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## **Permanent Stormwater Control Facilities Operation and Maintenance (O&M) Manual**

for:

***JM Property Management, LLC***

Located at:

***1402 Third Street  
Sedro-Woolley, Washington***

Prepared for:

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***Grantor – JM Property Management, LLC***

***Grantee – Sedro-Woolley Public***

***Parcel Number(s) – 130474, 113969, 75934, 130475***

***Assessor Number –***

***Sec/Twp/Rng – NE ¼, NW ¼, Section 25, Township 35N, Range 04E***

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## **Operation and Maintenance Guidance**

### **Description of Stormwater Facilities**

Stormwater from the proposed project will be managed within onsite facilities. Stormwater runoff from building roofs will be infiltrated through bioretention cells. Stormwater runoff from pollution-generating surfaces, and adjacent impervious surfaces, will be infiltrated within permeable pavement.

### **Maintenance Responsibilities and Requirements**

All on-site permanent stormwater facilities shall be maintained in perpetuity in a manner that allows them to function as originally designed. The owner of the property, association, or its designated representative, is solely responsible for the inspection, maintenance, repair and replacement of all permanent stormwater facilities located on site and any and all costs associated therewith. The City of Sedro-Woolley is under no obligation to maintain or repair permanent stormwater facilities located on this site.

The owner, association or its designated representative shall submit an annual operation and maintenance report for the permanent stormwater facilities to the City of Sedro-Woolley Public Works Department on or before March 31st of each year for the previous year's inspection and maintenance activities. The report shall include any remedial actions taken, how the actions were completed, who performed them, any problems encountered, and any required follow-up actions such as maintenance, repair or replacement. Annual report and other maintenance records shall be maintained on-site and available to the City upon request.

The City shall have the right to enter onto the property for inspection and compliance purposes. Should inspection reports (either by the property owner, association or by the City) indicate the permanent stormwater facilities are not being properly maintained or show signs of failure and the property owner has not remedied any maintenance standards exceedances, the City of Sedro-Woolley reserves the right but not the obligation to perform work that is necessary to maintain the permanent stormwater facilities that has not been performed by the property owner, and recover any and all costs so incurred by the City from the property owner. Failure to properly maintain the permanent stormwater facilities may also result in City levied fines in accordance with Sedro-Woolley Municipal Code Title 13, Chapter 13.40.

**Maintenance Frequency**

Stormwater facilities shall be inspected annually and cleared of debris, sediment and vegetation when they affect the functioning and/or design capacity of the facility.

**Maintenance Equipment**

- Shovels
- Pressure Washer

**Maintenance Responsibilities**

Facility	Responsibility
Onsite Storm Drains / Conveyance Systems	Property Owner
Bioretention Cells	Property Owner
Permeable Pavement	Property Owner
Open Space - Landscaping	Property Owner
Public Road and Inlets	City of Sedro-Woolley

The City may, at the City's exclusive discretion, unilaterally assume storm water facilities operations and maintenance responsibilities at the expense of the individual property owner if the City determines that the responsible entity is not inspecting, operating, maintaining, and/or repairing the stormwater facilities per this plan.

**Operational Source Control BMPs**

Operational Source Control BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater. They include formation of a pollution prevention team, good housekeeping practices, preventive maintenance procedures, spill prevention and cleanup, employee training, inspections of pollution sources, and recordkeeping. The following BMPs must be implemented.

- Assign one or more individuals to be responsible for stormwater pollution control. The Property Owner shall appoint a person as Facility Manager that shall be responsible for

managing and implementing this plan for their portion of the open space and stormwater facilities. The Property Owner may hire a contractor to act as the Facility Manager.

- Promptly contain and cleanup solid and liquid pollutant leaks and spills including oils, solvents, fuels and dust. The Facility Manager will contact the regulatory agencies regarding spill response activities.
- Clean oils, debris, sludge, etc., from all systems regularly. All pavements and storm drain systems shall be inspected for these pollutants in accordance with the Maintenance Schedule.
- Inspect and clean treatment systems, conveyance systems, and catch basins as needed.
- Do not conduct outside spraying, grit blasting, or sanding activities.
- Train all employees in identifying pollutant sources and in understanding pollutant control measures, spill response procedures, and environmentally acceptable material handling practices. The Property Owner or manager shall provide employees with information regarding pollutant control measures and spill response procedures.
- Maintain a Maintenance Log (see Exhibit 1) and keep such record for twenty years per FMC 13.34.020. The log should include: scope of the inspection, the personnel conducting the inspection, the date of the inspection, major observations relating to the implementation of the maintenance plan, and actions taken to correct BMP inadequacies.
- Conduct inspections in accordance with the Operation and Maintenance Log no less than annually.

### **Structural Source Control BMPs**

Structural Source Control BMPs are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater.

- Maintain the stormwater facilities as per the original design and in proper working order.
- Make changes to the system only when approved by a qualified individual.

**Agency Notification Contact Reference List**

Agency & Responsibility	Phone Contacts
Fire Department <ul style="list-style-type: none"><li>Fire Fighting</li><li>Emergency medical response</li><li>Community evaluation</li></ul>	911
Police Department <ul style="list-style-type: none"><li>Police authority</li></ul>	911
Hospital <ul style="list-style-type: none"><li>Emergency medical treatment</li></ul>	911
Washington State Department of Ecology Toxics Cleanup Program Reporting spills to soils	(360) 407-7170
National Response Center <ul style="list-style-type: none"><li>Reporting spills to water</li></ul>	(800) 424-8802
Washington State Emergency Management Division <ul style="list-style-type: none"><li>Reporting spills to water</li></ul>	(800) 258-5990
City of Sedro-Woolley <ul style="list-style-type: none"><li>Public Works</li></ul>	(360) 855-0771

## Operation and Maintenance Tasks

### Permeable Pavement

#### Inspections

All permeable pavements should be inspected several times within the first few months after construction and twice annually thereafter. Inspections should be conducted after large storms to check for surface ponding that might indicate local or widespread clogging. If severe clogging occurs, the entire structure may have to be replaced.

Erosion and introduction of sediment from surrounding land uses should be strictly controlled. Surrounding landscape areas should be inspected regularly and possible sediment sources controlled immediately.

#### Maintenance

The permeable pavement surface should be vacuum swept one to two times per year, followed by high pressure jet hosing to keep the concrete pores open. Hand held pressure washers are effective for cleaning void spaces and appropriate for smaller areas such as sidewalks and permeable concrete parking islands.

Spot clogging of the permeable pavement layer can be relieved by drilling half-inch holes through the porous concrete layer every few feet. In cases where clogging occurs in a low spot in the pavement, it may be advisable to install a drop inlet to route water into the stone reservoir beneath the permeable concrete.

Potholes and cracks can be repaired using conventional, non-porous patching mixes as long as the cumulative area repaired does not exceed 10% of the parking lot area.

Utility cuts should be backfilled with the same aggregate base used under the base permeable paving to allow continued conveyance of stormwater through the base, and to prevent migration of fines from the standard base aggregate to the more open graded permeable base material.

Permeable Pavement				
Component	Recommended Frequency a		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
<b>Surface/Wearing Course</b>				
Permeable Pavements, all	A, S		Runoff from adjacent pervious areas deposits soil, mulch or sediment on paving	<ul style="list-style-type: none"><li>• Clean deposited soil or other materials from permeable pavement or other adjacent surfacing</li><li>• Check if surface elevation of planted area is too high, or slopes towards pavement, and can be regraded (prior to regrading, protect permeable pavement by covering with temporary plastic and secure covering in place)</li><li>• Mulch and/or plant all exposed soils that may erode to pavement surface</li></ul>
Porous asphalt or pervious concrete		A or B	None (routine maintenance)	<ul style="list-style-type: none"><li>• Clean surface debris from pavement surface using one or a combination of the following methods:</li><li>• Remove sediment, debris, trash, vegetation, and other debris deposited onto pavement (rakes and leaf blowers can be used for removing leaves)</li><li>• Vacuum/sweep permeable paving installation using:</li><li>• Walk-behind vacuum (sidewalks)</li><li>• High efficiency regenerative air or vacuum sweeper (roadways, parking lots)</li><li>• ShopVac or brush brooms (small areas)</li><li>• Hand held pressure washer or power washer with rotating brushes</li><li>• Follow equipment manufacturer guidelines for when equipment is most effective for cleaning permeable pavement. Dry weather is more effective for some equipment.</li></ul>
	Ab		Surface is clogged: Ponding on surface or water flows off the permeable pavement surface during a rain event (does not infiltrate)	<ul style="list-style-type: none"><li>• Review the overall performance of the facility (note that small clogged areas may not reduce overall performance of facility)</li><li>• Test the surface infiltration rate using ASTM C1701 as a corrective maintenance indicator. Perform one test per installation, up to 2,500 square feet. Perform an additional test for each additional 2,500 square feet up to 15,000 square feet total. Above 15,000 square feet, add one test for every 10,000 square feet.</li><li>• If the results indicate an infiltration rate of 10 inches per hour or less, then perform corrective maintenance to restore permeability. To clean clogged pavement surfaces, use one or combination of the following methods:</li><li>• Combined pressure wash and vacuum system calibrated to not dislodge wearing course aggregate.</li><li>• Hand held pressure washer or power washer with rotating brushes</li><li>• Pure vacuum sweepers</li><li>• Note: If the annual/biannual routine maintenance standard to clean the pavement surface is conducted using equipment from the list above, corrective maintenance may not be needed.</li></ul>
	A		Sediment present at the surface of the pavement	<ul style="list-style-type: none"><li>• Assess the overall performance of the pavement system during a rain event. If water runs off the pavement and/or there is ponding then see above.</li><li>• Determine source of sediment loading and evaluate whether or not the source can be reduced/eliminated. If the source cannot be addressed, consider increasing frequency of routine cleaning (e.g., twice per year instead of once per year).</li></ul>
	Summer		Moss growth inhibits infiltration or poses slip safety hazard	<ul style="list-style-type: none"><li>• Sidewalks: Use a stiff broom to remove moss in the summer when it is dry</li><li>• Parking lots and roadways: Pressure wash, vacuum sweep, or use a combination of the two for cleaning moss from pavement surface. May require stiff broom or power brush in areas of heavy moss.</li></ul>
	A		Major cracks or trip hazards and concrete spalling and raveling	<ul style="list-style-type: none"><li>• Fill potholes or small cracks with patching mixes</li><li>• Large cracks and settlement may require cutting and replacing the pavement section. Replace in-kind where feasible. Replacing porous asphalt with conventional asphalt is acceptable if it is a small percentage of the total facility area and does not impact the overall facility function.</li><li>• Take appropriate precautions during pavement repair and replacement efforts to prevent clogging of adjacent porous materials</li></ul>

a) Frequency: A= Annually; B= Biannually (twice per year); S = Perform inspections after major storm events (24-hour storm event with a 10-year or greater recurrence interval).  
b) Inspection should occur during storm event.



Permeable Pavement – Continued					
Component	Recommended Frequency a		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)	
	Inspection	Routine Maintenance			
<b>Surface/Wearing Course (cont'd)</b>					
Interlocking concrete paver blocks and aggregate pavers		A or B	None (routine maintenance)	<ul style="list-style-type: none"><li>• Clean pavement surface using one or a combination of the following methods:</li><li>• Remove sediment, debris, trash, vegetation, and other debris deposited onto pavement (rakes and leaf blowers can be used for removing leaves)</li><li>• Vacuum/sweep permeable paving installation using:</li><li>• Walk-behind vacuum (sidewalks)</li><li>• High efficiency regenerative air or vacuum sweeper (roadways, parking lots)</li><li>• ShopVac or brush brooms (small areas)</li><li>• Note: Vacuum settings may have to be adjusted to prevent excess uptake of aggregate from paver openings or joints. Vacuum surface openings in dry weather to remove dry, encrusted sediment.</li></ul>	
	A b		Surface is clogged: Ponding on surface or water flows off the permeable pavement surface during a rain event (does not infiltrate)]	<ul style="list-style-type: none"><li>• Review the overall performance of the facility (note that small clogged areas may not reduce overall performance of facility)</li><li>• Test the surface infiltration rate using ASTM C1701 as a corrective maintenance indicator. Perform one test per installation, up to 2,500 square feet. Perform an additional test for each additional 2,500 square feet up to 15,000 square feet total. Above 15,000 square feet, add one test for every 10,000 square feet.</li><li>• If the results indicate an infiltration rate of 10 inches per hour or less, then perform corrective maintenance to restore permeability.</li><li>• Clogging is usually an issue in the upper 2 to 3 centimeters of aggregate. Remove the upper layer of encrusted sediment, and fines, and/or vegetation from openings and joints between the pavers by mechanical means and/or suction equipment (e.g., pure vacuum sweeper).</li><li>• <u>Replace aggregate in paver cells, joints, or openings per manufacturer's recommendations.</u></li></ul>	
	A		Sediment present at the surface of the pavement	<ul style="list-style-type: none"><li>• Assess the overall performance of the pavement system during a rain event. If water runs off the pavement and/or there is ponding, then see above.</li><li>• Determine source of sediment loading and evaluate whether or not the source can be reduced/eliminated. If the source cannot be addressed, consider increasing frequency of routine cleaning (e.g., twice per year instead of once per year).</li></ul>	
	Summer		Moss growth inhibits infiltration or poses slip safety hazard	<ul style="list-style-type: none"><li>• Sidewalks: Use a stiff broom to remove moss in the summer when it is dry</li><li>• Parking lots and roadways: Vacuum sweep or stiff broom/power brush for cleaning moss from pavement surface</li></ul>	
	A		Paver block missing or damaged	<ul style="list-style-type: none"><li>• Remove individual damaged paver blocks by hand and replace or repair per manufacturer's recommendations</li></ul>	
	A		Loss of aggregate material between	<ul style="list-style-type: none"><li>• Refill per manufacturer's recommendations for interlocking paver sections</li></ul>	
	A		Settlement of surface	<ul style="list-style-type: none"><li>• May require resetting</li></ul>	
	Open-celled paving grid with gravel		A or B	None (routine maintenance)	<ul style="list-style-type: none"><li>• Remove sediment, debris, trash, vegetation, and other debris deposited onto pavement (rakes and leaf blowers can be used for removing leaves)</li><li>• Follow equipment manufacturer guidelines for cleaning surface.</li></ul>
		A b		Aggregate is clogged: Ponding on surface or water flows off the permeable pavement surface during a rain event (does not infiltrate)]	<ul style="list-style-type: none"><li>• Use vacuum truck to remove and replace top course aggregate</li><li>• Replace aggregate in paving grid per manufacturer's recommendations</li></ul>
A			Paving grid missing or damaged	<ul style="list-style-type: none"><li>• Remove pins, pry up grid segments, and replace gravel</li><li>• Replace grid segments where three or more adjacent rings are broken or damaged</li><li>• Follow manufacturer guidelines for repairing surface.</li></ul>	
A			Settlement of surface	<ul style="list-style-type: none"><li>• May require resetting</li></ul>	

a) Frequency: A= Annually; B= Biannually (twice per year); S = Perform Inspections after major storm events (24-hour storm event with a 10-year or greater recurrence interval).

b) Inspection should occur during storm event.

Permeable Pavement – Continued				
Component	Recommended Frequency a		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Surface/Wearing Course (cont'd)				
Open-celled paving grid with gravel	A		Loss of aggregate material in paving grid	<ul style="list-style-type: none"><li>Replenish aggregate material by spreading gravel with a rake (gravel level should be maintained at the same level as the plastic rings or no more than 1/4 inch above the top of rings). See manufacturer's recommendations.</li></ul>
		A	Weeds present	<ul style="list-style-type: none"><li>Manually remove weeds</li><li>Presence of weeds may indicate that too many fines are present (refer to Actions Needed under "Aggregate is clogged" to address this issue)</li></ul>

a) Frequency: A= Annually; B= Biannually (twice per year); S = Perform inspections after major storm events (24-hour storm event with a 10-year or greater recurrence interval).  
b) Inspection should occur during storm event.

Bioretention Cells				
Note that the inspection and routine maintenance frequencies listed below are recommended by Ecology. They do not supersede or replace the municipal stormwater permit requirements for inspection frequency required of municipal stormwater permittees for "stormwater treatment and flow control BMPs/facilities"				
Maintenance Component	Recommended Frequency A		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Facility Footprint				
Earth Side Slopes and Berms	B, S		Erosion (gullies/rills) greater than 2 inches dep around inlets, outlet, and alongside slopes	<ul style="list-style-type: none"><li>Eliminate cause of erosion and stabilize damaged area (regrade, rock, vegetation, erosion control matting)</li><li>For deep channels or cuts (over 3 inches in ponding depth), temporary erosion control measures should be put in place until permanent repairs can be made.</li><li>Properly designed, constructed and established facilities with appropriate flow velocities should not have erosion problems except perhaps in extreme events. If erosion problems persist, the following should be reassessed: (1) flow volumes from contributing areas and bioretention facility sizing; (2) flow velocities and gradients within the facility; and (3) flow dissipation and erosion protection strategies at the facility inlet</li></ul>
	A		Erosion of sides causes slope to become hazard	Take actions to eliminate the hazard and stabilize slopes
	A, S		Settlement greater than 3 inches (relative to undisturbed sections of berm)	Restore to design height
	A, S		Downstream face of berm wet, seeps or leaks evident	Plug any holes and compact berm (may require consultation with engineer, particularly for larger berms)
	A		Any evidence of rodent holes or water piping in berm	<ul style="list-style-type: none"><li>Eradicate rodents (see "Pest Control")</li><li>Fill holes and compact (may require consultation with engineer, particularly for larger berms)</li></ul>
Concrete sidewalls	A		Cracks or failure of concrete sidewalls	<ul style="list-style-type: none"><li>Repair/seal cracks</li><li>Replace if repair is insufficient</li></ul>
Rockery sidewalls	A		Rockery side walls are insecure	Stabilize rockery sidewalls (may require consultation with engineer, particularly for walls 4 feet or greater in height)
Facility area		All maintenance visits (at least biannually)	Trash and debris are present	Clean out trash and debris
Facility bottom area	A, S		Accumulated sediment to extent that infiltration rate is reduced (see "Ponded water") or surface storage capacity significantly impacted	<ul style="list-style-type: none"><li>Remove excess sediment</li><li>Replace any vegetation damaged or destroyed by sediment accumulation and removal</li><li>Mulch newly planted vegetation</li><li>Identify and control the sediment source (if feasible)</li></ul>
		During/after fall leaf drop	Accumulated leaves in facility	<ul style="list-style-type: none"><li>If accumulated sediment is recurrent, consider adding pre-settlement or installing berms to create a fore-bay at the inlet</li></ul>
Low permeability check dams and weirs	A, S		Sediment, vegetation, or debris accumulated at or blocking (or having the potential to block) check dam, flow control weir or orifice	Clear the blockage
	A, S		Erosion and/or undercutting present	Repair and take preventative measures to prevent future erosion and/or undercutting
	A		Grade board or top of weir damaged or not level	Restore to level position

A = Frequency A = Annually; B = Biannually (twice per year); M = Monthly; W = At least one visit should occur during the wet seasons (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S = Perform inspection after major storm events (24-hour storm event with a 10-year or greater reoccurrence interval).  
IPM - Integrated Pest Management ISA - International Society of Arboriculture

Bioretention Cells – Continued				
Maintenance Component	Recommended Frequency <sup>A</sup>		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Facility Footprint (Cont'd)				
Ponded Water	B, S		Excessive ponding water: Water overflow during storms smaller than the design event or ponded water remains in the basin 48 hours after the end of a storm.	Determine cause and resolve in the following order: <ol style="list-style-type: none"><li>1. Confirm leaf or debris buildup in the bottom of the facility is not impeding infiltration. If necessary, remove leaf litter/debris.</li><li>2. Ensure that underdrain (if present) is not clogged. If necessary, clean underdrain.</li><li>3. Check for other water inputs (e.g. groundwater, illicit connections)</li><li>4. Verify that the facility is sized appropriately for the contributing area. Confirm that the contributing area has not increased. If steps #1-4 do not solve the problem, the bioretention soil is likely clogged by sediment accumulation at the surface or has become overly compacted. Dig a small hole to observe soil profile and identify compaction depth or clogging front to help determine the soil depth to be removed or otherwise rehabilitated (e.g. tilled). Consultation with an engineer is recommended.</li></ol>
Bioretention soil media	As needed		Bioretention soil media protection is needed when performing maintenance requiring entrance into the facility footprint	<ul style="list-style-type: none"><li>• Minimize all loading in the facility footprint (foot traffic and other loads) to the degree feasible in order to prevent compaction of bioretention soils</li><li>• Never drive equipment or apply heavy loads in facility footprint</li><li>• Because the risk of compaction is higher during saturated soil conditions, any type of loading in the cell (including foot traffic) should be minimized during wet conditions.</li><li>• Consider measures to distribute loading if heavy foot traffic is required or equipment must be placed in facility. As an example, boards may be placed across soil to distribute loads and minimize compaction.</li><li>• If compaction occurs, soil must be loosened or otherwise rehabilitated to original design state.</li></ul>
Inlets/Outlets/Pipes				
Splash block inlet	A		Water is not being directed properly to the facility and away from the inlet structure	Reconfigure/repair blocks to direct water to facility and away from structure
Curb cut inlet/outlet	M during the wet season and before severe storm is forecasted	Weekly during fall leaf drop	Accumulated leaves at curb cuts	Clear leaves (particularly important for key inlets and low points along long, linear facilities)
Pipe inlet/outlet	A		Pipe is damaged	Repair/replace
	W		Pipe is clogged	Remove roots or debris
	A, S		Sediment, debris, trash, or mulch reducing capacity of inlet/outlet	<ul style="list-style-type: none"><li>• Clear the blockage</li><li>• Identify the source of the blockage and take actions to prevent future blockages</li></ul>
		Weekly during fall leaf drop	Accumulated leaves at inlets/outlets	Clear leaves (particularly important for key inlets and low points along long linear facilities)
		A	Maintain access for inspections	<ul style="list-style-type: none"><li>• Clear vegetation (transplant vegetation when possible) within 1 foot of inlets, maintain access pathways</li><li>• Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants</li></ul>
Erosion control at inlet	A		Concentrated flows are causing erosion	Maintain a cover of rock or cobbles or other erosion protection measure (e.g. matting) to protect the ground where concentrated water enters the facility (e.g. a pipe, curb, or swale)

<sup>A</sup> Frequency A = Annually; B = Biannually (twice per year); M= Monthly; W= At least one visit should occur during the wet seasons (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S= Perform inspection after major storm events (24-hour storm event with a 10-year or greater recurrence interval).

IPM - Integrated Pest Management

ISA - International Society of Arboriculture

Bioretention Cells – Continued				
Maintenance Component	Recommended Frequency A		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Inlets/Outlets/Pipes (cont'd)				
Trash rack	S		Trash or other debris present on trash rack	Remove/dispose
	A		Bar screen damaged or missing	Repair/replace
Overflow	A, S		Capacity reduced by sediment or debris	Remove sediment or debris/dispose
Underdrain pipe	Clean Pipe as needed	Clean orifice at least biannually	<ul style="list-style-type: none"><li>Plant roots, sediment or debris reducing capacity of underdrain</li><li>Prolonged surface ponding (see "Ponded water")</li></ul>	<ul style="list-style-type: none"><li>Jet clean or rotary/roots from underdrain(s)</li><li>If underdrains are equipped with a flow restrictor (e.g. orifice) to attenuate flow, the orifice must be cleaned regularly.</li></ul>
Vegetation				
Facility bottom area and upland slope vegetation	Fall and Spring		Vegetation survival rate falls below 75% within first two years of establishment (unless project O&M manual or record drawing stipulates more or less than 75% survival rate).	<ul style="list-style-type: none"><li>Determine cause of poor vegetation growth and correct condition</li><li>Replant as necessary to obtain 75% survival rate or greater. Refer to original planting plan, or approved jurisdictional species list for appropriate plan replacements (See Appendix 3- Bioretention Plant List, in the LID Technical Guidance Manual for Puget Sound).</li><li>Confirm that plant selection is appropriate for site growing conditions</li><li>Consultation with a landscape architect recommended for removal, transplant, or substitution of plants</li></ul>
Vegetation (general)	As needed		Presence of diseased plants and plant material	<ul style="list-style-type: none"><li>Remove any diseased plants or plant parts and dispose of in an approved location (e.g. commercial landfill) to avoid risk of spreading the disease to other plants</li><li>Disinfect gardening tools after pruning to prevent the spread of disease</li><li>See Pacific Northwest Plant Disease Management Handbook for information on disease recognition and for additional resources</li><li>Replant as necessary according to recommendations provided for "facility bottom area and upland slope vegetation".</li></ul>
Trees and shrubs		All pruning seasons (timing varies by species)	Pruning as needed	<ul style="list-style-type: none"><li>Prune trees and shrubs in a manner appropriate for each species. Pruning should be performed by landscape professionals familiar with proper pruning techniques.</li><li>All pruning of mature trees should be performed by or under the direct guidance of an ISA certified arborist.</li></ul>
	A		Large trees and shrubs interfere with operation of the facility or access for maintenance	<ul style="list-style-type: none"><li>Prune trees and shrubs using most current ANSI A300 standards and ISA BMP's.</li><li>Remove trees and shrubs, if necessary.</li></ul>
	Fall and Spring		Standing dead vegetation is present	<ul style="list-style-type: none"><li>Remove standing dead vegetation</li><li>Replace dead vegetation within 30 days of reported dead and dying plants (as practical depending on weather/planting season)</li><li>If vegetation replacement is not feasible within 30 days, and absence of vegetation may result in erosion problems, temporary erosion control measures should be put in place immediately.</li><li>Determine cause of dead vegetation and address issue, if possible</li><li>If specific plants have a high mortality rate, assess the cause and replace with appropriate species. Consultation with a landscape architect is recommended.</li></ul>
	Fall and Spring		Planting beneath mature trees	<ul style="list-style-type: none"><li>When working around and below mature trees, follow the most current ANSI A3000 standards and ISA BMPs to the extent practicable (e.g. take care to minimize any damage to tree roots and avoid compaction of soil).</li><li>Planting of small shrubs or groundcovers beneath mature trees may be desirable in some cases; such plantings should use mainly plants that come as bulbs, bare root or in 4-inch pots; plants should be in no larger than 1-gallon containers</li></ul>

Bioretention Cells – Continued				
Note that the inspection and routine maintenance frequencies listed below are recommended by Ecology. They do not supersede or replace the municipal stormwater permit requirements for inspection frequency required of municipal stormwater permittees for "stormwater treatment and flow control BMPs/facilities"				
Maintenance Component	Recommended Frequency A		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Vegetation (cont'd)				
Trees and shrubs (cont'd)	Fall and Spring		Planting beneath trees	<ul style="list-style-type: none"><li>When working around and below mature trees, follow the most current ANSI A300 standards and ISA BMPs to the extent practicable (e.g. take care to minimize any damage to tree roots and avoid compaction of soil).</li><li>Planting of small shrubs or groundcovers beneath mature trees may be desirable in some cases; such plantings should use mainly plants that come as bulbs, bare root or in 4-inch pots; plants should be in no larger than 1-gallon containers.</li></ul>
	Fall and Spring		Presence of or need for stakes and guys (tree growth, maturation, and support needs)	<ul style="list-style-type: none"><li>Verify location of facility liners and underdrain (if any) prior to stake infiltration in order to prevent liner puncture or pipe damage</li><li>Monitor tree support systems: Repair and adjust as needed to provide support and prevent damage to tree.</li><li>Remove tree supports (stakes, guys, etc.) after one growing season or maximum of 1 year.</li><li>Backfill stake holes after removal.</li></ul>
Trees and shrubs adjacent to vehicle travel areas (or areas where visibility needs to be maintained)	A		Vegetation causes some visibility (line of sight) or driver safety issues	<ul style="list-style-type: none"><li>Maintain appropriate height for sight clearance</li><li>When continued, regular pruning (more than one time/growing season) is required to maintain visual sight lines for safety or clearance along a walk or drive, consider relocating the plant to a more appropriate location.</li><li>Remove or transplant if continual safety hazard</li><li>Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants</li></ul>
Flowering plants		A	Dead or spent flowers present	<ul style="list-style-type: none"><li>Remove spent flowers (deadhead)</li></ul>
Perennials		Fall	Spent plants	<ul style="list-style-type: none"><li>Cut back dying or dead and fallen foliage and stems</li></ul>
Emergent vegetation		Spring	Vegetation comprises conveyance	<ul style="list-style-type: none"><li>Hand rake sedges and rushes with a small rake or fingers to remove dead foliage before new growth emerges in spring or earlier if the foliage is blocking water flow (sedges do not respond well to pruning)</li></ul>
Ornamental grasses (perennial)		Winter and Spring	Dead material from previous year's growing cycle or dead collapsed foliage	<ul style="list-style-type: none"><li>Leave dry foliage for winter interest</li><li>Hand rake with a small rake or fingers to remove dead foliage back to within several inches from the soil before new growth emerges in spring or earlier if the foliage collapses and is blocking water flow</li></ul>
Ornamental grasses (evergreen)		Fall and Spring	Dead growth present in Spring	<ul style="list-style-type: none"><li>Hand rake with a small rake or fingers to remove dead growth before new growth emerges in Spring</li><li>Clean, rake, and comb grasses when they become too tall</li><li>Cut back to ground or thin every 2-3 years as needed</li></ul>
Noxious weeds		M (March-October, preceding seed dispersal)	Listed noxious vegetation is present (refer to current county noxious weed list)	<ul style="list-style-type: none"><li>By law, class A &amp; B noxious weeds must be removed, bagged and disposed as garbage immediately</li><li>Reasonable attempts must be made to remove and dispose of class C noxious weeds</li><li>It is strongly encouraged that herbicides and pesticides not be used in order to protect water quality; use of herbicides and pesticides may be prohibited in some jurisdictions</li><li>Apply mulch after weed removal (see "Mulch")</li></ul>

A = Frequency A = Annually; B = Biannually (twice per year); M= Monthly; W= At least one visit should occur during the wet seasons (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S= Perform inspection after major storm events (24-hour storm event with a 10-year or greater recurrence interval).

IPM - Integrated Pest Management  
ISA - International Society of Arboriculture

Bioretention Cells – Continued				
Maintenance Component	Recommended Frequency A		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Vegetation (cont'd)				
Weeds		M (March-October, preceding seed dispersal)	Weeds are present	<ul style="list-style-type: none"><li>Remove weeds with their roots manually with pincer-type weeding tools, flame weeders, or hot water weeders as appropriate</li><li>Follow IPM protocols for weed management (see "Additional Maintenance Resource" section for more information on IPM protocols)</li></ul>
Excessive Vegetation		Once in early to mid-May and once in early-to mid-September	Low-lying vegetation growing beyond facility edge onto sidewalks, paths, or street edge poses pedestrian safety hazard or may clog adjacent permeable pavement surfaces due to associated leaf litter, mulch, and soil	<ul style="list-style-type: none"><li>Edge or trim groundcovers and shrubs and facility edge</li><li>Avoid mechanical blade-type edger and do not use edge or trimmer within 2 feet of tree trunks</li><li>While some clippings can be left in the facility to replenish organic material in the soil, excessive leaf litter can cause surface soil clogging</li></ul>
	As needed		Excessive vegetation density inhibits stormwater flow beyond design ponding or becomes a hazard for pedestrian and vehicular circulation and safety	<ul style="list-style-type: none"><li>Determine whether pruning or other routine maintenance is adequate to maintain proper plant density and aesthetics</li><li>Determine if planting type should be replaced to avoid ongoing maintenance issues (an aggressive grower under perfect growing conditions should be transplanted to a location where it will not impact flow)</li><li>Remove plants that are weak, broken or not true to form; replace in-kind</li><li>Thin grass or plants impacting facility function without leaving visual holes or bare soil areas</li><li>Consultation with a landscape architect is recommended for removal, transplant or substitution of plants</li></ul>
	As needed		Vegetation blocking curb cuts, causing excessive sediment build up and flow bypass	<ul style="list-style-type: none"><li>Remove vegetation and sediment buildup</li></ul>
Mulch				
Mulch		Following weeding	Bare spots (without mulch cover) are present or mulch depth less than 2 inches	<ul style="list-style-type: none"><li>Supplement mulch with hand tools to a depth of 2 to 3 inches</li><li>Replenish mulch per O&amp;M manual. Often coarse compost is used in the bottom of the facility and arborist wood chips are used on side slopes and rim (above typical water levels)</li><li>Keep all mulch away from woody stems</li></ul>
Watering				
Irrigation system (if necessary)		Based on manufacturer's instructions	Irrigation system present	<ul style="list-style-type: none"><li>Follow manufacturer's instructions for O&amp;M</li></ul>
	As needed		Sprinklers or drip irrigation not directed/located to properly water plants	<ul style="list-style-type: none"><li>Redirect sprinklers or move drip irrigation to desired areas</li></ul>

. Bioretention Cells – Continued				
Summer watering (first year)		Once every 1-2 weeks or as needed during prolonged dry periods	Trees, shrubs and groundcovers in first year of establishment period	<ul style="list-style-type: none"><li>• 10 to 15 gallons per tree</li><li>• 3 to 5 gallons per shrub</li><li>• 2 gallons water per square foot for groundcover areas</li><li>• Water deeply, but infrequently, so that the top 6 to 12 inches of the root zone is moist</li><li>• Use soaker hoses or spot water with a shower type wand when irrigation system is not present</li><li>• Pulse water to enhance soil absorption, when feasible</li><li>• Pre-moisten soil to break surface tension of dry or hydrophobic soils/mulch, followed by several more passes. With this method, each pass increases soil absorption and allows more water to infiltrate prior to runoff</li><li>• Add a tree bag or slow release water device (e.g. bucket with a perforated bottom) for water newly installed trees when irrigation system is not present</li></ul>



**Bioretention Cells – Continued**

Note that the inspection and routine maintenance frequencies listed below are recommended by Ecology. They do not supersede or replace the municipal stormwater permit requirements for inspection frequency required of municipal stormwater permittees for "stormwater treatment and flow control BMPs/facilities"

Maintenance Component	Recommended Frequency A		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Watering (cont'd)				
Summer watering (second and third years)		Once every 2-4 weeks or as needed during prolonged dry periods	Trees, shrubs and groundcovers in second or third year of establishment period	<ul style="list-style-type: none"><li>• 10 to 15 gallons per tree</li><li>• 3 to 5 gallons per shrub</li><li>• Water deeply, but infrequently, so that the top 6 to 12 inches of the root is moist</li><li>• Use soaker hoses or spot water with a shower type wand when irrigation system is not present</li><li>• Pulse water to enhance soil absorption, when feasible</li><li>• Pre-moisten soil to break surface tension of dry or hydrophobic soils/mulch, followed by several more passes. With this method, each pass increases soil absorption and allows more water to infiltrate prior to runoff</li></ul>
Summer watering (after establishment)		As needed	Established vegetation (after 3 years)	<ul style="list-style-type: none"><li>• Plants are typically selected to be drought tolerant and not require regular watering after establishment; however, trees may take up to 5 years to become fully established</li><li>• Identify trigger mechanisms for drought-stress (e.g. leaf senescence, etc.) or different species and water immediately after initial signs of stress appear</li></ul>
Pest Control				
Mosquitos	B, S		Standing water remains for more than 3 days after the end of a storm	<ul style="list-style-type: none"><li>• Identify the cause of the standing water and take appropriate actions to address the problem (see "Ponded water")</li><li>• To facilitate maintenance, manually remove standing water and direct to the storm drainage system (if runoff is from non-pollution-generating surfaces) or sanitary sewer system (if runoff is from pollution-generating surfaces) after getting approval from sanitary sewer authority.</li><li>• Use of pesticides or <i>Bacillus thuringiensis israelensis</i> (Bti) may be considered only as a temporary measure while addressing the standing water cause.</li></ul>
Nuisance Animals	As needed		Nuisance animals causing erosion, damaging plants, or depositing large volumes of feces	<ul style="list-style-type: none"><li>• Reduce site conditions that attract nuisance species where possible (e.g. plant shrubs and tall grasses to reduce open areas for geese, etc.)</li><li>• Place predator decoys</li><li>• Follow IPM protocols for specific nuisance animal issues (see "Additional Maintenance Resources" section for more information on IPM protocols)</li><li>• Remove pet waste regularly</li><li>• For public and right-of-way sites consider adding garbage cans with a dog bags for picking up pet waste.</li></ul>
Insect Pests	Every site visit associated with vegetation management		Signs of pests, such as wilting leaves, chewed leaves and bark, spotting or other indicators	<ul style="list-style-type: none"><li>• Reduce hiding places for pests by removing diseased and dead plants</li><li>• For infestation, follow IPM protocols (see "Additional Maintenance Resources" section for more information on IPM protocols)</li></ul>

<sup>A</sup> Frequency A = Annually; B = Biannually (twice per year); M= Monthly; W= At least one visit should occur during the wet seasons (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S= Perform inspection after major storm events (24-hour storm event with a 10-year or greater reoccurrence interval).

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**Catch Basins**

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Trash & Debris (Includes Sediment)	Trash or debris of more than 1/2 cubic foot which is located immediately in front of the catch basin opening or is blocking capacity of the basin by more than 10%	No Trash or debris located immediately in front of catch basin opening.
		Trash or debris (in the basin) that exceeds 1/3 the depth from the bottom of basin to invert the lowest pipe into or out of the basin.	No trash or debris in the catch basin.
		Trash or debris in any inlet or outlet pipe blocking more than 1/3 of its height.	Inlet and outlet pipes free of trash or debris.
		Dead animals or vegetation that could generate odors that could cause complaints or dangerous gases (e.g., methane).	No dead animals or vegetation present within the catch basin.
		Deposits of garbage exceeding 1 cubic foot in volume	No condition present which would attract or support the breeding of insects or rodents.
	Structure Damage to Frame and/or Top Slab	Corner of frame extends more than 3/4 inch past curb face into the street (If applicable).	Frame is even with curb.
		Top slab has holes larger than 2 square inches or cracks wider than 1/4 inch (intent is to make sure all material is running into basin).	Top slab is free of holes and cracks.
		Frame not sitting flush on top slab, i.e., separation of more than 3/4 inch of the frame from the top slab.	Frame is sitting flush on top slab.
	Cracks in Basin Walls/ Bottom	Cracks wider than 1/2 inch and longer than 3 feet, any evidence of soil particles entering catch basin through cracks, or maintenance person judges that structure is unsound.	Basin replaced or repaired to design standards.
		Cracks wider than 1/2 inch and longer than 1 foot at the joint of any inlet/ outlet pipe or any evidence of soil particles entering catch basin through cracks.	No cracks more than 1/4 inch wide at the joint of inlet/outlet pipe.
	Sediment/ Misalignment	Basin has settled more than 1 inch or has rotated more than 2 inches out of alignment.	Basin replaced or repaired to design standards.

**Catch Basins (continued)**

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Fire Hazard	Presence of chemicals such as natural gas, oil and gasoline.	No flammable chemicals present.
	Vegetation	Vegetation growing across and blocking more than 10% of the basin opening.	No vegetation blocking opening to basin.
		Vegetation growing in inlet/outlet pipe joints that is more than six inches tall and less than six inches apart.	No vegetation or root growth present.
	Pollution	Nonflammable chemicals of more than 1/2 cubic foot per three feet of basin length.	No pollution present other than surface film.
Catch Basin Cover	Cover Not in Place	Cover is missing or only partially in place. Any open catch basin requires maintenance.	Catch basin cover is closed
	Locking Mechanism Not Working	Mechanism cannot be opened by on maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread.	Mechanism opens with proper tools.
	Cover Difficult to Remove	One maintenance person cannot remove lid after applying 80 lbs. of lift; intent is keep cover from sealing off access to maintenance.	Cover can be removed by one maintenance person.
Metal Grates (If Applicable)	General	Grate with opening wider than 7/8 inch.	Grate opening meets design standards.
	Trash and Debris	Trash and debris that is blocking more than 20% of grate surface.	Grate free of trash and debris.
	Damaged or Missing.	Grate missing or broken member(s) of the grate.	Grate is in place and meets design standards.

**Conveyance Systems**

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
Pipes	Sediment & Debris	Accumulated sediment that exceeds 20% of the diameter of the pipe.	Pipe cleaned of all sediment and debris.
	Vegetation	Vegetation that reduces free movement of water through pipes.	All vegetation removed so water flows freely through pipes.
	Damaged	Protective coating is damaged; rust is causing more than 50% deterioration to any part of pipe.	Pipe repaired or replaced.
		Any dent that decreases the cross section area of pipe by more than 20%.	Pipe repaired or replaced.
Open Ditches	Trash & Debris	Trash and debris exceeds 1 cubic foot per 1,000 square feet of ditch and slopes.	Trash and debris cleared from ditches.
	Sediment	Accumulated sediment that exceeds 20 % of the design depth.	Ditch cleaned/ flushed of all sediment and debris so that it matches design.
	Vegetation	Vegetation that reduces free movement of water through ditches.	Water flows freely through ditches.
	Erosion Damage to Slopes	See "Ponds" Standard	See "Ponds" Standard
	Rock Lining Out of Place or Missing (If Applicable).	Maintenance person can see native soil beneath the rock lining.	Replace rocks to design standards.
Catch Basins		See "Catch Basins: Standard	See "Catch Basins" Standard
Debris Barriers (e.g., Trash Rack)		See "Debris Barriers" Standard	See "Debris Barriers" Standard

**Grounds**

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Weeds (Nonpoisonous)	Weeds growing in more than 20% of the landscaped area (trees and shrubs only).	Weeds present in less than 5% of the landscaped area.
	Safety Hazard	Any presence of poison ivy or other poisonous vegetation.	No poisonous vegetation present in landscaped area.
	Trash or Litter	Paper, cans, bottles, totaling more than 1 cubic foot within a landscaped area (trees and shrubs only) of 1,000 square feet.	Area clear of litter.
Trees and Shrubs	Damaged	Limbs or parts of trees or shrubs that are split or broken which affect more than 25% of the total foliage of the tree or shrub.	Trees and shrubs with less than 5% of total foliage with split or broken limbs.
		Trees or shrubs that have been blown down or knocked over.	Tree or shrub in place free of injury.
		Trees or shrubs which are not adequately supported or are leaning over, causing exposure of the roots.	Tree or shrub in place and adequately supported; remove any dead or diseased trees.

## **Disposal of Trash Debris and Sediment**

### *Trash and Debris*

Small amounts of trash and debris can be put into a solid waste container. Large amounts may require hiring a vendor to dispose of the material. If using a vendor, ensure that the vendor properly disposes of waste.

### *Sediment*

1. Clean sediment may be used as landscape material or sent to yard waste recyclers.
2. Sediment that does not appear to be heavily contaminated with oil or grease can be double bagged and put into a solid waste container. Material that appears to be heavily contaminated must be disposed of by a qualified vendor.

**Annual Stormwater Maintenance Log**

Component	Comments/Defects/Action Taken	Action By	Action Date

**Inspection Conducted By:** \_\_\_\_\_**Date of Inspection:** \_\_\_\_\_**Additional Comments:** \_\_\_\_\_



## PERMANENT STORMWATER FACILITY ANNUAL REPORTING FORM

City of Sedro-Woolley  
Public Works Department  
RE: Permanent Stormwater Facilities – Annual Reporting  
325 Metcalf Street, Sedro-Woolley, WA 98284  
Phone: 360-855-0771

This form must be completed and the certification signed by the Owner, its administrator, executor, successor, heir or assign. One signed copy of the completed Annual Report, including attachments, shall be submitted to the Public Works Department by March 31<sup>st</sup> for the year prior.

GENERAL INFORMATION	
Owner Name ( <input type="checkbox"/> check if new):	Reporting Period:
Facility Address:	Jan. 1 <sup>st</sup> to Dec 31 <sup>st</sup>
Contact Person ( <input type="checkbox"/> check if new) Name: Phone Number( <input type="checkbox"/> check if new): Mailing Address ( <input type="checkbox"/> check if new):	* Reports for each year are due to the City by Mar. 31 <sup>st</sup> of the following year.
Have there been any major changes to or maintenance on the BMPs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the BMP have any major deficiencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have an updated Inspection and Maintenance Plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO

"I certify that to the best of my knowledge and belief the maintenance and inspection of the permanent BMPs is being implemented in accordance to the Stormwater Facility Operation and Maintenance Plan for this property or that a notice of any deficiencies has been provided."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ATTACHMENTS:

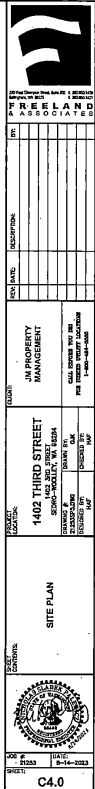
Inspection Log/Certification

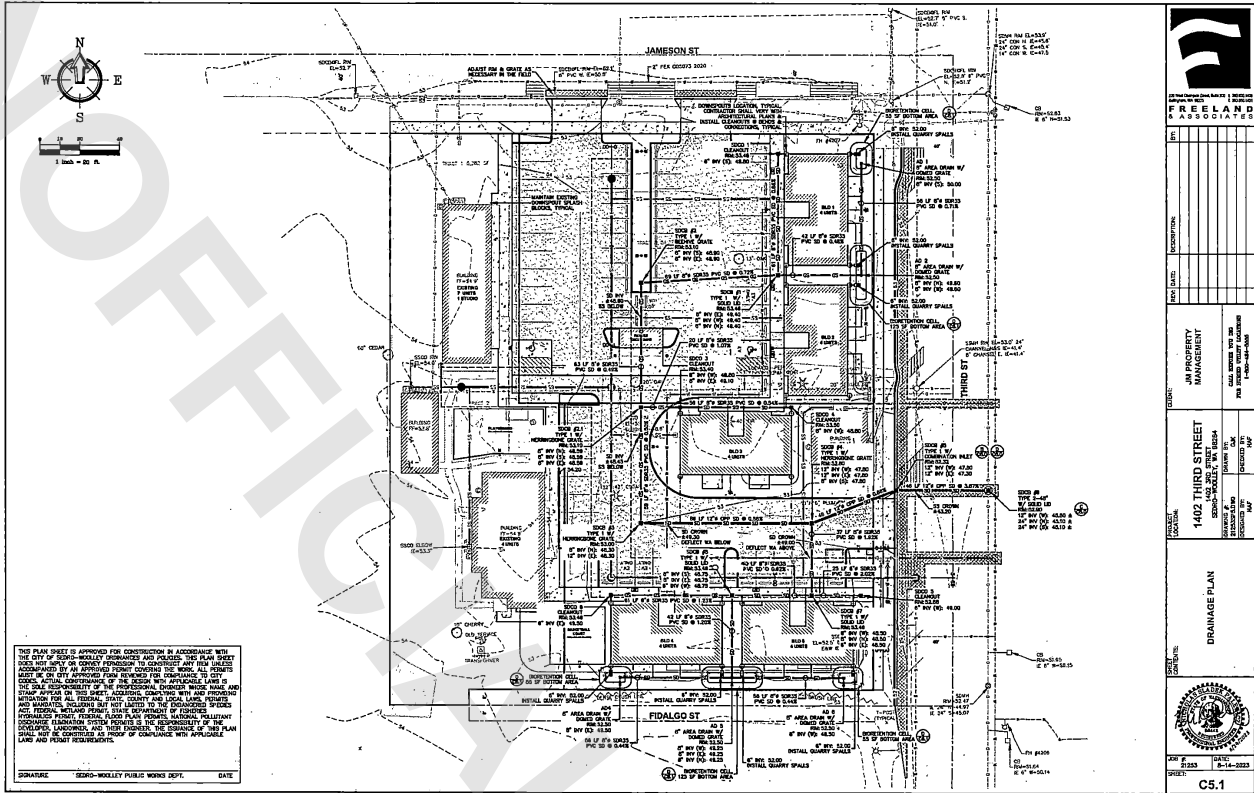
[Attach additional information as needed. Remedial actions taken, how they were completed, and who performed them. Deficiencies to the BMPs, or problems encountered.]



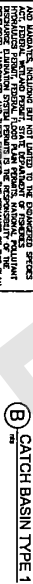
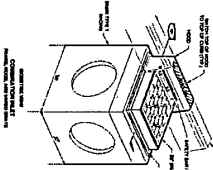
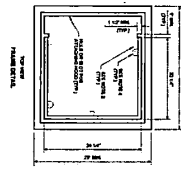
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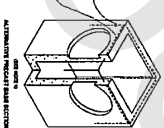
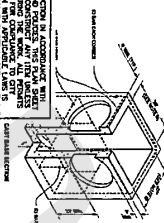






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PIPE ALLOWANCES	
PIPE MATERIAL	ALLOWANCE (INCHES)
STEEL PIPE	0.005
CAST IRON PIPE	0.010
COPPER PIPE	0.005
ALUMINUM PIPE	0.005
GLASS PIPE	0.005
PLASTIC PIPE	0.005
CONCRETE PIPE	0.010
CLAY PIPE	0.010
BRICK PIPE	0.010
OTHER PIPE	0.005

[illegible]

BIORETENTION CELL SECTION