City of McMinnville
TMDL IMPLEMENTATION PLAN - Sept 2022 to Sept 2027
Report Year #1 11/15/2022 to 12/1/2023

BMP#	**Source** *What source is being addressed? (ex. runoff from construction sites, riparian condition)*	**Strategy** *What will be done to control or reduce pollutant from source?*	**How** *Specifically, how will this be done?*	**Fiscal Considerations** *How is the BMP funded? (ex. In the 2023 budget, grant, etc.)*	**Measure** *How will successful implementation or completion be measured?*	**Timing** *When will the strategy be completed?*	**Milestone** *What intermediate goals will be achieved and by when to know what progress is being made?*	**Status**
POLLUTANT: MERCURY								
MCM#1 Public Education								
PE-1	Runoff from soil disturbance and direct discharge to waterway from riparian area	Organize a PE group to help guide education and outreach efforts	Group to tailor messages to reach target audiences	Staff Time	Organize group and establish meetings with consultant	2021/2022	Staff members selected for this BMP and list of target audiences developed	On 9/1/2022 an 8 member PEO committee was formed consisting of members from the City's Engineering, Operations, Wastewater, Airport, and Communications Departments. On 10/3/2022 members of the committee met to discuss the upcoming TMDL and the best outreach methods for the community. Because several action items within the TMDL would not be implemented until later on, it was decided that the best course of action would be to develop basic informational flyers and handouts to educate the community about mercury and the TMDL, with more specific outreach coming once new ordinances and policies were underway. Handouts would be split between a flyer for the general public that outlined the TMDL and a flyer for Builders/Developers/Landscapers that dealt with steps to be taken if earth was being disturbed.
PE-2	Runoff from soil disturbance and direct discharge to waterway from riparian area	Develop a resource portfolio of outreach messages for the 5 year evaluation period	Resources to be developed by knowledgeable persons	Staff Time	Portfolio developed	2021/2022	Material will be tailored to reach target audiences	From February to March of 2023 committee members from the Engineering and Communcations departments collaborated to create a resource portfolio of outreach messages. These included a general information one-page flyer, a general information pamphlet, and a pamphlet targeting Builders, Developers, and Landscapers with information regarding earth disturbance (**Attachments 3 and 4**). These flyers were reviewed by members of the PEO committee and approved for use. 200 copies of each handout was printed for physical use, and the general one-pager was added to the project information website on iheartmac.
PE-3	Runoff from soil disturbance and direct discharge to waterway from riparian area	Post relevant stormwater public education materials to the City's website	Materials such as FAQ sheets, resource lists, and information for target audiences	Staff time	Post materials annually and review content each year for relevance	To occur **each year** starting in 2022	Maintain records of when and what was posted and report on annual progress	The City has two webpages dedicated to information for the Mercury TMDL. These websites were updated in November of 2022 after the City received final approval from DEQ of our TMDL Implementation Plan and our City Engagement website (iheartmac.org) was updated in April of 2023 to have the one-page general information flyer. These sites can be found at: https://www.mcminnvilleoregon.gov/engineering/page/total-maximum-daily-load-tmdl https://iheartmac.org/en/projects/tmdl
PE-4	Discharge from unvegetated riparian areas	Continue to support the GYWC, the SWCD, or others such as 'friends' groups annually	Monetary funding, attend meetings, and explore other opportunities	Add to budget for 2022/2023 and annually thereafter.	Document support actions and activities	To occur **each year**	Maintain records of support actions and include in the **annual** report	Two City staff members, Matt Young and Logan Adams, have attended monthly board meetings of the GYWC and volunteer as members of the executive board. Opportunities for collaboration on outreach and stream restoration projects are currently being explored, with funding coming from OWEB grants, managed by the GYWC with project and site support from the City. The City has collaborated with the YSWCD to support restoration and invasive species removal along Cozine Creek and the City's Heather Hollow park area. Future grant opportunities for Green Stormwater Infrastructre and conservation easements have been discussed and will continue to be explored in the future.
PE-5	Runoff from soil disturbance and direct discharge to waterway from riparian area	Provide educational opportunities to students annually	Use staff or other professionals to provide educational presentations in the classroom or field	Staff time and potential minimal cost for materials	Speaker, topic, date, and number of students	To occur **each year** starting in 2023/2024	Assemble a list of potential presenters and contact schools	Of the members of the PEO Committee, Logan Adams was selected as the best person to present information to the community. On 4/7/2023 Logan Adams presented to a group of 11 Linfield Public Health students on-site at the Heather Hollow restoration area and spoke about the connection between the Mercury TMDL and other public health iniatitives in the area. Particular focus was made of the human impact of Mercury accumulation in the body. On 5/25/2023 Members of the Engineering Team provided Mercury TMDL pamphlets and presented on a poster as part of McMinnville Public Works Week. This included members of the general public and several students who came to see Public Works exhibits. Contact has been made with teachers at the McMinnville School District, but scheduling conflicts have prevented any in-class presentations from occuring at this point.
PE-6	Runoff from soil disturbance and direct discharge to waterway from riparian area	Mail informational material to streamside property owners	1 mailing sent 2x in the 5 year evaluation period	Cost of mailing	Complete list of streamside property owners and conduct the mailing	Complete by 2025/2026	Report date and content of mailing	No progress to report

BMP#	Source *What source is being addressed? (ex. runoff from construction sites, riparian condition)*	Strategy *What will be done to control or reduce pollutant from source?*	How *Specifically, how will this be done?*	Fiscal Considerations *How is the BMP funded? (ex. In the 2023 budget, grant, etc.)*	Measure *How will successful implementation or completion be measured?*	Timing *When will the strategy be completed?*	Milestone *What intermediate goals will be achieved and by when to know what progress is being made?*	Status
MCM#2 Public Involvement								
PI-1	Runoff from soil disturbance and direct discharge to waterway from riparian area	Maintain a website and post the most current water quality related information to the site	Post the TMDL Plan on the City website	Staff Time	Post new and updated material annually	To occur each year	Post the plan in 2022 and post plan reports submitted to DEQ annually	The City website was updated in November of 2022 after receiving official approval from DEQ of the City's Implementation Plan. Additionally, the plan was posted on the TMDL project page on the City's outreach and engagement webstie, iheartmac. The Yr 1 annual report will be posted to both websites once it has been submitted to and approved by DEQ.
PI-2	Direct runoff to waterway	Utilize a volunteer group to conduct restoration work on a local waterway	2 projects will be implemented in the 5 year plan term	Budget for support items such as refreshments, plants, planting material, etc.	Complete the projects and record description and # of participants	Complete by 2025/2026	Identify suitable project sites and develop a project plan	Coordination underway with the GYWC and YSWCD to identify project and funding opportunities.
PI-3	Runoff from soil disturbance and illicit discharges	Mark catchbasin grates using volunteer groups	Utilize community groups to mark a number of basins each year	Budget for placards, and misc. costs for adhesive, kits, etc.	Track number of markers installed, dates, and volunteer	To occur each year starting in 2023/2024	Track number of basins marked and develop door-hanger to use for marking events	Coordination underway with the GYWC and student groups to identify volunteering groups and opportunities.
PI-4	Runoff from soil disturbance and illicit discharges	Educate Elected Officials	Work Session presentation	Staff Time	Complete the activity	To occur each year	Report progress in yearly report	Presentation to City Council on 08/08/2023 Work Session. Focused on exploring funding sources for stormwater programs within the City and explaining program progression.
MCM#3 Illicit Discharge and Detection								
ID-1	Runoff from soil disturbance and direct discharge to waterway from riparian area	Update the City's existing GIS database to include new stormwater data and assets	Update the map at least annually	Staff time	Develop a preliminary list of desired assets	To occur **each year**	Provide DEQ information on stormwater and waterway work done annually	New stormwater assests (mainline, manholes, inlets, outlets, and stormwater facilities) are updated from construction as-builts submitted from private devlopment or capital improvement projects. This data is then updated in our GIS system. In 2023 the City accepted over 7200 linear feet of new stormwater mainline from private development, including 45 new manholes and 44 new catch basins. The City also performed repairs on publicly owned storm line which included the replacement of 165 linear feet of mainline and one manhole.
ID-2	Runoff from soil disturbance and impervious area	Develop an ordinance that prohibits non-stormwater discharges in to the stormwater system and local waterways	Utilize ordnances and programs from other agencies	Staff time involving legal	Document annual progress	Complete by 2024/2025	Provide DEQ annual progress on this BMP in the annual report	No progress to report.
ID-3	Runoff from soil disturbance and impervious area	Develop an enforcement response plan	The plan will include escalating steps of enforcement	Staff time	Document annual progress	Complete by 2024/2025	Report progress and final outcome to DEQ	No progress to report.
ID-4	Runoff from soil disturbance and impervious area	Staff training	Annual training by existing staff. Take advantage of inexpensive regional training	Include training in the annual budget	Conduct annual training - develop a schedule. Yr 1 training by consultant	To occur **each year** starting in 2022/2023	Report/record training date, # of employees in attendance	On 01/24/2023 two City employees attended an Erosion Control Summit hosted by the Mid-Willamette Outreach Group that included speakers and training on Erosion Control BMPs, storm maintenance programs, 1200-C's and IDDE. On 6/22/2023 the Engineering Department hosted a lunch-n-learn with Contech Stormwater Solutions to discuss stormwater detention and treatment systems. This lunch was attended by five members of the Engineering Department, five members of the Conveyance team, and two members of the Operations Department. On 09/20-09/21/2023 one City employee attended a Sustainable Stormwater Symposium hosted by the ASCE-Environmental & Water Resources group. The symposium covered green stormwater infrastructure, maintenance and operation of stormwater systems, and BMP's for treatment system maintenance and community outreach.

BMP#	Source *What source is being addressed? (ex. runoff from construction sites, riparian condition)*	Strategy *What will be done to control or reduce pollutant from source?*	How *Specifically, how will this be done?*	Fiscal Considerations *How is the BMP funded? (ex. In the 2023 budget, grant, etc.)*	Measure *How will successful implementation or completion be measured?*	Timing *When will the strategy be completed?*	Milestone *What intermediate goals will be achieved and by when to know what progress is being made?*	Status
ID-5	Runoff from soil disturbance and impervious area	Recordkeeping	Utilize GIS or another database to document response	Staff time	Develop a response sheet and process	To occur **each year** starting in 2022/2023	Report # of complaints and outcome annually	Utilizing the Environmental Incident Report form from the Environmental Services department the City has maintained a database of reported illicit discharges in a centralized file folder: Z:\IDDE\2023 For the Year 2023 the City has responded to two complaints. On 01/07/2023 there was a diesel engine spill by a school bus at McMinnville High School. On 06/08/2023 an RV encampment along Dustin CT had dumped sewer refuse down a storm manhole. See **Attachment 2** for full reports. In addition, the City has reached out to local wine processors to pre-empt potential illicit discharge of effluent or waste discharge into the storm system. The City provided local wine processors with an informative flier with information on City ordinance restricting illicit discharge.
ID-6	Runoff from soil disturbance and impervious area	Annual outfall inspections	Field inspect outfalls and maintain inventory	Staff time	Develop aprocess and maintain a digital inventory	To occur **each year** starting in 2023/2024	Report activities in annual report	The City's Conveyance team has a maintenance and inspection schedule developed for the City stormwater system that includes cleaning and inspection of City manholes, mainline, catchbasins, and outfalls. This inspection schedule aims to cover the entirety of the City's stormwater system every 5 years. The results of inspections are recorded and uploaded to the City's Hansen database, which is accessible through the City GIS system. The Conveyance Supervisor also compiles an annual storm maintenance report (**Attachment 1**). An outfall specific inspection procedures is being reviewed.
MCM#4 Construction Site Runoff								
CS-1	Runoff from soil disturbance and impervious area	Staff training - CESCL training for at least 1 employee and annual training for staff	Familiarize key staff with the 1200-C program	Include training in the annual budget	Document CESCL information as well as staff training. Yr 1 training by consultant	CESCL training completed by 2023/2024. Annual training for staff	Report training activites in the annual report	On 01/24/2023 two City employees attended an Erosion Control Summit hosted by the Mid-Willamette Outreach Group that included speakers and training on Erosion Control BMPs, storm maintenance programs, 1200-C's and IDDE. On 02/17/2023, Logan Adams received a CESL Certification from StormwaterONE (Certificate No. 633028be) On 09/20-09/21/2023 one City employee attended a Sustainable Stormwater Symposium hosted by the ASCE-Environmental & Water Resources group. The symposium covered green stormwater infrastructure, maintenance and operation of stormwater systems, and BMP's for treatment system maintenance and community outreach.
CS-2	Runoff from soil disturbance and impervious area	Develop a guidance document for staff that outlines program implementation	Document to include resources, program descriptions, BMPs, etc	Staff time	Develop the guidance document	To be completed 2023/2023	Report progress in the annual report	The Staff Guidance Document was developed in August of 2023 by Logan Adams and was finalized on 09/05/2023. It provides background on the TMDL, a timeline of required activities, comments about possible future updates to the TMDL, and a list of relevant resources for Erosion Control.
CS-3	Runoff from soil disturbance and impervious area	Develop a local erosion control program which meets the specifications for coverage under the 1200-CN	Research similar 1200-CN permittee ordinances. Work with legal dept	Staff time	Develop the ordinance	Complete by 2025/2026	Report progress in the annual report	No progress to report
CS-4	Runoff from soil disturbance and impervious area	Provide educational materials to the development community including a template	Develop a builder/developer packet with template, BMPs, resources, etc	Staff time	Completion of packet of materials	2023/2024	Decribe progress in the annual report	From February to March of 2023 committee members from the Engineering and Communcations departments collaborated to create a resource portfolio of outreach messages. These included a general information one-page flyer, a general information pamphlet, and a pamphlet targeting Builders, Developers, and Landscapers with information regarding earth disturbance (**Attachments 3 and 4**). These flyers were reviewed by members of the PEO committee and approved for use. 200 copies of each handout was printed for physical use, and the general one-pager was added to the project information website on iheartmac.
CS-5	Runoff from soil disturbance and impervious area	Develop an erosion control ordinance	Use or edit an existing or new document.	Staff time invovling legal	Demonstrate progress annually	Complete by 2025/2026	Report progress in progress annual report	No progress to report
CS-6	Runoff from soil disturbance and impervious area	Develop an enforcement response plan	See ID-3 The plan will include escalating steps of enforcement	Staff time	Demonstrate progress annually	Complete by 2025/2026	Decribe progress in the annual report	No progress to report
CS-7	Runoff from soil disturbance and impervious area	Develop and maintain a construction database	Utilize GIS, excel, or another database of current and closed projects	Staff time	Maintain database so that it can be submitted to DEQ upon request	To occur **each year** starting in 2023	Decribe progress in the annual report	The City's Engineneering Share Drive (Y:) contains information of past and current Capital Improvement and Private Development projects.
CS-8	Runoff from soil disturbance and impervious area	Notify DEQ for projects requiring 1200-C permits	Offer educational material to builders	Staff time	Record notifications	To occur each year 2022/2023	Decribe progress in the annual report	During development review of upcoming projects, areas that disturb an area nearing or greater than one-acre or are part of a larger development or a site that is environmentally sensitive in nature are required to provide correspondence between the developer and the Department of Environmental Quality proving that the developer has obtained a 1200-C or has been informed by DEQ that a 1200-C permit is not required for the project. Developers who do not provide evidence are not issued permits by the City.

BMP#	Source *What source is being addressed? (ex. runoff from construction sites, riparian condition)*	Strategy *What will be done to control or reduce pollutant from source?*	How *Specifically, how will this be done?*	Fiscal Considerations *How is the BMP funded? (ex. In the 2023 budget, grant, etc.)*	Measure *How will successful implementation or completion be measured?*	Timing *When will the strategy be completed?*	Milestone *What intermediate goals will be achieved and by when to know what progress is being made?*	Status
MCM#5 Post-Cosnttruction Runoff Control in New and Re-development								
PC-1	Runoff from soil disturbance and impervious area	Develop or revise an ordinance or other regulatory mechanism (Design Standards) to meet the requirements of Post Construction regulations	Utilize DEQ resources and mirror what other municipalities have done.	Staff time - potential for engineering costs	Document progress annually	Completed by 2025/2026	Describe progress in annual report	No progress to report
PC-2	Runoff from soil disturbance and impervious area	Develop a long term maintenance approach for private facilities	The plan should include a checklist for inspections	Staff time	Consider utilizing existing resources from other agencies. Document progress	Completed by 2024/2025	Describe progress in annual report	No progress to report
PC-3	Runoff from soil disturbance and impervious area	Develop an inventory of public & private facilities (type ie. swale, rain garden, etc)	Review as-builts, field verify, or other means to collect location information	Staff time	Inventory shall include owner, installation date, type, etc.	Complete by 2024/2025	Describe progress in annual report	No progress to report
MCM#6 Good Housekeeping in Municpal Operations								
GH-1	Runoff from soil disturbance and impervious area	Develop a new or revise an existing Good Housekeeping Manual	The manual is a reference guide for operations personnel	Staff time	Complete manual	Complete by 2022/2023	Describe progress in annual report	Review of the City's Airport and WRF Stormwater Pollution Control Plans included good housekeeping techniques and per their respoective permits had stormwater facility inspections and regular testing. The City's Public Works Operations facility, which houses vehicles, equipment, and materials used by the City's maintenance crews did not have a stormwater specific Good Housekeeping Manual. Working with on-site staff from Operations the City developed a Stormwater Pollution Control Plan document to be used as a Good Housekeeping Manual for Operations staff. This document also includes bi-annual inspections of the Operations shop facilties to ensure proper protective steps are being taken. These documents are collected for review in **Attachment 5**
GH-2	Runoff from soil disturbance and impervious area	Conduct inpsections at Shop facilities	Inspections will occur according to Good Housekeeping Manual in Yr 2	Staff time	Conduct inspections	Conduct inspections starting in 2023/2024	Provide completion date and documentation for inspection	Inspections will begin in 2024.
GH-3	Runoff from soil disturbance and impervious area	Conduct Street Sweeping	Develop a written document for street sweeping operatiosn and implement Yr 2	Staff time	Evaluate practices to improve effort	To occur **each year** starting in 2023	Provide annual activities in annual report	The City has two contracted street sweeping companies, Green Sweep Asphalt Service, LLC and City Sweepers, LLC, in addition to the City's Leaf Pickup Program. Green Sweep Asphalt services sweep all residential streets every 6 weeks between January and October, sweep bike lanes and the highway once a month, and in October-December sweep up after City crews perform leaf pickup services. City Sweepers is responsible for the downtown area which is swept once a week, and public parking lots which are swept once a month. Contract documents for both programs can be found in **Attachment 6**. The City's Leaf Pickup Program runs from the end of October to the beginning of January, with regularly scheduled pickup times, and the leaves are delivered to the yard debris recycle center on Orchard Avenue. (https://www.mcminnvilleoregon.gov/ops/page/annual-leaf-pickup-program) This program is similar to other municipalities in the region reviewed by our Operations department and is considered adequate at this time.
GH-4	Runoff from soil disturbance and impervious area	Catchbasin cleaning	Develop a plan for catchbasin cleaning in the City and implement Yr 2	Staff time	Evaluate practices to improve effort	To occur **each year**	Provide annual activities in annual report	The City's Conveyance team has a maintenance and inspection schedule developed for the City stormwater system that includes cleaning and inpsection of City catchbasins. This inspection schedule aims to cover the entirety of the City's stormwater system every 5 years. The Conveyance team also responds to complaints of flooding in areas where catch basins have been clogged with debris and need to be cleaned immediately. On average the City cleans over 200 catch basins per year as part of this program.

BMP#	Source *What source is being addressed? (ex. runoff from construction sites, riparian condition)*	Strategy *What will be done to control or reduce pollutant from source?*	How *Specifically, how will this be done?*	Fiscal Considerations *How is the BMP funded? (ex. In the 2023 budget, grant, etc.)*	Measure *How will successful implementation or completion be measured?*	Timing *When will the strategy be completed?*	Milestone *What intermediate goals will be achieved and by when to know what progress is being made?*	Status
GH-5	Runoff from soil disturbance and impervious area	Annual training for for Public Works facility	Purpose is to review practices and review staff suggestions	Staff time	Conduct training	To occur **each year**	Develop training calendar with staff. Training dates to be recorded along with attendance	On 01/24/2023 two City employees attended an Erosion Control Summit hosted by the Mid-Willamette Outreach Group that included speakers and training on Erosion Control BMPs, storm maintenance programs, 1200-C's and IDDE. On 6/22/2023 the Engineering Department hosted a lunch-n-learn with Contech Stormwater Solutions to discuss stormwater detention and treatment systems. This lunch was attended by five members of the Engineering Department, five members of the Conveyance team, and two members of the Operations Department. On 09/20-09/21/2023 one City employee attended a Sustainable Stormwater Symposium hosted by the ASCE-Environmental & Water Resources group. The symposium covered green stormwater infrastructure, maintenance and operation of stormwater systems, and BMP's for treatment system maintenance and community outreach. Training for Public Works operations and maintenance teams are being developed for February-April of 2024 when maintenance staff have more availability for training.
Regulator BMPs								
REG-1		Develop a stormwater fee	Consider options such as developing ESUs	Staff Time	Determine a feasible funding mechanism	Prior to end of 5 year review period	Track annual activity	The City has appointed a Project Manager from the Engineering Department, Chip Ullstad to oversee the development of a feasible funding mechanism. The City has also hired consultants from the Galardi Rothstein Group, and from Raftelis to assist with analysis of City GIS data and developing fee structure recommendations. On 08/08/2023 Chip Ullstad presented preliminary information to McMinnville City Council regarding funding for both Stormwater and Wastewater. From this meeting came the approval for the formation of a Project Advisory Committee made up of local stakeholders to review current conditions and recommendations, and make recommendations to the City Council. Potential members from the Commercial, Industrial, Development, Instutitional, and Residential sectors of McMinnville were reached out to, and applications for the committee were advertised. On 09/08/2023 the City closed it's application period and after a review selected an 11-person Project Advisory Commitee that will work with the City and consultants to give input on funding and future projects for the City's Wastewater and Stormwater programs. Information about the PAC and their activities can be found at their dedicated webpage: https://www.mcminnvilleoregon.gov/stormwater-wastewater
REG-2		Review internal documents and permits for consistency with TMDL Implementation Plan	Review existing code, planning and master plans to identify inconsistencies	Staff Time	Develop a plan for making adjustments in existing management documents and ordinances	Prior to end of 5 year review period	Track progress and report to DEQ 2026/2027	No progress to report
REG-3		Annual report	This is an annual requirement	Staff Time	Complete report	Due Date - December 1, 2023	Submit annually	A DRAFT annual report was completed on 9/29/2023 before being reviewed internally and updated as-needed. A final report was submitted to DEQ for review on 10/30/2023
REG-4		5 th year evaluations	To be completed in 2026/2027	Staff Time	Complete evaluation	Due Date - December 1, 2027	Submit to DEQ in 2026/2027	No progress to report
REG-5		PE evaluation and assessment Year 1	To be included w/annual report	Staff Time	Complete evaluation	Due date – Dec 1, 2023	Submit annually	Currently, the information in the flyers and handout are adequate to inform the public about the Mercury TMDL and the importance of Erosion Control. However, as future actions are taken by the City these flyers will need to be updated, or new topic-specific flyers will need to be made. Based on feedback from students and internal conversations it is recommended that the City develop both a PowerPoint presentation and a physical demonstration of an erosion control BMP for better audience understanding and participation. The City will pursue both options moving forward. Outside of student presentations, it has been recommended that the City also actively pursue reaching out to other stakeholder groups such as Homeowners Associations, the Chamber of Commerce, and local developer organizations such as the Homebuilder's Association to give PowerPoint presentations and inform them of upcoming projects. Logan Adams is coordinating with members of the McMinnville Economic Development Partnership to reach out to local business organizations and facilitate these presentations.

BMP#	Source *What source is being addressed? (ex. runoff from construction sites, riparian condition)*	Strategy *What will be done to control or reduce pollutant from source?*	How *Specifically, how will this be done?*	Fiscal Considerations *How is the BMP funded? (ex. In the 2023 budget, grant, etc.)*	Measure *How will successful implementation or completion be measured?*	Timing *When will the strategy be completed?*	Milestone *What intermediate goals will be achieved and by when to know what progress is being made?*	Status
REG-6		Annual evaluation and assessment of the TMDL Program	Monitoring to be included w/ annual report	Staff Time	Complete evaluation	Due date – Dec 1, 2023	Submit annually	The City has met all of the goals set for its TMDL implementation program in Yr. 1. Several tasks were time-consuming, but now that they are finished we have established a firm foundation for the City and the PEO team to work with. City staff have been told several times about the TMDL and with continued training will be able to better answer questions in the field and implement relevant BMPs as needed. Meeting and collaborating with other local municipalities within Yamhill County who have recently become DMA's was extremely helpful to establish professional support networks and share resources and ideas. The City will continue to do so as it pursues next steps and will leverage these relationships to make program outreach and implementation easier and more cohesive in the region. Moving forward community engagement will be key as the City moves towards establishing new ordinances that impact residents and businesses. General outreach will continue to be important, but outreach targeted at relevant stakeholders will be vital to community understanding and support. The City will also work closely with our legal counsel and other local municipalities to determine which ordinance systems are feasible and most appropriate to implement.

Attachment 1

FY 2022/2023

Storm System Maintenance Report

City of McMinnville
WASTEWATER SERVICES

Storm System Maintenance Report

Storm repairs completed: 2

- Re-graded manhole I-11-O
- Worked on Elk Creek pond to Mission Foods wetlands collapsed pipe

Scheduled storm cleaning: **cleaned:** 7,731' **Tv inspected:** 7,594'

- St. Andrews area
- Root cutting list
- Main at 13th and Galloway to 14th
- Main at 12th and Galloway to 13th
- TV'ed Mid-Town storm to Lafayette Ave.
- Elk Creek pond to Mission Foods wetlands
- Worked on digging out ditches along NE Orchard Ave.
- Worked on cleaning culverts on NE Orchard Ave.

Cleaned/inspected pollution control MHs/diversion structures: 16

- F-8-AA
- E-7-O
- G-11-AX
- G-6-AL
- F-6-AH
- E-7-Q
- F-G-AG
- J-6-AR
- K-4-Y
- I-3-N
- E-8-AN
- G-6-AQ
- K-4-G
- K-5-X
- G -6-Y
- I-9-AJ

Scheduled catch basins cleaned: 109

- City building catch basins
- St. Andrews area

Problems/Complaint Response (details in Hach WIMS): 24

- Plugged catch basins in Kingwood
- Plugged catch basin at NW 7th and Cedar
- Spill on HWY 99W starting at NW Baker
- Oil spill in Dancer Park
- Responded to flooding at 13th and Galloway
- Spill clean-up 615 NE 15th St.
- Low spot in street 301 NE Dunn Pl.
- Sink Hole at SW Brockwood and Fellows
- Plugged storm drain at Library
- Plugged drain in alley off Ford between 3rd and 2nd

- Spill response RV dumped into CB J-7-101CB
- Spill response River City leaking while dumping into MH J-8-8
- Sink hole 350 NW 7th St.
- Spill response J-8-35CB
- Sink hole at end of SW Oleander Ct
- Plugged catch basins in Davis Dip
- Wet spot behind 350 NW 7th St.
- Sink hole behind 350 NW 7th St.
- Sinkhole om Galloway between 4th and 5th
- Responded to heavy rain and flooding
- Cleaned up fire ash on Marsh Ln. from homeless camp.
- Spill response at 1400 NE Alpha Dr.
- Plugged catch basin I-8-87CB
- Plugged catch basin G-9-66CB

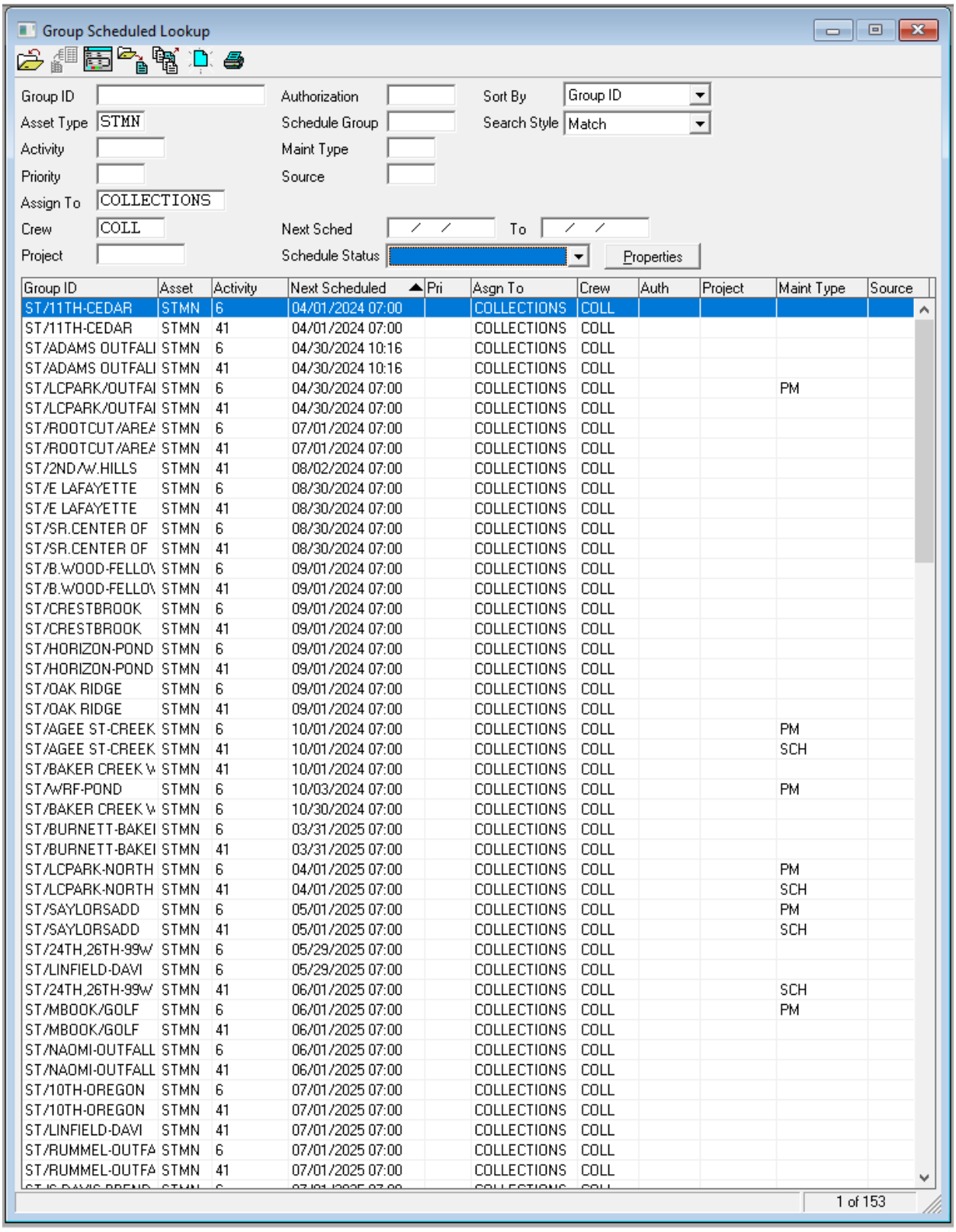
Additional work performed:

- Assist Street Dept. with sidewalk removal on SW Fellows and Brockwood
- Investigated and dye tested steam manhole in 2nd st. parking lot
- Worked on cleaning catch basins at City buildings
- Cleaned and removed catch basin media filters
- Assisted Opps clean river probe
- Worked on cleaning culvert on NE Orchard Ave.
- Worked on pumping water from sink hole outside of K-6-8 and cleaning pipe downstream
- Dye tested sink hole next to storm manhole H-9-H
- Assisted Street Dept. with catch basin install on NE Alpine St.
- Worked on manhole wash down list
- Assisted Police locating cell phone in catch basins on 4th and Baker
- Located a storm main at 600 NW 9th St.
- Worked on cleaning drainage ditch in Dancer Park
- TV'ed pipe from Tice Park Pond
- Worked cleaning 36" storm line from Elk Creek pond to Mission Foods wetlands
- Cleaned up wine spill from ditch behind 1430 NE Alpha Dr.
- Assisted Engin. Dept with locate behind Michaelbook Club House
- Worked on cleaning Orchard Ave roadside ditches
- Worked on cleaning Orchard Ave culverts
- Cleared brush from storm inlet at the Elk Creek pond

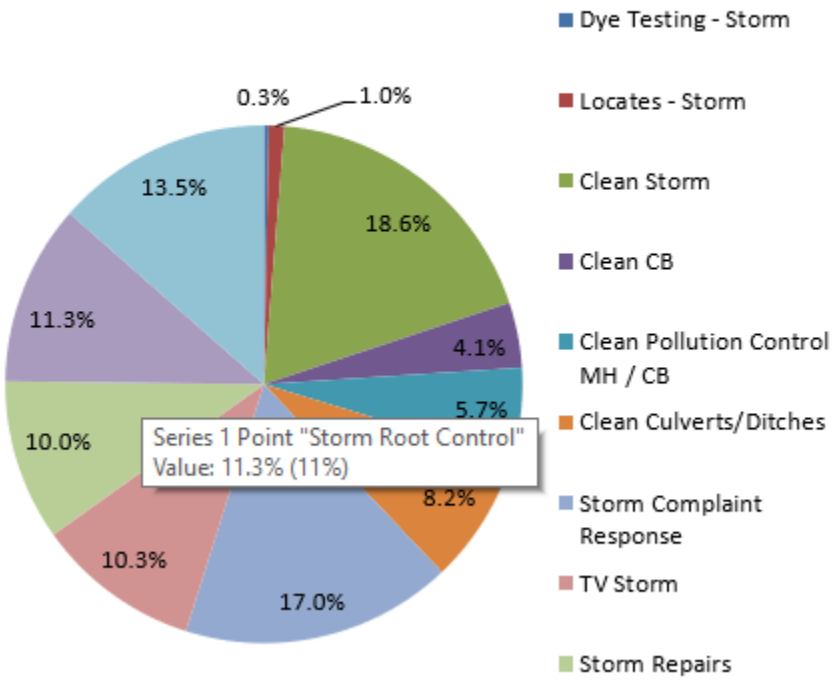
Activities Planned For Next Year:

- Continue routine cleaning and TVing
- Continue with scheduled work orders
- Repairs as needed
- Work more on catch basin cleaning

Scheduled Main Line Cleaning and Inspection:



Storm Work Breakdown



Dye Testing - Storm	0.3%
Locates - Storm	1.0%
Clean Storm	18.6%
Clean CB	4.1%
Clean Pollution Control MH	5.7%
Clean Culverts/Ditches	8.2%
Storm Complaint Response	17.0%
TV Storm	10.3%
Storm Repairs	10.0%
Storm Root Control	11.3%
Time Off (10%)	13.5%
Total Hours	1647.275

Attachment 2

Environmental Incident Reports

City of McMinnville
WASTEWATER SERVICES

Environmental Incident Report

Incident ID:	OERS 2023-0054		
City Responder Information			
Call Taken By:	Tyler Black		
Call Date:	1/7/2023	Call Time:	~8:30
Incident Reporter Information			
Caller Contact Information *(optional)*:			
Incident Date:	1/7/2023	Incident Time:	Early a.m.
Incident Location (complete one or more below)			
Latitude and Longitude:			
Stream Address or Outfall #:			
Closest Street Address:		McMinnville High School, 615 NE 15th	
Nearby Landmark:		High school parking lot	
Primary Location:	Secondary Location:		
☐ Stream Corridor *(in or adjacent to a stream)*	☐ Outfall	☐ In-Stream Flow	☐ Along Banks
☐ Upland Area *(not adjacent to a stream)*	☐ **Near Storm Drain**	☐ Near other water source (pond, wetland, etc.):	

Narrative Description of Location:
Diesel spill in High School parking lot. Bus from Salem-Keizer school district spilled about 10 – 15 gallons of diesel on the parking lot. It was only leaking when the engine was running. Bus company arranged to have bus towed away.
The bus was there for a wrestling tournament, so the spill occurred sometime Saturday morning.
Tyler Black took the initial call. He called Dale Marshall to get clarification regarding who is responsible to clean up the spill. The parking lot is private property owned by the McMinnville school district. It was raining. City responders cleaned up the spill to keep as much as possible out of the storm system. They set up booms around the storm drain. The conveyance crew used the Vac-con to clean up the pavement and suck out the catch basins. They cleaned the parking lot, as well the streets and catch basins around the parking lot: 15th street and Galloway Street.
Dale contacted the McMinnville school district. There was also communication with the Salem-Keizer school district about the spill.
Dale called in Matt Young at 9:00 and he reported the spill to OERS.

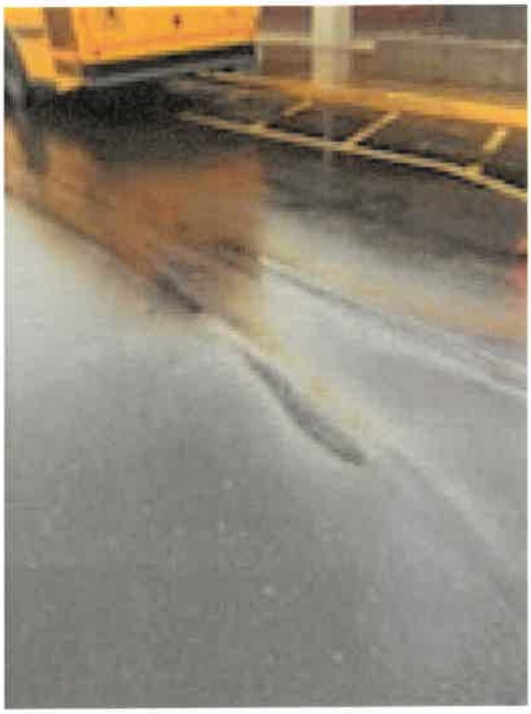
Responsible Party Information			
Responsible Party Present?	☐ **Yes**	☐ No	☐ None Determined
Responsible Party: (Name, address, Ph#, e-mail, etc.)	Nick Scott, Fleet Services Manager for Salem-Keizer school district. 503-877-0712, Scott_nick@salkeiz.k12.or.us		
Responsible Party Vehicle: (description, license plate #, etc.)	School bus		

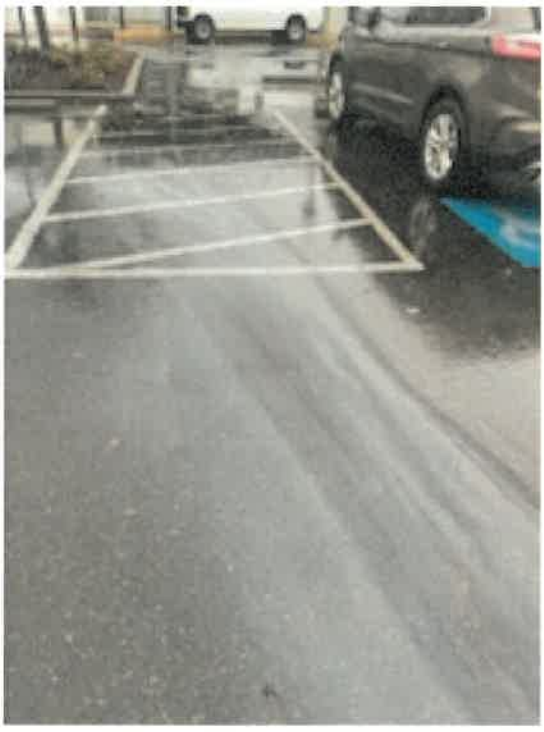
Incident Response Information			
Investigator(s):	Tyler Black, Dale Marshall		
Response Date:	1/7/2023		
Arrival On Site:	~9:00	Departed Site:	
OERS Report #: 2023-0054 (if available)	☐ **City**	☐ Responsible Party	☐ Not Needed

Investigation Observations and Findings				
Stream Corridor Problem Indicators				
Odor	☐ None	☐ Sewage	☐ Rancid/ Sour	☐ Petroleum (gas)
	☐ Sulfide, Nat'l Gas	☐ Other: Describe in "Narrative" Section		
Appearance	☐ Normal	☐ **Oil Sheen**	☐ Cloudy	☐ Suds
	☐ Other: Describe in "Narrative" Section			
Floatables	☐ None	☐ Sewage	☐ Algae	☐ Dead Fish
	☐ Other: Describe in "Narrative" Section			
Upland Problem Indicators				
☐ Dumping	☐ Oil/Solvents/Chemicals	☐ Wash Water, Suds, etc.		
☐ Sewage	☐ Other:			
Narrative Description of Problem Indicators:				
Samples Taken?	☐ Yes	☐ No		
Parameters/Comments:				

Investigation Notes	
☐ No Investigation Conducted	Reason:
☐ Referred to Different Department/ Agency	Department/Agency:
☐ Investigated: No Action Necessary	
☐ **Investigated: Action Required**	Description of Actions: Cost recovery for cleanup.

Report Prepared by:	Signature: Matt Young	Date: 1/9/2023






25


25

Billing/Cost Estimate

Date: *November 15, 2022*

Location: *615 NE 15th St.*

Description of work: *Cleaned up diesel fuel spill from school bus in high school parking lot. Crew used containment booms and absorbent. Crew then used comdonation trucks to wash down and vacuum up parking lot and catch basins.*

Priority: Immediate: X **Routine:** _____ **Requested by:** _____

City Crew: X **Contractor:** _____

Item / Material Description	Quantity	Unit Cost	Total
Absorbent			$ -
Spill Boom			$ -

Equipment Description	Equip. #	Hrs. Used	Rate	Total
Vac-Con	*03-5*	*3.5*	$ *80.00*	$ 280.00
Vac-Con	*10-12*	*3.5*	$ *80.00*	$ 280.00
Flatbed truck	*01-11*	*2.5*	$ *33.72*	$ 84.30
Incident response Van	*92-6*	*2.5*	$ *20.00*	$ 50.00
				$ -
				$ -
				$ -
		Equipment Total		$ 694.30

Credit Account

75-99.6600
20.6600

Labor (Name)	Hours	Rate/Hr	Total
			$ -
Utility Worker II	*4.5*	$ *56.24*	$ 253.08
Operations Mechanic	*2.5*	$ *76.69*	$ 191.73
Maint. & Oper. Supervisor	*3.5*	$ *82.54*	$ 288.89
Utility Worker II	*3*	$ *79.44*	$ 238.32
Wastewater Supervisor	*3.5*	$ *67.97*	$ 237.90
	Labor Total		$ 1,209.91

Person (Company) to be billed:
Salem-Keizer School District

	Total
Total Item/Material	$ -
Total Equipment Cost	$ 694.30
Total Labor Cost	$ 1,209.91
Subtotal	$ 1,904.21
TOTAL COST	$ 1,904.21

Department: *WWS*

Authorized

By:_____ By: _____

City of McMinnville
WASTEWATER SERVICES

Environmental Incident Report

Incident ID:	2023.06.08 Dustin Court Sewage Spill		
City Responder Information			
Call Taken By:			
Call Date:	6/8/2023	Call Time:	
Incident Reporter Information			
Caller Contact Information *(optional)*:			
Incident Date:	6/8/2023 or earlier	Incident Time:	
Incident Location (complete one or more below)			
Latitude and Longitude:			
Stream Address or Outfall #:		J-6-1OF	
Closest Street Address:		1317 NE Dustin Court	
Nearby Landmark:			
Primary Location:	Secondary Location:		
☐ Stream Corridor *(in or adjacent to a stream)*	☐ Outfall	☐ In-Stream Flow	☐ Along Banks
☐ Upland Area *(not adjacent to a stream)*	☐ Near Storm Drain	☐ Near other water source (pond, wetland, etc.):	

Narrative Description of Location:
Spill was approximately 30 gallons located in the two catch basins directly upstream of outfall J-6-1OF. They are J-7-85-CB and J-7-101CB.
Follow up: on 6/9 conveyance crew visually inspected the outfall and it was dry with no sign that the spill made it that far.

Responsible Party Information			
Responsible Party Present?	☐ Yes	☐ No	☐ None Determined
Responsible Party: (Name, address, Ph#, e-mail, etc.)			
Responsible Party Vehicle: (description, license plate #, etc.)	RVs regularly park along that street. We didn't ID a particular RV for this incident.		
Incident Response Information			
Investigator(s):	Conveyance crew		

Response Date:	6/8/2023		
Arrival On Site:	~2:30 pm	Departed Site:	~3:30 pm
OERS Report #: 2023-1421 (if available)	☐ City	☐ Responsible Party	☐ Not Needed

Investigation Observations and Findings

Stream Corridor Problem Indicators

Odor	☐ None	☐ Sewage	☐ Rancid/ Sour	☐ Petroleum (gas)
	☐ Sulfide, Nat'l Gas	☐ Other: Describe in "Narrative" Section		
Appearance	☐ Normal	☐ Oil Sheen	☐ Cloudy	☐ Suds
	☐ Other: Describe in "Narrative" Section			
Floatables	☐ None	☐ Sewage	☐ Algae	☐ Dead Fish
	☐ Other: Describe in "Narrative" Section			

Upland Problem Indicators

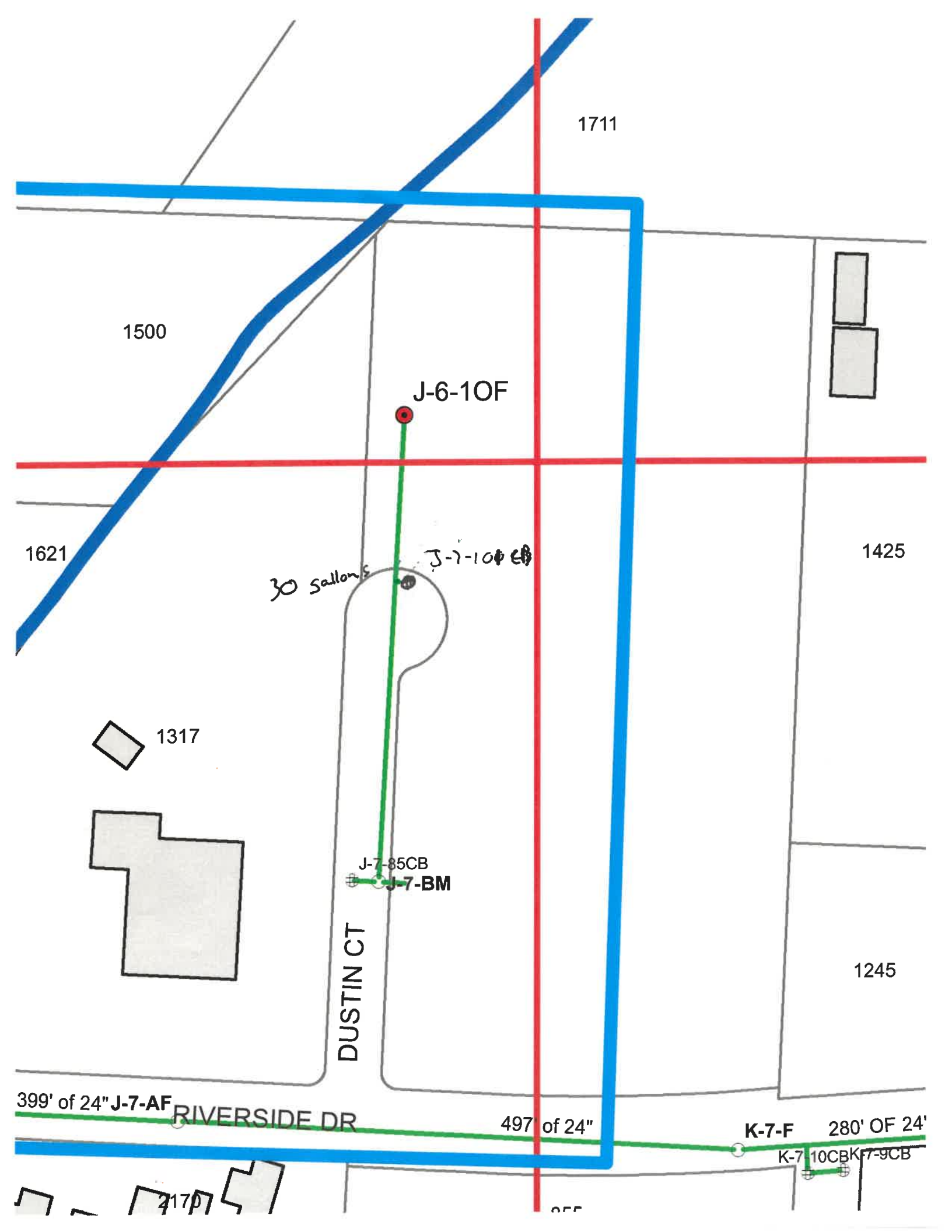
☐ Dumping	☐ Oil/Solvents/Chemicals	☐ Wash Water, Suds, etc.
☐ Sewage	☐ Other:	

Narrative Description of Problem Indicators:			
Samples Taken?	☐ Yes	☐ No	
Parameters/Comments:			

Investigation Notes

☐ No Investigation Conducted	Reason:
☐ Referred to Different Department/ Agency	Department/Agency:
☐ Investigated: No Action Necessary	
☐ Investigated: Action Required	Description of Actions: Spill was cleaned up.

Report Prepared by: _____ Signature _____ Date


1711
1500
J-6-1OF
1621
1425
30 Gallons
J-7-10 CB
1317
J-7-85CB
J-7-BM
DUSTIN CT
1245
399' of 24" J-7-AF
RIVERSIDE DR
497' of 24"
K-7-F
280' OF 24'
K-7-10CB
K-7-9CB
2170

Attachment 3

General Outreach Materials

Mercury

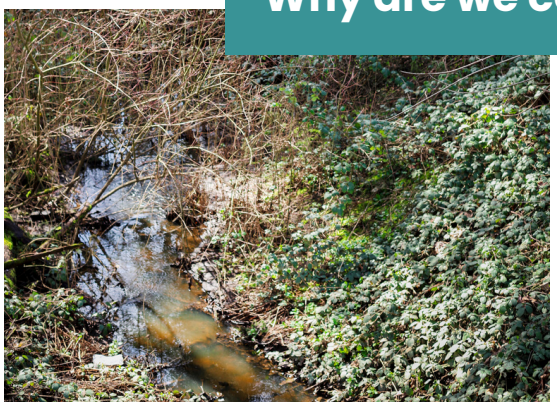
TOTAL MAXIMUM DAILY LOAD

Here's what you need to know about Mercury in our local waterways

What is a Mercury Total Maximum Daily Load?

A Total Maximum Daily Load (TMDL) refers to identifying the source(s) of mercury in our waterways and determining how much mercury should be reduced to meet state and federal water quality standards. Businesses are familiar with the limits on "end-of-pipe" or "point source" discharges and work with the City Pretreatment Program, the TMDL Program covers pollutants that enter streams through runoff from driveways, streets, roofs, lawns, and fields. The ultimate goal of this process is to provide full restoration of the beneficial use of fish consumption, including the protection of aquatic species and wildlife throughout the Willamette Basin.

Why are we concerned about Mercury?



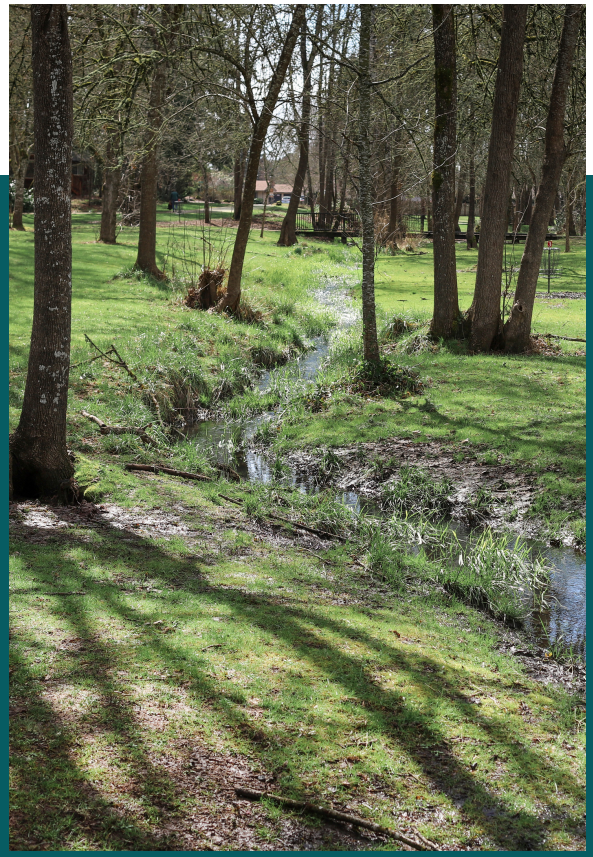
While cycling through the environment Mercury (Hg) can become Methylmercury (MeHg), an extremely toxic organic compound. Methylmercury readily binds to the cells of the body and travels up the food chain, having negative impacts on the health and wellbeing of critical wildlife species and humans. Methylmercury exposure in humans has been shown to have toxic effects on the nervous, digestive, and immune system, especially impacting the neurological development of children. Without mitigation, levels of Methylmercury in fish that live in and traverse the Willamette Basin could become too dangerous to eat, destroying a beloved pastime and a sector of the Oregon economy.

What is the City of McMinnville doing?

On November 15th, 2022, the Department of Environmental Quality approved of McMinnville's TMDL implementation plan. The focus of this plan will be to reduce soil erosion and stormwater runoff, two of the primary nonpoint sources of mercury pollution within the Yamhill Basin. From 2023-2027 the City will train city staff, and build on relationships with local stakeholders to explore ways that we can work together to protect and restore the ponds, creeks, and rivers within the City.

City of McMinnville
ENGINEERING

For more information, visit:
iheartmac.org/projects/tmdl



For more information, visit:

iheartmac.org/projects/tmdl

City of McMinnville
ENGINEERING

City of McMinnville
ENGINEERING

Mercury

TOTAL MAXIMUM DAILY LOAD

What you need to know about Mercury in our local waterways

City of McMinnville
ENGINEERING

Why are we concerned about Mercury?

While cycling through the environment Mercury (Hg) can become Methylmercury (MeHg), an extremely toxic organic compound. Methylmercury readily binds to the cells of the body and travels up the food chain, having negative impacts on the health and wellbeing of critical wildlife species and humans. Methylmercury exposure in humans has been shown to have toxic effects on the nervous, digestive, and immune system, especially impacting the neurological development of children. Without mitigation, levels of Methylmercury in fish that live in and traverse the Willamette Basin could become too dangerous to eat, destroying a beloved pastime and a sector of the Oregon economy.

What is a Mercury Total Maximum Daily Load?

A Total Maximum Daily Load (TMDL) refers to identifying the source(s) of mercury in our waterways and determining how much mercury should be reduced to meet state and federal water quality standards. Businesses are familiar with the limits on "end-of-pipe" or "point source" discharges and work with the City Pretreatment Program, the TMDL Program covers pollutants that enter streams through runoff from driveways, streets, roofs, lawns, and fields. The ultimate goal of this process is to provide full restoration of the beneficial use of fish consumption, including the protection of aquatic species and wildlife throughout the Willamette Basin.

80
Hg
Mercury
200.59

What is the City of McMinnville doing?

On November 15th, 2022, the Department of Environmental Quality approved of McMinnville's TMDL implementation plan. The focus of this plan will be to reduce soil erosion and stormwater runoff, two of the primary nonpoint sources of mercury pollution within the Yamhill Basin. From 2023-2027 the City will train city staff, and build on relationships with local stakeholders to explore ways that we can work together to protect and restore the ponds, creeks, and rivers within the City.

Attachment 4

Specialized Outreach Materials

Checklist

- [ ] Install barriers such as a sediment fence to prevent soil from leaving the site.
- [ ] Keep a spill kit on the project site or in your vehicle.
- [ ] Do not remove vegetation anywhere you will not dig. Even weeds can prevent soil from moving.
- [ ] Protect catch basins on the street.
- [ ] Never stockpile in the street without permission from the City.
- [ ] Dedicate space to store materials on the building site, not on the street.
- [ ] Make certain that the site is stable every day before leaving.
- [ ] Develop an erosion and sediment control plan.

City of McMinnville
ENGINEERING

City of McMinnville
ENGINEERING

For more information, visit:

mcminnvilleoregon.gov/engineering

Call us:

503-434-7312

BUILDING
DEVELOPING
LANDSCAPING

What you should know before you disturb soil in McMinnville

BACKGROUND

The City of McMinnville is required to develop and implement programs to keep local streams clean. Sediment is commonly washed into the storm drain system as the result of building or construction activities. Toxic materials such as mercury bond to soil particles and are carried into local streams. Mercury is then ingested by fish which can make eating too much fish hazardous to human health.

WHAT ARE THE REGULATIONS?

The City of McMinnville is in the process of developing an Erosion Control Program as required by the Oregon Department of Environmental Quality (DEQ). The program will include an ordinance and enforcement process.

DOES DEQ HAVE REGULATIONS?

YES! DEQ's 1200-C permit regulates large and small scale land development from single lots to subdivisions.

DEQ

For information on 1200-C Construction Stormwater Series Permits for general use, please visit:

www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Construction.aspx

Phone: 541-686-7930

City of McMinnville
ENGINEERING

DO YOUR PART TO HELP KEEP OUR STREAMS CLEAN

- Use an absorbent pad to clean up chemical spills such as oil, gasoline, and antifreeze.
- Sweep impervious area such as walkways and driveways. Using a hose washes pollutants into the storm drain.
- Contact your local recycling center for instructions on where to take construction debris.
- Never pour wash water down storm drains.
- Never pour unused chemicals down storm drains.
- Store chemicals in leak proof containers.

Notice

As crush approaches, the City of McMinnville would like to remind winemakers of best practices to protect the City's sewer system and the environment.

- Please ensure that all wastewater, rinsewater, and drippings are collected and discharged to the sanitary sewer.
- Please ensure that all outdoor areas remain clean – **any wastewater, rinsewater, or drippings should never enter stormwater catch basins**.
- Please remember to adjust any waste **pH to between 6.0 and 11.0 SU** before discharging to the sanitary sewer.

Please see the opposite side for City ordinance citations. We appreciate your cooperation in protecting the City's wastewater treatment plant, employees, infrastructure, the public, and the environment.

If you have any questions or concerns, please call our office at (503) 434-7313, Monday through Friday from 8:00 AM to 4:00 PM. For emergencies that occur after hours, please call (503) 434-7313.

City of McMinnville
WASTEWATER SERVICES
3500 NE Clearwater Drive, McMinnville, OR 97128
(503) 434-7313
www.mcminnvilleoregon.gov

Below are excerpts from the City of McMinnville's Sewer Use Ordinance (No. 4987):

13.04.070 Use of Public Sewers Required

A. It is unlawful of any person to place, deposit, or permit to be deposited in an unsanitary manner upon public or private property within the City of McMinnville, or in any area under the jurisdiction of the City, any human or animal excretion, garbage, or other objectionable waste material which creates an offensive odor or health hazard and/or attracts vermin.

B. It is unlawful to discharge to any natural outlet within the City of McMinnville or in any area under the jurisdiction of the City, any wastewater, commercial or industrial wastewater, or other polluted water, except where suitable treatment has been provided in accordance with provisions of Chapters 13.04 through 13.12.

13.05.010 General Discharge Prohibitions:

B. Specific Prohibitions. No sewer user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

2. Wastewater having a pH less than 6.0 or more than 11.0 SU, or otherwise causing corrosive structural damage to the POTW or equipment.

City of McMinnville
WASTEWATER SERVICES
3500 NE Clearwater Drive, McMinnville, OR 97128
(503) 434-7313
www.mcminnvilleoregon.gov

Attachment 5

City Good Housekeeping Materials

City of McMinnville Oregon
ENGINEERING

City of McMinnville
Mercury TMDL Implementation Plan
STAFF GUIDANCE DOCUMENT

Prepared September 2023
Prepared by Logan Adams
Engineering Technician

BACKGROUND

On March 3, 2021, the City of McMinnville was notified of its status as a Designated Management Agency (DMA) to the Willamette Basin. To be a "DMA" means that a federal, state or local governmental agency that has legal authority over a sector or source contributing pollutants and is identified as such by the Department of Environmental Quality. DMAs are responsible for implementing strategies and specific plans for addressing Total Maximum Daily Loads (OAR 340-042-0030(2)).

In November 2021, the City hired a consultant which spent two days with key staff to provide background and instruction on TMDL implementation and how it applies within our region.

Initial steps for plan development focused on the formation of the best management practices to be used by the City as a new TMDL agency. More importantly, the City has been focused on the control measures and their role in pollutant reduction. Emphasis has been placed on educational activities and training to allow time for staff to review the existing water quality-based actions and expand on them. This plan was submitted to the Department of Environmental Quality on August 19th, 2022 for their review.

On November 15th, 2022, the Department of Environmental Quality approved of McMinnville's TMDL implementation plan. The focus of this plan will be to reduce soil erosion and stormwater runoff, two of the primary nonpoint sources of mercury pollution within the Yamhill Basin. From 2023-2027 the City will train staff, and build on relationships with local stakeholders to explore ways that they can work together to protect and restore the ponds, creeks, and rivers within the City.

Per the accepted plan, the City must develop a guidance document for staff that outlines the program implementation. This guidance document will provide descriptions of the Mercury TMDL Implementation Plan, and reference relevant resources and BMP's useful for Erosion & Sediment Control.

ANNUAL RESPONSIBILITIES

BMP	STRATEGY	HOW	MEASURE	MILESTONES
PE-3	Post relevant public education materials to the City's website	Materials such as FAQ sheets, resource lists, and information for target audiences	Post materials annually and review content each year for relevance	Maintain records of when and what was posted and report on annual progress.
PE-4	Continue to support the GYWC, the SWCD, or others such as 'friends' groups annually	Monetary funding, attend meetings, and explore other opportunities	Record support for GYWC, SWCD, and other "friends" groups	Maintain records of support actions and include in the annual report
PE-5	Provide educational opportunities to students annually	Use staff or other professionals to provide educational presentations in the classroom or field	Speaker, topic, date, and number of students	Assemble a list of potential presenters and contact schools
PI-1	Maintain a website and post the most current water quality related information to the site	Post the TMDL Plan on the City website	Post new and updated material annually	Post the plan in 2022 and post plan reports submitted to DEQ annually
PI-4	Educate Elected Officials	Work Session presentation	Complete the Activity	Report progress in yearly report
ID-1	Update the City's existing GIS database to include new stormwater data and assets	Update the map at least annually	Develop a preliminary list of desired assets	Provide DEQ information on stormwater and waterway work done annually
ID-6	Annual outfall inspections	Field inspect outfalls and maintain inventory	Develop process and maintain digital inventory	Report activities in annual report
GH-4	Catchbasin cleaning	Develop a plan for catchbasin cleaning in the City and implement Yr. 2	Evaluate practices to improve effort	Provide annual activities in annual report
GH-5	Annual training for Public Works facility	Purpose is to review practices and review staff suggestions	Conduct training	Develop training calendar with staff. Training dates to be recorded along with attendance
REG-3	Annual report	This is an annual requirement	Complete report	Submit annually
REG-5	PE evaluation and assessment Year 1	To be included w/ annual report	Complete evaluation	Submit annually

STRATEGIC GOALS FOR 2023

BMP	STRATEGY	HOW	MEASURE	MILESTONES
PE-1	Organize a PE group to help guide education and outreach efforts Group to tailor messages to reach target audiences	Group to tailor messages to reach target audiences	Organize group and establish meetings with consultant	Staff members selected for this BMP and list of target audiences developed
PE-2	Develop a resource portfolio of outreach messages for the 5 year evaluation period	Resources to be developed by knowledgeable persons	Portfolio developed	Material will be tailored to reach target audiences
ID-4	Staff Training	Annual training by existing staff. Take advantage of inexpensive regional training	Conduct annual training – develop a schedule. Yr 1 training by consultant	Report/record training date, # of employees in attendance
ID-5	Recordkeeping	Utilize GIS or another database to document response	Develop a response sheet and process	Report # of complaints and outcome annually
CS-1	Staff training - CESCL training for at least 1 employee and annual training for staff	Familiarize key staff with the 1200-C program	Document CESCL information as well as staff training. Yr 1 training by consultant	Report training activities in the annual report
CS-2	Develop a guidance document for staff that outlines program implementation	Document to include resources, program descriptions, BMPs, etc	Develop the guidance document	Report progress in the annual report
CS-4	Provide educational materials to the development community including a template	Develop a builder/developer packet with template, BMPs, resources, etc	Completion of packet materials	Describe progress in the annual report
CS-7	Develop and maintain a construction database	Utilize GIS, excel, or another database of current and closed projects	Maintain database so that it can be submitted to DEQ upon request	Describe progress in the annual report
CS-8	Notify DEQ for projects requiring 1200-C permits	Offer educational material to builders	Record notifications	Describe progress in annual report
GH-1	Develop a new or revise an existing Good Housekeeping Manual	The manual is a reference guide for operations personnel	Complete manual	Describe progress in the annual report
GH-3	Conduct street sweeping	Develop a written document for street sweeping operations and implement Yr 2	Evaluate practices to improve effort	Provide annual activities in annual report

STRATEGIC GOALS FOR 2024

BMP	STRATEGY	HOW	MEASURE	MILESTONES
PI-3	Mark catchbasin grates using volunteer groups	Utilize community groups to mark a number of basins each year	Track number of markers installed, dates, and volunteer	Track number of basins marked and develop door-hanger to use for marking events
GH-2	Conduct inspections at Shop facilities	Inspections will occur according to Good Housekeeping Manual in Yr 2	Conduct inspections	Provide completion date and documentation for inspections

STRATEGIC GOALS FOR 2025

BMP	STRATEGY	HOW	MEASURE	MILESTONES
ID-2	Develop an ordinance that prohibits non-stormwater discharges into the stormwater system and local waterways	Utilize ordinances and programs from other agencies	Document annual progress	Provide DEQ annual progress on this BMP in the annual report
ID-3	Develop an enforcement response plan	The plan will include escalating steps of enforcement	Document annual progress	Report progress and final outcome to DEQ
PE-6	Mail informational material to streamside property owners	1 mailing sent 2x in the 5 year evaluation period	Complete list of streamside property owners and conduct the mailing	Report date and content of mailing
PI-2	Utilize a volunteer group to conduct restoration work on a local waterway	2 projects will be implemented in the 5 year plan term	Complete the projects and record description and # of participants	Identify suitable project sites and develop a project plan
PC-2	Develop a long term maintenance approach for private facilities	The plan should include a checklist for inspections	Consider utilizing existing resources from other agencies. Document progress.	Describe progress in the annual report
PC-3	Develop an inventory of public & private facilities (type ie. swale, rain garden, etc)	Review as-builts, field verify, or other means to collect location information	Inventory shall include owner, installation date, type, etc.	Describe progress in the annual report

STRATEGIC GOALS FOR 2026

BMP	STRATEGY	HOW	MEASURE	MILESTONES
PC-1	Develop or revise an ordinance or other regulatory mechanism (Design Standards) to meet the requirements of Post Construction regulations	Utilize DEQ resources and mirror what other municipalities have done.	Document progress annually	Describe progress in the annual report
CS-3	Develop a local erosion control program which meets the specifications for coverage under the 1200-CN	Research similar 1200-CN permittee ordinances. Work with legal dept	Develop the ordinance	Report progress in the annual report
CS-5	Develop an erosion control ordinance	Use or edit an existing or new document.	Demonstrate progress annually	Report progress in the annual report
CS-6	Develop an enforcement response plan	See ID-3 The plan will include escalating steps of enforcement	Demonstrate progress annually	Describe progress in the annual report

STRATEGIC GOALS FOR 2027

BMP	STRATEGY	HOW	MEASURE	MILESTONES
REG-1	Develop a stormwater fee	Consider options such as developing ESUs		
REG-2	Review internal documents and permits for consistency with TMDL Implementation Plan	Review existing code, planning and master plans to identify inconsistencies	Develop a plan for making adjustments in existing management documents and ordinances	Track progress and report to DEQ 2026/27
REG-4	5th year evaluations	To be completed in 2026/2027	Complete evaluation	Submit to DEQ in 2026/2027

FUTURE UPDATES

The current TMDL implementation plan ends in December of 2027 after which the City will submit a 5-year evaluation for review by the Department of Environmental Quality. Based on this 5-year evaluation DEQ will require the City to create an updated TMDL implementation plan. There is also the possibility that DEQ requirements may become more stringent, or that they will include new metrics outside of mercury, the most likely of which will be temperature.

As an example, the City of Newberg was given a temperature, bacteria, and mercury TMDL in 2006, and began their program implementation in 2009. Since that time, they have gone through two 5-year evaluation cycles and are on their third. Their TMDL also had to be updated in 2021 to reflect more stringent requirements for mercury as part of the updates by the EPA and DEQ.

With the initial establishment of the mercury TMDL program we will have organized many of the necessary staff and documentation systems necessary for future updates to the TMDL. The six key Best Management Practices of Public Education, Public Involvement, Illicit Discharge Detection & Enforcement, Construction Site Runoff, Post-Construction Runoff, and Good Housekeeping are consistent across many TMDL and MS4 programs. At this time no specific treatment metric is required for stormwater, but that may also change in the future and would be a substantial change from the current implementation plan.

RESOURCES & EROSION CONTROL BMPs

The City does not currently have a specific resource guide for Erosion and Sediment Control, however, Engineers working with the City often use Clean Water Service's Erosion Prevention and Sediment Control Manual, the City of Portland Erosion and Sediment Control Manual, or the Stormwater Management Manual for Western Washington (SWMM).

Key erosion control measures that field crew members should be aware of are inlet protection, outlet protection, wattles, and de-watering bags. These four measures can be implemented quickly and easily and are extremely useful for small short-term projects undertaken by City field crews. Projects that impact a larger area or that will take a longer amount of time may require additional erosion and sediment control measures, designed by the City Engineering department or a qualified consultant.

City of McMinnville Oregon

WASTEWATER SERVICES

WATER RECLAMATION FACILITY
STORMWATER POLLUTION CONTROL PLAN

NPDES Permit No. 1200-Z
File #: 108883
EPA#: ORR-90-2058
Primary SIC Code: 4952

Revised August 10, 2021
Revision Prepared by: Matt Young

City of McMinnville, Oregon
Wastewater Services Division
3500 NE Clearwater Drive
McMinnville, Oregon 97128
Located in Yamhill County

Contact: Matt Young
Pretreatment Coordinator /
Senior Environmental Technician
Main Phone: (503) 434-7313
Matt.Young@mcminnvilleoregon.gov

Water Reclamation Facility
STORMWATER POLLUTION CONTROL PLAN

City of McMinnville, Oregon
Wastewater Services Division
3500 NE Clearwater Drive
McMinnville, Oregon 97128

NPDES Permit No. 1200-Z

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

Facility Representative:

Name: Matt Young

Title: Pretreatment Coordinator

Signature: _____

Date: _____

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

Authorized Facility Representative:

Name: Leland Koester

Title: Wastewater Services Manager

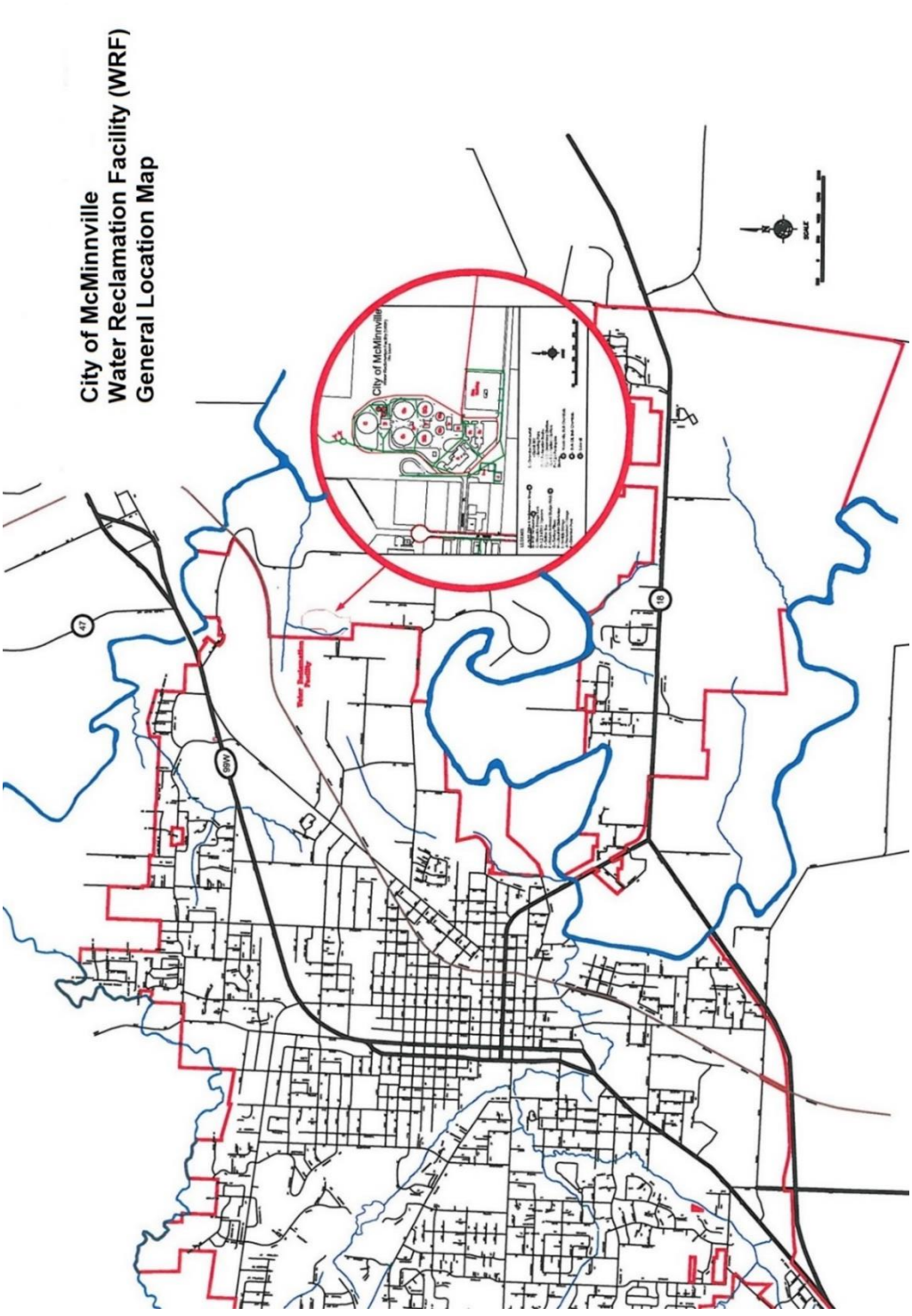
Signature: _____

Date: _____

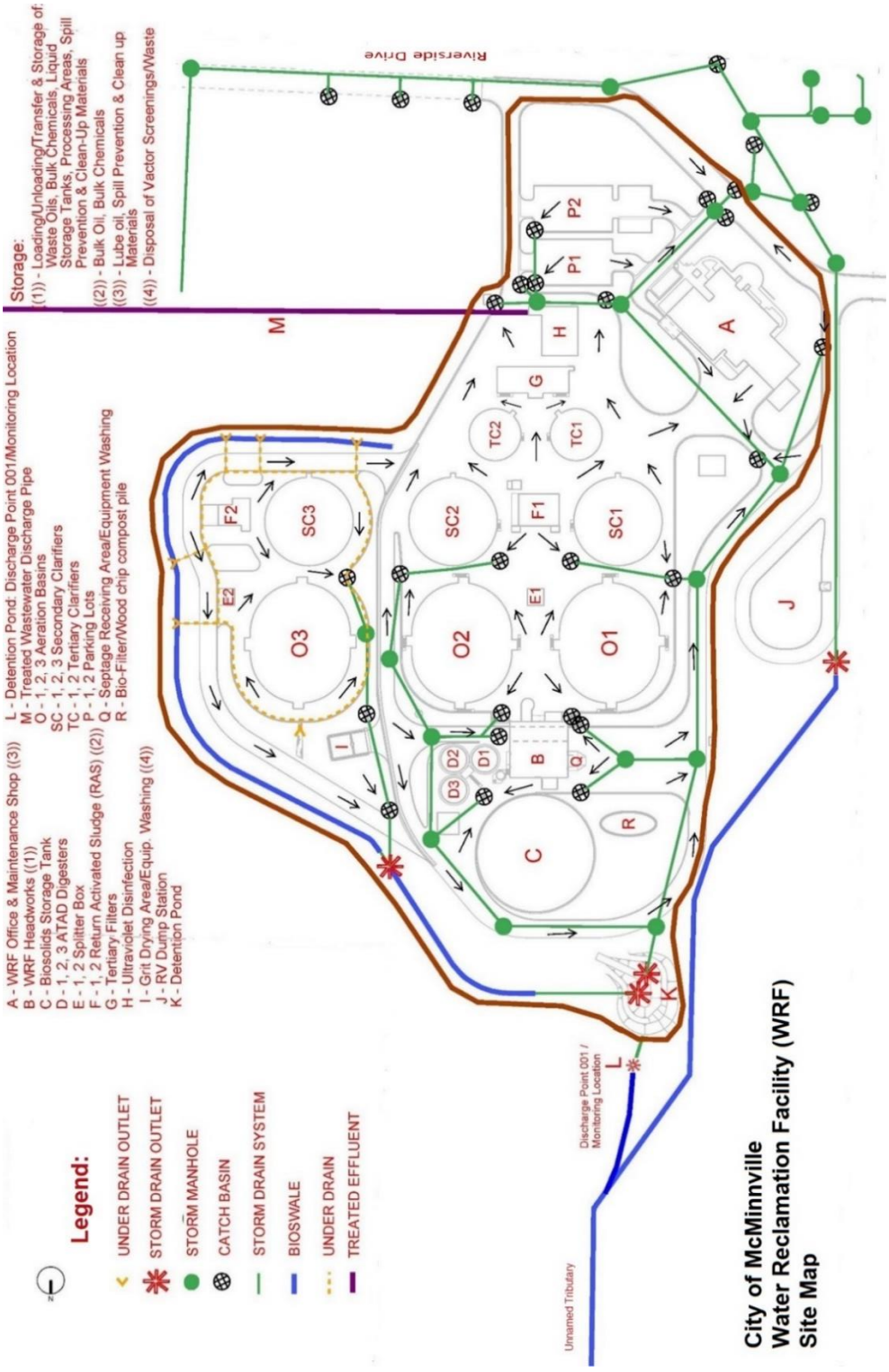
Water Reclamation Facility (WRF)
STORMWATER POLLUTION CONTROL PLAN (SWPCP)

TABLE OF CONTENTS

1 WRF GENERAL LOCATION MAP



2 WRF SITE MAP



3 SITE DESCRIPTION

The Water Reclamation Facility (WRF) began operation on January 24, 1996. The Oregon Department of Environmental Quality (DEQ) issued the original National Pollutant Discharge Elimination System (NPDES) General Permit 1200-Z to the City for the WRF on January 28, 1998. Compliance with the most recent permit, effective July 1, 2021, requires that the Water Reclamation Facility submit a revised Stormwater Pollution Control Plan (SWPCP) in accordance with current DEQ guidelines. The permit authorizes the City to discharge stormwater into public waters in accordance with the provisions of this SWPCP and limitations specified in General Permit #1200-Z

Figure 1 shows the general location of the Water Reclamation Facility. The Water Reclamation Facility (WRF) is a Publicly Owned Treatment Works (POTW), owned and operated by the City of McMinnville, Oregon. It is in Yamhill County at 3500 NE Clearwater drive, McMinnville, Oregon 97128. The property is located in Lot 1500 of Tax Map 14 of Township 4 South, Range 4 West. The property encompasses 16 acres. The site lies within the South Yamhill River drainage basin at an elevation of 150 feet. The Soil Conservation Service soil maps for the Yamhill area identify the primary soils in the areas as Woodburn silt loam. The site naturally drains north to the unnamed tributary that flows into the South Yamhill River at river mile 0.20 (RM 0.20).

The site map *(Figure 2)* identifies the layout of process tanks with significant material storage, impervious areas, roadways, site boundaries, and the location of the stormwater system and detention pond and outfall. *Figure 2* also identifies the site stormwater drainage system leading to the stormwater discharge and detention pond.

3.1 Industrial Activities and Materials

The WRF treats domestic, commercial, and industrial wastewaters. The facility is a Class IV activated sludge, tertiary wastewater treatment plant. Primary treatment consists of a bar screen located prior to the Raw Sewage Pump Station (RSPS), micro-screens at the Headworks, and a grit removal system. The WRF utilizes oxidation ditches and secondary clarifiers for the secondary biological treatment process. During the summer season tertiary clarifiers and sand filters provide tertiary treatment. The WRF uses ultraviolet light as the disinfection process. The process activities and materials are not exposed to stormwater in any way that carries the materials into the receiving water. Any spill is cleaned up immediately and any residual materials are captured in the detention pond directly before Outfall 001.

In the summer season the WRF removes ammonia and phosphorus from the wastewater. The facility operates the oxidation ditches to perform biological nutrient removal of ammonia and some phosphorus. The facility uses tertiary treatment to remove the remaining phosphorus. Tertiary treatment uses alum (Aluminum Sulfate) and Aluminum Chlorohydrate (ACH) with an anionic polymer as a coagulant aid to precipitate phosphorus in the tertiary clarifiers. The tertiary effluent then passes through sand filters which remove phosphorus that is bound up with solids.

The treatment processes produce a biomass, which is further treated for beneficial use as a fertilizer and soil amendment. The biomass generated at the facility is treated in an

Autothermal Thermophilic Aerobic Digestion (ATAD) process, which produces Class "A" biosolids. The tertiary treatment stage produces an alum sludge, which is combined with waste-activated sludge and is removed and put in the ATAD digesters. The finished biosolids is stored in an approximately 3-million-gallon Biosolids Storage Tank (BSST) until it is applied to farmers fields in the dry season. Biosolids are applied in compliance with DEQ biosolids application requirements to ensure the biosolids do not end up in waterways.

3.2 Previous Operations

There are no known or discovered significant materials from previous operations. The location was previously undeveloped.

3.3 Regular Business Hours of Operation

The regular business hours for the Water Reclamation Facility are 8:00 a.m. to 5:00 p.m. Monday through Friday. The WRF operates 24 hours a day, 365 days a year. Operators are present from 7:00 a.m. to 5:30 p.m. seven days a week including all holidays. A member of the Operations and Maintenance staff is always on call from 5:30 p.m. to 7:00 a.m.

3.4 Potential Pollutant Sources

As required for the operation of the WRF, the following materials are kept and used on site and have the potential to be present in stormwater discharges:

- Sodium Hydroxide
- Sodium Hypochlorite
- Aluminum Sulfate
- Aluminum Chlorohydrate
- Polymers
- Petroleum-based lubricating oil (various sized containers)
- Untreated sewage
- Secondary treated sewage
- Septage and chemical toilet waste hauled in by private contractor(s)
- Screenings
- Grit
- Untreated sludge
- Biosolids processed and stored on site

3.4.1 Headworks Building

Sodium Hypochlorite, Aluminum Sulfate, Sodium Hydroxide, and Aluminum Chlorohydrate are stored in the bulk storage area of the chemical room located on the main floor. These chemicals are stored in 6,500-gallon bulk storage tanks. Each storage tank has individual spill containment built around the base of the tank, with isolation

valves for the tank and the tank drain. There are no pumps located in the spill containment sumps.

Solids thickening polymer stored in the chemical room (main floor), does not have secondary containment but a spill control mechanism exists. Specifically, if the tote should rupture the spill would be directed to a drain flowing to the plant drain wet well which pumps to the influent channels.

A bulk chemical delivery station located in the drive-through of the headworks building is constructed with a spill containment sump. The spill containment sump is designed to hold 5,000 gallons. There is one isolation valve on the containment sump piping leading to the plant drain wet well which remains closed and is checked before bulk chemical transfers.

Septage and chemical toilet waste is discharged to the WRF on the west side of the headworks building. Septage haulers are required by their permit to discharge septage in a controlled fashion and practice good housekeeping to prevent exposure of septage waste to stormwater. The septage receiving area is sloped to direct all septage into the wet well. The septage wet well level is limited to 5,000 gallons which leaves extra capacity to contain spills.

All equipment, including vehicle washing is performed within the septage receiving or grit drying areas. Sloped pads with grated drains allow all wash water to flow to the headworks plant drain for treatment.

Untreated sewage is pumped from RSPS into the headworks building. From there it goes through screens and grit removal. Then it exits the headworks building and flows to the oxidation ditches for secondary treatment.

3.4.2 Return Activated Sludge (RAS) Building

Polymer for tertiary treatment is stored on the main floor of RAS building Number One. The chemical storage area has the capability to store two 250-gallon totes and has spill containment capacity for 500 gallons. There is an isolation valve located in the drain piping from the containment sump which is in the basement of the building. The isolation valve is always closed.

Petroleum based lubricating oils are used around the facility for routine maintenance. When not in use, they are stored in a storage containment locker, located outside the east wall of the RAS building. Waste lubricating oils are stored at the headworks building in a 250-gallon tote with secondary containment and are disposed of when the tote is full.

3.4.3 Ultraviolet Disinfection Area

The UV disinfection area is contained with a stub wall and has an isolated drain plumbed back to the plant drain wet well, which discharges into the influent channel of the headworks building. The stub wall and drain were originally an engineered control for a phosphoric acid dip tank. The phosphoric acid was removed during the 2019 UV system upgrade.

3.4.4 Process Chemical Usage and Disposal

In the event of a process chemical change, all old chemicals are used for in-plant processes before changing to the new chemical. Chemical reagents used in chemical analysis are disposed of per SDS instructions or stored and delivered to a certified hazardous waste disposal site.

3.4.5 Wastewater Treatment Units

Untreated sewage, secondary treated sewage, related untreated sludge and biosolids are stored or treated in pipes, basins, and tanks. Untreated sewage and secondary activated sludge are combined and treated in three 1.5-million-gallon aeration tanks followed by secondary clarification. In the summer the secondary effluent undergoes tertiary treatment which consists of chemical precipitation in the tertiary clarifiers and physical solids removal in the sand filters. The WRF uses ultraviolet light for disinfection before sending the final effluent to the outfall. Waste solids from the clarification system are sent to the digestion system consisting of three 67,000-gallon ATAD digesters. Screenings and grit are stored in hoppers in the headworks building prior to transport to the landfill. Exposure of stormwater to pollutants from these sources would only occur as a result of catastrophic failure of the facility infrastructure.

3.4.6 Grit Drying Area

Additional screenings and grit from collection and conveyance activities are stored at the designated Grit Drying Area prior to transport to the landfill. A sloped pad with a trench drain collects any excess liquid which flows to the headworks plant drain for treatment.

3.4.7 Recreational Vehicle Dump Area

The recreational vehicle dump drive-through is curbed. The poured concrete slab is sloped to direct flow to the drain and on to the headworks plant drain for treatment. The RV dump area is monitored remotely 24 hours a day, 365 days a year via camera. This protects against illicit discharges to the treatment plant and its stormwater system.

3.4.8 Access Roads

All access roads have the potential for stormwater pollutants if a spill or leak occurs. WRF staff complete monthly site inspections on the drainage system, all access roads and the septage/hauled waste receiving area.

3.5 Impervious Areas

Impervious areas allow no absorption of infiltration from direct rainfall or stormwater runoff. Impervious surfaces include all paved, treatment structures and roofed areas. The impervious area of the WRF accounts for approximately 80 percent of the 16-acre site *(Figure 2)*.

3.6 Non-Stormwater Discharge

There are no non-stormwater discharges to WRF Stormwater Outfall 001.

4 SITE CONTROLS

A comprehensive plan for the management of stormwater discharge must include all appropriate engineering controls, facilities, and management practices necessary to reduce contaminant concentrations in stormwater effluent. It must include a description of control measures installed and implemented to meet the technology and water quality-based requirements and any applicable sector-specific requirements in Schedule E of the 1200-Z general permit. It must also include a description of how the stormwater control measures address potential pollutant sources from industrial activities and significant materials on-site, spills and leaks and authorized non-stormwater discharges. Specific control details for each are discussed in the relevant descriptions in part *3.4 Potential Pollutant Sources* and in the relevant Stormwater BMP's listed below.

4.1 Stormwater Best Management Practices

Best Management Practices (BMPs) are facilities, practices and procedures designed to eliminate or minimize the exposure of pollutants to stormwater or to remove pollutants from stormwater before it is discharged to surface waters. BMPs should address the relationship between the activities performed at the facility and the site-specific drainage characteristics. Several types of BMPs are used at this facility.

4.1.1 Minimize Exposure

The WRF minimizes pollutant exposure to stormwater by a combination of covers and secondary containment. Equipment and materials that are stored outside are typically covered against rain. An exception to this is the equipment stored behind the BSST. This area is curbed and pervious so the rainwater soaks into the ground instead of the stormwater system. Secondary containment features protect against leaks or spills of material from transfer operations, tank ruptures, or valve failure. Berms, dikes, concrete retaining walls, etc., are measures designed to keep leaks, spills, and contaminated stormwater out of the stormwater drainage system.

Concrete retaining walls provide secondary containment for Sodium Hypochlorite, Aluminum Sulfate, Aluminum Chlorohydrate, and Sodium Hydroxide stored in the headworks building chemical room. Polymers located in the return activated sludge (RAS) building have a concrete retaining wall around the storage containers and distribution equipment. Lubricating oils stored in a locker outside of the RAS building have secondary containment. Waste from Septage haulers is received at a site specifically designed for that purpose. The septage receiving area slopes in the direction of the septage-receiving wet well, thus any spillage during the transfer of wastes will not runoff in the direction of the stormwater drainage system. The stormwater drainage system of the WRF discharges to a detention pond designed to contain spills.

4.1.2 Oil and Grease

The WRF presently has no treatment measures designed to remove oil from stormwater discharge. If oil and grease are detected in stormwater discharge in concentrations exceeding compliance standards, the City may consider stormwater treatment prior to discharge.

4.1.3 Waste Chemicals and Material Disposal

Waste chemicals are disposed of using approved methods. All waste material stored in dumpsters and trash cans are covered with lids. Waste material removed from incoming sewage is stored in bins located in the headworks building. All expired reagents and waste chemicals used in the analysis of wastewater are disposed of in accordance with SDS disposal instructions or stored until such disposal. When UV light bulbs are changed out they are stored in a secure location until there are enough bulbs to warrant a certified hazardous waste disposal company to pick up the used bulbs. Used batteries are stored until disposed with other hazardous waste materials. Hazardous waste items are taken to a certified hazardous waste disposal site by plant staff when enough accumulates to warrant the trip.

4.1.4 Erosion and Sediment Controls

Stormwater runoff from the WRF drains to a permanent spill detention pond located to the north of the facility. This pond retains sediment and acts as a detention area in the event a spill is not contained in another secondary containment facility. All grassy areas are currently well vegetated. In the event activities involving land disturbances occur, proper erosion control measures will be followed, and disturbed soils will be revegetated promptly.

4.1.5 Debris Control

Debris is captured at catch basin grates, sumps in catch basins, and the stormwater spill detention pond which prevents it from entering the stormwater system. The spill detention pond is designed to filter floatable materials and allow sediments to settle prior to discharge offsite.

4.1.6 Stormwater Diversion

Stormwater in the process areas is directed to the stormwater collection system, which discharges to the spill detention pond and subsequently to the South Yamhill River. The facility has been curbed to divert runoff from impervious areas to the stormwater drain system. If a significant rain event occurs, the spill detention pond is constructed with an overflow spillway to allow stormwater to flow around the filtration and sediments removal portion of the detention pond. The third treatment train, constructed in 2016, uses pervious pavers around the tanks and RAS building 2. This whole area drains through the bioswale on its way to the detention pond at Stormwater Outfall 001.

4.1.7 Dust Generation and Vehicle Tracking

Areas where vehicles travel are paved to prevent dust generation. Travel in unpaved areas is restricted. The site is swept at regular intervals, as required by the 1200-Z permit, and is kept clean by staff and the landscaping crew.

4.1.8 Housekeeping

The WRF follows housekeeping practices designed to reduce contaminant loading of stormwater runoff including:

- Waste chemicals must be stored properly to prevent contact with storm water.
- Outdoor storage areas must be maintained free of debris which could enter the stormwater drainage system.
- All asphalted areas must be swept regularly, including prior to the fall rain season. See *Appendix D Maintenance and Housekeeping Schedules* for full sweeping schedule.
- Stormwater treatment measures, including sediment control devices (spill pond) must be cleaned regularly.
- Spills and leaks must be cleaned up promptly.
- Operational activities must be performed in a manner which prevents potential pollutants from contacting stormwater runoff.
- Vehicles must be maintained on a regular schedule.
- Good housekeeping techniques must be employed when handling and storing significant materials.

5 PROCECURES AND SCHEDULES

Known maintenance schedules and frequency of housekeeping are located in *Appendix D Maintenance and Housekeeping Schedules*.

5.1 Spill Prevention and Response Procedures

5.1.1 Spill Prevention

Prevention measures must include preventative maintenance activities including a monthly facility walk-through and maintenance and cleaning activities as required. In addition, bulk chemical delivery procedures are implemented onsite to provide a safe system for the off-loading of chemicals from transport vehicles to onsite storage tanks by authorized personnel. These procedures also serve to prevent and minimize the impact of a spill if one occurs.

5.1.2 Responsible Parties

The City of McMinnville is responsible for all on-site management of significant materials. In the case of a spill, the employee initiating spill response shall notify their supervisor directly or call the WRF main phone line at (503) 434-7313.

5.1.3 Spill Response and Clean-up

In the event of a spill, WRF staff will implement the following procedures. If the WRF staff determines that cleaning the spill is beyond the scope of available resources, the WRF staff shall immediately contact the appropriate agency. For contact information see *Appendix B Emergency Response Contact List*.

1) Evaluation and Identification

Upon confirmation of a release of a significant material, WRF staff shall assess the source of the release, any health and safety risks associated with the material, and any adverse impact the material has on the environment.

The spilled substance shall be identified using the product or container label, the 4-digit Department of Transportation (DOT) placard, SDS sheets, OSHA or NIOSH chemical listings, shipping manifests, or personal knowledge of the material.

For the purpose of these response procedures, significant materials may be classified into one of the following categories:

- non-hazardous materials,
- unregulated materials, or
- hazardous materials including petroleum products.

In a broad sense, the term "hazardous materials" refers to any substance in such a quantity, which poses an unacceptable health or safety risk to humans. For the purpose of developing this SWPCP, hazardous materials include those substances listed in *Table 302.4 of 40 CFR Part 302, List of Hazardous Substances and Reportable Quantities*. Petroleum products including gasoline, crude oil, fuel oil, diesel oil, lubricating oil, sludge, oil refuse, and any other petroleum-related product can be classified as "hazardous materials". Materials not classified as regulated, hazardous substances may nevertheless present significant health and safety risks.

2) Containment, Clean-up, and Decontamination

The WRF staff shall perform basic control and containment operations or shall immediately contact the appropriate agency to complete clean-up activities.

Containment procedures include preventing further release of material, diking the perimeter of the affected area to prevent further spreading, and recovery of spilled product using absorbent material. In the event, WRF staff is unable to contain the spill, immediately contact all necessary local emergency responders, such as fire, police, or medical technicians. For contact information see *Appendix B Emergency Response Contact List*.

Prevent further release of material by up righting a barrel or shutting a valve. Wherever possible, the spill should be diverted away from catch basins or other conduits accessing stormwater.

Equipment required to clean up spills of material are stored in a spill kit in the Maintenance Shop area of the Administration Building. This spill kit contains booms, absorbent pads, and pillows. The use of booms, sand, saw dust, or other absorbent materials may be effective in preventing the spill from spreading.

The liquid material will be disposed of once the spill has been contained. Saturated absorbent material will be placed in leak-proof containers, such as barrels. All containers will be labeled identifying the contents and the date of the spill or release. Appropriate disposal will be arranged.

A decontamination station appropriate for the severity of the spill will be located outside the affected area. Decontamination typically involves the sequential rinsing of outer garments of PPE in baths designed to retain rinse water. Depending on the level of protection, personal protective clothing shall be removed in the following order:

- Boots
- Outer Gloves
- Splash suit or Coveralls
- Respirator
- Inner Gloves

5.1.4 Notification and Documentation Procedures

All spills shall be documented internally. Spills of any material which could be considered a potential pollutant, as described above, shall be recorded on the *Stormwater Monitoring Report of Activities Form (Appendix A)*.

A release shall be reported to the DEQ and the Oregon Emergency Response System (OERS)within 24 hours if:

- If the volume of the hazardous material exceeds the reportable quantity (RQ) of *40 CFR Part 117 (Table 117.3)* and *40 CFR Part 302 (Table 302.4)* during any 24-hour period.
- All spills or releases of petroleum products in reportable quantities shall be reported to the DEQ within 24 hours. A reportable quantity of oil is defined in *Oregon Administrative Rules (OAR) 340-142-0050* as:
    - Any quantity released into the waters of the state which produces a visible oily slick, oily solids, or coat aquatic life, habitat, or property. Stormwater catch basins are normally considered entry points for waters of the state. At the WRF, the detention pond would act as the entry point because all catch basins at the facility lead there before entering the outfall.
    - Any quantity released to the surface of the land over 42 gallons.

The DEQ may require the person responsible for the spill or release to submit written report within 15 days of the incident describing the cause of the incident, emergency response procedures, and corrective actions to prevent similar occurrences.

A release does not need to be reported if:

- The spill is of non-hazardous, unregulated materials.
- According to *OAR 340-142-0040*, the spill or release need not be reported if:
    - It occurs within an engineered containment area with an impervious surface designed to contain such a release;

- It does not penetrate any surface of the containment area;
- The spilled material does not and will not escape the containment, at the WRF the detention pond is designed to provide containment for the whole site;
- It is completely cleaned up in less than 24 hours, and
- The cause of the spill or release is repaired.

For the OERS phone number see *Emergency Contact List, Appendix B.*

5.2 Preventative Maintenance

City personnel must perform monthly inspections of all areas where potential spills of significant materials may occur that could impact stormwater runoff. Observation of the stormwater detention pond, all catch basins, access roads and septage/hauled waste receiving area must be included in monthly inspections. Monthly inspections use the *Stormwater Monitoring Report of Activities Form (Appendix A)* to ensure all criteria are evaluated.

Maintenance and repairs to prevent leaks, spills, and other releases from drums, tanks, containers, and any other materials exposed to stormwater must occur as needed, upon discovery, in order to prevent the discharge of pollution.

Regular cleaning and maintenance of WRF facilities and stormwater control measures are scheduled to maintain them in good working order. The maintenance schedules or frequencies are listed in *Appendix D Maintenance and Housekeeping Schedules.* Schedules of waste collection are managed by the maintenance department.

5.3 Operations and Maintenance

Operations and maintenance of the WRF are handled by the Operations and Maintenance departments. The WRF has an overall O&M plan that is maintained by the Operations and Maintenance staff. The maintenance department also utilizes a variety of organizational tools to schedule and track O&M tasks. The WRF Operations and Maintenance staff maintain all stormwater treatment systems. Pretreatment Program staff handle stormwater inspection and sampling requirements. When inspections identify a stormwater system problem, pretreatment staff refer them to the maintenance department for repair.

System schematic, manufacturer's maintenance and operations specifications information is stored in the WRF library. This includes stormwater specific information.

Stormwater specific routine maintenance standards and schedules are listed in *Appendix D Maintenance and Housekeeping Schedules*.

5.4 Employee Education

The City of McMinnville will provide training and instruction regarding the goals and content of the SWPCP as part of the City of McMinnville's Employee Education

Program. General stormwater pollution training shall be provided for all WRF personnel. This training shall occur within thirty calendar days of hiring a new employee and annually for all WRF personnel.

This training shall include:

- Control measures used to achieve the narrative technology-based effluent limits.
- Good housekeeping practices,
- Petroleum product management,
- Process chemical management,
- Spill prevention and controls,
- Fueling procedures,
- Proper procedures for using fertilizer, herbicides, and pesticides, and
- This training shall highlight and discuss the most recent spill incidents.

Employees whose responsibilities include tasks related to regulatory compliance procedures shall receive additional training in conducting monitoring, inspections, and corrective actions. They will also train on reporting and documentation procedures including a review of the *Stormwater Monitoring Report of Activities Form (Appendix A)*.

5.5 Record Keeping and Internal Reporting Procedures

The SWPCP must be maintained on file, with the Stormwater Discharge Permit, at the WRF and made available to the DEQ for inspection upon request. All data shall be tracked through the WRF Water Quality Laboratory's data handling system. All pertinent inspection reports will be kept on file at the WRF.

Records of the following events must be maintained:

- Sampling, inspection, maintenance, and repair activities
- Spills or leaks of significant materials that impacted or had the potential to impact stormwater or surface water, including corrective actions to clean up the spill or leak, as well as measures to prevent future problems of the same nature
- Employee education checklist

The following documents must be kept on file for a minimum of five years:

- Analytical results and chain of custody forms from all sampling events
- Copies of all annual DEQ reports

6 TIER II STATUS

The Water Reclamation Facility does not currently have any Tier II Status requirements. If the WRF triggers Tier II Status it will develop the required controls to ensure compliance.

7 RECEIVING WATERS

Treated wastewater from the wastewater treatment plant is piped to the outfall in the South Yamhill River at river mile (RM) 0.3. The WRF wastewater outfall is located at N 45° 13' 32.88" latitude and W 123° 8' 40.2" longitude.

Stormwater runoff from the WRF site flows via catch basins and pipes in the stormwater collection system to a spill detention pond located on the north side of the site. The detention pond has a shear gate which may be closed to prevent stormwater from exiting the pond in the event of a spill. The shear gate is typically closed while biosolids are being transported from the facility during the dry season. In the event of a spill, this gate will be closed to isolate the spill until cleanup is complete.

Stormwater flows through the detention pond and discharges to an unnamed tributary of the South Yamhill River located at N 45° 13' 28.6" latitude and W 123° 09' 34.8" longitude. The water then flows east approximately one-half mile before discharging into the South Yamhill River one-quarter mile upstream from the confluence of the North and South Yamhill Rivers where they form the Yamhill River.

8 MONITORING LOCATION

Monitoring of stormwater discharge from the WRF must be performed at the discharge of the spill detention pond. This discharge point is identified as Outfall 001. Stormwater monitoring samples may be collected from the detention pond overflow, the gate-valve box, or the end of the pipe. These three are all considered Outfall 001 because they are all beyond the final treatment in the detention pond. Sampling from the end of the pipe can be tricky because water from the creek can flow into the pipe if there is not adequate flow from the detention pond. Sampling upstream of the end of the pipe gives a more representative sample because it happens before this mixing.

8.1 Discharge Points Excluded from Monitoring

There are currently no discharge points excluded from monitoring.

8.2 Visual Monitoring

City personnel must conduct visual monitoring of stormwater outfall(s) once per month, during a discharge event, if a discharge occurs during the month. The City will also complete inspections of all catch basins, access roads and the septage/hauled waste receiving areas monthly regardless of rainfall events to determine if illicit or other unexpected discharges to the stormwater system exist. The inspection will be documented on *the Stormwater Monitoring Report of Activities Form (Appendix A)*. During the inspection it must be noted if the valve to the stormwater spill detention pond is open and if there is a discharge occurring. The monthly inspection must include visual observations of a sample in a clean, colorless glass or plastic container in a well-lit area. It must be noted if any floating, suspended or settleable solids, color, odor, foam, visible oil sheen or other obvious indicators of pollution are present. If the monthly visual inspection shows any of those signs of pollution the City must investigate and

complete a Tier I report as described in *1200-Z General Permit Schedule A.11.c Tier 1 Corrective Action Response*.

8.3 Grab Sample Collection

The specific monitoring requirements of *Schedule B Monitoring Requirements* and *Schedule E Sector T Treatment Works* of the 1200-Z are listed in a letter from DEQ which is located in *Appendix E Stormwater Monitoring Requirements*. A single grab sample representative of the stormwater discharge will be collected. If the sampling location is too shallow to permit direct collection into the container, a clean, secondary container may be used to facilitate collection. Care should be taken to prevent disturbing bottom sediments during sample collection. All samples from a given sampling event must be from the same storm event. If any qualifying stormwater samples exceed any applicable statewide benchmarks or sector specific benchmarks in *Schedule E*, the City must investigate and complete a Tier I report as described in *1200-Z General Permit Schedule A.11.c Tier 1 Corrective Action Response*.

Sampling is required four times per year or as specified in the 1200-Z monitoring requirements. Sampling events must be at least 14 calendar days apart. Two samples must be collected between January 1 and June 30. Two sample must be collected between July 1 and December 31. All sampling activities shall be documented on the *Stormwater Monitoring Report of Activities Form (Appendix A)*.

8.4 Sample Handling and Custody

8.4.1 Sample Identification

To facilitate record keeping and reporting procedures, a unique sample identification number shall be assigned to each sample. This number shall be used to identify each sample and shall follow the sample throughout the analytical process in the WRF Water Quality Laboratory and/or contract laboratory.

8.4.2 Chain of Custody Record

A chain of custody record, documenting possession of stormwater samples from time of collection until laboratory analysis, will be maintained and accompany each sample. The chain of custody record shall include the sample identification, the date and time of collection, the collection location, a list of analytical tests requested, and any visual observations describing field conditions during sampling. The completed chain of custody form shall accompany the samples during shipment.

APPENDIX A: Stormwater Monitoring Report of Activities Form

This Page Intentionally Left Blank

APPENDIX A –

City of McMinnville · Stormwater Monitoring · Report of Activities:

Activity: **Monthly Stormwater Inspection**

Location: **Water Reclamation Facility**

Date: **Time:** A.M.

Inspector(s): **Inspector(s) Signature:**_____

Weather/Observations:

Nature of the Discharge (snow, rain, etc):

- WRF Outfall 001:
  - Evidence of pollutants discharging to receiving waters (S Yamhill) at outfall: ☐Yes ☐No
  - Stormwater Discharge Visual Observations – Presence of floating, suspended or settleable solids, color, odor, foam, visible oil sheen, or other obvious indicators of stormwater pollution discharge at outfall: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

- Stormwater Drainage System (Catch basins/Storm Conveyance System/Detention Pond)
  - Pollutants entering the system: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

- Septage Receiving Area, Grit Drying Area, Industrial Equipment, Drums, Tanks and Containers
  - Evidence of Leaks or Spills: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

- Entrances and Exits – Industrial or Waste Materials or Sediment where vehicles enter or exit site: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

- Residue and Trash – Evidence of Stormwater Contact: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

- Stormwater Control Measures – Ensure proper functionality is occurring: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

- Tracking or blowing of raw, final or waste material – Evidence of Stormwater Contact: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

Any corrective action, source control or maintenance taken or scheduled to remedy problems found:

APPENDIX B: Emergency Contact List

This Page Intentionally Left Blank

APPENDIX B

EMERGENCY RESPONSE CONTACT LIST
McMinnville Water Reclamation Facility
Stormwater Pollution Control Plan

Health and Safety

Local Rescue Unit	Emergency Dial 911
Willamette Valley Medical Center	(503) 472-6131

Fire

Local Fire Marshall	Emergency Dial 911
Oregon State Fire Marshall Office	(503) 378-3473

Environmental Agencies

DEQ Headquarters- Portland	1-800-452-4011
DEQ- Western Region Salem	(503) 378-8240
Oregon Emergency Response System	1-800-452-0311
National Response Center (EPA Region 10)	1-800-424-8802

City of McMinnville Staff

Matt Young	Pretreatment Coordinator, WRF	(503) 434-7313
Erik Grimstad	Environmental Services Supervisor	(503) 434-7313
Leland Koester	Wastewater Services Manager	(503) 434-7413
David Renshaw	Public Works Superintendent	(503) 434-7316
Larry Sherwood	Engineering Services Manager	(503) 434-7312
Position Vacant	Public Works Director	(503) 434-7312

This Page Intentionally Left Blank

APPENDIX C: Significant Materials List

This Page Intentionally Left Blank

Table 1 Significant Materials List

Description	Volume	Location	Secondary containment	Reportable Quantity
Sodium Hydroxide	6,500 gallons	Headworks Building	Yes	1000 lbs
Sodium Hypochlorite	6,500 gallons	Headworks Building	Yes	100 lbs
Aluminum Sulfate	6,500 gallons	Headworks Building	Yes	5000 lbs
Aluminum Chlorohydrate	6,500 gallons	Headworks Building	Yes	5000 lbs
Hauled Septage	5,000 gallons	Headworks Building	Yes	Not indicated
Polymers	500 gallons	RAS & Headworks	Yes	Not indicated
Oils	150 gallons	East outside wall RAS Bldg	Yes	Not indicated
Activated Sludge	3 MG	Secondary Treatment	No	Not indicated
Biosolids	2.8 MG	Biosolids Storage Tank	No	Not indicated

15

This Page Intentionally Left Blank

APPENDIX D: Maintenance and Housekeeping Schedules

This Page Intentionally Left Blank

Table 2 Maintenance and Housekeeping Schedules

Action	**Responsible Department**	**Frequency**
Dispose Waste Lubricating Oil	Maintenance	When tote is full
Dispose Screenings & Grit	Operations	When there is a full load
Hazardous Waste	Environmental Services	When there is a full load
Recycle Used UV Bulbs	Maintenance	When there is a full load
Vehicle Maintenance	Maintenance	According to Public Works maintenance schedule
Clean up Sewage Spill & Leaks	Operations & Maintenance	Promptly, as needed.
Facility Inspection	Environmental Services	Monthly, Annually
Stormwater Sampling	Environmental Services	As required by DEQ. See *Appendix E*
Erosion Control	Operations & Maintenance	Promptly, as needed.
Sweep Pavement	Operations & Maintenance	Annually, prior to rainy season
Clean Catch Basins	Conveyance	Yearly
Stormwater Pollution Training	Environmental Services	Within 30 days of hire, Annually thereafter

This Page Intentionally Left Blank

APPENDIX E: Stormwater Monitoring Requirements

City of McMinnville Oregon

ENGINEERING

McMinnville Municipal Airport

STORM WATER POLLUTION CONTROL PLAN

NPDES Permit No. 1200-Z
File #: 106896
EPA#: ORR-80-1416
SIC Code: 4581

McMinnville Municipal Airport
Owned and Operated by:
The City of McMinnville
4000 Cirrus Avenue
McMinnville, Oregon 97128
Located in Yamhill County

Revised August 2021
Revision Prepared by Matt Young
Senior Environmental Technician

Contact Information:
Jeff Towery
City Manager
Phone: (503) 434-7302
jeff.towery@mcminnvilleoregon.gov

McMinnville Municipal Airport

STORMWATER POLLUTION CONTROL PLAN

City of McMinnville, Oregon
4000 Cirrus Avenue
McMinnville, Oregon 97128

NPDES Permit No. 1200-Z

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

Facility Representative:

Name: *Currently Vacant*
Title: Engineering Services Manager
City of McMinnville, Oregon

Signature: _____

Date: _____

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

Authorized Facility Representative:

Name: Jeff Towery
Title: City Manager
City of McMinnville, Oregon

Signature: _____

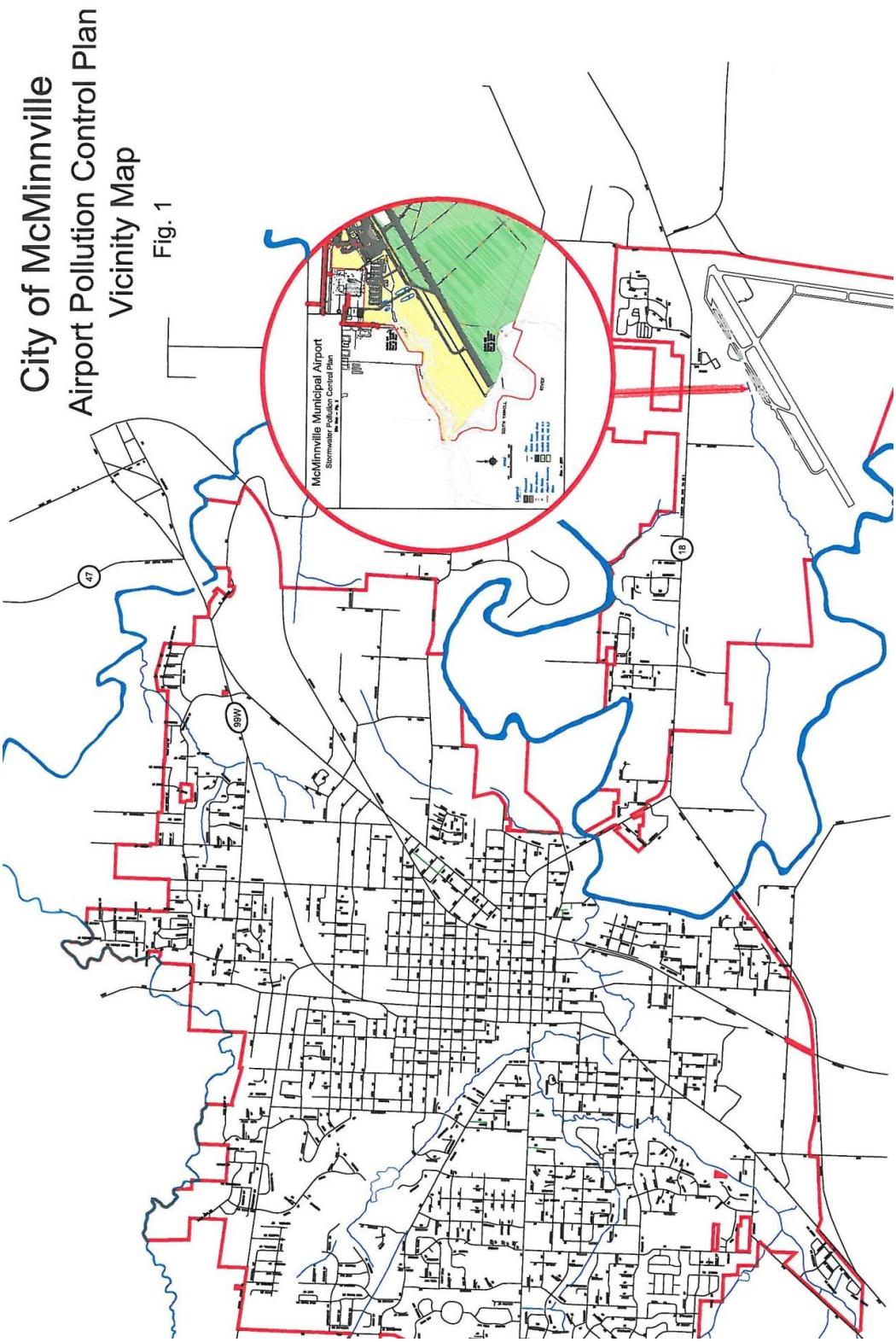
Date: _____

McMinnville Municipal Airport

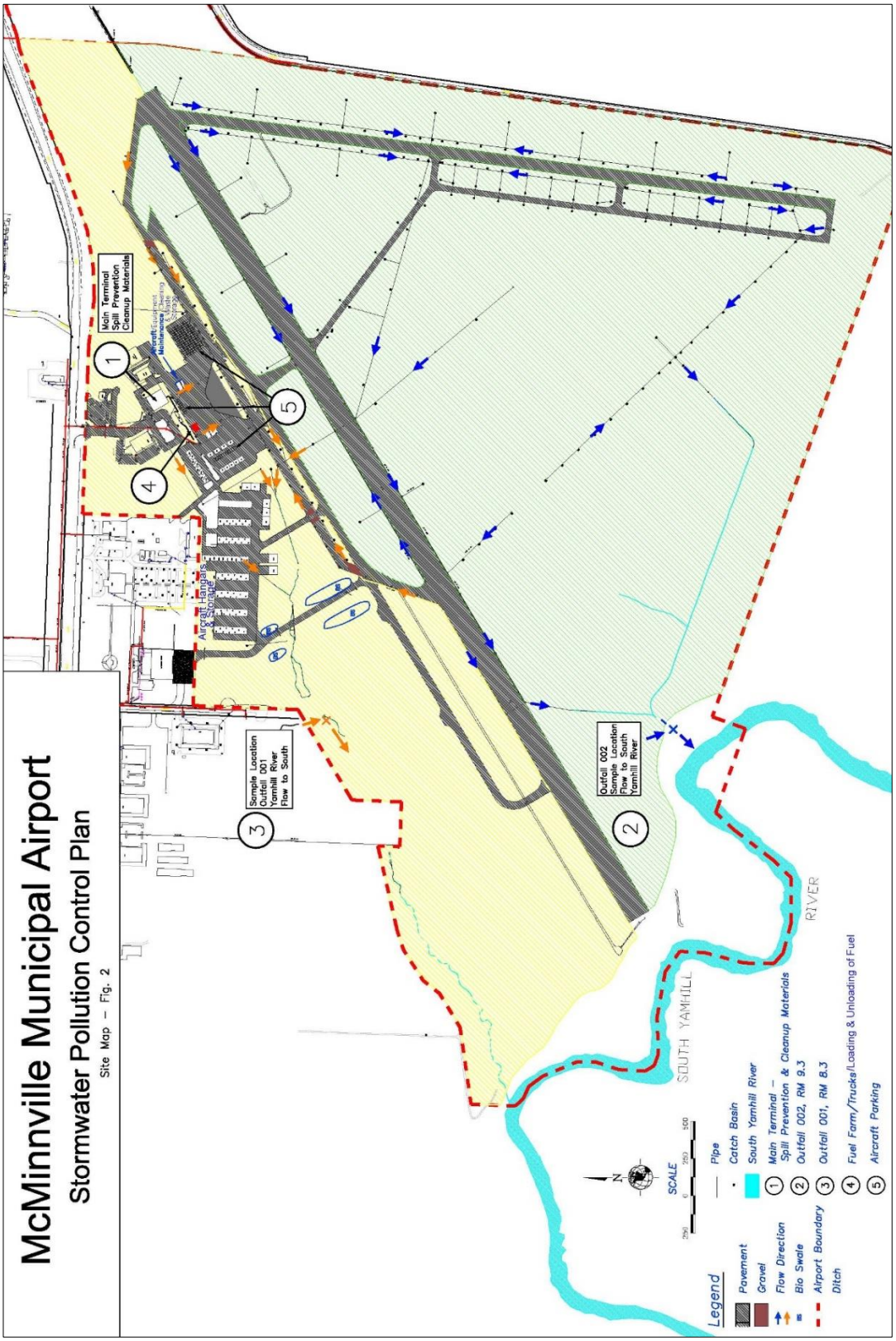
STORMWATER POLLUTION CONTROL PLAN

TABLE OF CONTENTS

1 GENERAL LOCATION MAP



2 AIRPORT SITE MAP



3 SITE DESCRIPTION

The Oregon Department of Environmental Quality (DEQ) issued the original NPDES 1200-Z permit to the McMinnville Municipal Airport on January 28, 1998.Compliance with the most recent permit, effective July 1, 2021, requires that the McMinnville Municipal Airport (airport) submit a revised Stormwater Pollution Control Plan (SWPCP) in accordance with current DEQ guidelines. The permit authorizes the City to discharge stormwater into public waters in accordance with the provisions of this SWPCP and limitations specified in General Permit #1200-Z.

Figure 1 shows the general location of the McMinnville Municipal Airport. The McMinnville Municipal Airport is owned and operated by the City of McMinnville. Day to day operations is managed by an onsite contract Manager, which is currently Potcake Aviation, LLC. Some facilities at the airport are leased and managed by a Fixed Base Operator (FBO), also Potcake Aviation, LLC, who manage the sale of fuel, leasing of City owned hangers, and aircraft rental services. The facility consists of one terminal building, two main runways, associated taxiways and taxi lanes, twelve hangar buildings each with between two and ten individual hangars and eight individual hangars. The facility includes 102 individual airplane hangars, which are currently leased to or owned by 102 individuals.

The site map, *Figure 2*, identifies the layout of the site, including the locations of significant material storage, impervious areas, roadways, site boundaries and the site's stormwater drainage and piping leading to the stormwater sampling outfalls. Any new future drainage will tie into the existing drainage system; therefore, no new stormwater outfalls are anticipated.

The McMinnville Municipal Airport is located at N 45° 11'40" W 123° 08' 06". The airport is located on a 673-acre parcel of land east of the South Yamhill River and south of Highway 18 (Figure 1) and west of SE Airport Road.

3.1 Activities and Materials

Aviation-related activities occurring at the McMinnville Municipal Airport include aviation fueling, maintenance and repair. Fueling activities primarily occur at the concrete ramp area in front of the main terminal. Waste chemicals are disposed of using currently approved methods. All waste materials are stored in trash cans covered with lids.

There are also agriculture-related activities at this site. Approximately 350 acres are leased to local farmers for grass seed, hay, and other crop production. Potential pollutants may be associated with the application of fertilizers or pesticides to agricultural areas. These chemicals are stored off site.

3.2 Previous Operations

There are no known or discovered significant materials from previous operations. The location was previously undeveloped farmland.

3.3 Regular Business Hours of Operation

The regular business hours for the McMinnville Municipal Airport are 8:00 a.m. to 5:00 p.m., Monday through Friday.

3.4 Potential Pollutant Sources

One potential pollutant source is aircraft leaks or accidents that leave fluids on the runway or taxiway.

Aviation fuels are another potential pollutant source. These materials are stored in double-walled steel above-ground tanks located at the terminal ramp area in front of the main terminal. The fuel is transferred to aircraft by a mobile fueling operation or directly from the above ground tanks. Lubricating oil is stored in an aircraft maintenance facility and in private hangars. Fuel oils are stored in a double wall above ground tank and waste oils are stored with secondary containment at maintenance facility.

Ground vehicle and equipment maintenance and cleaning is performed indoors or under covered areas away from stormwater exposure. Aircraft cleaning and washing is performed only during the summer on designated areas of grass away from any drainage ditches, without the use of detergents.

Fertilizers, herbicides, and pesticides are applied to airport property as needed by a contract farming operation. These potential pollutants are not stored on site and are only brought onto the property when needed and immediately applied to cropland.

3.5 Impervious Areas

Impervious areas allow no absorption of infiltration from direct rainfall or stormwater runoff. Impervious surfaces include all paved and roofed areas. The impervious area of the airport accounts for approximately 9 percent of the 673-acre site.

3.6 Non-Stormwater Discharge

There are no non-stormwater discharges to McMinnville Municipal Airport stormwater outfalls.

4 SITE CONTROLS

A comprehensive plan for the management of stormwater discharge must include all appropriate engineering controls, facilities, and management practices necessary to reduce contaminant concentrations in stormwater effluent. It must include a description of control measures installed and implemented to meet the technology and water quality-based requirements and any applicable sector-specific requirements in Schedule E of the 1200-Z general permit. It must also include a description of how the stormwater control measures address potential pollutant sources from industrial activities and significant materials on-site, spills and leaks and authorized non-stormwater discharges. Specific control details for each are discussed in the relevant descriptions in part *3.4 Potential Pollutant Sources* and in the relevant Stormwater BMP's listed below.

4.1 Stormwater Best Management Practices

Best Management Practices (BMPs) are engineering controls, facilities, practices, and policies designed to eliminate or minimize the exposure of pollutants to stormwater or to remove pollutants from stormwater before it discharges to surface waters. BMPs should address the

relationships between the activities performed at the facility and the site-specific drainage characteristics. Several types of BMPs are used at this facility.

4.1.1 Minimize Exposure

The McMinnville Municipal Airport minimizes exposure of potential pollutants to stormwater by a combination of covers, secondary containment, and inventory management. Fuel and fuel oil are stored in double-walled steel above-ground storage tanks. Some fuel is transferred to trucks for dispersion to aircrafts. The quantity of potential pollutants on site is kept as small as possible and economical for operations.

4.1.2 Oil and Grease

The McMinnville Municipal Airport currently has no treatment measures designed to remove oil from stormwater discharge. If oil and grease are detected in stormwater discharge in concentrations exceeding compliance standards, the City may consider stormwater treatment prior to discharge.

4.1.3 Waste Chemicals and Material Disposal

Waste chemicals are disposed of using approved methods and measures. All waste materials stored in dumpsters and trash cans are covered with lids prior to being removed from the site by an approved disposal company.

4.1.4 Erosion and Sediment Controls

Parts of the airport property are used for farming activities. Agricultural grass and hay serve as a ground cover for erosion control purposes. Catch basins in areas in close proximity to farming activities will have a buffer strip around the catch basin to keep pollutants generated by plowing out of the storm drain system. In the event land is disturbed, the City will use proper erosion control measures and disturbed soils will be revegetated promptly.

4.1.5 Debris Control

The City keeps debris out of the storm drain system by using grates on catch basins and storm drains, using good housekeeping practices and by monitoring waterways.

4.1.6 Dust Generation and Vehicle Tracking

Significant materials are stored covered, and thus have no potential for exposure to stormwater. All paved areas of the airport are swept at regular intervals to keep them free of dirt, rock, and other debris. Runway and taxiway shoulders are maintained with rock. Open areas are planted with crops, grass, or ground cover. These plantings are maintained to minimize the exposed areas on the site.

4.1.7 Housekeeping

The McMinnville Municipal Airport follows housekeeping practices designed to reduce contaminant loading of stormwater runoff, including:

- Waste chemicals must be stored properly to prevent contact with stormwater.

- Outdoor storage areas must be kept free of debris which could enter the stormwater drainage system.
- All asphalted areas must be swept regularly, including prior to the fall rainy season. See *Appendix D Maintenance and Housekeeping Schedules* for full sweeping schedule.
- Stormwater treatment measures must be cleaned regularly.
- Spills and leaks must be cleaned up promptly.
- Operational activities must be performed in a manner which prevents stormwater runoff from contacting potential pollutants.
- Vehicles must be maintained on a regular schedule.
- Good housekeeping techniques must be employed when handling and storing significant materials.

5 PROCEDURES AND SCHEDULES

Known maintenance schedules and frequency of housekeeping are located in *Appendix D Maintenance and Housekeeping Schedules*.

5.1 Spill Prevention and Response Procedures

5.1.1 Spill Prevention

Preventative measures must include preventative maintenance activities including monthly inspections of all areas, specifically the fuel transfer area, where potential spills of significant materials may occur that could impact stormwater runoff, and follow-up maintenance and cleaning activities would be required.

In addition, procedures developed by the fuel supplier for gas delivery are implemented onsite to provide a safe system for the off-loading of fuel from transport vehicles to onsite storage. These procedures will also be used to prevent and minimize the impact of a spill if one occurs.

5.1.2 Responsible Parties

The City of McMinnville is responsible for all on-site management of significant materials (See *Appendix C Significant Materials List*). In the case of a spill contact the City of McMinnville Engineering Department at (503) 434-7312. The Engineering department should notify the City of McMinnville Environmental Services department. The Environmental Services department is responsible for routine stormwater inspections, sampling, and reporting to Oregon Department of Environmental Quality.

5.1.3 Spill Response and Clean-up

In the event of a spill staff or individuals leasing aircraft hangars will implement the following procedures. If responders determine that cleaning the spill is beyond the scope of available resources, they will contact the appropriate agency. For contact information see *Appendix D Emergency Response Contact List*.

1) Evaluation and Identification

Upon confirmation of a release of a significant material, staff shall assess the source of the release, any health and safety risks associated with the material, and any adverse impact the material has on the environment.

The spilled substance shall be identified using the product or container label, the 4-digit Department of Transportation (DOT) placard, SDS sheets, OSHA or NIOSH chemical listings, shipping manifests, or personal knowledge of the material.

For the purpose of these response procedures significant materials may be classified into one of the following categories:

- non-hazardous,
- unregulated materials, or
- hazardous materials including petroleum products.

In a broad sense, the term "hazardous materials" refers to any substance in such a quantity, which poses an unacceptable health or safety risk to humans. For the purpose of developing this SWPCP, hazardous materials include those substances listed in Table 302.4 of *40 CFR Part 302, List of Hazardous Substances and Reportable Quantities*. Petroleum products including gasoline, crude oil, fuel oil, diesel oil, lubricating oil, sludge, oil refuse, and any other petroleum-related product can be classified as "hazardous materials. Materials not classified as regulated, hazardous substances may nevertheless present significant health and safety risks.

2) Containment, Clean-up, and Decontamination

Staff shall perform basic control and containment operations or shall immediately contact the appropriate agency to complete clean-up activities.

Containment procedures include preventing further release of material, placing containment dikes around the perimeter of the affected area to prevent further spreading, and recovery of spilled product using absorbent material. In the event staff is unable to contain the spill, immediately contact all necessary local emergency responders, such as fire, police or medical technicians. For contact information see *Appendix B Emergency Response Contact List*.

Prevent further release of material by up righting a barrel or shutting a valve. Wherever possible, the spill should be diverted away from catch basins or other conduits accessing stormwater.

Equipment required to clean up spills of material used at the permitted facility as part of operations, are stored in spill kits in the fuel trucks and in the main terminal storage area. These spill kits contain booms, absorbent pads, and pillows. The use of absorbent booms, sand, saw dust, or other absorbent materials may be effective in preventing the spill from spreading.

The liquid material will be disposed of once the spill has been contained. Saturated absorbent material will be placed in leak-proof containers, such as barrels. All containers will be labeled identifying the contents and the date of the spill or release. Appropriate disposal will be arranged.

A decontamination station appropriate for the severity of the spill will be located outside the affected area. Decontamination typically involves the sequential rinsing of outer garments of

Personal Protective Equipment (PPE) in baths designed to retain rinse water. Depending on the level of protection, personal protective clothing shall be removed in the following order:

- Boots
- Outer Gloves
- Splash suit or Coveralls
- Respirator
- Inner Gloves

5.1.4 Notification and Documentation Procedures

All spills shall be documented internally. The spill report should be communicated to all parties responsible for stormwater compliance: the Engineering department, the Fixed Base Operator, the Airport Manager, and the Environmental Services department. Spills of any material, which could be considered a potential pollutant as described, above shall be recorded on the *Stormwater Monitoring Report of Activities Forms* (*Appendix A)*.

A release shall be reported to the DEQ and the Oregon Emergency Response System (OERS) within 24 hours if:

- The volume of the hazardous material exceeds the reportable quantity (RQ) of 40 CFR 117 (Table 117.3) and 40 CFR Part 302 (Table 302.4) during any 24-hour period
- All spills or releases of petroleum products in reportable quantities shall be reported to the DEQ within 24 hours. A reportable quantity of oil is defined in Oregon Administrative Rules (OAR) 340-142-0050 as:
    - Any quantity released into the waters of the state which produces a visible oily slick, oily solids, or coat aquatic life, habitat, or property. Stormwater catch basins are considered entry points for waters of the state.
    - Any quantity released to the surface of the land over 42 gallons.

The DEQ may require the person responsible for the spill or release to submit written report within 15 days of the incident describing the cause of the incident, emergency response procedures, and corrective actions to prevent similar occurrences.

A release does not need to be reported if:

- The spill is of non-hazardous, unregulated materials.
- According to OAR 340-142-0040, the spill or release need not be reported if:
    - It occurs within an engineered containment area with an impervious surface designed to contain such a release;
    - Does not penetrate any surface of the containment area;
    - The spilled material does not and will not escape the containment;
    - It is completely cleaned up in less than 24 hours, and
    - The cause of the spill or release is repaired.

For the OERS phone number in *Appendix B Emergency Response Contact List.*

5.2 Preventative Maintenance

City of McMinnville Environmental Services personnel must perform monthly inspections of all areas where potential spills of significant materials may occur that could impact stormwater runoff and stormwater outfalls. Monthly inspections use the *Stormwater Monitoring Report of Activities Form (Appendix A*) to ensure all criteria are evaluated.

Maintenance and repairs to prevent leaks, spills, and other releases from drums, tanks, containers, and any other materials exposed to stormwater must occur as needed, upon discovery, in order to prevent the discharge of pollution.

Regular cleaning and maintenance of Airport facilities and stormwater control measures are scheduled to maintain them in good working order. The maintenance schedules or frequencies are listed in *Appendix D Maintenance and Housekeeping Schedules*. Schedules of waste collection are managed by the Fixed Base Operator.

5.3 Operations and Maintenance

There are currently no active treatment systems at the airport. The airport does have several bioswales that provide passive treatment prior to discharge. The operations and maintenance of the McMinnville Municipal Airport is handled by the Fixed Base Operator. The FBO and McMinnville Environmental Services department both implement stormwater best management practices as outlined in *Section 4.1 Stormwater Best Management Practices*. The City of McMinnville Environmental Services Department handles stormwater inspections, sampling, and reporting.

The system schematic, manufacturer's maintenance and operations specifications for any equipment are stored by the group responsible for that equipment.

Stormwater specific routine maintenance standards and schedules are listed in *Appendix D Maintenance and Housekeeping Schedules*.

5.4 Employee Education

Potcake Aviation, LLC must provide documented training and instruction regarding the goals and content of the SWPCP at the McMinnville Municipal Airport as part of the training of new staff and of individuals leasing airplane hangars. General stormwater pollution training must be provided for all personnel whose duties include the handling and/or disposal of significant materials. This training shall occur within thirty calendar days of hiring a new employee or the start of a new lease contract. Training must occur annually for all staff with these duties.

This training shall include:

- good housekeeping,
- stormwater management,
- spill prevention,
- control & response procedures,
- vehicle fueling,

- vehicle & equipment maintenance and washing,
- and materials & waste management practices. This training must highlight and discuss the most recent spill incidents.

City pretreatment staff, whose responsibilities include tasks related to regulatory compliance procedures, must receive additional training in the collection, preservation and shipment of stormwater samples, and the monthly observations and record keeping described with General Permit #1200-Z. They will also train on reporting and documentation procedures including a review of the *Stormwater Monitoring Report of Activities Forms in Appendices A*. Additional training must be provided whenever modifications of the SWPCP occur.

5.5 Record Keeping and Internal Reporting Procedures. The SWPCP must be maintained on file, with the Stormwater Discharge Permit, at the City of McMinnville Water Reclamation Facility (WRF), City of McMinnville Engineering Department and the McMinnville Municipal Airport (Potcake Aviation, LLC) office. This document must be made available to the DEQ for inspection upon request.

All sampling and analytical data will be tracked through the City of McMinnville WRF Water Quality Laboratory's data handling system. All pertinent inspection reports will be kept on file at the WRF. All records for training and instruction for airport staff and hanger lessees shall be kept and tracked through Potcake Aviation, LLC.

Records of the following events must be maintained:

- Sampling, inspection, maintenance, and repair activities
- Spills or leaks of significant materials that impacted or had the potential to impact stormwater or surface water, including corrective actions to clean up the spill or leak, as well as measures to prevent future problems of the same nature
- Employee and lessee education activities

The following documents must be kept on file for a minimum of five years:

- Analytical results and chain-of-custody forms from all sampling events
- Copies of all annual DEQ reports

6 TIER STATUS

The McMinnville Municipal Airport does not currently have any Tier II Status requirements. If the Airport triggers Tier II Status it will develop the required controls to ensure compliance. In that case, the airport SWPCP would include safety sheets for any stormwater treatment chemicals or substances used in stormwater treatment and stored on site.

7 RECEIVING WATERS

The airport has two stormwater outfalls. Outfall 001 is the discharge point for stormwater runoff from the north runway and terminal area, as well as portions of the east and south runways. This discharge point includes stormwater from airplane hangars, aviation repair, loading and unloading, fueling operations, agricultural areas, recreational glider operation, and stormwater discharge from a privately owned and operated international aviation operation (Precision Aviation). The City's NPDES Permit does not cover the latter. Outfall 001 drains to a ditch, which flows into the City-owned Galen McBee Airport Park. Sampling Outfall

001 is located at N 45° 11' 46.2" W 123° 08' 46.9". The ditch flows through Galen McBee Airport Park and discharges to the South Yamhill River at river mile 8.3.

The second stormwater discharge, designated Outfall 002, is located in the southwest section of the airport. Outfall 002 is the discharge point for stormwater runoff from portions of the east and south runways and from agricultural property. This discharge flows into two grass lined ditches, one flowing north to south, one flowing east to west. The two ditches come together at N 45° 11' 24.1" W 123° 08' 46.9", this point is designated Outfall 002. The stormwater travels from Outfall 002 through a culvert to a drainage ditch that discharges to the South Yamhill River at river mile 9.3.

Monitoring of stormwater discharge from the airport will be performed at Outfall 001 and Outfall 002.

8 MONITORING LOCATION

Monitoring of stormwater discharge from the McMinnville Municipal Airport must be performed at discharge points identified as Outfalls 001 and 002 (*Figure 2 – Site Map*).

8.1 Discharge Points Excluded from Monitoring

There are currently no discharge points excluded from monitoring.

8.2 Visual Monitoring

City Environmental Services personnel must conduct visual monitoring of stormwater outfall(s) once per month, during a discharge event. The City Environmental Services staff will also complete inspections of all outfall(s) monthly regardless of rainfall events to determine if illicit or other unexpected discharges to the stormwater system have occurred. The inspection will be documented on the *Stormwater Monitoring Report of Activities Forms (Appendices A.* The monthly inspection must include visual observations of a sample in a clean, colorless glass or plastic container in a well-lit area. It must be noted if the outfall is discharging. It must also be noted if any floating, suspended or settleable solids, color, odor, foam, visible oil sheen or other obvious indicators of pollution are present. If the monthly visual inspection shows any of those signs of pollution the City must investigate and complete a Tier I report as described in *1200-Z General Permit Schedule A.11.c Tier 1 Corrective Action Response*.

8.3 Grab Sample Collection

The specific monitoring requirements of S*chedule B Monitoring Requirements* and *Schedule E Sector S Air Transportation* of the 1200-Z permit are listed in a letter from DEQ which is located in *Appendix E Stormwater Monitoring Requirements*. A single grab sample representative of the discharge must be collected. If the sampling location is too shallow to permit direct collection into the container, a clean, secondary container may be used to facilitate collection. Care should be taken to prevent disturbing bottom sediments during sample collection. All samples from a given sampling event must be from the same storm event. If any qualifying stormwater samples exceed any applicable statewide benchmarks or sector specific benchmarks in *Schedule E*, the City must investigate and complete a Tier 1 report as described in *1200-Z General Permit Schedule A.11.c Tier 1 Corrective Action Response*.

Sampling is required four times per year or as specified in the 1200-Z monitoring requirements. Sampling events must be at least 14 calendar days apart. Two samples must be collected between January 1 and June 30.Two samples must be collected between July 1 and December 31. All sampling activities shall be documented on the *Stormwater Monitoring Report of Activities Forms (Appendix A)*.

8.4 Sample Handling and Custody

8.4.1 Sample Identification

To facilitate record keeping and reporting procedures, a unique sample identification number shall be assigned to each sample. This number will be used to identify each sample and will follow the sample throughout the analytical process in the WSD Water Quality Laboratory and/or contract laboratory.

8.4.2 Chain of Custody Record

A chain of custody record, documenting possession of stormwater samples from time of collection until laboratory analysis, will be maintained and accompany each sample. The chain of custody record shall include the sample identification, the date and time of collection, the collection location, a list of analytical tests requested, and any visual observations describing field conditions during sampling. The completed chain of custody form shall accompany the samples during shipment.

Appendix A Stormwater Monitoring Report of Activities Form

This page intentionally left blank.

APPENDIX A –

City of McMinnville Municipal Airport · Stormwater Monitoring · Report of Activities

Activity: Monthly Stormwater Inspection

Location: Airport

Date: **Time:** A.M.

Inspector(s): **Inspector(s) Signature**:_____

Weather/Observations:

Nature of the Discharge (snow, rain, etc):

- Airport Outfall 001:
  - Evidence of pollutants ***discharging to*** receiving waters (S Yamhill) at outfall: ☐Yes ☐No
  - Stormwater Discharge Visual Observations – Presence of floating, suspended or settleable solids, color, odor, foam, visible oil sheen, or other obvious indicators of stormwater pollution discharge at outfall: ☐Yes ☐No
  - Visual observation in jar: ☐ Yes ☐ No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Stormwater Drainage System (Catch basins/Storm Conveyance System/Bioswale/Vegetative Buffer) – Pollutants ***entering*** the drainage system: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Industrial Equipment, Drums, Tanks and Containers
  - Evidence of Leaks or Spills: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Entrances and Exits – Industrial or Waste Materials or Sediment where vehicles enter or exit site: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Residue and Trash – Evidence of Stormwater Contact: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Stormwater Control Measures – Ensure proper functionality is occurring: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

- Tracking or blowing of raw, final or waste material – Evidence of Stormwater Contact: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

Any corrective action, source control or maintenance taken or scheduled to remedy problems found:

Appendix B Emergency Response Contact List

This page intentionally left blank.

APPENDIX B

EMERGENCY RESPONSE CONTACT LIST
McMinnville Water Reclamation Facility
Stormwater Pollution Control Plan

Health and Safety

Local Rescue Unit	Emergency Dial 911
Willamette Valley Medical Center	(503) 472-6131

Fire

Local Fire Marshall	Emergency Dial 911
Oregon State Fire Marshall Office	(503) 378-3473

Environmental Agencies

DEQ Headquarters- Portland	1-800-452-4011
DEQ- Western Region Salem	(503) 378-8240
Oregon Emergency Response System	1-800-452-0311
National Response Center (EPA Region 10)	1-800-424-8802

Municipal Airport Staff

Rob Dehner	Airport Manager and FBO Operations Manager	(503) 376-0190

City of McMinnville Staff

Matt Young	Pretreatment Coordinator, WRF	(503) 434-7313
Leland Koester	Manager, WRF	(503) 434-7413
David Renshaw	Public Works Superintendent	(503) 434-7316
Position Vacant	Engineering Services Manager	(503) 434-7312
Position Vacant	Public Works Director	(503) 434-7312
Jeff Towery	City Manager	(503) 434-7302

This page intentionally left blank.

Appendix C Significant Materials List

This page intentionally left blank.

Table 1 Significant Materials List

Description	Volume	Location	Secondary Containment	Reportable Spill Quantity
Aviation Fuel*	20,000 gallons	Terminal Ramp	Yes	42 gallons
Fuel Oil	250	Maintenance Shop	Yes	42 gallons
Waste Oils	100	Maintenance Shop	Yes	42 gallons
Lubricating Oil	< 55 gallons	East and West Hangar	NA (5 gal buckets are used)	42 gallons
Fertilizer	Approx. 4000 lbs**	Stored off site at the farm	NA	NA
Herbicide	Various**	Stored off site at the farm	NA	25 gallons
Pesticide	Various**	Stored off site at the farm	NA	25 gallons

* Aviation fuel is provided by the aviation fuel supplier and is dispensed as needed using a mobile fueling truck or directly from the tanks. Policies and procedures for handling fuels, developed by the fuel supplier and the FBO for airports, are in place and being followed.

** varies depending on crop type and time of year

This page intentionally left blank.

Appendix D Maintenance and Housekeeping Schedules

This page intentionally left blank.

Table 2: Maintenance and Housekeeping Schedules

Action	**Responsible Department**	**Frequency**
Dispose Waste Lubricating Oil	Fixed Base Operator (FBO)	When tote is full.
Dispose Waste Chemicals	Fixed Base Operator	When there is a full load.
Vehicle Maintenance	Fixed Base Operator	According to manufacturer's specifications.
Facility Inspection	Environmental Services	Monthly, annually.
Stormwater Sampling	Environmental Services	As required by DEQ. See *Appendix E*.
Erosion Control	FMO, Public Works	Promptly, as needed.
Sweep Pavement	FBO, Public Works	Annually, prior to rainy season.
Clean Catch Basins	Public Works	According to Conveyance Department cleaning and inspection cycle.
Stormwater Pollution Training	FBO, Public Works	Within 30 days of hire, annually thereafter.

This page intentionally left blank.

Appendix E Stormwater Monitoring Requirements

This page intentionally left blank.

City of McMinnville Oregon

ENGINEERING

Public Works Operations

STORM WATER POLLUTION CONTROL PLAN

Prepared September 2023
Prepared by Logan Adams
Engineering Technician

Public Works Operations
Owned and Operated by:
The City of McMinnville
1900 NE Riverside Dr
McMinnville, Oregon 97128
Located in Yamhill County

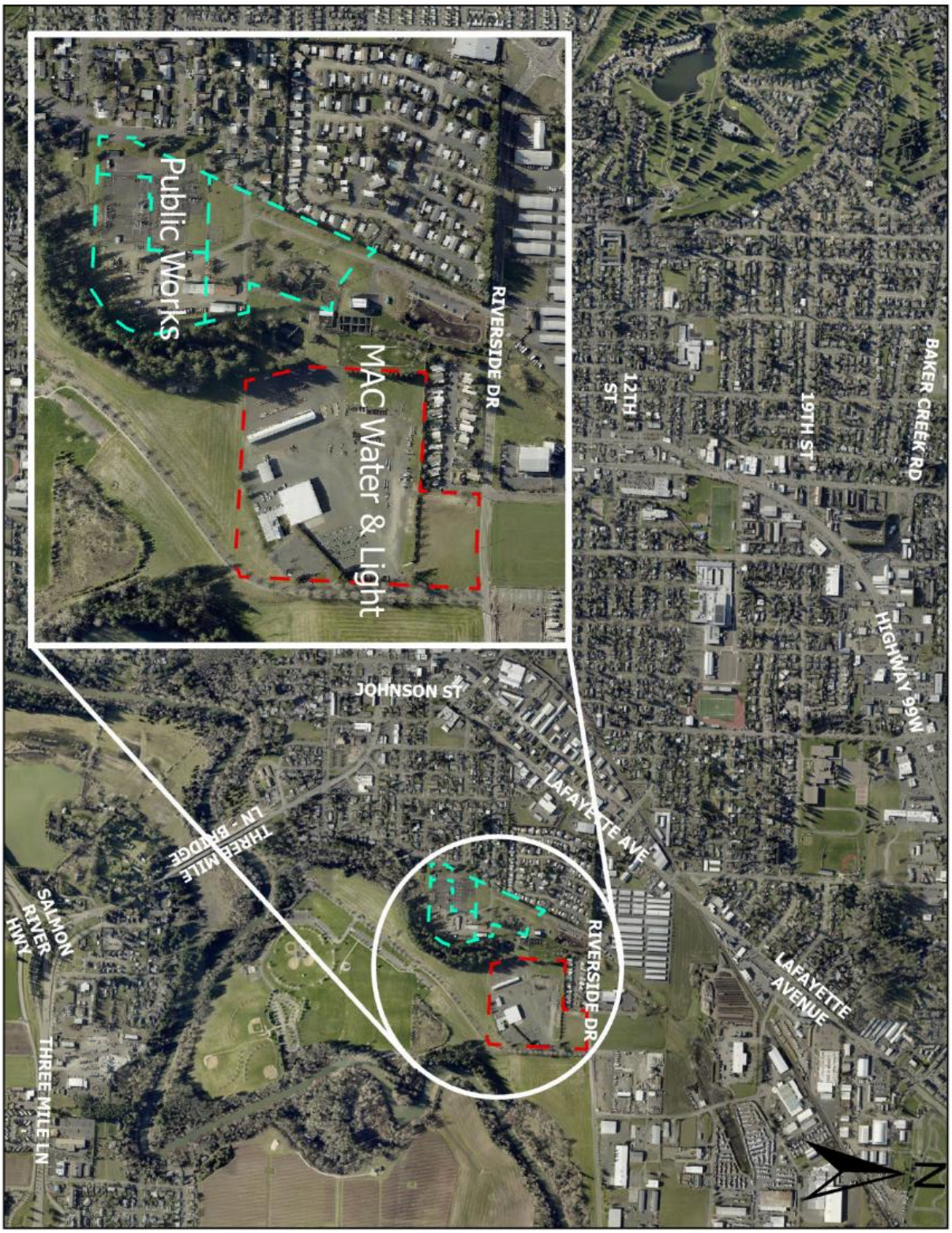
Contact Information:
David Renshaw
Operations Superintendent
Phone: 503-434-7316
david.renshaw@mcminnvilleoregon.gov

Public Works Operations

STORMWATER POLLUTION CONTROL PLAN

TABLE OF CONTENTS

1 PUBLIC WORKS SITE MAP



2 SITE DESCRIPTION

Figure 1 shows the general location of the Public Works Operations. Public Works Operations is located at N 45° 12' 44.2218", W 123° 10' 46.149". Public Works is located on two parcels of land totaling 10.88 acres south of Riverside Drive, at the easternmost end of NE 10th Avenue. The Public Works Operations is owned and operated by the City of McMinnville. Day to day operations is managed by an onsite Operations Superintendent. The facility consists of one administrative building, three vehicle maintenance and storage buildings, the Old WWTP shop, and associated parking lots.

2.1 Activities and Materials

The Public Works Operations hosts the City's Street Maintenance, Facility Maintenance, and Park Maintenance teams and includes the storage and maintenance of their vehicles and equipment. Vehicle-related activities occurring at the Public Works Operations include maintenance and repair. There are also landscape-related materials and equipment stored at this site for use by the City Parks Maintenance crews such as lawnmowers, leaf blowers, pesticides, fertilizers, and others. City Streets Maintenance crews also store equipment, vehicles, and materials used in street maintenance such as cold mix asphalt, de-icer, and curb paint among others.

2.2 Previous Operations

Public Works Operations is housed near the old Wastewater Treatment Plant. This area has been abandoned and replaced with a pump station that re-directs wastewater to the Water Reclamation Facility via a pressurized line. The administrative and treatment buildings of the old Wastewater Treatment Plant are not in use, and they do not contribute to the Public Works storm system. The old Wastewater Treatment Plant Shop is still used to store a water truck and various conveyance materials such as pipes and pipe fittings.

2.3 Regular Business Hours of Operation

The regular business hours for the Public Works Operations are 7:00 a.m. to 3:30 p.m., Monday through Friday.

2.4 Potential Pollutant Sources

One potential pollutant source is fleet vehicle leaks or accidents that leave fluids on the paved surfaces. Ground vehicle and equipment maintenance and detailing is performed indoors or under covered areas away from stormwater exposure. Ground vehicle and equipment cleaning is done outside near the garbage pit where runoff will not enter the storm system. All waste chemicals generated from this are disposed of using currently approved methods.

Magnesium Chloride de-icer is stored separately in a 3000-gallon double-walled container next to an MSDS and spill prevention kit in a covered gravel area on the southeast corner of the property away from the storm drains.

Fertilizers, herbicides, and pesticides are stored onsite for use by Park Maintenance crews within City Parks. Liquid fertilizer and pesticides are stored on-site in a locked HAZ-STOR materials storage container. Granular fertilizer is palletized and kept under cover.

2.5 Impervious Areas

Impervious areas allow no absorption of infiltration from direct rainfall or stormwater runoff. Impervious surfaces include all paved and roofed areas. The impervious area of Operations accounts for approximately 53 percent of the 10.88-acre site.

2.6 Non-Stormwater Discharge

There are no non-stormwater discharges to Public Works Operations stormwater outfalls.

3 SITE CONTROLS

A comprehensive plan for the management of stormwater discharge must include all appropriate engineering controls, facilities, and management practices necessary to reduce contaminant concentrations in stormwater effluent. It must also include a description of how the stormwater control measures address potential pollutant sources from industrial activities and significant materials on-site, spills and leaks and authorized non-stormwater discharges. Specific control details for each are discussed in the relevant descriptions in part *3.4 Potential Pollutant Sources* and in the relevant Stormwater BMP's listed below.

3.1 Stormwater Best Management Practices

Best Management Practices (BMPs) are engineering controls, facilities, practices, and policies designed to eliminate or minimize the exposure of pollutants to stormwater or to remove pollutants from stormwater before it discharges to surface waters. BMPs should address the relationships between the activities performed at the facility and the site-specific drainage characteristics. Several types of BMPs are used at this facility.

3.1.1 Minimize Exposure

The Public Works Operations minimizes exposure of potential pollutants to stormwater by a combination of covers, secondary containment, and inventory management. Fuel and fuel oil are stored in double-walled plastic above-ground storage tanks. The quantity of potential pollutants on site is kept as small as possible and economical for operations.

3.1.2 Oil and Grease

The Public Works Operations currently has no treatment measures designed to remove oil from stormwater discharge. If oil and grease are detected in stormwater discharge in concentrations exceeding compliance standards, the City may consider stormwater treatment prior to discharge.

3.1.3 Waste Chemicals and Material Disposal

Waste chemicals are disposed of using approved methods and measures. The majority of waste materials are stored in dumpsters and trash cans are covered with lids prior to being removed from the site by an approved disposal company. Some waste materials are stored in an open-air area with an impervious sloped floor to prevent rainwater from running off into the storm system. This area is dedicated to trash collected from public areas (parks, streets, etc.) and is removed from the site by an approved disposal company as needed.

Fill dirt from construction and operations projects is stored separately along a brick lined wall to the Southeast of the property. This area does not drain to the stormwater system and is left open-air through construction and off-season storage.

3.1.4 Debris Control

The City keeps debris out of the storm drain system by using grates on catch basins and storm drains, using good housekeeping practices and by monitoring waterways.

3.1.5 Housekeeping

The Public Works Operations follows housekeeping practices designed to reduce contaminant loading of stormwater runoff, including:

- Waste chemicals must be stored properly to prevent contact with stormwater.
- Outdoor storage areas must be kept free of debris which could enter the stormwater drainage system.
- All asphalted areas must be swept regularly, including prior to the fall rainy season. See *Appendix D Maintenance and Housekeeping Schedules* for full sweeping schedule.
- Spills and leaks must be cleaned up promptly.
- Operational activities must be performed in a manner which prevents stormwater runoff from contacting potential pollutants.
- Vehicles must be maintained on a regular schedule.
- Good housekeeping techniques must be employed when handling and storing significant materials.

4 PROCEDURES AND SCHEDULES

Known maintenance schedules and frequency of housekeeping are located in *Appendix D Maintenance and Housekeeping Schedules*.

4.1 Spill Prevention and Response Procedures

4.1.1 Spill Prevention

Preventative measures must include preventative maintenance activities including monthly inspections of all areas, specifically the fuel transfer area, where potential spills of significant materials may occur that could impact stormwater runoff, and follow-up maintenance and cleaning activities would be required.

4.1.2 Responsible Parties

The City of McMinnville is responsible for all on-site management of significant materials (See *Appendix C Significant Materials List*). In the case of a spill contact the City of McMinnville Environmental Services department at 503-434-7313.

4.1.3 Spill Response and Clean-up

All staff at Public Works Operations are Haz Mat Operations certified to address potential spills. In the event of a spill staff will implement the following procedures. If responders determine that cleaning the spill is beyond the scope of available resources, they will contact the appropriate agency. For contact information see *Appendix D Emergency Response Contact List.*

1) Evaluation and Identification

Upon confirmation of a release of a significant material, staff shall assess the source of the release, any health and safety risks associated with the material, and any adverse impact the material has on the environment.

The spilled substance shall be identified using the product or container label, the 4-digit Department of Transportation (DOT) placard, SDS sheets, OSHA or NIOSH chemical listings, shipping manifests, or personal knowledge of the material.

For the purpose of these response procedures significant materials may be classified into one of the following categories:

- non-hazardous,
- unregulated materials, or
- hazardous materials including petroleum products.

In a broad sense, the term "hazardous materials" refers to any substance in such a quantity, which poses an unacceptable health or safety risk to humans. For the purpose of developing this SWPCP, hazardous materials include those substances listed in Table 302.4 of *40 CFR Part 302, List of Hazardous Substances and Reportable Quantities*. Petroleum products including gasoline, crude oil, fuel oil, diesel oil, lubricating oil, sludge, oil refuse, and any other petroleum-related product can be classified as "hazardous materials. Materials not classified as regulated, hazardous substances may nevertheless present significant health and safety risks.

2) Containment, Clean-up, and Decontamination

Staff shall perform basic control and containment operations or shall immediately contact the appropriate agency to complete clean-up activities.

Containment procedures include preventing further release of material, placing containment dikes around the perimeter of the affected area to prevent further spreading, and recovery of spilled product using absorbent material. In the event staff is unable to contain the spill, immediately contact all necessary local emergency responders, such as fire, police or medical technicians. For contact information see *Appendix B Emergency Response Contact List*.

Prevent further release of material by up righting a barrel or shutting a valve. Wherever possible, the spill should be diverted away from catch basins or other conduits accessing stormwater.

Equipment required to clean up spills of material used at the permitted facility as part of operations, are stored in spill kits in the fuel trucks and in the main terminal storage area. These spill kits contain booms, absorbent pads, and pillows. The use of absorbent booms, sand, saw dust, or other absorbent materials may be effective in preventing the spill from spreading.

The liquid material will be disposed of once the spill has been contained. Saturated absorbent material will be placed in leak-proof containers, such as barrels. All containers will be labeled identifying the contents and the date of the spill or release. Appropriate disposal will be arranged.

A decontamination station appropriate for the severity of the spill will be located outside the affected area. Decontamination typically involves the sequential rinsing of outer garments of Personal Protective Equipment (PPE) in baths designed to retain rinse water. Depending on the level of protection, personal protective clothing shall be removed in the following order:

- Boots
- Outer Gloves
- Splash suit or Coveralls
- Respirator
- Inner Gloves

4.1.4 Notification and Documentation Procedures

All spills shall be documented internally. The spill report should be communicated to all parties responsible for stormwater compliance: the Engineering department, the Operations Superintendent, and the Environmental Services department. Spills of any material, which could be considered a potential pollutant as described, above shall be recorded on the *Stormwater Monitoring Report of Activities Forms* (*Appendix A)*.

A release shall be reported to the DEQ and the Oregon Emergency Response System (OERS) within 24 hours if:

- The volume of the hazardous material exceeds the reportable quantity (RQ) of 40 CFR 117 (Table 117.3) and 40 CFR Part 302 (Table 302.4) during any 24-hour period
- All spills or releases of petroleum products in reportable quantities shall be reported to the DEQ within 24 hours. A reportable quantity of oil is defined in Oregon Administrative Rules (OAR) 340-142-0050 as:
    - Any quantity released into the waters of the state which produces a visible oily slick, oily solids, or coat aquatic life, habitat, or property. Stormwater catch basins are considered entry points for waters of the state.
    - Any quantity released to the surface of the land over 42 gallons.

The DEQ may require the person responsible for the spill or release to submit written report within 15 days of the incident describing the cause of the incident, emergency response procedures, and corrective actions to prevent similar occurrences.

A release does not need to be reported if:

- The spill is of non-hazardous, unregulated materials.
- According to OAR 340-142-0040, the spill or release need not be reported if:
    - It occurs within an engineered containment area with an impervious surface designed to contain such a release;

- Does not penetrate any surface of the containment area;
- The spilled material does not and will not escape the containment;
- It is completely cleaned up in less than 24 hours, and
- The cause of the spill or release is repaired.

For the OERS phone number in *Appendix B Emergency Response Contact List.*

4.2 Preventative Maintenance

Maintenance and repairs to prevent leaks, spills, and other releases from drums, tanks, containers, and any other materials exposed to stormwater must occur as needed, upon discovery, in order to prevent the discharge of pollution.

Regular cleaning and maintenance of Public Works facilities and stormwater control measures are scheduled to maintain them in good working order. The maintenance schedules or frequencies are listed in *Appendix D Maintenance and Housekeeping Schedules*. Schedules of waste collection are managed by the Operations Superintendent.

4.3 Operations and Maintenance

There are currently no active treatment systems at Public Works Operations. The operations and maintenance of the Public Works Operations is handled by the Operations Superintendent. The Operations Superintendent and McMinnville Environmental Services department both implement stormwater best management practices as outlined in *Section 4.1 Stormwater Best Management Practices*.

The system schematic, manufacturer's maintenance and operations specifications for any equipment are stored by the group responsible for that equipment.

Stormwater specific routine maintenance standards and schedules are listed in *Appendix D Maintenance and Housekeeping Schedules*.

4.4 Employee Education

The Operations Superintendent must provide training and instruction regarding the goals and content of the SWPCP at the Public Works Operations as part of the training of new permanent staff. General stormwater pollution training must be provided for all personnel whose duties include the handling and/or disposal of significant materials. This training shall occur within thirty calendar days of hiring a new employee or the start of a new lease contract. Training must occur annually for all staff with these duties.

This training shall include:

- good housekeeping,
- stormwater management,
- spill prevention,
- control & response procedures,
- vehicle fueling,
- vehicle & equipment maintenance and washing,

- and materials & waste management practices. This training must highlight and discuss the most recent spill incidents.

4.5 Record Keeping and Internal Reporting Procedures

The SWPCP must be maintained on file, at the City of McMinnville Engineering Department and the Public Works Operations office. This document must be made available to the DEQ for inspection upon request.

There are not currently any reporting requirements for stormwater analysis for the Operations area. However, in the event of any spill the Environmental Services department is responsible to investigate and submit reports to DEQ if needed.

Records of the following events must be maintained:

- Spills or leaks of significant materials that impacted or had the potential to impact stormwater or surface water, including corrective actions to clean up the spill or leak, as well as measures to prevent future problems of the same nature.

5 RECEIVING WATERS

Public Works Operations has a single outfall, which collects the stormwater from the Public Works area, then runs 253 feet Northwest before combining with other stormwater collected along NE 10th Avenue and discharging through a 12-inch pipe to a low-point drainage ditch directly North of the BPA/MWL substation. This ditch does not discharge to any waters of the state

Appendix A

Stormwater Monitoring Report of Activities Form

City of Public Works Operations · Stormwater Monitoring · Report of Activities

Activity: Spill Report

Location: Public Works

Date: **Time:** A.M.

Inspector(s): **Inspector(s) Signature**:_____

Weather/Observations:

Nature of the Discharge (snow, rain, etc):

- Stormwater Drainage System (Catch basins/Storm Conveyance System/Bioswale/Vegetative Buffer) – Pollutants ***entering*** the drainage system: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Industrial Equipment, Drums, Tanks and Containers
  - Evidence of Leaks or Spills: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Entrances and Exits – Industrial or Waste Materials or Sediment where vehicles enter or exit site: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Residue and Trash – Evidence of Stormwater Contact: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Stormwater Control Measures – Ensure proper functionality is occurring: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

- Tracking or blowing of raw, final or waste material – Evidence of Stormwater Contact: ☐Yes ☐No
  - Control Measure Cleaning, Replacement/Repair, or Maintenance Required: ☐Yes ☐No
  - Previously Unidentified Pollutants: ☐Yes ☐No
  - Current Condition / Comments:

_____

Any corrective action, source control or maintenance taken or scheduled to remedy problems found:

APPENDIX B

EMERGENCY RESPONSE CONTACT LIST
McMinnville Water Reclamation Facility
Stormwater Pollution Control Plan

Health and Safety

Local Rescue Unit	Emergency Dial 911
Willamette Valley Medical Center	(503) 472-6131

Fire

Local Fire Marshall	Emergency Dial 911
Oregon State Fire Marshall Office	(503) 378-3473

Environmental Agencies

DEQ Headquarters- Portland	1-800-452-4011
DEQ- Western Region Salem	(503) 378-8240
Oregon Emergency Response System	1-800-452-0311
National Response Center (EPA Region 10)	1-800-424-8802

City of McMinnville Staff

Matt Young	Pretreatment Coordinator, WRF	(503) 434-7313
Leland Koester	Manager, WRF	(503) 434-7413
David Renshaw	Public Works Operation Superintendent	(503) 434-7316
James Lofton	City Engineer	(503) 437-2127
Anne Pagano	Public Works Director	(503) 583-5215
Jeff Towery	City Manager	(503) 434-7302

Appendix C Significant Materials List

Table 1 Significant Materials List

Description	Volume	Location	Secondary Containment
Concrete Mix	4000 lbs	Parking	NA (Bag)
Asphalt Cold Mix	**	Parking	NA (Bag)
Fertilizer 12-0-8 IRON MAN	1100 lbs	Parking	NA (Bag)
Fertilizer 22-0-22 FALL KING	2000 lbs	Parking	NA (Bag)
Freezgard CI Plus De-icer	3000 gal	Above Ground Tank	Yes
Limestone	500 lbs	Parking	NA (Bag)
NAPA Floor Dry	2000 lbs	Storage	NA (Bag)
Specticle G Herbicide	1000 lbs	Parking	NA (Bag)
Turface MVP Sports Field Conditioner	4000 lbs	Parking	NA (Bag)
Fuel Oil No 2	25 gallons	West Storage Building	NA (5gal bucket)
Kerosine, Petroleum	55 gallons	Motor pool Shop	
Traffic Paint	225 gallons	**	NA (5gal bucket)
5W30 Motor Oil	55 gallons	**	NA (55gal drum)
15W40 Motor Oil	55 gallons	**	NA (55gal drum)
Hydraulic Tractor Fluid	55 gallons	**	NA (55gal drum)
Tack Oil	220 gallons	**	NA (5gal bucket)
Herbicide	Various**	**	NA
Pesticide	Various**	**	NA

** varies depending on usage needs and time of year

Appendix D Maintenance and Housekeeping Schedules

Table 2: Maintenance and Housekeeping Schedules

Action	**Responsible Department**	**Frequency**
Dispose Waste Lubricating Oil	Public Works	When tote is full.
Dispose Waste Chemicals	Public Works	When there is a full load.
Vehicle Maintenance	Public Works	According to manufacturer's specifications.
Facility Inspection	Environmental Services	Monthly, annually.
Stormwater Sampling	Public Works	Not required at this time
Erosion Control	Public Works	Promptly, as needed.
Clean Catch Basins	Public Works	According to Wastewater Services Conveyance Department cleaning and inspection cycle.
Stormwater Pollution Training	Public Works	Within 30 days of hire, annually thereafter.

Appendix E Power Generator Site Locations and Contact

Location	Responsible Department	Frequency
Fire Department 175 SE 1st St, McMinnville, OR 97128	Fire District	Bi-Annual
Police Department 121 SE Adams St, McMinnville, OR 97128	Public Safety	Bi-Annual
Oregon State Police Building 3975 SE Cirrus Ave, McMinnville, OR 97128	Oregon State Police	Bi-Annual
Community Center: 600 NE Evans St, McMinnville, OR 97128	Public Works	Bi-Annual
Water Reclamation Facility 3500 NE Clearwater Dr, McMinnville, OR 97128	Wastewater Services	Bi-Annual
Various Pump Stations	Wastewater Servies	Bi-Annual

Attachment 6

City Street Sweeping Contract Documents

CHANGE ORDER NO. 2

to the

STANDARD PUBLIC CONTRACT FOR GOODS AND SERVICES

For

DOWNTOWN STREET AND PARKING LOT SWEEPING

PROJECT 2021-2

This Change Order No. 2 amends the Standard Public Contract, dated March 18, 2021, between the City of McMinnville (City) and City Sweepers, LLC (Contractor) for the Downtown Street and Parking Lot Sweeping Project.

The parties mutually covenant agree as follows:

1. EFFECTIVE DATE AND DURATION

   The expiration date of the contract will be extended to June 30, 2024

2. STATE OF WORK

   All of the work requirements under the Contract date March 18, 2021, remain in effect.

3. CONSIDERATION

   The original contract dated March 18, 2021, agreed to a total sum of $24,504.00 for the 2021-2022 fiscal year. Change Order No. 1 dated June 30, 2022, agreed to a total sum of $41,924 for the 2022-2023 fiscal year to reflect increased fuel, maintenance, and operating costs for the Contractor. The total 2023-2024 fiscal year annual contract for services shall be increased to $44,280.00 to reflect increased fuel, maintenance, and operating costs for the Contractor. The total sum for the contract will be $110,708.

4. OTHER CONDITIONS/REQUIREMENTS
   The terms and conditions of the Contract, except as modified herein, dated March 18, 2021, remain in full force and effect.

For the Contractor:

Approved:

By: Dana Haworth
CONCTRACTOR

6/14/2023
DATE

For the City:

Approved:

By:
CITY MANAGER

June 14 2023
DATE

Approved as to form:

By:
CITY ATTORNEY

6-16-2023
DATE

CITY OF McMINNVILLE

FIRST AMENDENT TO GOODS AND SERVICES CONTRACT

Citywide Street Sweeping Services 2022 Project

This First Amendment to Goods and Services Contract ("First Amendment") is effective as of September 1, 2023 ("Effective Date"), by and between the **City of McMinnville,** a municipal corporation of the State of Oregon ("City"), and **Green Sweep Asphalt Services, LLC,** an Oregon limited liability company ("Contractor"), upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City entered into a Goods and Services Contract ("Contract") with Contractor on July 12, 2022, relating to Citywide Street Sweeping Services 2022 Project ("Project"); and

WHEREAS, Contractor represents that Contractor continues to be qualified to perform the Services described herein on the basis of specialized experience and technical expertise, but costs have increased due to inflation; and

WHEREAS, Contractor is prepared to provide such Services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

The Contract is amended as follows:

Section 1. Contract Sum/Project Scope

The following subsection, addressing a Consumer Price Index Adjustment, shall be added to Section 3 of the Contract:

3.1.1 Effective on September 1, 2023, the Contract Sum for the period of September 1, 2023 through June 30, 2024 will receive a Consumer Price Index ("CPI") adjustment by the percentage change in the U.S. Department of Labor, Bureau of Labor Statistics, Employment Cost Index for civilian workers, all workers category, total Compensation (not seasonally adjusted), from July of the prior year to July of the current year. Effective July 1, 2024 through June 30, 2025, and any subsequent Contract extensions thereafter, the Contract Sum will again be adjusted in accordance with the same protocol. If the CPI described above is discontinues, such other governmental index

or method of computation that replaces it, or which is substantially comparable to it, will be used.

Section 2.

Section 3.2 of the Contract shall be revised as follows:

3.2. Contractor's pricing is set forth in **Exhibit B**, attached hereto and incorporated by reference herein. Any negotiated change must be made in writing and signed by the parties in accordance with **Section 12** herein.

Section 3. All Other Terms

All of the other terms and conditions of the Contract shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Contract shall apply to this First Amendment.

The Contractor and the City herein agree to all provisions of this First Amendment.

CONTRACTOR:

GREEN SWEEP ASPHALT SERVICES, LLC

By: _____

Print Name: Jennifer Akerill

As Its: President

Employer I.D. No 45-4942938

CITY:

CITY OF MCMINNVILLE

By: _____

Print Name: Jeff Towery

As Its: City Manager

APPROVED AS TO FORM:

_____

Walt Gowell, Interim City Attorney

City of McMinnville, Oregon