y		The City targeted businesses and homeowners associations with private storm systems. Staff met with target audiences and distributed appropriate information.	
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 has a recorder to pick up messages after hours and has the City phone number posted on the website.	
24. Number of hotline calls received:		0		
25. Number of follow-up actions taken in response to calls:		0		
26. NOTE hotline number in <i>Comments</i> field	Y		(360) 886-5700	
27. Number of illicit discharges identified (S5.C.3.e):	Y	1	Sewer overflow in which some discharge entered a creek. Ecology was notified.	
28. Number of inspections made for illicit connections (S5.C.3.e):	Y	0	No issues that warranted inspections for illicit connections.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page # if applicable
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			
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		Public Works staff has been trained for illicit discharge awareness, response and enforcement. Additionally, responsible staff will review the past year's illicit discharge calls to establish/amend procedures in reporting and/or responding to illicit discharges and connections. A refresher training is set up for the summer of 2013.	
31. Applied stormwater runoff program to private and public development, including roads? (S5.C.4)	Y		Contractors for projects were required to submit SWPPP's.	
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		No projects in 2012.	
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		Adopted the 2005 SWMMWW with Appendix 1 by Ordinance 09-914.	http://www.ci.blackdiamond.wa.us/Depts/Clerk/Ordinances/2009/09-914.pdf

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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)	Y		The City requires that all clearing and grading permits prepare erosion control plans. Smaller sites are still required to set up TESC during construction to minimize erosion.	
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		This requirement is within our permitting process.	
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:	1			
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		No sites had a high potential for sediment transport.	

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
41. Number of qualifying sites inspected prior to clearing and construction during the reporting period:	1			
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:	1			
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			
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:	1		Construction began at the end of 2012 and will be inspected in 2013.	
48. Number of qualifying sites inspected during the reporting period:	0		Construction began at the end of 2012 and will be inspected in 2013.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
49. Verified a maintenance plan is completed and responsibility for maintenance is assigned for qualifying permitted development sites (S5.C.4.b.iv)	Y			
50. Enforced regulations to ensure proper installation of permanent stormwater controls? (S5.C.4.b.iv)	Y			
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		The City requires Operation and Maintenance manuals for all new private systems. The City Code requires easement and right of entry for inspection and monitoring of private stormwater systems. See BDMC 14.04.370.	http://www.ci.blackdiamond.wa.us/citycode/level2/TIT14STRE_C H14.04STMADRDE.html#TIT14 STRE_CH14.04STMADRDE_14 .04.370IMCODRRPR
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		No post-construction stormwater controls installed in 2012.	
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		No facilities to maintain as of yet.	
56. Attached documentation of any maintenance delays. (S5.C.4.c.ii)	NA			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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)	Y		No new residential developments as of yet. Small plat currently being developed and the City will inspect stormwater treatment and flow controls.	
58. Number of facilities inspected during the reporting period:		0		
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		Records are kept in the field and transferred to office staff for tracking. All inspections with a permit are tracked in the City's permitting system.	
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		No new development or redevelopment in 2012. Copies of these forms are available to representatives, both in paper form and electronically.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page # if applicable
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		The City had a Certified Erosion and Sediment Control Lead (#ECO-3-3141233) on staff. Various staff have been trained in different capacities.	
62. Performed timely maintenance as per S5.C.5.a.ii?	Y		No maintenance delays.	
63. Attached documentation of any maintenance delays. (S5.C.5.a.ii)	NA		City-owned storm facilities were inspected in 2012.	
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	15		
65. Number of known facilities:		15		
66. Number of facilities inspected during the reporting period:	NA		We are not using a reduced inspection frequency.	
67. If using reduced inspection frequency, Attached documentation as per S5.C.5.a.ii? (S5.C.5.b)	Y		No major storm events, although we would check potentially damaged facilities.	
68. Conducted spot checks of stormwater facilities after major storms? (S5.C.5.c)		15		
69. Number of known facilities:		16	As part of annual inspection and checked 1 facility after a two-year storm.	
70. Number of facilities inspected during the reporting period:	Y		All were inspected and cleaned in 2010. All inspected again in 2012 and tracked to check sediment levels and to help determine frequency for individual catch basins.	
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)		526		
72. Number of known catch basins:				

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
73. Number of inspections:		526		
74. Number of catch basins cleaned:		0	2nd round of cleaning of some catch basins will occur annually, starting in 2013.	
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		City is implementing a street sweeping schedule on our small works roster in order to keep roads free of debris.	
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		Pet waste bag dispensers at parks; no fertilizer policy for city workers; proper disposal of lawn clippings, etc.	
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		A hard copy of our SWPPP is available for review upon request.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
79. Complied with the specific requirements associated with approved TMDLs identified in Appendix 2? (S7.A and Permit Reference Table)	NA		Lake Sawyer TMDL not specified in Appendix 2. However, the City is requiring phosphorus level treatment for all new stormwater treatment systems.	
80. Attached status report of TMDL implementation? (S7.A and Permit Reference Table)	NA		Lake Sawyer TMDL not specified in Appendix 2.	
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		Lake Sawyer TMDL not specified in Appendix 2.	
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		Sewer overflow in which some discharge entered a creek. Ecology was notified.	
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		Bypassed the sewer flow and had an emergency contractor come out. The problem was fixed quickly.	
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		No notifications received.	
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		No failures to comply in 2012.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page # if applicable

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. Inspection and maintenance of catch basins	Dan Dal Santo & Scott Hanis - 360-886-5700
2. Inspection of City-owned storm facilities (ponds, rain garden, etc.)	Dan Dal Santo & Scott Hanis - 360-886-5700
3. Inspection of high priority outfalls	Seth Boettcher & Scott Hanis - 360-886-5700
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 selected BMP's were chosen as they are simple practices that almost anyone can implement. Public hearings help gather input from the public on public opinions regarding BMP's.
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	Y	The advertisements for public hearings have proven to be very effective for outreach for land use actions, and have been an effective means of outreach for the SWMP as well.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	Y	BMP's for City operations will help minimize pollutants. Education efforts for the Public will also encourage minor changes to practices, which will help with IDDE.
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	Y	We expect that our codes will be effective, but we will not have case studies until development and construction starts up again within the City.
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	Y	The City expects that it's proactive approach for post-construction runoff management will work well.
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	Y	Current BMP's have been very effective. A better wash facility for City equipment that we will be able to share with Police and Fire in the area has been constructed.

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 changes in 2012				
2					
3					
4					
5					
6					
7					