STORM WATER MANAGEMENT PLAN

JUNE 2023

Town of Camp Verde
Public Works Department

AKNOWLEDGEMENTS

Arizona Pollution Discharge Elimination System
General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4)
Permit Number 92518 (AZG2021-002) (expires 09/29/2026)

Town of Camp Verde
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MS4 PERMIT REQUIREMENTS

PROTECTED SURFACE WATERS

The Town of Camp Verde is located within the Verde River Watershed. The primary receiving waters for Camp Verde's runoff are three perennial watercourses. These watercourses are:

1. Verde River
2. Beaver Creek
3. West Clear Creek

The ultimate receiving water for the Town's storm water discharge is the Verde River.

A Total Maximum Daily Load (TMDL) for turbidity has been determined for various segments of the Verde River. As a condition of discharging to the river system, the Town of Camp Verde must maintain the designated beneficial uses, which are listed in the following table.

Table 2-1 Beneficial Uses of Receiving Waters in Camp Verde

Receiving Water	Designated Beneficial Use
Verde River Oak Creek – Beaver Creek	Aquatic and Wildlife Warmwater Fishery Fish Consumption Full Body Contact Agricultural Irrigation Agricultural Livestock Watering
Verde River 15060203 – Wet Clear Creek	Aquatic and Wildlife Warmwater Fishery Fish Consumption Full Body Contact Agricultural Irrigation Agricultural Livestock Watering
Beaver Creek Dry Beaver Creek – Verde River	Aquatic and Wildlife Coldwater Fishery Fish Consumption Full Body Contact Agricultural Livestock Watering

The Town of Camp Verde encompasses approximately 46 square miles. This SWMP has been designed to cover all storm water runoff and discharges located within the Town's boundaries. While much of the Town of Camp Verde is currently undeveloped, this area will likely experience growth in the future. This SWMP was developed to serve as a comprehensive management tool to help maintain storm water quality throughout the entire town.

The Town of Camp Verde receives an average of 14 Inches of rain per year with most rain falling in the summer months. Flows in the major conveyances are perennial, although dry weather flow may be present in portions of the tributaries to the major conveyances.

ADEQ Opportunity to Correct Deficiencies
Letter dated 01/31/2023

1 Permit 92518 (AZSM92518) - Phase II MS4 AZG2021-002 - Section 6.1.3

Failure to identify methods to use to evaluate the effectiveness of the educational messages and the overall education program.

The Town did not establish a system for tracking metrics related to measuring the effectiveness of public education programs.

MINIMUM CONTROL MEASURES

The Town of Camp Verde is committed to reducing the discharge of pollutants to the maximum extent practicable. The goal is to protect water quality and to satisfy the appropriate requirements of the Clean Water Act and A.R.S 49-255.04 by implementing the six minimum control measures (MCMs) listed below.

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Activity Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention and Good Housekeeping for Municipal Operations

MCM 1: PUBLIC EDUCATION AND OUTREACH

Implement a program that is designed to educate the public about stormwater pollution and the impacts of stormwater discharges on receiving streams. The intent is to empower members of the community to take personal action in improving surface water quality. Outreach is to be made to target audiences from the general public and business sector defining specific relevant topics for each targeted group.

Website

The Town will use its website to provide residents with year-round 24/7 access to the Storm Water Master Plan, Annual Reports, and other informational topics and materials. Currently this information is found on the Town's website by selecting DEPARTMENTS, then UTILITIES, and then the Stormwater link.

The website also contains general stormwater information and fact sheets and is updated regularly to increase the amount of useful information to residents and businesses on how to reduce pollution and mitigate stormwater runoff. Webpage updates may include Frequently Asked Questions, resources for stormwater quality management and news on stormwater programs at the City.

Measurable Action Items:

1. Utilities Department staff will coordinate internally with the Town's Information Technologies (IT) staff to update the update the Stormwater Division's webpage as needed to provide access to the current Stormwater Management Plan, Public Service Announcements, Fliers/Printed Materials, the current Annual Report, and other pertinent information and materials.

   Frequency: Quarterly – starting 1st Quarter FY 2023/2024 (July-September 2023).

2. Utilities Department Staff will also coordinate with the Information Technologies staff to have the capability to track the number of access 'hits' on its webpage and report those to the SWMP Coordinator.

   Frequency: Tracking setup completed by the end of September 2023. Reports issued to the SWMP Coordinator quarterly thereafter with the first report due in December 2023.

Public Service Announcements

The Utilities Department will utilize various media outlets and social media platforms to reach diverse audiences with sources of pollution prevention information and reportable facts. Public service announcements will include preparation of press releases sent to local newspaper outlets and radio stations and inserts sent in water and sewer utility billings. The PSAs will also be posted on the Town's storm water web page.

Measurable Action Items:

1. The Storm Water Coordinator will prepare and distribute an initial press release announcing this updated Storm Water Management Plan, citing its purpose and need, and providing information on where to find and review a copy on the Town website.

   Frequency: By the end of July 2023

2. The Storm Water Coordinator will prepare and distribute an annual press release highlighting the annual report submitted to ADEQ each year by September 30. The annual report serves as a 'State of the SWMP' report for the general public and other stakeholders in the community.

   Frequency: Annually by the end of October each year

Printed Materials

The Utilities Department will use print materials to inform residents of common sources of pollutants and identify steps that can be taken to eliminate pollutants in stormwater runoff. Print materials are distributed to interested community members and are utilized to alert nearby residents and businesses when illicit discharges are identified. Town staff can research and collect information fact sheets and educational information from other MS4 communities and agencies. Printed materials can take the form of fliers, fact sheets, brochures, notices, and utility billing inserts.

For the Town's general population, the objective is to make residents aware of the hazards and impacts of improper disposal of chemicals and household products such as, but not limited to, motor oil, paints, solvents, pesticides, yard materials, animal waste, nutrients, and sediment.

For the business community, the focus will be on illicit discharge topics related to industrial, cleaning, food service, landscapers, automotive, and hospitality businesses.

Measurable Action Items:

1. Prepare a brief storm water information piece on a specific storm water topic to inform and educate the general public in the community. Distribute the printed material as an inert in the utility billing mailing.

   Frequency: Semiannually – once in September and once in March

2. Prepare a brief storm water information piece on a specific storm water discharge topic to inform and educate the business community. Distribute the printed materials either by direct mail or as an insert to utility billings to commercial/industrial (non-residential) customers.

   Frequency: Annually in January each year

Storm Drain Markers

The Utilities Department will obtain, install, and maintain "Drains to Creek" storm drain markers to call attention to the direct connection between storm water discharges and waterways. Town staff will affix a marker on all existing storm drainage inlets. In addition, the Town will require contractors to affix a marker on all new drainage inlets constructed.

Measurable Action Items:

1. The Utilities Department will inventory the storm drain inlets within the Town limits and order a sufficient quantity of "Drains to Creek" markers for immediate and future use.

   Frequency: Secure a supply of markers by the end of August 2023; reorder as needed

2. Public Works staff will install/affix the markers at each existing storm drain inlet structure.

Frequency: Install the markers on each existing storm drain inlet by the end of December 2023

3. Public Works staff will provide markers to Contractors as needed when their construction work involves a new drainage inlet structure and verify the markers have been installed.

   Frequency: As needed at the time the construction project commences

4. Public Works staff will perform a routine inspection of storm drain inlets to confirm the markers are still present and to replace any that may become lost or damaged.

   Frequency: Annually by the end of June

ADEQ Opportunity to Correct Deficiencies
Letter dated 01/31/2023

2. Permit 92518 (AZSM92518) - Phase II MS4 AZG2021-002 - Section 6.2.2

Failure to annually provide the public an opportunity to participate in the review, revisions, updates, and implementation of the SWMP.

The Town has not officially provided to the public a comment period on the SWMP since 2017.

MCM 2: PUBLIC PARTICIPATION AND INVOLVEMENT

The Town of Camp Verde encourages public participation and involvement in the implementation of the SWMP. Residents, visitors, businesses, and other members of the general public are encouraged to engage in any of the Best Management Practices (BMPs) described herein and is always accepting input on additional measures to minimize stormwater pollutants.

Measurable Action Items:

1. The Storm Water Coordinator will see that the Annual Report and any Updates to the SWMP are posted online on the Town's website within 30 days of submittal to ADEQ.

   Frequency: Annually

Community Reporting

The Town asks community members to report storm water violations, illicit discharges, and other surface water quality concerns through use of the Town's online 'Storm Water Management Citizen Complaint Form.' Instructions request the form be completed and returned by the Town via mail, fax, or email.

The community reporting form is found at this website:

https://www.campverde.az.gov/departments/utilities/stormwater-division

Measurable Action Items:

1. The Storm Water Coordinator will work with the Town's IT staff to simplify the process for the public to complete and submit the form online. The form will then be automatically forwarded to the Storm Water Coordinator and the Utilities Director.

   Frequency: By the end of September 2023

2. Town staff will advertise the pollution reporting form at Town events, presentations to the public and target groups, and through social and conventional media.

   Frequency: At least twice per year

3. The Utility Department documents and investigates all storm water and water quality complaints submitted online or via telephone, mail, fax, or email. Staff commits to responding to complaints within 48 hours of receipt, or as soon as practical.

Public Participation Opportunities

The Town of Camp Verde provides opportunities for volunteers to participate in storm water related activities each year.

Measurable Action Items:

1. The Town will sponsor or co-sponsor an annual community cleanup event to encourage and allow residents to clean up their property and neighborhoods at no direct disposal cost to them provided all waste generated is non-hazardous or non-special waste. The Town supports this event by providing solid waste staff and equipment to collect and process the trash removed by residents.

Frequency: Make a part of the Earth Day event held each year on April 22

2. The Town will initiate and provide a "Roving Dumpster" program to assist with neighborhood cleanup programs. The dumpster will be positioned within neighborhoods under the condition that waste generated is non-hazardous or non-special waste. The availability of this services will be featured on the Town's website and advertised at Town events, presentations to the public, and through social and conventional media.

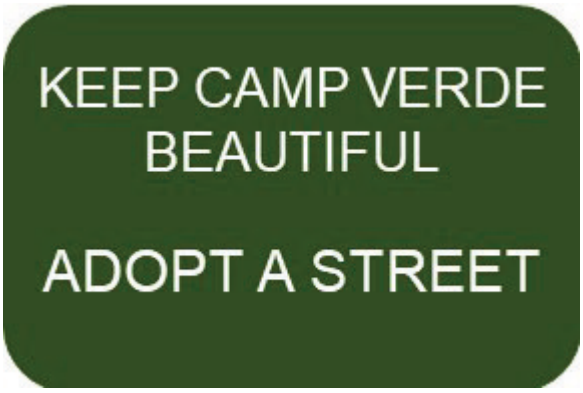
   Frequency: Provide on an 'as needed on request' basis and re-assess annually

3. The Town will initiate an 'Adopt a Street' program where volunteers are encouraged to clean up street rights of way. The Town will assist the volunteers by providing garbage bags to the group in advance and by picking up and disposing of the garbage bags afterwards.

   Frequency: Annually in the fall by the end of November

4. The availability of the 'Roving Dumpster' and 'Adopt a Street' services will be featured on the Town's website and advertised at Town events, presentations to the public, and through social and conventional media.

   Frequency: At least twice a year in advance of each program event.



ADEQ Opportunity to Correct Deficiencies
Letter dated 01/31/2023

3. **Permit 92518 (AZSM92518) - Phase II MS4 AZG2021-002 - Section 6.3.7(a)**

   Failure to develop and document procedures for both wet and dry weather visual inspections of outfalls.

   The Town did not document procedures for conducting wet and dry weather visual inspections.

4. **Permit 92518 (AZSM92518) - Phase II MS4 AZG2021-002 - Section 6.3.7(b)**

   Failure to perform and document visual wet and dry weather stormwater discharge monitoring findings.

   The Town conducted the required inspections but did not retain the documentation after submitting the annual report.

ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) PROGRAM

The Town of Camp Verde shall develop, implement, and enforce a program to detect and eliminate illicit discharges into the Small Municipal Separate Storm Sewer System (MS4). The IDDE program shall include each of the following elements:

1. Storm Sewer Mapping
2. Enforcement Procedures
3. Statement of IDDE Program responsibilities
4. Illicit Discharge Detection and Elimination Reporting
5. Eliminating Illicit Discharges
6. Non-Stormwater Discharges
7. Visual Monitoring
8. Indicators of IDDE Program Progress
9. Staff Training
10. AZPDES Non-Filers

Illicit discharge detection and elimination is a comprehensive program that assists the Town in detecting, identifying, isolating, regulating, and eliminating illicit discharges. Anything entering the MS4 that is not storm water or not allowed is an illicit discharge. Illicit discharges include:

1. Illegal Dumping
2. Littering
3. Illicit Connections (connection of non-storm water source directly to a storm drain or waterway)
4. Household Hazardous Waste
5. Grey Water Discharges

VISUAL MONITORING

The Town of Camp Verde will conduct visual storm water discharge monitoring as required by the Permit. The following section describes the activities the Town will implement to conduct the monitoring.

Measurable Action Items:

1. The Town will develop, implement, and maintain a visual monitoring program that includes both dry weather and wet weather storm water discharges to identify, monitor, and eliminate illicit discharges.

   Frequency: To be included in this 2023 update of the SWMP

PROCEDURES FOR CONDUCTING WET AND DRY WEATHER VISUAL INSPECTIONS

The following section describes the activities the Town will utilize to conduct the visual monitoring.

Schedule

The Town will conduct visual stormwater discharge monitoring two times during the summer wet season and two times during the winter wet season (four events per year total). Wet seasons, for the purposes of visual assessments, are defined as follows:

- Summer Wet Season: June 1 – October 31 (two events during summer season)
- Winter Wet Season: November 1 – May 31 (two events during winter season)

Visual examination will occur when discharges resulting from a qualifying rainfall event causes runoff to be present at the outfall. A qualifying rainfall event is defined as an event that produces 0.1 inches or more in measured rainfall and occurs at least 72 hours from the previous 0.1-inch rainfall event.

Grab samples for visual examination are to be collected as soon as practicable. Visual examinations will be conducted during daylight hours in a well-lit area to accurately observe and document the results.

Locations

The Town has selected the following locations to conduct visual stormwater monitoring:

VISUAL OUTFALL DISCHARGE MONITORING LOCATIONS		
Outfall ID No.	*Location*	*Name of Receiving Water*
OUT-01	Ward Ranch Gully at Verde Lakes Drive Crossing	West Clear Creek
OUT-02	West Clear Creek at Verde Lakes Drive Crossing	Verde River
OUT-03A	South Main Street Drainage Crossing (S Site)	Verde River
OUT-03B	South Main Street Drainage Crossing (N Site)	Verde River
OUT-04	Faulkner Wash Crossing at Finnie Flat Road	Verde River
OUT-05	Finnie Flat Channel at County Ditch/Verde River	Verde River

These locations were selected due to the types of areas they drain, accessibility, and consideration for safety of the person conducting the monitoring. These are the locations identified in the ADEQ Notice of Intent (NOI) for the AZPDES MS4 General Permit dated 07/14/2017.

Parameters

Grab samples will be examined in a clear container and observed for the following parameters:

Color Water that is colorless lacks pollutants that affect water color. Water that is slightly milky or light brown in color usually indicates the presence of suspended sediment. Suspended sediment will impart the same color to water as the surrounding soil. The presence of a color that is different from the surrounding soil color may indicate the presence of a chemical pollutant.

Odor Most water is either odorless or has a slight "earthy" odor. Odors such as gasoline fumes, solvents, sulfur or rotten egg smell, sewage, or a sour smell may be indicative of chemical pollutants.

Clarity Clarity refers to the amount of suspended material present that causes the water to be opaque and limits the amount of light that can pass through the water. The cloudier the water is, the more likely it is to contain suspended material.

Floating Solids Solids may float if they are buoyant in water. Observe the surface of the grab sample for floating solids and describe them.

Settled Solids Solids may settle to the bottom if they are heavier than water. Observe the bottom of the grab sample for settled solids and describe them.

Suspended Solids Solids may remain in suspension if they have the same buoyancy as water or if their physical shape allows them to remain in suspension for long periods of time.

Foam The presence of foam on the water surface may indicate the presence of industrial foaming agents or surfactants.

Oily Sheen An oily sheen is present if a film of iridescent color is observed on the water surface. Look for a rainbow effect that can appear to be floating on the surface of the water. Usually an oily sheen indicates the presence of oil or grease. On rare occasions, and usually in the fall, an oily sheen can be the result of the decomposition of fallen leaves.

Other Indicators Any other indicator of a pollutant that does not fall under any of the other categories will be noted.

Documentation

The results of the visual examination will be recorded on the Visual Monitoring Report Form and must include the following information:

- Location Name
- Date and Time of Examination
- Monitoring Personnel
- Monitoring Point Location
- Nature of Discharge (rainfall or snowmelt)

- Time the Rainfall Event Began
- Duration of the Rainfall Event
- Inches of Rainfall from the Event
- Length of Time since the Last Qualifying Rainfall Event
- Description of the Nine Visual Examination Parameters

The Visual Monitoring Report Form is included herein at the end of this section.

The completed Visual Monitoring Report Forms for each of the four annual sampling periods at each of the six identified sampling sites shall be filed for the record and maintained on file by the Town for a period of ten (10) years.

Interpreting Visual Monitoring Results

Results of visual examinations will be used by Town personnel to identify issues of concern that require follow-up action. Some common storm water visual observations are provided below along with what action should be taken.

COMMON STORM WATER VISUAL OBSERVATIONS & ACTIONS	
Observation	*Action*
Oil Sheen	Conduct an inspection of the area of the site draining to the sample collection point. Look for obvious sources of spilled oil, leaks, etc. If a source can be identified, stops should be taken to immediately clean up or remove the source.
Floating Solids	Examine the solids to see if they are raw materials, waste materials, or other known products stored or used within the drainage area. Review the drainage basin area to find potential sources and eliminate them.
Unusual Color or Odor	Attempt to compare the color or odor to the colors or odors of known chemicals and other materials used within the area. If possible, find the source and take action to remove it.
Large Amounts of Settled Solids	Check unpaved unstabilized areas or areas of erosion. Take action to provide BMPs to control and minimize erosion.
Excess Foam, Suds, or Scum	If accompanied by a strong organic or sewage-like odor may indicate a sanitary sewer leak or connection. If the foam has a fragrant odor, they may indicate the presence of laundry water or similar wash waters and/or surfactants. If possible, find the source and remove it.
Cloudy – Very Slow to Settle Out	Evaluate the site draining to the discharge point for fine particulate material such as dust, ash, or other pulverized, ground, or powdered chemicals. If possible, find the source and remove or reduce its potential to be collected in stormwater runoff.
Clean & Clear Sample	This may indicate a high-quality result. However, the visual examination will not provide information about dissolved contamination.

Town personnel will perform a brief investigation to determine a potential source if an issue of concern can be identified in the initial visual screening. Otherwise, the steps identified in the following section for Follow-Up Screening will be followed to identify a potential source of the contamination.

Follow-Up Screening

The Town will perform follow-up screening within two weeks of the initial visual monitoring that identified an issue of concern. The follow-up screening will consist of the following:

- Inspect the sampling location for visual signs of an illicit discharge
- Review the upstream drainage area for potential sources
- Take action to mitigate or eliminate the source if it can be identified

The Town Utilities Department staff will work with the Town Code Enforcement staff in the event a source is identified and can't be readily eliminated.

VISUAL MONITORING REPORT FORM
Town of Camp Verde

Type of Weather for Monitoring: ☐ Wet Weather ☐ Dry Weather		
MONITORING LOCATION:	DATE:	TIME:
INSPECTOR:		

RAINFALL EVENT INFORMATION

TYPE: ☐ RAINFALL ☐ SNOWMELT ☐ N/A (Dry)	TIME SINCE LAST QUALIFYING EVENT: (in days)	
TIME BEGAN:	DURATION: (in hours)	AMOUNT: (in inches)

PHYSICAL OBSERVATIONS

1. COLOR: ☐ NONE ☐ YELLOW ☐ BROWN ☐ TAN ☐ GREEN ☐ GRAY ☐ RED OTHER: _____
COLOR INTENSITY: ☐ INTENSE ☐ MODERATE ☐ FAINT
COMMENTS:

2. ODOR ☐ NONE ☐ DIESEL ☐ GASOLINE ☐ SOLVENT ☐ CHLORINE
☐ SEWAGE ☐ ROTTEN EGG ☐ MUSTY/EARTHY ☐ OTHER _____
COMMENT:

3. CLARITY ☐ OPAQUE ☐ CLOUDY ☐ TRANSPARENT
COMMENT:

4. FLOATING SOLIDS? ☐ NONE ☐ YES
IF YES, DESCRIBE:

5. SETTLED SOLIDS AFTER 24 HOURS? ☐ NONE ☐ YES
IF YES, DESCRIBE:

6. SUSPENDED SOLIDS? ☐ NONE ☐ YES
IF YES, DESCRIBE:

7. FOAM? ☐ NONE ☐ YES

8. OILY SHEEN? ☐ NONE ☐ YES

9. OTHER INDICATORS OF POSSIBLE STORM WATER POLLUTION? ☐ NONE
COMMENT:

POSSIBLE SOURCES OF OBSERVED POLLUTION INDICATORS

DESCRIPTION:

I state that this document was prepared under my direction or supervision in accordance with the visual monitoring procedures and that qualified personnel properly gathered and evaluated the samples. The information submitted is, to the best of my knowledge, information, and belief, true, accurate, and complete.

_____ _____
Signed Name Date

ATTACH ADDITIONAL PAGES AS NEEDED CONTAINING PHOTOGRAPHS OR ADDITIONAL NOTES.

ADEQ Opportunity to Correct Deficiencies
Letter dated 01/31/2023

5. **Permit 92518 (AZSM92518) - Phase II MS4 AZG2021-002 - Section 6.4.2(d)-(e)**

   Failure to establish requirements in the Construction Activity Stormwater Runoff Control program for construction site inspections (including inspection frequency) and enforcement for sediment and erosion control measures.

   The Town did not have written procedures for enforcement or escalation of construction site inspections and enforcement.

MCM 4: CONSTRUCTION ACTIVITY STORM WATER RUNOFF CONTROL

The Town of Camp Verde will develop, implement, maintain, and enforce a construction activity storm water runoff control program to minimize or eliminate pollutant discharges to the MS4 from regulated construction activities that will result in disturbance of land within the Town.

MCM 4 requires the Town to regulate discharges from construction activity. Construction activities are one of the biggest sources of storm water pollutants. This is to be accomplished through:

1. Enforcing design plan standard
2. Inspection and enforcement of erosion and sediment controls on construction sites
3. Educating and engaging construction operators and the general public

The Town's construction storm water runoff control program places emphasis on minimization of sediment discharge which is the most common pollutant generated by construction activity and can be a vector for other pollutants including nutrients, bacteria, and a range of chemicals.

Chapter 7, Article 7-9 Storm Water Protection, of the Town Code requires the use of sediment and erosion control practices and allows the Town, to the extent authorized by law, to impose sanctions ensuring compliance with the local program.

Storm Water Pollution Protection Plan (SWPPP)

The Town currently requires construction site contractors to submit a Storm Water Pollution Protection Plan (SWPPP) that includes Best Management Practices (BMPs) for managing the construction site prior to beginning construction. The SWPPP must include a combination of structural and/or nonstructural BMPs appropriate to the site and community. The requirements are extended to developers of one or more acres of land.

The City reviews development plans to ensure storm water compliance utilizing standard procedures and checklists developed by the Utilities Department and Town Engineering staff. Any construction activities in the Town of Camp Verde that have a disturbed area greater than one (1) acre, or are a common plan of development, must demonstrate compliance with the AZPDES Construction General Permit (CGP).

Engineering services staff will review the submitted documents and plans to ensure compliance with all Town requirements. If not approved, comments will be provided by staff, and those comments must be addressed on subsequent submittals.

Measurable Action Items:

1. During pre-construction meetings, Town staff will inform contractors that a SWPPP will be required for construction sites disturbing one (1) acre and larger sites.

   Frequency: At each pre-construction meeting for sites 1 acre and larger during the year

2. Develop a checklist to assess the construction plans prior to issuing a permit for site grading.

   Frequency: Checklist to be developed by the end of August 2023

Construction Site Inspections

All construction sites need to have adequate sediment and erosion control measures that keep soil stabilized and prevent pollutants from running off site in storm water events.

The Town Code provides the regulatory mechanism to prohibit erosion and waste on construction sites within the jurisdiction of the Town. The code also addresses violations that occur during construction activities and has provisions for authority to inspect construction sites.

The Town inspects eligible construction sites for storm water at the start of construction, then at least monthly thereafter, until a final walk-through inspection takes place. Inspections will be ongoing throughout all phases of construction and will be conducted on all new construction projects. The Inspector will complete a 'Stormwater Construction Site Inspection Report' form for each inspection of storm water control facilities and retain a copy for three (3) years. The inspector is to provide inspection details as well as photos documenting potential deficiencies and site progress.

Prior to final approval, the project will be inspected to evaluate the effectiveness of the site's temporary sediment and erosion control measures, final stabilization, and overall compliance with the Town's requirements.

If non-compliance is identified during the inspection, the Inspector will notify the permittee and follow up within seven (7) days to ensure corrective actions have been satisfactorily completed. If corrective actions have not been implemented, the inspector will begin the enforcement process.

In the case that a complaint is received for potential stormwater non-compliance at or emanating from a construction site, the inspector will investigate the complaint within seven (7) days of receipt.

Measurable Action Items:

1. Town staff will incorporate construction site inspections into regular inspection duties and complete a 'Stormwater Construction Site Inspection Report' on illicit discharge sightings and complaints.

   Frequency: At least monthly for the duration of site disturbance activities for each project

2. Enforcement action will be taken on those who violate the Town Code utilizing the Town's Code Enforcement Branch.

   Frequency: Each occurrence for any project during the course of the year

The 'Stormwater Construction Site Inspection Report' form has been prepared and is found at the end of this section.

Developer and Contractor Education Program

The Town will develop an educational program targeting the construction industry and private developers on stormwater runoff issues aimed at controlling erosion and sedimentation control at construction sites.

Measurable Action Items:

1. Town staff will prepare and make available an educational and instructive guideline document aimed at educating developers, contractors, and operators of BMP's and SWPPP requirements.

This document will be available online on the Town's website and handed out at all pre-construction meetings for construction projects.

Frequency: Complete preparation of education document by end of September 2023

2. Town staff will ensure known violations are corrected.

   Frequency: Each occurrence for any project during the course of the year

Inspection Training

The Public Works Department will train its construction site inspectors on erosion and sediment control inspections enforcement procedures. Training includes inspection of erosion and sediment control BMPs, identification of storm water runoff issues at construction sites, enforcement of storm water construction regulations, and documentation of inspections and enforcement.

Measurable Action Items:

1. Develop and implement a training program for staff inspectors on erosion and sediment control inspections enforcement procedures.

   Frequency: Develop the inspector training program by the end of September 2023 and schedule and conduct the first annual training program in January each year

Town Of Camp Verde
Stormwater Construction Site Inspection Report

Contractor			
Project Name & Number			
Location			
Date of Inspection		**Start Time**	**End Time**
Describe Current Phase of Construction			
Type of Inspection: ❑ Regular ❑ Pre-storm event ❑ During storm event ❑ Post-storm event			
Weather Information			
Weather at time of this inspection? ❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snowing ❑ High Winds ❑ Other:			
Do you suspect discharges may have occurred? ❑Yes ❑No **If yes, describe:**			
Are there any discharges at the time of inspection? ❑Yes ❑No **If yes, provide the locations and a description of stormwater discharges from the site and any presence of suspended sediment, turbid water, discoloration, and/or oil sheen:**			
Identify any non-storm water discharges for the site; i.e. water other than stormwater runoff directed to a watercourse, storm drain, or off the construction site:			

INSPECTION CHECKLIST				
#	**BMP/Activity**	**Implemented?**	**Maintenance Required?**	**Corrective Action Needed and Notes**
1	Are perimeter controls and sediment barriers installed and maintained?	❑Yes ❑No	❑Yes ❑No	
2	Are discharge points and receiving waters free of sediment deposits?	❑Yes ❑No	❑Yes ❑No	
3	Are storm drain inlets properly protected?	❑Yes ❑No	❑Yes ❑No	
4	Are sediments being tracked into the street?	❑Yes ❑No	❑Yes ❑No	
5	Is trash and litter from work areas collected and placed into dumpsters?	❑Yes ❑No	❑Yes ❑No	
6	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or deleterious material?	❑Yes ❑No	❑Yes ❑No	
7	Are materials that are potential storm water contaminants stored inside or under cover, where practicable?	❑Yes ❑No	❑Yes ❑No	
8	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	❑Yes ❑No	❑Yes ❑No	

INSPECTION CHECKLIST				
#	**BMP/Activity**	**Implemented?**	**Maintenance Required?**	**Corrective Action Needed and Notes**
9	Are there locations where additional BMPs are necessary?	❑Yes ❑No	❑Yes ❑No	
10	Are changes to the SWPPP necessary?	❑Yes ❑No	❑Yes ❑No	
11	Other Issues?	❑Yes ❑No	❑Yes ❑No	
❑ If there are no incidents of non-compliance noted during the inspection, the inspector certifies that the construction project and site is being operated in compliance with the Town's SWMP and Permit No. AZG2016-002.				

NOTED COMPLIANCE ISSUES		
#	**Issue**	**Corrective Action**

Inspector Name and Title: _____

Signature:_____ **Date:**_____

ENFORCEMENT RESPONSE PROCESS

For private sector projects, the Town of Camp Verde will issue enforcement actions. For CIP projects, the City Engineer or inspector responsible for the project will issue enforcement actions. The Town may also refer illicit discharges to ADEQ for enforcement actions.

ENFORCEMENT POLICY

The Town's policy is to prevent the discharge of pollutants from construction sites by inspecting both private sector and CIP projects and determining if the sites are implementing appropriate BMPs in accordance with the Town's NPDES Permit, policies, standards, project-specific requirements, and permits. The Town is authorized under Chapter 7, Article 7-9 Storm Water Protection, of the Town Code and/or the contract documents to take enforcement actions against the contractor or developer when a construction site is found to be out of compliance.

DISCOVERY OF NON-COMPLIANCE

The Town becomes aware of non-compliance at construction sites primarily by performing permit required inspections. The Town occasionally becomes aware of non-compliance through the following sources:

- Town personnel conducting routine activities such as driving to or from a construction site or when inspecting other activities at a site.
- Contractor compliance activities, such as conducting and submitting inspection reports or preparing, implementing, and updating Erosion and Sediment Control Plans or SWPPP.
- Public complaints.
- Regulatory agency inspections or audits.

ENFORCEMENT ACTIONS

Enforcement actions differ between private sector projects and CIP projects. Town inspectors use enforcement actions to enforce compliance with the building and grading permits. Town inspectors and construction managers use enforcement actions to enforce compliance with the contract documents.

The Town may not always take enforcement actions in the sequence provided and reserves the right to issue enforcement actions based on the facts of the violation, or history of noncompliance at the site, or with the contractor/developer. In general, enforcement actions are based on the type of BMP deficiency found at the site. In the event that no corrective actions were taken during the required time frame, the Town will escalate enforcement actions.

Verbal Warnings

Verbal warnings are typically the initial enforcement action used to request corrective action for both private sector and CIP projects. Verbal warnings are issued to the contractor/developer. The inspector who issues the warning shall document the violation, notification, specific time frame for correction, and follow-up inspection date. Verbal warnings are often sufficient to achieve correction of the violation. Most violations are often corrected while the inspector is still present at the construction site.

Written Notice

Written notices are used for both private and CIP projects. For private projects, written notices may include Notice of Non-Compliance and/ or Cease and Desist Order. For CIP projects, written notices may include Notice of Non-Compliance, Administrative Compliance Order, Administrative Citations or Fines, and/ or a Cease-and-Desist Order.

Written notices are issued either when a prior verbal warning was not corrected within the specified time frame for correction or when the severity of the violation is such that a verbal warning is not deemed strong enough. Written notices shall include the description of the violation, suggested corrective actions, and time frame for correction as well as a follow-up inspection.

Stop Work Order

Stop work orders are used for private projects when a prior written notice was not corrected within the specified time frame, or a significant threat to water quality is observed. Stop work orders prohibit further construction activity until the problem is resolved. The stop work order will not be lifted until the contractor's project supervisor requests the inspector to re-inspect the project and verify that the deficiencies have been corrected. Work may not begin again until the inspector has signed off on the corrections. The stop work order must include the infraction and specify what corrective action must be taken.

Suspension or Revocation of Permits

Suspension or revocation of permits is used on private projects and only in severe cases of non-compliance or significant discharges. The Town may suspend or revoke the building or grading permit that a developer/contractor is working under or withhold final approval. The developer/contractor will have to re-submit detailed plans and proposals for compliance or re-apply for a permit and meet any requirement(s) that the Town may place on the project.

Contract Enforcement Mechanism

Contract enforcement mechanisms are used for CIP projects when written notices are insufficient. Construction contracts include language that gives the Town Engineer and Town inspector the right to enforce established policies including withhold payment(s), using contractor's bonds, applying fines, stopping work (without time penalties), or terminating contracts if the contractor performing the construction activities does not comply with contract documents, local ordinances, or the NPDES General Permit or other NPDES Permit, if required.

Referral to ADEQ

The Town Engineer and Town inspectors will refer both private sector and CIP projects to ADEQ for the following two (2) situations:

1. Critical Deficiency with Potential to Significantly Impact Public Health

   The procedures the City will implement to notify DOH, once a critical deficiency occurs, are listed as follows:

   - Inspector notifies the Town Engineer of the critical deficiency and corrective actions taken including inspection report and photo documentation.

- The Town notifies ADEQ of the critical deficiency and provides a Critical Deficiency Report which includes photo documentation.

In the event that the Town believes that a non-compliance situation has the potential to significantly impact public health or the environment, the Town will refer the situation to ADEQ for concurrent enforcement actions.

2. Exhausted all Enforcement Actions

In the event the Town exhausted all of the enforcement options discussed above, the Town will refer the project to ADEQ by providing:

- A verbal notification within one (1) week of exhausting enforcement actions.
- A written report within two (2) weeks of exhausting enforcement actions.
  The written report shall include inspection checklists, notes and related correspondence.

TIME FRAME FOR CORRECTION

For each deficiency discovered, the Town will determine the time frame the contractor/developer has to correct the deficiency before enforcement actions are escalated.

For minor deficiencies, the Town will require the deficiency to be corrected as soon as possible but no later than ten (10) calendar days after the deficiency is discovered or before the next forecasted rain event, whichever is sooner.

For major deficiencies, the Town will require the deficiency to be corrected as soon as possible but no later than five (5) calendar days after the deficiency is discovered or before the next forecasted rain event, whichever is sooner.

For critical deficiencies, the Town will require the deficiency to be corrected or addressed before the close of business on the day that the deficiency was discovered.

ENFORCEMENT PROCEDURES FOR PRIVATE SECTOR PROJECTS

The Town performs construction BMP inspection.

Step 1 Determine if a BMP deficiency has occurred.

a. No deficiencies – no enforcement actions necessary.

b. Minor deficiency – start at Step 2 or 3, depending on the severity.

c. Major deficiency – start at Step 3 or 4, depending on the severity.

d. Critical deficiency – start at Step 4 or 5, depending on the severity.

- Notify the Town Engineer and provide inspection report and photo documentation.

Step 2 Issue a Verbal Warning by notifying the contractor/developer.

a. Document on the construction site BMP checklist the following information:

- Deficiencies to be corrected.

- Specific time frame for correcting the problem.
- Follow-up inspection date to confirm correction.

b. Perform follow-up inspection and document findings in the inspection file.

- If corrective actions were taken, document correction on Construction Site BMP Checklist.
- If corrective actions were not taken, issue a Written Notice.

Step 3 Issue Written Notice to contractor/developer's project supervisor and owner/developer.

a. Written Notice shall be documented on the BMP checklist and a copy shall be placed in the active inspection file. Written Warning shall include:

- Deficiencies to be corrected.
- Suggested corrective actions.
- Specific time frame for correction.
- Date for follow-up inspection.

b. Perform follow-up inspection and document findings in the inspection file.

- If corrective actions were taken, document correction on construction site BMP checklist.
- If corrective actions were not taken, issue a Stop Work Order.

Step 4 Issue Stop Work Order and provide copies to contractor's project supervisor and owner/developer and a copy shall be placed in the active inspection file.

a. Stop Work Order shall include:

- Deficiencies to be corrected.
- Specific corrective action that must be taken.

b. Perform re-inspection when the developer/contractor's project supervisor requests one.

- If corrective actions were taken, sign off on the corrections and allow work to proceed.
- If corrective actions were not taken, discuss with the Town Attorney if revocation of permit or denial of permits should be sought.

Step 5 Suspend/revoke grading and/or building permit that the developer/contractor is working under, withhold final approval, or deny future permits on the project. Discuss with the Town Attorney, if necessary.

Step 6. Notify ADEQ if all enforcement actions are exhausted and contractor/developer is still out of compliance or poses an immediate or significant threat to water quality, and/ or human or environmental health.

ENFORCEMENT PROCEDURES FOR CAPITAL IMPROVEMENT PROGRAM PROJECTS

The Town performs construction BMP inspection.

Step 1 Determine if a BMP deficiency has occurred. Take the following actions depending on the type of deficiency found:

a. No deficiencies – no enforcement actions necessary.

b. Minor deficiency – start at Step 2 or 3, depending on the severity.

c. Major deficiency – start at Step 3.

d. Critical deficiency - start at Step 4.

- Notify the Town Engineer and provide inspection report and photo documentation.

Step 2 Issue a Verbal Notice by notifying the contractor/construction manager.

a. Document on the construction site BMP checklist the following information:

- Deficiencies to be corrected.
- Specific time frame for correcting the problem.
- Follow-up inspection date to confirm correction.

b. Perform follow-up inspection and document findings in the inspection file.

- If corrective actions were taken, document correction on construction site BMP checklist.
- If corrective actions were not taken, issue a Written Notice.

Step 3 Issue a Written Notice to contractor's project supervisor.

a. Written Notice shall be documented on the BMP checklist and a copy shall be placed in the active inspection file. The Written Notice shall include:

- Violation that is to be corrected.
- Suggested corrective actions.
- Specific time frame for correction.
- Date for follow-up inspection.

b. Perform follow-up inspection and document findings in the inspection file.

- If corrective actions were taken, document correction on construction site BMP checklist.
- If corrective actions were not taken, pursue contract enforcement mechanisms.

Step 4 Pursue Contract Enforcement Mechanism such as withholding payment, using contractor's bonds, applying fines, stopping work (without time penalties), or terminating contract.

Step 5 Notify ADEQ if all enforcement actions are exhausted, and contractor/developer is still out of compliance or poses an immediate or significant threat to water quality and/ or human or environmental health.