



MEMORANDUM

To: MCWD Board of Managers
From: Becky Christopher, Lead Planner and Project Manager
Date: June 6, 2016
Re: MS4 Annual Report and Public Hearing

Purpose:

At the June 9, 2016 Board Workshop, there will be a public hearing to provide an opportunity for public comment on the District's Stormwater Pollution Prevention Plan (SWPPP). Staff is also requesting authorization to release the District's 2015 annual report to the Minnesota Pollution Control Agency (MPCA).

Background:

The MCWD 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.

The NPDES Phase II rules require submittal of an annual report to the MPCA on progress toward implementing the provisions of the District's SWPPP, including any proposed revisions. These reports are due by June 30 of each year.

The NPDES Phase II rules also require that a public hearing be held annually to provide an opportunity for public input on the District's SWPPP. This hearing will be held at the June 9, 2016 Board workshop. The hearing has been duly noticed in the Star Tribune and on the District website. Staff will provide a brief overview of the District's SWPPP prior to the hearing.

Attached is a Resolution for Board Action authorizing release of the 2015 annual report to the MPCA as well as a copy of the annual report and SWPPP.

If there are questions in advance of the meeting, please contact Becky Christopher at 952-641-4512 or bchristopher@minnehahacreek.org.

We collaborate with public and private partners to protect and improve land and water for current and future generations.

MEETING DATE: June 9, 2016

TITLE: Authorization to Release the 2015 Annual Report to the Minnesota Pollution Control Agency

RESOLUTION NUMBER: 16-055

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 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 checked="" type="checkbox"/> Other (specify): <u>Requesting action at June 9 Workshop</u>	

PURPOSE or ACTION REQUESTED:

Authorization to release the 2015 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

RESOLUTION NUMBER: 16-055

TITLE: **Authorization to Release the 2015 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;

NOW, THEREFORE, BE IT RESOLVED, that the MCWD Board of Managers accepts the 2015 MS4 Annual Report and authorizes its release to the MPCA.

Resolution Number 16-055 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary

Date: _____

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	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Mailing address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip code	<input type="text"/>
Phone	<input type="text"/>

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) 07/26/2015

Minnehaha Creek Cleanup

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	0
Outfalls	2
Ponds	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).

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
NEMO outreach & technical advisory groups with the Cities of Deephaven, Edina, Excelsior, Golden Valley, Hopkins, Greenwood, Independence, Long Lake, Maple Plain, Medina, Minneapolis, Minnetonka, Minnetonka Beach, Minnetrista, Mound, Orono, Plymouth, Richfield, St. Bonifacius, St. Louis Park, Shorewood, Spring Park, Tonka Bay, Wayzata, Woodland, Victoria, Laketown Township, Hennepin & Carver Counties	MCM 1, 2, 3, 4, 5, 6

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

Though the District's education, outreach, public involvement, IDDE, stormwater management and construction site erosion control programs stand alone in terms of water resource protection and achieving the requirements of this permit, the District also maintains partnerships with the Township, City and County MS4s within its boundaries. These partnerships assist all MS4 Permit Holders within the District boundaries to meet permit requirements (note that the District's legal boundary does not coincide with its MS4 boundary). The primary mechanism for this coordination is the District's ongoing support of NEMO as well as our education, outreach and public involvement programs. The District also coordinates with its MS4 partners as they are municipal and county stakeholders on rule revisions, illicit discharge detection, implementation of capital projects to achieve TMDL load reduction goals, and more.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? Yes No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain:

In November 2013, the District adopted an IDDE Rule to prevent discharge of contaminants into judicial ditches the District operates. In addition, the District conducts a robust program of lake and stream monitoring, which aids in illicit discharge detection.

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

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

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg.*

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? Yes No

1. If yes:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
- Policy/Standards Permits
- Rules
- Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

<http://www.minnehahacreek.org/permits/full-mcwd-rules/erosion-control-rule>

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg.*

B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? Yes No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The District will undertake a rule revision process to ensure its rules are consistent with the permit. The rule revision will be completed within one year of permit coverage.

C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- 1. Best Management Practices (BMPs) to minimize erosion. Yes No
- 2. BMPs to minimize the discharge of sediment and other pollutants. Yes No
- 3. BMPs for dewatering activities. Yes No
- 4. Site inspections and records of rainfall events Yes No
- 5. BMP maintenance Yes No
- 6. Management of solid and hazardous wastes on each project site. Yes No
- 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. Yes No
- 8. Criteria for the use of temporary sediment basins. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The District will undertake a rule revision process to ensure its rules are consistent with the permit. The rule revision will

be completed within one year of permit coverage.

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

Yes No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

<http://www.minnehahacreek.org/permits/full-mcwd-rules/stormwater-management-rule>

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. Yes No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
- a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
- b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
- a. Limitations Yes No
- 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: Yes No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

- 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas:
- a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference:
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP.
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part.
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity.
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance.
 - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party.
 - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

For requirements 2.a. and b. above, the District's rule does not match the MS4 Permit exactly, but it may be considered equally protective. The District will compare the specific terms of the District rule with those of the MS4 Permit and confer with the MPCA to evaluate equivalence. For any areas where the District rule is determined to be less protective, the District will undertake a rule revision process to ensure its rules are consistent with the permit. The rule revision will be completed within one year of permit coverage.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? Yes No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

District staff will prepare ERPs and submit them to the MPCA within one year of permit coverage. Draft procedures will be reviewed by the Rules Committee and if necessary the full Board of Managers.

B. Describe your ERPs:

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

The District maintains a GIS based map of the MS4 that was initially created in 2003. The District coordinates with adjacent MS4s to update information as it becomes available.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. Yes No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Yes No
3. Structural stormwater BMPs that are part of the permittee's small MS4. Yes No
4. All receiving waters. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The District's current GIS coverage will be updated to ensure all outfalls are assigned a unique ID, and all the structural stormwater BMPs within the MS4 will be included. The map will be completed and submitted to the MPCA within one year of permit coverage.

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Yes No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Yes No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. Yes No
2. A geographic coordinate. Yes No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The District maintains an inventory of this information but will provide it in the MPCA desired format with the unique ID within one year of permit coverage.

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA Yes No on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4> , according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*.

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

- The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

MCWD developed a strategic plan for communications in 2003 aimed at image recognition and public education concerning water resources management. Broad outcomes of the plan include increasing public awareness about recreational issues, generating public support for MCWD programs, and increasing knowledge about efforts to manage water quantity to reduce flooding and maintain water levels and flow. The current education program includes efforts to inform the public and District staff about each of the MCMs. The District's Educational and Communications departments prepare plans annually to reflect evolving needs of the District.

- List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Media relations	Track number of media encounters, maintain base program and respond to other issues as they arise. Track and report progress annually, adjust program plan annually.
Publications	Track quantity and venue for publications, maintain base program and respond to other issues as they arise. Track and report progress annually, adjust program plan annually.
Website	Track website hits and MCM1-related postings, maintain base program and respond to other issues as they arise. Track and report progress annually, adjust program plan annually.
E-Updates/Social Media	Track number of E-updates and social media alerts sent annually; as well as quantity of "friends" and followers to utilized social media outlets. Evaluate progress and efficacy versus cost annually and adjust program as necessary.
Events	Track number of events sponsored annually, and quantity of attendants. Assess efficacy in terms of outreach versus cost of events and adjust program annually to capture broadest audience.
Sponsorships and Endorsements	Track number of sponsorships/ endorsements annually.
Workshops and Training (for example, University of Minnesota Stormwater U Program, Metro Blooms)	Track number of workshops and training events hosted, and attendees. Track topics covered. Evaluate cost/ and benefit of

outreach and adjust annually.

BMP categories to be implemented	Measurable goals and timeframes
Evaluate topics covered, and ensure topics include IDDE education and other high priority topics.	The MS4's Communication and Education Departments update their operation plans annually in late summer; at the time of these updates, program directors will evaluate changes needed in their programs to meet IDDE and other MS4 requirements of this permit.
Evaluate the need to expand public education and outreach programs based on newly published TMDLs.	Evaluate these as TMDLs are published, amend plans annually.

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Darren Lochner, Education Manager

Telly Mamayek, Communications Director

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The District conducts an annual meeting to discuss the SWPPP and receive public input. In addition, the District awards watershed stewardship grants, works with Citizen and Technical Advisory Committees, and holds regular Board meetings open to the public.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Annual meeting	Hold annual meeting in late summer with required public notice and track number of attendees and comments received. Report annually.
Cynthia Krieg Watershed Stewardship Grants	Grants are provided annually to groups proposing projects and initiatives that protect water quality and promote public awareness and public involvement in non-point source pollution abatement.
Citizen Advisory Committee	Hold Citizen Advisory Committee meetings once monthly with appropriate public notice. Recruit and appoint members annually.
Regular MCWD Board Meetings (open to public)	Hold board meetings twice monthly with appropriate/ required public notice.
NEMO (Non-point source Education for Municipal Officials)	Continue to provide support and assistance to NEMO annually. Track number of presentations, tours and events given annually and attendees/ circulation.
Technical Advisory Committees	Convene Technical Advisory Committees as needed to discuss rule revisions, individual projects or policies as needed. Track and report progress annually.
Post annual MS4 report on line	Post annual report on line and track web site hits.
BMP categories to be implemented	Measurable goals and timeframes
Post MCWD's SWPPP	Post the SWPPP on line and track hits.

3. Do you have a process for receiving and documenting citizen input? Yes No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Darren Lochner, Education Manager

Telly Mamayek, Communications Director

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

MCWD is the regulated NPDES, Phase II MS4 for eight public drainage systems (county and/or judicial ditches). In November 2013, the District adopted an IDDE Rule to prevent discharge of contaminants into any of the judicial ditches the District operates. The District also conducts a robust program of construction and BMP inspection as well as lake and stream monitoring, which aid in illicit discharge detection.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.)Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). Yes No
- b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. Yes No
- c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Yes No
- d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. Yes No
- e. Procedures for the timely response to known, suspected, and reported illicit discharges. Yes No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. Yes No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. Yes No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The District will update its procedures for IDDE for compliance with the permit within one year of coverage.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Maintain maps of ditch system, including wetlands, lakes, other relevant features	GIS map data updated as data becomes available.
Hydrologic data monitoring program	Conduct annual hydrologic data monitoring program, report results annually. Staff monitors various sites within MCWD weekly to monthly, watching for IDDE during each site visit. Track number of detections.
Stream assessment	MCWD periodically conducts stream assessments and restorations on its MS4 conveyances. Track stream assessments and restorations completed, track illicit discharges detected.
Review of SWPPP and local water plans	The District's SWPPP is reviewed annually, along with local water plans as they are updated to identify opportunities to enhance IDDE.
Regulatory inspections	The District conducts periodic inspections through its regulatory program of construction sites and BMPs. These inspections help district staff spot illicit discharges. The District tracks annually the number of inspections conducted.
Maintenance inspections	District staff inspects District-owned projects in accordance with the Operations and Maintenance Plan.
BMP categories to be implemented	Measurable goals and timeframes
Implement IDDE tracking on all field inspection sheets	Add IDDE inspection information to electronic inspection forms and maintain in an automatically updated database within one year of permit coverage.
Implement procedures to address Illicit Discharges	Address illicit discharges as identified, with program operational within one year of permit coverage.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? Yes No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

IDDE inspection information will be added to each electronic field inspection and monitoring form. IDDE inspection results will be maintained in an automatically updated database and routed to the responsible person who will respond to IDDE per the procedures identified. This is in progress now and will be completed and implemented within 12 months of the permit coverage.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Katherine Sylvia, Permitting Program Lead

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

The District dedicates one full-time compliance officer to coordinate an enforcement program aimed at controlling construction site erosion. Two additional full-time District Representatives focus on permit review and construction site inspection. The enforcement program aims to control construction site erosion and enforce other rules that require a District permit.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? Yes No
 - Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? Yes No
 - Does your program include written procedures for receipt and consideration of reports of Yes No

noncompliance or other stormwater related information on construction activity submitted by the public to the permittee?

- d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
- 1) Does your program include procedures for identifying priority sites for inspection? Yes No
 - 2) Does your program identify a frequency at which you will conduct construction site inspections? Yes No
 - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? Yes No
 - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? Yes No
- e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? Yes No
- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? Yes No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The regulatory department staff will review existing procedures for site plan review and inspections and add any necessary elements to achieve permit compliance. They will do so within one year of permit coverage. Procedures will be provided to the MPCA within that timeframe. Documentation of implementation will be provided in the annual report.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Publish information on requirements for District permits	Continue to publish information on the requirements of District permits on line. Ongoing.
Erosion control rule and permitting	Continue to enforce erosion control rule for development within the District. Ongoing. Number of permits processed and granted is tracked annually.
Conduct inspections to ensure permit compliance	Inspect construction sites periodically as staff time is available. On-going. Results are tracked and reported annually.

BMP categories to be implemented	Measurable goals and timeframes
Document procedures	Staff to document and implement procedures for erosion control permit reviews and inspections within one year of permit coverage. Provide procedures to MPCA within one year of permit coverage, document progress on implementation in annual report.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Katherine Sylvia, Permitting Program Lead

E. MCM 5: Post-construction stormwater management

- The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

MCWD rules have required long-term stormwater management on new land development sites since 1974. The stormwater rule requires long-term controls on nutrient export, stormwater volume, runoff rates, and water quality impacts to downstream receiving waters. The rule incorporates post-construction maintenance requirements for stormwater BMPs in the form of a declaration containing the maintenance requirements that is recorded on the property before the permit is issued.

In addition to implementing rules, the District inspects projects post-construction to ensure stormwater BMPs are constructed properly and that they are functioning.

- Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? Yes No
- Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
 - Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? Yes No
 - All supporting documentation associated with mitigation projects that you authorize? Yes No
 - Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? Yes No
 - All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? Yes No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The District has written procedures, however, the rules were recently updated and the procedures may require updating as well. A rule revision will also be needed to ensure compliance with this permit. These procedures will be updated upon completion of the rule revisions and provided to the MPCA within one year of permit coverage.

- List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Enforce Stormwater Rules	Continue to enforce the District's stormwater management rule. Ongoing. The number of permits processed annually is tracked and reported.
Post-construction inspection	The District conducts inspection of completed projects to ensure compliance with permit requirements. Results are tracked and reported annually.
Publish material on requirements for District permit	Continue to publish information on the requirements of District permits on line. Ongoing. Track web site hits.
Maintenance agreements and inspections	Continue to enforce rules which require maintenance agreements with permitted land owners. The District's rules, along with 103D give the District authority to inspect, maintain and assess for maintenance. Inspections are conducted as needed in accordance with MS4 permit requirements.
Rule revisions	From time to time, as needed, the District will revise rules to protect water quality. The most recent rule revision was completed in 2011; the District is currently in the process of another rule revision.
Compliance enforcement	Continue to enforce the District's rules and bring enforcement action if site inspections reveal non-compliance. This is an ongoing activity conducted as needed.

BMP categories to be implemented	Measurable goals and timeframes
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Rule Revisions for MS4 Permit Compliance	Implement a rule revision to comply with MS4 permit requirements. Begin process immediately, with completion scheduled within one year of permit coverage. Implement rules.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Katherine Sylvia, Permitting Program Lead

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

MCWD regularly inspects and maintains District projects and facilities to ensure they continue to function as intended. The District also expanded its inspection program to include private BMPs. Aside from stormwater ponds, the District does not own or operate any of the facilities listed under Part III.D.6.a.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? Yes No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:
4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
NEMO Training for MS 4 staff	Continue to support NEMO training for MS4 staff within our boundaries.
Operations and maintenance plan for District facilities.	Continue to implement operation and maintenance plans for existing District-owned facilities, including inspection of all ponds and outfalls in spring and fall of each year. Ongoing.
O & M Plan revision	Update operation and maintenance plan for District-owned facilities as new projects are constructed. Implement updated plan. Within one year of permit coverage.
Inspection and maintenance records	Continue to retain electronic records on site. Ongoing.
Record retention	Continue to retain electronic records on site. Ongoing.
BMP categories to be implemented	Measurable goals and timeframes

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? Yes No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? Yes No

2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? Yes No

c. Have you developed and implemented BMPs to protect any of the above drinking water sources? Yes No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? Yes No

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? Yes No

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

a. Addresses the importance of protecting water quality? Yes No

b. Covers the requirements of the permit relevant to the duties of the employee? Yes No

c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? Yes No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? Yes No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The District will document the existing procedures associated with Parts III.D.6.d. and h. (1)-(5), update them as necessary in accordance with permit requirements and provide them to the MPCA within one year of permit coverage. The District will also develop and implement a stormwater management training program for its employees in accordance with Part III.D.6.g within one year of permit coverage.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Tiffany Schaufler, Project and Land Program Manager

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? Yes No

1. If **no**, continue to section VII.

2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? Yes No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

The Minnehaha Creek Watershed District (MCWD) is the local unit of government responsible for managing and protecting the water resources of the Minnehaha Creek Watershed in parts of Minneapolis, Minnesota, and its western suburbs.

The MCWD is responsible for 181 square miles that drain into Minnehaha Creek and ultimately the Mississippi River. Only a small portion of that area is considered part of the MCWD MS4. The watershed includes Minnehaha Creek, Lake Minnetonka, the Minneapolis Chain of Lakes, and Minnehaha Falls. There are eight major creeks, 129 lakes, and thousands of wetlands within the MCWD. The MCWD also includes all or part of 27 cities and two townships in Hennepin and Carver counties.

The MCWD uses scientific research and monitoring, public education, grant programs, permitting, and collaborative initiatives with local governments, agencies, and residents, to protect the region's lakes, rivers, and streams. Protecting and managing these resources is important for recreation, fish and wildlife, the environment, and property values.

Established in 1967, the MCWD was created under the Minnesota Watershed District Act. The 1955 act charged watershed districts with integrating water management efforts among city, county, and state agencies. Districts receive funding through local property taxes.

The MCWD is governed by a seven-member Board of Managers, which is appointed by the boards of Hennepin and Carver counties.

The Minnehaha Creek Watershed District is committed to a leadership role in protecting, improving and managing the surface waters and affiliated groundwater resources within the district, including their relationships to the ecosystems of which they are an integral part. We achieve our mission through regulation, capital projects, education, cooperative endeavors, and other programs based on sound science, innovative thinking, an informed and engaged constituency, and cost effective use of public funds.

The District conducts several programs including a regulatory department to implement the District's rules; communications and educations departments to facilitate public participation and education; an operations program to inspect and maintain the District's capital projects; and a planning and projects department to implement capital projects and programs to meet water quality goals. |