



**City of Melissa**

January 25, 2024

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

Re: Phase II MS4 Annual Report Transmittal for the City of Melissa  
TPDES Authorization: TXR040503

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040454 for the City of Melissa.

The annual report is for Year 5. The reporting period's beginning Jan. 1, 2023 and ending Dec. 31, 2023.

A separate Notice of Change has not been submitted since changes have not been proposed for the next permit year.

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office 4 in Dallas / Fort Worth, Texas.

Sincerely,



Jason Little  
City Manager  
City of Melissa, Texas

## Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

### A. General Information

Authorization Number: TXR040503

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

Annual Reporting Year Option Selected by MS4:

Calendar Year: 2023

Permit Year: 5

Fiscal Year: N/A Last day of fiscal year: (N/A)

Reporting period beginning date: (month/date/year) 1-1-23

Reporting period end date: (month/date/year) 12-31-23

MS4 Operator Level: II Name of MS4: City of Melissa

Contact Name: Jason Little Telephone Number 972-838-2338

Mailing Address: 3411 Barker Ave. Melissa, TX 75454

E-mail Address: jlittle@cityofmelissa.com

A copy of the annual report was submitted to the TCEQ Region: YES X NO       
Region the annual report was submitted to: TCEQ Region: Region 4

### B. Status of Compliance with the MS4 GP and SWMP

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		2019-2024 NOI renewal application was submitted on 7/23/19 and is pending approval



Permittee is currently in compliance with recordkeeping and reporting requirements.	X		Yes, inspection reports have been completed and documented.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		Yes, the permittee is in compliance with the requirements of the permit.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		An overview of the SWMP was performed.

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
MCM 1: Public Education, Outreach, and Involvement	Newsletter with emphasis on stormwater pollution and bacteria control.	Yes, this BMP is appropriate because public awareness will eventually reduce pollutants into the stormwater system.
MCM 1: Public Education, Outreach, and Involvement	Develop and present educational material to citizens.	Yes, the preparation of stormwater educational material for city events, civic organizations, and grade school children will help to educate the public, this in turn will lead to a reduction in pollution.
MCM 1: Public Education, Outreach, and Involvement	Create opportunity for citizen involvement.	Yes, preparing city council presentation material along with citizen engagement material that addresses stormwater pollution prevention, updating city standards, and sources/impact of pollution on receiving streams is appropriate for the future reduction of pollutants.



MCM 1: Public Education, Outreach, and Involvement	Prepare and maintain city website with stormwater pollution prevention information.  (cityofMelissa.com),	Yes, updating the city website with stormwater information, including the following: a copy of the permit action items, procedures for reporting illicit discharges, citizen complaint and spill reporting, annual reports, and opportunity for public comment, is appropriate for reducing pollutants.
MCM 2: Illicit Discharge Detection and Elimination (IDDE)	City map and use of GIS for city maps.	Yes, maintaining a GIS map of the City of Melissa storm sewer system inlets and outfalls will aid in the detection and elimination of illicit discharges.
MCM 2: Illicit Discharge Detection and Elimination (IDDE)	Evaluate and update illicit discharge response plan effectiveness.	Yes, annually review and updating documentation of the Illicit Discharge Response Plan, inspection forms, and protocol is an appropriate measure to eliminating pollutants.
MCM 2: Illicit Discharge Detection and Elimination (IDDE)	Complete annual training program for new and existing engineering and inspection staff.	Yes, this is appropriate by conducting an annual review and staff training on 10/30/2023, we reviewed all instances of illicit discharges and results of the inspections from the past year.
MCM 2: Illicit Discharge Detection and Elimination (IDDE)	Develop city ordinance and enforcement approach to identify and prohibit illicit discharges.	Yes, implementing a city ordinance regarding authority to inspect, prohibit and enforce illicit stormwater discharge, is appropriate for decreasing pollution.
MCM 3: Construction Site Stormwater Runoff Control	Develop city ordinance providing prohibitions, inspections, standards, fees, and enforcement authority over construction stormwater	Yes, this BMP is appropriate because implementing a city ordinance establishing the current SWP3 permit, review, and approval for construction projects, will create a plan to eliminate pollutants.



MCM 3: Construction Site Stormwater Runoff Control	Construction site stormwater runoff control inspection and enforcement.	Yes, conducting weekly inspections of construction projects including inspection and identification of discharges into the stormwater system, conducting pre-development and pre-construction meetings with development community, document design review, meetings including review of construction plans along with stormwater management plans and inspection procedures is appropriate.
MCM 4: Post- Construction Stormwater Management in New Development / Redevelopment	Develop city ordinance providing maintenance standards, and enforcement authority for retention and detention facilities that discharge into stormwater sewer system.	Yes, implementing an ordinance for post-construction stormwater management in new development and redevelopment, will control post-development runoff through inspection and enforcement of stormwater detention and retention facilities on commercial and residential properties.
MCM 4: Post- Construction Stormwater Management in New Development / Redevelopment	Post-construction stormwater management in new development and redevelopment inspection and enforcement program.	Yes, implementing a program (forms, procedures, and schedule) to control post-development runoff through annual inspections of commercial and residential detention/retention facilities is appropriate.
MCM: 5. Pollution Prevention and Good Housekeeping for Municipal Operations	Conduct good housekeeping training program for city staff and subcontracted personnel.	Yes, as part of annual training, identifying good housekeeping practices and necessary updates for good housekeeping based on the prior years' experience, also the requirement for subcontractor personnel representing or acting on behalf of the city to comply with the city standards of stormwater pollution control and good housekeeping is appropriate.
MCM: 5 Pollution Prevention and Good Housekeeping for Municipal Operations	Annual inspection of city owned facilities.	Yes, annual inspection of city owned storage facilities, stockpiles, and maintenance facilities for good housekeeping practices will identify possible pollutants that can be eliminated.



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

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1	1	Residential Newsletter	6	Bi-Monthly	No, this BMP does not directly reduce pollutants, but education and time will eventually reduce pollutants.
1	2	Educational Material	Monthly newsletters and social posts	Several public and school engagements	No, this BMP does not directly reduce pollutants, but education and time will eventually reduce pollutants.
1	3	Citizen Involvement	As Needed	Council Meetings	No, but with the citizens involvement and time, the pollutants will be reduced.
1	4	Update City Website	Monthly	12	No, but with more information available and easy to access the awareness and knowledge will increase and the pollution will decrease.
2	5	City Map and GIS Map	As needed	Locations	Yes, this allows tracking, locating, and documenting locations of pollutions and illicit discharges.
2	6	Illicit Discharge Response Plan	As needed	Reports	Yes, this is used to identify potential and active illicit discharges.
2	7	Annual Training	1	Training	Yes, staff awareness and training provide active participation in illicit discharge elimination.



2	8	Approved ordinance by the city council	1	City Ordinances Article 11.2000	Yes, having the authority to enforce fines or penalties will reduce, eliminate and/or detour pollution.
3	9	Construction Site Runoff Program	1	City Ordinances Article 11.2000	Yes, having the authority to enforce fines or penalties will reduce, eliminate and/or detour pollution.
3	10	Construction Site Runoff Program	1	Inspection Program – forms and procedures	Yes, pre-construction meeting agenda, inspection forms, and stormwater pollution prevention plan review to verify permitting requirements and installation of stormwater controls.
4	11	Post-construction stormwater management program	1	City Ordinances Article 11.2000	Yes, having the authority to enforce fines or penalties will reduce, eliminate and/or detour pollution.
4	12	Post-construction stormwater management program	25%	Each	Yes, inspecting 25% of the detention/retention facilities in the city per year.
5	13	Pollution prevention and Good housekeeping for municipal operations.	1	Training and Inspection	Yes, the training provides the city employees with knowledge needed for their inspections to prevent and/or eliminate pollution.
5	14	Pollution prevention and Good housekeeping for municipal operations.	1	All City Owned Facilities	Yes, annual inspection of city owned facilities can eliminate overseen pollutants.

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

MCM(s)	Measurable Goal(s)	<b>Explain progress toward goal or how goal was achieved.</b> <b>If goal was not accomplished, please explain.</b>
1	6 newsletters or social posts	Met goal, sent 4 newsletters and 3 Facebook posts.
2	Update the city map and GIS monthly	Met goal; GIS maps updated when projects are approved for construction and accepted by the city.
2	Annual Training	Met goal; one training held this year on 10/30/23.
2	Implement Developed City Ordinance	Met goal; continued to implement the new city ordinance regarding authority to inspect, prohibit and enforce illicit discharges.
3	City Approval of the Current SW3P	Met goal; the city approved the current SW3P
3	Conduct Pre-development and Pre-construction meetings with and developers	Met goal; had pre-construction and pre-development meetings with all new developments within the city.
4	Inspect 25% of the detention/retention facilities	Exceeded goal; inspected 100% of the detention/retention facilities.
5	Annual review of city owned facilities	Met goal; annual review of all the city owned facilities was performed.

## C. Stormwater Data Summary

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



City inspectors routinely enforce SWPPP requirements and ensure that contractors SWPPP controls are installed and maintained including visual inspections, notifying contractors to clean inlets, sweep streets, and look for illicit discharge.

## D. Impaired Waterbodies

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

**No new impaired bodies of water.** East Fork Trinity River(0821D) is not newly listed, although it is impacted for bacteria, category 5C.

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

Point of discharge controls have not been identified or implemented. Public awareness is the control of choice to increase awareness and reduce activities that contribute to bacteria discharges.

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

No TDML has been established – category 5C.

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

<b>Benchmark Parameter</b> <i>(Ex: Total Suspended Solids)</i>	<b>Benchmark Value</b>	<b>Description of additional sampling or other assessment activities</b>	<b>Year(s) conducted</b>
<i>Not applicable</i>			

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

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
Not applicable.		

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

<b>Description of bacteria-focused BMP</b>	<b>Comments/Discussion</b>
No targeted BMPs have been selected.	

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

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

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs);
- increase in illegal discharge detection through dry screening.

<b>Benchmark Indicator</b>	<b>Description/Comments</b>
None identified.	

## **E. Stormwater Activities**

Describe activities planned for the next reporting year:



<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
1	1-4	Public Education, Outreach, and Involvement.	Continue with Bi-Monthly newsletter, developing and present educational material to citizens, create opportunities for citizen involvement, maintain and update the City of Melissa website with stormwater pollution prevention information and update the city's GIS maps.
2	5-8	Illicit Discharge Detection and Elimination (IDDE)	Update the city's GIS maps, evaluate, and update the illicit discharge response plan effectiveness, annual training and present draft of city ordinances providing prohibitions, standards, and enforcement authority for illicit discharges into stormwater sewer system.
3	9-10	Construction Site Stormwater Runoff Control	Continue to implement city ordinance providing prohibitions, inspections, standards, fees, and enforcement authority over construction stormwater discharges into stormwater sewer system and construction site stormwater runoff control inspection and enforcement.
4	11-12	Post Construction Stormwater Management in New Development and Redevelopment	Continue to implement city ordinance providing maintenance standards, and enforcement authority for retention and detention facilities that discharge into the stormwater sewer system and post-construction stormwater management in new development and redevelopment, along with an inspection and enforcement program.
5	13-14	Pollution Prevention and Good Housekeeping for Municipal Operations	Conduct good housekeeping training program for city staff and subcontracted personnel, develop and implement written procedures and schedule for inspection of city owned facilities for good housekeeping practices.

## F. SWMP Modifications

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
Not Applicable		

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

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

Not Applicable

## G. Additional BMPs for TMDLs and I-Plans

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

Not applicable. TMDLs not applicable to receiving streams.



<b>BMP</b>	<b>Description</b>	<b>Implementation Schedule (start date, etc.)</b>	<b>Status/Completion Date (completed, in progress, not started)</b>
<i>Not Applicable</i>			

## H. Additional Information

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

☐ Yes ☒ No

The City of Melissa relies on staff inspectors and the engineering department to review stormwater management plans (SWMP), stormwater pollution prevention plans (SWP3), conduct development meetings with the development community, inspect for illicit discharges, and inspect for compliance with stormwater controls.

Preparation of plans, inspection forms, and training is provided with assistance from an outside consulting engineering firm as listed below.

EST Inc.

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

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

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

\_\_\_ Yes X No

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

\_\_\_ Yes \_\_\_ No

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

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

## I. Construction Activities

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

44

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

\_\_\_ Yes X No

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

The number of municipal construction activities authorized under this general permit	
The total number of acres disturbed for municipal construction projects	<i>Not Applicable</i>

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



## J. Certification

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

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

Name (printed): Jason Little Title: City Manager

Signature:  Date: 2/28/2024

Name of MS4 City of Melissa

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

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

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