

**ANNUAL REPORT for 2007**  
**MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**  
**For Calendar Year 2007**  
**Due June 30, 2008**

**USE OF THIS FORM IS MANDATORY** By completing this Annual Report form, you are providing the Minnesota Pollution Control Agency (MPCA) with a summary of your status of compliance with permit conditions, including an assessment of the appropriateness of your identified best management practices (BMPs) and progress towards achieving your identified measurable goals for each of the minimum control measures as required by part VI D. of the MS4 Permit.

**Submit your annual report by June 30, 2008 to:**

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

If you would like to obtain an electronic copy of the MS4 Annual Report for 2007 form, please visit:

[www.pca.state.mn.us/water/stormwater/stormwater-ms4.html](http://www.pca.state.mn.us/water/stormwater/stormwater-ms4.html)

If you have further questions, please contact one of these MPCA staff members (call toll-free 800-657-3864):

- Keith Cherryholmes 651-296-6945
- Joyce Cieluch 218-846-7387
- Scott Fox 651-296-9433

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

**Coon Creek WD MS4**

Name of MS4

**Tim Kelly**

Name of Contact Person

**7637550975**

Telephone (including area code)

**12301 Central Ave NE Ste 100**

Mailing Address

**Blaine MN 55434**

City

State

ZIP code

**A.** The permit requires each MS4 to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff. [Part V.G.1.a] **NOTE:** Please indicate which of the following distribution methods you used during the 2007 calendar year. Indicate the number distributed in 2007 in the spaces provided (enter "0" if the method was not used or "NA" if the data does not exist):

Media type	Number of media	Number of times published	Circulation/Audience
<i>Example: Brochures:</i>	<i>3 different brochures</i>	<i>published 5 times</i>	<i>about 10,000</i>
Brochures:	10	3	1000
Newsletter:	14	20	10,000
Posters:	0	Na	na
Newspaper articles:	0	0	0
Web sites:*	Na	Na	Na
Utility bill inserts:	Na	Na	Na
Radio ads:	Na	Na	Na
Television ads:	Na	Na	Na
Other:	1	1	2000
Other:	3	3	300

\* If you use your website as a tool to distribute stormwater educational materials, indicate the number of hits to the stormwater page during 2007 in the space above and provide the URL reference here:

**B.** What stage of development would you assign to each area of your stormwater education program? (If there are multiple components for a Minimum Control Measure (MCM) providing the average stage of the most significant components - check the one box that most accurately reflects the overall stage for that MCM).

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

**C.** Have you developed partnerships with other MS4s, watershed districts, local or state governments, educational institutions, etc. to assist you in fulfilling the requirements for Minimum Control Measure 1?

**Y**

**D.** List those entities with which you have a partnership agreement to meet the requirements of this MCM and describe the nature of the agreement(s) (list if level of effort exceeded 10 hours):

**Andover, Blaine, Coon Rapids, & Ham Lake**

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

<b>A.</b> Did you hold a public meeting for calendar year 2007 and discuss your Stormwater Pollution Prevention Program (SWPPP)? [Part V.G.1.e]	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>B.</b> What was the date of the public meeting?	<b>4/28/2008</b>
<b>C.</b> How many citizens attended specifically for stormwater (excluding board/council members and staff)?	<b>0</b>
<b>D.</b> Was the public meeting a stand-alone meeting for stormwater or was it combined with some other function such as a City Council meeting?	<input type="checkbox"/> <b>Stand-alone</b> <input checked="" type="checkbox"/> <b>Combined</b>
<b>E.</b> If you did not hold a public meeting on your SWPPP in 2007, explain why:	
<b>F.</b> Each MS4 must receive and consider input from the public. Input must be considered prior to submittal of your annual report. During your public meeting, did you receive written and/or oral input on your SWPPP? [Part V.G.2.b.1-3].	<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>

<p><b>G.</b> Do you plan to or have you already incorporated any comments into your next SWPPP update? [Part V.G.2.c] If <i>yes</i>, list items:</p> <p><b>H.</b> <u>If you answered “Yes” to part F above but no SWPPP changes will be made check here:</u> <input type="checkbox"/></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Minimum Control Measure 3: Illicit Discharge Detection and Elimination [V.G.3]**

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

<p><b>A.</b> Have you completed a storm sewer system map by June 30, 2008 in accordance with the requirements of the permit? If <i>yes</i>, describe how it was completed: <input type="checkbox"/> Hardcopy only <b>X GIS system</b> <input type="checkbox"/> CAD <input type="checkbox"/> Other “digital” system: If <i>No to A. above</i>, please: <b>NOTE:</b> The complete storm sewer system map must be finished by June 30, 2008. [Part V.G.3.a]</p>	<b>X Yes</b> <input type="checkbox"/> No
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<p><b>B.</b> Has an ordinance or other regulatory mechanism been adopted to prohibit illicit discharges or other non-stormwater discharges from entering your system? If <i>yes</i>, provide the date the regulatory mechanism was adopted: ___. If <i>no</i>, provide an estimated date of adoption: <b>1/1/1987</b>.</p>	<b>Y</b>
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<p><b>C.</b> Have you completed the tasks according to the schedule listed in your BMP program for illicit discharge detection and elimination?</p>	<b>Y</b>
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**D.** Describe any changes in development status or the timeline/implementation schedule provided in your SWPPP?

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

The permit requires that each MS4 develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to your small MS4 from construction activities within your jurisdiction that result in a land disturbance of greater than or equal to one acre or less than one acre but is part of a common plan of development that will be one acre or greater. [Part V.G.4.]

<p><b>A.</b> Have you adopted an ordinance or other regulatory mechanism that regulates stormwater runoff from construction activities that result in a land disturbance of greater than or equal to one acre or less than one acre which are a part of a common plan of development or sale that will ultimately disturb one acre or more? <b>NOTE:</b> Your regulatory mechanism must be fully developed and implemented within six months from the extension of permit coverage.</p>	<b>Y</b>
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<p><b>B.</b> The BMPs you listed in 2006 are checked below. Which of the following BMPs and pollution prevention management measures have been incorporated into your regulatory mechanism during 2007? Check all that apply:</p>	
<p><b>Y</b> - Temporary erosion controls</p>	<p>X Added in 2007</p>
<p><b>N</b> - Record keeping for rainfall and inspections</p>	<p>X Added in 2007</p>
<p><b>Y</b> - Permanent erosion controls</p>	<p>X Added in 2007</p>
<p><b>Y</b> - Waste controls for hazardous waste</p>	<p><input type="checkbox"/> Added in 2007</p>
<p><b>N</b> - Waste controls for solid waste</p>	<p><input type="checkbox"/> Added in 2007</p>
<p><b>Y</b> - Dewatering and basin draining</p>	<p>X Added in 2007</p>
<p><b>Y</b> - Regular inspections by site operators</p>	<p>X Added in 2007</p>

<b>Y</b> - Site plan submittal including erosion and sediment control BMPs	X Added in 2007
<b>Y</b> - BMP maintenance	X Added in 2007
<b>Y</b> - Site plan review and approval prior to activity on site	X Added in 2007
<b>Y</b> - Permanent stormwater management facility approval	X Added in 2007
<b>N</b> - Other: _	X Added in 2007

<b>C.</b> The regulatory mechanism sanctions included to ensure compliance and enforcement component are in 2006 are checked below. Which of the following actions does your MS4 use? Also, check all additional sanctions added in 2007:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Y</b> - Verbal warnings	X Added in 2007
<b>Y</b> - Written warnings	X Added in 2007
<b>Y</b> - Stop-work orders	X Added in 2007
<b>N</b> - Fines	<input type="checkbox"/> Added in 2007
<b>Y</b> - Forfeit of security bond money	X Added in 2007
<b>Y</b> - Withholding of certificate of occupancy	X Added in 2007
<b>Y</b> - Other: <b>Cease and Desist Orders</b>	X Added in 2007

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

The permit requires each MS4 to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects within your jurisdiction that disturb an area greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or reduce water quality impacts. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure. **NOTE:** The MS4 permit requirements associated with this Minimum Control Measure must be fully developed and implemented by 6/30/08.

<b>A.</b> Have you developed and implemented strategies which include requirements for a combination of structural and/or non-structural BMPs appropriate for your community?	<b>Y</b>
<b>B.</b> Is an ordinance or other regulatory mechanism currently in place to address post-construction runoff from new development and redevelopment projects to the extent allowable under law? If yes, provide the date the regulatory mechanism was adopted: ___. If no, provide an estimated date of adoption: <b>1/1/1987</b> .	<b>Y</b>
<b>C.</b> Is a plan in place to ensure adequate long-term operation and maintenance of BMPs installed as a result of these requirements?	<b>Y</b>

<b>D.</b> How are you funding the long-term operation and maintenance of your stormwater management system? <input type="checkbox"/> Grants <input type="checkbox"/> Stormwater utility fee <b>X Taxes</b> <input type="checkbox"/> Other:
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**Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations [V.G.6]**

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

**A.** Is your MS4 current on development of all the elements listed to the timeline/implementation schedule listed in your BMPs for this MCM?? **Y**

**B.** Did you complete all the tasks in the SWPPP scheduled for implementation in 2007? **Y**

**C.** Indicate the total number of structural pollution control devices (manholes, grit chambers, sumps, floatable skimmers, etc) within your MS4, how many were inspected, and calculate the percentage:

	Total Number	Number Inspected	Percentage
<b>Structural Pollution Control Devices:</b>	3	3	100%

**D.** As a result of your inspections, did you repair, replace, or maintain any structural pollution control devices?  Yes  No

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

BMP Type	Total Number	Number Inspected	Percentage
Outfalls*			
Sediment basins/ponds	3	3	100%
<i>TOTAL</i>			

\* outfalls as defined in the permit and guidance

**Impaired Waters Review**

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

**A.** Have you identified all impaired waters within your jurisdiction, based on the 2006 303(d) listing, which receive stormwater discharge from your MS4? **X Yes**  No  
*Check here if your MS4 has no impaired waters:*

**B.** Do you have a process in place to identify and update your SWPPP based on the list of impaired waters which receive discharges from your MS4 as new waters are added to the 303(d) list? **X Yes**  No

**C.** Have you determined that any stormwater discharges from your MS4 are negatively impacting any impaired water(s); for which you have or plan to revise to your SWPPP to address the loading?  Yes **X No**

**D.** Provide the following information of the individual responsible for conducting the review of discharges to impaired waters and any associated BMP modifications:  
 Name: Tim Kelly  
 Title: District Administrator  
 Phone: 763-755-0975  
 Email: tkelly@cooncreekwd.org

**Additional SWPPP Issues**

<b>A.</b> Did you make a change to any identified BMPs or measurable goals that were submitted with your permit application? [Part V.H.] If <i>yes</i> , explain:	<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
<b>B.</b> Briefly list the BMPs using their unique SWPPP identification numbers you used in your SWPPP or any measurable goals that will be changed in your updated SWPPP, and why they have changed: <i>(Attach a separate sheet if necessary)</i>	
<b>C.</b> Did you rely on any other entities (MS4s, consultants or contractors) to satisfy any portion of your SWPPP? If <i>yes</i> , please identify below the entity and for what activities: <b>Andover, Blaine, Coon Rapids</b>	<b>Y</b>
<b>Owner or Operator Certification</b>	
The person with overall administrative responsibility for SWPPP implementation must sign the annual report. This person must be duly authorized and should be the person who signed the MS4 permit application or a successor.	
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540).	

**X**

Authorized Signature (This person must be duly authorized to sign the Date annual report for the MS4)

Last Name: Kelly

First Name: Tim

Title: District Administrator

Mailing Address: 12301 Central avenue NE, Ste 100

City: Blaine

State: MN

ZIP code: 55434

Telephone (include area code): 763-755-0975

E-mail Address: tkelly@cooncreekwd.org

