



Agency Use

Permit No.: MTR04

Date Rec'd

Amount Rec'd

Check No.

Rec'd By

FORM
MS4-AR

Annual Report Form
Storm Water Discharges Associated with MS4s
MTR040000

This annual report form is to be completed by each permittee authorized under the General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Water Sewer Systems (MS4s). The completed form must be electronically submitted to DEQ by March 1st of each year starting March 1st, 2023.

Reporting Year: 2023 2024 2025 2026 (reporting period is for the preceding calendar year, Jan 1st- Dec 31st)

MS4 Information

Permit Number M T R 0 4 0 0 0 3
 Small MS4 Name City of Helena
 Contact Person, (name, title) Leea Anderson, Environmental Regulation Pretreatment Manager
 Mailing Address 316 N Park Ave
 City, State, and Zip Code Helena, MT, 59623
 Phone Number, Email Address 406-447-8096, landerson@helenamt.gov

Authorized as a Co-permittee? Yes: _____ No

(If, yes provide Co-permittee MS4 name in the blank provided. Each co-permittee must submit a separate complete annual report form.)

Is the MS4 sharing responsibility? If yes, attach written acceptance and explanation of shared obligation(s). Yes No

Attach an organizational chart identifying the primary SWMP coordinator, positions responsible for implementing requirements of the permit, and contact information for each individual. Attached Not Attached

Minimum Control Measure 1 & 2

Link to storm water website https://www.helenamt.gov/Departments/Public-Works/Utility-Maintenance/Storm-Water

List of four key target audiences:	Associated Pollutants:	Outreach strategy:
<u>Residential: Pet Waste</u>	<u>Pet Feces</u>	<small>Active: Pet Waste Stations, Passive: Informational Articles and Stories</small>
<u>Residential: General Common Education</u>	<u>Latex Paint and Non-Point Source Pollutants</u>	<small>Active: Latex Paint Events, Part in Community Event, Rain Barrel Event, Passive: Social Me</small>
<u>Business Type: Post Construction Facility Owners</u>	<u>Latex Paint</u>	Active: Latex Paint Events
<u>Residential: Hazardous Waste Disposal</u>	<u>Household Hazardous Waste</u>	Active: Hazardous Waste Event

Attach documentation of participation and/or feedback of key target audiences. Attached Not Attached

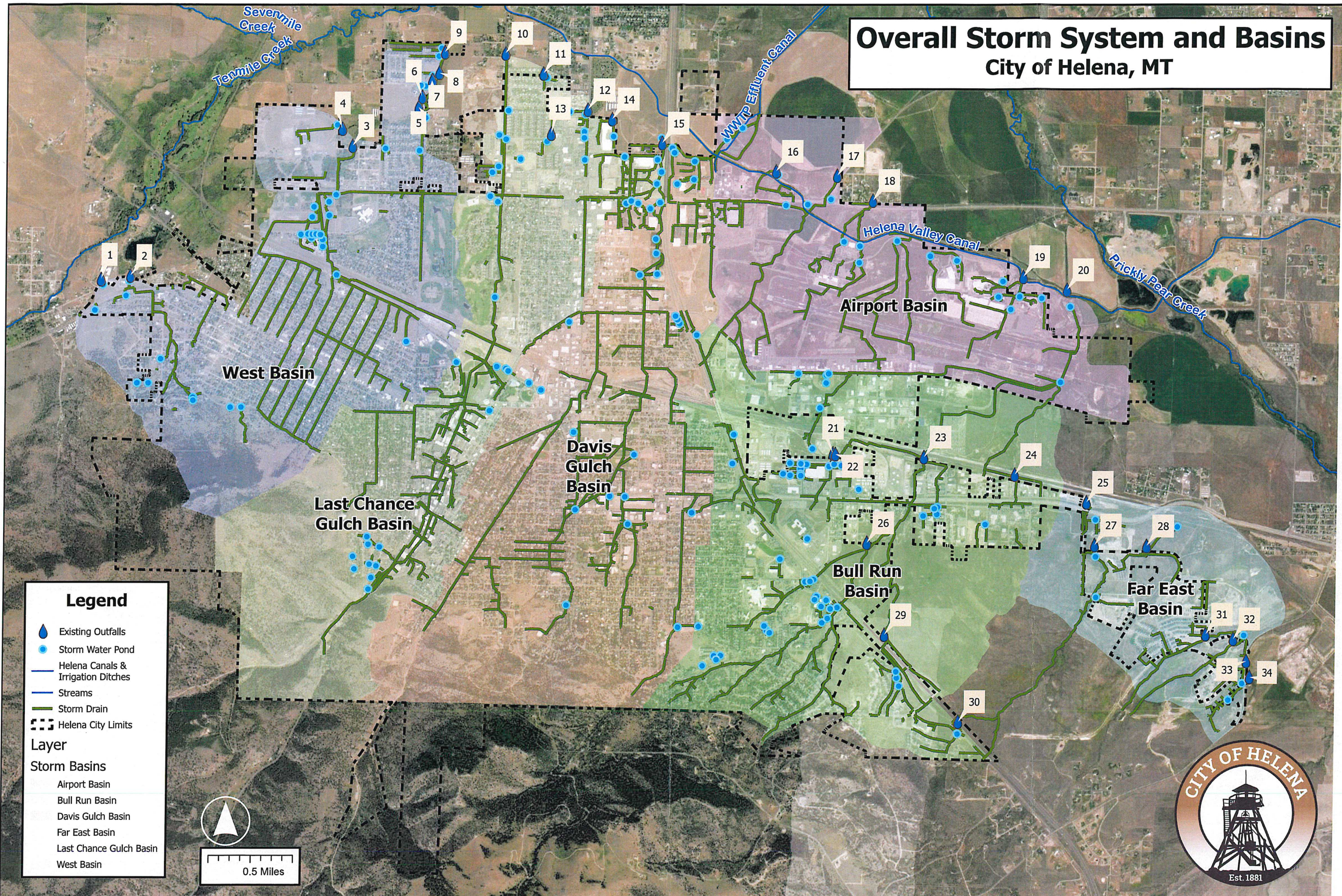
MINIMUM CONTROL MEASURE 3
ATTACHMENTS

Part II.A.2.a.i. and ii

Potential Non-Storm Water Discharge	Significant or Non-significant Contributor of	Date Reviewed	Associated Pollutants	Local Controls or Conditions	Reason for Non-Significance	Notes
Water Line Flushing	Non-Significant	6/10/2022	Chlorine	Dechlorinators are required to be used. No discharges to State Waters, captured in Regional Stormwater Ponds	Pollutant removed prior to discharge. No discharge to state waters.	Exempt per 6-6-10 of Helena City Code
Landscape Irrigation	Non-Significant	6/10/2022	Chlorine, Nutrients, and Pesticides	None	Overspray and breaks are usually repaired by the owner or reported by residences or City personnel	Exempt per 6-6-10 of Helena City Code
Diverted Stream Flows	Non-Significant	6/10/2022	Biological Contaminants, Sediment, Organic Material	None	Infrequent occurrence	Exempt per 6-6-10 of Helena City Code
Rising Groundwater	Non-Significant	6/10/2022	Biological Contaminants and Minerals	None	Infrequent localized occurrence	Exempt per 6-6-10 of Helena City Code
Uncontaminated Groundwater Infiltration	Non-Significant	6/10/2022	Sediment and Minerals	None	Minimal pollution potential	Exempt per 6-6-10 of Helena City Code
Uncontaminated Pumped Groundwater	Non-Significant	6/10/2022	Sediment and Minerals	None	Infrequent occurrence	Exempt per 6-6-10 of Helena City Code
Discharges from Potable Water Sources	Non-Significant	6/10/2022	Chlorine	None	Overspray and breaks are usually repaired by the owner or reported by residences or City personnel	Exempt per 6-6-10 of Helena City Code
Foundation Drains	Non-Significant	6/10/2022	Biological Contaminants and Minerals	None	Infrequent occurrence	Exempt per 6-6-10 of Helena City Code
Air Conditioning Condensation	Non-Significant	6/10/2022	Sediment and Copper	None	Infrequent occurrence	Exempt per 6-6-10 of Helena City Code
Irrigation Water	Non-Significant	6/10/2022	Chlorine, Nutrients, and Pesticides	None	Overspray and breaks are usually repaired by the owner or reported by residences or City personnel	Exempt per 6-6-10 of Helena City Code
Springs	Non-Significant	6/10/2022	Biological Contaminants, Sediment, Organic Material	None	Infrequent occurrence	Exempt per 6-6-10 of Helena City Code
Water from Crawl Space Pumps	Non-Significant	6/10/2022	Biological Contaminants and Minerals	None necessary, not a significant contributor of pollutants	Infrequent occurrence and small scale	Exempt per 6-6-10 of Helena City Code
Footing Drains	Non-Significant	6/10/2022	Biological Contaminants and Minerals	None	Infrequent occurrence and small scale	Exempt per 6-6-10 of Helena City Code
Lawn Watering	Non-Significant	6/10/2022	Chlorine, Nutrients, and Pesticides	None	Infrequent occurrence and small scale	Exempt per 6-6-10 of Helena City Code
Individual Residential Car Washing	Non-Significant	6/10/2022	Chlorine, Soap, Automotive Fluids, Sediment, Phosphorous	None	Not significant contributor of pollutants, infrequent and small scale	Exempt per 6-6-10 of Helena City Code
Flows from Riparian Habitats and Wetlands	Non-Significant	6/10/2022	Biological Contaminants, Sediment, and Organic Material	None	Not significant contributor of pollutants	Exempt per 6-6-10 of Helena City Code
Dechlorinated Swimming Pool Discharges	Non-Significant	6/10/2022	Biological Contaminants, Chlorine Residuals	None	Not significant contributor of pollutants	Exempt per 6-6-10 of Helena City Code
Street Wash Water	Non-Significant	6/10/2022	Sediment	None	Not significant contributor of pollutants	Exempt per 6-6-10 of Helena City Code
Charity Car Washes	Non-Significant	6/10/2022	Chlorine, Soap, Automotive Fluids, Sediment, Phosphorous	None	Infrequent occurrence	Exempt per 6-6-10 of Helena City Code
Water Main Breaks	Non-Significant	6/10/2022	Chlorine	Isolation/Termination	Rare and unpredictable	Exempt per 6-6-10 of Helena City Code
Firefighting Activities	Non-Significant	6/10/2022	Chlorine, Fire Suppression Chemicals, Debris	Standard operating procedures	Emergency response	Exempt per 6-6-10 of Helena City Code

Overall Storm System and Basins

City of Helena, MT



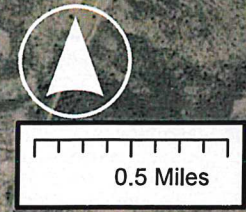
Legend

- Existing Outfalls
- Storm Water Pond
- Helena Canals & Irrigation Ditches
- Streams
- Storm Drain
- Helena City Limits

Layer

Storm Basins

- Airport Basin
- Bull Run Basin
- Davis Gulch Basin
- Far East Basin
- Last Chance Gulch Basin
- West Basin



Outfall No.	Drainage Basin	Outfall BMP	Outfall Conveyance	Street Location
1	Westside	East Simmons Detention Pond	30 inch	Broadwater Ave and spring meadow
2		West Simmons Detention Pond	12 inch	Broadwater and Motor Ave
3		Henderson Retention Pond Complex	24 inch	Slisbee Ave and Mitchell near Fairgrounds
4	Westside	Fairgrounds Detention Pond	24 inch	
5		North Stone Meadows Detention Pond	16 inch	Fairgrounds east of Arena
6		Central Stone Meadows Detention Pond	8 inch	Andesite Ave and crystal springs creek
7		South Stone Meadows Detention Pond	10 inch	Benton Ave and Flagstone Ave
8		Crystal Springs Detention Pond	8 inch	Benton Ave south of Obsidian Ave
9		County Shop Detention Basin	Open Channel	Benton and Willowbrook
10	Last Chance	Nature Park Retention Pond, and on-site detention/ret ponds	Open Channel	E of N Benton and Willowbrook Drive
11		Golden Estates Detention Pond	24 inch	McHugh Lane north of Golden Estates subdivision
12		Skellon Detention 1, 2, 3, and 4	18 inch	Jade Street and Amethyst Ave (golden estates)
13		Anderson BP Detention and open channel	24 inch	North of Ptarmigan and Montana Ave
14	Davis	Target Retention Pond	Open Channel	S of Road Runner and Sand Piper
15		Davis Region Pond and Kmart Pond	36 inch	Jordan Drive behind Macy's
16	Bull Run West	Burnham Ranch Retention Pond	48 inch	1-15 Regional Ponds
17		Helena Regional Detention and York and Custer Detention	55 inch	York Road north of Custer
18	Airport	Airport Detention 4, 5, 1, and 5.2 and 1400ft of open channel	21 inch	Canyon Ferry Road east of Y-county
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
20		Airport Retention R-910 and Detention Pond 2	54 inch	Helena Valley Canal Crossing east end Airport
21		Walmart Detention 1 and 2	36 in	NW of Miller and Carter
22		Staples Detention	36 in	NW of Miller and Carter
23		Future Nichole St Pond	18 in	NW of Miller and Carter
24		Open Channel	36 in	N of Nichole St and RR Tracks
25	Bull Run Upstream of Airport	Hunters Point and Mountain West Bank Detention	Open Channel	N of Dick Anderson Construction
26		Nob Hill Retention 1 and 2, and Nob Hill Detention 1, Grass swale along 115	Open Channel	N of 115, upstream of Synness Auto Salvage
27		Nob Hill Detention 4	24 in	NW of 115 and Mendocino Drive
28		Aspen Meadows Detention	Open Channel	Colonial drive south of Nob Hill Lift station
29		Grass channel, small basin at culvert inlet	84 inch	Alice street East of Crossroads Pkwy
30		Far East	West Aspen Meadows Retention	2-24 inch
31	East Aspen Meadows Retention		24 inch	Alice street East of Cascade Ave
32	East Aspen Meadows Retention		42 inch	Twilight and Stillwater streets
33	Open Channel for 700ft		12 inch	Runkle Pkwy between Still water and Alpine View
34	Aspen Meadows Detention North and South		12 inch	Runkle Pkwy and Highway 282
			36 inch	Highway 282 south of Runkle Parkway

2022 Summary of Illicit Discharge Investigations and Corrective Actions

Work Order #	Description	Location	Date			Employee	Comments
			Received	Initial Response	Resolution		
231267	Storm Inlet-Illicit Discharge	822 5th Ave	4/4/2022	4/4/2022	4/6/2023	Shane Bogard	Shane Bogard received a call indicating there was a car leaking oil on the street at 822 5th Ave. Bogard utilized the assistance of HPD to help locate the owner, found the car had bad plates. HPD towed the car on 04/06/2023 and the clean area where the car was parked.
236645	Illicit Discharge	1101 Floweree	5/4/2022	5/19/2022	6/2/2022	Shane Bogard	Matt Culpo received a call indicating that A Jay Concrete had a pump truck that blew a hydraulic hose at 1101 Floweree. Bogard called Amos (owner) 406-799-7050 and Kyle Weiver (Helena Rep for A Jay) 406-750-3296. Approximately 10 gallons of fluid was spilled on a asphalt surface. A Jay removed all the loose material that was contaminated along the curb and worked the asphalt with absorbent material then swept and bagged all of the contaminated material.
237399	Stormwater Node- Illicit Discharge	3424 US HWY 12	6/7/2022	6/7/2022	6/9/2022	Shane Bogard	DEQ received a report of an illicit discharge on 06/01/2022. The City received the report on 06/07/2022. Between 06/01/2022 to 06/07/2022 there were heavy rains. This resulted in the site being clean when the City inspected the site on 06/07/2022.
241944	Illicit Discharge	706 None Such Rd	8/17/2022	8/17/2022	8/30/2022	Shane Bogard	Bogard receive a service request about a white truck that rarely moves leaking oil onto the street. Bogard located the owner at 706 None Such Rd and spoke with Emily Sweeney 406-350-1335. Ms. Sweeney was just leaving town when Bogard spoke with her and she state she would have the issue taken care of when she returned. Bogard conducted a followup site visit on 08/30/22 and the truck located in the driveway and the oil was cleaned up.
243221	Wastewater Service- Illicit Discharge	1150 11th Ave	9/26/2022	9/26/2011	10/21/2022	Shane Bogard	Trent Sheuer received an email informing the City of a potential discharge at the Walgreens on 11th Ave and Montana. An onsite visit confirmed the service line was surcharged to the point of leaking into the parking lot. Trent showed the manager of Walgreens. The Manager of Walgreens contacted a plumber to unplug the line. Shane Bogard followed up to ensure it is addressed and cleaned up on 10/21/2022. Bogard confirmed the service line was working properly and the asphalt has been cleaned up.



City of Helena -Utilities Maintenance Division
 2218 E. Custer Avenue
 Helena, MT 59601
 (406) 457-8567 Fax (406) 457-8552

Work Order
 Status: CLOSED

General:

Work Order Number: 231267	Work Order Category:	Work Order Priority: High
Work Order Description: Storm Inlet-Illicit Discharge		
Work Order Requested By: Bogard, Shane		Supervisor: Bogard, Shane
Initiated By: Bogard, Shane		Assigned To: JET, SEWER
Projected Start Date: 4/4/2022 1:52:30PM		Actual Finish Date: 4/7/2022 12:00:00PM
Work Order Instructions:		
Work Order Comments:		
Shane Bogard		4/4/2022 1:57:43PM
Called to 522 5th Ave for a car leaking oil on the street. I had HPD help locate the owner, found the car had bad plates on it. HPD said if the car was still there in two days they would have it towed. at that time we will clean the area under where the car was/is parked.		
Shane Bogard		4/4/2022 2:02:14PM
correction 822 5th ave.		

Location:

Address:
General Location:

GIS Asset Data (Attached WOs Only):

<i>Asset Type</i>	<i>LEGACYID</i>	<i>AssetID</i>	<i>LOCATION</i>
STORMINLETS		0	

Custom Fields:

<i>Field</i>	<i>Value</i>

Labor:

<i>Employee</i>	<i>Hours</i>	<i>Cost</i>
DANKO, JIM	2.00	\$82.28
Halsan, Hunter	2.00	\$82.28

Material:

<i>Material</i>	<i>Units Used</i>	<i>Cost</i>

Equipment:

<i>Equipment Description</i>	<i>Hours</i>	<i>Cost</i>
414 - Sewer Jet - Freightliner	2.00	\$360.00

Cost Totals:

<i>Labor Cost:</i> \$164.56	<i>Equipment Cost:</i> \$360.00
<i>Material Cost:</i> \$0.00	<i>Total Cost:</i> \$524.56

Completion:

<i>Work Order Closed By:</i> Bogard, Shane	<i>Work Completed By:</i> Bogard, Shane
<i>Date Work Order Closed:</i> 4/6/2022 10:43:19AM	<i>Map Update:</i> NO



City of Helena -Utilities Maintenance Division
 2218 E. Custer Avenue
 Helena, MT 59601
 (406) 457-8567 Fax (406) 457-8552

Work Order
 Status: CLOSED

General:

Work Order Number: 236645	Work Order Category:	Work Order Priority: Medium
Work Order Description: Illicit Discharge ID		
Work Order Requested By: CULPO, MATTHEW	Supervisor: Bogard, Shane	
Initiated By: Bogard, Shane	Assigned To: Bogard, Shane	
Projected Start Date: 5/4/2022 12:00:00PM	Actual Finish Date: 6/2/2022 8:04:26AM	
Work Order Instructions:		
Work Order Comments:		
Shane Bogard		5/19/2022 7:59:44AM
A Jay Concrete had a pump truck that blew a hydraulic hose at 1101 Flowerree. I got hold of Amos (owner) 406-799-7050, and Kyle Weiver (Helena Rep for A Jay) 406-750-3296. Approximately 10 gallons of fluid was spilled on a asphalt surface. They removed all the loose materiel such as sand and dirt that was contaminated along the curb and worked the asphalt with absorbent materiel then swept and bagged all of that.		

Location:

Address:
General Location: GRANT & LEGRANDE NE CORNER - GRANT & EUCLID SE CORNER

GIS Asset Data (Attached WOs Only):

Asset Type				
STORMLINES				

Labor:

Employee	Hours	Cost

Material:

Material	Units Used	Cost

Equipment:

Equipment Description	Hours	Cost

Cost Totals:

Labor Cost: \$	Equipment Cost: \$
Material Cost: \$	Total Cost: \$

Completion:

Work Order Closed By: Bogard, Shane	Work Completed By:
Date Work Order Closed: 6/2/2022 8:04:31AM	Map Update: NO



City of Helena -Utilities Maintenance Division
 2218 E. Custer Avenue
 Helena, MT 59601
 (406) 457-8567 Fax (406) 457-8552

Work Order
 Status: CLOSED

General:

Work Order Number: 237399	Work Order Category:	Work Order Priority: Medium
Work Order Description: Stormwater Node-Illicit Discharge		
Work Order Requested By: Bogard, Shane	Supervisor: Bogard, Shane	
Initiated By: Bogard, Shane	Assigned To: Bogard, Shane	
Projected Start Date: 6/7/2022 12:00:00PM	Actual Finish Date: 6/9/2022 10:25:53AM	
Work Order Instructions:		
Work Order Comments:		
Shane Bogard		6/9/2022 10:18:54AM
DEQ got a report of a illicit discharge 6/1/22, I received the report 6/7/22. We had heavy rains in that timeframe so by time we got notified the rains had wash the site clean.		

Location:

Address:
General Location: Storm inlet on the North side of Centennial between PEC and Dick Anderson.

GIS Asset Data (Attached WOs Only):

<i>Asset Type</i>	<i>LEGACYID</i>	<i>AssetID</i>	<i>LOCATION</i>
STORMNODE	BR-1-35-3	STN0000110	SEE HIGHWAY 12 E TRACKS SOUTH SIDE

Custom Fields:

<i>Field</i>	<i>Value</i>

Labor:

<i>Employee</i>	<i>Hours</i>	<i>Cost</i>

Material:

<i>Material</i>	<i>Units Used</i>	<i>Cost</i>

Equipment:

<i>Equipment Description</i>	<i>Hours</i>	<i>Cost</i>

Cost Totals:

Labor Cost: \$0.00	Equipment Cost: \$0.00
Material Cost: \$0.00	Total Cost: \$0.00

Completion:

<i>Work Order Closed By:</i> Bogard, Shane	<i>Work Completed By:</i>
<i>Date Work Order Closed:</i> 6/9/2022 10:26:05AM	<i>Map Update:</i> NO



City of Helena -Utilities Maintenance Division
 2218 E. Custer Avenue
 Helena, MT 59601
 (406) 457-8567 Fax (406) 457-8552

Work Order
 Status: CLOSED

General:

Work Order Number: 241944	Work Order Category:	Work Order Priority: High
Work Order Description: Illicit Discharge ID		
Work Order Requested By: Bogard, Shane		Supervisor: Bogard, Shane
Initiated By: Bogard, Shane		Assigned To: Bogard, Shane
Projected Start Date: 8/17/2022 12:00:00PM		Actual Finish Date: 8/30/2022 3:43:15PM
Work Order Instructions:		
Work Order Comments:		
Shane Bogard		8/30/2022 3:44:21PM
I received a service request about a white truck that rarely moves leaking oil onto the street. I located the owner at 706 None Such road and spoke with Emily Sweeny 406-350-1335. She was just leaving town when I called her and she stated she would have the issue taken care of when she returned. I returned 8/30/22 and the truck located in her driveway and the oil spill was cleaned up.		

Location:

Address: corner of None Such RD and Gold Rush
General Location: corner of None Such RD and Gold Rush

GIS Asset Data (Attached WOs Only):

Asset Type			
STORMLINES			

Labor:

Employee	Hours	Cost

Material:

Material	Units Used	Cost

Equipment:

Equipment Description	Hours	Cost

Cost Totals:

Labor Cost: \$	Equipment Cost: \$
Material Cost: \$	Total Cost: \$

Completion:

Work Order Closed By: Bogard, Shane	Work Completed By: Bogard, Shane
Date Work Order Closed: 8/30/2022 3:49:09PM	Map Update: NO



City of Helena -Utilities Maintenance Division
 2218 E. Custer Avenue
 Helena, MT 59601
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Work Order
 Status: CLOSED

General:

Work Order Number: 243221	Work Order Category:	Work Order Priority: Medium
Work Order Description: Wastewater Service - Illicit Discharge		
Work Order Requested By: SCHEUER, TRENT R		Supervisor: Bogard, Shane
Initiated By: SCHEUER, TRENT R		Assigned To: Bogard, Shane
Projected Start Date: 9/26/2022 2:36:49PM		Actual Finish Date: 10/21/2022 8:26:41AM
Work Order Instructions:		
Work Order Comments:		
TRENT SCHEUER		9/26/2022 2:41:15PM
Received an email informing us of a potential discharge at the Walgreens on 11 th and Montana. An onsite visit confirmed their service line is surcharged to the point of leaking into the parking lot. I showed the manager. He is contacting a plumber to unplug the line. Staff will follow up to ensure it is addressed and cleaned up. (picture attached)		
Shane Bogard		10/21/2022 8:26:05AM
The service line is working properly and the asphalt has been cleaned up.		

Location:

Address: 1150 11TH AVE
General Location:

GIS Asset Data (Attached WOs Only):

<i>Asset Type</i>	<i>LEGACYID</i>	<i>AssetID</i>	<i>LOCATION</i>
SEWERSERVICELI		SSL0024417	

Custom Fields:

<i>Field</i>	<i>Value</i>

Labor:

<i>Employee</i>	<i>Hours</i>	<i>Cost</i>
SCHEUER, TRENT R	0.50	\$24.07

Material:

<i>Material</i>	<i>Units Used</i>	<i>Cost</i>

Equipment:

<i>Equipment Description</i>	<i>Hours</i>	<i>Cost</i>

Cost Totals:

Labor Cost: \$24.07	Equipment Cost: \$0.00
Material Cost: \$0.00	Total Cost: \$24.07

Completion:

<i>Work Order Closed By:</i> Bogard, Shane	<i>Work Completed By:</i> Bogard, Shane
<i>Date Work Order Closed:</i> 10/21/2022 8:29:34AM	<i>Map Update:</i> NO

Summary of Any Resulting Actions Taken from Screening Results

Outfall No.	Drainage Basin	Outfall BMP	Outfall Conveyance	Street Location	Inspection Date	Inspection Due	Actions Resulting from Screening Results
1		East Simmons Detention Pond	30 inch	Broadwater Ave and spring meadow		2023-2026	N/A
2		West Simmons Detention Pond	12 inch	Broadwater and Motor Ave		2023-2026	N/A
3		Henderson Retention Pond Complex	24 inch	Sisbee Ave and Mitchell near Fairgrounds	5/19/2022	2023	None
4		Fairgrounds Detention Pond	24 inch				None
5	Westside	North Stone Meadows Detention Pond	16 inch	Fairgrounds east of Arena	5/19/2022	2023	None
6		Central Stone Meadows Detention Pond	8 inch	Andesite Ave and crystal springs creek	5/19/2022	2023	None
7		South Stone Meadows Detention Pond	10 inch	Benton Ave and Flagstone Ave	5/19/2022	2023	None
8		Crystal Springs Detention Pond	8 inch	Benton Ave south of Obsidian Ave	5/19/2022	2023	None
9		County Shop Detention Basin	Open Channel	Benton and Willowbrook	5/19/2022	2023	None
10		Nature Park Retention Pond, and on-site detention/ret ponds	Open Channel	E of N Benton and Willowbrook Drive	5/19/2022	2023	None
11	Last Chance	Golden Estates Detention Pond	24 inch	McHugh Lane north of Golden Estates subdivision		2023-2026	N/A
12		Skelton Detention 1, 2, 3, and 4	18 inch	Jade Street and Amethyst Ave (golden estates)		2023-2026	N/A
13		Anderson BP Detention and open channel	24 inch	North of Piarmigan and Montana Ave		2023-2026	N/A
14		Target Retention Pond	Open Channel	S of Road Runner and Sand Piper		2023-2026	N/A
15	Davis	Davis Region Pond and Knart Pond	36 inch	Jordan Drive behind Macy's		2023-2026	N/A
16		Burham Ranch Retention Pond	48 inch	I-15 Regional Ponds		2023-2026	N/A
17	Bull Run West	Helena Regional Detention and York and Custer Detention					
18		Airport Detention 4, 5.1, and 5.2 and 1400ft of open channel	55 inch	York Road north of Custer		2023-2026	N/A
19		Airport Retention R-13 and National Guard, Helena Aviation, Fire and D10 Detention	21 inch	Canyon Ferry Road east of Y-county		2023-2026	N/A
20	Airport	Airport Retention R-910 and Detention Pond 2	48 x 60 inch	Helena Valley Canal Crossing east of National Guard		2023-2026	N/A
21		Walmart Detention 1 and 2	54 inch	Helena Valley Canal Crossing east end Airport		2023-2026	N/A
22		Staples Detention	36 in	NW of Miller and Carter		2023-2026	N/A
23	Bull Run Upstream of Airport	Future Nichols St Pond	18 in	NW of Miller and Carter		2023-2026	N/A
24		Open Channel	36 in	N of Nichole St and RR Tracks		2023-2026	N/A
25		Hunters Point and Mountain West Bank Detention	Open Channel	N of Dick Anderson Construction		2023-2026	N/A
26		Nob Hill Retention 1 and 2, and Nob Hill Detention 1, Grass swale along I15	Open Channel	N of I15, upstream of Synness Auto Salvage		2023-2026	N/A
27		Nob Hill Detention 4	24 in	NW of I15 and Mendocino Drive	4/26/2022		None
28		Aspen Meadows Detention	Open Channel	Colonial drive south of Nob Hill Lift station	4/26/2022		None
29		Grass channel, small basin at culvert inlet	84 inch	Alice street East of Crossroads Pkwy	4/26/2022		None
30	Far East	West Aspen Meadows Retention	2-24 inch	Crossroads Pkwy and Prospect Ave (highway 12)	4/26/2022		None
31		East Aspen Meadows Retention	24 inch	Alice street East of Cascade Ave	4/26/2022		None
32		East Aspen Meadows Retention	42 inch	Twilight and Stillwater streets	4/26/2022		None
33		Open Channel for 700ft	12 inch	Runkle Pkwy between Still water and Alpine View		2023	None
34		Aspen Meadows Detention North and South	12 inch	Runkle Pkwy and Highway 282	4/26/2022		None
			36 inch	Highway 282 south of Runkle Parkway	4/26/2022		None

ORDINANCES OF THE CITY OF HELENA, MONTANA

ORDINANCE NO. 3120

AN ORDINANCE PROHIBITING ILLEGAL DISCHARGES AND CONNECTIONS TO THE MUNICIPAL SEPARATE STORM SEWER SYSTEM, AND REGULATING CONSTRUCTION AND POST CONSTRUCTION ACTIVITIES BY AMENDING CHAPTER 6 OF TITLE 6 OF THE HELENA CITY CODE

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

That Title 6, Public Utilities, of the Helena City Code is hereby amended by repealing Chapter 6, Storm Water Utility, in its entirety and adopting this new Chapter 6, Storm Water Control.

CHAPTER 6

STORM WATER CONTROL

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CHAPTER 6

STORMWATER CONTROL

SECTION:

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6-6-1: TITLE:

This chapter may be cited as the *HELENA STORMWATER CONTROL CHAPTER*. (Ord. 3120, 12-21-2009)

6-6-2: PURPOSE:

The purpose of this chapter is to provide for the health, safety, and general welfare of the citizens of the city of Helena by protecting water quality through the regulation of nonstormwater discharges to the stormwater drainage system to the maximum extent practicable as required by federal and state law. This chapter establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the Montana pollutant discharge elimination system (MPDES) permit process. The objectives of this chapter are:

- A. To regulate the contribution of pollutants to the municipal separate storm sewer system from stormwater discharges by any user.
- B. To prohibit illegal connections to and discharges into the municipal separate storm sewer system.
- C. To establish legal authority to carry out all inspection, surveillance, and monitoring procedures necessary to ensure compliance with this chapter.
- D. To establish legal authority to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects. (Ord. 3120, 12-21-2009)

6-6-3: DEFINITIONS:

For purposes of this chapter, the following definitions apply:

BEST MANAGEMENT PRACTICES (BMPs): Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

CONSTRUCTION ACTIVITY: Development and redevelopment projects resulting in any land disturbance including, but not limited to, clearing and grubbing, grading, excavating, and demolition.

DEPARTMENT: City of Helena public works department.

DETENTION/RETENTION BASINS: A normally dry area designed to capture and hold stormwater. The stormwater may be captured and released at a uniform rate after the storm peak flow has passed (detention) or the stormwater may be held for evaporation or infiltration into the ground and not released at all (retention).

DISCHARGE: Any direct or indirect nonstormwater discharge to the storm drain system.

HAZARDOUS MATERIALS: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. This includes materials defined as hazardous by the United States environmental protection agency and the Montana department of environmental quality.

ILLEGAL CONNECTIONS: Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including, but not limited to, any conveyances that allow any nonstormwater discharge, including sewage, processed wastewater, and wash water to enter the storm drain system, and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drains or connections had been previously allowed, permitted, or

approved by the department, or any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records, and approved by the department.

INDUSTRIAL ACTIVITY: Activities subject to MPDES industrial permits as defined in 40 CFR, section 122.26(b)(14).

MS4: The municipal separate storm sewer system including stormwater drainage facilities and system.

MANMADE DRAINAGEWAY: An open channel designed to carry stormwater.

MONTANA POLLUTANT DISCHARGE ELIMINATION SYSTEM (MPDES) STORMWATER DISCHARGE PERMIT: A permit issued by the Montana department of environmental quality that authorizes the discharge of pollutants to surface waters of the United States, whether the permit is applicable on an individual, group, or general areawide basis. Also includes permits issued by the United States environmental protection agency.

NATURAL DRAINAGEWAY: A recognizable drainage which has historically carried storm or runoff water. The drainageway may still be in its native state or may be partially or totally encroached upon. The limits of the drainageway are considered to be the outermost area of flow for the design storm or the prescribed easement for the drainageway.

NONSTORMWATER DISCHARGE: Any discharge to the storm drain system that is not composed entirely of stormwater.

PERSON: Any individual, association, organization, partnership, firm, corporation or other entity recognized by law.

POLLUTANT: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to, paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes; and refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous materials and wastes; sewage, fecal coliform, and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

PREMISES: Any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips.

STORM DRAINAGE SYSTEM OR FACILITIES: City owned or controlled facilities that are part of the MS4 by which stormwater is collected or conveyed, including, but not limited to, any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and humanmade or altered drainage channels, reservoirs, and other drainage structures.

STORMWATER: Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

STORMWATER POLLUTION PREVENTION PLAN: A written document which describes the best management practices and activities to be implemented by a person to identify sources of pollution or contamination at a site, and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, or receiving waters to the maximum extent practicable.

STORMWATER UTILITY: A funding mechanism for maintenance and operation of, as well as capital improvements to, the stormwater drainage system. The utility is a user fee charged equitably to all property within the service area which benefits from the utility.

WASTEWATER: Any water or other liquid, other than uncontaminated stormwater, discharged from a facility. (Ord. 3120, 12-21-2009)

6-6-4: APPLICABILITY:

This chapter applies to all water entering the city's separate stormwater system that is generated on any developed and undeveloped land. (Ord. 3120, 12-21-2009)

6-6-5: STORMWATER UTILITY SERVICE AREA:

The stormwater utility service area is inclusive of all premises annexed to the city and bounded by the incorporated city limits as the same may be adjusted by the city commission.

The city reserves the right to plan for drainage improvements outside the service area. The city may also construct storm drainage improvements out of the service area when needed as an integral part of the storm drain facilities located within the service area. (Ord. 3120, 12-21-2009)

6-6-6: RESPONSIBILITY FOR ADMINISTRATION:

The department shall administer, implement, and enforce the provisions of this chapter. Any powers granted or duties imposed upon the department may be delegated by the department to persons or entities acting in the beneficial interest of or in the employ of the city. (Ord. 3120, 12-21-2009)

6-6-7: COOPERATION WITH THE COUNTY:

The city shall, in all ways and within the limits of its powers, solicit the county to cooperate in providing drainage facilities in stormwater basins, or parts thereof, extending outside the city and, in general, to carry out the drainage plan developed therein. (Ord. 3120, 12-21-2009)

6-6-8: STORM DRAINAGE MASTER PLAN:

The storm drainage master plan prepared by Stahley and Wright-McLaughlin Engineers and dated April 9, 1980, as well as the application updates of the Davis Gulch Basin dated May 1985, prepared by Robert Peccia and Associates, and the updates of the Last Chance Gulch Basin, Bull Run Basin and West Area Basin prepared by Stahley Engineering and Associates, dated May 1989, are hereby adopted by reference and declared to be part of this chapter. The plans are on file in the office of the city engineer. The city may adopt additional master drainage plan updates by reference and declare them to be a part of this chapter, and copies of such master drainage plan updates shall be on file in the office of the city engineer. Modifications of the plans may be initiated by the department and submitted to the city commission for approval. Approved modifications are to be filed in the office of the city engineer. (Ord. 3120, 12-21-2009)

6-6-9: ULTIMATE RESPONSIBILITY:

The standards set forth herein and promulgated pursuant to this chapter are minimum standards; therefore, this chapter does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants. (Ord. 3120, 12-21-2009)

6-6-10: PROHIBITION OF ILLEGAL DISCHARGES:

A. A person may not discharge or cause to be discharged into the MS4 any materials, including, but not limited to, pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards or that could cause the city to be in violation of its MPDES phase II permit, other than stormwater. Any such prohibited discharge is an illegal discharge.

B. The commencement, conduct, or continuance of any illegal discharge to the MS4 is prohibited except as follows:

1. 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;

2. Discharges specified in writing by the department as being necessary to protect public health and safety;

3. Any nonstormwater discharge permitted under an MPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the federal environmental protection agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system; and

4. Other nonstormwater discharges which are not a source of pollutants to the city's MS4 or waters of the United States and are exempted in writing by the department.

C. It is unlawful to introduce hazardous materials into any drainage system. The originator of any hazardous material spill or introduction is responsible for the material, and shall pay all applicable investigation and cleanup costs, including the cost of equipment, materials, staff time with fringes, and consultant charges.

D. The city may use available and reasonable testing to identify the source of an illegal discharge including, but not limited to, visual inspections, sample collection and testing, dye testing, and smoke testing. (Ord. 3120, 12-21-2009)

6-6-11: DRAINAGEWAY PROTECTION:

A. It is unlawful to encroach upon natural or manmade drainageways with:

1. Temporary or permanent structures not approved by the city manager; or
2. Fill material or other material obstructing or restricting natural stormwater flow.

B. Natural or manmade drainageways may be altered under the supervision of, and upon application to, the department under the following circumstances:

1. A roadway crossing, provided drainage is considered in the design and culverts are designed to handle proper flow as specified in the master plan and updates, or bridges are designed such that the opening is adequate;
2. Improvements such as detention basins; and
3. Slope improvements.

All improvements or changes to drainageways must be designed by a registered professional engineer and submitted for approval to the department. Approval must be obtained before any on site work commences. (Ord. 3120, 12-21-2009)

6-6-12: PROHIBITION OF ILLEGAL CONNECTIONS:

A. The construction, use, maintenance or continued existence of illegal connections to the storm drain system is prohibited.

B. This prohibition expressly includes, without limitation, illegal connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

C. A person who wishes to connect to the MS4 shall obtain permission from the department to install the connection in accordance with city engineering standards. (Ord. 3120, 12-21-2009)

6-6-13: SUSPENSION OF MS4 ACCESS:

A. The department may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the department may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.

B. A person discharging to the MS4 in violation of this chapter may have their MS4 access terminated if such termination would abate or reduce an illegal discharge. The department will notify a violator of the proposed termination of its MS4 access. The violator may petition the department for a reconsideration and hearing.

C. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this section, without the prior approval of the department. (Ord. 3120, 12-21-2009)

6-6-14: MONITORING OF DISCHARGES:

A. This section applies to all facilities that have stormwater discharges including construction activity.

B. The department is permitted to enter and inspect MS4 facilities subject to regulation under this chapter as often as may be necessary to determine compliance with this chapter. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the department.

C. Facility operators shall allow the department ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an MPDES permit to discharge stormwater, and the performance of any additional duties as defined by state and federal law.

D. The department has the right to set up on any permitted facility such devices as are necessary in the opinion of the department to conduct monitoring or sampling of the facility's stormwater discharge.

E. The department has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment must be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality must be calibrated to ensure their accuracy.

F. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected or sampled must be promptly removed by the operator at the written or oral request of the department and may not be replaced. The cost of clearing such access is borne by the operator.

G. Unreasonable delay in allowing the department access to a permitted facility is a violation of a stormwater discharge permit and of this chapter. A person who is the operator of a facility with an MPDES permit to discharge stormwater associated with industrial activity commits an offense if the person denies the department reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this chapter.

H. If the department has been refused access to any part of the premises from which stormwater is discharged, and it is able to demonstrate probable cause to believe that there may be a violation of this chapter, or that there is a need to inspect or sample as part of a routine inspection and sampling program designed to verify compliance with this chapter or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the city may seek issuance of a court order from any court of competent jurisdiction. (Ord. 3120, 12-21-2009)

6-6-15: DEVELOPMENT AND REDEVELOPMENT ACTIVITY AND POSTCONSTRUCTION STORMWATER CONTROL:

A. A construction activity stormwater permit is required for construction activity that disturbs one acre or more, including projects disturbing less than one acre that are part of a larger common plan of development, redevelopment, or sale. A permit may only be issued subsequent to a properly submitted and reviewed permit application, pursuant to this section.

B. An owner or developer of land required to obtain a construction activity stormwater permit must submit an executed copy of the state standard notice of intent ("NOI") and a stormwater pollution prevention plan prepared and stamped by a licensed professional engineer prior to performing any construction activity.

C. A construction activity stormwater permit will require erosion and sediment controls through the design, installation, and construction of stormwater management and control practices on the permitted construction site including structural BMPs and elements of site design for construction stormwater management other than structural BMPs.

D. The permittee is required to perform regularly scheduled construction activity site inspections at least every fourteen (14) calendar days and within twenty four (24) hours of a precipitation event to ensure that all BMPs have been constructed and are functioning properly. The permittee must document all inspections in writing and make inspection records available to the department for review.

E. Commencement of construction work on development or redevelopment projects that disturbs one acre or more, including projects disturbing less than one acre that are part of a larger common plan of development, may not begin until such time as a permit is issued and final approval of the drainage plan if required below is obtained in accordance with this chapter.

F. Any person subject to a construction activity MPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the department prior to the allowing of discharges to the MS4.

G. In order to address postconstruction stormwater runoff, all owners or developers of property that are required to submit a drainage plan shall provide the stormwater facilities necessary for the drainage and control of flood and surface waters within stormwater basins and shall provide the facilities required to convey such waters from the stormwater basin to major drainageways. The cost of installing stormwater facilities in the service area is charged in whole or in part against the property in the service area.

H. All owners or developers applying for any of the following permits or approvals shall submit a drainage plan for approval, prepared and stamped by a professional engineer, with the application or request:

1. Major subdivision plat approval;
2. Minor subdivision plat approval;
3. Building permits where the impervious development coverage within the property is five thousand (5,000) or more square feet, or where development is in an area critical to the functioning of the MS4 as determined by the department; and
4. Planned unit development (PUD).

I. The same plan submitted during one permit or approval process may be subsequently submitted with other required applications. The plan must be supplemented with such additional information as may be requested by the department.

J. The drainage plan requirement established in this section applies except when the owner or developer demonstrates to the satisfaction of the department that the proposed use of the property:

1. Will neither seriously nor adversely impact the water quality conditions of any affected receiving bodies of water;
2. Will not alter the surface discharge location, alter the drainage pattern on adjoining properties, alter drainage patterns, increase the discharge, or cause any other adverse effects in the drainage area; and
3. Will not alter the subsurface drainage patterns, flow rates and discharge points, or result in any significant adverse effects to property or residents.

K. Drainage plans shall be prepared by a certified engineer in accordance with current hydraulic hydrology practices and hydrology design standards and shall be consistent with the storm drain master plan. Drainage plans shall consist of drainage calculations and mitigation of stormwater drainage and include contour lines as necessary and explicitly describe the stormwater drainage system, including any required detention areas.

L. All required storm drainage plans must be submitted for review by and approval of the department. At the time of approval of the drainage plan for the subject property, a schedule for inspection of required construction and facilities will be established by the department. (Ord. 3120, 12-21-2009)

6-6-16: CREDIT FOR CONSTRUCTION OF STORM DRAINAGE FACILITIES:

If the department requires an owner or developer to construct stormwater facilities that serve more than that development and are identified in the storm drain master plan, a portion of the actual costs incurred may be eligible for credit from the city's stormwater drainage assessment. To be eligible for credit, prior to final approval of the development agreement, the owner or developer must submit a report to the stormwater utility detailing the proposed improvements and obtain the city's approval of the report. The report must identify all elements of the project eligible for credit and include a detailed project description, a project bid form with estimated quantities, unit prices, engineering design and construction management costs. The report also must provide an accurate quantity and cost delineation between the proposed stormwater improvements necessary to meet the standard requirements of the development. The books and records of the owner or developer relating to the stormwater facilities for which the utility is providing reimbursement must be open to the city at all reasonable times for the purpose of auditing or verifying costs. The department will recommend inclusion of the cost of improvements eligible for credit in the next available budget submitted to the city commission. Upon approval and appropriation by the city commission, such costs will be credited from the storm drainage fund. (Ord. 3120, 12-21-2009)

6-6-17: RESPONSIBILITY FOR ACCEPTED STORMWATER FACILITIES:

All stormwater facilities constructed, installed, or provided hereunder, upon acceptance by the city, are the property of the city and thereafter the city is responsible for the operation and maintenance of the facilities. The city shall maintain all accepted public stormwater facilities located within city owned land, city rights of way and city easements. (Ord. 3120, 12-21-2009)

6-6-18: RESPONSIBILITY FOR PRIVATE STORM DRAINAGE FACILITIES:

Property owners who install private storm drainage facilities that are not connected to the MS4 and not accepted by the city are required to perform maintenance of all private storm drainage facilities to ensure that those facilities function as designed. (Ord. 3120, 12-21-2009)

6-6-19: APPLICABILITY TO GOVERNMENTAL ENTITIES:

All governmental entities are required to submit a drainage plan and comply with the terms of this chapter when developing or improving land including, but not limited to, road construction and reconstruction and other improvements that can affect stormwater runoff within the city. (Ord. 3120, 12-21-2009)

6-6-20: REQUIREMENT TO USE BEST MANAGEMENT PRACTICES:

The department will adopt requirements identifying BMPs for any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at the owner's own expense, reasonable protection from the accidental discharge of prohibited materials or other wastes into the MS4 or watercourses through the use of these structural and nonstructural BMPs. Further, any person responsible for a property or premises that is or may be the source of an illegal discharge, may be required to implement, at said person's expense, additional structural and nonstructural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid MPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, is deemed compliance with the provisions of this section. Adopted BMPs shall be part of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the MPDES permit. (Ord. 3120, 12-21-2009)

6-6-21: NOTIFICATION OF SPILLS:

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into stormwater, the storm drain system, or waters of the U.S. that person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials that person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, said person shall notify the department in person or by phone, electronic mail, or facsimile no later than the next business day. Notification in person or by phone must be confirmed by written notice addressed and mailed to the department within three (3) business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on site written record of the discharge and the actions taken to prevent its recurrence. Such records must be retained for at least three (3) years. (Ord. 3120, 12-21-2009)

6-6-22: MANAGEMENT OF MUNICIPAL SEPARATE STORMWATER SYSTEM:

A. The purpose of the stormwater utility rates and charges established by the city commission is to generate sufficient revenue to pay all costs for the operation, maintenance, administration and routine functions of the existing MS4 and the operation, maintenance and administration of such future storm drainage facilities as may be established within or without the service area and to pay for the review of drainage plans, and the design, right of way acquisition and construction or reconstruction of stormwater facilities. All of the proceeds are deemed to be in payment for use of the city stormwater system.

B. The department shall determine the total annual cost of operation and maintenance of the stormwater system. The total annual cost of operation and maintenance includes, but is not limited to, labor, repairs, equipment replacement, maintenance, necessary modifications, power, sampling, laboratory tests and a reasonable contingency fund. Capital improvement priorities are determined by the city commission, and utility rates shall be passed in the same manner as all other special assessments. All assessments are set by resolution after public hearing.

C. The city may assess a user fee upon all assessable property within the service area. This charge must appear on yearly property tax statements distributed by the county or by individual billing where necessary. The property owner shall pay the fee directly to the county and the county shall then pay the city the fee in the same manner as all other special fees and assessments. The city reserves the right to pursue further legal action to remedy nonpayment. Nonpayment constitutes a lien on the property, as are other taxes and assessments, in accordance with state law.

D. The rates, charges, and rentals are deemed prima facie fair, reasonable, and equitable. In any case where any contention is made that the rates are unfair, inequitable, or unreasonable, the party objecting

thereto shall apply to the city, stating the facts and grounds of the complaint, and the city shall investigate and report with recommendations to the city commission. The city shall consider each and every such complaint and report, and communicate such findings in respect thereto to the city commission within one month after the filing of each such complaint. The city commission has the right to order public hearings as to any such matter and, if convinced that an adjustment of stormwater utility rates or charges for such lot or parcel of land is necessary to provide equality with those charged to others, it shall so provide. (Ord. 3120, 12-21-2009)

6-6-23: VIOLATIONS AND CIVIL ENFORCEMENT:

A. Whenever the department finds that a person has violated a prohibition or failed to meet a requirement of this chapter, the department may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

1. The performance of monitoring, analyses, and reporting;
2. The elimination of illegal connections or discharges;
3. That violating discharges, practices, or operations shall cease and desist;
4. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
5. Payment of restitution for remediation costs;
6. The implementation of source control or treatment BMPs; and
7. The cessation of any construction or postconstruction work not permitted according to this chapter.

B. If abatement of a violation or restoration of affected property is required, the notice will set forth a deadline within which such remediation or restoration must be completed. Said notice will further advise that, should the violator fail to remediate or restore within the established deadline, the work may be done by the city and the expense thereof may be levied against the real property of the violator.

C. If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, then the department may enter upon the subject private property and is authorized to take any and all measures necessary to abate the violation or restore the property. The total cost thereof may be assessed against the real property of the violator in the same manner as a property tax. It is unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the department or designated contractor to enter upon the premises for the purposes set forth above. (Ord. 3120, 12-21-2009)

6-6-24: VIOLATIONS AND CRIMINAL ENFORCEMENT:

Violations of this chapter may also subject the violator to a fine in any sum not to exceed five hundred dollars (\$500.00), or imprisonment in the county jail for a period not to exceed thirty (30) days, or both such fine and imprisonment. The department may recover all attorney fees, court costs, and other expenses associated with enforcement of this chapter, including sampling and monitoring expenses. (Ord. 3120, 12-21-2009)

6-6-25: INJUNCTIVE RELIEF:

It is unlawful for any person to violate any provision or fail to comply with any of the requirements of this chapter. If a person has violated or continues to violate the provisions of this chapter, the city may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation. (Ord. 3120, 12-21-2009)

6-6-26: REMEDIES NOT EXCLUSIVE:

The remedies listed in this chapter are not exclusive of any other remedies available under any applicable federal or state law, and it is within the discretion of the city to seek cumulative remedies. (Ord. 3120, 12-21-2009)

MINIMUM CONTROL MEASURE 4
ATTACHMENTS

List of Construction Sites/Projects Inspected in 2022 and Any Resulting Actions

MPDES ID	Permittee Name	Facility Name	Location Address	Effective Date	Inspection Performed	Resulting Action
MTR108649	DICK ANDERSON CONSTRUCTION INC - HELENA MAIN	SHODAIR CHILDREN'S HOSPITAL	2755 COLONIAL DR	10/14/2020	12/21/2022	None



Construction SWPPP Review Checklist

Section 1: Administrative Information

1. **Project File NO:**
2. **Project Name: Pioneer Technical Services Proposed Office Building**
3. **Applicant Name, Address, Phone Number:**
4. **Owner Name, Address, Phone Number: Same as Applicant**
5. **Appears to Meet DEQ Requirements:** Yes No
6. **Comments Provided:** Yes No
7. **Reviewer:**
8. **Date Reviewed:**

Notes:

Section 2: NOI-SWC Section A: NOI Status

Yes No

Comments: Click or tap here to enter text.

Section 3: NOI-SWC Section B: Facility or Site Information

1. **Site Name:** Yes No
2. **Site Physical Address:** Yes No

Comments:Click or tap here to enter text.

Section 4: NOI-SWC Section C: Applicant Information

1. **Applicant Name:** Yes No
2. **Applicant Address:** Yes No
3. **Facility Site Contact:** Yes No

Comments: Click or tap here to enter text.

Section 5: NOI-SWC Section D: Existing or Pending Permits, Certifications, or Approvals

1. **MPDES:** Yes No
2. **UIC #:** Yes No
3. **Plat Approval EQ #:** Yes No
4. **404 Permit (dredge & fill):** Yes No
5. **MGWPCS #:** Yes No
6. **Other:** Yes No

Comments: Click or tap here to enter text.

Section 6: NOI-SWC Section D: Local Sediment and Erosion Control Requirements

1. **MS4 Recognition:** Yes No
2. **MS4 Contact:** Yes No
3. **Sage Grouse Habitat:** Yes No

Comments: Click or tap here to enter text.

Section 7: NOI-SWC Section E: Nature of Business

1. **Brief Description:** Yes No

2. **SIC Codes:** Yes No

Comments: Click or tap here to enter text.

Section 8: NOI-SWC Section F: SWPPP Preparer and Administrator(s)

1. **SWPPP Preparer:** Yes No

2. **SWPPP Administrator (1):** Yes No

3. **SWPPP Administrator (2):** Yes No

Comments: Click or tap here to enter text.

Section 9: NOI-SWC Section G: Receiving Surface Water(s)

1. **Receiving Water Information:** Yes No

2. **USGS Map:** Yes No

3. **Receiving Water Impairment Information:** Yes No

Comments: Click or tap here to enter text.

Section 10: NOI-SWC Section H: Describe the Construction Activity or Project

1. **Description:** Yes No

2. **Total Project Area:** Yes No

3. **Total Disturbance Area:** Yes No

4. **Start Date:** Yes No

5. **Completion Date:** Yes No

6. **Final Stabilization:** Yes No

Comments: Dates need to be updated for current Schedule

Section 11: NOI-SWC Supplemental Information: Certification

1. **Signatory:** Yes No

Section 12: SWPPP Section A: SWPPP Status

1. **SWPPP Status:** Yes No

2. **Matches NOI-SWC:** Yes No

Comments: Click or tap here to enter text.

Section 13: SWPPP Section B: Facility or Site Information

1. **Site Name:** Yes No

2. **Site Physical Address:** Yes No

3. **Matches NOI-SWC:** Yes No

Comments: Click or tap here to enter text.

Section 14: SWPPP Section C: Applicant Information

1. **Applicant Name:** Yes No

2. **Applicant Address:** Yes No

3. **Matches NOI-SWC:** Yes No

Comments: Click or tap here to enter text.

Section 15: SWPPP Section D: SWPPP Preparer and Administrator(s)

1. **SWPPP Preparer:** Yes No
2. **SWPPP Administrator (1):** Yes No
3. **SWPPP Administrator (2):** Yes No

Section 16: SWPPP Section E: Site Description (General Permit 3.3)

1. **Part 1: Activity Nature:** Yes No
2. **Part 2: Support Activities:** Yes No
3. **Part 3: Site Areas:** Yes No
 - a. Matches NOI-SWC: Yes No
4. **Part 4: Soils:** Yes No
5. **Part 5: Vegetation:** Yes No
6. **Part 6: Runoff Patterns:** Yes No
7. **Part 7: Outfall Table:** Yes No

Comments: Click or tap here to enter text.

Section 17: SWPPP Section F: Identification and Summary of Potential Pollutant Sources (General Permit 3.4)

1. **Soils:** Yes No
2. **Activities:** Yes No
3. **Materials:** Yes No
4. **Additional Pollutants:** Yes No
5. **Non-Stormwater Discharges:** Yes No

Comments: Click or tap here to enter text.

Section 18: SWPPP Section G: Technology-Based Effluent Limitations (General Permit Part 2.1) SWPPP Plan Includes:

1. **Complete implementation and installation of BMPs before or at the start of each major construction activity.**
Yes No
2. **Minimize erosion within the construction project area.**
Yes No
3. **Divert stormwater runoff from disturbed areas to sediment removal BMPs.**
Yes No
4. **Minimize sediment discharges from the construction project area.**
Yes No
5. **Minimize erosion at outlets and conveyance channels.**
Yes No
6. **Protect all storm drain inlets.**
Yes No
7. **Manage and minimize vehicle/equipment entrances and exits to the construction project area.**
Yes No
8. **Stabilize ditches, swales, channels, and outlets.**
Yes No
9. **Construct stormwater retention and detention facilities during initial site grading activities.**

Yes No

10. **Provide surface outlets for retention and detention facilities for active construction, and discharge the highest quality water from the facility.**

Yes No

11. **Protect infiltration facilities from sedimentation during active construction.**

Yes No

12. **Limit areas of disturbance and soil exposure.**

Yes No

13. **Provide a natural buffer within the construction project area.**

Yes No

14. **Design and construct cut-and-fill slopes to minimize erosion.**

Yes No

15. **Divert off site stormwater or groundwater away from slopes and disturbed areas.**

Yes No

16. **Prevent stormwater run on from impacting sediment removal BMPs.**

Yes No

17. **Maintain natural buffers around state waters.**

Yes No

18. **Direct stormwater runoff to vegetated areas.**

Yes No

19. **Mark and maintain clearing limits before disturbing soils and during construction activities.**

Yes No

20. **Preserve topsoil.**

Yes No

21. **Control ground water, surface water, and/or accumulated stormwater dewatering activities to prevent discharges to state waters.**

Yes No

22. **Obtain authorization under the construction Dewatering General Permit prior to discharge of dewatering effluent to state surface waters.**

Yes No

23. **Provide cover, containment, and protection for all chemicals and liquids, petroleum products, and construction materials, products, and wastes.**

Yes No

24. **Use spill prevention and control measures for vehicle maintenance and fueling.**

Yes No

25. **Maintain appropriate spill kits and clean up spills and leaks immediately.**

Yes No

26. **Prevent discharge of equipment wash waters and clean out wastes, and designate these activities away from the state waters and their conveyances.**

Yes No

27. **Prevent discharge of concrete products.**

Yes No

Comments: Click or tap here to enter text.

Section 19: SWPPP Section H: Major Construction Activity and BMP Phasing (General Permit Part 3.7)

1. **Total Number of Activities:** Yes No
2. **Major Construction Activity Schedule:** Yes No
3. **Do BMPs match those listed in SWPPP Section G:** Yes No

Comments: Click or tap here to enter text.

Section 20: SWPPP Section I: Final Stabilization (General Permit Part 3.8)

1. **Temporary Stabilization (areas inactive for 14-days):** Yes No
2. **Final Stabilization:** Yes No

Comments: Click or tap here to enter text.

Section 21: SWPPP Section J: Post Construction Stormwater Management (General Permit Part 3.9)

1. **BMP Description:** Yes No
2. **Local Flood Control and Water Quality Conditions:** Yes No
3. **Transition and Maintenance Plan:** Yes No

Comments: Click or tap here to enter text.

Section 22: SWPPP Section K: Site Map (General Permit Part 3.10)

1. **Site boundaries:** Yes No
2. **Locations and types of activities:** Yes No
3. **Location of ground-disturbing activities:** Yes No
4. **Phasing of major construction activities:** Yes No
5. **Preconstruction topography:** Yes No
6. **State surface waters:** Yes No
7. **Drainage patterns and stormwater flow directions:** Yes No
8. **Stormwater discharge locations:** Yes No
9. **Municipal storm sewer infrastructure:** Yes No
10. **Project run-on:** Yes No
11. **Cut and fill areas:** Yes No
12. **Undisturbed locations:** Yes No
13. **Slope changes pre and post construction:** Yes No
14. **Stockpile locations:** Yes No
15. **Fueling and washing areas:** Yes No
16. **Concrete washout areas:** Yes No
17. **Dewatering activities:** Yes No
18. **Entry and exit points:** Yes No
19. **BMPs detailed in SWPPP Section G:** Yes No
20. **Post construction site conditions:** Yes No
21. **Public Sign:** Yes No
22. **Map scale, north arrow, and legend:** Yes No

Comments: Click or tap here to enter text.

Section 23: SWPPP Section L: Inspection and BMP Maintenance Procedures (General Permit Part 3.11)

1. **Frequency:** Yes No
2. **Description:** Yes No

Comments: Click or tap here to enter text.

Section 24: SWPPP Section M: Water Quality Controls for Discharges to Impaired Waterbodies (General Permit Part 2)

1. **Description:** Yes No

Comments: Click or tap here to enter text.

Section 25: SWPPP Section N: Miscellaneous

1. **Description:** Yes No

Comments: Click or tap here to enter text.

Section 26: SWPPP Section O: Certification

1. **Signatory:** Yes No

2. **Matches NOI-SWC:** Yes No

CONSTRUCTION SITE VISIT INSPECTION FORM

General Information		
Project Name: Click or tap here to enter text.		
Location: Click or tap here to enter text.		
Date of Inspection: 9/8/2022	Start Time: Click or tap here to enter text.	End Time: Click or tap here to enter text.
Inspector's Name(s): Click or tap here to enter text.		
Inspector's Title(s): Click or tap here to enter text.		
Inspector's Contact Information (phone): Click or tap here to enter text.		
Describe Present Phase of Construction: Click or tap here to enter text.		
Type of Inspection: <input type="checkbox"/> Beginning of Construction <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During rain event <input type="checkbox"/> Post-rain event <input type="checkbox"/> Conclusion of Project <input type="checkbox"/> Response to violation or complaint		
Weather Information		
Has it rained since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, provide: Storm Start Date & Time: Click or tap here to enter text. Storm Duration (hrs): Click or tap here to enter text. Approximate Rainfall (in): Click or tap here to enter text.		
Weather at time of this inspection: <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other: Click or tap here to enter text. Temperature (F): Click or tap here to enter text.		
Do you suspect that discharges may have occurred since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Are there any stormwater discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide location(s) and a description of stormwater discharged from the site (presence of suspended sediment, turbid water, discoloration, and/or oil sheen): Click or tap here to enter text.		
Prohibited Discharges		
Are there any prohibited discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide location(s) and a description: Click or tap here to enter text.		

BMP/Activity	Implemented?	Maintained?	Corrective Action Needed & Notes	
Erosion and Sediment Controls 2.1.1				
a.)	Is storm water volume and velocity being controlled to minimize soil erosion?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
i.)	Were BMPs selected and designed that address:			
	The amount, frequency, intensity, and total duration of precipitation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
	The quantity and quality of storm water runoff including peak flow rates and total water volume?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
	The soil characteristics for the construction project area(s) including the range of the soil particles sizes expected to be present on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
	The timeframes the construction project will be completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
ii.)	Are all BMPs implemented and installed in accordance with good engineering practices and design specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
iii.)	Has the installation and implementation of BMPs been completed before or at the start of each major construction activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
iv.)	Has erosion within the construction project area been minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
v.)	Is storm water runoff from disturbed areas being diverted to sediment removal BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
vi.)	Are sediment discharges from the construction project area being minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.

vii.)	Are BMPs being maintained in an effective operating condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
b.)	Are storm water discharges being controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.
i.)	Is erosion at outlets and conveyance channels being minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
ii.)	Are storm drain inlets being protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
iii.)	Are vehicle/equipment entrances and exits to the construction project area being managed and minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
iv.)	Are ditches, swales, channels, and outlets stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
v.)	Have storm water retention and detention facilities been constructed during initial site grading activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
vi.)	Have surface outlets for retention and detention facilities been provided for active construction and is the highest quality of water being discharged from the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
vii.)	Are infiltration facilities being protected from sedimentation during active construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
c.)	Is soil disturbance being minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
i.)	Are the areas of disturbance and soil exposure being limited?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
ii.)	Is there a natural buffer within the construction project area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.

		<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	
d.)	Is the disturbance of slopes 15% or greater being minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
i.)	Have cut-and-fill slopes been constructed and designed to minimize erosion?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
ii.)	Is off site storm water or ground water being diverted away from slopes and disturbed areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
iii.)	Is storm water run on being prevented from impacting sediment removal BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
e.i.)	Have natural buffers around state waters been maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
ii.)	Is storm water runoff being directed to vegetated areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
f.)	Is soil compaction being minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
i.)	Have clearing limits been marked and maintained before disturbing soils and during construction activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
ii.)	Is topsoil being preserved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.

Soil Stabilization 2.1.2				
a.)	Temporary Soil Stabilization: Are all disturbed areas that will remain inactive for 14 or more days stabilized with erosion control BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.

b.)	Final Stabilization: Are all disturbed areas within any portion of the project that have completed clearing, grading, excavation, or other earth disturbing activities stabilized with erosion control BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
Dewatering 2.1.3				
a.)	Are dewatering activities controlled to prevent discharge to state waters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
b.)	Has authorization been obtained under the Construction Dewatering General Permit or an individual permit prior to discharge of dewatering effluent to state surface waters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
Pollution Prevention Measures 2.1.4				
a.)	Are pollution prevention measures that effectively manage and dispose of all pollutants in a way that does not cause contamination of storm water being implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
i.)	Is cover, containment, and protection for all chemicals, liquids, petroleum products, and construction materials, products, and wastes being provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
ii.)	Is spill prevention and control measures for vehicle maintenance and fueling being used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
iii.)	Are appropriate spill kits being maintained, spills and leaks being cleaned up immediately, and appropriate quantities being reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
iv.)	Is discharge of equipment wash water and clean-out wastes being prevented and these activities designated away from state waters and their conveyances?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
v.)	Are fertilizers and herbicides being applied per the manufacturers' requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
vi.)	Is the discharge of concrete products being prevented?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
Surface Outlets 2.1.5				

Are outlet structures that withdraw water from the surface being used when discharging from basins and impoundments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click or tap here to enter text.
--	---	---	----------------------------------

Prohibited Discharges 2.1.6

Have there been the following prohibited discharges:		Current	Past	
i.)	Wastewater from washout of concrete.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.
ii.)	Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.
iii.)	Fuels, oils, or other potential pollutants used in vehicle and equipment operation and maintenance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.
iv.)	Soaps or solvents used in vehicle and equipment washing or external building wash down.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.
v.)	Storm water discharges of disturbed, contaminated soils.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.
vi.)	Toxic or hazardous substances from a spill or other release including the disturbance and/or removal of contaminated soils.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.

Describe any incidents of non-compliance not described above: Click or tap here to enter text.

Click or tap here to enter text.

 Inspector's Signature

Click or tap to enter a date.

 Date

MINIMUM CONTROL MEASURE 5
ATTACHMENTS

Inventory of Regulated Projects Using Offsite Treatment for Post-Construction Runoff

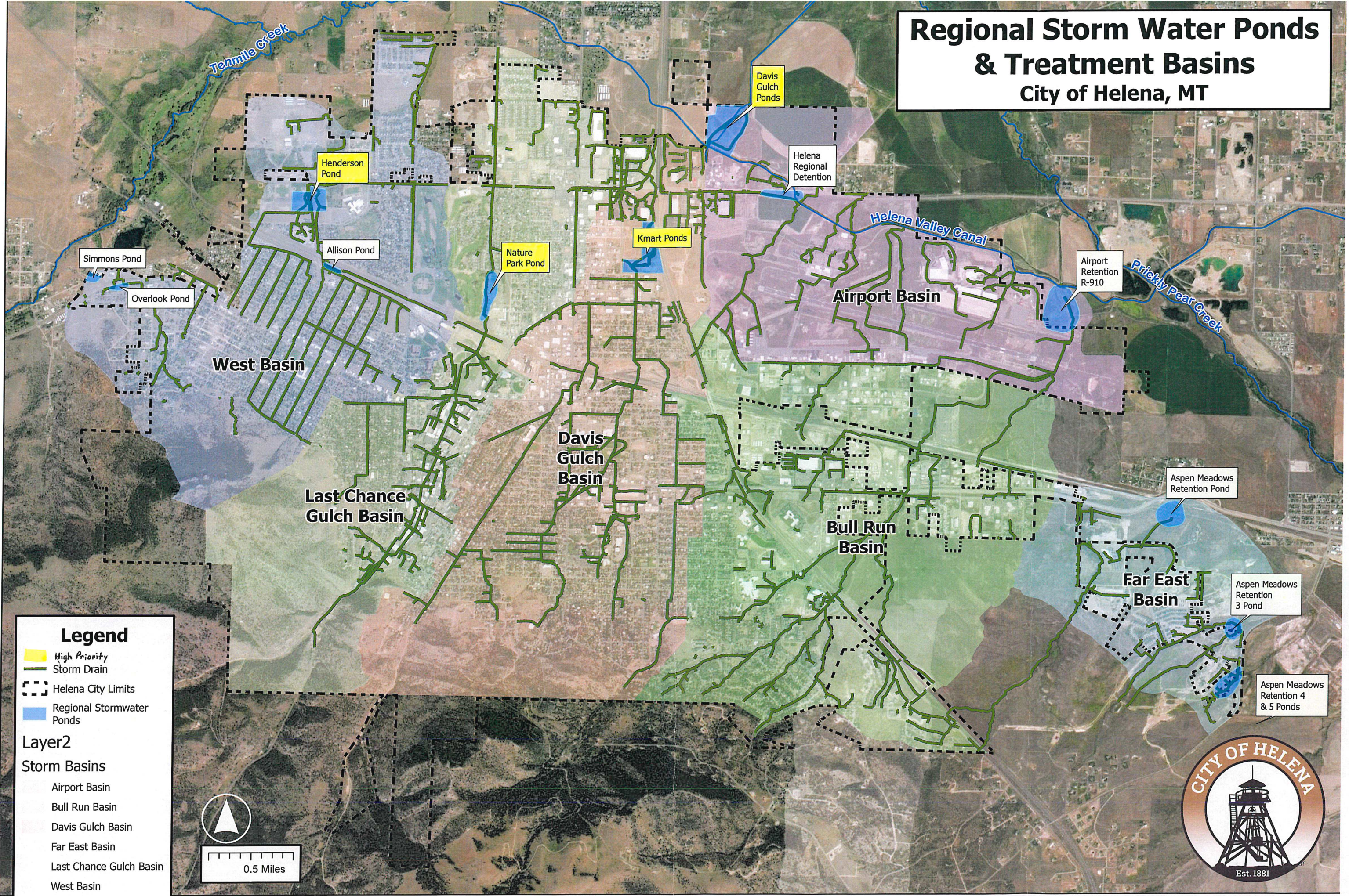
Project	Address	Geographic Location	Location of Offsite Treatment	Rationale for Approval of Offsite Treatment
Central School	402 N Warren St	46.85945, -112.03552	Nature Park Pond	Safety concerns for students in regards onsite treatment
Bryant School	1520 Livingston Ave	46.59642, -112.01391	Davis Gulch Pond	Safety concerns for students in regards onsite treatment

High Priority Post-Construction Storm Water Management Controls Inspected

Regional PCSMC	MS4 Outfall Basin	Location Description	Inspection Date	Inspection Summary	Actions Resulting from Inspection
Davis Gulch Pond	Outfall to Davis Gulch irrigation channel and fields south west fo Prickly Pear Creek	Northeast of Washington St and Frontage Dr round-about	9/22/2022	Oversized large pond with grass and riparian vegetation. Low inflow and no outflow present	None
Kmart Pond	Outfall to channel and pipe system leading to David Gulch Pond	North of Harris and Cole intersection	9/22/2022	Series of ponds. Low inflow and low outflow present. Some culvert improvements between the ponds occurring at time of inspection.	None
Nature Park Pond	Outfall to channel along McHugh	South of Cole and McHugh intersection	9/22/2022	Natural pond with low inflow and no outflow present	None
Henderson Pond	Outfall small creek leading to Van Hook Wetlands	East of Henderson, South of Custer	9/22/2022	Oversized large pond with dry grass. No inflow or outflow present	None

Regional Storm Water Ponds & Treatment Basins

City of Helena, MT



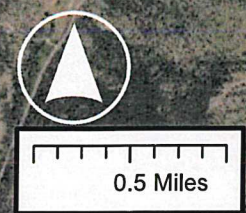
Legend

- High Priority
- Storm Drain
- Helena City Limits
- Regional Stormwater Ponds

Layer2

Storm Basins

- Airport Basin
- Bull Run Basin
- Davis Gulch Basin
- Far East Basin
- Last Chance Gulch Basin
- West Basin



Simmons Pond

Overlook Pond

West Basin

Last Chance Gulch Basin

Henderson Pond

Allison Pond

Nature Park Pond

Davis Gulch Basin

Kmart Ponds

Davis Gulch Ponds

Helena Regional Detention

Airport Basin

Helena Valley Canal

Airport Retention R-910

Aspen Meadows Retention Pond

Bull Run Basin

Far East Basin

Aspen Meadows Retention 3 Pond

Aspen Meadows Retention 4 & 5 Ponds

Tenmile Creek

Prickly Pear Creek

**CITY OF HELENA
PUBLIC WORKS
POST-CONSTRUCTION STORMWATER MANAGEMENT PLAN REVIEW CHECKLIST**

NAME OF PROJECT	ADDRESS	PROJECT FILE NO.
APPLICANT	ADDRESS	PHONE NUMBER
<i>OWNER (If different from Applicant)</i>	ADDRESS	PHONE NUMBER

Require post-construction storm water management controls (PCSMC) per Montana Post Construction Storm Water BMP Design Guidance Manual (BMP Guidance Manual) date 2017, on-site, if disturbed area is greater than 1 acre; or onsite or regional offsite, if the development is part of a larger common plan of development with a disturbed area greater than one acre.

Reviewed On: 3/1/2023 Meets BMP Guidance Manual Requirements: Yes No

Reviewed By: _____ Comments Provided: Yes No

Special Notes: _____

	Y	N	N/A	Comments
1. Area of development				
2. Post-development impervious area				
3. Regional or on-site PCSMC				
4. Offsite tributary area routed through or around PCSMC				
5. Type of PCSMC utilized				
6. Other Low Impact Development practices incorporated				
7. Soil percolation and infiltration data provided				
8. PCSMC sizing data provided				
9. City owned or privately owned PCSMC				
10. Easement provided for privately owned PCSMC				
11. Removal efficiency for proprietary PCSMC				
12. Impacts to wetlands or waterbodies				

POST-CONSTRUCTION STORMWATER MANAGEMENT CONTROL INSPECTION FORM

General Information		
Site Name:	Type of Control:	
Location:		
Site Owner:	Phone Number:	
Responsible Party:	Phone Number:	
Date of Inspection: Click or tap to enter a date.	Start Time:	End Time:
Inspector Name:	Inspector Title:	
Inspector Phone Number or Email:		
Type of Inspection: <input type="checkbox"/> Routine- Dry Weather <input type="checkbox"/> Routine- Wet Weather <input type="checkbox"/> Complaint Response <input type="checkbox"/> Other _____		
Weather Information		
Weather at time of inspection: <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other: _____ Temperature: _____		
Do you suspect that any physical changes or damages to the stormwater management control may have occurred since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any stormwater discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide location(s) and a description of stormwater discharged from the site (presence of suspended sediment, turbid water, discoloration and/or oil sheen, odor, etc...)		
Prohibited Discharges		
Are there any prohibited discharges at the time of inspection and/or any signs of prohibited discharges since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide location(s) and a description:		

	Desired Condition	Findings	Corrective Action Needed & Notes
1	There is no excessive sediment deposition.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
2	Slopes are well stabilized and are not contributing sediment to the stormwater management control.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
3	There is no scour in swales or other vegetated areas.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
4	Trash racks, inlets, outlets, and low flow orifices are clear of trash, debris, and sediment.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
5	There is no woody vegetation impeding the performance of any structural component of the stormwater management control.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
6	Outfall structures do not show signs of settling, cracking, bulging, misalignment or other structural deterioration.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
7	Embankments, emergency spillways, side slopes or inlet/outlet structures show no signs of erosion.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
8	Pipes going into and/or out of any stormwater management control are unclogged and unobstructed.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
9	There is no evidence of animal burrows.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
10	There is no trash or debris in the stormwater management control.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
11	There are no encroachments on the stormwater management control.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	

	Desired Condition	Findings	Corrective Action Needed & Notes
12	All necessary repairs to safety devices such as fences, gates, covers or locks are complete.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
13	There is not excessive algae or vegetation in the pond/ditch.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
14	The ground surface stabilization is retaining any highly erosive or unstable soils, seed germination is being properly facilitated, and any netting or blankets are properly fastened to obtain full contact with the ground.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
15	Stormwater control appears to be functioning properly.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
16	Are there locations where additional stormwater management controls appear to be necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17	Notes/Other Observations: <input type="checkbox"/> None		
Describe any incidents of non-compliance or need for maintenance not described above:			
Follow-up inspection required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Suggested follow-up on or before: Click or tap to enter a date.	

Inspector Signature

Date

MINIMUM CONTROL MEASURE 6
ATTACHMENTS

SOP Inventory and Tracking

SOP Name	Reviewed	Updates	Summary of Updates
Wastewater Treatment Facility	2022	Yes	Updated employee names, title, and contact information. No other changes necessary.
Solid Waste Transfer Station	2022	Yes	Updated employee name and contact information. No other changes necessary.
Utility Maintenance Shop	2022	Yes	Updated employee names, title, and contact information. No other changes necessary.
Vehicle Maintenance Facility	2022	Yes	Updated employee names, title, and contact information. No other changes necessary.
Parks Maintenance Shop	2022	Yes	Updated employee names, title, and contact information. No other changes necessary.
Missouri River Water Treatment Plant	2022	Yes	Updated employee names, title, and contact information. Removed reference to Lagoon SOP. Sludge is now allowed to dry in the lagoon and is then removed from the site and hauled to the Lewis and Clark County Landfill. Site is also not located within the boundaries of the MS4.
Ten Mile Water Treatment Plant	2022	Yes	Updated employee names, title, and contact information. Removed reference to Lagoon SOP. Per DEQ permit for the site, previous operations of sludge drying and storage are not allowed. Sludge is not hauled off site. Site is also not located within the boundaries of the MS4.
Landscaping	2022	None	
Irrigation	2022	None	
Street Maintenance and Repairs	2022	Yes	Updated to same template as the rest of the City's SOPs
Winter Street Operations	2022	Yes	Updated to same template as the rest of the City's SOPs
Parking Lot Maintenance	2022	None	
Utility Maintenance	2022	None	
Solid Waste Management	2022	None	
Building Maintenance	2022	None	
Shop and Fleet Services	2022	None	
Spills	2022	None	

Training Category	Position	Name	Training Required	Date Required	Date Completed	Comments	
MP Team	City Engineer	Jaime Clark	Comprehensive	12/31/2022	12/22/2022	Email confirmation	
	Deputy Director of Public Works	Ed Coleman	Comprehensive	12/31/2022	12/28/2022	Email confirmation	
	Storm Water Coordinator	Lea Anderson	Comprehensive	12/31/2022	12/27/2022	Self	
	Storm Water Engineer	Vacant	Comprehensive	12/31/2022	12/28/2022	Duties split between Lea Anderson and Adam Jorgenson. Adam Jorgenson completed the training on 12/28/2022, email confirmation.	
	Public Information Officer	Jacob Garcia	Comprehensive	12/31/2022	12/27/2022	Email confirmation	
	Utility Maintenance Supervisor	Trent Schauer	Comprehensive	12/31/2022	12/22/2022	Email confirmation	
	Parks and Recreation Superintendent	Craig Marr	Comprehensive	12/31/2022	12/28/2022	Text message confirmation	
	Water Treatment Superintendent	Ben Rigby	Comprehensive	12/31/2022	12/28/2022	Email confirmation	
	Waste Water Treatment Superintendent	Jeff Brown	Comprehensive	12/31/2022	12/28/2022	Phone confirmation. Jacki Pierson also completed the comprehensive training, email confirmation.	
	Solid Waste Superintendent	Pete Anderson	Comprehensive	12/31/2022	12/29/2022	Email confirmation	
	Transportation Systems Engineer	Mark Young	Comprehensive	12/31/2022	12/27/2022	Self	
	Environmental Regulation Pretreatment Manager	Lea Anderson	Comprehensive	12/31/2022	12/27/2022	Self	
	Storm Water Engineer	Vacant	SWPPP Administrator Certification	3/31/2027	12/13/2022	Lea Anderson and Adam Jorgenson completed SWPPP Administrator Training, received certificates.	
	Storm Water Engineer	Vacant	Inspection Protocol and ERP	3/31/2027			
	Storm Water Engineer	Vacant	Inspection Protocol and ERP	3/31/2027			
	Utility and Facility Personnel	Utility Maintenance Superintendent	Trent Schauer	F&F Training	12/31/2022	12/22/2022	Email confirmation
		Supervisor	Shane Bogard	F&F Training	12/31/2025	12/22/2022	Email confirmation
			Alex Waddell	F&F Training	12/31/2025	12/22/2022	Email confirmation
			Gary Bollinger	F&F Training	12/31/2025	12/22/2022	Email confirmation
			Bronson Brown	F&F Training	12/31/2025	12/22/2022	Email confirmation
		Connor Cavanaugh	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Bill Cross	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		James Dinko	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Pat Devine	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Sam Dykman	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Charles Elmore	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Ken Fleury	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Trevin Hoffman	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Ananda Morse Abellin	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		James Newlun	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Kolter Savik	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Nathan Tabbert	F&F Training	12/31/2025	12/22/2022	Email confirmation	
		Kevin Wood	F&F Training	12/31/2025	12/22/2022	Email confirmation	
Parks, Recreation, and Open Lands Worker			Chris Daly	F&F Training	12/31/2022	12/27/2022	Email confirmation
			Ed Merritt	F&F Training	12/31/2025	12/27/2022	Email confirmation
		Jeremiah Parker	F&F Training	12/31/2025	12/27/2022	Email confirmation	
		Gabe King	F&F Training	5/30/2023		Seasonal Employee, scheduled to begin work an earliest of March 1, 2023	
Water Treatment Plant Worker		Daren Ferguson	F&F Training	12/31/2022	12/21/2022		
		Scott Rimdal	F&F Training	12/31/2025	12/21/2022		
		David Blankenship	F&F Training	12/31/2025	12/21/2022		

Training Category	Position	Name	Training Required	Date Required	Date Completed	Comments
	TSD	Wayne Kananen	F&F Training	12/31/2022	1/3/2023	Email confirmation
	TSD	Steve Pasasche	F&F Training	12/31/2022	1/3/2023	Email confirmation
	TSD	Brandi Dalton	F&F Training	12/31/2022	1/3/2023	Email confirmation
		Andrew Carpenter	F&F Training	12/31/2022	12/22/2022	Email confirmation
		Byron Dike	F&F Training	12/31/2022	12/22/2022	Email confirmation
		Cameron Lar	F&F Training	12/31/2022	12/22/2022	Email confirmation
		Tate McDonough	F&F Training	12/31/2022	12/22/2022	Email confirmation
		Don Phillips	F&F Training	12/31/2022	12/22/2022	Email confirmation
		Aaron Williams	F&F Training	12/31/2022	12/22/2022	Email confirmation
		Steven Link	F&F Training	12/31/2022	1/4/2023	Email confirmation. Unsure if this is the actual date in which the training was completed, so used the date notified for now.
	Golf Course	Bryce Wildeen	F&F Training	12/31/2022	1/4/2023	Email confirmation. Unsure if this is the actual date in which the training was completed, so used the date notified for now.
			F&F Training	12/31/2025		

Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Permittee Operations

The City of Helena (City) operates and maintains permittee owned facilities and conducts activities including training with the intent of reducing pollutant runoff from permittee operations, and ultimately from its MS4 outfalls. Under MCM 6, the General Permit requires permittees to develop and implement an operation and maintenance program that has three primary components:

- An inventory of permittee owned/operated facilities and activities that have the potential to release contaminants to the MS4.
- Standard operating procedures (SOPs) for facilities and activities that identify storm water pollution prevention controls to be installed, implemented and/or maintained to minimize the discharge of pollutants.
- A program to conduct annual storm water pollution prevention training for all permittee staff directly involved with implementing SOPs.

The following sections describe the City's approach to addressing the General Permit's Pollution Prevention/Good Housekeeping requirements.

1.0 Inventory of Permittee Owned/Operated Facilities and Activities

In accordance with Part II.A.5.a.i of the MS4 General Permit, this section provides an inventory of the City's facilities and activities that have the potential to release contaminants to the MS4.

1.1 Facility Inventory

The City's facilities are separated into two categories, Tier 1 and Tier 2 facilities.

- Tier 1 facilities have an increased potential to release contaminants to the MS4 due to the type of pollutants generated or stored at these facilities (e.g., oils, hazardous materials, etc.). Examples of Tier 1 facilities include waste handling areas and vehicle fleet maintenance areas. Tier 1 facilities are identified in Table 1. The City has developed facility-specific storm water pollution prevention SOPs for these facilities.
- Tier 2 facilities have less potential to release contaminants to the MS4 due to the decreased risk of exposure associated with activities taking place at these facilities. Examples of Tier 2 facilities include parks and parking lots. A summary of tier 2 facilities is provided in Table 2 and a comprehensive list is provided in Table A-1 (Appendix A). The City has developed activity-based storm water pollution prevent SOPs for these facilities (the type of activities being conducted at each Tier 2 facility will govern which SOP(s) are to be implemented).

Table 1: Tier 1 City Facilities that have the Potential to Release Contaminants to the MS4

Facility Information		Person Responsible for Pollution Prevention		Potential Contaminants								
Name	Address	Name	Title	Sediment	Nutrients ¹	Trash	Metals	Bacteria	Oil, Grease, Fuel	Organics	Pesticides/Herbicides	Hazardous Waste ²
Wastewater Treatment Facility	2218 E Custer Ave	Jeff Brown	Superintendent	X	X			X		X		X
Solid Waste Transfer Station	1975 N Benton Ave	Pete Anderson	Superintendent	X	X	X	X	X	X	X	X	X
Utility Maintenance Shop	2218 E Custer Ave	Trent Scheuer	Superintendent	X					X			X
Vehicle Maintenance	3001 East Lyndale Ave	Mark Young	Transportation Engineer	X					X			X
Parks Maintenance Shop	1201 N Ewing St	Craig Marr	Superintendent	X	X				X	X	X	X
Missouri River Water Treatment Plant	2560 Canyon Ferry Rd	Ben Rigby	Superintendent	X					X			X
Ten Mile Water Treatment Plant	1115 Rimini Rd	Ben Rigby	Superintendent	X					X			X

¹ Nutrients in runoff are typically nitrogen and phosphorus pollutants from fertilizers, pet, and yard waste

² Hazardous waste is typically any biological, chemical, or physical material that are potentially harmful to human health or the environment. Examples include antifreeze, household cleaners, and paints.

Table 2. Tier 2 Facility Summary

Facility Information		Person Responsible for Pollution Prevention		Potential Contaminants								
Facility Type	Department	Name	Title	Sediment	Nutrients	Trash	Metals	Bacteria	Oil, Grease, Fuel	Organics	Pesticides/Herbicides	Hazardous Waste
Building	Community Facilities	Troy Sampson	Superintendent	X		X			X			X
Park	Parks/Recreation	Craig Marr	Superintendent	X	X	X			X	X	X	
Open Space	Parks/Recreation	Brad Langsather	Manager	X							X	
Parking Lot	Transportation	Tim Nickerson	Manager	X		X			X			
Parking Garage	Transportation	Tim Nickerson	Manager	X		X			X			
City Streets	Transportation	David Knoepke	Director	X	X	X	X	X	X	X		X
Snow Storage	Transportation	David Knoepke	Director	X		X			X			
Industrial Building	Public Works	Scott Burke	Superintendent	X		X			X			X
Utilities ¹	Public Works	Trent Scheuer	Superintendent	X	X	X	X	X	X	X	X	
Lift Station	Public Works	Ben Rigby	Superintendent		X			X		X		
Storage Tank	Public Works	Ben Rigby	Superintendent									

¹ Water distribution, wastewater collection and conveyance, and storm water collection and conveyance.

1.2 Activity Inventory

Table 3 identifies City activities that have the potential to release contaminants to the MS4. Similar activities have been grouped into ten categories. The City has developed one SOP for each category to describe procedures to be used to minimize the potential discharge of contaminants associated with these activities.

Table 3. City Activities that have the Potential to Release Contaminants to the MS4

SOP Category	Activity	Potential Pollutants								
		Sediment	Nutrients	Trash	Metals	Bacteria	Oil, Grease, Fuel	Organics	Pesticides/Herbicides	Hazardous Waste
Landscaping	Mowing						X	X		
	Tree Trimming						X	X		
	Fertilizer/pesticide/herbicide application		X						X	
	Planting	X								
	Equipment fueling						X			
Irrigation	Applying water	X	X							
Street Maintenance and Repairs	Street sweeping	X	X	X	X	X	X		X	
	Chip sealing	X					X			
	Asphalt and concrete cutting	X					X			
	Asphalt and concrete resurfacing	X					X			
	Curb and crosswalk painting						X			X
	Pothole repair						X			
Winter Street Operations	Street sanding	X					X			
	Snow removal and storage	X		X			X			
	Street deicing						X			X
Parking Lot Maintenance	Sweeping/cleaning	X	X	X	X	X	X		X	
	Parking lot striping						X			X
	Snow removal and storage	X		X			X			
Utility Maintenance	Water line repairs	X					X			
	Water line flushing	X					X			
	Sanitary sewer line repairs	X	X			X	X	X		
	Storm sewer line repairs	X					X			
	Catch basin cleaning	X	X	X	X	X	X	X	X	
	Excavation and stockpiles	X					X			
Solid Waste Management	Dumpster and receptacle management		X	X	X	X	X	X		X
	Solid waste collection		X	X	X	X	X	X		X
Building Maintenance	Sidewalk snow removal	X		X			X			
	Dumpster and receptacle management		X	X	X	X	X	X		X
Shop and Fleet Services	Vehicle fueling						X	X		
	Vehicle and equipment storage						X			X
	Vehicle washing	X					X			
	Materials storage						X			X
	Vehicle maintenance						X			X
Spills	Spill response and containment			X		X	X	X	X	X

1.3 SOP Development

The City has two categories of storm water pollution prevention SOPs: facility-specific and activity-based. The list of SOPs developed is provided in Table 5.

Table 5. Storm Water Pollution Prevention SOPs

	SOP Name
Facility-Based SOPs (Tier 1 Facilities)	Wastewater Treatment Facility
	Solid Waste Transfer Station
	Utility Maintenance Shop
	Vehicle Maintenance Facility
	Parks Maintenance Shop
	Missouri River Water Treatment Plant
	Ten Mile Water Treatment Plant
Activity-Based SOPs (Tier 2 Facilities)	Landscaping
	Irrigation
	Street Maintenance and Repairs
	Winter Street Operations
	Parking Lot Maintenance
	Utility Maintenance
	Solid Waste Management
	Building Maintenance
	Shop and Fleet Services
	Spills

Appendix A. Tier 2 Facility List

Table A-1. Tier 2 City Facilities

Department	Name	Address
Community Facilities	Capital Transit Office Building	1415 N Montana Ave
	Chamber of Commerce Building	225 Cruse Ave
	City County Admin Building	316 N Park Ave
	Grandstreet Theater	325 N Park Ave
	Helena Civic Center	340 Neill Ave
	Lewis and Clark Library	120 S Last Chance Gulch
	Helena Police Department	221 Breckenridge St
Parks/Recreation	Bill Roberts Golf Course	2201 N Benton Ave
	Barney Park	1950 Cleveland St
	Batch Park	2101 N Benton Ave
	Bausch Park	1200 N Last Chance Gulch
	Beattie Park	1400 Helena Ave
	Bullrun Park	766 S California St
	Centennial Park	1977 N Benton Ave
	Charles Van Hook Wetland	55 Silsbee Ave
	Cherry Hill Park	900 Cherry Ave
	Clinton Park	350 S Beattie St
	Constitution Park	301 N Last Chance Gulch
	Cruse Park	551 N Last Chance Gulch
	Crystal Springs Park	232 Willowbrook Dr
	Cunningham Park	1234 Flowerree St
	Dale Harris Park	279 S Cruse Ave
	Diehl Hill	575 Diehl Dr
	Donaldson Park	3187 Cabernet Dr
	Fire Tower Park	111 S Cruse Ave
	Gold Park	2250 Gold Ave
	Heritage Park	201 S Last Chance Gulch
	Hill Park	561 N Park Ave
	Janet Park	525 Janet St
	Jaycee Park	3276 N Benton Ave
Kay McKenna Park	740 Getchell St	
Kessler Park	501 N Davis St	
Last Chance Splash Waterpark	1203 N Last Chance Gulch	
Leo Pocha Park	310 State St	

Department	Name	Address
Parks/Recreation	Lincoln Park	1398 Poplar St
	Lockey Park	1700 E Broadway St
	Meatloaf Hill Park	Touch Stone Dr
	Memorial Park & Adjacent Area	1203 N Last Chance Gulch
	Mount Helena Park	81 Reeder's Village Dr
	Mountain View Park	375 S Alice St
	Mountain View Park 2	2964 Powderhorn Ct
	Nob Hill Park	3010 Saddle Dr
	Northwest Park	100 Valley Dr
	Oakes Street Parcel	S Oakes St & Belt View Dr
	Performance Square	11 N L Chance Gulch
	Pioneer Park	201 S Park Ave
	Pioneer Village Park	1 Colter Loop Dr
	Reber PUD	2000 University St
	Reeder's Alley	525 Adams St
	Ridge View Condos	73 Comstock Rd
	Robinson Park	1724 Townsend Ave
	Ryan Park	30 W Custer Ave
	Selma Held Park	2749 Belt View Dr
	Siebel Soccer Complex	2250 Skyway Dr
	Sixth Ward Park	1235 Bozeman St
	Skelton Park	875 Road Runner St
	Tracy Park	2450 Tracy Dr
Waukesha Park	1600 Waukesha Ave	
Wesleyan Park	801 Helena Ave	
Women's Park	575 Fuller Ave	
Yund Park	601 N Benton Ave	
Parking Commission	Parking Lot	230-314 S Park Ave
	Parking Lot	49 S Park Ave
	Parking Lot	5 Wong St
	Parking Lot	308 N Jackson St
	Parking Lot	350 N Jackson St
	Parking Lot	225 Cruse Ave
	Parking Lot	150 Cruse Ave
	Parking Lot	91 E Broadway St
Parking Lot	340 N Benton Ave	

Department	Name	Address
Parking Commission	15th St. Parking Garage	15 W 15 th St
	6th Ave Parking Garage	39 W 6 th Ave
	Getchell St. Parking Garage	801 Getchell St
	Jackson St Parking Garage	201 Jackson St
	Jackson St Parking Lot	336 N Jackson St
	Last Change Gulch Parking Garage	125 N L Chance Gulch
	Transportation Snow Storage	46.625600, -112.006799
Public Works	Waste Water Lift Station	444 Andesite Ave
	Municipal Storage Tank	1301 MT Helena Dr
	Municipal Storage Tank	1966 Lime Kiln Rd
	Municipal Storage Tank	250 Clancy St
	Municipal Storage Tank	702 Touchstone Dr

¹ Activities associated with each SOP category are provided in Table 3

	Condition	Findings	Corrective Action Needed & Notes
1	Facility is clean and free of trash, excessive sediment, etc.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
2	Storm water drainage system and control measures at the facility are functioning as intended.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
3	Permanent storm water structures are operating as intended including infiltration systems.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
4	Are there any observed storm water pollutant sources at the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Are there any control measures that are inadequate or needing maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Chemical and bulk fuel storage are properly sized and maintained.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
7	Annual employee and new hire trainings are performed in accordance with the MS4 permit include facility specific SOPs.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
8	An annual visual inspection of the facility has been performed including all structural storm water controls.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
9	The written facility procedures, documentation, and site map are current.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
10	Were there any visual observations of locations or areas where storm water from the facility was discharged off-site, to state waters, or to a storm sewer system that drains to state waters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

	Condition	Findings	Corrective Action Needed & Notes
15	Facility SOPs have been reviewed and updated.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	
16	Are there locations where additional stormwater management controls appear to be necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17	Notes/Other Observations: <input type="checkbox"/> None		
Describe any incidents of non-compliance or need for maintenance not described above:			
Follow-up inspection required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Suggested follow-up on or before: Click or tap to enter a date.	

Inspector Signature

Date

STORM WATER MANAGEMENT PLAN (SWMP)
ATTACHMENTS

Storm Water Management Plan Updates Summary

In July of 2022, the City of Helena performed major revisions to the City's SWMP in response to the February 2022 Inspection Report issued by DEQ and the issuance of the 2022-2027 General Permit. Due to a lack of updates in previous years nearly every section of the SWMP received updates. The list of the substantive changes are logged below. For the 2023 Annual Report, the City has developed and is reviving a table used in previous years (most recently 2017) that helps to track SWMP changes made in the current year and intended to be made in the coming years. The table is not useful for the 2022 SWMP changes as the majority were not annual changes or updates required by the 2022-2027 General Permit.

SWMP Updates:

1. **SWMP and Updates-** The City has identified a consistent method to track and store records for permit compliance and making updates to the SWMP. The City has revamped the "Revised Table A.1 Implementation Schedule" from the 2017 Annual Report for use as a consistent method to track permit compliance and updates to the SWMP and has incorporated it into the updated SWMP for the 2022-2027 General Permit Cycle as Appendix K- Permit Compliance and Updates to SWMP Table. This Implementation Schedule Table will be updated on an annual basis to reflect the progress from the previous year and current year goals and objectives. Records for permit compliance will be stored in individual folders for each year that contain the required records of compliance for each MCM. Standardized naming conventions will be used for documents to indicate what section of the General Permit the document is a record for. The SWMP on the City's Storm Water webpage has been updated to the most current SWMP.
2. **Organization Chart-** The City has evaluated the existing relationship with the Lewis and Clark County Water Quality Protection District, and while they do provide extensive storm water education and outreach, the City has chosen to focus on the education and outreach conducted by the City staff to comply with the conditions of the General Permit this will improve annual reporting. The City has removed the Lewis and Clark County Water Quality Protection District from the Organization Chart. The City has revised the Organizational Chart in the SWMP for the 2022-2027 General Permit Cycle.
3. **Program Management Software-** This is list software programs used by the City and how it is used to improve and track communication and annual reporting. City Works- is used to track storm sewer maintenance and illicit discharge response. A report can be obtained for annual report data and projects/illicit discharges can be assigned to individuals in the City Works system. Track It- is used to log any project in the City which requires a building permit. A log can be obtained from the system for annual report data and projects can be assigned to individuals for follow up. City Source is a public facing web-based application used by citizens to report issued with City managed infrastructure and services. The system creates a ticket for each type of submission received. A record of each ticket can be obtained for annual report data and tickets are assigned to appropriate individuals for follow up.
4. **Formalized Mechanisms of Communication:** The City has established additional clarification, explanation, and formalized mechanisms of communication in the SWMP for the 2022-2027 General Permit Cycle. The City's formalized mechanisms of communication include utilizing software programs, an infrastructure acceptance policy, meetings, and standardized email procedures. The software programs include Track IT for building permitted projects, City Works

for storm sewer maintenance and illicit discharge response, City Sourced for community reporting and response, and Engineering Design Standards Infrastructure Acceptance Policy for projects involving infrastructure installation. Additionally, the City has scheduled quarterly meetings of the Storm Water Management Team (Team).

5. Development of a Tailored Outreach Strategy for Each Key Audience- The City has developed a tailored outreach strategy for each key target audience. Table 1 of the 2017 SWMP has been updated in the SWMP for the 2022-2027 General Permit Cycle and the information contained therein separated into three tables (Table 1, Table 2, and Table 3) and expanded upon to improve the column headings and more clearly identify the outreach strategies specifically selected for each key target audience. The City may continue to send out informative material in the Utility Bill inserts, but will cease to submit it as part of the City's tailored outreach strategy for key target audiences. The City will also continue to provide additional education and outreach materials for non-key target audiences on the Storm Water webpage, however the City is not actively utilizing them for the City's General Permit compliance and are providing them on the City's webpage solely for ease of access to informative material for interested individuals. Any outreach materials provided to key target audiences as part of the outreach strategy will be included on the Storm Water webpage and in the annual report. The City has also fixed all the misdirected links on the Storm Water webpage.
6. Identification of Approaches for Involving Key Target Audiences- The City has updated the SWMP section for MCM 1 and 2 for the 2022 - 2027 General Permit Cycle to include a formal opportunity for public involvement/participation. During the event, the public will be able to provide comment on the SWMP and the City will document all relevant input, responses, and SWMP modifications made as a result. The first opportunity and request for the public to provide comment on the SWMP will be held the first week in November. The City will document the relevant input and responses and make the resulting modifications to the SWMP as necessary. If deemed necessary, a second follow up request for public comment on the SWMP would occur the first week in December. The City will again document the relevant input and responses and make the resulting modifications to the SWMP as necessary. The City will utilize its Be Heard Helena webpage to request, track, record, and respond to the public's comments. The City will comply with all state and local public notice requirements by publishing the opportunity for public involvement/participation in the Independent Record at least twice and 6 days apart prior to the event.
7. Adopt Standardized Temporary Best Management Practice (BMP) Specifications- The City has adopted Montana DEQ Storm Water management During construction Field Guide for Best Management Practices as their standardized BMP specifications and has included references to it in the SWMP.
8. The City modified the SWMP to include Proper Installation, Operation, and Maintenance of Storm Water Management Controls- The City now requires a written response addressing the deficiencies to improve documentation related to follow-up of inspected BMPs that are not installed, operated, or maintained properly.
9. Construction Storm Water Management Plan Review Checklist- The City has updated their plan review checklist for the 2022-2027 permit cycle in response to further guidance received from DEQ in August 2022. The City has updated the SWMP for the 2022-2027 General Permit to include the updated plan review check list. The City has also performed the necessary updates to the 2023 Checklist to ensure it is compliant with the General Construction Permit issued on January 1, 2023.

10. Construction Site Inspection Form- The City has reviewed and update the Construction Site Inspection Form in response to guidance received in August of 2022 to be consistent with the 2021 General Permit for Storm Water Discharges Associated with Construction Activity. The City has also performed the necessary updates to the 2023 Inspection Form to ensure that it is compliance with the General Construction Permit issued on January 1, 2023.
11. Inspection Frequency Protocol- The City developed a Construction Site Inspection Frequency Protocol based on Part II.A.3.b.iii. and is including this form in the SWMP for the 2022-2027 permit.
12. Incorporation of Requirements into Plans, Policies, and Ordinances to Utilize Low Impact Development (LID) Concepts- The City has been and will continue to adhere to the requirements for LID under Part II.A.4.d. for Low Impact Development. The City has extensively revised their Engineering and Design Standards to improve their storm water treatment and LID requirements. Adoption of the new standard is pending, but will be incorporated into the SWMP upon approval by the City Commission.
13. Plan Review Checklist- The City has an updated and included a post-construction storm water management plan review Checklist in the SWMP for the 2022-2027 permit. The City reviews all permitted projects within the city for storm water and requires post-construction best management practices in accordance with the permit. The City has started to maintain electronic copies of review documentation to improve record keeping specific to the 2022-2027 General Permit.
14. Inspection of High Priority Post-Construction Storm Water Management Controls (PCSMC)- The City has updated the High-Priority Storm Water Management Controls inspection frequency table to identify the High-Priority Storm Water Management Controls as those that require annual inspections and the Priority Storm Water Management Controls as those that are inspected once per permit term.
15. Inventory of Permittee Owned Facilities and Activities- The City has updated its Pollution Prevention and Good Housekeeping Standard Operating Procedures to include snow disposal areas operated by the permittee.
16. Annual Trainings- The City's training for the SOPs and the activities associated with facilities has been updated with greater detail and options for the City in the scenario that the City is unable to perform the required trainings in house. The City was able to conduct the required trainings in house in 2022. A video recording of the training and training rosters were maintained.
17. Training Frequency and Training Curriculum- The City conducted trainings in accordance with the 2022-2027 General Permit and updated the SWMP accordingly. The City has developed a training matrix plan for the four training categories in the permit and has included this training matrix plan in the updated SWMP.
18. Trainings- The City updated the SWMP Team and has completed training for the team and for the Facility personnel as required under the 2022-2027 General Permit and in accordance with the training matrix plan referenced above.
19. Pollution Prevention and Good Housekeeping- The City has updated this portion of the SWMP to include a standard Facility Inspection Form to comply with II.A.5.a.ii for inspection procedures.
20. TMDL-Related Monitoring- Section 8.0 Special Conditions Monitoring in the SWMP was revised and updated. The strategy rationale, monitoring frequency, monitoring parameters, and monitoring locations are documented in the request to DEQ and in the SWMP.

**MONITORING AND REPORTING
ATTACHMENTS**

Monitoring and Reporting

All outfall monitoring has been performed and recorded in conformance with section II.C and II.D of the General Permit with the exception below.

The City of Helena has experienced difficulty in 2022 to dependably obtain two samples a year at one monitoring location. Identified as monitoring location 006 Walmart Pond Outlet. A sample was able to be obtained from the location in the first half of 2022, but not the second half. Upon inspection after a substantive rain event of 0.34 inches on 09/23/2022, the site was dry and a sample was not able to be obtained. All of the rest of the sample locations contained adequate water for sampling to occur. Additional visits to the location after alternate storm events had the same result. This location is listed as the representative sample for Commercial locations.

After encountering the lack of water at the monitoring location, the City of Helena identified other areas that are representative of the City's Commercial stormwater and inspected other potential locations later in the day on 09/23/2022. One of the alternate locations contained enough flow for a sample that day and also during smaller rainfall events. The site is located in a wholly commercial section of the City.

The City alerted DEQ to it's impending request to change the monitoring location in December and will be in further contact with DEQ.

Summary of BMPs used to target and reduce discharges to impaired waterbodies and a schedule for the following year's BMP implementation.

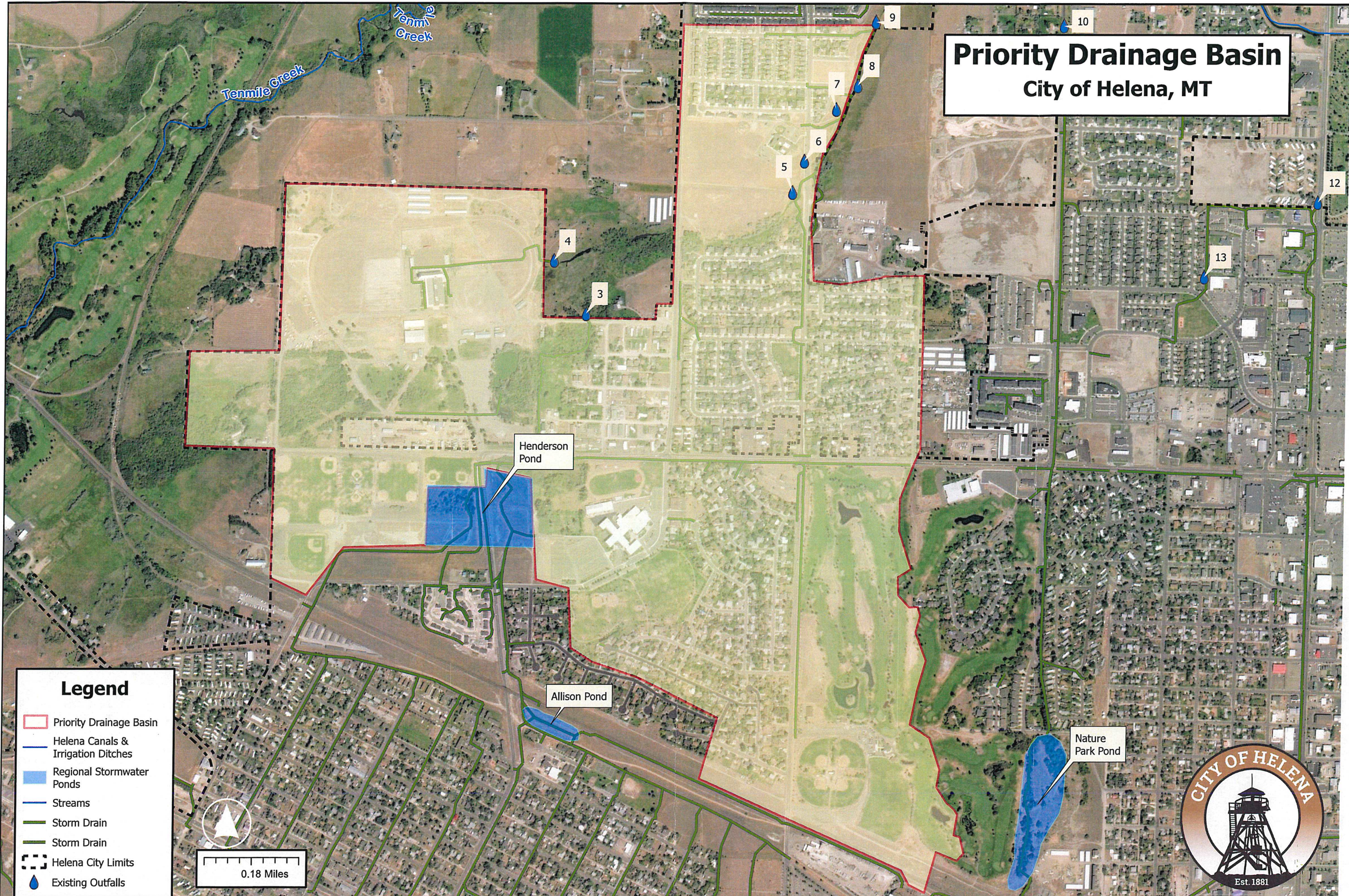
The City of Helena's BMPs include numerous storm water control and water quality ponds both public and private. The city has several very large storm water ponds along and at the ends of each of our drainage basins. These ponds were studied in the 2018 Storm Water Master Plan and have been shown to be highly effective at retaining and percolating storm water runoff from the City. The City is on an alluvial fan with generally high percolation rates and in a semi-arid climate. Our largest tributary basin is 7 square miles which is identified as Last Chance Gulch. Our next largest basin is 3.5 square miles and is identified as Davis Gulch.

In 2023, the City intends to ensure the continued operation of our current storm water quality ponds. We will do this by ensure maintenance inventory is complete for each pond and improve the mapping for each one. The City also intends to perform thorough inspections on the City's Stormwater System that were noticed as areas of possible improvement during an extreme weather event experienced on July 3, 2022. The City has also implemented a more diligent pre-project screening process to ensure that new projects being conducted do not contribute additional pollutants to the stormwater system, specifically in the City's Priority Areas.

Inventory of Outfalls Discharging to Impaired Water Bodies Including Associated Pollutants

Outfall No.	Drainage Basin	Outfall BMP	Pollutants
3	West side	Henderson Retention Pond Complex	Sediment, Nutrients, Trash, Oil, Grease, Fuel, Pesticides
4		Fairgrounds Detention Pond	Sediment, Nutrients, Trash, Oil, Grease, Fuel, Pesticides
5		North Stone Meadows Detention Pond	Sediment, Nutrients, Trash, Oil, Grease, Fuel, Pesticides
6		Central Stone Meadows Detention Pond	Sediment, Nutrients, Trash, Oil, Grease, Fuel, Pesticides
7		South Stone Meadows Detention Pond	Sediment, Nutrients, Trash, Oil, Grease, Fuel, Pesticides
8		Crystal Springs Detention Pond	Sediment, Nutrients, Trash, Oil, Grease, Fuel, Pesticides
9		County Shop Detention Basin	Sediment, Nutrients, Trash, Oil, Grease, Fuel, Pesticides

Priority Drainage Basin City of Helena, MT



Legend

- Priority Drainage Basin
- Helena Canals & Irrigation Ditches
- Regional Stormwater Ponds
- Streams
- Storm Drain
- Storm Drain
- Helena City Limits
- Existing Outfalls



**MS4 WITH AN APPROVED TMDL
ATTACHMENTS**

TMDL -Related Sampling Plan

Permit Reference: Part II.C.

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. 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; and Best Management Practices.

The City permitted MS4 area is bound by the City limits. The permitted area includes six primary drainage areas which include the Westside Area, Last Chance Gulch, Davis Gulch, Bull Run, Airport, and Far East. 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 Creek or Tenmile Creek except at Crystal Springs Creek. 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 prior to the municipal boundary.

Approximately 12.5 square miles of the City of Helena are treated by Regional Storm Water Ponds. Only portions of the Westside basin area below the regional ponds are 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.

Storm Event and TMDL Monitoring

The four monitoring locations are shown in the Table 8.

Table 1: Storm Event and TMDL Monitoring Locations

Monitoring Site ID	Representative Area	Monitoring Location Description	Approximate Latitude/Longitude
004	Residential/Commercial	Inlet to Nature Park Pond	46.60385°N, -112.03167°W

005	Residential	Inlet to DNRC Pond	46.58862°N, -112.01431°W
006	Commercial/Industrial	Outlet from Walmart Pond	46.59423°N, -111.98862°W
007	Residential	Inlet to Alice Pond	46.60889°N, -112.05069°W

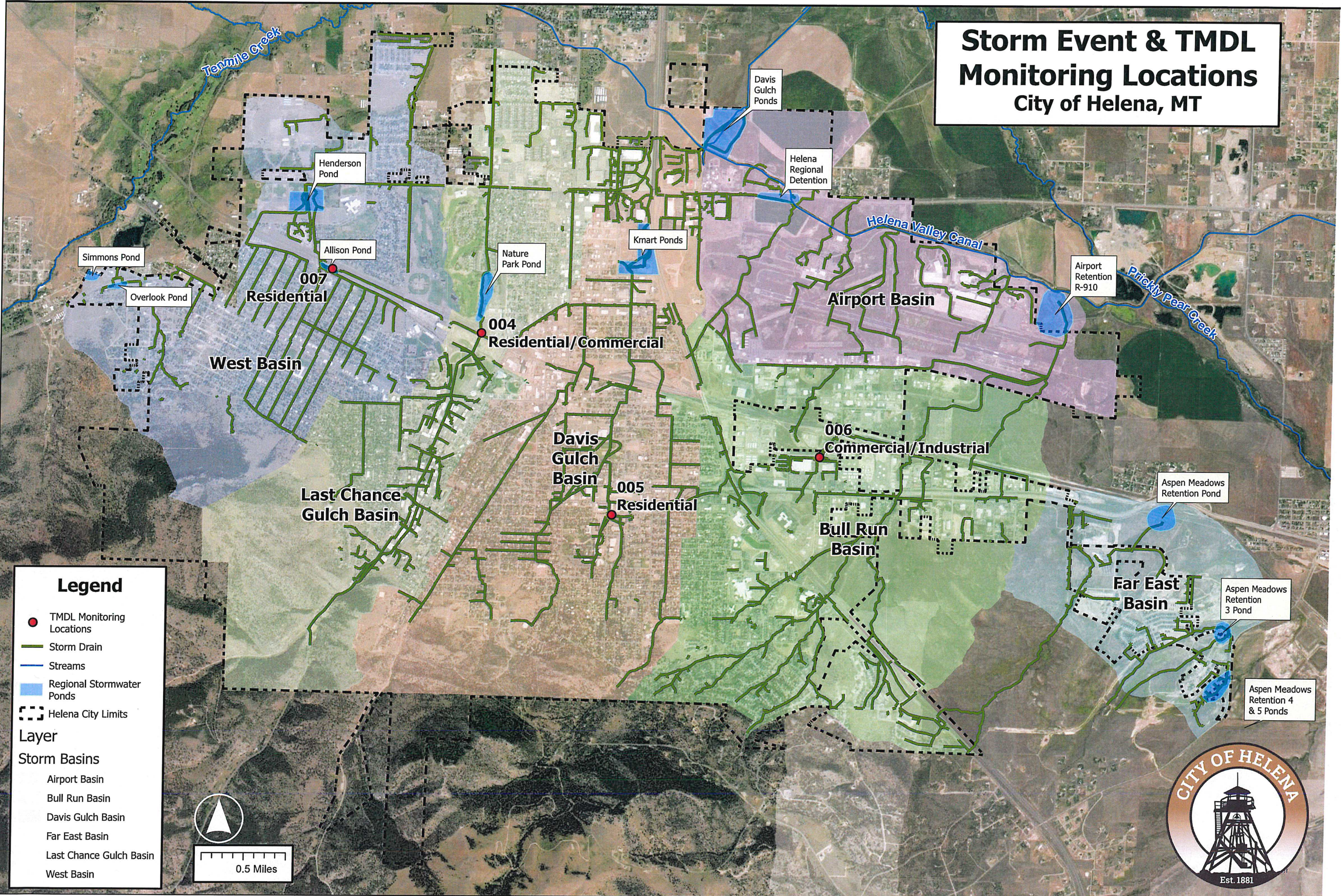
Specific Monitoring Parameters

The City monitors for the parameters in the following table excerpted from the General Permit.

Table 2: Small MS4 Monitoring Requirement

Parameter (1,2)	Frequency	Type (3)
Total Suspended Solids (TSS), mg/L	Semi-annual	Grab or Composite
Chemical Oxygen Demand (COD), mg/L	Semi-annual	Grab or Composite
Total Phosphorus, mg/L	Semi-annual	Grab or Composite
Total Nitrogen, mg/L	Semi-annual	Grab or Composite
pH, standard units	Semi-annual	Instantaneous
Copper, mg/L	Semi-annual	Grab or Composite
Lead, mg/L	Semi-annual	Grab or Composite
Zinc, mg/L	Semi-annual	Grab or Composite
Estimated Flow, gpm	Semi-annual	Instantaneous (4)
Oil and Grease (5), mg/L	Semi-annual	Grab
(1) Detection limits are pursuant to levels defined in Circular DEQ-7. (2) Total recoverable methods to be used on all metals. (3) See Definitions in Part VI. of this General Permit. (4) Estimated flow rates are appropriate in cases where measurement gauges are not installed. (5) Hexanes extraction (EPA Method 1664A).		

Storm Event & TMDL Monitoring Locations City of Helena, MT



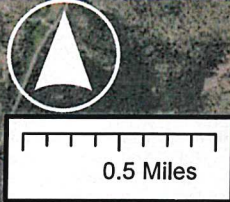
Legend

- TMDL Monitoring Locations
- Storm Drain
- Streams
- Regional Stormwater Ponds
- Helena City Limits

Layer

Storm Basins

- Airport Basin
- Bull Run Basin
- Davis Gulch Basin
- Far East Basin
- Last Chance Gulch Basin
- West Basin



Minimum Control Measure 3 (attach the following in the order listed)

List of potential non-storm water discharges identified as significant contributors of pollutants (i.e. illicit discharges), associated pollutants, and any local controls or conditions placed on these discharges. Attached Not Attached

Have there been updates to the MS4's storm sewer maps? Yes No, the map(s) were last updated: _____

If yes, submit the maps using one of the following options:

- Electronic GIS shapefiles emailed to DEQMPDESDataManagement@mt.gov
 Attached Hard copy
 Link to online maps: _____

Summary of investigations and corrective actions taken over the past year per the Illicit Discharge and Corrective Action Plan. Attached Not Attached

Number of outfalls inspected during dry weather: 16 of 34 (total number of outfalls)

Number of high priority outfalls inspected: 7 of 7 (total number of high priority outfalls)

Attach a summary of any resulting actions taken from screening results. Attached Not Applicable

Year 2023 only, unless updates were made:

A copy or link to the adopted ordinance, policy, procedure, and/or regulatory mechanism prohibiting illicit discharges.

Attached or Link https://codelibrary.amlegal.com/codes/helenamt/latest/helena_mt/0-0-0-3170

Minimum Control Measure 4 (attach the following in the order listed)

List of construction sites/projects inspected over the last year and any resulting actions. Attached Not Attached

Year 2023 only, unless updates were made:

A copy of the construction storm water management plan review checklist. Attached Not Attached

A copy of the construction site inspection form or checklist. Attached Not Attached

A copy or link to the adopted ordinance, policy, procedure, and/or regulatory mechanism requiring construction storm water controls. Attached or Link

https://codelibrary.amlegal.com/codes/helenamt/latest/helena_mt/0-0-0-3170

Minimum Control Measure 5 (attach the following in the order listed)

Inventory of regulated projects using offsite treatment for post-construction runoff. Attached Not Applicable

Number of high priority post-construction storm water management controls inspected: 4

Attach a summary of any resulting actions taken from inspections. Attached Not Applicable

Year 2023 only, unless updates were made:

A copy of the post-construction storm water management plan review checklist. Attached Not Attached

A copy of the post-construction site inspection form or checklist. Attached Not Attached

A copy or link to the adopted ordinance, policy, procedure, and/or regulatory mechanism requiring post-construction storm water controls. Attached or Link

https://codelibrary.amlegal.com/codes/helenamt/latest/helena_mt/0-0-0-3170

Year 2025 only: Submit a plan to modify relevant codes, ordinances, policies, and/or programs to implement LID/green infrastructure concepts. Attached Not Attached

Minimum Control Measure 6 (attach the following in the order listed)

Number of SOPs evaluated: 17 of 17 (total number of SOPs for permittee facilities/activities)

Summary of SOP updates made in the last year. Attached Not Applicable

Records of completed trainings in conformance with section II.B. of the General Permit. Attached Not Attached

Year 2023 only, unless updates were made:

Inventory of permittee facilities/activities with potential to contribute contaminants. Attached Not Attached

Summary of inspection procedures for facilities and their structural storm water controls. Attached Not Attached

Storm Water Management Plan (SWMP)

In the last year, were any public comments received on the SWMP? Yes No

If yes, attach a summary of comments received. Attached Not Applicable

In the last year, have additional SWMP updates been made other than those listed above? Yes No

If yes, attach a summary including the date and description of updates and rationale for decision making.

Attached Not Applicable

Monitoring and Reporting (attach the following in the order listed)

I verify all outfall monitoring has been performed and recorded in conformance with section II.C. and II.D. of the General Permit. (If not able to dependably obtain two samples a year at each monitoring location, attach a summary of rationale. Contact DEQ regarding requests for a change in monitoring locations.)

Attach a summary of implemented BMPs used to target and reduce discharges to impaired waterbodies and a schedule for the following year's BMP implementation. Attached Not Applicable

Year 2023 only, unless updates were made: Attach an inventory of outfalls discharging to impaired waterbodies including associated pollutants. Attached Not Applicable

MS4s with an approved TMDL:

Year 2023 only: Submit a TMDL-related sampling plan for DEQ review. Attached Not Applicable

Years 2024, 2025, and 2026: In the last year, were any public comments received on the sampling plan? Yes No

If yes, attach a summary of comments received and any resulting actions/modifications. Attached Not Applicable

Certification*

All Permittees Must Complete the Following Certification:

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 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. [75-5-633, MCA].

Name (Type or Print)

Tim Burton

Title (Type or Print)

City Manager

Phone Number

406-447-8427

Signature



Date Signed

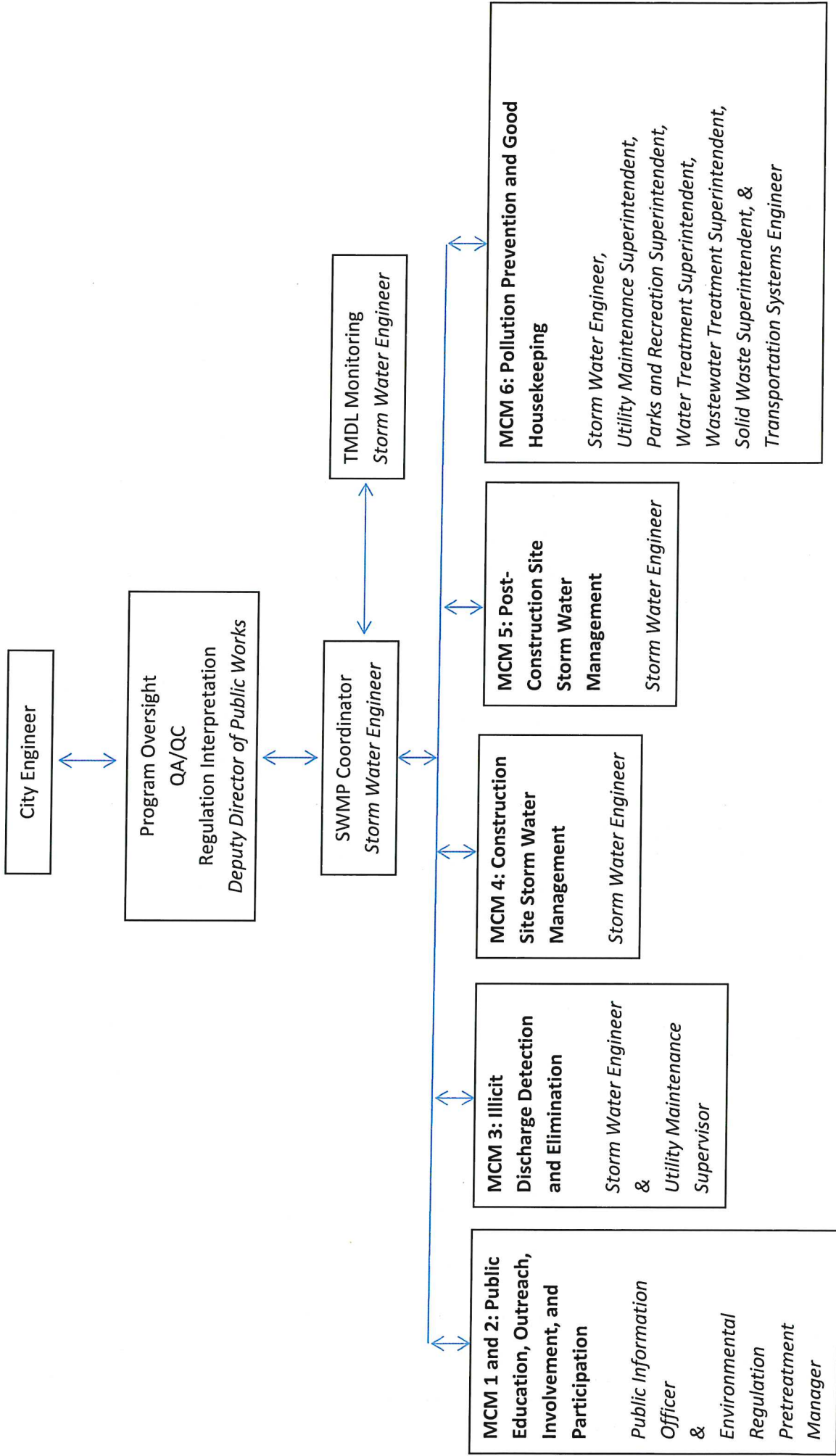
3-1-23

* This Annual Report Form must be completed, signed, and certified as follows:

- For a corporation, by a principal officer of at least the level of vice president;
- For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.

MS4 INFORMATION
ATTACHMENTS

City of Helena - Storm Water Management Team Organizational Chart



Contact Information for Each Individual of the SWMT

Position	Current Employee Name	Phone Number	Email
City Engineer	Jamie Clark	4064478098	jclark@helenamt.gov
Deputy Director of Public Works	Ed Coleman	4064478059	ecoleman@helenamt.gov
Storm Water Engineer	Vacant: Duties divided between City Engineer and Environmental Regulation Pretreatment Manager		
Public Information Officer	Jake Garcin	4064478021	jagarcin@helenamt.gov
Environmental Regulation Pretreatment Manager	Lea Anderson	4064478096	landerson@helenamt.gov
Utility Maintenance Supervisor	Trent Scheuer	4064578575	tscheuer@helenamt.gov
Parks and Recreation Superintendent	Craig Marr	4064478485	cmarr@helenamt.gov
Water Treatment Superintendent	Ben Rigby	4064578511	brigby@helenamt.gov
Wastewater Treatment Superintendent	Jeff Brown	4064578558	jbrown@helenamt.gov
Solid Waste Superintendent	Pete Anderson	4064478088	panderson@helenamt.gov
Transportation Systems Engineer	Mark Young	4064478099	myoung@helenamt.gov

**MINIMUM CONTROL MEASURE 1 & 2
ATTACHMENTS**

Participation of Key Target Audiences

Key Target Audience	Residential Behavior	Business Type	Reasoning for Selection	Associated Pollutants	Date Annual Review and Pollutant Update Conducted	Passive Outreach Strategy	Active Outreach Strategy	Planned Timeframe	Metric	Participation
1: Pet Waste	X		Common source of pollutants	Pet feces	6/10/2022		Pet Waste Stations	Continuous	Amount of Mitt Mitts Distributed	320000
2: General Common Education	X		Common source of pollutants	Pet feces	6/10/2022	Informative Articles or Stories		Continuous	Full Video Views	14200
	X		Dumping within the permitted MS4	Latex Paint	6/10/2022		Cleanup Event	4/21/2022	Estimated Weight Collected	5650 lbs
	X	X	Dumping within the permitted MS4	Latex Paint	6/10/2022		Cleanup Event	9/24/2022	Estimated Weight Collected	7910 lbs
	X	X	Dumping within the permitted MS4	Non-point Source Pollutants	6/10/2022		Part in Community Event	8/27/2022	Estimated Public Participation	500
	X	X	Common source of pollutants	Non-point Source Pollutants	6/10/2022	Social Media		04/01/2022-04/30/2022	Estimated Public Participation	125
3: Post Construction Facility Owners		X	Dumping within the permitted MS4	Latex Paint	6/10/2022		Rain Garden Adoption/Build Program	6/11/2022	Number of Participants	45
		X	Dumping within the permitted MS4	Latex Paint	6/10/2022		Cleanup Event	4/21/2022	Estimated Weight Collected	5650 lbs
4: Hazardous Waste Disposal	X		Common source of pollutants	Household Hazardous Wastes	6/10/2022		Cleanup Event	9/24/2022	Estimated Weight Collected	7910 lbs
5: Restaurant or Food Trucks		X	Dumping within the permitted MS4	Fats, Oils, and Grease	6/10/2022	Brochures/Fliers	Cleanup Event	10/2/2022	Number of Participants	70
								Continuous	Total Distribution	16

Leea Anderson

From: Brad Langsather
Sent: Tuesday, February 21, 2023 3:34 PM
To: Leea Anderson
Cc: Craig Marr; Pat Marron
Subject: RE: Pet Waste Station Information for the City's Storm Water Annual Report

Leea:

Between Park Maintenance and Open Lands, we are using approximately 320,000 mutt mitts per year.

- Brad



Brad Langsather
Open Lands Manager
(406) 447-8454 | blangsather@helenamt.gov



From: Leea Anderson <LANDERSON@helenamt.gov>
Sent: Friday, February 17, 2023 11:32 AM
To: Craig Marr <CMARR@helenamt.gov>; Pat Marron <PMARRON@helenamt.gov>; Brad Langsather <blangsather@helenamt.gov>
Subject: Pet Waste Station Information for the City's Storm Water Annual Report

Good Morning,

I need some information to complete the City's reporting requirements for our Municipal Separate Storm Sewer System (MS4) report in regards to the City's Pet Waste Stations.

Will you please send me the number of poo bags/mutt mitts that the City, or your division, distributed from January 2022 to December 2022? This can be an approximate number.

Feel free to give me a call if you have any questions.

Thank you,

Leea Anderson
Environmental Regulation Pretreatment Manager
City of Helena- Public Works Department
406-447-8096

Leea Anderson

From: Jacob Garcin
Sent: Friday, February 17, 2023 11:54 AM
To: Leea Anderson
Subject: RE: Metrics from the old website

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Leea,

Here is what I have. The primary medium was Facebook and the views they record don't indicate that people watch the video entirely. But rather how many times the video plays on someone's account. So if they watch for 20 seconds then keep scrolling, it is still recorded as a view. The videos were released in April also, so I pulled website information from April-December. Below are the metrics I had readily available. Let me know if you need anything else.

Can you provide me the following information for our MS4 Stormwater annual report for January 1, 2022 to December 31, 2022?

- Number of views the pet waste videos got in 2022.
 - Full Video (Facebook views 14,200+)
 - Segmented videos (Facebook views: 5,000+ additional views)
 - Webpage: 234 visits
- Number of visits to the Stormwater web page in 2022.
 - 402 page visits

From: Leea Anderson <LANDERSON@helenamt.gov>
Sent: Friday, February 17, 2023 11:38 AM
To: Jacob Garcin <JAGARCIN@helenamt.gov>
Subject: Metrics from the old website

Good morning Jake,

Can you provide me the following information for our MS4 Stormwater annual report for January 1, 2022 to December 31, 2022?

- Number of views the pet waste videos got in 2022.
 - Full Video (Facebook views 14,200+)
 - Segmented videos (Facebook views: 5,000+ additional views)
 - Webpage: 234 visits
- Number of visits to the Stormwater web page in 2022.

Thank you!

Leea Anderson
Environmental Regulation Pretreatment Manager
City of Helena- Public Works Department
406-447-8096

Leea Anderson

From: Miranda Griffis
Sent: Tuesday, February 21, 2023 9:36 AM
To: Leea Anderson
Subject: FW: Participation Info

Will this work?

From: Kim Carley <KCARLEY@helenamt.gov>
Sent: Tuesday, February 21, 2023 9:12 AM
To: Miranda Griffis <MGRIFFIS@helenamt.gov>
Subject: RE: Participation Info

Good Morning,

HHW participants by year

2016 = 50
2017 = 51
2018 = 42
2019 = 198
2020 = covid
2021 = 50
2022 = 70

I'll give you the HHW folders when you come down on Wednesday.

We do not track how many people drop off paint during the paint exchange. We usually get anywhere from 500 to 700 cans per event.

Let me know if you need anything else.

Kimberly Carley
Transfer Station Supervisor
City of Helena
406-447-8084

From: Miranda Griffis <MGRIFFIS@helenamt.gov>
Sent: Tuesday, February 21, 2023 8:20 AM
To: Kim Carley <KCARLEY@helenamt.gov>
Subject: Participation Info

Hello, Hope you enjoyed the long weekend 😊

Would you be able to tell me where I could find any information about participation numbers for HHW day, and Latex Paint exchange. Do we track that information?

Leea Anderson

From: Lake Helena Watershed Group <lakehelenawatershed@gmail.com>
Sent: Wednesday, February 22, 2023 8:21 AM
To: Leea Anderson
Subject: Re: Participation at the 2022 Lake Helena Watershed Festival

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.

Hi Leea,

From our previous notes, it appears the watershed festival last year engaged over 500 people! Hope this information helps and if you have any more questions, please feel free to reach out!

Respectfully,
Angelique

Angelique Frier (she/her)
Big Sky Watershed Corps Member

Lewis and Clark Water Quality District &
Lake Helena Watershed Group
(319-458-9219)
lakehelenawatershed@gmail.com

On Tue, Feb 21, 2023 at 6:44 PM Leea Anderson <LANDERSON@helenamt.gov> wrote:

Good Afternoon,

Do you have an idea of the rough number of people that attended the 2022 Lake Helena Watershed Festival?

Sincerely,

Leea Anderson

Environmental Regulation Pretreatment Manager

City of Helena- Public Works Department

406-447-8096

Leea Anderson

From: chris@lewisandclarkcd.org
Sent: Monday, June 13, 2022 4:45 PM
To: Leea Anderson
Subject: RE: Water Wise Helena Booklets for the Rain Barrel Workshop this Weekend

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They said 40-50 attendees. You could probably just use 45.

We would like to say for sure that we want to do one next year, but plans can change. We'll try though, it sounded popular!



Chris Evans (she, her)
District Administrator
Lewis & Clark Conservation District
790 Colleen Street
Helena MT 59601
406-449-5000 ext. 3884
<https://lewisandclarkcd.org>

From: Leea Anderson <LANDERSON@helenamt.gov>
Sent: Monday, June 13, 2022 12:49 PM
To: chris@lewisandclarkcd.org
Subject: RE: Water Wise Helena Booklets for the Rain Barrel Workshop this Weekend

Good afternoon Chris,
Happy belated birthday! I would appreciate the report on the number when you have them as I would like to include them in the City's annual MS4 report this year. I realize it might be a little early to know this yet, but are there plans of doing this workshop again next year?
Sincerely,

Leea Anderson
Environmental Regulation Pretreatment Manager
City of Helena- Public Works Department
406-447-8096

From: chris@lewisandclarkcd.org <chris@lewisandclarkcd.org>
Sent: Monday, June 13, 2022 8:40 AM
To: Leea Anderson <LANDERSON@helenamt.gov>
Subject: RE: Water Wise Helena Booklets for the Rain Barrel Workshop this Weekend

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