

## **Annual Reporting Requirements for Phase II (Small) MS4s TPDES General Permit No. TXR040000**

Within 90 days of the end of each permit year, regulated Phase II Municipal Separate Storm Sewer Systems (MS4s) must submit annual reports to the Texas Commission of Environmental Quality (TCEQ) for that permit year. As required by the Texas Pollutant Discharge Elimination System (TPDES) General Permit No. TXR040000, an MS4 operator must annually review its Storm Water Management Program (SWMP) in conjunction with the preparation of the annual report. This document contains a suggested format for annual reporting.

The annual report must address the previous permit year. For annual reporting purposes, the second permit year began one year from the date of permit issuance (August 13, 2008) and lasted for one year. The annual report for the second permit year is due on November 12, 2009. Subsequent reporting years will begin on the anniversary date of permit issuance and will last for one year.

**An annual report must be submitted even if the SWMP has not yet been approved by the TCEQ.**

If MS4s share a common SWMP, all permittees must contribute to a system-wide report (if applicable). Each permittee must sign and certify the annual report in accordance with 30 TAC § 305.128 (relating to Signatories to Reports).

The annual report must include:

- (a) the status of compliance with permit conditions, an assessment of the appropriateness of best management practices (BMPs), a description of progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP), the measurable goals for each of the minimum control measures (MCM), and an evaluation of the program's progress;
- (b) if applicable, the status of any control measures implemented by the permittee during the permit year;
- (c) a list of any minimum control measures initiated before permit issuance;
- (d) a summary of any information (including monitoring data) collected and analyzed during the permit year that was used to evaluate reductions in the discharge of pollutants;
- (e) a summary of the storm water activities the MS4 operator plans to undertake during the next permit year;
- (f) proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements;

- (g) the number of municipal construction activities authorized under this general permit and the total number of acres disturbed;
- (h) the number of non-municipal construction activities that occurred within the jurisdiction of the permittee (as noticed to the permittee by the construction operators); and
- (i) if applicable, notification that the MS4 operator is relying on another government entity to satisfy some of its permit obligations.

The annual report must be submitted to the following address:

Texas Commission on Environmental Quality  
Storm Water & Pretreatment Team; MC-148  
P.O. Box 13087  
Austin, Texas 78711-3087

A copy of the annual report must also be submitted to the TCEQ Regional Office. To locate the TCEQ Regional Office that serves the area of the regulated small MS4, visit <<http://www.tceq.state.tx.us/about/directory/region/reglist.html>>.

**Phase II (Small) MS4 Annual Report**  
**TPDES General Permit No. TXR040000**  
**Instructions**

**A. General Information**

1. Provide the: assigned permit number, beginning and end dates of the annual reporting period (permit year), name of the permittee (municipality or owner/operator of the MS4), name, telephone number, mailing address and e-mail address for the storm water program contact person.
2. If the MS4 is relying on another government entity to satisfy some of the permit obligations, provide the name of the other entity and an explanation of the elements of the SWMP that the entity is responsible for implementing. A description of the agreement or written documentation of the agreement must be included in the SWMP.
3. For a shared SWMP, list all associated permit numbers and permittee names. Add more spaces or pages if needed.
4. Indicate if this a system-wide annual report including information for all permittees. If Yes, all represented permittees must sign the report in accordance with signatory requirements. The regulation governing who may sign an application form is 30 Texas Administrative Code (TAC) §305.128.
5. Indicate whether a copy of the annual report has been submitted to the TCEQ Regional Office. To locate the TCEQ Regional Office that serves the area of the regulated small MS4, visit <<http://www.tceq.state.tx.us/about/directory/region/regist.html>>.

**B. SWMP Modifications and Additional Information**

1. If changes have been made or are proposed to the SWMP, those modifications must be addressed in the annual report as required in Part II Section D 3 of the permit. If the TCEQ has notified you in writing that changes to the SWMP are necessary, those changes must be included in the report. Be sure to provide the following information in the explanation:
  - a. Describe changes made to or proposed for the SWMP during the permit year, including changes to BMPs, measurable goals, dates, contacts, procedures or details during the permit year.
  - b. If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible and why the replacement BMP is expected to achieve the goals of the original BMP.
  - c. An NOC is required if revisions are proposed to a SWMP that has already been approved by the TCEQ. If the initial SWMP has not been approved, submit a letter describing the change(s) so that information may be considered during

the SWMP review process. If an NOC is required, it must be submitted to the address shown on the NOC form. Do not attach the form to this report.

2. If the MS4 has annexed land, attach a description (or map) indicating the newly annexed area located within a regulated area, the BMPs to be implemented, and any resulting updates to the SWMP.
3. If the receiving water body is newly listed as impaired or a Texas Maximum Daily Load (TMDL) has been established, refer to Part II Section C of general permit TXR040000 for additional information about limitations on permit coverage, compliance with water quality standards, and prohibited discharges (Edwards Aquifer Recharge Zone, specific watersheds, etc.).
  - a. Impaired waters are those that do not meet applicable water quality standards and are listed on the Clean Water Act § 303(d) list. Constituents of concern are those for which the water body is listed as impaired. New sources or new discharges of the constituent(s) of concern to impaired waters are not authorized by the permit unless otherwise allowable under 30 TAC Chapter 305 and applicable state law. To determine if your receiving water has been listed as impaired, refer to the Texas 2008 List of Impaired Waters on the TCEQ Web site at <http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/08twqi/twqi08.html>.
  - b. A TMDL is the maximum amount of a water quality contaminant that can be discharged into a body of surface water on a daily basis without causing an exceedance of surface water quality standards. More information about TMDLs is located on the TCEQ Web site at <http://www.tceq.state.tx.us/implementation/water/tmdl/tmdlprogram.html>.
4. **NOTE:** Discharges of constituent(s) of concern to impaired water bodies for which there is a TMDL implementation plan are not eligible for coverage under this general permit unless they are consistent with the approved TMDL and the implementation plan. In order to be eligible for permit coverage, MS4 operators must incorporate into their SWMP the limitations, conditions and requirements applicable to their discharges, including monitoring frequency and reporting as required by the TCEQ rules. For discharges not eligible for coverage under this general permit, the discharger must apply for and received an individual TPDES permit.
4. Indicate whether the MS4 has conducted analytical monitoring of storm water quality. Provide an explanation along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable (MEP). Include a discussion of results with the explanation or summary.

#### C. Narrative Provisions.

1. Provide a brief description on the status of complying with permit conditions, including compliance with the SWMP that TCEQ approved, compliance with record keeping and reporting requirements, and compliance with permit eligibility requirements.

2. Provide a general assessment of the appropriateness of the selected BMPs, including whether any of the selected BMPs are not appropriate.
3. Describe progress towards reducing the discharge of pollutants. Summarize any information used to evaluate reductions in the discharge of pollutants. This information can be included in a tabular format as provided in the form, or described in a narrative format following the table.
4. Provide a general evaluation of the program's progress, including any obstacles or challenges in meeting the SWMP schedule, etc.
5. Provide the number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices).
6. Does the permittee utilize the 7<sup>th</sup> MCM related to construction? To answer "Yes," this must have been requested on the NOI or on an NOC and approved by the TCEQ.  
If Yes, then provide information about the number of municipal construction activities authorized under this general permit and the total number of acres disturbed for municipal construction projects.
7. Requirements for Specific Minimum Controls Measures (MCMs):
  - a. For MCM 1 - Public Education and Outreach, provide documentation of activities conducted and materials used to fulfill the requirements of this MCM.
  - b. Also for MCM 1, provide documentation of the amount of resources used to address each group (e.g., visitors, businesses, etc.).
  - c. For MCM 3 – Illicit Discharge Detection and Elimination (IDDE), include a synopsis of the changes to the SWMP that are necessary to meet any local controls, conditions and/or programs being established for non-storm water discharges. Indicate if not applicable.
8. Other than the SWMP modifications indicated in Section B, describe any proposed changes to the SWMP in the coming reporting year.
9. Please describe any activities that are planned for the next permit year that have not already been described above.

### C. Storm Water Management Program Status

Each MS4 is required to evaluate compliance with permit requirements and assess the appropriateness of the BMPs in reducing the discharge of pollutants to the maximum extent practicable. The purpose of the annual report is to describe the status of compliance with permit conditions – specifically the implementation of selected BMPs and the progress towards achieving the measurable goals for each BMP. Using the example table provided below, summarize the status of all BMPs specified in the SWMP, as follows:

**Minimum Control Measures:** Specify the MCM addressed by each BMP. The six MCMs are listed in Part III A of the permit. Some BMPs may address more than one MCM. Include at least one BMP for each MCM.

**Best Management Practices:** BMPs are the specific long-term activities and practices that will be implemented to prevent or reduce storm water pollution. Examples include public service announcements, outfall inspections, and construction site plan reviews. List all of the BMPs specified in the SWMP, including any new BMPs. For a shared SWMP, include the name of the responsible MS4 operator(s) in this column.

**Measurable Goals:** Measurable goals are the ongoing tasks and interim steps that demonstrate progress toward implementing a specific BMP. List all measurable goals from the SWMP, and include any new measurable goals. If you have developed a storm water ordinance during the permit year, include a description or citation of the ordinance, or simply attach a copy of the ordinance.

**New or Revised:** Indicate whether the BMP or measurable goal is new or revised. Examples include replacement of a BMP with another, addition of a new measurable goal, revision of a start date, etc. Briefly explain the change.

**Start Date:** Specify the scheduled start date (month and year) for each BMP as described in the schedule provided in the SWMP.

**Implementation Status:** Describe the implementation status (such as completed, in progress, or not started) of each BMP as of the end of the permit year. If an activity has been completed, indicate the completion date. If an activity has not yet been started or is in progress, provide the expected completion date. Briefly describe the frequency with which ongoing BMPs are conducted. The following table is an example of the type of information to be provided in the annual report.

**Example – BMP Status**

| <b>MCM(s)</b>  | <b>BMP</b>  | <b>Year 1 Milestone(s)</b>   | <b>New or Revised (submit NOC as needed)</b> | <b>Start Date</b> | <b>Status / Completion Date (completed, in progress, not started)</b>  |
|--|---|--|--|-------------------|--|
| 3: Illicit Discharge Detection and Elimination                       | Map all outfalls and all water bodies receiving discharges from MS4.                  | Completed storm sewer sys-tem map includes all outfalls and names and locations of all water bodies                    |  | January 2008      | Completed June 2008.   |
| 3: Illicit Discharge Detection and Elimination                       | Perform field screening of outfalls.  | Develop protocol to screen outfalls, and research sampling equipment.  |  | August 2008       | Did not complete. City was not required to implement SWMP because SWMP was not approved by TCEQ. City revised original schedule during initial SWMP review to require this milestone be met in Years 1 or 2. |
| 4/5: Construction Site Control and Post-Construction Site Control    | Implement storm water ordinance for construction and post-construction runoff control | Researched other municipalities' ordinances  | X  | July 2007         | Completed - Revised start date from March 2007 to July 2007.   |
| 4/5: Construction Site Control and Post-Construction Site Control    | Implement storm water ordinance for construction and post-construction runoff control | Integrated language from model ordinance   |  | September 2007    | Completed December 2007.   |
| 4/5: Construction Site Control and Post-Construction Site Control    | Implement storm water ordinance for construction and post-construction runoff control | Storm water ordinance has been drafted   |  | March 2008        | In progress - Draft ordinance presented to City Council June 2008 - Approval pending, expected completion date July 2009.  |
| 6: Pollution Prevention & Good Housekeeping for Municipal Operations | Train all public works and streets staff  | Approx. 20 staff trained. Staff educated on good housekeeping/ pollution prevention and upcoming storm water ordinance |  | April 2007        | In progress - annual training every April  |

**Example – Measurable Goals Status**

| <b>MCM</b> | <b>Measurable Goal(s)</b>   | <b>Success</b>   | <b>Proposed Changes<br/>(submit NOC as needed)</b>   |
|------------|---|--|--|
| 1          | Provide utility bill inserts to each utility customer at least once each year.    | Met goal   | None   |
| 2          | Conduct one public meeting or city-wide cleanup day each year.                    | Exceeded goal: conducted one public meeting and two cleanup days.                          | None   |
| 3          | Map 25% of outfalls and 50% of receiving waters during Year 1 (same as milestone) | Met goal   | None   |
| 4          | Perform site inspections of 25% of all active construction sites.                 | Did not meet goal. Number of construction sites in city was far above normal for the year. | Revise goal to perform site inspections of 25% of all active construction sites, or a minimum of 50 sites per year. Submitted NOC along with the annual report to reflect this change. |
| 4          | Respond to 100% of construction complaints received.                              | Met goal   | None   |
| 5          | Review all site plans submitted for new development projects.                     | Met goal   | None   |
| 6          | Sweep 50% of roads each year.   | Exceeded goal – swept all city streets in Year 1.  | None   |
|            | Send two employees each year to a storm water training workshop.                  | Met goal   | None   |

**D. Certification**

The annual report must be signed by a principal executive officer or ranking elected official, or by a duly authorized representative as referenced in 30 TAC 305.128. The Delegation of Signatories to Reports (TCEQ form 20403) can be located by visiting <<http://www.tceq.state.tx.us>> and selecting the Forms option.

For shared SWMPs, it would be acceptable to submit separate signature pages for each operator participating in the shared SWMP and system-wide annual report.

**E. Cover Letter**

Please submit the annual report with a cover letter to insure that the report reaches the Storm Water & Pretreatment Team.



**Phase II (Small) MS4 Annual Report Form**  
**TPDES General Permit No. TXR040000**

**A. General Information**

1. Permit No. TXR040368 Annual Report Period: 08/13/2008 – 08/12/2009

Name of MS4 / Permittee: City of Texarkana

Contact Name: Lindy Coffee Telephone Number: (903) 798-3948

Mailing Address: P.O. Box 1967 / 220 Texas Blvd, Texarkana, TX 75504

E-mail Address: lcoffee@txkusa.org

2. Is the named permittee relying on another entity/ies to satisfy some of its permit obligations? Yes  No

If Yes, provide the name(s) of other entity/ies and an explanation of their responsibilities (add more spaces or pages if needed):

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

Name and Explanation: \_\_\_\_\_

3. Is the named permittee sharing a SWMP with other entities? \_\_\_\_\_ Yes  No \_\_\_\_\_

If "Yes," list all associated permit numbers and permittee names (add additional spaces or pages if needed):

- Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_
- Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_
- Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_
- Permit Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

4. Is this a system-wide annual report including information for all permittees? \_\_\_\_\_ Yes  No \_\_\_\_\_

Explanation, if any \_\_\_\_\_  
\_\_\_\_\_

5. Has a copy of this annual report been submitted to the TCEQ Regional Office?  Yes \_\_\_\_\_ No \_\_\_\_\_

**B. SWMP Modifications and Additional Information.**

Include a brief explanation if you check "Yes" to any of the following statements.

1. a. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review. \_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Changes were made to the BMP action item(s) implementation schedule dates only. Basically what we have done is reschedule the implementation of any uncompleted year two Best Management Practices to be completed next year (which will be year 3 in our permit). In addition, some year three BMP activities have been re-scheduled to be completed in our year four permit term. Notice of Changes have been submitted for all proposed changes.

b. If Yes to the above, has the TCEQ already approved the original SWMP? \_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

SWMP approved and acceptance of Notice of Intent application issued November 12, 2008. MS4 Permit coverage became effective 01/30/2009.

c. If Yes to the above, indicate whether an NOC (or letter) has been submitted to document the changes to the approved SWMP as required by the general permit. (Note that if an NOC is required, it must be submitted to the address shown on the NOC. Do not attach the original NOC form to this report.)  
\_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No

All Notice of Changes for year two BMP activity schedule date changes have been submitted along with the corresponding year three BMP schedule changes. Additional year three BMP implementation date changes will be submitted if needed following completion of further schedule analysis and review.

2. The MS4 has annexed lands since obtaining permit coverage. \_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No

On December 15, 2008 approval for certain areas of lands was made. BMP's currently implemented or scheduled to be implemented prove to be effective for the newly annexed land. These areas do not warrant any additional or revised changes to the MS4's current SWMP. Legal descriptions and maps attached.

3. A receiving water body is newly listed as impaired or a TMDL has been established. \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_

4. The MS4 has conducted analytical monitoring of storm water quality. \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Narrative Provisions.**

1. Provide information on the status of complying with permit conditions:

|   | Yes | No | Explain  |
|---|-----|----|--|
| Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.  | X   |    | All required BMPs have been or attempted to be implemented. For those that have not, Notice of Changes have been submitted.  |
| Permittee is currently in compliance with recordkeeping and reporting requirements.   | X   |    | All appropriate documentation including NOIs, NOTs, NOCs, and annual reports have been completed and submitted when necessary. Documentation regarding each BMP activity; including copies of relevant correspondence, including letters, e-mails, memos, phone conversations, reference materials, samples, final product, etc. are retained. |
| Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.) | X   |    | All necessary forms and documentation; including NOIs, NOTs, NOCs, annual reports, site notices, SWP3s, etc. are completed and submitted as required.  |

2. Provide a general assessment of the appropriateness of the selected BMPs:

Has the permittee determined that any of the selected BMPs are not appropriate for reducing the discharge of pollutants in storm water? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

Provide explanation:

The BMPs that have been proposed and approved by the City of Texarkana still prove appropriate to reduce pollutants and protect the City's storm water quality to the MEP. The selected BMPs represent the community's priorities and also enable the City to comply with the TCEQ General Permit as an operator of a small MS4. These activities provide the City with the guidance needed to take a proactive approach to storm water management for the community's health. The BMPs that have been fully and/or partially implemented are measurable, are anticipated to make significant improvements in the City's storm water quality, and are achievable.

3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP). Summarize any information used (such as monitoring data) to evaluate reductions in the discharge of pollutants. Use a narrative description or table as appropriate:

| MCM | BMP | Parameter | Quantity | Units | Does BMP Demonstrate a Direct Reduction in Pollutants?<br>(Yes / No / Explain) |
|-----|-----|-----------|----------|-------|--|
|     |     |           |          |       |  |
|     |     |           |          |       |  |
|     |     |           |          |       |  |
|     |     |           |          |       |  |
|     |     |           |          |       |  |

Or, provide explanation below:

Monitoring data has not been required at this point to be taken or conducted to evaluate the reduction in discharge of pollutants. Public Education and Outreach Material has appeared to make a positive impact as evidenced by several phone calls requesting information on recycling centers for various materials and/or disposal sites for batteries, paints, fluorescent lights, etc. Several individuals have just called to say "Thank You" for providing the particular information in the material, and express the fact that if more people knew this particular information pollution may be reduced. Although this is difficult to quantify it shows a positive progression toward our overall goal of reducing the discharges of pollutants and protecting our water quality and community's health.

4. Provide a general evaluation of the program's progress, including any obstacles or challenges encountered in implementing BMPs, meeting the program's schedule, etc.:

The program could be progressing in a more satisfactory manner. Numerous changes have been made to the program's schedule. The inability to meet the program's schedule is due to no funding and a one to two person staff. Due to this fact, most of our BMPs have not been fully implemented and put into place. However, we have begun research and/or implementation of all required year two activities and will be ready to have all in place as resources become available. The requirement of the program has been somewhat difficult to convey but recognition is progressing in a positive manner. The community has positively responded to what exposure they have had to the program (i.e. educational material and water bill messages).



8. Describe any proposed changes to the SWMP in the coming reporting year.

There are no proposed changes anticipated for the SWMP in the coming reporting year other than the changes described in Section B (1).

9. Describe any activities planned for the next permit year / reporting cycle.

Outreach and education will continuously be conducted as possible. Various educational materials have been researched and estimates for distribution have been obtained on some. As soon as funding becomes available distribution will occur. Water bill messages and/or inserts will also be continued. Educating area schools is anticipated to begin providing resources are available. Field verification completion is expected along with draft electronic and paper maps of all stormwater outfalls. Illicit discharge detection and elimination will continue, with expectations to target more specific groups. Completion of a draft ordinance for required submission of SWP3 plans, erosion and sediment control at construction sites, and erosion and sediment control for new development and redevelopment is expected. Educational materials for area developers regarding construction and post-construction storm water controls are scheduled to be distributed. A procedure for performing municipal owned property inspections is expected to be developed. The City's Stormwater Utility District is expected to be approved by the end of Year 3 permit term. At this point funding for the program will start becoming available.

**D. Storm Water Management Program Status.** Provide the status of every BMP and measurable goal listed in the SWMP, as described in the instructions. Each MCM, but not necessarily each BMP, must include the measurable goals described in the SWMP. For a shared SWMP, include the name of the responsible MS4 operator(s) in the “BMP” column. *(Though an MS4 is not required to implement BMPs until the initial SWMP is approved by the TCEQ, the MS4’s initial annual report should include a description of what has been done to date, even if the SWMP has not yet been approved. The MS4 will receive credit for all BMPs implemented prior to and during the first permit year if they are described in the initial annual report.)*

**Table 1 – BMP Status**

| <b>MCM(s)</b>                    | <b>BMP</b>                                   | <b>Milestones of Permit Year</b>   | <b>New or Revised</b> | <b>Start Date</b>                         | <b>Status / Completion Date (completed, in progress, not started)</b>  |
|----------------------------------|--|--|-----------------------|---|--|
| 1: Public Outreach and Education | Distribute Storm Water Educational Materials | 29,032 brochures distributed toward residents and visitors (mass mailing) “After the Storm” Brochure. Sample attached.                                     |                       | July 2008                                 | Completed April 2009.<br>250 educational materials distributed annually until end of permit term.  |
| 1: Public Outreach and Education | Distribute Storm Water Educational Materials | Brochures distributed toward public service employees. “After the Storm” Brochure. Sample attached.  |                       | July 2008                                 | Completed April 2009.<br>Educational materials distributed annually until end of permit term with a goal to reach all employees each year.         |
| 1: Public Outreach and Education | Distribute Storm Water Educational Materials | 29,032 brochures distributed toward businesses, commercial, and industrial activities (mass mailing) “After the Storm” Brochure. Sample attached.          |                       | July 2008 – started early-year 3 activity | Completed April 2009.<br>150 educational materials distributed annually until end of permit term.  |
| 1: Public Outreach and Education | Educational Messages on Television           | Educational messages to target residents and visitors. “Where Stormwater Goes Exhibit”. Message runs every 18 minutes, seven days a week. Sample attached. |                       | September 2008                            | Completed September 2008.<br>Still in progress – messages will continuously air until end of permit term with a goal to have ten air each quarter. |



|  |   |  |   |              |   |
|--|---|--|---|--------------|---|
| 1: Public Outreach and Education               | Educational Messages on Television  | Educational messages to target residents and visitors.   | X | May 2010     | One message completed and aired. Revised start date from May 2009 to May 2010. Additional messages need to be created and produced. Messages will continuously air until end of permit term with a goal to have ten air each quarter.                         |
| 1: Public Outreach and Education               | Storm Water Messages Printed on Water Bill  | Pollution Prevention message printed on water bills. Message has been printed on bills since September. Sample attached.   |   | July 2008    | Completed September 2009. Still in progress – printing of additional messages will be repeated once per year.   |
| 1: Public Outreach and Education               | Storm Water Messages Printed on Water Bill  | Pollution Prevention messages also included as inserts with water bills. 11,470 of “The Dirty Dozen” inserts distributed with water bills in August 2009. Sample attached. |   | July 2008    | Completed August 2009. Still in progress – printing of additional messages will be repeated once per year until end of permit term.   |
| 2: Public Involvement and Participation        | Designate Selected Storm Drains for Storm Water Only                              | Develop rationale for selection method of storm water outfalls.  | X | May 2010     | Did not complete. Revised start date from May 2009 to May 2010.   |
| 3: Illicit Discharge Detection and Elimination | Development of Storm Sewer Map Showing All Outfalls and Names of Waters of The US | Conduct field verification of all storm water outfalls   | X | January 2008 | In progress – revised completion date from January 2009 to January 2010. 90% field verification was complete by May 2008. Funding for equipment was not available to begin by initial schedule. Limited availability of staff also prevented this activity to |

|   |   |   |          |                     |  |
|---|---|---|----------|---------------------|--|
| <p>3: Illicit Discharge Detection and Elimination</p> | <p>Development of Storm Sewer Map Showing All Outfalls and Names of Waters of The US</p>                    | <p>Develop draft electronic and paper maps of all stormwater outfalls and receiving waters</p>  | <p>X</p> | <p>January 2008</p> | <p>In progress – revised completion date from August 2009 to August 2010. 50% currently on paper. Draft versions previously developed were misplaced by terminated personnel. New drafts currently being developed. The City Engineer and Texarkana Water Utilities were able to complete a drainage structure database that will be used to map all the drainage structures in the city on GIS software. It also will hold all the information about the structures including, among other things size, material, when it was constructed, when it was last maintained, and who did the maintenance. Funding for equipment was not available to begin by initial schedule. GPS equipment has since been purchased and is being used to complete this activity. Limited availability of staff also prevented this activity to begin on</p> |
| <p>3: Illicit Discharge Detection and Elimination</p> | <p>Develop and/or procure education materials discussing the storm water hazards of illicit discharges.</p> | <p>Educational messages to target residents and visitors. 11,470 of “The Dirty Dozen” inserts distributed with water bills in August 2009. Sample attached. 250 pamphlets and/or brochures will be printed and distributed annually until end of permit</p> |          | <p>June 2008</p>    | <p>Completed August 2009. Messages will continue to be distributed annually until end of permit.</p>   |

|                                      |   |   |   |             |  |
|--------------------------------------|---|---|---|-------------|--|
| 3: Illicit Discharge and Elimination | Distribute materials to City employees, businesses, and the general public. | Educational material to target public service employees. Materials will be distributed annually to reach all employees each year. "Don't Dump it if You Don't Want to Drink It" – Poster. Placed on bulletin board on the first floor of City Hall on July 18, 2008.  |   | July 2008   | Completed July 2008. Messages will continue to be distributed annually until end of permit.                    |
| 3: Illicit Discharge and Elimination | Distribute materials to City employees, businesses, and the general public. | Educational material to target public service employees. Materials will be distributed annually to reach all employees each year. "Make Your Home the Solution to Stormwater Pollution" Article in monthly City of Texarkana Newsletter. First article ran in December 2008. In March 2009 a section of this same article was published in the newsletter. Sample attached. |   | August 2008 | Completed December 2008. Messages will continue to be distributed annually until end of permit.                |
| 4: Construction Site Runoff Controls | Require Submittal of Construction Site SWPPP for Review by City Staff       | Develop a policy or procedure requiring submittal of construction site SWP3.  | X | July 2008   | Did not complete. Revised completion date from March 2009 to March 2010. Currently working on draft ordinance. |

|   |   |   |   |              |   |
|---|---|---|---|--------------|---|
| 5: Post Construction Stormwater Management in New Development and Redevelopment | Develop Long-Term Operation and Maintenance Program for Post-Construction Existing Storm Water Controls | Develop map of structural controls.   | X |              | Did not complete. Revised completion date from May 2009 to May 2010.  |
| 6: Pollution Prevention and Good Housekeeping                                   | Train all City Employees  | Training conducted at new hire orientation. A total of 21 employees have been trained. Staff educated on good housekeeping/pollution prevention. Materials used include:<br><ul style="list-style-type: none"> <li>- "After the Storm" Video and Brochure</li> <li>- "Take the Stormwater Runoff Challenge" Placemat</li> </ul> |   | May 2009     | In progress – training conducted at new hire orientation and will soon be targeted to specific operations. New training material acquired to train employees on municipal stormwater management – video and instructional guide obtained from North Central Texas Council of Governments. |
| 6: Pollution Prevention and Good Housekeeping                                   | Train all City Employees  | Training for specific municipal operations – Fleet Maintenance  |   | January 2009 | Not started. New training material acquired to train employees on Fleet Maintenance and Material Handling – video and instructional guide obtained from North Central Texas Council of Governments.   |

**Table 2 – Measurable Goals Status**

| <b>MCM(s)</b> | <b>Measurable Goal(s)</b>   | <b>Success</b>   | <b>Proposed Changes<br/>(submit NOC as needed)</b>        |
|---------------|---|--|---|
| 1             | Distribute storm water educational materials targeted towards public service employees with a goal to reach all employees | Met Goal   | None  |
| 1             | Air storm water educational message targeted towards residents and visitors. Have 10 messages aired each quarter          | Partially Met Goal – one message has aired and is continuously airing                          | Revised scheduled date of goal from May 2009 to May 2010. |
| 1             | Print storm water pollution prevention related messages on all water bills. Repeat printing once per year                 | Exceeded Goal – message printed on water bill and educational insert included with water bill. | None  |
| 2             | Develop and document rationale for selection method of storm water drains to be marked by May 1, 2009                     | Did not meet goal  | Revised completion date from May 2009 to May 2010         |
| 3             | Conduct field verification of all storm water outfalls and document results by January 1, 2009                            | Did not meet goal  | Revised completion date from January 2009 to January 2010 |

|   |  |                   |   |
|---|--|-------------------|---|
| 3 | Develop draft electronic and paper maps of all storm water outfalls and receiving waters by August 1, 2009         | Did not meet goal | Revised completion date from August 2009 to August 2010                   |
| 3 | Distribute 250 storm water educational materials targeted towards Residents and Visitors                           | Met Goal          | None  |
| 3 | Distribute storm water educational materials targeted towards public service employees by January 1, 2009          | Met Goal          | None  |
| 4 | Develop policy, or ordinance requiring all contractors to submit TCEQ approved Construction SWPPP by March 1, 2009 | Did not meet goal | Revised completion date from March 2009 to March 2010. Draft in progress. |
| 5 | Develop map of structural controls by May 1, 2009  | Did not meet goal | Revised completion date from May 2009 to May 2010                         |
| 6 | Conduct training with selected employees   | Met Goal          | None  |

### C. Certification

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. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Add pages as needed

Jaya Zyman-Ponebshek, Team Leader  
Texas Commission on Environmental Quality  
Storm Water and Pretreatment Team (MC-148)  
P.O. Box 13087  
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for City of Texarkana, Texas  
TPDES Permit Number: TXR040368

Dear Ms. Zyman-Ponebshek:

This letter serves to transmit the Year 2 Annual Report for the Texas Pollutant Discharge Elimination System (TPDES) Small Municipal Separate Storm Sewer System (MS4) General Permit, Authorization Number TXR0400368 for the City of Texarkana, Texas.

A separate Notice of Change (NOC) has been submitted based on the fact that changes have been proposed for Year 2 and 3.

As required by the general permit, a copy of this submittal has also been mailed to the TCEQ's regional office in Tyler, Texas.

Sincerely,

Lindy Coffee  
Administrative Assistant  
Department of Engineering & Infrastructure  
(903) 798-3948