Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040564

Reporting Year (year will be either 1, 2, 3, 4, or 5): 6

Annual Reporting Year Option Selected by MS4:

Calendar Year: 2024

Permit Year:_____

Fiscal Year: _____ Last day of fiscal year: (_____)

Reporting period beginning date: (month/date/year) 01/01/2024

Reporting period end date: (month/date/year) 12/31/2024

MS4 Operator Level: 2 Name of MS4: Northeast Travis County Utility District

Contact Name: Ken Heroy Telephone Number: (512)989-2200

Mailing Address: 13915 N. Mopac Expy., Suite 200, Austin, Texas 78728

E-mail Address: kenh@jones-heroy.com

A copy of the annual report was submitted to the TCEQ Region: YES X NO ___
Region the annual report was submitted to: TCEQ Region 11

B. Status of Compliance with the MS4 GP and SWMP

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

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		Permit issued 1/24/2024

Permittee is currently in compliance with recordkeeping and reporting requirements.	X		A copy of annual reports and SWMP are maintained and the TPDES General Permit
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		The stream segment is not classified as impaired. The District is not located in the Edwards Aquifer Recharge Zone.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		The SWMP was reviewed during the preparation of the annual report.

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

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1: Public Education, Outreach, and Involvement	Residential Education	Yes. Providing the public with instructions on how to properly report potential stormwater quality concerns helps identify and eliminate illicit discharges more effectively.

1: Public Education, Outreach, and Involvement	Public Meeting and Notice	Yes. The public meeting helped educate the public about their local stormwater management program and gave them an opportunity to give feedback and participate in the implementation. Providing information to the public on where to find copies of the NOI and SWMP, instructions regarding the 30-day comment period, and procedures for a public meeting request helps educate the public about their local stormwater management program.
2: Illicit Discharge Detection and Elimination	MS4 Mapping	Yes. Developing and maintaining an MS4 outfall map makes the illicit discharge detection and elimination program more effective.
2: Illicit Discharge Detection and Elimination	MS4 Field Staff Training	Yes. Training landscape contractor staff helps educate maintenance staff how to properly identify and eliminate stormwater pollutants.
2: Illicit Discharge Detection and Elimination	Public Reporting of Illicit Discharges and Spills	Yes. Providing the public with instructions and contact information to properly report illicit discharges and sanitary sewer overflows to the City of Pflugerville and Travis County helps identify and eliminate illicit discharges more effectively.
2: Illicit Discharge Detection and Elimination	Source Investigation and Elimination	Yes. Inspections, maintenance, and repairs to the District owned stormwater control facilities helps minimize issues like illicit discharges, illegal dumping, and erosion to reduce the discharge of pollutants in stormwater. Removal of sediment from outfalls ensures proper functioning of the stormwater controls by eliminating ponding in the outfall and creating regulated flow.

2: Illicit Discharge Detection and Elimination	Illicit Discharge Inspections	Yes. The District Engineer conducting inspections to find the source of an illicit discharge and conducting follow-up actions to ensure corrective measures have been implemented helps reduce the discharge of pollutants in stormwater.
2: Illicit Discharge Detection and Elimination	Outfall Inspections	Yes, inspections help identify issues and facilitate remediation to minimize issues like illicit discharges, illegal dumping, and erosion to reduce the discharge of pollutants in stormwater.
3: Construction Site Stormwater Runoff Control	District Procedures Update	Yes. Having up-to-date regulatory mechanisms/procedures in place encourages individuals to comply with stormwater quality regulations and prevent stormwater pollution.
3: Construction Site Stormwater Runoff Control	Construction Plan Review	Yes. Having knowledgeable District Engineers reviewing construction plans for proposed development to ensure compliance with the Construction General Permit ensures that proper stormwater runoff controls are addressed, and applicable structural controls are in place to reduce the discharge of pollutants in stormwater from proposed construction activity.
3: Construction Site Stormwater Runoff Control	Construction Site Observations and Enforcement	Yes. Site observations of active construction sites for commercial and subdivision development within the district is important to ensure that the construction stormwater runoff controls are being implemented and function as designed/intended.

3: Construction Site Stormwater Runoff Control	Public Information Submittals	Yes. Reporting any public information submittals made to the District to the City and County helps minimize issues like illicit discharges, illegal dumping, and erosion.
4: Post-Construction Stormwater Management in New Development	District Owned Facilities Landscape Maintenance Contract	Yes. Maintaining an agreement with a landscape maintenance contractor to provide routine and regular on-going maintenance allows stormwater controls to function properly. The removal of sediment , debris, and controls of vegetation from the landscaping staff helps prevent pollutants from entering stormwater.
5: Pollution Prevention and Good Housekeeping for Municipal Operations	Landscape Contractor Staff Training	Yes, educating the landscaping contractor employees about the pollution prevention and good housekeeping practices required by the SWMP helps prevent illicit discharges by facilitating the contractors' selection, implementation, and maintenance of proper stormwater controls.
5: Pollution Prevention and Good Housekeeping for Municipal Operations	Contractor Requirement and Oversight	Yes. Maintaining an agreement with a landscape maintenance contractor to provide routine and regular on-going maintenance allows stormwater controls to function properly. Observing the landscaping contractor while they are working will confirm whether the contractor is conducting maintenance according to the District's established rules and contract requirements.

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

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	2.1.1 Residential Education	Educational Information provided to Villages of Hidden Lake HOA for inclusion on Website	1	Brochure	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, and hence pollutants.

1	2.1.3: Public Meeting and Notice	Host one public meeting to review and receive comments before submittal of NOI and SWMP to TCEQ.	1 1	Board meeting Public Notice	No, but these meetings allow the Districts to engage the board members and the public attendees on the implementation of the SWMP. This increases the community's engagement and knowledge in preventing stormwater pollution which may prevent future illicit discharges. Providing information to the public on where to find copies of the NOI and SWMP, instructions regarding the 30-day comment period, and procedures for a public meeting request helps educate the public about their local stormwater management program.

2	2.2.1 MS4 Mapping	Mapping Updates – No outfalls added or eliminated	0	Updates	No, but it is critical for the outfall map to remain current so the Districts can conduct effective maintenance and inspections, which ensures that immediate action can be taken to remove pollutants and/or properly maintain stormwater controls. No updates to the map were necessary.
2	2.2.2 MS4 Field Staff Training	Educational Material Provided	1	Times	No. Though this BMP does not result in a direct reduction of pollutants, educating field staff will eventually reduce pollutants.

2	2.2.3 Public Reporting of Illicit Discharges and Spills	Public reports of illicit discharges/spills City/County contact information provided on educational brochure to HOA	0 1	Reports & Investigations Times	No. Though this BMP does not result in a direct reduction of pollutants, having Standard Operating Procedures and providing contact information to the public can result in faster response and cleanup of pollutants. There were zero public reports of illicit discharges and spills made to the District.
2	2.2.4 Source Investigation and Elimination	Contract Outfall Cleaning Update	1	Update in 2020	Yes. Having an up-to-date maintenance agreement to remove sediment from outfalls helps reduce illicit discharges, by reducing the accumulation of silt and debris and maintaining flows from the outfalls.

2	2.2.5 Illicit Discharge Inspections	Response to complaints Standard Operating Procedures (SOP) in response to complaints developed	0	Inspections	Yes. Inspections based on reports to the District Engineer can reduce further discharge of pollutants by addressing and eliminating the source. An SOP to respond to public reports of illicit discharges helps the District Engineer act in accordance to the steps in the general permit.
2	2.2.6 Outfall Inspections	Outfalls	89%	Inspected	Yes. Inspection of accessible outfalls and conducting the necessary maintenance can reduce the discharge of pollutants by addressing and eliminating sources of pollutants.

3	2.3.1 District Procedures Update	Update to District's Rules Regarding Stormwater Pollution Prevention Requirements	1	Time in 2020	No. Though this does not result in a direct reduction of pollutants, the District requires the owners/operators of new development and redevelopment sites to develop and implement a stormwater pollution prevention plan (SWP3) in accordance with the Construction General Permit. The pollutants will be reduced over time as the BMPs are utilized.
3	2.3.2 Construction Plan Review	Plans	1	Reviews	No. The pollutants will be reduced over time as the permanent post-construction BMPS are utilized.

3	2.3.3 Construction Site Observations and Enforcement	Construction Site	0	Observation per week at **active construction sites.**	Yes. By observing the contractor owned construction sites, an evaluation can be made if proper BMPs are in place to reduce the discharge of sediment and erosion. There was no active construction, therefore there were zero observations conducted by the District Engineer.
3	2.3.4 Public Information Submittals	Construction site complaints	0	Inspections	Yes. By responding to public information received, the construction site can be evaluated to determine if proper BMPs are in place to reduce sediment discharge and erosion.
4	2.4.1 District Owned Facilities Landscape Maintenance Contract	Routine Landscape Maintenance	12	Months	Yes. Maintenance reduces the number of debris and trash entering the ponds and outfalls.

5	2.5.1 Landscape Contractor Staff Training	Educational Material Provided	1	Times	No. Though this BMP does not result in a direct reduction of pollutants, educating field staff will eventually reduce pollutants.
5	2.5.2 Contractor Requirements and Oversight	Landscape Contractor's Work	2	Observations	No. Though this BMP does not result in a direct reduction of pollutants, it can help identify contractual changes needed, issues with staff procedures, and appropriate educational material, that will eventually reduce pollutants.

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

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1	Provide educational material one time to the HOA	Met goal – In Year 1, an educational brochure was placed added to the HOA's website. Each year, one educational brochure has been provided to the HOA to be placed on the HOA website. The HOA maintains on

	for inclusion on the HOA website	their website general stormwater information and reporting contact information.
1	Public Meeting and Notice	Met goal – The Board held a public meeting on July 1, 2019 at which time the SWMP was reviewed and open for public comments. The District received requirements from the TCEQ to prepare and publish public notice and the Public Notice was published on November 20, 2023.
2	Update MS4 Map as needed	Met goal – no updates were required, no outfalls were added or eliminated.
2	Provide contact information for public reports	Met goal – The District provided Travis County's contact information for reporting of applicable non-stormwater spills and the City of Pflugerville's contact information for SSO's on the brochure posted on the HOA website and brochures placed in the amenity center.
2	Investigate public reports to the District Engineer of illicit discharges and maintain a log	Met goal – The District Engineer investigates 100% of public reports to the District Engineer of illicit discharges and/or reports the illicit discharge to the proper authority. There were no public reports made to the District Engineer to prompt an investigation.
2	Standard Operating Procedures for Public Reports of Illicit Discharges and spills	Met goal – Written procedures describing the basis for conducting inspections in response to complaints and conducting follow-up inspections were developed in Year 2 and have been maintained by the District since.

2	Provide one time electronically educational material with attendance log to landscape contractor	Met goal – Educational material has been provided one time per year to the landscape contractor.
2	Contract for the removal of sedimentation at outfalls.	Met goal – Beginning in Year 2, a maintenance agreement was executed to address sediment removal at outfalls. 83 to 89 percent of outfalls (30-32 of 36) have been cleaned monthly under the outfall maintenance agreement.
2	Inspections and follow-up inspections in response to illicit discharge complaints	Met goal –The District Engineer conducts inspections in response to 100% of complaints reported to the District Engineer, conducts follow-up inspections as applicable, and reports to the proper authority as applicable. There were zero reports of illicit discharge complaints reported to the District in 2024, therefore there were zero inspections conducted by the District Engineer.
2	Inspect 20% of the Districts outfalls, beginning in year 2.	Exceeded goal – Beginning in Year 1, more than 20% of the outfalls have been inspected each year.
3	District Procedures Update	Met goal – In year two, the District Rules were updated for compliance with the TPDES Construction General Permit TXR150000 (CGP).
3	District Engineer review of	Met goal – All construction plans provided to the District Engineer have been reviewed. One set of plans

	construction plans	for "Shops at Kelly Lane" was approved on April 22, 2024.
3	Site observations of active construction projects and number of NOIs submitted	Met goal - The District Engineer has conducted weekly site inspections of active construction sites. There was no active construction in 2024, therefore zero construction site inspections were conducted.
3	Public Information submittals inspections	Met goal - There were zero construction site complaints reported to the District Engineer in 2024.
4	Routine landscape maintenance services	Met goal – Routine monthly maintenance was performed by landscape maintenance personnel as part of the contract maintained by the District.
5	Provide one time electronically educational material to landscape contractor	Met goal - Educational material and attendance log has been provided annually one time to the landscape contractors.
5	Update landscape maintenance contract	Met goal – In year two, the District updated its landscape maintenance contract for compliance with TPDES General Permit Parts B.5.(b).5.(2)-(6).

5	Observe landscape contractor working twice	Did not meet goal in 2024 – The District engineer observed the landscaper working once on April 04, 2024.

C. Stormwater Data Summary

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

Visual inspections were performed routinely by Landscape Maintenance staff. The District's Engineer's office conducted intermittent inspections of ponds, drainages, and outfalls, as well as maintenance performed by contract Landscape Maintenance. The District has a contract for monthly outfall and trickle channel cleaning. No illicit discharges were observed or reported. Travis County is responsible for operation and maintenance of the roads and MS4 system within the public right-of-way located within the District boundaries.

D. Impaired Waterbodies

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

   There was no newly-identified impaired water within the permitted area added to the 2020 Texas Integrated Report – Texas 303(d) List.

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

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL. **N/A**
4. Report the benchmark identified by the MS4 and assessment activities: **N/A**

Benchmark Parameter ***(Ex: Total Suspended Solids)***	**Benchmark Value**	**Description of additional sampling or other assessment activities**	**Year(s) conducted**

5. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark: **N/A**

Benchmark Parameter	**Selected BMP**	**Contribution to achieving Benchmark**

6. If applicable, report on focused BMPs to address impairment for bacteria: **N/A**

Description of bacteria-focused BMP	**Comments/Discussion**

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

N/A

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

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

Benchmark Indicator	Description/Comments

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	2.1.1	Information on the MS4 operator's website.	Maintain a webpage with current and accurate information and working links.
1	2.1.2	Storm inlet marking	In year one, the District will place storm drain markers on a minimum of 10% of all known stormwater inlets in high-impact areas identified by the District Engineer. A minimum of 15% of all known markers will be inspected and maintained as necessary at least once annually.
1	2.1.3	Permanent stormwater related signage	The District will place stormwater related signage to educate residents and visitors. The signage will be inspected and maintained as necessary at least once annually.

1	2.1.4	Targeted education campaign	A minimum of one campaign annually distributed to at least 75% of the intended audience, or with a specific event advertised to at least 75% of the intended audience.
2	2.2.1	Stormwater Education Community Event	The District will host or support an opportunity to improve public understanding of issues related to water quality at least once annually.
2	2.2.2	MS4 area-wide stormwater survey	The District will distribute one public survey annually to at least 75% of the intended audience for input on the program.
2	2.2.3	Public meeting for input	Host or support a minimum of one board meeting annually for input on the program implementation. The meeting will be advertised to at least 75% of the intended audience.
3	2.3.1	MS4 Mapping	District Engineer will review and update the map as necessary at least one time annually to include features which have been added, removed, or changed.
3	2.3.2	MS4 Staff Training	District to maintain an agreement with a Professional Engineer and a licensed Attorney to implement the construction stormwater program.
3	2.3.3	Facilitating public reporting of illicit discharges, illegal dumping, and spills	The District shall provide a central contact point for the public to report any illicit discharges, illegal dumping, or spills. The contact information shall be publicized at least twice annually.

3	2.3.4	Procedures for responding to illicit discharges, illegal dumping, and spills.	The District shall review its established procedures and make the necessary edits to comply with the new permit requirements at least once annually.
3	2.3.5	Source Investigation and Elimination	The District shall review its established procedures and make the necessary edits to comply with the new permit requirements at least once annually.
3	2.3.6	Corrective action to eliminate illicit discharges and illegal dumping	For 100% of illicit discharges or illegal dumping where a source has been determined, the District Engineer shall notify the responsible party of the problem within 24 hours with either a written or electronic inspection form. The Districts shall require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge. The District Engineer will contact an adjacent MS4 operator or the Region 11 TCEQ office if the District has no enforcement authority over the violator.
3	2.3.7	Inspections in response to complaints	Conduct inspections in response to 100% of complaints each year according to the established procedures or notify the appropriate agency with the authority to act. Follow-up inspections will be conducted as necessary to ensure the illicit discharge or illegal dumping has been eliminated. Review the District's Standard Operating Procedures for Public Reports of Illicit discharges and spills at least once annually and make changes, as necessary.

4	2.4.1	Rules regarding stormwater pollution prevention	Update the District's rules in year one of the permit term and make the necessary edits to comply with the new permit requirements.
4	2.4.2	Prohibited discharges	Review Districts' rules to ensure the prohibition of the discharges described in Part IV.D.4.(b)(2) of the General Permit.
4	2.4.3	Construction Plan Review Procedures	In year one of the permit term, The Districts Engineer will develop construction plan review procedures for active large and small construction within the District's boundaries. Beginning in year two, and then annually, the District's Engineer will review and update the inspection procedures to address changes and make improvements to the established procedures where applicable at least once annually. Beginning in year two, and then annually, the Districts' Engineer will conduct inspections at a minimum of 80% of active construction sites annually according to the established procedures. The District's Engineer will conduct follow-up inspections in 100% of cases where necessary as described in the established procedures. An observation report will be kept, as well as a log on the number of NOI forms.

4	2.4.4	Procedures for inspecting large and small construction projects	In year one of the permit term, the District shall develop site inspection procedures for large and small construction. The District will review the procedures and update as necessary at least once per permit term after the procedures have been implemented in year one.
4	2.4.5	Construction site inspections	District Engineer to conduct inspections at a minimum of 80% of active construction sites. Follow-up inspections will be conducted in 100% of cases where necessary as described in the established procedures.
4	2.4.6	Public Information Submittals	In year one, the District will develop a method for receipt of information submitted by the public throughout the permit term such as a webpage, hotline, or a similar method. In year two, and then annually, the District's Engineer will review the public reporting mechanism is functioning at least once annually.
4	2.4.7	MS4 Staff Training	District to maintain an agreement with a Professional Engineer and a licensed Attorney to implement the construction stormwater program. As part of BMP 2.6.2, the District will provide electronically one time per year pollution prevention and good housekeeping educational material with attendance log, to the District Landscape Contractor.

5	2.5.1	Post Construction Stormwater Control Measures	Update District's rules to include stormwater control practices and site design criteria and update as necessary to comply with the new permit requirements at least once annually.
5	2.5.2	Document enforcement actions	The District shall maintain records of 100% enforcement actions taken each year. Any enforcement actions shall be made readily available to TCEQ for review within 24 hours of request.
5	2.5.3	District-Owned Facilities Landscape Maintenance Contract	The District Engineer will visually inspect 100% of the District owned facilities and its structural controls, log the inspection, and notify the contractor or Board of any required corrective action.
6	2.6.1	Inventory of municipal facilities and stormwater controls	An inventory of the facilities and stormwater controls that are owned and operated by the District shall be maintained to address changes or additions where applicable.
6	2.6.2	Training for Pollution Prevention and Good Housekeeping	The District will provide electronically one time per year pollution prevention and good housekeeping educational material with attendance log, to the District Landscape Contractor.

6	2.6.3	Contractor Requirements and Oversight	Ensure that 100% of contractors hired by the Districts to perform maintenance activities is contractually required to comply with the stormwater management operating procedures described in Parts IV.D.6.(b)(2)-(6). Implement oversight procedures of contractor activities in 100% of contracts. Observe the landscape contractor while working at least once per year for the potential to discharge pollutants in stormwater for ponds, drainage ways, and open space maintenance.
6	2.6.4	Structural Control Maintenance	At least one time annually, maintenance will be performed on 100% of the structural controls which require maintenance. Develop a maintenance plan and inspection procedures to ensure the inspection of all structural controls.

F. SWMP Modifications

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

__X__Yes____No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.
_X_Yes___ No

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

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)

1	BMP 3.1.1: Residential Education	In response to the most recent TXR04000 General Permit update, MCM 1: Public Education, Outreach, and Involvement has been split into two MCMs: 1: Public Education and Outreach & 2: Public Involvement/Participation. Four BMPs (2.1.1 – 2.1.4) from the above table have been chosen to satisfy the Public Education and Outreach MCM. Three BMPs (2.2.1 – 2.2.3) from the above table have been chosen to satisfy the Public Involvement/Participation MCM.
1	BMP 3.1.3: Public Meeting and Notice	Add measurable goal – Advertise a board meeting to a minimum of 75% of residents where the SWMP will be discussed to allow residents a chance to comment on the program.
1	BMP 3.1.3: Public Meeting and Notice	Delete BMP - In response to the most recent TXR040000 general permit update, public notice of the NOI and SWMP is no longer required. The proposed BMPs 2.1.1 Information on the MS4 operator's website, BMP 2.2.2 MS4 area-wide stormwater survey, and BMP 2.2.3 Public Meeting for input, is expected to achieve the goal of the previous BMP 3.1.3, Public Notice. The proposed BMPs goals are to make the SWMP and information regarding the District's program more accessible to the public to promote community engagement and increase public awareness of stormwater pollution prevention.
1	Information on the MS4 operator's website	Add measurable goal – All links shall be checked, and the page shall be updated as necessary at a minimum of once annually. The website must be maintained for the full year, each year

1	Storm inlet marking	Add measurable goal – Place medallions with "No Dumping-Drains to Creek" or a similar message on a minimum of 10% of all known stormwater inlets in high-impact areas within each District's boundaries. Beginning in year two, a minimum of 15% of the medallions that were placed on stormwater inlets in year one will be inspected and replaced, if necessary.
1	Permanent stormwater related signage	Add measurable goal – The District will place a stormwater related sign within the District's boundaries in year one. Starting in year two, and then annually, the District will inspect the signage at least once annually and maintain it as necessary.
1	Targeted education campaign	Add measurable goal – The District will distribute a stormwater education campaign that will be distributed to at least 75% of the intended audience. A tracking system will be developed to estimate a percentage of the intended audience that was reached.
1	Stormwater Education Community Event	Add measurable goal – Host or support one project or training annually for residents or work a project for homeowner associations (HOAs) or other public groups to cover stormwater topics.
1	MS4 area-wide stormwater survey	Add measurable goal – Distribute one public survey annually to at least 75% of the intended audience for input on the program.
2	BMP 2.2.1 – MS4 Mapping	Revise measurable goal – The MS4 map will be reviewed and updated as necessary at least one time annually.

2	BMP 2.2.3: Public Reporting of Illicit Discharges and Spills	Revise measurable goal - The hotline number for Travis County and the City of Round Rock for residents to report illicit discharges and spills will be publicized a minimum of two times annually to residents.
2	BMP 2.2.3: Public Reporting of Illicit Discharges and Spills	Add measurable goal – Revise the District's SOP for Public Reports of Illicit Discharges and spills at least once annually and make changes as necessary.
2	2.2.4: Source Investigation and Elimination	Add measurable goal – The District will provide educational material to 100% of the District's contracted landscape maintenance staff that may come into contact with or otherwise observe an illicit discharge, illegal dumping, or illicit connection to the small MS4 as part of their normal job responsibilities.
2	2.2.4: Source Investigation and Elimination	Revise measurable goal – The District will review the landscape maintenance agreement and make changes as necessary at least once annually.
2	2.2.4: Source Investigation and Elimination	Add measurable goal – For 100% of illicit discharges or illegal dumping where a source has been determined, the District Engineer shall notify the responsible party of the problem within 24 hours with either a written or electronic inspection form.
2	2.2.6: Outfall inspections	Revise measurable goal – Inspect 100% of all structural controls at least one time annually and perform maintenance as necessary.

2	2.3.1: District Procedures Update	Revise measurable goal – The District will review the Districts Rules Regarding Stormwater Pollution Prevention at least once annually. Ensure the prohibited discharges listed in in Part IV.D.4.(b)(2) are prohibited in the District Rules. The District rules should include a requirement for 100% of the owners or operators of any new development or redeveloped sites to develop and implement a maintenance plan addressing maintenance requirement for any structural control measures installed on site. The District will require the site owner or operators to maintain documentation, such as a tracking log, onsite of 100% of the maintenance performed and made available for review.
3	2.3.2: Construction Plan Review	Add measurable goal – In year one, the District's Engineer will develop construction plan review procedures to allow for construction to commence within the District's boundaries. Beginning in year two of the permit term, site plan review procedures will be implemented for 100% of new construction site plans received each year, and then annually. Beginning in year two of the permit term, and then annually, the procedures will be reviewed at least one time annually to address changes and make improvements to the established procedures where applicable for all Districts.

3	BMP 2.3.3: Construction Site Observations and Enforcement	Add measurable goals – In year one of the permit term, The Districts Engineer will develop inspection procedures for active large and small construction within the District's boundaries. Beginning in year two, and then annually, the District's Engineer will review and update the inspection procedures to address changes and make improvements to the established procedures where applicable at least once annually. Beginning in year two, and then annually, the Districts' Engineer will conduct inspections at a minimum of 80% of active construction sites annually according to the established procedures. The District's Engineer will conduct follow-up inspections in 100% of cases where necessary as described in the established procedures. An observation report will be kept, as well as a log on the number of NOI forms. Maintain records of 100% of enforcement actions taken each year. Make 100% of enforcement records available to TCEQ for review within 24 hours of request.
3	BMP 2.3.4: Public Information Submittals	Add measurable goal - In year two, and then annually, the District's Engineer will review the public reporting mechanism is functioning at least once annually. The reporting mechanism will be publicized on the public website 100% of the time during the permit term.

5	BMP 2.5.2 Contractor Requirements and Oversight	Revise measurable goal – Ensure that 100% of contractors hired by the Districts to perform maintenance activities is contractually required to comply with the stormwater management operating procedures described in Parts IV.D.6.(b)(2)-(6). Implement oversight procedures of contractor activities in 100% of contracts. Observe the landscape contractor while working at least once per year for the potential to discharge pollutants in stormwater for ponds, drainage ways, and open space maintenance.

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

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

N/A

G. Additional BMPs for TMDLs and I-Plans

No additional BMPS have been identified.

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

BMP	Description	Implementation Schedule (start date, etc.)	Status/Completion Date (completed, in progress, not started)

H. Additional Information

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

   _X_ Yes ___ No

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

The District is not contractually relying on other entities; however, the overlapping concerns are important to note. While the SWMP and permit are applicable only to the MS4 facilities owned and operated by the District, multiple government agencies share overlapping water quality concerns within the District boundaries. These government agencies include Travis County (County), and the City of Pflugerville (City), and the Texas Commission on Environmental Quality (TCEQ) Regional office. These government agencies may be used to meet enforcement requirements as necessary.

Travis County and the City of Pflugerville have implemented public education strategies as part of separate SWMPs which overlap with the District's target audience and both maintain educational websites available and applicable to the general public within the District.

The City and County have entered into an interlocal agreement which gives the County the responsibility for addressing illicit discharges within the City's ETJ, which includes the District boundaries. Travis County covers the operation and maintenance of the roads and MS4 system within the public rights-of-way located within the District boundaries in accordance with a separate TCEQ approved SWMP prepared and administered by Travis County. The County Transportation and Natural Resources (TNR) department reviews construction plans, conducts construction inspections, and administers a post-construction permitting program for stormwater runoff controls within the District boundaries.

The City owns and operates the water and wastewater system within the boundaries of the District and provides public education resources to utility customers as well as training for its operations staff within the District boundaries in accordance with a separate TCEQ approved SWMP prepared and administered by the City.

Name and Explanation:

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

___ Yes _X__ No

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

___ Yes ___ No

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

Authorization Number: _____ Permittee:_____

Authorization Number: _____ Permittee: _____

I. Construction Activities

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

_____0_____

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

___ Yes _X__ No

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

The number of municipal construction activities authorized under this general permit	
The total number of acres disturbed for municipal construction projects	

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

J. Certification

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

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

Name (printed): Shane Potter, P.E. Title: Engineer for the District

Signature: Shane Potter Date: 02/18/2025

Name of MS4 Northeast Travis County Utility District

If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.