



Montana Department  
of Environmental Quality  
WATER PROTECTION BUREAU

Agency Use

MTR04

Date Rec'd:

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FORM  
MS4-AR

**MPDES Storm Water Small MS4 Annual Report Form**

Reporting period is for the calendar year, January 1st through December 31st.  
Check one. Annual Report is due by March 1st of the following year.

2017     2018     2019     2020     2021

**Instructions:** This Annual Report Form is to be completed by each permittee and co-permittee authorized to discharge storm water under the General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Water Sewer Systems (MS4s). All authorized permittees and co-permittees are required to complete this Annual Report Form for each calendar year reporting period. For co-permittees authorized under one permit authorization or for co-permittees with multiple authorizations, you are required to complete this form and submit separate required documents/information exclusively for your respective regulated Small MS4 area(s). This completed Annual Report Form must be electronically submitted to the Montana Department of Environmental Quality, Water Protection Bureau. Electronic submission is required through the web-based tool: NetDMR. Additional information is located on DEQ's website: <http://deq.mt.gov/Water/WOINFO/ctss/netdmr>.

Small MS4 Authorization Number: MTR04 0000

Small MS4 Classification

Traditional

Non-Traditional

Small MS4 Name: City of Helena

Small MS4 Mailing Address: 316 N Park Avenue

City, State, and Zip Code: Helena, MT 59623

Small MS4 Contact Person (and Title): Matt Culpo (Stormwater Engineer)

Mailing Address: 316 N Park Avenue

City, State, and Zip Code: Helena MT 59623

Phone Number: 4064478073

E-mail address: mculpo@helenamt.gov

**Storm Water Management Team:** Attach an organizational chart identifying a primary SWMP coordinator and the positions responsible for implementing each minimum measure.

**Requested above chart:**

Attached

Not Attached

Has the permittee established and executed a formalized mechanism for regular communication between storm water management team members?

Yes

No

**Permittee's SWMP Resources:**

How many FTEs does the permittee designate to the MS4 permit? 3 If needed, provide an explanation.

Several people within Engineering and Utility Maintenance divisions of the Public Works Department have duties related to the MS4. 3 FTEs is an estimate of the combined time of all employees with some storm water responsibilities. +

If more space is needed, submit on an additional page with corresponding reference or on a data storage device.

**Answer the following five (5) questions on an additional page with corresponding reference or on a data storage device.**

(1) What are the source(s) of funding for implementation of the MS4 permit and the estimated percentage of the total budget allocated from each source listed?

(2) Specific to the annual reporting calendar year, how did the permittee justify commitment of resources or budget allocations to the implementation of the MS4 permit to decision-makers and the public? Provide a summary of meetings and outcomes held with decision-makers and the public.

(3) Has the permittee demonstrated program effectiveness to obtain budget allocations for this annual reporting calendar year or previous years? Why or why not? If so, what program effectiveness metrics were presented?

(4) How was this annual reporting calendar year's approach to allocate resources different than the previous year's approach?

(5) Was the permittee successful in their request for budget allocations? Describe the outcome and factors that affected or resulted in that outcome.

**Illicit Discharge Detection & Elimination:**

Per the IDDE MCM requirement (Part II (3)(c.i)), has the permittee reviewed, and updated if needed, the storm sewer map during the calendar year?

Yes

No

Per the IDDE MCM requirement (Part II (3)(e.i)), has the permittee dry weather inspected and screened outfalls during the calendar year?

Yes

No

**Fill in the blanks with numbers.** The permittee has inspected 8 outfalls during this calendar year. Since authorization under the 2017 General Permit, the permittee has inspected 34 total outfalls out of the 34 total MS4 outfalls.



Per the Illicit Discharge Detection & Elimination MCM (Part II (3)(e.i)), the permittee will complete the requirement to inspect and screen all outfalls during dry weather by the end of the permit cycle.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>Construction Site Storm Water Management:</b> During the calendar year, how many construction storm water management plan reviews were completed (Part II (4)(b))? <u>5</u>		
During the calendar year, how many construction projects were inspected for their storm water management controls (Part II (4)(c))? <u>5</u>		
<b>Pollution Prevention/Good Housekeeping for Permittee Operations:</b>		
Has the permittee reviewed, and updated if needed, the inventory of permittee-owned/operated facilities and activities (Part II (6)(a.i))?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Has the permittee reviewed, and updated if needed, the map that identifies the locations of facilities and known locations of activities (Part II (6)(a.ii))?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Has the permittee conducted annual storm water pollution prevention training for permittee staff during the next permit year after development of each standard operating procedure (Part II (6)(a.v))?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>*Not applicable during calendar year 2017, 2018, and 2019. Check "No" during these years.*</i>		
<b>Training:</b> According to Part II (B) Training requirements, has the permittee conducted applicable training during the 1 <sup>st</sup> and 4 <sup>th</sup> calendar years?		
	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<i>*Not required during calendar year 2018, 2019, and 2021. Check "No" during these years.*</i>		
According to Part II (B) Training requirements, has the permittee conducted applicable new employee training within 90 days of the hire date?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>Special Conditions: Per Pre-TMDL Approval (Part III.A) requirements, attach the required information regarding identification of all outfalls that discharge to impaired waterbodies, the impaired waterbodies, and the associated pollutants of impairments. Summarize the BMPs implemented over the reporting period and a schedule of BMPs planned for the following year.</b>		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Special Conditions: Approved TMDLs (Part III.B) requirements per calendar year below.</b>		
<b>Calendar Year 2017:</b> The permittee has attached a Sampling Plan that includes strategy rationale, monitoring frequency, monitoring parameters, and monitoring locations.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable

<b>Calendar Year 2017:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Calendar Year 2018:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Calendar Year 2019:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Calendar Year 2020:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Calendar Year 2020:</b> The permittee has attached the TMDL section of the SWMP that identifies the measures and BMPs it plans to implement, describes the MS4's impairment priorities and long term strategy, and outlines interim milestones for controlling the discharge of the pollutants of concern and making progress towards meeting the TMDL.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Calendar Year 2021:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Calendar Year 2021:</b> The permittee has evaluated the TMDL section of the SWMP based on monitoring results. The section has been revised, if needed, and is attached.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable
<b>Monitoring:</b> Per requirements in Part IV (B), has the permittee attached monitoring results, calculations, and evaluations?		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not Applicable



**INSTRUCTIONS: The permittee will only fill out the Annual Report Attachments section below that corresponds to the calendar in which an Annual Report is being submitted for. Attach the requested documents/information.**

2017 Annual Report Attachments (1 <sup>st</sup> Calendar Year)		
<b>Public Education and Outreach:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding key target audiences and associated pollutants.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding the public involvement approach and schedule of each key audience.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements f.i in the referenced MCM, attach the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Construction Site Storm Water Management:</b>		
Per requirements a.iii in the referenced MCM, attach progress towards an Enforcement Response Plan and associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements b.i in the referenced MCM, attach the construction storm water management plan review checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements b.iii in the referenced MCM, attach the construction storm water management plan review checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Traditional MS4s and per requirements c.i in the referenced MCM, attach the construction storm water management inspection form or checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements c.ii in the referenced MCM, attach the construction storm water management inspection form or checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable

<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Specific to Traditional MS4s and per requirements b.i in the referenced MCM, attach the post-construction storm water management plan review checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements b.ii in the referenced MCM, attach the post-construction storm water management plan review checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Per requirements in b.iii in the referenced MCM, attach the performance standards and associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	

<b>2018 Annual Report Attachments (2<sup>nd</sup> Calendar Year)</b>		
<b>Public Education and Outreach:</b>		
Per requirements b.i in the referenced MCM, attach the required information regarding outreach messages.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements c.i in the referenced MCM, attach the required information regarding a description of formats, distribution channels and schedule for key target audiences.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements d.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to prohibit illicit discharges.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements d.ii in the referenced MCM, attach the summary of legal authority to prohibit illicit discharges.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Per requirements d.iii in the referenced MCM, attach the required summary of the cooperative agreements.		



<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements d.iv in referenced MCM, attach the Enforcement Response Plan and associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Specific to Traditional MS4s and per requirements c.i in the referenced MCM, attach the post-construction storm water management inspection form or checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements c.ii in the referenced MCM, attach the post-construction storm water management inspection form or checklist.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Per requirements in c.iii in the referenced MCM, attach the inventory of all new permittee-owned and private post-construction storm water management controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements in c.vi in the referenced MCM, attach an inspection frequency protocol.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements c.vii, attach the developed inspection program.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach completed Standard Operating Procedures.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	

2019 Annual Report Attachments (3 <sup>rd</sup> Calendar Year)		
<b>Public Education and Outreach:</b>		
Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements e.iii in referenced MCM, attach the required summary of screening results.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
<b>Construction Site Storm Water Management:</b>		
Specific to Traditional MS4s and per requirements a.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to require construction storm water controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements a.ii in the referenced MCM, attach the legal authority summary.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Per requirements a.iii in the referenced MCM, attach the adopted Enforcement Response Plan and associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		



Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach the completed Standard Operating Procedures.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	

<b>2020 Annual Report Attachments (4<sup>th</sup> Calendar Year)</b>		
<b>Public Education and Outreach:</b>		
Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements e.iii in referenced MCM, attach the required summary of screening results.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge		

Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Specific to Traditional MS4s and per requirements a.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to require post-construction storm water controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements a.ii in the referenced MCM, attach the legal authority summary.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Per requirements in a.iii in the referenced MCM, attach the Enforcement Response Plan and associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Per requirements in d.i in the referenced MCM, attach a summary of the discussion outcomes.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach the completed Standard Operating Procedures.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	

<b>2021 Annual Report Attachments (5<sup>th</sup> Calendar Year)</b>		
<b>Public Education and Outreach:</b>		
Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		



<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	
Per requirements e.iii in referenced MCM, attach the required summary of screening results.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	<input type="radio"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input checked="" type="radio"/> Not applicable
<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input checked="" type="radio"/> Attached	<input type="radio"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input checked="" type="radio"/> Not applicable
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach completed Standard Operating Procedures.		
<input type="radio"/> Attached	<input checked="" type="radio"/> Not Attached	
<b>Attach any updates, changes, or improvements to the Small MS4 Storm Water Management Program per requirements in Part IV (E).</b>		
<input type="radio"/> Attached	<input type="radio"/> Not Attached	<input checked="" type="radio"/> Not applicable

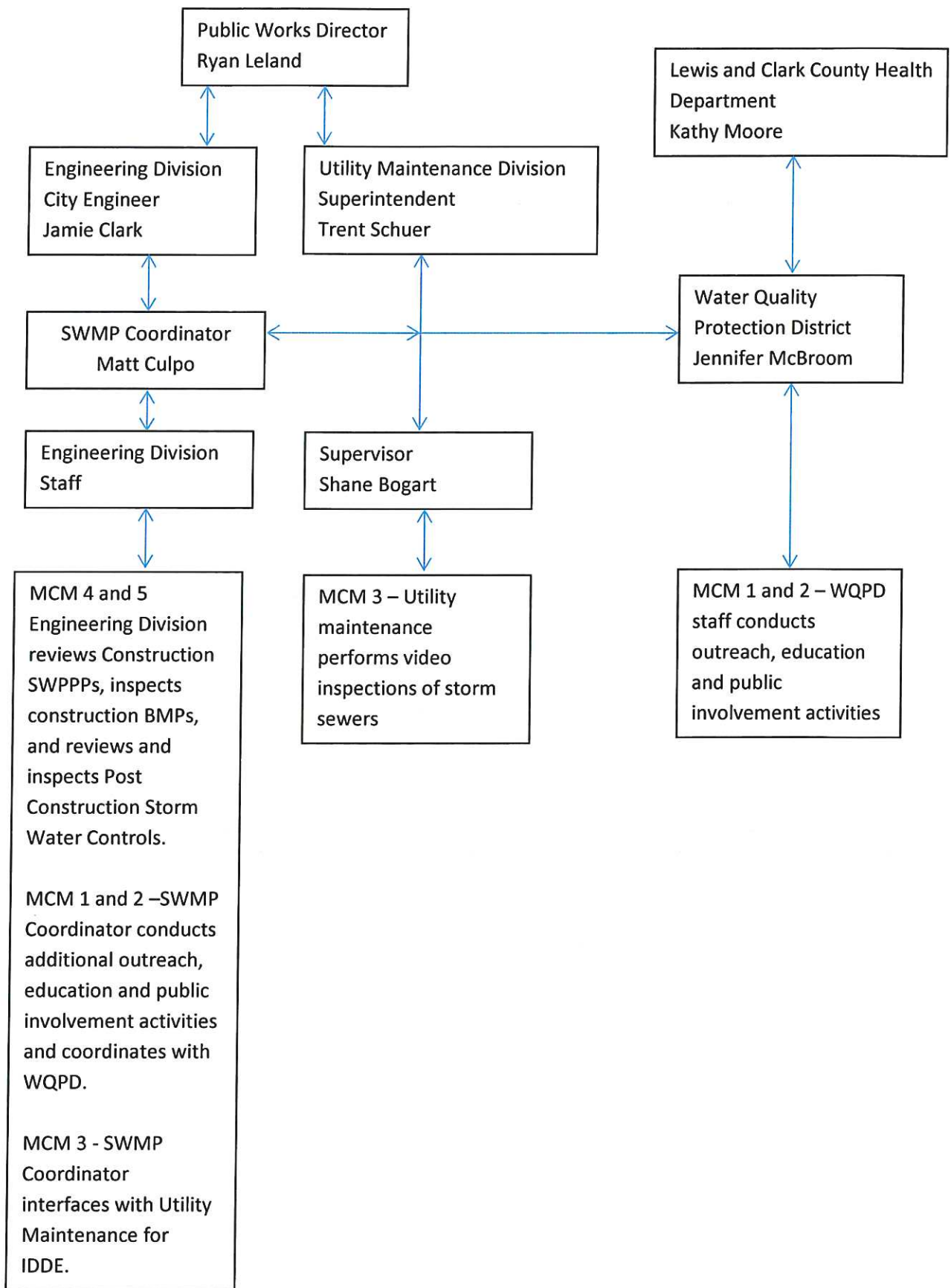
<b>Annual Report Form Signature</b>	
<p>This Annual Report Form must be completed, signed, and certified as follows:</p> <ul style="list-style-type: none"> <li>• For a corporation, by a principal officer of at least the level of vice president;</li> <li>• For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or</li> </ul> <p>For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.</p>	
<p><b>All Permittees Must Complete the Following Certification:</b></p> <p>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 gather and evaluate the information submitted. Based on my inquiry of the 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. [75-5-633, MCA].</p> <p><i>Certification of this form indicates conformance with the 2017 General Permit for Storm Water Discharge Associated with Small Municipal Separate Storm Sewer Systems and the required Annual Reporting upon receipt of permit coverage.</i></p>	
<p>Name (Type or Print)</p> <p>RACHEL A. HARLOW-SCHALK</p>	
<p>Title (Type or Print)</p> <p>CITY MANAGER</p>	<p>Phone Number</p> <p>406-447-8403</p>
<p>Signature</p> <p>RASH</p>	<p>Date Signed</p> <p>1.13.2022</p>



## Organization Chart











## **RESPONSES TO QUESTIONS 1 -5**





- 1) The City of Helena has a storm water utility which charges property owners based on the amount of impervious land they own. The storm water utility collects approximately 1 million dollars annually. 100% of the funds from the storm water utility are used to operate, maintain and manage the City's MS4.

The City of Helena also teams up with Lewis and Clark County to assess property owners between \$8 and \$10 per year which amounts to approximately \$350,000 to fund the Water Quality Protection District (WQPD). These funds are used to preserve, protect and improve water quality with the WQPD, of which, the City of Helena is part of. The WQPD encompasses Prickly Pear Creek and Ten Mile Creek watersheds which the City of Helena is tributary to. The WQPD conducts restoration planning, monitoring, outreach and education activities.

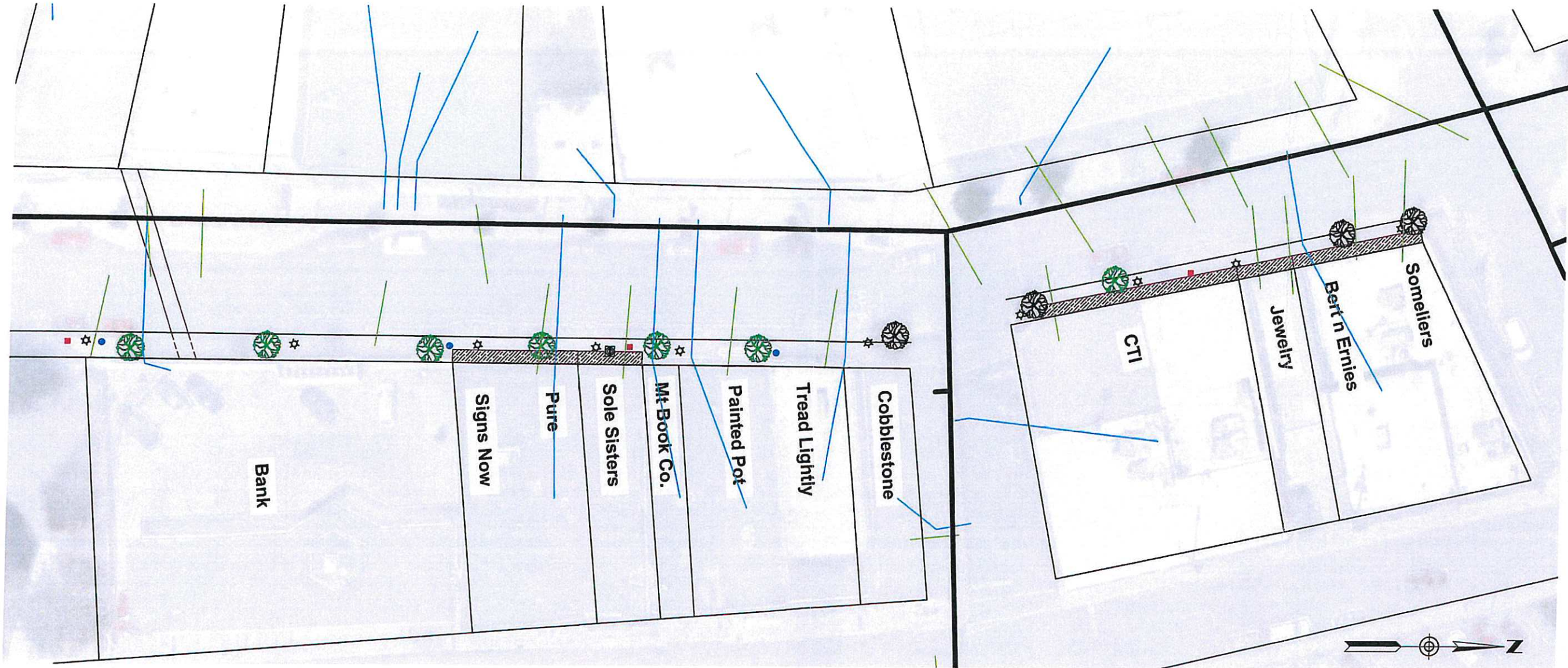
- 2) The City prepares annual budgets for projects and expenditures based on priority. The City prepared a Storm Water Master Plan (Master Plan) in 2003. The 2003 Master Plan was updated in 2018. The Master Plan analyzes the storm water system for capacity, treatment and condition and establishes an overall Capital Improvement Plan and identifies priority projects. Priority projects include life/safety concerns, flooding, failing infrastructure, water quality and maintenance improvements. City management and staff meet on a regular basis throughout the year to discuss projects and assign priorities. City management and staff also meet bimonthly in administration meeting with City Commission and at City Commission meetings which are open to the public to discuss projects and priorities of City staff.
- 3) The City has demonstrated program effectiveness to obtain budget allocations by utilizing the Storm Water Master Plan and actively pursuing and updating the Storm Water Master Plan; by responding to MS4 requirements and needs through the development of a Storm Water Management Plan and Engineering Design Standards; by continuing ongoing storm water quality programs, operation, inspection and maintenance of the storm water system; and by development of additional activities and reporting as needed or as required by the MS4 program. The program effectiveness metrics presented include: storm water monitoring results, capital expenditures on storm water projects, quantity of storm water treated, quantity of storm water system inspected, completion of maintenance projects, quantity of material removed from streets and the storm water system, ability to clean up illicit discharges, coordination/review/implementation of storm water treatment facilities for developments, and inspections of construction project and storm water system components.
- 4) This year's approach to allocated resources built upon the program developed in prior years. Effective programs were continued, existing programs were updated and new programs were added as needed. Some examples of resource allocations include: continuation of the storm

sewer inspection and street sweeping programs, preparing updates to the Storm Water Master Plan and the Storm Water Management Plan, updates to the City website, and focused staff reviews of development projects to incorporate effective low impact development and water quality treatment.

- 5) The permittee was successful in their requests for budget allocations. The outcome of the budget allocation requests include continuation of storm water programs described above in question 4. The outcome of some of the budget allocation requests include completion of the Henderson Street Drainage and Erosion Control Improvement Project, a \$300,000 capital improvement project; which included planting of 56 trees. A storm sewer emergency repair project was also conducted in 2018. The emergency repair from installed 48 inch diameter storm pipe along two city blocks along 11<sup>th</sup> Avenue and Dakota Street from Montana Ave to 9<sup>th</sup> Ave and abandoned a collapsed 36 inch corrugated metal pipe. This project cost approximately \$500,000 and utilized city staff for design, construction oversight and construction administration. Design and construction of storm sewer improvements from the DNRC Regional Storm Water Pond to 11<sup>th</sup> Avenue to increase stormwater capacity and repair damaged pipe in 2020. Installation of 7 trees on Last Chance Boulevard for \$30,000. Funding for an outreach and education flyer and information page on the use of raingardens were mailed out to all utility costumers and posted on the City's website at a cost of \$6,000. Front Street and Neill Street Improvements were made in 2019 at a cost 5 million dollars, approximately half was for storm water improvements. The project also included streetscape with increased landscaped areas and numerous trees. Design and construction of storm sewer improvements in 2020 from the DNRC Regional Storm Water Pond to 11<sup>th</sup> Avenue to increase stormwater capacity and repair damaged pipe at a cost of over \$600,000. Rodney Street reconstruction included replacement and additional trees totaling approximately 60 trees including adding trees to the business area that previously did not have any trees for approximately \$370,000.



# HELENA BUSINESS IMPROVEMENT DISTRICT PROPOSED TREES - 300 BLOCK



SCALE: 1" = 40'

**ADDITIONAL NOTES:**  
PLEASE BE AWARE THAT THERE  
COULD BE ADDITIONAL SIDEWALK  
VAULTS THAT WERE NOT ON RECORD  
OR COULD NOT BE LOCATED.

## LEGEND

	Existing Tree
	Proposed Tree
	Existing Lightpole
	Existing Trash Container
	Existing Parking Kiosk
	Existing Sidewalk Vaults
	Existing Sewer Service
	Existing Water Service



City of Helena

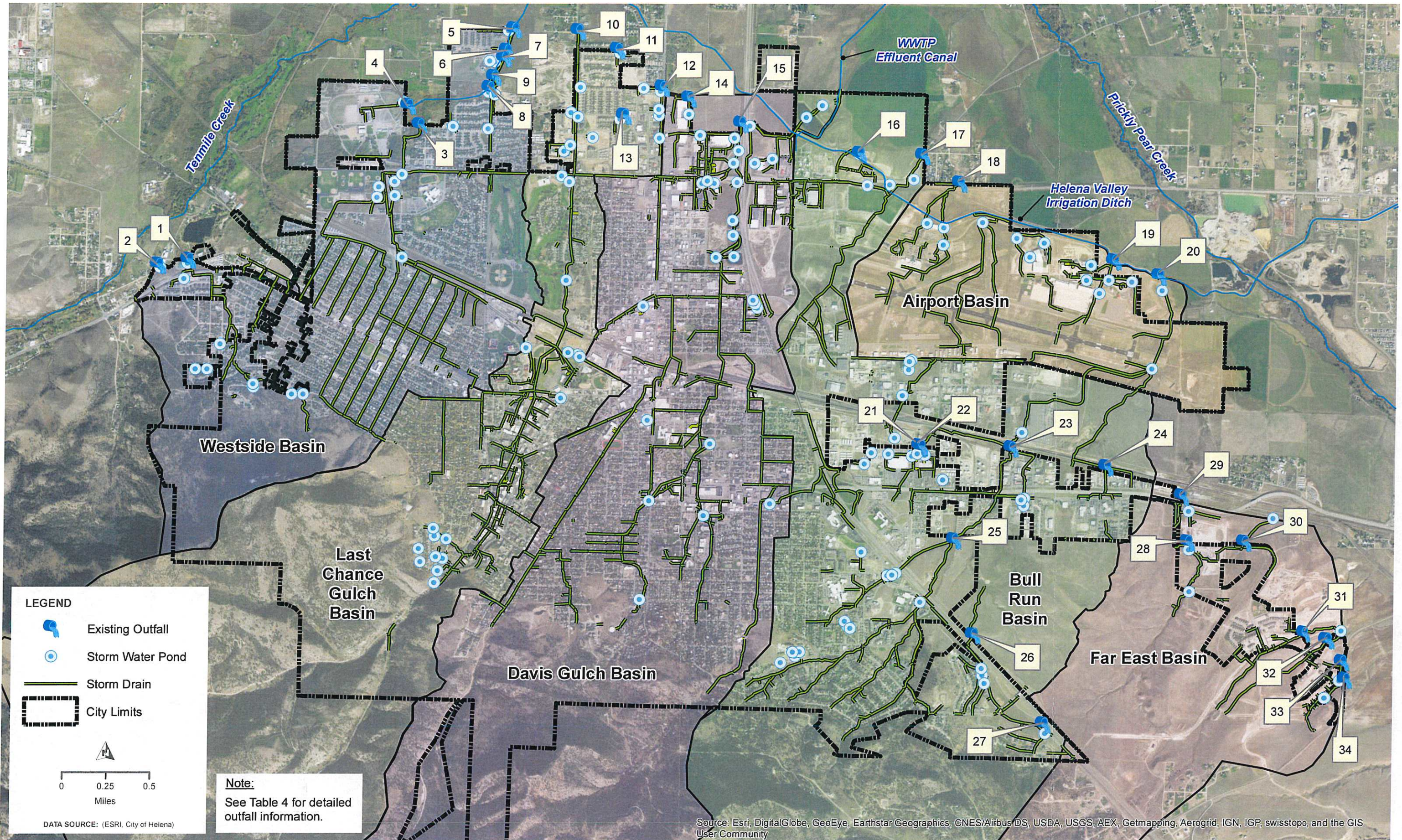




## Outfall Map and Inspection Summary











## Outfalls for the City of Helena

	Outfall No.	Drainage Basin	Outfall BMP	Outfall Conveyance	Street Location	Date Inspected
High Priority Outfalls	1	Westside	East Simmons Detention Pond	30 inch	Broadwater Ave and spring meadow	7/2017 10/2019 8/2021
	2		West Simmons Detention Pond	12 inch	Broadwater and Motor Ave	7/2017 10/2019
	3		Henderson Retention Pond Complex	2- 24 inch	Silsbee Ave and Mitchell near Fairgrounds	Monitoring site
	4		Fairgrounds Detention Pond			16 inch
	5		North Stone Meadows Detention Pond	8 inch	Andesite Ave and crystal springs creek	7/2017 6/2020 6/2021
	6		Central Stone Meadows Detention Pond	10 inch	Benton Ave and Flagstone Ave	7/2017 6/2020 6/2021
	7		South Stone Meadows Detention Pond	8 Inch	Benton Ave south of Obsidian Ave	7/2017 6/2020 6/2021
	8		Crystal Springs Detention Pond	Open Channel	Benton and Willowbrook	7/2017 6/2020 6/2021
	9		County Shop Detention Basin	Open Channel	E of N Benton and Willowbrook Drive	7/2017 9/2018 6/2020 6/2021
	10	Last Chance	Nature Park Retention Pond, and on-site detention/ret ponds	24 inch	McHugh Lane north of Golden Estates subdivision	Monitoring site
	11		Golden Estates Detention Pond	18 inch	Jade Street and Amethyst Ave (golden estates)	9/2018
	12		Skelton Detention 1, 2, 3, and 4	24 inch	North of Ptarmigan and Montana Ave	9/2018 6/2020

Outfall No.	Drainage Basin	Outfall BMP	Outfall Conveyance	Street Location	Date Inspected
13		Anderson BP Detention and open channel	Open Channel	S of Road Runner and Sand Piper	9/2018
14	Davis	Target Retention Pond	36 inch	Jordan Drive behind Macy's	9/2018
15		Davis Region Pond and Kmart Pond	48 inch	I-15 Regional Ponds	9/2018 8/2021
16	Bull Run West	Burnham Ranch Retention Pond			
17		Helena Regional Detention and York and Custer Detention	55 inch	York Road north of Custer	9/2018 8/2021
18	Airport	Airport Detention 4, 5.1, and 5.2 and 1400ft of open channel	21 inch	Canyon Ferry Road east of Y-county	9/2018
19		Airport Retention R-13 and National Guard, Helena Aviation, Fire and D10 Detention	48 x 60 inch	Helena Valley Canal Crossing east of National Guard	9/2018
20		Airport Retention R-910 and Detention Pond 2	54 inch	Helena Valley Canal Crossing east end Airport	9/2018 11/2019 8/2021
21	Bull Run Upstream of Airport	Walmart Detention 1 and 2	36 in	NW of Miller and Carter	9/2019
22		Staples Retention	18 in	NW of Miller and Carter	9/2019
23		Future Nichole St Pond	36 in	N of Nichole St and RR Tracks	9/2019
24		Open Channel	Open Channel	N of Dick Anderson Construction	9/2019
25		Hunters Point and Mountain West Bank Detention	Open Channel	N of I15, upstream of Synness Auto Salvage	9/2019 4/2020
26		Nob Hill Retention 1 and 2, and Nob Hill Detention 1, Grass swale along I15	24 in	NW of I15 and Mendocino Drive	4/2020
27		Nob Hill Detention 4	Open Channel	Colonial drive south of Nob Hill Lift station	4/2020
28	Far East	Aspen Meadows Detention	84 inch	Alice street East of Crossroads Pkwy	11/2019 8/2021
29		Grass channel, small basin at culvert inlet	2-24 inch	Crossroads Pkwy and Prospect Ave (highway 12)	11/2019
30		West Aspen Meadows Retention	24 inch	Alice street East of Cascade Ave	11/2019 8/2021



Outfall No.	Drainage Basin	Outfall BMP	Outfall Conveyance	Street Location	Date Inspected
31		East Aspen Meadows Retention	42 inch	Twilight and Stillwater streets	11/2019 8/2021
32		East Aspen Meadows Retention	12 inch	Runkle Pkwy between Still water and Alpine View	11/2019
33		Open Channel for 700ft	12 inch	Runkle Pkwy and Highway 282	11/2019
34		Aspen Meadows Detention North and South	36 inch	Highway 282 south of Runkle Parkway	11/2019 8/2021

Note: All screening results have resulted in zero suspected illicit discharges.



## TMDL Section of SWMP





## 5.0 Qualifying Local Program

Permit Reference: Part II.D.

Not applicable.

## 6.0 Transfer of Ownership, Operational Authority, or Responsibility for SWMP Implementation

Permit Reference: Part II.E.

The City implements the SWMP on all new areas added to their small MS4.

## 7.0 Storm Water Management Program Updates Required by the Department

Permit Reference: Part II.F.

To date, DEQ has not requested any storm water management program updates beyond those requirements in the General Permit. Any future DEQ requests will be identified in the Annual Reports and any appended to the SWMP.

## 8.0 Special Conditions (TMDL Monitoring)

Permit Reference: Part III.A.

Not applicable.

Permit Reference: Part III.B.

The City is within the drainage basin of two perennial streams that are impaired waterbodies listed on the Montana 303(d) list: Tenmile Creek and Prickly Pear Creek (see Figure A.3 – Excerpt Drainage Map from Lake Helena TMDL, Appendix A). A Total Maximum Daily Load (TMDL) was developed for these waterbodies as part of the Framework Water Quality Restoration Plan and TMDL for the Lake Helena Watershed, August 31, 2006 by the Environmental Protection Agency (Lake Helena TMDL). *The Lake Helena TMDL identifies that storm water pollutant loading from regulated storm water discharges contributes less than 0.5% of the total load for nitrogen, phosphorous, and sediment to either Tenmile Creek or Prickly Pear Creek drainage basins. Although the Lake Helena TMDL does not propose any new requirements for regulated storm water, it does recommend monitoring and/or model based evaluations to estimate pollutant removal efficiencies of structural and non-structural BMPs (Lake Helena TMDL, Appendix J).*

The City is part of the Lake Helena Watershed Restoration Plan 2016-2023, prepared by Lewis and Clark County Water Quality Protection District. This report discusses the Characterization of the Watershed; Pollutants, Sources, Existing Pollutant Loads and Allocations; Lake Helena

Watershed Restoration Priorities; Expected Load Reductions; Best Management Practices; and Community Engagement Education and Outreach Strategies.

The City permitted MS4 area is bound by the City limits. The City limits in 2016 encompassed approximately 16.5 square miles. The permitted area includes six primary drainage areas which include the Westside Area, Last Chance Gulch, Davis Gulch, Bull Run, Airport and Far East (see Figure A.1, Appendix A). Additionally, the Montana Department of Transportation (MDT) operates a regulated MS4 within the City.

USGS Mapping shows no surface connection of drainage ways to Prickly Pear or Tenmile Creek except at Crystal Springs Creek (see Figure A.4 – USGS Map of Helena Area, Appendix A). The majority of the City does not discharge directly into either creek because the City boundary ends prior to the creeks where storm water runoff infiltrates into alluvial fans, and is retained and infiltrated in Regional Storm Water Ponds (See Table 5) prior to the municipal boundary.

Approximately 12.5 square miles of the City of Helena are treated by Regional Storm Water Ponds as shown on Figure A.2 (see Appendix A). Only portions of the Westside basin area below the regional ponds is expected to have a potential to discharge storm water runoff during minor events into tributaries of Ten Mile Creek. These portions of the Westside basin area are tributary to Spring Meadow Lake and Crystal Springs Creek. The area below the regional ponds in the Westside basin is shown on Figure A.5 – Priority Drainage Basins Map (see Appendix A).

This TMDL section will be further developed in the coming years, in accordance with the Implementation Schedule.

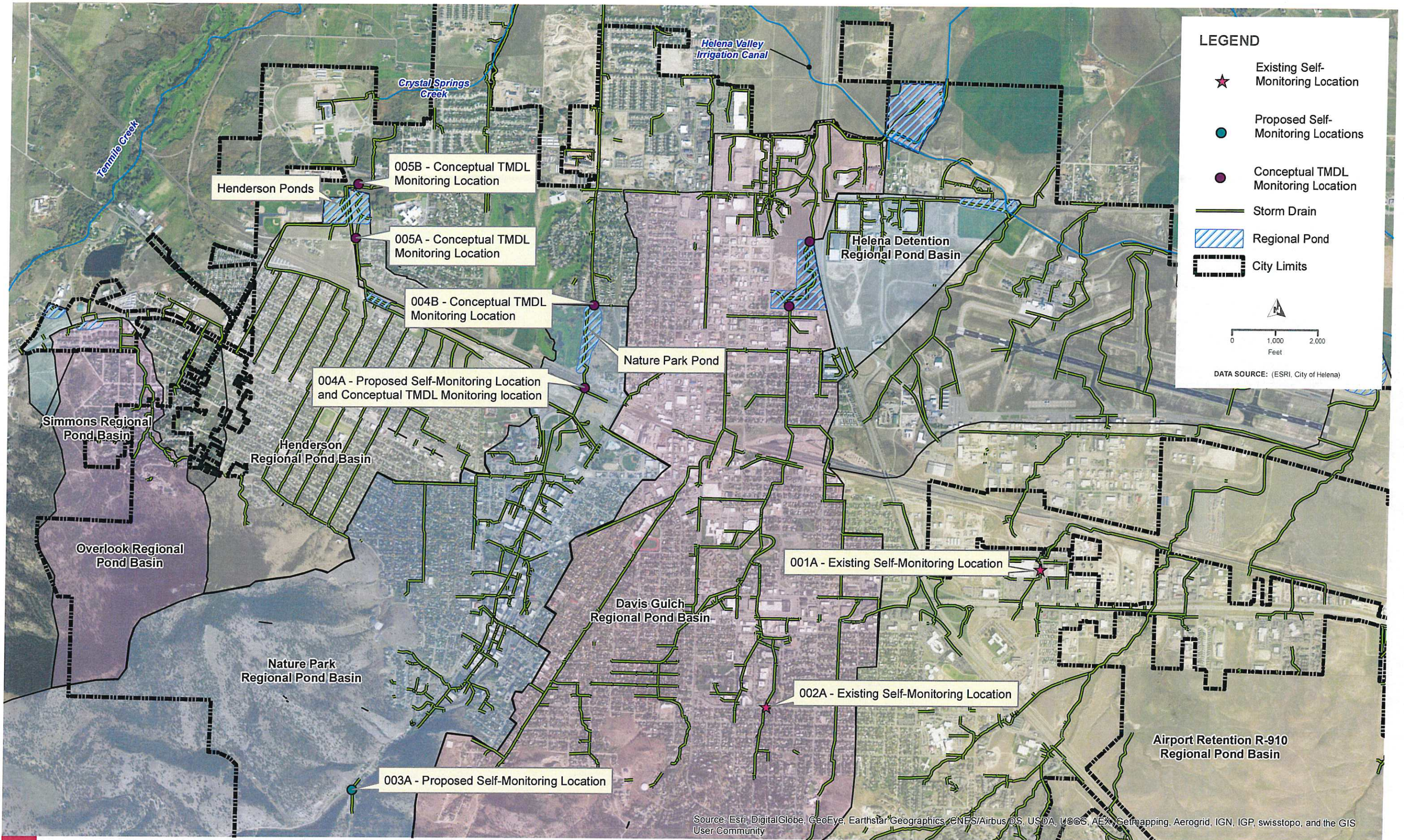
### TMDL Monitoring Option 2

The City is planning to implement TMDL Monitoring Option 2. The anticipated monitoring locations are to be at the inlet and outlet into Henderson Regional Ponds and Nature Park Pond (see Table 7 and Figure A.6 – Existing Self-Monitoring and Conceptual TMDL Option 2 Monitoring Locations, Appendix A). These four locations are representative of the Westside Basin and Last Chance Gulch which encompass large portions of urban areas within the City. The inlet and outlet are planned for monitoring to verify discharge amounts and BMP effectiveness. In accordance with the General Permit requirements, the City will develop a sampling plan during 2017. The sampling plan will be submitted to DEQ for approval with the first year’s annual report.

**Table 7: TMDL Monitoring Option 2 Sites Locations**

Monitoring Site ID	Representative Area	Monitoring Location Description	Approximate Latitude/Longitude
005A	Residential	Inlet to Henderson Ponds	46.6127°N, 112.0533°W
005B	Residential	Outlet from Henderson Ponds	46.6162°N, 112.0533°W
004A	Residential/Commercial/Industrial	Inlet to Nature Park Pond	46.6038°N, 112.0316°W
004B	Residential/Commercial/Industrial	Outlet from Nature Park Pond	46.6090°N, 112.0311°W





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community

**EXISTING SELF-MONITORING & CONCEPTUAL TMDL OPTION 2 MONITORING LOCATIONS**

CITY OF HELENA, MT

FIGURE A.6





# Monitoring Data





Helena Storm Water Sample Results

Sample Location	Discharge Number	Date	Flow Rate (gal/min)	pH (s.u.)	Parameter (mg/L unless shown)							
					TSS	Oil & Grease	Nitrogen	Phosphorus	Zinc	Lead	Copper	COD
EPA NURP Median Concentration												
Nature Park Inlet (north of RR)	004A	1/14/2010	NA	7.7	432	13	1.35	<b>0.45</b>	<b>0.330</b>	0.060	<b>0.070</b>	<b>82</b>
		2/22/2012	NA	7.9	387	4	0.40	<b>0.70</b>	0.180	0.047	<b>0.045</b>	32
		5/18/2018	NA	8.0	126	1	1.03	0.31	0.073	0.017	0.015	29
		8/27/2018	NA	7.9	67	1	0.78	0.24	0.080	0.009	0.015	58
		4/3/2019		8.0	39	<1	0.74	0.35	0.05	0.018	0.009	22
		7/23/2019		7.5	434	<1	0.94	<b>0.53</b>	0.170	0.044	0.037	71
		5/8/2020		7.7	907	2	0.55	<b>1.85</b>	<b>0.26</b>	0.074	<b>0.064</b>	57
		10/19/2020		8.1	85	1	1.02	0.19	0.070	0.009	0.012	38
		5/7/2021		7.3	152	2	1.74	0.39	0.17	0.012	<b>0.042</b>	<b>97</b>
		7/13/2021		8.7	259	1	1.21	<b>1.12</b>	0.081	0.007	0.023	<b>173</b>
Nature Park Outlet d.s. of Cole Avenue	004B	5/18/2018	No Flow									
		8/27/2018	No Flow									
		4/3/2019	trickle	7.7	<1	<1	0.38	0.07	<1	<1	<1	<1
		7/23/2019	No Flow									
		5/8/2020	No Flow									
		10/19/2020	No Flow									
		5/7/2021	No Flow									
Henderson Pond Complex Inlet d.s. of Allision St Pond	005A	5/18/2018		7.9	53	ND	0.43	0.17	0.040	0.007	0.009	38
		8/27/2018	No Flow									
		4/3/2019										
		7/23/2019	trickle	7.4	74	ND	0.64	0.23	0.060	0.006	0.019	60
		5/8/2020		8.7	867	ND	0.40	<b>1.18</b>	<b>0.230</b>	0.037	<b>0.044</b>	<b>100</b>
		10/19/2020	No Flow									
		5/7/2021	No Flow									
7/13/2021	No Flow											
Henderson Pond Complex Outlet into Custer Wetlands	005B	5/18/2018	No Flow									
		8/27/2018	No Flow									
		7/23/2019	No Flow									
		5/8/2020	No Flow									
		10/19/2020	No Flow									
		5/7/2021	No Flow									
		7/13/2021	No Flow									
Discharge to Crystal Spings Creek d.s.	005B-1	7/13/2021		7.7	ND	ND	<b>2.90</b>	0.02	0.01	ND	ND	ND
Kmart Pond Inlet	NA	1/14/2010	NA	7.5	944	20	<b>2.72</b>	<b>0.65</b>	<b>0.52</b>	0.10	<b>0.09</b>	<b>200</b>
		5/24/2011	NA	8.0	58	1.5	<b>0.86</b>	<b>0.09</b>	ND	ND	<b>0.09</b>	34
		2/22/2012	NA	8.2	578	4	0.43	<b>0.70</b>	<b>0.31</b>	0.12	<b>0.07</b>	47
		7/16/2013	NA	8.2	<10	<1	<b>6.64</b>	0.04	<0.01	<0.001	<0.005	11
		3/10/2014	NA	8.1	250	2	0.62	<b>0.69</b>	0.07	0.03	0.04	<b>92</b>
Kmart Pond Outlet		7/16/2013	NA	8.3	ND	1	0.01	0.07	ND	ND	ND	39
Hunters Pointe at Outlet Structure	NA	5/24/2011	NA	8.0	58	1.5	0.86	0.09	0.04	ND	ND	34
		2/22/2012	NA	8.0	78	6	0.33	0.33	0.04	0.01	0.01	77
		7/16/2013	NA	8.3	<10	<1	0.01	0.07	<0.01	<0.001	<0.005	30
		3/10/2014	NA	7.9	72	<1	0.44	<b>0.45</b>	0.03	0.01	0.027	39
Henderson Pond Complex at Silsbee	NA	2/22/2012	NA	8.3	490	4	0.20	<b>0.74</b>	<b>0.29</b>	0.06	<b>0.061</b>	44
		3/10/2014	NA	7.8	6	<1	<b>2.51</b>	0.20	0.01	<0.01	0.023	29
Custer Wetland at crossing near Fairgrounds	NA	3/10/2014	NA	7.8	34	<1	0.22	0.37	0.027	0.009	0.029	43
I-15 Crossing to Regional Pond	NA	3/10/2014	NA	7.9	96	<1	0.42	<b>0.44</b>	0.037	0.014	0.030	48
Custer Regional Pond 6 Overflow	NA	3/10/2014	NA	7.7	49	<1	0.70	0.32	0.023	0.008	0.027	41
DNRC Pond West Inlet	NA	9/14/2017	NA	7.0	300	<1	1.41	<b>0.43</b>	0.056	0.072	<b>0.114</b>	<b>317</b>
DNRC Pond East Inlet	NA	9/14/2017	NA	7.2	868	<1	1.51	<b>0.69</b>	0.271	0.036	<b>0.072</b>	<b>435</b>
DNRC Pond Outlet	NA	9/14/2017	NA	7.2	140	<1	1.96	0.33	0.322	0.018	0.105	245
EPA NURP Median Concentration												
				6 to 9	125	10	2.00	0.41	0.210	0.165	0.040	80

Notes:

Bold = Measured parameter exceeds receiving water standards or 1992 EPA NURP median concentration.





## Monitoring Data Evaluation

Monitoring data locations were changed in 2019 through a request to DEQ from in-line storm sewer locations to the inlet and outlet of two large regional ponds. The new monitoring locations were sampled in 2018, 2019 and in 2020. The locations are 004A and 004B, known as Nature Park Pond, and 005A and 005B, known as Henderson Ponds. The identifier "A" is the inlet to the ponds and "B" is the outlet of the ponds. The drainage area of Nature Park Pond includes nearly all of the commercial downtown area of Helena, while Henderson Pond's drainage area is primarily residential. The data is demonstrating that both ponds effectively treat and infiltrate all runoff throughout the year with no discharge from Henderson Ponds and only limited discharges from Nature Park Pond in the spring when there is increased baseflow from snowmelt and/or higher groundwater conditions. Additionally, Nature Park Pond has been observed to discharge during significant precipitation events as evident from minor erosion observed at the outlet. Some of the data suggests that the inlet water quality is worse during the spring or during rain events following prolonged dry periods; however, there is not enough data to make conclusions and on-going monitoring of these two ponds is recommended and planned for future years.

In July 2021 following prolonged period with minimal precipitation a small rain event occurred but not enough to create runoff from the West Side Basin into Henderson Ponds. An additional sample was taken north of Custer Ave from Henderson Avenue wetland area discharge into the beginning of Crystal Springs Creek (Henderson Ponds discharges to Henderson Wetlands). Sample results showed ND or low concentrations for most of the constituents but Nitrogen was 2.9 mg/l above the NURP average of 2.0 mg/l.



MCM 1 and 2

Public Education and Outreach

Public involvement and Precipitation





## MCM 1 and 2

### 2021 Activities

In 2021 the City of Helena hired a public information officer to help the City communicate with the public by various methods including social media. The City of Helena published social media posts for the Storm Water Master Plan and the MS4 Permit with links to information, contact person and for submitting comments. The interaction metrics are included with the posts in this section.

#### Other activities included:

- providing information to a resident about rain gardens;
- checking on our storm water informational sign at Henderson Ponds;
- making our Fats, Oils and Grease flyer available online;
- checking on our construction storm water informational flyers at the Building Division permit counter;
- visiting a newly completed rain garden at Bryant School;
- coordinating a street mural;
- holding a Household Chemical and Paint Drop Off Event;
- presenting our Storm Water Program at the Citizen's Conservation Board; and
- Hiring a Consultant to assist with preparation of a Gas Station Outreach Flyer.

Water Quality Protection District Continued with their outreach program including youth outreach, Public Outreach, Events and Festivals and Fact Sheets and Brochures.











## PROTECTING OUR WATER

Our Storm Drain Systems were built to collect and transport rain to prevent flooding in urban areas. Anything that flows or is discharged into the storm drain system goes directly into local creeks.



### Retail Gas Stations

Pollutants such as gasoline, oil, grease, automotive fluids, and trash generated at gas stations can impact surface water systems by mobilizing pollutants with storm water runoff events. Runoff entering the City's storm drainage system is not always treated and pollutants can flow directly into our streams.

**Did you know that your gas station has a part to play in protecting our local rivers and lakes?**

### Pollution Prevention Guidance

Look inside for pollution prevention guidance for the following gas station areas and activities:

- Fueling Areas
- Spill Prevention & Response
- Dumpster Area

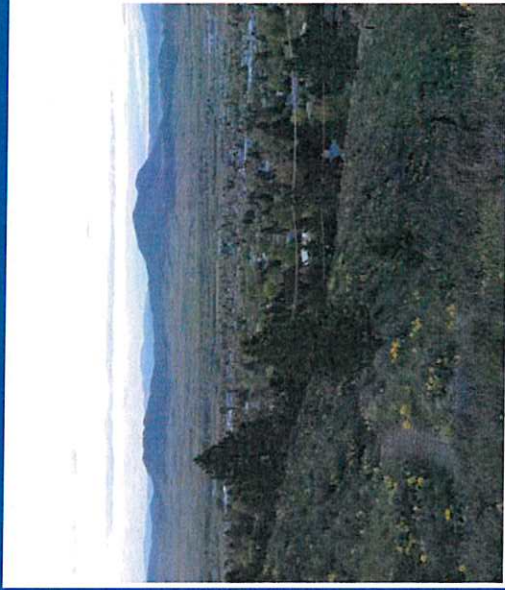


**FOR MORE INFORMATION CONTACT:**

City of Helena Public Works

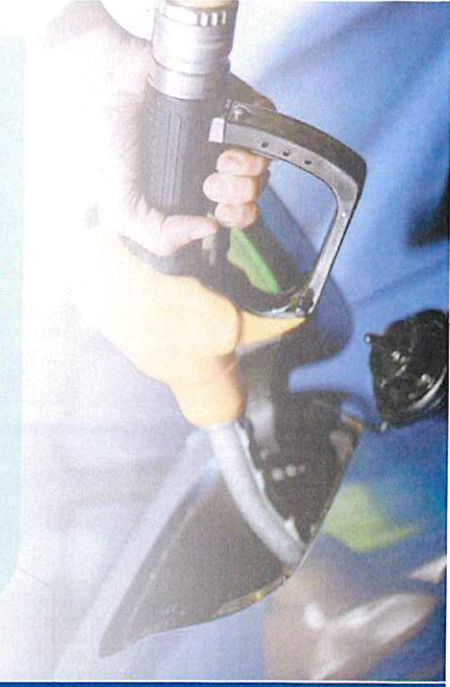
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**PROTECTING OUR STORMWATER  
PROTECTS OUR RIVERS &  
STREAMS**



# STORMWATER POLLUTION PREVENTION FOR RETAIL GAS STATIONS

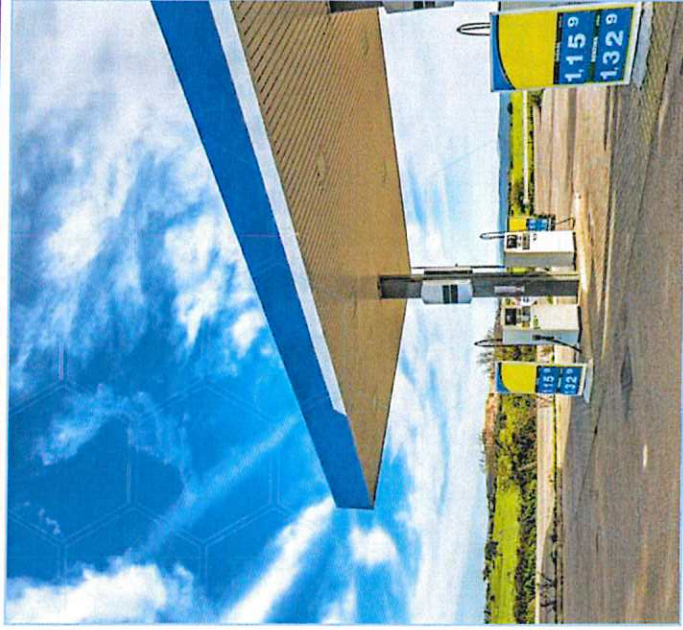
Help us protect  
**Tennile + Prickly Pear Creek**  
by reducing pollution from gas  
stations.



References:  
Photos by Vajtu Luceno on Unsplash, Adobe Stock Photos



# Implement these standard practices to help us protect our rivers and lakes.



## Fueling Areas

- Post signs at the fuel dispenser or fuel island reminding users to not top off fuel tanks when filling, which can increase the risk of spilling fuel onto the ground.
- Equip fuel dispensing equipment and pumps with automatic shutoffs and overflow protection to prevent spills and leaks.
- Place protective guards around pumps, tanks, and piping to prevent damage from vehicles.
- Provide an emergency shut-off button in plain view with bold red letters.
- Label all drains using paint or stencil to indicate whether flow is to the storm drain, sewer, or oil/water separator.
- Position roof downspouts away from the fueling area.
- Fueling areas should be paved with Portland cement concrete, free of cracks and gaps, and impervious in order to contain leaks and spills.



## Dumpster Areas

- Grade the area to prevent run on of stormwater.
- Empty dumpsters frequently.
- Keep dumpsters closed.
- Avoid exposing dumpsters to rainfall where possible.
- Inspect dumpsters for leaks and make repairs if needed, or have dumpsters replaced.
- Prevent disposal of liquid waste in dumpsters.
- Use dry methods to clean dumpsters, dumpster storage areas, and trash can areas.



## Spill Prevention & Response

- Store and maintain appropriate spill cleanup materials on site in a location near the fueling area(s).
- Maintain fuel dispensing areas using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills.
- Develop Standard Operating Procedures for spill prevention and clean up.
- Have an emergency plan, equipment, and trained personnel ready at all times to address spills.
- Supervise refueling operations to watch for and respond to spills immediately.
- Report spills of petroleum releases of greater than 25 gallons to Montana DEQ (as required by ARM 17.56, Subchapter 5).
- Spills of hazardous substances in amounts that meet or exceed the reportable quantities in 40 CFR Part 302 must also be reported to DEQ.



**Proper cleanup of small spills from vehicle fueling can prevent pollutants from entering our creeks and lakes.**



## City of Helena Solid Waste ~ Recycling Division

### Household Hazardous Waste Collection

Saturday, October 2, 2021

(9:00 am to 2:00 pm)

L&C County Fairgrounds East Parking Lot

(enter Fairgrounds from Green Meadow using Silsbee St.)

**\*\*The City of Helena has the right to deny any and all loads\*\***

The City of Helena Solid Waste - Recycling Division will be holding a Household Hazardous Waste Collection event on Saturday, October 2nd, from 9:00am to 2:00pm. **City of Helena and Scratchgravel residential permits will be required the day of the event.**

#### Items accepted:

- Aluminum paints
- Oil-based paints and stains
- Paint thinner
- De-greasers
- Flammable liquids
- Aerosol paints
- Fluorescent tubes
- Mercury thermometers and Thermostats
- Acids and Bases - (sulfuric acid/hydrochloric acid)
- Bleach
- Cleaning agents
- Ammonia water
- Sodium hydroxide
- Pesticides and poisons
- Oxidizers
- Reactives
- PCB ballasts

#### Items not accepted:

- Explosives (ammo/gun powder/blasting materials)
- Latex Paint
- Empty Paint and Aerosol Cans
- Radioactive Material

Hazardous waste **WILL NOT BE** accepted from businesses at this event. Businesses may call Kim Carley @ 447-8084 for direction on how to handle their Hazardous Waste.

Contact Us: 406-447-8084

## PUBLIC SERVICE ANNOUNCEMENT



The City of Helena Recycling office is pleased to announce the upcoming Fall Latex Paint Drop-off. Residential permit holders can begin dropping off their usable latex paint on Friday, September 24th through Friday, October 1st. **NO paint dropped off after Friday, October 1st.** Please, **only good usable LATEX paint.** This event is open to residential waste generators only. Residential permits are required. Material from businesses or commercial haulers will not be accepted. Oil base paints, solvents and other liquids need to be air dried or solidified in sand, dirt or kitty litter for disposal. None of these items are to be dropped off at the LATEX Paint Drop-off.

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For additional information call Kim at 447-8084.



## **Citizen Conservation Board (CCB)**

DRAFT Regular Board Meeting Minutes

September 9, 2021; 4:30 PM

Hybrid Meeting held virtually via Zoom and in-person (Room 326 of the City-County Building)

### **Board Members Present (8 out of 14 members required for a quorum):**

- 1) Diana Hammer, Chair
- 2) Mark Juedeman, Vice Chair
- 3) Valerie Stacey, Vice Chair
- 4) Dick Sloan
- 5) Ann Brodsky
- 6) Denise Roth Barber
- 7) Elizabeth Grant
- 8) Lucy Lantz
- 9) Makenna Sellers
- 10) Brian Solan
- 11) Patricia Heiser
- 12) Steven Costle
- 13) Becca Boslough

### **Board Members Not Present:**

Carlin Onstad (excused)

Val Stacey (excused)

### **City Staff Present:**

Ryan Leland, Kim Cross, Kim Carley, Matt Culpo

**Members of the Public** including Cora Helm, Patrick Judge, Dr. G, and other interested parties

#### **1. Call to Order:**

CCB Chair Diana Hammer called the meeting to order at 4:04 pm, noted the Quorum and welcomed all participants.

#### **2. Minutes:**

Makenna Sellers moved adoption of the August minutes with edits (noting that Liz Grant seconded the motion to approve the August minutes) and Liz Grant seconded the motion, and the motion passed with one abstention (Ann Brodsky). Diana shared the approved version with the CCB.

#### **3. Diana introduced the Guest Speaker, Matt Culpo, Stormwater Engineer, City of Helena.**

Matt began with an overview of the history of stormwater regulation from the Rivers and Harbors Act (1899) and the Water Pollution Control Act (1948) through the 1972 Clean Water Act and the 1987 Amendments, leading up to the 1990 Phase 1 (Cities over 100,000) Implementation of the NPDES (National Pollutant Discharge Elimination System) and Phase 2 in 1999 (Helena part of Phase 2). In Helena, the stormwater and sanitary sewer (blackwater) systems are separate. (FYI, Mark Fitzwater spoke about the City's wastewater program at the March 2021 CCB meeting).

Helena's stormwater is discharged to Ten Mile and Prickly Pear Creeks; both are CWA 303 (d) listed waters – meaning these waters are 'impaired' for their designated uses.

Helena's discharge permit's technical requirements include six Minimum Control Measures (MCM):

1. Public Outreach and Education
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Site Storm Water Management for New Development & Redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

#### MCM #5 – Green Infrastructure

This applies to any new development or redevelopment > 1 acre; this ensures control to prevent or minimize water quality impacts. City has a stormwater ordinance. Monitors discharges for total suspended solids (TSS), pH, P, N, Zn, Cu, Pb, Oil and Grease and Chemical Oxygen Demand (COD).

City has several large stormwater detention ponds – Nature Park, Kmart Ponds, Davis Gulch Ponds, Henderson Ponds, etc. Helena is pretty unique and in a favorable position in that all stormwater water is treated and discharged to groundwater/infiltrated (with one exception); does not go to surface water. The exception is Crystal Springs Creek – this is the only Water of the US and has jurisdictional wetlands (Van Hook) which are federally-regulated – this connects to Ten Mile Creek in Helena. It's possible that Crystal Springs Creek could be conservation easement and connected to Henderson Ponds, other public lands and to the Centennial Trail.

#### Green Infrastructure and Low Impact Development

Reflects a fundamental change in approach to managing storm water. Old: collect and transport off-site and down gradient as quickly as possible; New: collect and utilize on-site as a valuable resource – “slow it down, spread it out, soak it in.”

Benefits of Green Infrastructure (infiltrating stormwater)?

- Reduces downstream flooding
- Reduces the size and cost of municipal infrastructure
- Improves water quality
- Increases groundwater recharge
- Increases streamflows and reduces stream temperatures during seasonal lows
- Reduces the 'urban heat island' effects
- Ex: rain gardens, natural and constructed wetlands, bioswales, tree trenches, infiltration basins, rainwater harvesting (e.g, rain barrels), porous pavement, and retention ponds.

Green Infrastructure Design Manual for managing stormwater – developed by larger cities in MT (including Helena):

[https://www.helenamt.gov/fileadmin/user\\_upload/Public\\_Works/Utility/Documents/BMP\\_Manual.pdf](https://www.helenamt.gov/fileadmin/user_upload/Public_Works/Utility/Documents/BMP_Manual.pdf)

Rain Garden Flyer:

[https://www.helenamt.gov/fileadmin/user\\_upload/Public\\_Works/Utility/Documents/Rain\\_Garden\\_Flyer.pdf](https://www.helenamt.gov/fileadmin/user_upload/Public_Works/Utility/Documents/Rain_Garden_Flyer.pdf)



City is looking at ways to make this information more readily available to the public and developers, redevelopers. On average, there are probably about 10 Green Infrastructure projects in Helena annually. Ann asked if the City has considered policies mandating green infrastructure. Matt responded that the City has a Stormwater Ordinance and that leads to Design and Engineering Standards; the City's Growth Policy and Community Development all factor into the City's Green Infrastructure and stormwater management program. Win-win for developers to take the landscaping in place and build on that for their required stormwater

#### **4. Update from Ed Coleman**

- Sustainability Coordinator. Re-advertised for the .5 FTE position as the position was not filled after the first advertisement. Advertisement closes 9/21/21. Mark commented that he felt we had a commitment that the position could be re-advertised as a full-time position if we weren't able to find a successful candidate by advertising for a part-time position. Disappointed to hear it's being readvertised as a part-time position. Ryan responded that the current City Budget only provided for a part-time position and to change that, it would be necessary to go back to the Commission to amend the budget. Diana commented that the CCB has and will continue to advocate for a FT Sustainability Coordinator.
- RFP for the Strategic Plan for Waste Reduction – announcement has gone out; closes on 10/1/21. No proposals so far.
- EV Charging Stations – extended to September 2, 2022 to allow for time to work out the contracts/details. Next step: meet with DEQ.
- Do we want to continue to meet in person or hybrid meetings? Think about this...

#### **5. Review and Discussion of the Draft Letter with Recommendations to Commission to extend the existence of the Conservation Board beyond January 2023 – Makenna**

Thanks to Makenna and Val for drafting the letter. The CCB discussed the letter. Mark suggested we could better represent the community with the addition of two At-Large Members. Ann mentioned that there could be staggered terms in the future. Makenna made the motion to revise the letter to add two additional At-Large members (amend Section 1 of the Resolution) in addition to asking the Commission to amend the existing Resolution to extend the Board (Section 5). Mark seconded. Motion passed unanimously. Makenna made the motion that the CCB submit the letter as revised to the Commission; Denise seconded. Ann commented that we need to not only adapt to climate change but also slow climate change. Note: Resolution 20347 re-committed the City to combatting climate change and the Paris Climate Agreement; Resolution 20375 established the CCB. The motion passed unanimously. Diana will revise the letter as directed, sign, and submit to the Commission on behalf of the CCB. (Letter was sent to the Commission 9/13/21.)

#### **6. Presentation of the Draft CCB Communications Policy – Lucy**

Comments incorporated from the draft shared at last month's meeting; looking for additional suggestions about how to revise the letter. Ann has concerns about running materials by others for approval. Brian encourages CCB members to suggest actual language changes. Send comments to Brian and he'll coordinate with the Communication Committee to revise and share with the CCB.

#### **Water Committee – Diana**

Proceeding with the WaterWise Garden Tour – self-guided and virtual tour. Proceeding with the draft xeriscape plan for the Law and Justice Building.



Lewis and Clark County Water | Lclwaterlwp1212016.pdf | lccountymt.gov/health/water.html

LEWIS AND CLARK COUNTY *Montana*

HOME COMMUNITY GOVERNMENT NEWS SERVICES VISITORS

Public Health

- About Public Health
- Contact Public Health
- Board of Health
- Hot weather safety
- COVID-19
- Disease Control
- Environmental Health
- Health Promotion
- Immunizations
- Licensing & Inspections
- Water Quality**

- About the District
- Board of Directors
- Water Quality Resources
- Water Quality Protection District Projects
- Water Watchers Program
- Lake Helena Watershed Group
- Groundwater
- WIC Nutrition Program

Monitoring

- Surface water monitoring
- GW Monitoring
- Journals Creek
- Prickly Pear Creek

Programs & Projects

- Restoration Projects
- Re-watering project
- Water Watchers Program

Outreach & Education

- Youth Outreach
- Public Outreach
- Events & Festivals
- Fact sheets and Brochures

Home Community Government News Services Visitors

Lclwaterlwp1212016.pdf | This is it

**Matthew Culpo**

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**From:** Lake Helena Watershed Group <lakehelenawatershed@gmail.com>  
**Sent:** Wednesday, August 11, 2021 8:59 AM  
**To:** Matthew Culpo  
**Subject:** Call for Volunteers! August 21 Bashin' Trash Event

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



[LHWG Website](#)

**Call for Volunteers!**  
**Bashin' Trash - August 21, 2021 @ 9:00 am**





MCM 3

ILLICIT DISCHARGE DETECTION AND ELIMINATION



Permit Reference: Part II.A.3.a.i.

The City conducts video surveys of its storm water system on a regular basis and has not seen any evidence of significant non-storm water discharges to its system. As such, the City is not currently aware of any non-storm water discharges that contribute a significant amount of pollutants to the storm water system. An Ordinance is in affect which prohibits illegal discharges which contain pollutants that cause or contribute to a violation of applicable water quality standards or that could cause the City to be in violation of the General Permit. The specific section of the Ordinance that addresses illegal discharges can be found in Title 6, Chapter 6-10 of the City Code and a copy of the Ordinance is provided in Appendix I. Potential for non-storm water discharges which are significant contributors of pollutants will be reviewed annually and addressed in each years' annual report.

The following non-storm water discharges are exempt from the Ordinance and are not considered an illegal discharge: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater, groundwater infiltration to storm drains, uncontaminated and pumped groundwater, foundation or footing drains (not including active groundwater dewatering systems), springs, noncommercial washing of vehicles, natural riparian habitat or wetland flows, firefighting activities, routine street and utility maintenance, including chip sealing and spreading of gravel and other materials necessary to provide safe streets, and any other water source not containing pollutants.



**Occasional Incidental Non-Storm Water Discharges not to be addressed as Illicit Discharges**

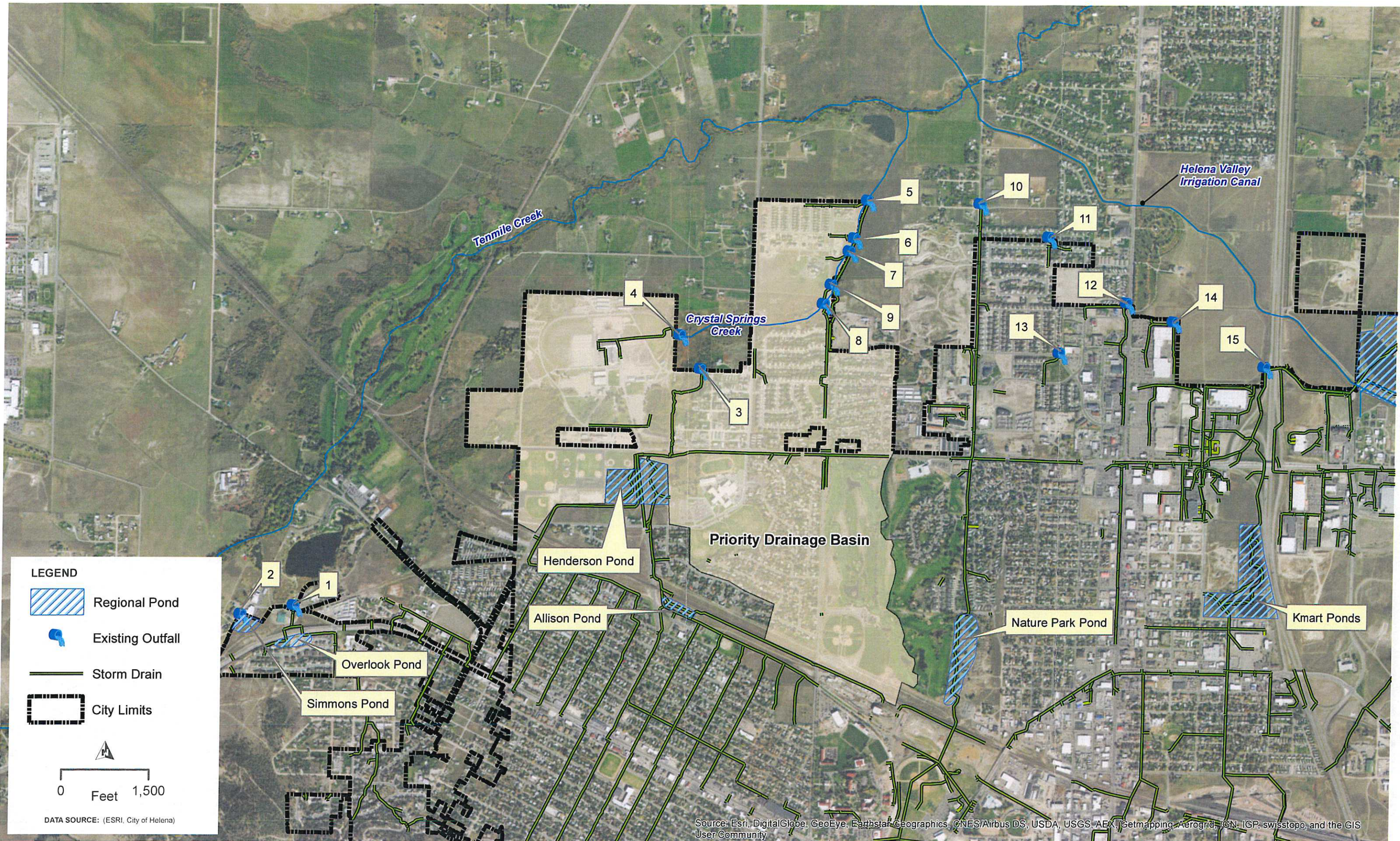
<b>Occasional Incidental non-storm water discharge</b>	<b>Potential Pollutants</b>	<b>Local Controls or Conditions</b>	<b>Reason for non-significance</b>
Charity Car Washes	Sediment and Phosphorous	None	Infrequent occurrence
Sprinkler System Overspray and breaks	Chlorine	None	Overspray and breaks are usually repaired by the owner or reported by residences or City personnel.
Residential Car Washes	Sediment and Phosphorous	None	Infrequent and small scale
Waterline flushing	Chlorine	Use of de-chlorination equipment	Use of water main flushing rules and de-chlorination equipment (Appendix D)
Main Breaks	Chlorine	Isolation/Termination	Rare and unpredictable
Fire Fighting	Chlorine and Fire Suppression Chemicals	Standard Operating Procedures	Emergency Response

## Outfalls for the City of Helena





Outfall No.	Basin	Outfall BMP	Outfall Conveyance	Street Location	Screening Results	Date Inspected 2021
High Priority Outfalls	Westside	Henderson Retention Pond Complex	48 inch CMP	Silsbee Ave and Mitchell near Fairgrounds	No discharge, inlet and outlet monitoring location	June 28
		Fairgrounds Detention Pond	18 inch CMP	Fairgrounds east of Arena	No inflow or outflow. Dry bottom, thick grass and some woody plants.	June 28
		North Stone Meadows Detention Pond	Earth spillway	Andesite Ave and crystal springs creek	No inflow or outflow. Dry bottom. Vegetation still filling in.	June 28
		Central Stone Meadows Detention Pond	8 inch PVC	Benton Ave and Flagstone Ave	No inflow or outflow. Moist bottom, some cattails.	June 28
		South Stone Meadows Detention Pond	8 inch PVC	Benton Ave south of Obsidian Ave	No inflow or outflow. Dry bottom, thick grass.	June 28
		Crystal Springs Detention Pond	12 inch PVC	Benton and Willowbrook	No inflow or outflow. Moist bottom, thick grass and cattails.	June 28
		Our Redeemers Pond	6 inch PVC	SW corner of N Benton and Obsidian Ave	No inflow or outflow. Dry bottom, thick dry grass.	June 28







**LEGEND**

-  Regional Pond
-  Existing Outfall
-  Storm Drain
-  City Limits

0 Feet 1,500

DATA SOURCE: (ESRI, City of Helena)

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community





Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.

A sanitary sewer from 705 Laurel connected to an old city main that had failed was rerouted and connected to a new City sewer main.

A resident was discharging their washing machine the street. The resident was notified of the violation and stopped using the washing machine.





MCM 5

POST CONSTRUCTION SITE STORM WATER MANAGMENT





High Priority Storm Water Management Controls (PCSWMC)

Regional Watershed	MS4 Drainage Basin	High Priority PCSWMC (Annual Inspection)	Regional PCSWMC	MS4 Outfall Basin	Location Description	Screening Summary
Prickly Pear Creek	Bull Run and Airport	8-15-21	Airport Retention R-910 John Newbo 406-439-2516	Fields south of Prickly Pear Creek	East end of airport, south of Helena valley Canal	Oversized Large pond with dry grass - no inflow or outflow
		8-4-21	Helena Regional Detention	Outfall to drainage system along York Road		Pond with dry grass, inlet clean out maintenance to remove sediment - no inflow or outflow
	Far East Area	8-4-21	Aspen Meadows Retention	Outfall to RR and Highway 12 swales	North of Allice Street, east of Cascade St, adjacent to RR	Pond with dry grass - no inflow or outflow
		8-4-21	Aspen Meadows Retention Pond 3	Outfall to dryland fields and drainage leading to E Helena Smelter	East of Alpine Road, North of Powderhorn Court	Pond with dry grass on slopes and pool of water in bottom - no inflow or outflow
Tenmile Creek	Davis Gulch	8-4-21	Aspen Meadows Detention Pond 4	Outfall to dryland fields and drainage leading to E Helena Smelter	Adjacent to Hwy 282, south of Runkle Road	Pond with dry grass and woody plants - no inflow or outflow
		8-4-21	Davis Gulch Pond	Outfall to Davis Gulch irrigation channel and fields south of Prickly Pear Creek	Northeast of Washington St and Frontage Dr round-a-bout	Oversized Large pond with dry grass some woody plants - no inflow or outflow
	Last Chance Gulch	8-4-21	Kmart Pond	Outfall to channel and pipe system leading to Davis Gulch Pond	North of Harris and Cole intersection	Series of wet ponds - trickle inflow and outflow
		5/7/21 and 7/13/21 Monitoring	Nature Park Pond	Outfall to channel along McHugh Meadows Ponds	South of Cole and McHugh intersection	Natural pond with low flow inflow and no outflow.
Westside Area	Westside Area	8-4-21	Overlook Pond	Outfall channel to Spring Meadows Ponds	South of Euclid	Pond with dry grass some shrubs - no inflow or outflow
		8-4-21	Simmons Pond	Outfall channel to Spring Meadows Ponds	South of Broadwater Ave	Pond with dry grass - no inflow or outflow
	5/7/21 and 7/13/21 Monitoring	Henderson Pond	Outfall small creek leading to VanHook Wetlands	East of Henderson, South of Custer	Oversized Large pond with dry grass - no inflow or outflow	





