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OPERATIONS AND MAINTENANCE MANUAL

Reference Number (if applicable): 202412100057

Grantor(s):

additional grantor names on page ____

1) JAMES AND TERRI COOK

2) LEADER LAKE, LLC

Grantee(s):

additional grantor names on page ____

1) JAMES AND TERRI COOK

2) LEADER LAKE, LLC

Abbreviated Legal Description:

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PTN NW 1/4 SEC 6, TWP 33 N, RGE 05 E, W.M.

Assessor Parcel /Tax ID Number:

additional parcel numbers on page ____

P 74601

P 74603

Big Lake Short Plat	Operations and Maintenance Manual
Appendix D	

The maintenance standards in this appendix section are intended to be used by the property owners for determining inspection and maintenance actions. They are not standards of the facility's required condition between inspections. It is understood that conditions are variable with weather and vegetative debris and conditions between inspections and/or maintenance do not constitute a violation of these standards. However, based upon inspection observations, the inspection and maintenance schedules shall be adjusted to minimize the length of time that a facility is in a condition that requires maintenance.

Big Lake Short Plat	Operations and Maintenance Manual
Inspection Form	

Inspector: _____

Date: _____

Location: 24342 Lee Road, Mount Vernon, WA

Date of Last Inspection: _____

Amount of Rainfall Since Last Inspection: _____

Facilities to Inspect: Detention Pond, Catch Basin, Control Structure, Media Filter Drain

Abbreviated Checklist. See following tables for additional information and maintenance procedures
Circle one

Pond and Structure

- Trash or oil sheen present on surface? YES NO
- Beaver dams? YES NO
- Erosion of side slopes? YES NO
- Structural damage to control structure? YES NO
- Rodent Evidence? YES NO

Media Filter Drain

- Trash or oil sheen present on surface? YES NO
- Erosion of side slopes? YES NO
- Rodent Evidence? YES NO

Catch Basin

- Sediment present in Catch Basin? YES NO Depth of Sediment? _____

Maintenance Component		Table V 4.5.2(5) Maintenance Standards – Catch Basins General: When a Repair is Needed		Peris is Protected When a Requirement is Required	
General	Trash & Debris	Trash or debris which is located immediately in front of the catch basin opening or is blocking inletting capacity of the basin by more than 10%. Trash or debris (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of six inches clearance from the debris surface to the invert of the lowest pipe. Trash or debris in any inlet or outlet pipe blocking more than 1/3 of its height. Dead animals or vegetation that could generate odors that could cause complaints or dangerous gases (e.g., methane).	No Trash or debris located immediately in front of catch basin or on grate opening. No trash or debris in the catch basin. Inlet and out-let pipes free of trash or debris. No dead animals or vegetation present within the catch basin.		
	Sediment	Sediment (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the sediment surface to the invert of the lowest pipe.	No sediment in the catch basin		
	Structure Damage to Frame and/or Top Slab	Top slab has holes larger than 2 square inches or cracks wider than 1/4 inch. (Intent is to make sure no material is running into basin). Frame not sitting flush on top slab, i.e., separation of more than 3/4 inch of the frame from the top slab. Frame not securely attached	Top slab is free of holes and cracks. Frame is sitting flush on the riser rings or top slab and firmly attached.		
	Fractures or Cracks in Basin Walls/ Bottom	Maintenance person judges that structure is unsound.	Basin replaced or repaired to design standards.		
	Settlement/ Misalignment	Grout fillet has separated or cracked wider than 1/2 inch and longer than 1 foot at the joint of any inlet/outlet pipe or any evidence of soil particles entering catch basin through cracks. If failure of basin has created a safety, function, or design problem.	Pipe is regouted and secure at basin wall. Basin replaced or repaired to design standards.		
General	Vegetation	Vegetation growing across and blocking more than 10% of the basin opening. Vegetation growing in inlet/outlet pipe joints that is more than six inches tall and less than six inches apart.	No vegetation blocking opening to basin. No vegetation or root growth present.		
	Contamination and Pollution	See "Detention Ponds" (No. 1).	No pollution present.		

Table V-4.5.2(5) Maintenance Standards – Catch Basins (continued)

Catch Basins, Manholes, and Headers

Maintenance Component	Defect	Requirements	Performance
Catch Basin Cover	Cover Not in Place	Cover is missing or only partially in place. Any open catch basin requires maintenance.	Catch basin cover is closed.
	Latching Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread.	Mechanism opens with proper tools.
	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. (Intent is keep cover from sealing off access to maintenance.)	Cover can be removed by one maintenance person.
Ladder	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, not securely attached to basin wall, misalignment, rust, cracks, or sharp edges.	Ladder meets design standards and allows maintenance person safe access.
	Grate opening Unsafe	Grate with opening wider than 7/8 inch.	Grate opening meets design standards.
Metal Grates (if Applicable)	Trash and Debris	Trash and debris that is blocking more than 20% of grate surface inletting capacity.	Grate free of trash and debris.
	Damaged or Missing	Grate missing or broken member(s) of the grate.	Grate is in place and meets design standards.

Table V-A.1: Maintenance Standards - Detention Ponds

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Trash & Debris	Any trash and debris which exceed 1 cubic feet per 1,000 square feet. In general, there should be no visual evidence of dumping. If less than threshold all trash and debris will be removed as part of next scheduled maintenance.	Trash and debris cleared from site
	Poisonous Vegetation and noxious weeds	Any poisonous or nuisance vegetation which may constitute a hazard to maintenance personnel or the public. (Coordinate with local health department) Any evidence of noxious weeds as defined by State or local regulations. (Apply requirements of adopted IPM policies for the use of herbicides).	No danger of poisonous vegetation where maintenance personnel or the public might normally be. (Coordinate with local health department) Complete eradication of noxious weeds may not be possible. Compliance with State or local eradication policies required
	Contaminants and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants (Coordinate removal/cleanup with local water quality response agency).	No contaminants or pollutants present.
	Rodent Holes	Any evidence of rodent holes if facility is acting as a dam or berm, or any evidence of water piping through dam or berm via rodent holes.	Rodents destroyed and dam or berm repaired. (Coordinate with local health department; coordinate with Ecology Dam Safety Office if pond exceeds 10 acre-feet.)
	Beaver Dams	Dam results in change or function of the facility.	Facility is returned to design function. (Coordinate trapping of beavers and removal of dams with appropriate permitting agencies)
	Insects	When insects such as wasps and hornets interfere with maintenance activities.	Insects destroyed or removed from site. Apply insecticides in compliance with adopted IPM policies
	Tree Growth and Hazard Trees	Tree growth does not allow maintenance and inspection access or interferes with maintenance activity (i.e., slope mowing, silt removal, vactoring, or equipment movements). If trees are not interfering with access or maintenance, do not remove If dead, diseased, or dying trees are identified (Use a certified Arborist to determine health of tree or removal requirements)	Trees do not hinder maintenance activities. Harvested trees should be recycled into mulch or other beneficial uses (e.g., aids for firewood). Remove hazard Trees
	Erosion	Eroded damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion. Any erosion observed on a compacted berm embankment.	Slopes should be stabilized using appropriate erosion control measures(s), e.g., rock reinforcement, planting of grass, compaction. If erosion is occurring on compacted berms a licensed engineer in the state of Washington should be consulted to resolve source of erosion.
	Side Slopes of Pond	Accumulated sediment that exceeds 10% of the designed pond depth unless otherwise specified or effects inletting or outletting condition of the facility.	Sediment cleaned out to designed pond shape and depth; pond reseeded if necessary to control erosion.

Table V-A.1: Maintenance Standards - Detention Ponds (continued)

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
	Liner (if applicable)	Liner is visible and has more than three 1/4-inch holes in it.	Liner repaired or replaced. Liner is fully covered.
Ponds Berms (Dikes)	Settlements	Any part of berm which has settled 4 inches lower than the design elevation. If settlement is apparent, measure berm to determine amount of settlement. Settling can be an indication of more severe problems with the berm or outlet works. A licensed engineer in the state of Washington should be consulted to determine the source of the settlement.	Dike is built back to the design elevation.
	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue. (Recommend a Geotechnical engineer be called in to inspect and evaluate condition and recommend repair of condition.)	Piping eliminated. Erosion potential resolved.
Emergency Overflow/Spillway and Berms over 4 feet in height	Tree Growth	Tree growth on emergency spillways creates blockage problems and may cause failure of the berm due to uncontrolled overtopping. Tree growth on berms over 4 feet in height may lead to piping through the berm which could lead to failure of the berm.	Trees should be removed, if root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A licensed engineer in the state of Washington should be consulted for proper berm/spillway restoration.
	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue. (Recommend a Geotechnical engineer be called in to inspect and evaluate condition and recommend repair of condition.)	Piping eliminated. Erosion potential resolved.
Emergency Overflow/Spillway	Emergency Overflow/Spillway	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil at the top of out flow path of spillway. (Rip-rap on inside slopes need not be replaced.)	Rocks and pad depth are restored to design standards.
	Erosion	See "Side Slopes of Pond"	

Table V-A-4: Maintenance Standards - Control Structure/Flow Restrictor

Maintenance Component	Defect	Condition When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Trash and Debris (Includes Sediment)	Material exceeds 25% of sump depth or 1 foot below orifice plate.	Control structure orifice is not blocked. All trash and debris removed.
	Structural Damage	Structure is not securely attached to manhole wall. Structure is not in upright position (allow up to 10% from plumb). Connections to outlet pipe are not watertight and show signs of rust. Any holes - other than designed holes - in the structure.	Structure securely attached to wall and outlet pipe. Structure in correct position. Connections to outlet pipe are water tight; structure repaired or replaced and works as designed. Structure has no holes other than designed holes.
Clearout Gate	Damaged or Missing	Clearout gate is not watertight, or is missing. Gate cannot be moved up and down by one maintenance person. Chain/rod leading to gate is missing or damaged. Gate is rusted over 50% of its surface area.	Gate is watertight and works as designed. Gate moves up and down easily and is watertight. Chain is in place and works as designed. Gate is repaired or replaced to meet design standards.
Orifice Plate	Damaged or Missing	Control device is not working properly due to missing, out of place, or bent orifice plate.	Plate is in place and works as designed.
	Obstructions	Any trash, debris, sediment, or vegetation blocking the plate.	Plate is free of all obstructions and works as designed.
Overflow Pipe	Obstructions	Any trash or debris blocking (or having the potential of blocking) the overflow pipe.	Pipe is free of all obstructions and works as designed.
Manhole	See Table V-A.3: Maintenance Standards - Closed Detention Systems (Trunks/Vaults)	See Table V-A.3: Maintenance Standards - Closed Detention Systems (Trunks/Vaults)	See Table V-A.3: Maintenance Standards - Closed Detention Systems (Trunks/Vaults)
Catch Basin	See Table V-A.5: Maintenance Standards - Catch Basins	See Table V-A.5: Maintenance Standards - Catch Basins	See Table V-A.5: Maintenance Standards - Catch Basins

Table V-A.19: Maintenance Standards - Media Filter Drain (MFD)

Table V-A.19: Maintenance Standards - Media Filter Drain (MFD) Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Sediment accumulation on grass filter strip	Sediment depth exceeds 2 inches or creates uneven grading that interferes with sheet flow.	Remove sediment deposits on grass treatment area of the embankment. When finished, embankment should be level from side to side and drain freely toward the toe of the embankment slopes. There should be no areas of standing water once inflow has ceased.
	No-vegetation zone/flow spreader	Flow spreader is uneven or clogged so that flows are not uniformly distributed over entire embankment width.	Level the spreader and clean to spread flows evenly over entire embankment width.
	Poor vegetation coverage	Grass is sparse or bare, or eroded patches are observed in more than 10% of the grass strip surface area.	Determine why grass growth is poor and correct the offending condition. Reseed into loosened, fertile soil or compost, or, replant with plugs of grass from the upper slope.
	Vegetation	Grass becomes excessively tall (greater than 10 inches); nuisance weeds and other vegetation start to take over.	Mow vegetation or remove nuisance vegetation to not impede flow. Mow grass to a height of 6 inches.
	Media filter drain mix replacement	Water is seen on the surface of the media filter drain mix long after the storms have ceased. Typically, the 6-month, 24-hour precipitation event should drain within 48 hours. More common storms should drain within 24 hours. Maintenance also needed on a 10-year cycle and during a preservation project.	Excavate and replace all of the media filter drain mix contained within the media filter drain.
	Excessive shading	Grass growth is poor because sunlight does not reach embankment.	If possible, trim back overhanging limbs and remove brushy vegetation on adjacent slopes.
	Trash and debris	Trash and debris have accumulated on embankment.	Remove trash and debris from embankment.
	Flooding of Media filter drain	When media filter drain is inundated by flood water	Evaluate media filter drain material for acceptable infiltration rate and replace if media filter drain does not meet long-term infiltration rate standards.