

MEETING DATE: June 25, 2019

TITLE: Authorization to Release the 2018 MS4 Annual Report to the Minnesota Pollution Control Agency

RESOLUTION NUMBER: 19-066

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 25 Meeting</u> | |

PURPOSE or ACTION REQUESTED:

Authorization to release the 2018 Municipal Separate Storm Sewer 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: 19-066

TITLE: **Authorization to Release the 2018 MS4 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 2018 MS4 Annual Report and authorizes its release to the MPCA.

Resolution Number 19-066 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____



You are currently logged in as:

Minnehaha Creek WD MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, cole.landgraf@state.mn.us).

Before you begin...

A fillable Microsoft Word document with all of the questions is available at https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report (for personal use only, not for submittal).

The MS4 Annual Report for 2018 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2018 and complete the document at another time, you may do so by clicking 'Next' at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.

The MPCA will email a PDF of your MS4 Annual Report for 2018 information to you in a confirmation email within three business days after you submit this form.

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Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2018 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.

MS4 Annual Report for 2018

Reporting period: January 1, 2018 to December 31, 2018

Due: June 30, 2019

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2018 and December 31, 2018. MPCA staff may contact you for additional information.

Fillable document available at https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report (for personal use only, not for submittal).

Questions: Contact Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880)

MS4 General Contact Information

| | |
|-----------------|------------------------------|
| Full name | Tom Dietrich |
| Title | Permitting Program Manager |
| Mailing address | 15320 Minnetonka Blvd |
| City | Minnetonka |
| State | MN |
| Zip code | 55345 |
| Phone | 952-473-2855 |
| Email | tdietrich@minnehahacreek.org |

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

| | |
|-----------------|--|
| Full name | |
| Title | |
| Organization | |
| Mailing address | |
| City | |
| State | |
| Zip code | |
| Phone | |
| Email | |

MCM 1: Public Education and Outreach

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

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]

- Yes
 No

Q3 What is your stormwater-related issue(s)? Check all that apply.

- TMDL(s)
- Local businesses
- Residential BMPs
- Pet waste
- Yard waste
- Deicing materials
- Household chemicals
- Construction activities
- Post-construction activities
- Other

Q4 Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]

- Yes
- No

Q5 Do you have an implementation plan as required by the Permit? [Part III.D.1.b.]

- Yes
- No

Q6 How did you distribute educational materials or equivalent outreach? Check all that apply and provide circulation/audience associated with each item. [Part III.D.1.a.]

- Brochure
- Newsletter
- Utility bill insert
- Newspaper ad
- Radio ad
- Television ad
- Cable access channel
- Stormwater-related event
- School presentation or project
- Website
- Other (1)
- Other (2)
- Other (3)

Other (1), describe:

Other (2), describe:

Other (3), describe:

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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Newspaper ad | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stormwater-related event | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (1) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 checked="" 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 | 290 |
| Newsletter | 81,430 |
| Newspaper ad | 20,000 |
| Stormwater-related event | 429 |
| School presentation or project | 235 |
| Website | 33,520 |
| Other (1) | 284,479 |
| Other (2) | 1,214,186 |
| Other (3) | 702,000 |

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, 2018 to December 31, 2018. [Part III.D.1.c.(4)]

Q9 Date of activity

Q10 Description of activity

| | | |
|----------------------|---|-------------------|
| Date (mm/dd/yyyy) |  | See attached list |
| Date (mm/dd/yyyy) |  | |
| Date (mm/dd/yyyy) |  | |
| Date (mm/dd/yyyy) |  | |
| Date (mm/dd/yyyy) |  | |
| Date (mm/dd/yyyy) |  | |
| Date (mm/dd/yyyy) |  | |
| Date (mm/dd/yyyy) |  | |

Q11 Between January 1, 2018 and December 31, 2018, 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, 2018 and December 31, 2018? [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):

8/9/2018

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

0

Q17 Between January 1, 2018 and December 31, 2018, did you receive any input regarding your SWPPP?

- Yes
 No

Q19 Between January 1, 2018 and December 31, 2018, 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.

Q20 Do you have a regulatory mechanism which prohibits non-stormwater discharges to your MS4? [Part III.D.3.b.]

- Yes
 No

Q21 Did you identify any illicit discharges between January 1, 2018 and December 31, 2018? [Part III.D.3.h.(4)]

- Yes
 No

Q22 Enter the number of illicit discharges detected:

2

Q23 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

Q24 Enter the number discovered by the public:

1

Q25 Enter the number discovered by staff:

1

Q26 Did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

- Yes
- No

Q27 What type of enforcement action(s) was taken and how many of each action were issued between January 1, 2018 and December 31, 2018? Check all that apply.

- Verbal warning
- Notice of violation
- Fines
- Criminal action
- Civil penalties
- Other

Enter the number of notice of violations issued:

1

Q28 Did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

- 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

Q31 Between January 1, 2018 and December 31, 2018, 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

Q32 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.

- Q33 Did you update your storm sewer system map between January 1, 2018 and December 31, 2018? [Part III.C.1.]
- Yes
 No
- Q34 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
- Q35 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
- Q36 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]
- Yes
 No
- Q37 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]
- Yes
 No
- Q38 In what format is your storm sewer map available?
- Hardcopy only
 GIS
 CAD
 Other
- Q39 Between January 1, 2018 and December 31, 2018, 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.

- Q40 Do you have 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

Q41 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

- Yes
 No

Q42 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

- Yes
 No

Q43 Enter the number of site plan reviews conducted for sites an acre or greater of soil disturbance between January 1, 2018 and December 31, 2018:

51

Q44 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, 2018 to December 31, 2018.

- 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 notice of violations issued:

4

Enter the number of administrative orders issued:

1

Enter the number of forfeitures of security bond money issued:

1

Q45 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

Q46 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2018 and December 31, 2018:

77

Q47 Do you have written procedures for identifying priority sites for inspections? [Part III.D.4.d.(1)]

- Yes
 No

Q48 How are sites prioritized for inspections? Check all that apply.

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

Other, describe:

Proximity to water resouces

Q49 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

- Yes
 No

Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2018 and December 31, 2018:

160

Q51 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

Daily

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2018 and December 31, 2018:

6

Q53 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

Cole Thompson

Organization

Minnehaha Creek WD

Phone (Office)

952-641-4521

Phone (Work Cell)

Email

cthompson@minnehahacreek.org

Preferred contact method

Email

(2)

Inspector name

Heidi Quinn

Organization

Minnehaha Creek WD

Phone (Office)

952-641-4504

Phone (Work Cell)

Email

hquinn@minnehahacreek.org

Preferred contact method

Email

(3)

Inspector name

Grace Barlow

Organization

Minnehaha Creek WD

Phone (Office)

952-641-4518

Phone (Work Cell)

Email

gbarlow@minnehahacreek.org

Preferred contact method

Email

Q54 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

Q55 Between January 1, 2018 and December 31, 2018, 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.

Q56 Do you have a regulatory mechanism which meets all requirements as specified in Part III.D.5.a. of the Permit?

- Yes
 No

Q57 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)

Q58 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

Q59 Between January 1, 2018 and December 31, 2018, 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.

Q60 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 |

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2018 to December 31, 2018 within your MS4 (exclude privately owned). [Part III.D.6.e.]

| | |
|----------------------------|---|
| Structural stormwater BMPs | 0 |
| Outfalls | 2 |
| Ponds | 2 |

Q62 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

Q63 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

- Yes
 No

Q65 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

- Yes
 No

Q69 Between January 1, 2018 and December 31, 2018, 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

Q78 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_2018AR* to ms4permitprogram.pca@state.mn.us.

- Q80 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:0000000101:Q80

- Q81 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.



- Q82 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.



- Q83 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 2018 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 2018 for your records. The MPCA will email a PDF of your MS4 Annual Report for 2018 information in a confirmation email within three business days after you submit this form to the email(s) you provided above.

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