



## Minnesota Pollution Control Agency

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### Before you begin...

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

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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	Freeman
First name	Roger
Title	Chief Facilities Officer
Mailing address	1355 West Highway 10
City	Anoka
State	MN
Zip code	55303
Phone	763-433-1378
Email	Roger.Freeman@anokaramsey.edu

### 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

Describe:

Littering

Q4 Did you begin to educate the public on illicit discharge recognition and reporting?

[Part III.D.1.a.(2)]

- Yes  
 No

Q5 How did you distribute educational materials or equivalent outreach? Check all that apply and provide circulation/audience associated with each item. [Part III.D.1.a.]

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

Q6 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Stormwater-related event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Stormwater-related event

Website

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)

Date

(mm/dd/yyyy)

Date (mm/dd /yyyy)		<input type="text"/>	<input type="text"/>
Date (mm/dd /yyyy)		<input type="text"/>	<input type="text"/>
Date (mm/dd /yyyy)		<input type="text"/>	<input type="text"/>
Date (mm/dd /yyyy)		<input type="text"/>	<input type="text"/>
Date (mm/dd /yyyy)		<input type="text"/>	<input type="text"/>
Date (mm/dd /yyyy)		<input type="text"/>	<input type="text"/>

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:

Use of social media (Facebook, Twitter) will be evaluated further. Limited success in front part of school year.

## MCM 2: Public Participation/Involvement

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

Q11 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2014 and December 31, 2014?  
[Part III.D.2.a.(1)]

- Yes  
 No

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

- Public meeting  
 Public event  
 Other

Q13 Did you hold a stand-alone meeting or combine it with another event?

- Stand-alone  
 Combined

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

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

Q21 Did you identify any illicit discharges between January 1, 2014 and December 31, 2014? [Part III.D.3.h.(4)]

- Yes
- No

Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]

- Yes
- No

Q32 Did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]

- Yes
- No

Q33 How did you train your field staff? Check all that apply.

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

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

Q34 Did you update your storm sewer system map between January 1, 2014 and December 31, 2014? [Part III.C.1.]

- Yes
- No

Q35 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]

- Yes
- No

Q36 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]

- Yes
- No

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

- Yes
- No

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

- Yes
- No

Q39 In what format is your storm sewer map available?

- Hardcopy only
- GIS
- CAD
- Other

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

- Yes
- No

## 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:

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 stop-work orders issued:

Enter the number of fines issued:

Enter the number of forfeitures of security bond money 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

Q51 How are sites prioritized? Check all that apply.

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

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

- Yes  
 No

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

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

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



**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>	Rebecca Kluckhohn, P.E.
Organization	Wenck Associates, Inc.
Phone (Office)	763-252-6824
Phone (Work Cell)	
Email	rkluckhohn@wenck.com
Preferred contact method	email
<b>(2) Inspector name</b>	
Organization	
Phone (Office)	
Phone (Work Cell)	
Email	
Preferred contact method	
<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

Other, describe:

Ongoing training to maintain PE certification; as needed, presentations or training from consultant relevant to site-specific concerns.

**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)

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="2"/>
Outfalls	<input type="text" value="2"/>
Ponds	<input type="text" value="1"/>

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="2"/>
Outfalls	<input type="text" value="2"/>
Ponds	<input type="text" value="1"/>

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

Q71 Did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

- Yes
- No

Q72 Based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

- Yes
- No

Q74 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

- Yes  
 No

## Partnerships

Q83 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?

- Yes  
 No

## Additional Information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file.

Q85 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files 6 MB or less will upload.



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Q88 Optional, describe the file(s) uploaded:

## Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works,

City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

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

Yes

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name:

Title:

Date:   
(mm/dd/yyyy)

## Before you submit...

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