STORMWATER MANAGEMENT PROGRAM (SWMP) COVER SHEET

This cover sheet MUST be attached to the front of the SWMP.

Operator

Operator name: Hurst Creek Municipal Utility District

Required Program Elements

The SWMP needs to include:

- BMPs and measurable goals that are clear, specific, and measurable,
- Annual Reporting Year selected, and
- Estimated population served by the MS4.

Legal Authorities

Include in the SWMP the list of local legal authorities (i.e., ordinance, rule) that the MS4 has adopted to implement any of the MCMs. List all and what MCM they each cover.

Minimum Control Measures

For each MCM, complete the table by entering the page number where the required element can be found in the SWMP

MCM 1: Public Education, Outreach, and Involvement

Table 1: Required Elements for MCM 1

MCM 1 Required Elements	SWMP page number
SWMP includes a stormwater education and outreach program to educate public employees, business, and the general public about hazards associated with the illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater	6
Clearly define the goals and objectives of the program based on high-priority community-wide issues	3
Identify the target audiences	7
Develop or use appropriate educational material	5
Procedures to distribute educational material	5
Make the educational material available to the target audience at least annually	6

MCM 1 Required Elements	SWMP page number
Post the SWMP and annual reports on the MS4's website, if the MS4 has a website	5-6
Include the MS4's website address where the SWMP and annual reports will be found, if the MS4 has a website	5-6
SWMP includes a program that complies with state and local public notice requirements	4
Include public input in the implementation of the program	4
Include opportunities for citizen to participate in implementation of control measures	8
Ensure the public can easily can find information about the SWMP.	5-6
SWMP lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs could be stream-clean-ups, storm drain stenciling, volunteer water quality monitoring, brochures, billboards, and websites.	8-9
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	3-4
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	3-4

MCM 2: Illicit Discharge Detection and Elimination

Table 2: Required Elements for MCM 2

MCM 2 Required Elements	SWMP page number
Description of the program that will be used to detect, investigate and eliminate illicit discharges. The program includes a plan to detect and address illicit discharges, including illegal dumping to the MS4 system.	12
MS4 map: The map includes: • Location of all small MS4 outfalls operated by the MS4 and that discharge into waters of the U.S.; • Location and name of all surface waters receiving discharge from the MS4s outfalls; • For Level 3 and 4 small MS4s: Location of MS4 owned or operated facilities and stormwater controls; and • For Level 4 small MS4s: Location of priority areas.	11
Methods for informing and training MS4 field staff	12
Procedures for tracing the source of an illicit discharge	15

MCM 2 Required Elements	SWMP page number
Procedures for removing the source of the illicit discharge	10
Procedures to facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4	10
Procedures for responding to illicit discharges and spills	10
Procedures for inspections in response to complaints	10
For Level 2, 3, and 4 small MS4: Procedures to prevent and correct leaking on-site sewage disposal systems	10
For Level 3 and 4 small MS4s: Procedures for follow-up investigation to verify that the illicit discharge has been eliminated	N/A
For Level 4 small MS4s: Procedures for identifying and creating a list of priority areas within the small MS4s likely to have illicit discharges	N/A
For Level 4 small MS4s: Procedures for a dry weather field screening program to assist in detecting and eliminating illicit discharges to the small MS4. Dry weather field screening consists of (1) field observations and (2) field screening.	N/A
For Level 4 small MS4s: Procedures to reduce the discharge of floatables in the small MS4	N/A
SWMP lists BMPs used to fulfill this MCM. Examples of possible BMPs could be hazardous materials disposal opportunities, inspections of the storm sewer system, and dye testing.	10
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	10
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	10

MCM 3: Construction Site Stormwater Runoff Control

Table 3: Required Elements for MCM 3

MCM 3 Required Elements	SWMP page number
Program requires operators of construction sites one acre and greater (including larger common plan) to select, install, implement, and maintain stormwater control measures	16
Description of ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state and local law	16

MCM 3 Required Elements	SWMP page number
Program requires construction site operators to implement BMPs for erosion and sediment control	16
Program requires construction site operators to have procedures for initiating and completing soil stabilization measures	16
Program requires construction site operators to implement BMPs to control pollutants from equipment and vehicle washing and other wash waters	16
Program requires construction site operators to implement BMPs to minimize exposure to stormwater of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials	16
Program requires construction site operators to implement BMPs to minimize the discharge of pollutants from spills and leaks.	16
Program ensures that the construction site has developed a stormwater pollution prevention plan in accordance with the TPDES Construction General Permit TXR150000	16
Program prohibits illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities	16
Procedures for construction site plan review to consider water quality impacts	16
Procedures for construction site inspections and enforcement of control measures, to the extent allowable under state and local law	16
Procedures for receipt and consideration of information submitted by the public	17
Procedures for MS4 staff training	17
For Level 3, and 4 small MS4s: Procedures to develop and maintain an inventory of all permitted active public and private construction sites greater than one acre (and sites that are less than one acre if part of larger common plan of development or sale)	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: notification to discharger of responsibilities under TPDES CGP; hire staff to review construction site plans; provide a web page for public input on construction activities; perform site inspections and enforcement; provide education and training for construction site operators; and mechanism to prohibit discharges into MS4 where necessary.	16
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	16

MCM 3 Required Elements	SWMP page number
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	16

MCM 4: Post Construction Stormwater Management in New Development and Redevelopment

Table 4: Required Elements for MCM 4

MCM 4 Required Elements	SWMP page number
Description of a program that will be developed, implemented and enforced, to control stormwater discharges from private and public new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more (and sites that disturb less than one acre that are part of a larger common plan of development or sale)	18
Description of ordinance or other regulatory mechanism that is in place or planned which will regulate discharges from new development and redevelopment projects	18
Establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality	18
Procedures to document and maintain records of enforcement actions	18
Procedures to ensure long-term operation and maintenance of post construction stormwater control measures	18
Operation and maintenance of post construction stormwater control measures is documented	18
For Level 4 small MS4s: Develop and implement an inspection program to ensure that all post construction stormwater control measures are operating correctly and are being maintained. Inspections must be documented	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: local ordinance in place or planned; guidance document for developers to use; specific BMPs established for particular watersheds; list of appropriate BMPs provided to operators; elimination of curbs and gutters; incentives for use of permeable choices, such as porous pavement; requirements for wet ponds or other BMPs for certain size sites; and xeriscaping.	18
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	18

MCM 4 Required Elements	SWMP page number
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	18

MCM 5: Pollution Prevention and Good Housekeeping for Municipal Operations

Table 5: Required Elements for MCM 5

MCM 5 Required Elements	SWMP page number
Description of an operation and maintenance (O&M) program, including an employee training component, to reduce/prevent pollution from municipal activities and municipally owned areas included but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations	20
Develop and maintain an inventory of facilities and stormwater controls that are owned or operated by the MS4	23
Procedures to inform or train staff involved in implementing pollution prevention and good housekeeping practices. Maintain training attendance records	20
Procedures to remove and properly dispose of waste from the MS4	20
Contractors hired by the MS4 must be required to comply with operating procedures. Develop contractor oversight procedures	20
Evaluate O&M activities for their potential to discharge pollutants in stormwater for road and parking lot maintenance, bridge maintenance, cold weather operations, right-of-way maintenance, etc.	20
Identify pollutants of concern that could be discharged from the O&M activities	20
Develop and implement pollution prevention measures that will reduce discharge of pollutants from O&M activities	21
Conduct inspections of pollution prevention measures and maintain inspection log	21
Procedures for inspecting and maintaining structural controls	21
For Level 3 and 4 small MS4s: Develop and implement an O&M program to reduce the collection of pollutants in catch basins and other surface structures in the storm sewer system	N/A

MCM 5 Required Elements	SWMP page number
For Level 3 and 4 small MS4s: Develop a list of potential problem areas in the storm sewer system for increased inspection (for example, areas with recurring illegal dumping)	N/A
For Level 3 and 4 small MS4s: Implement an O&M program to reduce discharge of pollutants from roads that includes at least a street sweeping and cleaning program, or inlet protection. The program includes an implementation schedule and a waste disposal procedure	N/A
For Level 3 and 4 small MS4s: Assess its facilities for their potential to discharge pollutants into stormwater and identify high priority facilities that have a high potential to generate stormwater pollutants. At a minimum, facilities include the MS4s maintenance yards, hazardous waste facilities, fuel storage locations, and any other facilities at which chemicals or other materials have a high potential to be discharged in stormwater. Document the results of the assessments	N/A
For Level 3 and 4 small MS4s: Develop facility specific stormwater management Standard Operation Procedures for high priority facilities	N/A
For Level 3 and 4 small MS4s: MS4 implements stormwater controls at high priority facilities that address good housekeeping; de-icing and anti-icing storage; fueling operations and vehicle maintenance; equipment and vehicle washing	N/A
For Level 3 and 4 small MS4s: Develop and implement an inspection program that includes high priority facilities	N/A
For Level 4 small MS4s: Develop an application and management program for pesticides, herbicides, and fertilizers used at public open spaces. Implement the following: educational activities, permits, etc for applicators and distributors; encourage of non-chemical solutions for pest management; develop schedules that minimizes discharge of pollutants; ensure collection and proper disposal of unused pesticides, herbicides, and fertilizers	N/A
For Level 4 small MS4s: Evaluate flood control projects. Design, construct, and maintain new flood control structures to provide erosion prevention and pollutant removal from stormwater. Retrofitting of existing structural flood control devices is implemented to the maximum extent practicable (MEP)	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: BMPs which address fleet vehicle maintenance/washing; BMPs which address parking lot and street cleaning; catch basin and storm drain system cleaning; landscaping and lawn care (e.g. xeriscaping); waste materials management; road salt application and storage practices; used oil recycling; pest management practices; fire training facilities; BMPs which address roadway and bridge maintenance; golf course maintenance/waste	20

MCM 5 Required Elements	SWMP page number
disposal; disposal of cigarette butts; and park maintenance (e.g., providing trash bags).	
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	20
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	20

MCM 6: Industrial Stormwater Sources

Table 6: Required Elements for MCM 6

MCM 6 Required Elements	SWMP page number
For Level 4 MS4 only: Identify and control industrial stormwater sources that at least includes the MS4's landfills; other treatment, storage, or disposal facilities for municipal waste; hazardous waste treatment, storage, disposal and recovery facilities; and facilities that are subject to Emergency Planning and Community Right-to-Know Act (EPCRA).	N/A
For Level 4 MS4 only: Procedures for inspecting and implementing control measures for discharges from industrial stormwater sources.	N/A

Optional MCM 7: Municipal Construction Activities

This MCM is only applicable where the small MS4 has selected to be the construction site operator for their municipal construction activities. This MCM provides an alternative to the MS4 operator seeking discharge authorization under the Construction Stormwater General Permit TXR150000.

Table 7: Required Elements for MCM 7

MCM 7 Required Elements	SWMP page number
Description of how municipal construction activities will be conducted so as to take into consideration local conditions of weather, soils, and other site specific considerations	N/A
Description of the area that this MCM will address and where the MS4 operator's municipal construction activities are covered (e.g. within the boundary of the urbanized area, the corporate boundary, a special district boundary, an extra territorial jurisdiction, or other similar jurisdictional boundary)	N/A

MCM 7 Required Elements	SWMP page number
If the area included in this MCM includes areas outside of the UA, then all MCMs (MCM 1 through MCM 7) will be implemented over those additional areas as well	N/A
Description of how contractor activities will be supervised or overseen to ensure that the Stormwater Pollution Prevention Plan (SWP3) requirements are properly implemented at the construction site(s); or how the MS4 operator will make certain that contractors have a separate authorization for stormwater discharges if needed	N/A
General description of how a construction SWP3 will be developed for each municipal construction site	N/A
Records of municipal construction activities authorized under this optional MCM	N/A

HURST CREEK MUNICIPAL UTILITY DISTRICT

STORMWATER MANAGEMENT PROGRAM
TPDES PHASE II MS4 GENERAL PERMIT (TXR040000)

Prepared for

Hurst Creek Municipal Utility District

Prepared by

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JULY 22, 2019

HURST CREEK MUNICIPAL UTILITY DISTRICT
STORMWATER MANAGEMENT PROGRAM
TPDES PHASE II MS4 GENERAL PERMIT (TXR040000)
July 22, 2019

SUMMARY

MS4 Name:	Hurst Creek Municipal Utility District
Entity Type:	Municipal Utility District
Executive Officer:	Wilson Smith, President
Designated Signer:	Earl Wood, General Manager
Mailing Address:	102 Trophy Drive The Hills, Texas 78738
Physical Address:	102 Trophy Drive The Hills, Texas 78738
City:	Austin
State:	Texas
Zip Code:	78738
Phone Number:	(512) 261-6281
Fax Number:	N/A
Population:	Approximately 2,472
Annual Reporting Year:	Calendar Year
Operator Level:	Level 2 Phase II Operator

Hurst Creek Municipal Utility District
Stormwater Management Program
Phase II MS4 Permit No. TXR040000

Hurst Creek Municipal Utility District
102 Trophy Drive
The Hills, Texas 78738

(512) 261-6281

July 22, 2019

I. Minimum Control Measure 1 — Public Education, Outreach and Involvement

The Public Education, Outreach and Involvement minimum control measure consists of Best Management Practices (BMPs) that focus on the development of educational materials designed to inform the public about the impacts that Stormwater discharges have on local water bodies and the steps that the public can take to reduce pollutants in Stormwater runoff. The BMPs incorporate public involvement and participation to reduce the contamination of stormwater. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

1. Stormwater Committee: Formation of a committee on SWMP program development and implementation

Implementation Tasks:

1. Review and update list of BMPs which are included in the SWMP that would benefit by including local committee review of the following types of items:
   - Public education materials;
   - Local illicit discharge elimination regulations and investigation

procedures;

- Local construction Stormwater regulations, guidance materials, permitting procedures, and inspection procedures;
- Post-construction guidance and permitting information; and
- Feedback on implementation of best management practices.

2. Invite and appoint members of the public, design, construction and development communities, MS4 personnel, and other persons affected by the various BMPs.

3. Develop meeting schedules that correlate to required implementation dates for certain tasks.

4. Conduct Stormwater Committee meetings in accordance with the developed schedule and with state and local public notice requirements.

5. Record attendance and take minutes at each meeting.

6. Maintain records of agenda, attendance, and minutes for each meeting.

7. Annually report on the number of meetings and subjects presented.

Measurable Goals:

Year 1: Invite and appoint members of the public, design, construction and development communities, MS4 personnel, and other persons affected by the various BMPs to participate on the Stormwater Committee.

Year 2: Determine Stormwater Committee meeting schedule.

Year 2: Conduct Stormwater Committee meetings in accordance with the identified schedule and with state and local public notice requirements.

Responsible Party:

District General Manager

2. Development and Utilization of Educational Materials: Distribute Stormwater quality education materials.

Implementation Tasks:

1. Procedures for supplying brochures to each Board Director and all consultants.

2. Relevant brochures to be made available to all District residents at the District's main office and on the internet via the District's website.

Measurable Goals:

Year 1: Review and update subjects identified for inclusion and discussion in a Stormwater quality brochure. Present brochure topics and examples to the Stormwater Committee for review.

Year 2: Implement procedures for supplying brochures to each Board Director and all consultants.

Year 2: Brochures shall be made available to all District residents in physical form at the main District office, and shall be made available in electronic form through the District's website and electronic mailing list.

Year 3: Perform at least one form of public outreach annually through community engagement. Report status to the MS4 Stormwater Committee annually.

Responsible Party:

District General Manager

3. Website: Update existing District website (www.hurstcreekmud.org) to create a page devoted to Stormwater quality activities and Stormwater pollution prevention.

Implementation Tasks:

1. Review and update list of subjects for inclusion in the website based on consideration of the following subjects:

- Citizen reporting under the illicit discharge detection elimination and construction programs;
- Water quality impacts of Stormwater runoff to local water bodies;
- Steps the public can take to reduce Stormwater pollution; and
- Public involvement programs.

2. Update the website to include Stormwater quality information and education on the internet for public access, including the SWMP and annual reports.

3. At least annually, review and update as necessary Stormwater information on the website.

Measurable Goals:

Year 2: Review and update list of subjects related to Stormwater quality for inclusion on the District's website.

Year 3: Update the website to include Stormwater quality information and education, including the SWMP and annual reports.

Responsible Party:

District General Manager

4. Public Announcement/Engagement: Development of public announcements for the purpose of educating the public on stormwater quality issues.

Implementation Tasks:

1. Review and update method for delivery of public announcements regarding the protection of stormwater quality through use of the District's website, community newsletters or development of signage.

2. Review potential language for public announcements relating to stormwater education, including information about hazards associated with illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater.

3. Implement chosen method for delivery of public announcements throughout the District.

Measurable Goals:

Year 2: Review and select method of delivery of public announcements relating to stormwater quality within the District, including information about hazards associated with illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater.

Year 2: Review and select language for public service announcements regarding

the protection of stormwater in the District.

Year 3: Implement chosen method of public service announcements and identified topics around and within the District by delivering at least two (2) annual public announcements.

Responsible Party:

District General Manager

5. Coordinate hazardous waste disposal and/or recycling with residents and receiving facility.

Implementation Tasks:

1. Draft procedures to identify and reach out to appropriate local public organizations or businesses that may be interested in participating in the program.

2. Coordinate with receiving facility to develop a written schedule for hazardous waste recycling and/or disposal.

3. Provide notification to residents about hazardous waste disposal and/or recycling schedule.

4. Provide adequate safety and disposal resources to volunteer groups at each scheduled disposal and/or recycling event.

5. Post signs in visible locations within and around the District informing the public about the disposal and/or recycling events, responsibility for disposal and/or recycling, and penalties for illegal disposal of hazardous waste.

6. Maintain records of the number of hazardous waste disposal and/or recycling events held under this program.

Measurable Goals:

Year 1: Draft procedures to identify and reach out to appropriate local public organizations or businesses interested in participating in the program.

Year 2: Coordinate with receiving facility to develop a schedule for hazardous waste disposal and/or recycling, and provide notification to residents about such schedule.

Year 2: Provide annual report to the MS4 Stormwater Committee on the number of residents served by recycling events and amount of materials recovered.

Year 3: Provide adequate safety and disposal resources to volunteer groups at each hazardous waste disposal and/or recycling event.

Responsible Party:

District General Manager

6. Storm Drain Labeling: Labeling of Stormwater inlet structures with messages related to Stormwater quality issues.

Implementation Tasks:

1. Inspect existing labeled storm drains for damaged and/or missing medallions and make repairs, and identify target areas or streets to be included in the storm drain labeling program.

2. Identify groups that may be willing to participate in the storm drain labeling program including consideration of the following groups:

- Local Boy and Girl Scout organizations;
- Local school groups;
- Local fund raising groups; and
- Other civic and community organizations.

3. Provide necessary support for volunteer storm drain labeling groups (e.g. stencils, appliques, paint, rollers, traffic control, safety equipment, trash bags, and landfill access or bulk litter collection).

4. Maintain records of storm drain labeling and volunteer participation.

5. Annually report on number of storm drains inspected or new storm drains labeled.

Measurable Goals:

Year 2: Develop a schedule to inspect existing labeled storm drains for damaged and/or missing medallions and make repairs, and identify target areas or streets to be included in the storm drain labeling program.

Year 2: Review and evaluate slogans, logos, and/or text for labeling Stormwater

inlet structures.

Year 1: Invite targeted groups to participate in the storm drain labeling program.

Year 2: Commence the review and inspection of labeled storm drains in accordance with the written procedures.

Responsible Party:

District General Manager

II. Minimum Control Measure 2 — Illicit Discharge Detection and Elimination

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) that focus on the detection and elimination of illicit discharges into the MS4. A storm sewer system map showing the location of all outfalls and the names and location of all receiving waters will be developed from existing mapping information, eg. MS4 CAD or GIS map bases or the US Census Bureau Tiger/Line 2000 maps. The BMPs describe procedures to develop and update a storm sewer system map showing the location of all outfalls and the names and location of all receiving waters; the legal authority mechanism (to the extent allowable by law) which will be used to effectively prohibit illicit discharges; public education regarding identifying, reporting and eliminating illicit discharges; the dry weather screening program and procedures for tracing and locating the source of an illicit discharge; procedures for locating priority areas; and procedures for removing the source of the illicit discharge. BMPs also focus on education and training of employees and the general public with regard to the hazards associated with illegal discharges and improper disposal of waste. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

1. Illicit Discharge Legal Authority: Evaluate authority to prohibit illicit discharges of non-Stormwater to the MS4.

Implementation Tasks:

1. Evaluate participation opportunities with the Village of the Hills and/or Travis County regarding the inspection and enforcement to control pollutant discharges into the MS4.

2. Control pollutant discharges by any District facilities, employees, contractors, or any other entity over which the District has operational control.

3. Review and update notification procedures to report discharges or incidents for enforcement to an entity with enforcement authority.

4. Develop procedures for tracing, removing, reporting, and responding to illicit discharges and their sources.

Measurable Goals:

Year 2: Evaluate opportunities for collaboration with the Village of the Hills and/or Travis County for participation in the inspection and enforcement of pollutant discharges into the MS4.

Year 2: Develop written notification procedures for the reporting of discharges or incidents to an entity with enforcement authority over such incidents. Develop procedures for tracing, removing, reporting, and responding to illicit discharges and their sources.

Year 3: Review, update, and continue to implement District rules and policies to control pollutant discharges by any District facilities, employees, contractors, or any other entity over which the District has operational control through inspection and enforcement.

Responsible Party:

District General Manager

2. Maintain the MS4 and Outfall Inventory: Maintain an updated map of the MS4 indicating the location of Stormwater discharge outfalls.

Implementation Tasks:

1. Verify and maintain a map of the MS4 system including the location of the following:

- MS4 receiving streams;
- Stormwater Outfalls; and
- Permit Coverage Area.

2. Annual review and update of the map.

Measurable Goals:

Year 2: Annually verify existing map of the MS4, including MS4 receiving streams, Stormwater outfalls, permit coverage area, and any other information that may be required by the designated NPDES permitting authority.

Year 3: Present the MS4 map to the District Board of Directors for review, and annual review thereafter.

Responsible Party:

District General Manager

3. MS4 Outfall Screening: Conduct systematic inspection of outfalls in the MS4 in order to identify the presence of illicit discharges.

Implementation Tasks:

1. Review and update written procedures and training materials to track locations of illicit discharges and required actions upon identification (MS4 Database).

2. Develop a schedule that allows for the screening of the entire MS4 system within the permit term. (Typically the schedule will require 20% of the total number of outfalls be completed annually in order to achieve 100% completion over a 5 year permit term.)

3. Develop written procedures for internal tracking and recordkeeping of outfall screening results.

4. Conduct outfall screening efforts according to the developed schedule.

5. Investigate outfall drainage systems that are identified as having non-Stormwater discharges from the MS4 and eliminate illicit discharges according to local Stormwater regulations.

6. Maintain records of outfall screening and investigations for each outfall and any elimination activities.

7. Annually report on the number of outfalls screened, number of non-Stormwater discharges, number of illicit discharges, and elimination activities conducted under this program.

Measurable Goals:

Year 2: Review and continue to implement training and other procedures to track locations of illicit discharges.

Year 2: Implement a systematic outfall screening schedule to ensure the screening of the entire MS4 system within the 5 year permit term.

Year 3: Investigate outfall drainage systems that are identified as having non-Stormwater discharges from the MS4 and eliminate illicit discharges according to local Stormwater regulations.

Year 3: Complete screening of 30% of the Stormwater outfalls that discharge to

the MS4 in accordance with the identified schedule.

Year 4: Complete screening of 60% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

Year 5: Complete screening of 100% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

Responsible Party:

District General Manager

4. Interagency Procedures: Develop interagency procedures for collaboration regarding illicit discharge elimination activities where applicable (Village of the Hills and/or Travis County).

Implementation Tasks:

1. Contact the agency(s) and identify potential roles of the agency(s) in assisting the MS4 in eliminating illicit discharges.

2. Contact the Village of the Hills and/or Travis County regarding identified illicit discharges and the coordination of efforts to eliminate identified discharges.

3. Report annually regarding any identified discharges discussed with the Village of the Hills and/or Travis County and any subsequent actions to individually or collaboratively address the elimination of illicit discharges.

Measurable Goals:

Year 1: Contact the agency(s) and identify potential roles of the agency(s) in assisting the MS4 in eliminating illicit discharges.

Year 1: Review and update list of local agencies that may need to be involved in the illicit discharge elimination process.

Year 2: Develop written procedures to facilitate collaboration to eliminate illicit discharges that may originate outside of the MS4 jurisdiction.

Year 3: Report to the Village of the Hills and/or Travis County any identified illicit discharges, as well as recommendations for actions to eliminate such discharges through educational materials and collaborative reporting mechanisms.

Year 4: Conduct periodic interagency meetings as necessary to maintain

collaboration regarding the elimination of illicit discharges.

Responsible Party:

District General Manager

5. Runon-Runoff Pollutant Controls: Identify and minimize the runon-runoff discharge of pollutants to the MS4.

Implementation Tasks:

1. Identify specific types of pollutants that may be mobilized by Stormwater runoff and be discharged to the MS4, such as, oil & grease, metals, and sediment from stockpiled materials.

2. Identify types of facilities likely to contribute these types of pollutants to the MS4.

3. Review and update guidance and educational materials for distribution to the identified facilities.

Measurable Goals:

Year 3: Develop and collect information on potential Stormwater runon-runoff sources that could be discharged to the MS4.

Year 3: Review and update guidance and distribute educational materials for distribution to the community. Identify potentially affected facilities, and coordinate with them to encourage the reduction of runon-runoff Stormwater pollutants to the MS4.

Responsible Party:

District General Manager

6. Sanitary Sewer System Overflows: Identify and reduce the occurrences of sanitary sewer system overflows.

Implementation Tasks:

1. Review, update, and distribute public education materials on the reporting of

sanitary sewer system overflows.

2. Investigate locations of reported sanitary sewer system overflows reported by the public.

3. Properly document and report the location and characteristics of each sanitary sewer system overflow detected to the appropriate regulatory agency (if applicable) and to the MS4 Stormwater Committee.

4. Determine steps necessary to eliminate each sanitary sewer system overflow identified.

Measurable Goals:

Year 1: Develop and implement a standard procedure for the investigation, identification, and reporting of sanitary sewer system overflows.

Year 2: Annually report the reported sanitary sewer system overflows reported by the public.

Year 3: Engage area entities through direct outreach, electronic communication, and newsletters to identify and eliminate sources of sanitary sewer overflows.

Responsible Party:

District General Manager

III. Minimum Control Measure 3 — Construction Site Stormwater Runoff Control

The Construction Site Runoff minimum control measure consists of Best Management Practices (BMPs) that focus on the reduction of pollutants in any Stormwater runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre (or from construction activity disturbing less than one acre but part of a larger common plan of development or sale that would disturb one acre or more). The BMPs describe measures to educate community residents and businesses regarding the prevention of construction site runoff; actions to educate regarding compliance; educational materials encouraging construction site operators to implement appropriate erosion and sediment control BMPs; educational materials encouraging construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site; educational materials encouraging procedures to incorporate the consideration of potential water quality

impacts; and procedures for receipt and consideration of information submitted by the public. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

1. Construction Legal Authority: Review, update, and implement a site plan review process and educational materials to encourage the reduction of local construction site runoff\for construction activities disturbing one or more acres or sites, or less than one acre if part of a larger common plan of development or sale that would disturb one acre or more.

Implementation Tasks

1. Review, update, and implement a site plan review process for any construction within the MS4 to ensure inclusion of potential water quality impacts.

2. Review, update, and implement procedures to receive information and consider information from the public, including referring any complaints to an appropriate enforcement authority.

3. Review, update, and implement procedures for site inspection of construction sites to ensure control measures are present. Review and update procedures for requirements of operators of construction sites one acre or greater to maintain certain stormwater control measures.

4. Review, update, and implement regulatory mechanism and educational materials encouraging construction site operators to minimize and eliminate construction site runoff. Such regulatory mechanism and educational materials shall focus on encouraging implementation of erosion and sediment control BMPs and control of site waste by contractors and confirmation of compliance with TPDES Construction General Permit.

5. Review, update, and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment and vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans.

6. Review, update, and implement prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.

7. Develop procedures for staff training and receipt and consideration of information submitted by the public.

Measurable Goals

Year 2: Review, update, and implement a site plan review process for any construction within the MS4 to ensure consideration of potential water quality impacts. Develop and implement site inspection process and maintain records of said inspections.

Year 3: Review and update written procedures to receive and consider information from the public, including the reporting of potential violations.

Year 3: Annually perform 100% review of all construction sites of one acre or more prior to commencement of soil disturbance to ensure adherence to District control measures. Review and update procedures for requirements of operators of construction sites one acre or greater to maintain certain stormwater control measures.

Year 3: Review and evaluate topics to include in educational materials and corresponding regulatory mechanism designed to encourage construction site operators to reduce construction site runoff through the implementation of erosion and sediment control as well as the control of site waste.

Year 3: Disseminate the educational materials encouraging measures to reduce construction site runoff to residents and local businesses through publication in local newsletters, direct mail, or through the District website.

Year 4: Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment and vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans.

Year 4: Review and implement prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.

Year 4: Develop procedures for staff training and receipt and consideration of information submitted by the public.

Responsible Party:

District General Manager

IV. Minimum Control Measure 4 — Post-Construction Stormwater Management in New Development and Redevelopment

The Post-Construction Stormwater Management minimum control measure consists of Best Management Practices (BMPs) that focus of the prevention or minimization of water quality impacts from new development and redevelopment projects that disturb 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 the small MS4. The BMPs describe structural and/or non-structural practices; measures to educate community residents and businesses regarding the prevention of construction site runoff, which will be used to address post-construction runoff from new development and redevelopment projects; and educational material dissemination to ensure long term operation and maintenance of BMPs. Also included are BMPs focusing on education programs for developers and the general public with regard to project designs that minimize negative water quality impacts. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

1. Post-Construction Runoff Legal Authority: Review and update educational materials to encourage post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment.

Implementation Tasks

1. Review, update, and disseminate educational materials to encourage post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment. Update and implement accompanying regulatory mechanism.

2. Update and implement requirements and procedures applicable to owners or operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.

3. Update, implement, and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.

Measurable Goals

Year 3: Review and update topics to include in educational materials to encourage the reduction of post-construction site runoff and minimize the impacts of new development/redevelopment. Update and implement accompanying regulatory mechanism.

Year 4: Review, update, and disseminate the educational materials, through newsletters, electronic mail, direct mail, or the District website, to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/redevelopment.

Year 4: Update and implement requirements and procedures applicable to owners or operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.

Year 4: Update, implement, and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.

Responsible Party:

District General Manager

V. Minimum Control Measure 5 — Pollution Prevention and Good Housekeeping for Municipal Operators

The Pollution Prevention and Good Housekeeping minimum control measure consists of Best Management Practices (BMPs) that focus on training and on the prevention or reduction of pollutant runoff from municipal operations. The BMPs describe the use of available training materials available from the EPA, the TCEQ and other organizations; specific municipal operations that are impacted by the proposed operation and maintenance BMPs; a list of municipally-owned industrial facilities which require other Stormwater discharge permits; maintenance activities, schedules and long term inspection procedures for controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations fleet or maintenance shops with outdoor storage areas; procedures for the proper disposal of waste removed from the MS4 and municipal operations, including dredge spoil, accumulated sediments, floatables and other debris; and procedures to ensure that new flood management projects are assessed for impacts on water quality and existing projects are assessed for incorporation of additional water quality protection devices or practices. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

1. Prioritized Litter Collection: Evaluate and conduct prioritized litter collection in order to optimize litter collection for Stormwater quality purposes.

Implementation Tasks:

1. Identify litter collection areas under the District's current landscaping contract.

2. Review and update a litter collection plan and modify the landscaping contract as necessary. Develop procedures to inform staff and contractors of operating procedures; maintain training attendance records, and develop contractor oversight procedures.

3. Collect litter according to the developed schedule.

4. Evaluate operation and maintenance activities for their potential to discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.

5. Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls, and conduct inspections of pollution prevention measures; maintain inspection log.

Measurable Goals:

Year 1: Identify the litter collection services currently part of the District's landscaping contract and identify other areas not part of the contract that may affect Stormwater quality and need to be serviced.

Year 2: Review and update litter collection plan to include annual site inspections and verifications. Develop procedures to inform staff and contractors of operating procedures; maintain training attendance records, and develop contractor oversight procedures.

Year 3: Implement prioritized litter collection program based on the litter collection plan.

Year 4: Evaluate operation and maintenance activities for their potential to discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.

Year 4: Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls, and conduct inspections of pollution prevention measures; maintain inspection log.

Responsible Party:

District General Manager

2. Pesticide and Herbicide Application: Maintain the proper use of pesticide and herbicide products as provided for by District's current landscape contract.

Implementation Tasks:

1. Review and continue with the District's current landscape services contract to ensure that the agreement provides for reduced pesticide and herbicide applications.

2. Review and update a preliminary pesticide and herbicide application schedule.

3. Comply with local, state, and federal regulations associated with pesticide and herbicide application (e.g. licensing regulations).

4. Assess each location for opportunities to implement alternative practices and to retrofit structures in order for non-pesticide methods of maintenance to become effective.

5. Review and update a prioritized list of areas where retrofits and alternative pest control practices would reduce overall pesticide and herbicide application volumes.

Measurable Goals:

Year 1: Review and update alternative pesticide and herbicide application schedule and control practices as provided for under the District's current landscape contract.

Year 3: Review and update a prioritized list of areas where alternative pest control practices would reduce overall pesticide and herbicide application volumes.

Year 4: Assess each location for opportunities to implement alternative practices in order for non-pesticide methods of maintenance to become effective.

Responsible Party:

District General Manager

3. Catch Basin Cleaning: Reduce sediment and floatable materials discharges by routinely cleaning MS4 catch basin and Stormwater inlet structures.

Implementation Tasks:

1. Create and implement written procedures of the District catch basin cleaning program to include a schedule for cleaning inlet structures, catch basins, and manholes.

2. Evaluate the catch basin cleaning schedule on an annual basis through annual onsite inspections.

Measurable Goals:

Year 2: Review, update, and implement the District catch basin cleaning program.

Year 3: Annually report to the MS4 Stormwater Committee on the results of all annual inspections performed.

Responsible Party:

District General Manager

4. Landscaping and Lawn Care: Reduce the discharge of landscaping and lawn care waste from permittee owned facilities through better mowing and landscaping maintenance practices.

Implementation Tasks:

1. Review and update inventory of landscaping and lawn care areas that are owned by the permittee.

2. Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce the discharge of the following:

- Fertilizers;
- Leaf litter and tree trimmings;
- Litter and floatable materials; and
- Equipment fluids.

3. Ensure that proper litter collection is scheduled prior to any mowing activities.

4. Use all herbicides, pesticides, and fertilizers in accordance with manufacturers' instructions for application rates and quantities.

5. Evaluate methods for containing and/or composting trimmings and grass clippings.

6. Report annually on the activities conducted under this program.

Measurable Goals:

Year 1: Review and update inventory of all permittee owned landscaping and lawn care areas.

Year 3: Review and update existing methods for containing and/or composting trimmings and grass clippings.

Year 3: Review and update written procedures to ensure that use of all herbicides, pesticides, and fertilizers are done in accordance with manufacturers' instructions for application rates and quantities.

Year 3: Annually, report to the MS4 Stormwater Committee on the results of all annual inspections.

Responsible Party:

District General Manager

5. Illegal Dumping: Identify and investigate illegal dumping locations owned by the permittee in order to determine the source of materials and encourage reporting of dumpers.

Implementation Tasks:

1. Review and update procedures and training to inspect MS4 jurisdiction in order to identify existing illegal dumping locations.

2. Review and update list of illegal dumping locations identified.

3. Develop written procedures for removing illegally dumped materials from permittee owned properties.

4. Develop written procedures to conduct investigations of illegally dumped material in order to attempt to identify the sources of the materials.

5. Post signs at illegal dumping locations that indicate the prohibitions associated with illegal dumping.

6. Review and update educational materials to provide resources for the reporting of illegal dumpers.

Measurable Goals:

Year 2: Review and update procedures and training for inspection of District to identify illegal dumping locations.

Year 2: Develop written procedures for removing illegally dumped materials from permittee owned properties.

Year 2: Document all illegal dumping locations identified and post signs at illegal dumping locations that indicate the prohibitions associated with illegal dumping.

Year 2: Perform inspections of all identified illegal dumping locations in accordance with written procedures.

Year 3: Annually report to the MS4 Stormwater Committee on the results of all monthly inspections.

Year 4: Review, update, and disseminate, through direct mail, electronic mail, local newsletters, and/or the District's website, information to inform the public regarding the dangers of illegal dumping and methods for reporting illegal dumpers.

Responsible Party:

District General Manager

6. Board of Directors Educational and Oversight Program: Program to educate new board members and review with current board members duties and responsibilities of the SWMP and permit requirements of the Phase II MS4 General Permit and ensure its implementation.

Implementation Tasks

1. Provide presentation to permittee's Board of Directors within three (3) months after director election held every two years as required by State law for water districts to include review of:
   - A map of MS4 and discussion of its components;
   - A copy of and requirements of TPDES Phase II MS4 General Permit (TXR040000);
   - A copy of and requirements of SWMP; and
   - A discussion of how the SWMP is implemented by the District.

2. Include a standing item on a quarterly basis for regular meetings of the Board of Directors on the implementation of the SWMP.

Measurable Goals

Year 1: Provide presentation to permittee's Board of Directors within three (3) months after director elections to include review of:

- A map of MS4 and discussion of its components;
- A copy of and requirements of TPDES Phase II MS4 General Permit (TXR040000);
- A copy of and requirements of SWMP; and
- A discussion of how SWMP is implemented by the District.

Year 1: Include standing item on a quarterly basis for regular meetings of the Board of Directors on the status of the SWMP.

Responsible Party:

District General Manager