

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

A. General Information

1. Permit No. TXR040368 Annual Report Period: 08/13/2010 – 08/12/2011

Name of MS4 / Permittee: City of Texarkana

Contact Name: Lindy Coffee Telephone Number: (903) 798-3942

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 ___X___ 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: _____

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: _____

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

A. 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. Yes _____ No

Changes will be made to some BMP action items implementation and schedule dates. Basically what we will do is reschedule the implementation of any uncompleted year 4 Best Management Practices to be completed the following year. We will also make minor modifications to some BMP's to allow for more flexibility in their implementation. Notice of Changes will be submitted with the supposed changes.

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

Notice of Changes for past BMP modifications have been submitted. Current changes will be sent in by 11/18/11. We recently went through a review process (phone conversation) with a TCEQ representative to get help understanding and prioritizing some aspects of our program. Evaluation of the program for possible changes as described in 1. (a.) is almost complete. Additional BMP implementation changes will be submitted if needed following completion of further schedule analysis and review.

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

On December 15, 2008 approval for certain areas of lands was made. BMPs 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 were attached with year 2 annual report.

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

4. The MS4 has conducted analytical monitoring of storm water quality. Yes 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 or will be 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 stormwater 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 stormwater 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? (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 and Public Involvement have appeared to make a positive impact as evidenced by several phone calls requesting information, asking questions about proper protocol for various activities, and several calls reporting discharge activity, etc. Overall a positive progression toward our goal of implementing the program, reducing the discharges of pollutants, and protecting our water quality and community's health has been shown.

1. 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 is now starting to progress more than previous years. A separate Stormwater Management Division consisting of a two person staff was recently created, and tremendous progress has been made in getting our utility up and running to help bring in funding. Numerous changes have been made to the program's schedule in previous years. The inability to meet the program's schedule is due to no funding and a one to two person staff that formerly held multiple positions. 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 activities and will be ready to have all in place as resources become available. Increased awareness of the need for a stormwater utility has brought about great progress towards getting the utility established. The need for the utility and the program has been positively supported. The main focus of our year four activities was establishing the stormwater utility which, in turn, will help establish and support the programs requirements.

5. Provide the number of construction activities (other than those where the permittee was the operator) that occurred within the regulated area as indicated via notices of intent or site notices:

Seven NOIs or site notices submitted for approximately 65.5 total acres disturbed. We are using our current ordinances for inspection procedures. Enforcement procedure is currently not in place for this BMP. Draft Ordinance in progress.

6. Does the permittee utilize the 7th MCM related to construction? _____ Yes X No

If Yes, then provide the following information:

a. The number of municipal construction activities authorized under this general permit: _____

b. The total number of acres disturbed for municipal construction projects: _____

Though the 7th MCM is optional, this must be requested on the NOI or on a NOC and approved by the TCEQ.

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), indicate whether you have developed a list of allowable non-storm water discharges, other than those already listed in the general permit. If you have developed a list and have made any changes to the local controls, conditions and/or programs being established for discharges, include this information below. If you do not have any changes for this permit year, indicate that this item is not applicable.

Not Applicable. _____

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) and the removal of a need for a paper map under BMP 3 MCM 3, action item iii. Both methods for developing maps of outfall locations does not prove efficient.

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. Water bill messages and/or inserts will also be continued. Field verification completion is expected along with electronic input of all stormwater outfalls and incorporation into our mapping system. Illicit discharge detection and elimination will continue, with expectations to target more specific groups. Completion of a final ordinance for required submission of SWP3 plans, erosion and sediment control at construction sites, and erosion and sediment control for new development and redevelopment, and illicit discharge detection/elimination 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. Employee training will increase as will contractor/developer training. The City's Stormwater Utility District is expected to be approved by January 23, 2011. Funding from the utility is expected to start coming in by March 2011. A Stormwater Division, consisting of a Stormwater Engineer and Coordinator, has recently been established along with a limited stormwater budget.

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

MCM(s)	BMP	Milestones of Permit Year	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
1: Public Outreach and Education	Distribute Storm Water Educational Materials	29,032 brochures distributed toward residents, businesses, commercial, and industrial activities (mass mailing)		July 2008 – started early-year 3 activity	Completed April 2009. 150 educational materials distributed annually until end of permit term.
1: Public Outreach and Education	Distribute Storm Water Educational Materials	Businesses, commercial, and industrial activities		July 2008 – started early-year 3 activity	150 educational materials distributed annually until end of permit term. Did not distribute any in year 4 (no funding) In progress
1: Public Outreach and Education	Distribute Storm Water Educational Materials	Construction Site Personnel		July 2010 – started early-year 4 activity	Have developed brochure but not distributed. 150 educational materials distributed annually until end of permit term. Sample attached. Have been approved and at the printer waiting on publication and mailing.
1: Public Outreach and Education	Distribute Storm Water Educational Materials	Educational materials for all sectors of the community		November 2011	Article published in Four States Living Magazine educating the community about stormwater and the stormwater utility. Not listed as a measurable goal but additional information developed to help educate. Article attached

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. 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.		May 2010	One message completed and aired. Additional messages are being created now for construction site personnel. Messages will continuously air until end of permit term with a goal to have ten air each quarter. Sample attached Slide aired on Government Access Channel 21 regarding stormwater survey/questionnaire. (July 2010).
1: Public Outreach and Education	Stormwater Message with links on website	Make "fact sheets" and SWMP available for viewing.		February 2010 – started early-some year 5 activities	Stormwater webpage and links created. Links to SWMP, fact sheets, forms, MS4 permit, annual reports, NOI, etc. will be on website. Emails attached with documents highlighted that will be on website. City contact also available on webpage. Completed September 2011. Webpage previews attached
1: Public Outreach and Education	Stormwater Message with links on website	Designate city contact for receiving and responding to storm water emails and post email address of contact on stormwater webpage.		February 2010 – started early-some year 5 activities	City contact also available on webpage. Completed September 2011. Correspondence attached

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.		July 2008	Completed November 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	Stormwater Questionnaire/Survey announcement and instructions printed on water bill		July 2008	Completed July 2010.
1: Public Outreach and Education	Storm Water Messages Printed on Water Bill	Pollution Prevention message printed on water bills		July 2008	Completed June 22, 2011. Ran for 3 months to a total of about 50,992 customers. Sample attached
2: Public Involvement and Participation	Designate Selected Storm Drains for Storm Water Only	Develop rationale for selection method of storm water outfalls.	X	May 2011	Did not complete. Will revise start date. Expected completion date May 1, 2012
2: Public Involvement and Participation	Designate Selected Storm Drains for Storm Water Only	Perform volunteer storm drain marking.	X	November 2011	Did not complete. Will revise start date. Expected to start June 2012
2: Public Involvement and Participation	Display SWMP on City Website	Display SWMP on City website		March 2009 – started early, not due to start until May 2010	Completed 03/2009 and still in progress.
2: Public Involvement and Participation	Display SWMP on City Website	Create email on city website for commenting on SWMP		February 2010	Completed September 2011

2: Public Involvement and Participation	Stormwater hotline or email	Procedure to address comments or questions		February 2010	Completed September 2011. Email goes to Stormwater Engineer, Stormwater Coordinator, and City Engineer. All project, drainage, utility, etc. questions will be answered by the SW Engineer. All permitting, SWMP questions, outreach and public involvement, etc. will be answered by the Stormwater Coordinator.
3: Illicit Discharge Detection and Elimination	Development of City Ordinance to prohibit and remove illicit discharges	Draft version of ordinance sent to legal counsel	X	September 2009	We are currently using ordinances in place for inspection and enforcement procedures. However a separate ordinance for this MCM is being developed. All ordinances required in our SWMP are being developed at the same time due to time restraints, cost to publish, and counsel review. Expected to be completed by January 2012. Will revise scheduled date.

3: Illicit Discharge Detection and Elimination	Development of Storm Sewer Map Showing All Outfalls and Names of Waters of The US	Develop draft electronic and paper maps of all stormwater outfalls and receiving waters	X	January 2008	<p>In progress – will revise completion date. 50% has been completed in electronic format. 65% still on paper. Draft versions previously developed were misplaced by terminated personnel. Paper maps are no longer being developed as it does not prove to be efficient to do both. 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 schedule. Structure data is currently being downloaded from the GPS into our mapping system and integrated with all map layers for the city.</p>
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3: Illicit Discharge Detection and Elimination	Develop and/or procure education materials discussing the storm water hazards of illicit discharges.	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	X	June 2008	Completed August 2009. Messages will continue to be distributed annually until end of permit. As of permit year 4, no additional materials have been distributed due to no funding. Funding is becoming available and materials are currently being developed. Will revise completion date.
3: Illicit Discharge Detection 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.	X	July 2008	Completed July 2008. Messages will continue to be distributed annually until end of permit. As of permit year 4, no additional materials have been distributed due to no funding. Funding is becoming available and materials are currently being developed. Will revise completion date.

<p>3: Illicit Discharge Detection and Elimination</p>	<p>Distribute materials to City employees, businesses, and the general public.</p>	<p>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 provided previously</p>	<p>X</p>	<p>August 2008</p>	<p>Completed December 2008. Messages will continue to be distributed annually until end of permit. As of permit year 4, no additional materials have been distributed due to no funding. Funding is becoming available and materials are currently being developed. Will revise completion date.</p>
<p>4/5: Construction Site Runoff Controls</p>	<p>Establish a city ordinance and enforcement mechanism for construction site and post-construction site runoff controls</p>	<p>Developing draft ordinance</p>	<p>X</p>	<p>August 2010</p>	<p>Did not complete. Will revise completion date. We are currently using ordinances in place for inspection and enforcement procedures. We have had a great response rate with sending out letters asking contractors to install, fix, or maintain their controls when we become aware of an issue. Sample letter attached. Permits will be held until compliance takes place. However a separate ordinance for this MCM is being developed. All ordinances required in our SWMP are being developed at the same time due to time restraints, cost to publish, and counsel review. Currently trying to get the stormwater utility ordinance complete and passed.</p>

4: Construction Site Runoff Controls	Develop Procedures for Construction Site Inspection of Runoff Controls	Develop inspection procedures	X	October 2011	Did not complete but in progress. Will revise completion date. Targeting high priority areas to make sure TCEQ permits and BMP's are in place. Inspections are currently done on an as needed basis. Inspections are performed regularly for municipal projects and SWP3's/inspection checklists completed.
4: Construction Site Runoff Controls	Educational Seminar targeting stakeholders on construction stormwater controls	Materials developed and contractor organization contacted	X	September 2011	In progress. Materials being researched and list of stakeholders has been completed. Will revise completion date
5: Post Construction Stormwater Management in New Development and Redevelopment	Create and Distribute Educational Materials for Area Developers regarding Post-Construction Controls	Distribute materials with each building permit	X	July 2010	Material developed and currently at printer waiting on publication and distribution. Will revise start date.
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. Will revise date
6: Pollution Prevention and Good Housekeeping	Assess Municipal Properties for Appropriate Stormwater Pollution Prevention Controls	Inspect 50% of municipal owned properties	X	May 2011	In progress. Started developing a list of properties. Will revise date

6: Pollution Prevention and Good Housekeeping	Written procedure or schedule for periodic inspection/maintenance of stormwater system	Develop procedures/schedule for maintenance of storm sewers	X		There has been a schedule/procedure in place but nothing formally written on paper. There is one crew of 4 or 5 men in the street dept. that are strictly dedicated to clean creeks, one crew that cleans storm sewers, and another for drainage channels. Anything that impedes the flow of drainage, such as debris and siltation, is removed. They work certain areas of the city each week. A formal written policy or schedule has been discussed and will be developed. Will revise completion date
Stormwater Utility Implementation	<ul style="list-style-type: none"> • Stormwater Utility presentation will be given to city council on December 19, 2011 • Stormwater Utility Ordinance scheduled to be approved and fee set at the January 23, 2011 City Council Meeting. • Parcel data needed to code for billing system for Stormwater Utility near completion, just cleaning up some issues with a few locations. Billing could actually start now • Article in Four States Living Magazine published to educate the community about stormwater management and the utility. 				

Table 2 – Measurable Goals Status

MCM(s)	Measurable Goal(s)	Success	Proposed Changes (submit NOC as needed)
1	Distribute storm water educational materials targeted towards businesses, commercial, and industry activities	Partially Met Goal – brochure for construction personnel completed. Other material being researched and developed	Will revise date for material for businesses, commercial, industrial
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	Additional messages in progress. Will revise date to December 2011
1	Print storm water pollution prevention related messages on all water bills. Repeat printing once per year	Met Goal	None
1	Stormwater Message with links on website	Exceeded Goal – completed year 5 activities	None
2	Perform Volunteer Storm Drain Marking	Did not meet goal	Will revise date...expected to start June 2012
2	Display SWMP on City website	Exceeded Goal - Met goal in March 2009 and wasn't due until May 2010	None
2	Create email on City website	Exceeded Goal – completed early	None

3	Development of city ordinance to prohibit and remove illicit discharges	Partially met goal	Will revise date...expected to be complete by January 2012
3	Develop draft electronic and paper maps of all storm water outfalls and receiving waters by August 1, 2009	Partially met goal – 50% already in electronic format	Will remove the requirement for the paper maps as it doesn't seem efficient to do both methods. Will also revise completion date
3	Distribute 250 storm water educational materials targeted towards Businesses, commercial, and industrial activity, public service employees, etc.	Partially met goal – additional materials still being developed	Will revise publication date
4	Establish ordinance to require erosion and sediment controls	Partially met goal – research has been done into model and other municipal ordinances. Draft being developed	Will revise completion date to match all other ordinances required
4	Develop inspection procedures for construction site runoff control	Partially met goal - Will revise completion date. Plan on targeting high priority areas to make sure TCEQ permits and BMP's are in place. Inspections are currently done on an as needed basis. Inspections are performed regularly for municipal projects and SWP3's/inspection checklists completed.	Will revise completion date to March 2012
4	Educational Seminar targeting stakeholders on construction stormwater controls	Partially met goal – materials being researched and list of stakeholders completed.	Will revise start date

5	Establish ordinance to require erosion and sediment controls at new development and re-development	Partially met goal – research has been done into model and other municipal ordinances. Draft being developed	Will revise completion date to match all other ordinances required
5	Create and distribute educational materials regarding post-construction to developers	Partially met goal – material at the publisher waiting to be printed	None
6	Assess municipal properties for pollution prevention controls	Partially met goal – started developing a list of locations	Will revise date
6	Written procedure/schedule for periodic maintenance or inspection of stormwater system	Partially met goal – procedure in place but not formally written	Will revise date

B. 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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