CITY OF
WOODLAND
HILLS

WOODLAND HILLS CITY STORMWATER MANAGEMENT PLAN

Permit No. UTR090071

Effective March 2015, Revised June 2016, Revised June 2021, Revised Oct 2024,
Updated Nov 2026

Submitted to:
State of Utah
Department of Environmental Quality
Division of Water Quality

Submitted by:
Woodland Hills City

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Message to the public about this Storm Water Management Plan –

This plan is written with the intention that the public can provide input on it. If you would like to submit your input on this plan and its process, please reach out to one of the Key Staff as listed on page 3 below.

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Ted Mickelsen Title: Public Works Director

Signature: _____ Date: _____

Certification

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Name: Ted Mickelsen Title: Public Works Director

Signature: Date: 11-5-2024

Abbreviations

BMP Best Management Practice

DEQ Department of Environmental Quality

EPA Environmental Protection Agency

IDDE Illicit Discharge Detection and Elimination

LID Low Impact Development

MS4 Municipal Separate Storm Sewer System

MSGP Multi Sector General Permit

NPDES National Pollutant Discharge Elimination System

O&M Operation and Maintenance

SOP Standard Operating Procedures

SWMP Storm Water Management Plan SWPPP

Storm Water Pollution Prevention Plan

TMDL Total Maximum Daily Load

UPDES Utah Pollutant Discharge Elimination System

Key Staff

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Introduction

Coverage Under This Permit

Authority to Discharge

Woodland Hills City is a small city located in Utah County, Utah south of Utah Lake between Salem and Elk Ridge that serves 1,590 inhabitants according to the 2019 census estimate (see Figure 1 below). Woodland Hills' incorporated areas are tributary to Utah Lake, although no streams or drainage ditches exist to convey any storm water out of city limits. The city manages a variety of storm water infrastructure including inlet boxes, sumps, drainage ditches, and several other conveyance mechanisms to treat and transport storm water throughout the city.

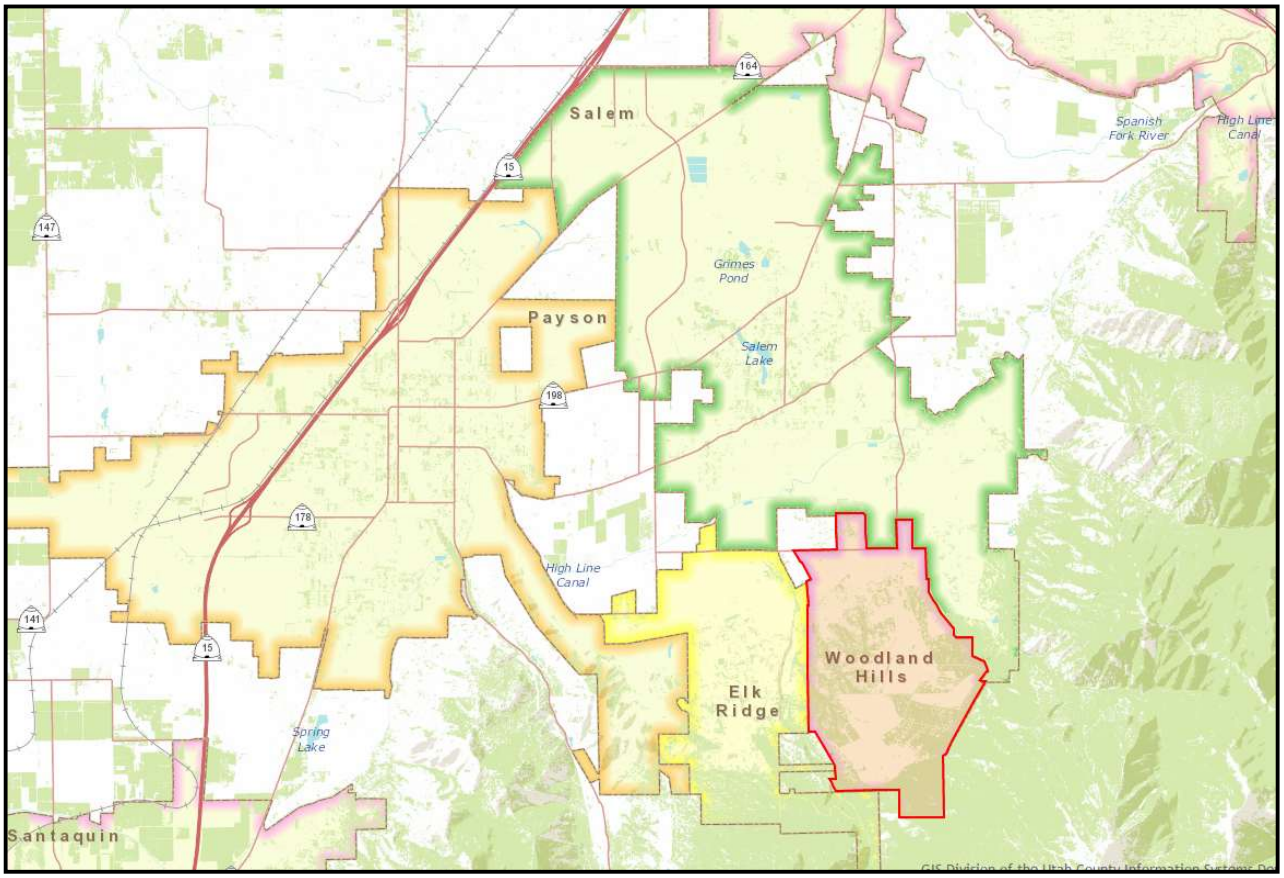


Figure 1: Woodland Hills location

Until 2013, storm water permitting was covered under the State general discharge permit. In 2013 the State required Woodland Hills City to develop a Storm Water Management Plan (SWMP) and apply for separate coverage. This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Woodland Hills City Municipal Separate Storm Sewer System (MS4). This SWMP separately addresses the execution of the six minimum control measures to limit the discharge of pollutants in the following sections. The development and implementation of this SWMP will fulfill the requirements under the State of Utah's Utah Pollutant Discharge Elimination System (UPDES) Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated May 12, 2021, to May 11, 2026.

This document has been organized to discuss the six minimum control measures found in Section 4.2 of the MS4 general permit. All best management practices (BMPs), and standard operating procedures (SOPs) that Woodland Hills has adopted, or will be adopting, to comply with the permit requirements are listed in the following sections.

This document is organized according to the six NPDES Permit SWMP elements. The six elements are as follows:

I. Education and Outreach: Efforts to educate the public through flyers, pamphlets, web pages, presentations, etc. This effort will be in conjunction with the Utah County Storm Water Coalition.

II. Public Involvement and Participation: Ensure that the public can help in the education of storm water issues and to ensure that the public has a say in the implementation and content of the SWMP.

III. Illicit Discharge Detection and Elimination: Used to detect, map, and eliminate the discharge of non-storm water into the City's storm water system.

IV. Controlling Runoff from Development/Redevelopment and Construction Sites: Minimize the discharge of sediments and other pollutants from construction sites in the storm water system.

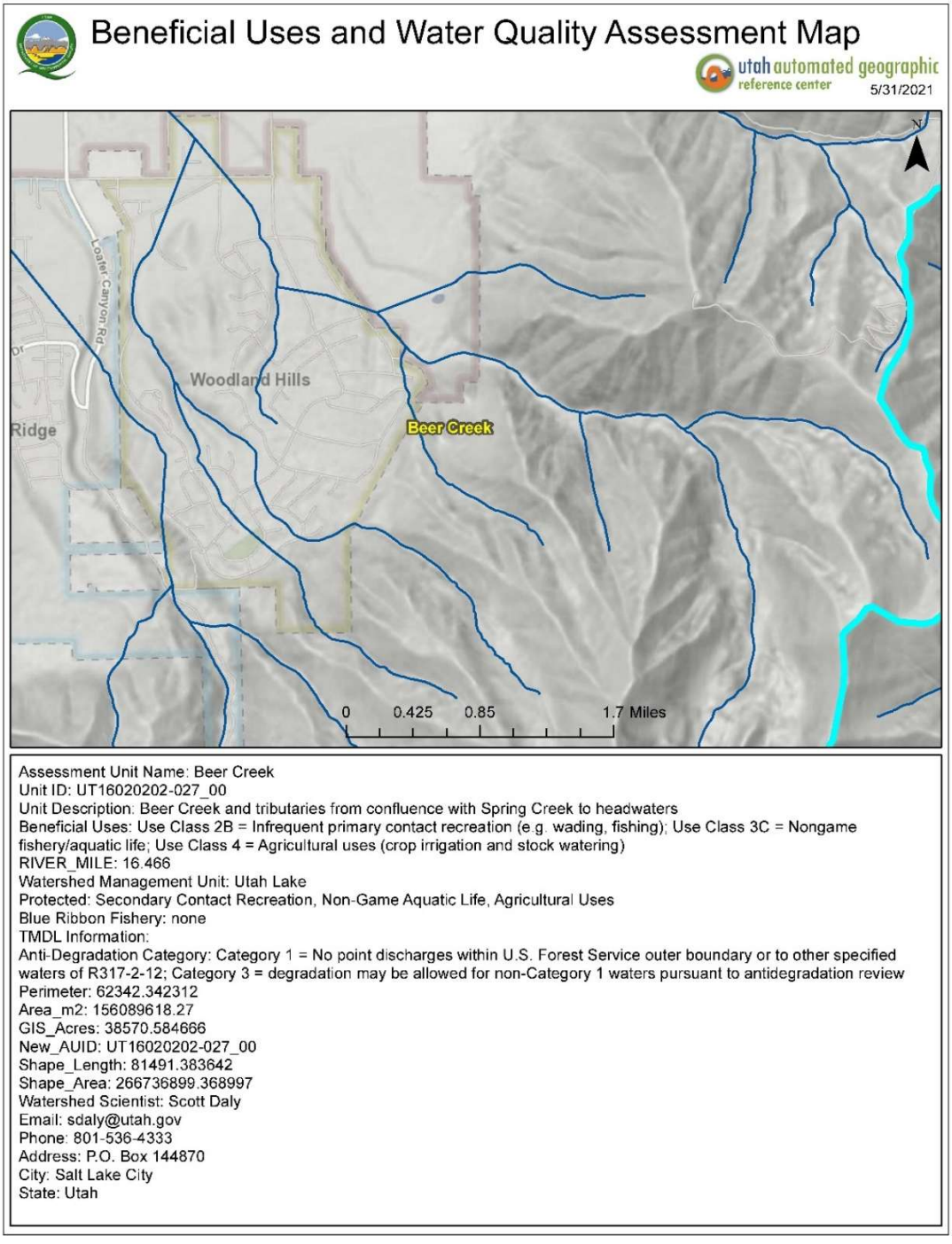
V. Long Term Storm Water Management in New Development and Redevelopment/Post Construction Storm Water Management: Used to ensure that the BMPs will and are functioning properly after the completion of construction.

VI. Municipal Operations and Maintenance: Minimize the pollutant discharge from municipal owned facilities.

Discharges to Water Quality Impaired Waters

Tributaries to Beer Creek

Impairments – OE Bioassessment, Ammonia



Minimum Control Measures

Public Education and Outreach

Overview:

This measure is intended to achieve greater public support for the storm water management program and greater compliance through education. An informed public can significantly contribute to the success of the program.

The Woodland Hills City Public Works Department will coordinate with and participate in the Utah County Storm Water Coalition for the purpose of providing further education and training to the targeted audience with regards to storm water quality.

The Utah County Storm Water Coalition is a coalition of local agencies whose purpose is to reduce the load of pollutants entering storm drains and receiving waters through education. The Coalition meets to coordinate new educational materials and programs, further storm water program development and inform all members of new regulations or storm water workshops.

A budget for the educational program is established annually based upon the population of the participating members. The type of media and the distribution schedule are to be discussed by Utah County Storm Water Coalition members to target the public more effectively.

Some of the education and outreach will be completed by Woodland Hills City and others will be in conjunction with the Utah County Stormwater Coalition.

Audience	Target Pollutants for Audience	Goal
Residents	Fertilizer, Trash, Sediment, Pet Waste, Oils, Illicit Discharges	- Fourth Grade Education - County Fair and other Festivities - Utility Bill Flyers
Institutions, Industrial, and Commercial Facilities	Fertilizer, Salts, Sediments, Illicit Discharges	- Education Material Provided
Developers and Contractors	Sediment, Concrete Washout, Paint Washout, Concrete Cutting, Oils	- Utah County Stormwater Coalition Annual Training - Preconstruction Education Meetings

MS4 Employees	Fertilizer, Sediment, Oils, Washout, Illicit Discharges	- Formal Employee Training

Residents Goals:

There are approximately 1590 residents in Woodland Hills City at the time that this SWMP is being revised. The goal of educating the residents of Woodland Hills is to prevent and reduce the discharge of pollutants getting into or leaving the MS4.

1. Fourth Grade Educational Program

Overview: The objective of this program is to provide students with educational materials, demonstrations, and outreach events regarding the impact of daily activities on storm water quality.

The Utah County Storm Water Educational Program is a storm water quality lesson taught by a teacher hired by the Utah County Storm Water Coalition. The lesson is interesting, easy to present and lasts approximately 25 minutes. The presentation begins with a container of clean water (tap water) that represents the rainwater that produces storm water runoff. Step by step different "contaminants" are added to the container, such as vegetable oil (oil), pet waste (dog food), dirt (sediment), twigs (floatables), and paper (litter). The presentation demonstrates the importance of preventing litter and keeping the storm drain system clean. The purpose of the presentation is to visually display the types of pollutants in storm water, the sources of each pollutant, and their impacts. The teacher asks questions about the rain cycle, where the rainwater flows too, and how pollutants are picked up along the way. At the end of the presentation an activity book and other educational materials regarding stormwater are given to the students.

Responsible for this Goal: Public Works Department

Goal: To educate all fourth graders annually

Measure: Obtain a list from Utah County Stormwater Coalition of the classes that received the education.

Documentation: Insert the materials that are provided by the Utah County Stormwater Coalition

Year	Dates Completed:
2024	
2025	
2026	
2027	
2028	

2. Residents Newsletter

Overview: Woodland Hills currently sends out monthly newsletters and will continue to utilize this existing platform to communicate with and educate the public on storm water quality related topics. Some education about stormwater quality and the target pollutants will be sent to the residents of Woodland Hills a minimum of twice per year.

Responsible for this Goal: Public Works Department

Goal: To educate the residents of Woodland Hills to prevent to discharge of pollutants. Ammonia and fertilizers will be one of the targets because of the Ammonia impairment to Beer Creek.

Measure: To send information to every residence in Woodland Hills a minimum of twice per year.

Documentation: Insert the mailers with information into this section of the SWMP, and to enter the dates that this measure has been completed.

Year	Dates Completed:
2024	November 2024 – included landscaping info on fertilizing, watering, etc. Attached below. December 2024 – included flyer for prohibited illicit discharges in utility billing.
2025	January 2025 – Included flyer for prohibited illicit discharges in city newsletter. Attached below.
2026	September 2026 – Distributed a flyer about Proper landscaping/fertilizing, Pet waste and keeping pavement clean and free of chemicals and debris.
2027	
2028	

WOODLAND HILLS

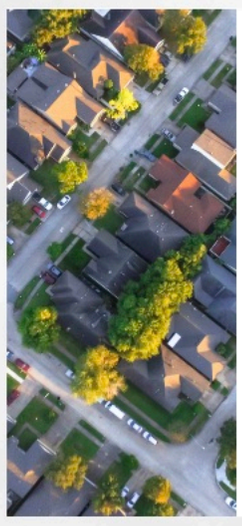
WWW.WOODLANDHILLS-UT.GOV

PREVENTING ILLICIT DISCHARGES

ONLY RAIN DOWN THE DRAIN

WHAT IS AN ILLICIT DISCHARGE?

An illicit discharge refers to the release of any substance, apart from stormwater, into a storm drain, storm sewer, or any other system that transports stormwater without treating it before discharging it into a stream, lake, or river.



IT ALL STARTS UPSTREAM

The growth of toxic algae in Utah Lake is directly linked to the influx of pollutants. Nitrogen and phosphorus, key pollutants, serve as nutrients for the toxic algae, leading to its proliferation. This results in the water being clouded by green, red, or yellow scum, posing a threat to aquatic life and the health of humans, pets, and livestock.



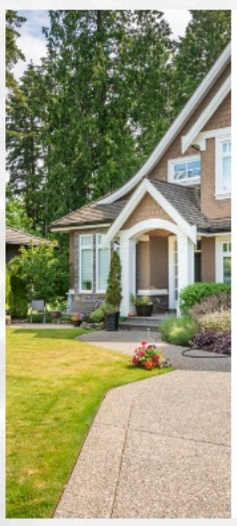
PROHIBITED DISCHARGE EXAMPLES

-Fertilizer and lawn clippings
-Pet Waste
-Paint, Chemicals and solvents
-Oil, grease and anti-freeze
-Pesticides and herbicides
-Wash water and soap



MAINTAIN SEPTIC SYSTEMS

Focus on reducing the amount of harsh chemicals, grease, and excessive waste entering the tank. Protect the drain field from damage, avoid driving or parking on drain field. Limit or avoid using a garbage disposal. For inspections and maintenance, seek professional advice.



EFFECTS OF OUTDOOR ACTIVITIES

-Use pesticides and fertilizers as needed, if at all.
-Never apply prior to expected rain. Take care not to apply to paved surfaces.
-Keep grass clippings out of gutters and drains.
-Use commercial car washes.



PREVENT POLLUTION

-Properly dispose of all waste, never pour or wash them into drainage systems.
-Clean up any spills and dispose properly.
-Use commercial car washes.



TO REPORT A PROBLEM OR SPILL

Woodland Hills: 801-423-3900

Utah County Health Dept.: 801-851-7331

WE ALL LIVE DOWNSTREAM - RESPECT OUR WATERS

WWW.WOODLANDHILLS-UT.GOV

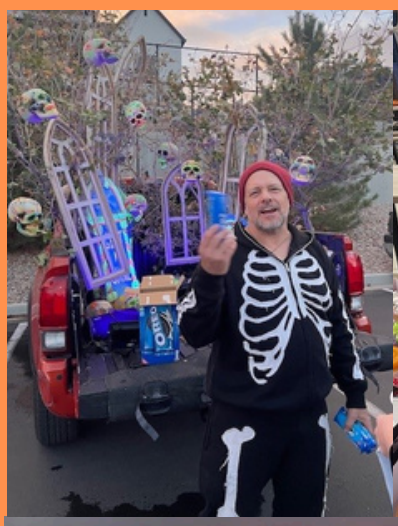
NOVEMBER 2024 WOODLAND HILLS



A BIG THANK YOU TO MARK AND TRACY COWLEY !!!!

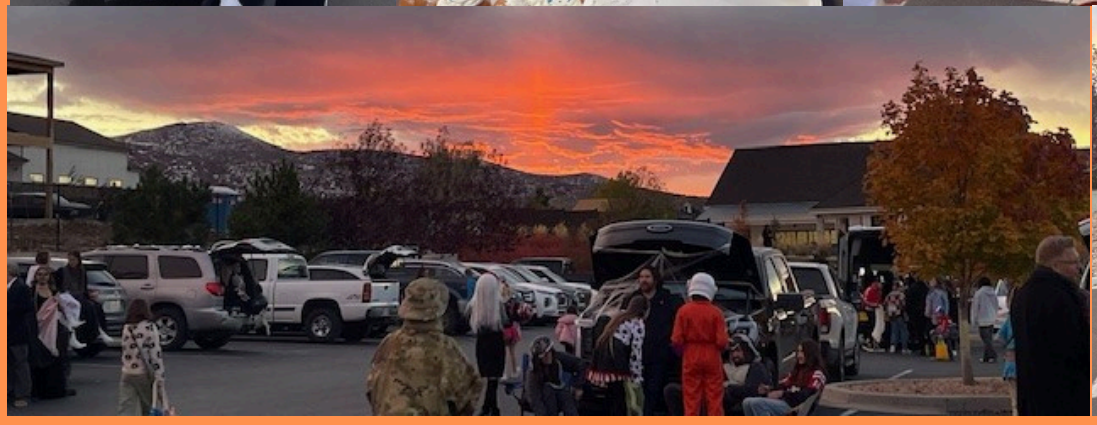
MARK AND TRACY SERVED AS THIS YEARS CHAIRS FOR WOODLAND HILLS DAYS. THE COWLEY'S DID AN INCREDIBLE JOB ORGANIZING THE EVENTS AND BRINGING BACK SOME OLD FAVORITES! THEY GATHERED VOLUNTEERS, MADE SURE WE HAD GOOD FOOD AND GREAT ENTERTAINMENT, GAMES, BOOTHS, AND EVEN A PARADE!
THE COWLEY'S HAVE LIVED IN WOODLAND HILLS FOR 30 YEARS, THEY HAVE BEEN MARRIED FOR 40 YEARS AND ARE THE PARENTS OF 6 BEAUTIFUL GROWN CHILDREN.
IF YOU SEE THEM PLEASE BE SURE TO GIVE THEM A BIG THANK YOU!
IF WE ARE LUCKY WE MIGHT JUST GET THEM TO DO IT AGAIN..

TRUNK OR TREAT 2024!!!!

















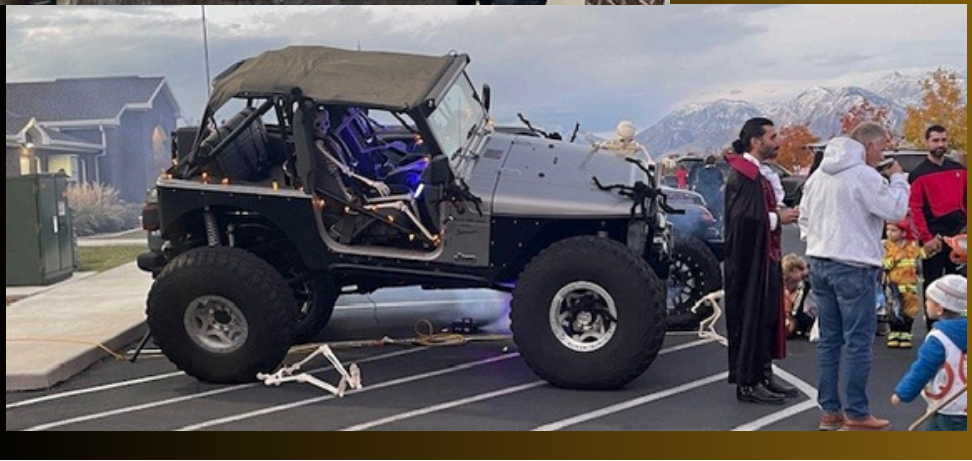












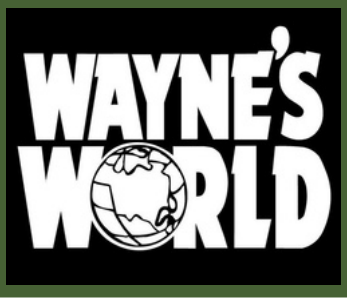

HAPPY HALLOWEEN

WAYNE'S WORLD

AS PART OF THE WAYNE'S WORLD REPORT EACH MONTH I AM GOING TO ADD A SECTION SUMMARIZING HOW MANY ORDINANCE VIOLATION COMPLAINTS WE RECEIVED DURING THE MONTH AND HOW MANY GOT RESOLVED. IN THE RESOLVED CATEGORY THERE MAY BE COMPLAINTS RECEIVED IN PREVIOUS MONTHS THAT WERE FINAL RESOLVED A NUMBER OF MONTHS LATER. IT COULD BE FOUND THAT THERE WAS IN FACT NO VIOLATION OR THE PROBLEM HAS BEEN CORRECTED. IN THE COMPLAINT DEPARTMENT THERE MAY BE MULTIPLE DIFFERENT ORDINANCE VIOLATIONS FROM THE SAME PROPERTY THAT HAVE BEEN REPORTED. SO KEEP THIS IN MIND AS THE FIGURES ARE GIVEN. ON NUMEROUS OCCASIONS IN THE PAST, NEIGHBORS HAVE BEEN HESITANT TO REPORT ON THEIR NEXT DOOR NEIGHBOR FOR FEAR OF ALIENATING THEM AND CREATING ILL WILL BETWEEN THEM. WE USUALLY WILL AVOID DISCLOSING TO AN OFFENDING PARTY WHERE THE COMPLAINT CAME FROM EXCEPT TO SAY IT WAS FROM ONE OF THE RESIDENTS. BECAUSE OF PRIOR UNPRODUCTIVE DISCUSSIONS WHICH A NEIGHBOR HAS HAD WITH THEM, THEY MAY KNOW WHERE THE COMPLAINT CAME FROM AND WE CAN'T CONTROL THAT. WE ALL LIVE IN THE SOCIETY THAT WE KNOW AS WOODLAND HILLS AND WOULD HOPE THAT FOR THE MOST PART WE "SELF POLICE" OURSELVES WHEN IT COMES TO ORDINANCE COMPLIANCE. IF YOU HAVE QUESTIONS ABOUT WHETHER A RESIDENT IS DOING SOMETHING AGAINST OUR CITY ORDINANCES, GIVE ME A CALL AT THE CITY CENTER OR SEND ME AN EMAIL TO: WAYNEF@WOODLANDHILLS-UT.GOV. AND I WOULD BE HAPPY TO RESPOND WITH AN ANSWER, EVEN IF YOU JUST WANT TO KNOW AN ANSWER WITHOUT FILING A COMPLAINT. SOMETIMES OUR ORDINANCES ARE NARROWLY DEFINED AND WHAT A NEIGHBOR THINKS MIGHT BE A VIOLATION IS NOT AND SOMETIMES SOMEONE ACTS INNOCENTLY NOT REALIZING THAT WHAT THEY ARE DOING IS AGAINST OUR ORDINANCES. GENERALLY, I HAVE FOUND THAT YOU, THE RESIDENTS, ARE AGREEABLE TO CORRECTING A PROBLEM WHEN IT IS PRESENTED TO YOU. THERE ARE OF COURSE EXCEPTIONS, BUT WE WOULD HOPE THAT EACH OF OUR RESIDENTS WOULD HAVE CONSIDERATION FOR THEIR NEIGHBORS, IF YOU ARE DOING SOMETHING THAT IS AN ORDINANCE VIOLATION, TO CORRECT THE PROBLEM. HAVE A WONDERFUL HOLIDAY SEASON.

WAYNE FRANDSEN

COMPLAINTS RECEIVED DURING OCTOBER: 6
COMPLAINTS RESOLVED IN OCTOBER: 2





WH SHERIFF'S BLOTTER SEPTEMBER 2024

ANIMAL CALLS	3
FIRE GAS LARGE	1
LIGHTNING FIRE	1
MISSING CHILD	1
FALLS	1
CITIZEN CONTACT	3
LOUD NOISE	1
WELFARE CHECK	1
TOTAL CALLS	27

THE CITY OF WOODLAND HILLS IS UPDATING ITS GENERAL PLAN!

PLEASE TAKE THE PUBLIC SURVEY TO HAVE YOUR VOICE HEARD. YOU CAN SCAN THE QR CODE, VISIT THE CITY WEBSITE, OR WOODLANDHILLSGP2025.COM TO TAKE THE SURVEY.



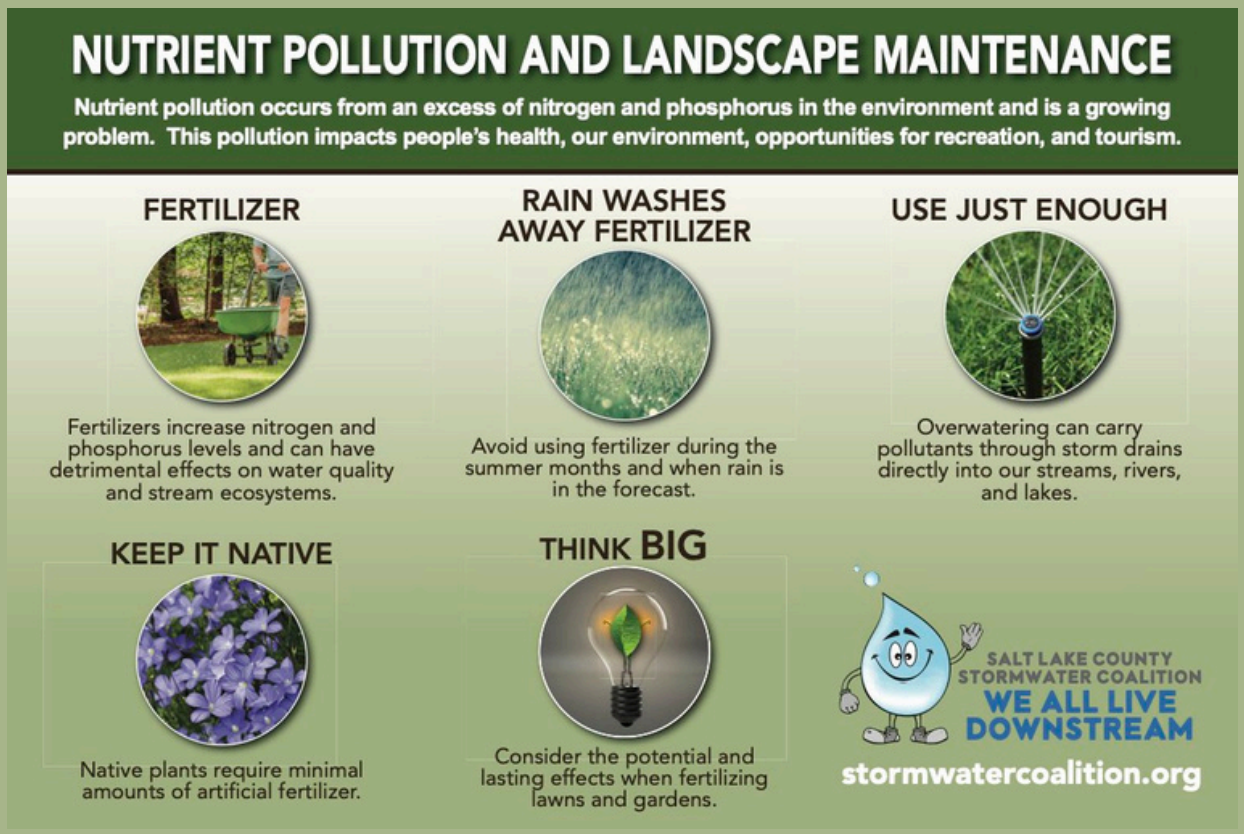
THE SURVEY WILL BE AVAILABLE UNTIL MONDAY, NOVEMBER 18TH.

YOU CAN FOLLOW THE CITY'S OR THE GENERAL PLAN WEBSITE FOR STATUS UPDATES ON THE GENERAL PLAN PROCESS.

TED TALKS
SERVICE THANK YOU

I HAD INITIALLY PLANNED FOR AN ENTIRELY DIFFERENT ARTICLE THIS MONTH, BUT BECAUSE OF A RECENT EVENT, I'VE BEEN REFLECTING ON THE EXTRAORDINARY RESIDENTS IN OUR COMMUNITY AND WANTED TO RECOGNIZE THE VALUE AND WILLINGNESS OF OUR COMMUNITY MEMBERS TO PROVIDE SERVICE AND AID. WE RECENTLY HAD A SERIOUS CONSTRUCTION ACCIDENT IN THE CITY THAT WAS LIFE-THREATENING FOR THE CONSTRUCTION WORKER INVOLVED. WE HAD MANY CONCERNED PEOPLE AND RESIDENTS, BUT ONE RESIDENT, IN PARTICULAR, STOPPED TO RENDER CPR BEFORE THE FIRST RESPONDERS ARRIVED ON THE SCENE. THIS ACTION MAY HAVE SAVED THE PERSON'S LIFE. WE WILL BE RECOGNIZING THEM FOR THEIR ACTIONS AND WILLINGNESS TO PROVIDE AID IN AN INTENSE SITUATION AT OUR NEXT CITY COUNCIL MEETING. WHILE THESE TYPES OF EXTREME ACTIONS ARE NOT GENERALLY COMMON IN OUR COMMUNITY, I KNOW SEVERAL OF OUR CITIZENS WOULD HAVE STOPPED TO HELP. I BRING THIS UP TO RECOGNIZE ALL THE GREAT VOLUNTEERS AND RESIDENTS IN OUR COMMUNITY. OUR FIRE AND EMS DEPARTMENTS ARE ALL VOLUNTEERS, THE CITY LEADERSHIP AND COMMITTEES THAT ASSIST THE CITY WITH GUIDANCE ARE VOLUNTEERS, AND I OFTEN SEE NEIGHBORS HELPING EACH OTHER TO MAKE THIS A GREAT PLACE TO LIVE. ALL THESE VOLUNTEERS DONATE HUNDREDS OF HOURS EACH YEAR TO HELP MAKE OUR COMMUNITY A BETTER PLACE. THANK YOU FOR MAKING THIS A WONDERFUL PLACE TO LIVE. IF YOU ARE INTERESTED IN VOLUNTEERING IN THE COMMUNITY, PLEASE FEEL FREE TO REACH OUT TO ME, BUT SOMETIMES JUST BEING A GOOD NEIGHBOR IS THE BEST SERVICE.

TED MICKELSEN, P.E.
FIRE CHIEF/PUBLIC WORKS DIRECTOR



HOW TO AVOID SEPTIC SYSTEM POLLUTION?
1. PREVENTATIVE MAINTENANCE
2. AVOID OVERLOADING THE SYSTEM
3. BEWARE OF HARMFUL PRODUCTS

GRATITUDE

AS LEAVES TURN AND A BLANKET OF SNOW BEGINS TO COVER THE GROUND, THE CHANGING SEASON FILLS OUR SMALL MOUNTAIN COMMUNITY WITH A RENEWED SENSE OF GRATITUDE. THIS MONTH INVITES US TO PAUSE, REFLECT, AND COME TOGETHER IN APPRECIATION AND LOVE.

WITH ELECTION DAY APPROACHING, WE'RE REMINDED OF THE FREEDOMS WE HOLD DEAR AND THE IMPORTANCE OF OUR VOICES IN SHAPING THE FUTURE OF OUR COUNTRY. VOTING IS AN ACT OF HOPE—LET'S EMBRACE THE PRIDE AND JOY OF THIS RIGHT, LEAVING BEHIND CONTENTION AND MOVING FORWARD WITH UNITY AND STRENGTH.

NOVEMBER ALSO BRINGS VETERANS DAY, A TIME TO HONOR THE COURAGE AND SACRIFICES OF THE VETERANS AMONG US. THESE BRAVE MEN AND WOMEN ARE OUR COMMUNITY'S PILLARS OF RESILIENCE AND DEDICATION, AND THEIR PRESENCE IS ONE OF OUR GREATEST BLESSINGS. TAKE A MOMENT TO THANK OUR VETERANS, LETTING THEM KNOW THEIR SERVICE IS GREATLY AND HUMBLY VALUED. WE LOVE AND HONOR YOU—THANK YOU FOR YOUR SERVICE!

FINALLY, AS THANKSGIVING NEARS, MANY OF US FIND OURSELVES REFLECTING ON THE PAST YEAR AND ALL WE'RE GRATEFUL FOR. FROM NEIGHBORS HELPING NEIGHBORS TO SNOWPLOW DRIVERS WORKING THROUGH THE NIGHT, GRATITUDE FILLS OUR LITTLE CITY. WHETHER IN THE BEAUTY OF OUR SNOWY PEAKS OR THE KINDNESS OF A FAMILIAR FACE, THERE IS SO MUCH TO CELEBRATE THIS SEASON. THANK YOU FOR BEING PART OF OUR COMMUNITY AND FOR ALL THE WAYS YOU SERVE AND CARE FOR EACH OTHER.

KARI MALKOVICH, CITY COUNCIL MEMBER



EVENTS IN UTAH VALLEY
EXPLORE UTAH VALLEY
CLICK ON THE LINK BELOW

HTTPS://WWW.UTAHVALLEY.COM/EVENTS/?GAD_SOURCE=1

Miss the most recent City meeting?
Check it out on the WH YouTube Channel

CHECK OUT THE UPATED
WH COMMUNITY CALENDAR

AS WELL AS THE
NEBO SCHOOL DISTRICT CALENDAR
FOR UPCOMING EVENTS

CLICK ON THE UNDERLINED FOR A LINKS

HAVE SOMETHING YOU'D LIKE DISCUSSED OR ADDED TO THE WH NEWSLETTER?
PLEASE SEND US AN EMAIL
JANET@WOODLANDHILLS-UT.GOV
WE'D LOVE TO HEAR FROM YOU!

WWW.WOODLANDHILLS-UT.GOV

JANUARY 2025 WOODLAND HILLS



TED TALKS – 2024 IN REVIEW

HAPPY NEW YEAR! AT THE BEGINNING OF THIS NEW YEAR, I JUST WANTED TO TAKE A FEW MINUTES IN THIS ARTICLE TO UPDATE RESIDENTS ON SOME OF THE MAJOR PUBLIC WORK'S PROJECTS ACCOMPLISHED THROUGH 2024 AND MENTION A FEW OF THE PLANS FOR 2025.

OUR FIRST PRIORITY PROJECT COMPLETED THIS YEAR INCLUDED AN INFRASTRUCTURE ASSET MANAGEMENT PLAN. THIS HELPS US INVENTORY, PLAN, AND MAINTAIN OUR CITY'S INFRASTRUCTURE. THIS PLAN HAS BEEN COMPLETED TO INCLUDE OUR WATER SYSTEM, SEWER, AND STORMWATER INFRASTRUCTURE. WITH THIS PLAN, AN INSPECTION OF THE SEWER SYSTEM AND WATER SYSTEM VALVE (PRESSURE-REDUCING VALVES) VAULTS WAS COMPLETED TO PLAN NECESSARY MAINTENANCE PROJECTS FOR THE UPKEEP OF THESE ASSETS.

A STORMWATER MANAGEMENT PLAN WAS ALSO COMPLETED TO EVALUATE OUR CITY'S STORMWATER DRAINAGE AND POTENTIAL FLOOD AREAS. WITH THIS PLAN, PROJECTS WERE IDENTIFIED TO HELP US BETTER CONTROL AND MANAGE OUR STORMWATER RUNOFF AS GROWTH CONTINUES. WE ARE CURRENTLY DESIGNING ONE OF THE PROJECTS AND PLANNING A SECOND PROJECT FOR THIS YEAR.

A PAVEMENT MANAGEMENT PLAN FOR OUR ROAD SYSTEM WAS COMPLETED. THIS PLAN IDENTIFIES THE CURRENT CONDITION OF EACH OF OUR ROADS AND HELPS US PLAN, BUDGET, AND EXECUTE THE APPROPRIATE ROADWAY TREATMENT PROJECTS TO MAXIMIZE THE COST-BENEFIT OF THE TREATMENT AND EXTEND THE LIFE OF THE ROADS. FROM THIS PLAN, WE HAVE IDENTIFIED AND DESIGNED OUR FIRST PROJECT WHICH WILL TAKE PLACE IN THE SPRING OF THIS YEAR FOR APPROXIMATELY FOUR MILES OF ROADS.

AS I'VE MENTIONED BEFORE, WE ALSO HAVE A PROJECT UNDERWAY TO UPGRADE OUR DRINKING WATER WELL TO INCLUDE 3-PHASE POWER, A BACKUP GENERATOR, BETTER ACCESS, AND ADDITIONAL CAPACITY. THIS PROJECT HAS JUST GOT UNDERWAY AND WILL PRIMARILY BE TAKING PLACE THROUGHOUT THE LATE WINTER AND SPRING OF THIS YEAR. WE CAN CONTINUE USING THIS WELL DURING THE EARLY PHASES OF THIS PROJECT BUT WILL LIKELY NEED TO SWITCH TO OUR SECONDARY WATER SOURCE IN THE SPRING FOR A SHORT TIME.

IN ADDITION TO THESE MENTIONED PUBLIC WORKS PROJECTS, WE ALSO HAVE RECEIVED FUNDING FROM THE COUNTY FOR A TRAILS STUDY AND ARE CURRENTLY UPDATING OUR GENERAL AND STRATEGIC PLANS.

THESE PROJECTS ARE IN ADDITION TO THE HUNDREDS OF OTHER ACTIVITIES THAT TAKE PLACE THROUGHOUT THE YEAR TO KEEP US OPERATIONAL. IF YOU HAVE ANY QUESTIONS RELATED TO PUBLIC WORKS, PLEASE FEEL FREE TO REACH OUT TO ME. THANK YOU TO ALL THE RESIDENTS AND COMMITTEES WHO HELP US ACCOMPLISH THESE ACTIVITIES AND MAKE THIS A GREAT PLACE TO LIVE.

TED MICKELSEN, P.E.
PUBLIC WORKS DIRECTOR/FIRE CHIEF

WAYNE'S WORLD

THE 2024 STATE LEGISLATURE PAST A NEW STATE CODE WHICH REQUIRES MUNICIPALITIES AND COUNTY GOVERNMENTS TO REDO THEIR SUBDIVISION ORDINANCES TO INCLUDE CERTAIN MANDATED STATE REQUIREMENTS. IT SEEMS THAT MANY CITIES AND COUNTIES WERE HAVING EXTENDED DELAYS IN APPROVING NEW SUBDIVISIONS, CREATING A DELAY IN NEW HOUSING WHICH THE STATE IS LACKING IN. THE CHANGES PRINCIPALLY INVOLVED TIME LIMITS ON THE SUBDIVISION APPROVAL PROCESSES, HAVING A MORE STREAMLINED APPROVAL PROCESS AND REQUIRING THE LOCAL PLANNING COMMISSION TO NOW BE THE SUBDIVISION APPROVAL AUTHORITY RATHER THAN CITY COUNCILS AND COUNTY COMMISSIONERS. THE CITY HAS BEEN WORKING WITH A LOCAL COMPANY AS WELL AS OUR OWN ATTORNEYS IN DRAFTING A NEW SUBDIVISION ORDINANCE THAT WOULD COMPLY WITH THE NEW STATE CODE ON THESE AND OTHER RELATED MATTERS. THE DEADLINE TO HAVE ALL OF THIS IN PLACE IS DECEMBER 31, 2024. AFTER THE END OF THE YEAR THE CITY WILL BE IMPLEMENTING THE NEW ORDINANCE AND FOLLOWING IT. ONE OF THE MAIN FEATURES FOR THE CITY IS COMBINING THE PRELIMINARY PLAT PROCESS WITH THE FINAL PLAT PROCESS, ALL INTO ONE PROCESS, REQUIRING ALL OF THE REQUIRED DATA AND INFORMATION TO BE PROVIDED TO THE CITY AT ONE TIME AND NOT IN TWO SEPARATE PROCESSES. THIS WILL ALLOW FOR SOME STREAMLINING BY REQUIRING ALL OF THE INFORMATION TO BE PROVIDED AT ONE TIME FOR THE CITY'S REVIEW AND APPROVAL. THIS WILL TAKE SOME GETTING USED TO, BUT IN THE END IT SHOULD BENEFIT BOTH THE CITY AND THE DEVELOPER. ANY QUESTIONS ON THIS CAN BE DIRECTED TO MYSELF, OUR BUILDING OFFICIAL OR CITY RECORDER.

THIS MONTH THERE WERE THREE ORDINANCE FINES THAT WERE WITHDRAWN BASED UPON PETITIONS OF THE RESIDENTS THAT OUR ORDINANCE LACKED CLARITY ON THE ISSUES INVOLVED. THESE ORDINANCES WILL BE AMENDED TO GIVE GREATER CERTAINTY AND CLARITY TO THOSE MATTERS. THANKS FOR EVERYONE'S UNDERSTANDING OF THIS.

WAYNE FRANDSEN, CODE ENFORCEMENT OFFICIAL



WAYNE'S WORLD

WH SHERIFF'S BLOTTER NOVEMBER 2024

ANIMAL CALLS	4
ACCIDENT	1
CIVIL PROBLEM	1
FRAUD	1
HARASSMENT	1
EXTRA PATROL	3
PUBLIC PEACE	1
SEIZURES	1
TOTAL CALLS	26

SNOW REMINDERS

- PLEASE KEEP THE AREA AROUND YOUR FIRE HYDRANT DUG OUT
- PLEASE DON'T PUT YOUR TRASH CANS OUT EARLY IF THERE'S A SNOW STORM - THEY MAKE IT HARDER FOR THE SNOW PLOWS
- NO PARKING ON THE STREETS DURING THE WINTER MONTHS - AGAIN THIS MAKES IT HARDER TO PLOW THE STREETS





COUNCIL'S COMMENTS

CITY LEGISLATION... WE NEED YOU

GROWING UP, I FONDLY REMEMBER WATCHING THE OLD SCHOOL HOUSE ROCK VIDEO LEARNING THE LEGISLATIVE PROCESS IN THAT ELEMENTARY WAY. AS YOU MAY REMEMBER, THE CLIP STARTS WITH A LITTLE BOY ASKING WHAT THE PIECE OF PAPER IS ON THE STONE STEPS. "I'M JUST A BILL, YES I'M ONLY A BILL, AND I'M SITTING HERE ON CAPITOL HILL ..." IT THEN PROCEEDS TO SING ABOUT HOW IT STARTED AS JUST AN IDEA BY SOME RESIDENTS, WAS WRITTEN DOWN, AND HOPES TO END UP AS A LAW. IT WAS SUCH A SIMPLE SONG THAT TAUGHT THE BASICS.

OVER THE PAST THREE YEARS, IT HAS BEEN MY PRIVILEGE TO PARTICIPATE IN THIS PROCESS NUMEROUS TIMES AS THE CITY COUNCIL HAS VOTED ON SEVERAL "BILLS." SOME OF THOSE "BILLS" WERE CHANGES WE NEEDED TO ADAPT OLD CODE TO FIT NEW CIRCUMSTANCES, OTHERS WERE FIXES TO ERRORS IN CODE OR CONTRADICTION, AND SOME DIDN'T GET ENOUGH VOTES TO PROCEED INTO CITY ORDINANCE. EACH TIME, WE DISCUSSED ALL THE ISSUES, SOMETIMES WITH A HEATED DEBATE, HOWEVER, WHEN THE BILL WAS APPROVED IT WAS ALWAYS BETTER BECAUSE OF THE PROCESS.

AS A SMALL CITY WITH LIMITED RESOURCES AND STAFF, OUR ORDINANCES ARE LAID OUT TO THE BEST OF OUR ABILITY. SINCE NO CODE IS PERFECT, THE PROCESS HAS BEEN DESIGNED FOR LEGISLATIVE AMENDMENTS, CHANGES, OR COMPLETE ELIMINATION. TO MAKE THIS PROCESS WORK, ENGAGEMENT FROM RESIDENTS WHERE THE CODES ARE ENFORCED IS STRONGLY ENCOURAGED. WHEN ENGAGEMENT DOES HAPPEN, THE RESULTING CODE IS FAR MORE ROBUST AND BETTER MEETS THE CITY'S INTENDED NEEDS.

PLEASE ACCEPT OUR INVITATION TO BE MORE INVOLVED IN THE LEGISLATIVE PROCESS HERE IN WOODLAND HILLS. WE HAVE SUCH AN AMAZING COMMUNITY, AND THOSE OF US CURRENTLY SERVING IN PUBLIC OFFICE ARE DOING SO TO IMPROVE THE CITY FOR AS MANY RESIDENTS AS POSSIBLE. MANY TIMES, THE ISSUES THAT ARISE ARE AKIN TO KING SOLOMON PROPOSING TO SPLIT THE BABY, WHERE ONE OR BOTH PARTIES MAY HAVE TO MAKE CONCESSIONS TO REESTABLISH THE PEACE.

WE ALL KNOW THE EASIEST OPTION WHEN WE DISAGREE IS TO EXPRESS OUR FRUSTRATION, HOWEVER, PLEASE ACCEPT OUR INVITATION TO GET INVOLVED AND PRESENT A POTENTIAL SOLUTION. YOU CAN DO THIS BY EITHER WRITING SOMETHING UP (IDEAL OPTION) OR EXPLAINING YOUR POSSIBLE SOLUTION TO A CITY COUNCIL MEMBER. THAT AMENDMENT OR NEW "BILL" CAN GO THROUGH THE LEGISLATIVE PROCESS AND POSSIBLY BECOME A LAW. WHILE WE ARE DEBATING THE "BILL" IN A COUNCIL MEETING IT WOULD BE HELPFUL FOR YOU TO COME AND EXPRESS YOUR THOUGHTS DURING PUBLIC COMMENT. I HAVE HEARD FROM SOME PEOPLE THAT THEY DON'T OFFER FEEDBACK BECAUSE THEY DON'T THINK THEIR OPINION MATTERS OR THE COUNCIL HAS ALREADY MADE UP THEIR MINDS. WHILE IT MAY APPEAR THIS WAY I ASSURE YOU IT IS NOT THE CASE. EACH OF US HAS SPENT TIME THINKING, DISCUSSING, AND RESEARCHING THE CURRENT PROPOSED CHANGE. THE VALUE OF YOUR OPINION IS TO RAISE ANY POTENTIAL ISSUES WE HAVEN'T YET THOUGHT ABOUT. I CAN THINK OF A FEW MEETINGS WHERE OPINIONS WERE GIVEN THAT ENFORMED MY END VOTE. WORKING TOGETHER, WE CAN SUSTAIN OUR UNIQUE AND BEAUTIFUL CITY. THANK YOU ALL FOR EVERYTHING THAT IS DONE TO SERVE THIS AMAZING COMMUNITY.

BEN HILLYARD
CITY COUNCILMEMBER

Staying Vigilant: A Key to Community Safety

In today's ever-changing world, staying vigilant is more important than ever. As residents of Woodland Hills, you share the responsibility of ensuring your community remains a safe and welcoming place for everyone. By staying aware and proactive, we can collectively address potential issues before they escalate.

Why Vigilance Matters
Vigilance is about being alert and attentive to what's happening around us. Whether it's spotting suspicious activities, reporting safety concerns, or simply checking in on a neighbor, staying aware can make a significant difference. Small actions can prevent larger problems and help protect our shared spaces.

How You Can Stay Vigilant
Here are some simple ways you can contribute to community safety:

1. Know Your Surroundings: Pay attention to your environment, whether you're walking in the park or through the neighborhood or driving through the neighborhoods. Being observant helps you identify anything unusual.
2. Report Concerns: If you notice something suspicious, don't hesitate to report it to the Sheriff's Office. Timely reporting allows issues to be addressed quickly and effectively.
3. Stay Connected: Build relationships with your neighbors. A connected community is a safer community. Share information, watch out for one another, and support each other in times of need.
4. Participate in Community Programs: Attend city council meetings, or volunteer for local events. Being actively involved strengthens community bonds and promotes collective vigilance.
5. Be Prepared: Familiarize yourself with emergency procedures and have a plan in place for unexpected situations. Preparedness ensures that you can act swiftly and confidently if needed.

Recognizing the Power of Unity
When we work together, we create a community where everyone feels secure and supported. Vigilance is not about fear; it's about empowerment. By staying informed and engaged, we foster an environment where trust and safety thrive.

Let's make vigilance a habit, not just a reaction. Together, we can continue building a resilient, proactive, and safe community for all.

Your voice matters, and your actions make a difference.
Stay safe and stay vigilant!

Sergeant Garrett Dutson
Sergeant over small contract cities and towns
Woodland Hills – Goshen – Cedar Fort – Fairfeild

DECEMBER 2024 CALLS FOR SERVICE FOR WOODLAND HILLS
A TOTAL OF 16 DETAILS WERE CALLED IN FROM THE PUBLIC ON THE FOLLOWING SITUATIONS

ABANDONED 911 CELL - 1
ANIMAL COMPLAINT - 4
CIVIL PROBLEM - 1
FOLLOWUP - 1
FRAUD - 1
HARASSMENT - 1
MEDICAL - 2
PUBLIC PEACE - 1
TRAFFIC ACCIDENT - 1
VIN INSPECTION - 2
WEAPON OFFENSE -1

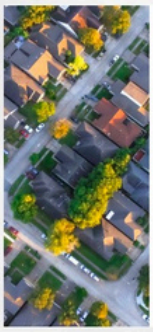
WOODLAND HILLS
WWW.WOODLANDHILLS-UT.GOV

PREVENTING ILLICIT DISCHARGES

ONLY RAIN DOWN THE DRAIN

WHAT IS AN ILLICIT DISCHARGE?

An illicit discharge refers to the release of any substance, apart from stormwater, into a storm drain, storm sewer, or any other system that transports stormwater without treating it before discharging it into a stream, lake, or river.



IT ALL STARTS UPSTREAM

The growth of toxic algae in Utah Lake is directly linked to the influx of pollutants. Nitrogen and phosphorus, key pollutants, serve as nutrients for the toxic algae, leading to its proliferation. This results in the water being clouded by green, red, or yellow scum, posing a threat to aquatic life and the health of humans, pets, and livestock.



PROHIBITED DISCHARGE EXAMPLES

-Fertilizer and lawn clippings
-Pet Waste
-Paint, Chemicals and solvents
-Oil, grease and anti-freeze
-Pesticides and herbicides
-Wash water and soap



MAINTAIN SEPTIC SYSTEMS

Focus on reducing the amount of harsh chemicals, grease, and excessive waste entering the tank. Protect the drain field from damage, avoid driving or parking on drain field. Limit or avoid using a garbage disposal. For inspections and maintenance, seek professional advice.



EFFECTS OF OUTDOOR ACTIVITIES

-Use pesticides and fertilizers as needed, if at all.
-Never apply prior to expected rain. Take care not to apply to paved surfaces.
-Keep grass clippings out of gutters and drains.
-Use commercial car washes.



PREVENT POLLUTION

-Properly dispose of all waste, never pour or wash them into drainage systems.
-Clean up any spills and dispose properly.
-Use commercial car washes.



TO REPORT A PROBLEM OR SPILL

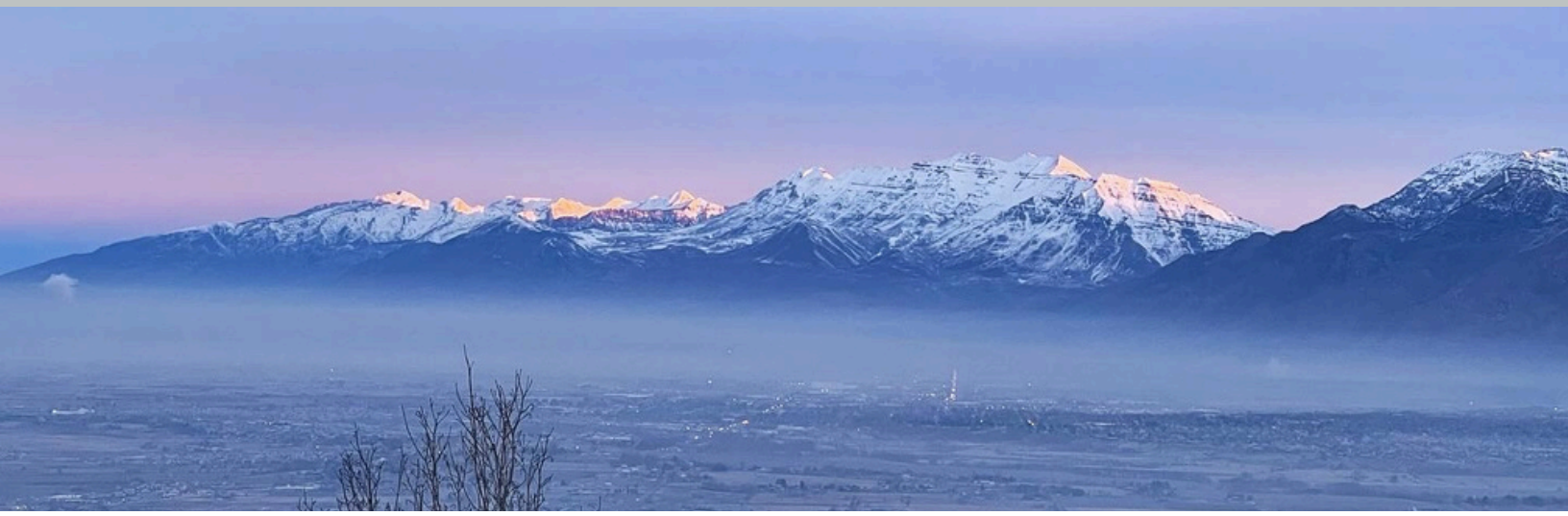
Woodland Hills: 801-423-3900

Utah County Health Dept.: 801-851-7331

WE ALL LIVE DOWNSTREAM - RESPECT OUR WATERS



The Woodland Hills Fire Department was called on to help with the fires raging in California. A crew of four, including two of our fire department members and two from other departments, deployed this morning and expect to be there for at least two weeks. our prayers are with them, and we wish them a safe journey and return home. While they are away helpig our neighbors with this disaster, we want to assure the community that we have adequate coverage for our city.
1/09/2025



EVENTS IN UTAH VALLEY
EXPLORE UTAH VALLEY
CLICK ON THE LINK BELOW

HTTPS://WWW.UTAHVALLEY.COM/EVENTS/?GAD_SOURCE=1

HAVE SOMETHING YOU'D LIKE DISCUSSED OR ADDED TO THE WH NEWSLETTER?
PLEASE SEND US AN EMAIL
JANET@WOODLANDHILLS-UT.GOV
WE'D LOVE TO HEAR FROM YOU!

Miss the most recent City meeting?
Check it out on the WH YouTube Channel

CHECK OUT THE UPATED
WH COMMUNITY CALENDAR

AS WELL AS THE
NEBO SCHOOL DISTRICT CALENDAR
FOR UPCOMING EVENTS

CLICK ON THE UNDERLINED FOR A LINKS

3. County Fair and other Festivities

Overview: An educational booth will be available to be scheduled by the Utah County Stormwater Coalition and manned by the participating cities for city festivities, the county fair, etc.

Responsible for this Goal: Public Works Department

Goal: To educate and bring awareness to stormwater with the public.

Measure: Obtain information from the Utah County Stormwater Coalition of the number of people that came to the booth and the materials that were sent out.

Documentation: Enter the dates and information of the festivals that there was a booth at.

Year	Dates Completed:
2024	
2025	
2026	
2027	
2028	

Institutions, Industrial, and Commercial Facilities:

Currently there are no businesses within the city of Woodlands Hills. There is one church building within Woodland Hills. If new institutions or businesses open in Woodland Hills City, they will be given education materials and information on preventing pollution from their facility. The goal of educating the businesses and institutions within Woodland Hills City is to prevent and reduce the discharge of pollutants getting into or leaving the MS4.

1. Institution education materials

Overview: The Public Works Department will provide and document information regarding the storm water quality impacts associated with illicit discharges, improper disposal of waste, fertilizers, proper salting, cleaning of parking lots, and prevention of illicit discharges in parking lots. Information will be provided to institutions a minimum of once a year and to new institution entities applying for a license or a building permit.

Responsible for this Goal: Public Works Department

Goal: To educate institutions within Woodland Hills to prevent the discharge of pollutants.

Measure: To provide information to every institution within Woodland Hills a minimum of annually.

Documentation: Insert the information that was provided into this section of the SWMP, and to enter the dates that this measure has been completed.

Year	Dates Completed:
2024	Dec 2024 – Included flyer for prohibited illicit discharges in the utility billing to the 2 churches.
2025	
2026	
2027	
2028	

WOODLAND HILLS

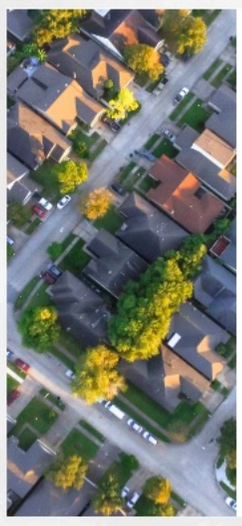
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PREVENTING ILLICIT DISCHARGES

ONLY RAIN DOWN THE DRAIN

WHAT IS AN ILLICIT DISCHARGE?

An illicit discharge refers to the release of any substance, apart from stormwater, into a storm drain, storm sewer, or any other system that transports stormwater without treating it before discharging it into a stream, lake, or river.



IT ALL STARTS UPSTREAM

The growth of toxic algae in Utah Lake is directly linked to the influx of pollutants. Nitrogen and phosphorus, key pollutants, serve as nutrients for the toxic algae, leading to its proliferation. This results in the water being clouded by green, red, or yellow scum, posing a threat to aquatic life and the health of humans, pets, and livestock.



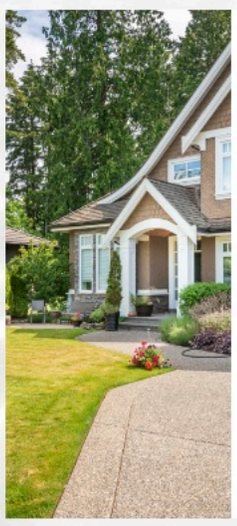
PROHIBITED DISCHARGE EXAMPLES

-Fertilizer and lawn clippings
-Pet Waste
-Paint, Chemicals and solvents
-Oil, grease and anti-freeze
-Pesticides and herbicides
-Wash water and soap



MAINTAIN SEPTIC SYSTEMS

Focus on reducing the amount of harsh chemicals, grease, and excessive waste entering the tank. Protect the drain field from damage, avoid driving or parking on drain field. Limit or avoid using a garbage disposal. For inspections and maintenance, seek professional advice.



EFFECTS OF OUTDOOR ACTIVITIES

-Use pesticides and fertilizers as needed, if at all.
-Never apply prior to expected rain. Take care not to apply to paved surfaces.
-Keep grass clippings out of gutters and drains.
-Use commercial car washes.



PREVENT POLLUTION

-Properly dispose of all waste, never pour or wash them into drainage systems.
-Clean up any spills and dispose properly.
-Use commercial car washes.



TO REPORT A PROBLEM OR SPILL

Woodland Hills: 801-423-3900

Utah County Health Dept.: 801-851-7331

WE ALL LIVE DOWNSTREAM - RESPECT OUR WATERS

Developers and Contractors:

Currently there are housing development projects occurring within the city of Woodlands Hills. The goal of educating developers and contractors within Woodland Hills City is to prevent and reduce the discharge of pollutants getting into or leaving the MS4.

1. Utah County Stormwater Coalition Annual Training

Overview: The Utah County Stormwater Coalition provides an annual contractor training. This training includes information and requirements to comply with the stormwater regulations throughout the construction process. Each year topics are chosen that are seen as being important at that time.

Responsible for this Goal: Public Works Department

Goal: To train developers and contractors on regulations and to have them be more aware to prevent pollution from their projects.

Measure: Obtain information from the Utah County Stormwater Coalition of the number of people that attended the annual training.

Documentation: Enter in the date that the training occurred. Also, insert any other documentation that is provided by the Utah County Stormwater Coalition.

Year	Dates Completed:
2024	Dec 2024 – Sent email to all current construction site contractors on prohibited illicit discharges.
2025	
2026	
2027	
2028	

Gmail **Mitch Hilburn <mysticpeakllc@gmail.com>**

Illicit Discharge flyer

1 message

Mitch Hilburn <mysticpeakllc@gmail.com> Thu, Dec 19, 2024 at 1:17 PM
To: Mitch Hilburn <mysticpeakllc@gmail.com>
Bcc: seth@hall-eng.com, Matt Hammond <MTMCholdings@gmail.com>, Benn Brindley <benn.brindley@dlmdut.com>, klarson@valorhomes.com, eharper@valorhomes.com, brady roundy <bradybroundy@gmail.com>, "ethan@yoursagehome.com" <ethan@yoursagehome.com>, operations@yoursagehome.com, steve mitchell <dps5204@yahoo.com>, Matt Nelson <mattrcnelson@hotmail.com>, Ben Hillyard <ben.hillyard@gmail.com>, bariding@msn.com, joewilkins470@gmail.com, "rephillips@genevarock.com" <rephillips@genevarock.com>

Hello,

You are receiving this email as you are listed as a contact for an active construction site within the City of Woodland Hills.

As part of the State of Utah MS4 stormwater permit, the city is required to have some educational materials given to all active construction sites on the Prohibition of Illicit Discharges and the Impact on Water Quality in the State of Utah.

Please see the attached document listing the types of prohibited discharges that could occur on your construction sites.

Let me know if you have any questions or concerns.

Thank you,

--
Mitch Hilburn
Woodland Hills SWPPP Inspector
801-674-7754
mysticpeakllc@gmail.com

Construction Illicit Discharge.pdf
845K

WOODLAND HILLS

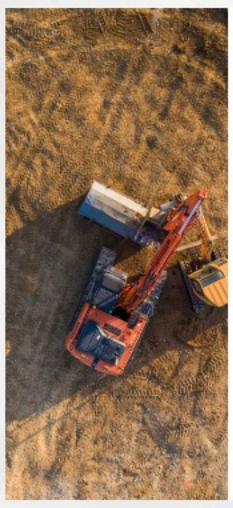
WWW.WOODLANDHILLS-UT.GOV

PREVENTING ILLICIT DISCHARGES

ONLY RAIN DOWN THE DRAIN

WHAT IS AN ILLICIT DISCHARGE?

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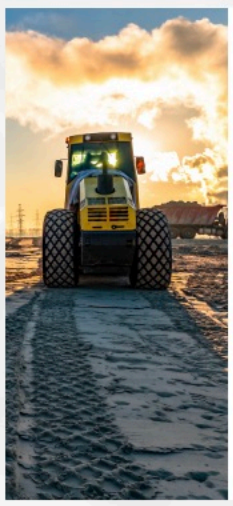
IT ALL STARTS UPSTREAM

The growth of toxic algae in Utah Lake is directly linked to the influx of pollutants. Nitrogen and phosphorus, key pollutants, serve as nutrients for the toxic algae, leading to its proliferation. This results in the water being clouded by green, red, or yellow scum, posing a threat to aquatic life and the health of humans, pets, and livestock.



PROHIBITED DISCHARGE EXAMPLES

-Concrete Washout
-Hazardous Waste and Trash
-Solvents and Cleaning Agents
-Oils and Paint, Paint Thinners
-Fuel Spills
-Soil and Sediment



TRACKING -

When construction vehicles are not cleaned properly or construction entries are not properly maintained, soil and construction materials end up tracking into the street and eventually into a storm drain.
Use Track Pads at contstruction entrances and exits to prevent tracking.



ILLICIT DISCHARGES ARE ILLEGAL

They are enforced through local ordanances and are part of routeine inspection procedures.

They are subject to enforcement measures such as penalties, fines and property liens.



CONCRETE WASHOUTS -

All tools and equipment that must be cleaned should be cleaned in a proper container and disposed of in a concrete washout.

Do not wash equipment into dirt or paved areas.



TO REPORT A PROBLEM OR SPILL

Woodland Hills: 801-423-3900

Utah County Health Dept.: 801-851-7331

WE ALL LIVE DOWNSTREAM - RESPECT OUR WATERS

2. Training Materials to Developers and Engineers.

Overview: Information about stormwater friendly development practices including low impact development will be provided to Developers and Engineers. Manuals will be provided when they approach the city about development activities within Woodland Hills City.

Responsible for this Goal: Public Works Department

Goal: To provide developers and engineers with information about low impact development practices that are accepted within Woodland Hills City. Selected sections of the state low impact of development manual will be used.

Measure: How many of the manuals are passed out to developers and engineers.

Documentation: Insert the manual that is provided to the developers and engineers. Also track and enter in the number of manuals that have been provided during the year.

Year	Number of Manuals Handed Out:
2024	
2025	
2026	
2027	
2028	

3. SWPPP Review Staff Education

Overview: The SWPPP review staff will be certified with a stormwater certification and keep up with all requirements of continuing education that are required with the pertinent certification.

Responsible for this Goal: Public Works Department and SWPPP Contractor

Goal: To have the SWPPP review staff properly educated to review SWPPP documents that are submitted to the city.

Measure: To keep up on continuing education and to stay certified.

Documentation: Insert the SWPPP review staff's stormwater certifications in this section and add the new certification whenever it is renewed.

4. Preconstruction SWPPP Education Meetings

Overview: Prior to any construction beginning within Woodland Hills City a Preconstruction SWPPP meeting will be held. As part of the meeting education will be provided to teach the contractor about preventing pollution throughout the construction project. This will include a discussion of some common pollution sources that occur during construction activities. Also, site specific items to pay attention to will be discussed.

Responsible for this Goal: Public Works Department and SWPPP Contractor

Goal: To have a Preconstruction SWPPP meeting and to provide the contractor with education prior to any project beginning within Woodland Hills City.

Measure: To track every Preconstruction SWPPP meeting that occurs within Woodland Hills City.

Documentation: Enter in what is covered in a general meeting in this section of the SWMP. The individual meetings will be documented in compliance GO. Also, enter in the number of meetings that occurred during the year in the table below.

Year	Number of Preconstruction Meetings Completed:
2024	13
2025	14
2026	7 as of 10/31/26
2027	
2028	

MS4 Employees:

MS4 employees will be trained to prevent pollutants during regular work activities. Also, the MS4 employees will be trained to help educate others that do work within the city. The goal of educating MS4 employees within Woodland Hills City is to prevent and reduce the discharge of pollutants getting into or leaving the MS4.

1. Formal Employee Training

Overview: Annually a formal employee training will take place to discuss and educate employees on pollutants of concern, LID, IDDE, SWPPP Reviews, SWPPP Inspection.

Responsible for this Goal: Public Works Department

Goal: To train all of the Woodland Hills City employees annually.

Measure: To document that all employees were trained.

Documentation: Insert the information that was trained on with the employees. Also, enter in the names of all of the employees that were trained. Document if any employees missed the training. Enter the date below of when the trainings took place.

Year	Dates of Trainings:
2024	9/17/24 – Pollution Prevention and IDDE – See Appendix for tracker and training material. 10/10/24 – Construction Runoff controls 12/5/24 – IDDE and LID practices. See Appendix B for tracker.
2025	Jan 2025 – Firefighters field response to IDDE spills 1/31/25 – PP&GH SOPs, HP SWPPP, Inspections 1/31/25 – Long-term post construction training
2026	9/8/26 – General SWMP updating.
2027	
2028	

Public Involvement and Participation

Overview:

This measure is intended to achieve greater public involvement and participation for the storm water management program.

This measure is intended to provide opportunities for the public to play an active role in both the development and implementation of the storm water management program. An active community is important to the success of the program.

Goals:
Public Comment on the SWMP
Public Comment and Information about the City Stormwater Program
Spring and Fall Clean Up
Chipiper Days

1. Public Comment on the SWMP

Overview: The SWMP will be available for public comment for 120 days from the time that this revision is completed. The public will be informed of this through the city newsletter and in the SWMP itself. The SWMP will be made available on the city website to view and download.

Responsible for this Goal: Public Works Department

Goal: To allow for the public to comment and be involved with the development of this SWMP.

Measure: To make the SWMP available for to public to review and to comment on.

Documentation: Document the number of comments that have been made on the SWMP. Also, enter in the comments that have been made into this section, and the response or updates that have been made based on those comments.

2. Public Comment and Information about the City Stormwater Program

Overview: The city will ask residents on an annual basis about the stormwater program through city council meetings. This will be for the public involvement requirement. An annual meeting will also be held to discuss the state of the city stormwater program.

Responsible for this Goal: Public Works Department

Goal: To get the residents of the city to be involved and pay attention to the stormwater program. To get feedback on how the stormwater program can be improved.

Measure: To accept comments throughout the year and to hold an annual meeting to discuss the city stormwater program with the public and to receive feedback through the public's involvement.

Documentation: Document all comments received through the year in this section of the SWMP. To document the minutes and feedback that was received in the annual meeting.

Year	Dates of the Annual Stormwater Meeting:
2024	
2025	
2026	
2027	
2028	

3. Spring and Fall Clean Up

Overview: Through the newsletter a semiannual clean-up will be encouraged throughout the city and specifically a request for volunteers to help clean up at the city park. Following the melting of the snow in the spring and prior to snow falling in the fall. The residents will be encouraged to clean up rock lined ditches, trash and other pollutants that have the potential to get into waterways.

Responsible for this Goal: Public Works Department

Goal: To encourage clean-up of potential pollutants by the residence prior to snow fall and after the snow has melted.

Measure: To encourage a city clean-up twice per year in the city newsletter.

Documentation: Document the dates that the clean-up was sent out in the city newsletter. Also, insert the newsletter articles that were sent out to each residence.

Year	Dates Completed:
2024	Oct 2024 – Green Waste Dumpster. See attached facebook posts below.
2025	
2026	Sep 2026 – Green Wast Dumpsters.
2027	
2028	

4. Chipper Days

Overview: Semi-annually the city hosts "Chipper Days" to help the residents clean up broken and dead limbs from their properties and rock lined ditches.

Responsible for this Goal: Public Works Department

Goal: To encourage clean-up of downed limbs, dead trees, limbs and foliage on properties and rock lined ditches. Residents will place limbs, shrubs, and leaves on the street and the city will provide a chipper truck to drive through and pick up all of the material on the roads.

Measure: Another effort to keep properties safe and clean including the storm sewer system.

Documentation: Document the dates that the chipper days announcement was sent out in the city newsletter. Also, insert the newsletter articles that were sent out to each residence.

Year	Dates Completed:
2024	Sept 2024 – See attached below facebook posts
2025	
2026	
2027	
2028	

Jody Hatch Stones
Admin · Top contributor · September 10 ·

The Wildland Fire Chipping Crews will be in the city today through September 19th. Please place your piles on the side of the road, not the pavement, so vehicles can easily maneuver throughout the city. When chipping is complete, the lot/homeowners must clean up the chipped piles. Don't forget to clean your ditch and culvert.

Please visit the City's website to record your time spent clearing your lot at:
[https://docs.google.com/.../1FAIpQLSfhuit8eKP.../viewform...]
(https://docs.google.com/.../1FAIpQLSfhuit8eKP.../viewform...).

If you have any questions, more information can be found on the city website at
https://www.woodlandhills-ut.gov/pages/public-safety.

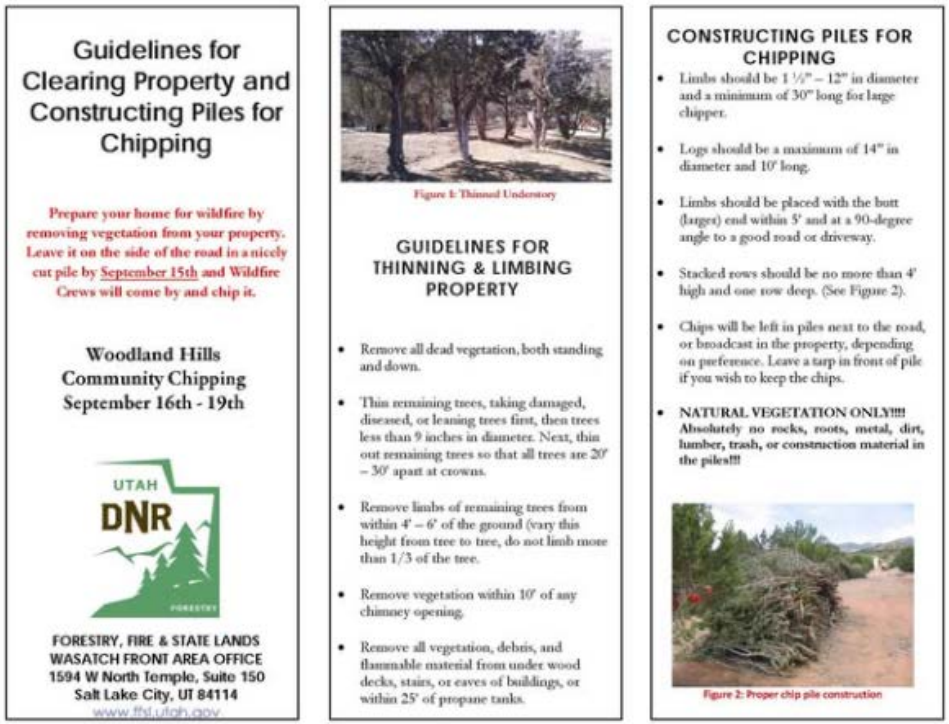


WOODLANDHILLS-UT.GOV
Public Safety | Woodland Hills, Utah
Public Safety

Comment as Mitch Hilburn

Jody Hatch Stones
Admin · Top contributor · August 13 ·

Fall Chipper Days.
September 16th-19th.



Guidelines for Clearing Property and Constructing Piles for Chipping

Prepare your home for wildfire by removing vegetation from your property. Leave it on the side of the road in a nicely cut pile by September 15th and Wildfire Crews will come by and chip it.

Woodland Hills Community Chipping
September 16th - 19th

UTAH DNR FORESTRY

FORESTRY, FIRE & STATE LANDS
WASATCH FRONT AREA OFFICE
1594 W North Temple, Suite 150
Salt Lake City, UT 84114
www.ffsl.utah.gov

Figure 1: Thinned Understory

GUIDELINES FOR THINNING & LIMBING PROPERTY

- Remove all dead vegetation, both standing and down.
- Thin remaining trees, taking damaged, diseased, or leaning trees first, then trees less than 9 inches in diameter. Next, thin out remaining trees so that all trees are 20' – 30' apart at crowns.
- Remove limbs of remaining trees from within 4' – 6' of the ground (vary this height from tree to tree, do not limb more than 1/3 of the tree.
- Remove vegetation within 10' of any chimney opening.
- Remove all vegetation, debris, and flammable material from under wood decks, stairs, or eaves of buildings, or within 25' of propane tanks.

CONSTRUCTING PILES FOR CHIPPING

- Limbs should be 1 ½" – 12" in diameter and a minimum of 30" long for large chipper.
- Logs should be a maximum of 14" in diameter and 10' long.
- Limbs should be placed with the butt (larger) end within 5' and at a 90-degree angle to a good road or driveway.
- Stacked rows should be no more than 4' high and one row deep. (See Figure 2).
- Chips will be left in piles next to the road, or broadcast in the property, depending on preference. Leave a tarp in front of pile if you wish to keep the chips.
- **NATURAL VEGETATION ONLY!!!! Absolutely no rocks, roots, metal, dirt, lumber, trash, or construction material in the piles!!!**

Figure 2: Proper chip pile construction

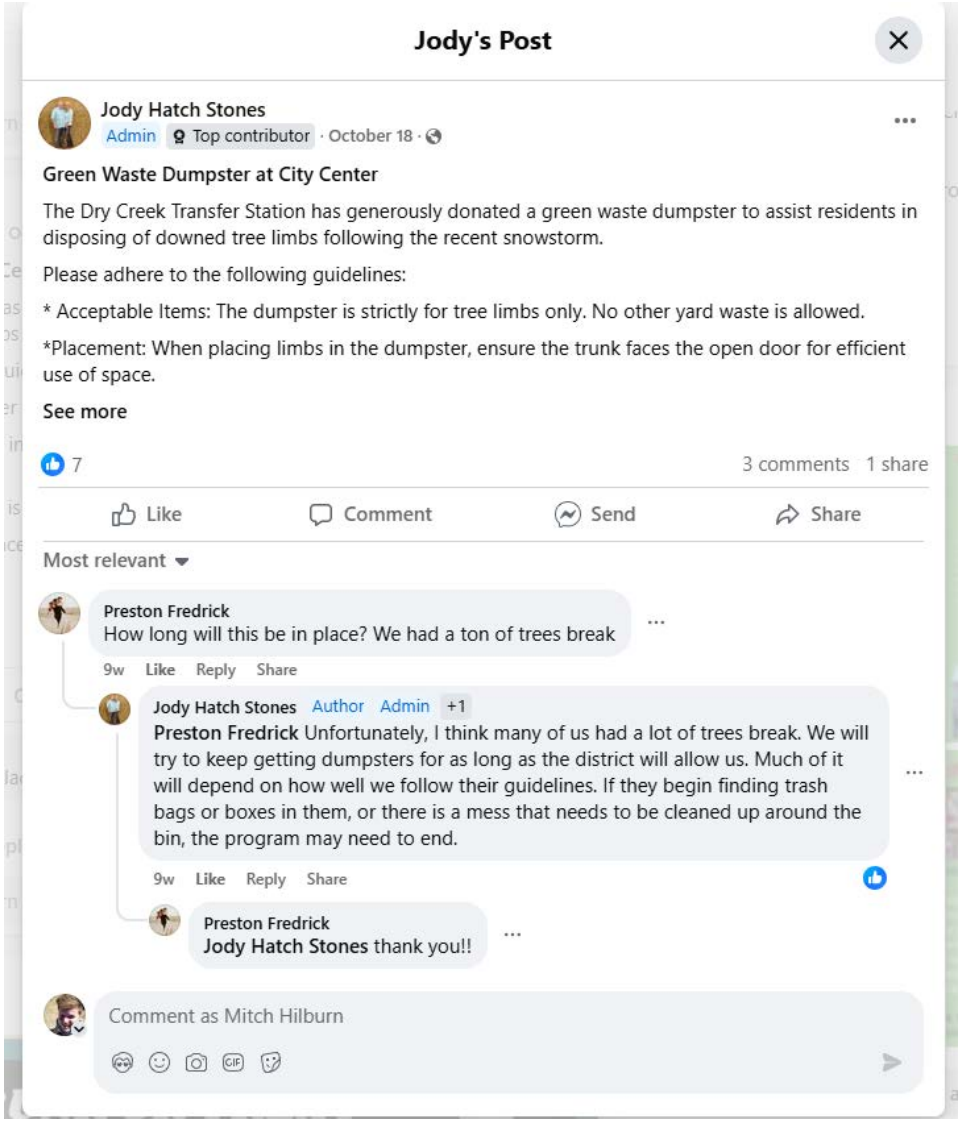
13 1 comment

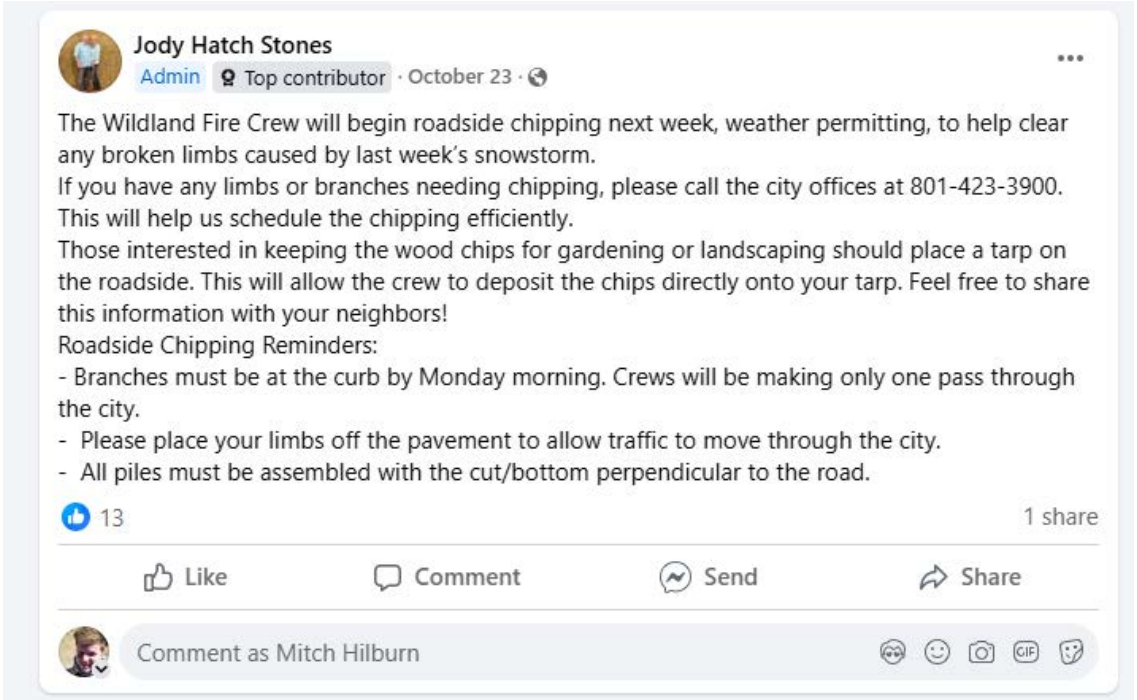
Like Comment Send Share

Deborah Lovelis Lewis
Awesome! Hopefully every homeowner and lot owner will take advantage of another opportunity to clear out the dead and bent over trees from their property

18w Like Reply Share 2

Comment as Mitch Hilburn


Jody's Post
Jody Hatch Stones
Admin
Top contributor
· October 18 ·
Green Waste Dumpster at City Center
The Dry Creek Transfer Station has generously donated a green waste dumpster to assist residents in disposing of downed tree limbs following the recent snowstorm.
Please adhere to the following guidelines:
* Acceptable Items: The dumpster is strictly for tree limbs only. No other yard waste is allowed.
*Placement: When placing limbs in the dumpster, ensure the trunk faces the open door for efficient use of space.
See more
7
3 comments 1 share
Like
Comment
Send
Share
Most relevant
Preston Fredrick
How long will this be in place? We had a ton of trees break
9w Like Reply Share
Jody Hatch Stones Author Admin +1
Preston Fredrick Unfortunately, I think many of us had a lot of trees break. We will try to keep getting dumpsters for as long as the district will allow us. Much of it will depend on how well we follow their guidelines. If they begin finding trash bags or boxes in them, or there is a mess that needs to be cleaned up around the bin, the program may need to end.
9w Like Reply Share
Preston Fredrick
Jody Hatch Stones thank you!!
Comment as Mitch Hilburn


Jody Hatch Stones
Admin
Top contributor
· October 23 ·
The Wildland Fire Crew will begin roadside chipping next week, weather permitting, to help clear any broken limbs caused by last week's snowstorm.
If you have any limbs or branches needing chipping, please call the city offices at 801-423-3900. This will help us schedule the chipping efficiently.
Those interested in keeping the wood chips for gardening or landscaping should place a tarp on the roadside. This will allow the crew to deposit the chips directly onto your tarp. Feel free to share this information with your neighbors!
Roadside Chipping Reminders:
- Branches must be at the curb by Monday morning. Crews will be making only one pass through the city.
- Please place your limbs off the pavement to allow traffic to move through the city.
- All piles must be assembled with the cut/bottom perpendicular to the road.
13
1 share
Like
Comment
Send
Share
Comment as Mitch Hilburn

Jody Hatch Stones
Admin · November 4 ·

Residents,
We want to extend our heartfelt thanks for the unprecedented response in clearing the downed limbs following the recent snowstorms. As clean-up efforts continue, we kindly ask that residents refrain from adding to the piles along the roads.
The city is working on placing additional dumpsters throughout the city, and we encourage those who can take their branches to these dumpsters to do so. For those residents who cannot take their branches, we ask that you please ensure that your branches are placed at least 10 feet from the edge of the road to facilitate snow clearing.
Chipping crews will begin to focus their attention on Woodland Hills, Summit Creek, and Oak Drive.
Let's continue to support one another during this time. If you know neighbors needing assistance getting their branches to a dumpster, please lend a helping hand.
Thank you for your cooperation and for being such a great community!

9

Like Comment Send Share

Comment as Mitch Hilburn

Jody Hatch Stones
Admin · November 7 ·

Call for Volunteers*

As many of you know, we have experienced a significant number of downed trees over the past few weeks. At the city's encouragement, many residents have placed these broken trees at the curb for chipping. However, our chipping crew is currently overwhelmed by this response, and we are seeking volunteers to assist the crew this Saturday from 8 AM to 6 PM.

Our initial focus will be on the main arteries (Woodland Hills Dr, Oak Dr, Summit Creek Dr), but we hope to reach other streets later. We are also working to arrange for dumpsters to be delivered and placed throughout the city on the side streets and would encourage residents to work together to help take the already stacked limbs along these side roads to the dumpsters.

If you are available to help on Saturday, we will meet at the city center at 8 a.m. If you are unable to come at 8 a.m. but are able to come and help for a couple of hours during the day, please contact Aaron Lowe at 801-592-0913. Aaron will be available throughout the day to provide information on where the crew is and where your help is most needed.

Thank you for your support!

2

Like Comment Send Share

Comment as Mitch Hilburn

Jody's Post

Jody Hatch Stones
Admin · October 21 ·

The green waste dumpster was replaced earlier today, and the new one is already full. We are coordinating with the transfer station to request additional ones.

8 4 comments

Like Comment Send Share

Most relevant

Cindy Hatch
We've heard that there may be plans for chipping those branches. Fact or fiction? PLEASE
8w Like Reply Share

Ben Hillyard
Cindy Hatch this is a plan we are working on
8w Like Reply Share

Reply as Mitch Hilburn

Patrick-Rick Collins
Thank you, thank you, thank you for providing those dumpsters. Patrick Collins.
8w Like Reply Share 2

Barbara Shields
Many thanks for their efforts!
5w Like Reply Share

Comment as Mitch Hilburn

Jody Hatch Stones
Admin · November 18 ·

We need volunteers this week to assist with chipping during the day. Your help would make a significant difference, even for just a few hours! If you can lend a hand, please contact the city offices at 801-423-3900. Thank you for considering this opportunity to support our community!

2

Like Comment Send Share

Answer as Mitch Hilburn

Jody Hatch Stones
Admin · November 11 ·

To help ensure the safety and cleanliness of our community, please refrain from placing any additional tree limbs or branches along the roadside. Thanks to our wildland fire crew and volunteers, the city has completed chipping along Woodland Hills Drive and Oak Drive.
The crews will now focus their efforts on the routes used by school buses. If you have any limbs or branches next to the road, please make sure they are at least 15 feet away from the city right-of-way.
Thank you for your understanding and support!

4 1 share

Like Comment Send Share

Comment as Mitch Hilburn

Jody's Post

Jody Hatch Stones
Admin · November 10 ·

Thank You!

A huge thank you to all our amazing volunteers who chipped in to make yesterday's chipping day a success! Your hard work really made a difference. We couldn't have done it without you!

All the dumpsters are full. If you still have limbs on the side of the street, please make sure that they are off the edge of the asphalt so traffic can flow freely.

Thank you.

7 4 comments

Like Comment Send Share

Most relevant

Richard J. McClendon
Yes, are they done chipping? They came by last Thursday and did one side of Schoolhouse Dr, but not the other side. I'm happy to help them if they come back.
5w Like Reply Share

Jody Hatch Stones Author Admin +1
Richard J. McClendon,, please call the city offices in the morning to see if we can coordinate a time.
5w Like Reply Share

Cheryl Davis
Are they done chipping we have tons on our Spring Dr road
5w Like Reply Share

Scott Bartholomew
I have many on Skylake (many neighbors do as well) - happy to help as well if they let me know when they are coming
5w Like Reply Share

Comment as Mitch Hilburn

Woodland Hills, Utah (Official City...

Ben Hillyard · 2h ·

Fall Green Waste Dumpsters have been placed in these 5 places currently in the city.

Rules:
1. If you fill it full please call the city and let us know, we will come out and smash it down or get is swapped
2. ONLY GREEN WASTE (NO GARBAGE)

Thank you all for trying to keep our mountain city safe. Once full it will be replaced, though it may not come back to the exact same location.



1

Illicit Discharge Detection and Elimination (IDDE)

Overview: This measure is intended to minimize illicit discharges (discharges other than storm water) into the storm drain system. Storm drain systems are not designed to accept, convey, or discharge non-storm water flows. Eliminating illicit discharges helps prevent pollutants from entering receiving waters and maintain the infrastructure.

Goals:
Storm Drain System Map
Ordinance
Dry Weather Screening
High Priority Areas
SOPs for Hotline and IDDE Response Including Flow Chart
SOPs for Conducting an IDDE Investigation
IDDE Education and Outreach
IDDE Program Evaluation

1. Storm Drain System Map

Overview: Maintain a current storm sewer system map of the MS4, showing the location of all municipal storm sewer outfalls with the names and location of all State waters that receive discharges from those outfalls, storm drainpipe and other storm water conveyance structures within the MS4.

Responsible for this Goal: Engineering

Goal: To keep the storm drain system map up to date

Measure: To review annually to be sure that all updates have occurred to the storm drain map throughout the year.

Documentation: Document the dates of the review of the storm drain map.

Year	Dates of Storm Drain Map Review:
2024	
2025	
2026	
2027	
2028	

2. Ordinance

Overview: The IDDE ordinance will be reviewed to be sure that it is up to date and to be sure that no changes are needed to the ordinance.

Responsible for this Goal: Public Works Department

Goal: To be sure that the ordinance is up to date and that no changes are needed to enforce the IDDE program within the city.

Measure: To review the ordinance annually.

Documentation: Insert the IDDE ordinance in this section of the SWMP. Indicate any changes to the ordinance over time. Also enter the date of any reviews of the ordinance into the table below.

Year	IDDE Ordinance Review:
2024	
2025	
2026	
2027	
2028	

3. Dry Weather Screening

Overview: To screen all discharges throughout the city. Dry weather screening is needed to identify if any illicit discharges are occurring in an area within the city. The stormwater system will be screened during dry weather and if there is a flow the water will be evaluated to be sure that it is not an illicit discharge.

Responsible for this Goal: Public Works Department

Goal: To screen all elements of the stormwater system within the city every five years. 20% of the outfalls will be evaluated each year.

Measure: The number of elements that were screened each year.

Documentation: Insert the evaluation of each elements in this section of the SWMP. Also, enter in the number of elements that were evaluated each year.

Year	Number of Elements Evaluated:	Total Number of Elements Within the City:
2024		
2025	3	
2026		
2027		
2028		

4. High Priority Areas

Overview: There are not any IDDE high priority areas within Woodland Hills City. High priority areas would include areas that have industrial or commercial activities. Woodland Hills City does not have any industrial or commercial facilities.

Responsible for this Goal: Public Works Department

Goal: Review this measure annually to see if an area should be identified as high priority.

Measure: Annually document that a review has occurred.

Documentation: Document the date of the review in the table below. Insert information if high priority areas were identified during the review.

Year	Dates Completed:
2024	NA
2025	NA
2026	NA
2027	
2028	

5. SOPs for Hotline; IDDE Response; and IDDE Response Flow Chart

Overview: SOPs for an IDDE hotline and IDDE response will need to be created and inserted into this section. The SOP is needed so that all personnel involved will know how to respond to a report of illicit discharge. Also, a flow chart for IDDE response will be create and made available.

Responsible for this Goal: Public Works Department

Goal: Create an SOP for the IDDE Hotline and IDDE Response. Also, to review how the SOP is working on an annual basis. Create a flow chart of the response so that all personnel know who is responsible for what during and IDDE incident.

Measure: To get SOPs in place by the end of 2021. To review the SOP annually after that to be sure that the SOPs are working properly. To create a response flow chart.

Documentation: Insert the SOPs into this section once they are completed. Insert the response flow chart into this section once completed. Also, document the dates of the SOPs review and the flow chart review below. Insert and identify any changes to the flow chart and the SOPs over time.

Year	Dates Completed:
2024	
2025	
2026	
2027	
2028	

6. SOPs for Conducting an IDDE Investigation

Overview: SOPs for Conduction an IDDE Investigation will need to be created and inserted into this section. The SOP is needed so that all personnel involved in the investigation know how to conduct the investigation.

Responsible for this Goal: Public Works Department

Goal: Create an SOP for conduction an IDDE investigation. Also, to review how the SOP is working on an annual basis.

Measure: To get SOP in place by the end of 2021. To review the SOP annually after that to be sure that the SOPs are working properly.

Documentation: Insert the SOP into this section once they are completed. Also, document the dates that the SOP was review below. Insert and identify any changes to the SOP over time.

Year	Dates Completed:
2024	
2025	
2026	
2027	
2028	

7. IDDE Education and Outreach

Overview: IDDE training will take place during the annual MS4 employee training. Also, IDDE information will be giving to any institutions within Woodland Hills City. The public education and outreach section will include all documentation of materials and training that were provided to those groups. This section will include individuals that are involved in being educated and trained on specifics of the IDDE program. That includes individuals that are responsible to answer hotline calls, those that are to respond to investigate, and those that are to respond to clean up or oversee the clean up of an illicit discharge.

Responsible for this Goal: Public Works Department

Goal: That those involved in the hotline, investigation, and response to clean up are trained and know what their responsibilities are.

Measure: That these employees are trained on an annual basis.

Documentation: Insert into this section the information about the training that took place. Also, enter the dates of the training in the table below.

Year	Dates Completed:
2024	
2025	
2026	
2027	
2028	

8. IDDE Program Evaluation

Overview: The IDDE program need to be evaluated on a regular basis to be sure that it is functioning properly. This evaluation will include reviewing incidents that have occurred and identifying how the response and clean up could go better if at all. Also, to identify problem areas with the city to see if these incidents can be prevented in the future.

Responsible for this Goal: Public Works Department

Goal: To improve upon the IDDE program over time.

Measure: To review the incidents and the overall program on an annual basis.

Documentation: Document the dates of the review in the table below. Insert into this section any updates or improvements that were identified during the annual review.

Year	Dates Completed:
2024	
2025	
2026	
2027	
2028	

Construction Site Stormwater Runoff Control

Overview: This measure is intended to minimize polluted storm water runoff from construction activities. Construction activities can contribute significant levels of sediment to storm water runoff if erosion and sediment controls are not implemented.

Goals:
Ordinance
SWPPP Reviews
Qualified personnel to conduct inspections (City and Contractor)
Pre- Construction Meetings
MS4 Oversite Inspections
Enforcement strategy
Training

1. Ordinance

Overview: The Construction Stormwater ordinance will be reviewed to be sure that it is up to date and to be sure that no changes are needed to the ordinance.

Responsible for this Goal: Public Works Department

Goal: To be sure that the ordinance is up to date and that no changes are needed to enforce the Construction Stormwater program within the city.

Measure: To review the ordinance annually.

Documentation: Insert the Construction Stormwater ordinance in this section of the SWMP. Indicate any changes to the ordinance over time. Also enter the date of any reviews of the ordinance into the table below.

Year	Dates Completed:
2024	
2025	
2026	
2027	
2028	

2. SWPPP Reviews

Overview: Every SWPPP will be reviewed prior to construction being allowed to move forward. The SWPPP review will include being sure that the SWPPP is compliant and that the NOI permit has been obtained from the state. Reviews and redlines will be documented for each project in City Inspect. The SWPPP review checklist will be included in this section and updated as needed over time.

Responsible for this Goal: Public Works Department

Goal: To review and approve every SWPPP prior to construction beginning.

Measure: To track and document the review every SWPPP.

Documentation: Insert the review checklist in this section of the SWMP. The reviews of the SWPPPs are documented in ComplianceGo and in the City Inspect software. In the table below enter in the number of reviews that took place each year and the number of projects that start that year.

Year	Number of SWPPP Reviews Completed:	Number of Construction Projects Started:
2024	15	15
2025	20	20
2026	12 as of 10/31/26	12
2027		
2028		

3. Qualified personnel to conduct inspections (City and Contractor)

Overview: The city will be sure that those that are conducting the contractor inspections have the proper qualifications during the SWPPP Review. The city will be sure that the city inspector has the proper qualifications to conduct inspections.

Responsible for this Goal: Public Works Department

Goal: That the city and the contractor inspectors are both properly qualified to conduct the inspections.

Measure: Review and be sure that all inspectors have the proper qualifications.

Documentation: The contractor qualifications will be in the individual SWPPP Documents. Insert in this section the qualifications of the city inspectors. Also, review on an annual basis to be sure that the qualifications are up to date.

Year	Date that the Qualifications were Reviewed:
2024	10/27/24 Mitch Hilburn Qualifications – RSI-Ut expires 6/30/25, RSR-Ut expires 6/22/25, BS Const. Mngt. WSU 2011, Stormwater inspector since 2008.
2025	
2026	
2027	
2028	

4. Pre- Construction Meetings

Overview: Prior to any construction beginning within Woodland Hills City a Preconstruction SWPPP meeting will be held. As part of the meeting the site-specific pollution prevention measures will be reviewed. Also, expectations and what to expect from the city throughout construction will be discussed.

Responsible for this Goal: Public Works Department

Goal: To have a Preconstruction SWPPP meeting and to provide the contractor with education and information on what is expected throughout the project.

Measure: To track every Preconstruction SWPPP meeting that occurs within Woodland Hills City.

Documentation: The individual meetings will be documented in compliance GO. Enter in the number of meetings that occurred during the year and the number of projects that were started in the table below.

Year	Number of Preconstruction Meetings Completed:	Number of Construction Projects Started:
2024	13	13
2025	14	14
2026	7 as of 10/31/26	7
2027		
2028		

5. MS4 Oversite Inspections

Overview: The MS4 will conduct monthly meetings on each construction project within Woodland Hills City. If there are high priority projects that are identified, then they will be inspected bi-weekly. High priority sites include any with steep slopes, those that are near creeks or other surface waters, and those that have multiple enforcement actions.

Responsible for this Goal: Public Works Department

Goal: To oversee construction projects within Woodland Hills to be sure that the contractor is doing what is required under the permit.

Measure: Document the inspection of every construction site monthly and high priority sites bi-weekly.

Documentation: All the oversite inspections will be documented in compliance GO. Insert the number of inspections completed and the number that were required to be completed in the table below.

Year	Number of Inspections Completed:	Number of Inspections Required to be Completed:
2024	186	186
2025	165	165
2026	168 as of 10/31/26	
2027		
2028		

6. Enforcement strategy

Overview: The enforcement strategy for Woodland Hills City will include: First a verbal warning; if the verbal warning is not taken care of then it will escalate to a written warning, if the written warning is not taken care of then a stop work order will be put in place.

Responsible for this Goal: Public Works Department

Goal: To have all construction sites stay in compliance.

Measure: The number of each type of enforcement is given in a year.

Documentation: In the table below indicate the number of verbal warnings, written warnings, and stop work orders that were issued during each year. The verbal warning, written warning, and stop work order will be documented in compliance GO.

Year	Number of Verbal Warnings:	Number of Written Warnings:	Number of Stop Work Orders:
2024	3	0	1
2025	1	1	0
2026	3 as of 10/31/26	2	0
2027			
2028			

7. Construction Site Training

Overview: All construction training is being documented in the Public Education and Outreach Section of this SWMP.

Long-Term Stormwater Management (Post Construction Stormwater Management)

Overview: This measure is intended to minimize the impact to storm water quality caused by development and redevelopment. The increase in impervious areas caused by development can cause an increase in the type and quantity of pollutants in runoff. Prior planning and design to minimize pollutants in runoff from these areas is an important component to storm water quality management.

Goals:
Ordinance
Long Term BMPs selected
Inventory
Plan Reviews
Stormwater Maintenance Agreements
Inspections by Private Owners
Inspection by the City during installation and every 5 years
Enforcement Procedures
Retrofit
Training

1. Ordinance

Overview: The Long-Term Stormwater Management ordinance will be reviewed to be sure that it is up to date and to be sure that no changes are needed to the ordinance.

Responsible for this Goal: Public Works Department

Goal: To be sure that the ordinance is up to date and that no changes are needed to enforce the Long-Term Stormwater program within the city.

Measure: To review the ordinance annually.

Documentation: Insert the Long-Term Stormwater ordinance in this section of the SWMP. Indicate any changes to the ordinance over time. Also enter the date of any reviews of the ordinance into the table below.

Year	Dates Review Completed:
2024	
2025	Jan 2025 ordinance was reviewed and no changed made to it.
2026	
2027	
2028	

The Long-Term Stormwater Management Program requires BMPs to be installed in new developments. These requirements are intended to protect water quality by installing BMPs which reduce targeted pollutants for the proposed use. Redevelopment projects will be required to install BMPs to maintain or reduce the number of pollutants the site currently contributes to the stormwater system.

Woodland Hills ordinance (Sections 12.6, 12.7, 12.9) sets requirements for new development and redevelopment with the intent to minimize impacts to stormwater quantity and quality. These requirements include enforcement provisions, BMP selection documentation, and provisions for post construction access.

Developers and owners are required to submit documentation about their proposed BMPs, which must meet the pollutant removal expected from the proposed BMP; and the technical basis which supports performance claims.

The Long-Term Stormwater Management Compliance Form found on ComplianceGo is used for site inspections and enforcement of post-construction stormwater control measures.

Long-term Stormwater SOPs for inspection and enforcement, as well as the long-term stormwater maintenance agreement are found in appendix D of this SWMP.

2. Long Term BMPs selected

Overview: Woodland Hills City will select BMPs that are approved to be used within the city. This list and information will be made available to developers and engineers.

Responsible for this Goal: Public Works Department

Goal: To select BMPs that will improve water quality and to have that information available to developers and engineers.

Measure: To have the guidelines and BMPs selected by the end of the year. To review the BMPs and make updates annually.

Documentation: Insert the guidelines and the BMPs into this section the SWMP once they are selected. Enter the date of the annual review in the table below.

Year	Dates the Guidelines and BMPs were Reviewed:
2024	
2025	
2026	
2027	
2028	

3. Inventory

Overview: Woodland Hills City will create an inventory all existing long-term post construction BMPs within the city. Once the inventory is in place then they will be evaluated to see if a Stormwater Management Agreement is needed or if the city is responsible for the BMPs.

Responsible for this Goal: Public Works Department

Goal: To inventory all long-term BMPs that are located in Woodland Hills City.

Measure: To inventory all private and public BMPs in the city by the end of the year.

Documentation: Insert an inventory of all long-term BMPs and who is responsible for each BMP. Update this inventory on an annual basis and insert the up-to-date inventory in this section of the SWMP. In the table below indicate the dates of the inventory review.

Year	Dates of the Annual Inventory Review:
2024	Not done
2025	Jan 2025 – Updated inventory of Private and public long term storm water facilities and controls. Private inventory is located in this section below and public inventory is found in appendix E of this SWMP.
2026	
2027	
2028	

4. Long-Term Plan Reviews

Overview: All sites that will have long-term post construction BMPs will be required to have a stormwater management plan. These will be reviewed at the time that the SWPPP document is reviewed and be sure that all requirements are met for the long-term plan.

Responsible for this Goal: Public Works Department

Goal: To have long-term post construction stormwater management plans in place prior to construction taking place.

Measure: All sites that have long-term post construction BMPs that a long-term plan is in place. Also, to add all of these sites to the inventory in the previous section.

Documentation: The reviews of the long-term plans will be in City Inspect. Indicate in the table below the number of plans there were reviewed and approved for each year.

Year	Number of Approved Long-Term Stormwater Management Plans:
2024	There were no projects that required long-term post construction BMP plan reviews for 2024
2025	
2026	
2027	
2028	

5. Stormwater Maintenance Agreements

Overview: Stormwater Maintenance Agreements will be required for all privately owned long-term BMPs. These agreements will be put into place to be sure that long-term BMPs are being inspected and maintained to prevent the discharge of pollutants.

Responsible for this Goal: Public Works Department

Goal: To have Long-Term Stormwater Maintenance Agreements in place for all privately owned BMPs.

Measure: To obtain an agreement for every long-term stormwater BMP going forward. To review the inventory to see if there are agreements that need to be put into place for existing long-term stormwater BMPs.

Documentation: Insert in this section of the SWMP the stormwater maintenance agreements that are in place. In the table below indicate the number of stormwater maintenance agreements obtained.

Year	Number of Stormwater Maintenance Agreements Obtained:
2024	No maintenance agreements have been required to be made for 2024
2025	
2026	
2027	
2028	

6. Inspections by Private Owners

Overview: As part of the stormwater maintenance agreements the private owners will be required to conduct regular inspections of the long-term BMPs. An annual report of these inspections will be required to be sent to the city for review.

Responsible for this Goal: Public Works Department

Goal: To have all private owners conducting inspections and maintenance and sending in an annual report of those activities to the city.

Measure: To receive an annual report from all private owners of long-term BMPs.

Documentation: Insert the annual reports that are received into this section of the SWMP. Also indicate in the table below the number of received annual reports and the number that were expected to be received.

Year	Number of Annual Reports Received:	Number of Expected Annual Reports:
2024	0	0
2025	0	0
2026	0	0
2027		
2028		

7. Inspections by the City

Overview: The city will inspect all the long-term BMPs that are owned by the city on an annual basis. The city will also inspect all privately owned long-term BMPs once every five years.

Responsible for this Goal: Public Works Department

Goal: For the city to inspect all owned long-term BMPs annually, and to inspect all privately owned BMPs every five years.

Measure: To inspect all owned BMPs every year, and 20% of privately owned BMPs every year.

Documentation: Insert the inspection reports into this section of the SWMP. In the table below indicate the number of city owned inspections conduction, the number of city owned BMPs, and the number of privately owned BMPs inspected, and the number privately owned BMPS.

Year	Number of City Owned BMPs Inspected:	Number of City Owned BMPs:	Number of Privately Owned BMPs Inspected:	Number of Privately Owned BMPs:
2024	0	Unknown	0	Unknown. But 3 facilities.
2025	3			
2026				
2027				
2028				

8. Enforcement Procedures

Overview: The enforcement strategy for Woodland Hills City will include: First a verbal warning; if the verbal warning is not taken care of then it will escalate to a written warning, if the written warning is not taken care of then fines will be given.

Responsible for this Goal: Public Works Department

Goal: To have all long-term BMP sites in compliance.

Measure: The number of each type of enforcement is given in a year.

Documentation: In the table below indicate the number of verbal warnings, written warnings, and fines that were issued during each year. Insert the documentation for each in this section of the SWMP.

Year	Number of Verbal Warnings:	Number of Written Warnings:	Number of Fines Given:
2024	0	0	0
2025			
2026			
2027			
2028			

9. Retrofit

Overview: Retrofit will be evaluated for existing developed sites that are owned by the city and that are adversely impacting water quality. Different areas of the city will be evaluated to see if retrofit is needed.

Responsible for this Goal: Public Works Department

Goal: Identify areas that retrofit are needed and put plans in place for the retrofit.

Measure: Evaluate 20% of the city owned properties and developments per year.

Documentation: Insert into this section any retrofit activities that are identified and occur within the city. Also, insert the evaluation of different sections of the city.

Year	Dates of the Evaluations:
2024	No evaluations were completed in 2024.
2025	
2026	
2027	
2028	

10. Training

Overview: All Long-Term training is being documented in the Public Education and Outreach Section of this SWMP.

Pollution Prevention and Good Housekeeping

Overview:

This measure is intended to ensure a reduction in the amount and type of storm water pollutants by establishing routine activities in the operation and maintenance of municipal operations that affect storm water runoff. Setting particular guidelines for source controls and materials management is an important component to storm water quality management.

Goals:

Inventory of MS4 Owned Properties
High Priority MS4 Facilities
Vehicle and Equipment SOPs
Roads and Parking Lots SOPs
Stormwater Collection and Conveyance System SOPs
Other Facilities and Operations SOPs
Assess Water Quality
MS4 Construction Projects
Training

1. Inventory of MS4 Owned Properties

Overview: All MS4 owned properties will be inventoried. Each of the facilities will be evaluated for pollutants on site and indicated if they are high priority or not. If they are high priority, then pollution prevention plans will be put into place for those facilities. If they are not high priority, then they will be inspected annually to be sure that they are not polluting and that they do not need to be changed to high priority.

Responsible for this Goal: Public Works Department

Goal: To have an inventory of all MS4 owned properties and to indicate if they are high priority or not. Review the inventory annual to be sure that it is up to date.

Measure: Inventory and keep update all Ms4 owned properties.

Documentation: Insert the inventory of the Ms4 owned properties with whether they are high priority or not in this section the SWMP. In the table below indicate the date of the annual inventory review.

Year	Dates of the Annual Review:
2024	December 2024 – Assessment of city owned properties was made and is included in Appendix E below.
2025	
2026	
2027	
2028	

2. High Priority MS4 Facilities

Overview: High priority MS4 facilities are any facility that stores pollutants outside or has the potential to discharge pollutants. These facilities will need to have a pollution prevention plan put into place and complete the required inspections. Monthly visual inspections of high priority facilities are required. Semi-Annual comprehensive site evaluations are required. Annual visual evaluation of stormwater discharge is required.

Responsible for this Goal: Public Works Department

Goal: To develop a pollution prevention plan for all high-priority facilities within the city.

Measure: To document all inspections and evaluations.

Documentation: To have a copy of all pollution prevention plans for each high priority facility at that facility and a copy available with the SWMP. Keep all inspections and evaluations with the SWMP and insert a copy into this section of the SWMP.

Year	Dates of the Annual Review:
2024	
2025	Jan 2025 – Developed a combined SWPPP for the City Building/Fire Station and the Salt Shed. The SWPPP and all of its inspections will be kept on ComplianceGo.
2026	
2027	
2028	

3. Vehicle and Equipment SOPs

Overview: The city owns many vehicles and equipment. SOPs will be written and put into place for fueling, cleaning, and maintaining the vehicles and equipment.

Responsible for this Goal: Public Works Department

Goal: To have SOPs put into place for vehicle and equipment fueling, cleaning, and maintenance.

Measure: To have the SOP created and put into place by the end of 2024.

Documentation: Insert the SOP once it is created. Do an annual review of the SOP to see if any changes are needed.

Year	Dates of the Annual Review
2024	December of 2024 Municipal operations SOPs were developed and are kept in the O&M manual which is Appendix D of this SWMP.
2025	
2026	
2027	
2028	

4. Roads and Parking Lots SOPs

Overview: The city owns roads and parking lots. SOPs will be written and put into place for cleaning, maintenance, and prevention of pollutants.

Responsible for this Goal: Public Works Department

Goal: To have SOPs put into place for roads and parking lots cleaning, maintenance, and prevention of the discharge of pollutants by the end of 2024.

Measure: To have the SOPs created and put into place.

Documentation: Insert the SOPs once they are created. Do an annual review of the SOPs to see if any changes are needed.

Year	Dates of the Annual Review:
2024	December 2024 (2) SOPs specific to roads and parking lots were created and are located in Appendix D.3.E & D.3.F of this SWMP for Sweeping and Snow removal.
2025	
2026	
2027	
2028	

5. Stormwater Collection and Conveyance System SOPs

Overview: The city owns and maintains the stormwater collection and conveyance system. SOPs will be written and put into place for cleaning, maintenance, and prevention of the discharge of pollutants.

Responsible for this Goal: Public Works Department

Goal: To have SOPs put into place for the stormwater collection and conveyance system cleaning, maintenance, and prevention of the discharge of pollutants by the end of 2021.

Measure: To have the SOPs created and put into place.

Documentation: Insert the SOPs once they are created. Do an annual review of the SOPs to see if any changes are needed.

Year	Dates of the Annual Review:
2024	December of 2024 – SOP written for Rock lined ditch & Sumps/Dry Wells Maintenance. This SOP is included in the O&M manual in Appendix D. Section D.3.D of this SWMP.
2025	
2026	
2027	
2028	

6. Other Facilities and Operations SOPs

Overview: The city will evaluate the facilities and other operators to see what additional SOPs are needed to be written and put into place.

Responsible for this Goal: Public Works Department

Goal: To evaluate and write any additional SOPs that are needed by the end of 2021.

Measure: To identify and have the SOPs created and put into place.

Documentation: Insert the SOPs once they are created. Do an annual review of the SOPs to see if any changes are needed.

Year	Dates of the Annual Review:
2024	December 2024 – Several other SOPs were written and are included in the O&M manual in Appendix D of this SWMP.
2025	
2026	
2027	
2028	

The following list is all the MS4 activities as of the end of 2024. SOPs for the following activities are located in Appendix of this SWMP. This list will be updated annually and include additional activities and SOPs as they are added.

a. Application of pesticides and fertilizers
b. Mowing and trimming lawns
c. Municipal spill response
d. Rock lined ditch & Sumps/Dry Wells Maintenance
e. Snow removal operations
f. Sweeping
g. Trash
h. Vehicle and equipment storage
i. Vehicle Maintenance and Fueling
j. Washing vehicles

7. Flood Management Assessment

Overview: Flood management structures will be evaluated annually to determine if changes are needed to improve water quality.

Responsible for this Goal: Public Works Department

Goal: Inventory and evaluate flood management structures annually.

Measure: Document the annual evaluations of the flood management structures.

Documentation: Insert the inventory of flood management structures. Insert the annual evaluations in this section of the SWMP. Document any changes that are needed and implemented.

Year	Number of Structures Evaluated:	Number of Existing Structures:
2024		
2025		
2026		
2027		
2028		

Year	Dates of the Annual Inventory Review:
2024	Throughout 2024, Jones and Demille Engineering conducted a Flood Control Study and analyzed the existing drainage systems within Woodland Hills and has proposed improvements to existing structures as well as construction of new ones. Please reference the Woodland Hills Flood Study report 1/8/25.
2025	January 2025 completed the Flood study report. Ranking of retrofit sites listed below. Please reference the Flood control study.
2026	
2027	
2028	

Based on the information provided in the Woodland Hills Flood Study Report, the following projects/retrofit sites have been ranked on their priority based on the following criteria:

- Proximity to waterbodies.
- Current assessment of waterbody with the goal to improve impaired. waterbodies and protect unimpaired waterbodies.
- Hydrologic condition of the receiving waterbody.
- Proximity to sensitive ecosystem or protected area.
- Any sites that could be further enhanced by retrofitting storm water controls.

Priority Rank of Woodland Hills flood control and retrofit projects with:

1. Install orifice structure on the existing west loafer canyon basin - (5.1.1.4 (2)
2. Clean out the existing East Loafer Canyon Basin - 5.1.1.4 (1)
3. Construct the Richards Canyon Drainage Basin – Listed on Exhibit 2
4. Construct the Central Woodland Hills Drainage Basins – 5.1.1.4 (3)
5. Install culverts on Valley View and the Private Drive – 5.1.1.3 (1) (4)
6. Install culverts on Mountain Vale and Maple Drive – 5.1.1.3 (2) (3)
7. Roadside Ditch Improvements – 5.1.1.2
8. Infiltration Sumps – 5.1.1.1

References are in the Woodland Hills Flood Study Report. The ranked items 1-8 locations have also been shown on the following map.

#7 is rock lined ditch maintenance

Treehouse Park Development to detain Maple Canyon runoff

Salem

Central Woodland Hills Subbasin

#4
Central Basin 3
Recommended size: 3 ac. ft.

#4
Central Basin 2
Recommended size: 3 ac. ft.

#4
Central Basin 1
Recommended size: 3 ac. ft.

Private Drive Culvert #5

Valley View Culvert #5

Maple Drive Culvert #6

Maple Canyon Subbasin

#6
Mountain Vale Culvert

Elk Ridge

Woodland Hills

#1
Existing West Loafer Canyon Basin

#2
Existing East Loafer Canyon Basin

Loafer Canyon Subbasin

#8 new sumps

#3
Richards Canyon Basin
Minimum size: 30 ac. ft.

1800 S
11200 S
400 W
365 W
Winter Way
Autumn Blaze
Loafer Canyon Rd
Willow Reed Rd
Ash Cir
Shadow Ln
Woodland Hills Dr
Oak Dr
Maple Dr
Oak Ridge Cir
Oak Cir
Valley View Cir
Valley View Way
Lake View Way
Mountain Vale Way
School House Ave
Skylake Dr
Highline Dr
Spring Dr
Broad Hollow Dr
Homestead Dr
Settlement Dr
Preview Dr
Deep Forest Cir
Bridger Cir
Elk Point Cir
Elk Point Dr
Bear Holw
Loafer Dr
Grizzly Rd
Deer Cir
Nebo Cir
Summit Creek Dr
Woodland Hills Dr

Detention Requirements				
Name	Existing Volume	New Volume	Total Volume Required	Potential Developer Provided Detention
Loafer Canyon	9 ac. ft.	30 ac. ft.	39 ac. ft.	0 ac. ft.
Maple Canyon	0 ac. ft.	47 ac. ft.	47 ac. ft.	47 ac. ft.
Central Woodland Hills	0 ac. ft.	8.4 ac. ft.	8.4 ac. ft.	4.1 ac. ft.

- Possible Sump Locations
- Proposed Culvert Crossings or Bank Armoring
- Possible Detention Basins
- Existing Detention Basins
- Subbasin Boundaries
- Treahouse Park Development
- Woodland Hills Boundary
- Other Municipal Boundaries

N

0 400 800 Feet

Jones & DeMille Engineering

Woodland Hills City

FEMA BRIC Scoping Study
Proposed Improvements Overview

Map Name: H:\JD\Proj\2311-048\GIS\Projects\2311-048_Model\2311-048_Model.aprx - Woodland Hills - FEMA BRIC - Proposed Improvements Overview 11x17P

Project Number: 2311-048 | Drawn by: JEM 08-24 | Last Edit: 12/13/2024

Utah County, Utah

Scale: 1" = 800'

2

8. MS4 Construction Projects

Overview: MS4 construction projects will follow the stormwater regulations that are in place. The MS4 construction projects will create SWPPPs and obtain NOI permits as are required. For projects that are not required to have SWPPPs or NOI permits then SOPs will be put into place to prevent the discharge of pollutants from those projects.

Responsible for this Goal: Public Works Department

Goal: To prevent the discharge of pollutants from MS4 construction projects. To have SOPs in place for MS4 construction projects.

Measure: To document the SOPs and the reviews of the SOPs.

Documentation: Insert the SOPs once they are created. Do an annual review of the SOPs to see if any changes are needed.

Year	Dates of Annual Review:
2024	December 2024 – At this time there are no MS4 construction projects.
2025	
2026	
2027	
2028	

9. Training

Overview: All MS4 training is being documented in the Public Education and Outreach Section of this SWMP.

Appendices

A. Agreements, Contracts, or Memorandum of understanding (MOUs).
B. Reviewing and updating Storm Water Management Plan (SWMP).
C. Targeted sources contributing to nitrogen and phosphorus.
D. Operations and Maintenance Manual (O&M Manual) – SOPs.
E. City Properties Assessment and Priorities.

Appendix A

Agreements, Contracts, or Memorandum of understanding (MOUs) between entities that affect the implementation and operation of the SWMP.

1. Agreement with Mystic Peak LLC, (William Mitchell Hilburn), Stormwater Consultant.
2. Interlocal Agreement with Utah County Stormwater Coalition.
3. Targeted sources contributing to nitrogen and phosphorus

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (the "**Agreement**") is entered into as of the ____ day of February, 2021 (the "**Effective Date**") between the City of Woodland Hills, Utah, a Utah municipality (the "**City**") and Mystic Peak, LLC, a Utah limited liability company ("**Contractor**").

WHEREAS, the City is municipality of the state of Utah, organized under Utah Code 10-1-101 et seq. otherwise known as the Utah Municipal Code; (the "**Act**")) and

WHEREAS, Contractor's principal, Mitch Hilburn ("**Hilburn**") has conducted Storm Water Pollution Prevention Plan ("**SWPPP**") inspections in other cities and has performed other SWPPP related activities to ensure those cities are-in compliance with applicable Utah state statutes (the "**Services**"); and

WHEREAS, Contractor has acquired or will acquire the tools and/or equipment necessary for the fulfillment of its duties as set forth hereafter, at Contractor's own expense; and

WHEREAS, the parties recognize that wide latitude shall be given to Contractor in its efforts to provide the Services; and

WHEREAS, the parties desire to set forth their mutual understandings and agreements as set forth hereafter.

THEREFORE, in consideration for the mutual promises herein, the parties agree as follows:

1. Engagement; Consideration.

1.1 Subject to the terms of this Agreement, City hereby engages Contractor to perform the Services set forth in Exhibit A to this Agreement (which is incorporated into this Agreement by reference and made a part hereof), as needed and Contractor hereby accepts such engagement.

1.2 The City agrees to pay Contractor for the Services to be provided those amounts set forth in Exhibit B. Contractor agrees and acknowledges that this payment represents sufficient consideration for its commitments and covenants set forth herein.

2. Term and Termination.

2.1 Term. This Agreement shall commence on the Effective Date and shall continue month to month until terminated pursuant to Section 3 hereof (the "**Term**").

3. Termination. The parties may terminate this Agreement as follows:

3.1. By the City. The City may terminate this Agreement at any time by-30 days' written notice to Contractor; provided.

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3.2. By Contractor. Contractor may terminate this Agreement early at any time by 30 days' written notice to the City.

4. Scope of Work. Contractor's scope of work shall be as set forth in Exhibit A to this Agreement, which may be amended in writing from time to time. Contractor's compensation shall be as set forth in Exhibit B to this Agreement, which may be amended in writing from time to time.

5. Expenses. During the Term, Contractor shall be responsible for any and all expenses related to the provision of the Services. However, from time to time, the City may agree to reimburse Contractor for certain pre-approved expenses according to its reimbursement policies.

6. Independent Contractor. The parties acknowledge and agree that Contractor is and will be treated as an independent contractor and not as an employee of the City for federal tax purposes or for any other purpose. This Agreement shall not render Contractor, nor any of its affiliates an officer, director, employee, partner, agent of, or partner in a joint venture with the City for any purpose. Contractor is and will remain an independent contractor in its relationship to the City. The City shall not be responsible for withholding taxes with respect to Contractor's compensation hereunder and Contractor shall be responsible for maintaining records and/or documents sufficient to file self-employment or other business tax forms with the Internal Revenue Service or any other government agencies, including federal, state, provincial, or local government agencies. Contractor shall have no claim against the City hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. Contractor agrees to pay for any state-required insurances and/or workers' compensation requirements. Furthermore, Contractor is solely responsible for obtaining all necessary permits, licenses, approvals, authorizations, registrations, certificates, and similar rights required for Contractor to perform the Services. Contractor agrees to file all United States federal, state and local tax returns consistent with its treatment as an independent contractor of the City. Further, Contractor agrees not to file any tax returns, or take a position with any tax authority, that is inconsistent with this position.

7. Professionalism. Due to the nature of Contractor's duties as a professional and the potential negative impact on the reputation of the City, Contractor understands and agrees to maintain the following standards of professionalism outlined in the Agreement as updated from time to time by the City.

8. Inventions. Contractor understands, acknowledges and agrees that: (a) all inventions, original works of authorship, designs, formulas, developments, reports, articles, texts, books, materials, ancillaries, concepts, improvements, software, writings or trade secrets, whether or not patentable or registerable under copyright or similar laws, that Contractor (or any of its Affiliates) conceives, creates, makes, develops, writes, reduces to practice, or acquires (in whole or in part, either alone or jointly with others) in performing Contractor's duties hereunder for the City (the "**Works**") shall, as between the parties hereto, be the sole and exclusive property of the City to the maximum extent permitted by applicable law; (b) the City shall be the sole and exclusive owner and holder of all patents, copyrights and other intellectual property or other rights related to the Works; (c) such Works, including any works of authorship by Contractor, are "works made for hire" for purposes of the City's rights under copyright laws; and (d) Contractor hereby assigns to the City or its designee any and all rights, title or interest that Contractor may have or acquire in and to such Works without any obligation

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on the part of the City to compensate it beyond the express provisions of this Agreement. Contractor further agrees to promptly disclose and deliver to the City all Works and to cooperate in the completion and execution of such documentation as may reasonably be required to protect the City's intellectual property rights and interests herein described. To the extent that Contractor has provided Works to the City prior to the Effective Date, Contractor acknowledges and agrees that such Works were produced as "work for hire," and as such are the sole property of the City, and that the Compensation paid or to be paid hereunder provide the necessary and sufficient legal consideration for the City's ownership of such prior Works generated by Contractor, if any.

9. Confidentiality. Contractor acknowledges that during the performance of its duties and obligations pursuant to this Agreement, Contractor may receive, learn or otherwise become aware of information regarding the City or its Affiliates including without limitation its business methods, strategies, policies, procedures, techniques, documents, forms, contracts, research, historical or projected financial information (including without limitation information about sales volume, pricing, compensation, commissions, revenues, expenses, operating costs, investments, assets, profits, and budgets), computer programs, computations, source code, logins, passwords, other access information to any non-public access networks, sites, etc., databases, spreadsheets, lists, schedules, details concerning identities of contacts at, transactions of or with customers, employees, independent contractors, consultants, strategic partners, suppliers, vendors, trade secrets, or any other confidential information of or relating to or dealing with the business operations, activities or strategies of the City or its affiliates ("**Confidential Information**"). Contractor acknowledges and agrees that the City shall have sole proprietary interest in any and all of its Confidential Information, in whatever form maintained, including but not limited to all patient and business records, reports and strategic plans, business methods, patient lists (including prospective, inactive, and active patient lists), or any other document developed for the City's business which it deems to be confidential. Contractor shall not, during the Term and thereafter, without the express written consent of the City, disclose to any unauthorized third party or use in any manner other than in performing Contractor's duties hereunder any Confidential Information. Contractor also agrees not to reproduce any document or other object that contains, or is derived from, any such Confidential Information, or take any such confidential information upon termination of this Agreement. Contractor further agrees that the City shall be entitled to injunctive or any other appropriate equitable relief in accordance with Section 10 to protect the disclosure or use of any Information. Contractor shall not disclose or communicate Confidential Information, except to those individuals or entities who are directly involved in Contractor's performance under this Agreement, each of such individuals or entities having first agreed, in writing, to be bound by the provisions of this paragraph. All memoranda, notes, lists, records, files documents and other papers and like items (and all copies, extracts and summaries thereof) made or compiled by Contractor or made available to Contractor containing Confidential Information or concerning the business of the City shall be the City's property and shall be returned to the City promptly upon termination of this Agreement or at any other time upon request by the City. Confidential Information shall not include information (i) known to or owned by Contractor prior to the date of this Agreement (excluding Confidential Information received during an agreement between Contractor and the City), (ii) developed by Contractor independent of the City and not within the scope of Section 7 above, (iii) that was at the time of disclosure to Contractor or thereafter became public acknowledge through no fault or omission of Contractor; or, (iv) was lawfully obtained by Contractor from a third party under no obligation of confidentiality to the City. For purposes of this paragraph, the term "Contractor" includes without limitation Contractor and its subsidiaries and their respective officers, directors, employees, consultants, advisors, agents, contractors and subcontractors. The duties of confidentiality

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herein survive and will continue for a period of two years following the termination of this Agreement or any subsequent agreement between Contractor and the City, whichever is later.

10. Remedies Including Right to Injunction and Damages.

10.1 The parties hereto acknowledge that the covenants in Sections 8 and 9 of this Agreement are of a special, unique, unusual, and extraordinary character which gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated by damages in any action at law, and the breach by Contractor of any of the provisions of this Agreement will cause the City irreparable injury and damage. Contractor expressly agrees that the City shall be entitled to injunctive and other equitable relief in the event of, or to prevent, a breach of any provision of this Agreement by Contractor as allowed at law or in equity. Resort to such equitable relief, however, shall not be construed to be a waiver of any other rights or remedies that the City may have for damages or otherwise. The various rights and remedies of the City under this Agreement or otherwise shall be construed to be cumulative, and no one of them shall be exclusive of any other or of any right or remedy allowed by law.

10.2 Nothing herein shall be construed as prohibiting the City from pursuing any other remedies available under applicable law or at equity for a breach or threatened breach of this Agreement. Additionally, the Confidential Information of the City shall be entitled to receive any and all protection thereof otherwise available under applicable law, and the City may seek to enforce any of its rights with respect thereto.

11. Representations and Warranties.

11.1 The City represents and warrants to Contractor as follows:

(a) The City is a municipality, duly organized under the Act.

(b) The City has the power and authority to execute and perform this Agreement and all obligations required and have taken all necessary actions to authorize this Agreement and the execution and performance of the same. This Agreement has been, and each instrument or document required will be, executed by a duly authorized representative of the City, and this Agreement constitutes, and each instrument or document required when executed and delivered hereunder will constitute, the legally valid and binding obligation of the City enforceable against the City in accordance with its terms.

(c) The execution and performance of this Agreement and the documents or instruments required will not violate any provision of any existing law or regulation binding on the City, or any order of any court, arbitrator or governmental authority binding on the City, or contract or other agreement to which the City is a party or by which the City or any of its assets may be bound, the violation of which would have a material adverse effect on the business operations, assets or financial condition of the City and its subsidiaries, taken as a whole, and will not result in the creation or imposition of any lien on any of its property, assets or revenues pursuant to the provisions of any such contract or other agreement, instrument or undertakings.

11.2 Contractor represents and warrants to the City that:

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(a) Contractor has the power to transact the business in which it is now engaged and is duly qualified to do business and is in good standing under the laws of each jurisdiction where the conduct of its business requires such qualification and does not do business under any fictitious business name, other than Mystic Peak LLC.

(b) Contractor has the power and authority to execute and perform this Agreement and all obligations required. Except as shall have been obtained, no consent of any other person and no license, permit, approval or authorization of, exemption by, notice or report to, or registration, filing or declaration with, any governmental authority is required by Contractor in connection with this Agreement or the execution, performance, validity or enforceability of this Agreement and all obligations required. This Agreement has been, and each instrument or document required will be executed and delivered by Contractor, and this Agreement constitutes, and each instrument or document required when executed and delivered will constitute, the legally valid and binding obligation of Contractor enforceable against Contractor in accordance with its terms.

(c) The execution and performance of this Agreement and the documents or instruments required, will not violate any provision of any existing law or regulation binding on Contractor, or any order of any court, arbitrator or governmental authority binding on Contractor. I

(d) In rendering its duties under this Agreement, Contractor shall not utilize any invention, discovery, development, improvement, innovation, or trade secret not publicly known in which it does not, or the City does not, have a proprietary interest.

(e) Hilburn possesses sufficient training generally in his profession to fulfill Contractor's obligations hereunder.

12. Insurance. Contractor will be responsible, at its own discretion, to carry liability insurance (including worker's compensation insurance) for Contractor's own benefit and its employed and/or contracted personnel relative to any service that it performs for the City.

13. Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors, heirs, personal representatives, and permitted assigns.

14. Choice of Law. This Agreement will be governed by and construed in accordance with the laws of the State of Utah without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the State of Utah. The parties agree that any suit, action, or proceeding arising out of or relating to this Agreement must be instituted in a state or federal court located in Utah County, Utah and the parties hereby irrevocably submit to the exclusive jurisdiction of those courts.

15. Headings. Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

16. Assignment. Contractor may not assign any of its rights under this Agreement or delegate the performance of any of its duties hereunder without the prior written consent of the City. The City may assign any of its rights or delegate performance of any of its duties under this Agreement.

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17. Notices. Any and all notices, demands, or other communications, outside of SWPPP related inspection notifications, ("**Notices**") required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, electronic mail to the party's address specified in this Agreement and containing the words "Written Notice" in the subject line of the email, or if deposited in the United States mail, certified or registered, postage prepaid, return receipt requested. If such Notice is served personally, Notice shall be deemed constructively made at the time of such personal service. If such Notice is given by electronic mail, such notice shall be deemed constructively made on the day indicated by the time stamp on the email. If such Notice is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the United States mail addressed to the party to whom such Notice is to be given. Notices made to the City shall be sent to the City at 200 South Woodland Hills Drive, Woodland Hills, Utah, 84653. Notices made to Contractor shall be sent to Contractor's address or at such other address as Contractor may from time to time disclose to the City. Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

18. Amendments; Waivers. No provision of this Agreement may be waived or amended except in a written instrument signed, in the case of an amendment, by each party or, in the case of a waiver, by the party against whom enforcement of any such waiver is sought. No action taken pursuant to this Agreement, including any investigation by or on behalf of any party, will be deemed to constitute a waiver by the party taking such action. The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

19. Indemnification. Contractor shall, to the fullest extent permitted by law, release, defend, indemnify and hold harmless the City and any of its past, present, or future officers, predecessors, successors, assigns, affiliates and agents (collectively, the "**City Affiliates**") from and against any and all injuries, losses, damages, liabilities, deficiencies, actions, claims, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees) (collectively, the "**Losses**"), caused by or arising out of, in whole or in part, or otherwise directly or indirectly related to: (a) any bodily injury, emotional distress or trauma, death, or damages to real or personal property directly or indirectly related to the performance of the Services by Contractor or to any other act or omission of Contractor; (b) any breach or default of this Agreement, any of its terms, or any representation, warranty, or obligation herein by Contractor; (c) Contractor's failure to perform the Services; (d) assertions, allegations, claims, findings, holdings, or other determinations, made by Contractor or any other person, entity, agency, or tribunal, that Contractor is an employee of any of City Affiliates; (e) any misrepresentations, fraud, or other unlawful conduct of Contractor; (f) the violation of any applicable law or breach of any industry or professional standard by Contractor; and (g) any other past, present, or future conduct, act or omission of Contractor. Contractor agrees that Contractor shall be required to indemnify, hold harmless, and defend the City Affiliates under this Section 19 even if the individual or collective negligence of the City Affiliate contributed to or caused such Losses; provided however, that Contractor shall not be required to indemnify the City Affiliates for their own gross negligence or willful misconduct.

20. Entire Understanding. This Agreement (along with any exhibits or attachments hereto) represents the entire agreement of the parties hereto with respect to the matters contemplated hereby, and there are no written or oral representations, warranties, understandings or agreements with respect hereto except as expressly set forth herein.

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21. Unenforceability of Provisions. If any provision of this Agreement is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired and the parties will attempt to agree upon a valid and enforceable provision that is a reasonable substitute therefor, and upon so agreeing, shall incorporate such substitute provision in this Agreement.

22. Counterparts. This Agreement may be executed in one or more counterparts and transmitted via email or PDF, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and shall have the same effect as if the signatures to each counterpart or copy were upon the same document and copies of such documents shall be deemed valid as originals.

23. "Affiliate" Defined. As used in this Agreement, the term "**Affiliate**" shall mean any individual, including but not limited to an employee, representative, agent, contractor, corporation, partnership, trust, unincorporated organization, association or other entity that, directly or indirectly through one or more intermediaries, controls, is controlled by, or is under common control with, the party.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the Effective Date, by their representatives thereunto duly authorized.

CITY:

City of Woodland Hills, Utah

By: _____
Wendy Pray, Mayor

CONTRACTOR:

Mystic Peak, LLC

By: Mitch Hilburn
Mitch Hilburn, Manager

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EXHIBIT A
SERVICES

In order to provide the required services to the city of Woodland Hills, the contractor agrees to:

1. Provide evidence of your educational background and certifications and that all certifications are current and provide copies of same to ben retained in city files.
2. Agree that the certifications will be kept current during the period of the contract and provide documentation to the city when they are renewed.
3. Agree that this is not an exclusive contract and the city may employee or contract with other qualified individuals, if the need arises, with not change to the contract with Mitch Hilburn during the contract time period.
4. The contract will run from month to month and can be terminated as stipulated in Part 2 (Terms and Conditions) of this agreement.
5. Conduct SWPPP and other related stormwater inspections on behalf of the City of Woodland Hills for both subdivision infrastructure construction as well as residential building construction, to ensure city compliance with State Statutes and guidelines under the States Stormwater Management Plan requirements.
6. Working with builders and developers to ensure they understand their requirements under the state statutes and city's Stormwater ordinance.
7. Keep the city informed of work activities through routine reporting of inspections and other related work activities.
8. Give guidance to the city, as needed, to ensure compliance with the statutes, ordinances, laws, regulations and guidelines related to stormwater management.
9. Issue notices of violations, when necessary, to builders and developers of any uncorrected violations and follow up to ensure ongoing compliance to the law's requirements.

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EXHIBIT B
COMPENSATION

1. CGP inspections (all sites except single lot homes) $100/each – This inspection cost will cover overhead such as trip costs, administrative costs, managing permits, ComplianceGo usage, enforcement process, etc.

2. CPP inspections (single lot homes<acre) $100/each – This inspection cost will cover overhead such as trip costs, administrative costs, managing permits, ComplianceGo usage, enforcement process, etc.

3. ComplianceGo usage includes GoConnect which allows all contractors in the city to use ComplianceGo to manage their SWPPP, upload docs, update maps, etc. and record inspections.

4. SWPPP reviews $60/hour – SWPPP reviews typically average 1.5 – 2.5 hours.

5. Extra training $45/each – Time spent more than 30 minutes with a contractor outside of inspections and enforcement of SWPPP reviews. This would include helping the contractor with their SWPPP, obtaining permits, and meeting on site for extra training. There will usually be 0-3 of these each month depending on the amount of sites in the city. They will be documented as contractor training for the city as well.

6. MS4 Facility $120/each for semi-annual comprehensive inspections, $100/each for monthly visual inspections, if required – For City Owned facilities that require industrial inspections.

Signature: W. Mitch Hilburn (Feb 21, 2021 19:43 MST)

Email: mysticpeakllc@gmail.com

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Independent SWPPP Contractor Agreement Mystic Peak

Final Audit Report 2021-02-22

Created:	2021-02-19
By:	jody stones (recorder@woodlandhills-ut.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqjajeYy1anWnKpx49dMSiltqaMoufoz-

"Independent SWPPP Contractor Agreement Mystic Peak" History

Document created by jody stones (recorder@woodlandhills-ut.gov)
2021-02-19 - 9:50:23 PM GMT- IP address: 69.162.230.151

Document emailed to W. Mitch Hilburn (mysticpeakllc@gmail.com) for signature
2021-02-19 - 9:50:46 PM GMT

Email viewed by W. Mitch Hilburn (mysticpeakllc@gmail.com)
2021-02-19 - 10:17:31 PM GMT- IP address: 107.77.227.149

Document e-signed by W. Mitch Hilburn (mysticpeakllc@gmail.com)
Signature Date: 2021-02-22 - 2:43:20 AM GMT - Time Source: server- IP address: 76.27.21.79

Agreement completed.
2021-02-22 - 2:43:20 AM GMT

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Agreement No. 2014-111

INTERLOCAL COOPERATION AGREEMENT FOR NPDES PHASE II STORM WATER PUBLIC EDUCATION AND OUTREACH BEST MANAGEMENT PRACTICE COMPLIANCE

THIS AGREEMENT, is entered into this 11th day of February, 2014, by and between PROVO, OREM, PLEASANT GROVE, AMERICAN FORK, SPRINGVILLE, SPANISH FORK, LEHI, PAYSON, UTAH COUNTY, LINDON, HIGHLAND, ALPINE, MAPLETON, SALEM, CEDAR HILLS, and EAGLE MOUNTAIN, political subdivisions of the State of Utah.

WITNESSETH:

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, 1953 as amended, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action; and

WHEREAS, the parties to this Agreement are public agencies as defined in the Interlocal Cooperation Act; and

WHEREAS, the parties desire to establish a joint undertaking to comply with National Pollution Discharge Elimination System (NPDES) Phase II Storm Water Permit Coverage;

NOW, THEREFORE, the parties do mutually agree, pursuant to the terms and provisions of the Interlocal Cooperation Act, as follows:

Section 1. EFFECTIVE DATE; DURATION

This Interlocal Cooperation Agreement shall become effective and shall enter into force, within the meaning of the Interlocal Cooperation Act, upon the submission of this Interlocal Cooperation Agreement to, and the approval and execution thereof by Resolution of the governing

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bodies of each of the parties to this Agreement. Unless otherwise terminated as provided for herein, this Interlocal Cooperation Agreement shall be effective for a period of up to, but not exceeding, fifty (50) years. This Interlocal Cooperation Agreement shall not become effective until it has been approved by Resolution of all parties and reviewed as to proper form and compliance with applicable law by the attorney authorized to represent each of the parties hereto. Prior to becoming effective, this Interlocal Cooperation Agreement shall be filed with the official keeper of records of each of the parties hereto.

Section 2. ADMINISTRATION OF AGREEMENT

The parties to this Agreement do not contemplate nor intend to establish a separate legal entity under the terms of this Interlocal Cooperation Agreement. The parties hereto agree that, pursuant to Section 11-13-207, Utah Code Annotated, 1953 as amended, UTAH COUNTY shall act as the administrator responsible for the administration of this Interlocal Cooperation Agreement. The parties further agree that this Interlocal Cooperation Agreement does not anticipate nor provide for any organizational changes in the parties. The administrator agrees to keep all books and records in such form and manner as the Utah County Clerk/Auditor shall specify and further agrees that said books shall be open for examination by all parties to this Agreement, at reasonable times. The parties agree that they will not acquire, hold nor dispose of real or personal property pursuant to this Interlocal Agreement during this joint undertaking.

Section 3. PURPOSES

This Interlocal Cooperation Agreement has been established and entered into between the parties, for the purpose of a joint undertaking to comply with NPDES Phase II Storm Water Permit Public Education and Outreach Best Management Practices.

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Section 4. MANNER OF FINANCING

The parties agree that they shall provide the following resources and/or assistance for this joint undertaking:

a. COUNTY shall act as the administrator of this Agreement, pursuant to the terms of Section 2 hereof, and shall :

1. Schedule and conduct Utah County Storm Water Coalition meetings which are necessary to correlate activities, set proposed budgets, and provide training opportunities.

2. Provide information regarding best management practices for preventing storm water pollution that can be placed in a newsletter or other form of communication as determined by each member agency to be distributed to the public as each agency deems appropriate.

3. Maintain contract with approved Storm Water Educational Instructor and ensure proper teaching material is being presented. Maintain a master list of approved schools to be given to approved Storm Water Educational Instructor. Provide for each member agency a list of schools visited, the dates of all visits, an estimated number of attending students, and the number of classes taught.

4. Become a central warehouse for storm water educational materials and provide on demand materials for distribution. These materials could include informational pamphlets, activity books, pencils, note pads, magnets, videos, etc.

5. Maintain storage of display information for booths to be used for city and

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county activities and other events.

6. Provide, maintain, and promote an information system to the public for the disposal of household materials and chemicals to include internet and phone services. Citizens will be able to call a local, countywide phone number or access a website where gathered information for disposal sites will be distributed.

b. Each party to this agreement will pay to Utah County within 30 days of receipt of an annual invoice from Utah County, the sums listed in Exhibit A to this Agreement, said sums to be used solely for the NPDES Storm Water Phase II Public Education and Outreach Best Management Practices. The sums listed in Exhibit A shall be reviewed, approved, and modified by agency representatives on an annual basis, based on a combination of the percentage of the party's total population to the total population of the County as determined by the most recent Mountainland Association of Government figures and the percentage of the party's total number of schools to the total school count as submitted by the member agencies.

Section 5. METHOD OF TERMINATION

This Interlocal Cooperation Agreement will automatically terminate at the end of its term herein, pursuant to the provisions of paragraph one (1) of this Agreement. Prior to the automatic termination at the end of the term of this Agreement, any party to this Agreement may terminate its participation in and responsibilities under this Agreement at any time and for any reason by providing a sixty (60) day written notice of termination to the other parties. This Agreement may not be terminated in any event, if termination would cause a violation of the parties' NPDES Storm Water Permit.

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Section 6. INDEMNIFICATION

The parties to this Agreement are public entities. Each party agrees to indemnify and save harmless the other for damages, claims, suits, and actions arising out of a negligent error or omission of its own officials or employees in connection with this Agreement.

Section 7. ADDITION OF OTHER MEMBERS

Other entities may become parties to this Interlocal Cooperation Agreement, by executing an Addendum to this Agreement. In order for an entity to be added to this Agreement by Addendum, the Addendum must be approved by resolution of the governing body of the entity to be added and the Addendum must be reviewed for proper form and compliance with applicable law by the attorney for the entity to be added. Prior to becoming effective, this Interlocal Cooperation Agreement and any Addendum shall be filed with the official keeper of records of the entity being added to this Agreement.

Section 8. FILING OF INTERLOCAL COOPERATION AGREEMENT

Executed copies of this Interlocal Cooperation Agreement shall be filed with the official keeper of records of all parties to this Agreement and shall remain on file for public inspection during the term of this Interlocal Cooperation Agreement.

Section 9. ADOPTION REQUIREMENTS

This Interlocal Cooperation Agreement shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-202.5(3), Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

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Section 10. LAWFUL AGREEMENT

The parties represent that each of them has lawfully entered into this Agreement, having complied with all relevant statutes, ordinances, resolutions, by-laws, and other legal requirements applicable to their operation.

Section 11. AMENDMENTS

This Interlocal Cooperation Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-202.5(3), Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

Section 12. SEVERABILITY

If any term or provision of the Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Interlocal Cooperation Agreement unenforceable.

Section 13. NO PRESUMPTION

Should any provision of this Agreement require judicial interpretation, the Court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against the party, by reason of the rule of construction that a document is to be construed more strictly against the person who himself or through his agents prepared the same, it being

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acknowledged that all parties have participated in the preparation hereof.

Section 14. BINDING AGREEMENT

This Agreement shall be binding upon the heirs, successors, administrators, and assigns of each of the parties hereto.

Section 15. NOTICES

All notices, demands and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been properly given if delivered by hand or by certified mail, return receipt requested, postage paid, to the parties' recorder or clerk/auditor as the case may be; or at such other addresses as may be designated by notice given hereunder.

Section 16. ASSIGNMENT

The parties to this Agreement shall not assign this Agreement, or any part hereof, without the prior written consent of all other parties to this Agreement. No assignment shall relieve the original parties from any liability hereunder.

Section 17. GOVERNING LAW

All questions with respect to the construction of this Interlocal Cooperation Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

Section 18. ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind proceeding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

IN WITNESS WHEREOF, the parties have signed and executed this Interlocal Cooperation Agreement, after resolutions duly and lawfully passed, on the dates listed below:

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UTAH COUNTY

Authorized by Resolution No. 2014-20, authorized and passed on the 11th day of February, 2014.

BOARD OF COUNTY COMMISSIONERS
UTAH COUNTY, UTAH

By: _____
GARY J. ANDERSON, Chairman

ATTEST: Bryan Thompson
Utah County Clerk/Auditor

By: _____
Deputy

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:
Jeff Buhman, Utah County Attorney

By: _____
Deputy Utah County Attorney

PROVO CITY STORM WATER SERVICE DISTRICT

_____

Mayor of Provo
TITLE

ATTEST: _____
RECORDER FOR DISTRICT

PROVO CITY SEAL
INDUSTRY AND COMMERCE
UTAH COUNTY, UTAH

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR DISTRICT

CITY OF OREM

Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF PLEASANT GROVE

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

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CITY OF AMERICAN FORK

Mayor

ATTEST: _____
DEPUTY RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF SPRINGVILLE

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF SPANISH FORK

Mayor

ATTEST: Kent R. Clark
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

Asst. ATTORNEY FOR CITY

CITY OF LEHI

Mayor

ATTEST:
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

Ryan V. Wood
ATTORNEY FOR CITY

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CITY OF PAYSON

Mayor

ATTEST: Jeanette C. Wineteer
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

ATTORNEY FOR CITY

CITY OF LINDON

Mayor

ATTEST: Kathryn Moosman
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

ATTORNEY FOR CITY

CITY OF HIGHLAND

Mayor

ATTEST: _____
RECORDER FOR CITY

HIGHLAND CITY CORPORATE SEAL STATE OF UTAH

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF ALPINE

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

Alpine City CORPORATE Seal Utah County, Utah

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

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CITY OF MAPLETON

Mayor

ATTEST: _____
RECORDER FOR CITY

MAPLETON CITY CORPORATION
UTAH COUNTY-STATE OF UTAH

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF SALEM

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

SALEM CITY
CORPORATE
SEAL
UTAH COUNTY, UTAH

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF CEDAR HILLS

Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF EAGLE MOUNTAIN

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF SARATOGA SPRINGS

Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH ~~APPLICABLE~~ LAWS:

ATTORNEY FOR CITY

CITY OF SARATOGA SPRINGS

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF WOODLAND HILLS

Wendy J. Rau
Mayor Pro Tempore

ATTEST: Jody Stones
RECORDER FOR CITY

OFFICIAL SEAL
CITY OF WOODLAND HILLS
STATE OF UTAH

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

Based on 2023-2024 Total Schools to be Visited

STORM WATER COALITION

MEMBER AGENCY ANNUAL FEE SCHEDULE

CITY	POPULATION COUNT	%	$	SCHOOL COUNT	%	$	BILL AMOUNT $
PROVO	115162	17.46%	$ 2,620	16	14.04%	$ 6,316	$ 8,935
OREM	98129	14.88%	$ 2,232	17	14.91%	$ 6,711	$ 8,943
PLEASANT GROVE	37726	5.72%	$ 858	7	6.14%	$ 2,763	$ 3,621
AMERICAN FORK	33337	5.06%	$ 758	6	5.26%	$ 2,368	$ 3,127
SPRINGVILLE	35268	5.35%	$ 802	6	5.26%	$ 2,368	$ 3,171
SPANISH FORK	42602	6.46%	$ 969	10	8.77%	$ 3,947	$ 4,916
LEHI	75907	11.51%	$ 1,727	12	10.53%	$ 4,737	$ 6,464
PAYSON	21101	3.20%	$ 480	5	4.39%	$ 1,974	$ 2,454
COUNTY	32636	4.95%	$ 742				$ 742
LINDON	11397	1.73%	$ 259	3	2.63%	$ 1,184	$ 1,443
HIGHLAND	19348	2.93%	$ 440	4	3.51%	$ 1,579	$ 2,019
ALPINE	10251	1.55%	$ 233	3	2.63%	$ 1,184	$ 1,417
MAPLETON	11365	1.72%	$ 259	3	2.63%	$ 1,184	$ 1,443
SALEM	9298	1.41%	$ 212	4	3.51%	$ 1,579	$ 1,790
CEDAR HILLS	10019	1.52%	$ 228	2	1.75%	$ 789	$ 1,017
EAGLE MOUNTAIN	43623	6.62%	$ 992	6	5.26%	$ 2,368	$ 3,361
SARATOGA SPRINGS	37969	5.76%	$ 864	7	6.14%	$ 2,763	$ 3,627
WOODLAND HILLS	1718	0.26%	$ 39				$ 39
VINEYARD	12543	1.90%	$ 285	3	2.63%	$ 1,184	$ 1,470
TOTAL	659399	100.00%	$ 15,000	114	100.00%	$ 45,000	$ 60,000
			$ 15,000			$ 45,000	

*Population count based on 2020 Census figures as per Mountainland Association of Governments
**Estimated population count for Woodland Hills

Appendix B

Reviewing and updating Storm Water Management Plan (SWMP).

1. SOP – Documentation updating and Management.
2. SWMP Meeting tracker.
3. MS4 Staff Training Rolls

Woodland Hills

Standard Operating Procedure

Activity: Documentation Updating and Management
SWMP Management

Effective Date: 10/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.1.2 / 4.4

Purpose: To Provide guidance for updating the SWMP documents relating to Small MS4 General UPDES Permit UTR090000.

Scope: This document will provide standard operating procedures/instructions for managing and updating the SWMP document.

Personnel: An authorized manager in the Stormwater Division.

- The MS4 shall have an ongoing documentation process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation.
- Each Permittee shall track the number of inspections performed, official enforcement actions taken, and types of public education activities implemented as required for each SWMP component. This information shall be provided to the Director upon request and used by the Director to determine compliance with this Permit.

Documentation to be updated:

- MS4 Stormwater Division is to meet at least once quarterly. This meeting will discuss the overall SWMP implementation, follow up on items from previous meeting. During the meeting the Stormwater Division Director will review and update the following items:
- SWMP Document –
    - Quarter 1 – Jan-Mar
        - Meeting agenda and minutes will be recorded and saved.
        - Update meeting tracker
        - Update Minimum control measures 1 & 2
            - (1) Education & Outreach
            - (2) Public Involvement
        - During this meeting plans and goals will be discussed for actions on MCM's 1 & 2 and updating the SWMP with these items.

- Quarter 2 – Apr-Jun
  - Meeting agenda and minutes will be recorded and saved.
  - Update meeting tracker
  - Update Minimum control measures 3 & 4
    - (3) Illicit Discharge Detection and Elimination (IDDE)
    - (4) Construction Runoff Controls
  - During this meeting the trackers will be reviewed and updated for MCM's 3&4.
  - Plans and goals will also be discussed for MCM's 3&4.

- Quarter 3 – Jul-Sep
  - Meeting agenda and minutes will be recorded and saved.
  - Update meeting tracker
  - During this meeting the overall SWMP document updating will be discussed. Any items in the SWMP outside of the MCM's will be reviewed and updated if necessary.
  - The Annual Report will be reviewed, completed and submitted.
  - MS4 Staff training will be reviewed, scheduled and recorded in the SWMP.

- Quarter 4 – Oct-Dec
  - Meeting agenda and minutes will be recorded and saved.
  - Update the meeting tracker
  - Update the Minimum Control Measures 5 & 6
    - (5) Long Term Storm Water Management Plans
    - (6) Municipal Control Measures (Good Housekeeping & Pollution Prevention)

- All documentation that is updated that is not in the SWMP body will be kept in the SWMP Appendices as they are updated each quarter. This includes but not limited to:
  - Meeting agendas and minutes
  - Meeting tracker
  - Construction tracker
  - IDDE tracker
  - MS4 Staff Training logs
  - Public education handouts
  - Operations and Maintenance Manual
  - Other documents that may not be addressed above

Woodland Hills SWMP Meeting Tracker

Date	Attendees	Topics	Minutes	SWMP updated?
8/1/24	Mitch Hilburn, Jody Stones, Ted Micklesen	Audit Response plan approved, New land disturbance permit.	Yes	No
9/17/24	Mitch Hilburn, Jody Stones, Ted Micklesen	Annual report submitted, new LDP completed, conducted MS4 training, audit update.	Yes	No
10/10/24	Mitch Hilburn, Jody Stones, Ted Micklesen	Construction Runoff Training, Audit update, discussed MS4 Goals.	Yes	Yes
12/5/24	Mitch Hilburn, Jody Stones, Ted Micklesen	IDDE Training review, New develompent SWPPP and consturction SWPPP reviews, Stormwater mapping for city. Dry weather screening.	Yes	Yes
12/18/24	Mitch Hilburn, Jody Stones, Ted Micklesen	Audit review for items 8-14 IDDE prohibited items for residents, businesses and construction sites. Items 46-65 Good house keeping and pollution prevention of MS4 Facilities.	Yes	Yes
1/31/25	Mitch Hilburn, Jody Stones, Ted Micklesen	Training and review of WH Municiple O&M manual SOPs, Inspections and HP SWPPP	No	Yes
1/31/25	Mitch Hilburn, Jody Stones, Ted Micklesen	Training and review of WH Long-Term stormwater. Inventory of facilities, SOPs, Inspections	No	Yes.
9/8/26	Mitch Hilburn, Jody Stones, Ted Micklesen	General SWMP Review and updates. Recommit to quarterly meetings.	Yes	Yes

Woodland Hills MS4 Staff Training - Pollution Prevention/Good Housekeeping

	Name	Signature	Date
1	W. Mitch Hilburn	W. Mitch Hilburn	9-17-24
2	Ted Mickelsen	Ted Mickelsen	9-17-24
3	Jody Stones	Jody Stones	09-17-2024
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Woodland Hills MS4 Staff Training - IDDE

EPA Guidance Manual - https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf
MS4 IDDE Training youtube video 1hr - https://www.youtube.com/watch?v=glwNJZ1yrrw

	Name	Position	Signature	Date
1	Jody Stones	City Recorder	Jody Stones	12-02-2024
2	Ted Mickelsen	Public Works Direct	Ted Mickelsen	12-2-2024
3	Mitch Hilburn	MYSTIC PEAK - SUPPP INSPECTOR	M. Mitch Hilburn	12-2-24
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Woodland Hills MS4 Staff Training - IDDE

A Guide to Low Impact Development within Utah **- https://lf-public.deq.utah.gov/WebLink/DocView.aspx?id=12628&eqdocs=DWQ-2019-000161&cr=1**

	Name	Position	Signature	Date
1	Ted Mickelsen	Public Works Director		12-18-2024
2	Jody Stones	City Recorder	Jody Stone	12-18-2024
3	MITCH HILBURN	MYSTIC PEAK LLC SWPPP INSPECTOR		12-18-24
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Woodland Hills MS4 Staff Training - IDDE

MS4 IDDE Field Personnel Training youtube video - https://youtu.be/mo8XSLQZvks?feature=shared

	Name	Position	Signature	Date
1	Rachel Skinner	EMT Captain	Rachel M Skinner	1/9/25
2	Toby Szalkowski	Water Tech		9 Jan 25
3	Alan Wakefield	Safety OFFICE	Alan Wakefield	1-9-25
4	Richard Laursen	Assistant Chief		1-9-25
5	DAVID Tarr	FF		1/10/25
6	Dan Jordan	FF		1/11/25
7	Jennifer Jordan	EMT		1/11/25
8	BRIAN HUTCHINGS	LOGISTICS OFFICER		1/9/25
9				
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11				
12				
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14				

Woodland Hills MS4 Staff Training - Post Construction

EPA Post Contruction Plan Review Document
Review Woodland Hills Post Contruction Inventory, SOPs, Inspection Form

	Name	Position	Signature	Date
1	Ted Mickelsen	Public Works Director		1/31/2025
2	Jody Stones	City Recorder		1/31/2025
3	Mitch Hilburn	SWPPP Inspector - Mystic Peak		1/31/2025
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Woodland Hills MS4 Staff Training - PP & GH

Review Woodland Hills O&M Manual/SOPs, HP SWPPP, Inspections

	Name	Position	Signature	Date
1	Ted Mickelsen	Public Works Director		1/31/2025
2	Jody Stones	City Recorder		1/31/2025
3	Mitch Hilburn	SWPPP Inspector - Mystic Peak		1/31/2025
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WOODLAND HILLS CITY — MS4 STORMWATER MANAGEMENT PROGRAM

Woodland Hills MS4 Staff Training — General SWMP Review

Training Date	Location	Instructor / Presenter
09-09-2026	WH City Bldg	Mitch Hillburn

#	Name (Print)	Signature	Date
1	Jody Stones	Jody Stones	09-09-2026
2	Ted Mickelsen	Ted Mickelsen	09-09-2026
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Retain this sign-in sheet with Woodland Hills City stormwater training records for MS4 permit compliance documentation.

Appendix C

Targeted sources contributing to nitrogen and phosphorus.

1. Landscape Maintenance
2. Septic Systems

NUTRIENT POLLUTION AND LANDSCAPE MAINTENANCE

Nutrient pollution occurs from an excess of nitrogen and phosphorus in the environment and is a growing problem. This pollution impacts people's health, our environment, opportunities for recreation, and tourism.

FERTILIZER



Fertilizers increase nitrogen and phosphorus levels and can have detrimental effects on water quality and stream ecosystems.

RAIN WASHES AWAY FERTILIZER



Avoid using fertilizer during the summer months and when rain is in the forecast.

USE JUST ENOUGH



Overwatering can carry pollutants through storm drains directly into our streams, rivers, and lakes.

KEEP IT NATIVE



Native plants require minimal amounts of artificial fertilizer.

THINK BIG



Consider the potential and lasting effects when fertilizing lawns and gardens.



SALT LAKE COUNTY STORMWATER COALITION

WE ALL LIVE DOWNSTREAM

stormwatercoalition.org

If your **septic tank system** is not designed, installed, maintained, and used properly, it may negatively affect nearby drinking water sources and surface waters.

How Septic System Pollution Affects Surface Water?

Septic systems can impact the quality of local drinking water wells and **surface water bodies**. How well the septic systems are maintained and used will determine the extent of septic system contamination. A septic tank near a water source can contaminate the water supply, leading to serious health problems.

Diseases such as cholera, gastrointestinal disease, hepatitis A, and hepatitis B can be caused by bacteria, viruses, or protozoa in wastewater. If wastewater is not treated properly, it can contain a lot of **nitrogen** from urine, food waste, and cleaning chemicals. These nitrates can cause methemoglobinemia in infants if they are consumed. This condition affects infants' ability to carry oxygen, which can even lead to fatal consequences if it isn't treated promptly.

How Septic System Pollution Affects the Environment?

The improper management of a septic system can result in elevated levels of **nitrogen and phosphorus** entering local water bodies and groundwater. There is an estimated 10 to 20 percent failure rate among septic systems in the United States. Aging infrastructure, inadequate design, overloaded systems, and poor maintenance can all cause septic systems to fail.

When properly used and disposed of, fertilizers, yard waste, and pet waste can contribute to nutrient **septic system pollution** around the home. During wet weather, nitrogen and phosphorus runoff can also be increased by the number of hard surfaces and landscaping types. In malfunctioning septic systems, nitrogen and phosphorus may be left in the waterways after treating waste.

In surface water, overly abundant nutrients – **phosphorus and nitrogen** – act as fertilizers for bacteria and algae. As a result of rapid growth, algae blooms can reduce water quality, kill aquatic animals and plants, and produce toxins that can harm aquatic life.

How do Septic Systems treat Nitrogen from Human Waste?

A Septic system's ability to remove nitrogen from wastewater varies according to the type of waste and its concentration. Generally, domestic wastewater contains between 50 and 60 milligrams per liter (mg/L) of nitrogen, but this can increase if a home uses low-flow fixtures, a school, campground, or office building uses the waste.

How Can Nitrogen from Septic Systems Harm Water Quality?

While pumping scum and solids, some nitrogen is removed from the septic tank. Ammonium is converted to nitrate by oxygen-loving bacteria in the drainfield of most septic systems. Nitrification occurs when the effluent is aerated, recirculated, and becomes "nitrified." Advanced systems can remove up to 60% more nitrogen (up to 60 percent using aeration and recirculation).

Denitrification can remove over 90 percent of nitrogen from water when oxygen-free conditions are included in the treatment process. Nitrate is converted into nitrogen gas by denitrification.

During denitrification, bacteria need to grow in an oxygen-free environment. The removal of nitrogen is possible with some advanced systems. It is also possible to increase nitrogen removal with a properly designed drainfield. Several factors influence what happens to nitrogen once it enters and eventually leaves the drainfield, including drainfield size, wastewater release rate, soil depth, the method of applying and dispersing wastewater (such as drip irrigation or trenching gravity, or pressure), and how vegetation is managed.

How to avoid Septic System Pollution?

1. Preventative Maintenance

Maintenance is crucial to ensure the septic system doesn't pollute the groundwater. Neglecting your septic tank can cause it to fail, even if it has been constructed according to the regulations. Each septic system owner should monitor their system to ensure it functions properly. Monitoring the drainfield is a good way to check for signs of failure. These warning signs must be taken seriously, so the system does not fail and pollute groundwater.

To prevent excessive sludge buildup, it is important to pump out the tank every few years. Overflowing the tank with sludge will cause the water to pool in the drain field, leading to obstructive conditions.

2. Avoid Overloading the System

Septic systems often fail due to hydraulic overload. Organic waste needs time to digest, but wastewater leaves the tank too soon when too much water is sent into it. Thus, the system should not be balanced hydraulically. Taking multiple baths simultaneously in a house with several people is not recommended. Don't do a huge laundry at once, but spread it out over multiple days. If you notice a leaky faucet, fix it immediately. When even a tiny trickle accumulates over time, it can have serious consequences.

3. Beware of Harmful Products

Septic systems have approximately 100 different chemicals that can be traced. Sinks, showers, and toilets contain these pollutants. The majority of cleaning chemicals are toxic to bacteria. Soaps designed to kill bacteria, such as antibacterial soaps, will kill bacteria in septic tanks. Therefore, such products should not be used in a septic system because they kill bacteria, which causes the system to malfunction.

How Can I As A Homeowner Help?

Water pollution caused by septic systems can therefore be eliminated by being responsible users of the same. This means that septic systems should be used responsibly and the necessary maintenance procedures followed.

WOODLAND HILLS CITY STORMWATER PROGRAM

What Goes Down the Drain or Ditch Goes to Utah Lake

Three easy habits every resident can start today to keep Utah Lake and our local streams clean.

Storm drains and rock-lined ditches in Woodland Hills flow directly to Utah Lake — unlike sewer water, nothing that enters them is treated or filtered first.

Keep Chemicals Off the Pavement

Motor oil, antifreeze, paint, and soapy wash water on the driveway don't soak in — they run off into the nearest storm drain or rock-lined ditch.

- Fix fluid leaks promptly and recycle used oil and antifreeze at a collection center
- Wash your car on the grass or at a commercial car wash, not in the driveway or street
- Never pour paint, solvents, or cleaning chemicals into a gutter, ditch, or storm drain

Scoop the Poop, Every Time

Pet waste left on the ground breaks down and washes away in the next rain, adding bacteria and excess nutrients to our water.

- Bag waste on every walk and dispose of it in the trash
- Pick up in your own yard too — grass doesn't filter it out
- Never rinse waste into a street, gutter, ditch, or storm drain

Landscape with Water in Mind

Grass clippings, leaves, and extra fertilizer that reach the street feed algae blooms in Utah Lake and the streams that lead to it.

- Sweep clippings and leaves back onto the lawn — never hose them into the street
- Follow label rates on fertilizer and skip it right before rain is forecast
- Leave a strip of unmown grass or plants near ditches and drains to filter runoff

Clean water starts on your street.
Thank you for doing your part.

CITY OF WOODLAND HILLS

See something dumped in a storm drain or ditch?
Report it: (801) 423-3900
woodlandhills-ut.gov

Appendix D

Operations and Maintenance Manual (O&M Manual)

1. Construction Site Runoff Controls – SOP's
    a. SWPPP Review & Land Disturbance Permit
    b. Pre-Construction SWPPP Meeting
    c. Construction Site Inspection
    d. Escalating Enforcement Process
    e. Site close out and termination

2. Illicit Discharge Detection and Elimination (IDDE) – SOPs
    a. IDDE Map
    b. IDDE Tracker
    c. IDDE Flow Chart
    d. IDDE SOP's
        1. Overview & Characterization
        2. Spill Response
        3. Tracing Source
        4. Ceasing Discharge
        5. Enforcement
        6. Identifying Priority Sites for IDDE (Includes current list of Priority Sites)

3. Municipal Operations – SOP's
    a. Application of pesticides and fertilizers
    b. Mowing and trimming lawns
    c. Municipal spill response
    d. Rock lined ditch & Sumps/Dry Wells Maintenance
    e. Snow removal operations
    f. Sweeping
    g. Trash
    h. Vehicle and equipment storage
    i. Vehicle Maintenance and Fueling
    j. Washing vehicles
    k. Woodland Hills MS4 HP Inspections
    l. Green Waste Deposited in the Street.

4. Long-term Stormwater/Post Construction – SOPs
    a. MS4 LTSMP Inspections and Enforcement
    b. MS4 LTSMP Site plan Review
    c. MS4 Long-Term Stormwater Management Agreement - Template

Woodland Hills

Standard Operating Procedure

Activity: SWPPP Review & Priority Site Identification
Minimum Control Measure: Construction Site Runoff Controls

Effective Date: 9/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.4.3 and 4.2.4.3.3

Purpose: To Provide guidance for reviewing and approving SWPPP Submittals, and designating priority sites.

Scope: This document will provide standard operating procedures/instructions for the SWPPP Review process specific to the City's MS4 regulatory program, Woodland Hills City Code and State MS4 permit requirements. This SOP will cover SWPPP review for sites with CGP permit coverage as well as CPP permit coverage. It will also provide guidance and instructions on designating a site a priority site if needed and tracking it.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors.

- Following the Woodland Hills LDP instructions, an operator is to submit the required documents under the "Submittal Requirements" 1-3 on the LDP.
- Woodland Hills LDP "Process" 1-2 are receiving and reviewing the SWPPP Submittals.

- A SWPPP Review is initiated when one of the following occur:
    1. A building permit application is completed on the City Inspect Portal. This application may or may not have SWPPP submittals uploaded.
        - If all documents are uploaded, begin SWPPP Review Process
        - If all documents are not uploaded to City Inspect, reach out to the operator with the SWPPP packet/Documents needed email. See **Appendix A** below for the email format.
    2. An operator calls the SWPPP inspector and asks what needs to be done for SWPPP.
        - Speak to the operator and retrieve their email address. Also ask what the project is and for the address or lot number. Send operator the SWPPP packet/Documents needed email. See **Appendix A** below for the email format.
    3. A new NOI has become active on the NeTCGP CDX permit database.
        - Retrieve the operator and project information from the new permit. Send operator the SWPPP packet/Documents needed email. See **Appendix A** below for the email format.

- Once the SWPPP documents are received (mainly the SWPPP document, NOI, and LDP) begin the SWPPP Review.
    1. Create a project number for this site. Project numbers are in the following format: wh24001. For Woodland Hills, 2024, sequential project number. Assign new SWPPP the next project number after the last assigned project number.
    2. Create a new folder in the SWPPP's folder and name the folder: Project number - Operator name – Site name (subdivision lot number). *For example: wh24001 – Anthem Custom Homes – Henningson Res (Four Seasons Lot 206)*. Place all documents in this folder.
    3. Create a pin on the Google Earth file with the site name and Green Pin.
        - Green pin means SWPPP not approved.
        - Yellow pin means SWPPP approved but needs pre con meeting.
        - Red pin means SWPPP approved, pre con completed.
    4. Create a new task on Asana in the "Not Started" project with the same name.
        - Add in the description of the task: UTR#, Address, GPS coordinates, Site contact name, phone and email.
    5. Check on ComplianceGo to see if the division (company) exists. If not create a division on ComplianceGo with all the company info in the SWPPP.
        - Add site to ComplianceGo with all the information in the SWPPP documents received.
        - Fill out all sections in CG for the company such as reciepents, inspectors, maps, documents, permits, etc.
        - Add SWPPP review inspection form for either CPP or CGP.
        - Start SWPPP review inspection. This is the checklist/inspection form for the SWPPP. An example of these inspection forms (for CPP and CGP) are in **Appendix B** below.
        - Go through all the questions while reviewing the SWPPP.
        - If there are any mistakes or omissions answer the question appropriately and create an action item for that item.
        - While reviewing the SWPPP you will also determine if the site should be a regular site or a priority site. In identifying priority construction sites consider the following factors at a minimum:
            - Site slopes
            - Project size and type
            - Sensitivity of receiving waterbodies (impaired or high-quality waters)
            - Proximity to receiving waterbodies
            - Soil erosion potential
            - Non-stormwater discharges
            - History of non-compliance
        - If any of the above exist on the site, then consider designating it a priority site. If it is designated a priority site, then place the task for the site in Asana in the "High Priority" project. Explain to the operator at the pre-con meeting that the MS4 will be inspecting the site every 14 days.

6. Add notes to the inspection form as needed and sign an send the inspection form.
7. Once all documents have been reviewed and are complete with no corrections needed then schedule the Pre-Construction SWPPP Meeting with the operator.
8. See SOP for Pre-Construction SWPPP Meeting.
9. After the Pre-Construction SWPPP Meeting is completed, fill out the MS4 portion of the LDP in the upper right corner and digitally sign it.
10. Upload the signed and issued LDP to City Inspect and ComplainceGo. Send a copy to the operator via email.
11. Operator is now free to begin dirt work onsite.
12. Add Contractor inspections to start in ComplianceGo.
13. Add MS4 inspections to start in ComplianceGo.

Appendix A

SWPPP Packet/documents needed email format

Builder,

I received notification of a building permit application for the **Henningson Res (Four Seasons Lot 206)**

In order for a Pre Con to be scheduled you must have an approved SWPPP and LDP.

I will need uploaded to City Inspect portal and/or sent to this email (mysticpeakllc@gmail.com) the following:

1. Woodland Hills Land Disturbance permit completed and signed. – I have attached a blank one to be filled out. Please read and fill out both pages.
2. SWPPP document completed and signed (with site map) – I have attached the template for this.
3. NOI stormwater permit from Utah State DEQ – Go to updes.utah.gov. You will need to create an account with the States/EPAs CDX system if you have not already done so to obtain an NOI stormwater permit. Make sure to choose "signatory" when prompted for your role when creating a new login.

Once I have these documents I will review them. If everything looks good then I will schedule a SWPPP Pre-Con meeting onsite with you after which I will approve and issue to you the Land Disturbance Permit.

PLEASE NOTE AS OF 8/16/24 THE EPA CDX SYSTEM IS NOW REQUIRING A LOGIN.GOV ACCOUNT. GO TO CDX.EPA.GOV AND LOGIN LIKE NORMAL AND THEN FOLLOW THE PROMPTS TO CREATE A LOGIN.GOV ACCOUNT TO BE ABLE TO ACCESS YOUR NOI'S FROM NOW ON. IF YOU NEED HELP WITH THIS PROCESS, DON'T HESITATE TO REACH OUT TO ME.

If you are looking for a professional to help with your SWPPP, the following are some local SWPPP Service companies: Storm Water Utah, Silver Leaf SWPPP, AccenaGroup, ECS (Erosion Control Services), and Lavanta SWPPP Services, among others.

Thank you,
Mitch Hilburn
Woodland Hills SWPPP Inspector
801-674-7754

CITY OF WOODLAND HILLS

Woodland Hills
Stormwater Division
690 Woodland Hills Dr
Woodland Hills, Utah 84653

(801)674-7754 - Cell - Mitch Hilburn - SWPPP Inspector
Email application to: mysticpeakllc@gmail.com

LAND DISTURBANCE PERMIT APPLICATION

8/2024

Application Date:		**Permit Authorization City use only**
Subdivision:	**LOT#**	**UTR #:**
Property Owner:		**BLDG Permit #:**
Owner Address:		**Issued Date:**
City, State, Zip:		**Expiration Date:**
Cell:	**Work:**	**Cost of Permit:**
Email:		**Issued By:**
Operator/Contractor:		
Company Name:		**LDP Permit #:**
Address City, State, Zip:		
Cell:	**Work:**	
Email:		
Dates (estimated construction period)**:**		
Project Name:		
Project Address:		
Project Description (include additional details with submittals)**:**		

TERMS AND CONDITIONS

Property Owner - Owner(s) of property, representing property owner of joint ownership or entity. The property Owner is ultimately responsible for employees, representatives and operators involved with their property for applications regulated under City Code.
Operator - The Operator is responsible to inform the property owner of their responsibility to the Permit. The permit agent can include but not limited to; Property owner company employee, representative, contractor, developer, engineer, architect…
Permit Fee - City Land Disturbance Permit fee schedule shall apply.
Permit Application Review –SWPPP submittals require fifteen (15) days from receipt to completion for each submittal review.
Permit Application Requirement – A Land Disturbance Permit is required as per City Ordinance. Generally this is when disturbance activities warrant a State NOI. Also smaller projects as required by the City MS4 permit. Generally these projects are of a duration that poses a threat to water quality, air quality, public health or safety. It can also be projects that pose a public nuisance and can potentially damage City stormwater systems, including but not limited to: land disturbance activities that impact drainage channels, waterways, or sensitive areas, significantly impact roads, or drainage systems, borrow pits or the processing of earthen materials.

Stormwater Pollution Prevention Plan (SWPPP) – The applicant is responsible to prepare and implement a SWPPP to effectively control and contain pollutants associated with the construction activity.
SWPPP Management – SWPPPs must be managed via the Internet-based system **ComplianceGo**. If you do not already have a ComplianceGo account, the City will set one up for you once the SWPPP and LDP are approved.

City Authority – The City inspector shall have access to the site during 7:00 -6:00 hours or after hours when the operator is working.
Permit Obligations – The permittee is responsible to implement all SWPPP requirements throughout the term of the permit. The SWPPP requirements include but are not limited to: install BMPs, maintain BMPs, conduct inspections, correct deficiencies, amend SWPPP, train workforce, maintain documentation, i.e. inspection log, correction log, amendment log, training log, maintain site drawings, maintain BMP details, compliance to City inspection reports, prevent non-stormwater discharges, contaminated stormwater discharges, fugitive sediment, debris, construction waste solid/liquid, light weight trash and dust.
Limits of Work Area – The Permittee shall not perform any work beyond the permit envelope. This permit in no way grants the Permittee access to private properties. The individual property owners must grant access.
Permit Period/Extensions - Every Land Disturbance Permit shall expire and become null and void if substantial work is not commenced within one hundred eighty (180) calendar days of issuance, or if not complete within eighteen (24) months from the date of the commencement of construction. Time extensions may be granted at the discretion of the City Engineer upon written request from the Permitee to the Stormwater Division. Such request must be submitted ten (10) working days prior to the expiration date of the permit.

TERMS AND CONDITIONS - continued

Permit non-compliance – The following constitutes permit non-compliance. Failure to comply with Permit Obligations. Permit non-compliance may result in escalating enforcement and prohibition of work and/or stop inspections order. Permit non-compliance restitution includes cost to repair damage.

The primary compliance categories are and may result in individual violations for failure to: Maintain inspection log, correction/action log, amendment log, training log, misc documentation, SWPPP organization, SWPPP site plans, and BMPs details; Install BMPs, and maintain BMPs; Compliance with City inspections; each incident of; non stormwater discharges(pollutants), contaminated stormwater discharges and each incident of; fugitive sediment, debris, construction waste solid/liquid, light weight trash and dust. Other violations may be issued that are specific to the permittee unique SWPPP and construction operations.

On-Site Permit Requirements - A site notice shall be posted in view of the public and within public access. This site notice can be printed from ComplianceGo. The Public shall be granted access to these documents at all times.

Disturbance to City Right-of-Way: - Activities encumbering City rights-of-way, both traffic and construction related require filing of a Right-of-Way Encroachment Permit.

Special Limitations:

- This permit is for the disturbance of land in Woodland Hills only. It does not grant approval for any other City Departments, or Divisions. **Applicant shall obtain approval from Development Services prior to installing any site infrastructure public or private within the future right-of-way.**
- This permit does not grant approval or replace the permits of any other regulating agency public and private.
- Call for Blue Stakes and check for other utilities in the area prior to excavation.
- Permittee is responsible for repairing and/or restoring all property damaged during construction.
- Public right-of-way, both pedestrian and vehicular, may not be blocked or encumbered by construction activities or debris unless specifically address on this permit or a Right-of-Way Encroachment Permit.
- BMPs installed in the Right of Way must not cause hazardous conditions and permittee is responsible for any damage the BMP may cause to City infrastructure and private property.

INSTRUCTIONS

Submittal Requirements:

1. Completed **Woodland Hills Land Disturbance Permit** along with the following:
2. Completed **SWPPP Document** - Templates are available under the resources tab at this website: https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits
    a. Use General Permit (CGP) template for all construction sites except for single house lot.
    b. Use Common Plan (CPP) for construction of a single house lot.
    c. A SWPPP and NOI may not be required if this LDP is being filled out for a small project that is part of an existing structure such as: Home addition, retaining wall, shed, fencing, sports courts etc that meet the criteria for small project LDP requirements of proximity to sensitive land features.
3. N**OI stormwater permit** - Operator must obtain an NOI from the State of Utah by going to https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits and clicking "apply online". If you are creating a new account make sure to choose "signatory" as your role when asked.

Process:

1. Submit items 1, 2 & 3 under Submittal Requirements above to **mysticpeakllc@gmail.com and/or to city inspect portal.**
2. Application and documents will be reviewed by the Stormwater Division. Revisions and/or corrections may be necessary.
3. Schedule an on-site SWPPP Pre-Con Meeting with stormwater inspector. Note for development sites this is separate from the engineering Pre-Con Meeting. Engineering Pre-Con will not be scheduled until SWPPP has been submitted.
4. Land Disturbance Permit will be issued (signed by City) and SWPPP approved after all corrections/revisions are made to submittal set and SWPPP Pre-Con has been completed.

Closing out LDP and NOI

Closing the Land Disturbance Permit requires written request to the Stormwater Division. Closing all project applicable City UPDES obligations related to the project including but not limited to:

1. Compliance with the terms of the Land Disturbance Permit
2. Long-Term Stormwater Management Plan Agreements and Plan documents, if applicable.
3. NOI permittees must file for Notice of Termination (NOT) through the Utah DWQ, online stormwater permit system.
4. City staff will confirm NOT status following approval of site conditions and SWPPP documents.
5. **Certificate of Occupancy may be obtained without NOT approval. Bonds will not be released until NOT approval.**

If you need the application or templates emailed to you or if you have any question about the process, please don't hesitate to contact the City SWPPP Inspector - Mitch Hilburn 801-674-7754 mysticpeakllc@gmail.com

The purpose of the Land Disturbance Permit and corresponding SWPPP is to protect our water resources, prevent common construction related hazards, and reduce the potential for lateral damage and nuisances to adjacent properties and neighbors associated with your construction project. Choosing to engage in this project regulated by City ordinance carries responsibility to conform to the terms of this permit. This very ordinance and permit are also intended to reduce the effects of construction projects by others near you, protecting you from similar projects.

Operator Certification:
By typing/signing my name I am affirming that I am the individual entering into this agreement and agree to all requirements, and restrictions of this permit and attachments. I understand and agree to the enforcement of all penalties for failing to comply with this permit.

Operator:

_____	_____	_____
Name	Title	Date

Woodland Hills

Standard Operating Procedure

Activity: Pre-Construction SWPPPP Meeting
Minimum Control Measure: Construction Site Runoff Controls

Effective Date: 9/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.4.3.1

Purpose: To Provide guidance for scheduling and conducting the SWPPP Pre-Construction SWPPP Meeting with the operator.

Scope: This document will provide standard operating procedures/instructions for the Pre-Construction SWPPP Meeting specific to the City's MS4 regulatory program in Woodland Hills City Code and State MS4 permit requirements. This SOP will cover Pre-Construction SWPPP Meetings for sites with CGP permit coverage as well as CPP permit coverage.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors. This meeting will be conducted with the permit operator present, typically on-site, as well as any permit operator representatives, and/or consultants.

- Following the Woodland Hills LDP process #3 a Pre-Construction SWPPP Meeting will be scheduled between the MS4 Inspector and the operator prior to SWPPP/LDP approval/issuance.
- Meet with operator on-site and walk the site and discuss the questions in the Pre-Construction SWPPP Inspection form.
- Items to discuss at Pre-Construction SWPPP Meeting:
    - Have BMPs shown in the SWPPP and needed at this time been properly installed on site?
    - Are sensitive areas protected?
    - Were expectations properly discussed? Such as but not limited to:
    - Were inspection requirements discussed?
    - Were marking off action items discussed?
    - Was updating the SWPPP Document discussed?
    - Were the SWPPP maps discussed?
    - Is the Site Notice posted with all the required information?
    - Was NOT filing requirements discussed?
    - Additional items to be discussed:
        - Temporary BMP Maintenance.
        - On-site/Off-site water flows.
        - Post construction/Permanent BMPs to be installed.
        - Planned BMPs to be used to manage runoff created after development.
        - Underground Injection Controls and are they registered.
        - List of contacts that should be on the inspection recipient list.

  - Take pictures for inspection form
  - Discuss the Escalating Enforcement Process

- Following the Pre-Construction SWPPP Meeting:
  - Record the Pre-Construction SWPPP Meeting in ComplianceGo with the Pre-Construction SWPPP Meeting Form.
  - Answer all question and add detail descriptions of what was discussed on site with who.
  - Upload any pictures of the site taken predevelopment
  - Add any action items that may need to be taken care of.
  - Sign and send inspection form.
  - Update other trackers used such as Asana, Google Earth, etc that are used to track inspections for Woodland Hills.

Woodland Hills

Standard Operating Procedure

Activity: Construction Site Inspection and Follow Up
Minimum Control Measure: Construction Site Runoff Controls

Effective Date: 9/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.4.4

Purpose: To Provide guidance for conducting SWPPP Inspections on Construction Sites.

Scope: This document will provide standard operating procedures/instructions for conducting SWPPP inspections on construction sites and the oversite of permitted construction sites to ensure compliance with State and City stormwater regulations.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors.

- After a construction site has an approved SWPPP/LDP and has had a Pre-Construction SWPPP Meeting, regular inspections need to be scheduled and conducted by the MS4.
    1. If the site has been designated a priority site, then schedule the MS4 inspection for every 14 days after the Pre-Construction SWPPP Meeting. Schedule the inspections in ComplianceGo.
    2. If the site is a regular site (not priority), then schedule the inspection to be once per month, at the first of each month, starting the month following the Pre-Construction SWPPP Meeting. Schedule the inspection in ComplianceGo.

- Conducting an inspection:
    1. After arriving to the site, inspect all areas of the site:
        - All stormwater controls, material, waste, and equipment storage areas.
        - Inspect all areas where storm water flows within the site, including constructed or natural site drainage features designed to divert, convey and/or treat stormwater.
        - All points of discharge from the site. Including storm drains, rock lined ditches, and drainage flows over property lines.
        - All locations that have implemented stabilization measures.
        - Check whether all storm water controls (BMPs) are properly installed, appear to be operational, and are working as intended to minimize pollutant discharges.
        - Check for the presence of conditions that could lead to spills, leaks or other accumulations of pollutants on site.
        - Identify any locations where new or modified storm water controls are necessary.
        - Check for signs of visible erosion and sedimentation that have occurred.
        - Identify any incident of noncompliance observed.
        - Check to make sure operator is recording inspections and at the proper frequency.

2. Inspection Report:
    - In ComplianceGo, navigate to the specific sites page. Check for any open action items, enforcements, operator inspections, etc.
    - Check all action items since the last MS4 inspection to verify that even if they were closed out on ComplianceGo that they were completed.
    - Start new inspection – Construction Site inspection for CPP or CGP.
    - Answer all the questions appropriately.
    - Add notes to the inspection such as the stage of construction, who you spoke to, any changes on site, etc.
    - Add pictures of good areas to your inspection.
    - Contact the SWPPP Contact and let them know about your inspection findings.
3. Correction Action Items:
    - If there are any deficiencies, create action items in your inspection. Clearly describe the deficiencies and what should be done to correct it. Add photos.
    - If the deficiencies require a new control/BMP or is a significant repair, place a 7-day priority on the action item.
    - If the deficiency is something that requires immediate attention, then place an immediate priority on the action item.
4. Send Inspection:
    - After adding all action items, notes and pictures, sign and send the inspection report.
5. Follow up:
    - Everyday check the MS4 email for past due notifications from ComplainceGo. Also check the dashboard for any past due corrective action items listed.
    - Corrective actions become “past due” the day following the priority given. For a 7-day priority the item becomes past due on the 8th day. For “immediate” priority, the corrective action becomes “past due” the day following the next day.
    - For all past due corrective action items that have not been updated or closed out on ComplianceGo you may begin the Escalating Enforcement Process.
    - The Escalating Enforcement Process may begin no matter what the action item was if the item became past due on ComplianceGo this is the reason for starting the Escalating Enforcement Process. Even if the operator tells you it was completed, they are failing to update the corrective action log.
    - Please see the SOP for Escalating Enforcement for more information.

Woodland Hills

Standard Operating Procedure

Activity: **Escalating Enforcement**
Minimum Control Measure: Construction Site Runoff Controls

Effective Date: 9/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.4.2

Purpose: To Provide guidance for escalating enforcement actions relating to Small MS4 General UPDES Permit UTR090000.

Scope: This document will provide standard operating procedures/instructions for enforcement actions specific to the City's MS4 regulatory program as deemed necessary for the severity of the violation and in following with the enforcement options available in Woodland Hills City Code.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors.

- The Construction inspections program has requirements for periodic inspections that must be conducted (please see SOP for construction site inspections). These inspections may have corrective action items. These corrective action items are required to be completed within a specified period. Usually 24 hours to 7 days.
- If the corrective action items are not completed and documented as completed before the end of the specified period on ComplianceGo then they will go past due. ComplianceGo will send a past due notification to the operator and city inspector.
- Once an item is past due the escalating enforcement process may begin.
- Under the escalating enforcement process a stop work order could be issued as soon as 72 hours after the initial action item or 48 hours after the verbal is issued. Depending on the severity of the violation a stop work order could be issued as much as 21 days after the initial action item or 14 days after the verbal is issued. The MS4 cannot initiate the escalating enforcement process if the original action item is over 30 days old.
- When an illicit discharge is discovered during an inspection, it is treated as an IDDE investigation in addition to the regulatory inspection process and reports will be fully documented in both the regulatory inspections and IDDE investigation tracking systems. In this case a stop work order could be issued immediately if the MS4 has clearly documented a reason articulating an immediate threat to water quality.

Escalating Enforcement Actions:

- Start the escalating enforcement process when one of the following conditions exist.
    - If while conducting an inspection there are currently past due/not completed action items listed in the corrective action log on ComplianceGo.
    - Checking the status of action items on dashboard of ComplianceGo and find that there are past due action items for any site that have not been signed off.
    - Receive an email notificaction from ComplianceGo that there are past due action items at a particular site.
    - Verify after receiving any kind of contact alerting to a spill or illicit discharge on a construction site. (This would also need to be followed up with an IDDE report as well)

1. Verbal Warning – A verbal warning is documented as its own inspection report in ComplianceGo.
    a. Start a Verbal Warning inspection on ComplianceGo, answer the questions and list in the notes why a verbal warning is being issued.
    b. Create an action item labeled “VERBAL WARNING” and choose a 24 hour or 7 day priority.
    c. In the action item description type: “This verbal warning should be signed off by the operator only after all past due action items have been completed/signed off”
    d. Sign and send Verbal Warning inspection.
    e. Contact the operator and let them know a verbal warning has been issued and that if it isn’t completed within the time frame given that further escalation may occur.

2. Written Warning – A Written Warning is documented as its own inspection report in ComplianceGo.
    a. Start a Written Warning inspection on ComplianceGo, answer the questions and list in the notes why a written warning is being issued.
    b. Create an action item labeled “WRITTEN WARNING” and choose a 24 hour or 7 day priority.
    c. In the action item description type: “This written warning should be signed off by the operator only after all past due action items have been completed/signed off”
    d. Sign and send Written Warning inspection.
    e. Contact the operator and let them know a written warning has been issued and that if it isn’t completed within the time frame given that further escalation may occur.

3. Stop Work Order – A Stop Work Order is documented as its own inspection report in ComplianceGo.
    a. Start a Stop Work Order inspection on ComplianceGo, answer the questions and list in the notes why a Stop Work Order is being issued.
    b. Create an action item labeled “STOP WORK ORDER” and choose immediate priority.
    c. In the action item description type: “This stop work order should be signed off by the operator only after all past due action items have been completed/signed off”

d. Sign and send the Stop Work Order inspection.
e. Contact the operator and let them know that the Stop Work Order has been issued until all SWPPP action items have been completed/signed off.
f. Contact the Building Department and let them know to stop scheduling building inspections until the site is in compliance.

Items to cause escalating enforcement:

- With the use of ComplianceGo, the main issue to cause the start of escalating enforcement to begin is if any normal action item becomes "Past Due".
  - If it is an item with an immediate priority the morning of the day after the next day the item is listed as past due.
  - If the item is a 7 day priority the morning of the 8 day the item is not completed/signed off the item becomes past due.
  - ComplianceGo is set up to automatically notify the inspector and operator by email when there are "Past Due" action items.
  - The inspector should check their email each day and be able to start escalating enforcement on every site in the MS4 that has a "Past Due" action item notification.
- The following are the types of items that would be a normal action item but not limited to:
  - Sweep the street and gutters
  - Add, repair or maintain perimeter control BMPs.
  - Add, repair or maintain inlet protection BMPs.
  - Add, repair or maintain track out BMPs.
  - Place appropriately and stake portable toilets.
  - Provide/install concrete washout area.
  - Clean up spilled concrete washout.
  - Post SWPPP site notice sign.
  - Renew or terminate NOI.
- The following are types of action items that would cause immediate need of escalating enforcement but not limited to:
  - Illicit discharges, such as: Concrete washing out to storm drains, oil or other hazardous chemical spills, dewatering without a permit, discharging anything into open waters, etc.
  - Operating on-site without NOI, SWPPP or LDP.

Lifting enforcement:

- The City, with the use of ComplainceGo, allows the operator to sign off the Verbal and Written warnings within ComplianceGo just as they are able to on normal action items.
- If pictures are used and uploaded to the item close out, the inspector can verify with the pictures without a site visit and no other action is required. If pictures are not used and the warnings are closed

out then a follow-up site visit is required to verify the items that were called out were in fact taken care of. If the Verbal or Written Warnings were signed off as completed but not actually completed then immediately issue the next higher enforcement.

- If the site is under a Stop Work Order, the operator may also sign off the stop work within ComplainceGo but not be allowed to have the stop inspections lifted with the building department until the inspector is able to verify the action items were taken care of whether that is though the use of pictures or an on-site follow up visit.
- Once the inspector can verify the action items that caused the enforcement actions are actually completed and documented, than the inspector notifies the building department in writing that they can re-instate building inspection scheduling.

Woodland Hills

Standard Operating Procedure

Activity: Final Inspection / NOT Process
Minimum Control Measure: Construction Site Runoff Controls

Effective Date: 9/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.4.4.2

Purpose: To Provide guidance and instructions for proper site Final Inspection and close out procedures.

Scope: This document will provide standard operating procedures/instructions for properly conducting final inspections as well as submission and approval of NOT.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors.

- A Final SWPPP Inspection will be performed by the MS4 Inspector when one of the following occurs:
  - An operator requests from the MS4 a Final Inspection.
  - Ownership of a site has changed.
  - While conducting a regular inspection the MS4 inspector observes the construction site is ready for a Final Inspection as indicated by:
    - Site work is complete
    - Site is stabilized or stabilization has been initiated
    - Temporary BMPs have been removed
    - Property owner has taken occupancy
  - The NOT has been submitted by the operator

- Final Inspection Process
  - Use the UT MS4 NOT Final Inspection Form on ComplianceGo
  - Answer all the questions on the form.
    - Has ownership of the site changed?
    - Has the site been properly stabilized according to the UPDES permit?
    - Has all waste, materials, and equipment been removed from the site?
    - Have all BMP's that are not meant to stay on the site following construction been removed?
    - Have all potential pollutants been removed?
    - Has the site been properly cleaned up?
    - If applicable, have post construction BMP's been inspected and a post construction maintenance plan been implemented?
    - Has the NOT for this site been submitted?
    - Will the NOT be approved by the MS4?

- Add any pertinent information in the comments.

- If the site is not ready for the Final inspection but the operator requested the Final or the NOT was submitted, then record a regular inspection and notify the operator it is not ready for the final inspection. This would be from:
  - Work still happening on the building/structures.
  - All temporary BMP's still in place.
  - Site not adequately cleaned.
  - These can just be answered with no on the final inspection and with action items but the inspector should use judgement and if the site still has estimated 2 or more weeks of work left, than the Final should be postponed and a regular inspection take place.

- If the Final inspection does take place and there are action items, those action items need to be followed up on and verified complete (with operator closing out action items) before continuing to the NOT process.
- During the Final Inspection if the NOT has not been submitted make it an action item to do so with an immediate priority. Do not approve the NOT until all Final inspection action items have been verified to be completed.
- NOT approval will not hold up Certificate of Occupancy however the City will not release bonds to the operator until the NOT has been submitted and approved.
- Once Final inspection action items are all verified to be completed including submission of NOT, the MS4 inspector will approve the NOT on the NeTCGP/CDX database.
- After NOT is approved:
  - Place a copy of NOT in ComplainceGo documents.
  - Inactive the site on ComplianceGo.
  - Update other tracking software such as Asana, Google Earth, etc. that site has been closed out.
  - Maintain all records for at least 5 years.

NORTH

LEGEND
- SD BOX
- SUMP
- BURIED/PLUGGED
- HALF BURIELD
- Rock lined ditches
- Natural drainage ditches/hollows

Storm drain inlets in this box drain to sumps

POND 1
POND 2
POND 3
POND 4
POND 5
POND 6
POND 7

Farm land
Farm land
Farm land
Farm land

Mail Box
Church
Park

Maple Drive
Maple Mesa
Blue View Drive
Mountain View Way
School House
Skyline
Highline
Civic
Spring Drive
Broad Hollow
Ridgeview
Settlement
Homestead Drive
Emplacement
Loafer Drive
Grizzly Lane
Deer Meadow
Deer Circle
Deer Hollow
Elk Point
Elk Point Cir
Antelope Lane Cir
Woodland Hills Drive
Oak Drive
Vista Circle
Valley View Way
Dunridge Circle
Ash Circle
Shadow Lane
11200 South

MAPLE CANYON
SAVELY HOLLOW
BRADHOLLOW
LOAFER CANYON
LOAFER CANYON ROAD

OUTLET NOT FOUND
DISCHARGE INTO FRONT YARD
SUMP
SD BOX FULL
SD BOX
2 SUMPS
SUMP W/OVERFLOW BOX
SD BOXES FULL

15" ADS
18" RCP
15" CMP
12" CMP
24" RCP
12" ADS
18" ADS
6" PERF PIPE
24" ADS
8" ADS
6" PVC
12"ADS SMASHED
12"ADS
24" PVC
12" PVC
24"ADS
18"ADS
15"ADS
12" RCP

EAST LOAFER DETENTION BASIN
WEST LOAFER DETENTION BASIN

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WOODLAND HILLS
WOODLAND HILLS, UTAH
DRAINAGE PROBLEM AREAS

REVISIONS
1 -
2 -
3 -
4 -
5 -

LEI PROJECT #: 2011-0062
DRAWN BY: RWH/DSE
DESIGNED BY: BCT
SCALE: 1" = 800'
DATE: 6/7/2017

FIGURE 1

IDDE Report Map
Numbers correspond with tracker

NORTH

LEGEND
- SD BOX
- SUMP
- BURIED/PLUGGED
- HALF BURIED

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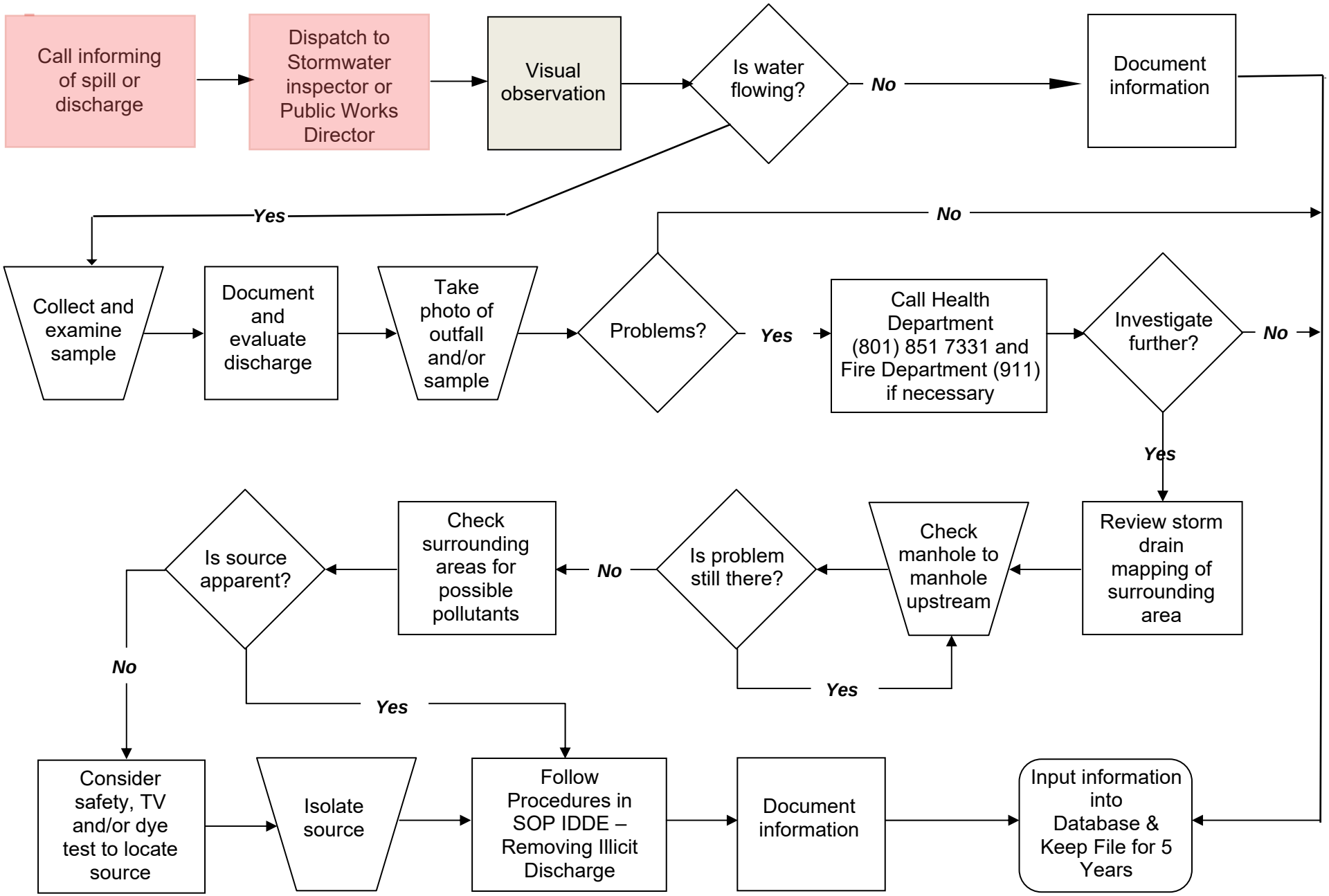
FIGURE 1

POND 1
POND 2
POND 3
POND 4
POND 5
POND 6
POND 7
OUTLET NOT FOUND
SD BOX FULL
SD BOXES FULL
#1
SUMP W/OVERFLOW BOX
SUMP
DISCHARGE INTO FRONT YARD
2 SUMPS
6" PERF. PIPE
12" CMP
15" CMP
18" RCP
24" RCP
12" RCP
6" PVC
8" ADS
12" ADS
15" ADS
18" ADS
24" ADS
12"ADS SMASHED
12"ADS
18"ADS
24"ADS
12" PVC
24" PVC
15" ADS
Maple Drive
Woodland Hills Drive
Valley View Way
Mountain Vale Way
School House
Skylake
Highline
Spring Drive
Broad Hollow
Pineview
Ridgeview
Oak Drive
Oak Circle
Deer Meadow
Deer Circle
Deer Hollow
Elk Point Cir
Elk Point
Alabama Lewis Cir
Settlement
Homestead Drive
Loafer
Loafer Drive
Grizzly Lane
Bear Meadow
Bear Hollow
Ranger Circle
Park
Mail Box
Church
Ash Circle
Shadow Lane
11200 South

Woodland Hills SWMP IDDE Reports

#	Date/Time	Reported by	Description/follow up actions/ feedback received from public edcation efforts	Received by	Inspection form
1	12/3/21	Judy Stones	Received complaint about resident tracking and possible concrete washout material. Inspection report was completed and no follow up actions were taken.	Mitch Hilburn	Yes
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

ILLICIT DISCHARGE SCREENING FLOW CHART
WOODLAND HILLS



If discharge has impacted a water of the State, call DWQ's Incident Response Line at 801-536-4123

Woodland Hills

Standard Operating Procedure

Activity: Illicit Discharge Detection & Elimination – Overview & Characterization
Minimum Control Measure: IDDE

Effective Date: 10/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 44.2.3.4., 4.2.3.5., 4.2.3.5.1., 4.2.3.6.

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable (MEP).

Scope: This document will provide instruction for the general process of detecting and eliminating illicit discharges into the MS4 and/or waters of the state within SLC boundaries. For more specific detailed instructions about a particular task, a focused SOP is referenced herein.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors.

Related SOPs:

1. Spill Response and Characterization of Illicit Discharge (IDDE)
2. Tracing the Source of Illicit Discharges (IDDE)
3. Ceasing and Removing Illicit Discharges (IDDE)
4. Escalating Enforcement (IDDE)

General Steps:

- **Identify potential illicit discharges**
  - A. Use various indicators and modes of discovery including: reports from Regulators, the SWQ Hotline, Dispatch; self-reported visual observations of pollution; resident complaints; etc.
  - B. Take notes of every detail of the report/observation; be sure to inquire as to whether the discharge entered a storm drain or waterbody and if there is any threat to public health/safety.
    - If the discharged material is known to be toxic, or flammable, contact emergency services (Fire HAZMAT)
  - C. If the discharge entered a storm drain or water body, report the discharge to the Utah County Storm Water hotline (801-851-7873); the incident should be reported to DEQ DERR if the spill enters (or will enter) Waters of the State (801-536-4123)

- **Assess immediate environmental effects** (at the discharge point AND downstream)
  - A. Determine whether there is forecasted precipitation or other factors that would contribute to downstream migration of the discharge.

B. If immediate deployment of BMPs is necessary/possible to contain the discharge plume and/or prevent downstream migration (to the MEP), coordinate those efforts with UCHD, WHFM, etc.
C. If discharge is not currently migrating downstream (or is contained in a private collection system or other impoundment) and the discharge is not suspected of being a threat to health and safety, proceed with investigation.

- **If source of discharge is already known**
  A. Coordinate the stopping of the discharge (by stopping work or turning off pumps/valves/processes/services that are actively discharging, as needed/able).
  B. Coordinate the containment of discharged pollutants (inlet protections, surface barriers/berms, in-pipe bladders/dams/wattles, etc.)

- **If source of discharge is unknown**
  A. Conduct an investigation to isolate the discharge to a particular pipe/ditch/canal/stream-segment (popping manholes, with purpose).
  B. Once isolated, gain permission to access properties of possible sources.
     - If Private Property, permission is needed from the property owner or site manager.
     - If Public Property, contact agency with jurisdictional control over the site/facility.
  C. If unable to gain access immediately, take into consideration the forecasted weather, severity of discharge and potential for human/environmental health effects when deciding whether to contact emergency services.
  D. If not visually apparent, confirm discharge source by conducting analytical site investigation (monitoring for the suspected/identified indicators at the isolated discharge source).
  E. Upon finding the source, coordinate the cessation of the discharge (turn off any active pumps/valves/services).
  F. If possible, coordinate the containment of discharged pollutants (inlet protections, surface barriers/berms, in-pipe bladders/dams/wattles, etc.).

- **Identify necessary corrective actions**
  A. Determine steps to permanently stop the discharge (structural vs. non-structural).
  B. If cleanup is possible, determine what remediation is needed to remove pollutants from watercourses and waterways (cleaning, disinfection, BMP deployment, etc.).
  C. Relay these to the violator/responsible-party/point-of-contact.
  D. Inquire as to: (1) who will do the work, (2) what they will do, (3) how they will do it, (4) when they will do it?
- **Identify method for confirming corrective action**
  A. Will require proof the work was completed (by report, invoice, pictures, and any testing to prove the remediation was successful).
  B. Ensure the violator knows what confirmation method is being required.

- **Set a timeline for corrective action** (accounting for weather, severity, and services-needed)
    A. First focus on clean-up if the discharge has been stopped; consider the magnitude of the discharge (how far it went, how large it was, how difficult cleanup will be).
    B. Then focus on what corrections will prevent recurrence (do they need a plumber to correct a cross-connect? Was the discharge due to a broken valve/asset that needs to be contracted to repair?)
        - Reasonable extensions would be acceptable for procuring outside services (EX: contracting a plumber or third-party contractor/consultant)
- **Educate/Enforce**
    A. Always educate (where able):
        - Provide a pamphlet to the violator and/or site representative addressing the specific (if possible) discharge (or at the least: the general stormwater pollution pamphlet if no specific/targeted message is available).
        - Discuss the violations in the context of City ordinance and State regulations (Water Quality Act); this serves as education and can constitute a "verbal warning".
    B. Issue enforcement actions for violations "Escalating Enforcement (IDDE)"; the general rule is: discharges from businesses (other than accidental discharges) and egregious discharges from residents require enforcement.
        - The enforcement action must increase proportional to the severity of the discharge, and inaction on correcting the discharge requires escalation of enforcement until all corrections are completed.
- **Pursue cost recovery (as applicable)**
    A. For every investigation that stems from a legitimate illicit discharge (as a proven and documented violation of city ordinance and/or State/Federal water quality standards), The City of Woodland Hills will bill (invoice) the violator for the cost associated with the time and resources employed for the purposes of investigating and abating the discharge.
    B. For every investigation that stems from an unfounded, unsubstantiated, or otherwise unproven (reportedly) illicit discharge, The City of Woodland Hills will not bill any party for the costs incurred during that investigation.
- **Confirm corrective actions completed** (using agreed upon method of confirmation)

- **Verify Discharge Has Been Abated** (follow-up sampling/investigation/documentation)

- **Complete Report of Investigation** (update tracking as-you-go)
    A. Complete investigation report AFTER all remediation, repair, confirmation, enforcement/education is complete, unless requested sooner.
    B. Update IDDE Tracker.

Woodland Hills

Standard Operating Procedure

Activity: Spill Response of Illicit Discharge Minimum Control Measure: IDDE	
Effective Date: 9/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.3.9.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable (MEP).

Scope: This document will provide standard operating procedures/instructions for the response, investigation and elimination process of spills/illicit discharges in Woodland Hills City.

Responsibility:

1. Dispatch
    - Dispatcher who receives notification of spill or illicit discharge becomes responsible for delegating that request. The *Spill Incident Contact List* shall be referenced whenever there is a report of an actual or potential water quality risk to the MS4.
2. Storm Water Quality Program Manager
    - Responsible for the oversight and coordination of Storm Water Quality personnel response and follow up; as well as, any required reporting and notifications to State, County Health, and any other stakeholders.
3. Storm Water Quality Coordinator/Responding Personnel
    - Shall respond to notifications, tips, and/or, reports of illicit discharges/spills, and coordinate efforts for containment and ensure clean up or remediation is done to the maximum extent practicable. The person responding is responsible for documentation when applicable e.g. work orders, reports follow and enforcement letters.
4. Salt Lake County Health Department
    - Through the Memorandum of Understanding may respond, report, and enforce on illicit discharges/spills in coordination with and/or on behalf of SLCDPU.

Procedure:

1. Notification
    - When a report or notification comes in regarding storm water quality, the dispatch or notified party shall take the following steps:
        - In the event of an emergency call 911.
        - Gather information from the caller/reporter including:
            - Location of incident
            - Pollutant associated with discharge and quantity
            - Responsible party if identifiable
            - Name and number of caller/reporters

- Refer to Spill Incident Response Contact List and make calls down the list until an available person can respond or address the report.

2. Response
   - Once an IDDE report has been assigned, the delegated department/personnel shall:
     - Assess and characterize the nature of, and any potential public and environmental risks associated with discharge.
     - Notify appropriate authorities i.e. State of Utah, Fire Dept, etc.
     - Contain spill or discharge to the maximum extent practicable.
     - Investigate incident and identify responsible party if possible. Follow SOP: IDDE – Ceasing & Removing Illicit Discharges.
     - Coordinate and oversee clean up and any needed remediation or follow up.
3. Documentation
   - The responding personnel shall prepare, maintain and follow up with all appropriate documentation in accordance with applicable city policy.
   - File all completed forms.
   - Document any further action or enforcement taken.

Woodland Hills

Standard Operating Procedure

Activity: Tracing the Source of an Illicit Discharge
Minimum Control Measure: IDDE

Effective Date: 10/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.3.4

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable (MEP).

Scope: This document will provide standard operating procedures/instructions (SOPs/SOIs) for tracing the source of illicit discharges.

Personnel: An authorized and certified stormwater inspector for the MS4 including but not limited to outside third-party inspectors.

Procedure:

1. **Preparation**
    a. Review/consider information collected when illicit discharge was initially identified.
    b. Obtain storm drain mapping for the area of the reported illicit discharge.
    c. Gather all necessary equipment including: tape measure, clear container, necessary forms, flashlight, and camera.
    d. Acquire appropriate personal protective equipment (PPE) according to department policy.
2. **Process**
    a. Ensure PPE is worn.
    b. Survey the general area/surrounding properties to identify potential sources of the illicit discharge.
    c. Trace illicit discharges using visual inspections of upstream points. Use available mapping to identify tributary pipes, catch basins, etc.
    d. If the source if the illicit discharge cannot be determined by a survey of the area or observation of the storm drain system, then consider the following additional steps:
        i. Use weirs, sandbags, dams, or optical brightener monitoring traps to collect or pool intermittent discharges during dry weather.
        ii. Smoke test or televise the storm drain system to trace high priority, difficult to detect illicit discharges.
        iii. Dye test individual discharge points within suspected buildings.
        iv. Consider collecting bacterial samples of flowing discharges to confirm/refute illicit discharge.

e. If the source is located, follow SOP IDDE – Ceasing & Removing Illicit Discharges.
f. If the source cannot be found, add the location to a future inspection program.

3. Clean-Up

a. Clean catch basin, storm drain, or initiate spill response as applicable. Follow relevant SOPs.

4. Documentation

a. Document tracing results for future reference.
b. Provide training on SOPs/SOIs.
c. Document all spills in accordance with all local, state and federal standards.

Woodland Hills

Standard Operating Procedure

Activity: Ceasing an Illicit Discharge Minimum Control Measure: IDDE	
Effective Date: 10/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.3.6

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable (MEP).

Scope: This document will provide standard operating procedures/instructions (SOPs/SOIs) for ceasing, removal and notification of illicit discharges.

Personnel: An authorized and certified stormwater inspector for the MS4 including but not limited to outside third-party inspectors.

Procedure:

1. **Preparation**
    a. Obtain available property ownership information for the source of the illicit discharge.
    b. Acquire appropriate personal protective equipment (PPE) according to department policy.
2. **Process**
    a. Determine who is financially responsible; and follow associated procedures as given below.
    b. For Private Property Owner:
        i. Contact owner.
        ii. Issue any enforcement procedures in accordance with City ordinance.
        iii. Determine schedule for removal.
    c. For Municipal Facility:
        i. Notify appropriate municipal authority or department head.
        ii. Schedule removal.
        iii. Remove illicit connection.
    d. Suspend access to storm drain if threats of serious physical harm to humans or the environment are possible.
    e. Direct responsible party to initiate repairs/corrections/cleanup. Coordinate with enforcement official for escalating penalties in accordance with the City ordinance and Utah Water Quality Act Civil Penalty Determination.
    f. Repair/correct cause of discharge if municipality is responsible. Schedule the work through the appropriate municipal authority or department head.

3. **Clean-Up**
    a. Confirm illicit discharge is removed or eliminated by follow-up inspections.
4. **Documentation**
    a. Maintain records of any enforcement actions.
    b. Document repairs, corrections, and any other actions required.
    c. Provide training on SOPs/SOIs.

Woodland Hills

Standard Operating Procedure

Activity: Enforcement
Minimum Control Measure: IDDE

Effective Date: 9/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.4.2

Purpose: To provide guidance for escalating enforcement actions relating to storm water violations pertaining to Woodland Hills City Code.

Scope: This document will provide standard operating procedures/instructions (SOPs/SOIs) for a variety of enforcement actions specific to the City's IDDE program as deemed necessary for the severity of the violation and in following with the enforcement options available in Woodland Hills City Code.

Personnel: An authorized and certified stormwater inspector for the MS4 including but not limited to outside third-party inspectors.

Inspectors (including third-party inspectors) scope:

- Respond to complaints or reports of spills or other discharges
- Conduct and record inspections for IDDE
- Issues Verbal Warnings for IDDE

Public Works Director or City Recorder:

- Stop work orders
- Letters
- Orders
- Administrative fines
- Remediation and cost recovery

Escalating Enforcement:

1. **Verbal Warning**
    a. When a ***minor*** violation is seen/reported, the City will inform the violator(s) of the infraction and require immediate cessation depending on the severity of the violation.
        i. A ***minor*** violation is identified as one or more of the following:
            1. A low-volume, non-hazardous material discharge which did not reach a storm inlet.
            2. A discharge that did not cause harm to the biological/chemical/physical quality of receiving waters.
            3. A discharge that did not affect the operation or integrity of the storm sewer system.
            4. A discharge that was accidental in nature.
            5. A discharge that was the responsible party's first-time in violation.
    b. If a verbal warning is issued, the violator(s) will be given a timeframe to comply. This period may be immediate or up to 7 days depending on the severity of the violation(s).
        i. Immediate compliance and remediation will be required when rain is forecasted within a 2-day period and there is a potential for direct discharge to the city's storm sewer system.
        ii. If rain is forecasted within a 7-day period, the required compliance deadline shall be before that forecasted rain event.
        iii. When these minor violations have the potential to affect public health and safety, such as discharges that might create a pedestrian or vehicle slipping hazard on a public right-of-way, the discharged material must be cleaned/remediated immediately.
        iv. If the violator is found to have been a repeated violator of the City's Codes and Ordinances protecting water quality, the violator will be required to remediate the discharge immediately, and enforcement escalation will proceed.
    c. City will reinspect at close of timeframe to ensure compliance.

2. **Stop Work/Activity Notice**
    a. If the violator(s) do not comply within the given timeframe of the verbal warning, the City will issue a Stop Work/Activity Notice in which the violator(s) must cease all activity on-site until compliance is achieved.
        i. If the violators are a commercial operation (not covered by an UPDES permit) then Stop Work Notice will be issued.
        ii. If the violation is not associated with a commercial operation, then the violator(s) will be given a Stop Activity Notice.
    b. If the violation is an ***egregious/major*** discharge, the violator(s) will be issued a Stop Work /Activity Notice immediately and escalation of enforcement will proceed.
        i. An ***egregious/major*** discharge is identified as "a larger-volume, hazardous, or highly reactive discharge that entered the City storm sewer system and either caused (or had the large potential to cause) biological/chemical/physical alteration of receiving waters, per state water quality standards."
        ii. The discharge is also considered egregious if the responsible party has a history of illicitly discharging into the City's storm sewer system, or if the discharge is the result of a failure to adequately resolve (or alter practices from) a previous enforcement action associated with an illicit discharge.
    c. Stop Work/Activity Notices may be verbal/written notices that have a shorter compliance deadline.

3. **Letters**
    a. If the violator has been issued multiple verbal warnings for minor violations, or received a Stop Work/Activity Notice for a major violation, warning letter(s) will be issued for continued noncompliance, outlining appropriate actions.
    b. A show cause hearing letter may be issued to a violator(s) requiring them to appear before the administration to show cause as to why a proposed enforcement action should not be taken.

4. **Order**
    a. Cease and desist orders will be issued for violator(s) to come into compliance within a timeframe determined by the City based upon the severity of the violation.
    b. Cease and Desist Orders will be issued for past violators(s) that are likely to recur.
    c. Consent Orders will be issued as assurance for compliance.

5. **Administrative Fines; Costs of Remediation**
    a. Any responsible party determined to be in violation of storm water ordinances may be fined in an amount not greater than $10,000 per violation, per day.
        i. Administrative fines may be assessed based on factors including; (1) damage, (2) endangerment to human health or the environment, (3) violation of City discharge permit, (4) good faith efforts to comply.
    b. Notice of violation(s) ("N.O.V"): An N.O.V will be issued if the violator(s) continues to violate the rules and regulations of the City Ordinance.
    c. Notice of Violation(s) will also be issued for illegal discharges that are deemed detrimental to the MS4.
    d. Emergency Suspensions may be issued.
    e. If the violation persists, termination of a City discharge permit shall occur.
    f. The director of Water Quality may charge a responsible party for the costs of preparing administrative enforcement actions, as well as the actual costs and expenses incurred by the city in responding to the illicit discharge.
    g. Penalties assessed may be increased in the director's discretion, where the responsible party has received another notice of violation at any time; for violations resulting in physical harm to persons or to private or public property; for knowing or deliberate violations; or for violations resulting from grossly negligent or reckless conduct.

6. **Cost Recovery**
    a. For every investigation that stems from a legitimate illicit discharge (as a proven and documented violation of city ordinance and/or State/Federal water quality standards), Woodland Hills will bill (invoice) the violator for the cost associated with the time and resources employed for the purposes of investigating and abating the discharge.
    b. For every investigation that stems from an unfounded, unsubstantiated, or otherwise unproven (reportedly) illicit discharge, Woodland Hills will not bill any party for the costs incurred during that investigation.

7. **Documentation**
    a. Document and maintain records of all enforcement action taken.
    b. Referral to the Utah County Health Department for enforcement actions.
    c. Referral to the State of Utah DEQ/DWQ for enforcement action.

Woodland Hills

Standard Operating Procedure

Activity: Identifying Priority Sites/Areas for IDDE
Minimum Control Measure: IDDE

Effective Date: 10/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.3.3.1

Purpose: To provide systematic procedures for locating, listing, updating, and inspecting priority areas likely to have illicit discharges, with the goal of detecting and eliminating illicit discharges.

Scope: This document will provide standard operating procedures/instructions (SOPs/SOIs) for identifying priority areas that are likely to have illicit discharges, and the subsequent inspection for, and elimination of those discharges that may affect water quality in receiving waters.

Personnel: An authorized and certified stormwater inspector for the MS4 including but not limited to outside third-party inspectors.

Process

1. Determine areas that contain the following higher risk factors for possible illicit discharges:
   - **a)** Areas with older infrastructure with increased potential for illicit discharges.
   - **b)** Industrial, commercial, and mixed-use areas.
   - **c)** Areas with a history of past illicit discharges.
   - **d)** Areas with a history of illegal dumping.
   - **e)** Areas with onsite sewage disposal systems.
   - **f)** Areas with older sewer lines or a history of sewer overflows or cross-connections.
   - **g)** Areas upstream of sensitive water bodies.
   - **h)** Other areas the MS4 determines to have increased potential for illicit discharges.

2. Group areas:
   - **a)** Group these areas by similarity of risk factors and severity, and by geographic area such that they fall within one drainage sub-basin (this creates the areas of concern, which will be assessed for inclusion on the Priority Area list.)
   - **b)** Weight the priority areas by staff knowledge and risk severity to determine which areas to monitor; provide justification for areas selected, and basis/reasoning for not selecting a possible high priority area.
   - **c)** Within those areas, choose priority monitoring sites based on stormwater drainage network, ease of access, and density/homogeneity of risk factors.
   - **d)** Create maps of each of the separate priority areas that can used for source tracking.

3. **Annual update:**
   - **a)** Process should be repeated annually so that priority areas can be added, removed, or re-prioritized based off inspections, new information/businesses, land-use changes, reporting of spills/discharges.
   - **b)** Update priority areas maps with new storm assets/infrastructure, or changes in land-use, zoning; add complaints and spill information.
   - **c)** Staff should discuss the shifting priorities of the city when selecting high priority areas for each year.

4. **Documentation**
   - **a)** Maintain list/maps of priority areas for monitoring and annual review.
   - **b)** Maintain database of inspections. (on ComplianceGo)
   - **c)** Maintain database of investigations. (on ComplianceGo)
   - **d)** Update tracker if necessary.

5. **Woodland Hills List of Priority Areas:**
   - **a)** At this time (October 2024), there are no areas within the city limits of Woodland Hills that have been identified as high priority.
   - **b)** There are some city owned properties such as the community hall/public works building, salt shed, community mailboxes, and city park. These areas are covered in the Pollution Prevention/Good Housekeeping MCMs.
   - **c)** The only property within the city limits of Woodland Hills that are not city owned property and not private residences are 2 church houses and 2 structures/properties that are HOA owned that are not identified as high priority.

Woodland Hills

Standard Operating Procedure

Activity: Application of Pesticides and Fertilizers
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.

Scope: This document will provide standard operating procedures/instructions for applying pesticides and fertilizers.
Application: Woodland Hills areas to received application of pesticides and fertilizers are at the city park, city office bldg. and the mailboxes.

Procedure:

1. **Preparation**
   - **a.** Minimize the use of fertilizers, pesticides and herbicides by planting drought tolerant plants and by utilizing low impact alternative landscaping.
   - **b.** Notify your immediate Supervisor that you will be handling pesticides, herbicides or fertilizer.
   - **c.** Acquire appropriate personal protective equipment (PPE) according to department policy.
   - **d.** Calibrate fertilizer and pesticide application equipment to avoid excessive application.
   - **e.** Use pesticides only if there is an actual pest problem.
   - **f.** Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for the best results (Read the Label).
   - **g.** Know the weather conditions. Do not use pesticides if rain is expected. Apply pesticides only when wind speeds are low (less than 5 mph).
   - **h.** Determine location of any waterways including, but not limited to storm drains, gutters, wells, canals, etc. that may need protection. Assess and implement appropriate BMPs.
2. **Process**
   - **a.** Always follow the manufacturer's recommendations for mixing, application and disposal (Read the Label).
   - **b.** Ensure PPE is worn and BMPs are properly implemented to protect areas of concern from material/paint, spills or wastewater.
   - **c.** Do not mix or prepare pesticides for application near storm drains, preferably mix inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils.

   d. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting) of pesticides and fertilizers.

3. **Clean-Up**
   a. Sweep pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water.
   b. Triple rinse containers, and use rinse water as product.
   c. Store all chemicals as per owner's recommendation. Always follow all federal and state regulations governing use, storage disposal of fertilizers, herbicides or pesticides and their containers (Read the Label).
   d. Use spill kits.
4. **Documentation**
   a. Keep copies of SDS sheets for all pesticides, fertilizers, and other hazardous products used.
   b. Record fertilizing and pesticide application activities, including date, individual who performed the application, amount of product used and approximate area covered.
   c. Provide and document training on SOPs.

Woodland Hills

Standard Operating Procedure

Activity: Mowing and Trimming Lawns
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.

Scope: This document will provide standard operating procedures/instructions for mowing and trimming lawns.
Application: Woodland Hills lawn areas are at the city park, city office bldg. and the mailboxes.

Procedure:

1. **Preparation**
   - **a.** Process overview with all employees
   - **b.** Check the oil and fuel levels of the mowers and other equipment, fill if needed.
2. **Process**
   - **a.** Ensure PPE is worn (steel toe boots, eye and hearing protection).
   - **b.** Mow and trim lawn.
   - **c.** Sweep or blow clippings to grass areas.
3. **Clean-Up**
   - **a.** Mowers are to be scraped and brushed at shop – dry spoils are dry swept and disposed of.
   - **b.** Wash equipment in approved wash station located inside the West bay of the City building shop.
4. **Documentation**
   - **a.** Provide and document training on SOPs/SOIs.

Woodland Hills

Standard Operating Procedure

Activity: Municipal Spill Response Plan
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.

Scope: This document will provide standard operating procedures for the response, investigation and elimination process of spills or leaks associated with municipal operations. This SOP is approved by the Woodland Hills Fire Marshall.

Procedure:

1. **Notification**
    - **a.** When a spill is identified or reported, the notified party shall take the following steps:
        - **i.** If this is a major spill or emergency call 911.
        - **ii.** Gather information from event/eye witness including:
            1. Location of incident
            2. Pollutant associated with discharge and quantity
            3. Responsible party if identifiable
            4. Name and number of caller/reporter
        - **iii.** Notify supervisor, Public Works Director/Fire Marshall, and/or Stormwater personnel.
        - **iv.** (Dispatch) Refer to Spill Incident Response Contact List and make calls down the list until an available person can respond or address the report.
2. **Response**
    - **a.** The responding employee or delegated department/personnel shall:
        - **i.** Assess and characterize the nature of, and any potential public and environmental risks associated with spill or leak.
        - **ii.** Notify appropriate authorities i.e. State of Utah, Utah County Health Dept.
        - **iii.** Contain spill or leak to the maximum extent practicable.
        - **iv.** Investigate incident and identify responsible party if possible.
        - **v.** Coordinate and oversee clean up and any needed remediation or follow up.
3. **Documentation**
    - **a.** The responding personnel shall prepare, maintain and follow up with all appropriate documentation in accordance with applicable city policy including:
        - **i.** File all completed forms.
        - **ii.** Document any further action or enforcement taken.
        - **iii.** Report and document all major spills to the State of Utah DEQ Spill Response 801-536-4123.

Woodland Hills

Standard Operating Procedure

Activity: Rock Lined Ditch & Sumps/Dry wells Maintenance
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.

Scope: This document will provide standard operating procedures/instructions for rock lined ditch maintenance as well as Sumps and Dry Wells maintenance.

Procedure:

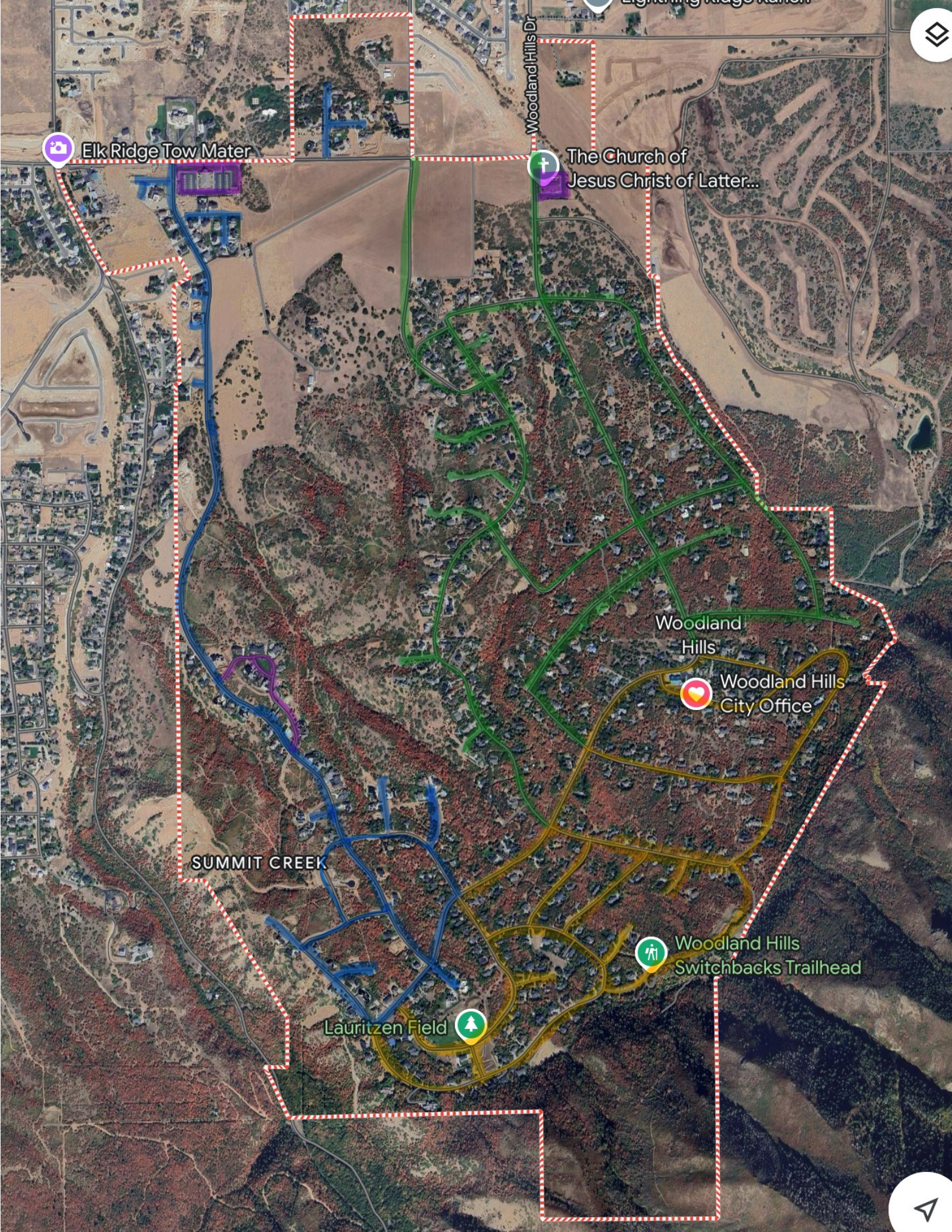
1. **Preparation / Inspections**
   - **a.** The majority of the MS4 structure in Woodland Hills is rock lined ditches, culverts and ponds. There are a few storm drain inlets with dry well sumps located in the Four Seasons development and in and around the City Office bldg. There are no storm drain pipes.
   - **b.** Monitor ditches on a regular basis. – Priority given to the following areas:
     - **i.** Woodland Hills Dr (heavy use, older area, problem areas after storms)
     - **ii.** Oak Dr/Broadhollow Dr (steep slopes, older area, problem spots after storms, proximity to culverts in drainage channel)
     - **iii.** Valley View Way (Proximity to culverts in drainage channel)
     - **iv.** Spring Dr and Skylake Dr (steep slopes, problem areas after storms, older area)
   - **c.** All rock lined ditches should be inspected once annually and reported. There is an annual inspection set up on ComplianceGo (https://app.compliancego.com/site/1b7e7814-c093-4b80-8c58-729f7f95629f) for a Rock Lined Ditch & Dry Well/Sump Inspection.
   - **d.** All City rock lined ditches and sumps have been divided into 3 color coded areas (See Map below as well as on the mapping section of ComplainceGo. Green, Blue and Yellow. Purple areas are Private. The inspections are to be done in June (Green), July (Yellow) and August (Blue) annually.
   - **e.** All rock lined ditches and driveway culverts are required to be maintained by property owners.
   - **f.** Contact affected property owners.
   - **g.** Sumps/dry wells will be cleaned by the city as needed.
   - **h.** There are no storm drain pipes within the city of Woodland Hills with the exception of culverts at driveways and under some roads where there are natural drainage flows.
   - **i.** Natural drainage flow culverts are inspected at dry weather screening inspections.

2. **Process**
    - **a.** Identify areas requiring maintenance in annual inspection.
    - **b.** Create action items in ComplinaceGo with a 30 day priority.
    - **c.** Notify property owners of maintenance requirements.
    - **d.** If property owners do not maintain rock line ditch to a sufficient and operable manner and in a reasonable amount of time the city may conduct maintenance at property owners expense.
    - **e.** Rock lined ditch should be restored to specification construction standard #17.

    - **f.** Identify sumps/dry wells that need to be cleaned and have them cleaned with vac truck if needed.
        - **i.** Remove storm drain grate with hooks
        - **ii.** Insert vacuum into storm drain catch basin/dry well
        - **iii.** Run vacuum to remove all trash, debris and sediments from well.
        - **iv.** When finished vacuuming, replace storm drain grate and clean up around storm drain with shovels and brooms if necessary.

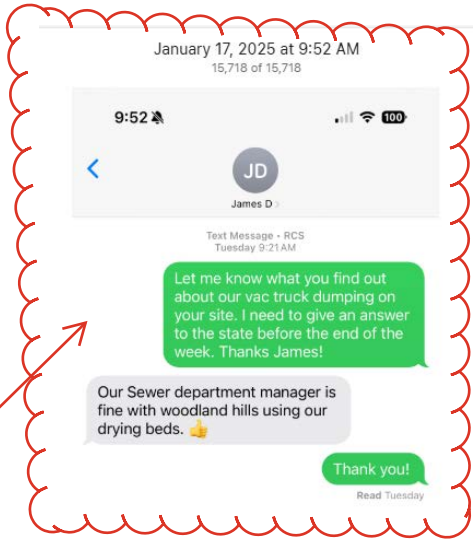
3. **Clean up**
    - **a.** Remove all tracking from paved surfaces near maintenance site, if applicable.
    - **b.** Haul all debris and or dewatered sediment removed from the area to an approved dumping site. **Sweepings or dry dirt and debris can be taken to the South Utah Valley Solid Waste District/Dry Creek Transfer Station at 518 W 3450 N, Spanish Fork, Utah 84660**.
    - **c.** **Decant waste waters must be taken to Spanish Fork City Sewer Plant Public Works Decant Waste yard/drying beds at 150 E 2160N, Spanish Fork, Ut 84660**. Spanish Fork has agreed to let Woodland Hills use their Decant Waste Drying Beds.
    - **d.** Never decant waste waters to storm drains or rock lined ditches.

4. **Documentation**
    - **a.** Keep log of actions performed including date and individuals involved.
    - **b.** Record the amount of materials removed or imported.
    - **c.** Keep any notes or comments of any problems.
    - **d.** Use “before” and “after” photographs to document activities as applicable.
    - **e.** Provide training on SOPs.


Woodland Hills Dr
Elk Ridge Tow Mater
The Church of Jesus Christ of Latter...
Woodland Hills
Woodland Hills City Office
SUMMIT CREEK
Woodland Hills Switchbacks Trailhead
Lauritzen Field

Verbal Agreement with Spanish Fork City for Woodland Hills to dispose of decanted waste at their facility.

I had a phone conversation with James Darling, SWMP Administrator for Spanish Fork City, on 1/13/25, about the possibility of Woodland Hills using their drying beds where they dump and process decanted waste. He said that would be fine with him but he would need to get approval from their sewer department manager. On Tuesday 1/14/25 I texted James and he said the sewer department manager was fine with that.





SPANISH FORK CITY ENGINEERING DIVISION

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DEVELOPMENT



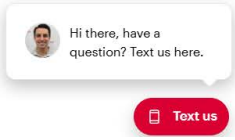
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Woodland Hills

Standard Operating Procedure

Activity: Snow Removal Operations
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.
Scope: This document will provide standard operating procedures/instructions for conducting snow removal operations.
Procedure:

1. **Preparation**
   - **a.** Store de-icing material under a covered storage area or in an area where water coming off the de-icing materials is collected and delivered to the sanitary sewer or reused as salt brine.
   - **b.** Wash out vehicles (if necessary) in approved washout area located in the city building west shop bay before preparing them for snow removal.
   - **c.** Calibrate spreaders to minimize amount of de-icing material used and still be effective.
   - **d.** Train employees in spill cleanup procedures and proper handling of de-icing materials.
2. **Process**
   - **a.** Load material into trucks carefully to minimize spillage.
   - **b.** Periodically dry sweep loading area to reduce the amount of de-icing materials exposed to runoff.
   - **c.** Distribute the minimum amount of de-icing material to be effective on roads.
   - **d.** Turn spreader off while loading and any other time the vehicle is not moving in the forward position.
   - **e.** Park trucks loaded with de-icing material inside when possible.
3. **Clean up**
   - **a.** Sweep up all spilled de-icing material around loading area.
   - **b.** Clean out trucks after snow removal duty in approved washout area located in the city building west shop bay.
   - **c.** Provide maintenance for vehicles in covered area.

4. **Documentation**
   - **a.** Provide training on SOPs.
   - **b.** Record milage driven, material used and locations.

Woodland Hills

Standard Operating Procedure

Activity: Sweeping streets and paved areas.
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.
Scope: This document will provide standard operating procedures/instructions for sweeping.
Application: Woodland Hills currently has a push type sweeper. The MS4 is currently working to purchase a vacuum type sweeper. The MS4 plans to have funding to purchase a new vac sweeper by end of 2025. Sweeping should occur at municipal facilities and on all public roads.

Procedure:

1. **Preparation**
    - **a.** Prioritize cleaning routes to use at the highest frequency in areas with the highest pollutant loading. Identification of priority areas are based on roads with the highest usage, proximity to receiving waters (natural drainage channels), and historical data of areas that build up sediments after heavy storms. These include:
        - **i.** Woodland Hills Dr (heavy use, problem areas after storms)
        - **ii.** Summit Creek Dr (heavy use)
        - **iii.** Valley View Way (Proximity to culverts in drainage channel)
        - **iv.** North end of Oak Dr (Proximity to culverts in drainage channel)
    - **b.** Restrict street parking prior to and during sweeping using regulations if possible.
    - **c.** Increase sweeping frequency just before the rainy season, unless sweeping occurs continuously throughout the year.
2. **Process**
    - **a.** All municipal parking lots to be swept at least annually and as needed as well. Facilities with parking/asphalt areas: City Office/Fire Station, Mailboxes & Salt Shed.
    - **b.** All Public roads are to be swept at least once annually as well as on an as needed basis.
3. **Clean-Up**
    - **a.** When sweeper is full, take the equipment to be emptied at:
        South Utah Valley Solid Waste District
        518 W 3450 N, Spanish Fork, Ut 84660
4. **Documentation**
    - **a.** Keep log book on areas swept and dates.
    - **b.** Provide training on SOPs.

Woodland Hills

Standard Operating Procedure

Activity: Trash bins and dumpsters
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.

Scope: This document will provide standard operating procedures/instructions for trash/garbage controls.
Application: Woodland Hills currently only has residential type trash and recycle bins at the city office/fire station building, Mailboxes & City Park. No dumpsters are in use at this time.

Procedure:

1. **Preparation**
    - **a.** Locate dumpsters and trash cans in a convenient, easily observable areas.
    - **b.** Provide properly-labeled recycling bins to reduce the amount of garbage disposed.
    - **c.** Provide training to employees to prevent improper disposal of general trash.
    - **d.** Whenever possible store garbage containers beneath a covered structure or inside to prevent contact with storm water.
2. **Process**
    - **a.** Inspect garbage bins for leaks regularly, and have repairs made immediately by a responsible party.
    - **b.** Locate dumpsters on a flat, hard surface that does not slope or drain directly into the storm drain system.
    - **c.** If possible: store dumpsters, or refuse container, in a fenced enclosure.
    - **d.** Request/use dumpsters, and trash cans with lids and without drain holes.
    - **e.** Install berms, curbing or vegetation strips around storage areas to control water entering/leaving storage areas.
    - **f.** Keep lids closed when not actively filling dumpster.
3. **Clean-Up**
    - **a.** Keep areas around dumpsters and trash cans clean of all garbage.
    - **b.** Have garbage bins emptied regularly to keep from overfilling.
    - **c.** Wash out bins or dumpsters as needed to keep odors from becoming a problem. Wash out in properly designated areas only inside the West bay of the city building shop.
4. **Documentation**
    - **a.** Provide and document training on SOPs.

Woodland Hills

Standard Operating Procedure

Activity: Vehicle and Equipment Storage
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.

Scope: This document will provide standard operating procedures/instructions for storing vehicles and equipment in such a way that storm water quality is protected.

Procedure:

1. **Preparation**
   - **a.** Inspect parking and heavy equipment storage areas for strains/leaks on a regular basis.
   - **b.** Provide drip pans or adsorbents for leaking vehicles and/or heavy equipment.
2. **Process**
   - **a.** Whenever possible, store vehicles and equipment inside where floor drains have been connected to sanitary sewer system. At this time Woodland Hills stores all city owned vehicles indoors.
   - **b.** When inside storage is not available, vehicles and equipment will be parked in the approved designated areas.
   - **c.** Conduct routine maintenance on vehicles and equipment to prevent leaks as much as possible.
   - **d.** Address any known leaks or drips as soon as possible. When a leak is detected a drip pan will be placed under the leak to collect the drip.
   - **e.** If any leaks are discovered, a drip pan will be used to collect the fluids and vehicle, or equipment will be scheduled for repairs.
   - **f.** Clean up all spills and leaks using dry methods.
   - **g.** Never store leaking vehicles or equipment over a storm drain.
3. **Clean up**
   - **a.** Any leaks that are spilled on the asphalt will be cleaned up with dry absorbent; the dry absorbent will be swept up and disposed of in the garbage.
   - **b.** The paved surfaces around the buildings will be swept every two weeks, weather permitting.

4. **Documentation**
   - **a.** Provide training on SOPs.
   - **b.** Document all spills in accordance with all local, state and federal standards.

Woodland Hills

Standard Operating Procedure

Activity: Vehicle Maintenance and Fueling
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.

Scope: This document will provide standard operating procedures for Vehicle Maintenance and Fueling.

Procedure:

1. **Preparation**
   - **a.** Monitor ditches on a regular basis.
   - **b.** All city owned vehicles have a maintenance schedule with public works.
   - **c.** All city owned vehicles are fueled and have regular maintenance at an off site commercial facility outside of Woodland Hills MS4.

2. **Process**
   - **a.** When vehicle reach their maintenance requirement of miles or time, take vehicle to off site commercial facility located in Spanish Fork or Payson.
   - **b.** When vehicles need to be fueled take them to a gas station located in Spanish Fork or Payson and fuel them up.
   - **c.** Follow all proper fueling procedures.
   - **d.** Minor repairs such as changing light bulbs will be done at Woodland Hills. Most all other mechanical repairs will also be done at an approve shop located outside of Woodland Hills.

3. **Documentation**
   - **a.** Record which vehicles received which maintenance and file receipts.
   - **b.** Record which vehicles were fueled and file receipts.
   - **c.** Provide training on SOPs.

Woodland Hills

Standard Operating Procedure

Activity: Washing Vehicles
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 12/1/24	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To provide best management practices (BMPs) developed to minimize pollutant discharges to any municipal separate storm sewer system (MS4) during the completion of the task to the maximum extent practicable.
Scope: This document will provide standard operating procedures/instructions for washing vehicles.

Procedure:

1. **Preparation**
   - **a.** Provide wash area inside. All approved wash areas must be connected to the sanitary sewer system.
   - **b.** Direct flow away from storm drain.

2. **Process**
   - **a.** Wash vehicles in designated wash area/wash bay only located inside the shop west bay at the city building. All floor drains inside the shop drain to sanitary sewer.
   - **b.** Minimize water and soap use when washing vehicles inside the approved wash area.
   - **c.** Use hoses with automatic shut off nozzles to minimize water usage.
   - **d.** When washing vehicles, it is the operators' responsibility to make sure all wash water is contained on the wash pad and does not have access to the storm drain. All wash waters must only go down the wash bay drain to sanitary sewer.
   - **e.** Never wash vehicles outside on pavement or over a storm drain.

3. **Clean up**
   - **a.** Sweep wash areas to collect solids to prevent them from washing down the drain system.
   - **b.** Clean solids from the settling pits on an as needed basis.

4. **Documentation**
   - **a.** Provide training on SOPs.

Woodland Hills

Standard Operating Procedure

Activity: MS4 High Priority Inspections
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 1/26/25	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.5

Purpose: To Provide guidance for conducting inspections on municipal high priority sites.

Scope: This document will provide standard operating procedures/instructions for conducting inspections on municipal high priority sites.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors.

- As of Jan 2025, there is one High Priority SWPPP that covers both the City Office building located at 690 S Woodland Hills Dr and the Salt shed located at approximately 220 S Woodland Hills Dr.
- Inspections will be recorded on Compliance Go and have been set up with the following frequencies to comply with section 4.2.6.5 of the small MS4 permit. Check the Notifications section to make sure all individuals who should see the report are listed with their email address.
- Monthly Visual Inspections, Semi-Annual comprehensive inspections, and Annual visual observation.

- Conducting and recording inspections:
    1. Monthly Visual:
        - After arriving to the site, inspect all areas of the site:
        - All stormwater controls (including catch basins sumps), material, waste, and equipment storage areas.
        - Inspect all areas where storm water flows within the site, including constructed or natural site drainage features designed to divert, convey and/or treat stormwater.
        - All points of discharge from the site. Including storm drains, rock lined ditches, and drainage flows over property lines.
        - Check for the presence of conditions that could lead to spills, leaks or other accumulations of pollutants on site.
    2. Semi-Annual Comprehensive:
        - All the same items on the monthly visual inspection from above as well as:
        - Specific attention paid to waste storage areas, dumpsters, vehicle and equipment maintenance and fueling areas, material handling areas and similar pollutant generating areas.

3. Annual Visual Observation of storm water discharges:
    - At least once per year, while it is raining or heavy snow melts, observe the storm water runoff discharges from the high priority facilities and document with the inspection the quality of the discharge.
    - Any observed problems should be remediated before the next storm event.
4. Inspection Report:
    - In Compliance Go, navigate to "Due inspections for MS4 sites"
    - Check all action items since the last MS4 inspection to verify that even if they were closed out on Compliance Go that they were completed.
    - Start new inspection – Note that there is a different inspection form for Monthly Visual, Semi-Annual Comprehensive, and Annual Visual Monitoring.
    - Answer all the questions appropriately.
    - Add notes to the inspection such as the areas inspected, individuals' inspection report was discussed with, areas of concern, etc.
    - Add pictures of good areas to your inspection.
5. Correction Action Items:
    - If there are any deficiencies, create action items in your inspection. Clearly describe the deficiencies and what should be done to correct them. Add photos.
    - If the deficiencies require a new control/BMP or is a significant repair, place a 7-day or 30-day priority.
    - If the deficiency is something that requires immediate attention, then place an immediate priority on the action item.
6. Send Inspection:
    - After adding all action items, notes and pictures, sign and send the inspection report.
7. Follow up:
    - Corrective actions become "past due" the day following the priority given. For a 7-day priority the item becomes past due on the 8th day. For "immediate" priority, the corrective action becomes "past due" the day following the next day. For a 30-day priority the item becomes "past due" on the 31st day. Once the item is past due an additional notification will be sent out to all listed in the notifications.
    - If a past due notification gets sent out or if the action items are still open by the time of the next inspection, follow up with those responsible by calling them and finding out the status and making sure it gets completed and signed off.
    - If you are closing out an action item, describe what was done and upload finished photos.

Woodland Hills

Standard Operating Procedure

Activity: Green Waste deposited in the street
Minimum Control Measure: Municipal Operations – PP and Good Housekeeping

Effective Date: 1/26/25	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.6.6.1

Purpose: To prevent green waste from entering the storm drain, create an aesthetically pleasing environment, minimize potential fire hazards, promote resource conservation by treating through biological breakdown then re-using and recycling green waste.

Scope: This document will provide standard operating procedures/instructions for green waste deposited in the street.

Application: Specifically, to be used during Chipper Days in Woodland Hills and can also be pertinent at any time with green waste in the street.

Procedure:

1. **Preparation**
   - **a.** Chipper Days happen twice per year and is announced in the city newsletter and on the city Facebook page.
   - **b.** Property owners are to trim trees and clean up broken and dead/downed tree limbs, bushes, etc.
   - **c.** Property owners will then place the green waste material in the street during the specified days.
2. **Process**
   - **a.** City will provide a crew that will come through with a chipper and a dump truck.
   - **b.** Crew places all green waste into chipper and is thrown into the dump truck.
   - **c.** Any green waste being transported by vehicles must have their load secured and covered.
   - **d.** Green Waste is transported to the South Utah Valley Transfer Station.
3. **Clean-Up**
   - **a.** Any debris left in the road will be swept up.
   - **b.** Make sure to keep storm drains and rock lined ditched clean a free of debris.
   - **c.** Wash equipment in the approved washing station located inside the West bay of the City building shop.
4. **Documentation**
   - **a.** Provide and document training on SOPs/SOIs.

Woodland Hills

Standard Operating Procedure

Activity: MS4 Long-Term Stormwater Management Inspection & Enforcement
Minimum Control Measure: Long-Term Stormwater Management

Effective Date: 1/26/25	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.2.2, 4.2.5.2.5

Purpose: Provide guidance for conducting inspections on long-term stormwater inspections.

Scope: This document will provide standard operating procedures/instructions for conducting inspections on post construction/long-term stormwater on new developments or redeveloped sites.

Personnel: An authorized and certified stormwater inspector for the MS4 construction runoff program including but not limited to outside third-party inspectors.

- Inspections will be recorded on Compliance Go and have been set up with the following frequencies to comply with section 4.2.5.2.5 of the small MS4 permit:
- At least every other year. On sites where the owner/operator is conducting maintenance MS4 inspections will be once every 5 years.

- Conducting and recording inspections:
    1. Inspection:
        - After arriving to the site, inspect all areas of the site:
        - All stormwater controls (including catch basins sumps, UICs, etc), material, waste, and equipment storage areas.
        - Inspect all areas where storm water flows within the site, including constructed or natural site drainage features designed to divert, convey and/or treat stormwater.
        - All points of discharge from the site. Including storm drains, rock lined ditches, and drainage flows over property lines.
        - Check for the presence of conditions that could lead to spills, leaks or other accumulations of pollutants on site.
    2. Inspection Report:
        - In Compliance Go, navigate to “Due inspections for MS4 sites”
        - Check all action items since the last MS4 inspection to verify that even if they were closed out on Compliance Go that they were completed.
        - Start new inspection
        - Answer all the questions appropriately.
        - Add notes to the inspection such as the areas inspected, individuals’ inspection report was discussed with, areas of concern, etc.
        - Add pictures of good areas to your inspection.

3. Correction Action Items:
    - If there are any deficiencies, create action items in your inspection. Clearly describe the deficiencies and what should be done to correct them. Add photos.
    - If the deficiencies require a new control/BMP or is a significant repair, place a 7-day or 30-day priority.
    - If the deficiency is something that requires immediate attention, then place an immediate priority on the action item.
4. Send Inspection:
    - After adding all action items, notes and pictures, sign and send the inspection report.
5. Follow up:
    - Corrective actions become "past due" the day following the priority given. For a 7-day priority the item becomes past due on the 8th day. For "immediate" priority, the corrective action becomes "past due" the day following the next day. For a 30-day priority the item becomes "past due" on the 31st day. Once the item is past due an additional notification will be sent out to all listed in the notifications.
    - If a past due notification gets sent out or if the action items are still open by the time of the next inspection, follow up with those responsible by calling them and finding out the status and making sure it gets completed and signed off.
    - If you are closing out an action item, describe what was done and upload finished photos.
6. Enforcement:
    - If corrective action items become past due and are not completed, the civil enforcement ordinance in Woodland Hills City Code section 12.9 may begin.

Woodland Hills

Standard Operating Procedure

Activity: Long-Term Stormwater Management Plan Review
Minimum Control Measure: Long-Term Stormwater Management

Effective Date: 1/31/25	Prepared by: Mitch Hilburn

Permit Requirement: 4.2.5.3.1

Purpose: Provide guidance for conducting site plan reviews for long-term stormwater controls.

Scope: This document will provide standard operating procedures/instructions for site plan reviews of long-term structural controls specific to the City's MS4 regulatory program, Woodland Hills City Code and State MS4 permit requirements.

Personnel: City Engineer/Public Works Director

- Site plan review
    1. Site plans are reviewed by the City Engineer for compliance with Development and Construction Standards in Woodland Hills City Code.
    2. Long-Term structural BMPs are evaluated for potential water quality impacts during site plan review and determine if they comply with requirements set forth in Woodland Hills City Code section 12.6 & 12.7.
    3. SWPPP Approval will not happen until the City Engineer approves the Site Plan designs and long-term storm water agreement and plan are submitted and approved.
    4. Long-term stormwater agreement is located in appendix D of the SWMP.
    5. Site plan and LTSMP are approved when city signs the submitted Long-Term Stormwater Management Agreement.

When recorded, mail to:

Woodland Hills City Recorder
690 S Woodland Hills Drive
Woodland Hils, UT 84653

Affects Parcel No(s): _____

LONG TERM STORMWATER MANAGEMENT AGREEMENT

This Long Term Stormwater Management Agreement ("Agreement") is made and entered into this _____ day of _____, 20_____,
by and between Woodland Hills City, a Utah municipal corporation ("City"), and _____, a _____ ("Owner").

RECITALS

WHEREAS, the City is authorized and required to regulate and control the disposition of storm and surface waters within the City, as set forth in the Woodland Hills City Stormwater Ordinance, as amended ("Ordinance"), adopted pursuant to the Utah Water Quality Act, as set forth in *Utah Code Ann*. §§ 19-5-101, *et seq*., as amended ("Act"); and

WHEREAS, the Owner hereby represents and acknowledges that it is the owner in fee simple of certain real property more particularly described in Exhibit "A," attached hereto and incorporated herein by this reference ("Property"); and

WHEREAS, the Owner desires to build or develop the Property and/or to conduct certain regulated construction activities on the Property which will alter existing storm and surface water conditions on the Property and/or adjacent lands; and

WHEREAS, in order to accommodate and regulate these anticipated changes in existing storm and surface water flow conditions, the Owner is required to build and maintain at Owner's expense a storm and surface water management facility or improvements ("Stormwater Facilities"); and

WHEREAS, the Stormwater Facilities are more particularly described and shown in the final site plan or subdivision approved for the Property and related engineering drawings, and any amendments thereto, which plans and drawings are on file with the City and are hereby incorporated herein by this reference ("Development Plan"); and

WHEREAS, summary description of all Stormwater Facilities, details and all appurtenance draining to and affecting the Stormwater Facilities and establishing the standard operation and routine maintenance procedures for the Stormwater Facilities, and control measures installed on the Property, ("Long Term Stormwater Management Plan") more particularly shown in Exhibit "B" on file with the Woodland Hills City Recorder and,

WHEREAS, a condition of Development Plan approval, and as required as part of the City's Small MS4 UPDES General Permit from the State of Utah, Owner is required to enter into this Agreement establishing a means of documenting the execution of the Long Term Stormwater Management Plan and,

NOW, THEREFORE, in consideration of the benefits received and to be received by the Owner, its successors and assigns, as a result of the City's approval of the Long Term Stormwater Management Plan, and the mutual covenants contained herein, the parties agree as follows:

Section 1

Construction of Stormwater Facilities. The Owner shall, at its sole cost and expense, construct the Stormwater Facilities in accordance with the Development Plans and specifications, and any amendments thereto which have been approved by the City.

Section 2

Maintenance of Stormwater Facilities. The Owner shall, at its sole cost and expense, adequately maintain the Stormwater Facilities. Owner's maintenance obligations shall include all system and appurtenance built to convey stormwater, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance, for purposes of this Agreement, is defined as good working condition so that the Stormwater Facilities are performing their design functions. The Owner shall, at its sole cost and expense, perform all work necessary to keep the Stormwater Facilities in good working condition.

Section 3

Annual Maintenance Report of Stormwater Facilities. The Owner shall, at its sole cost and expense, inspect the Stormwater Facilities and submit an inspection report and certification to the City annually. The purpose of the inspection and certification is to assure safe and proper functioning of the Stormwater Facilities. The annual inspection shall cover all aspects of the Stormwater Facilities, including, but not limited to, the parking lots, structural improvements, berms, channels, outlet structure, pond areas, access roads, vegetation, landscaping, etc. Deficiencies shall be noted in the inspection report. The report shall also contain a certification as to whether adequate maintenance has been performed and whether the structural controls are operating as designed to protect water quality. The annual inspection report and certification shall be due by June 30th of each year and shall be on forms acceptable to the City.

Section 4

City Oversight Inspection Authority. The Owner hereby grants permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the Stormwater Facilities upon reasonable notice not less than three business days to the Owner. Such inspections shall be conducted in a reasonable manner and at reasonable times, as determined appropriate by the City. The purpose of the inspection shall be to determine and ensure that the Stormwater Facilities are being adequately maintained, are continuing to perform in an adequate manner, and are in compliance with the Act, the Ordinance, and the Long Term Stormwater Management Plan.

Section 5

Notice of Deficiencies. If the City finds that the Stormwater Facilities contain any defects or are not being maintained adequately, the City shall send Owner written notice of the defects or deficiencies and provide Owner with a reasonable time, but not less than sixty (60) days, to cure such defects or deficiencies. Such notice shall be confirmed delivery to the Owner or sent certified mail to the Owner at the address listed on the Salt Lake County Tax Assessor.

Section 6

Owner to Make Repairs. The Owner shall, at its sole cost and expense, make such repairs, changes or modifications to the Stormwater Facilities as may be determined as reasonably necessary by the City within the required cure period to ensure that the Stormwater Facilities are adequately maintained and continue to operate as designed and approved.

Section 7

City's Corrective Action Authority. In the event the Owner fails to adequately maintain the Stormwater Facilities in good working condition acceptable to the City, after due notice of deficiencies as provided in Section 5 and failure to cure, then, upon Owner's failure to cure or correct within thirty days following a second notice delivered to Owner, the City may issue a Citation punishable as a Misdemeanor in addition to any EPA fine. The City may also give written notice that the facility storm drain connection will be disconnected. Any damage resulting from the disconnection is subject to the foregoing cure periods. It is expressly understood and agreed that the City is under no obligation to maintain or repair the Stormwater Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City. The actions described in this Section are in addition to and not in lieu of any and all equitable remedies available to the City as provided by law for Owner's failure to remedy deficiencies or any other failure to perform under the terms and conditions of this Agreement.

Section 8

Reimbursement of Costs. In the event the City, pursuant to this Agreement, incurs any costs, or expends any funds resulting from enforcement or cost for labor, use of equipment, supplies, materials, and the like related to storm drain disconnection from the city system, the Owner shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City. After said thirty (30) days, such amount shall be deemed delinquent and shall be subject to interest at the rate of

ten percent (10%) per annum. Owner shall also be liable for any collection costs, including attorneys' fees and court costs, incurred by the City in collection of delinquent payments.

Section 9

Successor and Assigns. This Agreement shall be recorded in the Salt Lake County Recorder's Office and the covenants and agreements contained herein shall run with the land and whenever the Property shall be held, sold, conveyed or otherwise transferred, it shall be subject to the covenants, stipulations, agreements and provisions of this Agreement which shall apply to, bind and be obligatory upon the Owner hereto, its successors and assigns, and shall bind all present and subsequent owners of the Property described herein.

Section 10

Severability Clause. The provisions of this Agreement shall be severable and if any phrase, clause, sentence or provision is declared unconstitutional, or the applicability thereof to the Owner, its successors and assigns, is held invalid, the remainder of this Covenant shall not be affected thereby.

Section 11

Utah Law and Venue. This Agreement shall be interpreted under the laws of the State of Utah. Any and all suits for any claims or for any and every breach or dispute arising out of this Agreement shall be maintained in the appropriate court of competent jurisdiction in Salt Lake County, Utah.

Section 12

Indemnification. This Agreement imposes no liability of any kind whatsoever on the City, and the Owner agrees to hold the City harmless from any liability in the event the Stormwater Facilities fail to operate properly. The Owner shall indemnify and hold the City harmless for any and all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against the City from failure of Owner to comply with its obligations under this agreement relating to the Stormwater Facilities.

Section 13

Amendments. This Agreement shall not be modified except by written instrument executed by the City and the Owner of the Property at the time of modification, and no modification shall be effective until recorded in the Salt Lake County Recorder's Office.

Section 14

Subordination Requirement. If there is a lien, trust deed or other property interest recorded against the Property, the trustee, lien holder, etc., shall be required to execute a subordination agreement or other acceptable recorded document agreeing to subordinate their interest to the Agreement.

Section 15

Exhibit B. The Long Term Stormwater Management Plan (LTSWMP) must adapt to change in good judgment when site conditions and operations change and when existing programs are ineffective. Exhibit B will not be filed with the agreement at County Recorder but is included by reference and kept on file with the City Recorder. Revision applications must be filed with the City Stormwater Division and amended into the LTSWMP on file with the Woodland Hills City recorder.

STORMWATER FACILITIES MAINTENANCE AGREEMENT

SO AGREED this _____day of _____20_____.

PROPERTY OWNER

By:_____ Title: _____

By:_____ Title: _____

STATE OF UTAH)
:ss.
COUNTY OF SALT LAKE)

The above instrument was acknowledged before me by _____, this _____ day of _____, 20_____.

_____
Notary Public
Residing in: _____
My commission expires: _____

WOODLAND HILLS CITY

By: _____ Date: _____

Attest: _____
City Recorder

STATE OF UTAH)
:ss.
COUNTY OF SALT LAKE)

The above instrument was acknowledged before me by _____, this _____ day of _____, 20_____.

_____
Notary Public
Residing in: _____
My commission expires: _____ ltswmp_____

Attachments:

Exhibit A: Plat and Legal Description
Exhibit B: Long-Term Stormwater Management Plan; Filed with Woodland Hills City Recorder

Appendix E - City Properties Assessment and Priority

Facility Assessment Ranking

1 No contaminants available for discharge
2 Small amount of contaminants available for discharge/good structural controls
3 Significant contaminants available for discharge/good structural controls OR Small amount of contaminantsavailable for discharge/poor structural controls
4 Significant contaminants available for discharge/poor structural controls
5 Large amount of contaminants available for discharge/uncontrolled/past problems/known discharges

Priority Ranking Criteria (High/Low)	Potential to generate storm water pollutants bassed on the following
A	Amount of urban pollutants stored at the site
B	Improperly stored materials
C	Activities that must be performed outside
D	Proximity to water bodies
E	Poor housekeeping practices
F	Discharge of pollutants of concern to impaired waters

High Prioroty Sites include:	Sites ranked #5
	Sites ranked #4 if priorty ranking criteries' B,C,D,E&F applies
	Sites ranked #3 if adjacent to water bodies and priority ranking criteria #F applies

NOTE: Sweepings will be taken to the South Utah Valley Landfill (518 W 3450 N, Spanish Fork, Ut 84660) and Decant Waters from the Vactor Truck will be taken to the Spanish Fork Sewer Plant Drying Beds located at 150 E 2160 N, Spanish Fork, Ut 84660.

NOTE: All public faclities and stormwater controls in the inventory below were constructed prior to MS4 permit coverege.

Woodland Hills owned facilities & Stormwater Controls - Jan 2025 Assesment	Sediment	Nutrients	TDS	Metals	Hydrocarbons	Pesticides	Chlorides	Chlorine	Organic	Bacteria	Trash	Decant material	Negetively Impacting water quality	Priorty
City Office Building & Fire Station 690 S Woodland Hills Dr	1	2	5	4	4	3	4	3	1	1	2	1	NO	HIGH
Storm Water Controls: 4 storm drains that drain to individual sumps. 1 is located on the NW of the building. 1 is located on east side of building in parking area. 2 additional storm drains on the street in front of the building on the north. There is also a small detention pond on the NE corner of the lot lined with rock.														
BMPs to prevent site pollutants from entering the storm water system: See SOPs in the O&M manual located in apendix D for Sweeping, Landscaping, Snow removal, etc.														
Salt Shed 220 S Woodland Hills Dr (Fir Dr)	1	2	5	2	2	1	4	2	1	1	5	2	NO	HIGH
Storm Water Controls: There are no stormwater controls at this facility. There is pavement around the building with no curb and gutter, no storm drains, all stormwater flows runoff the pavement to the north within the property.														
BMPs to prevent site pollutants from entering the storm water system: See SOPs in the O&M manual located in apendix D for Sweeping, Snow removal, etc.														
City Park 1151 S Loafer Dr	1	3	2	1	1	1	2	1	3	1	2	1	NO	NO
Storm Water Controls: This site is 10 acres with half being grass and half being woodlands. There is a rock lined ditch starting on the West side going NW along Loafer. There is another rock lined ditch on the east half going NE along Loafer. There is also a vegetated drainage channel going down the east side of the property in the wooded area.														
BMPs to prevent site pollutants from entering the storm water system: See SOPs in the O&M manual located in apendix D for Sweeping, Landscaping, Snow removal, etc.														
Mailboxes 200 S Woodland Hills Dr	1	1	2	2	2	1	2	1	1	1	2	1	NO	NO
Storm Water Controls: There is a flat curbing surrounding the paved area around the mailboxes. Runoff will go into vegetaged areas to the East and West within the property. There is a rock lined ditch on the NW corner of the paved area that leads the the roadside ditch along Woodland Hills Dr.														
BMPs to prevent site pollutants from entering the storm water system: See SOPs in the O&M manual located in apendix D for Sweeping, Landscaping, Snow removal, etc.														
Water Tanks 955 Skylake Dr	3	1	2	2	2	1	2	3	1	1	1	1	NO	NO
Storm Water Controls: There are no stormwater controls at this facility. The road to the tanks is unpaved. Any runoff just goes into the wooded areas that surround the water tanks.														
BMPs to prevent site pollutants from entering the storm water system: See SOPs in the O&M manual located in apendix D for Sweeping, Landscaping, Snow removal, etc.														
Maple Court Booster Station 602 Maple Court	1	1	1	1	1	1	1	1	1	1	1	1	NO	NO
Storm Water Controls: There are no stormwater controls at this faclity. The property is in its natural wooded state with the exception of 2 small brick structures with paved approaces off of Maple Court.														
BMPs to prevent site pollutants from entering the storm water system: See SOPs in the O&M manual located in apendix D for Sweeping, Landscaping, Snow removal, etc.														

Detention Ponds - All constructed prior to MS4 permit coverage and with little to no engineering. Most are located on private property.

Pond 1 Public Property Willow Reed Rd & Oak Ridge Cir
Description: Detention Pond to hold and infiltrate water. There is an inlet at Oak Dr with a pipe that has an outfall into this pond. This Outfall was inspected in 2024 as part of the dry weather screening. Pond is partially covered in trees and the rest with natural grasses.

Pond 2 Private Property 421 S Maple Dr
Description: Detention Pond to hold and infiltrate water. There are no inlets, outfalls or culverts associated with this pond. Fully covered in trees and undisturbed natural state.

Pond 3 Private Property 525 S Maple Dr
Description: Detention Pond to hold and infiltrate water. There are no inlets, outfalls or culverts associated with this pond. Fully covered in trees and undisturbed natural state. This pond is in line with Maple Canyon Hollow and the road has created the pond.

Pond 4 Private Property 65 E Mountain Vale Wy
Description: Detention Pond to hold and infiltrate water. There are no inlets, outfalls or culverts associated with this pond. Fully covered in trees and undisturbed natural state. This pond is in line with Maple Canyon Hollow and the road has created the pond.

Pond 5 Public Property 690 S Woodland Hills Dr (As reported in the City Office Bldg & Fire Station above)
Description: Detention Pond to hold and infiltrate water. There are no inlets, outfalls or culverts associated with this pond. Pond is lined with rocks and receives water from parking lot.

Pond 6 Private Property 180 W Valley View Way
Description: Detention Pond to hold and infiltrate water. This pond is inline with Oak Hollow and does have a culvert overflow at Valley View Drive to continue drainage down the hollow. This culvert outflow is inspected as part of the dry weather screening of outfalls in Woodland Hills. Pond is vegetated with natural grasses.

Pond 7 Private Property 170 W Valley View Way
Description: Dentention Pond to hold and infiltrate water. This pond is inline with Oak Hollow and does not have any inlets, outfalls or culverts. The road has created this pond.

Pond 8 Private Property East Loafer Basin - 750 S Nebo Cir
Description: Detention Pond to hold and infiltrate water. This pond is inline with Broadhollow and does have an outfall into it from Nebo Cir and it also has an outlet. I have not been able to acces this pond during the winter. The flood control study of 2024 mentions that it is filling up with sediment and needs to be cleaned out.

Pond 9 Private Property West Loafer Basin - 730 S Summit Creek Dr
Description: Detention Pond to hold and infiltrate water. This pond inline with Loafer Canyon Hollow and does have an outfall into it that comes from Summit Creek Dr and it has an adjustable outlet. I have not been able to access this pond during the winter

Inventory of Private Facilities with Post Construction Stormwater Controls - 1/2025

Public Facilities Inventory with stormwater controls are located in Appendix E of the SWMP.

Woodland Hills - Inventory of private facilities post construction stormwater controls	LTSMP	Agreement	Negetively Impacting water quality	Priorty
1. LDS Church 555 W 11200 S St	No	No	No	No
Built: 2019 **Description of property:** This is a church house with a parking lot, landscaped areas, a pavillion, and a dumpster. **Storm Water Controls:** There is not an LTSMP in place and a full assement of all stormwater controls has not happened. However here are several storm drains that drain to sumps. There are no UIC's or ponds. **Property Contact info:** Aaron Lowe transitreg98@gmail.com **Inspection requirments**: No inspections have been completed. It is a goal to meet with propery representative before end of 2025 to inspect property.				
2. LDS Church 220 S Woodland Hills Dr	No	No	No	No
Built: 2007 **Description of property:** This is a church house with a parking lot, landscaped areas, a shed, and a dumpster. **Storm Water Controls:** There is not an LTSMP in place and a full assement of all stormwater controls has not happened. However here are several storm drains that drain to sumps. There are no UIC's or ponds. **Property Contact info:** Aaron Lowe transitreg98@gmail.com **Inspection requirments**: No inspections have been completed. It is a goal to meet with propery representative before end of 2025 to inspect property.				
3. Summit Creek HOA 771 S Nebo Cir	No	No	No	No
Built: 2014 **Description of property:** This is an HOA office and ameneities center. There is a main office/clubhouse with parking stalls, landscaped areas and 2 outdoor pickle ball courts. There is a separate location on Nebo Cir to the south with a pool house and outdoor swimming pool. There is open space area in Nebo Cir that is landscaped. There is another building on Summit Creek Dr that is the Sales Center with a parking lot and landscaped areas. All of Nebo Cir is a private Drive that is maintained by the HOA. Summit Creek Dr is a public street. **Storm Water Controls:** There is not an LTSMP in place and a full assement of all stormwater controls has not happened. However I can say there are rock lined ditches all along Nebo Cir with Culverts at private driveways and under road crossings. There are a couple of storm drains with sumps. **Property Contact info:** Benn Brindley 801-214-4830 benn.brindley@dlmdut.com **Inspection requirments**: No inspections have been completed. It is a goal to meet with propery representative before end of 2025 to inspect property.				