

Stormwater Management Plan
Town of Waynesville
NCS000501

September 10, 2026

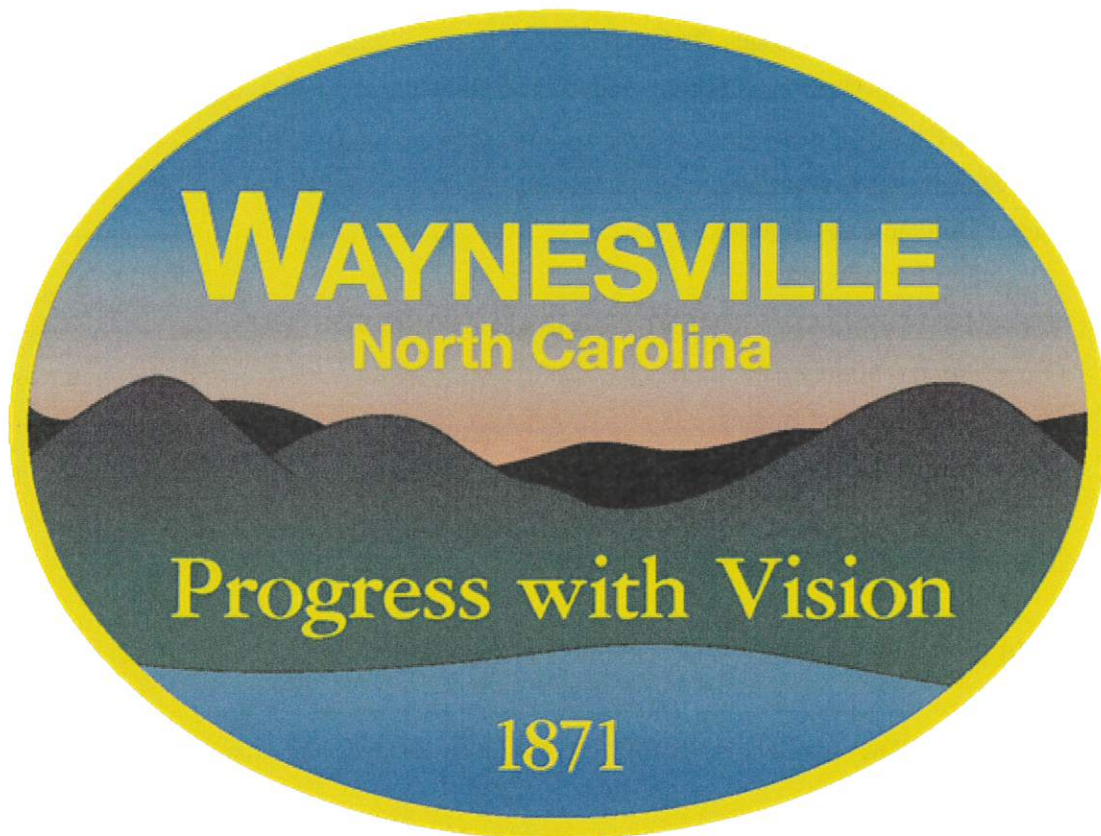


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PART 1: INTRODUCTION

The purpose of this Stormwater Management Plan (SWMP) is to establish and define the means by which the Town of Waynesville will comply with its National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit and the applicable provisions of the Clean Water Act to meet the federal standard of reducing pollutants in stormwater runoff to the maximum extent practicable.

This SWMP identifies the specific elements and minimum measures that the Town of Waynesville will develop, implement, enforce, evaluate and report to the North Carolina Department of Environmental Quality (NCDEQ) Division of Energy, Minerals and Land Resources (DEMLR) in order to comply with the MS4 Permit number NCS000501, as issued by NCDEQ. This permit covers activities associated with the discharge of stormwater from the MS4 as owned and operated by the Town of Waynesville and located within the corporate limits of the Town of Waynesville.

In preparing this SWMP, the Town of Waynesville has evaluated its MS4 and the permit requirements to develop a comprehensive 5-year SWMP that will meet the community's needs, address local water quality issues and provide the minimum measures necessary to comply with the permit. The SWMP will be evaluated and updated annually to ensure that the elements and minimum measures it contains continue to adequately provide for permit compliance and the community's needs.

Additionally, in 2023, the Town of Waynesville was awarded a \$400,000 Local Assistance for Stormwater Infrastructure Investment (LASSII) Planning Grant from the American Rescue Plan Act (ARPA) by the NC DEQ. The Town is partnering with WithersRavenel to implement this grant, which is scheduled to be completed by the end of 2026. This grant allows the Town to update its long-term Stormwater Master Plan to include additional system mapping, condition assessment, development of a capital improvement and financial plan, funding needs, as well as a resiliency plan that accounts for growth impacts and the storm drainage infrastructure. The projects identified will address both water quality and water quantity issues that impact Richland Creek, its tributaries, and any impediments to the NPDES compliance.

Once the SWMP is approved by NCDEQ, all provisions contained and referenced in this SWMP, along with any approved modifications of the SWMP, are incorporated by reference into the permit and become enforceable parts of the permit. Any major changes to the approved SWMP will require resubmittal, review and approval by NCDEQ, and may require a new public comment period depending on the nature of the changes.

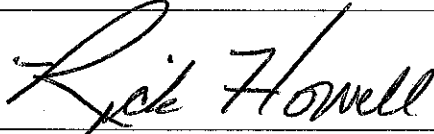
PART 2: CERTIFICATION

By my signature below I hereby 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 gather and evaluate 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 fines and imprisonment for knowing violations.

I am also aware that the contents of this document shall become an enforceable part of the NPDES MS4 Permit, and that both the Division and the Environmental Protection Agency have NPDES MS4 Permit compliance and enforcement authority.

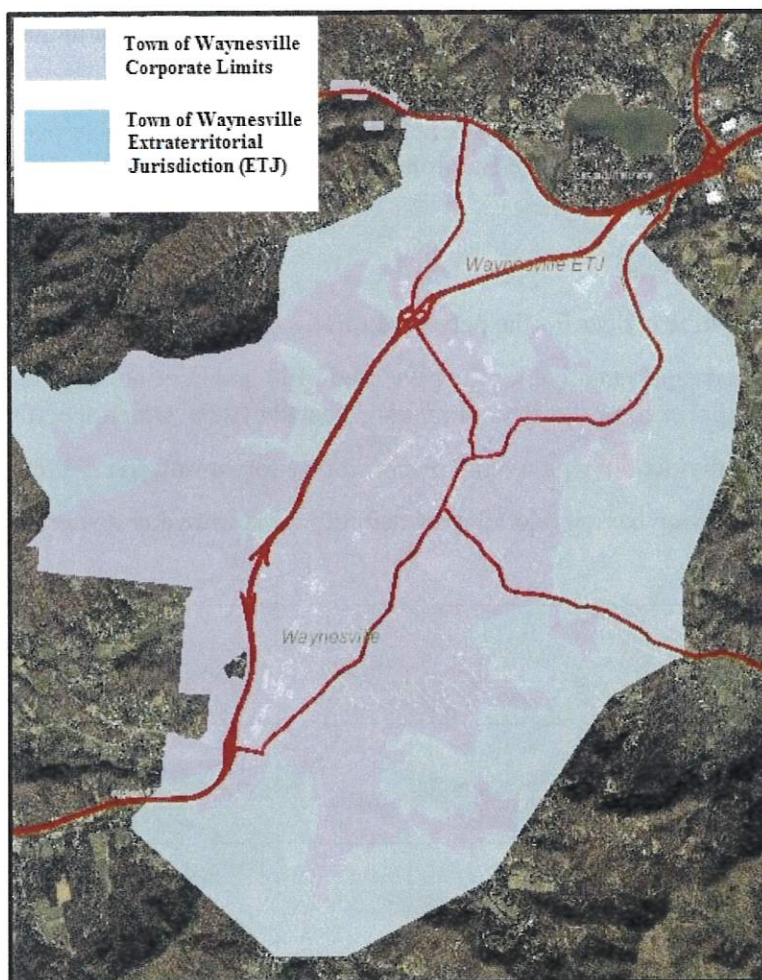
- ☐ I am a ranking elected official.
- ☒ I am a principal executive officer for the permitted MS4.
- ☐ I am a duly authorized representative for the permitted MS4 and have attached the authorization made in writing by a principal executive officer or ranking elected official which specifies me as (*check one*):
- ☐ A specific individual having overall responsibility for stormwater matters.
- ☐ A specific position having overall responsibility for stormwater matters.

Signature:	
Print Name:	Rick Howell
Title:	Town Manager
Signed this <u>10th</u> day of <u>Sept</u> , 2026.	

PART 3: MS4 INFORMATION

3.1 Permitted MS4 Area

This SWMP applies throughout the corporate limits and extraterritorial jurisdiction (ETJ) of the Town of Waynesville, including all regulated activities associated with the discharge of stormwater from the MS4. The map below shows the corporate limits of the Town of Waynesville as of the date of this document.



Source: Haywood County GIS (<https://maps.haywoodcountync.gov/gisweb/default.htm>)

3.2 Existing MS4 Mapping

The current MS4 mapping includes pipes, catch basins, storm drains, outfalls, municipal and private stormwater control measures (SCMs), grease traps, receiving waters, floodplain, zoning districts, and Town of Waynesville limits.

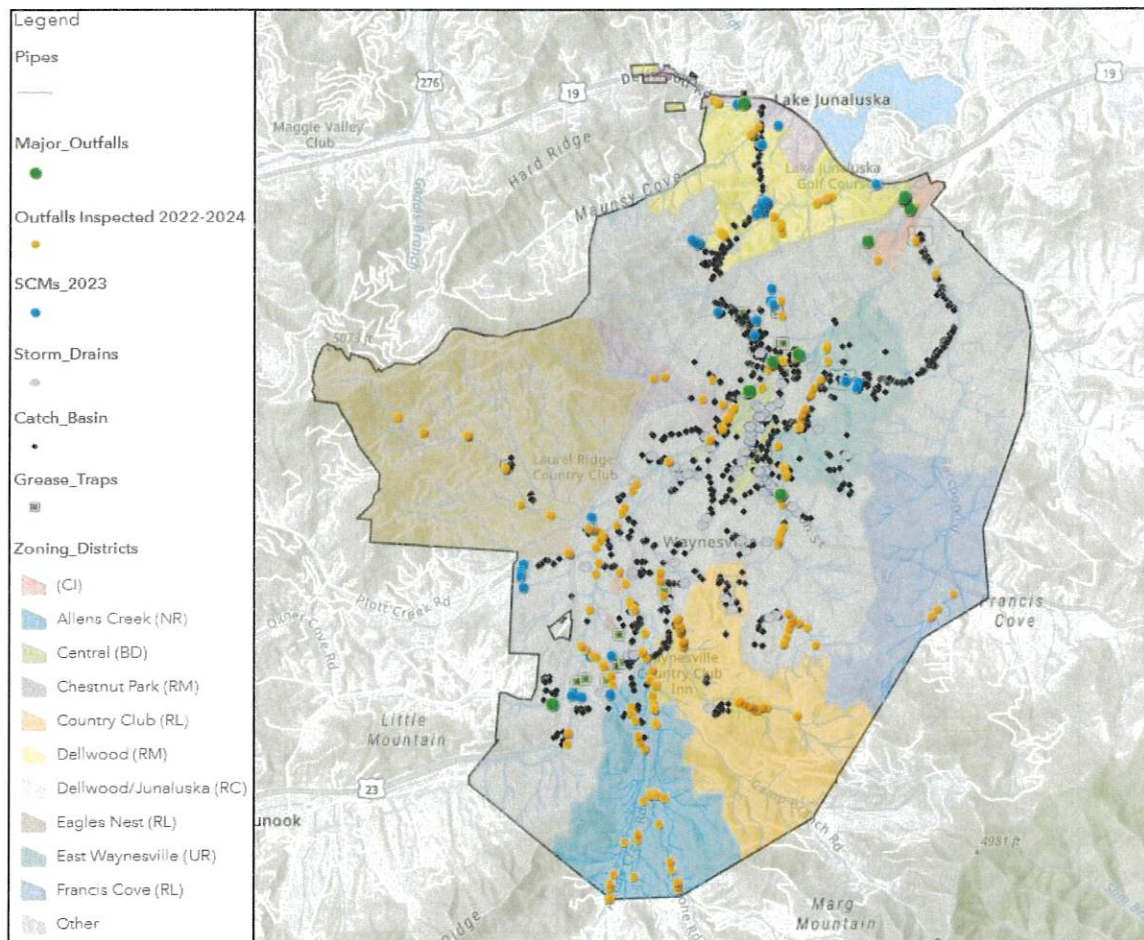
Outfall details include material, diameter, location, classification (major or not), flow observation, sampling, use of the property (commercial, residential, industrial, mixed-use, etc.), date of the last inspection, and inspectors. SCM details include type, year built, owner, description of the property and date of the last inspection.

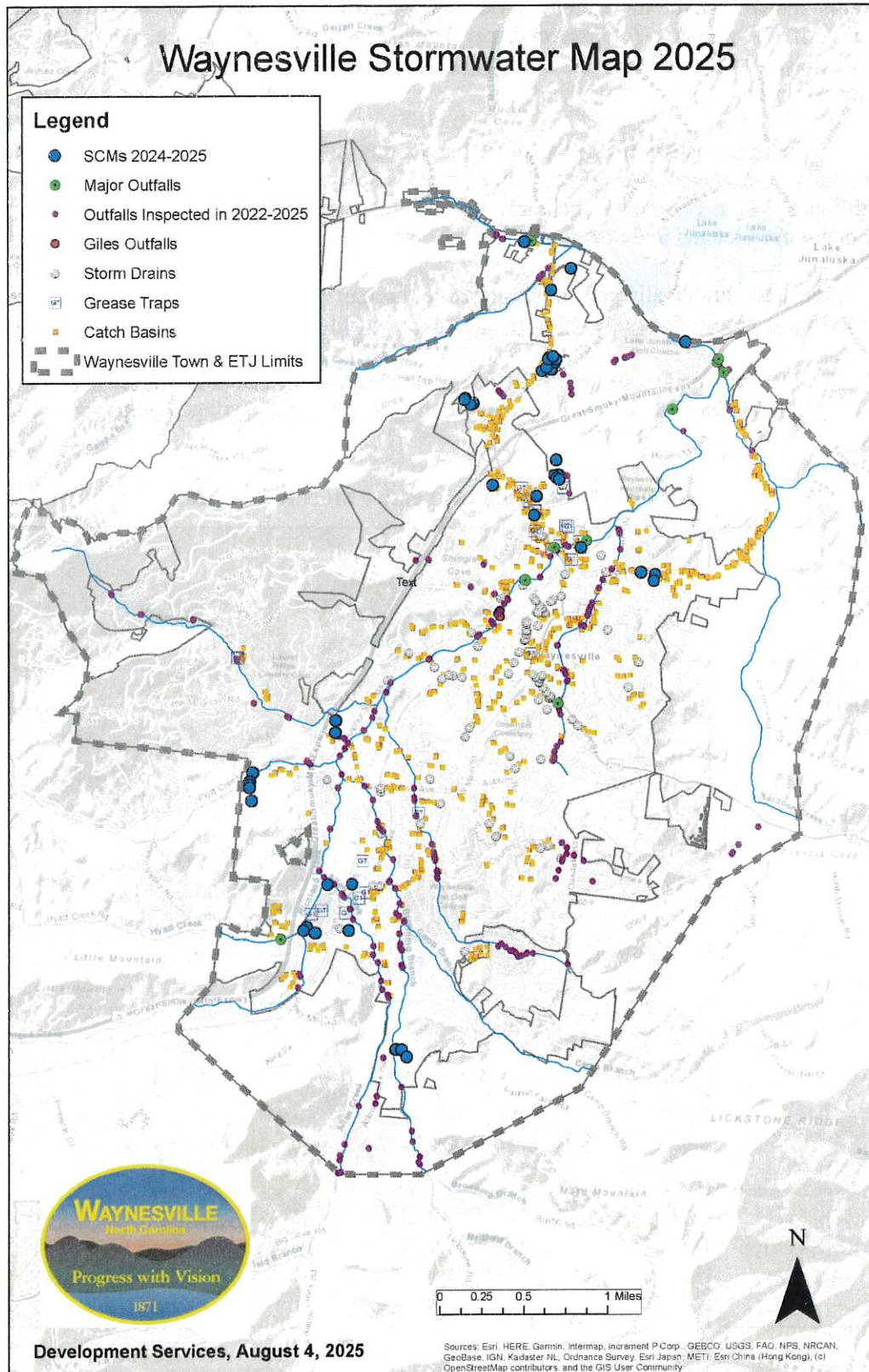
The public can view various stormwater maps online via the Town of Waynesville's stormwater page. An interactive map viewer is available for the public, and it displays most of the stormwater assets described above. Additionally, PDF versions of the maps- such as the general stormwater map and the outfalls map- are also available for viewing and download.

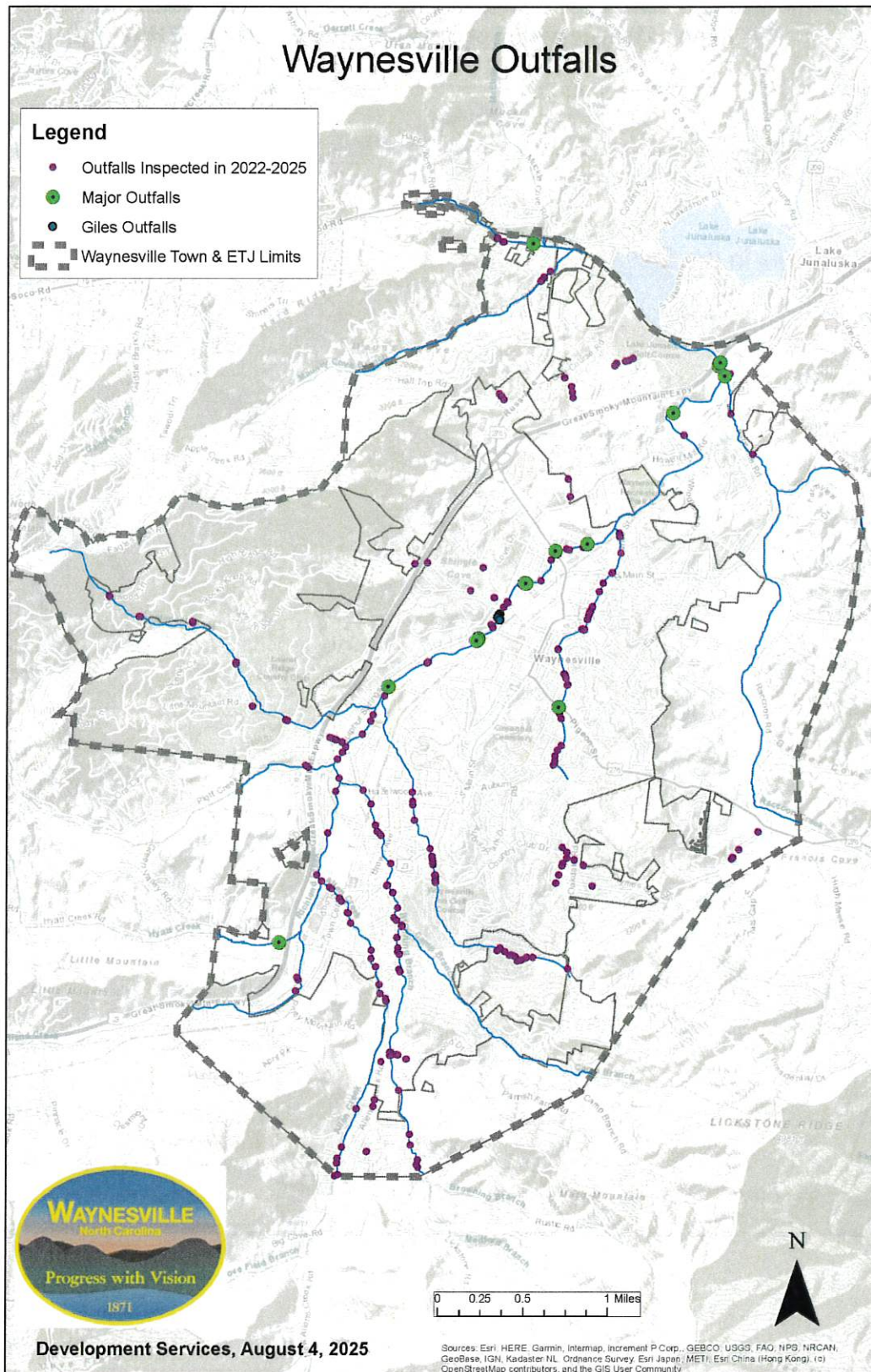
The maps are updated periodically and can be accessed through various sections of the Town's stormwater page: <https://www.waynesvillenc.gov/departments/development-services/stormwater-management>

Additional stormwater-related maps are available on the Development Services page, within the Planning Documents & Maps section: <https://www.waynesvillenc.gov/departments/development-services/planning-documents-maps>

Town of Waynesville Interactive Stormwater Map







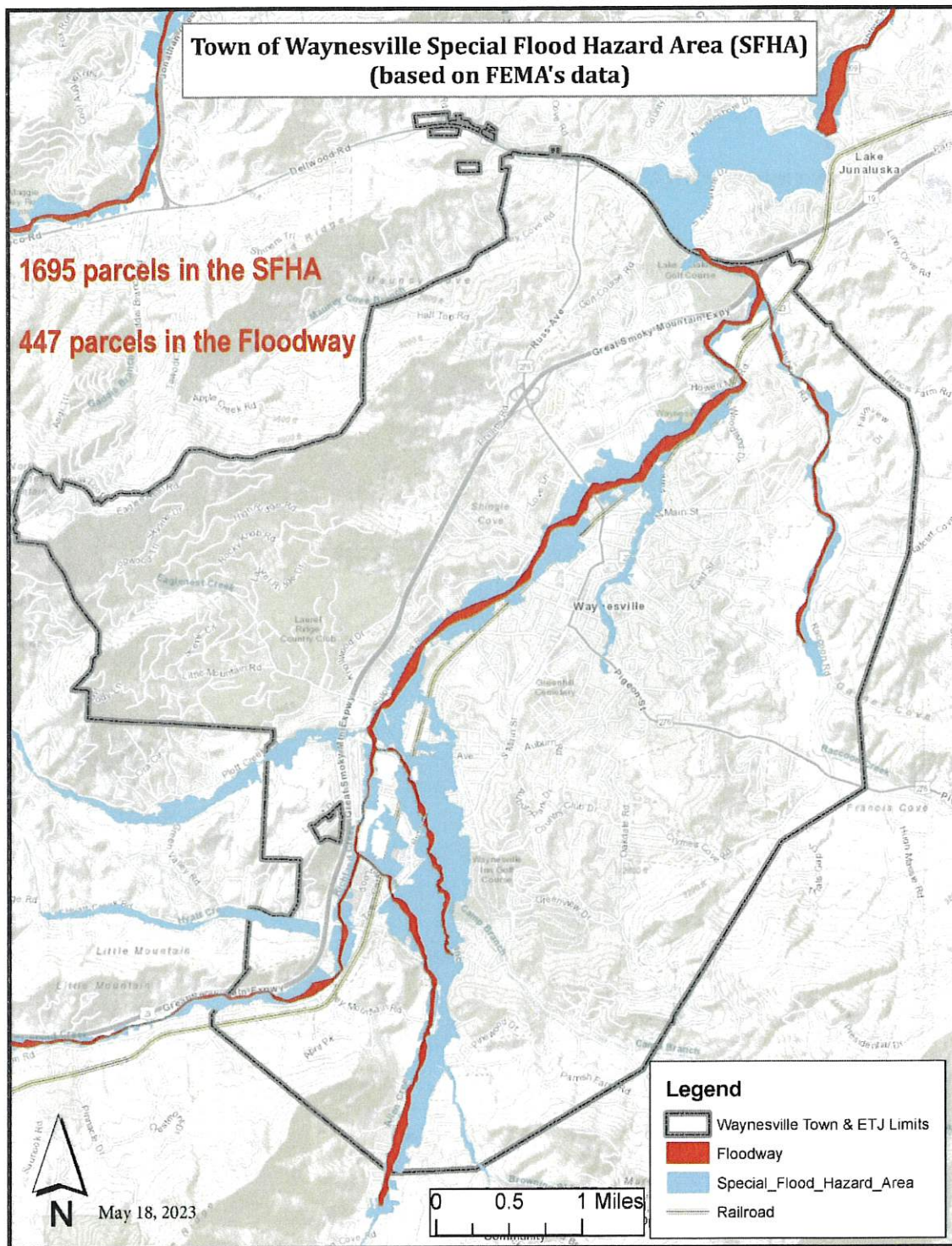


Table 1: Summary of Current MS4 Mapping

Percent of MS4 Area Mapped*	100	%
No. of Major Outfalls** Mapped	12	total

**The data were collected by the Town in a 2003 inventory of the stormwater conveyance systems, which was then digitized into a GIS database for analysis by McGill Associates. The Town updates the SCM and outfall maps periodically. Efforts are underway to update other infrastructure mapping, including conveyance systems, pipes, catch basins, and storm drains, with the goal of integrating all elements into a single database.*

**An outfall is a point where the MS4 discharges from a pipe or other conveyance (e.g. a ditch) directly into surface waters. Major outfalls are required to be mapped to meet permit requirements. A major outfall is a 36-inch diameter pipe or discharge from a drainage area > 50-acres; and for industrial zoned areas a 12-inch diameter pipe or a drainage area $\geq$ 2-acres.*

3.3 Receiving Waters

The Town of Waynesville MS4 is located within the Pigeon River Basin of the French Broad River Watershed and discharges directly into receiving waters listed in Table 2 below. Applicable water quality standards listed below are compiled from the following NCDEQ sources:

- [DWR Surface Water Classifications Map](#)
- [Impaired Waters and TMDL Map](#)
- Most recent NCDEQ Final [303\(d\) List](#) (2022)

Table 2: Summary of MS4 Receiving Waters

Receiving Water Name	Stream Index / AU Number	Water Quality Classification	303(d) Listed Parameter(s) of Interest
Richland Creek	5-16-(1)	B, Tr	Fecal Coliform (GM 200/400, REC, FW) 5r
Hyatt Creek	5-16-6b	C	None listed
Allen Creek	5-16-7-(8.5)	C, Tr	None listed
Browning Branch	5-16-8	C, Tr	None listed
Camp Branch	5-16-8-2	C, Tr	None listed
Plott Creek	5-16-9	C, Tr	None listed
Eaglenest Creek	5-16-10	C, Tr	None listed
Farmer Branch	5-16-11	B	None listed
Shingle Cove Branch	5-16-12	B	None listed
Shelton Branch	5-16-13	B	None listed
Raccoon Creek	5-16-14	B	None listed
Ratcliffe Cove Branch	5-16-14-1	B	None listed
Factory Branch	5-16-15	B	None listed
Mauney Cove Branch	5-16-15-2	B	None listed

3.4 MS4 Interconnection

The Town of Waynesville MS4 is not interconnected with another regulated MS4 and directly discharges to the receiving waters as listed in Table 2 above.

The MS4 does interconnect with the statewide NCDOT MS4 and includes:

- a. The interconnection is receiving stormwater from the NCDOT MS4. The number of interconnections is unknown.
- b. The interconnection is discharging stormwater into the NCDOT MS4. The number of interconnections is unknown.
- c. The Town of Waynesville MS4 mapping does not identify interconnections with the NCDOT MS4.
- d. The Town of Waynesville MS4 mapping does not include NCDOT MS4 outfalls.

3.5 Total Maximum Daily Loads (TMDLs)

The TMDL(s) listed in Table 3 below have been approved within the MS4 area, as determined by the map and list provided on the [NCDEQ Modeling & Assessment Unit web page](#). The table also indicates whether the approved TMDL has a specific stormwater Waste Load Allocation (WLA) for any watershed directly receiving discharges from the permitted MS4, and whether a Water Quality Recovery Program has been implemented to address the WLA.

Table 3: Summary of Approved TMDLs

Water Body Name	TMDL Pollutant(s) of Concern	Stormwater Waste Load Allocation (Y/N)	Water Quality Recovery Program (Y/N)
Statewide	Mercury	N	N

The Town of Waynesville is not currently subject to TMDLs. The Town remains committed to improving water quality by continuously enhancing its best management practices, especially in the operation of its municipally owned facilities. In addition, Waynesville is actively expanding its community education and public outreach efforts to improve the overall health of the watershed.

3.6 Endangered and Threatened Species and Critical Habitat

Significant populations of threatened or endangered species and/or critical habitat are identified within the regulated MS4 urbanized area, based upon a review of the [Endangered and Threatened Species and Species of Concern by County for North Carolina Map](#) and [Listed species believe to or known to occur in North Carolina map](#), as provided by the [U.S. Fish and Wildlife Service](#), the species listed in Table 4 have the potential to occur within the regulated MS4 urbanized area. Of those species listed, Table 4 summarizes the species that may be significantly impacted by the quality of surface waters within their habitat.

Table 4: Potential Federally Listed Species/Habitat Impacted by Surface Water Quality (Haywood County):

Scientific Name	Common name	Species Group	Federal Listing Status*
<i>Microhexura montivaga</i>	Spruce-fir Moss Spider	Arachnids	E
<i>Myotis sodalis</i>	Indiana Bat	Mammal	E
<i>Alasmidonta raveneliana</i>	Appalachian Elktoe	Freshwater Bivalve	E
<i>Geum radiatum</i>	Spreading Avens	Vascular Plant	E
<i>Glaucomys sabrinus coloratus</i>	Carolina Northern Flying Squirrel	Mammal	E
<i>Gymnoderma lineare</i>	Rock Gnome Lichen	Lichen	E
<i>Myotis septentrionalis</i>	Northern Long-Eared Bat	Mammal	E
<i>Myotis grisescens</i>	Gray Bat	Mammal	E
<i>Haliaeetus leucocephalus</i>	Bald Eagle	Bird	BGPA
<i>Perimyotis subflavus</i>	Tricolored Bat	Mammal	PE
<i>Cryptobranchus alleganiensis alleganiensis</i>	Eastern Hellbender	Amphibian	PE
<i>Danaus plexippus</i>	Monarch	Butterfly	PT
<i>Isotria medeoloides</i>	Small Whorled Pogonia	Vascular Plant	T

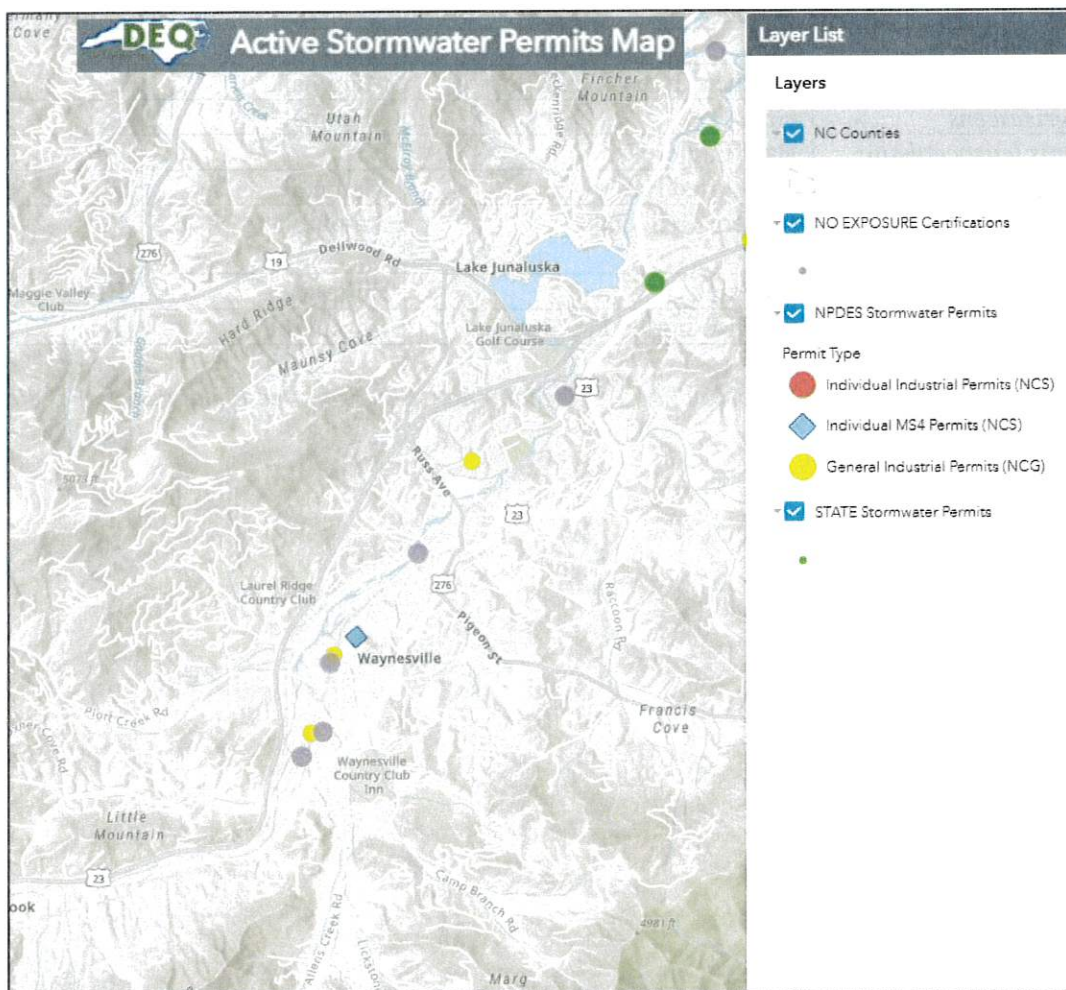
* E- Endangered; BGPA- Bald & Golden Eagle Protection Act; PE- Proposed Endangered; PT- Proposed Threatened; T- Threatened.

3.7 Industrial Facility Discharges

The Town of Waynesville MS4 jurisdictional area includes the following industrial facilities which hold NPDES Industrial Stormwater Permits, as determined from the [NCDEQ Maps & Permit Data web page](#).

Table 5: NPDES Stormwater Permitted Industrial Facilities

Permit Number	Facility Name
NCG050401	Sonoco Plastics
NCG080969	Southeast Bulk LLC (Mountain Energy Corporation)
NCG140394	Southern Concrete Materials
NCGNE0528	Suzano Packaging LLC (Evergreen)
NCGNE0905	Giles Chemicals / Martin Marietta
NCGNE0443	Wellco Enterprises, Inc.
NCGNE0512	Haywood County Garage
NCGNE0920	Resolution Recycling, Inc.
NCS000501	Town of Waynesville- small MS4
SW1210501	Town of Waynesville Wastewater Treatment Plant
NCG081072	Town of Waynesville Public Works Facility / Fleet Permit



3.8 Non-Stormwater Discharges

The water quality impacts of non-stormwater discharges have been evaluated by the Town of Waynesville as summarized in Table 6 below. The unpermitted, non-stormwater flows listed as incidental do not significantly impact water quality. The Town of Waynesville has evaluated residential and charity car washing and street washing for possible significant water quality impacts.

Street washing discharges are addressed under the Pavement Management Program in Part 10 of this SWMP. The Division has not required that other non-stormwater flows be specifically controlled by the Town of Waynesville.

Wash water associated with car washing that does not contain detergents or does not discharge directly into the MS4 is considered incidental. However, these types of non-stormwater discharges that do contain detergents have been evaluated by the Town of Waynesville to determine whether they may significantly impact water quality. If determined to be a possible cause of water quality impacts, they will be addressed through public education and code enforcement efforts.

Table 6: Non-Stormwater Discharges

Non-Stormwater Discharge	Water Quality Impacts
Water line and fire hydrant flushing	Incidental
Landscape irrigation	Incidental
Diverted stream flows	Incidental
Rising groundwater	Incidental
Uncontaminated groundwater infiltration	Incidental
Uncontaminated pumped groundwater	Incidental
Uncontaminated potable water sources	Incidental
Foundation drains	Incidental
Air conditioning condensate	Incidental
Irrigation waters	Incidental
Springs	Incidental
Water from crawl space pumps	Incidental
Footing drains	Incidental
Lawn watering	Incidental
Residential and charity car washing	Possible
Flows from riparian habitats and wetlands	Incidental
Dechlorinated swimming pool discharges	Incidental
Street wash water	Possible
Flows from firefighting activities	Incidental

3.9 Target Pollutants and Sources

In addition to those target pollutants identified above, the Town of Waynesville is aware of other significant water quality issues within the permitted MS4 area. Water quality pollutants of concern may originate from the town's stormwater conveyance system, NPDES permit holders, or non-stormwater discharges. They include but not limited to sediment, oil and grease, trash, household pollutants, yard trimmings, parking lot pollutants, bacteria, sewage, pet waste, and nutrients.

Table 7 below summarizes the water quality pollutants identified throughout Part 3 of this SWMP, the likely activities/sources/targeted audiences attributed to each pollutant, and it identifies the associated SWMP program(s) that address each. In addition, the Town of Waynesville has evaluated businesses, developers, schools, and homeowners as target audiences that are likely to have significant stormwater impacts. See below for more information about the identified target audiences, which are based on citizen reports, staff investigations, land use data and other information sources.

Table 7: Summary of Target Pollutants and Sources

Target Pollutant(s)	Likely Source(s)/Target Audience(s)	SWMP Program Addressing Target Pollutant(s)/Audience(s)
Sediment	Construction Sites / Developers Residential Homes / Homeowners Town Properties / Town Staff / NC DOT Streambank Erosion / All Mountainside Roads, Ditches, Swales	Construction Site Runoff Post-Construction Runoff Control IDDE Public Education & Outreach Pollution Prevention & Good Housekeeping
Oil and Grease	Restaurants / Owners/ Employees Residential Homes / Residents	IDDE Public Education & Outreach
Leaking Automobile Fluids	Businesses / Business Owners / Staff	IDDE Public Education & Outreach
Trash	Parking Lots / All Residents Construction Sites / Developers Residential Homes / Homeowners Businesses / Owners / Employees Town Properties / Town Staff Schools / School Employees / Students	IDDE Public Involvement & Participation Public Education & Outreach Construction Site Runoff Pollution Prevention & Good Housekeeping
Household Pollutants: Yard Waste Fertilizers Antifreeze Pesticides Household Cleaners Paint	Residents Businesses	IDDE Public Involvement & Participation Public Education & Outreach

Pet Waste	Residents	Public Education & Outreach IDDE
Sewage: Fecal Coliform Nutrients	Commercial Properties / Owners / Staff Residential Properties / Homeowners Failing Septic Systems / Homeowners Cracked Sewer Lines / Residents / Town Staff	IDDE Public Involvement & Participation Public Education & Outreach Pollution Prevention & Good Housekeeping
Thermal Stress	Parking Lots Residential Commercial Industrial Municipal Properties	Public Involvement & Participation Public Education & Outreach Pollution Prevention & Good Housekeeping

The Town is actively working with identified target audiences through public education and outreach initiatives, as well as community engagement efforts, in order to increase public awareness and understanding of the Stormwater Program and to reduce pollutant sources. Additionally, the Town enforces relevant ordinances and codes to ensure compliance with environmental standards, with particular focus on the identified pollutants listed above.

The Town also conducts regular trainings for municipal staff. The topics focus on good housekeeping practices, pollution prevention, and investigation of potential illicit discharges.

PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

4.1 Organizational Structure

The Stormwater Program is managed by the Development Services Department in close collaboration with Public Services, Haywood Waterways Association, and with the support of the Town Manager and Town Council.

Development Services oversees the administration and implementation of the Stormwater Management Plan (SWMP) and works closely with all partners to ensure compliance with the MS4 regulations. To support the Stormwater Program, the Town has implemented a stormwater utility fee and has hired a full-time Stormwater Management Coordinator within the Development Services Department.

Public Services oversee the Town roadways and infrastructure and contribute by implementing good housekeeping practices and assisting with illicit discharge reporting and investigation. As the “boots on the ground,” these crews carry out daily activities that are essential to the SWMP, including storm drain cleaning, street sweeping, leaf collection, sewer and water line repairs, and infrastructure improvements.

Haywood Waterways Association (HWA) has been a valued nonprofit partner that supports the education and outreach components of the SWMP. Their contributions also include hotspot monitoring, water sampling, facility inspections, illicit discharge reporting, and staff training. They provide assistance in many areas as needed.

On as-needed basis, the Town contracts and collaborates with various external partners to enhance the Stormwater Program and support more complex tasks:

- **Withers Ravenel Civil Engineering**- conducts review of stormwater management plans for post-construction permitting; site visits as needed.
- **NC Rural Water Association**- provides smoke testing services, assessment of current system conditions, and delivers smoke test reports.
- **NC State University Cooperative Extension (Mitch Woodward, Area Specialized Agent - Watersheds & Water Quality)** – facilitates annual staff trainings related to illicit discharge, best stormwater management practices, and good housekeeping.

The organizational chart below shows key positions and individuals directly responsible for the implementation of the Stormwater Management Plan and ensuring MS4 compliance. While these designated roles directly lead the program implementation, other Town departments- such as Parks & Recreation and Fire Department- also support stormwater management efforts through their routine operations, daily activities, and annual stormwater trainings.

Town of Waynesville Stormwater Management Program

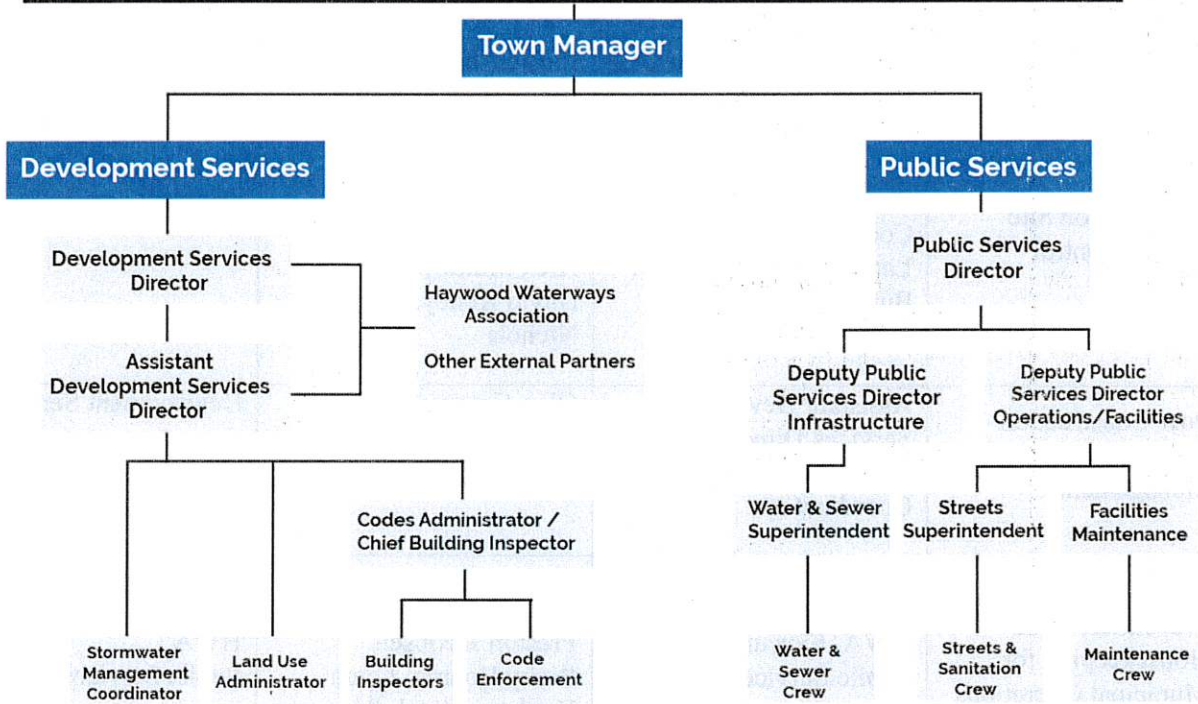


Table 8: Summary of Responsible Parties

SWMP Component	Responsible Position	Staff Name	Department
Stormwater Program Administration	Assistant Development Services Director Stormwater Management Coordinator	Olga Grooman	Development Services
SWMP Management	Assistant Development Services Director Stormwater Management Coordinator	Olga Grooman	Development Services
Public Education & Outreach	Stormwater Management Coordinator HWA, Executive Director	Preston Jacobsen	Development Services HWA

Public Involvement & Participation	Stormwater Management Coordinator HWA, Executive Director	Preston Jacobsen	Development Services HWA
Illicit Discharge Detection & Elimination	Stormwater Management Coordinator HWA, Executive Director Public Services	Preston Jacobsen Ricky Bourne, Laura Yonkers, Hutch Reece	Development Services HWA Public Services
Construction Site Runoff Control	Stormwater Management Coordinator Land Use Administrator Building Inspectors	Alex Mumby David Kelley, Jody Nichols	Development Services
Post-Construction Stormwater Management	Assistant Development Services Director Stormwater Management Coordinator	Olga Grooman	Development Services
Pollution Prevention/Good Housekeeping for Municipal Operations	Stormwater Management Coordinator HWA, Executive Director Public Services	Preston Jacobsen Ricky Bourne, Laura Yonkers, Hutch Reece	Development Services HWA Public Services
Municipal Facilities Operation & Maintenance Program	Stormwater Management Coordinator HWA, Executive Director Public Services	Preston Jacobsen Ricky Bourne, Laura Yonkers, Hutch Reece	Development Services HWA Public Services
Spill Response Program	Stormwater Management Coordinator HWA, Executive Director Public Services	Preston Jacobsen Ricky Bourne, Laura Yonkers, Hutch Reece	Development Services HWA Public Services
MS4 Operation & Maintenance Program	Stormwater Management Coordinator Public Services	Ricky Bourne, Laura Yonkers, Hutch Reece	Development Services Public Services

Municipal SCM Operation & Maintenance Program	Assistant Development Services Director Stormwater Management Coordinator	Olga Grooman	Development Services
Pesticide, Herbicide & Fertilizer Management Program	Public Services	Ricky Bourne, Hutch Reece	Public Services
Vehicle & Equipment Cleaning Program	Public Services	Ricky Bourne, Hutch Reece	Public Services
Pavement Management Program	Public Services- Streets Division	Ricky Bourne, Hutch Reece	Public Services
Total Maximum Daily Load (TMDL) Requirements	N/A	N/A	N/A

4.2 Program Funding and Budget

In accordance with the issued permit, the Town of Waynesville shall maintain adequate funding and staffing to implement and manage the provisions of the SWMP and comply with the requirements of the NPDES MS4 Permit. The budget includes the permit administering and compliance fee, which is billed by the Division annually.

Funding for the Stormwater Management program is generated from a combination of General Fund and a Stormwater Fund. The Stormwater Fund is supported by fees collected from property owners, based on the area of their parcel that is impervious to water, such as a building or parking lot. Landowners are charged a fee based on the amount of impervious surface on their property.

Below are the tables from the 2025-2026 annual budget that depict the fund balances and fees:

Operating Funds

	FY24 Budget	FY25 Budget	FY26 Budget
Revenues			
General Fund	\$ 17,452,975	\$ 19,039,765	\$ 19,253,731
Water Fund	\$ 3,862,497	\$ 3,535,417	\$ 3,644,034
Sewer Fund	\$ 4,161,074	\$ 3,970,000	\$ 4,446,375
Electric Fund	\$ 11,402,059	\$ 11,324,608	\$ 11,429,500
Stormwater Fund	\$ -	\$ 200,000	\$ 193,238
Total	\$ 36,878,605	\$ 38,069,790	\$ 38,966,878
Expenditures			
General Fund	\$ 17,452,975	\$ 19,039,765	\$ 19,253,731
Water Fund	\$ 3,862,497	\$ 3,535,417	\$ 3,644,034
Sewer Fund	\$ 4,161,074	\$ 3,970,000	\$ 4,446,375
Electric Fund	\$ 11,402,059	\$ 11,324,608	\$ 11,429,500
Stormwater Fund	\$ -	\$ 200,000	\$ 193,238
Total	\$ 36,878,605	\$ 38,069,790	\$ 38,966,878

The Storm Water Fund is established to provide revenue to administer the EPA Storm Water Program. The Fund creates five Residential and five Commercial fee tiers determined by parcel acreage. Fees are applied in multiples of an "Equivalent Residential Unit" (ERU) determined by the average impervious surface of parcels throughout Town with the associated fee of a single ERU being \$2.86. For example, such impervious surfaces would include building footprints as well as paved and unpaved driveways. Larger properties are categorized into higher tiers in order to consider the increased potential impact of those properties on the Town's stormwater management system so that the burden of managing those effects is better distributed proportionately.

Storm Water Rates

Residential

ERA Range	ERU	Monthly Fee	Annual Fee
Tier 1: 0.0001 - 0.7001	0.5	\$ 1.43	\$ 17.15
Tier 2: 0.7002 - 1.4002	1.0	\$ 2.86	\$ 34.30
Tier 3: 1.4003 - 2.1003	2.0	\$ 5.72	\$ 68.59
Tier 4: 2.1004 - 2.8004	3.0	\$ 8.57	\$ 102.89
Tier 5: 2.8005 - and up	4.0	\$ 11.43	\$ 137.19

Commercial

ERA Range	ERU	Monthly Fee	Annual Fee
Tier 1: 0.0001 - 0.7001	1.0	\$ 2.86	\$ 34.30
Tier 2: 0.7002 - 1.4002	2.0	\$ 5.72	\$ 68.59
Tier 3: 1.4003 - 2.1003	3.0	\$ 8.57	\$ 102.89
Tier 4: 2.1004 - 2.8004	6.0	\$ 14.15	\$ 205.78
Tier 5: 2.8005 - and up	9.0	\$ 25.72	\$ 308.67

The stormwater program is funded to conduct all required and proactive activities of the permit and provide all necessary maintenance and improvements of the stormwater infrastructure. The funding supports personnel costs, NPDES permit compliance, infrastructure maintenance, and capital improvements.

4.3 Shared Responsibility

The Town of Waynesville will share the responsibility to implement the following minimum control measures, which are at least as stringent as the corresponding NPDES MS4 Permit requirement. The Town of Waynesville remains responsible for compliance if the other entity fails to perform the permit obligation and may be subject to enforcement action if neither the Town of Waynesville nor the other entity fully performs the permit obligation. Table 9 below summarizes who will be implementing the component, what the component program is called, the specific SWMP BMP or permit requirement that is being met by the shared responsibility, and whether or not a legal agreement to share responsibility is in place.

Table 9: Shared Responsibilities

SWMP BMP or Permit Requirement	Implementing Entity & Program Name	Legal Agreement (Y/N)
Public Education & Outreach BMPs # 6, 9, 11, 12, 14	Haywood Waterways Association (HWA)	Y
Public Involvement & Participation BMPs # 15, 17, 18, 19	Haywood Waterways Association (HWA)	Y
IDDE: Assist with Outfall Inspections BMP # 25	Haywood Waterways Association (HWA)	Y

IDDE: Assist with Staff Training BMP # 27	Haywood Waterways Association (HWA)	Y
Post-Construction Site Runoff Control: Stormwater Site Plan Reviews BMP # 36	Withers Ravenel Civil Engineering	Y
Post-Construction Site Runoff Control: Fecal Coliform Sampling and Monitoring BMP # 39	Haywood Waterways Association (HWA)	Y
Pollution Prevention and Good Housekeeping: Municipal Facilities Inspections BMPs # 40, 41, 48	Haywood Waterways Association (HWA)	Y
Pollution Prevention and Good Housekeeping: Assist with Staff Training BMPs #42, 45, 46, 49, 51	Haywood Waterways Association (HWA)	Y

4.4 Co-Permittees

There are no other entities applying for co-permittee status under the NPDES MS4 permit number NCS000501 for the Town of Waynesville.

Table 10: Co-Permittee Contact Information

Co-Permittee MS4 Name	Contact Person	Phone & E-Mail	Interlocal Agreement (Y/N)
N/A	N/A	N/A	N/A

4.5 Measurable Goals for Program Administration

The Town of Waynesville will manage and report the following Best Management Practices (BMPs) for the administration of the Stormwater Management Program.

Table 11: Program Administration BMPs				
Permit Ref.	2.1.2 Program Implementation			
	Measures to evaluate the performance and effectiveness of the SWMP program components at least annually. Results shall be used by the permittee to modify the program components as necessary to accomplish the intent of the Stormwater Program.			
	A	B	C	D

Table 11: Program Administration BMPs

BMP No.	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#1	Annual Self-Assessment			
	Evaluate the performance and effectiveness of the program components at least annually. Results shall be used to modify the program components as necessary to accomplish the intent of the Stormwater Program.	1. Prepare, conduct and document an annual evaluation of the program components.	1. Annually	1. Yes/No
#2	Shared Responsibility (Permit Ref. 1.4)			
	Agreements with entities operating on behalf of the Town of Waynesville will be reviewed to confirm that the entity has agreed to implement part of the program on the municipalities behalf and that all required documentation will be submitted to the municipality for documentation and reporting purposes.	1. Review all agreements and confirm that they meet all requirements outlined in 1.4 of the MS4 permit.	1. Annually	1. Yes/No
#3	Minimum Control Measures (Permit Ref. 2.2.2)			
	Written program with timeline will be created to assure compliance with part 2.2.2 of the MS4 Permit. Written program shall be reviewed on an annual basis and modified if needed to best outline the program and needs of the municipality.	1. Develop and maintain written program with timeline for all minimum control measures.	1. Permit Year 1	1. Yes/No
		2. Review written programs and modify/update.	2. Annually	2. Yes/No
#4	Funding and Staffing (Permit Ref. 2.1.1)			
	The funding and staffing status of the program will be evaluated by appropriate Town staff to confirm that the program is meeting permit requirements.	1. Review and analyze the current funding and staffing of the program.	1. Annually	1. Adequate/inadequate

Table 11: Program Administration BMPs

Permit Ref.	1.6: Permit Renewal Application Measures to submit a permit renewal application no later than 180 days prior to the expiration date of the NPDES MS4 permit.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#5	Permit Renewal Application			
	Submit a permit renewal application and Draft SWMP no later than 180 prior to permit expiration.	1. Draft SWMP applicable to the proceeding 5 years following permit re-issuance.	1. Permit Year 5	1. Yes/No
		2. Certify the stormwater permit renewal application (Permit renewal application form and Draft SWMP for the next 5-year permit cycle) and submit to NCDEQ at least 180 days prior to permit expiration.	2. Permit Year 5	2. Date of permit renewal application submittal

PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM

The Town of Waynesville will implement a Public Education and Outreach Program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and steps the public can take to reduce pollutants in storm water runoff.

The target audiences and identified pollutants listed in Part 3.9 of this SWMP, which will be addressed by the Public Education and Outreach Program, are summarized in Table 12 below. In addition, the Town of Waynesville is required to inform businesses and the general public of the hazards associated with illicit discharges, illegal dumping and improper disposal of waste.

Table 12: Summary of Target Pollutants & Audiences

Target Pollutants/Sources	Target Audience(s)
Sediment	General Public, Municipal Employees, Developers
Oil and Grease	General Public, Businesses, Municipal Employees
Leaking Automobile Fluids	General Public, Businesses, Municipal Employees
Pet Waste	General Public
Thermal Stress	General Public, Businesses, Municipal Employees
Household Pollutants	General Public, Businesses
Litter	General Public
Illicit Discharges	General Public, Businesses, Municipal Employees
Illegal Dumping	General Public, Businesses, Municipal Employees
Improper Disposal of Waste	General Public, Businesses, Municipal Employees

The Town of Waynesville will manage, implement and report the following public education and outreach BMPs.

Table 13: Public Education and Outreach BMPs

Permit Ref.	3.2.2 and 3.2.4: Outreach to Targeted Audiences Measures to identify the specific elements and implementation of a Public Education and Outreach Program to share educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and how the public can reduce pollutants in stormwater runoff. The permittee shall provide educational information to identified target audiences on pollutants/sources identified in table 12 above, and shall document the extent of exposure of each media, event or activity, including those elements implemented locally or through a cooperative agreement.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
#6	Postcards			
	Postcards with information about stormwater issues will be mailed to residents and businesses of the Town. Five topics will be addressed: - general stormwater awareness;	1. Distribute postcards about general stormwater issues to residents and businesses.	1. Year 1	1. Yes/no

Table 13: Public Education and Outreach BMPs

	- oil, fats, grease, & vehicle maintenance; - proper waste disposal (trash, pet waste); - erosion and sedimentation; - household pollutants.	2. Distribute postcards about oil, fats, grease, and vehicle maintenance to residents and businesses.	2. Year 2	2. Yes/no
		3. Distribute postcards about proper waste disposal and illicit discharge to residents and businesses.	3. Year 3	3. Yes/no
		4. Distribute postcards about erosion and sedimentation to residents and businesses.	4. Year 4	4. Yes/no
		5. Distribute postcards about household pollutants to residents and businesses.	5. Year 5	5. Yes/no
#7	Public School Presentation			
	Give public presentations about local stormwater issues, with a minimum of one presentation per year to local schools in Waynesville. Engage students in hands-on stormwater-related activities, such as creating themed drawings, crafts, and other creative projects, to help raise awareness and encourage proactive thinking about stormwater management.	1. Give one presentation about general stormwater awareness and issues. Create hands-on activity for students.	1. Year 1	1. Report the school, number of attendees, and date.
		2. Give one presentation about local stream ecology. Create hands-on activity for students.	2. Year 2	2. Report the school, number of attendees, and date.
		3. Give one presentation about thermal stress and household runoff. Create hands-on activity for students.	3. Year 3	3. Report the school, number of attendees, and date.
		4. Give one presentation about soil and erosion. Create hands-on activity for students.	4. Year 4	4. Report the school, number of attendees, and date.
		5. Give one presentation about the importance of proper waste disposal. Create hands-on activity for students.	5. Year 5	5. Report the school, number of attendees, and date.
#8	Town Newsletter			
	Write an article related to stormwater management and associated issues for the Town of Waynesville Newsletter, with a minimum of one article per	1. Write an article about pet waste.	1. Year 1	1. Issue date.
		2. Write an article about illegal dumping.	2. Year 2	2. Issue date.

Table 13: Public Education and Outreach BMPs

	year. The newsletter is distributed quarterly with utility bills, and hard copies are available in the Town Hall.	3. Write an article about household pollutants.	3. Year 3	3. Issue date.
		4. Write an article about thermal stress.	4. Year 4	4. Issue date.
		5. Write an article about general stormwater issues.	5. Year 5	5. Issue date.
#9	Informative Display			
	Develop an informative display to be displayed at the Haywood County Public Library, Waynesville, NC. Five topics will be addressed; general stormwater awareness, thermal stress, proper waste disposal (trash, pet), erosion and sedimentation, vehicle maintenance and household runoff.	1. Create a display of local stream ecology.	1. Year 1	1. Yes/no.
		2. Create a display of general stormwater awareness and issues.	2. Year 2	2. Yes/no.
		3. Create a display of thermal stress and household runoff.	3. Year 3	3. Yes/no.
		4. Create a display of soil and erosion.	4. Year 4	4. Yes/no.
		5. Create a display of proper waste disposal.	5. Year 5	5. Yes/no.
Permit Ref.	2.1.7, 3.2.3 and 3.6.5(c): Web Site Measures to provide a web site designed to convey the program's message(s) and provide online materials including ordinances, or other regulatory mechanisms, or a list identifying the ordinances or other regulatory mechanisms, providing the legal authority necessary to implement and enforce the requirements of the permit and SWMP. The web page shall also provide developers with all relevant post-construction requirements, design standards, checklists and/or other materials.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#10	Town of Waynesville Stormwater Management Webpage			
	Update and promote the Town of Waynesville Stormwater Management Page. Provide information about the NPDES Permit, ordinances, illicit discharges, hotline contacts, ordinances, post-construction requirements, O&M Agreement templates, stormwater maps, workshops/activities, educational materials, and opportunities for involvement.	1. Continuously update website.	1. Continuously	1. Yes/no.
		2. Collect data on page viewership and engagement.	2. Monthly	2. Generated Google Analytics: yes/no.
		3. Insert links to the Town's Stormwater Management Page into social media posts, Town's Newsletter, and mailed postcards. See BMPs # 6, 8, 11.	3. Continuously	3. Functioning links: yes/no.
#11	Social Media Campaign			

Table 13: Public Education and Outreach BMPs

	Use the existing Development Services Instagram account and Town of Waynesville Facebook account to post at least once per quarter about stormwater.	1. Post about illicit discharge, oil and grease, pet waste, and litter.	1. Year 1	1. Date of post.
		2. Post about SCMs.	2. Year 2	2. Date of post.
		3. Post about residential updates regarding stormwater.	3. Year 3	3. Date of post.
		4. Post about thermal stress, household pollutants, erosion and sedimentation, and vehicle maintenance.	4. Year 4	4. Date of post.
		5. Post about oil, grease, and fats.	5. Year 5	5. Date of post.
#12	Haywood Waterways Webpage			
	Provide stormwater information and links to the Town of Waynesville web page	1. Maintain links from the HWA web page to the Town of Waynesville Stormwater Management Webpage. Update stormwater information as needed.	1. Continuously	1. Yes/no.
Permit Ref.	3.2.5: Stormwater Hotline Measures for a stormwater hotline/helpline for public education and outreach.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#13	Stormwater Hotline			
	A hotline will be maintained on the Town of Waynesville Stormwater Management Page for citizens to report stormwater issues and ask stormwater quests. It will include NC DEQ's 1-800-STOP-MUD hotline.	1. Update existing hotline. Assign new staff person to check the calls.	1. Annually	1. Yes/ No Status
		2. Train responsible staff in general stormwater knowledge and how to direct the caller to the correct party.	2. Annually	2. Yes/No Status. Number of staff trained.

Table 13: Public Education and Outreach BMPs

		3. Promote the hotline in materials developed for the stormwater program and on stormwater website.	3. Yes/ No Status	3. Yes/No Status. See BMPs # 6, 8, 10.
#14	Haywood Waterways Webpage			
	Hotline information will be added to the HWA Webpage and maintained in coordination with the Town of Waynesville. It will include NC DEQ's 1-800-STOP-MUD hotline.	1. Link hotline information to the HWA webpage.	1. Year 1	1. Yes/ No Status
		2. Maintain the information and update as needed.	2. Continuously	2. Yes/ No Status

PART 6: PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

This SWMP identifies the minimum elements and implementation of a Public Involvement. The Town of Waynesville will manage, implement and report the following public involvement and participation BMPs.

Table 14: Public Involvement and Participation BMPs				
Permit Ref.	3.3.1: Public Input Mechanisms for public involvement that provide for input on stormwater issues and the stormwater program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#15	Public Presentation at the Council Meetings			
	Provide platform for public to provide input on stormwater related issues at public hearings. Give public presentations about local stormwater issues, with a minimum of one presentation per year at the Waynesville Town Council meetings. These presentations will comply with public notice requirements and involve applicable stakeholders.	1. Give one presentation about general stormwater issues.	1. Year 1	1. Report day of presentation. Save a copy of the meeting agenda.
		2. Give one presentation about household pollutants.	2. Year 2	2. Report day of presentation. Save a copy of the meeting agenda.
		3. Give one presentation about illicit discharge and proper trash disposal.	3. Year 3	3. Report day of presentation. Save a copy of the meeting agenda.
		4. Give one presentation about erosion and sedimentation.	4. Year 4	4. Report day of presentation. Save a copy of the meeting agenda.
		5. Give one presentation about fats, oils, and grease.	5. Year 5	5. Report day of presentation. Save a copy of the meeting agenda.

Table 14: Public Involvement and Participation BMPs

#16	Town of Waynesville Stormwater Management Webpage			
	Maintain and update the stormwater webpage that provides information on the Town's stormwater program, including the MS4 permit, SWMP, Annual Self-Assessment, maps, articles, reports and ordinances. The webpage includes a stormwater issue reporting mechanism. It also includes links to other information resources such as the EPA stormwater webpage, NCDEQ stormwater webpage, WNC Stormwater Partnership webpage, and Haywood Waterways' stormwater education webpage.	1. See BMP #10.	1. Continuously.	1. See BMP #10.
Permit Ref.	3.3.2: Volunteer Opportunities Measures to provide volunteer opportunities designed to promote ongoing citizen participation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#17	Stream Cleanups			
	Invite the public to assist with stream cleanups.	1. Identify public areas that could be cleaned by volunteers	1. Annually	1. Target areas identified.
		2. Coordinate cleanups of the target areas.	2. Annually	2. Report the date of event, number of volunteer participants and pounds of trash removed.
#18	Adopt-A-Stream Program			
	Provide an Adopt-A-Stream Program for businesses, school clubs, organizations, and individuals to participate in.	1. Recruit Adopt-A-Stream participation	1. Annually	1. Report the group/individuals and miles of stream adopted.
		2. Provide support to Adopt-A-Stream groups	2. Annually	2. Report the date of event, number of volunteer participants and pounds of trash removed.
#19	Storm Drain Stenciling			
	Organize a storm drain stenciling event for individuals, organizations, school clubs, or businesses. The stencil will say "Don't Dump, Drains to Stream" or "Only Rain in the Drain."	1. Conduct one storm drain stenciling event each year.	1. Annually	1. Report date of event(s), number of participants, and number of storm drains stenciled.

Table 14: Public Involvement and Participation BMPs

#20	Promote Additional Volunteer Opportunities in the Community			
	Promote volunteer opportunities designed to promote citizen participation in stormwater-related activities.	1. Identify opportunities & advertise on the Town's social media and website.	1. Year 1, 3	1. Number and description of identified opportunities.
		2. Provide a volunteer opportunity and post updates on the Town's social media and website.	2. Year 2, 4	2. Number of participants and a copy of the social media post.

PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

The Town of Waynesville will develop, manage, implement, document, report and enforce an Illicit Discharge Detection and Elimination Program which shall, at a minimum, include the following illicit discharge detection and elimination BMPs.

Table 15: Illicit Discharge Detection and Elimination BMPs				
Permit Ref.	3.4.1: MS4 Map Measures to develop, update and maintain a municipal storm sewer system map including stormwater conveyances, flow direction, major outfalls and waters of the United States receiving stormwater discharges.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#21	Improve and Continue to Maintain the Existing MS4 Map			
	The MS4 map is continuously updated to ensure completeness in tracking outfalls and Stormwater Control Measures (SCMs). A comprehensive infrastructure map of the MS4 is being updated, and it will serve as a critical tool for the municipality, enabling more efficient targeting of outfalls with dry weather flows and identifying suspicious discharges for further investigation and monitoring. This will support coordinated efforts to detect and eliminate illicit connections and help track the ongoing maintenance and management of the storm drain system.	1. Continue to update the existing stormwater map with outfalls, SCMs, and waters of the United States receiving stormwater discharges.	1. Continuously.	1. Yes/No
		2. Hire an engineering firm to update and create a fully attributed stormwater infrastructure map, including stormwater conveyances, flow direction, pipe sizes, materials, storm drains, catch basins, and grease traps.	2. Years 1-3	2. Yes/No
		3. Maintain updated maps on the stormwater page.	3. Annually	3. Yes/No
Permit Ref.	3.4.2: Regulatory Mechanism Measures to provide an IDDE ordinance or other regulatory mechanism that provides legal authority to prohibit, detect, and eliminate illicit connections and discharges, illegal dumping and spills into the MS4, including enforcement procedures and actions.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#22	Maintain Adequate Legal Authority			

Table 15: Illicit Discharge Detection and Elimination BMPs

	Review existing ordinances in order to maintain legal authority to prohibit, detect, and eliminate illicit connections and discharges, illegal dumping, and spills into the MS4. Update ordinances, if required.	1. Review ordinances and update revisions needed to maintain legal authority.	1. Every year.	1. Number of revisions made.
#23	Enforce IDDE Ordinances			
	Track the issuance of notices of violation and enforcement actions. This shall include the ability to identify chronic violators for initiation of actions to reduce noncompliance.	1. Track NOV's.	1. Continuously	1. Number of NOV's issued and chronic violators.
Permit Ref.	3.4.3: IDDE Plan Measures to maintain and implement a written IDDE Plan to detect and address illicit discharges, illegal dumping and any non-stormwater discharges identified as significant contributors of pollutants to the MS4. The plan shall provide standard procedures and documentation to: a) Locate priority areas likely to have illicit discharges, b) Conduct routine dry weather outfall inspections, c) Identify illicit discharges and trace sources, d) Eliminate the source(s) of an illicit discharge, and e) Evaluate and assess the IDDE Program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#24	Maintain IDDE Plan			
	Maintain the written IDDE plan to detect and address illicit discharges, illegal dumping, and non-stormwater discharges identified as significant contributors of pollutants to the MS4, including provisions for program assessment and evaluation and associated documents.	1. Maintain the implemented IDDE plan	1. Continuously	1. Yes/No
		2. Conduct a review of the IDDE Plan and procedures.	2. Annually	2. Yes/No. Updates made, date of updates.
#25	Dry Weather Outfall Screening Inspections			
	Maintain a program to conduct and track dry weather outfall inspections per the IDDE Plan to proactively	1. Develop a Schedule to complete outfall mapping in the MS4 jurisdiction	1. Year 1	1. Yes/No

Table 15: Illicit Discharge Detection and Elimination BMPs

	identify illicit discharges and connections.	2. Perform annual inspections of all major outfalls and inspections of 20% of minor outfalls currently mapped as major outfalls.	2. Annually	2. Number of outfalls inspected and % of minor outfalls inspected.
Permit Ref.	3.4.4: IDDE Tracking Measures for tracking and documenting the date(s) an illicit discharge, illicit connection or illegal dumping was observed, the results of the investigation, any follow-up of the investigation, the date the investigation was closed, the issuance of enforcement actions, and the ability to identify chronic violators.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#26	IDDE Tracking			
	Maintain the existing tracking spreadsheet to track IDDE investigations and actions. Investigations are documented as they occur.	1. Track all IDDE investigations and document the date(s) the illicit discharge or connection was observed; the results of the investigation; any follow-up of the investigation or enforcement actions; and the date the investigation was closed.	1. Continuously	1. Yes/No. Log violations, date, address, source, action taken, contacts, and images. Number of enforcement actions taken.
		2. Review IDDE investigation reports and database, and identify chronic violators, issues, and/or "hot spot" areas.	2. Continuously	2. Number of complaints, investigations, verified illicit discharges, NOVs, and number of resolved cases.
Permit Ref.	3.4.5: Staff IDDE Training Measures to provide training for municipal staff and contractors who, as part of their normal job responsibilities, may observe an illicit discharge, illicit connection, illegal dumping or spills. Training shall include how to identify and report illicit discharges, illicit connections, illegal dumping and spills. Each staff training event shall be documented, including the agenda/materials, date, and number of staff participating.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#27	Staff Training			

Table 15: Illicit Discharge Detection and Elimination BMPs

	Continue to provide annual training to educate Town staff about indicators of potential illicit discharges and connections, illegal dumping, and the appropriate avenues through which to report a suspected illicit discharge.	1. Continue and document the annual staff training program for appropriate municipal staff, who, as part of their normal job responsibilities, may come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system.	1. Annually	1. Date, number of attendees.
Permit Ref.	3.4.6: IDDE Reporting Measures for the public and staff to report illicit discharges, illegal dumping and spills. The mechanism shall be publicized to facilitate reporting and shall be managed to provide rapid response by appropriately trained personnel.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#28	Stormwater Hotline			
	A hotline will be maintained for citizens to ask stormwater questions and report stormwater issues.	1. See BMPs #13, 14.	1. See BMPs #13, 14.	1. See BMPs #13, 14.
#29	Stormwater Page on Town Website			
	The web page will provide information on the town's stormwater program. It will include a stormwater issue reporting mechanism.	1. See BMPs #13, 14.	1. See BMPs #13, 14.	1. See BMPs #13, 14.

PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

In accordance with 15A NCAC 02H .0153, the Town of Waynesville relies upon the North Carolina Sedimentation Pollution Control Act (SPCA) of 1973 as a qualifying alternative program to meet a portion of the NPDES MS4 Permit requirements for construction site runoff control measures. The SPCA requirements include reducing pollutants in stormwater runoff from construction activities that result in land disturbance of greater than or equal to one acre and includes any construction activity that is part of a larger common plan of development that would disturb one acre or more. The state SPCA Program is either delegated to a city/town, delegated to a county, or implemented by NC DEQ in non-delegated areas.

The Town of Waynesville is currently and will continue to meet this requirement by ensuring permitting through the State Erosion and Sediment Control Program and the DWQ general stormwater permit for construction activities with land disturbance of an acre or more. For any land disturbance under one acre but over 1,000 square feet, a property owner must obtain a local Land Disturbing Permit in accordance with Town of Waynesville Land Development Standards (LDS) Section 12.4. The local enforcement procedures for erosion and sedimentation violations are outlined in the LDS 16.2.

The Town also regulates development on steep slopes (LDS Section 12.6) and in floodplains (Section 12.3). Consultation with the DEQ and NC EM DPS for these measures will occur, as needed.

The Town of Waynesville will implement the BMPs outlined below to meet NPDES MS4 Permit requirements for the construction site runoff minimum measure. It will be implemented with assistance from private engineering firms, as needed, to review construction plans. In addition, consultation with the recommended state contact will occur, as needed.

Table 16: Qualifying Alternative Program Components for Construction Site Runoff Control Program

Permit Reference	State or Local Program Name	Legal Authority	Implementing Entity
3.5.1 - 3.5.4	Town of Waynesville Delegated SPCA Program*	15A NCAC Chapter 04, NCDEQ Approved Delegation	Town of Waynesville

* The local delegated SPCA Program ordinance(s)/regulatory mechanism(s) can be found at: https://www.waynesvillenc.gov/sites/default/files/CHAPTER%2012.%20ENVIRONMENTAL%20CONSERVATION%20STANDARDS_6.pdf

The Town of Waynesville also implements the following BMPs to meet NPDES MS4 Permit requirements.

Table 17: Construction Site Runoff Control BMPs				
Permit Ref.	3.5.6: Public Input Measures to provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#30	Municipal Staff Training			

Table 17: Construction Site Runoff Control BMPs

	Train municipal staff who receive calls from the public on the protocols for referral and tracking of construction site runoff control complaints.	1. Train municipal staff on proper handling of construction site runoff control complaints.	1., Annually	1. Number of staff trained, copy of training materials, photos.
#31	Stormwater Hotline			
	A hotline will be maintained for citizens to ask stormwater questions and report stormwater issues. It includes a "Stop Mud" hotline number for the public to report sediment issues.	1. See BMPs # 10, 13, 14, 28.	1. See BMPs # 10, 13, 14, 28.	1. See BMPs # 10, 13, 14, 28.
Permit Ref.	3.5.5: Waste Management Measures to require construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impact to water quality.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#32	Maintain Adequate Legal Authority			
	Review existing ordinances in order to maintain legal authority to require construction site operators to control waste at the construction sites. Update ordinances, if needed.	1. Review ordinances and update, if needed.	1. Continuously	1. Yes/No. Number of revisions made.
#33	Contractor Education			
	Create a fact sheet on good practices available for contractors.	1. Distribute fact sheet with building permits.	1. Permit Year 1	1. Yes/No. Save a copy of fact sheet. Number of sheets distributed.

PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

This SWMP identifies the minimum elements to develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that are located within the Town of Waynesville and discharge into the MS4. These elements are designed to minimize water quality impacts utilizing a combination of structural Stormwater Control Measures (SCMs) and/or non-structural BMPs appropriate for the community and ensure adequate long-term operation and maintenance of SCMs.

The Town of Waynesville does not implement any State Qualifying Alternative Programs. The Town's ordinances allow for alternative compliance measures to be considered for implementation of the NPDES Phase II MS4 post-construction program requirements. The requirements are codified in local ordinance(s), and implementation is further defined in guidance, manuals and/or standard operating procedure(s) as summarized in Table 19 below.

Table 19: Summary of Existing Post-Construction Program Elements

Permit Requirements for Plan Review and Approval	Municipal Ordinance/Code Reference(s) and/or Document Title(s)	Date Adopted *
3.6.2(a) Authority	1. Land Development Standards (LDS) Section 12.5- Stormwater Management 2. LDS 15.7.3- Stormwater Permits 3. LDS 16.2.2.C- Enforcement and Violations of the Stormwater Ordinance	1-2. April 12, 2011 3. March 22, 2022
3.6.3(a) & 15A NCAC 02H.0153(c) Federal, State & Local Projects	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.3(b) Plan Review	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.3(c) O&M Agreement	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.3(d) O&M Plan	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.3(e) Deed Restrictions/Covenants	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.3(f) Access Easements	LDS Section 12.5- Stormwater Management	April 12, 2011
Permit Requirements for Inspections and Enforcement	Municipal Ordinance/Code Reference(s) and/or Document Title(s)	Date Adopted
3.6.2(b) Documentation	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.2(c) Right of Entry	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.4(a) Pre-CO Inspections	1. LDS Section 12.5- Stormwater Management 2. LDS 15.7.3- Stormwater Permits	April 12, 2011
3.6.4(b) Compliance with Plans	1. LDS Section 12.5- Stormwater Management 2. LDS 15.7.3- Stormwater Permits	April 12, 2011
3.6.4(c) Annual SCM Inspections	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.4(d) Low Density Inspections	LDS Section 12.5- Stormwater Management	April 12, 2011
3.6.4(e) Qualified Professional	LDS Section 12.5- Stormwater Management	April 12, 2011
Permit Requirements for Fecal Coliform Reduction	Municipal Ordinance/Code Reference(s) and/or Document Title(s)	Date Adopted
3.6.6(a) Pet Waste	None	N/A
3.6.6(b) On-Site Domestic Wastewater Treatment	Town of Waynesville Code of Ordinances. Article IV- Sewer Service.	May 5, 2007

* Ordinances have been revised through the years.

The annual reporting metrics for the post construction program are provided in Table 20: Post Construction Site Runoff Control BMPs below.

Table 20: Post Construction Site Runoff Control BMPs				
Permit Ref.	3.6.5(a), 3.6.5(b), and 4.1.3: Minimum Post-Construction Reporting Requirements Measures to document activities over the course of the fiscal year (July 1 – June 30) including appropriate information to accurately describe progress, status, and results.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#34	Standard Reporting			
	Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self-assessment process.	1. Track number of low density and high-density plan reviews performed.	1. Continuously Permit Years 1-5	1. Number of plan reviews performed for low density and high density.
		2. Track number of low density and high-density plans approved.	2. Continuously Permit Years 1-5	2. Number of plan approvals issued for low density and high density.
		3. Maintain a current inventory of low-density projects and constructed SCMs including SCM type or low-density acreage, location and last inspection date.	3. Continuously Permit Years 1-5	3. Summary of number and type of SCMs added to the inventory; and number and acreage of low-density projects constructed.
		4. Track number of SCM inspections performed.	4. Continuously Permit Years 1-5	4. Number of SCM inspections.
		5. Track number of low-density inspections performed.	5. Continuously Permit Years 1-5	5. Number of low-density projects inspected.
		6. Track number and type of enforcement actions taken.	6. Continuously Permit Years 1-5	6. Number of enforcement actions issued.
Permit Ref.	3.6.2: Legal Authority Measures to maintain adequate legal authorities through ordinance or other regulatory mechanism to: (a) review designs and proposals for new development and redevelopment to determine whether adequate stormwater control measures will be installed, implemented, and maintained, (b) request information such as stormwater plans, inspection reports, monitoring results, and other information deemed necessary to evaluate compliance with the Post-Construction Stormwater Management Program, and (c) enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance with the Post-Construction Stormwater Management Program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#35	This permit requirement is fully met by the existing post-construction program			

Table 20: Post Construction Site Runoff Control BMPs

Permit Ref.	3.6.3: Plan Review and Approval Measures to maintain plan review and approval authority, standards and procedures to: (a) Require Federal, State, and local government projects to comply with Post-Construction Program requirements throughout the entire MS4 permitted area, unless the entity is subject to its own NPDES MS4 permit or a qualifying alternative program, (b) Conduct site plan reviews of all new development and redeveloped sites that disturb greater than or equal to one acre, and sites that disturb less than one acre that are part of a larger common plan of development or sale for compliance with 15A NCAC 02H .1017 and the qualifying alternative programs that apply within your jurisdiction, (c) Ensure that each project has an Operation and Maintenance Agreement that complies with 15A NCAC 02H .1050(12), (d) Ensure that each project has an Operation and Maintenance Plan that complies with 15A NCAC 02H .1050(13), (e) Ensure that each project has recorded deed restrictions and protective covenants, that require the project to be maintained consistent with approved plans, and (f) Ensure that each SCM and associated maintenance accesses be protected in a permanent recorded easement per 15A NCAC 02H 1050 (9) and (10).			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#36	This permit requirement is fully met by the existing post-construction program, see references provided in Table 19.			
Permit Ref.	3.6.4: Inspections and Enforcement Measures to maintain inspection and enforcement authority, standards and procedures to: (a) Conduct post-construction inspections prior to issuing a Certificate of Occupancy or a Temporary Certificate of Occupancy. Alternatively, the project owner may provide a surety bond to guarantee compliance with the approved plan(s), (b) Ensure that the project has been constructed in accordance with the approved plan(s), (c) Ensure annual inspection of each permitted SCM to ensure compliance with the approved Operation and Maintenance Agreement, (d) Ensure inspection of low density projects at least once during the permit term, and (e) Require that inspections be conducted by a qualified professional.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#37	This permit requirement is fully met by the existing post-construction program, see references provided in Table 19.			
Permit Ref.	3.6.6: Fecal Coliform Reduction Measures to control, to the maximum extent practicable, sources of fecal coliform per 15A NCAC 02H .1017(7). At a minimum, the program shall include: (a) A pet waste management component, which may be achieved by revising an existing litter ordinance, and (b) An on-site domestic wastewater treatment system component, if applicable, which may be coordinated with local county health department, to ensure proper operation and maintenance of such systems.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric

Table 20: Post Construction Site Runoff Control BMPs

#38	Pet Waste Management			
	Maintain and add pet waste signs with free bags are installed around town-owned parks and public spaces.	1. Pet waste signs with free bags are installed and maintained around Town-owned parks and public spaces	1. Continuously	1. Yes/No
#39	Support Haywood Waterways' work to eliminate water bacterial contamination			
	Haywood Waterways monitors fecal coliform bacteria throughout the town limits and county. They use the data to identify potential sources (septic systems, sewer system, livestock) and hot-spot areas. The Town will help Haywood Waterways to reduce bacteria loadings by monitoring and improving their sewer system, conducting investigations based on sampling results, identifying sources of contamination, and addressing issues through necessary repairs to the sewer lines and stormwater infrastructure.	1. Compile list of sample locations, results, and hot spots of potential human bacteria sources.	1. Continuously	1. Yes/No. Hot spot areas identified.
		2. Perform town sewer testing to determine where repairs are needed	2. Continuously	2. Yes/No. Issues found.
		3. Perform sewer system maintenance and repair.	3. Continuously	3. Yes/No. Repairs performed.

PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS

This SWMP provides a comprehensive pollution prevention and good housekeeping strategy for the Town of Waynesville municipal facilities and operations. Pollution prevention and good housekeeping is accomplished through the implementation of seven required programs, which collectively address the ultimate goal of preventing or reducing pollutant runoff from municipal operations, such as parks and open space maintenance, fleet and building maintenance, new construction and land disturbances, and municipal storm sewer system maintenance.

Pollution prevention and good housekeeping for municipal operations includes the following programs:

1. Municipal Facilities Operation and Maintenance Program
2. Spill Response Program
3. MS4 Operation and Maintenance Program
4. Municipal SCM Operation and Maintenance Program
5. Pesticide, Herbicide and Fertilizer Management Program
6. Vehicle and Equipment Maintenance Program
7. Pavement Management Program

The Town of Waynesville will manage, implement and report the pollution prevention and good housekeeping BMPs as specified in Table 21 below for each required program.

Table 21: Pollution Prevention and Good Housekeeping BMPs				
Permit Ref.	3.7.1: Municipal Facilities Operation and Maintenance Program Measures to manage facilities that are owned and operated by the permittee and have the potential for generating polluted stormwater runoff. The permittee shall maintain a current inventory of municipal facilities; perform facility inspections and routine maintenance; establish specific frequencies, schedules, and standard documentation; provide staff training on general stormwater awareness and implementing pollution prevention and good housekeeping practices.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
#40	Inventory of Town Facilities			
	Maintain and update the inventory of Town-owned and operated facilities.	1. Create list of existing town-owned facilities	1. Year 1	1. List of facilities
		2. Perform initial inspections of facilities with potential to generate polluted runoff or requiring spill response procedures. Classify facilities as having high or low potential for stormwater pollution.	2. Year 1	2. Number of inspections.

Table 21: Pollution Prevention and Good Housekeeping BMPs

		3. Update inventory as needed which facilities are add/closed/modified	3. As needed	3. Yes/ No
		4. Determine which facilities require NPDES industrial permit.	4. Year 1	4. Number of revisions made
#41	Facility Inspections			
	Inspect Town facilities to confirm good housekeeping practices are being implemented, including vehicles and equipment, and that municipal facilities, including but not limited to Public Services, Fire Stations 1 and 2, Wastewater Treatment Plant, Water Plant, and Parks & Rec. facilities, comply with the good housekeeping practices.	1. Revise the existing SOP and form for Town facility inspections, including schedule, reporting documentation and tracking system.	1. Year 1	1. Yes/No
		2. Continue to conduct annual facility inspections for all Town-owned facilities. Follow up with facilities' directors regarding issues found.	2. Annually	2. Number of inspections conducted.
#42	Staff Training			
	Continue staff training program for stormwater pollution prevention to Public Services Department employees.	1. Provide training for all employees.	1. Annually.	1. Number of attendees, date.
Permit Ref.	3.7.2: Spill Response Program Measures for facilities and operations that store and/or use materials that have the potential to contaminate stormwater runoff if spilled. The permittee shall maintain written spill response procedures and train staff on spill response procedures.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#43	Spill Response Procedures in Place			
	Maintain a spill response program for Town facilities storing hazardous materials. Review as needed.	1. Review spill procedures for applicable locations and update written a spill response procedure for municipal operations.	1. Year 1	1. Yes/no.
#44	Inventory of Facilities with Spill Potential			
	Maintain a list of facilities and operations, storing materials that would be a pollutant if spilled and introduced to the stormwater system and classify by hazard and quantity.	1. Review and update the existing inventory of Town facilities and operations with spill potential.	1. Continuously	1. Yes/no/status. Report the number of facilities in the inventory.

Table 21: Pollution Prevention and Good Housekeeping BMPs

#45	Staff Training			
	Training for staff on proper spill procedures	See BMP #42.	See BMP #42.	See BMP #42.
Permit Ref.	3.7.3: MS4 Operation and Maintenance Program Measures to minimize pollutants in the stormwater collection system. The permittee shall provide operation and maintenance staff training on stormwater awareness and pollution prevention, perform MS4 inspections, maintain the collection system including catch basins and conveyances; and establish specific frequencies, schedules, and standard documentation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#46	Staff Training			
	Develop a general stormwater education plan for pollution Preventing and train municipal employees.	1. Develop training 2. Advertise training 3. Integrate into annual staff training. See BMPs #42, 45.	1. Annually.	1. Yes/No
				2. Yes/No
				3. See BMPs 42, 45.
#47	MS4 System Inspections and Maintenance			
	A proactive plan for MS4 system maintenance, requiring regular inspections and maintenance.	1. Develop a SOP that includes proactive inspection schedules, standard documentation, staff responsibilities, proper maintenance, and training.	1. Year 1	1. Yes/No.
		2. Perform regular inspections in accordance with the SOP	2. Following the schedule	1. Yes/No.
		3. Verify, document, and prioritize maintenance activities identified by inspections or citizen reports.	3. Continuously	1. Yes/No.
		4. Verify, document, and prioritize maintenance activities identified by inspections or citizen reports.	4. Annually	4. Yes/No.
Permit Ref.	3.7.4: Municipal SCM Operation and Maintenance Program Measures to manage municipally-owned, operated, and/or maintained structural stormwater control measures (SCMs) that are installed for compliance with the permittee's post-construction program. The permittee shall maintain a current inventory of SCMs, perform SCM inspections and maintenance, and shall establish specific frequencies, schedules, and documentation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric

Table 21: Pollution Prevention and Good Housekeeping BMPs

#48	Municipally-Owned or Operated Structural SCMs			
	Maintain inventory and inspection records of municipally owned SCM's. Create additional inventory of SCMs operated by the Town and implement inspections and maintenance schedule for new municipal SCMs.	1. Review the existing SCM Inventory.	1. Year 1	1. Number of SCMs
		2. Map additional SCMs.	2. Annually	2. Additional SCMs mapped/added to inventory. Include attributes, such as type, location, condition, and date of last inspection.
		3. Perform annual SCM inspections	2. Annually	3. Number of inspections completed. Save inspection reports.
Permit Ref.	3.7.5: Pesticide, Herbicide and Fertilizer Management Program Measures to minimize water quality impacts from the use of landscape chemicals. The permittee shall provide routine pollution prevention and chemical use, storage and handling training, and shall ensure compliance with permits and applicator certifications.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#49	Staff Training			
	Provide staff training on pollution prevention and proper application, storage, and handling of pesticides, herbicides, and fertilizers	1. Develop or identify a training program	1. Year 1	1. Yes/No
		2. Provide training	2. Annually	2. # of staff trained
Permit Ref.	3.7.6: Vehicle and Equipment Maintenance Program Measures to prevent and minimize contamination of stormwater runoff from areas used for municipal vehicle and equipment maintenance and/or cleaning. The permittee shall ensure that municipal industrial facilities subject to NPDES industrial permitting comply with those permit requirements, provide routine pollution prevention training to staff, perform routine inspections, and establish specific frequencies, schedules, and documentation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#50	Vehicle and Equipment Cleaning and Maintenance Facility Inspection			
	Perform routine inspections as part of the general facility inspection	1. Develop an inspection checklist	1. Year 1	1. Yes/No
		2. Perform inspections and notify the facility manager of any corrective actions	2. Annually	2. Yes/No
		3. Re-inspect on corrective actions	3. Continuously, as needed	3. Yes/No
#51	Staff Training			
	See BMPs # 42, 45, 46.			

Table 21: Pollution Prevention and Good Housekeeping BMPs

Permit Ref.	3.7.7: Pavement Management Program Measures to reduce pollutants in stormwater runoff from municipally-owned streets, roads, and parking lots within the permittee's corporate limits. The permittee shall implement measures to control litter, leaves, debris, particulate and fluid pollutants associated with vehicles, and establish specific frequencies, schedules, and documentation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
#52	Street Sweeping			
	Maintain street sweeping schedule to reduce pollutants from Town-owned and operated streets, curbs, and gutters.	1. Maintain a steady routine schedule.	1. Continuously	1. Odometer mileage.
#53	Leaf Collection			
	Maintain leaf collection schedule to reduce pollutants from residential and public areas entering storm drain systems and to prevent clogging of storm drains.	Revise and implement SOP and include a schedule.	1. Continuously	1. Yes/No
#54	Vehicle Spill Clean Up			
	Educate municipal employees on vehicle spill cleanup procedures to prevent pollutant from entering storm drain systems.	1. See BMPs # 42, 45, 46.	1. See BMPs # 42, 45, 46.	1. See BMPs # 42, 45, 46.

APPENDIX A: LEGAL AGREEMENTS



Town of Waynesville Stormwater Plan Review and Technical Support Waynesville, North Carolina

A. Preliminary Matters

This Agreement is intended to provide the scope of services and associated fees to provide consulting services per request of Town of Waynesville and formalize an agreement for the implementation and logistics for these services.

- A. Town of Waynesville shall be known as the "Client or Town";
- B. WithersRavenel shall be known as the "Consultant";
- C. The overall project shall be known as the "Project";
- D. The executed agreement shall be known as the "Agreement";

B. Project Description

The Consultant understands that the Town of Waynesville desires consulting services to provide stormwater plan review and technical support for private land development projects submitted to the Town of Waynesville. The review assistance will be based on consideration of the Town of Waynesville's Code of Ordinances and Land Development Standards.

C. Timeline for Services

To help facilitate the Town of Waynesville required schedule for plan review, Consultant shall provide review comments based on the timeline outlined below:

- ▶ New plans – Thirty (30) days upon receipt of notice from Town of Waynesville
- ▶ Revised plans – Fifteen (15) days upon receipt of notice from Town of Waynesville

D. Scope of Services

Consultant shall provide the services identified under each task below as its Basic Services under the Agreement.

Task 1. Stormwater Plan Review

The Consultant will provide the following services as part of this task:

- ▶ Each new plan will create a new subtask number for organization and time tracking purposes.
- ▶ Consultant will review projects in the order which they are received.
- ▶ Plans will be reviewed for compliance with the Town of Waynesville Code of Ordinance and Land Development Standards
- ▶ A letter noting deficiencies or recommendations will be written for each round of review.
- ▶ All correspondence regarding the plan review will be provided by the Engineer to the Town of Waynesville and not directly to the project applicant.

All reviews will be provided on an hourly basis plus expenses. Anticipated Time per plan review is outlined below:

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Table 1: Anticipated Plan Review Time per Plan Review

Description	Hours & Rates					Labor Fee
	Principal	PM	APM	SP3	PC2	
	\$ 280	\$ 210	\$ 190	\$ 165	\$ 120	
Anticipated Labor	-	1.0	3.0	8.0	1.0	\$4,260.00
Task Setup					0.5	\$60.00
Plan & Calculation Review (for 2 rounds of review)			4	16		\$3,400.00
Summary Letter (for 2 rounds of review)			2			\$380.00
QC Review		2				\$420.00

Task 2. Technical Support

The Consultant will provide the following services as part of this task:

- ▶ This service will be provided on an as-needed basis and as directed by the Town of Waynesville.
- ▶ Provide draft ordinance language, resources or technical services as needed.

E. Additional Services

Services that are not included in the Scope of Services or are specifically excluded from this Proposal (see below) shall be considered Additional Services if those services can be performed by Consultant and its agents if requested in writing by the Client and accepted by Consultant. Additional services shall be paid by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit I. The exclusions are described below but are not limited to the following:

General

All plan submittal, review, or permitting fees
 Any work previously provided in other proposals
 Any other services not specifically listed within the Scope of Services.

Geomatics Services

Boundary/Topographic Surveys
 Subsurface Utility Engineering (SUE)
 Surveys for off-site improvements
 ALTA Surveys
 GIS mapping services
 Construction staking
 Building staking
 As-built (record drawing) surveys
 Easements, Easement/ROW Plats

Environmental Services

Historic Resources Survey
 Endangered Species' Habitat survey
 Wetland Delineations
 Wetland/Buffer Determinations
 Phase I & II ESA's

Services During Construction

Engineer's Opinion of Costs
 NPDES monitoring/reporting
 Record drawings/as-builts
 Engineer Certifications
 O&M Manuals

Stormwater Services

Secondary containment designs
 Permitting Services
 Design Services including take-offs & calculations

Services by Others

Geotechnical services
 Structural Services

Documents/Drawings

Conceptual Drawings
 Sketch Plans
 Site Plans
 Construction Drawings
 Technical specifications



The above list is not all inclusive, and the Scope of Services defines the services to be provided by Consultant for this project.

Both parties agree that certain tasks (e.g. reviews and approvals) are performed by governmental agencies and that all parties have limited influence on these agencies to meet the prescribed deadlines and that neither party is responsible for delays caused by governmental agencies.

F. Client Responsibilities

The following items will be provided by the Client and WithersRavenel will rely upon the accuracy and completeness of this information:

- a. Provide a representative for communications and decisions.
- b. Preferred media platforms for communications with the Client.
- c. Provide in writing, any information as to Client's requirements for design.
- d. Provide any information needed to complete the Project not specifically addressed in the Scope of Services.
- e. Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project.
- f. Examine all proposals, reports, sketches, estimates and other documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Consultant.
- g. Give prompt written notice to the Consultant whenever the Client observes or otherwise becomes aware of any defect in the Project.
- h. Attend Client meetings as required/needed.
- i. Access to property for Consultant and subconsultants.
- j. All submittal, review, or permitting fees associated with the project.
- k. Any legal representation requiring an attorney at law.
- l. Provide Consultant with electronic copies of documents for plan review.

Any changes to the alternatives or Project requirements after Consultant have begun work may require additional fees.

G. Compensation for Services

Consultant proposes to provide the Scope of Services previously outlined on a hourly basis plus reimbursable expenses in accordance with Exhibit II.

Invoices will be issued monthly, based on the percentage of completion for each lump sum task and the hourly rate for WithersRavenel personnel in accordance with Exhibit II for hourly tasks, as accomplished during the billing period. Payment is due upon receipt of invoice.

The attached Exhibit II, Fee & Expense Schedule, is based on Consultant's rates as of the date of this agreement and may be subject to change for hourly tasks and any Additional Services that occur after any adjustments to such rates go into effect.

H. Acceptance

This agreement is valid 60 days from the date it is transmitted to Client. Receipt of an executed copy of this agreement will serve as the written Agreement between WithersRavenel and Town of Waynesville. All Exhibits identified after the signature blocks below, including the Standard Terms and Conditions (Exhibit I) and the Fee & Expense Schedule (Exhibit II), are incorporated herein and are integral parts of the Agreement.



WithersRavenel
Our People. Your Success.

OFFERED BY:

WithersRavenel

ACCEPTED BY:

Town of Waynesville

Alisha Goldstein

October 29, 2025

Signature

Date

Alisha Goldstein, PE

Name

Assistant Project Manager

Title

Robert W. Barrett 11/4/2025

Signature

Date

Robert W. Barrett

Name

Town Manager

Title

Dori Sabeh

October 29, 2025

Signature

Date

Dori Sabeh, PE, GISP

Name

Director of Stormwater

Title

PREAUDIT STATEMENT: This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).

Signature of Finance Officer:

Printed Name:

Date:

Ian Barrett

Ian Barrett

11/4/2025

Attachments:

Exhibit I- Standard Terms and Conditions

Exhibit II- Fee & Expense Schedule

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Our People. Your Success.

Exhibit I Standard Terms and Conditions

The proposal submitted by WithersRavenel, INC. ("CONSULTANT") is subject to the following terms and conditions, which form an integral part of the Agreement. By accepting the proposal, the services, or any part thereof, the CLIENT agrees and accepts the terms and conditions outlined below:

1. Payment:

- a) The CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.
- b) If the CLIENT fails to make payment to the CONSULTANT within 45 days after the transmittal of an invoice, the CONSULTANT may, after giving 7 days written notice to the CLIENT, suspend services under this Agreement until all amounts due hereunder are paid in full. If an invoice remains unpaid after 90 days from invoice date, the CONSULTANT may terminate the Agreement. If Consultant initiates legal proceedings to collect the fees owed, Consultant shall also be entitled to recover the reasonable expenses of collection including attorney's fees.

2. **Notification of Breach or Default:** The CLIENT shall provide prompt written notice to the CONSULTANT if CLIENT becomes aware of any breach, error, omission, or inconsistency arising out of CONSULTANT's services or any other alleged breach of contract or negligence by the CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) days from the time CLIENT became aware of the fault, defect, error, omission, inconsistency, or breach, shall constitute a waiver by CLIENT of all claims against the CONSULTANT arising out of such fault, defect, error, omission, inconsistency, or breach. Email's shall be considered adequate written notice for purposes of this Agreement.

3. **Standard of Care:** CONSULTANT shall perform its services in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the Project. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE THAT WILL OR CAN ARISE OUT OF THE SERVICES PROVIDED BY CONSULTANT OR THIS AGREEMENT.

4. **Waiver of Consequential Damages/Limitation of Liability:** CLIENT agrees that CONSULTANT's aggregate liability for all claims that may be asserted by CLIENT is limited to \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater. Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

5. **Representations of CLIENT:** CLIENT warrants and covenants that sufficient funds are available or will be available upon receipt of CONSULTANT's invoice to make payment in full for the services rendered by CONSULTANT.

6. **Ownership of Instruments of Service:** All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the CONSULTANT as instrument of service, shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other rights, including the copyright thereto. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT, CONSULTANT shall make available to CLIENT copies of all plans and specifications.

7. **Change Orders:** CONSULTANT will treat as a proposed change order any written or oral order (including directions, instructions, interpretations, or determinations) from CLIENT which requests changes in the Agreement or CONSULTANT's Scope of Services. If CONSULTANT accepts the proposed

change order, CONSULTANT will give CLIENT written notice within ten (10) days of acceptance of any resulting increase in CONSULTANT's fees.

8. **Opinion of Cost/Cost Estimates:** Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of CONSULTANT'S experience and qualifications and represent its reasonable judgment as an experienced and qualified professional familiar with the construction industry; but the CONSULTANT cannot and does not guarantee the proposals, bids or actual costs will not vary significantly from opinions of probable costs prepared by it. If at any time the CLIENT wishes assurances as to the amount of any costs, CLIENT shall employ an independent cost estimator to make such determination.

9. **Assignment and Third Parties:** Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and the CONSULTANT and not for the benefit of any other party. Neither the CLIENT nor the CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other, which shall not be unreasonably withheld. However, nothing contained herein shall prevent or restrict the CONSULTANT from employing independent subconsultants as the CONSULTANT may deem appropriate to assist in the performance of services hereunder.

10. **Project Site:** Should CLIENT not be owner of the Project site, then CLIENT agrees to notify the site owner of the possibility of unavoidable alteration and damage to the site. CLIENT further agrees to indemnify, defend, and hold harmless CONSULTANT against any claims by the CLIENT, the owner of the site, or persons having possession of the site which are related to such alteration or damage.

11. **Access to Site:** CLIENT is responsible for providing legal and unencumbered access to site, including securing all necessary site access agreements or easements, to the extent necessary for the CONSULTANT to carry out its services.

12. **Survival:** All of CLIENT's obligations and liabilities, including but not limited to, its indemnification obligations and limitations of liability, and CONSULTANT's rights and remedies with respect thereto, shall survive completion, expiration or termination of this Agreement.

13. **Termination:** Either party may terminate the Agreement with or without cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all costs incurred, non-cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, as well as demobilization costs.

14. **Severability:** If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision. The remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by applicable law.

15. **No Waiver:** No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be



construed as a waiver of any future default, whether like or different in character.

16. **Merger, Amendment:** This Agreement constitutes the entire Agreement between the CONSULTANT and the CLIENT and all negotiations, written and oral understandings between the parties are integrated and merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the CONSULTANT and the CLIENT.

17. **Unforeseen Occurrences:** If, during the performance of services hereunder, any unforeseen hazardous substance, material, element of constituent or other unforeseen conditions or occurrences are encountered which affects or may affect the services, the risk involved in providing the service, or the recommended scope of services, CONSULTANT will promptly notify CLIENT thereof. Subsequent to that notification, CONSULTANT may: (a) if practicable, in CONSULTANT's sole judgment and with approval of CLIENT, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with CLIENT to modify the Scope of Services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date of notification pursuant to the terms of the Agreement.

18. **Force Majeure:** Should completion of any portion of the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance shall be extended for a period at least equal to the delay and the parties shall mutually agree on the terms and conditions upon which Agreement may be continued. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, pandemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

19. **Safety:** CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors, except with respect to CONSULTANT's own employees. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents, or employees.

20. **Dispute Resolution/Arbitration:** Any claim or other dispute arising out of or related to this Agreement shall first be subject to non-binding mediation in accordance with the then-current Construction Industry Mediation Procedures of the American Arbitration Association ("AAA"). If mediation is unsuccessful, such claim or other dispute shall be subject to arbitration in accordance with the AAA's then-current Construction Industry Arbitration Rules. Any demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. CLIENT agrees to the inclusion in such arbitration (whether by initial filing, by joinder or by consolidation) of any other parties and of any other claims arising out of or relating to the Project or to the transaction or occurrence giving rise to the claim or other dispute between CLIENT and CONSULTANT.

21. **Independent Contractor:** In carrying out its obligations, CONSULTANT shall always be acting as an independent contractor and not an employee, agent, partner, or joint venture of CLIENT. CONSULTANT's work does not include any supervision or direction of the work of other contractors, their employees or agents, and CONSULTANT's presence shall in no way create

any liability on behalf of CONSULTANT for failure of other contractors, their employees, or agents to perform their work properly or correctly.

22. **Hazardous Substances:** CLIENT agrees to advise CONSULTANT upon execution of this Agreement of any hazardous substances or any condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. By virtue of entering into the Agreement or of providing services, CONSULTANT does not assume control of, or responsibility for, the Project site or the person in charge of the Project site or undertake responsibility for reporting to any federal, state, or local public agencies, any conditions at the Project site that may present a potential danger to the public, health, safety, or environment except where required of CONSULTANT by applicable law. In the event CONSULTANT encounters hazardous or toxic substances or contamination significantly beyond that originally represented by CLIENT, CONSULTANT may suspend or terminate the Agreement. CLIENT acknowledges that CONSULTANT has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site. Except to the extent that CONSULTANT has negligently caused such pollution or contamination, CLIENT agrees to defend, indemnify, and hold harmless CONSULTANT, from any claim or liability, arising out of CONSULTANT's performance of services under the Agreement and made or brought against CONSULTANT for any actual or threatened environmental pollution or contamination if the fault (as defined in N.C.G.S. 22B-1(f)(7)) of CLIENT or its derivative parties (as defined in N.C.G.S. 22B-1(f)(3)) is a proximate cause of such claim or liability.

23. **Choice of Law:** The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of North Carolina, excluding only its conflicts of laws principles.

24. **Construction Services:** If construction administration and review services are requested by the CLIENT, CLIENT agrees that such administration, review, or interpretation of construction work or documents by CONSULTANT shall not relieve any contractor from liability in regard to its duty to comply with the applicable plans, specifications, and standards for the Project, and shall not give rise to a claim against CONSULTANT for contractor's failure to perform in accordance with the applicable plans, specifications or standards.

25. **Field Representative:** If CONSULTANT provides field services or construction observation services, the presence of the CONSULTANT's field personnel will only be for the purpose of providing observation and field testing of specific aspects of the Project. Should a contractor be involved in the Project, the CONSULTANT's responsibility does not include the supervision or direction of the actual work of any contractor, its employees, or agents. All contractors should be so advised. Contractors should also be informed that neither the presence of the CONSULTANT's field representative nor the observation and testing by the CONSULTANT shall excuse contractor in any way for defects in contractor's work. It is agreed that the CONSULTANT will not be responsible for job or site safety on the Project and that the CONSULTANT does not have the right to stop the work of any contractor.

26. **Submittals:** CONSULTANT's review of shop drawings and other submittals is to determine conformity with the design concept only. Review of shop drawings and submittals does not include means, methods, techniques, or procedures of construction, including but not limited to, safety requirements.

Exhibit II Fee & Expense Schedule

Description	Rate	Description	Rate	Description	Rate
Engineering, Landscape Architecture & Planning		Funding & Asset Management		Environmental	
CAD Technician I	\$ 115	GIS Senior Specialist	\$ 185	Environmental Technician I	\$ 95
CAD Technician II	\$ 130	GIS Specialist	\$ 165	Environmental Technician II	\$ 110
Senior CAD Technician	\$ 155	GIS Technician	\$ 110	Environmental Technician III	\$ 115
Designer I	\$ 145	GIS Analyst I	\$ 135	Environmental Senior Technician	\$ 130
Designer II	\$ 165	GIS Analyst II	\$ 150	Environmental Project Geologist I	\$ 165
Senior Designer	\$ 185	GIS Project Manager	\$ 185	Environmental Project Geologist II	\$ 180
Landscape Architect I	\$ 165	F&AM Assistant Project Manager	\$ 180	Environmental Project Geologist III	\$ 210
Landscape Architect II	\$ 190	F&AM Project Consultant I	\$ 135	Environmental Senior Project Geologist	\$ 230
Landscape Architect III	\$ 215	F&AM Project Consultant II	\$ 145	Environmental Assistant Project Manager	\$ 180
Senior Landscape Architect	\$ 240	F&AM Project Consultant III	\$ 150	Environmental Project Manager	\$ 210
Landscape Designer I	\$ 145	F&AM Project Consultant IV	\$ 155	Environmental Senior Project Manager	\$ 230
Landscape Designer II	\$ 155	F&AM Senior Project Consultant I	\$ 165	Environmental Director	\$ 260
Landscape Designer III	\$ 160	F&AM Senior Project Consultant II	\$ 170	Environmental Project Engineer I	\$ 165
Planning Technician	\$ 130	F&AM Project Manager	\$ 185	Environmental Project Engineer II	\$ 180
Planner I	\$ 140	F&AM Principal	\$ 290	Environmental Project Engineer III	\$ 210
Planner II	\$ 160	F&AM Director	\$ 260	Environmental Senior Project Engineer	\$ 230
Planner III	\$ 185	F&AM Staff Professional I	\$ 80	Environmental Principal	\$ 285
Senior Planner	\$ 195	F&AM Staff Professional II	\$ 130	Environmental Project Scientist I	\$ 165
Senior Technical Planner	\$ 205	F&AM Staff Professional III	\$ 170	Environmental Project Scientist II	\$ 180
Principal Planner	\$ 220	F&AM Staff Professional IV	\$ 215	Environmental Project Scientist III	\$ 210
Project Engineer I	\$ 190	F&AM Senior Project Manager	\$ 240	Environmental Senior Project Scientist	\$ 230
Project Engineer II	\$ 200	F&AM Senior Technical Consultant	\$ 275	Environmental Scientist I	\$ 120
Project Engineer III	\$ 220	Geomatics		Environmental Scientist II	\$ 145
Senior Project Engineer	\$ 255	Geomatics CAD Technician I	\$ 115	Environmental Scientist III	\$ 155
Assistant Project Manager	\$ 200	Geomatics CAD Technician II	\$ 135	Environmental Geologist I	\$ 120
Project Manager I	\$ 220	Geomatics CAD Technician III	\$ 150	Environmental Geologist II	\$ 145
Project Manager II	\$ 230	GIS Survey Technician I	\$ 90	Environmental Geologist III	\$ 155
Project Manager III	\$ 235	GIS Survey Technician II	\$ 115	Environmental Professional I	\$ 120
Senior Project Manager	\$ 240	GIS Survey Technician III	\$ 135	Environmental Professional II	\$ 145
Associate Practice Professional	\$ 75	GIS Survey Lead	\$ 150	Environmental Professional III	\$ 155
Practice Professional I	\$ 155	Geomatics Project Manager I	\$ 185	Environmental Senior Technical Consultant	\$ 255
Practice Professional II	\$ 160	Geomatics Project Manager II	\$ 200	Client Experience	
Practice Professional III	\$ 170	Geomatics Project Manager III	\$ 230	Client Experience Manager	\$ 350
Practice Professional IV	\$ 180	Geomatics Project Professional I	\$ 165	Client Experience Director	\$ 395
Senior Practice Professional	\$ 190	Geomatics Project Professional II	\$ 190	Client Experience Principal	\$ 420
Technical Consultant	\$ 240	Geomatics Principal	\$ 270	Administrative	
Senior Technical Consultant	\$ 280	Geomatics Remote Sensing Crew I	\$ 240	Administrative Assistant	\$ 75
Director	\$ 275	Geomatics Remote Sensing Crew II	\$ 340	Administrative Assistant I	\$ 95
Principal	\$ 290	Geomatics Survey Crew I	\$ 170	Administrative Assistant II	\$ 105
Zoning Specialist	\$ 400	Geomatics Survey Crew II (2 Man)	\$ 195	Administrative Assistant III	\$ 115
Construction Administration		Geomatics Survey Crew III (3 Man)	\$ 255	Marketing Administration I	\$ 105
Resident Project Representative I	\$ 115	Geomatics Senior Manager	\$ 240	Marketing Administration II	\$ 125
Resident Project Representative II	\$ 135	Geomatics Survey Tech I	\$ 70	Marketing Administration III	\$ 135
Resident Project Representative III	\$ 150	Geomatics Survey Tech II	\$ 105	Marketing Administration IV	\$ 145
Senior Resident Project Representative	\$ 160	Geomatics Survey Tech III	\$ 135	Marketing Administration V	\$ 155
Construction Project Professional	\$ 165	Geomatics Survey Tech IV	\$ 145	Director of Marketing	\$ 165
Assistant Construction Project Manager	\$ 170	Geomatics Sr. Technical Consultant	\$ 245	Office Administration	\$ 80
Construction Project Manager I	\$ 180	Geomatics SUE Crew 1	\$ 195	Office Administrator I	\$ 135
Construction Project Manager II	\$ 190	Geomatics SUE Crew 2	\$ 285	Office Administrator II	\$ 140
Construction Project Manager III	\$ 200	Project Coordinators		Office Administrator III	\$ 145
Senior Construction Project Manager	\$ 215	Project Coordinator I	\$ 105	Expenses	
Other		Project Coordinator II	\$ 125	Bond Prints (Per Sheet)	\$ 1.75
Implementation Consultant	\$ 165	Project Coordinator III	\$ 135	Mylar Prints (Per Sheet)	\$11.00
Senior Implementation Consultant	\$ 175	Senior Project Coordinator	\$ 145	Mileage	Per IRS
Expert Witness	\$ 400	Lead Project Coordinator	\$ 155	Delivery - Project Specific (Distance & Priority)	
				Subcontractor Fees (Markup)	1.15
				Expenses / Reprod. / Permits (Markup)	1.15

Fee & Expense Schedule

Effective January 1, 2026 - Schedule is subject to change.

HAYWOOD WATERWAYS ASSOCIATION, INC.

Rob Hites, Town Manager
Town of Waynesville
PO Box 100
Waynesville, NC 28786

August 1, 2025

Re: Phase II Stormwater Management Plan Implementation

Haywood Waterways Association is pleased to submit this proposal to assist the Town of Waynesville (TOW) implement your Phase II Stormwater Management Plan in Fiscal Year 2025-26. Haywood Waterways has been contracted to help implement the Public Education and Outreach and Public Participation and Involvement Minimum Control Measures since 2007. This proposal outlines tasks that would be completed for all six minimum measures of your Stormwater Management Plan (SWMP, 2021).

The tasks would follow the best management practices (BMPs) identified in your SWMP for Year 5. Haywood Waterways would be directly responsible for the Public Education and Outreach, Public Involvement and Participation, and Pollution Prevention and Good Housekeeping minimum measures. We would assist town staff, as needed, with the Illicit Discharge Detection and Elimination, Construction Site Runoff Control, and Post-Construction Site Runoff Control minimum measures, as well as reporting and other administrative tasks.

In addition, we will assist the town with the NOI draft, the Stormwater Management Plan draft, and the permit renewal application that are required in Year 5 as part of the permit.

Our staff would work on a time and materials basis, with the total cost to implement all BMPs not to exceed \$24,528; this includes \$3,850 of estimated direct billing to the town for print and mailing costs. We would take advantage of opportunities to reduce costs, such as using existing material and programs of Haywood Waterways and other organizations. We also understand some tasks may not need our assistance. Our current billing rate is \$50.00 per hour, plus travel at the federal standard mileage rate, and printing and materials costs, if necessary. Other requested tasks not included in this proposal will be billed as time and materials.

Activities and Estimated Costs:

- **Administration and Reporting: \$3,850**
Tasks include assisting town staff with preparing the annual self-assessment report, attending meetings, and producing four quarterly reports.
- **Minimum Measure #1: Public Education and Outreach: \$5,094**
Tasks include postcard mailing (material costs billed directly to TOW), informative displays, a press release, social media posts, public presentations, educational video, and the telephone hotline.
- **Minimum Measure #2: Public Involvement and Participation: \$4,828**
Tasks include assisting staff at annual presentations to the Town Council about the program scope, achievements, and results, storm drain stenciling, stream clean ups, telephone hotline (assisting staff in related complaints), explore the idea of No-Mow-May in coordination with Public Services, Parks and Recs, Code Enforcement, and sending postcards to citizens and businesses (billed directly to the TOW).
- **Minimum Measure #3: Illicit Discharge Detection and Elimination: \$3,828**
Tasks include assisting town staff with outfall inspections, program evaluation, and staff training.

- **Minimum Measure #4: Construction Site Runoff Control: \$0**
Tasks include assisting town staff with public presentations at Town Council or similar public meetings. These tasks are billed in other minimum measures.
- **Minimum Measure #5: Post-Construction Site Runoff Control: \$3,830**
Tasks include promoting the pet-waste management program through education and coordinating with Public Services about any issues with pet waste disposal stations, monitoring fecal coliform bacteria through sampling, creating a list of sampling locations, identifying hot spots, and submitting reports to Public Services and Development Services.
- **Minimum Measure #6: Pollution Prevention and Good Housekeeping: \$3,096**
Tasks include assisting staff in revising current SOPs and logs, inspecting municipal facilities and submit reports, and implementing and coordinating municipal staff training opportunities.

We thank you for this opportunity to offer our services. Please contact me any time if you have any questions. If you agree with this proposal, please sign and return the attached agreement page to preston@haywoodwaterways.org or our address listed below.

Sincerely,

Preston Jacobsen
Executive Director
Haywood Waterways Association
PO Box 389, Waynesville, NC 28786
828-476-4667
preston@haywoodwaterways.org

Cc:
Jesse Fowler, Administrative Services Director
Elizabeth Teague, Development Services Director
Jeff Steins, Director of Public Services
Eddie Caldwell, Finance Director

PO BOX 389 • WAYNESVILLE, NC • 28786
PHONE: 828-476-4667
INFO@HAYWOODWATERWAYS.ORG

**Phase II Stormwater Management Plan Implementation
Agreement Form**

This agreement is made between the Town of Waynesville and the Haywood Waterways Association, Inc. This agreement will be active from July 1, 2025 and will continue in effect through June 30, 2026 (Fiscal Year 2026).

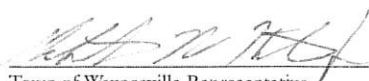
Haywood Waterways, in collaboration with the Town of Waynesville and outside experts, will determine the method, details, and means of performing each task listed in the proposal. Haywood Waterways and the Town of Waynesville understand not all tasks may be completed depending on available resources.

Haywood Waterways agrees to submit quarterly progress reports and invoices within seven days of completion of each three-month quarter between July and March. These dates correspond to October 1, 2025; January 5, 2026; and April 1, 2026. For the fourth quarter ending in June 2026, Haywood Waterways will submit the report and invoice by June 22, 2026. The town agrees to pay Haywood Waterways within thirty days after each invoice is submitted.

Haywood Waterways and the Town of Waynesville agree to hold each other harmless and indemnify for all claims of personal injury, illness, disability or death arising out of and in the course of this agreement.

As representative for the Town of Waynesville, I have read, understand and approve of the tasks outlined in the proposal and the above terms.

Signatures:



Town of Waynesville Representative

8/15/2025

Date

Haywood Waterways Association, Inc.:

Preston Jacobsen

Preston Jacobsen
Executive Director

8/18/25

Date

Audited and approved
by Finance:

8/18/2025

PO BOX 389 • WAYNESVILLE, NC • 28786
PHONE: 828-476-4667
INFO@HAYWOODWATERWAYS.ORG