



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: October 2017- October 2018		
2. Name of MS4: City of Winfield	3. Registration number: WVR030052	
4. Primary contact: Randy Barrett	5. Title: Mayor	
6. Mailing address: 12448 Winfield Road		
7. City: Winfield	8. Zip code: 25213	9. County: Putnam
10. Telephone number: 304-586-2122		
11. Email: mayor@cityofwinfield.net		

II. Impaired Waters Information			
12. Does the MS4 discharge into impaired water bodies?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
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 2014 General Permit-p. 46, #12)			
1. Educate residents and businesses on pet waste on website. By educating our citizens and businesses, we expect to control or decrease fecal contamination to impaired streams.			
2. Establish a hot-line (phone number) on website for reporting sewage leaks/sewage odors. Citizens and businesses can report any illicit discharges on our hotline, and the city can respond to mitigate discharges, thereby controlling or reducing fecal contamination to impaired waters. Hotline calls will validate that citizens are aware of illicit discharges (fecal, sedimentation-Fe).			
3. Perform inspections for illicit connections, illicit discharges, and improper disposal into the separate storm sewer system.			
14. Has a TMDL been developed since your plan was approved?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

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 2014 General Permit and not those for MCMs implemented by other entities. (WV MS4 2014 General Permit, p. 46, #13)	
16. Please provide total capital expenditures for this reporting period.	\$ 1994.00
17. Please provide total operating expenditures for this reporting period.	\$ 2605.82

**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 2014 General Permit, p. 46, #9)

None

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.

Randy Barrett, 304-586-2122, mayor@cityofwinfield.net  
 Bill Harper, 304-586-2332, winfieldwwp@cityofwinfield.net

**V. Changes to SWMP**

20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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 2014 General Permit, p. 24, #6 and #7)

N/A

23. Is additional documentation attached?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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**VI. MCM 1: Public Education and Outreach** (WV MS4 2014 General Permit.)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period? Yes  No

25. Contact: Randy Barrett

26. Phone: 304-586-2122

**Performance Measure 1a: Program Implementation**

27. Were the proposed activities for developing a public education and outreach program implemented? Yes  Partially  No

28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2014 General Permit, p. 46, #1)

On the City website, Winfield has provided information on use and storage of products used in vehicle operation and repair, cleaning supplies, and related wastes. Also located on the website is information on pesticide/fertilizer use and storage, yard care techniques, and impervious surfaces, Erosion and Sediment Controls (ESC), impacts of increased stormwater flows, and requirements of stormwater ordinances.

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 2014 General Permit, p. 46, #3) Yes  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 2014 General Permit, p. 46, #4)

N/A

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?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period? (WV MS4 2014 General Permit, p. 46, #2)			
<p>The number of website hits and quality of website information was used to determine the effectiveness of of the public education program.</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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach.			
<p>N/A</p>			

<b>Performance Measure 1c: Documentation and tracking of public education and outreach efforts</b>			
	Yes	Partially	No
35. Did you track and keep records of your outreach activities?			
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 2014 General Permit, p. 46, #1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
37. Are your records available upon request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
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 2014 General Permit, p. 46, #1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing.			
N/A			

**VII. MCM 2: Public Involvement and Participation (WV MS4 2014 General Permit)**

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
41. Contact: Randy Barrett	42. Phone: 304-586-2122	

**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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, #4)

N/A

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 2014 General Permit, p. 46, #1)

Website and notifications on sanitary bills

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 2014 General Permit, p. 46, #2)

The effectiveness of the Public Involvement and Participation program was measured by the number of comments received on program on website and number of participants in the annual event.

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 2014 General Permit, p. 46, #4)

The annual public event is promoted via the city website.

<b>Performance Measure 2b: Communications with community, watershed, and environmental organizations</b>			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit, p. 46, #4) The City communicated primarily through the website to advertise of publicize events, meetings, or issues related to stormwater management. In the future, brochures may be mailed to supplement website information.			
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 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit, p. 46, #4) N/A			

<b>Performance Measure 2c: Public availability of SWMP and annual report</b>			
53. Did you make your SWMP and annual report available to the public?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
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. Winfield Municipal Building 12448 Winfield Road Winfield, WV 25213  The public can ask the secretary to see the SWMP and Annual report.			

**VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2014 General Permit)**

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
56. Contact: Randy Barrett	57. Phone: 304-586-2122	

**Performance Measure 3a: MS4 map**

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2014 General Permit, p. 46, #1)

Inventorying of structural control practices are performed, listed/filed, and updated on map annually.



<b>Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development</b>		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2014 General Permit (Part II Section C.7.c.10 &11)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit, p. 46, #1) N/A		

<b>Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking</b>		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented. N/A		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
65. How many field assessments were conducted during the reporting period?	5	
66. How many illicit discharges were identified during the reporting period?	NONE	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? N/A		
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. N/A		
69. How many corrective actions were taken to remove illicit discharges?	NONE	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	NONE	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<b>Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste</b>		
72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2014 General Permit, p. 46, #1) Public and businesses are informed of hazards of illegal discharges through the city website. In case of an immediate threat to public health or environment, the city will inform the public and businesses through radio or television announcements.		
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2014 General Permit, p. 46, #2) Effectiveness of IDDE program is measured by passage of ordinance and annual review, completion and documentation of the IDDE inspections, and number of staff trained annually.		
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 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit, p. 46, #4) N/A		

**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? Yes  Partially  No

79. Did you conduct any municipal employee training during this reporting period? Yes  No

80. List and briefly describe the training activities conducted during the reporting period.  
(WV MS4 2014 General Permit, p. 46, #1)  
Three employees attend two - four (4) hour training sessions with the City's Consulting Engineer

81. How did you evaluate the effectiveness of the training activities? (WV MS4 2014 General Permit, p. 46, #2)  
The effectiveness of the training activities were evaluated with Questions and Answer Sessions following each training session.

82. How many municipal employees were trained to identify and report illicit discharges?  
(WV MS4 2014 General Permit, p. 46, #2)  
Four municipal employees were trained to identify and report illicit discharges during this reporting period.

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 2014 General Permit, p. 46, #3) Yes  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 2014 General Permit, p. 46 #4)  
N/A

**IX. MCM 4: Construction Site Runoff Control (WV MS4 2014 General Permit , p. 19-22)**

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
86. Contact: Randy Barrett	87. Phone: 304-586-2122	

**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 2014 General Permit (Part II Section C.7.d.2 and 4)	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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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?	Yes <input type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2014 General Permit, p. 46, 4.a)1)  
N/A

91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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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?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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93. Please indicate the number of plan approvals during the reporting period.	1
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94. Please indicate the number of construction site inspections during the reporting period.	30
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95. Please indicate the number of enforcement actions during the reporting period (can attach document).	0
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96. Are enforcement records maintained and available upon request?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2014 General Permit?	Yes <input type="checkbox"/>	Partially <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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 2014 General Permit, p. 46, 4.a)1)  
Construction applications/permits have been reviewed by the Utilities Superintendent and the city clerk's office for storm water compliance. If there were any deficiencies the applicant was notified and required to address outstanding items, and then plans will be reviewed again.  
Construction sites were inspected prior to work beginning, during construction, and after completion to insure erosion and sediment controls are in place, effective, and the site is stabilized after work is done.

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 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, #4)  
N/A

**X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2014 General Permit, p. 22-33)**

<b>101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>102. Contact: Randy Barrett</b>	<b>103. Phone: 304-586-2122</b>	

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

<b>104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2014 General Permit (Part II Section C.7.e.8, 11(a))</b>	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, 4.a)1)**

N/A

<b>106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2014 General Permit (Part II Section C.7.e.13)?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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<b>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 2014 General Permit (Part II Section C.7.e.16)</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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<b>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?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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<b>109. How many projects were reviewed during the reporting period?</b>	2
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**110. What types of projects were reviewed (residential, commercial, industrial, etc.)? (WV MS4 2014 General Permit, p. 32, (u)(ii))**

BEB Properties Redevelopment (commercial)  
 WV DNR Boat Ramp Project (commercial)

**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 2014 General Permit, p. 32, (u)(iii))**

New Construction Project:  
 Silt Fence and Inlet Protection  
 Stabilized Construction Entrance  
 Rip Rap Slope Protection  
 Five (5) Bioretention Areas at the WV DNR Boat Ramp Project

Redevelopment Project:  
 Silt Fence and Inlet Protection  
 Stabilized Construction Entrance

<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 2014 General Permit (Part II Section C.7.e.16.(u)(iii)) during the reporting period. Please indicate if you have attached additional documentation.</p> <p>N/A</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 2014 General Permit (Part II, Section C.7.e.16(u)(iii)) during the reporting period. Please indicate if you attach additional documentation.</p> <p>N/A</p>	
<p>114. How many maintenance agreements were approved during the reporting period? (WV MS4 2014 General Permit, p. 32, (u)(iv))</p>	<p>0</p>
<p>115. Were any maintenance agreements recorded at the county courthouse?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<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 2014 General Permit, p. 32, (u)(v))</p> <p>Made at least 12 inspections but only documented 5</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 2014 General Permit, p. 46, #3)</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<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 2014 General Permit, p. 46, #4)</p> <p>N/A</p>	

<b>Performance Measure 5b: Long-term watershed protection elements</b>			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2014 General Permit (Part II Section C.7.e.8))		Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2014 General Permit, p. 32,(u)(i))			
121. Minimize impervious cover.	Development projects with a ground disturbance of one (1) acre or greater, shall manage on site the first one (1) inch of rainfall from a 24-hr storm preceded by 48 hours of no measurable precipitation.		
122. Preserve, protect, create, and restore ecologically sensitive areas.	A project that is a potential hot spot with reasonable potential for pollutant loading(s) must provide water quality treatment for associated pollutants prior to managing the first one inch of rainfall.		
123. Implement practices that prevent or reduce thermal impacts to streams.	All development and/or redevelopment projects shall minimize the impact to the water environment by applying structural and/or nonstructural management practices selected to address site-specific conditions.		
124. Seek to avoid or prevent hydromodification of water bodies caused by development.	No construction shall be performed in a manner that will negatively impact the water environment in the vicinity of construction or in other areas, regardless of whether this impact is manifested by flow restrictions, increased runoff, diminishing channel or floodplain storage capacity, harm to aquatic life or any other manifestation of negative impact.		
125. Minimize impacts to existing vegetation (especially trees).	The plans shall be reviewed by the Director or an appropriate party as appointed by the Director for compliance with the applicable rules and standards.		
126. Minimize impacts to native undisturbed soils.	The plans shall be reviewed by the Director or an appropriate party as appointed by the Director for compliance with the applicable rules and standards.		
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 2014 General Permit, p. 23, # 10)			
N/A			

<b>Performance Measure 5c: Street and parking design assessments</b>			
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented (WV MS4 2014 General Permit, page 33 (v))?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit, p. 46, #8)			

**XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations** (WV MS4 2014 General Permit, p. 33-38)

130. Did you complete all the required performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
131. Contact: Randy Barrett	132. Phone: 304586-2122	

**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?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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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.

- Create a pollution prevention plan and maintenance standards/procedures-review/update annually
- Train employees annually o plan/procedures
- Inspect facilities once per year

135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2014 General Permit (Part II Section C.7.f)1)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2014 General Permit (Part II Section C.7.f)5)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit (Part II Section C.7.f)6)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit (page 46, 4.a)1).

N/A

139. How many inspections were conducted at each municipal facility during the reporting period?	1
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140. List the top three problems that you have found while conducting inspections at municipal facilities.

None

141. Were these problems corrected? (WV MS4 2014 General Permit, p. 46, 4.a)1)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 2014 General Permit, p. 46, 4.a)3)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit, p. 46, 4.a)4) N/A		

<b>Performance Measure 6c: Municipal employee good housekeeping training</b>			
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 2014 General Permit (Part II, Section C.7.f.8)10)?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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 2014 General Permit (Part II, Section C.7.f.8)9)10)?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2014 General Permit (Part II, Section C.7.f.8)?	Yes <input type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
147. How many employees received training during the reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)1)?	3		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
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 2014 General Permit, p. 46, 4.a)4) The effectiveness of the training activities were evaluated by compiling the number of employees trained and the number of training meetings held.			
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 2014 General Permit, p. 46, 4.a)3)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
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 20149 General Permit, p. 46, 4.a)4) N/A			

**General Fund  
Revenue & Expense - MTD & YTD with Budget**

**For the Period Ended June 30, 2018**

	Annual Budget	MTD Actual	YTD Actual	Budget Variance	Percent Used
Group Insurance	696.00	26.11	522.63	173.37	75.09
OPEB Expense	224.00	(211.46)	0.00	224.00	0.00
Retirement	594.00	18.89	480.89	113.11	80.96
Unemployment	106.00	0.00	60.39	45.61	56.97
Supplies & Materials	2,757.00	0.00	2,494.29	262.71	90.47
<b>Total Street Department</b>	<b>9,114.00</b>	<b>18.42</b>	<b>8,264.19</b>	<b>849.81</b>	<b>90.68</b>
<b>Street Lights</b>					
Utilities	13,500.00	9.40	11,829.25	1,670.75	87.62
<b>Total Street Lights</b>	<b>13,500.00</b>	<b>9.40</b>	<b>11,829.25</b>	<b>1,670.75</b>	<b>87.62</b>
<b>Signs and Signals</b>					
Supplies	1,000.00	0.00	173.74	826.26	17.37
<b>Total Signs and Signals</b>	<b>1,000.00</b>	<b>0.00</b>	<b>173.74</b>	<b>826.26</b>	<b>17.37</b>
<b>Snow Removal</b>					
Salaries & wages	1,000.00	0.00	726.93	274.07	72.59
Overtime	500.00	0.00	432.09	67.91	86.42
FICA Expense	115.00	0.00	88.59	26.41	77.03
Group Insurance	350.00	0.00	163.09	186.91	46.60
OPEB Expense	290.00	(66.60)	0.00	290.00	0.00
Retirement	150.00	0.00	127.38	22.62	84.92
Unemployment	50.00	0.00	35.53	14.47	71.06
M&R - Equipment	750.00	0.00	0.00	750.00	0.00
Supplies	1,500.00	0.00	252.74	1,247.26	16.85
<b>Total Snow Removal</b>	<b>4,705.00</b>	<b>(66.60)</b>	<b>1,826.35</b>	<b>2,879.65</b>	<b>38.80</b>
<b>Sidewalk</b>					
<b>Storm Water</b>					
Wages	3,000.00	185.49	1,636.64	1,363.36	54.55
Overtime	250.00	0.00	105.30	144.70	42.12
FICA Expense	500.00	14.18	133.25	366.75	26.65
Group Insurance	325.00	26.89	238.94	86.06	73.52
OPEB Expense	720.00	(90.87)	0.00	720.00	0.00
Retirement	330.00	20.39	191.62	138.38	58.07
Unemployment	145.00	0.00	16.09	128.91	11.10
Storm Sewer Professional Svcs	3,300.00	0.00	1,994.00	1,306.00	60.42
Contract Services	500.00	0.00	0.00	500.00	0.00
Storm Sewer Supplies	1,500.00	0.00	283.98	1,216.02	18.93
<b>Total Storm Water</b>	<b>10,570.00</b>	<b>156.08</b>	<b>4,599.82</b>	<b>5,970.18</b>	<b>43.52</b>
<b>Parks</b>					
Salaries & wages	2,000.00	61.83	1,018.63	981.37	50.93
FICA Expense	153.00	4.74	77.92	75.08	50.93
Group Insurance	500.00	9.00	149.17	350.83	29.83
OPEB Expense	500.00	(58.05)	0.00	500.00	0.00
Retirement	750.00	6.83	112.10	637.90	14.95
Unemployment	0.00	0.00	2.68	(2.68)	0.00
maintenance and repair of buildings and grounds	500.00	0.00	0.00	500.00	0.00
Supplies	1,500.00	0.00	0.00	1,500.00	0.00
<b>Total Parks</b>	<b>5,903.00</b>	<b>24.35</b>	<b>1,360.50</b>	<b>4,542.50</b>	<b>23.05</b>
<b>Fairs and Festivals</b>					
Fairs/festivals Supplies	6,000.00	4,785.00	4,811.64	1,188.36	80.19
<b>Total Fairs and Festivals</b>	<b>6,000.00</b>	<b>4,785.00</b>	<b>4,811.64</b>	<b>1,188.36</b>	<b>80.19</b>