

Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

September 28, 2017

Mr. Bruce H. Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: **Town of Portola Valley**
FY 2016/17 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Portola Valley pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2016/17 and related accomplishments.

Please contact me at 650-851-1700x214 or hyoung@portolavalley.net regarding any questions or concerns.

Very truly yours,



Howard Young
Director of Public Works
Duly Authorized Representative

cc: Jeremy Dennis, Town Manager

Attached: FY 2016/17 Annual Report

**Town of Portola Valley
FY 2016/17 ANNUAL REPORT**

Certification Statement

"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 ensure 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."

Signature of Duly Authorized Representative:



Howard Young, Public Works Director

9/28/17

Date

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Section 1 - Permittee Information

Background Information					
Permittee Name:	Town of Portola Valley				
Population:	4500				
NPDES Permit No.:	CAS612008				
Order Number:	R2-2015-0049				
Reporting Time Period (month/year):	July 2016 through June 2017				
Name of the Responsible Authority:	Howard Young			Title:	Public Works Director
Mailing Address:	765 Portola Road				
City:	Portola Valley	Zip Code:	94028	County:	San Mateo
Telephone Number:	650-851-1700		Fax Number:	650-851-4677	
E-mail Address:	hyoung@portolavalley.net				
Name of the Designated Stormwater Management Program Contact (if different from above):	Same as above			Title:	
Department:					
Mailing Address:					
City:		Zip Code:		County:	
Telephone Number:			Fax Number:		
E-mail Address:					

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

Summary:

The Town of Portola Valley is a small rural community that consists of mainly affluent residential neighborhoods with large lots, tree covered areas, and large areas of open space. It has a small population of approximately 4,500. The entire Town staff consists of 15 employees. Please note that there are areas of Unincorporated San Mateo County using a Portola Valley address. These areas are not managed by the Town of Portola Valley but San Mateo County.

Refer to the C.2 Municipal Operations section of the SMCWPPP FY 16-17 Annual Report for a description of activities implemented at the countywide and/or regional level.

The Town promoted and held its annual hazardous household waste cleanup day in October 2016 and three Neighborhood Cleanup Days in August and October and May.

The Town continues to perform enhanced litter pick up, leaf removal, drain inlet inspection, creek inspection, and street sweeping.

The Town stopped using chemical weed control along our roads and trails this year in effort to be more environmentally friendly.

Town staff continues to attend storm water program meetings and new development subcommittee meetings with the challenges of a small staff.

The Town has been pro-active about BMP's, erosion control, water quality, and sustainability for many years.

C.2.a. ► Street and Road Repair and Maintenance

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

y	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
y	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
y	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:

C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

y	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
n/a	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: **The Town of Portola Valley is small community and located in a rural environment consisting of mainly residential neighborhoods. We do not have any sidewalks and do not do any pressure washing.**

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal	
Place a Y in the boxes next to activities where applicable BMPs were implemented. If not applicable, type NA in the box and provide an explanation in the comments section below. Place an N in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.	
y	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
y	Control of discharges from graffiti removal activities
y	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
n/a	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
y	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
y	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
<p>Comments: The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods. We do not have any sidewalks and do not do any pressure washing. There are no significant graffiti issues. We have not performed bridge maintenance that generated wastes.</p>	

C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural ¹ roads:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is No then skip to C.2.f.	
Place a Y in the boxes next to activities where applicable BMPs were implemented. If not applicable, type NA in the box and provide an explanation in the comments section below. Place an N in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.	
y	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
y	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
y	No impact to creek functions including migratory fish passage during construction of roads and culverts
y	Inspection of rural roads for structural integrity and prevention of impact on water quality
y	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
y	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
y	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings
Comments including listing increased maintenance in priority areas: All roads are inspected annually. No known road erosion problems or new roads in the last 10 years. The Town of Portola Valley is a small, rural community	

¹Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

C.2.f. ► Corporation Yard BMP Implementation

Place an **X** in the boxes below that apply to your corporations yard(s):

<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We have a Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)

Place an **X** in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants

Comments:

If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:

Corporation Yard Name	Corp Yard Activities w/ site-specific SWPPP BMPs	Inspection Date ²	Inspection Findings/Results	Date and Description of Follow-up and/or Corrective Actions
Town Center Yard	General housekeeping, vehicle/equipment washing; vehicle/equipment maintenance & repair, outdoor material storage;	Sept 211, 2016 April 1, 2017	none	none

² Minimum inspection frequency is once a year during September.

	outdoor waste/recycling storage; municipal vehicle/heavy equipment parking; employee parking, etc.			

Section 3 - Provision C.3 Reporting New Development and Redevelopment

C.3.b.iv.(1) ► Regulated Projects Approved Prior to C.3 Requirements

(For FY 2016-17 Annual Report only) Does your agency have any Regulated Projects that were approved with no Provision C.3 stormwater treatment requirements under a previous MS4 permit and that did not begin construction by January 1, 2016 (i.e., that are subject to Provision C.3.b.i.(2))?		Yes	X	No
If yes, complete attached Table C.3.b.iv.(1).				

C.3.b.iv.(2) ► Regulated Projects Reporting

Fill in attached table C.3.b.iv.(2) or attach your own table including the same information.

Regulated projects for 2016-2017 are reported in the attached table.

C.3.e.iv. ► Alternative or In-Lieu Compliance with Provision C.3.c.

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?		Yes	x	No
Comments (optional):				

C.3.e.v. ► Special Projects Reporting

1. In FY 2016-17, has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii.(2) for any of the three categories of Special Projects (Categories A, B or C)?		Yes	x	No
2. In FY 2016-17, has your agency granted final discretionary approval to a Special Project? If yes, include the project in both the C.3.b.iv.(2) Table, and the C.3.e.v. Table.		Yes	x	No

The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods.

C.3.h.v.(2) ► Reporting Newly Installed Stormwater Treatment Systems and HM Controls (Optional)

On an annual basis, before the wet season, provide a list of newly installed (installed within the reporting year) stormwater treatment systems and HM controls to the local mosquito and vector control agency and the Water Board. The list shall include the facility locations and a description of the stormwater treatment measures and HM controls installed.

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. No stormwater treatment or HM controls have been built yet for Regulated Projects for reporting year 2016-2017.

C.3.h.v.(3)(a)–(c) and (f) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Site Inspections Data	Number/Percentage
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the previous fiscal year (FY15-16)	0
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the reporting period (FY 16-17)	0
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 16-17)	0
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 16-17)	0% ³

³ Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 15-16), per MRP Provision C.3.h.ii.(6)(b).

C.3.h.v.(3)(d)-(e) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary:
The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. No stormwater treatment or HM controls have been built yet for Regulated Projects for reporting year 2016-2017.

Provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

Summary:
No stormwater treatment or HM controls have been built yet for Regulated Projects for reporting year 2016-2017.

C.3.h.v.(4) ► Enforcement Response Plan

(For FY 2016-17 Annual Report only) Has your agency completed an Enforcement Response Plan for all O&M inspections of stormwater treatment measures by July 1, 2017?	x	Yes		No
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If No, provide schedule for completion:

C.3.i. ► Required Site Design Measures for Small Projects and Detached Single Family Home Projects

On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.

Summary:
BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Permittees. We have modified local ordinances/policies/procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i. Town collects stormwater requirements checklist for small projects using the Small Projects Checklist developed by SMCWPPP.

C.3.j.i.(5)(a) ► Green Infrastructure Framework or Work Plan

<i>(For FY 2016-17 Annual Report only)</i> Was your agency's Green Infrastructure Framework or Work Plan approved by the agency's governing body, mayor, city manager, or county manager by June 30, 2017?		Yes, approval documentation attached	x		No
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The Work Plan was completed in July 2017, approval documentation attached.

C.3.j.i.(5)(d) ► Green Infrastructure Outreach

On an annual basis, provide a summary of your agency's outreach and education efforts pertaining to Green Infrastructure planning and implementation.

Summary:
**Provided approved copy of Green Infrastructure Work Plan to management staff.
 Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of outreach efforts implemented.**

C.3.j.ii.(2) ► Early Implementation of Green Infrastructure Projects

On an annual basis, submit a list of green infrastructure projects, public and private, that are already planned for implementation during the permit term and infrastructure projects planned for implementation during the permit term that have potential for green infrastructure measures. Include the following information:

- A summary of planning or implementation status for each public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. (see C.3.j.ii.(2) Table B - Planned Green Infrastructure Projects).

- A summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description of the project and the reasons green infrastructure measures were impracticable to implement (see C.3.j.ii.(2) Table A - Public Projects Reviewed for Green Infrastructure).

Background Information:

Describe how this provision is being implemented by your agency, including the process used by your agency to identify projects with potential for green infrastructure, if applicable.

Refer to BASMAA guidance on identifying and reviewing potential green infrastructure projects

Summary of Planning or Implementation Status of Identified Projects:

C.3.j.iii.(2) ▶ Participate in Processes to Promote Green Infrastructure

On an annual basis, report on the goals and outcomes during the reporting year of work undertaken to participate in processes to promote green infrastructure.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of efforts conducted to help regional, State, and federal agencies plan, design and fund incorporation of green infrastructure measures into local infrastructure projects, including transportation projects.

C.3.j.iv.(2) ▶ Tracking and Reporting Progress

On an annual basis, report progress on development and implementation of methods to track and report implementation of green infrastructure measures and provide reasonable assurance that wasteload allocations for TMDLs are being met.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.

C.3.b.iv.(1) ► List of Regulated Projects Approved Prior to C.3 Requirements			
Project Name Project No.	Project Location⁴, Street Address	Type of Stormwater Treatment Required⁵	Type of Exemption Granted⁶
None to report.			

⁴ Include cross streets

⁵ Indicate the stormwater treatment system required, if applicable

⁶ Indicate the type for exemption, if applicable. For example, the project was previously approved with a vesting tentative map, or the Permittee has no legal authority to require changes to previously granted approvals (such as previously granted building permits).

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 1) –
 Projects Approved During the Fiscal Year Reporting Period**

Project Name Project No.	Project Location ⁷ , Street Address	Name of Developer	Project Phase No. ⁸	Project Type & Description ⁹	Project Watershed ¹⁰	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹¹	Total Replaced Impervious Surface Area (ft ²) ¹²	Total Pre- Project Impervious Surface Area ¹³ (ft ²)	Total Post- Project Impervious Surface Area ¹⁴ (ft ²)
Private Projects											
Villa Del Prato	20/30/40 Meadow Court	Bandel Carano	NA	New 3 lot subdivision	Corte Madera Creek		6.577*				
Villa Del Prato	20 Meadow Court	Bandel Carano	NA	Single family home	Corte Madera Creek	3.099	6.577*	10,417	14,724	14,724	25,144
Villa Del Prato	30 Meadow Court	Bandel Carano	NA	Single family home	Corte Madera Creek	4.368	6.577*	0	36,076	36,076	29,018
Villa Del Prato	40 Meadow Court	Bandel Carano	NA	Single family home	Corte Madera Creek	4.131	6.577*	9,802	9,827	9,827	19,629
Windmill School	900 Portola Road	Windmill School	NA	New Private School	San Francisquito	1.67	1.50	10,371	22,216	22,216	32,587
Public Projects											
None to report.											
Comments: *This is the gross total area of land disturbed between the subdivision and 3 single family homes.											

⁷Include cross streets

⁸If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

⁹Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

¹⁰State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

¹¹All impervious surfaces added to any area of the site that was previously existing pervious surface.

¹²All impervious surfaces added to any area of the site that was previously existing impervious surface.

¹³For redevelopment projects, state the pre-project impervious surface area.

¹⁴For redevelopment projects, state the post-project impervious surface area.

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) –
 Projects Approved During the Fiscal Year Reporting Period
 (private projects)**

Project Name Project No.	Application Deemed Complete Date ¹⁵	Application Final Approval Date ¹⁶	Source Control Measures ¹⁷	Site Design Measures ¹⁸	Treatment Systems Approved ¹⁹	Type of Operation & Maintenance Responsibility Mechanism ²⁰	Hydraulic Sizing Criteria ²¹	Alternative Compliance Measures ^{22/ 23}	Alternative Certification ²⁴	HM Controls ^{25/26}
Private Projects										
Villa Del Prato			Retain existing vegetation as practicable, select landscaping species appropriate to site, use efficient irrigation systems	Direct runoff from walkway and driveways onto vegetated areas, clustering development and preserving open space, protect sensitive areas, preserve interceptor trees.	Bioretention	Conditions of Approval require homeowner to maintain drainage facilities	C.3 Technical Guidance Handbook Combination Based Criteria (5.1)	NA	NA	Pre and Post development runoff compared and retention pipe storage and metering orifice sized to reduce runoff to pre-development rate.

¹⁵For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁶For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁷List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

¹⁸List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

¹⁹List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

²⁰List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

²¹See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

²²For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

²³For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

²⁴Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁵If HM control is not required, state why not.

²⁶If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) –
 Projects Approved During the Fiscal Year Reporting Period
 (private projects)**

Project Name Project No.	Application Deemed Complete Date ¹⁵	Application Final Approval Date ¹⁶	Source Control Measures ¹⁷	Site Design Measures ¹⁸	Treatment Systems Approved ¹⁹	Type of Operation & Maintenance Responsibility Mechanism ²⁰	Hydraulic Sizing Criteria ²¹	Alternative Compliance Measures ^{22/ 23}	Alternative Certification ²⁴	HM Controls ^{25/26}
Windmill School			Retain existing site vegetation where practicable, minimize use of pesticides and quick-release fertilizers, use efficient irrigation system, prevent run-on to trash enclosure.	Conserve natural areas and trees, direct roof runoff onto vegetated areas, direct runoff from walkways and patios onto vegetated areas.	Bioretention facility	O&M agreement with private property owner.	2.c	NA	NA	Not required because project impervious area is less than one acre.

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) –
 Projects Approved During the Fiscal Year Reporting Period
 (public projects)**

Project Name Project No.	Approval Date ²⁷	Date Construction Scheduled to Begin	Source Control Measures ²⁸	Site Design Measures ²⁹	Treatment Systems Approved ³⁰	Operation & Maintenance Responsibility Mechanism ³¹	Hydraulic Sizing Criteria ³²	Alternative Compliance Measures ^{33/34}	Alternative Certification ³⁵	HM Controls ^{36/37}
Public Projects										
None to report.										
Comments:										

²⁷For public projects, enter the plans and specifications approval date.

²⁸List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

²⁹List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

³⁰List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

³¹List the legal mechanism(s) (e.g., maintenance plan for O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

³²See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

³³For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

³⁴For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

³⁵Note whether a third party was used to certify the project design complies with Provision C.3.d.

³⁶If HM control is not required, state why not.

³⁷If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.h.v.(2) ► Table of Newly Installed³⁸ Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)

Fill in table below or attach your own table including the same information.

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. No stormwater treatment or HM controls have been built yet for Regulated Projects for reporting year 2016-2017.

Name of Facility	Address of Facility	Party Responsible ³⁹ For Maintenance	Type of Treatment/HM Control(s)

³⁸ "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.
³⁹ State the responsible operator for installed stormwater treatment systems and HM controls.

C.3.e.v. ► Special Projects Reporting Table												
Reporting Period – July 1 2016 - June 30, 2017												
Project Name & No.	Permittee	Address	Application Submittal Date ⁴⁰	Status ⁴¹	Description ⁴²	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category ⁴³	LID Treatment Reduction Credit Available ⁴⁴	List of LID Stormwater Treatment Systems ⁴⁵	List of Non-LID Stormwater Treatment Systems ⁴⁶
None to report.												

⁴⁰Date that a planning application for the Special Project was submitted.

⁴¹ Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

⁴²Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁴³ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁴⁴For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

⁴⁵: List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project’s drainage area.

⁴⁶List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project’s drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

Special Projects Narrative

None to report.

C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure

Project Name and Location ⁴⁷	Project Description	Status ⁴⁸	GI Included? ⁴⁹	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement ⁵⁰
None. We are a small rural Town and had no applicable Green Infrastructure projects	none	none	none	none

C.3.j.ii.(2) ► Table B - Planned and/or Completed Green Infrastructure Projects

Project Name and Location ⁵¹	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
None to report.			

⁴⁷ List each public project that is going through your agency's process for identifying projects with green infrastructure potential.
⁴⁸ Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.
⁴⁹ Enter "Yes" if project will include GI measures, "No" if GI measures are impracticable to implement, or "TBD" if this has not yet been determined.
⁵⁰ Provide a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. If review of the project indicates that implementation of green infrastructure measures is not practicable, provide the reasons why green infrastructure measures are impracticable to implement.
⁵¹ List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

Section 4 – Provision C.4 Industrial and Commercial Site Controls

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

Note that the Town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the Town.

See Industrial and Commercial Site Controls sections of the program’s FY16-17 Annual Report for a description of activities of the countrywide program.

We updated business plans, facilities lists, and inspection frequencies and priorities by June 30th, 2017; 2) conducting inspections and 4) participating in the Program’s CII Subcommittee.

We are aware of the Regional Water Board’s January 30, 2017 C.4 and C.5 Compliance Letter. We reviewed and approved April 28, 2017 response letter to RWB, updating our BIP by June 30th, and steps taken to identify facilities not inspected by County Environmental Health (CEH).

C.4.b.iii. ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

See attached potential inspection list for Portola Valley.

Note that the Town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the Town. Being a rural town with very limited commercial establishments, the County inspects all facilities and there are no additional facilities to inspect. Please also note that there are commercial facilities in unincorporated areas of San Mateo County using a Portola Valley address that may appear on the Portola Valley list. However, these are not within the Town of Portola Valley and under the jurisdiction of San Mateo County Environmental Health.

C.4.d.iii.(2)(a) & (c) ► Facility Inspections

Fill out the following table or attach a summary of the following information. Indicate your reporting methodology below.

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.

	Number	Percent
Total number of inspections conducted (C.4.d.iii.(2)(a))	12	
Number of enforcement actions or discreet number of potential and actual discharges	3	
Violations Enforcement actions or discreet number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))	3	100%

Comments:
Violations are counted as one per site, regardless of the actual number of discrete violations observed/recorded.
Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the Town of Portola Valley. San Mateo County inspections may at times included unincorporated areas that utilize the Portola Valley address. Those business only in Portola Valley were counted.

C.4.d.iii.(2)(b) ► Frequency and Type of Enforcement Conducted

Fill out the following table or attach a summary of the following information.

	Enforcement Action (as listed in ERP) ⁵²	Number of Enforcement Actions Taken
Level 1	Verbal warning	0
Level 2	Warning notice or admin action	3 (at same facility)
Level 3	Admin action with penalty and / or cost recovery	0
Level 4	Legal action	0
Total		

⁵²Agencies to list specific enforcement actions as defined in their ERPs.

C.4.d.iii.(2)(d) ► Frequency of Potential and Actual Non-stormwater Discharges by Business Category

Fill out the following table or attach a summary of the following information.

Business Category ⁵³	Number of Actual Discharges	Number of Potential Discharges
Food		3

C.4.d.iii.(2)(e) ► Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

No industries were identified as non-filers during scheduled inspections during this fiscal year.
 Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.

C.4.e.iii. ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Industrial/ Commercial Site Inspectors in Attendance	Percent of Industrial/ Commercial Site Inspectors in Attendance	No. of IDDE Inspectors in Attendance	Percent of IDDE Inspectors in Attendance
Refer to SM County Report		Refer to San Mateo County Environmental Health inspector training summary				

⁵³List your Program’s standard business categories.

Comments:

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Provide background information, highlights, trends, etc.

Summary:

Continued inspection of creeks and public inlets
 Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report (if applicable) for description of activities at the countywide or regional level.

C.5.c.iii. ► Complaint and Spill Response Phone Number

Summary of any changes made during FY 16-17:

No changes

The Town of Portola Valley staff consists of 13 people total. With such a small rural Town and population, there is limited confusion of where to call as Town Hall is the point of all contact for the public at 650-851-1700

C.5.d.iii.(1)-(3) ► Spill and Discharge Complaint Tracking

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.d.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	0	
Discharges resolved in a timely manner (C.5.d.iii.(3))	0	

Comments: If spills occur, the Public Works Department takes the complaint and responds. The entire public works staff consist of 3 staff members so response is timely. We are a small rural community. Our storm drain system consists mostly of open ditches. If spills are detected, efforts are made to contain the spill by BMP's.

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C.5.e.iii.(1) ► Control of Mobile Sources

(a) Provide your agency’s minimum standards and BMPs for various types of mobile businesses (C.5.e.iii.(1)(a))	The Town of Portola Valley follows the minimum standards and BMPs described in the “Mobile Businesses - Best Management Practices” brochure developed by the SMCWPPP CII Subcommittee in in March 2015 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services. The BMP brochure is included in the Program Annual Report.
(b) Provide your agency’s enforcement strategy for mobile businesses (C.5.e.iii.(1)(b))	<p>Inspectors find mobile businesses improperly discharging wash water to the street, gutter, storm drain, etc. through a complaint investigation or during routine field work issue enforcement actions and track the facility through their Illicit Discharge Detection and Elimination (IDDE) spill and discharge complaint tracking system according to MRP C.5.d.</p> <p>Enforcement actions stormwater inspectors may take are detailed in our Enforcement Response Plan (ERP). Due to the unique nature of mobile businesses it can be difficult to track enforcement of a single business across jurisdictions. The current strategy is for agencies to share information on mobile business enforcement actions with the SMCWPPP CII Subcommittee facilitator. The Subcommittee facilitator periodically updates the Mobile Business Enforcement Information table that resides on the members only section of the Program’s website (flowstobay.org).</p>
(c) Provide a list and summary of the specific outreach events and education conducted by your agency to the different types of mobile businesses operating within your jurisdiction (C.5.e.iii.(1)(c))	The Program developed a regional inventory of mobile businesses in the standard BMP categories listed in the “Mobile Businesses – Best Management Practices” brochure. The BMP brochure and a transmittal letter were mailed to the business. The Mobile Cleaner Businesses BMP brochure is posted on the SMCWPPP website. The CII Subcommittee also worked with the PIP Subcommittee to send outreach messages through social media. These activities are discussed in the SMCWPPP FY16-17 Annual Report”

Permittee Name: Portola Valley

<p>(d) Provide number of inspections conducted at mobile businesses and/or job sites in 2016-2017 (C.5.e.iii.(1)(d):</p>	<p>0</p>
<p>(e) Discuss enforcement actions taken against mobile businesses in 2016-2017 (C.5.e.iii.(1)(e)) Enforcement actions are typically taken in response to a complaint or illicit discharge through our IDDE Program. Enforcement actions are tracked in the city’s spill and discharge complaint tracking system required by MRP C.5.d.ii. This FY there were 0 enforcement actions taken for mobile businesses.</p>	
<p>(f) List below or attach the list of mobile businesses operating within your agency’s jurisdiction (C.5.e.iii.(1)(f)) In FY16-17 the CII Subcommittee requested the Program compile a regional inventory of mobile businesses located in San Mateo County. The inventory was developed from individual city lists and internet searches of google, yelp and yellow pages. The inventory includes automotive washing, steam cleaning, power washing, pet grooming and carpet cleaning mobile businesses. The inventory will be periodically updated with mobile businesses stormwater inspectors observe during routine field activities. The inventory is available to all Co-permittees on the members only webpage of the SMCWPPP website. The inventory is included in the SMCWPPP FY16-17 Annual Report.</p>	
<p>(g) Provide a list and summary of the county-wide or regional activities conducted, including sharing of mobile business inventories, BMP requirements, enforcement action information, and education (C.5.e.iii.(1)(g))</p>	
<p>Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.</p>	

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.(3)(a)-(d) ► Site/Inspection Totals			
Number of active Hillside Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(a))	Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(c))	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.(3)(b))	Total number of storm water runoff quality inspections conducted (include only Hillside Sites, High Priority Sites and sites disturbing 1 acre or more) (C.6.e.iii.(3)(d))
# 0	# 0	# 0	# 0
<p>Comments:</p> <p>No projects that disturb greater than 1 acre of land and no high priority projects or hillside sites. The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports were found, this is similar and typical for the Town on a yearly basis. The Town performs winterization inspections of all sites, including those that disturb less than 1 acre of land and are not high priority projects. Inspections are performed between Oct 1- April 30. Typical minor issues that required re-inspection are: Worn or deteriorated erosion control products.</p> <p>*In addition to the reported numbers in this section, for projects that disturbed less than 1 acre of land and were not high priority sites or hillside sites, 20 sites were visited. These sites consist of new standalone single family homes, addition/remodel projects or projects that involve grading. The Town uses the SMCWPPP inspection form and enforces all BMP's at all sites.</p>			

C.6.e.iii.(3)(e) ► Construction Related Storm Water Enforcement Actions

	Enforcement Action (as listed in ERP) ⁵⁴	Number Enforcement Actions Issued
Level 1 ⁵⁵	Verbal warning	0
Level 2	Warning notice or admin action	0
Level 3	Admin action with penalty and/ or cost recovery	0
Level 4	Legal action	0
Total		0

C.6.e.iii.(3)(f) ► Illicit Discharges

	Number
Number of illicit discharges, actual and those inferred through evidence at hillside sites, high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.(3)(f))	0

C.6.e.iii.(3)(g) ► Corrective Actions

Indicate your reporting methodology below.	
<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.
	Number
Enforcement actions or discrete potential and actual discharges fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.(3)(g)).	0
Total number of enforcement actions or discrete potential and actual discharges for the reporting year	0
Comments: No enforcement actions to report.	

⁵⁴Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁵For example, Enforcement Level 1 may be Verbal Warning.

C.6.e.iii.(4) ► Evaluation of Inspection Data

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:
 The Town had typical minor BMP performance issues, consisting of worn or deteriorated erosion control materials. All minor similar issues to previous years.

C.6.e.iii.(4) ► Evaluation of Inspection Program Effectiveness

Describe what appear to be your program’s strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:
Strengths: Standard Public Works Inspection. Winterization letter is sent out as a reminder. Public Works inspection is scheduled with each project with a permit. Inspection and follow-up to take place.

 The Town has a very good construction program above and beyond what the MRP requires for non-regulated projects. We inspect all projects and require BMP’s. Our inspections used the revised storm water construction inspection forms and inspection data tracking tools, revised operating procedures and provided training to inspectors, conducted inspections with the new forms. Refer to the C.6 Construction Site Control section of countywide program’s FY 15-16 Annual Report for a description of activities at the countywide or regional level.

C.6.f.iii. ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
Annual C.3 Stormwater Workshop	June 21, 2017	Stormwater Controls for Regulated Development Projects and Green Infrastructure Projects	1
CALBIG-2016 Stormwater Requirements for Construction Sites	September 21, 2016	Stormwater Requirements	1

Section 7 – Provision C.7. Public Information and Outreach

C.7.b.i.(1) ► Outreach Campaign

Summarize outreach campaign. Include details such as messages, creative developed, and outreach media used. The detailed outreach campaign report may be included as an attachment. If outreach campaign is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary:

See Section 7 and Section 9 of the SMCWPPP FY 16-17 Annual Report for a description of activities conducted at Countywide level. In addition, The Town of Portola Valley regularly posts messages and responds to inquiries on hazardous waste reduction via our community listserv, farmers' market kiosk, website and Facebook page. In addition, the Town publicizes Household Hazardous Waste Collection as part of our three, annual Neighborhood Clean-Up Days.

C.7.c. ► Stormwater Pollution Prevention Education

No change.

C.7.d. ► Public Outreach and Citizen Involvement Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.
 Use the following table for reporting and evaluating public outreach events

See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional. Indicate if event is public outreach or citizen involvement.	Identify type of event (e.g., school fair, creek clean-up, storm drain stenciling, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscape presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Success at reaching a broad spectrum of the community • Number of participants compared to previous years. • Post-event effectiveness assessment/evaluation results • Quantity/volume of materials cleaned up, and comparisons to previous efforts
Neighborhood Clean-Up Days including Old Medication Collection held in conjunction with the Sheriff’s Office the first Saturday in May, August and October in 2016.	Clean-Up event targeted at homeowners/gardeners who drop off construction debris, yard waste, e-waste, etc.	Clean-Ups are well attended and average 500 participants and 30 tons of materials collected per event.
Household Hazardous Waste Collection; 10/08/16; Portola Valley Town Center, 765 Portola Rd, Portola Valley; local but open to countywide.	Hazardous Waste Collection with educational info on preventing stormwater pollution; homeowners.	The 2016 Hazardous Waste Collection event in Portola Valley had over 100 participants. In total, Portola Valley had 229 participants in County collection events and diverted 16,729 lbs of hazardous waste from the landfill.

C.7.e. ► Watershed Stewardship Collaborative Efforts

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

See the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 16-17 Annual Report for a summary of activities. The Town of Portola Valley collaborated with Grassroots Ecology to host watershed awareness, planting and clean-up events at Sausal Creek at our Town Center on 11/17/16, 2/2/17, 5/11/17, 6/8/17, 6/15/17.

C.7.f. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment. Use the following table for reporting school-age children outreach efforts.

See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Grassroots Ecology Program - Sausal Creek Workdays on 11/17/16, 2/2/17, 5/11/17, 6/8/17, 6/15/17; elementary and middle school.	Creek Clean-Up & watershed education; hands on outreach in creek.	20 – 25 each day	Event is held in conjunction with the farmers' market to reach a wide audience, including school children who come to the market and library straight from the bus.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a. ► Implement IPM Policy or Ordinance

Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures? Yes No

If no, explain:

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbamates fipronil, indoxacarb, diuron, and diamides. A separate report can be attached as evidence of your implementation. **Starting FY 16-17, Permittees are required to report the total quantity of the active ingredient used, not the total quantity of product used.**

Trends in Quantities and Types of Pesticide Active Ingredients Used⁵⁶

Pesticide Category and Specific Pesticide Active Ingredient Used	Amount ⁵⁷					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Organophosphates	0	0				
Active Ingredient Chlorpyrifos						
Active Ingredient Diazinon						
Active Ingredient Malathion						
Pyrethroids (see footnote #57 for list of active ingredients)	0	0				
Active Ingredient Type X						
Active Ingredient Type Y						
Carbamates	0	0				
Active Ingredient Carbaryl						
Active Ingredient Aldicarb						
Fipronil	0	0				

⁵⁶Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁵⁷Weight or volume of the active ingredient, using same units for the product each year. Please specify units used. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: metofluthrin, bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambdacyhalothrin, and permethrin.

Indoxacarb	Reporting not required in FY 15-16	0				
Diuron	Reporting not required in FY 15-16	0				
Diamides	Reporting not required in FY 15-16	0				
Active Ingredient Chlorantraniliprole						
Active Ingredient Cyantraniliprole						

- IPM Tactics and Strategies used by the Town:
- Use of non-chemical strategies such as monitoring, mowing weeds, mulching. The Town contracts manual labor to perform invasive weed removal along its main roads. The Town contracts manual labor to cut vegetation. We do not spray any Town roads.
- Manual removal of plants that require frequent pesticide applications.
- Replacing invasive plants with natives.
- Preventive actions such as sealing holes and gaps in structures, improving sanitation.
- Use of baits and traps instead of broadcast pesticides

C.9.b. ► Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	1
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	1
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within this reporting year.	33%
Type of Training: We currently have 3 maintenance employees.	

Supplied with the IPM policy and procedures again to employees.

C.9.c. ► Require Contractors to Implement IPM

Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	x	Yes		No
If yes, did your municipality evaluate the contractor’s list of pesticides and amounts of active ingredients used?	x	Yes		No,
If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored				
Contractor had to provide IPM certificate to Town. Town Staff reviews list of pesticides and active ingredients used by the contractor and have meetings with the contractor. Assigned staff oversees contractor and meets with them when on site to verify work.				

C.9.d. ► Interface with County Agricultural Commissioners

Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides?		Yes	x	No
If yes, summarize the communication. If no, explain.				
See Section 9 of the SMCWPPP FY 16-17 Annual Report for summary of communication with the San Mateo County Agricultural Commissioner.”				
Summarize any additional communication by your agency with County Agricultural Commissioner here.				
Did your municipality report any observed or citizen-reported violations of pesticide regulations (e.g., illegal handling and applications of pesticides) associated with stormwater management, particularly the California Department of Pesticide Regulation (DPR) surface water protection regulations for outdoor, nonagricultural use of pyrethroid pesticides by any person performing pest control for hire?		Yes	x	No
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.				

C.9.e.ii.(1) ► Public Outreach: Point of Purchase

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:
See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

C.9.e.ii.(2) ► Public Outreach: Pest Control Contracting Outreach

Provide a summary of outreach to residents who use or contract for structural pest control and landscape professionals); **AND/OR** reference a report of a regional effort for outreach to residents who hire pest control and landscape professionals in which your agency participates.

Summary:
See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for a summary of public outreach to residents who hire pest control and landscape professionals.

C.9.e.ii.(3) ► Public Outreach: Pest Control Operators

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **AND/OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:
See the C.9 Pesticides Toxicity Control section of SMCWPPP FY 16-17 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.

C.9.f. ► Track and Participate in Relevant Regulatory Processes

Summarize participation efforts, information submitted, and how regulatory actions were affected; **AND/OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary:
During FY 16-17, we participated in regulatory processes related to pesticides through contributions to the Program, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Trash Load Reduction Summary

For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 70% mandatory trash load reduction deadline was attained. If not attained, attach and include reference to a Plan to comply with the deadline in a timely manner, which should include the Permittee’s plan and schedule to install full capture systems/devices.

Trash Load Reductions	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to Trash Full Capture Systems (as reported C.10.b.i)	0%
Percent Trash Reduction in all TMAs due to Control Measures Other than Trash Full Capture Systems (as reported in C.10.b.ii) ⁵⁸	60%
Percent Trash Reduction due to Jurisdictional-wide Source Control Actions (as reported in C.10.b.iv) ¹	10%
SubTotal for Above Actions	70%
Trash Offsets (Optional)	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	0%
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	0%
Total (Jurisdictional-wide) % Trash Load Reduction in FY 16-17	70%

Discussion of Trash Load Reduction Calculation and Attainment of the 70% Mandatory Deadline:
 The Town attained and reported a 73% trash load reduction in its FY 15-16 Annual Report, exceeding the non-mandatory performance guideline of 60% by July 1, 2016. The Town attained an 70% trash load reduction (including trash offsets), achieving the mandatory trash load reduction requirement of 70% by July 1, 2017. Descriptions of the actions taken to reduce trash in the City are summarized in this section of the annual report. Methods used to calculate the reduction are consistent with the methods described in the MRP.

⁵⁸ See Appendix 10-1 for changes in trash levels by TMA between 2009 and FY 16-17.

C.10.a.iii ► Mandatory Trash Full Capture Systems		
Provide the following:		
1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 16-17, during FY 16-17, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.		
2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.		
Type of System	# of Systems	Areas Treated (Acres)
Installed Prior to FY 16-17		
NA	NA	NA
Installed in FY 16-17		
NA	NA	NA
Total for all Systems Installed To-date		NA
Treatment Acreage Required by Permit (Population-based Permittees)		0*
Total # of Systems Required by Permit (Non-population-based Permittees)		N/A

* Consistent with the MRP, the Town of Portola Valley is exempt from the Minimum Full Trash Capture of the MRP Provision C.10.a.iii due to having a population of less than 12,000 and retail/wholesale commercial land use of less than 40 acres.

C.10.b.i ► Trash Reduction - Full Capture Systems				
Provide the following:				
1) Jurisdictional-wide trash reduction in FY 16-17 attributable to trash full capture systems implemented in each TMA; 2) The total number of full capture systems installed to-date in your jurisdiction; 3) The percentage of systems in FY 16-17 that exhibited significant plugged/blinded screens or were >50% full when inspected or maintained; 4) A narrative summary of any maintenance issues and the corrective actions taken to avoid future full capture system performance issues; and 5) A certification that each full capture system is operated and maintained to meet the full capture system requirements in the permit.				
TMA	Jurisdiction-wide Reduction (%)	Total # of Full Capture Systems	% of Systems Exhibiting Plugged/Blinded Screens or >50% full in FY 16-17	Summary of Maintenance Issues and Corrective Actions
1	0%	NA	NA	NA
2	NA*			
Total	0%			
Certification Statement: Not applicable since no full capture systems have been installed in the Town.				

*TMA 2 is 100% low trash generating and has achieved the 100% trash reduction goal (i.e., no adverse impacts).

C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART A)	
Provide a summary of trash control actions other than full capture systems or jurisdictional source controls that were implemented within each TMA, including the types of actions, levels and areal extent of implementation, and whether actions are new, including initiation date.	
TMA	Summary of Trash Control Actions Other than Full Capture Systems
	Entire TMA is low trash generating. We are a small rural affluent community in the foothills.
On-Land Trash cleanups	Manual on-land trash cleanups: The Town hires 2 dedicated manual litter pick up personnel to walk and clean up any litter along the Towns 2 main roads and trash hot spots. This occurs once every 2 weeks throughout the year
Street sweeping	Street sweeping: The Town performs street sweeping of all arterials twice a month and all remaining streets once a quarter.
Enhanced Storm Drain Inlet Maintenance	Enhanced storm drain maintenance: The Town public works crews perform enhanced storm drain maintenance at least once per year to reduce trash load.

C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART B)

Provide the following:

- 1) A summary of the on-land visual assessments in each TMA (or control measure area), including the street miles or acres available for assessment (i.e., those associated with VH, H, or M trash generation areas not treated by full capture systems), the street miles or acres assessed, the % of available street miles or acres assessed, and the average number of assessments conducted per site within the TMA; and
- 2) Percent jurisdictional-wide trash reduction in FY 16-17 attributable to trash management actions other than full capture systems implemented in each TMA.

TMA ID <i>or (as applicable)</i> Control Measure Area	Total Street Miles ⁵⁹ Available for Assessment	Summary of On-land Visual Assessments ⁶⁰			Jurisdictional-wide Reduction (%)
		Street Miles Assessed	% of Applicable Street Miles Assessed	Average # of Assessments Conducted at Each Site ⁶¹	
1	0.09	0.09	100%	4.5	60%
2	0*	NA	NA	NA	NA*
Total		0.09	-	-	60%

*TMA 2 is 100% low trash generating and has achieved the 100% trash reduction goal (i.e., no adverse impacts).

⁵⁹ Linear feet are defined as the street length and do not include street median curbs.

⁶⁰ Assessments conducted between July 2015 and July 2017 are assumed to be representative of trash levels in FY 16-17 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.

⁶¹ Each assessment site is roughly 1,000 feet in length.

C.10.b.iv ► Trash Reduction – Source Controls

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
Single Use Bag Ordinance	<p>On January 23, 2013, the Town adopted an ordinance banning single use. The ordinance was modeled after San Mateo County's ordinance adopted on October 23, 2012. See copy attached.</p> <p>The majority of this trash source comes from pedestrian litter.</p>	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p> <p>The City/County developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1.) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 95% of single use plastic bags distributed in the City/County are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services. This is conservative estimate given that in 	<p>Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that the City's/County's ordinance is effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the City/County concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the City's/County's ordinance.</p>	7%	<p>10.0% (Maximum)</p>

C.10.b.iv ► Trash Reduction – Source Controls					
Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.					
		FY 13-14 Environmental Services only received complaints about 4, of the over 1900 businesses in San Mateo County that are affected by the single-use plastic bag ordinances			
Expanded Polystyrene Food Service Ware Ordinance	The Town of Portola Valley has adopted an ordinance 2012- 395 banning food vendors from providing prepared food in disposable food service containers made from expanded polystyrene foam. Food vendors are defined as any vendor, business, organization, entity, group or individual, including a licensed retail food establishment that provides prepared food at a retail level. The ordinance will become effective October 25, 2012. Through follow-up site visits, Town staff members have verified that approximately 90% of regulated food vendors are in full compliance with the ordinance. The majority of this trash source comes from pedestrian litter.	Although the Town has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town's ordinance because the implementation (including enforcement) of the Town's ordinance is similar to the City of Los Altos' and Palo Alto's. The Town developed its % trash reduced estimate using the following assumptions: 1.) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 80% of EPS food ware distributed by food vendors or sold via stores in the City/County is affected by the	Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result - an average of 95% of businesses affected by the ordinance are no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the City/County concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.	5%	

C.10.b.iv ► Trash Reduction – Source Controls

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

		implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.			
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C.10.c ► Trash Hot Spot Cleanups

Provide the FY 16-17 cleanup date and volume of trash removed during each MRP-required Trash Hot Spot cleanup during each fiscal year listed. Indicate whether the site was a new site in FY 16-17.

Trash Hot Spot	New Site in FY 16-17 (Y/N)	FY 16-17 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
PVY01	N	6/30/2017	0.02	0.02	0.02	0.02	0.7
PVY02	N		0.5	0.5	0.5	0.25	

C.10.d ► Long-Term Trash Load Reduction Plan	
Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), baseline trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your baseline trash generation map was revised and if so what information was collected to support the revision. If your baseline trash generation map was revised, attach it to your Annual Report.	
Description of Significant Revision	Associated TMA
In FY 15-16, consistent with all MRP Permittees, all public K-12 schools, college and university parcels were made non-jurisdictional on the Town’s baseline trash generation maps. Under California Government Code Sections 4450 through 4461, the construction, modification, or alternation of facilities and/or structures on these parcels are under the jurisdiction of the California Division of State Architect and not the Town. The public right-of-way (e.g., streets and sidewalks) surrounding these parcels remain as jurisdictional on the Town’s baseline trash generation maps. The Town’s revised baseline trash generation map was included as Appendix 10-2 in the FY 15-16 Annual Report..	All applicable

C.10.e. ► Trash Reduction Offsets (Optional)

Provide a summary description of each offset program implemented, the volume of trash removed, and the offset claimed in FY 16-17. Also, for additional creek and shoreline cleanups, describe the number and frequency of cleanups conducted, and the locations and cleanup dates. For direct discharge control programs approved by the Water Board Executive Officer, also describe the results of the assessments conducted in receiving waters to demonstrate the effectiveness of the control program. Include an Appendix that provides the calculations and data used to determine the trash reduction offset.

Offset Program	Summary Description of Actions and Assessment Results	Volume of Trash (CY) Removed/Controlled in FY 16-17	Offset (% Jurisdiction-wide Reduction)
Additional Creek and Shoreline Cleanups (Max 10% Offset)	NA	NA	NA
Direct Trash Discharge Controls (Max 15% Offset)	NA	NA	NA

Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 16-17.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems and Other Control Measures				
	L	M	H	VH	Total	L	M	H	VH	Total		L	M	H	VH	Total
1	0	5	0	0	5	0	5	0	0	5	0%	3	2	0	0	5
2	5,767	0	0	0	5,767	5,767	0	0	0	5,767	NA*	5,767	0	0	0	5,767
Totals	5,767	5	0	0	5,772	5,767	5	0	0	5,772	0%	5,770	2	0	0	5,772

*TMA 2 is 100% low trash generating and has achieved the 100% trash reduction goal (i.e., no adverse impacts).

Section 11 - Provision C.11 Mercury Controls

C.11.a. ► Implement Control Measures to Achieve Mercury Load Reductions
C.11.b. ► Assess Mercury Load Reductions from Stormwater

See the Program’s FY 2016-17 Annual Report for:

- Documentation of mercury control measures implemented in our agency’s jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology⁶² was used to calculate the mercury load reduced by each control measure implemented in our agency’s jurisdictional area and the calculation results (i.e., the estimated mercury load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates.”

C.11.c. ► Plan and Implement Green Infrastructure to Reduce Mercury Loads

If the regional or countywide mercury load reductions required by this sub-provision via Green Infrastructure by the end of the permit term are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?

x	Yes		No
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C.11.e. ► Implement a Risk Reduction Program

A summary of Program and regional accomplishments for this sub-provision are included in the C.11 Mercury Controls section of the Program’s FY 2016-17 Annual Report and/or a BASMAA regional report.

⁶²BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

Section 12 - Provision C.12 PCBs Controls

C.12.a. ► Implement Control Measures to Achieve PCBs Load Reductions
C.12.b. ► Assess PCBs Load Reductions from Stormwater

See the Program's FY 2016-17 Annual Report for:

- Documentation of PCBs control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology⁶³ was used to calculate the PCBs load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated PCBs load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates."

If the regional and countywide PCBs load reductions required by C.12.a are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?	x	Yes	No
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⁶³BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

Permittee Name: _____

C.12.f. ► Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains

A summary of Program and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of Program’s FY 2016-17 Annual Report and/or a BASMAA regional report.

Does your agency plan to seek exemption from this requirement?

Yes

No

Guidance: If the above answer is **No** then further information need not be provided here.

C.12.g. ► Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program’s FY 2016-17 Annual Report and/or a BASMAA regional report.

C.12.h. ► Implement a Risk Reduction Program

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program’s FY 2016-17 Annual Report and/or a BASMAA regional report.

Section 13 - Provision C.13 Copper Controls

C.13.a.iii. ► Manage Waste Generated from Cleaning and Treating of Copper Architectural Features

Provide summaries of permitting and enforcement activities to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction.

Summary:

During construction, municipal construction stormwater inspectors are responsible for identifying copper architectural features and if appropriate BMPs are implemented. Any issues noted are documented and enforcement actions recorded in the Provision C.6 inspection records. Post-construction municipal illicit discharge inspectors are responsible for responding to, investigating and identifying illegal discharge of wash water from washing copper architectural features. Any enforcement actions or reported discharges are recorded in the Provision C.5 inspection records. The SMCWPPP "Requirements for Architectural Copper" Fact Sheet is made available to the public, construction inspectors and illicit discharge inspectors on the SMCWPPP website (www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf). Inspectors are made aware of the concerns with copper architectural features at SMCWPPP Training Workshops and internal municipal trainings.

C.13.b.iii. ► Manage Discharges from Pools, Spas, and Fountains that Contain Copper-Based Chemicals

Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary:

Uses the OWOW "Maintenance Tips for Pools, Spas, and Fountains" Fact Sheet, available on the SMCWPPP website (<http://www.ourwaterourworld.org/Portals/0/documents/pdf/Maintenance%20Tips%20for%20Pools%20%20Spas%20and%20Fountains.pdf>) to educate the public; 2) responds to discharges from pools through your illicit discharge detection and elimination program;

C.13.c.iii. ► Industrial Sources Copper Reduction Results

Based upon inspection activities conducted under Provision C.4, highlight copper reduction results achieved among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed.

Summary: **Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.**

The Town of Portola Valley is a small rural town consisting mostly of residential neighborhoods.

Section 15 -Provision C.15 Exempted and Conditionally Exempted Discharges

C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

The Town Council in January 2016 amended its Water Conservation in Landscaping Ordinance to comply with new state law. Town developed its Water Conservation in Landscaping Ordinance in conjunction with the Bay Area Water Supply and Conservation Agency and other local agencies to meet the requirements and guidelines of the State Model Ordinance and to address the unique physical characteristics, including average landscaped areas, within the Town's jurisdiction in order to ensure that this Ordinance will be "at least as effective as" the Model Ordinance in conserving water. The Ordinance is more streamlined and simplified than the State Model Ordinance and it is at least as effective as the Model Ordinance because it includes water budget parameters and values and landscape parameters that are consistent with the Model Ordinance. By using the same water budget parameters as the Model Ordinance, the Town's ordinance will be as effective as the Model Ordinance in developing landscaping water budgets. By using the same landscape parameters as the Model Ordinance, for among other things, slope restrictions and width restrictions for turf, irrigation times, and minimum mulch requirements the Town's Ordinance will be at least as effective as the Model Ordinance in achieving water savings.

See Section C.9.e.ii of SMCWPPP's FY 16-17 Annual Report for a description of SMCWPPP's activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management. See Section C.7 of SMCWPPP's FY 16-17 Annual Report for a description of outreach conducted to promote water conservation programs, such as promoting rain barrel use. Information on water conservation, less-toxic pest control and appropriate watering/irrigation practices is also posted on SMCWPPP's website (www.flowstobay.org).

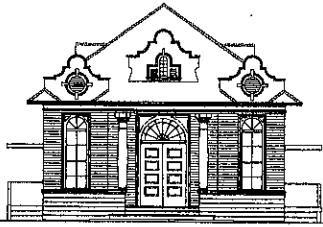
C.4.b.iii ► Potential Facilities List

Name	Address Number	Address Street
ALPINE BEER GARDEN	3915	ALPINE
ALPINE HILLS TENNIS & SWIMMING	4139	ALPINE
BENEDICTINE FATHERS OF PRIORY	302	PORTOLA
CALIFORNIA WATER SERVICE CO BG- 27		GOLDEN OAK DR & PEAK LN
CORTE MADERA PUMPING STATION	401	Portola
CORTE MADERA SCHOOL	4575	ALPINE
PORTOLA CAFE DELI	3	PORTOLA
PORTOLA VALLEY FUEL	105	PORTOLA
PORTOLA VALLEY GARAGE	4170	ALPINE
ROBERTS OF PORTOLA VALLEY	4420	ALPINE
SAN MATEO COUNTY HHW	765	PORTOLA
SAUSAL VISTA PUMPING STATION	250	GEORGIA
THE SEQUOIAS	501	PORTOLA
WBSD, VILLAGE SQ LIFT STATION	884	PORTOLA
WOODSIDE FIRE PROTECTION DIST	135	PORTOLA

Town of Portola Valley

Workplan for Developing a
Green Infrastructure Plan

Approved July 25, 2017



TOWN OF PORTOLA VALLEY

Town of Portola Valley Workplan for Developing a Green Infrastructure Plan

The San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo, Santa Clara, Alameda, and Contra Costa Counties. Provision C.3.j of the MRP requires each jurisdiction subject to the MRP, including the Town of Portola Valley, to develop a Green Infrastructure Plan that demonstrates how each permittee will gradually shift from traditional "gray" storm drain infrastructure—which channels polluted runoff directly into receiving waters without treatment—to a more resilient and sustainable storm drain system comprised of "green" infrastructure, which captures, stores and treats stormwater using specially designed landscape systems. In addition to managing runoff in a more sustainable fashion, the Green Infrastructure Plans must be designed to collectively achieve specific reductions in mercury and polychlorinated biphenyls (PCBs) in stormwater runoff by 2020 and 2040, per Provisions C.11 and C.12 in the MRP.

The Town of Portola Valley Green Infrastructure Plan must be developed and submitted to the Water Board in September of 2019. In advance of this deadline, each permittee's governing body or Town manager must approve a framework or work plan for developing the plan by June 30, 2017. The City/County Association of Governments of San Mateo County (C/CAG) and its consultants have worked with its member agencies to develop model green infrastructure planning materials, including the attached model work plan. The model work plan details the various activities necessary for creating a Green Infrastructure Plan compliant with MRP requirements, and indicates which aspects of the Green Infrastructure Plan will be undertaken by C/CAG and which must be done by City/Town/County staff. However, since Portola Valley is located in a rural environment, the plan will be used as a template but modified for Portola Valley. Time and funds will need to be allocated in the 2018/2019 FY for this item.

Plan for a workplan approved as attached:

Jeremy Dennis, Town Manager

Howard Young, Public Works Director

Two handwritten signatures in black ink, one above the other, positioned to the right of the names.

Attached: Town of Portola Valley Workplan for Developing a Green Infrastructure Plan

*Town of Portola Valley
Green Infrastructure Plan Workplan
In coordination with C/CAG, CDA Architects and Member Agencies
DRAFT*

Green Infrastructure Plan Workplan

The following provides an annotated outline for the development of each Permittee's Green Infrastructure Plan (GIP) Workplan (Workplan). This Workplan will layout the specific tasks that need to be completed in order for the Permittee to complete the preparation of the various components of the Green Infrastructure Plan, and the timeline for their completion by the deadlines defined within the Municipal Regional Stormwater NPDES Permit (MRP).

Note that the GIP Workplan documentation is to be submitted in the 2017 Annual Report, including documentation that the Workplan was approved by each Permittee's governing body, mayor, city manager, or county manager by June 30, 2017; per Provision C.3.j.i.(5) of the MRP.

Statement of Purpose

The statement of purpose is a minimum requirement for the Workplan per the MRP (Provision C.3.j.i.(1)). This is the Permittee's statement of purpose for their GIP which could be derived from the GIP purpose that was provided by the Regional Water Quality Control Board, in response to comments on the draft MRP:

The Green Infrastructure Plan is intended to describe how Permittees will shift their impervious surfaces and storm drain infrastructure from gray (traditional) to green. That is, the Plan should describe how the Permittees will change over time infrastructure that directs runoff directly into storm drains and receiving waters to green infrastructure that slows runoff by dispersing it to vegetated areas, harvests and uses runoff, promotes infiltration and evapotranspiration, and uses bioretention and other green infrastructure practices to treat stormwater runoff.

Therefore, one of the required elements for the Plan is for Permittees to self determine and establish "targets" for the amount of impervious surface to be retrofitted with green infrastructure.

In addition, the introduction to Provision C.3.j states what the Board intends the Green Infrastructure Plans to achieve:

"The Plan is intended to serve as an implementation guide and reporting tool during this and subsequent Permit terms to provide reasonable assurance that urban runoff TMDL wasteload allocations (e.g., for the San Francisco Bay mercury and PCBs TMDLs) will be met, and to set goals for reducing, over the long term, the adverse water quality impacts of urbanization and urban runoff on receiving waters. For this Permit term, the Plan is being required, in part, as an alternative to expanding the definition of Regulated Projects prescribed in Provision C.3.b to include all new and redevelopment projects that create or replace 5,000 square feet or more of impervious surface areas and road projects that just replace existing impervious surface area. It also provides a mechanism to establish and implement alternative or in-lieu compliance options for Regulated Projects and to account for and justify Special Projects in accordance with Provision C.3.e.

The Plan shall also identify means and methods to prioritize particular areas and projects within each Permittee's jurisdiction, at appropriate geographic and time scales, for implementation of green

infrastructure projects. Further, it shall include means and methods to track the area within each Permittee’s jurisdiction that is treated by green infrastructure controls and the amount of directly connected impervious area. As appropriate, it shall incorporate plans required elsewhere within this Permit, and specifically plans required for the monitoring of and to ensure appropriate reductions in trash, PCBs, mercury, and other pollutants.”

Required Green Infrastructure Plan Elements

A. Prioritization and Mapping of Green Infrastructure Potential and Planned Projects

This work covers three provisions for the Green Infrastructure Plan as defined in the MRP:

- Provision C.3.j.i.(2)(a): A mechanism (e.g., SFEI’s GreenPlanIT tool or another tool) to prioritize and map areas for potential and planned projects, both public and private, on a drainage-area-specific basis, for implementation over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12.
 - (i) By 2020;
 - (ii) By 2030; and
 - (iii) By 2040.

The mechanism shall include criteria for prioritization (e.g. specific logistical constraints, water quality drivers (e.g. TMDLs), opportunities to treat runoff from private parcels in retrofitted street right-of-way) and outputs (e.g. maps, project lists) that can be incorporated into the Permittee’s long-term planning and capital improvement processes.

- Provision C.3.j.i. (2)(b): Outputs from the mechanism described above, including, but not limited to, the prioritization criteria, maps, lists, and all other information, as appropriate. Individual project-specific reviews completed using these mechanisms are not required to be submitted with the Plan, but shall be made available upon request.
- Provision C.3.j.i. (2)(c): Targets for the amount of impervious surface, from public and private projects, within the Permittee’s jurisdiction to be retrofitted over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12.

Member Agency Task	SMCWPPP Support	Timeframe
A.1 Work with SMCWPPP to develop GIS-based modeling tool for use in mapping, prioritizing, and phasing of potential and planned projects.		
A.1.1 Provide data for drafting of San Mateo County Stormwater Resources Plan (SRP).	Prepare Draft SRP.	Work began in the second half of FY 15-16. Draft SRP review complete.
A.1.2 Support SMCWPPP development of tool during preparation of the Reasonable Assurance Analysis (RAA) to address mercury and PCBs TMDL implementation.	Further develop tool through the RAA process.	Review data input and results of tool, second half of FY 16-17.

Member Agency Task	SMCWPPP Support	Timeframe
A.1.3 Begin using web-based GIS tool ¹ for on-going tracking of GI implementation and to support MRP annual reporting.	Support per member agency request.	Tool to be available in second half of FY 16-17 for on-going use.
A.2 Develop prioritization criteria for GI project opportunities.		
A.2.1 Review preliminary criteria established as part of the SRP.	Prepare draft preliminary criteria.	Review draft SRP, task completed first half of FY 16-17.
A.3 Develop mapping and associated database of GI project opportunities with information needed to perform a prioritization assessment of the opportunities.		
A.3.1 Review methodology for new and redevelopment land area, and possible refinements to public property and public streets potential for GI	Develop methodology and initial land area estimate	TAC review in December 2016.
A.3.2 Review revised estimate of new and redevelopment area, and draft any refinements to property and public streets potential	Revise land use estimate	TAC review in February 2017.
A.3.1 Review refined mapping and database developed through the RAA, if needed.	Revise mapping and database, if needed.	Initial refinement complete in Feb/March 2017. Potential additional refinement finalized by June 2017.
A.4 Develop phasing plan for GI project opportunities consistent with timeframes of required Mercury and PCB load reductions, by 2020, by 2030, and by 2040; building from the work in identifying potential projects to achieve target load reductions and target amounts of impervious surface, from public and private projects, to be retrofitted over the same time schedule.		
A.4.1 Review volume/sediment capture goals to meet TMDL implementation milestones established through RAA.	Draft capture goals.	RAA finalized by end of June 2017.
A.5 Define the methodology for integration of the GI project opportunities phasing plan into Permittee's long-term planning and capital improvement plans and processes. This should include projects that are intended to be implemented following the current permit term; those that are intended to be implemented to achieve the 2030 and 2040 load reduction targets. ²		
A.5.1 Review draft model methodology.	Prepare draft methodology.	Review 1 st quarter FY 17-18.

¹ As currently planned, this tool would allow for viewing of mapping and data. This tool will be accessible via the internet, and will not require a local GIS platform for a Member Agency to view GIS layers.

² The workplan for completion of prioritized projects, those to be completed by 2020, is included in section F below, related to Provision C.3.j.i.(2)(j) of the MRP.

Member Agency Task	SMCWPPP Support	Timeframe
A.5.2 Review and finalize model methodology.	Refine methodology.	Review and comment on final draft, early November 2017. Accept final model methodology, December 2017.
A.6 Develop and integrate into GI Plan for adoption.	Begin 2nd quarter FY 17/18 and complete for inclusion in Annual Report submittal of September 30, 2019	

B. Develop process for tracking and mapping completed projects

This work covers needs of Provision C.3.j.i.(2)(d) of the MRP:

A process for tracking and mapping completed projects, public and private, and making the information publically available.

Member Agency Task	SMCWPPP Support	Timeframe
B.1 Work with SMCWPPP through GI TAC to identify model methodology for mapping and finalizing database information for projects as they are completed.	Develop publicly accessible element of web-based mapping and data tool.	July through mid-October 2017.
B.2 Identify Permittee-specific department/division responsibilities for mapping and finalizing database information as projects are completed.	Support per member agency request.	December 2017 and February 2018.
B.3 Permittees implement pilot period of mapping and database management. During this period the public "portal" of the web-based mapping and data tool will also be piloted.	Support per member agency request.	Mid-February thru mid-May 2018.
B.4	Peer and SMCWPPP review of pilot period mapping and database revisions.	Late May 2018.
B.5	Refine web-based tool for use by member agencies.	June 2018.
B.6 Permittees' refine and implement tracking procedures, defined under Item A above, and SMCWPPP refines the public "portal".	Support per member agency request.	Start FY 18-19 and continue through permit term (December 31, 2020).

C. Develop overall Green Infrastructure guidelines, standard specifications, and design details

This work covers two provisions for the Green Infrastructure Plan as defined in the MRP:

- Provision C.3.j.i.(2)(e): *General guidelines for overall streetscape, and project design and construction so that projects have a unified, complete design that implements the range of functions associated with the projects. ...The guidelines should call for the Permittee to coordinate, for example, street improvement projects so that related improvements are constructed simultaneously to minimize conflicts that may impact green infrastructure.*
- Provision C.3.j.i.(2)(f): *Standard specifications and, as appropriate, typical design details and related information necessary for the Permittee to incorporate green infrastructure into projects in its jurisdiction.*

Member Agency Task	SMCWPPP Support	Timeframe
C.1 Work with SMCWPPP through GI TAC to develop model San Mateo countywide guidelines, standard specifications, and design details, the <i>San Mateo County Model Green Infrastructure Guidelines and Standards</i> , to implement the range of functions associated with projects, such as: street use for stormwater management and treatment; safe pedestrian travel; use as public space; for bicycle, transit, and vehicle movement; and as locations for urban forestry. These will also include identification of needs and model procedures for coordinated and consistent plan review of private projects, scoping and design for public projects, provisions for public/private implementation and maintenance agreements, and operations and maintenance.		
C.1.1 Review model guidelines and standards reference documents memorandum.	Research reference documents, prepare memorandum.	August and September 2016 Review of memorandum complete.
C.1.2 Review proposed reorganization of model guidelines and standards approach.	Prepare proposed approach.	Feedback at December 2016 TAC Meeting.
C.1.3 Review revised scope and schedule for SMCWPPP preparation of model document	Prepare revised scope and schedule	January 2017.
C.1.4 Review draft samples of guidelines and standards sections and provide comments to SMCWPPP.	Prepare draft samples.	February 2017.
C.1.5 Participate in GI TAC workshop to give direction on approach for full model guidelines and standards, refinements to approach, level of detail, etc. based on review sample guidelines and standards	Facilitate GI TAC Workshop	February 2017.
C.1.6 Review full TAC draft of model guidelines and standards and provide comments to SMCWPPP.	Prepare draft model documents.	June 2017.
C.1.7 Approve final comprehensive draft of the model guidelines and standards.	Prepare final model documents.	November 2017.

Member Agency Task	SMCWPPP Support	Timeframe
C.2 Revise existing guidelines, standard specifications, design details, departmental procedures, etc. as needed given the implementation approach for specific Permittees.		
C.2.1 Use web-based platform, provided by SMCWPPP as jurisdiction resource for revising various guidelines and standards documents. ¹	Support per member agency request.	Nov. 2017 thru Feb. 2018.
C.2.2 Provide feedback to SMCWPPP regarding utility of web-based resource platform.	Revise model documents, as needed.	By end of February 2018.
C.2.3 Finalize Permittee specific development of guidelines and standards; Permittees may choose to adopt the model guidelines and standards.	Support per member agency request.	Start mid-May 2018 and finish approval/adoption by September 30, 2019.

D. Develop requirements for design of projects to meet hydromodification sizing requirements or other accepted sizing requirements

This work covers needs of Provision C.3.j.i.(2)(g) of the MRP:

...projects be designed to meet the treatment and hydromodification sizing requirements in Provisions C.3.c. and C.3.d. For street projects not subject to Provision C.3.b.ii. (i.e., non-Regulated Projects), Permittees may collectively propose a single approach with their Green Infrastructure Plans for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.

Member Agency Task	SMCWPPP Support	Timeframe
D.1 Work through SMCWPPP and its GI TAC to coordinate with the BASMAA Development Committee's work on a single approach for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.		
D.1.1 Review BASMAA draft recommendations on single approach, <u>not related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. April 2017. TAC review, est. May 2017.
D.1.2 Review BASMAA draft recommendations on single approach, <u>related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. mid-March thru April 2018. TAC review, est. May 2018.
D.1.3 Integrate final single approach from BASMAA into GI Plan.	Support per member agency request.	Begin in est. August 2018.

¹ The concept is to make it a resource that would provide access to the model language documents and to also serve as a clearing house for documents that are prepared by Member Agencies. This would be similar to the "21 Elements: Housing Element Update Kit" website (21elements.com)

E. Planning document update, summary of updates, and workplan for future plans

This work covers the needs of two provisions of the MRP:

- Provision C.3.j.i.(2)(h): *A summary of the planning documents the Permittee has updated or otherwise modified to appropriately incorporate green infrastructure requirements... Permittees are expected to complete these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term.*
- Provision C.3.j.i.(2)(i): *To the extent not addressed above [in (h)], a workplan identifying how the Permittee will ensure that green infrastructure and low impact development measures are appropriately included in future plans (e.g., new or amended versions of the kinds of plans listed above).*

Member Agency Task	SMCWPPP Support	Timeframe
E.1 Work through SMCWPPP through the GI TAC to develop model planning document update language.		
E.1.1 Permittees provide existing planning documents to SMCWPPP for review.	Document and review planning documents.	Task complete.
E.1.2 Review draft model plan update materials from SMCWPPP.	Prepare model plan update report.	Begin review and comment December 2016. Provide final comment in 2 nd week of January 2017.
E.1.3 Begin utilizing final model planning update materials to revise Permittee-specific documents; see below for further details.	Finalize model plan update report. Support per member agency request.	June 2017.
E.2 Make modifications to Permittee-specific planning documents.		
E.2.1 Make needed modifications to planning documents that are currently being updated or created, <u>for other purposes</u> , during the preparation of development of model language, to the extent feasible.	Support per member agency request.	Work of priority/in-progress plans can begin in January 2017 using draft model language and complete for inclusion in the GI Plan. ¹
E.2.2 Draft modifications or updates to each existing planning document, needing this effort, to appropriately incorporate green infrastructure requirements.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.

¹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

Member Agency Task	SMCWPPP Support	Timeframe
E.2.3 Take modified or updated planning documents through necessary public review and approval/adoption processes; see below related to future planning documents.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete prior to end of the permit term (December 31, 2020).
E.3 Develop a summary of planning documents that have been updated or modified to incorporate green infrastructure requirements and improvements.		
E.3.1 Draft summary of modifications made to planning documents as they move through the approval/adoption process, and integrate into Green Infrastructure Plan.	Support per member agency request.	Begin during or before FY 17-18 and complete "these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term". ¹²
E.4 Develop a workplan for on-going integration of language to incorporate green infrastructure requirements in future planning documents.		
E.4.1 Work with SMCWPPP through the GI TAC to develop model language for appropriate policies and/or procedures to ensure language is integrated into future documents.	Develop Model Language.	TAC review April 2017.
E.4.2 Draft Permittee-specific policies and/or procedures.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.4.3 Take Permittee-specific policies and/or procedures through necessary public review and approval/adoption processes.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. ²
E.4.4 Summarize Permittee-specific policies and/or procedures and their approval/adoption in Permittee's GI Plan.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. ²

F. Workplan for completion of prioritized projects

This work covers needs of Provision C.3.j.i.(2)(j) of the MRP:

A workplan to complete prioritized projects identified as part of a Provision C.3.e Alternative Compliance program or part of Provision C.3.j Early Implementation.

¹ Provision C.3.j.i.(2)(h) of the MRP, page 46.

² GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

This work is likely primarily an individual member agency effort. But potential for SMCWPPP technical support will be determined through further discussions with the Green Infrastructure TAC and as other GI Plan and MRP tasks are developed in greater detail; this might include development of a model workplan for implementation of prioritized projects. Specific to the Alternative Compliance provision, it is not clear at this point which, if any, member agencies will be utilizing an alternative compliance program. This will be determined as work continues on other tasks.

Member Agency Task	SMCWPPP Support	Timeframe
F.1 Determine need for SMCWPPP support to member agencies for this task.		
F.1.1 Discussions at GI TAC regarding potential for support and definition of scope, if needed.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during April 2017 TAC Meeting.
F.2 Preparation of Permittee-specific workplan to complete prioritized projects.		
F.2.1 Develop and integrate into GI Plan for adoption.	To be determined.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ¹

G. Evaluation of Funding Options

This work covers needs of Provision C.3.j.i.(2)(k) of the MRP:

An evaluation of prioritized project funding options, including, but not limited to: Alternative Compliance funds; grant monies, including transportation project grants from federal, State, and local agencies; existing Permittee resources; new tax or other levies; and other sources of funds.

SMCWPPP has a draft “Potential Funding Source Analysis and Recommendations” study that can serve as a starting point for this work area. The scope of this effort will be developed through discussions with the GI TAC. This might include consideration of establishing a nexus to support implementation of a stormwater infrastructure impact fee.

Member Agency Task	SMCWPPP Support	Timeframe
G.1 Determine need for SMCWPPP support to member agencies for this task.		
G.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during February and May 2017 TAC Meetings.
G.1.2 Begin efforts on this work item.	To be determined.	Begin during FY 17-18.

¹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

Member Agency Task	SMCWPPP Support	Timeframe
G.2 Preparation of Permittee-specific evaluation of funding options for inclusion in each Permittee's Green Infrastructure Plan.		
G.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ¹

H. Adopt other policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation

This work covers the needs of Provision C.3.j.i.(3) of the MRP:

(3) Adopt policies, ordinances, and/or other appropriate legal mechanisms to ensure implementation of the Green Infrastructure Plan in accordance with the requirements of this provision.

The extent of this work is undetermined at this point, as is the potential need for SMCWPPP support to member agencies. The scope of this effort will be developed through discussions with the GI TAC.

Member Agency Task	SMCWPPP Support	Timeframe
H.1 Determine need for SMCWPPP support to member agencies for this task.		
H.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during January 2017 and May 2017 TAC Meeting.
H.1.2 Begin implementing SMCWPPP support on this work item.	To be determined.	During FY 17-18 in coordination with development of draft model planning update materials.
H.2 Preparation and adoption of Permittee-specific policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation.		
H.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ²

I. Conduct outreach and education with public, staff, and elected officials

This work covers the needs of Provision C.3.j.i.(4) of the MRP:

(4) Conduct outreach and education in accordance with the following:

- (a) Conduct public outreach on the requirements of this provision, including outreach coordinated with adoption or revision of standard specifications and planning documents, and with the initiation and planning of infrastructure projects. Such outreach shall include general outreach and targeted outreach to and training for professionals involved in infrastructure planning and design.*

¹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

² GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

- (b) Train appropriate staff, including planning, engineering, public works maintenance, finance, fire/life safety, and management staff on the requirements of this provision and methods of implementation.
- (c) Educate appropriate Permittee elected officials (e.g., mayors, city council members, county supervisors, district board members) on the requirements of this provision and methods of implementation.

SMCWPPP is working with their outreach consultant to develop a Five-Year Public Education and Outreach Strategic Plan that is currently in draft form. Elements of the draft public outreach plan are currently being implemented such as distribution of public information through social media, newsletters, and related public events and other efforts throughout the county, such as sea level rise planning. Training of member agency staff will occur through GI TAC meetings and working sessions, and likely additional workshops such as the June 13th C.3 workshop. The scope of this training effort and education of elected officials will be further developed through discussions with the GI TAC.

Member Agency Task	SMCWPPP Support	Timeframe
I.1 Conduct public outreach through the efforts being defined in the Five-Year Public Education and Outreach Strategic Plan.		
I.1.1 Review and finalize the Five-Year Public Education and Outreach Strategic Plan.	Prepare draft and final strategic plan.	Begin in 3 rd quarter of FY 16/17.
I.1.2 Implement the Five-Year Public Education and Outreach Strategic Plan as a coordinated SMCWPPP and member agency effort.	On-going support of member agency efforts. Implementation of countywide efforts.	Currently and throughout the permit period.
I.2 Determine scope of SMCWPPP efforts in supporting training of member agency staff, and implement support.		
I.2.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.2.2 Implement support of training of member agency staff.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 th quarter of FY 16-17.
I.3 Determine scope of SMCWPPP efforts in supporting educating member agency elected officials, and implement support.		
I.3.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.3.2 Implement support of education of member agency elected officials.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 th quarter of FY 16-17.

J. Report on Green Infrastructure Planning Efforts

This work covers the needs of Provision C.3.j.i.(5) of the MRP: (5) *Report on Green Infrastructure Planning*; and several other provisions and related GIP Workplan elements discussed earlier in this outline.

Member Agency Task	SMCWPPP Support	Timeframe
J.1 Each Permittee shall submit documentation in the 2017 Annual Report that its framework or workplan for development of its Green Infrastructure Plan was approved by its governing body, mayor, city manager, or county manager.	Support per member agency request.	Complete GIP Workplans by June 30, 2017 and submit as part of 2017 Annual Report by September 30, 2017.
J.2 Each Permittee shall submit its completed Green Infrastructure Plan with the 2019 Annual Report.	Support per member agency request.	Complete by June 30, 2019, and submit by September 30, 2019 as part of 2019 Annual Report.
J.3 Each Permittee shall submit documentation of its legal mechanisms to ensure implementation of its Green Infrastructure Plan with the 2019 Annual Report. [related to Provision C.3.j.i.(3), see section H above.]	Support per member agency request.	Complete by June 30, 2019, and submit as part of 2019 Annual Report by September 30, 2019.
J.4 Each Permittee shall submit a summary of its outreach and education efforts in each Annual Report.	Support per member agency request.	Complete and submit by September 30 th of each permit term year: 2016 through 2020.