



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

-DIVISION OF
SURFACE WATER MANAGEMENT

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JEFFREY WRIGHT
COMMISSIONER

August 29, 2013

Reference: Permittee 2012-2013 Year End Annual Report
Correspondence From: Susanne Kubic

Dear Agency or Nested Jurisdiction,

The year-end report is due by November 1, 2013 and permittees have a responsibility to inform the MDEQ about progress on the activities that they committed to in their SWPPI. This is a permit requirement. Our office and Tetra Tech is preparing the annual report for all the activities that are being done on the County's behalf. As a county agency or a nested jurisdiction under Genesee County's permit, there are activities that you are responsible for that you need to report to us so we can complete the annual report.

Please **fill out the questionnaire and submit it me at above address by October 1, 2013** so I can complete the Annual Report and submit it to the State. This report has questions on both storm water education efforts and on inspection and maintenance of sites and facilities that you own. To complete the questionnaire, it may require input from several employees. The state requires the report to be sent every other year so we will be submitting for 2011-2012 and 2012-2013. If you did not submit your questionnaire for last year, blank copies are available on our website. www.gcdswm.com/phaseII/annual_report/annualreport.htm (Agency questionnaire).

You may recall meeting with me during the summer of 2010 to create your Municipal Pollution Prevention Plan (MPPP) and possibly your SWPPP if one was required. I suggest you have these documents to refer too when going through the questionnaire. We also sent out a questionnaire last year for you to fill out that you may refer to. The reporting period for the attached document is from November 1, 2012 through October 31, 2013.

Please answer those questions that are applicable. Also, add any activities that you might have undertaken in addition to the activities inquired about in the questions – i.e. toot your own horn! Once you have done so, and printing neatly is acceptable, please forward them to me.

If you have questions or comments please feel free to contact our office. Thank you.

Sincerely,

Susanne Kubic, P.E.
Drain Engineer

Cc: Schools (copies have been sent to superintendents & building & grounds supervisors)

Agency Name: _____

Date: _____

Permitee 2012-2013 Year End Annual Report

Goal 1: Protect Public Health Objective b :Education Materials for homeowners with Septic Systems

1: The Public Education Subcommittee has developed a septic system booklet for new homeowners. Does your Agency make available or distribute these booklets to residents? _____

If you answered No, proceed to question 4

2: How Does your Agency distribute the Septic booklets?

3: How many booklets has your Agency distributed since Oct 1, 2011?

Goal 2: Establish Watershed Ethic a: Educate The Public About The 7 Required Education Elements

4: Does your Agency have a website? _____

If you answered No, proceed to question 8

5: Does your Website have a link to ClearGeneseeWater.org? _____

6: Briefly describe where on your website is the link. _____

7: List any other water quality links on your website? _____

8: The Public Education Subcommittee has developed several education handouts including “Seven simple steps to clean water” and “The Water’s Edge- How to protect your Waterfront property”. Does your Agency make available or distribute these handouts to residents? _____

If you answered No, proceed to question 11

9: How Does your Agency distribute these handouts? _____

10: How many handouts of each kind has your Agency distributed since Oct 1, 2011?

Goal 2: Establish Watershed Ethic c: Partner with existing Household Hazardous Waste Removal

11: Does your Agency promote the Household Hazardous Waste removal program and if so describe how? _____

12: Does your Agency partner with the Household Hazardous Waste removal program that happens in the spring and fall and if so describe how? _____

Agency Name: _____

Date: _____

Goal 2: Establish Watershed Ethic d: Enhance existing Benthic Monitoring Program

13: Does your Agency directly participate in a Benthic Monitoring Program and if so describe how? _____

Goal 2: Establish Watershed Ethic e: Enhance existing Project GREEN Program

14: Project Green through the Flint River Watershed Coalition works with teachers (6-9th grade) so kids can go out and do chemical tests on the rivers and streams. Does your Agency directly participate in the Project GREEN Program and if so describe how? _____

**Goal 3: Reduce Impacts from Peak Flows b: Pursue Restoration projects on natural watercourses
Action 3.b is wish listed for most Communities**

15: Does your Agency directly participate in a restoration project of a natural watercourse and if so describe how? _____

Goal 3: Reduce Impacts from Peak Flows c: Preserve existing floodplains and wetlands from being filled or developed

16: Does your Agency have a policy or ordinance that would preserve existing wetlands or floodplains? _____

Goal 3: Reduce Impacts from Peak Flows e: Produce demonstration projects for Low impact development (LID)

17: Has your Agency designed or constructed any LID demonstration sites i.e. rain gardens, if so describe how? _____

**Goal 4: Create, restore, and enhance recreational sites a: Educate Public about Recreational Opportunities
near / on the water**

18: Does your Agency **promote/ distribute literature about** recreational opportunities on or near the water in Municipal or County Parks and if so describe how (website/ brochures/ newsletters)? (provide copy if available)

Agency Name: _____

Date: _____

Goal 4: Create, restore, and enhance recreational sites b: Protect/ expand parks trails and river walk system

19: Does your Agency have any programs or participated in a project that protects or expands parks, trails, river walk systems or boat launches and if so describe how? _____

Goal 5: Restore and protect aquatic life, wildlife, and habitat b: Protect key locations of threatened and endangered species and habitat

20: Does your Agency have plan, any program or participated in any projects that protects threatened or endangered species and if so describe how? _____

Goal 6: Good Housekeeping Activities

In the summer of 2010 you completed and submitted to the MDEQ a Municipal Pollution Prevention Plan (MPPP). In this document, you indicated the source and treatment controls (Table 6) under your jurisdiction(That you own). The yearend report is the time to indicate the good housekeeping activities that you conducted during the last year. The following questions pertain to the source and treatment controls identified in Table 6 of your MPPP. (Many schools and agencies mapped their storm with tetrattech this year)

Goal 6: Good Housekeeping Activities a: Ensure Maintenance Activities, schedules and inspections for Stormwater Controls

21: Does your Agency have a schedule to inspect your storm water structural controls & if so describe?

Agency Name: _____

Date: _____

22: Did you inspect all your stormwater source controls? Perform maintenance/repairs on them? Enter Date in the table below for all that apply, N/A for those that don't. (You should be able to provide documentation for any items that you enter dates for if the MDEQ audits you.) Space at bottom or in attachments for additional comments.

Source Control	Inspection	Maintain/Repair
Landscaping and Lawn Maintenance		
Spill Response and Prevention		
Pest Control		
Pet waste Collection		
Septic System Maintenance		
Vehicle/Equipment Maintenance		
Vehicle/Equipment Washing		
Road and Bridge Maintenance		
Alt. Discharge Op. for Chlorinated H2O		
Hazardous and Waste Mat. Mgmt.		
Operational By-product/Wastes		
Catch Basin and Storm Drain Cleaning		
Street Cleaning and Maintenance		
Road Salt Storage and application		
Road Kill Composting Operations		
Construction and Land Disturbance		
Marina Operations		
Catch Basins		
Culverts		
Oil/Grit Separator		
Storm Water Outfalls		
Porous Pavement		
Detention Pond		
Infiltration Basin		
Rain Garden (Bioretention)		
Filter Strip		
Vegetated Swale		
Constructed Wetland		

Comments: _____

Agency Name: _____

Date: _____

Goal 6: Good Housekeeping Activities **b: Implement controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, parking lots & storage yards**

23: Does your Agency own or operate streets? _____ roads? _____
parking lot(s)? _____ storage yard(s)? _____

24: Does your Agency have a schedule & procedures for the management of paved surfaces through the activities in the table below and if so describe? _____

25: Did you inspect all your paved surface structures ? Perform maintenance/repairs on them? Enter Date in the table below for all that apply, N/A for those that don't. (You should be able to provide documentation for any items that you enter dates for if the MDEQ audits you.) Space at bottom or in attachments for additional comments.

Source Control	Inspection	Maintain/Repair
Street sweeping		
Road Salt application and storage		
Dust control		
Snow removal		
Maintenance Garage/Storage Yards		
Road Bridge Maintenance		
Gravel Road Maintenance		
Roadside vegetation		

Comments: _____

Goal 6: Good Housekeeping Activities **c: Institute procedures for the proper disposal of operation and maintenance waste from the storm water drainage system**

26: Did you have procedures for the disposal of waste collected from your MS4 i.e. storm on your property that you are responsible for? (If this is contracted, how does the contractor dispose of waste?) _____

Agency Name: _____

Date: _____

27: How does your Agency dispose of various wastes collected from the storm system: (document when & how)

Spoils/sediment _____

Floatables/oil _____

Other debris/pollutants _____

Goal 6: Good Housekeeping Activities **d: Ensure that flood management projects assess the impacts on the water quality of the receiving waters**

28: Did you evaluate current or create new procedures to place water quality measures on stormwater facilities owned by or on behalf of your agency? _____

29: Did you implement these procedures on any of your facilities? (new or retrofit) _____

30: Did you have any new Agency owned projects this year and if so did you assess the water quality impacts of those projects? _____

Goal 6: Good Housekeeping Activities **e: Reduce the discharge of pollutants related to application of pesticides, herbicides and fertilizers applied in the permittees regulated area**

31: Does your Agency apply herbicides on your properties or have a herbicide program? _____
If you answered No, proceed to question 33

32: Are these herbicides applied by a licensed applicator? _____

33: Does your Agency apply pesticides on your properties or have a pesticide program? _____
If you answered No, proceed to question 35

34: Are these pesticides applied by a licensed applicator? _____

35: Does your Agency apply fertilizer on your properties or have a fertilizer program? _____
If you answered No, proceed to question 38

36: If fertilizer was used did you soil test prior to application to determine the required amount and if not, why not? _____

37: Are these fertilizers applied by a licensed applicator? _____

Agency Name: _____

Date: _____

38: If herbicides, pesticides or fertilizers were used, how are they being stored so they cannot leak into the storm system? (if being stored by contractor, state that) _____

Goal 7: Post Construction Controls **a: Evaluate and implement site appropriate, cost effective structural/ non-structural BMPs that prevent or minimize post construction impacts on water quality**

This is the Stormwater Ordinance from 3.a. Even if you do not have a storm water ordinance, your Agency may have policies/ procedures that can partially fulfill some of the permit requirements. Post construction controls is in regards to private properties that can be affecting storm systems within your jurisdiction.

39: Do you have any policies or procedures that address storm water quality concerns from post construction on private property within your Agency? *Our Agency does not have any jurisdiction over private property but does have the following policy's/ procedures in regards to our own property as it relates to post construction :*

Goal 8: Sustaining the Genesee County MS4 Group

40: Does your Agency have an E342C contract with Genesee County through their agent, the Drain Commissioner to provide NPDES Ph II program services to you?

(all nested jurisdictions have a contract with Genesee Co.) If you answered No, proceed to question 42

41: Does your Agency do storm water public education and if so who is your designated representative? ***(Schools should provide a narrative outlining storm water education that is part of curriculum.)***

42: Who is your Agency's designated representative in regards to the NPDES ph II property management?

Agency Name: _____

Date: _____

IDEP: Spill Notification

43: Did your Agency have any spills or dumping of pollutants into surface waters on property you own and if so, please describe? _____

44: Is there anything else positive or negative that impacts storm water that you want to communicate?
