

2020
MS4 Summary for Girdwood Road Service Area
December 8, 2020

Costs incurred:

Sweeping

- Spring \$4452.00 (63 cubic yards)
- Incidental \$1023.00 (16 cubic yards)
- Fall \$2200.00 (26 cubic yards)

Total: \$7675.00 (105 cubic yards)

Total cubic yards of volume pick up with all three sweeping was 105 cubic yards.

Storm Drainage System Cleaning

The Municipality’s authorized MS4 maintenance agency for the Girdwood Road Service Area (GRSA) implemented a comprehensive catch basin and inlet inspection and maintenance program for their service area. In 2020, 45 catch basin and manhole structures were inspected, and all them have been cleaned.

E-Chips for Winter Traction

1200 Tons of E-chips with 6% salt with Purchased \$45,600.00

Total \$45,600.00

Program Coordination Agreement for APDES Permit AKS-052558
Municipality of Anchorage Girdwood Street Maintenance Division
For Permit Years August 1 through July 31, 2020 through 2025 inclusive

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

1 Coordination Agreement

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

- GSM will name a point of contact as the GSM MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS), with internal M&O groups and other road service area agencies, as necessary.
- The GSM MS4 Permit Lead/Liaison will provide an organizational chart showing all GSM groups involved in permit compliance activities to WMS by January 1, 2016, for inclusion in the coordination plan submittal to the Alaska Department of Environmental Conservation ADEC.
- GSM will perform the activities described below to achieve permit compliance:

1.1 Construction (Permit Section 3.1)

- GSM will submit Stormwater Pollution Prevention Plans (SWPPPs) and any required review fee for construction sites disturbing 500 square feet or more to WMS for review and approval as outlined in the Anchorage Stormwater Manual, Volume 2 before start of construction.
- GSM may elect to contract with a third party for the review of SWPPPs and Storm Water Treatment Plans (SWTPs) and site inspections for conformance with the provisions of the APDES Permit.
- GSM will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- GSM will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- GSM will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. GSM will:
 - Identify and notify the staff and contractors who require training as outlined in the permit
 - Coordinate training with the AK-CESL program (<http://ak-cesl.net/>)

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

1.2.1 Inventory and Tracking (Permit Section 3.2.5.1)

GSM will:

- Assist WMS in tracking publicly owned permanent stormwater controls in the GSA.
- Coordinate with WMS in the review of O&M plans for new, publicly owned stormwater BMPs.
- Provide an annual update to WMS by January 1 of each year summarizing new controls added to its inventory during that year.

1.2.2 Education and Training on Permanent Stormwater Controls (Permit Section 3.2.7)

GSM will:

- Assist WMS in developing and maintaining a training program regarding the selection, design, installation, operation and maintenance of permanent storm water controls.

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

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

1.3.1 Snow Disposal Sites (Permit Section 3.3.2)

GSM will:

- Annually, by December 31, submit to WMS, an updated list of snow disposal sites, operated by GSM.
- Assist WMS as necessary in locating and mapping all active Municipal snow disposal sites, including field identification and location of storm water controls at each snow disposal site.

1.4 Stormwater Infrastructure and Street Management (Permit Section 3.4)

1.4.1 Storm Sewer Inventory and Mapping (Permit Section 3.4.1)

GSM will:

- Continue to maintain a maintenance tracking database with schedules, actions taken, and progressive needs for continued MS4 function. As part of maintaining this database, an effort should be made to identify and inventory any existing assets that were previously not cataloged.
- Continue to coordinate with WMS to develop and implement a process to annually incorporate new information from construction record drawings to update the MS4 inventory. The MS4 inventory must include:
 - The location of all inlets, catchbasins and outfalls;
 - The location of all MS4 collection system pipes (laterals, mains, etc.);
 - The names and locations of all receiving waters of the United States that receive discharges from the outfalls (WMS task);
 - The location of all existing structural storm water treatment controls;
 - Identification of subbasin and approximate acreage draining into each MS4 outfall (WMS task);
 - The location of permittee-owned vehicle maintenance facilities, material storage facilities, maintenance yards, and snow disposal sites; permittee-owned or operated parking lots and roadways;
 - The location, age, type, size and configuration of Oil Grit Separator (OGS) structures and the drainage area served by each OGS structure; and the entity responsible for the maintenance of the road and drainage facility.

1.4.2 Catch Basin and Inlet Cleaning (Permit Section 3.4.2)

GSM will:

- Throughout the permit term, maintain a program to inspect all GSA-owned or operated catch basins and inlets at least annually or according to a schedule developed by the rate study conducted during the 2015 permit term and take appropriate maintenance action based on those inspections.
- Provide the schedule of cleaning based on rate of fill data, for catch basin facilities with the first year annual report.
- Permittees will report on numbers of catch basins and inlets cleaned each season and adjust cleaning schedules, as needed, based on previous seasons inspections.
- Coordinate with WMS develop and implement a SOP for the treatment and disposal of catch basin and OGS wastes. The SOP shall address both solid and liquid portions of the waste stream.

1.4.3 Street and Road Maintenance (Permit Section 3.4.3)

GSM will:

- By August 1, 2021 update the GSM Standard Operating Procedures, as necessary. The SOPs must contain, for each activity or facility, inspection and maintenance schedules specific to the activity, and appropriate pollution prevention/good housekeeping procedures for all of the following types of facilities and/or activities listed below
 - Streets, Roads and Parking Lots
 - Inventory of Maintenance Materials
 - Street and Road Sweeping
- Maintain an inventory of road maintenance materials including the use of sand and salt and submit a summary report each year by January 1 for inclusion in the annual report.

1.4.4 Street and Road Sweeping (Permit Section 3.4.4)

GSM will:

- Coordinate with WMS to develop an updated street sweeping management plan by March 1, 2021.
 - Coordinate with WMS and ADOT on how the visually clean method of performance will be evaluated.
- Coordinate with WMS in the performance of street sweeping activities.
 - Assist WMS with decisions and data for sweeping quantitative assessments.
- For areas where street sweeping is technically infeasible, provide a summary report by January 1 for the first year Annual Report why sweeping is infeasible, and document how GSM will increase implementation of other trash/litter control procedures to minimize pollutant discharges to the MS4 and receiving waters.
- Submit annually to WMS by January 1 for inclusion in the Annual Report a summary of the prior year's sweeping activity this report shall include:
 - A map of all designated streets, roads, and public parking lots with their respective sweeping frequency

- Dates of sweep, completeness, types of sweepers used, number of passes on road surfaces and gutters, interference from parked vehicle or construction activities, other relevant qualitative information such as ‘visually clean’ evaluation and frequency category.
- A summary of volume or weight of materials removed and a representative sample of the particle size distribution of swept materials.
- Public outreach efforts or other means to address excess leaves and other material as well as areas that are infeasible to sweep. Efforts encouraging residents to move vehicles to maximize street surfaces available for sweeping.

1.4.5 Herbicides, Pesticides, and Fertilizers (Permit Section 3.4.5)

GSM will implement practices to reduce the discharge of pollutants associated with the application, storage, and disposal of pesticides, herbicides, and fertilizers, and document these practices in the SOPs developed for Permit Section 3.4.5. GSM will:

- Assure that practices to reduce the discharge of pollutants are implemented by staff and contractors.
- Require that its employees who apply restricted use pesticides have ADEC certification via the Alaska Pesticide Safety program. GSM will maintain a list of certified applicators and the expiration date of their certification.
- Require by contract that any contractors who apply restricted use pesticides have ADEC certification. GSM will obtain and retain copies of the contractors’ certifications.
- Provide an annual summary of the practices it has implemented to reduce the discharge of pollutants associated with the application, storage, and disposal of pesticides, herbicides, and fertilizers to WMS by January 1 of each year

1.4.6 Develop and Implement Storm Water Pollution Prevention Plans (Permit Section 3.4.6)

GSM will:

- Conduct annual inspections and revise, as necessary, and implement SWPPPs for all GSA-owned, material storage facilities, maintenance yards, and snow disposal sites
- Yearly, Submit annual inspections to WMS by January 1 for inclusion in the Annual Report
- Where presence of prohibited discharges indicates the need for corrective action, perform necessary corrections, update SWPPPs to incorporate preventative measures, and submit details with the annual summary.
- When new facilities are built, develop and implement a SWPPP as part of the start-up activities.

1.5.7 Staff Training (Permit Section 3.5.8)

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

- Perform this task by developing and delivering training to field staff (or by contracting for appropriate equivalent training) and by maintaining records to document that the training has been held annually for all field staff.
- Coordinate this training with WMS as necessary.

- Provide to WMS by January 1 of each year, the dates of each training held in the last 12 months, an outline of the material covered at each training, and the number of participants.

1.6 Illicit Discharge Management (Permit Section 3.5)

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

- GSM will participate with WMS in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- GSM will coordinate with AWWU, ROW, WMS, ADOT, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
- GSM will provide annual summary of spills and response actions to WMS by January 1 of each permit year.
- GSM will continue to coordinate with WMS the implementation of an illicit discharge tracking program. GSM will facilitate access to WMS or its contractors, and any specialized equipment or training required to enter and sample, piped storm drain systems and controls as needed to determine source and extent of illicit discharges.

1.7 Public Education and Involvement (Permit Section 3.6)

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

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

1.7.1 Annual Meeting (Permit Section 3.6.3)

GSM will coordinate with WMS in conducting the Annual Meeting.

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

descriptive of its MS4 activities for the past year in concert with the format and schedule of events as prepared by WMS for each annual meeting.

1.7.2 Monthly Coordination Meetings

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

1.7.3 Semi-Annual Meetings (Permit Section 3.6.4)

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

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

- GSM will assist as necessary in the annual evaluation of the MOA's compliance with permit conditions and progress towards achieving control measures outlined in Section 3.0 of the permit.
- GSM will assist WMS as necessary in providing access to WMS or its contractors for sampling efforts related to outfall monitoring, fecal coliform and petroleum loading estimates

1.8.1 Evaluation of Program Effectiveness (Permit Section 4.3)

- GSM will provide a yearly summary of how their activities met or did not meet the intent of the Permit and how they will change their SOPs, as appropriate, in the coming year to better meet their needs. A summary report to WMS by January 1 of each permit year.

1.8.2 Record Keeping (Permit Section 4.5 and 2.8)

- GSM will be responsible for compiling and archiving records of their compliance activity as required by the permit.
- Summary reports, inspections, and all other permit related, compliance-related documents concerning GSM activities shall be retained for a period of at least five years from the date of the sample, measurement, report or application, or for the term of this permit, whichever is longer.
- GSM records must make records available to the public if requested to do so in writing and make those records available during normal business hours. GSM may charge the public a reasonable fee for copying requests.
- GSM will submit to WMS by January 1 of each year:
 - Information described in each of the tasks outlined in this agreement.
 - General summary of next year's anticipated permit compliance activities.
 - Information their program's cost of compliance for the preceding 12 months.

2 Revisions

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

3 Coordinating Authorities:

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

Kyle Kelley, Girdwood Liaison
Girdwood Street Maintenance

2-4-21
Date