

**** Per Governor's emergency [Proclamation 20-28](#) et seq., agencies are required to meet completely remotely without providing for a physical location.**

**** Per Section 3 of Anacortes [Resolution 2082](#) Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020, and [Resolution 3010](#), adopted December 28, 2020, extending the duration of Resolution 2082 through March 31, 2021, all in-person Committee meetings of the City Council are cancelled. Council and committee meetings may be held telephonically regardless of whether the City has the capability of video recording meetings.**

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube](#) Channel, or on TV [Channel 10](#).
- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for public participation in virtual Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council

Municipal Building Council Chambers

**** This meeting will be held electronically only ****

**March 15, 2021
6:00 PM**

PRELIMINARY AGENDA

[Packet Materials](#) / [Watch Meeting](#)

- 1. Call to Order**
- 2. Announcements and Committee Reports**
 - a. COVID-19 Update (Discussion)
 - b. Skagit County Law and Justice Council (Discussion)
 - c. Finance Committee (Discussion)
 - d. Personnel Committee (Discussion)
 - e. Public Works Committee (Discussion)
 - f. Appointment to Anacortes Housing Authority Board (Discussion)
- 3. Public Comment**
- 4. Consent Agenda**
 - a. Minutes of March 8, 2021 (Action)
 - b. Approval of claims in the amount of \$538,515.90 (Action)
 - c. Contract Modification: Municipal Broadband Network – Library to MSTs Aerial Areas #19-175-FBR-003 (Action)
 - d. Contract Modification: Skagit River Raw Water Pipeline and Clearwell Project - Construction Management #20-048-WTR-002 (Action)

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting.

The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

5. **Other Business**

- a. * Anacortes Family Center Social Worker Contract #21-061-IDS-001 (Discussion/Action)
- b. * 2021 Stormwater Management Program Plan (Discussion)
- c. * Access Anacortes Fiber Internet Update (Discussion)
- d. * Resolution 3025: Extending the Duration of Resolution 2082 Providing Temporary Procedures to Respond to the COVID-19 Epidemic (Discussion/Action)

6. **Adjournment**

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting.*

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City Council Agenda Bill

Meeting Date: March 15, 2021 **Agenda Item:** 2.f.

Agenda Item Title: Appointment to Anacortes Housing Authority Board

Staff Contact(s): ALEXANDRA HOLDEN

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
ALEXANDRA HOLDEN	Announcement
LAURIE GERE	

Item Summary: Mayor Gere has appointed Geoffrey Holmes to the Anacortes Housing Authority Board.

Budget Impact:
N/A

Previous Action: N/A

Recommended Motion: N/A

Alternative Actions: N/A

Attachments (listed in order presented):

1. Memo from Mayor Gere
2. Appointment Letter Holmes



Laurie Gere, Mayor

CITY OF ANACORTES

904 6th Street Anacortes, WA 98221

Office: 360-299-1950

laurieg@cityofanacortes.org

www.anacorteswa.gov

City Council Memo

TO: Anacortes City Council
FROM: Laurie Gere, Mayor
DATE: March 9, 2021
RE: Appointment to City of Anacortes Housing Authority Board

Summary Statement:

I recommend the following appointment to City of Anacortes Housing Authority Board at the regular City Council meeting on March 15, 2021. He will be completing the term of a recently vacated position on the Board. I appreciate the contribution of this community member and their willingness to serve our community. If you have any questions or feedback you wish to provide, please contact me prior to the meeting.

Appointed by the Mayor

City of Anacortes Housing Authority Board

- Geoffrey Holmes (March 4, 2021 - December 31, 2024)

Recommended Motion: N/A



Laurie Gere, Mayor

CITY OF ANACORTES

904 6th Street Anacortes, WA 98221

Office: 360-299-1950

laurieg@cityofanacortes.org

www.anacorteswa.gov

March 4, 2021



Dear Mr. Holmes:

I am pleased to appoint you to the Anacortes Housing Authority Board for a term effective March 4, 2021 until December 31, 2024. I will publicly announce your appointment at the City Council meeting on March 15, 2021. You are welcome to attend virtually. Instructions can be found on the City's website.

The Anacortes Housing Authority meets at 3:30pm on the last Thursday of every month in the Anacortes Housing Authority Meeting Room (719 Q Avenue, Anacortes, WA 98221). If you have any questions, please contact Brian Clark, Executive Director at 360-293-7831. Due to COVID-19 restrictions board meetings may be held virtually.

The Open Government Trainings Act requires training for some local government officials in the fundamentals of the Open Public Meetings Act, the Public Records Act, and records retention requirements. The training is available online at <http://www.atg.wa.gov/open-government-training>. As a City of Anacortes Board member, you must complete this training within ninety days of your date of appointment. Please contact Alexandra Holden at alexandrah@cityofanacortes.org to confirm that you have completed this training.

Thank you for your willingness to serve the people of the City of Anacortes. The continued success of our city depends on dedicated citizens like you who are willing to volunteer their time and expertise.

Again, congratulations on your appointment!

My Best,

Laurie Gere, Mayor

City of Anacortes

Anacortes City Council Minutes - March 8, 2021

Call to Order

Mayor Laurie Gere called to order the Anacortes City Council meeting of March 8, 2021 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference.

Announcements and Committee Reports

COVID-19 Update: Mayor Gere shared current case statistics and trends for Anacortes, Skagit County, Washington State, and the nation. She reported on vaccination progress and phasing in the county and the state. Mr. Young added that Island Hospital had recently received some vaccine.

Port/City Liaison Committee: Ms. Cleland-McGrath reported from the committee meeting held the previous week. The topics discussed included COVID vaccination progress, the May boat and yacht show, the marine terminal modernization plan, the Blue Zone initiative, and the Depot restroom project.

Housing Affordability and Community Services Committee: Ms. Moulton reported from the Committee meeting held the previous week. The topics discussed included a down payment assistance program, state legislation, Small Business Development grants, rental assistance, and the social service provider matrix being developed by the committee.

Finance Committee: Mr. Carter reported from the Committee meeting held the previous week. The topics discussed included new staff positions that would be addressed later on the agenda.

Planning Committee: Ms. Moulton reported from the Committee meeting held earlier in the evening. The topics discussed included the Shoreline Master Program update, the Critical Areas Ordinance update, updates to the flood management code, the bonus height provisions in the R4 zone and potential extension of the moratorium on same.

Public Comment

No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

Mr. Miller moved, seconded by Mr. McDougall, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of March 1, 2021
- b. Approval of claims in the amount of \$473,459.28
 - The following vouchers/checks were approved for payment:
 - EFT numbers: 99503 through 99550, total \$204,017.69
 - Check numbers: 99551 through 99563, total \$207,270.76
 - Wire transfer numbers: 280921 through 281247, total \$61,829.44
- c. Resolution 3023: Bid Waiver and Purchase of Siemens Desigo HVAC Control System
- d. Contract Award: HVAC Control Systems Desigo CC Migration #21-052-FAC-001

CLOSED RECORD DECISION HEARING

Bayside Marina Replacement - SDP-2020-0002

Senior Planner Tess Cooper presented the application from Marine Floats Corporation for a Shoreline Substantial Development Permit (SSDP) to permit the removal, demolition and disposal of the existing creosote piling and floating marina (7,968 square feet) at Bayside Moorage Marina, 2410 Skyline Way. Ms. Cooper's slide presentation was included in the packet materials for the meeting.

Tabitha Simonetti, Marine Floats Corporation, responded to Mr. Young's question about the duration of the project and hours of operation.

Jerry Rutledge, party of record, who lives 50 feet from the seawall, reiterated his group's concerns about noise and vibration during pile driving.

No other parties of record wished to address the Council.

RYAN WALTERS moved, seconded by MATT MILLER, to approve SDP-2020-0002 with the recommended conditions. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, MATT MILLER. Nays - None. Result: Passed

OTHER BUSINESS

Socrata City Budget Information Sharing Platform

Finance Director Steve Hoglund introduced Meillisa Udhayanandh, Kyle Hall and Brett Nalder from Tyler Technologies to demonstrate the Socrata online budget data sharing platform. Mr. Hoglund explained that the product was being evaluated in keeping with Section 6 of the 2021 budget Ordinance 3078. The Tyler team responded to councilmember questions about data refresh processes and staff time requirements. Mr. Walters suggested that the Finance Committee continue to evaluate the available modules and pricing proposals.

Resolution 3024: Authorizing the Hiring of 2 Half-time Library Assistants

Mr. Hoglund introduced Resolution 3024 authorizing hiring two additional half-time Library Assistants. Referring to the packet materials for this agenda item, Mr. Hoglund explained that Ordinance 3078 authorizing the 2021 annual budget explicitly retained the hiring freeze that was put in place in response to the Covid crisis. He said that as the Library prepares for the public re-opening, the lean Library staffing was creating staff scheduling issues in trying to accommodate a reasonable path to pre-Covid public access levels. Library Director Jeff Vogel responded to councilmember questions.

Mayor Gere invited members of the audience to comment on this agenda item. No one present wished to address the Council.

CAROLYN MOULTON moved, seconded by ANTHONY YOUNG, to adopt Resolution 3024 authorizing the hiring of two Library Assistants. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, MATT MILLER. Nays - None. Result: Passed

Ordinance 3086: Amending the 2021 Budget to Add Staff Positions

Mr. Hoglund introduced Ordinance 3086 which would amend the 2021 Budget to add four new permanent staff positions (2 FTE at the water treatment plant, 1 FTE in the GIS program and 1 FTE in the Legal department) and two temporary street department positions. Mr. Hoglund explained the requests, referring to his slide

presentation that was included in the packet materials for the meeting. Public Works Director Fred Buckenmeyer elaborated on the reasons for and benefits of adding the GIS position. City Attorney Darcy Swetnam elaborated on the need for and benefits of adding the legal assistant position to support city contracting and the City Attorney.

CAROLYN MOULTON moved, seconded by BRUCE MCDOUGALL, to adopt Ordinance 3086 authorizing the budget amendment to add 4 FTE staff positions to the 2021 budget. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, MATT MILLER. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 8:15 p.m. the Anacortes City Council meeting of March 8, 2021 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the March 15, 2021 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
281516	11/20/2020	102760	VECA ELECTRIC & TECHNOLOGIES	TROUBLESHOOT PUMP MOTOR	\$ 398.74	dwtpt
281448	12/1/2020	001T000606-AA	DEPARTMENT OF ECOLOGY	WTP DEMO MATTER NO. 96	\$ 149.18	legal
281529	12/8/2020	32855	MATERIALS TESTING & CONSULTING	SKAGIT RIVER RAW WATER PIPELINE AND CLEARWELL PROJECT - SPECIALIZED INSPECTIONS	\$ 576.25	pw1
281503	12/30/2020	001T000606-AA	DEPARTMENT OF ECOLOGY	WTP DEMO MATTER NO. 96	\$ 2,616.25	legal
281310	1/1/2021	206543	CIVICPLUS, INC.	WEBSITE DESIGN AND HOSTING FEES 1/1-12/31/2021	\$ 5,309.45	infosys
281530	1/8/2021	0169555	GEOENGINEERS, INC.	CRITICAL AREAS REGULATIONS UPDATE - TECHNICAL SUPPORT 4/25/20-12/31/20	\$ 186.00	plan
281259	1/26/2021	AFC CV EIP #8	ANACORTES FAMILY CENTER	CDBG-CV EIP 8	\$ 6,405.00	plan
281555	1/26/2021	331 0558411	UNIFIRST CORPORATION	UNIFORM LAUNDRY	\$ 37.07	fiber
281527	1/28/2021	INV0392	SEAMLESSLY GUTTERS LLC	OPERATIONS SHOP GUTTER REPLACEMENT	\$ 22,467.20	pw1
281537	1/31/2021	9728	DALTON, OLMSTED & FUGLEVAND	WWTP OUTFALL PRE-DESIGN - JANUARY 2021	\$ 38,964.11	pw1
281541	1/31/2021	1656	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - JANUARY 2021	\$ 952.36	pw1
281545	2/1/2021	SIN007176	CARTEGRAPH SYSTEMS LLC	2021 ORANGE ADVANTAGE (36 HOURS)	\$ 5,412.81	pw1
281510	2/2/2021	207709	NAPA	OPERATING SUPPLIES- #189	\$ 120.49	dshop
281523	2/11/2021	211322648	SURETY PEST CONTROL	MONTHLY PEST CONTROL GRAND VIEW CEMETERY	\$ 50.05	parks1
281532	2/16/2021	14424	ANACORTES CHAMBER OF COMMERCE	ADVERTISING	\$ 25.00	fiber
281352	2/17/2021	113893	PFM FINANCIAL ADVISORS LLC	FINANCIAL ADVISORY SVCS	\$ 15,000.00	finance
281504	2/17/2021	104131	VECA ELECTRIC & TECHNOLOGIES	SKATE PARK LIGHT REPAIR	\$ 1,623.99	pwfac
281252	2/22/2021	S3800220.001	BUILDERS' HARDWARE & SUPPLY	CORE SUPPLIES FOR MAKING CORES FOR DOOR LOCKS	\$ 263.16	pwfac
280770	2/22/2021	WABUR224485	FASTENAL COMPANY	DANGER DIESEL FUEL SIGNS	\$ 30.69	dwtpt
281357	2/23/2021	1842726	MILES SAND & GRAVEL CO.	5/8" CRUSHED ROCK- STREET DEPT	\$ 183.88	dshop
281421	2/23/2021	IN1552770	MUNICIPAL EMERGENCY SERVICES	SMOOTH BORE NOZZLE	\$ 119.29	medic
281415	2/24/2021	1843130	MILES SAND & GRAVEL CO.	5/8" CRUSHED ROCK- STREET DEPT	\$ 1,838.70	dshop
281513	2/24/2021	TRFINV028694	NEWMAN SIGNS, INC	SIGN POST MATERIAL- STREET DEPT	\$ 3,632.01	dshop
281528	2/24/2021	751	POHLI, INC	WTP LAB EQUIPMENT PREVENTATIVE MAINTENANCE - FEB 2021	\$ 1,923.30	dwtpt
281257	2/24/2021	1219720	SKAGIT PUBLISHING LLC	PUBLISH AA-2043671 AA-2043857	\$ 182.70	finance
281311	2/25/2021	5006136428	FERRELLGAS, LP	FEB PROPANE INVOICE - AUTOGAS ACCOUNT	\$ 357.80	finance
281420	2/25/2021	211320003	SURETY PEST CONTROL	STATION 1 - FEBRUARY	\$ 65.28	medic

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281547	2/26/2021	20021-03	PNW CIVIL, INC.	DEPOT PLAZA RESTROOM	\$ 10,729.20	parks1
281536	2/26/2021	21-02126	SEAHURST ELECTRIC, INC	WTP TEGG REPAIRS	\$ 7,476.74	dwtp
281511	2/26/2021	212798865	SURETY PEST CONTROL	PEST CONTROL: OPS	\$ 130.56	dshop
281430	2/26/2021	9874271997	VERIZON WIRELESS	SCADA MODEM 1/27-2/26/21	\$ 527.22	dwtp
281540	2/27/2021	FB-1553	CITY OF MOUNT VERNON	DARK FIBER	\$ 350.00	fiber
281368	2/28/2021	325	BUBBA SUDZ CAR WASH, INC.	FEBRUARY CAR WASHES- 5	\$ 50.00	dshop
281557	2/28/2021	9320273416	GRAYBAR ELECTRIC COMPANY, INC	FIBER OPTIC SPLICE TRAYS	\$ 107.08	fiber
281426	2/28/2021	186924	INFOSEND, INC.	FEBRUARY 2021 PROCESSING	\$ 3,305.11	finance
281439	2/28/2021	9020577002	LANGUAGE LINE SERVICES, INC	TELEPHONE INTERPRETER SERVICES DURING COURT SESSION	\$ 4.15	court
281542	2/28/2021	IN939703	NOANET	MUNICIPAL FIBER NETWORK COORDINATED SERVICES - FEB 2021	\$ 4,042.67	fiber
281543	2/28/2021	IN939690	NOANET	TRAVEL EXPENSES - MUNICIPAL FIBER NETWORK COORDINATED SERVICES - FEB 2021	\$ 468.75	fiber
281544	2/28/2021	IN939689	NOANET	MUNICIPAL FIBER NETWORK COORDINATED SERVICES - FEB 2021	\$ 39,853.13	fiber
281438	2/28/2021	35235	PACIFIC SECURITY	FEB COURT SECURITY DETAIL	\$ 280.00	court
281248	2/28/2021	9447	PETDATA, INC	PETDATA LICENSING FEES FEB	\$ 315.70	finance
281312	2/28/2021	INV00650818	SMARSH, INC	ARCHIVING PLATFORM 2/1-6/30/2021	\$ 483.29	infosys
281249	2/28/2021	1020115	UTILITIES UNDERGROUND LOCATION	FEB LOCATES	\$ 181.89	dshop
281428	2/28/2021	9874326479	VERIZON WIRELESS	CITY CELL PHONES 1/29-2/28/2021	\$ 10,658.68	finance
281445	3/1/2021	2299	AV CAPTURE ALL INC.	ANNUAL AV CAPTURE ALL RECORDING PROGRAM	\$ 1,292.54	court
281394	3/1/2021	052-0010-00	CITY OF ANACORTES	OPS W/S/G: 2/1- 2/28/21	\$ 1,425.11	dshop
281442	3/1/2021	1843797	MILES SAND & GRAVEL CO.	5/8" CRUSHED ROCK- STREET DEPT	\$ 275.82	dshop
281200	3/1/2021	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 01/01- 02/01/21	\$ 18,730.31	dshop
281241	3/1/2021	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS: 01/29- 02/26/21	\$ 80.31	dshop
281242	3/1/2021	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS: 01/08- 02/05/21	\$ 93.16	dshop
281244	3/1/2021	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 01/29- 02/26/21	\$ 411.01	dshop
281255	3/1/2021	200012505505	PUGET SOUND ENERGY INC	WTP 2/1-2/28/21	\$ 57,177.08	dwtp
281524	3/1/2021	P0001-49	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - JANUARY 2021	\$ 3,457.00	dwwtp
281314	3/1/2021	5061519072	RICOH USA, INC	S/N C86138600 APD HALLWAY 12/1-2/28/21	\$ 26.68	apd
281315	3/1/2021	5061519035	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES 2/1-2/28/21	\$ 24.61	apd
281392	3/1/2021	21669	SKAGIT COUNTY TREASURER	2020 PROPERTY TAXES - WTP 9.93 ACRES 14489	\$ 91,101.92	finance
281393	3/1/2021	21670	SKAGIT COUNTY TREASURER	2020 14549 RIVER BEND ROAD - PROPERTY	\$ 20.80	finance
281396	3/1/2021	19044	SKAGIT COUNTY TREASURER	2020 37.69 ACRES CONSERVATION EASEMENT	\$ 637.00	finance

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281398	3/1/2021	21797	SKAGIT COUNTY TREASURER	2020 RIVERBEND ROAD .200 DK 17 - PROPERTY TAX	\$ 12.86	finance
281399	3/1/2021	21746	SKAGIT COUNTY TREASURER	2020 PROPERTY TAX 13.6 DK 17 WTP	\$ 718.73	finance
281400	3/1/2021	120563	SKAGIT COUNTY TREASURER	2020 - ACRES 0.17, (DR19 DK12)	\$ 10.73	finance
281401	3/1/2021	101521	SKAGIT COUNTY TREASURER	2020- 6996 SAN JUAN HILL LANE. FIDALGO	\$ 113.00	finance
281402	3/1/2021	101522	SKAGIT COUNTY TREASURER	2020 - 11962 CANYON RIDGE DRIVE .1090	\$ 10.00	finance
281403	3/1/2021	118208	SKAGIT COUNTY TREASURER	2020 - DIKE 12 & DR 19 3.55 ACRES	\$ 39.33	finance
281404	3/1/2021	120573	SKAGIT COUNTY TREASURER	2020 - 4.08 ACREAGE ACCOUNT - PROPERTY	\$ 13.14	finance
281405	3/1/2021	19056	SKAGIT COUNTY TREASURER	2020 - (40,000 AC) SE 1/4 NE 1/4	\$ 27.90	finance
281406	3/1/2021	19298	SKAGIT COUNTY TREASURER	2020 CAMPBELL LAKE ROAD 20 ACRES - PROPERTY TAXES	\$ 27.90	finance
281407	3/1/2021	20029	SKAGIT COUNTY TREASURER	2020 20 ACRES S1/2 SE1/4 NE1/4 - PROPERTY TAXES	\$ 10.00	finance
281408	3/1/2021	21664	SKAGIT COUNTY TREASURER	2020 DIKE12 .30 ACRES PROPERTY TAXES	\$ 14.69	finance
281409	3/1/2021	32547	SKAGIT COUNTY TREASURER	2020 - 9.3200 AC HAVEKOST ROAD. PROPERTY TAXES	\$ 10.00	finance
281410	3/1/2021	33387	SKAGIT COUNTY TREASURER	2020 (2.1100 AC) TR 230X400 IN SE1/4 SE1/4 NW1/4-2.11AC. PROPERTY TAXES	\$ 10.00	finance
281411	3/1/2021	60751	SKAGIT COUNTY TREASURER	2020 - LAKE CAMPBELL, LOTS 1 THRU 24 ETC.	\$ 10.00	finance
281412	3/1/2021	60752	SKAGIT COUNTY TREASURER	2020 - LAKE CAMPBELL TO ANA BLK 13 ALL	\$ 10.00	finance
281413	3/1/2021	60763	SKAGIT COUNTY TREASURER	2020 - LAKE CAMPBELL TO ANA BLKS 32 33 34 35 - PROPERTY TAXES	\$ 10.00	finance
281414	3/1/2021	60777	SKAGIT COUNTY TREASURER	2020 LAKE CAMPBELL TO ANA ALL BLKS 54 &	\$ 10.00	finance
281440	3/1/2021	3005794033	TK ELEVATOR CORP	CITY HALL ELEVATOR 3/1-5/31/2021	\$ 661.55	finance
281518	3/1/2021	3005794034	TK ELEVATOR CORP	MAINTENANCE AGREEMENT: 3/1-5/31/21	\$ 661.55	medic
281522	3/1/2021	3005794035	TK ELEVATOR CORP	LIBRARY ELEVATOR MAINTENANCE 3/1-5/31/21	\$ 661.55	publib
281446	3/1/2021	125732	VENTEK INTERNATIONAL	MARCH SERVER HOSTING AND CELL CARRIER 2/1-2/28/21	\$ 135.00	parks1
281425	3/1/2021	1393101-0043-8	WASTE MANAGEMENT	FEBRUARY 2021 CONTRACTED SERVICES	\$ 116,284.63	finance
281432	3/1/2021	2237809-0043-5	WASTE MANAGEMENT	WTP TRASH, RECYCLING PICKUP	\$ 150.57	dwtp
281422	3/1/2021	360-293-0045-0223175	ZIPLY FIBER	STATION 1 BACKUP LINES: 3/1 - 3/31	\$ 157.23	medic
281253	3/2/2021	297134	BAY CITY SUPPLY	FACILITY USE ITEMS (FIRE DEPT)	\$ 195.84	pwfac
281431	3/2/2021	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 1/29-3/1/21	\$ 2,962.44	dwtp
281416	3/2/2021	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 3/9-4/8/21	\$ 182.07	fiber
281313	3/2/2021	INV668546	DAY WIRELESS SYSTEMS INC	PORTABLE RADIO BATTERIES	\$ 1,201.87	apd

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281423	3/2/2021	WAANA132062	FASTENAL COMPANY	BATTERIES, GLOVES, SAFETY GLASSES, EXAM	\$ 93.50	medic
281355	3/2/2021	3831754	LTI, INC.	ROAD SALT- STATE CONTRACT	\$ 4,932.59	dshop
281356	3/2/2021	3831753	LTI, INC.	ROAD SALT- STATE CONTRACT	\$ 4,969.14	dshop
281441	3/2/2021	1844209	MILES SAND & GRAVEL CO.	5/8" CRUSHED ROCK- STREET DEPT	\$ 1,838.70	dshop
281251	3/2/2021	52483	MT BAKER OVERHEAD DOORS INC	WOOD SHOP GARAGE DOOR	\$ 2,317.44	pwfac
281367	3/2/2021	13559	NW COMMUNICATIONS, INC	SENSUS METERING ADAPTER #192	\$ 25.92	dshop
281250	3/2/2021	12541410	PAPE MACHINERY INC.	BEARINGS & BUSHINGS #711A	\$ 133.51	dshop
281519	3/2/2021	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 2/2-3/2/21	\$ 9.39	publib
281520	3/2/2021	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 2/2-3/2/21	\$ 20.08	publib
281505	3/2/2021	331 0563883	UNIFIRST CORPORATION	WATER CREW LAUNDRY	\$ 36.36	wdist
281538	3/2/2021	331 0563913	UNIFIRST CORPORATION	UNIFORM LAUNDRY	\$ 33.94	fiber
281533	3/2/2021	102958801-0008691	WAVE	DEDICATED INTERNET ACCESS 3/1-3/31/21	\$ 1,469.82	fiber
281556	3/2/2021	102853701-0008691	WAVE	DARK FIBER 3/1-3/31/21	\$ 1,469.82	fiber
281419	3/3/2021	6212545	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$ 1,712.49	medic
281254	3/3/2021	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L.; FEB 2021	\$ 342.00	apd
281434	3/3/2021	WAANA132103	FASTENAL COMPANY	SAFETY GLASSES, BATTERIES	\$ 17.33	medic
281359	3/3/2021	MV249928	MOTOR TRUCKS, INC	REM KIT, DRUM- #612	\$ 387.54	dshop
281366	3/3/2021	210848	NAPA	DEEP CREEP, LUBRICANT SPRAY- SHOP STOCK	\$ 36.95	dshop
281361	3/3/2021	12545755	PAPE MACHINERY INC.	V-BELT- #709	\$ 182.79	dshop
281256	3/3/2021	331 0564073	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	\$ 106.25	dshop
281358	3/4/2021	812-15206	GCR TIRES & SERVICES	SERVICE CALL/ REPAIRS- #610	\$ 166.74	dshop
281515	3/4/2021	U2116009685	ICONIX WATERWORKS INC	LINK SEAL	\$ 91.44	dshop
281365	3/4/2021	211049	NAPA	MISC FILTERS- SHOP STOCK	\$ 117.55	dshop
281417	3/4/2021	211059	NAPA	FUEL & WATER SEPARATOR FILTER- SHOP STOCK	\$ 64.17	dshop
281317	3/4/2021	1453	THE CLEAN TEAM	LTAC PUBLIC RESTROOM MAINTENANCE	\$ 600.00	plan
281548	3/4/2021	1454	THE CLEAN TEAM	JANITORIAL SERVICES - FEBRUARY 2021	\$ 3,750.00	pw1
281354	3/4/2021	13437-0	VLOUD TECH INC.	3 YEAR ANNUAL SUPPORT AND MAINTENANCE FOR VMWARE - WWTP	\$ 6,782.33	infosys
281369	3/4/2021	113355	WALTON BEVERAGE COMPANY, INC	OPS BREAKROOM SUPPLIES	\$ 49.25	dshop
281418	3/4/2021	113353	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	\$ 98.50	medic
281353	3/5/2021	5648	ANACORTES TOWING, LLC	TOWING; APD 21-A01335	\$ 163.20	apd
281507	3/5/2021	297393	BAY CITY SUPPLY	COVID-19 PPE AIR PURIFIERS	\$ 5,277.02	pwfac
281437	3/5/2021	AN 804715	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCE	\$ 80.76	medic
281351	3/5/2021	841	SKAGIT SHOOTING RANGE, LLC	RANGE DAY AND SUPPLIES	\$ 597.78	apd
281433	3/8/2021	220150	SCOTT RICHARDS INSURANCE, INC	CITY WATER PIPELINE RENEWAL POLICY	\$ 2,021.00	finance
281517	3/8/2021	INV9695	SEAWESTERN, INC.	SCBA COMPRESSOR AIR TEST	\$ 146.88	medic

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
281514	3/8/2021	525178	USA BLUE BOOK	PH SOLUTION, CHLORINE DISPENSER, TURB STANDARD. ACID. GLOVES. BURET	\$ 1,429.16	dwtp
281508	3/8/2021	113361	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 262.50	finance
281526	3/9/2021	5054694973	CINTAS CORPORATION	FIRST AID SUPPLIES - VARIOUS DEPTS	\$ 745.11	finance
281552	3/9/2021	20-111-WTR-0011	HUNNICUTT'S INC.	RETAINAGE RELEASE	\$ 4,895.00	pw1
281550	3/9/2021	20-083-TRN-0011	SCHWETZ CONSTRUCTION	RETAINAGE RELEASE	\$ 4,121.09	pw1

Total **\$538,515.90**



City Council Contract Agenda Bill

Meeting Date: 3/15/2021 **Agenda Item:** 4c

Subject: Contract Modification – Municipal Broadband Network – Library to MST
Aerial Areas #19-175-FBR-003

Staff Contact: Emily Schuh

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Modification

Summary Statement: City staff seeks Council consent to issue a contract modification to Robinson Brothers Construction, Inc. (RBC) in the amount of \$76,284.94, increasing the total contract price to \$730,652.87, to add work and materials necessary to complete deployment of backbone cables and MSTs in Aerial Areas 1 through 6.

Background:

1. **Reason for Contract Change:** This modification provides a true-up of actual work performed and materials provided. Some quantities decreased and some quantities increased as field conditions were encountered and adjustments were made against the original design.
2. **History:** Council approved Resolution 2013 on May 29, 2018, directing that a business plan be developed for a fiber optic network to provide high-speed internet service to City residents and businesses. Council then approved slightly over \$3.1 million in the 2019-2020 biennial budget for construction and operation of such a fiber optic network in three pilot areas. As early results in the pilot areas were observed and as the cost of constructing and operating the network in the pilot areas proved to be less than \$3.1 million, the Fiber Division was informally allowed to begin extending the network into Aerial Areas 1 through 6. RBC has to date satisfactorily performed the work of deploying backbone cables and MSTs in the pilot areas and most of Aerial Areas 1 through 6.
3. **Key Terms:**
 - Work will be performed for a firm fixed price of \$730,652.87.
 - No change in Time of Completion.
4. **Competitive Bidding:** The City entered into a cooperative purchasing agreement with NoaNet per the Washington Interlocal Cooperation Act RCW 39.34 which permits public entities to cooperate with one another on the basis of mutual advantage to make the most efficient use of their powers. On 9/19/17 NoaNet competitively bid the unit prices for Emergency Response and Restoration, Maintenance and Line Extension of OSP Facilities and entered into a contract with RBC.

Previous Council/Committee Action: [Interlocal 263](#) for Cooperative Purchasing with NoaNet was approved on [6/4/18](#). Council approved [Resolution 2013](#) at the [May 29, 2018](#) meeting. Contract [19-175-FBR-003](#) with RBC was approved at the [5/26/20](#) meeting. Council approved [Modification 01](#) to the contract at the [7/13/20](#) meeting. Council approved [Modification 02](#) at the [10/19/20](#) meeting. [Modification 03](#) was approved at the [1/11/21](#) meeting.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Robinson Brothers Construction, Inc., under Contract 19-175-FBR-003, in the amount of \$76,284.94, increasing the total contract price to \$730,652.87.

Alternative Actions: Not approve the contract modification

Attachments: Contract 19-175-FBR-003 Modification 04

Consultant	Robinson Brothers Construction, Inc.
Original Agreement Amount	\$204,433.45
Current Agreement Amount	\$654,367.93
Change Per this Modification	\$76,284.94
Total After Modification	\$730,652.87
All Mods % of Total Contract Amount	257%
Earmarked Funds	\$2,100,000.00
BARS #	001.260.594.32.63
Paid on Contract as of 3/9/21	\$584,271.06
Budget Amendment Required?	No
Start Date	Inception
End Date	18 weeks from Notice to Proceed



**Contract Number 19-175-FBR-003
MODIFICATION 04**

Date March 15, 2021
Page 1 of 1 Pages

Project Title **Municipal Broadband Network – Library to MSTs Aerial Areas**
Prime Contractor **Robinson Brothers Construction, Inc.**

BACKGROUND

This modification is issued in accordance with GC-17, Changes In Work in order to add work and materials necessary to complete deployment of backbone cables and MSTs in Aerial Areas 1 through 6. Accordingly the Contract price will increase from \$654,367.93 by \$76,284.94 to \$730,652.87 to provide an equitable price adjustment in consideration of changes in Work as described below under Article 1.

Accordingly, the following changes are incorporated under this contract:

Article 1. Scope of Work: Insert the following as the fifth paragraph:

“The work as described above is hereby amended per Modification 04. In addition to the work stated above, Contractor shall add work and materials necessary to complete deployment of backbone cables and MSTs in Aerial Areas 1 through 6, in accordance with and as described in Exhibits H and I, which are hereby incorporated by reference and made a part hereof.”

Article 2. Contract Price: The first sentence is deleted in its entirety and replaced with the following:

“The work performed under this Agreement shall be compensated by Unit Price for each of the categories in Exhibit H, for a total contract value of **Seven Hundred Thirty Thousand Six Hundred Fifty-Two Dollars and Eighty-Seven Cents (\$730,652.87)**, which may be automatically adjusted as necessary to reflect the applicable sales tax rate based on the date of performance of labor.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

ROBINSON BROTHERS CONSTRUCTION, INC.

By _____
Laurie Gere, Mayor

By _____

Date _____

Title _____

Date _____

Original Agreement Amount	<u>\$204,433.45</u>	Original Contract Completion Date	<u>13 weeks after Notice to Proceed</u>
Current Agreement Amount	<u>\$654,367.93</u>	Current Contract Completion Date	<u>18 weeks after Notice to Proceed</u>
Change Per this Modification	<u>\$76,284.94</u>	Net Change	<u>0</u>
Total After Modification	<u>\$730,652.87</u>	Contract Completion Date After Change	<u>18 weeks after Notice to Proceed</u>

CONTRACT 19-175-FBR-003 EXHIBIT H

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CONSTRUCTION SERVICES									
Unit code	Description	Unit of Measure	QTY Area 1, Longhouse & SW Old Town	QTY Area 2 & Samish Admin Site	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	Unit Price	TOTAL PRICE
ALD	Delash & relash fiber cable	Per Strand Foot	5,699	0	250	0	5,949	\$1.50	\$8,923.50
ALS	Lash fiber optic cable	Per Strand Foot	48,521	39,061	7,340	19,168	114,090	\$1.25	\$142,612.50
APA	Anchor placement, new	Per Anchor	32	29	10	18	89	\$200.00	\$17,800.00
APA 1	Anchor transfer and or removal	Per Location	7	0	1	0	8	\$300.00	\$2,400.00
APD	Pole transfer, dead end	Per Location	1	0	0	0	1	\$375.00	\$375.00
APG	Pole transfer, angle	Per Attachment	0	0	0	0	0	\$275.00	\$0.00
APS	Place strand & overhead guys	Per Strand Foot	19,925	24,650	4,180	6,294	55,049	\$1.40	\$77,068.60
APT	Pole transfer, straight	Per Attachment	7	0	1	0	8	\$125.00	\$1,000.00
ARM	Place new or transfer x-arms, wood or composite	Per Location	3	0	0	0	3	\$142.00	\$426.00
ARM 1	Place new or transfer fiberglass arm	Per Location	3	6	0	2	11	\$110.00	\$1,210.00
ARR	Place new riser up to 4-inch	Each	6	8	5	7	26	\$227.00	\$5,902.00
ARR	Place new riser up to 4-inch	Each	2	0	0	0	2	\$579.00	\$1,158.00
BCD	Pull fiber cable through duct	Lineal Foot	224	1,028	2,360	1,375	4,987	\$1.00	\$4,987.00
BDB	Directional bore up to a 2-inch hole	Lineal Foot	205	97	1,269	987	2,558	\$25.50	\$65,229.00
BDB 1	Directional bore up to a 4-inch hole	Lineal Foot	0	0	0	0	0	\$31.00	\$0.00
BDB+	Directional bore up to a 2-inch hole, 251 feet and above	Lineal Foot	0	0	0	0	0	\$22.50	\$0.00
BDR	Directional bore rock up to a 2" size hole	Lineal Foot	0	245	0	454	699	\$75.00	\$52,425.00
BHP	Hand trenching	Lineal Foot	10	0	0	0	10	\$13.00	\$130.00
BRR	Rod, blow and rope pre-existing conduit	Lineal Foot	406	456	0	0	862	\$0.90	\$775.80
BTP	Trench and place facilities 48-inch cover	Lineal Foot	50	0	0	0	50	\$11.00	\$550.00
BVML	Handhole placement, large	Each	0	1	5	6	12	\$656.00	\$7,872.00
MST	Install multi-port service terminal	Each	82	75	3	24	184	\$357.00	\$65,688.00
SCC	Placement of new fiber optic splice closure	Each	12	6	7	0	25	\$420.00	\$10,500.00
SPC	Splice closure prep and/or re-entry	Each Closure	8	7	3	0	18	\$357.00	\$6,426.00
SPF	Fusion splice and test fiber, 1-12	Each Splice	0	0	0	0	0	\$113.00	\$0.00
SPF 3	Fusion splice and test fiber, 49 and above	Each Splice	327	188	58	0	573	\$41.65	\$23,865.45
SPR	Ring cut or mid-entry prep	Each Closure	25	-17	2	0	10	\$595.00	\$5,950.00
SPT	Test fiber, acceptance testing	Each	0	0	48	0	48	\$45.70	\$2,193.60
TRA	Traffic control crew	Per Hour	358	-209	102	38	289	\$144.00	\$41,616.00
TREE	Tree trimming	Per Location	13	0	9	0	22	\$250.00	\$5,500.00
UGLW	Place one #10 or #12 coated locate wire, 500-ft or more	Lineal Foot	0	0	0	0	0	\$0.50	\$0.00
n/a	Fiber splicer restoration, single person	unknown	2	0	0	0	2	\$214.00	\$428.00
n/a	Bollard install	Each	0	0	4	0	4	\$400.00	\$1,600.00
n/a	Cabinet install	Each	0	0	2	0	2	\$1,280.00	\$2,560.00
n/a	Sidewalk cut & restore	Each	2,500	2,500	2,500	2,500	10,000	\$1.00	\$10,000.00
Subtotal, construction services									\$567,171.45

CONTRACT 19-175-FBR-003 EXHIBIT H

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CONTRACTOR-PROVIDED MATERIALS

Unit code	Description	Unit of Measure	QTY Area 1, Longhouse & SW Old Town	QTY Area 2 & Samish Admin Site	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	Unit Price	TOTAL PRICE
n/a	Miscellaneous conduit	Foot	585	0	1,181	1,599	3,365	\$2.00	\$6,730.00
n/a	Splice case	Each	12	7	7	0	26	\$480.00	\$12,480.00
n/a	Fiberglass arm	Each	5	6		2	13	\$99.00	\$1,287.00
n/a	Anchor	Each	29	62	10	18	119	\$98.00	\$11,662.00
n/a	Bollard	Each		0	4	0	4	\$287.00	\$1,148.00
n/a	Aerial hardware	Each	58,687	28,213	11,629	29,142	127,671	\$0.50	\$63,835.50
n/a	Miscellaneous material for handhole excavations	Each	1,783	0	0	459	2,242	\$1.00	\$2,242.00
n/a	Miscellaneous material for sidewalk restorations	Each	1,250	1,250	1,250	1,250	5,000	\$1.00	<u>\$5,000.00</u>
									\$104,384.50

					Subtotal, before sales tax				\$671,555.95
					WA State sales tax @ 8.8%				<u>\$59,096.92</u>
									<u>\$730,652.87</u>

CONTRACT 19-175-FBR-003 EXHIBIT I

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CONSTRUCTION SERVICES															
Work Quantities Per Initial Contract and Mods 01, 02, & 03						Work Quantities Per Upcoming Modification 04						UOM	Unit code	Description	Unit Price
QTY Area 1, Longhouse & SW Old Town	QTY Area 2 & Samish Admin Site	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	TOTAL PRICE	QTY Area 1	QTY Area 2	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	TOTAL PRICE				
0	0	0	0	0	\$0.00	5,699	0	250	0	5,949	\$8,923.50	Per Strand Foot	ALD	Delash & relash fiber cable	\$1.50
61,866	46,790	14,131	20,397	143,184	\$178,980.00	48,521	39,061	7,340	19,168	114,090	\$142,612.50	Per Strand Foot	ALS	Lash fiber optic cable	\$1.25
27	33	14	10	84	\$16,800.00	32	29	10	18	89	\$17,800.00	Per Anchor	APA	Anchor placement, new	\$200.00
4	0	0	0	4	\$1,200.00	7	0	1	0	8	\$2,400.00	Per Location	APA 1	Anchor transfer and or removal	\$300.00
0	3	2	0	5	\$1,875.00	1	0	0	0	1	\$375.00	Per Location	APD	Pole transfer, dead end	\$375.00
0	2	0	0	2	\$550.00	0	0	0	0	0	\$0.00	Per Attachment	APG	Pole transfer, angle	\$275.00
15,841	15,069	3,714	5,494	40,118	\$56,165.20	19,925	24,650	4,180	6,294	55,049	\$77,068.60	Per Strand Foot	APS	Place strand & overhead guys	\$1.40
2	8	14	0	24	\$3,000.00	7	0	1	0	8	\$1,000.00	Per Attachment	APT	Pole transfer, straight	\$125.00
0	0	0	0	0	\$0.00	3	0	0	0	3	\$426.00	Per Location	ARM	Place new or transfer x-arms, wood or composite	\$142.00
9	8	2	1	20	\$2,200.00	3	6	0	2	11	\$1,210.00	Per Location	ARM 1	Place new or transfer fiberglass arm	\$110.00
4	5	3	7	19	\$4,313.00	6	8	5	7	26	\$5,902.00	Each	ARR	Place new riser up to 4-inch	\$227.00
0	0	0	0	0	\$0.00	2	0	0	0	2	\$1,158.00	Each	ARR	Place new riser up to 4-inch	\$579.00
325	707	1,241	1,421	3,694	\$3,694.00	224	1,028	2,360	1,375	4,987	\$4,987.00	Lineal Foot	BCD	Pull fiber cable through duct	\$1.00
180	0	1,181	987	2,348	\$59,874.00	205	97	1,269	987	2,558	\$65,229.00	Lineal Foot	BDB	Directional bore up to a 2-inch hole	\$25.50
0	0	0	150	150	\$4,650.00	0	0	0	0	0	\$0.00	Lineal Foot	BDB 1	Directional bore up to a 4-inch hole	\$31.00
0	0	0	0	0	\$0.00	0	0	0	0	0	\$0.00	Lineal Foot	BDB+	Directional bore up to a 2-inch hole, 251 feet and above	\$22.50
0	130	0	454	584	\$43,800.00	0	245	0	454	699	\$52,425.00	Lineal Foot	BDR	Directional bore rock up to a 2" size hole	\$75.00
10	0	0	0	10	\$130.00	10	0	0	0	10	\$130.00	Lineal Foot	BHP	Hand trenching	\$13.00
0	485	0	0	485	\$436.50	406	456	0	0	862	\$775.80	Lineal Foot	BRR	Rod, blow and rope pre-existing conduit	\$0.90
50	0	0	0	50	\$550.00	50	0	0	0	50	\$550.00	Lineal Foot	BTP	Trench and place facilities 48-inch cover	\$11.00
0	2	5	6	13	\$8,528.00	0	1	5	6	12	\$7,872.00	Each	BVML	Handhole placement, large	\$656.00
76	62	23	24	185	\$66,045.00	82	75	3	24	184	\$65,688.00	Each	MST	Install multi-port service terminal	\$357.00
6	9	6	1	22	\$9,240.00	12	6	7	0	25	\$10,500.00	Each	SCC	Placement of new fiber optic splice closure	\$420.00
8	3	1	0	12	\$4,284.00	8	7	3	0	18	\$6,426.00	Each Closure	SPC	Splice closure prep and/or re-entry	\$357.00
6	1	0	0	7	\$791.00	0	0	0	0	0	\$0.00	Each Splice	SPF	Fusion splice and test fiber, 1-12	\$113.00
180	154	66	82	482	\$20,075.30	327	188	58	0	573	\$23,865.45	Each Splice	SPF 3	Fusion splice and test fiber, 49 and above	\$41.65
4	4	5	0	13	\$7,735.00	25	-17	2	0	10	\$5,950.00	Each Closure	SPR	Ring cut or mid-entry prep	\$595.00
0	0	0	0	0	\$0.00	0	0	48	0	48	\$2,193.60	Each	SPT	Test fiber, acceptance testing	\$45.70

CONTRACT 19-175-FBR-003 EXHIBIT I

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CONSTRUCTION SERVICES, continued

Work Quantities Per Initial Contract and Mods 01, 02, & 03						Work Quantities Per Upcoming Modification 04						UOM	Unit code	Description	Unit Price
QTY Area 1, Longhouse & SW Old Town	QTY Area 2 & Samish Admin Site	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	TOTAL PRICE	QTY Area 1	QTY Area 2	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	TOTAL PRICE				
128	82	40	40	290	\$41,760.00	358	-209	102	38	289	\$41,616.00	Per Hour	TRA	Traffic control crew	\$144.00
17	0	0	0	17	\$4,250.00	13	0	9	0	22	\$5,500.00	Per Location	TREE	Tree trimming	\$250.00
0	707	0	0	707	\$353.50	0	0	0	0	0	\$0.00	Lineal Foot	UGLW	Place one #10 or #12 coated locate wire, 500-ft or more	\$0.50
0	0	0	0	0	\$0.00	2	0	0	0	2	\$428.00	unknown	n/a	Fiber splicer restoration, single person	\$214.00
0	2	2	0	4	\$1,600.00	0	0	4	0	4	\$1,600.00	Each	n/a	Bollard install	\$400.00
0	1	1	0	2	\$2,560.00	0	0	2	0	2	\$2,560.00	Each	n/a	Cabinet install	\$1,280.00
0	0	0	0	0	<u>\$0.00</u>	2,500	2,500	2,500	2,500	10,000	<u>\$10,000.00</u>	Each	n/a	Sidewalk cut & restore	\$1.00
Subtotal, construction services					\$545,439.50	Subtotal, construction services					\$567,171.45				

CONTRACTOR-PROVIDED MATERIALS

Material Quantities Per Contract Modification 03						Materials Quantities Invoiced						UOM	Unit code	Description	Unit Price
QTY Area 1, Longhouse & SW Old Town	QTY Area 2 & Samish Admin Site	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	TOTAL PRICE	QTY Area 1	QTY Area 2	QTY Areas 3, 4 & 6	QTY Area 5	TOTAL QTY	TOTAL PRICE				
585	858	1,316	1,130	3,889	\$7,778.00	585	0	1,181	1,599	3,365	\$6,730.00	Foot	n/a	Miscellaneous conduit	\$2.00
6	9	6	1	22	\$10,560.00	12	7	7	0	26	\$12,480.00	Each	n/a	Splice case	\$480.00
9	8	0	0	17	\$1,683.00	5	6		2	13	\$1,287.00	Each	n/a	Fiberglass arm	\$99.00
27	33	14	10	84	\$8,232.00	29	62	10	18	119	\$11,662.00	Each	n/a	Anchor	\$98.00
0	2	2	0	4	\$1,148.00		0	4	0	4	\$1,148.00	Each	n/a	Bollard	\$287.00
15,751	15,555	3,714	5,494	40,514	\$20,257.00	58,687	28,213	11,629	29,142	127,671	\$63,835.50	Each	n/a	Aerial hardware	\$0.50
1,783	1,248	510	459	4,000	\$4,000.00	1,783	0	0	459	2,242	\$2,242.00	Each	n/a	Miscellaneous material for handhole excavations	\$1.00
0	0	0	0	0	<u>\$0.00</u>	1,250	1,250	1,250	1,250	5,000	<u>\$5,000.00</u>	Lot	n/a	Miscellaneous material for sidewalk restorations	\$1.00
					\$53,658.00						\$104,384.50				

		Subtotal, before sales tax		\$599,097.50			Subtotal, before sales tax		\$671,555.95				
		WA State sales tax @ 8.8%		<u>\$52,720.58</u>			WA State sales tax @ 8.8%		<u>\$59,096.92</u>				
				<u>\$651,818.08</u>					<u>\$730,652.87</u>				



City Council Contract Agenda Bill

Meeting Date: 3/15/2021 **Agenda Item:** 4d

Subject: Contract Modification – Skagit River Raw Water Pipeline and Clearwell Project - Construction Management #20-048-WTR-002

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Modification

Summary Statement: City staff seeks Council consent to issue a contract modification to HDR Engineering, Inc. (HDR) in the amount of \$39,990.00, increasing the total contract price to \$447,790.00, due to added Department of Health testing requirements at the end of the Skagit Raw River Pipeline and Clearwell Project.

Background:

1. **Reason for Contract Change:** The Washington State Department of Health (DOH) now requires that all new or modified tanks or basins (i.e. clearwells) that are used for chlorine contacting as part of a drinking water treatment process must conduct tracer testing to demonstrate the hydraulic baffling efficiency (BE). The purpose of this modification is to complete tracer tests to determine the BE for Clearwell 1 and Clearwell 2.
2. **History:** The City of Anacortes constructed two new facilities for the WTP - 1) a second raw water pipeline, parallel to the existing pipeline, to provide for redundancy of raw water supply and greater resiliency of its water supply system, and 2) a second treated water chlorine contacting tank, referred to as a clearwell. The design and construction documents for the project were prepared by HDR Engineering, Inc.
3. **Key Terms:**
 - Work will be performed for a firm fixed price of \$447,790.00.
 - An added 184 days to the period of performance.
4. **Competitive Bidding:** Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Previous Council/Committee Action: Council approved contract [18-070-WTR-001](#) with Widener & Associates for the raw water line design assistance and permitting at the [5/14/2018](#) meeting. Contract [18-070-WTR-002](#) with HDR for preliminary engineering of the raw water line was approved at the [11/19/2018](#) meeting. Contract [18-070-WTR-003](#) for final design and bidding documents for the raw water line was approved at the [8/26/2019](#) meeting. Contract [19-137-WTR-001](#) for the design of the second clearwell was approved at the [8/26/2019](#) meeting. Council approved the original HDR contract [20-048-WTR-002](#) at the [2/24/20](#) meeting.

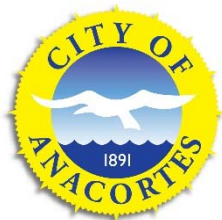
Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with HDR Engineering, Inc., under Contract 20-048-WTR-002, in the amount of \$39,990.00, increasing the total contract price to \$447,790.00.

Alternative Actions: Not approve the contract modification

Attachments: Contract 20-048-WTR-002 Modification 02

Consultant	HDR Engineering, Inc.
Original Agreement Amount	\$387,800.00
Current Agreement Amount	\$407,800.00
Change Per this Modification	\$39,990.00
Total After Modification	\$447,790.00
All Mods % of Total Contract Amount	15%
Earmarked Funds	\$13,500,000.00
BARS #	401.000.594.34.63
Paid on Contract as of 3/9/21	\$377,072.45
Budget Amendment Required?	No
Start Date	Contract execution
End Date	12/31/21



**Contract Number 20-048-WTR-002
MODIFICATION 02**

Date March 15, 2021
Page 1 of 1 Pages

Project Title Skagit River Raw Water Pipeline and Clearwell Project - Construction Management
Prime Contractor HDR Engineering Inc.

BACKGROUND

Due to added Department of Health testing requirements at the end of the project, the contract price will increase from \$407,800.00 by \$39,990.00 to \$447,790.00. In addition, added time is required to complete the Scope of Work. Accordingly, the following change is incorporated under this contract:

Article 1. Scope of Work: Insert the following as the second paragraph:

"The work as described above is hereby amended per Modification 02. In addition to the work stated above, Consultant shall create tracer testing plan, conduct tracer tests, provide final report, and provide assistance with implementation, in accordance with and as described in Exhibit C, which is hereby incorporated by reference and made a part hereof."

Article 2. Price: Delete in its entirety and insert the following:

"The work performed under this Agreement shall be performed on a time-and-materials (T&M) basis not-to-exceed **Four Hundred Forty-Seven Thousand Seven Hundred Ninety Dollars (\$447,790.00)**."

Article 3. Period of Performance: Delete in its entirety and insert the following:

"The period of performance under this Agreement is through December 31, 2021."

All other terms of the contract remain unchanged.

CITY OF ANACORTES

HDR ENGINEERING INC.

By _____
Laurie Gere, Mayor

By _____

Date _____

Title _____

Date _____

Original Agreement Amount	<u>\$387,800.00</u>	Original Contract Completion Date	<u>6/30/2021</u>
Current Agreement Amount	<u>\$407,800.00</u>	Current Contract Completion Date	<u>6/30/2021</u>
Change Per this Modification	<u>\$ 39,990.00</u>	Net Change	<u>184 Days</u>
Total After Modification	<u>\$447,790.00</u>	Contract Completion Date After Change	<u>12/31/2021</u>



Amendment No. 2

**City of Anacortes
WTP Raw Water Pipeline and
Second Clearwell Project**

**Phase 3
Services During Construction and
Commissioning**

**Scope of Services for
WTP Clearwells Tracer Tests**

January 6, 2021

Contents

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 Task 120 – Process Engineering Support for Control and Communication Modifications 2

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COMPENSATION 5

SCHEDULE..... 5

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ATTACHMENT A

SCOPE OF SERVICES

BACKGROUND

The City of Anacortes (“City”) has added a second treated water clearwell (Clearwell 2) at its water treatment plant (WTP) to provide redundancy for the chlorine disinfection process and has made internal modifications to the original clearwell (Clearwell 1). Both clearwells now have internal baffle walls to improve chlorine contacting efficiency.

The Washington State Department of Health (DOH) requires that all new or modified tanks or basins (i.e. clearwells) that are used for chlorine contacting as part of a drinking water treatment process must conduct tracer testing to demonstrate the hydraulic baffling efficiency (BE). BE is defined as the ratio of T_{10}/T where T_{10} is the time at which 10% of the water has passed through the clearwell and 90% of the water passing through the clearwell is still within the clearwell, and T is the theoretical hydraulic detention time (flow rate divided by volume). The BE approved by DOH is then used to determine CT values for compliance with State Drinking Water regulations.

The purpose of this Scope of Services is to complete tracer tests to determine the BE for Clearwell 1 and Clearwell 2.

SCOPE OF SERVICES

HDR’s Scope of Services consists of the following tasks:

- Task 1 – Tracer Testing Plan
- Task 2 – Conduct Tracer Tests
- Task 3 – Tracer Testing Report and Assistance with Implementation

GENERAL ASSUMPTIONS

The following general assumptions apply to this Scope of Services:

1. Control and communications hardware and SCADA programming modifications will be performed by Quality Controls Company (QCC) under a separate contract with the City.
2. The tracer tests will be conducted in late spring or summer 2021 when the system water demands are typically higher. The anticipated duration of the project is 4 months from notice to proceed (NTP).
3. The work activities described within this scope of services will be performed by HDR personnel from its Bellevue, WA and Austin, TX offices.
4. All deliverables will be submitted to the City, as applicable, in electronic formats (Adobe Acrobat PDF and/or MS Word files) via email, unless stated otherwise in the deliverable section.

5. The number of document versions (i.e. Draft & Final) are noted in the deliverables section for each Task. Unless noted otherwise, it is assumed that only one version will be provided for each deliverable. Review comments shall be returned consolidated and conflict resolved.

Task 1 – Tracer Testing Plan

Objective:

1. Prepare the tracer testing plan.

HDR Services:

1. Review current and anticipated operating conditions and water demands with City WTP staff and identify the target time windows for performing the tracer tests.
2. Prepare the tracer testing plan for submittal and review by DOH.
3. Address DOH's review comments and modify the testing plan, as required.
4. Project management and QA/QC.

City Responsibilities:

1. Provide input on operating conditions and water demands.
2. Review and comment on the draft testing plan.

Assumptions:

1. The testing plan will be similar in approach to the testing plan prepared in 2013 for the tracer tests done for Clearwell 1.

Deliverable:

1. Tracer testing plan. (PDR format, Draft and Final)

Task 2 – Conduct Tracer Tests

Objective:

1. Conduct the tracer tests for Clearwells 1 and 2.

HDR Services:

1. Assemble the testing equipment at the WTP.
2. Coordinate with WTP staff on specific times and plant production rates to carry out the tracer tests.
3. Conduct the tracer tests for Clearwell 1.
4. Conduct the tracer tests for Clearwell 2.
5. Compile the WTP operational data from the tracer testing periods.

City Responsibilities:

1. Coordination with HDR for the setup of the testing equipment and plant operating parameters for the tracer tests.
2. Provide WTP operational data from the tracer testing periods.

Assumptions:

1. Sodium fluoride will be the tracer chemical.
2. The tracer solution feed tank is in storage at the WTP. The City will provide the metering pump for tracer solution injection, if a suitable pump is available.
3. The tracer tests will require that the WTP be operated at specific flow rates for up to 16 hours at a time.
4. Tracer tests will be conducted for one clearwell at a time, i.e. not simultaneously.

Deliverables:

1. Updated record control loops for the ballasted sedimentation system and associated chemical feed systems. (PDF, final)
2. Updated record P&IDs for the ballasted sedimentation system and associated chemical feed systems. (draft & final, PDF format)

Task 3 – Tracer Testing Report and Implementation Assistance

Objectives:

1. Prepare the tracer testing report.
2. Assist the City with implementing the DOH-approved BE values into SCADA programming and CT compliance reports.

HDR Services:

1. Evaluate the testing data.
2. Prepare the tracer testing report for review with the City.
3. Submit the tracer testing report to DOH. Address DOH's comments and make changes to the report, as required.
4. Assist the City with implementing the DOH-approved BE values into SCADA programming and CT compliance reports.

City Responsibilities:

1. Review the draft tracer testing report and provide comments.
2. SCADA programming changes.

Assumptions:

1. DOH will have one set of review comments that will require written responses to.
2. QCC is the City's SCADA integrator and will perform the programming.

Deliverables:

1. Tracer testing report. (draft and final, PDF format)



COMPENSATION

1. The estimated total not to exceed contract amount to complete the professional services identified in this scope of services is thirty-nine thousand nine hundred ninety thousand Dollars (\$39,990).
2. Professional services rendered in connection with this scope will be billed on a Time and Materials basis not to exceed the estimated total contact amount.
3. Amount in accordance with the terms and conditions outlined in the signed agreement.

SCHEDULE

The anticipated schedule for the services is listed below assuming that NTP is received by March 1, 2021.

Task	Anticipated Completion Date
1 – Tracer Testing Plan	April 15, 2021
2 – Conduct Tracer Tests	August 15, 2021
3 – Testing Report & Implementation Assistance	October 1, 2021



City Council Agenda Bill

Meeting Date: March 15, 2021 **Agenda Item:** 5.a.

Agenda Item Title: Anacortes Family Center Social Worker Contract #21-061-IDS-001

Staff Contact(s): JOHN SMALL, DARCY SWETNAM

Approved for Submittal to Council by **Action Type**

JOHN SMALL

Discussion

DARCY SWETNAM

Item Summary: A contract between the City of Anacortes and the Anacortes Family Center (AFC) to provide assistance those contacted by City staff who are in need of homeless services, chemical dependency counseling or ongoing case support. This is a pilot program. The AFC will be available 7 days a week to assist City staff in these areas. The AFC would receive \$50,000 per year and provide regular reports to the City tracking their case loads.

Budget Impact:

The \$50,000 annual funding would come from the Police Department budget designated for a social worker.

Previous Action: This item has been discussed at a Housing Affordability and Community Services Committee meeting in February 2021.

Recommended Motion: I move to authorize the mayor to sign Contract #21-061-IDS-001 with the Anacortes Family Center.

Alternative Actions: Continue review and revision of the contract.

Attachments (listed in order presented):

1. Social Worker Agreement #21-061-IDS-001



AGREEMENT 21-061-IDS-001
Between
THE CITY OF ANACORTES
Anacortes Family Center

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and the Anacortes Family Center, hereinafter referred to as the "AFC", together referred to as "Parties".

WHEREAS the City works cooperatively with the AFC to address homelessness and those in need due to crises involving addiction, violence and mental health; and

WHEREAS the City has seen greater success in addressing these issues due to the expertise and case workers provided by the AFC; and

WHEREAS the City staff in the Anacortes Police Department, Planning Economic and Community Development and Parks and Recreation see a reduction in staff time and call volume in cases where there is collaboration with the AFC; and

WHEREAS the City through the Anacortes Police Department have built a strong working relationship with the AFC staff and rely regularly on the resources the AFC provides to better serve the community; and

WHEREAS the City has discussed the concept of a social worker under the umbrella of the Anacortes Police Department and is interested in expanding its relationship with the AFC to provide social support services to the community; and

WHEREAS the AFC has the potential capacity to expand its services to include case workers with a background in chemical dependency treatment and homelessness, and can contract with mental health providers to augment its in-house capacity to provide the skills the City requires; and

WHEREAS a pilot program incorporating these ideas over two years would provide an opportunity to evaluate its success in the community;

NOW, THEREFORE, the Parties agree as follows:

1. **Parties' Responsibilities.**

a. **City Responsibilities**

- i. The City will provide an annual stipend of \$50,000 to the AFC to respond to calls from the City to assist with people in crisis due to homelessness, chemical dependency, domestic violence or mental health issues. Payments for a portion of any calendar year will be prorated based on the duration of the program during that calendar year. The City will make equal monthly payments to the AFC for the annual stipend.
- ii. The City, through the Anacortes Police Department (APD), will provide an estimate to the AFC of their expanded outreach due to this contract with the AFC.
- iii. City will present to Council at regular City Council meetings periodic reports no less frequently than quarterly, which provide data showing numbers of individuals served under the pilot program during the previous quarter. Police and AFC will work cooperatively to compile data in a format that may be used to assess the efficacy of the pilot program.

b. **AFC Responsibilities**

- i. The AFC will respond to all requests from the City for assistance with individuals in crisis. AFC shall make every reasonable effort to respond to requests from the City within 24 hours. For after-hour requests, Anacortes Police or Anacortes Fire Department (AFD) can drop off individuals that qualify for Motel Voucher support at a participating motel. AFC will pre-arrange authorization for motel voucher access for APD and AFD. A referral for services will be emailed to AFC's Community Resource Manager by APD, including the individual's name and situation, so that AFC staff can follow-up to provide support the following morning.
- ii. The AFC will either provide the necessary response with their in-house staff or contract with certified professionals.
- iii. AFC Staff and consultants will be available 8:30 to 5pm 7 days a week to respond to requests from the City.
- iv. The AFC will provide an accounting of hours and/or number of calls taken for evaluation on an annual basis. On calls that are assigned a police case number, the AFC will need to provide follow up information to the Anacortes Police Department for each case on a monthly basis until that case is closed.
- v. The AFC will provide the City data showing numbers of individuals served under this Agreement and work cooperatively with the City to prepare the quarterly reports before Council.

2 **Term.** The term of this Agreement will begin upon execution and end on December 31, 2022. The Parties may extend this contract for two additional one-year terms upon mutual agreement.

3 Indemnification: The Parties shall defend, indemnify and hold each other and the indemnified party's officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, solely arising out of or solely resulting from the acts, errors or omissions of the indemnifying party in performance of this Agreement.

4 **No Joint Ventures:** The Parties acknowledge that no joint venture or partnership is created by this Agreement. No agent, employee or representative of AFC shall be deemed to be an agent, employee or representative of the City for any purpose. AFC shall be solely responsible for all acts of its agents, employees, representatives and subcontractors.

5 Effectiveness: This Agreement shall be effective as of the date this agreement is executed by both parties.

6 Notices: Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand delivered to the parties at their addresses as follows:

To the City: City of Anacortes
Attn: Darcy Swetnam, City Attorney
PO Box 547
Anacortes, WA 98221

To the AFC: Anacortes Family Center
Attn: Dustin Johnson, CFRE
Executive Director
2702 Commercial Avenue
Anacortes, WA 98221

- 7 **Governing Law; Binding Effect:** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington applicable to contracts made and performed in such state without giving effect to the choice of law principles of such state that would require or permit the application of the laws of another jurisdiction.
- 8 **Severability:** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.
- 9 **Counterparts:** This Agreement may be executed in one or more counterparts, including electronic mail counterparts, each of which shall be deemed to be an original copy of this Agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. Delivery of such counterparts by electronic mail (in PDF or .tiff format) shall be deemed effective as manual delivery.

IN WITNESS WHEREOF, the City and AFC have executed this Agreement as of _____ (date).

CITY OF ANACORTES

ANACORTES FAMILY CENTER

Laurie Gere, Mayor

Dustin Johnson, Executive Director



City Council Agenda Bill

Meeting Date: March 15, 2021 **Agenda Item:** 5.b.

Agenda Item Title: 2021 Stormwater Management Program Plan

Staff Contact(s): DIANE HENNEBERT

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
DIANE HENNEBERT	Presentation
FRED BUCKENMEYER	

Item Summary: An annual update of the Stormwater Management Program Plan is a requirement of the City's NPDES permit. Staff wish to present the draft 2021 program plan.

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Draft 2021 SWMP Plan



City of Anacortes

2021 Stormwater Management Program Plan



March 31, 2021

Prepared in compliance with the
Western Washington Phase II Municipal Stormwater Permit
(issued on July 1, 2019, effective on August 1, 2019)

Permit # WAR04-5549

Prepared by:

City of Anacortes
Public Works Department

Date: March 31, 2021

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Table 9-1. 2021 Municipal Operations and Maintenance Work Plan

Table 10-1. 2021 Source Control Program Work Plan

Table 12-1. 2021 Reporting Requirements Work Plan

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Section 1

INTRODUCTION

1.1 Overview

The City of Anacortes is a permittee under the Western Washington Phase II Municipal Stormwater Permit (Phase II Permit or Permit) issued by the Washington State Department of Ecology (Ecology) on July 1, 2019 and effective on August 1, 2019. Under the requirements of the Phase II Permit, the City must develop and implement a Stormwater Management Program (SWMP), which are actions and activities required under the Permit. The City is also required to prepare written documentation of the SWMP in a document called the SWMP Plan, which describes and informs the public of planned activities for the upcoming calendar year. The City updates the SWMP Plan at least annually for submittal with the City's Annual Report to the Department of Ecology. This SWMP Plan describes planned activities of the City's SWMP for 2021.

1.2 Regulatory Background

The federal Clean Water Act (CWA) establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating water quality standards for surface waters. The CWA's primary objective is to restore and maintain the integrity of the nation's waters. The objective translates into two fundamental national goals: to eliminate the discharge of pollutants into the nation's waters and to achieve water quality levels that are fishable and swimmable. EPA regulates stormwater under Section 402(p) of the CWA, including regulating discharges from municipal separate storm sewer systems.

The National Pollutant Discharge Elimination System (NPDES) permitting program regulates point sources that discharge pollutants to waters of the United States. EPA delegated NPDES permit authority to the Washington State Department of Ecology (Ecology). Under Washington's Water Pollution Control Act, Ecology issued Municipal Separate Storm Sewer System (MS4) general permits in two phases. The Phase I Permit was first issued in 1995 to cover incorporated cities with a population of more than 100,000 people and unincorporated counties with a population of more than 250,000 people. Two Phase II Permits were first issued in 2007: one for Western Washington and one for Eastern Washington. Both cover MS4s serving less than 100,000 persons and construction sites disturbing one to five acres. The Western Washington Phase II Municipal Stormwater Permit was reissued in 2012 and 2019.

The Phase II Permit authorizes the discharge of stormwater to surface waters and groundwaters of the state from MS4s subject to the conditions contained in the Permit. The Permit requires permittees to implement actions and activities to protect the water quality of receiving waters, including "best management practices" (BMPs). Permittees are required to reduce the discharge of pollutants to the "maximum extent practicable" (MEP), use all known, available, and reasonable methods of prevention, control, and treatment (AKART) to prevent and control pollution of waters of the state, and protect water quality.

Under the Phase II Permit, the City of Anacortes must develop and implement a Stormwater Management Program (SWMP), which is a set of actions and activities required under the Permit, which include the following components specified in the Permit:

- Stormwater Planning
- Public Education and Outreach

- Public Involvement and Participation
- MS4 Mapping and Documentation
- Illicit Discharge Detection and Elimination
- Controlling Runoff from New Development, Redevelopment and Construction Sites
- Municipal Operations and Maintenance
- Source Control for Existing Development

1.3 City of Anacortes Regulated Area

Anacortes has an estimated population of 17,610 and covers approximately 11.7 square miles of land area. The majority of the stormwater runoff from Anacortes eventually drains into Fidalgo Bay, Guemes Channel, or Burrows Bay, which are located in the Salish Sea. Incorporated in 1891, Anacortes has been active in seafood harvesting and processing, natural resource refining (primarily wood products and oil), boat building and maintenance, shipping, ferry and port tourism, home building, retail businesses and promoting the natural beauty of the area. Anacortes is known as a working waterfront town.

1.4 SWMP Implementation Responsibilities and Internal Coordination Among City Departments

The administration of the SWMP is a multi-department effort that is overseen by the Stormwater Program Manager. The SWMP is implemented through coordination mechanisms among departments within the City and between the City and neighboring jurisdictions. The Stormwater Program Manager in the City's Public Works Department works closely with staff in the following City offices and departments to implement the City's SWMP:

- Public Works Department (Public Works or PW)
 - Operations and Maintenance Division Staff
 - Street, Sewer, and Stormwater Crew (Street Crew) and Street Crew Supervisor
 - Stormwater Program Manager
 - Engineering Staff and Technicians
 - Wastewater Treatment Plant Staff
 - Water Treatment Plant Staff
 - GIS Coordinator
- Planning, Community, and Economic Development Department (Planning)
 - Planners
 - Building Department and Building Inspectors
- City Attorney's Office
- Finance Department
- Information Services
- Parks and Recreation Department (Parks)
- Police Department
- Fire Department

The Stormwater Program Manager also works closely with the following community partners:

- Skagit Conservation District
- Samish Indian Nation
- Port of Anacortes

- Skagit Marine Resources Committee
- Fidalgo Bay Aquatic Reserve Citizen Stewardship Committee (FBARCSC)
- Friends of Skagit Beaches
- Anacortes High School Green Club
- The Salish Sea School
- Regional Stormwater Monitoring Program/Stormwater Action Monitoring

Table 1-1 summarizes implementation responsibilities associated with the SWMP Components.

Table 1-1. SWMP Implementation Responsibilities and Coordination		
Stormwater Management Program Components	City Departments	Outside Entities
Stormwater Planning	• Public Works • Planning • City Attorney's Office	
Public Education and Outreach	• Public Works • Planning • Information Services • Finance	• Skagit Conservation District • Samish Indian Nation • Port of Anacortes • Skagit Marine Resources Committee • FBARCSC • Friends of Skagit Beaches • Anacortes High School Green Club • Salish Sea School
Public Involvement and Participation	• Public Works • Information Services • Finance	• Samish Indian Nation • FBARCSC • Friends of Skagit Beaches
MS4 Mapping and Documentation	• Public Works • Information Services	
Illicit Discharge Detection and Elimination	• Public Works • Information Services • City Attorney's Office • Finance • Fire Department • Police Department	• Port of Anacortes • Samish Indian Nation • Friends of Skagit Beaches
Controlling Runoff from New Development, Redevelopment, and Construction Sites	• Public Works • Planning • Information Services • Finance	
Municipal Operations and Maintenance	• Public Works • Parks	

	• Information Services • Finance	
Source Control Program for Existing Development	• Public Works • Planning • City Attorney's Office • Information Services	
Water Quality Monitoring	• Public Works • Finance	• Regional Stormwater Monitoring Program/Stormwater Action Monitoring • Samish Indian Nation • Friends of Skagit Beaches

The following examples of internal and external coordination activities illustrate how the City's coordination efforts remove barriers, promote understanding of the Phase II Permit, and facilitate Permit compliance:

- In 2021, the City will continue to hold regular meetings, with increased frequency when necessary, with representatives from PW-Operations & Maintenance, PW-Engineering, PW-Water, PW-Wastewater Treatment Plant, Planning-Construction Inspection, Planning-Planners, Parks, City Attorney's Office, Finance Department, Fire Department, Police Department, and the Library. These meetings allow the City to coordinate SWMP participation, recordkeeping, and ongoing staff training across City departments. Specific tasks for inter-departmental coordination meetings include discussions regarding work flow and communication among departments, permit requirements of each department, and communication to facilitate the submittal of information to the Stormwater Program Manager as required for the Annual Report. These coordination efforts assist the successful completion and submittal of the City's Annual Report. Coordination between jurisdictions facilitates information sharing, eliminates duplicate efforts and promotes regional solutions in a manner to most efficiently use the City's resources to improve the stormwater program and water quality.
- City staff work with the Port of Anacortes regularly when investigating concerns about the storm drainage system, tracing stormwater pollutants, and conducting water quality sampling. The City also has quarterly meetings with the Port of Anacortes to discuss any stormwater-related concerns.
- The City coordinates water quality sampling, stormwater source control efforts, and public education and outreach with the Samish Indian Nation.
- The City partnered with Friends of Skagit Beaches in 2020 to launch a citizen science program monitoring water quality at stormwater outfalls. This program includes education and outreach activities, illicit discharge detection and elimination, and water quality monitoring.
- On a regional level, the City currently participates in several local coordination efforts. These efforts include the North Sound Coordinators Group, Skagit Marine Resources Committee, and a regional education and outreach partnership with local jurisdictions and the Skagit Conservation District. The City's coordination with local and regional jurisdictions has provided an effective network of contacts and productive relationships. In 2021 the City will also coordinate with the Skagit Watershed Council, APWA Stormwater Managers Committee, and Business Inspection Group.

1.5 SWMP Plan Organization

This SWMP Plan's organization follows the sequence of SWMP components in the Phase II Permit. Each section includes a summary of the relevant component and the planned activities for 2021:

- Section 2 - Stormwater Management Program Administration
- Section 3 - Stormwater Planning
- Section 4 - Public Education and Outreach
- Section 5 - Public Involvement and Participation
- Section 6 - MS4 Mapping and Documentation
- Section 7 - Illicit Discharge Detection and Elimination
- Section 8 - Controlling Runoff From New Development, Redevelopment, and Construction Sites
- Section 9 - Municipal Operations and Maintenance
- Section 10 - Source Control Program for Existing Development
- Section 11 - Monitoring and Assessment
- Section 12 - Reporting Requirements

Section 2

STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

2.1 Permit Requirements

Phase II Permit Section S5.A requires the City to complete the following tasks:

- Submit an Annual Report of the Phase II Permit to Ecology by March 31 of each year.
- Update at least annually the City's SWMP Plan and submit it to Ecology with the City's Annual Report.
- Gather, track, maintain, and use information to evaluate SWMP development, implementation, and Permit compliance, and to set priorities.
- Track the cost of development and implementation of each component of the SWMP.
- Track the number of inspections, follow-up actions as a result of inspections, official enforcement actions, and types of public education activities as required by the respective program components.
- Continue implementing the existing stormwater management program until beginning implementation of an updated stormwater management program.
- Coordinate among departments within the City to eliminate barriers to compliance with the Permit, as well as additional coordination with other Permittees as needed.

2.2 City's SWMP Administration

This section provides a description of Phase II Permit requirements related to administration of the City's SWMP, which is a set of actions and activities required under the Permit, and the City's planned SWMP activities for 2021. The City has prepared and updates, at least annually, written documentation of the City's SWMP called the SWMP Plan, which describes and informs the public of planned SWMP activities for the upcoming calendar year.

Internal coordination among City staff in different departments occurs in various ways to achieve Permit compliance. Over the years, the City has implemented many measures that have improved communication and coordination among the departments involved in the stormwater program. The City has implemented electronic software programs that allow for increased information sharing and communication among various departments that has improved the efficiency of the stormwater program. Information is now electronically available to the various departments, which allows departments to share information and track development projects and inspections. For example, when an inspector updates information regarding stormwater infrastructure in the field, the GIS mapping team and other staff are also updated in real time. Another example is that various steps in the site plan review and inspection process are now automated so that the scheduling of various project reviews and site inspections are automatically prompted and scheduled once a preceding step in the development process has occurred. This allows various departments to efficiently coordinate their different roles in the development review process, and to be able to see in real time what steps other departments have completed. Under the direction of the City's Stormwater Program Manager, the City has instituted regular meetings among staff from different departments to discuss stormwater-related programs and coordination.

Regarding regional coordination or coordination between jurisdictions, City staff works with the Port of Anacortes regularly when investigating concerns about the storm drainage system, tracing stormwater pollutants, and conducting water quality sampling. The City also has quarterly meetings with the Port of Anacortes to discuss any stormwater related concerns. The City coordinates water quality sampling, stormwater

source control efforts, and public education and outreach with the Samish Indian Nation. On a watershed level, the City participates in several regional coordination efforts, including the North Sound Coordinators Group, Skagit Marine Resources Committee, and a regional education and outreach partnership with the Skagit Conservation District (SCD), Skagit County, City of Mount Vernon, City of Burlington, and City of Sedro-Woolley.

2.3 Planned 2021 Compliance Activities

Planned activities for the City's 2020 SWMP are included in Table 2-1.

Table 2-1. 2021 Stormwater Management Program Administration Work Plan	
Activity ID	Activity Description
SWMP-1	Revise and update the City's SWMP Plan to identify planned activities for 2021.
SWMP-2	Track SWMP implementation and Phase II Permit compliance.
SWMP-3	Maintain a database for tracking costs associated with the Phase II Permit.
SWMP-4	Track inspections, official enforcement actions, and types of public education activities to be included in the Annual Report.
SWMP-5	Quarterly meetings with City department representatives to discuss stormwater-related programs and coordination.
SWMP-6	Coordinate with other local Permittees and regional groups on stormwater-related programs and projects.
SWMP-7	Receive and evaluate community input regarding the City's SWMP and SWMP Plan.

Section 3

STORMWATER PLANNING

3.1 Permit Requirements

Phase II Permit section S5.C.1 requires the City to complete the following tasks:

- Convene an inter-disciplinary team to inform and assist in the development, progress, and influence of this program (due by August 1, 2020).
- Describe how stormwater management needs and protection/improvement of receiving water health are informing the planning update processes and implementation strategies. The report shall describe the water quality and watershed protection policies, strategies, codes, and other measures intended to protect and improve local receiving water health through planning, or taking into account stormwater management needs or limitations.
 - Respond to annual report questions describing how anticipated stormwater impacts on water quality were addressed during the 2013-2019 permit cycle (due on or before March 31, 2021) and the current permit term (due on or before January 1, 2023).
- Continue to require LID Principles and LID BMPs when updating, revising, and developing new local development-related codes, rules, standards, or other enforceable documents, as needed. LID shall be the preferred and commonly-used approach to site development.
- Assess and document any newly identified administrative or regulatory barriers to implementation of LID Principles or LID BMPs and the measures to address the barriers.
- Document and assess existing information related to their local receiving waters and contributing area conditions to identify which receiving waters are most likely to benefit from stormwater management planning. Permittees shall submit a watershed inventory and include a brief description of the relative conditions of the receiving waters and the contributing areas (due March 31, 2022).
- Informed by the assessment of receiving water conditions, Permittees shall develop and implement a prioritization method and process to determine which receiving waters will benefit the most from implementation of stormwater facility retrofits, tailored implementation of SWMP actions, and other land/development management actions (prioritized and ranked list of receiving waters is due June 30, 2022).
- Develop a Stormwater Management Action Plan (SMAP) for at least one high priority catchment area that includes a description of stormwater retrofits needed for the area, land management/development strategies for water quality management, target implementation of stormwater management actions, identification of changes needed to local long-range plans to address SMAP priorities, a proposed implementation schedule and budget sources, and a process and schedule to provide future assessment and feedback to improve the planning process and implementation of procedures or projects (due March 31, 2023).

3.2 City's Stormwater Planning

The City of Anacortes has regular interdepartmental meetings on stormwater topics and stormwater planning is a City-wide effort. In 2019, the City of Anacortes passed an ordinance updating stormwater management standards, including LID, illicit discharge detection and elimination, operations and maintenance of private and public stormwater facilities, and clearing and grading standards.

3.3 Planned 2020 Compliance Activities

The City's planned compliance activities for 2020 are included in Table 3-1.

Table 3-1. 2021 Stormwater Planning Work Plan	
Activity ID	Activity Description
SP-1	Coordinate with interdisciplinary team in the development, progress, and influence of the stormwater program.
SP-2	Provide opportunities for community input on the stormwater planning process.
SP-3	Compile information regarding stormwater management policies and how they protect and improve local receiving waters.
SP-4	Continue to require LID Principles and LID BMPs in local development-related codes, rules, standards, and other enforceable documents.
SP-5	Assess and document any newly identified administrative or regulatory barriers to implementation of LID Principles of LID BMPs and mechanisms adopted to encourage or require implementation of LID principles or LID BMPs.
SP-6	Begin to document and assess existing information related to local receiving waters and contributing area conditions to identify which receiving waters are most likely to benefit from stormwater management planning.

Section 4

PUBLIC EDUCATION AND OUTREACH

4.1 Permit Requirements

Section S5.C.2 of the Phase II Permit requires the City to implement an education and outreach program designed to:

- Build general awareness about methods to address and reduce impacts from stormwater runoff.
- Effect behavior change to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts.
- Create stewardship opportunities that encourage community engagement in addressing the impacts from stormwater runoff.
- Conduct an evaluation of the effectiveness of an ongoing behavior change campaign (due July 1, 2020).

4.2 City's Public Education and Outreach Activities

The City's SWMP currently includes a variety of activities and educational opportunities for public education and outreach. The City provides a wide range of brochures for the public, as well as brochures directed towards specific industries. These brochures are available at City Hall and many are also available on the City of Anacortes stormwater website. Additional information regarding the City's SWMP is also available on the City's stormwater website, as well as information about the City's Phase II Permit, public education and outreach opportunities, illicit discharge detection and reporting hotline, stormwater utility billing, best practices to avoid stormwater pollution, and the hazards associated with stormwater pollution, illicit discharges, and improper waste disposal. The City's public education and outreach activities are designed to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts and encourage the public to participate.

The City is part of a partnership with the Skagit Conservation District (SCD), Skagit County, City of Mount Vernon, City of Burlington, and City of Sedro-Woolley to provide workshops and classes for public education and outreach that comply with the City's Phase II Permit, including:

- Skagit Stream Team
- Backyard Conservation Stewardship Program
- Watershed Masters Volunteer Training Program
- Private Stormwater Facility Maintenance Workshop

In 2020 the programs offered by the Skagit Conservation District partnership moved online in response to the coronavirus pandemic.

Web addresses for City of Anacortes and Skagit Conservation District websites, as well as the associated programs and handouts, are contained in Appendix C.

The City measures the understanding of and adoption of targeted behaviors by participants in its education and outreach activities. Workshop and training opportunities incorporate evaluations that gauge participant understanding and adoption of targeted behaviors as a result of activity participation. The evaluations conducted

at the close of various workshops and classes have generally shown an increased awareness of and voluntary adoption of sustainable and best management practices aimed at decreasing stormwater pollution.

The City traditionally provides outreach at a variety of community events to engage the public on matters of stormwater and pollution prevention. Due to the coronavirus epidemic, in-person events and festivals were cancelled for most of 2020. The City continued its outreach by participating in online events, such as organizing a Low Impact Development scavenger hunt as part of the virtual Fidalgo Bay Day.

4.3 Planned 2021 Compliance Activities

The City of Anacortes, along with our regional partners, contract with the Skagit Conservation District (SCD) to conduct education and outreach activities. The City will continue to partner with the SCD in 2021, as well as conduct education and outreach activities independently. The City's planned activities for public education and outreach for this calendar year are included in Table 4-1. All activities are subject to change due to COVID-19 containment measures. The City of Anacortes will make every effort to create virtual events to replace programs and events that are not currently safe to hold in-person and reschedule cancelled events when safety protocols allow.

Table 4-1. 2021 Public Education and Outreach Work Plan	
Activity ID	Activity Description
EDUC-1	Coordinate with SCD, Stormwater Outreach for Regional Municipalities (STORM) and other regional groups to promote education and outreach programs.
EDUC-2	Continue to implement education and outreach strategy with SCD, including the Stormwater Facility Maintenance Workshop, Skagit Stream Team, Watershed Masters Program, and Backyard Conservation Stewardship Program. All activities are subject to change due to the COVID-19 pandemic disruption. The City of Anacortes will make every effort to create virtual events to replace programs and events that are not currently safe to hold in-person and reschedule cancelled events when safety protocols allow.
EDUC-3	Create stewardship opportunities to encourage residents to participate in activities such as stream teams, storm drain marking, volunteer monitoring, riparian plantings and education activities. All activities are subject to change due to the COVID-19 pandemic disruption. The City of Anacortes will make every effort to create virtual events to replace programs and events that are not currently safe to hold in-person and reschedule cancelled events when safety protocols allow.
EDUC-4	Educate select City staff and elected officials to develop a common level of knowledge related to Low Impact Development stormwater management principles and techniques.
EDUC-5	Educate the general public and developers to develop a common level of knowledge related to Low Impact Development stormwater management principles and techniques.
EDUC-6	Provide outreach materials regarding stormwater pollution prevention, natural yard care, and best management practices for preventing improper waste disposal to the public at City Hall, the library and community events. All activities are subject to change due to the COVID-19 pandemic disruption. The City of Anacortes will make every effort to create virtual events to replace programs and events that are not currently safe to hold in-person and reschedule cancelled events when safety protocols allow.
EDUC-7	Review and revise City of Anacortes Stormwater website to increase the information provided to the public regarding stormwater pollution prevention, educational

	opportunities, and hazards associated with stormwater pollution, illicit discharges, and improper waste disposal.
EDUC-8	Place ads in the Anacortes American Weekly and A-Town is Our Town regarding the City's spill hotline and procedures and requirements for reporting and responding to spills.
EDUC-9	Place full page ads or articles in A-Town is Our Town on Illicit Discharge Detection and Elimination.
EDUC-10	Work with Skagit Conservation District to administer an Anacortes-specific outreach curriculum to be presented to elementary school aged youth. The City will work with Skagit Conservation District to adapt to a virtual presentation in the event that schools are not able to open for in-person instruction.
EDUC-11	Organize and put on a presentation for students at Anacortes High School on stormwater pollution and prevention. The City will create a virtual presentation in the event that schools are not able to open for in-person instruction.

Section 5

PUBLIC INVOLVEMENT AND PARTICIPATION

5.1 Permit Requirements

Phase II Permit Section S5.C.3 requires the City to provide ongoing opportunities for public involvement and participation through advisory councils, public hearings, watershed committees, participation in developing rate-structures or other similar activities. The following are the minimum performance measures contained in the Permit:

- Create opportunities for the public, including overburdened communities, to participate in the decision-making processes involving the development, implementation, and update of the Permittee's SMAP and SWMP.
- Post online the SWMP Plan and Annual Report no later than May 31 each year.

5.2 Opportunities for Public Involvement and Participation

Public involvement and participation are important to the development and implementation of a stormwater management program. The City solicits public participation by making stormwater information available for review and providing opportunities for public input. For example, the City actively reaches out to partnering organizations for input and comments to its SWMP Plans, invites public input to the SWMP, and posts the SWMP Plan on its stormwater website. The City held a public discussion and gathered public input to the draft of the 2021 SWMP Plan during a City Council meeting on March 15, 2021, as posted on the City's stormwater website. Web addresses for City of Anacortes websites are contained in Appendix C.

5.3 Planned 2020 Compliance Activities

The City's SWMP involves the public in decision making and provides opportunities for increased participation. The City's planned SWMP activities for public involvement and participation for this calendar year are included in Table 5-1.

Table 5-1. 2021 Public Involvement and Participation Work Plan	
Activity ID	Activity Description
PI-1	Provide public involvement opportunities for annual SWMP update.
PI-2	Provide public involvement opportunities for SMAP development.
PI-3	Present SWMP Plan at a City Council meeting and provide an opportunity for public comment.
PI-4	Make SWMP and Annual Report available to public by posting on the City website.
PI-5	Continue partnering with the Samish Indian Nation and Anacortes High School Green Club to work on pollution prevention activities and promote rain gardens in Anacortes.
PI-6	Explore programs in cooperation with the Anacortes High School Green Club in the fall of 2021. All activities are subject to change due to COVID-19 containment measures.
PI-7	Participate in community events as they are offered to promote awareness of stormwater pollution prevention best management practices and the City's SWMP. The City of Anacortes will make every effort to create virtual events to replace programs and events

	that are not currently safe to hold in-person and reschedule cancelled events when safety protocols allow.
PI-7	Summarize annual activities for the Public Involvement and Participation component of the Annual Report.

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Section 6

MS4 MAPPING AND DOCUMENTATION

6.1 Permit Requirements

Section S5.C.4 of the Phase II Permit requires Permittees to include an ongoing program for mapping and documenting the MS4. The minimum performance measures include:

- Each Permittee shall maintain mapping data for the features listed below:
 - Known MS4 outfalls and known MS4 discharge points.
 - Receiving waters, other than groundwater.
 - Stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee.
 - Geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters.
 - Tributary conveyances to all known outfalls and discharge points with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems.
 - Connections between the MS4 owned or operated by the Permittee and other municipalities or public entities.
 - All connections to the MS4 authorized or allowed by the Permittee after February 16, 2007.
- Collect size and material for all known MS4 outfalls and update records.
- Map all known connections from the MS4 to privately owned stormwater system.
- Map format is required to be electronic, with fully described mapping standards.

6.2 City Mapping

Anacortes has implemented a comprehensive program to map the MS4, including stormwater conveyance infrastructure, treatment and flow control BMPs, outfalls, receiving waters, drainage areas, land uses, wetlands, and other components. The mapping program began prior to 2007 when the Permit went into effect. It has evolved as technology for mapping and data gathering has improved. The City's primary mapping system currently resides in a central geographic information system geodatabase (ArcGIS), which is managed by the GIS Coordinator.

The City began using ArcGIS for utility mapping in 2006. The mapping inventory is built by using GPS equipment in the field to collect spatial and attributional information on drainage assets. Mapping consists of uploading GPS point data, processing data and producing individual asset layers in ArcGIS.

The City's MS4 map is updated on a continuous basis in a cooperative effort between the Street/Sewer Department, the Stormwater Program Manager, and the GIS Coordinator. ArcGIS provides current mapping of the system and a database containing information related to stormwater infrastructure. Staff investigating an illicit discharge report can quickly access a detailed map of the section of the storm system in question, including information on homes and businesses in the drainage basin.

The City has also implemented the Cartegraph asset management system for Public Works, including the Stormwater Division, which allows staff to access detailed information on the storm system in real time. While in the field, staff can verify information on stormwater assets such as catch basins, pipes, storm ponds, outfalls, etc., as well as upload information on current inspection and maintenance activities. With the implementation

of Cartegraph, Public Works employees are able to update storm drain maps as discrepancies are discovered, or forward them to the GIS Coordinator or Stormwater Program Manager.

All known MS4 outfalls have been mapped. A process has been developed to add new stormwater system features into the mapping system after they are constructed.

Mapping and documentation of the stormwater system is vital to many City functions. It aids the City in managing resources, assists in planning for development and redevelopment, improves communication, helps trace stormwater pollution from sources to receiving waters, provides relevant information to staff conducting investigations, and enhances educational opportunities. By identifying connections within the stormwater system and understanding the relationship to overlaying drainage basins, analyses can be performed on the entire system. This information also assists in providing service to underserved areas and development of solutions to capacity problems.

6.3 Planned 2021 Compliance Activities

The City's planned compliance activities for MS4 Mapping and Documentation are included in Table 6-1.

Table 6-1. 2021 MS4 Mapping and Documentation Work Plan	
Activity ID	Activity Description
MD-1	Maintain mapping data for known MS4 outfalls, receiving waters, stormwater treatment and flow control BMPs/facilities, geographic areas served by the MS4 that do not discharge stormwater to surface waters, tributary conveyances to all known outfalls and discharge points with a 24 inch diameter or larger, connections between the MS4 and other municipalities or public entities.
MD-2	Confirm records of size and material for all known MS4 outfalls has been updated in ArcGIS and Cartegraph.
MD-3	Map any known connections from the MS4 to privately owned stormwater systems.
MD-4	Make available to Ecology, upon request, available maps depicting information required by the Phase II Permit.
MD-5	Provide, upon request, mapping information to federally recognized Indian Tribes, municipalities, and other Permittees.

Section 7

ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

7.1 Permit Requirements

Section S5.C.5 of the Phase II Permit requires the City to include an ongoing program designed to prevent, detect, characterize, trace, and eliminate illicit connections and illicit discharges into the City's MS4. The minimum performance measures include:

- Procedures for reporting and correcting or removing illicit connections, spills and other illicit discharges when they are suspected or identified.
- Inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.
- Implement an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges into the MS4.
- Implement an ongoing program designed to detect and identify non-stormwater discharges and illicit connections into the MS4.
- Implement an ongoing program to address illicit discharges to the MS4 that includes procedures to characterize, trace and eliminate illicit discharges.
- Develop procedures for and complete field screening as directed by the Phase II Permit.
- Publicly list and publicize a hotline or other telephone number for reporting spills and other illicit discharges.
- Maintain a training program for all municipal field staff who might come into contact with or observe an illicit discharge or illicit connection. Training shall include procedures for illicit discharge characterization, tracing, and elimination, as well as notification of appropriate authorities.
- Train staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges and illicit connections to conduct these activities.
- Track and maintain records of the activities conducted to meet the requirements of this section.

7.2 City's IDDE Program

The IDDE Program regulates illicit connections and illicit discharges. An illicit connection means any infrastructure connection to the MS4 that is not intended, permitted, or used for collecting and conveying stormwater or non-stormwater discharges allowed as specified in Section S5.C.5 of the Permit. Examples of illicit connections include sanitary sewer connections, floor drains, pipelines, inlets, or outlets that are connected directly to the MS4. An illicit discharge means any discharge to a MS4 that is not composed entirely of stormwater or of non-stormwater discharges allowed as specified in Section S5.C.5 of the Permit. Illicit discharges may originate from a variety of sources, including illegal dumping, sanitary sewer overflow, and incidental spills such as oil or gas.

The City's IDDE Program implements a variety of activities to detect, identify, address, and eliminate spills and other illicit discharges and connections to the MS4, including field screening, stormwater monitoring, spills and complaint response, testing for cross connections within the City's MS4 using optical brighteners, and construction inspections. Test results from sampling outfalls within the MS4 are used to screen for illicit discharges to the MS4. In 2021, the City will continue to sample outfalls to Fidalgo Bay in cooperation with the

Samish Indian Nation as funding is available, as well as conduct outfall sampling in other basins. The City will also continue to partner with Friends of Skagit Beaches to monitor water quality at stormwater outfalls within City limits. The City will continue to follow established procedures to trace and identify the source of any potential illicit discharges in the drainage basin.

The City's IDDE program also includes procedures for conducting investigations and ongoing training programs for municipal field staff on IDDE. The City conducts outfall screening and has tested for optical brighteners in runoff to search for cross connections within the City's MS4. Other components of the City's IDDE program are explained below and are more fully described in the City's Illicit Discharge Detection and Elimination Program document (IDDE Program Manual), a roughly three-hundred page document, which is posted on the City's stormwater website and is incorporated into this SWMP Plan by reference. Web addresses for City of Anacortes websites and IDDE Program Manual are contained in Appendix C.

Reporting of Illicit Discharges and Connections

The City carries out activities to increase the frequency that spills and other illicit discharges are reported. The Anacortes community has been a good source of reports regarding illicit discharges to the MS4. The City maintains a hotline where citizens can report spills or other illicit discharges, as well as online reporting option. Additionally, the City provides information regarding how to report illicit discharges on the City website and in other educational materials. The City's Stormwater Program Manager and Public Works Department, Street, Sewer, and Stormwater Crew (Street Crew) respond to incidents, investigate, determine the appropriate response, document details of the incident and response, and log and track the information.

Monday to Friday, 8 a.m. to 5 p.m.: **Call hotline # (360) 293-1921**
All other times: **Call 911**

Online reporting: <https://www.anacorteswa.gov/FormCenter/PW-Stormwater-31/Spill-Reporting-105>

From Monday to Friday, 8 a.m. to 5 p.m., the City hotline number above is supported by the City's Operations and Maintenance Division in answering calls. The call is logged in and a "Maintenance Division Service Request" is generated and forwarded to the Supervisor of the Street Crew. If any unauthorized substance reaches the MS4, the Street Crew follows an Illicit Discharge Checklist and notifies the Stormwater Program Manager and other required agencies, including the Department of Ecology and Department of Health. During all other times, the 911 dispatch operator answers and directs calls to the Anacortes Water Treatment Plant, which is staffed twenty-four hours a day. The Anacortes Water Treatment Plant Operator evaluates the nature of the call received and contacts the appropriate supervisor on a "call out" list. In any incident involving the MS4, the Street Crew Supervisor is called. If it is determined that an unauthorized substance reached the MS4, the Street Crew Supervisor follows an Illicit Discharge Checklist and notifies the Stormwater Program Manager and other required agencies, including the Department of Ecology and Department of Health.

If City Public Works Department staff, Parks Department staff, or administration staff become aware of an illicit discharge to the MS4, they call the City's Operations and Maintenance Division during regular hotline hours or call the Stormwater Program Manager directly. During heavy rain events, the City Street Crew and WWTP staff examine sewer collection systems and sewer storage capacity closely in order to monitor the potential for a sanitary sewer overflow (SSO) event. If sewer storage is nearing capacity, the Stormwater Program Manager is alerted in order to prepare for a potential SSO event.

If the Waste Water Treatment plant (WWTP) becomes aware of a sanitary sewer discharge to the MS4, the WWTP follows an overflow checklist with reporting requirements under the WWTP's NPDES permit, which includes notifying the City's Stormwater Program Manager. The Police Department and Fire Department are often first responders to the scene of many events in the City, and they are trained to report any discharge to the MS4 to 911. The dispatch operator for 911 would then follow the same procedure described above.

City Ordinance Provisions Addressing IDDE

The City has also implemented ordinance provisions that effectively prohibit non-stormwater, illicit discharges into the City's MS4. In August 2009, the City Council adopted City Ordinance 2802, updating the code to be consistent with Permit requirements for illicit discharge/illicit connection detection and elimination. During 2016, the municipal code was updated regarding low impact development (LID) requirements. During this process, the IDDE code was reviewed for compliance and further revised (Ord. 2991) so that the escalation of enforcement provisions includes a provision that enables the Director of Planning, Community and Economic Development (PCED) to impose a financial penalty, if necessary.

SSO Events

Since 2015, the City has increased its effort to address sanitary sewer overflow (SSO) events. The City's IDDE Program Manual describes some of these efforts to eliminate future SSO events, which include incorporating BMPs to mitigate possible future SSO events, training staff, and conducting various investigations, including those in partnership with the Samish Indian Nation. Anacortes has miles of sanitary sewer pipe installed over the past 100 years. Some sections of the sanitary sewer have significant inflow and infiltration. During a heavy rainfall event, a significant volume of stormwater enters the sanitary sewer, which increases the volume of water in the collection system and rapidly fills existing storage capacity. Once the collection system fills to capacity, the system is subject to combined sewer overflow (CSO) events and SSO events through manholes overtopping.

The City is actively working toward the goal of reducing CSO and SSO events. In 2019 the City completed a study to determine the best options to eliminate and/or reduce CSO and SSO events. The preferred option was to build a new high capacity outfall from the WWTP and move the existing CSO outfall to the WWTP outfall. This ensures that if a CSO were to occur, the overflow would mix with the WWTP effluent. The overflow would be diluted by the WWTP effluent and enter the Guemes Channel in a better mixing zone than the current outfall.

The City of Anacortes also has an Inflow and Infiltration (I&I) Reduction Program. The intent of the program is to reduce the amount of storm runoff and groundwater entering the sanitary sewer. The City has dedicated an annual budget item towards a cured-in-place pipe solution (CIPP) that incorporates a fiberglass liner into deteriorated sewer pipes. Between 2008 and 2020, the City lined 28,665 linear feet of sanitary sewer pipe with CIPP.

7.3 Planned 2021 Compliance Activities

The City's planned SWMP activities for illicit discharge detection and elimination for this calendar year are included in Table 7-1.

Table 7-1. 2021 Illicit Discharge Detection and Elimination Work Plan	
Activity ID	Activity Description

IDDE-1	Continue to implement City-wide IDDE program and develop any necessary supplemental activities.
IDDE-2	Revise and update IDDE educational materials and IDDE Program Manual as needed.
IDDE-3	Maintain a training program for municipal field staff, who, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or connection to the MS4. Schedule, conduct, and track IDDE training for new City field staff, and refresher training for other City field staff, regarding the identification of and proper procedures for reporting and responding to illicit discharges and connections to the MS4.
IDDE-4	Hold quarterly meetings with City department representatives to discuss coordination of IDDE program.
IDDE-5	Continue coordinating and holding quarterly meetings with the Port of Anacortes regarding investigating concerns about the storm drainage system, tracing stormwater pollutants, and conducting water quality sampling.
IDDE-6	Continue coordinating with the Samish Indian Nation to investigate and address illicit discharges and connections.
IDDE-7	Continue partnering with Friends of Skagit Beaches to monitor stormwater outfalls on a monthly basis.
IDDE-8	Continue to publicize and educate the public about the hotline and how to report spills and other illicit discharges. Maintain hotline information and instructions on City stormwater and other City websites.
IDDE-9	Distribute IDDE magnets to the public to educate on proper procedures for illicit discharge reporting, including at Spring Clean-Up, Kids-R-Best Fest, Anacortes Waterfront Festival, Public Works Open House, Fidalgo Bay Day, and the Energy Fair. All activities are subject to change due to the COVID-19 pandemic disruption. The City of Anacortes will make every effort to reschedule any planned programs and outreach that may be cancelled due to COVID-19 containment measures.
IDDE-10	Maintain record-keeping system for all calls received and resulting actions for reported illicit discharge and connection incidents.
IDDE-11	Perform field screening of at least 12% of the MS4 annually. Provided that funding is available, continue to partner with the Samish Indian Nation to investigate, inspect and collect samples of outfalls.

Section 8

CONTROLLING RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT AND CONSTRUCTION SITES

8.1 Permit Requirements

Permit section S5.C.6 requires the City to fulfill the following actions:

- Implement and enforce a program to reduce pollutants in stormwater runoff to the MS4 from new development, redevelopment and construction site activities. The program shall apply to private and public development, including transportation projects.
- Adopt an ordinance that addresses runoff from new development, redevelopment, and construction site projects. The ordinance shall include Minimum Requirements, thresholds, and definitions that are described in Appendix I of the Phase II Permit and the Stormwater Management Manual for Western Washington (SWMMWW).
- Implement a program that includes a permitting process with site plan review, inspection and enforcement capability to meet the standards in the Phase II Permit using qualified personnel, where the program is to be applied to all sites that meet the minimum thresholds adopted by the City pursuant to the Phase II Permit. As part of this program, the City is to perform various tasks in the Permit (see Table 8-2, Activity IDs 3a-g), including:
 - Review all stormwater site plans for proposed development activities.
 - Inspect, prior to clearing and construction, all permitted development sites that have a high potential for sediment transport.
 - Inspect all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls.
 - Inspect all stormwater treatment and flow control BMPs/facilities, and catch basins, in new residential developments every six months, until 90% of the lots are constructed (or when construction has stopped and the site is fully stabilized), to identify maintenance needs.
 - Inspect all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. Verify that a maintenance plan is completed and responsibility for maintenance is assigned for stormwater treatment and flow control BMPs/facilities.
 - Keep records of inspections and enforcement actions by staff, including inspection reports, warning letters, notice of violations, and other enforcement activities.
- Provide copies of the “Notice of Intent” for construction or industrial activities to representatives of the proposed new development and redevelopment. Continue to enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.
- Provide training to staff on updated codes, standards, and procedures, and create public education and outreach materials.
- Maintain records of all inspections and enforcement actions by staff, as well as maintenance inspections and maintenance activities.

8.2 City's Development Activities Summary

The City's SWMP implements a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities. The City Planning Department and Public Works Department are responsible for permitting, site plan review, inspections, and code enforcement actions, and work with the City's Stormwater Program Manager for coordination and tracking of Permit compliance. This includes the permitting, site plan review, inspections, and enforcement for residential and commercial projects.

Development Site Plan Review and Inspections

The City's program integrates the requirements of the Permit with the various stages of development. Compliance with Permit requirements for site plan review and inspections prior to, during, and post construction are required before certain stages of permitting are approved. For projects that meet the applicable thresholds, the City requires compliance with the Minimum Requirements found in Appendix I of the Permit. The complete Minimum Requirements are included in Table 8-1.

Table 8-1. Minimum Requirements for Projects Meeting Permit Thresholds	
#	Description
1	Preparation of Stormwater Site Plan
2	Construction Stormwater Pollution Prevention Plan (SWPPP) (or, if the project does not meet the thresholds, develop controls for the 13 elements in section 4.2 of Appendix I of the Permit that pertain to the project site)
3	Source Control of Pollution
4	Preservation of Natural Drainage Systems and Outfalls
5	On-site Stormwater Management
6	Runoff Treatment
7	Flow Control
8	Wetlands Protection
9	Operation and Maintenance

The City Planning and Public Works Departments review all applications for permits that are subject to the thresholds and Minimum Requirements in Appendix I of the Permit. Applicants are provided with checklists, forms, flow charts, and other information regarding the site plan and inspection process, many of which are on the City's website. Appendix D to this SWMP Plan contains Ecology flowcharts the City provides to project applicants regarding determining the applicability of various Minimum Requirements to a project. The web addresses for the City's Stormwater Minimum Requirements #1 to #5/9 form and Minimum Requirement #2 form are found in Appendix C. The City requires every applicant to complete a Minimum Requirement #2 form, which requests information for determining construction site sediment damage potential in compliance with Permit Appendix 7. Applicants are also directed to the Department of Ecology website to file a "Notice of Intent" for construction or industrial activity.

For site plan review, the Planning and Public Works Departments review project thresholds to determine the applicability of the Minimum Requirements in Appendix I of the Permit. This includes using the information and flow charts found in Appendix D. Applicants are also given checklists and templates for determining the applicability of Minimum Requirements and for preparing site plans. After determining whether an applicant is required to comply with Minimum Requirements #1-5 (possibly including Minimum Requirement #7) or Minimum Requirements #1-9, the Planning and Public Works Departments review the site plan and approve those in compliance with the Permit and that use site-appropriate development principles prepared in accordance with the SWMMWW. The City has developed a Minimum Requirements submission format to streamline the submission and review process. Commercial projects generally meet the thresholds applicable for Minimum Requirements #1-9. Site plan review for projects that meet the thresholds for Minimum Requirements #1-9 are completed in conjunction with third party review.

Construction sites are required to implement Best Management Practices (BMPs) to prevent erosion and the discharge of sediment and other pollutants into receiving waters, and to comply with requirements related to construction stormwater pollution prevention depending on the thresholds met by the project. Prior to the start of construction, the City inspects sites to verify that BMPs are properly installed and are in compliance with the Permit. No work is approved to begin until the site has passed the pre-construction BMP inspection. The City tracks inspection results and compliance electronically.

Additional inspections are conducted during construction to review whether BMPs are functioning as designed and that projects are complying with construction stormwater pollution prevention requirements. Contractors are required to submit weekly Temporary Erosion and Sediment Control (TESC) inspection reports, as well as inspect construction sites following rain events that cause runoff to discharge from the site. Among other things, the inspector reviews all areas disturbed by the construction activities, all BMPs, and all stormwater discharge points. The inspector also evaluates the effectiveness of BMPs and determines whether it is necessary to install, maintain, or repair BMPs. During Planning Department inspections, a correction notice is issued when a site is found to be out of compliance or a BMP is not functioning properly. Escalation clauses are included if compliance is not obtained as indicated in the correction notice, which can escalate to a stop work order or administrative order and fines under Anacortes Municipal Code Title 20, Civil Enforcement and Penalties. The City tracks inspection results and compliance electronically.

At the close of a project, an inspection is required to review whether permanent stormwater treatment and flow control BMPs have been correctly installed and meet City requirements. The Public Works Inspector must approve stormwater facilities before a site will pass its final City inspection and receive a Certificate of Occupancy. All permanent stormwater facilities that will be privately owned and maintained are required to have a maintenance plan that has been approved by the Director of the City Planning Department and filed with the Skagit County Auditor against the title of all properties using the stormwater facility. The maintenance plan must be consistent with the SWMMWW. The City tracks permanent stormwater facilities electronically.

Anacortes Municipal Code Revisions

The City passed Ordinance 2991 on November 28, 2016, Ordinance 2992 on December 16, 2016, and Ordinance 3040 on July 22, 2019 in compliance with Permit requirements to adopt an ordinance that addresses runoff from new development, redevelopment, and construction site activities.

Ordinance 2991 included the Minimum Requirements, thresholds, and definitions that are described in Appendix I of the Phase II Permit and the SWMMWW, as well as site planning requirements, criteria for BMP selection,

design, and infeasibility criteria, LID competing needs criteria, and BMP limitations. The ordinance integrated the specifications and guidance in the 2012 Puget Sound Partnership Low Impact Development (LID) Technical Guidance Manual, and also made LID the preferred and commonly used approach to site development. It expressly prohibited illicit discharges and illicit connections to the MS4 and provided enforcement and penalty provisions. It also included provisions regarding the operation and maintenance of private and municipal stormwater facilities.

Ordinance 2992 mainly introduced Title 19, the new Unified Development Code, which clarified and consolidated the City's development and permit process regulations and procedures in a single title of the code. It also addressed standards for stormwater management in compliance with the Permit.

The City passed Ordinance 3040 on July 22, 2019. Ordinance 3040 reinforced LID as the preferred and commonly used approach to site development and further consolidated development regulations into Title 19.

8.3 Planned 2021 Compliance Activities

The City's planned SWMP activities for controlling runoff from new development, redevelopment, and construction sites for this calendar year are included in Table 8-2.

Table 8-2. 2021 Controlling Runoff from New Development, Redevelopment, and Construction Sites Work Plan	
Activity ID	Activity Description
CTRL-1	Hold refresher training for City field staff (and training for new staff) with Department of Ecology regarding site plan review and the 2019 SWMMWW. Schedule additional training sessions, including those that coincide with internal coordination meetings to provide refresher training (and to train new staff) regarding coordination mechanisms between City Departments. All activities are subject to change due to the COVID-19 pandemic disruption. The City of Anacortes will make every effort to reschedule any planned programs that may be cancelled due to COVID-19 containment measures.
CTRL-2	Review City process and procedures and revise as necessary; train City staff on any updates and changes.
CTRL-3a	Track and report new development, redevelopment and construction permits, inspections and enforcement actions. Use Permit Appendix 1 to review and apply technical thresholds and determine the applicable Minimum Requirements for stormwater management at new development and redevelopment sites.
CTRL-3b	Review all stormwater site plans for proposed development activities in accordance with the SWMMWW.
CTRL-3c	Prior to clearing and construction, inspect all construction sites or permitted development sites that have a high potential for sediment transport as determined through plan review based on requirements described in Permit Appendix 7 regarding construction site sediment damage potential.
CTRL-3d	Inspect all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls.
CTRL-3e	Inspect all stormwater treatment and flow control BMPs/facilities, and catch basins, in new residential developments every six months, until 90% of the lots are constructed (or when construction has stopped and the site is fully stabilized), to identify maintenance needs and enforce compliance with maintenance standards as needed.

CTRL-3f	Inspect all permitted development sites upon completion of construction and prior to final approval or occupancy to review whether proper installation of permanent stormwater facilities.
CTRL-3g	Verify that a maintenance agreement is on file for all newly constructed, privately owned permanent stormwater facilities.
CTRL-4	Maintain records of the City's inspection and enforcement activities.
CTRL-5	Make available the link to the electronic Construction Stormwater General Permit Notice of Intent form for construction activity and the electronic Industrial Stormwater General Permit Notice of Intent for industrial activity.

DRAFT

Section 9

MUNICIPAL OPERATIONS AND MAINTENANCE

9.1 Permit Requirements

Phase II Permit Section S5.C.7 requires the City to perform the following tasks:

- Implement and document an operations and maintenance program, with training, that has the ultimate goal of preventing or reducing stormwater impacts from municipal operations.
- Implement maintenance standards for the MS4 that are at least as protective as those specified in the Stormwater Management Manual for Western Washington (SWMMWW).
- Include provisions to verify adequate long term operations and maintenance of privately owned stormwater treatment and flow BMPs/facilities, including:
 - Adopt an ordinance or enforceable mechanism that clearly identifies the party responsible for maintenance in accordance with maintenance standards established under S5.C.7.a., requires inspection of facilities in accordance with the requirements, and establishes enforcement procedures.
 - Annually inspect stormwater treatment and flow control BMPs/facilities that discharge to the MS4 and were permitted according to S5.C.6, including those permitted in accordance the 2007-2019 Ecology municipal stormwater permits, achieving at least 80% of required inspections.
 - Include a procedure for keeping records of inspections and enforcement actions by staff.
- Conduct annual inspection of all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. Maintain an inspection program designed to inspect all sites that achieves at least 95% of inspections.
- When there is an exceedance of maintenance standards, perform maintenance: within 1 year for typical maintenance facilities (except catch basins), within 6 months for catch basins, and within 2 years for capital construction projects of less than \$25,000.
- Inspect all catch basins and inlets owned or operated by the City every two years. Clean the catch basins if inspections indicate cleaning is needed to comply with maintenance standards. Maintain an inspection program designed to inspect all sites that achieves at least 95% of inspections.
- Spot check potentially damaged treatment and flow control facilities after major storm events (24-hour storm event with a 10-year or greater recurrence interval). If spot checks indicate widespread damage or maintenance needs, inspect all facilities. Conduct repairs as needed in accordance with adopted maintenance standards.
- Implement practices, policies, and procedures to reduce stormwater impacts associated with runoff from road maintenance activities and all lands owned or maintained by the City, which includes City streets, parking lots, roads, or highways.
- Maintain and document an ongoing training program for staff, including follow up training as needed to address, among other things, the importance of protecting water quality, operation and maintenance standards, inspection procedures, relevant SWPPPs, selecting appropriate BMPs, ways to perform job activities to prevent or minimize impacts to water quality, maintenance and repair procedures, and procedures for reporting water quality concerns.

- Implement a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the City that are not subject to another NPDES stormwater permit.
- Maintain records of the City's inspections, maintenance, or repair activities.

9.2 Municipal Operations and Maintenance

The City's Operations and Maintenance Division (housed within Public Works) oversees stormwater system inspection and maintenance. Their responsibilities include catch basin inspections and cleanings, street sweeping, facility cleaning and maintenance, spill response and control, and flood response and repair where applicable. The City storm system includes catch basins, storm drain pipes, ditches, storm ponds, storm vaults, and other associated structures. The City's code includes maintenance standards contained in the SWMMWW. The City inspects and cleans all catch basins owned and operated by the City every two years. Records are maintained and inspections are scheduled and tracked for all stormwater BMP/facilities owned or operated by the City in the City's asset management software program.

Long-term Operation and Maintenance

The City requires that a maintenance agreement is on file for all newly constructed, privately owned permanent stormwater facilities for the operation and maintenance of permanent stormwater treatment and flow control BMPs/facilities. The City conducts annual inspections of all treatment and flow control BMPs/facilities that discharge to the MS4 and that were permitted pursuant to the City's process for permitting, site plan review, and inspections. In new residential developments, the City conducts inspections of permanent stormwater treatment and flow control BMPs/facilities and catch basins to identify maintenance needs based on whether there are exceedances of maintenance standards. When there is an exceedance of maintenance standards, the City performs maintenance within timeframes provided in the Permit. The City maintains records of the City's inspection, maintenance, and enforcement activities.

Existing, permanent stormwater facilities are inspected to review whether ongoing maintenance is being completed. The City tracks permanent stormwater facilities electronically.

9.3 Planned 2021 Compliance Activities

The City's planned SWMP activities for municipal operations and maintenance for this calendar year are included in Table 9-1.

Table 9-1. 2021 Municipal Operations and Maintenance Work Plan	
Activity ID	Activity Description
MOM-1	Schedule and conduct City staff training and refresher training to address, among other things, the importance of protecting water quality, operation and maintenance standards, inspection procedures, maintenance and repair procedures, the City's SWPPPs, methods to minimize impacts to stormwater, and procedures for reporting water quality concerns.

MOM-2	For long-term operation and maintenance, conduct annual inspection of all treatment and flow control BMPs/facilities that discharge to the MS4 and were permitted pursuant to the City's process for permitting, site plan review, and inspections.
MOM-3	For long-term operation and maintenance, conduct annual inspection of all treatment and flow control BMPs/facilities that discharge to the MS4 and were permitted pursuant to the City's process for permitting, site plan review, and inspections.
MOM-2	Conduct annual inspections of all treatment and flow control facilities owned or operated by the City and perform maintenance as triggered by the maintenance standards.
MOM-3	Continue catch basin inspections at a rate that will achieve all catch basins being inspected every two years.
MOM-4	Clean catch basins as needed based on inspection results.
MOM-5	Perform street sweeping to reduce the amount of street waste that enters the storm drainage conveyance system.
MOM-6	Implement SWPPPs at required City facilities. Review and update SWPPPs as needed.
MOM-7	Review and maintain records in the City's asset management software program as to inspections and maintenance.
MOM-8	Schedule quarterly internal coordination meetings with various City staff involved in the inspection, maintenance, and repair of treatment and flow control facilities owned or operated by the City to review the scheduling of inspections and maintenance of the City's operation and maintenance program, determine whether the City is meeting its timing targets for inspections and maintenance, discuss tracking and records keeping, and gauge the need for any additional training or review of maintenance standards.

Section 10

SOURCE CONTROL PROGRAM FOR EXISTING DEVELOPMENT

10.1 Permit Requirements

Under Phase II Permit section S5.C.8 the City is required to implement a program to prevent and reduce pollutants in runoff from areas that discharge to the MS4. The program shall include:

- Application of operational source control BMPs, and if necessary, structural source control BMPs or treatment BMPs/facilities, or both, to pollution generating sources associated with existing land uses and activities.
- Inspections of pollutant generating sources at publicly and privately owned institutional, commercial and industrial sites to enforce implementation of required BMPs to control pollution discharging into the MS4.
- Application and enforcement of local ordinances at sites, identified pursuant to S5.C.8.b.ii, including sites with discharges authorized by a separate NPDES permit. Permittees that are in compliance with the terms of this Permit will not be held liable by Ecology for water quality standard violations or receiving water impacts caused by industries and other Permittees covered, or which should be covered under and NPDES permit issued by Ecology.
- Practices to reduce polluted runoff from the application of pesticides, herbicides, and fertilizers from the sites identified in the inventory.

The minimum performance measures for the Source Control Program includes:

- Permittees shall adopt and make effective an ordinance or other enforceable document requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities (due August 1, 2022).
- Permittees shall establish an inventory that identifies publicly and privately owned institutional, commercial, and industrial sites which have the potential to generate pollutants to the MS4. The inventory shall include businesses and/or sites identified based on the presence of activities that are pollutant generating and other pollutant generating sources, based on complaint response, such as home-based businesses and multi-family sites (due August 1, 2022).
- Permittees shall implement an inspection program for sites identified pursuant to S5.C.8.b.ii (due January 1, 2023). All identified sites with a business address shall be provided information about activities that may generate pollutants and the source control requirements applicable to those activities. The Permittee shall annually complete the number of inspections equal to 20% of the businesses and/or sites listed in their source control inventory to assess BMP effectiveness and compliance with source control. Permittees shall inspect 100% of sites identified through credible complaints.
- Permittee shall implement a progressive enforcement policy that requires sites to comply with stormwater requirements within a reasonable time period (due January 1, 2023).
- Permittees shall train staff who are responsible for implementing the source control program to conduct these activities. The ongoing training program shall cover the legal authority for source

control, source control BMPs and their proper application, inspection protocols, lessons learned, typical cases, and enforcement procedures.

10.2 City's Source Control Program Development

The City of Anacortes is planning for development of a Source Control Program. The City has begun exploring options for program structure and building a Source Control inventory. In preparation for future code adoption, the City is researching municipal code of existing Source Control programs in western Washington.

10.3 Planned 2021 Compliance Activities

The City's planned SWMP activities for the Source Control Program for this calendar year are included in Table 10-1.

Table 10.1 2021 Source Control Program Work Plan	
Activity ID	Activity Description
SC-1	Define program structure.
SC-2	Build Source Control inventory database.
SC-3	Begin municipal code adoption process.

Section 11

MONITORING AND ASSESSMENT

11.1 Permit Requirements

Section S8 of the Phase II Permit offers two options to meet monitoring and assessment requirements of the Permit regarding regional status and trends monitoring, SWMP effectiveness and source identification studies. Option #1 requires the City to pay annually into a collective fund to implement regional receiving water status and trends monitoring of small streams and marine nearshore areas. Option #1 Permittees are required to provide a brief description of the type of information gathered or received with their Annual Report. Option #2 requires a Permittee to conduct the required monitoring and other studies independently, and to provide a description of stormwater monitoring or studies conducted during the reporting period.

11.2 City's Monitoring and Assessment Program under Option #1

The City of Anacortes has implemented Option #1 to meet monitoring and assessment requirements regarding status and trends monitoring, and SWMP effectiveness and source identification studies. By implementing Option #1, the City is required to pay into a collective fund to implement a regional monitoring program for each of the monitoring and assessment requirements in the Phase II Permit. Annual payments to Ecology are due by August 15 of each year.

The City participates in the Stormwater Action Monitoring (SAM) program. The program aims to improve stormwater management, reduce pollution, improve water quality, and reduce flooding. SAM does this by measuring stormwater impacts on the environment and evaluating the effectiveness of efforts to manage stormwater. SAM targets three categories: effectiveness studies, status and trends studies, and source identification. Effectiveness studies look at how well the required or proposed stormwater management practices are working. Status and trends studies document water quality trends in the region. Source identification focuses on the common sources of illicit discharges and regional solutions and elimination methods. More information on SAM may be found on the Ecology website. Information for the SAM website is provided in Appendix C.

The Samish Indian Nation conducts water quality sampling in and around Fidalgo Bay, including locations at the City of Anacortes stormwater outfalls and within City drainage basins. The Samish Indian Nation have reported the results of analysis for fecal coliform and nitrite/nitrate to the City, as well as occasional total phosphorus results. In 2020, the Samish Indian Nation sampled outfalls in drainage basins F01, F03, F04, F09 and F14, as well as surface water samples in basins F03, F04, F14. The samples were analyzed for dissolved oxygen, fecal coliform, nitrate and nitrite, pH, phosphorus, salinity, specific conductivity, temperature, and turbidity. The City will be analyzing the data received from the Samish Indian Nation. The City understands that provided that funding is available, the Samish Indian Nation will continue sampling in 2021.

In 2020, Friends of Skagit Beaches, in partnership with the City of Anacortes, launched a citizen science program aimed at monitoring water quality at City stormwater outfalls. Outfall samples were analyzed for temperature, dissolved oxygen, specific conductivity, pH, and turbidity. The Stormwater Program Manager is in regular contact with program participants and volunteers are trained to report any suspicions of illicit discharges. The program will continue sampling in 2021.

11.3 Planned 2021 Compliance Activities

The City's SWMP has a Water Quality Monitoring Program component. The City's planned SWMP activities for monitoring and assessment for this calendar year are included in Table 11-1.

Table 11-1. 2021 Monitoring and Assessment Work Plan	
Activity ID	Activity Description
MA-1	Continue annual payment for small streams and marine nearshore status trends by August 15.
MA-2	Continue annual payment for SWMP effectiveness and source identification studies by August 15.
MA-3	Continue sample coordination with the Samish Indian Nation.
MA-4	Review and analyze sampling results from the Samish Indian Nation.

Section 12

REPORTING REQUIREMENTS

12.1 Permit Requirements

Section S9 of the Phase II Permit requires the City to:

- Submit an Annual Report to Ecology by March 31 of the following year (so that the reporting period for the annual report is the previous calendar year). The Annual Report shall include a submittal of the Annual Report form and attachments, which includes a copy of the Permittee's SWMP Plan and summaries, descriptions, reports, or other information as required.
- Retain all records related to the Phase II Permit and SWMP for at least five years and submit records to Ecology upon request.
- Make all records related to the Phase II Permit and the City's SWMP available to the public at reasonable times during business hours. A reasonable charge may be assessed by the Permittee for making photocopies of records.

12.2 Planned 2021 Compliance Activities

This SWMP Plan has been prepared in compliance with the NPDES Phase II Permit and describes planned activities for this calendar year. This SWMP Plan will be updated at least annually. The Annual Report and SWMP Plan will be posted to the City of Anacortes Stormwater website as required by the Permit. The web address for the City of Anacortes Stormwater website is contained in Appendix C. The City's planned SWMP activities for reporting requirements for this calendar year are included in Table 12-1.

Table 12-1. 2021 Reporting Requirements Work Plan	
Activity ID	Activity Description
RR-1	Submit Annual Report and SWMP Plan to Ecology.
RR-2	Retain records related to Phase II Permit and SWMP for at least five years.
RR-3	Make all records related to the Phase II Permit and SWMP available to the public.
RR-4	Post the Annual Report and SWMP Plan to the City of Anacortes Stormwater website as required by the Permit.

Appendix A

ACRONYMS AND DEFINITIONS

Acronyms and Abbreviations

AKART – All Known, Available, and Reasonable Methods of Prevention, Control, and Treatment

BMP – Best Management Practice

CWA – Clean Water Act of 1972

Ecology – Department of Ecology

EPA – Environmental Protection Agency

FBARCS – Fidalgo Bay Aquatic Reserve Citizen Stewardship Committee

IDDE – Illicit Discharge Detection and Elimination

IS – Information Services

MEP – Maximum Extent Practicable

MS4 – Municipal Separate Storm Sewer System

NPDES – National Pollutant Discharge Elimination System

O&M – Operations and Maintenance

Parks – City of Anacortes Parks Department

Phase II Permit – Western Washington Phase II Municipal Stormwater Permit

Public Works or PW – City of Anacortes Public Works Department

RSMP – Regional Stormwater Monitoring Program

SAM – Stormwater Action Monitoring

SCD – Skagit Conservation District

SIDIR – Source Identification Information Repository

SOP – Standard Operating Procedure

STORM – Stormwater Outreach for Regional Municipalities

SWMMWW – Stormwater Management Manual for Western Washington (2012, amended 2014)

SWMP – Stormwater Management Plan

SWPPP – Stormwater Pollution Prevention Plan

TMDL – Total Maximum Daily Load

Definitions

The following definitions are taken directly from the Phase II Permit and are reproduced here for the reader's convenience.

40 CFR means Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

AKART means All Known, Available, and Reasonable methods of prevention, control and Treatment. See also State Water Pollution Control Act, Chapter 90.48.010 RCW and Chapter 90.48.520 RCW.

All Known, Available and Reasonable Methods of Prevention, Control and Treatment (AKART) refers to the State Water Pollution Control Act, Chapter 90.48.010 RCW and Chapter 90.48.520 RCW.

Applicable TMDL means a TMDL which has been approved by EPA on or before the issuance date of this Permit, or prior to the date that Ecology issues coverage under this Permit, whichever is later.

Beneficial Uses means uses of waters of the State, which include but are not limited to use for domestic, stock watering, industrial, commercial, agricultural, irrigation, mining, fish and wildlife maintenance and enhancement, recreation, generation of electric power and preservation of environmental and aesthetic values, and all other uses compatible with the enjoyment of the public waters of the State.

Best Management Practices are the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by Ecology that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.

BMP means Best Management Practice.

Bypass means the diversion of stormwater from any portion of a stormwater treatment facility.

Circuit means a portion of a MS4 discharging to a single point or serving a discrete area determined by traffic volumes, land use, topography or the configuration of the MS4.

Component or Program Component means an element of the Stormwater Management Program listed in S5 - Stormwater Management Program for Cities, Towns, and Counties, or S6 – Stormwater Management Program for Secondary Permittees, or S7 – Compliance with Total Maximum Daily Load Requirements, or S8 – Monitoring and Assessment, of this Permit.

Community-based social marketing is a social marketing methodology. It employs a systematic approach intended to change the behavior of communities to reduce their impact on the environment. Realizing that providing information is usually not sufficient to initiate behavior change, community-based social marketing uses tools and findings from social psychology to discover the perceived barriers to behavior change and ways of overcoming these barriers.

Conveyance System means that portion of the municipal separate storm sewer system designed or used for conveying stormwater.

Co-Permittee means an owner or operator of an MS4 which is in a cooperative agreement with at least one other applicant for coverage under this Permit. A Co-Permittee is an owner or operator of a regulated MS4 located within or in proximity to another regulated MS4. A Co-Permittee is only responsible for permit conditions relating to discharges from the MS4 the Co-Permittee owns or operates. See also 40 CFR 122.26(b)(1).

CWA means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub.L. 92-500, as amended Pub. L. 95-217, Pub. L. 95- 576, Pub. L. (6-483 and Pub. L. 97-117, 33 U.S.C. 1251 et seq.).

Director means the Director of the Washington State Department of Ecology, or an authorized representative.

Discharge Point means the location where a discharge leaves the Permittee's MS4 through the Permittee's MS4 facilities/BMPs designed to infiltrate.

Entity means a governmental body, or a public or private organization.

EPA means the U.S. Environmental Protection Agency.

Fully Stabilized means the establishment of a permanent vegetative cover, or equivalent permanent stabilization measures (such as riprap, gabions or geotextiles) which prevents erosion.

General Permit means a permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual permits being issued to each discharger.

Groundwater means water in a saturated zone or stratum beneath the surface of the land or below a surface water body. Refer to Chapter 173-200 WAC.

Hazardous Substance means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical, or biological properties described in WAC 173-303-090 or WAC 173-303-100.

Heavy Equipment Maintenance or Storage Yard means an uncovered area where any heavy equipment, such as mowing equipment, excavators, dump trucks, backhoes, or bulldozers are washed or maintained, or where at least five pieces of heavy equipment are stored on a long-term basis.

Highway means a main public road connecting towns and cities.

Hydraulically Near means runoff from the site discharges to the sensitive feature without significant natural attenuation of flows that allows for suspended solids removal. See Appendix 7 Determining Construction Site Sediment Damage Potential for a more detailed definition.

Hyperchlorinated means water that contains more than 10 mg/Liter chlorine.

Illicit Connection means any infrastructure connection to the MS4 that is not intended, permitted or used for collecting and conveying stormwater or non-stormwater discharges allowed as specified in this Permit (S5.C.5 and S6.D.3). Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the MS4.

Illicit Discharge means any discharge to a MS4 that is not composed entirely of stormwater or of nonstormwater discharges allowed as specified in this Permit (S5.C.5 and S6.D.3).

Impervious Surface means a non-vegetated surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A non-vegetated surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or stormwater areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

Land Disturbing Activity means any activity that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to clearing, grading, filling and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered land disturbing activity. Vegetation maintenance practices, including landscape maintenance and gardening, are not considered land disturbing activity. Stormwater facility maintenance is not considered land disturbing activity if conducted according to established standards and procedures.

LID means Low Impact Development.

LID BMP means Low Impact Development Best Management Practices.

LID Principles means land use management strategies that emphasize conservation, use of on-site natural features, and site planning to minimize impervious surfaces, native vegetation loss, and stormwater runoff.

Low Impact Development (LID) means a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

Low Impact Development Best Management Practices (LID BMP) means distributed stormwater management practices, integrated into a project design, that emphasize pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. LID BMPs include, but are not limited to, bioretention, rain gardens, permeable pavements, roof downspout controls, dispersion, soil quality and depth, vegetated roofs, minimum excavation foundations, and water re-use.

Material Storage Facilities means an uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates, or other means.

Maximum Extent Practicable refers to paragraph 402(p)(3)(B)(iii) of the federal Clean Water Act which reads as follows: Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants.

MEP means Maximum Extent Practicable.

MS4 means Municipal Separate Storm Sewer System.

Municipal Separate Storm Sewer System means a conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

- (i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the CWA that discharges to waters of Washington State.
- (ii) Designed or used for collecting or conveying stormwater.
- (iii) Which is not a combined sewer;
- (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.; and
- (v) Which is defined as “large” or “medium” or “small” or otherwise designated by Ecology pursuant to 40 CFR 122.26.

National Pollutant Discharge Elimination System means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the State from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington State Department of Ecology.

Native Vegetation means vegetation comprised of plant species, other than noxious weeds, that are indigenous to the coastal region of the Pacific Northwest and which reasonably could have been expected to naturally occur on the site. Examples include trees such as Douglas Fir, western hemlock, western red cedar, alder, big-leaf maple; shrubs such as willow, elderberry, salmonberry, and salal; and herbaceous plants such as sword fern, foam flower, and fireweed.

New Development means land disturbing activities, including Class IV General Forest Practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of hard surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in Chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development. Refer to Appendix 1 for a definition of hard surfaces.

New Permittee means a city, town, or county that is subject to the Western Washington Municipal Stormwater General Permit and was not subject to the permit prior to July 1, 2019.

New Secondary Permittee means a Secondary Permittee that is covered under a municipal stormwater general permit

NOI means Notice of Intent.

Notice of Intent (NOI) means the application for, or a request for coverage under, a General Permit pursuant to WAC 173-226-200.

Notice of Intent for Construction Activity means the application form for coverage under the Construction Stormwater General Permit.

Notice of Intent for Industrial Activity means the application form for coverage under the Industrial Stormwater General Permit.

NPDES means National Pollutant Discharge Elimination System.

Outfall means a point source as defined by 40 CFR 122.2 at the point where a discharge leaves the Permittee's MS4 and enters a surface receiving waterbody or surface receiving waters. Outfall does not include pipes, tunnels, or other conveyances which connect segments of the same stream or other surface waters and are used to convey primarily surface waters (i.e., culverts).

Overburdened Community means minority, low-income, tribal, or indigenous populations or geographic locations in Washington State that potentially experience disproportionate environmental harms and risks. This disproportionality can be as a result of greater vulnerability to environmental hazards, lack of opportunity for public participation, or other factors. Increased vulnerability may be attributable to an accumulation of negative or lack of positive environmental, health, economic, or social conditions within these populations or places. The term describes situations where multiple factors, including both environmental and socio-economic stressors, may act cumulatively to affect health and the environment and contribute to persistent environmental health disparities.

Permittee unless otherwise noted, the term "Permittee" includes city, town, or county Permittee, CoPermittee, New Permittee, Secondary Permittee, and New Secondary Permittee.

Physically Interconnected means that one MS4 is connected to another storm sewer system in such a way that it allows for direct discharges to the second system. For example, the roads with drainage systems and municipal streets of one entity are physically connected directly to a storm sewer system belonging to another entity.

Project site means that portion of a property, properties, or right-of-ways subject to land disturbing activities, new hard surfaces, or replaced hard surfaces. Refer to Appendix 1 for a definition of hard surfaces.

QAPP means Quality Assurance Project Plan.

Qualified Personnel means someone who has had professional training in the aspects of stormwater management for which they are responsible and are under the functional control of the Permittee. Qualified Personnel may be staff members, contractors, or volunteers.

Quality Assurance Project Plan means a document that describes the objectives of an environmental study and the procedures to be followed to achieve those objectives.

RCW means the Revised Code of Washington State.

Receiving Waterbody or Receiving Waters means naturally and/or reconstructed naturally occurring surface water bodies, such as creeks, streams, rivers, lakes, wetlands, estuaries, and marine waters, or groundwater, to which a MS4 discharges.

Redevelopment means, on a site that is already substantially developed (i.e., has 35% or more of existing hard surface coverage), the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land disturbing activities. Refer to Appendix 1 for a definition of hard surfaces.

Regulated Small Municipal Separate Storm Sewer System means a Municipal Separate Storm Sewer System which is automatically designated for inclusion in the Phase II stormwater permitting program by its location within an Urbanized Area, or by designation by Ecology and is not eligible for a waiver or exemption under S1.C.

Runoff is water that travels across the land surface and discharges to water bodies either directly or through a collection and conveyance system. See also “Stormwater.”

SAM means Stormwater Action Monitoring

Secondary Permittee is an operator of a regulated small MS4 which is not a city, town or county. Secondary Permittees include special purpose districts and other public entities that meet the criteria in S1.B.

Sediment/Erosion-Sensitive Feature means an area subject to significant degradation due to the effect of construction runoff, or areas requiring special protection to prevent erosion. See Appendix 7 Determining Construction Site Sediment Damage Potential for a more detailed definition.

Shared Water Bodies means water bodies, including downstream segments, lakes and estuaries that receive discharges from more than one Permittee.

Significant Contributor means a discharge that contributes a loading of pollutants considered to be sufficient to cause or exacerbate the deterioration of receiving water quality or instream habitat conditions.

Small Municipal Separate Storm Sewer System means an MS4 that is not defined as “large” or “medium” pursuant to 40 CFR 122.26(b)(4) & (7) or designated under 40 CFR 122.26 (a)(1)(v).

Source Control BMP means a structure or operation that is intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. The SWMMWW separates source control BMPs into two types. Structural Source Control BMPs are physical, structural, or mechanical devices, or facilities that are intended to prevent pollutants from entering stormwater. Operational BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater.

Stormwater means runoff during and following precipitation and snowmelt events, including surface runoff, drainage or interflow.

Stormwater Action Monitoring (SAM) is the regional stormwater monitoring program for Western Washington. This means, for all of Western Washington, a stormwater-focused monitoring and assessment program consisting of these components: status and trends monitoring in small streams and marine nearshore areas, stormwater management program effectiveness studies, and source identification projects. The priorities and scope for SAM are set by a formal stakeholder group that selects the studies and oversees the program’s administration.

Stormwater Associated with Industrial and Construction Activity means the discharge from any conveyance which is used for collecting and conveying stormwater, which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant, or associated with clearing, grading and/or excavation, and is required to have an NPDES permit in accordance with 40 CFR 122.26.

Stormwater facility retrofits means both: projects that retrofit existing treatment and/or flow control facilities; and new flow control or treatment facilities or BMPs that will address impacts from existing development.

Stormwater Management Program (SWMP) means a set of actions and activities designed to reduce the discharge of pollutants from the MS4 to the MEP and to protect water quality, and comprising the components listed in S5 (for cities, towns, and counties) or S6 (for Secondary Permittees) of this Permit and any additional

actions necessary to meet the requirements of applicable TMDLs pursuant to S7 – Compliance with TMDL Requirements, and S8– Monitoring and Assessment.

Stormwater Treatment and Flow Control BMPs/Facilities means detention facilities, permanent treatment BMPs/facilities; and bioretention, vegetated roofs, and permeable pavements that help meet Appendix 1 Minimum Requirements #6 (treatment), #7 (flow control), or both.

Surface Waters includes lakes, rivers, ponds, streams, inland waters, salt waters, and all other surface waters and water courses within the jurisdiction of the State of Washington.

SWMMWW or Stormwater Management Manual for Western Washington means Stormwater Management Manual for Western Washington (2019).

SWMP means Stormwater Management Program.

TMDL means Total Maximum Daily Load.

Total Maximum Daily Load (TMDL) means a water cleanup plan. A TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL is the sum of the allowable loads of a single pollutant from all contributing point and nonpoint sources. The calculation must include a margin of safety to ensure that the water body can be used for the purposes the state has designated. The calculation must also account for seasonable variation in water quality. Water quality standards are set by states, territories, and tribes. They identify the uses for each water body, for example, drinking water supply, contact recreation (swimming), and aquatic life support (fishing), and the scientific criteria to support that use. The Clean Water Act, Section 303, establishes the water quality standards and TMDL programs.

Tributary Conveyance means pipes, ditches, catch basins, and inlets owned or operated by the Permittee and designed or used for collecting and conveying stormwater.

UGA means Urban Growth Area.

Urban Growth Area (UGA) means those areas designated by a county pursuant to RCW 36.70A.110.

Urbanized Area is a federally-designated land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile. Urbanized Areas are designated by the U.S. Census Bureau based on the most recent decennial census.

Vehicle Maintenance or Storage Facility means an uncovered area where any vehicles are regularly washed or maintained, or where at least 10 vehicles are stored.

Water Quality Standards means Surface Water Quality Standards, Chapter 173-201A WAC, Groundwater Quality Standards, Chapter 173-200 WAC, and Sediment Management Standards, Chapter 173-204 WAC.

Waters of the State includes those waters as defined as "waters of the United States" in 40 CFR Subpart 122.2 within the geographic boundaries of Washington State and "waters of the State" as defined in Chapter 90.48 RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and water courses within the jurisdiction of the State of Washington.

Waters of the United States refers to the definition in 40 CFR 122.2.

Appendix B

ANACORTES MUNICIPAL CODE

The following includes the many of the sections in the City of Anacortes Municipal Code that relate to the City's Stormwater Management Program:

Title 13 Public Services

Chapter 13.10 Storm and Sewer Surface Water Utility

Chapter 13.18 Elimination of Storm or Surface Drainage Water from Sewerage System

Title 16 Tree Preservation

Chapter 16.50 Tree Preservation

Title 17 Critical Areas and Essential Public Facilities

Chapter 17.70 Critical Area Regulations

Title 18 Environmental Protection

Chapter 18.04 State Environmental Policy Act

Chapter 18.16 Shoreline Master Plan

Chapter 18.30 Illicit Discharges and Connections to the Stormwater Drainage System

Chapter 18.40 Operations and Maintenance of Private and Municipal Stormwater Facilities

Title 19 Unified Development Code

Chapter 19.12 Definitions and Interpretation

Chapter 19.22 Concurrency

Chapter 19.30 Site Plan Review

Chapter 19.32 Land Divisions

Chapter 19.42 Form and Intensity Standards

Chapter 19.43 Residential Uses

Chapter 19.51 Public Street Improvements Required

Chapter 19.52 Public Street Design

Chapter 19.53 Private Driveways and Access

Chapter 19.54 Subdivision Design and Block Structure

Chapter 19.61 Block Frontage Standards

Chapter 19.62 Site Planning

Chapter 19.64 Parking

Chapter 19.65 Landscaping

Chapter 19.76 Stormwater

Chapter 19.78 Clearing and Grading

Chapter 19.82 Development Agreement for Port-Owned Property

Title 20 Civil Enforcement and Penalties

Appendix C

USEFUL WEBSITES

City of Anacortes website: <https://www.anacorteswa.gov/>

City of Anacortes stormwater website: <https://www.anacorteswa.gov/493/Stormwater>

City of Anacortes Stormwater Resources:
<https://www.anacorteswa.gov/269/Stormwater>

City of Anacortes Illicit Discharge Detection and Elimination Program Manual:
<https://www.cityofanacortes.org/DocumentCenter/View/13588/IDDE-Manual-with-Appendix-A-F-October-2018-PDF>

City of Anacortes GIS Mapping: <https://www.anacorteswa.gov/635/GIS-Mapping>

City of Anacortes IDDE Program Manual:
<https://www.anacorteswa.gov/DocumentCenter/View/13588/IDDE-Manual-with-Appendix-A-F-October-2018-PDF>

City of Anacortes Minimum Requirements #1 to # 5/9 Form:
<https://www.anacorteswa.gov/DocumentCenter/View/99/Stormwater-Minimum-Requirements-1-9--PDF>

City of Anacortes Minimum Requirements #2 Form:
<https://www.anacorteswa.gov/DocumentCenter/View/13743/Stormwater-Minimum-Requirement-2-PDF>

City of Anacortes Planning, Community, and Economic Development website:
<https://www.cityofanacortes.org/161/Planning-Community-Economic-Development>

Skagit Conservation District: <http://www.skagitcd.org/>

Department of Ecology: <https://ecology.wa.gov/>

NPDES Phase II Permit: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Western-Washington-Phase-II-Municipal-Stormwater>

Stormwater Action Monitoring: <https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Stormwater-monitoring/Stormwater-Action-Monitoring>

Skagit Conservation District Programs in partnership with the City of Anacortes:

Skagit Stream Team: http://skagitcd.org/stream_team

Backyard Conservation Stewardship Program: http://skagitcd.org/backyard_wildlife

Watershed Masters Volunteer Training Program: http://skagitcd.org/watershed_masters

Brochures available on the City of Anacortes website:

Charity Car Wash Kits: <https://www.anacorteswa.gov/DocumentCenter/View/4584/Charity-Car-Wash-Kits-PDF>

Five Steps to Natural Yard Care: <https://www.anacorteswa.gov/DocumentCenter/View/4585/Five-Steps-to-Natural-Yard-Care-PDF>

Food and Restaurant Good Cleaning Practices:
<https://www.anacorteswa.gov/DocumentCenter/View/4586/Food-and-Restaurant-Good-Cleaning-Practices-PDF>

Industry Automobile Good Cleaning Practices:
<https://www.anacorteswa.gov/DocumentCenter/View/4587/Industry-Automobile-Good-Cleaning-Practices-PDF>

Low Impact Development (LID) Fact Sheet:
<https://www.anacorteswa.gov/DocumentCenter/View/4588/Low-Impact-Development-LID-Fact-Sheet-PDF>

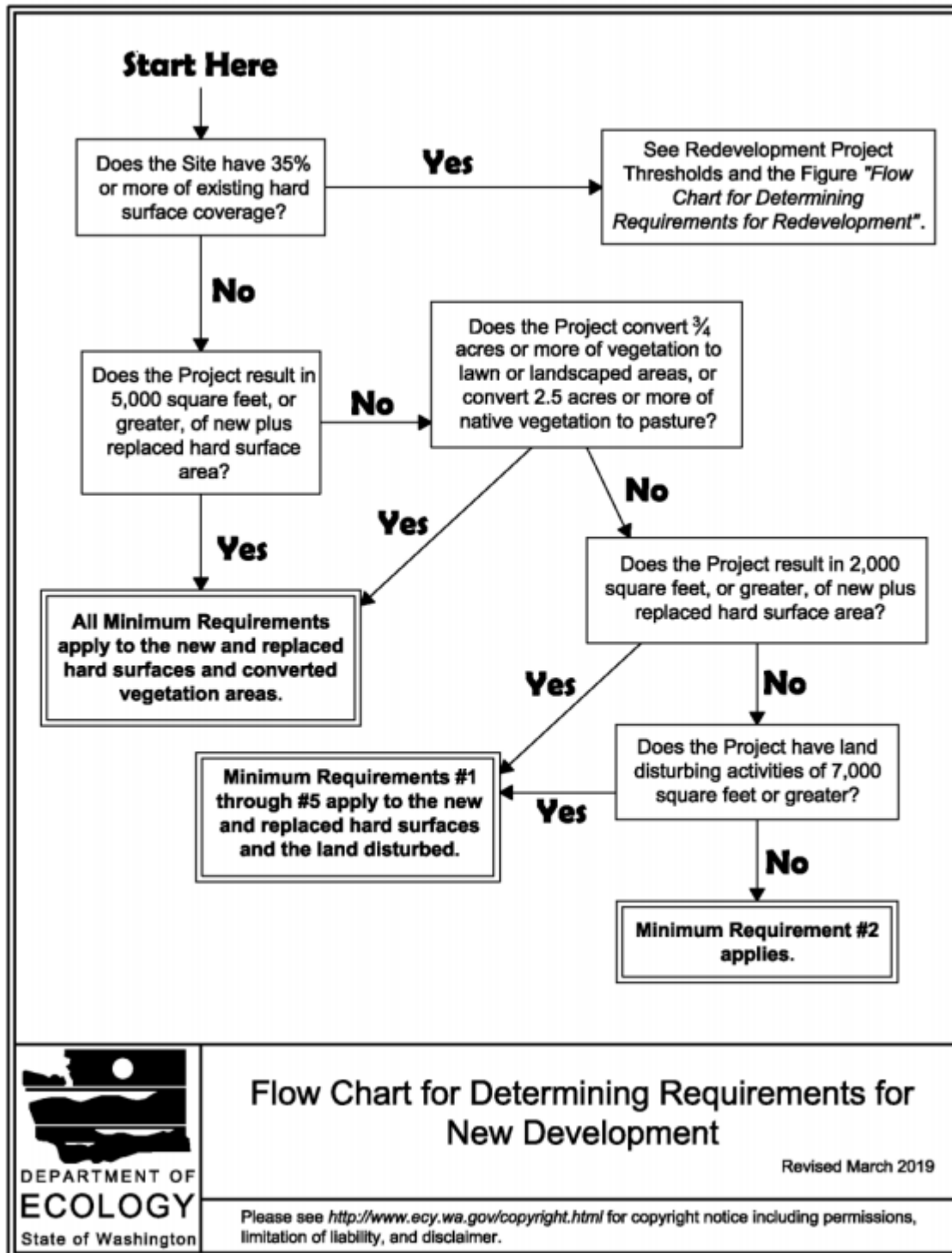
Mobile Carpet Cleaning Practices:
<https://www.anacorteswa.gov/DocumentCenter/View/4589/Mobile-Carpet-Cleaning-Practices-PDF>

Power Washing Practices:
<https://www.anacorteswa.gov/DocumentCenter/View/4590/Power-Washing-Practices-PDF>

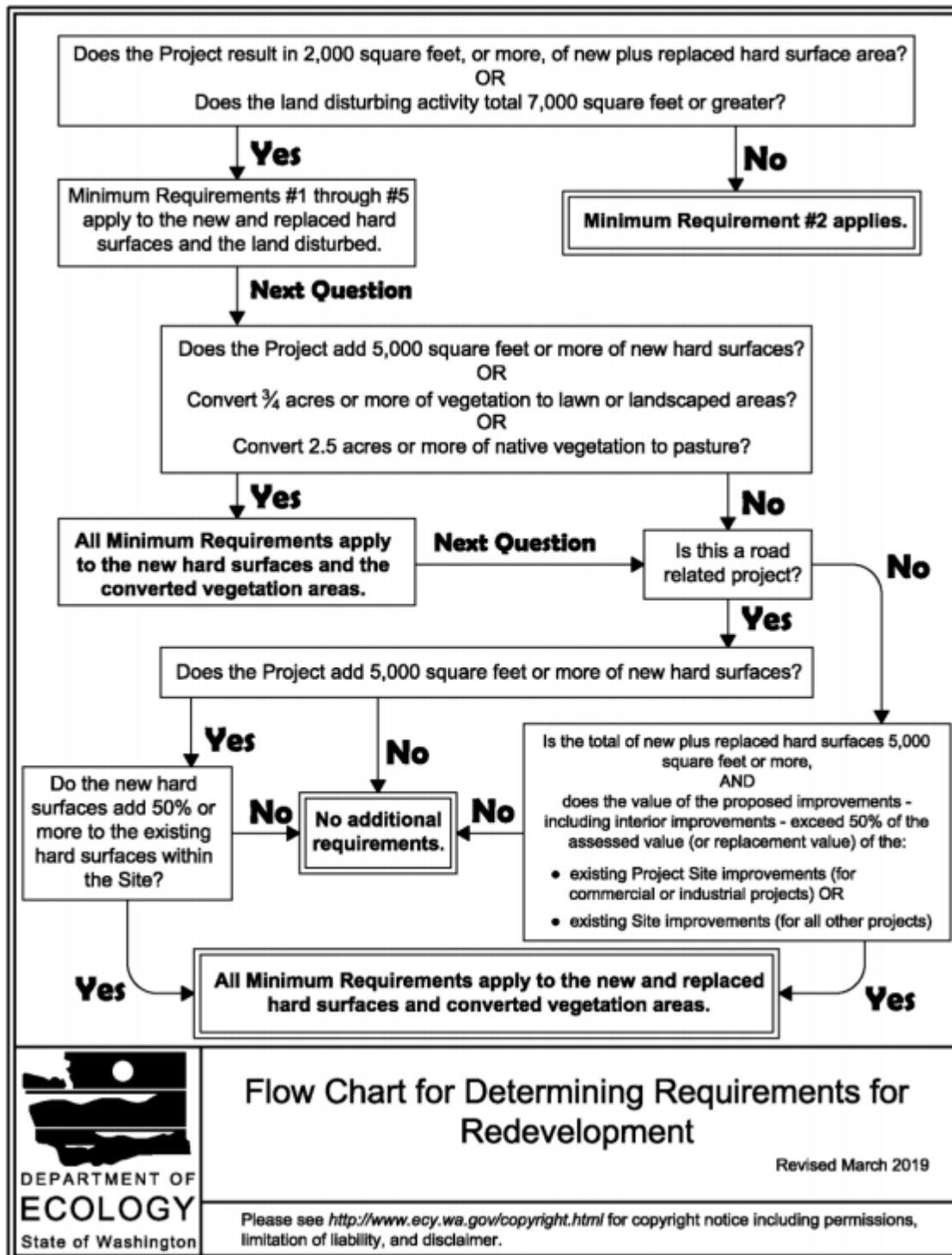
Appendix D

ECOLOGY FLOW CHARTS

Flow Chart for Determining Requirements for New Development



Flow Chart for Determining Requirements for Redevelopment





March 2021

GPON CUSTOMER COUNT & REVENUE

Month	In Service	Static IPv4 Address	Internet Service Revenue	Static IPv4 Revenue	GPON Revenue	Other Revenue	TOTAL REVENUE
Mar-20	9	1	\$ 1,171.00	\$20	\$ 1,191.00	\$ -	\$ 1,191.00
Apr-20	30	3	\$ 3,180.00	\$49	\$ 3,229.00	\$ -	\$ 3,229.00
May-20	138	6	\$ 9,102.00	\$109	\$ 9,211.00	\$ -	\$ 9,211.00
Jun-20	209	10	\$ 13,451.00	\$145	\$ 13,596.00	\$ -	\$ 13,596.00
Jul-20	246	15	\$ 15,884.00	\$190	\$ 16,074.00	\$ -	\$ 16,074.00
Aug-20	284	19	\$ 18,456.00	\$248	\$ 18,704.00	\$ -	\$ 18,704.00
Sep-20	314	24	\$ 20,646.00	\$326	\$ 20,972.00	\$ 867.00	\$ 21,839.00
Oct-20	341	26	\$ 22,489.00	\$344	\$ 22,833.00	\$ 867.00	\$ 23,700.00
Nov-20	363	27	\$ 23,827.00	\$353	\$ 24,180.00	\$ 2,023.25	\$ 26,203.25
Dec-20	463	43	\$ 29,897.00	\$382	\$ 30,279.00	\$ 2,023.25	\$ 32,302.25
Jan-21	524	31	\$ 33,616.00	\$411	\$ 34,027.00	\$ 2,023.25	\$ 36,050.25
Feb-21	575	34	\$ 36,445.00	\$449	\$ 36,894.00	\$ 2,023.25	\$ 38,917.25
Mar-21	624	31	\$ 38,906.00	\$400	\$ 39,306.00	\$ 2,023.25	\$ 41,329.25

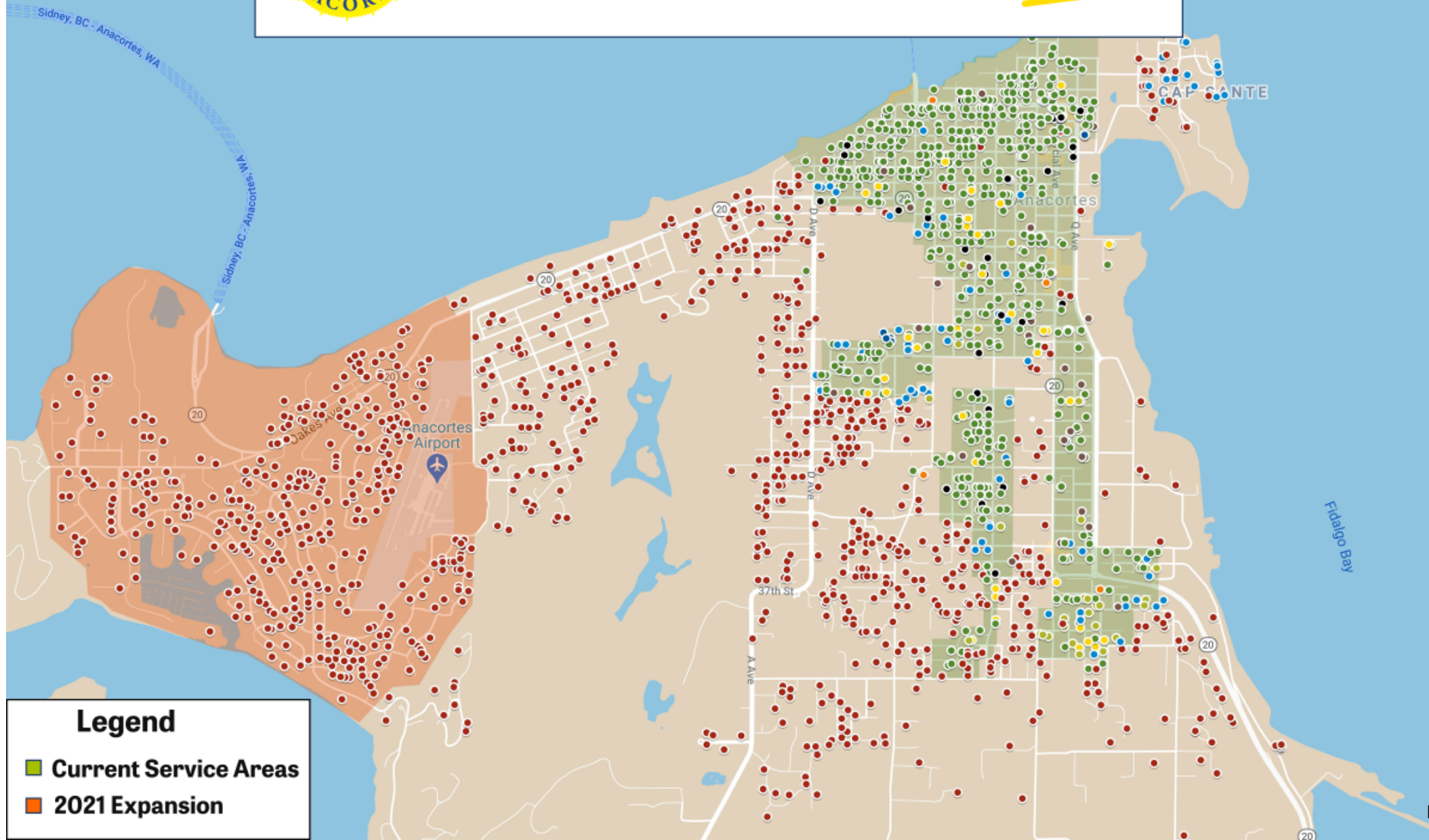
CUSTOMER ORDERS

Residential	Count	Monthly Revenue	Commercial	Count	Monthly Revenue	Other Customers	
100Mbps	181	\$ 7,059.00	100Mbps	33	\$ 2,937.00	\$867.00	
100Mbps managed	171	\$ 8,379.00	100Mbps managed	20	\$ 1,980.00	\$1,156.25	
1Gbps	120	\$ 8,280.00	1Gbps	27	\$ 4,023.00		
1Gbps managed	65	\$ 5,135.00	1Gbps managed	7	\$ 1,113.00		
One Static IP	4	\$ 36.00	One Static IP	16	\$ 144.00		
Five Static IPs	2	\$ 40.00	Five Static IPs	9	\$ 180.00		
Total:	537	\$ 28,929.00	Total:	87	\$ 10,377.00		
Grand Total	\$ 41,329.25						
	CBD	Old Town	M Ave	2020 Aerial Areas	West End	Remainder of City	Total
Potential Customers	255	562	160	1296	2302	3043	7618
Sign-ups	114	261	70	337	441	698	1921
Take-Rate	44.7%	46.4%	43.8%	26.0%	19.2%	22.9%	25.2%
Partial Installs	1	0	0	0	0	0	1
In-Service	100	236	58	206	0	24	624
Percentage of Orders in Service	87.7%	90.4%	82.9%	61.1%	0.0%	3.4%	

In our current service areas 782 orders have been received of the potential 2273 customers which equates to 34.4% market share.



Access - Anacortes Fiber 2021 Service Areas

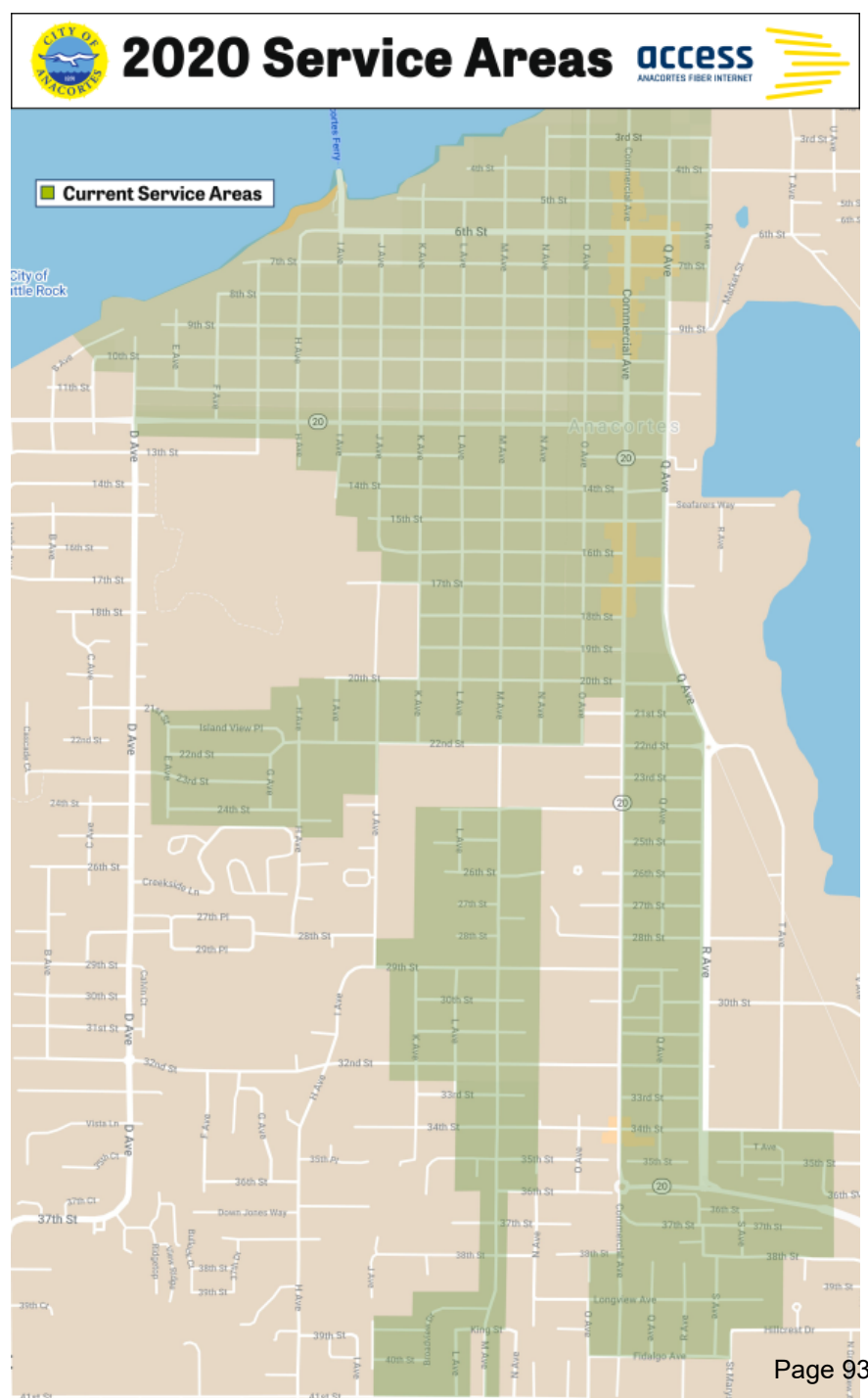


Legend

- Current Service Areas
- 2021 Expansion

ACCESS ANACORTES FIBER INTERNET SERVICE AREA

Fiber technicians are systematically completing installations and placing customers into service. There are 182 orders in queue for service in our current service areas.



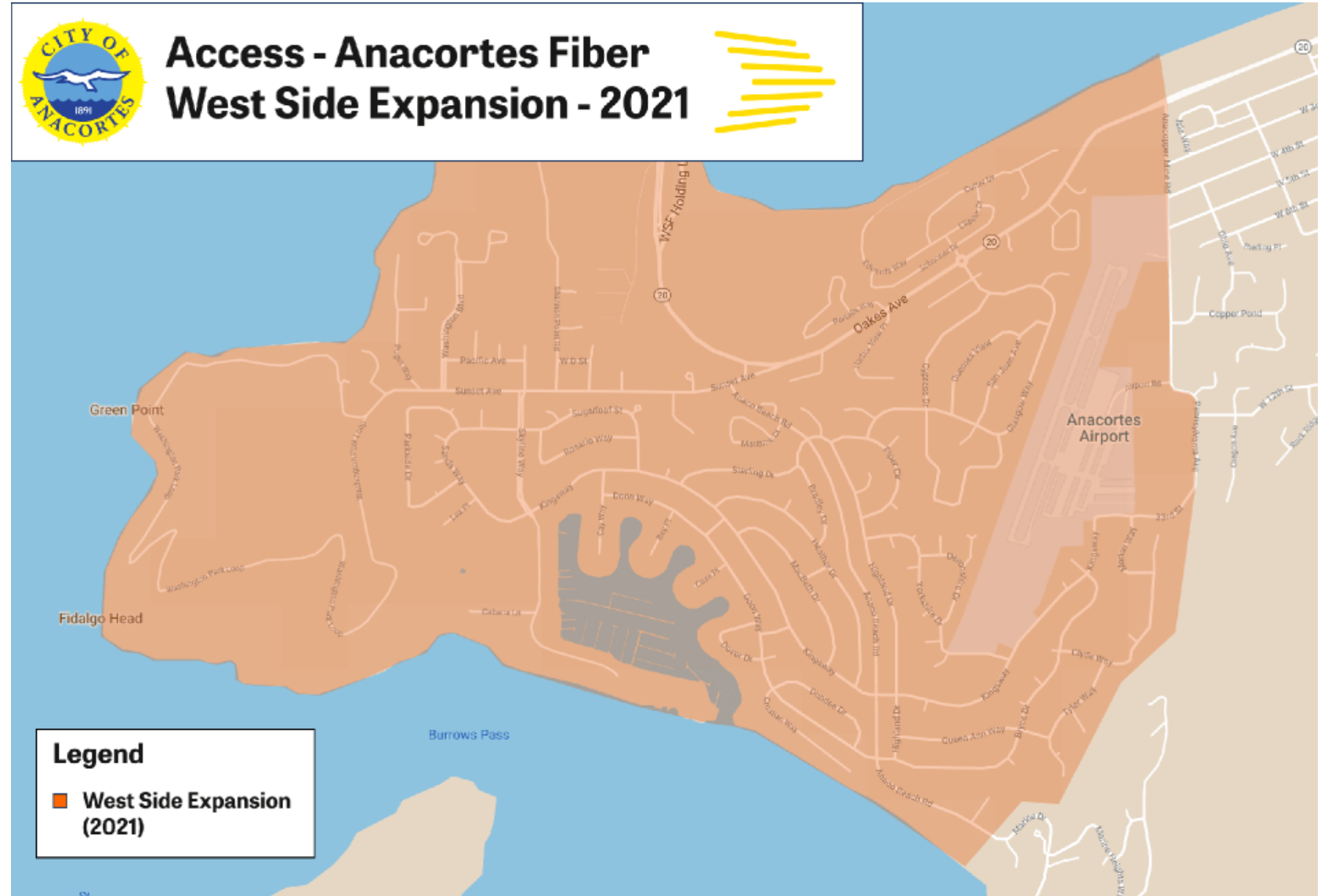
NETWORK EXPANSION

Area	Pass	Projected Expansion Timeframe	Funding
“West End” West of Anacopper Mine Rd.	2375	2021 design, construction, and installations. Installations will continue into early 2022.	Savibank Line of Credit (up to \$4.5M)
East of A Ave. Backfilling current service area	1815	Dependent upon whether EDA grant approved or not. • If grant approved, 2021 design and 2022 construction and installations • If grant denied, 2022 design, construction, and installations	• Economic Development Administration (EDA) grant for \$2.25M under review. EDA requires demonstration of additional private employment opportunities resulting from grant award. This section of the City is the primary area for business density to meet this requirement. • Balance of project to be funded through Line of Credit.
East of Anacopper Mine Rd. to A Ave.	875	2023	TBD
Urban Growth Area along HWY 20 & March’s Point	Tbd	2023-2024	TBD

2021 EXPANSION

2021 NETWORK EXPANSION

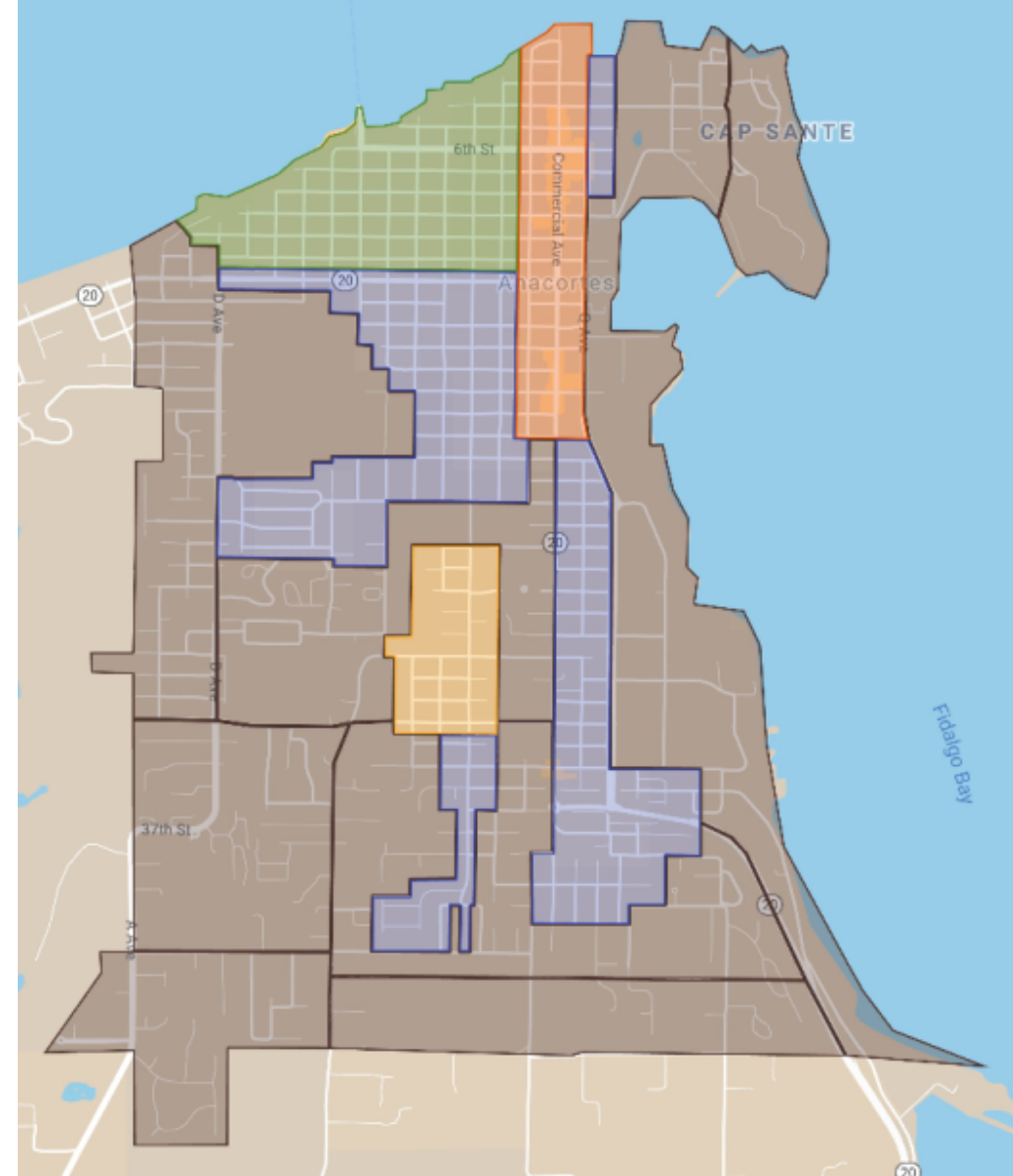
- West of Anacopper Mine Road
- Design nearing completion
- Placing material orders
- Passes 2375 premises
- By end of 2021 will have passed 4753 premises (of 7600)



2022 EXPANSION

NETWORK EXPANSION

- Expansion timeframe dependent upon whether City receives \$2.25M grant from the Department of Commerce Economic Development Administration
- Grant application progressed to next level review
- Project requires design, construction, and installation
- A Avenue east to City limits
- 1815 premises



SPECIAL PROJECTS

☐ PORT OF ANACORTES

March 2021

Ad Hoc Construction to Bartholomew Rd property

Tenants enter into service agreements for business-class internet

☐ ANACORTES SENIOR ACTIVITY CENTER

1st quarter 2021

Fiber being extended to City property

Replaces wireless connectivity

☐ ROCK ISLAND COMMUNICATIONS

2nd quarter 2021

Dark fiber lease

Dark fiber lease for medical services

☐ WESTERN WASHINGTON UNIVERSITY- SHANNON POINT MARINE CENTER

Late 2021

Dedicated internet access

☐ ISLAND HOSPITAL- ADDITIONAL SITE

Late 2021

Dark fiber lease



COMING ACTIVITY

- *EDA Decision on grant application*
- *Contract for construction of 2021 service area*

IN HOME INSTALLATIONS



30 Guidelines

Training & Supervision

Social Distancing

PPE

Sanitation & Cleanliness

Employee Health

Job Site Tracking

COVID-19 JOBSITE GUIDELINES



**Jobsite Sign-in
Protocols Required**



**Wash Hands Before
and After
Installation**



**Maintain 6' Distance
of Separation**



**Wear Masks, Gloves, and
Goggles at All Times**



**Sanitize Work Area
Before and After
Installation**



**Weekly Safety
Meetings**



**Do Not Come to
Work if You're Sick**



**Stay Home if You've
Been in Contact with a
COVID 19 Patient in the
Last 14 Days**

- > **Faster Speeds**
- > **Lower Prices**

- > **More Reliable**
- > **Locally Run**

Residential Plans

Month to Month

100 Mbps	\$39/month
1 Gbps	\$69/month
Managed WiFi	\$10/month
Install Fee	\$100

Business Plans

12 Month Contract

100 Mbps	\$89/month
1 Gbps	\$149/month
Managed WiFi	\$10/month
Install Fee	\$100





City Council Agenda Bill

Meeting Date: March 15, 2021 **Agenda Item:** 5.d.

Agenda Item Title: Resolution 3025: Extending the Duration of Resolution 2082 Providing Temporary Procedures to Respond to the COVID-19 Epidemic

Staff Contact(s): STEVE HOGLUND

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
MARCIA HUNT	Resolution
STEVE HOGLUND	
DARCY SWETNAM	

Item Summary: The City of Anacortes first responded to the Covid crisis with [Resolution 2082](#) adopted on 3/16/2020, which (in part) directed that Council and Committee meetings be held remotely. The provisions of Resolution 2082 have been extended by resolution several times since then. The current resolution extended the provisions through 3/31/2021, and therefore will expire after the last regular Council meeting of March, if not extended further. It is recommended the existing Covid response provisions, including remote meeting requirements, be extended through 6/30/2021.

Budget Impact:
No direct budget impact.

Previous Action: On March 16, 2020 City Council adopted Resolution 2082 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic.

On April 27, 2020 City Council adopted Resolution 2085, extending the duration of Resolution 2082 through July 31, 2020.

On July 27, 2020 City Council adopted Resolution 2096, extending the duration of Resolution 2082 through September 30, 2020 with the exception of paragraph 3c which expired July 31, 2020. Under Resolution 2096, both public comment and public hearings are allowed electronically.

On September 21, 2020 City Council adopted Resolution 3000, extending the duration of Resolution 2082 through December 31, 2020.

On [December 28, 2020](#) City Council adopted [Resolution 3010](#), extending the duration of Resolution 2082 through March 31, 2021, with the exception of paragraph 4(a), as

the hiring freeze provision had been adopted in the 2021 budget ordinance 3078 .

Recommended Motion: I move to adopt Resolution 3025 extending the Covid response procedures through June 30, 2021.

Alternative Actions: Do not adopt new procedures and revert to procedures adopted by Resolution 2044; propose alternative procedures; propose alternative expiration date.

Attachments (listed in order presented):

1. Resolution 3025 extending Resolution 2082

RESOLUTION NO. 3025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES EXTENDING THE DURATION OF RESOLUTION 2082 PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE COVID-19 EPIDEMIC

WHEREAS, on March 16, 2020 City Council adopted Resolution 2082 ratifying a proclamation of emergency and providing temporary procedures to respond to the COVID-19 epidemic; and

WHEREAS, on April 27, 2020 City Council adopted Resolution 2085 extending the duration of Resolution 2082 through July 31, 2020; and

WHEREAS, on July 27, 2020 City Council adopted Resolution 2096 extending the duration of Resolution 2082 through September 30, 2020; and

WHEREAS, on September 21, 2020 City Council adopted Resolution 3000 extending the duration of Resolution 2082 through December 31, 2020; and

WHEREAS, on December 28, 2020 City Council adopted Resolution 3010 extending the duration of Resolution 2082 through March 31, 2021; and

WHEREAS, the public emergency for the novel coronavirus (COVID-19) continues and the future course of the emergency remains uncertain,

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that:

Section 1 – Continuing Effect of Resolution 2082

The provisions of Resolution 2082 shall remain in effect until June 30, 2021, or earlier if rescinded by future City Council resolution, with the exception of Section 3(C) which expired on July 31, 2020 and Section 4(A) which expired on December 31, 2020.

Section 2 – Public Hearings

Any public hearing that cannot be held in person during the effective period of this resolution must offer public participation via telephone and other electronic means. City Council and staff will also encourage and accept public comment via email or written comment.

**INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY
OF ANACORTES on this 15th day of March, 2021.**

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steven D. Hoglund, City Clerk Treasurer