

# Phase II (Small) MS4 Annual Report Form

**TPDES General Permit Number TXR040000**

## A. General Information

Authorization Number: TXR040457

Reporting Year (year will be either 1, 2, 3, 4, or 5): Year 1

Annual Reporting Year Option Selected by MS4:

Calendar Year: X

Permit Year: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ Last day of fiscal year: (\_\_\_\_\_)

Reporting period beginning date: (month/date/year) 01/01/2019

Reporting period end date: (month/date/year) 12/31/2019

MS4 Operator Level: Level 2 Name of MS4: Hurst Creek Municipal Utility District

Contact Name: Stefanie Albright Telephone Number: (512) 322-5814

Mailing Address: 816 Congress Avenue, Suite 1900, Austin, TX 78701

E-mail Address: salbright@lglawfirm.com

A copy of the annual report was submitted to the TCEQ Region: YES X  
NO        Region the annual report was submitted to: TCEQ Region 11

## B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:  
(TXR040000 Part IV.B.2)

	<b>Yes</b>	<b>No</b>	<b>Explain</b>
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		

Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
1	Invite and appoint members to the Stormwater Committee	Yes. Participation in Stormwater Committee meetings ensures that the provisions in the SWMP are implemented to protect water quality. See the minutes and agenda for Year 1 committee meetings, provided as <u><a href="#">Exhibit A</a></u> .
1	Review and update subjects for inclusion in a stormwater quality brochure. Present topics to Committee.	Yes. Providing education and outreach based on specific activities and anticipated pollutants within the District assists in reducing the discharge of pollutants by making residents aware of common pollutants that may be discharged into the stormwater system.
1	Draft procedures to identify and reach out to local businesses/organization interested in participating in the hazardous waste disposal and/or recycling program.	Yes. The Lake Travis Regional Reuse & Recycling Center is appropriate to reduce discharge of pollutants by combining the efforts of entities within the region to provide a central location for the disposal of household hazardous waste and prevent such waste from entering the stormwater system. Increased local participation assists with these efforts.
1	Invite targeted groups to participate in the storm drain labeling program.	Yes. Storm drain labels inform individuals that the drains lead to water bodies, and encourage individuals not to discharge pollutants into the drains.

2	Contact interlocal agencies and identify potential role in assisting the MS4 to eliminate illicit discharges	Yes. The District's ongoing coordination with the Village of the Hills, Club Corp and Travis County ensures that these entities continue to work together to prevent illicit discharges.
2	Review and update list of local agencies that may be involved in the illicit discharge elimination process.	Yes. The District's ongoing coordination with the Village of the Hills, Club Corp and Travis County ensures that these entities continue to work together to prevent illicit discharges, and identify other agencies that may assist in these efforts.
2	Develop and implement a procedure for the investigation, identification, and reporting of sanitary sewer system overflows.	Yes. The District operates its own wastewater system and has a sanitary sewer overflow identification procedures in place, including investigation of overflows. This system reduces and mitigate discharges to ensure the reduction of stormwater pollutants.
5	Identify the litter collection services currently part of the District's landscaping contract and identify other areas not part of the contract that may need service.	Yes. The current landscaping contract reduces the discharge of pollutants into the stormwater by collecting trash that might otherwise be introduced to the stormwater system through the existing litter collection plan.
5	Review and update alternative pesticide and herbicide application schedule and control practices as provided for under the current landscaping contract.	Yes. Although not addressed in the landscaping contracts, the District applies pesticides and herbicides based on manufacturer recommended application practices.

5	Review and update inventory of all permittee owned landscaping and lawn care areas.	Yes. The inventory of landscaped areas assists with implementing the SWMP in a targeted approach.
5	Include standing item on quarterly basis for regular meeting of the Board of Directors on the status of the SWMP.	Yes. Holding meetings and continuing an ongoing dialogue about stormwater issues in the District through email correspondence and a standing item on each agenda ensures that any items of concern regarding pollution prevention can be readily address.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)

1	Invite and appoint members to the Stormwater Committee	Invitations extended	1	Invitations Committee members	No, but reaching out to local stakeholders, such as the Village of the Hills and Lakeway MUD, ensures that local cooperation is fostered regarding protection of stormwater and eliminating pollutants.
1	Review and update subjects for inclusion in a stormwater quality brochure. Present topics to Committee.	Stormwater subjects	2	Brochures	No, but the multiple subjects addressed in the District-adopted "After the Storm" and "The Solution to Stormwater Solution!" EPA brochures will provide public education to assist in the reduction of common pollutants.

1	Draft procedures to identify and reach out to local businesses/organization interested in participating in the hazardous waste disposal and/or recycling program.	Prepare procedures to identify and reach out	1	Procedures	No, but the District is has identified The Village of the Hills, Travis County WCID No. 17, the City of Lakeway, the City of Bee Cave and Lakeway MUD worked together to open a permanent facility for the collection of household hazardous waste called the Lake Travis Regional Reuse & Recycling Center.
1	Invite targeted groups to participate in the storm drain labeling program.	Invitations for participation	0	Invitations sent	No, but establishing storm drain labels will educate and discourage the likelihood of dumping pollutants into storm drains. No invitations were sent due to all storm drain labels being intact.

2	Contact interlocal agencies and identify potential role in assisting the MS4 to eliminate illicit discharges	Contact entities	7	Entities identified for contact for illicit discharge elimination	No, but the District's frequent communication with the Village of the Hills, Lakeway MUD, and other area utilities on shared issues, including illicit discharges, ensures interlocal cooperation to eliminate illicit discharges in the region. Identification of entities with enforcement authority also ensures adequate response to eliminate discharges.
2	Review and update list of local agencies that may to be involved in the illicit discharge elimination process.	List of local agencies	7	Agencies updated and reviewed	No, but the District's frequent communication with the Village of the Hills, Lakeway MUD, and other area utilities on shared issues, including illicit discharges, ensures interlocal cooperation to eliminate illicit discharges in the region. Identification of entities with enforcement authority also ensures adequate response to eliminate discharges.

2	Develop and implement a procedure for the investigation, identification, and reporting of sanitary sewer system overflows.	Develop and implement procedure	1	Procedures	No, but procedures for the identification, investigation, and reporting of overflow will assist in addressing and preventing future overflows.
5	Identify the litter collection services currently part of the District's landscaping contract and identify other areas not part of the contract that may need service.	Identification of services	1	Review of litter collection services	No, but continuing to review the current landscaping contract and litter collection provisions ensures that the litter in the District is not introduced to the stormwater system.
5	Review and update alternative pesticide and herbicide application schedule and control practices as provided for under the current landscaping contract.	Review and update pesticide and herbicide practices	1	Review and update of current practices.	No, but by following manufacturing recommendations on use of pesticides and herbicides, the District ensures that unnecessary pesticide/herbicide enter the stormwater system.
5	Review and update inventory of all permittee owned landscaping and lawn care areas.	Review and update of inventory	1	Inventory of lawn care and landscaping areas.	No, but conducting reviews of landscaping areas ensures

5	Include standing item on quarterly basis for regular meeting of the Board of Directors on the status of the SWMP.	Include standing item	1	Item on agenda	No, but including a routine item for drainage on agendas ensures that any issues relating to stormwater pollution prevention can be addressed at meetings.
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4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

MCM(s)	Measurable Goal(s)	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1	Invite and appoint members to the Stormwater Committee	Goal met. Interested residents, the Hills HOA, Club Corp, and District staff were invited to join the Committee. The Committee continues to welcome new members if interested.
1	Review and update subjects for inclusion in a stormwater quality brochure. Present topics to Committee.	Goal met. The District utilizes "After the Storm" and "The Solution to Stormwater Solution!" and is continuing to use these brochures. Brochures are provided to Board members and consultants, are available on the District's website, and are available in physical form at the District administrative offices. Brochures are also included in resident welcome bags ( <b>Exhibit B</b> )
1	Draft procedures to identify and reach out to local businesses/organization interested in participating in the hazardous waste disposal and/or recycling program.	Goal met. The District continues to work with the City of Bee Cave, the City of Lakeway, Hurst Creek MUD, Lakeway MUD, and Travis County WCID No. 17 to operate the Lake Travis Regional Reuse and Recycling Center. Four collection and reuse drives were held in Year 1 (See <b>Exhibit C</b> )
2	Invite targeted groups to participate in the storm drain labeling program.	Goal met. The District has inspected storm drain labels and determined that no additional labeling is necessary at this time.

2	Contact interlocal agencies and identify potential role in assisting the MS4 to eliminate illicit discharges	Goal met. The Committee has identified Travis County Emergency Service District to clear out and maintain fire breaks and enforce illegal dumping, the Travis County Sheriff's department to enforce illegal dumping infractions, and Travis County WCID , the City of Lakeway, the City of Bee Cave, Lake Pointe MUD, and the Village of the Hills as continuing partners in the Lake Travis Regional Reuse and Recycling Center.
2	Review and update list of local agencies that may to be involved in the illicit discharge elimination process.	Goal met. The Committee has identified Travis County Emergency Service District to clear out and maintain fire breaks and enforce illegal dumping, the Travis County Sheriff's department to enforce illegal dumping infractions, and Travis County WCID , the City of Lakeway, the City of Bee Cave, Lake Pointe MUD, and the Village of the Hills as continuing partners in the Lake Travis Regional Reuse and Recycling Center.
2	Develop and implement a procedure for the investigation, identification, and reporting of sanitary sewer system overflows.	Goal met.
5	Identify the litter collection services currently part of the District's landscaping contract and identify other areas not part of the contract that may need service.	Goal met. Litter is collected by the District's landscaping contractor at each visit to keep the common areas in acceptable condition by contract. The common areas are reviewed and identified in a map. ( <b>Exhibit D</b> )
5	Review and update alternative pesticide and herbicide application schedule and control practices as provided for under the current landscaping contract.	Goal met. Although not addressed in the landscaping contracts, the District applies herbicide based on manufacturer recommended application practices.

5	Review and update inventory of all permittee owned landscaping and lawn care areas.	Goal met.
5	Include standing item on quarterly basis for regular meeting of the Board of Directors on the status of the SWMP.	Goal met. The District includes a standing drainage agenda item that encompasses any issues relating to the MS4 in the District and allows for status updates on the SWMP.

## C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

**District Staff conducted visual observations of all outfalls within the District during routine service within. No illicit discharges were discovered during these screenings as the outfalls and drainage system of the District are wet-weather facilities. No notable flows during dry weather were observed in outfalls, and inlets are routinely screened for removal of litter and any other potential stormwater pollutants.**

## D. Impaired Waterbodies

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.

**N/A**

2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.

**N/A**

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

**N/A**

4. Report the benchmark identified by the MS4 and assessment activities:

<b>Benchmark Parameter (Ex: Total Suspended Solids)</b>	<b>Benchmark Value</b>	<b>Description of additional sampling or other assessment activities</b>	<b>Year(s) conducted</b>
N/A	N/A	N/A	N/A

5. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark:

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
N/A	N/A	N/A

6. If applicable, report on focused BMPs to address impairment for bacteria:

<b>Description of bacteria-focused BMP</b>	<b>Comments/Discussion</b>

N/A	N/A
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7. Assess the progress to determine BMP's effectiveness in achieving the benchmark.

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or
- increase in illegal discharge detection through dry screening.

<b>Benchmark Indicator</b>	<b>Description/Comments</b>
N/A	N/A

## **E. Stormwater Activities**

Describe activities planned for the next reporting year:

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
1	Develop and implement Stormwater Committee	Develop meeting schedule and hold meetings	The District plans to constitute the Committee, hold meetings, and develop a schedule for future meetings.
1	Distribute education materials	Provide brochures	The District anticipates providing brochures to its Board members and consultants, and making the brochure electronically and physically available to residents.
1	Website	Review website	The Committee plans to review the District's website and determine if additional stormwater information is needed.

1	Coordinate hazardous waste disposal events	Develop a waste disposal schedule	The Committee plans to reach out to stakeholders to develop a schedule for hazardous waste disposal events and notification of residents. A report of such events will be given to the Committee.
1	Storm drain labeling	Develop a schedule and review logos/slogans	The Committee anticipates developing an inspection schedule for labeled storm drains, reviewing existing labels, and commencing inspections.
2	Evaluation authority to prohibit discharges	Evaluation opportunities for interlocal cooperation.	The Committee anticipates conducting an evaluation of existing and future opportunities to collaborate with the Village of the Hills and Travis County regarding the inspection and enforcement of pollutant discharges.
2	Evaluation authority to prohibit discharges	Develop written notification procedures	The Committee plans to develop written notification procedures for the reporting of discharges and incidents to entities with enforcement authority.
2	Maintain MS4 Map	Verify existing MS4 map	The Committee plans to evaluate the existing MS4 map and determine whether required information is updated and included.
2	MS4 Outfall Screening	Review and implement procedures to track locations of illicit discharge, including a screening program schedule	The Committee plans to review training procedures to track illicit discharges, as well as implement such training and an outfall screening program.
2	Interagency procedures	Develop written procedures for collaboration	The Committee plans to review and prepare written procedures for interagency collaboration.
2	Sanitary sewer system overflows reduction	Report sanitary sewer system overflows reported	The District plans to create and maintain a report of overflows reported.
3	Construction legal authority	Review, update, and implement a site plan review process within the MS4	The Committee anticipates review of the existing site plan review process relating to water quality impact of construction, and update as determined to be necessary.
5	Prioritized litter collection	Review and update litter collection plan to include annual site inspections and verification.	The Committee anticipates review the litter collection plan to ensure oversight, and consider procedures to inform staff and contractors of such a plan.

5	Illegal dumping identification and investigation	Review, update, and develop procedures regarding illegal dumping	The Committee anticipates reviewing, updating, and developing procedures relating to inspection of illegal dumping locations and removal of illegally dumped materials.
5	Illegal dumping identification and investigation	Document and inspect illegal dumping locations	The Committee plans to document, identify with signage, and follow up with inspections of identified illegal dumping locations.

## F. SWMP Modifications

1. The SWMP and MCM implementation procedures are reviewed each year.

Yes  No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

Yes  No

If "Yes," report on changes made to measurable goals and BMPs:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
N/A	N/A	N/A

**Note:** If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.).

## G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans. (**Not applicable**)

<b>BMP</b>	<b>Description</b>	<b>Implementation Schedule (start date, etc.)</b>	<b>Status/Completion Date (completed, in progress, not started)</b>
N/A	N/A	N/A	N/A

## **H. Additional Information**

1. Is the permittee relying on another entity to satisfy any permit obligations?

       Yes   X   No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

2.a. Is the permittee part of a group sharing a SWMP with other entities?

       Yes   X   No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

Yes  No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: \_\_\_\_\_

Permittee: \_\_\_\_\_

## I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

\_\_\_\_\_ 0 \_\_\_\_\_

2a. Does the permittee utilize the optional seventh MCM related to construction?

Yes  X  No

2b. If "yes," then provide the following information for this permit year:

<b>The number of municipal construction activities authorized under this general permit</b>	
The total number of acres disturbed for municipal construction projects	<b>N/A</b>

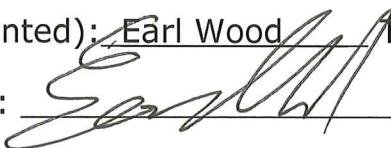
**Note:** Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

## J. Certification

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

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

Name (printed): Earl Wood Title: General Manager

Signature:  Date: 3-30-2020

Name of MS4 Hurst Creek Municipal Utility District

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

Name of MS4 \_\_\_\_\_

**If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.**

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.