

**PUBLIC WORKS COMMISSION  
ACTION MINUTES  
September 28, 2016**

**A. CALL TO ORDER**

The regular meeting of the Public Works Commission was called to order by Chair Charlene Shibuya at approximately 9:58 a.m., Wednesday, September 28, 2016, Planning Conference Room, First Floor, Kalana Pakui Building, 250 South High Street, Wailuku, Maui.

A quorum of the Commission was present. (See Record of Attendance.)

**B. ACCEPTANCE OF THE AUGUST 24, 2016 MINUTES**

Moved by Patrice Matsumoto, Seconded by Cynthia Catugal to accept the August 24, 2016 Meeting minutes. Unanimous approval.

**C. PUBLIC TESTIMONY**

Jay Penniman from the Maui Nui Seabird Recovery project hoped to testify regarding the importance of proper street lighting, however Chair Charlene Shibuya informed him that due to the Sunshine Law, Public Testimony must pertain to an agenda item. David Goode advised Mr. Penniman that his letter was received by the Department of Public Works, but first needed to be discussed with the Commission Chair before it could be added to the agenda.

**D. NEW BUSINESS**

**1. Report on MS4 (Small Municipal Separate Storm Sewer System)** – Report by David Goode regarding the status of MS4. Mr. Goode gave an overview of MS4, including “Six Control Measures to Improve Storm Water Quality. (See Exhibit A. – Annual Report 2015.)

**E. OLD BUSINESS**

**1. Draft Bill for an Ordinance Amending Section 10.56A.010 Maui County Code – Related to Loading Zones, North Market Street, Wailuku District.**

Kurt Watanabe advised the Commission that the Maui Redevelopment Agency (MRA) voted to approve the recommendation to amend *Section 10.56A.010 Maui County Code – Related to Loading Zones, North Market Street*, at their last meeting on August 26, 2016. Officer David Wikoli, of the Maui Police Department, briefly spoke about his observations and experiences with the loading zones on North Market Street. Moved by Darren Okimoto, and Seconded by Steven Arce to accept the recommendation. Unanimous approval.

**F. NEXT REGULAR MEETING DATE: Wednesday, October 26, 2016**

**G. ADJOURNMENT**

The meeting was adjourned at 10:39 a.m.

Submitted by,

Chelsea Yoshimoto  
Secretary to the Public Works Commission

**RECORD OF ATTENDANCE**

**Present**

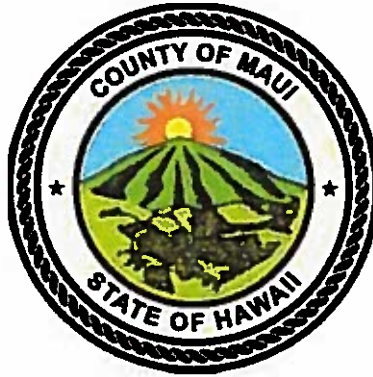
Steven Arce  
Cynthia Catugal  
Patrice Matsumoto  
Darren Okimoto  
Derek Ono  
Uvette Sakamoto  
Charlene Shibuya  
Flordeline Vila

**Excused**

Harry Hecht  
Carlson Kukona III

**Others**

David Goode, Director, Department of Public Works  
Michael Hopper, Deputy Corporation Counsel, Department of the Corporation Counsel  
David Wikoli, Police Officer, Maui Police Department  
Kurt Watanabe, Engineer, Department of Public Works



**Annual Report – 2015**

**File No. HI 14KE360**

**State of Hawai'i General Permit  
for Discharge of Storm Water from a Small MS4**

**Kahului-Pā'ia Urbanized Area, Maui**



**Prepared for  
Hawai'i State Department of Health Clean Water Branch  
Environmental Management Division**

**Prepared by  
County of Maui Department of Public Works**

**January 22, 2016**

meet the requirements of Appendices A and K of HAR Chapter 11-55.

### 1.3 Hawai'i General Permit Requirements

This SWMP Plan is intended as a guide for the County's protection of storm water quality through the reduction of pollutant discharge while balancing the different uses and demands of the community. The State's General Permit requires the SWMP to include the six control measures identified below with implementation dates and rationales for each measure:

**(1) Public Education and Outreach**

Develop and implement a public education program to distribute educational materials to users of the permittee's small municipal separate storm sewer system or equivalent outreach activities.

**(2) Public Involvement/Participation**

Include users of the permittee's small municipal separate storm sewer system in developing, implementing, and reviewing the storm water management plan.

**(3) Illicit Discharge Detection and Elimination**

Develop, implement, and enforce a program to detect and eliminate illicit discharges.

**(4) Construction Site Runoff Control**

Develop, implement, and enforce a program to reduce pollutants in storm water runoff entering the permittee's small municipal separate storm sewer system from construction activities disturbing one acre or more, including construction activities less than one acre that are part of a larger common plan of development or sale that would disturb one acre or more.

**(5) Post-Construction Storm Water Management in New Development and Redevelopment**

Develop, implement, and enforce a program to reduce pollutants in storm water runoff entering the permittee's small municipal separate storm sewer system from new development and redevelopment projects that disturb greater than or equal to one acre, including construction sites less than one acre that are part of a larger common plan of development or sale that would disturb one acre or more.

**(6) Pollution Prevention/Good Housekeeping**

Develop, implement, and enforce an operation and maintenance program to prevent and reduce storm water pollution from activities, including but not limited to, park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.

### 1.4 Measurement of Program Effectiveness

For each of the above six control measures, the permittee must also develop measurable goals to gauge permit compliance and program effectiveness. Measurable goals are to be selected using an integrated approach that fully addresses the requirements and intent of the control measure.

According to the EPA<sup>1</sup>, "maximum extent practicable is a standard that establishes the level of pollutant reductions that MS4 operators must achieve through implementation of a storm water management program." The EPA allows that the strategies appropriate for each regulated MS4 will depend on unique local hydrologic, geologic, and water quality concerns. They recommend that permittees determine appropriate BMPs to satisfy each of the control measures through an evaluative process. BMPs should be adjusted to adapt to conditions and BMP effectiveness. Ultimately, successive iterations of the mix of BMPs and

<sup>1</sup> EPA Measurable Goals Guidance for Phase II Small MS4s

**Table 1-1. Proposed Schedule and Goals – Program Management**

Item No.	Proposed Activity or BMP	Proposed Development and Implementation Schedule (from date of NGPC)			Quantifiable Target
		Year <del>2014/15</del>	Year <del>2016</del>	Year <del>2017</del>	
1-1	Develop an organization chart identifying department roles and responsibilities for SWMP activities and BMPs.	Evaluate program requirements and develop organization <u>to support program implementation, and an organizational</u> chart that assigns responsibilities to departments.	In conjunction with the annual report, assess whether organizational changes are required to aid in program effectiveness.	In conjunction with the annual report, assess whether organizational changes are required to aid in program effectiveness.	<ul style="list-style-type: none"> <li>• Develop an organization chart within the first year of the program</li> </ul>
1-2	Develop and execute a MOA that assigns County Department responsibilities for SWMP implementation.	Finalize and execute the MOA.	Evaluate whether the MOA needs to be updated based on changes to County Department structure or role.	Evaluate whether the MOA needs to be updated based on changes to County Department structure or role.	<ul style="list-style-type: none"> <li>• Develop and execute the MOA within the first year of the program.</li> </ul>
1-3	Evaluate potential coordination with other permittees, and execute MOAs with other permittees as appropriate	Evaluate program coordination opportunities with other permittees; finalize and sign MOAs as appropriate.	Evaluate whether the MOAs need to be updated based on changes to relationship between County and other permittees.	Evaluate whether the MOAs need to be updated based on changes to relationship between County and other permittees.	<ul style="list-style-type: none"> <li>• Assess and develop the MOAs within the first year of the program.</li> </ul>

Table 2-1. Proposed Schedule and Goals – Public Education and Outreach

Item No.	Proposed Activity or BMP	Proposed Development and Implementation Schedule (from date of NGPC)			Quantifiable Target
		<del>Year 12014/15</del>	<del>Year 22016</del>	<del>Year 32017</del>	
2-1	Add a “storm water” page to the County website.	Gather information and plan the page content.	Have the page go “live” on the County website.	Monitor the website for “hits”; update the website with new information.	<ul style="list-style-type: none"> <li>• Add a “storm water” page to the County website within 2 years</li> <li>• Once the site is active, increase the number of site views by 10% per year.</li> </ul>
2-2	Include information on the County’s SWMP in “The High Street Journal”.	Prepare an article describing the SWMP and upcoming related activities.	Provide updates on the SWMP and related activities.	Provide updates on the SWMP and related activities.	<ul style="list-style-type: none"> <li>• Include two articles per year, related to the SWMP, in the High Street Journal.</li> </ul>
2-3	Prepare a fact sheet on how the general public can reduce pollution in storm water runoff.	Prepare the fact sheet; distribute via County website, bill mailings, and County office newsstands.	Identify other avenues, such as schools, civic groups, and environmental groups, for distribution of the fact sheet.	Continue to distribute the fact sheet to a wider audience.	<ul style="list-style-type: none"> <li>• Provide an annual fact sheet focusing on the storm water issues to County bill payers.</li> <li>• By program years 2 and 3, conduct at least 4 public presentations per year to schools, civic groups, etc.</li> </ul>
2-4	Conduct a targeted education and outreach campaign for commercial/ industrial users.	Identify commercial/ industrial groups for targeted education and outreach campaign.	Conduct education and outreach efforts for commercial/ industrial user groups.	Conduct education and outreach efforts for commercial/ industrial user groups.	<ul style="list-style-type: none"> <li>• By program years 2 and 3, conduct at least one educational/ outreach session per year for commercial/ industrial user groups.</li> </ul>
2-5	Conduct a targeted education and outreach campaign for construction industry.	Identify construction industry groups for targeted education and outreach.	Conduct education and outreach efforts for construction industry groups.	Conduct education and outreach efforts for construction industry groups.	<ul style="list-style-type: none"> <li>• By program years 2 and 3, conduct at least one educational/ outreach sessions per year for construction industry groups.</li> </ul>

**Table 3-1. Proposed Schedule and Goals – Public Involvement/Participation**

Item No.	Proposed Activity or BMP	Proposed Development and Implementation Schedule (from date of NGPC)			Quantifiable Target
		<del>Year 1</del> 2014/15	<del>Year 2</del> 2016	<del>Year 3</del> 2017	
3-1	Involve stakeholders in development of the SWMP.	Solicit community members to attend a preliminary SWMP meeting, and to discuss storm water issues in the UA.	Continue to solicit community input regarding the SWMP.	Continue to solicit community input regarding the SWMP.	<ul style="list-style-type: none"> <li>• During preparation of the SWMP, hold a meeting with community stakeholders and other permittees to discuss storm water issues in the UA</li> </ul>
3-2	Involve stakeholders in implementation of the SWMP.	Solicit community members to attend semi-annual SWMP meetings.	Continue to hold SWMP semi-annual meetings.	Continue to hold SWMP semi-annual meetings.	<ul style="list-style-type: none"> <li>• Participation of stakeholders in SWMP semi-annual meetings.</li> </ul>
3-3	Develop public volunteer activities	<del>Identify one potential project in coordination with stakeholders, and work with HandsOnMaui to solicit volunteers</del> <u>Coordinate with community partners to develop and solicit volunteers for activities focused on storm water awareness.</u>	Identify two potential projects <del>in coordination with stakeholders, and work with HandsOnMaui to</del> <u>solicit volunteers in coordination with community partners.</u>	Identify two potential projects <del>in coordination with stakeholders, and work with HandsOnMaui to</del> <u>solicit volunteers in coordination with community partners.</u>	<ul style="list-style-type: none"> <li>• By program years 2 and 3, conduct two public volunteer activities per year related to storm water awareness.</li> </ul>

Table 4-1. Proposed Schedule and Goals – Illicit Discharge Detection and Elimination

Item No.	Proposed Activity or BMP	Proposed Development and Implementation Schedule (from date of NGPC)			Quantifiable Target
		Year 2014/15	Year 2016	Year 2017	
4-1	Establish ordinances, rules, and enforcement procedures that prohibit illegal non-storm water discharges and drain connections.	Evaluate current County Code and other municipality ordinances.	Seek ordinance revision from County Council.	Enact ordinance and conduct education campaign to inform public of the revised ordinance and requirements.	<ul style="list-style-type: none"> <li>• Ordinance revision to prohibit illegal non-storm water discharges and drain connections within 3 years.</li> <li>• Conduct education campaign to inform public of the revised ordinance within 3 years.</li> </ul>
4-2	Storm drainage system mapping	Gather existing information on County-owned storm drainage system and facilities; establish platform for GIS.	Conduct field survey for GIS input of priority areas – commercial and industrial areas within the MS4.	Conduct field survey for GIS input of remaining areas within the MS4.	<ul style="list-style-type: none"> <li>• Develop map of County-owned storm drainage system in the UA within 3 years.</li> <li>• Add new drainage system components added to the County system - within one year of completion of as-built drawings.</li> </ul>
4-3	Field investigations of illegal discharge and connections	Pending storm drainage system mapping.	Survey storm drainage system and outfalls for dry weather flow during system mapping field work.	Survey storm drainage system and outfalls for dry weather flow during system mapping field work.	<ul style="list-style-type: none"> <li>• Conduct field surveys for illicit discharges in priority areas within 3 years.</li> </ul>
4-4	Evaluate mechanisms to receive and respond to complaints of illicit discharges.	Evaluate website and telephone complaint options.	Establish a mechanism to receive and respond to public complaints regarding storm water.	Maintain the public complaint mechanism and respond to complaints in a timely manner.	<ul style="list-style-type: none"> <li>• Establish mechanisms to receive and respond to public complaints within 2 years.</li> <li>• Respond to complaints within 5 working days of receiving complaint.</li> </ul>
4-5	Assess non-storm water discharges that may be significant sources of pollutants to the MS4 in the UA.	Compile a list of non-storm water discharges or flows in the UA.	Evaluate such discharges for significant contributors of pollutants to the regulated MS4.	Evaluate measures for prevention or reduction of pollutants.	<ul style="list-style-type: none"> <li>• Assess non-storm water discharges, and target any discharges needing prevention or reduction of pollutants, within 3 years.</li> </ul>



**Table 5-1. Proposed Schedule and Goals – Construction Site Runoff Control**

Item No.	Proposed Activity or BMP	Proposed Development and Implementation Schedule (from date of NGPC)			Quantifiable Target
		<u>Year 1-2014/15</u>	<u>Year 2-2016</u>	<u>Year 3-2017</u>	
5-1	Conduct training for County plan reviewers and construction inspectors on construction BMPs.	Develop training program for County plan reviewers and construction site inspectors.	Conduct training sessions	Conduct training sessions.	<ul style="list-style-type: none"> <li>By Year 2, conduct annual training for County employees that review construction plans and inspect construction projects.</li> </ul>
5-2	Develop a construction inspection checklist for BMP inspection.	Work with DSA to develop a useful checklist to facilitate inspection of construction BMPs.	Implement checklist during DSA inspections.	Continue to use checklist during DSA inspections.	<ul style="list-style-type: none"> <li>By Year 2, implement the use of a checklist to facilitate DSA inspections of construction BMPs.</li> </ul>
<u>5-3</u>	<u>Review ordinances and design guidance</u>	<u>Evaluate current County Code and design guidance, assess relevant codes used by other municipalities, and identify revisions that could strengthen the County's construction runoff control program.</u>	<u>Seek ordinance revision from County Council.</u>	<u>Enact ordinance and conduct education campaign to inform public of the revised ordinance and requirements.</u>	<ul style="list-style-type: none"> <li><u>Ordinance revision to strengthen County's runoff control program within 3 years.</u></li> <li><u>Conduct education campaign to inform public of the revised ordinance within 3 years.</u></li> </ul>

**Table 6-1. Proposed Schedule and Goals – Post-Construction Site Runoff Control**

Item No.	Proposed Activity or BMP	Proposed Development and Implementation Schedule (from date of NGPC)			Quantifiable Target
		<u>Year 1 2014/15</u>	<u>Year 2 2016</u>	<u>Year 3 2017</u>	
6-1	Conduct training for County plan reviewers and construction inspectors on post-construction BMPs.	Develop training program for County plan reviewers and construction site inspectors.	Conduct training sessions	Conduct training sessions.	<ul style="list-style-type: none"> <li>By Year 2, conduct annual training for plan reviewers and construction inspectors.</li> </ul>
6-2	Develop an inspection checklist for BMP inspection.	Work with DSA to develop a useful checklist to facilitate inspection of post-construction BMPs.	Implement checklist during County post-construction inspections.	Continue to use checklist during County post-construction inspections.	<ul style="list-style-type: none"> <li>By Year 2, implement a checklist for DSA inspections of post-construction BMPs.</li> </ul>
6-3	<u>Review ordinances and design guidance</u>	<u>Evaluate current County Code and design guidance, assess relevant codes used by other municipalities, and identify revisions that could strengthen the County's post-construction runoff control program.</u>	<u>Seek ordinance revision from County Council.</u>	<u>Enact ordinance and conduct education campaign to inform public of the revised ordinance and requirements.</u>	<ul style="list-style-type: none"> <li><u>Ordinance revision to strengthen County's post-construction runoff control program within 3 years.</u></li> <li><u>Conduct education campaign to inform public of the revised ordinance within 3 years.</u></li> </ul>
6-4	<u>Develop a tracking process and inventory for private and public post-construction storm water controls.</u>	<u>Evaluate potential processes for developing an inventory of private and public post-construction storm water controls.</u>	<u>Determine information needed for inventory of permanent BMPs. Review programs used by other municipalities.</u>	<u>Include in rules a requirement for designer to include GIS information suitable to add the permanent BMP to the County's storm water asset management system.</u>	<ul style="list-style-type: none"> <li><u>Within 3 years, revisions to post-construction runoff control rules to require designer to include GIS information suitable to add the permanent BMP to the County's storm water asset management system.</u></li> </ul>



## Summary of Planned Activities

---

The County's planned activities for the upcoming calendar year are detailed in the SWMP. The chief activities include:

- Continuation of MS4 GIS mapping and development of the MS4 asset management database;
- Developing a brand for the County's MS4 program through a branding exercise;
- Working with County Council to advance ordinance revisions in the areas of illicit discharge detection and elimination, construction site erosion control, and post-construction erosion control;
- Conducting training in the County's requirements for construction site erosion control and post-construction erosion control for private designers, construction contractors and construction managers working on Maui;
- Conducting training for County field staff on illicit discharge, construction BMPs and good housekeeping measures;
- Conducting BMP audits of County facilities with site-specific best management practices plans;
- Publishing the County's storm water website and increasing opportunities for public complaints relative to illicit discharge;
- Advancing an illicit discharge detection and elimination program;
- Participating in a variety of public education and outreach opportunities; and
- Ongoing collaboration with community stakeholders.