Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040049

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

Annual Reporting Year Option Selected by MS4:

Calendar Year:_____

Permit Year: X

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

Reporting period beginning date: January 24, 2023

Reporting period end date: January 23, 2024

MS4 Operator Level: 2 Name of MS4: Brushy Creek Municipal Utility District

Contact Name: William Carr Telephone Number: (512) 255-7871 x401

Mailing Address: 16318 Great Oaks Drive, Round Rock Tx. 78681

E-mail Address: b.carr@bcmud.org

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		The District has met the requirements of the SWMP as submitted to the TCEQ.

Permittee is currently in compliance with recordkeeping and reporting requirements.	X		All records are kept up to date and annual reports have been submitted on time as required by Part IV of the permit.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		The District reviewed and meets the requirements as specified in Part II Section D of the permit. The District has a compliance history classification of high.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		The SWMP was reviewed during the development 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 and Outreach	1.1 Stormwater Website 1.2 Flyers, Brochures 1.3 Newsletter 1.4 Environmentally Friendly Gardening Education 1.5 Classroom Education on Stormwater 1.6 UIAC Committee 1.7 Storm Drain Stenciling 1.8 Stream Clean-up	Yes. These BMPs give the residents information on different avenues to use to reduce the discharge of pollutants in stormwater through the District's stormwater website, handouts, newsletters, and classes. The District has adopted and follows a water conservation and drought contingency and emergency water management plan and has made water conservation and drought related information available to our residents on the District's website and brochures. There are public involvement activities in the District including town hall meetings and new resident socials. The Utility Infrastructure Advisory Committee (UIAC), comprised of Board appointed residents, provides guidance on all matters related to infrastructure including stormwater management activities. In addition, Keep Brushy Creek Beautiful program has periodic community cleanups which are held along Brushy Creek.

2: Illicit Discharge Detection and Elimination	2.1 Legal Authority 2.2 Stormwater System Map 2.3 Education and Training 2.4 Reporting of Illicit discharges 2.5 Response to Illicit discharges 2.6 Source Investigation and Elimination 2.7 Inspections 2.8 Sanitary Sewer Leak Elimination	Yes. The District films approximately 20% of its sanitary sewer line on an annual basis. This video is then reviewed by an engineer. This reviewing process determines if there are issues within the filmed system that need to be addressed. These issues are addressed through repair, cleaning of lines, and/or refilming. Repairs are refilmed and given to the engineer to certify. The engineer issues a letter of certification to indicate that the system has been filmed and all issues were addressed and corrected. The District developed and maintains a stormwater system map. Steps were undertaken to manage the District's assets through an assessment by an engineering firm of all water sewer, and stormwater infrastructure and a review of current maintenance practices. The asset management plan was completed in 2020 and helps ensure that timely investments are made, and catastrophic issues avoided. The District's illicit discharge policy is posted on the Stormwater website. In addition, residents are provided a phone number to report spills or possible illicit discharges. Processes are in place for follow-up. In addition, District staff look for flow during dry weather and inspect sewer outflows for blockage, cleaning and maintenance.
3: Construc-tion Site Storm Water Runoff Control	3.1 Legal Authority 3.2 Construction Plan Review 3.3 Construction Site Inspection	Yes. Construction site run off control ensures that loose sediment, trash, and debris do not make their way into the receiving stream. All new construction plans were reviewed by an outside engineering firm, the District Engineer, the District's plumbing inspector, and staff to ensure the use of best practices and compliance with local ordinances. District staff also perform weekly erosion control inspection on all ongoing construction projects.
4: Post-Construction Stormwater Management	4.1 Legal Authority 4.2 Plan Review 4.3 Project Inspections	Yes. Post project inspections ensure that there are not any issues that come after construction is complete. Special attention is given to stormwater systems impacted by newly constructed impervious surfaces.

5: Pollution Prevention and Good Housekeeping	5.1 District Owned Facilities 5.2 Employee Education 5.3 Spill Prevention Plans 5.4 Contractor Oversight 5.5 Municipal Operations and Maintenance 5.6 Pet Waste Management	Yes, these BMPs assist in the discharge of pollutants both directly and indirectly. The District currently has two full-time building maintenance employees on staff. This employee ensures that District facilities are kept in pristine condition. Ponds are maintained on a regular basis with wet ponds and dry ponds inspected every two weeks, and storm inlets, storm outfalls, and autofill lines are cleaned as needed. Vehicles are inspected on a regular basis. Written logs are kept on each vehicle and piece of equipment. The District has a policy of retiring a vehicle when it reaches seven years of age or has reached 120,000 miles. Landscaping is performed by the Parks Department and outside contractors. Environmentally safe steps are used. Contractors fertilize flower beds and trees twice a year. Pesticides that were used by District staff and contractors were organic. The Parks Department maintains pet waste sites throughout the District's parklands. These sites are checked on a weekly basis. The ones that see more use are checked more frequently.

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)
1.0 Public Education and Outreach	Maintain Webpage	Website includes relevant information including the Stormwater Management Plan.	67,638 hits on main utility page		No, this activity does not provide a direct quantifiable result. The stormwater/drainage page has information on stormwater, the SWMP, and pollution prevention. The trash recycling page has information on household hazardous waste vouchers. The water conservation page includes water saving tips, the drought contingency and emergency water management plan and a water use calculator.

1.0 Public Education and Outreach	Newsletter	The articles in the newsletter include water resource topics such as: water conservation, fats, oils, and greases, stormwater runoff, illicit discharge, lawn maintenance, and gardening tips.	The District publishes a monthly newsletter that is distributed by email.	12 per year	No, this activity does not provide a direct quantifiable result. However, this activity helps educate residents about water resource issues and informs them on activities they can take to reduce pollutants. Public education will have a preventive effect and demonstrate continuous results that will benefit the future.
1.0 Public Education	Household Hazardous Waste	Vouchers for Disposal of Waste	212 Vouchers	Throughout the year	No, this activity does not provide a direct quantifiable result. However, vouchers are utilized by residents to safely dispose of household hazardous waste.
1.0 Public Education	Outreach	Education Materials	605 bags	District Events	No, this activity does not provide a direct quantifiable result. Education material provided includes brochures on stormwater, fats, oil and grease, recycling and waste, and indoor and outdoor water conservation.

1.0 Public Education	Classroom Training: Environmental Gardening	Each month a different topic on organic gardening is discussed.	1 hour	monthly	No, this activity does not provide a direct quantifiable result. However, public education will have a preventive effect, and demonstrate continuous results that will benefit the future. The position responsible for the gardening classes was vacated during 2022 and the classes were not continued. However, the District sponsored a master gardener class and a recycling class during the reporting period.
1.0 Public Education	UIAC	Quarterly meetings are held with this advisory Board to review all of the District's infrastructure assets	1 hour	quarterly	No, this activity does not provide a direct quantifiable result. Relevant discussion topics covered include the water and sewer system, infrastructure, stormwater, water conservation and drought, unaccounted for water. The meetings averaged 10 attendees per meeting.

1.0 Public Education	Stream Clean Up	This program uses District staff and volunteers to help keep Brushy Creek clean.	2	Event	Yes, this activity provides a direct quantifiable result. The District hosted two creek clean up events during the reporting period. There were 23 individuals that participated in the events. Approximately 280 pounds of trash was picked up and 95 pounds of recycling material was collected at the events.
2.0 Illicit Discharge	Sanitary Sewer Leak Elimination	Process of cleaning, filming approximately 20% of the District's sewer system on an annual basis. Repairs are made on any issues found.	39,267 feet	Throughout the year	Yes, this activity provides a quantifiable result. In 2023 there were 39,267 feet of sewer line cleaned and inspected. This film was reviewed by an engineer to certify the structural integrity of the collection system. There were 34 issues noted with the majority of the issues were extra monitoring and cleaning of the line. However, there were 10 issues needing repair. None of the issues resulted in any exfiltration of wastewater. The District didn't have any sanitary sewer overflow events during the reporting period. In addition, the District responded to and addressed six individual backups at homeowner's sewer line cleanouts.

2.0 Illicit Discharge	Public Reporting of Illicit Discharges or Spills	Reports from residents of possible illicit spills	2	Call in	Yes, two incidents were investigated. The incidents needed minor clean-up by the homeowner/contractor to remove potential pollutants.
3.0 Construction Site Stormwater Runoff Control	Construction Plan Review	The District is over 98% built out. There are a minimal number of commercials lots left to develop.	11	Plot plans and construction plans	No, this activity does not show a quantifiable result. Eleven plan reviews were conducted to ensure that proper erosion control was part of the construction plans. This gives the necessary information to District staff to perform weekly inspections.
3.0 Construction Site Stormwater Runoff Control	Construction Site Inspections	Inspection of construction sites to ensure proper erosion control is being used.	Throughout the year	Inspections	Yes, these inspections help reduce the amount of sediment and debris leaving the construction sites.

4.0 Post Construction Stormwater Management	Project Inspections	Inspection and maintenance of wet ponds, dry ponds, storm inlets, and storm outfalls.	12 wet ponds and 13 dry ponds inspected and maintained.	Inspections	Yes, this activity provides a quantifiable result. Stormwater wet ponds are inspected and maintained every two weeks by an outside contractor and District personnel. The stormwater dry ponds are inspected by District personnel every two weeks. This removes debris from the ponds, ensures that the proper vegetation is maintained, and that the ponds are performing as designed. Inlet and outfall cleaning reduce the chance of unwanted organics and inorganics entering the stormwater ponds and possibly the waterways.

5.0 Pollution Prevention and Good Housekeeping	Employee Education.	Training on storm water, wastewater, and environmental topics	10 - this is the number of employees attending classes	Classes Hours varied per class.	No, this activity does not provide a direct quantifiable result. District staff attended various classes throughout the year. Classes attended included: Stormwater Management Basic Wastewater Backflow Prevention
5.0 Pollution Prevention and Good Housekeeping	Pet Waste Management	Maintenance of receptacles and removal of animal waste from receptacles.	37	Stations	Yes, this activity provides a quantifiable result. The District has numerous pet waste stations to assist residents and visitors with the removal of pet waste in these areas. These stations are checked on a weekly basis. Approximately 3,367 gallons of waste was disposed of over the course of the year based on the typical pet waste station being 75% full.

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	Maintain a record of the number of times newsletters and public service announcements are posted	Met Goal - Newsletters distributed monthly through mail outs and email.
1	Document the number of educational materials distributed	Met Goal - 605 bags were distributed at District sponsored events.
1	Maintain Records of Website Traffic	Met Goal - Utility webpage had 67,638 hits
1	Public Education on Environmentally Friendly Gardening	Met Goal - District hosted a master gardener class and a recycling class, however the position responsible for classes was vacated and the gardening classes were not continued.
1	UIAC Meetings	Met Goal - Regular Utility Infrastructure Advisory Committee meetings were held
1	Storm Drain Stenciling	Did not meet goal – Volunteer groups did not select storm drain stenciling project this reporting period
1	Stream Clean-up	Met Goal - District hosted two creek clean-up events where 280 pounds of trash and 95 pounds of recyclable material was collected.
2	Stormwater Map	Met Goal - District developed and maintains stormwater system map.
2	Sanitary Sewer Leak Elimination	Met Goal - 13.5% of the sewer system was inspected and cleaned. All of the manholes in the area being filmed were inspected.

2	Illicit Discharge Reporting	Met Goal - District staff investigated two incidents reported by residents.
3	Plan Review	Met Goal - Although the District is more than 99% built out, ten plan reviews were conducted during the reporting period. The construction plans were reviewed by an outside engineering firm, the District's plumbing inspector, and District staff to ensure the use of best practices and compliance with local ordinances.
3	Construction Site Inspections	Met Goal - Staff performed site inspections.
4	Post Construction Stormwater Management	Met Goal - Inspection and maintenance of wet ponds, dry ponds, storm inlets, and storm outfalls occurred regularly.
5	Identify and Evaluate Possible SPCC Sites	Met Goal - At this time, the District has one site that has above ground diesel storage. That tank holds 2,500 gallons of diesel and is located at the water treatment plant. The treatment facility is approximately one mile from Brushy Creek therefore, District staff determined that a SPCC plan is necessary for this site.
5	Vehicle and Equipment Maintenance Records and Reporting	Met Goal - The District's regulatory compliance specialist manages the vehicle and equipment maintenance program. The Regulatory Compliance Specialist tracks vehicle and equipment maintenance and ensures that vehicle checklists are completed and saved in the District's shared drive. In addition, the District has a replacement plan that replaces vehicles at seven years or 120,000 miles.
5	Employee Training	Met Goal - Provided training classes on environmental topics for 10 employees.
5	Pet Waste	Met Goal - Weekly inspection of 37 pet waste stations.
6	N/A	

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.?

The District did not perform any lab testing during this reporting period. The District did perform other tasks to ensure the success of the SWMP at reducing the discharge of pollutants to the MEP. Those tasks were:

- Inspections of construction sites
- Routine inspections, cleaning, maintenance of wet and dry ponds
- Cleaning and filming of sewer lines (approximately 39,267 feet)
- Inspection of sewer manholes (127)
- Daily inspection and regular maintenance of the District's lift stations

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.

   No newly impaired water bodies have been identified within the District.

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.

   The District is located within the Edwards Aquifer recharge zone. This means that approximately 20% of our wastewater lines are filmed annually. In this reporting year, the District contracted out the filming of 39,267 feet of sewer line. These lines were also cleaned. The films were reviewed by a professional engineer. Any issues that are found will be repaired. That portion of the line will then be filmed again and sent to the engineer once again to ensure that the issue has been resolved.

   District staff continued a program of inspection of the manholes in the filming area. In 2023, 127 manholes were inspected. Any deficiencies found in the sewer lines or manholes will have to be addressed within a year of notification.

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:

Description of bacteria-focused BMP	Comments/Discussion
Sewer Filming	This is performed annually on approximately 20% of the District's sewer infrastructure. The goal here is to ensure that the entire system is filmed over a five-year period. These films are reviewed by an engineer and any issues are noted and addressed by District staff or contractors. The engineer prepares a certification letter annually to show that this filming and repair work has been accomplished.
Manhole Inspections	Manholes are inspected within the area designated for annual filming. These inspections are performed to see if there are any exfiltration issues.
Pet Waste Sites	Parks staff maintain pet waste stations on a weekly basis. New stations are installed where they are found to be needed.

Storm Inlet Cleaning	Cleaning of inlets removes decaying organics that would eventually make their way into the receiving stream. Staff also check for standing water and if necessary, treats those areas for mosquitoes.
Wet Pond Inspections	The District's 12 wet ponds are inspected and maintained twice a month by a private contractor. District personnel also inspect and maintain the wet and dry ponds every two weeks.

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

1.0 Public Education and Outreach	Stormwater Website, Newsletter, Distribution of Educational Material, UIAC, and Stream Cleanup	Training, Distribution of Newsletter, Education Material	The District will continue with activities related to educating our residents through our website, newsletter, UIAC, and community events. Also, the Asset Management Plan provides the District the tools to plan and include proactive steps needed to address pollution prevention through its infrastructure.
2.0 Illicit Discharge	Investigations, Sanitary Sewer Leak Elimination	Cleaning and filming of approximately 20% of the District's collection system	The District will contract out the filming of approximately 20% of the sewer lines in 2024. The District is continuing inspection of the manholes within the filming area and is scheduled to inspect 248 manholes in 2024. District personnel will investigate possible illicit discharges as needed.
3.0 Construction Site Stormwater Runoff	Plan Review, Inspections	Continuing plan review of all new Construction within the District and inspection of those sites as construction progresses	Residential construction is completed except for a few private lots and commercial construction is also nearly complete.
4.0 Post Construction Stormwater Management	Inspections	The District contracts with an outside contractor to maintain the District's 12 wet ponds	The contractor performs twice a month inspections and maintenance. This includes pond inspections, clean up, any maintenance that is needed, and upkeep of the vegetation. District personnel also inspect the wet and dry ponds twice a month.
5.0 Pollution Prevention and Good Housekeeping	Education, spill prevention, pet waste	The District will focus on the prevention or reduction of runoff from District operations	District personnel inspect pet waste stations on a weekly basis.

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.
   _____Yes __X__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)

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

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. **N/A**

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?
   ____ Yes __X_ No

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

Name and Explanation:

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: _____

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	0

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): Shean Dalton Title: General Manager

Signature: _____ Date: April 2, 2024

Name of MS4: Brushy Creek Municipal Utility District

Name (printed): _____ Title:_____

Signature: _____ Date:_____

Name of MS4_____

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.