



September 2, 2011

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

Subject: **Town of Los Altos Hills**
FY 2010-2011 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by Town of Los Altos Hills pursuant to Permit Provision C.16.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of activities conducted during FY 2010-2011 and consists of the following:

- A. Certification Statement
- B. Annual Report Form
 - Table of Contents
 - Completed Annual Report Form: Sections 1-15
- C. Appendix
 - Integrated Pest Management Policy

Please contact Richard Chiu at (650) 941-7222 ext. 228 regarding any questions or concerns.

Very truly yours,

A handwritten signature in black ink that reads "Richard Chiu".

Richard Chiu
Public Works Director

**TOWN OF LOS ALTOS HILLS
FY 2010-2011 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 by Duly Authorized Representative:

 9-1-11

Richard Chiu
Public Works Director

Date

ATTACHMENT B

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Section 1 – Permittee Information

Background Information			
Permittee Name:	Town of Los Altos Hills		
Population:	7,922		
NPDES Permit No.:	CAS612008		
Order Number:	R2-2009-0074		
Reporting Time Period (month/year):	July / 2010 through June / 2011		
Name of the Responsible Authority:	Richard Chiu	Title:	Public Works Director
Mailing Address:	26379 Fremont Road		
City:	Los Altos Hills	Zip Code:	94022
		County:	Santa Clara
Telephone Number:	(650) 941-7222 ext. 228	Fax Number:	(650) 941-3160
E-mail Address:	rchiu@losaltoshills.ca.gov		
Name of the Designated Stormwater Management Program Contact (if different from above):	John Chau	Title:	Assistant Engineer
Department:	Public Works		
Mailing Address:	26379 Fremont Road		
City:	Los Altos Hills	Zip Code:	94022
		County:	Santa Clara
Telephone Number:	(650) 941-7222 ext. 238	Fax Number:	(650) 941-3160
E-mail Address:	jchau@losaltoshills.ca.gov		

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary: The Town’s maintenance crew inspect and clean storm drain inlets, culverts, ditches, and pick up piles of leaves to keep the street drainage system clean prior to the rainy season. The Town does not have paved sidewalk/plaza or storm drain pump station. Town’s crew paint over graffiti to cover it.

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

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

X	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
X	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.
X	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 an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

NA	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
NA	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: Los Altos Hills does not have paved sidewalk/plaza

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal

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

X	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
X	Control of discharges from graffiti removal activities
X	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
NA	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
NA	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
NA	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.

Comments:

Los Altos Hills does not have Mobile Surface Cleaner Program BMPs for graffiti removal. Town's maintenance crew paint over the graffiti to cover it.

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: Yes No

If your answer is **No** then skip to **C.2.e.**

Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L

¹ Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

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Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary:

Attachments:

Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):

Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)

C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural ² roads:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is No then skip to C.2.f.	
Place an X in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. 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 road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input 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 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: Town of Los Altos Hills normally does not have soil erosion problem along roadsides. If one occurs, Town’s maintenance crew repairs it immediately. Town of Los Altos Hills does not have unpaved rural roads.	

² 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.

Permittee Name: Town of Los Altos Hills

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporations yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input type="checkbox"/>	NA	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment	
<input checked="" type="checkbox"/>	X	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system	
<input type="checkbox"/>	NA	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method	
<input checked="" type="checkbox"/>	X	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"/>	X	Cover and/or berm outdoor storage areas containing waste pollutants	
Comments:			
All materials are stored in door. The corporation yard does not perform heavy vehicle and equipment maintenance. The yard has been inspected by the County's Environmental Health Department for material storage. The yard only handle light maintenance for small scale of the equipment and therefore there is no pollution problem. The Town does not wash vehicles on paved surfaces.			
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	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Purissima Corporation Yard	3/01/2011	No violations found	No actions

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

C.3.a. ► New Development and Redevelopment Performance Standard Implementation Summary Report

(For FY 10-11 Annual Report only) Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).

Summary:

- (1) Municipality's legal authority to implement C.3 → Town's Ordinance No. 439 requires land development and redevelopment projects to California Regional Water Quality Control Board's Provisions C.3.
- (2) Municipality's development review and permitting procedures, including use of conditions of approval or other enforceable mechanisms → Town's Muni Code Sec. 10-2.1303 includes provisions & procedures in obtaining zoning and site development permits. In the requirements, an erosion control plan is mandatory for review and approval by the Town.
- (3) How water quality effects and mitigation measures are addressed in environmental reviews (e.g., CEQA) → Environmental review typically doesn't address water quality issues but at staff level, review and approval of planting and construction operation plans are required to ensure the construction will not negatively impact the water quality of the sites.
- (4) C.3 training for appropriate departments (Program will report on training at the countywide level) → Development review engineer attends C.3 training on June 8, 2011.
- (5) Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders → Town of Los Altos Hills provides handouts at the front counter to educate developers and contractors the most updated regulations
- (6) How your municipality encourages site design measures at unregulated projects subject to Planning/Building Department review → Staff encourages the uses of splash block, hydroseeding, erosion control blanket, vegetated bioswale, non-hard piping drainage system, and disconnecting downspout as the design measures
- (7) How your municipality encourages source control measures at unregulated projects subject to Planning/Building Department review → Town staff encourage applicants to install landscape, install erosion control blankets, hydroseeding on disturbed areas.
- (8) General Plan revisions (if needed) to integrate water quality/watershed protection with water supply, flood protection, habitat protection, groundwater recharge, and other sustainable development principles and policies. Include dates of General Plan revisions → In general, staff has been implementing the guideline for no work within 25' of creek banks.

C.3.b. ► Green Streets Status Report

(All projects to be completed by December 1, 2014)

On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard.

Summary:

Town of Los Altos Hills refer to the C.3 New Development and Redevelopment section of the countywide program’s FY 10-11 Annual Report for a description of any activities conducted at the countywide or regional level.

C.3.b.v.(1) ► Regulated Projects Reporting Table

Fill in attached table **C.3.b.v.(1)** or attach your own table including the same information.

NA. Los Altos Hills only has detached single family homes.

C.3.c. Low Impact Development Reporting

Countywide program annual reports and/or a BASMAA summary report will describe the submittals made during FY 10-11 (i.e., Biotreatment Soil Specifications, Special Projects Proposal, Feasibility/Infeasibility Criteria Report, and Green Roof Specifications).

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

(1) Fill in attached table **C.3.h.iv.(1)** or attach your own table including the same information. NA

(2) On an annual basis, 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:

NA. Los Altos Hills only has detached single family residence.

(3) On an annual basis, 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: NA. Los Altos Hills only has detached single family residence.

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

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²)	Total Replaced Impervious Surface Area (ft ²)	Total Pre- Project Impervious Surface Area ⁷ (ft ²)	Total Post- Project Impervious Surface Area ⁸ (ft ²)
Private Projects											
NA. Los Altos Hills only has detached single family residence											
Public Projects											
NA. Los Altos Hills only has detached single family residence											

³ Include cross streets

⁴ 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".

⁵ 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.

⁶ State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).

⁷ For redevelopment projects, state the pre-project impervious surface area.

⁸ For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²)	Total Replaced Impervious Surface Area (ft ²)	Total Pre- Project Impervious Surface Area ⁷ (ft ²)	Total Post- Project Impervious Surface Area ⁸ (ft ²)
Comments: Los Altos Hills only has detached single family residence											

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

Project Name Project No.	Application Deemed Complete Date ⁹	Application Final Approval Date ⁹	Source Control Measures ¹⁰	Site Design Measures ¹¹	Treatment Systems Approved ¹²	Operation & Maintenance Responsibility Mechanism ¹³	Hydraulic Sizing Criteria ¹⁴	Alternative Compliance Measures ^{15/16}	Alternative Certification ¹⁷	HM Controls ^{18/19}
Private Projects										
NA. Los Altos Hills only has detached single family residence										

Comments:
Los Altos Hills only has detached single family residence

⁹ For private projects, state project application deemed complete date and final discretionary approval date.

¹⁰ 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.

¹¹ 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.

¹² 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.).

¹³ 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.

¹⁴ 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).

¹⁵ 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.

¹⁶ 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.

¹⁷ Note whether a third party was used to certify the project design complies with Provision C.3.d.

¹⁸ If HM control is not required, state why not.

¹⁹ 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.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Is Funding Committed? ²⁰	Date Construction Scheduled to Begin ²⁰	Source Control Measures ²¹	Site Design Measures ²²	Treatment Systems Approved ²³	Operation & Maintenance Responsibility Mechanism ²⁴	Hydraulic Sizing Criteria ²⁵	Alternative Compliance Measures ^{26/27}	Alternative Certification ²⁸	HM Controls ^{29/30}
Public Projects										
NA. Los Altos Hills only has detached single family residence										

Comments:
Los Altos Hills only has detached single family residence

²⁰ For public projects, enter “Yes” or “No” under “Is Funding Committed?” and enter a date under “Date Construction Scheduled to Begin”.

²¹ 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.

²² 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.

²³ 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.).

²⁴ 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.

²⁵ 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).

²⁶ 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.

²⁷ 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.

²⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁹ If HM control is not required, state why not.

³⁰ 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.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

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

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) ³¹	Party Responsible ³² For Maintenance	Date of Inspection	Type of Inspection ³³	Type of Treatment/HM Control(s) Inspected ³⁴	Inspection Findings or Results ³⁵	Enforcement Action Taken ³⁶	Comments
NA. Los Altos Hills only has detached single family residence									

³¹ Indicate “YES” if the facility was installed within the reporting period, or “NO” if installed during a previous fiscal year.

³² State the responsible operator for installed stormwater treatment systems and HM controls.

³³ State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

³⁴ State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

³⁵ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

³⁶ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality’s Enforcement Response Plan.

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

Program Highlights

Provide background information, highlights, trends, etc.
NA. Town of Los Altos Hills does not have any industrial or commercial facility.

C.4.b.i. ► Business Inspection Plan

Do you have a Business Inspection Plan? Yes No
If No, explain:
NA. Town of Los Altos Hills does not have any industrial or commercial facility.

C.4.b.iii.(1) ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.
NA. Los Altos Hills does not have any industrial or commercial facility.

C.4.b.iii.(2) ► Facilities Scheduled for Inspection

List below or attach your list of facilities scheduled for inspection during the current fiscal year.
NA. Los Altos Hills does not have any industrial or commercial facility.

Permittee Name: Town of Los Altos Hills

C.4.c.iii.(1) ► Facility Inspections

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

NA	Permittee reports multiple discrete violations on a site as one violation.
NA	Permittee reports the total number of discrete violations on each site.

	Number	Percent
Number of businesses inspected		
Total number of inspections conducted		
Number of violations (excluding verbal warnings)		
Sites inspected in violation		
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner		
Comments: NA. Town of Los Altos Hills does not have any industrial or commercial facility.		

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed

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

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	
Potential discharge and other	
Comments: NA. Town of Los Altos Hills does not have any industrial or commercial facility.	

Permittee Name: Town of Los Altos Hills

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

Fill out the following table or attach a summary of the following information.
 NA. Town of Los Altos Hills does not have any industrial or commercial facility.

	Enforcement Action (as listed in ERP) ³⁷	Number of Enforcement Actions Taken	% of Enforcement Actions Taken³⁸
Level 1			
Level 2			
Level 3			
Level 4			
Total			

C.4.c.iii.(3) ► Types of Violations Noted by Business Category

Fill out the following table or attach a summary of the following information.
 NA. Town of Los Altos Hills does not have any industrial or commercial facility.

Business Category³⁹	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations

C.4.c.iii.(4) ► 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. Town of Los Altos Hills does not have any industrial or commercial facility.

³⁷ Agencies to list specific enforcement actions as defined in their ERPs.

³⁸ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

³⁹ List your Program's standard business categories.

C.4.d.iii ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
NA. Town of Los Altos Hills does not have any industrial or commercial facility.				

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

Program Highlights

Provide background information, highlights, trends, etc.

Los Altos Hills refer to the C.5 Illicit Discharge Detection and Elimination section of countywide program's FY 10-11 Annual Report for description of activities at the countywide or regional level.

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

List below or attach your complaint and spill response phone number and spill contact list.

Contact	Description	Phone Number
Steve Garcia	Respond to all illicit discharge related to storm drain system	(650) 947-2508
Johnson Chung	Respond to sewer overflow that involves with storm drain system	(650) 947-2511

C.5.d.iii ► Evaluation of Mobile Business Program

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities. NA

Description:

Los Altos Hills does not have major storm drain systems. Water discharges into landscape areas when contractors or maintenance crew pressure wash Town Hall building and windows.

C.5.e.iii ► Evaluation of Collection System Screening Program

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description: Los Altos Hills does not have major storm drain systems. Town's maintenance crew performed street curb, swale, and shoulder cleaning work prior to rainy season and pick up piles of leaves to keep the street drainage system clean. Town crews also clean culverts crossing the roadway.

Permittee Name: Town of Los Altos Hills

C.5.f.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	Percentage
Discharges reported (C.5.f.iii.(1))	21	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	12	57%
Discharges resolved in a timely manner (C.5.f.iii.(3))	21	100%

Comments:
 Town follows sewer overflow response plan per Sanitary Sewer Management Program and responds to incidents via sewer maintenance contractor. Per the contract, the contractor responds within one hour of sewer mainline overflow calls and relieves blockages before leaving the scene. Storm drains are protected with sandbags, if nearby and downstream of overflow manhole, upon arrival prior to any actions taken to relieve the blockages. For Category 1 incidents, staff reports to Regional Board, Office of Emergency Services, and County Health Department within 2 hours of the event and followed up with electronic reporting to State and Regional Boards.

C.5.f.iii.(4) ► Summary of major types of discharges and complaints

Provide a narrative or attach a table and/or graph.

The major type of discharges involves root blockages in the sanitary sewer mainline.

Spill Cause	# of Events	%
Root Intrusion	17	81%
Debris	1	5%
Pipe structural failure	1	5%
Others – foreign objects	2	9%

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals		
Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
0	0	125
<p>Comments: Most of the sites in Los Altos Hills are not high priority sites. Staff continues to evaluate upcoming construction sites to identify high priority sites.</p> <p>During the last rainy season, staff conducted 125 inspections among 45 active project sites. Staff keeps records on violations and corrective actions. In general, contractors working in the Town respond positively to verbal directions or warnings. Violations normally are corrected within three days. Staff does issue stop work notice if violations are not corrected within set timeframe.</p>		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁴⁰	% of Total Violations⁴¹
Erosion Control	77	85.6
Run-on and Run-off Control	0	0
Sediment Control	3	3.3
Active Treatment Systems	0	0
Good Site Management	10	11.1
Non Stormwater Management	0	0
Total	90	100%

⁴⁰ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

⁴¹ Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

Permittee Name: Town of Los Altos Hills

C.6.e.iii.1.e ► Construction Related Storm Water Enforcement Actions

	Enforcement Action (as listed in ERP) ⁴²	Number Enforcement Actions Taken	% Enforcement Actions Taken ⁴³
Level 1	Verbal Warning	50	96
Level 2	Written Notice	0	0
Level 3	Stop Work Order	2	4
Level 4			
Total		52	100%

C.6.e.iii.1.f, g ► Illicit Discharges

	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	1
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

C.6.e.iii.1.h, i ► Violation Correction Times

	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	89	99% ⁴⁴
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	1	1% ⁴⁵
Total number of violations for the reporting year⁴⁶	90	100%

Comments:

Most project sites corrected violations quickly. There is one project site that received two stop work orders within three-month period during Town's Grading Moratorium.

⁴² Agencies should list the specific enforcement actions as defined in their ERPs.

⁴³ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁴⁴ Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

⁴⁵ Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

⁴⁶ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

Permittee Name: Town of Los Altos Hills

C.6.e.iii.(2) ► 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:
 Los Altos Hills staff gives verbal instruction and warning to contractors when the construction site does not have proper site controls. Data tracking provides an overview of project site locations and problematic project sites. With the tracking data, staff can pay more attention on the project sites that have repeated violations and provide additional inspections especially prior to storm events.

C.6.e.iii.(2) ► 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:
 The program sets expectation for the staffs to be proactive about distribution of educational information prior to rainy season / Town’s grading moratorium and assist contractors to prepare the project sites for the rainy season. It is Town’s goal to have staff fully implements MRP requirements.

C.6.f ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
John Chau	2/2/2011 & 2/3/2011	Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP) Training Course	1	50
John Chau	6/8/2011	Annual C.3 Workshop	1	50

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

C.7.b.ii.1 ► Advertising Campaign

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

Summary:

The following separate reports developed by SCVURPPP summarize countywide advertising efforts conducted during FY 10-11:

- FY 10-11 Watershed Watch Campaign Annual Campaign Report
- FY10-11 Watershed Watch Partner Report
- FY 10-11 Watershed Watch Web Statistics Report

These reports are included within the C.7 Public Information and Outreach section of Program’s FY 10-11 Annual Report.

C.7.b.iii.1 ► Pre-Campaign Survey

(For the Annual Report following the precampaign survey) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information:

Not required for this Annual Report.

Place an **X** in the appropriate box below:

<input type="checkbox"/>	Survey report attached
<input type="checkbox"/>	Reference to regional submittal:

C.7.c ► Media Relations

Summarize the media relations effort. Include the following details for each media pitch in the space below, AND/OR refer to a regional report that includes these details:

- Topic and content of pitch
- Medium (TV, radio, print, online)
- Date of publication/broadcast

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 10-11:

Permittee Name: Town of Los Altos Hills

• **BASMAA Media Relations Final Report FY 10-11**

This report and any other media relations efforts conducted countywide is included within the C.7 Public Information and Outreach section of Program's FY 10-11 Annual Report.

C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 10-11:

No Change

C.7.e ► Public Outreach 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

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Name: Backyard Boogie Date: July 13, 2010 Location: Cardoza Park, Milpitas Region: City	Type of Event: Community musical event Audience: Adults Message: Stormwater pollution prevention, less-toxic pest control and, proper disposal of household hazardous waste (HHW).	General Feed Back: Event was well attended; however attendees visited the booths only during the breaks. Attendees were mostly adults. Estimated Overall Event Attendance: 600 Number of Brochures Distributed: 161 Number of Giveaways Distributed: 259
Name: Advantest Eco Faire Date: August 13, 2010 Location: Advantest Corp., Santa Clara Region: Countywide	Type of Event: Corporate event Audience: Employees Messages: Stormwater pollution prevention, less-toxic pest control	General Feed Back: The event was held during lunch hour in the cafeteria. Not many employees stopped at the booth to ask questions and take brochures. Due to the low attendance, the Program will not participate in this event next year. Estimated Overall Event Attendance: 500 Number of Brochures Distributed: 48 Number of Giveaways Distributed: 65
Name: Fiestas Patrias Parade & Festival Date: September 12, 2010 Location: Guadalupe River Park and Gardens, San Jose	Type of Event: Community event Audience: Families with children Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.	General Feed Back: This event is a good venue for reaching out to the Spanish speaking community. However, the event organizers did not provide a good location for the Watershed Watch booth, and as a result not many people stopped by. The Program will participate in this event next year only if a

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C.7 – Public Information and Outreach

Permittee Name: Town of Los Altos Hills

Region: Countywide		good booth location is available. Estimated Overall Event Attendance: 5,000 Number of Brochures Distributed: 163
Name: Pumpkins in the Park Date: October 9, 2010 Location: Guadalupe River Park and Gardens, San Jose Region: Countywide	Type of Event: Community fair Audience: Families with children Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.	General Feed Back: Good attendance with lots of children and families. This is a great event for educating families with small children. Estimated Overall Event Attendance: 12,000-15,000 Number of Brochures Distributed: 332 Number of Giveaways Distributed: 727
Name: Haunted History Date: October 31, 2009 Location: History Park at Kelley Park, San Jose Region: Countywide	Type of Event: Halloween Event Audience: Families with children Messages: Stormwater pollution prevention and proper disposal of HHW	General Feed Back: The event was very well attended. Event organizers encouraged attendees to participate in activities at each booth. As a result a lot of children stopped by the booth and played the beanbag game. Estimated Overall Event Attendance: 1,500 Number of Brochures Distributed: 23 Number of Giveaways Distributed: 443
Name: Muslim Green Fair Date: November 6, 2010 Location: 3003 Scott Blvd., Santa Clara Region: Countywide	Type of Event: Community fair Audience: Families with children Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW	General Feed Back: This is a good event for reaching members of the Muslim community. The beanbag game was a big hit at this event and the other booths tied in nicely with the Program's messages. Few people wanted to take brochures, but many had questions and read through the material. Estimated Overall Event Attendance: 1,000 Number of Brochures Distributed: 14 Number of Giveaways Distributed: 221
Name: Earth Day at San Jose State Date: April 21, 2011 Location: San Jose State University, San Jose Region: Citywide	Type of Event: College event Audience: Young adults, students Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW	General Feed Back: Well organized and a good place to reach college-aged students and many school groups. Estimated Overall Event Attendance: 3,000 Number of Brochures Distributed: 61 Number of Giveaways Distributed: 217
Name: NVIDIA Corp. Earth Day Event Date: April 21, 2011 Location: 2701 San Tomas Expwy, Santa Clara Region: Countywide	Type of Event: Corporate event Audience: Information Technology Professionals Message: Stormwater pollution prevention, less-toxic pest control	General Feed Back: This event is very well organized and a lot of employees stopped at the booth to ask questions. Not many were interested in taking brochures but noted down the website for future reference. Estimated Overall Event Attendance: 500-1,000 Number of Brochures Distributed: 19

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C.7 – Public Information and Outreach

Permittee Name: Town of Los Altos Hills

		Number of Giveaways Distributed: 299
Name: Mission College Earth Day Event Date: April 21, 2011 Location: Mission College Campus, Santa Clara Region: Citywide	Type of Event: College event Audience: Young adults, students Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW	General Feed Back: The event was well organized and a good place to reach young adults. Estimated Overall Event Attendance: 500-1,000 Number of Brochures Distributed: 83 Number of Giveaways Distributed: 492
Name: Spring in Guadalupe Gardens Date: April 23, 2011 Location: Guadalupe River Park and Gardens, San Jose Region: Countywide	Type of Event: Community fair, plant sale. Audience: Families with children, homeowners and gardeners Messages: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.	General Feed Back: Good attendance considering the event was held on the Easter weekend. This is a good event for reaching home gardeners. Estimated Overall Event Attendance: 4,500 Number of Brochures Distributed: 108 Number of Giveaways Distributed: 1,130
Name: Watershed Watch Car Wash Date: June 8, 2011 Location: Capitol Premier Car Wash, 735 Capitol Expressway Auto Mall, San Jose Region: Countywide	Type of Event: Car Wash Audience: Car wash customers Messages: Stormwater pollution prevention, proper car washing.	General Feed Back: 65 people received the 50% off discount during the event. The event had been rescheduled after being rained out a week prior. Staff also reached out to people coming in for gas only, to expand our impact for the event. Estimated Overall Event Attendance: 75-100 Number of Brochures Distributed: 40 Number of Watershed Watch Discount Cards Distributed: 75
Name: Watershed Watch Car Wash Date: June 15, 2011 Location: Delta Queen Classic Car Wash, 981 E Hamilton Avenue, Campbell Region: Countywide	Type of Event: Car Wash Audience: Car wash customers Messages: Stormwater pollution prevention, proper car washing.	General Feed Back: Due to unexpected rain the previous week, the event was not as well attended as past years. Many customers were there because they had heard the event promotion ad on the radio. Estimated Overall Event Attendance: 60-70 Number of Brochures Distributed: 20 Number of Watershed Watch Discount Cards Distributed: 49
Name: Festival in the Park Date: June 25, 2011 Location: Hellyer County Park, San Jose Region: Countywide	Type of Event: Community Health Fair Audience: Families with children. Message: Stormwater pollution prevention, less-toxic pest control and, proper disposal of HHW.	General Feed Back: Good attendance in the morning. Due to the hot weather the attendance was low in the afternoon. This event is good for reaching Spanish and Vietnamese-speaking segments of the population. The City of San Jose provided bilingual staff (Spanish and Vietnamese) for this event. Estimated Overall Event Attendance: 7,000

		Number of Brochures Distributed: 160 Number of Giveaways Distributed: 642
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C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

During FY 10-11, the Program actively supported the Santa Clara Basin Watershed Initiative, including the Steering Committee, the Land Use Subgroup, the Santa Clara Valley Zero Litter Initiative, and the Product Action Subgroup. Information on these efforts is included within the C.7 Public Information and Outreach section of the Program's FY 10-11 Annual Report. The Program also participated in the Bay Area Macroinvertebrate Bioassessment Information Network. Information on this is included in the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report.

C.7.g. ► Citizen Involvement Events		
List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.		
Event Details	Description	Evaluation of effectiveness
Name: Summer of Service Program Date: 7/1/10, 7/15/10, 7/29/10, 8/12/10, 6/30/11 Location: Don Edwards Wildlife Refuge, Alviso Focus: Countywide	Partnership program between Santa Clara Valley youth groups and the Watershed Watchers program. Youth spend a day at the Refuge and they work in the gardens in the morning and explore the Refuge in the afternoon.	Number of attendees on 7/1/10: 8 middle school students, 4 high school students, and 2 adults. Number of attendees on 7/15/10: 9 middle school students, 3 high school students, and 2 adults. Number of attendees on 7/29/10: 10 middle school students, 4 high school students, and 2 adults. Number of attendees on 8/12/10: 10 middle school students, 3 high school students, and 2 adults. Number of attendees on 6/30/11: 11 middle school students, 1 high school student, and 2 adults.
Name: Community Service Days Date: 10/16/10, 1/15/11, 3/19/11, 4/16/11 Location: Don Edwards Wildlife Refuge, Alviso Focus: Countywide	This is an open day for the general public. Participants work in the gardens planning native plants, pulling non-native plants, and mulching.	Number of attendees on 10/16/10: 2 elementary school student, 3 high school student, and 3 adults. Number of attendees on 1/15/11: 3 high school student and 2 adults. Number of attendees on 3/19/11: 4 high school students and 1 adult. Number of attendees on 4/16/11: 9 middle school students, 4 high school students and 1 adult.
Name: National River Cleanup Day Date: 5/21/11 Location: Various locations throughout the County Focus: Countywide	In FY 10-11, the Creek Connection Action Group sponsored two creek clean-up events: Coastal Clean-up Day on September 25, 2010 and National Rivers Clean-up Day on May 21, 2011. The Program provided funding for the National Rivers Clean-up Day advertising.	A total of 1,131 volunteers participated in cleaning 44 sites and removed approximately 21,201 pounds of trash and 2,701 pounds of recyclables from creeks.

C.7.h. ► School-Age Children Outreach

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

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Name : ZunZun Musical Assembly Grade or level: elementary	Interactive, musical school assemblies educating K-6 children about watersheds and pollution prevention.	13,003 students	ZunZun assemblies were evaluated using postage-paid evaluation cards that were distributed to all teachers present at the performances. The Program received 168 completed evaluation cards from teachers. Overall, the feedback is positive and indicates an increase in the students' knowledge about watersheds and pollution prevention. A few highlights of the evaluations are: <ul style="list-style-type: none"> • Thirty-two teachers indicated that after the performance, 50% of their students knew what a watershed is; 60 teachers indicated that 75% of their students knew what a watershed is and 34 teachers indicated that 100% of their students knew what a watershed is. • Ten teachers indicated that after the performance, 50% of their students could name a way to prevent pollution in the watershed; 53 teachers indicated that 75% of their students could name a way to prevent pollution in the watershed; and 89 teachers indicated that 100% of their students could name a way to prevent pollution in the watershed. The Final Teacher Evaluation Report is included in the Program Annual Report Appendix 7-7.

Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

State below if information is reported in a separate regional report. Municipalities can also describe below any Water Quality Monitoring activities in which they participate directly, e.g. participation in RMP workgroups, fieldwork within their jurisdictions, etc.

Summary

During FY 10-11, we contributed through the countywide Program to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. For additional information on monitoring activities conducted by the Program, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Program's FY 10-11 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a ▶ Adopt an Integrated Pest Management (IPM) Policy or Ordinance

Attach a copy of your individual IPM ordinance or policy. <i>(Water Board staff requested resubmittal for FY 10-11.)</i>	X	Attached		Not attached , explain below
If Not attached , explain: Guidance: If your agency has not adopted an IPM ordinance or policy, indicate the reason why and the schedule for adoption.				
Describe mechanism for adopting/formalizing your agency's IPM ordinance or policy (e.g., department head approval, integration into SOPs, staff training: The Town's Public Works Director approved Town of Los Altos Hills Integrated Pest Management Policy.				

C.9.b ▶ Implement IPM Policy or Ordinance

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation. **NA. Town of Los Altos Hills does not use pesticide for landscape and structure pest control.**

Trends in Quantities and Types of Pesticides Used⁴⁷

Pesticide Category and Specific Pesticide Used	Amount ⁴⁸				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates					
Product or Pesticide Type A					
Product or Pesticide Type B					
Pyrethroids					
Product or Pesticide Type X					
Product or Pesticide Type Y					
Carbaryl					
Fipronil					

⁴⁷ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁴⁸ Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

Permittee Name: Town of Los Altos Hills

C.9.c ▶ Train Municipal Employees	
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year. NA. Town of Los Altos Hills does not use pesticide for landscape and structure pest control.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years. NA. Town of Los Altos Hills does not use pesticide for landscape and structure pest control.	0
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years. NA. Town of Los Altos Hills does not use pesticide for landscape and structure pest control.	0

C.9.d ▶ Require Contractors to Implement IPM				
Did your municipality contract with any pesticide service provider in the reporting year?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, attach one of the following:				
<input type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR			
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR			
<input type="checkbox"/>	Equivalent documentation.			
If Not attached , explain:				
The Town of Los Altos Hills does not hire contractor to use chemical to spray weeds. They are removed mechanically by Town's maintenance crew and landscape contractor.				

C.9.e ▶ Track and Participate in Relevant Regulatory Processes
Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
Summary: During FY 10-11, we participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.

C.9.f ▶ Interface with County Agricultural Commissioners			
Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?	<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.h.ii ▶ Public Outreach: Point of Purchase			
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); OR reference a report of a regional effort for public outreach in which your agency participates.			
Summary: See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for information on point of purchase public outreach conducted countywide and regionally.			
C.9.h.vi ▶ 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); OR reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.			
Summary: See the C.9 Pesticides Toxicity Control section of Program's FY 10-11 Annual Report for a summary of our participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use.			

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Short-Term Trash Loading Reduction Plan

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

C.10.a.ii ► Baseline Trash Load and Trash Load Reduction Tracking Method

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed to gather trash loading data and in developing a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

C.10.a.iii ► Minimum Full Trash Capture

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide description of actions/tasks initiated/conducted/completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014) within individual jurisdictions. Include information on Full Trash Capture Devices installed under Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

Description:

See the C.10 Trash Load Reduction section of Program's FY 10-11 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees.

C.10.b.iii ► Trash Hot Spot Assessment

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible.

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

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
LAH01	10/7/2010	0.339	Plastic Bags, Bottles (plastic or glass), Sports balls, Other plastic products, Aluminum cans, wood debris	Litter, outfall, trash accumulation, unknown

C.10.d Summary of Trash Load Reduction Actions

Provide summary of new trash load reduction actions or increased levels of implementation of existing actions that were implemented after adoption of the MRP (control measures and best management practices) including the types of actions and levels of implementation, and the total trash loads and dominant types of trash removed from each type of action.

Suggested trash load reduction actions to track and report may include:

- Anti-litter Campaigns
- Anti-litter/Dumping Enforcement Activities
- Curbside Recycling Programs
- Education and Outreach Efforts
- Free Trash Pickup/Dropoff Days
- County HHW Program Activities
- Improved Trash Bin Management
- Inspection/Maintenance of Storm Drain Outfalls
- Litter Pickup and Control
- Removal of Homeless Encampments
- Solid Waste Recycling Efforts
- Source Controls/Bans/Prohibitions
- Storm Drain Operation and Maintenance
- Storm Drain Signage/Marking
- Street Sweeping Activities
- Trash Removal from Receptacles
- Volunteer Creek Cleanups

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
<ul style="list-style-type: none"> • Curbside Recycling Programs • Education and Outreach Efforts • Free Trash Pickup/Dropoff Days • County HHW Program Activities • Improved Trash Bin Management • Inspection/Maintenance of Storm Drain Outfalls • Litter Pickup and Control • Solid Waste Recycling Efforts • Storm Drain Operation and Maintenance 			<p>Trash loads removed" were not tracked for all trash load reduction actions this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be documented for each load reduction action. See the Program's FY10-11 Annual Report for schedule.</p>	

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C.10 – Trash Load Reduction

<ul style="list-style-type: none">• Storm Drain Signage/Marking• Street Sweeping Activities• Trash Removal from Receptacles				

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

List below or attach lists of efforts to promote, facilitate, and/or participate in collection and recycling of mercury containing devices and equipment at the consumer level (e.g., thermometers, thermostats, switches, bulbs).

Refer to FY 10-11 Program Annual Report for a list of mercury collection and recycling efforts conducted countywide and regionally.

The Town also provides handouts at Town Hall's front counter and residents are encouraged to take mercury wastes to drop off stations listed in the handout.

C.11.a.ii ► Mercury Collection

Provide an estimate of the mass of mercury collected through these efforts, or provide a reference to a report containing this estimate.

Amount collected:

Not all mercury and PCB load reduction actions were tracked using "loads removed" methods this fiscal year. In the Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report, an initial Mercury and PCB Load Reduction Tracking Method was presented (see Provision C.11.g). Based on Water Board staff comments, a revised method will be presented in the Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report. Based on this methodology, loads removed via the collection/recycling of mercury-containing products will be documented beginning in FY 11-12.

- C.11.b ▶ Monitor Methylmercury**
- C.11.c ▶ Pilot Projects to Investigate and Abate Mercury Sources in Drainages**
- C.11.d ▶ Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.11.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.11.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.11.g ▶ Monitor Stormwater Mercury Pollutant Loads and Loads Reduced**
- C.11.h ▶ Fate and Transport Study of Mercury In Urban Runoff**
- C.11.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**
- C.11.j ▶ Develop Allocation Sharing Scheme with Caltrans**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

Section 12 - Provision C.12 PCBs Controls

C.12.a.i.iii ► Municipal Inspectors Training

(For FY 09-10 Annual Report only) List below or attach description of results of training municipal industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment.

Description:

In FY 09-10, inspector training materials were developed by BASMAA and provided in the FY 09-10 BASMAA Regional POC Report. A description of efforts to train municipal industrial inspectors was provided in FY 09-10 permittee and/or Program Annual Reports.

C.12.a.ii.iii ► Ongoing Training

(For FY 10-11 Annual Report and Each Annual Report Thereafter) List below or attach description of ongoing training development and inspections for PCB identification, including documentation and referral to appropriate regulatory agencies (e.g. county health departments, Department of Toxic Substances Control, California Department of Public Health, and the Water Board) as necessary.

Description:

See the FY 10-11 Program Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable.

- C.12.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities**
- C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations**
- C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**
- C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced**
- C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff**
- C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

A summary of countywide Program and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

Section 13 - Provision C.13 Copper Controls

C.13.a.i and iii ► Legal Authority: Architectural Copper

(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?

	Yes	X	No
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If **No**, explain and provide schedule for obtaining authority within 1 year:
 Los Altos Hills is yet to obtain adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains but anticipate adopting an ordinance by May 2012.

C.13.b.i and iii ► Legal Authority: Pools, Spas, and Fountains

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?

	Yes	X	No
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If **No**, explain and provide schedule for obtaining authority within 1 year:
 Los Altos Hills is yet to obtain adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals but anticipate adopting an ordinance by May 2012.

C.13.c ► Vehicle Brake Pads

Reported in a separate regional report.
A summary of the countywide Program's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or the BASMAA Regional POC Report.

C.13.d.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
NA. Town of Los Altos Hills does not have any industrial and commercial facilities.

C.13.e ► Studies to Reduce Copper Pollutant Impact Uncertainties

Report on progress of studies being conducted countywide or regionally to reduce copper pollutant impact uncertainties. State below if information is reported in a separate regional report.

Summary

A summary of the countywide Program and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

Section 14 - Provision C.14 PBDE, Legacy Pesticides and Selenium Controls

C.14.a ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls

Report on progress of studies being conducted countywide or regionally to characterize the distribution and pathways of PBDEs, legacy pesticides, and selenium. State below if information is reported in a separate regional report.

Summary

A summary of the countywide Program and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of Program's FY 10-11 Annual Report and/or BASMAA Regional POC Report.

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

C.15.b.iii.(1), C.15.b.iii.(2) ► Planned and Unplanned Discharges of Potable Water

Is your agency a water purveyor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If No , skip to C.15.b.vi.(2):				
If Yes , Complete the attached reporting tables or attach your own table with the same information. Provide any clarifying comments below.				
Comments:				

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

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> • 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.
<p>Summary: Town provides handouts to residents at front counter. The Town's Environmental Committee provides input and encourage homeowners to use less toxic pest control and plant drought tolerant vegetation.</p>

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ⁴⁹ (NTU)	Implemented BMPs & Corrective Actions
NA. Town is not a water purveyor										

⁴⁹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

Town of Los Altos Hills
Integrated Pest Management Policy

I. Purpose and Findings

1. To eliminate or reduce pesticide applications on Town property to the maximum extent feasible.
2. This policy concerns the application of the pesticides to property owned by the Town only, and does not concern the application of pesticides to property that does not owned by the Town.

II. Town Integrated Pest Management Policy

The Town, in carrying out its operations, shall assume pesticides are potentially hazardous to human and environmental health. Town departments shall give preference to reasonably available non-pesticide alternatives when considering the use of pesticides on Town property. For all pest problems on Town property, Town department shall follow the Integrated Pest Management (IPM) approach outline below.

1. Monitor each pest ecosystem to determine pest population, size, occurrence, and natural enemy population, if present.
2. Identify decisions and practices that could affect pest populations. Consider a range of potential treatments for the pest problem.
3. Employ non-pesticide management tactics first. Consider the use of chemicals only as a last resort.
4. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.
5. Design and construct indoor and outdoor areas to reduce and eliminate pest habitats.
6. Modify management practices, including watering, mulching, waste management, and food storage.
7. Modify pest ecosystems to reduce food and living space.
8. Use physical controls such as hand-weeding, traps and barriers.
9. Use biological controls introducing or enhancing pests' natural enemies.
10. Acquaint staff with pest biology, the IPM approach, new pest management strategies as they become known, and toxicology of pesticides proposed for use.
11. Inform the public of the Town's attempt to reduce pesticide use and respond to questions from the public about Town's pest management practices.

III. Definitions

The following terms shall have the meanings set forth below:

1. "Town department" means any department of the Town of Los Altos Hills includes any pesticide applicator hired by a Town department to apply pesticides on Town property.

2. "Contract" means a binding written agreement, including but not limited to, a contract, lease, permit, license or easement between a person, firm, corporation or other entity, and a Town department, which grants a right to use or occupy property of the Town of Los Altos Hills for a specified purpose or purposes.
3. "Contractor" means a person, firm, corporation or other entity that enters into a contract with the Town.
4. "Integrated pest management" means a decision-making process for managing pests, which uses monitoring to determine pest injury levels and combines biological, physical, and chemical tools to minimize health, environmental risks. The method uses extensive knowledge about pests, such as infestation thresholds, life histories, environmental requirements, and natural enemies to complement and facilitate biological and other natural control of pests. The method uses the least toxic synthetic pesticides only as a last resort to controlling pests.
5. "Pesticide" means pesticide as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code.
6. "Toxicity Category I Pesticide Product" means any pesticide product that meets United State Environmental Protection Agency criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.
7. "Toxicity Category II Pesticide Product" means any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

IV. Ban on Use of Toxicity Category I and Category II

No Town department shall use any Toxicity Category I or Category II Pesticide Products

V. Notice of Pesticide Use

Any Town department that uses any pesticide shall comply with the following notification procedures:

1. Signs shall be posted at least two days before application of the pesticide product and remain posted at least two days after application of the pesticide.
2. Signs shall be posted at every entry point where the pesticide is applied if the pesticide is applied in an enclosed area, and in highly visible locations around the perimeter of the area where the pesticide is applied if the pesticide is applied in an open area,
3. Signs shall be of a standardized design which is easily recognizable to the public and workers.
4. Signs shall contain the name and active ingredient of the pesticide product, the target pest, the date of pesticide use, the signal word indicating the

toxicity category of the pesticide product, the date for re-entry to the area treated and the name and contact number for the Town department responsible for the application.

5. Town department shall not be required to post signs in right-of-way locations that the general public does not use for recreational purposes.
6. Town department may apply a pesticide without providing a two day advance, notification in the event of a public health emergency.

Richard Chiu, Public Works Director