



City of Garden Ridge

"A way of life, not just a place to live"

4/29/2020

Texas Commission on Environmental Quality
Stormwater & Pretreatment Team Leader (MC-148)
14250 Judson Rd.
San Antonio, Texas 78233-4480

Re. Phase II MS4 Annual Report Transmittal for the City of Garden Ridge, Tx. TPDES Authorization: TXR040250.

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer General Permit, Authorization Number TXR04025 for the City of Garden Ridge Texas.

The annual report is for Year 1.

The reporting period's beginning 01/24/2019 and ending 01/23/2020

A separate Notice of Change has not been submitted based on the fact that changes have not been proposed for the next permit year.

As required by the general permit, a copy of the report has been mailed to the TCEQ's Regional Office #13 in San Antonio, Texas.

Sincerely,

Steven Steinmetz, Director of Public Works



City of Garden Ridge

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4/29/2020

Texas Commission on Environmental Quality
Stormwater & Pretreatment Team Leader (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

Re. Phase II MS4 Annual Report Transmittal for the City of Garden Ridge, Tx. TPDES Authorization: TXR040250.

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer General Permit, Authorization Number TXR04025 for the City of Garden Ridge Texas.

The annual report is for Year 1.

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Sincerely,

Steven Steinmetz, Director of Public Works

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number **TXR040000**

A. General Information

Authorization Number: **TXR040250**

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

Annual Reporting Year Option Selected by MS4:

Calendar Year: _____

Permit Year: **X**

Fiscal Year: _____ Last day of fiscal year: (_____)

Reporting period beginning date: **01/24/2019**

Reporting period end date: **01/23/2020**

MS4 Operator Level: **1**

Name of MS4: **City of Garden Ridge**

Contact Name: **Steven Steinmetz, Public Works Director**

Telephone Number: **(210) 651-6632**

Mailing Address: **9400 Municipal Parkway Garden Ridge, TX 78266**

E-mail Address: **Publicworks@ci.garden-ridge.tx.us**

A copy of the annual report was submitted to the TCEQ Region: **YES**

Region the annual report was submitted to: **TCEQ Region 13**

B. Status of Compliance with the MS4 GP and SWMP

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		We are currently in compliance.
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		We are currently in compliance.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		We are currently in compliance.

Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X	We are currently in compliance.
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2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (see **Example 1 in instructions**):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
MCM 1 PE 1	Stormwater Educational Materials and Strategies.	(Yes) The City has been educating the public about stormwater through our website and with road signage.
MCM 1 PE 1	Stormwater Educational Materials and Strategies.	(Yes) The city also uses different stormwater pamphlets to educate the public about stormwater pollution.
MCM 1 PE 2	Initiate public participation and involvement programs.	(Yes) The annual household hazardous waste drop off event encourages the public to get rid of unused chemicals they store that could potentially get spilled.
MCM 1 PE 2	Initiate public participation and involvement programs.	(Yes) Assembling volunteers for park and creek clean up gets the public involved in pollution prevention.
MCM 1 PE 3	Partnerships with other institutions and organizations.	(Yes) Developing a partnership with local organizations like libraries and schools helps expand educating the public.
MCM 1 PE 3	Partnerships with other institutions and organizations.	(Yes) Joining a watershed-based organization puts us in contact with like-minded people that want to achieve the same goals and help provide guidance for outreach material.
MCM 1 PE 5	Paul Davis Park Volunteer Program.	(Yes) It motivates the public to start caring more about their community through cleanup programs.
MCM2 ID 2	Detection and Elimination program.	(Yes) Developing guidelines for IDDE educates employees on how to investigate and track illicit discharges.
MCM 2 ID 3	Detection and Elimination program.	(Yes) It trains staff to look for potential problems out in the field.
MCM 3 CS 1	Construction site inspection program	(Yes) By inspecting construction sites and alerting operators of such sites of any stormwater problems significantly reduces pollutant discharges.
MCM 3 CS 2	Construction site inventory	(Yes) It helps reduce pollutants by reminding the inspectors of active sites within the community.
MCM 4 PC 1	Staff training on post construction inspections.	(Yes) Teaches staff to properly identify which BMP need to stay in place through the life of construction SWPPPs.

MCM 5 GH 2	Municipal operations and facility survey	(Yes) It helps to reduce pollutants by annually self-evaluating our own municipal operations.
MCM 5 GH 3	Facility inspection program	(Yes) by identifying high priority areas that have a potential for discharging pollutants.
MCM 5 GH 4	Perform annual inspections of storage facilities	(Yes) Performing annual inspections of facilities helps identify any potential problems that could arise and search for solutions.
MCM 5 GH 5	Vehicle and Equipment washing.	(Yes) By taking fleet vehicles to an off-site washing facility that treats wash water will help reduce pollutants from being discharged.
MCM 5 GH 7	Spill Prevention and response.	(Yes) By providing spill kits to all facilities and updating them when needed reduces the chance for any accidental discharges from happening.
MCM 5 GH 7	Spill Prevention and response.	(Yes) Reduces pollutant discharge by educating staff how to properly prevent, clean up and dispose of spills.

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

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
PE 1 MCM 1	Stormwater Educational Materials and Strategies.	City web site. FM 2252 Sign	1164 12	Views Messages	(Yes) It directly reduces the pollutants discharged through education.
PE 1 MCM 1	Stormwater educational materials and strategies.	Lobby Displays NNO display	63	Event Displays	(Yes) It directly reduces the pollutants discharged through education.
PE 2 MCM 1	Public Education Outreach and involvement.	Annual household hazardous drop off event- Annual household hazardous drop off event.	18650 Lbs. 109	Dropped off Cars counted	(Yes) It directly reduces the chance of any stored household chemicals from being discharged.

PE 2 MCM 1	Initiate public participation and involvement programs.	Park and creek clean up	3	Volunteers	(Yes) It directly reduces pollution by removing trash and other debris from entering the drainage.
PE 3 MCM 1	Partnerships with other institutions and organizations.	Partner with library	1	Watershed activity sheet	(Yes) It directly reduces pollution by teaching adults and children how stormwater flows through their community and empties into creeks, lakes, rivers, and oceans.
PE 3 MCM 1	Partnerships with other institutions and organizations.	Join watershed-based organization.	1	Membership	(No) It does not directly reduce pollution, but it is a way for sharing ideas and help with outreach material.
ID 2 MCM 2	Detention and Elimination program.	Develop field guide	1	Guide	(Yes) it directly reduces pollution through educating staff what to look for and how to trace pollution back to its source.
ID 3 MCM 2	Detention and Elimination program.	Field staff training	3	Training videos	(Yes) It directly reduces pollution through employee training.
CS 1 MCM 3	Construction site inspection program.	Inspections	16	Forms	(Yes) Conducting construction site inspections reduces the amount of pollution that drains off from construction sites by identifying problems with enforcement procedures.
CS 3 MCM 3	Construction site inventory.	Identify	1	Map	(No) It does not reduce pollution. Used mainly to locate active construction sites throughout the city.
PC 1 MCM 4	Staff training	Post Construction inspections	3	Training	(Yes) Teaches staff to properly identify which BMP need to stay in place through the life of construction SWPPPs.

GH 2 MCM 5	Municipal operations and facility survey	Municipal facilities	7	Survey	(Yes) It helps to reduce pollutants by annually self-evaluating our own municipal operations.
GH 3 MCM 5	High priority facilities	Public works shop	1	List	(Yes) by identifying high priority areas that have a potential for discharging pollutants.
GH 4 MCM 5	Storage facilities inspections	Chemical storage	100%	2	(Yes) Performing annual inspections of facilities helps identify any potential problems that could arise and search for solutions.
GH 5 MCM 5	Vehicle and equipment washing	Offsite vehicle fleet vehicle washing.	10 vehicles	Car wash	(Yes) By taking fleet vehicles to an off-site washing facility that treats wash water will help reduce pollutants from being discharged.
GH 7 MCM 5	Spill prevention and response	Provide spill kits	7 locations	7 kits	(Yes) By providing spill kits to all facilities and updating them when needed reduces the chance for any accidental discharges from happening.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (see **Example 3 in instructions**):

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
PE 1 MCM 1	Reviewed stormwater material online on Aug. 14, 2019	Goal Met- Reviewed 100% of the City's online stormwater before December 31 st , 2019.
PE 1 MCM 1	Stormwater outreach Pamphlets distribute 200 pamphlets.	Goal not met- only distributed 62 pamphlets to the community through annual events like National Night Out and those displayed in the lobby of city hall.
PE 2 MCN 1	Household Hazardous Waste drop off event record Lbs. collected before August 2019.	Goal met- Recorded 18650 Lbs. of waste dropped off at the event on April 15, 2019.

PE 2 MCM 2	Sponsor/co-sponsor parks/creek clean up. Collect 100 Lbs.	Goal met- Clean up event was scheduled and accomplished February 25, 2020 of year 2.
PE 3 MCM 3	Develop local partnerships with libraries/schools and provide them activity.	Goal Met-Provided Garden Ridge Library with a watershed project for the children's science activities they provide.
PE 3 MCM 1	Partnership with watershed-based organizations	Goal met- Became a member of TFMA (Texas Flood Management Association) to generate ideas for public outreach.
PE 6 MCM 1	Post SWMP and Annual reports online by March 30th of each year.	goal met- the draft of the SWMP has been posted online and the annual report is complete.
ID 2 MCM 2	Develop guidelines for IDDE investigations	Goal met-Adopted a field manual from the north central Texas Council of governments IDDE field guide.
ID 3 MCM 2	IDDE training for staff 5 training videos	Goal not met- only provided 3 training videos for staff (Storm Water Pollution Plan. 17 min. City of Plano storm water video 7 min. Construction BMP video. For 3 staff members.
CS 1 MCM 3	Construction site inspections Inspect 100%	Goal met- Inspected 100% of active construction sites.
CS 2 MCM 3	Maintain construction site inventory	Goal Met-1 active construction site for year one.
PC 1 MCM 4	Post construction training for staff	Goal met- provided 5 training videos.
GH 2 MCM 5	Municipal operations survey Year 1-3-5	Goal Met-Conducted survey August 15th, 2019.
GH 3 MCM 5	Facilities inspections identify 2 high priority areas.	Exceeded goal-Identified 4 high priority facilities that have the potential to contribute to stormwater pollutants.
GH 4 MCM 5	Annual storage Facility inspections	Goal Met- Storage facilities inspected on September 26, 2019.
GH 5 MCM 5	Develop procedures for offsite fleet vehicle washing.	Goal met- the city started taking their fleet vehicles to an offsite car wash in Selma Texas.

GH 7 MCM 5	Provide spill kits to city facilities.	Goal met- provided 7 buildings with spill kits.
GH 7 MCM 5	Provide spill prevention training to employees 2 times annually.	Goal not met- only conducted one training session with spill kits. Five more training sessions planed for year two.

C. Stormwater Data Summary

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

The City of Garden Ridge continues to manage the City’s MS4 by educating the public through stormwater outreach material distributed to the public. We keep several pamphlets in the city hall lobby, library and hand them out at our annual National night out event. Stormwater information can also be found on the City’s web page along with contact information for reporting illegal dumping. Stormwater information and public education are displayed on City’s public information sign a minimum of five days per month. The City has also worked with the Parks Committee and volunteers to schedule clean up events. The Public Works Department has adopted an IDDE field guide for investigating any illicit discharges and to use monthly for inspecting outfalls. We continue to inspect active construction sites and work with contractors to resolve any noncompliance violations in a timely manner. We continue to provide annual construction inspection and post construction training. The City has conducted facility surveys for municipal facilities to locate any high priority areas that could have the potential for stormwater pollution. We have provided seven (7) locations with spill kits. The City takes the fleet vehicles to an offsite washing facility to limit wash water at our shop.

D. Impaired Waterbodies

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

None added.

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

N/A

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

Currently no TMDLs

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

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

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

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

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

Description of bacteria-focused BMP	Comments/Discussion
<i>N/A</i>	<i>N/A</i>
<i>N/A</i>	<i>N/A</i>
<i>N/A</i>	<i>N/A</i>
<i>N/A</i>	<i>N/A</i>

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

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

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

- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

E.

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
Stormwater educational materials & strategies	MCM 1 PE 1	Update activities.	Going to go through and update material on the city's web page and look for some new pamphlets to hand out at events.
Detection & Elimination program	MCM 2 ID 2	Create Manual.	Create and Implement a manual for tracking illicit discharges to their source, follow up investigations, elimination procedure and corrective actions.
Construction site Stormwater runoff control	MCM 3 CS 1-2	Inspections. Training. Site inventories.	Continue construction site inspections and training staff while maintaining current construction site inventories.
Post construction	MCM 4 PC 1-2-4	Training. Review procedures. Ordinance review.	Continue training city staff and reviewing current procedures along with creating a 3-member stormwater ordinance review team/board for updating the ordinance.
Good housekeeping	MCM 5 GH 1-3-4-7	Develop facilities map. Develop inspection procedures. Create disposal list. Provide employee training.	Create a map of the location of all city facilities. Develop a facilities inspection check list. Create a list of where certain chemicals can be taken in for recycling. Provide good housekeeping training for employees twice a year.

F. SWMP Modifications

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

Yes

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

No

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

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

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

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

G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

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

H. Additional Information

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

No

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

Name and Explanation: **N/A**

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

No

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

N/A

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

Authorization Number: N/A

I. Construction Activities

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

1

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

No

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

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

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

J. Certification

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

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

Name (printed):

Title:

Signature:

Date:

Name of MS4:

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

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