

TOWN of PORTOLA VALLEY

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

September 30, 2016

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

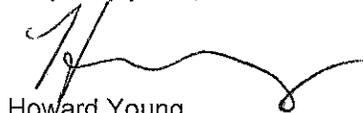
Subject: **Town of Portola Valley**
FY 2015/16 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Portola Valley pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2015/16 and related accomplishments.

Please contact Howard Young at 650-851-1700 x 214 or hyoung@portolavalley.net regarding any questions or concerns.

Very truly yours,



Howard Young
Duly Authorized Representative
Public Works Director

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Section 1 – Permittee Information

Background Information					
Permittee Name:	Town of Portola Valley				
Population:	4,518				
NPDES Permit No.:	CAS612008				
Order Number:	R2-2015-0049				
Reporting Time Period (month/year):	July 2015 through June 2016				
Name of the Responsible Authority:	Howard Young	Title:	Public Works Director		
Mailing Address:	765 Portola Road				
City:	Portola Valley	Zip Code:	94028	County:	San Mateo
Telephone Number:	650-851-1700 x 214	Fax Number:	650-851-4677		
E-mail Address:	hyoung@portolavalley.net				
Name of the Designated Stormwater Management Program Contact (if different from 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 13 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 14-15 Annual Report for a description of activities implemented at the countywide and/or regional level.

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

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

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

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

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

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

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

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

Comments:
These are standard procedures written into our bidding contract documents

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

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

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

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

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

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

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

Comments:

The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods. We do not have any sidewalks and do not do any pressure washing. There are no significant graffiti issues. We have not performed bridge maintenance that generated wastes.

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

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

C.2.f. ► Corporation Yard BMP Implementation

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

- We do not have a corporation yard
- Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
- We have a **Stormwater Pollution Prevention Plan (SWPPP)** for the Corporation Yard(s)

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

- Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
- Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
- Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
- 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
- Cover and/or berm outdoor storage areas containing waste pollutants

Comments:

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

Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town Center Yard	October 1, 2015	none	none
Town Center Yard	April 1, 2016	none	none

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

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

(For FY 15-16 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 - Yes, municipal code 8.28.040 - Construction and application. This section of the Town's Municipal Code sites the NPDES Permit and any amendment, revision or reissuance thereof.
- (2) Municipality's development review and permitting procedures, including use of conditions of approval or other enforceable mechanisms – Town is using SMCWPPP Guidance as it pertains to the Town including the small projects checklists, site design/controls, and standard conditions. If any regulated projects are developed in the future the Town will use the guidance for regulated projects.
- (3) How water quality effects and mitigation measures are addressed in environmental reviews (e.g., CEQA); - The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods. When there are projects that require CEQA review the SMCWPPP Guidance will be used.
- (4) C.3 training for appropriate departments (Program will report on training at the countywide level); Staff is attending the CALBIG workshop on 09/21/16.
- (5) Outreach/education efforts to staff, developers, contractors, construction site operators and owner/builders; - The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods. The Town provides many handouts that have been produced and provided by the SMCWPPP such as the small projects checklist, C.3 flyer and also has a webpage providing additional handouts and information.
- (6) How your municipality encourages site design measures at unregulated projects subject to Planning/Building Department review; - The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods. The Town provides many handouts that have been produced and provided by the SMCWPPP such as the small projects checklist, C.3 flyer and also has a webpage providing additional handouts and information.
- (7) How your municipality encourages source control measures at unregulated projects subject to Planning/Building Department review; - The Town of Portola Valley is a small community which is located in a rural environment consisting of mainly residential neighborhoods. The Town provides many handouts that have been produced and provided by the SMCWPPP such as the small projects checklist, C.3 flyer and also has a webpage providing additional handouts and information.
- (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. – The Town may work on and include a green infrastructure plan in a general plan update in 2019.

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.

The Town of Portola Valley did not approve any regulated projects during the reporting period 2015-2016.

C.3.c.ii ► Design Specifications for Pervious Pavement Systems

(For FY 2015-16 Annual Report only). Submit design specifications for pervious pavement systems that have been developed and adopted on a regional or countywide basis. If design specifications have been adopted and are contained in a Countywide stormwater handbook, include a reference to the handbook.

Summary:
 The City/Town of Portola Valley is following the design specifications included in the SMCWPPP C.3 Stormwater Technical Guidance, revised draft June 2016.

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 2015-16, has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?		Yes	x	No
2. In FY 2015-16, has your agency granted final discretionary approval to a Special Project? If yes, include the project in both the C.3.b.iv.(2) Table, and the C.3.e.v. Table.		Yes	x	No

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

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

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

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2015/2016. It does not have any projects that required treatment systems.

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

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2015/2016. It does not have any projects that required treatment systems.

Option 1 – Reporting Site Inspections	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 (FY14-15)	n/a

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 15-16)	n/a
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 15-16)	n/a
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 15-16)	n/a% ²
Option 2 – Reporting Stormwater Treatment System Inspections	
Total number of stormwater treatment and HM systems in your agency's database or tabular format at the end of the previous fiscal year (FY 14-15)	n/a
Total number of stormwater treatment systems in your agency's database or tabular format at the end of the reporting period (FY 15-16)	n/a
Total number of stormwater treatment and HM systems inspected in the reporting period (FY 15-16)	n/a
Percentage of stormwater treatment and HM systems inspected in the reporting period (FY 15-16)	% ³ n/a

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 regulated projects were approved or reported for 2015/2016. It does not have any projects that required treatment systems.

² Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 14-15), per MRP Provision C.3.h.ii.(6)(b).

³ Based on the number of stormwater treatment and HM systems database or tabular format at the end of the previous fiscal year (FY 14-15), per MRP Provision C.3.h.ii.(6)(b).

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:

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2015/2016. It does not have any projects that required treatment systems.

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.v.(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:

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. Please refer to the SMCWPPP FY 15-16 Annual Report for a summary of outreach efforts implemented by the Program.

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.

The Town of Portola Valley is small community which is located in a rural environment consisting of mainly residential neighborhoods. There were no regulated projects or projects with potential green infrastructure measures. Town Hall was built in 2008, is a LEED Platinum building and at this time there are no opportunities for improvement.

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 provided here (optional).

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

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

Please refer to the SMCWPPP FY 15-16 Annual Report for a summary of efforts conducted to help regional, State, and federal agencies plan, design and fund incorporation of green infrastructure measures into local infrastructure projects, including transportation projects.

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

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

Please refer to the SMCWPPP FY 15-16 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.

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

Project Name Project No.	Project Location ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴	Total Replaced Impervious Surface Area (ft ²) ¹⁵	Total Pre- Project Impervious Surface Area ¹⁶ (ft ²)	Total Post- Project Impervious Surface Area ¹⁷ (ft ²)
Private Projects											
n/a none											
No regulated projects											
Public Projects											
n/a none											
Comments: 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.											

¹⁰Include cross streets

¹¹If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

¹²Project 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.

¹³State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

¹⁴All impervious surfaces added to any area of the site that was previously existing pervious surface.

¹⁵All impervious surfaces added to any area of the site that was previously existing impervious surface.

¹⁶For redevelopment projects, state the pre-project impervious surface area.

¹⁷For 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 ¹⁸	Application Final Approval Date ¹⁹	Source Control Measures ²⁰	Site Design Measures ²¹	Treatment Systems Approved ²²	Type of Operation & Maintenance Responsibility Mechanism ²³	Hydraulic Sizing Criteria ²⁴	Alternat ive Compli ance Measur es ^{25/26}	Alternative Certification ²⁷	HM Controls ^{28/29}
Private Projects										
n/a none										
No regulated projects										

¹⁸For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁹For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

²⁰List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

²¹List 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.

²²List 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.).

²³List 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.

²⁴See 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).

²⁵For 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.

²⁶For 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.

²⁷Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁸If HM control is not required, state why not.

²⁹If 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 ³⁰	Date Construction Scheduled to Begin	Source Control Measures ³¹	Site Design Measures ³²	Treatment Systems Approved ³³	Operation & Maintenance Responsibility Mechanism ³⁴	Hydraulic Sizing Criteria ³⁵	Alternative Compliance Measures ^{36/37}	Alternative Certification ³⁸	HM Controls ^{39/40}
Public Projects										
n/a none										
Comments: 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.										

³⁰For public projects, enter the plans and specifications approval date.

³¹List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

³²List 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.

³³List 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.).

³⁴List 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.

³⁵See 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).

³⁶For 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.

³⁷For 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.

³⁸Note whether a third party was used to certify the project design complies with Provision C.3.d.

³⁹If HM control is not required, state why not.

⁴⁰If 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 Installed⁴¹ 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 regulated projects were approved or reported for 2015/2016. It does not have any projects that required treatment systems.

Name of Facility	Address of Facility	Party Responsible ⁴² For Maintenance	Type of Treatment/HM Control(s)
n/a no regulated projects			

⁴¹ "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

⁴² State the responsible operator for installed stormwater treatment systems and HM controls.

C.3.e.v. Special Projects Reporting Table												
Reporting Period – July 1 2015 - June 30, 2016												
Project Name & No.	Permittee	Address	Application Submittal Date ⁴³	Status ⁴⁴	Description ⁴⁵	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category ⁴⁶	LID Treatment Reduction Credit Available ⁴⁷	List of LID Stormwater Treatment Systems ⁴⁸	List of Non-LID Stormwater Treatment Systems ⁴⁹
n/a none												

⁴³Date that a planning application for the Special Project was submitted.

⁴⁴ 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.

⁴⁵Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁴⁶ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁴⁷For 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.

⁴⁸: 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.

⁴⁹List 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: n/a

C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure				
Project Name and Location ⁴⁴	Project Description	Status ⁴⁵	GI Included? ⁴⁶	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement ⁴⁷
n/a				

C.3.j.ii.(2) ► Table B - Planned Green Infrastructure Projects			
Project Name and Location ⁴⁸	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
n/a			

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

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

⁴⁶ Enter “Yes” if project will include GI measures, “No” if GI measures are impracticable to implement, or “TBD” if this has not yet been determined.

⁴⁷ Provide a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. If review of the project indicates that implementation of green infrastructure measures is not practicable, provide the reasons why green infrastructure measures are impracticable to implement.

⁴⁸ List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

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

Program Highlights and Evaluation
 Highlight/summarize activities for reporting year:

Summary:
 Note that the Town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the Town.
 See Industrial and Commercial Site Controls sections of the program’s FY14-15 Annual Report for a description of activities of the countrywide program.

C.4.b.iii ► Potential Facilities List

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

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

C.4.d.iii.(1)(a) ► Facility Inspections

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

<input checked="" type="checkbox"/>	Permittee reports multiple discrete violations on a site as one violation.
<input type="checkbox"/>	Permittee reports the total number of discrete violations on each site.

	Number	Percent
Number of businesses inspected	16	
Total number of inspections conducted	16	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	

Comments:

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

County Environmental Health (CEH): Food and Hazardous Material program inspectors conduct routine stormwater inspections at inventoried sites based on High, Medium, and Low priorities. If a violation or discharge is observed, a description of the violation is noted on the Inspection Report form, including comments and/or requirements that the facility must complete to clear the violation. If the violation is not cleared at the time of the inspection, a copy of the Inspection Report form is given to a stormwater technician for follow up.

No violations were observed.

C.4.d.iii.(1)(b) ► 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)	0
Potential discharge and other	0
<p>Comments:</p> <p>Violations are counted as one per site, regardless of the actual number of discrete violations observed/recorded.</p> <p>Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the Town of Portola Valley.</p> <p>No violations were observed.</p>	

C.4.b.iii ► Potential Facilities List

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

C.4.d.iii.(1)(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) ⁴⁹	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ⁵⁰
Level 1	Verbal Warning	0	100%
Level 2	Warning notice or admin action	0	100%
Level 3	Admin. Action with penalty and / or cost recovery	0	100%
Level 4	Legal action	0	100%
Total		0	100%

C.4.d.iii.(1)(c) ▶ Types of Violations Noted by Business Category

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

Business Category ⁵¹	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
n/a		

C.4.d.iii.(1)(d) ▶ Non-Filers

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

No facilities have been identified as requiring Industrial General Permit coverage that have not filed for coverage.

No industries were identified as non-filers during scheduled inspections during this fiscal year.

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

⁴⁹Agencies to list specific enforcement actions as defined in their ERPs.

⁵⁰Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵¹List your Program's standard business categories.

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C.4.e.iii ► Staff Training Summary						
Training Name	Training Dates	Topics Covered	No. of Industrial/ Commercial Site Inspectors in Attendance	Percent of Industrial/ Commercial Site Inspectors in Attendance	No. of IDDE Inspectors in Attendance	Percent of IDDE Inspectors in Attendance
Refer to SM County Report		Refer to San Mateo County Environmental Health inspector training summary				
Comments: Note: Refer to San Mateo Annual Report for County Environmental health inspector training summary						

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 and all projects. Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 15-16 Annual Report (if applicable) for description of activities at the countywide or regional level.

C.5.c.iii ► Complaint and Spill Response Phone Number
List below or attach your complaint and spill response phone number
650-851-1700 x 216
Provide your complaint and spill response web address, if used
Is a screen shot of your website showing the central contact point attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If No, explain:
Provide a discussion of how the central contact point (complaint and spill response phone number and, if used, web address) is being publicized to your staff and the public.
The Town of Portola Valley staff consists of 13 people total. With such a small rural Town and population, there is limited confusion of where to call as Town Hall is the point of all contact for the public.
http://www.flowstobay.org/reportpollution is a webpage directed at and intended for the storm water pollution prevention education of residents of San Mateo County and the general public. The above listed phone number is displayed as a point of contact on the webpage. Additionally, throughout various publications and the Town of Portola Valley website, the above listed Department of Public Works phone number is posted directing residents where to pose questions concerning public right of way issues including storm drains and waterway pollution or obstruction issues.

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	Percentage
Discharges reported (C.5.d.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	0	100
Discharges resolved in a timely manner (C.5.d.iii.(3))	0	100

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

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.

A map demonstrating the watershed creeks that the Town's storm drainage system flows into is available on the Town's website.
 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.

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.(1) ► Hillside Development Criteria		
What criteria is your agency using to determine hillside development areas?	x	Local criteria such as maps of hillside development areas or other written criteria
		The permit definition of projects on sites with ≥ 15% slope
Attach a copy of hillside development area maps or provide your written criteria below, if applicable.		
Description:		

C.6.e.iii.2.a, b, c ► Site/Inspection Totals		
Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (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 (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)
0*	0	0
Comments: No projects that disturb greater than 1 acre of land and no high priority projects. 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. *In addition to the reported numbers in this section, for projects that disturbed less than 1 acre of land and were not high priority sites, 39 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.		

C.6.e.iii.2.d ► Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁵² excluding Verbal Warnings	% of Total Violations⁵³
Erosion Control	0	100
Run-on and Run-off Control	0	100
Sediment Control	0	100
Active Treatment Systems	0	100
Good Site Management	0	100
Non Stormwater Management	0	100
Total⁵⁴		100%

⁵²Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

⁵³Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵⁴The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

C.6.e.iii.2.e ► Construction Related Storm Water Enforcement Actions

	Enforcement Action (as listed in ERP) ⁵⁵	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁶
Level 1 ⁵⁷	Verbal warning	0	100
Level 2	Warning notice or admin action	0	100
Level 3	Admin action with penalty and/ or cost recovery	0	100
Level 4	Legal action	0	100
Total			100%

C.6.e.iii.2.f, g ► Illicit Discharges

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

⁵⁵Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁶Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁷For example, Enforcement Level 1 may be Verbal Warning.

C.6.e.iii.2.h, i ► Violation Correction Times		
	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	0	100% ⁵⁸
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	100% ⁵⁹
Total number of violations (excluding verbal warnings) for the reporting year ⁶⁰	0	100%
Comments: No regulated projects. However, the Town still performs inspection of all projects, the Town had typical minor BMP performance issues, consisting of worn or deteriorated erosion control materials. All minor similar issues to previous years and corrected.		

C.6.e.iii.(4) ► Evaluation of Inspection Data
Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
Description: The Town had typical minor BMP performance issues, consisting of worn or deteriorated erosion control materials. All minor similar issues to previous years.

C.6.e.iii.(4) ► Evaluation of Inspection Program Effectiveness
Describe what appear to be your program’s strengths and weaknesses, and identify needed improvements, including education and outreach.
Description: Even though there are no regulated projects: Strengths: Standard Public Works Inspection. Winterization letter is sent out as a reminder. Public Works inspection is scheduled with each project with a permit. Inspection and follow-up to take place. The Town has a very good construction program above and beyond what the MRP requires for non-regulated projects. We inspect all projects and require BMP’s. Our inspections used the revised storm water construction inspection forms and inspection data tracking tools, revised operating procedures and provided training to inspectors, conducted inspections with the new forms. Refer to the C.6 Construction Site Control section of countywide program’s FY 15-16 Annual Report for a description of activities at the countywide or regional level.

⁵⁸Calculated 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.
⁵⁹Calculated 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.
⁶⁰The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions, i.e., this assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may 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.

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C.6.f ▶ Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	
CALBIG – 2016 storm water requirements for Construction Sites	9/21/16	2016 storm water requirements	1 (new employee)	

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.

See Section 7 and Section 9 of the SMCWPPP FY 15-16 Annual Report for a description of activities conducted at Countywide level. In addition, The Town of Portola Valley regularly posts messages and responds to inquiries on hazardous waste reduction via our community listserv, 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

Local stormwater phone number(s)	Howard Young, Public Works Director, 650-851-1700 ext. 214
Local/Regional stormwater website(s)	Regional website: http://flowstobay.org/ Local website: http://www.portolavalley.net/stormwater

See The C.7 Public Information and Outreach section of SMCWPPP 15-16 Annual Report. The Town of Portola Valley maintains a webpage dedicated to stormwater management that includes information on stormwater issues, watershed characteristics and stormwater pollution prevention. The Town webpage refers to the regional website for additional information. The point of contact is publicized on the Town's stormwater management webpage and applicants are referred to that point of contact via email, phone and in person as needed.

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

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

See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 15-16 Annual Report for a summary of activities. The Town of Portola Valley promoted the California Coastal Cleanup Day and the County Fair through posters and Facebook. The Town hosts three, annual Neighborhood Clean-Up Days that include Old Medication Collection by the Sheriff’s Office. The Towns co-hosts an annual Household Hazardous Waste Collection event with San Mateo County Environmental Health Department. In addition, the Town informs residents about the Collection events as part of the advertising of all of the Clean-Up Days and regularly responds to inquiries on the community listserv about how/where to dispose of hazardous materials.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	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"> • Success at reaching a broad spectrum of the community • Number of participants compared to previous years. • Post-event effectiveness assessment/evaluation results • Quantity/volume of materials cleaned up, and comparisons to previous efforts
Neighborhood Clean-Up Days including Old Medication Collection held first Saturday in May, August and October in 2015. Household Hazardous Waste Collection; 10/10/15; Portola Valley Town Center, 765	Clean-Up event targeted at homeowners/gardeners who drop off construction debris, yard waste, e-waste, etc. Hazardous Waste Collection with	Clean-Up are well attended and average 500 participants and 30 tons of materials collected per event. The 2015 Hazardous Waste Collection event in Portola Valley had 118 participants (112 from

Portola Rd, Portola Valley; local but open to countywide.	educational info on preventing stormwater pollution; homeowners.	Portola Valley). In total, Portola Valley had 299 participants in County collection events and diverted 20,000 lbs of hazardous waste from the landfill.
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C.7.e. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

See the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 15-16 Annual Report for a summary of activities. The Town of Portola Valley collaborated with Acterra (now Grassroots Ecology) to host watershed awareness and clean-up events at Sausal Creek at our Town Center on April 21, April 28th and May 19th.

C.7.f. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment.

Use the following table for reporting school-age children outreach efforts.

See the C.7 School-Age Children Outreach section of SMCWPPP FY 15-16 Annual Report for a summary of activities.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Acterra Stewardship Program - Sausal Creek Workdays on 4/21/16, 4/28/16 and 5/19/16; elementary and middle school.	Creek Clean-Up & watershed education; hands on outreach in creek.	20 – 25 each day	Event is held in conjunction with the farmers’ market to reach a wide audience, including school children who come to the market and library straight from the bus.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a. ► Implement IPM Policy or Ordinance								
Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures?					x	Yes		No
If no, explain:								
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation. Guidance: (For FY 15-16 Annual Report only) List only quantities of organophosphates, pyrethroids, carbamates and fipronil that are used in a manner that threatens water quality								
Trends in Quantities and Types of Pesticides Used ⁶¹								
Pesticide Category and Specific Pesticide Used	Amount ⁶²							
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21		
Organophosphates	0	0	0	0	0	0		
Product or Pesticide Type A								
Product or Pesticide Type B								
Pyrethroids	0	0	0	0	0	0		
Product or Pesticide Type X								
Product or Pesticide Type Y								

⁶¹Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶²Weight or volume of the product or preferably its 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.

Carbamates	0	0	0	0	0	0
Product or Pesticide Type X						
Product or Pesticide Type Y						
Fipronil	0	0	0	0	0	0
Product or Pesticide Type X						
Product or Pesticide Type Y						
Indoxacarb	Reporting not required in FY 15-16					
Diuron	Reporting not required in FY 15-16					
Diamides	Reporting not required in FY 15-16					
<p>IPM Tactics and Strategies used by the Town:</p> <ul style="list-style-type: none"> • Use of non-chemical strategies such as monitoring, mowing weeds, mulching. The Town contracts manual labor to perform invasive weed removal along its main roads. The Town contracts manual labor to cut vegetation. We do not spray any Town roads. • Manual removal of plants that require frequent pesticide applications. • Replacing invasive plants with natives. • Preventive actions such as sealing holes and gaps in structures, improving sanitation. • Use of baits and traps instead of broadcast pesticides 						

C.9.b ▶ Train Municipal Employees	
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	1
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	1
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within this reporting year.	50%
Type of Training: We currently have 2 maintenance employees. One is new. Supplied with the IPM policy and procedures again to both employees.	

C.9.c ▶ Require Contractors to Implement IPM			
Did your municipality contract with any pesticide service provider in the reporting year?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
If yes, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored Contractor had to provide IPM certificate to Town. Town Staff reviews list of pesticides and active ingredients used by the contractor and have meetings with the contractor			

C.9.d ▶ Interface with County Agricultural Commissioners			
Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides,	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No

<p>If yes, summarize the communication. If no, explain. "See Section 9 of the SMCWPPP FY 15-16 Annual Report for summary of communication with the San Mateo County Agricultural Commissioner."</p>				
<p>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.</p>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<p>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.</p>				

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

<p>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.</p>
<p>Summary: See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 15-16 Annual Report for information on point of purchase public outreach conducted countywide and regionally.</p>

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

<p>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.</p>
<p>Summary: See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 15-16 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.</p>

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

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

Summary:

See the C.9 Pesticides Toxicity Control section of SMCWPPP FY 15-16 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.

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

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

Summary:

During FY 15-16, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Trash Load Reduction Summary	
For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 60% trash reduction performance guideline was attained. If not attained, include a discussion of next steps (e.g., development of a detailed plan or report of non-compliance).	
Trash Load Reductions	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to Trash Full Capture Systems (as reported C.10.b.i)	0%
Percent Trash Reduction in all TMAs due to Control Measures Other than Trash Full Capture Systems (as reported in C.10.b.ii) ⁶³	62.8%
Percent Trash Reduction due to Jurisdictional-wide Source Control Actions (as reported in C.10.b.iv) ¹	10.0%
SubTotal for Above Actions	72.8%
Trash Offsets (Optional)	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	NA
Total (Jurisdictional-wide) % Trash Load Reduction in FY 15-16	72.8%
Discussion of Trash Load Reduction Calculation:	
<p>The Town attained and reported a 54% trash load reduction in its FY 14-15 Annual Report, exceeding the trash load reduction target of 40% by 2014. The reissued MRP contains a revised calculation methodology that eliminates or caps past trash load reduction offsets or credits. Based on the new calculation methodology, as of July 1, 2016, the Town has attained a 73% trash load reduction (including trash offsets). The reissued MRP also added a non-mandatory performance guideline of attaining 60% trash reduction by July 1, 2016. Based on the new calculation methodology and the information provided in this Annual Report, the Town has achieved the 60% performance guideline.</p>	

⁶³ See Appendix 10-1 for changes between 2009 and FY 15-16 in trash generation by TMA as a result of Full Capture Systems and Other Measures.

C.10.a.iii ► Mandatory Trash Full Capture Systems		
Provide the following:		
1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 15-16, during FY 15-16, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.		
2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.		
Type of System	# of Systems	Areas Treated (Acres)
Installed Prior to FY 15-16		
NA	NA	NA
Installed in FY 15-16		
NA	NA	NA
Total for all Systems Installed To-date	NA	NA
Treatment Acreage Required by Permit (Population-based Permittees)		0
Total # of Systems Required by Permit (Non-population-based Permittees)		NA

C.10.b.i ► Trash Reduction - Full Capture Systems

Provide the following:

- 1) Jurisdictional-wide trash reduction in FY 15-16 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) Since the effective date of MRP 2.0 (January 1, 2016), the percentage of systems 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	Summary of Maintenance Issues and Corrective Actions
1	0%	0	NA	NA
2	NA*			
Total	0%			

Certification Statement:

NA

*Entire TMA is low trash generating.

**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 available for assessment (i.e., those associated with VH, H, or M trash generation areas not treated by full capture systems), the street miles assessed, the % of available street miles assessed, and the average number of assessments conducted per site within the TMA; and
- 2) Percent jurisdictional-wide trash reduction in FY 15-16 attributable to trash management actions other than full capture systems implemented in each TMA.

TMA ID <i>or (as applicable)</i> Control Measure Area	Total Street Miles Available for Assessment	Summary of On-land Visual Assessments			Jurisdictional-wide Reduction (%)
		Street Miles Assessed	% of Applicable Street Miles Assessed	Avg. # of Assessments Conducted at Each Site**	
1	0.09	0.09	100%	4.5	62.8%
2	NA*	NA*	NA*	NA*	NA*
Total		0.09	-	-	62.8%

*Entire TMA is low trash generating.

**Each on-land visual assessment site is approximately 1,000 feet (on average) in length. Average number of assessments represent those conducted in FYs 14-15 and 15-16.

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 provide the associated reduction of trash within your jurisdictional area. Also include the total % reduction credit for all source controls up to the maximum 10% allowed by MRP 2.0.

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
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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 provide the associated reduction of trash within your jurisdictional area. Also include the total % reduction credit for all source controls up to the maximum 10% allowed by MRP 2.0.					
<p>Single Use Bag Ordinance</p>	<p>On January 23, 2013, the Town adopted an ordinance banning single use. The ordinance was modeled after San Mateo County's ordinance adopted on October 23, 2012.</p> <p>See copy attached.</p> <p>The majority of this trash source comes from pedestrian litter.</p>	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p> <p>The City/County developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1.) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 95% of single use plastic bags distributed in the City/County are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services. This is conservative estimate given that in FY 13-14 Environmental Services only received complaints about 4, of the over 1900 businesses in San Mateo County that are affected by the single-use plastic bag ordinances 	<p>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>	<p>7%</p>	<p>10% (Maximum)</p>

C.10.b.iv ► Trash Reduction – Source Controls					
Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and provide the associated reduction of trash within your jurisdictional area. Also include the total % reduction credit for all source controls up to the maximum 10% allowed by MRP 2.0.					
Expanded Polystyrene Food Service Ware Ordinance	<p>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 became effective October 25, 2012. Through follow-up site visits, Town staff members have verified that approximately 90% of regulated food vendors are in full compliance with the ordinance.</p> <p>The majority of this trash source comes from pedestrian litter.</p>	<p>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 theTown’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.</p> <p>The Town developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 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. 	<p>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.</p>	5%	

C.10.c ► Trash Hot Spot Cleanups

Provide the FY 15-16 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 15-16.

Trash Hot Spot	New Site in FY 15-16 (Y/N)	FY 15-16 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PVY01	N	6/30/2016	0.5	0.02	0.02	0.02	0.02
PVY02	N	6/30/2016	0.25	0.5	0.5	0.5	0.25

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

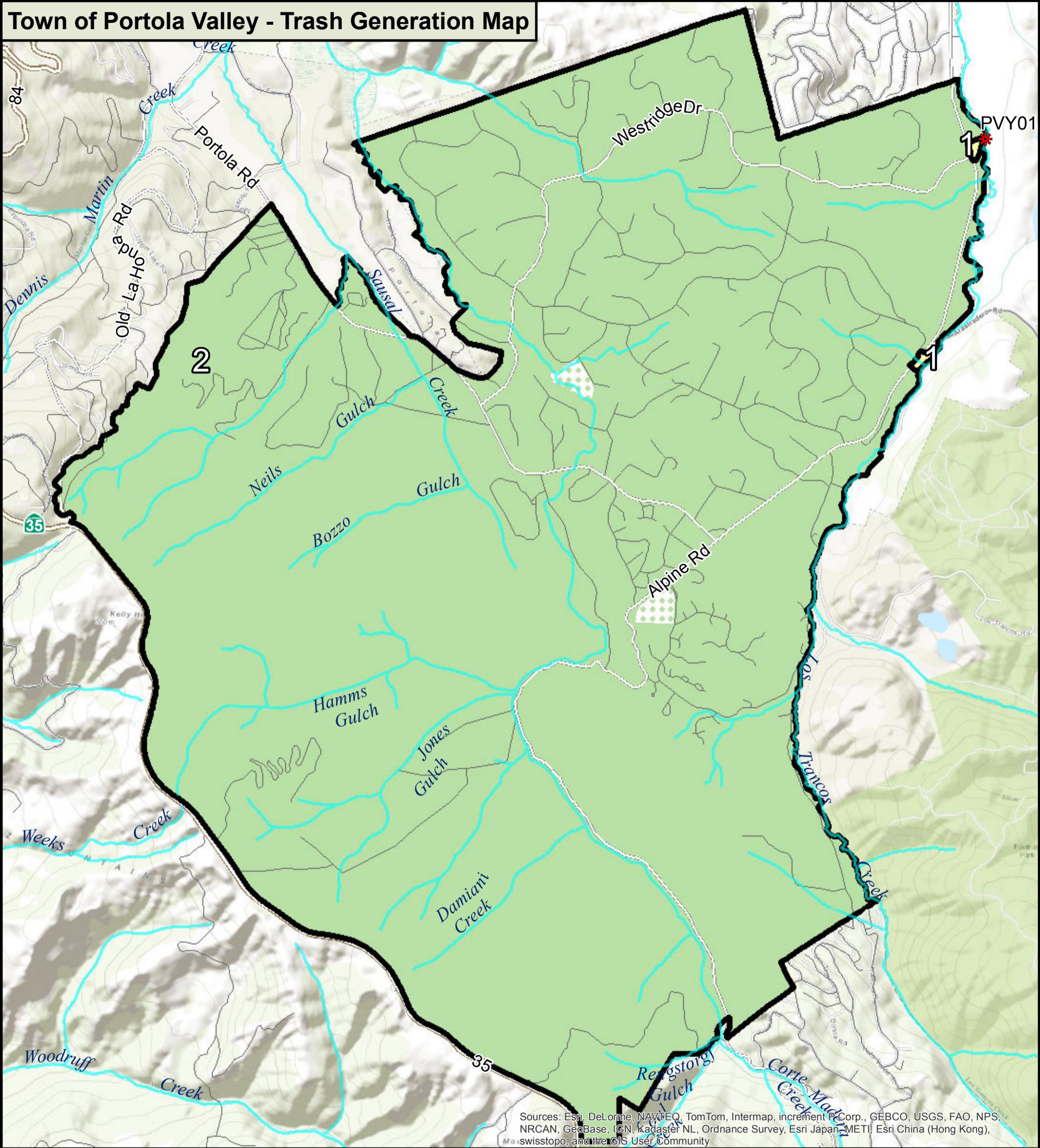
C.10.e. ► Trash Reduction Offsets (Optional)			
Provide a summary description of each offset program implemented, the volume of trash removed, and the offset claimed in FY 15-16. Also, for additional creek and shoreline cleanups, describe the number and frequency of cleanups conducted, and the locations 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 15-16	Offset (Jurisdiction-wide Reduction %)
Additional Creek and Shoreline Cleanups (Max 10% Offset)	n/a		
Direct Trash Discharge Controls (Max 15% Offset)	n/a		

Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 15-16.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 15-16 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 15-16 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	0.0%	3	2	0	0	5	62.8%	62.8%
2	5767	0	0	0	5767	5767	0	0	0	5767	0.0%	5767	0	0	0	5767	0.0%	0.0%
Totals	5767	5	0	0	5772	5767	5	0	0	5772	0.0%	5770	2	0	0	5772	62.8%	62.8%

Appendix 10-2
Revised Baseline Trash Generation Map and Areas Currently Addressed by
Full Capture Systems

Town of Portola Valley - Trash Generation Map



Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, and the GIS User Community

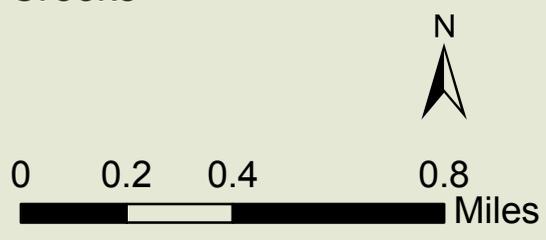
Legend

Trash Generation Category

- Low
- Moderate
- High
- Very High

- * Creek/Shoreline Hotspot
- Full-Capture Location
- Full Trash Capture
- Trash Management Area
- Non-Jurisdictional (Dot color = Generation Category)

- Streets
- Freeway
- Creeks



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**
- C.11.c ▶ Plan and Implement Green Infrastructure to Reduce Mercury Loads**
- C.11.d ▶ Prepare Implementation Plan and Schedule to Achieve TMDL Allocations**
- C.11.e ▶ Implement a Risk Reduction Program**

Summary:

A summary of accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of SMCWPPP's FY 15-16 Annual Report.

Household Hazardous Waste collection day, sponsored by San Mateo County on October, 8 2016 was held at Portola Valley Town Center.

The Town's Sustainability Coordinator works with San Mateo County Business Program to provide outreach and education for local businesses on recycling materials, lowering greenhouse gas emissions and recycling of batteries and lightbulbs.

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**
- C.12.c ▶ Plan and Implement Green Infrastructure to Reduce PCBs Loads**
- C.12.d ▶ Prepare Implementation Plan and Schedule to Achieve TMDL Allocations**
- C.12.e ▶ Evaluate PCBs Presence in Caulks/Sealants Used in Storm Drain or Roadway Infrastructure in Public Rights-of-Way**
- C.12.f ▶ Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains**
- C.12.g ▶ Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins**
- C.12.h ▶ Implement a Risk Reduction Program**

Summary:

A summary of accomplishments for these sub-provisions are included within the C.12 PCBs Controls section of SMCWPPP's FY 15-16 Annual Report.

Section 13 - Provision C.13 Copper Controls

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

(For FY 15-16 Annual Report only) Do you have adequate legal authority to prohibit the discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of copper architectural features, including copper roofs?

X	Yes	No
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(For FY 15-16 Annual Report only) Provide a summary of how copper architectural features are addressed through the issuance of building permits.

Summary:

- Town utilizes the handout developed by the San Mateo Countywide Water Pollution Prevention Program “Requirements for Architectural Copper”
- Development of BMPs. The Countywide Program collaborated with BASMAA to develop BMPs to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post construction.
- Permitting Procedures to Require the BMPs. The Countywide Program updated its Stormwater Requirements Checklist to include the architectural copper BMPs in the list of source controls measures that may apply to projects.
- Educate Installers and Operators. The Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs.
- Town staff members will attend CALBIG – Construction Site Stormwater Compliance held on 9/21/16.
- During the permitting process staff distributes the informational flyer on architectural copper to project applicants and/or contractors installing and/or maintaining architectural copper. The handout is also posted on the Towns website
- Enforcement Actions against Noncompliance: No enforcement actions required.

Supporting Documents:

[Flyer on Architectural Copper BMPs](#)

(FY 15-16 Annual Report and each Annual Report thereafter) Provide summaries of permitting and enforcement activities to manage waste

generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction.

Summary:

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

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

(For FY 15-16 Annual Report only) Do you have adequate legal authority to prohibit the discharge to storm drains of water containing copper-based chemicals from pools, spas, and fountains?

x	Yes	No
---	-----	----

(For FY 15-16 Annual Report only) Provide a summary of how copper-containing discharges from pools, spas, and fountains are addressed to accomplish the prohibition of the discharge.

Summary:

1) uses the OWOW "Maintenance Tips for Pools, Spas, and Fountains" Fact Sheet, available on the SMCWPPP website (<http://www.ourwaterourworld.org/Portals/0/documents/pdf/Maintenance%20Tips%20for%20Pools%20%20Spas%20and%20Fountains.pdf>) to educate the public; 2) responds to discharges from pools through your illicit discharge detection and elimination program; or 3) requires all regulated projects to discharge pools, spas, and fountain water to the sanitary sewer.

(FY 15-16 Annual Report and each Annual Report thereafter) Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary:

Upon review of our Provision C.5 illicit discharge inspection data we found no enforcement activities related to copper-containing discharges

from pools, spas, and fountains.

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

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

Summary:

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

None. The Town of Portola Valley is a small rural town consisting mostly of residential neighborhoods.

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

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

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

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

Summary:

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

See Section C.9.e.ii of SMCWPPP’s FY 15-16 Annual Report for a description of SMCWPPP’s activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management. See Section C.7 of SMCWPPP’s FY 15-16 Annual Report for a description of outreach conducted to promote water conservation programs, such as promoting rain barrel use. Information on water conservation, less-toxic pest control and appropriate watering/irrigation practices is also posted on SMCWPPP’s website (www.flowstobay.org).

ORDINANCE NO. 2013- 398

ORDINANCE OF THE TOWN OF PORTOLA VALLEY ADDING SECTION 8.04.060 [REUSABLE BAGS] TO TITLE 8 [HEALTH & SAFETY] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, single-use carryout bags constitute a high percentage of litter, which is unsightly, costly to clean up, and causes serious negative environmental impacts; and

WHEREAS, the Town of Portola Valley ("Town") has a substantial interest in protecting its residents and the environment from negative impacts from plastic carryout bags; and

WHEREAS, on October 23, 2012 the Board of Supervisors for the County of San Mateo ("County") approved a Program Environmental Impact Report ("Program EIR") and adopted an ordinance banning single-use carryout bags from stores, while requiring stores that provide reusable bags to charge customers ten cents (\$.10) per bag; and

WHEREAS, the County's ordinance encouraged cities and towns within and neighboring the County to adopt similar ordinances and the County's Program EIR specifically analyzed the possibility of 24 cities (18 cities within San Mateo County, including the Town of Portola Valley, and 6 cities in Santa Clara County) adopting the County's ordinance within their own jurisdictions; and

WHEREAS, the Town intends this ordinance to fall within the scope of the County's Program EIR and has, therefore, modeled this ordinance on the County's ordinance.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **ORDAIN** as follows:

1. ADDITION OF CODE. Section 8.04.060 [Reusable Bags] is hereby added to Title 8 [Health & Safety] of the Portola Valley Municipal Code to read as follows:

8.04.060 Reusable Bags

A. Chapter 4.114 "Reusable Bags" of Title 4 "Sanitation and Health" of the San Mateo County Ordinance Code, and any amendment thereto, is hereby adopted in its entirety by reference and made effective in the Town. Certified copies of Chapter 4.114 of Title 4, as adopted hereby, have been deposited with the Town

E. A Notice of Determination shall be filed pursuant to CEQA Guidelines sections 15094 and 15096.

4. EFFECTIVE DATE; POSTING. This ordinance shall become effective April 22, 2013, and shall be posted within the Town in three public places.

INTRODUCED: December 12, 2012
PASSED: January 23, 2013
AYES: Councilmember Driscoll, Councilmember Derwin,
Vice Mayor Wengert and Mayor Richards
NOES: None
ABSTENTIONS: None
ABSENT: Councilmember Aalfs

ATTEST:



[Signature]
Town Clerk

By: *[Signature]*
Mayor

APPROVED AS TO FORM:

[Signature]
Town Attorney