



Annual Report Form For Individual NPDES Permits For Municipal Separate Storm Sewer Systems (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by email to the NPDES Stormwater Program Administrator or to the MS4 coordinator (<http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm>). Files larger than 10MB may be placed on the FTP site at: ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/. After uploading files, email the MS4 coordinator or NPDES Program Administrator to notify them the report is ready for downloading; or by mail to the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- **Please print or type information in the appropriate areas below.**

Submit the form and attachments to:
 Florida Department of Environmental Protection
 Mail Station 3585
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION

A.	Permittee Name: Town of Highland Beach		
B.	Permit Name: Palm Beach County MS4		
C.	Permit Number: FLS000018-004		
D.	Annual Report Year: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input checked="" type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
E.	Reporting Time Period (month/year): October / 2018 through September / 2019		
F.	Name of the Responsible Authority: Marshall Labadie		
	Title: Town Manager		
	Mailing Address: 3614 S. Ocean Boulevard		
	City: Highland Beach	Zip Code: 33487	County: Palm Beach
	Telephone Number: 561-278-4548		Fax Number: 561-265-3582
E-mail Address: mlabadie@highlandbeach.us			
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Pat Roman		
	Title: Public Works Director		
	Department: Public Works		
	Mailing Address: 3614 S. Ocean Boulevard		
	City: Highland Beach	Zip Code: 33487	County: Palm Beach
Telephone Number: 561-243-2084		Fax Number: 561-279-9040	
E-mail Address: proman@highlandbeach.us			

SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable in Year 1)

A.	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
B.	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
C.	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

SECTION III. PART V.B. ASSESSMENT PROGRAM

A.	<p>Provide a brief statement as to the status of water quality monitoring plan implementation. Status may include sampling frequency changes, monitoring location changes, or sampling waiver conditions. <i>DEP Note: If permittee participates in a collaborative monitoring plan, permittee may refer to a joint response as defined by the interlocal agreement.</i></p> <p>Name and date of the approved plan: <i>The Group Monitoring Plan was approved on September 8, 2016 (with issuance of the Cycle 4 permit)</i> Status: <i>The monitoring program is carried out jointly by PBC permittees. See the PBC Joint Annual Report. The information relevant to the permittee's outfalls is addressed within the Annual Assessment Report documents provided in Appendix A.</i></p>
B.	<p>Provide a brief discussion of the monitoring and loading results to date which includes a summary of the water quality monitoring data and / or stormwater pollutant loading changes from the reporting year. <i>DEP Note: Results must be specific to the permittee's SWMP.</i></p> <p><i>See attached Appendix A: Annual Assessment Report.</i></p>
C.	<p>Attach a monitoring data summary as required by the permit. An analysis of the data discussing changes in water quality and/or stormwater pollutant loading from previous reporting years. <i>DEP Note: Analysis must be specific to the permittee's SWMP.</i></p> <p><i>See attached Appendix A: Annual Assessment Report.</i></p>

SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$25,789.50
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$139,055.50
C.	<p>Did the current reporting year resources decrease from the previous year? Y <input checked="" type="checkbox"/> / N <input type="checkbox"/></p> <p>If program resources decreased, provide a discussion of the impacts on the implementation of the SWMP.</p> <p>The total expenditures for the Year 2 reporting cycle totaled \$32,407.50, which is greater than the total expenditures for the Year 3 reporting cycle totaling \$25,789.50. During the Year 2 reporting cycle, the Town hired a Contractor to clean and CCTV all stormwater outfalls within the Town. This work was not completed in Year 3 as it was already completed in Year 2. Program resources have not decreased. For future reporting periods, the Town has budgeted for repairing deficiencies in the stormwater system based on the CCTV results from Year 2 and gravity sewer inspections and lining to reduce I/I.</p>

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached	N/A	Required Attachments	Permit Citation	Attachment Number/Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.	Part III.A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	An explanation of why the minimum inspection frequency in Table II.A.1.a. was not met, if applicable.	Part II.A.1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A list of the flood control projects that did not include stormwater treatment and an explanation for each of why it did not (if applicable).	Part III.A.4	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.	Part V.B.3	Refer to Joint Annual Report & attached Appendix A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.	Part III.A.1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 2: A summary review of codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.	Part V.A	Refer to Joint Annual Report & attached Appendix A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Summary of TMDL Monitoring Results (if applicable).	Part VIII.B.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Bacteria Pollution Control Plan (if applicable).	Part VIII.B.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A report on any amendments to the applicable legal authority (if applicable).	Part III.A.7.a	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C. <ul style="list-style-type: none"> • The monitoring plan (with revisions, if applicable). • If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate. 	Part V.B.3 Part V.A.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: TMDL Supplemental SWMP (if applicable).	Part VIII.B.3	

DO NOT SUBMIT ANY OTHER MATERIALS
(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C:

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 upon 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 of Responsible Authority (type or print): Marshall Labadie

Title: Town Manager

Signature:  Date: 1/30/2020

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE										
A.	B.					C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation									
	<p>Report the current known inventory.</p> <p>Report the number of inspection and maintenance activities conducted for each applicable type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained.</p> <p><i>Note: Delete structures that are not in your MS4's inventory. The permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p>									
	Type of Structure	Number of Structures	Number of Inspections	Percent Inspected	Number of Maintenance Activities	Percent Maintained				
	Pipes / culverts (linear feet)	4,655	4	30%	1	30%	Pipes/Culverts – Structural Control Inspection; Maintenance Activity Log	Public Works Department	Town contracted with Shenandoah Construction to clean all catch basins and pipes at the catch basin.	
	Inlets / catch basins / grates	89	2	80%	2	55%	Maintenance Activity Log	Public Works Department	Town contracted with Shenandoah Construction to clean all catch basins and pipes at the catch basin. Town installed “Do Not Dump” tags on all catch basins.	
	If the minimum inspection frequencies set forth in Table II.A.1.a. were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.	N/A					N/A	N/A	Minimum Inspection Frequencies Met	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.1 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: Town performs inspections bi-annually and maintenance is performed as needed.				
	Limitations: None.				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.2	Areas of New Development and Significant Redevelopment				
	Report the number of significant development projects, including new and redevelopment, reviewed and approved by the permittee for post-development stormwater considerations.				
	Number of significant development projects reviewed	0		Town Building Department	The Town Building Department did not provide records of any development projects that met the significant threshold requirements.
	Number of significant development projects approved	N/A	N/A		
	Provide in the Year 2 Annual Report the summary report of the review activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation.				
	Year 2 ONLY: Attach the summary report of the review activity	<input type="checkbox"/>	N/A	N/A	
Year 4 ONLY: Attach the follow-up report on plan implementation	<input type="checkbox"/>	N/A	N/A		
Part III.A.2 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: The Town's Building Department reviews all development projects and requires all construction sites to have the Town's Construction Site Management Handbook on-site at all times. The Handbook addresses NPDES requirements for erosion and sediment control. The Town is small in size and there are no large properties available for significant redevelopment projects.				
	Limitations: N/A				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.3	Roadways				
	Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected. <i>Note: If the permittee does not contract activities, delete CONTRACTOR activities.</i>				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	PERMITTEE Litter Control: Frequency of litter collection	3 x's/week	Litter Collection Log	Public Works Department	Litter Collection Program
	PERMITTEE Litter Control: Estimated amount of area maintained (lf)	21,952	SR A1A / South Ocean Blvd.	Public Works Department	Map on file
	PERMITTEE Litter Control: Estimated amount of litter collected (bags / year)	3,068	Litter Collection Log	Public Works Department	Per the Town's Litter Collection Program, the Town estimated that on average 59 bags/week were collected during the reporting period.
	CONTRACTOR Litter Control: Frequency of litter collection	0			Town Public Works Dept. performed this work
	CONTRACTOR Litter Control: Estimated amount of area maintained (lf)	0			Town Public Works Dept. performed this work
	CONTRACTOR Litter Control: Estimated amount of litter collected (cy)	0			Town Public Works Dept. performed this work
	OPTIONAL: If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected. If you do not participate in an Adopt-A-Road program, report "0".				
	Trash Pick-up Events: Total miles cleaned	0	N/A	N/A	No Town trash pick-up events held during this reporting period
	Trash Pick-up Events: Estimated amount of litter collected (cy)	0	N/A		
	Adopt-A-Road: Total miles cleaned	0	N/A	N/A	
	Adopt-A-Road: Estimated amount of litter collected (cy)	0	N/A		
	Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen and total phosphorus loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in column F.				
	Frequency of street sweeping	0	Town streets do not have curb and gutter, so Town does not perform street sweeping. SR A.1.A. is owned and maintained by FDOT.		
	Total miles swept	0	N/A		

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Estimated quantity of sweeping material collected (cy / tons)	0	N/A		
	Total phosphorous loadings removed (pounds)	0	N/A		
	Total nitrogen loadings removed (pounds)	0	N/A		
	Report the equipment yards and maintenances shops that support road maintenance activities, and the number of inspections conducted for each facility.				
	Name of Facility	Number of Inspections			
	0	0	N/A	N/A	No municipal maintenance yards / maintenance shops
Part III.A.3 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: Due to the relatively small area of the Town, all roadways are patrolled daily and litter is collected 3x's/week. The Town-owned streets do not have curb and gutter; therefore, the Town has no street sweeping program.				
	Limitations: None.				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.4	Flood Control Projects				
	Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not.				
	Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.				
	Flood control projects completed during the reporting period	0	N/A		
	Flood control projects completed that did <u>not</u> include stormwater treatment	0	N/A		
	Stormwater retrofit projects planned/under construction	0	N/A		None planned
	Stormwater retrofit projects completed	0	N/A		
	If there were projects that did not include stormwater treatment, provide as an attachment a list of the projects and an explanation for each of why it did not.	N/A	N/A		
Part III.A.4 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: There are no large areas of single ownership within the Town and no need for flood control projects.				
	Limitations: None				
	SWMP revisions implemented to address limitations: N/A				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	Report the applicable facilities and the number of the inspections conducted for each facility.				
	Name of Facility	Number of Inspections			
	0	0	N/A	N/A	No municipal waste treatment, storage or disposal facilities within Town.
Part III.A.5 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: There are no Waste TSD facilities within the Town.				
	Limitations: None				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed.				
	Report the number of permittee personnel who have been trained through the Green Industry BMP Program and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.				
	PERSONNEL: FDACS public applicators of pesticides/herbicides	0	N/A	N/A	Town contracts out pesticide / herbicide application
	CONTRACTORS: FDACS commercial applicators of pesticides/ herbicides	1	FDACS ID Card	Vickie B Mitchell; Rid-A-Pest, Inc.	
	PERSONNEL: Green Industry BMP Program training completed	0	N/A		
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	1	FDACS ID Card	Robert Anthony Born; Model Row, Inc.	
	Provide a copy of the adopted ordinance with the Year 2 Annual Report. If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, indicate that in Column F.				
	Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance	N/A	N/A		
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides and fertilizers including the type and number of activities conducted, the type and number of materials distributed, and the number of Web site visits (if applicable).				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
Part III.A.6 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: The Town contracts with Rid-A-Pest, Inc. for pesticide treatment and Model Row, Inc. for fertilizer application. The Town personnel monitor the respective contractors' performance. Rid-A-Pest, Inc. and Model Row, Inc. are properly licensed through the Florida Department of Agriculture.				
	Limitations: None				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	Report amendments in Year 4.				
	Year 4 ONLY: Attach a report on amendments to applicable legal authority	N/A	N/A		
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	Report on the proactive inspection program, including the number of inspections conducted by the permittee, the number of illicit activities found, and the number and type of enforcement actions taken.				
	Proactive inspections for suspected illicit discharges	2	Maintenance Activity Log	Public Works Department	Inspections were performed per Town's SOP
	Illicit discharges found during a proactive inspection	0			The Town stated that no illicit discharges occurred during this reporting period
	NOV/WL/citation/fines issued for illicit discharges found during proactive inspection	0			None
	Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	Reports of suspected illicit discharges received	0	0	Town Staff	No reports of suspected illicit discharges received during reporting period
	Reactive investigations of reports of suspected illicit discharges etc.	0	0		
	Illicit discharges etc. found during reactive investigation	0	0		
	NOV/WL/citation/fines issued for illicit discharges etc. found during reactive investigation	0	0		None

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	1	PBC NPDES Steering Committee Sign-In Sheet (3/20/2019)	PBC NPDES Steering Committee	
	Contractors trained	0	N/A	N/A	
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
	Report on the spill prevention and response activities, including the number of spills addressed.				
	Hazardous and non-hazardous material spills responded to	0	N/A	Town Staff	No spills were reported during this reporting period
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	0	N/A	N/A	The Town contracts with the City of Delray Beach Fire Dept. and S.W.S. for spill clean-up per the Town's SOP.
	Contractors trained	2	Town of Highland Beach Reactive Inspection Program	City of Delray Beach Fire Department; S.W.S.	The Town contracts with the City of Delray Beach Fire Dept. and S.W.S. for spill clean-up per the Town's SOP.
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting				
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, and the number of Web site visits (if applicable).				
	Public Education and Outreach Program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction. Report only the SSOs and inflow / infiltration incidents into the MS4.				
	Owner of the sanitary sewer system	Town of Highland Beach Collection System (discharges to SCRWWTP in Delray Beach)			
	Activity to reduce/eliminate SSOs and I&I: (description)	0	N/A	N/A	No activities to reduce / eliminate SSOs and I&I occurred during this reporting period. Sewer inspection, lining, and repairs are budgeted for next reporting period.
	SSO incidents discovered	0	N/A	Public Works Department	No SSO incidents were discovered during this reporting period
	SSO incidents resolved	0	N/A		
	Inflow / infiltration incidents discovered	0	N/A	Public Works Department	No I/I incidents were discovered during this reporting period
	Inflow / infiltration incidents resolved	0	N/A		

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments		
Part III.A.7 Summary	For activities required by Part III.A.7: Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.								
	Strengths: Town personnel inspects control structure bi-weekly and the Delray Sands Hotel bi-annually.								
	Limitations: The Town performs inspections per SOP, but inspections are not always documented.								
	SWMP Revisions implemented to address limitations: The Town is working to ensure proper documentation is provided for all inspections.								
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections								
	Report on the high-risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.								
	Report on the high-risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.								
	Type of Facility			Number of Facilities	Number of Inspections	Enforcement Actions			
	Operating municipal landfills			0	N/A	N/A	N/A	N/A	No operating municipal landfill facilities in Town
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities			0	N/A	N/A	N/A	N/A	No HWTSDR facilities in Town
	EPCRA Title III, Section 313 facilities (TRI)			0	N/A	N/A	N/A	N/A	No EPCRA Title III facilities in Town
Facilities determined as high risk by the permittee			0	N/A	N/A	N/A	Town Public Works Staff	None found	
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries								
	Report the number of high risk facilities sampled.								
	High risk facilities sampled			0	RCRAInfo, TRI database, and CERCLIS database	Town	No existing or new high risk facilities within the Town's MS4		
Part III.A.8 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.								
	Strengths: There are no high-risk facilities within the Town. This is confirmed annually during this report preparation.								
	Limitations: None								
	SWMP revisions implemented to address limitations: N/A								
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices								
	Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.								

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	PERMITTEE SITES: Construction site plans reviewed	0	N/A	Town Staff	No permittee projects during reporting period.
	PERMITTEE SITES: Construction site plans approved	0	N/A	Town Staff	No permittee projects during reporting period.
	PRIVATE SITES: Construction site plans reviewed	0	N/A	Town Building Department	Town Building Department did not provide a log of site plans reviewed
	PRIVATE SITES: Construction site plans approved	N/A	N/A		
	Report the number of development permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.				
	Notified of ERP stormwater permit requirements	0	N/A	Town Public Works Department / Building Department	No Town projects met the threshold for ERP occurred during this reporting period. The Town Building Dept. did not provide a log of any private sites reviewed.
	Confirmed ERP coverage	0	N/A		
	Notified of CGP stormwater permit requirements	0	N/A	Town Public Works Department / Building Department	No Town projects met the threshold for CGP occurred during this reporting period. The Town Building Dept. did not provide a log of any private sites reviewed.
	Confirmed CGP coverage	0	N/A		
	Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement			
	Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	PERMITTEE SITES: Active construction sites	0		Town Public Works Department / Building Department	No Town projects that met the threshold for CGP occurred during this reporting period
	PERMITTEE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	0		Town Public Works Department / Building Department	No Town projects that met the threshold for CGP occurred during this reporting period
	PERMITTEE SITES: Percentage of active construction sites inspected	0		Town Public Works Department / Building Department	No Town projects that met the threshold for CGP occurred during this reporting period
	PRIVATE SITES: Active construction sites	0	N/A	Town Building Department	Town Building Department did not provide a log of active private construction sites
	PRIVATE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	0	N/A	Town Building Department	Town Building Department did not provide a log of active private construction sites
	PRIVATE SITES: Percentage of active construction sites inspected	0	N/A		
	Enforcement Action	0	N/A	Town Building Department	No NOV's, Stop Work Orders, Fines, etc. reported by Town's Building Department

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.9.c	Construction Site Runoff — Site Operator Training				
	Report the type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training).				
		DEP Certification	Annual Training		
	Permittee construction site inspectors	1	1	DEP Stormwater Management Inspector Certificate (G. Small; 5/23/19)	Town Staff G. Small completed the DEP Certification Training on 5/23/19
	Permittee construction site plan reviewers		0	N/A	N/A No construction activities during reporting period
	Permittee construction site operators		0	N/A	N/A No construction activities during reporting period
Part III.A.9 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: Private constructions sites inspected by the Town's Building Department. The Town contracts out CEI for infrastructure and utility projects. No permittee construction activities occurred during the reporting period. The Town requires that the Town's Construction Site Management Handbook be posted at job site with Town Building Permit. The Town's Construction Site Management Handbook includes pre-construction meeting requirements, erosion and stormwater control requirements, and NPDES regulations. Town inspector (G. Small) completed DEP certification training during this reporting period.				
	Limitations: None.				
	SWMP revisions implemented to address limitations: N/A				

SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable in Year 4)

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.
		N/A
B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)
		N/A

SECTION IX. TMDL Status Report

A.	YEAR 1 Provide a table summarizing the status of the TMDL process. Include a list of prioritized TMDLs and their monitoring and implementation schedule; and include the Identification number of the outfall prioritized for TMDL monitoring.								
	WBID Number	Segment/ Waterbody/ Basin	Pollutant of Concern	TMDL DEP / EPA	Percent Reduction (WLA)	Priority Rank	Priority Outfall	Monitoring Summary / BPCP Due Date	Supplemental SWMP Due Date
	N/A			<input type="checkbox"/> / <input type="checkbox"/>				(Year 3 AR)	(Year 4 AR; N/A) if BPCP)
				<input type="checkbox"/> / <input type="checkbox"/>					
B.	YEAR 3 and annually thereafter, provide a summary of the estimated load reductions that have occurred for the pollutant(s) of concern being discharged from the MS4 to the TMDL water body during the reporting period and cumulatively since the date the Supplemental SWMP was implemented. Year 3: Submit a Monitoring data summary or BPCP (if applicable). Year 4: Submit a Supplemental SWMP (if applicable).								
	WBID Number	Pollutant of Concern	Monitoring Summary / BPCP Submitted	Supplemental SWMP Submitted	Projected load reductions OR Actual load reductions to date				
	N/A		(Year 3 AR)	(Year 4 AR; N/A if BPCP)					
C.	Provide a brief statement as to the status of TMDL implementation according to Part VIII.B of the permit (e.g. status of monitoring to validate WLA): <i>No discharge to a TMDL WBID at the time of permit issuance.</i>								

Town of Highland Beach - NPDES Permit No. FLS000018 - Cycle 4, Year 3

Appendix A – Section III. Part V.A. & Part V.B.
Assessment Program Summary

Town of Highland Beach
MS4 Permit No. FLS000018-004
Cycle 4, Year 3
Section III. Part V.A. & Part V.B.
Assessment Program Summary

Background

The Town of Highland Beach’s Assessment Program was approved by FDEP in 2018. The Group Monitoring Report is included in the Cycle 4 Joint Annual Report. The Town of Highland Beach’s Assessment Program consists of the following components:

- Water Quality Monitoring
- Pollutant Loading Estimate
- Evaluation and Response

A summary of each assessment program component as it pertains to the Town of Highland Beach during the Year 3 reporting cycle is included below.

Part A – Water Quality Monitoring Summary

Currently, the joint NPDES program in Palm Beach County collects ambient water quality data at several monitoring sites based on the location of major outfalls and TMDL’s within the County. For water quality monitoring, the Town of Highland Beach is using the ambient water quality data provided by the joint program from site LWL-18 (see **Figure 1**).

Palm Beach County Environmental Resource Management (ERM) performed the sampling at monitoring station LWL-18 according to the DEP’s Standard Operating Procedures. The parameters were sampled in accordance with the sampling frequency as outlined in the Assessment Program. The parameters sampled and sampling frequency is summarized in **Table 1** below. The Town’s Assessment Program will be evaluating total nitrogen and total phosphorous as nutrients appear to be a major concern for impairments in water bodies in the State of Florida.

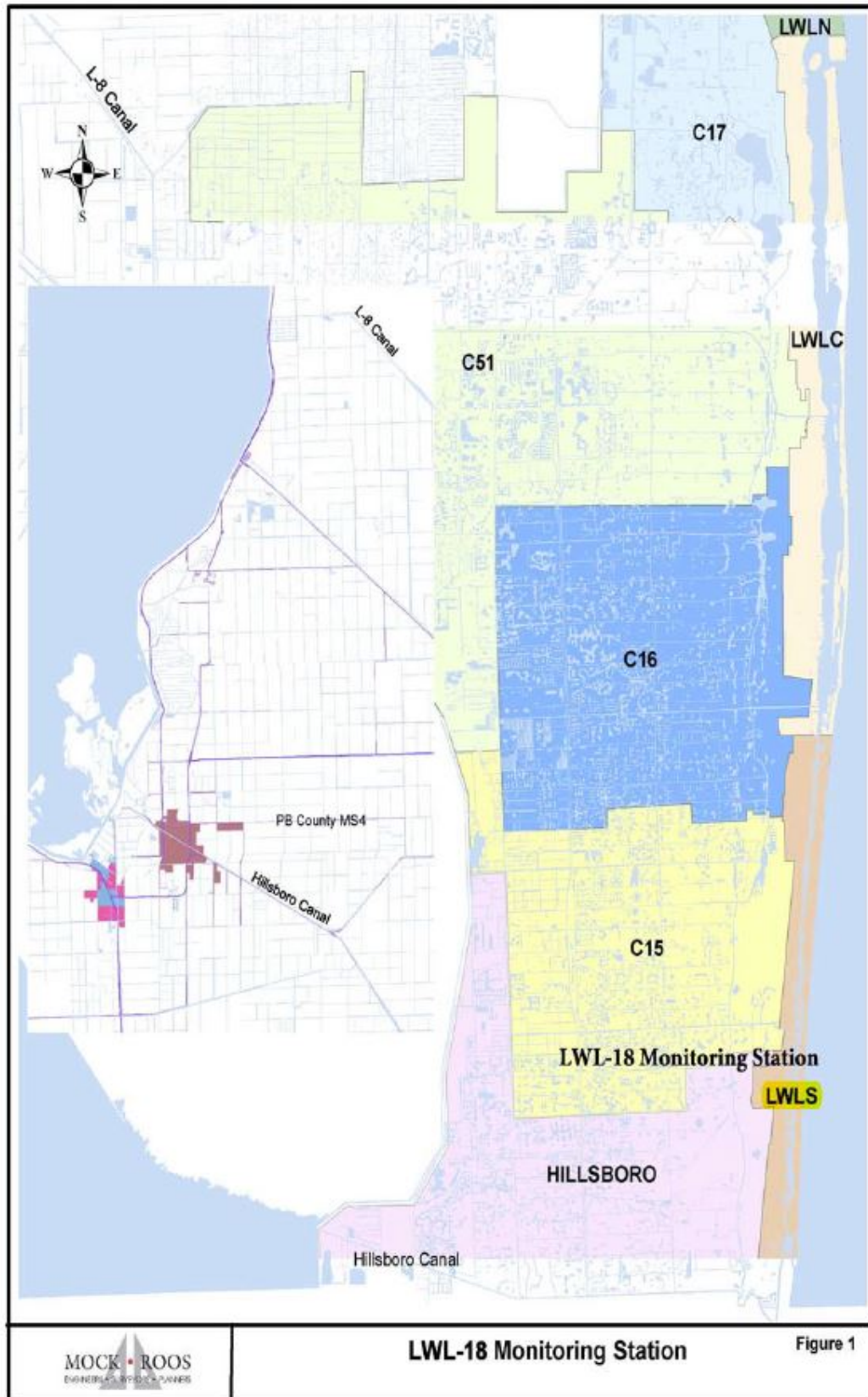


Figure 1: Joint Program Sampling Site – LWL-18 Monitoring Station

Table 1
Parameters and Sampling Table

Monitoring Station #	Monitoring Parameters	Type of Monitoring	Collection Method	Sampling Frequency
LWL-18	Arsenic	Ambient Water Quality	Grab Samples	Quarterly
LWL-18	Cadmium	Ambient Water Quality	Grab Samples	Quarterly
LWL-18	Chlorophyll-a	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Copper	Ambient Water Quality	Grab Samples	Quarterly
LWL-18	Dissolved Oxygen	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Lead	Ambient Water Quality	Grab Samples	Quarterly
LWL-18	Nitrogen, Ammonia	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Nitrogen, Nitrate-Nitrite	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Nitrogen, Total	Ambient Water Quality	Grab Samples	Monthly
LWL-18	pH	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Phosphorous, Orthophosphate	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Phosphorous, Total Kjeldahl	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Salinity	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Specific Conductivity	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Temperature	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Turbidity	Ambient Water Quality	Grab Samples	Monthly
LWL-18	Zinc	Ambient Water Quality	Grab Samples	Quarterly

Per the Town’s Assessment Program, sampling data information for total nitrogen and total phosphorous at site LWL-18 has been extracted from prior joint annual reports in order to provide a historical comparison of the nutrient levels at site LWL-18. The sampling data obtained for use in this analysis spans from October 2011 to September 2019. This historical sampling data will be compared to the Numeric Nutrient Criteria for the Southern Lake Worth Lagoon as shown in **Table 2** below. The Specific Narrative Nutrient Criterion for total phosphorous and total nitrogen are expressed as annual geometric means (AGM) and are based on the criteria set forth in FAC Rule 62-302.532. Please refer to the PBC Joint Annual Report for further information regarding the derivation of the Numeric Nutrient Criteria specific to Palm Beach County estuaries / marine water bodies and fresh water lakes.

Table 2
State of Florida Numeric Interpretation of the Estuary
Specific Narrative Nutrient Criterion per Rule 62-302.32

Estuary	Total Nitrogen	Total Phosphorous
Southern Lake Worth Lagoon	0.59 mg/L as AGM*	0.050 mg/L as AGM*

*Refer to PBC Joint Annual Report for further information regarding derivation of annual geometric mean (AGM)

Figure 2 shows the sampling data for total nitrogen in mg/L at sampling station LWL-18 and the corresponding date that the samples were taken. The linear trend line shown on the graph shows a slight up-trend from 2011 to 2019, but overall the majority of the samples taken are substantially below the total nitrogen numeric criteria of 0.59 mg/L as AGM.

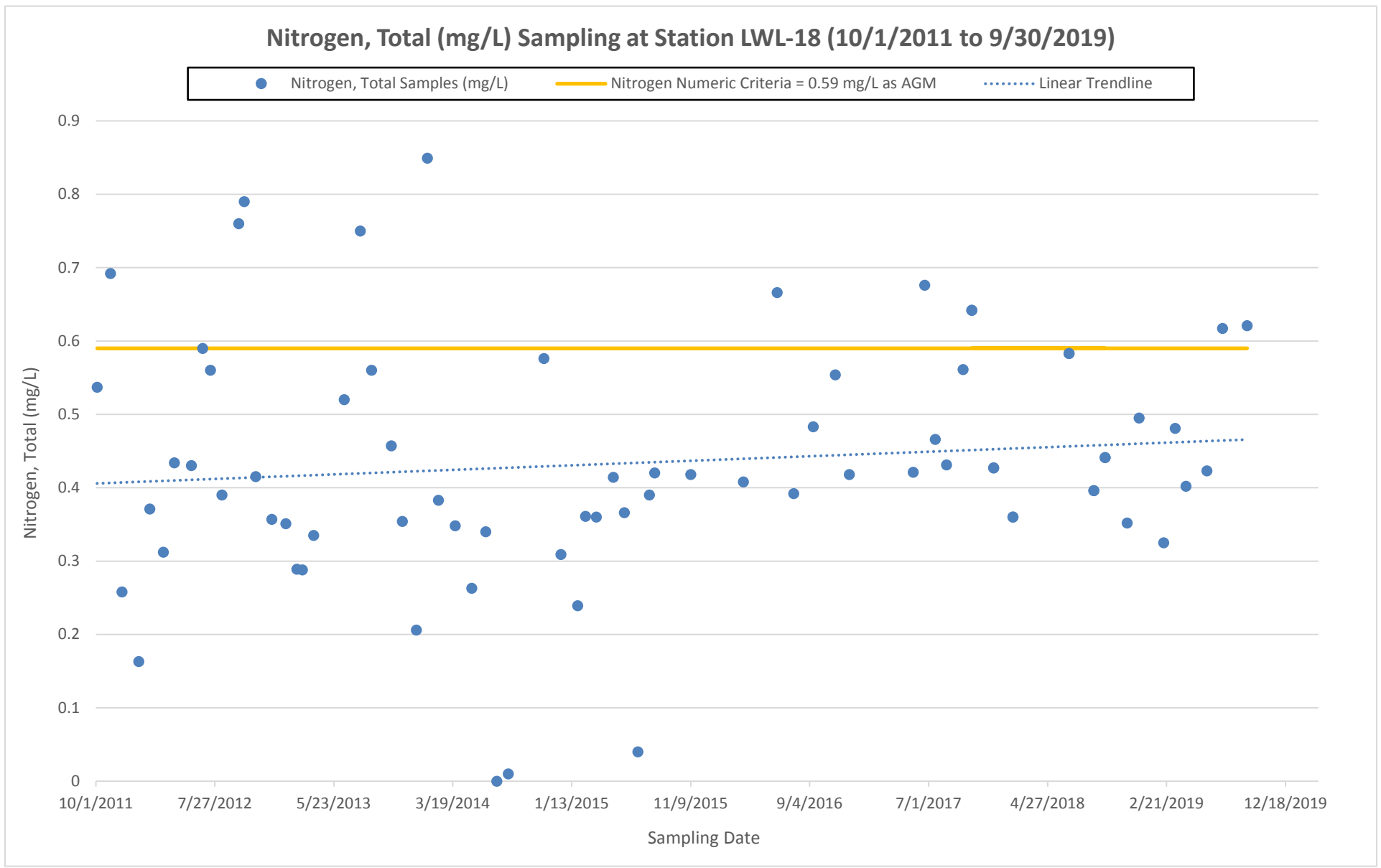


Figure 2: Total Nitrogen Samples (mg/L) vs. Date Sample Collected (10/1/2011 to 9/30/2019)

Table 3 shows the specific total nitrogen sampling data at monitoring site LWL-18 for the Cycle 4, Year 3 Reporting Period. The calculated geometric mean for total nitrogen for this reporting period at monitoring station LWL-18 is 0.453 mg/L. The calculated geometric mean specifically for this reporting period is less than the specific narrative nutrient criterion per Rule 62-302.532 of 0.59 mg/L as AGM for the Southern Lake Worth Lagoon.

Table 3
LWL-18 Total Nitrogen Samples for Cycle 4, Year 3

LWL-18	Monitoring Parameter
Date	Nitrogen, Total (mg/L)
11/14/2018	0.352
12/14/2018	0.495
2/14/2019	0.325
3/15/2019	0.481
4/11/2019	0.402
6/3/2019	0.423
7/12/2019	0.617
9/12/2019	0.621

Figure 3 shows the sampling data for total phosphorus in mg/L at sampling station LWL-18 and the corresponding date that the samples were taken. The linear trend line shown on the graph shows a slight up-trend from 2011 to 2019, but overall the majority of the samples taken are below or equal to the total phosphorous numeric criteria of 0.050 mg/L as AGM.

Phosphorous, Total (mg/L) Sampling at Station LWL-18 (10/1/2011 to 9/30/2019)

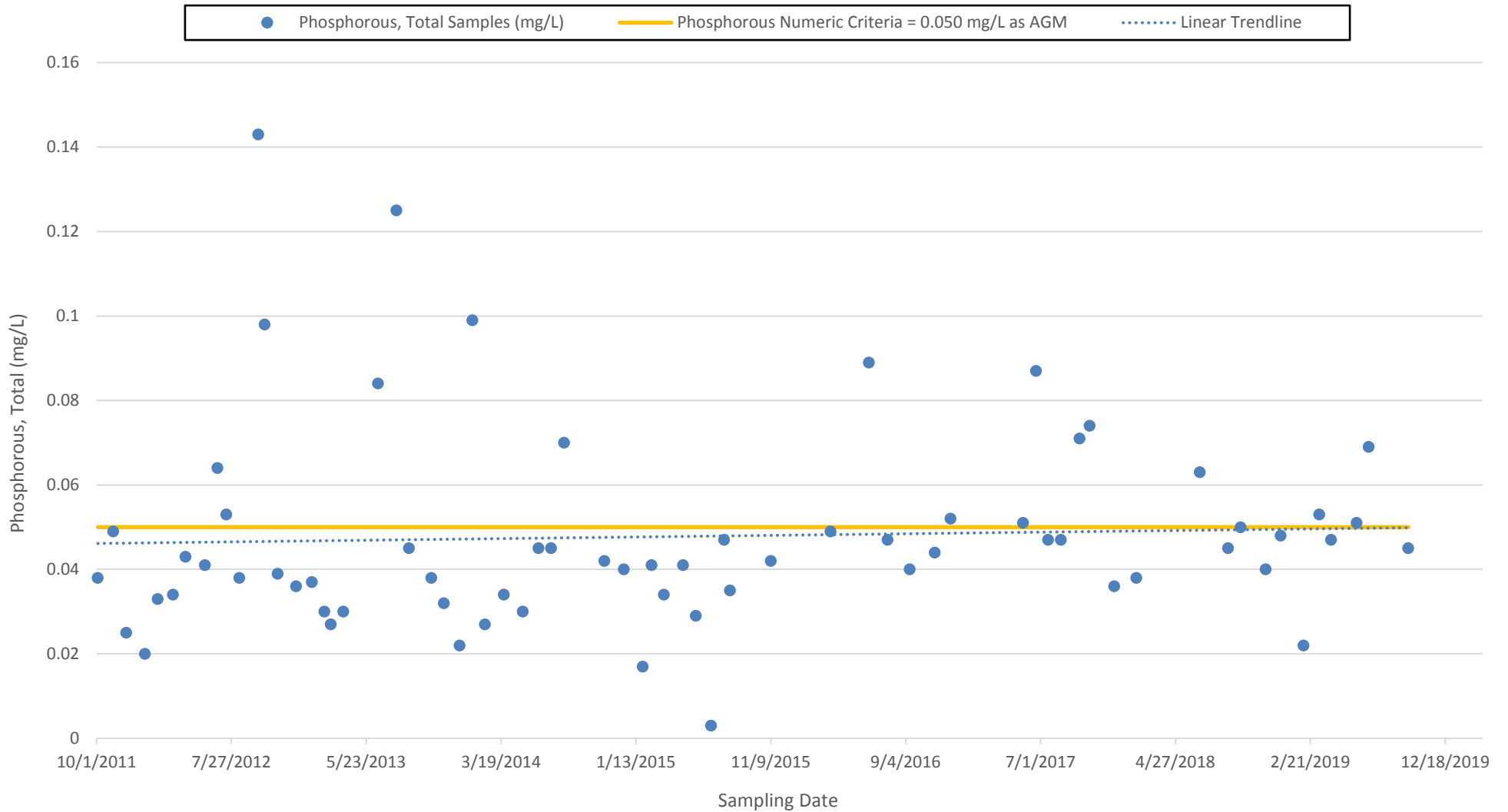


Figure 3: Total Phosphorous Samples (mg/L) vs. Date Sample Collected (10/1/2011 to 9/30/2019)

Table 4 shows the specific total phosphorous sampling data at monitoring site LWL-18 for the Cycle 4, Year 3 Reporting Period. The calculated geometric mean for total phosphorous for this reporting period at monitoring station LWL-18 is 0.04495 mg/L. The calculated geometric mean specifically for this reporting period is less than the specific narrative nutrient criterion per Rule 62-302.532 of 0.050 mg/L as AGM for the Southern Lake Worth Lagoon.

Table 4
LWL-18 Total Phosphorous Samples for Cycle 4, Year 3

LWL-18	Monitoring Parameter
Date	Phosphorous, Total (mg/L)
11/14/2018	0.04
12/17/2018	0.048
2/6/2019	0.022
3/13/2019	0.053
4/8/2019	0.047
6/4/2019	0.051
7/1/2019	0.069
9/27/2019	0.045

Part B – Pollutant Loading Estimate Summary

As part of the Cycle 4, Year 3 permit, it is required that the average annual pollutant loading and event mean concentration (EMC) estimates be provided for the following six (6) water quality parameters in units of mg/L:

- Biochemical oxygen demand (BOD₅)
- Total suspended solids (TSS)
- Total phosphorous (TP)
- Total copper (Cu)
- Total zinc (Zn)
- Total nitrogen (TN)

During Year 2 of this permit cycle, the Town of Highland Beach reviewed and provided the following updated information to the Palm Beach County MS4 permittee group:

- MS4 contributing areas to each receiving water
- Town extents
- Land Uses
- Water Quality Best Management Practices (BMPs)

The Palm Beach County MS4 permittee group developed pollutant loading estimates during the 3rd year of this permit cycle, using the SIMPLE protocol on a watershed basis. The Town of Highland Beach is located in the Intracoastal Waterway South watershed. The group’s estimated pollutant loading results comparison between Cycle 3, Year 3 and Cycle 4, Year 3 as they pertain to the Town of Highland Beach are shown in **Table 5**. The Town participates in the group’s public education program, which allows for a 6% reduction in pollutant loadings and is summarized in **Table 5** below.

Table 5
Pollutant Loadings (lbs./yr.) – Town of Highland Beach – ICWWS Watershed*

Parameter	BOD ₅	TSS	TP	Cu	Zn	TN
2013 Loads (lbs./yr.)	1,976	11,482	91	4	20	553
2018 Loads (lbs./yr.)	1,839	10,265	87	4	19	534
2018 Public Education Reduction (6%)	110	616	5	0.24	1	32
Adjusted 2018 Loads (lbs./yr.)	1,729	9,649	82	3.76	18	502
Percent Reduction from 2013 to 2018	5.98%	15.96%	10.98%	6.00%	10.00%	9.22%

*Pollutant loading values (lbs./yr.) from “Cycle 4, Year 3 – Summary of Average Annual Pollutant Loading Model Activities” by Mock-Roos & Associates, Inc.

All six (6) parameters indicate decreases in pollutant loading between the Cycle 3, Year 3 and Cycle 4, Year 3 reporting period within the Intracoastal Waterway South watershed pertaining to the Town of Highland Beach MS4.

Part C – Cycle 4, Year 3 Reporting Period Conclusions

In summary, the historical evaluation of the total nitrogen and total phosphorous samples at monitoring station LWL-18 shows that on average the samples are below their respective numeric nutrient criteria. For the Cycle 4, Year 3 Reporting period the calculated average geometric means for both total nitrogen and total phosphorous were below their respective specific narrative nutrient criterion for the Southern Lake Worth Lagoon.

The pollutant loading estimate summary for the Town of Highland Beach’s MS4 as part of the Intracoastal Waterway South watershed indicated decreases in pollutant loading between 2013 (Cycle 3, Year 3) and 2018 (Cycle 4, Year 3) for all six (6) parameters.

The Town of Highland Beach currently has no major outfalls, and based on this assessment program summary, the Town’s existing stormwater management programs are proven effective. At this time, no additional stormwater management control measures are proposed for the Town of Highland Beach’s MS4.