



# Public Services

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VERN M. REDIFER, P.E., Director

## MEMORANDUM

Date: March 15, 2016

To: All Public Services Managers and Supervisors

From: Vern M. Redifer, P.E., Director 

Re: Internal Coordination Mechanisms

The Eastern Washington Phase II Municipal Stormwater General Permit (Permit) requires internal coordination mechanisms shall be developed, implemented and enforced (paragraph S5.A.5.b). The Permit also requires a written description of internal coordination mechanisms be submitted with the March 31, 2016 Annual Report.

This memorandum serves as that written description and outline.

### Introduction

The coordination between divisions will be led by the Public Services Water Resources Division, to ensure full compliance of the Permit. This is a living document, and should be modified and updated as-needed to best-fit staff changes, process revisions, policy updates, and permit changes.

### Coordination Mechanisms

Several tasks in the NPDES Permit require cross-divisional coordination to achieve Municipal Stormwater Permit compliance. My position has been assigned by Resolution No. 214-2008 as the authorized and designated responsible official for compliance of the Permit, including the coordination between departments and divisions. The Public Services Water Resources Divisions, under my direction, will be the lead division responsible for coordinating compliance with the Permit. The Water Resources Division is also responsible for coordinating the permit requirements within the County.

The Water Resources Division will coordinate with each of you to identify sections of the NPDES that each division is directly responsible. It is your responsibility to assign pertinent staff to fulfill their division's Permit compliance and training obligations, and ensure that their Permit division

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*If this letter pertains to a meeting and you need special accommodations, please call us at 509-574-2300 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the State's toll free relay service 1-800-833-6388 and ask the operator to dial 509-574-2300.*

responsibilities are being implemented accurately and effectively. Identified staff members of each division will work directly with the Water Resources Division to obtain guidance or assistance.

All divisions affected by the Permit will report annual tracking information to the Public Services Water Resources Division within two weeks of the date of the request. This is to ensure that the County is prepared for any audits that Ecology may conduct at any time, inquiry by any interested constituents, or to answer any required questions on the Permit annual report.

The Public Services Water Resources Division may schedule periodic meetings to obtain information required by the Permit, and to disseminate any new Permit information.