



STATE OF WEST VIRGINIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT

MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Please see instructions before completing this form. If you need more space than allowed, please attach a document.

Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

I. Small MS4 Operator Information		
1. Annual report reporting period:	September 30, 2015 to December 1, 2016	
2. Name of MS4: City of Martinsburg, WV	3. Registration number:	
4. Primary contact: Jeff Wilkerson	5. Title: Public Works Director	
6. Mailing address: P.O. Box 828		
7. City: Martinsburg	8. Zip code: 25402	9. County: Berkeley
10. Telephone number: (304) 264-2126		
11. Email: jwilkerson@cityofmartinsburg.org		

II. Impaired Waters Information		
12. Does the MS4 discharge into impaired water bodies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2009 General Permit, p. 25, #12)		
<ul style="list-style-type: none"> 1. Catch basin cleaning and maintenance program. 2. Employee Training 3. Awarded several CBIG grants for mapping stormwater infrastructure, standard operating procedures and MS4 financing. 4. Stormwater Management Team meetings 5. Street/Stormdrain cleaning and maintenance 6. Completion of a fifty one million dollar upgrade project for the wastewater treatment plant that will enhance the treatment of both sanitary and stormwater to meet Chesapeake Bay requirements 7. Completion of \$1.2 million Church St stormwater project to reduce property damage from flooding. 		
14. Has a TMDL been developed since your plan was approved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

III. Fiscal Reporting	
15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2009 General Permit and not those for MCMs implemented by other entities. (WV MS4 2009 General Permit, p. 25, #13)	
16. Please provide total capital expenditures for this reporting period.	\$ 1,526,667
17. Please provide total operating expenditures for this reporting period.	\$ 91,088

IV. Coordination Efforts and Organization

18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2009 General Permit, p. 24, #9)

The City of Martinsburg has worked closely this year with several different agencies listed below:

- | | |
|---|--|
| 1. WV DEP | Assistance with permit approval |
| 2. WV DEP, Cacapon Institute, WV Division of Forestry, Opequon Creek Project Team | Tuscarora Creek Project Team |
| 3. Region 9 Planning and Development Council | Stormwater Grants-Outfall Mapping, SOP's and Feasibility Studies |
| 4. Cacapon Institute | Assistance as needed |
| 5. WV Water Quality Association | Water Quality Meetings |

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

Jeff Wilkerson
 304-264-2126
 jwilkerson@cityofmartinsburg.org

V. Changes to SWMP

20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2009 General Permit, p. 24, #6 and #7)		
With our new permit just getting approved through WV DEP, we will have several new BMP's that will enhance our MS4 Program. Each MCM will have existing BMP's along with new BMP's added to our permit for better pollution prevention and cleaner water. Some examples of new BMP's are:		
1. Public comment on changes to SWMP 2. Public stakeholder group notification 3. Tracking tool for pollution Hot Spots 4. Better documentation for inspections 5. Better tracking tools for each MCM		
23. Is additional documentation attached?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VI. MCM 1: Public Education and Outreach (WV MS4 2009 General Permit, p. 5-6)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25. Contact: Jeff Wilkerson	26. Phone: (304) 264-2126	

Performance Measure 1a: Program implementation

27. Were the proposed activities for developing a public education and outreach program implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)			
SEE ATTACHMENT A			
29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts			
31. Did you evaluate the effectiveness of the public education and outreach program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period? (WV MS4 2009 General Permit, p. 24, #2)			
<p>We can evaluate the effectiveness of our public education and outreach by the public's interest in our stormwater program, attendance at public hearings, participation in our stakeholder groups and residents that volunteer for our activities. The Public Works Department does receive several calls monthly inquiring about the stormwater program. Residents do call with questions about the stormwater program to make sure they are complying with the program. When we have events that literature is handed out, the residents read the literature and have questions about our program. We also have residents volunteering at our events to help with future projects.</p>			
33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach.			
<p>Scheduling more events that are stormwater related Using our stakeholder group with events Developing a better volunteer list and contacting them on a regular basis</p>			

Performance Measure 1c: Documentation and tracking of public education and outreach efforts			
35. Did you track and keep records of your outreach activities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
37. Are your records available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing.			

VII. MCM 2: Public Involvement and Participation (WV MS4 2009 General Permit, p. 6-7)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
41. Contact: Jeff Wilkerson	42. Phone: (304) 264-2126	

Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP		
43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</p>		
<p>46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2009 General Permit, p. 24, #1)</p> <p>SEE ATTACHMENT B</p>		
<p>47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.). (WV MS4 2009 General Permit, p. 24, #2)</p> <p>We can evaluate our effectiveness by the amount of participation we get at our events: Spring Clean Up numbers increased from 2015 15 people volunteered to help label stormdrains throughout the City Several agencies and volunteers to help with a stream clean up of the Tuscarora Creek every May.</p>		
<p>48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2009 General Permit, p. 24, #4)</p> <p>We try in different ways to educate the public about stormwater such as: hosting events, providing education, literature and presentations. Utilizing our school curriculum to educate local children about pollution prevention and clean water. By hosting these events, the public has the opportunity to participate in our stormwater program.</p>		

Performance Measure 2b: Communications with community, watershed, and environmental organizations			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2009 General Permit, p. 24, #4)			
<p>We do communicate routinely with local watershed groups due to the fact that we have two representatives that attend two local watershed group meetings. Steve Knipe attends the Opequon Creek Project Team and Jeff Wilkerson attends the Tuscarora Creek Project Team meetings which meet monthly. The City is very active in assisting these groups with Stormwater projects and events held throughout the year.</p>			
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 2c: Public availability of SWMP and annual report		
53. Did you make your SWMP and annual report available to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it.		
<p>A copy of the City of Martinsburg Stormwater Permit and annual report can be obtained through City Hall or by contacting:</p> <p style="text-align: center;"> Jeff Wilkerson 800 Boston St, Martinsburg, WV 25402 304-264-2126 jwilkerson@cityofmartinsburg.org </p>		

VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2009 General Permit, p. 7-10)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
56. Contact: Jeff Wilkerson	57. Phone: (304) 264-2126	

Performance Measure 3a: MS4 map

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2009 General Permit, p. 24, #1)			
<ol style="list-style-type: none">1. The City is working with Baker International to have a new updated and interactive MS4 map that can be used for outfall locations and maintenance needs.2. The City has also worked with Baker International identifying illicit discharges using the new map.			

Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.3.b)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2009 General Permit, p. 24, #1)		
<ol style="list-style-type: none"> 1. The City of Martinsburg completes IDDE inspections are completed monthly. 2. Updated Stormwater map to easily locate and identify outfalls and structures for inspections. 3. Staff training and participation in the IDDE program. 		

Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
65. How many field assessments were conducted during the reporting period?	Twelve	
66. How many illicit discharges were identified during the reporting period?	Two	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)?		
<ol style="list-style-type: none"> 1. Spills from accidents 2. Fuel spill at gas station 		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program.		
Grease, litter, fuel		
69. How many corrective actions were taken to remove illicit discharges?	2	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	2	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste			
72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)			
<ol style="list-style-type: none"> 1. Continued labeling stormdrains throughout the City. 2. Literature distributed at several schools and events described in attachment A. 3. Worked with other environmental groups in educating public. 			
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2009 General Permit, p. 24, #2)			
<p>We evaluate the effectiveness of our programs by the response from the local residents after an event. We can see the effectiveness by the number of people that come to the events, people that offer to volunteer and response to the need for help with program. After a presentation, media article or event, we get many inquiries about our stormwater program and volunteer opportunities.</p>			
76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges			
78. Have you developed a program to train municipal employees on illicit discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
79. Did you conduct any municipal employee training during this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
80. List and briefly describe the training activities conducted during the reporting period. (WV MS4 2009 General Permit, p. 24, #1) <p style="text-align: center;">Catch basin maintenance training session on August 13, 2015.</p> <p style="text-align: center;">Pollution Prevention training session on October 3, 2016.</p>			
81. How did you evaluate the effectiveness of the training activities? (WV MS4 2009 General Permit, p. 24, #2) <p style="text-align: center;">The effectiveness of our training is evaluated by discussions with employees after the training to see how much material is retained. We can also see what topics need to addressed by the topics the employees are not as familiar with.</p>			
82. How many municipal employees were trained to identify and report illicit discharges? (WV MS4 2009 General Permit, p. 24, #2) <p style="text-align: center;">30</p>			
83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

IX. MCM 4: Construction Site Runoff Control (WV MS4 2009 General Permit , p. 10-12)		
85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
86. Contact: Jeff Wilkerson	87. Phone: (304) 264-2126	

Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater			
88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.4.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2009 General Permit, p. 24, #1)			
91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
93. Please indicate the number of plan approvals during the reporting period.	6		
94. Please indicate the number of construction site inspections during the reporting period.	24		
95. Please indicate the number of enforcement actions during the reporting period (can attach document).	0		
96. Are enforcement records maintained and available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2009 General Permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2009 General Permit, p. 24, #1)			
<p>We conduct meetings with contractors during the permit process about stormwater regulations and inspections along with normal construction inspections. These will help with education and reduce pollution from sediment and erosion.</p>			
99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2009 General Permit, p. 12-19)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
102. Contact: Jeff Wilkerson	103. Phone: (304) 264-2126	

Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2009 General Permit (Part II Section C.5.a.ii.A)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2009 General Permit, p. 24, #1)

106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.4)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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109. How many projects were reviewed during the reporting period?	6
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110. What types of projects were reviewed (residential, commercial, industrial, etc.)?
(WV MS4 2009 General Permit, p. 18, #2)

Commercial and Residential projects

111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2009 General Permit, p. 18, #3)

There were 11 stormwater BMP's, 5 for redevelopment and 6 new construction BMP's submitted for approved during this permit year.

<p>112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3) during the reporting period. Please indicate if you have attached additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p style="text-align: center;">NONE</p>		
<p>113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2009 General Permit (Part II, Section C.b.5.a.ii.A.4) during the reporting period. Please indicate if you attach additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p style="text-align: center;">NONE</p>		
<p>114. How many maintenance agreements were approved during the reporting period? (WV MS4 2009 General Permit, p. 18, #4)</p>	<p>4</p>	
<p>115. Were any maintenance agreements recorded at the county courthouse?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken. (WV MS4 2009 General Permit, p. 18, #5)</p> <p style="text-align: center;">NONE</p>		
<p>117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</p>		

Performance Measure 5b: Long-term watershed protection elements			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2009 General Permit (Part II Section C.5.a.i.A)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2009 General Permit, p. 18, #1)			
121. Minimize impervious cover.	To reduce impervious cover in new development or construction when possible.		
122. Preserve, protect, create, and restore ecologically sensitive areas.	The City will make all efforts to preserve, protect, create and restore ecologically sensitive areas whenever possible. These plans will also be taken into consideration before any approval is made.		
123. Implement practices that prevent or reduce thermal impacts to streams.	The City will suggest and encourage any new or redevelopment project to include BMP's that will prevent and reduce thermal impacts to local streams. These plans will also be taken into consideration before any approval is made.		
124. Seek to avoid or prevent hydromodification of water bodies caused by development.	The City will suggest and encourage any new or redevelopment project to include engineering features that will avoid or prevent hydro-modification of local water bodies. These plans will also be taken into consideration before any approval is made.		
125. Minimize impacts to existing vegetation (especially trees).	All new and redevelopment projects will be reviewed and the impact to existing vegetation will be taken into consideration before approval.		
126. Minimize impacts to native undisturbed soils.	Permit language and fees were designed to limit the impact of the amount of soil disturbed for any new or redevelopment projects in the City.		
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2009 General Permit, p. 24, #1)			

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2009 General Permit, p. 24, #8)		

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2009 General Permit, p. 19-21)

130. Did you complete all the required performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
131. Contact: Jeff Wilkerson	132. Phone: (304) 264-2126	

Performance Measures 6a and 6b: Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period.

1. All BMP's on City property will be maintained on a schedule that is set by the designed BMP specifications.
2. A Pollution Prevention Plan is developed and implemented at City facilities.
3. City employees are being trained several times per year with the plan to increase the training to the Parks and Recreation employees.
4. A catch basin cleaning procedure is in place and occurs on a regular basis.

135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2009 General Permit (Part II Section C.b.6.a).

139. How many inspections were conducted at each municipal facility during the reporting period?	12
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140. List the top three problems that you have found while conducting inspections at municipal facilities.

1. Proper Storage
2. Organization
3. Labeling

141. Were these problems corrected? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)		

Performance Measure 6c: Municipal employee good housekeeping training			
144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
147. How many employees received training during the reporting period? (WV MS4 2009 General Permit, p. 24, #1)	30		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2009 General Permit, p. 24, #2)</p> <p>Most of our training is completed in-house by employees that have attended professional training. The goal is to have several employees professionally trained to share that training to the rest of the City employees.</p>			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Attachments to 2016 Annual Stormwater Report

ATTACHMENT A:

Develop/Deliver school curriculum for stormwater education. This year we had several events that educated children about stormwater. On December 9, 2016, North Middle School with a presentation of the City's Stormwater Program. This event was attended by 25 students and 2 teachers. On May 21, 2016, we had an educational outreach program at Poor house Farm Park during youth lacrosse games. Also on May 21, 2016 we had an educational outreach event to coincide with our annual Spring Clean-up Event. At this event we discussed the City's stormwater program along with different types of equipment the Public Works Department uses on a daily basis. During these events we educated the public about stormwater and the benefits of pollution prevention.

Develop/Execute stormdrain stenciling program. We continue to install stormdrain markers with two different messages for installation on stormdrains. They both had important but simple messages: "NO DUMPING, DRAINS TO CREEK" and "ONLY RAIN DOWN THE DRAIN". City employees are currently installing these markers on stormdrains throughout the City as needed. Some drains were marked in the past several years with volunteers so at this point we are completing their earlier project. This year during our Spring Clean-up Event, we used volunteers to label stormdrains that were near the City's Train Station/Martin St area. Future projects being planned could involve scout groups and watershed groups helping with this task to get more of the community involved.

Employee training is a significant part public education and outreach. The City is also conducting training for City employees. The types of training is stormwater awareness, litter control and pollution prevention. This practice will help our City employees be more aware of these practices and share them with other employees and residents. Many employees were trained in different areas from litter control to retrofitting areas for BMPs. All City Water, Sewer, Street and Sanitation employees have had two stormwater training sessions this permit year. The first was August, 13, 2015 which covered catch basin maintenance, the second was held on October 3, 2016 which was focused on importance of pollution prevention. Other training sessions this permit year:

Jeff Wilkerson

American Public Works Association Annual Convention

May 2016

Jeff Wilkerson

Stormwater Workshop Winchester, VA

November 30, 2016

Kevin Jefferies, Chris Beard

Certified Stormwater Inspector Training Certification

October 2015

The City also had several news media coverage events in local newspapers and local radio stations this permit year. City of Martinsburg representatives along with employees from other agencies discussed stormwater initiatives on WRNR and WEPM radio stations in February and May of 2016. The Martinsburg Journal had several articles regarding the City of Martinsburg's Stormwater Program. Some of the articles and descriptions are as follows:

- June 18, 2015 6 month MS4 Finance study with consultant GKY
- October 17, 2015 City of Martinsburg and Region 9 awarded MS4 Financing grant
- October 19, 2015 City and Region 9 awarded grant for mapping stormwater infrastructure
- June 1, 2016 City Church St Stormwater Project set to begin
- September 24, 2016 Church St project update
- December 1, 2016 Church St project continues

A few other ways we are educating the public on stormwater issues are: the City is currently utilizing, in an effort to reduce and eliminate illicit discharges, is a Stormwater Hotline that is manned 24 hours a day, seven (7) days a week. Residents can call the Public Works Department from 6 am to 4 pm and the City Police Department from 4 pm to 6 am to report any illicit discharges. We continue the Take Pride in Your Community Day for residents to dispose of unwanted materials, garbage, tires and other items. This event takes debris, trash and garbage off the streets and alleys and is disposed of properly.

The City is continuing to distribute stormwater literature to residents. We distributed these materials at various locations such as, the Berkeley County Fair in 2016, the Apple Harvest Festival in October 2016, school presentations at Opequon Elementary, North Middle School, the Annual Home Show held at the Martinsburg Mall in March 2016, mailers inserted in City water and sewer bills, in the Martinsburg Library information rack, at the Annual Spring Clean-up Day in May 2016.

Here is a distribution list from this permit year:

<u>Publication</u>	<u>Amount Distributed</u>
WVDEP Factsheet	300

EPA Factsheet	300
City Brochures	620
Bookmarkers	620
WVDEP Lawn Care	500

ATTACHMENT B:

The goal for Public Participation and Involvement for this permit year for the City of Martinsburg was to organize volunteers to locate outfalls and illicit discharges, organize community clean ups along waterways, continue the stormdrain marking program and household hazardous waste collection.

The stormwater management team has continued to locate illicit discharges and outfalls on their own. This change was made to get the stormwater management team familiar with the Tuscarora Creek as it flows through the City. The best way to become familiar with the outfalls and locate illicit discharges is to get out in the field and look for these personally. The stormwater management team has spoken with residents along the creek to research any illicit discharges or unknown outfalls. This practice will continue for an extended period of time to make sure the entire area is covered. We have also had surveyors from Michael Baker International collecting data for digital imaging for the MS4 program. Data collected from them will be used to find and eliminate any illicit discharges found during this process.

A clean up was performed the week of May 9-13, 2016 along the Tuscarora Creek within the City limits of Martinsburg. This project was completed with the help of several agencies: City of Martinsburg, Eastern Panhandle Trailblazers and the WV Division of Forestry. This group of volunteers worked to clear debris, garbage, obstructions and other pollutants from the stream.

Our Annual Spring Clean up Campaign was held on May 21, 2016, this day is used to collect unwanted items from City residents. The City collects 25 to 30 tons of material on this day. Besides garbage residents dispose of tires, unwanted items and debris. This event has been expanded to include our stormdrain labeling program. This year we had five volunteers that volunteered to help City employees label stormdrains with our pollution prevention markers as described in attachment A.

The City of Martinsburg Stormwater Management Team has continued their efforts this permit year trying to educate and involve the public. We are developing and implementing programs and presentations to educate and involve the general public. Contractors, landlords and residents are being contacted to develop relationships with our stakeholders to be able to work together in improving our water quality.