

(Project Name)

Operation and Maintenance Plan

Introduction and General Information

The (Insert Organization Name) located at (insert address), has agreed to serve as the project sponsor for the (Project Name) funded through a grant from the Virginia Department of Environmental Quality (DEQ) (insert Grant Agreement #).

The purpose of this project is to improve water quality and provide a demonstration project in the (insert watershed name) watershed that will treat 20.2 acres of urban runoff. The project site is located in the (insert description of project location). The (project name) will be comprised of a series of best management practices (BMPs) that are designed to help control water flow within the existing swale and to help improve local water quality by reducing sediment and filtering pollutants. The individual BMPs will be installed as outlined in the site specific design prepared by the Center for Watershed Protection (CWP). There are eight adjacent landowners involved with this project. The individual BMPs are interrelated and combine to make the (project name). These BMPs work in combination with one another to serve as a functioning water quality improvement project. The retrofit project will consist of the following BMPs: Bio Cell, Wetland Cell, Stone Cobble Stream Section, Crossing/Weir and Rock/Sand Lens.

BMP Design and Construction

The (organization) has worked with the CWP to identify location(s), evaluate project site(s) and design options, parameters, features, methods and materials of construction for the (project name). The (organization) has secured Temporary Construction Easements with each individual landowner to allow site access for the construction of the project. In addition, the (organization) has secured individual Landowner Operation and Maintenance Agreements which document the landowners' responsibility for the regular maintenance of the BMPs on their land within the project area. The project sponsor will also work with (insert local government organization) to secure any necessary permits or variances required for the project. During construction (organization) and its agents or contractors will oversee and construct the (project name) in accordance with approved site specific designs prepared by the CWP. These designs include stormwater calculations approved stormwater management staff.

Normal Operating Procedures

The lifespan of this project is 10 years and will end on June 30, 2025. To maintain normal operating procedures of the BMPs, the landowners will follow the Operation and Maintenance Agreement and the BMP specific operation and maintenance requirements outlined in the Operation and Maintenance Guide. The regular maintenance outlined in the Guide will help ensure that BMPs continue to function as a designed and installed as a system for water quality improvement. The individual BMPs are interrelated and work in combination with other BMPs on adjacent properties by slowing water flow and filtering out sediments and pollutants.

Maintenance Responsibility and Plan

The names and contact information for the individuals responsible for the maintenance are documented in the Landowner Operation and Maintenance Agreements, copies of which will be

provided to DEQ for their records. Each landowner will be responsible for the maintenance of the BMP(s) located on their property. The (organization) maintenance plan includes the Landowner O&M Agreements which outlines the BMP specific maintenance requirements and schedule (attached Operation and Maintenance Guide). Funding will not be available to the landowners for routine maintenance. The (organization) will be responsible for conducting annual BMP spot check inspections to verify that the BMP is being maintained. In the event of a project deficiency, the (organization) will conduct a site evaluation and complete repairs as needed to prevent project failure. In the event of change of ownership of any of the properties during the lifespan of the project, the project sponsor will work with the landowner to complete the Agreement Transferring Responsibility for Best Management Practices.

Inspection and Spot Checks

Upon the completion of the (project name) the (organization) and its agents or contractors will inspect and certify that the project was constructed in accordance with the approved design and associated specifications. The (organization) will conduct annual spot check inspections of the BMPs on the individual properties associated with the project over the 10 year lifespan ending June 30, 2025. On-site inspections will be performed to help ensure that the required regular maintenance of the BMPs installed on the landowner's properties is being performed in accordance with the attached Operation and Maintenance Guide. The annual inspections will also help ensure that the BMPs continue to function as a designed and installed as a system for water quality improvement. Spot check inspection findings will be documented in detail with notes and photos in the project file. The (organization) will notify landowners of annual spot checks via written letter or through consultation with the landowners. Additional site access other than that for annual spot checks shall be secured through consultation with the landowner to determine a mutually agreeable date and time.

Enforcement

If BMP(s) are removed or not properly maintained as outlined in the Operation and Maintenance Guide, the project sponsor will initiate enforcement actions by informing the landowner of the deficiencies and the process for correction of the deficiencies. Notification will be done immediately and a plan for corrective action will be established within 2 weeks from notification. The landowner will be given up to 3 months to address the deficiencies. The site will be re-inspected, if the deficiencies have not been addressed in the established time frame, the landowner will be notified in writing that the project sponsor will hold the landowner responsible for any and all costs incurred to complete the necessary repairs or maintenance deficiencies, as outlined in the Landowner Operation and Maintenance Agreement.

Failures caused by weather or other cause of nature are the responsibility of the project sponsor, however, if available, cost share or grant funding can be requested for a one time repair. In the event of BMP or project failure, the (organization) will be responsible for all or part of the grant funds and will return funding on a straight line pro-rata basis based on the BMP lifespan within 60 days of notification from DEQ of project failure. If funding is not re-paid in the 60 day time period, the matter will be turned over to the Virginia Office of the Attorney General to reclaim the funding.