City of Melissa, Texas

Stormwater Management Plan

Permit Date: 2024-2029

Introduction:

This plan has been prepared to comply with the Texas Pollution Discharge Elimination System Permit [Permit No. TXR040000, Effective August 15, 2024] (general permit or permit) for Phase II MS4 Permitting, for the new 5-year period of 2024 to 2029.

The City of Melissa became subject to the Texas Commission on Environmental Quality General Permit to Discharge under the Texas Pollution Discharge Elimination System Permit (Permit No. TXR040000) on December 13, 2013 (General Permit). The city is considered a Level 1 Operator under the 2013 initial permit and has grown to a Level 2a Operator under the reissued permit based on the 2020 US Census that reflects a population estimate of 13,901 for 2020. Current population estimates indicate that the City of Melissa is growing and has exceeded a 20,000 population estimate. Level 2a Operator remains for the current permit period based on the 2020 US Census.

2020 US Census Data

Population	Data
Population, Census, April 1, 2020	13,901
Population estimates base, July 1, 2023 (V2023)	23,571
Population Percent Change – April 1, 2020 (estimates base) to July 1, 2023	69.6 %

Source: https://www.census.gov/quickfacts/melissacitytexas

The Level 2a Operator designation and the permit requirements apply to entities that own or operate stormwater discharge systems that serve a population of at least 10,000 but less than 40,000 within an urbanized area. Since the City of Melissa is the owner and operator of the municipal stormwater system within an urbanized area, and the storm water system discharges to water of the United States, the city is subject to the requirements of the permit. Technically, the city operates a Small Municipal Separate Storm Sewer System (MS4) which, is a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that discharges to a water of the United States. The permit was issued and reissued in August 2024 by the State of Texas using a process called a 'general permit". This process allows the Texas Commission on Environmental Quality (TCEQ) to issue and enforce broad requirements to an entire class of water discharges; in this case stormwater discharges.

As a result of this permit coverage, the city is required to comply with certain permit conditions including preparation and submission of a Notice of Intent (NOI) to be continue coverage by the

permit and submission of this Stormwater Management Plan (SWMP or Plan). The NOI and the SWMP are the vehicles used by the TCEQ to verify that Melissa is authorized by and compliant with the permit and that the city is taking appropriate actions to meet the permit conditions. The specific permit requirements addressed in this SWMP are contained in the section entitled, "Storm Water Management Program Best Management Practices for the City of Melissa". This section of the Plan is a list of each Best Management Practice (BMP) that the city has implemented or will implement to meet the statutory requirements of the Minimum Control Measures (MCM) established in the General Permit. In general, the approach is to show how the City of Melissa intendeds to meet the objectives of the permit for each of the areas required by the permit.

While state and federal laws mandate that the city implement these activities, there is no state or federal funding associated with implementing the requirements of the permit. Instead, it is left to the city to develop, fund, and implement the requirements of the permit. However, the City of Melissa has made progress and addressed many of the structural requirements of the permit conditions through various engineering activities and reviews for development activities, city council adopted ordinances and standards, and general good housekeeping practices implemented by the city. These proactive measures establish a good foundation on which to demonstrate the city is making progress in regard to improving stormwater quality.

Legal Authority

The City of Melissa is a "Home Rule" city under the laws and authority of the State of Texas. As such, the city has the authority to adopt resolutions and ordinance necessary to implement and address the requirements of the General Permit including the collection of fines and fees necessary to implement the ordinances. The City of Melissa has adopted several ordinances that require new development and redevelopment projects to follow certain design, operation, and construction standards including the procedures and standards required by this SWMP. Additional requirements are contemplated under this SWMP and are subject to City Council consideration, public participation, and funding/resource availability.

Current city ordinances that provide authority for the requirements, development process, inspection, and standards established in this plan are included in Chapter 11, Article 11.2000 of the City's Code of Ordinances.

The following is a list of key dates applicable to the city as a result of the general Permit:

- Permit Effective Date and applicability to the City of Melissa: First Permit December 13, 2013, Resubmission of NOI and SWMP
- Permit Expiration: December 2018

- Application deadline for permit renewal: July 23, 2019. Includes submission of Notice of Intent (NOI) and SWMP due to TCEQ.
- Permit Expiration: August 2024
- Application deadline for permit renewal: February 11, 2025. Includes submission of the SWMP to address the 2024 general permit requirements prior to submitting the complete NOI and application fee due to TCEQ.
- Annual Reports: 90-days from end of permit year: March 31, 2025 (note, this date is based on designating the calendar year for permit term: alternatives include calendar year, MS4 general permit year, or fiscal year – refer to NOI).

Content of the SWMP

The August 2024 permit requires that the SWMP include, at a minimum, the following items:

1. A description of the MCMs with measurable goals, including, as appropriate, the months and years when the permittee will undertake required actions, including interim milestones and the frequency of the action for each MCM and if selected, the optional 8th MCM described in Part IV.D.
2. A measurable goal that includes the development of ordinances or other regulatory mechanisms allowed by state, federal and local law, providing the legal authority necessary to implement and enforce the requirements of this permit, including information on any limitations to the legal authority;
3. The measurable goals selected by the permittee must be clear, specific, and measurable.
4. A summary of written procedures describing how the permittee will implement the provisions in Parts III (Impaired Water Bodies and Total Maximum Daily Load (TMDL) Requirements) and IV (Stormwater Management Program) of the general permit.
5. A description of a program or a plan of compliance with the impaired water bodies and TMDL requirements in Part III.
6. Identification of any impaired waters that have been added in accordance with Part III.

Definitions:

The following definitions are excerpts from the TCEQ General Permit for convenience; TPDES General Permit No. TXR040000. These definitions are provided as a quick reference for definitions used in this plan and for commonly used terms associated with stormwater management. For a full list of definitions, refer to the TPDES General Permit No. TXR040000.

Best Management Practices (BMPs) - Schedules of activities, prohibitions of practices, maintenance procedures, structural controls, local ordinances, and other management practices to prevent or reduce the discharge of pollutants. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spills or leaks, waste disposal, or drainage

from raw material storage areas.

Catch basins - Storm drain inlets and curb inlets to the storm drain system. Catch basins typically include a grate or curb inlet that may accumulate sediment, debris, and other pollutants.

Classified Segment - A water body that is listed and described in Appendix A or Appendix C of the Texas Surface Water Quality Standards, at 30 Texas Administrative Code (TAC) § 307.10.

Construction Activity - Soil disturbance, including clearing, grading, and excavating; and not including routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the site (e.g., the routine grading of existing dirt roads, asphalt overlays of existing roads, the routine clearing of existing right-of-ways, and similar maintenance activities). Regulated construction activity is defined in terms of small and large construction activity.

Small Construction Activity is construction activity that results in land disturbance of equal to or greater than one (1) acre and less than five (5) acres of land. Small construction activity also includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one (1) and less than five (5) acres of land.

Large Construction Activity is construction activity that results in land disturbance of equal to or greater than five (5) acres of land. Large construction activity also includes the disturbance of less than five (5) acres of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than five (5) acres of land.

Construction Site Operator - The entity or entities associated with a small or large construction project that meet(s) either of the following two criteria:

(a) The entity or entities that have operational control over construction plans and specifications (including approval of revisions) to the extent necessary to meet the requirements and conditions of this general permit; or

(b) The entity or entities that have day-to-day operational control of those activities at a construction site that are necessary to ensure compliance with a stormwater pollution prevention plan (SWP3) for the site or other permit conditions (for example they are authorized to direct workers at a site to carry out activities required by the SWP3 or comply with other permit conditions).

Control Measure - Any BMP or other method used to prevent or reduce the discharge of pollutants to water in the state.

Conveyance - Curbs, gutters, man-made channels and ditches, drains, pipes, and other constructed features designed or used for flood control or to otherwise transport stormwater runoff.

Discharge – When used without a qualifier, refers to the discharge of stormwater runoff or certain non-stormwater discharges as allowed under the authorization of this general permit.

Final Stabilization - A construction site where any of the following conditions are met:

(a) All soil disturbing activities at the site have been completed and a uniform (for example, evenly distributed, without large bare areas) perennial vegetative cover with a density of 70 percent of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.

(b) For individual lots in a residential construction site by either:

(1) The homebuilder completing final stabilization as specified in condition (a) above; or

(2) The homebuilder establishing temporary stabilization for an individual lot prior to the time of transfer of the ownership of the home to the buyer and after informing the homeowner of the need for, and benefits of, final stabilization.

(c) For construction activities on land used for agricultural purposes (for example pipelines across crop or range land), final stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural use. Areas disturbed that were not previously used for agricultural activities, such as buffer strips immediately adjacent to a surface water and areas which are not being returned to their preconstruction agricultural use must meet the final stabilization conditions of condition (a) above.

General Permit – A permit issued to authorize the discharge of waste into or adjacent to water in the state for one or more categories of waste discharge within a geographical area of the state or the entire state as provided by Texas Water Code (TWC) § 26.040.

High Priority Facilities – High priority facilities are facilities with a high potential to generate stormwater pollutants. These facilities must include, at a minimum, the MS4 operator's maintenance yards, hazardous waste facilities, fuel storage locations, and other facilities where chemicals or other materials have a high potential to be discharged into stormwater. Among the factors that must be considered when giving a facility a high priority ranking are: the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must not be preformed outside (for example, changing automotive fluids, vehicle washing), proximity to water bodies, proximity to sensitive aquifer recharge features, poor housekeeping practices, and discharge of pollutant(s) of concern to the impaired water(s).

Hyperchlorinated Water – Water resulting from hyperchlorination of waterlines or vessels, with

a chlorine concentration greater than 10 milligrams per liter (mg/L).

Illicit Connection - Any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

Illicit Discharge - Any discharge to a municipal separate storm sewer that is not entirely composed of stormwater, except discharges pursuant to this general permit or a separate authorization and discharges resulting from emergency fire-fighting activities.

Impaired Water – A surface water body that is identified as impaired on the latest U.S. Environmental Protection Agency (EPA) approved Clean Water Act (CWA) § 303(d) List or waters with an EPA approved or established TMDL that are found on the latest EPA approved *Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d)* which lists the category 4 and 5 water bodies.

Industrial Activity - Any of the ten (10) categories of industrial activities included in the definition of "stormwater discharges associated with industrial activity" as defined in 40 Code of Federal Regulations (CFR) §122.26(b)(14)(i)-(ix) and (xi).

MS4 Operator – For the purposes of this permit, the public entity or the entity contracted by the public entity, responsible for the management and operation of the small municipal separate storm sewer system that is subject to the terms of this general permit.

Municipal Separate Storm Sewer System (MS4) - A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

(a) Owned or operated by the U.S., a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over the disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under the CWA §208 that discharges to surface water in the state;

(b) That is designed or used for collecting or conveying stormwater;

(c) That is not a combined sewer; and

(d) That is not part of a publicly owned treatment works (POTW) as defined in 40 CFR §122.2.

Notice of Change (NOC) - A written notification from the permittee to the executive director providing changes to information that was previously provided to the agency in a notice of intent.

Notice of Intent (NOI) - A written submission to the executive director from an applicant

requesting coverage under this general permit.

Notice of Termination (NOT) - A written submission to the executive director from a permittee authorized under a general permit requesting termination of coverage under this general permit.

Outfall - A point source at the point where a small MS4 discharges to waters of the U.S. and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances that connect segments of the same stream or other waters of the U.S. and are used to convey waters of the U.S. For the purpose of this permit, sheet flow leaving a linear transportation system without channelization is not considered an outfall. Point sources such as curb cuts; traffic or right-or-way barriers with drainage slots that drain into open culverts, open swales or an adjacent property, or otherwise not actually discharging into waters of the U.S. are not considered an outfall.

Permittee – The MS4 operator authorized under this general permit.

Point Source - (from 40 CFR § 122.22) any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

Redevelopment - Alterations of a property that changed the ”footprint” of a site or building in such a way that there is a disturbance of equal to or greater than one (1) acre of land. This term does not include such activities as exterior remodeling, routine maintenance activities, and linear utility installation.

Small Municipal Separate Storm Sewer System (MS4) – A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

(a) Owned or operated by the U.S., a state, city, town, borough, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under CWA § 208;

(b) Designed or used for collecting or conveying stormwater;

(c) Which is not a combined sewer;

(d) Which is not part of a publicly owned treatment works (POTW) as defined in 40 CFR § 122.2; and

(e) Which was not previously regulated under a National Pollutant Discharge Elimination System (NPDES) or a Texas Pollutant Discharge Elimination System (TPDES) individual permit as a medium or large municipal separate storm sewer system, as defined in 40 CFR §§122.26(b)(4) and (b)(7).

This term includes systems similar to separate storm sewer systems at military bases, large hospitals or prison complexes, and highways and other thoroughfares. This term does not include separate storm sewers in very discrete areas, such as individual buildings. For the purpose of this permit, a very discrete system also includes storm drains associated with certain municipal offices and education facilities serving a nonresidential population, where those storm drains do not function as a system, and where the buildings are not physically interconnected to a small MS4 that is also operated by that public entity.

Stormwater and Stormwater Runoff - Rainfall runoff, snow melt runoff, and surface runoff and drainage.

Stormwater Associated with Construction Activity - Stormwater runoff from an area where there is either a large construction or a small construction activity.

Stormwater Management Program (SWMP) - A comprehensive program to manage the quality of discharges from the municipal separate storm sewer system.

Structural Control (or Practice) - A pollution prevention practice that requires the construction of a device, or the use of a device, to capture or prevent pollution in stormwater runoff. Structural controls and practices may include but are not limited to wet ponds, bioretention, infiltration basins, stormwater wetlands, silt fences, earthen dikes, drainage swales, vegetative lined ditches, vegetative filter strips, sediment traps, check dams, subsurface drains, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins.

Total Maximum Daily Load (TMDL) – The total amount of a substance that a water body can assimilate and still meet the Texas Surface Water Quality Standards.

Traditional Small MS4 - A small MS4 that can pass ordinances and have the enforcement authority to enforce the stormwater management program. An example of traditional MS4s includes cities.

Urban Area – A statistical geographic entity consisting of a density settles core created from census blocks and contiguous qualifying territory that together have at least 2,000 housing units or 5,000 persons as defined and used by the U.S. Census Bureau in the 2020 Decennial Census.

Urbanized Area (UA) – A retired statistical geographic entity type consisting of a densely settled core created from census tracts or blocks and adjacent densely settled territory that together have a minimum population of 50,000 people which was used by the U.S. Census Bureau in the 2000 and the 2010 Decennial Census.

Waters of the United States - (According to 40 CFR § 120.2(a)) Waters of the United States or waters of the U.S. means:

1. Waters which are:

(i) Currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;

(ii) The territorial seas; or

(iii) Interstate waters;

2. Impoundments of waters otherwise defined as waters of the United States under this definition, other than impoundments of waters identified under paragraph (a)(5) of this section;

3. Tributaries of waters identified in paragraph (a)(1) or (2) of this section that are relatively permanent, standing or continuously flowing bodies of water;

4. Wetlands adjacent to the following waters:

(i) Waters identified in paragraph (a)(1) of this section; or

(ii) Relatively permanent, standing or continuously flowing bodies of water identified in paragraph (a)(2) or (a)(3) of this section and with a continuous surface connection to those waters;

5. Intrastate lakes and ponds not identified in paragraphs (a)(1) through (4) of this section that are relatively permanent, standing or continuously flowing bodies of water with a continuous surface connection to the waters identified in paragraph (a)(1) or (a)(3) of this section.

Minimum Control Measures

The Applicable Minimum Control Measure (MCM) is the explicit permit section and reference that the city must address in this Plan. The city is given a great deal of latitude and flexibility in the development of BMPs and measurable goals necessary to meet the permit requirement. This column of the plan provides the title and permit reference with a brief summary of the objective associated with each MCM. The Permit establishes eight Minimum Control Measures (MCMs). Six of the MCMs are applicable to the City of Melissa, one is not applicable, and one is optional. The eight MCMs include:

MCM 1: Public Education and Outreach – BMPs have been established for this MCM.

MCM 2: Public Involvement/Participation – BMPs have been established for this MCM.

MCM 3: Illicit Discharge Detection and Elimination (IDDE) – BMPs have been established for this MCM.

MCM 4: Construction Site Stormwater Runoff Control – BMPs have been established for this MCM.

MCM 5: Post Construction Stormwater management in New Development and Redevelopment – BMPs have been established for this MCM.

MCM 6: Pollution Prevention and Good Housekeeping for Municipal Operations – BMPs have been established for this MCM.

MCM 7: Industrial Stormwater Sources – this MCM does not apply to Level 2a Operators.

MCM 8: Authorization for Construction Activities where the Small MS4 is the Site Operator – The city does not conduct projects where the city is the Site Operator; the city uses subcontracted construction companies for projects under this category consequently, this MCM does not apply.

Storm Water Program Best Management Practices

The Storm Water Management Program Best Management Practices for the City of Melissa (SWMP BMPs) includes the following headings:

Best Management Practice: The General permit requires that each small MS4 designate a practice that the city will follow to demonstrate compliance with each of the six Minimum Control Measures (MCMs). The BMP is a general description of the objective associated with the detailed activities described for the MCM. As noted in the definitions section, a BMP is a, "Schedules of activities, prohibitions of practices, maintenance procedures, structural controls, local ordinances, and other management practices to prevent or reduce the discharge of pollutants. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spills or leaks, waste disposal, or drainage from raw material storage areas." Each BMP has a measurable goal and required documentation to demonstrate compliance and progress toward completion of the goal. These requirements are noted for each BMP; it is a good practice to maintain copies of the documentation with this plan for ease of reference, reporting, and compliance inspection.

Responsible Department: Accountability is an important part of permit compliance. The column entitled "Responsible Department" refers to the organizational unit of the city that is given responsibility, sufficient authority, and resources to implement the BMP.

Year 1-5 Measurable Goal: The intent of the permit is for the city to make progress in the control, management, and reduction of stormwater pollution throughout the five-year life of

the permit. Each BMP has a measurable goal for each year of the permit that the city is committing to achieve.

Impaired Water Bodies

Stormwater runoff from the city of Melissa is discharged to the East Fork of the Trinity River (Segment 0821D) water body. The East Fork Trinity River above Lavon Lake (0821D) is designated as an impaired water body according 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). This water body is designated impacted for bacteria, category 5r.

Consequently, bacteria specific BMPs have been established to decrease the level of bacteria contaminated stormwater reaching this receiving stream.

Discharges to Water Quality Impaired Water Bodies with an Approved TMDL (Permit Part III.A.)

Objective: To control the discharges of pollutants of concern (POCs) parameters to impaired waters and waters with approved total maximum daily loads (TMDLs) and assess the progress in controlling those pollutants.

Impairment for Bacteria BMP 1: Sanitary Sewer Systems

Conduct a review of 100% of the sanitary sewer system in the MS4 area within the impairments watershed to identify areas for improvement within the first two years of the permit term. Initiate all feasible improvement projects by the end of the permit term.

Conduct weekly lift station inspections at 100% of the MS4 owned and operated lift stations in the MS4 area within the impairment watershed each year.

Investigate and address 100% of sanitary sewer overflow complaints identified through the public reporting mechanism implemented by the MS4 each year.

Strengthen sanitary sewer use requirements to reduce blockage from fats, oils, and grease by reviewing and updating ordinances or other regulatory mechanisms and inspection programs at least one time annually.

Annual Actions:
Year 1-2: Review 100% of the sanitary sewer system within the impaired stream's watershed, identify areas that could be improved, and propose solutions that could reduce or eliminate the potential discharge of POCs.

Year 3-5: Initiate all feasible improvements to the sanitary sewer that could reduce or eliminate potential discharges of POCs.

Year 1-5: Conduct weekly inspections of lift stations during the regular MS4 weekly inspections. Investigate and address 100% of the sanitary sewer overflow complaints identified through the public reporting mechanism. Document all reports and actions taken (BMP 10). Review and update ordinances annually to strengthen use requirements to reduce blockage from fats, oils, and grease.

Responsible Department: Engineering and Public Works.

Documentation: Document any improvements made to the sanitary sewer, weekly inspections, public complaints of sanitary sewer overflow and responses, and any updates to ordinances during the permit term.

Implementation Schedule:

BMP 1					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Review potential improvements to the sanitary sewer in impaired watersheds (Year 1-2). Initiate	x	x	x	x	x

all feasible improvements by the end of the permit term (Year 3-5). Continue to conduct weekly inspections of 100% of the MS4 lift stations and respond to all public complaint reports related to the sanitary sewer. Review and update city ordinances annually as needed to strengthen sanitary sewer use requirements to reduce blockage from fats, oils, and grease (Year 1-5).					

Impairment for Bacteria BMP 2: On-Site Sewage Facilities (OSSFs)

Develop and implement procedures to screen 20% of the MS4 area within the impairment watershed annually to identify failing OSSFs.

- Maintain and inventory of 100% of the identified OSSFs and their status each year. Review and update inventory at least once annually.
- Adress 100% of failing OSSFs each year by requiring the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.

Investigate and address 100% of OSSF complaints identified through the public reporting mechanism implemented by the MS4 each year (BMP 10).

Annual Actions:
Year 1: Develop a screening method to screen 20% of the MS4 within the impairment watershed to identify OSSFs. Produce an interactive map to document OSSFs and their status.

Year 2-5: Screen 20% of the MS4 area within the impairment watershed and maintain an inventory of 100% of the OSSFs and their status. Update the inventory list annually and address 100% of the failing OSSFs identified. Investigate and address 100% of OSSF complaints through the public reporting system (BMP 10).

Responsible Department: Engineering, GIS, and Public Works.

Documentation: Develop a GIS map inventory of OSSFs with their status. Save any documented complaints from the public about any OSSFs and document actions taken to address complaints.

Implementation Schedule:

BMP 2					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Develop and map inventory of OSSFs in the impaired watershed and procedures to screen	x	x	x	x	x

20% annually (Year 1). Screen 20% of the OSSFs and address all that are failing. Investigate 100% of public complaints about any OSSFs (Year 2-5).					

Impairment for Bacteria BMP 3: Illicit Discharges and Dumping.

Ensure 100% of procedures and ordinances or other regulatory mechanisms established for BMPs in MCM 3: Illicit Discharge Detection and Elimination address discharges that may contribute bacteria including from OSSFs, grease traps, and grit traps.

Annual Actions:
Year 1-5: Ensure the Illicit Discharge Detection and Elimination BMPs include discharges that may contribute bacteria from OSSFs, grease traps, and grit traps.

Responsible Department: See MCM 3, BMPs 8-14.

Documentation: See MCM 3, BMPs 8-14.

Implementation Schedule:

BMP 3					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
See MCM 3, BMPs 8-14.	x	x	x	x	x

Impairment for Bacteria BMP 4: Animal Sources.

Expand existing managements programs to identify and target animal sources such as zoos, pet waste, and horse stables.

Develop and distribute educational materials related to animal sources of bacteria to 75% of the intended audiences identified by the MS4 in MCM 1: Public Education and Outreach each year. Develop and implement a tracking system to estimate what percentage of the intended audience is reached for determining BMP effectiveness.

Annual Actions:
Year 1-5: See MCM 1, BMPs 1-5.

Responsible Department: See MCM 1, BMPs 1-5.

Documentation: See MCM 1, BMPs 1-5.

Implementation Schedule:

BMP 4					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
See MCM 1, BMPs 1-5.	x	x	x	x	x

Impairment for Bacteria BMP 5: Residential Education

Implement at least one additional BMP from MCM 1: Public education and Outreach annually.

In addition, ensure at least one of the BMPs implemented for MCM 1 focuses on at least one of the following:

- Bacteria discharging from a residential site either during runoff events or directly.
- Fats, oils, and grease clogging sanitary sewer lines and resulting overflows.
- Identifying and reporting illicit discharges or illegal dumping.
- Maintenance and operation of decorative ponds.
- Proper disposal of pet waste.

Annual Actions:
Year 1-5: See MCM 1, BMPs 1-5.

Responsible Department: See MCM 1, BMPs 1-5.

Documentation: See MCM 1, BMPs 1-5.

Implementation Schedule:

BMP 5					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
See MCM 1, BMPs 1-5.	x	x	x	x	x

Storm Water Management Program Best Management Practices for the City of Melissa

MCM 1: Public Education and Outreach (Permit Part IV.D.1.)

Objective: To distribute educational materials to the community and conduct equivalent outreach about the impacts of the stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

MCM 1, BMP 1: Information on the MS4 Operator's Website (https://www.cityofmelissa.com)

Maintain a webpage with current and accurate information and working links.

- All links shall be checked, and the page shall be updated as necessary at a minimum of once annually.
- Must be maintained for the full year, each year.

Annual Actions:
Year 1: Identify resources, source information, and requirements to be placed on city website. Identify persons and resources to maintain information sources.

Year 2-5: Maintain city website with information about impacts of the stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

Responsible Department: Engineering and Public Information Officer

Documentation: Maintain documentation on city website

Implementation Schedule:

BMP 1					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Identifying information and responsible parties (Year 1). Update and maintain information on the city website annually (Year 2-5).	x	x	x	x	x

MCM 1, BMP 2: Social Media Posts, Social Media Campaign.

Post a minimum of four times each year on a minimum of one social media platform.

- The message shall address ways attendees can minimize or avoid adverse stormwater impacts or practices to improve the quality of stormwater runoff.
- The messages shall be seasonally appropriate.
- Must make a minimum of one post per quarter and all quarterly posts must be visible by attendees for the full year, each year.

Annual Actions:
Year 1: Identify resources, source information, and requirements to be posted to social media. Make four seasonally appropriate (spring, summer, fall, and winter) social media posts to at least 1 social media platform addressing ways that residents can minimize or avoid adverse stormwater impacts or practices to improve stormwater runoff. Identify persons and resources to maintain information sources.

Year 2-5: Continue to update and post seasonally appropriate information on social media once per quarter.

Responsible Department: Engineering and Public Information Officer

Documentation: Maintain documentation on the city's social media accounts.

Implementation Schedule:

BMP 2					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Identify and develop information to be posted seasonally and identify the responsible parties to maintain information posts (Year 1). Update and maintain information on social media quarterly (Year 2-5).	x	x	x	x	x

MCM 1, BMP 3: Maintain or mark storm drains and inlets with, "No Dumping – Drains to Creek" or similar message.

Placard, stencil, or paint a minimum of 10% of all known stormwater inlets in either high-impact areas identified by the small MS4 operator or impairment watersheds within the MS4 area each year.

Where all known stormwater inlets have been marked, inspect, and maintain the markers for a minimum of 15% of all known stormwater inlets in either high-impact areas identified by the small MS4 operator or impairment watersheds within the MS4 each year.

Annual Actions:
Year 1: Identify high impact areas and the surrounding stormwater inlets via the stormwater map to develop a list of inlets to mark that is greater than or equal to 10% of known inlets.

Year 2-5: Mark ≥ 10% of the existing and newly constructed inlets in high impact areas with "Dump No Waste – Drains to River" and inspect 100% of these inlets during routine MS4 inspections

Responsible Department: Engineering Staff, GIS, and Public Works

Documentation: Update the GIS stormwater map to include marked inlets.

Implementation Schedule:

BMP 3					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Identify high impact areas and the surrounding stormwater (Year 1). Mark ≥ 10% of the existing and newly constructed inlets in high impact areas with "No Dumping – Drains to Creek" and inspect 100% of these inlets during routine MS4 inspections (Year 2-5).	x	x	x	x	x

MCM 1, BMP 4: Publish articles in local newspaper or newsletter, may be electronic.

Develop article topics that are group specific and address activities or pollutants of concern at a seasonally appropriate time.

A minimum of two articles must be published or emailed to target audience groups each year.

Annual Actions:
Year 1: Identify resources, source information, and requirements to be published. Identify persons and resources to maintain information sources.

Year 2: Publish two articles with information that addresses activity or pollutants of concern to the local paper based on the current season.

Year 3-5: Continue to publish seasonally appropriate information in the local paper bi-annually.

Responsible Department: Engineering and Public Information officer.

Documentation: Maintain hard copy/scanned documentation in the city files and MS4 folder

Implementation Schedule:

BMP 4					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Identify information and responsible parties (Year 1); Publish information in the local paper (Year 2); Provide at least two new seasonally appropriate articles addressing activities or pollutants to stormwater in the local newspaper each year (Year 3-5).	x	x	x	x	x

MCM 1, BMP 5: Permanent stormwater related signage.

Place signage in a location where the message is relevant, and highly visible to target audience.

Signage will count as an annual BMP for the year it was put in place and for each subsequent year of this permit cycle as long as each of those years, the permittee inspects and maintains, as necessary, 100% of the signage once annually.

Annual Actions:
Year 1: Identify locations where permanent stormwater related signage would be relevant and identify information to be placed on signage.

Year 2-5: Place signage where relevant and maintain it for the entirety of the permit term. Inspect and maintain signage as needed throughout the permit term.

Responsible Department: GIS, Engineering, and Public Works.

Documentation: Include signage on the MS4 Map and annually document inspections of stormwater signage. Document any maintenance throughout the permit term.

Implementation Schedule:

BMP 5					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Identify relevant location for stormwater related signage could be implemented (Year 1). Implement signage in the identified locations and document these on the MS4 map. Inspect and maintain signage throughout the permit term (Year 2-5).	x	x	x	x	X

MCM 2: Public Involvement/Participation (Permit Part IV.D.2.)

Objective: To create opportunities, or support activities that are coordinated by citizen groups, for residents and others to become involved with the SWMP that demonstrates an impact on stormwater runoff by improving water quality.

MCM 2, BMP 6: Stream/lake or watershed clean-up events; litter/trash clean-up events such as Adopt-A-Highway, Adopt-A-Spot, Adopt-A-Street, Adopt-A-Stream, etc.

Host or support at a minimum one event annually.

- To be considered an event, the land area cleaned must be a minimum of:
  - Two acres
  - 400 yards of stream/streambank/riparian area, or
  - Two miles of roadside
- These may be combined (such as one acre of land and 200 yards of stream)

Annual Actions:
Year 1: Identify resources and potential management areas within the city that could benefit from clean-up events. Identify potential citizen groups to host clean-up events.

Year 2-5: Plan, announce, and execute an annual clean-up event coordinated by citizen groups to effectively remove litter from an area ≥ two acres of land, 400 yards of stream or riparian area, or two miles of roadside.

Responsible Department: Public Information Officer.

Documentation: Save online and/or hard copy announcements regarding clean-up event scheduling. Document event with photos.

Implementation Schedule:

BMP 6					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Identify potential management areas for clean-up events and citizen groups to execute clean-up events (Year 1). Plan and execute clean-up events that service an area ≥ two acres, 400 yards of stream, or two miles of roadway (Year 2-5).	x	x	x	x	x

MCM 2, BMP 7: Habitat Improvement; Tree Planting; Invasive Vegetation Removal; Stream Restoration.

Host or support at a minimum one event annually.

- To be considered an event, the project must be a minimum of 0.5 acres or 25 yards.
- An event may take place in streams, parks, areas adjacent to public waterways, or other green space.
- An event may be a combination of locations and areas.

Annual Actions:
Year 1: Identify resources and potential management areas within the city that could benefit from habitat improvement. Identify parties to organize and host the event.

Year 2-5: Plan, announce, and carry out an annual habitat improvement event that services ≥ 0.5 acres or 25 yards.

Responsible Department: MS4 Coordinator.

Documentation: Save online and/or hard copy announcements regarding habitat improvement event scheduling. Document event with photos.

Implementation Schedule:

BMP 7					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2050	2026	2027	2028
Identify potential management areas for habitat improvement (Year 1). Plan and carry out an annual habitat improvement event that services an area ≥ 0.5 acres or 25 yards (Year 2-5).	x	x	x	x	x

MCM 2, BMP 8: Educational display/booth at a school, public event, or similar event to provide information or displays that work to improve public understanding of issues related to water quality.

Provide one booth or display at minimum annually.

The booth or display must be staffed during the time which the event is open to the public.

Annual Actions:
Year 1: Identify resources, source information, and requirements to be displayed related to water quality. Identify persons develop and present information.

Year 2-5: Display educational material with the objective of improving public understanding of the issues related to water quality at a school or public event once annually.

Responsible Department: Public Information Officer.

Documentation: Photos of booth or display at the school or public event saved to the MS4 folder.

Implementation Schedule:

BMP 8					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Identify information resources, event or location, and responsible parties (Year 1). Provide a booth and/or display once annually at a school or public event (Year 2-5).	x	x	x	x	x

MCM 3: Illicit Discharge Detection and Elimination (IDDE) (Permit Part IV.D.3)

Objective: To develop, implement, and enforce a program to investigate, detect, and eliminate illicit discharges into the small MS4.

MCM 3, BMP 9: Maintain a current and accurate MS4 map as described in Part IV.D.3.(c)(1). Of the General Permit.

Review and update, as necessary, at least one time annually to include features which have been added, removed, or changed.

The MS4 Map must show at minimum:

a. The location of all small MS4 outfalls that are operated by the permittee and that discharge into the Water of the U.S.
b. The location and name of all surface waters receiving discharges from the small MS4 outfalls.
c. Priority areas identified under Part IV.D.3.(e)(1), if applicable.

Annual Actions:

Year 1-5: Continue to maintain a current and accurate map of the City of Melissa stormwater sewer system with new construction, new subdivision development projects, and other connections to the city stormwater sewer system to aid in the detection and elimination of illicit discharges and to address non-stormwater discharges including illegal dumping into the MS4. Include identification of all discharge points, receiving streams, and retention/detention facilities.

Responsible Department: Engineering and GIS.

Documentation: Maintain map of city storm sewer system, receiving stream outfall locations and GIS mapping.

Implementation Schedule:

BMP 9					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to maintain the city storm sewer map making quarterly updates (Year 1-5).	x	x	x	x	x

MCM 3, BMP 10: Conduct training for all the permittee's field staff as described in Part IV.D.3.(c)(2) of the General Permit.

Training may be conducted in person or using self-paced training materials such as videos or reading materials.

Conduct a minimum of one training annually for 100% of MS4 field staff that may come in to contact with or otherwise observe an illicit discharge, illegal dumping, or illicit connection to the small MS4 as part of their normal job responsibilities.

Annual Actions:
Year 1-5: Continue to conduct annual review and staff training. At time of training, review all instances of illicit discharges and results of inspections for past year. Conduct training and education of field staff to identify, report, and, to the extent feasible, mitigate illicit discharges to the storm system. Recommend changes or updates to inspection forms, response plan, and reporting procedures. Implement changes within six (6) months of annual training program.

Responsible Department: Engineering.

Documentation: Continue to maintain training information and training logs in MS4 File. Distribute revisions to inspection forms, and response plan to affected staff.

Implementation Schedule:

BMP 10					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Conduct at least 1 training class annually (Year 1-5).	x	x	x	x	x

MCM 3, BMP 11: Maintain and publicize a public reporting method for the public to report illicit discharges, illegal dumping, or water quality impacts associated with discharges into or from the small MS4 such as reporting hotline, online form, or other similar mechanisms as described in Part IV.D.3.(c)(3) of the General Permit.

Maintain a minimum of one public reporting mechanism 100% of the time during the permit term.

Publicize the public reporting mechanism a minimum of two times annually in a method designed to reach the majority of the intended audience. Develop and implement a tracking system to estimate what percentage of the intended audience is reached for determining BMP effectiveness.

In addition, if the MS4 operator has a public website, the public reporting mechanism must be publicized on the public website 100% of the time during the permit term.

Annual Actions:
Year 1-5: Continue to implement the "How Do I…" > "How do I report a code violation" tabs found on the https://cityofmelissa.com website where residents can access a Complaint Intake Form, Code Enforcement email, the number for Code Compliance (972)-838-1089, and directions on how to properly report a violation.

Responsible Department: Engineering and Public Information Officer.

Documentation: Electronically document any public announcements about the public reporting mechanism of illicit discharges. Electronically document any submissions of detected illicit discharges.

Implementation Schedule:

BMP 11					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to make information on how to report a code violation available on the city website (Year 1-5).	x	x	x	x	x

MCM 3, BMP 12: Develop and maintain procedures for responding to illicit discharges and illegal dumping as described in Part IV.D.3(c)(5) of the General Permit.

Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.

Annual Actions:
Year 1-5: At time of annual training (BMP 10), review IDDE response policy and inspections forms. Update forms or response actions based on prior year experience.

Responsible Department: Engineering.

Documentation: Prepare summary of review and any changes made to plan on cover sheet of response plan.

Implementation Schedule:

BMP 12					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to review IDDE response policy and procedures at quarterly meetings and update IDDE at least 1 time annually, or as needed (Year 1-5).	x	x	x	x	x

MCM 3, BMP 13: Source investigation and elimination of illicit discharges and illegal dumping as described in Part IV.D.3.(c)(5) in the General Permit.

Respond to 100% of known illicit discharges and illegal dumping incidents each year to investigate sources.

Respond to 100% of high priority discharges each year, such as sanitary sewer discharges within 24 hours.

For 100% of known illicit discharges or illegal dumping incidents where the small MS4 does not have jurisdiction, notify the adjacent MS4 operator or the applicable TCEQ regional office each year.
Region 4, Dallas/ Fort Worth
2309 Gravel Dr.
Fort Worth TX 76118-6951
(817) 588-5800

Notify TCEQ immediately of 100% of illicit flows believed to be an immediate threat to human health or the environment throughout the permit term.

Annual Actions:
Year 1-5: Continue to implement Article 11.2000 of the Melissa City Ordinances and respond to 100% of known illicit discharges and within 24 hours of high priority discharges. If the City of Melissa does not have jurisdiction, notify the adjacent MS4 operator or the Region 4 TCEQ office.

Responsible Department: Engineering and Public Works.

Documentation: Maintain documentation and photographic records of any reported or identified illicit discharges.

Implementation Schedule:

BMP 13					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to implement Article 11.2000 of the Melissa Code of Ordinances. Respond to 100% of known illicit discharges and illegal dumping (within 24 hours for high priority discharges). Involve adjacent MS4 operators and/or TCEQ Reginal Office 4 if discharges are outside of Melissa's jurisdiction (Year 1-5).	x	x	x	x	x

MCM 3, BMP 14: Corrective action to eliminate illicit discharges and illegal dumping as described in Part IV.D.3.(c)(5) if the General Permit.

For 100% of illicit discharges or illegal dumping where a source has been determined, notify the responsible party of the problem within 24 hours.

Require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.

Annual Actions:
Year 1-5: Notify the responsible parties for 100% of illicit discharges and illegal dumping. Continue to implement and enforce Article 11.2000 § 11.2013 of the Melissa Code of Ordinances.

Responsible Department: Engineering and City Attorney.

Documentation: Maintain documentation and photographic records of any reported or identified illicit discharges as well as corrective measures taken to eliminate any illicit discharges and illegal dumping.

Implementation Schedule:

BMP 14					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Notify responsibly parties for 100% of illicit discharges and illegal dumping. Continue to implement Article 11.2000 § 11.2013 of the Melissa Code of Ordinances (Year 1-5).	x	x	x	x	x

MCM 3, BMP 15: Inspection Procedures as described in part IV.D.3.(c)(6)

Develop written procedures describing the basis for conducting inspections in response to complaints and conducting follow-up inspections.

Conduct inspections in response to 100% of complaints each year according to the established procedures.

Conduct follow-up inspections in 100% of cases each year where necessary as described in the established procedures.

Annual Actions:
Year 1: Prepare draft inspection procedure for conducting inspections in response to complaints and conducting follow-up inspections.

Year 2: Present draft inspection procedures to city manager for review and adoption as determined by city manager.

Year 3-5: Implement inspection procedures as adopted by city manager or revise for adoption as directed by city manager.

Responsible Department: Engineering

Documentation: Maintain copy of proposed inspection procedures. Maintain inspection reports in response to complaints as well as follow-up inspection reporting. Maintain photographic records of any inspections in response to complaints of illicit discharges or illegal dumping.

Implementation Schedule:

BMP 15					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Develop, prepare, present, and implement inspection procedures as described above (Year 1-2). Perform inspections and follow up inspections to 100% of complaints throughout the permit term (Year 3-5).	x	x	x	x	x

MCM 4: Construction Site Stormwater Runoff Control (Permit Part IV.D.4)

Objective: Develop, implement and enforce a program requiring operators of small and large construction activities to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP.

MCM 4, BMP 16: Develop and maintain an ordinance or other regulatory mechanism as described in Part IV.D.4.(a) of the General Permit.

All permittees shall develop, implement, and enforce a program requiring operators of small and large construction activities to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP. The program must include the development and implementation of an ordinance or other regulatory mechanism, as well as sanctions to ensure compliance to the extent allowable under state, federal, and local law, to require erosion and sediment control.

Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable.

Annual Actions:
Year 1-5: Continue to implement and enforce adopted city ordinances that require operators of small and large construction activities to maintain stormwater control measures that prevent illicit discharges and control erosion and sediment control.

Conduct weekly inspections of construction projects including inspection and identification of stormwater control BMPs.

Responsible Department: Engineering, Public Works, and City Attorney.

Documentation: Maintain electronic copies of inspection reports and any follow-up enforcement actions.

Implementation Schedule:

BMP 16					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to implement city ordinance as described above. Perform inspections on 100% of small and large construction activities weekly to ensure construction site stormwater control measures, erosion, and sediment controls are being implemented and maintained (Year 1-5).	x	x	x	x	x

MCM 4, BMP 17: Prohibit discharges as described in Part IV.D.4.(b)(2) of the General Permit.

The following discharges are prohibited:

a. Wastewater from washout concrete and wastewater from well drilling operations, unless managed by an appropriate control.
b. Wastewater from washout and cleanout of stucco, paint, from release oils, and other construction materials.
c. Fuels, oils, or other pollutants used in vehicle and equipment washing.
d. Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate BMPs.

Develop and maintain an ordinance or other regulatory mechanism to prohibit these discharges.

Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable.

Annual Actions:
Year 1-5: Continue to implement and enforce adopted city ordinances prohibiting illicit discharges as described above. Continue to review ordinances prohibiting illicit discharges at quarterly meetings and update ordinances at least 1 time during the permit term, or as needed.

Responsible Department: Engineering and City Attorney.

Documentation: Document review of city ordinances regarding permit requirements. Document construction site inspections. Maintain copy of proposed changes to the adopted ordinances, council agenda, meeting minutes, and briefing material.

Implementation Schedule:

BMP 17					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to implement adopted city ordinances prohibiting illicit discharges. Review ordinances and propose changes as needed at quarterly meetings (Year 1-5).	x	x	x	x	x

MCM 4, BMP 18: Maintain and implement site plan review and procedures that describe which plans will be reviewed as well as when an operator may begin construction as described in Part IV.D.4.(b)(3) of the General Permit.

Site plan procedures must meet the following minimum requirements:

a. The site plan review procedures must incorporate consideration of potential water quality impacts.
b. The permittee may not approve any plans unless the plans contain appropriate site-specific construction site control measures that, at a minimum, meet the requirements described in the TPDES CGP, TXR150000.

Review and update site plan review procedures at least one time annually to address changes and make improvements to the established procedures where applicable.

Implement site plan review procedures for 100% of new construction site plans received each year.

Annual Actions:

Year 1-5: Continue to conduct pre-development and pre-construction meetings with development community and document design review meetings to include the review of construction plans with the consideration of potential water quality impacts and the implementation of MCMs.

Review and update site plan review procedures as needed at quarterly meetings. Update to address changes and make improvements to the established review procedures where applicable at least one time annually.

Responsible Department: Engineering and Planning.

Documentation: Maintain copies of design and SWP3 plans with development plans. Maintain copy of proposed changes to the site plan review procedures.

Implementation Schedule:

BMP 18					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to conduct pre-development and pre-construction meetings for 100% of new construction sites, as well as design review meetings for all projects. Review site plan review procedures at quarterly meetings and update where applicable (Year 1-5).	x	x	x	x	x

MCM 4, BMP 19-20: Implement procedures for inspecting large and small construction projects as described in Part IV.D.4.(b)(4) of the General Permit.

The permittee shall conduct inspections based on the evaluation of factors that are a threat to water quality, such as:

- Soil erosion potential
- Site slope
- Project size and type
- Sensitivity of receiving water bodies
- Proximity to receiving water bodies
- Non-stormwater discharges
- Past record of non-compliance by the operators of the construction site

Inspections must occur during the active construction phase.

All permittees shall develop and implement updated written procedures outlining the inspection and enforcement requirements. These procedures must be maintained on-site in the SWMP and be available to TCEQ.

Inspections of construction sites must, at minimum:

1. Determine whether the site has appropriate coverage under the TPDES CGP, TXR150000.
2. Conduct a site inspection to determine if control measures have been selected, installed, implemented, and maintained.
3. Assess compliance with the permittee's ordinances and other regulations.
4. Provide a written or electronic inspection report.

Review and update inspection procedures at least one time annually to address changes and make improvements to the established procedures where applicable.

Annual Actions:

Year 1-5: Continue to inspect 100% of active construction sites weekly based on the evaluation of factors that are a threat to water quality as listed above. Continue to implement written procedures for the inspection of construction. Review and update procedures once annually. Continue to update an electronic inspection report of all construction activities weekly.

Responsible Department: Engineering and Public Works.

Documentation: Weekly inspection report of all active construction sites based on the evaluation of factors that are a threat to water quality and the implementation and maintenance of MCMs. Maintain copy of proposed changes to the inspection procedures.

Implementation Schedule:

BMP 19-20					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to conduct weekly inspections of all active construction sites and generate a weekly report. Review and update inspection procedures as needed annually (Year 1-5).	x	x	x	x	x

MCM 4, BMP 21: Develop, implement, and maintain procedures for receipt and consideration of information submitted by the public as described in Part IV.D.4.(b)(5) of the General Permit.

Review and update procedures for the receipt and consideration of information submitted by the public at least one time annually to address changes and make improvements to the established procedures where applicable.

Maintain one webpage, hotline, or similar method for receipt of information submitted by the public throughout the permit term.

Annual Actions:

Under the "How Do I…" drop down menu on the city website (https://cityofmelissa.com), add a tab with where the public can report illicit discharges, illegal dumping, erosion/sedimentation, etc.

Responsible Department: Engineering and Public Information Officer.

Documentation: Electronically document any submissions of information and any follow up inspections.

Implementation Schedule:

BMP 21					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Develop an additional tab under the "How Do I…" menu on the city website that is designated for the public to report illicit discharges or other stormwater related information (Year 1-5).	x	x	x	x	x

MCM 4, BMP 22: Conduct a minimum of one training annually for 100% of MS4 staff whose primary jobs are related to implementing the construction stormwater program.

Annual Actions:

Year 1-5: Continue to conduct annual review and staff training (BMP 10). At time of training, review all instances of illicit discharges and results of inspections for past year. Conduct training and education of field staff to identify, report, and, to the extent feasible, mitigate illicit discharges to the storm system. Recommend changes or updates to inspection forms, response plan, and reporting procedures. Implement changes within six (6) months of annual training program.

Responsible Department: Engineering.

Documentation: Continue to maintain training information and training logs in MS4 File. Distribute revisions to inspection forms, and response plan to affected staff.

Implementation Schedule:

BMP 22					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Conduct at least 1 training class annually (Year 1-5).	x	x	x	x	x

MCM 5: Post Construction Stormwater Management in New Development and Redevelopment (Part IV.D.5)

Objective: Develop, implement, and enforce a program to control stormwater discharges from new development and redevelopment sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale.

MCM 5, BMP 23: Develop and maintain an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. The permittees shall establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality.

Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable.

Annual Actions:
Year 1-5: As part of the annual training (BMP 10), identify regulatory mechanisms to address post construction runoff and identify necessary updates based on the prior year experience.

Responsible Department: Engineering and Public Works.

Documentation: Document review of city standards, policies and ordinances regarding permit requirements. Document construction site inspections. Maintain copy of proposed ordinance, council agenda, meeting minutes, and briefing material.

Implementation Schedule:

BMP 23					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to implement and enforce adopted city ordinances addressing post construction in new and redevelopment projects. Annual review of past year operations (Year 1-5).	x	x	x	x	x

MCM 5, BMP 24: Document and maintain records of enforcement actions and make them available for review by TCEQ.

Maintain records of 100% of enforcement actions taken each year. Make 100% of enforcement records available to TCEQ for review within 24 hours of request.

Annual Actions:
Year 1-5: Maintain electronic records of 100% of enforcement actions taken each year in the MS4 folder.

Responsible Department: Engineering and City Attorney.

Documentation: Maintain electronic and photographic documentation of inspections and enforcement actions taken as a result of non-compliance of the SWMP in post construction development and redevelopments.

Implementation Schedule:

BMP 24					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Maintain record of 100% of enforcement actions taken each year (Year 1-5).	x	x	x	x	x

MCM 5, BMP 25: Ensure the long term operation and maintenance of structural stormwater control measures installed with maintenance preformed by

a. the permittee
    - implement a maintenance plan and schedule established by the small MS4 operator addressing 100% of stormwater control measures where the small MS4 operator is responsible for maintenance.

b. and/or the owner or operator of the new development redeveloped site.
    - Maintenance plan must be filed in the real property records of the county
    - Permittee shall require the owner/operator to develop and implement a maintenance plan for any structural control measures installed on site.
    - Permittee shall require that 100% of maintenance preformed is documented and retained on site and made available for review by the small MS4 or TCEQ within 24 hours of the request.

Annual Actions:
Year 1-5: Require 100% of property owners or operators of new development and redevelopment to develop and implement annual maintenance inspections of commercial and residential stormwater control measures. Require 100% of preformed maintenance to be documented and made available for review by the small MS4 operator and/or TCEQ within 24 hours of request.

Responsible Department: Engineering and New Development/Redevelopment Owners or Operators.

Documentation: Maintenance plans submitted to the Small MS4 operator and filed with the real property record of the county. Maintenance inspections and any maintenance performed is to be documented by the owner or operator of the new development or redevelopment.

Implementation Schedule:

BMP 25					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Require 100% of new development or redevelopment owners and operators to develop and implement maintenance inspections of stormwater control measures, file maintenance plan with the county, and document any maintenance that occurs (Year 1-5).	x	x	x	x	x

MCM 6: Pollution Prevention and Good Housekeeping for Municipal Operations (Part IV.D.6)

Objective: Develop and implement an operation and maintenance program, including an employee training component that has the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas.

MCM 6, BMP 26: Permittee owned facilities and control inventory.

All permittees shall develop and maintain an inventory of 100% of the facilities and stormwater controls that it owns and operates within the regulated area of the small MS4. The inventory must include all applicable permit numbers, registration numbers, and authorizations for each facility or controls. The inventory must be available for review by TCEQ.

Review and update the inventory at least one time annually to address changes or additions to the facilities and controls where applicable.

Annual Actions:
Year 1: Assign identification numbers to city-owned facilities and stormwater controls.

Year 2-5: Annually inspect city owned storage, stockpiling, ponds, and maintenance facilities.

Responsible Department: Engineering, Public Works, and GIS.

Documentation: Maintain electronic and photographic documentation of inspection results, and follow-up actions.

Implementation Schedule:

BMP 26					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Assign identification numbers to city-owned facilities and stormwater controls (Year 1). Annually inspect city-owned storage, stockpiles, and maintenance facilities (Year 2-5).	x	x	x	x	x

MCM 6, BMP 27: Training and Education.

Conduct a minimum of one training annually (BMP 10) for 100% of employees involved in implementing pollution prevention and good housekeeping practices.

Annual Actions:
Year 1-5: Annually review past year operations including sanitary sewer overflow (SSO) prevention, indoor and outdoor storage facilities, and ROW maintenance activities that may contribute to stormwater pollution. Identify and document opportunities for improvement and pollution reduction associated with ROW maintenance, sanitary sewer operations, and city owned facilities.

Responsible Department: Engineering and Public Works inspection staff.

Documentation: Continue to maintain training information and training logs in MS4 File. Distribute revisions to inspection forms, and response plan to affected staff.

Implementation Schedule:

BMP 27					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Annual review of past year operations (Year 1-5).	x	x	x	x	x

MCM 6, BMP 28: Disposal of Waste Material.

Ensure that 100% of waste from the MS4 is disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable each year.

Annual Actions:
Year 1-5: Continue to implement adopted city ordinances (Article 11.1401) for the disposal of waste.

Responsible Department: Public Works and Solid Waste.

Documentation: Maintain electronic documentation of any violations to the city ordinance and follow up actions taken.

BMP 27					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Implement adopted city ordinances for waste disposal (Year 1-5).	x	x	x	x	x

MCM 6, BMP 29: Contractor Requirements and Oversight.

Each year, ensure that 100% of contractors hired by the MS4 to preform maintenance activities on permittee owned facilities is contractually required to comply with all the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures.

Implement oversight procedures of contractor activities in 100% of contracts to ensure that contractors are using appropriate control measures and SOPs each Year.

Oversight procedures must be maintained on-site 100% of the time and made available for review by TCEQ within 24 hours of request.

Annual Actions:
Year 1-5: (BMPs 19 & 20) Continue to inspect 100% of active construction sites weekly based on the evaluation of factors that are a threat to water quality. Continue to implement written procedures for the inspection of construction activities. Continue to update an electronic inspection report of all construction activities weekly.

Responsible Department: Engineering and Public Works.

Documentation: Weekly inspection report of all active construction sites based on the evaluation of factors that are a threat to water quality and the implementation and maintenance of MCMs. Maintain copy of inspection procedures and proposed changes as needed.

Implementation Schedule:

BMP 29					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Continue to conduct weekly inspections of all active construction sites and generate a weekly report. Review and update inspection procedures as needed annually (Year 1-5).	x	x	x	x	x

MCM 6, BMP 30: Assessment of permittee-owned operations.

Evaluate 100% of O&M activities, in conjunction with procedure reviews if appropriate, for their potential to discharge pollutants in stormwater annually including but not limited to:

- Road and parking lot maintenance, including such areas as pothole repair, pavement marking, sealing, and re-paving.
- Bridge maintenance, including such areas as re-chipping, grinding, and saw cutting.
- Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas.
- Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.

Annual Actions:
Year 1-5: Annually review past year operation of ROW maintenance activities that may contribute to stormwater pollution during annual training (BMP 10 & 27). Identify and document opportunities for improvement and pollution reduction associated with ROW maintenance.

Responsible Department: Engineering and Public Works.

Documentation: Evaluate and electronically document any changes made to O&M activities.

Implementation Schedule:

BMP 30					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Annually review and evaluate O&M activities during the annual training. Document any procedure changes to the assessment of permittee-owned operations (Year 1-5).	x	x	x	x	x

MCM 6, BMP 31: Identify pollutants of concern.

Identify pollutants of concern that could be discharged from all the O&M activities and maintain a list of 100% of the pollutants identified.

Review and update the pollutants of concern list at least once annually to address changes or additions to the O&M activities where applicable.

Annual Actions:
Year 1-5: Develop and maintain a list of all O&M activities that occur within the small MS4 annually and list any pollutants associated with each of those activities. Update the list as applicable.

Responsible Department: Engineering and Public Works.

Documentation: Develop an electronic list of all O&M activities and all identified pollutants associated with each activity and save it in the MS4 folder. Review the list once annually at the annual training and update the list as applicable.

Implementation Schedule:

BMP 31					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Develop and maintain a list of pollutants associated with O&M activities. Review the list at the time of annual training and update when applicable (Year 1-5).	x	x	x	x	x

MCM 6, BMP 32: Pollution prevention measures.

All permittees shall develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the permittee-owned operations. Implement at least two of the following pollution prevention measures:

- Replace at least 50% of the MS4's materials and chemicals with more environmentally friendly material or methods by the end of the permit term.
- Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually.
- Use suspended tarps, booms, or vacuums to capture paint, solvents, rust, paint chips, and other pollutants during 80% of regular bridge maintenance each year.
- Place barriers around or conduct runoff away from 100% of deicing chemical storage areas to prevent discharge into surface waters each year.

Annual Actions:
Year 1: Develop a system for tracking deicing and anti-icing applications. Develop plans and procedures for placing barriers and/or conducting runoff away from deicing chemical storage areas.

Year 2-5: Implement a system for tracking deicing and anti-icing applications. Implement procedures for controlling runoff away from deicing chemical storage areas.

Responsible Department: Engineering and Public Works.

Documentation: Maintain a list of deicing and anti-icing compounds used throughout the year including the date of use, product used, and the amount used for 100% of applications annually and save to the MS4 folder. Document proposed and implemented procedures for controlling runoff from deicing chemical storage areas. Photograph implemented procedures when possible and save to the MS4 folder.

Implementation Schedule:

BMP 32					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Plan and develop procedures for complying with the BMPs listed above (Year 1). Document and implement procedures previously developed and maintain records in the MS4 folder annually.	x	x	x	x	x

MCM 6, BMP 33: Inspection of Pollution Prevention Measures

At least one time annually, visually inspect 100% of pollution prevention measures implemented at permittee-owned facilities to ensure they are working properly.

Develop and maintain written procedures that describe the frequency of inspections and how they will be conducted.

Review and update the inspection procedures at least one time annually to address changes or additions to the pollution prevention measures.

Maintain a log of 100% of the inspections conducted annually and make the log available for review by TCEQ within 24 hours of request.

Annual Actions:
Year 1-5: Continue to annually inspect city owned storage, stockpiling, and maintenance facilities. Review inspection procedures at the annual training and propose and implement updates when applicable. Electronically document 100% of the inspections and save in the MS4 folder for review upon request by TCEQ.

Responsible Department: Engineering and Public Works.

Documentation: Electronically document 100% of inspections and save to the MS4 folder.

Implementation Schedule:

BMP 33					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Annual inspections on city-owned storage, stockpiles, and maintenance facilities. Log 100% of inspections annually (Year 1-5).	x	x	x	x	x

MCM 6, BMP 34: Structural Control Maintenance.

At least one time annually, preform maintenance of 100% of the structural controls which require maintenance. Maintenance must follow a plan and schedule developed by the small MS4 operator to be consistent with maintaining the effectiveness of the BMP.

The permittee shall develop and maintain written procedures that define the frequency of inspections and how they will be conducted.

Review and update the maintenance procedures at least one time annually to address changes or additions to the pollution prevention measures.

Annual Actions:
Year 1: In conjunction with BMP 33, develop a schedule, plan, and procedures for maintenance of structural controls.

Year 2-5: Implement the schedule, plans, and procedures for maintenance of structural controls. Perform maintenance on 100% of the structural controls that require maintenance. Review maintenance procedures at the annual training (BMP 10) and propose changes as necessary.

Responsible Department: Engineering and Public Works.

Documentation: Electronically document written procedures proposed and implemented for inspecting and maintaining structural controls. Log and photograph all maintenance activities that occur and save to the MS4 folder. Document any changes to the procedures developed throughout the permit term.

Implementation Schedule:

BMP 34					
Measurable Goals	Deadlines (December 31 annually)				
	2024	2025	2026	2027	2028
Develop plans and procedures for maintaining structural controls (Year 1). Log all maintenance preformed and review annually updating as applicable.	x	x	x	x	x

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