

# City of Sammamish Adopt-A-Pond Program and Policy & Procedures

*To establish a means by which interested residents, community groups, and businesses can "adopt" stormwater management areas within the City of Sammamish to provide native planting, invasive plant removal, plant inspection, oversight, and minor maintenance such as trash and debris removal in these areas on a regularly scheduled basis.*



# Adopt-A-Pond POLICY & PROCEDURES

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# Adopt-A-Pond POLICY & PROCEDURES

## **Purpose**

To establish a means by which interested residents, community groups, and businesses can "adopt" stormwater management areas, primarily stormwater ponds, within the City of Sammamish (City) to increase aesthetics and/or to enhance native vegetation/habitat. Volunteer activities may include: provide native planting, maintain native plants, invasive species removal, ongoing oversight of those activities, and trash and debris removal in these areas on a regularly scheduled basis.

## **Qualifications**

Program is geared toward residents who live on property adjacent to ponds, but anyone may participate. Work can be extensive, so volunteers working in teams is preferable.

## **Intent**

The intent of the City is that the Adopt-A-Pond program be promoted and conducted as an entirely voluntary cooperative program between Sammamish residents and the City Public Works and Parks Departments.

## **Adopt-A-Pond Criteria**

1. The pond must be owned and/or maintained by the City.
2. The pond group must submit an Adopt-A-Pond application AND demonstrate a commitment to fully participate in the program and maintain their pond.

## **Responsibilities**

### **City**

Each pond approved for the Adopt-A-Pond program may have varying restrictions on what volunteer activities may be approved by the City. For all ponds, the City will:

1. Provide and install a permanent No Mow and/or Adopt-A-Pond sign at the adopted pond.
2. Coordinate with the pond representative in February/March and July/August of each year to schedule clean up.
3. Provide City approved Volunteer Agreements for all volunteers to sign.
4. Provide an initial training for volunteers that includes, at a minimum: the importance of stormwater ponds, the background of the pond; an overview of the Adopt-A-Pond program.
5. Provide educational materials and pond management guidance, as needed or requested.
6. Notify adjacent property owners.

# Adopt-A-Pond POLICY & PROCEDURES

## Pond Adopters

1. Will have a three-year commitment to maintain the pond.
2. Commit to two clean up days per year. One in the spring (April 15-May 31) and one in the fall (Sept 1-Oct 15). Clean up shall include only those items that can be reached from shore, no **wading** is required. This will include the following items:
  - a. Pick up and disposal of trash and other debris.
  - b. Pick up any branches and other downed limbs (small in size).
  - c. Report any larger limbs that the City should come back to remove.
  - d. Removal of invasive plants such as Himalayan blackberry and cutleaf blackberry
  - e. Clean out bird houses if installed.
3. Provide the City with a roster of individuals participating in the cleanup within three (3) working days after the cleanup.
4. The Pond Group Representative will report any injuries sustained by participants during cleanup activities to the City immediately upon notification. Notice will be provided on the Incident/Accident Form furnished the City.
5. Submit two reports each year, one from each clean up. The report forms will be provided to you and will need to be filled out after or during the cleanup day and returned to City staff.

## Time Commitment

The time commitment depends on project goals and the number of volunteers participating. At a minimum, your group must commit to cleaning debris along the pond's shoreline twice a year.

## Getting Started

To request an application, or if you have questions, contact the City of Sammamish Engineering Technician, Lisa Werre, at (425) 295-0573 or [lwerre@sammamish.us](mailto:lwerre@sammamish.us).

# Adopt-A-Pond POLICY & PROCEDURES

## Provision of Plants

Adopt-A-Pond groups interested in planting should provide a planting plan with the Plant Approval Plan for consideration. Adopt-A-Pond groups should work with the Sammamish Stewards and King County Conservation District for purchase and/or propagation of wildflowers or other native plants. Pond groups will be responsible for planting, watering and any required weeding of the plants. When appropriate and possible, the City may assist in plant purchasing and plant watering. If this is needed, it should be requested for consideration in the planting plan. At no time will plantings be allowed within 10-15 feet of inlets and outlets and other access points; all planting plans should note this. Mulch or bark should never be used in planting plans and a 5'-10' parameter around the pond should always remain free of plantings larger than ground cover.

In order to qualify, the group must submit at least two workday reports per year and remain in good standing with the Adopt-A-Pond program. Good standing shall be defined as having met all program eligibility criteria, as outlined in the Adopt-A-Pond Policy and Procedures.

## Provision of Miscellaneous Items

The Adopt-A-Pond program is intended to be fun and interesting to all involved. To this end, the program occasionally offers various educational and promotional items that may be of interest to our participants. These items are subject to availability and are not a responsibility of the City or a right of program participants. Please note that Adopt-A-Pond does not provide hand tools, waders, boots, boats, herbicides, pesticides, fish, or any other items not specifically mentioned in this document.

## Renewal of Agreement

The Adopt-A-Pond Agreement states that a pond group shall remain in effect for a period of three years and shall be extended for successive three-year periods subject to the criteria as set out in the Policies and Procedures.

At the end of the initial three-year term, Adopt-A-Pond will review each group file to determine if they submitted biannual reports. Adopt-A-Pond will then contact the group representative to determine if the group would like to remain in the program. If the program is unable to contact the representative, the group will be removed from the program in accordance with the Adopt-A-Pond Agreement. If contact is made and the group has not submitted biannual reports, the group may remain in the program but must agree to resume reporting. This process shall continue at the end of every three-year term until the group is removed from the program.

A pond group may decide not to participate in the program at any time as long as a 30-day written notice is provided to the City. The Adopt-A-Pond Program may remove a pond group from the program upon 30 days written notice to the pond group representative. These procedures are set forth in the Adopt-A-Pond Agreement. The City at any time may need to maintain (remove trees/dredge/etc.) the pond and this may affect native plants. Pond maintenance for functionality is priority.

# Adopt-A-Pond APPLICATION

You must complete and return this application/agreement to be considered for the Adopt-A-Pond Program.

Pond Representative Name: Last \_\_\_\_\_ First \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Pond Group Name \_\_\_\_\_  
Email: \_\_\_\_\_  
Pond Location (if different from above address) \_\_\_\_\_ Pond ID \_\_\_\_\_  
Why does your Pond Group want to adopt your neighborhood pond?  
\_\_\_\_\_  
\_\_\_\_\_

Where did you hear about Adopt-A-Pond? \_\_\_\_\_

If there is a governing Homeowner's Association ("HOA"), the board must review and approve the pond program, particularly acknowledging the native appearance of the pond.

Date of HOA board meeting approval: \_\_\_\_\_.

HOA Board President name and phone number: \_\_\_\_\_.

Attach HOA approval with application. If there is not or no longer a governing HOA, all residents must be notified by certified mail. If there are any concerns or objections, this pond will not be considered a viable location for the program.

Pond Representative signature acknowledging homeowner notification and responsibility:  
\_\_\_\_\_.

## **AGREEMENT**

**Each Pond Group Member, by his or her signature below, hereby agrees to the terms and conditions set forth below and in the Adopt-A-Pond Policies and Procedures set forth above:**

### **I. RESPONSIBILITIES.**

POND GROUP MEMBERS SHALL:

1. Consist of no less than two people.
2. Choose a Pond Group Representative to help coordinate pond activities and represent the pond group in all matters pertinent to the Adopt-A-Pond Program.
3. The Pond Group Representative is responsible for directly supervising the activities of all the individuals in their group who will be doing volunteer work.
4. Attend at least two (2) pond maintenance days each year to remove nuisance plants and trash.
5. Submit at least two Pond Group Reports every 12 months for each adopted pond.
6. Practice storm water pollution prevention around your pond.
7. Work in a safe and responsible manner during pond work days, only during daylight hours and in good weather, avoiding heavy or hazardous items, and provide one adult supervisor for every five participating youths. Use of vehicles in and around the pond is prohibited for Adopt-A-Pond activities.
8. Provide the City with a roster of individuals participating in the cleanup within three (3) working days after the cleanup.
9. The Pond Group Representative will report any injuries sustained by participants during cleanup activities to the City immediately upon notification. Notice will be provided on the Incident/Accident Form furnished by the City.
10. In addition to the responsibilities listed above, the pond group representative shall represent Pond Group members in all matters pertinent to the Adopt-A-Pond Program.

# Adopt-A-Pond APPLICATION

THE CITY OF SAMMAMISH SHALL:

1. As needed or requested: Provide educational materials and pond management guidance.
2. Provide a permanent No Mow and/or Adopt-A-Pond sign at the adopted pond.
3. Notify adjacent property owners.
4. Maintain necessary records required to secure medical aid benefits under chapter 51.12.035 RCW for participants.

The City recommends the Pond Group Representative have a first aid kit available at the cleanup site and at least one person with a valid first aid card be present during cleanup activities. The City also recommends the Pond Group Representative have a cellular phone or radio at the clean-up site.

## II. TERM PROVISIONS

This agreement shall remain in effect for a three (3) year period and shall be extended for successive three-year periods, subject to the criteria as set out in the Policy and Procedures.

## III. INDEMNIFICATION

In consideration of the Pond Group Members being permitted entry onto City property, the Pond Group Members agree to defend, indemnify and hold harmless the City and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss of any kind to anyone including members of the Pond Group Members' organization that might arise out of the Pond Group's activities or the actions of any individual participants, except for injuries or damages caused by the sole negligence of the City.

## IV. TERMINATION

If in the sole judgment of the City of Sammamish it is determined that Pond Group Members are not meeting the terms and conditions of this agreement, upon thirty (30) days written notice, the City of Sammamish may terminate this agreement and remove the sign. If for any reason the City deems the Adopt-A-Pond program is not working as desired at any adopted location, the City may terminate the agreement. The Pond Group may terminate this agreement for any reason upon thirty (30) days written notice to the City of Sammamish.

**By your signature below, you hereby agree to the terms and conditions set forth in this agreement and the Adopt-A-Pond Policies and Procedures set forth above. By your signature, you also designate the Pond Group Representative to represent you in all matters pertinent to the Adopt-A-Pond Program.**

**PLEASE PRINT CLEARLY**

	NAME	SIGNATURE	ADDRESS	PHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____

# Adopt-A-Pond APPLICATION

10. \_\_\_\_\_

*Attach an additional sheet for additional signatures, if necessary*

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(To be completed by the City of Sammamish)

This application and agreement is approved denied. Date: \_\_\_\_\_

By: \_\_\_\_\_  
Lisa Werre, Engineering Technician City of Sammamish



# Adopt-A-Pond REPORT FORM

## APPENDIX B

Pond Group Name: \_\_\_\_\_

Date of Work Day: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

(Please include participant roster on back side)

Amount of Trash Collected: \_\_\_\_\_ bags

Item	Yes	No
Garbage and debris picked up	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned bird houses out (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of yard waste dumping	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of encroachment on pond property examples: parked trailers, gardens, mowing, dumping of yard waste, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Erosion is visible in pond area	<input type="checkbox"/>	<input type="checkbox"/>
Invasive plant removal	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of animal burrows	<input type="checkbox"/>	<input type="checkbox"/>
Large debris exists that City crews need to remove	<input type="checkbox"/>	<input type="checkbox"/>

Please describe any work you feel the City needs to do at this pond or any other observations / concerns you have from your clean up:

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\*\* Please drop off or send forms (include pictures if available) to City of Sammamish Stormwater Division, 801 228<sup>th</sup> Ave SE Sammamish, WA 98075, or email forms to [lwerre@sammamish.us](mailto:lwerre@sammamish.us).

Pond ID: \_\_\_\_\_ Date: \_\_\_\_\_

## What you should know

Coordination of native plants should be done through Sammamish Stewards or King County Conservation District. A formal planting plan is required if planting is part of pond adoption. Some areas of the pond may be required to be mowed by the City. Pond groups will be responsible for watering as required. The ultimate responsibility for mowing and maintenance lies with the City and will be done as required for pond functionality.

## Eligibility

To be eligible, the pond group must be currently meeting all program eligibility criteria.

## Process

The pond group shall provide a planting and pond maintenance plan should the area be suited to be planted in. Upon approval of this application, the Pond Representative may proceed with purchase or propagation of plants. The pond group shall be responsible for any weeding, watering or anything else required to establish the plants. Where possible, the City will be able to assist with watering in the initial 2 years.

## Area to be Planted

Provide a description and attach a sketch and planting plan for the area of the pond to be planted:

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Signature of Pond Group Representative: \_\_\_\_\_

\*\* Please drop off or email or send forms (include pictures of proposed plants if available) to:  
[lwerre@sammamish.us](mailto:lwerre@sammamish.us) or City of Sammamish Stormwater Division, 801 228<sup>th</sup> Ave SE,  
Sammamish, WA 98075