

**STORMWATER BEST MANAGEMENT PRACTICES  
INSPECTION & MAINTENANCE PLAN (IM PLAN)**

**for:**

**Colorado Centre Metropolitan District  
Administrative Building**

**Located at:**

***Intersection of Flagstone St. and E. Anvil Dr.  
Colorado Springs, CO 80925***

**Prepared for and Party Responsible  
for Maintenance and Inspection:**

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INSPECTION & MAINTENANCE PLAN (IM PLAN)  
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<p>Reference: This plan is adapted from various maintenance manuals developed in the Colorado Front Range</p>
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## I. Compliance with Stormwater Best Management Practices Maintenance Requirements

All property owners are responsible for ensuring that stormwater best management practices (BMP's) or facilities installed on their property are properly maintained and that they function as designed. In some cases, this maintenance responsibility may be assigned to others through special agreements. The maintenance responsibility for a stormwater facility may be designated on the subdivision plat, the site development plan, and/or within a maintenance agreement for the property. Property owners should be aware of their responsibilities regarding stormwater facility maintenance and need to be familiar with the contents of this Inspection and Maintenance Plan (IM Plan). Maintenance agreement(s) associated with this property are provided.

## II. Inspection & Maintenance – Annual Reporting

Requirements for the inspection and maintenance of stormwater facilities, as well as reporting requirements are included in this Stormwater BMP IM Plan.

**Verification that the stormwater BMP's have been properly inspected and maintained: submittal of the required Inspection and Maintenance Forms shall be provided to El Paso County on an annual basis. The annual reporting form shall be provided to the County prior to May 31st of each year.**

Copies of the Inspection and Maintenance forms are located in **Appendixes C & D**. Each form shall be reviewed and submitted by the property owner or property manager to the County.

## III. Preventative Measures to Reduce Maintenance Costs

The most effective way to maintain your water quality facility is to prevent the pollutants from entering the facility. Common pollutants include sediment, trash & debris, chemicals, pet wastes, runoff from stored materials, illicit discharges into the storm drainage system and many others. A thoughtful maintenance program will include measures to address these potential contaminants and will save money and time in the long run. Key points to consider in your maintenance program include:

- Educate property owners/residents to be aware of how their actions affect water quality and how they can help reduce maintenance costs.
- Keep properties, streets and gutters, and parking lots free of trash, debris, and lawn clippings.
- Ensure the proper use, storage, and disposal of hazardous wastes and chemicals. Promptly clean up and spilled materials and dispose of properly.
- Plan lawn care to minimize and properly use chemicals and pesticides.
- Sweep paved surfaces and put the sweepings back on the lawn.
- Be aware of automobiles leaking fluids. Use absorbents such as cat litter to soak up drippings – dispose of properly.
- Encourage pet owners to clean up pet wastes.
- Re-vegetate disturbed and bare areas to maintain vegetative stabilization.
- Clean any private storm drainage system components, including inlets, storm sewers, and outfalls.
- Do not store materials outdoors (including landscaping materials) unless properly protected from runoff.

#### **IV. Access and Right to Enter**

All stormwater management facilities located on the site should have both a designated access location and the County has the right to enter for the purpose of inspecting and for maintaining BMP's where the owner has failed to do so.

#### **V. Safety**

Keep safety considerations at the forefront of inspection procedures at all times. Likely hazards should be anticipated and avoided. Never enter a confined space (outlet structure, manhole, etc.) without proper training, number of personnel, and equipment.

Potentially dangerous (e.g., fuel, chemicals, hazardous materials) substances found in the areas must be referred emergency services at 911 (non-emergency number is 444-7000). If a toxic or flammable substance is discovered, leave the immediate area and contact the local emergency services at 911.

Vertical drops may be encountered in areas located within and around the facility. Avoid walking on top of retaining walls or other structures that have a significant vertical drop. If a vertical drop is greater than 48" in height, make the appropriate note/comment on the maintenance inspection form.

If any hazard is found within the facility area that poses an immediate threat to public safety, contact emergency services at 911 immediately.

#### **VI. Field Inspection Equipment**

It is imperative that the appropriate equipment is taken to the field with the inspector(s). This is to ensure the safety of the inspector and allow the inspections to be performed as efficiently as possible. Below is a list of the equipment that may be necessary to perform the inspections of all stormwater BMP's:

- Protective clothing and boots
- Safety equipment (vest, hard hat, confined space entry equipment [if certified to perform confined space entry])
- Communication equipment
- IM Plan for the site
- Clipboard
- Stormwater BMP Inspection Form (See **Appendix C**)
- Manhole Lid Remover
- Shovel

Some of the items identified above need not be carried by the inspector (manhole lid remover, shovel, and confined space entry equipment), but should be available in the vehicle driven to the site. Specialized equipment may require specific training related to that equipment and should only be used by trained individuals.

#### **VII. Inspecting Stormwater BMP's**

The quality of stormwater entering the waters of the state relies heavily on the proper operation and maintenance of permanent BMP's. Stormwater BMP's must be periodically inspected to ensure that they function as designed. The inspection will determine the appropriate maintenance that is required for the facility.

## A. Inspection Procedures

All Stormwater BMP's are required to be inspected a minimum of once per year. Inspections should follow the inspection guidance found in the SOP for the specific type of facility. (**Appendix B** of this manual).

## B. Inspection Report

The person(s) conducting the inspection activities shall complete the appropriate inspection report for the specific facility. An Inspection Reports is located in **Appendix C**. A copy of each inspection form shall be kept by the owner a minimum of 5 years.

*The following information explains how to fill out the Inspection Forms:*

### General Information

This section identifies the facility location, person conducting the inspection, the date and time the facility was inspected, and approximate days since the last rainfall. Property classification is identified as single-family residential, multi-family residential, commercial, or other.

The reason for the inspection is also identified on the form depending on the nature of the inspection. All facilities must be inspected on an annual basis at a minimum. In addition, all facilities should be inspected after a significant precipitation event to ensure the facility is draining appropriately and to identify any damage that occurred as a result of the increased runoff.

### Inspection Scoring

For each inspection item, a score must be given to identify the urgency of required maintenance. The scoring is as follows:

- 0 = No deficiencies identified
- 1 = Monitor – Although maintenance may not be required at this time, a potential problem exists that will most likely need to be addressed in the future. This can include items like minor erosion, concrete cracks/spalling, or minor sediment accumulation. This item should be revisited at the next inspection
- 2 = Routine Maintenance Required – Some inspection items can be addressed through the routine maintenance program. This can include items like vegetation management or debris/trash removal
- 3 = Immediate Repair Necessary – This item needs immediate attention because failure is imminent or has already occurred. This could include items such as structural failure of a feature (outlet works, forebay, etc), significant erosion, or significant sediment accumulation. This score should be given to an item that can significantly affect the function of the facility.
- N/A = This is checked by an item that may not exist in a facility. Not all facilities have all of the features identified on the form (forebay, micro-pool, etc.).

### Inspection Summary/Additional Comments

Additional explanations to inspection items, and observations about the facility not covered by the form, are recorded in this section.

### Overall Facility Rating

An overall rating must be given for each facility inspected. The overall facility rating should correspond with the highest score (0, 1, 2, 3) given to any feature on the inspection form.

### C. Verification of Inspection and Form Submittal

The Stormwater BMP Inspection Form provides a record of inspection of the facility. An Inspection Form is provided in **Appendix C**. Verification of the inspection of the stormwater facilities and the facility inspection form(s) shall be provided to the County on an annual basis. The verification and the inspection form(s) shall be reviewed and submitted by the property owner or property manager on behalf of the property owner.

Refer to Section II of this Manual regarding the annual reporting of inspections.

## VIII. **Maintaining Stormwater BMP's**

Stormwater BMP's must be properly maintained to ensure that they operate correctly and provide the water quality treatment for which they were designed. Routine maintenance performed on a frequently scheduled basis, can help avoid more costly rehabilitative maintenance that results when facilities are not adequately maintained.

### A. Maintenance Categories

Stormwater BMP maintenance programs are separated into three broad categories of work. The categories are separated based upon the magnitude and type of the maintenance activities performed. A description of each category follows:

#### Routine Work

The majority of this work consists of scheduled mowing and trash and debris pickups for stormwater management facilities during the growing season. This includes items such as the removal of debris/material that may be clogging the outlet structure well screens and trash racks. It also includes activities such as weed control, mosquito treatment, and algae treatment. These activities normally will be performed numerous times during the year. These items can be completed without any prior correspondence with the County; however, inspection and maintenance forms shall be completed with the information also being reported on the annual report forms that are submitted to the County.

#### Restoration Work

This work consists of a variety of isolated or small-scale maintenance and work needed to address operational problems. Most of this work can be completed by a small crew, with minor tools, and small equipment. These items do not require prior correspondence with the County, but do require that completed maintenance forms be submitted to the County with the annual report forms.

### Rehabilitation Work

This work consists of large-scale maintenance and major improvements needed to address failures within the stormwater BMP. This work requires consultation with the County and may require an engineering design with construction plans to be prepared for review and approval by the County. This work may also require more specialized maintenance equipment, surveying, construction permits or assistance through private contractors and consultants. These items require prior correspondence with the County and require that completed maintenance forms be submitted to the County with the annual report forms.

#### B. Maintenance Personnel

Maintenance personnel should be qualified to properly maintain stormwater BMP's, especially for restoration or rehabilitation work. Inadequately trained personnel can cause additional problems resulting in additional maintenance costs.

#### C. Maintenance Forms

The Stormwater BMP Maintenance Form provides a record of maintenance activities and includes general cost information to assist property owners in budgeting for future maintenance. A Maintenance Form is provided in **Appendix D**. Maintenance Form shall be completed by the property owner, management company, or contractor completing the required maintenance items. The form shall then be reviewed by the property owner or an authorized agent of the property owner and submitted on an annual basis by May 31st to the following address:

El Paso County – Development Services  
2880 International Circle  
Colorado Springs, CO 80910

Refer to Section II of this Manual regarding the annual reporting of inspections and maintenance activities performed.

## **Appendix A**

### **General Location and Description of Stormwater Best Management Practices**

#### **A. General Site Description**

The subject facility is a proposed administrative building site to support the Colorado Centre Metropolitan District service area. The Administrative Building site is located at the intersection of Flagstone St. and E. Anvil Dr. and occupies part of the SE ¼ of the SE ¼ of Section 03, Township 15 South, Range 65 West of the 6<sup>th</sup> P.M within unincorporated El Paso County, Colorado. The site is bordered by Flagstone Street/Drainage Channel to the south, undeveloped land to the west, Morning Sun II Subdivision to the north, and Jimmy Camp Creek to the east. The proposed administrative building is located north of the existing water treatment plant on the same property. The proposed site will consist of a 4,546-sf building, paved drive and parking, concrete sidewalks, landscaping, and stormwater quality structures.

The total acreage of disturbed land for the construction of the facilities is approximately 3.45 acres. Soils for this project are delineated as Ustic Torrfluvents (silty sand soils) and are characterized as Hydrologic Soil Group B (low runoff potential when thoroughly wet).

#### **B. General Stormwater Management Description**

Stormwater will continue to flow (via sheet flow) from the site directly into the existing Flagstone Channel or Jimmy Camp Creek, while other flows will be conveyed into the channel west of the site then into an existing area inlet and RCP and into Flagstone Channel. Curb and gutter will be used to convey stormwater to the channel west of the site. Area inlet and RCP are sized to convey 100-yr storm event. The site is not impacted from off-site flows due to the existing drainage ditch system on the west and south of the site as well as Jimmy Camp Creek to the east.

#### **C. Stormwater Facilities Site Plan**

Inspection or maintenance personnel may utilize the documents in Appendix F for locating the stormwater facilities within this development.

#### **D. On-Site / Off-Site Stormwater Management Facilities**

Colorado Centre Metropolitan District Administrative Building Site contains both temporary and permanent BMP's, with some temporary BMP's capable of becoming permanent if necessary. Permanent BMP's consist of a Grass-Lined Drainage Channel w/ area inlet and RCP. The temporary BMP's incorporated in the design include silt fencing, curb sock, and rock check dams. Each facility is described in detail below:

## **Permanent BMP's**

### Grass-Lined Drainage Channel w/ Area Inlet & RCP

The Grass-Lined Drainage Channel was designed to collect and convey stormwater. The area inlet and RCP was sized to convey the 100-yr storm event. The drainage channel promotes filtration, infiltration, and settling to reduce runoff volume.

## **Temporary BMP's**

### Silt Fencing

Silt fencing is a temporary sediment barrier constructed of filter fabric stretched across supporting posts. The bottom edge of the fabric is entrenched and covered with backfill. Sediment must be periodically removed from behind the silt fence when it accumulates to half the fence height. Silt fencing shall be removed when adequate vegetative cover has been attained.

### Curb Sock

Curb sock is a temporary sediment barrier installed at an inlet to filter runoff and remove sediment prior to entering a storm drain inlet. Sediment must be periodically removed from behind the curb sock when it accumulates to half the storage capacity of the inlet protection. Check for displacement/damage of the curb sock due to large storm events or traffic/equipment. Remove curb sock when the drainage area for the inlet has reached final stabilization.

### Rock Check Dams

Rock check dams are placed in drainage channels to limit the erosivity of stormwater by reducing flow velocity as well as provide sediment trapping upstream of the structure. Sediment must be periodically removed from behind the check dam when it accumulates to half the crest height. Check dams shall be removed when adequate vegetative cover has been attained.

### Vehicle Tracking Control Pad

Vehicle tracking refers to the stabilization of construction entrances, roads, parking areas, and staging areas to prevent the tracking of sediment from the construction site to improved areas. A vehicle tracking control pad is designed for this project at the entrance to the Site, and can remain in place after construction is completed, becoming a permanent BMP, if desired. The vehicle tracking control pad is comprised of coarse aggregate (stones or riprap), approximately 12 inches deep. Stones/riprap must be replaced as necessary to maintain its integrity.

Appendix B

Standard Operating Procedures  
for  
Inspection and Maintenance

Grass Buffers and Grass Swales (GB-GS)

August 2021



CITY OF COLORADO SPRINGS

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## **GB-GS-1 BACKGROUND**

Grass Buffers and Grass Swales are common types of Stormwater BMPs utilized within the Front Range of Colorado. Grass Buffers and Grass Swales promote filtration, infiltration, and settling to reduce runoff volume.

Grass Buffers are uniformly graded and densely vegetated areas of turf grass. They are designed to accommodate sheet flow rather than concentrated or channelized flow. They are typically located adjacent to impervious areas such as parking lots or along highways and roads. Grass Buffers are designed to evenly distribute runoff across the width of the buffer to achieve uniform sheet-flow conditions. A flow spreader may be incorporated for this purpose. In some cases, grass buffers may have underdrain systems.

Grass Swales are densely vegetated drainageways with low-pitched side slopes that collect and convey runoff. Design of their longitudinal slope and cross section forces the flow to be slow and shallow, thereby facilitating sedimentation while limiting erosion. Berms or check dams may be installed perpendicular to the flow to decrease the slope and slow down the flow. Grass swales are used in open space and landscaped areas to collect and convey overland flows, and can be used as an alternative to curb and gutter to collect and convey street flows. Some grass swales are designed with underdrain systems.

## **GB-GS-2 INSPECTING GRASS BUFFERS AND SWALES (GB-GS)**

### **GB-GS-2.1 Access and Easements**

Inspection and maintenance personnel may utilize the figures located in Appendix E containing the locations of the access points and potential maintenance easements of the GB-GSs within this development.

### **GB-GS-2.2 Stormwater Best Management Practice (BMP) Locations**

Inspection and maintenance personnel may utilize the figures located in Appendix E containing the locations of the GB-GSs within this development.

### **GB-GS-2.3 Grass Buffer - Grass Swale (GB-GS) Features**

GB-GSs are unique stormwater quality facilities, in that they are typically viewed as landscaping or ground cover, and are often overlooked as water quality treatment facilities. GB-GSs have a number of features that are designed to serve a particular function. It is important for maintenance personnel to understand the function of each of these features. Below is a list of the common features of a Grass Swale or Grass Buffer and the corresponding maintenance inspection items that can be anticipated:

**Table GB-GS-1  
Typical Inspection & Maintenance Requirements Matrix**

	<b>Sediment Removal</b>	<b>Mowing Weed control</b>	<b>Trash &amp; Debris Removal</b>	<b>Erosion</b>	<b>Removal/ Replacement</b>	<b>Structural Repair</b>
<b>Swale Bottom</b>	X	X	X	X		
<b>Side Slope</b>		X	X	X		
<b>Buffer Strip</b>	X	X	X	X		
<b>Inflows</b>	X	X	X	X	X	X
<b>Underdrain System</b>	X				X	
<b>Grade Control/Level Spreader</b>				X		X
<b>Irrigation System</b>					X	

**GB-GS-2.3.1 Grass Swale Bottom and Side Slopes; Grass Buffer Strips**

Grass Swales and Grass Buffers require general maintenance of the turf grass and repair of any rill or gully development. The bottom and side slopes of grass swales and the area of grass buffer strips should be maintained with dense vegetative cover, and should not be eroded or bare. Inspection over the first few years will help to determine if any problems are developing.

*The typical maintenance items that are required at the side slopes and bottoms of grass swales and within grass buffer areas are as follows:*

- a. Sediment Accumulation* – The purpose of the grass swale or buffer is to slow down flow and allow sedimentation to occur. To prevent a loss in performance of the swale or buffer, sediment that accumulates must be removed on a timely basis.
  
- b. Vegetation Sparse* – Grass Swales and Buffers rely on a healthy, dense cover of grass to decrease the flow velocities and promote sedimentation and infiltration. Grasses that are diseased, dying or otherwise damaged should be replaced. All bare areas should be reseeded or patched. Causes which contribute to the damaged grass cover, including lack of adequate irrigation, traces of pedestrian or vehicular traffic, uncontrolled weeds etc., should be identified and remedied.
  
- c. Erosion Present* – Lack of adequate vegetative cover or excessive flow velocities may result in rill or gully development, and erosion of the swale or buffer strip. Erosion will require maintenance to prevent further damage to the area and to prevent sediment transport.
  
- d. Standing Water/Boggy Areas* – Grass swales and buffers are generally intended to drain and be dry in between rain events. If areas of standing water are present, the swale or buffer may need to be evaluated for proper

grade to ensure drainage. In some cases, where underdrains are used, the underdrains should be inspected to ensure that they are not clogged.

#### GB-GS-2.3.2 Inflow Points

Inflow points are the points of stormwater discharge into the swale or buffer. Inflow points are typically pipe outfalls, other grass swales or buffers, or curb cuts from upstream impervious areas, such as parking lots. Some form of energy dissipation is typically provided immediately downstream of the inflow point into the grass swale or buffer. Energy dissipation devices may include riprap aprons, or flow spreader devices.

*The typical maintenance items that are required at inflow points are as follows:*

*a. Riprap Displaced/Rundown Damaged* – Often, because of, the repeated impact/force of water, the riprap can shift and settle. If any portion of the riprap rundown or apron appears to have settled, if soil is present between the riprap, or if the riprap has shifted, maintenance may be required to ensure future erosion is prevented.

*b. Erosion Present/Outfall Undercut* – In some situations, an energy dissipater may have not been provided, or may not have been sized, constructed, or maintained appropriately and erosion has occurred. Any erosion within the vicinity of the inflow point will require maintenance to prevent damage to the structure(s) and sediment transport within the facility.

*c. Sediment Accumulation* – Because of the turbulence in the water created by the energy dissipater, sediment often deposits immediately downstream of the inflow point. To prevent a loss in performance, sediment that accumulates in this area must be removed on a timely basis.

#### GB-GS-2.3.3 Underdrain System

Some grass swales and buffers that have a flatter slope or soils which do not allow adequate percolation or are in areas with a continuous base flow may have been installed with an underdrain system. Underdrains typically consist of a layer of geotextile fabric, gravel storage area and perforated PVC pipe. The geotextile fabric is utilized to prevent the filter material from entering the underdrain system. The gravel storage area allows for storage of treated stormwater runoff prior to the discharge of the runoff through the perforated PVC pipe.

*The typical maintenance activities that are required for the underdrain system are as follows:*

With proper maintenance of the grassed areas, there should be a minimum amount of maintenance required on the underdrain system. Generally the only maintenance performed on the underdrain system is jet-vac cleaning in the event that it becomes clogged.

#### GB-GS-2.3.4 Grade Control Level Spreader

Grass swales that are installed in areas with steep longitudinal slopes often necessitate the use of grade control checks or drop structures. Grade control structures are typically either concrete walls or rip rap structures that serve to provide a reinforced drop at specific locations in the channel, reducing the longitudinal slope between the control structures.

Level Spreaders are installed on the upstream of grass buffers to evenly distribute flows along the design length. Level spreaders may consist of slotted curbing, modular block porous pavement, level walls or other spreader devices.

*The typical maintenance activities that are required for grade control structures and level spreaders are as follows:*

*a. Erosion present* – Grade control structures and level spreaders are provided to reduce the potential for erosion of the grassed swale or buffer areas. Erosion within the vicinity of the control structure or level spreader indicates that the structure is not functioning as intended and requires maintenance to prevent future erosion and damage.

*b. Structural damage* – Structural damage can occur at anytime along the life of the facility. Typically, structural damage occurs with the deterioration of concrete, including cracking, spalling or settling and the erosion and deterioration of the riprap structures. Level spreaders may settle unevenly creating low areas, which concentrate the flows.

#### GB-GS-2.3.5 Irrigation

Grass Buffers and Grass Swales depend on healthy, dense turf grass to function, and therefore require an irrigation system, to provide a consistent water supply. Typically, the condition of the grass cover will provide evidence of the effectiveness and maintenance needs of the irrigation system.

*The typical maintenance activities that are required for irrigation systems are as follows:*

Irrigation systems will generally require routine periodic maintenance and adjustment to ensure that proper amounts of water are being applied given the weather conditions, and that they are providing coverage to all areas of the grass to eliminate bare spots.

### GB-GS-2.3.6 Miscellaneous

There are a variety of inspection/maintenance issues that may not be attributed to a single feature within the GB-GS. This category on the inspection form is for maintenance items that are commonly found in the GB-GS, but may not be attributed to an individual feature.

*a. Access* – Access needs to be maintained.

*b. Public Hazards* – Public hazards include items such as containers of unknown/suspicious substances, and exposed metal/jagged concrete on structures. **If any hazard is found within the facility area that poses an immediate threat to public safety, contact the local emergency services at 911 immediately.**

*c. Burrowing Animals/Pests*– Prairie dogs and other burrowing rodents may cause damage to the GB-GS features and negatively affect the vegetation within the GB-GS.

*d. Other* – Any miscellaneous inspection/maintenance items not contained on the form should be entered here.

### **GB-GS-2.4 Inspection Forms**

GB-GS Inspection forms are located in Appendix C. Inspection forms shall be completed by the person(s) conducting the inspection activities. Each form shall be reviewed and submitted by the property owner or property manager to the City of Colorado Springs/Stormwater Team per the requirements of the Inspection and Maintenance Plan. These inspection forms shall be kept a minimum of 5 years and made available to the City of Colorado Springs/Stormwater Team upon request.

## **GB-GS-3 MAINTAINING GRASS BUFFERS & GRASS SWALES (GB-GS)**

### **GB-GS-3.1 Maintenance Personnel**

Maintenance personnel should be experienced to properly maintain GB-GSs. Inadequately trained personnel can cause additional problems resulting in additional maintenance costs.

### **GB-GS-3.2 Equipment**

It is imperative that the appropriate equipment and tools are taken to the field with the operations crew. The types of equipment/tools will vary depending on the task at hand. Below is a list of tools, equipment, and material(s) that may be necessary to perform maintenance on a GB-GS:

- 1.) Mowing Tractors
- 2.) Trimmers (extra string)
- 3.) Shovels
- 4.) Rakes

- 5.) All Surface Vehicle (ASVs)
- 6.) Engineers Level (laser)
- 7.) Erosion Control Blanket(s)
- 8.) Mulch
- 9.) Sod or Seed
- 10.) Illicit Discharge Cleanup Kits
- 11.) Trash Bags
- 12.) Approved Inspection and Maintenance Plan

Some of the items identified above may not be needed for every maintenance operation. However, this equipment should be available to the maintenance operations crews should the need arise.

### **GB-GS-3.3 Maintenance Forms**

The GB-GS Maintenance Form provides a record of each maintenance operation performed by maintenance contractors. The GB-GS Maintenance Form shall be filled out in the field after the completion of the maintenance operation. Each form shall be reviewed and submitted by the property owner or property manager to the City of Colorado Springs/Stormwater Team per the requirements of the Inspection and Maintenance Plan. The GB-GS Maintenance form is located in Appendix B.

### **GB-GS-3.4 Maintenance Categories and Activities**

A typical GB-GS Maintenance Program will consist of three broad categories of work: Routine, Restoration (minor), and Rehabilitation (major). Within each category of work, a variety of maintenance activities can be performed on a GB-GS. A maintenance activity can be specific to each feature within the GB-GS, or general to the overall facility. This section of the SOP explains each of the categories and briefly describes the typical maintenance activities for a GB-GS.

A variety of maintenance activities are typical of GB-GSs. The maintenance activities range in magnitude from routine trash pickup to the reconstruction of the GB-GS or underdrain system. Below is a description of each maintenance activity, the objectives, and frequency of actions.

### **GB-GS-3.5 Routine Maintenance Activities**

The majority of this work consists of scheduled mowing, trash and debris pickups and landscape care for the GB-GS during the growing season. It also includes activities such as weed control. These activities normally will be performed numerous times during the year. These items do not require any prior approval by City of Colorado Springs/Stormwater Team, however, completed inspection and maintenance forms shall be submitted to City of Colorado Springs/Stormwater Team for each inspection and maintenance period.

The Routine Maintenance Activities are summarized below, and further described in the following sections.

**Table GB-GS-2  
Summary of Routine Maintenance Activities**

Maintenance Activity	Minimum Frequency	Indication Action is Needed:	Maintenance Action
<b>Trash/Debris Removal</b>	Twice annual and before mowing	Trash & debris in GB-GS	Remove and properly dispose of trash and debris
<b>Mowing</b>	Routine – as necessary to maintain 2” – 4” grass height	Excessive grass height/aesthetics	2”-4” grass height for turf grass; 4” to 6” for native grass
<b>Irrigation (Automatic)</b>	Three times annually	Areas of insufficient or excess watering; broken or missing parts	SPRING: start up system; test for even coverage and correct timer settings SUMMER: test for even coverage and correct timer settings FALL: drain and winterized system (follow watering regulations)
<b>Irrigation (Not Automatic)</b>	As needed to maintain healthy grass	Areas of insufficient or excess watering	Water as needed to maintain healthy grass; (follow watering regulations)
<b>Weed Control</b>	Minimum twice annually	Noxious weeds; Unwanted vegetation	Treat w/herbicide or hand pull; consult a local Weed Inspector
<b>Mosquito Treatment</b>	As needed, based upon inspections	Standing water/ mosquito habitat	Perform maintenance to eliminate standing water; Treat w/ EPA approved chemicals
<b>Level Spreader (Grass Buffer only)</b>	As needed, based upon inspections	Evidence of uneven flow/localized erosion	Look for cause; repair, fill or revegetate areas of erosion
<b>Rodent Damage</b>	As needed, based upon inspections	Holes, small piles of dirt, raised burrows	Evaluate damage; contact Parks Dept. or Division of Wildlife for guidance

#### GB-GS-3.5.1 Trash/Debris Removal

Trash and debris must be removed from the GB-GS area to allow for proper functioning and to improve aesthetics. This activity must be performed prior to mowing operations.

*Frequency* – Routine – Prior to mowing operations and a minimum of twice annually.

### GB-GS-3.5.2 Mowing

Routine mowing of the turf grass embankments is necessary to maintain an appropriate grass height and to improve the overall appearance of the GB-GS. Turf grass should be mowed to a height of 2 to 4- inches (4 – 6- inches for native grass) and shall be bagged to prevent potential contamination of the filter media.

*Frequency* – Routine – as necessary to maintain grass height.

### GB-GS-3.5.3 Irrigation

Irrigation systems should be maintained in proper working order to provide an adequate water supply to support the grass cover. When automatic irrigation systems are not available, alternate methods for providing a water supply during times of drought must be provided.

Automatic irrigation systems should be maintained routinely throughout the growing season to ensure that they are providing the appropriate amounts of water, and are providing complete coverage of the area. Sprinkler heads should be adjusted as necessary, and checked for broken or missing parts.

*Frequency* - Routine as needed throughout the growing season, plus the following:

    SPRING: Start up the system and test for even coverage and correct timer settings.

    SUMMER: Test for even coverage and correct timer settings.

    FALL: Drain and winterize the system.

### GB-GS-3.5.4 Weed Control

Noxious weeds and other unwanted vegetation must be treated as needed throughout the GB-GS. This activity can be performed either through mechanical means (mowing/pulling) or with herbicide. Consultation with a local Weed Inspector is highly recommended prior to the use of herbicide. Herbicides should be utilized sparingly and as a last resort. All herbicide applications should be in accordance with the manufacturer's recommendations.

*Frequency* – Routine – As needed based upon inspections.

### GB-GS-3.5.5 Mosquito Treatment

GB-GS facilities are intended to drain, and should not have areas of standing water which creates mosquito habitat. Causes of the standing water or boggy conditions should be investigated and remediated as necessary to eliminate the standing water. Only EPA approved chemicals should be applied in accordance with the recommendations of the manufacturer.

*Frequency* – As needed based upon inspections.

**GB-GS-3.5.6 Level Spreader (Grass Buffer only)**

Evidence of uneven flow and localized erosion downstream of the level spreader indicate that the flow is not evenly distributed along the length of the spreader. Areas of erosion should be repaired, filled and revegetated. Causes for the erosion should be investigated and repaired.

*Frequency* – As needed based upon inspections.

**GB-GS-3.5.7 Rodent Damage**

Small holes, piles of dirt, and raised burrows are evidence of rodent damage. Damaged areas should be repaired and revegetated. Consultation with an animal control specialist or the Division of Wildlife may be required for persistent problems.

*Frequency* – As needed based on inspections.

**GB-GS-3.6 Restoration Maintenance Activities**

This work consists of a variety of isolated or small-scale maintenance/operational problems. Most of this work can be completed by a small crew, hand tools, and small equipment. These items do not require approval by City of Colorado Springs/Stormwater Team. Completed inspection and maintenance forms shall be submitted to City of Colorado Springs/Stormwater Team for each inspection and maintenance activity.

**Table GB-GS-3  
Summary of Restoration Maintenance Activities**

<b>Maintenance Activity</b>	<b>Minimum Frequency</b>	<b>Indication Action is Needed:</b>	<b>Maintenance Action</b>
<b>Sediment Removal</b>	As needed.	Sediment build-up.	Remove and properly dispose of sediment
<b>Erosion Repair</b>	As needed, based upon inspection	Rills and gullies forming on slopes and other areas	Repair eroded areas & revegetate; address cause
<b>Vegetation Removal</b>	As needed, based upon inspection	Trees, willows, shrubs impeding flow	Remove vegetation; restore correct grade and surface
<b>Revegetation</b>	As needed, based upon inspection	Areas without grass	Replace grass by sodding or seeding
<b>Irrigation (Automatic)</b>	As needed, based upon inspection.	Evidence of broken or missing parts	Replace parts and test system
<b>Level Spreader (Grass Buffer Only)</b>	As needed, based upon inspection.	Evidence of uneven flow; erosion; or rills/gullies	Repair sections of level spreader and address cause
<b>Fertilization or Soil</b>	As needed,	Grass with pale color;	Consult with turf

<b>Amendment</b>	minimize fertilization	areas with poor grass growth not due to irrigation problems	specialist; Test soil
<b>Vehicle Tracks (Along Roadways)</b>	As needed, based upon inspection	Depressions from vehicle tracks; vegetation damage	Repair and fill depressions; sod or seed damaged areas

#### GB-GS-3.6.1 Sediment Removal

Sediment removal is necessary to ensure proper function of the grass swale or buffer. Care should be taken when removing sediment to prevent damage to the turf grass and surrounding areas. Excessive amounts of sediment are an indication of upstream erosion or lack of adequate BMPs during construction activities. Causes for contributions of excess sediment should be investigated and addressed.

*Frequency* – As needed based upon inspections.

#### GB-GS-3.6.2 Erosion Repair

The repair of eroded areas is necessary to ensure the proper functioning of the GB-GS, to minimize sediment transport, and to reduce potential impacts to other features. Erosion can vary in magnitude from minor repairs to vegetation and embankments, to rills and gullies in the embankments and inflow points. The repair of eroded areas may require the use of excavators, riprap, concrete, and sod. Extreme care should be taken when utilizing motorized or heavy equipment to ensure damage to the underdrain system does not occur. Major erosion in a GS-GB is generally the result of excessive velocities caused by steep slopes. It may be necessary to make design improvements to the swale or buffer when erosion becomes a major maintenance item.

*Frequency* – As necessary, based upon inspections.

#### GB-GS-3.6.3 Vegetation Removal

Weeds, Shrubs, Willows and other unwanted vegetation that develops in the grass swale or buffer area may impede the flow and cause standing water or back flow problems. It is necessary to remove unwanted vegetation as soon as it appears. Remove the unwanted vegetation, and restore the correct grade. Revegetate with seed or sod.

*Frequency* – As necessary, based upon inspections.

#### GB-GS -3.6.4 Revegetation

Bare areas should be repaired as soon as possible. Repair bare areas with grass or sod. Causes of the problem, such as inadequate water supply or diseased grasses, should be investigated and resolved.

*Frequency* – As necessary, based upon inspections.

#### GB-GS-3.6.5 Irrigation (Automatic)

Irrigation systems require routine maintenance in accordance with the manufacturer's recommendations (valves, timer, etc.), and maintenance of the pipe and heads to ensure that even coverage is being applied, and that there are no missing or broken parts. Timing systems should be checked to verify that the correct amount of water is being applied to the grassed areas for the seasonal conditions.

*Frequency* – As necessary, based upon inspections.

#### GB-GS-3.6.6 Level Spreader

Level Spreaders that are no longer level, or have developed damaged areas of cracking or spalling, allow flows to concentrate in these depressed areas instead of being distributed over the length of the structure. Also, build up of grasses along the edge of the spreader may create an uneven flow distribution. Rills, gullies and other erosion that develops downstream of level spreaders should be repaired and reseeded or sodded. Causes of the erosion should be investigated and addressed.

*Frequency* – As necessary, based upon inspections.

#### GB-GS-3.6.7 Fertilization/Soil Amendment

Grass Buffers and Swales rely on healthy, dense turf in order to function properly. Grasses that appear to be diseased, dying or unhealthy may require amendments. Fertilizers should be applied in the minimum amounts recommended by the manufacturer.

*Frequency* – As necessary, based upon inspections.

#### GB-GS-3.6.8 Vehicle Tracks

GB-GSs that are adjacent to roadway sections may be damaged by vehicle tracks. Rutted areas should be filled in and revegetated as soon as possible. Frequent problems associated with vehicle traffic (such as around corners) may require a barrier or sign to avoid vehicular traffic within the grassed areas.

*Frequency* – As necessary, based upon inspections.

#### **GB-GB-3.7 Rehabilitation Maintenance Activities**

This work consists of larger maintenance/operational problems and failures within the stormwater management facilities. All of this work requires consultation with the City's Engineering staff to ensure the proper maintenance is performed. This work requires that the City's Engineering staff review the original design and construction drawings to assess the situation and assign the necessary maintenance. This work may also require

more specialized maintenance equipment, design/details, surveying, or assistance through private contractors and consultants.

**Table GB-GS-4  
Summary of Rehabilitation Maintenance Activities**

Maintenance Activity	Minimum Frequency	Look for:	Maintenance Action
<b>Major Sediment/Pollutant Removal</b>	As needed – based upon scheduled inspections	Large quantities of sediment	Remove and dispose of sediment. Repair vegetation as needed
<b>Major Erosion Repair</b>	As needed – based upon scheduled inspections	Severe erosion including gullies, excessive soil displacement, areas of settlement, holes	Repair erosion – find cause of problem and address to avoid future erosion
<b>Structural Repair</b>	As needed – based upon scheduled inspections	Deterioration and/or damage to structural components – level spreader, grade control structures, irrigation components, and ponding water.	Structural repair to restore the structure to its original design
<b>GB-GS Rebuild</b>	As needed – due to complete failure of PLD	Removal of filter media and underdrain system	Contact City Engineering

**GB-GS-3.7.1 Major Sediment/Pollutant Removal**

Major sediment removal consists of removal of large quantities of pollutants/sediment /landscaping material. Stormwater sediments removed from GB-GSs do not meet the regulatory definition of “hazardous waste”. However, these sediments can be contaminated with a wide array of organic and inorganic pollutants and handling must be done with care to insure proper removal and disposal. Sediments should be transported by motor vehicle only after they are dewatered. All sediments must be taken to a licensed landfill for proper disposal. Should a spill occur during transportation, prompt and thorough cleanup and disposal is imperative. Vegetated areas need special care to ensure design volumes and grades are preserved or may need to be replaced due to the removal activities.

*Frequency* – Non-routine – Repair as needed, based upon inspections.

#### GB-GS-3.7.2 Major Erosion Repair

Major erosion repair consists of filling and revegetating areas of severe erosion. Determining the cause of the erosion as well as correcting the condition that caused the erosion should also be part of the erosion repair. Care should be given to ensure design grades and volumes are preserved.

*Frequency* – Non-routine – Repair as needed, based upon inspections.

#### GB-GS-3.7.3 Structural Repair

A GB-GS generally includes level spreader and grade control structure that can deteriorate or be damaged during the service life of the facility. These structures are constructed of steel and concrete that can degrade or be damaged and may need to be repaired or re-constructed from time to time. Major repairs to structures may require input from a structural engineer and specialized contractors. Consultation with the City's Engineering staff shall take place prior to all structural repairs.

*Frequency* – Non-routine – Repair as needed, based upon inspections.

#### GB-GS-3.7.4 GB-GS Rebuild

In very rare cases, a GB-GS may need to be rebuilt. Generally, the need for a complete rebuild is a result of improper construction, improper maintenance resulting in structural damage to the underdrain system, or extensive contamination of the GB-GS. Consultation with the City's Engineering staff shall take place prior to any rebuild project.

*Frequency* – Non-routine – As needed based upon inspections.

# APPENDIX C

## GRASS BUFFER – GRASS SWALE INSPECTION FORM

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Subdivision/Business Name: \_\_\_\_\_

Subdivision/Business Address: \_\_\_\_\_

Weather: \_\_\_\_\_

Date of Last Rainfall: \_\_\_\_\_ Amount: \_\_\_\_\_ Inches

**Property Classification:** Residential      Multi Family      Commercial      Other: \_\_\_\_\_  
(Circle One)

**Reason for Inspection:** Routine      Complaint      After Significant Rainfall Event  
(Circle One)

**INSPECTION SCORING** – For each facility inspection item, insert one of the following scores:  
 0 = No deficiencies identified      2 = Routine maintenance required  
 1 = Monitor (potential for future problem)      3 = Immediate repair necessary  
 N/A = Not applicable

### **FEATURES**

**1.) Grass Swale Bottom & Side Slopes**

- \_\_\_ Sediment/Debris Accumulation
- \_\_\_ Vegetative Cover
- \_\_\_ Erosion Present
- \_\_\_ Standing Water/Boggy Areas

**2.) Grass Buffer**

- \_\_\_ Sedimentation/Debris Accumulation
- \_\_\_ Vegetative Cover
- \_\_\_ Erosion Present
- \_\_\_ Standing Water/Boggy Areas

**3.) Inflow Points**

- \_\_\_ Riprap Displaced/Run-down or Pipe Damage
- \_\_\_ Erosion Present/Outfall Undercut
- \_\_\_ Sediment Accumulation

**4.) Underdrain System**

- \_\_\_ Standing water/Not Draining
- \_\_\_ Evidence of clogged system

**5.) Grade Control**

- \_\_\_ Erosion Present
- \_\_\_ Structural Damage

**6.) Level Spreader**

- \_\_\_ Erosion Present
- \_\_\_ Structural Damage
- \_\_\_ Unlevel/Uneven Distribution of flow

**7.) Irrigation**

- \_\_\_ General Grass Condition
- \_\_\_ Bare Spots
- \_\_\_ Broken Sprinkler Heads

**8.) Miscellaneous**

- \_\_\_ Encroachment in Easement Area
- \_\_\_ Public Hazards
- \_\_\_ Burrowing Animals/Pests
- \_\_\_ Other

Inspection Summary / Additional Comments: \_\_\_\_\_

**OVERALL FACILITY RATING (Circle One)**

0 = No Deficiencies Identified      2 = Routine Maintenance Required  
 1 = Monitor (potential for future problem exists)      3 = Immediate Repair Necessary

This inspection form shall be kept a minimum 5 years and made available to the County upon request.

# APPENDIX D

<b>GRASS BUFFERS AND GRASS SWALES (GB-GS)</b>			
<b>MAINTENANCE FORM</b>			
Subdivision/Business Name: _____	Completion Date: _____		
Subdivision/Business Address: _____	Contact Name: _____		
<b>Maintenance Category:</b> (Circle All That Apply)	Routine	Restoration	Rehabilitation
<b>Reason for Inspection:</b> (Circle One)	Routine	Complaint	After Significant Rainfall Event
<b>MAINTENANCE ACTIVITIES PERFORMED</b>			
<b><u>ROUTINE WORK</u></b>			
<input type="checkbox"/> MOWING <input type="checkbox"/> TRASH/DEBRIS REMOVAL <input type="checkbox"/> OUTLET WORKS CLEANING (TRASH RACK/WELL SCREEN) <input type="checkbox"/> WEED CONTROL (HERBICIDE APPLICATION)			
<b><u>RESTORATION WORK</u></b>		<b><u>REHABILITATION WORK</u></b>	
<input type="checkbox"/> SEDIMENT REMOVAL <input type="checkbox"/> INFLOW POINT <input type="checkbox"/> SWALE BOTTOM <input type="checkbox"/> SIDE SLOPE <input type="checkbox"/> BUFFER STRIP  <input type="checkbox"/> EROSION REPAIR <input type="checkbox"/> INFLOW POINT <input type="checkbox"/> SWALE BOTTOM <input type="checkbox"/> SIDE SLOPE <input type="checkbox"/> BUFFER STRIP <input type="checkbox"/> GRADE CONTROL/LEVEL SPREADER <input type="checkbox"/> REVEGETATION <input type="checkbox"/> SWALE BOTTOM <input type="checkbox"/> SIDE SLOPE <input type="checkbox"/> BUFFER STRIP		<input type="checkbox"/> SEDIMENT REMOVAL (DREDGING) <input type="checkbox"/> SWALE BOTTOM <input type="checkbox"/> INFLOW POINT <input type="checkbox"/> EROSION REPAIR <input type="checkbox"/> INFLOW POINT <input type="checkbox"/> SWALE BOTTOM <input type="checkbox"/> SIDE SLOPE <input type="checkbox"/> BUFFER STRIP <input type="checkbox"/> STRUCTURAL REPAIR <input type="checkbox"/> INFLOW <input type="checkbox"/> UNDERDRAIN <input type="checkbox"/> LEVEL SPREADER  OTHER _____ _____ _____ _____	

ESTIMATED TOTAL MANHOURS: \_\_\_\_\_

COSTS INCURRED (include description of costs): \_\_\_\_\_

EQUIPMENT/MATERIAL USED (include hours of equipment usage and quantity of material used):  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMENTS/ADDITIONAL INFO: \_\_\_\_\_  
 \_\_\_\_\_

This Maintenance Activity Form shall be kept a minimum of 5 years and made available to the County upon request.

**Appendix E**  
**As-Built Plans**  
(When Complete)

**Appendix F**  
**Civil Engineer**  
**Stormwater Best Management Practice (permanent) Certification**  
**Letter**

08/16/2021

Attn.: EPC Review Engineer

To Whom it May Concern:

The permanent stormwater Best Management Practices (BMPs) for *Colorado Centre Metropolitan District – Administrative Building at the intersection of Flagstone St. and E. Anvil Dr. in Colorado Springs, CO* consist of a grass-lined drainage channel with area inlet and RCP.

*JDS-Hydro Consultants, Inc.* has reviewed the site to ensure it is in compliance with the approved BMP's for this project. Based upon this information and information gathered during periodic site visits to the project during significant/key phases of the stormwater BMP installation, *JDS-Hydro* is of the opinion that the stormwater BMPs have been constructed in general compliance with the approved Erosion and Stormwater Quality Control Plan, Construction Plans, and Specifications as filed with the County.

**Statement Of Engineer In Responsible Charge:**

I, *Ryan M. Mangino*, a registered Professional Engineer in the State of Colorado, in accordance with Sections 5.2 and 5.3 of the Bylaws and Rules of the State Board of Registration for Professional Engineers and Professional Land Surveyors, do hereby certify that I or a person under my responsible charge periodically observed the construction of the above mentioned project. Based on the on-site field observations and review of pertinent documentation, it is my professional opinion that the required permanent BMPs have been installed and are in general compliance with the approved Erosion and Stormwater Quality Control Plan, Construction Plans, and Specifications as filed with the of County. For BMPs with a Water Quality Capture Volume (WQCV), I have attached the post-construction As-Built drawings. The As-Built drawings accurately depict the final installation of the stormwater BMPs and verify the WQCV.

*Ryan M Mangino, P.E.*  
Colorado No. 43304

*Seal & Signature*