

# **NPDES Phase II Annual Report**

Report to Ohio EPA Regarding Status of  
Portage County & Co-permittees  
Storm Water Management Program  
in conformance  
with EPA Permit #3GQ00041\*AG

**March 10, 2004**

## Public Education & Involvement – MCM #1 & #2

### 2003 Best Management Practices & Measurable Goals

Schedule	BMP and Measurable Goals
3/2003	Hold public meeting to update local citizens on status of storm water management program. Responsible Party: Portage SWCD
4/2003	Hold public meeting of Storm Water Task Force to inventory current educational programs in the participating communities that could be added or included in the storm water management program. Responsible Party: Portage SWCD
7/2003	Contact homeowners associations and civic groups directly to inform and involve them in the education program. Responsible Party: Portage SWCD & Storm Water Task Force
7/2003	Contact key commercial business owners to discuss the measures that they now take to control runoff and pollution, and to discuss ways that they can improve and participate in the storm water program. Responsible Party: Storm Water Task Force
8/2003-3/2008	Storm drain stenciling programs will be conducted in participating communities. Responsible Party: Portage SWCD
9/2003-5/2007	Implement comprehensive storm water and non-point source pollution education program to the school systems serving the permit communities. Responsible Party: Portage SWCD
10/2003	Develop and distribute one or more educational brochures on storm water management and non-point source pollution. Responsible Party: Portage SWCD
11/2003	Develop public opinion and awareness surveys to be conducted by the participating communities with the goal of evaluating the state of public knowledge and awareness of storm water issues and to what extent the public has adopted appropriate BMPs. Responsible Party: Portage SWCD
1/2004	Hold two public meetings (one in the North and one in the South) to explain the Phase II goals and to gain public support and interest. Responsible Party: Portage SWCD

## **Compliance Status of 2003 Activities**

A public meeting was held on February 15, 2003 at the Township Trustees Association to introduce the Portage Storm Water Management Program.

The Storm Water Task Force was formed in January 2003 and includes representatives of Portage County and its co-permittees (Brimfield Township, Franklin Township, Ravenna Township, Rootstown Township, Suffield Township, City of Streetsboro, Brady Lake Village, and Village of Sugar Bush Knolls). The Task Force meets quarterly to review compliance with the SWMP, discuss appropriate BMPs and share ideas. Meeting agendas and other information from this committee are attached.

Storm Water Task Force members contacted the key commercial business owners in their communities to obtain information on current pollution prevention plans and to inform owners about the Portage SWMP. A copy of the form used to collect information from the commercial businesses is attached.

The Portage SWCD has continued to promote the storm drain stenciling program throughout the County. Currently, these materials are being used by 4-H clubs and scout troops to stencil drains in Mantua, Ravenna, Ravenna Township, Kent and Franklin Township. In addition, all groups using the storm drain stenciling materials participate in an educational program prior to the activity.

The Portage SWCD has begun to implement the storm water education program in the school systems by linking it to the existing SWCD non-point pollution program that uses the Enviroscope model. Educational storm water brochures are distributed for students to take home.

To date, over 300 students from 3 of the 7 school systems (Aurora, Kent Roosevelt, Ravenna) serving regulated communities have participated in this program. Spring programs are already scheduled for additional schools. The SWCD is making contacts with the school superintendents to explore the option of adding a mandatory storm water element to the curriculum.

The SWCD has also launched a Watershed Watch program for students grades 5-12 that focuses on stream monitoring for macroinvertebrates and sedimentation. The educational component of the program is focused on storm water management. To date, a total of 458 students from 6 of the 7 school systems (Aurora, Kent Roosevelt, Ravenna, Field, Streetsboro, Southeast) serving regulated communities have participated in this program.

5,000 copies each of two USEPA educational brochures on storm water (*After the Storm* and *Solution to Storm Water Pollution*) were duplicated, published and distributed by the Portage SWCD to members of the Storm Water Task Force. These publications are also used as supplementary material by the Portage SWCD for education presentations and displays. Copies of these brochures are attached.

The Portage SWCD worked with Ohio State University Extension to develop a public opinion and awareness survey for residents in Portage County to evaluate public knowledge of storm water issues. 1,000 surveys will be randomly mailed to residents in the Spring of 2004. The results of the survey will be tabulated by Portage SWCD. Second mailing will be distributed at the end of the permit period to measure public awareness and effectiveness of the storm water program. A copy of the survey is attached.

The Portage SWCD scheduled two public meetings on storm water for January 14 and January 28, 2004 to explain the Storm Water Management Program. The January 14 meeting was held despite inclement weather at Maplewood Career Center in Ravenna Township and there were 7 attendees. The January 28 meeting in Randolph Township was cancelled due to bad weather. It will be re-scheduled in Summer of 2004. Copies of the meeting agenda and other information are attached.

The Portage SWCD has included educational articles on storm water in its newsletter that is received by over 7,000 Portage County residents. Many of the participating communities have also included these articles in their newsletters or brochures. Copies of the articles are attached.

Displays highlighting storm water information were used at various events in 2003, including:

- River Day, September 20, Mantua Village Park
- Portage County Randolph Fair, August 19-24, Randolph
- Portage SWCD Annual Banquet, October 2, Kent

Information on storm water management has been added to the Brimfield Township informational brochure. This brochure is distributed to nearly 8,000 residents. It is also available in the schools and Township facilities. A copy of this information is attached.

The Storm Water Task Force is working to foster watershed groups in Portage County. Portage SWCD staff members regularly attend Upper Cuyahoga River Task Force meetings. Meetings were held on March 19, 2003 and February 25, 2004 regarding the Breakneck Creek Watershed Coalition and its role in the storm water management program. The Breakneck Creek watershed is a very large watershed that covers many of the regulated Phase II communities in Portage County. A copy of the Breakneck Creek watershed map is attached.

Portage SWCD staff members met with the City of Kent and Kent State University officials on December 12, 2003 to discuss cooperative efforts on storm water education between Portage County & its co-permittees and the City of Kent. By coordinating the education & involvement minimum control measures, all parties will be able to prevent the duplication of educational programs. A copy of the sign-in sheet from this meeting is attached.

A Public Forum on Storm Water was conducted by the Kent Environmental Council on February 2, 2004 to highlight and discuss both the Kent SWMP and the Portage County SWMP. Portage SWCD staff was included on the forum's panel. A copy of the event announcement is attached.

## 2004 Measurable Goals

Schedule	BMP and Measurable Goals
8/2003-12/2004	Conduct two workshops for Township road maintenance crews on roadside ditching BMPs at local road ditching demonstration sites. Responsible Party: Portage SWCD

9/2003-5/2007	Implement comprehensive storm water and non-point source pollution education program to the school systems serving the permit communities. Responsible Party: Portage SWCD
1/2004	Conduct public opinion and awareness survey to evaluate current public knowledge of storm water issues. Responsible Party: Portage SWCD
1/2004	Add storm water link to Portage SWCD website. Responsible Party: Portage SWCD
1/2004	Work with participating communities to add storm water link to local websites. Responsible Party: Portage SWCD
3/2004-12/2007	Distribute educational brochures to residents via special events, community buildings, municipal offices, mailings, etc. Responsible Party: Portage SWCD & Storm Water Task Force

### **Proposed Changes in Public Education & Involvement Plan**

The majority of the goals for the Public Education & Involvement Plan in the Portage County Storm Water Management Program were successfully met. The target date for the distribution of the public awareness survey has been moved back to spring of 2004 due to the length of time it took to compile the survey. Also, due to inclement winter weather, the storm water public meeting scheduled for January 28 will be rescheduled for summer of 2004.

In addition to the goals presented in the Storm Water Management Program, the Portage SWCD also conducted a Builders Workshop in 2003 and will hold a similar workshop in 2004. The SWCD is also planning a Realtors Workshop and a Homeowners Association Workshop for the summer of 2004.

## **Illicit Discharge Detection & Elimination – MCM #3**

### **2003 Best Management Practices & Measurable Goals**

<b>Schedule</b>	<b>BMP and Measurable Goals</b>
6/2003	Storm Water Task Force meets to identify current policies and procedures on illicit discharge and to establish priorities within the participating communities. Responsible Party: Portage SWCD & Storm Water Task Force
8/2003-2008	Communities work with Portage County Health Department to obtain and distribute educational video and materials on the proper operation and maintenance of home sewage treatment systems. Responsible Party: Portage SWCD & Storm Water Task Force
8/2003-2008	Communities work with Portage County Solid Waste District to obtain and distribute educational materials on the drop-off sites and proper disposal of household hazardous wastes. Responsible Party: Portage SWCD & Storm Water Task Force
11/2003	Conduct a training session for applicable public employees on sources and detection of illicit discharges. Responsible Party: Portage SWCD
12/2003	Participating communities begin the process of compiling a sewer and septic system map. Responsible Party: Storm Water Task Force

### **Compliance Status of 2003 Activities**

The Storm Water Task Force met on June 30, 2003 to review compliance with the SWMP and to discuss current policies and procedures regarding illicit discharge detection. Meeting agendas and other information from this committee meeting are attached.

The Portage SWCD has been in contact with the Portage County Health Department and the Solid Waste District regarding educational information on home sewage treatment systems and hazardous waste disposal. Both agencies are open to providing these materials to the Storm Water Task Force members as needed during the permit period.

Storm Water Task Force members are considering the best method to use to create a sewer and septic system map. This is a major project for Portage County and its Townships because of the absence of a County GIS and digital information. Franklin Township has already begun using a hand-drawn base map of the Township to mark the storm water system and identify outfalls. The City of Streetsboro is beginning a major GIS planning project and will use that system to map the storm water system and illicit discharges. Brady Lake Village is using a hand-held GPS to mark storm drains and outfalls. Village of Sugar Bush Knolls has an open ditch system to convey storm water that is already mapped. All other co-permittees are discussing options to create the required maps.

It is important to note that the Storm Water Task Force is open to adopting enforceable regulatory devices such as ordinances to address illicit discharges, however current Ohio Revised Code does not allow most Ohio counties and townships to adopt such enforceable laws. This item needs to be addressed at the state level.

### **2004 Measurable Goals**

<b>Schedule</b>	<b>BMP and Measurable Goals</b>
6/2004	Begin the process of developing a storm water quality monitoring program to determine the sources of pollution entering the MS4. Responsible Party: Storm Water Task Force
8/2004	Conduct an educational workshop for homeowners on the proper operation and maintenance of home sewage treatment systems. Responsible Party: Portage SWCD
8/2003-2008	Communities work with Portage County Health Department to obtain and distribute educational video and materials on the proper operation and maintenance of home sewage treatment systems. Responsible Party: Portage SWCD & Storm Water Task Force
8/2003-2008	Communities work with Portage County Solid Waste District to obtain and distribute educational materials on the drop-off sites and proper disposal of household hazardous wastes. Responsible Party: Portage SWCD & Storm Water Task Force

### **Proposed Changes in Illicit Discharge Detection & Elimination Plan**

The majority of the goals for the Illicit Discharge Detection & Elimination Plan in the Portage County Storm Water Management Program were successfully met. The target date for the road crew training on illicit discharge detection has been delayed due to the problems encountered by the Storm Water Task Force in choosing a suitable method to map and track illicit discharges. The Storm water Task Force members will determine an appropriate date to reschedule this training.

## Construction Site Storm Water Runoff Control – MCM #4

### 2003 Best Management Practices & Measurable Goals

Schedule	BMP and Measurable Goals
1/2003	Portage SWCD, Portage County Engineer's Office and Regional Planning Commission meet to evaluate existing construction site inspection program and address problems with the current process. Responsible Party: Portage SWCD
3/2003	Review Portage County subdivision regulations and offer feedback or suggestions on possible improvements to the regulations. Responsible Party: Storm Water Task Force
3/2003	Implement procedure for construction site inspections. Responsible Party: Portage SWCD
3/2003-2008	Begin to inform citizens of the requirement to apply for a permit for disturbed areas over one acre. Responsible Party: Portage SWCD & Storm Water Task Force

### Compliance Status of 2003 Activities

The Portage SWCD met with Regional Planning Commission and the Portage County Engineer's Office to discuss the current construction site inspection process and the current subdivision regulations. A copy of the current subdivision regulations is attached.

The Storm Water Task Force met on April 29, 2003 to review compliance with the SWMP and to discuss current subdivision regulations and inspection procedures. Meeting agendas and other information from this committee meeting are attached.

The Portage SWCD is in the process of changing its subdivision inspection procedure. By meeting with local officials and neighboring counties, the SWCD is working to update its tracking system, filing system and inspection schedule.

The Storm Water Task Force has implemented a number of practices to inform residents of the new requirement to apply for a permit on disturbed areas over one acre. These methods include: newsletters articles, informational fliers available in County, Township and Municipal offices, informational fliers available at the Regional Planning Commission, insert added to Building Department permit packet, and a Builders Workshop on September 25, 2003 to inform local Builders of this change in the regulations. Copies and examples of this information are attached.

It is important to note that the Storm Water Task Force is open to adopting enforceable regulatory devices such as ordinances to address construction runoff, however current Ohio Revised Code does not allow most Ohio counties and townships to adopt such enforceable laws. This item needs to be addressed at the state level.

## 2004 Measurable Goals

Schedule	BMP and Measurable Goals
3/2003-2008	Begin to inform citizens of the requirement to apply for a permit for disturbed areas over one acre. Responsible Party: Portage SWCD & Storm Water Task Force
1/2004	Update subdivision regulations to include disturbed areas over one acre. Responsible Party: Portage SWCD, Engineer's Office & PCRPC
2/2004	Portage SWCD conducts a BMP workshop for developers. Responsible Party: Portage SWCD

## Proposed Changes in Construction Site Storm Water Runoff Control Plan

The goals for the Construction Site Storm Water Runoff Control Plan in the Portage County Storm Water Management Program were successfully met. The Portage SWCD has implemented some of the new procedures for site inspections and is currently working to complete the revisions.

The target date for updates to the subdivision regulations needs to be changed from 1/2004 to 1/2005 due to the nature and schedule of the PCRPC revision procedures. A copy of the current subdivision regulations and a copy of the PCRPC annual plan of work are attached.

## **Post Construction Storm Water Management – MCM #5**

### **2003 Best Management Practices & Measurable Goals**

<b>Schedule</b>	<b>BMP and Measurable Goals</b>
3/2003	Review existing strategies of structural and/or non-structural BMPs for controlling storm water from construction sites with a land disturbance greater than or equal to one acre. Responsible Party: Storm Water Task Force & Portage SWCD
8/2003	Hold meeting for Home Owners Associations in Portage County to inform them of the new storm water management program. Responsible Party: Portage SWCD

### **Compliance Status of 2003 Activities**

The Storm Water Task Force met on April 29, 2003 to review compliance with the SWMP and to discuss existing strategies of structural and/or non-structural BMPs for controlling storm water from construction sites. There are currently no requirements in the subdivision regulations for post-construction BMPs. The addition of such requirements for post construction runoff control will be explored during the subdivision regulation revision process in 2004 and 2005. Meeting agendas and other information are attached.

The meeting for Home Owners Associations in Portage County to inform them of the new storm water management program and to offer information on BMPs to control storm water runoff will be held in the summer of 2004.

It is important to note that the Storm Water Task Force is open to adopting enforceable regulatory devices such as ordinances to address post-construction storm water management, however current Ohio Revised Code does not allow most Ohio counties and townships to adopt such enforceable laws. This item needs to be addressed at the state level.

### **2004 Measurable Goals**

<b>Schedule</b>	<b>BMP and Measurable Goals</b>
1/2004	Propose changes in the storm water regulations to include structural BMPs to decrease storm water runoff and promote increased infiltration. Responsible Party: Portage SWCD
2/2004-2008	Conduct a BMP workshop for developers. Responsible Party: Portage SWCD
8/2004	Conduct a workshop for homeowners on nonstructural and landscape BMPs to control storm water runoff and increase infiltration. Responsible Party: Portage SWCD

10/2004	Explore a mechanism to address post-construction runoff from new development. Responsible Party: Portage SWCD & Storm Water Task Force
12/2004	Explore the implementation of a County wide sediment and storm water control ordinance. Responsible Party: Portage SWCD & Storm Water Task Force

### **Proposed Changes in Post Construction Storm Water Management Plan**

The majority of the goals for the Post Construction Storm Water Management Plan in the Portage County Storm Water Management Program were successfully met. The meeting for Home Owners Associations in Portage County to inform them of the new storm water management program and to offer information on BMPs to control storm water runoff will be held in the summer of 2004.

## **Good Housekeeping & Pollution Prevention – MCM #6**

### **2003 Best Management Practices & Measurable Goals**

<b>Schedule</b>	<b>BMP and Measurable Goals</b>
3/2003	Identify and list all locations and sources of pollution problems on property owned or operated by the participating communities. Responsible Party: Storm Water Task Force
8/2003	Evaluate and inventory current pollution prevention procedures. Responsible Party: Storm Water Task Force

### **Compliance Status of 2003 Activities**

The Storm Water Task Force met on June 30, 2003 to review compliance with the SWMP and to discuss existing pollution prevention procedures for regulated communities. The communities have not yet completed the inventory and list of pollution sources, but plan to address this item during 2004.

Brimfield Township has made changes in their snow plowing and salting policy, as well as their road sweeping policy. A copy of this information is attached.

### **2004 Measurable Goals**

<b>Schedule</b>	<b>BMP and Measurable Goals</b>
3/2004	Compile a list of possible BMPs to address pollution prevention problems. Responsible Party: Storm Water Task Force
6/2004-2008	Conduct annual training programs in the participating communities for Road Superintendents and applicable employees. Responsible Party: Storm Water Task Force

### **Proposed Changes in Good Housekeeping & Pollution Prevention Plan**

The Storm Water Task Force is working toward achieving the goals for the Good Housekeeping & Pollution Prevention Plan in the Portage County Storm Water Management Program. The communities have not yet completed the inventory and list of pollution sources, but plan to address this item during 2004.

# **Storm Water Task Force Documentation**

# **Informational Meeting & Workshop Documentation**

# **Policy Documentation**

## **Newsletter Articles**

## **Newspaper Articles & News Releases**

## **Other Documentation**