



STATE OF WEST VIRGINIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT

MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Please see instructions before completing this form. If you need more space than allowed, please attach a document.

Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

I. Small MS4 Operator Information		
1. Annual report reporting period: 2013		
2. Name of MS4: City of Saint Albans	3. Registration number: WVR030005	
4. Primary contact: Norman F. Clerc	5. Title: MS4 Administrator	
6. Mailing address: 1499 MacCorkle Ave.		
7. City: St. Albans	8. Zip code: 25177	9. County: Kanawha
10. Telephone number: (304) 722-3391		
11. Email: ms4admin@stalbanswv.com		

II. Impaired Waters Information		
12. Does the MS4 discharge into impaired water bodies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2009 General Permit, p. 25, #12) Kanawha River is listed by DEP as impaired due to elevated PCB's in fish tissue (TMDL no later than 2020) - there is no known source of such within the MS4's jurisdiction. Kanawha River is listed by DEP as impaired due to the presence of Dioxin (TMDL 2000) - there is no known source of such within the MS4's jurisdiction. Kanawha River is listed by DEP as impaired due to the presence of Fecal Coliform (TMDL no later than 2015) - no specific BMP developed for such. Coal River is listed by DEP as impaired due to the presence of Fecal Coliform (TMDL 2012) - loads are currently at allocated levels.		
14. Has a TMDL been developed since your plan was approved?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

III. Fiscal Reporting	
15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2009 General Permit and not those for MCMs implemented by other entities. (WV MS4 2009 General Permit, p. 25, #13)	
16. Please provide total capital expenditures for this reporting period.	\$0
17. Please provide total operating expenditures for this reporting period.	\$45,129

IV. Coordination Efforts and Organization	
<p>18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2009 General Permit, p. 24, #9)</p> <p>a. Presented a 'Backyard Rain Garden' lecture for the St. Albans Garden Club on 1/8/13.</p> <p>b. Participated in a Water Quality meeting in Huntington, WV on 1/18/13.</p> <p>c. Setup a Live Roof presentation for the SA Rotary Club on 2/28/13.</p> <p>d. Coordinated the marking of storm drains with the SA Teen Court.</p> <p>e. Created a Rainwater display for the City of SA on 8/6/14.</p> <p>f. Helped with the REAP Kanawha River cleanup on 9/14/13.</p>	
<p>19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.</p> <p>Norman F. Clerc, MS4 Administrator</p>	

V. Changes to SWMP		
20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2009 General Permit, p. 24, #6 and #7)</p>		
23. Is additional documentation attached?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VI. MCM 1: Public Education and Outreach (WV MS4 2009 General Permit, p. 5-6)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
25. Contact: Norman F. Clerc, MS4 Administrator	26. Phone: (304) 722-3391	

Performance Measure 1a: Program implementation

27. Were the proposed activities for developing a public education and outreach program implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
<p>28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)</p> <p>a. Distributed 6500 newsletters every month with the water bill on various subjects, e.g. Green Infrastructure, ways to go green, pervious pavement, and scoop your dog's poop.</p> <p>b. Publish a weekly flyer "Stormin's Tip of the Week".</p> <p>c. Setup a rain barrel display in City Hall.</p> <p>d. Created a Facebook page "Facebook.com/RainwaterWorx".</p> <p>e. Daily I add information online on our RainwaterWorx page.</p> <p>f. Weekly I add tips and information on the "stalbansstormwater.vpweb.com website.</p> <p>g. Created brochures for Homeowner's Guide, City Ordinances code violations for the police dept. and Pet Waste.</p> <p>h. Created door hangers listing violations & stormwater guidelines.</p>			
29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<p>30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</p> <p>Item 28 describes the goals that were accomplished.</p> <p>We addressed the all the other items in "Stormin' Says" articles published monthly and sent out with the Water Bills or in a series of articles about Green Infrastructure published weekly in "Stormin's Tip of the Week"</p>			

Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts		
31. Did you evaluate the effectiveness of the public education and outreach program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially <input type="checkbox"/> No
32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period? (WV MS4 2009 General Permit, p. 24, #2) <p>a. We conducted written quizzes of the school children before and after the presentation.</p> <p>b. We also conducted written quizzes for the municipal employees after all training.</p> <p>We also check the responses we get on Facebook and our website.</p>		
33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach. <p>The MS4's updated SWMP dated March 6, 2013 was approved by WVDEP on June 24, 2013 and included additional provisions for evaluating the effectiveness of the program.</p>		

Performance Measure 1c: Documentation and tracking of public education and outreach efforts			
35. Did you track and keep records of your outreach activities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
37. Are your records available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing. None			

VII. MCM 2: Public Involvement and Participation (WV MS4 2009 General Permit, p. 6-7)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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41. Contact: Norman F. Clerc, MS4 Administrator

42. Phone: (304) 722-3391

Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP

43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.
(WV MS4 2009 General Permit, p. 24, #4)

- a. Did a workshop for the SA Garden Club on 1/8/13.
- b. Marking storm drains by the SA Teen Court members performing community service.
- c. Worked with REAP on 9/14/13.
- d. Created a Facebook page in November 2013.
- e. Public Works Dept. continued city-wide seasonal brush pickup, recycling and e-waste program.
- f. Created a Rainwater display for the SA 'Light Up the Night' celebration.

46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2009 General Permit, p. 24, #1)

See 45.

47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.).
(WV MS4 2009 General Permit, p. 24, #2)

- a. We conducted written quizzes of the school children before and after the presentation.
- b. We also conducted written quizzes for the municipal employees after all training.

We also check the responses we get on Facebook and our website. :)

48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2009 General Permit, p. 24, #4)

We continue to update and check the MS4 website on a regular basis. SWMP is posted on the website and a copy is located at City Hall.

Performance Measure 2b: Communications with community, watershed, and environmental organizations			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2009 General Permit, p. 24, #4) We participated in several water festivals, including the Coal River Group, Charleston Project Wet, St. Albans 'Light Up the Night', Hurricane Water Festival, and the Nicholas County Water Festival. I helped the MS4 in Barboursville with her MS4 Program.			
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 2c: Public availability of SWMP and annual report		
53. Did you make your SWMP and annual report available to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it. www.stalbansstormwater.vpweb.com		

VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2009 General Permit, p. 7-10)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
56. Contact: Norman F. Clerc, MS4 Administrator	57. Phone: (304) 722-3391	

Performance Measure 3a: MS4 map

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2009 General Permit, p. 24, #1) <p>The City designated that the City of St. Albans Municipal Utility Commission as the authority for the City's SWMP. The City's MS4 Board meeting is every 3rd Tuesday of each month at 5:30pm in the Conference Room at City Hall. The city passed a Billing Ordinance in 2014 to be implemented on 1 July 2014.</p>			

Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b 3 b)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2009 General Permit, p. 24, #1)		

Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
65. How many field assessments were conducted during the reporting period?	1	
66. How many illicit discharges were identified during the reporting period?	1	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? We found that when the bridge was being built that the sewer system for the Nissan dealership was directed to the storm drain. MUC workers rerouted it to the sewer system.		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program. Fecal coliform on the Coal River due to no sewer system set up stream.		
69. How many corrective actions were taken to remove illicit discharges?	1	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	0	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste			
72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)			
<p>a. The Stormwater hotline was moved from the Public Works to the MS4 Administrator's office.</p> <p>b. "Stormin' Says" newsletters are sent out which notified the public of illegal discharges or improper disposals.</p> <p>c. Continuing Stormwater training for all City personnel.</p> <p>d. Cooperation with MUC with respect to their DSO LTCP implementation.</p>			
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2009 General Permit, p. 24, #2)			
No formal evaluation conducted.			
76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges			
78. Have you developed a program to train municipal employees on illicit discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
79. Did you conduct any municipal employee training during this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
80. List and briefly describe the training activities conducted during the reporting period. (WV MS4 2009 General Permit, p. 24, #1) The MS4 municipal employee training was conducted during the month of January 2013.			
81. How did you evaluate the effectiveness of the training activities? (WV MS4 2009 General Permit, p. 24, #2) We conducted a written exam for municipal employees after the training.			
82. How many municipal employees were trained to identify and report illicit discharges? (WV MS4 2009 General Permit, p. 24, #2) 37			
83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) <ol style="list-style-type: none"> a. Continued cooperation with the MUC with respect to their CSO LTCP implementation. b. Continued stormwater training for all city personnel. c. Conducted an annual review of the IDDE Ordinances. d. Worked toward a comprehensive stormwater system map and watersheds that discharge into the City's MS4 system. 			

IX. MCM 4: Construction Site Runoff Control (WV MS4 2009 General Permit, p. 10-12)

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
86. Contact: Norman F. Clerc, MS4 Administrator	87. Phone: (304) 722-3391	

Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater			
88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.4.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2009 General Permit, p. 24, #1) The Ordinance is already in place.			
91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
93. Please indicate the number of plan approvals during the reporting period.	14		
94. Please indicate the number of construction site inspections during the reporting period.	10		
95. Please indicate the number of enforcement actions during the reporting period (can attach document).	6		
96. Are enforcement records maintained and available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2009 General Permit?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2009 General Permit, p. 24, #1) a. Maintained stormwater education materials in the MS4 Administrator's office at City Hall. b. Worked with MUC during the construction of a water system improvement project to reduce the impact by implementing BMP erosion and sediment controls during the construction. c. Our Building Dept. office continued an annual review of the Construction Site Runoff Ordinance.			
99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) See section 98.			

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2009 General Permit, p. 12-19)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
102. Contact: Norman F. Clerc, MS4 Administrator	103. Phone: (304) 722-3391	

Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2009 General Permit (Part II Section C.5.a.ii.A)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2009 General Permit, p. 24, #1)

106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.4)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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109. How many projects were reviewed during the reporting period?	14
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110. What types of projects were reviewed (residential, commercial, industrial, etc.)? (WV MS4 2009 General Permit, p. 18, #2)

Residential - Construction plan reviews and retaining walls

Commercial - Additions and new construction

111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2009 General Permit, p. 18, #3)

- a. Silt Fence
- b. Inlet Protection
- c. Stabilized Construction Entrance

<p>112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3) during the reporting period. Please indicate if you have attached additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p>None</p>		
<p>113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2009 General Permit (Part II, Section C.b.5.a.ii.A.4) during the reporting period. Please indicate if you attach additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p>None</p>		
<p>114. How many maintenance agreements were approved during the reporting period? (WV MS4 2009 General Permit, p. 18, #4)</p>	<p>0</p>	
<p>115. Were any maintenance agreements recorded at the county courthouse?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken. (WV MS4 2009 General Permit, p. 18, #5)</p> <p>Seven calls came in. Four (4) concerning grass in the street. One (1) concerning a plugged storm drain (Public Works cleared the drain). One (1) concerning leaves in the street. One (1) concerning a tree that was cut up and tossed into a stream. All were issued warnings.</p>		
<p>117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</p>		

Performance Measure 5b: Long-term watershed protection elements			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2009 General Permit (Part II Section C.5.a.i.A)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2009 General Permit, p. 18, #1)			
121. Minimize impervious cover.			
122. Preserve, protect, create, and restore ecologically sensitive areas.			
123. Implement practices that prevent or reduce thermal impacts to streams.			
124. Seek to avoid or prevent hydromodification of water bodies caused by development.			
125. Minimize impacts to existing vegetation (especially trees).			
126. Minimize impacts to native undisturbed soils.			
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2009 General Permit, p. 24, #1)			

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2009 General Permit, p. 24, #8)		

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2009 General Permit, p. 19-21)

130. Did you complete all the required performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
131. Contact: Norman F. Clerc, MS4 Administrator	132. Phone: (304) 722-3391	

Performance Measures 6a and 6b: Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period.

- a. Conducted facility inspections at Public Works City Garage.
- b. Public Works continued implementing trash management, street cleaning and material storage.
- c. The Building Dept. continued implementing sediment and erosion controls.
- d. Continued employee training.
- e. The MS4 Administrator continued to take Professional Development courses.

135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2009 General Permit (Part II Section C.b.6.a).

This will be initiated in 2014.

139. How many inspections were conducted at each municipal facility during the reporting period?	0
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140. List the top three problems that you have found while conducting inspections at municipal facilities.

N/A

141. Were these problems corrected? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)		
See section 134.		

Performance Measure 6c: Municipal employee good housekeeping training			
144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
147. How many employees received training during the reporting period? (WV MS4 2009 General Permit, p. 24, #1)	37		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2009 General Permit, p. 24, #2)			
Written exams were given and put on file in the MS4 Administrator's office.			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

