

Annual Report

Number	Permit Section	Question
1	S5.A	<p>Attach a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.6.</p> <p>Not Applicable</p>
2	S5.A	<p>Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2)</p> <p>Final Poulsbo 2024 SWMP_2_03252024143826</p>
3	S5.A	<p>Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP.</p> <p>Yes</p>
4	S5.A.5.b	<p>Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b)</p> <p>Yes</p>
5	S5.C.1.	<p>Have you convened an interdisciplinary team to inform and assist in the development, progress, and influence of the comprehensive stormwater planning program? (S5.C.1). August 1, 2020</p> <p>Yes</p>
14	S5.C.1.b	<p>Did you submit a report as described in S5.C.1.b.i(b)? (Required to submit no later than January 1, 2023)</p> <p>Yes</p>
15	S5.C.1.c	<p>Continue to design and implement local development-related codes, rules, standards, or other enforceable documents to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible? See S5.C.1.c.i. (Required annually)</p> <p>Yes</p>
16	S5.C.1.c	<p>From the assessment described in S5.C.1.c.i(a), did you identify any administrative or regulatory barriers to implementation of LID Principles or LID BMPs? (Required annually)</p> <p>No</p>
20	S5.C.2	<p>Did you choose to adopt one or more elements of a regional program? (S5.C.2)</p> <p>Yes</p>
20a	S5.C.2	<p>If yes, list the elements, and the regional program.</p> <p>The City is part of the Puget Sound Starts Here Campaign through WSSOG. The City also participates in regional "Spills Happen" campaign, Pet Waste, and Natural Yard Care.</p>

Number	Permit Section	Question
21	S5.C.2	Attach a description of general awareness efforts conducted, including your target audiences and subject areas, per S5.C.2.a.i. WSSOG 2023 Activities Report w_21_02292024140914
24	S5.C.2	Began implementing strategy outlined in S.5.C.2.a.ii(c) (S5.C.2.a.ii(d) – Required by April 1, 2021) Yes
25	S5.C.2	Attach the report developed in accordance with S5.C.2.a.ii(e), which evaluated the changes in understanding and adoption of targeted behaviors resulting from the implementation of the strategy and any planned or recommended changes to the program in order to be more effective. (Required no later March 31, 2024) Natural Yard Care Summative Ev_25_02292024140915
26	S5.C.2	Promoted stewardship opportunities (or partnered with others) to encourage resident participation in activities such as those described in S5.C.2.a.iii. Yes
26a	S5.C.2	Attach a list of stewardship opportunities provided. Pbo Stewardship_2023 Annual Re_26a_02292024140915
27	S5.C.3.	Describe in Comments field the opportunities created for the public, including overburdened communities, to participate in the decision-making processes involving the development, implementation, and updates of the Permittee's SWMP and the SMAP. (S5.C.3.a) Comments on the SWMP are accepted all year and can be viewed from the City's stormwater webpage. The SMAP is also posted and comments are accepted. Public hearings are held for any legislative actions such as proposed stormwater utility rate structure revisions and comprehensive plan updates. In 2023, Kitsap County completed the second phase of their GROSS grant designed to identify ways to more authentically engage with overburdened communities. The City participated in the workshops hosted by Kitsap County and will use the resulting guide developed for Kitsap County and WSSOG to create opportunities for overburdened communities to participate in decision making processes.
28	S5.C.3.	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.C.3.b) Yes
28a	S5.C.3.	List the website address in Comments field. cityofpoulsbo.com/public-works-stormwater-management
29	S5.C.4.	Maintained a map of the MS4 including the requirements listed in S5.C.4.a.i-vii? Yes
30	S5.C.4.	Started mapping outfall size and material in accordance with S5.C.4.b.i? (Required no later than January 1, 2020) Yes
30a	S5.C.4.	Attach a spreadsheet that lists the known outfalls' size and material(s). 2023 Outfalls_30a_01302024101040

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31	S5.C.4.	Completed mapping connections to private storm sewers in accordance with S5.C.4.b.ii? (Required no later than August 1, 2023) Yes
33	S5.C.5	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste? (S5.C.5.b) Yes
33a	S5.C.5	Actions taken to inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. The City uses "Spills Happens" branding materials and promotes the Kitsap1 spill hotline. City vehicles are stocked with brochures about common illicit discharges and source control BMPs to give to the general public. During source control inspections, business owners are informed of the hazards of illicit discharges.
34	S5.C.5	Implemented an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges as described in S5.C.5.c. Yes
35	S5.C.5	Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.5.d.i. Yes
35a	S5.C.5	Cite field screening methodology in Comments field. Illicit Connection and Illicit Discharge Field Screening and Source Tracing Guidance Manual (May 2020) by Herrera Environmental Consultants
36	S5.C.5	Percentage of MS4 coverage area screened in the reporting year per S5.C.5.d.i. (Required to screen 12% on average each year.) 50
36a	S5.C.5	Cite field screening techniques used to determine percent of MS4 screened. catch basin and stormwater facility inspections
37	S5.C.5	Percentage of total MS4 screened from permit effective date through the end of the reporting year. (S5.C.5.d.i.) 100
38	S5.C.5	Describe how you publicized a hotline telephone number for public reporting of spills and other illicit discharges in the Comments field. (S5.C.5.d.ii) City website and through Spills Happen Magnets available at City Hall.
39	S5.C.5	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.5.d.iii. Yes
40	S5.C.5	Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.5.e. Yes

Number	Permit Section	Question
41	S5.C.5	Municipal illicit discharge detection staff are trained to conduct illicit discharge detection and elimination activities as described in S5.C.5.f. Yes
42	S5.C.5	Attach a report with data describing the actions taken to characterize, trace, and eliminate each illicit discharge reported to, or investigated by, the Permittee as described in S5.C.5.g. The submittal must include all of the applicable information and must follow the instructions, timelines, and format described in Appendix 12. Imported from WQWebIDDE
43	S5.C.6.	Implemented an ordinance or other enforceable mechanism to effectively address runoff from new development, redevelopment, and construction sites per the requirements of S5.C.6.b.i-iii. Yes
45	S5.C.6.	Number of adjustments granted to the minimum requirements in Appendix 1. (S5.C.6.b.i. and Section 5 of Appendix 1) 0
46	S5.C.6.	Number of exceptions/variances granted to the minimum requirements in Appendix 1. (S5.C.6.b.i., and Section 6 of Appendix 1) 0
47	S5.C.6.	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.6.b.i. (S5.C.6.c.i) Yes
47a	S5.C.6.	Number of site plans reviewed during the reporting period. 8
48	S5.C.6.	Inspected, prior to clearing and construction, permitted development sites per S5.C.6.c.ii, that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 – Determining Construction Site Sediment Damage Potential? Yes
48a	S5.C.6.	If no, inspected, prior to clearing and construction, all construction sites meeting the minimum thresholds (S5.C.6.c.ii)? Yes
49	S5.C.6.	Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls per S5.C.6.c.iii. Yes
49a	S5.C.6.	Number of construction sites inspected per S5.C.6.c.iii. 13
49b	S5.C.6.	Inspected stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments every 6 months per S5.C.6.c.iv? Yes

Number	Permit Section	Question
50	S5.C.6.	<p>Inspected all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.6.c.v)</p> <p>Yes</p>
51	S5.C.6.	<p>Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects prior to final approval and occupancy being granted. (S5.C.6.c.v)</p> <p>Yes</p>
52	S5.C.6.	<p>Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects). (S5.C.6.c.ii-iv)(S5.C.7.c.viii)</p> <p>2</p>
53	S5.C.6.	<p>Achieved at least 80% of scheduled construction-related inspections. (S5.C.6.c.vi)</p> <p>Yes</p>
54	S5.C.6.	<p>Made Ecology's Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity available to representatives of proposed new development and redevelopment? (S5.C.6.d)</p> <p>Yes</p>
55	S5.C.6.	<p>All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities? (S5.C.6.e)</p> <p>Yes</p>
56	S5.C.7.	<p>Implemented maintenance standards that are as protective, or more protective, of facility function than those specified in the Stormwater Management Manual for Western Washington or a Phase I program approved by Ecology per S5.C.7.a.?</p> <p>Yes</p>
58	S5.C.7.	<p>Applied a maintenance standard for a facility or facilities which do not have maintenance standards specified in the Stormwater Management Manual for Western Washington? If so, note in the Comments field what kinds of facilities are covered by this alternative standard. (S5.C.7.a)</p> <p>No</p>
59	S5.C.7.	<p>Verified that maintenance was performed per the schedule in S5.C.7.a.ii when an inspection identified an exceedance of the maintenance standard.</p> <p>Yes</p>
59a	S5.C.7.	<p>Attach documentation of maintenance time frame exceedances that were beyond the Permittee's control.</p> <p>Not Applicable</p>
60	S5.C.7.	<p>Implemented an ordinance or other enforceable mechanisms to verify long-term operation and maintenance of stormwater treatment and flow control BMPs/facilities regulated by the permittee per (S5.C.7.b.i (a))?</p> <p>Yes</p>

Number	Permit Section	Question
61	S5.C.7.	Annually inspected stormwater treatment and flow control BMPs/facilities regulated by the Permittee per S5.C.7.b.i(b) Yes
61a	S5.C.7.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.7.b.i (b) Not Applicable
62	S5.C.7.	Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C.7.b.ii) Yes
63	S5.C.7.	Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.7.c.i) Yes
63a	S5.C.7.	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities. (S5.C.7.c.i) 158
63b	S5.C.7.	Number of facilities inspected during the reporting period. 158
63c	S5.C.7.	Number of facilities for which maintenance was performed during the reporting period. 16
64	S5.C.7.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.7.c.i. Not Applicable
65	S5.C.7.	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms as per S5.C.7.c.ii. Not Applicable
66	S5.C.7.	Inspected municipally owned or operated catch basins and inlets every two years or used an alternative approach? Cleaned as needed? (S.5.C.7.c.iii) Yes
66a	S5.C.7.	Number of known catch basins? 3008
66b	S5.C.7.	Number of catch basins inspected during the reporting period? 1375
66c	S5.C.7.	Number of catch basins cleaned during the reporting period? 585

Number	Permit Section	Question
67	S5.C.7.	Attach documentation of alternative catch basin cleaning approach, if used. (S5.C.7.c.iii. (a)-(c)) Not Applicable
68	S5.C.7.	Implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.7.d) Yes
70	S5.C.7.	Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.7.e) Yes
71	S5.C.7.	Implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.C.7.f) Yes
74	S5.C.8	Established an inventory per S5.C.8.b.ii. (Required by August 1, 2022.) Yes
74a	S5.C.8	Number of total sites identified for the inventory. 160
75	S5.C.8	Implemented an inspection program S5.C.8.b.iii (Required by January 1, 2023). Yes
76	S5.C.8	Implemented a progressive enforcement policy per S5.C.8.b.iv (Required by January 1, 2023). Yes
77	S5.C.8	Attach a summary of actions taken to implement the source control program per S5.C.8.b.iii and S5.C.8.b.iv. AR 2023 Source Control Activit_77_03252024144657
78	S5.C.8	Attach a list of inspections, per S5.C.8.b.iii, organized by the business category, noting the amount of times each business was inspected, and if enforcement actions were taken. 2023 Source Control Inspection_78_03252024144657
79	S5.C.8	Implemented an ongoing source control training program per S5.C.8.b.v? Yes
80	S7	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A) Not Applicable

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81	S7	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A) Not Applicable
82	S8	Submitted payment for cost-sharing for Stormwater Action Monitoring (SAM) status and trends monitoring no later than December 1, 2019 (S8.A.1); and no later than August 15 of each subsequent year? (S8.A.2.a.) Yes
84	S8	Submitted payment for cost-sharing for SAM effectiveness and source identification studies no later than December 1, 2019 (S8.B.1); and no later than August 15 of each subsequent year (S8.B.2.a or S8.B.2.c)? Yes
87	S8	If conducting stormwater discharge monitoring in accordance with S8.C.1, attach a data and analysis report per S8.C.1. and Appendix 9. (Due annually beginning March 31, 2021.) Not Applicable
88	G3	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment. (G3) Yes
89	G3	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A. Yes
90	Compliance with standards	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1) Yes
91	Compliance with standards	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a. Not Applicable
92	Compliance with standards	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d) Not Applicable
93	G20	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20) Yes
94	G20	Number of non-compliance notifications (G20) provided in reporting year. List permit conditions described in non-compliance notification(s) in Comments field. 1
94a	G20	List permit conditions described in non-compliance notification(s). Permit condition S4.F: requirement to submit notification when the City

Number Permit Section Question

becomes aware that a discharge from the MS4 caused or contributed to a known or likely violation of water quality standards. The City failed to submit an S4.F for the December 21st, 2020 sanitary sewer overflow at SR305 and Nordness.

Attachments:

View Files Attached to Submission

	DocDescr	DocName	DocExt	DocID	SubID	AppName
View	WAR045537_30a_01302024101040	2023 Outfalls_30a_01302024101040	.pdf	1488515	1908434	wqwebportal
View	WAR045537_78_03252024144657	2023 Source Control Inspection_78_03252024144657	.pdf	1514143	1908434	wqwebportal
View	WAR045537_77_03252024144657	AR 2023 Source Control Activit_77_03252024144657	.pdf	1514142	1908434	wqwebportal
View	Submitted Copy of Record for City of Poulsbo	Copy of Record CityofPoulsbo Wednesday March 27 2024	.pdf	1515086	1908434	wqwebportal
View	Submitted Cover Letter for City of Poulsbo	Cover Letter CityofPoulsbo Wednesday March 27 2024	.pdf	1515087	1908434	wqwebportal
View	WAR045537_2_03252024143826	Final Poulsbo 2024 SWMP_2_03252024143826	.pdf	1514139	1908434	wqwebportal
View	WAR045537_25_02292024140915	Natural Yard Care Summative Ev_25_02292024140915	.pdf	1503498	1908434	wqwebportal
View	WAR045537_26a_02292024140915	Pbo Stewardship_2023 Annual Re_26a_02292024140915	.pdf	1503499	1908434	wqwebportal
View	ImportedIDDEsWAR045537-2023-ImportedIDDEs_03272024072654	WAR045537-2023-ImportedIDDEs_03272024072654	.xml	1514662	1908434	wqwebportal
View	WAR045537_21_02292024140914	WSSOG 2023 Activities Report w_21_02292024140914	.pdf	1503497	1908434	wqwebportal

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