



Stormwater Management Facility Operation and Maintenance (O&M) Plan

for:

Cloverleaf Subdivision Filing No. 1

Located at:

***North of the intersection of
Leggins Way and Bowstring Road***

Prepared for:

***Joe DesJardin
PT Cloverleaf, LLC
1864 Woodmoor Drive, Suite 100
Monument, CO 80920
(719) 476-0800***

Prepared by:

JR Engineering; 5475 Tech Center Drive, Colorado Springs, CO 80919

02/05/2021

PCD FILE No:
XXXX

SF-21-014

Please complete Maintenance Agreement
starting on Page 10 of this pdf file.

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

Table of Contents

- I. Compliance with Stormwater Facility Maintenance Requirements**
- II. Inspection & Maintenance- Annual Reporting**
- III. Preventative Measures to Reduce Maintenance Costs**
- IV. Access and Easements**
- V. Safety**
- VI. Field Inspection Equipment**
- VII. Inspecting Stormwater Management Facilities**
 - A. Inspection Procedures
 - B. Inspection Report
 - C. Verification of Inspection and Form Submittal
- VIII. Maintaining Stormwater Management Facilities**
 - A. Maintenance Categories
 - B. Maintenance Personnel
 - C. Maintenance Forms

Appendices

- Appendix A** – Stormwater Maintenance Agreement(s)
- Appendix B** - Description of Stormwater Management Facilities
- Appendix C** - Standard Operation Procedures (SOP) for Sand Filter Basins;
Grass Buffers and Grass Swales
- Appendix D** - Inspection Form(s)
- Appendix E** - Maintenance Form(s)
- Appendix F** - Inspection and Maintenance Site plan, Facilities Map Checklist,
SFB Checklist, GB-GS Checklist

Stormwater Management Facility Inspection and Maintenance (O&M) Plan

I. Compliance with Stormwater Facility Maintenance Requirements

All property owners are responsible for ensuring stormwater facilities installed on their property are properly maintained and 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 Operation and Maintenance Plan (OM Plan). Maintenance agreement(s) associated with this property are provided in Appendix A.

II. Operation & Maintenance – Annual Reporting

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

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 the Owners Representative, and to El Paso County upon request.

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:

El Paso County
Department of Public Works - Stormwater
3275 Akers Drive
Colorado Springs, CO 80922

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. Depending on the storm water quality facilities installed on the site the maintenance program includes:

- 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 regularly and dispose the sweepings properly.
- 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

Access shall be provided from on-site facilities. 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. Inspection and maintenance personnel should 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 and without using appropriate personal protection equipment.

If a toxic or flammable substance is discovered, leave the immediate area and call 911.

Vertical drops and fall hazards may be encountered in areas located within and around the facility. O&M personnel shall avoid walking on top of retaining walls or other structures that have a significant vertical drop. If a vertical drop is identified 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, call 911.

VI. Field Inspection Equipment

I&M personnel shall have the appropriate equipment to take to the field. 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.

- Inspection and Maintenance Plan for the site
- 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).

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 shall be periodically inspected to ensure they function as designed. The inspection will determine the appropriate maintenance required for the facility.

A. Inspection Procedures

All stormwater management facilities shall be inspected by a qualified individual at a minimum of once per year. See the *City of Colorado Springs/El Paso County Drainage Criteria Manual* for general guidelines for an inspector. Inspections will follow the inspection guidance found in the SOP for the specific type of facility. (Appendix C of this plan).

B. Inspection Report

O&M personnel 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 shall be inspected on an annual basis at a minimum. In addition, all facilities shall 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 C). 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 the Owners Representative, and to El Paso County if requested. The verification and the inspection form(s) shall be reviewed and submitted by Cloverleaf Metro District or his property manager.

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

VIII. Maintaining Stormwater Management Facilities

Stormwater management facilities shall be properly maintained to ensure 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 El Paso County; however, completed inspection and maintenance forms shall be submitted to El Paso County, if requested, for each inspection and maintenance activity with the annual report.

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. The property owners shall correspond with El Paso County and submit completed maintenance forms to the owner's representative & El Paso County, if requested, 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 El Paso County 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. If these items are needed the property

owner shall correspond with El Paso County and submit completed maintenance forms to El Paso County for each maintenance activity.

B. Maintenance Personnel

The property owner or their authorized maintenance personnel shall 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 Cloverleaf Metro District's 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 to El Paso County, when requested.

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

A P P E N D I X A

Stormwater Maintenance Agreement Template

**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 Insert Company Name (Owner or 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 (the Property or Subdivision) 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 Insert Subdivision/Project Name; 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,

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 Insert number 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 Insert number, 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, [Insert number] 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:

[Insert Company Name]

By: _____

[Insert name], [Insert title(President/Manager)]

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by [Insert name], [Insert title(President/Manager)], [Insert Company Name]

Witness my hand and official seal.

My commission expires: _____

Notary Public

Executed this _____ day of _____, 20____, by:

BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO

By: _____
Craig Dossey, Executive Director
Planning and Community Development Department
Authorized signatory pursuant to LDC

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____, Executive Director of El Paso County Planning and Community Development Department.

Witness my hand and official seal.

My commission expires: _____

Notary Public

Approved as to Content and Form:

Assistant County Attorney

Exhibit A

Exhibit B

A P P E N D I X B

General Location and Description of Stormwater Management Facilities

Appendix B

General Location and Description of Stormwater Management Facilities

A. General Site Description

The site is comprised of three half acre single family residential lots. The site is located along the north side of Leggins Way, and the west side of Bowstring Road just north of the Lewis Palmer High School.

B. General Stormwater Management Description

All stormwater is conveyed via existing topography or grass swales to one of the three sand filter basins (one located on each lot). Each sand filter basin provides water quality for the lot where it is located.

C. Stormwater Facilities Site Plan

Inspection or maintenance personnel may utilize the Stormwater Facilities Map located in Appendix G for locating the stormwater facilities within this development.

D. On-Site Stormwater Management Facilities

Volume Reduction Facilities

Residential Site utilizes Level I MDCIA – All impervious surfaces are routed through grass lined swales.

Storage Facilities (Detention)

Water Quality Facilities

Water quality is provided in one of the three sand filter basins.

Source Control Best Management Practices

Residential Site does not include any nonstructural BMPs.

A P P E N D I X C

Standard Operating Procedures

For:

Sand Filter Basins (SFBs)

Grass Buffers and Grass Swales (GB-GS)

A P P E N D I X C – 1

Sand Filter Basins

Standard Operation Procedures for Inspection and Maintenance

Sand Filter Basins (SFs)

May 2020

SF-1 BACKGROUND

Sand Filter Basins (SFs) are a common type of Stormwater Management facility utilized within the Front Range of Colorado. A SF 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. SFs provide for filtering and absorption of pollutants in the stormwater¹. The popularity of SFs 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.

SF-2 INSPECTING SAND FILTER BASINS (SFs)

SF-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 SFs within this development.

SF-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 SFs within this development.

SF-2.3 Sand Filter Extended Detention Basin (SF) Features

SFs 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 SF and the corresponding maintenance inspection items that can be anticipated:

¹ Design of Stormwater Filtering Systems, Centers for Watershed Protection, December 1996

TABLE SF-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		

SF-2.3.1 Inflow Points/Splitter Box

Inflow points or outfalls into SFs 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.

SFs are designed to treat only the WQCV. The WQCV is a volume of water that runs off a site during an 80th 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 SF.

An energy dissipater is typically immediately downstream of the splitter box, at the discharge point into the SF, 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.

SF-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 SF. 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 SF. 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 SFs. 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.

SFs 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 SF. 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 SFs should not be utilized in areas where large concentrations of sediment and other pollutants will enter the SF, it is inevitable that some sediment and other pollutants will enter the SF. 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.

SF-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.

SF-2.3.5 Overflow Outlet Works

Some SFs 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 SF to the detention facility. The outlet works is typically constructed of reinforced concrete into the embankment of the SF. 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 SF.

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.

SF-2.3.6 Embankments

Some SFs 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 SF and, therefore, aesthetics is important. Adequate and properly maintained vegetation can greatly increase the overall appearance of the SF. 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 SF 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 SF. This plant material may indicate a clogging of the filter media and may require additional investigation.

SF-2.3.7 Emergency Overflow

An emergency spillway is typical of all SFs 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 SF, 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 SF and reduce the capacity of the spillway. These trees and shrubs may also damage the underdrain system of the SF.

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

SF-2.3.8 Miscellaneous

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

SF-3 **MAINTAINING SAND FILTER BASINS (SFs)**

SF-3.1 Maintenance Personnel

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

SF-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 SF:

- 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.

SF-3.3 Safety

Vertical drops may be encountered in areas located within and around the SF. 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.

SF-3.4 SF Maintenance Categories and Activities

A typical SF 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 SF. A maintenance activity can be specific to each feature within the SF, 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 SF.

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

SF-3.5 Routine Maintenance Activities

The majority of this work consists of scheduled mowings, trash and debris pickups for the SF 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 retained and submitted to EPC for each inspection and maintenance upon request.

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

TABLE SF-2
Summary of Routine Maintenance Activities

Maintenance Activity	Minimum Frequency	Look for:	Maintenance Action
Mowing	Twice annually	Excessive grass height/aesthetics	2"-4" grass height
Trash/Debris Removal	Twice annually	Trash/debris in SF	Remove and dispose of trash and debris
Splitter Box/Overflow Outlet Works Cleaning	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
Woody growth control /Weed removal	Minimum twice annually	Noxious weeds; Unwanted vegetation	Treat w/herbicide or hand pull; consult a local Weed Inspector

SF-3.5.1 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 SF 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.

SF-3.5.2 Trash/Debris Removal

Trash and debris must be removed from the entire SF 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.

SF-3.5.3 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.

SF- 3.5.4 Woody Growth Control/Weed Removal

Noxious weeds and other unwanted vegetation must be treated as needed throughout the SF. 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.

SF-3.6 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 retained for each inspection and maintenance period. In the event that the SF needs to be dewatered, care should be given to ensure sediment, filter material and other pollutants are not discharged. The appropriate permits shall be obtained prior to any dewatering activity.

TABLE SF-3
Summary of Minor Maintenance Activities

Maintenance Activity	Minimum Frequency	Look for:	Maintenance Action
Sediment/Pollutant Removal	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
Erosion Repair	As needed, based upon inspection	Rills/gullies on embankments or sedimentation in the forebay	Repair eroded areas & revegetate; address cause
Jet-Vac/Cleaning Underdrains	As needed, based upon inspection	Sediment build-up /non-draining system	Clean drains; Jet-Vac if needed

SF-3.6.1 Sediment Removal/Pollutant Removal

Sediment removal is necessary to ensure proper function of the filter media. The infiltration rate of the SF needs to be checked in order to ensure proper functioning of the SF. Generally, a SF 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 SF 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

US Standard Sieve Size (Number)	Total Percent Passing (%)
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
600 μ m (No. 30)	25-60
300 μ m (No. 50)	10-30
150 μ m (No. 100)	2-10

Other types of sand and soil material may lead to clogging of the SF. 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 SFs 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.

SF-3.6.2 Erosion Repair

The repair of eroded areas is necessary to ensure the proper functioning of the SF, 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.

SF-3.6.3 Jet-Vac/Clearing Drains

A SF 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.

SF-3.7 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. The appropriate permits shall be obtained prior to any dewatering activity.

TABLE SF-4
Summary of Major Maintenance Activities

Maintenance Activity	Minimum Frequency	Look for:	Maintenance Action
Major Sediment/Pollutant Removal	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
Major Erosion Repair	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
Structural Repair	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
SF Rebuild	As needed – due to complete failure of SF	Removal of filter media and underdrain system	Contact EPC Engineering

SF-3.7.1 Major Sediment/Pollutant Removal

In very rare cases the filter media of the SF 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 SFs 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.

SF-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. 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.

SF-3.7.3 Structural Repair

A SF 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.

SF-3.7.4 SF Rebuild

In very rare cases a SF 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 SF. 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 and the SEMSWA Sand Filter Basins (SFs) Standard Operation Procedures for Inspection and Maintenance, July 2019

A P P E N D I X C – 2

Grass Buffers and Grass Swales

Standard Operation Procedures
for
Inspection and Maintenance

Grass Buffers and Grass Swales
(GB-GS)

September 2010

Table of Contents

GB-GS-1	BACKGROUND	3
GB-GS-2	INSPECTING GRASS BUFFERS AND SWALES (GB-GS)	3
GB-GS-2.1	Access and Easements	3
GB-GS-2.2	Stormwater Management Facilities Locations	3
GB-GS-2.3	Grass Buffer - Grass Swale (GB-GS) Features	3
GB-GS-2.3.1	Grass Swale Bottom and Side Slopes; Grass Buffer Strips.....	4
GB-GS-2.3.2	Inflow Points	5
GB-GS-2.3.3	Underdrain System.....	5
GB-GS-2.3.4	Grade Control Level Spreader.....	6
GB-GS-2.3.5	Irrigation	6
GB-GS-2.3.6	Miscellaneous.....	7
GB-GS-2.4	Inspection Forms.....	7
GB-GS-3	MAINTAINING GRASS BUFFERS & GRASS SWALES (GB-GS).....	7
GB-GS-3.1	Maintenance Personnel.....	7
GB-GS-3.2	Equipment	8
GB-GS-3.3	Maintenance Forms.....	8
GB-GS-3.4	Maintenance Categories and Activities.....	8
GB-GS-3.5	Routine Maintenance Activities	9
GB-GS-3.5.1	Trash/Debris Removal.....	10
GB-GS-3.5.2	Mowing.....	10
GB-GS-3.5.3	Irrigation	10
GB-GS-3.5.4	Weed Control	10
GB-GS-3.5.5	Mosquito Treatment.....	11
GB-GS-3.5.6	Level Spreader (Grass Buffer only)	11
GB-GS-3.5.7	Rodent Damage	11
GB-GS-3.6	Minor Maintenance Activities.....	11
GB-GS-3.6.1	Sediment Removal	12
GB-GS-3.6.2	Erosion Repair.....	12
GB-GS-3.6.3	Vegetation Removal	13
GB-GS-3.6.4	Revegetation	13
GB-GS-3.6.5	Irrigation (Automatic)	13
GB-GS-3.6.6	Level Spreader	13
GB-GS-3.6.7	Fertilization/Soil Amendment.....	14
GB-GS-3.6.8	Vehicle Tracks.....	14
GB-GS-3.7	Major Maintenance Activities.....	14
GB-GS-3.7.1	Major Sediment/Pollutant Removal	15
GB-GS-3.7.2	Major Erosion Repair.....	16
GB-GS-3.7.3	Structural Repair	16
GB-GS-3.7.4	GB-GS Rebuild.....	16

GB-GS-1 BACKGROUND

Grass Buffers and Grass Swales are common types of Stormwater Management Facilities 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 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 drainage ways 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 (when approved by the County Engineer) 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 stormwater facility map located in Appendix G containing the locations of the access points and maintenance easements of the GB-GSs within this development.

GB-GS-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 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 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 anticipated:

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

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

*If the design and inspection allows, flushing of the system may be all that is needed.

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 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, excessive sedimentation accumulation, 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 or the addition of underdrains. 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 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 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 it becomes clogged.

GB-GS-2.3.4 Grade Control Level Spreader

Grass swales 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 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 the structure is not functioning as intended and requires maintenance to prevent future erosion and damage. Or, review the original design if erosion becomes chronic.

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. Partial or full replacement may be required depending on the extent of the damage.

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 required for irrigation systems are as follows:
Irrigation systems will generally require routine periodic maintenance and

adjustment to ensure 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 commonly found in the GB-GS, but may not be attributed to an individual feature.

a. Encroachment in Easement Area – The El Paso County requires GB-GS be located in tracts or drainage easements. Property owners may not place landscaping, trash, fencing, or other items within the easement area that may adversely affect maintenance or the operation of the facility.

b. Public Hazards – Public hazards include items such as containers of unknown/suspicious substances, and exposed metal/jagged concrete on structures. **If any unknown/suspicious hazard is found within the facility area that poses an immediate threat to public safety, call 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 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 Inspection and Maintenance Plan. These inspection forms shall be kept indefinitely and made available to the El Paso County upon request

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

GB-GS-3.1 Maintenance Personnel

Maintenance personnel must 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 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 basic 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 (See seed mix in the *Rules and Regulations Regarding Stormwater (Quality) Discharge for Construction Activities*, Std Det. SM, Seeding & Mulching)
- 10.) Illicit Discharge Cleanup Kits
- 11.) Trash Bags
- 12.) Jet-Vac Equipment
- 13.) Stormwater Facility 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 El Paso County per the requirements of the Inspection and Maintenance Plan. The GB-GS Maintenance form is located in Appendix E.

GB-GS-3.4 *Maintenance Categories and Activities*

A typical GB-GS 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 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 the El Paso County, however, completed inspection and maintenance forms shall be submitted to the El Paso County for each inspection and maintenance activity in accordance with the Inspection and Maintenance plan.

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
Trash/Debris Removal	Twice annual and before mowing	Trash & debris in GB-GS	Remove and properly dispose of trash and debris
Mowing	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
Irrigation (Automatic)	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)
Irrigation (Not Automatic)	As needed to maintain healthy grass	Areas of insufficient or excess watering	Water as needed to maintain healthy grass; (follow watering regulations)
Weed Control	Minimum twice annually	Noxious weeds; Unwanted vegetation	Treat w/herbicide or hand pull; consult a local Weed Inspector
Mosquito Treatment	As needed, based upon inspections	Standing water/ mosquito habitat	Perform maintenance to eliminate standing water*; Treat w/ EPA approved chemicals
Level Spreader (Grass Buffer only)	As needed, based upon inspections	Evidence of uneven flow/localized erosion	Look for cause; repair, fill or revegetate areas of erosion
Rodent Damage	As needed, based upon inspections	Holes, small piles of dirt, raised burrows	Evaluate damage; contact Parks Dept. or Division of Wildlife for guidance

*See Section GB-GS-2.3.1d for further discussion

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, especially if there is an underdrain system.

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. See Section GB-GS-2.3.1d.

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 indicates 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 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 approval by the El Paso County. Completed inspection and maintenance forms shall be submitted to the El Paso County for each inspection and maintenance activity.

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

Maintenance Activity	Minimum Frequency	Indication Action is Needed:	Maintenance Action
Sediment Removal	As needed.	Sediment build-up.	Remove and properly dispose of sediment
Erosion Repair	As needed, based upon inspection	Rills and gullies forming on slopes and other areas	Repair eroded areas & revegetate; address cause
Vegetation Removal	As needed, based upon inspection	Trees, willows, shrubs impeding flow	Remove vegetation; restore correct grade and surface
Revegetation	As needed, based upon inspection	Areas without grass	Replace grass by sodding or seeding
Irrigation (Automatic)	As needed, based upon inspection.	Evidence of broken or missing parts	Replace parts and test system
Level Spreader (Grass Buffer Only)	As needed, based upon inspection.	Evidence of uneven flow; erosion; or rills/gullies	Repair sections of level spreader and address cause
Fertilization or Soil Amendment	As needed, minimize fertilization	Grass with pale color; areas with poor grass growth not due to irrigation problems	Consult with turf specialist; Test soil
Vehicle Tracks (Along Roadways)	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, new poured-in-

place concrete, and sod. Extreme care should be taken when utilizing motorized or heavy equipment to ensure damage to the underdrain system, if present, 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. Supplement irrigation as needed until new vegetation is sufficiently established.

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 appropriate grass seed or sod. Supplement irrigation as needed until new vegetation is sufficiently established. 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 even coverage is being applied, and there are no missing or broken parts. Timing systems should be checked to verify 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 develop 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. Check for insect infestation also.

Frequency – As necessary, based upon inspections.

GB-GS-3.6.8 Vehicle Tracks

GB-GSs adjacent to roadway sections or drive aisles in parking lots 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 Major 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 El Paso County Water Staff to ensure the proper maintenance is performed. This work requires the El Paso County Stormwater and Engineering Staff review the original design and construction drawings to assess the situation before approval of the proposed maintenance. This work may also require more specialized maintenance equipment, design/details, submittal of plans to the El Paso County for review and approval, surveying, or assistance through private contractors and consultants.

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

Maintenance Activity	Minimum Frequency	Look for:	Maintenance Action
Major Sediment/Pollutant Removal	As needed – based upon scheduled inspections	Large quantities of sediment	Remove and dispose of sediment. Repair vegetation as needed
Major Erosion Repair	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
Structural Repair	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
GB-GS Rebuild	As needed – due to complete failure of BMP	Removal of filter media and underdrain system	Contact El Paso County Water Staff

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 El Paso County Water and 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, if present, or extensive contamination of the GB-GS. Consultation with the El Paso County Water and Engineering Staff shall take place prior to any rebuild project.

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

A P P E N D I X D

Inspection Forms

Stormwater Management Facility Maintenance and Inspection Form

General Information:

Contractor Name: _____

Contractor Email: _____

Contractor Address: _____

Project Name: _____

Contractor Phone: _____

Project Location: _____

Maintenance Required from Inspection based on Standard Operating Procedure (SOP):

Routine Work		Minor Work*		Major Work**	
Mowing	<input type="checkbox"/>	Sediment Removal	<input type="checkbox"/>	Major Sediment Removal	<input type="checkbox"/>
Trash/Debris Removal	<input type="checkbox"/>	Forebay	<input type="checkbox"/>	Main Basin	<input type="checkbox"/>
Outlet Works Cleaning	<input type="checkbox"/>	Trickle Channel	<input type="checkbox"/>	Filter Media	<input type="checkbox"/>
Weed Control	<input type="checkbox"/>	Inflow (s)	<input type="checkbox"/>	Major Erosion Repair	<input type="checkbox"/>
Mosquito Treatment	<input type="checkbox"/>	Filter Media	<input type="checkbox"/>	Outlet Works	<input type="checkbox"/>
Algae Treatment	<input type="checkbox"/>	Erosion Repair	<input type="checkbox"/>	Main Basin	<input type="checkbox"/>
		Inflow Point	<input type="checkbox"/>	Spillway	<input type="checkbox"/>
		Trickle Channel	<input type="checkbox"/>	Structural Repair	<input type="checkbox"/>
		Filter Media	<input type="checkbox"/>	Inflow (s)	<input type="checkbox"/>
		Vegetation Removal/Tree Thinning	<input type="checkbox"/>	Outlet Works	<input type="checkbox"/>
		Inflow (s)	<input type="checkbox"/>	Forebay	<input type="checkbox"/>
		Trickle Channel	<input type="checkbox"/>	Trickle channel	<input type="checkbox"/>
		Main Basin	<input type="checkbox"/>	Facility Rebuild	<input type="checkbox"/>
		Filter Media	<input type="checkbox"/>	OTHER: _____	<input type="checkbox"/>
		Revegetation	<input type="checkbox"/>	_____	
		Jet-Vac/Clearing Drains	<input type="checkbox"/>	_____	
		Forebay	<input type="checkbox"/>		
		Outlet Works	<input type="checkbox"/>		
		Inflow (s)	<input type="checkbox"/>		
		Underdrain (s)	<input type="checkbox"/>		
BMP Type					
Extended Detention Basin	<input type="checkbox"/>				
Porous Landscape Detention	<input type="checkbox"/>				
Sand Filter Basin	<input type="checkbox"/>				
Grass Swale	<input type="checkbox"/>				
Grass Buffer	<input type="checkbox"/>				
Open Channel	<input type="checkbox"/>				
Constructed Wetland Basin	<input type="checkbox"/>				
Constructed Wetland Channel	<input type="checkbox"/>				

*Requires Approval From Douglas County **Requires Permitting From Douglas County

Inspection Notes:

Attach any inspection photos from the inspection.

Inspector Sign Off: _____

Date: _____

A P P E N D I X F

Inspection and Maintenance Site Plan(s)

Check Lists

Facilities Map Checklist

SFB Checklist

GB-GS Checklist

Draft – This appendix will require update at time of Final Construction Drawings

INSPECTION AND MAINTENANCE SITE PLANS STORMWATER FACILITIES MAP CHECKLIST FOR REQUIRED ITEMS

Stormwater facilities map shall include:

- ☐ Labels for all streets (includes line work for edge of street and street name)
- ☐ Line work for right-of-way lines, lot lines, and tracts
- ☐ Line work and labels for all major drainage ways
- ☐ Label roadways, developments, etc adjacent to project site
- ☐ Labels for all BMPs being constructed on project site including a summary table when multiple BMPs are present
- ☐ Legend for identifying features/line types on drawing (optional)

INSPECTION AND MAINTENANCE SITE PLANS SAND FILTER BASIN (SFB) CHECKLIST FOR REQUIRED ITEMS

PLAN AND PROFILE SHEET

Plan view shall include:

- ☐ Location and labels for all major features of SFB (inflow structure(s), outlet work(s), spillway, maintenance access ramps, embankment, etc.)
- ☐ Contours
- ☐ Other utilities in vicinity of SFB
- ☐ Cross-reference to SFB Operation and Maintenance Details sheet
- ☐ Line work for right-of-way lines, lot lines, easements, and tracts

Profile view shall include:

- ☐ Location and labels for all major features of SFB (inflow structure(s), access road, outlet work(s), spillway, maintenance access ramps, embankment, etc.)
- ☐ Invert elevations at major features of SFB (inflow structure(s), outlet work(s))
- ☐ Water surface elevation of all applicable storm events
- ☐ Label for upper and bottom stages for SFB

DETAIL SHEET

Detail sheet shall include:

- ☐ Volume provided by the SFB including the WQCV
- ☐ WQCV drain time
- ☐ Seed mix
- ☐ Total mow area including approximate mow boundaries on each side of SFB
- ☐ Duplicate the following tables from the "Standard Operation Procedure for Sand Filter Basin Inspection and Maintenance" document:
 - Inspection and Maintenance Requirements at Specific SFB Features
 - Summary of Routine Maintenance Activities for an SFB
 - Summary of Minor Maintenance Activities for an SFB
 - Summary of Major Maintenance Activities for an SFB
- ☐ Water quality outlet works detail

- ☐ Maintenance access road detail (if applicable)
- ☐ Spillway detail(s), including cutoff wall (if applicable)

INSPECTION AND MAINTENANCE SITE PLANS GRASS SWALES/GRASS BUFFERS (GS/GB) CHECKLIST FOR REQUIRED ITEMS

PLAN SHEET

Plan view shall include:

- ☐ Location of grass swale(s) and/or buffer(s)
- ☐ Contours
- ☐ Line work for right-of-way lines, lot lines, easements, and tracts
- ☐ Labels for streets adjacent to grass swale(s)/buffer(s)
- ☐ Line work for all storm sewer structures
- ☐ Cross-reference to Grass Swale/Buffer Operation and Maintenance Details sheet

DETAIL SHEET

Detail sheet shall include:

- ☐ Duplicate the following tables from the "Standard Operation Procedure for Grass Swales/Grass Buffers Inspection and Maintenance" document:
 - Typical Inspection and Maintenance Requirements Matrix
 - Summary of Routine Maintenance Activities
 - Summary of Minor Maintenance Activities
 - Summary of Major Maintenance Activities
- ☐ Typical grass swale and/or buffer section including typical horizontal and vertical dimensions, side slopes, subgrade material, and underdrain (if applicable).
- ☐ Underdrain details (if applicable) including trench dimensions, perforated PVC dimensions, and trench fill material.

A P P E N D I X G

Facility Map

