

TOWN of PORTOLA VALLEY

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

September 16, 2013

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

Subject: **Town of Portola Valley**
FY 2012/13 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Portola Valley pursuant to Permit Provision C.16.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2012/13 and related accomplishments.

Please contact Howard Young, Public Works Director at 650-851-1700 x 214 regarding any questions or concerns.

Very truly yours,



Howard Young
Duly Authorized Representative
Director of Public Works

**Town of Portola Valley
FY 2012/13 ANNUAL REPORT**

Certification Statement

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

Signature of Duly Authorized Representative:

 9/16/13

Howard Young, Public Works Director Date

ATTACHMENT B

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Section 1 – Permittee Information

Background Information				
Permittee Name:	Town of Portola Valley			
Population:	4500			
NPDES Permit No.:	CAS612008			
Order Number:	R2-2009-0074R			
Reporting Time Period (month/year):	July 2012 through June 2013			
Name of the Responsible Authority:	Howard Young	Title:	Public Works Director	
Mailing Address:	765 Portola Road			
City:	Portola Valley	Zip Code:	94028	County: San Mateo
Telephone Number:	650-851-1700 x 214	Fax Number:	650-851-4677	
E-mail Address:	hyoung@portolavalley.net			
Name of the Designated Stormwater Management Program Contact (if different from above):		Title:		
Department:	Public Works Department			
Mailing Address:				
City:		Zip Code:		County:
Telephone Number:		Fax Number:		
E-mail Address:				

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The Town of Portola Valley is a small rural community that consists of mainly affluent residential neighborhoods with large lots, tree covered areas, and large areas of open space. It has a small population of approx. 4,500. The entire Town staff only consist of 13 employees. The Town being almost all single family residential, there were no regulated projects approved this reporting period. Please note that there are areas of Unincorporated San Mateo County using a Portola Valley address. These areas are not managed by the Town of Portola Valley but San Mateo County.

The Town performed its annual winterization inspections at each private development site per standards. BMP's and erosion control as discussed at all pre-construction meetings prior to work by a private contractor. There were no projects over 1 acre. BMP's and erosion control are enforced on any public projects as required. Again, being almost all single family residential, there were no regulated projects approved this reporting period. The Town inspects all unregulated projects also.

The Town promoted and held its annual hazardous household waste cleanup day and Neighborhood Cleanup day in October 2012.

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

The Town continues to contract with San Mateo County Environmental Health Department to perform Industrial inspections on behalf of the town.

There were no major violations or discharge.

The Town stopped using chemical weed control along our roads in an effort to be more environmentally friendly.

Town staff continues to attend Storm water program meetings and New Development subcommittee meetings even with a small staff.

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

Town staff attended the May 23rd Municipal Maintenance Workshop. Our small staff continues to attend available training and is knowledgeable.

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

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

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

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

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

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

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

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

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

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

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

Comments: **The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods with single family homes. We do not have any sidewalks and do not do any pressure washing. There are no large graffiti issues.**

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: Yes No

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

Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations). 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
n/a – the town does not own or operate any pump stations	n/a	n/a	n/a	n/a

¹ 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.

Permittee Name: Town of Portola Valley

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Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions: **n/a – the town does not own or operate any pump stations**

Summary: **n/a – the town does not own or operate any pump stations**

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)
n/a – the Town does not own any pump stations	n/a	n/a	n/a	n/a	n/a	n/a

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

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

Permittee Name: Town of Portola Valley

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 Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input 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:			
If you have a corporation yard(s) that is not an NOI facility , complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town Center Yard	October 1, 2012	none	none
Town Center Tard	April 30, 2012	none	none

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

C.3.b.v.(2)(a) ► 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 Town of Portola Valley does not have a pilot green street project within its jurisdiction.

The C.3 New Development and Redevelopment section of the SMCWPPP FY 12-13 Annual Report includes a description of activities conducted at the countywide or regional level.

C.3.b.v.(2)(c) ► Summary of Green Street Projects Completed by January 1, 2013

(For FY 12-13 Annual Report only) Provide a summary of all green street projects completed by January 1, 2013.

Summary:

BASMAA has prepared a regional summary of all green street pilot projects. The Green Street Pilot Project Summary Report is being submitted by BASMAA, on behalf of the MRP permittees, in BASMAA's MRP FY 12-13 Regional Supplement – New Development and Redevelopment. The Green Streets Pilot Project Summary Report contains all of the required elements listed in Provision C.3.b.v.(2)(c) for all green street projects completed by January 1, 2013, as well as information on projects not yet completed.

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

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

The Town of Portola Valley did not approve any regulated projects during the reporting period 2012/2013.

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

(For FY 11-12 Annual Report and each Annual Report thereafter)

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?

	Yes	<input checked="" type="checkbox"/>	No
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Comments (optional):

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)?

	Yes	<input checked="" type="checkbox"/>	No
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2. Has your agency granted final discretionary approval of a project identified as a Special Project in the March 15, 2013 report? If yes, include the project in both the C.3.b.v.(1) Table, and the C.3.e.vi. Table.

	Yes	<input checked="" type="checkbox"/>	No
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If you answered "Yes" to either question,

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

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2012/2013.

Permittee Name: Town of Portola Valley

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

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

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2012/2013. It does not have any projects that required treatment systems.

(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary: **The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were approved or reported for 2012/2013. It does not have any projects that required treatment systems.**

(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

Summary: **The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were reported for 2012/2013. It does not have any projects that required treatment systems.**

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

• Inspect all newly installed stormwater treatment systems and HM controls within 45 days of installation?		Yes		No	x	Not applicable. No new facilities were installed.
• Inspect at least 20 percent of the total number of installed stormwater treatment systems or HM controls? ³		Yes		No	x	Not applicable. No treatment measures
• Inspect at least 20 percent of the total number of installed vault-based systems?		Yes		No	x	Not applicable. No vault systems.

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

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No regulated projects were reported for 2012/2013. It does not have any projects that required treatment systems.

³ If there is only 1 treatment measure in the jurisdiction, the agency must inspect it every year.

C.3.i. ► Required Site Design Measures for Small Projects and Detached Single Family Home Projects

On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.

Summary:

BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Co-permittees. We have modified local procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i. We are using the following Program and BASMAA products for C.3.i implementation:

- **BASMAA's site design fact sheets**
- **The SMCWPPP C.3 Regulated Projects Checklist**
- **C.3.i guidance provided by the SMCWPPP C.3 Stormwater Technical Guidance document Appendix L**

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 ¹⁰ , Street Address	Name of Developer	Project Phase No. ¹¹	Project Type & Description ¹²	Project Watershed ¹³	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹⁴
Private Projects								
No private projects								
Public Projects								
No public projects								

Comments:

The Town of Portola Valley did not approve any regulated projects during the reporting period 2012/2013. We are a small rural Town with all projects being individual single family units. We do not meet the minimum requirements for C.3 Regulated Projects.

¹⁰ Include cross streets

¹¹ 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".

¹² 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.

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

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

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

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

¹⁷ 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 (private projects)

Project Name Project No.	Application Deemed Complete Date ¹⁸	Application Final Approval Date ¹⁹	Source Control Measures ²⁰	Site Design Measures ²¹	Treatment Systems Approved ²²	Type of Operation & Maintenance Responsibility Mechanism ²³	Hydraulic Sizing Criteria ²⁴	Alternative Compliance Measures ^{25/26}
Private Projects								
No private projects								

Comments:

The Town of Portola Valley did not approve any regulated projects during the reporting period 2012/2013. We are a small rural Town with all projects being individual single family residential projects that do not meet the minimum requirements for C.3 Regulated Projects.

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

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

²⁰ 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.

²¹ 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.

²² 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.).

²³ 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.

²⁴ 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).

²⁵ 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.

²⁶ 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.

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

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

²⁹ 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 (public projects)

Project Name Project No.	Approval Date ³⁰	Date Construction Scheduled to Begin	Source Control Measures ³¹	Site Design Measures ³²	Treatment Systems Approved ³³	Operation & Maintenance Responsibility Mechanism ³⁴	Hydraulic Sizing Criteria ³⁵	Alternative Compliance Measures ^{36/37}
Public Projects								
No public projects								

Comments:

The Town of Portola Valley did not approve any regulated projects during the reporting period 2012/2013. We are a small rural Town with all projects being individual single family residential projects that do not require the minimum requirements for C.3 Regulated Projects.

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

³¹ 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.

³² 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.

³³ 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.).

³⁴ List the legal mechanism(s) (e.g., maintenance plan for O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

³⁵ 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).

³⁶ 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.

³⁷ 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.

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

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

⁴⁰ 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. ► Table of Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

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

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No Regulated projects. Individual single family homes are exempt. No projects that required treatment systems.

Name of Facility/Site Inspected	Address of Facility/Site Inspected	Newly Installed? (YES/NO) ⁴¹	Party Responsible ⁴² For Maintenance	Date of Inspection	Type of Inspection ⁴³	Type of Treatment/HM Control(s) Inspected ⁴⁴	Inspection Findings or Results ⁴⁵	Enforcement Action(s) Taken ⁴⁶
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

⁴¹ Indicate "YES" if the facility was installed within the reporting period, or "NO" if installed during a previous fiscal year.

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

⁴³ State the type of inspection (e.g., 45-day, routine or scheduled, follow-up, etc.).

⁴⁴ 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.

⁴⁵ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

⁴⁶ State the enforcement action(s) taken, if any.

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

Reporting Period – January 1 – June 30, 2013

Project Name & No.	Permittee	Address	Application Submittal Date ⁴⁷	Status ⁴⁸	Description ⁴⁹	Site Total Acreage	Density DU/Acre	Density FAR	Special Project Category ⁵⁰	LID Treatment Reduction Credit Available ⁵¹
No special projects									Category A: Category B: Category C: Location: Density: Parking:	Category Category Category Location: Density: Parking:

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No Regulated/Special projects were approved.

Individual single family homes are exempt. No projects that required treatment systems.

⁴⁷ Date that a planning application for the Special Project was submitted.

⁴⁸ 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.

⁴⁹ Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

⁵⁰ For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

⁵¹ 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.

⁵² 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.

⁵³ 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.

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

See Industrial and Commercial Site Controls section of the Program’s FY 12-13 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:
The Towns Business Inspection Plans complies with the Countywide template Industrial and Commercial Business Inspection Plan Template. (Provision C.4.b.ii.). Being a rural town with very limited commercial, the County inspects all facilities and there are no additional facilities to inspect.

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

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 attached potential inspection list for Portola Valley

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

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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 attached facilities scheduled for inspection list for Portola Valley

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town. Being a rural town with very limited commercial, the County inspects all facilities and there are no additional facilities to inspect. See attached list.

Please also note that there are commercial facilities in unincorporated areas of San Mateo County using a Portola Valley address that may appear on the Portola Valley list. However, these are not within the Town of Portola Valley and under the jurisdiction of San Mateo County Environmental Health.

C.4.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	10	
Total number of inspections conducted	10	
Number of violations (excluding verbal warnings)	0	
Sites inspected in violation	0	
Violations resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	

Comments:

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

County Environmental Health (CEH): Food and Haz Mat program inspectors conduct routine Stormwater inspections at inventoried sites based on

Permittee Name: Town of Portola Valley

High, Medium, and Low priorities. If a violation or discharge is observed, a description of the violation is noted on the Inspection Report form, including comments and/or requirements that the facility must complete to clear the violation. If the violation is not cleared at the time of the inspection, a copy of the Inspection Report form is given to a stormwater technician for follow up.

No violations were observed.

C.4.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)	0
Potential discharge and other	0
<p>Comments:</p> <p>Violations are counted as one per site, regardless on the actual number of discrete violations observed/recorded.</p> <p>Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the Town of Portola Valley.</p>	

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

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

	Enforcement Action (as listed in ERP) ⁴⁸	Number of Enforcement Actions Taken	% of Enforcement Actions Taken⁴⁹
Level 1	Verbal Warning	0	100
Level 2	Warning notice or admin action	0	100
Level 3	Admin. Action with penalty and / or cost recovery	0	100
Level 4	Legal action	0	100
Total			

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.

Business Category⁵⁰	Number of Actual Discharge Violations	Number of Potential/Other Discharge Violations
	0	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:

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

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

⁴⁸ Agencies to list specific enforcement actions as defined in their ERPs.

⁴⁹ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁰ List your Program's standard business categories.

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

C.4.d.iii ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Illicit Discharge Inspection Workshop	April 24, 2013	Regulatory refresher, mobile cleaning of parking garages, table top exercise for illicit discharge scenarios	1	100

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

Program Highlights

Provide background information, highlights, trends, etc.

Continued inspection of creeks and public inlets and all projects

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
Public Works Director, Howard Young	Town of Portola Valley, Public Works Department	650-851-1700x214

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:

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

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:

The Town is rural in nature with many trees. Its drainage system consist of pipes and mostly natural swales. Collection screening would not be applicable in this setting as most of the items would be natural tree leaves.

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

Comments:
If spills occur, the Public Works Department takes the complaint and responds. We are a small rural community. Our storm drain system consists mostly of open ditches. If spills are detected, efforts are made to contain the spill by BMP's. No spills this reporting year.

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

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

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports.

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.1.a, b, c ► Site/Inspection Totals		
Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (include only High Priority Site and sites disturbing 1 acre or more) (C.6.e.iii.1.c)
#0	#0	#0
<p>Comments: No projects that disturb less than 1 acre of land and no high priority projects. The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports were found, this is similar and typical for the Town on a yearly basis. The Town performs winterization inspections of all sites, including those that disturb less than 1 acre of land and are not high priority projects. Inspections are performed between Oct 1- April 30. Typical minor issues that required re-inspection are: Worn or deteriorated erosion control products.</p> <p><u>In addition to the reported numbers in this section, for projects that disturbed less than 1 acre of land and were not high priority sites. 21 sites were visited.</u></p>		

C.6.e.iii.1.d ▶ Construction Activities Storm Water Violations		
BMP Category	Number of Violations⁵¹ excluding Verbal Warnings	% of Total Violations⁵²
Erosion Control	0	100%
Run-on and Run-off Control	0	100%
Sediment Control	0	100%
Active Treatment Systems	0	100%
Good Site Management	0	100%
Non Stormwater Management	0	100%
Total⁵³		100%

⁵¹ Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category. For example, if during one inspection at a site, there are 2 erosion control violations, only 1 violation would be counted for this table.

⁵² Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

⁵³ The total number of violations may count more than one violation per inspection, since some inspections may result in violations in more than one category. For example, during one inspection of a site, there may have been both an erosion control violation and a sediment control violation. For this reason, the total number of violations in this table may not match the total number of enforcement actions reported in Table C6.e.iii.1.e.

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

	Enforcement Action (as listed in ERP) ⁵⁴	Number Enforcement Actions Issued	% Enforcement Actions Issued ⁵⁵
Level 1 ⁵⁶		0	100%
Level 2		0	100%
Level 3		0	100%
Level 4		0	100%
Total		0	100%

C.6.e.iii.1.f, g ► Illicit Discharges

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

⁵⁴ Agencies should list the specific enforcement actions as defined in their ERPs.

⁵⁵ Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

⁵⁶ For example, Enforcement Level 1 may be Verbal Warning.

C.6.e.iii.1.h, i ► Violation Correction Times		
	Number	Percent
Violations (excluding verbal warnings) fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	0	% ⁵⁷
Violations (excluding verbal warnings) not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	% ⁵⁸
Total number of violations (excluding verbal warnings) for the reporting year⁵⁹	0	100%
Comments:		

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: The Town had typical minor BMP performance issues, consisting of worn or deteriorated erosion control materials. All minor similar issues to previous years

C.6.e.iii.(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: Strengths: Standard Public Works Inspection. Winterization letter is sent out as a reminder. Public Works inspection is scheduled with each project with a permit. Inspection and follow-up to take place. The Town has a very good construction program. We inspect all projects utilizing MRP requirements. Our inspections used the revised storm water construction inspection forms and inspection data tracking tools, revised operating procedures and provided training to inspectors, conducted inspections with the new forms. Refer to the C.6 Construction Site Control section of countywide program's FY 12-13 Annual Report for a description of activities at the countywide or regional level.

⁵⁷ 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.

⁵⁸ 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.

⁵⁹ The total number of violations reported in the table of Violation Correction Times equals the number of initial enforcement actions. I.e., This assumes one violation is issued for several problems during an inspection at a site. The total number of violations in the table of Violation Correction Times may not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.6.f ▶ Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
CALBIG – Construction Site Stormwater Compliance	10/10/12	Construction Site Stormwater Compliance	2	100%
Municipal Maintenance Stormwater workshop	5/23/13	Regulatory review / Municipal Maintenance	2	100%

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

C.7.a ► Storm Drain Inlet Marking (existing storm drains)

(For FY 12-13 Annual Report only) Report prior years' estimated annual percentages of municipality maintained storm drain inlet markings inspected and maintained as legible with a no dumping message or equivalent. At least 80% of municipality-maintained storm drain inlet markings shall be inspected and maintained at least once per 5-year permit term.

The Town of Portola Valley is a small rural community that consists of mainly affluent residential neighborhoods. It has a small population of approx. 4,500 and rural in character. Large portions of land are open space and large lots. Roadways are surrounded by rural areas among trees and hillsides with low traffic volumes. The Town does not have a formal storm drain system. The storm drain system consists almost entirely of natural stream channels, augmented by roadway culverts, and occasional lined ditches. The system is a typical rural type facility and was designed principally for the protection of roadways constructed across the natural stream channels. Since the Town does not have a formal drainage system and is rural in character, the Town has few markings of those only depositing directly to official bodies of water.

Based on the total number of municipality maintained storm drain inlets stenciled with a marking such as "No dumping, drains to Bay", provide the percentage that was inspected and maintained as legible during the following fiscal years:

Estimated annual percentage of stenciled municipality storm drain inlets that were inspected and maintained as legible:

- 2009-10: 100%
- 2010-11: 100%
- 2011-12: 100%
- 2012-13: 100%

C.7.a ► Storm Drain Inlet Marking (newly-constructed, privately-maintained streets)

(For FY 12-13 Annual Report only) Report prior years' annual number of projects accepted after inlet markings were verified. For newly-approved, privately-maintained streets, permittees shall require inlet marking by the project developer upon construction and maintenance of markings through the development maintenance entity. Markings shall be verified prior to acceptance of the project.

Summary:

No new facilities.

The Town of Portola Valley is a small rural community that consists of mainly affluent residential neighborhoods. It has a small population of approx. 4,500 and rural in character. Large portions of land are open space and large lots. Roadways are surrounded by rural areas among trees and hillsides with low traffic volumes. The Town does not have a formal storm drain system. The storm drain system consists almost entirely of natural stream channels, augmented by roadway culverts, and occasional lined ditches. The system is a typical rural type facility and was designed principally for the protection of roadways constructed across the natural stream channels. Since the Town does not have a formal drainage system and is rural in character, the Town has few markings of those only depositing directly to official bodies of water.

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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 Portola Valley regularly posts messages and responds to inquiries on hazardous waste reduction via our community listserv. The following separate report developed by BASMAA summarizes the activities of the Regional Youth Litter Campaign:

- **BASMAA Be the Street Youth Litter Campaign Report**

C.7.b.iii.1 ► Pre-Campaign Survey

(For the Annual Report following the pre-campaign 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:

The following separate report developed by BASMAA summarizes any pre-campaign survey conducted in FY 12-13:

- **BASMAA Be the Street Youth Litter Campaign Report**

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

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

C.7.c ► Media Relations

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

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

Summary:

The following separate report developed by BASMAA summarizes media relations efforts conducted regionally during FY 12-13:

- **BASMAA Media Relations Final Report FY 12-13**

This report and any other media relations efforts conducted countywide is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.

C.7.d ► Stormwater Point of Contact

Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

The SMCWPPP initial points of contact have not changed, however, social media points of contact have been established in addition to the original website and phone number. A summary of efforts conducted by SMCWPPP to publicize stormwater points of contact (e.g. program website, hotline, outreach materials, and social media, etc.) is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report. The Town of Portola Valley refers residents to SMCWPPP via our website, Facebook and email. We also provide the SMCWPPP contact information at the counter in Town Hall as well as Town events.

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 .

The following outreach events were conducted on a countywide level by SMCWPPP and are described in detail in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report:

- California Coastal Cleanup Day in San Mateo County, September 15, 2012
- San Mateo County Fair, June 8-16, 2013

The Town of Portola Valley promoted the California Coastal Cleanup Day and the County Fair through posters and Facebook.

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Estimated overall attendance at the event. • Number of people that visited the booth, comparison with previous years • Number of brochures and giveaways distributed • Results of any spot surveys conducted
Portola Valley Woodside Earth Fair; April 27, 2013; 980 Runnymede Road Woodside, California 94062; event is local	Earth Fair; families; toxics disposal, Less toxic cleaning & pest control	SMCWPPP provided a table and chairs for the event. The Be the Street photobooth was also event drew mostly families with young children interested in saying "no" to litter. The event drew mostly families with young children. Adults had questions about proper disposal of CFLs and medications and appreciated the information. People also liked the information on the car wash discount coupon program and gardeners liked the OWOW information. Parents and children liked the activity guides, erasers and

		sponges. Total people that visited booth: 84
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C.7.f. ► Watershed Stewardship Collaborative Efforts

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

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

A summary of efforts conducted by SMCWPPP to work with Watershed Stewardship Groups on a countywide level is included within the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.

C.7.g. ► Citizen Involvement Events

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

The following involvement events were conducted on a countywide level by SMCWPPP and are described in detail in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report:

- **California Coastal Cleanup Day in San Mateo County, September 15, 2012"**

The Town of Portola Valley promoted the California Coastal Cleanup Day through posters and Facebook.

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"> • Number of participants. Any change in participation from previous years. • Distance of creek or water body cleaned • Quantity of trash/recyclables collected (weight or volume). • Number of inlets marked.

		<ul style="list-style-type: none"> Data trends

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.

SMCWPPP conducted two school-aged children outreach programs countywide. These programs are summarized in the Public Information and Outreach section of the SMCWPPP FY 12-13 Annual Report.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Ormondale Elementary; 3/27/2013	Banana Slug Stringband	310	This program was implemented by the County Program and well attended
Woodside High School (serves Portola Valley); 2/10/13 and 4/20/13	Environmental Health High School Presentation	53	This program was implemented by the County Program and well attended

C.7.i. ► Outreach to Municipal Officials

(For FY 12-13 Annual Report only) Summarize outreach conducted to increase the overall awareness of stormwater and/or watershed messages among municipal officials.

Permittee Name: Town of Portola Valley

Summary:

The Town of Portola Valley presented information to the Portola Valley Town Council on the stormwater pollution prevention in the context of a Polystyrene Ban and a separate Reusable Bag Ordinance.

The Towns Public Works Director attends and is part of the the C/CAG Stormwater Committee that meets monthly.

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 12-13, we contributed through SMCWPPP 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. Monitoring efforts and results are documented in a separate report submitted March 15 of each year, as required in Provision C.8. For additional information on monitoring activities conducted by SMCWPPP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the SMCWPPP FY 12-13 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.b ► Implement IPM Policy or Ordinance					
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.					
Trends in Quantities and Types of Pesticides Used⁶⁰					
Pesticide Category and Specific Pesticide Used	Amount⁶¹				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Organophosphates	0	0	0	0	
Product or Pesticide Type A	0	0	0	0	
Product or Pesticide Type B	0	0	0	0	
Pyrethroids	0	0	0	0	
Product or Pesticide Type X	0	0	0	0	
Product or Pesticide Type Y	0	0	0	0	
Carbaryl	0	0	0	0	
Fipronil	0	0	0	0	

C.9.c ► Train Municipal Employees	
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	2
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	2
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.	100%

⁶⁰ Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁶¹ Weight or volume of the product or preferably its active ingredient, using same units for the product each year. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: allethrin (D-allethrin), bioallethrin, bifenthrin, beta-cyfluthrin, cyfluthrin, cypermethrin, cyphenothrin, deltamethrin, esfenvalerate, etofenprox, gamma-cyhalothrin, imiprothrin, lambda-cyhalothrin, metofluthrin, permethrin, phenothrin, prallethrin, resmethrin, sumithrin (D-phenothrin), tau fluvalinate, tefluthrin, tetramethrin, tralomethrin, and zeta-cypermethrin (S-cypermethrin).

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 type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR		
<input checked="" type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR		
<input type="checkbox"/>	Equivalent documentation.		
<p>The Town of Portola Valley verifies IPM contractor performance by hiring professionals that certify they are properly trained and use IPM. The Town uses Clark Pest Control.</p> <p>Green Pro Certified: Clark Pest Control http://www.certifiedgreenpro.org/commitment.asp.</p> <p>Note that Green Pro Certification above is different from Quality Pro Green (Regional Board staff review cited Quality Pro Green certification). The Green Pro Certification ensures technicians are trained and 'only make traditional pesticide applications after discussing the options with you and getting your consent'.</p> <p>Clark Pest Control was recognized as an IPM Innovator by the Department of Pesticide Regulation in 2010 (see attached)</p> <p>NOV/NOD was not received or not applicable</p>			
If Not attached , explain:			

C.9.e ▶ Track and Participate in Relevant Regulatory Processes
Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
<p>Summary:</p> <p>During FY 12-13, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees and included as an appendix to the SMCWPPP Annual Report.</p>

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?

	Yes	x	No
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If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.

C.9.g. ► Evaluate Implementation of Source Control Actions Relating to pesticides

(For FY 12-13 Annual Report only) Submit a report that evaluates; 1) the effectiveness of control measures implemented, and 2) attainment of pesticide concentration and toxicity targets for water and sediment from monitoring data (Provision C.8.). If needed, the report should include the following:

- Improvements to existing control measures and/or additional control measures required.
- A plan to implement improved and/or new control measures.

Summary:

The Effectiveness Evaluation Report is included in Section C.9 Pesticides Toxicity Control of the SMCWPPP FY 12-13 Annual Report
We are a small rural Town that uses Clarks pest control services once a year, therefore it is not difficult to evaluate their performance since it's a small scope of work. The Town has:

- **Adopted an IPM Policy**
- **Municipal Staff Training**
- **Require Contractors to Implement IPM**

C.9.h.ii ► Public Outreach: Point of Purchase

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:

The following reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts on a countywide and regional level:

- **SMCWPPP FY 12-13 Annual Report, Public Information and Outreach section**
- **BASMAA FY 12-13 "Our Water Our World" report**

C.9.h.iv ► Pest Control Contracting Outreach

(For FY 12-13 Annual Report only) Document effectiveness of outreach to residents who use or contract for structural or landscape pest control **OR** reference a regional that summarizes these actions.

Summary:

Efforts to conduct outreach at the countywide level related to pest control contracting are summarized in the SMCWPPP FY 12-13 Annual Report, C.9 Pesticides Toxicity Control section.

Permittee Name: Town of Portola Valley

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:

Efforts to conduct outreach at the countywide level to pest control operators to reduce pesticide use are summarized in the SMCWPPP FY 12-13 Annual Report, C.9 Pesticides Toxicity Control section.

Response to Water Board Staff Comments on Section 9, Provision C.9, of FY 11-12 Annual Report

Use this area to respond to any Water Board staff comments on Section 9 of your FY 11-12 Annual Report, and refer to any required submittals that are attached.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.iii ► Minimum Full Trash Capture (Summary of Actions)

Provide the following:

- 1) Descriptions of actions/tasks initiated, conducted or completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014), including numbers of devices, device types and total land area treated to-date by full capture devices;
- 2) Descriptions of planned actions/tasks and time schedules for completion;
- 3) A map that includes locations of all full capture devices installed (private and public) to-date and associated treatment areas, trash generation rates/areas, creek/shoreline trash hot spots, and trash management areas defined to-date.
- 4) A summary of maintenance activities implemented for each device or groups of devices, including descriptions of typical maintenance frequencies and issues associated with maintaining these devices.

The Town of Portola Valley is exempt from MRP Permit Provision C.10.a.iii due having a population of 4,353 (2010 Census) and 9 acres of retail/wholesale land. As a result, the Town of Portola Valley does not currently have, nor plans to install trash full capture devices.

Reference Attached Trash Management Area Map by EOA.

C.10.a.iii ► Minimum Full Trash Capture (List of Devices)

Provide a list of trash full capture devices installed to-date or planned for installation by July 1, 2014 and the land area treated by each device or group of devices.

The Town of Portola Valley is exempt from MRP Permit Provision C.10.a.iii due having a population of 4,353 (2010 Census) and 9 acres of retail/wholesale land. As a result, the Town of Portola Valley does not currently have, nor plans to install trash full capture devices.

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

Provide the 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. Additionally, include a map that identifies the location(s) of trash hot spots.

Trash Hot Spot	Cleanup Date	FY 2012-13 Volume of Trash Removed (cubic yards)	FY 2011-12 Volume of Trash Removed (cubic yards)	FY 2010-11 Volume of Trash Removed (cubic yards)	Dominant Type(s) of Trash	Trash Sources (where possible)
PVY01 Ford Field	7/1/2013	.02	0.45	1	Sports balls, Convenience/fast food items and construction debris	Parking lot users, construction contractors

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C.10.c ► Long-Term Trash Load Reduction Plan	
Provide descriptions of the progress made to-date on the development of Long-term Trash Load Reduction Plans due to the Water Board by February 1, 2014.	
Long-Term Plan Task	Summary of Progress
1. Identifying and mapping trash generating areas	The Town worked with Countywide Program staff to develop a draft final trash generation rate map. During development, the town identified medium and low trash generating areas based on land use categories. Town Staff also performed field assessments of these areas to refine modeled trash generation rates. Final Draft trash generation rates are included in the Town of Portola Valley Trash Management Areas Map attached to this Annual Report.
2. Identifying trash sources (as necessary or feasible) to assist in selecting trash management actions	Town Staff performed field assessments of trash generation areas to identify and refine modeled trash generation rates. Historical maintenance information was also used to make the determination of medium and low trash areas. Trash sources identified included littering from pedestrian and vehicles, and wind-blown trash.
3. Prioritizing trash generating areas and associated types of trash problems	The Town in consultation with Countywide Program staff developed a draft final trash generation rate map to identify medium and low trash generating areas based on land use categories. Town Staff also performed field assessment of these areas to modeled trash generation rates. Final Draft trash generation rates are included in the Town of Portola Valley Trash Management Areas Map attached to this Annual Report.
4. Identifying and selecting trash management actions for specific management areas	<p>Trash management actions performed to date include on-land cleanups by our maintenance staff. Future actions include more frequent cleanups or the use of contracted personal to conduct cleanups.</p> <p>These management areas are the Towns Ford Field Parking lot and Rossotti Field Parking lot. Actions include more frequent pick-ups and cleanups.</p>
5. Defining the type of assessment(s) that will be used to demonstrate progress towards goals	The Town of Portola Valley is currently exploring a number of assessment methods that will assist the Town in demonstrating progress towards solving municipal stormwater-related trash problems within our jurisdictional area. Through our participation in SMCWPPP, we are currently developing a countywide pilot trash assessment strategy and work plan. The pilot strategy will address the need to demonstrate progress in the near-term, while recognizing the fact that method development and testing is needed to achieve confidence in conclusions about trash reduction. The pilot strategy may include the testing of a number of trash assessment methods, including

Permittee Name: Town of Portola Valley

	<ul style="list-style-type: none"> • Visual assessments of trash conditions on-land; • Trash full capture device operation/maintenance verification; • Condition assessments in receiving waters; and, • Documenting and assessing control measure implementation. <p>The pilot strategy will be included as a supplement to our Long-Term Trash Load Reduction Plan, which will be submitted to the Water Board by February 1, 2014. The Town may also choose to supplement the pilot strategy with Town specific assessment strategies. The pilot strategy will be implemented in coordination with the three-year <i>Tracking California's Trash</i> grant-funded project, which was awarded to BASMAA by the State Board. A number of trash monitoring and assessment methods will be tested through the project and assist the Town in developing a robust set of indicators for demonstrating progress toward trash reduction goals.</p>
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C.10.d ► Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Trash Management Area Specific Actions				

C.10.d ► Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
On-land Trash Cleanups	<p>Continued Pre-MRP Actions: The Town is of rural character with low traffic volumes. Manual on-land roadside trash pickup service that twice per month on main arterials along the scenic corridor. This effort is an enhancement and in addition to Town maintenance crews regular roadside clean ups and in addition to the bi-weekly scheduled street sweeping. This Town program contracts to a private firm to provide 2 laborers to come out on a routine bi-weekly basis to walk and pick up trash on the Towns arterial roads and its shoulders. Time spent is approx 16 work-hours per visit or 384 work-hours per year. The laborers use 2 five gallon trash bags to collect trash along the roadside. The level of service is high since all inspection and pick up is via walking close to the roadsides. Trash levels and types vary. Approximately 24 on-land cleanups per year. The Town believes this program is very effective in collecting litter.</p>	Town street right of way (ID area 2)	<ol style="list-style-type: none"> 1. pedestrian litter 2. vehicles 3. illegal dumping). 	Paper products, food wrapper, cigarette butts, glass

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C.10.d Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>New/Enhanced Post-MRP Actions Initiated/Planned:</p> <p>The Town is of rural character with low traffic volumes. Manual on-land roadside trash pickup service that occurs twice per month on main arterials. This effort is an enhancement and in addition to Town maintenance crews regular roadside clean ups and in addition to the bi-weekly scheduled street sweeping. This Town program contracts to a private firm to provide 2 laborers to come out on a routine bi-weekly basis to walk and pick up trash on the Towns arterial roads and its shoulders. Time spent is approx 16 work-hours per visit or 384 work-hours per year. The laborers use 2 five gallon trash bags to collect trash along the roadside. The level of service is high since all inspection and pick up is via walking close to the roadsides. Trash levels and types vary. Approximately 24 on-land cleanups per year. The Town believes this program is very effective in collecting litter. This was already an enhanced action that the Town is performing.</p>			
Enhanced Storm Drain Inlet Maintenance	<p>Continued Pre-MRP Actions:</p> <p>The Town is of rural character with an informal rural type storm drain system. As an added enhancement, the Town Maintenance crew inspects and cleans each storm drain twice per year. Town has approx. 425 rural type storm drains. This additional clean up adds approx. 80 work hours to the typical annual maintenance of the Towns storm drains. The Town is rural in nature and the majority of debris related to storm drains consists almost all of tree fallen leaves.</p>	Town street right of way (ID area 2)	Tree leafs	Tree leafs

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C.10.d Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>New/Enhanced Post-MRP Actions Initiated/Planned: The Town is of rural character with an informal rural type storm drain system. As an added enhancement, the Town Maintenance crew inspects and cleans each storm drain twice per year (Town has approx. 425 drains) . This additional clean up adds approx. 80 work hours to the typical annual maintenance of the Towns storm drains. The Town is rural in nature and the majority of debris related to storm drains consists almost all of tree fallen leaves.</p>			
<p>Creek, Channel, Shoreline Cleanups</p>	<p>Continued Pre-MRP Actions: Town maintenance staff performed routine on-going trash hot spot clean up at Ford Field in accordance with MRP with C10.iii. Ford Field is adjacent to Los Trancos Creek.</p> <p>New/Enhanced Post-MRP Actions Initiated/Planned: Town maintenance staff performed additional routine on-going trash hot spot clean up at Ford Field in accordance with MRP with C10.iii. Ford Field is adjacent to Los Trancos Creek. Increased pick up and maintenance times to remove garbage. Reference Trash Management Area map attached.</p>	<p>Creek (ID area 1)</p>	<p>Ball field users, littering</p>	<p>Sports balls and food wrappers</p>
<p>Area/Jurisdictional-wide Actions</p>				

C.10.d ► Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Single-Use Carryout Bag Policies	<p>Continued Pre-MRP Actions: On January 23, 2013, the Town adopted an ordinance banning single use. The ordinance was modeled after San Mateo County's ordinance adopted on October 23, 2012. See copy attached.</p> <p>New/Enhanced Post-MRP Actions Initiated/Planned: On January 23, 2013, the Town adopted a Reusable Bag Ordinance by reference to San Mateo County's Reusable Bag ordinance adopted on October 23, 2012. As part of outreach efforts, the Town of Portola Valley met with each of the local businesses to discuss the Reusable Bag Ordinance. In addition, the Town hosted two screenings of the movie, "Bag It" with a reusable bag give away as outreach to the community.</p>	Jurisdiction-wide (ID area 2)	Food service	Single use carryout bags
Polystyrene Foam Food Service Ware Policies	Continued Pre-MRP Actions: none	Jurisdiction-wide (ID area 2)	Food service	Polystyrene

C.10.d ► Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
	<p>New/Enhanced Post-MRP Actions Initiated/Planned: The Town of Portola Valley has adopted an ordinance 2012- 395 banning food vendors from providing prepared food in disposable food service containers made from expanded polystyrene foam. Food vendors are defined as any vendor, business, organization, entity, group or individual, including a licensed retail food establishment that provides prepared food at a retail level. The ordinance will become effective October 25, 2012. Through follow-up site visits, Town staff members have verified that approximately 90% of regulated food vendors are in full compliance with the ordinance.</p>			

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C.10.d Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
Public Education and Outreach Programs	<p>Continued Pre-MRP Actions: The Town of Portola Valley implemented the following public education and outreach control measures prior to the effective date of the MRP and has continued to implement these measures since MRP adoption. <i>SMCWPPP Public Information and Participation Program (Countywide)</i></p> <p>Through participation and funding of the San Mateo Countywide Water Pollution Prevention Program’s (SMCWPPP) Public Information and Participation program (PIP), the Town of Portola Valley plans to continue implementing litter reduction outreach to school-age children and youth. SMCWPPP currently oversees a contract to provide direct outreach to grades K-5 in a school setting on behalf of all permittees. The contract is currently held by the Banana Slug String Band, which performs a presentation called “We All Live Downstream.” Through songs and interactive exercises, the message of not putting anything in the stormdrains (including trash) is delivered, along with basic concepts of the water cycle and the impact of pollution on aquatic life. In addition, SMCWPPP has developed a presentation entitled “Water Pollution Prevention: Problems and Solutions that is delivered to high school students. This presentation is dedicated to watershed and stormdrain education, and the impact of litter on local creeks and waterways. Both efforts are managed to ensure that schools in each community in the County are reached. For communities without High Schools, the feeder schools in neighboring communities are specifically targeted for presentations. In addition to outreach at the school sites, a number of student activity guides and coloring books related to watershed health and littering are provided to children who attend outreach events. Schools are also directly targeted in promotion of Coastal Cleanup Day.</p> <p>PIP also participates in a regional anti-littering campaign developed by BASMAA targeted at youth ages 14 to 24. As acting chair of the BASMAA PIP committee, SMCWPPP PIP has participated in the development and dissemination of campaign materials, and has</p>			June 2013

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C.10.d Summary of Trash Reduction Actions

For each trash reduction action (i.e., control measures and best management practices) implemented by your municipality during the reporting period include a full description of the action. Describe actions initiated prior to and continued after the MRP effective date (December 2009), actions initiated after the MRP effective date, and actions planned for future implementation. If a planned action, also include the planned date of implementation. Add rows for actions not listed below as needed. Also identify the dominant source of trash and dominant types of trash removed for each action. To the extent possible, identify the applicable management areas identified on the map created under reporting section C.10.a.iii.

Action	Description	Trash Management Area(s) (Preliminary Map ID)	Dominant Sources	Dominant Types
<p>FY 12-13 AR Form</p>	<p>and littering are provided to children who attend outreach events. Schools are also directly targeted in promotion of Coastal Cleanup Day.</p> <p>PIP also participates in a regional anti-littering campaign developed by BASMAA targeted at youth ages 14 to 24. As acting chair of the BASMAA PIP committee, SMCWPPP PIP has participated in the development and dissemination of campaign materials, and has conducted local events on behalf of all jurisdictions to promote the campaign. The campaign, entitled "Be The Street You Want to See", will soon transition from building a community of youth dedicated to not littering to engaging that community in action.</p> <p>SMCWPPP, through its PIP program, plans to continue to conduct community outreach events on behalf of Permittees who request support. Outreach materials related to litter that are distributed include, in addition to the children's materials listed above under Outreach to School-age Children or Youth, a promotional sign for cigarette smokers to discourage cigarette litter, and pocket ashtrays are given out. A general stormwater pollution prevention flyer in English and Spanish that includes litter reduction in its messaging is distributed. In addition to table outreach events conducted for specific Permittees, PIP also conducts a Countywide Event aimed to reach residents from throughout the County. PIP manages an online calendar which promotes cleanup events by non-profit organizations throughout the County. In FY 2012, PIP completed its 7th year acting as the county coordinator for Coastal Cleanup Day, increasing volunteer participation by 400% in that time, and trash removal increased by 300%.</p> <p>During the term of the MRP, new outreach materials have been disseminated to the public, including reusable shopping bags to encourage reduction in use of plastic carryout bags PIP has supported a countywide ban on carryout bags that began implementation on April 22, 2013. In addition, spring cleanups, <i>Coastal Cleanup Day Promotion (Countywide)</i></p>	<p>10-12</p>	<p></p>	<p>June 2013</p>

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	<p>On the countywide level, SMCWPPP also conducts annual press releases for Coastal Cleanup Day, and uses Twitter to promote cleanup events. These releases are intended to gain support and assistance for cleanup events conducted each September in local water bodies.</p> <p><i>BASMAA Regional Media Relations Project (Regional)</i></p> <p>Through participation and funding of the BASMAA Regional Media Relations Project, the Town of Portola Valley is continuing to implement a media relations project partially designed to reduce littering from target audiences in the Bay Area. The goal of the BASMAA Media Relations Project is to generate media coverage that encourages individuals to adopt behavior changes to prevent water pollution, including littering. At least two press releases or PSAs focus on litter issues each year (e.g., creek clean-up activities, preventing litter by using reusable containers, etc.). In FY 12-13, the Media Relations project developed a press release new and recent bag bans in cities around the region. The pitch included information on the litter caused by plastic bags. Information ran on KBAY, KCBS and on eight Bay Area Patch.com sites.</p> <p>New/Enhanced Post-MRP Actions Initiated/Planned:</p> <p>In addition to the control measures continued port-MRP adoption, the Town of Portola Valley is currently implementing or planning to implement the following public education and outreach control measures that were initiated after the MRP was adopted.</p> <p><i>BASMAA Youth Outreach Campaign (Regional)</i></p> <p>Through participation and funding of the regional BASMAA Youth Outreach Campaign, the Town of Portola Valley is implementing an outreach campaign designed to reduce littering from the target audience in the Bay Area. The Youth Outreach Campaign was launched in September 2011 and aims to increase the awareness of Bay Area Youth (ages 16-24) on litter and stormwater pollution issues, and eventually change their littering behaviors. Combining the ideas of Community Based Social Marketing with traditional advertising, the Youth Campaign aims to engage youth to enable the peer-to-peer distribution of Campaign messages. The Campaign will at least run through FY 13-14. A brief description of the Campaign activities is provided below:</p> <ul style="list-style-type: none"> o <u>Raising Awareness</u>: The Campaign is raising awareness of the target audience on litter and stormwater pollution issues. Partnerships with youth commissions, high schools, and other youth focused organizations have been developed to reach the target audience. Messages targeted to youth have been created and distributed via paid advertising, email marketing, Campaign website and social networking sites (e.g., Facebook and Twitter). o <u>Engage the Youth</u> - The advertisements encourage the audience to participate in the Youth Campaign by joining a Facebook page, entering a contest, taking an online quiz, etc., and providing their contact information. At the beginning of FY 12-13, a video contest was launched to get Bay Area youth further involved in the Campaign. An online voting system was used to select the winning entry. Media advertising was conducted to promote the winning entry. o <u>Change Behaviors</u>: To move the audience along the behavior change continuum, the Campaign is using electronic platforms such as email marketing and social networking sites to encourage participants to engage in increasingly more difficult behavior changes, such as participating in a clean-up, organizing a clean-up, etc. o <u>Maintain Engagement</u>: The Campaign continues to interact with the target audience through email marketing and social media websites. <p>The Youth Campaign includes a pre and post campaign survey to evaluate the effectiveness of outreach. The pre-campaign survey was conducted in FY 11-12 and the post campaign survey will begin in FY 13-14. Other evaluation mechanisms, such as website hits, number of youth engaged in the Campaign's social networking website, etc. are also being used to evaluate its effectiveness in increasing</p>
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	<p>awareness and changing behavior.</p> <p>Activities in FY 12-13 included maintaining the website www.BetheStreet.org, Facebook page, and Instagram account. A video contest asking participants to submit their best anti-litter video was also conducted. The Be the Street campaign received 52 entries in response to the contest. The winning video was promoted on television, Pandora (online music site), YouTube, Google, and Facebook.</p>

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Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

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

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

Household Hazardous Waste collection day, sponsored by San Mateo County, on October 2012 was held at Portola Valley Town Center.

The Town's Sustainability Coordinator works with San Mateo County Business Program to provide outreach and education for local businesses on recycling materials, lowering green house gas emissions and recycling of batteries and lightbulbs. The Town Center has a drop off for such items.

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 SMCWPPP FY 12-13 Annual Report for an estimate of the mass of mercury collected through collection and recycling efforts in the SMCWPPP 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 SMCWPPP and regional accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of the SMCWPPP FY 12-13 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:

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

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 SMCWPPP and regional accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the SMCWPPP FY 12-13 Annual Report and/or the BASMAA Regional POC Report.

Section 13 - Provision C.13 Copper Controls

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 against noncompliance

- **Town utilizes the handout developed by the San Mateo Countywide Water Pollution Prevention Program "Requirements for Architectural Copper"**
- **Development of BMPs.** The Countywide Program collaborated with BASMAA to develop BMPs to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post construction.
- **Permitting Procedures to Require the BMPs.** The Countywide Program updated its Stormwater Requirements Checklist to include the architectural copper BMPs in the list of source controls measures that may apply to projects.
- **Educate Installers and Operators.** The Countywide Program, in collaboration with the Santa Clara Valley Urban Runoff Pollution Prevention Program, prepared an educational flyer on the BMPs.
- **The Town had 4 people trained on BMP's by attending CALBIG – Construction Site Stormwater Compliance held on 10/10/12 and the Municipal Maintenance Stormwater workshop held on 5/23/13. Current staff has been with the Town many years and have taken previous program wide training courses also.**
- **During the permitting process staff distributes the informational flyer on architectural copper to project applicants and/or contractors installing and/or maintaining architectural copper. The handout is also posted on the Towns website**
- **Enforcement Actions against Noncompliance: No enforcement actions required.**

Supporting Documents:

[Flyer on Architectural Copper BMPs](#)

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C.13.a.iii.(3) ► Evaluation of Effectiveness

(FY 12-13 Annual Report) Evaluate the effectiveness of measures the agency has undertaken to prevent discharge of wastewater to storm drains during the installation, cleaning, treating, and washing of the surface of copper architectural features. The discussion of the effectiveness of these measures should include BMP implementation and may propose additional measures to address this source of pollutants.

**Town utilizes the handout developed by the San Mateo Countywide Water Pollution Prevention Program “Requirements for Architectural Copper”
 The Town performs erosion control inspections on all active sites during the rain season and also inspects for use of BMP’s**

C.13.c ► Vehicle Brake Pads

Reported in a separate regional report.

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

C.13.c.iii ► Water Quality Issues Associated with Automobile Brake Pads

(FY 12-13 Annual Report Only) – Assess status of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits if needed.

An assessment of copper water quality issues associated with automobile brake pads and recommend brake-pad related actions for inclusion in subsequent permits is included within the C.13 Copper Controls section of the SMCWPPP FY 12-13 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

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

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

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 SMCWPPP 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 SMCWPPP FY 12-13 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 SMCWPPP 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 SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

C.14.a.v. ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls – Load Computation

(For FY 12-13 Annual Report only) Submit a report with information required to compute loading estimates of PBDEs, legacy pesticides and selenium from urban runoff to the Bay.

Summary

Information required to compute loading estimates of PBDEs, legacy pesticides and selenium from urban runoff to the Bay is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

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

(For FY 12-13 Annual Report only) Submit a report identifying control measures and/or management practices to reduce impacts from discharges of PBDEs, legacy pesticides or selenium in urban runoff.

Summary

A report identifying control measures and/or management practices to reduce impacts from discharges of PBDEs, legacy pesticides or selenium in urban runoff is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the SMCWPPP FY 12-13 Annual Report and/or BASMAA Regional POC Report.

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

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

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

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

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

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

Summary:

The Town Council in March 2010 adopted a new Water Conservation in Landscaping Ordinance. The Ordinance is more streamlined and simplified than the State Model Ordinance and it is at least as effective as the Model Ordinance because it includes water budget parameters and values and landscape parameters that are consistent with the Model Ordinance. By using the same water budget parameters as the Model Ordinance, the Town's ordinance will be as effective as the Model Ordinance in developing landscaping water budgets. By using the same landscape parameters as the Model Ordinance, for among other things, slope restrictions and width restrictions for turf, irrigation times, and minimum mulch requirements the Town's Ordinance will be at least as effective as the Model Ordinance in achieving water savings.

The Town's Water Ordinance is designed to achieve a 25% savings on outdoor water use. The Ordinance includes a default turf restriction of 25% or 1,000 sf whichever is smaller and requires that at least 80% of the plants in non-turf landscape areas be native plants, low-water using plants, or no-water using plants (unless the applicant elects to perform a water budget).

The Town Council also adopted an Indoor Water Ordinance that applies to all new construction and permitted kitchen and bath remodels. The

indoor Water Ordinance is designed to achieve a 20% water savings in indoor water use.

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 ⁶² (NTU)	Implemented BMPs & Corrective Actions
None / na										

⁶² Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.4.b.iii.(1)
Potential Facilities List
Facilities Inspected by San Mateo County

Municipality
PORTOLA VALLEY

Facility	Address	City
WEBB RANCH PRODUCE STAND	2720 ALPINE	PORTOLA VALLEY
PASQUALES WEST COAST PIZZA	3130 ALPINE	240 PORTOLA VALLEY
KONDITOREI	3130 ALPINE	284 PORTOLA VALLEY
BIANCHINIS MARKET	3130 ALPINE	415 PORTOLA VALLEY
PORTOLA KITCHEN	3130 ALPINE	350 PORTOLA VALLEY
AMIGOS GRILL	3130 ALPINE	290 PORTOLA VALLEY
OLD PORT LOBSTER SHACK	3130 ALPINE	PORTOLA VALLEY
LADERA OAKS	3249 ALPINE	PORTOLA VALLEY
ALPINE BEER GARDEN	3915 ALPINE	PORTOLA VALLEY
ALPINE HILLS TENNIS & SWIMMING	4139 ALPINE	PORTOLA VALLEY
PORTOLA VALLEY GARAGE	4170 ALPINE	PORTOLA VALLEY
ROBERTS OF PORTOLA VALLEY	4420 ALPINE	PORTOLA VALLEY
CORTE MADERA SCHOOL	4575 ALPINE	PORTOLA VALLEY
CALIFORNIA WATER SERVICE CO BG-20	ALPINE RD/NO OF LA CUESTA	PORTOLA VALLEY
LADERA RECREATION DIST	150 ANDETA	PORTOLA VALLEY
SAUSAL VISTA PUMPING STATION	250 GEORGIA	PORTOLA VALLEY
CALIFORNIA WATER SERVICE CO BG-27	GOLDEN OAK DR & PEAK LN	PORTOLA VALLEY
SHELL	201 LA CUESTA	PORTOLA VALLEY
PONY TRACKS RANCH	495 OLD SPANISH TRAIL	PORTOLA VALLEY
PORTOLA CAFE DELI	3 PORTOLA	PORTOLA VALLEY
PORTOLA VALLEY FUEL	105 PORTOLA	PORTOLA VALLEY
RON RAMIES AUTOMOTIVE	115 PORTOLA	PORTOLA VALLEY
WOODSIDE FIRE PROTECTION DIST	135 PORTOLA	PORTOLA VALLEY
BENEDICTINE FATHERS OF PRIORY	302 PORTOLA	PORTOLA VALLEY
CORTE MADERA PUMPING STATION	401 PORTOLA	PORTOLA VALLEY
THE SEQUOIAS	501 PORTOLA	PORTOLA VALLEY
SMCO THHW	765 PORTOLA	PORTOLA VALLEY
PARKSIDE GRILL	884 PORTOLA	#A-1 PORTOLA VALLEY
WBSD, VILLAGE SQ LIFT STATION	884 PORTOLA	PORTOLA VALLEY

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

**Municipality
PORTOLA VALLEY**

Facility	Address		City	Last Inspection
AMIGOS GRILL	3130 ALPINE	290	PORTOLA VALLEY	No Activity
OLD PORT LOBSTER SHACK	3130 ALPINE		PORTOLA VALLEY	No Activity
SMCO THHW	765 PORTOLA		PORTOLA VALLEY	No Activity
WEBB RANCH PRODUCE STAND	2720 ALPINE		PORTOLA VALLEY	5/7/2009
KONDI TOREI	3130 ALPINE	284	PORTOLA VALLEY	9/22/2010
CORTE MADERA SCHOOL	4575 ALPINE		PORTOLA VALLEY	1/4/2011
PORTOLA CAFE DELI	3 PORTOLA		PORTOLA VALLEY	2/10/2011
PARKSIDE GRILL	884 PORTOLA	#A-1	PORTOLA VALLEY	2/10/2011
ALPINE BEER GARDEN	3915 ALPINE		PORTOLA VALLEY	2/16/2011
ALPINE HILLS TENNIS & SWIMMING	4139 ALPINE		PORTOLA VALLEY	2/16/2011
BIANCHINIS MARKET	3130 ALPINE	415	PORTOLA VALLEY	3/7/2011
ROBERTS OF PORTOLA VALLEY	4420 ALPINE		PORTOLA VALLEY	3/8/2011
LADERA RECREATION DIST	150 ANDETA		PORTOLA VALLEY	5/11/2011
THE SEQUOIAS	501 PORTOLA		PORTOLA VALLEY	6/3/2011
PONY TRACKS RANCH	495 OLD SPANISH TRAIL		PORTOLA VALLEY	7/8/2011
BENEDICTINE FATHERS OF PRIORY	302 PORTOLA		PORTOLA VALLEY	9/28/2011
LADERA OAKS	3249 ALPINE		PORTOLA VALLEY	10/11/2011
SHELL	201 LA CUESTA		PORTOLA VALLEY	11/10/2011



California Environmental Protection Agency
Department of Pesticide Regulation

IPM Innovator

Clark Pest Control

is hereby recognized as an "IPM Innovator" for its leadership
and creativity in advancing the use of reduced-risk programs for
urban pest management.

MaryAnn Warmerdam
MaryAnn Warmerdam, Director

18 March 2010
Date



ORDINANCE NO. ~~2013-~~ 398

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

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

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

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

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

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

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

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

8.04.060 Reusable Bags

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

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

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

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

ATTEST:

A circular seal with text around the perimeter, partially obscured by a signature and the title 'Town Clerk'.

[Signature]
Town Clerk

By: *[Signature]*
Mayor

APPROVED AS TO FORM:

[Signature]
Town Attorney

ORDINANCE NO. 2012- 395

ORDINANCE OF THE TOWN OF PORTOLA VALLEY ADDING SECTION 8.04.040 [CHAPTER 4.107 OF COUNTY CODE ADOPTED—SANITATION AND HEALTH] TO TITLE 8 [HEALTH & SAFETY] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the County of San Mateo has adopted an ordinance prohibiting the use of polystyrene based disposable food service ware by food vendors; and

WHEREAS, the Town Council of the Town of Portola Valley finds that there is a substantial interest in banning the use of polystyrene based disposable food service ware by food vendors including, but not limited to, reducing the waste stream from the Town of Portola Valley; and

WHEREAS, banning the use of polystyrene based disposable food service ware by food vendors will not unduly burden business activities.

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

1. ADDITION OF CODE. Section 8.04.040 [Chapter 4.107 of County Code Adopted—Sanitation and Health] is hereby added to Title 8 [Health & Safety] of the Portola Valley Municipal Code to read as follows:

8.04.040 Chapter 4.107 of County Code Adopted—Sanitation and Health.

A. Chapter 4.107 "Prohibition on the Use of Polystyrene Based Disposable Food Service Ware by Food Vendors" of Title 4 "Health and Sanitation" of the San Mateo County Ordinance Code, and any amendment thereto, is hereby adopted in its entirety by reference and made effective in the Town. Certified copies of Chapter 4.107 of Title 4, as adopted hereby, have been deposited with the Town Clerk, and shall be at all times maintained by the Town Clerk for use and examination by the public.

B. The Environmental Health Division of the County of San Mateo is authorized to enforce, on behalf of the Town, Chapter 4.107 "Prohibition on the Use of Polystyrene Based Disposable Food Service Ware by Food Vendors" of Title 4 "Health and Sanitation" of the San Mateo County Ordinance Code, and any amendments thereto, within the jurisdiction areas of the Town. Such

enforcement authority includes, but is not limited to, the authority to hold hearings and issue administrative fines."

2. SEVERABILITY. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

3. ENVIRONMENTAL REVIEW. This ordinance is not a project for the purposes of the California Environmental Quality Act. Even if it were a project, it would be exempt pursuant to 14 California Code of Regulations Section 15308, actions by agencies for the protection of the environment.

4. EFFECTIVE DATE; POSTING. This ordinance shall become effective six months from the date of its passage, and shall be posted within the Town of Portola Valley in three public places.

INTRODUCED: April 11, 2012

PASSED: April 25, 2012

AYES: Councilmember Aalfs, Driscoll, Wengert, Vice Mayor Richards and Mayor Derwin

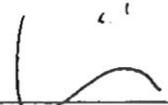
NOES: None

ABSTENTIONS: None

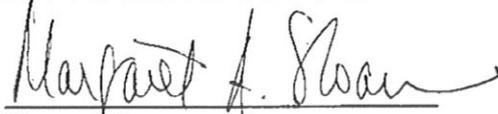
ABSENT: None

ATTEST:

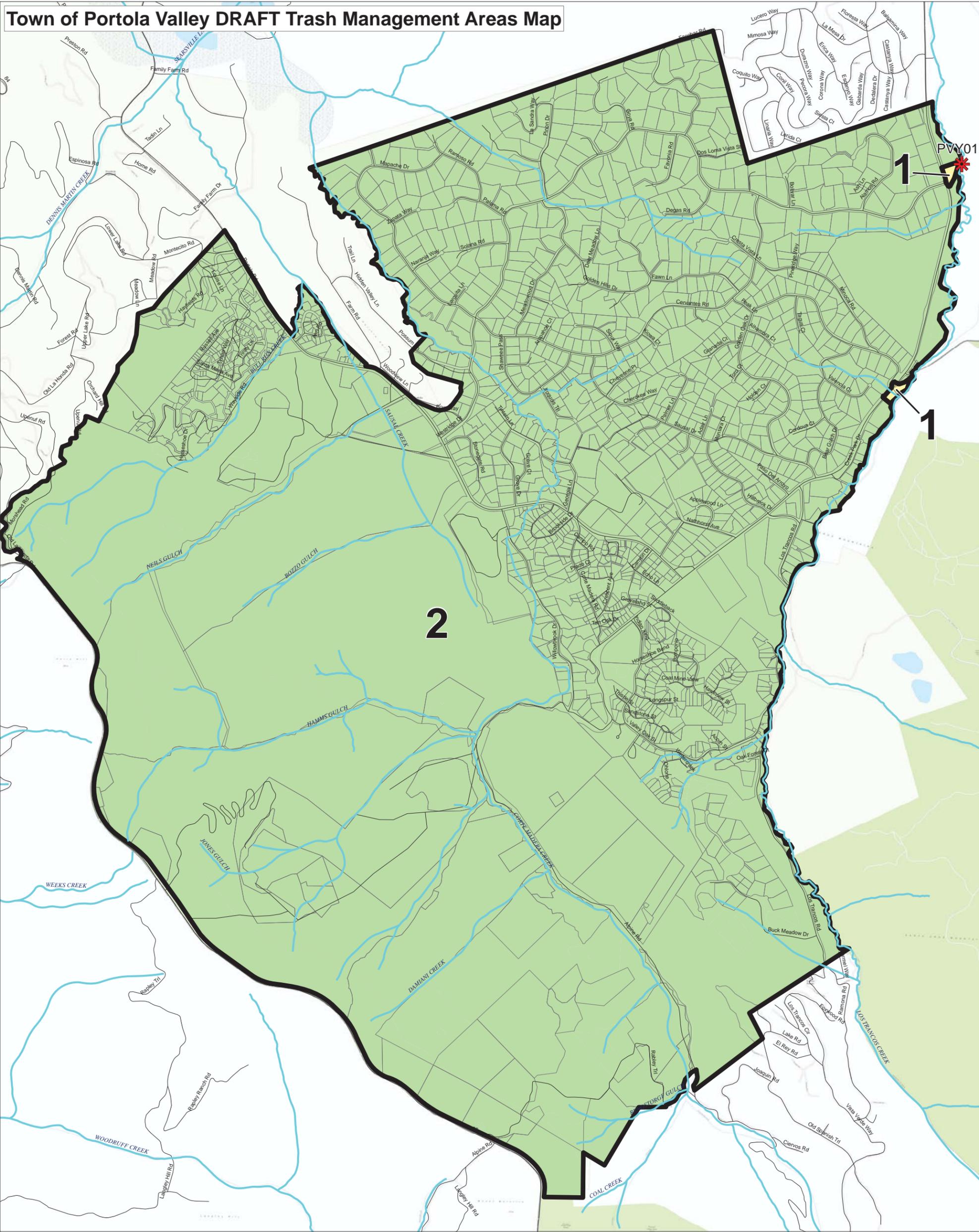

Town Clerk

By: 
Mayor

APPROVED AS TO FORM:


Town Attorney

Town of Portola Valley DRAFT Trash Management Areas Map

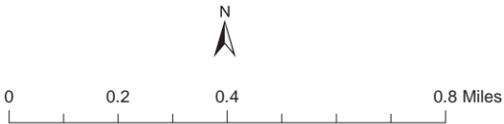


Legend

Trash Generation Category

- Low
- Medium
- High
- Very High

- * Creek/Shoreline Hotspot
- Trash Management Area
- Non-Jurisdictional (Dot color = Generation Category)
- Streets
- Agency Boundary
- Creeks
- Parcel Boundary



Data Sources:
 Roads: San Mateo County
 City Boundaries: San Mateo County
 Background: ESRI World Topographic Map

Map Created By:
 EOA, Inc.

Date:
 September 11th, 2013