



South Washington Watershed District



Stormwater Pollution Prevention Plan (SWPPP)

June 2008



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I. Public Education and Outreach

a) Distribute Educational Materials

The South Washington Watershed District (SWWD) has created a website that will be used to distribute various educational materials. The educational materials will pertain to the stormwater impacts and methods of runoff prevention. Additionally, the District Rules, Stormwater Pollution Prevention Plan, and Watershed Management Plan (WMP) will always be available for viewing on the website. The website is located at www.swwdmn.org and will be updated in a timely and consistent manner and will have a link to the Stormwater Pollution Prevention Plan.

b) Education Implementation

Washington County Shared Water Resource Educator will serve as a primary point of contact for water resource educational efforts Countywide. There are several required educational efforts in watershed planning, project implementation and water quality regulation. This position will serve to satisfy these requirements locally, as well as gaining the economy of scale on a broader, countywide, basis. This shared position will help the SWWD achieve its education goals in the updated plan (WMP), with the establishment of a defined education plan. This will be completed in three main categories:

- 1) Washington County Shared Water Resource Educator Position (three year commitment)
- 2) Watershed Partners (Metro wide effort)
- 3) SWWD information education program i.e. web site, project implementation, interpretive information, classroom activities etc.

The Water Resource Educator position will provide to the SWWD a person dedicated to education in the watershed and County.

c) Education Programs

The specific educational programs provided by the District will at a minimum cover the following subjects:

- Public Education and Outreach
- Public Participation
- Illicit Discharge and Elimination
- Construction Site Runoff Control
- Post Construction Stormwater Management in New Development and Redevelopment Areas
- Pollution Prevention/Good Housekeeping for Municipal Operations

d) Coordination of Education Program

The South Washington Watershed District (SWWD) will work in conjunction with the cities in the district to periodically distribute pertinent information on how residents can participate in maintaining and enhancing the quality of their water and



natural resources. The SWWD is also a member of the Watershed Partners and the Washington County Shared Water Resources Educator program.

e) Annual Public Meeting

The District will hold a yearly public meeting to provide information to the residents of the watershed district about the SWPPP. The meeting will be held in the general vicinity of the watershed district and notice will be issued at least 30 days in advance. The notice will contain the date, location, agenda, and location of the SWPPP. In addition, the notice will be published in the local newspaper and made available to MPCA, city and county officials, and the general public.

II. Public Participation and Outreach

a) Public Notice

The District will provide proper public notice before the annual meeting that addresses the SWPPP. This will involve the following:

- Providing notice of the meeting 30 days in advance. The notice will be published in the local newspapers (The South Washington Bulletin and the Woodbury Bulletin), and on the [SWWD website](#).
- The notice will provide the date, time, location, and agenda of the meeting
- The notice will also state the location of the SWPPP

b) Solicit Public Input and Opinion on the Adequacy of the SWPPP

Before the annual report is sent to the Commissioner, the District will solicit public input and opinion in regards to the SWPPP at the annual meeting. Interested persons will be provided with a reasonable opportunity to make oral statements concerning the SWPPP. The District will request that speakers with similar views select a spokesperson and that no speaker exceeds five minutes. Written input may be submitted at the meeting or to the office of the District.

c) Consider Public Input

Before submitting the annual report, the District will review all relevant and timely oral and written comments from the public. All appropriate revisions to the SWPPP will be made based on the public input.

III. Illicit Discharge Detection and Elimination

a) Storm Sewer System Map

The District has developed a storm sewer system map that shows the location of the following:

- Ponds, streams, lakes and wetlands that are part of the storm sewer system
- Structural pollution control devices such as grit chambers and separators that are part of the storm sewer system



- All pipes and conveyances in the District's system. As a minimum, all pipes that are 24 inches and over will be mapped.
- Outfalls, including discharges from the District to other MS4s, or waters and wetlands that are not part of the District's system (where the District does not have operational control); Structures that discharge storm water directly into groundwater; overland discharge points and all other points of discharge from your system that are outlets, but not diffuse flow areas.

The Storm Sewer System Maps is available to the public. Requests can be made to the office during normal business hours.

b) Regulatory Control Program

Section 5.1.2 (*National Pollutant Discharge Elimination System Program*) of the SWWD Watershed Management Plan outlines the duties of the District in accordance of the NPDES Phase II Permit. Rules and regulations from the NPDES permit prohibits illicit discharges into District's storm sewer system. Enforcement procedures and actions will follow NPDES requirements.

c) Illicit Discharge Detection and Elimination Program

The District will work together with the cities to handle reports of illicit discharge. When a report is made, the District will refer the person making the report to the entity (i.e. city, conservation district, DNR) best suited to enforce the noncompliance issue.

d) Public and Employee Illicit Discharge Information Program

As stated in Section I of this report, the District will work with the district cities, the Washington County Shared Water Resource Educator Position, and the Watershed Partners to develop an illicit discharge information program for the public and employees of the district. This information will be posted on the District's website once available to the public.

e) Identification of Non Stormwater Discharges and Flows

The SWWD stormwater system provides overflow capacity for the northern portion of the watershed. Only a small portion of the system is currently in place. The storm sewer system will be dry for extensive periods of time, therefore, identification of non-stormwater discharges and flows will be identified through any flow present during non-overflow periods.

IV. Construction Site Stormwater Runoff Control

a) Ordinance or Other Regulatory Mechanism

Section 6.6 (*Requirements for Land Development or land Disturbance*) of the South Washington Watershed District's Watershed Management Plan establishes the



District's policy and regulations in respect to rate and volume control. Section 5.2.2.7 (*Erosion and Sediment Control*) of the SWWD Watershed Management Plan establishes the goals and policies for erosion and sediment control.

b) Construction Site Implementation of Erosion and Sediment Control BMPs

The District requires that construction sites follow the erosion and sedimentation control standards outlined in the current NPDES Phase II General Permit, as a minimum standard. The SWWD retains the option of establishing additional requirements on a case-by-case basis.

c) Waste Controls for Construction Site Operators

District policy follows the NPDES permit as outlined in Section 5.1.2 (*National Pollutant Discharge Elimination System Program*) for policy regarding waste control for construction site operators. Unacceptable discharges include, but are not limited to: discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste. In addition to these requirements, the NPDES permit requires that the permit holder is responsible for the removal of temporary erosion control measures upon completion of the project.

d) Procedure for Site Plan Review

Each permit application must be submitted 20 days prior to the meeting in which the application is to be considered. The District Technical Professional will review each permit request with respect to South Washington Watershed District Policies, standards, and criteria. The District Technical Professional will notify the applicant concerning:

- Applicable District criteria, standards, and policies.
- Additional required information where necessary with copies to the appropriate community and other concerned agencies.

The site plan will be placed on the agenda when all the required information is received and all SWWD policies are met or a variance is requested and supporting written documentation is submitted. The Technical Professional will then submit a written report to the Board Managers 2 days prior to the meeting. The managers will act on a complete permit application within 60 days.

e) Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

The District works together with the cities to handle reports of stormwater noncompliance. When a report is made, the District will refer the person making the report to the entity (i.e. city, conservation district, DNR) best suited to enforce the noncompliance issue.



f) *Establishment of Procedures for Site Inspections and Enforcement*

Inspections will provide the level and type of compliance with National Pollutant Discharge Elimination System (NPDES) construction site erosion control requirements.

1. Project Preparation and LGU Coordination: The WCD will coordinate a meeting with municipal staff to discuss the project. Once the database is prepared under Task 2 below, a mailing will be sent to all NPDES permit holders describing the project.

2. Construction Site Mapping and Database Development: The WCD will locate all active construction sites that are one acre or larger within the SWWD. This information will be obtained from local government units (LGUs), MPCA, SWWD and site reconnaissance. Site contact information will be compiled into database. All sites will be coded and mapped in a GIS.

3. Site Inspections, Data Collection, and Reporting: The WCD will conduct site inspections, collect inspection data digitally (using digital version of MPCA NPDES inspection form), and distribute follow-up reports for all construction sites at four times during the year: spring, summer post-rain, summer dry period, and fall.

4. Program Evaluation, Final Report, and LGU Coordination: Following the final fall inspection round, the WCD will evaluate inspection data and prepare a final report. The WCD will then facilitate discussions between the SWWD and municipalities to discuss the results of the compliance study.

V. Post Construction Stormwater Management in New Development and Redevelopment

a) *Development and Implementation of Structural and/or Non-structural BMPs*

The District has developed and implemented a variety of structural and non-structural BMPs within the district. They include but are not limited to:

- Grass swales
- Street sweeping
- Vegetative buffer strips
- Porous pavement

Chapter 2 (*Selecting and Incorporation Site Design Requirements*) of the SWWD Standards Manual and Developers Packet contains a complete description of the District's BMPs.

b) *Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment*

The SWWD has developed rules for stormwater runoff and discharge within the watershed. SWWD rules address the post construction runoff water quantity and



quality. Section 6.6 (*Requirements for Land Development or Land Disturbance*) of the SWWD Watershed Management Plan contain the regulatory mechanisms used by the District to address post construction runoff.

c) Long-term operation and Maintenance of BMPs

The District has determined that the long-term operation and maintenance of BMPs is the responsibility of the applicant or the local municipality. If the BMP is a stormwater pond, the long-term maintenance done by the pond owner or the designated responsible entity will at a minimum consist of the following:

1. Field inspections every 5 years to determine functioning condition. IF a pond is not performing to its full design potential, the owner must return the pond to a good functioning condition.
2. Inlets and outlets will be inspected every two years and as needed maintenance performed by the pond owner as necessary.

VI. Pollution Prevention/Good Housekeeping

a) Municipal Operations and Maintenance

1) Program

The District employees will be trained on how to reduce/prevent pollutant runoff from MS4 operations. Currently, the District does not own any active Stormwater infrastructure, therefore operations and maintenance are non-existent. In the future, the District will own Stormwater infrastructure, which will require operation and maintenance.

2) Street Sweeping

The District does not own any streets. The cities within the district, however, have now implemented a twice a year street sweeping program.

b) Inspections

1) Annual Inspection of All structural Pollution Control Devices

The District does not currently own any structural pollution control devices. In the future, the district will own pollution control devices. Once the district does own pollution control devices, they all will be inspected at least once a year.

2) Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

The SWWD overflow system, when fully constructed, will have a limited number of outfalls, sediment basins and ponds. Inspection of these facilities will be done routinely on a rotating basis, and coordinated with City inspections or completed by SWWD staff.



3) Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

The District does not currently own any exposed stockpiles, storage or material handling areas. If in the future the district does possess the aforementioned items, then they all will be inspected at least once a year.

4) Inspection Follow-up Including the Determination of whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

During every inspection the District will determine at a minimum if repair, replacement or maintenance is required to ensure proper pollution prevention and equipment operation. As appropriate, the date, weather conditions, and remaining storage or capacity will be recorded. The district will work to take the necessary actions within one year of the inspection. If this is not feasible, the District will include an explanation and timeline in the annual report.

5) Record Reporting and Retention of All Inspections and Responses to the Inspection

The District will keep a record of all inspections and responses to inspections for a period of 10 years. In the yearly report, the District will summarize the results of the inspections.

6) Evaluation of Inspection Frequency

After two years of inspections, the District will look for patterns of maintenance or sediment removal. If maintenance or sediment removal was required as a result of the first two inspections, then the District will increase inspections to twice a year. If no maintenance or sediment removal was required as a result of the first two inspections, then the District will inspect once every two years.



VII. Appendix

South Washington Watershed District Watershed Management Plan

Plan Context

In 1993, the Cottage Grove Ravine Watershed District was formed as the 42nd watershed district in Minnesota. The watershed district changed its name to the South Washington Watershed District (SWWD) in 1995. Completion and approval of the first SWWD Watershed Management Plan (WMP) occurred in September, 1997. The WMP was later amended in 2002.

The First WMP was heavily oriented towards inventorying and assessing the District resources. Currently the SWWD is well-positioned to take extensive watershed actions based upon the assessments and studies performed since 1997. The overall organization of the WMP is intended to be modular. The reader need not read a previous section in order to gain context for a subsequent section.

Ten management areas have been defined through which the SWWD will work to execute the WMP. A single goal is associated with each management area. The District recognizes that often one issue can affect several management areas (e.g., stormwater infiltration practices). Numerous policies and specific action items support the identified goal for a management area.

The goals, policies, and actions establish a clearly linked framework to address the specific issues and problems outlined in the WMP. The issues and problems are characterized on a District-wide (regional) basis as well as on a subwatershed (local) basis. The issues reflect specific project-related elements as well as broader program and regulatory elements. Together the issues and policies/actions create a work plan for the District to implement.



Table ES.1 – SWWD management areas and related goals. (From WMP Section 5.2)

Management Area	Goal
Floodplain Management	Opportunistically manage floodplains for multiple non-development uses.
Stormwater Runoff Rate and Volume	Minimize existing and future potential damages to property, public safety, and water resources due to flood events.
Water Quality	Maintain, or where practical improve, the water quality of wetlands and water bodies within the District.
Wetlands	Manage the quantity and quality of wetlands within the watershed for their best function in a rapidly urbanizing environment
Natural Resources and Recreation	Participate in conservation or creation of key natural areas with respect to habitat, wildlife, or recreation.
Groundwater	Pursue a sustainable balance between surface water management, land use activities, and groundwater integrity.
Erosion and Sediment Control	Facilitate erosion control and reduce impacts to wetlands and water bodies from sedimentation.
Education	Heighten the awareness of key constituencies within the District, sufficiently to modify behavior to improve the recognition and implementation of District policies, programs, and activities.
Long Range Work Planning and Financing	Utilize District funds to initiate or support long range work plan projects which reduce flooding or otherwise benefit key District resources.
Data Management	Collect and manage data in a manner which maximizes the availability to and use by constituents of the District.

The SWWD will utilize a long range work plan to identify, prioritize, and prepare for District implementation activities. The long range work plan will generally guide District activities for the foreseeable future. The District will annually develop a condensed list from the long range work plan which will constitute targeted efforts for the coming year. The condensed list represents the annual work plan for the SWWD.

The annual work plan is intended to be fluid document which may change from year-to-year according to the District’s achievements, new opportunities or emerging issues. An annual progress evaluation tool provides feedback necessary to revise and adjust the work plan each year. The tool is an essential component of this WMP to provide an evaluation mechanism regarding the success of plan implementation.



Administration

The SWD's implementation activities focus on three overarching resource issues: water quantity, water quality, and natural resources. Further, implementation activities can be categorized into three general types:

- 1) Studies / Evaluations / Assessments – Monitoring or modeling programs intended to develop a sound scientific basis for decision-making
- 2) Technical framework development – Establishing consistency with respect to managing District resources by creating a uniform set of design standards, performance specifications and technical methods.
- 3) On-the-ground watershed improvements – Projects to complete recommended actions or designated initiatives, including structural / infrastructure elements as well as non-structural elements.

Projects and programs for implementation form a Long Range Work Plan for the District. The implementation activities are organized under the management areas shown in Table ES.a and represent the priorities established by the Board of Managers.

Plan Standards and Guidance

District standards in the WMP incorporate the key findings and outcomes of critical studies and plans. Analysis of resource data collected within the District serves as a foundation for standards where there is no existing Guidance Document (e.g., lake management plan). The standards and guidance structured in this WMP are intended to address site-specific issues as well as broader watershed-wide issues.

Eight general areas have been established for which standards are identified, including:

- Wetland Classification and Management
- Receiving Water Classification and Management
- Requirements for Land Disturbance and Land Development
- Critical Storage Areas
- Regional Assessment Locations
- Utilization of Infiltration
- Open Channel Stability
- Bluff Buffers

The resource monitoring and data collection underway since the mid-1990's provides a management context for the condition of a resource. The data analysis included in this WMP also offers valuable insight to member cities who are characterizing local resource conditions through modeling. Cities can choose to either use the information herein directly as model inputs or as reference checks to model outputs. In this manner, guidance for meeting regulatory programs is supplied in the WMP.



South Washington Watershed District Stormwater Pollution Prevention Plan



Next steps in plan standards and guidance are the production of rule updates. These updates will replace the existing rules and regulations that are currently in use by the District. New rules and regulations will be developed and revised through 2010, with adoption by Board of Managers after revisions have been received.