

Staff Report

Subject: NPDES Phase II MS4 permit compliance
Author: Charlie George, County Engineer
Department: Engineering
Meeting Date: September 15, 2020
Item Description: Consideration to approve the proposal submitted from EOM associated with perform MS4 related tasks to assure compliance with the County's municipal separate storm sewer system (MS4) permit and submittal of the County's 2020 NPDES annual permit report.

Summary Recommendation: Approval of the proposal submitted by EOM totaling \$21,300.

Executive Summary/Background:

Effingham County was designated as a Municipal Separate Storm Sewer System (MS4) in 2015. This proposal assists the County with completion of tasks associated with public education and outreach, training system inspections, illicit discharge screening and elimination, and other consulting services as needed.

Alternatives for Commission to Consider

1. Approve the proposal submitted for a fee of \$21,300.00
2. Do not approve the proposal as submitted

Recommended Alternative:

Approval of Alternate 1,

Other Alternatives:

Department Review: Engineering

Funding Source: General Fund.

Attachments:

1. EOM Operations proposal dated July 24, 2020.

Staff Report

Subject: NPDES Phase II MS4 permit compliance
Author: Charlie George, County Engineer
Department: Engineering
Meeting Date: September 15, 2020
Item Description: Consideration to approve the proposal submitted from EOM associated with perform MS4 related tasks to assure compliance with the County's municipal separate storm sewer system (MS4) permit and submittal of the County's 2020 NPDES annual permit report.

Summary Recommendation: Approval of the proposal submitted by EOM totaling \$21,300.

Executive Summary/Background:

Effingham County was designated as a Municipal Separate Storm Sewer System (MS4) in 2015. This proposal assists the County with completion of tasks associated with public education and outreach, training system inspections, illicit discharge screening and elimination, and other consulting services as needed.

Alternatives for Commission to Consider

1. Approve the proposal submitted for a fee of \$21,300.00
2. Do not approve the proposal as submitted

Recommended Alternative:

Approval of Alternate 1,

Other Alternatives:

Department Review: Engineering

Funding Source: General Fund.

Attachments:

1. EOM Operations proposal dated July 24, 2020.



EOM Operations
Your solution to a better tomorrow

July 24, 2020

Tim Callanan, County Manager
Effingham County, GA
601 N. Laurel St.
Springfield, GA 31329

Re: Effingham County NPDES Phase II 2020 Municipal Separate Storm Sewer System (MS4) Permit Compliance

Dear Mr. Callanan,

EOM Operations (EOM) appreciates the opportunity to present this proposal for services related to the completion and submittal of the County's 2020 National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) Permit Annual Report.

Attached to this letter you will find the proposed scope for this project as Attachment A. If this proposal is acceptable, please sign below and return it to me at your convenience.

Please do not hesitate to contact me at the number listed below or via email at kachtziger@eommgmt.com should you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Kristen Hudspeth Achtziger'.

Kristen Hudspeth Achtziger
Chief Operating Officer

Approval: _____

Date: _____



Attachment A

PROPOSED SCOPE OF SERVICES

Task 1.0 - Planning Meetings

EOM staff will meet with County staff to discuss project tasks and ensure all are properly planned. During this meeting EOM will provide the County an activity summary which will outline all tasks that will need to be completed prior to the December 31, 2020 deadline. The activity summary is a summary of the best management practices (BMPs) in the County's Stormwater Management Program (SWMP). In addition, a meeting will be scheduled prior to the end of the permit year to discuss the SWMP and ensure that all tasks are complete or scheduled for completion.

Task 2.0 – MCM A, BMP1 – Stormwater Presentations

EOM will prepare and present 3 educational opportunities utilizing lesson plans, books, etc.

Task 3.0 – MCM A, BMP 2 – Education through Media Outlets

EOM will prepare and distribute 4 general awareness informational topics to multiple media outlets.

Task 4.0 – MCM A, BMP 3 – Education through Website

EOM will make recommendations to IT for updates to the website to improve educational content and ease of use.

Task 5.0 – MCM A, BMP 4 – Educational Brochures

EOM will select an existing educational product from the County's archives, US EPA, or GA EPD have it distributed in multiple public locations. Cost of printing will be billed to the County without markup.

Task 6.0 – MCM B, BMP 1 – Rivers Alive Clean-Up

EOM will coordinate, advertise, and oversee a stream clean up event.

Task 7.0 – MCM B, BMP 2 – Community Outreach Clean-up

EOM will coordinate, advertise, and oversee a litter clean up event.

Task 8.0 – MCM B, BMP 3 – Local Stormwater Advisory Committee

EOM will facilitate one annual meeting of a committee of the development community for the purposes of receiving input on the SWMP. During 2020, EOM will assist staff in creating the list of invitees to the panel and soliciting their participation. EOM will prepare the agenda and minutes for the meeting and distribute them to the panel.

Task 9.0 – MCM C, BMP 3 - Illicit Discharge Detection & Elimination (IDDE) Inspections

In accordance with the County's approved SWMP, the County is required to complete Dry Weather Screening on 20% of the total number of outfalls within the County limits that outfall to Waters of the State annually.

Dry weather screening will be performed according to the County's dry weather screening procedures approved by the EPD. The EPD approved dry weather screening checklist will also be filled out for each outfall visited and inspected. The checklists will be delivered in a format that can be easily inserted into the County's NPDES Phase II 2020 Annual Report.





If a dry weather discharge is present, a visual observation of the flows odor, color, turbidity, and floatables will be noted. Also, a sample will be collected and tested per the County's approved IDDE Guidance Manual for temperature, pH level, chlorine, surfactants, and specific conductivity utilizing an in-situ water quality meter. Finally, a sample will be collected and analyzed for surfactants by a laboratory. If the in-situ measurement or visual observations indicated potential sewage, a fecal coliform grab sample will be collected and analyzed by a laboratory.

Task 9.1 – IDDE Source Tracing

Source tracing activities will need to be completed if the dry weather screening data indicates that there is a potential water quality impairment present. The County will be notified immediately if the in-situ parameters or laboratory results indicate that there is a potential illicit discharge prior to beginning any source tracing activities. EOM will not initiate source tracing activities without prior authorization of the County.

Source tracing will involve following the MS4 system "upstream" in an attempt to identify the source of the non-stormwater discharge. Please note that the NPDES Phase II permit requires that the County to source trace 100% of the identified illicit discharges and notify the illicit discharger to cease the activity, if the source tracing clearly documents the source. In the event that the source cannot be definitively identified, the County is only required to document the activities undertaken and the findings. All the source tracing work should be performed according the EPD approved Source Tracing Procedures included in the County's SWMP.

Source tracing is considered out-of-scope. In the event that EOM performs a source tracing work effort, the estimated cost for EOM to conduct the work will be based on a "per source tracing exercise". If the illicit discharge source cannot be clearly identified within a three hour time frame, the work will be documented and provided to the County for approval of further investigation.

Task 10.0 – MCM C, BMP 4 – Illicit Discharge Education

EOM will assure one of the topics in Task 2.0 above is related to IDDE.

Task 11.0 – MCM D, BMP 3 & 4 – Erosion and Sediment Inspections and Enforcement

At the request of the County, EOM can conduct E&S inspections and conduct enforcement, in conjunction with the Code Enforcement department, at an hourly rate upon written authorization from the County.

Task 12.0- MCM F, BMP 2 - MS4 Inspections

In accordance with the County's approved SWMP, the County shall inspect the MS4 system in urbanized areas at the rate of 20% of the total structure inventory annually. EOM will complete a visual inspection and record the data. The inspection records will be summarized in an excel spreadsheet and submitted with the Annual Report.

Task 13.0 – MCM F, BMP 5 – Employee training on facility pollution prevention

EOM will utilize existing training materials and conduct an employee training session for County employees involved in facility management, construction, or operations.

Task 14.0 - 2020 Annual Report Production for Delivery to EPD





After the December 31, 2020 deadline, EOM will contact County staff to collect information on programs implemented during the 2020 reporting period. This documentation will be used to develop the County's Annual Report for submittal to EPD by February 15, 2021. Prior to submittal, an electronic copy of the Annual Report will be provided to the County for review and comment. Once the County finds the report acceptable, EOM will submit the Annual Report to EPD.

Task 14.1 – Address EPD Comments

If EPD has comments on the Annual Report, EOM will address the comments on an hourly basis, in accordance with rate schedule below.

Task 15.0 – Additional MS4 needs

At this time, the County’s MS4 boundary is limited and fully developed. As such, services in MCM E and F have not been needed. Specifically, change in inventory mapping, lack of BMP facilities within the MS4 area, and documentation of BMP and facility inspections has not been required. In the event this becomes needed in the future, EOM can provide these services at an hourly rate upon written authorization from the County.

SCHEDULE

All compliance activities are scheduled to be completed by December 31, 2020. The Annual Report will be completed and ready to submit by February 15, 2021.

FEE ESTIMATE

EOM proposes to perform the scope of work detailed above for the fees outlined below:

Tasks	Cost
Task 1.0 – Planning Meetings	\$0
Task 2.0 – MCM A, BMP1	\$3,150
Task 3.0 – MCM A, BMP 2	\$980
Task 4.0 – MCM A, BMP 3	\$680
Task 5.0 – MCM A, BMP 4	\$1,300
Task 6.0 – MCM B, BMP 1	\$980
Task 7.0 – MCM B, BMP 2	\$2,210
Task 8.0 – MCM B, BMP 3	\$3,600
Task 9.0 – MCM C, BMP 3	\$250
Task 9.1 – Source Tracing	Hourly if Required
Task 10.0 – MCM C, BMP 4	Incl. in Task 6.0
Task 11.0 – MCM D, BMP 3 & 4	Hourly if Required
Task 12.0 – MCM F, BMP 2	\$2,900
Task 13.0 – MCM F, BMP 5	\$550
Task 14.0 – 2019 Annual Report Production	\$4,700
Task 14.1 Address EPD Comments	Hourly if Required
Task 15.0 – Additional MS4 services	Hourly if Required
Total	\$21,300





EOM Operations
Your solution to a better tomorrow

OPERATIONS

ADDITIONAL SERVICES HOURLY RATE SCHEDULE

Position	Rate
Engineering Division Director	\$140.00 / hr.
Professional Engineer	\$110.00 / hr.
Junior Engineer	\$90.00 / hr.
Sr. Project Manager	\$120.00 / hr.
Project Manager	\$100.00 / hr.
Field Technician	\$65.00 / hr.
Administrative Assistance	\$45.00 / hr.



480 Edsel Drive, Ste 100
Richmond Hill, GA 31324



www.eomworx.com



Ph: 912.445.0050
F: 912.756.5882