



Minnesota Pollution Control Agency

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Before you begin...

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

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MS4 Annual Report for 2014

Reporting period: January 1, 2014 to December 31, 2014

Due: June 30, 2015

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2014 and December 31, 2014. You may provide additional explanation and/or information in an email with the subject *YourMS4NameHere_2014AR* to ms4permitprogram.pca@state.mn.us. 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

Last name	Spence
First name	Patricia
Title	Clerk
Mailing address	8900 Lakewood Shore Rd NW
City	Rice
State	IN
Zip code	56367
Phone	320-255-8916
Email	watabts@qvestoffice.net

MCM 1: Public Education and Outreach

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

- Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]
- Yes
 No

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

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

Describe:

Simple tips for your Home, Yard, Car, Pets as described at h2youmn.com

Q4 Did you begin to educate the public on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]

- Yes
- No

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

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

Other (1), describe: Electronic billboard; 1 ad at 2 locations for 8 weeks

Other (2), describe: Facebook ads; 175,633 impressions; 5 different ads; 1,677 clicks

Other (3), describe: Clean water pledges; 83 pledges

Q6 Intended audience? Check all that apply.

	Local					
	Residents	Businesses	Developers	Students	Employees	Other
Brochure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater-related event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (3)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Brochure	100
Newsletter	2,100
Stormwater-related event	15,000
Website	305,000
Other (1)	236,000

Other (2)	175,633
Other (3)	83

Provide a brief description of each activity related to public education and outreach (e.g. rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2014 to December 31, 2014. [Part III.D.1.c.(4)]

Q8 Date of activity	Q9 Description of activity
Date (mm/dd/yyyy) 5/23/2014	Rain barrel and compost bin distribution date. As part of our Central MN Water Education Alliance (CMWEA) membership, we supported and promoted the sale where 73 barrels and 43 compost bins were sold.
Date (mm/dd/yyyy) 3/7/2014	CMBA Home Show March 7-9. The CMWEA Education Booth was representing our educational goals at the show by providing simple stormwater related education tips and information.
Date (mm/dd/yyyy) 8/13/2014	Summertime by George weekly music and family festival. The CMWEA education booth was representing our educational goals at the event by providing simple stormwater related tips and information.
Date (mm/dd/yyyy) 4/27/2014	St. Cloud Area Sustainability Expo. The CMWEA education booth was representing our educational goals at the expo by providing simple stormwater related education tips and information.
Date (mm/dd/yyyy) 8/2/2014	Take a Day Off on the Mississippi River event. The CMWEA education booth was representing our educational goals at the event by providing simple stormwater related education tips and information.
Date (mm/dd/yyyy) 5/14/2014	Shoreland Property Owners Workshop. The CMWEA education booth was representing our educational goals at the workshop by providing simple stormwater related education tips and information.
Date (mm/dd/yyyy) 1/30/2014	Shoreland Contractors Workshop. The CMWEA education booth was representing our educational goals at the workshop by providing simple stormwater related education tips and information.
Date (mm/dd/yyyy) 3/1/2014	Annual Township newsletter sent to all homes and businesses in the township including articles on the township SWPPP program, Adopt a Road program, Clean Up Day, and BMPS

Q10 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

- Yes
- No

Describe those modifications:

As part of our CMWEA membership we added BMPs to our education and outreach program that commits us to our CMWEA membership and to promote the CMWEA

website and education campaign. CMWEA created a detailed education campaign plan in 2014 to coincide with the new MS4 permit requirements. The plan identified target audiences, created an education message strategy, and identified a variety of education and outreach tactics. CMWEA will annually update its education and outreach priorities to meet the needs of our membership, target audiences, and MS4 permit requirements. As a township, we added several articles to our township newsletter on our permit program, adopt a highway, clean up day, best management practices for lawns, and support for the native buffer strip program sponsored by the Little Rock Lake Association and Benton County Soil and Water Conservation District. We also added education information to our township website and facebook page.

MCM 2: Public Participation/Involvement

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

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

- Yes
 No

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

- Public meeting
 Public event
 Other

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

- Stand-alone
 Combined

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

05/06/2014

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

19

Q16 Between January 1, 2014 and December 31, 2014, did you receive any input regarding your SWPPP?

- Yes
 No

Enter the total
number of
individuals or
organizations

2

that provided
comments on
your SWPPP:

Q17 Did you modify your SWPPP as a result of written input received? [Part III.D.2.b. (2)]

- Yes
- No

Q18 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]

- Yes
- No

MCM 3: Illicit Discharge Detection and Elimination

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

Q19 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism(s) which prohibits non-stormwater discharges to your MS4?

- Yes
- No

Q20 Between January 1, 2014 and December 31, 2014, what was the status of this regulatory mechanism(s)?

Optional, describe status:

We worked on the application for our new permit which was granted in March 2014 and then began work on a new ordinance and written policies and procedures to comply with the new permit requirements.

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

- Yes
- No

Q22 Enter the number of illicit discharges detected:

Q23 How did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.

- Public complaint
- Staff

Q24 Enter the number discovered by the public:

Q25 Enter the number discovered by staff:

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

- Yes
 No

Q27 What type of enforcement action(s) was taken and how many of each action were issued between January 1, 2014 and December 31, 2014? Check all that apply.

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

Enter the number of verbal warnings issued:

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

- Yes
 No

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

- Yes
 No

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

- Yes
 No

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

- Email
 PowerPoint
 Presentation
 Video
 Field Training
 Other

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

- Q34 Did you update your storm sewer system map between January 1, 2014 and December 31, 2014? [Part III.C.1.]
- Yes
 No
- Q35 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]
- Yes
 No
- Q36 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]
- Yes
 No
- Q37 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]
- Yes
 No
- Q38 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]
- Yes
 No
- Q39 In what format is your storm sewer map available?
- Hardcopy only
 GIS
 CAD
 Other
- Q40 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]
- Yes
 No

Describe those modifications:

Additional training planned and taken by board members on Minimum Control Measures and illicit discharge through a St. Cloud workshop sponsored by Minnesota Erosion Control. Two board members became certified on October 9th.

MCM 4: Construction Site Stormwater Runoff Control

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

- Q41 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism to be at least as stringent as the Agency's general permit to Discharge

Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (<http://www.pca.state.mn.us/index.php/view-document.html?gid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.]

- Yes
- No

Q43 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

- Yes
- No

Q44 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

- Yes
- No

Q45 Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2014 and December 31, 2014:

12

Q46 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2014 to December 31, 2014.

- Verbal warnings
- Notice of violation
- Administrative orders
- Stop-work orders
- Fines
- Forfeit of security of bond money
- Withholding of certificate of occupancy
- Criminal actions
- Civil penalties
- Other

Enter the number of verbal warnings issued: 5

Enter the number of notice of violations issued: 0

Enter the number of stop-work orders issued: 0

Enter the number criminal actions issued: 0

Enter the number of civil penalties issued: 0

Q47 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]

- Yes
- No

Q49 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2014 and December 31, 2014:

1

Q50 Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)]

- Yes
- No

Q51 How are sites prioritized? Check all that apply.

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

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

- Yes
- No

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

5

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

they were conducted weekly

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

2

Q56 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

(1) Inspector name	Wayne Cymbaluk
Organization	WC Environmental Services, LLC

Phone (Office)	320-241-4742
Phone (Work Cell)	
Email	wcymbaluk@yahoo.com
Preferred contact method	email
(2) Inspector name	Craig Gondeck
Organization	Watab Township
Phone (Office)	320-393-3120
Phone (Work Cell)	320-492-6814
Email	craiggondeck@yahoo.com
Preferred contact method	cell phone
(3) Inspector name	
Organization	
Phone (Office)	
Phone (Work Cell)	
Email	
Preferred contact method	

Q57 What training did inspectors receive? Check all that apply.

- University of Minnesota Erosion and Stormwater Management Certification Program
- Qualified Compliance Inspector of Stormwater (QCIS)
- Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
- Minnesota Utility Contractors Association Erosion Control Training
- Certified Professional in Erosion and Sediment Control (CPESC)
- Certified Professional in Stormwater Quality (CPSWQ)
- Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
- Other

Other, describe:

Certified Wetland Delineator in Minnesota; Craig Gondeck, Township Supervisor, only inspects our residential projects in planned unit developments that are under one acre. He consults regularly with Wayne Cymbaluk regarding any questions. Wayne also did an inspection of all developments in the township where there was construction activity to provide additional training for Craig.

Q58 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- Yes
- No

Describe those modifications:

We were engaged in research and planning to meet the requirements for the new SWPPP permit. This included discussion and meetings with Wayne Cymbaluk on development of a new ordinance and modifying and developing new written procedures and policies for enforcement. New permit application forms were also developed along with information materials for contractors and homeowners.

MCM 5: Post-Construction Stormwater Management

The following questions refer to Part III.D.5. of the Permit.

Q59 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism(s) to incorporate all requirements as specified in Part III.D.5.a. of the Permit?

- Yes
 No

Q61 What approach are you using, or planning to use, to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)]
 Check all that apply.

Refer to the link <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches.

- Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
 Retain the post-construction runoff volume on site for the 95th percentile storm
 Match the pre-development runoff conditions
 Adopt the Minimal Impact Design Standards (MIDS)
 An approach has not been selected
 Other method (Must be technically defensible--e.g. based on modeling, research and acceptable engineering practices)

Q62 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

- Yes
 No

Q64 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- Yes
 No

Describe those modifications:

We researched and developed a new ordinance to meet the requirements for the post-construction stormwater management program. It was adopted following a public hearing in January 2015.

MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

The following questions refer to Part III.D.6. of the Permit.

Q65 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Structural stormwater BMPs	0
Outfalls	15
Ponds	1

Q66 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2014 to December 31, 2014 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	0
Outfalls	15
Ponds	1

Q67 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?

- Yes
 No

Q68 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

- Yes
 No

Q70 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

- Yes
 No

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

- Yes
 No

Describe those modifications:

The township researched and developed new measurable goals to meet the requirements of the new stormwater permit.

Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an Applicable WLA

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.]

- Q76 Click the "up arrow" icon below to upload your TMDL Annual report form. When it has uploaded successfully, a unique ID will appear in the box. Only files 6 MB or less will upload.

ref:0000000084:Q76

Partnerships

- Q83 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?
- Yes
 No

Additional Information

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

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



- Q86 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files 6 MB or less will upload.



- Q87 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files 6 MB or less will upload.



Q88 Optional, describe the file(s) uploaded:

Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

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

Yes

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

Name:

Title:

Date:
(mm/dd/yyyy)

Before you submit...

Print or save a copy of your completed MS4 Annual Report for 2014 for your records. The MPCA will not be able to provide you with a copy.

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