

# Town of Portola Valley

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

September 30, 2019

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

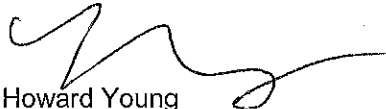
Subject: **Town of Portola Valley**  
FY 2018/19 Annual Report

Dear Mr. Montgomery:

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 2018/19 and related accomplishments. Please note that on C2 of this report, the corporation yard was inspected one week earlier on August 27, 2018 then the minimum September 1-30. We feel this still met the intent of inspection before the rainy season. We have corrected procedures to address this and have inspected this year in September 2019.

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

Very truly yours,



Howard Young  
Public Works Director

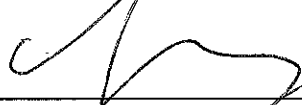
Duly Authorized Representative  
Job Title

**Town of Portola Valley  
FY 2018/19 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:**



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Howard Young, Public Works Director  
Name and Title

9/30/2019  
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 2018 through June 2019				
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 County
Telephone Number:	650-851-1700x214	Fax Number:			
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 18-19 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 2018 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. The Town also stopped using rodenticides for all its turf fields and moved to mechanical trapping. The Town is also performing a pilot program on some of its turf using organic fertilizers.

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 BMPs, erosion control, water quality, and sustainability for many years even on unregulated projects

**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.

<b>Y</b>	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
<b>Y</b>	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.
<b>Y</b>	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.

<b>Y</b>	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
<b>n/a</b>	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 <sup>1</sup> roads:	
<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No
If your answer is <b>No</b> then skip to C.2.f.	
Place a <b>Y</b> in the boxes next to activities where applicable BMPs were implemented. If not applicable, type <b>NA</b> in the box and provide an explanation in the comments section below. Place an <b>N</b> 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.	
<input checked="" type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input checked="" type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<input checked="" type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts
<input checked="" type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality
<input checked="" type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<input checked="" type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<input checked="" type="checkbox"/>	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:	

<sup>1</sup>Rural 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 <b>X</b> 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 <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)				
Place an <b>X</b> in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type <b>NA</b> 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: <b>The corp yard was inspected August 27, 2018, 1 week earlier than September 1, 2018 due to staff issues which have been corrected. The corp yard was also inspected 2/22/18. The intent of the inspection before the rain season was met by doing it 1 week earlier. This year, 2019, the inspection was done in Sept.</b>					
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 <sup>2</sup>	Inspection Findings/Results		Date and Description of Follow-up and/or Corrective Actions
Town Center Maintenance Shed	general housekeeping, vehicle/equipment washing, vehicle/equipment maintenance & repair , outdoor material storage,	8/27/18 2/22/18 see note above	none		none

<sup>2</sup> Minimum inspection frequency is once a year during September.

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

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

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

Fill in attached table C.3.b.iv.(2) or attach your own table including the same information.  
**No regulated projects are reported for 2018-2019.**

**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
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Comments (optional):

**C.3.e.v ► Special Projects Reporting**

1. In FY 2018-19, 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 2018-19, 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,

- 1) Complete Table C.3.e.v.
- 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.

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

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

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

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. No stormwater treatment or HM controls have been built yet for Regulated Projects for reporting year 2018-2019.

**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 (FY 17-18)	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 18-19)	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 18-19)	0
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 18-19)	0% <sup>1</sup>

<sup>1</sup> 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 2018-2019.**

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 2018-2019.**

**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).(b) ► Green Infrastructure Plan			
(For FY 2018-19 Annual Report only) Did your agency complete a Green Infrastructure Plan? Plan located at <a href="https://www.portolavalley.net/Portolavalleygi">https://www.portolavalley.net/Portolavalleygi</a>	X	Yes, see attached Green Infrastructure Plan link	No
If No, provide schedule for completion:			

C.3.j.i.(5).(c) ► Legal Mechanisms			
(For FY 2018-19 Annual Report only) Does your agency have legal mechanisms in place to ensure implementation of the Green Infrastructure Plan?	X	Yes, see attached documents or links provided below	No
<p>If Yes, describe the legal mechanisms in place and the documents attached or links provided.</p> <p><b>As part of the GI Plan development process, the Town of Portola Valley has reviewed its existing policies, ordinances, and/or other legal mechanisms related to the implementation of stormwater NPDES permit requirements and found that it has sufficient legal authority to implement the GI Plan.</b></p> <p><b>Portola Valley Municipal Code Section 8.28.040 provides legal authority for the Town to implement the stormwater NPDES.</b>  <a href="https://library.municode.com/ca/portola_valley/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.28STMADICO_8.28.040COAP">https://library.municode.com/ca/portola_valley/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.28STMADICO_8.28.040COAP</a></p>			
If No, provide schedule for completion:			

**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:

**Performed interdepartmental meetings with: Public Works, Building, Planning, and City Manager about Green Infrastructure plan. Please refer to SMCWPPP FY 2018/19 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 Tables C.3.j.ii.(2)-A and C.3.j.ii.(2)-B for the required information, and any additional notes (optional) provided here.**

**C.3.j.iii.(2) and (3) ▶ 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.

*(For FY 2018-19 Annual Report only)* Submit a plan and schedule for new and ongoing efforts to participate in processes to promote green infrastructure.

**Please refer to SMCWPPP FY 2018/19 Annual Report for: 1) 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; and 2) a plan and schedule for new and ongoing efforts to participate in processes to promote green infrastructure.**



**C.3.j.iv.(2) and (3) ► 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.

*(For FY 2018-19 Annual Report only)* Submit the tracking methods used and report implementation of green infrastructure measures including treated area, and connected and disconnected impervious area on both public and private parcels within their jurisdictions.

**Please refer to the SMCWPPP FY 2018/19 Annual Report for: 1) a summary of methods being developed to track and report implementation of green infrastructure measures; and 2) a report on green infrastructure measures implemented to date, including acres of impervious area (total and treated), countywide and by Permittee.**

**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 <sup>2</sup> , Street Address	Name of Developer	Project Phase No. <sup>3</sup>	Project Type & Description <sup>4</sup>	Project Watershed <sup>5</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>6</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>7</sup>	Total Pre- Project Impervious Surface Area <sup>8</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>9</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
None to report											
<b>Public Projects</b>											
None to report											
Comments: <b>No Regulated projects to report.</b> The Town of Portola Valley is a small, rural Town consisting of mainly residential neighborhoods. No regulated/special projects were approved. Individual single family homes are exempt from requirements for C.3 Regulated Projects.											

<sup>2</sup>Include cross streets

<sup>3</sup>If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

<sup>4</sup>Project 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.

<sup>5</sup>State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

<sup>6</sup>All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>7</sup>All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>8</sup>For redevelopment projects, state the pre-project impervious surface area.

<sup>9</sup>For 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 <sup>10</sup>	Application Final Approval Date <sup>11</sup>	Source Control Measures <sup>12</sup>	Site Design Measures <sup>13</sup>	Treatment Systems Approved <sup>14</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>15</sup>	Hydraulic Sizing Criteria <sup>16</sup>	Alternative Compliance Measures <sup>17/18</sup>	Alternative Certification <sup>19</sup>	HM Controls <sup>20/21</sup>
<b>Private Projects</b>										
None to report										

<sup>10</sup>For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>11</sup>For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>12</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>13</sup>List 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.

<sup>14</sup>List 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.).

<sup>15</sup>List 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.

<sup>16</sup>See 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).

<sup>17</sup>For 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.

<sup>18</sup>For 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.

<sup>19</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>20</sup>If HM control is not required, state why not.

<sup>21</sup>If 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 <sup>22</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>23</sup>	Site Design Measures <sup>24</sup>	Treatment Systems Approved <sup>25</sup>	Operation & Maintenance Responsibility Mechanism <sup>26</sup>	Hydraulic Sizing Criteria <sup>27</sup>	Alternative Compliance Measures <sup>28/29</sup>	Alternative Certification <sup>30</sup>	HM Controls <sup>31/32</sup>
<b>Public Projects</b>										
None to report										

Comments:  
**No Regulated projects to report.**  
 The Town of Portola Valley is a small, rural Town consisting of mainly residential neighborhoods. No regulated/special projects were approved. Individual single family homes are exempt from requirements for C.3 Regulated Projects.

<sup>22</sup>For public projects, enter the plans and specifications approval date.  
<sup>23</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.  
<sup>24</sup>List 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.  
<sup>25</sup>List 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.).  
<sup>26</sup>List 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.  
<sup>27</sup>See 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).  
<sup>28</sup>For 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.  
<sup>29</sup>For 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.  
<sup>30</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.  
<sup>31</sup>If HM control is not required, state why not.  
<sup>32</sup>If 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 Installed<sup>33</sup> 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 2018-2019.

Name of Facility	Address of Facility	Party Responsible <sup>34</sup> For Maintenance	Type of Treatment/HM Control(s)

<sup>33</sup> "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

<sup>34</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

C.3.e.v.Special Projects Reporting Table												
Reporting Period – July 1 2018 - June 30, 2019												
No Special Projects to report for 2018-2019.												
Project Name & No.	Permittee	Address	Application Submittal Date <sup>35</sup>	Status <sup>36</sup>	Description <sup>37</sup>	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category <sup>38</sup>	LID Treatment Reduction Credit Available <sup>39</sup>	List of LID Stormwater Treatment Systems <sup>40</sup>	List of Non-LID Stormwater Treatment Systems <sup>41</sup>
None to Report									Category A: Category B: Category C: Location: Density: Parking:	Category A: Category B: Category C: Location: Density: Parking:	Indicate each type of LID treatment system and % of total runoff treated.	Indicate each type of non-LID treatment system and % of total runoff treated. Indicate whether minimum design criteria met or certification received

<sup>35</sup>Date that a planning application for the Special Project was submitted.

<sup>36</sup> 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.

<sup>37</sup>Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>38</sup> For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

<sup>39</sup>For 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.

<sup>40</sup>: 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.

<sup>41</sup>List 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**

\*The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods, open space, and natural drainage swales.

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

Project Name and Location <sup>42</sup>	Project Description	Status <sup>43</sup>	GI Included? <sup>44</sup>	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement <sup>45</sup>
No applicable projects *				

\*The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods, open space, and natural drainage swales.

<sup>42</sup> List each public project that is going through your agency’s process for identifying projects with green infrastructure potential.

<sup>43</sup> Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

<sup>44</sup> 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.

<sup>45</sup> 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.



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

Project Name and Location <sup>46</sup>	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
No applicable projects			

<sup>46</sup> List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

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

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

Activities for the reporting year are listed as below:

- Update of Town’s business stormwater inspection list in August 2019 to reflect new inspection frequencies and priorities based on inspections conducted within the previous year.
- Update of the business stormwater inspection list to reflect the Town’s latest business license list.
- Conducted 26 business inspections.
- Inspector participated in C4 Inspector Training by CSG Consultants, Inc.
- Participated in SMCWPPP CII Subcommittee.

Refer to the C.4 Industrial and Commercial Site Controls section of the SMCWPPP’s FY 2018/19 Annual Report for a description of activities of the countywide program.

**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.

The Potential Facilities List is attached as Appendix A.

**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 at a site 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))	26
Violations, enforcement actions, or discreet number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))	0

Comments:

During the reporting of FY 2018/19 period all 26 inspections were conducted by Town hired contractor.

--

**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) <sup>1</sup>	Number of Enforcement Actions Taken
Level 1	Verbal Warning	0
Level 2	Warning Notice or Administrative Action	0
Level 3	Administrative Action with Penalty and/or Cost Recovery	0
Level 4	Legal Action / Referral	0
<b>Total</b>		<b>0</b>

**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 <sup>2</sup>	Number of Actual Discharges	Number of Potential Discharges
Hazardous Materials	0	0
Food	0	0
Other	0	0

**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:

NA.

<sup>1</sup> List based on Town's ERP.

<sup>2</sup>List based on Town's business categories.

<b>C.4.e.iii ► Staff Training Summary</b>						
<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Industrial/ Commercial Site Inspectors in Attendance</b>	<b>Percent of Industrial/ Commercial Site Inspectors in Attendance</b>	<b>No. of IDDE Inspectors in Attendance</b>	<b>Percent of IDDE Inspectors in Attendance</b>
C4 Inspector Training by CSG Consultants, Inc.	May 13, 2019	<ul style="list-style-type: none"> <li>• Municipal Regional NPDES Permit (MRP) Basics and Changes</li> <li>• Stormwater Quality Protection</li> <li>• Outreach Material</li> <li>• In Field Training</li> <li>• Inspection Form Review</li> <li>• Standard Operating Procedures (SOP)s and Logistics</li> </ul>	1	100%	0	0%
<p>Comments:</p> <p>The Town contracts with CSG Consultants, Inc. to provide inspections of industrial and commercial facilities on behalf of Town staff. CSG Training is based on SMCWPPP trainings to ensure consistency with the countywide program, as well as the Town’s Business Inspection Plan (BIP) and Enforcement Response Plan (ERP) to address local SOPs and local types of businesses.</p> <p>Town Staff provides IDDE response, and contracts with CSG Consultants for assistance with follow-up when the IDDE occurs at a commercial site or business facility. For commercial/ retail sites that have an IDDE, they are added to the C4 Business Master Facilities List for at least one year, and receive a C4 Stormwater Inspection the following fiscal year.</p>						

## APPENDIX A, FY 18/19 ANNUAL REPORT

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

Town of Portola Valley

Last Revised: 8/15/19

<b>Business Name (DBA)</b>	<b>Business Address</b>
38 Degree Advisors	4370 Alpine Rd Suite 209
A Healthy Skinside	104 Portola Rd
A Touch of Green Massage Therapy, The Sequoias	501 Portola Rd
Alpine Beer Garden, Inc	3915 Alpine Rd
Alpine Hills Tennis & Swimming	4139 Alpine Rd
Alpine Labera Fuel Inc	201 La Costa Dr
Antonio Cremona Salon Inc	104 Portola Rd
AT&T Mobility - Tax Dept 3Fl	945 Portola Rd
Benedictine Fathers of Priory / PV Town Center per HY	302 Portola Rd
Briarwood Equine Clinic	884 Portola Rd
CA Water Service Co BG-27	Golden Oak Dr & Peak Lane
California Property Services	4370 Alpine Rd Suite 201
Caras Health	130 Portola Rd Suite C
Carousel Saddlery	884 Portola Rd
Coldwell Banker	116 Portola Rd
Corte Madera Pumping Station	401 Portola Rd
Corte Madera School	4575 Alpine Rd
Creekside Learning Lab	884 Portola Rd Suite B1
Dynasty Cleaners	884 Portola Rd Suite A13
Glen Oaks Equestrian Center	3639 Alpine Rd
Hey & Hey Attorneys At Law, LLP	3 Portola Rd Suite 3A
Hilton Jewelers	846 Portola Rd
Hoffman & Moore Chiropractic	884 Portola Rd Suite A5
Iahb, Inc	4370 Alpine Rd Suite 210
Kate O'Hanlan MD	4370 Alpine Rd Suite 104
Kerry D. Kravitz MD, PHD	4370 Alpine Rd Suite 210
Ladera Oaks	3249 Alpine Rd
Ladera Rec District	150 Andeta
Langley Hill Quarry	4388 Alpine Rd
Leslie C. HSU MD	4370 Alpine Rd Suite 105
Linwood Realty (was General Contractor)	4388 Alpine Rd
Mark E. Rosen D.O. Inc	4370 Alpine Rd Suite 205

Old Port Lobster Shack	3130 Alpine Rd Suite 300
Oxeon Design & Development	4370 Alpine Rd Suite 100
Parkside Grille	884 Portola Rd Suite A1
Portola Valley Café Deli	3 Portola Rd
Portola Valley Farmers Market	765 Portola Rd
Portola Valley Feed	884 Portola Rd
Portola Valley Fuel	105 Portola Rd
Portola Valley Garage	4170 Alpine Rd
Portola Valley Hardware	112 Portola Rd
Rachel Winer MD	4370 Alpine Rd Suite 203
Richard H. Laude, MD	4370 Alpine Rd Suite 105
Robert's Market/Roberts of Woodside	4420 Alpine Rd
Ron Ramies Automotive Inc	115 Portola Rd
Sausal Vista Pumping Station	250 Georgia
Single Family Home	10 LeRoy Rd
Skyline Advisory Services	130 Portola Rd
SMCO THHW	765 Portola Rd
Spring Down Equestrian Center	725 Portola Rd
Sprint Nextell Site	302 Portola Rd
The Pollock Corp	150 Portola Rd
Vitalize Therapies	3B Portola Rd
W H Dempsey Engineering	4388 Alpine Rd
WBSD, Village Sq Lift Station	884 Portola Rd
Woodside & Portola Private Patrol	884 Portola Rd
Woodside Fire Protection District	135 Portola Rd
Yumi Ando, MD	130 Portola Rd Suite C

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 SMCWPPP's FY 2018/19 Annual Report for description of activities at the Program or regional level.

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

Summary of any changes made during FY 18-19.

**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 BMPs.**

<b>C.5.e.iii.(2) ► Control of Mobile Sources</b>
(a) Provide changes to your agency’s minimum standards and BMPs for each of the various types of mobile businesses since the 2017 Annual Report (C.5.e.iii.(2)(a))
<b>The Town of Portola Valley follows the minimum standards and BMPs described in the “Best Management Practices for Mobile Businesses” fact sheet recently updated by the SMCWPPP CII Subcommittee in April 2019 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services. The format of the fact sheet was update but there have been no changes to the BMPs since the 2017 Annual Report.</b>
(b) Provide changes to your agency’s enforcement strategy for mobile businesses (C.5.e.iii.(2)(b))
<b>Since FY 2013/14 SMCWPPP’s enforcement strategy has been to track mobile business enforcement actions from SMCWPPP permittees in a table available on the SMCWPPP CII members only webpage. The tracking table is periodically updated.</b>
(c) Provide minimum standards and BMPs developed for additional types of mobile businesses addressed since 2017 Annual Report (C.5.e.iii.(2)(c))
<b>SMCWPPP has not developed minimum standards and BMPs for additional types of mobile businesses other than those described in (a) above.</b>
(d) Provide a list and summary of the specific outreach events and education conducted to each type of mobile business operating within your jurisdiction during the Permit term (C.5.e.iii.(2)(d)):
<b>Refer to the C.5 Illicit Discharge Detection and Elimination section of SMCWPPP’s FY 2018/19 Annual Report for a description of activities at the countywide or regional level.</b>
(e) Discuss inspections conducted at mobile businesses and/or job sites (C.5.e.iii.(2)(e))
Mobile business inspections are conducted as a response to complaints or illicit discharges through the Town’s IDDE Program
(f) List below or attach the list of mobile businesses operating within your agency’s jurisdiction (C.5.e.iii.(2)(f))
<b>In FY 2016/17 SMCWPPP compiled an inventory of mobile businesses located in Santa Mateo County. The inventory was developed by reviewing lists provided by individual agencies, yellow page searches and online business searches. The inventory includes automotive washing, steam cleaning, power washing, pet care services and carpet cleaning mobile businesses. The inventory is periodically updated with mobile businesses stormwater inspectors observe during routine field activities, including responding to illicit discharges. The inventory is made available to all San Mateo County Permittees on the SMCWPPP CII members only webpage. The inventory is included in SMCWPPP’s FY 2018/19 Annual Report and currently has approximately 175 mobile businesses. List attached.</b>
(g) Discuss enforcement actions taken against mobile businesses during the Permit term (C.5.e.iii.(2)(g))



Enforcement actions are typically taken in response to a complaint or illicit discharge through our IDDE Program. Enforcement actions are tracked in the municipality's spill and discharge complaint tracking system required by MRP C.5.d.ii. This FY there were zero enforcement actions taken for mobile businesses.

**C.5.f.iii ► MS4 Map Availability**

Discuss how you make your MS4 map available to the public and how you publicize the availability of the MS4 map.

"MS4 maps are available to the public on the Oakland Museum Creek Mapping Project website (<http://explore.museumca.org/creeks/crkmap.html>). These maps include municipal storm drains that measure 24 inches or greater in diameter. The SMCWPPP website, [flowstobay.org](http://flowstobay.org), also has a link to the Oakland museum maps

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	# 0	# 0
<p>Comments:                      No sites disturbed 1 acre or more during reporting year 2018-2019.</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>For projects that disturbed less than 1 acre of land and were not high priority sites or hillside sites, 32 residential, non-regulated 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) <sup>1</sup>	Number Enforcement Actions Issued
Level 1 <sup>2</sup>		0
Level 2		0
Level 3		0
Level 4		0
<b>Total</b>		<b>0</b>

**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 at a site 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
<b>Comments:</b> No enforcement actions to report.	

<sup>1</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>2</sup>For 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 18-19 Annual Report for a description of activities at the countywide or regional level. Staff has previously attended 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 2018/19 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 2018/19 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., Enviroscene 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"> <li>• Success at reaching a broad spectrum of the community</li> <li>• Number of participants compared to previous years.</li> <li>• Post-event effectiveness assessment/evaluation results</li> <li>• Quantity/volume of materials cleaned up, and comparisons to previous efforts</li> </ul>
<b>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 2018.</b>	<b>Clean-Up event targeted at homeowners/gardeners who drop off construction debris, yard waste, e-waste, etc.</b>	<b>Clean-Ups are well attended and average 500 participants and 30 tons of materials collected per event.</b>
<b>Household Hazardous Waste Collection; 10/13/18; Portola Valley Town Center, 765 Portola Rd, Portola Valley; local but open to countywide.</b>	<b>Hazardous Waste Collection with educational info on preventing stormwater pollution; homeowners.</b>	<b>This year's event was well attended.</b>

Section 9 – Provision C.9 Pesticides Toxicity Controls

<b>C.9.a. ► Implement IPM Policy or Ordinance</b>							
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 <u>suggest reasons for increases in use of pesticides</u> that threaten water quality, specifically organophosphates, pyrethroids, carbamates fipronil, indoxacarb, diuron, and diamides. A separate report can be attached as evidence of your implementation.							
<b>Trends in Quantities and Types of Pesticide Active Ingredients Used<sup>1</sup></b>							
Pesticide Category and Specific Pesticide Active Ingredient Used	Amount <sup>2</sup>						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>Organophosphates</b>	0	0	0	0			
Active Ingredient Chlorpyrifos							
Active Ingredient Diazinon							
Active Ingredient Malathion							
<b>Pyrethroids (see footnote #2 for list of active ingredients)</b>	0	0	0	0			
Active Ingredient Type X							
Active Ingredient Type Y							
<b>Carbamates</b>	0	0	0	0			
Active Ingredient Carbaryl							
Active Ingredient Aldicarb							
<b>Fipronil</b>	0	0	0	0			

<sup>1</sup>Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>2</sup>Weight 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.

Pesticide Category and Specific Pesticide Active Ingredient Used	Amount					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Indoxacarb	Reporting not required in FY 15-16	0	0	0		
Diuron	Reporting not required in FY 15-16	0	0	0		
Diamides	Reporting not required in FY 15-16	0	0	0		
Active Ingredient Chlorantraniliprole						
Active Ingredient Cyantraniliprole						
Reasons for increases in use of pesticides that threaten water quality: N/A						
IPM Tactics and Strategies Used: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Manual removal of plants that require frequent pesticide applications.</li> <li>• Replacing invasive plants with natives.</li> <li>• Preventive actions such as sealing holes and gaps in structures, improving sanitation.</li> <li>• Use of baits and traps instead of broadcast pesticides</li> <li>• 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.</li> </ul>						



<b>C.9.b ▶ Train Municipal Employees</b>	
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.	0
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.	0
Type of Training: <b>Note, we have the same employee that has received previous training.</b>	

<b>C.9.c ▶ Require Contractors to Implement IPM</b>			
Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	<input checked="" type="checkbox"/>	Yes	No
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	<input checked="" type="checkbox"/>	Yes	No,
If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored <b>To ensure contractor compliance, staff meets with contractor, reviews pest monitoring reports, reviews actions taken before and after chemical are applied, reviews quantities used.</b>			

<b>C.9.d ▶ Interface with County Agricultural Commissioners</b>			
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?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No

If yes, summarize the communication. If no, explain. <b>See Section 9 of the SMCWPPP FY 2018/19 Annual Report for a summary of the Countywide Program’s coordination with the San Mateo County Agricultural Commissioner.</b>				
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.	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	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 2018/19 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 2018/19 Annual Report for a summary of outreach to residents who hire pest control and landscape professionals**

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

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

Summary:  
**See Section 9 of the SMCWPPP FY 2018/19 Annual Report for a summary of the Countywide Program’s outreach to pest control operators and landscapers to reduce pesticide use.**

**C.9.f ▶ Track and Participate in Relevant Regulatory Processes**

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

Summary:

**During FY 2018/19, 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.**

**C.9.g. ▶ Evaluate Implementation of Pesticide Source Control Actions**

*(For FY 18-19 Annual Report only)* Submit an evaluation that assesses; 1) the effectiveness of IPM efforts required in Provisions C.9.a-e and g, 2) a discussion of any improvements made in the past five years; 3) any changes in water quality regarding pesticide toxicity in urban creeks; and 4) a brief description of one or more pesticide-related area(s) the Permittee will focus on enhancing during the subsequent permit term.

Summary:

See the appendices to SMCWPPP's FY 2018/19 Annual Report for a report that includes the following:

- An evaluation of the effectiveness of source control measures for pesticides and toxicity that have been implemented;
- An evaluation of water quality in relation to pesticides and toxicity in urban creeks;
- Improvements made to Portola Valley's IPM Program during this permit term; and
- Pesticide-related area(s) that Portola Valley will focus on enhancing during the next permit term.

Section 10 - Provision C.10 Trash Load Reduction

<b>C.10.a.i ► Trash Load Reduction Summary</b>	
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	
<b>Trash Load Reductions</b>	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to <b>Trash Full Capture Systems</b> (as reported C.10.b.i)	0.0%
Percent Trash Reduction in all TMAs due to <b>Control Measures Other than Trash Full Capture Systems</b> (as reported in C.10.b.ii) <sup>1</sup>	82.3%
Percent Trash Reduction due to <b>Jurisdictional-wide Source Control Actions</b> (as reported in C.10.b.iv)	10.0%
<b>SubTotal for Above Actions</b>	<b>92.3%</b>
<b>Trash Offsets (Optional)</b>	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	0.0%
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	0.0%
<b>Total (Jurisdictional-wide) % Trash Load Reduction through FY 2018-19</b>	<b>92.3%</b>
<p><b>Discussion of Trash Load Reduction Calculation and Attainment of the 80% Mandatory Deadline:</b>                      The City attained and reported 89.3% trash load reduction (including trash offsets) in its FY 17-18 Annual Report. During FY 18-19, the City continued to implement a robust trash control measure program, which helped the City maintain and increase its trash load reduction above the mandatory 80% trash load reduction requirement included in the MRP. The total (jurisdiction-wide) percent trash load reduction in FY 18-19 is 92.3% (including trash offsets). The most recent version of the City’s Baseline Trash Generation Map can be downloaded at <a href="http://www.flowstobay.org/content/municipal-trash-generation-maps">http://www.flowstobay.org/content/municipal-trash-generation-maps</a>.</p>	

<sup>1</sup> See Appendix 10-1 for changes between 2009 and FY 18-19 in trash generation by TMA as a result of Full Capture Systems and Other Measures.

<b>C.10.a.iii ► Mandatory Trash Full Capture Systems</b>		
Provide the following:		
1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 18-19, during FY 18-19, 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.		
<b>Type of System</b>	<b># of Systems</b>	<b>Areas Treated (Acres)</b>
<b>Installed in FY 18-19</b>		
NA	-	-
<b>Installed Prior to FY 18-19</b>		
NA	-	-
<b>Total for all Systems Installed To-date</b>		<b>NA</b>
<b>Treatment Acreage Required by Permit (Population-based Permittees)</b>		<b>0*</b>
<b>Total # of Systems Required by Permit (Non-population-based Permittees)</b>		<b>NA</b>

\* 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 18-19 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 18-19 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 18-19	Summary of Maintenance Issues and Corrective Actions
1	0%	0	NA	NA
2	NA*			
<b>Total</b>	<b>0%</b>			

**Certification Statement:**

Not applicable since no full capture systems have been installed in the Town.

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

C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART A)	
Provide a summary of trash control actions other than full capture systems or jurisdictional source controls that were implemented within each TMA, including the types of actions, levels and areal extent of implementation, and whether actions are new, including initiation date.	
TMA	Summary of Trash Control Actions Other than Full Capture Systems
	Entire TMA is low trash generating. We are a small rural affluent community in the foothills.
<b>On-Land Trash Cleanups</b>	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
<b>Street Sweeping</b>	Street sweeping: The Town performs street sweeping of all arterials twice a month and all remaining streets once a quarter
<b>Enhanced Storm Drain Inlet Maintenance</b>	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 18-19, including any enhancements or new actions implemented in FY 18-19. 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 18-19, including any enhancements or new maintenance activities implemented in FY 18-19. 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 18-19, including any enhancements or new actions implemented in FY 18-19. 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 18-19, and any enhancements or new actions implemented in FY 18-

19. 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 18-19, and any enhancements or new actions implemented in FY 18-19. 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 18-19, and any enhancements or new (post December 2009 effective date) actions implemented in FY 18-19.



**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 18-19 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:

**X** **Explanation:** No OVTAs were conducted in TMA #2 in FY 18-19 because it is entirely low trash generating

TMA ID <i>or (as applicable)</i> Control Measure Area	Total Street Miles <sup>2</sup> Available for Assessment	Summary of On-land Visual Assessments <sup>3</sup>			Jurisdictional-wide Reduction (%)
		Street Miles Assessed	% of Available Street Miles Assessed	Avg. # of Assessments Conducted at Each Site <sup>4,5</sup>	
1	0.09	0.09	100.0%	6.0	82.3%
2	0*	NA	NA	NA	NA
<b>Total</b>		<b>0.39</b>	<b>-</b>	<b>-</b>	<b>82.3%</b>

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

<sup>2</sup> Street miles are defined as the street lengths and do not include curbs associated with medians.

<sup>3</sup> Assessments conducted between July 2017 and July 2019 are assumed to be representative of trash levels in FY 18-19 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.

<sup>4</sup> Each assessment site is roughly 1,000 feet in length.

<sup>5</sup> 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
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. 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> <ol style="list-style-type: none"> <li>1.) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA;</li> <li>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</li> <li>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</li> </ol>	<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%

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.				
		4, of the over 1900 businesses in San Mateo County that are affected by the single-use plastic bag ordinances		
Expanded Polystyrene Food Service Ware Ordinance	The Town of Portola Valley has adopted an ordinance 2012-395 banning food vendors from providing prepared food in disposable food service containers made from expanded polystyrene foam. Food vendors are defined as any vendor, business, organization, entity, group or individual, including a licensed retail food establishment that provides prepared food at a retail level. The ordinance will become effective October 25, 2012. Through follow-up site visits, Town staff members have verified that approximately 90% of regulated food vendors are in full compliance with the ordinance. The majority of this trash source	Although the Town has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town’s ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town’s ordinance because the implementation (including enforcement) of the Town’s ordinance is similar to the City of Los Altos’ and Palo Alto’s. The Town developed its % trash reduced estimate using the following assumptions: 1.) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 80% of EPS food ware distributed by food vendors or sold via stores in the City/County is affected by the implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.	Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town’s ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result - an average of 95% of businesses affected by the ordinance are no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the City/County concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.	5%

**C.10.b.iv ▶ Trash Reduction – Source Controls**

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

	comes from pedestrian litter.			
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**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 18-19, the Town continued implementing the BASMAA Regional Receiving Water 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 within the Town of Portola Valley. Implementation occurred through both the Town’s own efforts and participation in the San Mateo County Water Pollution Prevention Program (SMCWPPP). Consistent with MRP requirements, a preliminary report describing data results and findings to-date was submitted to the Water Board via BASMAA on July 1, 2019 on behalf of all Permittees. The final report for the development and testing of the Bay Area trash receiving water monitoring program will be submitted by BASMAA by July 1, 2020, consistent with the MRP requirements, following peer review.

In addition to implementing the BASMAA Monitoring Plan, the Town coordinated (via SMCWPPP) on the Statewide Trash Monitoring Methods Project, which is funded by the California Ocean Protection Council and State Water Board and administered via the Southern California Coastal Water Research Project (SCCWRP) and San Francisco Bay Estuary Institute (SFEI).

Additional information on accomplishments in FY 18-19 can be found in the Receiving Water Trash Monitoring Program Progress Report included in the SMCWPPP FY 18-19 Annual Report

**C.10.c ► Trash Hot Spot Cleanups**

Provide the FY 18-19 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 18-19.

Trash Hot Spot	New Site in FY 18-19 (Y/N)	FY 18-19 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
PVY01	N	BiWeekly on annual basis	0.02	0.02	0.7	0.3	0.3
PVY02	N	BiWeekly on annual basis	0.5	0.25		0.3	0.5

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

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), baseline trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your baseline trash generation map was revised and if so what information was collected to support the revision. If your baseline trash generation map was revised, attach it to your Annual Report.

Description of Significant Revision	Associated TMA
<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 18-19. 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 18-19	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 18-19.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 18-19 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 18-19 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	82.3%	82.3%
2	5,767	0	0	0	5,767	5,767	0	0	0	5,767	NA*	5,767	0	0	0	5,767	0.0%	0.0%
Totals	5,767	5	0	0	5,772	5,767	5	0	0	5,772	0%	5,771	1	0	0	5,772	82.3%	82.3%

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.



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 Countywide Program's FY 2018/19 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 Methodology<sup>1</sup> 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 Countywide Program's FY 2018/19 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 Program and regional accomplishments for this sub-provision are included in the Countywide Program's FY 2018/19 Annual Report.

<sup>1</sup>BASMAA 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 Countywide Program's FY 2018/19 Annual Report for:

- Documentation of PCBs control measures implemented in San Mateo County municipal jurisdictional areas for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology<sup>1</sup> was used to calculate the PCBs load reduced by each control measure implemented in San Mateo County municipal jurisdictional areas 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 Countywide Program's FY 2018/19 Annual Report for, as part of reporting for C.12.b.iii(2), an estimate of the amount of PCBs load reductions resulting from green infrastructure implementation during the term of the Permit, including all data used and a full description of models and model inputs relied on to generate the estimate.

<sup>1</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.1. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2017.

**C.12.f. ► Manage PCB-Containing Materials During Building Demolition**

On July 1, 2019, was your agency ready to implement a method for identifying applicable structures (buildings built or remodeled between 1950 and 1980, except that single family residential and wood-framed buildings are exempt) that apply for a demolition permit?	x	Yes		No
On July 1, 2019, was your agency ready to implement a method to manage PCBs during demolition of applicable structures? <sup>2</sup>	x	Yes		No
Does your agency have a data-gathering method in place to inform reporting on the effectiveness of your agency’s program to manage PCBs during demolition of applicable structures (e.g., the number of applicable structures, and the amount and concentration of PCBs in priority building materials in applicable structures)?	x	Yes		No

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

A summary of Countywide Program and regional accomplishments for this sub-provision are included in the Countywide Program’s FY 2018/19 Annual Report.

<sup>2</sup> The new PCBs screening/sampling program itself is considered a stormwater control method for PCBs during demolition of applicable structures, consistent with the requirements of MRP C.12.f. The overall program will lead to management of priority PCBs-containing materials during demolition. For example, the project applicant is required to characterize PCBs concentrations in priority building materials and then must certify that “...I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes”, which should result in removal and proper disposal of PCBs-containing materials during demolition of an applicable structure (especially when PCBs concentrations are ≥ 50 ppm).

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](http://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:

- 1) Uses the Best Management Practices for Swimming Pools, Hot Tubs & Fountain Water Discharges Fact Sheet available on the SMCWPPP website. (<https://www.flowstobay.org/sites/default/files/Pools%20%26%20Spas%20BMP%20Brochure.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.

Related countywide efforts may be described in the following sections of the SMCWPPP FY 2018/19 Annual Report: C.3 New Development and Redevelopment, C.7. Public Information and Outreach, C.9. Pesticide Toxicity Control, and C.15 Exempted and Conditionally Exempted Discharges.