

THE CITY OF WEST UNIVERSITY PLACE

STORM WATER MANAGEMENT PLAN



IDS Project No. 2348-001-00

February 2025

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APPENDICES

APPENDIX A

Section 1 – General Information**A. Contact Information****1. MS4 Operator**

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Email: bcast@westutx.gov

2. Responsible Party

IDS Engineering Group
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Fax: N/A
Email CHarrison@idseg.com

B. MS4 Location

The City of West University Place is located in Harris County southwest of downtown Houston at latitude 29° 42' 54" N and longitude 95° 26' 24" W. The total area of The City is approximately 2.0 square miles.

The City's stormwater drainage system mainly consists of enclosed storm sewers. The City of West University Place Public Works department maintains the City storm sewer system and streets. The City is located in Harris County, Texas and is under the jurisdiction of the Harris County Flood Control District (HCFCD).

C. Description

The City of West University Place MS4 is considered a "Traditional Small MS4" as defined in the 2024 Texas General Permit No. TXR040000 (the Permit). The Permit defines the City as a Level 2a MS4 as it is a traditional MS4 that serves a population of at least 10,000 but less than 40,000 within an "urban area with a population of at least 50,000 people". Per the population data from the 2020 Decennial Census, the population within the City is 14,955.

1. MS4 Boundary

A MS4 Boundary Map and Vicinity Map have been included in Attachment 1.

2. **Area of Development**

The City of West University Place contains approximately 942 acres of development. The City is approximately 95% residential development, 2.4% commercial development and 2.6% undeveloped. The City Council and the Zoning and Planning Commission regulate development within the City.

3. **Drainage Areas**

The City has an overall drainage area of approximately 640 acres. Stormwater drains from development to street gutters and enclosed storm sewers and ultimately outfalls into Poor Farm Ditch.

4. **Wetlands and Surface Water**

a. **Watershed Description:** The water body receiving discharge directly from the MS4 is Poor Farm Ditch which discharges into Brays Bayou Above Tidal, which is located in the Brays Bayou watershed. Brays Bayou Above Tidal is very heavily urbanized and encompasses over 105 square miles of land located in southwest Houston. It drains parts of other cities that are near to Houston, including Missouri City, Stafford, Bellaire, West University Place, Southside Place and Meadows Place. Most of the watershed is in Harris County, but a small portion of Fort Bend County also lies within the watershed.

b. **Total Maximum Daily Load (TMDL) – Brays Bayou and Tributaries**

Brays Bayou Above Tidal (TX-1007B) and Poor Farm Ditch (TX-1007S) are on the Total Maximum Daily Load List (TMDL) for 4a Bacteria. To address the pollutant Bacteria, the City will follow obligations as included in the “Implementation plan for Seventy-Two Total Maximum Daily Loads for Bacteria in the Houston-Galveston Region” written and approved by the TCEQ on January 30, 2013 and the “Addendum One to Five Total Maximum Daily Loads for Indicator Bacteria in Brays Bayou Above Tidal and Tributaries” approved by the EPA on August 28, 2013 which includes measures to achieve pollutant reduction levels to meet the TMDL on segments 1007B and 1007S into the Stormwater Management Plan (SWMP).

Brays Bayou empties into the Houston Ship Channel and it is tidally influenced by Galveston Bay. Brays Bayou Tidal (TX-1007_04) and Houston Ship Channel (TX-1007_01) are on the list of impaired waters because of dioxin and PCBs in edible tissue (2018 EPA 303(d) List), which are compounds frequently found in pesticides and electrical equipment, respectively. These compounds have a TMDL being processed or have a TMDL alternative, indicating that other control measures have been taken to achieve required standards of mitigating pollutants to the impaired water body.

The City has noted the items listed on the EPA 303(d) list in its receiving bodies of water, such as 5a dioxin and PCBs in edible tissue, and will monitor such items for future development of a TMDL as well as any implementation plans that are created.

5. **Program Assessment**

The current stormwater Management Plan contains Best Management Practices (BMPs) that help enhance stormwater quality within the City. Over the previous permit term, we have assessed the efficacy of the BMPs to the maximum extent practicable. There are many of the current BMPs that have been put into practice by the MS4 but are difficult to assess. Several BMPs have been successfully implemented over the previous permit term and will continue through this permit term. Namely:

- Several methods of public education and outreach
 - West University Place website
 - “City Currents” Publication
- Providing a platform for reporting illicit discharges and training city staff to respond and remove illicit discharges
- Requiring contractors to comply with Storm Water Pollution Prevention Plan requirements in accordance with the TCEQ General Permit and NDPES and TPDES permits
- Several other BMPs

This stormwater management plan maintains and improves the successful best management practices of the previous permit and includes additional best management practices to be implemented over the current permit term. See **Appendix A** for a summary and schedule for implementation of the SWMP.

Section 2 – Stormwater Management Plan

The purpose of the stormwater management plan (SWMP) is to prevent pollution in stormwater to the maximum extent practicable (MEP) and to effectively prohibit illicit discharges to the system. This SWMP has been developed according to the provisions of TCEQ general permit No TXR040000. Accordingly, this MS4 is seeking authorization under this permit. The MS4 operator will be responsible for ensuring that all requirements under this permit are met by implementing a Stormwater Management Program, consisting of the following Best Management Practices (BMPs) for the required Minimum Control Measures (MCMs)

A. MCM 1 - Public Education and Outreach (4 BMPs)

A.1. Regulatory Requirements

TXR04000, Part III and Part IV, Section D.1 – The small MS4 operator shall implement a public education and outreach program to distribute educational materials to the community and conduct equivalent outreach about the impacts

of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

40 CFR 122.34 (b)(1) – Implement or continue to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps the public can tank to reduce pollutants in storm water runoff.

A.2. Summary

The City’s public education and outreach program has been developed, implemented, and maintained and will be updated to continue informing and educating the public about the impacts of storm water discharges and steps that can be Taken to minimize impact to storm water quality.

A.3. Current Programs

The City provides general public education through the use of the City’s website: www.westutx.gov, the City’s Social Media outlets and, the City’s print publication “The Currents”. Additionally, the city will continue to participate in the Storm Water Inlet Marking (SWIM) program, monitoring and maintaining inlet markers throughout the City.

A.4. Target Audiences and Pollutants

See below for a summary of the Audiences and Pollutants that will be targeted by the Public Education and Outreach program.

Target Audience	Pollutant
General Public	Pet waste, grass clippings, illegal dumping, Fertilizer and Pesticides,
Construction Operations	Sediment Runoff
Restaurants	Grease and Oil

A.5. Selected Best Management Practices (BMPs) for Public Education and Outreach

Below are the Best Management Practices that are proposed to be implemented.

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
1. Public Education and Outreach	BMP #1 - West University Place Website	Maintain a website with current, accurate information and working links. All links shall be checked, and the page shall be updated at minimum of once annually.	1. Continue including storm water quality information and links on the City website.	Year 1	Public Works Director
			2. Monitor and update city website annually.	Years 2-5	
	BMP #2 - West University Place Print Publication	Develop article topics that are group specific and address activities or pollutants of concern at a seasonally appropriate time. Publish at least two articles to target audience groups each year.	1. Review/Revise existing publication timeline	Year 1	Public Works Director
			2. Continue publishing educational material regarding storm water quality at least twice each year	Years 1-5	
	BMP #3 – Stormwater Inlet Marking (SWIM) Maintenance	Review and update the Stormwater Inlet Marking plan as needed. Continue executing the Stormwater Inlet Marking maintenance plan.	1. Review and update the Stormwater Inlet Marking Plan	Year 1	Public Works Director
			2. Monitoring and Maintenance of Stormwater Inlet Markers	Years 1-5	
	BMP #4 – West University Place Social Media Posts	Post a minimum of four times a year on at least one social media platform. Posts should address ways that the Target Audience can minimize or avoid adverse stormwater impacts or describe practices to improve the quality of stormwater runoff. Social media posts should be seasonally appropriate and should be visible to the public for the full year each year.	1. Prepare Social Media post timeline	Year 1	Public Works Director
			2. Post at least four times per year	Year 1-5	

B. MCM 2 - Public Involvement/Participation

B.1. Regulatory Requirements

TXR040000; Part III and Part IV, Section D.2 – The small MS4 operator must create opportunities, or support activities that are coordinated by citizen groups, for residents and other to become involved with the SWMP. The activities/BMPs must demonstrate an impact on stormwater runoff by improving water quality.

40 CFR 122.34(b)(2) -Implement a public involvement/participation program that complies with State, Tribal, and local public notice requirements.

B.2. Summary

The City’s Public Involvement and Participation program has been developed to create and support opportunities for the public to become involved with the Stormwater Management Plan.

B.3. Current Programs

The City currently provides educational materials on safely discarding hazardous waste, and hosts events where they provide all residents with the opportunity to discard said waste. The City also provides education material and posts information on social media regarding stormwater quality.

B.4. Selected BMPs

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
2. Public Involvement/Participation	BMP #1 – Educational Display Booth	Create one booth or display annually at a school, public event, or similar event that provides information or displays to improve public understanding of issues related to water quality. Staff the booth or display when the event is open to the public.	1. Develop a booth or display providing information related to water quality.	Year 1	Public Works Director
			2. Annually setup and staff the booth at a public meeting or public event.	Year 1-5	
	BMP #2 – Stormwater Survey	Provide at least one public survey annually for input on the Stormwater Management Plan. The Survey should reach at least 75% of the intended audience.	1. Develop a survey to be distributed to residents.	Year 1	Public Works Director
			2. Send survey to residents, collect and analyze feedback.	Years 1-5	
	BMP #3 – Public Education events and workshops	Hold at least one project or training annually on stormwater topics. Stormwater topics include building rain barrels, fertilizer application training, rain garden and bio retention creation or maintenance, and how to recognize and report illicit discharge activities. Examples of target audiences include residents, homeowner associations, or other public groups.	1. Work with the Recycling and Solid Waste Reduction Board to develop a program for annual training or public workshops related to stormwater topics.	Year 1	Public Works Director
			2. Implement program for annual training and/or public workshops.	Year 1-5	

C. MCM 3 Illicit Discharge Detection and Elimination (IDDE)

C.1. Regulatory Requirements

TXRO40000; Part III and Part IV, Section D.3 – All permittees shall develop, implement, and enforce a program to investigate, detect, and eliminate illicit discharges into the small MS4. The program must include a plan to detect and address non-stormwater discharges, including illegal dumping to the small MS4.

40 CFR 122.34(b)(3) – identify the minimum elements and require the development, implementation, and enforcement of a program to detect and eliminate illicit discharges into the small MS4.

C.2. Summary

The City’s approach to illicit discharge detection and elimination will be reviewed and updated as necessary to ensure the program effectively reduces the potential impact of pollutants on the City’s receiving bodies of water.

C.3. Current Programs

The City of West University Place currently provides illicit discharge detection and elimination through various inspections and enforcement programs, including monitoring of construction, periodic inspection of storm sewer outfalls, and public education on illegal discharges and improper waste disposal.

The City investigates reported or discovered illicit discharges, connections, spills, and illegal dumping into the MS4, and works with the responsible party to get the situation remedied. See **Exhibit 1** for the City’s updated MS4 map.

C.4. BMPs for Illicit Discharge Detection and Elimination (IDDE)

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
3. Illicit Discharge Detection and Elimination (IDDE)	BMP #1 –Review and Update MS4 Map	Review and update the MS4 map, as necessary, at least one time annually to include features which have been added, removed, or changed.	1. Update Storm Sewer system records	Year 1-5	City Engineer
			2. Produce a map, paper copy or digital	Year 1-5	
			3. Update the map with locations and names of all outfalls in the city as well as bodies of water that receive discharge from those outfalls	Year 2-5	
	BMP #2 – City Staff Education and Training	Conduct a minimum of one training annually for 100% of MS4 field staff that may come into contact with or otherwise observe an illicit discharge, illegal dumping, or illicit connection to the small MS4 as part of their normal job responsibilities.	1. The City Engineer shall review the training program and revise as necessary	Year 1	City Engineer
			2. All current field staff shall complete training	Year 1	Public Works Director
			3. New staff shall complete training as part of the new-hire process	Year 1-5	Public Works Director

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
3. Illicit Discharge Detection and Elimination (IDDE) Cont'd	BMP #3 –Public Reporting of Illicit Discharges and Spills	<p>Maintain a minimum of one public reporting mechanism 100% of the time during the permit term.</p> <p>Publicize the public reporting mechanism a minimum of two times annually in a method designed to reach the majority of the intended audience. Develop and implement a tracking system to estimate what percentage of the intended audience is reached for determining BMP effectiveness.</p> <p>In addition, if the MS4 operator has a public website, the public reporting mechanism must be publicized on the public website 100% of the time during the permit term.</p>	1. Designate a member of Public Works as a central contact person for illicit discharge reports	Year 1	Public Works Director
			2. Monitor and respond to public illicit discharge reports. Take appropriate action to eliminate illicit discharges into the MS4	Year 1-5	
	BMP#4 – Procedures for responding to illicit discharges, illegal dumping, and spills	<p>Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.</p>	1. The City Engineer shall review the procedures and revise as necessary	Year 1	City Engineer
			2. City staff to utilize the procedures when responding to illicit discharges illegal dumping, and/or spills	Year 1-5	Public Works Director
	BMP #5 – Procedures for Tracing and Removing the Source of Illicit Discharge	<p>Respond to 100% of known illicit discharges and illegal dumping incidents each year to investigate sources.</p> <p>Respond to 100% of high priority discharges each year, such as sanitary sewer discharges within 24 hours.</p> <p>For 100% of known illicit discharges or illegal dumping incidents where the small MS4 does not have jurisdiction, notify the adjacent MS4 operator or the applicable TCEQ regional office each year.</p> <p>Notify TCEQ immediately of 100% of illicit flows believed to be an immediate threat to human health or the environment throughout the permit term.</p>	1. Implement existing procedures for tracing and removing of storm water pollution sources	Year 1	Public Works Director
			2. Update existing measures as necessary	Year 1	
			3. Implement updated procedures for tracing and removing of storm water pollution sources	Year 2-5	

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
	BMP #6 – Inspection Procedures	Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	1. City Engineer to review and update, as necessary, the existing procedures for conducting inspections in response to complaints.	Year 1	City Engineer
		Conduct inspections in response to 100% of complaints each year according to the established procedures. Conduct follow up inspections in 100% of cases each year where necessary as described in the established procedures.	2. Implement procedures for responding to complaints and for conducting follow up inspections and keep record of inspections.	Year 1-5	Public Works Director
	BMP #7 – On Site Sewage Facilities (OSSF) Procedures	Identify all OSSFs in the MS4 area and keep track of their status each year. Develop procedures to address failing and poorly maintained systems. Investigate and address 100% of all OSSF complaints reported through the MS4’s Public Reporting Mechanisms.	1. Develop procedure to Identify all OSSFs in the MS4 and track their status in an inventory	Year 1	Public Works Director / City Engineer
			2. Develop procedure to address any failing and poorly maintained systems.	Year 1	
			3. Review and update inventory of OSSFs at least once annually.	Year 2-5	

D. MCM 4 Construction Site Stormwater Runoff Control

D.1. Regulatory Requirements

TXR04000; Part IV; Section D.4 – Require that construction site operators implement appropriate erosion and sediment control BMPs. The program must ensure erosion and sediment controls, soil stabilization, and BMP requirements are effectively implemented for small and large construction activities discharging to its small MS4 consistent with the TPDES CGP TXR150000.

40 CFR 122.34(b)(4) – Require the development, implementation and enforcement of a program to reduce pollutants in any storm water runoff to the small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre.

D.2. Summary

The City will continue to implement and enforce a program for operators of all construction activities to select, install, implement and maintain stormwater control measures that prevent illicit discharges to the maximum extent practicable. The city’s program will continue to require construction site operators to implement erosion and sediment control practices as well as manage construction site storm water runoff, as

required by the Construction General Permit TXR150000. The existing program includes the implementation of an ordinance to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under State and local law. Procedures will be updated as necessary for site inspections, enforcement of the ordinance, consideration of public input, and site plan review to consider water quality impacts. The City will document the activities conducted as part of this MCM.

D.3. Current Programs

The City of West University Place currently requires all eligible construction sites to comply with the Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit Number TXR 150000. The City will continue to require construction site operators to implement erosion and sediment control practices as well as manage construction site storm water runoff.

The City Building Official requires that storm water controls are included in all project inspections. A complete set of SWMP details is included in all plans and specifications as a minimum standard for use by a contractor. Noncompliance can be cause for the City to stop inspections and red-tag the development, thereby halting construction until the situation is remedied.

D.4. Construction Site Stormwater Runoff Controls BMPs

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
4. Construction Site Stormwater Runoff Controls	BMP #1 – Construction Site SWPPP	Continue to require the acquisition of the Construction General Permit Number TXR 150000 for construction activities that disturb areas in excess of one (1) acre.	1. Continue requiring contractors to obtain a general permit.	Year 1-5	Chief Building Official
		Continue to complete construction plan review of SWPPP for all small and large construction operations.	2. Continue review of site control measures in construction plans.	Year 1-5	
	BMP #2 – Construction Site Inspections	Review and update inspection procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	1. Review inspection procedures for Construction Site Stormwater Runoff Controls and make updates as necessary	Year 1-5	Chief Building Official/City Engineer
			2. Continue conducting inspections and follow-up inspections at active construction sites.	Years 1-5	Chief Building Official

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
	BMP #3 – Processing Public Comments	Review and update procedures for the receipt and consideration of information submitted by the public at least one time annually to address changes and make improvements to the established procedures where applicable. Maintain one webpage, hotline, or similar method for receipt of information submitted by the public throughout the permit term.	1. Review existing procedures for receiving and considering information from public and make changes as necessary.	Year 1-	Public Works Director
			2. Designate a member of Public Works Staff to be a central contact for receipt of information from the public regarding Construction Site Stormwater Runoff.	Years 1-5	Public Works Director
	BMP #4 – Educate and Train Employees on implementing the Construction Site Stormwater program	Conduct a minimum of one training annually for 100% of MS4 staff whose primary job duties are related to implementing the construction stormwater program.	1. The City Engineer shall review the training program and revise as necessary	Year 1	City Engineer
			2. All current field staff shall complete the training.	Year 1	Public Works Director
			3. New staff shall complete the training as part of the new-hire process.	Year 1-5	

E. MCM 5 Post Construction Stormwater Management in New Development and Redevelopment

E.1. Regulatory Requirements

TXR040000; Part IV; Section D.5 – Develop, implement, and enforce a program to control stormwater discharges from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale. The program must be established for private and public development sites. The program may utilize an offsite mitigation and payment in lieu of components to address this requirement. Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. Establish, implement and enforce a requirement that owners or operators of newly developed and redeveloped sites design, install, implement and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality.

40 CFR 122.34(b)(5) – Develop, implement and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects that are part of a larger common plan of development or sale, that discharges into the small MS4.

E.2. Summary

The City will continue to implement and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre of land, including projects less than one acre that are part of a larger common plan of development or sale that will result in disturbance of one or more

acres. The City will provide guidance on what options are available for permanent storm water BMPs, including the long-term operations and maintenance requirements of any BMPs that are installed.

E.3. Current Programs

The City has developed Storm Drainage Design Criteria that control construction and development of projects. The Public Works Department and Building Official conduct pre-development reviews and inspections of proposed development projects. Building Permits are issued by the Building Official which precludes construction without planning and oversight by the developer and/or contractor. Storm Water Drainage Design Requirements have been established defining criteria for on-site controls to prevent pollution from site runoff. Both structural and non-structural controls are evaluated for efficacy prior to project approval by the City.

E.4. Post Construction Stormwater Management in New Development and Redevelopment BMPs

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
5. Post Construction Stormwater Management in New Development and Redevelopment	BMP #1 – Evaluate and Update regulatory Authority and Procedures	Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable.	1. Evaluate existing legal authority and procedures.	Year 1	Chief Building Official
			2. Update ordinance or other regulatory mechanisms and procedures and adopt updates.	Year 1-5	
	BMP #2 – Follow Recordkeeping Requirements	Maintain records of 100% of enforcement actions taken each year. Make 100% of enforcement records available to TCEQ for review within 24 hours of request.	1. Keep record log of enforcement actions up to date	Year 1-5	Chief Building Official
BMP #3 – Long Term Maintenance of Post Construction Stormwater Control Measures	Each year, implement a maintenance plan and schedule established by the small MS4 operator addressing 100% of stormwater control measures where the small MS4 operator is responsible for maintenance. Each year, require 100% of the owners or operators of any new development or redeveloped sites to develop and implement a maintenance plan addressing maintenance requirement for any structural control measures installed on site.	1. Develop a plan and schedule for addressing 100% of the stormwater control measures that the MS4 is responsible for.	Year 1-5	Chief Building Official	

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
		Require the site owner or operators to maintain documentation, such as a tracking log, onsite of 100% of the maintenance performed and made available for review by the small MS4 operator or TCEQ within 24 hours of the request.	2.Require owners or operators of developments to develop, submit and implement a maintenance plan for on-site structural control measures.	Year 1-5	Chief Building Official

F. MCM 6 Pollution Prevention and Good Housekeeping for Municipal Operations

F.1. Regulatory Requirements

TXR040000; Part IV; Section D.6 – Develop and implement an operation and maintenance program, including an employee training component that has the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas including but not limited to: park and open space maintenance, street, road, or highway maintenance, fleet and building maintenance, stormwater system maintenance,; new construction and land disturbance; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations.

40 CFR 122.34(b)(6) – Develop and implement of an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials that are available from EPA, the State, Tribe, or other organizations, the program must include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.

F.2. Summary

The existing Operation and Maintenance Program will continue to be implemented to prevent or reduce pollutant runoff from municipal operations and municipally owned areas. The current O&M Program addresses the City’s approach to Pollution Prevention and Good Housekeeping for Municipal Operations. The program also outlines methods used to develop and maintain inventory of facilities and storm water controls, procedures for contractor requirements and oversight, and evaluation of municipal operation and maintenance activities. The Public Works Department handles runoff management, street drainage system maintenance, and street maintenance. These operations are housed at the City of West University Place Public Works Department Facility, which also houses the maintenance activities for City equipment. Procedures for the proper disposal of waste removed within the City boundaries and waste that is

collected as a result of maintenance of these storm water structural controls will continue to be followed.

F.3. Current Programs

The City of West University Place has approximately 41 miles of storm sewers, as well as drainage channels. The City will continue its Operations and Maintenance Program with the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas. Employees are instructed to maintain the grounds, and the outdoor areas are cleaned of trash and debris as necessary. Employees involved in maintenance of the storm sewer system are trained to inspect facilities and to clean, maintain, and complete small repairs of the system as necessary. If a major repair is necessary, an outside contractor is hired. Employees are instructed to pick up and dispose of all debris and waste properly. The Fire Department and Public Works Department are trained in Spill Response and containment. The Chief Building Official is trained to inspect for controls on housing and commercial construction and enforces ordinances prohibiting migration of pollutants from construction sites.

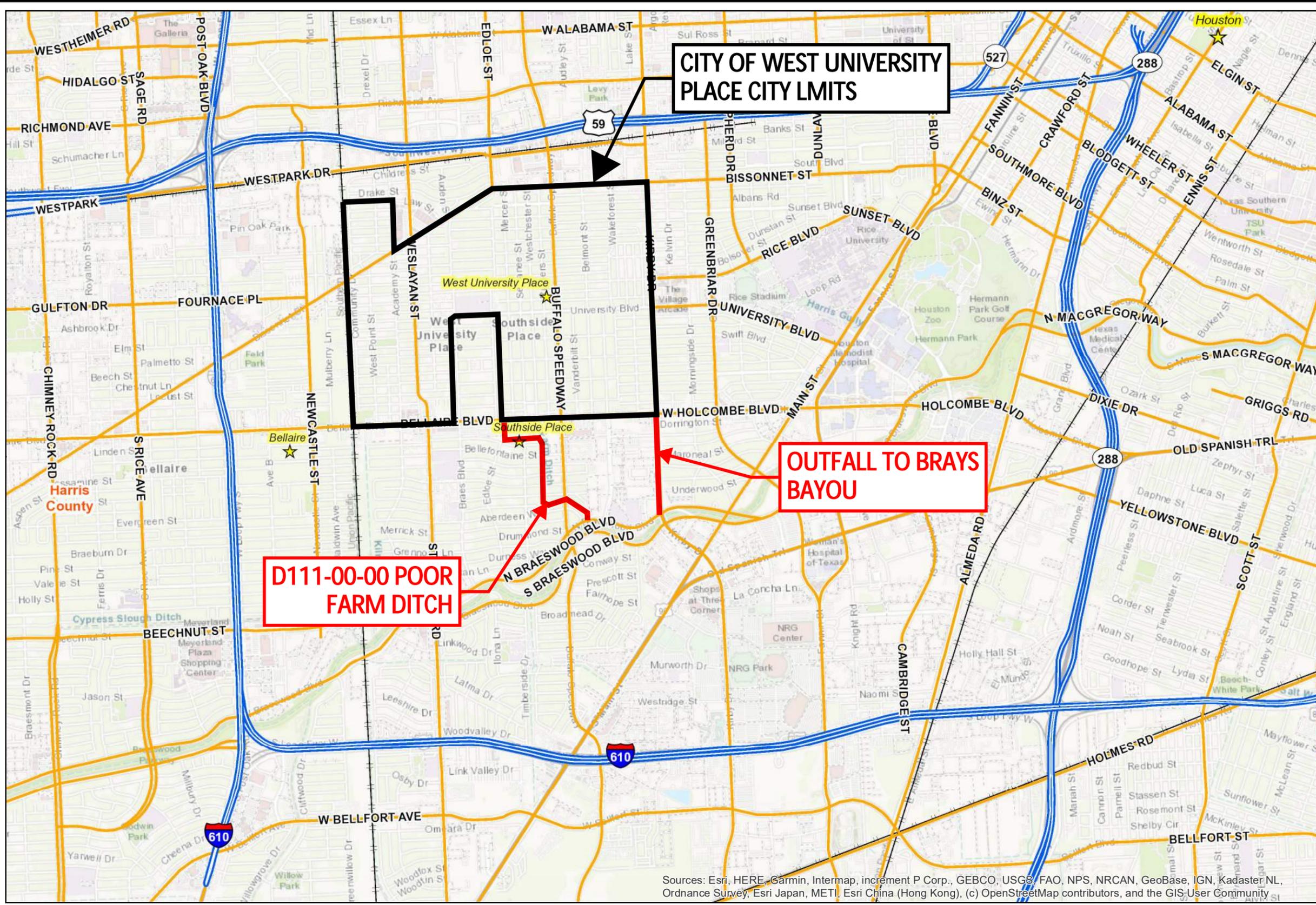
F.4. Pollution Prevention and Good Housekeeping for Municipal Operations BMPs

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
6. Pollution Prevention and Good Housekeeping for Municipal Operations	BMP #1 – Municipal operation and Maintenance Program	<ul style="list-style-type: none"> • Inventory: Develop and maintain an annual inventory for 100% of the small MS4 owned and operated facilities and controls in the small MS4 area. Review and update the inventory at least one time annually to address changes or additions to the facilities and controls where applicable. • Training and Education: Conduct a minimum of one training annually for 100% of employees involved in implementing pollution prevention and good housekeeping practices. • Disposal of Waste Material: Ensure that 100% of waste from the MS4 is disposed of in 	1. Maintain an inventory of facilities and storm water controls operated by the City	Year 1-5	Public Works Director
			2. Evaluate/Revise Training and Education Program	Year 1	
			3. Utilize Training and Education Program	Year 1-5	
			4. Dispose of Waste Materials in accordance with 30TAC Chapters 330 of 335, as applicable	Year 1-5	
			5. Evaluate/Revise Contractor Requirements and Oversight	Year 1	

MCM	BMP	Measurable Goals	Activity	Date Due	Responsible Person
		<p>accordance with 30 TAC Chapters 330 or 335, as applicable each year.</p> <ul style="list-style-type: none"> • Contractor Requirements and Oversight: Each year, ensure that 100% of contractors hired by the MS4 to perform maintenance activities on permittee- owned facilities is contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures • Municipal Operations and Maintenance Activities: <ul style="list-style-type: none"> ○ Evaluate 100% of O&M activities, in conjunction with procedure reviews if appropriate, for their potential to discharge pollutants in stormwater annually. ○ Identify pollutants of concern that could be discharged from the O&M activities (metals, chlorides, hydrocarbons, sediment, trash, etc.) ○ Develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in storm water from O&M Activities ○ All pollution prevention measures shall be visually inspected regularly. • Structural Control Maintenance: if BMPs include structural controls, maintenance of the controls must be performed as frequently as required to maintain their effectiveness. 	<p>6. Any contractors hired by the City must be contractually required to comply with Contractor Requirements and Oversight developed in step 5 of this BMP</p> <p>7. Provide contractor oversight</p> <p>8. Evaluate/Revise municipal operations and maintenance procedures related to storm water pollution prevention measures at city-owned operations and facilities</p> <p>9. Continue to Implement and inspect pollution prevention measures at City-owned operations and facilities</p> <p>10. Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually</p> <p>11. Use suspended tarps, booms, or vacuums to capture paints, solvents, rust, paint chips, and other pollutants during 80% of regular bridge maintenance each year.</p>	<p>Year 1-5</p> <p>Year 1-5</p> <p>Year 1</p> <p>Year 1-5</p> <p>Year 1-5</p> <p>Year 1-5</p>	

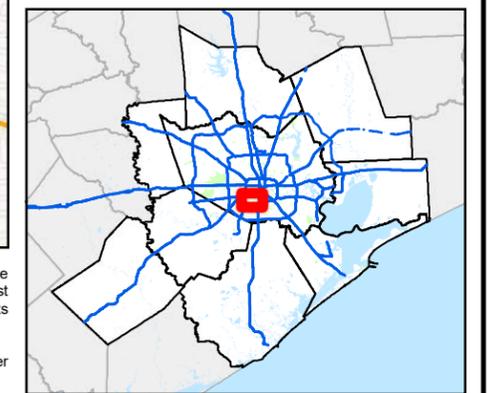
EXHIBITS

MS4 OUTFALL MAP / MS4 FACILITIES MAP / MS4 STORM SEWER MAP



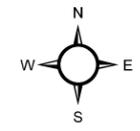
- Legend**
- IDS MUDs
 - + Airports
 - Major Cities**
 - ★ Major Cities
 - Minor Cities**
 - ★ Minor Cities
 - Galveston Co Rivers
 - County Line

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS-User Community



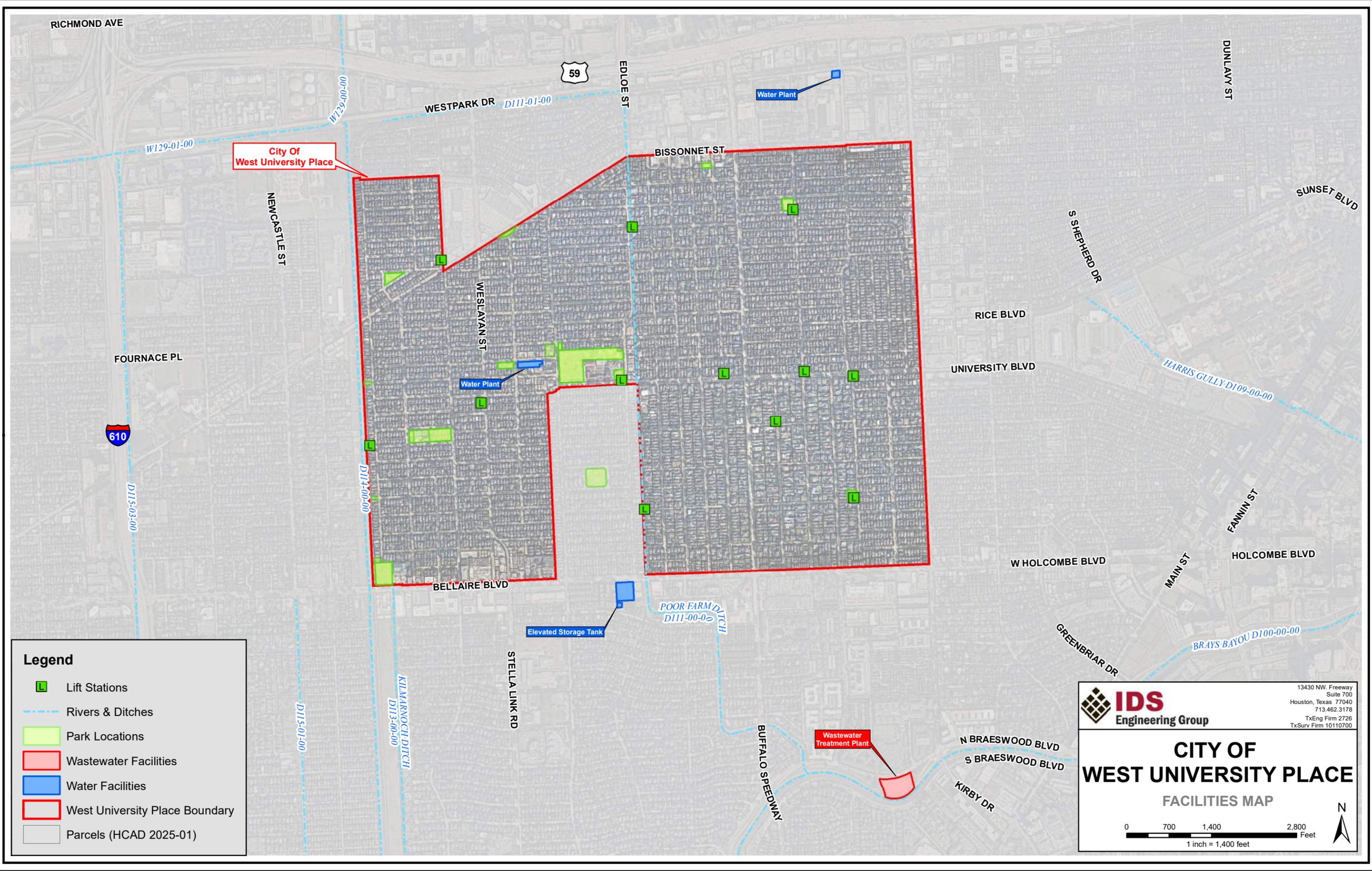
City of West University Place Outfall Map

Print Date: 1/29/2025 2:39:13 PM IDS Engineering Group



Disclaimer: This web site represents the information that has been made available for the use of this system and does not necessarily include the most complete and/or accurate data. IDS Engineering Group does not warrant its accuracy or completeness. Verification should be done as necessary.
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IDS Engineering Group \\houvisdb1\Projects\2300\2348-001-00_CityofWestUPlace\WestU_MS4_Facilities_Exhibit_11x17.mxd Plotted: 2/17/2025 at 11:17:24 AM by PBond



Legend

- Lift Stations
- Rivers & Ditches
- Park Locations
- Wastewater Facilities
- Water Facilities
- West University Place Boundary
- Parcels (HCAD 2025-01)

IDS
Engineering Group

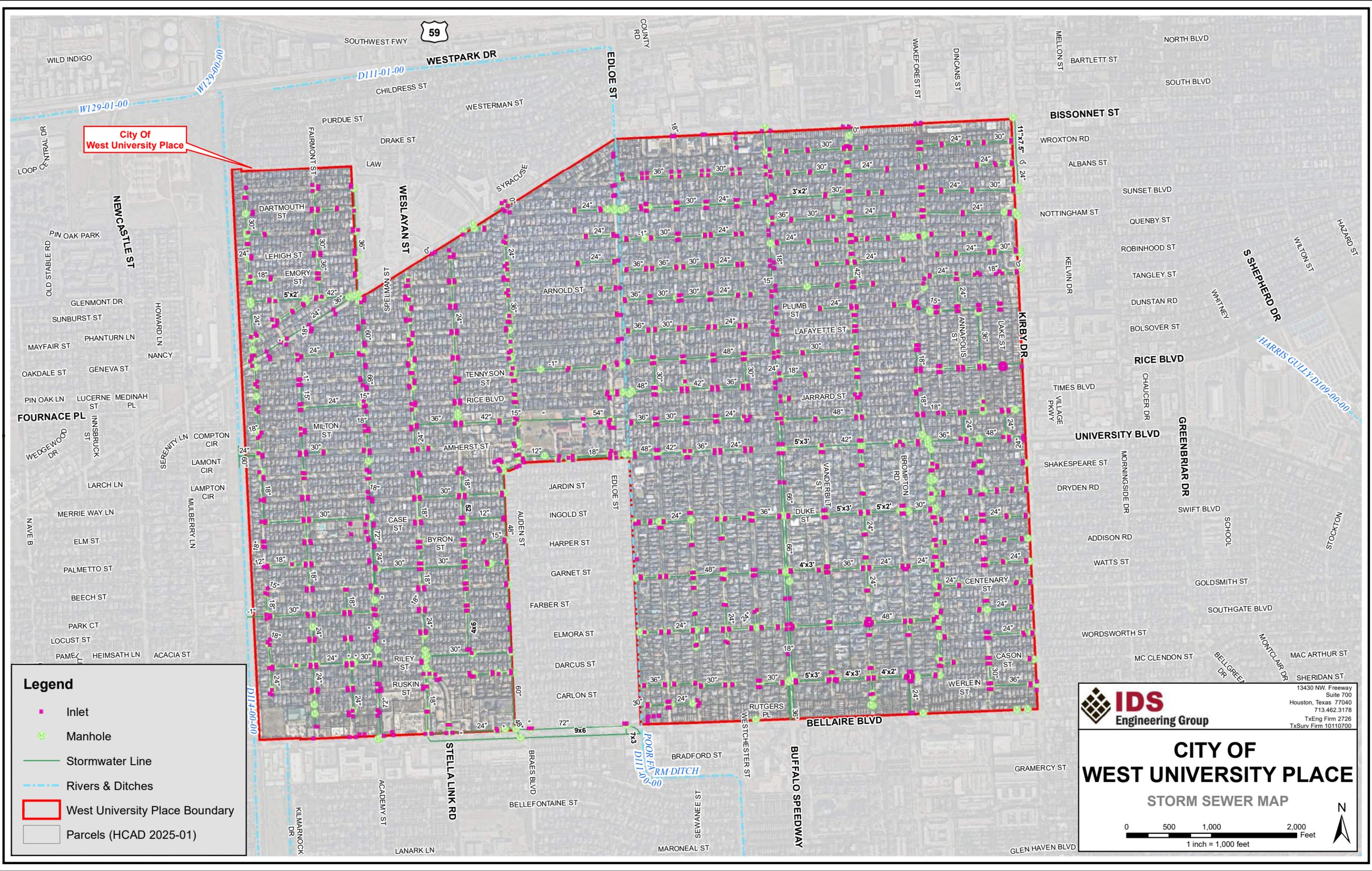
13430 NW. Freeway
Suite 700
Houston, Texas 77040
713.462.3178
TxEng Firm 2726
TxSurv Firm 10110700

CITY OF WEST UNIVERSITY PLACE
FACILITIES MAP

0 700 1,400 2,800 Feet
1 inch = 1,400 feet

N

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City Of West University Place

Legend

- Inlet
- Manhole
- Stormwater Line
- - - Rivers & Ditches
- West University Place Boundary
- Parcels (HCAD 2025-01)

IDS
Engineering Group

13430 NW Freeway
Suite 700
Houston, Texas 77040
713.462.3178
TxEng Firm 2726
TxSurv Firm 10110700

CITY OF WEST UNIVERSITY PLACE
STORM SEWER MAP

0 500 1,000 2,000 Feet
1 inch = 1,000 feet

N

APPENDIX A
SWMP IMPLEMENTATION SUMMARY

SWMP IMPLEMENTATION SUMMARY									
MCM	BMP	Activity	Dept./Person Responsible	Due Date					
				Year 1	Year 2	Year 3	Year 4	Year 5	
1. Public Education and Outreach	BMP #1 - West University Place Website	1. Continue including storm water quality information and links on the City website.	Public Works Director	X					
		2. Monitor and update city website annually.			X	X	X	X	
	BMP #2 - West University Place Print Publication	1. Review/Revise existing publication timeline	Public Works Director	X					
		2. Continue publishing educational material regarding storm water quality at least twice each year		X	X	X	X	X	
	BMP #3 – Stormwater Inlet Marking (SWIM) Maintenance	1. Review and update the Stormwater Inlet Marking Plan	Public Works Director	X					
		2. Monitoring and Maintenance of Stormwater Inlet Markers		X	X	X	X	X	
	BMP #4 – West University Place Social Media Posts	1. Prepare Social Media post timeline	Public Works Director	X					
		2. Post at least four times per year							
	2. Public Involvement/Participation	BMP #1 – Educational Display Booth	1. Develop a booth or display providing information related to water quality.	Public Works Director	X				
			2. Annually setup and staff the booth at a public meeting or public event.		X	X	X	X	X
BMP #2 – Stormwater Survey		1. Develop a survey to be distributed to residents.	Public Works Director	X					
		2. Send survey to residents, collect and analyze feedback.		X	X	X	X	X	
BMP #3 – Public Education events and workshops		1. Work with the Recycling and Solid Waste Reduction Board to develop a program for annual training or public workshops related to stormwater topics.	Public Works Director	X					
		2. Implement program for annual training and/or public workshops.		X	X	X	X	X	
3. Illicit Discharge Detection and Elimination (IDDE)	BMP #1 – Review and Update MS4 Map	1. Update Storm Sewer system records	City Engineer	X	X	X	X	X	
		2. Produce a map, paper copy or digital	City Engineer	X					
		3. Update the map with locations and names of all outfalls in the city as well as bodies of water that receive discharge from those outfalls	City Engineer		X	X	X	X	
	BMP #2 – City Staff Education and Training	1. The City Engineer shall review the training program and revise as necessary	City Engineer	X					

SWMP IMPLEMENTATION SUMMARY								
MCM	BMP	Activity	Dept./Person Responsible	Due Date				
				Year 1	Year 2	Year 3	Year 4	Year 5
		2. All current field staff shall complete training	Public Works Director	X				
		3.New staff shall complete training as part of the new-hire process	Public Works Director	X	X	X	X	X
	BMP #3 –Public Reporting of Illicit Discharges and Spills	1. Designate a member of Public Works as a central contact person for illicit discharge reports	Public Works Director	X				
		2.Monitor and respond to public illicit discharge reports. Take appropriate action to eliminate illicit discharges into the MS4		X	X	X	X	X
	BMP#4 – Procedures for responding to illicit discharges, illegal dumping, and spills	1. The City Engineer shall review the procedures and revise as necessary	City Engineer	X				
		2.City staff to utilize the procedures when responding to illicit discharges illegal dumping, and/or spills	Public Works Director	X	X	X	X	X
	BMP #5 – Procedures for Tracing and Removing the Source of Illicit Discharge	1. Implement existing procedures for tracing and removing of storm water pollution sources	Public Works Director	X				
		2.Update existing measures as necessary		X				
		3.Implement updated procedures for tracing and removing of storm water pollution sources			X	X	X	X
	BMP #6 – Inspection Procedures	1. City Engineer to review and update, as necessary, the existing procedures for conducting inspections in response to complaints.	Public Works Director	X				
		2.Implement procedures for responding to complaints and for conducting follow up inspections and keep record of inspections.		X	X	X	X	X
	BMP #7 – On Site Sewage Facilities (OSSF)Procedures	1. Develop procedure to Identify all OSSFs in the MS4 and track their status in an inventory	Public Works Director	X				
		2. Develop procedure to address any failing and poorly maintained systems.		X				
		3.Review and update inventory of OSSFs at least once annually.			X	X	X	X

SWMP IMPLEMENTATION SUMMARY								
MCM	BMP	Activity	Dept./Person Responsible	Due Date				
				Year 1	Year 2	Year 3	Year 4	Year 5
4. Construction Site Stormwater Runoff Controls	BMP #1 – Construction Site SWPPP	1. Continue requiring contractors to obtain a general permit.	Chief Building Official	X	X	X	X	X
		2. Continue review of site control measures in construction plans.		X	X	X	X	X
	BMP #2 – Construction Site Inspections	1. Review inspection procedures for Construction Site Stormwater Runoff Controls and make updates as necessary	Chief Building Official	X	X	X	X	X
		2. Continue conducting inspections and follow-up inspections at active construction sites.		X	X	X	X	X
	BMP #3 – Processing Public Comments	1. Review existing procedures for receiving and considering information from public and make changes as necessary.	Chief Building Official	X				
		2. Designate a member of Public Works Staff to be a central contact for receipt of information from the public regarding Construction Site Stormwater Runoff.		X	X	X	X	X
	BMP #4 – Educate and Train Employees on implementing the Construction Site Stormwater program	1. The City Engineer shall review the training program and revise as necessary	City Engineer	X				
		2. All current field staff shall complete the training.	Public Works Director	X				
		3. New staff shall complete the training as part of the new-hire process.	Public Works Director	X	X	X	X	X
	5. Post Construction Stormwater Management in New Development and Redevelopment	BMP #1 – Evaluate and Update regulatory Authority and Procedures	1. Evaluate existing legal authority and procedures.	Chief Building Official	X			
2. Update ordinance or other regulatory mechanisms and procedures and adopt updates.			Chief Building Official	X	X	X	X	X
BMP #2 – Follow Recordkeeping Requirements		1. Keep record log of enforcement actions up to date	Chief Building Official	X	X	X	X	X
BMP #3 – Long Term Maintenance of Post Construction Stormwater Control Measures		1. Develop a plan and schedule for addressing 100% of the stormwater control measures that the MS4 is responsible for.	Chief Building Official	X	X	X	X	X
		2. Require owners or operators of developments to develop, submit and implement a maintenance plan for on-site structural control measures.	Chief Building Official	X	X	X	X	X

SWMP IMPLEMENTATION SUMMARY								
MCM	BMP	Activity	Dept./Person Responsible	Due Date				
				Year 1	Year 2	Year 3	Year 4	Year 5
6. Pollution Prevention and Good Housekeeping for Municipal Operations	BMP #1 – Municipal operation and Maintenance Program	1. Maintain an inventory of facilities and storm water controls operated by the City	Public Works Director	X	X	X	X	X
		2. Evaluate/Revise Training and Education Program	Public Works Director	X				
		3. Utilize Training and Education Program	Public Works Director	X	X	X	X	X
		4. Dispose of Waste Materials in accordance with 30TAC Chapters 330 of 335, as applicable	Public Works Director	X	X	X	X	X
		5. Evaluate/Revise Contractor Requirements and Oversight	Public Works Director	X				
		6. Any contractors hired by the City must be contractually required to comply with Contractor Requirements and Oversight developed in step 5 of this BMP	Public Works Director	X	X	X	X	X
		7. Provide contractor oversight	Public Works Director	X	X	X	X	X
		8. Evaluate/Revise municipal operations and maintenance procedures related to storm water pollution prevention measures at city-owned operations and facilities	Public Works Director	X				
		9. Continue to Implement and inspect pollution prevention measures at City-owned operations and facilities	Public Works Director	X	X	X	X	X
		10. Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually	Public Works Director	X	X	X	X	X
		11. Use suspended tarps, booms, or vacuums to capture paints, solvents, rust, paint chips, and other pollutants during 80% of regular bridge maintenance each year.	Public Works Director	X	X	X	X	X