



ARKANSAS
Department of Environmental Quality

NPDES Small MS4 General Permit (ARR040000) Annual Reporting Form

Instructions for completing this form:

- ARR040000 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before March 31st.
- Complete the form and sign and date the certification statement below by the Responsible Official.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- Please attach results of monitoring required for TMDL or impaired streams separately from this form.
- When complete, submit this Annual Report form to the following address:

ADEQ
Office of Water Quality
General Permits Section
5301 Northshore Drive
North Little Rock, AR 72118
Water-permit-application@adeq.state.ar.us

Small MS4 Annual Report for Year: 2019

ADEQ Permit Tracking Number: ARR040063

Name of MS4: Mountain Home

Primary Contact: Arnold Knox

Title: Street Department Director

Mailing Address: 720 South Hickory

City: Mountain Home

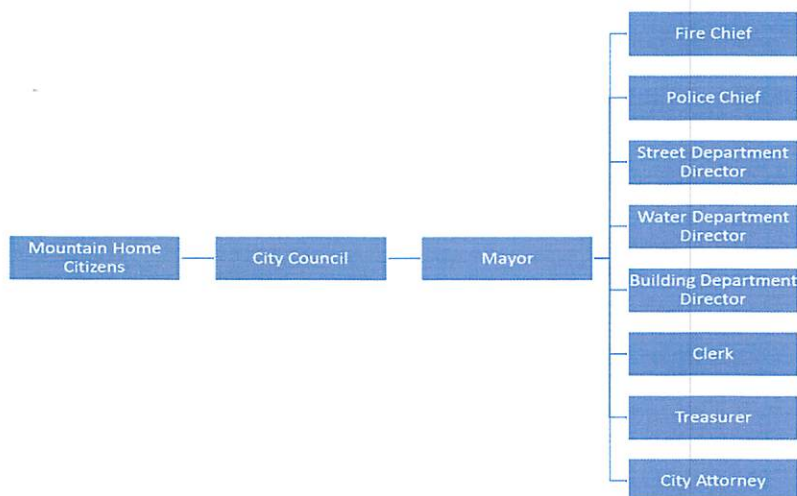
Zip Code: 72653

County: Baxter

Telephone Number: 870-425-4708

Email Address: aknox@cityofmountainhome.com

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.



Monthly Director Meetings facilitate communication.

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 possibility of fine and imprisonment for knowing violations.

Print Name of Responsible Official: Hillrey Adams

Print Title of Responsible Official: Mayor

Signature of Responsible Official: 

Date: 5/8/2020

SMALL MS4 ANNUAL REPORT FORM

PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: 12,444

At Least Five Different Themes/Messages Are Required Over Permit Term

Overall # of completed Themes/Messages 3

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached & Total # of people reached	Summary of Results	Effective (Yes or No)
1.A. Stormwater Information Distribution to the General Public	Design and Review Documentation (1 year) Distribute (2 years)	Individual Responsibility	Mountain Home Citizens	0.7	City of Mountain Home MS4 "Learn How to Protect Your Watershed" Brochure developed. 500 printed for distribution at the Baxter County Fair. This year the City did not have a booth at the fair. 6,000 more will be printed in 2020.	Yes Not yet
Engineer						
1.B. Storm Drain Marking (Inlets)	Order and install 12-32 storm drain markers (5 years)	Watershed Protection	Mountain Home Citizens Boy and Girl Scouts	0.00	Identified the appropriate markers but the City has not purchased them yet.	Not yet
Engineer						
1.B. Storm Drain Marking (MHHS Art Project)	Work with Mountain Home High School Art Program – paint 10 stormwater inlet boxes. (5 years)	Education/Protection	Mountain Home High School Students General Public	Unmeasurable	Art competition conducted to choose artists. 12 inlets painted in 2019	Yes
Street Department Maintenance Crew						

SMALL MS4 ANNUAL REPORT FORM

PUBLIC INVOLVEMENT/PARTICIPATION

At Least Five Public Involvement Activities Are Required Over Permit Term
 Overall # of completed Public Involvement 3

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
2.A Create Stormwater Hotline	Create/Man Hotline Keep records of stormwater calls (1 year)	Public Involvement	Mountain Home Citizens	None	Utilizing existing Code Enforcement Officer. Added the Code Enforcement phone number to the brochures.	Yes
Code Enforcement Officer Engineer	Mountain Home Street Department Main Office receives calls			Multiple Calls	Maintenance Crew responded to 30 calls and removed debris or cleaned spills (gravel, dirt, debris, no chemicals)	Yes
2.B Public Meetings	Attend or organize one meeting per year (ongoing)	Public Awareness	Mountain Home Citizens Business Owners Special Interest Groups Community Organizations	200	Attended Friends of the River (FOR) Annual Meeting and Presented Mountain Home's MS4	Yes
Street Department Director Engineer						
2.C Presentations at Local Organizations	Develop Presentation/Media (2 years)	Public Education	Mountain Home Citizens Business Owners Special Interest Groups Community Organizations	200	Developed PowerPoint Describing Mountain Home's MS4 BMPs	Yes
Street Department Director Engineer	Conduct Presentations				Presented at FOR Annual Meeting 4/29/2019	Yes

SMALL MS4 ANNUAL REPORT FORM

ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)		
Ordinance or Other Regulatory Mechanism	Adopt Ordinances	Yes	Municipal Code 5.08.02, 5.12.01, 10.04.02, 10.04.08, 7.24.12, 9.16.01, 9.16.04	Continue permitting review, approval and site inspections.	Yes		
Engineer	Record reports of suspected ID. Record enforcement and remediation. (ongoing)	Ongoing	https://www.cityofmountainhome.com/plugins/show_image.php?id=501				
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)		
Storm Sewer System Map	GPS and record locations of all MS4 infrastructure.(1 year)	Yes	Update the map as the Street Department continues to build the storm water conveyance system		Yes		
Engineer	Identify potential priority areas and add to the map. (1 year)	Yes	Municipal water leak identified. The rest of the surveyed dry weather flows are from springs.		Yes		
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)		
IDDE Plan	ID nitrogen/bacteria source (1 year)	No	Cooperating with Friends of the River (FOR) in attempt to localize source with monthly testing. No success to date. Will increase testing after 2 years of monitoring to better understand seasonal fluctuations. Suspected source of nitrogen is creek bed erosion.		Not yet		
Engineer	Develop monitoring program (2 years)	Yes	Conducting quarterly sampling at key spots on Hicks and Dodd Creeks to begin to recognize seasonal fluctuations. Locating hot spots by moving upstream in relevant areas.		Yes		
	Quarterly grab samples (ongoing)	Ongoing	Will continue to take quarterly samples and send to AWRC Water Quality Lab. Seasonal variation may become evident over time and allow for identification of Contaminants.		Yes		
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges: Identified* Eliminated	Effective (Yes or No)	
Dry-Weather Screening of Outfalls	Identify water flow in dry conditions.	Ongoing	86	33	1	1 (water line leak)	Yes
# of Outfalls Screened 86							
Total # of Outfalls Screened Over Permit Term 86	Inspect all outfalls	Ongoing					
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)		
Identification of allowable non-stormwater discharges	Follow changes to the existing permittees and any new applications.	Ongoing	City of Mountain Home Wastewater Treatment Plant Permit #AR0021211		Yes		
Engineer			Baxter Healthcare Permit #ARR00A618				

*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.

SMALL MS4 ANNUAL REPORT FORM

CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))			Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Permits Required	Yes	Municipal Code 9.16.04 (ORD. 93-022)			Building Permittees are required to control runoff pollution from leaving each site.	Yes
Building Department							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used			Summary of Results or Activities	Effective (Yes or No)
Sediment and Erosion Control Requirements	Permits Required	Yes	NPDES, ARDOT Standard Drawing TEC-1			All builders and contractors are aware of the City's requirements and suitable BMPs	Yes
Building Department							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)	
			Received	Followed-Up On			
Complaint Process	Address any runoff/drainage/pollution complaints	Yes	30	30	The Street Department Director does a site inspection of any complaints and directs the maintenance crew to eradicate the issue or the contractor to remedy the issue.	Yes	
Street Department Director Engineer							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)	
Site Plan Review Procedures	Review and approve all construction site SWPPP	Yes	12	12	All construction plans are reviewed for required SWPPP controls.	Yes	
Engineer							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures	Department staff perform site reviews multiple times throughout the construction period.	Yes	12	48	4/constr.	It is common practice for department staff to visit construction sites on a regular basis to ensure all required controls are in place.	Yes
Building and Street Departments							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures	Withhold permit or CO	Yes	0	0	Regular visits and conversations with contractors eliminate the need for formal enforcement actions.	Yes	
Building Department							

*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism Building Department	Subdivision Regulations	Yes	https://www.cityofmountainhome.com/plugins/show_image.php?id=30		Continued field inspections	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities/Compliance rates with MS4 requirements	Effective (Yes or No)
Post-Construction Requirements Street Department Director, Engineer	Ensure retention ponds are kept in operating order.		NPDES, ARDOT Standard Drawing TEC-1		Design Engineer required to submit verification: "Constructed as Designed" Street Department staff inspect retention ponds during high rains and complaints are attended to.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures Engineer	Review and approve all construction site SWPPP and Retention Plans		12	12	All construction plans are reviewed for required SWPPP and Retention controls.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures Building Department	Post-Construction letter from Design Engineer	Yes	12	At least 1 at end of construction.	Building Inspector completes final inspection at end of construction before allowing Occupancy Permit.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures Building Department	Inspect Site before any facility is dedicated to the City.	Yes	0	0	Regular visits and conversations with contractors eliminate the need for formal enforcement actions.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements NA	NA					

SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)											
Employee Training Program	Hold annual employee meeting.	No	City MS4 SWPPP	Employees	0	Educate City employees on the importance of the MS4 SWPPP	No											
Engineer	Perform annual ditch maintenance.	Ongoing					Yes											
List of Municipal Facilities Subject to Program				O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections												
City of Mountain Home Wastewater Treatment Plant Permit #AR0021211				Yes	As per permit	As per permit												
MS4 Maintenance	Summarize Maintenance Activities and Schedules			Summarize Activities Performed														
	Creek, channel and street maintenance is conducted through the year. 2019 dates: March-21,25-26, April-1,8, May-21, June-7, July-12,15-17, Aug. 1,2,5,19,26,29-30, Sept. 9,16,26,27, Oct. 1,4,8,9,11,14,23,24,28,31, Nov. 1,6,8,19,21,22,26,27, Dec. 1,3-6,9-13,16-20,23,30			Remove trees, shrubs and weeds. Remove debris including limbs, leaves, trash, tires, mattress, sediment. General maintenance includes curb and gutter cleaning and street sweeping.														
Disposal of Wastes	Procedures Developed (Yes or No)		Document Amounts of Wastes Properly Disposed															
	Yes		Process/Chip wood waste and vegetative debris at the Street Department site.															
Road Salt	Covered (Yes or No)		Tons Used	Summarize Measures Taken to Minimize Usage														
	NA																	
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)		Gallons Used	Summarize Measures Taken to Minimize Usage														
	Yes		45 gallons	Localized spraying of troublesome areas.														
Fertilizer Usage	Procedures Developed (Yes or No)		Pounds Used	Summarize Measures Taken to Minimize Usage														
	NA																	
Street Sweeping	Procedures Developed (Yes or No)		Document Amount of Material Collected and Properly Disposed															
	Yes		180 yds ³ , Disposed by land application.															
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality																	
	NA																	

SMALL MS4 ANNUAL REPORT FORM

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

Employee Training was not conducted in 2019. Specific information relevant to employees was not yet created. In 2020, this will be remedied by the existing brochure being delivered to each employee along with their paycheck. Employee specific information will be developed, and an annual training session initiated by September 31, 2020.

Inlet markers were not purchased in 2019 as the focus was on the inlet painting instead. A supplier of the appropriate markers has been identified and the markers will be purchased and installed by July 31, 2020. The local Boy Scout troop will be contacted to see if the installation of the markers meets any of their badge criteria and, if so, they will be invited to be involved in the installation of the markers.

VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

None