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CRWD Stormwater Pollution Prevention Program

2008 Annual Report

June 18, 2009

"Our mission is to protect, manage, and improve the water resources of the Capitol Region Watershed District."

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1.0 INTRODUCTION

The Capitol Region Watershed District (CRWD) is a special purpose unit of local government established in 1998 to manage, protect and improve the water resources of the Capitol Region Watershed District in the Twin Cities metropolitan area of Minnesota. CRWD drains an area of 40.6 miles from the communities of Saint Paul, Roseville, Falcon Heights, Maplewood, and Lauderdale. A major responsibility of CRWD is to own, operate and maintain the Trout Brook Storm Sewer Interceptor System, a trunk conveyance stormwater system that collects and conveys runoff from the cities of Saint Paul, Roseville, Falcon Heights, and Maplewood (Figure 1). The Trout Brook subwatershed drains nearly 8,000 acres making it the largest subwatershed in CRWD. Land use in the subwatershed is highly urbanized with 42% imperviousness and a mix of residential, industrial, and commercial uses. The Trout Brook storm sewer interceptor is almost six miles in length and varies in size from a five-foot diameter round, reinforced concrete pipe to over 11-foot square cast-in-place box sections. The interceptor receives stormwater runoff from municipally-owned lateral pipes and conveys it to the City of Saint Paul's trunk storm sewer before eventually discharging to the Mississippi River.

CRWD is considered a regulated non-traditional operator of a small municipal separate stormwater sewer system (MS4) and is required to obtain a 5-year general stormwater discharge permit under Phase II of the National Pollutant Discharge Elimination System (NPDES) stormwater program of the federal Clean Water Act. The Phase II Rule requires MS4 operators to develop and implement an enforceable stormwater pollution prevention program (SWPPP) that will reduce the discharge of pollutants from their MS4 to the 'maximum extent practicable' to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act (US EPA, 2000).

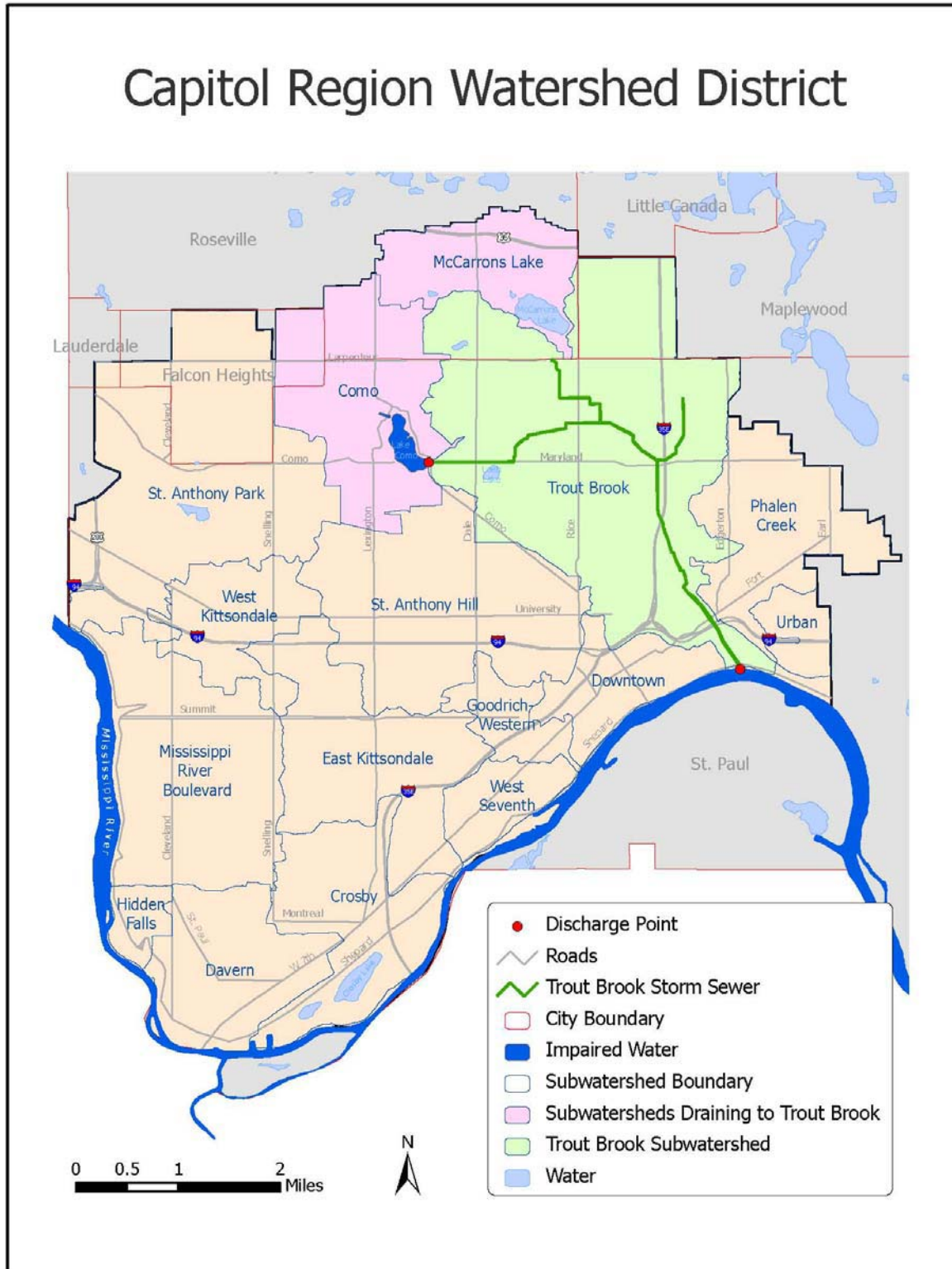
In August 2006, CRWD submitted to the Minnesota Pollution Control Agency (MPCA) a permit application and the SWPPP, which outlines CRWD's best management practices (BMPs) to control and reduce stormwater pollution. Two years later in November 2008, the Minnesota Pollution Control Agency (MPCA) determined that the CRWD SWPPP is adequate and issued CRWD an MS4 General Permit under the NPDES program.

As part of the SWPPP, CRWD is required to prepare and submit an annual report of progress made-to-date on implementing the BMPs and meeting the measurable goals of the SWPPP and of any proposed revisions. This report summarizes the stormwater management work conducted for the Trout Brook storm sewer system and the entire watershed district in 2008. This is the second annual SWPPP report prepared by CRWD.

2.0 STORMWATER POLLUTION PREVENTION PLAN

As part of the Trout Brook Storm Sewer Interceptor System discharge permit, CRWD has prepared and is implementing the SWPPP to control and reduce the discharge of stormwater-related pollutants from the MS4 to protect water quality of local receiving waters. Appendix A includes the SWPPP. The SWPPP consists of a combination of six minimum control measures: 1) public education and outreach; 2) public participation and involvement; 3) illicit discharge

Figure 1. Capitol Region Watershed District



detection and elimination; 4) construction site stormwater runoff control; 5) post-construction runoff control; and 6) pollution prevention and good housekeeping. Based on consideration of the sources of pollutants, the potentially polluting activities in the watershed and the sensitivity of the receiving waters, CRWD has selected the best management practices for each minimum control measure to accomplish federal and state regulatory requirements and CRWD water quality goals. CRWD provides BMP summary worksheets that include practice descriptions, the measurable goals, the implementation schedule and procedures, and the responsible staff person for implementation. Table 1 lists the required BMPs for each minimum control measure.

CRWD refers to several supporting documents for carrying out the SWPPP which includes the Watershed Management Plan (CRWD, 2000), CRWD Rules (CRWD, 2009), and BMP Inspection and Maintenance Protocols (CRWD, 2007). The Watershed Management Plan, created in 2000, defines the watershed goals and policies of CRWD, describes the current watershed issues, provides an inventory of the land and water resources, and defines the activities and measures to protect and restore the watershed. CRWD has begun the process of updating the Watershed Management Plan and is targeting a completion date of summer 2010. In the fall of 2006, CRWD promulgated rules to minimize the water quality, erosion, sedimentation and flooding impacts of development and redevelopment on local waters. The latest revision to CRWD Rules was made and approved by CRWD Board of Managers in January 2009. CRWD's BMP Inspection and Maintenance Protocols outline the procedures and maintenance schedules for BMPs owned or under agreement for maintenance by CRWD.

3.0 2008 SWPPP ACTIVITIES

Below is a narrative description of the stormwater management accomplishments in 2008. Appendix B includes a draft of the completed MPCA Annual Report Form for 2008, which briefly summarizes CRWD's stormwater-related activities and accomplishments.

3.1 Public Education and Outreach – Minimum Control Measure No. 1

In 2008, CRWD implemented a variety of watershed education and outreach activities with a particular focus on local stormwater issues and behaviors and activities that will address these issues. CRWD raises awareness about the watershed and environmentally sensitive behaviors and activities through direct education of students and residents, CRWD newsletters, press releases to local newspapers and supportive partnerships with district councils and community organizations. CRWD also provides technical assistance through our Stewardship Grant Program for water quality improvement projects and when possible through environmental learning service projects in area schools.

Table 1. Best Management Practices for Each Minimum Control Measure

BMP ID	Best Management Practices for Each Minimum Control Measure
MCM #1: Public Education & Outreach	
1a-1	Distribute Educational Materials
1b-1	Implement an Education Program
1c-1.1	Education Program: Public Education and Outreach - District Website
1c-1.2	Education Program: Public Education and Outreach – Como Lake Water Festival
1c-1.3	Education Program: Public Education and Outreach – Join Metro WaterShed Partners
1c-1.4	Education Program: Public Education and Outreach – Media Communication
1c-2	Education Program: Public Participation
1c-3	Education Program: Illicit Discharge Detection and Elimination
1c-4	Education Program: Construction Site Runoff Control
1c-5	Education Program: Post Construction Stormwater Management
1c-6	Education Program: Pollution Prevention/Good Housekeeping
1d-1	Coordination of Education Program
1e-1	Annual Public Meeting
MCM #2: Public Participation/Involvement	
2a-1	Comply with Public Notice Requirements
2b-1	Solicit Public Input and opinion on SWPPP
2c-1	Consider Public Input
MCM #3: Illicit Discharge Detection and Elimination	
3a-1	Storm Sewer System Map
3b-1	Regulatory Control Program
3c-1	Illicit Discharge Detection and Elimination Plan
3d-1	Public and Employee Illicit Discharge Information Program
3e-1	Identification of Non-Stormwater Discharges and Flows
MCM #4: Construction Site Stormwater Runoff Control	
4a-1	Ordinance or other Regulatory Mechanism
4b-1	Construction Site Implementation of Erosion and Sediment Control
4c-1	Waste Controls for Construction Site Operators
4d-1	Procedure for Site Plan Review
4e-1	Procedure for Receipt of Reports of Stormwater Non-compliance
4f-1	Procedures for Site Inspection and Enforcement
MCM #5: Post Construction Stormwater Management for New Development/Redevelopment	
5a-1	Development and Implementation of Structural and/or Non-structural BMPs
5b-1	Regulatory Mechanism to Address Post Construction Runoff for Development
5c-1	Long-term Operation and Maintenance of BMPs
MCM #6: Pollution Prevention/Good Housekeeping for Municipal Operations	
6a-1	Municipal Operations and Maintenance Program
6b-2	Annual Inspection of All Structural Pollution Control Devices
6b-3	Inspection of MS4 Outfalls, Sediment Basins, and Ponds
6b-4	Inspection Follow-up
6b-5	Record Reporting and Retention of all Inspections and Responses to Inspections
6b-6	Evaluation of Inspection Frequency

2008 Outreach

CRWD staff visited ten schools in the watershed district, which included Twin Cities Academy, Phalen Lake Elementary, Crossroads Elementary, International Academy, Expo Elementary, City Academy, Webster School, Gordon Parks High School, Adams Spanish Immersion School, and Great River School. Four of the schools also had follow up water-related field trips. Over 500 students were reached with information on stormwater, raingardens, water monitoring, and the watershed district. CRWD also conducted a field trip to stormwater BMP sites in CRWD for eight student docents at the Kitty Anderson Youth Science Center at the Science Museum of Minnesota.

CRWD held seven raingarden design and maintenance workshops in 2008 for various audiences including landscape professionals, Saint Paul district planning councils, Metro State University maintenance staff and the general public. In addition, 48 people attended a public tour of CRWD's raingardens in the Como neighborhood of Saint Paul in September 2008.

Partnering with the University of Minnesota and Minnesota Department of Natural Resources, CRWD hosted a Project WET (Water Education for Teachers) workshop for educators of K-12 students in late winter 2008. Minnesota Project WET trains classroom and other educators in hands-on, interactive lessons that are focused on water and encourage critical thinking.

CRWD staff was also present at several community events to provide information about the watershed and stormwater. The events were the District 17 Planning Council Environmental Fair, Millard Filmore Dinner (annual dinner celebrating the Mississippi River in Saint Paul), Eco Yard tour, and Minnesota State Fair.

In 2008, another mechanism for disseminating information about stormwater, water quality improvement projects and CRWD's stewardship grant program and permitting program was print media including two CRWD newsletters, ten press releases about CRWD events and programs, and three newspaper articles on stormwater-related topics.

CRWD also hosts and maintains a website, www.capitolregionwd.org, that provides a variety of information about the watershed, the Trout Brook storm sewer system, stormwater quality including CRWD monitoring data, stormwater funding opportunities, BMP projects, CRWD's Permitting Program, ways homeowners can protect the watershed, and links to stormwater management guidance material. The website is currently being redesigned with an anticipated launch date of late spring 2009. The new website will include additional information about Trout Brook Storm Sewer Interceptor System and have a Stormwater 101 page that provides basic information about the natural and man-made water cycles, stormwater, and the pollutants found in stormwater. Also to be found on the new site will be tips on how different audiences (i.e., homeowners, businesses, developers and students) can reduce their impact on local water resources.

2008 WaterShed Partners Participation

CRWD also regularly attends monthly meetings of the Metro WaterShed Partners (WSP), a coalition of more than 50 public, private and non-profit organizations in the Twin Cities metro

area. The Partners collaborate on outreach projects and share resources with the goal of inspiring people to act within their watershed. The WSP website, www.cleanwatermn.org, is a source for public stormwater pollution prevention education materials and products for stormwater educators, students, municipal and watershed organization staff. The site also has seasonal clean water tips for residents.

WaterShed Partners Media Campaign

Staff also participated in quarterly meetings of the WSP subcommittee, *Minnesota Water — Let’s Keep It Clean!* media campaign. Since 2007, the collaborative has launched an annual media campaign that has included radio and cable television service announcement spots aimed at educating the public about polluted runoff prevention. Table 2 lists the 2008 WSP ads.

Table 2. 2008 WSP Media Campaign

Media Type/Channel	Number of Ads	Message
Twins Radio Network	60 ads on KSTP AM 1500 radio; Average per-game audience is 611,000	Protect lakes and streams by minimizing fertilizer use and keeping grass clippings off of streets and sidewalks
Minnesota Public Radio	26 public service announcements in the spring 2008	Message of “Streets Connect to Streams” for pollution prevention
Comcast Cable Television	More than 200 30-second ads played in the fall	“Rubber Ducks” and “Fish Bowl” ads to keep stormwater clean – rake, sweep and pick up
Billboards	16 Twin Cities metro area billboard ads posted in the spring; 3 located in CRWD	Message of “Streets Connect to Streams” for pollution prevention

2008 Blue Thumb™ Participation

Staff also participated in quarterly meetings of the Blue Thumb™ Partnership, a program that promotes the use of native plants to watershed residents as an alternative to turf in raingardens, native plant gardens, and shoreline restoration projects. Blue Thumb™ Partners created a website of gardening resources for use by residents, and share print materials for distribution to local residents. Partners also benefit from the shared technical assistance of partners, and the opportunity to cultivate a consistent message when communicating with watershed residents.

In 2008, CRWD funded three Blue Thumb™ billboards that were posted within CRWD to encourage the use of native plants to minimize potable water use and stormwater runoff. In addition, a total of 625 *Blue Thumb™ Guide to Raingardens*, a raingarden construction how-to guide, were distributed to CRWD residents upon request and free of charge.

3.2 Public Involvement and Participation

CRWD established a citizen's advisory committee (CAC) in 1998 to advise and assist the Capitol Region Watershed District Board of Managers with:

- CRWD organizational development, planning processes, and program implementation;
- CRWD communications between the citizenry and the Board of Managers;
- consensus building and conflict resolution; and
- additional roles as jointly determined by the CAC and the Board of Managers.

CAC meetings are held on a monthly basis and open to the public. CRWD provides program and project updates to CAC members and solicits their input on CRWD activities including stormwater management projects and CRWD rules and permitting. Currently there are 15 CAC members.

Public input on CRWD's SWPPP was solicited in the spring 2009. A 30-day public comment period on the SWPPP and CRWD's 2008 stormwater management activities was held from May 8, 2009 to June 7, 2009. In addition, a public meeting was held in junction with the Board of Manager's meeting on June 3, 2009. CRWD provided advanced notice of the public meeting on our website, www.capitolregionwd.org, the Saint Paul Pioneer Press, and two other local newspapers. CRWD also attended the CAC meeting in June 2009 to present the previous year's SWPPP activities and accomplishments.

3.3 Illicit Discharge Detection and Elimination

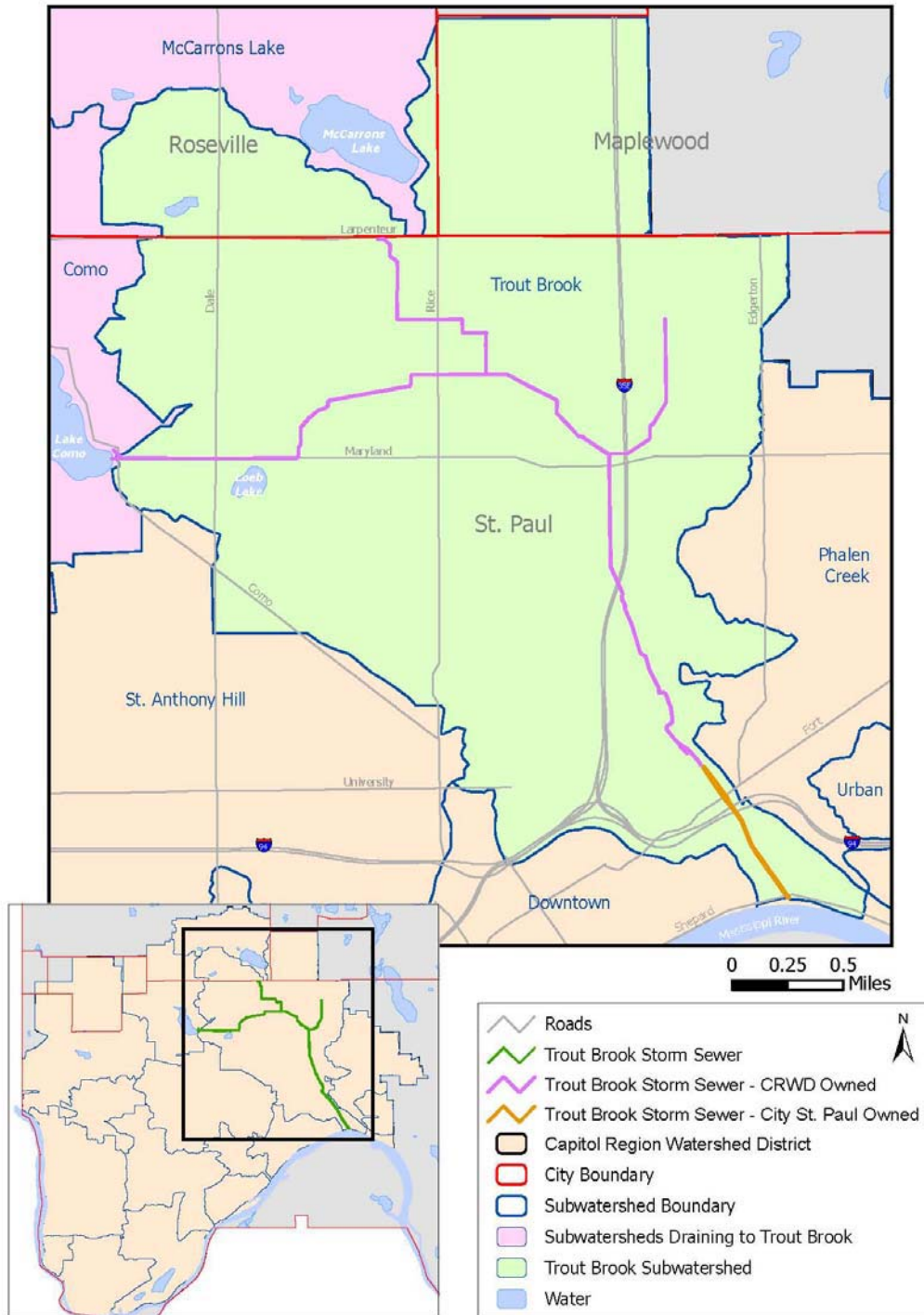
To better understand the components of the Trout Brook Storm Sewer Interceptor System and aid in identifying illicit discharges, CRWD has created a digital map of the storm sewer system that includes the conveyance pipe, subwatershed boundaries, waterbodies including lakes, ponds, and wetlands, outfall location, and city boundaries (Figure 2).

In late 2006, to ensure protection of local water quality and wetlands and reduce flooding, CRWD developed and promulgated a set of rules for its Permitting Program that regulates illicit discharges and connections (CRWD, 2006). Under Rule G, illicit connections and discharges to CRWD's MS4 are prohibited and any new direct connections are not allowed if the connection will cause or exacerbate water conveyance problems in the system. The rule also outlines the inspection and enforcement protocols for illicit discharges.

In spring 2008, CRWD staff observed paint in a storm drain connected to one of CRWD's infiltration trenches located in the Como Lake neighborhood just east of the MN State Fair. Using this incidence as an opportunity to educate the local neighborhood about preventing illicit discharges, CRWD created and disseminated over 600 educational postcards about the infiltration trenches, its purpose to minimize flooding and reduce stormwater runoff and the fact that dumping anything into storm drains is illegal. Appendix C is the illicit discharge postcard.

Figure 2. Trout Brook Storm Sewer System

Capitol Region Watershed District Trout Brook Storm Sewer



The public can report possible illegal stormwater discharges or improper dumping into storm drains or a waterbody on CRWD's website. In 2008, no illegal stormwater discharges were reported online.

Over the past several years, CRWD's stormwater monitoring data has indicated that there is a dry weather bacteria problem in at least one of the major subwatersheds of CRWD with individual bacteria concentrations as high as 200,000 colony forming units per 100 milliliters. In 2008, CRWD began development of an IDDE program to differentiate the source of bacteria as either human or non-human. CRWD anticipates completing development of the IDDE program and implementing it by the summer/fall of 2009.

3.4 Construction Site Stormwater Runoff Control

CRWD Rules have provisions for the control of erosion and sediment from any land disturbing activity equal to or greater than one acre. Developers are required to develop an erosion and sediment control plan for the construction period as part of their permit application. Erosion and sediment control measures shall be consistent with best management practices, and shall be sufficient to retain sediment onsite as demonstrated in the MPCA manual, "Protecting Water Quality in Urban Areas" (MPCA, 2000). The measures must meet the design, operation and maintenance standards outlined in the NPDES general permit for stormwater discharges from construction activities (US EPA, 2005). CRWD Erosion and Sediment Control Rule F also includes a provision for disposal of construction site waste.

CRWD has developed and initiated a permit review process for site plans of new developments and redevelopments projects that meet CRWD's size threshold of one acre of disturbance. The permit process flow chart outlines the steps for reviewing the permit application as well as lists who is involved, the timeline and deliverables. In 2008, 30 development projects equal to or greater than one acre were reviewed for compliance with CRWD's erosion and sedimentation control rule and were subsequently approved for a permit by CRWD's Board of Managers. Development sites were inspected by CRWD staff on a regular basis, typically twice a month and after a rain event, during the duration of construction. CRWD placed higher inspection priority on the development projects with greater potential of off-site sediment runoff and/or poor compliance history. CRWD completed inspection reports or checklists of the erosion and sediment control measures implemented, such as inlet protection, stabilized entrance measures, and dewatering activities.

This rule also has enforcement mechanisms to ensure compliance, which include verbal warnings, written warnings, stop-work orders, forfeiture of security bond money and court injunction to stop work. In 2008, CRWD issued 45 written warnings of violations to the erosion and sediment control rule with the most common problems being lack of street sweeping and inlet protection. No other enforcement actions were needed to ensure compliance in 2008.

In addition, no outside reports of erosion and sedimentation issues were made to CRWD in 2008. A complaint can be brought to the attention of CRWD through our website, via email or by calling.

3.5 Post-Construction Stormwater Management

The requirements for post-construction stormwater management on new development and redevelopment sites equal to or greater than one acre are covered in CRWD's Rules (Rule C). Through the permitting process, CRWD encourages developers and property owners to select, design and implement innovative BMPs on their properties. These innovative BMPs filter and/or infiltrate stormwater runoff and mimic the natural water cycle by soaking water into the ground. They reduce stormwater volume and peak discharges, are more effective in removing pollutants, increase groundwater recharge, and aid in reducing flooding and erosion and sedimentation. CRWD requires permittees to reduce the stormwater volume generated from the first one-inch of rainfall because research indicates that this will address 90% of all precipitation events and about 87% of all rainfall volume in Minnesota.

Information on BMPs installed in 2008 and volume of stormwater treated and/or retained by each BMP are entered into the permits database. In 2008, 30 (re)development projects were issued a CRWD permit. The most common water quality treatment and/or volume reduction BMPs proposed were raingardens, infiltration trenches, and underground infiltration systems. The least common BMPs were green roofs and permeable pavement. These BMPs will control runoff from 62 acres of impervious area and treat a total of 214,090 cubic feet of stormwater runoff, which is nearly 50% more than is required by CRWD Rules. Over 60% of the treated stormwater will be infiltrated into the ground while 38% will be filtered before discharging to the storm sewer system.

CRWD's website provides information on innovative stormwater BMPs including a fact sheet on how to build a rain barrel, instructions on how to obtain the Blue Thumb Raingarden Guidebook, a link to the stormwater BMP section of the Minnesota Stormwater Manual (MPCA, 2005) and a fact sheet on permeable pavement. Also uploaded onto the website is information about stormwater BMP projects conducted by CRWD over the past several years including the Arlington-Pascal Stormwater Improvement Project of the underground storage/infiltration facility, infiltration trenches, raingardens, and the Como Park golf course stormwater pond. CRWD has established a BMP operation and maintenance program for these BMPs as well as the Villa Park wetland system in Roseville and the Sarita wetland and Sheep Pasture infiltration basin both located on the University of Minnesota-Saint Paul campus.

3.6 Pollution Prevention/Good Housekeeping for Municipal Operations

To ensure that BMPs operate according to design and achieve the highest level of pollutant removal, CRWD follows BMP operation and maintenance protocols that define the instructions and schedule for inspection and maintenance of the BMPs owned by CRWD or under agreement to be maintained by CRWD (CRWD, 2007). The eight raingardens, Villa Park wetland, and Como Park golf course stormwater pond are inspected and maintained on monthly basis while the eight underground infiltration trenches and an underground storage facility are inspected semi-annually. In addition, all BMPs including Sarita wetland and Sheep Pasture infiltration basin are inspected after a rainfall event equal to or greater than one inch. The inlets, catch basins and manholes to these BMPs are inspected and maintained semi-annually to ensure successful and effective operation. CRWD has created an EXCEL database for BMPs

that lists the type of BMP, the date, time and number of hours of the inspection and/or maintenance activity, the staff involved in the activity, and description of maintenance performed.

BMP maintenance activities in 2008 included sediment and debris removal in the spring and fall from the pretreatment chamber of the underground storage facility and the catch basins of the infiltration trenches. In addition, many of the gaskets for the hoods in the infiltration trench catch basins were replaced in 2008. From spring through fall, maintenance of the eight raingardens included removal of weeds and debris, replacement of plants, and placement of additional mulch material. Staff time on maintaining each raingarden ranged from 34 hours to 92 hours in 2008. No maintenance was conducted on the stormwater pond in the Como Park Golf Course.

4.0 ANTICIPATED KEY ACTIVITIES FOR 2009

Last year, CRWD had hoped to make significant progress on MCM #3 – Illicit Discharge Detection and Elimination. Unfortunately due to staffing constraints, CRWD was unable to complete development of an illicit discharge monitoring program in 2008. This year, CRWD anticipates completing development of the illicit discharge monitoring program and convening a meeting with the City of Saint Paul to discuss water quality issues, previous city IDDE work, new ideas for identifying the sources of illicit discharges, and resources available from the city. Implementing source identification of illicit discharges may begin as a pilot project in one subwatershed before applying the approach district-wide.

CRWD is partnering with the Minnehaha Creek Watershed District, the Minnesota Arboretum and others on a Green Infrastructure conference in the fall of 2009. The intent of the conference is to raise the awareness of green infrastructure as a sustainable, cost-effective, and environmentally-friendly approach to managing stormwater. The target audiences for the conference are municipal officials and other decision makers and employees from the planning department, department of public works and other departments involved in stormwater management.

For the Permitting Program, CRWD is conducting an analysis of lowering the development size threshold to less than an acre. This would require property owners of smaller sites to comply with the rules for construction site erosion and sediment control and post construction stormwater management. CRWD has established a technical advisory committee to assess the benefits, challenges and issues related to lowering the permit threshold.

In 2009, CRWD will create GIS maps of the locations of the permitted development projects and Stewardship Grant projects since 2006. These maps will geographically indicate where development impacts have occurred and where BMPs have been constructed to improve water quality.

5.0 RECOMMENDED MODIFICATIONS TO THE SWPPP

CRWD does not anticipate making any modifications to the SWPPP for 2009.

6.0 REFERENCES

- Capitol Region Watershed District, 2000. Watershed Management Plan 2000. Roseville, MN.
- Capitol Region Watershed District, 2009. Capitol Region Watershed District Rules. Saint Paul, MN.
- Capitol Region Watershed District, 2007. 2007 Best Management Practice Inspection and Maintenance Protocols. Saint Paul, MN.
- MPCA, 2000. Protecting Water Quality in Urban Areas Manual. Saint Paul, MN.
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- US EPA, 2005. NPDES General Permit for Stormwater Discharges from Construction Activities, 40 CFR Parts 9, 122, 123, & 124. EPA – Office of Water. Washington D.C.

APPENDIX A – CRWD SWPPP



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Stormwater Pollution Prevention Program (SWPPP)

To obtain coverage under the

**GENERAL PERMIT
AUTHORIZATION TO DISCHARGE STORMWATER
ASSOCIATED WITH MUNICIPAL SEPARATE STORM SEWER SYSTEMS
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM/STATE DISPOSAL SYSTEM PERMIT PROGRAM**

Permit No: MNR040000

August 2006

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SUMMARY OF SWPPP

Background

The Capitol Region Watershed District (District) is located in the Twin Cities metropolitan area of Minnesota and the southwestern portion of Ramsey County. The District is 41 square miles in size and covers parts of five cities (St. Paul, Roseville, Falcon Heights, Maplewood, and Lauderdale).

It should be recognized that the District owns a non-traditional municipal separate stormwater sewer system (MS4). The District does not maintain conventional separate storm sewer systems, but does own, operate and maintain a "trunk conveyor" stormwater system referred to as the Trout Brook storm sewer. The Trout Brook identification is taken from the District Watershed Management Plan and identifies District responsibility separate from local drainage systems. In general, the District is responsible for operation and maintenance on the Trout Brook storm sewer and the cities are responsible for all lateral and collector systems. The Trout Brook storm sewer is identified on our system map (Appendix B - Figures 1 and 2). Figure 2 also identifies the outfall that Trout Brook storm sewer connects to before it discharges to the Mississippi River as defined by the MS4 program. The Trout Brook storm sewer watershed does not cover the entire Capitol Region Watershed District.

Included herein is a summary of the waters within the District, a summary of the District's existing stormwater management program, and a listing of the Best Management Practices (BMPs) incorporated into the District's Stormwater Pollution Prevention Program (SWPPP). BMP summary sheets for each of the six minimum control measures are attached.

Receiving Waters

The Capitol Region Watershed District's Trout Brook Storm Sewer System does not directly discharge into any "receiving waters". The Trout Brook Storm Sewer System that we are applying for permit coverage in this application discharges directly into the City of St. Paul's Trunk Storm Sewer system (also an MS4). The City of St Paul's Trunk Sewer System then discharges into the Mississippi River. The following discussion is for informational purposes. The discussion describes the conditions managed by the Capitol Region Watershed District and the City of Saint Paul and not specifically for this MS4 Permit Application.

As identified in the District's Watershed Management Plan (2000), all of the stormwater runoff from the District is discharged through the City of St. Paul and eventually into the Mississippi River. There are relatively few remaining natural water bodies within the watershed. Existing lakes and ponds, wetlands, streams, sub-watersheds, and major trunk storm sewers are illustrated on Figure 1 in Appendix B. Each water body and storm sewer has a contributing subwatershed.

The District is a highly urbanized watershed. A significant portion of the watershed is impervious and an extensive series of pipes is in place to collect and convey stormwater downstream. Because of the urbanized nature of this watershed, high peak flows and large volumes of runoff are generated. Many of the water bodies of the District show signs of being

negatively impacted by large volumes of runoff. These impacts include a lack of vegetative diversity, erosion, and die-back of buffer vegetation.

The conveyance system in the District is mostly man-made. Storm sewer pipes have replaced the creeks and streams that once conveyed water within the area. Trunk storm sewers collect runoff and transport it to the Mississippi River, the ultimate receiving water body for the District. Smaller storm sewer systems and ponds service the remaining portions of the District. Several ponds serve to regulate the flow and quality of stormwater as it is conveyed to the Mississippi River. The most prominent water bodies in our district include Como Lake, McCarrons Lake, Crosby Lake, Loeb (Marydale) Lake, Burlington Pond, Willow Reserve, Gottfried's Pit, Sarita Wetland, Alameda Pond, Woodview Marsh and Arlington/Jackson Pond. These waterbodies are illustrated on Figure 1.

There are a total of 55 outlet pipes along the 13 miles of Mississippi River in the District. Most of the outfalls are from city storm sewer systems. The outfall for Trout Brook is indicated in Figure 2 in Appendix B. The District will be working with the cities to inspect and maintain all outfalls located within the District as required by the MS4 permit.

There has been monitoring for flow and water quality at several locations in the watershed. The specific locations are found in Figure 2. Also shown in Figures 1 and 2 are the Mississippi River stream reach that flows through the District.

Existing Stormwater Management Program

The District is a small agency with six full time staff. The District is governed by a five-member Board of Managers. Protecting, managing and improving the water resources of the CRWD is the mission of the District. All staff report to the Administrator. The Administrator representing the Board of Managers is the key responsible staff for implementation of the SWPPP. The District staff are currently involved in stormwater-related activities including development plan review, street/stormwater best management practice (BMP) maintenance (through coordination with cities and counties), watershed education, water quality monitoring, lake management, water quality and flood control capital improvement projects. Stormwater regulations are expected to be adopted and implemented in the fall of 2006.

The District currently follows a Watershed Management Plan (2000) to address water resource related issues within the District.

BMPs for the Six Minimum Control Measures

The table below outlines BMPs of the District's SWPPP. More detailed information and references to permit requirements are provided in the individual BMP summary sheets in Appendix A.

Unique BMP ID	Best Management Practices for Each Minimum Control Measure	PAGE NO.
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MCM #4: Construction Site Stormwater Runoff Control		
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APPENDIX A - BMP SUMMARY SHEETS

BMP Name: Distribute Educational Materials

Unique ID: 1a-1

MCM: #1 - Public Education and Outreach

Description: The District has an active and comprehensive watershed education program that addresses a broad audience through a diverse group of activities. Educational materials are distributed through the District website, community events, media coverage, and other outreach activities. These activities are described in BMPs 1c-1.1, 1c-1.2, 1c.3, and 1c.4.

Measurable Goals

1. Track and record public education and outreach activities related to each BMP.
2. Maintain District website annually.
3. Updated flyers and new education materials to meet identified needs.
4. Number of newsletter and print media articles published for each BMP.
5. Cooperative activities with cities, agencies, and other groups.
6. Involve the Citizens Advisory Committee in District education events and activities.

Implementation Schedule

1. Ongoing.

Responsible Staff/Position

Education/Outreach Coordinator
651.644.8888

BMP Name: Implement an Education Program

Unique ID: 1b-1

MCM: #1 - Public Education and Outreach

Description: The District's education program seeks to improve awareness and understanding of stormwater issues. It includes a diverse array of activities that address numerous audiences. These activities include components that address each of the six minimum control measures, and are described in BMPs 1c-1.1, 1c-1.2, 1c-1.3, 1c-2, 1c-3, 1c-4, 1c-5, and 1c-6.

Measurable Goals

1. Track and record public education and outreach activities related to each BMP.
2. Maintain District website annually.
3. Updated flyers and new education materials to meet identified needs.
4. Number of newsletter and print media articles published for each BMP.
5. Cooperative activities with Cities.
6. Involve the Citizens Advisory Committee in District education events and activities.

Implementation Schedule

1. Ongoing.

Responsible Staff/Position

Education/Outreach Coordinator
651.644.8888

BMP Name: District Website

Unique ID: 1c-1.1

MCM: #1 - Public Education and Outreach

Description: The District's website includes information about stormwater pollution, public meetings, BMPs, capital improvement projects, water quality monitoring, Rules, stewardship grant programs, District news, and other information relevant to the District.

Measurable Goals

Audience: All District residents, homeowners, developers, contractors, businesses, Cities, agencies, and other organizations.

Goals: The website will educate District residents and homeowners by giving them a good understanding of a variety of water quality topics and how citizens can make a difference. Developers, businesses, Cities, and other agencies will have access to information that will increase compliance with Rules and improve communication about stormwater quality.

Activities Used to Reach Goals

1. Update website weekly to keep information current.

Performance Measures

1. Track changes and additions to the District website.
2. Count the number of accesses (hits) to the stormwater page of the District's website.
3. Track brochures, fact sheets and other materials produced and distributed.

Implementation Schedule

1. Year 1: Link city websites to District website for education purposes.
2. Ongoing: Continue publishing the District website and update to include additional educational information, including the District SWPPP.
3. Ongoing: Produce educational materials as needed to support educational needs and support city coordination efforts.
4. Ongoing: Update information as necessary to keep most current information on the website.

Responsible Staff/Position

Administrator
651.644.8888

BMP Name: Water Festival

Unique ID: 1c-1.2

MCM: #1 - Public Education and Outreach

Description: The District, in partnership with other agencies and member cities, annually organizes and implements a water festival called Como Lake Water Festival. This one-day event is held at Como Park to attract District residents for the purpose of providing water resource and water quality education in a family-oriented, fun activity.

Audience and Goals

Audience: All District residents.

Goals: This event provides fun learning opportunities for residents to gain understanding of our water resources and inspire action to minimize their impacts on these resources. They will gain an awareness of how the urban environment impacts water quality and biological integrity.

Activities Used to Reach Goals

1. Promote the event by distributing fliers and press releases.
2. Provide a variety of activities for all ages.
3. Provide educational materials, including yard signs and fact sheets.
4. Collaborate with other groups to provide information.

Implementation Schedule

1. Ongoing: Schedule, plan and implement Como Lake Water Festival in June of each year.

Performance Measures

1. Event attendance.
2. Maintain strong volunteer involvement.
3. Increase city involvement and participation.

Responsible Staff/Position

Education/Outreach Coordinator
651.644.8888

BMP Name: Join Metro WaterShed Partners (WSP)

Unique ID: 1c-1.3

MCM: #1 - Public Education and Outreach

Description: The District is a member of the Metro WaterShed Partners (WSP), which provides a uniform non-point education message to metro area residents through audio-visual media outlets that are not generally affordable to individual cities or watershed organizations.

Audience and Goals

Audience: All District residents, homeowners, developers, contractors, businesses, Cities, agencies, and other organizations.

Goals: The program will educate the target audiences by giving them a good understanding of a variety of water quality topics and how citizens can make a difference. The ultimate goal is to inspire action to change habits that impact water quality.

Activities Used to Reach Goals

1. Participate in WSP meetings and activities.

Implementation Schedule

1. Year 1: work with WSP and the District member cities to develop a metro-wide education element in the District education program and the education program for each city.
2. Years 2 to 5: Ongoing activities.

Performance Measures

1. Continue participation in the WSP monthly meetings and metro educational events.
2. Year 1: Development of a metro-wide education program.
3. Year 2 to 5: Continued implementation and funding of the metro education program.

Responsible Staff/Position

Education/Outreach Coordinator
651.644.8888

BMP Name: Media Communication

Unique ID: 1c-1.4

MCM: #1 - Public Education and Outreach

Description: The District will prepare and implement a program to annually and seasonally provide information and articles to the regional and local media on water quality, land owner responsibilities, and nonpoint pollution reduction BMPs.

Audience and Goals

Audience: All District residents.

Goals: This activity provides opportunity for all residents to become aware of the need for nonpoint pollution control and what they as individuals can do (action) to help reduce pollution.

Activities

1. Prepare press releases as needed to provide awareness of stormwater issues in the District.
2. Participate in metro-wide airing of educational video materials aired on public access and general cable channels.

Implementation Schedule

1. Ongoing: Provide articles and press releases to printed media outlets and city newsletter editors.
2. Ongoing: Publish and promote water quality materials for use by city and cable public access channels.

Measurable Goals

1. Number of articles and press releases sent to media outlets.
2. Number of articles and press releases published in papers or newsletters.
3. Number of videos aired on public access and cable channels.

Responsible Staff/Position

Education/Outreach Coordinator

651.644.8888

BMP Name: Education Program: Public Participation

Unique ID: 1c-2

MCM: #1 - Public Education and Outreach

Description

The public will receive notice of a public meeting regarding the Districts SWPPP. At this meeting the public will have the opportunity to comment on the SWPPP.

Audience and Goals

Audience: All District residents.

Goals: District residents will have the opportunity to comment on the District SWPPP.

Activities Used to Reach Educational Goals

1. Notice of public comment period and public meeting on District SWPPP will be given on the District website and through press releases.
2. Draft SWPPP will be available to the public on the District website and at the District office.

Implementation Schedule

1. Notice of public comment period will be made at least 30 days prior to public meeting.
2. Draft SWPPP will be available at least 30 days prior to public meeting.

Performance Measures

1. Number of written and oral comments received from the public.
2. Attendance at public meeting.
3. Annual review of the District SWPPP by the Citizens Advisory Committee.

Responsible Staff/Position

Administrator

651.644.8888

BMP Name: Education Program: Illicit Discharge Detection and Elimination

Unique ID: 1c-3

MCM: #1 - Public Education and Outreach

Description: Education efforts directed at the education of District residents, homeowners, business owners, and District and city employees about the dangers and problems related to illicit discharges into the city and District storm sewer system.

Audience and Goals

Audience: Residents, developers, businesses, volunteers, visitors to the District.

Goals: The program will make known the importance of stormwater issues related to illicit discharges and how people can make an impact. Education efforts will be designed to improve awareness of the problem, improve understanding of the sources of pollutants and identify what the residents and drainage system managers can do to eliminate illicit discharges.

Activities Used to Reach Educational Goals

1. Create educational materials, such as fliers and fact sheets, for distribution to audience.
2. Add material to District website related to illicit discharge.
3. Collaborate with cities to implement an illicit discharge education program.

Implementation Schedule

1. Year 1: Create educational materials and add to District website.
2. Year 2-5: Develop collaborative program with cities to implement a continuous education program related to Minimum Control Measure #3.

Performance Measures

1. Track and record District and City public education and outreach activities.
2. Track material added to the District website.
3. Update flyers and education materials as needed.

Responsible Staff/Position

Education/Outreach Coordinator
651.644.8888

BMP Name: Education Program: Construction Site Runoff Control

Unique ID: 1c-4

MCM: #1 - Public Education and Outreach

Description: The District's public education and outreach program consists of several activities and BMPs designed to educate contractors about the permit requirements of the district and proper erosion and sediment control.

Audience and Goals

Audience: Contractors and developers are the primary audience with residents receiving benefit from website and written material.

Goals: The program will make contractors and developers more aware of the need for and proper installation of erosion and sediment control practices, improve understanding of proper erosion and sediment control, and improve their actions to install and maintain these systems.

Activities Used to Reach Educational Goals

1. Add material to the website addressing the importance of construction site runoff control, as well as information on proper installation of construction site BMPs.
2. Sponsor contractor training and education in collaboration with District cities.
3. Add material to the website on District rules regarding construction site runoff control.

Implementation Schedule

1. Year 1: Place District permit program information on the District web site.
2. Year 1-2: Prepare plans with District cities for annual contractor training and education.
3. Year 1-2: Explore the feasibility of contractor certification for erosion and sediment control.
4. Year 3-5: Implement contractor workshop programs.
5. Year 1-5: Update written informational materials and web site information.

Performance Measures

1. Increase compliance with erosion and sediment control requirements of the district.
2. Reduce permit violations and increase compliance.
3. Update permit program informational material as needed.
4. Add and update construction site permit information included on District web site.
5. Monitor workshop registrations or other educational contacts.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment

Unique ID: 1c-5

MCM: #1 - Public Education and Outreach

Description: The District's public education and outreach program for Post-Construction Stormwater Management will parallel the program identified in BMP 1c-4. This element of the education and outreach will focus on the compliance with water management features required in the District's permit. The District permit program will address post-construction stormwater management.

Audience and Goals

Audience: Contractors and developers are the primary audience with residents receiving benefit from web site and written material.

Goals: The program will make contractors and developers more aware of the need for and proper installation of stormwater management systems, improve understanding of proper design and alternatives, and promote action to design appropriate systems and install and maintain them properly.

Activities Used to Reach Educational Goals

1. Add material to the website addressing the importance of post-construction stormwater management.
2. Sponsor contractor training and education in collaboration with District cities.
3. Add material to the website on District rules regarding post-construction stormwater management.

Implementation Schedule

1. Year 1: Place District permit program information on the District web site.
Prepare plans with District cities for annual contractor training and education.
Explore the feasibility of contractor certification for erosion and sediment control.
2. Year 2-5: Implement contractor workshop programs.
3. Year 1-5: Update written informational materials and web site information.

Performance Measures

1. Track compliance with erosion and sediment control requirements of the district.
2. Track permit violations and compliance.
3. Update permit program informational material as needed.
4. Information included on District web site and updates.
5. Workshop registrations or other educational contacts.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

Unique ID: 1c-6

MCM: #1 - Public Education and Outreach

Description: The District's public education and outreach program will implement programs designed to inform the general public, businesses, and visitors of the need for Pollution Prevention/Good Housekeeping.

Audience and Goals

Audience: Residents, developers, businesses, volunteers, visitors to the District.

Goals: The program will make known the importance of stormwater issues and how people can make an impact on a larger scale. This will also inform residents about proper maintenance of these systems so they improve their understanding of these maintenance issues and have realistic expectations for appearance and function.

Activities Used to Reach Educational Goals

1. Develop educational materials relating to pollution prevention/good housekeeping and post on District website.
2. Coordinate with cities to identify education needs and distribution methods.

Implementation Schedule

1. Ongoing: Maintain District website.
2. Year 1: Work with cities to identify information and education needs of the general public.
3. Year 2-5: Coordinate with Cities to develop educational materials and distribution methods for general public education.
4. Ongoing: Update flyers and educational materials as needed.

Performance Measures

1. Track and record education and outreach activities related to each MCM #6 BMP.
2. Maintain District website annually; post at least one article relating to MCM #6.
3. Track number of newsletter articles for each BMP.

Responsible Staff/Position

Education/Outreach Coordinator
651.644.8888

BMP Name: Coordination of Education Program

Unique ID: 1d-1

MCM: #1 - Public Education and Outreach

Description: The District will collaborate with its member cities, schools, and other groups and agencies to cost-effectively and efficiently reach a broad audience. Detailed information is included in BMPs 1c-1.2, 1c-1.3, and 1c-1.4.

Measurable Goals

1. K-12 schools collaborating with the District.
2. Other groups actively participating in collaborative programs.
3. Involve the Citizens Advisory Committee in District education events and activities.

Implementation Schedule

1. Year 1: Meet with groups to identify collaborative program needs and opportunities.
2. Year 2: Begin implementation of collaborative programs and refine or expand as needed.
3. Year 3-5: Continue and improve program activities.

Responsible Staff/Position

Education/Outreach Coordinator
651.644.8888

BMP Name: Annual Public Meeting

Unique ID: 1e-1

MCM: #1 - Public Education and Outreach

Description: The District will hold an annual public meeting at a Board meeting in approximately February of each year to present progress to date on the District's SWPPP for the current year and required activities for the following year. The District will follow applicable public notice requirements and solicit public opinion on the District SWPPP annual report. The District will consider both written and oral public comments. Details are included in BMPs 2a-1, 2b-1, and 2c-1.

Measurable Goals

1. Prepare a notice of public meeting at least 30 days prior to the meeting. Specify format and timing of meeting to ensure full and fair consideration of all views.
2. Hold public meeting and reserve time in meeting agenda for public comment. Review written materials prior to and at the public meeting.
3. Prepare draft annual report for presentation at the public meeting.
4. Analyze the public comments and adjust the SWPPP where appropriate. Summarize comments and changes in the final annual report.
5. Analyze the Citizens Advisory Committee comments and adjust the SWPPP where appropriate. Summarize comments and changes in the final annual report.

Implementation Schedule

1. December of each year start preparing notice and distribute 30 days prior to meeting.
2. Review written and oral comments prior to completion of annual report.
3. Have draft annual report available at public meeting.
4. Complete edits to draft report and finalize by April 1 of each year.

Responsible Staff/Position

Administrator
651.644.8888

BMP Name: Comply with Public Notice Requirements

Unique ID: 2a-1

MCM: #2 - Public Involvement and Participation

Description: The District will hold an annual public meeting at a Board meeting in approximately February of each year to present progress to date on the District's SWPPP required activities for the following year. The District will provide notice to District residents and other interested parties at least 30 days prior to the meeting.

Measurable Goals

1. Prepare a notice of public meeting at least 30 days prior to the meeting. The notice will contain the time, date, and location, as well as the location of a copy of the SWPPP and the manner in which the meeting will be conducted.
2. The notice will be placed in a local newspaper and be on the District website.
3. Place a copy of the SWPPP on the District website and at the District office.
4. Track attendance at meeting.

Implementation Schedule

1. December of each year start preparing notice and distribute 30 days prior to meeting.
2. Prepare draft SWPPP and have available to public at least 30 days prior to meeting.

Responsible Staff/Position

Administrator

651.644.8888

BMP Name: Solicit Public Input and Opinion on the Adequacy of the SWPPP

Unique ID: 2b-1

MCM: #2 - Public Involvement and Participation

Description: The District will hold an annual public meeting at a Board meeting in approximately February of each year to present progress to date on the District's SWPPP required activities for the following year. The District will solicit public opinion about the adequacy of the SWPPP.

Measurable Goals

1. Prepare a notice of public meeting at least 30 days prior to the meeting. Specify format and timing of meeting to ensure full and fair consideration of all views.
2. Invite oral and written public comments on SWPPP.
3. Hold public meeting and reserve time in meeting agenda for public comment. Review written materials prior to and at the public meeting.
4. Track public comments.

Implementation Schedule

1. December of each year start preparing notice and distribute 30 days prior to meeting.
2. Invite oral and written public comments on SWPPP and include this invitation with public notice.
3. Have SWPPP available for public review on District website and at the District office.

Responsible Staff/Position

Administrator
651.644.8888

BMP Name: Consider Public Input

Unique ID: 2c-1

MCM: #2 - Public Involvement and Participation

Description: The District will hold an annual public meeting at a Board meeting in approximately February of each year to present progress to date on the District's SWPPP required activities for the following year. The District will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The District will consider both written and oral public comments.

Measurable Goals

1. Prepare a notice of public meeting at least 30 days prior to the meeting. Specify format and timing of meeting to ensure full and fair consideration of all views.
2. Hold public meeting and reserve time in meeting agenda for public comment. Review written materials prior to and at the public meeting.
3. Prepare draft annual report for presentation at the public meeting.
4. Analyze the public comments and adjust the SWPPP where appropriate. Summarize comments and changes in the final annual report.
5. Analyze the Citizens Advisory Committee comments and adjust the SWPPP where appropriate. Summarize comments and changes in the final annual report.

Implementation Schedule

1. December of each year start preparing notice and distribute 30 days prior to meeting.
2. Have SWPPP available for public review on District website and at the District office.
3. Review written and oral comments prior to completion of annual report.
4. Have draft annual report available at public meeting.
5. Adjust SWPPP as necessary.
6. Complete edits to draft report and finalize by March 10 of each year.

Responsible Staff/Position

Administrator

651.644.8888

BMP Name: Storm Sewer System Map

Unique ID: 3a-1

MCM: #3 - Illicit Discharge Detection and Elimination

Description: The District has prepared a map that shows the location of appropriate storm sewer system components and receiving water bodies (See Figures 1 and 2 in Appendix C). This map is a component of the District's GIS system and will be maintained as new system components are constructed or changed.

Measurable Goals

1. Collect and digitize (as needed) existing plans and other new or modified system features and add to the GIS system by 12/31 of each year.
2. Develop an inspection database and add new or modified system elements as necessary.
3. Update map annually to include new information collected as part of the inspection program described in BMP 6b-1.

Implementation Schedule

1. Year 1 -5: Maintain existing system map and database with new features and data collected during inspections and maintenance programs.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Regulatory Control Program

Unique ID: 3b-1

MCM: #3 - Illicit Discharge Detection and Elimination

Description: The District will adopt rules that prohibit non-stormwater discharges into the storm sewer system. The District will amend its rule if needed to address discharges to its MS4.

Measurable Goals

1. Annually review current District rules, other Districts' rules, on-line resources and involved cities in a discussion of potential programs that could be implemented in the District.
2. Began formal rule development process. (Complete)
3. Complete background and draft rule structure. (Complete)
4. Complete process and Board approval by September 6, 2006.

Implementation Schedule

See measurable goal descriptions.

Responsible Staff/Position

Administrator
651.644.8888

BMP Name: Illicit Discharge Detection and Elimination Plan

Unique ID: 3c-1

MCM: #3 - Illicit Discharge Detection and Elimination

Description: The District system is the recipient of stormwater from city storm sewer systems. Very little drainage area discharges directly to the District system. Therefore, any detected illicit discharge is likely from a city system. The District will explore opportunities to expand existing inspection and monitoring programs to address illicit connections and illegal dumping detection and elimination. The District will coordinate these activities with the complaint response program (BMP 4e-1) and other related activities. The District will specifically explore a collaborative program with the District cities.

Measurable Goals

1. Meet with the cities to discuss the development and implementation of a coordinated inspection and monitoring program for illicit discharge detection.
 - a. Collaborate with cities to complete a list of existing information on illicit connection tests and inspections performed to date in the District.
 - b. In collaboration with the cities establish priority system to evaluate possible illicit connections in the future.
 - c. Develop a standard reporting and response protocol and a priority drainage area response system.
 - d. Develop a system to get information from the cities identifying illicit discharge actions and corrections.

Implementation Schedule

1. Year 1: Start program development discussion with cities.
2. Year 2: Develop outfall inspection schedule and program for sampling and analysis.
3. Year 3: Begin annual inspection of priority outfall locations.
4. Year 4-5: Complete all outfall inspections by year 5.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Public and Employee Illicit Discharge Information Program

Unique ID: 3d-1

MCM: #3 - Illicit Discharge Detection and Elimination

Description: The District will use the education efforts outlined on BMP 1c-3 (Education Program: Illicit Discharge Detection and Elimination) and BMP 1d-1 (Implement an Education Program) for providing information to the public and staff concerning discharges that have impact on stormwater quality and improper disposal of wastes. Training will focus the impact on discharges to storm sewer. The District will use fact sheets created for different environmental practices as training tools. Other activities to raise awareness of illicit discharge are included in BMP 1c-1.3 (Education Program: Public Education and Outreach) such as forming partnerships with other entities to develop, distribute and share educational materials.

The District will continue to promote proper environmental management through existing established programs such as recycling programs, and hazardous waste disposal program, that function to eliminate improper discharges.

Public reporting of illicit discharges can be made on-line through the District's web site.

Measurable Goals

1. Development of fact sheets.
2. Develop training program for educating staff and public about illicit discharges.
3. Track number of on-line reports of potential discharges to storm sewer and calls made to the District to report illicit discharges.

Implementation Schedule

1. Year 1: Develop training program to employees concerning discharges that have impact on stormwater quality and improper disposal of wastes
2. Year 1-2: Develop fact sheets and standard operational procedures
3. Year 4: Continue retraining employees

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Identification of Non-Stormwater Discharges and Flows

Unique ID: 3e-1

MCM: #3 - Illicit Discharge Detection and Elimination

Description: The District will add a component to its stormwater quality monitoring program to detect non-stormwater discharges and flows.

Measurable Goals

1. Develop a protocol for detecting non-stormwater discharge.
2. Obtain appropriate monitoring equipment.
3. Train staff in non-stormwater discharge detection.

Implementation Schedule

1. Develop the monitoring protocol by December 31, 2006.
2. Obtain equipment and train staff by May 31, 2007.
3. Begin monitoring for non-stormwater discharges by July 1, 2007.

Responsible Staff/Position

Monitoring Technician

651.644.8888

BMP Name: Construction Erosion and Sediment Control Rule

Unique ID: 4a-1

MCM: #4 - Construction Site Stormwater Controls

Description: The District will adopt a Rule that requires permits for all land disturbance activity over one acre. This will apply to all construction activity and will regulate erosion and sediment control and stormwater management. Permits also will be required for any alterations to wetlands or floodplains. The District program requires compliance with the District stormwater management criteria and standards in its Watershed Management Plan and the Metropolitan Council Small Site BMP Manual. This BMP will include revision of the District rules to match the MPCA Phase II construction site permit requirements by Year 3. More details may be found in BMPs 4b-1, 4c-1, 4d-1, 4e-1, and 4f-1.

Measurable Goals

1. Prepare and adopt updated District rules for stormwater management and erosion and sediment control by September 31, 2006.

Implementation Schedule

1. Year 1: Continue ongoing administration of existing rule.
Analyze Phase II permit requirements and complete comparison to District permit and plan standards and criteria.
2. Year 2-3: If rule revisions are needed, plan and schedule required meetings and public process and material by October 1, 2007; Obtain Board approval by 12/31/2007
3. Year 4-5: Implement revised rule and provide necessary training and public information.

Responsible Staff/Position

Permit Coordinator - 651.644.8888

BMP Name: Construction Site Implementation of Erosion and Sediment control BMPs

Unique ID: 4b-1

MCM: #4 - Construction Site Stormwater Controls

Description: The District will adopt a Rule that requires permits for all land disturbance activity over one acre. The District program requires compliance with the District stormwater management criteria and standards in its Watershed Management Plan and the Metropolitan Council Small Site BMP Manual. Implementation of required BMPs will be enforced through a development review and permitting process. More details can be found in BMPs 4d-1, 4e-1, and 4f-1.

Measurable Goals

1. Prepare and adopt updated District rules for stormwater management and erosion and sediment control by September 31, 2006.
2. Develop and initiate a permit review process and inspection protocol by January 31, 2007 (see BMP 4d-1).
3. Track, inventory, and map BMPs installed under District permits.
4. Inspect construction of BMPs installed under District permits.
5. Track compliance with erosion and sediment control rule.

Implementation Schedule

See measurable goals.

Responsible Staff/Position

Permit Coordinator - 651.644.8888

BMP Name: Waste Controls for Construction Site Operators

Unique ID: 4c-1

MCM: #4 - Construction Site Stormwater Controls

Description: The District's Rule will require that construction site operators control waste that may adversely affect water quality.

Measurable Goals

1. Prepare and adopt updated District rules for waste controls by September 31, 2006.
2. Develop and initiate a permit review process and inspection protocol by January 31, 2007 (see BMP 4d-1).
3. Track compliance.
4. Inspect construction of BMPs installed under District permits.

Implementation Schedule

See measurable goals.

Responsible Staff/Position

Permit Coordinator - 651.644.8888

BMP Name: Procedure for Site Plan Review

Unique ID: 4d-1

MCM: #4 - Construction Site Stormwater Controls

Description: The District will adopt a program to review all land-disturbing activities for compliance with the erosion and sediment control rule and the water management standards and criteria in our Watershed Management Plan prior to issuing a grading permit. The District will issue permits for any land-disturbing activity equal to or greater than one acre. The District will coordinate these reviews with reviews completed by the cities.

Measurable Goals

1. Review all development plans for all land disturbing activities of 1 acre or more.
2. Count and record the number of sites/projects reviewed annually.
3. Identify sites where additional stormwater BMPs are needed or recommended and make recommendations to the owner.
4. Count and record the number and type of BMPs installed that go beyond the minimum code requirements.
5. Identify program changes that could result in improved program efficiency and implement needed program and rule revisions.
6. Track compliance with District Rules.

Implementation Schedule

1. Adopt District Rule by September 31, 2006.
2. Develop and initiate a site plan review process and inspection protocol by January 31, 2007.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

Unique ID: 4e-1

MCM: #4 - Construction Site Stormwater Controls

Description: The District will work with our member cities to develop a more formal complaint response program to address stormwater related complaints. Rather than duplicate a notification system, the District will rely on our current relationships with city staff to get referrals of complaints and problems that can or should be addressed by the District. The District will investigate a web-based response system for residents and businesses to send inquiries or comments directly to the District. Residents of the District may call the District to report illicit discharges and construction site erosion or sedimentation concerns.

Measurable Goals

1. Track the number of calls, emails and city referrals annually.
2. Track the number of staff inspections and follow-up actions initiated from calls and complaints received.

Implementation Schedule

1. Continue existing process for complaint follow-up.
2. By June 2007, identify city plans and possible partnerships with the cities.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Construction Site Inspections

Unique ID: 4f-1

MCM: #4 - Construction Site Stormwater Controls

Description: The District will inspect all construction sites to review compliance with permit requirements. A full-time position (1.0 FTE) will be dedicated to erosion control inspections. The District will require an escrow for construction projects, which will be annually reviewed and adjusted as necessary. This escrow funds the District inspection and enforcement program. The District will also take legal action if needed to compel compliance. The inspector may also require removal of debris and other material that may adversely impact water quality.

Measurable Goals

1. Count and record the number of sites inspected annually.
2. Count and record the number of non-compliant sites compared to the total number of sites.
3. Count and record the number of city tags written, stop work orders given and legal actions taken.

Implementation Schedule

1. The inspection program will be implemented by January 31, 2007. Adjustments to the protocol will be made as necessary.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Development and Implementation of Structural and/or Non-Structural BMPs

Unique ID: 5a-1

MCM: #5 - Post-Construction Stormwater Management

Description: The District encourages alternative treatment systems in the development and re-development project review process. The District will examine its plans and regulations for methods to require or encourage the implementation of these approaches when practical. The District will use the Minnesota Stormwater Manual as a guide for the design and use of alternative practices.

Measurable Goals

1. Count the number and type of alternative BMPs used annually (e.g., rain gardens, infiltration basins, bioretention areas, etc.).
2. Review District rules and implement amendments which require analysis of alternative BMPs and their implementation when necessary and appropriate.
3. Establish tracking process and database for District-installed and private alternative practices by March 2007.
4. Maintain and update District website explaining the alternatives to conventional stormwater BMPs such as the rainwater gardens or infiltration techniques.

Implementation Schedule

1. Ongoing: Annually complete on-going maintenance and updates of the District website and educational materials.
2. Year 1: Review District rules and plans for policy or regulatory reference to alternative treatment systems.
3. Year 2: Examine opportunities and rule/plan content to provide for the appropriate installation of alternative treatment systems.
4. Year 3: Prepare rule and plan amendments to require appropriate alternative systems and provide incentives for voluntary installations.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Regulatory Mechanism to Address Post-Construction Runoff from New Development and Redevelopment

Unique ID: 5b-1

MCM: #5 - Post-Construction Stormwater Management

Description: The District will adopt a Rule to address post-construction runoff controls at sites where land-disturbing activities are occurring. The District's Rule will include: stormwater quantity and quality design standards and criteria by drainage area; wetland buffer and stormwater treatment requirements; and standards and criteria for pond design, grading and erosion control measures. This BMP will be coordinated with the rule indicated in BMP 4b-1.

Measurable Goals

1. District rules will be adopted by October 2006 and will fully incorporate the Construction Site General Permit provisions.

Implementation Schedule

1. BMP will be completed through adoption of October 2006 District rules.
2. Annually review plans and regulations for continued compliance with this BMP purpose.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Long-Term Operation and Maintenance of BMPs

Unique ID: 5c-1

MCM: #5 - Post-Construction Stormwater Management

Description: The District will continue a program to maintain structural BMPs under the control and management of the District. The District will coordinate with its member cities and assist where possible to develop a program for the maintenance of city and private BMPs.

Measurable Goals

1. Continue annual BMP maintenance program.
2. Development of GIS coverage and data base for BMP inspection and maintenance record keeping.
3. Coordinate with cities to identify other public and private BMPs and develop collaborative maintenance programs where possible.
4. Track the number of contacts to site owners to initiate repair or maintenance of the BMP as necessary (annually).

Implementation Schedule

1. Ongoing: Identify and track condition of each BMP inspected.
2. Ongoing: Continue inspections and make necessary repairs.
3. Ongoing: Maintain database records of inspections and repairs.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Municipal Operations and Maintenance Program

Unique ID: 6a-1

MCM: #6 - Pollution Prevention/Good Housekeeping for Municipal Operations

Description: The District will develop an operation and maintenance program for staff and public employees from municipal operation units that may have impact on discharges to storm sewer. The District will develop standard operating procedures and fact sheets on BMPs for their operational areas. These operational procedures and fact sheets will be used as part of the staff and public training program to prevent and reduce stormwater pollution (see BMPs 1c-3, Education Program: Illicit Discharge Detection and Elimination, and 3d-1, Public and Employee Illicit Discharge Information Program).

Measurable Goals

1. Develop an operation and maintenance program that include proper training of Staff and public. (3d-1, Public and Employee Illicit Discharge Information Program).

Implementation Schedule

(See BMP 3d-1, Public and Employee Illicit Discharge Information Program)

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Annual Inspection of All Structural Pollution Control Devices

Unique ID: 6b-2

MCM: #6 - Pollution Prevention/Good Housekeeping for Municipal Operations

Description: The District will implement a program of cleaning structural BMPs owned by the district including catch basins (CBs) and manholes. District staff will inspect system components to look for sediment and debris buildup and proper functioning of the system. The District will continue this program and look for opportunities to improve the tracking of inspection results and incorporate the required illicit discharge detection component into the program. This BMP will be operated in conjunction with BMP 6b-2.

Measurable Goals

1. Inspect 100% of the pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers, separators and other small settling or filtering devices each year.
2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing the problem.
3. Record inspection date, weather conditions and results for each component inspected.
4. Record and track the dates of completing major maintenance activities.
5. Monitor BMPs.

Implementation Schedule

1. Complete first annual inspections by February 2008.
2. Reevaluate inspection schedule following annual reporting results in March 2008.
3. Reevaluate the inspection intervals and increase frequency if both Year 1 and Year 2 warranted cleaning or maintenance. Reduce inspection frequency if cleaning or maintenance were not needed in Year 1 or Year 2.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Inspection of MS4 Outfalls, Sediment Basins, and Ponds

Unique ID: 6b-3

MCM: #6 - Pollution Prevention/Good Housekeeping for Municipal Operations

Description: The District will implement a program of cleaning structural BMPs including catch basins (CBs) and outfalls. District staff will inspect system components to look for sediment and debris buildup and proper functioning of the system. The District will continue this program and look for opportunities to improve the tracking of inspection results and incorporate the required illicit discharge detection component into the program. This BMP will be operated in conjunction with BMP 6b-1.

Measurable Goals

1. Inspect the system outfall, each year.
2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing the problem.
3. Record inspection date, weather conditions and results for each component inspected.
4. Record and track the dates of completing major maintenance activities.
5. Monitor BMPs.

Implementation Schedule

1. Complete first annual inspections by February 2007.
2. Reevaluate inspection schedule following annual reporting results in March 2007.
3. Reevaluate the inspection intervals and increase frequency if both Year 1 and Year 2 warranted cleaning or maintenance. Reduce inspection frequency if cleaning or maintenance were not needed in Year 1 or Year 2.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Inspection Follow-up

Unique ID: 6b-4

MCM: #6 - Pollution Prevention/Good Housekeeping for Municipal Operations

Description: This program will result in timely maintenance of the District's storm system components inspected under the program described in BMP 6b-1.

Measurable Goals

1. Inspect and maintain system components according to the schedule specified (and as may be revised) in BMP 6b-1.
2. Annually track the number of system components maintained and the general condition of the BMP.
3. Estimate the volume or weight of material removed from structural BMPs annually.

Implementation Schedule

1. Reevaluate maintenance schedule following annual reporting results in March 2008.
2. Reevaluate the maintenance intervals and increase frequency if both Year 1 and Year 2 warranted cleaning or maintenance. Reduce frequency if cleaning or maintenance were not needed in Year 1 or Year 2.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Record Reporting and Retention of all Inspections and Responses to Inspections

Unique ID: 6b-5

MCM: #6 - Pollution Prevention/Good Housekeeping for Municipal Operations

Description: This BMP will create a database that will include information on a range of District BMPs (i.e., raingardens, Stormceptors[®], ponds, infiltration areas, etc.) and storm sewer system components including, but not limited to, pipes, drainage ways, ponds, basins, and treatments systems. The District will review database options and intends to have a fully functional system by the end of the first permit term. This information will be included in the annual report.

Measurable Goals

1. Review database options and develop database system by December 2009.
2. Complete annual data entry for BMP inspection and maintenance activities.

Implementation Schedule

1. As described in the measurable goals.

Responsible Staff/Position

Administrator - 651.644.8888

BMP Name: Evaluation of Inspection Frequency

Unique ID: 6b-6

MCM: #6 - Pollution Prevention/Good Housekeeping for Municipal Operations

Description: The District will implement a program of cleaning structural BMPs, including catch basins (CBs) and system outfalls (see BMPs 6b-1, 6b-2, and 6b-4). These will be inspected annually for two years, at which time the inspection schedule will be reevaluated.

Measurable Goals

1. Records, including inspection results, the date, antecedent weather conditions, sediment storage and capacity remaining, and maintenance, will be kept for each inspection (see BMP 6b-4).
2. After two years of inspections, the inspection schedule will be re-evaluated and adjusted as necessary.
 - a. If maintenance was required on each of the first two years of inspections, the inspection frequency will be increased to twice a year.
 - b. If maintenance was not required during the first two years of inspections, the frequency will be reduced to once every two years.

Implementation Schedule

1. The first annual inspection will be completed prior to December 31, 2007.
2. Reevaluation of inspection frequency will be completed by February 31, 2009.

Responsible Staff/Position

Administrator – 651.644.8888

APPENDIX B – STORM SEWER SYSTEM MAPS

Trout Brook Storm Sewer

Capitol Region Watershed District

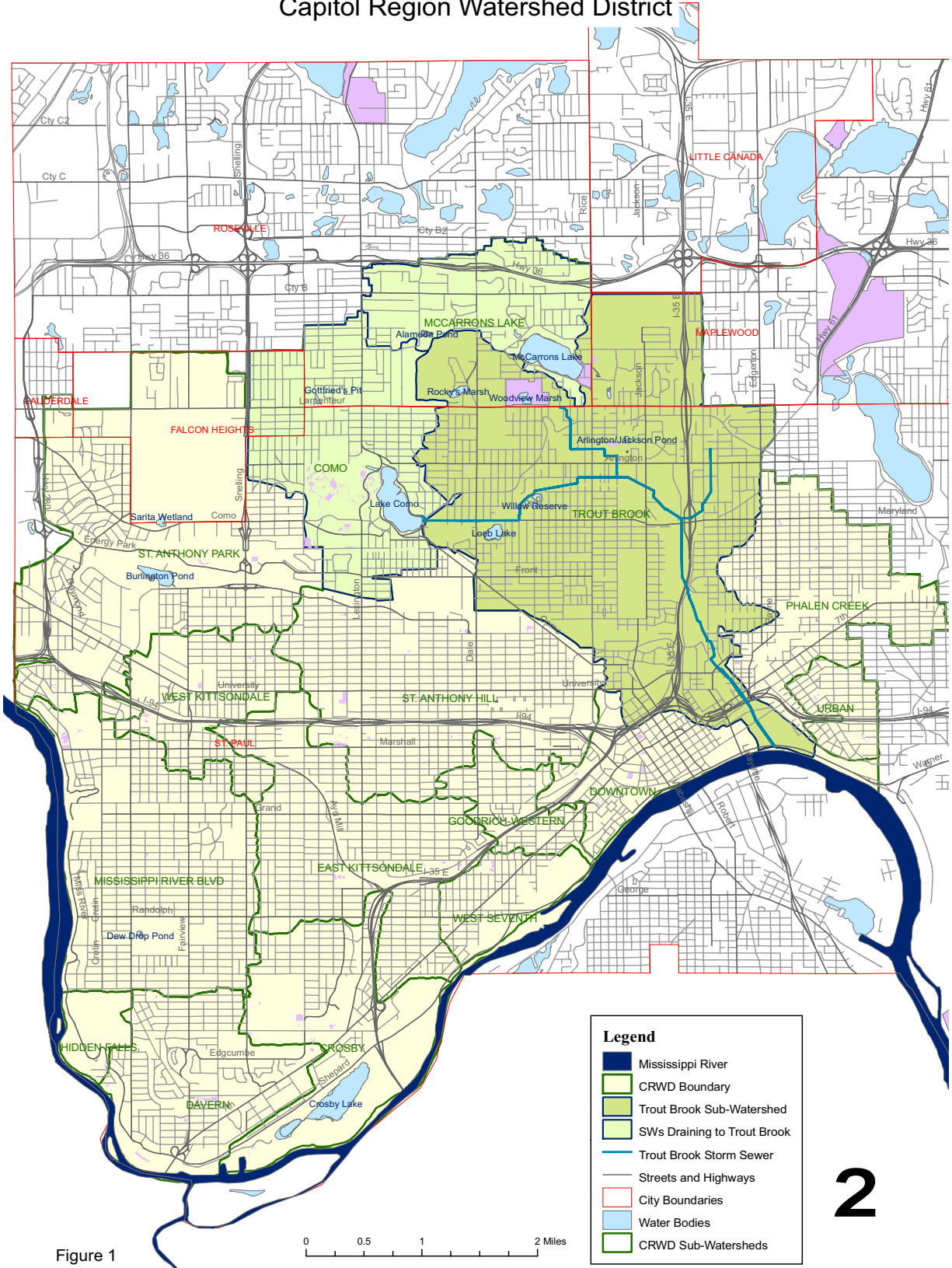


Figure 1

Capitol Region Watershed District

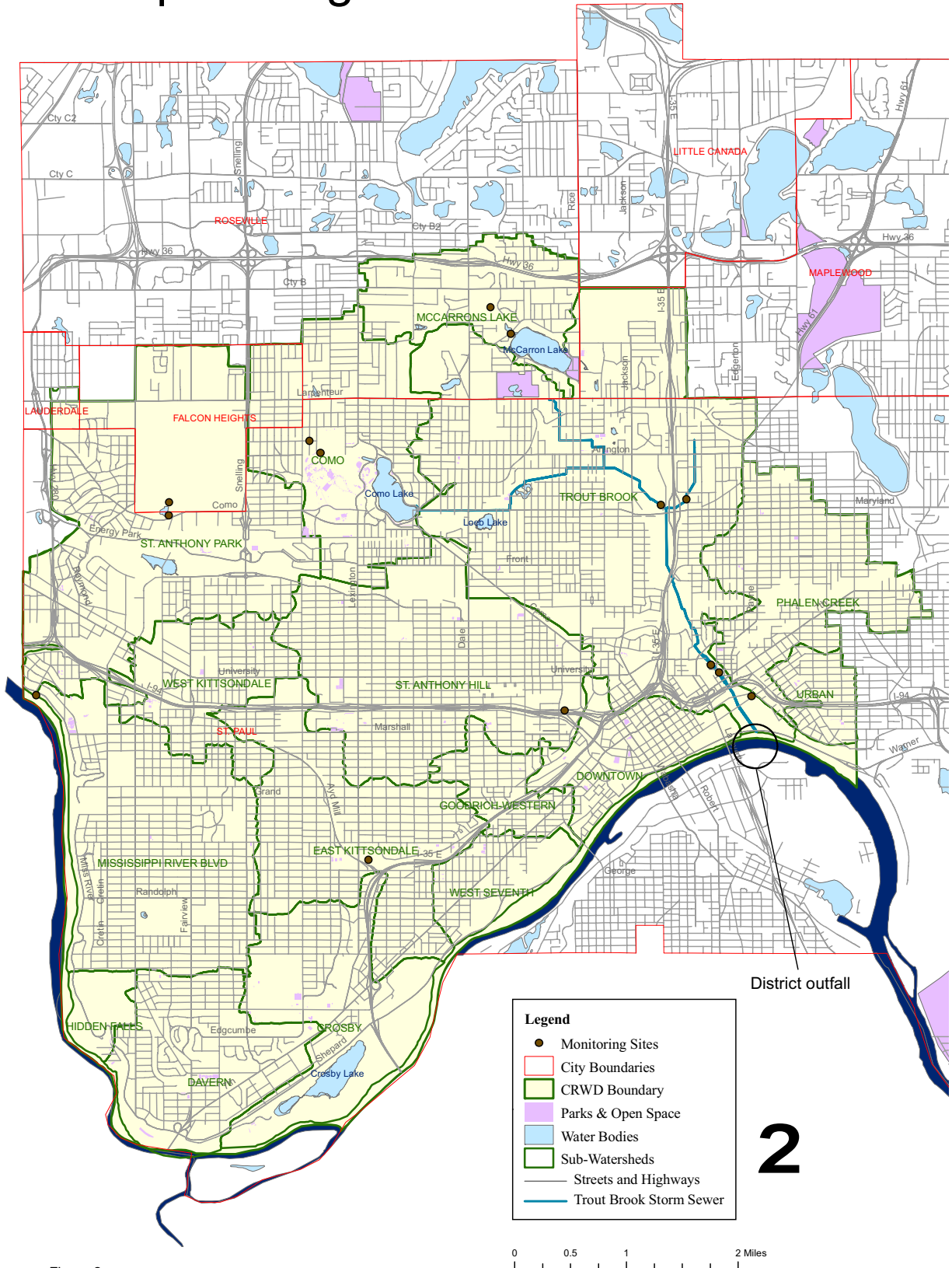


Figure 2

APPENDIX B – COMPLETED 2008 ANNUAL REPORT FORM

ANNUAL REPORT for 2008

MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)

Reporting period January 1, 2008 to December 31, 2008
Due June 30, 2009

USE OF THIS FORM IS MANDATORY By completing this Annual Report form, you are providing the Minnesota Pollution Control Agency (MPCA) with a summary of your status of compliance with permit conditions, including an assessment of the appropriateness of your identified best management practices (BMPs) and progress towards achieving your identified measurable goals for each of the minimum control measures as required by the MS4 Permit. If an MS4 determines that program status or compliance with the permit can not be adequately reflected within the structure of this form additional explanation and/or information may be referenced in an attachment. This form has significant limitations and provides only a snap shot of MS4 compliance with the conditions in the Permit. After reviewing the information MPCA staff may need to contact the MS4 to clarify or seek additional information. MPCA enforcement policy is to provide the opportunity to respond to any alleged violations before any enforcement action is taken.

Submit your annual report by June 30, 2009 to:

Minnesota Pollution Control Agency
Municipal Division
520 Lafayette Road North
St. Paul, MN 55155-4194

This Annual Report may be submitted electronically via email to the MPCA MS4 Program mailbox: ms4permit@pca.state.mn.us. If submitting electronically, this form must be sent via email from the person that is duly authorized to sign this form under the Owner/Operator Certification section. A confirmation email will be sent in response to electronic submissions. If you would like to obtain an electronic copy of the MS4 Annual Report for 2008 form, please visit: www.pca.state.mn.us/water/stormwater/stormwater-ms4.html.

If you have further questions, please contact one of these MPCA staff members (call toll-free 800-657-3864). Note new numbers effective November 2008:

- Keith Cherryholmes 651-757-2270
- Joyce Cieluch 218-846-7387
- Scott Fox 651-757-2368
- Amy Garcia 651-757-2377

Capitol Region Watershed District

Name of MS4		
Anna Eleria		
Name of Contact Person		
(651) 644-8888	anna@capitolregionwd.org	
Telephone (including area code)	Email Address	
1410 Energy Park Drive, Suite 4		
Mailing Address		
Saint Paul	MN	55108
City	State	ZIP code

Minimum Control Measure 1: Public Education and Outreach [V.G.1]

A. The permit requires each MS4 to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and steps that the public can take to reduce pollutants in stormwater runoff. [Part V.G.1.a] **NOTE:** Please indicate which of the following distribution methods you used during the 2008 calendar year. Indicate the number distributed in the spaces provided (enter "0" if the method was not used or "NA" if the data does not exist)::

Media type	Number of media	Number of times published	Circulation/Audience
<i>Example: Brochures:</i>	<i>3 different brochures</i>	<i>published 5 times</i>	<i>about 10,000</i>
Brochures:	1	1	700
Newsletter:	1	2	500
Posters:			
Newspaper articles:	2	1	50,000
Utility bill inserts:			
Radio ads:	2 radio stations	86 ads	>1,000,000
Television ads:			
Cable Access Channel:	1	200 ads	>100,000
Other: Billboards	19	1	50,000
Press Releases	10	1	

If you use a stormwater Web site as a tool to distribute stormwater educational materials:

What is the URL: www.capitolregionwd.org

How many hits to the stormwater page during 2008: Unknown

Did you hold stormwater related events, presentations to schools or other such activities Yes No

If yes, please describe: CRWD held various educational events, gave presentations to schools and participated in educational fairs sponsored by other organizations, which provided opportunities for disseminating stormwater-related information. Please see the attached report for details about CRWD's education and outreach efforts related to stormwater.

B. What stage of development would you assign to each area of your stormwater education program? (If there are multiple components for a Minimum Control Measure (MCM) check the one box that most accurately reflects the overall stage for that MCM). You may include an attachment if further explanation is desired.

- MCM 1: Not started Research Development Early Implementation Program in place
- MCM 2: Not started Research Development Early Implementation Program in place
- MCM 3: Not started Research Development Early Implementation Program in place
- MCM 4: Not started Research Development Early Implementation Program in place
- MCM 5: Not started Research Development Early Implementation Program in place
- MCM 6: Not started Research Development Early Implementation Program in place

C. Have you developed partnerships with other MS4s, watershed districts, local or state governments, educational institutions, etc. to assist you in fulfilling the requirements for Minimum Control Measure 1? Yes No

D. List those entities with which you have a partnership to meet the requirements of this MCM and describe the nature of the agreement(s) (list if level of effort exceeded 10 hours): Watershed Partners - CRWD is a member of this coalition of more than 50 public, private and non-profit organizations in the metro area who are dedicated to educating the community to act responsibly within their watershed; Blue Thumb - CRWD also participates with the Blue Thumb Partnership, which promotes the use of native plants to watershed residents; Ramsey Conservation District provides educational assistance on workshops for raingarden and shoreline restoration projects, and technical expertise on water quality improvement projects in our Stewardship Grant program.

Minimum Control Measure 2: Public Participation/Involvement [V.G.2]

A. Did you hold a public meeting to present accomplishments for calendar year 2008 and to discuss your Stormwater Pollution Prevention Program (SWPPP)? [Part V.G.1.e] If no, explain: _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. What was the date of the public meeting? <u>June 3, 2009</u>	
C. How many citizens attended specifically for stormwater (excluding board/council members and staff/hired consultants)? <u>0</u>	
D. Was the public meeting a stand-alone meeting for stormwater or was it combined with some other function such as a City Council meeting?	<input type="checkbox"/> Stand-alone <input checked="" type="checkbox"/> Combined
E. Each MS4 must receive and consider input from the public prior to submittal of your annual report. Did you receive written and/or oral input on your SWPPP? [Part V.G.2.b.1-3].	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
F. Have you revised your SWPPP in response to comments received from the public in calendar year 2008 or early 2009 (if meeting held in 2009)? [Part V.G.2.c] If yes, describe. Attach a separate sheet if necessary: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Minimum Control Measure 3: Illicit Discharge Detection and Elimination [V.G.3]

The permit requires MS4s to develop, implement and enforce a program to detect and eliminate illicit discharges as defined in 40 CFR 122.26(b)(2) in your SWPPP. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure.

A. Have you completed a storm sewer system map in accordance with the requirements of the permit? (MPCA assumes that completed maps will still need updates and corrections as changes occur). If yes, describe the form in which the map is available: <input type="checkbox"/> Hardcopy only <input checked="" type="checkbox"/> GIS system <input type="checkbox"/> CAD <input type="checkbox"/> Other system: _____ If no, please explain: _____ NOTE: The storm sewer system map was to be completed by June 30, 2008. [Part V.G.3.a]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. Has an ordinance or other regulatory mechanism been adopted to prohibit illicit discharges or other non-stormwater discharges from entering your system? Provide the date for the most relevant part of the regulatory mechanism that was adopted or estimated date of adoption: <u>September 6, 2006</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C. Have you completed the tasks associated with the schedule listed on BMP Summary Sheet 3c-1 in your program for illicit discharge detection and elimination? (attach additional information if needed) Indicate the status of development for tasks associated with BMP Summary Sheet 3c-1: <input type="checkbox"/> Not started <input type="checkbox"/> Research <input checked="" type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> Program in place	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D. Have you completed the tasks associated with the schedule listed on BMP Summary Sheet 3d-1 for your Public and Employee Illicit Discharge Information Program? Indicate the status of development for tasks associated with BMP Summary Sheet 3d-1: <input type="checkbox"/> Not started <input type="checkbox"/> Research <input checked="" type="checkbox"/> Development <input checked="" type="checkbox"/> Implementation <input type="checkbox"/> Program in place	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Minimum Control Measure 4: Construction Site Stormwater Runoff Control [V.G.4]

The permit requires that each MS4 **develop, implement, and enforce a program** to reduce pollutants in any stormwater runoff to your small MS4 from construction activities within your jurisdiction that result in a land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb one or more acres (include if your MS4 established a smaller site size). [Part V.G.4.]

<p>A. Have you adopted an ordinance or other regulatory mechanism that regulates stormwater runoff from construction activities that results in a land disturbance of greater than or equal to one acre and/or less than one acre that is part of a common plan of development or sale that will ultimately disturb one acre or more? NOTE: Your regulatory mechanism must be fully developed and implemented within six months from the extension of permit coverage.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>B. A complete copy of your erosion and sediment control ordinance or other regulatory mechanism addressing the requirements of Part V.G.4 of the Permit must be submitted with this Annual Report. This documentation may be submitted in hard copy, as a separate electronic file, or electronically attached to this Annual Report. Have you submitted a copy of your erosion and sediment control ordinance or other regulatory mechanism?</p> <p>Check here if you have No Regulatory Authority <input type="checkbox"/></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>C. The following are among the criteria used to evaluate the effectiveness of this program. Which of the following BMP components and pollution prevention management measures have been incorporated into your regulatory mechanism? Check all that apply and include a citation for each checked measure outlining specifically where it can be located in the documents submitted with this Annual Report. If you are utilizing the "Other Regulatory Mechanism" option, please respond in the same manner and follow the above submittal procedures.</p>	<p>Citation (Ordinance, Rule, Statute, Code, MOU, or other official agreement, page #, paragraph, line item, or other reference)</p>
<p>BMP Component/P2 Measure</p>	
<input checked="" type="checkbox"/> Temporary erosion controls	<u>CRWD Rule F</u>
<input checked="" type="checkbox"/> Record keeping for rainfall and inspections	<u>CRWD Rule F</u>
<input checked="" type="checkbox"/> Permanent erosion controls	<u>CRWD Rule F</u>
<input checked="" type="checkbox"/> Waste controls for hazardous waste	<u>CRWD Rule F</u>
<input checked="" type="checkbox"/> Waste controls for solid waste	<u>CRWD Rule F</u>
<input checked="" type="checkbox"/> Dewatering and basin draining	<u>CRWD Rule F</u>
<input checked="" type="checkbox"/> Regular inspections by site operators	<u>CRWD Rule F</u>
<input checked="" type="checkbox"/> Site plan submittal including erosion and sediment control BMPs	<u>CRWD Rules B (p. 10), C (p.18-19), F (p. 27)</u>
<input checked="" type="checkbox"/> BMP maintenance	<u>CRWD Rule C (p. 18)</u>
<input checked="" type="checkbox"/> Site plan review and approval prior to activity on site	<u>CRWD Rule B</u>
<input checked="" type="checkbox"/> Permanent stormwater management facility approval	<u>CRWD Rule C</u>
<input checked="" type="checkbox"/> Other: <u>Maintenance agreement</u>	<u>CRWD Rule C</u>
<p>D. Your ordinance or regulatory mechanism must include sanctions to ensure compliance and contain enforcement mechanisms. Which of the following enforcement mechanisms are contained in your ordinance or regulatory mechanism? Check all existing and added sanctions for 2008. Include with each checked measure a citation outlining where each mechanism can be located in the documents submitted with this Annual Report.</p>	<p>Citation (Ordinance, Rule, Statute, Code, MOU, or other official agreement, page #, paragraph, line item, or other reference)</p>
<p>Enforcement Mechanism</p>	
<input checked="" type="checkbox"/> Verbal warnings	<u>CRWD Rule H</u>
<input checked="" type="checkbox"/> Written warnings	<u>CRWD Rule H</u>

<input checked="" type="checkbox"/> Stop-work orders	<u>CRWD Rule H</u>
<input type="checkbox"/> Fines	_____
<input checked="" type="checkbox"/> Forfeit of security bond money	<u>CRWD Rule H</u>
<input type="checkbox"/> Withholding of certificate of occupancy	_____
<input checked="" type="checkbox"/> Other: <u>Court injunction to stop work</u>	<u>CRWD Rule H</u>

E. Identify which of the following types of enforcement actions you used for construction activities during the reporting period, indicate the number of actions or note those for which you do not have authority:

	Number of actions	
<input checked="" type="checkbox"/> Yes Notice of violation	# <u>45</u>	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Administrative fines	# _____	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Stop Work Orders	# _____	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Civil penalties	# _____	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Criminal actions	# _____	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Administrative orders	# _____	No Authority <input type="checkbox"/>

F. Does your regulatory mechanism address the regulation of construction sites which disturb less than one acre?
 Yes No
 If yes please cite where this is addressed in the documents submitted with the Annual Report

G. How many construction sites were inspected for compliance with your erosion and sediment control regulatory mechanism during the 2008 calendar year
20

H. On average, how many times each, or with what frequency, are construction sites inspected (e.g., weekly, monthly, etc.)?
Once a month and after storm events

I. Do you prioritize certain construction sites for more frequent inspections?
 Yes No
 If yes, based on what criteria? Potential for off-site sediment runoff and compliance history

Minimum Control Measure 5: Post-construction Stormwater Management in New Development and Redevelopment [V.G.5]

The permit requires each MS4 to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects within your jurisdiction that disturb an area greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or reduce water quality impacts. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure. **NOTE:** The MS4 permit requirements associated with this minimum control measure were required to be fully developed and implemented by June 30, 2008.

A. Have you developed and implemented strategies which include requirements for a combination of structural and/or non-structural BMPs appropriate for your community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. Is an ordinance or other regulatory mechanism currently in place to address post-construction runoff from new development and redevelopment projects to the extent allowable under law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Provide the date the regulatory mechanism was adopted or estimated date of adoption: <u>09/06/06.</u>	
C. Is a plan in place to ensure adequate long-term operation and maintenance of BMPs installed as a result of these requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D. How are you funding the long-term operation and maintenance of your stormwater management system? (Check all that apply)	
<input type="checkbox"/> Grants <input type="checkbox"/> Stormwater utility fee <input checked="" type="checkbox"/> Taxes <input type="checkbox"/> Other: _____	

Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations [V.G.6]

The permit requires each MS4 to develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Your program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

A. Is your MS4 current on development of all the BMPs listed in the BMP Summary Sheets for MCM 6 as indicated in the timeline/implementation schedules? If no, explain:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

B. Indicate the total number of structural pollution control devices (for example-grit chambers, sumps, floatable skimmers, etc) within your MS4, how many were inspected, and calculate the percent inspected. Enter "0" if your MS4 does not contain structural pollution control devices or "NA" if the data does not exist:

	Total Number	Number Inspected	Percentage
Structural Pollution Control Devices:	9	9	100%

C. Did you repair, replace, or maintain any structural pollution control devices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

D. For each BMP below, indicate the total number within your MS4, how many of each BMP type were inspected, and calculate the percent inspected:

Structure/Facility Type	Total Number	Number Inspected	Percentage
Outfalls to receiving waters	1	1	100%
Sediment basins/ponds	4	4	100%
<i>TOTAL</i>	5	5	100%

Section 7: Impaired Waters Review

The permit requires that any MS4 that discharges to a Water of the State which appears on the current U.S. EPA approved list of impaired waters under Section 303(d) of the Clean Water Act review whether changes to your SWPPP may be warranted to reduce the impact of your discharge [Part IV.D]

A. MPCA has provided an MS4 Mapping tool which provides information for compliance with the permit and water quality rules. It can also help MS4 staff and stakeholders view relationships between an MS4 and various other water features in the layers including impaired waters. Please go to the MS4 Mapping tool located at <http://www.pca.state.mn.us/water/stormwater/stormwater-ms4.html> by clicking on "MS4 mapping tool" under "Maps of MS4s" and rate this web mapping tool for its usefulness in helping you identify impaired waterbodies your MS4 may discharge to, including impaired waters as defined on the 303d listing (This request is optional) :

Not Useful at all Somewhat Useful Useful Very Useful Other: _____

Check here if your MS4 has no impaired waters:

Additional Comments on the MS4 Mapping Tool can be emailed to: paul.leegard@pca.state.mn.us

Section 8: Additional SWPPP Issues

A. Did you make a change to any identified BMPs or measurable goals in your SWPPP since your last report? [Part V.H.] If *yes*, explain: _____ Yes No

B. Briefly list the BMPs using their unique SWPPP identification numbers you have changed in your SWPPP or any measurable goals that will be changed in your updated SWPPP, and why they have changed: *(Attach a separate sheet if necessary)* _____

C. Did you rely on any other entities (MS4s, consultants or contractors) to implement any portion of your SWPPP? If *yes*, please identify them and list activities they assisted with: City of Saint Paul - Maintenance of storm sewer interceptor Yes No

Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation must sign the annual report. This person must be duly authorized and should be the person who signed the MS4 permit application or a successor.

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

Authorized Signature (This person must be duly authorized to sign the annual report for the MS4. Electronic submissions must be sent from this person's email address to qualify for Authorized Signature status) _____ Date _____

Doneux _____ Mark _____ Administrator _____

Last Name _____ First Name _____ Title _____

1410 Energy Park Drive, Suite 4 _____

Mailing Address _____

Saint Paul _____ MN _____ 55108 _____

City _____ State _____ ZIP code _____

(651) 644-8888 _____ mark@capitolregionwd.org _____

Telephone (include area code) _____ E-mail Address _____

APPENDIX C – ILLICIT DISCHARGE POSTCARD

Capitol Region Watershed District



1410 Energy Park Drive, Suite 4, St. Paul, MN 55108
Ph: 651-644-8888 Web: capitolregionwd.org

Trenches in Your Neighborhood



Nebraska Avenue trenches under construction, 2006

Trenches in Your Neighborhood

In 2006, eight trenches were constructed underneath Arlington and Nebraska Avenues. Even though you can't see them, they are an effective way of protecting water quality in Como Lake. Stormwater full of street pollutants like soil, leaves, and fertilizer from your neighborhood flows into Como Lake - and eventually the Mississippi River - through a vast network of underground storm drains. The underground trench pipes do not flow to Como Lake, but are perforated and instead allow stormwater to soak into the ground.

During routine inspection last week we discovered that someone had dumped PAINT into the storm drain leading to a trench. This inhibits the function of the trench, damages the soil, and pollutes groundwater.

This inhibits the function of the trench, damages the soil, and pollutes groundwater.



Trench maintenance, 2007

DUMPING ANYTHING INTO THE STORM DRAIN IS ILLEGAL.

Please call 651-644-8888 if you see someone putting anything into a storm drain.

Help Keep Our Lakes and River Clean