



Linda S. Adams
Secretary for
Environmental Protection

California Regional Water Quality Control Board San Diego Region

Over 50 Years Serving San Diego, Orange, and Riverside Counties
Recipient of the 2004 Environmental Award for Outstanding Achievement from USEPA



Arnold Schwarzenegger
Governor

9174 Sky Park Court, Suite 100, San Diego, California 92123-4353
(858) 467-2952 • Fax (858) 571-6972
[http:// www.waterboards.ca.gov/sandiego](http://www.waterboards.ca.gov/sandiego)

August 31, 2010

In reply refer to:
266817:adai

Mr. Loc Nguyen
LB Twin Lakes Resort
25275 Potrero Valley Rd,
Potrero, CA 91963

Dear Mr. Nguyen:

**SUBJECT: NON-SUBMITTAL OF 2009 ANNUAL MONITORING REPORT
LB TWIN LAKES RESORT**

This letter is to inform you that the January-December 2009 annual monitoring report has not been submitted to the California Regional Water Quality Control Board, San Diego Region (San Diego Water Board). Failure to submit the 2009 annual monitoring report is a violation of Order No. 94-119. The annual report is required to be submitted by January 30th of every year pursuant to the Monitoring and Reporting Program of Order No. 94-119. Please submit the referenced annual report as soon as possible.

Enclosed is a copy of the annual report template, which should be kept as a copy at the facility and used every year for submittal of your facility's annual monitoring reports. The report is more than 180 days overdue. You will be out of compliance with Order No. 94-119, and will continue to accrue days of violation until the San Diego Water Board receives the annual report.

Failure to submit reports required by Waste Discharge Requirements within 30 days from the due date are considered priority violations and are subject to civil liabilities pursuant to California Water Code Section 13350. Civil liability amounts imposed by the San Diego Water Board under this section range from \$100 to \$5,000 per day per violation, or up to \$10 per gallon for each gallon of waste discharged.

The San Diego Water Board implemented an electronic records management system, aka Paperless Office, to reduce paper consumption, anticipate future records management solutions, and improve the overall accessibility to water quality records and documents. We strongly encourage you to provide all regulatory documents, submissions, materials, data, and correspondence on compact disk (CD-ROM or CD) in a Portable Document Format (PDF) file *in lieu of paper-sourced documents*. In some instances paper submittals are still required; see attached letter for details.

Mr. Nguyen

August 31, 2010

In the subject line of any response, please include the requested "In reply refer to:" information located in the heading of this letter. For questions pertaining to the subject matter, please contact Amanda Dai at (858) 627-3977 or via email at adai@waterboards.ca.gov.

Sincerely,

Robert Morris

Robert Morris, P.E.
Senior Water Resource Control Engineer
Cleanup and Land Discharge Branch

RWM:clh:ad

Enclosure: Electronic Reporting Submittal Requirement Letter
Annual Report Template

cc: Ms. Georgina Gonzalez
Property Manager
25275 Potrero Valley Road
Potrero, CA 91963

Regulatory Measure ID: 375685
Violation ID: 880167



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TO: All Persons/Parties Submitting Documents and Data

FROM: David W. Gibson, Executive Officer

DATE: July 1, 2010

SUBJECT: Guidelines for Electronic Submittal of Documents – CD-ROM

The California Regional Water Quality Board, San Diego Region (San Diego Water Board) implemented an electronic records management system, aka Paperless Office, to reduce paper consumption, anticipate future records management solutions, and improve the overall accessibility to water quality records and documents. We strongly encourage you to provide all regulatory documents, submissions, materials, data, and correspondence on compact disk (CD-ROM or CD) in a Portable Document Format (PDF) file *in lieu of paper-sourced documents*. In some instances paper submittals are still required; see below for details.

The following format guidelines will provide an accurate substitute of an original paper-sourced document suitable for inspection, review, and copying:

1. **Convert** documents greater than 10 megabytes (>10MB), or more than 25 pages, into a PDF file as it would normally appear in a paper-sourced document. Please limit the size of the PDF file to <150mbs (less than 150MB); if more than 150MB, divide the document into volumes. *Documents that are 25 pages or less need not be submitted on CD.*
2. **Transfer** onto a CD. Remember to *label* the CD and case or envelope with similar information which appears in the 'subject' line of the cover page (ie. title of the document, property name and location, submission date, and project identifier such as NPDES, CIWQS, Order Numbers, etc.).
3. **Verify** that the PDF file on CD:
 - a. Contains the *entire* document, maintaining organization and layout, including page orientations, size, margins, fonts, table formats, page numbers, and appendices.
 - i. Appendix cover pages must be in the same order as they would appear in a paper-sourced document, followed by the information assigned to that appendix; and
 - ii. Each subsection of an appendix must also have its own cover page (ie. Appendix D.1 or Appendix E.4) followed by the information assigned to that subsection.

California Environmental Protection Agency

- b. Allows the reviewer to *copy text and images* into common word processing documents (OCR – Optical Character Recognition). If you do not have this technology we will attempt to covert the PDF into OCR as necessary.
 - c. Enables review of the document *clearly and legibly*. If needed for larger documents, include a well-structured table of contents that allows the reviewer to identify key components of the document. Generally, bookmarks are useful, and hypertext linking improves navigation through the document. However, in order to minimize loss of functionality, if hypertext links are provided, use only relative paths which do not reference specific drives or root directories, and make the bookmark hierarchy identical to the table of contents (avoid using more than 2-3 levels which will increase the need for space to read the bookmarks).
4. *Submit / mail* to the address listed above with a *paper copy of a cover letter*, transmittal page, and/or report cover page. See additional information regarding original certifications and other original signature requirements below.

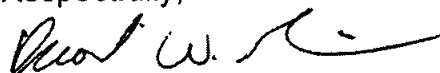
Be advised that failure to comply with formatting guidelines for CD-sourced documents may cause a delay in the review of the submission, and you may be requested to perform necessary re-conversion changes. Additionally, we may request that some documents and materials continue to be submitted on paper, particularly large drawings or maps.

Documents submitted via electronic mail (e-mail) to individual Staff will not be accepted as formal submissions at this time. In order to properly catalogue all submissions, they must be sent to our mailing address.

The San Diego Water Board is developing policy and procedure requirements for the submission of digital signatures (electronic signatures). In the meantime, if documents for which regulations, orders, permits, etc., require an *original hand-written signature*, such as professional certifications or penalty of perjury oaths, please *also* scan and insert into the PDF file where appropriate and easily identified. If you are unable to provide an electronic duplicate of the original hand-written signature please indicate on your cover letter when submitting the CD-sourced document.

If you have questions please call the appropriate Staff assigned to your program or project. Thank you for your cooperation and assistance in protecting California's natural resources.

Respectfully,



David Gibson,
Executive Officer

DWG/ca/ac

CERTIFICATION:

Pursuant to Provision D. 12c of Order No. 94-119, this report must be signed and certified by the discharger or a duly authorized representative of that person as follows:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Signature

Signed under Penalty of Perjury

Date

Print Name

DIRECTIONS:

1. As part of the first monitoring report pursuant to this monitoring and reporting program, the discharger shall submit an initial facility map describing the layout of the park and the location of all septic tank(s), leach field(s), leach pit(s) and dump station(s). Clearly identify all features included on the map. For subsequent annual reports the discharger shall submit a facility map only if a change has occurred in the waste disposal systems during the year.
2. Please respond to all questions. If a question does not pertain to your facility, write "Not Applicable" in the space provided.
3. Use page 5 of this report to further demonstrate compliance with waste discharge requirements or to answer any question in greater detail.
4. The discharger shall make copies of this form for annual reporting and save the original to be used as a master copy.

PARK OWNERSHIP/MANAGEMENT UPDATE

Please note any changes to the information in the space below:

Name of Facility: Twin Lakes Resort

Address: 25275 Potrero Valley Road, Potrero, CA 92063

Phone Number: (619) 478-5505

Owner of Facility: Vernon and Jane Shears

Address: 25275 Potrero Valley Road, Potrero, CA 92063

Phone Number: (619) 478-5505

Facility Contact Person: Vernon and Jane Shears

Phone Number: (619) 478-5505

PARK DESCRIPTION UPDATE

1. Number of permanent mobile home spaces	_____
2. Number of sewerer recreational vehicle spaces	_____
3. Number of unsewered recreational vehicle spaces	_____
4. Number of tent campsites	_____
5. Average number of people that visit the park per day during the previous year	_____
6. Maximum number of people that visited the park per day during the previous year	_____
7. Number of septic tanks	_____
8. Size of septic tanks; if known	_____
9. Number of leach fields (seepage pits)	_____
10. Length of leach lines; if known	_____
11. Number of dump stations	_____
12. Number of dump stations connected to a leach field	_____
13. Were portable toilets used at the facility this year?	Yes _____ No _____

Describe any changes that have occurred to the park in the last year:

SEWAGE TREATMENT AND DISPOSAL FACILITIES MAINTENANCE

1. Date of last septic tank(s) inspection	_____
2. Name of person/company who conducted the septic tank inspection	_____
3. Inspection Results:	
1 st Tank Inspected _____	2 nd Tank Inspected _____
Depth of scum layer _____ (in)	Depth of scum layer _____ (in)
Depth of liquid layer _____ (in)	Depth of liquid layer _____ (in)
Depth of sludge layer _____ (in)	Depth of sluge layer _____ (in)
4. Date septic tank(s) were last pumped	_____
5. Name of company who pumped the septic tank(s)	_____
6. Quantity of septage pumped (gallons)	_____
7. Submit the lab results of the effluent sampling on Page 4 of this Report. Use as many pages as needed.	
8. Location where septage was hauled.	_____
9. Dump Station(s):	
Number of dump stations	_____
Date(s) dump station(s) were pumped	_____
Quantity of waste pumped	_____
Name of company who pumped dump station(s)	_____
Name of disposal site waste was hauled to	_____
10. Were any odors or surfacing sewage detected at leach field? If yes, what was the cause? and what corrective measures were taken?	_____

11. Were any measures taken to prevent non-domestic waste including toxic(s), brines, phosphates or chemical preservatives found in RV holding tanks from being discharged to the subsurface disposal system in the last year? If yes, describe what measures were taken.	_____

EFFLUENT ANALYSIS

Sample date _____ Time sample was taken _____ a.m./p.m.

Sample location _____

Name of individual who performed sampling _____

Date sample was analyzed _____

Name of individual who performed analysis of sample _____

The analytical techniques or methods used to analyze the sample _____

SIGNED UNDER PENALTY OF PERJURY _____

The Results of Such Analysis:

Parameter	Unit(s)	Sample Results
1. pH	Units	_____
2. Phenols	mg/L	_____
3. Zinc	mg/L	_____
4. Surfactants	mg/L	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

