



CITY OF SELAH

Public Works Department
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MEMORANDUM

Date: February 22, 2016

To: All Department

From: Joseph K. Henne, Public Works Director

Re: Internal Coordination Mechanisms - for Municipal Stormwater General Permit Compliance

The Eastern Washington Phase II Municipal Stormwater General Permit (Permit) requires that internal coordination mechanisms shall be developed “among departments within each jurisdiction to eliminate barriers to compliance with the terms of this permit”, (paragraph S5.A.5.b). The Permit also requires a written description of internal coordination mechanisms be submitted with the March 31, 2016 Annual Report.

This memorandum serves as that written description and outline.

Introduction

The coordination between departments will be led by the Public Works Department, Stormwater Enforcement, to ensure full compliance of the Permit. This is a living document, and should be modified and updated as-needed to best-fit staff changes, process revisions, policy updates, and permit changes.

Coordination Mechanisms

Several tasks in the National Pollutant Discharge Elimination System (NPDES) Permit require cross-departmental coordination to achieve Municipal Stormwater Permit compliance. My position has been assigned as the authorized and designated responsible official for compliance of the Permit, including the coordination between departments. The Public Works Department, Stormwater Enforcement, under my direction, will be the lead department responsible for coordinating compliance with the Permit. The Public Works Department, Stormwater Enforcement is also responsible for coordinating the permit requirements within the City.

This means that all city departments have the duty to report stormwater violations to Public Works for enforcement.

The Stormwater Enforcement Officer of Public Works will coordinate with each department Director, Chief, or their designee to make training, guidance or assistance available to their staff to aid city employees with identifying violations of the NPDES permit. These violations may be witnessed while employees are performing their normal duties.

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It is crucial that staff members of each department work directly with the Stormwater Enforcement Officer to obtain permit compliance.

All departments need to send monthly tracking information to the Stormwater Enforcement Officer. This is to ensure that the City is prepared for any audits that Ecology may conduct at any time, or inquiry by any interested constituents, and will be used to answer any required questions on our permit's annual report.

Public Works may need to schedule periodic meetings to obtain information required by the Permit, and to disseminate any new Permit information.

Thank You in advance for your support.