MS4 Annual Report for 2015

Reporting period: January 1, 2015 to December 31, 2015

Due: June 30, 2016

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit ( Permit ) between January 1, 2015 and December 31, 2015. MPCA staff may also contact you for additional information.

Questions: Contact Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us or Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us.

MS4 General Contact Information

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Diane Lynch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>District Administrator</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>4646 Dakota Street SE</td>
</tr>
<tr>
<td>City:</td>
<td>Prior Lake</td>
</tr>
<tr>
<td>State:</td>
<td>MN</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>55372</td>
</tr>
<tr>
<td>Phone:</td>
<td>952-440-0067</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:dlynch@plslwd.org">dlynch@plslwd.org</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Full Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

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

Q3 If "Yes" in Q2, what is your stormwater-related issue(s)? Check all that apply.

- [X] Total Maximum Daily Loads (TMDLs)
- [X] Local businesses
- [X] Residential best management practices (BMPs)
- [ ] Pet waste
- [ ] Yard waste
- [ ] Deicing materials
- [ ] Household chemicals
- [X] Construction activities
- [X] Post-construction activities
- [ ] Other

If "Other", describe: 

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)]

No

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

Yes
Q6 How did you distribute educational materials or equivalent outreach? [Part III.D.1.a.] Check all that apply in the table below.

Q7 For the items checked in Q6 below, what is the intended audience? Check all that apply in the table below.

Q8 For the items checked in Q6 below, enter the total circulation/audience in the table below. (If unknown, use best estimate)

<table>
<thead>
<tr>
<th>Q6</th>
<th>Intended audience: (Check all that apply):</th>
<th>Q8 Total circulation/audience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Brochure</td>
<td>Residents</td>
</tr>
<tr>
<td></td>
<td>Newsletter</td>
<td>Local businesses</td>
</tr>
<tr>
<td></td>
<td>Utility bill insert</td>
<td>Developers</td>
</tr>
<tr>
<td></td>
<td>Newspaper ad</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>Radio ad</td>
<td>Employees</td>
</tr>
<tr>
<td></td>
<td>Television ad</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Stormwater-related event</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School project or presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

For Q9 and Q10 below, 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, 2015 to December 31, 2015. [Part III.D.1.c.(4)]

<table>
<thead>
<tr>
<th>Date of Activity</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/9/2015</td>
<td>Native Prairie Workshop (Scott County Water Education Program Member)</td>
</tr>
<tr>
<td>4/24/2015</td>
<td>Native Prairie Workshop</td>
</tr>
<tr>
<td>5/9/2015</td>
<td>Maintaining Native Prairie Workshop</td>
</tr>
<tr>
<td>5/14/2015</td>
<td>Blue Thumb Raingarden Workshop</td>
</tr>
<tr>
<td>5/24/2015</td>
<td>Stabilize Your Shoreline Workshop</td>
</tr>
<tr>
<td>6/24/2015</td>
<td>Restore Your Shoreline Workshop</td>
</tr>
<tr>
<td>10/24/2015</td>
<td>Clean Water Clean-up</td>
</tr>
<tr>
<td>4/26/2015</td>
<td>Clean Water Clean-up</td>
</tr>
</tbody>
</table>

Q10 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

If 'Yes', describe those modifications:

Yes

We updated our rules according to the requirements of our permit.

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, 2015 and December 31, 2015? [Part III.D.2.a.(1)]

Yes

Q13 If 'Yes' in Q12, what was the opportunity that you provided? Check all that apply.

<table>
<thead>
<tr>
<th></th>
<th>Public meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Public event</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Q14 If 'Public meeting' in Q13, did you hold a stand-alone meeting or combine it with another event?

<table>
<thead>
<tr>
<th></th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the date of the public meeting: 7/14/2015</td>
</tr>
<tr>
<td></td>
<td>Enter the number of citizens that attended and were informed about your SWPPP: 4</td>
</tr>
</tbody>
</table>

Q15 If 'Public Event' in Q13, describe:

Describe:
Q15 Enter the date of the public meeting:  
 Enter the number of citizens that attended and were informed about your SWPPP:  

Q16 If ‘Other’ in Q13, describe:  
 Enter the date of the public meeting:  
 Enter the number of citizens that attended and were informed about your SWPPP:  

Q17 Between January 1, 2015 and December 31, 2015, did you receive any input regarding your SWPPP?  
 No  
 If ‘Yes’, enter the total number of individuals or organizations that provided comments on your SWPPP:  

Q18 If ‘Yes’ in Q17, did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)]  
 If ‘Yes’, describe those modifications:  

Q19 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]  
 Yes  
 If ‘Yes’, describe those modifications:  
 We changed our watershed district rules to comply with our permit.  

MCM 3: Illicit Discharge Detection and Elimination

The following questions refer to Part III.D.3. of the Permit.

Q20 As of December 31, 2015, have you enacted a regulatory mechanism(s) which prohibits non-stormwater discharges to your MS4?  
 Yes  

Q21 If ‘Yes’ in Q20, provide either a website address to the above regulatory mechanism or upload a copy.  
 How will you provide this regulatory mechanism?  
 Website address:  

Q22 If ‘Website address’ in Q21, provide the link here:  
 www.plslwd.org  

Q23 If ‘Upload’ in Q21, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload.  
 Successful upload?  
 No file attached.  

Q24 Did you identify any illicit discharges between January 1, 2015 and December 31, 2015? [Part III.D.3.h.(4)]  
 No  

Q25 If ‘Yes’ in Q24, enter the number of illicit discharges detected:  

Q26 If ‘Yes’ in Q24, how did you discover these illicit discharges? Check all that apply.  
 Public complaint  
 Staff  

Q27 If ‘Public complaint’ in Q26, enter the number discovered by the public:  

Q28 If ‘Staff’ in Q26, enter the number discovered by staff:  

Q29 If ‘Yes’ in Q24, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?  

Q30 If ‘Yes’ in Q29, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2015 and December 31, 2015? Check all that apply.  
 Verbal warning  
 Notice of violation  
 Fine  
 Criminal action  
 Civil penalty  
 Other  

If ‘Other’, describe:  

No file attached.  
www.plslwd.org
### Q31
If 'Yes' in Q29, did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Q32
If 'No' in Q31, why was the enforcement not sufficient to address the illicit discharge(s)?

### Q33
Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]

- [ ] Yes

### Q34
If 'Yes' in Q33, provide either a website address to the above ERPs or upload a copy.

#### How will you provide this regulatory mechanism?

<table>
<thead>
<tr>
<th>Upload</th>
</tr>
</thead>
</table>

### Q35
If 'Website address' in Q34, provide the link here:

### Q36
If 'Upload' in Q34, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload. 

**Successful upload?** File successfully attached.

### Q37
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

### Q38
If 'Yes' in Q37, how did you train your field staff? Check all that apply.

- Email
- Powerpoint
- X
- Video
- Presentation
- Field Training
- Other

If Other, describe:

### Q39
Did you update your storm sewer system map between January 1, 2015 and December 31, 2015? [Part III.C.1.]

- [ ] No

### Q40
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

### Q41
Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]

- [ ] No

### Q42
Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]

- [ ] Yes

### Q43
Does your storm sewer map include all receiving waters? [Part III.C.1.d.]

- [ ] No

### Q44
In what format is your storm sewer map available?

- Other

If Other, describe:

Adobe file

### Q45
Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]

- [ ] Yes

If 'Yes,' describe those modifications:

Created IDDE procedure and forms

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**MCM 4: Construction Site Stormwater Runoff Control**

The following questions refer to Part III.D.4. of the Permit.

### Q46
As of December 31, 2015, have you enacted 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

### Q47
Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

- [ ] Yes

### Q48
Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

- [ ] Yes
Q49  Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

1

Q50  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, 2015 to December 31, 2015.

<table>
<thead>
<tr>
<th>Number issued</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Verbal warning</td>
</tr>
<tr>
<td>3</td>
<td>Notice of violation</td>
</tr>
<tr>
<td>0</td>
<td>Administrative order</td>
</tr>
<tr>
<td>0</td>
<td>Stop-work order</td>
</tr>
<tr>
<td>0</td>
<td>Fine</td>
</tr>
<tr>
<td>0</td>
<td>Forfeiture of security bond money</td>
</tr>
<tr>
<td>0</td>
<td>Withholding of certificate of occupancy</td>
</tr>
<tr>
<td>0</td>
<td>Criminal action</td>
</tr>
<tr>
<td>0</td>
<td>Civil penalty</td>
</tr>
</tbody>
</table>

If 'Other', describe:

Q51  Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanisms?  

[Part III.B.]  
Yes

Q52  Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2015 and December 31, 2015:

1

Q53  Do you have written procedures for identifying priority sites?  [Part III.D.4.d.(1)]

Yes

Q54  If 'Yes' in Q53, how are sites prioritized? Check all that apply.

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

If 'Other', describe:

Q55  Do you have a checklist or other written means to document site inspections when determining compliance?  [Part III.D.4.d.(4)]

Yes

Q56  Enter the number of site inspections conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

21

Q57  Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly):  [Part III.D.4.d.(2)]

weekly

Q58  Enter the number of trained inspectors that were available for construction site inspections between January 1, 2015 and December 31, 2015:

2

Q59  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.

<table>
<thead>
<tr>
<th>Inspector Name</th>
<th>Organization</th>
<th>Phone (Office)</th>
<th>Phone (Work Cell)</th>
<th>Email</th>
<th>Preferred contact method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maggie Karschnia</td>
<td>952-447-9838</td>
<td>E-mail</td>
<td><a href="mailto:m.karschnia@plslwd.org">m.karschnia@plslwd.org</a></td>
<td>E-mail</td>
</tr>
<tr>
<td>2</td>
<td>Kathryn Keller-Miller</td>
<td>952-447-4166</td>
<td>E-mail</td>
<td><a href="mailto:kkeller-miller@plslwd.org">kkeller-miller@plslwd.org</a></td>
<td>E-mail</td>
</tr>
</tbody>
</table>

Q60  What training did inspectors receive? Check all that apply.

| X | University of Minnesota Erosion and Stormwater Management Certification Program |
| X | 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 (CPS)                  |
|   | Certified Professional in Stormwater Quality (CPSWQ)                          |
|   | Certified Erosion Sediment and Storm Water Inspector (CCESSWI)                |

If 'Other', describe:

Q61
Q61  Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

Yes

Due to the requirements of the general permit effective August 1, 2013 and expiring on July 31, 2018, we updated our rules regarding construction and post-construction stormwater runoff, erosion and sediment control and illicit discharge.

Q62  As of December 31, 2015, have you enacted a regulatory mechanism to incorporate all requirements as specified in Part III.D.5.a of the Permit?

Yes

Q63  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.


- X Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surface on-site
- Retain the post-construction runoff volume on site for the 95th percentile storm
- Match the predevelopment 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)

If ‘Other’, describe:

Q64  Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

Yes

Q65  Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your post-construction site stormwater management program? [Part IV.B.]

Yes

Yes. We changed our rules to meet the updated requirements.

Q66  Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs: 0
Outfalls: 35
Ponds: 0

Q67  Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2015 to December 31, 2015 within your MS4 (exclude privately owned). [Part III.D.6.e.(1)]

Structural stormwater BMPs: 0
Outfalls: 35
Ponds: 0

Q68  Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?

No

Q69  Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

No

Q70  If ‘Yes’, briefly describe the maintenance that was conducted:

Yes. We changed our rules to meet the updated requirements.
Q71  Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]
No.

Q72  If ‘Yes’ in Q71, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

Q73  If ‘Yes’ in Q72, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

Q74  If ‘Yes’ in Q73, briefly describe the maintenance that was conducted:

Q75  Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]
Yes

We updated our rules according to our permit.

Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an applicable WLA
If required, you must complete the TMDL Annual Report Form, available at: http://stormwater.pca.state.mn.us/index.php/upload_page_with_TMDL_forms. Attach your completed TMDL Annual Report Form to this Annual Report as instructed below. [Part III.E]

Q77  Successfully uploaded file: TMDL form not required for Prior Lake-Spring Lake WSD MS4.

Alum or Ferric Chloride Phosphorus Treatment Systems
The following questions refer to Part III.F.3.a. of the Permit. Provide the information below as it pertains to your alum or ferric chloride phosphorus treatment system.

*’Alum or Ferric Chloride Phosphorus Treatment Systems’ section not required for Prior Lake-Spring Lake WSD MS4.

Q78  Date(s) of operation (mm/dd/yyyy - mm/dd/yyyy)

Q79  Chemical(s) used for treatment:

Q80  Gallons of alum or ferric chloride treatment:

Q81  Gallons of water treated:

Q82  Calculated pounds of phosphorus removed:

Q83  Any performance issues and corrective action(s), including the date(s) when corrective action(s) were taken, between January 1, 2015 and December 31, 2015:
Partnerships

Q84 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?
No

Q85 If “Yes” in Q84, describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

Additional Information

Q86 Successfully uploaded file: No file attached.

Q87 Successfully uploaded file: No file attached.

Q88 Successfully uploaded file: No file attached.

Q89 Optional, describe the file(s) uploaded:

Owner of 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).

X 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: Diane Lynch
Title: District Administrator
Date: 6/30/2016