

**Phase II (Small) MS4 Annual Report Form
TPDES General Permit No. TXR040000**

A. General Information

1. Permit No. **TXR040256** Annual Report Period: Aug. 13, 2010 – Aug. 12, 2011

Name of MS4 / Permittee: **The Woodlands Joint Powers Agency (WJPA)**

Contact Name: **Michael O. Mooney, P.E.** Telephone Number: **(281) 367-1271**

Mailing Address: **2455 Lake Robbins Drive, The Woodlands, TX 77380**

E-mail Address: **mmooney@wjpa.org**

2. Is the named permittee relying on another entity/ies to satisfy some of its permit obligations? Yes No

If Yes, provide the name(s) of other entity/ies and an explanation of their responsibilities (add more spaces or pages if needed):

Name and Explanation:

The permittee is a participating member in the Montgomery County Storm Water Coalition and is responsible for implementation of the SWMP in its entirety. However some of the activities are being conducted as a group, such as the development of public education materials, development of ordinances, guidance documents and procedures. The coalition consists of the Woodlands Joint Powers Agency (WJPA) and Montgomery County

3. Is the named permittee sharing a SWMP with other entities? Yes No

If "Yes," list all associated permit numbers and permittee names (add additional spaces or pages if needed):

Permit Number: Permittee:

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4. Is this a system-wide annual report including information for all permittees? _____ Yes No

Explanation, if any

5. Has a copy of this annual report been submitted to the TCEQ Regional Office? Yes _____ No

B. SWMP Modifications and Additional Information

Include a brief explanation if you check "Yes" to any of the following statements.

1. a. 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

b. If Yes to the above, has the TCEQ already approved the original SWMP? _____ Yes _____ No

N/A

c. If Yes to the above, indicate whether an NOC (or letter) has been submitted to document the changes to the approved SWMP as required by the general permit. (Note that if an NOC is required, it must be submitted to the address shown on the NOC. Do not attach the original NOC form to this report.) _____ Yes _____ No

N/A

2. The MS4 has annexed lands since obtaining permit coverage. _____ Yes No

3. A receiving water body is newly listed as impaired or a TMDL has been established. _____ Yes No

4. The MS4 has conducted analytical monitoring of storm water quality. _____ Yes No

Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results.

As a Phase II MS4 permittee, the WJPA is not required by the permit to conduct analytical monitoring.

C. Narrative Provisions.

1. Provide information on the status of complying with permit conditions:

	Yes	No	Explain
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		

2. Provide a general assessment of the appropriateness of the selected BMPs:

Has the permittee determined that any of the selected BMPs are not appropriate for reducing the discharge of pollutants in storm water? _____ Yes No

Provide explanation:

The WJPA selected the BMPs included in the SWMP based on the requirements of permit requirements included in each minimum control measure. The BMPs selected are currently considered appropriate for reducing the discharge of storm water pollutants.

3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP). Summarize any information used (such as monitoring data) to evaluate reductions in the discharge of pollutants. Use a narrative description or table as appropriate:

MCM	BMP	Parameter	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
1	Water Utility Bill Inserts	Number of materials mailed	Approximately 120,000	Inserts	No
1	Flyers and Brochures	Number of materials distributed	125 After the Storm brochures; 125 Illegal Dumping brochures	Materials	No
1	Impacts of Illegal Dumping and Littering	Number of materials distributed	125 After the Storm brochures; 125 Illegal Dumping brochures	Materials	No
1	Distribute Materials to	Number of materials	400 storm water	Bookmarks	No

	Local Schools	distributed	bookmarks		
1	Education of Construction Site Personnel	Number of materials distributed	1 Poster, 125 After the Storm brochures, and a guidance document	Materials	No
3	MS4 Outfall Screening	Percentage of outfalls screened	Approximately 75% of total outfalls	Percent	Yes, the detection and elimination of illicit discharges represents a direct reduction in pollutants.
3	Enforce the Existing Policy Prohibiting Illicit Discharges	Number of enforcement actions	0	Enforcement Actions	Yes, enforcement of existing policy prohibiting illicit discharges results in a direct reduction in pollutants.
4	Construction SWP3 Review and Permit Compliance	Number of plans reviewed	4	Plans	Yes, reviewing plans ensures that appropriate structural controls are being used to reduce pollution.
4	Construction Site Inspection	Number of inspections / Number of active sites	0 / 0	Inspections / Active Sites	Yes, inspection of construction sites ensures that appropriate controls are in place and functioning properly to reduce pollution.
4	Construction Site Notice Posting	Quantity of Site Notices	0	Site Notices	No
5	Development Project Plan Review	Development Plans Reviewed	7	Plans	Yes, reviewing plans ensures that appropriate structural controls are being used to reduce pollution.
5	Post Construction Control Policy	Number of enforcement actions	0	Enforcement Actions	Yes, enforcement of the post construction site control policy represents a direct reduction in pollution.

6	Vehicle and Equipment Maintenance	Number of vehicles maintained	11	Vehicles Maintained	Yes, routine vehicle maintenance ensures that WJPA rolling stock is in proper working order.
6	Disposal of Waste	Methods of Disposal	N/A	N/A	Yes, collected floatables are disposed of in an approved landfill and dirt/sediment removed from the drainage systems is re-used for fill as necessary
6	Field Office and Stockpile Material Storage Areas	Number of SWP3s	1	Plans / Inspections	Yes, inspection of field offices and stockpile material storage areas ensure that appropriate controls are in place and functioning properly to reduce pollution.
6	Storm Sewer System Maintenance	Number of catch basins cleaned / linear feet of ditching completed / volume of floatables removed	Approx. 200 / 6,000 feet / Approx. 400 cubic yards	Catch Basins / Linear Feet / Volume	Yes, inspection and maintenance of the storm sewer system directly reduces that amount of floatables/debris from the system.
6	Maintain MUD Owned Construction Sites	Number of maintenance work orders completed	2	Work Orders Completed	No.
6	WJPA Parking Lots	Number of parking lot inspections	1	Parking Lots	No.

Or, provide explanation below:

N/A

4. Provide a general evaluation of the program's progress, including any obstacles or challenges encountered in implementing BMPs, meeting the program's schedule, etc.:

The implementation of the SWMP is currently in compliance with the implementation schedule. No significant obstacles or challenges have been encountered thus far.

5. Provide the number of construction activities (other than those where the permittee was the operator) that occurred within the regulated area as indicated via notices of intent or site notices:

4

6. Does the permittee utilize the 7th MCM related to construction? _____ Yes No

If Yes, then provide the following information:

a. The number of municipal construction activities authorized under this general permit: N/A

b. The total number of acres disturbed for municipal construction projects: N/A

Though the 7th MCM is optional, this must be requested on the NOI or on a NOC and approved by the TCEQ.

7. Requirements for Specific Minimum Controls Measures (MCMs):

- a. For MCM 1 - Public Education and Outreach, provide documentation of activities conducted and materials used to fulfill the requirements of this MCM.
- b. Also for MCM 1, provide documentation of the amount of resources used to address each group (e.g., visitors, businesses, etc.).
- c. For MCM 3 – Illicit Discharge Detection and Elimination (IDDE), indicate whether you have developed a list of allowable non-storm water discharges, other than those already listed in the general permit. If you have developed a list and have made any changes to the local controls, conditions and/or programs being established for discharges, include this information below. If you do not have any changes for this permit year, indicate that this item is not applicable.

a) 125 After the Storm brochures, 125 Illegal Dumping brochures, and 200 bookmarks were printed and made available to the public, 1 educational poster on construction activities was displayed, a guidance document was made available to construction site personnel covering construction site runoff issues, and a Montgomery County Storm Water Quality Coalition website was developed and made available.

b) After the Storm brochures, Illegal Dumping brochures and posters were displayed at city hall and were available for all target audiences including visitors, residents, business owners, etc (Estimated \$500). The guidance document was developed to target all personnel involved in construction activity and the website was designed to help educate all target audiences(Estimated \$3,000).

c) N/A

8. Describe any proposed changes to the SWMP in the coming reporting year.

None

9. Describe any activities planned for the next permit year / reporting cycle.

In addition to the BMPs already implemented, the highlighted BMPs will be implemented during Year 5.

MCM	BMP	Full Implementation by End of
1	Water Utility Bill Inserts	Year 4
1	Flyers and Brochures	Year 4
1	Impacts of Illegal Dumping and Littering	Year 3
1	Distribute Materials to Local Schools	Year 3
1	Education of Construction Site Personnel	Year 2
2	Participate in Public Meetings	Year 4
2	Support the Programs by the Community Associations of the Woodlands	Year 2
2	Storm Drain Stenciling or Appliqués or Castings	Year 5
3	Maintain and Update the MS4 Outfall Inventory Map	Year 4
3	MS4 Outfall Screening (Dry Weather Screening of Outfalls)	Year 5
3	Enforce the Existing Policy Prohibiting Illicit Discharges	Year 2

4	Construction SWP3 Review and Permit Compliance	Year 5
4	Construction Site Inspection	Year 5
4	Construction Site Notice Posting	Year 4
5	Development Project Plan Review	Year 5
5	Inspection of Post Construction Control Measures	Year 5
5	Post Construction Control Policy	Year 5
6	Vehicle and Equipment Maintenance	Year 4
6	Employee Training Program	Year 5
6	Disposal of Waste	Year 2
6	Field Office and Stockpile Material Storage Areas	Year 3
6	Storm Sewer System Maintenance	Year 4
6	Maintain MUD Owned Construction Sites	Year 4
6	WJPA Parking Lots	Year 4

D. Storm Water Management Program Status. Provide the status of every BMP and measurable goal listed in the SWMP, as described in the instructions. Each MCM, but not necessarily each BMP, must include the measurable goals described in the SWMP. For a shared SWMP, include the name of the responsible MS4 operator(s) in the “BMP” column. *(Though an MS4 is not required to implement BMPs until the initial SWMP is approved by the TCEQ, the MS4’s initial annual report should include a description of what has been done to date, even if the SWMP has not yet been approved. The MS4 will receive credit for all BMPs implemented prior to and during the first permit year if they are described in the initial annual report.)*

Table 1 – BMP Status

MCM(s)	BMP	Year 4 Milestones	New or Revised	Start Date	Status / Completion Date (completed, in progress, not started)
1	Water Utility Bill Inserts	Approximately 120,000 inserts were mailed	No	8/12/2011	Full implementation
1	Flyers and Brochures	Prepared and made available 125 After the Storm brochures and 125 Illegal Dumping brochures.	No	8/12/2009	Full implementation
1	Impacts of Illegal Dumping and Littering	Prepared and made available 125 After the Storm brochures and 125 Illegal Dumping brochures.	No	8/12/2009	Full implementation
1	Distribute Materials to Local Schools	Prepared and made available 200 bookmarks at Coulson Tough Elementary (K-6)	No	8/12/2010	Full implementation
1	Education of Construction Site Personnel	Developed construction guidance document, posted 1 construction poster, and made available construction guidance documents via the storm water website www.ms4web.com/mcswc	No	8/12/2009	Full implementation

2	Participate in Public Meetings	Held a public meeting for Montgomery County/WJPA on May 9, 2011.	No	8/12/2011	Full implementation
2	Support the Programs by the Community Associations of the Woodlands	The WJPA supports the Community Associations of the Woodlands by providing monetary and in-kind services towards its programs. 3 programs/events were supported by the WJPA.	No	8/12/2009	Full implementation
2	Storm Drain Stenciling or Appliqués or Castings	The WJPA has started the storm drain stenciling program early and has marked approximately 100% of the system	No	8/12/2009	Full implementation
3	Maintain and update the MS4 Outfall Inventory	Approximately 75% of the outfalls have been mapped.	No	8/12/2009	Full implementation
3	MS4 Outfall Inspection (Dry Weather Screening of Outfalls)	Approximately 75% of outfalls have been dry weather screened.	No	8/12/2009	Full Implementation
3	Enforce the Existing Policy Prohibiting Illicit Discharges	There were no enforcement/corrective actions issued under Policy No. ENF-10 during Permit Year 4.	No	8/12/2009	Full implementation
4	Construction SWP3 Review and Permit Compliance	4 SWP3s were reviewed and approved.	No	8/12/2009	Full implementation
4	Construction Site Inspection	0	No	NA	Full implementation

4	Construction Site Notice Posting	0 site notices; 0 public reports	No	8/12/2011	Full implementation
5	Development Project Plan Review	7 plans were reviewed and approved.	No	8/12/2011	Full implementation
5	Inspection of Post Construction Control Measures	Not due yet – The WJPA plans to implement an inspection of post construction control measures program during permit year 5.	No	8/12/2011	Not started / required to be started in year 5.
5	Post Construction Control Policy	No enforcement actions were issued.	No	8/12/2010	Full implementation
6	Vehicle and Equipment Maintenance	11 vehicles maintained.	No	8/12/2010	Full implementation
6	Employee Training Program	A Storm Water Training Program was held on November 3, 2010 for employees and contractors responsible for WJPA operations.	No	8/12/2010	Full implementation
6	Disposal of Waste	The WJPA disposes of floatables collected in an approved landfill, dirt and sediment removed from the drainage systems is re-used for fill as necessary.	No	8/12/2009	Full implementation
6	Field Office and Stockpile Material Storage Areas	1 pollution prevention plan was developed.	No	8/12/2010	Full implementation

6	Storm Sewer System Maintenance	Approximately 200 catch basins were cleaned; approximately 6,000 feet of ditching was completed; & approximately 400 cubic yards of floatables were removed.	No	8/12/2011	Full implementation
6	Maintain MUD Owned Construction Sites	2 work orders were completed.	No	8/12/2011	Full implementation
6	WJPA Parking Lots	1 parking lot was inspected.	No	8/12/2011	Full implementation

Table 2 – Measurable Goals Status

MCM(s)	BMP	Measurable Goal(s)	Success	Proposed Changes (submit NOC as needed)
1	Water Utility Bill Inserts	Mail at least 1 type of available material per year (years 4 & 5)	Met	No changes
1	Flyers and Brochures	Distribute or post at least 2 types of available brochures per year (years 4 & 5)	Met	No changes
1	Impacts of Illegal Dumping and Littering	Distribute or post at least 2 types of available brochures per year (years 3,4,5)	Met	No changes
1	Distribute Materials to Local Schools	Ensure at least 1 type of material is distributed annually to the local schools (years 3,4,5)	Met	No changes
1	Education of Construction Site Personnel	Make available to construction site personnel at least 1 guidance document on construction site runoff issues each year (years 2,3,4,5)	Met	No changes
2	Participate in Public Meetings	Invite local group to attend public meetings and perform public meetings at least once per permit term (years 4, 5)	Met	No changes
2	Support the Programs by the Community Associations of the Woodlands	Provide support to the association's programs (years 2,3,4,5)	Met	No changes
2	Storm Drain Stenciling or Appliqués or Castings	Implement the program by Year 5 (year 5)	Met	No changes

3	Maintain and update the MS4 Outfall Inventory Map	Conduct 1 review of the map per permit term. (year 4)	Met / Mapped approximately 75% of the outfalls.	No changes
3	MS4 Outfall Inspection (Dry Weather Screening of Outfalls)	Screen 100% of the outfalls once per permit term. (25% per year) (years 2,3,4,5)	Met / Dry weather screened approximately 75% of the outfalls.	No changes
3	Enforce the Existing Policy Prohibiting Illicit Discharges	Enforce Policy No. ENF-10 as needed (years 2,3,4,5)	Met	No changes
4	Construction SWP3 Review and Permit Compliance	Review construction plans (within WJPA jurisdiction) that will result in the disturbances of greater than or equal to one acre, or are part of a common plan of development or sale that will result in the disturbance of one or more acres for compliance with the TCEQ CGP on an as needed basis. (year 5)	Met	No changes
4	Construction Site Inspection	Conduct inspections according to TCEQ CGP. (year 5)	Not due yet	No changes
4	Construction Site Notice Posting	Post an appropriate site notice at each WJPA construction site subject to the TCEQ Construction General Permit (years 4,5)	Met	No changes
5	Development Project Plan Review	Review construction plans for the inclusion of appropriate post-construction controls on an	Not due yet	No changes

		as needed basis (year 5)		
5	Inspection of Post Construction Control Measures	Conduct at least 1 inspection of control measures per permit term (year 5)	Not Due Yet	No changes
5	Post Construction Control Policy	Enforce the Post-Construction Control Policy as needed (year 5)	Not due yet	No changes
6	Vehicle and Equipment Maintenance	Perform inspections and maintenance activities as indicated by manufacturer's specifications (years 4, 5)	Met	No changes
6	Employee Training Program	Conduct at least one training program per permit term (year 5)	Met	No changes
6	Disposal of Waste	Properly dispose of waste materials on a routine basis (years 2,3,4,5)	Met / All floatables collected are disposed in an approved landfill, dirt and sediment removed from the drainage systems is re-used for fill as necessary.	No changes
6	Field Office and Stockpile Material Storage Areas	Conduct an inspection of each pollution prevention plan at least once per permit term (year 3)	Met	No changes
6	Storm Sewer System Maintenance	Inspect/maintain approximately 50% of the system per year (years 4,5)	Met	No changes

6	Maintain MUD Owned Construction Sites	Inspect and maintain MUD owned construction sites as required by the TCEQ Construction General Permit (years 4,5)	Met	No changes
6	WJPA Parking Lots	Inspect/maintain WJPA parking areas at least once per year (years 4,5)	Met	No changes

The Woodlands Joint Powers Agency

Certification

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): _____

Title: _____

Signature: _____

Date: _____

Rebecca Villalba, Team Leader
Texas Commission on Environmental Quality
Storm Water and Pretreatment Team (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for **The Woodlands Joint Powers Agency**
TPDES Permit Number: **TXR040256**

Dear Team Leader:

This letter serves to transmit the Year 4 Annual Report for the Texas Pollutant Discharge Elimination System (TPDES) Small Municipal Separate Storm Sewer System (MS4) General Permit, Authorization Number **TXR040256** for the **Woodlands Joint Powers Agency**.

A separate Notice of Change (NOC) has **not** been submitted based on the fact that changes have not been proposed for Year 5.

As required by the general permit, a copy of this submittal has also been mailed to the TCEQ's regional office in Houston, Texas.

Sincerely,

Michael O. Mooney, P.E.
Deputy General Manager
The Woodlands Joint Powers Agency