

March 31, 2025

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

Re: Phase II MS4 Annual Report Transmittal for City of Hedwig Village
TPDES Authorization: TXR040027

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040027 for the City of Hedwig Village.

The annual report is for Year 1. The reporting period's beginning 01/01/2024 and ending 12/31/2024.

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

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office 12 in Houston, Texas.

Sincerely,

SCHAUMBURG & POLK, INC.



Mark C. Dessens, P.E.
Vice President

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040027

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

Annual Reporting Year Option Selected by MS4:

Calendar Year: X

Permit Year: _____

Fiscal Year: _____ Last day of fiscal year: (_____)

Reporting period beginning date: (month/date/year) 1/1/2024

Reporting period end date: (month/date/year) 12/31/2024

MS4 Operator Level: Level 1 Name of MS4: City of Hedwig Village

Contact Name: Wendy Baimbridge Telephone Number: 713-465-6009

Mailing Address: 955 Piney Point Road, Hedwig Village, Texas 77024

E-mail Address: wbaimbridge@hedwigtx.gov

A copy of the annual report was submitted to the TCEQ Region: YES X NO _____

Region the annual report was submitted to: TCEQ Region Houston

B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:
(TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1	Public Education Brochures	Yes; public education is an effective way to raise citizen awareness and thus curtail pollution discharge.
1	Educational Content on Hedwig Village Website	Yes; online research is a more commonly used information gathering technique, so this information will be more likely to spread and be utilized.
1	Participation in Harris County Watershed Protection Program	Yes; Harris County has provided long-term enforcement and water quality studies, including BMP and TMDL evaluation.

1	Initial Public Meeting for SWMP Development	Yes; the meeting allows citizens the opportunity to learn about and contribute to the newly proposed SWMP via feedback and suggestions.
1	Citizen Complaint Hotline	Yes; the hotline provides a convenient way for citizens to report observed unauthorized activity.
1	Stream Cleanup and Monitoring	Yes; the hotline provides a convenient way for citizens to report observed unauthorized activity.
2	Nuisance Abatement	Yes; this practice prevents unauthorized waste disposal and uncleanness.
2	Storm Sewer Map	Yes; the map allows for quick identification of storm sewer routes and discharge points for monitoring and investigation purposes.
2	Illicit Discharge Detection and Elimination Program	Yes; the Program provides enforcement clarification for City staff.
2	Public Outreach Regarding Pet Waste	Yes; educating citizens of the requirement of removal and containment of animal excrement minimizes bacterial contamination of stormwater runoff from this contamination source.
3	Waste Control Ordinance	Yes; the Ordinance ensures all staff is aware of control requirements.
3	Plan Review and Approval Procedures	Yes; these procedures ensure all proposed development will be compliant.
3	Site Inspections and Enforcement	Yes; this BMP ensures that approved measures are implemented.
4	Tree Protection Ordinance	Yes; the Ordinance minimizes organic debris and reduces storm water pollution.
4	Plan Review and Approval Procedures for Post-Construction BMP's	Yes; the Procedures ensure all post-construction BMP's are compliant.
4	Inspections and Long-Term O&M Provisions	Yes; the Provisions ensure all operation and maintenance provisions are being followed.

5	Spill Response Kits	Yes; the kits provide a means to prepare for the event of contamination ahead of time as an effective preventative measure when a prompt response is necessary to minimize pollution from a spill.
5	Good Housekeeping Rules Manual	Yes; the manual ensures that City operations are minimizing pollution from its own activities.
5	Pesticide/Herbicide Management	Yes; managing pesticide and herbicide reduces the amount of unauthorized discharges of chemicals into stormwater.
5	Catch Basin Cleaning	Yes; ensuring clean basins reduces the risk and amount of stormwater pollution.
5	Park Maintenance	Yes; keeping parks and other recreational areas clean reduces runoff into stormwater.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	Public Education Brochures	Informational brochures	80	Brochures	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will instill new practices to reducing litter and waste- thus reducing pollutants.
1	Educational Content on Hedwig Village Website	Links to informative brochures/sites	19	Links	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will instill new practices to reducing litter and waste- thus reducing pollutants.
1	Participation in Harris County Watershed Protection Program	Information and programs administered by Harris County	1	Annual Interlocal Agreement with Harris County	Yes. The program provides enforcement and water quality studies, which allow for preventative and corrective actions to be taken.

1	Initial Public Meeting for SWMP Development	Public participation	0	Public meeting	No. Although public participation does not guarantee the creation of new measures, it does allow for feedback and revision of proposed SWMP and selected BMPs.
1	Citizen Complaint Hotline	Public reports of complaints	1	Complaints	Yes. The complaints allow for direct intervention, and thus a direct resolution to, sources of pollution.
1	Stream Cleanup and Monitoring	Receiving waterbodies	12	Inspections of all receiving waterbodies	Yes. When waterbodies are inspected, immediate action can be taken to remove the pollutant and identify the source.
2	Nuisance Abatement	Nuisances identified and reported	13	Abatements	Yes. The abated nuisances provide a direct impact by immediately resolving identified nuisances.
2	Storm Sewer Map	Updates to existing map	0	Updates	No, the storm sewer map received no updates this year. However, future updates will be mapped.

2	Illicit Discharge Detection and Elimination Program	Major outfalls inspected	6	Dry weather inspections	No. Pollutants will be reduced over time as the BMP's in place are refined to better prevent discharge and dumping prohibition.
2	Illicit Discharge Detection and Elimination Program	Periodic staff training sessions	2	Training sessions	No. The pollutants will be expected to reduce over time as the staff become more experienced and become capable of responding to such situations accordingly.
2	Public Outreach Regarding Pet Waste	Reminders of Code of Ordinance Section 10-3 posted	2	Reminders posted	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will persuade citizens to properly dispose of pet waste- thus reducing pollutants.
3	Waste Control Ordinance	Construction sites	198	Sites inspected	Yes. By inspecting each construction site, we can evaluate the effectiveness of existing BMP's and directly address any concerns or hazards that may be found.

3	Plan Review and Approval Procedures	Plans	1	Reviews	No. Though this BMP does not result in a direct reduction of pollutants, recording a log and reviewing plans are both effective ways to ensure compliance with stormwater protection requirements.
3	Site Inspections and Enforcement	Construction sites larger than 1 acre	0	Inspections	Yes. By inspecting the construction sites, we can evaluate if proper BMP's are in place to reduce sediment discharge and erosion.
4	Tree Protection Ordinance	Tree protection permits	53	Permits	Yes. Trees help to reduce pollutants by directly absorbing carbon dioxide and reduce stormwater runoff. Therefore, protecting a certain number of trees at all times ensures that pollutants will always decrease steadily over time.
4	Plan Review and Approval Procedures for Post-Construction BMP's	Post construction BMP's for sites greater than one acre	0	Reviews	No. Pollutants will be reduced over time as the BMP's in place are refined to better address water quality and record-keeping.

4	Inspections and Long-Term O&M Provisions	O&M inspections and practices	12	Inspections	No. Though this BMP does not result in the direct reduction of pollutants, maintaining logs, recording numbers, and logging inspections allows for quick review and efficient analysis of previous inspections. This in turn provides past examples for staff to use to learn and provides feedback to the effectiveness of long-term O&M provisions.
5	Spill Response Kits	Spill response kits	4	Audits	Yes. The spill response kits allow for a prompt, direct response to a spill; having them readily available increases the chance that pollution will be successfully contained quickly.

5	Good Housekeeping Rules Manual	O&M activities	0	Revisions as a result of audits	No. Though this BMP does not result in direct reduction of pollutants, conducting annual audits of O&M activities allows for the correction of deficiencies while minimizing pollution from the City's own activities, thus improving pollutant reduction over time.
5	Pesticide/Herbicide Management	Pesticide and herbicide certifications	1	Verifications of certification	Yes. Certification ensures the correct application of herbicides and pesticides.
5	Catch Basin Cleaning	Catch basins and storm sewer system	6	Inspections	Yes. Inspection of these areas allows for immediate evaluation of current condition, direct response to perceived concerns/hazards, and evaluation of current BMP's that may require revision in the case of a poor condition of basins or sewer systems.

5	Park Maintenance	Park facilities	24	Inspections	Yes. Cleaning and monitoring of park facilities allows for immediate response to debris, litter, and poor facility conditions. Providing trash receptacles allows citizens to prevent additional sources of pollution by correctly storing and managing waste.
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4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1: Public Education, Outreach, and Involvement	Keep and maintain annual supply of two versions of informative brochure and make available to two city council meetings per year. Ongoing.	Done.
1: Public Education, Outreach, and Involvement	Email different versions of brochures to entire distribution list once every six months. Ongoing.	Done.
1: Public Education, Outreach, and Involvement	Continuously keep available at least two informative brochures and/or website links on City website.	Done.
1: Public Education, Outreach, and Involvement	Conduct research into new information to be included with brochures annually. Website active; updates to follow.	Done.
1: Public Education, Outreach, and Involvement	Pass Agreement extension in City Council and remit payment to Harris County within timeframe required by Agreement. Maintain 100% of documents of Interlocal Agreement. Ongoing with annual agreement.	Agreement executed; documents maintained.

1: Public Education, Outreach, and Involvement	Advertise meeting through City website, email distribution list, announcement at City Council meeting, and post written notice in City Hall.	The City has not hosted a public meeting for the new SWMP, as it had not been finalized until the submittal date (02-11-2025). The City will host a meeting this year to announce and review the newly created plan during this year. Comments will be received and revisions will be made as necessary.
1: Public Education, Outreach, and Involvement	Record the date, agenda, and number of participants at the meeting.	See above.
1: Public Education, Outreach, and Involvement	Record comments and suggestions during meeting, evaluate validity and incorporate valid suggestions.	See above.
1: Public Education, Outreach, and Involvement	Advertise phone line using website and email distribution list. Ongoing.	Done.
1: Public Education, Outreach, and Involvement	Track number of complaints received. Ongoing.	Done.
1: Public Education, Outreach, and Involvement	Resolve 100% of complaints. Ongoing.	Done.
1: Public Education, Outreach, and Involvement	Inspect and clean 100% of waterbodies three times per year. Ongoing.	Done.
2: Illicit Discharge Detection and Elimination	Abate 100% of identified and reported nuisances. Ongoing.	Done.
2: Illicit Discharge Detection and Elimination	Update the map whenever existing drainage system is modified. Ongoing.	Map is up-to-date.

2: Illicit Discharge Detection and Elimination	Conduct dry weather inspections at 20% of major outfalls per year; record number and results of dry weather outfall inspections and follow-up actions.	Done.
2: Illicit Discharge Detection and Elimination	Conduct training sessions for field staff on identifying illicit discharges annually; record session dates.	Done.
2: Illicit Discharge Detection and Elimination	Post 1 reminder of Code of Ordinance Section 10-3 on City website per year, contact 100% of residents and businesses available on City email distribution list with reminder of Code of Ordinances once per year.	Done.
3: Construction Site Runoff Control	Inspect 100% of construction sites once between the time each site is permitted and construction is completed to ensure compliance to Waste Control Ordinance; record findings and enforcement actions. Ongoing.	Done.
3: Construction Site Runoff Control	Review 100% of plans; maintain log of plans reviewed and status; record number of plans reviewed. Ongoing.	Done.
3: Construction Site Runoff Control	Inspect 100% of active construction sites larger than 1 acre; maintain log of sites notifying Hedwig Village of discharge under TXR150000; maintain log of sites inspected, dates, and findings. Ongoing.	There were no construction sites larger than one acre during this reporting year.

4: Post-Construction Runoff Control	Visit 100% of construction sites once between the time each site is permitted and construction is completed to ensure conditions of ordinance are being met; record 100% of trees protected by ordinance per yearly period. Ongoing.	Done.
4: Post-Construction Runoff Control	Review 100% of post construction BMPs for sites greater than one acre. Ongoing.	Done.
4: Post-Construction Runoff Control	Inspect 100% of new BMPs; maintain log of site inspections; record number of sites inspected. Ongoing.	Done.
4: Post-Construction Runoff Control	Inspect 100% of privately-maintained facilities annually and maintain log, record number of facilities inspected.	Done.
4: Post-Construction Runoff Control	Review 100% of privately-owned facilities' P.E. certifications annually and maintain log, record number of certifications reviewed.	Done.
4: Post-Construction Runoff Control	Inspect 100% of BMP's accepted by City annually and maintain log; record dates of inspections, conditions of BMP's and O&M activities performed for 100% of inspections conducted.	Done.
4: Post-Construction Runoff Control	Conduct annual audit; maintain audit log and correct deficiencies. Ongoing.	Done.
5: Pollution Prevention and Good Housekeeping for Municipal Operations	Document annual audit results; maintain audit log and have deficiencies corrected.	Done.
5: Pollution Prevention and Good Housekeeping for Municipal Operations	Confirm 100% of employee and contractor pesticide/herbicide certification annually. Ongoing.	Done.

5: Pollution Prevention and Good Housekeeping for Municipal Operations	Inspect and clean 100% of catch basins six times per year. Ongoing.	Done.
5: Pollution Prevention and Good Housekeeping for Municipal Operations	Inspect and clean park facilities monthly. Ongoing.	Done.
5: Pollution Prevention and Good Housekeeping for Municipal Operations		Done.

C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

MS4 conducts routine visual inspections (wet and dry weather), storm sewer/inlet cleaning, street cleaning, and park cleaning. No illicit discharges have been observed; the majority of the MS4 is single-family residential properties.

D. Impaired Waterbodies

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.

There were no impaired water bodies within the permitted area added to the latest EPA approved 303(d) list.

2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.

The City has enacted the Public Outreach Regarding Pet Waste BMP as part of MCM 2 in order to remind residents of proper animal waste disposal. The Park Maintenance BMP as part of MCM 5 has been amended to include the maintenance of signage prohibiting pets in the park. These BMP's will both address the wastewater impairment of bacteria caused by animal waste and reduce from an entire source of impairment.

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

Targeted controls were not implemented.

4. Report the benchmark identified by the MS4 and assessment activities:

Benchmark Parameter <i>(Ex: Total Suspended Solids)</i>	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted
Bacteria	434.9 Billion MPN/Day (Spring Branch 1014_O) 1841.94 Billion MPN/Day (Buffalo Bayou Above Tidal 1014_01)	N/A	N/A

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

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
Bacteria	Public Outreach Regarding Pet Waste	Annual reminder of Code of Ordinances section on proper pet waste disposal procedures will provide education to increase awareness and action taken by residents to better manage pollution causing behavior.
Bacteria	Park Maintenance	Providing signage prohibiting pets in the park area works to eliminate a source of illicit discharge.

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

Description of bacteria-focused BMP	Comments/Discussion
Public Outreach Regarding Pet Waste	The City will remind residents and businesses of the proper procedure and regulations of containing pet waste with a reference to the Code of Ordinances, making it possible to enforce.
Park Maintenance	The City will provide facilities for debris and litter and use signage prohibiting pets to prevent stormwater runoff contamination.

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

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or
- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
Number of educational opportunities conducted	Education provided in the form of brochures made available with City email distribution list, on City website, and City Hall lobby at city council meetings addressing various storm water issues. Public education of removal and containment of pet waste provided by public outreach containing reminder of requirement specified by City Code of Ordinances Section 10-3 via email distribution list; City park maintenance requirement includes signage to educate parkgoers of the prohibition of pets in park area. The City has identified no major source of contamination; therefore, the education of residents and businesses is benefiting the City by preventing sources of contamination.
Number of illegal dumpings	No significant source of dumpings reported; no illegal dumpings identified, further suggesting that City BMP's are successful.
Number of sources identified or eliminated	No sources identified, suggesting efforts with City BMP's are successful. City is not contributing contamination and minimizing both significant and insignificant sources. City conducts various inspections multiple times per year, and has not found any sources of contamination.

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	Information on the MS4 Operator's Website	Maintain a webpage with current and accurate information and working links. Maintain for the full year, each year.	Same as stormwater activity.
1	Information on the MS4 Operator's Website	Check all links and update page as necessary at a minimum of once annually.	Same as stormwater activity.
1	Fact Sheets/Brochures/Utility Bill Inserts/Door Hangars	Develop material topics that are group specific and address activities or pollutants of concern. Fact sheets, brochures, bill inserts, door hangers, or handouts shall be distributed each year for at least 75% of the intended audience.	Same as stormwater activity.
1	Fact Sheets/Brochures/Utility Bill Inserts/Door Hangars	Develop and implement a tracking system to estimate what percentage of the intended audience is reached for determining BMP effectiveness.	Same as stormwater activity.
2	Educational display/booth at a school, public event, or similar event to provide information or displays that work to improve public understanding of issues related to water quality	Provide or support one booth or display at minimum annually. The booth or display must be staffed during the time which the event is open to the public.	Same as stormwater activity.
2	Public Meeting for Input on Program Implementation	Host a minimum of one meeting annually for input on the program implementation to be advertised to reach at least 75% of the intended audience.	Same as stormwater activity.

2	Public Meeting for Input on Program Implementation	During the meeting, present the proposed SWMP, solicit feedback on the selected BMP's, and invite suggestions for additional BMP's. Record the date, agenda, and number of participants at the meeting.	Same as stormwater activity.
2	Public Meeting for Input on Program Implementation	Record, evaluate and incorporate valid comments and suggestions into SWMP.	Same as stormwater activity.
3	Maintain a Current and Accurate MS4 Map	Review and update, as necessary, at least one time annually to include features which have been added, removed, or changed.	Same as stormwater activity.
3	Conduct Training for All the Permittee's Field Staff	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.	Same as stormwater activity.
3	Maintain and Publicize a Public Reporting Method for the Public to Report Illicit Discharges, Illegal Dumping, or Water Quality Impacts Associated with Discharges Into or From the Small MS4	Maintain a minimum of one public reporting mechanism 100% of the time during the permit term.	Same as stormwater activity.
3	Maintain and Publicize a Public Reporting Method for the Public to Report Illicit Discharges, Illegal Dumping, or Water Quality Impacts Associated with Discharges Into or From the Small MS4	Publicize the public reporting mechanism a minimum of two times annually in a method designed to reach at least 75% of the intended audience.	Same as stormwater activity.

3	Maintain and Publicize a Public Reporting Method for the Public to Report Illicit Discharges, Illegal Dumping, or Water Quality Impacts Associated with Discharges Into or From the Small MS4	In addition, the public reporting mechanism must be publicized on the public website 100% of the time during the permit term.	Same as stormwater activity.
3	Develop and Maintain Procedures for Responding to Illicit Discharges, Illegal Dumping, and Spills	Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	Same as stormwater activity.
3	Source Investigation and Elimination of Illicit Discharges and Illegal Dumping	Respond to 100% of known illicit discharges and illegal dumping incidents each year to investigate sources.	Same as stormwater activity.
3	Source Investigation and Elimination of Illicit Discharges and Illegal Dumping	Each year, respond to 100% of high priority discharges each year, such as sanitary sewer discharges within 24 hours.	Same as stormwater activity.
3	Source Investigation and Elimination of Illicit Discharges and Illegal Dumping	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.	Same as stormwater activity.
3	Source Investigation and Elimination of Illicit Discharges and Illegal Dumping	Notify TCEQ immediately of 100% of illicit flows believed to be an immediate threat to human health or the environment throughout the permit term.	Same as stormwater activity.
3	Corrective Action to Eliminate Illicit Discharges and Illegal Dumping	For 100% of illicit discharges or illegal dumping where a source has been determined, notify the responsible party of the problem within 24 hours.	Same as stormwater activity.
3	Corrective Action to Eliminate Illicit Discharges and Illegal Dumping	Require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.	Same as stormwater activity.

3	Inspection Procedures	Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	Same as stormwater activity.
3	Inspections in Response to Complaints	Conduct inspections in response to 100% of complaints each year according to the established procedures.	Same as stormwater activity.
3	Inspections in Response to Complaints	Conduct follow up inspections in 100% of cases each year where necessary as described in the established procedures.	Same as stormwater activity.
4	Develop and Maintain an Ordinance or Other Regulator Mechanism	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.	Same as stormwater activity.
4	Prohibit Discharges	Develop and maintain an ordinance or other regulatory mechanism to prohibit these discharges.	Same as stormwater activity.
4	Prohibit Discharges	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.	Same as stormwater activity.
4	Maintain and Implement Site Plan Review Procedures that Describe Which Plans Will Be Reviewed as Well as When an Operator May Begin Construction	Review and update site plan review procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	Same as stormwater activity.
4	Maintain and Implement Site Plan Review Procedures that Describe Which Plans Will Be Reviewed as Well as When an Operator May Begin Construction	Implement site plan review procedures for 100% of new construction site plans received each year.	Same as stormwater activity.

4	Implement Procedures for Inspecting Large and Small Construction Projects	Review and update inspection procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	Same as stormwater activity.
4	Conduct Construction Site Inspection	Conduct inspections at 80% of active construction sites annually according to the established procedures.	Same as stormwater activity.
4	Conduct Construction Site Inspection	Each year, conduct follow up inspections in 100% of cases where necessary as described in the established procedures.	Same as stormwater activity.
4	Develop, Implement, and Maintain Procedures for Receipt and Consideration of Information Submitted by the Public	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.	Same as stormwater activity.
4	Develop, Implement, and Maintain Procedures for Receipt and Consideration of Information Submitted by the Public	Maintain one webpage, hotline, or similar method for receipt of information submitted by the public throughout the permit term.	Same as stormwater activity.
4	Conduct Training for all the MS4 Staff Whose Primary Job Duties are Related to Implementing the Construction 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.	Same as stormwater activity.
5	Develop and maintain an ordinance or other regulatory mechanism	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.	Same as stormwater activity.

5	Document and maintain records of enforcement actions and make them available for review by the TCEQ	Maintain records of 100% of enforcement actions taken each year.	Same as stormwater activity.
5	Document and maintain records of enforcement actions and make them available for review by the TCEQ	Make 100% of enforcement records available to TCEQ for review within 24 hours of request.	Same as stormwater activity.
5	Ensure the long-term operation and maintenance of structural stormwater control measures installed	Implement a maintenance plan and schedule addressing 100% of stormwater control measures each year where the MS4 operator is responsible for maintenance.	Same as stormwater activity.
5	Ensure the long-term operation and maintenance of structural stormwater control measures installed	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.	Same as stormwater activity.
5	Ensure the long-term operation and maintenance of structural stormwater control measures installed	Require the site owner or operators to maintain documentation 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.	Same as stormwater activity.
6	Permittee-Owned Facilities and Control Inventory	Develop and maintain an annual inventory for 100% of the small MS4 owned and operated facilities and controls in the small MS4 area.	Same as stormwater activity.
6	Permittee-Owned Facilities and Control Inventory	Review and update the inventory at least one time annually to address changes or additions to the facilities and controls where applicable.	Same as stormwater activity.

6	Training and Education	Conduct a minimum of one training annually for 100% of employees involved in implementing pollution prevention and good housekeeping practices.	Same as stormwater activity.
6	Training and Education	Ensure training of 100% of applicable contract staff is conducted at least one time annually using contract language or another similar method.	Same as stormwater activity.
6	Disposal of Waste Material	Ensure that 100% of waste from the MS4 is disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable each year.	Same as stormwater activity.
6	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 described in Parts IV D.6.(b)(2)-(6).	Same as stormwater activity.
6	Contractor Requirements and Oversight	Provide oversight of 100% of contractor activities to ensure that contractors are using appropriate control measures and SOPs each year.	Same as stormwater activity.
6	Contractor Requirements and Oversight	Oversight procedures must be maintained on-site 100% of the time and made available for review by TCEQ within 24 hours of request.	Same as stormwater activity.

6	Assessment of Permittee-Owned Operations	<p>Evaluate 100% of O&M activities for their potential to discharge pollutants in stormwater annually including but not limited to:</p> <ul style="list-style-type: none"> • Road and parking lot maintenance, including such areas as pothole repair, pavement marking, sealing, and re-paving; • Bridge maintenance, including such areas as re-chipping, grinding, and saw cutting; • Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and • Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation. 	Same as stormwater activity.
6	Identify Pollutants of Concern	Identify pollutants of concern that could be discharged from all of the O&M activities described in Part IV.D.6.(b)(5)b and maintain a list of 100% of the pollutants identified. Including for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash.	Same as stormwater activity.
6	Identify Pollutants of Concern	Review and update the pollutants of concern list at least one time annually to address changes or additions to the O&M activities where applicable.	Same as stormwater activity.

6	Pollution Prevention Measures	<p>Develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the permittee-owned operations. Implement the following pollution prevention measures:</p> <ul style="list-style-type: none"> • 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; • Place barriers around or conduct runoff away from 100% of deicing chemical storage areas to prevent discharge into surface waters each year. 	Same as stormwater activity.
6	Inspection of Pollution Prevention Measures	At least one time annually, visually inspect 100% of pollution prevention measures implemented at permittee-owned facilities to ensure they are working properly.	Same as stormwater activity.
6	Inspection of Pollution Prevention Measures	Develop and maintain written procedures that describe the frequency of inspections and how they will be conducted.	Same as stormwater activity.
6	Inspection of Pollution Prevention Measures	Review and update the inspection procedures at least one time annually to address changes or additions to the pollution prevention measures.	Same as stormwater activity.
6	Inspection of Pollution Prevention Measures	Maintain a log of 100% of the inspections conducted annually and make the log available for review by the TCEQ within 24 hours of a request.	Same as stormwater activity.

6	Structural Control Maintenance	At least one time annually, perform maintenance of 100% of the structural controls which require maintenance. Maintenance must be consistent with maintaining the effectiveness of the BMP.	Same as stormwater activity.
6	Structural Control Maintenance	The permittee shall develop and maintain written procedures that define the frequency of inspections and how they will be conducted.	Same as stormwater activity.
6	Structural Control Maintenance	Review and update the maintenance procedures at least one time annually to address changes or additions to the pollution prevention measures.	Same as stormwater activity.

F. SWMP Modifications

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

Yes No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

Yes No

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

See the following table. Note that changes made are based on TCEQ review and comments on the proposed SWMP. Formal approval is still pending.

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

Note: If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.).

N/A

G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

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

H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?
 Yes No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

Name and Explanation: Harris County Watershed Protection Group – Advertisement newspapers, billboards, TV, website, media, brochures/direct mailer design, inlet markers.)

- 2.a. Is the permittee part of a group sharing a SWMP with other entities?
 Yes No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

___ Yes ___ No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

369

- 2a. Does the permittee utilize the optional seventh MCM related to construction?

Yes No

- 2b. If "yes," then provide the following information for this permit year:

The number of municipal construction activities authorized under this general permit	N/A
The total number of acres disturbed for municipal construction projects	N/A

Note: *Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.*

J. Certification

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): Wendy Baimbridge Title: City Administrator

Signature:  Date: 3/27/2025

Name of MS4 City of Hedwig Village

If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.