

Storm Water Coalition Minutes
Thursday, January 23, 2014
Utah County Public Works Conference Room
2855 South State Street, Provo Utah 84606

1. Welcome and Roll
 - A. Interlocal agreement for each City were handed out. The last page of the Interlocal Agreement has been adjusted to add new Coalition members. The signed original signature page it to be return to Glen Tanner by the next Storm Water meeting to be held on March 27, 2014.
 - B. A list of all the Coalition meeting dates were emailed out to the members. If you have not received this list of the meeting dates, contact Glen Tanner so he can get you the list.
2. Storm Water Instructor update
www.google.com. Click on apps on the top right, click on calendar. Log in by Username utahstormwater@gmail.com. The password is JennyJulie

Storm Water school presentation report
A total of 67 of the 94 schools have been visited with the storm water presentation to date. The list of schools is rising as Cities add schools. At this time the instructor budget has not been affected by the additional schools. Although instructor costs can change as more schools are added in the upcoming year.

The Coalition will invite Jenny Devlin to come show her presentation to the Coalition for the benefit of new members to see what is being presented to the schools. All members are asked to view the list of school presentation dates for their cites to take the time to go see the presentation first hand and to see the positive reaction of the students.
3. County Storm Water Training
The annual Storm Water Training will be held on February 4, 2014. The location will be the Utah County Health Department Building, 151 South University Ave., Provo, Utah 84601. Breakfast starts at 7:00A.M. The General Session begins at 8:00A.M. The training is scheduled to conclude at 10:30A.M. Topics to be presented are MS4 regulatory oversight, new permitting requirements, new SWPPP and BMP requirements, new inspection requirements, new certification requirements, new format requirements. All members were encouraged to continue to invite contractors and business they want to attend the training before the registration has filled up. RSI will not be presented at this time. Due to changes, the RSI training and certification program is on hold until further notice. More details on this may come some time next year. A total of 90 individuals have pre-registered. A list with the names of those registered was handout.
4. Sub-committees Updates – Nothing to Correlate.
 - A. Inspection Committee - Ryan Johnson(Orem-City), Juan Garrido(Springville City), Don Overson(Vineyard City), Mark Atwood(Pleasant Grove City), Scott Allen(Provo City), Jeff Maag(Cedar Hills City)
 - B. Education committee - Steve Johnson(Orem City), Glen Tanner(Utah County Public Works), Paul Miller(Lindon City)
 - C. Discharge Committee - Nestor Gallo(American Fork City), Stan Orme(Orem City), Rustin Porter(Springville City), Don Renyolds(ACCENA Group)
 - D. Post Construction Committee - Trapper Burdick(Spanish Fork City), Rick Sabey(Orem City), Curtis Chatwin(Lehi City), Juan Garrido(Springville City)
5. Utah Storm Water Advisory Committee Report
The USWAC January 8, 2014 minutes were handed out. See attached Minutes for details. Next years USWAC Chairman will be Nestor Gallo. Nestor explained the United States is divided into 10 Storm Water regions. Utah and Colorado are considered to be region 8. He advised everyone they should learn the many acronyms used in the Storm Water program. He shared examples such as SWPPP, SWMP, BMP, and MS4. The presentation went on to explain the Plan, Review and the Permitting Process for storm water management. Coalition members appreciate having a cohesive program that uses the same templates and policy and procedures for all the Cities in Utah County.

This saves confusion between the construction companies and business owners who are affected by the storm water program. When doing inspections, members were reminded that it is nice to be friendly with these agencies, yet remember you are there to do your job. Document everything. Take along a note pad, camera, a general permit. It is suggested that inspectors wear a visible ID card and to have on hand all PPE (hard hat, vest, steel toe boots, gloves). Make sure to comply with the businesses OSHA requirements when stepping onto their property. Keeping records of as much information as possible regarding the inspection such as emails, letters, and notes is highly recommend. Taking photographs with date and time stamped on them is proof that you were there doing the inspection and what issues you found at that time. These items are good to have should there be a case that goes to litigation. The State of Utah requires records to be stored for 5 years. Some records must be available to the public.

His presentation included NOI reporting. The NOI web address is (<https://secure.utah.gov/stormwater/main.html>) where a user name and password is created by a construction company or business user. It was suggested that the user be required to fill out all the information on the NOI before being able to complete the NOI form. Nestor will take this suggestion back to the next State meeting. He then spoke about accounting and tracking permits as well as the length of time a permit is to be open. The various ways posting a SWPPP on a job sight was discussed. Some use signs or boards on a construction sight. Enforcements and Actions such as verbal warnings, corrections notices, stop work, penalties, violations and the City Inspector's responsibilities were also part of the program.

When do you do an inspection? It was recommended that inspections be done according to their priority. Weather conditions can dictate a time for an inspection. It was explained that the size of land disturbance needs to be reviewed for permits and inspections. This includes Federal, State and School construction according to the State Attorney Generals office these kind of sights are not exempt from storm water management regulations.

The presentation was concluded with the open invitation for any Coalition member to contact other Coalition members for assistance with their Storm Water program. When designing your programs, use the forms and templates that are out on web sites. Modify them to work for you. This will keep the information less confusing and keep things unified for the Contractors and the Public. A handout was passed out titled "American Fork City /Public Works Department/Storm Drain Division" as an example of forms that can be used.

6. Other Business

- A. A list of current storm water videos and training materials which are located in the library at the Utah County Public Works office was handed out. The materials can be checked out for use by coalition members. See the front desk for assistance.
- B. A presentation by Nestor Gallo

The next scheduled meeting will be on Thursday, March 27, 2014 10AM at the Utah County Public Works building at 2855 South State Street, Provo.

Meeting Adjourned

January 8, 2014
Utah Storm Water Advisory Committee Meeting

1. Welcome and Introduction
 - a. Dean welcomed the member attending the USWAC meeting and express his gratitude to Steve Burgon and Clay Bodily for their service as a chairman and past chairman respectively during the 2013 year.
 - b. Passed the roster for the group to sign up and request copies of the PowerPoint presentation from Mr. Gallo
 - c. Dean also requested the help of the members with ideas for training classes
 - d. Harry Campbell brought up the fact that the original idea of the USWAC was to get together and gather ideas and prepare strategies for problem solving and sharing information.
2. Minutes from November 2013 meeting: Dean Ayala
 - a. There was a motion to approve the minutes from the November 2013 meeting.
 - b. The minutes were approved unanimously
3. Introduce signup roster for future trainings
4. Training – Preparing for Storm water Audit: Nestor Gallo, American Fork City
 - a. Nestor Gallo presented the first part of how to prepare for a DWQ audit.
 - b. There were some questions about the inspections and maintenance of outfalls and the interpretation of the rule. The DWQ staff will follow up on this rule and discuss it with the members of the SWAC during the next meeting.
5. State of Utah Updates
 - a. Program and EPA updates: Jeff Studenka
 - i. EPA electronic reporting rule (e-rule). This is a new rule adopted last summer and extended last December. Affects all the NPDES Permit nationwide and it means that all the reporting will need to be uploaded in some form of a database. It will affect the MS4 Permits in the near future. EPA has been receiving a lot of questions from agencies and it is not clear how to database exchange is going to happen between the local agencies, State and EPA. Another question is how to fund the transition and implementation of the electronic reporting rule. This is something that it is going to be implemented nationwide.
 - ii. The water sampling information collected by the MS4 will only be required if the MS4 is required.
 - iii. The e-rule will only be required for the Annual Report and the Notice Of Intent and Notice Of Terminations.
 - b. MS4 Program Update: Rhonda Thiele
 - i. Rhonda and Emily are working on the renewal of the MS4 Permit for Salt Lake City and the Utah Department Of Transportation

- c. Industrial Program update: Mike George
 - i. The DWQ does not have the Sector P available for the Municipal MS4s
 - ii. Mike is preparing a BMP flyer to address the inspection of the Industrial Facility inspections and inspection for Municipal Operations.
 - iii. Any agencies who did not submit an NOT for a Sector P Permit for the Fleet Maintenance facilities need to submit those as soon as possible.
 - d. Construction General Permit update: Harry Campbell
 - i. Working on the comments for the new General Permit.
 - ii. He is deciding on how to process the permit and if it is going to need another round of public comments.
 - iii. There were some significant comments from EPA that Harry is trying to work into the new General Permit.
 - iv. If the General Permit sends a new public notice, then the public will be invited to participate and add some feedback and comments
6. Sub-Committee Updates
- a. Industrial Committee: No comments
 - b. RSI Committee: there will not be more RSI training until the adoption of the new General Permit. There are new MS4s who may need the training but Trace feels that it is difficult to teach a class and take an exam with regulations that still being worked by the DWQ. Manual and exams will need to be updated to meet the requirements from the new permit. It may take 2 – 3 months to prepare the new manuals, exams, and PowerPoint for the RSI training and exams.
 - c. Post Construction Committee: There were no comments for the Post Construction component at this point
7. APWA Items: Trace Robinson
- a. Thursday January 9th 2014 is a full day training meeting with the APWA Committee. Items to discuss include budget, training, etc.
8. County and Other Coalitions Updates:
- a. Weber
 - b. Davis: Has a new Coalition Chairman
 - c. Salt Lake
 - d. Utah: The Utah County Coalition will be offering some training classes and workshops on January 23rd 2014 at the Utah County Public Works Building.
 - e. Cache
 - f. Washington
 - g. Others
9. Other topics/ business:
10. Adjourn to advisement/ subcommittees and collaborative business
11. Next meeting: February 12, 2014, Location: Room 1015 Downstairs

TITLE	AUTHOR	SUBJECT
Accena Group Storm Water Management Guidebook #1	AccenaGroup	Training
Accena Group Storm Water Management Guidebook #2	AccenaGroup	Training
Construction Permit Manager Version 2.0	CBI Systems	Disk TEXAS DVD
Getting in Step: Watershed outreach campaigns	U.S. Environmental Protection	A Video Guide for Conducting
Ground Control Employee Training (DVD & Materials)	Excal Visual LLP	Pollution Prevention Construction Sites
IDDE a great concern	EXCAL VISUAL LLP	Illicit Discharge Detection & Elimination
It's Easy to save water DVD	R.S. Bureau of Reclamation	2002 Utah Water Conservation Form
Lindon City Storm Water BMPs	JUB Engineers, Inc.	BMPs DVD
MS4 Permit Manager version 3.1	CBI Systems	Disk 1 DVD
MS4 permit Manager	CBI Systems	Disk UTAH DVD
Municipal Storm water Guide	John Kosco, P.E., CPESC	Self-Audit: A How To Guide
Municipal Storm Water Pollution Prevention Storm Watch	Excal Visual LLP	Best Management Practices
RAIN check employee training	EXCAL VISUAL	MS4s DVD set
Spills & Skills Non-Emergency HAZmatt	EXCAL Visual	Employee Training DVD set
Stormwater Outreach Materials	EPA	Stormwater Resources DVD
Stormwater Pollution Prevention-A drop in the bucket	EXCAL Visual	Employee Training DVD set
Storm Water Training Manual 2012	ACCENAGroup	Engineering Stormwater Compliance
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Storm Water Training Manual 2013	ACCENAGroup	Engineering Stormwater Compliance
Storm Water Training Manual 2013	ACCENAGroup	Engineering Stormwater Compliance

4. Minimum Control Measure #4: Construction Site Storm Water Runoff Control

Regulatory Text 4.2.4.

4.2.4. Construction Site Storm Water Runoff Control

All Permittees shall develop, implement and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction sites with a land disturbance of **greater than or equal to one acre**, including projects less than one acre that are part of a larger common plan of development or sale according to the minimum performance measures listed below within **18 months of receiving coverage under this Permit**. Public and private projects, including projects proposed by the Permittee's own departments and agencies, shall comply with these requirements. The minimum performance measures are:

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4.2.4.1. Develop and adopt an ordinance or other regulatory mechanism that requires the use of erosion and sediment control practices at construction sites. The ordinance or other regulatory mechanism shall, at a minimum, be equivalent with the technical requirements set forth in the UPDES Storm Water General Permit for Construction Activities, UTR300000 which can be found at <http://www.waterquality.utah.gov/UPDES/stormwatercon.htm>. The ordinance or other regulatory mechanism shall include sanctions to ensure compliance. The ordinance or other regulatory mechanism shall apply, at a minimum, to construction projects disturbing greater than or equal to one acre and to construction projects of less than one acre that are part of a larger common plan of development or sale. Existing local requirements to apply storm water controls at smaller sites shall be retained.

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4.2.4.1.1 The ordinance or other regulatory mechanism shall, at a minimum, require construction operators to prepare a Storm Water Pollution Prevention Plan (SWPPP) and apply sediment and erosion control BMPs as necessary to protect water quality, reduce the discharge of pollutants, and control waste such as, but not limited to, discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality. The SWPPP requirements must be, at a minimum, equivalent with the SWPPP requirement set forth in the UPDES Storm Water General Permit for Construction Activities, UTR300000.

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4.2.4.1.2. The ordinance shall include a provision for access by qualified personnel to inspect construction storm water BMPs on private properties that discharge to the MS4.

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4.2.4.2. Develop a **written enforcement strategy** and implement the enforcement provisions of the ordinance or other regulatory mechanism which shall include:

4.2.4.2.1. Standard operating procedures (SOPs) or similar type of documents that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from violators which shall include appropriate, escalating enforcement procedures and actions.

4.2.4.2.2. Documentation and tracking of all enforcement actions.

4.2.4.3. Develop and implement SOPs or similar type of documents for pre-construction Storm Water Pollution Prevention Plan (SWPPP) review and keep records for, at a minimum, all construction sites that **disturb greater than or equal to one acre**, including projects less than one acre that are part of a larger common plan of development or sale, to ensure plans are complete and in compliance with State and Local regulations. Permittees **shall keep records of these projects for five years** or until construction is completed, whichever is longer. Prior to construction, the Permittee shall:

4.2.4.3.1 Conduct a **pre-construction SWPPP** review which includes a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned BMPs to be used to manage runoff created after development.

4.2.4.3.2 Incorporate into the SWPPP review procedures the consideration of potential water quality impacts and procedures for pre-construction review which shall include the use of a checklist.

4.2.4.3.3 Incorporate into the SWPPP review procedures for an evaluation of opportunities for use of low impact design (LID) and green infrastructure and when the opportunity exists, encourage such BMPs to be incorporated into the site design.

4.2.4.3.4 Identify priority construction sites, including at a minimum those construction sites discharging directly into or immediately upstream of waters that the State recognizes as impaired (for sediment) or high quality;

4.2.4.4. All Permittees shall develop and implement **SOPs or similar type of documents for construction site inspection and enforcement** of construction storm water pollution control measures. The procedures must clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The Permittee must have the authority to the extent authorized by law to impose sanctions to ensure compliance with the local program. These procedures and regulatory authorities must be written and documented in the SWMP. The construction site storm water runoff control inspection program must provide:

4.2.4.4.1 Inspections of all new construction sites with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale at least monthly by qualified personnel using the Construction Storm Water Inspection Form (Checklist) found on the Division’s website at <http://www.waterquality.utah.gov/UPDES/stormwatercon.htm>.

4.2.4.4.2 The Permittee **must inspect all phases of construction**: prior to land disturbance, during active construction, and following active construction. The Permittee must include in its SWMP document a procedure for being notified by construction operators/owners of their completion of active construction so that verification of final stabilization and removal of all temporary control measures may be conducted.

4.2.4.4.3 Inspections by the MS4 of **priority construction sites** defined in Part 7.36. must be conducted at least **biweekly** using the Construction Storm Water Inspection Form (Checklist) found on the Division’s website at <http://www.waterquality.utah.gov/UPDES/stormwatercon.htm> .

4.2.4.4.4 Based on site inspection findings, the Permittee must take all necessary follow-up actions (i.e., re-inspection, enforcement) to ensure compliance in accordance with the Permittee’s enforcement strategy. These follow-up and enforcement actions must be tracked and documented.

4.2.4.5 The Permittee must ensure that all staff whose primary job duties are related to implementing the construction storm water program, including **permitting, plan review, construction site inspections, and enforcement, are trained to conduct these activities**. The training can be conducted by the MS4 or outside training can be attended. Such training must extend to third-party inspectors and plan reviewers as well. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance.

4.2.4.6. All Permittees shall adopt and implement a procedure to maintain records of all projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. Permittees shall keep records which include but are not limited to, site plan reviews, SWPPPs, inspections and enforcement actions including verbal warnings, stop work orders, warning letters, notices of violation, and other enforcement records. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer.

Notes:

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Forms:

- Ordinance
- Enforcement action
- Standard Operating Procedures
- Land Disturbance Permit form
- Corrective Action Notice form
- Notice Of Violation form
- Stop Work Order form
- Construction site inspection form
- SWPPP plan review check list
- Staff training material (Powerpoint presentations, etc)
- Data tracking system
- GIS mapping system
- Criteria for inspection high priority construction sites
- Rain Gauge or access to a website with rainfall information
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