



TOWN OF WARRENTON

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September 27, 2016

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 June 30, 2016.

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, 2015 to June 30, 2016.
- (3) Modifications to any operator's department's roles and responsibilities; The Town in the FY2016 budget development provided funding for a dedicated MS4 Coordinator who started September, 2015.
- (4) Number of new MS4 outfalls and associated acreage by HUC added during the permit year; and, 2 outfalls totaling 3.1 acres were added to two HUCs for the Town during the report period. 2.1 acres to PL-36 and 1 acre to PL-35.
- (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 requirement, a part time MS4 Program Coordinator position was created this past year with funding approved in July 2015. That position was filled in September 2015 with employee working approximately 25-29 hours per week.. The following elements were achieved during the report period.

The town is evaluating the position for the potential of making the position full time for the proposed FY18 budget.

- i. Two articles in the quarterly Town newsletter highlighting clean water and good housekeeping practices, and a call for volunteers to place medallions on the storm

inlets as future civic projects. Distribution is to all 5300 town mailing addresses and is also posted the Towns Website.

- ii. Notes on water bills reminding residents to wash cars on lawn to reduce run off reached 97 percent of target audience of 3,500 residents. Bills are mailed to 3,625 residents and businesses.
- iii. Staff manned a stormwater information table at the September 6nd 2015 First Friday evening event on Main Street, that reached approximately 70 percent of target audience of 770 residents; Storm Water Information table with information on debris and illicit discharge in stormwater structures.
- iv. Information on the Town Website has been published and revised to better serve the public. The new site was fully operational in fall 2015. A dedicated stormwater Tab is part of the Towns Website.
- v. Quarterly informational newsletters have been emailed to HOAs' and Property Management companies advising of good housekeeping practices and responsibilities regarding stormwater management.
- vi. Arbor day planting in the Warrenton Town Cemetery in town limits with a stormwater message included in the program.

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

The Town 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. Comprehensive updated stormwater information Tab on the Towns web page.
- ii. Place at least 2 articles in the quarterly Town Crier addressing illicit discharges, pet waste disposal and recycling.
- iii. Place a paragraph on protecting our water supply in the annual CCR, with VDH approval of message.
- iv. 2015 calendar year report published in 2016 included following: The Town of Warrenton has an ongoing commitment to protect its drinking water sources. Please report illegal dumping of waste motor oil and other potential contaminants immediately to us at the phone numbers listed elsewhere in this report. Please keep the safety of your water supply in mind when applying fertilizer, herbicides and pesticides to your lawn disposing of antifreeze motor oil and chemicals.
- v. Continue to participate in at least one First Friday program.
- vi. Continue to contact HOA's Property Management Companies and provide stormwater protection information for their newsletters.

These efforts are expected to reach 80-90% of the town residents and businesses estimated at 7600 people.

- c. Status of compliance with permit conditions: The Town feels it is in compliance, but recognizes there is still work to be done. The hiring of the dedicated MS4 Coordinator has helped in program development. Additional staff may be needed in FY2018 budget.
- d. BMP assessment: See attached BMP spreadsheet, still in development.
- 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 second year annual report. The Town posted the report on the new website 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 19-23, 2015) to include hazardous household items.
 - ii. Spring Cleanup (April 11-15, 2016) to include hazardous household items.
 - iii. Parks and Rec. department conducted a stream cleanup project along the stream at Rady Park and Warrenton Aquatic and Recreation facility, Public Works also assisted in cleaning approximately 2500 linear feet of streambed.
 - iv. Town has placed 450 and procured an additional; 500 “No Dumping Drains To Bay” medallions for placement on storm inlets and put out an open call via newsletter for volunteers to install.
- c. Status of compliance with permit conditions: The Town feels it is in compliance.
- 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) in PY2. The town has maintained contact in cooperation the past program year with the Fauquier County program pursuant a MS-4 Joint Agreement.
- b. Items relating to Permit Section II.B.3.f(2): There were 8 formal screening of outfalls during the report period at the WARF Facility. The Town is still in the process of developing the complete storm drainage mapping for the town and the identification of outfalls to be monitored. There were two reports of illicit discharge and one suspected area observed that proved negative during the report period. The 2nd in cooperation with the County and DEQ’s help addressing an issue with the Town PW facility. Corrective action was taken to satisfactorily remedy the issue. 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 attention to 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 4 active VSMP permitted projects with only three 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 4.87 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 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 measureable 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: 1 of 2 BMPS have been added and will be uploaded to the DEQ BMP App in October to include Madison Square and The Reserve at Warrenton Heights.
- b. Status of compliance with permit conditions: There has been one stormwater management facility constructed and discharging into the Town system in PY3. The MS4 Program Coordinator is in the process of documenting the inventory of historic/existing BMPs to upload to the DEQ BMP App in October 2016. Staff has developed a master inventory map of the historic/existing structures, which will be documented and evaluated for nutrient removal as part of the TMDL Action Plan.
- c. BMP assessment: See attached BMP spreadsheet.
- d. Progress toward achieving measureable 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. A recently published Municipal Operational and Procedures Guide was adopted and published in June 2016.
- 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 for the Public Works Facility is in final stages of development, the Water Treatment Plant and Wastewater Treatment Plant to be developed and implemented in the coming program year (4). It was determined that a WARF facility post construction SWPPP is not necessary.
- 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. Fauquier County has also submitted Nutrient Management Plans for schools in the Town's jurisdiction.

- 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. On average 25 employees at the town shop, 6 at Water Treatment Plant and 6 at the Wastewater Treatment Plant are 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 drainage ways). New training activities have been adopted and outlined in the new Municipal Facilities Guide and in the process of implementation.
- e. Status of compliance with permit condition: The town has covered significant ground over the past program year 3, but expects to pick up the pace and be on target in full compliance by the end of PY4. 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.
- h. Results of information collected and analyzed, including monitoring data, if any, during the reporting period; No monitoring data collected during this period except as noted in 3.b above.
- i. A summary of the stormwater activities the operator plans to undertake during the next reporting cycle; See the attached BMP spreadsheet with emphasis on PY4.
- j. 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.
- k. 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.
- l. 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.
- m. Information required for any applicable TMDL special condition contained in Section I of the general permit; N/A, the Town continues in the development of the proposed Chesapeake Bay TMDL Action Plan. The reduction of the street sweeping credit has resulted in a total reevaluation of a major source of credit. The Town strongly feels that the mass load is a more accurate scenario with actual pounds removed for the streets. There was one residential septic field converted to public sewer during PY3 (424 Falmouth Street).

- n. Signed certification statement. See Attachment 2.

Again, this report is for the period of July 1, 2015 - June 30, 2016. Should there be any additional information or questions needing to be addressed, contact Ron Battaglia, MS-4 Stormwater Program Coordinator at 540-347-6574.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. B. Tucker Jr.', with a long, sweeping flourish extending to the right.

Edward B Tucker Jr.
Director Public Works

Attachments:

1. Certification Statement
2. BMP Spreadsheet
3. Strategy plan for public involvement MCM 2.3

Attachment 2: Certification Statement and Requirements

As required by 9VAC25-870-370 B, all reports required by state permits, and other information requested by the board shall be signed by a responsible official or by a duly authorized representative of that person. A responsible official is:

1. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for state permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

2. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

3. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Duly Authorized Representatives

A person is a duly authorized representative only if:


1. The authorization is made in writing by a person described above;

2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and

3. The written authorization is submitted to the department.

CERTIFICATION

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 gather and evaluate 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.


Responsible Official Signature

9/27/16
Date

Edward B. Tucker, Jr.
Director of Public Works and Utilities

VAR040124 Town of Warrenton
Permit Number MS4 Name

2.3 Strategy : Program Plan for Public Involvement

I. Public Education and Outreach

BMP 1.1. Stormwater Web page: The Town will maintain a web page dedicated to the Town's stormwater management program. The MS4 Program Plan, MS4 Annual Reports and other information will be made available to the public through this website. Once a year in conjunction with development of the MS4 Annual Report, the Town will insure the validity of all links to stormwater information included on the web page.

BMP 1.2. Social Media: The Town will assess the potential and will set up Social Media accounts as necessary to distribute stormwater related information to its citizens in order to meet the annual requirement : to reach 20% of its target audiences. Expected use of social media will be identified as part of the intended MS4 Public Education and Outreach Program for the next MS4 reporting year.

BMP 1.3. Public Events: The Town will participate in public events such as the First Friday, and County Events as necessary to distribute stormwater related information to its citizens in order to meet the annual requirement to reach 20% of its target audiences. Expected public events will be identified as part of the intended MS4 Public Education and Outreach Program for the next reporting year.

BMP 1.4 Publications (Print and Electronic): The Town will utilize publications such as its Town Crier newsletter and water bills as necessary to distribute stormwater related information to its citizens in order to meet the annual requirement to reach 20% of its target audiences. Expected use of publications will be identified as part of the intended MS4 Public Education and Outreach Program for the next reporting year in the applicable MS4 Annual Report.

BMP 1.5. Watershed and Stormwater Educational Opportunities Program: The Town will work in cooperation with the County to implement its Watershed and Stormwater Education Program directed at students in Fauquier County Public Schools. The Town will concentrate on delivery of this program to Town and County school students in a manner necessary to insure that high priority water quality issues are addressed to the target audiences.

BMP 1.6. Other Message Delivery: The Town will utilize other types of message delivery as necessary such as "Clean Up After Your Dog" signage at the Towns proposed Dog Park to reach the target audiences identified in its Public Outreach matrix. These types of message delivery will be identified as part of the intended MS4 Public Education and Outreach Program for the next reporting year.

BMP 1.7. Educational Materials: The Town will retain copies (electronic or hard copy) of educational materials utilized in delivery of its messages regarding high priority water quality issues to target audiences. As part of the stormwater education and outreach program review required prior to reapplication for coverage under the MS4 General Permit in FY2017/18, the Town will review the appropriateness of the message contained in these educational materials.