# POST FALLS HIGHWAY DISTRICT

## STORM WATER MANAGEMENT PROGRAM

# **2012 ANNUAL REPORT**

Storm Water Discharges from Small Municipal Separate Storm Sewer Systems

Permit Effective Dates: January 1, 2009-December 31, 2013

**Prepared by:** 

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NPDES Permit No.: IDS-028193

#### A. PERMITTEE INFORMATION

#### Permit Number: IDS-028193

**Permittee:** Post Falls Highway District (PFHD)

Mailing Address: East 5629 Seltice Way

City, State and Zip Code: Post Falls, Idaho 83854

**Phone Number:** (208) 765-3717

Have any areas been added to the MS4 due to annexation or other legal means? YES <u>NO</u> (If yes, include updated map.)

#### **B. REPORTING PERIOD:** January 1, 2012 to December 31, 2012

#### C. STATUS OF STORM WATER MANAGEMENT PROGRAM

#### 1. <u>Public Education and Outreach:</u>

#### a. General summary of accomplishments to date:

A flyer was distributed to residents who front District rights-of-way where the MS4 is present. The flyer contains information about Healthy Household Habits for Clean Water and was produced specifically for the District's MS4. In all 109 flyers were mailed. A copy of the flyer and the mailing list are attached.

PFHD has a partnership with the Panhandle Stormwater & Erosion Education Program (SEEP). PFHD has contributed \$1750 to SEEP to date. PFHD displays SEEP brochures at its office and the SEEP trailer is periodically located at its office to serve as advertisement for the program. SEEP field manuals are distributed with utility permits. 4 additional PFHD maintenance staff members became SEEP certified in 2012 – bringing the total to 11 of 14 employees.

PFHD participated in a Multi-Agency Environmental Open House on October 24, 2012 at the Coeur d'Alene Library by setting up a booth regarding the District's Storm Water Management Program and discussing its efforts with other agencies and the public. PFHD has participated in the Open House each year since its inception in 2011.

b. An evaluation of compliance with the requirements of this permit, the appropriateness of identified BMPs, and progress toward achieving identified measurable goals of the SWMP:

Prior to receiving Notice of Violation from EPA sent March 14, 2012, PFHD believed its partnership with SEEP was the most efficient and effective way of implementing a public education and outreach program. The Notice recommended "a more targeted outreach to specific audiences (e.g. residences along PFHD's storm sewer system)". PFHD believes the flyer mailing completes our requirements and brings us into compliance.

c. Results of information collected and analyzed during the previous 12-month reporting period, including storm water discharge data, surface water monitoring data, and any other information used to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable:

6 pieces of storm water related literature were distributed to the general public at the District's office in 2011.

15 pieces of storm water related literature were distributed to the general public at the District's office in 2012.

A summary of the number and nature of inspections and formal enforcement actions performed:

Not applicable for this control measure.

d. A general summary of the activities the permittee will undertake during the next reporting cycle (including an implementation schedule) for each minimum control measure:

PFHD will do the following during the 2013 calendar year:

- Mail another stormwater-related flyer or provide similar information to residences along the MS4.
- Make additional contributions to SEEP if needed and participate in SEEP sponsored events.
- Participate in educational open houses or presentations regarding storm water pollution prevention and other related topics.
- Distribute SEEP BMP field manuals with utility permits.
- Maintain a display of relevant storm water literature at its office and keep track of how many of each piece of literature is distributed. Include educational information regarding illicit discharge.
- Update links to its SWMP information and other sources of storm water related information on its web site.

e. Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals for any minimum control measures since previous report or permit application:

The following bullet point was added to the SWMP under Public Education and Outreach/Plan:

• Annually distribute an informational flyer, brochure, or door hanger to residences along the District MS4.

*f.* Notice if the permittee is relying on another entity to satisfy some of the permit obligations, if applicable.

Not applicable.

#### 2. <u>Public Involvement/Participation:</u>

#### a. General summary of accomplishments to date:

PFHD has not held any meetings for the specific purpose of discussing storm water management but continues to hold its regular public meetings. PFHD has attended MS4 coordination meetings for the Coeur d'Alene Urbanized Area on the following dates:

- 2/9/11
- 3/29/11
- 3/29/12

Attendees for these meeting have included representatives from Lakes Highway District, City of Coeur d'Alene, City of Post Falls, ITD, and EPA.

PFHD's website has been updated to include all relevant SWMP documents and Annual Reports.

b. An evaluation of compliance with the requirements of this permit, the appropriateness of identified BMPs, and progress toward achieving identified measurable goals of the SWMP:

PFHD believes it has complied with applicable public notice requirements and with its web site update is in compliance with permit requirement II.B.2.b.

c. Results of information collected and analyzed during the previous 12-month reporting period, including storm water discharge data, surface water monitoring data, and any other information used to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable:

No information collected.

*d.* A summary of the number and nature of inspections and formal enforcement actions performed:

Not applicable for this control measure.

e. A general summary of the activities the permittee will undertake during the next reporting cycle (including an implementation schedule) for each minimum control measure:

PFHD will do the following during the 2013 calendar year:

- Continue to attend MS4 coordination meetings.
- Update its website with information relevant to the SWMP as it becomes available.

f. Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals for any minimum control measures since previous report or permit application:

None.

g. Notice if the permittee is relying on another entity to satisfy some of the permit obligations, if applicable.

Not applicable.

#### 3. <u>Illicit Discharge Detection and Elimination:</u>

a. General summary of accomplishments to date:

The PFHD has completed its MS4 map. The map was recently updated to reflect new culverts observed along Schilling Loop during dry weather screening. It has also completed a Spill Response Plan as part of its SWMP. An EPA flier regarding illicit discharge has been made available to the public at the District office. PFHD maintenance staff attended a SWMP training session including illicit discharge education on February 1, 2012. Staff also attended a joint training session with Lakes Highway District on November 14, 2012. The training session included a presentation by the District's consulting engineer regarding MS4 areas and Illicit Discharge Detection and Elimination. This was followed by a video titled "Rain Check: Stormwater Pollution Prevention for MS4s" and a question and answer session.

Dry weather screening was conducted on 8/8/12 on all of the District's outfalls. A report is included with this Annual Report. No illicit discharge was detected. In addition, the Road Supervisor and his assistant continue to monitor the MS4 for illicit discharge during their routine maintenance rounds.

It has been determined that there are no industrial facilities that discharge into the District's MS4.

b. An evaluation of compliance with the requirements of this permit, the appropriateness of identified BMPs, and progress toward achieving identified measurable goals of the SWMP:

PFHD believes that it is in compliance to the best of its ability. PFHD is not able to adopt an illicit discharge ordinance because it does not have authority but will work with Kootenai County, EPA, and IDEQ for correction of observed illicit discharges.

c. Results of information collected and analyzed during the previous 12-month reporting period, including storm water discharge data, surface water monitoring data, and any other information used to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable:

See attached Dry Weather Screening Report.

*d.* A summary of the number and nature of inspections and formal enforcement actions performed:

Nothing to report.

e. A general summary of the activities the permittee will undertake during the next reporting cycle (including an implementation schedule) for each minimum control measure:

PFHD will do the following during the 2013 calendar year:

• Visually monitor the MS4 area during routine maintenance rounds.

- Screen all outfalls during July or August in accordance with the Dry Weather Screening Plan. Conduct additional screening in spring and fall.
- Document and report detected illicit discharges to Kootenai County, EPA and IDEQ in accordance with the Spill Response Plan.

f. Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals for any minimum control measures since previous report or permit application:

No changes.

g. Notice if the permittee is relying on another entity to satisfy some of the permit obligations, if applicable.

Not applicable.

#### 4. <u>Construction Site Storm Water Runoff Control:</u>

#### a. General summary of accomplishments to date:

The PFHD is aware of the NPDES Construction General Permit and complies with permit requirements for its own projects. However, there have been no construction projects under PFHD direction that required CGP coverage in the last four years. PFHD will also assist with review & monitoring of private construction projects that discharge to its MS4. PFHD continues its public education and outreach program through a partnership with SEEP in order to meet its requirements for distributing information to local construction site operators.

b. An evaluation of compliance with the requirements of this permit, the appropriateness of identified BMPs, and progress toward achieving identified measurable goals of the SWMP:

PFHD believes it is in compliance to the best of the District's ability, though lack of construction in the MS4 area has not tested its program. PFHD does not have ordinance authority but will notify Kootenai County and EPA if it becomes aware of potential violations of the Construction General Permit and/or the Kootenai County Site Disturbance Ordinance.

c. Results of information collected and analyzed during the previous 12-month reporting period, including storm water discharge data, surface water monitoring data, and any other information used to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable:

Nothing to report.

*d.* A summary of the number and nature of inspections and formal enforcement actions performed:

Nothing to report.

e. A general summary of the activities the permittee will undertake during the next reporting cycle (including an implementation schedule) for each minimum control measure:

PFHD will do the following during the 2013 calendar year:

- Comply with CGP requirements for PFHD-constructed projects.
- Review erosion control plans as part of its review process for private projects under PFHD jurisdiction.
- As part of the road inspection process for new private projects, ensure that some level of erosion control is in place during construction.
- Educate staff on construction storm water discharges and direct staff to keep an eye on construction storm water discharges from private projects during road maintenance activities and maintenance rounds.
- Document and report detected illegal construction storm water discharges to EPA and Kootenai County.
- The District will track approach and utility permits within the MS4 and at the time of permit issuance will distribute information regarding storm water BMPs to those projects located in the MS4.

f. Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals for any minimum control measures since previous report or permit application:

The last bullet point listed above was added to the SWMP.

g. Notice if the permittee is relying on another entity to satisfy some of the permit obligations, if applicable.

Not applicable.

#### 5. <u>Post-Construction Storm Water Management in New Development and</u> <u>Redevelopment:</u>

a. General summary of accomplishments to date:

Ordinances are already in place through Kootenai County, the City of Post Falls and the City of Coeur d'Alene that require post-construction storm water controls for significant private construction projects in PFHD's jurisdiction. PFHD design and construction practices have historically followed the principals of the ordinances. PFHD maintains all drainage facilities within its right-of-way and provides plan review of post-construction storm water designs for projects within its jurisdiction.

The District recently completed Phase One of the Spokane Street Drainage Imrovements Project. Phase One included construction of two grass swales and two drywells and diversion of runoff into one of those swales. The runoff previously was released untreated through Outfall #6. Phase Two includes rerouting of Outfall #6 to the second swale. When the project is completed, discharges through Outfall #6 will be eliminated except during periods of high water in the Spokane River. Photos of construction are shown below:



Photo 1: Spokane Street Drainage Improvements (10/23/12) New Swale with Jute Matting Upstream of Catch Basins/Outfall #6



Photo 2: Spokane Street Drainage Improvements (10/23/12) New Swale with Dispersed Straw West of Catch Basins/Outfall #6

b. An evaluation of compliance with the requirements of this permit, the appropriateness of identified BMPs, and progress toward achieving identified measurable goals of the SWMP:

The summary above explains how PFHD is in compliance.

c. Results of information collected and analyzed during the previous 12-month reporting period, including storm water discharge data, surface water monitoring data, and any other information used to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable:

Nothing to report.

*d.* A summary of the number and nature of inspections and formal enforcement actions *performed:* 

Nothing to report.

e. A general summary of the activities the permittee will undertake during the next reporting cycle (including an implementation schedule) for each minimum control measure:

PFHD will do the following during the 2013 calendar year:

- Complete Phase Two of the Spokane Street Drainage Improvements project.
- Continue to follow local storm water management design principles for PFHD-constructed projects.
- Provide installation inspection of storm water controls for private projects within the right-of-way and those facilities off the right-of-way that discharge to the MS4.
- Continue maintaining all drainage facilities within the right-of-way.
- Monitor private storm water facilities off the right-of-way that discharge to the MS4. Notify the owner and/or appropriate regulatory entity if the facility is not being maintained or is not functioning properly.

f. Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals for any minimum control measures since previous report or permit application:

None.

g. Notice if the permittee is relying on another entity to satisfy some of the permit obligations, if applicable.

Not applicable.

#### 6. <u>Pollution Prevention and Good Housekeeping for Municipal Operations:</u>

a. General summary of accomplishments to date:

Operation and Maintenance procedures to protect storm water runoff have been formalized into a text document as part of the SWMP. PFHD maintenance staff attended

a training session on February 1, 2012 regarding these procedures. The joint staff training session of November 14, 2012 also included information regarding proper municipal O&M procedures. Attendance record are attached to this Annual Report. 4 additional PFHD maintenance staff members became SEEP certified in 2012 – bringing the total to 11 of 14.

O&M has been improved through constant training on the Highway District's winter maintenance and snow removal policy. The District has started sweeping the gutters in the MS4 area this winter as weather permits.

b. An evaluation of compliance with the requirements of this permit, the appropriateness of identified BMPs, and progress toward achieving identified measurable goals of the SWMP:

The O&M procedures have been developed and the District believes this is adequate to cover the requirement for a Stormwater Pollution Prevention Plan for its maintenance facility. The training session fulfills requirement II.B.6.b.

c. Results of information collected and analyzed during the previous 12-month reporting period, including storm water discharge data, surface water monitoring data, and any other information used to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable:

Nothing to report.

*d.* A summary of the number and nature of inspections and formal enforcement actions performed:

Nothing to report.

e. A general summary of the activities the permittee will undertake during the next reporting cycle (including an implementation schedule) for each minimum control measure:

PFHD will do the following during the 2013 calendar year:

- Conduct another training session for PFHD employees in late 2013.
- Send additional staff members to SEEP certification classes.

f. Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals for any minimum control measures since previous report or permit application:

None.

g. Notice if the permittee is relying on another entity to satisfy some of the permit obligations, if applicable.

Not applicable.

#### D. OTHER REQUIRED DOCUMENTS AND REPORTS

- 1. Information flyer mailed to residents and mailing list.
- 2. Updated Storm Water Management Plan text.
- 3. Updated MS4 Map.
- 4. 2012 Dry Weather Screening Report.
- 5. Environmental Open House documentation.
- 6. Municipal education documentation.

#### **E. CERTIFICATION**

"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."

Signature of Permittee (legally responsible person)

Date Signed

Road Seper Visor

Name & Title (printed)





# REPORT ILLEGAL DUMPING OR SPILLS!

Post Falls Highway District 208.765.3717



# THANK YOU

FOR HELPING US KEEP OUR STREAMS AND RIVERS CLEAN! As stormwater flows over driveways, lawns, and roadways, it picks up debris, chemicals, dirt, and other pollutants. <u>Stormwater from</u> <u>your area flows into the Spokane River</u> <u>untreated.</u> Polluted runoff is the nation's greatest threat to clean water.



By practicing healthy household habits, homeowners can keep common pollutants like pesticides, pet waste, grass clippings, and automotive fluids off the ground and out of stormwater.

### Healthy Household Habits for Clean Water

#### Vehicle and Garage

• Use a commercial car wash or wash your car on your lawn to minimize the amount of dirty, soapy water flowing into the river.

• Check your car, boat, and lawn equipment for leaks and spills. Clean up spilled fluids with an absorbent material like kitty litter or sand, and don't rinse the spills into a storm drain.

• Recycle used oil and other automotive fluids. Don't dump these chemicals down the storm drain or dispose of them in your trash.Visit

kcgov.us/departments/solidwaste or call 208-446-1430 for disposal information.

#### <u>Lawn and Garden</u>

- Use pesticides and fertilizers sparingly. Avoid application before rain.
- Sweep up yard debris, rather than hosing down areas.
  - Don't overwater your lawn.

#### **Home Improvement**

• Sweep up and properly dispose of construction debris such as concrete and mortar.

•Use hazardous substances like paints, solvents, and cautiously. Clean up spills immediately, and dispose of the waste safely.

• Clean paint brushes in a sink, not outdoors.

#### <u>Pet Care</u>

• When walking your pet, remember to pick up the waste and dispose of it properly.

#### Septic Systems

• Have your septic system inspected by a professional at least every 3 years, and have the septic tank pumped as necessary (usually every 3 to 5 years).

• Care for the septic system drainfield by not driving or parking vehicles on it. Plant only grass over and near the drainfield to avoid damage from roots.

• Don't flush chemicals, diapers, paper towels, or anything else that could damage the septic system.

**Did you know?** The EPA regulates the Post Falls Highway District's stormwater discharges through a permit. The permit requires the District to inform the public about stormwater pollution, and to monitor roadside ditches and storm drains for evidence of illicit discharges. For more information, visit www.postfallshd.com.

Post Falls Highway District 5629 E. Seltice Way Post Falls, Idaho 83854

### Revised 2/12/2013

#### INTRODUCTION

As required by Part II.C of EPA NPDES Permit No. IDS-028193, this Storm Water Management Program (SWMP) is a written description of the actions that the Post Falls Highway District (District) will take to control the discharge of pollutants of concern from its storm drainage systems, and how the District will evaluate the effectiveness of those actions. The District's SWMP will be kept in a binder at the District shop with the following attachments:

- MS4 Map
- Forms
- District Policies
- Correspondence & Records
- NPDES Permit Documents
- EPA Construction General Permit Documents
- Kootenai County Site Disturbance Ordinance

Records of maintenance, monitoring, meetings, and training will be kept in the Correspondence & Records section of the SWMP binder. At the end of each year these documents should be cleared out and attached to the Annual Report required by Part IV.C of the NPDES Permit. Annual Reports will be kept in a separate binder. All SWMP information and Annual Reports will also be kept up to date on the District's web site.

The NPDES permit authorizes the discharge of storm water from all municipal separate storm sewer system (MS4) outfalls owned and operated by the District in the Coeur d'Alene Urbanized Area. In simple terms, an MS4 is a system of conveyances (roadside ditches, storm drains, etc.) that discharges to waters of the United States. With one exception, the District's MS4s are all located in the Riverview Drive area south of the Spokane River. The other MS4 is located on Rivercrest Drive in an unincorporated area of Post Falls. A map of the MS4 is included in the SWMP binder.

The District interprets that the following areas do not require coverage by the District's NPDES permit:

- Drainage systems owned and operated by other jurisdictions
- Areas outside of the Coeur d'Alene Urbanized Area (see urbanized area map on MS4 map)
- Areas that drain overland in a dispersed manner (i.e. sheet flow from roadways)
- Areas such as the Rathdrum Prairie runoff infiltrates into the ground and does not reach waters of the US.

The actions planned by the District as a part of its SWMP are detailed in six sections based on the six minimum control measures described in the permit.

#### 1. PUBLIC EDUCATION AND OUTREACH

#### Permit Requirements:

- a) Within two years of the effective date of this permit, the permittee must implement an ongoing public education program to educate their audiences about the impacts of storm water discharges on local water bodies and the steps that employees and businesses can take to reduce pollutants in storm water runoff.
- b) At least once per year, the permittee must distribute appropriate and relevant storm water information to employees, and to citizens and businesses with whom the permittee interacts.

#### Plan:

- Maintain a partnership with the Panhandle Stormwater & Erosion Education program (SEEP) whose stated goal is to "Increase awareness, knowledge, competency, and consistency with regard to Stormwater and Erosion-Sediment Control practices throughout all levels of involvement in the regulatory, development, design, contractor, and landscaping communities."
- Distribute SEEP field manuals with utility permits.
- Keep a display of relevant storm water literature at the District office. Include information regarding illicit discharges per Permit requirement II.B.3.e.
- Annually Distribute an informational flyer or similar piece of literature to residents who front District rights-of-way where the MS4 is present.

#### Measureable Goals for Public Education and Outreach:

- Distribute annually at least 100 pieces of storm water pollution related materials to employees, citizens, and businesses.
- Participate with SEEP in at least two of the following ways each year:
  - o Donations
  - SEEP advertisement on District property
  - Participation in SEEP-sponsored events
- SEEP-certify all District maintenance staff.

#### 2. PUBLIC INVOLVEMENT AND PARTICIPATION

#### Permit Requirements:

- *a)* The permittee must comply with applicable State and local public notice requirements when implementing a public involvement/participation program.
- b) The permittee must make all relevant SWMP documents and all Annual Reports available to the public. Within two years of the effective date of this permit, all SWMP documentation and Annual Reports must be posted online through its regularly maintained website (or a website sponsored by the permittee).

#### Plan:

- Participate in MS4 coordination meetings and joint public outreach activities for the Coeur d'Alene Urbanized Area along with representatives from Lakes Highway District, City of Coeur d'Alene, City of Post Falls, ITD, and SEEP.
- Post all relevant SWMP documents on the District website.

#### Measureable Goals for Public Involvement and Participation:

• Place a counter on the SWMP portion of the District website. Work towards a 10% annual increase in hits to this portion of the website.

#### 3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

#### Permit Requirements:

a) Within two years from the effective date of this permit, the permittee must develop and implement a program to detect and eliminate illicit discharges to their MS4 including roadways and associated drainage facilities, ditches, pipes, culverts, catch basins, and retention ponds in its jurisdiction. This program must include written spill response procedures to ensure protection of the MS4. The program must include written procedures for detection, identification of the source, and removal of non-storm water discharges from the MS4. This program must also address illegal dumping into the storm sewer system, and include training for District staff on how to respond to reports of illicit discharges. The permittee must also develop an information management system to track the activities and actions of the program.

#### Plan:

- The District Road Supervisor, Foreman, and other maintenance staff will visually monitor MS4 areas for illicit discharges during routine maintenance rounds. If District staff sees anything unusual from the vehicle, it will get out and investigate.
- Examples of illicit discharges that the District will be looking for include:
  - Sanitary sewage or drainfield effluent running over the surface into a ditch.
  - Paint or oil dumped into a ditch or storm drain.
  - A shop floor drain discharging to a ditch.
  - Turbid construction site runoff.
  - Other harmful pollutants, use common sense.
- Examples of allowable non-storm water discharges that may not need to be addressed include:

- Water line flushing
- o Irrigation water
- Discharges from potable water sources
- o Foundation drains

- Air conditioning condensate
- o Individual residence car wash water
- Dechlorinated swimming pool discharges
- o Street wash water

#### Spill Response Procedures:

The following actions will be taken when an illicit discharge is detected by a District employee:

- 1. Be Safe: Identify the pollutant and determine if it is safe to remain in the area and if safety equipment is needed.
- 2. Stop the Source: If the source is readily identifiable and can be stopped quickly and safely, do so.
- 3. Notify: Dial 911 if you deem it an emergency. Tell the District Road Supervisor. Notify the following agencies:
  - Kootenai County Sheriff's Office: 446-1850 for chemical spills.
  - Environmental Protection Agency: (208) 664-4858 or (800) 424-4372 for major sediment discharges.
  - Idaho Department of Environmental Quality: 769-1422 for waste water discharges.
  - Kootenai County Building and Planning Department: 446-1070 for minor sediment discharges and code violations.
- 4. Protect Stormwater: If it can be safely done, while help is on the way, confine the spill with sandbags, berms, diversion ditches, etc.
- 5. Assist with Clean Up: Remain on site and assist by providing materials, labor and equipment as directed by the authority agency. Examples include sand, gravel, the District's Spill Kit, etc. Communicate with the authority agency and make sure that they are aware of concerns for protecting downstream surface water.
- 6. Report: Write a summary report of the incident and file it with SWMP monitoring records. Submit a copy of the report to EPA and IDEQ.

#### Permit Requirements:

- b) Within two years from the effective date of this permit, the permittee must effectively prohibit non-storm water discharges into its system through an ordinance or other regulatory mechanism to the extent allowable under State or local law. The permittee must implement appropriate enforcement procedures and actions, including a written policy of enforcement escalation procedures for recalcitrant or repeat offenders.
- c) Through the ordinance or other regulatory mechanism set forth in Part II.B.3.b, the permittee must prohibit any of the non-stormwater flows listed in Part I.C.1.c only if such flows are identified (by EPA or the permittee) as a source of pollutants to the MS4. The

permittee must document to EPA in the Annual Report any existing local controls or conditions placed on the types of non-stormwater discharges in Part 1.C.1.c.

#### Plan:

• The District does not have ordinance authority and it is not aware of any existing local conditions on non-storm water discharges. If the District observes what it deems to be repeated violations of state surface water quality standards (IDAPA 58.01.02.200), it will notify EPA and IDEQ for enforcement assistance.

#### Permit Requirements:

d) Within two years from the effective date of this permit, the permittee must complete a comprehensive MS4 map. At a minimum, the maps must show jurisdictional boundaries, the location of all District-owned or operated storm sewers, culverts, ditches, and other conveyances, the location of all inlets and outfalls, points at which the permittee's MS4 is interconnected with other MS4s, names and locations of all waters that receive discharges from those outfalls, and locations of the all municipally-owned or operated facilities, including snow disposal sites and the permittee's maintenance yard. Locations of all outfalls must also be provided in latitude and longitude, and the diameter of all outfalls must be provided with the map. The maps shall be available in electronic or digital format as appropriate. A copy of the completed map(s) as both a report and as an electronic file via Arc GIS format, must be submitted to EPA and IDEQ as part of the corresponding Annual Report.

#### Plan:

• The MS4 map is included in the SWMP binder. A disc containing GIS files is also included. The map will be updated annually if there are changes to the MS4.

#### Permit Requirements:

e) Within two years from the effective date of this permit, the permittee must begin an ongoing education program to inform its employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. This program must be conducted in concert with the education requirements outlined in Part II.B.1.

#### Plan:

- Conduct training sessions to familiarize District employees with the SWMP, including illicit discharge education and monitoring procedures.
- Make an educational flier regarding illicit discharge available to the general public at the District office.

#### Permit Requirements:

f) Within three years from the effective date of this permit, the permittee must begin dry weather field screening for non-storm water flows from storm water outfalls. By the expiration date of this permit, 50% of the permittee's outfalls within the Coeur d'Alene

Urbanized Area must be screened for dry weather flows. The screening should include field tests of selected parameters as indicators of discharge sources. Screening level tests may utilize less expensive "field test kits" using test methods not approved by EPA under 40 CFR Part 136, provided the manufacturer's published detection ranges are adequate for the illicit discharge detection purposes. The permittee must investigate any illicit discharge within fifteen (15) days of its detection, and must take action to eliminate the source of the discharge within 45 days of its detection.

#### Dry Weather Screening Plan:

Because of the limited MS4 area, the nature of the MS4s (only one true storm sewer system) and the land uses in the MS4 area (mostly very low density residential), the District sees that the possibility of illicit discharges to its MS4s are limited. Therefore, the depth of this dry weather screening plan is limited at this time. For example, the District does not see any benefit to purchasing a field test kit and training employees to use it if there is nothing to test.

The District will attempt to screen all of its outfalls once each year during the months of July or August. A sample Dry Weather Screening Report is attached to the end of this document. Instructions are given on the front page of the report.

In addition, the District will monitor outfalls once in the spring and once in the fall. The results will be recorded on the Monitoring Record Form included in the Forms section of the SWMP. The purpose of these additional monitoring events is to get a visual assessment of storm water quality and quantity in conveyance systems in varying seasonal conditions. This will lead to a better understanding of the MS4s.

The District will use the first years of Dry Weather Screening to determine if the program should be expanded.

#### Permit Requirements:

g) Within three years from the effective date of this permit, the permittee must inventory all industrial facilities that discharge into the permittee's MS4 and submit this inventory as part of the corresponding Annual Report. The types of industrial facilities that must be inventoried are set forth in 40 CFR §122.26(b)(14)(i-ix) and (xi). This inventory must include the location of the facility, the location of its outfall, and the NPDES permit status for its storm water discharges.

#### Plan:

• It was determined in 2011 that no industrial facilities exist that discharge into the District's MS4.

#### Measurable Goals for Illicit Discharge Detection and Elimination:

• Screen 100% of District outfalls annually.

• Ensure that all observed potential illicit discharges are investigated and eliminated if found to be a source of pollution.

#### 4. CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

#### Permit Requirements:

- a) Within two years from the permit effective date, the permittee must develop, implement, and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction activities conducted or overseen by the Highway District that result in land disturbance of greater than or equal to one acre. This program must include controls for pollutants in such storm water discharges from activity disturbing less than one acre, if that construction activity is part of a larger common plan of development or sale that disturbs one acre or more.
- b) Through the program required under Part II.B.4.a, the permittee must provide adequate oversight and direction to contractors working on Highway District projects to ensure compliance with the NPDES General Permit for Storm Water Discharges for Construction Activity in Idaho, #IDR10-0000 (Construction General Permit).
- h) The permittee must comply with the Construction General Permit and all relevant local requirements for erosion, sediment and onsite materials control on public construction projects. The permittee must ensure that all contractors working on behalf of the permittee are complying with the Construction General Permit and all relevant local requirements for erosion, sediment, and onsite materials control on construction projects. The permittee must incorporate specific language in all contracts ensuring appropriate storm water management on all public construction projects.

#### Plan:

- The District is aware of NPDES Construction General Permit requirements and complies with permit requirements for its own projects.
- When a District project is contracted, the District and its Engineer will ensure that the plans and specifications for the project include provisions for construction storm water management and that the NPDES CGP requirements and contractor's permit responsibilities are clear for that project. The District and its Engineer will observe the contractor's compliance as part of its regular involvement in the project.

#### Permit Requirements:

c) Within two years from the effective date of this permit, the permittee must review and update as necessary the existing ordinance or other regulatory mechanism to the extent allowable under state or local law that requires construction site operators to practice appropriate erosion, sediment and waste control. This ordinance or regulatory mechanism must include sanctions to ensure compliance. The permittee may evaluate any existing procedures, policies, and authorities pertaining to activities occurring on their property that may be used to assist in the development of the required regulatory mechanism.

- d) Within two years from the permit effective date, the permittee must publish and distribute local requirements for construction site operators to implement appropriate erosion and sediment control BMPs and to control waste (such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste) at a construction site that may cause adverse impacts to water quality.
- e) Within two years from the effective date of this permit, the permittee must develop procedures for reviewing all pre-construction site plans for potential water quality impacts, including erosion and sediment control, control of other wastes, and any other impacts according to the requirements of the law, ordinance, or other enforceable mechanism of Part n.B.4.c. These procedures must include provisions for receipt and consideration of information submitted by the public.
- f) Within two years from the effective dates of this permit, the permittee must implement a program to receive, track, and review information submitted by the public regarding construction site erosion and sediment control complaints.
- g) Within three years from the effective date of this permit, the permittee must develop and implement procedures for site inspection and enforcement of control measures established as required in Parts II.B.4.c and d, including a written policy of enforcement escalation procedures for recalcitrant or repeat offenders. The permittee must inspect all construction sites in its jurisdiction for appropriate erosion/sediment/waste control at least once per construction season.

#### Plan:

- The District does not have the ordinance authority needed to directly comply with the above requirements. Construction sites in the District's MS4 area must comply with the Kootenai County Site Disturbance Ordinance which requires erosion, sediment and waste control. The District will work with Kootenai County and other agencies where it is able to, in keeping with the intent of the above requirements.
- When called upon by Kootenai County to review Site Disturbance Plans and other improvement plans within its MS4 areas, the District and its Engineer will provide a review of temporary erosion control measures in addition to its review for compliance with Associated Highway District Standards.
- As part of its Illicit Discharge Detection and Elimination Program set forth above, the District will inspect construction sites during routine maintenance rounds to ensure that some level of erosion control is in place during construction and that any construction site storm water discharge is clean. Violations will be documented and reported to the Kootenai County Planning Department and/or EPA.
- The District's Public Education and outreach program will include information regarding local and federal construction, storm water requirements, and BMPs to help meet those requirements.
- Any public storm water information and complaints received by the District will be investigated and forwarded to the appropriate agencies.
- The District will track approach and utility permits within the MS4 and at the time of permit issuance will distribute information regarding storm water BMPs to those projects located in the MS4.

#### Measureable Goals for Construction Site Storm Water Runoff Control:

- No violations of the Construction General Permit for District projects.
- Through project review and monitoring, no violations of the Construction General Permit for private projects that discharge to one of the District's MS4s.

# 5. POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

#### Permit Requirements:

- a) Within three years of the effective date of this permit, the permittee must implement and enforce their requirements addressing post-construction storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre (including projects less than one acre that are part of a larger common plan of development or sale) and that result in discharge into the permitee's MS4. The program must ensure that controls are enacted that prevent or minimize water quality impacts from newly developed or re-developed areas.
- b) Within three years from the effective date of this permit, the permittee must adopt an ordinance or other regulatory mechanism to the extent allowable under State or local law to address post-construction runoff from new development and redevelopment projects. If such requirements do not currently exist, development and adoption of a mechanism must be part of the program. The permittee may evaluate existing procedures, policies, and authorities pertaining to activities occurring on its property that may be used to assist in the development of the required regulatory mechanism.

#### Plan:

• The District does not have the ordinance authority needed to directly comply with the above requirements. Construction sites in the District's MS4 area must comply with the Kootenai County Site Disturbance Ordinance which permanent storm water quality and quantity controls. The District will work with Kootenai County where it is able to, in keeping with the intent of the above requirements.

#### Permit Requirements:

c) Upon the effective date of this permit, the permittee must ensure proper long term operation and maintenance of all permanent storm water management controls located within its jurisdiction.

#### Plan:

• Besides the conveyance systems shown on the MS4 map, the District is not aware of any permanent storm water management controls in its MS4 areas. The District will continue to routinely monitor, repair, and improve its storm water management systems.

#### Permit Requirements:

*d)* Upon the effective date of this permit, the permittee must implement a process for preconstruction plan review of permanent storm water management controls and inspection of such controls to ensure proper installation and appropriate long-term operation and maintenance.

#### Plan:

- When called upon by Kootenai County to review Site Disturbance Plans and other improvement plans within its MS4 areas, the District and its Engineer will provide a review of permanent storm water features in addition to its review for compliance with Associated Highway District Standards.
- Provide installation inspection of storm water controls for private projects within the right-of-way and those facilities off the right-of-way that discharge to its MS4s.
- Monitor private storm water facilities off the right-of-way that discharge to the MS4. Notify the owner and/or the Kootenai County Planning Department if the facility is not being maintained or is not functioning properly.

#### Measureable Goals for Post Construction Storm Water Management in New Development and Redevelopment:

• Provide a design review and final inspection of all Site Disturbance Plans in the MS4 area that are routed through the District office.

#### 6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

#### Permit Requirements:

a) Within two years from the effective date of this permit, the permittee must develop and implement an operation and maintenance program intended to prevent or reduce pollutant runoff from municipal operations. This program must address municipal activities occurring within the permittee's jurisdiction with potential for negative storm water related water quality impacts including the use of sand and road deicers; fleet vehicle maintenance and washing; street cleaning and maintenance; materials storage; building maintenance; grounds/park maintenance; hazardous materials storage; used oil recycling; sand/salt storage; and storm water system maintenance. Examples of other activities which may also be evaluated by the Highway District, include, but are not limited to: solid waste transfer activities; spill control and prevention measures for refueling facilities; new construction and land disturbances; snow removal, and snow disposal site operation.

#### PFHD Operation and Maintenance Procedures to Protect Storm Water Runoff:

O&M procedures should be applied everywhere in the District where practical. Otherwise, they should be focused in MS4 areas and other areas where storm water systems discharge to US Waters.

- 1. Snow Removal:
  - Where possible, avoid blowing or pushing snow or other debris into watercourses, the storm water drainage system, or where a storm drain inlet can be blocked.
- 2. Road Deicing:

- The District's Snow Removal Policy outlines road deicing practices and is attached to the SWMP.
- Use sand and chemical deicers sparingly as required for road safety. If possible, limit the use of sand/chemical treatments to steep roadway grades, intersections and curves in high traffic areas.
- In the spring, sweep and collect sand from curbed roadways and if possible, from additional roads in the MS4 area.
- Routinely calibrate spreaders and use the computer interface to determine the proper amount of deicer needed for the conditions.
- Do not overload sand trucks.
- 3. Fleet Vehicle Maintenance and Washing:
  - Vehicle maintenance and washing should be performed in areas that discharge to an oil/water separator and sanitary sewer system.
  - Outdoor vehicle and equipment maintenance should not be performed during rain events or prior to predicted rain events unless required by emergency conditions.
  - Maintenance activity areas should be kept clean, well organized and equipped with cleanup supplies.
- 4. Street Cleaning and Maintenance:
  - Where possible, do not perform cleaning and maintenance activities during rain events or prior to predicted rain events.
  - Take care to protect drainage ditches and drain inlets from material spills and do your best to keep gravel, oil, and other chemicals and debris out of drainage systems.
  - Clean up leaks and spills from maintenance vehicles and equipment.
  - Do not stockpile sediment, aggregate, sand or asphalt in or near storm water drainage systems. Protect stockpiles with a cover or sediment barrier during rain storms.
  - Street sweeping is encouraged if swept material is collected and disposed of.
  - Where possible, minimize the sweeping or washing of roads into drainage ditches and storm drains, particularly in the MS4 area and areas that drain to US Waters.
  - Clean up large litter and monitor right-of-way for areas that need litter pickup. Utilize the Sheriff's Department and the Adopt-a-Road program where available for litter control.
  - Use clean washed materials for chip-sealing and other road maintenance to minimize siltation of ditches.
- 5. Storm Water System Maintenance:
  - Conduct storm water system maintenance during dry weather when possible.
  - Minimize the use of water in the cleaning of ditches, storm drains and culverts.
  - In MS4 areas, construct temporary check dams and sediment traps where possible to collect water and minimize sediment discharge from ditch and culvert maintenance. Remove check dams and accumulated sediment when complete.
  - Hydroseed disturbed areas as soon as possible after maintenance.

- Minimize the use of chemical vegetation controls.
- Provide armoring of ditches and slopes where erosion has occurred.
- 6. Materials Storage:
  - Oil, grease, chemicals and other hazardous materials shall be stored in containers on spill pallets.
  - Store other materials in covered areas where possible.
  - Do not stockpile aggregate, sand, and asphalt near storm water drainage systems.
- 7. Building/Grounds Maintenance:
  - District employees shall take care to keep District Maintenance facilities clean by cleaning up after themselves.
  - Solid waste should be kept in containers away from storm water systems.
  - The Maintenance yard shall be periodically broomed as directed by the Road Supervisor or Foreman.

#### Permit Requirements:

b) Within two years from the effective date of this permit, the permittee must develop and conduct appropriate training for municipal personnel related to optimum maintenance practices for the protection of water quality. This training must be conducted at least once annually to address the activities specified in Part II.B.6.a.

#### Plan:

• Beginning in 2011, the District will conduct a SWMP training session for all maintenance personnel annually each February, after the issuance of the Annual Report. The training session will provide a review of the SWMP, including operation and maintenance practices. It will also provide an opportunity for feedback and discussion.

#### Permit Requirements:

c) Within two years from the effective date of this permit, the permittee must prepare a storm water pollution prevention plan for the permittee's maintenance yard.

#### Plan:

• The District maintenance yard discharges to a depressed treed area for infiltration. Discharges do not reach US waters. The O&M procedures outlined in the SWMP should suffice for a Storm Water Pollution Plan for the District maintenance yard.

# Measureable Goals for Pollution Prevention and Good Housekeeping for Municipal Operations:

• Each year, the District should be able to describe at least one way that it has improved its O&M procedures or constructed improvements to decrease the potential for storm water pollution within the MS4 area.





#### LEGEND









#### **Dry Weather Screening Report**

Post Falls Highway District MS4 Outfalls EPA NPDES Permit No. IDS-028193

Name: Eric Olson /RYA + Kelly Brownsberger / PFHD Date: Temperature (°F) & Weather:  $76^{\circ} @ 8^{\circ} OO slunn y$ Date of Last Rainfall: 7/15/12 0.71

#### Instructions:

- 1. Ensure that it has not rained within 72 hours.
- 2. Fill out the top portion of this page.
- 3. Bring the Dry Weather Screening Report along with a copy of the MS4 map and a GPS device in case outfall locations are not obvious and need to be located by latitude and longitude.
- 4. Visit each outfall location shown on the map and make an entry on the Outfall Observations Page of the Dry Weather Screening Report.
  - a. If an outfall is not accessible (some may be under water), the outfall should be checked at the first point of accessibility upstream of the outfall location. Note this location in the notes section of the report.
  - b. Take a digital photo of the outfall at the location of screening and log the photo number.
  - c. If there is flow present at the outfall, estimate the flow rate and record it on the entry.
  - d. If there is flow present, note any unusual odor, color, oil sheen, turbidity or floatables in the discharge. If there is none, write "none".
  - e. If there are any unusual deposits (i.e. oily or sediment) or vegetation conditions (i.e. inhibited growth), note it on the entry.
  - f. If flow is present, make an attempt to trace it upstream to determine its source. Take one of the following actions:
    - If the discharge does not exhibit any unusual characteristics and appears to be from groundwater or another allowable non-storm water discharge, note this in the notes section of the report and take no further action.
    - If unusual odor, color, oil sheen, turbidity, floatables or deposits are present or if there is any other reason that testing is warranted, contact Accurate Testing Laboratories at (208) 762-8378 and arrange for a sample kit to test for conductivity, pH, ammonia, chlorine, nitrate and phosphorus. Coordinate with the District Engineer to review the test results and determine if further investigation is needed.
- 5. Use the notes section to record specific observations and details for any flow observed.
- 6. Attach any test results and follow up reports to the Dry Weather Screening Report.
- 7. Dry Weather Screening Reports will be filed with the Annual Report and posted on the District's web site along with the digital photos of the outfalls.

### **Outfall Observations**

	MAP NO.	РНОТО NO.	EST. FLOW IN GAL/MIN	ODOR, COLOR, OIL SHEEN, TURBIDITY, OR FLOATABLES IN DISCHARGE? (Y/N)	UNUSUAL DEPOSITS OR VEGETATION CONDITIONS? (Y/N)
	1	8:29	0	N	N
	2	8:31	0	N	N
25-	3	8:34	0	N	N
51 1	4	8:41 8:00	°	N	N~
2	5	8:47	0	N	N
- 5.11	6	8:23 8:51	0 '	N	N
6.5	7	9:05	0	N	N
	8	9:06	0	N	N
	9	9:13	0	N	M
	10 🗡	9:16	0	N	N
	11 🕈	9:23	0	N	N
	12 🗶	9:25	6	N	N
	13 🕇	9:32	0	N	N,
	14 🔭	9:37	0	N	N
	15 术	9:40	0	N	N
	16	9:43	0	N	N
	17	9:51	0	N	N
	18	a X	0	N	N
	19	10:01	0	N	N
	20	10:01	0	N	N
	21	9:57	0	N	N
	22	10:05	0	N	N
	23	10:05	0	N	N
	24	10:06	0	N	N
	25	10:10	0	N	N
Γ	26	10:33	0	N	N
		and the second second	A LOVE SALES		and the second second second second second

5.75-8:57 O N N # Submurged outfall, observed upstream Page 2 of 3

#### Notes:

1- ditch erosion present 2 - erosion under pipe 3.5 - culvert needs to be added, see map crossion under pipe 5 note on plans, observed alignma 5.5 - new 18 Cap as part of Culvert 100 hillside above, very likely groundwater wet 5.75 - new 18" eq. squash cap 12 - rust damage 15 - moisture from irrigation 19-21 - stream culvert damage - water thru fill

# Multi - Agency

# Environmental Open House

# October 24, 2012 3:00 PM to 6:00 PM City of Coeur d'Alene Library Community Room

Visit with local **Room** agencies and groups as they demonstrate how they are working to preserve and improve our natural resources.

Partial List of Participants:

City of Coeur d'Alene Stormwater Management

Kootenai Environmental Alliance

City of Post Falls Stormwater Management

Waste Management

Bureau of Land Management

Tubb's Hill Foundation

Aquifer Protection District

Community Water Resource Center

Lakes Highway District

- Idaho Department of Transportation
- Post Falls Highway District
- Stormwater Erosion Education Program
- City of Coeur d'Alene Parks / Trails
- City of Coeur d'Alene Urban Forestry
- Community Action Partnership
- City of Coeur d'Alene Water Department



For more information, contact Kim Harrington, City of Coeur d'Alene (208)769-2214 or kimh@cdaid.org



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RUEN-YEAGER & ASSOCIATES, INC.

ENGINEERS PLANNERS SURVEYORS

#### SIGN-IN SHEET

#### POST FALLS HIGHWAY DISTRICT/LAKES HIGHWAY DISTRICT

**STAFF TRAINING** 

Wednesday, November 14, 2012, 1:30 PM

Signature:
Aning Energy
Dent Carpet
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Ben Shuly
Brandon Srahan
Lenny Howchil
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3201 North Huetter Road, Suite 102, Coeur d'Alene, Idaho 83814, Phone: (208) 292-0820 Fax: (208) 292-0821 219 Pine Street, Sandpoint, Idaho 83864, Phone: (208) 265-4629 Fax: (208) 263-0404



RUEN-YEAGER & ASSOCIATES, INC.

ENGINEERS + PLANNERS + SURVEYORS

#### SIGN-IN SHEET

### POST FALLS HIGHWAY DISTRICT/LAKES HIGHWAY DISTRICT

STAFF TRAINING

Wednesday, November 14, 2012, 1:30 PM

Name/Organization:	Signature:
DAVE VERTAN PEHD	Dun 1.
Fric Prestagard PFHD	Engl
Brian Crumb PFHD	B-CL
Jim WINES PEHD	Juwis
Par Aunotti LAD.	y Amito
Leslie Likes PFHD	Aerlie Alis
DAN PETERSON PEHD	Contractory (
Steve Shafter PFHD	the floor
MIKE MONETTE PEHD	ALCOMIA
Ed Mael PFHD	c mula
JR Howell PFHD	RADOUL
Ted Baldwin LHD	Zel Baldum
MARK SHAW LHD	Markestin
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Carla Hartia LHD	Carla Lastia
RANDY NEAL PEHD	flytre

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#### **SIGN-IN SHEET**

#### POST FALLS HIGHWAY DISTRICT/LAKES HIGHWAY DISTRICT

STAFF TRAINING

Wednesday, November 14, 2012, 1:30 PM

Name/Organization:	Signature:
Post Falls Hun Dist. Postfalls Hun, Dist.	Mart Palentop Elvin Doemsheyn
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3201 North Huetter Road, Suite 102, Coeur d'Alene, Idaho 83814, Phone: (208) 292-0820 Fax: (208) 292-0821 219 Pine Street, Sandpoint, Idaho 83864, Phone: (208) 265-4629 Fax: (208) 263-0404



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RUEN-YEAGER & ASSOCIATES, INC.

ENGINEERS • PLANNERS • SURVEYORS

#### **SIGN-IN SHEET**

### POST FALLS HIGHWAY DISTRICT MS4 PERMIT OVERVIEW/O & M PROCEDURES TO PROTECT STORMWATER Wednesday, February 1, 2012, 2:00 PM

5629 E. Seltice Way, Post Falls, Idaho

Print Name:	Signature:
Edward Mael	C Mal
Mark Roberts	illed Alert
Brian Crumb	B- Ch
JOSh Lugton	The steel
MIRE MONETTE	MARA
Travis Winter	
DAVE VERTAN	Por Yer
DAN-TETERSON	Canterna
Steve Shafter	Ja Slipp
Jerlie Tihes	Serlie Likas
KANAY h. Nierte	KARC
Jim Wines	P-White
Bill DAVIS	Bullesma Dais
Larry Howell	FRATER
Kelly Brownsberrer	N. L.
	,

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