



*"Small Town Atmosphere  
Outstanding Quality of Life"*

September 15, 2012

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

Ms. Pamela Creedon, Executive Officer  
California Regional Water Quality Control Board  
Central Valley Region  
11020 Sun Center Drive, #200  
Rancho Cordova, CA 95670-6114

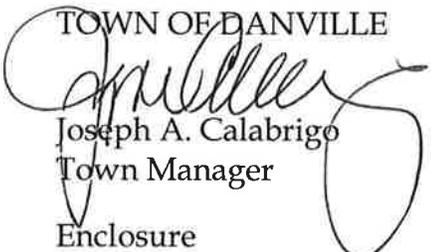
Dear Mr. Wolfe and Ms. Creedon:

Enclosed is the 2011 - 2012 Annual Report for the Town of Danville, which is required by and in accordance with Provision C.16 in National Pollutant Discharge Elimination System (NPDES) Permit Number CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board and/or by Provision C.13 in NPDES Permit Number CA0083313 issued by the Central Valley Regional Water Quality Control Board.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibly of fine and imprisonment for knowing violations.

Very truly yours,

TOWN OF DANVILLE

  
Joseph A. Calabrigo  
Town Manager

Enclosure

510 LA GONDA WAY, DANVILLE, CALIFORNIA 94526

Administration  
(925) 314-3388

Building  
(925) 314-3330

Engineering & Planning  
(925) 314-3310

Transportation  
(925) 314-3310

Maintenance  
(925) 314-3450

Police  
(925) 314-3700

Parks and Recreation  
(925) 314-3400

**ATTACHMENT B**

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Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	Town of Danville		
<b>Population:</b>	43,574		
<b>NPDES Permit No.:</b>	CAS612008 (San Francisco Bay RWQCB Permit) and/or CA00883313 (Central Valley RWQCB Permit)		
<b>Order Number:</b>	R2-2009-0074 (San Francisco Bay RWQCB) and/or R5-2010-0102 (Central Valley RWQCB)		
<b>Reporting Time Period (month/year):</b>	July / 2011 through June / 2012		
<b>Name of the Responsible Authority:</b>	Joe Calabrigo	<b>Title:</b>	Town Manager
<b>Mailing Address:</b>	510 La Gonda Way		
<b>City:</b>	Danville	<b>Zip Code:</b>	94549
		<b>County:</b>	Contra Costa
<b>Telephone Number:</b>	925-314-3302	<b>Fax Number:</b>	925- 838-0548
<b>E-mail Address:</b>	jcalabrigo@danville.ca.gov		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Christine McCann	<b>Title:</b>	Stormwater Pollution Control Program Coordinator
<b>Department:</b>	Engineering		
<b>Mailing Address:</b>	510 La Gonda Way		
<b>City:</b>	Danville	<b>Zip Code:</b>	94526
		<b>County:</b>	Contra Costa
<b>Telephone Number:</b>	925-314-3342	<b>Fax Number:</b>	925- 838-0360
<b>E-mail Address:</b>	cmccann@danville.ca.gov		

## Section 2 - Provision C.2 Reporting Municipal Operations

### Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

A Corporation Yard SWPPP was completed two years ago that complies with the MRP and annual inspections are conducted each year. This year the Town's Stormwater Coordinator did a routine inspection of the Corporation Yard and the notes are shown below. In addition, several agencies (EBMUD, CCCSD, PG&E, etc.) inspected the Town's corporation yard in order to re-certify the Town's corporation yard Green Business status. No problems or issues were identified. The Town is proud to be a certified Bay Area Green Business for many years now.

The Town is currently in the process of installing a central irrigation system Town-wide that incorporates all Town maintained and irrigated sites under one system. Time table for implementation of the first phase now looks like fiscal year 2012-13. Until this system is installed, the Town continues to work with EBMUD to identify water requirements for Town-maintained areas. The Town utilizes EBMUD's Water Smart Program as well as the information that has been provided on the water billings to check water usage. The water bills received now show how much water we used this year vs. last year and what is the recommended water usage for that area based on plant type. This information is shared with the site manager so proper irrigation adjustments can be made. The Town has 12 irrigated sites that are currently using Evapotranspiration (ET) information to adjust the watering schedules. Whenever possible we use this ET information to also adjust all other sites that do not currently have this capability. The Town also uses the ET information to make seasonal and weather related water adjustments.

The Town has an on-going program to identified areas where either drought tolerant or native plant material can replace plant material that required more water. Every year, as the budget allows, the Town gradually continues to replace landscaping with drought tolerant species. The Town has also eliminated turf in some areas and has bark mulched these areas to help reduce water usage, and eliminate chemical use entirely.

All Town-maintained creeks were cleaned, weeds cut back manually, trash and debris picked up and hauled to the Town's Service Center. Once again, no spraying was conducted in any Town-maintained creeks this year. All green waste is recycled and the volume of trash and debris is quantified and recorded in the Towns' electronic performance indicator (PI) computer program. Quarterly reports can be produced to evaluate whether the Town's PIs are on track for the year.

Danville sponsored the Bay Friendly 7-week course in the Spring of this year and one staff member became Bay Friendly certified. A workshop on Structural Control IPM training came to Contra Costa County this year on October 25, 2011 and the Town's Maintenance Services manager attended the training. The program provided guidance on IPM certifications, how to contract for Structural IPM Pest Control and Clean Water regulations. The Town contracts with a Green Pro IPM Company to do all structural pest control.

The Town marks all storm drains in Town with a curb marker that says, "No Dumping, Drains to Creek." This program began in 1993 and volunteers installed the markers on the drains for the Town originally. For the most part, boy scouts wanting to earn their Eagle Scout award work with the Town's Stormwater Coordinator to install the markers. Since the first markers have been down for almost 20 years, they are in need of replacement. So for the past 2-3 years the Town has actively been replacing worn or popped off markers with new ones. To date, approximately 2/3 of the Town's existing markers have been replaced.

The Town of Danville participates in the countywide program's Municipal Operations Committee/Work Group. Also see the C.2 Municipal Operations section of the countywide Program's FY 11-12 Annual Report for a description of activities implemented at the countywide and/or regional level.

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

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

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

Comments:

**Town maintenance workers vacuum all waste/debris from road maintenance activities. In addition, Town contracted road repair projects also are required by contract, to employ proper stormwater BMPs, see Attachment C.2.a. – Road Construction Specs Excerpt and Attachment C.2.a. – Appendix B Standard Specs for Road Construction Contracts.**

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

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

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

Comments:

**The Town has significantly reduced the use of mobile washing this year. In previous years a BASMAA certified washer was contracted by the Town to do sidewalk cleaning on a regular basis. But this year, no mobile contractors were hired in an effort to reduce maintenance costs for the Town. Town staff did minimal amount of sidewalk/patio rinsing on a couple of occasions that was directed to landscaped areas.**

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

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

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

Comments:

**Town residents are asked to keep an eye out for vandals on the Town's website. Here's an excerpt from the Town's website:**

"One of the wonderful things about Danville is its park system. Located within the Town boundaries are 10 major park sites and several smaller neighborhood or roadside parks. Residents are being asked to help the Town keep the parks clean and graffiti-free.

Every year, the Town of Danville Maintenance Department spends tens of thousands of dollars, and hundreds of staff hours, responding to incidents of graffiti and vandalism that take place in these beautiful parks. With summer in full swing, the parks are being heavily used by all. The downside is, this is also when there is a corresponding increase in incidents of graffiti and vandalism.

Last year at Hap Magee Ranch Park, one incident alone caused over \$36,000 in damage.

The Town is asking that anyone who sees individuals vandalizing Town property report these incidents to the Danville Police Department immediately at 925-820-2144."

**The Town does not contract for graffiti removal. Town staff is trained to remove the graffiti by repainting the surface or spraying the surface with a cleaner and using a wire brush to remove the paint. No wash waters are involved in the removal of graffiti.**

**C.2.d. ► Stormwater Pump Stations**

Does your municipality own stormwater pump stations:  Yes  No

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

Complete the following table for dry weather DO monitoring and inspection data for pump stations<sup>1</sup> (add more rows for additional pump stations). If a pump station is exempt from DO monitoring, explain why it is exempt.

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

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

Summary:

Attachments:

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

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

<sup>1</sup> DO monitoring is exempted where all discharge from a pump station remains in a stormwater collection system or infiltrates into a dry creek immediately downstream.

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural <sup>2</sup> roads:		<input type="checkbox"/>	Yes
		<input checked="" type="checkbox"/>	No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>			
Place an <b>X</b> in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas:			

<sup>2</sup> Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

**C.2.f. ► Corporation Yard BMP Implementation**

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

<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We have a current <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)

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

<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants

Comments:

**The Town's corporation yard was re-certified as a Bay Area Green Business this year.**

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 Service Center	6-14-12 By Chris McCann (unannounced inspection)	<ul style="list-style-type: none"> <li>- All Drainage Inlets (DI) were well protected in and around street sweeping debris piles. Debris piles are under control and adequate size.</li> <li>- Landscape materials, dirt and sand storage areas well contained with straw waddles placed around them.</li> <li>- Recycling debris piles well contained</li> <li>- Storm drain near the organic garden is protected on sides with rock bags, but not in front of the DI. I</li> </ul>	<ul style="list-style-type: none"> <li>- The straw waddles around the debris piles will be replaced before the Fall.</li> <li>- They will wrap rock bags w/ weir control on all curb DIs before the Fall</li> <li>- DI socks will be</li> </ul>

		<p>think this DI receives drainage from the fueling area. If so, please put rock bags around entire DI year round and report back to me.</p> <ul style="list-style-type: none"> <li>- Sign Painting was going on while I was there. The entire operation was well controlled and contained, including paint supplies, etc.</li> <li>- The DI socks that were installed in the DIs were all clean and well maintained. Please respond as to whether you are still using the spaghetti fuel absorbent in required areas – couldn't see it in the drains. Please respond as to whether it is a good product.</li> <li>- All HAZMAT was in the secondary containment areas. Please provide proof of regular pick-up.</li> <li>- Wash rack area was clean – please provide proof of stormwater interceptor maintenance records.</li> <li>- There's a significant amount of erosion control materials on-site (e.g. straw wattles). Are they pre-ordered for next season, for an upcoming project or left over from the past winter season?</li> <li>- There are straw wattles along the base of the hillside. They seem to have been there for a while. Will these require replacement this Fall? Or isn't there much drainage from this area?</li> </ul>	<p>replaced in all DIs near fueling area and debris piles</p> <ul style="list-style-type: none"> <li>- Spaghetti absorbent material is reported to be very effective.</li> <li>- DI filter bags are cleaned once a year and then removed and replaced annually.</li> <li>- HAZMAT maintenance records are on-site.</li> <li>- Stormwater interceptor maintenance records are on-site</li> <li>- The straw wattles on-site were left over from previous winter season.</li> <li>- Each Fall the straw wattles at the base of the hillside are replaced.</li> </ul>
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**Section 3 - Provision C.3 Reporting New Development and Redevelopment**

**C.3.b. ► Green Streets Status Report**

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

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

Summary:

**The C.3 New Development and Redevelopment section of the CCCWP's FY 11-12 Annual Report includes a description of activities conducted at the countywide and regional level. Town staff has reviewed the CCCWP progress and research on Green Streets designs in anticipation of a possible capital project in future years.**

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

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

**No Regulated Projects were approved during this fiscal year.**

**C.3.iii(3) Low Impact Development Reporting**

*(For FY 11-12 Annual Report only)* Report the method(s) of implementation of Provision C.3.c.i in the 2012 Annual Report. For specific tasks listed in Provision C.3.c.i. that are reported using the reporting tables required for Provision C.3.b.v, a reference to those tables is adequate.

**The Town of Danville stormwater ordinance requires every application for a Regulated C.3. development project to be accompanied by a stormwater control plan that meets the criteria in the most recent version of the CCCWP Program Stormwater C.3 Guidebook. The Guidebook has been updated to incorporate the requirements of Provision C.3.c.i. of the MRP – Please see the New Development and Redevelopment section of the CCCWP's FY 2011-2012 Annual Report for details.**

**The Town is in the process of updating the Town's General Plan which includes new sections on Stormwater management and MRP implementation. In parallel to the preparation of the Draft 2030 General Plan, the Town is well underway with efforts to prepare a draft Sustainability (Climate Action) Plan. A Joint Town Council/Planning Commission Study Session was held on July 3, 2012, to allow review of the goals and policies framework for the Sustainability Plan. Potential impacts associated with the adoption and implementation of the Sustainability Plan are addressed within the General Plan EIR. Public hearings on these documents are anticipated to include hearings before the Planning Commission in December of this year and hearings before the Town Council in January or February of 2013. Please see Attachment C.3. - TOWN**

**OF DANVILLE DRAFT 2030 GENERAL PLAN for additional details on the Draft Goals, Policies and Implementation Measures.**

On February 29, 2011, an in-house training and coordination meeting was held with Building, Planning and Stormwater staff to discuss how to implement/coordinate new requirements and inspection card sign-offs for Engineering on Building Permits that include C.3. facilities. This process includes a new procedure for calling & holding inspections. We also discussed that upcoming storm water changes for 2500sq ft. and up NSFD's & RSFD's are in store for 12/1/12 and a new flyer outlining options for compliance is in the process of being developed.

On May 17, 2012, two Town Planners attended the Contra Costa Clean Water Program's workshop on "How to Prepare Stormwater Control Plans for Development Projects" where the 6<sup>th</sup> edition of the CCCWP C.3 Guidebook and the Stormwater Control Plan Template was unveiled. The Town's Stormwater Coordinator also attended the CASQA conference on September 26-28, 2012 this year. And the Town's Planning Director attended the Contra Costa County 2011 Creek and Watershed Symposium on 11/17/11 in Antioch.

Due to the downturn in the economy, no new C.3. projects were approved this fiscal year. However, a few projects that were approved in prior years are currently under construction, but not yet complete as of the end of this reporting period.

**C.3.e.v. ► Alternative or In-Lieu Compliance with Provision C.3.c.**

<i>(For FY 11-12 Annual Report only)</i> Did your agency make any ordinance/legal authority and procedural changes to implement Provision C.3.e.?		<b>Yes.</b>	X	<b>No</b>
If yes, attach a copy of the ordinance/legal authority changes or provide a link to the document(s). Discuss any procedural changes made. No new projects were approved this year.				
<i>(For FY 11-12 Annual Report and each Annual Report thereafter)</i> Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?		<b>Yes</b>	X	<b>No</b>
Comments (optional): <b>The Town of Danville always strives to incorporate 100% of the LID requirements on-site, but recognizes that in certain situations it is not always possible or logical to accommodate it in every project. Creative solutions can allow for better results when reviewing each site's unique characteristics. In the two situations where alternative compliance was allowed in the past as an option, the Town always required that DIRTIER water be treated. One project that was approved in past years was allowed to capture off-site run-off from an adjacent subdivision and treat it in place of a small portion of the new project. This was allowed specifically because the drainage pattern from a portion of the irregularly -shaped new development project couldn't drain to the common IMP.</b>				

Permittee Name: Danville

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

1. 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)?		<b>Yes</b>	X	<b>No</b>
2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2012 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.		<b>Yes</b>	X	<b>No</b>
<p>If you answered "Yes" to either question,</p> <p>1) Complete Table C.3.e.vi . below.</p> <p>2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.</p> <p><b>The Town of Danville has no Special Projects to report.</b></p>				

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

(1) Fill in attached table C.3.h.iv.(1) or attach your own table including the same information.
(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.
<p>Summary:</p> <p><b>The O &amp; M Inspections conducted this year were for projects that were constructed in recent past years. One re-inspection was also conducted to ensure that a previous year's problem had not re-occurred. The Town wanted to ensure that these new C.3. facilities were being properly maintained since they were newly installed, lots sold and in some cases, there were new property owners. Letters were sent out to each property owner reminding and informing them that they needed to do self-inspections and report their findings to the Town (see Attachment C.3h.iv - O&amp;M notice letter for Dan Congregational Church 7-11). An example of a self-reporting response is contained in Attachment C.3h.iv - DCC Bioswale_Checklists_7- 2011 by Lscp contr. In this example, a Town inspector inspected the site and no issues were found.</b></p>
(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).
<p>Summary:</p> <p><b>This year the Town created templates for O &amp; M notification letters for commercial, single family residential and Homeowner Associations. This letter informs them of their obligation to maintain LID facilities on their site per the agreement that has been recorded against their property. It also includes the form that they need to fill out to do regular inspections/maintenance. And finally, it informs them that a Town inspector will be on their property to inspect the facilities within a certain time frame. This format will help to automate this type of notification and serve as a</b></p>

useful tool in helping to educated property owners that they have these type of facilities on their property. The Town has chosen to inform property owners during the summer time of this requirement to inspect and maintain the facilities so that the Town is able to follow-up with a Town O & M inspection prior to the rainy season to ensure that the facilities are ready for the upcoming rainy season.

So far, this system seems to be working, especially when the Town is communicating with a business or professional landscape contractor that maintains the entire system. Individual single family homeowners will most likely not be so responsive. The Town doesn't have many of these type of O & M inspections yet, but they will be coming on-line in the near future.

(4) During the reporting year, did your agency:

• Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation?	X	Yes		No
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls?	X	Yes		No
• Inspect at least 20 percent of the total number of installed vault-based systems?	X	Yes		No

If you answered "No" to any of the questions above, please explain:

**FYI - Several current C.3. construction projects were not finalled in this FY, but construction inspections are on-going.**

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

Project Name Project No.	Project Location <sup>9</sup> , Street Address	Name of Developer	Project Phase No. <sup>10</sup>	Project Type & Description <sup>11</sup>	Project Watershed <sup>12</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>13</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>14</sup>	Total Pre- Project Impervious Surface Area <sup>15</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>16</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
<b>No Regulated C.3 projects were approved this FY</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Public Projects</b>											
<b>No Regulated C.3 projects were approved this FY</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Comments: No new C.3 Regulated projects were approved this fiscal year.											

<sup>9</sup> Include cross streets

<sup>10</sup> If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

<sup>11</sup> Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

<sup>12</sup> State the watershed(s) in which the Regulated Project is located. Optional but recommended: Also state the downstream watershed(s).

<sup>13</sup> All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>14</sup> All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>15</sup> For redevelopment projects, state the pre-project impervious surface area.

<sup>16</sup> For redevelopment projects, state the post-project impervious surface area.

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

Project Name Project No.	Application Deemed Complete Date <sup>17</sup>	Application Final Approval Date <sup>17</sup>	Source Control Measures <sup>18</sup>	Site Design Measures <sup>19</sup>	Treatment Systems Approved <sup>20</sup>	Operation & Maintenance Responsibility Mechanism <sup>21</sup>	Hydraulic Sizing Criteria <sup>22</sup>	Alternative Compliance Measures <sup>23/24</sup>	Alternative Certification <sup>25</sup>	HM Controls <sup>26/27</sup>
<b>Private Projects</b> n/a										
<b>No Regulated C.3 projects were approved this FY</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Comments:  
No new regulated projects were approved in Danville this year.

<sup>17</sup> For private projects, state project application deemed complete date and final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>18</sup> List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>19</sup> List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>20</sup> List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>21</sup> List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

<sup>22</sup> See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>23</sup> For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>24</sup> For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>25</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>26</sup> If HM control is not required, state why not.

<sup>27</sup> If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

Project Name Project No.	Approval Date <sup>28</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>29</sup>	Site Design Measures <sup>30</sup>	Treatment Systems Approved <sup>31</sup>	Operation & Maintenance Responsibility Mechanism <sup>32</sup>	Hydraulic Sizing Criteria <sup>33</sup>	Alternative Compliance Measures <sup>34/35</sup>	Alternative Certification <sup>36</sup>	HM Controls <sup>37/38</sup>
<b>Public Projects</b>										
<b>No Regulated C.3 projects were approved this FY</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Comments:  
n/a – no new public Regulated projects were approved this year.

<sup>28</sup> For public projects, enter the plans and specifications approval date.

<sup>29</sup> List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>30</sup> List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>31</sup> List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>32</sup> List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

<sup>33</sup> See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>34</sup> For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>35</sup> For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>36</sup> Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>37</sup> If HM control is not required, state why not.

<sup>38</sup> If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

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

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

<b>Name of Facility/Site Inspected</b>	<b>Address of Facility/Site Inspected</b>	<b>Newly Installed? (YES/NO)<sup>39</sup></b>	<b>Party Responsible<sup>40</sup> For Maintenance</b>	<b>Date of Inspection</b>	<b>Type of Inspection<sup>41</sup></b>	<b>Type of Treatment/HM Control(s) Inspected<sup>42</sup></b>	<b>Inspection Findings or Results<sup>43</sup></b>	<b>Enforcement Action Taken<sup>44</sup></b>	<b>Comments/Follow-up</b>
Danville Congregational Church	989 San Ramon Valley Blvd.	no	Property owners	8-12/11	5-yr cycle Routine	Bioretention facility/pond	Proper O & M	None	
MS 851-2007 – Parcel A	141 Ester Lane	no	Property owners	8-12/11	5-yr cycle Routine	Infiltration basin	Proper O & M	None	
MS 851-2007 – Parcel B	145 Ester Lane	no	Property owners	8-12/11	5-yr cycle Routine	Infiltration basin	Proper O & M	None	
Community Presbyterian Church	222 W. El Pintado	no	Property owners	8-12/11	Follow-up re-inspection	Filtterra Unit and Infiltration basins	Proper O & M		

<sup>39</sup> Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

<sup>40</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

<sup>41</sup> State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

<sup>42</sup> State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

<sup>43</sup> State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

<sup>44</sup> State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

**C.3.e.vi.Special Projects Reporting Table**

Reporting Period – December 1, 2011 – June 30, 2012

Project Name & No.	Permittee	Address	Application Submittal Date <sup>45</sup>	Status <sup>46</sup>	Description <sup>47</sup>	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category <sup>48</sup>	LID Treatment Reduction Credit Available <sup>49</sup>	List of LID Stormwater Treatment Systems <sup>50</sup>	List of Non-LID Stormwater Treatment Systems <sup>51</sup>
Name of the Special Project and Project No. (if applicable)  <b>The Town has no Special Projects to report.</b>	Name of the Permittee in whose jurisdiction the Special Project will be built	Address of the Special Project; if no street address, state the cross streets	See footnote	See footnote	See footnote	Total site area in acres	Number of dwelling units per acre.	Floor Area Ratio	Category A: Category B: Category C: Location: Density: Parking:  See footnote	Category A: Category B: Category C: Location: Density: Parking:  See footnote	Indicate each type of LID treatment system and the percentage of total runoff treated  See footnote	Indicate each type of non-LID treatment system and the percentage of total runoff treated. Indicate whether minimum design criteria met or certification received  See footnote

<sup>45</sup> Date that a planning application for the Special Project was submitted. If a planning application has not been submitted, include a projected application date.

<sup>46</sup> Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

<sup>47</sup> Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>48</sup> For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

<sup>49</sup> For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

<sup>50</sup> List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area.

<sup>51</sup> List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

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

**Program Highlights**

Provide background information, highlights, trends, etc.

Central Contra Costa Sanitary District (CCCSD) conducts all of Danville's business inspections. The average number of informational pieces distributed by CCCSD is: 4 for Initial Inspections and 2 for Re-inspections. This year an example of an incident that was resolved quickly with a coordinated response involved the dumping of mop water into the curb. This was observed by Town maintenance staff, who reported the finding to the Town's Stormwater Coordinator who then reported the incident to CCCSD as a call-out. A CCCSD inspector arrived, inspected the facility and the issue was resolved quickly. This is an example of good field observations by Town maintenance staff combined with a coordinated response by CCCSD that resolved the issue very effectively.

The Town's Stormwater Coordinator is a voting member of the CCCWP's Municipal Operations Committee. Please see the C.4. Industrial and Commercial Site Controls section of the CCCWP's FY 11-12 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

**C.4.b.i. ► Business Inspection Plan**

Do you have a Business Inspection Plan?

Yes  No

If No, explain:

**This section applied to the FY 09-10 Annual Report only.**

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

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

**See Attachment C.4.b.iii.(1) – Danville Inventory for this list**

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

List below or attach your list of facilities scheduled for inspection during the current fiscal year.

**See Attachment C.4.b.iii.(2) – Facilities Scheduled for Inspection FY 11-12**

**C.4.c.iii.(1) ► Facility Inspections**

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

<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	39	
Total number of inspections conducted	47	
Number of violations (excluding verbal warnings)	3	
Sites inspected in violation	3	8%
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	3	100%

Comments:  
**See Attachment C.4.c.iii.(1) – Enforcement History for all NOV follow-up inspections w/in 10 days that shows that all issues were resolved. In addition, a second follow-up re-inspection was conducted a few months later that reaffirmed that the issue was still in compliance.**

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

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

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. active non-stormwater discharge or clear evidence of a recent discharge)	3
Potential discharge and other	0

Comments:  
**All discharges are counted as one discharge per inspection per site inspection.**

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

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

	<b>Enforcement Action</b> (as listed in ERP) <sup>46</sup>	<b>Number of Enforcement Actions Taken</b>	<b>% of Enforcement Actions Taken<sup>47</sup></b>
Level 1	Verbal Warning/Warning Notice/Education	0	0
Level 2	Notice of Violation	3	100
Level 3	Formal Enforcement (Administrative Penalties, Cost Recovery)	0	0
Level 4	Legal Action and/or Referral to State and Federal Agencies	0	0
<b>Total</b>		3	100

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

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

<b>Business Category<sup>48</sup></b>	<b>Number of Actual Discharge Violations</b>	<b>Number of Potential/Other Discharge Violations</b>
See Attachment C.4.c.iii.(1) – Enforcement History for an explanation of each NOV	3	0

**C.4.c.iii.(4) ▶ Non-Filers**

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

CCCSD conducts inspections for Danville under an interagency service agreement. CCCSD reviews the operations of the businesses inspected to determine if they may be subject to the General Industrial Permit standards and if so, determine if the business filed a Notice of Intent (NOI) with the SWRCB. If a non-filer is identified, CCCSD informs the business of the requirement to file a NOI. If the business does not file a NOI, CCCSD notifies Danville of this status so that appropriate referral to the RWQCB is made. CCCSD did not notify Danville of any non-filers during the reporting period.

**C.4.d.iii ▶ Staff Training Summary**

<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Inspectors in Attendance</b>	<b>Percent of Inspectors in Attendance</b>
See Attachment C.4.d.iii - POTW Training summary	“	“	“	“

<sup>46</sup> Agencies to list specific enforcement actions as defined in their ERPs.

<sup>47</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>48</sup> List your Program's standard business categories.

<p>for more details and number of inspectors trained</p>				
<p>Annual CCCWP Stormwater Inspectors Workshop</p>	<p>June 7, 2012</p>	<ul style="list-style-type: none"> <li>• Food Service Alternative Products; How to Enforce Local Ordinances for Food Ware (Lynne Scarpa, City of Richmond)</li> <li>• How to Identify Mercury and Copper during Stormwater Inspections (Colleen Henry, Central San)</li> <li>• Current Stormwater Enforcement Cases in Contra Costa County (Stacy Grassini, Contra Costa District Attorney)</li> <li>• How to Build Rapport with Businesses (Tim Potter, Central San)</li> <li>• Overview of Afternoon Field Trip: Richmond Pick N Pull (Elisa Wilfong, CCCWP)</li> <li>• Guided Tour and Mock Assessment of Richmond Pick N Pull</li> </ul>	<p>See Attachment C.4.d.iii - POTW Training summary for more details and number of inspectors trained this FY.</p>	<p>See Attachment C.4.d.iii - POTW Training summary for more details and number of inspectors trained</p>

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

**Program Highlights**

Provide background information, highlights, trends, etc.

The Town Emergency and Environmental Management Call-out List was checked for accuracy in the Summer of 2011. However, after handling a field response issue this year that involved calling out Contra Costa Central Sanitary District (CCCSD) to do a business inspection as a result of field findings, it has been decided to allow maintenance field supervisors authority to call-out CCCSD directly if a field situation warrants it. So the Call-out List will be updated to reflect this change in the coming months.

The Town’s Stormwater Coordinator is a member of the CCCWPP Municipal Operations Committee. Please refer to the C.5 Illicit Discharge Detection and Elimination section of the CCCWP’s FY 11-12 Annual Report for a description of activities conducted at the countywide or regional level.

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

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

Contact	Description	Phone Number
See Attachment C.5.c.iii – Emergency and Environmental Management Call-out List	The Call-out list is a laminated sheet that was distributed Town-wide for use by all field (police, inspectors and maintenance workers) and office personnel who answer calls from the public.	See Attachment C.5.c.iii – Emergency and Environmental Management Call-out List

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

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

Description:

Town staff does not typically find mobile washers doing cleaning in Danville. But if they were to be observed, maintenance staff reports that they would address any illicit stormwater discharges directly with them and report all findings to the Town’s Stormwater Coordinator. In the past, the Town has only hired BASMAA-certified Mobile washers; however, no mobile washers have been contracted by the Town in the past year in an effort to reduce costs. Please also refer to the C.5 Illicit Discharge Detection and Elimination section of the CCCWP’s FY 11-12 Annual Report for a description of efforts by CCCWP and the BASMAA Municipal Operations Committee to address mobile businesses.

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

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

**Description:**

In general, the Town tracks maintenance of all drainage facilities annually. The Town started its annual creek and drainage inlet cleaning in July and completed it prior to the onset of the rainy season on October 15th. All creek cleaning is typically done manually and no pesticides or herbicides were used this year. All trash racks and hot spot drain inlets are constantly checked and cleaned when necessary throughout the rainy season. In addition to the hot spot areas of Town, Jim Parke the Town Drainage Maintenance Supervisor, directs and coordinates which inlets will be cleaned. The Town also has emergency storm patrol staff on call around the clock during the rainy season to help avoid any potential drainage issues. Annually, the Town applies for a California Department of Fish and Game (DFG) permit to do creek maintenance activities. This permit requires that the Town to send a quarterly letter to DFG describing all work to be done in the Town's creeks and ditches. All work is completed by October 15<sup>th</sup> of each year per their regulations.

The following is a summary of our collection screening issues in the Town-maintained creeks/drainage ditches that were detected:

3 minor reports of sediment in drainage ditches, 2 from the higher elevations in the hills – No obvious sources noted in field

1 site with brackish waters detected – re-inspection found no further evidence or sources

1 trash area identified near SRVHS – High School trash reduction efforts continue to be implemented

No changes to the locations of the screening points are recommended, but the sites with issues previously detected were re-inspected the following year to see if there is a trend. In one instance, where there were brackish waters last year (but not this year), fish were found in the creek this year. High School trash reduction efforts have continued this year and are discussed in the C.10 Trash Reduction and C.7 Public Education sections of this report.

A Town goal is to clean and/or inspect at least 500 new catch basin inlets each year, on a rotating basis. This year, a total of 763 catch basins were cleaned and/or inspected, including 580 by Town staff and another 183 by a contractor. This is similar to 811 last year. Since the rains were lighter these past two years, the street sweepers were able to pick up the Fall leaves in the street gutters more effectively before the rains came, thus the storm drains did not need as much cleaning as they did two years ago. Maintenance staff reports that two years ago, catch basin maintenance efforts were significantly higher because the rains came early in the season and many more drains were needing cleaning due to the excessive leaf fall that clogs drains. Maintenance crews never flush drainage lines, they always manually or mechanically clean out the silt and debris themselves or contract it out to an outside company with Town staff supervision. The Maintenance Division activities, hours and debris quantities are tracked in a computerized system. Storm Patrol maps are also utilized to coordinate drainage maintenance efforts in which the Town is divided into four geographic zones with several back-up sheets that detail out the features of each drainage area. The Town also encourages residents to use their green waste bin instead of dumping green waste in the street for street sweeper to pick up – please see the Town's website page: [http://www.ci.danville.ca.us/Residents/Maintenance\\_Concerns/](http://www.ci.danville.ca.us/Residents/Maintenance_Concerns/)

**C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking**

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)		
	Number	Percentage
Discharges reported (C.5.f.iii.(1))	12	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	3	25%
Discharges resolved in a timely manner (C.5.f.iii.(3))	11	92%
Comments: <b>Of the 12 complaints filed, four incidents were unsubstantiated in the field. 92% were abated/addressed within 10 days. Six incidents actually were in storm drains or gutters, but of those only three could have reached the receiving waters. Pool repair discharges accounted for two of the three incidents. So this year, Stormwater staff has been working with building staff more closely to ensure that the pool and spa brochures were being handed out to applicants receiving permits. Unfortunately only one of the two incidents even had a permit. As a result of our investigation on the second pool discharge incident, the discharge was stopped and the contractor was fired by the owner. The third incident that reached the storm water system involved a landscape contractor dumping in the storm drain. Although CCCSD and the Police followed up in this incident they were not caught in the act, but the homeowner was informed of the violation.</b>  <b>For information on how the Town's Illicit Discharge program works, please see Attachment C.5.f.iii(1) – Illicit Discharge Activities Plan.</b>		

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

Provide a narrative or attach a table and/or graph.
Please see discussion above.

Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.1.a, b, c ▶ Site/Inspection Totals</b>		
<b>Number of sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)</b>	<b>Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)</b>
1	3	31
<p>Comments:  <b>The Town has only one high priority construction site &lt;1 acre due to steep slopes and poor track record of the developer, but there were seven more lower priority sites &lt; 1 acre that were issued grading permits and inspected regularly. In addition, three subdivisions were active, but only two of them continued construction past mass grading this year. A total of 81 construction site inspections occurred this year.</b></p>		

<b>C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations</b>		
<b>BMP Category</b>	<b>Number of Violations<sup>49</sup></b>	<b>% of Total Violations<sup>50</sup></b>
Erosion Control	0	0
Run-on and Run-off Control	0	0
Sediment Control	0	0
Active Treatment Systems	1	100%
Good Site Management	0	0
Non Stormwater Management	0	0
<b>Total</b>	<b>1</b>	<b>100%</b>

<sup>49</sup> Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

<sup>50</sup> Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

Permittee Name: Danville

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

	<b>Enforcement Action</b> (as listed in ERP) <sup>51</sup>	<b>Number Enforcement Actions Taken</b>	<b>% Enforcement Actions Taken</b> <sup>52</sup>
Level 1	Verbal Warning/Warning Notice/Education	0	0
Level 2	C.3 IMP construction inadequate – Stop Work order issued	1	100%
Level 3	Formal Enforcement (Administrative Penalties, Cost Recovery)	0	0
Level 4	Legal Action and/or Referral to State and Federal Agencies	0	0
<b>Total</b>		<b>1</b>	<b>100%</b>

**C.6.e.iii.1.f, g ► Illicit Discharges**

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

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

	<b>Number</b>	<b>Percent</b>
<b>Violations fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	n/a	n/a% <sup>53</sup>
<b>Violations not fully corrected within 30 days after violations are discovered</b> (C.6.e.iii.1.i)	1	100% <sup>54</sup>
<b>Total number of violations for the reporting year</b> <sup>55</sup>	1	100%
<b>Comments:</b> The one violation cited in this report involved construction of IMPs during the dry season so no discharge occurred. But the construction of the IMPs		

<sup>51</sup> Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>52</sup> Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

<sup>53</sup> Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

<sup>54</sup> Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

<sup>55</sup> Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

did not comply with the approved plans and unauthorized field work had to be stopped via a Stop Work Order. The C.3 plans had to be revised and approved by the Town before work was allowed to start again. This process took over three weeks to complete, that is why it was not corrected within 10 days.

The Town understands that there's confusion between BASMAA and the SFRWQCB as to whether a verbal warning constitutes a "violation." Level 1 Verbal Warnings are utilized regularly on construction sites to provide direction to prepare a site so that failures do not arise. However, verbal direction given to developers is not reported as an enforcement action/violation for purposes of this report. The tables in this report identify only those incidents that resulted in a written violation. However, it should be noted that there were many verbal directions given to developers as construction progresses. In response to recent RWQCB Audits, CCCWP staff is considering the inclusion of additional ERP language to clarify this issue, see Attachment C.6.e.iii.1.h.i. – ERP Suggested Edits. Town staff will work with the CCCWP to review these suggestions in the upcoming year to evaluate whether these new ERP modifications will eliminate the confusion.

#### C.6.e.iii.(2) ► Evaluation of Inspection Data

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:

**This year rain events were minor and spread out so they didn't generate the type of run-off that would cause much erosion. Also critical slope protection on all constructions sites was in place well before any rain events occurred. This is standard practice now. Because winter rains were light and December was dry, the spring rains were well absorbed and there wasn't much run-off. Construction activity is pretty slow this year due to the economy.**

**Most of the active construction sites were on small residential lots where there were no significant issues. Only two of the three subdivisions proceeded past mass grading (which occurred last year). This year, most construction involved housing construction, where the drainage was well controlled and flows to a common infiltration pond. All C.3 projects are required to obtain inspection sign-offs at each stage of construction per the Construction Site Inspection form (see Attachment C.6.e.iii.(2) – IMP Inspection Checklist). This form is accompanied by an instructions sheet that describes what needs to be inspected at each stage of construction. This permit card is attached to each building permit that involves construction of C.3 facilities. The Town's inspectors have reported that the new form being utilized, helps them stay organized and focused on stormwater issues. It also aligns well with the annual report format.**

**Ultimately it is the Town's intent to have all permitting, inspection and maintenance records on a coordinated electronic system. It is the intent of the Town to have this data on an electronic database, however that system has not yet been purchased due to budget constraints and other logistical coordination efforts.**

**C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness**

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:

A helpful new tool was employed and implemented this FY by Engineering and Building Inspection staff. The CCCWP developed a site inspection form (See Attachment C.6.e.iii.(2) – IMP Inspection Checklist) that Town staff have incorporated into the Engineering inspection process. It specifically outlines when an IMP Inspection must occur and requires that a Town inspector sign-off before the contractor can go to the next step. This checklist was combined this year with a new C.3 sign-off procedure that is required before a building permit can be finalled. In the past, this process was more informal, now this tool completes the inspection loop.

This year was a banner year for training staff on clean water issues. Two staff engineers passed their QSD/QSP exams, two Town Engineering inspectors attended the How to Ensure Compliance with NPDES Construction Inspection Requirements (MRP C.6) on May 2, 2012 and two planners attended the May 17<sup>th</sup> workshop on How to Prepare Stormwater Control Plans for Development Projects. In addition, the Town's Stormwater Coordinator conducted a Development Services Staff Training on-site on 12/14/11 regarding the new C.3. LID provision requirements.

The Town's Stormwater Coordinator is a member of the New development Committee of the CCCWP. Please refer to the C.6 Construction Site Control section of the CCCWP's FY 11-12 Annual Report for a description of activities at the countywide and regional level as well.

**C.6.f ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
"How to Ensure Compliance with NPDES Construction Inspection Requirements (MRP Provision C.6)"	May 2, 2012	<ul style="list-style-type: none"> <li>• MRP Provision C.6 Requirements</li> <li>• Construction General Permit Requirements</li> <li>• Construction BMPs</li> <li>• Construction Pollution Prevention for Small Sites</li> <li>• Compiling and Reporting Inspection Data</li> </ul>	2	50% of the inspectors
Contra Costa Clean Water Program's workshop, "How to Prepare Stormwater Control Plans for Development Projects".	May 17, 2012	<ul style="list-style-type: none"> <li>• 5<sup>th</sup> edition of the CCCWP C.3 guidebook</li> <li>• Stormwater Control Plan Template</li> </ul>	2 Planners – 1 was a new planner	40% of the Planners

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

**C.7.b.ii.1 ► Advertising Campaign**

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

Summary:

**The Town of Danville greatly benefits from the CCCWP's PIP activities summarized in Section C.7 of this Annual Report which includes all public information and outreach activities conducted on a countywide and/or regional level. This year the CCCWP expended a lot of resources toward educating the public on Clean Water Issues due to the Initiative in April. Unfortunately it failed, but it did succeed in getting a lot of attention for our program's efforts.**

**The Town continues to make valuable new contacts with local schools and citizen-based environmental organizations. Some of these alliances are new this year and other previously established ones continue to grow. Some community members are dedicated to several various environmental causes, many of which are also compatible with Clean Water issues. So, the information and participation at many of the public events/venues cross over and both the community environmental organizations and the Town have become partners in helping spread the word on many issues like IPM, water conservation, recycling, watershed protection, biking, solar, community gardens and other general sustainability issues.**

**C.7.b.iii.1 ► Pre-Campaign Survey**

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

**Please refer to the CCCWP's Program's Annual Report, Section C.7, for reporting on this provision.**

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

<input type="checkbox"/>	Survey report attached
<input checked="" type="checkbox"/>	XX Reference to regional submittal: CCCWP's Program's Annual Report, Section C.7

### C.7.c ► Media Relations

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

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

Summary:

**“The following separate report developed by BASMAA summarizes media relations efforts conducted during FY 11-12:**

- **BASMAA Media Relations Final Report FY 11-12**

**This report and any other media relations efforts conducted countywide or regionally are included within the C.7 Public Information and Outreach section of CCCWP’s FY 11-12 Annual Report.”**

**Danville Today – The Town’s Danville Today newsletter was produced and mailed to over 13,000 Danville households this year. Please refer to the article in Attachments C.7.-Dan Today “Clean Water and SRVHS Team Up” explaining how new trash reduction efforts at San Ramon Valley high school are being implemented in coordination with the Town of Danville’s goal to reduce trash.**

**Town of Danville Website Article - please see Attachment C.7. - Use Pesticides Wisely - website article**

### C.7.d ► Stormwater Point of Contact

Summary of any changes made during FY 10-11:

**This year, there are no changes to the website address and phone number used as point of contact, or how the point of contact is publicized and maintained. Refer to CCCWP’s C.7 Public Information and Outreach section of FY 11-12 Annual Report for efforts conducted by the CCCWP to publicize stormwater points of contact (e.g. CCCWP website, hotline, outreach materials, etc.).**

Permittee Name: Danville

C.7.e ► Public Outreach Events		
Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed. Use the following table for reporting and evaluating public outreach events		
Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>Provide event name, date, and location. Indicate if event is local, countywide or regional.</p> <p><b>Please refer to the C.7 Section of the CCCWP’s FY 11-12 Annual Report for a description of programs conducted at the countywide level for all co-permittees (e.g. “Bringing Back the Natives” Garden Tour (117 residents of Danville attended) , “Our Water Our World” special events at stores (2 stores are located in Danville)</b></p>	<p>Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Estimated overall attendance at the event.</li> <li>• Number of people that visited the booth, comparison with previous years</li> <li>• Number of brochures and giveaways distributed</li> <li>• Results of any spot surveys conducted</li> </ul>
<p>The Town teamed up with the local Sustainable Danville Area group who co-sponsored a special community event featuring the film “Bag It” at San Ramon Valley High School (SRVHS) on October 12, 2011. The Sierra Club helped the SRVHS Environmental Club (E2) hold a near zero waste pre-show at 6pm, Sustainable Danville worked with the Town’s Stormwater Coordinator to provide a booth with Trash Reduction signage, information and give-aways (like reusable bags) to spread the trash reduction message to all those who attended.</p>	<p>Approximately 150 students, parents, and community members attended the event.</p> <p>The film is an interesting and effective way to influence and inform people on the need to reduce the use of plastic bags.</p> <p>The CCCWP Trash Reduction pull up signs were borrowed and considered very valuable visual resources for this event.</p>	<p>Approximately 75 reusable shopping bags were given away and 40 pieces of various messaging Clean Water materials was provided to attendees.</p>
<p>The Town sponsored a Clean Water booth at the Thursday night Danville Street Fair on August 11, 2011.</p>	<p>Education on the Clean Water program and trash reduction activities were spotlighted.</p>	<p>Various Pollution Prevention materials and giveaways were given to approximately 200 attendees.</p>

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<p>Danville partnered with Sustainable Danville and Energy Upgrade California to co-host a statewide energy reduction workshop that was available to all residents. See Attachment C.7. - Danville Energy Upgrade Workshop Flyer for more information.</p>	<p>The goal of the workshop was to help residents Lower Energy Use and Save Dollars for Their Home "The Story of a Danville Homeowner's Upgrade"</p>	<p>Approx. 24 people were in attendance at the workshop</p>
<p>Prescription drug drop-off center provided.</p>	<p>Danville informs residents and promotes the proper disposal of prescription drugs by providing a drop-off center in our police department.</p>	<p>The collection bin requires regular pick-up and appears to be of benefit to our residents.</p>
<p>Bike to Work Day May 10, 2012</p>	<p>The Town publicized the event and staffed an energizer booth along the Iron Horse Trail. See Attachment C.7. - Bike to Work Day for details.</p>	<p>Approximately 85 bikers passed through the energizer station.</p>
<p>The Town's Stormwater Coordinator nominated Cindy Egan (teacher at San Ramon High School) for the Contra Costa Leadership in Sustainability Award. Cindy works closely with the Town's Stormwater Program Coordinator on many environmental fairs and trash reduction efforts at the high school.</p>	<p>The Contra Costa Leadership in Sustainability Awards honor those who demonstrate outstanding commitment, leadership and contributions to promoting a healthier environment, economy, and society.</p>	<p>She won and was honored at the annual gala on October 7, 2011!</p>

**C.7.f. ► Watershed Stewardship Collaborative Efforts**

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

**Please refer to the C.7 Section of the CCCWP's FY 11-12 Annual Report for a description of programs conducted at the countywide level.**

**In addition, the Town of Danville funds and participates in the Countywide Green Business Program which aligns with the Bay Area green Business Program. Also the Town of Danville supports, coordinates with, as well as, is a member of the Danville Area Sustainable Business Program which is**

Permittee Name: Danville

a local baby step program that was created for businesses that want to start out small and maybe eventually feed into the Bay Area Green Business Program. Danville is proud to be a Certified Green Business for both the Bay Area Green Business and Danville Area Sustainable Business Programs.

**C.7.g. ► Citizen Involvement Events**

List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.

Event Details	Description	Evaluation of effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional	Describe activity (e.g., creek clean-up, storm drain marking etc.)	Provide general staff feedback on the event. Provide other evaluation details such as: <ul style="list-style-type: none"> <li>Number of participants. Any change in participation from previous years.</li> <li>Distance of creek or water body cleaned</li> <li>Quantity of trash/recyclables collected (weight or volume).</li> <li>Number of inlets marked.</li> <li>Data trends</li> </ul>
<b>Community Watershed Stewardship Grant program</b>	<b>Please refer to the C.7 Section of the CCCWP's FY 11-12 Annual Report for a description of this program conducted at the countywide level.</b>	<b>Please refer to the C.7 Section of the CCCWP's FY 11-12 Annual Report for a description of this program conducted at the countywide level.</b>
<b>Spare the Air Participant</b>	The Town announces all Spare the Air days on the Town's website and to all employees. The announcement also provides some helpful hints to reduce air pollution. See Attachment C.7. - Spare the Air Alert -- Saturday June 16 2012 for an example of this type of notice.	This program is widely publicized in the Bay Area and recognized by most residents.
<b>Mornings with the Mayor Spotlighted the Town's Clean Water Program on August 8, 2011</b>	Several residents attended this monthly forum where all the components of the Town's Clean Water Program were comprehensively explained and questions answered.	The event was also taped and available on the Town's website for additional viewing by the public.
<b>Town Curb Marker Replacement Program</b>	The Town marks all storm drains in Town with a curb marker that says, "No Dumping, Drains to Creek." This program began in 1993 and volunteers install the markers on the drains for	The project this year included a public information piece on the curb marker program and why they are being replaced was prepared by the scout and distributed to

	<p>the Town. For the most part, scouts wanting to earn their Eagle Scout award work with the Town's Stormwater Coordinator to install the markers. Since the first markers have been down for almost 20 years, they are in need of replacement. So for the past 2-3 years the Town has actively been replacing worn or popped off markers with new ones. To-date approximately 2/3 of the Town's existing markers have been replaced.</p>	<p>homes around each storm drain. The Town was in receipt of many phone calls about the information in this flyer, especially the information about not washing your car in the street.</p>
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**C.7.h. ► School-Age Children Outreach**

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

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
<p>Provide the following information:                      Name                      Grade or level (elementary/ middle/ high)</p> <p><b>Refer to the C.7 Section of the CCCWP's FY 11-12 Annual Report for a description of School-age Children Outreach efforts conducted at the countywide level, including the Mr. Funnel Program.</b></p>	<p>Brief description, messages, methods of outreach used</p>	<p>Provide number or participants</p>	<p>Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.</p>
<p><b>The Town contracts with Kids for the Bay to do Outreach to School-age Children and Youth. The Town's Stormwater Coordinator manages the program for the Town. In general, this comprehensive</b></p>	<p><b>Trash and pollution reduction and its impact on the environment is a major focus of the program. Please refer to Attachment C.7. Kids for the Bay for a full description of the program.</b></p>	<p><b>Two classes involving two teachers that reached 59 students (and their families) to take action to help their watershed environment.</b></p>	<p><b>The program also includes teacher evaluations. Please refer to Attachment C.7. Kids for the Bay for a full description of the effectiveness of this program.</b></p>

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<p>program is rotated each year to a new geographic area of town and school with a new group of teachers/students. This year the program was brought Vista Grande Elementary and includes the following general components For a full description of this program, Please refer to Attachment C.7. Kids for the Bay.</p>			
<p>The Town provided a car wash kit to SRVHS for all their community car wash fundraising efforts for use at 3 events.</p>	<p>Car wash participants were educated on how to do proper car washing and protection of storm drains.</p>	<p>100-200 (appox.) including customers.</p>	<p>The Town provided 150 “Litter Travels, but it can stop with you” shamies to give away to their customers.</p>
<p>The Town partnered with Sustainable Danville and John Baldwin Elementary School to sponsor a table at their Environmental fair on May 31, 2011.</p>	<p>The Clean Water Program Diorama was displayed showing how litter and other pollutants can enter our storm drains and can affect our watershed. Also, four Trash reduction pull-up signs were borrowed from the CCCWP to display our trash reduction message around the booth.</p>	<p>100 people (appox.) were in attendance at this event.</p>	<p>The organizers of the event were very pleased with the amount of interest shown for the booth and the diorama.</p>
<p>Danville Fallfest October 28, 2011 Children’s program</p>	<p>The Town sponsored a children’s area where the Clean Water Program message was presented by distributing the CCCWP coloring books.</p>	<p>Approx. 70 coloring books were distributed to children</p>	<p>The kids loved the coloring books and we wished we had more to give away!</p>

**Section 8 - Provision C.8 Water Quality Monitoring**

**C.8 ► Water Quality Monitoring**

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

Summary

**During FY 11-12, Danville contributed through the CCCWP to the BASMAA Regional Monitoring Coalition (RMC). In addition, we contributed financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and were represented at RMP committees and work groups. For additional information on monitoring activities conducted by the CCCWP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the CCCWP's FY 11-12 Annual Report.**

**Section 9 – Provision C.9 Pesticides Toxicity Controls**

<b>C.9.b ► Implement IPM Policy or Ordinance</b>					
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					
<b>Trends in Quantities and Types of Pesticides Used<sup>56</sup></b>					
<b>Pesticide Category and Specific Pesticide Used</b>	<b>Amount<sup>57</sup></b>				
	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>
<b>Organophosphates</b>	0	0	0		
<b>Product or Pesticide Type A</b>	0	0	0		
<b>Product or Pesticide Type B</b>	0	00	0		
<b>Pyrethroids</b>	0	0	0		
<b>Product or Pesticide - Gopher W.P Control Solution</b>	0	.16	0		
<b>Product or Pesticide Type Y</b>	0	0	0		
<b>Carbaryl</b>	0	0	0		
<b>Fipronil</b>	0	0	0		

<b>C.9.c ► Train Municipal Employees</b>	
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	3
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	n/a

<sup>56</sup> Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>57</sup> Weight or volume of the product or preferably its active ingredient, using same units for the product each year.

Permittee Name: Danville

C.9.d ▶ 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, attach one of the following:			
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR		
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
If <b>Not attached</b> , explain: <b>See Attachment C.9.d. – LANDSCAPE MAINTENANCE SPEC 2010 ZONE A, this is the standard that our landscaper contractors must adhere to.</b>			

C.9.e ▶ Track and Participate in Relevant Regulatory Processes	
Summarize participation efforts, information submitted, and how regulatory actions were affected <b>OR</b> reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.	
Summary: <b>During FY 11-12, Danville participated in regulatory processes related to pesticides through contributions to the CCCWP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees.</b>	

C.9.f ▶ Interface with County Agricultural Commissioners			
Did your municipal staff observe any improper pesticide usage or evidence of improper usage (e.g., pesticides in storm drain systems, along street curbs, or in receiving waters) during this fiscal year?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p><b>Comment: Town Staff participates on the CCCWP Municipal Operations Committee who met on 6-28-12 with Larry Yost, a representative from the County Agricultural Commissioner's office. We discussed their outreach, annual permitting process and enforcement efforts. He also reported that the State is working on regulations regarding how to apply pesticides to surfaces near storm drains and around homes, including the monitoring of rain events so that pesticides are not applied at the wrong time. We also discussed his office's minimal involvement with the Safe Schools Act regarding pesticide application practices which is regulated by the Health and Safety Code.</b></p>			

C.9.h.ii ▶ Public Outreach: Point of Purchase	
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); <b>OR</b> reference a report of a regional effort for public outreach in which your agency participates.	
Summary: <b>Two retail businesses in Danville participate in the POP program. Please see the C.9 Pesticides Toxicity Control section of CCCWP's FY 11-12</b>	

Annual Report for information on point of purchase (POP) public outreach conducted countywide and regionally.

**C.9.h.vi ► Public Outreach: Pest Control Operators**

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

Summary:

**See the C.9 Pesticides Toxicity Control section of CCCWP's FY 11-12 Annual Report for a summary of the Town's participation in and contributions towards countywide and regional public outreach to pest control operators and landscapers to reduce pesticide use. In addition, this year the Town of Danville hosted a nine week course for the Bay Friendly Landscape Certification for landscape professionals and city staff. One Danville staff member attended the course and became certified see Attachment C.9.h.vi.–Bay Friendly Certification.**

**Response to Water Board Staff Comments on Section 9, Provision C.9, of FY 10-11 Annual Report**

Use this area to respond to any Water Board staff comments on Section 9 of your FY 10-11 Annual Report, and refer to any required submittals that are attached.

**Danville is currently reviewing our IPM Policy and Operating Practices documents submitted in last year's annual report to provide specificity per Regional Board guidance. It is our understanding that this direction is still being worked out with BASMA and CCCWP staff as well. In general, Danville does operate a IPM program in all our publically maintained facilities and conducts/ co-sponsors local outreach and public events/programs (e.g. Farmer's Market, Street Fairs, the Town's annual Rose Pruning class where IPM methods are also explained to the public. In addition, Danville frequently partners with our local Sustainable Danville Area group to sponsor public educational seminars on many sustainable issues including using less toxic alternatives.**

## Section 10 - Provision C.10 Trash Load Reduction

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

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

#### **Description:**

Danville's Short Term Trash Loading Reduction Plan was submitted to the Water Board on February 1, 2012. Please see the C.10 Trash Load Reduction section of CCCWP's FY 11-12 Annual Report for information on countywide and regional BASMAA activities conducted on behalf of co-permittees. This report and any other media relations efforts conducted countywide or regionally are included within the C.7 Public Information and Outreach section of CCCWP's FY 11-12 Annual Report. This information includes numbers and dates of all events, surveys and other benefits of the outreach activities. Within this annual report, the Town is also reporting on the Town's efforts completed thus far in meeting the 40% Trash Reduction goal by 2014.

#### **PUBLIC EDUCATION AND OUTREACH PROGRAMS**

The Town contracts with Kids for the Bay to do Outreach to School-age Children and Youth. The Town's Stormwater Coordinator manages the program for the Town. In general, this comprehensive program is rotated each year to a new geographic area of town and school with a new group of teachers/students. For a full description of this program, please refer to Attachment C.7. Kids for the Bay. Trash reduction and its impact on the environment is a major focus of the program. The program also includes teacher evaluations. This year the program was brought Vista Grande Elementary and includes the following general components:

- Professional development for two teachers with Academic Credit units option
- Five classroom lessons for teachers and students
- One full-day field trip to a creek or bay habitat for each class
- Implementation of student-centered action projects
- Curriculum guide
- Equipment kit
- Ongoing support when teachers continue to teach the program to future classes of students

**Media Relations (Danville Today) –** The Town's Danville Today newsletter was produced and mailed to over 13,000 Danville households this year. Please refer to the article in Attachments C.7.-Dan Today "Clean Water and SRVHS Team Up" explaining how new trash reduction efforts at San Ramon Valley high school are being implemented in coordination with the Town of Danville's goal to reduce trash. Also refer to section C.7. of this report for more details on this new trash reduction program.

**Community Outreach Events (Danville Street Fairs, Farmers Market, high school events) –**

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- 1) The Town teamed up with the local Sustainable Danville Area group who co-sponsored a special community event featuring the film "Bag It" at San Ramon Valley High School (SRVHS) on October 12, 2011. The Sierra Club helped the SRVHS Environmental Club (E2) hold a near zero waste pre-show at 6pm, Sustainable Danville worked with the Town's Stormwater Coordinator to provide a booth with Trash Reduction signage, information and give-aways (like reusable bags) to spread the trash reduction message to all those who attended. Approximately 150 people participated or attended the event.
- 2) The Town provided a car wash kit to SRVHS for all their community car wash fundraising efforts and also gave them 150 "Litter Travels, but it can stop with you" shamies to give away to their customers.
- 3) The Town sponsored a Clean Water booth at the Thursday night Street Fair on August 11, 2011 where education on the Clean Water program and trash reduction activities were highlighted. Anti-littering give-aways were also provided.
- 4) The Town partnered with Sustainable Danville and John Baldwin Elementary School to sponsor a table at their Environmental fair on May 31, 2011 where the Clean Water Program Diorama was displayed showing how litter and other pollutants entering our storm drains can affect our watershed. Also, four Trash reduction pull-up signs were borrowed from the CCCWP to display our trash reduction message around the booth. 150 people were in attendance at this event.

**ACTIVITIES TO REDUCE TRASH FROM UNCOVERED LOADS** – The Central Contra Costa Solid Waste Authority (CCCSWA) recently passed an ordinance on behalf of all the member agencies (which Danville is a part of). The new CCCSWA ordinance stipulates through the permitting process, that all loads must be covered and transported waste must be taken to a CCCSWA certified facilities for recovery. Finally, the requirement to use permitted transporters, unless self-hauling one's own waste, will reduce the opportunity for illegal dumping since many dumping incidents are carried out by nonprofessional, "fly-by-night" service providers. Enforcement actions as a result of this ordinance is not yet available, since it was passed so recently.

**IMPROVED TRASH BINS/CONTAINER MANAGEMENT**

The Town added a new capital improvement project to purchase all new trash and recycling containers in the downtown area this year, which includes SRVHS, a Town identified high trash area. The project includes an evaluation of all existing can locations and recommendations for enhancement. The final plan includes replacement and relocation of some receptacles and the purchase of 10% more trash containers and 66% more recycling containers than what previously existed. Please see Attachment C.10.d. - New trash and recycling containers CIP, which is an excerpt from the Town's current year Capital Improvement Program. These containers have been purchased but their placement is not anticipated until Fall 2012. All trash reduction results from this project will be reported in next year's annual report.

In addition, in the last two years the Town has partnered with the CCCSWA to collect trash and recyclables for all special events.

**ANTI-LITTERING AND ILLEGAL DUMPING ENFORCEMENT ACTIVITIES**

Town staff actively enforces and cleans up dumping hot spots in town. Town staff is trained to pick up any roadside or drainage area trash and debris immediately. If an occurrence happens in one area more than once, a "No Illegal Dumping" sign will be posted at the site. In past situations, this has resolved the problem. The Town also has an active Code Enforcement program to identify and abate junk or debris in a front yard area, which includes contacting the owner and directing them to remove the debris within 10 days. In a typical year, 10-12 of these incidents can occur and are abated.

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**ON-LAND TRASH CLEANUPS**

Since the MRP's adoption the Town identified SRVHS as a high trash area and started a coordinated and targeted program with the Environmental Science teacher and their Environmental Engineering club to do annual clean-up events and outreach to their students. High trash areas were identified and targeted. The Town also agreed to add trash and recycling cans along the frontage of the site in these areas. The town is working with the school to evaluate the effectiveness of this program by measuring the amount of trash collected pre and post installation of the new receptacles. This year 512 gallons of trash were picked up on campus. Next year, the new trash and recycling containers will be installed and an on-land trash clean-up effort conducted to see if these numbers will be reduced.

**FULL-CAPTURE TREATMENT DEVICES**

Please see C.10.a.iii below for more information.

**CREEK/CHANNEL/SHORELINE CLEANUPS**

Front Street Hot Spot Assessment area – please see details in C.10.b.iii below. In future years, additional volunteer efforts at other sites may be available as well since new volunteer creek advocacy groups have recently formed in the Danville area.

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

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

Description:

**The Baseline Trash Load and Trash Load Reduction Tracking Method was submitted to the Water Board on February 1, 2012. See the C.10 Trash Load Reduction section of CCCWP's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. This method is still under consideration and possible update. If that occurs Danville will adjust out Trash Reduction Plan in accordingly.**

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

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

Description:

**See the C.10 Trash Load Reduction section of the CCCWP's FY 11-12 Annual Report for information on countywide and regional activities conducted on behalf of co-permittees. In addition, Danville installed 61 full trash capture devices in the Downtown Commercial area. The effective drainage area is estimated at 150 acres. These devices were funded through the Bay-area Wide Trash Capture Demonstration Project. The Town also contracts for the clean-out of these devices three times a year which is an enhanced storm drain inlet clean-out activity from what was previously done in the downtown area. The cleaning of these devices is done by the manufacturer who also provides a summary of debris removed from the devices each time they are cleaned. This area of town was selected since this is the primary commercial area of Danville and**

many public events take place in the downtown area.

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

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

Fill out the following table or attach a summary of the following information. **Guidance: Do not leave any cells blank.**

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
Front Street Drainage Ditch	9-30-11	20 gal.	Bottles (plastic and glass) and other plastic products, cans, paper	From people who loiter and drink in the creek area.

**C.10.d ► Summary of Trash Reduction Actions and Loads Reduced**

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

Trash Load Reduction Action	Summary Description of Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) <sup>58</sup>	Estimated Percent Reduction as of FY 11-12 <sup>58</sup>	Estimated Dominant Types of Trash Removed in FY 11-12
Public Education and Outreach Programs	<p><b>1. BASMA and CCCWP Advertising Campaigns (see BASMAA Media Relations Final Report FY 11-12). This report and any other media relations efforts conducted countywide or regionally are included within the C.7 Public Information and Outreach section of CCCWP's FY 11-12 Annual Report.</b></p> <p><b>2. Outreach to School-age Children or Youth (Kids for the Bay)</b></p>	861	8%	Paper, plastic litter

<sup>58</sup>The estimated load removed and percent reduction in FY 11-12 is consistent with assumptions described in the Trash Load Reduction Tracking Method Technical Report (version 1.0) submitted to the Water Board on February 1, 2012. In the future, load reductions reported in Annual Reports may be adjusted based on revisions to the tracking methodology.

**C.10.d ► Summary of Trash Reduction Actions and Loads Reduced**

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

Trash Load Reduction Action	Summary Description of Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) <sup>58</sup>	Estimated Percent Reduction as of FY 11-12 <sup>58</sup>	Estimated Dominant Types of Trash Removed in FY 11-12
	<p><b>3. Media Relations (Danville Today)</b></p> <p><b>4. Community Outreach Events (Danville Street Fairs, Farmers Market, school fairs, etc.)</b></p>			
Activities to Reduce Trash from Uncovered Loads	Central Contra Costa Solid Waste Authority (CCCSWA) Ordinance was passed this year requiring loads to be covered. Danville is a member of the CCCSWA and this ordinance governs the Danville area.	108	9%	Paper, plastic, construction debris
Anti-Littering and Illegal Dumping Enforcement Activities	Town staff actively enforces and cleans up dumping hot spots in town.	215	11%	Litter, debris, paper, plastic, wood
Improved Trash Bins/Container Management	New capital investment to purchase new trash and recycling containers in the downtown area and around the high school – The Town has purchase 10% more trash containers and 66% more recycling containers than what previously existed. These containers have been purchased but not yet installed - so additional trash reduction results will be reported next year.	108	12%	Paper, Plastic
On-land Trash Cleanups	High School clean up	529	16.9%	Plastic, paper, cans, glass
Enhanced Storm Drain Inlet Maintenance	61 drainage inlets are fitted with full capture REM devices in the downtown area used to be cleaned 1/year and	13	17%	Plastic, paper, debris

**C.10.d ► Summary of Trash Reduction Actions and Loads Reduced**

Provide a summary of trash load reduction actions (i.e., control measures and best management practices) implemented within your jurisdictional boundaries during the reporting period to achieve a 40% trash load reduction goal by July 1, 2014. For those actions implemented in FY 2011-12, include brief descriptions of levels of implementation and the total trash loads and dominant types of trash removed from each action.

Trash Load Reduction Action	Summary Description of Action Implemented in FY 11-12	Estimated Trash Load Removed in FY 11-12 (Gallons) <sup>58</sup>	Estimated Percent Reduction as of FY 11-12 <sup>58</sup>	Estimated Dominant Types of Trash Removed in FY 11-12
	are now being cleaned 3/year.			
Full-Capture Treatment Devices	Installed 61 REM devices in the downtown area	1,140	27.6%	Plastic, paper, debris
<b>Total Estimated Trash Load Removed (Gallons) in FY 2011-12</b>		<b>2,974</b>		
<b>Baseline Trash Load Estimate (Gallons)</b>		<b>10,768</b>		
<b>Total Percentage Reduction in FY 2011-12 (Compared to Baseline Trash Load)</b>		<b>27.6%</b>		

### Section 11 - Provision C.11 Mercury Controls

#### C.11.a.i ► Mercury Recycling Efforts

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

**Mercury-containing device and equipment collection and recycling efforts for Danville include the following:**

1. **Household Hazardous Waste (HHW) program in Danville is operated by the Central Contra Costa Sanitary District (CCCSD), including free HHW drop-off for small local businesses and residents to drop-off mercury-containing devices and equipment (e.g., bulbs, thermostats, thermometers and/or switches) at their facility. These recycling numbers are reported in section C.11.a.i. of the CCCWP's annual report.**
2. **The local Home Depot in San Ramon and Ace Hardware in Alamo accept fluorescent light fixtures. This fact is advertised on Danville's website.**
3. **The Countywide Clean Water Program is responsible for promoting the collection and recycling of mercury containing devices, please refer to the Countywide Program's Annual Report for an accounting of these efforts.**
4. **HHW collection for Town-owned and operated facilities including buildings, equipment, containers: The Town provides proper storage of mercury-containing devices and equipment used by our municipality is in accordance with Federal and State laws; and the Town works with certified contractors regarding equipment recycling and/or proposer disposal.**

#### C.11.a.ii ► Mercury Collection

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

**Please refer to the FY 11-12 Countywide Program Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts in the Countywide Program area.**

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

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

Summary

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

Section 12 - Provision C.12 PCBs Controls

**C.12.a.ii,iii ▶ Ongoing Training**

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

Description:

**See the FY 11-12 CCCWP Annual Report for a description of training provided countywide and/or regionally, and report on any local training efforts, if applicable.**

**C.12.b ▶ Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities**

**C.12.c ▶ Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations**

**C.12.d ▶ Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**

**C.12.e ▶ Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**

**C.12.f ▶ Diversion of Dry Weather and First Flush Flows to POTWs**

**C.12.g ▶ Monitor Stormwater PCB Pollutant Loads and Loads Reduced**

**C.12.h ▶ Fate and Transport Study of PCBs In Urban Runoff**

**C.12.i ▶ Development of a Risk Reduction Program Implemented Throughout the Region**

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

Summary

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

**Section 13 - Provision C.13 Copper Controls**

**C.13.a. iii.(1) ► Legal Authority: Architectural Copper**

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

X	<b>Yes</b>		<b>No</b>
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If **No**, explain and provide schedule for obtaining authority within 1 year.

**C.13.a.iii.(2) ► Training, Permitting and Enforcement Activities**

*(FY 11-12 Annual Report and each Annual Report thereafter)* Provide summaries of activities implemented to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction including. :

- Development of BMPs on how to manage the water during and post construction
- Requiring the use of appropriate BMPs when issuing building permits
- Educating installers and operators on appropriate BMPs
- Enforcement actions taken again noncompliance

**The Town's adopted Commercial Design Guidelines prohibits metal roofs on commercial buildings, so no copper roofs are allowed on commercial projects in Danville. In general, few higher end homes may incorporate copper detailing on small architectural features such as bay windows, but typically these features would drain directly to landscape areas. Since this is not been an issue, no enforcement actions have occurred in town.**

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

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

X	<b>Yes</b>		<b>No</b>
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If **No**, explain and provide schedule for obtaining authority within 1 year:

**C.13.c ► Vehicle Brake Pads**

Reported in a separate regional report.

**A summary of the CCCWP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of CCCWP's FY 11-12 Annual Report and/or the BASMAA Regional POC Report.**

**C.13.d.iii ► Industrial Sources Copper Reduction Results**

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

Summary

**In Danville, we have identified three business types as potential sources of copper – Vehicle service facilities, food service facilities and pools/spas. CCCSD inspectors were also trained on the BASMAA POC training materials which are utilized for business inspections in Danville and are available on the CCCWProgram's website.**

**Vehicle service facilities: the primary copper sources are from brake servicing and coolant system servicing. However, not all listed vehicle service facilities conduct these services. We estimate 70-85% of the vehicle service facilities do one or both of these activities in Danville. There were two vehicle service inspections this year and Central San evaluates the potential discharges from these facilities while conducting business inspections and addresses any potential issues that arise. This year there were violations observed in Danville. However last year, for example, one citation was issued in Danville for vehicle washing observed when an inspector was driving by the auto service facility. The activity was stopped immediately and the business owner agreed to discontinue the practice. The inspector also addressed the disposal of fire test tank water which is commonly discharged outside and instructed them how to properly dispose of this water. Copper could be considered a pollutant addressed through this citation and corrective action because copper-laden break dust can be present in the vehicle wash water and the fire test tank water.**

**Food service facilities: The primary copper source is copper plumbing in water supply lines causing accumulation of copper in grease wastes. Potential discharges come from discharges from grease interceptors or from improper hood maintenance. CentralSan evaluates these potential sources (roof inspections not routinely conducted to assess hood maintenance due to safety concerns). Also, not all food service facilities have interceptors and grease hoods.**

**Pools: The primary copper sources come from copper-based algaecides, copper plumbing in pool system piping, pool filter maintenance. Larger community pools are more likely to use copper plumbing. The Town distributes the Pool and Spa brochure (developed by the MOC committee of the CCCWP) to all applicants seeking building permits to install a pool and/or spa. This brochure explains how CCCSD accepts pool discharges under a streamlined permitting process. This information is not reported under the CWP service agreement. CCCSD accepts discharges from pool, spas, and fountains under a streamlined permitting process at no charge. This program serves to direct this potential source of copper from Danville storm drain system. CCCSD has also identified BMPs for pool maintenance activities that identify acceptable discharges to the sanitary sewer which serve to protect our storm drain system. They also do periodic inspections of community pools in coordination with the Town of**

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Danville inspection program. This year one pool was re-inspected and no violations were found

The CCCSD staff was trained with copper POCs on 6/7/12 at the Richmond Inspection workshop put on by CCCWP.

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

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

Summary

**A summary of the countywide and/or regional efforts to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the CCCWP's FY 11-12 Annual Report and/or BASMAA Regional POC Report.**

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

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

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

Summary

**A summary of countywide and regional efforts related to the Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the CCCWP's FY 11-12 Annual Report and/or BASMAA Regional POC Report.**

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

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

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

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

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> <li>• Promote conservation programs</li> <li>• Promote outreach for less toxic pest control and landscape management</li> <li>• Promote use of drought tolerant and native vegetation</li> <li>• Promote outreach messages to encourage appropriate watering/irrigation practices</li> <li>• Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.</li> </ul>
<p>Summary:</p> <p><b>This year, the Town hosted the Bay Friendly Landscaping and Gardening Coalition, IPM Certification course in Danville. One staff member became Bay-Friendly Certified, please see Attachment C.9.h.vi. – Bay Friendly Certification.</b></p> <p><b>The Town of Danville strives to reduce water consumption in all public parks and roadsides. The Town continues to work with EBMUD to identify water requirements for Town-maintained areas. The Town utilizes EBMUD’s Water Smart Program as well as the information that is provided on the water billings to check water usage. The water bills received now show how much water we used this year vs. last year and what is the recommended water usage for that area based on plant type. This information is shared with the site manager so proper irrigation adjustments can be made. The Town has 12 irrigated sites that are currently using Evapo-transpiration (ET) information to adjust the watering schedules. Whenever possible we use this ET information to also adjust all other sites that do not currently have this capability. The Town also uses the ET information to make seasonal and weather related water adjustments.</b></p> <p><b>The Town has an on-going program to identified areas where either drought tolerant or native plant material can replace plant material that</b></p>

required more water. Every year, as the budget allows, the Town gradually continues to replace landscaping with drought tolerant species. The Town has also eliminated turf in some areas and has bark mulched these areas to help reduce water usage, and eliminate chemical use entirely.

Please refer to the C.3 New Development and Redevelopment, C.7. Public Information and Outreach and C.9. Pesticide Toxicity Control sections of the CCCWP's FY 11-12 Annual Report for additional information on BMPs promoted countywide.

**C.15.b.iii.(1) ► Planned Discharges of the Potable Water System**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity <sup>59</sup> (NTU)	Implemented BMPs & Corrective Actions
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

**C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System<sup>60</sup>**

Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L) <sup>61</sup>	pH (standard units) <sup>52</sup>	Discharge Turbidity (Visual) <sup>52</sup>	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time <sup>62</sup>	Inspector arrival time	Responding crew arrival time
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

<sup>59</sup> Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

<sup>60</sup> This table contains all of the unplanned discharges that occurred in this FY.

<sup>61</sup> Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges, report all of the data collected.

<sup>62</sup> Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

## APPENDIX B

### STORMWATER POLLUTION PREVENTION

Stormwater Protection for Construction Contracts

Stormwater Pollution Prevention for Sawcut Slurry

Fresh Concrete and Mortar Application

Painting and Application of Solvents and Adhesives

Pollution Prevention – It's Part of the Plan



## STORMWATER PROTECTION FOR CONSTRUCTION CONTRACTS

The attached language is being included in construction contracts awarded by Town of Danville. Its purpose is to provide detailed instructions to contractors to insure that construction practices do not cause pollutant discharges to the storm drain system. Businesses and institutions are encouraged to use this or similar language in their contracts as well. The language is based upon best management practices (BMPs) presented in the *California Storm Water Best Management Practice Handbook – Construction Activity* and the Regional Water Quality Control Board's (RWQCB's) *Erosion and Sediment Control Field Manual*.

The language was produced originally in 1994 by the City of Palo Alto where it was a companion to a new ordinance specifically prohibiting construction related discharges to storm drains and adding administrative penalty authority (fines). The language was revised in 2001 for circulation to member agencies of the Bay Area Storm Water Management Agencies Association.

The goal of these requirements is to prevent the pollution of storm water runoff from construction projects by keeping pollutants out of storm drains, reducing the exposure and discharge of materials and wastes to storm water, and by reducing erosion and sedimentation. Storm drains discharge runoff directly to creeks and the Bay without treatment. Town of Danville is required under its stormwater discharge NPDES permit from the Regional Water Quality Control Board (RWQCB) to reduce pollutants in stormwater runoff from construction sites to the maximum extent practicable.

### **A. General Requirements**

The following requirements shall be met on all projects for Town of Danville.

#### **1) Employee and Subcontractor Training and Awareness**

- a. The CONTRACTOR shall train all employees/subcontractors on the storm water pollution prevention requirements contained in these Specifications.
- b. The CONTRACTOR shall inform subcontractors of the storm water pollution prevention contract requirements and include appropriate subcontract provisions to ensure that these requirements are met.
- c. The CONTRACTOR shall label new storm drain inlets, constructed as part of the project, with the "No Dumping" message (to obtain a stencil or marker, contact your local public works department or water quality agency).

## 2) Nonhazardous Material / Waste Management

- a. Designated Area  
The CONTRACTOR shall propose designated areas of the project site, for approval by the ENGINEER, suitable for material delivery, storage, and waste collection that are near construction entrances and away from storm drain inlets, gutters, drainage courses, and creeks.
- b. Granular Material
  - i) The CONTRACTOR shall store granular material at least ten feet away from storm drain inlet and curb returns.
  - ii) The CONTRACTOR shall not allow granular material to enter the storm drains or creeks.
  - iii) When rain is forecast within 24 hours or during wet weather, the ENGINEER may require the CONTRACTOR to cover granular material with a tarpaulin and to surround the material with sand bags.
- c. Dust Control
  - i) The CONTRACTOR shall use reclaimed water to control dust on a daily basis or as directed by the ENGINEER.
- d. Street Sweeping
  - i) At the end of each working day or as directed by the ENGINEER, the CONTRACTOR shall clean and sweep roadways and on-site paved areas to remove all materials attributed to or involved in the work. The CONTRACTOR shall not use water to flush down streets in place of street sweeping.
- e. Recycling
  - i) The CONTRACTOR shall recycle aggregate base material, asphalt concrete, and Portland cement concrete.
  - ii) In addition, to the maximum extent practicable, the CONTRACTOR shall reuse or recycle any useful construction materials generated during the project.
- f. Disposal
  - i) At the end of each working day, the CONTRACTOR shall collect all scrap, debris, and waste material, and dispose of such materials properly
  - ii) The CONTRACTOR shall inspect dumpsters for leaks and contact trash hauling contractors to replace or repair dumpsters that leak.
  - iii) The CONTRACTOR shall not discharge water on-site from cleaning dumpsters.
  - iv) The CONTRACTOR shall arrange for regular waste collection before dumpsters overflow.

## 3) Hazardous Material / Waste Management

- a. Storage

- i) The CONTRACTOR shall label and store all hazardous materials, such as pesticides, paints, thinners, solvents, and fuels; and all hazardous wastes, such as waste oil, antifreeze and mercury-containing devices such as thermostats and fluorescent light bulbs in accordance all applicable local, State and Federal regulations.
    - ii) The CONTRACTOR shall store all hazardous materials and all hazardous wastes in accordance with secondary containment regulations, and it is recommended that these materials and wastes be covered, as needed, to avoid potential management of collected rainwater as a hazardous waste.
    - iii) The CONTRACTOR shall keep an accurate, up-to-date inventory, including Material Safety Data Sheets (MSDSs), of hazardous materials and hazardous wastes stored on-site, to assist emergency response personnel in the event of a hazardous materials incident.
  - b. Usage
    - i) When rain is forecast within 24 hours or during wet weather, the ENGINEER may prevent the CONTRACTOR from applying chemicals in outside areas.
    - ii) The CONTRACTOR shall not over-apply pesticides or fertilizers and shall follow material manufacturers' instructions regarding uses, protective equipment, ventilation, flammability, and mixing of chemicals. Over-application of a pesticide constitutes a "label violation" subject to an enforcement action by your local Agricultural Commissioner ~~(???)~~.
  - c. Disposal
    - i) The CONTRACTOR shall arrange for regular hazardous waste collection to comply with time limits on storage of hazardous wastes.
    - ii) The CONTRACTOR shall dispose of hazardous waste only at authorized and permitted Treatment, Storage, and Disposal Facilities, and use only licensed hazardous waste haulers to remove the waste off-site, unless quantities to be transported are below applicable threshold limits for transportation specified in State and Federal regulations.
    - iii) If the CONTRACTOR qualifies as a "Conditionally Exempt Small Quantity Generator" as defined under State and Federal regulations then the CONTRACTOR may be able to dispose of this waste through a local sponsored small quantity generator program. Contact your local hazardous waste management agency for information on these programs.

**4) Spill Prevention and Control**

- a. The CONTRACTOR shall keep a stockpile of spill cleanup materials, such

- as rags or absorbents, readily accessible on-site, and ensure that all employees know where these materials are and how to use them.
- b. The CONTRACTOR shall immediately contain and prevent leaks and spills from entering storm drains, and properly clean up and dispose of the waste and cleanup materials. If the waste is hazardous, the CONTRACTOR shall handle the waste as described in section A.3.c above.
  - c. The CONTRACTOR shall not wash any spilled material into streets, gutters, storm drains, or creeks and shall not bury spilled hazardous materials.
  - d. The CONTRACTOR shall report any hazardous materials spill to the local fire department.

## **B. Activity-Specific Requirements**

The following requirements shall be met on all projects for Town of Danville that include the listed activities.

### **1) Dewatering Operations**

- a. Sediment Control
  - i) The CONTRACTOR shall route water through a control measure, such as a sediment trap, sediment basin, or Baker tank, to remove settleable solids prior to discharge to the storm drain system.
  - ii) Approval of the control measure shall be obtained in advance from the ENGINEER.
  - iii) Filtration of the water following the control measure may be required on a case-by-case basis.
  - iv) If the ENGINEER determines that the dewatering operation would not generate an appreciable amount of settleable solids, the control measure requirement in i) above may be waived.
  - v) The CONTRACTOR shall reuse water for other needs, such as dust control or irrigation, to the maximum extent practicable.
- b. Contaminated Groundwater
  - i) If the project is within an area of known groundwater contamination, then water from dewatering operations shall be tested prior to discharge. If the water quality meets Regional Water Quality Control Board (RWQCB) standards, then it may be discharged to the storm drain. If the water quality meets local sanitary sewer pretreatment regulations, then it may be discharged to the sanitary sewer with prior approval from the local wastewater management authority. Otherwise, the water shall be treated or hauled off-site for proper disposal.
  - ii) If the project is not within an area of known groundwater contamination, then monitoring shall only be required if directed by

the ENGINEER. The CONTRACTOR shall follow section B.1.b.i above, if contamination is found.

- iii) If the project is found to be within an area of groundwater contamination not identified in the project specifications, a change order shall be negotiated to cover additional work performed by the CONTRACTOR.

## 2) Paving Operations

- a. Project Site Management
  - i) When rain is forecast within 24 hours or during wet weather, the ENGINEER may prevent the CONTRACTOR from paving.
  - ii) The ENGINEER may direct the CONTRACTOR to protect drainage courses by using control measures, such as earth dike, and sand bag, to divert runoff or trap and filter sediment.
  - iii) The CONTRACTOR shall place drip pans or absorbent material under paving equipment when not in use.
  - iv) The CONTRACTOR shall cover storm drain inlets and manholes when paving or applying seal coat, tack coat, slurry seal, or fog seal.
  - v) If the paving operation includes an on-site mixing plant, the CONTRACTOR shall comply with General Industrial Activities Storm Water Permit requirements.
- b. Paving Waste Management
  - i) The CONTRACTOR shall not sweep or wash down excess sand (placed as part of a sand seal or to absorb excess oil) into gutters, storm drains, or creeks. Instead, the CONTRACTOR shall either collect the sand and return it to the stockpile, or dispose of it in a trash container.
  - ii) The CONTRACTOR shall not use water to wash down asphalt or concrete pavement.
  - iii) Marking paint shall be removed from paving using dry methods such as a wire brush and vacuum. If water is used, all wastewater shall be collected and disposed of to a dirt area or to the sanitary sewer.

## 3) Saw Cutting

- a. During saw cutting, the CONTRACTOR shall cover or barricade storm drain inlets using control measures, such as filter fabric, straw bales, sand bags, and fine gravel dams, to keep slurry out of the storm drain system. When protecting a storm drain inlet, the CONTRACTOR shall ensure that the entire opening is covered.
- b. The CONTRACTOR shall shovel, absorb, or vacuum saw cut slurry and pick up the waste prior to moving to the next location or at the end of each

- working day, whichever is sooner.
- c. If saw cut slurry enters storm drain inlets, the CONTRACTOR shall remove the slurry from the storm drain system immediately.

#### 4) Contaminated Soil Management

- a. On all projects involving grading or excavation, the CONTRACTOR shall look for contaminated soil as evidenced by site history, discoloration, odor, differences in soil properties, abandoned underground tanks or pipes, or buried debris. If the project is not within an area of known soil contamination and no evidence of soil contamination is found, then testing of the soil shall only be required if directed by the ENGINEER. The CONTRACTOR shall follow section B.4.b below, if contamination is found.
- b. If the project is within an area of known soil contamination or evidence of soil contamination is found, then soil from grading or excavation operations shall be tested. The soil shall be managed as required by the local hazardous waste management agency.
- c. If the project is found to be within an area of soil contamination not identified in the project specifications, a change order shall be negotiated to cover additional work performed by the CONTRACTOR.

#### 5) Concrete, Grout, and Mortar Waste Management

- a. The CONTRACTOR shall store concrete, grout, and mortar away from drainage areas and ensure that these materials do not enter the storm drain system.
- b. Concrete Truck/Equipment Wash Out
  - i) The CONTRACTOR shall not wash out concrete trucks or equipment into streets, gutters, storm drains, or creeks.
  - ii) The CONTRACTOR shall perform washout of concrete trucks or equipment off-site or in a designated area on-site where the water will flow onto dirt or into a temporary pit in a dirt area. The CONTRACTOR shall let the water percolate into the soil and dispose of the hardened concrete in a trash container. If a suitable dirt area is not available, then the CONTRACTOR shall collect the wash water and remove it off-site.
- c. Exposed Aggregate Concrete Wash Water
  - i) The CONTRACTOR shall avoid creating runoff by draining water from washing of exposed aggregate concrete to a dirt area to percolate and evaporate. If a suitable dirt area is not available, then the CONTRACTOR shall filter the wash water or allow solids to settle out and pump the water to a sanitary sewer (first check with your local wastewater authority).
  - ii) The CONTRACTOR shall collect and return sweepings from

exposed aggregate concrete to a stockpile or dispose of the waste in a trash container.

## 6) Painting

- a. Painting Cleanup
  - i) Designated Area
    - (a) The CONTRACTOR shall conduct cleaning of painting equipment and tools in a designated area that will not allow run-on of storm water or runoff of spills.
    - (b) The CONTRACTOR shall not allow wash water from cleaning of painting equipment and tools to drain into streets, gutters, storm drains, or creeks.
  - ii) Water-based Paint
    - (a) The CONTRACTOR shall remove as much excess paint as possible from brushes, rollers, and equipment before starting cleanup.
    - (b) To the maximum extent practicable, the CONTRACTOR shall dispose of wash water from aqueous cleaning of equipment and tools to the sanitary sewer.
    - (c) Otherwise, the CONTRACTOR shall direct wash water onto dirt area and spade in.
  - iii) Oil-based Paint
    - (a) The CONTRACTOR shall remove as much excess paint as possible from brushes, rollers, and equipment before starting cleanup.
    - (b) To the maximum extent practicable, the CONTRACTOR shall filter paint thinner and solvents for reuse.
    - (c) The CONTRACTOR shall dispose of waste thinner and solvent, and sludge from cleaning of equipment and tools as hazardous waste, as described in section A.3.c above.
- b. Painting Materials and Waste Management
  - i) The CONTRACTOR shall store paint, solvents, chemicals, and waste materials in compliance with all applicable local, State and Federal regulations. The CONTRACTOR shall store these materials in a designated area that will not allow run-on of storm water or runoff of spills.
  - ii) The CONTRACTOR shall dispose of excess thinners, solvents, oil- and water-based paint as hazardous waste.
  - iii) The CONTRACTOR shall dispose of dry, empty paint cans/buckets, old brushes, rollers, rags, and drop cloths in the trash.

## 7) Earthwork

- a. The CONTRACTOR shall maximize the control of erosion and sediment by using the BMPs for erosion and sedimentation in the RWQCB's *Erosion and Sediment Control Field Manual*.

**8) Vehicle / Equipment Cleaning**

- a. The CONTRACTOR shall not perform vehicle or equipment cleaning on-site or in the street using soaps, solvents, degreasers, steam cleaning equipment, or equivalent methods.
- b. The CONTRACTOR shall perform vehicle or equipment cleaning offsite, or onsite with water only, in a designated, bermed area that will not allow rinse water to run off-site or into streets, gutters, storm drains, or creeks.

**9) Vehicle / Equipment Maintenance and Fueling**

- a. The CONTRACTOR shall perform maintenance and fueling of vehicles or equipment in a designated, bermed area or over a drip pan that will not allow run-on of storm water or runoff of spills.
- b. The CONTRACTOR shall use secondary containment, such as a drip pan, to catch leaks or spills any time that vehicle or equipment fluids are dispensed, changed, or poured.
- c. The CONTRACTOR shall keep a stockpile of spill cleanup materials, such as rags or absorbents, readily accessible on-site.
- d. The CONTRACTOR shall clean up leaks and spills of vehicle or equipment fluids immediately and dispose of the waste and cleanup materials as hazardous waste, as described in section A.3.c above.
- e. The CONTRACTOR shall not wash any spilled material into streets, gutters, storm drains, or creeks and shall not bury spilled hazardous materials.
- f. The CONTRACTOR shall report any spill of vehicle fluids to Town of Danville.
- g. The CONTRACTOR shall inspect vehicles and equipment arriving on-site for leaking fluids and shall promptly repair leaking vehicles and equipment. Drip pans shall be used to catch leaks until repairs are made.
- h. The CONTRACTOR shall recycle waste oil and antifreeze.
- i. The CONTRACTOR shall comply with local, State and Federal requirements for aboveground storage tanks.

This brochure is one of a series of pamphlets describing storm drain protection measures for specific types of construction industry activities. Other pamphlets include:

- **General Construction and Site Supervision**
- **Landscaping, Gardening and Pool Maintenance**
- **Fresh Concrete and Mortar Application**
- **Roadwork and Paving**
- **Earth Moving Activities**
- **Heavy Equipment Operation**
- **Painting and Application of Solvents and Adhesives**
- **Dewatering Activities**
- **Home Repair and Remodeling**



*BASMAA gratefully acknowledges the City of Palo Alto and Alameda Countywide Clean Water Program for the original concept and text of this brochure.*

For more information from countywide storm drain protection programs, and additional brochures, contact the stormwater program in your area (listed below) or by calling 1-888-BAYWISE.

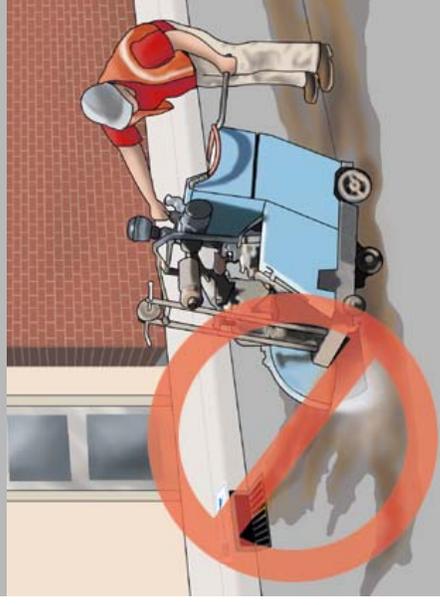
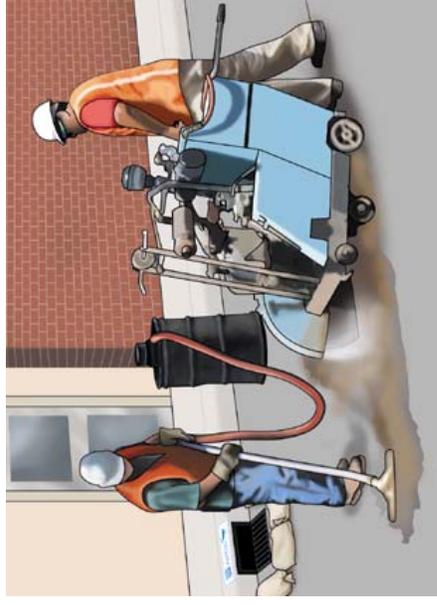
**Local Stormwater Quality Management Programs**

- Alameda Countywide Clean Water Program  
951 Turner Court, Hayward, CA 94545  
510-670-5543
- Contra Costa Clean Water Program  
255 Glacier Drive, Martinez, CA 94553-4897  
925-313-2360
- Fairfield-Suisun Urban Runoff Management Program  
1010 Chedbourne Road, Fairfield, CA 94585  
707-429-8930
- Marin County Stormwater Pollution Prevention Program  
P. O. Box 4186  
San Rafael, CA 94913  
415-499-6528
- San Mateo Countywide Stormwater Pollution Prevention Program  
555 County Center  
Redwood City, CA 94063  
650-599-1406
- Santa Clara Valley Urban Runoff Pollution Prevention Program  
699 Town & Country Village  
Sunnyvale, CA 94086  
800-794-2482
- Vallejo Sanitation and Flood Control District  
450 Ryder Street, Vallejo, CA 94590  
707-644-8949
- Bay Area Stormwater Management Agencies Association (BASMAA)  
1515 Clay Street, Suite 1400  
Oakland CA 94612  
510-622-2326 or 1-888-BAYWISE

**State Agencies**

- California Regional Water Quality Control Board  
San Francisco Bay Region (510) 622-2300
- Department of Toxic Substances *(for questions about hazardous waste, call the Public and Business Liaison Hotline, Regional Duty Officers at (800) 728-6942 or (800) 727TOXIC)*

# Storm Water Pollution Prevention for Sawcut Slurry



**Best Management Practices for the  
Construction Industry**

## Why is Sawcut Slurry a Problem?

The slurry created when pavement is cut can enter storm drains and flow directly to local waterways. This slurry can be toxic to wildlife in a local creek, the creek, bay or ocean. It can also clog drains and cause flooding.

**CAUTION:** *If sawcut slurry from your job enters a storm drain, you have broken the law!*

Allowing slurry or other pollutants to enter a storm drain, or directly to a waterway, is a violation of local, state, and federal regulations. Violators are subject to fines and cleanup costs.

*By following this three-step procedure when saw cutting you can protect the storm drain system, help environment, and avoid fines.*

## Minimize and Contain Slurry

Before you begin saw cutting, block the path to the nearest storm drain by placing sand bags (or equivalent) in the gutter or around the storm drain inlet. If you can lift the grate over the drain, place filter fabric underneath.

Even if the nearest drain is several blocks away, place a barrier in the gutter as near your site as practical to contain the slurry.

Use as little water as possible, to reduce the amount of slurry you must collect.

Barricade area where slurry is drying to prevent tracking by cars and foot traffic.

## Collect Slurry

Clean up slurry with a wet vac as you work. Where wet slurry cannot be vacuumed, allow it to dry and then sweep up with a stiff broom at the end of the day.

## Dispose of Slurry

Empty wet slurry into a well-contained area (where it will not run off into a gutter, street, or creek) and allow it to dry. A small amount of slurry may be mixed with dirt and left on the construction site. Where this is not possible, sweep up the dry slurry and dispose in the trash.

## Small Business Hazardous Waste Disposal Program

Businesses that generate less than 27 gallons or 220 pounds of hazardous waste per month (known as Conditionally Exempt Small Quantity Generators) can often take advantage of a county-wide small business hazardous waste disposal program. Call your local stormwater program (see numbers listed below,) county health department, or local fire department for more information

## Local Stormwater Quality Management Programs

Alameda Countywide Clean Water Program  
951 Turner Court, Hayward, CA 94545  
510-670-5543

Contra Costa Clean Water Program  
255 Glacier Drive, Martinez, CA 94553-4897  
925-313-2360

Fairfield-Suisun Urban Runoff Management Program  
1010 Chadbourne Road, Fairfield, CA 94585  
707-429-8930

Marin County Stormwater Pollution Prevention Program  
P. O. Box 4186  
San Rafael, CA 94913  
415-499-6528

San Mateo Countywide Stormwater Pollution Prevention Program  
555 County Center  
Redwood City, CA 94063  
650-599-1406

Santa Clara Valley Urban Runoff Pollution Prevention Program  
699 Town & Country Village  
Sunnyvale, CA 94086  
800-794-2482

Vallejo Sanitation and Flood Control District  
450 Ryder Street, Vallejo, CA 94590  
707-644-8949

Bay Area Stormwater Management Agencies Association (BASMAA)  
1515 Clay Street, Suite 1400  
Oakland CA 94612  
510-622-2326 or 1-888-BAYWISE

## State Agencies

California Regional Water Quality Control Board  
San Francisco Bay Region (510) 622-2300

Department of Toxic Substances (for questions about hazardous waste, call the Public and Business Liaison Hotline, Regional Duty Officers at (800) 728-6942 or (800) 72TOXIC

B A S M A A



## TO LEARN MORE CALL 1-888-BAYWISE

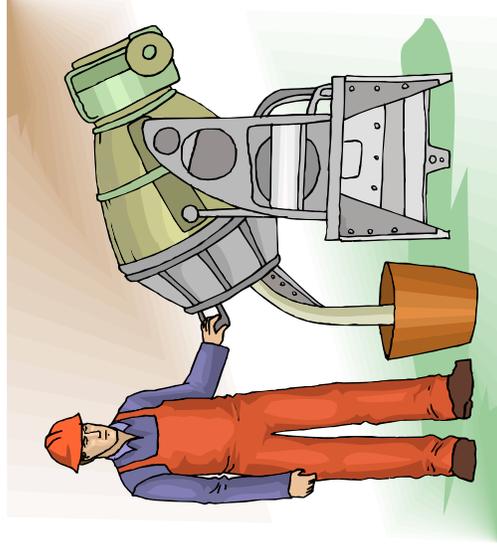
BASMAA gratefully acknowledges the Santa Clara Valley Urban Runoff Pollution Prevention Program for the original concept and text of this brochure.

July 2002

June 2001

# Fresh Concrete and Mortar

## Best Management Practices for the Construction Industry



## Who should use this brochure?

- Masons and bricklayers
- Sidewalk construction crews
- Patio construction workers
- Construction inspectors
- General contractors
- Home builders
- Developers
- Concrete delivery/pumping workers

# Preventing Pollution: It's Up to Us

In the San Francisco Bay Area, storm drains transport water directly to local creeks and the Bay without treatment. Stormwater pollution is a serious problem for wildlife dependent on our waterways and for the people who live near polluted streams or baylands. Some common sources of this pollution include spilled oil, fuel, and fluids from vehicles and heavy equipment; construction debris; sediment created by erosion; landscaping runoff containing pesticides or weed killers; and materials such as used motor oil, antifreeze, and paint products that people pour or spill into a street or storm drain.



## Storm Drain Pollution from Fresh Concrete and Mortar Applications

Fresh concrete and cement-related mortars that wash into lakes, streams, or estuaries are toxic to fish and the aquatic environment. Disposing of these materials to the storm drains or creeks can block storm drains, causes serious problems, and is prohibited by law.

### *During Construction*

- Don't mix up more fresh concrete or cement than you will use in a two-hour period.
- Set up and operate small mixers on tarps or heavy plastic drop cloths.
- When cleaning up after driveway or sidewalk construction, wash fines onto dirt areas, not down the driveway or into the street or storm drain.
- Protect applications of fresh concrete and mortar from rainfall and runoff until the material has dried.
- Wash down exposed aggregate concrete only when the wash water can (1) flow onto a dirt area; (2) drain onto a bermed surface from which it can be pumped and disposed of properly; or (3) be vacuumed from a catchment created by blocking a storm drain inlet. If necessary, divert runoff with temporary berms. Make sure runoff does not reach gutters or storm drains.
- When breaking up pavement, be sure to pick up all the pieces and dispose of properly. Recycle large chunks of broken concrete at a landfill.
- Never bury waste material. Dispose of small amounts of excess dry concrete, grout, and mortar in the trash.
- Never dispose of washout into the street, storm drains, drainage ditches, or streams.

### Doing the Job Right

#### *General Business Practices*

- Wash out concrete mixers only in designated wash-out areas in your yard, away from storm drains and waterways, where the water will flow into a temporary waste pit in a dirt area. Let water percolate through soil and dispose of settled, hardened concrete as garbage. Whenever possible, recycle washout by pumping back into mixers for reuse.
- Wash out chutes onto dirt areas at site that do not flow to streets or drains.
- Always store both dry and wet materials under cover, protected from rainfall and runoff and away from storm drains or waterways. Protect dry materials from wind.
- Secure bags of cement after they are open. Be sure to keep wind-blown cement powder away from streets, gutters, storm drains, rainfall, and runoff.
- Do not use diesel fuel as a lubricant on concrete forms, tools, or trailers.



Santa Clara Valley Urban Runoff Pollution Prevention Program  
699 Town & Country Village  
Sunnyvale, CA 94086  
800-794-2482

### Small Business Hazardous Waste Disposal Program

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San Mateo Countywide Stormwater Pollution Prevention Program  
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Redwood City, CA 94063  
650-599-1406

# Painting and Solvents and Adhesives

*Best Management Practices for the Construction Industry*

Vallejo Sanitation and Flood Control District  
450 Ryder Street, Vallejo, CA 94590  
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Bay Area Stormwater Management Agencies Association (BASMAA)  
1515 Clay Street, Suite 1400  
Oakland CA 94612  
510-622-2326 or 1-888-BAYWISE

### State Agencies

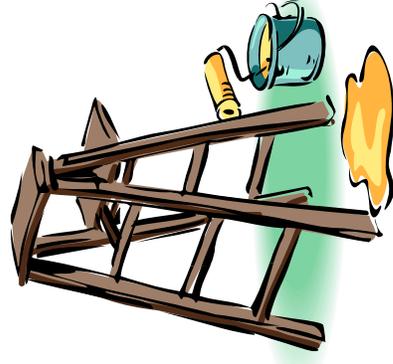
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### TO LEARN MORE CALL 1-888-BAYWISE

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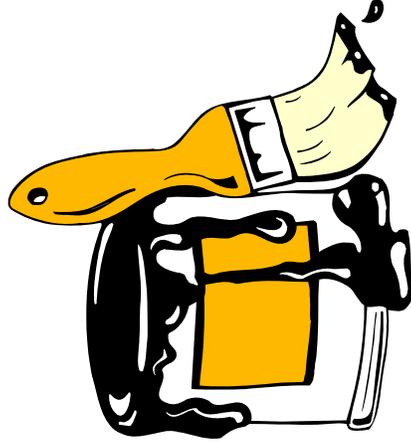


### Who should use this brochure?

- Painters
- Homeowners
- Paperhangers
- Plasterers
- Graphic artists
- Dry wall crews
- Floor covering installers
- General contractors
- Home builders
- Developers

# Preventing Pollution: It's Up to Us

In the San Francisco Bay Area, storm drains transport water directly to local creeks and the Bay without treatment. Stormwater pollution is a serious problem for wildlife dependent on our waterways and for the people who live near polluted streams or baylands. Some common sources of this pollution include spilled oil, fuel, and fluids from vehicles and heavy equipment; construction debris; sediment created by erosion; landscaping runoff containing pesticides or weed killers; and materials such as used motor oil, antifreeze, and paint products that people pour or spill into a street or storm drain.



## Storm Drain Pollution from Paints, Solvents, and Adhesives

All paints, solvents, and adhesives contain chemicals that are harmful to wildlife in local creeks, San Francisco Bay, and the Pacific Ocean. Toxic chemicals may come from liquid or solid products or from cleaning residues or rags. Paint material and wastes, adhesives and cleaning fluids should be recycled when possible, or disposed of properly to prevent these materials from flowing into storm drains and watercourses.

### Doing the Job Right

#### Handling Paint Products

- Keep all liquid paint products and wastes away from the gutter, street, and storm drains.** Liquid residues from paints, thinners, solvents, glues, and cleaning fluids are hazardous wastes and must be disposed of at a hazardous waste collection facility (contact 1-888-BAYWISE for more information).
- When thoroughly dry, empty paint cans, used brushes, rags, and drop cloths may be disposed of as garbage in a sanitary landfill. Empty, dry paint cans also may be recycled as metal.

#### Recycle/Reuse Leftover Paints Whenever Possible.

- Recycle or donate excess **water-based (latex) paint**, or return to supplier.
- Reuse leftover **oil-based paint**. Dispose of non-recyclable thinners, sludge and unwanted paint, as hazardous waste.
- Unopened cans of paint may be able to be returned to the paint vendor. Check with the vendor regarding its "buy-back" policy.
- To locate local paint recycling facilities call 1-800-CLEANUP or go to [www.cleanup.org](http://www.cleanup.org)

### Painting Cleanup

- Never clean brushes or rinse paint containers into a street, gutter, storm drain, French drain, or stream.**
- For **water-based paints**, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For **oil-based paints**, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids and residue as hazardous waste.

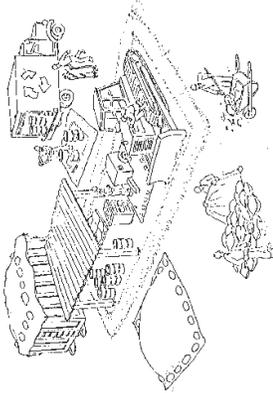
### Paint Removal and Building Cleaning

- Paint chips and dust from non-hazardous dry stripping and sand blasting** may be swept up or collected in plastic drop cloths and disposed of as trash.
- Chemical paint stripping residue** and chips and dust from **marine paints or paints containing lead, mercury or tributyl tin** must be disposed of as hazardous wastes. Lead based paint removal requires a state-certified contractor.
- Wash water from painted buildings constructed before 1978 can contain high amounts of lead, even without paint chips. Before you begin pressure washing or stripping pre-1978 building exteriors, test paint for lead by taking paint scrapings to a local laboratory. See Yellow Pages for a state-certified laboratory.
- When stripping or cleaning **building exteriors** with high-pressure water, block storm drains. Direct wash water onto a dirt area and spade into soil. Or, check with the local wastewater treatment authority to find out if you can collect (mop or vacuum) building cleaning water and dispose to the sanitary sewer. Sampling of the water may be required to assist the wastewater treatment authority in making its decision.

# Pollution Prevention — It's Part of the Plan

## Make sure your crews and subs do the job right!

Runoff from streets and other paved areas is a major source of pollution in San Francisco Bay. Construction activities can directly affect the health of the Bay unless contractors and crews plan ahead to keep dirt, debris, and other construction waste away from storm drains and local creeks. Following these guidelines will ensure your compliance with local ordinance requirements.



### Materials storage & spill cleanup

#### Non-hazardous materials management

- ✓ Sand, dirt, and similar materials must be stored at least 10 feet from catch basins, and covered with a tarp during wet weather or when rain is forecast.
- ✓ Use (but don't overuse) reclaimed water for dust control as needed.
- ✓ Sweep streets and other paved areas daily. Do not wash down streets or work areas with water.
- ✓ Recycle all asphalt, concrete, and aggregate base material from demolition activities.
- ✓ Check dumpsters regularly for leaks and to make sure they don't overflow. Repair or replace leaking dumpsters promptly.

#### Hazardous materials management

- ✓ Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, state, and federal regulations.
- ✓ Store hazardous materials and wastes in secondary containment and cover them during wet weather.
- ✓ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ✓ Be sure to arrange for appropriate disposal of all hazardous wastes.

#### Spill prevention and control

- ✓ Keep a stockpile of spill cleanup materials (rags, absorbents, etc.) available at the construction site at all times.
- ✓ When spills or leaks occur, contain them immediately and be particularly careful to prevent leaks and spills from reaching the gutter, street, or storm drain. Never wash spilled material into a gutter, street, storm drain, or creek!
- ✓ Report any hazardous materials spills immediately! Dial 911 or your local emergency response number.

### Vehicle and equipment maintenance & cleaning

- ✓ Inspect vehicles and equipment for leaks frequently. Use drip pans to catch leaks until repairs are made; repair leaks promptly.
- ✓ Fuel and maintain vehicles on site only in a bermed area or over a drip pan that is big enough to prevent runoff.
- ✓ If you must clean vehicles or equipment on site, clean with water only in a bermed area that will not allow rainwater to run into gutters, streets, storm drains, or creeks.
- ✓ Do not clean vehicles or equipment on-site using soaps, solvents, degreasers, steam cleaning equipment, etc.



### Earthwork & contaminated soils

- ✓ Keep excavated soil on the site where it is least likely to collect in the street.
- ✓ Transfer to dump trucks should take place on the site, not in the street.
- ✓ Use fiber rolls, silt fences, or other control measures to minimize the flow of silt off the site.
- ✓ Avoid scheduling earth moving activities during the rainy season if possible. If grading activities during wet weather are allowed in your permit, be sure to implement all control measures necessary to prevent erosion.
- ✓ Mature vegetation is the best form of erosion control. Minimize disturbance to existing vegetation whenever possible.
- ✓ If you disturb a slope during construction, prevent erosion by securing the soil with erosion control fabric, or seed with fast-growing grasses as soon as possible. Place fiber rolls down-slope until soil is secure.
- ✓ If you suspect contamination (from site history, discoloration, odor, texture, abandoned underground tanks or pipes, or buried debris), call the Regional Water Quality Control Board or local hazardous waste management agency for help in determining what testing should be done, and manage disposal of contaminated soil according to their instructions.



### Dewatering operations

- ✓ Reuse water for dust control, irrigation, or another on-site purpose to the greatest extent possible.
- ✓ Be sure to call your city's storm drain inspector before discharging water to a street, gutter, or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- ✓ In areas of known contamination, testing is required prior to reuse or discharge of groundwater. Consult with the city inspector to determine what testing to do and to interpret results. Contaminated groundwater must be treated or hauled off-site for proper disposal.



### Saw cutting

- ✓ Always completely cover or barricade storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or sand/gravel bags to keep slurry out of the storm drain system.
- ✓ Shovel, absorb, or vacuum saw-cut slurry and pick up all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner).
- ✓ If saw cut slurry enters a catch basin, clean it up immediately.

### Paving/asphalt work

- ✓ Do not pave during wet weather or when rain is forecast.
- ✓ Always cover storm drain inlets and manholes when paving or applying seal coat, tack coat, slurry seal, or fog seal.
- ✓ Place drip pans or absorbent material under paving equipment when not in use.
- ✓ Protect gutters, ditches, and drainage courses with sand/gravel bags, or earthen berms.
- ✓ Do not sweep or wash down excess sand from sealing into gutters, storm drains, or creeks. Collect sand and return it to the stockpile, or dispose of it as trash.
- ✓ Do not use water to wash down fresh asphalt concrete pavement.



### Concrete, grout, and mortar storage & waste disposal

- ✓ Be sure to store concrete, grout, and mortar under cover and away from drainage areas. These materials must never reach a storm drain.
- ✓ Wash out concrete equipment/trucks off-site or designate an on-site area for washing where water will flow onto dirt or into a temporary pit in a dirt area. Let the water seep into the soil and dispose of hardened concrete with trash.



- ✓ Divert water from washing exposed aggregate concrete to a dirt area where it will not run into a gutter, street, or storm drain.
- ✓ If a suitable dirt area is not available, collect the wash water and remove it for appropriate disposal off site.

### Painting

- ✓ Never rinse paint brushes or materials in a gutter or street!
- ✓ Paint out excess water-based paint before rinsing brushes, rollers, or containers in a sink. If you can't use a sink, direct wash water to a dirt area and spade it in.
- ✓ Paint out excess oil-based paint before cleaning brushes in thinner.
- ✓ Filter paint thinners and solvents for reuse whenever possible. Dispose of oil-based paint sludge and unusable thinner as hazardous waste.



## APPENDIX C

### RECYCLING/WASTE MANAGEMENT

Waste Management Plan

Certified Facility List

**CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING  
WASTE MANAGEMENT PLAN  
(WMP)**

**ATTENTION: Town of Danville requires at least 50% diversion of job-site waste materials from the landfill.**

**Please answer the following:**

1.

Job-Site Address:	
Name of Property Owner:	
Name of Contractor/Project Manager:	
Contractor/Project Manager Address:	
Contractor/Project Manager Phone #:	
Contractor/Project Manager Mobile #:	
Contractor/Project Manager FAX #:	

2. **BEFORE START OF PROJECT:** Identify the type of materials to be recycled, salvaged or disposed from the job-site in **Section I** of the waste assessment table on the back of this page.

3. **BEFORE START OF PROJECT:** Identify which disposal facilities, including Certified C&D Recovery Facilities, will be used for disposal in **Section I** of the waste assessment table on the back of the WMP.

4. **UPON COMPLETION OF PROJECT:** **Section II** is to be filled out with supporting documentation upon completion of project.

5. Briefly state how materials will be sorted for recycling and/or salvage on the job site .

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6. Will this project require the use of sub-contractors?  Yes  No  
If yes, briefly state how you plan to inform and ensure participation by the sub-contractors of your job-site recycling and waste management responsibility.

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**WASTE ASSESSMENT**

- I. **BEFORE START OF PROJECT:** Identify the materials that you estimate will be recycled, salvaged or landfilled. Identify all disposal facilities, including Certified C&D Recovery Facilities, that will be used for each material type. Use the Certified C&D Recovery Facilities List made available by this City to identify regional recovery facilities that are local to the project site.
- II. **UPON COMPLETION OF PROJECT:** Indicate the material types and quantities recycled, salvaged, or disposed from this job-site. Original weight tags must be submitted with this completed report identifying (1) job site address, (2) weight of loads, (3) material types and (4) if materials were recycled, salvaged, or refuse disposal.

Material Type	Section I Identify materials (✓)			Indicate Disposal Facilities for Use (Include Certified C&D Recovery Facilities)	Section II Weight of each material (Taken from Weight Tags only)			Indicate Disposal Facilities Used (Include Certified C&D Recovery Facilities)
	Recycle	Salvage	Landfill		Recycled	Salvaged	Landfilled	
Asphalt & Concrete								
Brick, Tile								
Building materials-doors, windows, fixtures, cabinets								
Cardboard								
Dirt/Clean Fill								
Drywall								
Carpet padding/ Foam								
Plate/window Glass								
Scrap Metals (steel, aluminum, brass, copper, etc.)								
Unpainted Wood & Pallets								
Yard Trimmings (brush, trees, stumps, etc.)								
Mixed C&D Materials*								
Other:								
Garbage								
<b>TOTAL</b>								

\* Weight tickets/receipts for mixed C&D disposal must indicate "Recycling" or "Recovery" to receive diversion credit. Mixed C&D loads will be counted as 50% recycled of total disposal weight. Cubic Yards will be counted as 350 lb per cubic yard using USEPA conversion calculation.

**DIVERSION CALCULATION:**

**Total Recycle/Salvage Weight:** \_\_\_\_\_

**Divided by Total Disposal Weight:** \_\_\_\_\_

**Equals Project Diversion:** \_\_\_\_\_ %

**SIGNATURES REQUIRED AT INITIAL WMP REVIEW.** Signatures indicate contractor/owner acknowledgement of 50% waste diversion requirement of C&D Ordinance which include penalties for partial or non-compliance.

\_\_\_\_\_  
**Contractor Signature/Date**

\_\_\_\_\_  
**Property Owner Signature/Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

**FOR TOWN USE ONLY:**

Project No. \_\_\_\_\_

- Approved
- GFE
- Not Approved

Staff Initials: \_\_\_\_\_

**Reference Sources:**

1. Certified C&D Recovery Facilities List
2. Volume/Weight Conversion Sheet

**CCCSWA Service Area C&D Waste Recovery & Disposal**

**Certified Facility List**

( \*Provisional authorization indicates on-site inspection of facility still required before final certification)

**Disposal Facilities**

**Bio Fuel Systems**

30 Greenville Road, Livermore.....**925-455-5908**  
*Clean wood, green waste, tree stumps, and shingles (no tar paper).*

**County Quarry Products (Provisional)**

5501 Imhoff Rd, Martinez ..... **925-682-0707**  
*Concrete, asphalt, and dirt.*

**GreenWaste Recovery Facility**

625 Charles Street, San José .....**408-283-4800**  
*C&D materials accepted from GT Waste, Green waste Recovery*

**Newby Island Landfill**

1601 Dixon Landing Road, San José ..**408-262-1401**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, carpet, green waste, and block foam.*

**Zanker Materials Processing Facility**

675 Los Esteros Road, San José.....**408-263-2384**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, and soil.*

**Contra Costa Transfer/Recovery Facility**

951 Waterbird Way, Martinez ..... **925-458-9800**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, and soil.*

**Acme Fill Corporation (Provisional)**

950 waterbird way, Martinez ..... **925-228-7099**  
*Separated metal, wood, soil, and mixed C&D Loads*

**Contra Costa Recycling Center & Transfer**

1300 Loveridge Rd, Pittsburg ..... **925-473-0180**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, and soil.*

**Davis Street Station for Material Recycling**

2615 Davis St, San Leandro ..... **510-563-4257**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, and soil.*

**Vasco Rd Landfill & Recycling Center**

4001 N. Vasco Rd, Livermore ..... **925-447-0491**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, and soil.*

**Hay Road Compost Facility/Landfill**

6426 Hay Road, Vacaville ..... **707-678-4718**  
*Clean wood, green waste, tree stumps*

**Organic Solutions (Provisional)**

1460 Goodyear rd, Benicia .... **707-751-0467**  
*Green waste, wood waste*

**Potrero Hills Compost Facility (Provisional)**

Potrero Hills Lane, Suisun City .... **707- 429-9600**  
*C&D materials accepted from GT Waste, Green waste Recovery*

**Pleasanton Transfer/Recovery Facility**

3110 Busch rd, Pleasanton.....**925-846-2042**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, and soil.*

**Sonoma Transfer/Recovery Facility**

4376 Stage Gulch Road, Sonoma ....**707-565-7940**  
*Mixed C&D materials and separated metal, wood, concrete, asphalt, gypsum, cardboard, roofing, and soil.*

**Woodmill Recycling Company (Provisional)**

5595 Byron Hot Springs Rd  
Byron, CA 94514  
*Green waste, wood waste, Concrete, asphalt, and dirt.*

**Diablo Valley Rock (Provisional)**

925 Waterbird Way,  
Martinez, Ca 94553 ..... **925-228-1118**

**M&M Services, Inc.**

590 Caletti Ave.  
Windsor, CA 94592 .... **877-698-8473**  
*Green waste, wood waste, Concrete, asphalt, and dirt.*

**Job Site Collection**

**GreenWaste Recovery, Inc**

1500 Berger Dr, San José .....**408-283-4819**

**Amador Valley Industries (AVI), Inc**

11875 Dublin Blvd., Dublin .....**925-209-5573**

## **SECTION 6. RECYCLING OF CONSTRUCTION AND DEMOLITION MATERIALS**

The Town of Danville expects its contractors, as part of its bid, to consider the economic benefits of recycling construction and demolition materials. As such, the Contractor shall include, as part of its contract cost, the recycling of construction and demolition materials. At least 50% of job-site waste shall be diverted from landfills.

The names of local recyclers can be obtained from Central Contra Costa Solid Waste Authority at (925) 906-1801 or by referring to the Certified Facility List contained in the appendices. The Town of Danville can also provide the names, addresses and phone numbers of recyclers whose locations are convenient to Danville. Pamphlets with recycler information are available from the Development Services Department.

Prior to the release of retention per the "Payments Withheld" section of these Special Provisions, the Contractor shall complete and submit the "Construction and Demolition Debris Recycling Waste Management Plan" contained in the appendices. The Contractor must disclose in Section II of the form how the 50% waste diversion was achieved. Adequate evidence must include official weight tags, receipts, or similar documentation from the facility receiving the waste for recycling.

## **SECTION 11. STORM WATER POLLUTION CONTROL MEASURES**

All contractors and subcontractors working on Town of Danville projects are required to comply with the pollution control measures shown in Appendix B.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work involved and no additional compensation will be allowed therefore.

**TOWN OF DANVILLE DRAFT 2030 GENERAL PLAN GOALS,  
POLICIES AND IMPLEMENTATION MEASURES**

**Relating to the Town's Stormwater Pollution Control Program**

**Goal 20: Ensure that local water supply, storm drainage, sewerage, streets, and similar facilities are well maintained; improvements meet existing and future needs; and land use decisions are contingent on the adequacy and maintenance of such facilities.**

- 20.08            Protect surface water from pollution by ensuring that stormwater discharges comply with Regional Water Quality Control Board San Francisco Bay Municipal Regional Permit (RWQCB-SF Bay MRP) requirements. The Town will enforce nonpoint source pollution control measures as required by federal and state law. These measures include steps to control erosion and sedimentation, require stormwater containment facilities and other measures which reduce or contain development-related runoff.
- Stormwater Pollution Control Program
  - Development Review

**Goal 22 Improve water quality in Danville and the water bodies which receive runoff from Danville, including San Francisco Bay.**

- 22.01            Maintain and enhance the natural quality of Danville's creeks, including the riparian vegetation along the banks. Setbacks should be maintained along creeks to maintain their natural appearance, reduce erosion and flood hazards, and protect their ecological functions.
- Development Review
  - Stormwater Management and Discharge Control Ordinance
  - Public Works Standards
  - Creek Protection Program
- 22.02            Require qualifying new development projects and redevelopment projects to comply with the Municipal Regional Permit (MRP) for stormwater control and treatment.
- Intergovernmental Coordination
  - Stormwater Management and Discharge Control Ordinance
  - RWQCB-SF Bay MRP
- 22.03            Conduct education and outreach activities to increase public awareness of water quality issues and the steps Danville residents and businesses can take to reduce water pollution.
- Stormwater Management and Discharge Control Ordinance
  - RWQCB-SF Bay MRP
- 22.04            Manage the Town's storm drainage facilities in a manner which minimizes pollution of local streams and waterways. Storm drains and other drainage facilities should be regularly maintained.
- Stormwater Management Program
  - RWQCB-SF Bay MRP

Prepared 8/29/12

Operations and Maintenance Plan  
Danville Congregational Church

II. Designation of Individuals Responsible for Stormwater Treatment

Date Completed: June 2009	
Facility Name: Danville Congregational Church	
Facility Address: 989 San Ramon Valley Boulevard, Danville, Ca 94526	
<b>Designated Contact for Operation and Maintenance</b>	
Name: Forthcoming HECTOR LOPEZ	Title or Position: CAGWIN & DOERWARD
Telephone: 1-800-891-7710	Alternate Telephone: FAX 415-897-7874
E-mail: hector_lopez@cagwin.com	
<b>Off-Hours or Emergency Contact</b>	
Name: Forthcoming JOHN BASSETT	Title or Position: COMMISSIONER, BLDGS. & GROUNDS
Telephone: 510-220-2219	Alternate Telephone: 925-837-6944
E-mail: john.bassett@yahoo.com	
<b>Corporate Officer (authorized to execute contracts with the City)</b>	
Name: Forthcoming JOHN BASSETT	Title or Position: COMMISSIONER, BLDGS. & GROUNDS
Address: 989 SAN RAMON VALLEY BLVD, DANVILLE, CA 94526	
Telephone: 925 837-6944	Alternate Telephone:
E-mail: OFFICE@DANVILLECHURCH.COM	

**CHECKLIST FOR ANNUAL INSPECTION AND MAINTENANCE  
- PRIOR TO RAINY SEASON**

- Examine the perimeter of the bioretention areas and compare to construction drawings.  
Confirm that drainage has not been altered.
- Examine the bioretention area and remove any accumulation of sediment, litter, and debris in the bioretention areas.
- Examine the catch basins. Remove any debris. Note any damaged or disconnected piping.
- Check that the soil surface is level and is at least six inches below the overflow height.
- Note condition of vegetation.
- Replace any dead plants.
- Prune or remove any overgrown plants or shrubs that may interfere with operation of the planter.
- Remove any nuisance or invasive vegetation.
- Clean up fallen leaves or debris and replenish mulch.
- Confirm that irrigation is adequate and not excessive.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

If Inspection Performed By Someone Other Than Homeowner:

**Inspector's Information**

Date of Inspection:

7/28/11

Name:

Hector Lopez

Company:

CAGWIN & DOWNARD

License No:

202399

**Contact Information:**

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby certify that I am licensed and qualified with the experience to implement stormwater BMPs in accordance with this report.

Hector Lopez

For CAGWIN & DOWNARD

Name

7/28/11

Date

**CHECKLIST FOR ROUTINE INSPECTION AND MAINTENANCE  
- INDIVIDUAL SYSTEMS**

- Examine each catch basin and clean if necessary.
- Confirm there is no blockage in the storm drain lines leading to the bioretention areas.
- Check rocks surrounding the inlets and replace or replenish as necessary.
- Remove any accumulations of sediment, litter, and debris in the bioretention areas.
- Examine the catch basins. Remove any debris. Fix and damaged or disconnected piping entering into the catch basins.
- Check that the soil surface is level and is at least six inches below the catch basins.
- Note condition of vegetation.
- Replace any dead plants.
- Prune or remove any overgrown plants or shrubs that may interfere with operation of the bioretention areas.
- Remove any nuisance or invasive vegetation.
- Clean up fallen leaves or debris and replenish mulch.
- Confirm that irrigation is adequate and not excessive.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

If Inspection Performed By Someone Other Than Homeowner:

**Inspector's Information**

Date of Inspection:

Name:

HECTOR LOPEZ

Company:

CAGWIN & DORWARD

License No:

202399

Contact Information:

Address:

PO. BOX 1600 NOVATO, CA 94948-1600

Phone No:

(800) 891-7710

Fax No:

(415) 897-7874

Email:

hector.lopez@cagwin.com

I hereby certify that I am licensed and qualified with the experience to implement stormwater BMPs in accordance with this report.

HECTOR LOPEZ

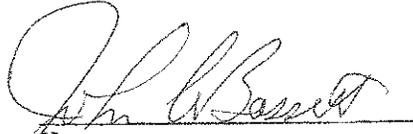
FOR CAGWIN & DORWARD

Name

7/28/11  
Date

**CHECKLIST FOR INSPECTIONS FOLLOWING STORMS  
- INDIVIDUAL SYSTEMS**

- Confirm any standing water drains from the surface of the bioretention areas within 5-6 hours.
- Remove any debris from storm drain lines leading to the bioretention areas and within the catch basins. *BY CAGWIN & DORWARD*
- Check rocks surrounding the catch basins and replace or replenish as necessary. *NA*
- Remove any accumulation of litter and debris in the bioretention areas. *BY CAGWIN & DORWARD*
- Check that the soil surface is level and is at least six inches below the catch basins.

  
Homeowner

7-27-11  
Date

If Inspection Performed By Someone Other Than Homeowner:

**Inspector's Information**

Date of Inspection: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
License No: \_\_\_\_\_

**Contact Information:**

Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

I hereby certify that I am licensed and qualified with the experience to implement stormwater BMPs in accordance with this report.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

July 8, 2011

APN# 208 190 024

Danville Congregational Church

Attn: James Orris- Designated Contact for Operation and Maintenance

989 San Ramon Valley Boulevard

Danville, Ca, 94526

Subject: Stormwater Facility Inspection Notice – Danville Congregational Church

Dear Mr. Orris,

Congratulations on owning a successful and well-designed environmentally-sustainable property in Danville. Stormwater infiltration facilities were constructed on your property as a part of the site design when the church was expanded last year. The facilities at the Danville Congregational Church include a large *infiltration* basin along the frontage of the site which was constructed to collect stormwater and *infiltrate* it through a special soil mix. These facilities are designed to filter stormwater and remove pollutants before the stormwater reaches Town creeks, and ultimately San Francisco Bay.

These facilities need to be maintained regularly in order to function properly and to avoid property damage. When these facilities were constructed, a recorded Agreement and Operation and Maintenance Plan were legally attached to the property informing you of the requirement to maintain these facilities. Annual maintenance checklists were also provided. This agreement also stipulates that the Town of Danville must inspect these facilities and report findings to the State of California to verify that they are being properly maintained as designed and constructed. All of this paperwork is being enclosed again for your information.

In order to ensure that you or a hired landscape professional are inspecting and maintaining these facilities as they were designed, please complete the attached inspection materials and **return them to me by August 5, 2011**. These forms may be returned via email at [cmccann@danville.ca.gov](mailto:cmccann@danville.ca.gov) or US mail:

Christine McCann  
Town of Danville, Engineering Division  
510 La Gonda Way  
Danville, CA 94526

Starting the second week of August, a Town Engineering inspector will be inspecting the property to verify that the facilities are functioning properly. For your information, proper maintenance of these *infiltration* facilities is different than how traditional drainage facilities are maintained. If you have questions, I am available to help explain how the facilities were designed and assist with any issues you may be experiencing. We all want these facilities to function properly to avoid property damage. Please contact me if you need further information, [cmccann@danville.ca.us](mailto:cmccann@danville.ca.us) or (925) 314-3342.

Yours Truly,

TOWN OF DANVILLE

Christine McCann, AICP  
Sr. Planner- Stormwater Pollution Control Coordinator

CC: Guillermo Santolaya, Town Engineering Inspector





Name	Address	City	Program Category
Barrington Court Memory Care	400 W EL PINTADO	Danville	Assisted Living
Diablo Lodge Assisted Living	950 DIABLO Road	Danville	Assisted Living
Sunrise Assisted Living	1027 DIABLO Road	Danville	Assisted Living
Elliott's Bar	369 HARTZ Ave	Danville	Bar Only
Meenar Inc.	349 HARTZ Ave	Danville	Bar Only
Symmons Body & Fender Inc	509 SAN RAMON VALLEY Blvd	Danville	Body Shop
Chamois Car Wash	7711 CROW CANYON Road	Danville	Car Wash/Det.
Danville Arco Carwash	3500 CAMINO TASSAJARA	Danville	Car Wash/Det.
Texaco	3500 TASSAJARA Road	Danville	Car Wash/Det.
Choice Food Services	569 SAN RAMON VALLEY Blvd	Danville	Catering-Bus.
Cresco Xpress	555 SAN RAMON VALLEY Blvd	Danville	Commercial
Danville Bike	175 HARTZ Ave	Danville	Commercial
Danville Bowl	200 BOONE Court	Danville	Commercial
Health (20)	790 SAN RAMON VALLEY Blvd #150	Danville	Commercial
Marshalls	3140 FOSTORIA Way	Danville	Commercial
Pet Food Express	11000 CROW CANYON Road F	Danville	Commercial
Phoenix Dental Laboratory	130 E PROSPECT Ave	Danville	Dental Lab
B-Line Cleaners	120 HARTZ Ave	Danville	Dry Cleaner
Classic Cleaners	9000 CROW CANYON Road	Danville	Dry Cleaner
Country Club Cleaners	3412 CAMINO TASSAJARA	Danville	Dry Cleaner
Crystal Blue Cleaners	115 RAILROAD Ave E	Danville	Dry Cleaner
Hesperian Cleaners	438 DIABLO Road	Danville	Dry Cleaner
My Buddy Cleaners	822 HARTZ Way 106	Danville	Dry Cleaner
Penguin Cleaner	413 RAILROAD Ave	Danville	Dry Cleaner
Sparklizing Cleaners	514 SAN RAMON VALLEY Blvd	Danville	Dry Cleaner
Village Cleaners	615 SAN RAMON VALLEY Road	Danville	Dry Cleaner
Baldwin School	741 BROOKSIDE Drive	Danville	Education
Charlotte Wood School	600 EL CAPITAN Drive	Danville	Education
Green Valley School	1001 DIABLO Road	Danville	Education
San Ramon High School	140 LOVE Lane	Danville	Education
St. Isidores School	435 LA GONDA Way	Danville	Education
Town of Danville Facility Maintenance Center	1000 SHERBURNE HILLS Road	Danville	Fleet Operations
Akira Bistro	499 SAN RAMON VALLEY Blvd A	Danville	Food Service
Amazing Wok	9000 CROW CANYON Road H	Danville	Food Service
Amber Bistro	500 HARTZ Ave	Danville	Food Service
Amici's	720 CAMINO RAMON Blvd	Danville	Food Service
Aryana Afghan Cuisine	9000 CROW CANYON Road J	Danville	Food Service
Ascona Pizza Company, Inc.	3414 CAMINO TASSAJARA Road	Danville	Food Service
Bagel Box	480 SAN RAMON VALLEY Blvd K	Danville	Food Service
Bagel Street Café	316 W SYCAMORE VALLEY Road	Danville	Food Service
Bagel Street Café	3422 CAMINO TASSAJARA	Danville	Food Service
Basil Leaf Cafe	501 HARTZ Ave	Danville	Food Service
Baskin Robbins Ice Cream	9000 CROW CANYON Road M	Danville	Food Service
Baskin Robbins Ice Cream #2044	301 HARTZ Ave 100	Danville	Food Service
Big Apple Bagels	9000 CROW CANYON Road C	Danville	Food Service

BlowFish	101 TOWN & COUNTRY Drive C	Danville	Food Service
Bridge's Restaurant	44 CHURCH Street	Danville	Food Service
Burger King	444 FRONT Street	Danville	Food Service
Cafe Meyers	3468 CAMINO TASSAJARA B9	Danville	Food Service
China Bistro	426 DIABLO Road	Danville	Food Service
China Paradise	3446 CAMINO TASSAJARA	Danville	Food Service
China Paradise	531 HARTZ Ave	Danville	Food Service
Chipotle	33 RAILROAD Ave	Danville	Food Service
Chow	445 RAILROAD Ave	Danville	Food Service
Christy's Donuts	436 DIABLO Road	Danville	Food Service
Christy's Donuts	9000 CROW CANYON Road B	Danville	Food Service
COLDSTONE CREAMERY	412 W SYCAMORE VALLEY Road	Danville	Food Service
Country Waffles	428 RAILROAD Ave B	Danville	Food Service
Danville Bowl Snack Bar	200 BOONE Court	Danville	Food Service
Danville Grange Hall # 85	743 DIABLO Road	Danville	Food Service
Danville International Market	508 SAN RAMON VALLEY Blvd	Danville	Food Service
Danville Old Town Bakery	221 HARTZ Ave	Danville	Food Service
Denny's #6698	807 CAMINO RAMON	Danville	Food Service
Domenico's Delicatessin	682 HARTZ Ave	Danville	Food Service
Domenico's Gelateria Café	684 HARTZ Ave	Danville	Food Service
Domino's Pizza	504 SAN RAMON VALLEY Blvd	Danville	Food Service
El Nido	107 TOWN & COUNTRY Drive A	Danville	Food Service
Esin Restaurant & Bar	750 CAMINO RAMON	Danville	Food Service
Father Nature's	172 E PROSPECT Ave	Danville	Food Service
Faz Restarurant	600 HARTZ Ave	Danville	Food Service
Fish on Fire	101 TOWN & COUNTRY Drive C	Danville	Food Service
Forbes Mills Steakhouse	200 W SYCAMORE VALLEY Road	Danville	Food Service
Foster's Freeze	180 HARTZ Ave	Danville	Food Service
Fresh Choice	11000 CROW CANYON Road	Danville	Food Service
Gagnons Catering & Rentals	569 SAN RAMON VALLEY Blvd	Danville	Food Service
Garlex Pizza	9000 CROW CANYON Road P	Danville	Food Service
Great Impasta, The	318 W SYCAMORE VALLEY Road	Danville	Food Service
High Tech Burrito	3452 CAMINO TASSAJARA	Danville	Food Service
Iron Horse Deli	115 HARTZ Ave	Danville	Food Service
Juice Zone	11000 CROW CANYON Road D	Danville	Food Service
Jules Thin Crust, LLC	820 SYCAMORE VALLEY Road	Danville	Food Service
June Bug Bakery	122 E PROSPECT Ave	Danville	Food Service
Kane Sushi	125 HARTZ Ave	Danville	Food Service
Kinder's	105 TOWN & COUNTRY Drive G	Danville	Food Service
Koji's Sushi	480 SAN RAMON VALLEY Blvd E	Danville	Food Service
Le Petit Corner	345 RAILROAD Ave	Danville	Food Service
Leo's Chinese	105 TOWN & COUNTRY Drive C-D	Danville	Food Service
Los Panchos	480 SAN RAMON VALLEY Blvd	Danville	Food Service
Lotsa Pasta	171 HARTZ Ave	Danville	Food Service
Luna Loca	500 SYCAMORE VALLEY Road F	Danville	Food Service
Mangia Mi	406 HARTZ Ave	Danville	Food Service
Marcello's of Danville Inc.	515 SAN RAMON VALLEY Blvd	Danville	Food Service

Maria Maria	710 CAMINO RAMON	Danville	Food Service
McDonald's	10000 CROW CANYON Road	Danville	Food Service
Miglet's Cupcake Shop	480 SAN RAMON VALLEY Blvd A2	Danville	Food Service
Monster Philly Grill	35 RAILROAD Ave	Danville	Food Service
Mountain Mike's Pizza	130 HARTZ Ave	Danville	Food Service
Norm's Place	356 HARTZ Ave	Danville	Food Service
Panda Express	495 SAN RAMON VALLEY Blvd	Danville	Food Service
Papa Johns	121 HARTZ Ave	Danville	Food Service
Pascal French Oven	155 RAILROAD Ave B	Danville	Food Service
Pasta Gondola & Pizza Machine	664 SAN RAMON VALLEY Blvd	Danville	Food Service
Patrick Davids Cafe	416 W SYCAMORE VALLEY Road	Danville	Food Service
Peet's Coffee & Tea	435 RAILROAD Ave	Danville	Food Service
Pete's Brass Rail	201 HARTZ Ave A	Danville	Food Service
Pho Saigon	629 SAN RAMON VALLEY Blvd	Danville	Food Service
Piatti Ristorante	100 W SYCAMORE VALLEY Road	Danville	Food Service
Primo's Pizza & Pasta, Inc.	298 HARTZ Ave	Danville	Food Service
Quiznos	190 HARTZ Ave	Danville	Food Service
Rising Loafer Café & Bakery	340 HARTZ Ave	Danville	Food Service
Round Table Pizza	105 TOWN & COUNTRY Drive A	Danville	Food Service
Santorini	105 TOWN & COUNTRY A	Danville	Food Service
Sideboard	411 HARTZ Ave	Danville	Food Service
Similan Thai Cuisine	9000 CROW CANYON Road	Danville	Food Service
Slow G's Eatery	440 DIABLO Road	Danville	Food Service
Starbucks Coffee #634	11000 CROW CANYON Road E	Danville	Food Service
Starbucks Coffee #668	398 HARTZ Ave	Danville	Food Service
Strizzis Restaurant	3456 CAMINO TASSAJARA	Danville	Food Service
Subway	196 CAMINO RAMON	Danville	Food Service
Subway Sandwiches #12105	9000 CROW CANYON Road A	Danville	Food Service
Subway Sandwiches & Salads #7147	125 RAILROAD Ave	Danville	Food Service
Sushi Bar Hana	301 HARTZ Ave 106	Danville	Food Service
Sushi Yokohama	558 SAN RAMON VALLEY Blvd	Danville	Food Service
Taco Bell Express #16304	420 DIABLO Road	Danville	Food Service
Tals Patisserie	304 SYCAMORE Road	Danville	Food Service
Thai House	254 ROSE Street	Danville	Food Service
That Bar	148 E PROSPECT Street	Danville	Food Service
The 202 Grill	202 W SYCAMORE VALLEY Road	Danville	Food Service
The Crown British Pub & Restaurant	331 HARTZ Ave	Danville	Food Service
The Dog	110 HARTZ Ave	Danville	Food Service
The New Valley Medlyn's	330 HARTZ Ave	Danville	Food Service
The Peasant and the Pear	267 HARTZ Ave	Danville	Food Service
Togo's Eatery	3454 CAMINO TASSAJARA	Danville	Food Service
Tower Grille	301 HARTZ Ave	Danville	Food Service
Tutti Frutti	37 RAILROAD Ave	Danville	Food Service
Uncle Wong's Restaurant	150 HARTZ Ave	Danville	Food Service
Uptown Cafe	327 HARTZ Ave	Danville	Food Service

Veteran Building	400 HARTZ Ave	Danville	Food Service
Wild Vine Hideaway	120 E PROSPECT Lane	Danville	Food Service
Yogurt Shack	290 HARTZ Ave	Danville	Food Service
Yogurtopia	3450 CAMINO TASSAJARA	Danville	Food Service
Yuki of Tokyo	200 HARTZ Ave E	Danville	Food Service
Z Pizza	95 RAILROAD Ave	Danville	Food Service
Camino Ramon Shell	811 CAMINO RAMON	Danville	Gas Station
Chevron #97578	145 HARTZ Ave	Danville	Gas Station
Chevron Station #92075	8000 CROW CANYON Road	Danville	Gas Station
Danville 76	744 SAN RAMON VALLEY Blvd	Danville	Gas Station
Danville Shell Service Station	7777 CROW CANYON Road	Danville	Gas Station
Danville Valero	736 SAN RAMON VALLEY Blvd	Danville	Gas Station
Diablo Gas & Mart	198 DIABLO Road	Danville	Gas Station
Crow Canyon Country Club	711 SILVER LAKE Drive	Danville	Golf Course
Bibi Bazaar	251 HARTZ Ave	Danville	Grocery Store
Fresh & Easy	460 DIABLO Road	Danville	Grocery Store
Lucky supermarket	660 SAN RAMON VALLEY Blvd	Danville	Grocery Store
Lunardi's Market	345 RAILROAD Ave	Danville	Grocery Store
Safeway Store #1211	3496 CAMINO TASSAJARA	Danville	Grocery Store
Trader Joe's #65	85 RAILROAD Ave	Danville	Grocery Store
Danville Sycamore Inn	803 CAMINO RAMON	Danville	Hotel
Chela Janitorial SVC	349 HARTZ Ave	Danville	Janitorial Srvc
Danville Materials	3420 FOSTORIA Way A200	San Ramon	Manufacturing
Danville Wine & Liquor	177 HARTZ Ave	Danville	Mini-Market
Navlet's Garden Center	800 CAMINO RAMON	Danville	Nursery
Sloat Garden Center	828 DIABLO Road	Danville	Nursery
Sunset Color Nursery	1435 SAN RAMON VALLEY Blvd	Danville	Nursery
Tassajara Nursery	2550 CAMINO TASSAJARA	Danville	Nursery
Aerotest Operations, Inc.	3455 FOSTORIA Way	San Ramon	Permitted IU
PG&E San Ramon Technology Center	3400 CROW CANYON Road	Danville	Permitted IU
Green Valley Pool	1515 GREEN VALLEY Road	Danville	Pool
Villas at Monterosso	1000 CASABLANCA Terrace	Danville	Pool
Asset Management Group	440 SYCAMORE VALLEY Road B	Danville	Property Mngt
CJM Property Management	9000 CROW CANYON Road	Danville	Property Mngt
Laurence D. Sherman	2420 CAMINO TASSAJARA	Danville	Property Mngt
Tassajara Crossing Shopping Center	3400 CAMINO TASSAJARA Road	Danville	Property Mngt
Town & Country Shopping Center	105 TOWN & COUNTRY Drive	Danville	Property Mngt
Branagh Development	100 SCHOOL Street	Danville	Property Owner
Retail Building	199 E LINDA MESA Ave	Danville	Property Owner
Benjamin Moore Paints	688 SAN RAMON VALLEY Blvd	Danville	Retail
Costco Wholesale #21	3150 FOSTORIA Parkway	Danville	Retail
CVS Pharmacy	650 SAN RAMON VALLEY Blvd	Danville	Retail
Kevin Milligan Gallery	408 HARTZ Ave	Danville	Retail
Pet Food Express	609 SAN RAMON VALLEY Blvd	San Ramon	Retail
The Fringe Hair Salon	520 SAN RAMON VALLEY Blvd	Danville	Retail

Walgreens	611 SAN RAMON VALLEY	Danville	Retail
Del Amigo High School	189 DEL AMIGO Road	Danville	School/College
KinderCare Learning Center	730 SAN RAMON VALLEY Blvd	Danville	School/College
San Ramon Valley Christian Academy	220 W EL PINTADO Road	Danville	School/College
Auto Care of Danville, Inc.	195 HARTZ Ave	Danville	Vehicle Service
Big O Tires #73	155 W LINDA MESA Ave	Danville	Vehicle Service
Danville Automotive & Tire	535 SAN RAMON VALLEY Blvd	Danville	Vehicle Service
Danville Olde Towne Station	1 BOONE Court	Danville	Vehicle Service
Danville Service Center	152 W LINDA MESA Ave	Danville	Vehicle Service
Diamond Sharp Equipment Center	33 FRONT Street	Danville	Vehicle Service
Discount Smog Check Centers	198 DIABLO Road	Danville	Vehicle Service
E & E automotive	198 DIABLO Ave	Danville	Vehicle Service
Jiffy Lube	530 SAN RAMON VALLEY Blvd	Danville	Vehicle Service
Roesbery Car Care	400 DIABLO Road	Danville	Vehicle Service
Tassajara Tune Up	3600 CAMINO TASSAJARA	Danville	Vehicle Service
HK Animal Hospital	5 RAILROAD Ave	Danville	Veterinary

**Planned Inspections for Danville**

(7/1/2012 to 6/30/2013)

<b>Name</b>	<b>Address</b>	<b>Facility Type</b>
Auto Care of Danville, Inc.	195 HARTZ Ave	Vehicle Service
Monster Philly Grill	35 RAILROAD Ave	Food Service
Sunset Color Nursery	1435 SAN RAMON VALLEY Blvd	Nursery
Barrington Court Memory Care	400 W EL PINTADO	Assisted Living
Phoenix Dental Laboratory	130 E PROSPECT Ave	Dental Lab
Chipotle	33 RAILROAD Ave	Food Service
June Bug Bakery	122 E PROSPECT Ave	Food Service
Le Petit Corner	345 RAILROAD Ave	Food Service
Mangia Mi	406 HARTZ Ave	Food Service
Pho Saigon	629 SAN RAMON VALLEY Blvd	Food Service
Santorini	105 TOWN & COUNTRY A	Food Service
Yogurtopia	3450 CAMINO TASSAJARA	Food Service
Fresh & Easy	460 DIABLO Road	Grocery Store
HK Animal Hospital	5 RAILROAD Ave	Hospital
Navlet's Garden Center	800 CAMINO RAMON	Nursery
CVS Pharmacy	650 SAN RAMON VALLEY Blvd	Retail
Walgreens	611 SAN RAMON VALLEY	Retail
Tassajara Tune Up	3600 CAMINO TASSAJARA	Vehicle Service
Tals Patisserie	304 SYCAMORE Road	Food Service
Wild Vine Hideaway	120 E PROSPECT Lane	Food Service
Starbucks Coffee #668	398 HARTZ Ave	Food Service
Pascal French Oven	155 RAILROAD Ave B	Food Service
Peet's Coffee & Tea	435 RAILROAD Ave	Food Service
Starbucks Coffee #634	11000 CROW CANYON Road E	Food Service
Laurence D. Sherman	2420 CAMINO TASSAJARA	Property Mngt
Bagel Street Café	3422 CAMINO TASSAJARA	Food Service
Cafe Meyers	3468 CAMINO TASSAJARA B9	Food Service
Strizzis Restaurant	3456 CAMINO TASSAJARA	Food Service
Town & Country Shopping Center	105 TOWN & COUNTRY Drive	Property Mngt
Danville Materials	3420 FOSTORIA Way A200	Manufacturing
Tassajara Nursery	2550 CAMINO TASSAJARA	Nursery
Quiznos	190 HARTZ Ave	Food Service
Lunardi's Market	345 RAILROAD Ave	Grocery Store
Burger King	444 FRONT Street	Food Service
McDonald's	10000 CROW CANYON Road	Food Service

**Subtotal: 32****Enforcement Reinspections**

Crow Canyon Country Club	711 SILVER LAKE Drive	Golf Course
Chela Janitorial SVC	349 HARTZ Ave	Janitorial Srvc
Asset Management Group	440 SYCAMORE VALLEY Road B	Property Mngt

**Subtotal: 3****Permitted IUs**

PG&E San Ramon Technology Center	3400 CROW CANYON Road	Permitted IU
Aerotest Operations, Inc.	3455 FOSTORIA Way	Permitted IU

**Subtotal: 2****Total Planned Inspections: 40**

Annual Inspection Goal= 36

**Stormwater Enforcement Summary**  
**Fiscal Year 2011-12**

**Annual Report**  
 7/1/2011-6/30/2012

Facility Name and Address	Date	Type	Citation?	#	Corrected?	Comments
<b>Danville</b>						
Asset Management Group (440 SYCAMORE VALLEY Road B )	10/27/2011	Follow-up	NOV	3269		Pollutant Discharge
	11/8/2011	Enforcement F/U		0	Partial	Comment: I returned to the site to observe the trash compactor area. There was some water puddled on the ground in the enclosure, but it was clear and free of odors. The berm was not installed yet.
	2/8/2012	Enforcement F/U		0	Yes	Comment: The dumpster area was dry, no leaks or debris. Still pending construction as proposed by the property manager for a roofed area to store the compost bin. Construction scheduled for summer 2012.
Chela Janitorial SVC (349 HARTZ Ave )	9/29/2011	Initial	NOV	0		Pollutant Discharge
	10/12/2011	Enforcement F/U		0	Yes	Comment: No sign of washing.
Crow Canyon Country Club (711 SILVER LAKE Drive )	8/4/2011	Follow-up	NOV	3188		Pollutant Discharge
	8/4/2011	Enforcement F/U		0	Yes	Comment: Facility used shop vac on 8/3/11 to remove water treated with enzymes from the parking lot. Water discharged to the sanitary sewer. Diablo Plumbing hired to clear the clog in the storm drain line.

**POTW Training Summary Information for FY 11-12.** Includes training sessions that cover inspection and enforcement skills, even if they were not specifically storm water.

<b>C.4.d.iii ► Staff Training Summary</b>				
<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Inspectors in Attendance</b>	<b>Percent of Inspectors in Attendance</b>
Commercial/Industrial Stormwater Inspection Training Workshop (Contra Costa County)	6/7/12	<ul style="list-style-type: none"> <li>• Outline shown in FY 11-12 Annual Report</li> </ul>	CCCSD-6 DDSD-3 EBMUD-3	CCCSD-75 DDSD-100 EBMUD-23
CWEA Pretreatment, Pollution Prevention, and Stormwater Annual Conference	2/27 -29/12	<ul style="list-style-type: none"> <li>• Stormwater BMPs</li> <li>• Inspector training sessions</li> <li>• Outreach</li> </ul>	CCCSD-2 DDSD-1	CCCSD-25 DDSD-33
EBMUD Field Services Section Stormwater Inspection Refresher Training	4/26/12	<ul style="list-style-type: none"> <li>• Commercial and Industrial – Areas of Activity</li> <li>• Inspector training</li> <li>• Stormwater BMPs</li> <li>• Enforcement – Verbal Notice, Warning Notice, NOV</li> </ul>	EBMUD-7	EBMUD-54
Pacific Northwest CWA Annual Conference	9/18-19/11	<ul style="list-style-type: none"> <li>• Stormwater BMPs</li> <li>• Inspector training sessions</li> <li>• Outreach</li> </ul>	CCCSD-1	CCCSD-13
CWEA – NRTC	9/21-23/11	<ul style="list-style-type: none"> <li>• Stormwater education and outreach</li> <li>• Controlling Mobile Washers</li> <li>• Overview of Draft General Industrial Permit</li> <li>• Spill Estimation Methods</li> </ul>	CCCSD-1 EBMUD-1	CCCSD-13 EBMUD-8
Introduction to Criminal Environmental Investigations	9/27-29/11	<ul style="list-style-type: none"> <li>• Investigation</li> <li>• Evidence</li> <li>• Case Development</li> <li>• Witness Training</li> </ul>	CCCSD-1	CCCSD-13
CWEA Annual Conference	4/19-20/12	<ul style="list-style-type: none"> <li>• Inspector Training</li> <li>• Stormwater BMPs</li> <li>• Outreach</li> </ul>	CCCSD-2	CCCSD-25
Hazardous Materials Investigator Training	6/25-29/12	<ul style="list-style-type: none"> <li>• Investigation</li> <li>• Evidence</li> <li>• Case Development</li> <li>• Interagency Coordination</li> </ul>	CCCSD-1	CCCSD-13

**Town of Danville**  
**Emergency & Environmental Management**  
**Phone Numbers**

Attachment C.5.c.iii

**Local/County/Regional Governmental Contacts**

**Stormwater Contact:** Chris McCann (925) 314-3342 (Direct); if no answer, call Receptionist at (925) 314-3340 or Don Stanley (Alternate) at (925) 314-3353

**Maintenance Dept.:** Jed Johnson (925) 314-3419 (Direct), (925) 575-6070 (Cell), (925) 314-3412 (Receptionist)  
**After Hours:** (925) 575-6038 (Standby)

**Local Police Department:** (925) 314-3410 (Office)  
(925) 820-2144 (Dispatch 24-Hour. Non-emergency)

**Adjacent City Contact: San Ramon**  
Engineer: Steven Spedowski (925) 973-2653  
Alternate: Maria Robinson (925) 973-2689  
SR Receptionist: (925) 973-2670

**Local Fire District:** (925) 838-6600 (Admin Office)  
(925) 838-6691 (Emergency Dispatch)  
(925) 838-6640 (Non-emergency Dispatch)

**Unincorporated County:**  
Main Number: (925) 313-2000, or  
Charmaine Bernard: (925) 313-2236  
After Hours: Call HazMat or 911

**CCC HazMat 24-Hour Emergency:** (925) 646-1112  
Office: (925) 646-2286

**Sheriff's Communications Center:** (925) 646-2441

**Wastewater Agency:** Contra Costa Central Sanitary  
District (925) 228-9500 (Main Number)  
After Hours: (925) 933-0955 (24-Hour Dispatch)

**East Bay Regional Park District – Fire District**  
**Emergency 24-Hour Line:** (510) 881-1121

**CCC Environmental Health Services**  
**(Ground Water & Sewage):**  
(925) 646-5225, 7:30 am – 4:30 pm Weekdays

**East Bay Regional Water Quality Control Board:**  
(510) 622-2300

**CCCSD HazWaste/Recycling Facility:**  
Martinez: (800) 646-1431

**Recycling Hazardous Materials for Toxic**  
**Substances in CCC:** (800) 750-4096

**East Bay Municipal Utility District:** (866) 403-2683

**State & Federal Agencies**

**CA Highway Patrol:** (925) 646-4980

**San Francisco Bay Regional Water Quality**  
**Control Board:** (510) 622-2300

**Office of Emergency Services Spill Line:**  
(800) 852-7550

**Dept. Fish & Game – 24-Hour Dispatch During**  
**Incident:** (831) 649-2801

**CAL EPA – Dept. of Toxic Substances Control**  
**(Region 2):** (510) 540-3856

**CAL Occupational Safety and Health**  
**Administration:** (925) 602-6517

**Miscellaneous**

**Clean Up Contractors:**

Evergreen Environmental: (800) 972- 5284

**Water Testing Companies:**

Aqua Science-Danville  
(M-F – 8:00 am -5:00 pm): (925) 820-9391

**Laboratory:**

Nachtmann Analytical Laboratory: (530) 758-5850

Distribution:

Maintenance	35	(25 vehicles, 3 supervisors, 1 Jed, 1 Cheryl, 1 downstairs, 4 specialists)
Police	26	+ Electronic Copy to Claudia
Greg Gilbert	1	
Downstairs Phones	3	

Upstairs:

Front Counter	4	
Blue Carpet	3	Rochelle, Marie, Micky
Engineering Secretaries	2	Barbara, Pat
Engineering/Transportation	12	(10 vehicles)
Building Inspectors/Mike/Dave C	<u>5</u>	

Total	91	
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Laminate 100

## **ILLICIT DISCHARGE CONTROL ACTIVITIES PLAN**



June 2012  
(Updated July 2003, 2004, 2005, 2007 and 2012)

## **DANVILLE STORMWATER POLLUTION CONTROL PROGRAM**

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2	Illicit Discharge Control Activities Inspection Form

## LIST OF FIGURES

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1	Storm System Inspection Zones in Danville - Map of Priority Areas is located in hard copy form in the Town of Danville Maintenance Division
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## **1.0 INTRODUCTION**

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The Town of Danville and the Contra Costa Clean Water Program (CCCWP) co-permittees operate jointly to implement a joint Municipal Regional Permit (MRP) to comply with the National Pollutant Discharge Elimination System (NPDES) requirements. The MRP includes a requirement, C.5 - Illicit Discharge Detection and Elimination, to demonstrate Danville's commitment to take specific steps to control illicit discharges. In Danville, the Stormwater Program is commonly referred to as the Town's Stormwater Pollution Control Program (SPCP). This model plan satisfies the performance standard and forms a basis for Danville to conduct effective illicit discharge control activities.

An illicit discharge is any discharge other than stormwater and certain exempted and conditionally exempted discharges that enter a municipal separate storm sewer system (also known as a storm drain system) through unregulated activities such as illegal dumping, illicit sewer connections to the storm drain, and littering. Common illicit discharges may include oils, paints, yard waste, food waste, paper litter, garbage, household chemicals, concrete, construction debris and sewage.

The Town's storm drain system will, at the least, be defined as the storm drain system consisting of catch basins/inlets, culverts, pipes, outfalls, engineered channels, drainage ditches and natural creeks that the Town maintains. This Plan will guide Danville's efforts to mitigate illicit discharges to the manmade storm drain system through Planning, Inspection, and Enforcement.

Municipal Maintenance annual screening inspections activities are addressed in this plan to address the MRP requirements of section C.5 – Illicit Discharge Detection and Elimination. Danville implements two other stormwater inspection activities required in the MRP. They include C.4. - Industrial and Commercial Site Controls for business inspections and C.6 – Construction Site Controls for development projects.

### **1.1 Goal of Illicit Discharge Control Activities**

The goal of illicit discharge control activities is to reduce illicit discharges to the storm drain system. To achieve this goal, the following tasks will be implemented:

## Planning

- ◆ Field screening areas for inspections will be identified and prioritized. The map referred to in Figure 1 includes portions of the storm drain system, such as creeks, outfalls, trash racks etc. and is maintained in the Municipal Maintenance Division.
- ◆ A schedule for conducting annual inspections of high priority areas is included in Table 1 and is coordinated with the Maintenance Division's routine creek inspections schedule.
- ◆ Reactive inspections ("call-outs") are complaint-driven and will be conducted on an "as-needed" basis.

## Inspection

- ◆ Annual Inspection Activities are documented on the Illicit Discharge Control Activities Inspection Form presented in Table 2.
- ◆ Training will be conducted to develop skilled inspectors able to identify the source of discharges, as well as the discharge, and who will work effectively with the public to achieve elimination of illicit discharges.

## Enforcement

- ◆ All illicit discharge incidents shall follow the stepped up enforcement procedures contained in the Town's Enforcement Response Plan (ERP).
- ◆ Enforcement of gross violations of the local Stormwater Management and Discharge Control Ordinance that result in illicit discharges can be handled through misdemeanors or infractions or through the Administrative Fines Ordinance which also can impose fines and other remedies.
- ◆ Enforcement of gross violations of the local stormwater ordinance that result in illicit discharges, usually include requiring the responsible party, at their expense, to clean up the illicit discharge.
- ◆ Other less egregious offences will be handled with verbal and written warnings with the possible seeking of reimbursement for Town costs. Education materials are always provided.

## Evaluation & Reporting

- ◆ Illicit discharges trends will be evaluated and analyzed annually and a summary included in Danville's Annual Report to the Regional Water Quality Control Board. The Illicit Discharge Control Plan will be updated modified as necessary.

## **1.2 Municipal Operations Committee**

The CCCWP Municipal Operations Committee (MOC) assists in 1) achieving consistency in illicit discharge control activities reporting, 2) coordinating program-wide inspector training, and 3) supports development of educational information and focused regional outreach efforts.

## **2.0 IMPLEMENTATION OF ILLICIT DISCHARGE CONTROL ACTIVITIES**

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### **2.1 Planning**

#### **2.1.1 Field Screening Areas**

Field-screening areas for inspection are shown on a wall map that is located in the Maintenance Division’s office. These areas are considered either “high,” “medium,” or “low” priority based on land use designations, history or absence of stormwater violations, presence of potential pollutants, proximity to a large water body, topography and other relevant criteria. A detailed map of the drainage system that includes the storm drain pipes, catch basins, inlets, trash racks, and outfalls is also utilized by staff to do field screening. A field-screening area priority may change based on field inspections. For example, high field-screening priority areas may become medium or low-priority if inspections indicate they have minimal illicit discharges.

#### **2.1.2 Inspection Activities Schedule**

Routine, pro-active inspections of the high priority screening areas will be conducted annually. Table 2 provides a list of the high priority sites and the inspection schedule. Medium and low priority screening areas will be inspected once during a five-year period. Unplanned, or reactive inspections will be conducted on an “as-needed” basis in response to complaints received by Danville or knowledge of spill incidents that are not handled by other agencies (e.g. County Hazardous Materials, Fire Department, etc.).

#### **2.1.3 Inspection Program Organization**

The Town’s Illicit Discharge Control Plan is continuously evolving. Inspection activities are conducted by Stormwater, Engineering and Maintenance staff. Drainage maps are the most valuable tool for tracking regular maintenance inspection activities in the Maintenance Division as well as in the Engineering Division. These activities frequently result in identification of illicit discharges as well as the need to correct storm system deficiencies by enacting new capital projects to eliminate problem areas.

The Town’s Illicit Discharge program is managed jointly by Stormwater, Maintenance and Engineering staff. Field personnel frequently find illicit discharges and report their findings to the Stormwater coordinator for follow-up. The Maintenance Division handles high priority areas and these inspections are routinely done on an annual basis, at a minimum. In addition, Town Maintenance staff annually inspects and/or cleans all Town maintained drainage facilities in the Fall which includes 14 trash racks that are elevated to high

priority status during the rainy season. In addition, the Town's Engineering grading inspector inspects outfalls to creeks on a regular basis in locations where development is occurring adjacent to creeks.

The Town has five areas that are visually inspected on a quarterly basis. These sites were selected because they are representative of the major drainage areas of Town. Typically, they are located downtown, near a Town boundary or are located at the junction of two major creeks. The existing locations include:

- Cow Creek where it daylights at Harlan Drive;
- The junction of Sycamore Creek with San Ramon Creek;
- The major downtown outfall and drop structure along San Ramon Creek, just south of Diablo Road;
- Green Valley Creek at Hill Road just after the north and east branches join;
- Alamo Creek at Center Avenue where the creek flows into Danville from Blackhawk; and
- The daylighted creek behind FAZ Restaurant in the downtown area.

Town staff work cooperatively to eliminate each illicit discharge. The Maintenance Department, Building, Engineering inspectors and/or the Police Department may be called in depending on the type of incident that has occurred and its urgency. If a non-hazardous spill incident occurs, Maintenance Department will notify stormwater staff and will detain/retain the spill until it can be cleaned up by the responsible party. The Town has an open P.O. with Roto-Rooter for this type of clean-up service and an informal agreement with the Contra Costa Central Sanitary District (CCCSD) to dispose of the spill at their facility.

CCCSD inspectors may also be called-out to assist the Stormwater manager with inspections or if a more thorough business inspection with follow-up inspections are deemed necessary.

## **2.2 Inspections**

### **2.2.1 Field Investigations**

High priority field-screening areas will be inspected annually by the Stormwater coordinator and Maintenance inspectors. Visual inspections of discharge points, including catch basins, drain inlets, ditches and creeks within the high priority areas will be conducted. If an active illicit discharge is identified, an attempt will be made to trace the source of the discharge and eliminate it. Inspection methods may include inspection of manholes up-gradient of the discharge site, dye testing, video surveillance of the storm drain system and/or collection of samples.

Illicit dumping is usually identified by Maintenance workers when they are inspecting and cleaning the Town-maintained drainage system on an annual basis. New dumping sites are required to be cleaned up by the property owner at the Town's direction. Or if the site is on public right-of-way, the Town's Maintenance

Division will clean it up and a new “No Dumping” sign is posted if multiple dumping incidents have occurred on the site.

### **2.2.2 Reactive Inspections**

Notices about illicit discharges are received in a variety of ways. These include calls to the Program’s “1-800-NO-DUMPING” telephone number, the Town’s website, referrals from law enforcement officials, field staff, anonymous tips, referrals from the County Health Department, etc.

The notice of an illicit discharge will be directed to the Stormwater Program coordinator or the grading inspector in Engineering. In general, upon discovery of an illicit discharge, either through staff awareness or a call from the public, the following steps are taken:

1. Maintenance and Public works crews are dispatched to evaluate the situation. HAZMAT and the fire Department are called through 911 if the material discharged was deemed hazardous or if it could not be identified. Hazmat or an Environmental Clean-up company maybe called in to remediate the situation.
2. If it is determined to be a non-hazardous material and clean-up is necessary, the responsible party is identified. Town staff will direct the responsible party on the how to conduct the clean-up effort. All clean-up costs are at the expense of the responsible party. If no responsible party can be found, the Town Maintenance staff or a contractor hired to clean-up the site.
3. If there was a significant discharge into a drainage facility that could not be captured, other affected agencies, including downstream jurisdictions, Fish and Game and the Regional Water Quality Control Board are notified.
4. Follow-up efforts will be pursued per the Town’s Enforcement Response Plan (ERP) which may include follow-up inspections within 10 days if required.
5. In all cases, the appropriate public information materials will be distributed to the responsible parties involved.

The situation may result in either a warning letter if the discharge did not reach the storm drain system and it is the responsible party’s first violation, or a notice of violation may be issued if the discharge entered the storm drain system. In most cases the Town will seek reimbursement for all costs incurred. Depending on the severity of the event, a citation and an administrative fine may be imposed per the Town’s ERP.

If the responsible party is a construction company that should be aware of how stormwater pollution control measures should be implemented, more stringent enforcement efforts are pursued. If it is an unintentional accident by a private property owner, more leniency may be exercised with a warning notice issued. The Stormwater manager may consult with the City Engineer, City Attorney and/or the City Manager to determine the appropriate level of enforcement.

The responsible party causing the source of the pollution is identified by staff through the use of drainage inventory maps and the Town's property ownership information. The responsible party is personally contacted as soon as possible, the pollutant source identified and the property owner educated. The IDCA inspector will explain the impacts of their action and the requirements of the Town's Stormwater Ordinance. Information on BMPs will be provided as appropriate. The property owner will be billed for any out of pocket expenses that the Town may incur. The inspector may initiate immediate action to abate the discharge and recommend follow-up and/or enforcement procedures. A "non-emergency" illicit discharge from an industrial or commercial business may be referred to CCCSD by the Stormwater manager, for a more thorough follow-up business inspection. The Danville Town Council supports the initiation of enforcement procedures for repeat offenders.

If the spill material cannot be identified, or if an immediate threat to human health and the environment is present, emergency service personnel will be notified immediately. Town staff is instructed to call 911 for emergency response. The Fire and Police Departments and County HAZMAT will respond to the 911 call-out. There is a formal chain of command that kicks in depending on who responds first, but ultimately HAZMAT is responsible for handling hazardous spills as soon as they arrive. If necessary in the interim, Maintenance staff assists the Fire Department in supplying materials to contain the spill, before HAZMAT arrives. The appropriate calls to Fish and Game and the Regional Water Quality Control Board will be made when deemed necessary, if an impairment to a creek has resulted from the spill.

Depending on the type and severity of the spill, a local water testing company may be called in to take water samples and/or an environmental clean-up company may be called to handle the clean-up effort. If the source and the responsible party for the pollution is identified, they will be billed for these services. Otherwise, if the responsible party cannot be determined, the clean-up for the spill will be at the Town's expense.

A problem that has occurred in the past is that if the type of spill is not initially identified and HAZMAT arrives and discovers that the spill is not hazardous (according to their standards), and they may not instruct the responsible party to clean up the discharge. After the Town's first experience with this situation, the Stormwater staff now monitors the progress of each reported spill to make sure that the non-hazardous spill is still cleaned up. Even though it is not hazardous to humans, it is still an illicit discharge.

### **2.2.3 Inspector Training**

The CCCWP and other agencies provide countywide training and workshops on an on-going basis to ensure effective and consistent inspections throughout the county. Town and CCCSD inspectors attend these training to remain knowledgeable in the law, current on new regulations and skilled in various inspection

techniques necessary to conduct effective field investigations. Danville and CCCSD may also conduct in-house training or have inspectors attend regional conferences, etc., as appropriate to also improve their skills.

## **2.3 Enforcement**

All illicit discharge incidents shall follow the stepped up enforcement procedures contained in the Town's Enforcement Response Plan (ERP). Danville has adopted Ordinance No. 2004-06, Stormwater Management and Discharge Control Ordinance which only allows clean stormwater to enter the Town's drainage facilities - *Nothing but stormwater down storm drains*. If the responsible party is known, the Town will, at a minimum, seek compliance through written warnings or verbal communications. A gross violation of the local stormwater ordinance may result in enforcement of the stormwater ordinance and/or an administrative fine and/or other enforcement measures. Such action will be coordinated by the Danville Stormwater Program Coordinator

If a serious stormwater violation that poses an imminent threat to human health and the environment is identified during an inspection, the local agency may refer the violation to emergency response personnel, the Contra Costa County Hazardous Materials Division of the Contra Costa County Health Department, the District Attorney, the RWQCB, the California Department of Fish and Game and/or the U.S. Environmental Protection Agency, all of whom may also have their own enforcement procedures.

In general, from time to time Town staff may observe that repeat offences are occurring in certain areas of Town or uniformly throughout Town. In these cases, educational and outreach activities to targeted areas will be scheduled when necessary. They will focus on the harmful effects of illegal dumping and suggest best management practices to mitigate illicit discharge. The Town's newsletter or targeted mailing lists will be developed to address individual cases such as maintenance of a private drainageways or notice about a Townwide recycling event.

### **2.3.1 Education & Outreach**

An inspector may distribute and discuss appropriate educational and BMP materials with the responsible party during Illicit Discharge inspection activities. Distribution of educational material will be documented on the inspection form. Educational material may also be broadcast to residents and businesses located where a particular pollutant exposure is re-occurring.

## **2.4 Evaluation and Reporting**

Illicit discharge inspection activities will be documented on forms provided in Table 2. The illicit discharge inspection activities will be summarized annually and reported in Danville's Annual Report to the Regional Water Quality Control Board. Trends of illicit discharges will be monitored annually and the Illicit Discharge Activities Plan will be modified as necessary.

In the future, the Town may consider utilizing a computerized data management system for managing and tracking information collected during the field investigations and follow-up activities. Information could be linked through a data management system to storm drain and area maps through the Town's GIS system to evaluate and improve coordination and efficiency for future activities.

**Stormwater Inspection Report  
Illicit Discharge**

<b>Inspection date</b>

<b>Facility name</b>	<b>Site address</b>	<b>City</b>	<b>Zip code</b>

<b>Primary contact name and title</b>	<b>Phone number</b>	<b>Inspector name</b>

<b>Secondary contact name and title</b>	<b>Phone number</b>	<b>Inspector name</b>

<b>Property owner</b>	<b>Mailing address</b>	<b>City</b>	<b>Zip code</b>

<b>City permit number</b>	<b>SIC code</b>	<b>Parcel #</b>	<b>Stormwater facility type</b>
			<input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Vehicle Service Facility <input type="checkbox"/> Other (see below)
	<b>SIC code</b>		
<b># of employees</b>	<b>Days of operation</b>	<b>Hours of operation</b>	

**Type of business or operation / major activity**

Inspection type	Enforcement action	#	Follow-up inspection required?	
<input type="checkbox"/> Routine <input type="checkbox"/> Investigation / call-out <input type="checkbox"/> Enforcement follow-up	<input type="checkbox"/> Warning Notice <input type="checkbox"/> Notice of Violation <input type="checkbox"/> Referral Notice (note referral agency): <hr/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<b>Sample collected?</b>	<b>Sample no.</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Site Map (optional): Sketch inspection site showing major site features, e.g.; buildings, outdoor storage areas, storm drain inlets, creeks, illicit discharge / connection location, etc.**

**Initial observations / changes since last inspection:**

**Stormwater Permit Status (choose one only):**

- Facility has filed NOI. WDID # \_\_\_\_\_  
Does the facility have a SWPPP?

- If yes: Is the SWPPP being implemented?
  - Is self-monitoring being implemented?

- Has the facility self-certified no exposure?
- Facility is not covered and does not appear to need coverage.
- Facility not covered but may require coverage.
  - Facility has an individual NPDES permit.

- Yes     No     Refer to RWQCB

- Yes     No
- Yes     No
- Yes     No

Permit #  
\_\_\_\_\_

**Stormwater Inspection:**

<b>Illicit connections discovered? If Yes, describe under Deficiencies / Observations</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Areas of Activity	N/A	BMPs				Pollutant exposure	Illicit discharge	Deficiencies / Observations  Enter code for Pollutant Type in boxes below and briefly describe. (Additional space on back page)
		Any in place?		Appear Effective?				
		Yes	No	Yes	No			
<b>INDOORS</b>								
a. floor cleaning								<input type="checkbox"/> <input type="checkbox"/>
b. equipment cleaning								<input type="checkbox"/> <input type="checkbox"/>
c. manufacturing, residues and spills								<input type="checkbox"/> <input type="checkbox"/>
<b>OUTDOORS</b>								
a. outdoor process/mfg areas								<input type="checkbox"/> <input type="checkbox"/>
b. outdoor material storage areas								<input type="checkbox"/> <input type="checkbox"/>
c. outdoor waste storage/disposal areas								<input type="checkbox"/> <input type="checkbox"/>
d. outdoor vehicle and heavy equipment storage, maintenance areas								<input type="checkbox"/> <input type="checkbox"/>
e. outdoor parking areas and access roads								<input type="checkbox"/> <input type="checkbox"/>

Areas of Activity	N/A	BMPs				Pollutant exposure	Illicit discharge	Deficiencies / Observations Enter code for Pollutant Type in boxes below and briefly describe. (Additional space on back page)
		Any in place?		Appear Effective?				
		Yes	No	Yes	No			
f. outdoor wash areas								<input type="checkbox"/> <input type="checkbox"/>
g. outdoor drainage from indoor areas								<input type="checkbox"/> <input type="checkbox"/>
h. other (describe)								<input type="checkbox"/> <input type="checkbox"/>

**Pollutant Type:** (enter number in boxes above - use more than one code if necessary)

- |                           |                      |                                |
|---------------------------|----------------------|--------------------------------|
| 1. Construction materials | 4. Automotive fluids | 7. Yard waste                  |
| 2. Sewage                 | 5. Fuels             | 8. Litter                      |
| 3. Food waste             | 6. Hazardous waste   | 9. Other (specify next to box) |

Additional Deficiencies / Observations:

Educational materials distributed:	
Quantity	Type
_____	_____
_____	_____
_____	_____
_____	_____

**TABLE 1**

**High Priority Field Screening Area Inspection Schedule**

<b>Site</b>	<b>Frequency</b>
1. Fountain Springs	Annual
2. Del Amigo Ditch to Danville Blvd.	Annual
3. Cow Creek – Harlon to El Capitain	Annual
4. Front Street Ditch	Annual
5. Starview to Marion	Annual
6. Corte Nogal to Camino Encanto	Annual
7. Ridgeland	Annual
8. Laurel Ditch	Annual
9. Love Ln Ditch - Hanes Ct. to Verona	Annual
10. Farney Ditch- Blackhawk to 200' of Jillian Way	Annual
11. Hill Rd. Ditch to Blemer	Annual
12. Clydesdale Ditch to Fairway Dr.	Annual
13. Cameo Ditch – Plaza Circle to Maiden Ln./Clydesdale	Annual
14. El Pintado Ditch	Annual
15. Elsie Ditch	Annual
16. Danville Blvd. Ditch	Annual
17. Line A-2 – Camino Encanto to Del Amigo Rd	Annual

**MODEL STORMWATER TREATMENT FACILITIES CONSTRUCTION INSPECTION CHECKLIST**



PROJECT INFORMATION

Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

PERMIT No: \_\_\_\_\_

IMPs ON-SITE: Total # of IMPs \_\_\_\_\_

Bioretention Facilities  Flow-through Planters

Dry Wells  Cisterns \_\_\_\_\_

Other \_\_\_\_\_

**ENGINEERING INSPECTION REQUEST LINE**

[Edit instructions per local procedures] Call and leave message for assigned inspector prior to midnight on the day before the requested inspection date. Provide City Permit number, address of project, and type of inspection requested. Failure to provide this information may result in the inspection not being made. To obtain an approximate time for the inspection, call the assigned inspector between 8:00 and 8:30 am on the morning of your requested inspection.

**IMP GROUP 1 includes IMP#**

Layout	Excavation	Overflow Inlet/Surface Connection to SD	Underground connection to SD/outlet orifice	Drain rock/sub-drain
Soil media mix	Soil media installation	Irrigation	Planting	Engineering Final

Comments:

**IMP GROUP 2 includes IMP#**

Layout	Excavation	Overflow Inlet/Surface Connection to SD	Underground connection to SD/outlet orifice	Drain rock/sub-drain
Soil media mix	Soil media installation	Irrigation	Planting	Engineering Final

Comments:

**IMP GROUP 3 includes IMP#**

Layout	Excavation	Overflow Inlet/Surface Connection to SD	Underground connection to SD/outlet orifice	Drain rock/sub-drain
Soil media mix	Soil media installation	Irrigation	Planting	Engineering Final

Comments:

**IMP GROUP 4 includes IMP#**

Layout	Excavation	Overflow Inlet/Surface Connection to SD	Underground connection to SD/outlet orifice	Drain rock/sub-drain
Soil media mix	Soil media installation	Irrigation	Planting	Engineering Final

Comments:

**IMP GROUP 5 includes IMP#**

Layout	Excavation	Overflow Inlet/Surface Connection to SD	Underground connection to SD/outlet orifice	Drain rock/sub-drain
Soil media mix	Soil media installation	Irrigation	Planting	Engineering Final

Comments:

**IMP GROUP 6 includes IMP#**

Layout	Excavation	Overflow Inlet/Surface Connection to SD	Underground connection to SD/outlet orifice	Drain rock/sub-drain
Soil media mix	Soil media installation	Irrigation	Planting	Engineering Final

Comments:

**IMP GROUP 7 includes IMP#**

Layout	Excavation	Overflow Inlet/Surface Connection to SD	Underground connection to SD/outlet orifice	Drain rock/sub-drain
Soil media mix	Soil media installation	Irrigation	Planting	Engineering Final

Comments:

## **INSPECTION SEQUENCE REQUIREMENTS**

LAYOUT inspection is required prior to beginning the excavation.

EXCAVATION inspection is required prior to backfilling any materials or pipe installation.

OVERFLOW INLET or SURFACE CONNECTION TO STORM DRAIN inspection is required prior to backfill of any materials.

CONNECTION TO STORM DRAIN or OUTLET ORIFICE inspection is required prior to backfilling IMP with any materials.

DRAIN ROCK/SUB-DRAIN inspection is required prior to soil media mix (test) and installation.

SOIL MEDIA MIX inspection (test) is required prior to soil media installation.

SOIL MEDIA INSTALLATION inspection is required prior to irrigation installation.

IRRIGATION inspection is required prior to plant materials installation.

PLANTING inspection is required prior to FINAL INSPECTION.

### **Items to be Inspected**

#### **Layout** (Certification may be required)

- Square footage of the facility meets or exceeds minimum shown in Stormwater Control Plan.
- Site grading and grade breaks are consistent with the boundaries of the tributary Drainage Management Area(s) shown in the Stormwater Control Plan.
- Preliminary inlet elevation of the facility is low enough to receive drainage from the entire tributary Drainage Management Area(s).
- Locations and elevations of overland flow or piping, including roof leaders, from impervious areas to the facility have been laid out and any conflicts resolved.
- Rim elevation of the facility is laid out to be level all the way around, or elevations are consistent with a detailed cross-section showing location and height of interior dams.
- Locations for vaults, utility boxes, and light standards have been planned so that they will not conflict with the facility.
- Facility protected as needed from construction-phase runoff and sediment.

#### **Excavation** (Certification may be required)

- Excavation conducted with materials and techniques to minimize compaction of soils within the facility area.
- Excavation is to proper area and depth.
- Slopes or side walls protect from sloughing of native soils into the facility.
- Moisture barrier, if needed, added to protect adjacent pavement or structures.
- Native soils at bottom of excavation are ripped or loosened to promote infiltration.

### **Overflow Inlet/Surface Connection to Storm Drainage**

- Overflow inlet is at specified elevation (typically no lower than two inches below facility rim).
- No knockouts or side inlets are in overflow riser.
- Inlet location selected to minimize surface flow velocity (near and offset from inlet recommended).
- Grating selected to exclude mulch and litter (beehive or atrium-style grates with 1/4" openings recommended).
- Inlet is connected to storm drain via appropriately sized piping.
- Facility emergency overflow path designed to avoid flood damage.

### **Underground Connection to Storm Drain/Outlet Orifice**

- Perforated pipe underdrain (PVC SDR 35 or approved equivalent) is installed with holes facing down.
- No filter fabric is installed around the underdrain.
- Perforated pipe is connected to storm drain (treatment-only) or orifice (treatment-plus-flow-control) per plans.
- Underdrain pipe is at elevation shown in plans. In facilities allowing infiltration, preferred elevation is above native soil (but low enough to be covered at least 2 inches by Class 2 perm); in sealed planter boxes or bioretention facilities with liners, preferred elevation is as near bottom as possible.
- Cleanouts are in accessible location(s) and connected via sweeps.
- Structures (arches or large diameter pipes) for additional subsurface storage are installed as shown in plans and specifications and have the specified volume.

### **Drain Rock/Subdrain**

- Rock is installed as specified. Class 2 permeable, Caltrans specification 68-1.025 recommended, or 4"-6" pea gravel is installed at the top of the crushed rock layer.
- Rock is smoothed to a consistent top elevation. Depth and top elevation are as shown in plans, accounting for depth of soil mix and mulch to follow and required top reservoir depth.
- No filter fabric is placed between the subdrain and soil mix layers.

### **Soil Media Mix** (Certification may be required)

- Soil media mix is as specified. Quality of mix is confirmed by delivery ticket or on-site testing as appropriate to the size and complexity of the job.
- Mix is installed in lifts not exceeding 12".
- Mix is not compacted during installation but may be wetted thoroughly to encourage consolidation.
- Mix is smoothed to a consistent top elevation. Depth of mix (18" minimum) and top elevation are as shown in plans, accounting for depth of mulch to follow and required top reservoir depth.

## **Irrigation**

- Irrigation system is installed so it can be controlled separately from other landscaped areas. Smart irrigation controllers and drip emitters are recommended.
- Spray heads, if any, are positioned to avoid direct spray into outlet structures.

## **Planting**

- Plants are installed consistent with the approved planting plan.
- Any trees and large shrubs are staked securely.
- No fertilizer is added. Compost tea may be used.
- No native soil or clayey material are imported into the facility with plantings.
- 1" to 2" mulch may be applied following planting. Mulch selected to avoid floating.
- Maintain final design elevation of soil mix following planting.
- Curb openings are free of obstructions.

## **Final Engineering Inspection**

- Drainage Management Area(s) are free of construction sediment; landscaped areas are stabilized.
- Inlets are installed to provide smooth entry of runoff from adjoining pavement, have sufficient reveal (drop) from the adjoining pavement to the top of the mulch or soil mix, and are not blocked.
- Inflows from roof leaders and pipes are connected and operable.
- Temporary flow diversions are removed.
- Rock or other energy dissipation at piped or surface inlets is adequate.
- Overflow outlets are configured to allow the facility to flood and fill to near rim before overflow.
- Plantings are healthy and becoming established.
- Irrigation is operable.
- Facility drains rapidly; no surface ponding is evident.
- Any accumulated construction debris, trash, or sediment is removed from facility.



# Contra Costa Clean Water Program Model Enforcement Response Plan

## 2011

**Prepared for:**

Contra Costa Clean Water Program  
Management Committee

**Prepared by:**

Program Staff  
Contra Costa Clean Water Program  
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Table 1 Flowchart of Tiered Enforcement Response

## **List of Appendixes**

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Appendix A Database of Enforcement Actions and Incidents

Appendix B Municipal Regional Permit (MRP) Provisions C.4, C.5, and C.6

# Acronyms and Abbreviations

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BMP	Best Management Practice
CCCSD	Central Contra Costa Sanitary District
CCCWP	Contra Costa Clean Water Program
CCWD	Contra Costa Water District
CWA	Clean Water Act
DDSD	Delta Diablo Sanitary District
EBMUD	East Bay Municipal Utility District
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
MRP	Municipal Regional Permit
MS4	Municipal Separate Storm Sewer
NOI	Notice of Intent
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
RWQCB	Regional Water Quality Control Board
SWPPP	Stormwater Pollution Prevention Plan
WN	Warning Notice

# Definitions

---

## Cease and Desist

**Order** A cease and desist (also called C & D) is an order or request to halt an activity, or else face legal action. The recipient of the cease-and-desist may be an individual or an organization

**Construction Site** Any project, including projects requiring coverage under the General Construction Permit, that involves soil disturbing activities including, but not limited to, clearing, grading, paving, disturbances to ground such as stockpiling, and excavation. Construction sites are all sites with disturbed or graded land area not protected by vegetation, or pavement, that are subject to a building or grading permit

**Erosion** The diminishing or wearing away of land due to wind, or water. Often the eroded debris (silt or sediment) becomes a pollutant via stormwater runoff. Erosion occurs naturally, but can be intensified by land disturbing and grading activities such as farming, development, road building, and timber harvesting

**General Permits** Waste Discharge Requirements or NPDES Permits containing requirements that is applicable to a class or category of dischargers. The State of California has general stormwater permits for construction sites that disturb soil of 1 acre or more; industrial facilities; `Phase II smaller municipalities (including nontraditional Small MS4s, which are governmental facilities, such as military bases, public campuses, and prison and hospital complexes); and small linear underground/overhead projects disturbing at least 1 acre, but less than 5 acres (including trenching and staging areas)

**Grading** The cutting and/or filling of the land surface to a slope or elevation

**Illicit Discharge** Any discharge to a municipal separate storm sewer (storm drain) system (MS4) that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. The term *illicit discharge* includes all non-stormwater discharges not composed entirely of stormwater and discharges that are identified under

Section A. (Discharge Prohibitions) of the MRP (please refer to Provision C.5.a.ii of the MRP for a list of discharges). The term illicit discharge does not include discharges that are regulated by an NPDES permit (other than the NPDES permit for discharges from the MS4) or authorized by the Regional Water Board Executive Officer

MS4 A system of conveyances that include catch basins, curbs, gutters, ditches, man-made channels, pipes, tunnels, or storm drains that discharge into waters of the United States.

National Pollutant Discharge Elimination System (NPDES) A national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Clean Water Act (CWA), 33 U.S.C. § 1251 *et seq.*

Notice of Intent (NOI) The application form by which dischargers seek coverage under General Permits, unless the General Permit requires otherwise

Stop Work Order Used for construction site control; an inspector issues a Stop Work Order when construction work creates an active non-point source or non-stormwater pollutant discharge that violates the local stormwater ordinance, and is identified during an inspection and is not abated. The contractor will be in violation of the building permit if work is continued before the stormwater issue is addressed.

SWPPP Stormwater Pollution Prevention Plan used for facilities or sites documenting their site-specific stormwater pollution prevention BMPs and any other stormwater regulation requirements issued by State General Permits if said permit is required.

# Section 1. Introduction

---

The purpose of this Enforcement Response Plan (ERP) is to provide standard enforcement response protocol for illicit discharges and potential illicit discharges into the storm drain system. This ERP is a guidance document to outline consistent enforcement actions by the **[insert municipality]** that will reactively control illicit discharges and proactively eliminate potential illicit discharges to insure compliance with all state and local stormwater related pollution prevention laws. This ERP applies to private businesses, property owners or tenants, construction sites, and contracted mobile companies providing services to public and privately owned businesses and land. This ERP also satisfies the Municipal Regional Permit (MRP) for an ERP document in Provision C.4 Industrial and Commercial Site Controls, Provision C.5 Illicit Discharge Detection and Elimination, and Provision C.6 Construction Site Control.

## 1.1. MUNICIPAL CODE

This ERP document utilizes the **[insert municipality]** municipal code **[insert municipal code]** for stormwater regulation. In the event that stormwater regulatory law (NPDES permits or other) are more stringent regarding enforcement action against illicit discharges or potential illicit discharges, the more stringent enforcement law will be abided by **[insert municipality]**. Any discharge that would result in or contribute to a violation of the **[insert municipality]** NPDES permit or municipal code separately considered or when combined with other discharges, is prohibited. Liability for any such discharge shall be the responsibility of the person causing or responsible for the discharge, and such person shall defend, indemnify and hold harmless the **[insert municipality]** in any administrative or judicial enforcement action relating to such discharge.

## 1.2. COMPLIANCE WITH BEST MANAGEMENT PRACTICES

Where best management practice (BMP) guidelines or requirements have been adopted by the Federal Government, California State, MRP or NPDES permits, or the **[insert municipality]**, for any activity, operation or facility which may cause or contribute to unlawful discharges, every person undertaking such activity or operation or owning or operating such facility shall comply with such guideline or requirement. Such guidelines include the California State General Industrial permit and the California State General Construction permit.

## 1.3. LEGAL AUTHORITY

The **[insert municipality]** has the legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance with stormwater law and regulation. The **[insert municipality]** has the legal authority to inspect and eliminate illicit discharges to the storm drain system and illicit connections to the waters of the state including:

- Illicit connections to the waters of the state;
- Privately owned septic systems;
- Spills;
- Illegal dumping and disposal of materials other than stormwater to the storm drain;
- Discharges of wash water from exterior surfaces and pavement, equipment and facilities;

- Discharges of runoff from material storage areas, including containing chemicals, fuels, vehicle related fluids, and other potentially polluting or hazardous materials;
- Discharges of pool, spa or fountain water (including backwash water) containing chlorine, biocides, or other chemicals;
- Ongoing, large-volume landscape irrigation runoff to the storm drain system;
- Discharges of sediment, pet waste, vegetation clippings, or other landscape or construction-related wastes; and
- Discharges of food-related wastes (e.g., grease, fish processing, and restaurant kitchen mat and trash bin wash water, etc.).

The [**insert municipality**] is not required to inspect or take enforcement action against local entities with their own NPDES permit and subject to existing federal and state regulatory compliance programs including publicly owned systems. These local entities and their regulatory bodies include:

- Sanitary/Sanitation Agencies [**Omit or Add Sanitary/Sanitation Agencies in your jurisdiction**]:
  - Central Contra Costa Sanitary District (CCCSD) (regulated by the San Francisco Regional Water Quality Control Board)
  - Delta Diablo Sanitation District (DDSD) (Central Valley Regional Water Quality Control Board)
  - Mountain View Sanitary District (regulated by the San Francisco Regional Water Quality Control Board)

- East Bay Municipal Utility District (EBMUD) (regulated by the San Francisco Regional Water Quality Control Board)
- West County Wastewater District (regulated by the San Francisco Regional Water Quality Control Board)
- Stege Sanitary District (regulated by the San Francisco Regional Water Quality Control Board)
- Iron House Sanitation District (Central Valley Regional Water Quality Control Board)
- Rodeo Sanitary District (regulated by the San Francisco Regional Water Quality Control Board)
- Dublin/San Ramon Services District (regulated by the San Francisco Regional Water Quality Control Board)
- Discovery Bay Community Services District (Central Valley Regional Water Quality Control Board)
- Byron Sanitation District (Central Valley Regional Water Quality Control Board)
- Crockett Community Services District (regulated by the San Francisco Regional Water Quality Control Board)
- Potable Water Agencies [**Omit or Add Potable Water Agencies in your jurisdiction**]:
  - EBMUD (regulated by the San Francisco Regional Water Quality Control Board)

- Contra Costa Water District (CCWD) (regulated by the San Francisco Regional Water Quality Control Board)
- Discovery Bay Community Services District (Central Valley Regional Water Quality Control Board)
- Diablo Water District (Central Valley Regional Water Quality Control Board)
- Dublin/San Ramon Services District (regulated by the San Francisco Regional Water Quality Control Board)
- Stege Sanitary District (regulated by the San Francisco Regional Water Quality Control Board)
- Public School Districts:
  - **[Insert Public School Districts in your jurisdiction]**
- Fire Departments:
  - **[Insert Fire Departments in your jurisdiction]**
- In addition, the **[insert municipality]** is not required to enforce compliance requirements of the Industrial General NPDES Permit on industrial facilities that are required to file a Notice of Intent (NOI) for coverage under the Industrial General Permit; nor is the **[insert municipality]** required to enforce compliance requirements of the Construction General NPDES Permit on construction or linear projects that are required to file a NOI for coverage under the Construction General Permit. All conditions of these State General Permits are regulated by the appropriate Water Board region and are not the responsibility of the **[insert municipality]**. The **[insert municipality]** is responsible for enforcing their

own municipal code on NOI facilities, inspecting and checking construction and industrial NOIs for the presence of a SWPPP, ensuring that BMPs are properly implemented and maintained to prevent discharges in violation of the [**insert municipality**] municipal code, checking for monitoring data to insure no polluted discharges have left the site/facility that would impact the [**insert municipality**] stormwater system, and notifying the appropriate Water Board region if a site/facility has not filed for coverage under a General Permit for which it is required to file for coverage.

The following unpolluted discharges are exempt from prohibition of non-stormwater discharges in the [**insert municipality**] NPDES MRP effective December 1, 2009:

- Flows from riparian habitats or wetlands;
- Diverted stream flows;
- Flows from natural springs;
- Rising ground waters;
- Uncontaminated and unpolluted groundwater infiltration;
- Single family homes' pumped groundwater, foundation drains, and water from crawl space pumps and footing drains;
- Pumped groundwater from drinking water aquifers; and
- NPDES permitted discharges (individual or general permits).

The non-stormwater discharges listed above are exempted unless they are identified by the [**insert municipality**] or the Executive Officer of the Regional Water Quality Control Board as sources of pollutants to receiving waters.

## Section 2. Response and Enforcement Actions

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Section 2 includes response and enforcement actions and timeframes for correction of ~~actual and potential non-stormwater discharges, illicit discharge activities for various types and degrees of violations~~. This ERP provides guidelines on when to employ the range of regulatory responses from verbal warnings, written warnings, citations, cleanup and cost recovery, to administrative or criminal penalties. For further information on the [insert municipality]'s individual program, BMPs, and compliance with specific requirements in the MRP provisions for illicit discharges, commercial/industrial inspections, and construction inspection programs, please refer to the [insert municipality] individual plans/documents/records for each program.

### 2.1. LEVELS OF ENFORCEMENT

There are a variety of enforcement tools available to address actual and potential non-stormwater discharges observed violations during inspections and surveillance of illicit discharges within the jurisdiction of [insert municipality]. The [insert municipality] can use but is not limited to the enforcement options listed in this ERP. The enforcement options listed in this ERP include verbal warnings, a written Warning Notice (WN), Notice of Violation (NOV), Administration Citation, Stop Work Orders, Cease and Desist Orders, and referrals to other agencies. This ERP provides guidance for the minimum procedures of compliance and enforcement. Generally, these enforcement procedures are applied in escalating steps or a tiered response, although [insert municipality] may skip steps, as appropriate in egregious cases. **Table 1** provides a flowchart of the tiered response of enforcement actions.

The minimum tiered response ~~levels of enforcement to stormwater violations are~~ is as follows:

#### **Level I: Verbal Warning/Warning Notice/Education**

First time observance of a potential non-stormwater discharge (e.g., Ppollutant exposure, evidence of a historical pollutant discharge, or a stated business practice that has a potential to pollute the storm drain system) will result in issuance of a verbal warning or WN with education in the form of verbal and material outreach. A verbal warning and WN is a proactive enforcement action design to prevent a potential non-stormwater discharge from occurring, and does not constitute a violation. However, ~~t~~The inspector will document in the site inspection report all log the incident when verbal warnings and written WNs, are used, and communicate the issue to the discharger or representative of the facility/site. The inspector and the facility/site representative will discuss the verbal warning or WN, appropriate BMPs, and establish a schedule to eliminate the potential problem. Education will be used to communicate a general understanding by the discharger or representative of the facility/site of the stormwater program, its regulations, and its purpose. The inspector may conduct a one of more follow-up inspections to ensure correction of the potential abatement of discharges before the next rain event or within a ten (10) business days after the potential non-stormwater discharge was observed. period and may schedule the facility or site for a routine inspection and/or require a respond from the discharger to confirm corrective actions have been implemented during a thirty (30) day period. If corrective action has compliance is not been achieved by the next monthly inspection, through education, verbal warning WN, or in the case of a facility/business/site/individual unwilling to cooperate with the **[insert municipality]**'s stormwater business inspection program (i.e., fails to report a spill, falsifies information with signatures or certifications, or fails to submit the required correction of a stormwater violation) then the enforcement procedure will escalate to Level II. In the case of a facility denying entry to the **[insert municipality]** stormwater inspector, the **[insert municipality]** will procure an inspection warrant to enact their legal authority to enforce **[insert municipality]**'s stormwater inspection program.

## **Level II: Notice of Violation**

An active non-stormwater pollutant discharge that violates the local stormwater ordinance, and is identified during an inspection is considered a ~~minor~~ violation and will

result in issuance of a Notice of Violation (NOV). The inspector and facility/site representative will discuss the violation and potential solutions to correct the violation. A written **NOV notice** will be issued and a remediation schedule will be approved by the inspector who will follow-up to ensure that the discharge has been eliminated. The inspector may also recommend implementation of appropriate BMPs. Businesses/sites that fail to comply with Level I enforcement procedures will also receive an NOV and be subject to timely corrective action and follow-up inspection [**insert remediation schedule or re-inspection schedule from your Business Inspection Plan**]. At this stage the [**insert municipality**] or authorized representative may also employ Cease and Desist Orders, Stop Work Orders, Orders to Clean and Abate, Notices to Clean or any other similar notification outlined in the stormwater ordinance that identifies an illicit discharge and requires correction or abatement but does not assess fines.

All violations will be corrected before the next rain event but no longer than ten (10) business days after the violations are discovered. If more than ten (10) business days are required for compliance, a rationale shall be recorded in the electronic database or equivalent system. Immediate correction can be temporary and short-term if a long-term, permanent correction will involve significant resources and construction time.

### **Level III: Formal Enforcement (Administrative Penalties, Cost Recovery)**

A gross violation of the local stormwater ordinance that cannot be resolved through the WN or NOV enforcement actions is considered a major violation and will trigger a formal enforcement action. Formal enforcement actions will result in penalties being assessed in the form of citations, agency cost-recovery, and/or formal negotiated settlement. Such actions will be coordinated by the [**insert municipality**] Stormwater Representative.

Gross violations include a pattern of non-compliance after issuance of a NOV, with repeat violations, failure to adequately address previous violations or notices, and/or directly discharging hazardous materials into the storm drain system. The [**insert municipality**] Stormwater Representative has the discretion to determine that any

serious violation(s) warrants this level of enforcement so long as there is documentation and/or evidence available to support this action.

All violations will be corrected before the next rain event, but no longer than ten (10) business days after the violations are discovered. If more than ten (10) business days are required for compliance, a rationale shall be recorded in the electronic database or equivalent system. Immediate correction can be temporary and short-term if a long-term, permanent correction will involve significant resources and construction time **[insert remediation schedule or re-inspection schedule from your Business Inspection Plan]**.

#### **Level IV: Legal Action and/or Referral to State and Federal Agencies**

Inadequate measures taken by facility manager(s) to satisfy Level III enforcement violations will result in the Stormwater Representative referring the case to the City Attorney or Contra Costa County District Attorney. If a stormwater violation posing an imminent threat to human health and/or the environment is identified during an inspection, the **[insert municipality]** may refer the violation to qualified emergency response personnel, the District Attorney, the Regional Water Quality Control Board (RWQCB), the California Department of Fish and Game, and/or the U.S. Environmental Protection Agency. The **[insert municipality]** will follow up with the referral to resolve the case to the extent practicable when working with the State and Federal agencies with the ability to enforce the appropriate fines and penalties to achieve compliance with stormwater regulation.

#### **2.2. PENALTIES**

The violation of the **[insert municipality]** Stormwater Ordinances or failure to comply with any of its mandatory requirements may constitute a misdemeanor or infraction. The violator may be charged and prosecuted for an infraction or a misdemeanor or be issued an Administrative Citation per **[insert ordinance number]**.

A conviction of an infraction of this Code shall be punishable by:

**[insert dollar amount]** for the first violation

**[insert dollar amount]** for the second violation within one year

**[insert dollar amount]** for each additional violation in one year

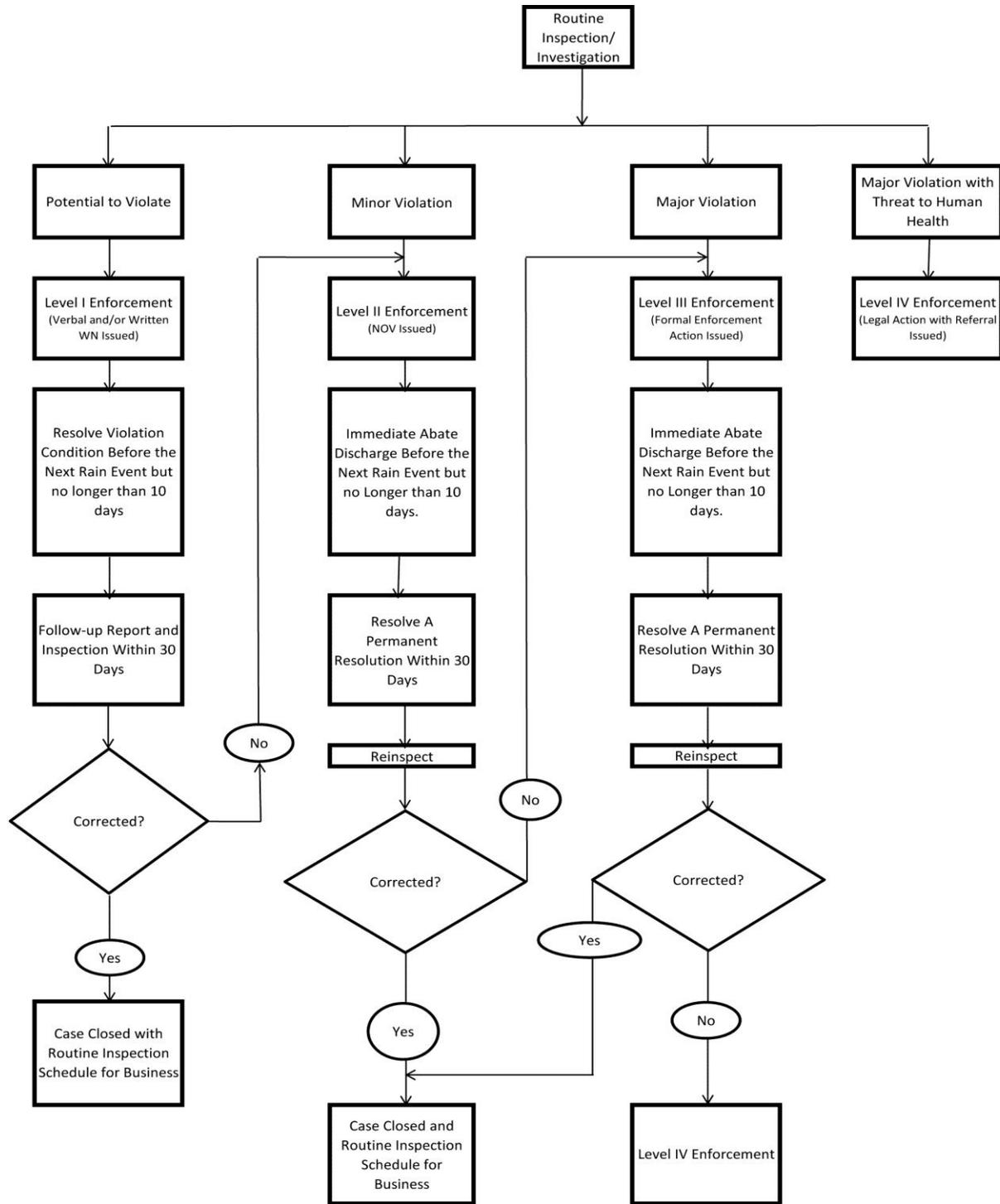
Any person convicted of a misdemeanor under the **[insert municipality]** is punishable by a fine of not more than that allowed for an infraction pursuant to Government Code Section 36900. Pursuant to Government Code Sections 36901 and 36903, the penalty for any person found guilty of a misdemeanor shall be a fine not to exceed one thousand (\$1000) dollars and/or imprisonment in the County Jail not to exceed six (6) months. **[insert ordinance number]**

### **2.3. RECORDKEEPING**

The **[insert municipality]** will maintain a record/database of all enforcement actions, follow-up actions, and facilities/sites inspected for illicit discharges related to business inspection, construction inspection, and illicit discharge programs.

The **[insert municipality]** will include all tracking and case follow-up information in the database listed in Provisions C.4, C.5, and C.6 of the MRP. The database of enforcement actions and incidents will be included as an appendix to this ERP document.

**TABLE 1:  
FLOWCHART OF TIERED ENFORCEMENT RESPONSE**



**APPENDIX A:**

**DATABASE OF ENFORCEMENT ACTIONS AND  
INCIDENTS**

**APPENDIX B:**

**MUNICIPAL REGIONAL PERMIT (MRP) PROVISIONS**

**C.4, C.5 AND C.6**

**Fanabella Ventura**

---

**To:** Corinne Ferreyra  
**Subject:** RE: Bike to Work Day is Tomorrow : May 10, 2012

**From:** Corinne Ferreyra  
**Sent:** Wednesday, May 09, 2012 11:24 AM  
**To:** Michael Stella; \_All Employees  
**Subject:** RE: Bike to Work Day is Tomorrow : May 10, 2012

Street Smarts will be hosting an energizer station at the Iron Horse Trail near Lunardi's Market from 6:30am to 9:30am. Please stop by to recharge with water and snacks. Pick up some great Bike to Work Day gear, including the 2012 BTWD reusable canvas bag.

PS: Show your Bike to Work Day reusable canvas bag at any Bay Area Chipotle on Bike To Work Day, May 10th, to get a Buy-One/Get-One-Free on Burritos, Bowls, Salads or Tacos!

Hope to see you there tomorrow!

**Corinne Ferreyra**

Town of Danville – Street Smarts  
Transportation and Development Services  
Program Analyst  
Direct - (925) 314-3382

510 La Gonda Way  
Danville, CA 94526  
[www.danville.ca.gov](http://www.danville.ca.gov)

---

**From:** Michael Stella  
**Sent:** Wednesday, May 09, 2012 10:52 AM  
**To:** \_All Employees  
**Subject:** FW: Bike to Work Day is Tomorrow : May 10, 2012

Join me tomorrow for a refreshing bike ride to work. You'll find energizer stations positioned along the Iron Horse Trail in the morning with free food, beverages, canvas bags, and other treats. The weather should be perfect!

*Michael Stella  
Bicycling Enthusiast  
Town of Danville  
510 La Gonda Way  
Danville, CA 94526  
925-314-3316*

---

**From:** Mai Le [<mailto:info@bayareabikes.org>]  
**Sent:** Wednesday, May 09, 2012 8:47 AM

**To:** Michael Stella  
**Subject:** Bike to Work Day is Tomorrow : May 10, 2012



**Bike to Work Day is presented by**



### **Tomorrow is Bike to Work Day!**

Make sure your tires are pumped up, your chain is greased, and your bike lock and helmet are nearby for your morning commute by bike! The weather is forecasted to be a gorgeous 71 degrees F. Plan to wear a comfortable outfit and [map](#) out a route to the nearest (or dearest) [Energizer Station](#) where you can receive coffee, reusable canvas bags, cheers for your bicycling, and where you can [pledge](#) (for an opportunity to win [prizes\\*](#)) that you are riding your bike during National Bike Month in May! If you need to plan a trip that includes public transportation, all the information you need can be found at [511.org](#).

### **Bike Away From Work and Bike Happy Hours**

Tomorrow's day of Bike Celebration does not end once you reach your office. There are evening [Energizer Stations](#) throughout the region where you can receive even more goodies and cheerleading/encouragement. Local bike coalitions also have evening [events](#) to keep the celebration going. You commuted beside all these people in the morning, maybe you should introduce yourself to them over a beverage in the evening?

### **Consider Eating Lunch at Chipotle on Bike to Work Day**

Chipotle wants to reward you for your efforts in staying healthy and helping to conserve our environment. Stop by your local Energizer Station to pick up your Bike to Work Day reusable canvas bag, and show your bag at any Bay Area Chipotle on Bike To Work Day, May 10th, to get a Buy-One/Get-One-Free on Burritos, Bowls, Salads or Tacos. (One per person, please). Visit [chipotle.com](#) if you want to learn more about how Chipotle strives to help our environment every day.

### **Team Bike Challenge**

Team Bike Challenge, presented by Chipotle, is in its second week with over 3800 registered individuals already biking over 167,000 miles throughout the Bay Area, removing 75 tons of emissions from the atmosphere. A commitment to active transportation for a month will increase your health benefits, and most importantly (hopefully) remind you how much fun bicycling can be. As an added incentive to get and stay on your bike, Chipotle is offering food prizes (like free guacamole) to Team Bike Challenge participants throughout the month of May. It is never to late to [join](#) the challenge.

## Commemorative Bike to Work Day Tee

Want to let others know that you support Bike to Work Day year-round? Consider purchasing a [tee](#) designed by illustrator [Matthew Fleming](#), designer of all our 2012 collateral. Hurry up though, the shirts are a limited edition item. Once they disappear from the store, they won't be restocked.

I look forward to seeing you in the bike lane and raising a drink to you after work tomorrow at both the Bike Happy Hour Party in Oakland and the Bike Away from Work Party in San Francisco. Find more after work [events](#) happening throughout the Bay Area. You can also find me updating throughout Bike to Work Day on [facebook](#), [twitter](#), and instagram (@babc) -- (hashtags: #btwd, #biketowork, #biketoworksfbay).

Cheers, Bike Commuter.

Mai Le

Bike to Work Day Event Director  
Bay Area Bicycle Coalition

Bike to Work Day and Team Bike Challenge are made possible through the generosity of:



\* Registration prizes provided by Public Bikes, Grimes Getaways Bike Tours, and ModCloth

This message was sent to [mstella@danville.ca.gov](mailto:mstella@danville.ca.gov) from:

Email  
Marketing  
by

BAY AREA BICYCLE COALITION | PO Box 1121 | Oakland, CA 94604



**Unsubscribe** | [Forward To a Friend](#)

## What You Can Do

1. Don't dump anything down storm drains.
2. Recycle all used car fluids, especially motor oil.
3. Don't wash your car on the street unless the wash water is directed to landscaping and not the storm drains.
4. If you are planning a Car Wash Fundraiser you must have the proper car wash kit. Contact the Town of Danville Clean Water Program to obtain your free kit (925-314-3342)
5. Use less toxic pesticides on your lawn.
6. Report any illegal dumping by calling (1-800-663-8674)
7. Pick up any trash you see on a storm drain.
8. Properly dispose of all yard waste in your green waste bin.
9. Help spread the word of the consequences of Storm Drain Pollution.
10. Call 1-800-663-8674 or visit ([cccleanwater.org](http://cccleanwater.org)) for any questions you may have in regards to Storm Drain Pollution.



# Storm Drain Pollution and the Purpose of Storm Drain Markers



Remember:  
**Only Rain down the  
Drain.**

Project Date: 8/9/2012

Please be advised that we have performed maintenance on storm drain markers near your home. This service is being performed by the Boy Scouts of America with permission from the Town of Danville. The glue used does not fully cure for 24 hours. We would ask that you assist us in ensuring that the markers are not tampered with during that time.

## Storm Drain Pollution

Every day people pollute our Town's storm drains in various ways. Storm drains are located on the outside of your home and in the streets. These drains can be polluted by trash, yard waste, paints, car washes, fluids, motor oil, toxic fluids from automobiles, and much more. All of this waste enters the storm drains and contaminates the water that flows into our city's creeks. The contaminated water can have a negative impact on the ecosystem of the creek. The creek can be damaged and the animals that reside there can be harmed or even killed if the contaminated water and waste is allowed to enter the storm drain system. Pollution in our Town's storm drains and creeks can also have a larger affect. The contaminated water flows into our rivers, the Delta, the San Francisco Bay and the ocean.

## The Purpose of These Markers

These markers are used to remind the citizens of Danville that storm drains flow directly to our Town's creeks and that polluting the storm drains will harm our waterways. These markers help protect our Town's creeks and help to preserve our Town's environment.

## Did You Know?

- It's illegal to allow anything that isn't rain water to enter a storm drain.
- One gallon of motor oil can contaminate about One Million gallons of fresh water.
- Most storm water pollution (80%) is a result of bad residential practices, and not big business practices.
- Residential car washes can pollute storm drains.
- Sanitary Sewers and Storm Drains are not the same.
- Cars cause the most water pollution in the bay.

Danville Today Fall/Winter 2011

Town of Danville Teams up with San Ramon Valley High School

San Ramon High School's (SRVHS) Environmental Engineering Program is partnering with the Town of Danville by using hands-on learning, data gathering and field-based research to combat trash and litter. The goal of this project is to change personal habits and promote sustainable behaviors on the SRVHS campus and beyond by implementing a Trash Audit program with the help of the Town of Danville. This project includes adding garbage and recycling containers along the campus frontage as well improving the location of containers throughout campus. Town staff was recently able to obtain grant monies which will be used to purchase new containers along the frontage of the school hoping to keep litter out of our waterways. So far, on-campus recycling has increased 100% through placement of bins in each classroom and improved campus clean-up. Way to go Team!

# Lower Energy Use and Save Dollars for Your Home

## “The Story of a Danville Homeowner’s Upgrade”



### Did you know?

- Average homes lose more than **40%** of their energy through air leaks throughout the home
- You can potentially qualify for **\$10,000 or more in rebates & low interest financing** from PG&E, state and local government

Come learn how your Danville neighbor addressed comfort and energy usage in their home with the latest building science and technology.

**Date:** Monday, September 19<sup>th</sup>  
**Time:** 6:30 - 8:00 pm, doors open at 6:00 pm  
**Location:** Danville Town Meeting Hall, 201 Front Street, Danville

Forum is free, but we request that you please RSVP at <http://scienceofahome.eventbrite.com/>

Co-hosted by Sustainable Danville Area and the Town of Danville





# WATERSHED ACTION PROGRAM FINAL REPORT

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PREPARED FOR  
THE TOWN OF DANVILLE

KIDS for the BAY  
1771 Alcatraz Avenue  
Berkeley, CA 94703

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## INTRODUCTION

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KIDS for the BAY (KftB) successfully provided the Watershed Action Program to two classes in Danville reaching fifty-nine students and two teachers during the 2011-12 school year. The program is now complete and we are pleased to report that teachers, students and students' families learned about their local watershed and were inspired to take action to improve the health of their watershed.

Ms. Julie O'Neill's and Mr. Roger Lind's fourth grade classes at Vista Grande Elementary School completed five classroom lessons, a service learning action project and a field trip to the Martinez Regional Shoreline.

The March 2012 Interim Report provided details on the classroom lessons completed earlier this school year. In this report you will find details and highlights from the remaining classroom lessons, action projects, field trips and Follow-Up Program through written descriptions, quotes from teacher, student and family participants, photographs, and samples of student work.

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## SUMMARY OF REMANING 2011-2012 CLASSROOM LESSONS

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### Food Chains and Biomagnification of Pollution

The classes learned how pollution can biomagnify through a food chain during Lesson Three. In a food chain game the students acted the role of animals in a bay food chain, becoming "anchovies", "salmon" and "people". At the end of the activity students sat down to observe what was in each animals' "stomach". It was clear that the amount of energy, or "food", increased in the animals at each level in the food chain. Students were shocked to learn that one of the two colors of the "food" symbolized pollution, which collected at the top of the food chain. "Pollution can get into us through the food chain." observed Alex, a student in Mr. Lind's class.

### Bay Organism Investigations

During Lesson Four the students studied real bay organisms. The students investigated seaweed, striped bass and Dungeness crab. They learned how these organisms are adapted to survive and discussed these adaptations, like the crab's claws which can be used for feeding and defense. Students made discoveries as they studied the organisms. "The bass has sharp teeth like little needles," observed a student, Valeria, "I think the teeth would be good for eating small fish like anchovies. It must be a carnivore." Each student completed a worksheet detailing their observations.

### Fresh Water Conservation

Students enjoyed learning about fresh water. KIDS for the BAY (KftB) Instructor Jonah Yamagata asked students to guess the relative percentages of salt water as compared to fresh water on the earth. The class was shocked when they learned that ninety-seven percent of water on the earth is salt water. "We can't drink salt water," said a student, Isabelle. Students then brainstormed all of the many things that they use fresh water for.

Activities included cooking, bathing, watering plants, drinking, and recreation. After learning about the limited supply of fresh water the classes understood how important it is to conserve this precious resource. Students then brainstormed ways to conserve fresh water during everyday activities. A student named Jack said, "We could take shorter showers - that would save water." Another student named Laney offered, "When you are soaping up your hands you can make sure to turn off the water."

#### Informational Posters

Each student created a colorful poster to educate their peers and the Vista Grande Elementary community about concepts taught during the WAP. Students put a lot of care and creativity into their posters, which ranged in topic from pesticides education to keeping storm drains clean. Two students, Sophia and Isabella, worked together on a poster that showed how trash on the ground can go into storm drains, the creek, and end up in the Bay. Another student produced a poster filled with marine animals. Its title read: "Keep the Streets Clean so the Pollution does not go to the Ocean" Mr. Yamagata congratulated the classes on coming up with effective ways to educate others about reducing pollution in their community.

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## SUMMARY OF 2011-2012 ACTION PROJECTS

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Action projects are an integral component of the Watershed Action Program (WAP). They give students the opportunity to use the knowledge they gained during the classroom lessons to take action to protect their local watershed. KftB Instructors work with teachers and students to choose and implement action projects, which ensures that students' projects are appropriate for the school's location and the community's needs.

#### **Campus Clean-Up**

For their action project, Ms. O'Neill's and Mr. Lind's classes at Vista Grande Elementary cleaned up their school campus. Every day, especially during lunch, students leave bits of plastic, paper and other types of trash on the school grounds. Over time the trash accumulates against fences, in bushes and other out-of-the way places. Both classes decided that a good way to improve the health of their watershed would be to remove litter from their campus before it washed into San Ramon Creek and harmed wildlife. "This was a much needed project," commented Ms. O'Neill.

On a morning in May, the two classes united for their action project. They broke into small groups led by an adult, and each group cleaned up a specific part of the school campus. The students used garbage collecting tongs to collect the trash and deposit it in garbage bags. A recorder in each group tallied the number and types of trash that their group collected. In total, the students collected 1,033 pieces of trash! The majority of the trash (83%) consisted of plastic and paper. It was clear that the classes enjoyed being outside helping out their watershed, and they were proud of the job that they did. A student name Joe wrote, "We kept the trash from going into storm drains, into the creek and into the bay where it could get caught on fish. There was a lot more trash than I thought there was going to be." Valeria described the significance of the project, "It's

really important because if we don't pick it up the trash will be a big problem for marine animals in the Bay."

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## SUMMARY OF 2011-12 FIELD TRIPS

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Field trips are an important culminating component of the WAP. After students learn about their local watershed during the classroom lessons, they visit a creek, bay or delta habitat near to their school. Each field trip is tailored to meet the needs of the class and location, and provides an opportunity for students to study, explore and appreciate the natural world. The experience allows students to personally connect with a local natural environment and generate a deeper understanding of how local waterways and bodies of water are linked to their own school and homes.

### **Martinez Regional Shoreline**

Students at Vista Grande Elementary arrived at the Martinez Regional Shoreline excited to learn. KftB Instructor Jonah Yamagata displayed a large satellite map of the Bay Area, which students used to determine their current location, and the location of Danville. They identified both landmarks on a map insert in their journals.

The students used a dichotomous identification key and a plant field guide to identify local plants. During the activity Mr. Lind's class sat down next to a tiny plant, brass buttons, and worked in pairs to identify it. Mr. Yamagata guided them through a series of questions until they correctly identified the species. It was very impressive how closely students studied the plant. For example, they measured the leaves to determine that they were primarily less than one-inch long, a key characteristic. The fourth graders also identified pickleweed, saltgrass, wild oats and yellow mustard. They learned that the Spanish and other European settlers brought wild oats and mustard with them when they came to California. California history and the Spanish settlement is an important part of the fourth grade curriculum that tied in well with this activity.

The class walked to the end of the fishing pier to study plankton. Although students learned about plankton and their importance in food chains during Lesson Three of the WAP, no one had seen them in real life before. During the activity they saw hundreds of plankton through field microscopes and were very excited to study them.

Later the students studied resident birds. They used binoculars and a bird identification guide to identify birds and observe their behavior. Birds identified included Canada geese, red-winged blackbirds, California gulls, and mallard ducks. Students also observed a couple of Canada geese with five small babies in tow. One student reported, "The bird watching was my favorite part!"

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## FOLLOW-UP PROGRAM

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Ms. Terry Tringali and Ms. Natalie Turpen, fourth grade teachers at Sycamore Valley Elementary School, received training on the Watershed Action Program during the 2010-11 school year. This school year they continued to teach the WAP through the Follow-Up Program. They taught the classroom lessons and brought their classes on a field trip to nearby Sycamore Creek. Mr. Yamagata assisted Ms. Tringali with Lesson Four during the striped bass and Dungeness crab investigation and co-led the field trip with both teachers. The Follow-Up Program was a success. Ms. Tringali explained, "I can not tell you how happy I am with the program curriculum. The mix of activities, predicting, explaining is just perfect. If I could design all my curriculum the way the WAP is designed then I would."

In fall 2012 a KftB Instructor will contact Mr. Lind and Ms. O'Neill at Vista Grande Elementary to prepare them to teach the WAP through the Follow-Up Program, which occurs during the second year of participation in the WAP. Teachers will receive access to an equipment kit and support from KftB Instructors to continue teaching the program to their new classes of students. KftB Instructors will also help teachers plan for the program, and discuss ways to integrate it into their school-year curriculum.

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## ADDITIONAL TEACHER, STUDENT AND COMMUNITY IMPACTS

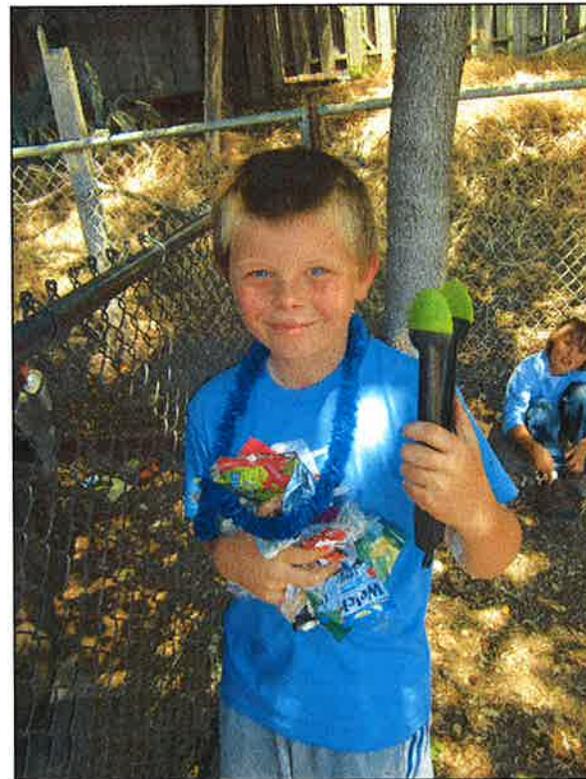
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Teachers in Danville integrated the WAP into their grade level curriculum, addressing necessary State Standards in engaging ways. Mr. Lind explained, "The WAP connected wonderfully to the fourth grade curriculum, especially California history and the Gold Rush. Learning about mercury and hydraulic mining, and the silting-up of rivers was an especially great connection." Follow-Up Program Teacher Ms. Tringali reported, "I did an entire trash study using picture books, current events, and metaphorical connections to 'trash talk'. It was great and I don't think the kids will forget it. Also, we connected the watershed program with our study of ecosystems." Not only did teachers incorporate content from the WAP into their regular curriculum, but they also connected it to current events. "We picked-up ten pounds of trash during the clean-up/survey activity," explained Ms. Tringali, "Right after the activity, an article came out in our local newspaper about storm drains and runoff pollution, which was a great connection. Also, we related what we did to an article in the *Mercury News* about pollution entering the bay."

Teachers noticed that the program impacted students in many ways, especially increasing understanding of their connection to, and impact on, their environment. Mr. Lind noted, "The students were engaged with each of the hands-on activities, and they enjoyed learning about the 'science in their backyard.'" Ms. Tringali wrote, "They walked away with such a fabulous awareness of the interconnectedness of our world."



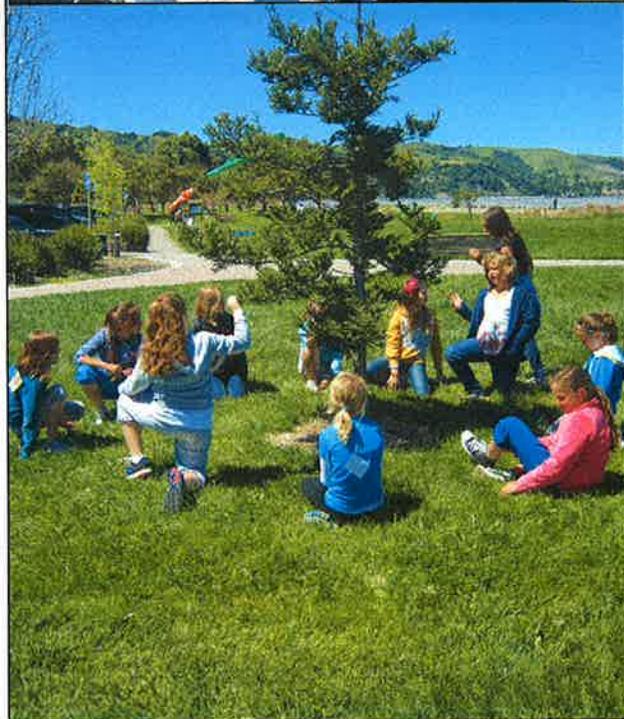
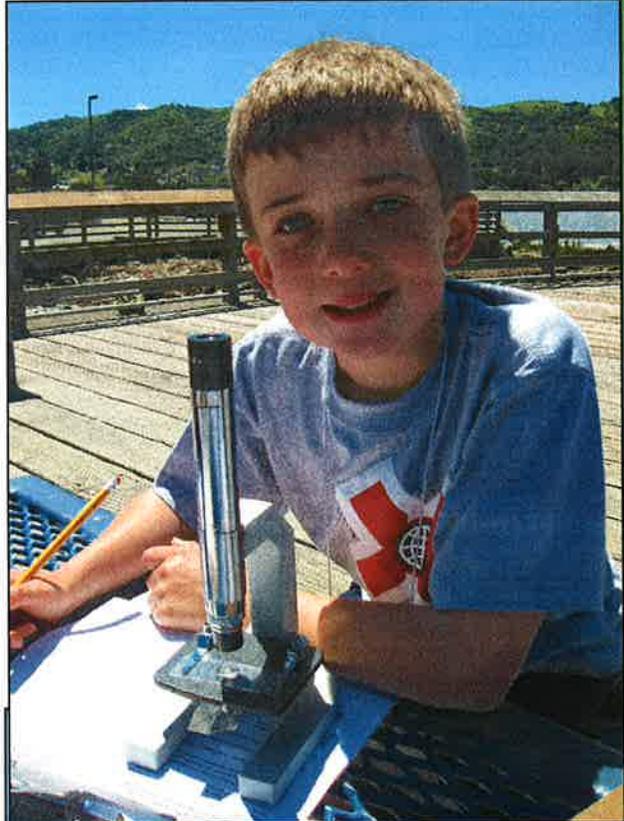
## Action Project: Campus Clean-Up



Mr. Lind's and Ms. O'Neill's students at Vista Grande Elementary conducted a campus-wide clean-up for their action project. They collected 1,033 pieces of trash, which they deposited in the garbage. They kept trash from entering storm drains and traveling to nearby San Ramon Creek.



## Field Trip: Martinez Shoreline



Classes in Danville studied the bay habitat during their field trip to the Martinez Regional Shoreline. During the trip students studied plankton using microscopes, investigated shorebird behavior and identified landmarks using binoculars, studied local plants, conducted a shoreline clean-up and created an artistic record of their experience. They recorded their notes and observations in scientific field journals.



July 6, 2012

Dear Town of Danville,

My name is Julian Farradj and im in 4<sup>th</sup> grade. I just finished studying the watershed action program. I love studying science. Thank you for the opportunity to participate in this program.

My favorite thing we did was when we touched the striped bass and the dungenous crab. They were really cool! I learned a lot about the food chain. I thing I learned is the food chain goes on and on. This was a great experience!

My class and I went to Martinez Shore Line. It was really fun! My favorite part was bird watching. I saw baby duckling. This was super fun!

Our action project were doing is cleaning our school. It is kind of fun to clean up trash. Every day for 1 week we are going out 5mins early

to recess so we can pick up trash.  
Our school will look cleaner! I hope  
people stop littering.

My parents are really proud of  
me. Now at home I take short  
showers. If I took baths I'd waste  
a lot of water. Sometimes I pick  
up trash when I walk. This was an  
awesome program!

Sincerely,  
Zachary

June 6, 2012

Dear Town of Danville,

My name is Gracie Mitchell and I'm in the fourth grade. I loved studying the Watershed Action Program! Thank you for donating money to make this program happen! It was really fun.

My favorite classroom lesson was when we got to study the Striped Bass and the Dungeness Crab. I couldn't believe they were real! I loved learning about the food chains too. Learning about these animals was really fun.

My class and I went to the Martinez Shoreline field trip. It was fun! I loved watching the birds and learning about the different kinds of plankton. I learned that the birds, and the plankton, and the plants were good for the creek.

Our action project was cleaning up our school to make it healthy. We used things to pick up the trash and put

it into a bag. After we did that our school was so much cleaner!!! I learned how trash could get into storm drains easily. I hope nobody will litter anymore!

After this program I did many things different to help our earth. I cleaned up around my neighborhood. I also helped lots of animals too. I think that this program should keep going! Thank you for donating money to this program!!!

Sincerely,  
Gracie M

June 6<sup>th</sup>, 2012

Dear funder of the water shed action program,  
Hi my name is Isabelle, I'm in the 4<sup>th</sup> grade. I participated in the water shed action program with Mr. Yamagata. Thank you for donating money for this awesome program!

In class we did a bunch of experiments. My favorite was the experiment with pesticides, that day we also learned about ground water.

After we learned about all those things we went on a field trip to the edge of the bay. We did bird watching when we where there, there were tons of birds there. I loved watching all the birds. Then we examined the plant, that was fun too. Finally we got to look at plankton, and we also did a scavenger hunt. The field trip was super fun!

We also did an action project! The action project was picking up trash around the school. We did it so it wouldn't go in to the storm drains, then into the bay, then finally into the ocean and then the animals would think its food, eat it, and die. So we did it to save the earth and the animals. Hopefully are school learns to not litter and throw here trash away. We used tongs to pickup trash and then we threw it away in trash bags.

At home I'm going to try to use less water. I'm also going to try to recycle more and use less plastic. I'm also going to try to not waste as much things. I learned a lot about saving the earth and I'm going to try to do all of those things I said to save the earth. Thank you again!

Sincerely,  
Isabelle



# T.R.I.P

## Town Ride-sharing Incentive Program

### *Criteria*

- Carpool to work one (1) day per week
  - Use an alternate form of transportation to work (bike, motorcycle, bus, etc.)
  - Carpool with others to training, business or lunch meetings
  - Lunch time errands with others
  - Walked during lunch hour and/or to lunch
- (You may submit one form per week, per activity)

Activity \_\_\_\_\_

Driver \_\_\_\_\_

Passengers \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Fanabella Ventura

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**From:** Patricia Kramer  
**Sent:** Friday, June 15, 2012 2:00 PM  
**To:** \_All Employees  
**Subject:** FW: Spare the Air Alert -- Saturday, June 16, 2012

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**Subject:** Spare the Air Alert -- Saturday, June 16, 2012

### **A Spare the Air Alert is in effect, Saturday, June 16, 2012, in the San Francisco Bay Area.**

Concentrations of ground-level ozone pollution are forecast to be unhealthy tomorrow.

Residents are encouraged to drive less and reduce their energy use tomorrow and every day so pollution levels are lower, preventing health alerts when temperatures are high.

To help prevent smog this summer, please:

- Bike to work or around town
- Take public transit
- Telecommute
- Carpool and link your errands to reduce driving
- Avoid using gas-powered lawn mowers and leaf blowers
- Reduce household energy use
- Don't use lighter fluid on the barbecue
- Avoid using aerosol spray cleaners, paints and hairspray

High levels of ozone pollution are particularly harmful for young children, seniors and those with respiratory and heart conditions. Vigorous outdoor exercise should be undertaken only in the early morning hours when ozone concentrations are lower.

To plan your commute online, visit [511.org](http://511.org).

To monitor current air quality conditions, visit [sparetheair.org](http://sparetheair.org)

Download the FREE Spare the Air iPhone or Android application at [sparetheair.org](http://sparetheair.org) for alert notifications, local air quality forecasts, podcasts and several tools to help reduce air pollution!

This AirAlert is provided by the Bay Area Air Quality Management District. Thank you for doing your part to Spare the Air!

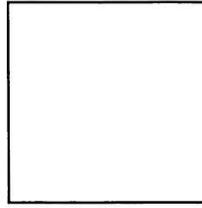
The Air District wants your feedback! Please assist us by completing a brief survey on public participation:

[https://www.research.net/s/baaqmd\\_participation\\_survey](https://www.research.net/s/baaqmd_participation_survey).

Do not reply directly to this email. If you want more information on the air quality forecast, or other aspects of the local air quality program, please contact your local air quality agency using the information above. For more information on the U.S. EPA's AIRNow Program, visit <http://www.airnow.gov>.

[To unsubscribe or edit your EnviroFlash account](#)

This message is compliant with the federal Can Spam Act of 2003 (Public Law 108-187)



Use Pesticides Wisely

Pesticides serve a useful purpose, but they can hurt the environment if not handled correctly. Here's some healthy advice:

Be a smart shopper - buy and use only what you need. ID the pest and ask for assistance at your retailer on the proper treatment. Explore other more natural remedies like the recipe below. For mixing liquid pesticides, always read the label and use rubber gloves before you measure and do not mix on a hard surface, concrete or near a storm drain. Apply to the target areas or plants only. Don't overuse or over-water after application. This is one of the most direct ways pesticides enter our waterways directly. Store any extras safely for future use or take it to CCCSD's free Hazardous Waste facility at 4797 Imhoff Place, Martinez, generally located at the intersection of I-680 and Hwy 4. For more information on recycling refer to [http://www.wastediversion.org/app\\_pages/view/251](http://www.wastediversion.org/app_pages/view/251)

Sycamore Valley Elementary School's 4<sup>th</sup> grade classes worked with their school science teacher, Kim Lawrence, to make environmentally-friendly natural pesticides to use in the school garden and at home. These low-toxicity pesticides are made with common household ingredients which are safer and a low-cost alternative to more toxic pesticides to control garden pest outbreaks.

**Red Pepper Spray Concentrate Recipe:**

1 Unpeeled onion

1 Unpeeled head of garlic

1 Tablespoon Cayenne pepper

3 pints water

1. Chop onion and garlic and combine all ingredients in a saucepan. Simmer 20 minutes.
2. Cool and store in jars in the refrigerator for 6 weeks.
3. Strain and store in jars.

To use, dilute 1 tablespoons of concentrate with 1 pint of water. Add a little dish soap. Red pepper spray is a good general insect spray and is effective against caterpillars.

## PHOTO

Photo caption:

Sycamore Valley students learned that toxic pesticides can travel into local waterways and cause harm to living organisms, including people. Here is (name) and (name) doing Sycamore Creek monitoring.

This project is an example of environmental action project that is an important component of the Town's Danville Clean Water Program.

**INVITATION FOR BID (IFB)  
MULTI STEP BIDDING OF**



**ZONE A - ROADSIDE  
LANDSCAPE MAINTENANCE  
SERVICES**

**TOWN OF DANVILLE  
MAY 2010**

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**INVITATION FOR BID (IFB):  
MULTI-STEP BIDDING OF  
ZONE A – ROADSIDE LANDSCAPING  
LANDSCAPE MAINTENANCE SERVICES  
FOR THE TOWN OF DANVILLE**

**I. INTRODUCTION AND GENERAL INFORMATION**

The Town of Danville is seeking proposals for a contract for landscape maintenance services.

It is the intent of the Town of Danville to identify and establish long term relationships with highly qualified contractors. To achieve the best level of service, the Town believes that the relationship must be based on mutual trust and respect. The performance of the successful Contractor will have a direct impact on the Town's provision of quality service to the residents of Danville. As such, teamwork, flexibility, and cooperation will be essential characteristics of the successful Contractor.

**LEGAL NOTICE  
NOTICE TO CONTRACTORS: CALL FOR BIDS**

NOTICE IS HEREBY GIVEN that the Town Council of the Town of Danville, State of California, hereby calls for sealed bid proposals to be received by the City Clerk of the Town of Danville, 510 La Gonda Way, Danville, California **on or before Wednesday, May 19, 2010, at 2:00 p.m.**, U.S. Pacific Time Zone.

Description of work. These bids shall cover the furnishing of all labor, material, equipment, mechanical workmanship, transportation and services which are required for: **Town of Danville Landscape Maintenance Services.**

The bid envelope is to be addressed to: Sealed Bid, Town of Danville, City Clerk, 510 La Gonda Way, Danville, CA 94526, and have the name of the project noted thereon.

At 2:00 p.m. on May 19, 2010, the Bid proposals will be taken by the City Clerk of the Town of Danville, 510 La Gonda Way, Danville, CA. The bids **will not** be publicly read by the City Clerk or his/her authorized representative.

The bids, together with a report of the bidders, will be presented to the Danville Town Council, on June 15, 2010 at 7:30 p.m. in the regular meeting room of the Town Council in the Town Meeting Hall, 201 Front Street, Danville, California.

The Contractor shall possess a Class C-27 license, Flagger/Lane closure MUTCD certification, applicators license and must be IPM certified/trained at the time this contract is awarded or able to obtain certification within six months. The bids for this work shall be submitted in accordance with specifications prepared by the Town as authorized by the Town Council, as required by law. The Contractor must abide by all state and local prevailing wage requirements.

Prospective bidders can obtain copies of the specifications for the work from the Town of Danville, 510 La Gonda Way, Danville, CA at the following nonrefundable costs:

Project specifications: \$30.00 per set. If mailing is desired, an additional nonrefundable cost of \$5.00 each will be required for mailing and handling.

Checks or money orders must be made payable to the TOWN OF DANVILLE.

**A. BIDDING METHOD**

The bidding award determination will be a multi-step process. Bidders will be required to submit a statement of qualifications and an **UN-PRICED** Management and Technical Proposal describing the proposed service delivery method in a sealed envelope marked "Management and Technical Proposal." Along with that submission, bidders will be required to submit a second sealed envelope marked "Price Proposal."

1. Step 1

A selection committee will evaluate the Management and Technical Proposal based on a management proposal, technical proposal, staffing information, safety information, and the contractor's implementation plan. Management and Technical Proposals will be assigned a point value by a selection committee based on bidder's response to the proposal.

2. Step 2

After the Management and Technical proposals are assigned a point value, the sealed "Price Proposal" envelopes will be opened. The Price Proposals will be assigned a point value based on the bid prices. Prices deemed to low will not be considered the lowest **responsible** bid price and therefore not receive the best point score.

The sum of the technical and price score will be the total score for the proposal.

The Town of Danville reserves the right to make individual inquiries with the Contractor during the evaluation process, including but not limited to, extensive interviews with Contractor's proposed site managers, the Contractor's references, and other parties that have knowledge of Contractor's work performance.

**B. WEIGHING CRITERIA**

The Price proposal will be weighted 75% and the Management and Technical proposal 25% toward the Contractor's overall score.

**C. PRE-BID CONFERENCE**

A pre-bid conference will be held at **9:00 a.m., Tuesday, May 4, 2010** at the Town Service Center, 1000 Sherburne Hills Road, Danville 94526. The purpose of the pre-bid conference is to respond to prospective bidders' inquiries.

**D. CONTACT PERSON**

Questions concerning this IFB should be directed to **Mark Hegeman, Maintenance Supervisor, at (925) 314-3423** or **Jed Johnson, Maintenance Manager, at (925) 314-3419**.

## II. SPECIAL PROVISIONS FOR LANDSCAPE MAINTENANCE

### A. SCOPE OF SERVICE

The Contractor shall furnish all labor, materials, and equipment required to satisfactorily perform the landscape maintenance required by the Town.

Maintenance of the various areas shall include, but is not limited to, turf maintenance, weed control, plant maintenance, plant installation, and pest management.

The Contractor **shall furnish the Town within thirty (30) days after approval of the contract**, a work schedule showing the proposed dates and time of work for the location shown on the proposal.

There are no restrictions to work methods used by the Contractor to accomplish the work except minimum standards noted in Section G.- Landscape Maintenance Specifications. Generally, turf and plant material shall be maintained in a healthy, well-groomed condition, and all areas shall be kept weed free.

### B. TERM OF SERVICE

The term of the contract will be from July 1, 2010 through June 30, 2013. The Town may cancel the contract or any portion thereof at any time during the term of service and such cancellations shall be effective upon giving sixty (60) days written notice to the Contractor. If the Town of Danville decides to cancel this contract for failure to perform satisfactorily, the cancellation shall be effective upon giving fifteen (15) days written notice to the Contractor.

The Town, at its option, may renew this contract twice for a period of one year each, beginning on July 1, 2013 and on July 1, 2014. This option will be exercised only if the contractor has demonstrated **superior performance** in provision of landscape maintenance services to the Town.

Pricing entries in Section II - Price Proposal will be for the first 12 months of the contract. The Contractor may request a percentage adjustment to the pricing for all services equal to the Consumer Price Index (CPI) for the San Francisco Bay Area Counties. This request must be in writing thirty (30) days prior to the end of the 12 month period.

### C. WORK HOURS

The Contractor shall schedule operations not to begin prior to 7:30 a.m. and to conclude by 4:00 p.m. Monday through Friday and shall not schedule operations on Saturdays and Sundays. The Contractor shall schedule work crews **to be present** in the Town of Danville **Monday through Friday, with the exception of legal holidays or days agreed upon 48 hours in advance** by the Contractor and the Maintenance Services Manager or a designated representative. Deviation from the above will not be permitted except by written permission of the Maintenance Services Manager or designated representative. At School Parks, the Contractor must coordinate all maintenance activities with school physical education departments and school recess activities and must comply with the Town's Integrated Pest Management (IPM) policy.

From time to time the Town may take on improvement projects or other construction at sites herein described; the Contractor shall cooperate with the Town or its agents while said work is underway.

**D. WORKMANSHIP AND QUALITY LEVEL**

All work shall be performed by experienced gardeners directly employed and supervised by the Contractor. The Contractor shall provide management and technical supervision **daily** through competent foreman as required to implement modern methods and newly developed horticultural procedures.

The Contractor shall be responsible for the skills, methods and actions of all employees, subcontractors and for all work done.

The Contractor shall cooperate with the representative authorized by the Town to enable them to determine the Contractor's conformity with these specifications and the adequacy of the work being performed. The Contractor shall give personal **daily** supervision to the work and be available for consultation with the Maintenance Services Manager or designated representative, a minimum of once per month, at a schedule mutually agreed upon.

**E. CORRECTIVE WORK**

The Contractor shall perform the work herein provided under the direction, and to the satisfaction, of the Maintenance Services Manager or designated representative. The Inspector may make inspections any time and request from the Contractor corrective work. If corrective work is required, the Town will provide a written list of items, the Contractor shall correct the deficiencies within 48 hours. If deficiencies are not corrected, the Town will deduct from the Contractor's payment, pro rata, those applicable portions of the monthly contract sum.

## **F. LOCATIONS**

Maps are provided in Appendix A detailing locations of each of the zones for this contract. It is the responsibility of the Contractor to verify locations and inventories. The areas to be maintained and approximate inventory of turf and landscape areas are as follows:

### **ROADSIDES - ZONE A**

#### **Location A-1 Danville Blvd/El Cerro/La Gonda**

Approximate inventory:

- 3,200 l.f. roadside landscape areas
- 6,500 l.f. roadside weed abatement areas
- Danville Town Office grounds at 510 La Gonda Way
- West Briar Knolls Midden area trail weed abatement

#### **Location A-2 El Cerro/Diablo Road**

Approximate inventory:

- 1,500 l.f. of roadside landscape areas
- 9,500 l.f. of roadside weed abatement areas
- 3,400 l.f. of median landscape areas

#### **Location A-3 Downtown**

Approximate inventory:

- 1,100 l.f. of median landscape areas – approximately 1,000 sq. ft. of turf
- 6,900 l.f. of roadside weed abatement areas
- Library and Community Center grounds - approximately 1 acre of turf and landscaped parking lot, and ornamental plantings
- Front Street Mini-Park - approximately 2,500 sq. ft. of turf
- Prospect/Quinterra Iron Horse Trail Rest Area – approximately 1,000 sq. ft. of turf
- Clock Tower and Railroad Parking lots - at Railroad Avenue, Front St. Parking Lot – at Front St.
- Railroad Depot Building grounds
- North Entry to Historic Downtown at Railroad and Hartz
- Village Theatre and Town Meeting Hall grounds - parking lot landscaping
  - Weed abatement of all street tree planting areas - monthly

**Location A-4   Diablo Road/Camino Tassajara**

Approximate inventory:

- 3,150 l.f. of median landscape areas - approximately 1,000 sq. ft. of turf
- 1,600 l.f. of roadside landscape areas
- 5,000 l.f. of weed abatement areas
- Bret Hart Mini-Park - approximately 1/2 acre weed abatement area

**Location A-5   Sycamore Valley Road**

Approximate inventory:

- 13,450 l.f. of roadside landscape areas
- 3,550 l.f. of weed abatement areas
- Park and Ride Parking Lot grounds

**Location A-6   San Ramon Valley Blvd.**

Approximate inventory:

- 100 l.f. of roadside landscape areas
- 2,650 l.f. of median landscape areas
- 25,500 l.f. of weed abatement areas
  - Weed abatement of tree wells on all street trees

**Location A-7   San Ramon Valley Blvd.**

Approximate inventory:

- 2,500 l.f. of median landscape areas
- 9,000 l.f. of weed abatement areas

**Location A-8   Camino Ramon**

Approximate inventory:

- 850 l.f. of roadside landscape areas
- 950 l.f. of median landscape areas
- 21,000 l.f. of weed abatement areas

**Location A-9   Camino Ramon**

Approximate inventory:

- 4,050 l.f. of roadside landscape areas
- 300 l.f. of median landscape areas
- 3,600 l.f. of weed abatement areas

**Location A-10**      **El Capitan @ Crow Canyon**

Approximate inventory:

- 8,400 l.f. of roadside landscape
- 900 l.f. of median landscape
- 1.1 acres of roadside turf

**Location A-11**      **El Pinto – El Pintado/El Rio Road**

Approximate inventory:

- 9,500 l.f. of weed abatement

**Location A-12**      **Highbridge – Willow and Laurel Drive**

Approximate inventory:

- 3,800 l.f. of weed abatement

**Location A-13**      **Esther Lane, Richard Lane & Clydesdale Dr.**

Approximate inventory:

- 1,100 l.f. of weed abatement

**G. LANDSCAPE MAINTENANCE SPECIFICATIONS**

The work at all locations shall consist of the following:

The contractor shall furnish all labor, materials, tools, services and special skills necessary for the provision of grounds, and landscape maintenance services from beginning to end of the contract. The work shall include, but is not limited to:

- A. Turf maintenance
- B. Weed control
- C. Perennial, shrub and groundcover maintenance
- D. Plant Installation
- E. Pesticide application

## SECTION A TURF MAINTENANCE

Turf maintenance shall consist of mowing, trimming, fertilization, pest control and any other procedure consistent with good horticultural practices, to ensure normal, vigorous, and healthy growth of turf areas.

### 1. MOWING

- a. Turf shall be mowed a **minimum** of once per week from March 1 through October 31, bi-monthly in November and February, and once per month in December and January, or as needed to maintain specified mow heights.
- b. The cutting edges of all mowing equipment shall be kept sharp.
- c. Mowers will also be adjusted and operated so that the grass is cut in a uniform height.
- d. Papers, rubbish and debris shall be removed by the Contractor prior to mowing.
- e. Turf shall be cut to a height of 2 inches from November to February and to a height of 1 1/2 inches from March through October. Height adjustments are made in small increments over one month's time beginning October 1 and March 1 each year.
- f. Contractor shall refrain from mowing if the turf is saturated with water, or if standing water is present. Before mowing, the Contractor shall walk over the areas to be mowed. If water puddles under the feet when walking, then mowing within the saturated areas shall be postponed until the excess water has drained, infiltrated, or evaporated or at the direction of the Maintenance Services Manager or designated representative.
- g. When lawns cannot be cut on the scheduled day due to rain, the lawns must be cut as soon as weather and ground conditions permit or at the direction of the Maintenance Services Manager or designated representative.
- h. Contractor shall not mow, walk, or use any piece of equipment within the turf areas when frost is present as this may result in damage to the plant tissue.
- i. Lawn clippings shall only be removed if damage to the turf will occur from excessive clumping. When leaves are present and inhibiting growth or health of turf they will be removed prior to mowing.
- j. Double cutting will be permitted in lieu of clipping removal if it eliminates excessive clumping.
- k. The mowing of all contiguous turf areas shall be completed on the same day.
- l. **All edges shall be trimmed with every other mowing.** This trimming shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, shrubs, tree basins, poles, guy wires, or any other object within or immediately adjacent to the lawn areas.

- m. The trimming shall be done by power edger's or by hand, but in no case will soil sterilants or other types of weed killers be permitted without prior written approval of the Maintenance Services Manager or designated representative. Fencing is to remain free of clumps of cut grass.
- n. Trim around sprinkler heads with string trimmers to provide maximum water coverage.
- o. Special care shall be taken to avoid damage to the tree trunks, shrubs, sprinklers, buildings, light poles and other structures. If damage is caused by the Contractor's equipment, the Contractor shall be responsible for the cost of repairs or replacement of the damaged item.
- p. A 36" diameter circle, clear of turf and weeds, shall be maintained around trees in turf areas at all sites.

**2. FERTILIZE TURF**

- a. All turf areas shall receive fertilizer applications three times per year. Approximate dates of these are April 1, June 1, and September 1. Intent is to maintain turf in good condition with horticulturally acceptable growth and color, and additional fertilization may be required as extra work. Variations to these dates may be required under individual circumstances.
- b. All fertilizer shall be approved by the Town prior to application. The fertilizer program shall consist of the following:

April 1	Best Triple Pro	15-15-15	5 lbs per 1,000 square feet
June 1	Best Fairway Gold	24-3-16	6 lbs per 1,000 square feet
September 1	Best Triple Pro	15-15-15	5 lbs per 1,000 square feet

- c. **The Contractor shall provide the Town with a schedule of aeration and fertilization a minimum of 30 days in advance of said operation to comply with the Town of Danville Integrated Pest Management Program.** No deviation from this schedule shall be permitted unless approved by the Maintenance Services Manager or his designated representative. The contractor shall promptly clean all walks and hardscape of excess fertilizer.

**3. TURF AERATION**

- a. All turf areas shall be aerated three times per year: Aerations should precede each fertilization. Approximate dates are April 1, June 1 and September 1. The Contractor is responsible for marking of irrigation facilities so as not to damage them during aeration operation. The Town will provide a staff person to run the controller for locating sprinkler heads.
- b. Aeration shall be core-type with minimum plug size ½ inch diameter by 3 inches deep. Plugs to remain on turf.

- c. **The Contractor shall provide the Town with a schedule of aeration and fertilization a minimum of 30 days in advance of said operation.** No deviation from this schedule shall be permitted unless approved by the Maintenance Services Manager or his designated representative.

#### **4. EXTRA MOWING**

- a. Extra mowing will be required for specific areas of turf to address issues such as differential growth height and seasonal growth patterns. If the entire site is mowed, the costs shall be those covered by Section 1 – Mowing of the Turf Maintenance Specifications
- b. Cost for extra mowing will be compensated at the rates shown on the price proposal for each size of mower listed.
- c. The contractor shall include in the price proposal for all labor and equipment associated with extra mowing.
- d. Extra mowing shall be all hourly costs of turf mowing with the specified mower size (21”-48”) including transportation and safety equipment to perform “Mowing”.
- e. The hourly cost shall be the actual number of hours the equipment is in operation at the site location.

#### **5. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:

- 9, 16, 43 - Mowing, per occurrence
- 10, 17, 44 - Fertilize Turf, per occurrence
- 11, 18, 45 - Turf aeration, per occurrence
- 59 – 21” Extra Mowing, per hour
- 60 – 36” Extra Mowing, per hour
- 61 – 48” Extra Mowing, per hour

- b. Payment

- 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION A**

## **SECTION B WEED CONTROL**

The objective is to maintain all landscaped and roadside areas in a weed-free condition. Weeds shall not be allowed to be present for more than 30 days or to reach a size of more than six inches at any time. One occurrence is a one-month period of Weed Control.

### **1. LANDSCAPED AREAS/PATHWAYS/TRAILS**

- a. Weeds may be controlled by chemical or mechanical and hand weeding where necessary. Pathways/trails need to be maintained in a weed free condition as well as a 3' band on either side of the pathway/trail. Contractor must adhere to the Town's Integrated Pest Management (IPM) policy when using chemicals on or near school grounds or residential areas.
- b. Ground cover and shrub or flowerbeds shall be weed-free.
- c. Pathways, and hard surface areas (sidewalks, cobbles, curbs, etc.) shall be weed-free.
- d. The bases of trees, posts, signs, rails shall not show weed growth; the foundations of buildings and other structures shall be free of weeds.
- e. At no time shall weeds, which have been killed by spray, be allowed to remain; all such weeds shall be carefully trimmed away.
- f. Contractor shall assume landscape areas in "as is condition" and maintain them to a weed free condition.
- g. The application of pesticide and weed killers associated with weed control shall be included in the cost of this item. Refer to Section E – Pesticide Application for spraying specifications.

### **2. OPEN SPACE AREAS**

- a. The Contractor shall be responsible for abating weeds and other naturally occurring vegetation in open space or riparian areas within the project site. The work shall be performed as required by the Fire Marshal of the San Ramon Valley Fire Department or the Town of Danville Maintenance Manager, and in accordance with this section. The weed abatement operation shall be performed in a manner which eliminates the fire hazard associated with dry weeds, and which reduces any visual blight.
- b. The weed abatement operation may be performed with any of the following equipment according to the following criteria. The Contractor shall use care when performing work adjacent to existing trees to avoid damaging any surface roots.
  1. A rotary mower can be used provided the blade removes the vegetation to within 2 inches of the finish grade. The mower must capture all clippings so they can be removed from the site or can be collected manually.

2. A discing attachment towed behind a tractor may be used provided the resulting surface area has at least 50% exposed soil when the discing is complete. No weeds shall remain in a vertical position after the discing wheels pass.
  3. A rototiller may be used provided the resulting surface area has at least 50% exposed soil when the operation is complete. No weeds shall remain in a vertical position after the rototiller passes.
- c. The Contractor shall carry a 4A:40BC or larger fire extinguisher on the tractor, or within convenient reach, at all times during the weed abatement operation. The Contractor shall recognize that dry grasses pose a significant fire hazard from late Spring to early Winter, and should therefore use all necessary precautions to assure that no fires are ignited during the weed abatement operation.
  - d. The Contractor shall remove from the site all miscellaneous debris or rubbish discovered during the weed abatement operation.

### **3. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:
  - 1, 5, 12, 19, 23, 27, 31, 35, 39, 46 – Landscape Areas/Pathways/Trails Weed Control, per occurrence
  - 50, 51, 52 – Open Space Weed Control, per occurrence
- b. Payment
  2. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION B**

**SECTION C**  
**PERENNIAL, SHRUB AND GROUND COVER MAINTENANCE**

All planted areas shall be maintained at least once per month unless otherwise noted in these specifications. The contractor shall provide a written monthly schedule that indicates the day of the month that each location covered by this contract is maintained. This includes, but is not limited to, weeding, raking, litter removal, leaf removal. One occurrence of Landscape Clean-up is a one month period of this item of work.

**1. SHRUB AND GROUND COVER PRUNING**

- a. Inspect planters monthly for dead or damaged plants and for signs of disease or pest damage. Remove dead, dying or unsightly plant material immediately. Maintain list of removed plant material with locations and dates of removal. Provide this list to the Town monthly.
- b. Trim hedge, and/or prune shrubs three times per year to insure natural growth, flowering and aesthetic shaping. Restrict growth of shrubbery and groundcover to six inches behind curbs, sidewalks, and planter beds by trimming or edging.
- c. Trimming shall be done by power edgers or by hand, but in no case will soil sterilants or other types of weed killers be permitted without prior written approval of the Maintenance Services Manager or designated representative.
- d. Special care shall be taken to avoid damage to existing plant material and irrigation systems. The contractor is responsible for damage to irrigation systems and for replacement of damaged plant material.

**2. SHRUB AND GROUND COVER FERTILIZING**

- a. All shrub and groundcover areas shall receive fertilizer applications two times per year. Approximate dates of these are March 1 and September 1. Intent is to maintain plants in good condition with horticulturally acceptable growth and color, and additional fertilization may be required as extra work. Variations to these dates may be required under individual circumstances.
- b. All fertilizer shall be approved by the Town prior to application. The fertilizer program shall consist of the following:

March 1	Best Triple Pro	15-15-15	5 lbs per 1,000 square feet
September 1	Best Triple Pro	15-15-15	5 lbs per 1,000 square feet

- d. **The Contractor shall provide the Town with a schedule of fertilization a minimum of 30 days in advance of said operation.** No deviation from this schedule shall be permitted unless approved by the Maintenance Services Manager or his designated representative. Fertilization at school sites shall be done only after the necessary notification and posting has been done to comply with the Town of Danville's IPM program and at times when no children are present. The contractor shall promptly clean all walks and hardscape of excess fertilizer.

**3. SHRUB AND GROUND COVER LANDSCAPE CLEAN UP**

- a. Contractor shall be responsible for clean up of associated areas such as sidewalks, walkways, gutters, and any other areas that may be affected by contractor maintenance activities on a monthly basis.
- b. Leaves shall be removed monthly as necessary from planted areas and adjacent hardscapes and disposed of to maintain a neat appearance at all sites.
- c. Landscaping and maintenance debris, such as weeds, leaves, and trimmings shall be removed from the site and disposed of.
- d. Police all landscape areas to remove all litter, including broken glass or other such debris.
- e. All landscape debris may be disposed of at the Danville Town Service Center, 1000 Sherburne Hills Road in the designated area.

**4. EXTRA WORK**

- a. Included in this section is an hourly landscape gardener item for extra work items. The landscape gardener must have the skills and knowledge to perform the tasks associated with the work described in this section. The hourly cost shall include transportation, equipment (including small power tools) and a vehicle capable of transporting landscape equipment and debris.

**5. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:
  - 2, 6, 13, 20, 24, 28, 32, 36, 40, 47 – Shrub and Ground Cover Pruning, per occurrence
  - 3, 7, 14, 21, 25, 29, 33, 37, 41, 48 - Shrub and Ground Cover Fertilizing, per occurrence
  - 4, 8, 15, 22, 26, 30, 34, 38, 42, 49 – Monthly Landscape Clean-up, per occurrence
  - 58 – Landscape Gardener, per hour
- b. Payment
  - 4. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION C**

**SECTION D**  
**PLANT INSTALLATION**

From time to time, the Town will require new plant material to be installed on an extra work basis. Pricing for this item will be to install a minimum of 25 shrubs or 5 trees per occurrence.

**1. PLANTING OF TREES AND SHRUBS**

- a. No planting shall occur during weather conditions which will adversely affect materials nor when soil is in a muddy condition.
- b. Plant pits shall be as at least twice the width of the root ball. Plant pits shall be roughly cylindrical. The walls and bottoms of plant pits shall be scarified.
- c. Plants shall be carefully removed from containers. In no case shall cans be broken open with axe, mattock or similar article.
- d. If plants do not have young feeder roots showing at the edge of the container, loosen their roots and cut in a few places to encourage new feeder root development along the perimeter of the root ball.
- e. Soil excavated from plant holes shall be amended an approved soil conditioner, such as, nitrolized redwood, and mixed at a ratio of 3 parts soil, one part soil conditioner. Provide fertilizer tabs/packets as required per plant.
- f. Shrubs and trees shall be set true and plumb with the top of the root ball, as grown in the nursery can container and be planted one inch above finish grade. The Contractor shall be responsible for any settling and shall raise and replant any plants whose crown settles below the finish grade.
- g. Place backfill in bottom of plant pit and tamp center of hole to approximately 85% relative compaction. The bottom of the plant pit, outside of root ball footprint, can be in a less compacted state. After placing plant ball as detailed, firm backfill around ball of roots of plant and water thoroughly.
- h. Except where a plant is in a lawn area or where a single plant space is otherwise edged, form a berm or ridge of soil in a neat circle at the drip-line of each tree and shrub, to facilitate watering and hold top mulch.
- i. Immediately after planting trees, securely stake or guy with two - 2" diameter lodge pole stakes. Place one tie per stake six inches below the tree canopy in figure eight pattern with a loop large enough to allow for two (2) years of growth.
- j. Water plants immediately after installation to ensure saturation of plant pit and root ball.

**2. MEASUREMENT AND PAYMENT**

a. Measurement of the following bid items shall be as follows:

- 53 - 15 gallon tree, per item
- 54 - 5 gallon shrub, per item
- 55 - 1 gallon shrub, per item

b. Payment

- 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION D**

## SECTION E PESTICIDE APPLICATION

The use of pesticides is for weed control as described in Section B and for extra work in certain cases to control plant diseases and for pest control.

### 1. PESTICIDE APPLICATION

- a. A pesticide program should be used **only** within an overall pest management program that embraces Integrated Pest Management (IPM) principals, which includes nontoxic methods and adheres to the regulations set forth by the California Department of Pesticide Regulations. This pesticide program must adhere to the Town of Danville's specific IPM program where applicable. Contractor must be '**IPM certified/trained**' or obtain certification within the first six months of the contract.
- b. All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by or under the direction of a State of California Licensed Pest Control Operator.
- c. A listing of proposed chemicals to be used including: commercial name; application rates; and type of usage shall be submitted to the Manager or designated representative for approval at the commencement of the contract. No work shall begin until written approval of uses is obtained from the Maintenance Services Manager or designated representative.
- d. Records of all operations stating dates, times, methods of application, chemical formulations, applicators' names and weather conditions shall be made and retained in an active file for a minimum of three (3) years. The contractor shall submit a pesticide use quarterly report to the Town within 30 days from the end of each three-month period.
- e. All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.
- f. Chemicals shall be applied when air currents are still to prevent drifting onto adjacent property and to prevent any toxic exposure to persons whether or not they are in or near the area of application.
- g. The Maintenance Services Manager or designated representative shall be notified immediately of any disease, pests or unusual conditions that might develop.
- h. The Contractor shall provide costs as described in the price proposal for all labor and equipment associated with pesticide application. The cost of the pesticides is not included in the price proposal. The Town will pay an additional amount equal to the actual cost of the pesticide applied.
- i. Backpack Spraying shall be all hourly costs of a qualified pest applicator including transportation and safety equipment to perform "Backpack Spraying".

- j. Spray Rig Spraying shall be the hourly cost of a qualified pest applicator including transportation, safety equipment, and a 50-gallon (minimum size) powered spray rig to perform “Spray Rig Spraying”.
- k. The hourly cost shall be the actual number of hours the equipment is in operation at the site location.

**2. MEASUREMENT AND PAYMENT**

- a. Measurement of the following bid items shall be as follows:

- 56 - Back Pack Spraying, per hour
  - 57 - Spray Rig Spraying, per hour

- b. Payment

- 1. Payment for these items shall be full compensation for all labor, materials, tools, equipment, and incidentals necessary for the completion of all of the work in this section of these specifications.

**END OF SECTION E**

**SECTION F  
GENERAL SPECIFICATIONS**

**1. MATERIALS AND EQUIPMENT**

The Contractor shall, at all times, furnish and maintain equipment necessary to perform work under this contract. If equipment breaks down, the Contractor is responsible to complete the work within 24 hours. If the Contractor is unable to complete the work within that time period, the Town will deduct the applicable portions, pro rata, from the payment to the Contractor. The materials shall include, but are not limited to:

- a. All necessary gas, oil, and parts for all equipment
- b. All necessary fertilizers and pesticides
- c. All necessary horticultural supplies

**2. IRRIGATION**

- a. All irrigation shall be controlled, scheduled, and operated only by the Town. The Contractor has no direct responsibilities for irrigation activities.
- b. All damage done to irrigation systems due to Contractor's negligence shall be the responsibility of the Contractor and must be repaired within 24 hours at the Contractor's expense. If said repairs are not made, the Town will perform the work and deduct those costs from the payment to the Contractor. Damages due to theft or vandalism, not attributable to Contractor's negligence, shall be the responsibility of the Town.

**3. INTERPRETATION OF THE MAINTENANCE SPECIFICATIONS**

The award of these contracts will not be based on the lowest overall bid, but on the combination of the contractor's qualifications and the level of service that will be provided.

**The Town may, at its own discretion, advise the Contractor to increase or decrease the frequency of line items in the price proposal. The contractor is not entitled to any anticipated profit for work not performed.**

The work performed shall be done in accordance with the Town of Danville Landscape and Irrigation Standard Details.

**4. Traffic Control**

Prior to work in traffic zones, the Contractor shall submit a traffic control plan. All traffic control plans shall be reviewed and approved by the Maintenance Services Manager and/or Town Traffic Engineer. All traffic control work shall conform with **2003 MUTCD Caltrans Standard Specifications – Part 6, ‘Temporary Traffic Control’** to ensure safe flow of traffic and safety of

workers in traffic zones.

All flagging costs shall be included in the prices paid for the various contract items of work and no additional compensation will be allowed therefore. **A properly trained and certified person must be in charge of all lane closure operations.**

Cones and barricades properly marked shall be used to delineate the traffic lane closures. Access to driveways shall be maintained at all times. No traffic lanes may be closed before 9:00 a.m. or after 4:00 p.m. without written permission from the Maintenance Services Manager or designated representative.

When entering or leaving roadways which bear public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic.

The provisions in this section may be modified or altered if, in the opinion of the Maintenance Services Manager or designated representative, public traffic will be better served and work expedited. Such modifications or alterations shall not be adopted until approved in writing by the Maintenance Services Manager or designated representative.

### **III. STANDARD SPECIFICATIONS**

#### **A. INSTRUCTIONS TO BIDDERS**

1. Acknowledgement of Addendum

Bidders shall acknowledge receipt of any addendum to the solicitation by signing and returning the addendum with the bid. The acknowledgement must be received by the Town of Danville by the time and at the place specified for receipt of bids. Failure to do so will result in bid being considered non-responsive.

2. Bid Acceptance Period

Any bid submitted as a result of the solicitation shall be binding on the bidder for 60 calendar days following the bid opening date. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

3. Bid Form Submission

Both the "Management and Technical Proposal" and the "Price Proposal" of the bid form should be completed with each being clearly marked and submitted in separate sealed envelopes. The two separate envelopes should then be placed in one larger envelope for submission to the Town of Danville, 510 La Gonda Way, Danville, CA 94526, no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The time and date of receipt shall be indicated on the envelope or package by the City Clerk's Office.

Failure to submit prices on the bid forms provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid. The Town of Danville reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the Town of Danville may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price or delivery of the service.

4. Certification of Independent Price Determination

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently, and not for the purpose of restricting competition. Any consultation, communication, or agreement with any other bidder or competitor relating prices, intention to submit a bid, or the methods or factors used to calculate the prices bid is prohibited.

## 5. Collusion Among Bidders

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. The local government may or may not, at its discretion, accept future bids for the same work from participants in such collusion.

More than one bid from an individual, firm, partnership, corporation, or association under the same or different name may be rejected. Reasonable grounds for believing that a bidder has interest in more than one bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest.

Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two or more primary contractors submitting a bid for the work.

## 6. Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered.

## 7. Qualifications of Bidders

The bidder may be required before the award of any contract to show to the complete satisfaction of the Town of Danville that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the Town of Danville in regard to the bidder's qualifications. The Town of Danville may make reasonable investigations deemed necessary and proper, including visiting the bidder's facilities and contacting references, to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town of Danville all information for this purpose that may be requested. The Town of Danville reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the Town of Danville that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

- (a) The ability, capacity, skill, and financial resources to perform the work or provide the service required;
- (b) The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
- (d) The quality of performance of previous contracts or services.

**B. General Terms and Conditions**

1. Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Town of Danville all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of California that relate to the particular goods or services purchased or acquired by the Town of Danville under said contract.

2. Applicable Law

The contract shall be governed in all respects by the laws of the State of California, and any litigation with respect thereto shall be brought in the courts of the State of California. The contractors shall comply with applicable federal, state, and local laws and regulations.

3. Assignment

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the Town of Danville.

4. Certificates and Licenses

The contractor shall provide copies of all valid licenses and certificates required for performance of the work. The copies shall be delivered to the Town of Danville no later than ten days after the contractor receives the notice of award from the Town of Danville. Current copies of licenses and certificates shall be provided to the Town of Danville within twenty-four hours of demand at any time during the contract term. Licenses and certificates required for this contract include, by way of illustration and not limitation, the following: professional licenses or certificates in the field of pest control application.

5. Change in Scope of Work

The Town of Danville may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by the Town of Danville and the contractor.

If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the Town of Danville in writing of this belief. If the Town of Danville believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

6. Cost Reimbursement

The contractor agrees that payment by the Town of Danville to the contractor for materials used in the performance of any extra work under the contract on a cost plus a percentage of cost basis is specifically prohibited. The cost of all materials provided in the performance of the work is to be reimbursed to the contractor in the following manner: The Town of Danville shall reimburse the contractor, on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that are supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the suppliers' invoices or included in the contractor's invoice submitted to the Town of Danville that would increase the dollar amount indicated on the suppliers' invoices for the materials purchased for the assigned job.

All incidental costs, including allowances for profit and tools of the trade, must be included in the contract hourly labor rates.

7. Employment Discrimination

During the performance of the contract, the contractor agrees to the following:

- (a) The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin except when such condition is a bona fide occupational qualification reasonably necessary for the normal operations of the contractor. The contractor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- (b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an Equal Opportunity Employer.
- (c) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- (d) The contractor shall include the provisions of the foregoing paragraphs (a), (b), and (c) in every subcontract or purchase order of more than \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

8. Failure to Enforce

Failure by the Town of Danville at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Town of Danville to enforce any provision at any time in accordance with its terms.

9. Immigration Reform and Control Act of 1986

The contractor certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

10. Indemnification

Contractor shall indemnify and hold harmless the Town of Danville and its officers, officials, employees, agents and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Town.

11. Independent Contractor

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered employees of the Town of Danville; and the Town of Danville shall be at no time legally responsible for any negligence or other wrongdoing by the contractor, its servants, or agents. The Town of Danville shall not withhold from the contract payments to the contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the Town of Danville shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Town of Danville for its employees.

12. Non-appropriation

All funds for payment by the Town of Danville under this contract are subject to the availability of an annual appropriation for this purpose by the Town of Danville. In the event of non-appropriation of funds by the Town of Danville for the services provided under the contract, the Town of Danville will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty days' prior written notice, but failure to give such notice shall be of no effect and the Town of Danville shall not be obligated under this contract beyond the date of termination.

13. Oral Statements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the Town of Danville.

#### 14. Recovery of Money

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the Town of Danville, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the Town of Danville. The rights of the Town of Danville are in addition and without prejudice to any other right the Town of Danville may have to claim the amount of any loss or damage suffered by the Town of Danville on account of the acts or omissions of the contractor.

#### 15. Requirements Contract

During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the Town of Danville shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the Town of Danville for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the Town of Danville is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirements in the past. The contractor further understands and agrees that the Town of Danville may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

#### 16. Termination for Convenience

The performance of work under the contract may be terminated by the Town of Danville in whole or in part whenever the Town of Danville determines that termination is in the Town of Danville's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination at least sixty (60) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

#### 17. Termination for default

The contract shall remain in force for the full period specified and until the Town of Danville determines that all requirements and conditions have been satisfactorily met and the Town of Danville has accepted the work. Thereafter, applicable provisions of the contract shall remain in force until the Town of Danville has determined that the contractor has met all requirements and conditions such as guarantees and warranties that relate to the work following the contract term. The Town of Danville shall have the right to terminate

the contract sooner if the Town of Danville determines that the contractor has failed to perform satisfactorily the work required, as determined by the Town of Danville. In the event the Town of Danville decides to terminate the contract for failure to perform satisfactorily, the Town of Danville shall give to the contractor at least fifteen (15) days' written notice before the termination takes effect. The fifteen-day period will begin upon the mailing of notice by the Town of Danville.

If the contractor fails to cure the default within the fifteen (15) days specified in the notice and the contract is terminated for failure to provide satisfactory performance, the contractor shall be entitled to receive compensation for all reasonable, allocable, and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the Town of Danville prior to termination. In the event the Town of Danville terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the Town of Danville is required to expend to complete the work covered by the contract.

After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

#### 18. Prevailing Wages

Pursuant to Section 1770, et seq., of the California Labor Code, the successful contractor shall pay not less than the prevailing rate of per diem wages as determined by the Director of California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Danville Town Offices, 510 La Gonda Way, Danville, CA 94526. The Contractor shall submit **monthly**, upon request, certified payroll reports for work performed under this contract.

#### 19. Insurance

In lieu of the insurance requirement, the minimum insurance required is shown of the Certification of Insurance Forms (page C-2a). The Contractor will have to provide commercial general liability insurance, auto liability insurance, and employers liability insurance, each at \$1,000,000 per occurrence. In addition, the Contractor will have to provide proof of workers' compensation coverage. The successful bidder shall submit the Certification of Insurance properly executed by the carrier, with the contract documents.

The Contractor shall secure and maintain the required insurance policies and submit evidence that such insurance will be in force for the length of the contract. The policies shall specifically name the Town and its officers and employees as also insured.

All automobiles and trucks owned, non-owned or hired shall be covered for the above-mentioned public liability and property in amounts as stated above by rider or by special policies of insurance.

All policies of insurance required by this contract shall provide that the Town of Danville receive not less than 30 days' advance written notice of the cancellation, assignment, or change of any policy.

**TOWN OF DANVILLE  
LANDSCAPE MAINTENANCE SERVICE  
PART I. Management and Technical Proposal to the Town of Danville**

**FORMATS**

In order to maintain consistency, proposals must follow the same format as presented in this IFB. Beginning with Part I (Management & Technical Proposal Requirements), each response will reference heading number of the corresponding question. You do not need to re-type the questions. Attach this signature page to your Proposal.

Proposals will be typed on letter-size paper and stapled or otherwise bound.

**COMPLETENESS**

Answer all questions in your proposal. In cases where a question does not apply or you are unable to respond, reference the question number and title followed by "N/A" (Not Applicable). In all cases where you are unable to meet the specific requirements, reference the question number and title followed by "Decline to Respond." Briefly explain the reason for marking not applicable, not responding, or being unable to comply with the requirements.

**PAGE NUMBERS**

All pages in the main body of the proposal must be numbered. Attachments should be numbered or referenced separately.

**BREVITY**

The proposals should be concise, clear and easy to follow. "Bullet point" and list form is preferred to lengthy prose, provided responses are complete.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date

## **A. MANAGEMENT AND TECHNICAL PROPOSAL RESPONSE (25 Pts.)**

The Management Proposal portion will consist of an executive summary of approximately 150 words outlining the overall management approach the Contractor will take in performing the work set forth in performing landscape maintenance services for the Town of Danville, and a detailed management plan.

The detailed management plan portion of the Management Proposal will include, but not be limited to, the following:

1. Describe the benefits to the Town of Danville for using your company.
2. Describe why the Town of Danville should select your company over your competitors.
3. Transition implementation plan and approach that will be unnoticeable to Danville residents.
4. Scheduling process.
5. Communications plan and management.
6. Use of advanced technology.

The Technical Proposal portion will be a detailed document, including but not limited to, the following:

1. Work methods, practices and materials to be used.
2. List of equipment you would use in serving this contract.

## **B. STAFFING INFORMATION (25 pts.)**

1. Attach a detailed organization chart for your company, or the local office that would service this contract. Include subcontracted and limited subcontractor services where they apply.
2. For the local office to serve this contract, list by category of personnel (e.g., project managers, account service representatives, supervisors and workers) the following:
  - Total number of staff
  - Names and qualifications of key staff including years in the industry and with your firm
  - Number of new hires for each category in the last six months
  - Number of employees that have special landscape certification, such as Qualified Applicators Certificate (QAC), Certified Landscape Technician (CLT), certified arborists or horticulturists
3. Describe details of your employee benefits (i.e., vacation, paid holidays, medical, dental) including:
  - Specific vacation periods
  - Number of paid holidays per year
  - Medical and dental benefits
  - Retirement benefits
  - Other benefits
4. Describe your employee training program and requirements. Indicate required training, participation level, hours, documentation (sign-in sheet or certification), agenda/content.

**C. GENERAL INFORMATION TO BE INCLUDED IN MANAGEMENT AND TECHNICAL PROPOSAL (10 pts.)**

1. Provide the following:

Company Name(s)  
Address  
Phone Number

2. List the name(s) and phone number(s) of your representative(s) who can be contacted regarding your proposal.
3. List the contractor license type you currently hold, the license number and the name of the individual to whom the license is issued. State the number of years your company has been a licensed contractor, performing this type of work.
4. Describe your business plan for the next five (5) years. What is your company policy/mission statement?
5. Provide at least five (5) references (name, company, name of contact, phone number, description of project and length of contract) for whom you have provided like services within the past 24 months.

**D. CUSTOMER SERVICE INFORMATION (10 Pts.)**

Describe in detail your existing customer service program and your anticipated program for the Town of Danville. Include details on how you will provide a seamless transition with customers during start up, how you will maintain customer relations, how you will monitor customer satisfaction, and how you will continuously improve.

**E. MANAGEMENT SERVICES INFORMATION (10 Pts.)**

1. Describe the current system you use to complete routine work orders, make major repairs, make minor repairs, and provide reports to the customer and your internal management.
2. Include details of your communication plan to assure proper communication between your representative and with Town's representative.

**F. IMPLEMENTATION INFORMATION (10 Pts.)**

1. Provide a chronological list of events/tasks involved in implementing service, and specify the estimated time to complete from the contract award date.
2. Submit a detailed discussion of realistic objectives that your company would propose to accomplish during the first twelve months service to the Town of Danville. The goals of those objectives will be to improve the quality of services provided with no increase in cost.

**G. SAFETY INFORMATION (10 Pts.)**

Describe in detail your Safety Program.

**TOWN OF DANVILLE  
LANDSCAPE MAINTENANCE SERVICE  
PART II. Price Proposal to the Town of Danville**

We have read the Town of Danville's Invitation for Bid for the delivery of landscape maintenance services and fully understand its intent. We certify that we have completed PART I. Management and Technical Response Form and submitted it in a separate envelope to certify that we have adequate personnel, equipment and facility(ies) to perform that work for which we are submitting a bid.

Payment schedule will be negotiated with successful bidder.

We understand that our ability to meet the criteria and provide the required services shall be judged solely by the selection committee.

It is understood that all information provided or required by the Invitation to Bid shall become public record upon delivery to the Town Offices.

Pricing entries will be for the first 12 months of the contact. The Contractor may request a percentage adjustment to the pricing for all services equal to the Consumer Price Index (CPI) for the San Francisco Bay Area Counties. This request must be in writing thirty (30) days prior to the end of the 12-month period.

We agree to provide the Town such services in the manner described in the Invitation for Bids and our Management and Technical proposal for the following prices:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date

**TOWN OF DANVILLE ZONE A-ROADSIDE LANDSCAPE MAINTENANCE SERVICES  
PART II Bid Form (Submit by 2:00 p.m., Wednesday, May 19, 2010)**

ITEM	LOCATION	DESCRIPTION	ANNUAL QUANTITY	UNITS	UNIT PRICE	TOTAL
1	A-1	WEED CONTROL	12	PER OCCURRENCE		
2	A-1	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
3	A-1	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
4	A-1	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
5	A-2	WEED CONTROL	12	PER OCCURRENCE		
6	A-2	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
7	A-2	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
8	A-2	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
9	A-3	MOWING	40	PER OCCURRENCE		
10	A-3	FERTILIZE TURF	3	PER OCCURRENCE		
11	A-3	TURF AERATION	3	PER OCCURRENCE		
12	A-3	WEED CONTROL	12	PER OCCURRENCE		
13	A-3	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
14	A-3	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
15	A-3	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
16	A-4	MOWING	40	PER OCCURRENCE		
17	A-4	FERTILIZE TURF	3	PER OCCURRENCE		
18	A-4	TURF AERATION	3	PER OCCURRENCE		
19	A-4	WEED CONTROL	12	PER OCCURRENCE		
20	A-4	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
21	A-4	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
22	A-4	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		

23	A-5	WEED CONTROL	12	PER OCCURRENCE		
24	A-5	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
25	A-5	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
26	A-5	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
27	A-6	WEED CONTROL	12	PER OCCURRENCE		
28	A-6	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
29	A-6	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
30	A-6	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
31	A-7	WEED CONTROL	12	PER OCCURRENCE		
32	A-7	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
33	A-7	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
34	A-7	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
35	A-8	WEED CONTROL	12	PER OCCURRENCE		
36	A-8	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
37	A-8	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
38	A-8	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
39	A-9	WEED CONTROL	12	PER OCCURRENCE		
40	A-9	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		
41	A-9	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
42	A-9	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
43	A-10	MOWING	40	PER OCCURRENCE		
44	A-10	FERTILIZE TURF	3	PER OCCURRENCE		
45	A-10	TURF AERATION	3	PER OCCURRENCE		
46	A-10	WEED CONTROL	12	PER OCCURRENCE		
47	A-10	SHRUB & G.C. PRUNING	3	PER OCCURRENCE		

48	A-10	SHRUB & G.C. FERTILIZING	2	PER OCCURRENCE		
49	A-10	LANDSCAPE CLEAN-UP	12	PER OCCURRENCE		
50	A-11	ANNUAL WEED ABATEMENT	2	PER OCCURRENCE		
51	A-12	ANNUAL WEED ABATEMENT	2	PER OCCURRENCE		
52	A-13	ANNUAL WEED ABATEMENT	2	PER OCCURRENCE		
53	ANY LOCATION	15 GALLON TREE	25	PER ITEM		
54	ANY LOCATION	5 GALLON SHRUB	50	PER ITEM		
55	ANY LOCATION	1 GALLON SHRUB	200	PER ITEM		
56	ANY LOCATION	BACKPACK SPRAYING	100	PER HOUR		
57	ANY LOCATION	SPRAY RIG SPRAYING	160	PER HOUR		
58	ANY LOCATION	LANDSCAPE GARDENER	200	PER HOUR		
59	ANY LOCATION	21"-EXTRA MOWING	50	PER HOUR		
60	ANY LOCATION	36"-EXTRA MOWING	50	PER HOUR		
61	ANY LOCATION	48"-EXTRA MOWING	50	PER HOUR		
					TOTAL	

The quantities given are estimates only, being given as a basis for comparison of price proposals. The Town does not, expressly or by implication agree that the actual amount of work will correspond therewith. The Town reserves the right to increase or decrease the amount of any item or portion of the work, or to omit portions of the work, as may be deemed necessary or advisable by the Maintenance Services Manager. No allowance for anticipated profit on work that is deleted or decreased.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip \_\_\_\_\_

Phone

---

Authorized Signature

---

Date



# BAY-FRIENDLY COALITION

May 7, 2012

Bob Russell  
510 La Gonda Way  
Danville, CA 94526

Dear Bob,

Thank you for establishing yourself as a Bay-Friendly Qualified Professional. As a Bay-Friendly trained professional, you embody the heart of the Bay-Friendly organization because you are implementing our methodology of sustainability in “real world” environments. Not only are you improving the Bay Area ecology through your everyday actions, you also are advocating for sustainability and moving the cause forward through your personal connections and outreach. We truly value and appreciate your involvement!

Enclosed in this packet you will find your graduation certificate and Bay-Friendly Qualified Professional embroidered patch in addition to this membership recognition letter. Your training program participation includes a two-year complimentary membership in the Bay-Friendly Coalition, which entitles you to discounts on publications & select events, and updates on the latest happenings in the world of Bay-Friendly.

We hope you have already explored and/or joined the professional networking site on LinkedIn. Instructions were included with your congratulatory email sent last week.

Finally, you should have received an email recently with your instructions to login to our online directory of Qualified Professionals. If you haven't already done so, we ask that you login to the site and update your listing. You may have noticed that we do quite a bit of communicating with our professionals group via email and “snail” mail so it's vital that we have your most current information. **If you have a company, address, or email change, the directory is the best place for you to update your information, and we very much appreciate your keeping that information current.**

We welcome any ideas you have for even more ways we can better serve you. Thank you again for your commitment and contribution toward our efforts to create healthy & beautiful urban environments!

Sincerely,

Deborah Sherman, Manager of Admin & Operations  
Bay-Friendly Landscaping & Gardening Coalition  
[deborah@bayfriendlycoalition.org](mailto:deborah@bayfriendlycoalition.org)



**Bay-Friendly Coalition**

Member #MBR-000443

Bob Russell

Town of Danville

Member: Individual

Valid: 04/20/2012 - 04/19/2014

*Helping people and plants thrive, naturally!*

*The Bay-Friendly Landscaping & Gardening Coalition confirms that*

# Bob Russell

*has met the requirements to become a*

## Bay-Friendly Qualified Landscape Maintenance Professional

*effective April 20, 2012.*



*Debi Tidd*

Debi Tidd  
Bay-Friendly Landscaping & Gardening Coalition

## DOWNTOWN TRASH RECEPTACLE REPLACEMENT

CIP No: A-563 | STATUS: New

| PRIORITY: 2

| PROJECT MANAGER: JB



This project has not been modified.

### PROJECT DESCRIPTION AND LOCATION:

Remove 70 trash receptacles in the downtown, including 31 tile art, 20 wine barrel, 11 metals and 8 plastic receptacles.

Replace with cast aluminum trash receptacles that are consistent with the Downtown Beautification Plan, and pair matching recycling receptacles at appropriate locations.

Install additional trash receptacles at alternate identified locations.

Proposed cast aluminum receptacles have a long-life powder-coated finish, a larger gallon capacity, and will be side-loaded to eliminate water related impacts from the rain.

### DESCRIPTION OF MODIFICATIONS:

## PROJECT COST ESTIMATE (ESCALATED DOLLARS)

### PROJECT APPROPRIATION AND FUNDING

Funding Source(s)	Prior Years	2011/12	2012/13	2013/14	2014/15	2015/16	Total
CIP Gen Purpose Rev	\$0	\$159,500	\$0	\$0	\$0	\$0	\$159,500
Cleanwater Program	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
<b>Total Funding:</b>	<b>\$0</b>	<b>\$184,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$184,500</b>

### RATIONALE FOR PROPOSED PROJECT:

Replace aging and various style trash receptacles.

### EXPECTED IMPACT ON OPERATING BUDGET:

Additional worker hours required to maintain per year: 0

Additional Town direct operating costs per year: \$0

PRIOR EXPENDITURES: No Date

| PRINTED ON: 05/16/2011