

**CITY OF PHILOMATH, OREGON
STORMWATER MANAGEMENT PROGRAM (SWMP)**

Permit Years March 1st 2019 to February 29, 2024

1.0 INTRODUCTION

This Stormwater Management Program (SWMP) has been created using the measures outlined in the Oregon DEQ MS4 Phase II General Permit. The City of Philomath, Oregon located within the City of Corvallis Metropolitan Area. This program has been developed to meet the Municipal Separate Storm Sewer System (MS4) permit requirements of the National Pollutant Discharge Elimination System (NPDES). The MS4 program for small jurisdictions is often called NPDES Phase II. The program outlined in this document was developed for a five-year period.

This SWMP has been developed specifically for Philomath. Some of the efforts outlined in this program will be coordinated with Benton County. This program is dependent on a new Intergovernmental Agreement that will be used to organize the implementation of certain components of this program.

This SWMP is arranged by the six minimum control measures. At the beginning of each section is a summary table listing each proposed activity associated with the measure addressed in that section. The last five columns of the table indicate which year(s) during the five-year permit period that the activity is scheduled to be completed by the jurisdiction, working either jointly or independently, as applicable. The summary tables are followed by descriptions of schedules, measurable goals, responsible parties, and other implementation issues for each activity.

The measurable goals proposed for each activity represent what seemed reasonable for each situation, based on past experience and common practices for stormwater management. From a practical sense, not all activities can be performed in permit year one, so the DEQ permit has identified expected completion dates spread out over the five-year permit term. Each goal and its frequency/schedule will be evaluated during the annual reporting effort.

3. STORMWATER MANAGEMENT PROGRAM CONTROL MEASURES

3.a Public Education and Outreach

Completion Date Deadline: February 28, 2020

TABLE 3.a-1. STORMWATER PUBLIC EDUCATION AND OUTREACH PROGRAM					
Permit Activity / Description	Permit Year				
	1	2	3	4	5
1. Educational Message, Winter Info-General Public-Distributed in Fall	1	1	1	1	1
2. Educational Message, Summer Info-General Public-Distributed in Spring	1	1	1	1	1
3. Targeted Stormwater Brochure-Contractors	1	1	1	1	1
4. Stormwater Website-General Stormwater Information	1	1	1	1	1
5. Targeted Outreach to General Public, HOA's, Businesses,Planners,Engineers		1			
6. Targeted Outreach to Construction Site Operators		1		1	
7. Other Educational Opportunities	*	*	*	*	*
8. Tracking and Assessment					
#	Activity scheduled for permit year and Frequency of Item				
	No activity scheduled for permit year				
*	As unforeseen opportunities arise, such as teaming with another entity or at another public function.				

1 & 2. Stormwater Brochure(s) for the General Public

Philomath will create or use an existing (EPA, DEQ, or other) stormwater brochure(s), and distribute this (these) to the general public. This (These) brochures will be used as-is and/or in a newsletter, with utility bills, as door hangers, on the city website, etc. The purpose of the brochure(s) will be to educate the general public about the negative impacts associated with pollution in stormwater runoff and strategies to prevent pollution. The brochure(s) will include information about the hazards associated with illegal discharges and improper disposal of waste.

Measurable Goal: Distribute to the general public at a minimum of twice a year as 1 summer and 1 winter message.

Responsible Party: Philomath Public Works Director.

3. Targeted Stormwater Brochure-Contractors

The City of Philomath will acquire a brochure addressing: *Erosion Control and Sediment Control guide for lot construction*. City of Philomath to distribute this brochure, or another appropriate brochure, with new building permits applications for those projects in the City.

Measurable Goal: Include an erosion control brochure in all new building permit applications for the permit area.

Responsible Party: Philomath Public Works Director.

4. Stormwater Website-General Storm Water Information

Philomath will provide Stormwater information on the City's Website.

Measurable Goal: Provide Stormwater information on the City of Philomath's website

Responsible Party: City of Philomath Public Works Director.

5. Targeted Outreach to General Public, HOA's, Businesses, Planners, Engineers.

Philomath will create or use an existing (EPA, DEQ, or other) stormwater education guide to target the general public, HOA's, Businesses, Planners and Engineers and distribute these to the above targeted audience. This information will be distributed by several different means including direct mailing, business visits.

This information could include direct mailings to such businesses in the area such as carpet cleaners to make them aware to not dump their wastewater into the storm drains, concrete delivery companies about washing out trucks and tools in an area that could make it to the storm system, landscape companies about blowing leaves or other debris into the street as well as dumping bark and other materials in the street where these items could be picked up by storm runoff.

Measurable Goal: Distribute to the above target audience stormwater information by the best possible means to get the issues known.

Responsible Party: City of Philomath Public Works Director.

6. Targeted Outreach to Construction Site Operators.

Philomath will create or use an existing (EPA, DEQ, or other) stormwater education guide brochure, letter, etc. to target the general public, HOA's, Businesses, Planners and Engineers and distribute these to the above targeted audience. This information will be distributed by several different means including direct mailing, business visits.

Measurable Goal: Distribute to the above target audience stormwater information by the best possible means to get the issues known.

Responsible Party: City of Philomath Public Works Director.

7. Other Educational Opportunities

Philomath will take advantage of other opportunities to provide public education within the city. Other such public functions that may take place where the public gathers and is an appropriate venue for stormwater education will be utilized.

Measureable Goal: Provide stormwater information to the public at other venues or gatherings.

Responsible Party: City of Philomath Public Works Director.

8. Tracking and Assessment

The city will assess our progress toward implementation of the program and include the evaluation of at least one education and outreach activity in each year of the Annual Report.

3.b STORMWATER PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

Completion Date Deadline: February 28, 2020

TABLE 3.b-1. STORMWATER PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
1. Publically Accessible Website	1	+	+	+	+
2. Stewardship Opportunity	1	+	+	+	+
3. Tracking and Assessment					
#	Activity scheduled for permit year				
	No activity scheduled for permit year				
+	Continue working on this goal and report yearly				

1. Publically Accessible Website

Philomath will maintain and promote a publically accessible website and update it annually at a minimum. Items that must be incorporated in the website is:

- a. Illicit Discharge Complaints or Report Requirements.
- b. Draft documents issued for public comment, and final reports, plans and other official SWMP policy documents.
- c. Links to all ordinances, policies and/or guidance documents related to the construction and post-construction stormwater management control programs, including education, training, licensing, and permitting.
- d. Permit registrant's contact information for relevant staff, including phone numbers, mailing addresses and email addresses.

Measurable Goal: Updating and providing required items on website.

Responsible Party: Philomath Public Works Director.

2. Stewardship Opportunity

Philomath will on its own or with other participants include school groups, Scouts, church groups, Marys River Water Shed, internships and/or service organizations to label (stencil) storm drain catch basins or apply storm drain markers on curbs above catch basins. These methods result in the message "Dump No Waste -Drains to Stream" appearing next to or above stormwater catch basins. Participants in this/these activities may also distribute informational door hangers throughout the neighborhood, aid in riparian plantings and provide stream restoration.

Measurable Goal: Mark all residential and side streets in the permit area. Philomath will map the areas being stenciled and marked. Door hangers describing the harmful effects of illegal dumping may be distributed to the area residents. The City will update stencils and markings on an on-going basis.

Responsible Party: City of Philomath Public Works Director.

3. **Tracking and Assessment**

The City will assess its progress toward implementation and evaluate

3.c ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

Completion Date Deadline: February 28, 2022

TABLE 3.c-1. ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
1. MS4 Map			1	+	+
2. Ordinance and/or Other Regulatory Mechanisms			1	+	+
3. Enforcement Procedures			1	+	+
4. Program to Detect and Eliminate Illicit Discharges			1	+	+
5. Dry Weather Screening Program			1	+	+
6. Illicit Discharge Detection and Elimination Training and Education			1	+	+
7. Tracking and Assessment					
#	Activity scheduled for permit year				
	No activity scheduled for permit year				
+	Continue activity				

1. MS4 Map

- A. MS4 Map and Digital Inventory-The City of Philomath will continue to update its existing storm sewer map. The storm sewer system map will show the locations of all stormwater control locations, chronic illicit discharges, stormwater drainage basin, any ongoing dry weather flows, outfalls and the names of all water bodies that receive discharges from those outfalls. As new development is permitted, the drainage system will be added to the base map.
- B. Outfall inventory- maintain an inventory of all known outfall locations owned by the city, with a unique number, geographic information and names of receiving waters.
- C. Conveyance System and Stormwater Control Locations-maintain an inventory of all structural stormwater controls, with a unique number and geographic information.
- D. Chronic Illicit Discharges-If applicable, include location(s) of chronic known illicit discharge(s)

Measurable Goal: Update a storm sewer system map showing all known storm drain outfalls, controls and chronic illicit discharges to receiving waters.

Responsible Party: City of Philomath Public Works Director.

1. Ordinance and/or Other Regulatory Mechanisms

Ordinance to enforce non-stormwater discharges to the MS4. Must include all items listed on page 15 of the NPDES permit.

Measurable Goal: Adopt an ordinance to prohibit non-stormwater discharges.

Responsible Party: City of Philomath Council.

2. Enforcement Procedures

Must develop, implement and maintain a written escalating enforcement and response procedure. The procedure must describe how the city will use enforcement techniques to ensure compliance. Enforcement procedures must include timelines for compliance.

Response procedures must include items such as the amount of pollutant discharged, the type of pollutant discharge and whether the discharge was intentional or accidental.

- **Measurable Goal 1: Writing, implementing and maintaining a written escalating enforcement procedure.**

Responsible Party: Philomath Public Works Director.

- **Measurable Goal 2: Writing, implementing and maintaining a written response procedure.**

Responsible Party: Philomath Public Works Director.

3. Program to Detect and Eliminate Illicit Discharges

- A. Illicit Discharge Complaints or Reports-Publicize a phone number, webpage, and /or other communication channel that the public can use to report illicit discharges. must be answered by trained staff during normal business hours and include a system to record or capture incoming complaints or reports during non-business hours.
- B. Response to Complaints or Reports-Must respond to all complaints and reports of illicit discharges. Within two working days, unless there is a threat to human health, welfare or the environment, response time is then required within 24 hours. Spills or other illicit discharges that may endanger human health or the environment must be reported in accordance with all applicable federal and state laws and notification to the Oregon Emergency response System.

Complaint response and associated investigation must at a minimum meet the following minimum timelines.

1. Initial Investigation or Evaluation-initial investigation or evaluation within and average of five working days or refer the complaint to the appropriate agency.
2. Ongoing Illicit Discharges-If the elimination of the illicit discharge will take more than 15 working days due to technical, logistical , or other reasonable issues, the city must within 20 working days upon identifying the source of an illicit discharge, initiate procedures to eliminate the illicit discharge.
3. Ongoing Illicit Discharges Involving Capital Improvements-If the elimination of the illicit discharge involves the repair or replacement of the city wastewater or storm water conveyance systems, the city must remove the source of the illicit discharge within three years of the date of its identification.

- C. Notification of Other Authorities-If illicit discharge originates outside the jurisdictional authority of the city, the city must notify the correct jurisdictional authority within five working days of becoming aware of the illicit discharge.
- D. Complaint Tracking-Maintain a procedure or system to document all complaints or reports of illicit discharges into and from the MS4. At a minimum it must contain the following:
 - 1. Date complaint received and, if available, the complainant's name and contact information.
 - 2. Staff responding to the complaint.
 - 3. Date the investigation was initiated.
 - 4. The outcome of the staff investigation
 - 5. Corrective action(s) taken to eliminate the illicit discharge.
 - 6. The responsible party for the corrective actions(s)
 - 7. The status of the enforcement procedure(s), when necessary.
 - 8. The date the corrective action(s) was completed and staff that evaluated final compliance.

Measurable Goal 1: Develop a written plan to detect and eliminate illicit discharges.

Write plan that covers response to complaints and reports of illicit discharges.

Responsible Party: Philomath Public Works Director.

Measurable Goal 2: Develop a website and phone system to track complaints and reports.

Responsible Party: Philomath Public Works Director.

4. Dry Weather Screening Program

A minimum of 20% of all identified outfalls must be inspected yearly.

- A. Annual Field Screening of Priority Locations-Identify and document priority outfall locations. A portion, or all of the identified priority outfalls must be inspected yearly.

Dry weather field screening activities must occur after an antecedent dry period of at least 72 hours. Dry-weather field screening activities must be documented and include:

1. General Observations-must include visual presence of flow, turbidity, oil sheen, trash, debris or scum, condition of conveyance system or outfall , color, odor and any other relevant observations related to the potential presence of non-storm water or illicit discharges.
2. Field Screening and Analysis-If flow is observed and the source is unknown, a field analysis must be conducted to determine the cause of the dry-weather flow. The analysis must include sampling for pollutant parameters that are likely to be found based upon the suspected source of discharge or by other effective investigative approaches or means to identify the source or cause of the suspected illicit discharge. Where appropriate, field screening pollutant parameter action levels, identified by the city, must be considered.
3. Pollutant Parameter Action-The city must develop or identify pollutant parameter action levels to be used as part of the field screening. The pollutant parameter action levels and rationale must be documented in an enforcement response plan (or similar document) or in the SWMP Document. The city will use the following as indicator constituents:
 - a. Ammonia
 - b. Biochemical Oxygen Demand (BOD)
 - c. pH
 - d. Total Chlorine
 - e. Detergents as surfactants
 - f. E. coli
 - g. Total Phosphorus
 - h. Turbidity
 - i. Temperature
 - j. Total Suspended Solids (TSS)
4. Laboratory Analysis-If general observations and field screening indicate an illicit discharge and the presence of a suspected illicit discharge and cannot be identified through other investigatory methods, the city must collect a water quality sample for laboratory analyses for ongoing discharges. The water quality sample must be analyzed for pollutant parameters or identifiers that will aid in the determination of the source of the illicit discharge. The types of pollutant parameters or identifiers may include, but are not limited to genetic markers, industry-specific toxic pollutants, or other pollutant parameters that may be specifically associated with a source type.

Measurable Goal: Identifying and documenting outfalls and written procedures for dealing with dry weather flows.

Responsible Party: Philomath Public Works Director.

6. Illicit Discharge Detection and Elimination Training and Education

The city must ensure that all persons responsible for investigating and eliminating illicit discharges and illicit connections in to the MS4 are appropriately trained to conduct such activities. All staff directly responsible for conducting dry weather screening activities or responding to reports of illicit discharges and spills into the MS4 must be properly trained to conduct such activities.

Measurable Goal: Provide and document training to public works field staff on how to respond when illicit discharge/illegal dumping is suspected

Responsible Party: Philomath Public Works Director.

7. Tracking and Assessment

The city must track implementation of the IDDE program requirements. All annual reports must contain the assessment by the city of its progress toward implementation

3.d CONSTRUCTION SITE RUNOFF CONTROL

Completion Date Deadline: February 28, 2023

Philomath will adopt the Construction Site Stormwater Runoff Control Program developed by Benton County to reduce pollutants in stormwater runoff from construction activities. Philomath will amend its existing Intergovernmental Agreement with Benton County to administer this program for the city and the implementation schedule. The following presents the program and the implementation schedule.

TABLE 3.d-1. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL PROGRAM						
BMP Activity / Description		Permit Year				
		1	2	3	4	5
1. Adopt an Erosion and Sediment Control Ordinance		1	1	1	1	1
2. Amend Existing I.G.A.						1
#	Activity scheduled for permit year					
	No activity scheduled for permit year					

3.d.1 Adopt an Erosion and Sediment Control Ordinance

After Benton County develops and implements an Erosion and Sediment Control Policy, the City will adopt the County's Policy by ordinance.

Measurable Goal: Adopt an Erosion and Sediment Control Ordinance by the end of permit year five.

- **Completion Date:** February 28, 2023.
- **Rationale for Goal:** This goal will implement this Requirement.

Responsible Party: Philomath City Council.

3.d.2 Amend the Current Intergovernmental Agreement to Add This Policy

Benton County conducts Building Permit Reviews, Inspections, Etc., for the City of Philomath through an Intergovernmental Agreement. Concurrent with 3.d-1, the City will amend this I.G.A. to include the Erosion and Sediment Control Policy.

Measurable Goal: Amend the City's I.G.A. with Benton County to include Erosion and Sediment Control Policy.

- **Completion Date:** February 28, 2023
- **Rationale for Goal:** This goal will implement this requirement.

Responsible Party: Philomath City Council.

3.e POST-CONSTRUCTION SITE RUNOFF FOR NEW DEVELOPMENT AND REDEVELOPMENT

Completion Date Deadline: February 28, 2023

Benton County will develop a program for post-construction stormwater management. Philomath will adopt Benton County’s Program and amend the existing Intergovernmental Agreement with Benton County to administer this program for Philomath.

TABLE 3.e-1. POST-CONSTRUCTION STORMWATER MANAGEMENT PROGRAM					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
1. Adopt and Ordinance Requiring Post-Construction Control	1	1	1	1	1
2. Amend Existing I.G.A.					1
#	Activity scheduled for permit year				
	No activity scheduled for permit year				

3.e.1 Adopt an Ordinance Requiring Post-Construction Control

After Benton County develops and implements a Post-Construction Stormwater Management Policy, the City will adopt the County’s Policy by Ordinance.

Measurable Goal: Adopt an ordinance requiring post-construction control by the end of permit year five.

- o **Completion Date:** February 28, 2023.
- o **Rationale for Goal:** Ordinances are an effective way to establish performance standards for runoff controls.

Responsible Party: Philomath City Council.

3.e.2 Amend the Current Intergovernmental Agreement to Add This Policy

Benton County conducts Building Permits Reviews, Inspections, Etc., for the City of Philomath through an Intergovernmental Agreement. Concurrent with 3e.1, the City will amend this I.G.A. to include the Post-Construction Runoff Control Policy.

Measurable Goal: Amend the City’s I.G.A. with Benton County to include Erosion and Sediment Control Policy.

- o **Completion Date:** February 28, 2023.
- o **Rationale for Goal:** This goal will implement this requirement.

Responsible Party: Philomath City Council.

3.f POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS

Completion Date Deadline: February 28, 2022

Philomath will properly operate and maintain its facilities, using prudent pollution prevention and good housekeeping to reduce the discharge of pollutants to the waters of the state.

TABLE 3.f-1. POLLUTION PREVENTION IN MUNICIPAL OPERATIONS PROGRAM					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
Develop an O&M Plan With the Following Components:					
1. Operation and Maintenance Strategy for Existing Controls		1	+	+	+
2. Inspection and Cleaning of Catch Basins		1	+	+	+
3. Pollution Prevention in Facilities and Operations		1	+	+	+
4. Registrant-owned NPDES Industrial Stormwater Permit Facilities		1	+	+	+
5. Requirements of Pesticide and Fertilizer Applications		1	+	+	+
6. Litter Control		1	+	+	+
7. Materials Disposal		1	+	+	+
8. Stormwater Infrastructure Staff Training		1	+	+	+
9. Tracking and Assessment		1	+	+	+
#	Activity scheduled for permit year				
	No activity scheduled for permit year				
+	Continue activity				

1. Operation and Maintenance Strategy for Existing Controls -Philomath will create and implement an Operations and Maintenance strategy for both the city owned controls and controls that are owned by another entity that discharge to the MS4. It will include the long-term O & M requirements in Schedule A.3.e.v.

Measurable Goal: The development of the O & M strategy and the implementation of it.

Responsible Party: Philomath Public Works Director.

2. Inspection and Cleaning of Catch Basins-At a minimum the city will inspect at least 50 percent of its Catchbasins every 5 years and take appropriate actions based on those inspections.

Measurable Goal: Creating an inspection and cleaning program and implementing it.

Responsible Party: Philomath Public Works Director.

3. Pollution Prevention in Facilities and Operations-The city will review and update as needed the existing procedures for inspection and maintenance of the following activities:

- a. Pipe cleaning for Stormwater and wastewater conveyance systems.
- b. Cleaning of culverts conveying stormwater in roadside ditches.
- c. Ditch maintenance

- d. Road and bridge maintenance
- e. Road repair and resurfacing including pavement grinding.
- f. Dust control for roads and municipal construction sites.
- g. Winter road maintenance, including salt or de-icing storage areas.
- h. Fleet maintenance and vehicle washing.
- i. Building and sidewalk maintenance including washing.
- j. Solid waste transfer and disposal areas.
- k. Municipal landscape maintenance.
- l. Material storage and transfer areas, including fertilizer and pesticide, Hazardous material, used oil storage, and fuel
- m. Fire fighting training activities.
- n. Maintenance of municipal facilities including public parks and open space, golf courses, airports, parking lots, swimming pools, marinas, etc.

Measurable Goal: Written procedures an implementation for facilities and operations.

Responsible Party: Philomath Public Works Director.

4. City-owned NPDES Industrial Stormwater Permit Facilities-The city does not currently have an Industrial Stormwater Permit Facility. If one is acquired during this permit term, it will be addressed at that time.

Measurable Goal: Nothing at this time-If a city owned Industrial Permit facility is acquired, it will be addressed at that time.

Responsible Party: Philomath Public Works Director.

5. Requirements for pesticide and fertilizer applications-The city will reinforce the practices in place that reduce the discharge of Pesticides and Fertilizers to the MS4. Currently the city does not use fertilizers and it uses pesticides at a minimum.

Measurable Goal: Documentation and procedures for the use and storage of fertilizers and pesticides

Responsible Party: Philomath Public Works Director.

6. Litter Control-Implement methods to reduce litter within the city.

Measurable Goal: Written Litter Control plan and/or procedure

Responsible Party: Philomath Public Works Director.

7. Materials Disposal-All collected materials or pollutants removed in the course of maintenance, treatment, control of stormwater, or other wastewaters must be managed and disposed of in a manner such as to prevent such pollutants from entering the waters of the state in accordance with state and federal rules.

Measurable Goal: Document practices and procedures that prevent collected materials from Stormwater maintenance from entering waters of the state.

Responsible Party: Philomath Public Works Director.

8. Stormwater Infrastructure Staff Training-Train Staff to evaluate O&M practices and compliance with long-term O&M requirements within 30 days of being assigned to Stormwater activities if not working with another trained employee and at least once during the permit term and provide follow up training as procedures and technology change. The City's goal is to train each employee and have ongoing training throughout the year.

Measurable Goal: Document training procedures and staff participations of training events.

Responsible Party: Philomath Public Works Director.

9. Tracking and Assessment- The city will maintain records for activities to meet the requirements of the Pollution Prevention and Good Housekeeping for Municipal Operations program and provide a descriptive summary of the activities in the Annual Report.