



# Central Kitsap School District

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## **Storm Water Management Program Plan**

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Central Kitsap School District #401

Secondary Permittee, Phase II  
Permit Number: WAR04-5714

3/14/2023

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## **Central Kitsap School District #401 Stormwater Management Program Plan 2023**

### **1.0 INTRODUCTION**

#### **1.1 Overview**

In 2009 Central Kitsap School District (CKSD) was granted coverage under the Western Washington Phase II Municipal Stormwater General Permit (Permit No. WAR04-5714) as a Secondary Permittee. The Permit requires that CKSD develop and implement a stormwater management program designed to reduce the discharge of pollutants in stormwater from district sites to the maximum extent possible. This plan documents CKSD's stormwater management program and will be updated annually for submittal with CKSD's Annual Report to the Department of Ecology by March 31<sup>st</sup> each year as required by the permit.

#### **1.2 Background**

In 1987, Congress changed the Clean Water Act to include stormwater discharges in the National Pollutant Discharge Elimination System (NPDES) permit program. The Environmental Protection Agency (EPA) developed rules to implement the new stormwater requirements in two phases called Phase I and Phase II. Phase I covered larger and medium-sized municipalities and counties. Phase II covers smaller jurisdictions. In 2000, EPA finalized the NPDES Phase II rules regulating "small" Municipal Separate Stormwater Sewer Systems (MS4s). The state, through the Department of Ecology, implements these federal stormwater rules through municipal stormwater permits. Under EPA's rules, special purpose districts that own or operate MS4s must obtain a permit to discharge stormwater to surface waters. In Ecology's municipal stormwater permits, special purpose districts are also called secondary permittees. Public school districts are considered special purpose districts under the regulation.

Campuses located in Kitsap County that have their own stormwater systems and serve more than 1,000 people on an average day are required to be covered under the Western Washington Phase II Municipal Stormwater Permit as a secondary permittee. The CKSD Maintenance department determined that four district locations are required to be covered under the NPDES permit. These locations are Klahowya Secondary School, Olympic High School, the parcel that includes Ridgetop Junior High School and Silver Ridge Elementary School, and the parcel that includes Central Kitsap High School and Central Kitsap Middle School.

#### **1.3 Permit Requirements**

The Phase II Permit requires that all secondary permittees implement a Stormwater Management Program (SWMP) to address five required program elements and submit annual reports to the Washington State Department of Ecology (Ecology). The Phase II Permit requires CKSD to reduce the discharge of pollutants from the permitted sites to the maximum extent practicable, use All Known, Available, and Reasonable methods of prevention, control and Treatment (AKART) to prevent and control pollution of waters of the state of Washington, and protect water quality.

Phase II Permit coverage was granted for the following CKSD properties within unincorporated Kitsap County:

1. Central Kitsap Complex: Central Kitsap Middle School (3850 NW Anderson Hill Road), Central Kitsap High School (10140 Frontier Place NW), Central Kitsap Complex Satellite Gym (10182 Frontier Place NW), and the Central Kitsap Schools Silverdale Center (3650 NW Anderson Hill Road).
2. Klahowya Secondary School (7607 NW Newberry Hill Road)
3. Olympic High School (7077 Stampede Boulevard NW)
4. Ridgetop Junior High School (10600 Hillsboro Drive NW) and Silver Ridge Elementary School (10622 Hillsboro Drive NW)

A Phase II Permit was issued by Ecology on August 1, 2012 and became effective on September 1, 2012. This Permit covered a one-year period that expired on July 31, 2013. The next permit took effect on August 1, 2013 and covered a five-year period through July 31, 2018. In 2018, CKSD reapplied for permit coverage and was granted continuing coverage under this stormwater permit.

This Plan has been organized to correspond to the six required elements outlined in the Phase II Permit Section S6, *Stormwater Management Program for Secondary Permittees*. Each section describes the Permit requirements and CKSD procedures for compliance with the requirements.

The Phase II Permit components are:

- S6.D.1 Public Education and Outreach
- S6.D.2 Public Participation and Involvement
- S6.D.3 Illicit Discharge Detection and Elimination
- S6.D.4 Construction Site Stormwater Runoff Control
- S6.D.5 Post-Construction Stormwater Management for New Development and Redevelopment
- S6.D.6 Pollution Prevention and Good Housekeeping for Municipal Operations

#### **1.4 Public Comments**

Central Kitsap School District encourages public input in the ongoing development and implementation of this document. Comments or concerns regarding this SWMP may be sent to the following address:

Central Kitsap School District  
Attn: Environmental Specialist  
Maintenance Department  
9102 Dickey Road NW  
Silverdale, WA 98383

Or via email to:

[sidneyw@ckschools.org](mailto:sidneyw@ckschools.org)

#### **1.5 Program Activities for the Upcoming Year (2023)**

During calendar year 2023 CKSD plans on continuing the preventive maintenance program for cleaning and inspecting catch basins, inspecting and relabeling as needed all catch basins at the permitted sites, and reviewing and updating as needed the required Operation and Maintenance Plan which includes the required Illicit Discharge Detection and Elimination Plan and the required Spill Response Plan.

## **2.0 PUBLIC EDUCATION AND OUTREACH**

### **2.1 Permit Requirements (S6.D.1)**

Storm drain inlets owned and operated by the Secondary Permittee that are located in maintenance yards, in parking lots, along sidewalks, and at pedestrian access points shall be clearly labeled with a message similar to “Dump no waste – Drains to water body”. Any inlet having a label that is no longer clearly visible and/or easily readable shall be re-labeled within 90 days.

### **2.2 Status of Existing Activities**

CKSD completed labeling of storm drain inlets for its permitted sites in 2011, including the CK Complex, Olympic High School campus, Klahowya Secondary School campus, and the Ridgetop Junior High School and Silver Ridge Elementary School campus. CKSD uses adhesive, full-color stickers provided by Kitsap County Public Works as well as storm drain stenciling templates with a salmon logo that reads “DUMP NO WASTE, DRAINS TO WATERWAY” in parking lot and driveway catch basins. Labels are inspected by the Environmental Specialist and replaced or repainted as needed. Labels will be updated in the Spring and Summer of 2023 to catch basins where the label has fallen off or the stencil has faded. CKSD also hopes to partner more with Kitsap County to provide activities and lessons about our storm systems to students throughout the district.

## **3.0 PUBLIC INVOLVEMENT AND PARTICIPATION**

### **3.1 Permit Requirements (S6.D.2)**

The Phase II permit requires that CKSD make the latest version of the SWMP Plan and the annual report available on the District's website.

### **3.2 Status of Existing Activities**

CKSD encourages public involvement in the development and implementation of the SWMP. CKSD will continue to make the current SWMP Plan, the annual report, and any other submittals required by the Phase II Permit, available to the public. The annual report and the SWMP are posted on the district's website and updated annually.

The next annual report will be for calendar year 2022 and will be posted to the CKSD website by May 31, 2023.

## **4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)**

### **4.1 Permit Requirements (S6.D.3)**

The Phase II Permit requires multiple elements for an effective IDDE program. CKSD is required to:

- a. Comply with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern non-stormwater discharges.
- b. Develop, implement, and enforce a program to detect and eliminate non-stormwater (illicit) discharges into its stormwater systems.

- c. Maintain a storm sewer system map.
- d. Conduct field inspections and visually inspect for illicit discharges at least one third (on average) of all known MS4 outfalls each year.
- e. Develop and implement a spill response plan that includes coordination with a qualified spill responder.
- f. Provide training for relevant staff on proper Best Management Practices (BMPs) for preventing illicit discharges, including spills.

#### **4.2 Illicit Discharge Detection and Elimination Policy**

Central Kitsap School District complies with all ordinances, rules, and regulations of Kitsap County that govern non-storm water discharges.

#### **4.3 Illicit Discharge Detection and Elimination Program**

CKSD has developed an IDDE program that is part of the Stormwater Operation and Maintenance (O&M) Plan. The plan addresses policy enforcement, staff training needs, field assessments, spill response and containment, interface with other agencies, and program evaluation methods. The O&M plan, including the IDDE program will be reviewed and updated as needed in 2023.

#### **4.4 Storm Sewer Map**

Maps of the storm water system for each of the permitted sites assure that illicit discharges and spills can be traced upstream for source detection. Maps also aid in identifying downstream fate of non-stormwater discharges. This information can aid in isolating, diverting, and remediating non-stormwater discharges.

CKSD has maps of its stormwater systems, including an inventory of existing storm system facilities and infrastructure. The locations of known storm drain outfalls are included on the maps as well as areas contributing runoff to each outfall.

#### **4.5 Field Inspections**

Stormwater collection system inspections are performed by the CKSD Grounds department and a storm water system service contractor. CKSD personnel spot check the stormwater systems on an on-going basis. The stormwater system service contractor inspects and cleans (as needed) the system components on annual schedule. On occasion, joint stormwater inspections are conducted with Kitsap County Public Works Department.

If illicit discharges are discovered, they will be documented and a work order will be submitted to Maintenance or Grounds to correct the illicit discharge as soon as possible. Records of field inspections are maintained at the Maintenance and Grounds Department.

#### **4.6 Spill Response Plan**

CKSD has developed a Spill Response Plan that is part of the Stormwater Operation and Maintenance (O&M) Plan.

The plan addresses responding to spills, notification requirements, training, and spill response kits. The O&M Plan, including spill response procedures, will be reviewed during 2023 and updated as needed.

#### **4.7 Training**

CKSD's training program includes staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the stormwater system. Training includes the identification of illicit discharges and connections, and the proper procedures for reporting and responding to illicit discharges and connections.

Stormwater training is provided annually as a refresher on the requirements, to address changes in procedures, techniques or requirements, and to train new staff. CKSD documents and maintains records of the training provided and the staff trained. The district switched to an electronic version of this training in 2018.

### **5.0 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

#### **5.1 Permit Requirements (S6.D.4 and S6.D.5)**

The Phase II Permit requires multiple elements for effective stormwater management for construction projects. CKSD is required to:

- a. Comply with all ordinances, rules, and regulations of Kitsap County Public Works governing construction phase stormwater pollution prevention measures;
- b. Obtain coverage under the General NPDES Permit for stormwater discharges associated with construction activities for all applicable construction projects implemented by CKSD;
- c. Coordinate with Kitsap County Public Works regarding construction projects owned and operated by other entities that have the potential to discharge into CKSD's storm drain system;
- d. Provide training to educate appropriate staff in erosion and sediment control best management practices (BMP) and requirements; and,
- e. Coordinate with Ecology and Kitsap County Public Works to provide access for inspection of construction sites or other land disturbances during the active grading and/or construction period.

#### **5.2 Status of Existing Activities**

CKSD complies with all relevant ordinances, rules and regulations of the local jurisdiction(s) in which CKSD is located that governs construction phase stormwater pollution prevention measures. The Capital Projects Office coordinates, oversees, and monitors construction projects of 1 acre or more that require Construction Stormwater NPDES permits.

When required, the Stormwater NPDES Construction Permit is developed in cooperation with the Capital Projects Office, the construction project contractor(s), Kitsap County Public Works and Washington State Department of Ecology for the duration of the project, and post-construction restoration and transfer of the project back to the Central Kitsap School District. Stormwater Construction Permits are not issued, and the project can't proceed,

unless the stormwater management program meets required (and regulated) specifications.

The project stormwater management practices are inspected by the Capital Projects Office project managers and contractors on a regular basis. The contractor develops monthly Discharge Monitoring Reports (DMR's) that are reviewed by Capital Projects Office personnel and transmitted to Washington State Department of Ecology.

CKSD will continue to obtain coverage under the General NPDES Permit for Stormwater Discharges Associated with Construction activities for all applicable projects under its control. The CKSD Capital Projects Office will continue to oversee and monitor contractor activities for these projects.

## **6.0 POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

### **6.1 Permit Requirements (S6.D.6)**

The Phase II Permit requires CKSD to develop and implement an Operation and Maintenance (O&M) plan to minimize storm water pollution from activities conducted on school campuses. The plan includes appropriate pollution prevention practices, good housekeeping measures, and maintenance procedures for the stormwater collection and conveyance systems; roads, sidewalks and parking lots; external building cleaning and maintenance; fields and open space; material storage areas; transportation and school bus fleet; maintenance areas; and other facilities that would reasonably be expected to discharge contaminated run-off.

### **6.2 Status of Existing Activities**

CKSD has developed a Stormwater Operation and Maintenance Plan that includes sections addressing IDDE, spill response, training, and recordkeeping requirements. The O&M Plan will be reviewed annually and updated as needed.

Numerous CKSD operation and maintenance activities (e.g., ice melt, herbicide and pesticide applications) are evaluated and modified as needed to protect water quality. CKSD has an informal street sweeping program in place for campus roads and parking lots. Catch basin cleaning will be completed as needed based on inspection results. Other storm system maintenance is completed as needed.

CKSD has developed a training program for all employees whose construction, operations, or maintenance job functions may impact stormwater quality. The training program addresses the importance of protecting water quality; the requirements of the Permit; operation and maintenance requirements; inspection procedures; ways to perform their job activities to prevent or minimize impacts to water quality; and procedures for reporting water quality concerns, including potential illicit discharges.

## **7.0 REPORTING REQUIREMENTS**

### **7.1 Permit Requirements (S9)**

CKSD is required to prepare and submit an annual report to Ecology by March 31st of each year. The report must include the most current version of CKSD's SWMP and status of compliance with the various conditions outlined in the Permit. CKSD is required to keep all records related to the Permit and the SWMP for at least five years.



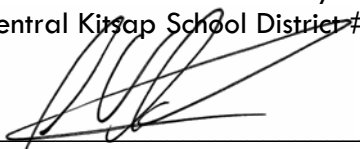
## 7.2 Status of Existing Activities

CKSD has submitted the required report each year as required. The current annual report and the updated SWMP Plan will be posted on the district's website by May 31, 2023.

## 8.0 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 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 willful violations.

Name: Joe Vlach,  
Title: Executive Director of Safety and Operations  
Central Kitsap School District #401

Signature: \_\_\_\_\_

Date: March 24, 2023