

Town of Portola Valley

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

September 26, 2018

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 2017/18 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 2017/18 and related accomplishments.

Please contact Howard Young at 650-851-1700x214 regarding any questions or concerns.

Very truly yours,



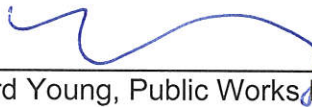
Howard Young
Public Works Director

**Town of Portola Valley
FY 2017/18 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

9/26/18

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 2017 through June 2018 | | | |
| 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:

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 17-18 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 2017 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 formal 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. |

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.**

| 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:
The Town has a very small minimal corp yard. Although the yard is checked monthly, the official performed inspections were on 7/12/17 and 2/22/18. The 2016/2017 inspections were done in September. However this year, it was not done in September due to a miscommunication utilizing the old procedures prior to the procedure change in 2016. We have updated and clarified with the corp yard staff the timing of future inspections. 2018 inspection was done in September 2018.

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, | 7/12/17 2/22/18 | none | none |

² Minimum inspection frequency is once a year during September.

| | | | | |
|--|---|--|--|--|
| | outdoor material storage; 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.(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 2017-2018 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.? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Comments (optional): | | | | |

C.3.e.v ► Special Projects Reporting

| | | | | |
|---|--------------------------|-----|-------------------------------------|----|
| 1. In FY 2017-18, 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)? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| 2. In FY 2017-18, 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. | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| If you answered "Yes" to either question, <ol style="list-style-type: none"> 1) Complete Table C.3.e.v. 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project. <p>The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods.</p> | | | | |

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 2017-2018.

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 (FY16-17) | 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 17-18) | 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 17-18) | 0 |
| Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 17-18) | 0% ³ |

³ Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year, 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 2017-2018.

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 2017-2018.

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

Does your agency have an Enforcement Response Plan for all O&M inspections of stormwater treatment measures?

| | | | |
|-------------------------------------|------------|--------------------------|-----------|
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|-------------------------------------|------------|--------------------------|-----------|

If No, explain:

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)(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 17-18 Annual Report for a summary of outreach efforts implemented at the countywide level.

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:

See attached table C.3.j.ii.(2)-A and C.3.j.ii.(2)-B

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 17-18 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 17-18 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.

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 ⁴ , Street Address | Name of Developer | Project Phase No. ⁵ | Project Type & Description ⁶ | Project Watershed ⁷ | Total Site Area (Acres) | Total Area of Land Disturbed (Acres) | Total New Impervious Surface Area (ft ²) ⁸ | Total Replaced Impervious Surface Area (ft ²) ⁹ | Total Pre- Project Impervious Surface Area ¹⁰ (ft ²) | Total Post- Project Impervious Surface Area ¹¹ (ft ²) |
|---|---|---|--------------------------------------|---|--------------------------------|----------------------------------|--|--|--|---|--|
| Private Projects | | | | | | | | | | | |
| Alpine Hills Swimming & Tennis Club | 4139 Alpine Road | Alpine Hills Swimming & Tennis Club | N/A | Redevelopment: Demolition & reconstruction of Clubhouse and Roadhouse. Parking lot improvements. | Los Trancos Creek | 8,996 | 3.1 | 16,229 | 26,214 | 208,686 | 197,107 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Public Projects | | | | | | | | | | | |
| None to report | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Comments: | | | | | | | | | | | |

⁴Include cross streets

⁵If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

⁶Project 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.

⁷State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

⁸All impervious surfaces added to any area of the site that was previously existing pervious surface.

⁹All impervious surfaces added to any area of the site that was previously existing impervious surface.

¹⁰For redevelopment projects, state the pre-project impervious surface area.

¹¹For 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 ¹² | Application Final Approval Date ¹³ | Source Control Measures ¹⁴ | Site Design Measures ¹⁵ | Treatment Systems Approved ¹⁶ | Type of Operation & Maintenance Responsibility Mechanism ¹⁷ | Hydraulic Sizing Criteria ¹⁸ | Alternative Compliance Measures ^{19/20} | Alternative Certification ²¹ | HM Controls ^{22/23} |
|---|---|---|---|--|---|---|---|--|--|--|
| Private Projects | | | | | | | | | | |
| Alpine Hills Swimming & Tennis Club | August 16, 2017 | February 12, 2018 | Storm drain labeling Discharge of fire sprinkler test to landscapi ng or sanitary sewer Roofed trash enclosure | Direct runoff from parking lots to bioretention area. Pervious pavement. Cons erve natural areas. Minimize impervious surface. Direct run-off from sidewalks to vegetated areas. Retain vegetated areas as practical. | Bioretention area | O&M Agreement | 2.C | N/A | N/A | Was not required. Total create and replace is under 1 acre. |
| | | | | | | | | | | |

¹²For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.
¹³For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.
¹⁴List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.
¹⁵List 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.
¹⁶List 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.).
¹⁷List 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.
¹⁸See 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).
¹⁹For 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.
²⁰For 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.
²¹Note whether a third party was used to certify the project design complies with Provision C.3.d.
²²If HM control is not required, state why not.
²³If 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
 (public projects)**

| Project Name Project No. | Approval Date ²⁴ | Date Construction Scheduled to Begin | Source Control Measures ²⁵ | Site Design Measures ²⁶ | Treatment Systems Approved ²⁷ | Operation & Maintenance Responsibility Mechanism ²⁸ | Hydraulic Sizing Criteria ²⁹ | Alternative Compliance Measures ^{30/31} | Alternative Certification ³² | HM Controls ^{33/34} |
|-----------------------------|-----------------------------|--------------------------------------|---------------------------------------|------------------------------------|--|--|---|--|---|------------------------------|
| Public Projects | | | | | | | | | | |
| None to report. | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Comments: | | | | | | | | | | |

²⁴For public projects, enter the plans and specifications approval date.

²⁵List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

²⁶List 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.

²⁷List 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.).

²⁸List 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.

²⁹See 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).

³⁰For 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.

³¹For 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.

³²Note whether a third party was used to certify the project design complies with Provision C.3.d.

³³If HM control is not required, state why not.

³⁴If 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 Installed³⁵ 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 2017-2018.

| Name of Facility | Address of Facility | Party Responsible ³⁶ For Maintenance | Type of Treatment/HM Control(s) |
|------------------|---------------------|--|------------------------------------|
| None to report | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

³⁵ "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

³⁶State the responsible operator for installed stormwater treatment systems and HM controls.

| C.3.e.v.Special Projects Reporting Table | | | | | | | | | | | | |
|--|-----------|---------|--|----------------------|---------------------------|--------------------|-----------------------|-------------|--|--|--|--|
| Reporting Period – July 1 2017 - June 30, 2018 | | | | | | | | | | | | |
| Project Name & No. | Permittee | Address | Application Submittal Date ³⁷ | Status ³⁸ | Description ³⁹ | Site Total Acreage | Gross Density DU/Acre | Density FAR | Special Project Category ⁴⁰ | LID Treatment Reduction Credit Available ⁴¹ | List of LID Stormwater Treatment Systems ⁴² | List of Non-LID Stormwater Treatment Systems ⁴³ |
| None to report. | | | | | | | | | | | | |
| | | | | | | | | | | | | |

³⁷Date that a planning application for the Special Project was submitted.

³⁸ 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.

³⁹Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁴⁰ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁴¹For 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.

⁴²: 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.

⁴³List 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 ⁴⁴ | Project Description | Status ⁴⁵ | GI Included? ⁴⁶ | Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement ⁴⁷ |
|--|---------------------|----------------------|----------------------------|---|
| None. We are a small rural Town and had no applicable Green Infrastructure projects. | | | | |
| | | | | |
| | | | | |

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

| Project Name and Location ⁴⁸ | Project Description | Planning or Implementation Status | Green Infrastructure Measures Included |
|---|---------------------|-----------------------------------|--|
| None to report. | | | |

⁴⁴ List each public project that is going through your agency’s process for identifying projects with green infrastructure potential.

⁴⁵ Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

⁴⁶ 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.

⁴⁷ 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.

⁴⁸ 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.

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

Town of Portola Valley
Section 4 – Provision C.4 Industrial and Commercial Site Controls

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

Activities for the reporting year are listed as below:

- Reviewed and revised potential industrial/commercial stormwater inspection facilities list;
- Updating BIP;
- Updating ERP;
- Conducted inspections;
- Attending the SMCWPPP CII Workshop which was held on February 28, 2018.

The Town had an agreement with the County Environmental Health Department (SMCEH) to perform business stormwater inspections for Food and Hazmat facilities by the end of December, 2017. This agreement expired on December 31, 2017. In early 2018, the Town hired a third party to perform business stormwater inspections for its identified, priority facilities and inspection report is summarized in Section C.4.d.iii.(2)(a) & (c) - Facility Inspections.

Refer to the C.4 Industrial and Commercial Site Controls section of the SMCWPPP FY 17-18 Annual Report for a description of Program activities.

C.4.b.iii. ► Potential Facilities List (i.e., List of All Facilities Requiring Stormwater Inspections)

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.

Potential facilities requiring stormwater inspections are listed below:

Potential Facilities List:

1. Linwood Realty – 4388 Alpine Road, Portola Valley, CA
2. Antonio Cremona Salon Inc. – 104 Portola Road, Portola Valley, CA
3. Portola Valley Fuel – 105 Portola Road, Portola Valley, CA
4. Portola Valley Hardware – 112 Portola Road, Portola Valley, CA
5. Ron Ramies Automotive Inc. – 115 Portola Road, Portola Valley, CA

6. The Sequoias – 501 Portola Road, Portola Valley, CA
7. Portola Valley Feedl – 884 Portola Road, Portola Valley, CA
8. Dynasty Cleaners – 884 Portola Road, Portola Valley, CA
9. Portola Valley Town Hall - 765 Portola Road,
10. Benedicine Fathers of Priory – 302 Portola Road,
11. Woodside Fire Protection District – 135 Portola Road,
12. A Healthy Skinside – 104 Portola Road,
13. Coldwell Banker – 116 Portola Road,
14. Skyline Advisory Services – 130 Portola Road
15. Caras Health – – 130 Portola Road #suite C
16. Yumi Ando, MD – – 130 Portola Road #suite C
17. The Pollock Corporation – – 150 Portola Road
18. Hey & Hey Attorneys @ Law, LLP – – 3 Portola Road #suite 3A
19. Portola Valley Café Deli – 3 Portola Road
20. Glen Oaks Equestrian Center – 3639 Alpine Road
21. Alpine Beer Garden, Inc. – 3915 Alpine Road
22. Vitalize Therapies – 3B Portola Road
23. Portola Valley Garage – 4170 Alpine Road
24. Richard H. Laude, M.D. - 4370 Alpine Road #105
25. California Property Services - 4370 Alpine Road #201
26. Leslie C. Hsu, MD - 4370 Alpine Road #105
27. Kerry D. Kravitz, MD – - 4370 Alpine Road #210
28. Kate O'Hanlan, MD – - 4370 Alpine Road #104
29. Mark E. Rosen, D.O. – - 4370 Alpine Road #205
30. Oxeon Design & Development - 4370 Alpine Road #100
31. IAHB, Inc - 4370 Alpine Road - 4370 Alpine Road #210
32. Rachel Winer, MD – 4370 Alpine Road #203
33. Degree Advisors - 4370 Alpine Road #209
34. W H Dempsey Engineering - 4388 Alpine Road
35. Langley Hill Quarry - 4388 Alpine Road
36. Robert's Market - 4420 Alpine Road
37. Spring Down Equestrian Center – 725 Portola Road
38. Portola Valley Farmers Market – 765 Portola Road

| |
|---|
| <p>39. Hilton Jewelers – 846 Portola Road 40. Carousel Saddlery – 884 Portola Road 41. Creekside Learning Lab – 884 B-1 Portola Road 42. Hoffman & Moore Chiropractic – 884 A5 Portola Road 43. Briarwood Equine Clinic – 884 Portola Road 44. Woodside & Portola Private Patrol – 884 Portola Road 45. At & T Mobility – Tax Dept 3FL – 884 Portola Road 46. A Touch of Green Massage Therapy – 945 Portola Road *Thomas Fogarty Winery – 19501 Skyline Blvd *Note: This site is listed in Regional Board NOI Database as being in Portola Valley, however is not within Town of Portola Valley</p> |
| |

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 |
|---|---------------|
| Total number of inspections conducted (C.4.d.iii.(2)(a)) | 14 |
| Violations/ Enforcement actions resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c)) | 1 |

Comments: County Environmental Health (CEH); Food and Hazardous Material Inspectors conducted total 6 stormwater inspections in Town of Portola Valley during the reporting FY 17-18 period. CEH reported one violation that was resolved the same day. Eight (8) inspections were conducted by Town hired contractor, and no violations found.

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) ¹ | Number of Enforcement Actions Taken |
|--------------|---|-------------------------------------|
| Level 1 | Verbal Warning | 0 |
| Level 2 | Warning Notice or Administrative Action | 1 |
| Level 3 | Administrative Action with Penalty and/or Cost Recovery | 0 |
| Level 4 | Legal Action / Referral | 0 |
| Total | | 1 |

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 ² | Number of Actual Discharges | Number of Potential Discharges |
|--------------------------------|-----------------------------|--------------------------------|
| Hazardous Materials | 0 | 0 |
| Food | 0 | 1 |
| Other | 0 | 0 |
| | | |

¹Agencies to list specific enforcement actions as defined in their ERPs.

²List your Program's standard business categories.

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:
 none

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 |
|---------------|----------------|--|--|---|--|---|
| CII workshop | 2/28/2018 | 1. Facility Stormwater Inspection Basics 2. Case Studies: a. Shared Trash Enclosure, Auto Repair Shop and Large Retail Facility b. C.4 Inspection, C.5 Inspection or Mobile Business. | 1 | 100% | 1 | 100% |
| | | | | | | |

Comments:
 CSG Consultant staff attended the SMCWPPP CII Workshop training on behalf of the Town of Portola Valley.

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 17-18:

No changes

The Town of Portola Valley staff consists of 15 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), (2), (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 |
|--|--------|
| 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.

Section 6 – Provision C.6 Construction Site Controls

| C.6.e.iii.(3)(a), (b), (c), (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 | # 2 | # 12 |
| <p>Comments:</p> <p>Town inspected 2 reported sites.</p> <p>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, 18 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) ⁵¹ | Number Enforcement Actions Issued |
|-----------------------|---|--|
| Level 1 ⁵² | 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 |
| Comments: No enforcement actions to report. | |

⁵¹Agencies should list the specific enforcement actions as defined in their ERPs.

⁵²For 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 which are easily addressed by the inspector. 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 the SMCWPPP FY 17-18 Annual Report for a description of activities at the countywide or regional level. Staff has previously attending trainings.

C.6.f.iii ► Staff Training Summary

| Training Name | Training Dates | Topics Covered | No. of Inspectors in Attendance |
|---------------|----------------|----------------|---------------------------------|
| | | | |
| | | | |
| | | | |

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 17-18 Annual Report for a description of outreach campaign activities conducted at the 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 Section 7 of the SMCWPPP FY 17-18 Annual Report for a description of public outreach and citizen involvement events activities conducted at the countywide level.

| 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 2017. | 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; 10/14/17; 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. | This year's event was well attended. |

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 Section 7 of the SMCWPPP FY 17-18 Annual Report for a description of watershed stewardship collaborative efforts conducted at the countywide level. 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.

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 Section 7 of the SMCWPPP FY 17-18 Annual Report for a description of school-age children outreach efforts conducted at the countywide level.

| 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; 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? | | | | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | 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. | | | | | | | |
| Trends in Quantities and Types of Pesticide Active Ingredients Used⁵³ | | | | | | | |
| Pesticide Category and Specific Pesticide Active Ingredient Used | Amount⁵⁴ | | | | | | |
| | FY 15-16 | FY 16-17 | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 | |
| Organophosphates | 0 | 0 | 0 | | | | |
| Active Ingredient Chlorpyrifos | | | | | | | |
| Active Ingredient Diazinon | | | | | | | |
| Active Ingredient Malathion | | | | | | | |
| Pyrethroids (see footnote #57 for list of active ingredients) | 0 | 0 | 0 | | | | |
| Active Ingredient Type X | | | | | | | |
| Active Ingredient Type Y | | | | | | | |
| Carbamates | 0 | 0 | 0 | | | | |
| Active Ingredient Carbaryl | | | | | | | |
| Active Ingredient Aldicarb | | | | | | | |
| Fipronil | 0 | 0 | 0 | | | | |
| Indoxacarb | Reporting | 0 | 0 | | | | |

⁵³Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁵⁴Weight 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.

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

IPM Tactics and Strategies Used:

- 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
- The Towns goal is to eliminate use of rodenticides on Town property. The Town funded and performed a pilot program on 2 of its sports fields utilizing mechanical trapping methods for gophers. Based on the results of this program, it is leading to the elimination of rodenticide use on all Town properties in FY 18-19.

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. | 100% |
| Type of Training: Staff attended both SMCWPPP Landscape IPM Training held on March 7, 2018 and SMCWPPP IPM Contractor Management | |

Workshop held on May 15, 2018.

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 To ensure contractor compliance, staff : meets with contractor, reviews pest monitoring reports, reviews actions taken before and after chemical are applied, reviews quantities used. | | | | |
| | | | | |

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 17-18 Annual Report for a summary of communication with the San Mateo County Agricultural Commissioner | | | | |
| 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 Section 9 of the SMCWPPP FY 17-18 Annual Report for a description of point of purchase public outreach efforts conducted at the countywide level 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 Section 9 of the SMCWPPP FY 17-18 Annual Report for a summary of outreach to residents who hire pest control and landscape professionals. The Town of Portola Valley held an event Moving to Safe & Sustainable Rodent Control on October 3, 2017 and is conducting outreach on stopping Rodenticide use as part of a pilot program on Town fields.

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 Section 9 of the SMCWPPP FY 17-18 Annual Report for a summary of 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 17-18, we participated in regulatory processes related to pesticides through contributions to the Countywide 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 | |
| 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) ⁵⁵ | 79.3% |
| Percent Trash Reduction due to Jurisdictional-wide Source Control Actions (as reported in C.10.b.iv) | 10.0% |
| SubTotal for Above Actions | 89.3% |
| 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) | NA |
| Total (Jurisdictional-wide) % Trash Load Reduction through FY 2017-18 | 89.3% |
| <p>Discussion of Trash Load Reduction Calculation: The Town attained and reported 70.0% trash load reduction (including trash offsets) in its FY 16-17 Annual Report. During FY 17-18, the Town continued to implement a robust trash control measure program. This helped the Town maintain and increase its trash load reduction above the mandatory 70% trash load reduction requirement included in the MRP. The total (jurisdiction-wide) percent trash load reduction in FY 17-18 is 89.3% (including trash offsets). The most recent version of the Town’s Baseline Trash Generation Map can be downloaded at URL here: http://www.flowstobay.org/content/municipal-trash-generation-maps</p> | |

⁵⁵ See Appendix 10-1 for changes between 2009 and FY 17-18 in trash generation by TMA as a result of Full Capture Systems and Other Measures.

| C.10.a.ii.b ▶ Trash Generation Area Management - Identification of Private Drainages >10,000 ft² | | | | | | |
|--|-------------------------------------|-----|--------------------------|----|--------------------------|----|
| State (Y/N) if your agency completed Permit Provision C.10.a.ii.b. If Yes, attach a map (or other record) or provide a website link to a map (or other record) of the location of lands >10,000 ft ² (in Very High, High, and Moderate trash generation areas) that are plumbed directly to the Permittee's storm drain systems, including trash control status of these areas. If No, provide explanation of why the provision was not completed and the estimated date when the provision will be completed. | | | | | | |
| Did your agency complete Permit Provision C.10.a.ii.b? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| If No, provide explanation and estimated completion date: Not Applicable | | | | | | |
| Description of the process used to identify applicable areas and their trash control status: The Town worked through SMCWPPP to identify the location of land areas >10,000 ft ² in very high, high, and moderate trash generation areas (as depicted on the Town's baseline trash generation map) that are plumbed directly to the Town's MS4. In summary, applicable land areas were identified using existing data/information and a combination of desktop analyses and field visits. Land areas <10,000 ft ² , or areas identified as low trash generating on the Town's baseline trash generation maps, or are currently treated by full capture systems were excluded from the analysis. The preliminary trash control status of these land areas were identified by conducting virtual (desktop) on-land visual trash assessments (OVTAs). For a complete description of the methods and process used to identify applicable land areas and their trash control status, please see the SMCWPPP FY 17-18 Annual Report. | | | | | | |
| URL link to Map: http://www.flowstobay.org/content/municipal-trash-generation-maps | | | | | | |

| 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 17-18, during FY 17-18, 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 17-18 | | |
| NA | - | - |
| Installed in FY 17-18 | | |
| NA | - | - |
| | | |
| Total for all Systems Installed To-date | NA | 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) Jurisdiction-wide trash reduction in FY 17-18 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 17-18 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 17-18 | Summary of Maintenance Issues and Corrective Actions |
|--------------|---------------------------------|---------------------------------|--|--|
| 1 | 0% | 0 | 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 | |
|--|--|
| 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. |

Summary of Trash Control Measures Other than Full Capture Devices (Do not Delete This Section):

- **Street Sweeping:** Include a description of any enhancements or new actions implemented after the MRP 1.0 effective date (i.e., December 2009). Identify portions of the TMA where enhanced street sweeping (i.e., increased sweeping frequency) and parking enforcement above 2009 levels was implemented.
- **On-land Cleanup:** Include a description of on-land cleanup activities that began after the MRP 1.0 effective date (i.e., December 2009) and continued into FY 17-18, including any enhancements or new actions implemented in FY 17-18. Describe if these actions are Permittee or volunteer-led.
- **Partial Capture Devices:** Provide a description of devices installed after the MRP 1.0 effective date (i.e., December 2009). Describe the level of maintenance conducted per device types.
- **Storm Drain Inlet Cleaning:** Describe storm drain inlet maintenance activities implemented after the MRP 1.0 effective date (i.e., December 2009) and continued in FY 17-18, including any enhancements or new maintenance activities implemented in FY 17-18. For new/enhanced actions, include the number of inlets where enhanced maintenance occurred, and the increased frequency of maintenance.
- **Uncovered Loads:** Describe activities designed to reduce trash from uncovered loads that began after the MRP 1.0 effective date (i.e., December 2009) and continued in FY 17-18, including any enhancements or new actions implemented in FY 17-18. Describe the types of actions implemented including new or redirected enforcement efforts to increase the focus towards new or enhanced actions.
- **Anti-littering and illegal dumping enforcement activities:** Describe anti-littering and illegal dumping enforcement activities began after to the MRP 1.0 effective date (i.e., December 2009) and continued in FY 17-18, and any enhancements or new actions implemented in FY 17-18. Include any new or redirected enforcement efforts to increase the focus towards new or enhanced actions. Describe the number of citations or other correction actions accomplished this year, and compare with previous years. Indicate how anti-littering and illegal dumping enforcement records are kept, and how they may be retrieved for audit.
- **Improved Trash Bin/Container Management:** Describe activities designed to improve trash bin/container management that began after the MRP1.0 effective date (i.e., December 2009) and continued in FY 17-18, and any enhancements or new actions implemented in FY 17-18. Include any new or redirected efforts to increase the focus towards these new or enhanced actions.
- **Other Types of Actions:** Describe activities designed after the MRP effective date (i.e., December 2009) and continued in FY 17-18, and any enhancements or new (post December 2009 effective date) actions implemented in FY 17-18.

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 17-18 attributable to trash management actions other than full capture systems implemented in each TMA; OR
- 3) Indicate that no on-land visual assessments were performed.

If no on-land visual assessments were performed, check here and state why:

Explanation: No OVTAs were conducted in TMA #2 in FY 17/18 because it is 100% low trash generating

| TMA ID or (as applicable) Control Measure Area | Total Street Miles ⁵⁶ or Acres Available for Assessment | Summary of On-land Visual Assessments ⁵⁷ | | | Jurisdictional-wide Reduction (%) |
|--|--|---|---|--|--------------------------------------|
| | | Street Miles or Acres Assessed | % of Available Street Miles or Acres Assessed | Avg. # of Assessments Conducted at Each Site ^{58, 59} | |
| 1 | 0.39 | 0.39 | 100.0% | 6.0 | 79.3% |
| 2 | 0* | NA | NA | NA | NA |
| Total | | 0.39 | - | - | 79.3% |

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

⁵⁶ Street miles are defined as the street lengths and do not include curbs associated with medians.

⁵⁷ Assessments conducted between July 2016 and July 2018 are assumed to be representative of trash levels in FY 17-18 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.

⁵⁸ Each assessment site is roughly 1,000 feet in length.

⁵⁹ Based on analyses conducted as part of the BASMAA *Tracking California's Trash* project (BASMAA 2017) funded by the State Water Resources Control Board, the optimal number of assessment events to detect an improvement from baseline trash levels at a site is between 4 and 6 per site.

| 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.</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. The City/County developed its % trash reduced estimate using the following assumptions:</p> <p>1.) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA;</p> | <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% | 10% (Maximum) |

| 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. | | | | | |
| | | <p>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</p> <p>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 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</p> | | | |
| 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 | 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 | 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 | 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.

| | | | | | |
|--|---|---|--|--|--|
| | <p>became 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.</p> | <p>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 implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold</p> | <p>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.</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.

| | | | | | |
|--|--|--|--|--|--|
| | | and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos. | | | |
|--|--|--|--|--|--|

C.10.b.v ► Trash Reduction – Receiving Water Monitoring

Report on the progress of developing and testing your agency’s trash receiving water monitoring program.

In FY 17-18, the City began implementing the BASMAA regional Trash Monitoring Program Plan that was approved by the Water Board’s Executive Officer. Implementation included preparing for and conducting qualitative assessments and quantitative monitoring in receiving water locations in San Mateo County. Implementation occurred through the City’s participation in the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP). Additional information on accomplishments in FY 17-18 can be found in the Trash Receiving Water Monitoring Progress Report included in the SMCWPPP FY 17-18 Annual Report.

C.10.c ► Trash Hot Spot Cleanups

Provide the FY 17-18 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 17-18.

| Trash Hot Spot | New Site in FY 17-18 (Y/N) | FY 17-18 Cleanup Date(s) | Volume of Trash Removed (cubic yards) | | | | |
|----------------|----------------------------|--------------------------|---------------------------------------|------------|------------|------------|------------|
| | | | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 |
| PVY01 | N | 6/30/2018 | 0.02 | 0.02 | 0.02 | 0.7 | 0.3 |
| PVY02 | N | 6/30/2018 | 0.5 | 0.5 | 0.25 | | 0.3 |

C.10.d ► Long-Term Trash Load Reduction

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 |
|---|-----------------------|
| <p>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.</p> | <p>All Applicable</p> |

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 17-18. 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 17-18 | 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 17-18. ⁶⁰

| TMA | 2009 Baseline Trash Generation (Acres) | | | | | Trash Generation (Acres) in FY 17-18 After Accounting for Full Capture Systems | | | | | Jurisdiction-wide Reduction via Full Capture Systems (%) | Trash Generation (Acres) in FY 17-18 After Accounting for Full Capture Systems <u>and</u> Other Control Measures | | | | | Jurisdiction-wide Reduction via Other Control Measures (%) | Jurisdiction-wide Reduction via Full Capture <u>AND</u> 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% | 4 | 1 | 0 | 0 | 5 | 79.3% | 79.3% |
| 2 | 5,767 | 0 | 0 | 0 | 5,767 | 5,767 | 0 | 0 | 0 | 5,767 | NA | 5,767 | 0 | 0 | 0 | 5,767 | NA | NA |
| Totals | 5,767 | 5 | 0 | 0 | 5,772 | 5,767 | 5 | 0 | 0 | 5,772 | 0% | 5,771 | 1 | 0 | 0 | 5,772 | 79.3% | 79.3% |

Note: "NA" indicates that the TMA has no moderate, high or very high trash generating areas (i.e., all low trash generation and/or non-jurisdictional) and therefore no additional trash control measures are needed.

⁶⁰ Due to rounding, total acres and percentages presented in this table may be slightly different than the sum of the acres/percentages in the corresponding rows/columns (e.g., differ by 1 acre or 0.1%).

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 SMCWPPP FY 2017-18 Annual Report for updated information on:

- 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 Methodology⁵⁷ 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);
- Supporting data and information necessary to substantiate the load reduction estimates; and
- For Executive Officer approval, any refinements, if necessary, to the measurement and estimation methodologies to assess mercury load reductions in the subsequent permit.”

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

See the SMCWPPP FY 2017-18 Annual Report for information on the quantitative relationship between green infrastructure implementation and mercury load reductions, including all data used and a full description of models and model inputs relied on to establish this relationship.

C.11.e ► Implement a Risk Reduction Program

A summary of countywide and regional accomplishments for this sub-provision are included in the SMCWPPP FY 2017-18 Annual Report.

⁵⁷BASMAA 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 SMCWPPP FY 2017-18 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 Methodology⁵⁸ 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);
- Supporting data and information necessary to substantiate the load reduction estimates; and
- For Executive Officer approval, any refinements, if necessary, to the measurement and estimation methodologies to assess PCBs load reductions in the subsequent permit.”

C.12.c ► Plan and Implement Green Infrastructure to Reduce PCBs Loads

See the SMCWPPP FY 2017-18 Annual Report for information on the quantitative relationship between green infrastructure implementation and PCBs load reductions, including all data used and a full description of models and model inputs relied on to establish this relationship.

C.12.e ► Evaluate PCBs Presence in Caulks/Sealants Used in Storm Drain or Roadway Infrastructure in Public Rights-of-Way

A summary of countywide and regional accomplishments for this sub-provision is included in the SMCWPPP FY 2017-18 Annual Report.

⁵⁸BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

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 countywide and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of the SMCWPPP FY 2017-18 Annual Report.

Does your agency plan to seek exemption from this requirement? Yes No

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

A summary of countywide and regional accomplishments for this sub-provision are included in the SMCWPPP FY 2017-18 Annual Report.

C.12.h ► Implement a Risk Reduction Program

A summary of countywide and regional accomplishments for this sub-provision are included in the SMCWPPP FY 2017-18 Annual Report.

Section 13 - Provision C.13 Copper Controls

C.13.a.iii.(3) ► 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.(3) ► 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 CSG Consultants 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 17-18 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 17-18 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).