



Texas Commission on Environmental Quality  
Stormwater Team Leader (MC-148)  
P.O. Box 13087  
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for City of Rollingwood MS4  
TPDES Authorization: TXR040085

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040085 for the City of Rollingwood MS4.

The annual report is for Year 3. The reporting period's beginning January 01, 2021 and ending December 31, 2021.

A separate Notice of Change has not been submitted based on the fact that changes have not been proposed for the next permit year.

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office 11 in Austin, Texas.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Caylor".

Carrie Caylor  
Director of Development



**THE CITY OF ROLLINGWOOD**

Phone (512) 327-1838 Fax (512) 327-1869  
403 Nixon Dr. Rollingwood, TX 78746-5512  
[www.rollingwoodtx.gov](http://www.rollingwoodtx.gov)

# Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

## A. General Information

Authorization Number: TXR0400085

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

Annual Reporting Year Option Selected by MS4: January 1, 2021 – December 31, 2021

Calendar Year: X

Permit Year: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ Last day of fiscal year: (\_\_\_\_\_)

Reporting period beginning date: (month/date/year) 01/01/2021

Reporting period end date: (month/date/year) 12/31/2021

MS4 Operator Level: 2 Name of MS4: City of Rollingwood MS4

Contact Name: Carrie Caylor Telephone Number: (512) 327-1838

Mailing Address: 403 Nixon Drive, Rollingwood, TX, 78746

E-mail Address: ccaylor@rollingwoodtx.gov

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 report includes a list of all MCM's, the responsibilities of each, and the action taken.
	Yes	No	Explain
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		Rollingwood is tracking each MCM with a spreadsheet. Reports are provided on an annual basis and delivered before the due date of March 30 each year.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		Rollingwood is currently in compliance with the permit.
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. No changes have been identified

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)
1-1 Public Education, Outreach & Involvement	Educational Flyer	Yes. Various flyers are currently available at the City building available in a designated stand, openly displayed, at the entrance into the building which will help educate the public and create awareness of ground water pollution prevention. Tailored flyers are available for both residents and for businesses. Flyers are also posted on the City website. <a href="https://www.rollingwoodtx.gov/cityutilityservices/page/ms4-stormwater-">https://www.rollingwoodtx.gov/cityutilityservices/page/ms4-stormwater-</a>

1-2 Public Education, Outreach &	Bill Inserts	Yes, the BMP is appropriate and Rollingwood distributed flyers through mail to residents and businesses. MS4 bill inserts were mailed to residential and commercial customers with the September water bills which were mailed out in October 2021.
1-3 Public Education, Outreach & Involvement	Storm Water Quality Website	Yes. The Rollingwood website has a link for MS4 with general educational descriptions of the MS4 stormwater management plan and a link for stormwater best management practices created specifically for residents and businesses. Please visit their website here: <a href="https://www.rollingwoodtx.gov/cityutilityservices/page/ms4-stormwater-management-plan">https://www.rollingwoodtx.gov/cityutilityservices/page/ms4-stormwater-management-plan</a>
<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
1-4 Public Education, Outreach & Involvement	General Education of City Employees	Yes. Various flyers are currently available at the City building, openly displayed at the entrance. Flyers are also distributed with water service invoices to residential and business customers (unique flyers are provided to residents vs. businesses). Two employees received NPDES certification in November 2020 (certification good for 5 years) and the City is working to train additional City employees.
1-5 Public Education, Outreach & Involvement	Education of Elected Official and the Public	Yes. Education materials and flyers are readily available and on display at the city building. The City Engineer has met with City council and provided general education of MS4 responsibilities and direction to educational sources such as the internet links and flyers. The City Engineer also provided explanation of MS4 and ongoing responsibilities and gave a presentation at the City Council meeting on 8/25/2021.
1-6 Public Education, Outreach & Involvement	Business, Commercial and Industrial Education	Yes. Rollingwood has flyers and links to educational sources to distribute to businesses in Rollingwood. Flyers are provided at city building. Flyers were also inserted into water service invoices and distributed to business/commercial owners in November. A card with a request for additional information was provided and could be sent to the city.
1-7 Public Education, Outreach & Involvement	Developer/Build er/Engineer and Training	Yes. Rollingwood provides developers, contractors, and engineers with educational documents/flyers prior to construction that educate them on recommended BMP's and ways to reduce ground water pollution. This is handled during the permit process or at pre-construction meetings prior to any construction activities.
1-8 Public Education, Outreach & Involvement	City Inspector Training	Yes. City inspectors are educated in erosion control inspection which will help identify construction activities and methods that could contribute to pollution of groundwater. The City department of Public Works, the building permit official ATS, the Director of Development, the Police Department and the City Engineer each take an active role in keeping up on inspections of construction activities and determining appropriate BMP's and adjustments as needed. City staff were sent for training in November 2020.

1-9 Public Education, Outreach & Involvement	Community Hotlines	Yes. Rollingwood has instructed their phone operator how to handle illicit discharge calls, recording appropriate information, and notifying the appropriate City staff to take action. Rollingwood now has a specific script for the secretary to use to obtain all necessary information (completed early 2016). The script was reviewed at the staff meeting on 9/27/2021.
1-10 NextDoor Posting	Public Education, Outreach & Involvement	Yes. Rollingwood posts information to NextDoor to increase public awareness and supply educational information to Citizens on steps individuals can take to reduce pollutants.
<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
1-11 Edwards Aquifer Recharge Information Posting	Public Education, Outreach & Involvement	Yes. Rollingwood posts information on the Aquifer Recharge Zone to educate the public on the important of protecting the natural resources in Rollingwood. <a href="https://www.rollingwoodtx.gov/cityutilityservices/page/ms4-stormwater-management-plan">https://www.rollingwoodtx.gov/cityutilityservices/page/ms4-stormwater-management-plan</a>
2-1 Illicit Discharge Detection & Elimination	Illicit Discharge Prohibition/Elimi nation Ordinance	Yes (Ongoing). Rollingwood added an Illicit Discharge Ordinance during the 2015 year and ordinance includes penalty enforcement and it is located on the city's website at, <a href="https://library.municode.com/tx/rollingwood/codes/code_of_ordinances?nodid=PTICOO R_CH22SEWASE_ARTVILDICOSTSY">https://library.municode.com/tx/rollingwood/codes/code_of_ordinances?nodid=PTICOO R_CH22SEWASE_ARTVILDICOSTSY</a>
2-2 Illicit Discharge Detection & Elimination	Storm Sewer System Map	Yes (Ongoing). Storm Sewer Map has been created and is updated regularly. The map identifies drainage features, stormwater complaints, stormwater facility deficiencies, streams, and floodplains. The City has also conducted a city-wide infrastructure improvement plan that will include regional analysis and improvement plan for stormwater including storm sewer mapping, which can be located on the city's website at, <a href="http://www.rollingwoodtx.gov">www.rollingwoodtx.gov</a>
2-3 Illicit Discharge Detection & Elimination	Illicit Discharge Inspections	Yes, BMP is appropriate, Public Works, Director of Development, the Police Dept., and the City Engineer perform scheduled illicit discharge inspections and perform inspections after significant storm events, and in response to notifications of illicit discharges from the public. The City keeps a record of inspection sheets.
2-4 Illicit Discharge Detection & Elimination	Illicit Discharge Employee Training	Yes. City utilizes key City employees who are currently NPDES certified, provides general education to city employees. Two employees received NPDES certification in November 2020. The City is anticipating sending additional staff to training.

2-5 City Inspector Trainings	Illicit Discharge Employee Training	Yes. City utilizes key City employees who are currently NPDES certified, provides general education to city employees. Two employees received NPDES certification in November 2020. The City is anticipating sending additional staff to training.
3-1 Construction Site Runoff Control	Erosion Control Ordinance and Requirements for Construction Site Contractors	Yes. Rollingwood's drainage ordinance has adequate soil erosion control requirements for development and the illicit discharge ordinance prohibits illicit discharges, enforceable by fines. Link to drainage ordinance here, <a href="https://library.municode.com/tx/rollingwood/codes/code_of_ordinances?nodeId=PTIILAD_ECO_CH103ENPRCO_ARTIVSTDR">https://library.municode.com/tx/rollingwood/codes/code_of_ordinances?nodeId=PTIILAD_ECO_CH103ENPRCO_ARTIVSTDR</a>
<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
3-2 Construction Site Runoff Control	Site Plan Review	Yes. Development in Rollingwood requires a building permit and a permit review process that includes proof of conformance with the EA rule (30 TAC Chapter 213), soil erosion control plans, and stormwater runoff control during the construction phase. Changes to the ordinance and site plan review process are voted on and approved at City Council meetings as necessary.
3-3 Construction Site Runoff Control	Construction Site Inspection and Enforcement	Yes. Construction sites are inspected for storm water runoff control on a regular basis, after heavy rainfalls, and inspected in response to calls from concerned residents to ensure proper function and effectiveness for preventing soil erosion, sedimentation, and pollution.
3-4 Review DCM for Required Updates	Construction Site Storm Water Runoff Control	Yes. The Drainage Criteria Manual (DCM) provides guidance for erosion controls and plans are reviewed for compliance with City Codes. The DCM is updated as needed to provide storm water updates.
4-1 Post-Construction Stormwater Management	Post-Construction Storm Sewer Ordinance	Yes, BMP is appropriate. Rollingwood's drainage ordinance requires a drainage plan for developments that create an increase in runoff peak flow to prevent adverse effects to neighboring properties. Site improvements that include an increase in impervious cover, significant change in topography, or changes in rooflines, or other landscaping activities that would increase runoff peak flows, require mitigative measures to reduce peak flows to pre-development conditions. Required drainage plans also include soil erosion control planning, sequence of construction, and operation and maintenance of drainage facilities. A final drainage inspection is required prior to a certificate of occupancy is issued for all construction projects that have a drainage component.
4-2 Post-Construction Stormwater Management	Engineering Design Review	Yes. Development in Rollingwood requires a building permit and a permit review process that includes proof of conformance with the EA rule (30 TAC Chapter 213), and conformance with Rollingwood's ordinance requirements for soil erosion control plans, and Stormwater.

4-3 Post- Construction Stormwater Management	Land Use Plan	Yes. Rollingwood continues to document the number of assessed zoning change proposals which should identify usage of property and types of associated BMP's specific to the property. The City is nearly completely developed and changes to Land Use seldom occur.
<b>MCM(s)</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)</b>
5-1 Pollution Prevention & Good Housekeeping	City Vehicle Maintenance	Yes. Rollingwood maintains inventory of city owned vehicles with records of maintenance and budget. Vehicles are serviced as needed and occasionally checked for oil leaks. Maintenance and inspection according to recommendations by the manufacturer and those inspections as required by the State of Texas.
5-2 Pollution Prevention & Good Housekeeping	Spill Prevention Plans	N/A – there are no sites requiring SPCC plans.
5-3 Pollution Prevention & Good Housekeeping	Disposal of Collected Storm Sewer System Waste	Yes, Rollingwood has designated dumpsters and methods to remove non-hazardous waste from storm sewer systems. Any organic materials, which is most common removal type, are typically hauled off to appropriate service that accepts disposal for recycling/mulching purposes.
5-4 Post Local Recycling Center Information to City Website	Pollution Prevention/ Good Housekeeping	Yes, Rollingwood posts local recycling center information on the City's website and the information was included in informational flyers distributed with the water bills in October 2021.

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**):

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1-1 Public Education, Outreach & Involvement	Educational Flyer	Estimated quantities of materials distributed/posted	600 residential and 200 commercial	Flyers	No – Flyers were provided but there’s no direct way of measuring pollutant reduction. A link to the flyers is also available on the Rollingwood website.
1-2 Public Education, Outreach & Involvement	Bill Inserts	Estimated quantities of materials distributed/posted	600 residential 200 commercial mailed in October 2021	Flyers	No – Bill inserts were provided (semi- annually) but there’s no direct way of measuring pollutant reduction.
1-3 Public Education, Outreach & Involvement	Storm Water Quality Website	Estimated quantities of materials distributed/posted	1 website link to MS4	Materials	No – Storm water website provided but there’s no direct way of measuring pollutant reduction.
1-4 Public Education, Outreach & Involvement	General Education of City Employees	Estimated quantities of materials or guidance documents	Educational documents are printed as necessary + website information	Materials/ Training	No – Employees are educated and aware of methods to prevent pollution but there’s no direct way of measuring pollutant reduction.



1-5 Public Education, Outreach & Involvement	Education of Elected Official and the Public	Estimated quantities of materials or guidance documents	Educational documents are printed as necessary + website information	Materials	No – Elected Officials have been educated and are aware of methods to prevent pollution but there's no direct way of measuring pollutant reduction.
<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1-6 Public Education, Outreach & Involvement	Business, Commercial and Industrial Education	Estimated quantities of materials or guidance documents	200 commercial comment cards mailed November 2021	Comment Cards	No – Flyers are available to educate business/commercial on methods to prevent pollution but there's no direct way of measuring pollutant reduction.
1-7 Public Education, Outreach & Involvement	Developer/Builder/Engineer and Training	Estimated quantities of materials or guidance documents	Brochures and guidance documents are printed with issuance of building permit + 1 pre-demo meeting and 1 pre-con meeting	Materials, Education, 2 in-person meetings	No – education materials and awareness of TCEQ standards are established during the permit phase and at pre-construction meeting but there's no direct way of measuring pollutant reduction.
1-8 Public Education, Outreach & Involvement	City Inspector Training	Number of Stormwater Inspectors	2	Inspectors	Yes – Director of Development and Public Works Employee are licensed NPDES inspectors.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
1-9 Public Education, Outreach & Involvement	Community Hotlines	Approximate number of phone calls received	4	Phone Calls	Yes – Rollingwood receives phone calls from public to report illicit discharges to inspect reported sites and address accordingly to clean up and prevent future discharges (when possible).
1-10 Public Education, Outreach & Involvement	Public Education, Outreach & Involvement	Estimated quantities of materials distributed/posted	2 postings to NextDoor	Materials	No – Information is provided to educate the public on methods to prevent pollution but there's no direct way of measuring pollutant reduction.
1-11 Public Education, Outreach & Involvement	Public Education, Outreach & Involvement	Estimated quantities of materials distributed/posted	1 website link	Materials	No – information is available to educate the public on methods to prevent pollution but there's no direct way of measuring pollutant reduction.
2-1 Illicit Discharge Detection & Elimination	Illicit Discharge Prohibition/Elimination Ordinance	Estimated quantities of materials	1	Website	Yes – Rollingwood has Illicit Discharge Prohibition/Elimination Ordinance creates public awareness and sets standards and penalties that help prevent future illicit discharges and has agreement with Austin Department of Industrial Waste.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
2-2 Illicit Discharge Detection & Elimination	Storm Sewer System Map	Estimated quantities of materials	1	Materials	Yes – storm sewer map for Rollingwood is updated periodically but there's no direct way of measuring pollutant reduction from mapping.
2-3 Illicit Discharge Detection & Elimination	Illicit Discharge Inspections	Percentage of outfalls inspected	100%	Percentage	Yes – Rollingwood inspects detention pond outfalls, drainage systems, and natural drainage features to identify illicit discharges and provide clean up and awareness of recorded sites to increase inspections. Rollingwood inspects 100% of complaints.
2-4 Illicit Discharge Detection & Elimination	Illicit Discharge Employee Training	Number of Employees with illicit discharge training	2	Employees	Yes – Rollingwood has a designated staff member and utilizes the City Engineer and ATS to perform stormwater inspections which helps reduce pollutants by inspecting drainage facilities, construction sites, construction plans, and providing information to violators as needed and by providing, arranging, and/or enforcing proper cleanup.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
2-5 City Inspector Trainings	Illicit Discharge Employee Training	Number of Employees with illicit discharge training	2	Employees	Yes – Rollingwood has 2 staff member who are certified in stormwater inspection.
3-1 Construction Site Runoff Control	Erosion Control Ordinance and Requirements for Construction Site Contractors	Estimated quantities of materials	1	Materials	Yes – Rollingwood’s drainage ordinance includes soil erosion control requirements that requires soil erosion control measures that minimize groundwater pollution.
3-2 Construction Site Runoff Control	Site Plan Review	Estimated quantities of review	57	Site Plan Reviews	Yes – Rollingwood requires review of all construction plans for temporary and permanent BMP’s to ensure that plans and methods are sufficient and will function properly to help prevent pollution of groundwater.
3-3 Construction Site Runoff Control	Construction Site Inspection and Enforcement	Number of Construction Site Inspections	200	Inspections	Yes – Rollingwood has inspections performed of construction sites for BMP’s with periodic visits and after each significant rain storm events to ensure they’re functioning properly to reduce pollution.
3-4 Construction Site Runoff Control	Construction Site Storm Water Runoff Control	Estimated quantities of materials	1	Materials	Yes – Rollingwood has a Drainage Criteria Manual that outlines erosion control standards.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
4-1 Post-Construction Stormwater Management	Post-Construction Storm Sewer Ordinance	Estimated quantities of materials	1	Materials	Yes – Rollingwood’s drainage ordinance requires permanent BMP’s for all development to ensure that post-development conditions minimize pollution of groundwater.
4-2 Post-Construction Stormwater Management	Engineering Design Review	Estimated quantities of reviews	57	Reviews	Yes – Rollingwood’s drainage ordinance requires review of all construction plans for all development that includes review of temporary and permanent BMP’s to ensure that pollution of groundwater will be minimized for the construction and post-construction periods for Certificate of Occupancy.
4-3 Post-Construction Stormwater Management	Land Use Plan	Estimated quantities of reviews	0	Reviews	No – Rollingwood does not receive many, if any, plans that require a review of land use. Rollingwood enforces methods for pollution prevention for new development but there’s no direct way of measuring pollutant reduction.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
5-1 Pollution Prevention & Good Housekeeping	City Vehicle Maintenance	Estimated percent of city vehicle with maintenance records	100%	Percentage	Yes – Rollingwood keeps vehicle maintenance records and keeps track of maintenance schedule and cost to ensure that vehicles are properly budgeted for and will be serviced per manufacturer's recommendation
5-2 Pollution Prevention & Good Housekeeping	Spill Prevention Plans	Determine number of sites that require Spill Prevention	0	Spill Prevention Plan	No – There are currently no sites that require SPCC's. All sites that require spill prevention will be identified and reviewed to confirm that required spill prevention plans are provided to prevent contamination of groundwater.

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>
5-3 Pollution Prevention & Good Housekeeping	Disposal of Collected Storm Sewer System Waste	Number of storm sewer and culvert locations cleaned  Number of Street Sweepings	4 Facilities  3 Street Cleanings	Sediment/ twigs, branches, leaves	Yes – Rollingwood removes all excessive buildups of foreign objects, sediment, twigs, branches, leaves, etc. from drainage facilities which ensures proper functionality and prevents backups and overflow to help minimize groundwater contamination. Rollingwood also performs regular street sweeping to prevent debris from entering the storm sewer system
5-4 Post Local Recycling Center Information to City Website	Pollution Prevention/ Good Housekeeping	Estimated quantities of materials	1	Materials	Yes – Rollingwood’s posts information for recycling centers and proper disposal of potential pollutants and materials.

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**):

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1-1 Public Education, Outreach & Involvement	Provide at least 100 flyers from four different sources available at city building for general public. Provide links to information brochures on City website.	Yes-Flyers created and posted at City Hall and on the website.
1-2 Public Education, Outreach & Involvement	Mail bill inserts with utility bills to all customers in the City. Mailed 600 residential and 200 commercial flyers twice per year.	Yes – Flyers mailed out with utility bills and posted on the website.
1-3 Public Education, Outreach & Involvement	Provide information on Storm Water Quality on the City Website	Yes - Complete. The city website includes and easy to find MS4 link that provides links to the flyers and the illicit discharge ordinance.
1-4 Public Education, Outreach & Involvement	General Education of City Employees	Yes - Complete. Various Flyers are currently available at the City building, openly displayed. Two Rollingwood employees were trained for stormwater inspection.
1-5 Public Education, Outreach & Involvement	Education of Elected Official and the Public	Yes - Complete. MS4 responsibilities have been addressed, explained, and discussed during City Council meetings. A presentation on MS4 was given at the August 2021 City Council Meeting.
1-6 Public Education, Outreach & Involvement	Business, Commercial and Industrial Education	Yes - Complete. Rollingwood has flyers and links to educational sources to distribute to businesses in Rollingwood sent in November. Flyers are provided at city building. Flyers were also inserted into water service invoices and distributed to business/commercial owners.
1-7 Public Education, Outreach & Involvement	Developer/Builder/Engineer and Training	Yes - Complete. Rollingwood provides developers, contractors, and engineers with educational documents/flyers prior to construction that help reduce ground water pollution. This is handled during the permit process prior to construction activities.



<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1-8 Public Education, Outreach & Involvement	City Inspector Training	Yes - Complete. Applicable City employees are NPDES certified in erosion control inspection which will help identify areas that could contribute to pollution of groundwater. The City inspectors are backed up by the City Engineer and ATS.
1-9 Public Education, Outreach & Involvement	Community Hotlines	Yes, Rollingwood has instructed their phone operator how to handle illicit discharge calls recording appropriate information and notifying the appropriate City staff to take action. Rollingwood now has a specific script for the secretary to use to obtain all necessary information (completed early 2016). The script was reviewed at a staff meeting on 9/27/2021.
1-10 Public Education, Outreach & Involvement	Public Education, Outreach & Involvement	Yes - Complete. Rollingwood created two postings, one in October and one in November of 2021. The posting provided educational information to the public.
1-11 Public Education, Outreach & Involvement	Public Education, Outreach & Involvement	Yes - Complete. Rollingwood has links to educational sources for Edwards Aquifer information.
2-1 Illicit Discharge Detection & Elimination	Illicit Discharge Prohibition/Elimination Ordinance	Yes - Complete. Rollingwood added an illicit discharge ordinance to the code. The code is reviewed for necessary updates periodically.
2-2 Illicit Discharge Detection & Elimination	Update Storm Sewer Map	Yes - Ongoing. The Storm Sewer Map is updated on a regular basis as needed.
2-3 Illicit Discharge Detection & Elimination	Illicit Discharge Inspections	Yes, Rollingwood, the City Engineer, or ATS perform scheduled illicit discharge inspections and perform inspections in response to notifications of illicit discharges from the public.
2-4 Illicit Discharge Detection & Elimination	Illicit Discharge Employee Training	Yes, City staff have been educated on how to handle illicit discharges and the City utilizes the City Engineer to assist with illicit discharge inspections to identify illicit discharges and provide remediation. The City is planning to send additional staff for training in the future.
2-5 City Inspector Trainings	Illicit Discharge Employee Training	Yes, City staff have been educated on how to handle illicit discharges and the City utilizes the City Engineer to assist with illicit discharge inspections to identify illicit discharges and provide remediation. The training is good for 5-years.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved.</b>  <b>If goal was not accomplished, please explain.</b>
3-1 Construction Site Runoff Control	Erosion Control Ordinance and Requirements for Construction Site Contractors	Yes – Complete. Rollingwood’s drainage ordinance includes soil erosion control requirements that require BMP’s and construction methods for development and the ordinance specifies penalties for violators
3-2 Construction Site Runoff Control	Site Plan Review for all development in Rollingwood	Yes – Ongoing. Development in Rollingwood requires a building permit and a permit review process that includes proof of conformance with the EA rule (30 TAC Chapter 213), soil erosion control plans, and stormwater runoff control during the construction phase. Changes to the ordinance and site plan review process in general, are discussed at City Council meetings as needed.
3-3 Construction Site Runoff Control	Regular Construction Site Inspection and Enforcement	Yes – Ongoing. Construction sites are inspected for storm water runoff control to ensure proper function and effectiveness for preventing soil erosion, sedimentation, and pollution.
3-4 Construction Site Runoff Control	Construction Site Storm Water Runoff Control	Yes – Ongoing. The City reviews and implements changes to the Drainage Criteria Manual as needed.
4-1 Post- Construction Stormwater Management	Post-Construction Storm Sewer Ordinance	Yes – Complete. Rollingwood does not allow development that creates an increase in runoff peak flow without mitigative solutions provided by A Texas licensed Professional Engineer. Site improvements that include an increase in impervious cover, significant change in topography, or changes in rooflines that would increase runoff peak flows, require mitigative measures to reduce peak flows to pre- development conditions. Drainage plans also include soil erosion control planning and sequence of construction.
4-2 Post- Construction Stormwater Management	Engineering Design Review	Yes – Ongoing. Development in Rollingwood requires building permit which requires plan review that includes compliance with EA rule (30 TAC Chapter 213), soil erosion control plans, and stormwater runoff control during the construction phase.
4-3 Post- Construction Stormwater Management	Keep records of Land Use Plan	Yes – Ongoing. Rollingwood continues to document number of assessed zoning change proposals which should identify usage of property and types of associated BMP’s specific to the property.
5-1 Pollution Prevention & Good Housekeeping	City Vehicle Maintenance	Yes. Rollingwood maintains inventory of city owned vehicles with records of maintenance and budget. Vehicles are serviced as needed and occasionally checked for oil leaks. Maintenance and inspection is scheduled quarterly. City vehicles are scheduled for oil changes, inspections (as required by the State of Texas) and serviced as recommended by the manufacturer.

<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved.  If goal was not accomplished, please explain.</b>
5-2 Pollution Prevention & Good Housekeeping	Spill Prevention Plans	N/A – No sites within Rollingwood require SPCC plans.
5-3 Pollution Prevention & Good Housekeeping	Disposal of Collected Storm Sewer System Waste at least once a year	Yes, Rollingwood has designated dumpsters and methods to remove waste from storm sewer systems. Dumpsters are on-site at least once annually..
5-4 Pollution Prevention & Good Housekeeping	Pollution Prevention/ Good Housekeeping	Yes – Flyers mailed out with utility bills and posted on the website.

### **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.?

Rollingwood along with assistance provided by the City Engineer and ATS (Building Permit Official) have provided educational materials, design review, inspections, and other methods to help reduce pollutants as described for each MCM above. Information can be provided as needed that the above MCM's reference including the following:

1. Educational flyers, website links, and materials provided per Public Education, Outreach & Involvement.
2. Illicit discharge Ordinance (Implemented 2015)
3. Illicit discharge records and storm sewer maps.
4. The City of Rollingwood ordinances that enforce soil erosion control, drainage criteria, and illicit discharge control that provides conformance with MS4

responsibilities.

5. Building permits required for development that require site plan review requirements and inspections during construction.
6. Records of city vehicle maintenance, and stormwater sewer system waste.

#### **D. Impaired Waterbodies (N/A)**

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

<b>Benchmark Parameter</b> <i>(Ex: Total Suspended Solids)</i>	<b>Benchmark Value</b>	<b>Description of additional sampling or other assessment activities</b>	<b>Year(s) conducted</b>

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

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>

6. If applicable, report on focused BMPs to address impairment for bacteria:

<b>Description of bacteria-focused BMP</b>	<b>Comments/Discussion</b>

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

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.

<b>Benchmark Indicator</b>	<b>Description/Comments</b>

Benchmark Indicator	Description/Comments

## E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1-1 Public Education, Outreach & Involvement	Educational Flyer	Educational	Provide various flyers available at the City building, openly displayed that will help educate the public and create awareness for ground water prevention. Post flyers on the City website.
1-2 Public Education, Outreach & Involvement	Bill Inserts	Educational	Provide educational flyers through mail to residents and businesses that will help educate the public and create awareness for ground water prevention. Post flyers on the City website.
1-3 Public Education, Outreach & Involvement	Storm Water Quality Website	Educational	Provide information on the Rollingwood website with general educational descriptions of the MS4 stormwater management plan, best management practices, and MS4 annual report.
1-4 Public Education, Outreach & Involvement	General Education of City Employees	Educational	Provide various flyers openly displayed at the City building and educational sessions are held during staff meetings.
1-5 Public Education, Outreach & Involvement	Education of Elected Official and the Public	Educational	Provide educational materials and facilitate discussions with City Council about ongoing MS4 responsibilities.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
1-6 Public Education, Outreach & Involvement	Business, Commercial and Industrial Education	Educational	Provide various flyers openly displayed at the City building and mail flyers to businesses with their utility bill. Send feedback cards to business in Rollingwood.
1-7 Public Education, Outreach & Involvement	Developer/Builder/Engineer and Training	Educational	Provide educational documents/flyers prior to construction to educate developers, contractors, and engineers during the permitting process.
1-8 Public Education, Outreach & Involvement	City Inspector Training	Educational/Training	Educate City inspectors in erosion control inspection and send to trainings to help them identify construction activities and methods that could contribute to groundwater pollution.
1-9 Public Education, Outreach & Involvement	Community Hotlines	Educational, reporting & inspection	Use the Rollingwood phone operator script to educate employees and the phone operator on how to handle illicit discharge calls, recording appropriate information, and notifying the appropriate City staff to act.
1-10 Public Education, Outreach & Involvement	NextDoor, Facebook and City website Posting	Educational	Provide postings, throughout the year on NextDoor, Facebook and the City's website, with educational information on how to prevent groundwater pollution.
1-11 Public Education, Outreach & Involvement	Edwards Aquifer Recharge Zone Information Website Posting	Educational	Provide information on the Rollingwood website with information on the Edwards Aquifer and helpful links to TCEQ website.
2-1 Illicit Discharge Detection & Elimination	Illicit Discharge Prohibition/Elimination Ordinance	Inspection/enforcement	Review Rollingwood Illicit Discharge Ordinance for any needed updates or modifications.



<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
2-2 Illicit Discharge Detection & Elimination	Storm Sewer System Map	Record Keeping & Reporting	Continue to update storm sewer maps for up to date drainage features, stormwater complaints, stormwater facility deficiencies, streams and floodplains in the City.
2-3 Illicit Discharge Detection & Elimination	Illicit Discharge Inspections	Inspection, training, & reporting.	Continue regular inspections for illicit discharge on a regular basis, after significant storm events, and in response to notifications of illicit discharge.
2-4 Illicit Discharge Detection & Elimination	Illicit Discharge Employee Training	Training/educational	Continue education and training for illicit discharge for City personnel. Conduct training for new personnel.
2-5 Illicit Discharge Detection & Elimination	City Inspector Training	Training/educational	City personnel are certified NPDES inspectors. Inspectors to continue to view online classes as needed and send additional City staff to training as needed.
3-1 Construction Site Runoff Control	Erosion Control Ordinance and Requirements for Construction Site Contractors	Inspection/enforcement	Continue to enforce the Rollingwood drainage ordinance for adequate soil erosion control requirements for development and the illicit discharge ordinance, which are enforceable by fines.
3-2 Construction Site Runoff Control	Site Plan Review	Plan review	Continue development reviews for all development permits in Rollingwood, including proof of conformance with EA rules, erosion control plans, stormwater runoff control. Review Ordinances and site plan review for necessary changes.
3-3 Construction Site Runoff Control	Construction Site Inspection and Enforcement	Inspection/reporting	Continue inspections of construction sites for BMPs with periodic visits, and after significant rainfall events to ensure they are functioning properly.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
3-4 Construction Site Runoff Control	Review Drainage Criteria Manual for Any Required Updates	Policy review	Conduct a review of the drainage criteria manual to determine if updates are necessary.
4-1 Post- Construction Stormwater Management	Post-Construction Storm Sewer Ordinance	Inspection/Enforcement	Continue penalty-based enforcement of ordinances. Document the instances of enforcement and action taken to eliminate unauthorized discharge.
4-2 Post- Construction Stormwater Management	Engineering Design Review	Plan Review	Continue to review construction plans for proposed developments for conformance with Rollingwood's ordinance for erosion control, and stormwater runoff as well as conformance with EA rule (30 TAC Chapter 213)
4-3 Post- Construction Stormwater Management	Stormwater Management	Record Keeping & Reporting	Document the number of zoning change proposed and potential changes to the associated BMPs.
5-1 Pollution Prevention & Good Housekeeping	City Vehicle Maintenance	Inspection/Maintenance	Continue to track maintenance records and keep vehicles up to date on all maintenance and inspections. Perform quarterly inspections, at a minimum.
5-2 Pollution Prevention & Good Housekeeping	Spill Prevention Plans	Inspection/Reporting	N/A – No sites within Rollingwood require SPCC plans.
5-3 Pollution Prevention & Good Housekeeping	Disposal of Collected Storm Sewer System Waste	Maintenance	Perform removal of excessive buildup of foreign objects from drainage facilities and properly dispose of them in designated dumpsters for non-hazardous waste. Continue planned street sweeping on a quarterly basis.

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
5-4 Pollution Prevention & Good Housekeeping	Post Local Recycling Center Information to City Website	Educational	Provide information on the City website for location and proper disposal of hazardous waste and vehicle oils.

## F. SWMP Modifications

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

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  No

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

<b>MCM(s)</b>	<b>Measurable Goal(s) or BMP(s)</b>	<b>Implemented or Proposed Changes (Submit NOC as needed)</b>
N/A		

<b>MCM(s)</b>	<b>Measurable Goal(s) or BMP(s)</b>	<b>Implemented or Proposed Changes (Submit NOC as needed)</b>

**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.).

### **G. Additional BMPs for TMDLs and I-Plans (N/A)**

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.

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

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

## H. Additional Information

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

Yes  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:

*Rollingwood has acquired the services of K Friese + Associates (KFA) to assist with all MS4 permit responsibilities and reporting. KFA reviews construction (drainage and soil erosion control) plans, performs site inspections, provides engineering drainage solutions, recommends adjustments to the city ordinances, and recommends adjustments on other MCM's as described in this report. KFA is also responsible for annual reporting requirements.*

Name and Explanation:

*Rollingwood has acquired the services of ATS for review of construction (building) plans, site inspections, and other MCM's as described in this report.*

Name and Explanation:

*Rollingwood has an inter-Governmental agreement with the City of Austin Department of Industrial Waste to review any potential sources of pollution from new construction (Article 13.07 Industrial Waste)*

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

Yes  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:

<p><b>The number of municipal construction activities authorized under this general permit</b></p>	
<p>The total number of acres disturbed for municipal construction projects</p>	

**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): Carrie Caylor Title: Director of Development

Signature: Carrie Caylor Date: 2/7/2022

Name of MS4 City of Rollingwood MS4

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

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.