



TOWN OF WARRENTON

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September 25, 2015

Catherine Nicely
Program Support Technician, Water Permits
Department of Environmental Quality
Northern Regional Office
13901 Crown Court
Woodbridge, VA 22193

RE: MS4 Annual Report, Town of Warrenton
General Permit Number: VAR040124

Dear Ms Nicely:

This letter is to serve as the MS4 Annual Report for the Town of Warrenton for the period ending on June 30, 2015.

A. Background Information.

- (1) The name and permit number of the program submitting the annual report; Town of Warrenton, Permit Number VAR040124
- (2) The annual report permit year; 2015 covering the time period of July 1, 2014 to June 30, 2015.
- (3) Modifications to any operator's department's roles and responsibilities; No changes. The Town in the FY2016 budget development provided funding for a dedicated MS4 Coordinator to be hired after July 2015. The Town has since hired a coordinator who started in September.
- (4) Number of new MS4 outfalls and associated acreage by HUC added during the permit year; and. No outfalls and no acres were added to any of the three HUCs for the Town during the report period.
- (5) Signed certification; Attached.

B. Minimum Control Measure Implementation.

1. MCM1 – Public Education and Outreach

a. Items relating to Permit Section II.B.1.g(1).

The Town program is still in development with prior staff taking on MS4 as additional responsibility. To enhance the overall program and the public education, outreach and involvement, a MS4 Program Coordinator position was developed and defended the past year with funding approved in July 2015. That position was filled in September 2015. The following elements were achieved during the report period:

- i. An article in the quarterly Town newsletter instructing citizens to not put pollutants in storm drains and ask for volunteers to place medallions on the storm inlets as future civic projects. Distribution is to all town mailing addresses.
- ii. Notes on water bills reminding residents not to over fertilize their lawns in coming growing season. Bills are mailed to 3,500 residents and businesses.

- iii. Staff manned a stormwater information table at the September 5th 2014 First Friday evening event on Main Street, which is one of the more popular events in town at the end of the summer.
- iv. Information on the Town WEB site has been limited due to the site being completely revised to better serve the public. The new site is expected to be fully operational in fall 2015. A Dedicated stormwater site will be part of the WEB.
- v. Arbor Day, April 22, 2015, involving the planting of the Town's future Christmas Tree in the center of town with a stormwater message included in the program. The event was one of the best attended in years with 35-40 persons in attendance.

b. Items relating to Permit Section II.B.1.g(2):

The plans to use the same measures stated above and to increase the frequency of the messages on the billings to possibly include messages on tax bills, specifically:

- i. Develop a comprehensive stormwater information site on the new WEB page.
- ii. Place at least 2 articles in the quarterly town crier addressing illicit discharges and over fertilization.
- iii. Place an paragraph on protecting our water supply in the annual CCR, contingent on VDH approval of message.
- iv. Continue to participate in at least one First Friday program.
- v. Contact HOA's for possible stormwater protection information in their newsletters.

These efforts are expected to reach 80-90% of the town residents and businesses.

- c. Status of compliance with permit conditions: The Town feels it is in compliance, but recognizes there is a lot of work to be done and some areas are slowly progressing. Although a little behind in our milestones with the hiring of a dedicated person, PY 3 is expected to be very productive and back on schedule.

- d. BMP assessment: See attached BMP spreadsheet.

- e. Progress toward achieving measureable goal identified in the MS4 Program Plan: See attached BMP spreadsheet.

2. **MCM2 – Public Involvement/Participation**

a. Items relating to Permit Section II.B.2.d(1):

The program plan was updated with the submission of the first year annual report. The Town did not post the report on the web and for the last 6 months the web has been under redevelopment with a contractor. The new site is to go online in October 2015 and the second program annual report will be posted as required along with the Program Plan.

b. Items relating to Permit Section II.B.2.d(2):

Public awareness and participation include the elements in B.1 above and;

- i. Fall Cleanup (October 20-24, 2014) to include hazardous household items.
- ii. Spring Cleanup (April 13-17, 2015) to include hazardous household items.
- iii. Contacted by local school for stream cleanup project along Lee Highway, public works assisted in cleaning approximately 1,500 lf of streambed.
- iv. Town procured 500 "No Dumping Drains To Bay" medallions for placement on storm inlets and put out a call for volunteer projects to install via newsletter.

- c. Status of compliance with permit conditions: The Town feels it is in compliance, except for failure to post the plan and annual report on the web in a timely manner and that will be corrected with this report.
- d. BMP assessment: See attached BMP spreadsheet.
- e. Progress toward achieving measureable goal identified in the MS4 Program Plan: See attached BMP spreadsheet.

3. MCM3 – Illicit Discharge Detection and Elimination

- a. Items relating to Permit Section II.B.3.f(1)
Notifications of interconnection with other MS4s was given and received by Fauquier County and Virginia Department of Transportation (VDOT).
- b. Items relating to Permit Section II.B.3.f(2): There were no formal screening of outfalls during the report period. The Town is still in the process of developing the storm drainage mapping for the town and the identification of outfalls to be monitored. There were no reports of illicit discharge and no suspected areas observed during the report period. Town public works and utility crews are on the streets and observing the drainage ways of the town as a matter of daily business and are quick to bring to attention anything that appears to be a problem with streambeds and surface waters.
- c. Items relating to Permit Section II.B.3.f(3): No investigations were required or conducted during the report period.
- d. Status of compliance with permit conditions: The Town feels it is in compliance with the permit conditions.
- e. BMP assessment: See attached BMP spreadsheet.
- f. Progress toward achieving measureable goal identified in the MS4 Program Plan: See attached BMP spreadsheet.

4. MCM4 – Construction Site Stormwater Runoff Control

- a. Items relating to Permit Section II.B.4.f(1): There are 6 VSMP permitted projects with only two conducting land disturbing activities during the report period.
- b. Items relating to Permit Section II.B.4.f(2): The land disturbance of the three sites totaled 3.1 acres.
- c. Items relating to Permit Section II.B.4.f(3): There were 7 site inspections conducted for E&S with no major issues reported. Minor issues found were addressed in a timely manner.
- d. Items relating to Permit Section II.B.4.f(4): There was one (1) enforcement activity taken or required during the period.
- e. Status of compliance with permit conditions: The Town feels it is in compliance with the permit conditions.
- f. BMP assessment: See attached BMP spreadsheet.

- g. Progress toward achieving measurable goal identified in the MS4 Program Plan: See attached BMP spreadsheet.

5. MCM5 – Post-Construction Stormwater Management

- a. Items relating to Permit Section II.B.5.e: No items to report for this report period.
- b. Status of compliance with permit conditions: There have been no stormwater management facilities constructed and discharging into the Town system. Due to the slow economic recovery there have been no facilities install in PY1 and PY2. There is one project with an active VSMP permit that is scheduled for completion and connection to the Town system in early 2016. Due to personnel turnover and delayed funding for a MS4 Program Coordinator, the inventory of historic/exiting BMPs has been slow developing. Staff has developed a master inventory map of the historic/existing structures, which will be documented and evaluated for nutrient removal as pat of the TMDL Action Plan.
- c. BMP assessment: See attached BMP spreadsheet
- d. Progress toward achieving measurable goal identified in the MS4 Program Plan: See attached BMP spreadsheet

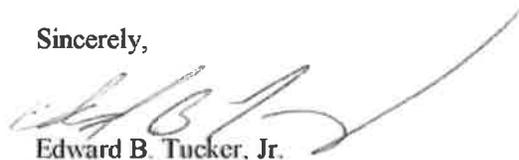
6. MCM6 – Pollution Prevention/Good Housekeeping for Municipal Operations

- a. Items relating to Permit Section II.B.6.g(1): Formal daily operational procedures are still in the development phase and are a priority for the new MS4 coordinator hired in September 2015.
- b. Items relating to Permit Section II.B.6.g(2): The town facilities requiring a SWPPP are the water treatment plant, wastewater treatment plant , public works facility and Warrenton Aquatic and Recreation Facility. SWPPP are to be developed and implemented in the coming program year (3).
- c. Items relating to Permit Section II.B.6.g(3): There are three sites (WARF with 20.8 acres, Fauquier High School with 10 acres and Highland School with 5.57 acres) with sports fields subject to Turf Management plans. A turf management (nutrient management) plan was developed for the 20.8 acres of the WARF fields.
- d. Items relating to Permit Section II.B.6.g(4): The first Monday of each month employee training programs are conducted with the Public Works and Utility Department staff. All total there are approximately 25 employees at the town shop, 6 at water treatment plant and 6 at the wastewater treatment plant in attendance. Subjects focus on safety and general housekeeping for the sites, streets, public spaces and remote utility sites. The objective is a safe work environment and the preservation of the town's pristine appearance (litter, trash and drainageways). The training activities have been informal and with the new coordinator will be more formally developed and executed.
- e. Status of compliance with permit condition: The town has fallen short of the requirements this past year, but expects to pick up the pace and be on target in full compliance by the end of PY3. Formal programs will be institutionalized and documented appropriately.
- f. BMP assessment: See attached BMP spreadsheet.

- g. Progress toward achieving measurable goal identified in the MS4 Program Plan; See attached BMP spreadsheet.
- f. Results of information collected and analyzed, including monitoring data, if any, during the reporting period; No monitoring data collected during this period.
- g. A summary of the stormwater activities the operator plans to undertake during the next reporting cycle; See the attached BMP spreadsheet with emphasis on PY3.
- h. A change in any identified best management practices or measurable goals for any of the minimum control measures including steps to be taken to address any deficiencies; See attached BMP spreadsheet with revisions noted in red.
- i. Notice that the operator is relying on another government entity to satisfy some of the state permit obligations (if applicable); The Town is in coordination with Fauquier County and VDOT, but is not relying on either to satisfy permit obligations. Coordination is primarily to prevent duplication if necessary.
- j. The approval status of any programs pursuant to Section II.C of the general permit (if appropriate), or the progress towards achieving full approval of these programs; N/A – No approvals pending.
- k. Information required for any applicable TMDL special condition contained in Section I of the general permit; N/A, the Town has been making considerable progress in the development of the Chesapeake Bay TMDL Action Plan, which is in draft and attached.
- l. Signed certification statement. See Attachment 2.

Again, this report is for the period of July 1, 2014 - June 30, 2015. Should there be any additional information or questions needing to be addressed, contact Edward B. Tucker, Jr., Director of Public Works/Utilities, at 540-347-1858.

Sincerely,



Edward B. Tucker, Jr.
Acting Town Manager

Attachments:

- 1. BMP Spreadsheet
- 2. Certification Statement