

MS4 Annual Report for 2015

Reporting period: January 1, 2015 to December 31, 2015

Due: June 30, 2016

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2015 and December 31, 2015. MPCA staff may contact you for additional information.

Fillable document available at <https://www.pca.state.mn.us/sites/default/files/wq-strm4-06a.doc> (for personal use only, not for submittal).

Questions: Contact Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us or Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us.

MS4 General Contact Information

Full name	Becky Christopher
Title	Lead Planner & Project Manager
Mailing address	15320 Minnetonka Blvd
City	Minnetonka
State	Minnesota
Zip code	55345
Phone	952-641-4512
Email	bchristopher@minnehahacreek.org

Preparer Contact Information (if different from the MS4 General Contact)

Full name	
Title	
Organization	
Mailing address	
City	
State	
Zip code	
Phone	

Email

MCM 1: Public Education and Outreach

The following questions refer to Part III.D.1. of the Permit.

- Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]
- Yes
 - No
- Q3 What is your stormwater-related issue(s)? Check all that apply.
- TMDL(s)
 - Local businesses
 - Residential BMPs
 - Pet waste
 - Yard waste
 - Deicing materials
 - Household chemicals
 - Construction activities
 - Post-construction activities
 - Other
- Q4 Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]
- Yes
 - No
- Q5 Do you have an implementation plan as required by the Permit? [Part III.D.1.b.]
- Yes
 - No
- Q6 How did you distribute educational materials or equivalent outreach? Check all that apply and provide circulation/audience associated with each item. [Part III.D.1.a.]
- Brochure
 - Newsletter
 - Utility bill insert
 - Newspaper ad
 - Radio ad
 - Television ad
 - Cable access channel
 - Stormwater-related event
 - School presentation or project
 - Website
 - Other (1)

Other (2)

Other (3)

Other (1), describe:

Social media

Other (2), describe:

Monthly column in local newspapers

Other (3), describe:

Submissions to city and neighborhood newsletters

Q7 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Brochure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stormwater-related event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School presentation or project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q8 Enter the total circulation/audience (if unknown, use best estimate):

Brochure	500
Newsletter	700
Stormwater-related event	5530
School presentation or project	500
Website	252209
Other (1)	278537
Other (2)	112397
Other (3)	100000

Provide a brief description of each activity related to public education and outreach (e.g. rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2015 to December 31, 2015. [Part III.D.1.c.(4)]

Q9 Date of activity

Q10 Description of activity

Date (mm/dd/yyyy)

Date (mm/dd/yyyy)	9/30/2015	Children's Water Festival
Date (mm/dd/yyyy)	8/22/2015	Westonka Dog Days
Date (mm/dd/yyyy)	4/9/2015	Plymouth Home Expo
Date (mm/dd/yyyy)	9/15/2015	Clean Water Summit
Date (mm/dd/yyyy)	7/23/2015	NEMO boat tour on Lake Minnetonka
Date (mm/dd/yyyy)	4/25/2015	Shallow Lakes Forum
Date (mm/dd/yyyy)	5/2/2015	Ron Schara's Crappie Contest

Q11 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

- Yes
 No

MCM 2: Public Participation/Involvement

The following questions refer to Part III.D.2.a. of the Permit.

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2015 and December 31, 2015? [Part III.D.2.a.(1)]

- Yes
 No

Q13 What was the opportunity that you provided? Check all that apply.

- Public meeting
 Public event
 Other

Q14 Did you hold a stand-alone meeting or combine it with another event?

- Stand-alone
 Combined

Enter the date of the public meeting (mm/dd/yyyy):

06/11/2015

Enter the number of citizens that attended and

0

were informed
about your
SWPPP:

Q17 Between January 1, 2015 and December 31, 2015, did you receive any input regarding your SWPPP?

- Yes
 No

Q19 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]

- Yes
 No

Describe those modifications:

Posted the District's SWPPP on our website at: www.minnehahacreek.org/SWPPP

MCM 3: Illicit Discharge Detection and Elimination

The following questions refer to Part III.D.3. of the Permit.

Q20 As of December 31, 2015, have you enacted a regulatory mechanism which prohibits non-stormwater discharges to your MS4?

- Yes
 No

Q21 Provide either a website address to the above regulatory mechanism or upload a copy. How will you provide this regulatory mechanism?

- Website address
 Upload

Q22 Website address:

<http://minnehahacreek.org/permits/regulatory-rules/illicit-discharge-rule>

Q24 Did you identify any illicit discharges between January 1, 2015 and December 31, 2015? [Part III.D.3.h.(4)]

- Yes
 No

Q25 Enter the number of illicit discharges detected:

3

Q26 How did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.

- Public complaint
- Staff

Q27 Enter the number discovered by the public:

3

Q29 Did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

- Yes
- No

Q33 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]

- Yes
- No

Q34 Provide either a website address to the above ERPs or upload a copy. How will you provide these ERPs?

- Website address
- Upload

Q36 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

ref:0000000075:Q36

Q37 Did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]

- Yes
- No

Q38 How did you train your field staff? Check all that apply.

- Email
- PowerPoint
- Presentation
- Video
- Field Training
- Other

The following questions refer to Part III.C.1. of the Permit.

Q39 Did you update your storm sewer system map between January 1, 2015 and December 31, 2015? [Part III.C.1.]

- Yes
- No

- Q40 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]
- Yes
 No
- Q41 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]
- Yes
 No
- Q42 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]
- Yes
 No
- Q43 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]
- Yes
 No
- Q44 In what format is your storm sewer map available?
- Hardcopy only
 GIS
 CAD
 Other
- Q45 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]
- Yes
 No

MCM 4: Construction Site Stormwater Runoff Control

The following questions refer to Part III.D.4. of the Permit.

- Q46 As of December 31, 2015, have you enacted a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (<http://www.pca.state.mn.us/index.php/view-document.html?gid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.]
- Yes
 No
- Q47 Have you developed written procedures for site plan reviews as required by the

Permit? [Part III.D.4.b.]

- Yes
 No

Q48 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

- Yes
 No

Q49 Enter the number of site plan reviews conducted for sites an acre or greater of soil disturbance between January 1, 2015 and December 31, 2015:

45

Q50 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2015 to December 31, 2015.

- Verbal warnings
 Notice of violation
 Administrative orders
 Stop-work orders
 Fines
 Forfeit of security of bond money
 Withholding of certificate of occupancy
 Criminal actions
 Civil penalties
 Other

Enter the number of verbal warnings issued:

230

Enter the number of notice of violations issued:

8

Enter the number of administrative orders issued:

0

Enter the number of forfeitures of security bond money issued:

0

Q51 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]

- Yes
 No

Q52 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2015 and December 31, 2015:

69

Q53 Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)]

- Yes
 No

Q54 How are sites prioritized? Check all that apply.

- Site topography
 Soil characteristics
 Types of receiving water(s)
 Stage of construction
 Compliance history
 Weather conditions
 Other

Q55 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

- Yes
 No

Q56 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

146

Q57 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

Daily

Q58 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2015 and December 31, 2015:

4

Q59 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

(1) Inspector name	Lauren Sampedro
Organization	MCWD
Phone (Office)	952-641-4580
Phone (Work Cell)	
Email	lsampedro@minnehahacreek.org
Preferred contact method	email
(2) Inspector name	Terrence Chastan-Davis

Organization	MCWD
Phone (Office)	952-641-4581
Phone (Work Cell)	
Email	tchastan-davis@minnehahacreek.org
Preferred contact method	email
(3) Inspector name	Miriam Eason
Organization	MCWD
Phone (Office)	952-641-4586
Phone (Work Cell)	
Email	meason@minnehahacreek.org
Preferred contact method	email

Q60 What training did inspectors receive? Check all that apply.

- University of Minnesota Erosion and Stormwater Management Certification Program
- Qualified Compliance Inspector of Stormwater (QCIS)
- Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
- Minnesota Utility Contractors Association Erosion Control Training
- Certified Professional in Erosion and Sediment Control (CPESC)
- Certified Professional in Stormwater Quality (CPSWQ)
- Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
- Other

Q61 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- Yes
- No

Describe those modifications:

Adopted rule-interpretive policy to ensure compliance with the revised MS4 Permit. Developed enforcement response procedures.

MCM 5: Post-Construction Stormwater Management

The following questions refer to Part III.D.5. of the Permit.

Q62 As of December 31, 2015, have you enacted a regulatory mechanism to incorporate all requirements as specified in Part III.D.5.a. of the Permit?

- Yes
- No

- Q63 What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)]
Check all that apply.

Refer to the link <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches.

- Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
- Retain the post-construction runoff volume on site for the 95th percentile storm
- Match the pre-development runoff conditions
- Adopt the Minimal Impact Design Standards (MIDS)
- An approach has not been selected
- Other method (Must be technically defensible--e.g. based on modeling, research and acceptable engineering practices)

- Q64 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

- Yes
- No

- Q65 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- Yes
- No

Describe those modifications:

Adopted rule-interpretive policy to ensure compliance with the revised MS4 Permit. Developed enforcement response procedures.

MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

The following questions refer to Part III.D.6. of the Permit.

- Q66 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Structural stormwater BMPs	<input type="text" value="0"/>
Outfalls	<input type="text" value="2"/>
Ponds	<input type="text" value="2"/>

- Q67 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2015 to December 31,

2015 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	0
Outfalls	2
Ponds	2

- Q68 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?
- Yes
 No
- Q69 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]
- Yes
 No
- Q71 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]
- Yes
 No
- Q75 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]
- Yes
 No

Partnerships

- Q84 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?
- Yes
 No

Additional Information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file. You may provide additional explanation and/or information in an email with the subject *YourMS4NameHere_2015AR* to ms4permitprogram.pca@state.mn.us.

- Q86 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



Q87 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



Q88 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



Q89 Optional, describe the file(s) uploaded:

Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540).

Yes

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the

purpose of processing my MS4 Annual Report.

Name:

Title:

Date:

(mm/dd/yyyy)

When you are ready to submit, you must click the 'Submit' button at the bottom of this page.

Provide the email(s) of the individual(s) you would like to receive the MS4 Annual Report for 2015 submittal confirmation email from the MPCA. After you click the Submit button below, please allow up to three business days to receive this email.

Email
(1)

Email
(2)

Email
(3)

Print or save a copy of your completed MS4 Annual Report for 2015 for your records. The MPCA will email a PDF of your MS4 Annual Report for 2015 information in a confirmation email within three business days after you submit this form to the email(s) you provided above.

You may print a copy of the MS4 Annual Report for 2015 for your records by pressing the 'Print' button at the bottom of the page.

Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2015 if you are working on a computer with OneNote (a program often included in Microsoft Office packages). Detailed saving instructions are available at stormwater.pca.state.mn.us/index.php/Guidance_for_saving_MS4_annual_reports.

If you have any questions, contact MPCA staff Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880) or Rachel Stangl (rachel.stangl@state.mn.us, 651-757-2879).