

**UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM (UPDES)  
MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)  
ANNUAL REPORT FORM**

Reports are to be sent to:

**Utah Division of Water Quality  
Attn: UPDES Storm Water Program  
288 North 1460 West  
P.O. Box 144870  
Salt Lake City, UT 84114-4870**

*Annual reports are due no later than three months from the end of the fiscal year for the reporting MS4. The report is required to be signed and certified in accordance with requirements in the MS4's permit under Part I of this form.*

**Part I. General Information**

- A. Name of Permittee: Hyrum City
- B. Permit Coverage No. UTR090034
- C. Mailing Address: 83 West Main  
Hyrum, Utah 84319
- C. Contact Person: Corey Nielsen Title: Water and Roads Superintendent
- D. E-Mail Address: cnielsen@hyrumcity.com
- E. Telephone Number: ( 435) 245 - 6033
- F. Reporting Period (Month/Year-Month/Year): 03/03 - 06/04
- G. List any other entities responsible for implementing the Storm Water Management Plan (SWMP) or a plan component during this reporting period if applicable:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.

H. Certification Statement:

I certify under penalty of law that this document and all attachments were prepared with 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.

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

Printed Name: D. Brent Jensen

Title: City Administrator Date: October 6, 2004

**Part II– Current Copy of MS4 Storm Water Management Program**

*A copy of the current full storm water management program is to be included as part of this report.*

Check this box to certify that a copy of the plan is included.

**Part III – Best Management Practices (BMP’s) Implemented since Permit Issuance**

*Section to include a report on the status and effectiveness of BMP’s and measurable goals. This part is broken into sections to address each of the six minimum control measures. Supporting documentation may be attached to assist in documenting completion (or partial completion) of storm water program BMP’s during the reporting period.*

**Control Measure 1 – Public Education and Outreach**

A. Describe any educational activities performed during the reporting period that targeted industries (including construction/operators etc.)

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
Establish and participate in an Inter-Local Storm Water Education / Public Participation Program to teach the public about storm water and the	03/03	Yes	06/04	On-going

effects that citizens can have on it.				
Inform the public about new ordinances and the effects of noncompliance. Educate the public on the importance of protecting storm water from improperly used, stored, and disposed of pollutants by using newsletters and the City website	04/03 06/04	Yes.	04/03 06/04	On-going

B. Describe any educational activities performed during the reporting period which targeted municipal employees:

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
None.				

C. Describe any educational activities performed during the reporting period that targeted highly visible sources of pollution:

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
None.				

D. Describe any educational activities performed that target group audiences (school groups, associations, etc. that were not listed above:

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
None.				

E. For each BMP noted in the chart for this section above list measurable goal information that is pertinent per the outline below. If the report is prepared electronically the charts may be copied and pasted in this section. If the report is not prepared electronically a separate section will need to be prepared in this format. **(Note: Expand the report to include #'s 1-4 for each program BMP)**

BMP Public Education and Participation Program

- (1) General summary

1. Establish agreement with county or surrounding communities to establish an Inter-Local Storm Water Education / Public Participation Program.
2. Implement program

(2) Status of Measurable Goals

1. The communities in Cache Valley are forming the Cache County Stormwater Coalition. There are no formal agreements, but there is a mutual understanding that certain aspects of our permitting can be better accomplished by working together.
2. Implementation and evaluation will be an ongoing process as the program develops.

(3) Effectiveness

Anticipate this program will be reasonably effective in educating the public about storm water.

(4) Proposed Modifications

Change the contact person from Lennis Christiansen to Mark Tenhoeve on the Initial Identification of Measurable Goals Sheet.

BMP Inform and educate through newsletters and website

(1) General summary

1. Send flyer twice a year with newsletter in utility bills.
2. Post information on the City website and update twice a year.

(2) Status of Measurable Goals

1. Hyrum City's April 2003 Newsletter contained information on disposal of household hazardous wastes. Hyrum City's June 2004 Newsletter and website contained information on EPA regulations prohibiting the washing of concrete trucks on city streets/property.
2. The above newsletters were posted on the City's website.

(3) Effectiveness

We expect only marginal success because the percentage of people who read information on Hyrum City's website is low. There is a higher percentage of citizens who read the newsletter, but it is still not read by the entire community.

(4) Proposed Modifications

None.

**Control Measure 2 – Public Involvement/Participation**

1. Describe the target audiences for the public involvement program, including a description of the types of ethnic and economic groups engaged, affected stakeholder groups, including commercial and industrial businesses, trade associations, environmental groups, homeowners associations, other organizations, etc. (Expand this section as needed).

The entire community is targeted for the public involvement program, including our 15% hispanic population, two homeowners' association, and local businesses.

2. Activities (BMP's) that have been implemented (or partially implemented) for this control measure, e.g. citizen panels, public hearings, citizen volunteer programs, etc.

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
Participate in Inter-Local Storm Water Education / Public Participation Program				
Sponsor an annual spring cleanup day involving community members by providing garbage bags and bins for garbage collection.	04/03 04/04	Yes	04/03 04/04	On-going
Encourage citizens and scout troops to clean streams, banks, and storm water sub basins by creating a list of community useful projects.	06/03 06/04	Yes	06/03 06/04	On-going
Maintain steering committee and continue with meetings to assess progress and continue making plans.	01/04	Yes	01/04	On-going
Encourage Participation in recycling program through newsletters and city website.	04/03 06/03 12/03 06/04	Yes	04/03 06/03 12/03 06/04	On-going

3. For each BMP noted in the chart for this section above list measurable goal information that is pertinent per the outline below.

**BMP Public Education and Participation Program**

(1) General summary

1. See program in Control Measure 1 above.
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(2) Status of Measurable Goals

1. See program in Control Measure 1 above.

(3) Effectiveness

1. See program in Control Measure 1 above.

(4) Proposed Modifications

None.

BMP Annual Cleanup Day

(1) General summary

1. Announce activity through website and newsletter and sponsor annually.

(2) Status of Measurable Goals

Hyrum City sponsored Spring Clean-Up Days in April of 2003 and 2004. Spring Clean-up was announced in the Hyrum City Newsletter and posted on the City's website.

(3) Effectiveness

Hyrum City's Spring Clean-Up Days are very effective. Citizens from all over the community take advantage of the dumpsters the City provides to dispose of all types of material. Two years ago in conjunction with Spring Clean-Up Days, Hyrum City collected and disposed of 3,260 old tires from its residents at a cost of \$13,700.

(4) Proposed Modifications

Change the contact person from Lennis Christiansen to Brad Call on the Initial Identification of Measurable Goals Sheet.

BMP Citizen and Scout Groups

(1) General summary

1. Compile a list of projects and post in newsletter and on the city website.
2. Update the projects list every six months.

(2) Status of Measurable Goals

1. A list of projects has been made and is updated as necessary.
2. Projects and participants are recognized in the Hyrum City Newsletter and on the City's website. Hyrum City's June 2003 Newsletter asked citizens to not place debris on drainage swales, ditches or on roadsides. Encouraged citizens to use green waste bins. Hyrum City's June 2004 Newsletter addressed the 2001 EPA mandate to restore the Spring Creek Stream. Hyrum City's sewer plant effluent drains into Spring Creek and, in order for plant and fish life to be reestablished, the EPA is requiring Hyrum City to begin removing phosphorus from its effluent by 2004. The June Newsletter also contained information on EPA regulations prohibiting the washing of concrete trucks on city streets/property.

(3) Effectiveness

We expect only marginal success because the percentage of people who read information on Hyrum City's website is low. There is a higher percentage of citizens who read the newsletter, but it is still not read by the entire community.

(4) Proposed Modifications

The project list will be made available at the City Offices rather than posting the list on the City's website. The website and newsletter will recognize projects that have been accomplished .

### BMP Maintain Steering Committee

(1) General summary

1. Conduct at least 2 meetings a year.

(2) Status of Measurable Goals

1. The Steering Committee has set the 1<sup>st</sup> Wednesday of every month as its meeting date.

(3) Effectiveness

The Steering Committee determined it was necessary to hold monthly meetings rather than meeting twice a year.

(4) Proposed Modifications

Change the number of meetings from at least two a year to once a month.

### BMP Participation in recycling program.

(1) General summary

1. Send out notices and reminders with information on the recycling program twice annually.

(2) Status of Measurable Goals

Information on recycling is included in Hyrum City's newsletters and posted on the City's website. Hyrum City's April 2003 Newsletter included information on disposing and recycling household wastes. Hyrum City's June 2003 Newsletter encouraged citizens to use the green waste bins for yard debris and to place any recyclable items in appropriate bins. Hyrum City's December 2003 Newsletter included information on Christmas tree recycling site. Hyrum City's June 2004 Newsletter contained information on green waste dumpsters and recycling center.

(3) Effectiveness

We expect only marginal success because the percentage of people who read information on Hyrum City's website is low. There is a higher percentage of citizens who read the newsletter, but it is still not read by the entire community.

(4) Proposed Modifications

None.

**Control Measure 3 – Illicit Discharge Detection and Elimination**

- 1. a. Provide the date when the MS4's storm water ordinance was adopted or last updated (Note if not yet adopted)  
Ordinance has been drafted and will be placed on the November 4, 2004 City Council Agenda for consideration and adoption.
- b. If the ordinance was adopted or updated during this reporting period, then a copy of the attested ordinance should be attached to this report. Is a copy of the ordinance attached? Yes  No
- 2. Provide information on illicit discharge detection activities, including such things as industrial inspections, stream walks, smoke or dye testing, line televising, etc (attach additional sheet if necessary):

Type of Inspection	Details: who performed activity, date performed, number of facilities inspected, miles walked, etc.
None.	

- 3. Provide information on dry weather field screening activities conducted during the reporting period:
  - a. Outfall screening

1. How many outfalls were screened by the MS4 during the reporting period?  
None.
2. Of the outfalls screened during the reporting period, at how many of the outfalls did the MS4 identify flow?  
None.
3. For those outfalls with dry weather flow detected, provide information on the results of source identification activities. If laboratory testing was performed in order to verify a pollutant identity, then complete the last column of the table (attach additional sheet if necessary):

<b>Outfall Designation (number or location)</b>	<b>Date Field Screening Performed</b>	<b>24-Hour Rescreening? (Yes/No)</b>	<b>Date Laboratory Testing Performed</b>
None.			

4. For those outfalls with dry weather flow identified, describe the investigative measures taken to identify the source, the identified source, and if the source was eliminated:  
None.
5. Provide information on any spill incidents which occurred during the reporting period, in which a substance entered the storm sewer system:

<b>Spill Date</b>	<b>Spill Location</b>	<b>Party Responsible for Spill</b>	<b>Substance(s) Spilled</b>	<b>Amount Spilled</b>
None.				

6. Describe any activities performed during this reporting period to publicize and facilitate public reporting of illicit discharges (provide details, where appropriate):  
None.
7. Describe any activities performed during this reporting period to facilitate the proper management and disposal of used oil and toxic materials, including educational activities, household waste collection programs, etc (provide details where appropriate, such as dates):  
Hyrum City's April 2003 Newsletter contained information on disposal of household hazardous waste. Hyrum City Offices provides informative packets on removal and disposal of household hazardous waste.
8. Describe any activities performed during this reporting period to detect and eliminate seepage from municipal sanitary sewers to the storm sewer system:

Hyrum City's storm sewer system is multiple groups of drain boxes and does not tie together with sewer system.

9. List any BMP's implemented by the MS4 for this measure in the chart below

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
Adopt model ordinance prohibiting discharge of non-storm water into the system. Prescribe punishment for violation.	04/04	No		11/04
Develop a procedure to gain approval from the irrigation companies for storm water discharge.	03/03	Yes	03/03	
Educate city employees, businesses, and the general public about the hazards associated with illegal discharges and improper disposal of waste through newsletter discussed in Public Education and classes.	06/04	Yes	06/04	On-going
Take inventory of all above ground tanks, inspect and maintain to prevent leaking and take proper spill control measures.	03/04	Yes	03/04	On-going

10. For each BMP noted in the chart for this section above list measurable goal information that is pertinent per the outline below.

BMP Adopt model ordinance prohibiting discharge of non-storm water into the system. Prescribe punishment for violation.

(1) General summary

Review ordinance and policy with steering committee.

(2) Status of Measurable Goals

Ordinance has been drafted and will be placed on the November 4, 2004 City Council Agenda for consideration and adoption.

(3) Effectiveness

Unknown

(4) Proposed Modifications

None.

BMP Develop a procedure to gain approval from the irrigation companies for storm water discharge.

(1) General summary

Develop a cooperative agreement with required approvals on final plat.

(2) Status of Measurable Goals

Hyrum City ordinances require approval from irrigation companies for storm water discharge.

(3) Effectiveness

Very effective.

(4) Proposed Modifications

None.

BMP Educate city employees, businesses, and the general public about the hazards associated with illegal discharges and improper disposal of waste through newsletter discussed in Public Education and classes.

(1) General summary

Discuss illegal discharges in newsletter.

(2) Status of Measurable Goals

Hyrum City's June 2004 Newsletter addressed the hazards and illegality of washing concrete trucks in barrow pits or on roadsides or on city property.

(3) Effectiveness

We expect only marginal success because the percentage of people who read information on Hyrum City's website is low. There is a higher percentage of citizens who read the newsletter, but it is still not read by the entire community.

(4) Proposed Modifications

None.

BMP Take inventory of all above ground tanks, inspect and maintain to prevent leaking and take proper spill control measures.

(1) General summary

Inventory of all above ground tanks and map.

(2) Status of Measurable Goals

All above ground tanks have been identified, placed on a list and cross referenced to a map.

(3) Effectiveness

Effective.

(4) Proposed Modifications

Change the contact person from Lennis Christiansen to Corey Nielsen on the Initial Identification of Measurable Goals Sheet.

**Control Measure 4 – Construction Site Storm Water Runoff Control**

- 1. a. When was the MS4s ordinance to control soil erosion and sediment adopted or last updated? (Note if not yet adopted)  
Ordinance has been drafted and will be placed on the November 4, 2004 City Council Agenda for consideration and adoption.
- b. If the ordinance was adopted or updated during this reporting period, then a copy of the attested ordinance should be attached as an addendum to this report. Is a copy of the ordinance attached?  
Yes  No

2. Provide information on any site planning procedures for construction projects performed during the reporting period:
  - a. Number of site plan reviews conducted: None.
  - b. Number of site plans approved: None.
  - c. Other (please describe): None.
3. Provide information on construction site inspections during the reporting period:
  - a. How many active construction sites were inspected during the reporting period?  
None.
  - b. How many total inspections of these active construction sites were conducted during the reporting period?  
None.
  - c. How many full-time equivalents were employed by the MS4 to inspect construction sites during the reporting period?  
None.
4. Provide information on enforcement activities (e.g. stop work orders, warning letters, etc) at construction sites for erosion and sediment control violations taken during the reporting period (attach additional sheets if necessary):

Site Location	Type of Enforcement Action	Date of Enforcement
None.		

5. Were any education and/or training measures for construction site operators conducted (besides those under measure 1) during the reporting period? Yes  No

If yes, provide details:

- a. Type(s) of training conducted?
- b. Date(s) of training:
- c. Who performed the training:
- d. Who received the training:
- e. Did the training result in some type of certification? Yes  No

If yes, please explain:

6. List any BMP's implemented by the MS4 for this measure in the chart below:

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
Adopt an ordinance required proper erosion and sediment controls and controls for other wastes with a regulatory mechanism (including above ground fuel storage tanks with isolation areas). Address mud tracked onto streets by machinery, re-vegetation and dust control.	04/04	No		11/04
Require Erosion Control and Revegetation Plans for development of sites that are one acre in size or larger in order to obtain a building permit. Inform what the requirements and options are.	11/03	Yes	5/04	
Monitor compliance with building inspector, train employees (consider using an Inter-Local Training Meeting). Establish procedures that include inspections on sites larger than one acre on a monthly basis, reports and actions to correct problems.	2/04	No		1/05
Establish general procedures for concrete truck washouts and establish a few general washout areas. Require some developers to establish temporary washout areas.	7/03	Yes		4/04

7. For each BMP noted in the chart for this section above list measurable goal information that is pertinent per the outline below.

BMP Adopt an ordinance required proper erosion and sediment controls and controls for other wastes with a regulatory mechanism (including above ground fuel storage tanks with isolation areas). Address mud tracked onto streets by machinery, re-vegetation and dust control.

(1) General summary

Review in Steering Committee.

(2) Status of Measurable Goals

Ordinance has been drafted and will be placed on the November 4, 2004 City Council Agenda for consideration and adoption.

(3) Effectiveness

The Steering Committee reviewed the ordinance and feels that the ordinance will be effective once adopted by the City Council.

(4) Proposed Modifications

None.

BMP Require Erosion Control and Revegetation Plans for development of sites that are one acre in size or larger in order to obtain a building permit. Inform what the requirements and options are.

(1) General summary

Set minimum requirements.

(2) Status of Measurable Goals

Minimum requirements have been prepared in an ordinance that will be placed on the November 4, 2004 City Council Agenda for consideration and adoption.

(3) Effectiveness

The ordinance will be effective once adopted by the City Council.

(4) Proposed Modifications

None.

BMP Monitor compliance with building inspector, train employees (consider using an Inter-Local Training Meeting). Establish procedures that include inspections on sites larger than one acre on a monthly basis, reports and actions to correct problems.

(1) General summary

Establish written procedures and have one employee attend training meeting annually.

(2) Status of Measurable Goals

Written procedures to inspect construction sites larger than one acre is in progress, but has not been completed. Hyrum City employees attended an inter-local training meeting in March 2004 on Storm Water Management.

(3) Effectiveness

Anticipate written procedures will be effective. Inter-local training meeting provided useful information to city employees.

(4) Proposed Modifications

None.

BMP Establish general procedures for concrete truck washouts and establish a few general washout areas. Require some developers to establish temporary washout areas.

(1) General summary

Identify three permanent washout locations.

(2) Status of Measurable Goals

Hyrum City identified three site as washout locations. Hyrum City is working to establish requirements for developers to provide a washout location on construction site.

(3) Effectiveness

Based on experiences of other communities, Hyrum City determined that central washout locations are problematic.

(4) Proposed Modifications

To require developers to provide a washout location on construction site rather than the City designating three permanent washout locations.

**Control Measure 5 --Post-Construction Storm Water Management in New Development and Redevelopment**

1. Provide a summary of the initiative of the post construction storm water management program (e.g. limiting growth to identified areas, engineering structural specifications for treating post construction runoff, policies to encourage infill development in existing higher density areas, minimization of impervious areas and mechanisms etc.)

The proposed Storm Water Ordinance includes a section on Post-Construction Storm Water Management and Discharge to critical areas.

2. Does the post-construction program include a regulatory mechanism such as an ordinance? If so please describe how the mechanism will work to help achieve the initiatives in question 1 above. If a regulatory mechanism has not yet been developed provide a brief description of planned policy enactment.

Yes. Penalties include abatement, remediation of pollution, fines, etc.

3. List any BMP's implemented by the MS4 for this measure in the chart below:

<b>BMP Description</b>	<b>Start Date</b>	<b>Completed? Yes/No</b>	<b>Completion Date</b>	<b>Projected Completion Date</b>
Review zoning ordinances addressing water quality impacts for commercial and residential sites. Include minimum landscaping requirements and protection of sensitive and open land areas.	1/04	No		On-going
Require commercial developments to provide landscaping plan and set minimum requirements.	6/04	No		2005
Require commercial and/or developments to install structural BMPs as part of the development.		No		2005
Develop a procedure to gain approval from the irrigation companies for storm water discharge.	3/03	Yes	3/03	

4. For each BMP noted in the chart for this section above list measurable goal information that is pertinent per the outline below.

BMP Review zoning ordinances addressing water quality impacts for commercial and

residential sites. Include minimum landscaping requirements and protection of sensitive and open land areas.

(1) General summary

Review existing ordinances and make recommendations to go to the Planning Commission for review.

(2) Status of Measurable Goals

Hyrum City is currently in the process of revising its General Plan, Zoning Ordinance and Subdivision Ordinance to better address storm water runoff and growth in sensitive areas.

(3) Effectiveness

Anticipate completed regulations will be effective.

(4) Proposed Modifications

None.

BMP Require commercial developments to provide landscaping plan and set minimum requirements.

(1) General summary

Review existing requirements. Make recommendations to go to the Planning Commission for review.

(2) Status of Measurable Goals

Reviewed existing regulations. Hyrum City's ordinance requires landscape plans on all commercial development, however, the ordinance doesn't include minimum requirements nor guidelines. Hyrum City is in the process of preparing written guidelines and detailed requirements that needs to be included in commercial development landscape plans.

(3) Effectiveness

Anticipate guidelines will be effective in addressing storm water management through appropriate landscaping.

(4) Proposed Modifications

None.

BMP Require commercial and/or developments to install structural BMPs as part of the development.

(1) General summary

Review existing requirements.

(2) Status of Measurable Goals

Hyrum City is in the process of reviewing its existing requirements for installation of structural BMPs.

(3) Effectiveness

Unknown.

(4) Proposed Modifications

None.

BMP Develop a procedure to gain approval from the irrigation companies for storm water discharge.

(1) General summary

Develop a cooperative agreement with required approvals on final plat.

(2) Status of Measurable Goals

Hyrum City ordinances require approval from irrigation companies for storm water discharge.

(3) Effectiveness

Very effective.

(4) Proposed Modifications

None.

## Control Measure 6 – Pollution Prevention/Good Housekeeping for Municipal Operations

### Structural and Source Control Measures

#### 1. Structural Controls

How many permanent control structures for which the MS4 is responsible were added during this reporting period? Nine

Including the structures added this reporting period, what is the total number of permanent control structures which the permittee is responsible for inspecting and maintaining? 108

What is the frequency at which permanent control structures were inspected or maintained during this reporting period?

Each permanent control structure is either inspected or maintained annually.

How many permanent control structures were inspected during this reporting period:

catch basins	108	per reporting period
ditches	1 mile	per reporting period
detention ponds	0	per reporting period
storm drain lines	1 block	per reporting period
Other		per reporting period

How many permanent control structures were maintained during this reporting period:

catch basins	42	per reporting period
ditches	3 blocks	per reporting period
detention ponds	0	per reporting period
storm drain lines	1 block	per reporting period
Other		per reporting period

Describe any tasks associated with control structure inspection and maintenance (e.g. repairs), not addressed in the questions above:

A visual inspection was conducted on catch basins and camera inspection was performed on storm drain lines. Maintenance was performed by a vacuum truck to clean catch basins.

#### 2. Master Plan

- a. Does your municipality have a comprehensive planning document (e.g. Master Plan), which in part addresses storm water? Yes  No X

Hyrum City is currently in the process of revising its General Plan, Zoning Ordinance and Subdivision Ordinance to better address storm water runoff and growth in sensitive areas.

- b. If the answer to 2.a was “yes”, describe any changes made to the storm water portion of the comprehensive planning document performed during the reporting period:

3. Street Maintenance

- a. How many miles of streets were swept during the reporting period?  
Six blocks
- b. Describe any litter removal activities performed during the reporting period (e.g. dates, people performing litter pickup, etc), including the amount of debris removed (pounds), if known:  
In May 2003 over sixty citizens of Hyrum participated in picking up litter and debris on the sides of Hyrum City streets.
- c. Describe any practices for maintaining streets that were not addressed in the questions above (deicing practices, road repair procedures, etc):  
Hyrum City follows the U.L.C.T. recommendations and requirements on road repair and maintenance.

4. Flood Management Projects

- a. Were any existing flood management projects (e.g. wet or dry retention basins, channels) evaluated during the reporting period to determine if retrofitting the device for additional pollutant removal is feasible?    Yes  No
- b. If the answer to question 4.a is yes, please provide details on the location of the flood management project and the evaluation performed (date, what did evaluation consist of, outcome):
- c. Did you inspect any of the following municipal facilities during the reporting period for storm water runoff control measures:

Facility Inspected	Yes	No	Not applicable
Publicly owned water treatment plants	Yes		
Publicly owned wastewater treatment plants	Yes		
Municipal incinerators			X
Municipal solid waste transfer facilities			X
Land application sites			X

Transportation fleet maintenance and storage yards	Yes		
Sludge disposal or treatment sites	Yes		
Municipally owned landfills			X
Other sites (provide details):			

Documentation of each inspection performed should be attached as an addendum to this report. Are completed inspection reports or some other type of documentation attached? Yes  No X No documentation was kept on inspection this year, however, records are now being kept of all inspections.

Were any control measures to reduce runoff implemented during the reporting period at the facilities listed in question Part II.A.5.e above? Yes  No X

If yes, provide details:

5. Pesticide, Fertilizer, Herbicide Application

a. Were any of the following tasks related to a pesticide, herbicide, fertilizer management program completed during the reporting period:

Hyrum City contracts with a certified applicator for application of all pesticides, herbicides, and fertilizers.

Task Completed	Yes	No	Not Applicable
Developed or updated inventory of pesticides, herbicides, and fertilizers used by MS4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducted applicator training or certification training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducted municipal employee safety training in use, storage and disposal of chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducted safety training of private applicators in use, storage and disposal of chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implemented program for municipal use of native or low-maintenance vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. List all BMP's implemented by the MS4 for this measure in the chart below:

BMP Description	Start Date	Completed? Yes/No	Completion Date	Projected Completion Date
Establish schedule for maintenance activities including parking lot cleaning, street sweeping, catch basins, curb	2/04	Yes	4/04	

and gutter cleaning.				
Establish a regular schedule for equipment maintenance and proper waste disposal procedures.	2/04	Yes	4/04	
Provide training to city employees to promote a clear understanding of the impacts of various activities to storm water and promote employee ownership of the problems and the solutions (consider using an Inter-Local Training Meeting).	2004	No		2005
Construct facilities to contain deicing chemicals.	2/04	Yes	5/04	
Support oil collection and recycling program by exploring drop site and collection locations and recycling.	6/03	Yes	6/03	

7. For each BMP noted in the chart for this section above list measurable goal information that is pertinent per the outline below.

BMP Establish schedule for maintenance activities including parking lot cleaning, street sweeping, catch basins, curb and gutter cleaning.

(1) General summary

Have a written policy and schedule.

(2) Status of Measurable Goals

A policy and maintenance schedule has been written, which includes parking lot cleaning, street sweeping, catch basins, curb and gutter cleaning.

(3) Effectiveness

Effective.

(4) Proposed Modifications

Change the contact person from Lennis Christiansen to Corey Nielsen on the Initial Identification of Measurable Goals Sheet.

BMP Establish a regular schedule for equipment maintenance and proper waste disposal procedures.

(1) General summary

Produce schedule.

(2) Status of Measurable Goals

A policy and maintenance schedule has been written for equipment maintenance and proper waste disposal procedures.

(3) Effectiveness

Hyrum City has always disposed of its used oil and maintenance materials properly.

(4) Proposed Modifications

None.

BMP Provide training to city employees to promote a clear understanding of the impacts of various activities to storm water and promote employee ownership of the problems and the solutions (consider using an Inter-Local Training Meeting).

(1) General summary

Decide on approach (obtain info. may work jointly with other communities).

(2) Status of Measurable Goals

Hyrum City will conduct two storm water training meetings a year for city employees to discuss problems and solutions.

(3) Effectiveness

Training should be effective in increasing employee awareness.

(4) Proposed Modifications

Change the contact person from Lennis Christiansen to Brent Jensen on the Initial Identification of Measurable Goals Sheet.

BMP Construct facilities to contain deicing chemicals.

(1) General summary

Research ideas. Prepare plans for contained storage area. Implement plan.

(2) Status of Measurable Goals

Hyrum City completed the construction of its salt and sand shed to prevent leaching of salt into the ground.

(3) Effectiveness

Very effective.

(4) Proposed Modifications

None.

BMP Support oil collection and recycling program by exploring drop site and collection locations and recycling.

(1) General summary

Identify local sites.

(2) Status of Measurable Goals

Oil collection and recycling programs have been identified and published in the Hyrum City Newsletter.

(3) Effectiveness

We expect only marginal success because the newsletter is not read by every citizen of Hyrum.

(4) Proposed Modifications

None.

## Part IV -- Annual Expenditures for Permit Compliance

### 1. Reporting Period Expenditures

- a. What was the funding source(s) for this reporting period's expenditures?  
Hyrum City's General Fund.
- b. A summary of the expenditures for the administration of the storm water management program during the reporting period should be attached as an addendum to this report. Is a copy of last reporting period's expenditures attached? Yes  No

Between March of 2003 and June of 2004 Hyrum City spent: \$72,861 for the construction of a salt and sand shed; \$350 on conference attendance specifically related to Storm Water Drainage; \$6,141 for dumpsters during Spring Clean-Up Days; and \$250 for storm water and recycling information to be published in Hyrum City newsletter and on the City's website.

### 2. Next Reporting Period's Budget

- a. What will be the funding source for next reporting period's budget?  
Hyrum City's General Fund.
- b. A summary of the proposed budget for the storm water management program for the next reporting period should be attached as an addendum to this report. Is a copy of the proposed budget for the next reporting period attached?  
Yes  No

### 3. Staffing

- a. How many full-time equivalents were dedicated to the administration of the SWMP during the reporting period? Four tenths of one full time employee. Expect to increase significantly in 2005.
- b. Did the amount of full-time equivalents dedicated to the administration of the SWMP during this reporting period differ from the previous reporting period either by an increase or decrease in numbers? Yes  No
- c. If yes, please explain whether it was a decrease or increase and the reason for the staff differences

## Part V – Five Year Implementation Schedule

*This part is required for the first year annual report for all entities covered under the UPDES General Permit for Small Municipal Separate Storm Sewer Systems, General Permit No. UTR090000. Entities within Salt Lake County that are part of the Phase I Co-Permit do not need to complete this section.*

*This section requires a listing with dates and measures satisfied for all best management practices, which will be implemented over the five year permit cycle (Dec. 7, 2002 to Dec. 7, 2007). A program in compliance with the permit must be implemented no later than Dec. 7, 2007. The program implementation schedule dates must include both month and year.*

Best Management Practice	Implementation Schedule Month/Year	Min Control Measure					
		1	2	3	4	5	6
<p>Establish and participate in an Inter-Local Storm Water Education / Public Participation Program to teach the public about storm water and the effects that citizens can have on it.</p> <p>Implement program.</p>	June 2005 through June 2009						
<p>Inform the public about new ordinances and the effects of noncompliance. Educate the public on the importance of protecting storm water from improperly used, stored, and disposed of pollutants by using newsletters and the City website.</p> <p>Sen flyer twice a year with newsletter in utility bills.</p> <p>Post information on the City website and update a twice year.</p>	June 2005 through June 2009						
<p>Participate in Inter-Local Storm Water Education / Public Participation Program.</p> <p>See Education Measurable Goals.</p>	June 2005 through June 2009						
<p>Sponsor an annual spring cleanup day involving community members by providing garbage bags and bins for garbage collection.</p> <p>Announce activity through website</p>	June 2005 through June 2009						

Best Management Practice	Implementation Schedule Month/Year	Min Control Measure					
		1	2	3	4	5	6
and newsletter and sponsor annually.							
Encourage citizens and scout troops to clean streams, banks, and storm water sub basins by creating a list of community useful projects.  Update the projects list every six months.	June 2005 through June 2009						
Maintain steering committee and continue with meetings to assess progress and continue making plans.  Conduct at least 2 meetings a year.	June 2005 through June 2009						
Encourage Participation in recycling program through newsletters and city website.  Send out notices and reminders with information on the recycling program twice annually.	June 2005 through June 2009						
Develop policy to require new developments to detain storm water before releasing it into sytem.  Pass through City Council.	June 2005						
Develop a procedure to gain approval from the irrigation companies for storm water discharge.  Begin implementation.	June 2005 through June 2009						
Educate city employees, businesses, and the general public about the hazards associated with illegal discharges and improper disposal of waste through newsletter discussed in Public Education and classes.	June 2005 through June 2009						

Best Management Practice	Implementation Schedule Month/Year	Min Control Measure					
		1	2	3	4	5	6
<p>Take inventory of all above ground tanks, inspect and maintain to prevent leaking and take proper spill control measures.</p> <p>Prepare a program to annually inspect for leaking and spill control.</p> <p>Monitor annually.</p>	June 2005 through June 2009						
Facilitate alternate disposal options for green waste to reduce illegal dumping.	June 2005						
Map storm water inlets and outfalls.	June 2005						
Post signs at critical locations indicating that persons dumping illegally will be prosecuted	June 2005						
<p>Adopt an ordinance required proper erosion and sediment controls and controls for other wastes with a regulatory mechanism (including above ground fuel storage tanks with isolation areas). Address mud tracked onto streets by machinery, re-vegetation and dust control.</p> <p>Approve by City Council.</p>	June 2005						
<p>Require Erosion Control and Revegetation Plans for development of sites that are one acre in size or larger in order to obtain a building permit. Inform what the requirements and options are.</p> <p>Establish guideline or example erosion control plan.</p> <p>Publish new requirements and guidelines.</p>	June 2005						
Monitor compliance with building inspector, train employees (consider using an Inter-Local	June 2005 through June 2009						

Best Management Practice	Implementation Schedule Month/Year	Min Control Measure					
		1	2	3	4	5	6
<p>Training Meeting). Establish procedures that include inspections on sites larger than one acre on a monthly basis, reports and actions to correct problems.</p> <p>Update information reproduce and make available standard details.</p>							
<p>Establish general procedures for concrete truck washouts and establish a few general washout areas. Require some developers to establish temporary washout areas.</p> <p>Have written procedures implemented.</p>	June 2005						
<p>Review zoning ordinances addressing water quality impacts for commercial and residential sites. Include minimum landscaping requirements and protection of sensitive and open land areas.</p> <p>Have Planning Commisison make any recommendations for modifications to the City Council.</p> <p>Have City Council adopt any appropriate changes.</p>	June 2005						
<p>Include the following erosion protection measures in the information handed out when seeking a building permit: silt fence, straw bales, earth berm for runoff diversion, and road watering to minimize dust during road construction.</p> <p>Update information, reproduce and make available standard details</p>	June 2005 through June 2009						

Best Management Practice	Implementation Schedule Month/Year	Min Control Measure					
		1	2	3	4	5	6
<p>Require commercial developments to provide landscaping plan and set minimum requirements.</p> <p>Implement new requirements.</p>	June 2005 through June 2009						
<p>Require commercial and/or developments to install structural BMPs as part of the development.</p> <p>Publish policy/standards.</p> <p>Begin enforcement of new policy/standards.</p>	June 2005 through June 2009						
<p>Establish schedule for maintenance activities including parking lot cleaning, street sweeping, catch basins, curb and gutter cleaning.</p> <p>Be in complete compliance.</p>	June 2005 through June 2009						
<p>Establish a regular schedule for equipment maintenance and proper waste disposal procedures.</p> <p>Be in complete compliance.</p>	June 2005 through June 2009						
<p>Provide training to city employees to promote a clear understanding of the impacts of various activities to storm water and promote employee ownership of the problems and the solutions (consider using an Inter-Local Training Meeting).</p> <p>Instigate employee training meetings.</p>	June 2005 through June 2009						
<p>Support oil collection and recycling program by exploring drop site and collection locations and recycling.</p>	June 2005 through June 2009						

Best Management Practice	Implementation Schedule Month/Year	Min Control Measure					
		1	2	3	4	5	6
Publish sites on website and newsletter.							