

# **Stormwater Management Facility Operation and Maintenance (O&M) Manual**

**for:**

**CLEARWAY, LOT 5**

**Located near:**

**HWY 24 N AND HWY 24 E INTERSECTION  
EI PASO COUNTY, CO**

**Prepared for:**

**WireNut Home Services  
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Colorado Springs, CO 80915  
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Project #: PPR-22-034

# **Stormwater Management Facility Operation and Maintenance (O&M) Manual**

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It appears that this is missing as only the cover sheet is provided

APPENDIX B has been included with this submittal

## **Stormwater Management Facility Operation and Maintenance (O&M) Manual**

### **I. Compliance with Stormwater Facility Maintenance Requirements**

All property owners are responsible for ensuring that stormwater 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. Maintenance agreement(s) associated with this property are provided in Appendix A.

In some cases, the El Paso County (EPC) may agree to provide the required inspection and maintenance for some or all private stormwater facilities. In these cases, an EPC maintenance agreement will be included in Appendix A for those facilities that are agreed to be included in the EPC routine maintenance program.

### **II. Inspection & Maintenance – Annual Reporting**

Requirements for the inspection and maintenance of stormwater facilities, as well as reporting requirements are included in this Stormwater Management Facility Operation and Maintenance (O&M) Manual.

**Verification that the Stormwater facilities have been properly inspected and maintained; submittal of the required Inspection and Maintenance Forms and Inspector qualifications shall be provided to EPC on an annual basis. The annual reporting form shall be provided to EPC prior to May 31st of each year.**

Copies of the Inspection and Maintenance forms for each of the stormwater facilities are located in Appendix D and E. A standard annual reporting form is provided in Appendix F. Each form shall be reviewed and submitted by the property owner or property manager to EPC.

Property owners are not required to provide Inspection and Maintenance Reports for stormwater facilities that have been agreed to be maintained by EPC. These reports will be generated through EPC's inspection & maintenance program.

### **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 in the first place. Common pollutants include sediment, trash & debris, chemicals, dog 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 disposal of hazardous wastes and chemicals.
- Plan lawn care to minimize the use of 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.
- Re-vegetate disturbed and bare areas to maintain vegetative stabilization.
- Clean out the upstream components of the storm drainage system, including inlets, storm sewers and outfalls.
- Do not store materials outdoors (including landscaping materials) unless properly protected from runoff.

#### **IV. Access and Easements**

All stormwater management facilities located on the site have both a designated access location as well as a maintenance easement. Refer to the Stormwater Facilities Map located in Appendix G for access and easement locations.

#### **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 or equipment. A confined space should never be entered without at least one additional person present.

If a toxic or flammable substance is discovered, leave the immediate area and contact the local Sheriff at 911.

Potentially dangerous (e.g., fuel, chemicals, hazardous materials) substances found in the areas must be referred to the local Sheriff's Office immediately for response by the Hazardous Materials Unit. The emergency contact number is 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 identified within the pond that 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 the local Sheriff's Office 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 Management Facilities:

- Protective clothing and boots.
- Safety equipment (vest, hard hat, confined space entry equipment).
- Communication equipment.
- Operation and Maintenance Manual for the site including stormwater management facility location maps.
- Clipboard.
- Stormwater Facility Maintenance Inspection Forms (See Appendix D).
- 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). However, this equipment should be available in the vehicle driven to the site.

## **VII. Inspecting Stormwater Management Facilities**

The quality of stormwater entering the waters of the state relies heavily on the proper operation and maintenance of permanent best management practices. Stormwater management facilities 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 management facilities are required to be inspected by a qualified individual at a minimum of once per year. Inspections should follow the inspection guidance found in the SOP for the specific type of facility. (Appendix C of this manual).

### **B. Inspection Report**

The person(s) conducting the inspection activities shall complete the appropriate inspection report for the specific facility. Inspection reports are located in Appendix D.

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 should 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 (See SOP in appendix A). 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 Management Facility Inspection Form provides a record of inspection of the facility. Inspection Forms for each facility type are provided in Appendix D. Verification of the inspection of the stormwater facilities, the facility inspection form(s), and Inspector Qualifications shall be provided to EPC on an annual basis. The verification and the inspection form(s) shall be reviewed and submitted by the property owner or property manager.

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

## **VIII. Maintaining Stormwater Management Facilities**

Stormwater management facilities 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 management facility maintenance programs are separated into three broad categories of work. These categories are based largely on the Urban Drainage and Flood Control District's Maintenance Program for regional drainage facilities. 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 mowings 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 EPC; however, completed inspection and

maintenance forms shall be submitted to EPC for each inspection and maintenance activity.

#### 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 require prior correspondence with EPC and require that completed maintenance forms be submitted to EPC for each maintenance activity.

#### Rehabilitation Work

This work consists of large-scale maintenance and major improvements needed to address failures within the stormwater management facilities. This work requires consultation with EPC and may require an engineering design with construction plans to be prepared for review and approval. 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 EPC and require that completed maintenance forms be submitted to EPC for each maintenance activity.

### B. Maintenance Personnel

Maintenance personnel must be qualified to properly maintain stormwater management facilities. Inadequately trained personnel can cause additional problems resulting in additional maintenance costs.

### C. Maintenance Forms

The Stormwater Management Facility Maintenance Form provides a record of maintenance activities. Maintenance Forms for each facility type are provided in Appendix E. Maintenance Forms shall be completed by the 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 to the Southeast Metro Stormwater Authority.

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



## APPENDICES

## **APPENDIX A**

**PRIVATE DETENTION BASIN /  
STORMWATER QUALITY BEST MANAGEMENT PRACTICE  
MAINTENANCE AGREEMENT AND EASEMENT**

This PRIVATE DETENTION BASIN / STORMWATER QUALITY BEST MANAGEMENT PRACTICE MAINTENANCE AGREEMENT AND EASEMENT (Agreement) is made by and between EL PASO COUNTY by and through THE BOARD OF COUNTY COMMISSIONERS OF EL PASO COUNTY, COLORADO (Board or County) and WIRENUT HOME SERVICES (Developer). The above may occasionally be referred to herein singularly as “Party” and collectively as “Parties.”

Recitals

A. WHEREAS, Developer is the owner of certain real estate (LOT 5 OF CLEARWAY) in El Paso County, Colorado, which Property is legally described in Exhibit A attached hereto and incorporated herein by this reference; and

B. WHEREAS, Developer desires to plat and develop on the Property a subdivision/land use to be known as (LOT 5 OF CLEARWAY); and

C. WHEREAS, the development of this Property will substantially increase the volume of water runoff and will decrease the quality of the stormwater runoff from the Property, and, therefore, it is in the best interest of public health, safety and welfare for the County to condition approval of this subdivision/land use on Developer’s promise to construct adequate drainage, water runoff control facilities, and stormwater quality structural Best Management Practices (“BMPs”) for the subdivision/land use; and

D. WHEREAS, Chapter 8, Section 8.4.5 of the El Paso County Land Development Code, as periodically amended, promulgated pursuant to Section 30-28-133(1), Colorado Revised Statutes (C.R.S.), requires the County to condition approval of all subdivisions on a developer’s promise to so construct adequate drainage, water runoff control facilities, and BMPs in subdivisions; and

E. WHEREAS, the Drainage Criteria Manual, Volume 2, as amended by Appendix I of the El Paso County Engineering Criteria Manual (ECM), as each may be periodically amended, promulgated pursuant to the County’s Colorado Discharge Permit System General Permit (MS4 Permit) as required by Phase II of the National Pollutant Discharge Elimination System (NPDES), which MS4 Permit requires that the County take measures to protect the quality of stormwater from sediment and other contaminants, requires subdividers, developers, landowners, and owners of facilities located in the County’s rights-of-way or easements to provide adequate permanent stormwater quality BMPs with new development or significant redevelopment; and

F. WHEREAS, Section 2.9 of the El Paso County Drainage Criteria Manual provides for a developer’s promise to maintain a subdivision’s drainage facilities in the event the County does not assume such responsibility; and

G. WHEREAS, developers in El Paso County have historically chosen water runoff detention basins as a means to provide adequate drainage and water runoff control in subdivisions, Private Detention Basin / Stormwater Quality BMP Maintenance Agreement – Page 2 of 8 which basins, while

effective, are less expensive for developers to construct than other methods of providing drainage and water runoff control; and

H. WHEREAS, Developer desires to construct for the subdivision/land use [1] detention basin/stormwater quality BMP(s) (“detention basin/BMP(s)”) as the means for providing adequate drainage and stormwater runoff control and to meet requirements of the County’s MS4 Permit, and to operate, clean, maintain and repair such detention basin/BMP(s); and

I. WHEREAS, Developer desires to construct the detention basin/BMP(s) on property that is or will be platted as LOT 5, as indicated on the final plat of the subdivision, and as set forth on Exhibit B attached hereto; and

J. WHEREAS, Developer shall be charged with the duties of constructing, operating, maintaining and repairing the detention basin/BMP(s) on the Property described in Exhibit B; and

K. WHEREAS, it is the County’s experience that subdivision developers and property owners historically have not properly cleaned and otherwise not properly maintained and repaired these detention basins/BMPs, and that these detention basins/BMPs, when not so properly cleaned, maintained, and repaired, threaten the public health, safety and welfare; and

L. WHEREAS, the County, in order to protect the public health, safety and welfare, has historically expended valuable and limited public resources to so properly clean, maintain, and repair these detention basins/BMPs when developers and property owners have failed in their responsibilities, and therefore, the County desires the means to recover its costs incurred in the event the burden falls on the County to so clean, maintain and repair the detention basin/BMP(s) serving this subdivision/land use due to the Developer/Owner’s failure to meet its obligations to do the same; and

M. WHEREAS, the County conditions approval of this subdivision/land use on the Developer’s promise to so construct the detention basin/BMP(s), and conditions approval on the Owner’s promise to reimburse the County in the event the burden falls upon the County to so clean, maintain and/or repair the detention basin/BMP(s) serving this Subdivision; and

N. WHEREAS, the County could condition subdivision/land use approval on the Developer’s promise to construct a different and more expensive drainage, water runoff control system and BMPs than those proposed herein, which more expensive system would not create the possibility of the burden of cleaning, maintenance and repair expenses falling on the County; however, the County is willing to forego such right upon the performance of Developer/Owner’s promises contained herein; and

O. WHEREAS, the County, in order to secure performance of the promises contained herein, conditions approval of this subdivision/land use upon the Developer’s grant herein of a perpetual Easement over a portion of the Property for the purpose of allowing the County to periodically access, inspect, and, when so necessary, to clean, maintain and/or repair the detention basin/BMP(s); and

#### Agreement

NOW, THEREFORE, in consideration of the mutual Promises contained herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals: The Parties incorporate the Recitals above into this Agreement.

2. Covenants Running with the Land: Developer/Owner agrees that this entire Agreement and the performance thereof shall become a covenant running with the land, which land is legally described in Exhibit A attached hereto, and that this entire Agreement and the performance thereof shall be binding upon itself, its successors and assigns.

3. Construction: Developer shall construct on that portion of the Property described in Exhibit B attached hereto and incorporated herein by this reference, [1] detention basin/BMP(s). Developer shall not commence construction of the detention basin/BMP(s) until the El Paso County Planning and Community Development Department (PCD) has approved in writing the plans and specifications for the detention basin/BMP(s) and this Agreement has been signed by all Parties and returned to the PCD. Developer shall complete construction of the detention basin/BMP(s) in substantial compliance with the County-approved plans and specifications for the detention basin/BMP(s). Failure to meet these requirements shall be a material breach of this Agreement, and shall entitle the County to pursue any remedies available to it at law or in equity to enforce the same. Construction of the detention basin/BMP(s) shall be substantially completed within one (1) year (defined as 365 days), which one year period will commence to run on the date the approved plat of this Subdivision is recorded in the records of the El Paso County Clerk and Recorder. In cases where a subdivision is not required, the one year period will commence to run on the date the Erosion and Stormwater Quality Control Permit (ESQCP) is issued. Rough grading of the detention basin/BMP(s) must be completed and inspected by the El Paso County Planning and Community Development Department prior to commencing road construction.

In the event construction is not substantially completed within the one (1) year period, then the County may exercise its discretion to complete the project, and shall have the right to seek reimbursement from the Developer/Owner and its successors and assigns, for its actual costs and expenses incurred in the process of completing construction. The term actual costs and expenses shall be liberally construed in favor of the County, and shall include, but shall not be limited to, labor costs, tool and equipment costs, supply costs, and engineering and design costs, regardless of whether the County uses its own personnel, tools, equipment and supplies, etc. to correct the matter. In the event the County initiates any litigation or engages the services of legal counsel in order to enforce the Provisions arising herein, the County shall be entitled to its damages and costs, including reasonable attorney fees, regardless of whether the County contracts with outside legal counsel or utilizes in-house legal counsel for the same.

4. Maintenance: The Developer/Owner agrees for itself and its successors and assigns, that it will regularly and routinely inspect, clean and maintain the detention basin/BMP(s), and otherwise keep the same in good repair, all at its own cost and expense. No trees or shrubs that will impair the structural integrity of the detention basin/BMP(s) shall be planted or allowed to grow on the detention basin/BMP(s).

5. Creation of Easement: Developer/Owner hereby grants the County a non-exclusive perpetual easement upon and across that portion of the Property described in Exhibit B. The purpose of the easement is to allow the County to access, inspect, clean, repair and maintain the detention basin/BMP(s); however, the creation of the easement does not expressly or implicitly impose on the County a duty to so inspect, clean, repair or maintain the detention basin/BMP(s).

6. County's Rights and Obligations: Any time the County determines, in the sole exercise of its discretion, that the detention basin/BMP(s) is not properly cleaned, maintained and/or otherwise kept in good repair, the County shall give reasonable notice to the Developer/Owner and its successors and assigns, that the detention basin/BMP(s) needs to be cleaned, maintained and/or otherwise repaired. The notice shall provide a reasonable time to correct the problem(s). Should the responsible parties fail to correct the specified problem(s), the County may enter upon the Property to so correct the specified problem(s). Notice shall be effective to the above by the County's deposit of the same into the regular United States mail, postage pre-paid. Notwithstanding the foregoing, this Agreement does not expressly or implicitly impose on the County a duty to so inspect, clean, repair or maintain the detention basin/BMP(s).

7. Reimbursement of County's Costs / Covenant Running With the Land: The Developer/Owner agrees and covenants, for itself, its successors and assigns, that it will reimburse the County for its costs and expenses incurred in the process of completing construction of, cleaning, maintaining, and/or repairing the detention basin/BMP(s) pursuant to the provisions of this Agreement. The term "actual costs and expenses" shall be liberally construed in favor of the County, and shall include, but shall not be limited to, labor costs, tools and equipment costs, supply costs, and engineering and design costs, regardless of whether the County uses its own personnel, tools, equipment and supplies, etc. to correct the matter. In the event the County initiates any litigation or engages the services of legal counsel in order to enforce the provisions arising herein, the County shall be entitled to its damages and costs, including reasonable attorney's fees, regardless of whether the County contracts with outside legal counsel or utilizes in-house legal counsel for the same.

8. Contingencies of Land Use/Land Disturbance Approval: Developer/Owner's execution of this Agreement is a condition of land use/land disturbance approval. The County shall have the right, in the sole exercise of its discretion, to approve or disapprove any documentation submitted to it under the conditions of this Paragraph, including but not limited to, any separate agreement or amendment, if applicable, identifying any specific maintenance responsibilities not addressed herein. The County's rejection of any documentation submitted hereunder shall mean that the appropriate condition of this Agreement has not been fulfilled.

9. Agreement Monitored by El Paso County Planning and Community Development Department and/or El Paso County Department of Public Works: Any and all actions and decisions to be made hereunder by the County shall be made by the Director of the El Paso County Planning and Community Development Department and/or the Director of the El Paso County Department of Public Works. Accordingly, any and all documents, submissions, plan approvals, inspections, etc. shall be submitted to and shall be made by the Director of the Planning and Community Development Department and/or the Director of the El Paso County Department of Public Works.

10. Indemnification and Hold Harmless: To the extent authorized by law, Developer/Owner agrees, for itself, its successors and assigns, that it will indemnify, defend, and hold the County harmless from any and all loss, costs, damage, injury, liability, claim, lien, demand, action and causes of action whatsoever, whether at law or in equity, arising from or related to its intentional or negligent acts, errors or omissions or that of its agents, officers, servants, employees, invitees and licensees in the construction, operation, inspection, cleaning (including analyzing and disposing of any solid or hazardous wastes as defined by State and/or Federal environmental laws and regulations), maintenance, and repair of the detention basin/BMP(s), and such obligation arising under this Paragraph shall be joint and several. Nothing in this Paragraph shall be deemed to waive or otherwise limit the defense available

to the County pursuant to the Colorado Governmental Immunity Act, Sections 24-10-101, et seq. C.R.S., or as otherwise provided by law.

11. Severability: In the event any Court of competent jurisdiction declares any part of this Agreement to be unenforceable, such declaration shall not affect the enforceability of the remaining parts of this Agreement.

12. Third Parties: This Agreement does not and shall not be deemed to confer upon or grant to any third party any right to claim damages or to bring any lawsuit, action or other proceeding against either the County, the Developer/Owner, or their respective successors and assigns, because of any breach hereof or because of any terms, covenants, agreements or conditions contained herein.

13. Solid Waste or Hazardous Materials: Should any refuse from the detention basin/BMP(s) be suspected or identified as solid waste or petroleum products, hazardous substances or hazardous materials (collectively referred to herein as “hazardous materials”), the Developer/Owner shall take all necessary and proper steps to characterize the solid waste or hazardous materials and properly dispose of it in accordance with applicable State and/or Federal environmental laws and regulations, including, but not limited to, the following: Solid Wastes Disposal Sites and Facilities Acts, §§ 30-20-100.5 – 30-20-119, C.R.S., Colorado Regulations Pertaining to Solid Waste Disposal Sites and Facilities, 6 C.C.R. 1007-2, et seq., Solid Waste Disposal Act, 42 U.S.C. §§ 6901-6992k, and Federal Solid Waste Regulations 40 CFR Ch. I. The County shall not be responsible or liable for identifying, characterizing, cleaning up, or disposing of such solid waste or hazardous materials. Notwithstanding the previous sentence, should any refuse cleaned up and disposed of by the County be determined to be solid waste or hazardous materials, the Developer/Owner, but not the County, shall be responsible and liable as the owner, generator, and/or transporter of said solid waste or hazardous materials.

14. Applicable Law and Venue: The laws, rules, and regulations of the State of Colorado and El Paso County shall be applicable in the enforcement, interpretation, and execution of this Agreement, except that Federal law may be applicable regarding solid waste or hazardous materials. Venue shall be in the El Paso County District Court.

IN WITNESS WHEREOF, the Parties affix their signatures below.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

WIRENUT HOME SERVICES

By: \_\_\_\_\_

Trent Urban, Developer

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



BOARD OF COUNTY COMMISSIONERS  
OF EL PASO COUNTY, COLORADO

By: \_\_\_\_\_

\_\_\_\_\_, Chair

Attest:

\_\_\_\_\_  
County Clerk and Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, Chair of the Board of County Commissioners of El Paso County,  
Colorado, as Attested to by \_\_\_\_\_, County Clerk and Recorder.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Approved as to Content and Form:

\_\_\_\_\_  
Assistant County Attorney

## **Exhibit A**



212 N. Wahsatch Ave, Ste 305  
Colorado Springs, CO 80903  
Mail to: PO Box 1360  
Colorado Springs, CO 80901  
719.955.5485

## **LOT 5 OF CLEARWAY LEGAL DESCRIPTION**

LOT 5 OF CLEARWAY

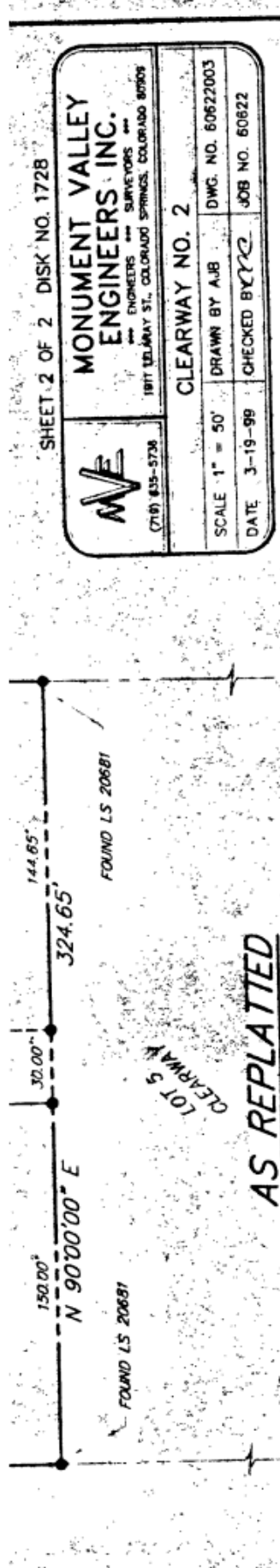
SAID DESCRIBED LOT CONTAINS 129,304 SQUARE FEET (2.968 ACRES, MORE OR LESS).

PREPARED BY:

---

VERNON P. TAYLOR, COLORADO PLS NO. 25966      DATE  
FOR AND ON BEHALF OF M&S CIVIL CONSULTANTS, INC

## **Exhibit B**



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## **APPENDIX B**

## **APPENDIX C**

# Standard Operation Procedures for Inspection and Maintenance

## Sand Filter Basins (SFBs)

November 2007



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## **SFB-1 BACKGROUND**

Sand Filter Basins (SFBs) are a common type of Stormwater Management facility utilized within the Front Range of Colorado. A SFB consists of a sedimentation chamber, a flat surfaced area of sand (sometimes covered with grass or sod), a filtration chamber, and a flat sand filter bed with an underdrain system. A surcharge zone exists within the sedimentation and filtration chambers for temporary storage of the Water Quality Capture Volume (WQCV). During a storm, runoff enters the sedimentation chamber, where the majority of sediments are deposited. The runoff then enters the filtration chamber where it ponds above the sand bed and gradually infiltrates into the underlying sand filter, filling the void spaces of the sand. The underdrain gradually dewateres the sand bed and discharges the runoff to a nearby channel, swale, or storm sewer. SFBs provide for filtering and absorption of pollutants in the stormwater<sup>1</sup>. The popularity of SFBs has grown because they allow the WQCV to be provided on a site that has little open area available for stormwater management. However, there are limitations on their use due to potential clogging from large amounts of sediment.

## **SFB-2 INSPECTING SAND FILTER BASINS (SFBs)**

### **SFB-2.1 Access and Easements**

Inspection and maintenance personnel may utilize the stormwater facility map located in Appendix G containing the locations of the access points and maintenance easements of the SFBs within this development.

### **SFB-2.2 Stormwater Management Facilities Locations**

Inspection and maintenance personnel may utilize the stormwater facility map located in Appendix G containing the locations of the SFBs within this development.

### **SFB-2.3 Sand Filter Extended Detention Basin (SFB) Features**

SFBs have a number of features that are designed to serve a particular function. Many times the proper function of one feature depends on another. It is important for maintenance personnel to understand the function of each of these features to prevent damage to any feature during maintenance operations. Below is a list and description of the most common features within a SFB and the corresponding maintenance inspection items that can be anticipated:

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<sup>1</sup> Design of Stormwater Filtering Systems, Centers for Watershed Protection, December 1996

**TABLE SFB-1**  
**Typical Inspection & Maintenance Requirements Matrix**

	Sediment Removal	Mowing Weed control	Trash/ Debris Removal	Erosion	Overgrown Vegetation Removal	Removal/ Replacement	Structure Repair
Inflow Points/Splitter Box	X		X				X
Sedimentation Chamber	X	X	X	X	X		
Filter Media	X	X	X	X	X	X	
Underdrain System						X	
Overflow Outlet Works	X		X				X
Embankment		X	X	X	X		

#### SFB-2.3.1 Inflow Points/Splitter Box

Inflow points or outfalls into SFBs are the point of stormwater discharge into the facility. An inflow point is commonly a curb cut with a concrete or riprap rundown or a storm sewer pipe outfall with a flared end section.

SFBs are designed to treat only the WQCV. The WQCV is a volume of water that runs off a site during an 80<sup>th</sup> percentile event. Any amount over the WQCV is allowed to go to a detention facility without water quality treatment. The splitter box is generally constructed of reinforced concrete. The splitter box typically has a lower wall that has a height that will trap the required WQCV. Volumes over the WQCV are allowed to spill over the wall and enter a storm sewer system that conveys the runoff to a detention facility. Proper inspection and maintenance of the splitter box is essential in ensuring the long-term operation of the SFB.

An energy dissipater is typically immediately downstream of the splitter box, at the discharge point into the SFB, to protect the sedimentation and filtration chambers from erosion. In some cases, the splitter box outfall can have a toe-wall or cut-off wall immediately below the structure to prevent undercutting of the outfall from erosion.

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

*a. Riprap Displaced* – Many times, because of the repeated impact/force of water, the riprap can shift and settle. If any portion of the riprap apron appears to have settled, soil is present between the riprap, or the riprap

has shifted, maintenance may be required to ensure future erosion is prevented.

*b. 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 of the upstream infrastructure, sediment that accumulates in this area must be removed on a timely basis.

*c. Structural Damage* – Structural damage can occur at anytime during the life of the facility. Typically for an inflow, the structural damage occurs to the pipe flared end section (concrete or steel). Structural damage can lead to additional operating problems with the facility, including loss of hydraulic performance.

#### SFB-2.3.2      Sedimentation Chamber

The sedimentation chamber is located adjacent to the splitter box and generally consists of a flat irrigated turf grass area followed by a water trapping device that allows water to be briefly held in the sedimentation chamber before being released into the filtration chamber. This slowing of the runoff allows sediments to be deposited in the sedimentation chamber and not the filtration chamber where they can cause clogging of the filter media.

*The typical maintenance activities that are required within the sedimentation chamber are as follows:*

*a. Mowing/woody growth control/weeds present* - Routine mowing of the turf grass within the sediment chamber is necessary to improve the overall appearance and to ensure proper function of the SFB. Turf grass should be mowed to a height of 2 to 4- inches and shall be bagged to prevent potential contamination of the filter media. If undesirable vegetation is not routinely mowed/removed, the growth can cause debris/sediment to accumulate, resulting in blockage of the filter media. Also, shrub, grass and weed roots can cause damage to the filter media and underdrain system. Routine management is essential to prevent more extensive and costly future maintenance.

#### SBF-2.3.3      Filter Media

The filter media is the main pollutant removal component of the SFB. The filter media consists of 18-inches of washed sand. The filter media removes pollutants through several different processes, including sedimentation, filtration, infiltration and microbial uptake.

Sedimentation is accomplished by the slow release of stormwater runoff through the filter media. This slow release allows for sediment particles that were not deposited in the sedimentation chamber to be deposited on the top layer of the filter media where they are easily removed through routine maintenance. Other pollutants are also removed through this process because they are attached to sediment.

Filtration is the main pollutant removal mechanism of SFBs. When the stormwater runoff migrates down through the filter media, many of the particulate pollutants are physically strained out as they pass through the filter bed of sand and are trapped on the surface or among the pores of the filter media.

SFBs that are not lined with an impervious liner allow for infiltration into the native soils. This process also allows for additional pollutant removal.

Microbes that naturally occur in the filter media can assist with pollutant removal by breaking down organic pollutants.

*The typical maintenance activities that are required within the filter media areas are as follows:*

*a. Mowing/woody growth control/weeds present* - Noxious weeds and other unwanted vegetation must be treated as needed throughout the SFB. 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.

*b. Sediment/Pollutant Removal* – Although SFBs should not be utilized in areas where large concentrations of sediment and other pollutants will enter the SFB, it is inevitable that some sediment and other pollutants will enter the SFB. Most sediment will be deposited in the sedimentation chamber, however finer suspended particles will migrate to the filter media. These sediments need to be removed to ensure proper infiltration rates of the stormwater runoff.

*c. Filter Replacement* - The top layers of the filter media are the most susceptible to pollutant loading and therefore may need to be removed and disposed of properly on a semi-regular basis when infiltration rates slow.

*d. Infiltration Rate Test* - An infiltration test may be necessary to ensure proper functioning of the filter media. The infiltration test can be conducted by filling the sand filter with water to the elevation of the overflow wall in

the splitter box. The sand filter needs to drain completely within 24-hours of the filling. If the drain time for the basin is longer than 24-hours, the filter is in need of maintenance.

#### SFB-2.3.4 Underdrain System

The underdrain system consists of a layer of geotextile fabric, gravel storage area and perforated PVC pipes. The geotextile fabric is utilized to prevent the filter media 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 filter media and sediment chamber, 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.

#### SFB-2.3.5 Overflow Outlet Works

Some SFBs include an overflow outlet works in place of the splitter box. The overflow outlet works allows runoff amounts that exceed the WQCV to exit the SFB to the detention facility. The outlet works is typically constructed of reinforced concrete into the embankment of the SFB. The concrete structure typically has steel orifice plates anchored/embedded into it to control stormwater release rates. The larger openings (flood control) on the outlet structure typically have trash racks over them to prevent clogging. Proper inspection and maintenance of the outlet works is essential in ensuring the long-term operation of the SFB.

*The typical maintenance activities that are required for the overflow outlet works are as follows:*

*a. Structural Damage* - The overflow outlet structure is primarily constructed of concrete, which can crack, spall, and settle. The steel grate on the overflow outlet structure is also susceptible to damage.

*b. Mowing/woody growth control/weeds present* – The presence of plant material not part of the original landscaping, such as wetland plants or other woody growth, can clog the overflow outlet works during a larger storm event, causing flooding damage to adjacent areas. This plant material may indicate a clogging of the filter media and may require additional investigation.

#### SFB-2.3.6      Embankments

Some SFBs utilize irrigated turf grass embankments to store the WQCV.

*The typical maintenance activities that are required for the embankments areas are as follows:*

- a. Vegetation Sparse* – The embankments are one of the most visible parts of the SFB and, therefore, aesthetics is important. Adequate and properly maintained vegetation can greatly increase the overall appearance of the SFB. Also, vegetation can reduce the potential for erosion and subsequent sediment transport to the filter media, thereby reducing the need for more costly maintenance.
- b. Erosion* – Inadequate vegetative cover may result in erosion of the embankments. Erosion that occurs on the embankments can cause clogging of the filter media.
- c. Trash/Debris* – Trash and debris can accumulate in the upper area after large events, or from illegal dumping. Over time, this material can clog the SFB filter media and outlet works.
- d. Mowing/woody growth control/weeds present* – The presence of plant material not part of the original landscaping, such as wetland plants or other woody growth, can result in difficulty in performing maintenance activities. These trees and shrubs may also damage the underdrain system of the SFB. This plant material may indicate a clogging of the filter media and may require additional investigation.

#### SFB-2.3.7      Emergency Overflow

An emergency spillway is typical of all SFBs and designed to serve as the overflow in the event the volume of the pond is exceeded. The emergency spillway is typically armored with riprap (or other hard armor), and is sometimes buried with soil or may be a concrete wall or other structure. The emergency spillway is typically a weir (notch) in the basin embankment. Proper function of the emergency spillway is essential to ensure flooding does not affect adjacent properties.

*The typical maintenance activities that are required for the emergency overflow areas are as follows:*

- a. Riprap Displaced* – As mentioned before, the emergency spillway is typically armored with riprap to provide erosion protection. Over the life of an SFB, the riprap may shift or become dislodged due to flow.

*b. Erosion Present* – Although the spillway is typically armored, stormwater flowing through the spillway can cause erosion damage. Erosion must be repaired to ensure the integrity of the basin embankment, and proper function of the spillway.

*c. Mowing/weed/woody growth control* – Management of woody vegetation is essential in the proper long-term function of the spillway. Larger trees or dense shrubs can capture larger debris entering the SFB and reduce the capacity of the spillway. These trees and shrubs may also damage the underdrain system of the SFB.

*d. Obstruction/Debris* – The spillway must be cleared of any obstruction (man made or natural) to ensure the proper design capacity.

#### SFB-2.3.8      Miscellaneous

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

*a. Encroachment in Easement Area* – Private lots/property can sometimes be located very close to the SFBs, even though they are required to be located in tracts with drainage easements. Property owners may place landscaping, trash, fencing, or other items within the easement area that may affect maintenance or the operation of the facility.

*b. Graffiti/Vandalism* – Vandals can cause damage to the SFB infrastructure. If criminal mischief is evident, the inspector should forward this information to the local Sheriff's Office

*c. Public Hazards* – Public hazards include items such as vertical drops of greater than 4-feet, 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 Sheriff's Office at 911 immediately.**

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

#### **SFB-2.4 Inspection Forms**

SFB Inspection forms are located in Appendix D. 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 El Paso County per the requirements of the Operations and



Maintenance Manual. These inspection forms shall be kept indefinitely and made available to the El Paso County upon request.

### **SFB-3        MAINTAINING SAND FILTER BASINS (SFBs)**

#### **SFB-3.1   Maintenance Personnel**

Maintenance personnel must be qualified to properly maintain SFBs. Inadequately trained personnel can cause additional problems resulting in additional maintenance costs.

#### **SFB-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 SFB:

- 1.) Mowing Tractors
- 2.) Trimmers (extra string)
- 3.) Shovels
- 4.) Rakes
- 5.) All Surface Vehicle (ASVs)
- 6.) Skid Steer
- 7.) Back Hoe
- 8.) Track Hoe/Long Reach Excavator
- 9.) Dump Truck
- 10.) Jet-Vac Machine
- 11.) Engineers Level (laser)
- 12.) Riprap (Minimum - Type M)
- 13.) Geotextile Fabric
- 14.) Erosion Control Blanket(s)
- 15.) Sod
- 16.) Illicit Discharge Cleanup Kits
- 17.) Trash Bags
- 18.) Tools (wrenches, screw drivers, hammers, etc)
- 19.) Confined Space Entry Equipment
- 20.) Approved Stormwater Facility Operation and Maintenance Manual
- 21.) ASTM C-33 Sand

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.

### **SFB-3.3 Safety**

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

### **SFB-3.4 SFB Maintenance Forms**

The SFB Maintenance Form provides a record of each maintenance operation performed by maintenance contractors. The SFB 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 El Paso County per the requirements of the Operations and Maintenance Manual. The SFB Maintenance form is located in Appendix E.

### **SFB-3.5 SFB Maintenance Categories and Activities**

A typical SFB Maintenance Program will consist of three broad categories of work: Routine, Minor and Major. Within each category of work, a variety of maintenance activities can be performed on a SFB. A maintenance activity can be specific to each feature within the SFB, 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 SFB.

A variety of maintenance activities are typical of SFBs. The maintenance activities range in magnitude from routine trash pickup to the reconstruction of the SFB filter media or underdrain system. Below is a description of each maintenance activity, the objectives, and frequency of actions:

### **SFB-3.6 Routine Maintenance Activities**

The majority of this work consists of scheduled mowings, trash and debris pickups for the SFB 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 typically do not require any prior correspondence with EPC, however, completed inspection and maintenance forms shall be submitted to EPC for each inspection and maintenance.

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

## **TABLE SFB-2**

### Summary of Routine Maintenance Activities

Maintenance Activity	Minimum Frequency	Look for:	Maintenance Action
<b>Mowing</b>	Twice annually	Excessive grass height/aesthetics	2"-4" grass height
<b>Trash/Debris Removal</b>	Twice annually	Trash/debris in SFB	Remove and dispose of trash and debris
<b>Splitter Box/Overflow Outlet Works Cleaning</b>	As needed - after significant rain events – twice annually minimum	Clogged outlet structure; ponding water	Remove and dispose of debris/trash/sediment to allow outlet to function properly
<b>Woody growth control /Weed removal</b>	Minimum twice annually	Noxious weeds; Unwanted vegetation	Treat w/herbicide or hand pull; consult a local Weed Inspector

#### SFB-3.6.1 Mowing

Routine mowing of the turf grass embankments and turf grass located in the sedimentation chamber is necessary to improve the overall appearance of the SFB and ensure proper performance of the sediment chamber. Turf grass should be mowed to a height of 2 to 4-inches and shall be bagged to prevent potential contamination of the filter media.

*Frequency* – Routine - Minimum of twice annually or depending on aesthetics.

#### SFB-3.6.2 Trash/Debris Removal

Trash and debris must be removed from the entire SFB area to minimize outlet clogging and to improve aesthetics. This activity must be performed prior to mowing operations.

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

#### SFB-3.6.3 Splitter Box/Overflow Outlet Works Cleaning

Debris and other materials can clog the splitter box/overflow outlet work's grate. This activity must be performed anytime other maintenance activities are conducted to ensure proper operation.

*Frequency* - Routine – After significant rainfall event or concurrently with other maintenance activities.

#### SFB- 3.6.4 Woody Growth Control/Weed Removal

Noxious weeds and other unwanted vegetation must be treated as needed throughout the SFB. This activity can be performed either through mechanical means (mowing/pulling) or with herbicide. Consultation with a local County 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 on inspections.

#### **SFB-3.7 Minor 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 require prior approval from EPC. Completed inspection and maintenance forms shall be submitted to EPC for each inspection and maintenance period. In the event that the SFB needs to be dewatered, care should be given to ensure sediment, filter material and other pollutants are not discharged. All dewatering activities shall be coordinated with EPC.

**TABLE SFB-3  
Summary of Minor Maintenance Activities**

<b>Maintenance Activity</b>	<b>Minimum Frequency</b>	<b>Look for:</b>	<b>Maintenance Action</b>
<b>Sediment/Pollutant Removal</b>	As needed; typically every 1 –2 years	Sediment build-up in sedimentation chamber and filter media; decrease in infiltration rate	Remove and dispose of sediment
<b>Erosion Repair</b>	As needed, based upon inspection	Rills/gullies on embankments or sedimentation in the forebay	Repair eroded areas & revegetate; address cause
<b>Jet-Vac/Cleaning Underdrains</b>	As needed, based upon inspection	Sediment build-up /non-draining system	Clean drains; Jet-Vac if needed

#### SFB-3.7.1 Sediment Removal/Pollutant Removal

Sediment removal is necessary to ensure proper function of the filter media. The infiltration rate of the SFB needs to be checked in order to ensure proper functioning of the SFB. Generally, a SFB should drain completely within 12-hours of a storm event. If drain times exceed the 12-hour drain time then maintenance of the filter media shall be required.

At a minimum, the top 3-inches of filter media should be removed at each removal period. Additional amounts of filter media may need to be removed if deeper sections of the filter media are contaminated. New filter media will need to be placed back into the SFB when the total amount of sand removed reaches 9-inches. This may take multiple maintenance events to accomplish. It is critical that only sand that meets the American Society for Testing and Materials (ASTM) C-33 standard be utilized in the replacement of the filter media.

#### ASTM C-33 Sand Standard

<b>US Standard Sieve Size (Number)</b>	<b>Total Percent Passing (%)</b>
9.5 mm (3/8 inch)	100
4.75 mm (No. 4)	95-100
2.36 mm (No. 8)	80-100
1.18 mm (No. 16)	50-85
600µm (No. 30)	25-60
300µm (No. 50)	10-30
150µm (No. 100)	2-10

Other types of sand and soil material may lead to clogging of the SFB. The minor sediment removal activities can typically be addressed with shovels, rakes and smaller equipment. Major sediment removal activities will require larger and more specialized equipment. Extreme care should be taken when utilizing motorized or heavy equipment to ensure damage to the underdrain system does not occur. The major sediment removal activities will also require surveying with an engineer's level, and consultation with EPC Engineering Staff to ensure design volumes/grades are achieved.

Stormwater sediments removed from SFBs 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 ensure 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.

*Frequency* – Non-routine – As necessary, based upon inspections. Sediment removal in the sedimentation chamber may be necessary as frequently as every 1-2 years.

#### SFB-3.7.2      Erosion Repair

The repair of eroded areas is necessary to ensure the proper functioning of the SFB, to minimize sediment transport, and to reduce potential impacts to other features. Erosion can vary in magnitude from minor repairs to filter media and embankments, to rills, and gullies in the embankments and inflow points. The repair of eroded areas may require the use of excavators, earthmoving equipment, 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 repair to the pond embankments, spillways, and adjacent to structures will require consultation with EPC Engineering Staff.

*Frequency* – Non-routine – As necessary, based upon inspections.

#### SFB-3.7.3      Jet-Vac/Clearing Drains

A SFB contains an underdrain system that allows treated stormwater runoff to exit the facility. These underdrain systems can develop blockages that can result in a decrease of hydraulic capacity and also create standing water. Many times the blockage to this infrastructure can be difficult to access and/or clean. Specialized equipment (jet-vac machines) may be necessary to clear debris from these difficult areas.

*Frequency* – Non-routine – As necessary, based upon inspections.

### **SFB-3.8 Major Maintenance Activities**

This work consists of larger maintenance/operational problems and failures within the stormwater management facilities. All of this work requires approval from EPC Engineering to ensure the proper maintenance is

performed. This work requires that Engineering Staff review the original design and construction drawings to assess the situation and assign the necessary maintenance activities. This work may also require more specialized maintenance equipment, design/details, surveying, or assistance through private contractors and consultants. In the event that the basin needs to be dewatered, care should be given to ensure sediment, filter material and other pollutants are not discharged. Consultation with EPC is required prior to any dewatering activity.

**TABLE SFB-4**  
**Summary of Major Maintenance Activities**

<b>Maintenance Activity</b>	<b>Minimum Frequency</b>	<b>Look for:</b>	<b>Maintenance Action</b>
<b>Major Sediment/Pollutant Removal</b>	As needed – based upon scheduled inspections	Large quantities of sediment in the sedimentation chamber and/or filter media; reduced infiltration rate /capacity	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 – broken concrete, damaged pipes & outlet works	Structural repair to restore the structure to its original design
<b>SFB Rebuild</b>	As needed – due to complete failure of SFB	Removal of filter media and underdrain system	Contact EPC Engineering

#### **SFB-3.8.1      Major Sediment/Pollutant Removal**

In very rare cases the filter media of the SFB may be contaminated so badly that the entire 18-inches of the filter media may need to be removed.

Major sediment/pollutant removal consists of removal of large quantities of sediment/filter media. Extreme care should be taken when utilizing

motorized or heavy equipment to ensure damage to the underdrain system does not occur. The sediment/filter media needs to be carefully removed, transported and properly disposed. Vegetated areas need special care to ensure design volumes and grades are preserved or may need to be replaced due to the removal activities. Stormwater sediments removed from SFBs 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.

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

#### SFB-3.8.2      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. Extreme care should be taken when utilizing motorized or heavy equipment to ensure damage to the underdrain system does not occur.

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

#### SFB-3.8.3      Structural Repair

A SFB generally includes a splitter box or concrete overflow outlet 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 EPC Engineering Staff shall take place prior to all structural repairs.

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

#### SFB-3.8.4      SFB Rebuild

In very rare cases a SFB 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 SFB. Consultation with EPC Engineering Staff shall take place prior to any rebuild project.



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

**Reference:**

This Manual is adapted from the Douglas County, Colorado, Standard Operating Procedure for Extended Detention Basin (EDB) Inspection and Maintenance, July 2005

## APPENDIX D

## SAND FILTER BASIN (SFB) INSPECTION FORM

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

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

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.) Inflow Points/Splitter Box

- \_\_\_\_ Riprap Displaced
- \_\_\_\_ Sediment Accumulation
- \_\_\_\_ Structural Damage (pipe, end-section, etc.)
- \_\_\_\_ Trash/Debris

#### 2.) Sedimentation Chamber

- \_\_\_\_ Mowing /weed/woody growth control
- \_\_\_\_ Erosion Present
- \_\_\_\_ Trash/Debris
- \_\_\_\_ Sediment Accumulation

#### 3.) Filter Media

- \_\_\_\_ Mowing /weed/woody growth control
- \_\_\_\_ Sediment/Pollutant Removal
- \_\_\_\_ Filter Replacement
- \_\_\_\_ Infiltration Rate Check

#### 4.) Underdrain System

- \_\_\_\_ Evidence of clogged system  
(jet-vac cleaning required)

#### 5.) Outlet Works

- \_\_\_\_ Structural Damage (concrete, steel, subgrade)
- \_\_\_\_ Mowing /weed/woody growth control

#### 6.) Embankments

- \_\_\_\_ Vegetation Sparse
- \_\_\_\_ Erosion Present
- \_\_\_\_ Trash/Debris
- \_\_\_\_ Mowing /weed/woody growth control

#### 7.) Emergency Overflow

- \_\_\_\_ Riprap Displaced
- \_\_\_\_ Erosion Present
- \_\_\_\_ Woody Growth/Weeds Present
- \_\_\_\_ Obstruction/Debris

#### 8.) Miscellaneous

- \_\_\_\_ Encroachment in Easement Area
- \_\_\_\_ Graffiti/Vandalism
- \_\_\_\_ Public Hazards
- \_\_\_\_ 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 indefinitely and made available to the El Paso County upon request.

## **APPENDIX E**

**SAND FILTER BASIN (SFB)  
MAINTENANCE FORM**

Subdivision/Business Name: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Subdivision/Business Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Maintenance Category:**                      Routine                      Restoration                      Rehabilitation  
(Circle all that apply)

**MAINTENANCE ACTIVITIES PERFORMED**

**ROUTINE WORK**

- \_\_\_\_ MOWING
- \_\_\_\_ TRASH/DEBRIS REMOVAL
- \_\_\_\_ OUTLET WORKS CLEANING (TRASH RACK/WELL SCREEN)
- \_\_\_\_ WEED CONTROL (HERBICIDE APPLICATION)

**RESTORATION WORK**

- \_\_\_\_ SEDIMENT REMOVAL
  - \_\_\_\_ INFLOW POINT/SPLITTER BOX
  - \_\_\_\_ OUTLET WORKS
  - \_\_\_\_ FILTER MEDIA
  - \_\_\_\_ SEDIMENTATION CHAMBER
  - \_\_\_\_ EMERGENCY OVERFLOW
- \_\_\_\_ EROSION REPAIR
  - \_\_\_\_ INFLOW POINT/SPLITTER BOX
  - \_\_\_\_ OUTLET WORKS
  - \_\_\_\_ EMBANKMENTS
  - \_\_\_\_ SEDIMENTATION CHAMBER
  - \_\_\_\_ EMERGENCY OVERFLOW
  - \_\_\_\_ FILTER MEDIA
- \_\_\_\_ REVEGETATION
- \_\_\_\_ JET-VAC/CLEARING DRAINS
  - \_\_\_\_ INFLOWS
  - \_\_\_\_ OUTLET WORKS
  - \_\_\_\_ UNDERDRAIN

**REHABILITATION WORK**

- \_\_\_\_ SEDIMENT REMOVAL (DREDGING)
  - \_\_\_\_ FILTER MEDIA
  - \_\_\_\_ SEDIMENTATION CHAMBER
- \_\_\_\_ EROSION REPAIR
  - \_\_\_\_ INFLOW POINT/SPLITTER BOX
  - \_\_\_\_ OUTLET WORKS
  - \_\_\_\_ EMBANKMENTS
  - \_\_\_\_ SEDIMENTATION CHAMBER
  - \_\_\_\_ EMERGENCY OVERFLOW
  - \_\_\_\_ FILTER MEDIA
- \_\_\_\_ STRUCTURAL REPAIR
  - \_\_\_\_ INFLOW POINT/SPLITTER BOX
  - \_\_\_\_ OUTLET WORKS
  - \_\_\_\_ FILTER MEDIA
  - \_\_\_\_ SEDIMENTATION CHAMBER
  - \_\_\_\_ EMERGENCY OVERFLOW

OTHER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

EQUIPMENT/MATERIAL USED: \_\_\_\_\_

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

\_\_\_\_\_

C

This Maintenance Activity Form shall be kept indefinitely and made available to the El Paso County upon request.

## **APPENDIX F**

Annual Inspection and Maintenance Reporting Form  
for  
Stormwater Facilities

*(This form to be submitted to EPC prior to May 31 of each year)*

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

**To: El Paso County Department of Public Works**  
**Attn: Stormwater Facility Operations and Maintenance Program**  
**2880 International Circle, Suite 7437 South Fairplay Street**  
**Colorado Springs, CO 80922**

**Re: Certification of Inspection and Maintenance; Submittal of forms**

Property/Subdivision Name: \_\_Clearway, Lot 5\_\_\_\_\_

Property Address: \_\_Southeast of HWY 24 North & HWY 24 East intersection\_\_\_\_\_

Contact Name: \_\_\_\_\_ Dave Hammers \_\_\_\_\_

I verify that the required stormwater facility inspections and required maintenance have been completed in accordance with the Stormwater Facilities Maintenance Agreement and the Operations and Maintenance Manual associated with the above referenced property.

The required Stormwater Facility Inspection and Maintenance forms are hereby provided.

\_\_\_\_\_  
Name of Party Responsible for Inspection  
& Maintenance

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Signature

## **APPENDIX G**



