



ARKANSAS  
Department of Environmental Quality

# NPDES Small MS4 General Permit (ARR040000) Annual Reporting Form

**Instructions for completing this form:**

- ARR040000 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before June 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- Please attach results of monitoring required for TMDL or impaired streams separately from this form.
- When complete, submit this Annual Report form to the following address:

ADEQ  
Water Division  
General Permits Section  
5301 Northshore Drive  
North Little Rock, AR 72118  
Water-permit-application@adeq.state.ar.us

Small MS4 Annual Report for Year: 2017

ADEQ Permit Tracking Number: ARR040049

Name of MS4: Tontitown

Primary Contact: James Clark

Title: Public Works Director

Mailing Address: P.O. Box 305

City: Tontitown

Zip Code: 72770

County: Washington

Telephone Number: 479-361-2700

Email Address: pwdirector@tontitownar.gov

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

Tontitown City Council

Mayor Paul Colvin – 479-879-4510 – [mayor@tontitownar.gov](mailto:mayor@tontitownar.gov)

Public Works Director – 479-263-9216 – [pwdirector@tontitownar.gov](mailto:pwdirector@tontitownar.gov)

Building Inspector Roger Duncan – 479-263-9215 – [maintenance@tontitownar.gov](mailto:maintenance@tontitownar.gov)

Memorandum of Understanding – NWARPC Stormwater Group

City Engineer Terry Carpenter – 479-872-7115 – [twcarpenter@usi-ce.com](mailto:twcarpenter@usi-ce.com)

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 possibility of fine and imprisonment for knowing violations.

Print Name: James Clark

Print Title: Public Works Director

Signature: 

Date: 5.23.18



A R K A N S A S  
Department of Environmental Quality

SMALL MS4 ANNUAL REPORT FORM

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**SMALL MS4 ANNUAL REPORT FORM**

**PUBLIC EDUCATION & OUTREACH**

Estimate Your Permit Area's Total Population: 71

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience (50% of Urbanized area population= 36)	% of Target Audience Reached & Total # of people reached	Summary of Results	Effective (Yes or No)
Develop and distribute educational materials NWA Regional Stormwater Education Program	Provide resource materials to help residents understand and implement stormwater management and pollution prevention BMPs	Proper septic system management and how individual decisions and actions can combine to improve and protect water resources	Urbanized area residents	100% of target audience  Materials distributed to 36 residents	Distributed materials on septic system BMPs to septic owners	Yes
Develop and distribute mass media messages NWA Regional Stormwater Education Program	Promote stormwater management and pollution prevention BMPs through newspaper, radio, television, and social media	Proper septic system management, handling and disposal of pool chemicals, emptying chlorinated pool water and how individual decisions and actions can combine to improve and protect water resources	Urbanized area residents	100% of target audience  101 circulation, audience, or views	3 PSAs through Cox Cable, 3 pollution prevention commercials at gas station pumps, newspaper and television reports, and interactions through multiple social media accounts	Yes
Displays and exhibits NWA Regional Stormwater Education Program	Develop and establish unmanned/staffed booth educational displays	Litter and stormwater pollution prevention and how individual decisions and actions can combine to improve and protect water resources	Urbanized area residents	100% of target audience  79 viewed displayed materials	Displays were developed and used at Tontitown City Hall and indoor billboards at businesses	Yes
Conduct hands-on youth stormwater quality education programs NWA Regional Stormwater Education Program	Engage students in experiential learning, using stormwater and pollution prevention concepts to meet state science curriculum	Watershed awareness, storm drain infrastructure and how individual decisions and actions can combine to improve and protect water resources	Urbanized area school-age youth	11.1% of target audience  4 youth participants	2 School programs were conducted to educate youth about how individual decisions and actions can combine to improve and protect water resources	Yes
Conduct stormwater education programs for adult audiences NWA Regional Stormwater Education Program	Teach adult residents about urban stormwater dynamics and how to implement runoff management and pollution prevention BMPs	As cities develop, stormwater can carry pollutants to nearby water resources – urban residents' decisions and actions are key for effective stormwater management and pollution prevention	Professional adult audiences	8.3% of target audience  3 adult participants	3 Adult education programs were conducted including presentations for residential/homeowners and industry professionals	Yes

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Conduct public participation/involvement events	Engage NWA urban residents in protecting water quality	Using community volunteers to enhance water quality and promote watershed stewardship	Urbanized area residents and businesses	3 Residents picked up trash from an area lake and provided input on regional stormwater education and flood management	Tontitown's participation contributed to continued educational outreach efforts to Tontitown's residents	Yes
NWA Regional Stormwater Education Program						

## SMALL MS4 ANNUAL REPORT FORM

### ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities		Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Ordinance and Drainage manual	Yes	Ordinance # 2010-06-356		Ordinance in effect		Yes
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
Storm Sewer System Map	Develop map detailing storm drain system and outfalls	Yes	Contracted with engineering firm to develop				Yes
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
IDDE Plan	Develop plan to address non-stormwater discharges	Yes	Included in City of Tontitown Stormwater Management Plan				Yes
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
Dry-Weather Screening of Outfalls # of Outfalls Screened 21 Total # of Outfalls 21	Develop map showing outfalls	Yes	21	0	Identified*	Eliminated	Yes
					0	0	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
Identification of allowable non-stormwater discharges	Identify allowable non-stormwater discharges	Yes	No non-stormwater discharges have been identified				Yes
City of Tontitown							

\*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)	
Ordinance or Other Regulatory Mechanism	Street specifications to include stormwater management	Yes	Ordinance # 2010-06-356		Ordinance adopted by City Council	Yes	
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)	
Sediment and Erosion Control Requirements	Street specifications to include stormwater management	Yes	Ordinance # 2010-06-356		Ordinance adopted by City Council	Yes	
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)	
			Received	Followed-Up On			
Complaint Process	Develop investigation report form	Yes	0	0	No complaints filed	Yes	
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)	
Site Plan Review Procedures	Review all site improvement plans prior to approval	Yes	6	6	All LSD plans reviewed by staff and City Engineer	Yes	
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures	Develop a site inspection checklist	Yes	6	6	1/month	Make recommendations for corrections to BMP's	Yes
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures	Ensure corrective actions are made based on deficiencies	Yes	0			Yes	
City of Tontitown							

\*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

## SMALL MS4 ANNUAL REPORT FORM

### POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Cite Local Code(s) Being Used (If available, web link for code(s))</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
Ordinance or Other Regulatory Mechanism	Updated street specifications to include stormwater management	Yes	Ordinance # 2010-06-356		Adopted by City Council	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Structural and/or Non-Structural Standards Being Used</b>		<b>Summary of Results or Activities/Compliance rates with MS4 requirements</b>	<b>Effective (Yes or No)</b>
Post-Construction Requirements	Vegetative cover established in street specs	Yes	Seeding/sodding of ditches and detention ponds		Final inspection must meet requirements	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b># of Applicable Sites Requiring Post-Const. BMPs</b>	<b># of Plans Reviewed</b>	<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
Site Plan Review Procedures	Review all plans	Yes	6	6	Project approval if conditions are met	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Site Inspections Performed</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
			<b># Performed</b>	<b>Avg. Frequency</b>		
Site Inspection Procedures	Perform site inspection of completed projects	Yes	6	1	Approval/Certificate of Occupancy issued	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Violations</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
			<b># of Violation Letters</b>	<b># of Enforcement Actions</b>		
Enforcement Procedures	Withhold Certificate of Occupancy until satisfactory completion	Yes	0	0	N/A	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b># of Sites Requiring Plans/Agreements</b>	<b># of Plans Developed/Agreements in Place</b>	<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
Long-Term O&M Plans/Agreements	Ensure facilities are maintained by owner/POA	Yes	0	0	Ditches and detention ponds maintained	Yes
City of Tontitown						

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program	MS4 employees are educated about ways to minimize the water quality impact of municipal activities	Yes	Impacts of stormwater runoff volume and flood management	Employees with responsibilities of protecting water quality from stormwater runoff	6	Training sessions for employees	Yes
NWA Regional Stormwater Education Program							
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>	<b>Frequencies of Such Inspections</b>
Water and sewer department, street department, parks department					No	0	N/A
<b>MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>			
	Maintenance performed as needed			Ditches cleaned and mowed, storm drains and culverts cleaned			
<b>Disposal of Wastes</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amounts of Wastes Properly Disposed</b>				
	No		Vehicle maintenance is handled off site. Waste hauling is contracted to third party.				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		<1	Salt is mixed with sand for icy road conditions.			
<b>Pesticide &amp; Herbicide Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Gallons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	No		0	Not used.			
<b>Fertilizer Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Pounds Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	No		0	Not used.			
<b>Street Sweeping</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amount of Material Collected and Properly Disposed</b>				
	No		N/A				
<b>Flood Management Projects</b>	<b>Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality</b>						
	No projects were addressed in 2017						

## SMALL MS4 ANNUAL REPORT FORM

### PROPOSED CHANGES TO YOUR SWMP (IF ANY)

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

N/A

### VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

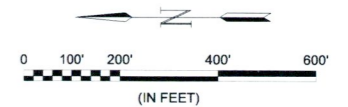
N/A

## Tontitown

### NWA Regional Urban Stormwater Education Program - 2017 Annual Report

BMP (mechanism) & Responsible	Theme or Message (Program Description)	Date	Target Audience	# of People Reached
<b>Develop and distribute electronic and printed educational materials</b>				
*	Designed, printed and mailed septic system maintenance flyer	9/18/17	LF, FM, FY, PG, TT, WC	36
<b>Develop and distribute electronic and printed materials through mass and social media</b>				
*	Three 30-second PSAs on stormwater pollution prevention were aired on Cox Cable channels (624 airings)	Jan-Apr 2017	ALL MS4	17
*	Posted 171 articles and announcements on NWA Stormwater Education Facebook social media account with 234 likes	Jan-Dec 2017	ALL MS4s	11
*	Posted 41 educational announcements and links on NWA UpStream Art Facebook social media account with 480 followers	Jan-Dec 2017	BV, BC, BN, CS, CT, LF, LO, PR, RG, SS, EK, ES, FM, FY, GR, JO, PG, SP, TT, UA, WC	6
*	Maintained the www.nwaupstreamart.com website with educational and up to date information with 3,408 page views and 796 unique visitors	Jan-Dec 2017	ALL MS4s	15
*	<i>NWA Regional Flooding Partnership Could Form</i> segment on KNWA on stormwater flooding issues in area	6/22/17	ALL MS4s	8
*	<i>Regional Solutions Sought to Curb Flooding</i> article in Arkansas Democrat Gazette	7/9/17	ALL MS4s	9
*	Displayed three different 15-second pollution prevention commercials every 4 minutes (24/7) on 64 different screens at gas stations	Sept-Nov 2017	All MS4s	35
<b>Create display and staff educational booths</b>				
*	Display on Septic Smart and handouts set-up at Tontitown City Hall	Sept 2017	TT	30
*	Displayed Know the Flow "Top 10 BMPs" flyer on 29 indoor billboards at 19 different locations	Sept-Nov 2017	BV, BC, BN, BH, CS, CT, LF, LO, PR, RG, ES, FM, FY, JO, SP, TT, UA, WC	49

<b>Conduct hands-on youth stormwater/water quality education programs</b>				
*	Presented story on "All the Way to the Ocean" to Rogers Kids World at Reagan Elementary	1/25/17	LF, RG	2
*	Presented program on watersheds and pollution prevention for Central Jr. High AP biology classes	3/13,15/17	ES, JO, SP, TT	2
<b>Conduct stormwater education programs for adult audiences</b>				
<i>Commercial/Industry</i>				
*	Facilitated the NWA IECA lunch and learn on construction BMPs	3/28/17	BV, BC, BN, CT, LO, RG, FY, SP, TT	1
*	Presented program on construction stormwater regs and BMPs and educational needs survey to Washington-Madison Damage Prevention Alliance	5/11/17	BC, BN, CT, RG, FM, FY, TT, UA, WC	1
<i>Homeowner</i>				
*	Presented on septic systems to the NWA Board of Realtors	11/9/17	BV, BC, BN, CT, LO, PR, RG, SS, FM, FY, JO, SP, TT	1
<b>Coordinate public participation/involvement events</b>				
*	Coordinated the Lake Fayetteville Spring clean-up	4/8/17	RG, FY, SP, TT, UA	1
*	Facilitated meeting on regional flood management	6/20/17	BV, BC, BN, CT, LO, PR, RG, FM, FY, JO, SP, TT, WC	1
*	Coordinated MS4 Education Steering Committee on the 2018 permit topic of litter prevention	12/5/17	BV, BC, BN, BH, CS, CT, LO, PR, RG, EK, FM, FY, GR, JO, PG, SP, TT, UA, WC	1
<b>Conduct MS4 employee training</b>				
*	Trained employees on stormwater and flood management	12/8/17	ES, GR, JO, TT	6

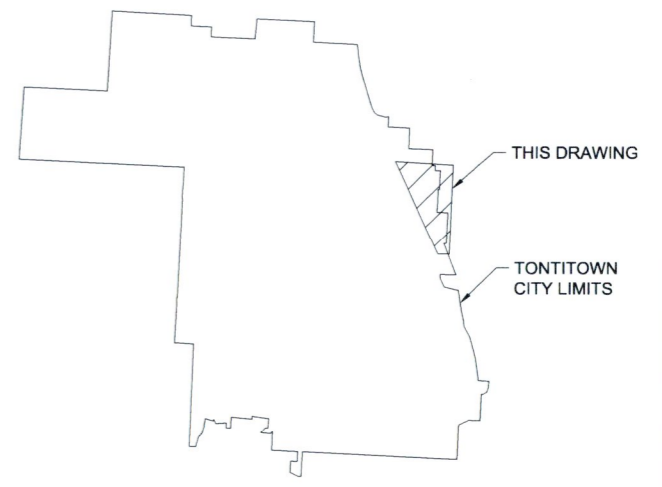


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**LEGEND**

- FLOW CHANNEL
- CULVERT
- DETENTION POND
- POND OUTLET
- CITY LIMITS



KEY MAP  
NOT TO SCALE

REV.	DATE	DESCRIPTION	BY

**CITY OF TONTITOWN**  
 TONTITOWN, ARKANSAS

**TONTITOWN ON-CALL SERVICES**

MS4 DESIGNATED AREA

JOB NO.: 18048025  
 DATE: May 2018  
 DESIGNED BY:  
 DRAWN BY:

BAR IS ONE INCH ON ORIGINAL DRAWING  
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DRAWING NUMBER

SHEET NUMBER

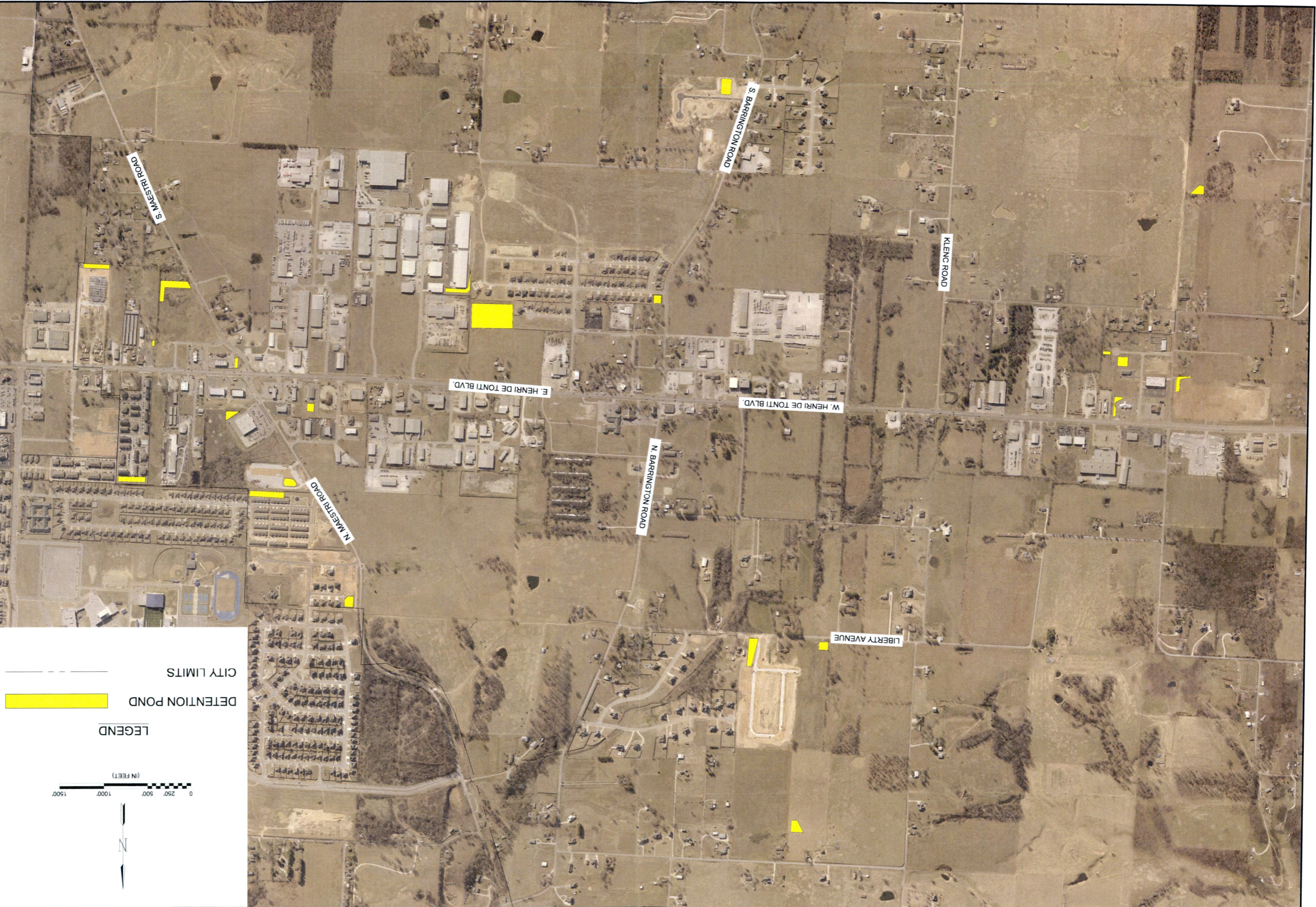
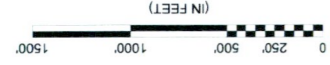
JOB NO.: 18048025  
 DATE: May 2018  
 DESIGNED BY:  
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 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.  
 DRAWING NUMBER  
 SHEET NUMBER

CITY OF TONTTOWN  
 TONTTOWN, ARKANSAS  
 TONTTOWN ON-CALL SERVICES  
 DETENTION PONDS WITHIN CITY LIMITS

REV.	DATE	DESCRIPTION	BY

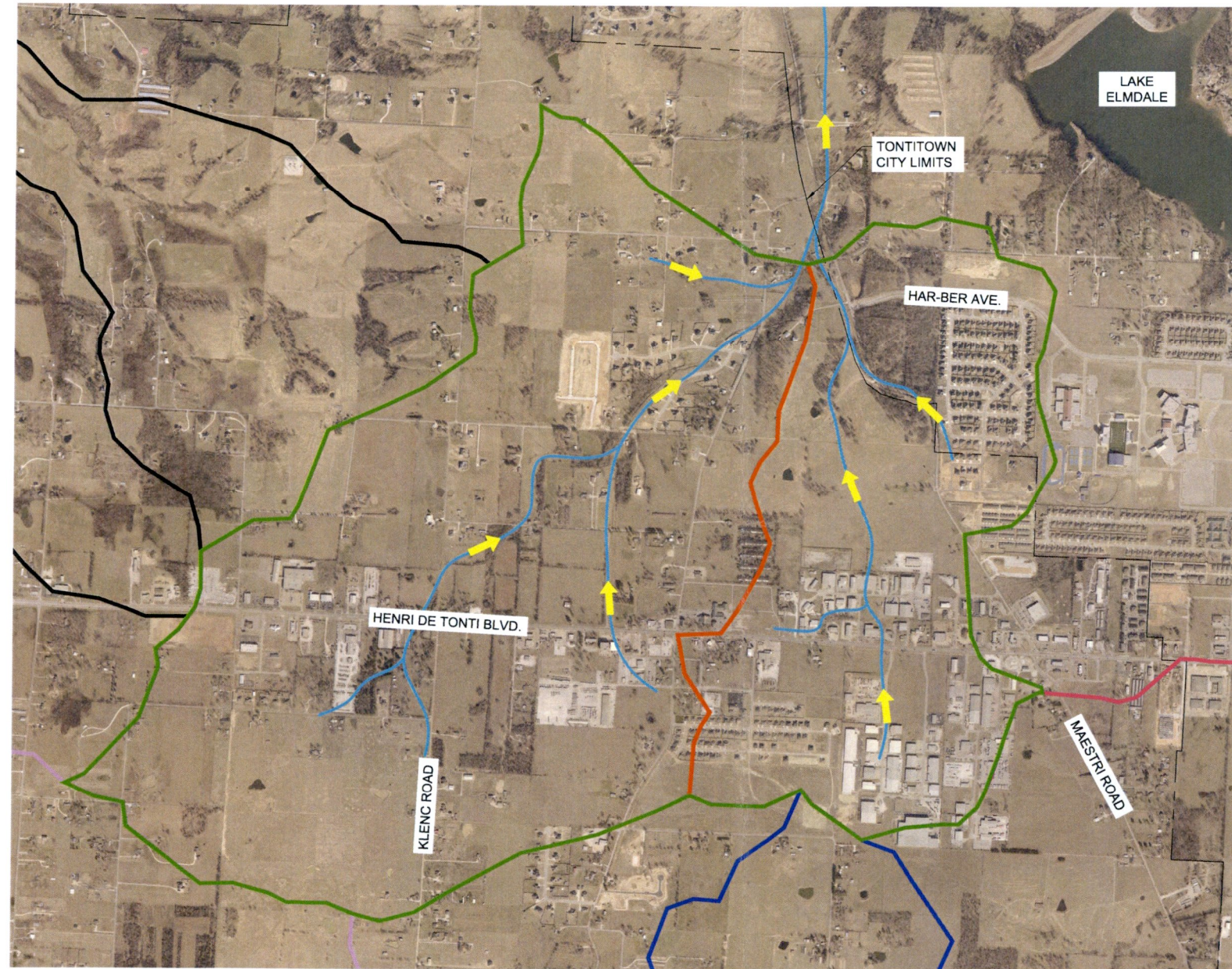
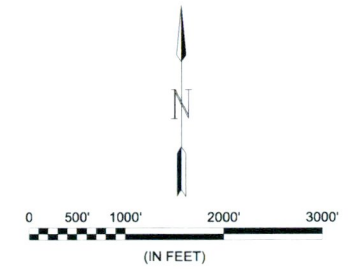
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**GARVER**

**LEGEND**  
 DEFENTION POND  
 CITY LIMITS



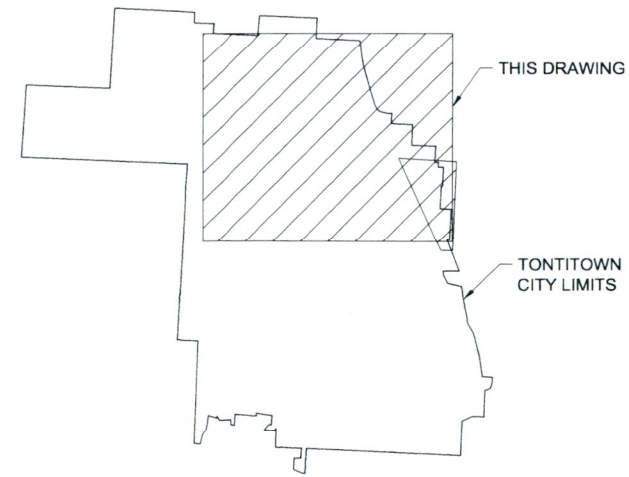


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**LEGEND**

- BRUSH CREEK BASIN ———
- BRUSH CREEK SUB-BASIN ———
- BRUSH CREEK TRIBUTARY ———
- CITY LIMITS - - - - -



KEY MAP  
 NOT TO SCALE

REV.	DATE	DESCRIPTION	BY

**TONTITOWN**  
ARKANSAS

CITY OF TONTITOWN  
 TONTITOWN, ARKANSAS

TONTITOWN ON-CALL  
 SERVICES

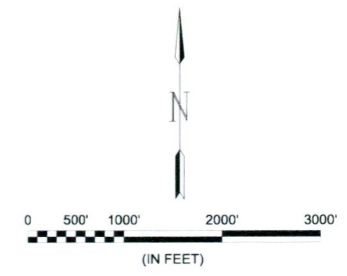
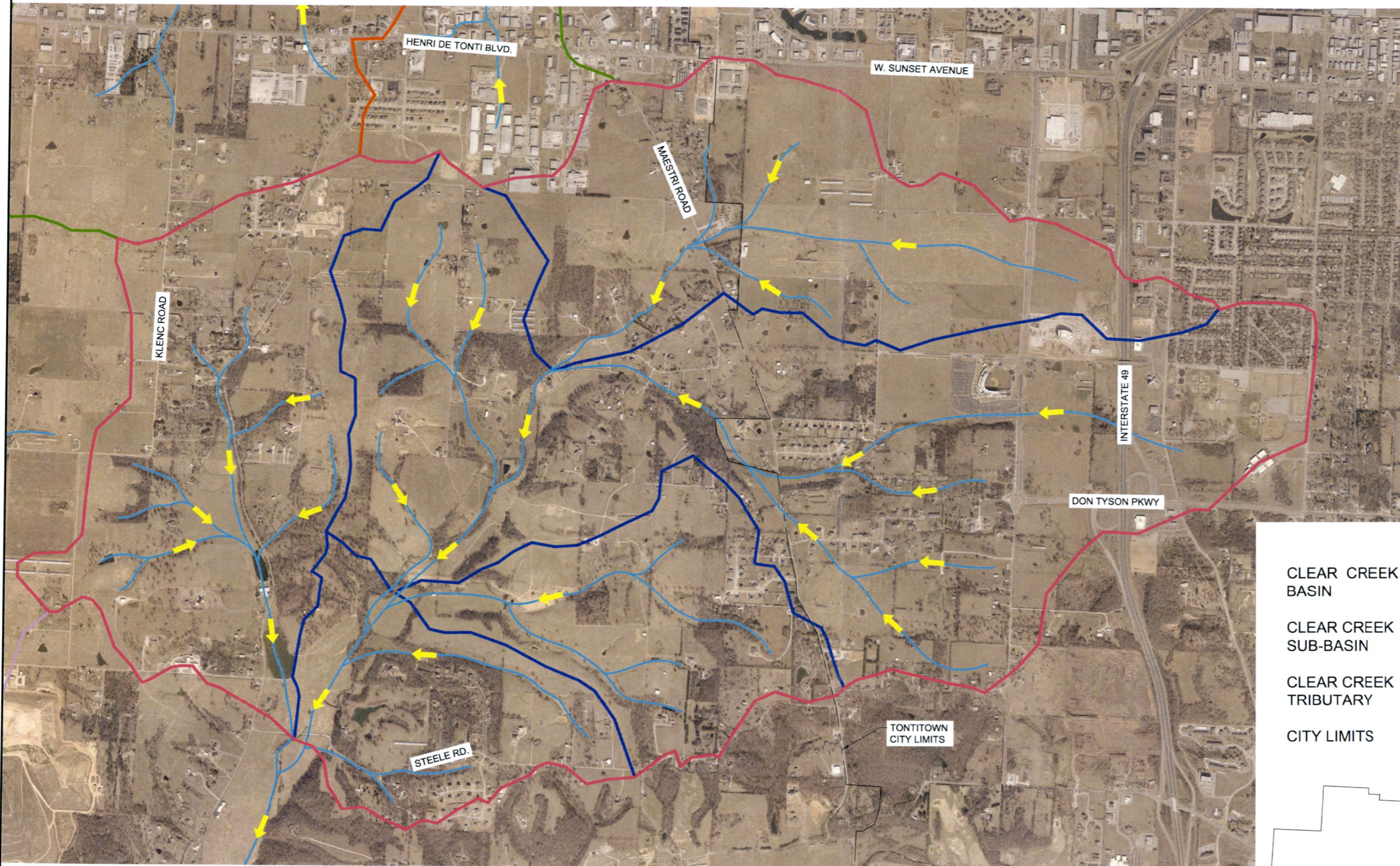
BRUSH CREEK DRAINAGE BASIN

JOB NO.: 18048025  
 DATE: May 2018  
 DESIGNED BY:  
 DRAWN BY:

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 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

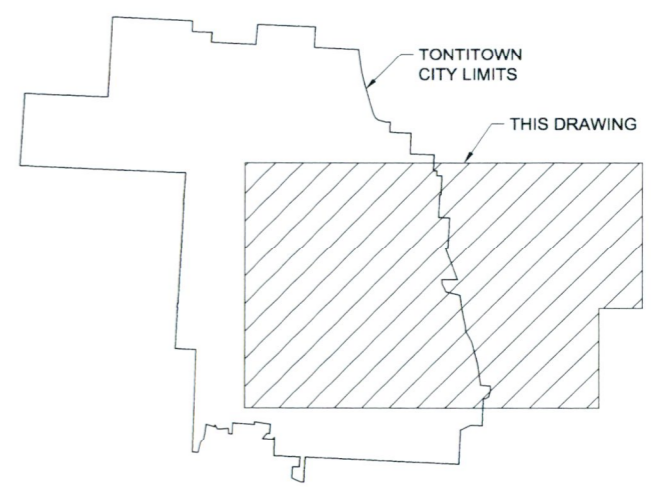
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SHEET NUMBER



**LEGEND**

- CLEAR CREEK BASIN —
- CLEAR CREEK SUB-BASIN —
- CLEAR CREEK TRIBUTARY —
- CITY LIMITS - - -



KEY MAP  
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REV.	DATE	DESCRIPTION	BY

**TONTITOWN**  
AR, ARKANSAS

CITY OF TONTITOWN  
TONTITOWN, ARKANSAS

TONTITOWN ON-CALL  
SERVICES

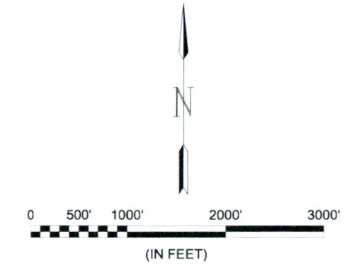
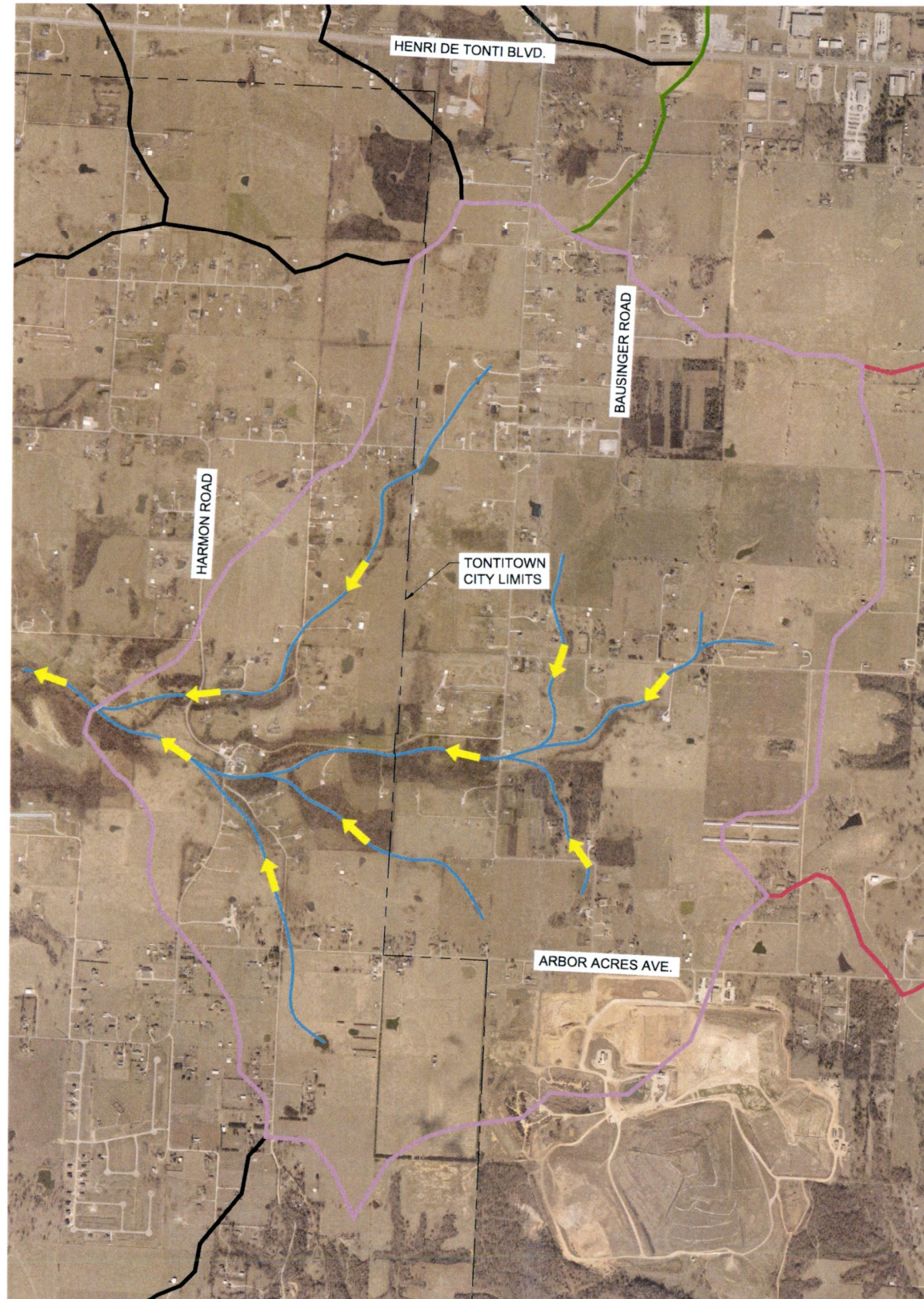
CLEAR CREEK DRAINAGE BASIN

JOB NO.: 18048025  
DATE: May 2018  
DESIGNED BY:  
DRAWN BY:

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IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

DRAWING NUMBER

SHEET NUMBER

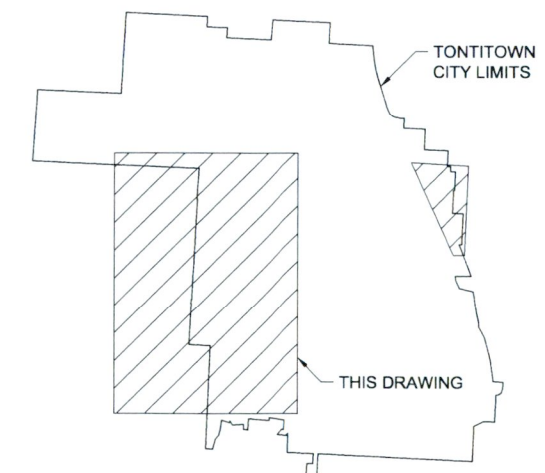


**LEGEND**

WILDCAT CREEK BASIN

WILDCAT CREEK TRIBUTARY

CITY LIMITS



KEY MAP  
NOT TO SCALE



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REV.	DATE	DESCRIPTION	BY

CITY OF TONTITOWN  
TONTITOWN, ARKANSAS  
TONTITOWN ON-CALL SERVICES

WILDCAT CREEK DRAINAGE BASIN

JOB NO.: 18048025  
DATE: May 2018  
DESIGNED BY:  
DRAWN BY:

BAR IS ONE INCH ON ORIGINAL DRAWING  
0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

DRAWING NUMBER

SHEET NUMBER

Tontitown Water Utilites  
Post Office Box 127  
Tontitown, AR 72770

Tontitown Water Utilites  
Post Office Box 127  
Tontitown, AR 72770



ADEQ  
Water Division  
General Permits Section  
5301 Northshore Drive  
North Little Rock, AR 72118

