

The City of Gonzales  
Storm Water Management Program  
Annual Report  
2014

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## Introduction

The City of Gonzales developed a Storm Water Management Program (SWMP) in 2007. The original plan was prepared by GSA Consulting Engineers on behalf of the City. The City staff has grown and evolved over the past 5 years and internal resources now manage and update the program. The City has revised the program in 2014 with a permit renewal, and continues to maintain and edit the current SWMP as conditions evolve and improve. The SWMP will be administered by the City Engineer.

The City of Gonzales is a small community consisting of 10,086 people. Located on Interstate Highway 10 approximately 25 miles south of Baton Rouge and approximately 55 miles north of New Orleans, Gonzales' corporate limits encompass an area of approximately 5,800 acres or 9 square miles.

The City of Gonzales continues to experience commercial growth along the I-10 and LA 30 interchange, the LA 30 corridor, the LA 44 corridor, and the US 61 corridor.

The topography of the city is generally flat and is traversed by three railroads, Interstate 10, US 61, and numerous state roadways. Four waterways cross the city. A very small section of Bayou Boyle/Bayou Conway crosses the southern tip of the city, and Bayous Narcisse, Francois, and New River meander across the larger section of the city.

The City's storm water collection system is a combination of open drainage channels and subsurface drainage structures which convey storm water runoff into the four waterways mentioned above. These waterways generally flow from northwest to southeast. Waters entering the city limits originate in the unincorporated areas of Ascension Parish. After flowing through the city limits, these waterways enter back into Ascension Parish.

Stream sampling was accomplished on the three major waterways within the City limits during 2011. Sample points were located at the upstream and downstream city limits to acquire baseline data for pollutants within the City of Gonzales. The sample results did not show any pollutants outside of acceptable limits.

## Program Element 1: Public Education and Outreach

The City Engineer and Public Information Officer is responsible for this element of the program. The strategy for public education contains four parts:

1. Public education should inform as many people in the City of the program. The City intends to spread the message of storm water pollution prevention to as many people as possible
2. Educating contractors about the required federal, state, and city stormwater pollution prevention regulations.
3. Our program desires to send the message in any and all methods available (such as internet, utility bills, public signage, etc). Attempting to send the same message in different formats will have a better chance of successfully reaching a greater percentage of the audience.
4. The educational elements should be easy to understand and clearly get the message of pollution prevention to the audience.

Since the city does not allow heavy industrial businesses within its corporate limits, the messages are geared toward residential and commercial land uses. Identified methods and means of disseminating educational information to the public include, but are not limited to, the following.

1. The City Website storm water information tab
2. The local newspapers, *Gonzales Weekly Citizen* and *The Creole Online Paper*
3. The “notes” section of the utility bill
4. Public signage at prominent locations
5. Utility bill inserts and/or surveys mailed with monthly invoices
6. Public handouts/stickers hand distributed during city/public event

Large scale public events and functions are used as prime opportunities to educate families and youth with stickers and handouts. Several events have been identified as instances where a great number of people can be educated:

1. Mayor’s Music in the Park (4 Sunday afternoons in spring)
2. Jambalaya Festival (Memorial Day weekend)
3. Earth Day in Jambalaya Park
4. Gonzales Annual Christmas Lighting

These events are very popular and reach a lot of people. In addition, these events are highly publicized; therefore, a large number of people attended.

The goal of public education is to increase awareness of environmental protection and identify an increase in public participation with city services that aid in environmental protection, such as curbside recycling, used oil/grease collection, and vegetative debris collection. An increase in the use of city services can easily be measured by increase in the volume of material collected/recycled. Additionally, it is the City’s goal to:

1. Attend at least one of the public events each year and hand out at least 200 copies of an educational material at that event.
2. Use the utility bill “notes” section or insert a mailer at least once per year (annually) to reach all billed customers. However, the City completed 3 utility bill inserts in lieu of the bill “note” because verbal resident survey feedback indicated the note section does not “stand out” and express messages in a clear, strong manner like the insert papers.
3. Measure the volume of oil/grease recycled at the public drop off facility to measure public participation.

All of the educational methods described above:

**Table 1**  
**2014 Educational Documents Distributed**

Target Audience	Type of Material Provided	Number Distributed/ Installed	Frequency	Total
<b>All residents/ business owners</b>	Utility Bill Inserts (topics described below)	4,714	3x Annually	9,428
<b>Children</b>	Sticker Packer	587	1 Public Event	587

One bill insert focused on proper use of residential fertilizers (February bills). One insert was an advertisement for the Parish Household Hazardous Materials Collection Day (April bills) held May 10, 2014 at Lamar Dixon. One insert discussed pet waste management (August bills). The City even received a “thank you” letter from a resident in response to our Pet Waste Mailer! Response is included in the Appendix. Examples are included in the Appendix.

Stickers were handed out to 587 children at the annual Christmas Tree Ceremony on December 3, 2014.

## Program Element 2: Public Involvement and Outreach

The City Engineer is responsible for the public involvement and outreach portion of the storm water management program. The City feels that public involvement is a direct result of public education. In order to have more people involved in activities related to maintaining clean water, the City has attempted to educate its residents and business owners in the following areas which they can assist:

1. Construction Site SWPPP activities
2. Curbside Recycling
3. Proper disposal of used motor oil and cooking oil at the city maintenance shop
4. Proper disposal of vegetative debris
5. Proper disposal of any and all types of trash
6. Proper disposal of pet waste
7. Reporting Illicit Discharge / Illegal Dumping

8. Proper use and disposal of fertilizers and pesticides
9. Proper disposal of paint
10. Spill cleanup
11. Proper storage of materials
12. Car washing facts
13. Proper disposal of grass clippings and leaves

The public involvement can be measured by showing an increase in the volume of vegetative debris collected, tons of oil/grease recycled, volume of curbside materials recycled, and number of citizen requested for clean-up of trash and vegetative debris as well as a decrease in environmental violations.

The goal for public participation is to see some increase in the volume of material recycled in the categories above; therefore, increased use signifies increased public involvement. Although many city residents participate in the Ascension Parish Hazardous Household Waste Collection Day, the City is not able to determine which volume of material collected actually comes from City residents. Therefore, the City does not include these volumes herein.

**Table 2**

**Residential Involvement Measurements**

<b>Volume of Material in Curb Side Recycling</b>	172 tons
<b>Number of Roadside Debris/Trash Work Orders</b>	1,002 pick-up requests from citizens (291 more in 2014 than in 2013)
<b>Number of Large Debris Pick Ups</b>	42 requests from citizens

## Program Element 3: Illicit Discharge and Elimination

The streets and drainage supervisor is responsible for this portion of the program. The City adopted an ordinance to govern illicit discharges and enforce penalties for this activity. The goals for this element include:

1. Continue identifying any discharges through increased employee inspection and citizen awareness/cooperation with call ins.
2. Continue inspecting the discharges and notifying any nearby residence or business of the discharge with a door hanger.
3. Continue maintenance of illicit discharge database.
4. Continue checking for any repetitive discharge location, so a citation can be issued after a second offense.
5. Maintain strict enforcement.

The following activities are EXEMPT activities and do not constitute an illicit discharge (*NOTE: These activities are defined in the 2013 Master General Permit No. LAR040000*):

1. Flow from fire fighting activities and fire hydrant/water line flushing
2. Uncontaminated air conditioner or compressor condensate
3. Residual street or pavement wash water where no detergents were used
4. Routine external building washing
5. Drainage from landscape watering
6. Rising ground waters
7. Uncontaminated ground water infiltration
8. Uncontaminated pumped ground water
9. Foundation drains
10. Irrigation water
11. Uncontaminated spring water
12. Water from crawl space pumps
13. Footing drains
14. Water from individual residential car washing
15. Flows from riparian habitats and wetlands
16. Dechlorinated swimming pool discharges
17. Other similar occasional incidental discharges (e.g. non-commercial or charity car washes) where such discharges will not cause a problem either due to the nature of the discharge or controls placed on the discharge.

Eight city employees are certified to identify and enforce illicit discharges. The City has citizen complaint forms on the website and at city hall for residents to report illicit discharges. In addition, city field employees are provided annual training during the monthly staff meetings. All city field personnel were trained on November 21, 2014 on identifying illicit discharges. IDDE a grate concern© educational video was presented. Thirty-five City employees were present for the training. In addition, the eight stormwater certified employees took exams to ensure continuing education in this area. Lastly, the Fire Chief (Tracey Normand) and his Assistant Chief provided hazardous material

identification and handling since they are trained professionals in this area. Sign-in sheets, training invoice, and employee tests are included in the Appendix.

The field personnel are trained to issue a door hanger on any residence or business near an identified illicit discharge. The city storm water inspector or equivalent personnel are then sent a notice to complete a full inspection of the discharge. All hangers issued and inspections completed are logged into a database. If an address receives a second notice, then a citation is issued. Based on the database created in 2011, the City's goal is to identify areas of high concentration for illicit discharges. These areas will be targeted for additional inspection and enforcement. In 2014, there were no "repeat" offenders identified.

All storm drains into the three major streams were mapped in 2007. Efforts to update the discharge map and generate a GIS system showing the entire drainage system began in 2011. The City GIS system became active in October of 2012. The storm drain mapping was 100% complete first draft by December 2012. In 2013 a local consulting firm, GSA Engineers, was hired to check the completed drainage outfall maps with actual field inspection. The inspection was completed and all data was inserted into the GIS system. All new drainage outfall have been added to the GIS system to maintain its accuracy.

The City of Gonzales Fire Department, who helped with this year's employee training, is on hand to respond to any illicit discharge. The fire department staff are properly trained and equipped to handle any spill or call the forces required to handle the situation. The creation of a city GIS system linked to the fire department mobile computers to city infrastructure maps. The GIS storm drain layer allows fire department personnel to identify the path of contaminants found and any potential drainage paths that need to be secured.

The goal is remain aggressive with notifications and citations to violators. Upon numerous subsequent inspections, a location is inspected regularly to look for any possible future violations. Tracking the number of discharge notices issues and repeat violators will help measure the effectiveness of this program element.

Should a spill become larger than city forces can manage, all personnel are educated on the procedure for calling in hazardous material assistance and contract services for immediate clean up. For any situations in the past, USA Environmental was able to mobilize and began cleanup activities very quickly. Any noncompliance discharge which may endanger human health or the environment shall be report to DPS 24-hour Louisiana Emergency Hazardous Materials Hotline by telephone at (225) 925-6595 immediately. Within 7 days of the release, a Written Notification Report shall either be faxed to (225) 219-4044 or mailed to the Louisiana Department of Environmental Quality, ATTN: Inspections Division SPOC, Unauthorized Discharge Notification Report, PO Box 4312, Baton Rouge, LA 70821-4312. The report shall include filing party information, date/time/duration of discharge, state official contacted for initial notification, details of the events, common or scientific chemical name/pollutant, off-site impacts/results, remedial actions taken, procedures to prevent recurrence of the incident, name of responsible party, names of all parties notified, extent of any injuries, estimated quantity and disposition of any recovered materials.

If an unauthorized discharge is discovered, but does not cause an emergency condition, the Office of Environmental Compliance, Surveillance Division shall be notified within 24 hours of discovering the discharge. Notification may be by one of the following: (1) Online Incident Reporting at [www.deq.louisiana.gov/portal/tabid/279/Default.aspx](http://www.deq.louisiana.gov/portal/tabid/279/Default.aspx) ; (2) direct email addressed to [spillcomplaint@deq.state.la.us](mailto:spillcomplaint@deq.state.la.us) . Within 7 days of the incident, a written report shall be filed as described in the paragraph above.

With respect to city owned facilities, the city wastewater treatment facility has a spill prevention plan which has been explained to all personnel. The city sewer system has undergone a 13 year rehabilitation project which is now 100% complete. This project was designed to correct sanitary sewer overflows that occurred repeatedly. Since the city does not allow septic tanks, maintenance of the city sewer system helps prevent and completely eliminate illicit discharge from the system into the waterway.

The City completed a comprehensive sanitary sewer investigation and model for the entire city wastewater system in 2014. The goal of this project was to identify any areas of infiltration which indicate a leak in the sewer mains. Ninety days of flow metering and monitoring along with rain gauge data was collected in 2013. This data was used in the overall sewer model to prioritize the sewer repair work needed. The City then advertised for bids a \$1.2 million sewer rehab project to repair and slip line all sewer lines that the model indicated have greater than 12% infiltration. The City received a DEQ loan to help fund these infiltration repairs. The project was bid and awarded to Gulf Coast Underground. The pre-construction meeting will take place on March 12, 2015.

It is the City's goal to complete the full rehab project in 2015 and continue ongoing, long term rehab to repair any leaks identified in the future.

## Program Element 4: Construction Site Runoff

The streets and drainage supervisor is responsible for this portion of the program, and the supervisor is assisted by four properly trained inspectors who are utilized as needed. One inspector is assigned to storm water inspection full time. The City adopted an ordinance to regulate storm water pollution prevention during construction activities and provide enforcement tools for anyone not in compliance. The goals for this program element include:

1. Provide continuing education for a minimum of 6 employees in construction site runoff inspection and maintain continuing education for this action.
2. Ensure the permit office personnel maintain the SWPPP permit process.
3. Require all eligible sites to submit copies of all required documents in the LPDES as a part of the city permit process
4. Maintain inspection activities to a minimum of every 14 days for all active construction sites.
5. Maintain the existing permit software, INCODE, to include SWPPP inspection reports.

In order to make sure the City is working toward achieving these goals, the following actions were accomplished:

1. Eight city employees are stormwater certified and receive annual continuing education.
2. Two training classes were offered to all administrative employees of the City. One was held on April 6, 2011 and another was held on April 7, 2011. This class ensured that all employees are knowledgeable on the LPDES requirements and City employees make sure that all construction permits are not issued until the SWPPP (and NOI if applicable) are on file here at City Hall. Three new employees were given training during their 90 day probation period here at City Hall.
3. Construction permits are not issued until the SWPPP (and NOI if applicable) is on file.
4. Construction sites must apply for a City of Gonzales SWPPP permit which requires installation of all BMPs. The BMPs are inspected by the City prior to issuance of a construction permit. **In 2014, a total of 9 SWPPP permits were issued, and a total of 23 commercial construction permits were issued.** The 13 sites that were not issued SWPPP permits were less than one acre sites, roadway rehab, or remodeling projects (internal build-out work only).
5. Final occupancy permits are not issued until the construction sites are stabilized and the NOT request is mailed to DEQ or Completion Certificate are on file in City Hall.
6. The City inspection software generates a work order assigned to the streets and drainage supervisor for every active construction site every 14 days from the start of the permit. The inspector is required to complete this inspection and the inspection results in the software. This will enable the City to generate a summary of all SWPPP inspections at any point.

Training staff from the administration to the field personnel helped the City handle SWPPP inspection and enforcement during construction. The City of Gonzales has a system in place to ensure contractors install BMPs and maintain them throughout construction. The City has signed a contract with South Central Planning and Development for implementation of My Permits Now software to better track permits and inspections. The entire SWPPP permit process will be moved to this new software in 2015.

The City of Gonzales' goal is to have contractors understand the SWPPP conditions and cooperate with city inspectors to reduce pollutant runoff from construction sites. The city started active inspection in 2011 and has made it a goal to inspect all permitted construction sites regularly to ensure SWPPP requirements are being observed. The long term goal is to reduce the number of violations by teaching contractors to install BMPs prior to construction.

The City feels the current SWPPP permit system is operating well and has prevented contractors from working on a site prior to BMP installation. The program is also forcing immediate action from those contractors notified of a SWPPP violation.

For example a large subdivision development, Helen's Way, was issued a first warning citation in January 2014, and remediation was completed immediately because NO inspections are completed in the building inspection department while outstanding SWPPP violations are in place. Documentation of warnings and correspondence are included in the appendix.

## Program Element 5: Post Construction Site Runoff

The streets and drainage supervisor is responsible for this program element. The ordinance which governs this activity was adopted in 2010. The four certified inspectors which provide construction site runoff inspections also complete post construction site inspections.

The City of Gonzales requires that all construction sites operating under a LPDES permit mail a copy of the DEQ NOT request or Completion Certificate before receiving an occupancy permit. Therefore, full site stabilization is in place before the building contractor can be released from the project by the City of Gonzales inspectors.

Every construction site is tracked in the INCODE permitting software; therefore, sites will not be able to “slip through the cracks” with respect to post construction site runoff protection. Should a site operate a commercial activity that could be higher risk for releasing a pollutant, these are all documented. The new permit software, My Permits Now, being implemented will also track SWPPP permits as we have in the past. The City feels the new software will be even better at project tracking and inspection tracking.

Through the Safe Drinking Water Committee activities that started in 2013, the City has identified areas of interest. Existing land uses of concern have been visually inspected for required modifications. As a remodel permit is pulled, the City enforces current codes in the construction remodel permit where old deficiencies may have existed.

For example, old dumpster pads must be modified to have area containment and a drain to the sanitary sewer system. Dumpsters must also have lids to ensure protection from rainwater. These such items are enforced during remodel projects.

## Program Element 6: Municipal Pollution Prevention / Good Housekeeping

The entire staff has an obligation to ensure good housekeeping practices are implemented and followed.

Education and training of city employees is a high priority. All administrative employees were required to attend training regarding the storm water management program. The handout used to train office personnel is still provided to all new office employees during their 90 day probationary period. Field supervisors had a special training session on April 6, 2011, and field employees attended a training presentation on October 28, 2011. All city field personnel received annual training on November 21, 2014 regarding good hosekeeping practices. RainCheck© educational videos, testing materials, and sign in documents were purchased. Thirty-five City employees were present for the training. In addition, the eight stormwater certified employees took exams to ensure continuing education in the illicit detection and elimination area. In order to aid all maintenance activities and efficiently manage city owned facilities, the City maintains a GIS system. One of the main data files accurately maps all storm drain and sewer facilities. This tool aids decision making capability for activities from everyday maintenance and asset management to spill prevention and containment of hazardous materials. The system is 100% complete and up to date.

In general, the routine maintenance practices of each city department helps prevent storm water pollution as shown in the following sections.

The drainage department:

1. Inspects pipes, catch basins and drainage channels after rain events to look for obstructions. Any obstructions are immediately cleaned to ensure positive drainage.
2. Installs erosion control concrete lining along approximately 0.5 miles of ditch each year. In 2014 the ditch lining project completed 2,400 linear feet of open drainage channel. The City spent \$305,000 on this project.
3. Cuts grass on a regular schedule to ensure vegetation does not impede the waterways.
4. Cleans out drainage pipes and catch basins as needed using a blower.

**Table 3**

Miles of Ditches Cut	Volume of Material Cleaned from Culverts & Ditches
Roadside = 6.3 miles, Off-road = 5.1 miles	4,478 cubic yards (327 loads)

The street maintenance crew:

1. Sweeps streets on a regular basis including three days per week from 5 o'clock to 10 o'clock at night and on Saturdays. The debris is removed by means of a wet sweeper and disposed into a permitted landfill.

2. Picks up vegetative debris from the roadside. Chips the large woody debris and properly disposes to a certified vegetative debris site.
3. Picks up any trash and debris dumped along a public street or drainage right-of-way.

**Table 4**

<b>Volume of Material Removed in Sweeping</b>	<b>Number of Roadside Debris/Trash Work Orders</b>
<b>38 cubic yards</b>	<b>1,048 pick-up requests from citizens</b>

The building Maintenance department:

1. Empties trash cans in all public parks and facilities daily.
2. Prohibits pets from entering public parks and facilities.
3. Maintains at least two certified pesticide/fertilizer applicators at all times. Continuing education is required for the three applicators at least every three years.
4. Maintains all chemicals in a secure room at the maintenance department building. All chemicals are always properly labeled and applied.
5. Never applies fertilizer or chemicals just before a predicted rain event.

The wastewater department:

1. Inspects all grease traps within the city limits at least quarterly. There are 85 total grease traps operational within the City Limits (as of December 2013). The following table shows the inspection results for 2014.

**Table 5**

<b>Total Grease traps in operation Dec. 2014</b>	<b>Total Grease trap inspections completed 2014</b>	<b>Number of grease traps rejected from inspection</b>	<b>Number of grease traps re-inspected</b>	<b>Percent of Grease traps cleaned/repared</b>
<b>85</b>	<b>340</b>	<b>16</b>	<b>16</b>	<b>100%</b>

2. Inspects all 44 sewer lift stations daily.
3. Completes smoke testing of any gravity system which feeds a lift station that appears to have excess flow during a rain event. In 2014, the entire city was studied during 6 significant rain events to determine areas of concern in the sewer system. See section 3 for details on this project.
4. Cleans and removes debris/grease from lift stations. A total of 8.45 tons was removed in 2014. Disposal tickets are included in Appendix.
5. Annually contracts out between \$250,000 and \$400,000 in gravity sewer repairs to ensure infiltration is minimized. In 2014, \$500,000 was spent on sewer line point repairs and lining to repair leaks.

6. Completed a 13 year sewer rehabilitation program in 2011 which was designed to eliminate the repetitive sanitary sewer overflows and initiated a new long term rehab project.
7. In 2014, the City of Gonzales closed on a LA DEQ loan in the amount of \$15 million in sewer funds. The proposed project contains 3 parts, but the first phase will design needed repairs to leaks within the system. Construction set to begin in April 2015.
8. Continually trains all employees in the division on the procedure for spill cleanup and sanitary sewer overflow procedures. Securing or containing the spill and maintaining public safety is high priority.

The fleet maintenance employees:

1. Stores all used oil properly. Used oil is hauled to final disposal by US Filter Company.
2. Gonzales residents bring used oil to the maintenance disposal site.
3. Checks all vehicles and equipment on a regular basis. Oil changes and inspection occur at least every 3,000 miles per vehicle.
4. Maintains a database of every city vehicle or piece of equipment to ensure that all are inspected regularly.
5. In 2013, new oil filter disposal containers were installed and are also collected by US Filter Company. These used filters were properly disposed of with the used oil collection process.

In conclusion, the City of Gonzales completes many activities which help protect the three major waterways in our municipal limits. Employees are trained to continually inspect facilities, handle spills properly, and clean up to prevent pollution from entering the storm water runoff. In addition to these activities, the City plans to continually improve their SWPPP by networking with other communities and continuing education.

## 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.

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Mayor Barney Arceneaux

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Date