

**MEETING DATE:** June 18, 2015

**TITLE:** Authorization to Release the Annual Report to the Minnesota Pollution Control Agency

**RESOLUTION NUMBER:** 15-053

**PREPARED BY:** Becky Christopher

**E-MAIL:** bchristopher@minnehahacreek.org

**TELEPHONE:** 952-641-4512

**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): \_\_\_\_\_  
 Board Committee  Engineer  Other

**WORKSHOP ACTION:**

<input checked="" type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input type="checkbox"/> Other (specify): _____	

**PURPOSE or ACTION REQUESTED:**

Authorization to release the 2014 Municipal Separate Stormsewer System (MS4) Annual Report to the Minnesota Pollution Control Agency

**SUMMARY:**

The Minnehaha Creek Watershed District is regulated as a municipal separate storm sewer system (MS4) under the National Pollutant Discharge Elimination System (NPDES) Phase II rules because the District is the drainage authority for eight public drainage systems. These drainage systems are county and judicial ditches generally established in the early 1900s. Authority for these public drainage systems was transferred to the District by resolutions from the commissioners of Hennepin and Carver counties.

The NPDES Phase II rules require submittal of an annual report to the Minnesota Pollution Control Agency (MPCA) on progress toward implementing the provisions of the Storm Water Pollution Prevention Program (SWPPP), including any proposed revisions. These reports are due by June 30 of each year.

The attached report has been prepared to satisfy the District's annual reporting requirements to the MPCA. Staff is requesting authorization to release the annual report to the MPCA.

**RESOLUTION**

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**RESOLUTION NUMBER:   15-053**

**TITLE:           Authorization to Release the Annual Report to the Minnesota Pollution Control Agency**

WHEREAS,   in light of its ownership and operation of a small municipal stormwater management facility, the Minnehaha Creek Watershed District (MCWD) has been designated a Municipal Separate Storm Sewer System (MS4) owner/operator, subject to permitting requirements under 33 United States Code section 1342; and

WHEREAS,   the National Pollutant Discharge Elimination System (NPDES) Phase II rules require an annual report submitted to the Minnesota Pollution Control Agency (MPCA) that describes the progress toward implementing the provisions of the District’s Storm Water Pollution Prevention Program (SWPPP); and

WHEREAS,   the report is due by June 30 of each year; and

WHEREAS,   at the MWCD Board Workshop dated June 11, 2015, it was moved by Manager Rogness, seconded by Manager Olson, and passed 6-0 that this resolution be forward to the next Board Meeting for final action.

NOW, THEREFORE, BE IT RESOLVED, that the Minnehaha Creek Watershed Board of Managers accepts the 2014 MS4 Annual Report and authorizes its release to the MPCA.

Resolution Number 15-053 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_ Date: \_\_\_\_\_  
Secretary



You are currently logged in as:

Minnehaha Creek WD MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, [cole.landgraf@state.mn.us](mailto:cole.landgraf@state.mn.us)) or Rachel Stangl (651-757-2879, [rachel.stangl@state.mn.us](mailto:rachel.stangl@state.mn.us)).

## Before you begin...

The MS4 Annual Report for 2014 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2014 and complete the document at another time, you may do so by hitting 'Next' at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.

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## MS4 Annual Report for 2014

Reporting period: January 1, 2014 to December 31, 2014

Due: June 30, 2015

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2014 and December 31, 2014. You may provide additional explanation and/or information in an email with the subject YourMS4NameHere\_2014AR to [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us). MPCA staff may also contact you for additional information.

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

### MS4 General Contact Information

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

### 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** Did you begin to educate the public on illicit discharge recognition and reporting?  
[Part III.D.1.a.(2)]

- Yes
- No

**Q5** 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)

**Q6** Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Brochure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Newspaper ad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio ad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television ad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater-related event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>

**Q7** Enter the total circulation/audience (if unknown, use best estimate):

Brochure	1,000
Newsletter	3,000
Newspaper ad	48,000
Radio ad	2,500,000
Television ad	960,000
Stormwater-related event	2,500

School presentation or project	<input type="text" value="300"/>
Website	<input type="text" value="399,600"/>

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, 2014 to December 31, 2014. [Part III.D.1.c.(4)]

Q8 Date of activity	Q9 Description of activity
Date (mm/dd/yyyy) <input type="text" value="1/28/2014"/>	Water Pro education series - Stormwater Reuse training at the Minnehaha Creek Watershed District (45 attending)
Date (mm/dd/yyyy) <input type="text" value="4/12/2014"/>	Shallow Lakes Forum at the Minnesota Landscape Arboretum (90 attending)
Date (mm/dd/yyyy) <input type="text" value="5/8/2014"/>	NEMO (Nonpoint Education for Municipal Officials) workshop in Edina (40 attending)
Date (mm/dd/yyyy) <input type="text" value="5/14/2014"/>	NEMO (Nonpoint Education for Municipal Officials) workshop in Excelsior (50 attending)
Date (mm/dd/yyyy) <input type="text" value="7/23/2014"/>	NEMO (Nonpoint Education for Municipal Officials) boat tour on Lake Minnetonka (100 attending)
Date (mm/dd/yyyy) <input type="text" value="7/30/2014"/>	Stormwater U education series - BMP practices and maintenance (50 attending)
Date (mm/dd/yyyy) <input type="text" value="9/7/2014"/>	Minnehaha Creek annual clean-up and education day at locations throughout the watershed (1,000 attending)
Date (mm/dd/yyyy) <input type="text" value="10/18/2014"/>	Watershed Games in partnership with Northern Spark at Lake Nokomis and Lake Hiawatha area (400 attending)

Q10 Between January 1, 2014 and December 31, 2014, 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.

Q11 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, 2014 and December 31, 2014? [Part III.D.2.a.(1)]

- Yes  
 No

Q12 What was the opportunity that you provided? Check all that apply.

- Public meeting  
 Public event  
 Other

Q13 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):

4/10/2014

Enter the  
number of  
citizens that  
attended and  
were informed  
about your  
SWPPP:

0

Q16 Between January 1, 2014 and December 31, 2014, did you receive any input regarding your SWPPP?

- Yes  
 No

Q18 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]

- Yes  
 No

### MCM 3: Illicit Discharge Detection and Elimination

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

Q19 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism(s) which prohibits non-stormwater discharges to your MS4?

- Yes  
 No

Q20 Between January 1, 2014 and December 31, 2014, what was the status of this regulatory mechanism(s)?

Current regulatory mechanism sufficient ▼

## Optional, describe status:

The District adopted an IDDE Rule in November 2013 to prevent discharge of contaminants into any of the judicial ditches the District operates.

- Q21 Did you identify any illicit discharges between January 1, 2014 and December 31, 2014? [Part III.D.3.h.(4)]
- Yes  
 No
- Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]
- Yes  
 No
- Q32 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
- Q33 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.

- Q34 Did you update your storm sewer system map between January 1, 2014 and December 31, 2014? [Part III.C.1.]
- Yes  
 No
- Q35 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
- Q36 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



Q37 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]

- Yes  
 No

Q38 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]

- Yes  
 No

Q39 In what format is your storm sewer map available?

- Hardcopy only  
 GIS  
 CAD  
 Other

Q40 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]

- Yes  
 No

Describe those modifications:

Added IDDE inspection information to all field inspection and monitoring forms and created a database to track inspection results.

## MCM 4: Construction Site Stormwater Runoff Control

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

Q41 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism to be 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

Q42 Between January 1, 2014 and December 31, 2014, what was the status of this regulatory mechanism?

Research ▼

Optional, describe status:

The District has reviewed its existing Erosion Control and Stormwater Management rules and determined that the current regulatory mechanisms are sufficient. The District Board will be adopting a policy to elucidate existing rule provisions that will be enforced through the review process regarding criteria for the use of temporary sediment basins. This policy will be

enforced in the permitting process and, when necessary, via permit terms and conditions that will effectively implement regulatory mechanism requirements applicable to the MCWD.

Q43 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

- Yes  
 No

Q44 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

- Yes  
 No

Q45 Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2014 and December 31, 2014:

68

Q46 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, 2014 to December 31, 2014.

- 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:

250

Enter the number of notice of violations issued:

3

Enter the number of administrative orders issued:

0

Enter the number of forfeitures of security bond money issued:

0

Q47 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

Q49 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2014 and December 31, 2014:

114

Q50 Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)]

- Yes  
 No

Q51 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

Q52 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

- Yes  
 No

Q53 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2014 and December 31, 2014:

75

Q54 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

Daily

Q55 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2014 and December 31, 2014:

6

Q56 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

Organization

Phone (Office)

Phone (Work Cell)	
Email	tdietrich@minnehahacreek.org
Preferred contact method	email
(2) Inspector name	Beth Brown
Organization	MCWD
Phone (Office)	952-641-4504
Phone (Work Cell)	
Email	ebrown@minnehahacreek.org
Preferred contact method	email
(3) Inspector name	Lauren Sampedro
Organization	MCWD
Phone (Office)	952-641-4580
Phone (Work Cell)	
Email	lsampedro@minnehahacreek.org
Preferred contact method	email

Q57 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

Q58 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- Yes
- No

## MCM 5: Post-Construction Stormwater Management

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

Q59 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism(s) to incorporate all requirements as specified in Part III.D.5.a. of the

Permit?

- Yes  
 No

Q60 Between January 1, 2014 and December 31, 2014, what was the status of this regulatory mechanism?

Research ▼

Optional, describe status:

The District has reviewed its existing Stormwater Management rule and determined that the current regulatory mechanisms are sufficient. The District Board will be adopting a policy to elucidate existing rule provisions that will be enforced through the review process regarding limitations on infiltration. This policy will be enforced in the permitting process and, when necessary, via permit terms and conditions that will effectively implement regulatory mechanism requirements applicable to the MCWD.

Q61 What approach are you using, or planning to use, 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)

Q62 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

Q64 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- Yes  
 No

## MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

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

Q65 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"/>

Q66 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2014 to December 31, 2014 within your MS4 (exclude privately owned). [Part III.D.6.e.]

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

Q67 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

Q68 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

- Yes  
 No

Q70 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

- Yes  
 No

Q74 Between January 1, 2014 and December 31, 2014, 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

Q83 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.

Q85 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 6 MB or less will upload.



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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 6 MB or less will upload.



Q88 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)

## Before you submit...

**Print or save a copy of your completed MS4 Annual Report for 2014 for your records. The MPCA will not be able to provide you with a copy.**

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