CITY OF BOISE

Stormwater Management Program Plan Document

2026

NPDES Permit #IDS027561

PUBLIC WORKS DEPARTMENT | 150 N. CAPITOL BLVD. | BOISE, IDAHO 83702

Table of Contents

List of Tables

Abbreviations, Acronyms, and Symbols

ACHD	Ada County Highway District
BCC	Boise City Code
BMP	Best Management Practice
BPR	Boise Department of Parks and Recreation
BSU	Boise State University
CGP	Construction General Permit
DD3	Ada County Drainage District #3
EPA	Environmental Protection Agency
ESC	Erosion and Sediment Control
FSO	Facilities Services and Operations
FTE	Full-time Employee
GSI	Green Stormwater Infrastructure
I/C	Industrial/Commercial
IDDE	Illicit Discharge Detection and Elimination
IDEQ	Idaho Department of Environmental Quality
IGA	Intergovernmental Agreement

IPM	Integrated Pest Management
ITD3	Idaho Transportation Department, District 3
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
MSGP	Multi-Sector General Permit
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
PDS	Planning and Development Services
RP	Responsible Person
SWMP	Stormwater Management Program
SWPPP	Stormwater Pollution Prevention Plan
USGS	United States Geological Survey

1 Introduction

The National Pollutant Discharge Elimination System (NPDES) is a federal permit program authorized under the Federal Clean Water Act of 1972 (as amended) that regulates stormwater and wastewater discharges to Waters of the United States. While the NPDES permit program is a federal requirement, it is primarily administered by the states.

The Environmental Protection Agency, Region 10 (EPA) reissued a third cycle Phase I NPDES Municipal Separate Storm Sewer System (MS4) Permit IDS027561 (Permit), effective October 1, 2021. The Permit is issued to the City of Boise, (City), Ada County Highway District (ACHD), Ada County Drainage District #3 (DD3), Boise State University (BSU), City of Garden City, and the Idaho Transportation Department District #3 (ITD3), (collectively "Permittees"). Permitting authority for the Permit transferred from EPA to the Idaho Department of Environmental Quality (IDEQ) on July 1, 2021.

The current Permit is available at:
https://www.epa.gov/sites/default/files/2021-06/documents/r10-npdes-boise-garden-City-ms4s-ids027561-final-permit-2021.pdf

The Permit is implemented by each Permittee; some Permit parts are implemented by each Permittee separately while others are implemented jointly through Partners for Clean Water. The Permit authorizes discharge of all MS4 outfalls in the Permit Area to waters of the United States, including the Boise River and its tributaries in accordance with the conditions and requirements of the Permit. The Phase I Permit Area includes the cities of Boise and Garden City; a map of the Permit Area is included in Appendix A. The Permit expires on September 30, 2026.

1.1 SMWP Document

The Permit requires each Permittee to maintain a written Stormwater Management Program (SWMP) document, or documents, to describe in detail how the Permittee complies with the required stormwater management control measures in the Permit. Boise's SWMP provides the City's actions to reduce the discharge of pollutants from the MS4 to the Maximum Extent Practicable (MEP) through best management practice (BMP) selection.

The SWMP document includes a narrative description of the City's MS4, maps, all related ordinances, policies and activities, and is available through a public website. The most recent SWMP documents for the City and all other Permittees are posted on the Partners for Clean Water website. The City's SWMP document is also posted on the City's Stormwater and Drainage Control web page.

The following sections describe the SWMP elements and how they are being implemented by the City to comply with the conditions of the Permit. The City gathers, tracks, maintains and uses SWMP information on an on-going basis to evaluate program development and implementation, set priorities and assesses Permit compliance. SWMP progress and statistics are reported in each Annual Report.

The SWMP document will be updated as needed until the Permit expires on August 4, 2026 and subsequently if it is administratively extended. This document fulfills the requirements for written documentation identified in the Permit.

1.2 Permittee Partnership

The Permit provides the option for Permittees to individually or jointly meet Permit obligations. The Permittees have been working cooperatively as partners in compliance for over twenty years. The Permittees have an existing Intergovernmental Agreement (IGA) that identifies shared responsibilities and individual agency cost share support for each of these obligations. The agreement also provides a mechanism for joint funding of other requirements (e.g. subwatershed planning) that will occur during the term of the Permit. The IGA and Operating Guidelines can be found in Appendix B.

The most recent IGA identifies ACHD as the lead for administration and monitoring requirements and the City of Boise as the lead for education, outreach and public involvement.

Annually, the City coordinates with ACHD to mutually agree on a scope of work to conduct industrial and commercial stormwater inspections on behalf of ACHD. These inspections are conducted outside of the public right-of-way and therefore outside of ACHD jurisdiction. The City also works with ACHD to help enforce illicit discharge ordinances.

2 City of Boise Stormwater Management Program

2.1 City Jurisdiction

The City currently implements the SWMP within City limits, including any new areas added to our MS4 during the Permit term (e.g. annexation). The City reviews and approves municipal projects on City-owed property as well as private drainage projects that are required by our Stormwater Management Design Manual.

2.2 City Staff Organization and Responsibilities

Permit implementation and compliance is executed by numerous City staff in various departments. The Public Works Department is the point of contact and Permit administrator for all MS4 NPDES Permit activities. Within the City, several Departments/Divisions take on stormwater compliance responsibilities, including Engineering, Planning and Development Services (PDS), Facilities Services and Operations (FSO), Utility Maintenance, Parks and Recreation, and the Airport. Table 1 describes the City's staffing levels associated with the stormwater program.

Table 1. City of Boise Stormwater Staff Resources

Position	Permit Responsibilities
Stormwater Program Coordinator 1 Full-time Employee (FTE)	• Administration of NPDES Phase I Permit • Education and Outreach • Illicit Discharge Response • Industrial and Commercial Site Inspections • Permanent SW controls inspection and enforcement • Training
Deputy City Engineer **Engineer** 4 FTEs	• Preconstruction Site Plan Review • Post-construction Stormwater Management • Permanent Stormwater Controls Plan Reviews • Operation and Maintenance Agreements
Erosion Control Coordinator **Erosion Control Inspector** 2 FTEs	• Construction Site Runoff Control • Preconstruction Site Plan Review • Construction Site Inspection and Enforcement • Education and Outreach • Construction Site Control Training • Responsible Person Training
Various other Departments Airport, FSO, Parks and Recreation	• Education and Outreach • Stormwater Infrastructure and Street Management • Catch Basin inspection and cleaning • City-owned SW Control Inspections and Maintenance • Litter Control • City-owned parking lot and roadway O&M • City SWPPP inspections

2.3 SWMP Information and Statistics

The City is required to maintain a method of gathering, tracking, and using SWMP information to set priorities and assess Permit compliance.

Permit compliance and SMWP progress is tracked using spreadsheets that are utilized by each department for their respective SMWP control measure responsibilities. Inspection records, education and outreach activities, illicit discharge response, etc. are added to these tracking tools throughout the reporting year. This information is reviewed and assessed continuously throughout the year and ultimately summarized in Annual Reports. Discernable trends are used to guide any necessary SWMP modifications, set priorities in the current or coming year, and ensure compliance.

2.4 Legal Authority

The Permit requires the Permittees to maintain relevant regulatory mechanisms to control pollutant discharges into and from its MS4.

The City of Boise has adequate legal authority through the Boise City Code (BCC), specifically the Boise City Stormwater Management and Discharge Control Ordinance

(BCC 10-6) and Boise City Construction Site Erosion Control Ordinance (BCC 9-14), the adopted Boise Stormwater Management Design Manual and the IGA to control pollutant discharges into and from its MS4 to meet the requirements of the NPDES Permit. The City also has a Construction Site Runoff Control Enforcement Response Policy (ERP) and an ERP that outlines enforcement of Illicit Discharge Detection and Elimination (IDDE) and Permanent Stormwater Management Controls. These ERPs can be found in Appendix C.

Below is a summary of the unique legal authorities which satisfy the six legal authority criteria specifically listed in the Permit:

Criteria 1: Must have authority to prohibit and eliminate illicit discharges to the MS4.

Satisfying legal authority:

- BCC 10-6-2: Discharge Regulations and Requirements- Prohibits illicit discharges to any storm drain, including both the MS4 and private storm drains. BCC 10-6-1-3 defines Illicit Discharge
- BCC 10-6-2-2: Illicit Connections- prohibits illicit drainage connections to the MS4 or to commence or continue illicit discharges to the MS4. BCC 10-6-1-3 defines Illicit Connection.

Criteria 2: Must have authority to control the discharge to the MS4 of spills, dumping or disposal of materials other than stormwater.

Satisfying legal authority:

- BCC 10-6-2-1: General Requirements and Prohibitions – prohibits non-stormwater and pollutant discharges to MS4
- BCC 10-6-2-3: Parking Lots and Similar Structures- regulates non-stormwater discharges to MS4s from parking lots and similar structures
- BCC 10-6-2-4: Outdoor Storage Areas; Commercial and Industrial Facilities – contains illicit discharge and spill prevention/containment system requirements
- BCC 10-6-2-6 and adopted Boise Non-Stormwater Disposal Best Management Practices prohibit non-stormwater use of storm drains except under regulated and defined exceptions

Criteria 3: Must control the discharge of stormwater and pollutants from land disturbance and development, both during the construction phase and after site stabilization has been achieved,

Satisfying legal authority:

- BCC 10-6-2-5 and BCC 9-14 regulate prohibited discharges from Construction Sites

- BCC 10-6-3-1 requires new development and redevelopment sites to submit for approval a stormwater management plan or a comprehensive drainage plan to control the quality, volume and rate of stormwater runoff
- BCC 10-6-3-3 requires stormwater facilities to be maintained by the owner, and be repaired or replaced when not functioning as designed

Criteria 4: Must control through interagency agreements the contribution of pollutants from one portion of the MS4 to another portion of the MS4.

Satisfying legal authority:

- Intergovernmental Agreement and Operating Guidelines. (Appendix B)

Criteria 5: Must have authority to require compliance with conditions

Satisfying legal authority:

- Idaho Code Section 50-302: Grants cities in Idaho authority to pass ordinances and regulations and enforce ordinances by fines of up to $1000 and/or incarceration of up to 6 months
- BCC 10-6-4-4: Violations Constituting Misdemeanors-makes failing to comply with the provisions of the Stormwater Ordinance a misdemeanor
- BCC 10-6-4-7: Acts Resulting in Violation of Federal Clean Water Act-makes violations subject to criminal and civil sanctions
- BCC 10-6-4-8: Violations Deemed a Public Nuisance-allows for violations of Ordinance to be declared a nuisance and summarily abated
- BCC 10-6-4-9: Civil Actions- provides for enforcement of Ordinance provisions through civil actions including injunctions and cost recoveries
- BCC 10-6-4-10: Administrative Enforcement Powers- provides for administrative enforcement including cease and desist orders and notices to clean

Criteria 6: Must carry out all inspection, surveillance, and monitoring procedures necessary to determine Permit compliance and noncompliance with Permit conditions

Satisfying legal authority:

- BCC 10-6-4-1: Inspections- provides for the inspection of private and public stormwater systems
- BCC 10-6-4-2 and 10-6-4-3: Sampling and Testing and Monitoring- allows the City to require sampling, testing and monitoring

3 Narrative Description of the City's MS4

Boise City, Idaho is the capital and most populous City in Idaho. According to the 2024 US Census estimates, the Boise population was 237,963[1]. The MS4 Permit area covers an area of 120 square miles, and is defined by the corporate boundaries of the City of Boise and the City of Garden City.

Boise has a semi-arid, or high desert, climate characterized by hot, dry summers and cold, moderately wet winters, featuring four distinct seasons. Annual precipitation averages approximately 11-12 inches, with snowfall contributing a significant portion of annual moisture. The region's typical storms are small; approximately 95% of rainfall events produce less than 0.6 inches in 24 hours, underscoring how impervious surfaces can quickly generate runoff relative to infiltration capacity.

The City of Boise is directly responsible for discharges from storm sewer systems and outfalls which the City owns and/or operates. These areas are generally limited to City-owned properties. Additionally, the City operates flood control structures which are associated with the natural and modified foothills floodway conveyance systems, ponds, and dams.

12 outfalls within the MS4 Permit area receive stormwater runoff from City-owned property. All other City properties either (1) retain and infiltrate an approximate 1-inch depth of stormwater per 24/hour precipitation event; (2) discharge stormwater in accordance with another NPDES permit (e.g., Lander Street and West Boise Water Renewal Facilities, Boise Airport); or (3) discharge stormwater to another jurisdiction by their permission (drainage or irrigation entity, ACHD, state highway, etc.).

Within the Permit area, the other Permittees' MS4 jurisdictions are owned and operated as follows:

- ACHD owns and operates all public roadways and associated storm water conveyances, except routes and storm water facilities operated solely by ITD3. ACHD, the Permittees, and private entities are responsible for approximately 931 outfalls discharging to Boise River and its tributaries within the permit area.
- ITD3 owns and operates the conveyances and storm water facilities associated with Interstate-84, Interstate-184, U.S./State Highways 20, 21, 26, 30, 44, and 55; Glenwood Street, Chinden Boulevard, and the Chinden-Broadway Connector. Drainage facilities include gutters, culverts, ditches, swales, pipes, poly drains, french drains, catch basins/inserts, sand & grease traps, edge drains, transverse drains, and retention/detention ponds. ITD3 is responsible for four known outfalls within the permit area.
- Garden City has jurisdiction over their city-owned facilities and private property within its city limits, similar to the City of Boise.

[1] US Census Idaho Quick Facts

- DD3 owns and operates drainage channels and drain pipes in the southeast section of Boise. The DD3 system receives drainage from storm drains under ACHD control, irrigation runoff from irrigated land and irrigation canals, and drainage from both residential and commercial development. DD3 is responsible for eight known storm water outfalls.
- BSU is responsible for 153 acres of State-owned university land adjacent to the Boise River south of Julia Davis Park. Facilities consist of drainage conveyances, drop grates, and manhole/catch basin structures. BSU is responsible for 16 known storm water outfalls that discharge from the campus directly to the Boise River.

The City is responsible for a total of 846 permanent stormwater structures, summarized by managing Department in Table 2. Information on yearly maintenance of these facilities can be found in annual reports.

Table 2. City-Owned Permanent Stormwater Controls

Department	Structures [1]
Airport [2]	451
Facilities Services and Operations	254
Housing and Community Development	8
Parks and Recreation	496
Public Works - Foothills Flood Control	14
Total	1,223

[1] Some Department inventories include storm sewer pipes as individual structures in their total # of structures and facilities. However, these structures are not individually inspected and do not appear in the count of facilities inspected/maintained. Their condition, if applicable, is assessed while completing inspections of connected catch basins or other adjacent stormwater facilities.

[2] Airport data also includes structures associated with the multi-sector general permit (MSGP).

4 Stormwater Management Program Control Measures

The MS4 Permit contains six control measures, meant to reduce the downstream quality and quantity impacts of stormwater runoff. This section describes the practices and procedures the City implements to control pollutants from entering the MS4 system. Section 3 of the Permit outlines these control measures, listed below.

3.1. Public Education and Outreach on Stormwater Impacts

3.2. Illicit Discharge Detection and Elimination

3.3. Construction Site Stormwater Runoff Control

3.4. Post-Construction Stormwater Management for New Development and Redevelopment

3.5. Stormwater Infrastructure and Street Management

3.6. Industrial and Commercial Stormwater Discharge Management

4.1 Public Education and Outreach on Stormwater Impacts

The Permittees formed the Partners for Clean Water (Partners) to develop a cooperative approach to educating the public on stormwater and water quality issues and ensure compliance with the Permit. The City of Boise is the lead agency for this control measure, with support from the other Partners. The overarching goal of the program is to change specific behaviors that contribute to nutrient, bacteria, temperature, and sediment pollution in the MS4 and local receiving waters through education.

The City's Stormwater Public Education and Outreach Program is guided by a step-by-step process when developing educational opportunities.

1. Define goals and desired outcomes
2. Identify and analyze target audiences
3. Create messaging for selected audiences
4. Distribute message through chosen methods of outreach
5. Assess the results in order to direct future efforts

Public Education Outreach and Involvement Program, Activities, Topics, and Targeted Audiences

The Partners conduct multiple outreach activities and messaging campaigns each year to reach the various target audiences identified in the Permit and to address stormwater issues of significance within the Permit area. Each year, the Permittees collaborate to determine priority topics and key messages for the program. These activities and messages are further refined and expanded based on feedback and public participation.

Target audiences in the public education program include the general public, businesses, homeowners, neighborhood associations, pet owners, landscapers, property managers, engineers, contractors, developers, plan review staff, and students.

Various public education and outreach program components include:

Annual Media Campaign

The Partners participate in an annual media campaign which utilizes messaging opportunities with radio advertisements, public service announcements, and online ads. The media campaign reaches all target audiences with general messages on water quality with a focus on pet waste, fertilizer reduction, and illicit discharge reporting

Manuals and Reference Materials

Manuals, fact sheets and other education and outreach reference materials are available on the Partners for Clean Water website. These materials are targeted, based on content, to all targeted audiences. Examples of these documents include 'Stormwater Pollution Prevention: Commercial Landscaping', 'Drainage Plan Checklist', 'Non-stormwater Disposal Best Management Practices', 'Best Management Practices Guide for Homeowners Associations and Commercial Facilities', among others.

Events

The Partners for Clean Water participate in several events throughout each year. Different events have different target audiences, but generally all target audiences are reached at the various events throughout the year.

Boise WaterShed Environmental Education Center

In 2025, The Boise WaterShed reopened as the nation's first climate and water science center, after an extensive remodel. The all-ages, hands-on exhibits explore themes of our changing watershed and how the community can take action to help make our community more resilient to the effects of climate change. The facility is designed to promote water stewardship by teaching people of all ages how to protect and conserve our water resources for future generations.

The staff at the Boise WaterShed incorporates stormwater pollution prevention and stormwater management information into the programs, water renewal facility tours, and lessons offered to visitors. Education of personal impacts to water quality via stormwater, wastewater and pollution prevention tips are integrated throughout most exhibits, lessons, tours, and the center's library resources.

Social Media

The City of Boise and other Partners regularly post messaging on Facebook, X, and Instagram regarding stormwater, water quality, household hazardous waste collection, leaf litter pick up information, etc. to help distribute these messages to the community through a variety of avenues.

Stormwater Conference

The Partners periodically host conferences primarily targeted to engineers, contractors, developers, and municipal staff. Conferences are organized on an as-needed basis to share new and or innovative approaches to stormwater management.

Inspections

City Stormwater staff use regular inspections as an opportunity to provide educational information and materials to facility owners and operators, as well as residents. Handouts and brochures are continuously distributed during high-priority permanent stormwater controls inspections, as well as industrial and commercial inspections to remind facilities of stormwater best management practices.

Complaint Response

City Stormwater staff are responsible for responding to complaints in which the responsible party is known to be a private resident or business, since the City has enforcement authority over its jurisdiction. During the investigation and response, the City ensures the appropriate educational messages are being delivered in order to prevent future illicit discharges from reoccurring. Depending on the severity of the situation, the first line of defense is usually education. The City has found that this approach is most well-received and the individual(s) responsible for the illicit discharges are more likely to change their behavior based on a positive interaction and newly gained knowledge.

Assessment

The Partners consistently assess the public's understanding of outreach messages and the extent to which target audiences are adopting behaviors that reduce stormwater pollution. Assessment efforts include surveys conducted at events to measure general stormwater knowledge, identify which topics are already well understood, and determine where additional messaging and awareness are needed. These surveys also help identify the most effective media channels, informing future outreach efforts.

Website usage data are also analyzed to evaluate which programs and messages reach the largest audiences and which media avenues generate the most engagement. The Partners' website is updated based on page views and click-through activity to make popular topics more accessible.

The results of these continual assessments constantly shape the future of the public outreach and education programming. Focus will be given to programs and efforts that are successful in changing the public's behaviors and practices to reduce stormwater pollution.

Education on SWMP Control Measures

To provide the regional construction community with erosion and sediment control and stormwater pollution prevention education, the City and our Partners have developed the Erosion and Sediment Control (ESC) Responsible Person (RP) training and certification program. The class promotes awareness of the impact of polluted construction site runoff and soil erosion on the MS4 and the Boise River. The class curriculum covers local and state stormwater regulations, principles of ESC BMPs, installation and maintenance of common erosion and sediment controls, fugitive dust control, stormwater pollution prevention practices, dewatering, how to conduct the required construction site inspections and updating the ESC plan or Stormwater Pollution Prevention Plan (SWPPP) for the site.

The instructors for the City RP classes must be qualified and approved by the City. Instructors are required to submit a resume to the City detailing their educational history and experience in erosion control. They must also be able to demonstrate knowledge of the principles of erosion; sediment transport; erosion and sediment control technology, implementation, and maintenance; and local and federal ordinances regulating erosion and sediment control.

Courses are offered through third party entities: Engineering with a Mission LLC, Eagle One LLC, Jones Erosion Control, the College of Western Idaho, and Syman Company throughout the year in various locations in the Treasure Valley as well as online offerings. Boise State University's Construction Management Program also presents the class material to their students, who may receive certification if desired. Additionally, the Nampa school district has a vocational construction site program that utilizes the ESC training presentation. The ESC Inspectors also present the RP course quarterly to train local agency personnel involved in construction projects so that they may implement BMPs on public projects and notify ESC Inspectors if they see runoff pollution and other violations at construction sites. As part of the training participants receive education materials including an illustrated ESC Field Guide to Best Management Practices specific to Idaho.

Construction site operators and contractors must renew their RP certification every 3 years by attending the training and passing an examination. The class is updated regularly to present new ideas and methods in ESC and SWPPP. The Planning and Development permitting system maintains a database of certified RPs. The database is utilized by the City of Boise, ACHD, Garden City, the City of Nampa, and City of Caldwell to verify that construction sites have an individual with ESC training onsite. The RP name and contact information is required to be listed prior to permit issuance, and the RP must have operational control to make corrective actions and knowledge to implement BMPs and work with ESC Inspectors to keep sites in compliance.

Publicly Accessible Website

The City of Boise, on behalf of the Partners, maintains a website that educates the public on stormwater issues for multiple audiences. The website is a key source for stormwater information in Boise and the Treasure Valley.

The website contains relevant contacts for each Permittee, as well as each Permittee's annual reports, SWMPs, and other relevant compliance and regulation

materials. The IGA that outlines Permittee responsibilities is posted, as well as the IPDES Permit and the MS4 map. Regularly scheduled Permittee meeting agendas and meeting notes are also posted.

The website has topics for varying target audiences, such as homeowners, pet owners, engineers, surveyors, developers, mobile businesses, landscapers, and property maintenance companies. Manuals, checklists, fact sheets and guidance documents are organized into the target audience's respective pages. Individual Permittee sites are also linked for more information. Information regarding training, events, and other topics pertinent to educating the community on how to reduce stormwater pollution is easily accessible.

The website continues to be an important way to educate the target audiences and provide a central location for public education and Permit compliance information. The Partners continuously develop new outreach materials to post on the website and hand out at events. QR codes that link to the Partners website are often printed on outreach materials.

For information specific to the City of Boise, the Planning and Development Services page includes more detailed information about Boise building permits, licensing, construction inspections, construction reports, erosion and sediment control ordinances, etc. The Stormwater and Drainage Control page references the City's SWMP, the Stormwater Design Manual for permanent stormwater controls, stormwater ordinances, illicit discharge reporting, stormwater trainings, among other relevant information.

4.2 Illicit Discharge Detection and Elimination

An illicit discharge is any discharge to an MS4 that is not composed entirely of storm water. Exceptions are described in Part 2.4 of the Permit. The City of Boise conducts and enforces an IDDE program that aims to detect and eliminate illicit discharges to the MS4. The City works cooperatively with ACHD to handle illicit discharges in the right-of-way and on public and private property. Escalation and Enforcement guidelines are outlined in the IDDE ERP in Appendix C.

MS4 map and Outfall Inventory

The City maintains a comprehensive asset management system to map, track, and report on City-owned and operated facilities, stormwater controls, inspections, and maintenance. The database is fully utilized by several City departments to track inventory, inspection, and maintenance activities for stormwater facilities.

The map identifies key MS4 system elements including location and descriptions of all inlets, catch basins, regulated outfalls, pipes, conveyances, system interconnections, permanent stormwater controls, receiving waters, sub-watersheds, land use, drainage area to each regulated outfall, City-owned maintenance facilities, and illicit discharges.

The City's map also includes private stormwater systems, including details about ownership, inspection requirements, and design details. Stormwater staff use these

map components to conduct private stormwater facility inspections, complaint-based inspections, and industrial/commercial inspections. The private facility map is also used to answer public record requests and inquiries about the private systems.

IDEQ can request GIS data layers at any time, and a copy will be submitted to DEQ no later than April 3, 2026.

Illicit Discharge Complaint Report and Response Program

The City receives information regarding illicit discharges using multiple mechanisms including hotline complaint response, interagency referrals, direct complaints, and through various program inspections. Response and investigation of all complaints or reports of illicit discharges occurs as soon as possible, but always within two working days.

The Partners website lists a stormwater pollution hotline number, individual Partners contacts, as well as an online form option that gets sent to City stormwater staff. The City Stormwater and Drainage Control web page, as well as other Partners web pages, also lists this information to provide a wider search network for the public to utilize.

Depending on the location of the illicit response, ACHD, Boise City, and Garden City are responsible for stormwater complaint response within the Permit area. ACHD is responsible for illicit discharges in the right-of-way, while each City is responsible for any illicit discharge involving a private entity or private area.

The Complaints are tracked with a Stormwater Incident Response form which is filled out prior to and during the investigation. During illicit discharge response, City employees provide action items that are necessary for the situation, such as cleaning the area or ceasing illicit discharges. Further, materials and educational information are provided to the parties involved to help deter future stormwater pollution. Any action items that are necessary are followed up with by City staff.

If the situation poses an immediate threat to safety or the environment, the IDEQ and police and fire department (911) are notified. If an illicit discharge to the MS4 is found to have occurred, depending on the substance and severity, independent contractors, ACHD maintenance crews or a hazardous material contractor will be used in the cleanup.

Dry Weather Outfall Screening

Dry weather outfall screening for the small number of City-owned outfalls are addressed on a contract basis with ACHD. ACHD implements a Dry Weather Outfall Screening Plan to address this Permit requirement.

Follow-up on dry weather screening activities are on a case-by-case basis if dry weather flows are encountered.

Follow-up

Follow up for illicit discharges is specified on the Stormwater Incident Response form and conducted on a case-by-case basis. The goal of illicit discharge follow-up is to ensure the illicit practice has stopped, the area is cleaned and no longer affected by the action, and that the responsible party is educated and held accountable for the assigned actions.

Prevention and Response to Spills to the MS4

Training materials for City staff provide guidance on spill prevention and response for both hazardous and non-hazardous substances. Field staff, stormwater inspectors, maintenance staff, and code enforcement officers all receive this training at least every other year. An accessible laminated sheet for spill response procedures is available for all City fleet vehicles in the case any employee encounters a spill while performing job duties on City property or out in the community.

The Boise Fire Department (BFD) is responsible for responding to spills involving hazardous materials, deleterious materials, or petroleum products, and incidents that can endanger human life, cause extensive property damage and result in significant harm to the environment. These types of spills are reported as directed in Permit Part 7.9.

The Division Chief of Special Operations for the BFD is responsible for coordination and oversight of department specialty teams, including the Hazardous Materials Team (HAZMAT Team). Their mission is to respond and operate at the technician level as defined by the National Fire Protection Association Standard 472. The Hazmat Team maintains its level of performance and competency through an approved and accepted annual training program that continually evaluates members' performance by means of competency based training. The HAZMAT Team is recognized by the State of Idaho Bureau of Homeland Security as one of seven Regional Response Teams. All HAZMAT Team members are trained as Hazardous Materials Technicians and have additional training in the chemistry of hazardous materials. Many of the Hazmat Team members have specialist training (e.g., Transportation Emergencies, Bomb Disposal, and Weapons of Mass Destruction incidents). All BFD firefighters outside of the HAZMAT team are trained to HAZMAT Operations.

BFD follows The Ada County HAZMAT Response Plan and Idaho State Haz Mat Plan, which outline the roles and responsibilities for hazardous spill response in Ada County. They also comply with OSHA 29 CFR 1910.120: Hazardous Waste Operations and Emergency Response.

Proper Disposal of Used Oil and Toxic Materials

The City of Boise coordinates with Ada County to facilitate the collection of Household Hazardous Waste (HHW) to ensure proper disposal. The program consists of a permanent collection facility located at the Ada County Landfill and city-sponsored mobile collection sites. Ada County residents may take HHW to any mobile collection site or the HHW Facility on scheduled days, free of charge.

Materials accepted at HHW collection sites include household chemicals, cleaning products, automotive products, yard and garden chemicals, pool and spa chemicals, electronics, empty propane cylinders, rechargeable batteries, and mercury-containing items such as fluorescent light tubes, compact fluorescent light bulbs, thermometers, and thermostats. Liquids including used motor oil, paints, solvents, and antifreeze are also collected. These materials are recycled or properly disposed of when recycling is not feasible. Medications are accepted from residents through local law enforcement offices and are not accepted through the HHW program.

Products turned into the HHW program that meet certain criteria are made available to the public free of charge in the "Reuse Area" located at the HHW Facility at the Ada County Landfill. Items available for reuse include paints, stains, cleaning supplies, yard and garden chemicals, and automotive fluids.

In addition to residents, businesses located within Ada County can take advantage of the Very Small Quantity Generator (VSQG) program that provides an affordable disposal option for businesses that generate small quantities of hazardous wastes. City of Boise departments that generate small quantities of used motor oil, fluorescent light bulbs, and other hazardous materials manage those materials through the VSQG program. The VSQG program is operated out of the HHW Facility at the Ada County Landfill.

Illicit Discharge Detection and Elimination Training for Staff

Illicit discharge detection and elimination training for City employees has been incorporated into the City's online training management system (I-Learn) to enhance the effective delivery of this training. New and existing employees in positions where this training is applicable will require initial and follow up training. Where applicable, online training can be supplemented with customized in-person training to meet the needs of specific Departments or work groups.

4.3 Construction Site Stormwater Runoff Control

The Permittees must implement a construction site runoff control program to reduce discharges of pollutants from public and private construction activity within its jurisdiction.

The City of Boise has established a Construction Site ESC program and implements the program in accordance with the approved City ordinance for construction site runoff and erosion and sediment. The program regulates applicable public and private construction activities to reduce discharge of pollutants. The program is primarily implemented by the City's Department of Planning and Development Services Building Division with two full time staff who are supported by other City staff when necessary.

Ordinance and/or Other Regulatory Mechanism

The City of Boise's construction site runoff control program is established in accordance with the requirements of BCC 9-14. The ordinance identifies general requirements and prohibitions on construction site runoff, permitting and fee

authorities, plan review and approval process, erosion and sediment control best management practices and standards, training and certification program details, administration, inspection, and enforcement. The ordinance is consistent with the IPDES Construction General Permit and the requirements of the Boise area MS4 Permit.

Construction Site Runoff Control Specifications

To support effective implementation of the program, the following manuals and resources are used to require construction site runoff control specifications. BCC 9-14 also includes Construction Site ESC specifications.

Idaho Construction Site Erosion and Sediment Control Field Guide

IDEQ's Idaho Catalog of Stormwater Best Management Practices

Erosion/Sediment Plan Review Checklist

City of Boise Erosion and Sediment Control Website

Preconstruction Site Plan Review

All non-emergency construction activities occurring on City of Boise parcel(s) that involve significant earth disturbance or potential exposure of pollutants to stormwater runoff must obtain an ESC permit concurrently with other applicable building and development permits prior to construction. There are two types of ESC permits, General Permits and Site-Specific Permits.

ESC General permits are issued for lower risk projects and require construction site operators to maintain effective controls to reduce pollutants in stormwater runoff, but do not require preconstruction ESC plan submittal and approval. For higher risk projects, an ESC Site-Specific Permit is required, and a pre-construction ESC plan/SWPPP must be reviewed and approved by the ESC Inspectors prior to permit issuance. Please see Table 3 for more information on the ESC permit types.

The ESC Inspectors have technical understanding of erosion, sediment, pollution prevention, and stormwater controls. A plan review checklist is utilized to check that the plan meets requirements and specifications. Plan review notes, comments, site-specific project details, and referral of eligible projects to obtain NPDES coverage under the current Idaho Construction General Permit (CGP) are documented by entering data into the project's assigned ESC permit record. ESC Permit details also include the site's priority ranking that determines inspection frequency and required inspections based the potential threat to water quality. See Construction Site Inspections section for more information on the site prioritization system.

In order to ensure a qualified individual implements, inspects, and maintains stormwater controls on site, both General and Site-Specific permits require that an onsite certified/trained ESC Responsible Person be designated by the applicant/operator prior to permit issuance. The ESC program maintains a Responsible Person database of those who have completed the City of Boise Construction Site Runoff Control training course or other approved training that meets the requirements of the Idaho CGP section 6.3 Training Requirements for Persons Conducting

Inspections. To remain eligible to be listed as an RP certification one must complete the training or verify alternative certification every 3 years.

Table 3. ESC Permit Types and Requirements

ESC Permit Type	Type of construction, location, and disturbance	Requirements & Site Priority Ranking
General Permit	Projects less than 1 acre area of disturbance including: New residential home or dwelling unit not located in hillside or environmentally sensitive areas; Residential additions > 500 sq ft; Commercial additions/tenant improvements with limited exterior excavation/earth disturbance	Reduce pollutants in stormwater discharges; Operator must list onsite certified ESC Responsible Person prior to issuance Site priority: Low with escalation as needed based on site compliance
Site-Specific Permit	New Residential homes located in Hillside or Environmentally Sensitive location; New residential and commercial subdivision site development greater than 1-acre disturbance; All new commercial building and multifamily apartment complex Commercial additions and tenant improvements with significant excavation/earth disturbance	Reduce pollutants in stormwater discharges; Operator must list onsite certified ESC Responsible Person prior to issuance Submit site specific ESC plan/SWPPP for review during preconstruction application process Site priority: Medium - High

Construction Site Inspection and Enforcement

Construction sites that have been issued an ESC General or Site-Specific permit are inspected per an inspection prioritization system, as assigned during preconstruction plan review and permit processing. In addition to General Inspections which are scheduled either 10, 15, or 25 days after completion of a previous general inspection. The inspection program also consists of site preparation, site final, and targeted compliance and enforcement inspections. All inspection types include an electronic report and are tracked under the project's ESC permit record. Certain sites with compliance issues may also be issued a written correction request or Notice of Violation in addition to electronic reports. Below, Table 4 summarizes the types of inspections and Table 5 summarizes the current Inspection Prioritization System.

Table 4. ESC Inspection Types

Inspection Type	Description
Site Preparation	An initial site inspection with site stormwater team and ESC inspector(s). Required for all Site Specific Permits. Consists of review of ESC plan/SWPPP, if applicable check for coverage under the CGP, confirm project contacts, and inspect initial BMP installations for compliance with installation specifications.
General	Reoccurring inspection scheduled per site prioritization system. Inspect all discharge points, control measures effectiveness and maintenance, and potential non-stormwater discharges
Random	Site inspections that completed but not scheduled per the prioritization system. Usually due to inspector passing by a site or noticing an issue.
Site Final	Must be completed in order to close/final and ESC permit. Inspection checks for site cleanup, final stabilization, and removal of any temporary BMPs
Targeted Enforcement Inspections	
Complaint	Scheduled for sites that have a citizen complaint or agency referral regarding a construction site with potential runoff/fugitive dust, or pollution prevention non-compliance
BMP Violation	A follow up compliance and enforcement inspection that is scheduled when a General Inspection has a result of "Corrections Required" or "Significant Violation"
Tracking Control	Either an incidental or follow up inspection that is completed for sites specifically with trackout occurring from construction access points.
Conference	A meeting or discussion between an ESC Inspector and a site's stormwater team regarding compliance matters at a site. For example, preconstruction conferences, dewatering requirements and dewatering plan review, SWPPP documentation requirements, and other site inquiries

Table 5. ESC Inspection Prioritization System

Type of ESC Permit	Inspection priority	Pre-determined Inspections	Inspection Frequency
General	Low	• General inspection auto-scheduled 7 days after date of permit issue • Site Final auto-scheduled with BLD final request (can be finaled by BLD inspector or ESC Inspector)	Auto schedule General Inspection every **25** days
Site-Specific	Medium	• Site preparation inspection (user scheduled) • Site Final auto-scheduled with BLD final request (must	- If no site prep requested, auto schedule 4 days after date of issue

		be finaled by ESC inspector only)	-Auto schedule for General Inspection **15** days after prior inspection completed
Site-Specific	High	• Site preparation inspection (user scheduled) • Site Final auto-scheduled with BLD final request (must be finaled by ESC inspector only)	- if no site prep requested, auto schedule 4 days after date of issue - Auto schedule for General Inspection **10** days after prior inspection completed - be able to schedule an inspection for all HIGH priority sites

Note: Inspection Priority Classifications are adjustable during Active/Issued status in order to increase inspection frequency at sites with compliance issues and/or to adjust to site conditions/weather.

Inspection activity and results are recorded in the database and can be viewed by the permit holder and public on the PDS Permitting and Licensing website. When an inspection is completed, the inspection result and report are emailed to the site's stormwater team. The inspector may also text, call, or issue verbal corrections to onsite stormwater team during the inspection. The database tracks inspection and enforcement activity information for all active ESC permits for reporting, program evaluation and monitoring purposes. Construction sites without an ESC permit, either working without permits or have minimal excavation but receive a stormwater complaint are also scheduled for ESC Inspectors as a Miscellaneous building division inspection. If violations are present, the site is required to obtain and ESC permit so it may be regularly inspected.

Enforcement Response Policy for Construction Site Runoff Control

If non-compliance is observed during the inspection process, the City will administer enforcement action following the directives in BCC 9-14. Violation of any provision or failure to comply with any requirement of BCC 9-14 results in an escalating enforcement action.

Erosion Control staff follows the guidelines of the Building Division Enforcement Protocol in regards to violations at permitted sites, work without permits, and cases requiring civil or criminal citations. This policy may be viewed on the website: Building Division Enforcement Protocol

The ESC division has also implemented specific policy containing guidance and enforcement of improperly managed concrete washout activities at construction sites. The policy clarifies acceptable management of concrete washout and allows for ESC Inspectors to assess immediate fines and City inspection parcel holds on non-compliant sites. This policy and enforcement tool may be one reason for the significant increase in enforcement fees charged to violators of the ordinance and increase in BMP Violation inspections. The policy may be viewed here: Construction Site Concrete Washout Policy

Additionally, BCC 9-14 details Administrative Enforcement in section 9-14-3.4 as well civil and administrative penalties in section 9-14-3.7. The required ERP to document

enforcement process and procedures specific to the program has also been developed and is included in Appendix C.

Construction Runoff Control Training for Staff

The Erosion and Sediment Control Program Coordinator and Inspector are primarily responsible for all preconstruction site plan review, site inspections, and enforcement. To be qualified for these duties, the ESC division personnel are required to complete municipal, state, and national training and certifications in stormwater management and be active in obtaining continued education annually. Both positions must complete and pass the City of Boise ESC Responsible Person (RP) training (more information in Attachment 2), Certified Inspector of Sediment and Erosion Control (CISEC) training and exam, Certified Erosion Sediment and Stormwater Inspector (CESSWI) and maintain their annual license as a Certified Professional in Erosion and Sediment Control (CPESC), which requires passing an initial exam and completing PDH requirements. To obtain continuing education and be up to date in the ESC/SWPPP regulation and industry, the inspectors are professional members of the International Erosion Control Association (IECA) and able to participate in special topic and comprehensive online courses and attend the annual and regional conferences when possible. Additionally ESC Inspectors are required to read and review the Idaho CGP as well as complete the training and exam for the EPA's NPDES Construction Inspection Training Course.

To support the ESC Division's mission to reduce the discharge of pollutants in stormwater runoff from construction sites, the ESC division conducts a RP training class quarterly for all City employees who are involved in construction activities or stormwater management. By completing the class every 3 years, staff is able to utilize ESC knowledge in relation to their duties as well as being able to identify construction site stormwater runoff violations so they may notify the ESC division for enforcement. Staff that receive the training include all members of the Building Division team, including inspectors (structural, plumbing, mechanical, electrical, and fire), plan reviewers and permit technicians, Public Works construction site managers, Public Works engineering and environmental division staff, and Parks and Recreation staff associated with construction projects also complete the Responsible Person training.

In addition to completing certification courses, the staff may receive one-on-one training in the field with a certified ESC inspector.

4.4 Post-Construction Stormwater Management for New Development and Redevelopment

At a minimum, the Permittees must implement and enforce a program to control stormwater runoff from new development and redevelopment projects that result in land disturbance of 5,000 square feet or more, excluding individual one- or two-family dwelling development or redevelopment and the infill or redevelopment of public pedestrian infrastructure projects.

Ordinance and/or Other Regulatory Mechanism

Boise City regulates stormwater runoff from new industrial, commercial, institutional, multi-family residential, private street development and redevelopment projects within City limits. The BCC Stormwater Ordinance establishes Stormwater Management requirements and ensures compliance for new and redevelopment projects.

Permanent Stormwater Controls Specifications

The City adopted stormwater retention requirements for development projects in 1994 and historically the majority of projects are retaining a volume of a 1.0" or 1.1"/1 hr (equivalency of a 50 or 100 year) storm utilizing onsite infiltration facilities.

The Stormwater Management Design Manual, revised in 2019, establishes the stormwater design requirements used for all new development and applicable redevelopment projects in accordance with MS4 Permit requirements. An updated Design Manual will be developed starting in 2026.

The City has also developed a Green Stormwater Infrastructure (GSI) Strategy, that outlines the City's foundation, strategy, and additional considerations for advancing GSI in Boise, both on City-owned and private property.

Permanent Stormwater Controls Plan Review and Approval

The City reviews and approves pre-construction design plans to ensure compliance with BCC and Design Manual for new industrial, commercial, institutional, multi-family residential, cottage developments, private street subdivision development, and related redevelopment projects within city limits. Additionally, BCC 11-02-07-G (City Hillside and Foothills Development Overlay) establishes additional land development regulations for construction in the hillside overlay zone and plans are reviewed for compliance with applicable Ordinances, the Design Manual, and the Hillside Technical Manual. Site inspections are conducted by the design engineer and occur during and after construction to determine that the facility's stormwater structures have been constructed according to the approved plans and permits.

Permanent Stormwater Controls Inspection and Enforcement

The City has developed an inspection program for high-priority private stormwater management facilities in accordance with the requirements of the Permit, which are inspected annually. These properties are given high-priority if they discharge directly to surface waters. The program also relies partially on existing industrial and commercial site inspections. Several complaint-driven or isolated incident-driven inspections are conducted each year as well, some of which require enforcement and/or follow-up to ensure the necessary maintenance has been completed.

For new and redevelopment sites, a final certification letter is received from the design engineer and a final as-built inspection is conducted at each site to ensure proper installation of stormwater controls and system cleanliness prior to handoff to

owner. These inspections ensure long-term operation and maintenance of permanent stormwater controls.

The City has developed an inspection prioritization system to incorporate new and redevelopment sites into the high-priority inspection list. This system has rating criteria including total drainage area of the project, land use type, potential for pollution, etc. A final rating is applied to each new project to determine whether it is a low, medium, or high priority site. The system will continue to be implemented for future development.

Operation and Maintenance (O&M) of Permanent Stormwater Controls

The City has developed a comprehensive database to inventory known public and private permanent stormwater facilities. The City's Stormwater Management Design Manual requires an Operation and Maintenance Agreement for private facilities. The responsibility for operation and maintenance of private facilities resides with the property owner.

Permanent Stormwater Controls Training for Staff

City staff participates in on-going training each year related to the design, construction, operation and maintenance of permanent stormwater facilities.

4.5 Stormwater Infrastructure and Street Management

The Permittees must properly operate and maintain the MS4 and related facilities, using prudent pollution prevention and good housekeeping as required by the Permit, to reduce the discharge of pollutants through the MS4. This maintenance requirement includes, but is not limited to, structural stormwater treatment controls, storm sewer systems, streets, roads, parking lots, snow disposal sites, waste facilities, and street maintenance and material storage facilities.

The City owns and operates all roadways, stormwater infrastructure, and parking lots at several City-owned facilities. These include, but are not limited to, parks, libraries, the Boise Airport, City Hall, police stations, fire stations, and city-owned housing properties. These facilities are maintained by Parks and Recreation (BPR), Facilities Services & Operations, Housing and Community Development, and Airport Facilities Maintenance. All departments utilize an asset management software, VueWorks, to track all inspections and maintenance activities for City-owned infrastructure.

For City-owned property maintenance and activities, the following manuals are used for BMPs:

Stormwater Resource Guide: Pollution Prevention Controls

Stormwater Resource Guide: Operation and Maintenance of Stormwater Systems

Idaho Catalog of Stormwater Best Management Practices

Inspection and Cleaning of Catch Basins and Inlets

Inspections and maintenance (if applicable) of catch basins and inlets on City-owned properties are completed by the appropriate City department staff. While the Permit requires inspections every two years, generally the City has completed these inspections annually. As a result of the more frequent inspections, facility maintenance needs are being reduced. At facilities owned by another entity, such as the Collister library, facilities are maintained by property owners. Inspection results and any maintenance performed is reported in the Annual Report.

Street, Road, Highway and Parking Lot O&M Procedures

City staff is responsible for street and parking lot maintenance for City owned facilities, with the majority of these facilities being operated by BPR.

City facilities with public streets/roads and parking lots collect litter and sweep as needed to remove accumulated debris and leaves. City owned/operated public streets/roads and parking lots are inventoried, mapped and have individual sweeping management plans. Public streets/roads and parking lots are defined as improved, paved, and/or pavers, and routinely or regularly used by the public to access public service buildings, schools, cultural facilities, plazas, sports and event venue locations. Streets/roads or parking lots with restricted and/or limited access or use by the public are not considered public and exempted from this requirement.

Public and/or visitor parking at City owned/operated facilities where use by the public is incidental, infrequent, or unusual were not considered public and exempted from this requirement. Undeveloped, unimproved, and/or unpaved streets/roads and parking lots are considered infeasible to sweep.

Inventory of Maintenance Materials and Facility SWPPPs

SWPPPs have been developed for the two high priority municipal sites that have the potential to discharge to the City-owned MS4 in accordance with 3.5.8. These facilities, shown in Table 6, are City-owned maintenance yards for BPR located at Julia Davis Park and Ann Morrison Park and are inspected semi-annually. Each SWPPP can be found in Appendix D and has details about descriptions of the facilities, amounts and summary of materials stored and used at each facility, and BMPs used to prevent stormwater pollution.

Table 6: City-Owned Material Storage Locations

Facility Name	Address	Nature of Business	SIC Code	Receiving Water Body
Ann Morrison Park Maintenance Yard	1104 Royal Blvd	Permittee owned maintenance yard	7999	Boise River
Julia Davis Park Maintenance Yard	512 Front St.	Permittee owned maintenance yard	7999	Boise River

Requirements for Pesticide, Herbicide, and Fertilizer Applications

City operations implement BMPs to address potential pollution from pesticide, herbicide and fertilizer applications. BPR maintains the majority of City owned lands where these practices are applicable. Parks staff members obtain a "Professional Applicators" license from the Idaho Department of Agriculture.

BPR manages more than 1,600 acres of park land, and more than 5,000 acres of open space across the City. Integrated Pest Management (IPM) practices reduce the spread of undesirable plants, insects, bacteria or other organisms that have a negative impact on our landscape or human health. An IPM program utilizes different tools to control pests in ways that are least impactful to the environment and most effective for getting rid of specific pests. These tools may include the application of a targeted pesticide or shifting management practices to help reduce the likelihood of pest establishment on City property.

BPR first started using IPM practices in 1995. The department most recently updated its guidelines to improve these efforts in 2016. To promote sustainable practices and stay on the cutting edge of public land management, the department embarked on a three-year pilot program in 2020 to study alternative land management techniques to reduce the use of pesticides on City-owned property.

Since 2020 when the Pesticide Use Reduction Pilot Program was implemented, BPR has successfully reduced overall pesticide applications by more than 40%, applications of glyphosate-based herbicides by more than 80% and eliminated the use of neonicotinoid insecticides. BPR utilizes non-Phosphorus for the majority of its applications with the exception of newly seeded areas. Less than 5% of fertilizer applications contain Phosphorus. In 2023, BPR built these successes into the ongoing park maintenance policies.

Reducing the use of pesticides throughout the City's park system is part of the City's larger sustainability goal, and we continue to move forward with innovative ways to improve park maintenance strategies.

Information on the program is published in the annual Pesticide Application Reports.

Litter Control

The City implements effective recycling and litter control programs both Citywide and as part of City operations. BCC 10-4 (Solid Waste Services) establishes solid waste program requirements including litter control. The ordinance provides for enforcement authority and oversight for trash and recycling storage, collection, and hauling services to reduce litter throughout the City. Most compliance and enforcement activities are conducted by Code Enforcement staff.

The Boise City Solid Waste Fund supports Code Enforcement efforts and the management of solid waste, recycling and litter in Downtown Boise. The Boise City Special Events Committee also addresses litter control and recycling where possible as part of special events that are hosted in the City.

The City's Solid Waste program also operates a residential compost collection program. The program supports year-round collection of leaves, woody debris and

certain types of food waste through collection from residential customers. Materials are diverted from the landfill to a processing site where the material is converted to compost. Once finished the compost is available for pick up by City residents.

BPR addresses collecting litter, emptying trash receptacles (as often as needed by the site), and coordinating trash management with user groups as part of the operation and maintenance program of City Parks and Facilities.

Additionally, BPR promotes the Adopt the Greenbelt Program, which engages community organizations in the on-going clean-up of the Boise River and Greenbelt Pathway. BPR has broken up the Greenbelt into 2/3 mile sections and ensures each is adopted by an organization. BPR maintains an up-to-date list of participants, and contacts participants on an annual basis to determine whether they wish to renew their adoption or pass it on to another interested organization.

Stormwater Pollution Prevention/Good Housekeeping Training for Staff

Pollution prevention training for City employees has been incorporated into the City's online training management system (I-Learn) to enhance the effective delivery of this training. New and existing employees in positions where this training is applicable will require initial and follow up training. Where applicable, online training is supplemented with customized in-person training to meet the needs of specific Departments or work groups.

4.6 Industrial and Commercial Stormwater Discharge Management

The City implements a program to reduce the discharge of pollutants to the MEP from industrial and commercial operations within their jurisdiction. The City conducts educational and/or enforcement efforts to reduce the discharge of pollutants from those industrial and commercial locations which are considered to be significant contributors of phosphorus, bacteria, temperature, and/or sediment to receiving waters.

Inventory of Industrial and Commercial Facilities/Activities

The City has a large inventory of Industrial and Commercial (I/C) facilities within city limits. I/C parcel inventory is tracked using GIS software and is updated as parcels are permitted and as parcels change ownership. Along with the City's GIS inventory, the Pretreatment team maintains an I/C database and inspection program that focuses on facilities with pretreatment inspection requirements, and complaint response.

Most industrial facilities are located south of I-84 near the airport. There is also an industrial corridor north of Franklin Rd, between Milwaukee St. and Eagle Rd. Dense commercial areas line Broadway Ave, State St, Chinden Blvd, Vista Ave, Fairview Ave, Overland Rd, Ustick Rd, Milwaukee Ave, and Orchard St.

The 2025 Boise City I/C facility inventory consists of 2,034 properties. This inventory is constantly changing as properties are developed, go out of business, change occupancy, change names, etc. Of the 2,034 properties currently identified within Boise City jurisdiction, 28 discharge stormwater runoff directly to waterways, 106

discharge to ACHD's MS4, and the drainage status of 1,854 properties is currently unknown. 49 properties have been confirmed to have onsite retention, with no potential to discharge to the MS4.

Inspection of Industrial and Commercial Facilities/Activities

Industrial and commercial properties that directly discharge to receiving waters are given high priority for inspections and are inspected annually. There are currently 23 facilities inspected annually to verify inspection and maintenance of stormwater infrastructure, good housekeeping procedures, installation of proper BMPs, and prevention of stormwater pollution from entering the connected surface water. These properties change as new and redevelopment sites are integrated into the high priority list based on the inspection prioritization system.

The City's Industrial Pretreatment also are trained to complete basic stormwater inspections at facilities, concurrently with required pretreatment inspections as well as stormwater-specific inspections. These inspections, as well as the annual high-priority inspections, include a review of the on-site stormwater management facilities, including system inspection and maintenance, evaluation of conveyance and treatment structures, and outside material storage or "wet" processes.

Facilities that are in an eligible sector for coverage under the 2021 MSGP are given sector-specific fact sheets and other information pertaining to MSGP coverage. The Partners have developed fact sheets on pollution prevention and best management practices for mobile businesses and commercial landscapers. The fact sheets are available on the Partners for Clean Water website and are available for distribution by field staff during their interactions with these types of businesses. All facilities are given general stormwater educational materials that outline BMPs, operation and maintenance of stormwater systems, and stormwater pollution prevention.

Inspections are logged in SWMP tracking tables and any photos or supporting documents are uploaded as well. Properties that are in compliance receive a mailed letter that communicates their compliance and notes any additional actions that may further help prevent stormwater pollution. Any facilities that have non-stormwater discharges, need maintenance, or are contributing to stormwater pollution from their property will be given written documentation of non-compliance explaining the required corrective actions and any other requests. A follow-up inspection is conducted to ensure the corrective actions have been addressed. Enforcement actions beyond this are in accordance with Boise City Code 10-6-4 and Stormwater ERPs.

Inspections of other I/C facilities listed in 3.6.2.2 that are not covered by other inspections will be conducted throughout the Permit term and logged in the tracking system.

5 Monitoring

The IGA (Appendix B) designates ACHD as the lead agency responsible for implementation of the MS4 monitoring obligations identified in Section 6 of the Permit.

The City and other Permittees fund their respective share of the monitoring program costs per the percentages contained in the IGA and the approved annual budget. More detailed information regarding monitoring, assessment, and evaluation of the monitoring program are provided in ACHD's Phase I Stormwater Management Plan and Outfall Monitoring Plan.

The City has high quality data for the Boise River in the MS4 reach since before the Boise/Garden City MS4 Permit was issued in 2000 for all four pollutants of concern as identified in the 2021 Boise/Garden City MS4 Permit. The City has used this data to assess the effectiveness of the Boise/Garden City MS4 program.

6 Reporting and Recordkeeping

The Permit has annual reporting requirements for monitoring, water quality and an annual report summarizing SWMP activities to be submitted by each Permittee. The City will continue to develop and submit annual reports that include all Permit required data, information, updates, and schedules for all SWMP elements and information necessary to meet the requirements identified in the Permit.

Reports and other documents required by this Permit will be developed and submitted in accordance with Permit Part 6.4 and submitted to the appropriate contacts and addresses identified in the Permit and by IDEQ.

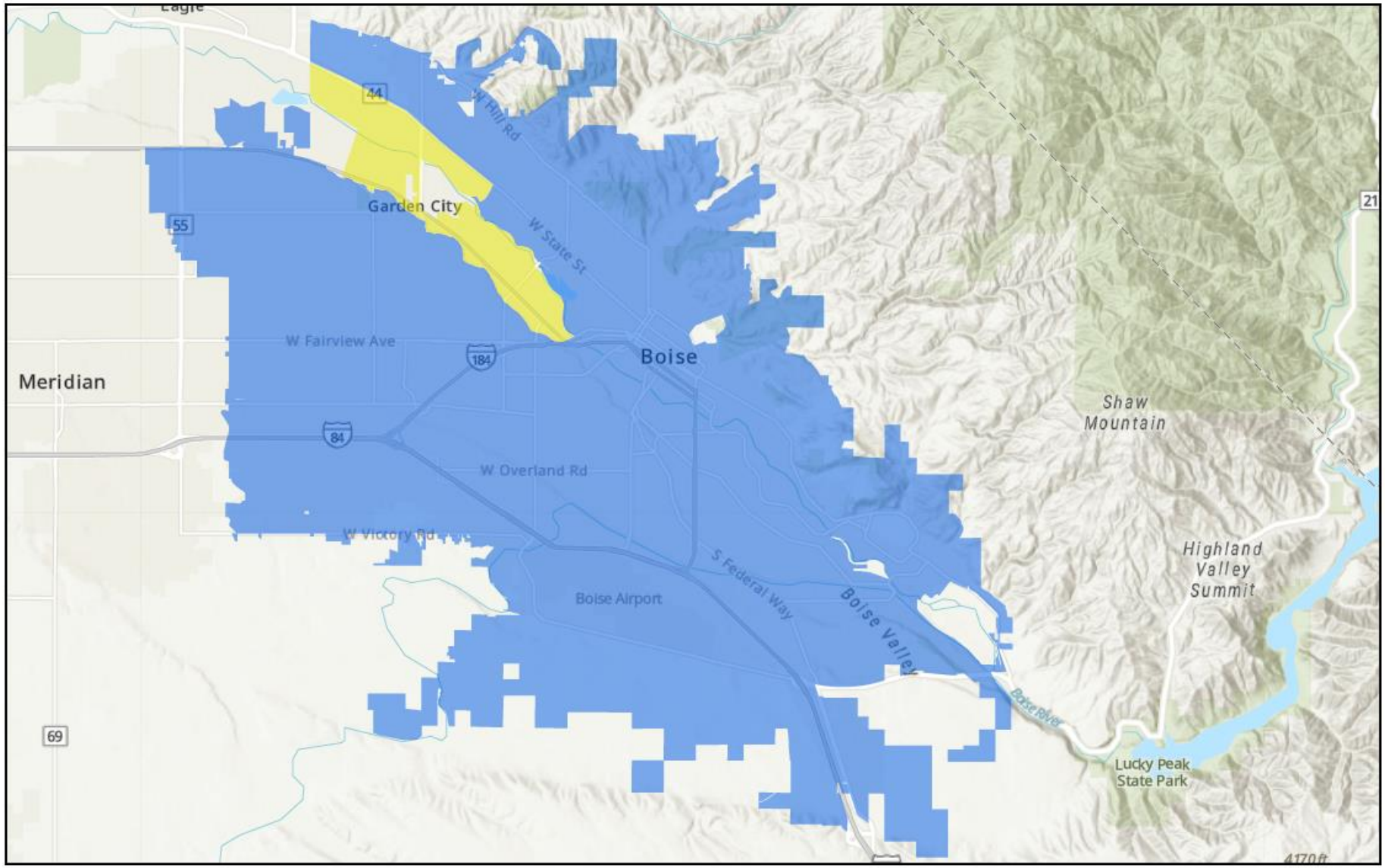
The Permit requires the City to retain records and make those records available to the regulatory agencies and public.

The City retains records of all data and information used in the development and implementation of the SWMP. All records are stored electronically or in hard copy for at least five years. All records are accessible to the IDEQ or EPA upon request and to the public by filing a Public Information Request with the City.

Appendix A

MS4 Map

MS4 Permit Area



Legend

Boise

Garden City

1:188,602

0 1 2 4 mi

0 1.75 3.5 7 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri, NASA, NGA, USGS

Appendix B

Intergovernmental Agreement

Operating Guidelines

AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT FOR ROLES AND RESPONSIBILITIES UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT (NPDES Permit #IDS-027561)

THIS AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT ("Amended and Restated Agreement") is entered into this 7th day of December, 2022, by and among the Ada County Highway District ("ACHD"), the city of Boise City ("Boise City"), city of Garden City ("Garden City"), Boise State University ("Boise State"), the Idaho Transportation Department, District #3 ("ITD"), and Ada County Drainage District No. 3 ("DD3"), individually a "Permittee" and collectively the "Permittees."

I. RECITALS

WHEREAS, this Amended and Restated Agreement is made for the purpose of complying with the National Pollutant Discharge Elimination System, the provisions of the Clean Water Act, 33 U.S.C. § 151 et seq, as amended by the Water Quality Act of 1987, Public Law 100-4 ("Clean Water Act"), and the Rules Regulating the Idaho Pollutant Discharge Elimination System Program (IDAPA 58.01.25) ("Rules and Regulations"); and

WHEREAS, the Rules and Regulations are designed to control pollutants associated with stormwater discharges through the use of the National Pollutant Discharge Elimination System ("NPDES") Municipal Separate Storm Sewer System (MS4) permits which allows the lawful discharge of stormwater into the waters of the United States; and

WHEREAS, the Rules and Regulations are designed to require NPDES permits for discharges from MS4s on a system-wide or jurisdiction wide basis; and

WHEREAS, the Permittees received NPDES Permit #IDS027561, effective February 1, 2013, and administratively extended until October 1, 2021; and

WHEREAS, on July 1, 2021, the Idaho Department of Environmental Quality ("IDEQ"), with delegated authority from the U.S. Environmental Protection Agency ("EPA"), took over primacy for the NPDES MS4 permits in Idaho, and became responsible for the issuing of permits and assuring compliance with all permit requirements; and

WHEREAS, the Permittees received National Pollutant Discharge Elimination System ("NPDES") Permit IDS027561 (the "Permit"), effective October 1, 2021; and

WHEREAS, the Permit requires that the Permittees must maintain an intergovernmental agreement describing each organization's respective roles and responsibilities related to this permit; and

WHEREAS, on June 18, 2013, the Permittees entered into an Intergovernmental Agreement for Roles and Responsibilities under the NPDES Municipal Stormwater Permit outlining roles and responsibilities of the Permittees under the Permit; and

WHEREAS, pursuant to the Permit any previously signed intergovernmental agreement may be updated, as necessary, in accordance with the Permit. Any such agreement must be described in the Permittees' Stormwater Management Program ("SWMP") Document and a copy of the agreement between the Permittees must be available to IDEQ upon request; and

WHEREAS, the Permittees have updated the intergovernmental agreement based on the Permit effective October 1, 2021. This Amended and Restated Agreement shall replace and supersede all previous intergovernmental agreements between the Permittees.

NOW, THEREFORE, the foregoing sets forth the agreement by and among the named Permittees.

II. AGREEMENT

1. PURPOSE OF AMENDED AND RESTATED AGREEMENT

The purpose of this Amended and Restated Agreement is to detail the duties, roles, and responsibilities of the Permittees with respect to compliance with the Rules and Regulations and the requirements set forth in Section 2.5.2, Joint Responsibility and Joint Agreements of the Permit. Each Permittee is individually responsible for Permit compliance related to portions of the MS4 owned or operated solely by that Permittee, or where the Permit requires a specific Permittee to take an action. Each Permittee is jointly responsible for Permit compliance as follows:

a. related to portions of the MS4 where operational or stormwater management control measures implementation authority has been transferred to one Permittee or another in accordance with this Amended and Restated Agreement between the Permittees; and

b. related to portions of the MS4 where Permittees jointly own or operate a portion of the MS4; and

c. related to the submission of reports or other documents required by Parts 3, 5, and 6 of the Permit; and

d. where the Permit requires the Permittees to take an action and a specific Permittee is not named; and

e. other areas as deemed necessary by the Permittees.

2. GENERAL PROVISIONS

a. ACHD, Boise City, Garden City, Boise State, ITD and DD3 are Permittees in the Permit as provided in 40 CFR 122.26.

b. Each Permittee will be responsible for complying with any and all Permit conditions relating to discharges from those parts of the MS4 that it operates and maintains.

c. The Permittees will utilize available monitoring and enforcement mechanisms, in full cooperation with other Permittees, to control the contribution of pollutants from one MS4 to another.

d. Each Permittee to this Amended and Restated Agreement shall assign at least one representative to the Permittee group.

3. STORM WATER MANAGEMENT PROGRAM ROLES AND RESPONSIBILITIES

The roles and responsibilities of each Permittee are as established in the Permit and this Amended and Restated Agreement.

4. APPORTIONMENT OF COSTS

A. Program Administration and Management

The Stormwater Management Program Control Measures shall be administered by ACHD as the lead agency. Program administration and management consists primarily of:

1. Preparing the agenda, minutes, and other documents related to the quarterly meetings and special meetings of the Permittees; and

2. Compiling and coordinating material to and from the Permittees for the filing of the annual report and Permit reapplication, as necessary, with IDEQ; and

3. Coordinating the various activities among the Permittees under the Permit.

The Permittees shall reimburse ACHD or the Permittee providing services described in this subsection 4.A. for their share of the program administration costs in the following amounts:

ACHD:	65.3% of the total program administration costs
Boise City:	15.3% of the total program administration costs
Garden City:	7.7% of the total program administration costs
Boise State:	3.9% of the total program administration costs
ITD:	3.9% of the total program administration costs
DD3:	3.9% of the total program administration costs

Program administration shall also include expenses incurred by any Permittee in the drafting, preparation, and completion of certain agreements or other documents specifically related to the collective Permittees' activities required by the Permit, by way of example, but not by way of limitation, this Amended and Restated Agreement. Such expenses shall be shared as stated in this Subsection 4.A. and processed through ACHD as set forth herein. Such expenses shall not include any activity related to any Permittee's own compliance requirements under the Permit.

B. Stormwater Monitoring and Evaluation Program

Monitoring and evaluation required by the Permit shall be conducted by ACHD or its contractor as the lead agency. The monitoring and evaluation program ("Stormwater Monitoring and Evaluation Program") consists primarily of:

1. For the first year of the Permit, preparing an updated Stormwater Outfall Monitoring Plan as part of the first annual report required by Part 6.4.2 of the Permit. The requirements, set forth in Part 6.2.1-6.2.7, for the Stormwater Outfall Monitoring Plan are described in the Permit, and include the monitoring protocol, sampling, testing, reporting, and other activity through a consultant arrangement between ACHD and its selected consultant.

2. Implementing the Stormwater Monitoring and Evaluation Program as approved and adopted by the Permittees.

3. Temperature monitoring in stormwater discharges from the MS4 to the Boise River including assessment units.

4. Wet weather stormwater outfall monitoring according to the Storm Water Outfall Monitoring Plan.

5. Instituting the Americana Subwatershed Monitoring Plan and data reporting requirements.

6. Effectiveness Evaluation of Structural, Non-Structural, and/or Green Stormwater Infrastructure Controls pursuant to Part 6.2.3 of the Permit.

The Permittees shall reimburse ACHD for their share of the Stormwater Monitoring and Evaluation Program costs in the following amounts:

ACHD:	65.3% of the total Stormwater Monitoring and Evaluation Program Cost
Boise City:	15.3% of the total Stormwater Monitoring and Evaluation Program Cost
Garden City:	7.7% of the total Stormwater Monitoring and Evaluation Program Cost
Boise State:	3.9% of the total Stormwater Monitoring and Evaluation Program Cost
ITD:	3.9% of the total Stormwater Monitoring and Evaluation Program Cost
DD3:	3.9% of the total Stormwater Monitoring and Evaluation Program Cost

C. Public Education, Outreach, and Involvement Program

Boise City shall be the lead agency for the Public Education, Outreach, and Involvement Program pursuant to this Amended and Restated Agreement. The Public Education, Outreach, and Involvement Program includes the development of an education outreach program as required by the Permit. The Public Education, Outreach, and Involvement Program consists primarily of:

1. Conducting public outreach, education, and public involvement as

described in the NPDES permit; and

2. Assessing the understanding of the relevant messages and adoption of appropriate behaviors by target audiences related to the Public Education, Outreach, and Involvement Program; and

3. Tracking and maintaining records of their education, outreach, and public involvement activities, including a descriptive summary of activities in the annual report; and

4. Once per year, training to local audiences on the requirements for construction operators pertaining to the required construction site controls imposed by the Permittees and training to local audiences on the requirements of permanent stormwater management controls imposed by the Permittees; and

5. Maintaining and updating the Permittees' Partners for Clean Water website found at: https://www.partnersforcleanwater.org/.

The Permittees shall reimburse Boise City for their share of the Public Education, Outreach, and Involvement Program costs in the following amounts:

Boise City:	65.3% of the total Program Cost
Garden City:	15.3% of the total Program Cost
ACHD:	7.7% of the total Program Cost
Boise State:	3.9 % of the total Program Cost
ITD:	3.9 % of the total Program Cost
DD3:	3.9 % of the total Program Cost

D. IPDES Stormwater Fee

Boise City is charged IPDES permit fees to support implementation of IPDES program initiatives at the Lander Street Water Renewal Facility and the West Boise Water Renewal Facility. Boise City has estimated the proportionate cost of this IPDES permit fee attributable to stormwater is 1.28% of the total IPDES permit fee. The Permittees have initially agreed to share this cost equally at 17% per Permittee. However, this allocation is subject to change by the Permittees and may be allocated similarly to the other costs discussed in this Section II.4. of the Amended and Restated Agreement. Should the Permittees unanimously agree on a different allocation of these IPDES permit fees, the Permittees shall agree to such amendment in writing.

E. Timely Payments

All amounts due and owing for the costs outlined in this Section II.4. shall be paid within forty-five (45) days of invoice date by each respective Permittee.

F. Annual Review

The allocated percentages of the Permittees' charge shall be reviewed upon an annual

basis and if necessary modified.

G. Operating Guidelines and Annual Budget

The Permittees have previously adopted a set of Operating Guidelines ("Guidelines") in July 2014. The Operating Guidelines have since been amended to reflect updates in process and procedure. A copy of the Amended and Restated Operating Guidelines are attached hereto as Addendum No. 1. The Guidelines address the process by which the annual budget is prepared, reviewed, and approved by the Permittees. In addition, the Guidelines also address the manner in which the Permittee meetings are conducted, and action is taken by the Permittees. The Guidelines may be amended as set forth therein and will be included in this Amended and Restated Agreement as a new addendum.

5. TERMINATION

Any Permittee under this Amended and Restated Agreement shall have the right to withdraw and terminate its responsibilities under this Amended and Restated Agreement by serving written notice upon all Permittees in the time and manner described herein. Such written notice shall be served upon all Permittees no later than the January meeting described in the Operating Guidelines, which meeting provides for the consideration of the budget for the following Permit Year. The written notice shall describe whether the withdrawal is in total for all activities set forth in this Amended and Restated Agreement or whether the withdrawal is limited to certain activities described in this Amended and Restated Agreement. The Permittee seeking withdrawal shall provide the specific reasons for withdrawal and provide proof that such withdrawal has been formally approved by the Permittee's governing body. If the withdrawal is not a total withdrawal, the Permittee shall remain responsible for its share of the allocated costs. In addition, the withdrawing Permittee shall provide the results of any activities or programs it acted as the lead agency on, including the preparation of any plans, reports, results, or record keeping, for inclusion in the Permittees' annual report. Such withdrawal shall be deemed effective the year following the service of the written notice upon the other Permittees.

Notwithstanding the right of a Permittee to withdraw from this Amended and Restated Agreement as described above, any responsibilities set out in the Permit with regard to the withdrawing Permittee shall not be affected by Permittee's withdrawal from this Amended and Restated Agreement.

Should any Permittee to this Amended and Restated Agreement seek to obtain a ruling from IDEQ that said Permittee is not an operator of an MS4 or that it is not subject to the Permit, such Permittee shall provide written notice to the other Permittees simultaneously with the filing of such request to IDEQ. The Permittee seeking such ruling shall provide the other Permittees with all documents filed with IDEQ and shall also provide the other Permittees of the decision or determination of IDEQ. Should the Permittee seeking withdrawal appeal the decision or determination of IDEQ or an appeal is filed by any other interested entity, the Permittee seeking such ruling shall provide the other Permittees with the documents related to said appeal and the decision or determination of the appellate body. Upon a final decision or determination of IDEQ or appellate body finding the Permittee is not required to participate in the Permit, the Permittee

shall be allowed to withdraw from this Amended and Restated Agreement effective the following year after such final decision or determination of IDEQ or an appellate body. The Permittee seeking such ruling shall be responsible for all costs set forth in this Amended and Restated Agreement prior to final withdrawal. Nothing herein shall prevent any other Permittee from participating in the IDEQ or appellate process concerning the request by the Permittee seeking the determination or decision from IDEQ.

In the event of a withdrawal by a Permittee or a final decision or determination by IDEQ or an appellate body, such Permittee's costs as set forth in this Amended and Restated Agreement shall be reallocated among the other Permittees as may be mutually agreed by those other Permittees.

6. MODIFICATION IN WRITING

This Amended and Restated Agreement may be modified or amended in writing and effective when executed by all Permittees.

7. ATTORNEY FEES

Should any Permittee find it necessary to employ an attorney for representation in any action seeking enforcement of any of the provisions of this Amended and Restated Agreement, or to protect its interest in any matter arising under this Amended and Restated Agreement, or to recover damages for the breach of this Amended and Restated Agreement, or to resolve any disagreement in interpretation of this Amended and Restated Agreement, the unsuccessful Permittee(s), in any final judgment entered therein, agrees to reimburse the prevailing party or parties for all reasonable costs, charges, and expenses, including attorneys' fees expended or incurred by the prevailing party or parties in connection therewith and in connection with any appeal, and the same may be included in such judgment.

8. NOTICES AND CONTACTS

Any and all notices required to be given by any of the Permittees hereto shall be in writing and deemed delivered when either: (i) delivered personally, or (ii) sent by fax to the other parties at the fax telephone number as set forth, or (iii) deposited in the United States Mail, certified, return receipt requested, postage prepaid, addressed to the other Permittees at the address as set forth, or such other fax telephone number or mailing address as may be provided by written notice of such change given to the others in the same manner as above provided.

For the purpose of providing contact information under this Amended and Restated Agreement and to provide notice as required, the following are the contacts and addresses of each representative designated by each Permittee:

Ada County Highway District:
Stormwater Quality Supervisor
Ada County Highway District
318 E. 37th Street
Garden City, ID 83714
Phone: 208-387-6255
Fax: 208-387-6391
Email: mlowe@achdidaho.org

City of Boise:
Water Quality Manager
City of Boise
P.O. Box 500
Boise, ID 83701-0500
Phone: 208-608-7178
Fax: 208-433-5650
Email: kharris@cityofboise.org

City of Garden City:
Environmental Manager
City of Garden City
207 E. 38th Street
Garden City, ID 83714
Phone: 208-472-2900
Fax: 208-3434026
Email: jpavelek@gardencity.idaho.org

Boise State University:
Environmental Health Compliance
Boise State University
1910 University Drive
Boise, ID 83725
Phone: 208-426-3906

Email: ehs@boisestate.edu

Idaho Transportation Department, District #3:
Environmental Planner, Senior
8150 Chinden Boulevard
Boise, ID 83714
Phone: 208-334-8300
Fax: 208-334-8917
Email: greg.vitley@itd.idaho.gov

Ada County Drainage District #3:
Counsel for Drainage District #3
Elam & Burke
P.O. Box 1539
Boise, ID 83701
Phone: 208-343-5454
Fax: 208-384-5844
Email: rpa@elamburke.com

9. ENTIRE AGREEMENT

Except as provided otherwise herein, this instrument and any attachments or addendums hereto constitute the entire agreement among the Permittees concerning the subject matter hereof.

(signatures on following page)

IN WITNESS WHEREOF, the Permittees hereto have caused this Amended and Restated Agreement to be duly executed as of the day and year first above written.

ADA COUNTY HIGHWAY DISTRICT

By: _____
President, ACHD Commission

Attest: ACHD Director

CITY OF BOISE CITY

By: _____
Lauren McLean, Mayor

Attest: City Clerk

CITY OF GARDEN CITY

By: _____
John Evans, Mayor

Attest: City Clerk

CITY OF GARDEN CITY, IDAHO SEAL

BOISE STATE UNIVERSITY

By: _____
Vice President, University Affairs

IDAHO TRANSPORTATION DEPARTMENT, DISTRICT #3

By: _____
J. Caleb Lakey, District Administrator

IN WITNESS WHEREOF, the Permittees hereto have caused this Amended and Restated Agreement to be duly executed as of the day and year first above written.

ADA COUNTY HIGHWAY DISTRICT

By: _____

President, ACHD Commission

_____

Attest: ACHD Director

CITY OF BOISE CITY

By: Lauren McLean

Lauren McLean, Mayor 11/29/2022

Lynda Lowry

_____

Attest: City Clerk Lynda Lowry 11/29/2022

CITY OF GARDEN CITY

By: _____

John Evans, Mayor

_____

Attest: City Clerk

BOISE STATE UNIVERSITY

By: _____

Vice President, University Affairs

IDAHO TRANSPORTATION DEPARTMENT, DISTRICT #3

By: _____

_____, District Administrator

IN WITNESS WHEREOF, the Permittees hereto have caused this Amended and Restated Agreement to be duly executed as of the day and year first above written.

ADA COUNTY HIGHWAY DISTRICT

By: _____

President, ACHD Commission

_____

Attest: ACHD Director

CITY OF BOISE CITY

By: _____

Lauren McLean, Mayor

_____

Attest: City Clerk

CITY OF GARDEN CITY

By: _____

John Evans, Mayor

_____

Attest: City Clerk

BOISE STATE UNIVERSITY

By: Alicia Estey

Alicia Estey

Vice President, University Affairs

IDAHO TRANSPORTATION DEPARTMENT, DISTRICT #3

By: _____

_____, District Administrator

ADA COUNTY DRAINAGE DISTRICT No. 3

By: _____
Steve Sweet, Chair

State of Idaho)
)ss
County of Ada)

On this 7th day of December, 2022, before me, Stacey L Spencer, a Notary Public in and for the state of Idaho, personally appeared Mary May and Bruce Wong, known or identified to me to be the President and Director of Ada county Highway District who executed this instrument, and acknowledged to me that Ada County Highway District executed the same.

STACEY L SPENCER NOTARY Comm. 62051 PUBLIC STATE OF IDAHO

_____
Notary Public for Idaho
Commission expires: August 13, 2025

State of Idaho)
)ss
County of Ada)

On this ___ day of _____, 2022, before me, _____, a Notary Public in and for the state of Idaho, personally appeared _____ and _____, known or identified to me to be the Mayor and City Clerk of City of Boise who executed this instrument, and acknowledged to me that City of Boise executed the same.

_____
Notary Public for Idaho
Commission expires: _____

ADA COUNTY DRAINAGE DISTRICT No. 3

By: _____
Steve Sweet, Chair

State of Idaho)
)ss
County of Ada)

On this ___ day of _____, 2022, before me, _____, a Notary Public in and for the state of Idaho, personally appeared _____ and _____, known or identified to me to be the President and Director of Ada county Highway District who executed this instrument, and acknowledged to me that Ada County Highway District executed the same.

_____
Notary Public for Idaho
Commission expires: _____

State of Idaho)
)ss
County of Ada)

On this 29th day of November, 2022, before me, Kimberly Moore, a Notary Public in and for the state of Idaho, personally appeared Lauren McLean and Lynda Lowry, known or identified to me to be the Mayor and City Clerk of City of Boise who executed this instrument, and acknowledged to me that City of Boise executed the same.

KIMBERLY MOORE
COMMISSION #20221533
NOTARY PUBLIC
STATE OF IDAHO
MY COMMISSION EXPIRES 03/30/2028

_____
Notary Public for Idaho
Commission expires: 3-30-2028

State of Idaho)
)ss
County of Ada)

On this 22nd day of November, 2022, before me, Susanna Smith, a Notary Public in and for the state of Idaho, personally appeared John G. Evans and Lisa M. Leiby, known or identified to me to be the Mayor and City Clerk of Garden City who executed this instrument, and acknowledged to me that Garden City executed the same.

SUSANNA SMITH
COMMISSION #20201858
NOTARY PUBLIC
STATE OF IDAHO
MY COMMISSION EXPIRES 05/26/2026

Notary Public for Idaho
Commission expires: 5-26-2026

State of Idaho)
)ss
County of Ada)

On this ___ day of _____, 2022, before me, _____, a Notary Public in and for the state of Idaho, personally appeared _____, known or identified to me to be the Vice President, University Affairs, of Boise State University, who executed this instrument, and acknowledged to me that Boise State University executed the same.

Notary Public for Idaho
Commission expires: _____

State of Idaho)
)ss
County of Ada)

On this 17th day of November, 2022, before me, Roger D. Edwards, a Notary Public in and for the state of Idaho, personally appeared J. Caleb Lakey, known or identified to me to be the District 3 Administrator, of Idaho Department of Transportation, who executed this instrument, and acknowledged to me that Idaho Department of Transportation executed the same.

ROGER D. EDWARDS
Comm. No. 45261
NOTARY PUBLIC
Expires: 08/31/2023
STATE OF IDAHO

Notary Public for Idaho
Commission expires: 8-31-2023

State of Idaho)
)ss
County of Ada)

On this ___ day of _____, 2022, before me, _____, a Notary Public in and for the state of Idaho, personally appeared _____ and _____ _____, known or identified to me to be the Mayor and City Clerk of Garden City who executed this instrument, and acknowledged to me that Garden City executed the same.

_____
Notary Public for Idaho
Commission expires: _____

State of Idaho)
)ss
County of Ada)

On this 16th day of November, 2022, before me, Alexander Feyen, a Notary Public in and for the state of Idaho, personally appeared Alicia Estey, known or identified to me to be the Vice President, University Affairs, of Boise State University, who executed this instrument, and acknowledged to me that Boise State University executed the same.

ALEXANDER FEYEN NOTARY PUBLIC STATE OF IDAHO Comm. No. 20203909 My Commission Expires 10/05/26

_____
Notary Public for Idaho
Commission expires: 10/05/2026

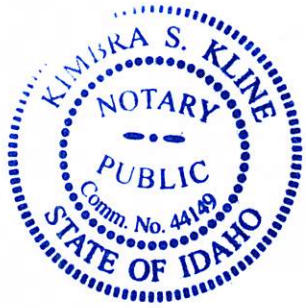
State of Idaho)
)ss
County of Ada)

On this ___ day of _____, 2022, before me, _____, a Notary Public in and for the state of Idaho, personally appeared _____, known or identified to me to be the _____, of Idaho Department of Transportation, who executed this instrument, and acknowledged to me that Idaho Department of Transportation executed the same.

_____
Notary Public for Idaho
Commission expires: _____

State of Idaho)
)ss
County of Ada)

On this 10th day of November, 2022, before me Kimbra S. Kline, a Notary Public in and for the state of Idaho, personally appeared Steve Sweet, known or identified to me to be the Chair of Ada County Drainage District # 3, who executed this instrument, and acknowledged to me that Ada County Drainage District #3 executed the same.



Kimbra S. Kline
Notary Public for Idaho
Commission expires: 3/31/2023

4878-3214-6717, v. 5

AMENDED AND RESTATED OPERATING GUIDELINES

THESE AMENDED AND RESTATED OPERATING GUIDELINES ("Amended and Restated Guidelines") are adopted this 30 day of November, 2022, by the CITY OF BOISE CITY, hereinafter called BOISE CITY; ADA COUNTY HIGHWAY DISTRICT, hereinafter called ACHD; ADA COUNTY DRAINAGE DISTRICT NO. 3, hereinafter called DD3; IDAHO TRANSPORTATION DEPARTMENT, DISTRICT 3, hereinafter called ITD; BOISE STATE UNIVERSITY, hereinafter called BSU; and the CITY OF GARDEN CITY, hereinafter called GARDEN CITY; collectively the "Permittees."

WHEREAS, the National Pollutant Discharge Elimination System, the provisions of the Clean Water Act, 33 U.S.C. § 151 et seq, as amended by the Water Quality Act of 1987, Public Law 100-4 ("Clean Water Act"), and the Rules Regulating the Idaho Pollutant Discharge Elimination System Program (IDAPA 58.01.25) ("Rules and Regulations") all govern the regulations for applications and permits for stormwater discharges; and

WHEREAS, these Rules and Regulations are designed to control pollutants associated with stormwater discharges through the use of the National Pollutant Discharge Elimination System ("NPDES"), which allows the lawful discharge of stormwater into the waters of the United States; and

WHEREAS, these Rules and Regulations are designed to require NPDES permits for discharges from Municipal Separate Storm Sewer Systems (MS4s) from a system-wide or jurisdiction-wide basis; and

WHEREAS, the Permittees received a NPDES Permit (Permit #IDS-02756-1) effective February 1, 2013, and administratively extended until October 1, 2021; and

WHEREAS, on July 1, 2021, the Idaho Department of Environmental Quality (IDEQ), with delegated authority from the U.S. Environmental Protection Agency ("EPA"), gained primacy and became responsible for issuing MS4 stormwater permits and assuring compliance with all permit requirements; and

WHEREAS, the Permittees received Idaho Pollutant Discharge Elimination System ("IPDES") Permit IDS027561 (the "Permit"), effective October 1, 2021;

WHEREAS, the Permit requires that the Permittees must maintain an intergovernmental agreement describing each organization's respective roles and responsibilities related to this permit;

WHEREAS, pursuant to the Permit, any previously signed intergovernmental agreement may be updated, as necessary, in accordance with this Permit. Any such agreement must be described in the Permittees' Stormwater Management Program ("SWMP") Document, and a copy of the agreement between the Permittees must be available to IDEQ upon request; and

WHEREAS, the Permittees entered into that certain *Intergovernmental Agreement for Roles and Responsibilities Under the NPDES Permit* ("Agreement"), dated June 26, 2013, which generally outlined the process by which the Permittees shall fund certain activities in compliance with the Permit;

WHEREAS, the Permittees previously entered into those certain Operating Guidelines dated October 17, 2006, which governed the Permittees' activities under a previous intergovernmental agreement dated October 21, 2001, based on the previous NPDES permit originally effective November 29, 2000.

WHEREAS, the Permittees have updated the intergovernmental agreement based on the Permit effective October 1, 2021, and this Amended and Restated Intergovernmental Agreement was executed on December 7, 2022; and

WHEREAS, the Permittees, as public agencies, all have varying procedures concerning the setting of those entities' budgets and the time frame for the approval of those budgets;

WHEREAS, the Permittees desire these Amended and Restated Guidelines (including certain budget procedures) to guide the Permittees through the activities in which all share in the cost and/or administration of the program and to coincide with the new amendments and revisions under the Amended and Restated Intergovernmental Agreement;

NOW, THEREFORE, the Permittees agree as follows:

Section 1. These Amended and Restated Guidelines hereby repeal, replace, and supersede any previous guidelines, including those 2006 guidelines as described herein.

Section 2. The Permittees concur with the following process for:

A. The annual budget of costs to be shared by the Permittees pursuant to the Permit and the Amended and Restated Intergovernmental Agreement; and

B. The approval of activities and expenses.

Section 3. Schedule and Process:

Each January of each year of the Permit, the lead Permittee entity for the activities to be shared by all of the Permittees, shall present at a scheduled Permittee meeting, a proposed budget outlining the costs for the upcoming year as well as providing a comparison for similar activities within the previous year.

The Permittees shall consider such budget, provide comment, and the budget shall be approved at the Permittee meeting held in April of each year, upon motion and approval by a majority of the Permittees present.

Section 4. Program Administration and Management:

These Amended and Restated Guidelines identify four (4) categories for which the Permittees have agreed to apportion costs for those activities, including Program Administration and Management. By adoption of these Amended and Restated Guidelines, the Permittees have determined that the Program Administration and Management category should include those activities for which the Permittees are apportioning costs for certain planning and Permit compliance not related to any individual Permittee compliance activity. Such activities include the Permit reapplication process and required Permit document preparation.

Permittees also agree to consider other subcategories for which apportionment of costs would be appropriate under the Permit and to process budget requests and approvals. Any additional subcategories shall require an amendment to these Amended and Restated Guidelines.

Section 5. Budget Revisions:

Throughout the Permit year, revisions to the approved budget to reallocate funds among categories and classifications or to reduce the approved budget may be considered by the Permittees. Such reduction or reallocation shall be reviewed and approved by the Permittees' representatives at a duly noticed Permittee meeting. No overall increase in the budget or additional funds shall be authorized unless approved by the Permittees, upon motion and approval by a majority of the Permittees present, and each Permittee has budget authority for such revisions.

Section 6. Permittee Budget Approval:

Nothing herein shall affect the process or authority of each Permittee to obtain from its governing body the necessary approval for the budget as required by each Permittee's governing laws, regulations, or policy and each Permittee's own activities for which it is responsible under the Permit.

Section 7. Operating Guidelines:

Generally, the Permittee meetings shall be managed in such a manner to achieve the objectives of the Permit and the NPDES program. For those items previously approved by way of the budget, the lead Permittee shall provide summary reports of such expenditures and activities at a regularly scheduled Permittee meeting. For expenditures not specifically approved by way of the budget, the lead Permittee shall obtain Permittee approval at a regularly scheduled Permittee meeting prior to such expenditure.

Permittee meetings will be conducted on an informal basis facilitated by the ACHD representative. The ACHD representative shall also be responsible for providing meeting notice to Permittees, taking and distributing minutes, providing an agenda, and, to the greatest extent possible, forwarding information to the Permittees for consideration at the meeting. Any action to be taken shall be accomplished by motion and vote. To the greatest extent possible, Roberts Rules of Order shall govern the voting process.

Section 8. Effect:

These Amended and Restated Guidelines have been adopted by the Permittees at the Permittee meeting dated November 30, 2022. Nothing herein shall be deemed to infringe upon any Permittee's legal authority concerning the expenditure of public funds.

Section 9. Amendment:

These Amended and Restated Guidelines may be amended in writing, upon at least ten (10) days written notice of such proposed amendment to each Permittee provided, however, said notice may be deemed waived by Permittee's written consent. Any amendment shall be approved by majority vote of the Permittees present at a meeting noticed for such purpose. Updated versions of these Amended and Restated Guidelines shall be included in the Amended and Restated Intergovernmental Agreement as an updated addendum to that document.

ADA COUNTY HIGHWAY DISTRICT

By: Monica Lowe
Its Permittee NPDES Representative

CITY OF BOISE CITY

By: _____
Its Permittee NPDES Representative

CITY OF GARDEN CITY

By: _____
Its Permittee NPDES Representative

BOISE STATE UNIVERSITY

By: _____
Its Permittee NPDES Representative

IDAHO TRANSPORTATION DEPARTMENT,
DISTRICT #3

By: _____
Its Permittee NPDES Representative

ADA COUNTY DRAINAGE DISTRICT No. 3

By: _____
Its Permittee NPDES Representative

4867-9330-4380, v. 1

Appendix C

Construction Site Runoff Control Enforcement Response Policy

Permanent Stormwater Controls Enforcement Response Policy

PLANNING AND DEVELOPMENT SERVICES
BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Planning & Development Services
Building Division Policy

Title: Erosion and Sediment Control (ESC) Enforcement Response Policy

Code Name: Boise City Code – Title 9, Chapter 14, Construction Site Erosion Control

Code Sections: 9-14-2-1: GENERAL REQUIREMENTS AND PROHIBITIONS
9-14-3-3: CITY INSPECTIONS
9-14-3-4: ADMINISTRATIVE ENFORCEMENT
9-14-3-7: CIVIL ACTIONS FOR VIOLATIONS
9-14-3-10: ACTS RESULTING IN VIOLATION OF FEDERAL LAWS AND REGULATIONS

Code Language:

9-14-2-1: GENERAL REQUIREMENTS AND PROHIBITIONS

D. Compliance Required: All construction activity commenced pursuant to an approved erosion control plan or permit must at all times comply with the conditions of the erosion control plan or permit. The permit holder is responsible for ensuring their contractor(s), subcontractor(s), utility trenching subcontractor(s), and all other persons entering the site abide by the conditions of the permit. The permit holder's signature or that of his authorized agent on the permit shall constitute an agreement by the permit holder to accept responsibility for meeting the conditions of the permit.

9-14-3-3: CITY INSPECTIONS:

All construction activities which require a permit under this chapter shall be subject to the inspection provisions provided herein.

A. Authority: The City maintains the right to inspect any site of construction activity that has been issued a permit under this chapter or is required to have a permit issued under this chapter.

9-14-3-4: ADMINISTRATIVE ENFORCEMENT:

In addition to any other remedies under this chapter, a person or permit holder in violation of this chapter may be subject to administrative enforcement procedures. The administrative enforcement procedures are not a prerequisite to any other remedy under this chapter and if administrative enforcement is undertaken, any of the following procedures may be utilized regardless of the order in which they appear in this section.

9-14-3-7: CIVIL ACTIONS FOR VIOLATIONS:

A. Action Taken By City: The Environmental Protection Agency requires, as mandated by the NPDES permit, that the City adopt and employ a scheme of civil and administrative penalties. Therefore, pursuant to this Federal requirements and Idaho Code section 50-302(2), the City may enforce any provision of this chapter through civil penalties.

C. Penalties Specified: Civil penalties will not exceed two hundred dollars ($200.00) for the first offense and not more than one thousand dollars ($1,000.00) for each offense thereafter. (Ord. 48-14, 12-16-2014, eff. 1-1-2015)

9-14-3-10: ACTS RESULTING IN VIOLATION OF FEDERAL LAWS AND REGULATIONS:

Any person who violates any provision of this chapter, any provision of any permit issued pursuant to this chapter, or discharges any pollutant or causes pollution, or violates a cease and desist order or any requirement or prohibition, may also be in violation of Federal laws or regulations, and may be subject to the sanctions of those laws or regulations, including civil or criminal penalties, notwithstanding any legal action taken by the City. (Ord. 48-14, 12-16-2014, eff. 1-1-2015)

Definitions/Key Terms:

BMPs – BEST MANAGEMENT PRACTICES: Physical, structural and/or managerial practices that, when used alone or in combination, control activities, including, but not limited to, site runoff, spillage and leaks, and waste disposal, and prevent or reduce the discharge of pollutants directly or indirectly to waters of the State or U.S. BMPs may include schedules of activities, prohibition of practices, design standards, educational activities, and treatment requirements.

Corrections Required – The inspection status result indicating a site needs to conduct housekeeping, BMP maintenance, or other corrective action to maintain compliance with ESC permit requirements.

Enforcement Response Policy (ERP) – Describes potential response to violations with appropriate educational or enforcement responses. The ERP addresses repeat violations through progressively stricter responses, as needed, to achieve compliance. to the extent allowable under Idaho state law.

General Inspection – Automatically scheduled inspection according to the permit's site priority and issue date/previously completed inspection.

Inspection Prioritization Frequency – Prior to issuance, each ESC permit is assigned a site priority of low, medium, or high based on the site characteristics of location, type of use, area of disturbance and risk of stormwater pollution. Low risk sites have a frequency of 35 days, medium sites have a frequency of 21 days, and High are inspected at a 14-day frequency.

Inspection Result – The overall inspection result which is either Pass, Corrections Required, or Significant Violation. For Site Preparation and Site Final inspections, if requirements are not met, the result may be Not Ready.

MS4 – Municipal Separate Storm Sewer System, the public stormwater system that discharges to stormwater facilities or the Boise River and its tributaries.

Parcel hold – Hold placed on parcel which prevents all building division inspections and applications from being completed in order. Does not require site to stop work.

Pass – The inspection result indicating a site is in compliance with the ESC permit requirements, BMPs are implemented and there are no current requests or violations at the site from the inspector.

Responsible Person (RP) – Any foreman, superintendent, project manager or other person with operational control over site activities and day to day operational control over plan requirements and permit conditions at the site of any construction activity. A person or persons possessing a current and valid Boise City Certificate of Training, as provided for in section 9-14-2-7 of this chapter, shall be directly in charge of all sites of construction activity regulated by this chapter.

Significant Violation – The inspection result if a serious offense resulting in polluted stormwater discharging from the construction site to the MS4 or adjacent surface water. Concrete washout violations, excessive trackout, failure or lack of BMPs, and multiple unresolved Corrections Required are also considered grounds for a significant violation inspection result.

Special site fee (Violation Fee) – Administrative cost and monetary penalty for enforcement action taken that may be assessed to sites with a significant violation inspection result. Fees shall be assessed in accordance with the Erosion and Sediment Control Fee Schedule as adopted by the City Council.

Special Investigation fee – Hourly administrative cost assessed for inspector spending extra time investigating and documenting/implementing escalated enforcement responses.

Scope of Policy:

This policy provides a written escalating enforcement response for all construction projects required to obtain an Erosion and Sediment Control Permit within the City of Boise jurisdiction. This policy complies with the US EPA National Pollutant Discharge Elimination System permit #IDS027561 Boise/Garden City Area MS4 requirement 3.3.6 to maintain and implement a construction site runoff control Enforcement Response Policy (ERP).

The code language listed above for Boise City Code 9-14 Construction Site Erosion Control provides legal basis for escalated enforcement response to the extent allowable under Idaho state law.

Policy:

Erosion and Sediment Control Inspectors are authorized to inspect all construction activities which require a City of Boise ESC permit, and based on the inspection result will initiate this ERP accordingly. During a site inspection the inspector looks for violations/pollution sources and determines if the site has properly implemented BMPs to prevent stormwater runoff pollution. General Inspections are scheduled according to the site's inspection prioritization frequency, The inspection prioritization system is described in detail in the Stormwater Management Program Plan. An inspector will also inspect a site at any time if a construction site pollution complaint is received. After completing the initial inspection and entering the inspection result, the inspector will then conduct follow up compliance inspections and implement escalated enforcement responses as needed to gain compliance at the site and prevent pollution. The inspection and enforcement response components are detailed below.

I. Inspections:

1. **Initial Inspections**: A general or complaint-driven ESC inspection is conducted, and the inspection result and comments are automatically emailed to the permit contacts (includes Responsible Person) from the City of Boise Permit Desk. The inspection result options are:

   - Pass – No violations observed, no corrections requested by inspector. The site will continue to be inspected per the pre-set frequency of either 35 days (low-priority), 21 days (medium-priority), or 14 days (high-priority).

   - Corrections Required – Inspector issues request(s) that BMPs maintenance and/or housekeeping be completed based on site observations. The inspector may also request to improve or enhance BMP activities. In addition to the automated inspection email, the inspector notifies onsite project contact(s)/Responsible Person of the corrections required and a compliance deadline no greater than 14 days after the inspection. The inspector may also provide BMP information and educate on corrective recommendations. No fine or penalty is issued with this result.

   - Significant Violation A serious offense or active pollution is observed during site inspection and the inspector issues correction requests to mitigate the violation. The inspector notifies the onsite project contact(s)/Responsible Person of the corrections required and a compliance deadline no greater than 7 days after the inspection. The inspector will document the violation(s) with time stamped pictures. This inspection result may be accompanied with Special Site fee (Violation Fee), Special Investigation Fee and/or parcel hold.

2. **Follow-up Compliance Inspections:** A follow-up compliance inspection is automatically scheduled for 14 days after a Correction Required result, and 7 days after a Significant Violation result.

   - A site issued Corrections Required that has failed to complete the requests, may receive one compliance extension with a Corrections Required result. Otherwise, a Significant Violation result will be issued if corrections have not been completed after two prior inspections and a re-inspection fee assessed. If corrections have been completed and BMPs are in compliance, the site will receive a Pass result and regularly scheduled General Inspections will resume.

   - A site issued Significant Violation that has failed to complete the required corrective actions or payment of fines may either be issued another Significant Violation result with a reinspection fee or the inspector may escalate the enforcement by issuing a Notice of Violation (NOV), depending on the severity of the violation and impact on the environment. The inspector will document the violation(s) with time stamped pictures. If the requested corrections have been completed, BMPs are in compliance, and there are no outstanding fees, the site will receive a Pass result and regularly scheduled General Inspections will resume.

II. Escalating Enforcement Responses:

1. **Verbal Enforcement-** A verbal warning will be given, or verbal inquiry will be used to obtain additional information regarding a potential violation or to resolve an infrequent violation.

   - The initial attempt to contact a permit holder or responsible person will serve as the beginning of enforcement action. If a call or email is not answered, the inspector will conduct a site visit.

2. **Inspection Enforcement –** If a site receives a Significant Violation result during an inspection, based on the circumstances and severity of violation/pollution, the inspector may issue special site fee(s), investigation fees, and a parcel hold. If during a second compliance follow-up inspection corrections have not been completed a reinspection fee may be issued.

3. **Notice of Violation (NOV)** – An official document on City of Boise letterhead provided directly to the permittee/Responsible Person when Significant Violations have not been resolved.

   - An NOV will be issued when there is active exposure of pollutants to stormwater runoff, repeated or unaddressed corrections associated with a Significant Violation inspection result. The NOV is written document delivered to the ESC permit contacts that includes project identifiers, a statement summarizing the violation, references to specific Construction Site Erosion Control ordinance violations, the corrective actions required to restore compliance, any fees assessed, and the compliance deadline. The inspector will document the violation(s) with time stamped pictures. An NOV may also include a Parcel Hold or Stop Work Order until compliance has been achieved.

   - The NOV also notifies the site that if continued or subsequent violation(s) are discovered, the City may issue civil penalties.

   - If no reasonable effort at corrective action is made, or if necessitated by emergency, the Director or authorized enforcement agent may cause the corrective action to be performed and shall assess the actual and administrative costs of such performance.

   - Where applicable, sites that are issued an NOV may also be referred to Idaho Department of Environmental Quality (IDEQ) for Construction General Permit (CGP) violation.

4. **Initiation of Civil Penalties** A site that has been issued an NOV that has continued, or subsequent violations related to the initial violation may be assessed civil penalties per Boise City Code 9-14-3-7.

   - 1st offence $200 – The permittee will be provided a written notice regarding the initiation of civil penalties and notice regarding subsequent civil penalties.

- ❖ Repeat offences $1,000 – Once a site has had civil penalties initiated, a notice will be attached to that project's parcel stating that the site is under civil penalties. If the site has an inspection result of Significant Violation and the violation is directly related to the previously issued NOV, an automatic $1,000 civil penalty will be assessed.

- ❖ Where applicable, sites that are issued an NOV may also be referred to IDEQ for CGP violation.

5. **Stop Work Order/Permit revocation.** If the above enforcement measures do not result in site compliance, the ESC permit may be revoked, and a Stop Work Order enforced on all related permits on the parcel. The project will need to halt all work and resubmit an ESC permit application and provide updated submittal requirements. Sites that do not comply with a Stop Work Order will be referred to the City Attorney's office for criminal prosecution per 9-14-3-5: VIOLATIONS CONSTITUTE MISDEMEANORS.

Intent:

To establish a written ERP that authorizes ESC Inspectors to implement escalating enforcement measures that require construction sites to be in compliance with the Construction Site Erosion Ordinance.

This ERP has been developed as a tool for ESC Inspectors to use when identifying, investigating, and determining the appropriate response to a specific violation of these local stormwater regulations and any related state and federal violations. It will also present the range and time frames of available enforcement responses and identify (by title) the official(s) responsible for each response.

The procedures within this ERP have been developed with the following objectives in mind:

- Prevent pollutants from entering the MS4 that may cause a threat to the public health, safety, welfare and the environment.
- Prevent the degradation of groundwater quality.
- Establish appropriate enforcement action based on the nature and severity of the violation.
- Promote consistent and timely use of enforcement and escalation.
- Ensure that violators return to compliance in a timely manner.
- Recover costs incurred by the city due to non-compliance and promote compliance through education and compliance assistance and, if necessary, penalties.

DocuSigned by:
99C4340A6FF2462...

1/28/2025

Jason Blais
Building Official

Effective Date

Signed by:
3C778167EC6B44D...

Andrew Long
Erosion Control Coordinator

Date Retired

CITY of BOISE

City of Boise | Stormwater Program

Enforcement Response Policy

Illicit Discharge Detection and Elimination
Permanent Stormwater Management Controls

January 2026

BOISE
CITY OF TREES

PUBLIC WORKS DEPARTMENT | 150 N. CAPITOL BLVD. | BOISE, IDAHO 83702

Table of Contents

Abbreviations, Acronyms, and Symbols

ACHD Ada County Highway District

BCC Boise City Code

BMP Best Management Practice

BSU Boise State University

CDO Cease and Desist Order

DD3 Ada County Drainage District #3

ERP Enforcement Response Policy

IDDE Illicit Discharge and Detection Elimination

IDEQ Idaho Department of Environmental Quality

ITD Idaho Transportation Department District #3

MS4 Municipal Separate Storm Sewer System

NOV Notice of Violation

NPDES National Pollutant Discharge Elimination System

1 Introduction

This Stormwater Enforcement Response Policy (ERP) provides enforcement guidance for City of Boise (City) staff in accordance with the City's National Pollutant Discharge Elimination System (NPDES) Phase I municipal separate storm sewer system (MS4) Stormwater Permit IDS-027561 (Permit).

This ERP applies to all activities which may potentially affect the MS4, any private storm drain, or any body of water within the City and any activity which discharges pollutants into such systems, except for those activities contained entirely on Federal, State or County lands that do not impact adjacent jurisdictions.

The enforcement procedures and guidance in this document address the Permit's requirements for the following control measures:

- Illicit Discharge Detection and Elimination (Permit Part 3.2)
- Permanent Stormwater Management Controls (Permit Part 3.4)

Permit part 3.2 requires continued implementation and enforcement of an Illicit Discharge Detection and Elimination (IDDE) program for the MS4. Permit Part 3.4 requires the City to implement an enforcement response policy to ensure and maintain the functional integrity of permanent stormwater controls in its jurisdiction.

The City owns and operates portions of the MS4 system within its corporate limits. These portions may be interconnected with other MS4 sections owned and operated by other co-permittees of the Permit, which include Ada County Highway District (ACHD), Boise State University (BSU), City of Garden City, Drainage District #3 (DD3) and the Idaho Transportation Department District #3 (ITD). Enforcement response is handled by the various permittees depending on the jurisdiction of the source and known extent of an issue.

The City maintains legal authority for enforcement requirements through Boise City Code (BCC) Title 10, Chapter 6: Stormwater Management and Discharge Control. This ordinance prohibits illicit discharges, provides guidelines on best management practices and drainage requirements for industrial and commercial facilities, outlines allowable discharges, and describes maintenance requirements for stormwater facilities. It also provides authority for inspections, monitoring, and enforcement escalation.

Timely and consistent enforcement of these laws is critical to the success of the City's stormwater program and to protect the beneficial uses of surface waters and groundwater in Idaho.

1.1 Purpose

This ERP has been developed, in accordance with BCC, as a framework for Boise City's stormwater staff to use when identifying, investigating, and determining the appropriate enforcement response to violations of local stormwater regulations and/or any related state and federal violations. It includes the range and time frames of available enforcement responses and identifies (by title) the official(s) responsible for each response.

Enforcement of stormwater violations will generally be in accordance with this guidance document. The City reserves the right, however, to take any authorized action necessary to address a violation when the circumstances warrant. Actions may be taken concurrently and can range from a simple phone call to judicial and civil penalties. Issuance of any enforcement action shall not be a bar against, or prerequisite for, taking any other action against a violator. Any decision by the City not to take an enforcement against a person or entity for a violation is not a waiver of any right to take a different action or to enforce for other or continued violations.

The procedures within this ERP have been developed for the following objectives:

- Prevent prohibited non-stormwater discharges or any activity which introduces pollutants into stormwater discharge, whether public or private, that may affect the MS4, any private storm drain, or any body of water within the City that may cause a threat to the public health, safety, welfare and the environment
- Create consistent investigation and response guidelines for City staff
- Establish appropriate enforcement action based on the nature and severity of the violation
- Promote consistent and timely use of enforcement and escalation
- Ensure that violators return to compliance in a timely manner
- Recover costs incurred by the City due to non-compliance
- Promote compliance through education and compliance assistance and, if necessary, penalties

1.2 Definitions

An **illicit discharge** is defined as any discharge to any storm drain, either private or public, that is not composed entirely of stormwater, except for allowable non-stormwater discharges and separately permitted discharges.

An **illicit connection** is any physical connection to a publicly or privately maintained storm drain system composed of non-stormwater which has not been permitted by the public entity responsible for the operation and maintenance of the system.

A **best management practice** (BMP) is a physical, chemical, structural, or managerial practice that prevents, reduces, or treats storm water contamination or prevents or reduces soil erosion.

A **non-stormwater discharge** is any discharge that is not entirely composed of stormwater.

Allowable non-stormwater discharges include the following, subject to application of the City non-stormwater disposal BMPs: water line flushing; potable water sources; landscape irrigation; irrigation water; diverted stream flows; rising groundwaters; uncontaminated groundwater infiltration to storm drains; uncontaminated pumped groundwater; foundation and footing drains; roof drains; water from crawl space pumps; residential air conditioning condensation; springs; individual residential car washes; flows from riparian habitats and wetlands; dechlorinated swimming pool discharges; and flows from firefighting activities and training.

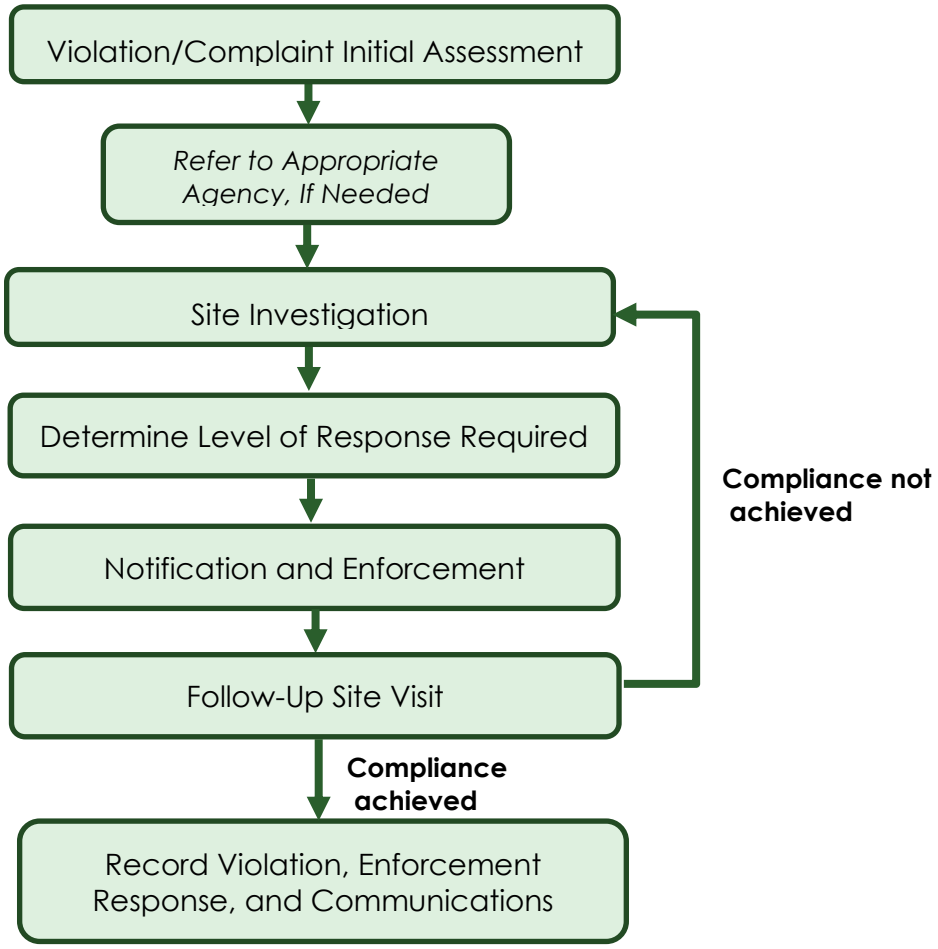
Permanent Stormwater Controls or **Post-Construction Stormwater Controls** are structural and non-structural controls that are designed to treat or control pollutants in stormwater runoff and/or provide flow control or retention on a permanent basis.

A **pollutant** is dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water.

2 Enforcement Process

2.1 Overview Process Diagram

The overall enforcement process is shown in the flowchart below and is further explained in the following sections. This should be used for both IDDE and post-construction incidents.



2.2 Violation/Complaint Initial Assessment

The City receives information regarding stormwater violations and complaints from multiple avenues including the stormwater hotline, outside agency referrals, interdepartmental City referrals, direct complaints, and through various program inspections. Any City staff member that witnesses or is notified of a stormwater violation should contact stormwater staff (208-608-7565).

Every notification of illicit discharge, improper disposal, or possible illicit connection shall be first evaluated for threat to human health or the environment. If the complaint involves hazardous materials such as chemicals, petroleum products or pesticides, or large quantities of unknown materials, any City staff notified of the spill/discharge should immediately **call 911** emergency dispatch. Refer to *Spill Response Guide* (Appendix A).

Non-emergency complaints should be evaluated for jurisdictional assignment.

If the incident is located within the City's jurisdiction- private property within the City or on City-owned property- stormwater staff will proceed with incident response according to this document. Incidents involving construction sites subject to the Boise City Sediment and Erosion Control Ordinance will be referred to the Erosion Control Coordinator.

2.2.1 Referral to Outside Agency

If the incident occurred outside the City's jurisdiction, refer the incident to the agency or municipality who has enforcement authority over the location.

If the incident occurred in the right-of-way in Boise, the City will coordinate with ACHD or the ITD to investigate and resolve the violation jointly. In cases of joint compliance assistance, records should be shared and incident tracking through resolution is to be conducted by each entity.

2.3 Site Investigation

Once a complaint or violation has been identified, staff shall start tracking the incident with the *Stormwater Incident Response Form* (Appendix B).

During normal business hours, stormwater staff must investigate and respond to all complaints or reports of illicit discharges as soon as possible, but always within **two working days**. During non-working hours, complaints will be tracked by voicemail, online reporting forms, and by the stormwater hotline service. Emergencies are directed to 911.

The investigation into the incident should start by communicating or attempting to communicate with the complainant who initially contacted the City. Information regarding location, timing, responsible party and nature of the complaint should all be recorded. As soon as possible, conduct an in-person site investigation.

Specific site investigation procedures for IDDE and permanent stormwater management controls are detailed in the next sections.

2.3.1 IDDE

Some illicit discharges may be glaringly obvious while others may be subtle to the untrained eye. Even if an illicit discharge is obvious, some of the associated hazards may not be so obvious; it is critical to call for help when needed and not initiate response actions without proper awareness and training of the hazards.

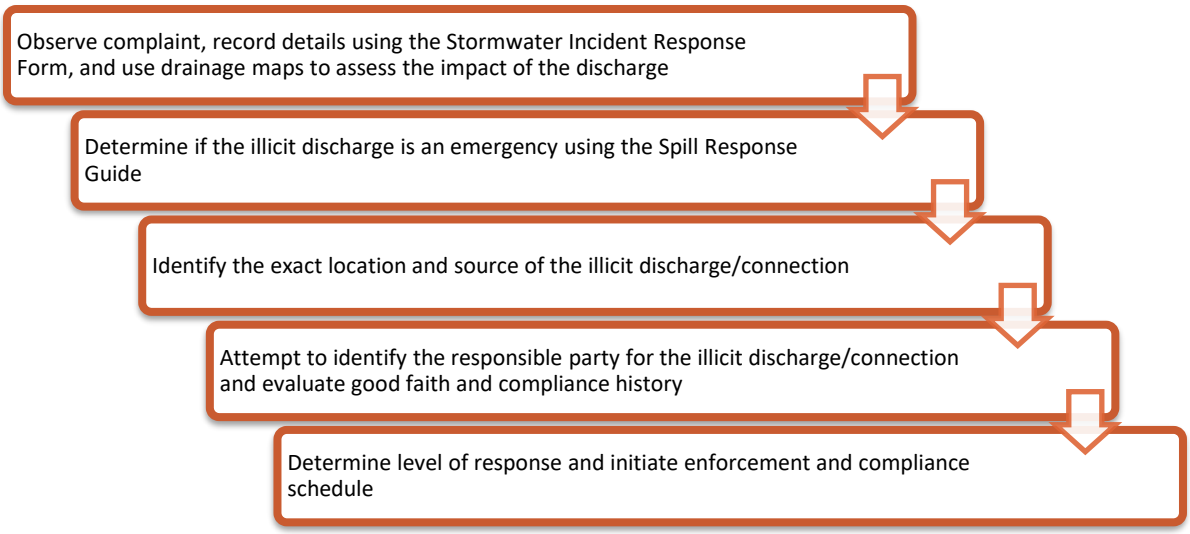
Illicit discharges can contain pathogens, nutrients and various toxic chemicals. Common examples of illicit discharges include concrete or paint washout, waste from restaurants and mechanics, trash, and sewage. Exceptions are referred to as allowable non-stormwater discharges and are outlined in the definitions.

Detecting and addressing illicit discharges are the main goals of the IDDE program. Illicit discharges have two modes of entry into the MS4 or private storm drains: direct or

indirect entry. Direct entry means the source connects directly to the MS4 through a pipe or drain-type conveyance, or an illicit connection. Examples of direct discharges are sanitary sewer cross connections or straight pipes intentionally connected to the MS4. Indirect entry occurs when the source of the illicit discharge flows into the MS4 via storm drain inlets or infiltration through cracks or joints in the storm sewer network. Indirect entry is far more common than direct entry. Examples of sources of indirect entry include sanitary sewer overflows, spills and dumping, improper storage of materials, sediment from construction activities, and contaminated wash water.

Ensuring that good housekeeping BMPs are being implemented is an important part of commercial and industrial stormwater inspections. Practices that can be used to control pollutants include parking lot sweeping and litter control, waste management, appropriate materials storage, equipment cleaning and maintenance, and employee training.

When the City receives an IDDE complaint, a thorough site investigation should be conducted which includes the following steps:



2.3.2 Permanent Stormwater Management Controls

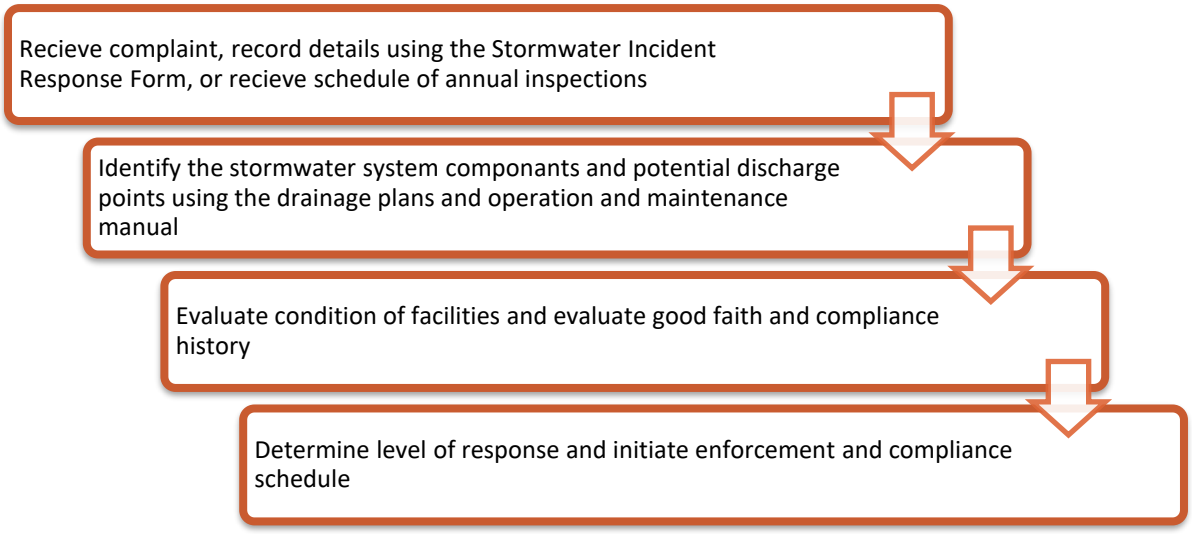
The City's drainage system is more than just pipes that are associated with the MS4. It also includes all the private stormwater systems that collect and retain stormwater on site. Stormwater runoff in residential, commercial, and industrial areas is often managed on site with permanent, or post-construction, stormwater controls.

Per BCC, stormwater facilities are to be maintained by the owner and are required to be repaired and/or replaced when they are no longer functioning as designed. Failure to maintain facilities or correct problems will result in enforcement actions as described in this policy. Therefore, property owners are responsible for maintaining, inspecting, and documenting the performance of their stormwater facilities. When these systems

are not maintained properly, they start to lose their functionality and the City can use this ERP to escalate enforcement until compliance is achieved.

The City performs post-construction stormwater control investigations for private facilities based on complaints of flooding, standing water nuisances, etc. Stormwater staff also conduct high-priority annual inspections at sites that discharge directly into local surface waters. Inspections include a thorough review that BMPs are installed at the site according to the drainage design plans, a review of drainage performance, and the site's operation and maintenance plans.

Using a site's operation and maintenance plan and drainage design plans, an inspection may confirm that the system has not been properly maintained, which is a violation of BCC. When the City conducts a complaint-based or regularly scheduled inspection, a thorough site investigation is conducted which includes the following steps:



2.4 Determining Level of Response

Once a potential violation is identified, the appropriate level of response is determined, to inform the selection of a commensurate enforcement action. The City has five levels of responses, each of which is briefly described below. More details for each enforcement action can be found in Section 3.

Level 1: No Enforcement Action
There may be situations where City staff are made aware of a potential violation; however, sufficient evidence does not exist to prove a violation is taking place.

Example: A complaint is received stating that a private stormwater control has not been properly maintained. However, after a brief site inspection and/or verbal discussion, City staff determines the stormwater control is within compliance and no enforcement action is required. In such situations, the potential violation and

response should be documented using the *Stormwater Incident Response Form* or other equivalent form for future reference.

Level 2: Informal Response
The City will pursue compliance with stormwater violations through informal methods whenever reasonable. Informal responses include telephone notifications, verbal notices, meetings, and notices of violation (NOV) each of which is described in Section 3.1. These methods are appropriate for situations where education is needed, violations do not pose a significant impact to human health or the environment, or the City believes that compliance can be achieved without the use of formal measures. In addition, implementation of informal measures often establishes the documentation necessary to implement formal enforcement actions if informal measures do not result in compliance. The Stormwater Program Coordinator or designee is responsible for implementing informal responses.

Level 3: Formal Response
Formal procedures will be implemented to resolve prolonged non-compliance or immediate or potential impacts to human health and the environment. Additionally, formal responses may be implemented immediately when the responsible party has a **history of non-compliance**. A **history of non-compliance** is defined as receiving more than two informal or formal responses to stormwater violations in the past five years. Formal responses include Notices to Clean and Cease and Desist Orders, each of which is described within Section 3.2. The Stormwater Program Coordinator or designee is responsible for implementing any formal responses. Formal Responses may be escalated to also include administrative abatement and/or lien procedures. Any City enforcement agent has the authority to utilize administrative remedies.

Level 4: Judicial Response
A judicial response involves civil actions or criminal penalties and will be implemented when a violation is significant and/or the responsible party is uncooperative throughout the City's attempts to achieve compliance using formal responses. Any violation may be enforced by a civil action brought in by the City. Judicial responses include court-enforced abatement or lien for cost recovery, an injunction, damages, an award of fees, or other civil penalties, authorized either pursuant to BCC or the Permit. The City Attorney is responsible for initiating judicial responses, or they may be the result of an appeal filed by a violator from a formal response. Judicial response may also include issuance of a citation for a misdemeanor or other authorized criminal charges and/or penalties.

Level 5: Referral to Outside Agencies
The City may enlist the assistance of the Idaho Department of Environmental Qualtiy (IDEQ), or any other governmental agency involved. Assistance from the IDEQ may begin at an earlier stage of the process in the event the IDEQ has a vested interest in the site, has a history of dealing with the responsible party, or the violation is deemed significant enough for immediate action.

2.5 Factors affecting response

Selection of the appropriate enforcement response to a particular violation relates to various factors including:

1. **Magnitude of violation**: Incidents which may cause damage to the MS4 or pose a threat to human health, property, and/or the environment will be considered significant and necessitate a formal enforcement action.

2. **Duration of violation**: Violations which continue over prolonged periods of time, or repeatedly, will result in escalated enforcement.

3. **Compliance history**: The responsible party's compliance history will be an important factor in determining the appropriate remedy to apply. The City has the authority to issue informal or formal notices for less severe violations. However, recurring violations may lead the City to escalate the level of response in a shorter time frame than usual.

4. **Good faith effort of owner/responsible party**: Good faith is a characteristic of actions showing the responsible party intends to achieve compliance in a timely manner. If the responsible party is attempting in good faith to correct the violation, the City's enforcement responses may be less severe. However, potential threats to human health, property, or the environment will always take precedence when considering the city's level of response. In addition, while the responsible party's good faith in correcting its noncompliance may be a factor in determining which enforcement response is suitable, good faith does not preclude the responsible party from enforcement action.

3 Notification and Enforcement

Methods for enforcement for illicit discharges and permanent stormwater controls usually involve a combination of education and enforcement. Once the response level of the violation is determined, notification and enforcement are initiated. The City's selected response remedies are described below. Each violation must be documented even if the decision is to take no action. Documentation must explain why such action was or was not taken. A decision to take no enforcement action against a person or entity for a violation is not a waiver of any right to enforce if the violation continues.

3.1 Informal Response

Phone Call or Verbal Notice

This type of response is the initial action taken for minor incidences of noncompliance and to gather more information from the responsible party, as well as providing an opportunity for correction without more formal enforcement. This response is initiated by the City as soon as possible after receiving a complaint, or noncompliance is detected by the City. A time frame for correction of the violation is usually agreed upon between

the responsible party and the City. Stormwater staff has primary responsibility for phone call or verbal notification.

A written record of the phone conversation is kept with the *Stormwater Incident Response Form*. In most cases, a phone call or verbal communication is sufficient to bring the user back into compliance. However, when contacting the user does not result in measurable progress toward compliance, a Notice of Violation is issued to the user.

The initial contact will start the enforcement timeline. In the event the call/email is not answered, the Stormwater Program Coordinator or another designee will make a site visit and leave a note on the property if feasible. If no contact is made after attempting both methods, the enforcement timeline will begin on the date of the site visit. The length of the violation will be measured beginning with the initial contact or site visit depending on the situation. If a violation is found during a city inspection, the inspection will serve as the start of the enforcement timeline.

Notice of Violation

An NOV is an official communication from the City to the responsible party which informs the party a violation has occurred. An NOV may be issued in conjunction with a phone call or on its own. The NOV will be issued as a warning for significant violations of the City's storm water ordinances and requirements or in cases where a verbal warning for a minor infraction has been ignored for at least five days. The NOV documents the initial attempts of the City to resolve the violation.

The written NOV will contain:

1. Name and contact information of responsible party
2. Date and description of location where the violation occurred
3. A statement setting forth the facts which constitute the violation, including the applicable section(s) in the Permit/BCC that apply to the violation
4. A description of the corrective actions necessary to restore compliance and a compliance schedule for the completion of these actions
5. A statement of the penalties that may be assessed against the person to whom the NOV is directed
6. A statement that the determination of violation may be appealed in writing to the Public Works Commission within ten (10) days following the effective date of the decision
7. A statement specifying that, should the violator fail to restore compliance within the established compliance schedule, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator

The Stormwater Program Coordinator has primary responsibility for NOV issuance. Other designees may issue NOVs under the direction of the Stormwater Program Coordinator.

3.2 Formal Response

Notice to Clean

The Stormwater Program Coordinator or designee may give notice to remove, move and/or lawfully dispose of materials associated with the violation. The responsible party of the notice should follow the described corrective actions within the time frames set on the notice. Educational resources may be provided during this response that may assist the responsible party in completing the Notice to Clean.

Use the *Stormwater Complaint Response* form (Appendix C) with a carbon copy given to the responsible party.

For permanent stormwater controls the City may perform corrective or maintenance work which shall be at the owner's expense. If the invoice is not paid within a prescribed timeframe, a lien may be placed on the property.

Cease and Desist

When a City employee finds that an illicit discharge has taken place or is likely to take place, or another violation of BCC, he or she may issue a cease and desist order (CDO) to prevent such discharge, or practice, or operation likely to cause the violation. The CDO informs the responsible party to: 1) comply with the requirement; 2) comply with the proposed compliance schedule; and/or 3) take appropriate remedial or preventive action to prevent the violation from recurring.

Use the *Stormwater Complaint Response* form (Appendix C) with a carbon copy given to the responsible party.

Administrative Abatement (Public Nuisance)

Any violation considered a threat to the public health, safety, welfare and the environment, may be declared and deemed a nuisance by the Director of Public Works or designee, and may be abated or restored by the City The cost of abatement is the responsibility of the responsible party, and liens will be placed if not paid, according to BCC.

3.3 Judicial Response

Abatement by Civil Action

If either an administrative abatement has failed to correct a violation or in lieu of an administrative action, the City may file a civil action to abate, enjoin or otherwise compel the cessation of the violation.

Injunction

An injunction is a court order which directs the responsible party to cease a specified action or behavior. The City will seek injunctive relief if the responsible party refuses to comply with an enforcement order or if delays in filing a civil suit would result in irreparable harm to the MS4, human health, property, or the environment and/or surface waters.

Other Civil Actions and/or Penalties

The City may initiate a civil action for assessments, cost recovery, damages, an award of fees, or other civil penalties, authorized either pursuant to BCC or the Permit.

Misdemeanor

Any violation of any ordinance of the City constitutes a misdemeanor and is subject to penalties and fines laid out in BCC. The Department or Code Compliance may be responsible for issuing misdemeanors for violations of the stormwater ordinance. Each day a violation continues is considered a separate offense. A misdemeanor citation may be disputed in accordance with the procedure as outlined in the citation.

4 Enforcement Roles and Responsibilities

The following table details the typical enforcement roles of city staff. First level indicates primary responsibility, second level represents secondary responsibility, and NA indicates staff does not have the authority to make the decision. Any place where the City Attorney is noted below include the City Attorney's designees.

Table 1. Staff Enforcement Roles

Enforcement Action	Stormwater Coordinator	Delegated City Employee	Other
Phone Call/Verbal Notice	1st	2nd	--
NOV/Compliance Schedule	1st	2nd	City Attorney
Cease and Desist	1st	2nd	City Attorney
Notice to Clean	1st	2nd	--
Abatement (Administrative)	NA	NA	Public Works Director or City Attorney
Lien Procedures	NA	NA	Public Works Director or City Attorney
Abatement (Civil Action)	NA	NA	City Attorney
Injunction	NA	NA	City Attorney
All other civil remedies or penalties	NA	NA	City Attorney
Pre-citation warning	NA	NA	Code Compliance; City Attorney
Misdemeanor	NA	NA	Code Compliance

Appendix A

Spill Response Guide

City of Boise Spill Response: Quick Reference Guide

Emergency vs. Routine Spills: If there is a spill of a potentially hazardous material, you must first decide if it is an Emergency or Routine Incident. Use your own judgment and if you're unsure, always treat the incident as an emergency.

Emergency Spills:	• Uncontrolled
	• Hazardous or unknown substance
	• Poses a significant threat to health and safety
	• Potential fire and/or explosion danger or health risk
	• Likely to enter a storm water drain, sanitary sewer, or a waterway
	• Greater than 25 gallons
	• Any petroleum or non-petroleum oil spill (crude, refined, vegetable, or synthetic) that:
	  - *is greater than 25 gallons*
	  - *reaches a surface water and causes a sheen (regardless of amount spilled)*
	  - *less than 25 gallons, but can't be cleaned within 24 hrs*

Examples:	*Any spill that has the potential to reach a storm drain or waterway; an uncontrolled leak from a large fueling tank; an uncontrolled spill of a known or unknown corrosive, toxic, or hazardous material; an oil (or other hydrocarbon) spill of more than 25 gallons; an 8-gallon oil spill that causes a sheen in a surface water*
Emergency Spill Reporting Requirements:	1. Call **911** 2. Call State Communications Center at **1-800-632-8000**. 3. Report oil spills, chemical releases, transportation accidents involving hazardous substances, pipeline releases, and other hazardous releases to the National Response Center at **1-800-424-8802**. 4. Contact IDEQ for all oil/petroleum and hazardous spills listed above at **208-373-0502**. 5. All emergency spills must be reported to PW Stormwater at **208-608-7565**. 6. Notify Supervisor. 7. Follow procedures on next page.

Routine spills:	• Controlled • Small in size (less than 25 gallons) • Do not pose a significant threat to health and safety
Examples:	*a small spill of oil inside or outside which can be contained and absorbed; a small spill of gasoline which can be quickly contained/absorbed and no ignition source is present; a small pesticide spill which can be contained and has not reached a storm drain or waterway; a small paint spill which can be quickly contained/absorbed with onsite materials*
Routine Spill Reporting Requirements:	1. All routine spills should be reported to PW Stormwater at 208-608-7565. 2. Notify Supervisor. 3. Follow procedures on next page.

Spill Response Procedures

REMEMBER: *If you feel that yourself or others are in danger after a spill occurs, evacuate the area and call 911.*

Emergency **Spill Procedure**	***Routine*** **Spill Procedure**
1. Obtain and use the proper PPE.	**1.** Obtain and use the proper PPE.
2. Call 911 immediately, for response by Fire HAZMAT Team. Give all available information to 911 operator (name of material if known, amount, specific location).	**2.** Attempt to stop continued release of material and protect nearby storm drains and sanitary sewer only if it can be done safely. *If spill cannot be controlled use Emergency Procedures.*
3. Attempt to stop continued release of material and protect nearby storm drains and sanitary sewer only if it can be done safely. If not possible, evacuate the area and wait for HAZMAT.	**3.** Contain spill with absorbents from spill kit. Attempt to stop the material from entering storm drains, sewer, and waterways (If nothing else is available, use dirt). *If spill entered a storm drain, sewer, or water body use Emergency Procedures.*
4. Wait upwind and at a safe distance for Fire Haz-Mat Team to arrive. Give them any information about spill. Fire Haz-Mat team will assist with proper notifications.	**4.** Restock spill kit as soon as possible with any items which were used in the clean up.
5. Follow disposal and reporting procedures with guidance from Materials Management and Stormwater	**5.** Follow disposal and reporting procedures with guidance from Materials Management and Stormwater.

Notification Phone Numbers

Fire Department (Call for Emergency Spills & Health/Fire Hazards)	**911**
Idaho State Communications Center (Call for Emergency Spills & Health/Fire Hazards)	**1-800-632-8000**
National Response Center (Call for spills that reach a natural body of water such as the Boise River or tributary)	**1-800-424-8802**
PW Stormwater (Call for all spills)	**208-608-7565**
Idaho Department of Environmental Quality (call for oil spills >25 gallons, if spill causes a sheen on surface water, or cannot be cleaned within 24 hrs)	**208-373-0502**
Ada County Highway District (Call for spills on roadways within Ada County)	**208-387-6281**
City of Boise Pretreatment (Call for spills which have entered a drain connected to the sewer)	**208-384-3901 or 208-384-3991**
City of Boise Materials Management (Call for disposal of hazardous waste and contaminated materials)	**208-608-7509**
City of Boise Safety Services (Call for proper safety procedures when responding to a Routine Spill)	**208-384-3787**

Appendix B

Stormwater Incident Response Form

City of Boise
Stormwater Incident Response Form

Inspection Type	
☐ Illicit Discharge Investigation	☐ Spill Response
☐ Complaint Response	☐ Maintenance/Post-construction Issue
☐ Other:	

Reporting Method	
☐ Pollution Prevention Hotline	☐ Partners 'Report an Issue' form
☐ Direct (to ACHD or City)	☐ Visual observation from field staff
☐ Other:	

Reporter Information			
Name:			
Contact Information:			
Report Date:		Report Time:	

Responder Information			
Name:			
Contact Information:			
Response Date:		Time of Arrival:	

Incident Information			
Incident Date:		Incident Time:	
Incident Location (Street Address):			
Pollutant Type:		Estimated Quantity:	
Impact to waters?	☐ Yes ☐ No	Impact to soils?	☐ Yes ☐ No
Impact to storm drain?	☐ Yes ☐ No	Stormwater facility ownership	☐ Private ☐ ACHD ☐ City ☐ Other
Relative Risk (Low/High)		Educational Information Dispersed	
Incident Description:			

Investigation Notes

☐ No investigation made

Reason:

☐ Referred to different department/agency

Department/ Agency:	

☐ Investigated: No action necessary

Reason:

☐ Investigated: Informal Response required (verbal warning, notice of violation, phone call, email, etc)

Comments:

☐ Investigated: Formal Response required

Enforcement Action: ☐ Cease and Desist Order ☐ Notice to Clean
☐ Compliance Schedule ☐ Refer to Code Enforcement
☐ Judicial Actions

Action to be completed by (date):

Description of actions:

Suspected Responsible Party

Name for Report:	

Responsible Party Type: ☐ Residential ☐ Commercial ☐ Industrial ☐ Unknown

Contact info:

Comments

Follow-up / Response

☐ IDEQ 24-Hour Notification	☐ Spill cleanup needed (if unknown responsible party)	
☐ Follow-up inspection needed	Follow up inspection date:	

Follow up inspection findings:

Case Closed Date:

Appendix C

Stormwater Complaint Response Form

❑ In Compliance ❑Pending

Stormwater Complaint Response

Business/Residence:
Name: _____
Phone: _____
Address: _____
Contact/Title: _____
Vehicle License # _____ State _____

Inspection: Inspector: _____
Date: ____/____/____ Time: ____:____am/pm

Issue/Type:
❑ Grease
❑ Concrete
❑ Oil/Fuel
❑ Antifreeze
❑ Contaminated Wash Water
❑ Paint Product
❑ Liquid/Other _____
❑ Debris/Other _____
❑ Solid/Other _____

Relative Risk:
❑ **Low**
Action/cleaning to be completed by:
Timeline ❑ 12 hours
❑ 24 hours
❑ **High**
Action/cleaning to be completed:
Timeline ❑ Immediately

Educational Information
BMP Booklet _____
FOG Info _____
Other _____

Review	Date

Inspection Comments:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Final Actions/Requests:

❑ **Cease & Desist Order**.
Boise Municipal Code 10-6-4-10 A

❑ **Notice to Clean. ***
See Comments/instructions.
Boise Municipal Code 10-6-4-10 B

❑ **Call for Re-inspection**
(208) 608-7565

❑ **No further action required.**

_____
_____
_____

*** In the event the owner or operator of a facility fails to conduct the activities as described in the notice, the City Director of Public Works or designee may cause such required activities as described in the notice to be performed, and the cost thereof shall be assessed and invoiced to the owner of the property. If the invoice is not paid within sixty (60) days, a lien shall be placed upon and against the property. Boise Municipal Code 10-6-4-10 B**

I have read and understand the requirements of this document.

Facility Representative Signature/Title **Date**

City of Boise
Public Works Department
150 N Capitol Blvd, Boise, ID 83702

WHITE: File **PINK: Responsible Party**

Appendix D
City-owned SWPPPs

STORMWATER POLLUTION PREVENTION PLAN

DEPARTMENT OF PARKS AND RECREATION

MAINTENANCE FACILITIES

DATE:

January 2, 2018

PREPARED BY:

Brown and Caldwell

TABLE OF CONTENTS

This stormwater pollution prevention plan (SWPPP) has been prepared for the Horticulture Shop area at Julia Davis Park. This area is operated and maintained by the City of Boise, Department of Parks and Recreation. The purpose of this document is to identify on-site pollutants and activities that may affect stormwater runoff. This document also describes the appropriate control measures taken to reduce contamination to receiving waters, and response actions if contamination occurs.

Section 1. Site Description

Instructions: Provide a brief narrative description of the general purpose of the facility and activities conducted onsite. Complete facility-specific information in Table 1.

The horticulture shop/yard area serves as a central base for multiple operations including mowing, fertilizer staging, herbicide preparation, deicing materials storage, irrigation maintenance, and leaf management.

Table 1. Facility Information

Site Information	
Facility Name	Horticulture Shop: Julia Davis
Address	512 S 4th St.
Latitude, longitude:	43.60969 N -116.20265 W
Approximate size	2 acres
Percentage of facility paved	~50%
Facility stormwater contact(s)	Mike Woodward

Major Facility Activities (Address in Table 2)	Is the activity exposed to stormwater?
Vehicle and equipment washing	☐ Yes ☒ No
Fuel storage and dispensing	☒ Yes ☐ No
Vehicle and equipment maintenance (light)	☐ Yes ☒ No
Vehicle and equipment parking	☒ Yes ☐ No
Fertilizer storage	☐ Yes ☒ No
Herbicide storage and mixing	☒ Yes ☐ No
Deicer storage and filling	☒ Yes ☐ No
Soil/mulch storage	☒ Yes ☐ No

Proximity to Receiving Water	
Is there a direct discharge from the facility to receiving waters through storm drain, overland flow, or other conveyance?	☐ Yes ☒ No
Name of closest receiving water:	Boise River
Distance and direction from facility:	1,200 feet to the south
Describe stormwater discharge:	Stormwater is collected in drop inlets and piped to subgrade infiltration best management practice (BMP). This catchment is designed to infiltrate stormwater runoff; however, there is potential for discharge of stormwater due to system failure or extreme weather conditions.

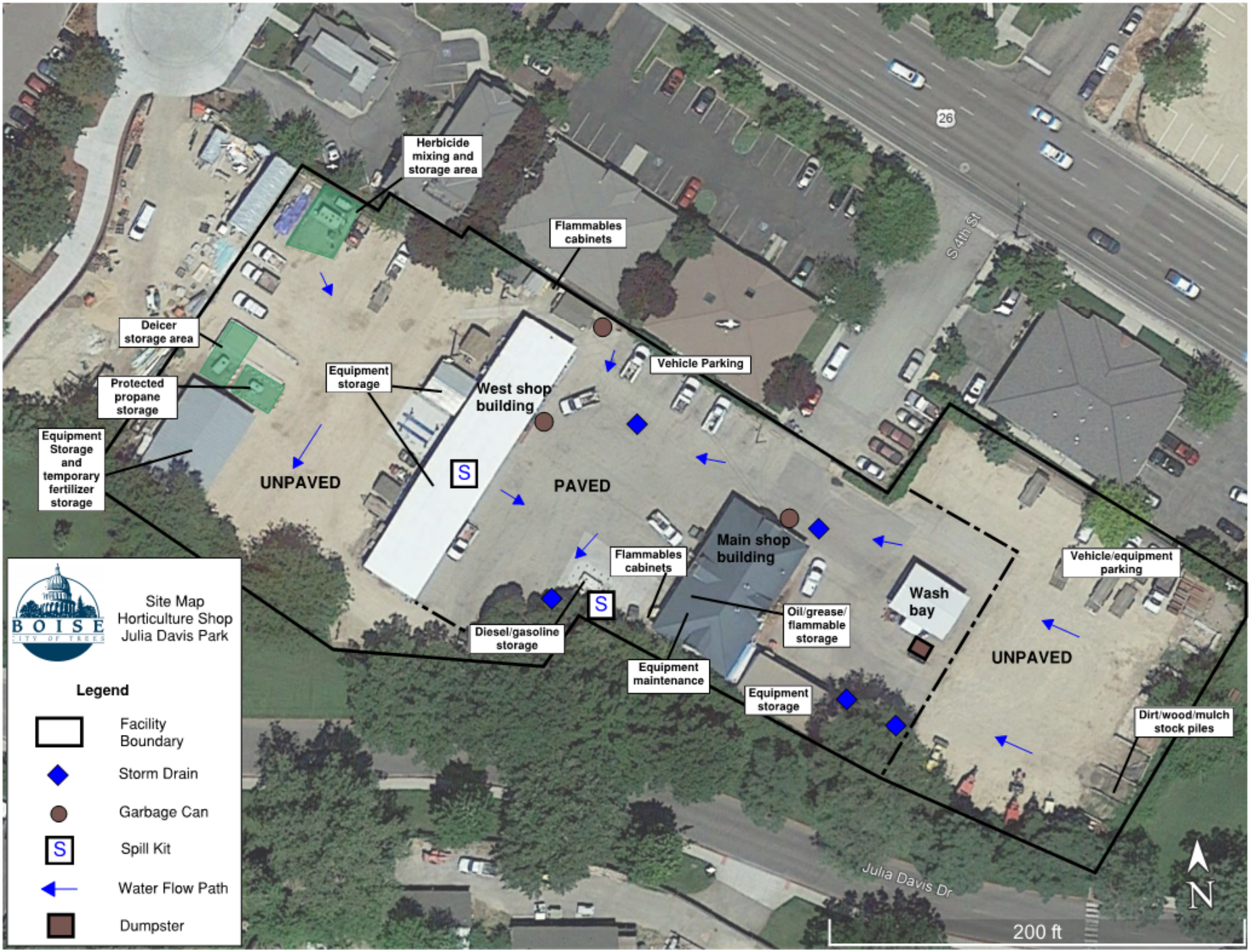
Section 2. Site Map

Site maps should be updated on a regular basis (including using pen and ink markups) to reflect actual conditions at the facility.

Instructions: The following page includes a template for developing the facility-specific site map. Map contents should include in general an aerial image of the site; key buildings/infrastructure/facilities; stormwater infrastructure locations; systems, facilities, and outfalls; surface runoff direction and receiving water body and potential pollutant source identifications.

Site Map specific recommendations include the following list:

- The location and extent of significant structures and impervious surfaces
- Directions of stormwater flow (use arrows)
- Locations of all existing structural control measures
- Locations of all receiving waters in the immediate vicinity of the facility
- Locations of all stormwater conveyances including ditches, pipes, and swales
- Locations of potential pollutant sources identified
- Locations of stormwater inlets and outfalls
- Locations and descriptions of all non-stormwater discharges
- Locations of the following activities where such activities are exposed to precipitation:
  - Fueling stations
  - Vehicle and equipment maintenance and/or cleaning areas
  - Loading/unloading areas
  - Locations used for the treatment, storage, or disposal of wastes
  - Liquid storage tanks
  - Processing and storage areas
  - Transfer areas for substances in bulk
  - Machinery
- Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants


Herbicide mixing and storage area
Flammables cabinets
Deicer storage area
Protected propane storage
Equipment storage
West shop building
Vehicle Parking
Equipment Storage and temporary fertilizer storage
UNPAVED
PAVED
Main shop building
Flammables cabinets
Wash bay
Oil/grease/ flammable storage
Vehicle/equipment parking
Diesel/gasoline storage
Equipment maintenance
Equipment storage
UNPAVED
Dirt/wood/mulch stock piles
Julia Davis Dr
S 4th St
26
200 ft
N
BOISE
CITY OF TREES
Site Map
Horticulture Shop
Julia Davis Park
Legend
Facility Boundary
Storm Drain
Garbage Can
Spill Kit
Water Flow Path
Dumpster

Section 3. Activities, Pollutants, and Controls

This section describes all areas at the facility where industrial (potentially polluting) materials or activities are stored at the site so that exposure to stormwater (rain, runoff, or snowmelt) can be addressed through control measures that will eliminate or reduce the potential for the materials or activities to pollute stormwater discharged from the site and impact receiving waters.

Instructions: Gather pertinent information for activities and materials at the site including: specific locations at the facility, potential pollutants associated with the activity or material, how materials are stored, identification of the flow path (i.e., if stormwater runoff were to come into contact with the activity or material, where would that runoff go?), control measures or BMPs used to prevent or minimize the potential for associated pollutants to be picked up in stormwater.

Table 2 provides a list of activities and materials occurring at the facility and documents the necessary information for preventing stormwater pollution resulting from stormwater contact and pollutant mobilization. Control measures for each activity or pollutant are included in the last column of the table. General pollution prevention and BMPs are described further in the Department of Parks and Recreation Stormwater Structure Operation and Maintenance Plan in Appendix C.

Table 2. Facility Activities, Associated Pollutants, and Site-specific Control Measures

Activity/ Material	Location	Associated Pollutants	Method of Storage	Flow Pathway	Control Measures Used to Minimize Exposure
Vehicle and equipment washing	Vehicle wash bay	Sediment, fuel, oil, organic debris, detergents	NA	Center drain to sediment trap, then to sanitary sewer	• Wash bay is covered • Care is taken to avoid overspray • Sediment trap is pumped out by contractor as needed • Pressure washer hoses are put back after washing • Center drain Is kept clear to avoid backup of wash water
Bulk fuel storage and dispensing	East side of facility entrance from Julia Davis Drive	Fuel	Above ground steel tank with secondary containment	Overland flow to storm drain catch basin	• Spill kit next to dispensers • At least one City staff member is present with the vendor during fuel and chemical deliveries • When using fuel cans to refuel, vehicles and equipment are not parked on or near storm drains
Small container fuels storage	Flammables cabinets	Fuel	Stored in fuel cans inside flammables cabinets	Overland flow to storm drain catch basins	• Fuel cans are stored in cabinets when not in use • Cabinet doors are latched closed when not actively accessing contents
Maintenance chemicals and fluids storage	Storage room inside east building	Oil, antifreeze, solvents, and lubricants	Stored in dedicated room	NA	• Storage room is kept tidy • Containers are stored upright with lids securely closed
Fertilizer storage	Covered bays on east side of main shop building and southwest corner	Fertilizer (nutrients)	Stored in bags or containers on pallets	Overland flow to storm drain catch basins	• Fertilizer is stored under covered bays • Fertilizers are managed in accordance with policies and procedures written by the Boise Parks and Recreation Integrated Pest Management Team

Table 2. Facility Activities, Associated Pollutants, and Site-specific Control Measures

Activity/ Material	Location	Associated Pollutants	Method of Storage	Flow Pathway	Control Measures Used to Minimize Exposure
Herbicide storage and mixing	Herbicide shed in northwest corner of facility	Herbicides	Stored in original containers in dedicated shed	Overland flow to permeable surface	• Herbicides are stored in shed when not in use • Shed is located away from storm drain catch basins • The Idaho State Dept. of Agriculture picks up and recycles empty herbicide containers on an as needed basis • Fertilizers are managed in accordance with policies and procedures written by the Boise Parks and Recreation Integrated Pest Management Team
Deicing and snow removal	MgCl in 1,000-gallon tank near southwest corner of facility Snow piles along periphery of parking lot areas	Magnesium chloride (deicer) Sediment, fuel, oils, organic debris (plowed snow)	Plastic tank (deicer) Piles (snow)	Overland flow to permeable surface	• Lid on MgCl tank is kept closed • Tank is positioned outside of lanes of general vehicle traffic on the site and away from storm drains • Snow is piled on permeable surfaces or in a location where runoff of snowmelt will drain to permeable surfaces • Snow is not stockpiled on top of, or next to, storm drains
Preventative vehicle/equipment maintenance	Main shop building and west shop building	Fuel, oil, anti-freeze, heavy metals, solvents	NA	Overland flow to storm drain catch basin	• Only light maintenance activities occur at this facility • Maintenance is conducted indoors • Fluids and chemicals used during maintenance are handled and stored as described above in this table • Spent fluids, including oil, are stored in dedicated containers for proper disposal • Used oil is collected by the Fleet Mobile maintenance shop, 825 S 17th St.
Vehicle/equipment parking	Paved and unpaved areas across the facility	Fuel, oil, anti-freeze, heavy metals	NA	Overland flow to storm drain catch basin	• Mowers are generally stored under covered bays • Leaking vehicles are taken to the fleet maintenance shop • Paved portions of parking lots and access roads are cleaned by a vacuum street sweeper at least two times per year and more often if necessary
Soil/mulch stockpiles	Southeast corner of facility	Sediment, organic debris	Stockpiled in designated area	Overland flow to permeable surface	• Stockpiles are located on permeable surface away from storm drain catch basins
Dumpsters and trash bins	Located around the facility	Trash, bacteria	Approved containers in good condition	Overland flow to storm drain catch basin	• Dumpsters and trash cans are emptied on a regular schedule and more frequently as needed • Lids are kept closed on containers • Liners are used in all trash bins • Trash bins and dumpsters are located away from storm drain catch basins

Table 2. Facility Activities, Associated Pollutants, and Site-specific Control Measures					
Activity/ Material	**Location**	**Associated Pollutants**	**Method of Storage**	**Flow Pathway**	**Control Measures Used to Minimize Exposure**

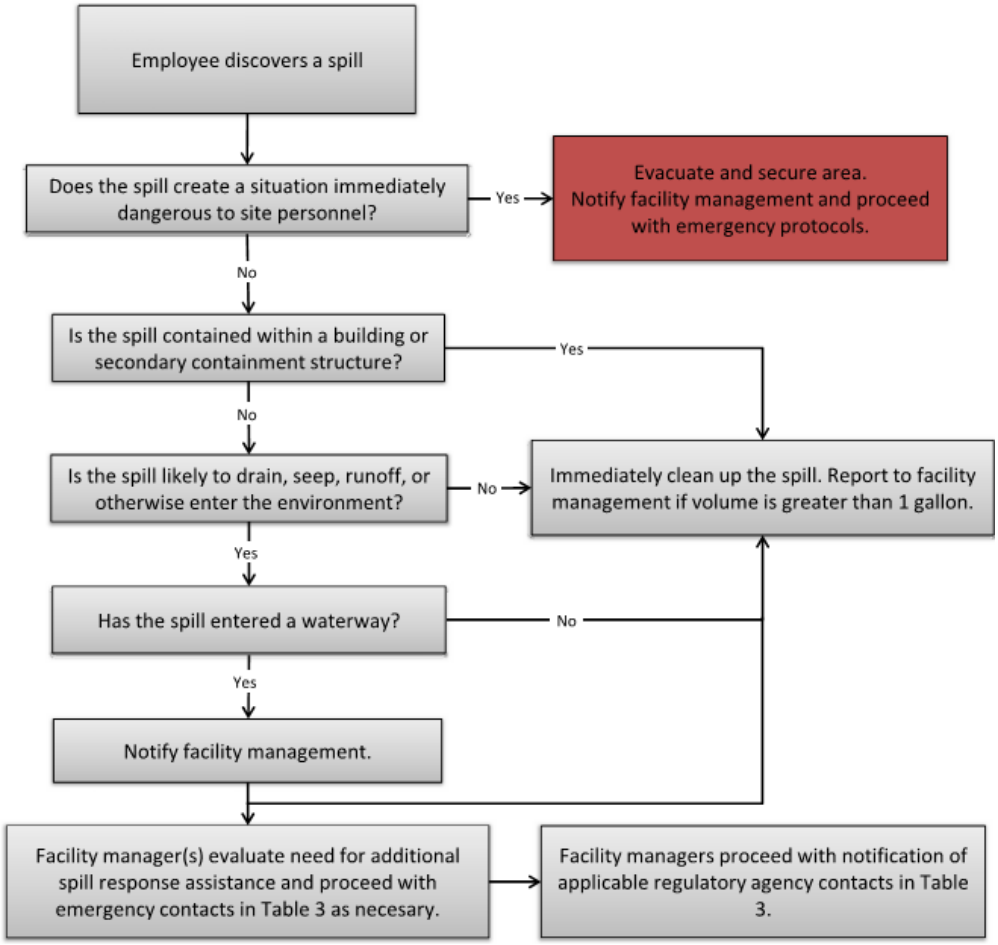
Section 4. Spill Response and Reporting

This section provides information necessary for responding to spills in a safe and expedient manner so that exposure is minimized. This section also describes documentation and reporting requirements in case a spill occurs.

Instructions: Fill in information for appropriate facility management contacts in Table 3.

Spill kits and sensitive infrastructure (i.e., storm drain inlets and outfalls to receiving waters) are identified on the site map. Spill kits are to be clearly labeled, and contents should be readily accessible by all personnel. Any spill cleanup materials used in spill response should be replenished at the earliest opportunity.

Upon discovery of a spill (oil, fuel, liquid chemicals, etc.,) follow the steps in the flowchart below. Facility supervisors should be notified of any spill greater than 1 gallon. All available personnel should provide spill response support to contain the spill and prevent the material from discharging offsite. Facility management will determine if outside spill response assistance is required.



Following initial response and containment of a spill of more than 1 gallon, facility management will work with staff involved in spill identification and response to complete a written report using the Spill Reporting Form and update the spill, release, and discharge record, both of which are included in Appendix A. Reports will be filed for use in reporting to appropriate agencies as needed and for recordkeeping purposes. Reporting and notification procedures and contact information are included in Table 3.

Table 3. Spill Reporting and Notification Procedures

Facility Crew Chief, Parks Operations Manager, Stormwater Program Coordinator	Report to if spill volume is greater than 1 gallon	
Idaho Department of Environmental Quality	Report to if spill volume is greater than 25 gallons or if the discharge enters receiving waters (evidenced by a sheen on the water for petroleum products)	
Authorities in emergency contact list	Report to if spill volume is greater than 42 gallons	
Supervisory Contacts		
Facility Crew Chief: Mike Woodward	Office: 208-870-0384	Cell: 208-608-7189
Parks Operations Manager: Eden Belanger	Office: 208-608-7627	Cell: 208-871-3336
Stormwater Program Coordinator: Steve Hubble	Office: 208-608-7521	Cell: 540-903-1906
Emergency Contacts List Notify the following of a *discharge of any amount* of oil, petroleum based product, or hazardous material *into Waters of the U.S.*		
National Response Center	(800) 424-8802	
USEPA Region 10, 24-Hour Oil Spill Line	(206) 553-1263	
IDEQ (Boise Regional Office)	(208) 373-0550	
Idaho Emergency Response Commission	(208) 422-5723	
Spill Response Additional Assistance if Needed		
Boise Fire Department	(208) 570-6500	
Boise Police Department	(208) 377-6790	

Section 5. Non-Stormwater Discharges

Stormwater discharge permits include a list of allowable non-stormwater discharges that can be discharged from facilities in addition to normal stormwater runoff. These "authorized non-stormwater discharges" are allowed because it is assumed that the discharge will not contribute to pollution in receiving waters. These permits also provide a non-exhaustive list of common non-stormwater discharges that are not authorized and should not be directed to storm drains or receiving waters.

Instructions: Inspect the facility for the presence of any unauthorized non-stormwater discharges and document actions taken to eliminate any unauthorized discharges.

Authorized non-stormwater discharges include the following:

- Discharges from fire-fighting activities
- Fire hydrant flushing
- Potable water, including water line flushing
- Uncontaminated condensate from air conditioners, coolers, and other compressors and from outside storage of refrigerated gases or liquids
- Irrigation drainage
- Landscape watering, provided all pesticides, herbicides, and fertilizers have been applied in accordance with the approved labeling
- Pavement wash waters where no detergents are used and no spills or leaks of toxic or hazardous materials have occurred (unless all spilled material has been removed)
- Routine external building wash down that does not use detergents
- Uncontaminated groundwater or spring water

All other non-stormwater discharges are specifically prohibited. Examples of unallowable non-stormwater discharges include the following list:

- Vehicle, equipment, or building wash water that contains detergents or hazardous materials
- Process or wastewater
- Concrete washout
- Contaminated groundwater

Results of inspection:

A site inspection completed on September 26, 2017, confirmed there are no non-stormwater discharges present at this facility.

Section 6. Inspections

Regular inspections are an important part of maintain an up-to-date SWPPP for the facility and to identify new activities or materials, control measures in need of maintenance, and other potential issues that could contribute to stormwater pollution.

Instructions: Inspection procedures are the same for all facilities.

This section describes the various levels of inspection to be conducted at the facility including details regarding frequency and scope of each type. Applicable forms are included in Appendix B.

Daily Inspections

Routine, non-documented inspections of the facility are conducted as a normal supervisor walk-through on a daily basis by any one or more trained personnel.

Semiannual Facility Inspections

Full facility inspections are conducted by trained personnel and documentation (completed forms and any necessary follow up activities) is kept with the SWPPP. Facility personnel conduct inspections twice per year, striving to conduct at least one inspection each year during a time of active runoff from a rain or snow melt event. The City Stormwater Program Coordinator assists with an annual inspection for major facilities. Facility inspection documentation is recorded on the Routine Facility Inspection Report form, included in Appendix B. The form outlines the specific controls and areas of activity to be inspected.

Inspectors examine the following specific areas and items during inspections:

- Materials with the potential to pollute, residue, or trash that may have or could come into contact with stormwater
- Leaks or spills from vehicles/equipment, drums, tanks, and other containers
- Offsite tracking of waste materials or sediment where vehicles enter or exit the facility
- Tracking or blowing of loose materials offsite
- Control measures needing replacement, maintenance, or repair
- Solid and hazardous waste storage areas
- Control measures implemented
- Secondary containment areas
- General housekeeping
- Any areas where it appears a stormwater discharge may have occurred or is likely to occur

SWPPP updates occur throughout the year, as needed to reflect conditions observed and control measures implemented onsite, as well as administrative updates.

If it is determined that changes are necessary following an inspection, any modifications to control measures will be made before the next storm event if possible, or as soon as practicable following the inspection.

Event Driven Stormwater Structure Inspections

Facility personnel conduct inspections of stormwater structures following significant rain events and snow melt events in addition to the semiannual inspections described above. These inspections are completed within the City's computerized maintenance management system, VueWorks, by staff through a work order process. Inspection records are completed in the field using mobile devices to complete an electronic field form.

Section 7. Training

Training is important for all facility personnel involved with materials or activities with the potential to pollute stormwater at the facility. Personnel involved in activities with a high potential for pollution may be required to obtain additional trainings.

Instructions: Training requirements are the same for all facilities.

The minimum training requirement for all personnel involved with maintenance is titled "Stormwater Pollution Prevention BMPs and Spill Response Guide." This training is accessible through the City's online training program, I-Learn, and is required for new employees and a refresher training is required every three years thereafter.

Additional trainings that apply to personnel charged with specific responsibilities are outlined below:

- Personnel responsible for mixing and applying pesticides are required to maintain a State of Idaho certification for Chemical Pesticide Application.
- Personnel who participate in the snow removal program including removing snow from surfaces as well as applying deicer products are required to attend an annual training meeting to ensure compliance with standardized procedures for application.

Appendix A: Spill, Release, and Discharge Record and Reporting Form

Record of Spills, Releases, and Discharges					
Date of incident	Material	Quantity	Nature of incident (i.e., spill retained onsite, discharge to surface water or storm drain, chemical release to the environment)	List regulatory agencies that received report	Date reported to agencies

SPILL REPORT FORM

The following information should be documented below for reporting a discharge event to the appropriate agencies. Reference Table 3 for reporting and notification procedures and contacts.

Facility Name: Horticulture Shop-Julia Davis

Facility Crew Chief: Mike Woodward

Date of Discharge: _____ Time of Discharge: _____

Material Discharged: _____ Quantity (Approximate): _____

Release Reported By: _____

Source of Discharge: _____

Description of Affected Media: _____

Cause of Discharge (include failure analysis of the system that failed): _____
_____
_____

Damages/Injuries Caused by Discharge: _____
_____
_____

Action Used to Stop, Remove, and Mitigate the Effects of the Discharge: _____
_____
_____

Additional Preventative Measures taken/considered to minimize recurrence of Discharge:
_____
_____

Evacuation Required: YES/NO (Circle One)

Individuals/Organizations Contacted: _____
_____

***Attach maps, diagrams, and/or other documents, as required, to document the incident.**

Appendix B: Inspection Form

Routine Facility Inspection Report

General Information			
Facility Name	Horticulture Shop at Julia Davis Park		
Date of Inspection		**Start/End Time**	**/**
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			

Weather Information

Weather at time of this inspection?
❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds
❑ Other: Temperature:

Have any new activities or materials with potential for pollution begun at the facility since the last inspection? ❑Yes ❑No
If yes, describe:

Have any previously unidentified discharges of pollutants occurred since the last inspection?
❑Yes ❑No
If yes, describe:

Are there any discharges occurring at the time of inspection? ❑Yes ❑No
If yes, describe:

Control Measures

	Control Measure	**Control Measure is Operating Effectively?**	**If No, In Need of Maintenance, Repair, or Replacement?**	**Corrective Action Needed and Notes** (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Fuel tank secondary containment	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
2	Spill kits accessible and fully stocked	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
3	Dumpster and trash can lids	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
4	Stormwater catch basins	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
5	Wash bay drain and sediment trap	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
6		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

	Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
8		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
9		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

Areas of Materials or Activities exposed to stormwater

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Wash bay	❑Yes ❑No ❑ N/A	❑Yes ❑No	
2	Fueling area	❑Yes ❑No ❑ N/A	❑Yes ❑No	
3	Fertilizer storage	❑Yes ❑No ❑ N/A	❑Yes ❑No	
4	Herbicide storage and mixing	❑Yes ❑No ❑ N/A	❑Yes ❑No	
5	Deicers storage	❑Yes ❑No ❑ N/A	❑Yes ❑No	
6	Vehicle and equipment maintenance areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
7	Vehicle and equipment storage/parking areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
8	Soil and mulch stockpiles	❑Yes ❑No ❑ N/A	❑Yes ❑No	
9	Flammables cabinets	❑Yes ❑No ❑ N/A	❑Yes ❑No	
10		❑Yes ❑No ❑ N/A	❑Yes ❑No	
11		❑Yes ❑No ❑ N/A	❑Yes ❑No	
12		❑Yes ❑No ❑ N/A	❑Yes ❑No	

Additional Control Measures

Describe any additional control measures needed to prevent stormwater pollution:

Notes

Use this space for any additional notes or observations from the inspection:

STORMWATER POLLUTION PREVENTION PLAN

DEPARTMENT OF PARKS AND RECREATION

MAINTENANCE FACILITIES

DATE:

January 2, 2018

PREPARED BY:

Brown and Caldwell

TABLE OF CONTENTS

This stormwater pollution prevention plan (SWPPP) has been prepared for the Infrastructure Shop area at Ann Morrison Park. This area is operated and maintained by the City of Boise, Department of Parks and Recreation. The purpose of this document is to identify on-site pollutants and activities that may affect stormwater runoff. This document also describes the appropriate control measures taken to reduce contamination to receiving waters, and response actions if contamination occurs.

Section 1. Site Description

Instructions: Provide a brief narrative description of the general purpose of the facility and activities conducted onsite. Complete facility-specific information in Table 1.

The infrastructure shop and yard area serves as a central base for small construction projects at multiple parks facilities. Parking and staging for construction equipment and materials, park furniture, along with vehicle and equipment fueling are the main activities at the facility.

Table 1. Facility Information

Site Information	
Facility Name	Infrastructure Shop: Ann Morrison Park
Address	1104 W Royal Blvd, Boise, ID 83706
Latitude, longitude:	43.609903 N -116.213781 W
Approximate size	1.5 acres
Percentage of facility paved	~50%
Facility stormwater contact(s)	Mike Woodward

Major Facility Activities (Address in Table 2)	Is the activity exposed to stormwater?
Vehicle and equipment washing	☒ Yes ☐ No
Fuel storage and dispensing	☒ Yes ☐ No
Vehicle and equipment maintenance (light)	☐ Yes ☒ No
Vehicle and equipment parking	☒ Yes ☐ No
Fertilizer storage	☐ Yes ☒ No
Herbicide storage and mixing	☒ Yes ☐ No
Deicer storage and filling	☒ Yes ☐ No
Soil/mulch storage	☐ Yes ☒ No

Proximity to Receiving Water	
Is there a direct discharge from the facility to receiving waters through storm drain, overland flow, or other conveyance?	☐ Yes ☒ No
Name of closest receiving water:	Boise River
Distance and direction from facility:	350 feet to the north
Describe stormwater discharge:	Stormwater is collected in three catch basins onsite that drain to an infiltration best management practice (BMP). This catchment is designed to infiltrate stormwater runoff; however, there is potential for discharge of stormwater due to system failure or extreme weather conditions.

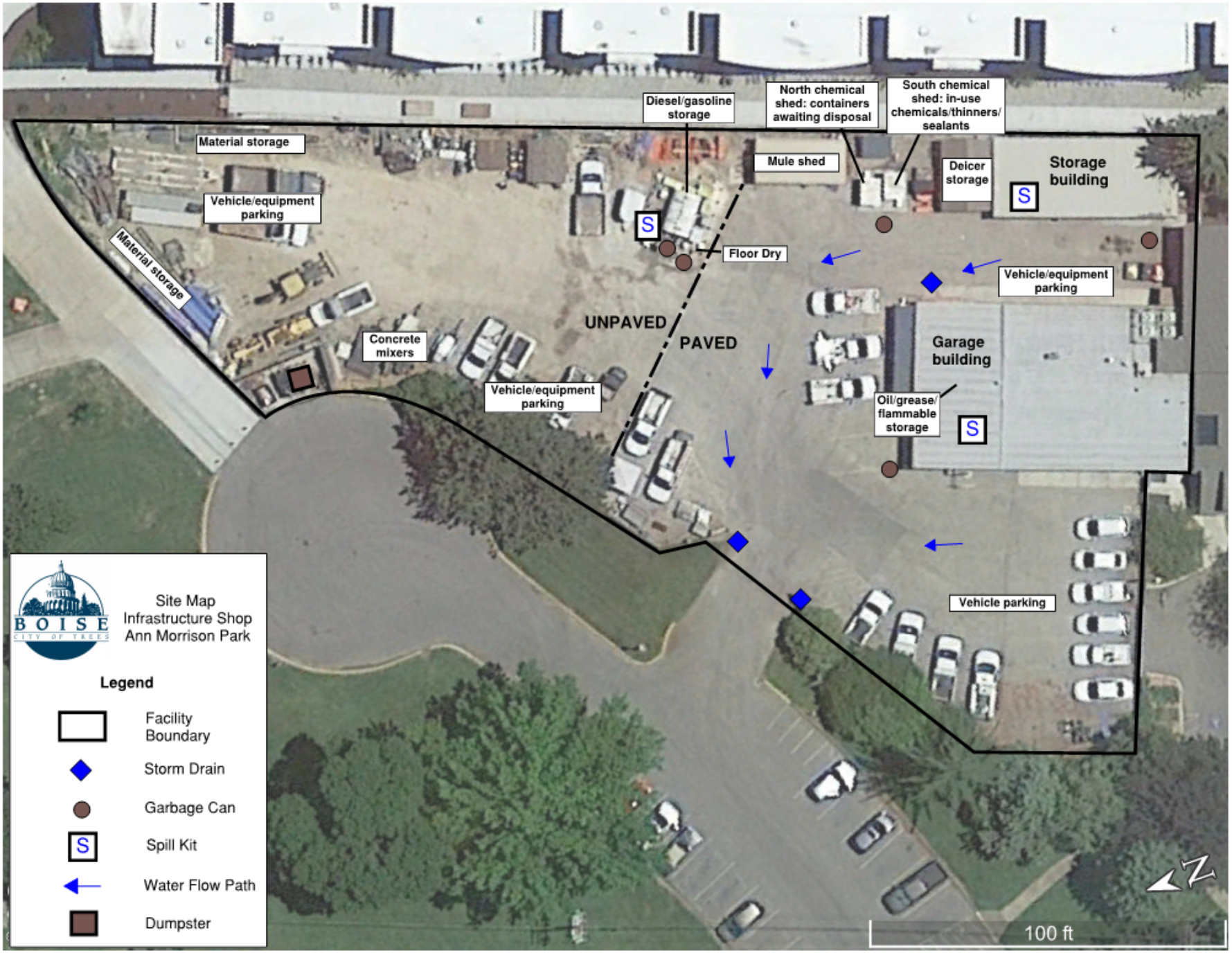
Section 2. Site Map

Site maps should be updated on a regular basis (including using pen and ink markups) to reflect actual conditions at the facility.

Instructions: The following page includes a template for developing the facility-specific site map. Map contents should include in general an aerial image of the site; key buildings/infrastructure/facilities; stormwater infrastructure locations; systems, facilities, and outfalls; and receiving water body and potential pollutant source identifications.

Site Map specific recommendations include the following list:

- The location and extent of significant structures and impervious surfaces
- Directions of stormwater flow (use arrows)
- Locations of all existing structural control measures
- Locations of all receiving waters in the immediate vicinity of the facility
- Locations of all stormwater conveyances including ditches, pipes, and swales
- Locations of potential pollutant sources identified
- Locations of stormwater inlets and outfalls
- Locations and descriptions of all non-stormwater discharges
- Locations of the following activities where such activities are exposed to precipitation:
  - Fueling stations
  - Vehicle and equipment maintenance and/or cleaning areas
  - Loading/unloading areas
  - Locations used for the treatment, storage, or disposal of wastes
  - Liquid storage tanks
  - Processing and storage areas
  - Transfer areas for substances in bulk
  - Machinery
- Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutant.


Material storage
Vehicle/equipment parking
Material storage
Concrete mixers
Vehicle/equipment parking
Diesel/gasoline storage
North chemical shed: containers awaiting disposal
South chemical shed: in-use chemicals/thinners/ sealants
Mule shed
Deicer storage
Storage building
Floor Dry
UNPAVED
PAVED
Vehicle/equipment parking
Garage building
Oil/grease/ flammable storage
Vehicle parking
BOISE
CITY OF TREES
Site Map
Infrastructure Shop
Ann Morrison Park
Legend
Facility Boundary
Storm Drain
Garbage Can
Spill Kit
Water Flow Path
Dumpster
N
100 ft

Section 3. Activities, Pollutants, and Controls

This section describes all areas at the facility where industrial (potentially polluting) materials or activities are stored at the site so that exposure to stormwater (rain, runoff, or snowmelt) can be addressed through control measures that will eliminate or reduce the potential for the materials or activities to pollute stormwater discharged from the site and impact receiving waters.

Instructions: Gather pertinent information for activities and materials at the site including: specific locations at the facility, potential pollutants associated with the activity or material, how materials are stored, identification of the flow path (i.e., if stormwater runoff were to come into contact with the activity or material, where would that runoff go?), control measures or BMPs used to prevent or minimize the potential for associated pollutants to be picked up in stormwater.

Table 2 provides a list of activities and materials occurring at the facility and documents the necessary information for preventing stormwater pollution resulting from stormwater contact and pollutant mobilization. Control measures for each activity or pollutant are included in the last column of the table. General pollution prevention and BMPs are described further in the Department of Parks and Recreation Stormwater Structure Operation and Maintenance Plan in Appendix C.

Table 2. Facility Activities, Associated Pollutants, and Site-specific Control Measures

Activity/ Material	Location	Associated Pollutants	Method of Storage	Flow Pathway	Control Measures Used to Minimize Exposure
Bulk fuel storage and dispensing	Northeast side of facility next to Mule Shed, on unpaved surface	Fuel	3,000 gallon double-walled above ground storage tank; 1500 gal of diesel, 1500 gal of unleaded	Overland flow to storm drain catch basin	• Spill kit next to dispensers • At least one City staff member is present with the vendor during fuel and chemical deliveries • When using fuel cans to refuel, vehicles and equipment are not parked on or near storm drains
Small container fuels storage	Flammables cabinets next to bulk storage tank	Fuel	Stored in fuel cans inside flammables cabinets	Overland flow to storm drain catch basins	• Fuel cans are stored in cabinets when not in use • Cabinet doors are latched closed when not actively accessing contents
Used chemicals awaiting disposal	North chemical shed	Oil, antifreeze, solvents, and lubricants	Stored in dedicated shed	NA	• Storage shed is kept organized • Containers are stored upright with lids securely closed
Herbicide and paint thinner storage and mixing	South chemical shed	Herbicides, paint thinner	Stored in original containers in dedicated shed	Overland flow to permeable surface	• Storage shed is kept organized • Containers are stored upright with lids securely closed
Deicing Material, cement	Storage building	Magnesium chloride (deicer), cement runoff (pH)	Plastic tank (deicer)	Overland flow to permeable surface	• Lid on MgCl tank is kept closed • Storage shed is kept organized
Vehicle/equipment parking	Paved and unpaved areas across the facility	Fuel, oil, anti-freeze, heavy metals	NA	Overland flow to storm drain catch basin	• Leaking vehicles are taken to the fleet maintenance shop • Paved portions of parking lots and access roads are cleaned by a vacuum street sweeper at least two times per year and more often if necessary

Table 2. Facility Activities, Associated Pollutants, and Site-specific Control Measures					
Activity/ Material	**Location**	**Associated Pollutants**	**Method of Storage**	**Flow Pathway**	**Control Measures Used to Minimize Exposure**
Paint bucket drying and cement storage	Mule Shed	VOCs, cement runoff (pH)	Stored in dedicated shed	Overland flow to storm drain catch basin	• Storage shed is kept organized • Paint buckets are stored upright
Dumpsters and trash bins	Located around the facility	Trash, bacteria	Approved containers in good condition	Overland flow to storm drain catch basin	• Dumpsters and trash cans are emptied on a regular schedule and more frequently as needed • Lids are kept closed on containers • Liners are used in all trash bins • Trash bins and dumpsters are located away from storm drain catch basins

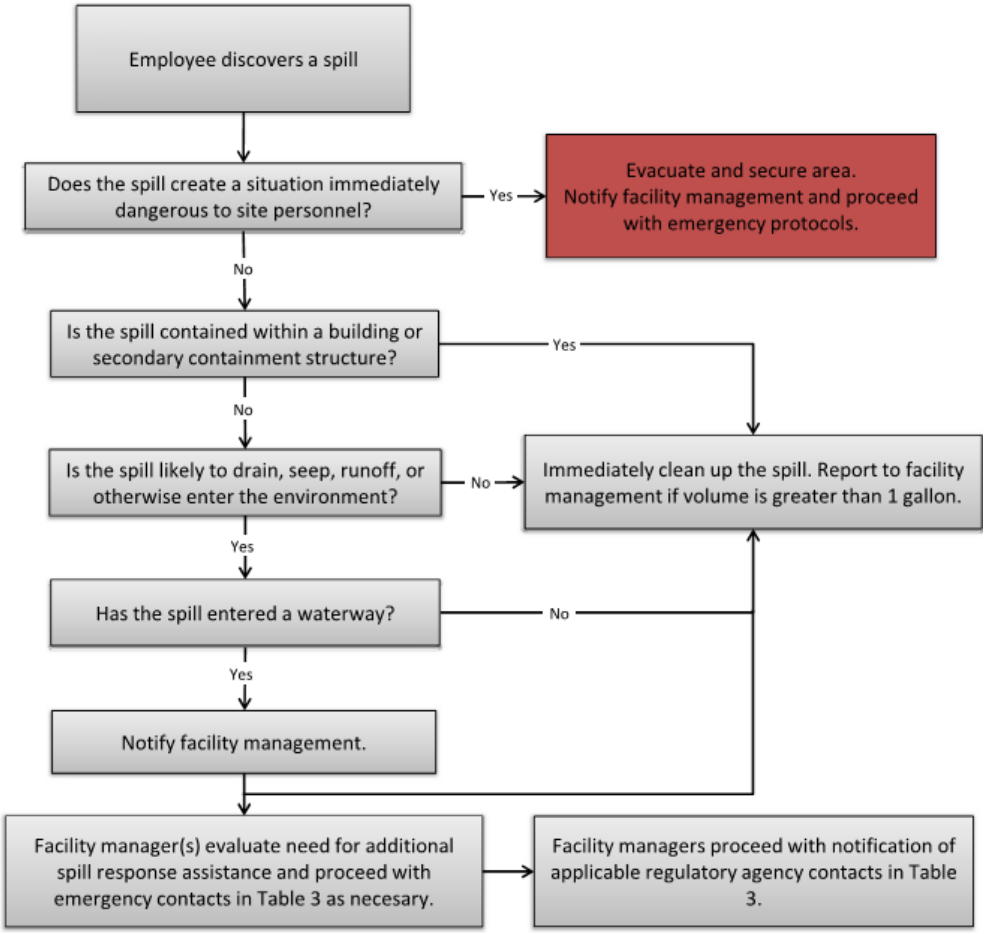
Section 4. Spill Response and Reporting

This section provides information necessary for responding to spills in a safe and expedient manner so that exposure is minimized. This section also describes documentation and reporting requirements in case a spill occurs.

Instructions: Fill in information for appropriate facility management contacts in Table 3.

Spill kits and sensitive infrastructure (i.e., storm drain inlets and outfalls to receiving waters) are identified on the site map. Spill kits are to be clearly labeled, and contents should be readily accessible by all personnel. Any spill cleanup materials used in spill response should be replenished at the earliest opportunity.

Upon discovery of a spill (oil, fuel, liquid chemicals, etc.,) follow the steps in the flowchart below. Facility supervisors should be notified of any spill greater than 1 gallon. All available personnel should provide spill response support to contain the spill and prevent the material from discharging offsite. Facility management will determine if outside spill response assistance is required.



Following initial response and containment of a spill of more than 1 gallon, facility management will work with staff involved in spill identification and response to complete a written report using the Spill Reporting Form and update the spill, release, and discharge record, both of which are included in Appendix A. Reports will be filed for use in reporting to appropriate agencies as needed and for recordkeeping purposes. Reporting and notification procedures and contact information are included in Table 3.

Table 3. Spill Reporting and Notification Procedures		
Facility Crew Chief, Parks Operations Manager, Stormwater Program Coordinator	Report to if spill volume is greater than 1 gallon	
Idaho Department of Environmental Quality	Report to if spill volume is greater than 25 gallons or if the discharge enters receiving waters (evidenced by a sheen on the water for petroleum products)	
Authorities in emergency contact list	Report to if spill volume is greater than 42 gallons	
Supervisory Contacts		
Facility Supervisor: Dave Russell	Office: 208-608-7632	Cell: 208-440-0875
Parks Operations Manager: Eden Belanger	Office: 208-608-7627	Cell: 208-871-3336
Stormwater Program Coordinator: Steve Hubble	Office: 208-608-7521	Cell: 540-903-1906
Emergency Contacts List **Notify the following of a *discharge of any amount* of oil, petroleum based product, or hazardous material *into Waters of the U.S.***		
National Response Center	(800) 424-8802	
USEPA Region 10, 24-Hour Oil Spill Line	(206) 553-1263	
IDEQ (Boise Regional Office)	(208) 373-0550	
Idaho Emergency Response Commission	(208) 422-5723	
Spill Response Additional Assistance if Needed		
Boise Fire Department	(208) 570-6500	
Boise Police Department	(208) 377-6790	

Section 5. Non-Stormwater Discharges

Stormwater discharge permits include a list of allowable non-stormwater discharges that can be discharged from facilities in addition to normal stormwater runoff. These "authorized non-stormwater discharges" are allowed because it is assumed that the discharge will not contribute to pollution in receiving waters. These permits also provide a non-exhaustive list of common non-stormwater discharges that are not authorized and should not be directed to storm drains or receiving waters.

Instructions: Inspect the facility for the presence of any unauthorized non-stormwater discharges and document actions taken to eliminate any unauthorized discharges.

Authorized non-stormwater discharges include the following:

- Discharges from fire-fighting activities
- Fire hydrant flushing
- Potable water, including water line flushing
- Uncontaminated condensate from air conditioners, coolers, and other compressors and from outside storage of refrigerated gases or liquids
- Irrigation drainage
- Landscape watering, provided all pesticides, herbicides, and fertilizers have been applied in accordance with the approved labeling
- Pavement wash waters where no detergents are used and no spills or leaks of toxic or hazardous materials have occurred (unless all spilled material has been removed)
- Routine external building wash down that does not use detergents
- Uncontaminated groundwater or spring water

All other non-stormwater discharges are specifically prohibited. Examples of unallowable non-stormwater discharges include the following list:

- Vehicle, equipment, or building wash water that contains detergents or hazardous materials
- Process or wastewater
- Concrete washout
- Contaminated groundwater

Results of inspection:

A site inspection completed on September 26, 2017, confirmed there are no non-stormwater discharges present at this facility.

Section 6. Inspections

Regular inspections are an important part of maintain an up-to-date SWPPP for the facility and to identify new activities or materials, control measures in need of maintenance, and other potential issues that could contribute to stormwater pollution.

Instructions: Inspection procedures are the same for all facilities.

This section describes the various levels of inspection to be conducted at the facility including details regarding frequency and scope of each type. Applicable forms are included in Appendix B.

Daily Inspections

Routine, non-documented inspections of the facility are conducted as a normal supervisor walk-through on a daily basis by any one or more trained personnel.

Semiannual Facility Inspections

Full facility inspections are conducted by trained personnel and documentation (completed forms and any necessary follow up activities) is kept with the SWPPP. Facility personnel conduct inspections twice per year, striving to conduct at least one inspection each year during a time of active runoff from a rain or snow melt event. The City Stormwater Program Coordinator assists with an annual inspection for major facilities. Facility inspection documentation is recorded on the Routine Facility Inspection Report form, included in Appendix B. The form outlines the specific controls and areas of activity to be inspected.

Inspectors examine the following specific areas and items during inspections:

- Materials with the potential to pollute, residue, or trash that may have or could come into contact with stormwater
- Leaks or spills from vehicles/equipment, drums, tanks, and other containers
- Offsite tracking of waste materials or sediment where vehicles enter or exit the facility
- Tracking or blowing of loose materials offsite
- Control measures needing replacement, maintenance, or repair
- Solid and hazardous waste storage areas
- Control measures implemented
- Secondary containment areas
- General housekeeping
- Any areas where it appears a stormwater discharge may have occurred or is likely to occur

SWPPP updates occur throughout the year, as needed to reflect conditions observed and control measures implemented onsite, as well as administrative updates.

If it is determined that changes are necessary following an inspection, any modifications to control measures will be made before the next storm event if possible, or as soon as practicable following the inspection.

Event Driven Stormwater Structure Inspections

Facility personnel conduct inspections of stormwater structures following significant rain events and snow melt events in addition to the semiannual inspections described above. These inspections are completed within the City's computerized maintenance management system, VueWorks, by staff through a work order process. Inspection records are completed in the field using mobile devices to complete an electronic field form.

Section 7. Training

Training is important for all facility personnel involved with materials or activities with the potential to pollute stormwater at the facility. Personnel involved in activities with a high potential for pollution may be required to obtain additional trainings.

Instructions: Training requirements are the same for all facilities.

The minimum training requirement for all personnel involved with maintenance is titled "Stormwater Pollution Prevention BMPs and Spill Response Guide." This training is accessible through the City's online training program, I-Learn, and is required for new employees and a refresher training is required every three years thereafter.

Additional trainings that apply to personnel charged with specific responsibilities are outlined below:

- Personnel responsible for mixing and applying pesticides are required to maintain a State of Idaho certification for Chemical Pesticide Application.
- Personnel who participate in the snow removal program including removing snow from surfaces as well as applying deicer products are required to attend an annual training meeting to ensure compliance with standardized procedures for application.

Appendix A: Spill, Release, and Discharge Record and Reporting Form

Record of Spills, Releases, and Discharges					
Date of incident	Material	Quantity	Nature of incident (i.e., spill retained onsite, discharge to surface water or storm drain, chemical release to the environment)	List regulatory agencies that received report	Date reported to agencies

SPILL REPORT FORM

The following information should be documented below for reporting a discharge event to the appropriate agencies. Reference Table 3 for reporting and notification procedures and contacts.

Facility Name: Horticulture Shop-Julia Davis

Facility Crew Chief: Mike Woodward

Date of Discharge: _____ Time of Discharge: _____

Material Discharged: _____ Quantity (Approximate): _____

Release Reported By: _____

Source of Discharge: _____

Description of Affected Media: _____

Cause of Discharge (include failure analysis of the system that failed): _____
_____
_____

Damages/Injuries Caused by Discharge: _____
_____
_____

Action Used to Stop, Remove, and Mitigate the Effects of the Discharge: _____
_____
_____

Additional Preventative Measures taken/considered to minimize recurrence of Discharge:
_____
_____

Evacuation Required: YES/NO (Circle One)

Individuals/Organizations Contacted: _____
_____

***Attach maps, diagrams, and/or other documents, as required, to document the incident.**

Appendix B: Inspection Forms

Routine Facility Inspection Report

General Information			
Facility Name	Infrastructure Shop at Ann Morrison Park		
Date of Inspection		**Start/End Time**	**/**
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			

Weather Information

Weather at time of this inspection?
❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds
❑ Other: Temperature:

Have any new activities or materials with potential for pollution begun at the facility since the last inspection? ❑Yes ❑No
If yes, describe:

Have any previously unidentified discharges of pollutants occurred since the last inspection?
❑Yes ❑No
If yes, describe:

Are there any discharges occurring at the time of inspection? ❑Yes ❑No
If yes, describe:

Control Measures

	Control Measure	**Control Measure is Operating Effectively?**	**If No, In Need of Maintenance, Repair, or Replacement?**	**Corrective Action Needed and Notes** (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Fuel tank secondary containment	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
2	Spill kits accessible and fully stocked	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
3	Dumpster and trash can lids	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
4	Stormwater catch basins	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
5		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
6		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

	Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
8		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
9		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

Areas of Materials or Activities exposed to stormwater

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Wash bay	❑Yes ❑No ❑ N/A	❑Yes ❑No	
2	Fueling area	❑Yes ❑No ❑ N/A	❑Yes ❑No	
3	Chemicals Storage	❑Yes ❑No ❑ N/A	❑Yes ❑No	
4	Deicers storage	❑Yes ❑No ❑ N/A	❑Yes ❑No	
5	Vehicle and equipment storage/parking areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
6	Materials storage areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
7		❑Yes ❑No ❑ N/A	❑Yes ❑No	
8		❑Yes ❑No ❑ N/A	❑Yes ❑No	
9		❑Yes ❑No ❑ N/A	❑Yes ❑No	
10		❑Yes ❑No ❑ N/A	❑Yes ❑No	
11		❑Yes ❑No ❑ N/A	❑Yes ❑No	
12		❑Yes ❑No ❑ N/A	❑Yes ❑No	

Additional Control Measures

Describe any additional control measures needed to prevent stormwater pollution:

Notes

Use this space for any additional notes or observations from the inspection:

Appendix E

City of Boise Stormwater Program Team Distribution List

The City of Boise Stormwater Management Program document has been distributed to all City departments and divisions with stormwater management obligations. The distribution list includes:

1. **Boise City Public Works**
    a. Jim Pardy, City Engineer Senior Manager
    b. Melissa Jannusch, Deputy City Engineer
    c. Andrea Leonard, Stormwater Program Coordinator
    d. Haley Falconer, Water Renewal Services Deputy Director
    e. Kristin Ryan, Shared Services Deputy Director
    f. Steve Burgos, Director of Public Works
    g. Kate Harris, Water Quality Program Manager
    h. Yorick d'Anglemont de Tassigny, FSO Maintenance Manager
    i. Dan Bora, FSO Maintenance Manager
    j. Kiesha Smith, FSO Data Analyst

2. **Boise City Planning and Development Services**
    a. Andy Long, Erosion Control Coordinator
    b. Jason Blais, Building Official Senior Manager
    c. Anthony Cabrera, Housing Maintenance Supervisor

3. **Boise City Parks and Recreation**
    a. Jason Miller, Parks Design Project Manager
    b. Sara Arkle, Director of Parks and Recreation
    c. Jeff Gearhart, GIS and Asset Management Specialist

4. **Boise City Airport**
    a. Adam Oliver, Airport Environmental Project Manager

5. **Boise City Library**
    a. Jessica Dorr, Director, Boise City Library!