

# LAKES HIGHWAY DISTRICT NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)

NPDES Permit # IDS-028207

## ANNUAL REPORT

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First Permit Year: December 31, 2008 – January 1, 2010



**LAKES HIGHWAY DISTRICT**  
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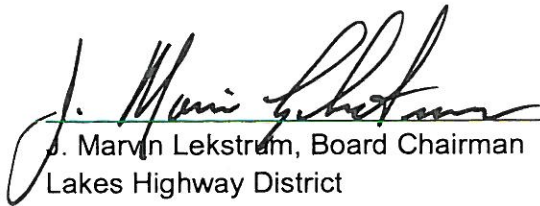
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## 1. Report Certification

Lakes Highway District, NPDES Municipal Separate Storm Sewer System ("MS4") Annual Report for Permit Year 2009.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

  
J. Marvin Lekstrom, Board Chairman  
Lakes Highway District

2 FEB 2010  
Date

This report identifies activities undertaken by the Lakes Highway District ("LHD") during the first (1<sup>st</sup>) permit year as required by Part II of the Lakes Highway District Municipal Separate Storm Sewer System ("MS4"), NPDES Permit (permit). The 2009 permit year, as defined in this report, covers the period between December 31, 2008 – to January 1, 2010.

On November 20, 2008, the United States Environmental Protection Agency (EPA) issued to the Lakes Highway District (District) a storm water discharge permit, NPDES Permit #IDS-028207. The permit became effective January 1, 2009 and contains requirements for implementation of the permit.

Lakes Highway District shall reapply for a permit reissuance on or before July 5, 2014, 180 days before expiration of Permit #IDS-028207 if the District intends to continue operations and discharges from the MS4 beyond December 31, 2014.

## 2. Status of Implementing Components of the Storm Water Management Program

The Lakes Highway District's Storm Water Management Program is administered under the guidance of the LHD Engineer. In anticipation of this permit, the LHD created the District Engineer position in June of 2008 and expects to hire additional engineering staff in 2010. In addition to engineering staff, the LHD consists of three full time road supervisory positions that assist with the storm water program. The duties of the staff are briefly described as follows:

| Table 1. NPDES Staff Positions and Duty Descriptions |               |   |
|--|---------------|---|
| Position   | Position Type | Duty Description  |
| District Engineer                                    | Full-Time     | Oversees and Coordinates Storm Water Management Program   |
| Road Supervisor                                      | Full-Time     | Oversees and Responsible for Highway District Operations  |
| Assistant Road Supervisor                            | Full-Time     | Responsible Maintenance Activities, Approach Permitting, assists with Construction Inspections.                         |
| Road Foreman   | Full-Time     | Oversees work performed by the District to include construction, maintenance activities, stormwater and erosion control |
| Engineer Technician <sup>1</sup>                     | Full-Time     | Will assist with Watershed Mapping and assist District Engineer with Implementation of the Stormwater Program.          |

1. Position to be filled in year 2010.

Additionally, Maintenance and Operations staff at LHD participate in the implementation of the NPDES permit requirements. Maintenance and Operations staff observe roads on a daily basis and are responsible for reporting potential storm water and erosion control issues impacting LHD Roads.



## A. Storm Water Management Program Components

Program status is based upon the NPDES permit issued by the EPA in November of 2008 and the schedule of compliance included in Part II of the Permit. The status of each component is described in this section.

### 1) General Requirements:

#### *a) Develop, Implement and Enforce a Storm Water Management Program ("SWMP").*

During the first permit year, the LHD began the development of a SWMP. The SWMP is a 3-ring binder located at the District's main office and includes the following information:

| SWMP Contents                                    |  |
|--|--|
| Permit   | Permit Comments                                |
| Annual Report                                    | Resolutions                                    |
| Correspondence                                   | Construction General Permit Requirements       |
| Storm Water Pollution Prevention Plan Guidelines | Implemented Programs as Required by the Permit |

As an initial step towards the development of a SWMP, the LHD Board approved Resolution 2009-12 Establishing NPDES Permit Programs and Local Requirements. Resolution 2009-12 emphasizes the following new and existing requirements:

| Resolution 2009-12  |                                   |
|---|-----------------------------------|
| Description   | Status<br>(New / Existing Policy) |
| All construction activities performed by the Highway District, disturbing more than 1-acre, shall comply with EPA's Construction General Permit (CGP). This shall not be confused with Maintenance activities that do not modify the original line, grade and/or original intent of the facility as clarified by the 2003 CGP Fact Sheet. | Existing Policy<br>District Stds  |
| As part of the permitting process for work within public right-of-way and when storm water from construction projects have the potential to drain into waters of the US, contractors and their on-site foreman shall be pre-certified by the <b>Storm Water Erosion Education Program (SEEP)</b> .  | New Policy                        |
| All construction site operators working within District Rights-of-Way on sites that drain to waters of the US shall have the SEEP Field Guide on-site at all times during construction for guidance in implementation of appropriate erosion control measures.  | New Policy                        |
| Lakes Highway District Staff shall report storm water violations to the Kootenai County Code Enforcement Officer.   | New Policy                        |
| Lakes Highway District Staff shall report and publish on the District's website that all work within the Highway District shall be in accordance with the Associated Highway District Standards, the Kootenai County Site Disturbance Ordinance, requirements for SEEP Training and other NPDES Permit requirements.                      | New Policy                        |

Refer to the SWMP for the signed resolution. Refer to Attachment A for SEEP Field Guide.

## B. Minimum Control Measures

### 1.) Public Education and Outreach

#### *a) On-going Public Education Program*

Although not required until the second permit year (yr. 2010), LHD began working with the City of Coeur d'Alene and Post Falls to televise a Public Service Announcement ("PSA") during the first permit year. The PSA will inform the public of local storm water and erosion control issues. The PSA consists of 2-30 minute advertisements prepared by our local Storm Water Erosion Education Program ("SEEP").

#### Planned Activities for yr. 2010:

Continue working with other local permit holders to develop and advertise PSA's. Additionally, Lakes Highway District will continue utilizing our website to inform the public regarding the importance of storm water and erosion control BMP's.

#### *b) Distribution of Relevant Storm Water Information*

As a tool to educate and inform the public, the LHD established a website: during the first permit year to assist with distribution of relevant storm water information. Our web address is: [www.lakeshighwaydistrict.com](http://www.lakeshighwaydistrict.com).

#### Planned Activities for yr. 2010:

Distribute appropriate and relevant stormwater information to employees, and to citizens and business with whom the District interacts.

### 2) Public Involvement and Participation

To be addressed as required in the second permit year, yr. 2010.

#### Planned Activities for yr. 2010:

Post appropriate SWMP and all Annual Reports on our Website.

### 3) Illicit Discharge Detection and Elimination

#### *a.) Develop and implement a program to detect and eliminate illicit discharges.*

To be addressed as required in the second permit year, yr. 2010.

#### Planned Activities for yr. 2010:

Develop and implement a program to detect and eliminate illicit discharges. Ideally, the program under resolution by the Board of Commissioners will include direction to perform routine inspection and procedures for elimination of an illicit discharge once detected.

Additionally, the program will address spill response procedures, illegal dumping and training of District Staff on how to respond to such instances.

Examples of Direct Illicit Discharges to be addressed:

|  |
|--|
| Sanitary waste piping that is directly connected from a home to the storm sewer.               |
| Materials (e.g. used motor oil) that have been dumper directly into a storm sewer catch basin. |
| Shop floor drain that is connected directly to a storm sewer.                                  |
| Cross connection between a sanitary sewer and a storm sewer                                    |

Examples of In Direct Illicit Discharges to be addressed:

|  |
|--|
| An old and damaged sanitary sewer line that is leaking into a cracked storm sewer line.  |
| A failing septic system that is leaking into a cracked storm sewer line or causing surface discharge into the storm sewer, ditch or culvert. |

Examples of Non-storm water discharges that may not need to be addressed if determined by LHD and/or the EPA not to be a source of pollutants.

|  |   |
|--|---|
| Water Line Flushing                      | Irrigation water                          |
| Landscape Irrigation                     | Springs                                   |
| Diverted Stream Flows                    | Water from Crawl Space Pumps              |
| Rising Ground Waters                     | Footing Drains                            |
| Uncontaminated Ground Water Infiltration | Lawn Watering                             |
| Uncontaminated Pumped Ground Water       | Individual Residential Car Washing        |
| Discharges from Potable Water Sources    | Flows from Riparian Habitats and Wetlands |
| Foundation Drains                        | Dechlorinated Swimming Pool Discharges    |
| Air conditioning condensation            | Street Wash Water                         |

Planned Activities for yr. 2010:

Develop procedures for reporting illicit discharges to include a written spill response procedure. Activities shall also include development of procedures to address illegal dumping and training of staff.



### *b.) Effectively Prohibit Non-Storm Water Discharges*

To be addressed as required in the second permit year, yr. 2010.

#### Planned Activities for yr. 2010:

Ideally, work will include implementation by Board Action, procedures for reporting potential violations to the appropriate enforcement agency.

### *c.) Prohibit Non-Storm Water Flows*

Known controls or conditions to prohibit non-storm water flows include:

| Controls or Conditions   | Description   | Potential Issue   |
|--|---|---|
| IDAPA 58.01.16.400 and Recommended Standards for Wastewater Facilities, Ch 30.38 - Sewer System Design | Require sewer systems to be designed to protect water supplies                    | Prohibits Cross Connections of Sewer and Storm Sewers.                            |
| IDAPA 58.01.03.004.05 Failing System   | Requires owners of failing septic tanks to obtain a permit and repair the system. | Failing Septic tanks could cause surface discharge to a storm sewer system.       |
| IDAPA 58.01.03.007 Septic Tank Design and Construction Standards                                       | Specifies minimum requirements for design to prohibit failures                    | Improperly designed system could cause surface discharge to a storm sewer system. |

Additionally, controls consist of those established by LHD Resolution 2009-12. The LHD will report any observed discharges that impact water quality within the MS4 whether the discharge is related to stormwater or non-stormwater flows. Observations will be reported to the County Code Enforcement Officer for inspection and enforcement.

#### Planned Activities for yr. 2010:

Work will include notifying the EPA of any new local controls or conditions placed on the types of non-stormwater discharges. Work will also include continued inspections and notifications to the County and EPA through subsequent annual reports.

### *d.) Complete a Comprehensive MS4 Map*

To be addressed as required in the second permit year, yr. 2010.

#### Planned Activities for yr. 2010:

Work will include a survey of the Districts owned or operated storm sewers, culverts, ditches and other conveyances necessary to prepare a comprehensive MS4 Map.

### *e.) Begin an On-Going Education Program*

Although not required until the second permit year (yr. 2010), LHD began working with the City of Coeur d'Alene and Post Falls to televise a Public Service Announcement ("PSA") during the first permit year. The PSA will inform the public of local storm water and erosion control issues. The PSA consists of 2-30 minute advertisements prepared by our local Storm Water Erosion Education Program ("SEEP").



Planned Activities for yr. 2010:

Continue working with other local permit holders to develop and advertise PSA's. Additionally, Lakes Highway District will continue utilizing our website to inform the public regarding the need to eliminate Non-Stormwater flows if they are determined to be a source of contaminants.

Planned activities should also include a training program for Highway District Employees to look for signs of illicit discharges.

*f.) Begin Dry Weather Screening for Non-Stormwater Flows from Outfalls*

Dry weather screening for non-stormwater flows from outfalls shall be addressed as required during the third permit year, yr. 2011.

Planned Activities for the third permit year, 2011

During the third permit year, LHD will address non-stormwater discharge through our MS4 System. LHD will begin regularly screening of outfalls during dry weather. If flows are discovered during dry weather, LHD will analyze whether or not the flows are an "allowable non-stormwater discharge" (i.e. groundwater, as described in Part I.C.1.c of the permit and Section 2.B.3.c of this report) or if it needs to be removed/eliminated. LHD will provide the necessary means to expeditiously follow-up and eliminate such illicit discharges for our MS4.

*g.) Inventory all industrial facilities*

To be addressed as required in the third permit year, yr. 2011.

Planned Activities for the third permit year, 2011

During the third permit year, LHD will provide the necessary inventories of all industrial facilities within the MS4.

4) Construction Site Storm Water Runoff Control

*a.) Develop, Implement and Enforce Program to Reduce Pollutants in Storm Water Runoff to the MS4 for Construction Activities Conducted or Overseen by the Highway District*

Although not required until the second permit year (yr. 2010), LHD through Resolution 2009-12 has required all construction projects within the MS4 to be performed in accordance with the EPA Construction General Permit requirements.

Planned Activities for yr. 2010:

Development and implementation of a program to reduce pollutants was completed during the first permit year. LHD is committed to implement Resolution 2009-12.

*b.) Provide Adequate Oversight and Direction to Contractors Working on Highway District Projects*

On an on-going basis, the Highway District requires all construction projects within the District, whether performed by the District or under the supervisor of, to be in conformance with the EPA, Construction General Permit. Additionally, the Highway District requires that construction conform to the Associated Highway District Standards and the Kootenai County Site Disturbance Ordinance. The LHD is committed to provide sufficient resources to oversee and direct contractors on work within the MS4.

Planned Activities for yr. 2010:

Lakes Highway District plans to construct Phase 2 of the Lancaster Project connecting Steele Curve and the Phase 1 Project. The project consists of approximately one mile of road re-construction. This work will be performed in accordance in the CGP.

*c.) Review and Update Existing Regulatory Mechanism*

Although not required until the second permit year (yr. 2010), LHD has completed a review and updated our existing requirements. On December 22, 2009 the Board provided official direction to staff through Resolution 2009-12 that not only clarified existing District requirements, but also implemented new requirements for all work within the public right-of-way to be performed under the training of SEEP. Additionally, through Resolution 2009-12 LHD will report all non-storm water discharges to the County Code Enforcement Officer as a potential violation to the Kootenai County Site Disturbance Ordinance.

Planned Activities for yr. 2010:

Review and updates to existing policies and procedures was completed during the first permit year. Work in the second permit year will include documentation of reporting to the County Code Enforcement Officer and providing written documentation as part of the 2010-2011 Annual Report.

*d.) Publish and Distribute Local Requirements for Construction Site Operators to Implement Appropriate Erosion and Sediment Control*

This task is not required to be completed until the second permit year. Efforts during the first permit year included publishing of the "North Idaho Stormwater Erosion & Sediment Control Field Guide".

Planned Activities for yr. 2010:

The "North Idaho Stormwater Erosion & Sediment Control Field Guide" will be distributed to all Contractors who obtain permits to work within LHD's MS4 road right-of-way.

*e.) Develop Procedures for Reviewing all Pre-Construction Site Plans for Potential Water Quality impacts*

As required during the second permit year, LHD will develop procedures for reviewing all pre-construction site plans for potential water quality impacts.



Planned Activities for yr. 2010:

LHD will review existing policies and will determine whether or not it is necessary to make improvements and/or clarifications to existing procedures.

*f.) Implement a Program to Receive, Track and Review Information Submitted by the Public Regarding Construction Site Erosion and Sediment Controls*

As required during the second permit year, LHD will develop procedures for tracking information submitted by the Public regarding construction site erosion and sediment controls within LHD road right-of-way.

Planned Activities for yr. 2010:

Ideally, work will include implementation of a "log book" specifically related to public input regarding construction site runoff and sediment controls.

*g.) Develop and implement Procedures for Site Inspection and Enforcement Measures Established as Required in Part II.B.4.c and d of the Permit*

To be implemented as required in the third permit year, 2011.

*h.) Comply with the Construction General Permit and all Other Relevant Local Requirements for Erosion, Sediment and On-Site Materials Control on Public Construction Projects.*

As specified in Resolution 2009-12, LHD is committed to complying with the CGP for all construction projects.

5) Post - Construction Storm Water Management in New Development and Re-development

*a.) Implement and Enforce Post-Construction Site Runoff from Developments*

To be addressed as required in the third permit year, yr. 2011.

*b.) Implement Policy to Address Post-Construction Site Runoff*

To be addressed as required in the third permit year, yr. 2011.

*c.) Ensure Proper Long Term Operation and Maintenance of Permanent Stormwater Management Controls*

To be addressed as required in the third permit year, yr. 2011.

*d.) Develop and Implement Processes for Pre-Construction Plan Review of Permanent Storm Water Management Controls*

To be addressed as required by the permit in the fourth permit year, yr. 2012.



## 6) Pollution Prevention and Good Housekeeping for Municipal Operations

### *a.) Develop and Implement an Operation and Maintenance Program*

To be addressed as required in the second permit year, yr. 2010.

#### Planned Activities for yr. 2010:

Develop and Implement and Operations and Maintenance Program.

### *b.) Develop and Conduct Appropriate Training for Personnel*

To be addressed as required in the second permit year, yr. 2010. Training of staff is an on-going task for Lakes Highway District for items such as: training of appropriate staff on our fueling station, which stormwater discharge within this facility currently drains to a holding tank that is pumped on a regular basis. Additionally, appropriate staff is training on the wash facility and shop. Any storm and wash water in either the wash building or shop drain to a sewer lift station that is pumped the Hayden Area Regional Sewer Treatment Plant.

#### Planned Activities for yr. 2010:

Provide training related to optimum maintenance practices for the protection of water quality. Provide as part of this document, list of staff and training information.

### *c.) Prepare a Storm Water Pollution Prevention Plan for the LHD Maintenance Yard*

The LHD Maintenance yard is located outside of the Coeur d'Alene Urbanized Area and MS4 Boundary. Therefore action contained in Part II.B.6.c is not specifically required. Refer to correspondence from EPA dated January 19, 2010 and see the map included as an attachment to this document.

#### Future Planned Activities:

None under this permit.

## **C. Discharges to Water Quality Impaired Receiving Waters**

Refer to discussions in Part 2.B.1-6 of this annual report for details regarding how LHD intends to control discharge of pollutants.

## **D. Reviewing and Updating the SWMP**

LHD proposes no changes to the Stormwater Management Program during the first year.

#### **E. Transfer of Ownership, Operational Authority, or Responsibility for SWMP Implementation**

There are no new transfers of ownership, operational authority or responsibility for SWP implementation during the first permit year.

#### **F. SWMP Resources**

The Highway District is committed to providing the necessary funding for implementation the NPDES permit requirements as specified in Resolution 2009-12.

##### Planned Activities for yr. 2010:

The LHD will continue to provide the necessary resources and funding for implementation of the permit.

### 3. Summary of Planned Activities for the Second Permit Year

| Annual Report<br>Section Reference | Description of Activities Required   |
|------------------------------------|--|
| Sec 2.B.1.a                        | Advertise via PSA's and website  |
| Sec 2.B.1.b                        | Distribute appropriate and relevant stormwater information to employees, and to citizens and business with whom the District interacts   |
|                                    |  |
| Sec 2.B.2                          | Post appropriate SWMP and all Annual Reports on our Website  |
|                                    |  |
| Sec 2.B.3.a                        | Develop Spill Response and Illegal Dumping Procedures. Provide staff training.   |
| Sec 2.B.3.b                        | Develop Procedures for Reporting Violations to Appropriate Agencies  |
| Sec 2.B.3.c                        | Inspect and Eliminate Illicit Non-Stormwater Discharges  |
| Sec 2.B.3.d                        | Develop Comprehensive MS4 Map  |
| Sec 2.B.3.e                        | Continue to advertise via PSA's and Website  |
|                                    |  |
| Sec 2.B.4.a                        | Implement Resolution 2009-12   |
| Sec 2.B.4.b                        | Continue to Provide Oversight on Construction Projects   |
| Sec 2.B.4.c                        | Provide Documentation of Code Enforcement Actions  |
| Sec 2.B.4.d                        | Distribute SEEP Field Guide  |
| Sec 2.B.4.e                        | Analyze Existing Procedures for Review of Pre-Construction Site Plans  |
| Sec 2.B.4.f                        | Implement Tracking Log of Public Input Regarding Construction Site Runoff and Sediment Controls  |
|                                    |  |
| Sec 2.B.6.a                        | Develop and Implement and Operations and Maintenance Program to include detail of facility operations (i.e. shop, wash facility and fuel station).   |
| Sec 2.B.6.b                        | Provide training related to optimum maintenance practices for the protection of water quality. Include training documentation on Wash Facility, Shop and Fuel Station for appropriate stormwater controls. |
|                                    |  |



#### 4. Attachments

- A. Resolution 2009-12
- B. Coeur d'Alene Urbanized Boundary and MS4 Map
- C. SEEP Field Guide
- D. Correspondence