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## Before you begin...

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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	Loomis
First name	John
Title	Water Resources Program Manager
Mailing address	2302 Tower Dr
City	Woodbury
State	MN
Zip code	55125
Phone	651-714-3714
Email	<a href="mailto:jlloomis@ci.woodbury.mn.us">jlloomis@ci.woodbury.mn.us</a>

### 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
- 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)

Other (1), describe:

State and County Fairs

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

	Residents	Local Businesses	Developers	Students	Employees	Other
Newsletter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspaper ad	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater-related event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Other (1)	<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):**

Newsletter	110000
Newspaper ad	375000
Stormwater-related event	50
School presentation or project	200
Website	25000
Other (1)	1800000

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) 7/30/2014

EMWREP booth at Washington County Fair  
7/30 to 8/3

Date (mm/dd/yyyy) 8/21/2014

EMWREP/Blue Thumb/Watershed Partners/etc  
at MN State Fair 8/21 to 9/1

Date (mm/dd/yyyy)	10/25/2014	Newport Community buckthorn pull
Date (mm/dd/yyyy)	7/9/2014	Cottage Grove Safety Camp
Date (mm/dd/yyyy)	3/4/2014	Oakdale raingarden workshop
Date (mm/dd/yyyy)	3/11/2014	Woodbury raingarden workshop
Date (mm/dd/yyyy)	1/15/2014	EMWREP presentation to pine ridge garden club in Cottage Grove
Date (mm/dd/yyyy)		

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

Describe those modifications:

SWWD is a member of the East Metro Water Resources Education Program (EMWREP) and relies on that program for public education and outreach. EMWREP meets annually to develop a workplan. Additional information is available at <http://www.mnwcd.org/emwrep/>.

## 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

5/12/2015

(mm/dd/yyyy):

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

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:

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

Other, describe:

SWWD Staff routinely inspects facilities while on site. SWWD's MS4 is designed to serve regional development at full build out. Currently, there is limited need for SWWD's MS4 and use is primarily limited to infiltration of local runoff from parcels adjacent to SWWD's facilities and regional runoff resulting from low frequency precipitation/snowmelt events. Therefore, SWWD facilities are expected to be dry except for select areas during the 48 hours immediately following a precipitation event

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

#### 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

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:

6

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:

Enter the number of notice of violations issued:

Enter the number of stop-work orders issued:

Enter the number criminal actions issued:

Enter the number of civil penalties issued:

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:

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

- Yes
- No

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:



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

Quarterly or as necessary in support of Municipal MS4s

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

2

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.

<b>(1) Inspector name</b>	John Loomis
Organization	SWWD
Phone (Office)	651-714-3714
Phone (Work Cell)	
Email	jloomis@ci.woodbury.mn.us
Preferred contact method	email
<b>(2) Inspector name</b>	Matt Moore
Organization	SWWD
Phone (Office)	651-714-3729
Phone (Work Cell)	
Email	mmoore@ci.woodbury.mn.us
Preferred contact method	email
<b>(3) Inspector name</b>	
Organization	
Phone (Office)	
Phone (Work Cell)	
Email	
Preferred contact method	

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

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)

Other, describe:

TP loading rates are established based on lake loading necessary to meet water quality standards. Where TP loads are not specified, the limit is net reduction.

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="0"/>
Ponds	<input type="text" value="4"/>

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="0"/>
Ponds	<input type="text" value="4"/>

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

Q84 Describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

SWWD is a founding member of the East Metro Water Resource Education Partnership (EMWREP) upon which it relies to satisfy some requirements under minimum control measures (MCMs) 1, 3, and 6. Formed in 2006, EMWREP currently is a partnership of 18 local units of government throughout the East Twin Cities metropolitan area including several ms4s. The purpose of the program is to provide education about the impacts of non-point source pollution on local lakes, rivers, streams, wetlands, and groundwater resources and to engage people and communities in projects that will help to protect and improve water quality in the region. Additional information about EMWREP can be found at [www.mnwd.org/emwrep/](http://www.mnwd.org/emwrep/). A list of program partners can be found at <http://www.mnwd.org/emwrep-partners/>. Consistent with MN Rule 8410, each municipality within SWWD is required to maintain a local water management plan and local controls (i.e. ordinances) that are in conformance with SWWD's Watershed Management Plan and Rules. SWWD relies on this legal partnership to satisfy some requirements of MCMs 4 and 5. All stormwater entering SWWD's MS4 originates from and is delivered by Municipal MS4s.

## 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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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)

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