

# Colonial Heights MS4 Annual Report 2023

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Stormwater Management  
Program October 1, 2023

Colonial Heights Department of Public Works  
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**a. Background Information**

1. Colonial Heights Municipal Separate Storm Sewer System - VA040009
2. This annual report covers the period of July 1, 2022 through June 30, 2023.
3. Per a Consent Special Order issued to the City by the Soil & Water Conservation Board on October 8, 2009, the City hired a MS4 Coordinator on August 6, 2008 and appointed a Stormwater Foreman from existing Department of Public Works (DPW) personnel. These roles and their concurrent responsibilities have not been modified since that time.
4. Zero (0) new municipal outfalls were added during this reporting cycle.
5. City's Webpage containing the current and past MS4 reports:  
<http://www.colonialheightsva.gov/328/MS4-Annual-Reports>
6. Signed certification (see last page of this report)

**b. Status of Compliance**

Attached as **Appendix A** is an Excel® spreadsheet depicting the updated 5 Year Action Plan showing the Fiscal Year BMP goals. Please see that appendix for a complete understanding of the status of compliance of the Colonial Heights permit.

**c. Monitoring Data**

Attached as **Appendix B** of this report is BMP data for all known BMPs in the City. Type, drainage area, owner information and operation and maintenance (O&M) status is determined for all known BMPs. O&M Inspections are then administered accordingly per this BMP Data Monitoring log. Attached as **Appendix C** of this report are copies of the illicit discharge and dry-weather screening mechanisms utilized by the City's stormwater program. Paper recordation is used for these as they are conducted in the field.

**d. Reporting Cycle - July 1, 2022 through June 30, 2023**

**e. Minimum Control Measure (MCM) Changes**

All MCM change explanations are located in the "REVISED OR ALTERED" column of **Appendix A**.

- f. Not applicable to VA040009
- g. Not applicable to VA040009
- h. Estimated discharge information pursuant to Section I B 9 may be found in **Appendix F+G**

**i. Illicit Discharge(s) Control**

Colonial Heights City Code, per §245 (ORDINANCE NO. 09-1, adopted March 11, 2009), authorizes the Department of Public Works to enforce the prohibition of illicit discharges and illegal connections. Via that ordinance, DPW may determine a deadline by which an illicit discharge must be corrected, and otherwise may correct the situation itself at the sole cost of the responsible party and/or land owner. Civil and criminal penalties are prescribed for willful, knowing violations.

In conjunction with the passage of this ordinance, an illicit discharge hotline was established during the first reporting year. See **Appendix D** for an explanation of the recorded incidents for this reporting period. In conjunction with these, **Appendix D**

During this reporting cycle, no projects were constructed within the City that interconnected with other MS4s.

**j. Regulated Land Disturbing Activities**

Attached as **Appendix E** is the regulated land disturbing activity data for this reporting cycle. The data reflects the information as compiled in the land disturbance activity reports as sent monthly to DEQ.

**k. Stormwater Management Facility Data**

Attached as **Appendix B** is an Excel® spreadsheet containing data for all the stormwater management facilities in the City. All of the facilities for which Maintenance Agreements exist are inspected, per the terms of the agreements, by a Professional Engineer on a five-year cycle (**§ 245-37E**). Copies of archived Maintenance Inspection Records are archived with the City's DPW-Engineering Division personnel.

**Appendix B** displays the year each BMP is recorded by the City as 'END 1-YMP', whether a maintenance agreement exists as 'Easement' and facilities added during the reported year as shaded yellow. No BMPs were adopted by the City during this reporting year.

**l. Maintenance Agreements**

Maintenance Agreements for all of the structural stormwater facilities as noted in Section K exist between the City and the respective private entity. The agreements require the owner to have operations and maintenance inspections conducted by a professional engineer on a five-year schedule. The owner is then responsible for documenting the results of that report with the City, via a completed Operation and Maintenance Inspection Record, and is responsible for any necessary repairs. An example Operation and Maintenance Record is provided in **Reference 18**.

**m. Not applicable during this reporting cycle**

## Municipal Separate Storm Sewer System (MS4) Phase II Report Certification Statement

As required by 9VAC25-870-370 B, all reports required by state permits, and other information requested by the board, shall be signed by a responsible official or by a duly authorized representative of that person. A responsible official is:

- 1. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for state permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;*
- 2. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or*
- 3. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.*

A person is a duly authorized representative only if:

- 1. The authorization is made in writing by a person described above;*
- 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and*
- 3. The written authorization is submitted to the department.*

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### CERTIFICATION

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

September 21, 2023

Responsible Official Signature

Date

VA040009 City of Colonial Heights, Virginia  
Permit Number MS4 Name