

CITY OF TONKA BAY ITEM NO. 9A



Engineering ■ Planning ■ Environmental ■ Construction

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June 7, 2012

The Honorable Mayor, City Council, and Staff
c/o Joe Kohlmann
City of Tonka Bay
4901 Manitou Road
Tonka Bay, MN 55331

Re: Proposal for Engineering Services
MS4 Stormwater Management Program
WSB Project No. 1987-01

Dear Honorable Mayor, City Council, and Staff:

On behalf of WSB & Associates, Inc. (WSB), I appreciate the opportunity to present this proposal for professional engineering services relating to assisting the City of Tonka Bay with compliance to the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) general permit.

BACKGROUND

The Minnesota Pollution Control Agency (MPCA) is in the process of reissuing the MS4 permit to communities that were originally permitted in 2006 along with a few new communities that now meet the requirements because of the 2010 census data. The MS4 general permit has an expiration date of every five years; this is to ensure that states are keeping up with the Environment Protection Agency (EPA) and the changing requirements from a national level. The national changes to the MS4 program are prompting the changes to our state program. States such as Minnesota, at a minimum, must meet the same standards that the EPA has established for the national standards. The MPCA can choose to be more stringent with their requirements but they cannot be less stringent.

WSB has identified some of the major changes that will have an effect on Tonka Bay's MS4 program.

1. Program Development

- Creating standard operating procedures for City staff's daily activities. These activities are anything that potentially could be impacted by stormwater or have an impact to environmentally sensitive areas. Examples: Plan review, inspections, sanding, salting, lawn mowing, etc.
- Creating Enforcement Response Procedures: Procedures for construction activities and illicit discharges within the community. These give the City the methods to enforce City code and the MS4 permit.
- Developing an education program for City employees that have a direct impact on stormwater and the pollutants associated with stormwater.

- Identifying partnerships to help implement the program.
- Continually updating maps and inventories.

2. Program Implementation for Development and Redevelopment

- Post Construction Management Program. This program requires the use of any combination of BMPs, with highest preference given to green infrastructure techniques and practices necessary to have no net increase in stormwater discharge volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) for new development.
- For redevelopment projects, the MPCA is proposing a net reduction from pre-project conditions for discharge volume, TSS, and TP.

APPROACH/SCOPE OF SERVICES

WSB's approach to reviewing and developing changes to an MS4 program is described in stages below. The costs associated with these tasks will vary depending on availability of information, and the existing program the City of Tonka Bay has established.

At this time, it is pertinent for the City to continue to operate and perform activities according to the existing permit. This includes the Annual Report and the Annual Meeting for activities that were completed in 2011.

In addition to the 2011 activities, it is in the City's best interest to move forward with **Stage 1** of the program listed below. This will allow the City to understand the alignment of their current program with the proposed changes. The information gathered from the assessment and gaps analysis will help determine the costs associated with additions the City may want to include in their revised program. This can benefit the City by assessing these changes well in advance of the 120-day deadline for submittal of a summary of program elements, after the issuance of the new MS4 permit by the agency. It also allows the City to take a comprehensive look at all elements of the stormwater program, along with the analysis of other related issues like a citywide stormwater utility fee.

The following work plan details the tasks associated with our understanding of the City's needs for NPDES MS4 permit revision and program compliance.

Stage 1

I. Existing Program Assessment (May – September 2012)

WSB's MS4 project team will assist you with assessment of the current Stormwater Pollution Prevention Program (SWPPP). This assessment will give the City a better understanding of the program and how you are meeting the requirements of the current MS4 general permit. This assessment will also begin to track costs and budget numbers for the City to comprehensively understand the implementation costs, costs of any potential program changes, and how to properly budget for these changes.

II. Gaps Analysis (May – September 2012)

The revised MS4 general permit was scheduled to be released in May of 2012. The draft version of the permit is currently available for review. The draft permit has outlined specific tasks that will need to be implemented in the new Stormwater Management Program (SWMP) that the City will be required to implement. The new requirements are in-line with

the federal EPA standards that were also recently released. We do not anticipate any major changes to the draft permit before the commissioner of the MPCA signs it into law.

The Gaps Analysis Report will help the City determine where the current program will have deficiencies according to the anticipated new MS4 general permit. The gaps analysis will also identify the costs of any potential changes so the City is able to make decisions on how to build or expand on any existing program components. This gaps analysis will begin to lay the foundation for the anticipated necessary program changes, along with providing an opportunity for the City to prioritize.

Stage 2

I. Develop 2012 Record of Activities

WSB will meet with City staff to outline and update activities that need to be completed for the current year of the MS4 permit. WSB staff will meet with your staff to review the MS4's SWPPP and activities required to fulfill the current MS4 permit requirements.

WSB will prepare a reporting and tracking method for staff to easily document BMP deadlines, responsible staff, and develop an implementation schedule for 2012 for the Record of Activities.

II. Stormwater Management Plan Summary and Revision to Existing SWPPP to Meet Revised Standards

WSB will assist the City in completing the summary forms provided by the MPCA commissioner that are requested as part of the SWPPP update. The MPCA's draft version of the MS4 permit potentially involves extensive changes to the current SWPPP program as developed by the City. The three stages of the WSB MS4 Stormwater Management Program will position the City to make a smooth transition from the currently permitted SWPPP to the proposed changes to the MS4 permit.

Stage 3

I. Identify Partnerships (after issuance of new permit)

Under the new permit, the City is authorized to enter into partnerships with other entities on the design, implementation, and enforcement of one or more requirements of the new MS4 general permit. Once the permit is issued, WSB will help determine who and what partnerships can be mutually beneficial and will help develop partnership agreements. One of the more critical changes in the upcoming permit is the need for these partnerships to become well documented and more delineated. WSB will draft language for the City to integrate and become standard with each partnership to meet the criteria.

II. Standard Operating Procedures (after issuance of new permit)

To continue to build a strong SWMP, standard operating procedures (SOPs) must be developed. These procedures will give City staff consistent procedures to carry out an operation or deal with a situation. WSB will help City staff develop these procedures to make certain that Public Works and other entities within the City are completing tasks as outlined. SOPs will be created for pollution prevention/good housekeeping, inspections and maintenance, inspections of constructed ponds and constructed wetlands, employee training, and operation maintenance program documentation. These SOPs will be drafted in accordance with the federal guidelines.

III. Enforcement Response Procedures (after issuance of new permit)

One significant change to the requirements for future permit and SWMP submissions is that the regulatory agencies have more clearly identified their minimum requirements for the creation of Enforcement Response Procedures (ERPs). This review and update process will give the City strategies to enforce and compel compliance with previously developed regulatory mechanisms. In addition, this update will meet the minimum requirements for agency approvals. WSB will help the City develop the ERPs that will describe procedures and circumstances for the implementation of verbal warnings, written notices, and escalated enforcement measures.

FEE

The estimated engineering fee to complete Stage 1 is \$2,400. This cost would be billed as an hourly rate at a cost not to exceed \$2,400.

All other tasks will be separate work plans billed as hourly or other directive as ordered by the City.

This letter represents our complete understanding of the MS4 regulatory program and the proposed scope of services. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us.

We appreciate the opportunity to share this proposal with you, and look forward to working with the City of Tonka Bay to efficiently bring your Stormwater Management Program into compliance. If you have any questions about this proposal, I will be present at the June 12, 2012, Council Meeting to discuss those with you, or please feel free to call me at 763-287-7160.

Sincerely,

WSB & Associates, Inc.



Justin Messner, PE
City Engineer

ACCEPTED BY:

City of Tonka Bay, MN

Name _____

Title _____

Date _____

2012 BUDGET NARRATIVE
STORM WATER DRAINAGE FUND

EXPENSES

651

49491.100 **Administrative Salaries** - \$0

49491.101 **Public Works Salaries** – \$808
One third cost to add 4th man to on call rotation.

49491.121 **Pensions-PERA/FICA** - \$120

49491.131 **Health / life / dental Insurance** - \$0

49491.220 **Repairs/Supplies/Maintenance** - Recommend \$7,785

- \$375 to belong to LMC storm water co-op
- Miscellaneous culvert repair. \$2000
- Consultant to prepare new Storm Water Permit for MPCA. This was identified in the 2011 budget but it was delayed due to an Appeal to the MPCA. \$5,000

49490.223 **Uniforms, Safety Shoes, Safety Equipment** – Recommend \$1000
This is a new line item; these items were previously included under the general fund miscellaneous, now the total cost is split between General, Water, Sewer and Storm Sewer Fund.

- Uniforms- \$ 700.00
- Safety Shoes- 113.00
- Safety Vests- 74.00
- Hearing Protection, rubber gloves, etc. – 94.00

49491.381 **Storm Sewer lift Station Electric** - Recommend \$300
This is for the two new storm sewer lift stations on Woodpecker Ridge Road

49491.405 **Street Sweeping** – Recommend \$ 7,880
The service is obtained from the City of Excelsior. The hourly rate is \$ 73.76/hr represents a 3% increase.

The streets are swept three time per year, also included is the sweeping in preparation for seal coat patching and roll off dumpster service for fall leaf disposal. The average annual hours for sweeping are estimated at 75 hours.