MS4 Annual Report for 2015

Reporting period: January 1, 2015 to December 31, 2015

Due: June 30, 2016

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2015 and December 31, 2015.

MPCA staff may also contact you for additional information.

Questions: Contact Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us or Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us.

MS4 General Contact Information

Full Name: Tim Kelly
Title: District Administrator
Mailing Address: 12301 Central Ave NE, Suite 100
City: Blaine
State: MN
Zip Code: 55434
Phone: 763-755-0975
Email: tkelly@cooncreekwd.org

Preparer Contact Information (if different from the MS4 General Contact)

Full Name:
Title:
Organization:
Mailing Address:
City:
State:
Zip Code:
Phone:
Email:

MCM 1: Public Education and Outreach

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

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]
   Yes

Q3 If 'Yes' in Q2, what is your stormwater-related issue(s)? Check all that apply.
   Total Maximum Daily Loads (TMDLs)
   X Residential best management practices (BMPs)
   X Pet waste
   X Yard waste
   X Deicing materials
   X Household chemicals
   X Construction activities
   X Post-construction activities
   Other
   If 'Other', describe: 

Q4 Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]
   Yes

Q5 Do you have an implementation plan as required by the Permit? [Part III.D.1.b.]
   Yes
Q6 How did you distribute education materials or equivalent outreach? [Part III.D.1.a. ] Check all that apply in the table below.

Q7 For the items checked in Q6 below, what is the intended audience? Check all that apply in the table below.

Q8 For the items checked in Q6 below, enter the total circulation/audience in the table below. (If unknown, use best estimate)

<table>
<thead>
<tr>
<th>Q6</th>
<th>How did you distribute educational materials? (Check all that apply):</th>
<th>Q7</th>
<th>Intended audience. (Check all that apply):</th>
<th>Q8</th>
<th>Total circulation/audience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Brochure</td>
<td>X</td>
<td>Residents</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Newsletter</td>
<td>X</td>
<td>Local businesses</td>
<td>6700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility bill insert</td>
<td></td>
<td>Developers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Newspaper ad</td>
<td></td>
<td>Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Radio ad</td>
<td></td>
<td>Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Television ad</td>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Stormwater-related event</td>
<td>X</td>
<td></td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>School project or presentation</td>
<td>X</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Website</td>
<td>X</td>
<td></td>
<td>91436</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other</td>
<td>X</td>
<td>Describe: Training on local Erosion &amp;</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe: Bi-monthly Conservation column in local newspaper</td>
<td></td>
<td>Sediment control issues for builders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other</td>
<td>X</td>
<td>Describe: Watershed Walks</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Q9 and Q10 below, provide a brief description of each activity related to public education and outreach (e.g. rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2015 to December 31, 2015. [Part III.D.1.c.(4)]

<table>
<thead>
<tr>
<th>Q9 Date of Activity</th>
<th>Q10 Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25/2015</td>
<td>Blaine/Coon Rapids Green Expo-Blaine: 700 attendees, hand out 75 nontoxic cleaner recipes (MPCA)</td>
</tr>
<tr>
<td>2/28/2015</td>
<td>Fridley, Spring Lake Park, Blaine, North Metro Home &amp; Garden Show-Blaine: Presentation on Lawncare tips to keep water where it drops</td>
</tr>
<tr>
<td>3/21/2015</td>
<td>Andover/Coon Rapids North Suburban Home Improvement Show-Andover</td>
</tr>
<tr>
<td>5/25/2015</td>
<td>Coon Rapids Neighborhood Meetings: Handout 13 Fall Lawncare Bookmarks, 109 Nontoxic cleaner receipes (MPCA) &amp; 16 HHW checklists</td>
</tr>
<tr>
<td>5/16/2015</td>
<td>Public Works Open House- Coon Rapids: 20 Nontoxic cleaner receipes (MPCA)</td>
</tr>
<tr>
<td>3/4/2015</td>
<td>Trainings on local erosion control issues for builders</td>
</tr>
<tr>
<td>4/24/2015</td>
<td>Woodcrest elementary 4th grade stormwater pollution BMP program</td>
</tr>
<tr>
<td>5/24/2015</td>
<td>Westwood Middle School 5th Grade Stormwater Presentation and Pond Testing</td>
</tr>
</tbody>
</table>

Q11 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

If 'Yes,' describe those modifications:

Yes

1. Piloted the Coon Rapids neighborhood meetings at the request of the city
2. Watershed Walks with Seniors

MCM 2: Public Participation/Involvement

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

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP).

Did you provide this opportunity between January 1, 2015 and December 31, 2015? [Part III.D.2.a.(1)]

Yes

Q13 If 'Yes' in Q12, what was the opportunity that you provided? Check all that apply.

X Public meeting
X Public event
Other

Q14 If 'Public meeting' in Q13, did you hold a stand-alone meeting or combine it with another event?

Combined

Enter the date of the public meeting: 5/11/2015
Enter the number of citizens that attended and were informed about your SWPPP:

Q15 If 'Public Event' in Q13:

Describe:
MCM 3: Illicit Discharge Detection and Elimination

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

Q20  As of December 31, 2015, have you enacted a regulatory mechanism(s) which prohibits non-stormwater discharges to your MS4?

Yes

Q21  If 'Yes' in Q20, Provide either a website address to the above regulatory mechanism or upload a copy.

How will you provide this regulatory mechanism?

Website address

Q22  If 'Website address' in Q21, provide the link here:

www.cooncreekwd.org

Q23  If 'Upload' in Q21, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload.

Successful upload? No file attached.

Q24  Did you identify any illicit discharges between January 1, 2015 and December 31, 2015? [Part III.D.3.h.(4)]

Yes

Q25  If 'Yes' in Q24, enter the number of illicit discharges detected:

3

Q26  If 'Yes' in Q24, how did you discover these illicit discharges? Check all that apply.

X Public complaint

Staff

Q27  If 'Public complaint' in Q26, enter the number discovered by the public:

3

Q28  If 'Staff' in Q26, enter the number discovered by staff:


Q29  If 'Yes' in Q24, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

No

Q30  If 'Yes' in Q29, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2015 and December 31, 2015? Check all that apply.

Verbal warning

Notice of violation

Fine

Criminal action

Civil penalty

Other

If 'Other', describe:

No file attached.
Q31 If 'Yes' in Q29, did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

Q32 If 'No' in Q31, why was the enforcement not sufficient to address the illicit discharge(s)?

Q33 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]

Yes

Q34 If 'Yes' in Q33, provide either a website address to the above ERPs or upload a copy.

How will you provide this regulatory mechanism?

Website address

Q35 If 'Website address' in Q34, provide the link here:

www.cooncreekwd.org

Q36 If 'Upload' in Q34, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload.

Successful upload? No file attached.

Q37 Did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]

Yes

Q38 If 'Yes' in Q37, how did you train your field staff? Check all that apply.

X Email
X Presentation
X Video
X Field Training
X Other

If Other, describe:

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

Q39 Did you update your storm sewer system map between January 1, 2015 and December 31, 2015? [Part III.C.1.]

Yes

Q40 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]

Yes

Q41 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]

Yes

Q42 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]

Yes

Q43 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]

Yes

Q44 In what format is your storm sewer map available?

Q50 If 'Other', describe:

Q45 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]

If 'Yes,' describe those modifications:

No

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

Q46 As of December 31, 2015, have you enacted a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (http://www.pca.state.mn.us/index.php/view-document.html?gid=18984) for erosion and sediment controls and waste controls? [Part III.D.4.a.]

Yes

Q47 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

Yes

Q48 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

Yes
Q49  Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

38

Q50  What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2015 to December 31, 2015.

<table>
<thead>
<tr>
<th>Number issued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Verbal warning</td>
</tr>
<tr>
<td>X Notice of violation</td>
</tr>
<tr>
<td>X Administrative order</td>
</tr>
<tr>
<td>X Stop-work order</td>
</tr>
<tr>
<td>Fine</td>
</tr>
<tr>
<td>Forfeiture of security bond money</td>
</tr>
<tr>
<td>Withholding of certificate of occupancy</td>
</tr>
<tr>
<td>Criminal action</td>
</tr>
<tr>
<td>Civil penalty</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

If 'Other', describe:

Q51  Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanisms?  

[Part III.B.]  
Yes

Q52  Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2015 and December 31, 2015:

31

Q53  Do you have written procedures for identifying priority sites?  

[Part III.D.4.d.(1)]  
Yes

Q54  If 'Yes' in Q53, how are sites prioritized? Check all that apply.

<table>
<thead>
<tr>
<th>Plate topography</th>
<th>Soil characteristics</th>
<th>Types of receiving water(s)</th>
<th>Stage of construction</th>
<th>Compliance History</th>
<th>Weather conditions</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Other</td>
</tr>
</tbody>
</table>

If 'Other', describe:

Q55  Do you have a checklist or other written means to document site inspections when determining compliance?  

[Part III.D.4.d.(4)]  
Yes

Q56  Enter the number of site inspections conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

40

Q57  Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly):  

Bi-weekly

Q58  Enter the number of trained inspectors that were available for construction site inspections between January 1, 2015 and December 31, 2015:

2

Q59  Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4.  List your primary construction stormwater contact first if you have multiple inspectors.

1  Inspector Name  | Rebecca Haug  
Organization  | Coon Creek Watershed District  
Phone (Office)  | 763-755-0975  
Phone (Work Cell)  | 763-438-7475  
Email  | haug@cooncreekwd.org  
Preferred contact method  | Email  

2  Inspector Name  | Jon Janke  
Organization  | Coon Creek Watershed District  
Phone (Office)  | 763-755-0975  
Phone (Work Cell)  | 612-270-4522  
Email  | janke@cooncreekwd.org  
Preferred contact method  | Email  

3  Inspector Name  | Mario Frucci  
Organization  | Coon Creek Watershed District  
Phone (Office)  | 763-755-0975  
Phone (Work Cell)  | 612-749-1543  
Email  | mfrucci@cooncreekwd.org  
Preferred contact method  | Email  

Q60  What training did inspectors receive? Check all that apply.

<table>
<thead>
<tr>
<th>University of Minnesota Erosion and Stormwater Management Certification Program</th>
<th>Qualified Compliance Inspector of Stormwater (QCIS)</th>
<th>Minnesota Laboratories Training Center Stormwater Pollution Prevention Plan Installer or Supervisor</th>
<th>Minnesota Utility Contractors Association Erosion Control Training</th>
<th>Certified Professional in Erosion and Sediment Control (CPESC)</th>
<th>Certified Professional in Stormwater Quality (CPSWQ)</th>
<th>Certified Erosion Sediment and Storm Water Inspector (CESSWI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Other</td>
</tr>
</tbody>
</table>

If 'Other', describe:

**MCM 5: Post-Construction Stormwater Management**

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

1. **Q61**
   
   Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]
   
   If 'Yes', describe those modifications:

2. **Q62**
   
   As of December 31, 2015, have you enacted a regulatory mechanism to incorporate all requirements as specified in Part III.D.5.a of the Permit?

3. **Q63**
   
   What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)] Check all that apply.
   
   - Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surface on-site
   - Retain the post-construction runoff volume on site for the 95th percentile storm
   - Match the predevelopment runoff conditions
   - Adopt the Minimal Impact Design Standards (MIDS)
   - An approach has not been selected
   - Other method (Must be technically defensible - e.g., based on modelling, research and acceptable engineering practices)
   
   If 'Other', describe:

4. **Q64**
   
   Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

5. **Q65**
   
   Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your post-construction site stormwater management program? [Part IV.B.]

**MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations**

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

1. **Q66**
   
   Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

<table>
<thead>
<tr>
<th>Structural stormwater BMPs</th>
<th>Outfalls</th>
<th>Ponds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60</td>
<td>690</td>
</tr>
</tbody>
</table>

2. **Q67**
   
   Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2015 to December 31, 2015 within your MS4 (exclude privately owned). [Part III.D.6.e.]

<table>
<thead>
<tr>
<th>Structural stormwater BMPs</th>
<th>Outfalls</th>
<th>Ponds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>44</td>
<td>11</td>
</tr>
</tbody>
</table>

3. **Q68**
   
   Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(3) of the Permit?

4. **Q69**
   
   Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

5. **Q70**
   
   If 'Yes', briefly describe the maintenance that was conducted:

   Removal of Oak trees with Oak Wilt adjacent to District owned regional pond
Q71 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

No

Q72 If ’Yes’ in Q71, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]


Q73 If ’Yes’ in Q72, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?


Q74 If ’Yes’ in Q73, briefly describe the maintenance that was conducted:


Q75 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

If ’Yes’, describe those modifications:


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**Minnesota Pollution Control Agency**

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

If required, you must complete the TMDL Annual Report Form, available at: http://stormwater.pca.state.mn.us/index.php/upload_page_with_TMDL_forms. Attach your completed TMDL Annual Report Form to this Annual Report as instructed below. [Part III.E]

Q77 Successfully uploaded file: TMDL form not required for Coon Creek WD MS4.

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**Minnesota Pollution Control Agency**

**Alum or Ferric Chloride Phosphorus Treatment Systems**

The following questions refer to Part III.F.3.a. of the Permit. Provide the information below as it pertains to your alum or ferric chloride phosphorus treatment system. *(’Alum or Ferric Chloride Phosphorus Treatment Systems’ section not required for Coon Creek WD MS4.)*

Q78 Date(s) of operation (mm/dd/yyyy - mm/dd/yyyy)

January
February
March
April
May
June
July
August
September
October
November
December

Q79 Chemical(s) used for treatment: Q 80 Gallons of alum or ferric chloride treatment: Q 81 Gallons of water treated: Q 82 Calculated pounds of phosphorus removed:

January
February
March
April
May
June
July
August
September
October
November
December

Q83 Any performance issues and corrective action(s), including the date(s) when corrective action(s) were taken, between January 1, 2015 and December 31, 2015:
Partnerships

Q84 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?

No

Q85 If "Yes" in Q84, describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV B.6.]

Additional Information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file. You may provide additional explanation and/or information in an email with the subject YourMS4NameHere_2015AR to ms4permitprogram.pca@state.mn.us.

Q86 Successfully uploaded file: No file attached.
Q87 Successfully uploaded file: No file attached.
Q88 Successfully uploaded file: No file attached.
Q89 Optional, describe the file(s) uploaded:

Owner of Operator Certification

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

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

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

Name: Tim Kelly
Title: District Administrator
Date: 6/20/2016