

**Program Coordination Agreement for APDES Permit AKS-052558  
Alaska Department of Transportation & Public Facilities, Central Region  
Design and Construction**

For Permit Years August 1 through July 31, 2020 through 2025 inclusive

Purpose: To describe how the Alaska Department of Transportation & Public Facilities (DOT&PF), Central Region Design and Construction (D&C) intends to coordinate with the Municipality of Anchorage (MOA) and the Alaska Department of Transportation & Public Facilities, Central Region Maintenance and Operations (M&O) to ensure the effective implementation and compliance with APDES Permit AKA-052558 (MS4 Permit) within the corporate boundaries of the MOA as required under Section 1.3.4 of the MS4 Permit.

D&C is responsible for the design and construction of projects within the Municipality of Anchorage and has primary responsibility for the following sections of the MS4 Permit as they apply to the DOT&PF right-of-way:

Section	Title
3.1	Construction Site Runoff Control Program
3.2.1	Ordinance or other regulatory mechanisms
3.2.2	Storm Water Design Criteria Manual
3.2.3	Green Infrastructure/LID Strategy and Projects
3.2.4	Plan Review and Approval

D&C also has joint responsibilities with M&O for the following sections of the MS4 Permit as they apply to the DOT&PF right-of-way:

Section	Title
2.5	Reduce Pollutants To The Maximum Extent Practicable
2.8	Storm Water Management Resources
3.2.7	Education and Training on Permanent Storm Water Controls
3.6.2	Targeted Education and Training
3.6.3	Annual Training
3.6.4	Semi-Annual Meetings

M&O has a separate coordination agreement with the MOA for non-construction requirements under the MS4 Permit.

**1. Coordination Agreement**

This coordination agreement describes activities of D&C, a relevant DOT&PF organization, as required in Permit Section 1.3.2.1.

1. D&C will name a point of contact as the D&C MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS), with

- MOA road maintenance and operations groups, and other relevant MOA and DOT&PF agencies as necessary.
2. The D&C MS4 Permit Lead/Liaison will provide an organizational chart showing all D&C groups involved in permit compliance activities to WMS by February 12, 2021, for inclusion in the coordination plan submittal to the Alaska Department of Environmental Conservation ADEC.
  3. All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
  4. D&C will perform the activities described below to achieve permit compliance:

## **1.1 Construction (Permit Section 3.1)**

### **1.1.1 Requiring and enforcing erosion, sediment, and materials management controls (Permit Section 3.1.1)**

D&C is responsible for implementing a contractual or regulatory mechanism for requiring and enforcing erosion controls, sediment controls and materials management at construction projects within its jurisdiction. D&C will:

- Adopt, implement, and enforce specifications or other regulatory mechanism requiring erosion controls, sediment controls, and materials management techniques to be employed and maintained at each construction project from initial clearing through final stabilization.
- Require construction site operators to maintain adequate and effective controls to eliminate pollutants in storm water discharges from construction sites.
  - Use enforcement actions (such as, written warnings, stop work orders or fines) to ensure compliance.
- Annually, D&C will provide a summary of the regulatory program implemented by DOT&PF and a weblink (if any) to the supporting document to WMS by January 1 for inclusion in the Annual Report.
- No later than four years after the effective date of this permit, D&C must review, and update if needed, specifications or other regulatory mechanisms that are consistent with this permit and the current version of the APDES General Permit for Storm Water Discharges from Construction Activities, Permit #AKR10-0000 (APDES Construction General Permit or CGP).

### **1.1.2 Construction Storm Water Manual (Permit Section 3.1.2)**

D&C is responsible for updating or appending their Alaska Storm Water Pollution Prevention Plan Guide to include requirements for the proper installation and maintenance of erosion controls, sediment controls, and material containment pollution prevention practices consistent with the current version of the CGP.

- By August 1, 2024 D&C must update their construction manual and require the use of the manual by construction site operators within their jurisdiction.

### **1.1.3 Review and Approval of Construction SWPPPs (Permit Section 3.1.3)**

D&C is responsible for requiring Construction Storm Water Pollution Prevention Plans (SWPPPs) for activities that disturb 10,000 square feet or more at a single construction site or

as part of a plan of common development or pose a potential threat to receiving water quality.

- Prior to the start of a construction project disturbing one or more acres or less than one acre but part of a larger common plan of development, DOT&PF or its contractors will obtain necessary coverage under the operative APDES Construction General Permit
- D&C will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- D&C will require inspection and enforcement by the relevant DOT&PF agency according to Permit Sections 3.1.4 and 3.1.5.
- D&C will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. D&C 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-cescl.net/>)

#### **1.1.4 Enforcement Response Plan (Permit Section 3.1.5)**

D&C is responsible for maintain and implementing an enforcement response policy (ERP) for construction site management. The ERP for DOT&PF must address contractual enforcement of construction site runoff controls at DOT&PF owned construction sites and be submitted in the first annual report. The ERP must describe the D&C's potential responses to violations with an appropriate educational or enforcement response. The ERP must address repeat violations through progressively stricter responses as needed to achieve compliance. Each ERP must describe how the permittee will use the following types of enforcement response based on the type of violation:

- Verbal Warnings (Permit Section 3.1.5.1)
- Written Notices (Permit Section 3.1.5.2)
- Escalated Enforcement Measures (Permit Section 3.1.5.3)
- Construction General Permit Violation Referrals (Permit Section 3.1.5.4)
- Enforcement Tracking (Permit Section 3.1.5.5)

Annually, D&C will provide a summary of activities related to the ERP to WMS by January 1 for inclusion in the Annual Report. This summary shall include any revisions to the ERP and record of enforcement actions taken by D&C during that year along with any supporting documentation.

#### **1.1.5 Construction Program Education and Training (Permit Section 3.1.6)**

Annually, D&C must ensure that all staff whose primary job duties are related to implementing the construction program (including permitting, plan review, construction site inspections, and enforcement) are trained to conduct such activities. The education program must also provide regular training opportunities for construction site operators. This training must include, at a minimum:

- Erosion and Sediment Control/Storm Water Inspectors (Permit Section 3.1.6.1)
- Other Construction Inspectors (Permit Section 3.1.6.2)
- Plan Reviewers (Permit Section 3.1.6.3)

- Third-Party Inspectors and Plan Reviewers (Permit Section 3.1.6.4)
- Construction Operator Education (Permit Section 3.1.6.5)I
  - Identify and notify the staff and contractors who require training as outlined in the permit
  - Coordinate training with the AK CESL program (<http://ak-cescl.net/>)
- Annual reporting requirements: D&C will provide a document summarizing training conducted during the previous to WMS by January 1 of each year.

## **1.2 New and Redevelopment (Permit Section 3.2)**

D&C must continue to implement and enforce a program to control storm water runoff from new development and redevelopment projects that result in a land disturbance of 10,000 square feet or more, including roads and streets. The program must ensure that permanent controls or practices are utilized at each new development and redevelopment site to protect water quality. The program must include, at a minimum, the elements described below:

### **1.2.1 Ordinance or Regulatory Mechanism (Permit Section 3.2.1)**

- Continue to coordinate with WMS to begin execution of the LID implementation plan developed during the previous permit term.
- By the fourth year of the permit, update, as needed the LID implementation plan or other enforceable regulatory requirement(s) to require long term maintenance of permanent storm water management controls at new development and redevelopment projects.

### **1.2.2 Update Design Manual (Permit Section 3.2.2)**

D&C is responsible for continuing to implement their Highway Design Manual or other storm water criteria manual specifying acceptable permanent stormwater management control practices reflective of Permit Section 3.2.1. The manual must contain design criteria for each practice and include the elements listed in Permit Sections 3.2.2.1 through 3.2.2.3.

### **1.2.3 Green Infrastructure/LID Strategy and Projects (Permit Section 3.2.3)**

Within one year of the effective date of this permit, D&C must update the strategy to provide incentives for the increased use of LID techniques in development projects within DOT&PF jurisdiction. The strategy must outline the methods of evaluating the Green Infrastructure/LID projects described below. Permittees must begin implementation of the Green Infrastructure/LID Strategy and demonstration projects within three years of the effective date of this permit.

- Beginning with the fourth year annual report, the permittees must work with WMS to evaluate the status of four new projects that use LID concepts for onsite control of water quality. Projects must involve managing runoff from at least 10,000 square feet of impervious surface. At least two of the four LID projects must be DOT&PF-owned locations. At least two of the project sites must address drainage areas greater than five acres in size. At least one project must be located in the Chester Creek, Fish Creek, Campbell Creek, or Little Campbell Creek watersheds. They may include private development, rain gardens, parking lot controls, and riparian zone management.

- For retrofit projects, changes in runoff quantities shall be calculated as a percentage of 100% pervious surface before and after implementation of the LID practices.
- For new construction projects, changes in runoff quantities shall be calculated for development scenarios both with LID practices and without LID practices.
- Measure runoff flow rate and subsequently prepare runoff hydrographs to characterize peak runoff rates and volumes, discharge rates and volumes, and duration of discharge volumes. The evaluation must include quantification and description of each type of land cover contributing to surface runoff for each demonstration project, including area, slope, vegetation type and condition for pervious surfaces, and nature of impervious surfaces.
- The permittees must use these runoff values to evaluate the overall effectiveness of various LID practices and to develop recommendations for future LID practices addressing appropriate use, design, type, size, soil type and operation and maintenance practices. D&C must use the recommendations to update their final LID criteria, as necessary, and utilize the information obtained through the LID demonstration studies to revise the Storm Water Design Criteria Manual(s) no later than five years from the effective date of this permit.

#### **1.2.4 Plan Review and Approval (Permit Section 3.2.4)**

D&C must continue to review and approve preconstruction plans for permanent storm water management. D&C will:

- Review plans for consistency with the ordinance/regulatory mechanism and Storm Water Design Criteria Manual required by Permit Section 3.2.1.
- Ensure that the project operator is prohibited from commencing construction activity prior to receipt of written approval from DOT&PF.
- Throughout the permit term, D&C must require the preparation and submittal of plans for permanent storm water control for the DOT&PF's review and written approval prior to commencing with the construction project.
- Document the review of each storm water treatment plan using a checklist or similar process.
- Annual reporting requirements: D&C will report the number of plans submitted and plan approved in the previous 12 months to WMS by January 1 of each year for inclusion in the Annual Report

#### **1.2.5 Staff Training (Permit Sections 3.2.7, 3.4.7, 3.5.8, and 3.6.2)**

D&C will provide training for staff plan reviewers and local audiences on the selection, design, installation, operation, and maintenance of permanent storm water controls.

- Annually, ensure that all D&C 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.

- Separately, or in coordination with WMS, provide annual training for local audiences on the stormwater management requirements described in Permit Section 3.2.
- By January 1 of each year submit a summary of the trainings conducted during the previous year and the number of attendees for inclusion in the Annual Report.

### **1.3 DOT&PF Public Education and Involvement (Permit Section 3.6)**

Coordinate 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 land use planners.

#### **1.3.1 Annual Meeting (Permit Section 3.6.3)**

D&C will coordinate with WMS in conducting the Annual Meeting.

- D&C will participate and contribute to the efforts required to implement annual public meetings to include, at minimum, obtaining appropriate meeting places, obtaining and using meeting presentation materials and equipment, and acquiring and providing hosting services.
- D&C 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 D&C.
- D&C will send select staff to attend and participate in annual public meetings organized and directed by WMS. D&C will coordinate with WMS so as to ensure the availability of D&C staff for participation in the annual meetings in multiple roles of hosts, presenters, and audience.
- D&C 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.

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

- D&C 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)**

- D&C will assist in the annual evaluation of the permittees' compliance with permit conditions and progress towards achieving control measures outlined in Section 3.0 of the permit.

- D&C 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
- D&C will assist WMS in identifying and prioritizing those portions of the MS4 requiring controls.

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

- D&C 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 shall be submitted to WMS by January 1 of each permit year for inclusion in the annual report.

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

- D&C 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 D&C 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.
- D&C records must make records available to the public if requested to do so in writing and make those records available during normal business hours. D&C may charge the public a reasonable fee for copying requests.
- D&C 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 D&C will revisit this agreement on an as-needed basis.

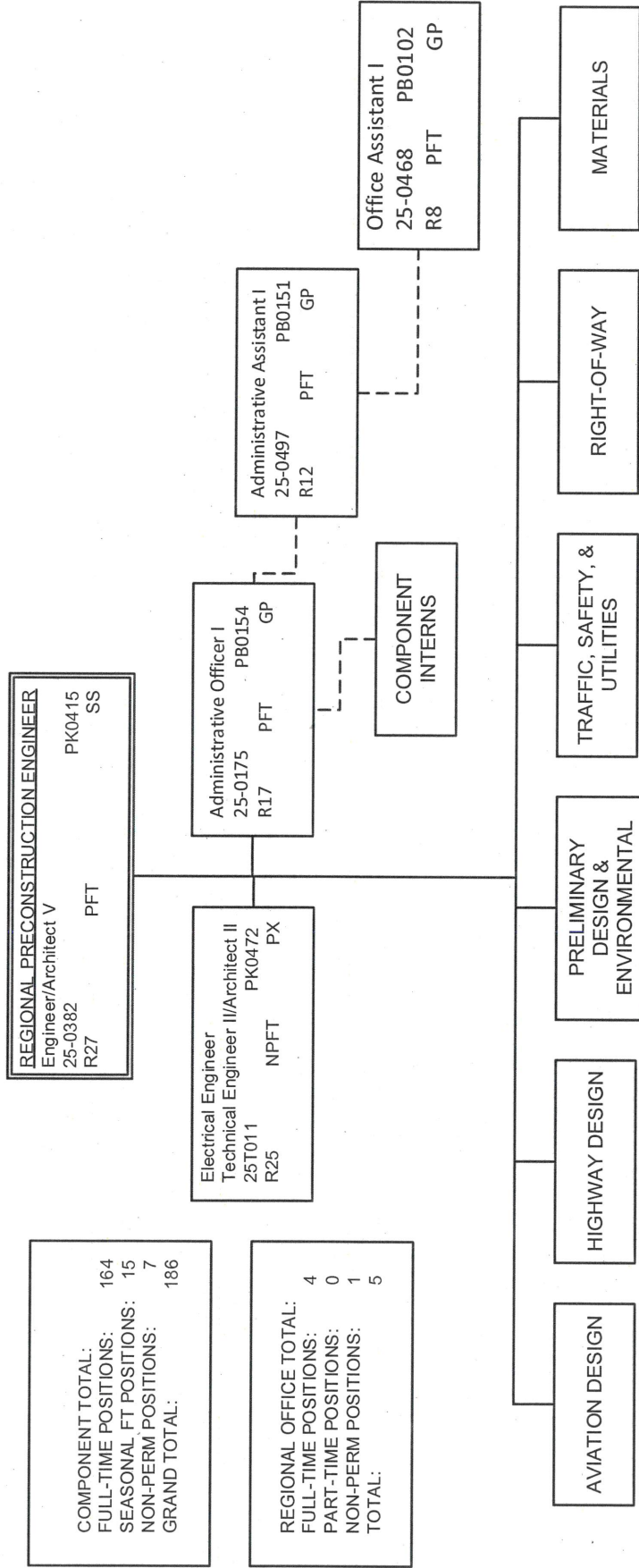
**3. Coordinating Authorities:**

Wolfgang Junge, P.E., Central Region Director, DOT&PF Central Region  
 Charlie Wagner, P.E., Maintenance & Operations Chief, DOT&PF Central Region  
 Kristi Bischofberger, Watershed Manger, MOA Watershed Management Services  
 Kent Kohlhasse, Director, Project Management and Engineering Department

  
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 Wolfgang Junge, P.E., Central Region Director,  
 DOT&PF Central Region

02/11/21  
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 Date

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN



COMPONENT TOTAL:	164
FULL-TIME POSITIONS:	15
SEASONAL FT POSITIONS:	7
NON-PERM POSITIONS:	186
GRAND TOTAL:	

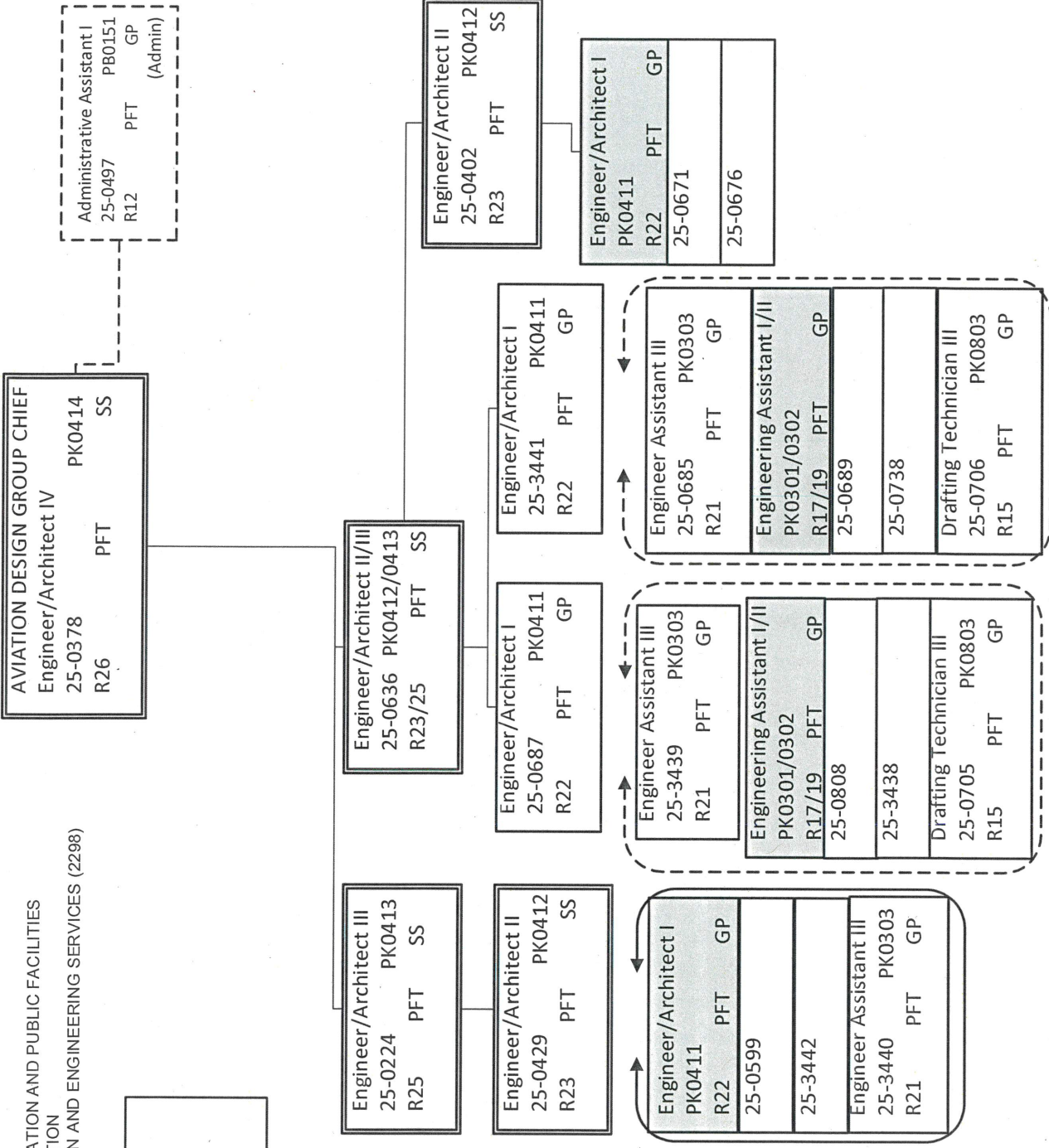
REGIONAL OFFICE TOTAL:	4
FULL-TIME POSITIONS:	0
PART-TIME POSITIONS:	1
NON-PERM POSITIONS:	5
TOTAL:	

Note: All positions are located in Anchorage.



DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

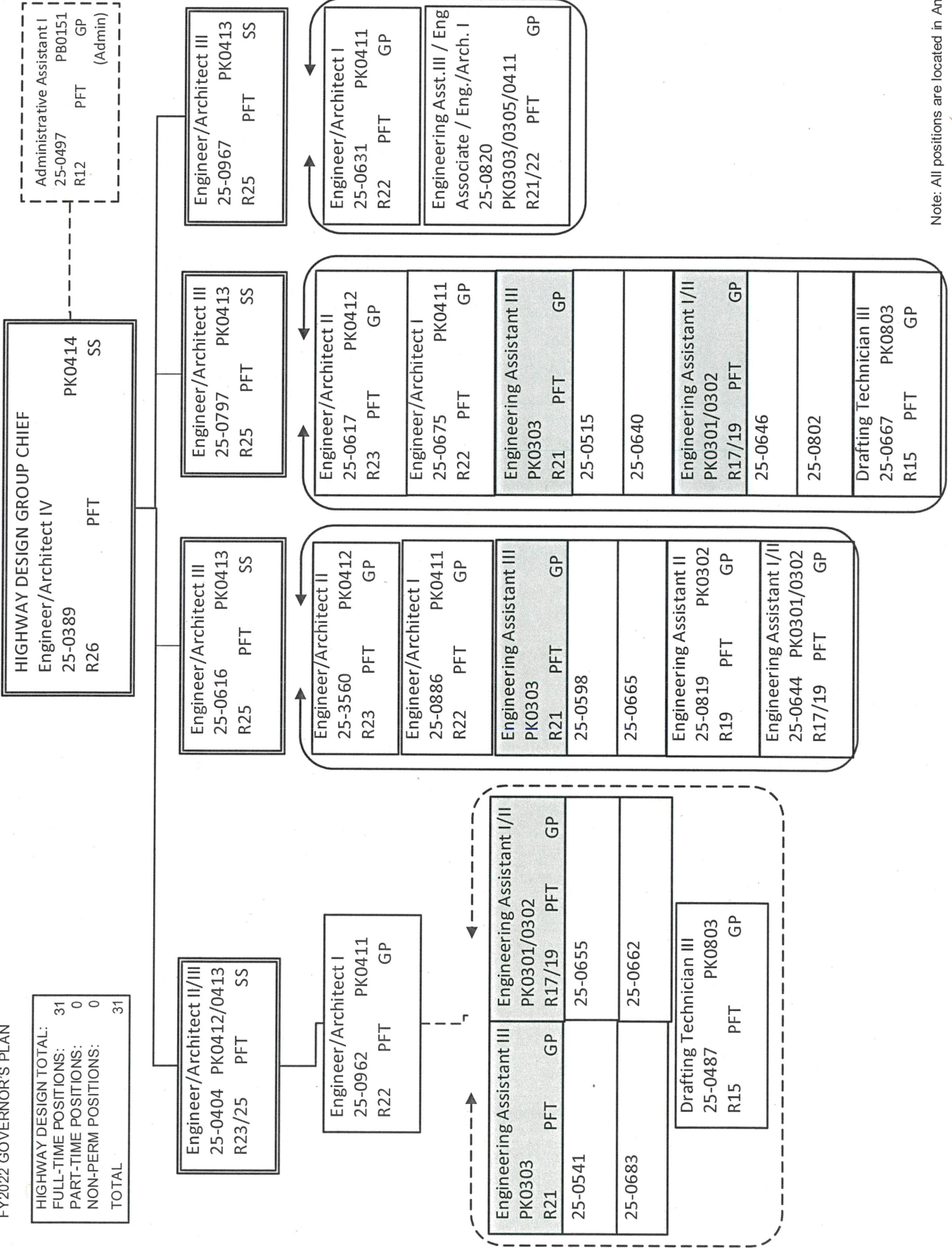
AVIATION DESIGN TOTAL:	20
FULL-TIME POSITIONS:	0
PART-TIME POSITIONS:	20
TOTAL	



Note: All positions are located in Anchorage.

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

HIGHWAY DESIGN TOTAL:	31
FULL-TIME POSITIONS:	0
PART-TIME POSITIONS:	0
NON-PERM POSITIONS:	0
TOTAL	31



Note: All positions are located in Anchorage.

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

HIGHWAY DESIGN GROUP CHIEF  
 Engineer/Architect IV  
 25-0389 PFT  
 R26  
 PK0414 SS

Engineer/Architect II/III  
 25-0960 PK0412/0413  
 R23/25 PFT SS

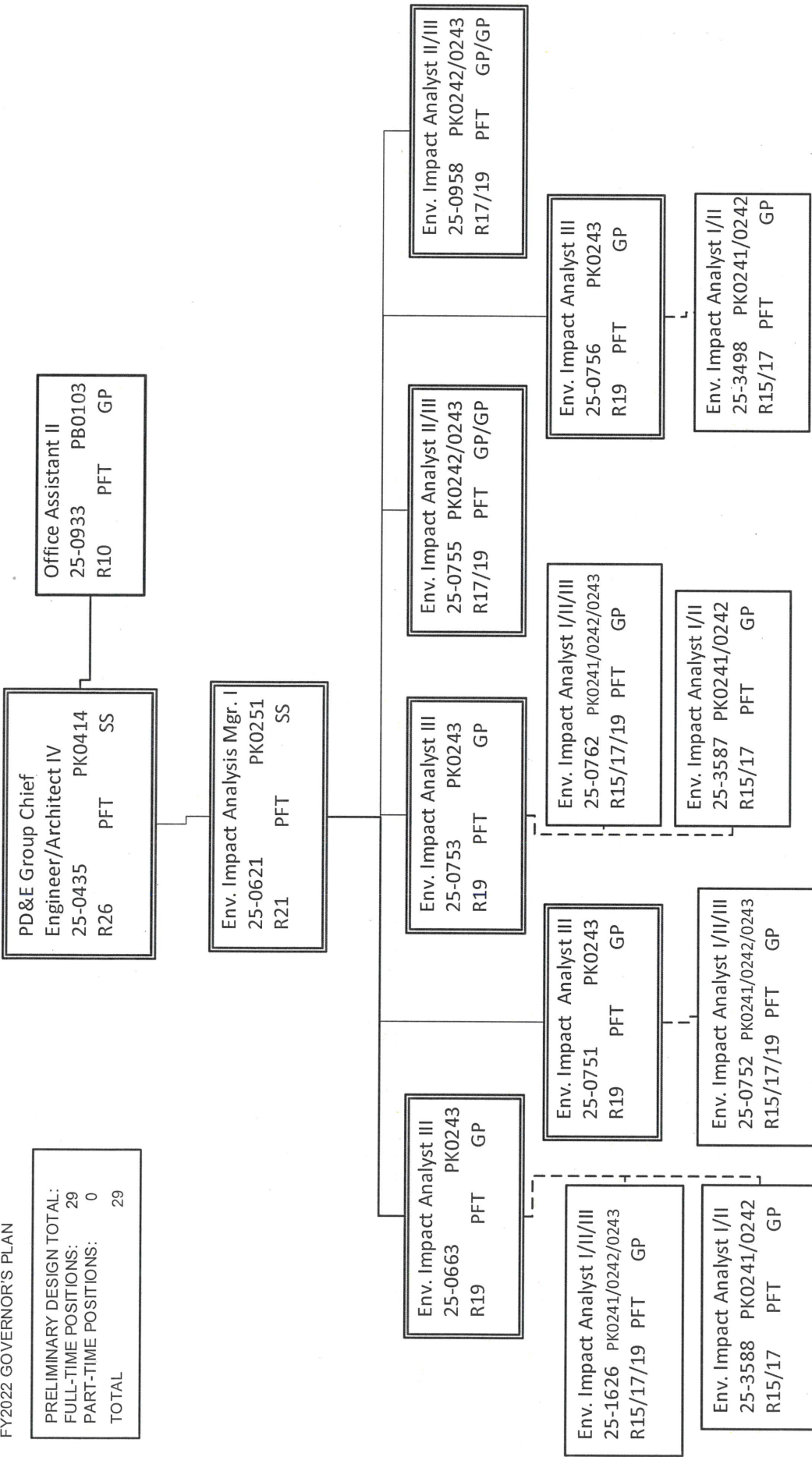
Consultant Coordinator  
 Engineer/Architect I  
 PK0411 R22 PFT GP  
 25-0619  
 25-0620

Engineer/Architect II/III  
 25-0416 PK0412/0413  
 R23/25 PFT SS

Engineering Assistant I/II  
 25-1835 PK0301/0302  
 R17/19 PFT GP

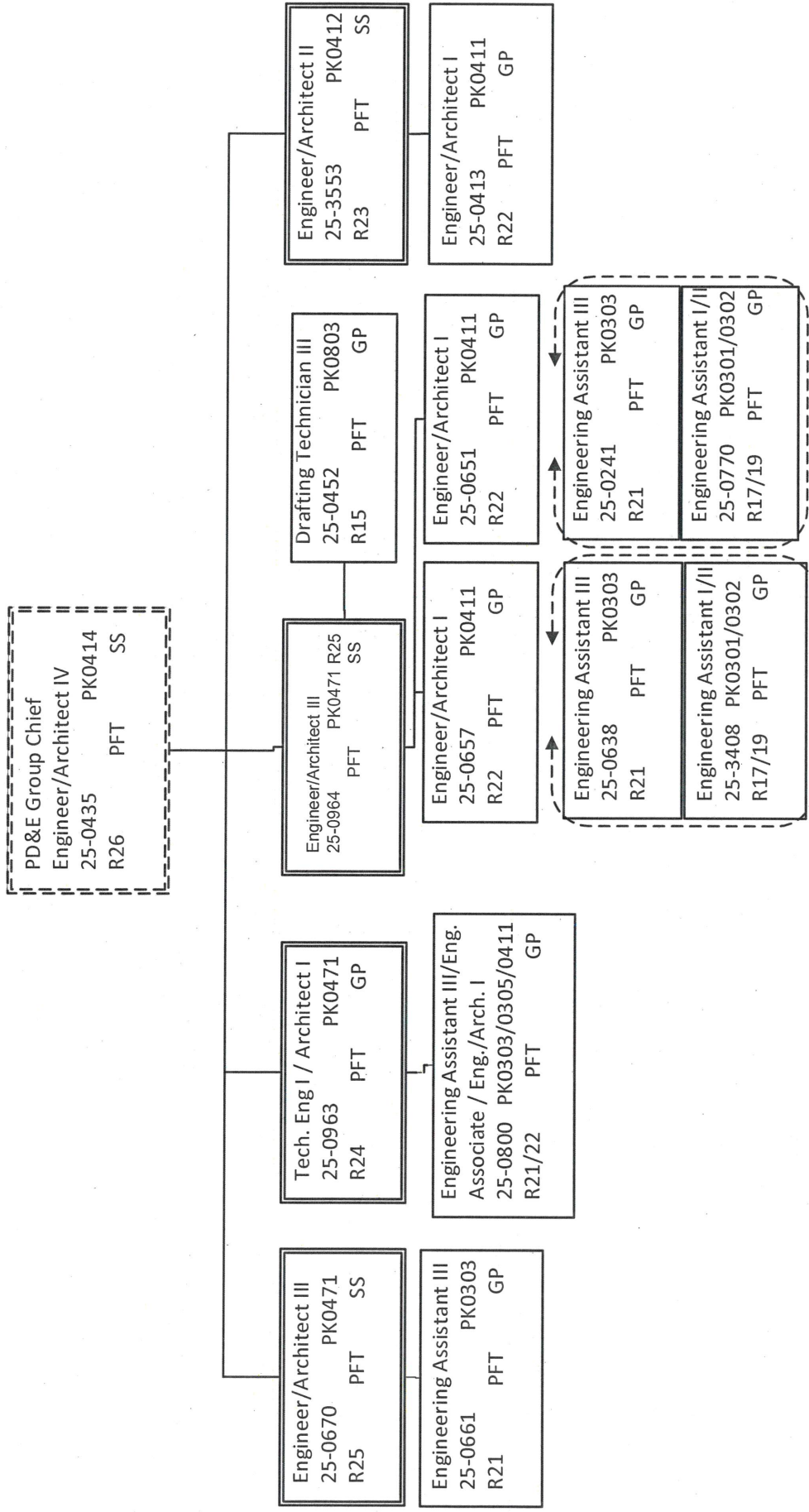
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

PRELIMINARY DESIGN TOTAL:	
FULL-TIME POSITIONS:	29
PART-TIME POSITIONS:	0
TOTAL	29



Note: All positions are located in Anchorage.

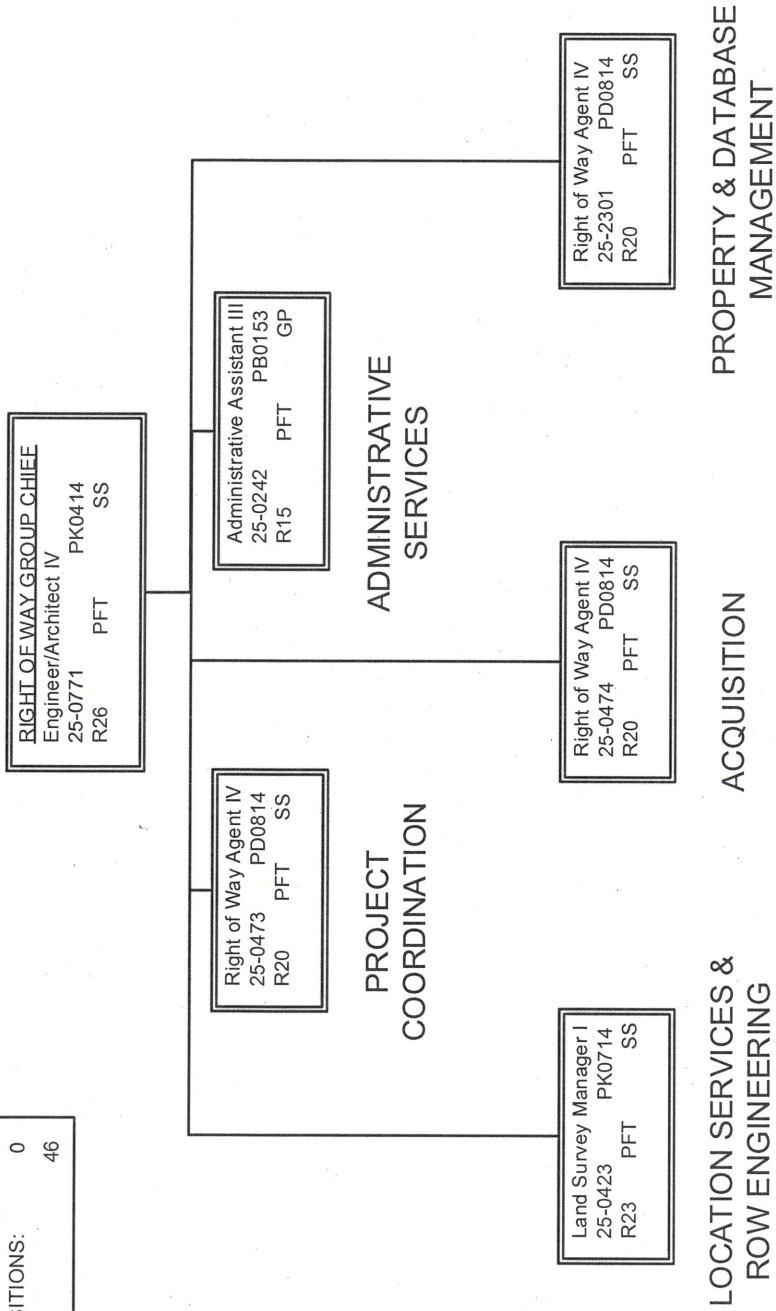
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN



Note: All positions are located in Anchorage.

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

RIGHT OF WAY TOTAL:	39
FULL-TIME POSITIONS:	7
SEASONAL FT POSITIONS:	0
NON-PERM POSITIONS:	46
TOTAL	



LOCATION SERVICES &  
ROW ENGINEERING

Note: All positions are located in Anchorage.

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

**RIGHT OF WAY GROUP CHIEF I**  
 Engineer/Architect IV  
 25-0771 PFT SS  
 R26

**Land Survey Manager I**  
 25-0423 PK0714 SS  
 R23

LOCATION SERVICES & ROW ENGINEERING

Land Surveyor I PK0711 R21 PFT GP 25-0929	Drafting Technician III 25-0488 PK0803 R15 PFT GP
25-0424	Right of Way Agent I/II 25-0485 PD0811/0812 R14/16 PFT GP
Engineering Asst. I/II/III PK0301/0302/0303 R17/19/21 PFT GP 25-0236	Right of Way Assistant 25-0496 PD0810 R12 PFT GP
25-0479	
25-0717	
Engineering Assistant I/II PK0301/0302 R17/19 PFT GP 25-3446	
25-0501	

Land Surveyor II  
25-0632 PK0712  
R22 PFT SS

Land Surveyor I  
25-3448 PK0711  
R21 PFT GP

Eng. Assistant I/II  
25-3445 PK0301/0302  
R17/19 PFT GP

Engineering Assistant III  
25-0643 PK0303  
R21 PFT GP

Survey Lead PK0744 WG53 SFT LL 25-0792	Survey Journey PK0743 WG54 SFT LL 25-0726	Survey Sub Journey II 25-0612 PK0742 WG65 SFT LL
25-0887	25-0791	
25-0889	25-0954	

Note: All positions are located in Anchorage.

<b>RIGHT OF WAY GROUP CHIEF</b>	
Engineer/Architect IV	PK0414
25-0771	PFT
R26	SS

PROPERTY & DATABASE MANAGEMENT

ADMINISTRATIVE SERVICES

ACQUISITION

PROJECT COORDINATION

<b>Right of Way Agent IV</b>	
25-2301	PD0814
R20	PFT
	SS

<b>Administrative Asst. III</b>	
25-0242	PB0153
R15	PFT
	GP

<b>Right of Way Agent IV</b>	
25-0474	PD0814
R20	PFT
	SS

<b>Right of Way Agent IV</b>	
25-0473	PD0814
R20	PFT
	SS

<b>Right of Way Agent III</b>	
25-3447	PD0813
R18	PFT
	GP

<b>Right of Way Agent II</b>	
PD0812	
R16	PFT
	GP
25-0482	
25-3684	
<b>Right of Way Agent I/II</b>	
PD0811/0812	
R14/16	PFT
	GP
25-0427	
25-0715	

<b>Right of Way Assistant</b>	
25-0492	PD0810
R12	PFT
	GP

<b>Right of Way Agent III</b>	
PD0813	
R18	PFT
	GP
25-0421	
25-0477	
<b>Right of Way Agent II/III</b>	
PD0812/0813	
R16/18	PFT
	GP
25-0486	
25-0695	
<b>Right of Way Agent I/II</b>	
25-0719	PD0811/0812
R14/16	PFT
	GP
<b>Right of Way Agent I</b>	
25-0561	PD0811
R14	PFT
	GP

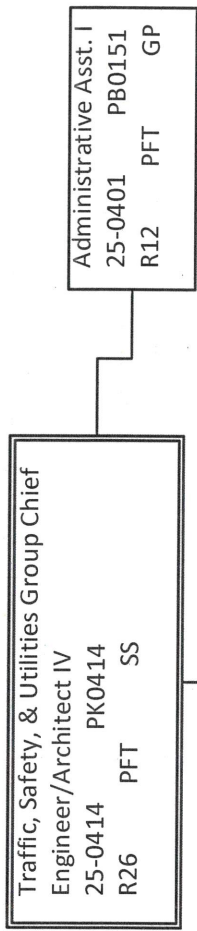
<b>Right of Way Agent III</b>	
PD0813	
R18	PFT
	GP
25-0433	
25-0476	
25-0480	
<b>Right of Way Agent II</b>	
PD0812	
R16	PFT
	GP
25-0499	
25-0712	
25-3683	

Note: All positions are located in Anchorage.

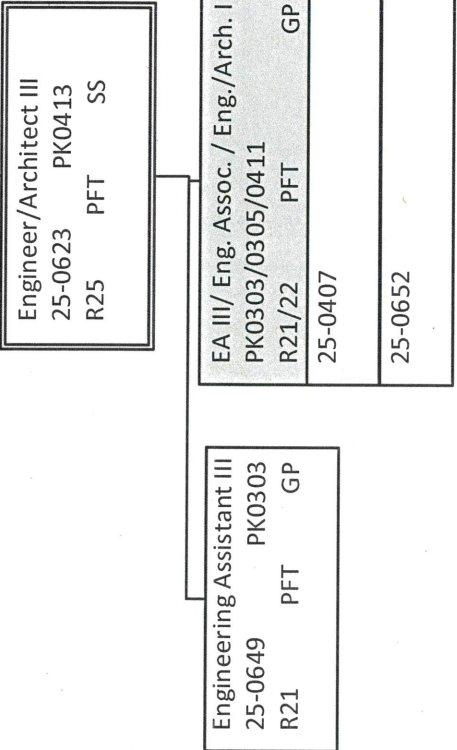


DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

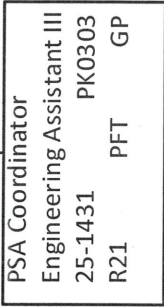
TRAFFIC, SAFETY, & UTILITIES TOTAL:	28
FULL-TIME POSITIONS:	0
PART-TIME POSITIONS:	28
TOTAL	



UTILITY PERMITTING/UTILITY  
 ACCOMMODATION & RELOCATION



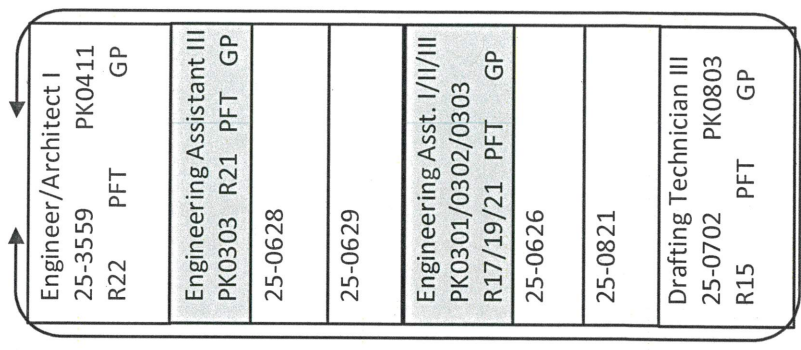
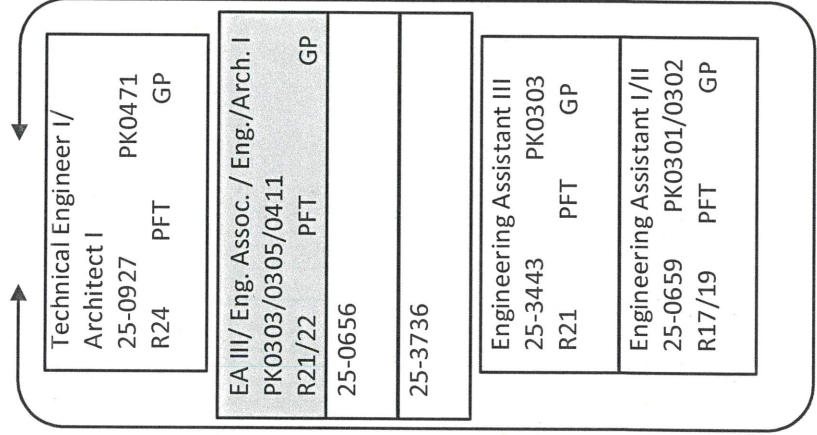
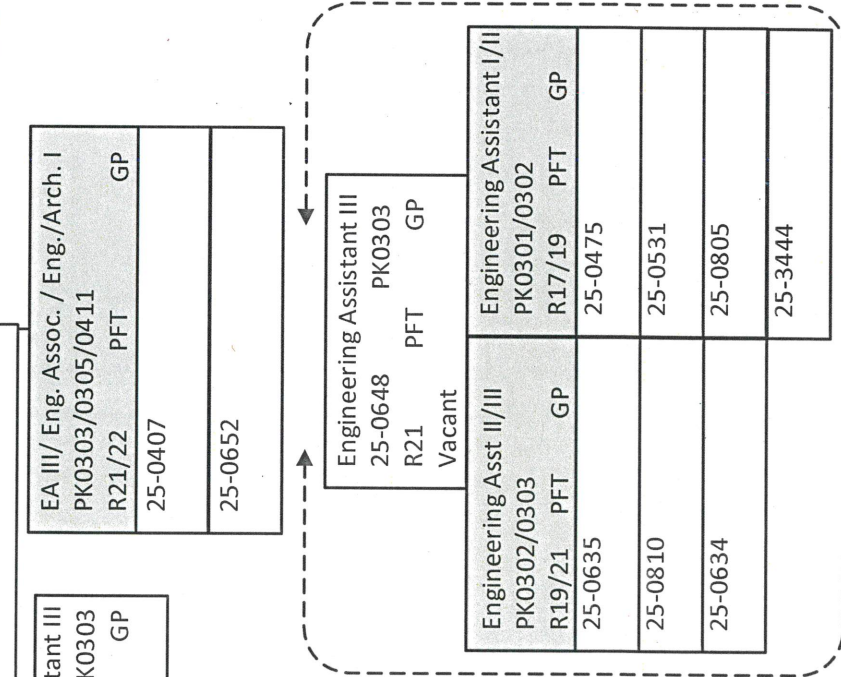
TRAFFIC SAFETY



TRAFFIC SAFETY



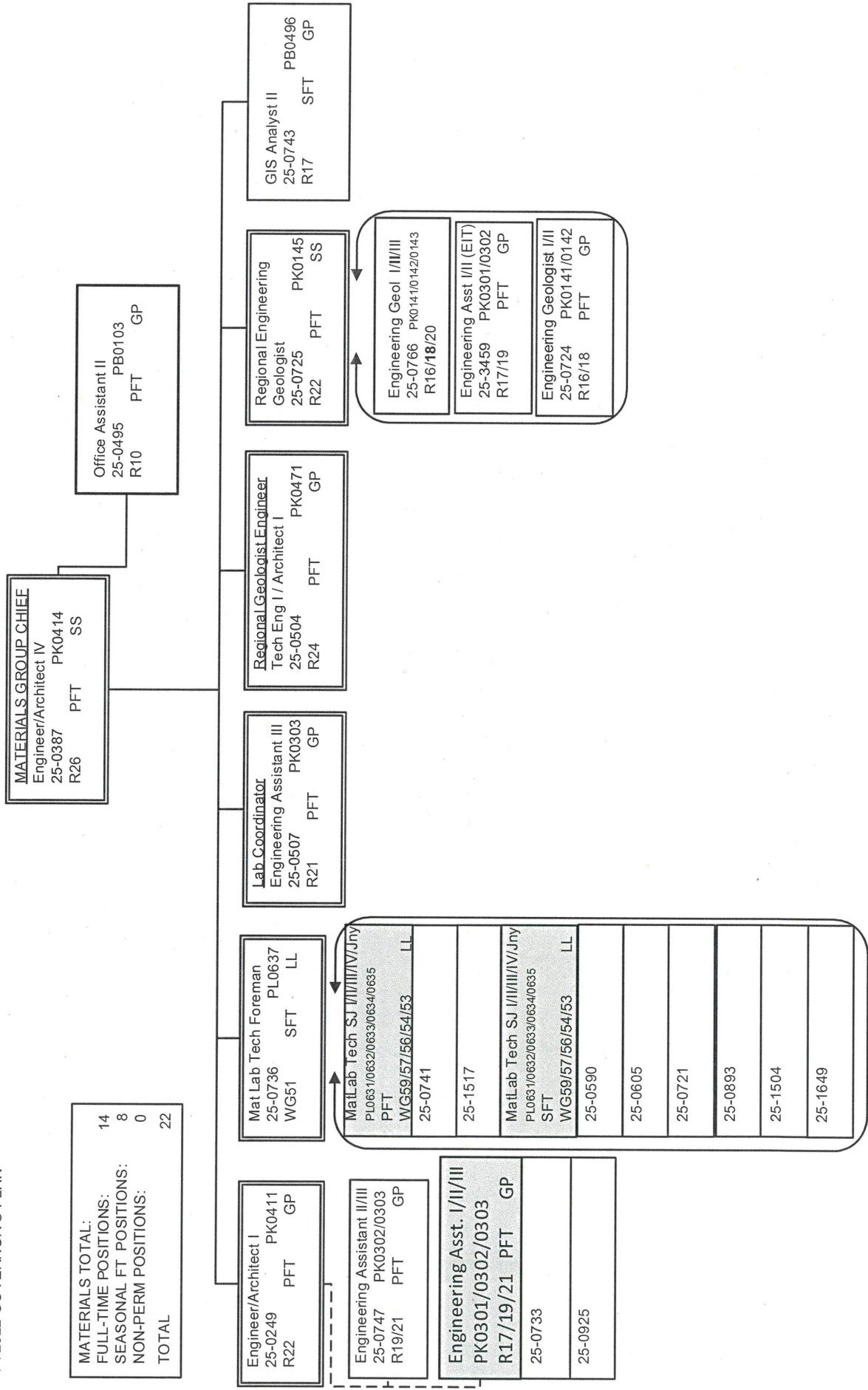
TRAFFIC DESIGN



Note: All positions are located in Anchorage.

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 RDU: DESIGN AND CONSTRUCTION  
 COMPONENT: CENTRAL DESIGN AND ENGINEERING SERVICES (2298)  
 FY2022 GOVERNOR'S PLAN

MATERIALS TOTAL:	14
FULL-TIME POSITIONS:	8
SEASONAL FT POSITIONS:	0
NON-PERM POSITIONS:	0
TOTAL	22



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DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
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 FY2022 GOVERNOR'S PLAN

NON-PERM TOTAL:	
FULL-TIME POSITIONS:	0
PART-TIME POSITIONS:	0
NON-PERM POSITIONS:	6
TOTAL	6

YEAR ROUND COLLEGE INTERNS

College Intern I/I (FLEX) 25IN1215 PF0621/0622 R8/9	EE
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College Intern I/II/III/IV (FLEX) R8/9/10/12	EE	PF0621/0622/0623/0624
25IN1436		25IN1441
25IN1437		25IN1503
25IN1438		

Note: All positions are located in Anchorage.

# **Program Coordination Agreement for APDES Permit AKS-052558 Alaska Department of Transportation & Public Facilities Maintenance and Operations**

**For Permit Years August 1 through July 31, 2020 through 2025 inclusive**

Purpose: To describe planned coordination of permit activities as required at Section 1.3.4 specifically related to the Alaska Department of Transportation & Public Facilities (DOT&PF) Maintenance and Operations (M&O), the Alaska Department of Transportation & Public Facilities responsible for Municipal Separate Storm Sewer (MS4) maintenance and operations within the State of Alaska Central Region, encompassing the corporate boundaries of the Municipality of Anchorage.

Note: A separate Coordination Agreement is in place with DOT&PF Central Region PD&E and Construction Sections

## **1 Coordination Agreement**

This coordination agreement describes activities of M&O, a relevant DOT&PF organization, as required in Permit Section 1.3.2.1.

- M&O will name a point of contact as the M&O MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS), with MOA road maintenance and operations groups, and other road service area agencies as needed.
- The M&O MS4 Permit Lead/Liaison will provide an organizational chart showing all M&O groups involved in permit compliance activities to WMS by February 12, 2021, for inclusion in the coordination plan submittal to the Alaska Department of Environmental Conservation (ADEC).
- All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
- M&O will perform the activities described below to achieve permit compliance:

### **1.1 Construction** (Permit Section 3.1)

- As needed, M&O and its contractors will conduct activities outside of the scope of normal maintenance in accordance with DOT&PF construction site runoff program as outlined in Permit Section 3.1. These measures may include:
  - Review and approval of Stormwater Pollution Prevention Plans (SWPPPs) for sites disturbing 10,000 square feet or more at a single construction site or as part of a plan of common development or sites that pose a potential threat to receiving water quality.
  - Obtaining Construction General Permit or MS4 permit coverage for projects disturbing one or more acres or less than one acre but part of a larger common plan of development
  - Ensuring appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.

- Inspection and enforcement by the relevant DOT&PF agency according to Permit Sections 3.1.4 and 3.1.5.
- M&O will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. M&O 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-cescl.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)**

M&O will:

- Assist WMS in tracking publicly owned permanent storm water controls owned by DOT&PF.
- 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)**

M&O will:

- Annually, ensure that any M&O 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 specifically 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)**

M&O will:

- Annually, by January 1, submit to WMS, an updated list of snow disposal sites and maintenance and material storage yards, operated by M&O.
- Assist WMS as necessary in locating and mapping all active DOT&PF snow disposal sites, including field identification and location of storm water controls at each snow disposal site.
- Assist WMS in identifying and developing standards for a specific activity in the MS4 where stormwater discharges are not adequately addressed.

## **1.4 Storm Water Infrastructure and Street Management (Permit Section 3.4)**

### **1.4.1 Storm Sewer Inventory and Mapping (Permit Section 3.4.1)**

M&O will:

- Update and 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, catch basins 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)**

M&O will:

- Throughout the permit term, maintain a program to inspect all DOT&PF-owned or operated catch basins and inlets according to the schedule developed as part of the Term III fill rate stud and take appropriate maintenance action based on those inspections.
- By the end of the permit term the permittees must design, fund, build, and operate one or more facilities to process catch basin and inlet cleaning materials (both solid and liquid portions of the waste stream) for proper handling and disposal. The permittees may complete this Part by following Part 2.6, Shared Implementation with outside entities. Existing disposal sites may qualify, with proper documentation, to meet this permit requirement.
- Provide the schedule of cleaning based on rate of fill data, for catch basin facilities and submit the results with the first year annual report.
- Annually, by January 1, submit to WMS the numbers of catch basins and inlets cleaned each season and adjust cleaning schedules as needed based on previous seasons inspections.

### **1.4.3 Street and Road Maintenance (Permit Section 3.4.4)**

M&O will:

- By January 1, 2024, update, as necessary, the M&O Standard Operating Procedures. The SOPs must contain, for each activity or facility, inspection and maintenance schedules specific to the activity, and appropriate pollution prevention/good housekeeping procedures for all of the following types of facilities and/or activities listed below
  - Streets, Roads and Parking Lots (Permit Section 3.4.3.1)
  - Inventory of Maintenance Materials (Permit Section 3.4.3.2)
- 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)**

M&O will:

- Update and implement their street sweepings management plan within nine months of the effective date of this permit. Prior to March 1, 2021, the permittees must follow the street sweeping procedures of the previous permit. The updated plan must address the recommendations and discussion for street sweeping improvements laid out in the Visually Clean Standard. The updated plan must designate streets, roads, and public parking lots within their jurisdiction for street sweeping frequency based on land use, traffic volumes, jurisdictional area, road type, sweep method, and other pertinent information useful in determining appropriate sweeping maintenance operations. Street and parking lot categories are as follows:
  - Residential – Streets and road segments that include, but are not limited to, light traffic zones and residential zones.
  - Arterial and all other – Streets and road segments with high traffic volumes serving commercial or industrial districts.
  - Parking lots – large lots serving schools and cultural facilities, plazas, sports and event venues or similar facilities.
- Within nine months of the effective date of this permit, at a minimum, sweep streets, roads, and public parking lots in their jurisdictions according to the following schedule in Permit Section 3.4.4.2
- For areas where street sweeping is technically infeasible, provide a summary report by January 1, 2021 for the first year Annual Report why sweeping is infeasible, and document how M&O 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 Street Sweeping Report 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.
- An assessment of the effectiveness of street sweeping activities.

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

M&O and its contractors 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 3.4.3. M&O will:

- Assure that practices to reduce the discharge of pollutants are implemented by staff and contractors.
- Require that its employees or contractors who apply restricted use pesticides have current ADEC certification via the Alaska Pesticide Safety program. Such measures may include requiring by contract mechanism that any contractors who apply restricted use pesticides have ADEC certification. M&O will obtain and retain copies of the contractors’ certifications for right of way projects.
- Provide an annual summary of the practices it has implemented to reduce the discharge of pollutants associated with the application, storage, or 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)**

M&O will:

- Implement SWPPPs for all DOT&PF material storage facilities, maintenance yards, and snow disposal sites
  - Conduct inspections as specified in each SWPPP
- 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 3.4.7, 3.5.8, and 3.6.2)**

M&O will provide training for staff based on SOPs, SWPPPs, identifying and eliminating illicit discharges and spills, and general permit education. M&O 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)**

M&O will coordinate spill prevention, containment, and response activities with MOA Street Maintenance, the MOA Fire Department, and any other relevant state or MOA department. M&O will provide training to its field staff on identifying and eliminating illicit discharges, spills, and illicit connections to the MS4.

- M&O will participate with WMS in updating a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- M&O will coordinate with AWWU, MOA Right of Way, WMS, ARDSA, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
- M&O will provide annual summary of spills and response actions to WMS by January 1 of each permit year.
- M&O will continue to coordinate with WMS the implementation of a dry weather screening program. M&O 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)**

M&O will coordinate 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 land use planners.

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

M&O will coordinate with WMS in conducting the Annual Meeting.

- M&O will participate and contribute to the efforts required to implement annual public meetings to include at minimum of assisting in obtaining appropriate meeting places, obtaining and using meeting presentation materials and equipment, and acquiring and providing hosting services.
- M&O 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 M&O.
- M&O will send select staff to attend and participate in annual public meetings organized and directed by WMS. M&O will coordinate with WMS so as to ensure the availability of M&O staff for participation in the annual meetings in multiple roles of hosts, presenters, and audience.
- M&O 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**

- M&O will make staff available for monthly coordination meetings with between DOT&PF, CBERSSA, WMS, and the Girdwood Service Area

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

- M&O will make staff available for semi-annual coordination meetings with DEC to discuss permit requirements, Storm Water Management Plan (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)**

- M&O will assist as necessary in the annual evaluation of the permittees compliance with permit conditions and progress towards achieving control measures outlined in Section 3.0 of the permit.
- M&O 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
- M&O will assist WMS in identifying and prioritizing those portions of the MS4 requiring controls.

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

- M&O 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)**

- M&O 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 M&O 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.
- M&O records must make records available to the public if requested to do so in writing and make those records available during normal business hours. M&O may charge the public a reasonable fee for copying requests.
- M&O 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 M&O will revisit this agreement on an as-needed basis.

## 3 Coordinating Authorities:

- Wolfgang Jung, P.E., Central Region Director, DOT&PF
- Charles Wagner, P.E., Maintenance and Operations Chief, Central Region  
DOT&PF Maintenance and Operations
- Kent Kohlhase, Director, Project Management and Engineering Department
- Kristi Bischofberger, Manager, Watershed Management Services

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Wolfgang Jung, P.E., Central Region Director,  
DOT&PF Central Region

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Date

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Charles Wagner, P.E, Maintenance and Operations Chief  
DOT&PF Central Region Maintenance and Operations

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Date

# **Program Coordination Agreement for APDES Permit AKS-052558 Anchorage Health Department (AHD)**

**For Permit Years August 1 through July 31, 2020 through 2025 inclusive**

Purpose: To describe the planned coordination of MS4 activities as required at Permit Section 1.3.4, specifically relative to Municipality of Anchorage, Anchorage Health Department (AHD).

## **1 Coordination Agreement**

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

- AHD will name a point of contact as APDES MS4 Permit Lead/Liaison.
- The AHD Permit Lead/Liaison will provide an organizational chart showing all AHD groups involved in Permit compliance activities to Watershed Management Services (WMS) by January 1, 2021 for inclusion in the coordination plan submittal to ADEC.
- All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
- AHD will coordinate with WMS to achieve Permit Requirements described below.

### **1.1 Animal Facilities (Permit Section 3.3.3)**

AHD will:

- Provide input to WMS for an evaluation report addressing whether further regulations are required of animal facilities to prevent animal waste from entering the MS4 and to protect water quality. Facilities to be considered include animal facilities regulated by AHD.
- In coordination with WMS, develop recommended code changes based on the evaluation report by January 1, 2024.
- AHD will continue to coordinate with WMS and Land Use Enforcement on the review, inspection, and enforcement of Animal Waste Management Plans.

### **1.2 Requirements for Herbicide and Pesticide Application (Permit Section 3.4.5)**

AHD will:

- Inform WMS of any changes to AMC 15, with respect to herbicide and pesticide requirements.
- In coordination with the Parks and Recreation Department continue to consult with WMS about the application of pesticides and herbicides within riparian areas.
- In coordination with the Parks and Recreation Department, annually, by January 1, continue to provide a list of herbicide and pesticide applications on municipal property, as well as any enforcement actions taken during the preceding year.

### 1.3 Spill Control (Permit Section 3.5.2)

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

AHD will:

- Participate with WMS in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- Coordinate with WMS and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
- Provide an annual summary of spills and response actions performed by AHD to WMS by January 1 for the preceding year.

### 1.4 Annual Meeting. (Permit Section 3.6.3)

AHD will:

- Send at least one representative to the Annual Meeting (to be held sometime from February to May of each year).
- Coordinate this meeting with WMS as necessary.

### 1.5 Administration/Reporting/Records

AHD will:

- Provide WMS with a single Point of Contact for annual report summaries.
- Maintain records of facility inspection and enforcement conducted under any ordinance enacted as an outcome from item 1.1 and 1.2 above.
- Permit Sections 4.2.2 and 2.8 - Annual Report Information Submittal. AHD will submit to WMS by January 1 of each year, as applicable:
  - Information described in each of the above tasks.
  - General summary of next year's anticipated permit compliance activities.
  - Information about their program's cost of compliance for the preceding 12 months.

## 2 Revisions

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

## 3 Coordinating Authorities

DeeAnn Fetko, Deputy Director, Anchorage Health Department  
Kristi Bischofberger, Manager, Watershed Management Services  
Jeffrey Urbanus, Watershed Hydrologist, Watershed Management Services

*DeeAnn Fetko*

DeeAnn Fetko, Deputy Director  
Anchorage Health Department

February 9, 2021

Date

**Program Coordination Agreement for APDES Permit AKS-052558**  
**Anchorage Water and Wastewater Utility (AWWU)**  
For Permit Years July 31, 2020 through August 1, 2025 inclusive

Purpose: To describe the planned coordination of MS4 activities as required at Permit Section 1.3.4, specifically relative to Anchorage Water and Wastewater Utility (AWWU).

## **1 Coordination Agreement**

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

- AWWU will name a point of contact as APDES MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS) and with internal AWWU groups as necessary.
- The AWWU Permit Lead/Liaison will provide an organizational chart showing all AWWU groups involved in Permit compliance activities to WMS by August 1, 2021 for inclusion in the coordination plan submittal to ADEC.
- All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
- AWWU will perform the activities described below to achieve permit compliance:

### **1.1 Construction (Permit Section 3.1)**

- AWWU will ensure that Stormwater Pollution Prevention Plans (SWPPPs) are completed for construction sites disturbing 10,000 square feet or more as outlined in the *Anchorage Stormwater Manual, Construction Practice, Volume 2* before start of construction.
- As outlined in Building Safety Handout AG21, for construction sites disturbing less than 10,000 square feet, AWWU will ensure that a Type I Project Form is required before the start of construction.
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- AWWU may elect to have AWWU staff, WMS, or a third party perform appropriate reviews and inspections and ensure paperwork and measures are in place to control erosion and minimize stormwater runoff prior to the start of construction.
- AWWU will provide WMS with an active list of construction projects.
- AWWU will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- AWWU will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- AWWU will ensure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. AWWU will:
  - Identify and notify the staff or staff groups and contractors who require training as outlined in the Permit.
  - Coordinate training with the AK CESL program (<http://ak-cesl.net/>)

## **1.2 New and Redevelopment (Permit Section 3.2)**

- AWWU will continue to obtain appropriate building, grade and fill, right-of-way, or other applicable Municipal reviews, approvals, and permits for site improvements according to Table 2.1-1 in the *Anchorage Stormwater Manual, Construction Practices, Volume 2*. Street and Road Maintenance (Permit Section 3.4)

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

- AWWU has filed a no exposure certification with ADEC under the APDES Multi Sector General Permit (MSGP) for its eligible industrial facilities. AWWU will review with WMS the potential for coverage under MSGP for each of its major facilities
- If AWWU has any material storage facilities or maintenance yards with potential pollutants exposed to stormwater that are not eligible for the MSGP, AWWU will develop and implement Stormwater Pollution Prevention Plans (SWPPPs) to reduce the discharge of pollutants to the maximum extent practicable. AWWU will provide annual staff training for these SWPPPs.

## **1.3 Spill Prevention and Response (Permit Sections 3.5)**

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

- Participate with WMS in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- Coordinate with WMS, Street Maintenance, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
- Conduct annual training of field staff in spill prevention, containment, and response activities. See Task 3.5.8 below.
- Provide an annual summary of spills and response actions performed by AWWU to WMS by January 1 of each year.

## **1.4 Staff Training (Permit Section 3.1, 3.4.7, and 3.5.8)**

AWWU is responsible for training staff as required under Permit Sections 3.1 (construction activities), 3.4.7 (industrial activities), and 3.5.8 (illicit discharge management). AWWU 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.

## **1.5 Annual Meeting (Permit Section 3.6.3)**

AWWU will:

- Send at least one representative to the Annual Meeting (to be held sometime from February to March of each year).
- Coordinate this meeting with WMS as necessary.

**1.6 Administration/Reporting/Records (Permit Section 4.5 and 2.8)**

- AWWU 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 AWWU 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.
- AWWU records must make records available to the public if requested to do so in writing and make those records available during normal business hours. AWWU may charge the public a reasonable fee for copying requests.
- AWWU 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 AWWU will revisit this agreement on an as-needed basis.

**3 Coordinating Authorities**

Mark Corsentino, General Manager, Anchorage Water and Wastewater Utility  
 Kristi Bischofberger, Manager, Watershed Management Services

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 Mark Corsentino, General Manager  
 Anchorage Water and Wastewater Utility

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 Date



**Program Coordination Agreement for APDES Permit AKS-052558**  
**Municipality of Anchorage, Eagle River Street Maintenance**  
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, Eagle River Street Maintenance ('ERSM'), the Municipality of Anchorage agency responsible for Municipal Separate Storm Sewer (MS4) maintenance and operations within the Chugiak, Birchwood, Eagle River Rural Road Service Area (CBERRRSA).

## **1 Coordination Agreement**

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

- ERSM will name a point of contact as the ERSM 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 ERSM MS4 Permit Lead/Liaison will provide an organizational chart showing all ERSM groups involved in permit compliance activities to WMS by February 12, 2021, for inclusion in the coordination plan submittal to the Alaska Department of Environmental Conservation ADEC.
- ERSM will perform the activities described below to achieve permit compliance:

### **1.1 Construction (Permit Section 3.1)**

- ERSM 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.
- ERSM 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.
- ERSM will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- ERSM will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- ERSM will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. ERSM will:
  - Identify and notify the staff and contractors who require training as outlined in the permit
  - Coordinate training with the AK CESCL program (<http://ak-cescl.net/>)

## **1.2 New and Redevelopment (Permit Section 3.2)**

### **1.2.1 Repair of Public Streets, Roads or Parking Lots. (Permit Section 3.2.3.5)**

ERSM will:

- Evaluate the feasibility of incorporating runoff reduction techniques into the repair of streets, roads, and parking lots using canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, rain gardens, infiltration trenches, extended filtration and/or evapotranspiration and/or any combination of the aforementioned practices. Where such practices are found to be feasible, ERSM must consider the use of such practices in the design and repair.
- ERSM will coordinate with WMS, as necessary, to assist in establishing appropriate design standards and limitations of runoff reduction techniques and/or feasibility threshold
- ERSM will coordinate with CBERRRSA Board to obtain funding as needed for runoff reduction projects.
- ERSM will provide a list of the locations of street, road, and parking lot repair work completed within the past 12 month period that has incorporated such runoff reduction practices to WMS by January 1 of each year

## **1.3 Operation and Maintenance of Permanent Stormwater Controls (Permit Section 3.2.5)**

### **1.3.1 Inventory and Tracking (Permit Section 3.2.5.1)**

ERSM will:

- Assist WMS in tracking publicly owned permanent stormwater controls in CBERRRSA.
- 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.

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

ERSM 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 ERSM personnel responsible for reviewing plans for new development and redevelopment and/or inspecting storm water management practices and treatment controls must receive training sufficient to determine the adequacy of storm water management and treatment controls at proposed new development and redevelopment sites.

- Assist WMS as necessary in developing training for local audiences on the stormwater management requirements described in Permit Section 3.2, particularly related to relevant maintenance considerations.

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

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

ERSM will:

- Annually, by December 31, submit to WMS, an updated list of snow disposal sites, operated, maintained, used by ERSM.
- 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.

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

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

ERSM 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.
- By August 1, 2021 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.

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

ERSM will:

- Throughout the permit term, maintain a program to inspect all CBERRRSA-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. and take appropriate maintenance action based on those 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.

### **1.5.3 Street and Road Maintenance (Permit Section 3.4.3)**

ERSM will:

- By August 1, 2024, as necessary, update the ERSM Standard Operating Procedures. The SOPs must contain, for each activity or facility, inspection and maintenance schedules specific to the activity, and appropriate pollution prevention/good housekeeping procedures for all of the following types of facilities and/or activities listed below
  - Streets, Roads and Parking Lots
  - Inventory of Maintenance Materials
  - Covered Sand Storage
  - 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.

### **1.5.4 Street and Road Sweeping (Permit Section 3.4.4)**

ERSM will:

- Update and implement their street sweepings management plan within nine months of the effective date of this permit. Prior to March 1, 2021, the permittees must follow the street sweeping procedures of the previous permit. The updated plan must address the recommendations and discussion for street sweeping improvements laid out in the Visually Clean Standard. The updated plan must designate streets, roads, and public parking lots within their jurisdiction for street sweeping frequency based on land use, traffic volumes, jurisdictional area, road type, sweep method, and other pertinent information useful in determining appropriate sweeping maintenance operations. Street and parking lot categories are as follows:
  - Residential – Streets and road segments that include, but are not limited to, light traffic zones and residential zones.
  - Arterial and all other – Streets and road segments with high traffic volumes serving commercial or industrial districts.
  - Parking lots – large lots serving schools and cultural facilities, plazas, sports and event venues or similar facilities.
- Within nine months of the effective date of this permit, at a minimum, sweep streets, roads, and public parking lots in their jurisdictions according to the following schedule in Permit Section 3.4.4.2
- For areas where street sweeping is technically infeasible, provide a summary report by January 1, 2020 for the first year Annual Report why sweeping is infeasible, and document how M&O 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 Street Sweeping Report 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.
  - An assessment of the effectiveness of street sweeping activities.

#### **1.5.5 Herbicides, Pesticides, and Fertilizers (Permit Section 3.4.5)**

ERSM will implement practices to reduce the discharge of pollutants associated with the application, storage, and disposal of pesticides, herbicides, and fertilizers, and document these practices in the SOPs developed for Permit Section 3.4.6. ERSM 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. ERSM 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. ERSM 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

#### **1.5.6 Develop and Implement Storm Water Pollution Prevention Plans (Permit Section 3.4.6)**

ERSM will:

- Conduct annual inspections and revise, as necessary, and implement SWPPPs for all CBERRRSA-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)**

ERSM will provide training for staff based on SOPs, SWPPPs, and in general permit education. ERSM 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)**

ERSM 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.

- ERSM will participate with WMS in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- ERSM will coordinate with AWWU, ROW, WMS, ADOT, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
- ERSM will provide annual summary of spills and response actions to WMS by January 1 of each permit year.
- ERSM will continue to coordinate with WMS the implementation of a illicit discharge tracking program. ERSM 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)**

ERSM will coordinate with WMS in conducting the Annual Meeting.

- ERSM will participate and contribute to the efforts required to implement annual public meetings to include obtaining appropriate meeting places, obtaining and using meeting presentation materials and equipment, and acquiring and providing hosting services.
- ERSM 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 ERSM.

- ERSM will send select staff to attend and participate in annual public meetings organized and directed by WMS. ERSM will coordinate with WMS so as to ensure the availability of ERSM staff for participation in the annual meetings in multiple roles of hosts, presenters, and audience.
- ERSM 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**

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

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

- ERSM 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)**

- ERSM 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.
- ERSM 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)**

- ERSM 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)**

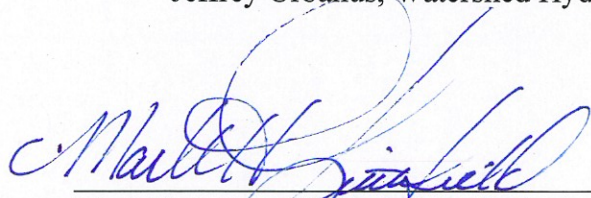
- ERSM will be responsible for compiling and archiving records of their compliance activity as required by the permit.
- Summary reports, inspections, and all other permit related, compliance-related documents concerning ERSM activities shall be retained for a period of at least five years from the date of the sample, measurement, report or application, or for the term of this permit, whichever is longer.
- ERSM records must make records available to the public if requested to do so in writing and make those records available during normal business hours. ERSM may charge the public a reasonable fee for copying requests.
- ESRM 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 ERSM will revisit this agreement on an as-needed basis.

## 3 Coordinating Authorities:

- Mark H. Littlefield, Superintendent, Eagle River Street Maintenance
- Kristi Bischofberger, Manager, Watershed Management Services
- Jeffrey Urbanus, Watershed Hydrologist, Watershed Management Services



Mark H. Littlefield, Superintendent  
Eagle River Street Maintenance

2-3-2021

Date



**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-cescl.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 T. Kelley**

Digitally signed by Kyle T. Kelley  
DN: cn=Kyle T. Kelley, o=MOA,  
ou=Girdwood Street Maintenance,  
email=KelleyKT@muni.org, c=US  
Date: 2021.02.04 14:15:16 -09'00'

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Kyle Kelley, Girdwood Liaison  
Girdwood Street Maintenance

\_\_\_\_\_  
Date 2-4-21



**Program Coordination Agreement for APDES Permit AKS-052558**  
**Municipality of Anchorage ‘Road Service Areas’**  
For Permit Years August 1 through July 31, 2015 through 2020 inclusive

Purpose: To describe planned coordination of MS4 activities as required at Section 1.3.4. specifically relative to the Office of Public Works Administration (OPWA), the Municipality of Anchorage agency responsible for administrating Municipal Separate Storm Sewer (MS4) maintenance and operations within road service areas within the Municipality of Anchorage including:

Limited Road Service Areas (LRSAs)

- BEAR VALLEY LIMITED ROAD SERVICE AREA (AO 88-99)
- BIRCH TREE/ELMORE LIMITED ROAD SERVICE AREA (AO 81-117)
- HOMESTEAD LIMITED ROAD SERVICE AREA (AO 03-17)
- LAKEHILL LIMITED ROAD SERVICE AREA (AO 93-45)
- MOUNTAIN PARK ESTATES LIMITED ROAD SERVICE AREA (AO 83-57)
- MOUNTAIN PARK/ROBIN HILL LIMITED ROAD SERVICE AREA (AO 83-116)
- PARADISE VALLEY SOUTH LIMITED ROAD SERVICE AREA (AO 2003-30)
- RABBIT CREEK VIEW AND RABBIT CREEK HEIGHTS LIMITED ROAD SERVICE AREA (AO 80-134)
- RAVEN WOODS/BUBBLING BROOK LIMITED ROAD SERVICE AREA (AO 83-112)
- ROCKHILL LIMITED ROAD SERVICE AREA (AO 89-92)
- SECTION 6/CAMPBELL AIRSTRIP LIMITED ROAD SERVICE AREA (AO 82-28)
- SEQUOIA ESTATES LIMITED ROAD SERVICE AREA (AO 88-93)
- SKYRANCH ESTATES LIMITED ROAD SERVICE AREA (AO 83-83)
- SRW HOMEOWNERS LIMITED ROAD SERVICE AREA (AO 2004-53)
- TALUS WEST LIMITED ROAD SERVICE AREA (AO 79-234)
- TOTEM LIMITED ROAD SERVICE AREA (AO 93-45)
- UPPER GROVER LIMITED ROAD SERVICE AREA (AO 83-111)
- UPPER OMALLEY LIMITED ROAD SERVICE AREA (AO 79-234)
- VALLI VUE ESTATES LIMITED ROAD SERVICE AREA (AO 83-81)
- VILLAGES SCENIC PARKWAY LIMITED ROAD SERVICE AREA (AO 88-118)

Rural Road Service Areas (RSAs)

- SOUTH GOLDENVUE RURAL ROAD SERVICE AREA (AO 2007-4)

Service Areas (SAs)

- GLEN ALPS SERVICE AREA (AO 78-172)

Independent Road Service Areas (IRSAs)

Note that this coordination agreement does not include the Anchorage Roads and Drainage Service Area (ARDSA), Chugiak Birchwood Eagle River Rural Road Service Area (CBERRRSA), of the Girdwood Service Area (addressed in separate agreements).

## 1 Coordination Agreement

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

- OPWA will name a point of contact as the OPWA 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 OPWA MS4 Permit Lead/Liaison will provide an organizational chart showing all OPWA 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.
- OPWA will direct and coordinate the permit activities of all road service area agencies and operators with WMS so as to ensure their compliance with activities as described in this agreement and as required under this permit. Alternatively, in consultation with OPWA, Rural Road Service Areas (RRSAs) and Service Areas (SAs) may elect to coordinate directly with WMS. However, such election must be formally concurred upon in a separate coordination agreement between PWA, the RRSA or SA board, and WMS.
- All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
- OPWA will perform the activities described below to achieve permit compliance:

### 1.1 *Construction* (Permit Section 3.1)

- OPWA will submit Stormwater Pollution Prevention Plans (SWPPPs) and any required review fee for construction sites disturbing 10,000 square feet or more to WMS for review and approval as outlined in Building Safety Handout AG21 before start of construction.
- OPWA will submit project plans and any required review fee for construction sites disturbing 500 square feet and pose a potential threat to receiving water quality to WMS for review and approval before start of construction as outlined in Building Safety Handout AG21.
- OPWA 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.
- OPWA will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- OPWA will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- OPWA will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. OPWA 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-cescl.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)**

OPWA will:

- Assist WMS in tracking publicly owned permanent stormwater controls in within the road service areas it administers.
- 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)**

OPWA will:

- Assist WMS as necessary 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.
- 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)**

## **1.4 Stormwater Infrastructure and Street Management (Permit Section 3.4)**

### **1.4.1 Storm Sewer Inventory and Mapping (Permit Section 3.4.1)**

OPWA will:

- By August 1, 2018 develop/continue to maintain a maintenance tracking database with schedules, actions taken, and progressive needs for continued MS4 function. As part of maintaining this database, an effort should be made to identify and inventory any existing assets that were previously not cataloged.
- By August 1, 2016 coordinate with WMS to develop and implement a process to annually incorporate new information from construction record drawings to update the MS4 inventory. The MS4 inventory must include:
  - The location of all inlets, catchbasins and outfalls;
  - 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, 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)**

OPWA will:

- Throughout the permit term, maintain a program to inspect all MOA-owned or operated catch basins and inlets at least annually and take appropriate maintenance action based on those inspections
- Collect and develop rate of fill data for catch basin facilities and submit the results with the fourth year annual report (2019).
- Use results from the rate study to update their maintenance schedules and standard operating procedures (SOP) prior to the expiration of the permit.
- 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 3.4.4)**

OPWA will:

- By August 1, 2017 update the Standard Operating Procedures for road service areas. The SOPs must contain, for each activity or facility, inspection and maintenance schedules specific to the activity, and appropriate pollution prevention/good housekeeping procedures for all of the following types of facilities and/or activities listed below
  - Streets, Roads and Parking Lots (Permit Section 3.4.4.1)
  - Inventory of Maintenance Materials (Permit Section 3.4.4.2)
  - Street and Road Sweeping (Permit Section 3.4.2)
- 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 3.4.5)**

OPWA will:

- Coordinate with WMS to develop an updated street sweeping management plan by March 1, 2016.
  - Coordinate with WMS and ADOT on how the visually clean method of performance will be evaluated.
- 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, 2016 for the first year Annual Report why sweeping is infeasible, and document how OPWA 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 3.4.6)**

OPWA will implement practices to reduce the discharge of pollutants associated with the application, storage, and disposal of pesticides, herbicides, and fertilizers, and document these practices in the SOPs developed for Permit Section 3.4.6. OPWA 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. OPWA 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. OPWA 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 3.4.7)**

OPWA will:

- Conduct annual inspections and revise, as necessary, and implement SWPPPs for all road service area-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)**

OPWA will coordinate with WMS to provide training for relevant road service area contractor staff based on SOPs, SWPPPs, and in general permit education. OPWA 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)**

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

- OPWA will participate with WMS in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- OPWA will coordinate with AWWU, ROW, WMS, ADOT, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
- OPWA will provide annual summary of spills and response actions to WMS by January 1 of each permit year.
- OPWA will continue to coordinate with WMS the implementation of an illicit discharge tracking program. OPWA 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)**

Coordinate 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)**

OPWA will coordinate with WMS in conducting the Annual Meeting.

- OPWA will participate and contribute to the efforts required to implement annual public meetings
- OPWA will coordinate with and advise WMS in planning and preparation for annual needs 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 OPWA.
- OPWA will encourage relevant contractor staff to attend and participate in annual public meetings organized and directed by WMS.

**1.7.2 Monthly Coordination Meetings**

- OPWA may elect to attend monthly coordination meetings with between ADOT, ARDSA, WMS, CBERRRSA and the Girdwood Service Area

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

- OPWA will assist 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.
- OPWA 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)**

- OPWA 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)**

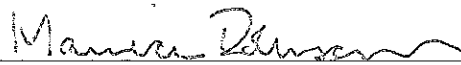
- OPWA will be responsible for compiling and archiving records of their compliance activity as required by the permit.
- Summary reports, inspections, and all other permit related, compliance-related documents concerning OPWA activities shall be retained for a period of at least five years from the date of the sample, measurement, report or application, or for the term of this permit, whichever is longer.
- OPWA records must make records available to the public if requested to do so in writing and make those records available during normal business hours. OPWA may charge the public a reasonable fee for copying requests.
- OPWA 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 OPWA will revisit this agreement on an as-needed basis.

**3 Coordinating Authorities:**

- Maury Robinson, Manager, Office of Public Works Administration
- Kristi Bischofberger, Manager, Watershed Management Services
- Jeffrey Urbanus, Watershed Hydrologist, Watershed Management Services

  
 \_\_\_\_\_  
 Maury Robinson, Manager,  
 Office of Public Works Administration

\_\_\_\_\_ Date 12/16/2015

**Program Coordination Agreement for APDES Permit AKS-052558**  
**MOA Maintenance and Operations Department**  
For Permit Years August 1 through July 31, 2020 through 2025 inclusive

Purpose: To describe the planned coordination of MS4 activities as required at Permit Section 1.3.4, specifically relative to the Municipality of Anchorage Maintenance and Operations Department.

*Note: A separate coordination agreement is in effect with Anchorage Street Maintenance, a division of the Maintenance and Operations Department.*

## **1 Coordination Agreement**

This coordination agreement describes activities of the Maintenance and Operations Department (MOD), a relevant Municipality of Anchorage (MOA) organization, as required in Permit Section 1.3.2.1.

- MOD will name a point of contact as the MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS) and with internal MOD groups as necessary.
- The MOD MS4 Permit Lead/Liaison will provide an organizational chart showing all MOD groups involved in Permit compliance activities to WMS by February 12, 2021 for inclusion in the coordination plan submittal to ADEC.
- All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
- MOD perform the activities described below to achieve permit compliance:

### **1.1 Construction (Permit Section 3.1)**

- MOD will coordinate with WMS to ensure that Stormwater Pollution Prevention Plans (SWPPPs) are submitted for review and approval for MOD projects disturbing 500 square feet or more, as outlined in the Anchorage Stormwater Manual, Volume 2, before the start of construction.
- MOD will coordinate with WMS to help ensure appropriate site controls, internal inspections, and good housekeeping practices for MOD projects of all sizes resulting in ground disturbance.
- MOD contractors will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- MOD will coordinate with WMS for training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. MOD will:
  - Identify and notify the staff who require training as outlined in the Permit
  - Coordinate training with the AK CESL program (<http://ak-cescl.net/>)

### **1.2 New and Redevelopment (Permit Section 3.2)**

- MOD will continue to require contractors to obtain appropriate building, grade and fill, right-of-way, or other applicable Municipal permits for site improvements disturbing 10,000 square feet or more. MOD's contractors are responsible for obtaining review and



approval of permanent storm water controls for its projects that disturb 500 square feet or greater associated with those permits from WMS.

### **1.3 Stormwater Infrastructure and Street Maintenance (Permit Section 3.4)**

#### **1.3.1 Mapping (Permit Section 3.4.1)**

MOD will coordinate with WMS to help perform GIS mapping for certain structures of the MS4. This includes:

- The location of the following that are present on property under their management (exclusive of rights-of-ways).
  - Inlets, catchbasins, and outfalls
  - Storm drainage pipes and ditches
  - Existing stormwater treatment controls
  - Location of vehicle maintenance facilities, materials storage facilities, maintenance yards, snow disposal sites, parking lots and roadways
  - Permanent water quality or quantity BMPs
- Annually provide a summary of new stormdrain infrastructure by January 1.

#### **1.3.2 Standard Operating Procedures (Permit Section 3.4.3)**

MOD will continue to require that contractors responsible for operation and maintenance of parking lots and storm drain infrastructure to follow standard operating procedures. SOPs will be incorporated into contracts. MOD will:

- Work with WMS to develop best management practices and SOPs meeting the maximum extent practicable (MEP) criteria.
- Provide an annual update to WMS of changes that have been made to the SOPs in the past 12 months by January 1 of each year.
- By August 1, 2024, as necessary, update existing SOPs to ensure that they adequately protect water quality and reduce the discharge of pollutants, to the maximum extent possible.

#### **1.3.3 Parking Lot and Street Sweeping (Permit Section 3.4.4)**

##### **1.3.3.1 Sweeping Management Plan (Permit Section 3.4.4)**

- Coordinate with WMS to develop an updated 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 parking lot sweeping activities.
  - Assist WMS with decisions and data for sweeping quantitative assessments.
- 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 public parking lots maintained by MOD with their respective sweeping frequency
  - Dates of sweep, completeness, types of sweepers used, number of passes on pavement 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 users to move vehicles to maximize parking lot surfaces available for sweeping.

#### **1.3.4 Industrial Activities (Permit Section 3.4.6)**

During the prior APDES Permit Term, MOD determined that it has no facilities that are eligible for the APDES Multi Sector General Permit (MSGP) and that no MOD facilities have any material storage facilities or maintenance yards with potential pollutants exposed to stormwater.

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

- MOD will coordinate spill prevention, containment, and response activities with other departments of the MOA and with ADOT&PF and will provide training to its field staff on identifying and eliminating illicit discharges, spills, and illicit connections to the MS4. MOD will
  - Participate with WMS, as necessary, in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
  - Coordinate with WMS, Street Maintenance, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
  - Provide annual summary of spills and response actions to WMS by January 1 of each year.

#### **1.5 Public Education and Involvement (Permit Section 3.6)**

##### **1.5.1 Annual Meeting (Permit Section 3.6.3)**

MOD will:

- Send at least one representative to the Annual Meeting (to be held sometime from February to March of each year).
- Coordinate this meeting with WMS as necessary

#### **1.6 Administration/Reporting/Records (Permit Sections 2.8 and 4.5)**

- MOD 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 MOD 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.
- MOD records must make records available to the public if requested to do so in writing and make those records available during normal business hours. MOD may charge the public a reasonable fee for copying requests.
- MOD will submit to WMS by January 1 of each year:

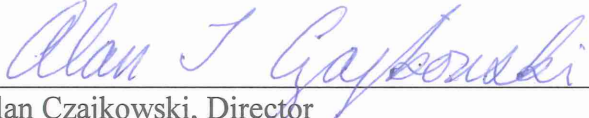
- Information described in each of the tasks outlined in this agreement.
- General summary of next year's anticipated permit compliance activities.
- Information their program's cost of compliance for the preceding 12 months.


## 2 Revisions

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

## 3 Coordinating Authorities

Alan Czajkowski, Director Maintenance and Operations,  
Kristi Bischofberger, Manager, Watershed Management Services  
Jeffrey Urbanus, Watershed Hydrologist, Watershed Management Services

  
\_\_\_\_\_  
Alan Czajkowski, Director  
Maintenance and Operations Department

  
\_\_\_\_\_  
Date

**Program Coordination Agreement for APDES Permit AKS-052558**  
**Municipality of Anchorage Parks and Recreation Department**  
For Permit Years August 1 through July 31, 2020 through 2025 inclusive

Purpose: To describe the planned coordination of Municipal Separate Storm Sewer (MS4) activities as required at Permit Section 1.3.4, specifically relative to the Municipality of Anchorage Parks and Recreation Department (P&R).

## **1 Coordination Agreement**

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

- Parks and Recreation (P&R) will name a point of contact as the P&R MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS) and with internal P&R groups as necessary
- The P&R MS4 Permit Lead/Liaison will provide an organizational chart showing all P&R 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).
- P&R will perform the activities described below to achieve permit compliance:

### **1.1 Construction (Permit Section 3.1)**

- For projects disturbing 500 square feet or more, P&R will ensure that appropriate reviews and inspections are performed through P&R staff, WMS, or a third party and paperwork and measures are in place to control erosion and minimize stormwater runoff prior to the start of construction.
- P&R will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- P&R will provide WMS with an active list of construction projects.
- P&R will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- P&R will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. P&R 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 New and Redevelopment (Permit Section 3.2)**

P&R will continue to obtain appropriate building, grade and fill, right-of-way, or other applicable Municipal permits for site improvements disturbing 500 square feet or more.

### **1.3 Stormwater Infrastructure and Street Maintenance (Permit Section 3.4)**

#### **1.3.1 Standard Operating Procedures (Permit Section 3.4.6 and 3.4.7)**

- By August 1, 2021 update, as necessary, the P&R 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

- Practices to reduce the discharge of pollutants associated with the application, storage, and disposal of pesticides, herbicides, and fertilizers
- Mowing practices that restrict mowing areas adjacent to creeks and swales or ditches whose unmowed state is intended for water quality treatment or riparian buffer.
- Consideration of water conservation measures for landscaped areas.
- Stormwater pollution prevention practices at P&R material storage facilities and maintenance yards.

### **1.3.2 Parking Lot Sweeping (Permit Section 3.4.5)**

#### **1.3.2.1 Sweeping Management Plan (Permit Section 3.4.5)**

P&R will assist WMS with an update to the Street Sweepings Management Plan based on permit requirements and operational information. This task must be completed by March 1, 2021. P&R will:

- Provide information about its parking lot sweeping operations and wastes accumulated from those operations to WMS. For areas that are infeasible to sweep, P&R will provide a description to WMS on how it will implement other trash/litter control procedures to minimize pollutant discharges for incorporation into the Street Sweeping Management Plan.
- Coordinate with WMS in the performance of street sweeping activities.
  - Assist WMS with decisions and data for sweeping quantitative assessments
- 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:

#### **1.3.3 Herbicides, Pesticides, and Fertilizers (Permit Section 3.4.5)**

P&R 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. P&R 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. P&R 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. P&R 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.

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

P&R will provide training for staff based on SOPs, SWPPPs, and in general permit education. P&R 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.

## **1.4 Public Education and Involvement**

### **1.4.1 Annual Meeting (Permit Section 3.6.3)**

P&R will send at least one representative to the Annual Meeting (to be held sometime from February to May of each year) and coordinate this meeting with WMS as necessary.

### **1.5 Administration/Reporting/Records (Permit Sections 2.8 and 4.5 )**

- P&R will maintain records of compliance activity as required by the permit.
- P&R will submit to WMS by January 1 of each year:
  - Information described in each of the above tasks.
  - Information their program’s cost of compliance for the preceding 12 months.

## **2 Revisions**

WMS and P&R will revisit this agreement on an as-needed basis.

## **3 Coordinating Authorities**

- Joshua Durand, Director, Anchorage Parks and Recreation
- Stephen Rafuse, Park Superintendent, Anchorage Parks and Recreation
- Kristi Bischofberger, Manager, Watershed Management Services
- Jeffrey Urbanus, Watershed Hydrologist, Watershed Management Services

\_\_\_\_\_  
Joshua Durand, Director  
Parks and Recreation Department

2/12/2021  
\_\_\_\_\_  
Date

**Program Coordination Agreement for APDES Permit AKS-052558**  
**Municipality of Private Development Division**  
For Permit Years August 1 through July 31, 2020 through 2025 inclusive

Purpose: To describe the planned coordination of Municipal Separate Storm Sewer (MS4) activities as required at Permit Section 1.3.4, specifically relative to the Municipality of Anchorage Private Development Division (PD).

## **1 Coordination Agreement**

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

- PD will name a point of contact as the PD MS4 Permit Lead/Liaison. This person will coordinate directly with Watershed Management Services (WMS) and with internal PD groups as necessary
- The PD MS4 Permit Lead/Liaison will provide an organizational chart showing all PD groups involved in permit compliance activities to WMS for inclusion in the coordination plan submittal to the Alaska Department of Environmental Conservation (ADEC).
- All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
- PD will perform the activities described below to achieve permit compliance:

### **1.1 Construction (Permit Section 3.1)**

- PD will coordinate with WMS to ensure that Stormwater Pollution Prevention Plans (SWPPPs) are submitted for review and approval for private development subdivision projects disturbing 500 square feet or more as outlined in the Anchorage Stormwater Manual, Volume 2 before the start of construction.
- PD will withhold issuing NTP pending applicants demonstration of approved ADEC NOI acceptance.
- PD, working with Rights-of-Way, will inspect and enforce SWPPP requirements including appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- PD will provide notice to WMS of Pre-Construction meetings for private development projects.
- PD will assure training of staff construction inspectors on erosion and sediment control selection, installation, maintenance, illicit and industrial discharge, and administration. PD will:
  - Identify the staff that require training.
  - Coordinate training with the AK CESL program (<http://ak-cescl.net/>)

### **1.2 New Development and Redevelopment - Permanent Stormwater Controls (Permit Section 3.2.4 & 3.2.5 & 3.5.1)**

PD will:

- Identify new privately owned projects that are part of commercial, residential, and private development projects requiring permanent stormwater controls.
- During plan review, identify potential prohibited discharges from illicit connections and poor site layout or discharges which may require coverage under the State of Alaska Multi-sector General Permit.
- Coordinate the plan review for new drainage designs and stormwater controls, including both traditional and green infrastructure, to meet APDES permit requirements for O&M plans. Prevent prohibited discharges resulting from illicit connection and poor site layout.
- Oversee the signatures and legal recording of enforceable and transferable O&M agreements and supporting documents.
- Conduct CCO/CO inspection for drainage and permanent controls.
- Coordinate with WMS for transfer of permanent control documents for ongoing management and inspection by WMS.

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

PD will:

- Assist WMS as necessary in developing and maintaining a training program regarding the selection, design, installation, operation and maintenance of permanent storm water controls.
  - Provide information on updated or revised storm water treatment standards, design manual specifications, LID techniques, proper operation and maintenance requirements, and prevention of illicit discharges.
- Assist WMS as necessary in developing training for local audiences on the stormwater management requirements described in Permit Section 3.2., particularly related to relevant maintenance considerations.

### **1.4 Annual Meeting (Permit Section 3.6.3)**

PD will send staff to the Annual Meeting (to be held sometime from February, March, or April of each year) and coordinate this meeting with WMS as necessary.

### **1.5 Administration/Reporting/Records (Permit Sections 2.8 and 4.5)**

- PD will maintain records of compliance activity as required by the permit.

## **2 Revisions**

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

## **3 Coordinating Authorities**

- Greg Soule Manager, Private Development Division
- Kristi Bischofberger, Manager, Watershed Management Services





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Greg Soule, P.E. Manager  
Private Development Division

02/12/2021

Date

**Program Coordination Agreement for APDES Permit AKS-052558**  
**Municipality of Anchorage 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 Operations and Management Department, Street Maintenance Division ('Street Maintenance'), the Municipality of Anchorage agency responsible for Municipal Separate Storm Sewer (MS4) maintenance and operations within the Anchorage Roads and Drainage Service Area (ARDSA).

## **1 Coordination Agreement**

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

- Street Maintenance will name a point of contact as the Street Maintenance 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 Street Maintenance MS4 Permit Lead/Liaison will provide an organizational chart showing all Street Maintenance groups involved in permit compliance activities to WMS by February 12, 2021, for inclusion in the coordination plan submittal to the Alaska Department of Environmental Conservation ADEC.
- All data reports, annual summaries, inspection logs, etc. outlined in this agreement will be submitted to WMS in electronic format.
- Street Maintenance will perform the activities described below to achieve permit compliance:

### **1.1 Construction** (Permit Section 3.1)

- Street Maintenance 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.
- Street Maintenance 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.
- Street Maintenance will ensure appropriate site controls, internal inspections, and good housekeeping practices for projects of all sizes resulting in ground disturbance.
- Street Maintenance will be subject to Municipal inspection and enforcement according to Permit Sections 3.1.4 and 3.1.5.
- Street Maintenance will assure training of staff inspectors and construction site operators on erosion and sediment control selection, installation, maintenance, and administration. Street Maintenance 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-cescl.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)**

Street Maintenance will:

- Assist WMS in tracking publicly owned permanent stormwater controls in ARDSA.
- Coordinate with WMS in the review of O&M plans for new, publicly owned stormwater BMPs.

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

Street Maintenance 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 Street Maintenance 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)**

Street Maintenance will:

- Annually, by December 31, submit to WMS, an updated list of snow disposal sites, operated by Street Maintenance.
- 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)**

Street Maintenance 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 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)**

Street Maintenance will:

- Throughout the permit term, maintain a program to inspect all ARDSA-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 maintain an 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)**

Street Maintenance will:

- By August 1, 2021 update the Street Maintenance Standard Operating Procedures. The SOPs must contain, for each activity or facility, inspection and maintenance schedules specific to the activity, and appropriate pollution prevention/good housekeeping procedures for all of the following types of facilities and/or activities listed below

- Streets, Roads and Parking Lots
- Inventory of Maintenance Materials
- Covered Sand Storage
- 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.
- Coordinate with WMS in evaluating the performance of covered sand storage facilities, including the amount of salt reduction through the use of covered storage.

#### **1.4.4 Street and Road Sweeping (Permit Section 3.4.4)**

Street Maintenance 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 Street Maintenance 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)**

Street Maintenance 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. Street Maintenance 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. Street Maintenance 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. Street Maintenance 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 January 1.

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

Street Maintenance will:

- Conduct annual inspections and revise, as necessary, and implement SWPPPs for all ARDSA-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)**

Street Maintenance will provide training for staff based on SOPs, SWPPPs, and in general permit education. Street Maintenance 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)**

Street Maintenance 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.

- Street Maintenance will participate with WMS in developing a coordination plan and participating in a spill prevention work group comprised of coordinating agencies.
- Street Maintenance will coordinate with AWWU, ROW, WMS, ADOT, and other agencies as necessary to assure that spill prevention, containment, and response activities are conducted appropriately.
- Street Maintenance will provide annual summary of spills and response actions to WMS by January 1 of the permit year.

- Street Maintenance will continue to coordinate with WMS the implementation of a dry weather screening program. Street Maintenance 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)**

Street Maintenance will coordinate with WMS in conducting the Annual Meeting.

- Street Maintenance will participate and contribute to the efforts required to implement annual public meetings to include at minimum, obtaining and using meeting presentation materials and equipment, and acquiring and providing hosting services.
- Street Maintenance 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 Street Maintenance.
- Street Maintenance will send select staff to attend and participate in annual public meetings organized and directed by WMS. Street Maintenance will coordinate with WMS to ensure the availability of Street Maintenance staff for participation in the annual meetings in multiple roles of hosts, presenters, and audience.
- Street Maintenance 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**

- Street Maintenance will make staff available for monthly coordination meetings with between ADOT, CBERSSA, WMS, and the Girdwood Service Area

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

- Street Maintenance 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)**

- Street Maintenance 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.
- Street Maintenance 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
- Coordinate with WMS to identify and prioritize those portions of each permittee's MS4 requiring additional controls; and

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

- Street Maintenance 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)**


- Street Maintenance 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 Street Maintenance 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.
- Street Maintenance records must make records available to the public if requested to do so in writing and make those records available during normal business hours. Street Maintenance may charge the public a reasonable fee for copying requests.
- Street Maintenance 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.

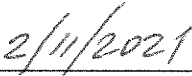
**2 Revisions**

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

**3 Coordinating Authorities:**

- Paul VanLandingham, Street Maintenance Manager, Street Maintenance Division
- Eric Hodgson, Superintendant, Street Maintenance Division
- James Belz, Superintendant, Street Maintenance, Division
- Kristi Bischofberger, Manager, Watershed Management Services
- Jeffrey Urbanus, Watershed Hydrologist, Watershed Management Services

  
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 Paul VanLandingham, Street Maintenance Manager  
 Operations and Management Department,  
 Street Maintenance Division

  
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 Date