

Town of Truckee Storm Water Management Program 2007-2012



December 6, 2007

Town of Truckee
10183 Truckee Airport Road
Truckee, California 96161

CERTIFICATION TOWN OF TRUCKEE

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly 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, to the best of my knowledge and belief, the information submitted is 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.

Town Of Truckee

Tony Lashbrook, Town Manager

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EXECUTIVE SUMMARY

This Storm Water Management Program (SWMP) describes a comprehensive plan to reduce pollution in storm water runoff in the Town of Truckee. The program is designed to comply with the Clean Water Act and meet Federal and State National Pollutant Discharge Elimination System (NPDES) regulations for Small Municipal Separate Storm Sewer Systems (MS4). The Lahontan Regional Water Quality Control Board will issue a NPDES permit to the Town of Truckee upon approval of this plan. The permit must be renewed every 5 years, next occurring in 2012. The California Porter-Cologne Water Quality Act provides for civil, administrative, and criminal penalties, some greater than the Clean Water Act. This program describes the Minimum Control Measures (MCM), the Best Management Practices (BMPs) proposed to satisfy them, measurable goals, and time schedules of implementation as well as assigns responsibility of each task to comply with the permit.

Under the program, the Town will work towards reducing the amount of pollutants reaching our waterways from human activities by implementing the six minimum control measures required in the Federal law. These are:

- Public Education and Outreach on Storm Water Impacts
- Public Involvement/Participation
- Illicit Discharge Detection and Elimination
- Construction Site Storm Water Runoff Control
- Post-Construction Storm Water Management for New Development and Redevelopment
- Pollution Prevention/Good Housekeeping for Municipal Operations

In addition to the six minimum control measures required by the federal law, the RWQCB is requiring the Town of Truckee to develop a comprehensive water quality monitoring program (WQMP) in conjunction with the SWMP. The permit must also satisfy the provisions described in Attachment 4 of Water Quality Order #2003-0005-DWQ.

The NPDES storm water permit area includes the area shown in Figure 1, which is the Town of Truckee. Placer County is currently assembling a SWMP for the Truckee River Basin portion of the County and will be coordinating with the Town of Truckee. The areas of Placer County that will be coordinated with the Town of Truckee include the Squaw Valley area, Truckee River Corridor to Truckee, and the Martis Valley. The Town of Truckee is located in Nevada County; however, the County is not regulated under a Phase 2 MS4 permit at this time.

Funding for the program is anticipated to come from a combination of the general fund, road fund for qualified activities within public rights-of-way, sharing of program elements with other jurisdictions, grant funding, and possibly from new development fees. Federal and State funding will also be necessary, and is anticipated in order to comply with the mandates of the NPDES permit included herein. Without such funding, the program schedule and content provided in Chapter 2 may require modification in the areas of water quality monitoring and the extent of capital improvement projects.

Periodic training for Town staff involved in aspects of the program will be held at appropriate times. Educational activities aimed at the public and stakeholders that impact storm water quality, such as developers, business owners, contractors, and engineers are also proposed. Program evaluation will be required on a yearly basis to assess the effectiveness of the SWMP elements, including BMPs, education, and good housekeeping practices. Evaluation results will be provided yearly, beginning in 2008, to the RWQCB as part of the required annual report.

This document contains five chapters:

Chapter 1 Introduction: Provides an introduction to the Program along with some background material on the permit and process. This chapter also provides a description of the program structure and departments involved. It includes information on the relationship of program activities to activities of other agencies and departments, and local non-Town organizations.

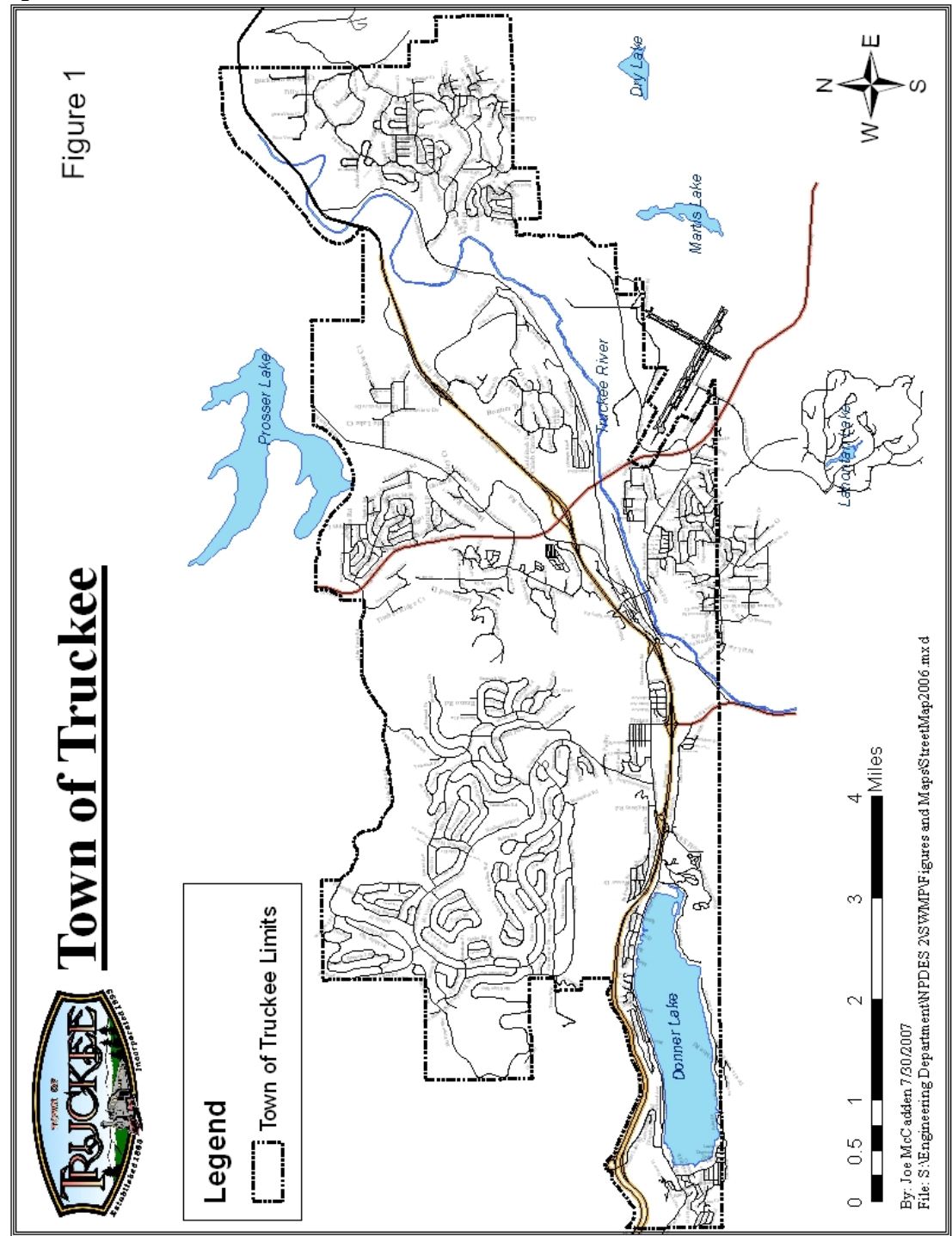
Chapter 2 Program Elements: Describes the program elements that address the 6 minimum control measures and additional State general permit requirements. Each element section provides a description of the activities and its goals, current activities, responsible Town departments, and measurable goals for implementation. This also includes the water monitoring plan required by the RWQCB and addresses Attachment 4 requirements.

Chapter 3 Funding and Staffing: Includes the budget and personnel to be dedicated to the program.

Chapter 4 Monitoring and Evaluation: Provides the general approach to program effectiveness evaluation and how program changes will be proposed.

Chapter 5 Recordkeeping and Reporting: Provides the approach to the recordkeeping necessary to be able to evaluate program effectiveness, including information and timeframes for reporting to the RWQCB.

Figure 1 Town of Truckee Limits



CHAPTER 1. INTRODUCTION

1.1 BACKGROUND

This document presents the Town of Truckee's National Pollutant Discharge Elimination System (NPDES) Phase II Storm Water Management Program (SWMP). It provides a comprehensive plan to direct the Town of Truckee Storm Water Management Program (SWMP) activities for the years 2007-2012. This program also includes information to provide its readers with an understanding of the program history and the current status of storm water management activities.

The Town of Truckee (Town) is located in the mountains of the Sierra Nevada at an elevation of approximately 5,900 feet and encompasses approximately 34 square miles. The Town is located in Eastern Nevada County and is bordered by Placer County to the south. The Truckee River flows through the Town from Lake Tahoe in the south and heads northeast, eventually terminating in Pyramid Lake, Nevada. Several other important creeks and streams flow through Truckee, notably Trout Creek, Alder Creek, Cold Stream to Donner Creek, and Martis Creek. Donner Lake is located in the western portion of the Town. Numerous other bodies of water are located near the Town, although outside Town limits, such as Martis Creek Lake, Stampede Reservoir, Independence Lake, Prosser Reservoir, and Boca Reservoir. Figure 2A provides a map of the Town of Truckee limits and the associated drainage basins. Figure 2B provides a map of the major property owners within the Town of Truckee.

The Town has a population of approximately 15,617 (2007 using 2% growth rate). Although Truckee has a relatively small year round population, the population swells significantly in the summer and winter due to tourists and second homeowners.

Table 1-1 **Assumptions**¹

Housing Units (as of April 2004)	10,823
Population (As of January 2005 using 2% growth rate)	15,311
Occupancy Rate (percent housing occupied by permanent residents according to 2004 Development Estimates)	54 percent
Housing Growth Rate (2005-2025)	2.4 percent annually ²
Population Growth Rate (2005-2025)	2.0 percent annually ²
Non-Residential Development Growth Rate (2005-2025)	4.6 percent annually through 2010; 2.4 percent thereafter ³
2025 Projected Residential Units	17,800
2025 Projected Population	25,280
2025 Projected Non-Residential Development	5,000,000 square feet

¹ Table Data from Town of Truckee 2025 General Plan Table 1-1 and Table 1-4

² Based on Growth Rates 2000-2005

³ Based on past and projected employment growth 2000-2010, and residential growth rates 2010 onwards

Figure 2A Drainage Basins of Truckee

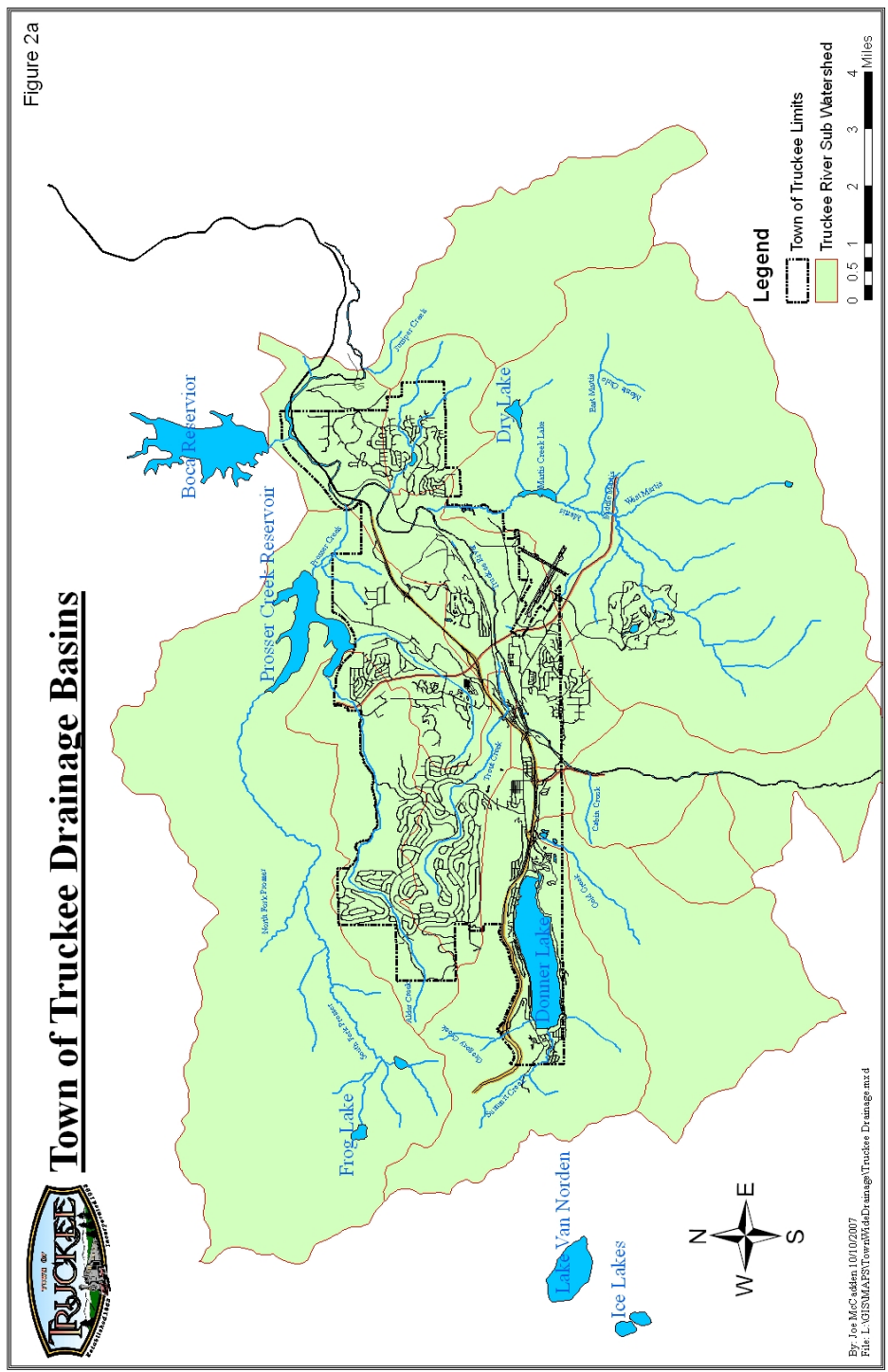
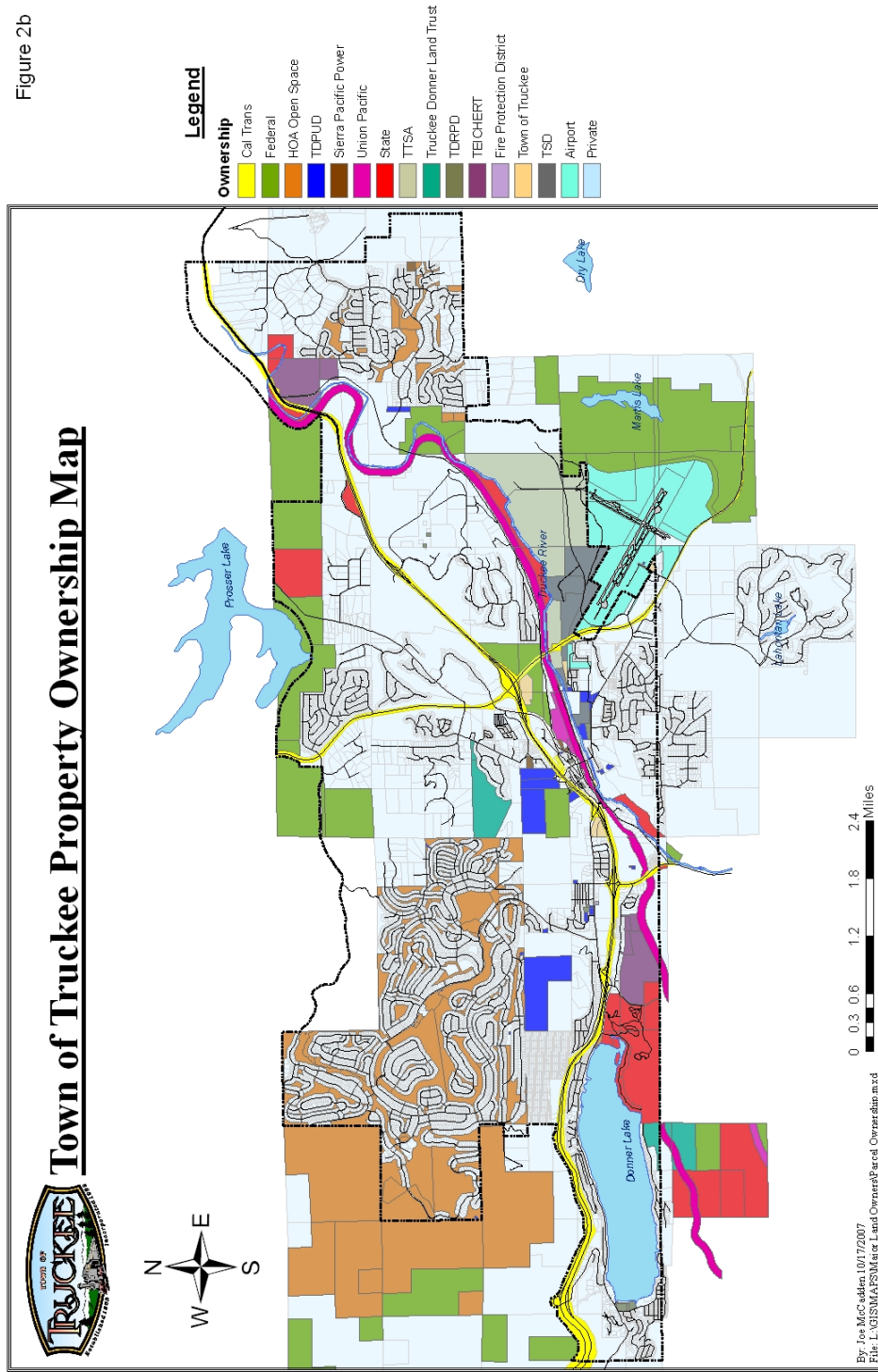


Figure 2B Truckee Property Ownership

Figure 2b



In accordance with Section 13370 of the California Porter-Cologne Water Quality Act, the State Water Resources Control Board (State Water Board) and the Regional Water Quality Control Board (RWQCB) are responsible for implementing regulations developed under the Federal Water Pollution Control Act, as amended (also referred to as the Clean Water Act). These regulations include the requirements of the NPDES program.

In 1990, the U.S. Environmental Protection Agency (USEPA) promulgated regulations for permitting storm water discharges from Municipal Separate Storm Sewer Systems (MS4s) serving a population of 100,000 people or more. These regulations, known as Phase 1 regulations, require operators of such MS4s to obtain storm water NPDES permits. An MS4 is a conveyance or system of conveyances that are: (1) designed or used for collecting or conveying storm water; (2) not a combined sewer; and (3) not part of a Publicly Owned Treatment Works. Conveyances include roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains.

On December 8, 1999 the U.S. Environmental Protection Agency promulgated Phase 2 regulations that require the State Water Board to issue NPDES storm water permits to operators of "regulated Small MS4s" that discharge to waters of the U.S. or to another MS4 regulated by an NPDES permit. Small MS4s include those that are owned or operated by the U.S., a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity (40 CFR 122.26 (b)(16)). Regulated Small MS4s are either automatically designated because they are located within an urbanized area defined by the U.S. Census Bureau, or specifically designated by the RWQCB in accordance with established criteria. The RWQCB has designated the Town of Truckee as a regulated Small MS4 based on the following factors:

1. High population density- High-density conditions exist due to non-resident population fluxes. The Town and the surrounding area is an all-season tourist destination that is increasing in popularity. These conditions increase traffic and the potential for storm water discharges to contain roadway-related pollutants such as sediment from road sand, oil and grease, and heavy metals.
2. High growth potential- According to the U.S. Census bureau, the growth rate from 1990 to 2000 in the Town was over 25 percent. Significant future development pressure also exists within the Town. The 2025 Town General Plan would allow for over 17,000 residential dwelling units and approximately 5 million square feet of commercial floor space at General Plan build-out (2025). The Town's 2005 Housing Element estimates a 2% annual average growth rate over the period from 2005-2025. These conditions increase runoff and the potential for storm water discharges to contain excess sediment and other pollutants associated with development and land-disturbing activities.
3. Discharge to sensitive water body- Storm water runoff from lands under Town jurisdiction discharges to the Truckee River, which has historically provided important spawning habitat for Lahontan Cutthroat Trout (LCT). In 1970, the LCT was listed as a threatened species under the Federal Endangered Species Act and the U.S. Fish and Wildlife Service (USFWS) is working to restore LCT in Pyramid Lake and its associated spawning grounds in the Truckee River. Control of excessive sedimentation is an important component of the LCT recovery effort. Additionally, water quality conditions in the Middle Truckee River are currently being evaluated by RWQCB Staff based on its inclusion for excessive sedimentation on the Clean Water Act 303(d) list of impaired waters.
4. Significant contributor of pollutants to waters of the U.S.- The Town is located in a watershed characterized by high elevation lands with steep slopes and erosion prone

soils that are highly sensitive to land disturbance. There is significant development either existing or planned that is adjacent to the small creeks and the main-stem Truckee River. These developments have a high potential to discharge sediment laden storm water as well as other pollutants to the waterways. For example, municipal water treatment servicing the Reno, Nevada area has historically been forced to shut down temporarily because of high turbidity in the Truckee River downstream of the Town and other jurisdictions. Therefore, control of storm water runoff from existing and future development is important to protecting downstream conditions.⁴

As a designated MS4 operator, the Town is subject to the Storm Water Phase II program. It is expected that as the various program elements are brought into effect, a certain amount of adaptability will be required to assure that the Plan practicably meets current needs.

The Federal Government has delegated permitting authority to the State of California. For the Town of Truckee, the State assigns authority to the Lahontan RWQCB. The deadline to submit a Notice of Intent to Comply (NOI), fee, and Storm Water Management Program (SWMP) to the RWQCB is December 14th, 2007.

1.2 PROGRAM MANAGEMENT

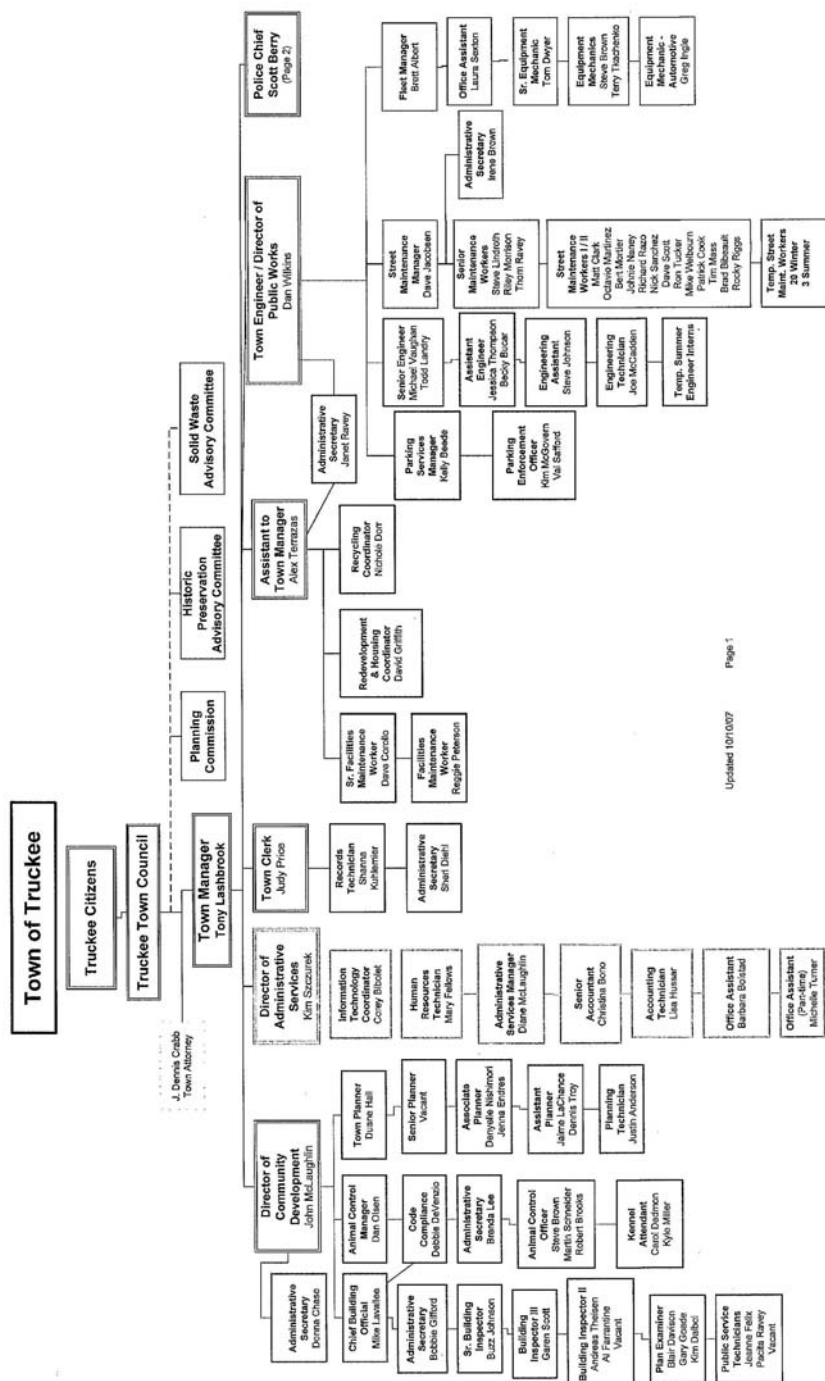
This section presents the affected Town departments, and describes their roles and relationships. The Engineering Division is responsible for day to day activities and administration of the program, with substantial assistance and input from other departments. No single department within the Town is responsible for all of the necessary activities; therefore multiple departments have a role in implementation of the Storm Water Management Program. In addition, various departments from the Town and other agencies in Truckee have responsibilities. The goal of the program management portion of this report is to consolidate responsibility and procedural information into one document for easy reference. The participating departments are anticipated to be:

- Engineering Division
- Department of Public Works
- Facility Maintenance Division
- Building and Safety Division
- Code Compliance
- Planning Division
- Solid Waste and Recycling Division
- Town Clerk
- Police Department
- Town Attorney

Figure 3 presents the departments and their relationships for purposes of this program. An interdepartmental coordination committee consisting of members of responsible departments (Appendix B) has been established to discuss and further clarify departmental roles, program goals, implementation strategies, data management issues, and related matters. Material results of these discussions and any revisions to these responsibilities and relationships will be reported in the annual reports.

⁴ Letter from LRWQCB to Town of Truckee, 12-27-06

Figure 3 Department relationships



1.2.1 DEPARTMENTAL RESPONSIBILITIES

The Engineering Division

The Engineering Division is responsible for day to day activities and administration of the program, with substantial assistance and input from other departments, as described herein. Engineering is responsible for the design, bid, and construction of various public projects within the Town. It is also responsible for design review and portions of construction inspection. The Engineering Division is primarily responsible for commercial and multifamily erosion control and inspection, but also assists in one and two family dwelling inspection. Engineering will have a role in all six of the Minimum Control Measures (MCMs).

The Department of Public Works

The Department of Public Works is responsible for implementing, monitoring, and/or overseeing all improvement and maintenance activities undertaken on Town roads and easements/right-of-ways. Public Works is responsible for Pollution Prevention/Good Housekeeping for Municipal Operations and portions of Illicit Discharge and Detection.

Facility Maintenance Division

Facility Maintenance is responsible for carrying out program elements that affect Town-owned buildings and grounds. They have a role in the Pollution Prevention/Good Housekeeping for Municipal Operations.

Building and Safety Division

The Building and Safety Division will be responsible for portions of Public Education and Outreach and assist with illicit discharge detection and elimination, construction site runoff control, post-construction storm water management, and training. The Building Division includes plans examiners and inspectors, and will have a significant role in ensuring plans contain adequate BMPs and site BMPs are in place and functioning. The Building and Safety Division is responsible for one and two family dwelling erosion control inspections.

Code Compliance

Code Compliance will be responsible for tracking illicit discharge hotline calls and assist with other portions of Illicit Discharge Detection and Elimination, Construction Site Runoff Control and compliance.

The Planning Division

The Planning Division will assist with Public Involvement and Participation and Illicit Discharge Detection and Elimination. The Planning Division will be responsible and assisting with a portion of Construction Site Runoff Control and Post Construction Storm Water Management.

Solid Waste and Recycling Division

Solid Waste and Recycling will be responsible and assist with various tasks in the Public Education and Outreach and the Illicit Discharge Detection and Elimination Program Elements.

Town Clerk

The Town Clerk is responsible for maintaining communication with the Town Council (hearings for adoption of the ordinances, etc.) and they will have a role in maintaining records, and public notices and communication in the Public Education and Outreach and the Public Involvement and Participation sections.

The Police Department

The Police Department will assist with emergency response and reports within Illicit Discharge Detection and Elimination.

Town Attorney

The Town Attorney advises with legal matters on an as-needed basis, including development of the ordinances. The Town attorney will assist with the Illicit Discharge Detection and Elimination, compliance, and developing ordinances for all MCMs.

Figure 4 summarizes the responsible and assisting departments for each Best Management Practice. A responsible department leads in carrying out the listed element, with the support of the assisting department(s). Under the guidance of the Engineering Division, the named departments are convening in the first year of the program to work out specific relationships and duties; responsibilities may ultimately differ from Figure 4 and the statements in the Program Element chapters. Any such changes will be described in the annual reports.

Town of Truckee contacts and phone numbers for each department will be provided with each annual report. The contact list is provided in the Appendix.

FIGURE 4

RESPONSIBLE/ASSISTING DEPARTMENT **

		Engineering	Public Works	Facility Maintenance	Building and Safety	Code Compliance	Planning	Solid Waste and Recycling	Town Clerk	Police	Town Attorney
BEST MANAGEMENT PRACTICES											
1. Public Education + Outreach on Stormwater Impacts											
1-1	Develop and Distribute Materials to Increase Public Awareness	A			R			A			
1-2	Submit Materials to Local Media	R			A			R			
1-3	Create and Maintain Website	A							R		
1-4	Additional Public Education Activities	R			A			R			
1.5	Assess, Prioritize, and Outreach to Sources of Pollution	R			A			R			
2. Public Involvement/Participation											
2-1	Establish and Participate in Citizen's Advisory Committee	R			A		A		A		
2-2	Additional Public Participation Activities	R			A			R			
2-3	Develop and Implement Storm Drain Stenciling Program (w/ TRWC)	R	A				A				
2-4	Present Annual Report to Town Council	R							A		
3. Illicit Discharge Detection and Elimination											
3-1	Storm Drain Outfall Mapping	R	A				A				
3-2	Effectively Prohibit Non-stormwater Discharges and Implement Enforcement	R	A		A	A	A				A
3-3	Field Reviews and Site Inspections	R	A		R	R					
3-4	Hazardous Materials Response					A				R	
3-5	Illicit Discharge Hotline for Public Inquires and Reports	A	A		A	R		A	A		
3-6	Used Motor Oil and Household Hazardous Waste Disposal							R			
4. Construction Site Runoff Control											
4-1	Review and Revise Construction Policy Documents	R			A		R				A
4-2	Review and Revise Construction Processes	R			R	A	A				
5. Post Construction Stormwater Management											
5-1	Review and Revise Post-Construction Policies and Processes	R			A		R				A
5-2	Long Term Operation and Maintenance of BMPs	R	A				A				
5-3	Evaluate BMP Effectiveness	R	A	A	A						
6. Pollution Prevention/Good Housekeeping for Municipal Operations											
6-1	Public Facilities Cleaning (Town Buildings/Roads and Corp Yard)	A	R	R							
6-2	BMP Installation at Town Facilities	A	R	A							
6-3	Review and Revise Operations Manuals and Drainage Program	A	R	A							
6-4	Train Staff	A	R	R	A						
Note: All program years run from July 1 thru June 30, except for 07/08 which runs from Permit Acceptance Date until June 30, 2008											
** R = Responsible Department A = Assisting Department											

1.2.2 OTHER COOPERATING ENTITIES

Placer County is developing and submitting a SWMP concurrently with Truckee for the portions of Placer County near and around Truckee, including Martis Valley, Squaw Valley, and the Middle Truckee River Corridor. Although The Town of Truckee is submitting a separate application to the RWQCB for the initial permit cycle, the Town is coordinating with Placer County in developing program consistency for both applications and sharing information. Some resources of the permit requirements may be shared, such as education, training, and public participation. In addition, the Citizen Advisory Committee is expected to be in conjunction with Placer County. Numerous ideas have been proposed and we expect to be able to collaborate regionally on this and other elements.

Many entities exist in the Town of Truckee that cooperate, assist, provide input, and are interested stakeholders in the development and implementation of the SWMP. Those include organizations such as the Truckee River Watershed Council (TRWC), Contractors Association of Truckee Tahoe (CATT), Truckee Tahoe Engineers Association (TTEA), Tahoe Sierra Board of Realtors (TSBOR), Workforce Housing Association Tahoe Truckee (WHATT), Mountain Area Preservation Foundation (MAPF), Truckee Donner Parks and Recreation Department (TDPRD), Truckee Donner Public Utilities District (TDPUD), Truckee Sanitary District (TSD), Nevada County, Downtown Merchants Association, Truckee Donner Chamber of Commerce, homeowner associations, recreational associations, and others. Public workshops were held during the SWMP development process in which public input was invited and interested stakeholders provided comments on the draft SWMP. Coordination with entities such as TRWC, TTEA, and CATT will continue, especially in the public participation, training, and education portions of the program.

1.3 STORM WATER MANAGEMENT PROGRAM ORGANIZATION

Chapter 2 contains the Minimum Control Measures (MCM) required by this program. This plan provides guidance to staff and others for the years 2007-2012 to meet the requirements of the six MCMs and State general permit. The Town's efforts on these elements are anticipated to evolve throughout the term of the Permit.

The six minimum control measures are:

1. Public Education and Outreach on Storm Water Impacts
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Storm Water Management for New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Within each of these 6 MCM elements, permit requirements are described and the BMPs that will be addressed to meet the permit requirements. Under each of these MCMs, the following breakdown will be provided:

1. General Description
2. Permit Requirements
3. Control Measures
 - A. Existing BMPs
 - B. Proposed BMPs
 - C. Assessment Tasks and Measurable Goals
 - D. Responsibility

The BMPs selected to fulfill each of the six MCMs are based on the technology based standard of Maximum Extent Practicable (MEP), with the major focus on technical feasibility and determining which BMPs are applicable, but also taking into account the following criteria:

- Recommendation provided by Lahontan
- Requirement of the general permit
- Town of Truckee requirements
- Potential for successful execution
- Expected effect upon water quality
- Known deficiencies in the existing policies
- Economic impact

Control Measures, BMPs, and assessment tasks have been identified in order to assist the Town in implementation of the SWMP. These items are defined as follows:

- Control Measure – The Control Measures outlined within each section and discussed in more depth in Chapter 2 were designed to adequately address all the applicable Permit provisions. For each Control Measure, there are accompanying tasks which, once accomplished, constitute compliance with Permit requirements. The Control Measures also identify assessment tools that are intended to be used to assess the status and effectiveness of program implementation
- BMPs – The BMPs included in each Control Measure establish the level of effort required (i.e., the specific tasks or activities which must be completed) to comply with the Permit provision(s) related to the Control Measure. For clarification, the RWQCB uses the term BMP to refer to program actions and activities, not just erosion protection devices.
- Assessment Tasks – The assessment tasks identify those items that should be tracked and reported as a part of the Annual Progress Report and program effectiveness assessments. These items include Measurable Goals that allow the Town to document and assess the effectiveness of the SWMP.

The State general permit contains Discharge Prohibitions, Effluent Limitations, Receiving Water Limitations, design requirements, and the requirement for evaluations and annual reports. These are further described at the end of this report.

As used here, all program years run from July 1 through June 30. The date of adoption of this SWMP will be determined by the RWQCB. As such, program coverage will begin on the date of approval by the RWQCB.

1.4 AUTHORITY

The Permit requires “The Permittee shall maintain, implement, and enforce an effective SWMP, and develop adequate legal authority to implement and enforce the SWMP...”. Currently the Town has ordinances and policies in the Development Code, Public Improvement and Engineering Standards, General Plan, and “Minimum Standards for Erosion Prevention on One and Two Single Family Dwellings”. While not all aspects required are addressed in the current legal authority, developing legal authority and additional policies and timeframes are detailed in the SWMP.

The Town does have jurisdiction on Town property and right of ways and can enforce compliance during construction. Encroachment permits are required for any construction entering the Town right of way, including agencies not under Town jurisdiction (Federal and State).

1.5 EXCLUSIONS

The Illicit Discharge Detection and Elimination Control Measure will include measures to control illicit discharges and improper disposal of wastes into storm water. In the execution of this element, the Town of Truckee will exclude the following categories of non-storm water discharges that are not required to be addressed by the State:

1. water line flushing
2. landscape irrigation
3. diverted stream flows
4. rising ground waters
5. uncontaminated ground water infiltration
6. uncontaminated pumped ground water
7. discharges from potable water sources
8. foundation drains
9. air conditioning condensation
10. irrigation water
11. springs
12. water from crawl space pumps
13. footing drains
14. lawn watering
15. individual residential car washing
16. flows from riparian habitats and wetlands
17. dechlorinated swimming pool discharges
18. fire-fighting flows

CHAPTER 2. PROGRAM ELEMENTS

2.1 MCM 1--PUBLIC EDUCATION AND OUTREACH

2.1.1 DESCRIPTION

The purpose of the Public Outreach and Education program element is to inform the public about the impacts of urban storm water runoff (thereby increasing knowledge) and introduce steps that the public can take to reduce pollutants in storm water runoff (thereby encouraging behavior changes to achieve this). This program element also assists the public and local officials in understanding the problems associated with urban storm water runoff so that they can help build support for the storm water program and realize how they fit into the cumulative storm water management strategy for the Truckee area and Truckee River Watershed. The Town's efforts will evolve throughout the term of the Permit.

The Town currently promotes a "Keep Truckee Green" program which encompasses recycling, hazardous waste disposal, air pollution, and other related outreach. Storm water outreach and education will be under this umbrella and follow similar outreach strategies currently in place.

This program element is also designed to maximize the use of limited resources and to develop partnerships among the stakeholders in the Truckee River Watershed. Local stewardship efforts, trainings, and partnerships among governmental agencies, schools, and private interests are the key types of involvement envisioned in this program element. Figure 5 summarizes the control measures and assessment tasks, responsibilities, and time frames for the Public Education and Outreach MCM.

2.1.2 PERMIT REQUIREMENTS

Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff.

2.1.3 MINIMUM CONTROL MEASURE ELEMENTS

MCM1-1 DEVELOP AND DISTRIBUTE MATERIALS TO INCREASE PUBLIC AWARENESS

EXISTING ACTIVITIES

- A. Erosion protection and sediment control methods for construction are included in handouts distributed by the Building Division inspectors year round and prior to the October 15th grading deadline. This includes the correct installation of fiber rolls, recommendations for construction of driveways, covering erodable piles, and final inspection requirements that all disturbed areas must be protected.
- B. Various brochures are available through other agencies such as Placer County and Nevada County with business specific storm water pollutant reduction recommendations.

PROPOSED ACTIVITIES

- A. Update the counter handouts for BMPs, erosion protection and sediment control, and illicit discharge, as necessary. This is proposed to include temporary BMPs, maintenance recommendations, permanent/Low Impact Development (LID) BMPs including retrofits, and ways for the public or businesses to reduce illicit discharges.
- B. Provide hand-outs and/or information at public events.
- C. Gather examples of existing storm water program materials. Evaluate and adapt these to Town of Truckee needs. Maintain examples of other jurisdictions' materials for

reference.

- D. Identify locations and methods for distribution, and distribute materials

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1-5

- A. Update or create a minimum of 1 handout per year.
- B. Track the number of participants at events such as Truckee River Day, Earth Day, and educational classes. Provide handouts or other information at events to 50% of participants a year.
- C. Provide handouts to applicable building permit applicants. Track the number of brochures handed out at the counter.
- D. Identify locations and methods for distribution, and distribute materials. Display or handout at a minimum of 3 locations yearly.
- E. Report attendees, brochures, distribution locations in annual report.

RESPONSIBILITY

The Building Division is responsible for MCM 1-1 with cooperation from the Engineering Division and Solid Waste and Recycling.

MCM1-2 SUBMIT MATERIALS TO LOCAL MEDIA

The Town of Truckee will supplement the outreach campaigns with a local media campaign of information about the Town's storm water program activities and general storm water pollution impacts, including impacts of illegal discharges and improper disposal of wastes. The target audience for this element will be the public in general. Media resources will be submitted to local or regional newspapers and/or radio stations for use.

EXISTING ACTIVITIES

- A. The Town of Truckee currently maintains a website at www.townoftruckee.com with information regarding Household Hazardous Waste Days and the Used Oil Recycling program.
- B. Articles are written and submitted to the following publications:
 - Sierra Sun—monthly column by the Solid Waste and Recycling Coordinator
 - Visitors Guide
 - Home Show Guide
 - Truckee Tracks (TD Chamber of Commerce)
 - Action Insert for Earth Day
 - Moonshine Ink
 - Town of Truckee Newsletter, mailed to residents, distributed 2 times yearly in English and Spanish.
- C. Collaborating with Placer County in the development of a bi-lingual recycling guide.
- D. E-mail blasts to targeted public.
- E. All of the Town Council meetings and Planning Commission meetings are televised so the general public is being made aware that storm water impacts are now being addressed during construction rather than as an afterthought.
- F. Welcome packets

PROPOSED ACTIVITIES

- A. Include storm water information in the current media submittals.
- B. Create newspaper articles, radio, or press releases to be used for submittals to the media for upcoming events.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1-5

- A. Submit or include storm water information in a minimum of 2 articles or other media

- resources per year.
- B. Use press releases for all upcoming public events related to storm water.
- C. Report articles, dates, topics, and media submitted to in annual reports.

RESPONSIBILITY

The Engineering Division and Solid Waste and Recycling Division are responsible for MCM 1-2 with cooperation from the Building and Safety Division. Engineering and Building will provide the technical content of the media material and distribution associated with construction, while the Solid Waste and Recycling Division will be responsible for media contacts, public event distribution, media submittals, and the information for the annual report.

MCM1-3 CREATE AND MAINTAIN WEBSITE

EXISTING ACTIVITIES

- A. The Town of Truckee currently supports a website at www.townoftruckee.com.
- B. The existing site currently provides information on upcoming public meetings, current Town projects or issues, this stormwater program and progress, and information on the Household Hazardous Waste Disposal and Used Oil recycling.

PROPOSED ACTIVITIES

Create a storm water web page that can be accessed within the Town website. The storm water web page will contain information about the following:

- A. Storm water program in general.
- B. Upcoming events related to storm water.
- C. Information about how the public can reduce storm water impacts,
- D. Contact information for inquiries and illicit discharge reporting hotline.
- E. Links to related websites.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1

- A. Create and maintain a web page to inform visitors about the program and to provide related links.
- B. Create links for referring public inquiries and reports to the responsible department and illicit discharge hotline.
- C. Update public meetings and events related to storm water in accordance with public noticing requirements (if applicable) and in a timely manner.

Year 2-5

- A. Update information on the web page a minimum of once yearly to keep information current.
- B. Monitor number of visitors to website and storm water webpage and report in annual report.

RESPONSIBILITY

The Town Clerk will be responsible for this element with the assistance of the Engineering Division.

MCM1-4 ADDITIONAL PUBLIC EDUCATION ACTIVITIES

EXISTING ACTIVITIES

- A. Each year the Town participates with the Truckee River Watershed Council (TRWC) in Truckee River Day. The role the Town plays in educating the public about water quality focuses on a different topic each year.
- B. The Town actively participates and organizes Earth Day activities, events, booths, and

information. The event is held in April and attendees for 2007 were estimated at approximately 6,000, with approximately 1,000 recycling bags/information passed out.

- C. The Town has been working with the TRWC and other regional partners such as Placer County, TRPA, Lahontan and others on the Proposition 50 Grant. Truckee's portion of the Proposition 50 Grant will provide additional funds to help restore Trout Creek, and to assess drainage basins within Town limits and assess the outfalls and the associated erosion potential.
- D. The Town has an ongoing partnership in the Sierra Watershed Education Partnership (SWEP). Several projects have been joint efforts to promote public awareness of water quality, particularly Trout Creek. This effort has included discussions with middle school classes to come up with solutions to the flooding and erosion of Trout Creek. Students visited the creek to help obtain water samples and learn about the creek "hands-on". Weekend classes have been held with local teachers to discuss methods and ideas to help teachers bring awareness of erosion into the classrooms.
- E. Public and staff workshops on erosion control and low impact development (LID)
 - Temporary BMP classes and Green Site Planning classes (Low Impact Development, LID) were held for the public and directed toward the development community and staff in the summer of 2006 and 2007 by TRWC via a grant.
 - A stormwater and erosion control workshop was provided jointly by Placer County and Town in October 2007.
- F. The Town holds regular public meetings, including a sub committee of the Building Working Group for Erosion Control.
- G. The Town maintains communication and a good working relationship between CATT, TTEA, TSBOR, TRWC, and other local organizations.

PROPOSED ACTIVITIES

- A. Monitor opportunities and present additional public education activities. Hold or participate in a minimum of 2 public events/workshops yearly.
- B. Continue to maintain and form partnerships with agencies and organizations.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Hold or participate in a minimum of 2 events per year. Outreach to a minimum of 50% of attendees. Document activities and track numbers of attendees and participants, hand-outs or related merchandise. Document any partnerships formed, goals, and activities participated in with agencies and organizations.

RESPONSIBILITY

The Engineering Division and Solid Waste and Recycling Division will be responsible for implementing this element, with assistance from the Building and Safety Division.

MCM1-5 ASSESS, PRIORITIZE, AND OUTREACH TO SOURCES OF POLLUTION

EXISTING ACTIVITIES

- A. The Town currently has identified high priority activities such as construction and landscaping practices, management of household hazardous wastes, and automotive care. These activities are being addressed through a number of programs including distribution of information with building permits and at events, grading and encroachment permits, site inspections, responses to citizen complaints and inquiries, and project approvals in accordance with applicable Town ordinances.
- B. The Town supports and helps advertise household hazardous waste events and location of oil collection centers (through media materials and web page).

PROPOSED ACTIVITIES

- A. The Town will continue to maintain existing, and create new, informational materials.

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- | B. The Town will seek to prioritize and target residential and business activities with the greatest impact potential on water quality. The Town will assess potential target activities which may include the following:
- Home and garden care activities and product use (pesticides, herbicides, and fertilizers)
 - Disposal of household hazardous waste (e.g., paints, cleaning products)
 - Snow removal activities
 - Domestic animal and/or livestock wastes
 - Any other residential source that the Town determines may contribute a significant pollutant load to its storm water collection, conveyance, and treatment facilities
 - Restaurants and other food related services
 - Auto repair, gas stations, and dealerships
 - Mobile cleaning services
 - Construction, landscaping, and building professions
- | C. Target areas, such as residential, road, recreation activities, etc will be based on the number of incidences which occur in a specific area. This information will be gathered through maintenance operations, citizen complaints, staff observation, and data from the outfall mapping. Additional information will be considered when assessing priority activities such as:
- Visual evaluation of potential sources of pollutants
 - Discussion with other agency personnel who may have data to identify history of significant residential pollutant sources
 - Consideration of watershed (sub watershed) location and past history of erosion problems
- | D. Existing brochures and educational materials will be reviewed annually and updated when appropriate. The outreach materials describe typical ways that activities can create storm water pollution, the hazards associated with illegal discharges and improper disposal of wastes, and ways that storm water pollution can be minimized or avoided. The Town will attempt to coordinate efforts with Placer County and Nevada County to address at least two of the high priority activities listed above. As new informational materials are created, they are made available on the Town's web site, placed in public access areas, and distributed through mailings and other means as appropriate.
- | E. The Town will evaluate and develop a database of priority activities annually – addressing new priorities or re-addressing ones which remain a high priority.

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ASSESSMENT TASKS AND MEASUREABLE GOALS

- A. The measurable goal is to target two activities per year.
- B. A database will be maintained with current and past activities which have been addressed and the activities used for outreach.

RESPONSIBILITY

The Engineering Division and Solid Waste and Recycling Division will be responsible for implementing this element, with assistance from the Building and Safety Division.

	FIGURE 5		Type of Standard	IMPLEMENTATION SCHEDULE												Responsibility								Measureable Goals										
	Control Measure and Performance Standards																																	
	MCM 1 Public Education and Outreach			2007/2008				2008/2009				2009/2010				2010/2011				2011/2012				Engineering	Public Works	Facility Maintenance	Building and Safety	Code Compliance	Planning	Solid Waste & Recycling	Town Clerk	Police	Town Attorney	
MCM1-1	Create or update existing handouts.		C, E	x	x																		A			R						Create or update a minimum of 1 handout about BMPs, LID, illicit discharges, etc. per year		
MCM1-1	Provide handouts and information at building permit desk and public events.		C, E			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				R						Provide to applicable permit applicants and outreach to 50% of event attendees yearly. Track quantities.			
MCM1-1	Identify locations and methods to distribute media		C,E			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	A				A			R			Display at a minimum of 3 locations yearly.			
MCM1-2	Include storm water info in current media submittals		C,E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	R					A			R			Create or include storm water information in a minimum of 2 submittals a year. Use press releases for all upcoming public events related to storm water. Report articles, dates, topics, and media.			
MCM1-3	Create and maintain website. Include a page for storm water information, upcoming events, links to related sites, and the illicit discharge hotline.		N	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	A								R			Create website. Update yearly. Post public meetings/events in accordance with public noticing and in timely manner. Track visitors to the site.			
MCM1-4	Continue to participate in current events ie. Truckee River Day, Truckee Day, Earth Day, Proposition 50 Grant partnership, SWEP education program, Household Hazardous Waste Days, Used Oil Recycling		C,E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	R				A			R				Count number of participants, organizations, volunteers, partnerships and attendees. Count brochures or other information/items distributed. Track amount of hazardous wastes and oil collected. Support a minimum of 2 events per year. Outreach to 50% of event attendees			
MCM 1-4	Continue to maintain and form partnerships with agencies and organizations.		C,E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	R				A			A							
MCM1-4	Monitor opportunities for additional public education events.		N	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	R				A			A							
MCM 1-5	Assess, prioritize, and outreach to target sources of pollution		C,E		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	R				A			R				Outreach to 2 sources per year. Create database of current and past targets and activities.			

Q1-July 1 to September 30
Q2-October 1 to December 31
Q3-January 1 to March 31
Q4-April 1 to June 30

C-Current
E-Enhance
N-New
A-Assisting
R-Responsible

2.2 MCM 2--PUBLIC INVOLVEMENT AND PARTICIPATION

2.2.1 DESCRIPTION

The purpose of the Public Involvement and Participation Program element is to allow direct public input to storm water regulation and information and to encourage hands-on involvement for better understanding of the storm water issues. This program element also assists the public and local officials in understanding the problems associated with urban storm water runoff so that they can help build support for the storm water program and realize how they fit into the cumulative storm water management strategy for the Truckee area and Truckee River Watershed. The Town's efforts will evolve throughout the term of the Permit.

This program element is also designed to maximize the use of limited resources and to develop partnerships among the stakeholders in the Truckee River Watershed. Local stewardship efforts, trainings, and partnerships among governmental agencies, schools, and private interests are the key types of involvement envisioned in this program element. Figure 6 provides a summary of the control measures, measurable goals, responsible parties, and schedule for implementing MCM 2.

2.2.2 PERMIT REQUIREMENTS

The Town must at a minimum comply with State and Local public notice requirements when implementing a public involvement/participation program.

2.2.3 MINIMUM CONTROL MEASURE ELEMENTS

MCM2-1 ESTABLISH AND PARTICIPATE IN CITIZENS ADVISORY COMMITTEE **EXISTING ACTIVITIES**

The Town has provided for public participation in the SWMP by allowing direct public participation to contribute to the initial development of the SWMP. The Town held two meetings (March 8, 2007 and August 22, 2007) to inform the public about the development and implementation of the SWMP and seek their input. Through these meetings, the Town also gauged the public's understanding of storm water issues in the Truckee Watershed. Establishing such a dialogue is imperative to increasing the understanding of the public regarding storm water management and securing their support for the implementation of the SWMP.

PROPOSED ACTIVITIES

- A. Under this item, a Citizen's Advisory Committee (CAC) will be formed to gather public input during the initial stages of the program, and with administration of the program in subsequent years. The CAC will be especially active during the first year of the program. The CAC will be asked to make recommendations on policy issues, program priorities, and funding sources during the first program year.
- B. After the first year, the CAC will act as an advisory group to provide feedback on the program.
- C. Proposed participants are anticipated to include representatives from Placer County, CATT, TRWC, TTEA, Town of Truckee, public stakeholders, and many others.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1

- A. Continue to hold public meetings to allow members of the public to be actively involved in the implementation of the SWMP.
- B. Formulate structure of CAC, solicit volunteers, define purpose, and establish regular meetings. Meet at least four times until such time as the year one CAC goals are defined and met. Record and keep minutes of the meetings for the yearly report.

Year 2-5

Continue meetings of the CAC as established initially, potentially with reduced schedule as determined by the CAC membership. Meeting frequency may be reduced to once per year eventually. Record and keep minutes of the CAC meetings for the yearly report to the RWQCB.

RESPONSIBILITY

The Engineering Division will be responsible for this element with the assistance of the Building Division, Planning Division, and Town Clerk.

MCM2-2 ADDITIONAL PUBLIC PARTICIPATION ACTIVITIES

EXISTING ACTIVITIES

- A. The Town participates and advertises the Household Hazardous Waste Program, the Used Oil & Filters Program, and Free Electronics Collection at ERL in June.
- B. The Town is a Presenting Sponsor for Earth Day.
- C. School outreach for recycling and Keep Truckee Green including presentations in classrooms. Current programs include Truckee High, Glenshire Elementary, Truckee Elementary, Family Resource Center, Alder Creek Middle School, and Lake Forest Charter School.
- D. Grant funds have been used to hire the EARTHCAPADES Environmental Vaudeville to perform a total of 4 assembly programs, two at Glenshire Elementary School and two at Truckee Elementary in the Fall to revamp recycling programs. They perform magic, and juggling and media to inspire the kids to participate in waste reduction, recycling and environmental stewardship. The group also focuses time on the water cycle.
- E. Public BMP classes targeted toward the building industry.
- F. Activities and events involving citizen volunteers and coordinated by local citizen groups have taken place and are supported by the Town. The Town had a booth, information on display and handouts for the Keep Truckee Green Program. These activities have included:
 - Truckee River Day
 - Back to School Night Truckee Elementary
 - Truckee Home Show
 - Truckee Day-Neighborhood Clean up
 - Rotary Duck Races

PROPOSED ACTIVITIES

Continue existing activities and incorporate storm water pollution prevention information. Monitor opportunities and present additional public education activities.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year1-5

- A. Track quantity of used oil and filters as well as types and quantities of household hazardous wastes and universal wastes disposed of through Town programs.
- B. Hold or participate in a minimum of 2 events per year. Outreach to 50% of attendees. Track the volunteer organizations and/or community partners, and volunteers participating in events. Document the Town's role in local events, number of participants, and information distributed.

RESPONSIBILITY

The Engineering Division and Solid Waste and Recycling Division will be responsible for implementing this element, with assistance from the Building and Safety Division.

MCM2-3 DEVELOP AND IMPLEMENT STORM DRAIN STENCILING PROGRAM

As stated in WQO 2003-0005-DWQ Attachment 4 B.2.E. requires a storm drain stenciling and

signage program. This program is designed to satisfy that requirement, as well as public participation and illicit discharge elements. Most of the system in Truckee consists of open swales and may not be appropriate for signs.

EXISTING ACTIVITIES

The Town of Truckee does not currently have a stenciling program. The TRWC recently received a grant to start a pilot program and the Town plans to be involved.

PROPOSED ACTIVITIES

- A. Develop a storm drain stenciling program that will involve citizens in the program and provide a common visible message to the public that discarding waste into storm drains pollutes streams. This will involve establishing the areas to be stenciled, researching other programs, structure of program, materials, and organization.
- B. Include storm drain stamps or signage requirements in new construction activities.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Years 1-2

- A. Establish territories and priority system for performing stenciling based on the outfall map proposed in MCM 3-1. Develop a list of storm drains to be stenciled based on location and features of the inlet.
- B. Hold and participate in storm drain stenciling event.
- C. Create new storm water policies to require construction projects to stamp/sign new storm drains.

Years 3-5

- A. Stencil a minimum of 20% per year, up to 20 per year, of the storm drain inlets eligible.
- B. Assess need for restenciling inlets yearly, and add those requiring restenciling to the count.

RESPONSIBILITY

The Engineering Division will be responsible for this item, with the assistance of the Department of Public Works, Planning Division, and TRWC.

MCM2-4 PRESENT ANNUAL REPORT TO TOWN COUNCIL

PROPOSED ACTIVITIES

This element will require the annual presentation of the annual report to the Town Council. All Town Council meetings are to follow the Brown Act, and will therefore serve as an additional method of keeping the public informed of program activities.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Prepare and present annual report to the Town Council as a means of providing public exposure and updated information.

RESPONSIBILITY

The Engineering Division will be responsible for this element, with the assistance of the Town Clerk.

FIGURE 6		Type of Standard	IMPLEMENTATION SCHEDULE												Responsibility								Measureable Goals										
	Control Measure and Performance Standards		2007/2008				2008/2009				2009/2010				2010/2011				2011/2012					Engineering	Public Works	Facility Maintenance	Building and Safety	Code Compliance	Planning	Solid Waste and Recycling	Town Clerk	Police	Town Attorney
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4											
	MCM 2 Public Involvement and Participation																																
MCM2-1	Establish and participate in Citizens Advisory Committee	N		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R			A		A		A		Meet a minimum 4 times, or until 1st year goals are met. Frequency may be reduced to 1 time/year thereafter. Record and keep minutes of meetings	
MCM2-2	Continue to participate in current events ie. Truckee River Day, Truckee Day, Earth Day, SWEP education program, Household Hazardous Waste Days, Used Oil Recycling, Back to School Night Truckee Elementary, Truckee Home Show, Rotary Duck Races	C, E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R			A			R			Count number of participants, organizations that volunteer, partnerships and attendees. Count brochures distributed. Outreach to 50% of attendees. Track amount of hazardous wastes and oil collected. Minimum of 2 events per year.	
MCM2-3	Develop and Implement Storm Drain Stenciling Program to involve the public.	N									X	X	X	X	X	X	X	X	X	X	X	X	R	A							Develop a list of storm drains to be stenciled. Participate in storm drain stenciling event. Stencil a minimum of 20% of storm drain inlets yearly. Assess inlets yearly.		
MCM2-3	Include storm drain stenciling and/or signage requirements in new construction	N					X	X															R				A					Include a signage/stenciling requirement in the updated regulatory policies	
MCM2-4	Present annual report to Town Council	N			X					X				X				X					R						A			Submit yearly report by September 15th to RWQCB. Present to Council	

Q1-July 1 to September 30
Q2-October 1 to December 31
Q3-January 1 to March 31
Q4-April 1 to June 30

C-Current
E-Enhance
N-New
A-Assisting
R-Responsible

2.3 **MCM 3--ILLICIT DISCHARGE DETECTION AND ELIMINATION**

2.3.1 **DESCRIPTION**

An illicit discharge is defined as any discharge to the storm drain system that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. The term "illicit discharge" includes all non-storm water discharges except discharges pursuant to a NPDES permit, discharges that are identified in the Non-Storm Water Discharge Prohibitions of the Permit and discharges authorized by the RWQCB. Illicit discharges include the disposal of non-storm water materials such as paint, spa water, or waste oil into the storm drain or the discharge of waste streams containing pollutants into the storm drain.

Illegal connections are a subset of illicit discharges. Illegal connections are defined as undocumented and/or unpermitted physical connections from a facility to a storm drain system or receiving water (ie., a sanitary sewer connection to the storm drain). Most (estimated at 90%, to be verified with outfall mapping) of Truckee's storm drain system is above ground drainage swales.

Illicit discharges and connections can be a significant source of pollutants to the storm drain system and receiving waters. This program element ensures implementation of a comprehensive program for detecting, responding to, investigating and eliminating these types of discharges and connections in an efficient and effective manner. However, due to the mostly above ground system in Truckee, illegal connections are not common in Truckee and illicit discharges to an above ground system are primarily detected visually. Figure 7 provides a summary of the control measures, measurable goals, responsible parties, and schedule for MCM 3.

2.3.2 **PERMIT REQUIREMENTS**

- | A. Develop, implement and enforce a program to detect and eliminate illicit discharges into the regulated small MS4;
- | B. Develop, if not already completed, storm sewer system map, showing the location of all outfalls and the names and locations of all waters of the U.S. that receive discharges from those outfalls;
- | C. To the extent allowable under State or Local Law, effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into the MS4 and implement appropriate enforcement procedures and actions.
- | D. Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, to the system that are not authorized by a separate NPDES permit;
- | E. Inform public employees, businesses, and the general public of the hazards that are generally associated with illegal discharges and improper disposal of waste.
- | F. Address the following categories of non-storm water discharges or flows (i.e., authorize non-storm water discharges) only where they are identified as significant contributors of pollutants to the MS4:
 - Water line flushing;
 - Landscape irrigation;
 - Diverted stream flows;
 - Rising ground waters;
 - Uncontaminated ground water infiltration;
 - Uncontaminated pumped ground water;
 - Discharges from potable water sources;
 - Foundation drains;
 - Air conditioning condensation;
 - Irrigation water;

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- Springs;
- Water from crawl space pumps;
- Footing drains;
- Lawn watering;
- Individual residential car washing;
- Flows from riparian habitats and wetlands;
- Dechlorinated swimming pool discharges.
- Fire-fighting flows

2.3.3 MINIMUM CONTROL MEASURE ELEMENTS

MCM3-1 STORM DRAIN OUTFALL MAPPING

EXISTING

- A. The Town has some sections of the storm sewer system mapped in the Glenshire/Devonshire Subdivision and the Tahoe Donner Subdivision.
- B. A drainage basin map of the Town of Truckee was generated in 2006.
- C. The Town partnered with TDPUD and TSD to produce aerial photography and Lidar generated topography maps of Truckee. This is anticipated to be used as the base map for the storm drain outfall map.

PROPOSED

The Town of Truckee will develop a storm sewer system map, showing the location of outfalls and the names and locations of all waters of the U.S. that receive discharges from those outfalls into the regulated Small MS4.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1

- A. Staff will gather information from various sources including existing reports, record improvement plans, GPS locations, etc. regarding locations of storm drain outfalls and their receiving waters. Complete development of a database and base maps.
- B. Produce a map of the outfall locations.

Year 2

Complete the mapping of the storm sewer system map and the receiving waters in the program area.

Years 3-5

All newly constructed outfalls and their receiving waters will be reported in the annual reports and added to the map.

RESPONSIBILITY

The Engineering Division is responsible for this element, with assistance from the Department of Public Works and Planning Division.

MCM3-2 EFFECTIVELY PROHIBIT NON-STORMWATER DISCHARGES AND IMPLEMENT ENFORCEMENT

EXISTING

- A. The Town's General Plan contains watershed protection policy and guidance in the Conservation and Open Space Policy, Land Use Policy, and Safety Policy. See the Appendix for applicable sections.
- B. The Truckee Municipal Code 18.30.050 contains ordinances for Drainage and Storm Water Runoff for all applications except single-family, secondary residential, and duplexes.
- C. Public Improvement and Engineering Standards contains standards for erosion control, grading, and construction activities.
- D. A new ordinance which was put in effect June 2007 requires single-family, secondary

residential, and duplexes to include BMPs on all plans, retain the 20 year 1 hour storm on site, and defined enforcement procedures.

PROPOSED

- A. The Town of Truckee will effectively prohibit, through ordinance or other regulatory policies, non storm water discharges, and will implement appropriate enforcement procedures and actions. The new regulatory mechanism will include (if not already provided) all of the requirements of the state general permit, including but not limited to:
- prohibition of non-storm water discharges
 - control of non-sediment construction site wastes
 - prohibition of non-storm water (sediment) discharges from construction sites
 - tiered enforcement authority
 - requirements that construction sites apply and maintain appropriate BMPs
 - requirements that post-construction BMPs be designed, installed, and maintained for new and redevelopment projects and Town improvement projects.
- | B. Review existing policies and ordinances for compliance with the NPDES permit requirements.
- | C. Update or create policies or ordinances, as required, to comply with the NPDES permit requirements.
- | D. Under MCM6-4, Public Works maintenance crews and other pertinent staff shall be trained to identify and report illegal discharge and dumping and to clean up materials dumped within the Town right-of-way.
- | E. Illicit discharge detection processes will be developed as described in MCM3-3. Illicit discharge inspections will be tracked and reported in the annual report. Inspections that identify threatened or actual illicit discharges will be written up on a report form and followed up for action according to the compliance procedures. Reports of illicit discharges or cross connections will be investigated under the direction of Code Compliance, with the assistance of the personnel initially identifying the issue. Depending upon the severity of pollution, or potential pollution, and the history of the situation, the property owner or tenant will be issued a:
- i. Warning
 - ii. Corrective Order
 - iii. Administrative Citation
- | F. Civil and criminal penalties according to State and Federal law may also be invoked. The ordinance will contain due process and appeal rights for individuals receiving corrective orders or administrative citations.

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ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1

- A. Meet with affected Town of Truckee departments to update and develop compliance procedures and actions. Affected departments will be regularly convened in a task-force environment to draft the ordinance or other regulatory mechanisms and the CAC will be consulted regularly. Document meeting minutes. Minimum of 4 meetings for the first year.
- B. Develop and adopt an ordinance to effectively prohibit non storm water discharges.
- C. Review existing policies and ordinances on illicit discharge for compliance with the NPDES permit requirements. Document changes needed or suggested.
- D. Develop illicit discharge detection and elimination processes.
- E. Hold yearly staff training for identification and reporting of illegal discharges.
- F. Develop brochures for the public regarding improper disposal of waste and hazards of illegal discharges and alternatives. Track distribution locations and how many brochures. (See also MCM 1-1 and 1-5)

Year 2

- A. Update existing or create new policies or ordinances, as required, to comply with the NPDES permit requirements and ensure consistency with existing policies. Publicize by presenting anticipated changes to affected groups such as engineers, contractors, special districts, HOA's, Downtown Merchants Association, and recreational organizations, and businesses to gather feedback on significant issues. A minimum of 1 public meeting will be held.

Year 3-5

- A. According to the procedures and actions determined in year one, completely implement the illicit discharge detection and elimination program.
- B. Consider 100 percent of reports of possible violations according to established procedures. Track illicit discharge inspections and number of possible discharges, and report in annual report.

RESPONSIBILITY

The Engineering Division will be responsible for this element with the assistance of Code Compliance, the Town Attorney, Planning Division, Building and Safety Division, and Department of Public Works.

MCM3-3 FIELD REVIEWS AND SITE INSPECTIONS

EXISTING

- A. Staff currently monitors and observes infrastructure numerous times yearly for regular maintenance and operation activities. Staff currently cleans drainage ditches once every 4 years if necessary. Staff also responds to service requests from residents or other Town staff regarding drainage ditches or drains. Priority areas that historically have problems are checked every storm.
- B. The Department of Public Works uses software to track culvert replacement, re-establishing ditchlines, and other maintenance procedures.
- C. Private property owners are responsible for maintaining culverts beneath their driveways, as described by the encroachment permit issued for installing the driveway.

PROPOSED

- A. Illicit discharge enforcement procedures will be outlined in connection with the ordinance to effectively prohibit non storm water discharges.
- B. Designate responsible parties and specific personnel in conjunction with procedures of the ordinance.
- C. Continue field inspections performed in the course of existing maintenance and operation activities, including responses to reports of potential non-compliance.
- D. Perform dry-weather screening of outfalls in priority locations.
- E. Maintenance record keeping and procedures for responding to service requests and complaints reviewed and revised to accommodate tracking and reporting of required tasks.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Years 1

- A. Continue field inspections during existing inspections and service request responses. Track inspections and report total and type of infractions.
- B. Perform dry weather outfall screening in priority areas yearly.
- C. Maintenance record keeping reviewed and revised to accommodate tracking and reporting of required tasks.

Years 2-5

- A. Identify potential water quality problems using citizen complaints from the illicit discharge

hotline (MCM3-5), inquiries from the website (MCM1-3), site inspections (MCM3-3), written complaints, direct telephone inquiries to staff, and review of sources identified otherwise such as through outfall mapping. Assess data for patterns of inquiry or misuse to identify detection and education priorities. Information may be used to assist in identifying target audiences (MCM1-5) and priority areas.

- B. Consider 100 percent of reports and observations of possible ordinance violations according to established procedures. Report the number of illicit discharge inspections, and reports of possible discharges and dumping in annual report.

RESPONSIBILITY

The Engineering Division, Building Division, and Code Compliance will be responsible for this element, with the assistance of the Department of Public Works.

The Town of Truckee does not have jurisdiction over business inspections. The jurisdiction for business operations falls under Nevada County Environmental Health. However, the Town is responsible for illicit discharge detection and elimination into the storm water system and waters of the U.S.. Commercial plans and septic system plans are subject to review by Nevada County Environmental Health. Environmental Health inspectors review sites for compliance with the California Health and Safety Code in the course of building improvements and construction inspections for restaurants, water well drilling, septic systems, auto repair, gas stations, and hazardous materials business plans. If inspections within the Town of Truckee identify cross connections or actual or threatened illicit discharges pertaining to Environmental Health, the information will be forwarded to Nevada County for resolution. The Town of Truckee is provided with copies of reports from Environmental Health on applicable issues and works with Nevada County to target businesses out of compliance.

MCM3-4 HAZARDOUS MATERIALS RESPONSE **EXISTING**

A. Hazardous Materials Response

- i. The storm water quality program will be coordinated with the existing hazardous materials response program to assure that response and cleanup activities meet the requirements of the State general permit. Under current processes, when a spill occurs in the Town of Truckee jurisdiction, the Police Department is designated Incident Commander, working closely with the Fire Department. The Police Department has a written protocol in the Policy Manual that includes: 1)Attempt to identify type of hazardous substance, 2)Notify Fire Department, 3)Provide first aid for injured parties if it can be done safely and without contamination, and 4)Begin evacuation of immediate area and surrounding areas dependent on substance.
- ii. Reporting procedures for exposure are in place, similar to on-duty injury or illness.
- iii. A Crime or Incident report is written up.
- iv. Other agencies assist with the response. Roles include:
 - Fire--Identify the product and contain if possible, treat any injuries and transport patients. Fire has a Haz-Mat truck that has equipment and chemicals to identify product.
 - Environmental Health Department (Nevada County)--Follow up to make sure the clean-up is completed properly.
 - Agencies such as Lahontan, Fish and Game, USFS, CalTrans, Nevada County Sheriff, Placer County Sheriff, and the California Highway Patrol also may play a role, depending on the location and type of incident.
- v. The clean-up is performed by private contractors overseen by Environmental Health Department or by the Department of Public Works.
- vi. Training for the Police Department is under the "First Responder" program that all fire

- and police are required to participate in.
- B. Code Compliance works with Nevada County Environmental Health Department on illicit discharge cases.

PROPOSED

Continue to participate in Hazardous Materials Response incident training and response as necessary.

ASSESSMENT TASKS AND MEASURABLE GOALS

Year 1-5

Report Hazardous Materials response training and incidents in annual report.

RESPONSIBILITY

The Police Department will be responsible for coordination of the Hazardous Response training and efforts, with the assistance of Environmental Health Department (County agency), Code Compliance, and other applicable agencies, depending on the situation.

MCM3-5 ILLICIT DISCHARGE HOTLINE

PROPOSED ACTIVITIES

- A. Establish a hotline to allow citizens to report suspected illicit connections and discharges to storm water, including those resulting from construction activities, and to relay citizen inquiries about storm water issues.
- B. Advertise the hotline on Town website and other media sources such as newspaper articles and radio.
- C. The hotline will be monitored by Code Enforcement, who will be responsible for assuring that the report is handled according to procedure and is directed to the applicable department for follow up. Construction-related complaints will be relayed to the responsible inspector and suspected illicit discharges will be relayed to the departmental representative.
- D. Procedures for responding and reporting inquiries will be established in conjunction with MCM3-2.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1

- A. Establish a hotline number and procedures for responding and reporting calls.
- B. Advertise hotline to the public via the website and other media sources as described in MCM1.

Years 2-5

- A. Consider 100% of reported events or inquiries fielded through the hotline per the established procedures and include summary in annual report.

RESPONSIBILITY

Code Compliance will be responsible for this element, with the assistance of the Building Division, Department of Public Works, Engineering Division, Solid Waste and Recycling, and the Town Clerk.

MCM3-6 USED MOTOR OIL AND HOUSEHOLD HAZARDOUS WASTE DISPOSAL

EXISTING ACTIVITIES

- A. The Town of Truckee currently participates in the Household Hazardous Materials Collection with Placer County and TTSD.
- B. The Town currently participates in the Used Oil recycling program.
- C. Information for programs including recycling, Household Hazardous Materials, Used Oil program, and Keep Truckee Green program are posted on the Town website.

PROPOSED ACTIVITIES

Continue participating in these events.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Years 1-5

- A. Continue to participate in the household hazardous waste collection events 10 Saturdays per year (free).
- B. Continue to participate in Small Quantity Generators Hazardous Waste collection events, 10 per year (fee based).
- C. Promote and advertise collection services through quarterly newsletters, flyers and public events, other media, and on the Town website. Promote in a minimum of 2 per year.
- D. Report amount of waste collected, advertising opportunities, participants, and dates of events in annual report.

RESPONSIBILITY

Solid Waste and Recycling Division will be responsible for this element.

	FIGURE 7		Type of Standard	IMPLEMENTATION SCHEDULE																								Responsibility								Measureable Goals		
	Control Measure and Performance Standards MCM 3 Illicit Discharge Detection and Elimination			2007/2008				2008/2009				2009/2010				2010/2011				2011/2012				Engineering	Public Works	Facility Maintenance	Building and Safety	Code Compliance	Planning	Solid Waste and Recycling	Town Clerk	Police	Town Attorney					
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4															
MCM3-1	Storm Drain Outfall Mapping		N			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R	A				A					Gather information and produce base maps, outfall locations. Year 2 complete mapping of storm sewer system. Continue to update information.	
MCM3-2	Prohibit non-stormwater discharges and implement enforcement.		C, E			X	X	X	X	X																	R	A			A	A				A	Minimum of 4 public meetings held. Document changes needed to existing policy. Develop ordinance or policy. Develop illicit discharge detection and elimination processes.	
MCM3-2	Update existing or create new policies and ordinances to comply with the State general permit requirements.		C, E				X	X	X	X	X	X	X	X													R	A			A	A				A	Finish updates by Year 3	
MCM3-2	Inform the public and staff about illicit discharges		C,E			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R	A			A	A	A					Review, develop, create a minimum of 1 brochure a year about illicit discharge and what public can do. Also see MCM1. Yearly staff training
MCM3-3	Field reviews and inspections		C, E			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R	A			R	R					Identify potential water quality problems. Assess data. Consider 100% of reports of possible violations. Report type, action, result.	
MCM3-3	Perform dry-weather screening of outfalls in priority locations		N				X				X					X				X				X			R	R								Identify priority areas and perform outfall screening once a year.		
MCM3-3	Review and revise maintenance record keeping and procedures for responding to reports		C, E			X	X																				R	A			A	A					Review and update procedures	
MCM3-4	Hazardous Materials Response		C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						A				R	Continue existing. Report incidents and training.	
MCM3-5	Establish Illicit Discharge Hotline. Procedures for reporting and responding developed in MCM3-3		N			X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A	A			A	R					Establish hotline number. Year 2 consider and report 100% of calls	
MCM3-5	Advertise hotline on Town website and other media		N			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								A	R		Post on website. Include number and info in media submittals --see MCM1	
MCM3-6	Continue participating in Used motor oil and Household Hazardous Waste disposal programs		C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								R			Continue participating. Report amount of waste collected. Continue promotions at public events, newsletters, website, etc, minimum of 2 per year.	

Q1-July 1 to September 30
Q2-October 1 to December 31
Q3-January 1 to March 31
Q4-April 1 to June 30

C-Current
E-Enhance
N-New
A-Assisting
R-Responsible

2.4 MCM 4--CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

2.4.1 DESCRIPTION

The Town of Truckee currently has established procedures for applying and enforcing construction site pollution control measures, including site plan reviews, requiring erosion and sediment control BMPs, inspections, and enforcement of violations. These occur per the Towns Public Improvement and Engineering Standards (PIES), the Development Code, General Plan, and the "Minimum Standards for Erosion Prevention on One and Two Family Dwelling Construction Projects". Applicable sections of the codes and ordinances are included in the Appendix.

Currently, the Town enforces a grading deadline of October 15-May 1 for commercial projects. One and two single family dwelling projects may continue grading throughout the winter on a case by case basis and in accordance with the "Minimum Standards for Erosion Prevention on One and Two Family Dwelling Construction Projects". The PIES contain erosion control, BMP and plan submittal requirements for commercial development and more than 2 residential units. A permit is required on projects disturbing more than 20 yd³, or 500 ft² of soil.

Figure 8 summarizes control measures, measurable goals, responsible parties, and schedule of implementation for MCM 4.

2.4.2 PERMIT REQUIREMENTS

Develop, implement, and enforce a program to reduce pollutants in any storm water runoff to the Small MS4 from construction activities. The program must include the development and implementation of, at a minimum:

- An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions, or other effective mechanisms, to ensure compliance, to the extent allowable under State, or Local Law;
- Requirements for construction site operators to implement appropriate erosion and sediment control BMPs;
- Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- Procedures for site plan review which incorporate consideration of potential water quality impacts;
- Procedures for receipt and consideration of information submitted by the public; and
- Procedures for site inspection and compliance of control measures.

2.4.3 MINIMUM CONTROL MEASURE ELEMENTS

MCM4-1 REVIEW AND REVISE CONSTRUCTION POLICY DOCUMENTS

EXISTING

- A. The PIES Section 8 Erosion Control states "an Erosion Control Plan to prevent sediment runoff from all disturbed soils is required". Guidelines for controlling erosion and sediment are provided in the document, as well as standard details for BMP installation.
- B. The Development Code contains the section 18.30.050-Drainage and Storm Water Runoff. This section applies to Zoning Clearance, Development Permit, Minor Use permit, or Use permit, and excludes single-family dwellings, secondary residential units, and duplexes. Drainage and erosion control plan requirements, runoff treatment and on-site retention and erosion control requirements are specified within this section. Additional sections of the Development Code provide criteria for hillside and lake or river/stream development. These sections are Chapter 18.36 and 18.38, respectively.

- C. A new ordinance "Town of Truckee Minimum Standards for Erosion Prevention on One and Two Family Dwelling Construction Projects", which became effective June 1st 2007 provides standards for erosion control and prevention on these developments. Erosion Prevention plans are required including permanent and temporary BMPs. Storm water retention on site is a requirement of the ordinance. Enforcement policies are included in the document, along with the alternative of taking an erosion control course in lieu of violation fees.

PROPOSED

- A. Review existing documents for consistency with the State General Permit and identify any changes needed.
- B. Amend, create, and/or revise ordinances or other regulatory mechanisms to ensure compliance with the permit.

ASSESSMENT TASKS AND MEASURABLE GOALS

Year 1-3

- A. In conjunction with MCM3-2, MCM4-2 and MCM5-1 review the Town of Truckee's existing documents and policies for consistency with the water quality aspects of the Town of Truckee General Plan and the State General Permit requirements. Define any changes needed, including requirements for construction site operators to implement appropriate erosion and sediment control BMPs, controls for non-sediment waste discharges, and compliance/violation guidelines.
- B. Amend and revise ordinances or other regulatory mechanisms to ensure compliance with the permit and consistency between documents.
- C. Present revisions to interested stakeholders and public to gather feedback. Hold a minimum of 2 public meetings.
- D. Present item to the Town Council for adoption.

RESPONSIBILITY

The Planning Division and Engineering Division will be responsible for this element, with the assistance of the Building and Safety Division, and Town Attorney.

MCM4-2 REVIEW AND REVISE CONSTRUCTION PROCESSES

EXISTING

- A. Procedures for consideration of information submitted by the public, site plan review, inspection, and compliance are already established.
- B. All commercial projects, all residential of more than 2 units, and improvement plans are reviewed and inspected by the Engineering Division for consistency with the PIES, and reviewed by the Planning Division for consistency with the Development Code and General Plan. Building projects are reviewed and inspected by the Building Division.
- C. The computer program and database, Permits Plus, is used to track permits and the permit process. This program is used by all departments to log permit approvals, comments, notices, violations, inspections, "red tags", fees, and other conditions.
- D. Building Division Inspectors attend erosion control seminars and/or classes. BMP classes have been offered for the public and staff. A series of temporary BMP classes were held in 2006 and a series of permanent BMP classes and LID classes were offered in 2007 by TRWC by grant. A BMP installation and regulatory workshop was held in 2007 and presented by Town and Placer County.
- E. Hand-outs are distributed at the front counter for BMP recommendations and requirements. Hand-outs are distributed by inspectors at construction sites prior to the winter grading deadline to increase awareness and improve BMP use at all construction sites.
- F. Re-inspection fees and stop work notices are used in compliance.

- G. All earthwork projects are required to show temporary and permanent BMPs on plan submittals. The first inspection ensures BMPs are in place and projects are not finalized without BMP measures in place. BMPs are checked periodically throughout the project for maintenance.

PROPOSED

- A. The project construction and inspection processes will be reviewed and revised to incorporate any additional storm water pollution prevention requirements of the State general permit.
- B. Review and update BMP handouts to include additional BMP examples, installation guidelines, and requirements, if necessary.
- C. Design inspector and plans examiner guidelines and checklists for BMPs, both in the field and on plans.
- D. Continue to train staff on erosion control and prevention and provide opportunities for the public and interested stakeholders to participate in classes and other educational opportunities. The option for erosion control violators to take erosion control classes rather than pay fees is included in the one and two family dwelling construction projects violation fees program.
- E. Update and maintain Town website with storm water permit requirements, updated construction processes, documents, and meetings.
- F. Include additional site data on plan submittals and in Permits Plus entries to evaluate priority sites. Sites that are large, steep, with a previous history of non-compliance, located in an environmentally sensitive area or close to a water body, or are otherwise judged likely to pollute will be designated as high priority sites for inspection. The outfall/drainage map prepared in MCM3-1 may be used to provide some of this information, as well as additional information required in submittals by applicants. Aerial photography was performed for the Town in 2006 and lot slope information may be provided by a combination of this data, use of the Lidar program, and plan submittal data. The priority information is planned to be used in evaluating appropriate BMPs on plan submittals and on site.
- G. Require project applicants to provide SWPPP and WDID number for all projects disturbing one acre or more prior to issuance of project approvals. Report non-filers to the RWQCB.

ASSESSMENT TASKS AND MEASUREABLE GOALS

Year 1

- | A. Compare current processes to the requirements for the NPDES permit for consistency, and identify any changes needed. Amend ordinances or policies.
- | B. Review and update procedures for site plan review, inspection, and enforcement. Identify changes needed.
- | C. Develop training materials and train necessary staff. Continue to provide opportunities for the public to participate in classes or other educational opportunities. Hold or participate in a minimum of one training or educational opportunity per year for staff and public.
- | D. Review and update BMP handout. Provide BMP handouts at permit counters and distribute to applicable building and grading permit applicants. See MCM1.
- | E. Project applicants must submit SWPPP and WDID numbers for projects disturbing 1 acre or more.

Years 2-5

- A. All earthwork sites are currently required to install temporary and permanent BMPs. Report all inspections and enforcement activities annually.
- B. Procedures for receipt and consideration of public inquiries about construction complaints already exist and will be supplemented with information received through the

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illicit discharge hotline. Consider 100% of complaints.

- C. Create tracking system for identifying priority areas.

RESPONSIBILITY

The Building Division will be responsible for single family dwellings, second units and duplexes, and the Engineering Division will be responsible for commercial, residential projects larger than 2 units, and grading projects under this element with the assistance of the Planning Division and Code Compliance.

FIGURE 8			Type of Standard	IMPLEMENTATION SCHEDULE												Responsibility								Measureable Goals					
Control Measure and Performance Standards				2007/2008			2008/2009			2009/2010			2010/2011			2011/2012			Engineering	Public Works	Facility Maintenance	Building/Safety	Code Compliance		Planning	Solid Waste and Recycling	Town Clerk	Police	Town Attorney
				Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3											
				MCM 4 Construction Site Run-off Control																									
MCM4-1	Review and amend existing policies or create new ones for consistency with the State General Permit			C, E			x	x	x	x	x	x	x	x				R			A		R				A	Review existing documents. Define changes needed. Hold minimum of 2 public meetings. Present to Council for adoption.	
MCM4-2	Review and revise existing construction and inspection processes.			C, E			x	x	x	x								A			R							Review and update procedures for site plan review, inspection, and enforcement. Define changes needed.	
MCM4-2	Review and update inspector and plans examiner guidelines and checklists for BMPs and enforcement if necessary			C, E	x	x	x	x	x	x	x	x	x	x	x	x	x	A			R							Revise checklists and guidelines and update. Define changes needed.	
MCM4-2	Continue to train staff and public on erosion control prevention			C, E	x	x	x	x	x	x	x	x	x	x	x	x	x	A			R	A						Develop training material and/or attend applicable classes. Hold or participate in a minimum of one training per year for staff and public.	
MCM4-2	Include additional site data to evaluate priority sites in Permits Plus. Information may include slopes, proximity to water bodies, known problem areas. Use this information to establish priority sites.			N			x	x	x	x	x	x	x	x	x	x	x	A			R		A					Create tracking system. Report numbers of priority sites, inspections and enforcement annually.	
MCM 4-2	Review and update BMP handouts.			N			x	x										A			R							Provide BMP handouts at permit counters and applicable building and grading permit applicants per MCM1 -1	
MCM4-2	Procedures for receipt and consideration of public inquiries and complaints			C, E			x	x	x	x	x	x	x	x	x	x	x	R	A		A	A						Established per MCM3. Consider 100% of inquiries or complaints by year 3	
MCM4-2	Project applicants must submit SWPPP and WDID numbers disturbing 1 acre or more			N	x	x	x	x	x	x	x	x	x	x	x	x	x	R			R							Required for submittal to Town.	

Q1-July 1 to September 30
Q2-October 1 to December 31
Q3-January 1 to March 31
Q4-April 1 to June 30

C-Current
E-Enhance
N-New
A-Assisting
R-Responsible

2.5 MCM 5--POST CONSTRUCTION STORMWATER MANAGEMENT

2.5.1 DESCRIPTION

The Town must require long-term post-construction BMPs that protect water quality and control runoff flow to be incorporated into development and significant redevelopment projects. Post-construction programs are most efficient when they stress Low Impact Development (LID), source controls, and treatment controls. Implementation of this control measure will not require redesign of projects under active construction at the time of designation. However, this document must specify how the control measure will be implemented within five years of designation. Figure 9 summarizes control measures, assessment tasks, responsible parties, and implementation schedule.

2.5.2 PERMIT REQUIREMENTS

- A. Develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the Small MS4 by ensuring that controls are in place that would prevent or minimize water quality impacts;
- B. Develop and implement strategies, which include a combination of structural and/or non-structural BMPs appropriate for the area;
- C. Use of an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State or local law. For the Town of Truckee, the requirements must at least include the design standards contained in Attachment 4 WQO 2003-0005-DWQ of this General Permit or a functionally equivalent program that is acceptable to the RWQCB;
- D. Ensure adequate long-term operation and maintenance of BMPs.

2.5.3 MINIMUM CONTROL MEASURE ELEMENTS

MCM5-1 REVIEW AND REVISE POST CONSTRUCTION POLICIES AND PROCESSES

EXISTING

- A. The existing policies stated in MCM4-1 apply to the post construction policies as well.
- B. Many non-structural and structural BMPs are already incorporated in the existing Town policies and processes. This includes reducing the disturbed area, emphasis on erosion prevention, requiring retention and infiltration of stormwater, paved driveways, and protection of all disturbed areas. The Town participates in and holds training courses for the public and staff, provides BMP handouts, and actively participates with local building organizations (MCM 1 and MCM 2).

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PROPOSED

- A. Review existing documents, as applied to post construction BMPs for consistency with the State General Permit and identify any changes or updates needed. Also, review for consistency with Attachment 4 of the General Permit. Amend or create regulatory documents. Design standard changes are anticipated as they relate to Attachment 4.
- B. Include policies for continued maintenance of erosion control measures on all private property and public facilities within the Town's jurisdiction.
- C. Develop and maintain approved BMP standards for structural and non-structural BMPs for the Truckee area, incorporating Attachment 4 design standards or functional equivalent.

ASSESSMENT TASKS AND MEASURABLE GOALS

Year 1-2

- A. Review existing documents, as applied to post construction BMPs for consistency with the State General Permit and identify any changes or updates. Also, review for

consistency with Attachment 4 of the General Permit. Amend or create regulatory documents.

- B. Amend or create policies for continued maintenance of erosion control measures on all private and public facilities within the Town's jurisdiction.
- C. Develop approved BMP standards for both structural and non-structural BMPs for the Town and in accordance with Attachment 4 design standards or functional equivalent.
- D. A minimum of 2 public meetings will be held on changes to policy and processes as described in items A –C.

RESPONSIBILITY

The Engineering and Planning Division will be responsible for this element, with the assistance of the Town Attorney, and Building and Safety Division.

MCM5-2 LONG TERM OPERATION AND MAINTENANCE OF BMPS EXISTING

- A. Construction of public facilities and developments has a 1 year warrantee in the contracts.
- B. The Town will utilize any or all of the following mechanisms to ensure long term operation and maintenance of post-construction BMPs. Selection of mechanism(s) will be based upon the type of BMP according to pollution and its potential and/or impact to the Town in the event of maintenance failure.
 - Land Use Permits. For those discretionary development applications where ongoing conditions of approval may be imposed, a condition will be added which requires the landowner to maintain that facility. Failure to provide maintenance would then be addressed as a violation of the permit.
 - Subdivision Public Report. Subdivisions will be conditioned to require notification of the BMP maintenance obligation in the CC+Rs.
 - BMP Maintenance Agreement and Easement. As a condition of approval of a development permit, the developer will be required to enter into an agreement with the Town that contains provisions to maintain the BMPs. The agreement would:
 - a. Contain an agreement by the landowner to maintain the facilities
 - b. Pass on the maintenance obligation onto future purchasers or successors.
 - c. Commit the land containing the BMPs to being used only for the purposes of the BMP.

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PROPOSED

- A. The Town will utilize any or all of the existing or proposed mechanisms to ensure long term operation and maintenance of post-construction BMPs. Selection of mechanism(s) will be based upon the type of BMP according to pollution and its potential and/or impact to the Town in the event of maintenance failure. All properties shall be designed for long term operation and ease of maintenance. Long term operation and maintenance agreements shall be required on all non-single family residential dwellings such as commercial and multifamily dwellings. The following will apply to all property under the Town of Truckee jurisdiction:
 - Storm water Ordinance Requirement. The ordinance will contain a requirement to provide ongoing maintenance of BMPs. In the event that other maintenance mechanisms prove ineffective, or in addition to other mechanisms, the storm water ordinance penalties could be applied to violations.
 - Emergency Abatement. Under the ordinance, failure to maintain a BMP may constitute a nuisance situation which may be abated according to processes to be defined in the ordinance.

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- B. Installation of post-construction BMPs is assured through the plan check and construction inspection processes. Maintenance needs will be identified through public reports and illicit discharge inspections. Compliance will be achieved through the processes developed with the illicit discharge detection and elimination minimum control measure and assessed in the annual report.

ASSESSMENT TASKS AND MEASURABLE GOALS

Years 1-2

No new activity planned while post-construction processes are enacted and ordinances or other regulatory mechanisms are updated.

Years 3-5

- A. Apply long-term operation and maintenance requirements to all new projects.
- B. Establish tracking system for projects with post-construction BMPs and the type of mechanism used to ensure maintenance.
- C. Report numbers of projects with newly installed BMPs on commercial, private, and public projects in annual report and the type of mechanism used to ensure maintenance.

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RESPONSIBILITY

The Engineering Division will be responsible for this element, with the assistance of the Planning Division, and Department of Public Works.

MCM5-3 EVALUATE BMP EFFECTIVENESS **EXISTING**

Violations, complaints, or issues reported to the Town are followed up on by Code Compliance, the Building Division, Engineering Division, or Department of Public Works, depending on the site and problem.

PROPOSED

- A. Periodically review the performance of post-construction BMPs installed in Town of Truckee limits in order to provide feedback regarding choice of BMPs and program priorities.
- B. Perform a relative assessment of how well the BMP is performing, including any failures and potential improvements.
- C. Any needed maintenance will be noted and enforced via the conditions described in MCM 5-2, 'Long-term Operation and Maintenance of BMPs', and the information will be used to modify standards and procedures if warranted.

ASSESSMENT TASKS AND MEASURABLE GOALS

Years 1-2

No new activity planned while post-construction program and design standards are established.

Years 3-5

- A. Perform field evaluations of post-construction design BMPs to assess design, performance, and maintenance. A minimum of 5 BMP sites on public roadways, public facilities, commercial or subdivision projects will be evaluated each year.
- B. Report results in the annual report. Include BMPs inspected, any maintenance performed, date inspected, and location.

RESPONSIBILITY

The Engineering Division will be responsible for this element with assistance of the Department of Public Works, Building and Safety Division, and Facilities Maintenance.

	FIGURE 9		Type of Standard	IMPLEMENTATION SCHEDULE														Responsibility								Measureable Goals	
	Control Measure and Performance Standards			2007/2008		2008/2009		2009/2010		2010/2011		2011/2012		Engineering	Public Works	Facility Maintenance	Building/Safety	Code Compliance	Planning	Solid Waste and Recycling	Town Clerk	Police	Town Attorney				
				Q1	Q2	Q1	Q2	Q1	Q2	Q1	Q2	Q1	Q2											Q1	Q2		
MCM5-1	Review and amend existing documents or create new ones for consistency with State General permit requirements, including Attachment 4. See also MCM4-1		C, E		X	X	X	X	X	X	X	X	X		R			A		R						A	Review existing documents. Define changes needed. Hold minimum of 2 public meetings. Present to Council for adoption.
MCM5-1	Update policies for continued maintenance of BMPs on private and public property for consistency with State General permit and Attachment 4		C, E		X	X	X	X	X						R			A		A					A	Create policies on continued maintenance of BMPs. See also MCM5-2	
MCM5-1	Develop and maintain approved BMP standards for the Truckee area for structural and non-structural BMPs, incorporating Attachment 4 design standards or equivalent.		C, E		X	X	X	X	X						R			R		A							Amend or create standards. Identify changes needed
MCM5-2	Apply long term operation and maintenance of post-construction BMPs to all new projects		C, E						X	X	X	X	X	X	X	R	A		A		A						Establish tracking system. Track projects with BMPs, function, location, maintenance, any violations.
MCM5-3	Monitor BMPs for intended function, maintenance, and performance.		N					X	X	X	X	X	X	X	X	R	A		A	A							Track type, function, location, random inspection. Perform random inspections on 5 BMPs yearly.

Q1-July 1 to September 30
Q2-October 1 to December 31
Q3-January 1 to March 31
Q4-April 1 to June 30

C-Current
E-Enhance
N-New
A-Assisting
R-Responsible

2.6 **MCM6--POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

2.6.1 DESCRIPTION

The Town of Truckee maintains within the program area approximately 152 miles of public roadways and right-of-way, two road/fleet maintenance facilities, and the Town of Truckee building complex (Town Hall), and the Truckee Intermodal Transportation Center (Truckee Depot). Town operations include maintenance of all the equipment, fueling stations, storm drain cleaning, snow removal, hauling, and sanding and sweeping operations. This section details the programs currently in place and this document specifies how changes to the program will be implemented within five years of designation. Figure 12 summarizes control measures, measurable goals, responsible parties, and the schedule for implementation for MCM 6.

TOWN FACILITIES WITHIN PROGRAM BOUNDARIES

The storm water Phase II program is applicable to all property within the Town limits and within the jurisdiction of the Town of Truckee. Typical exclusions include CALTrans property and right-of-way, Union Pacific property (Railroad), Forest Service Land, and any other Federal and State Lands not governed by the Town of Truckee. Within this program area the Town owns, operates, and maintains buildings and facilities. Figure 10 lists the Town facilities within the permit area. Figure 11 shows the locations of the facilities.

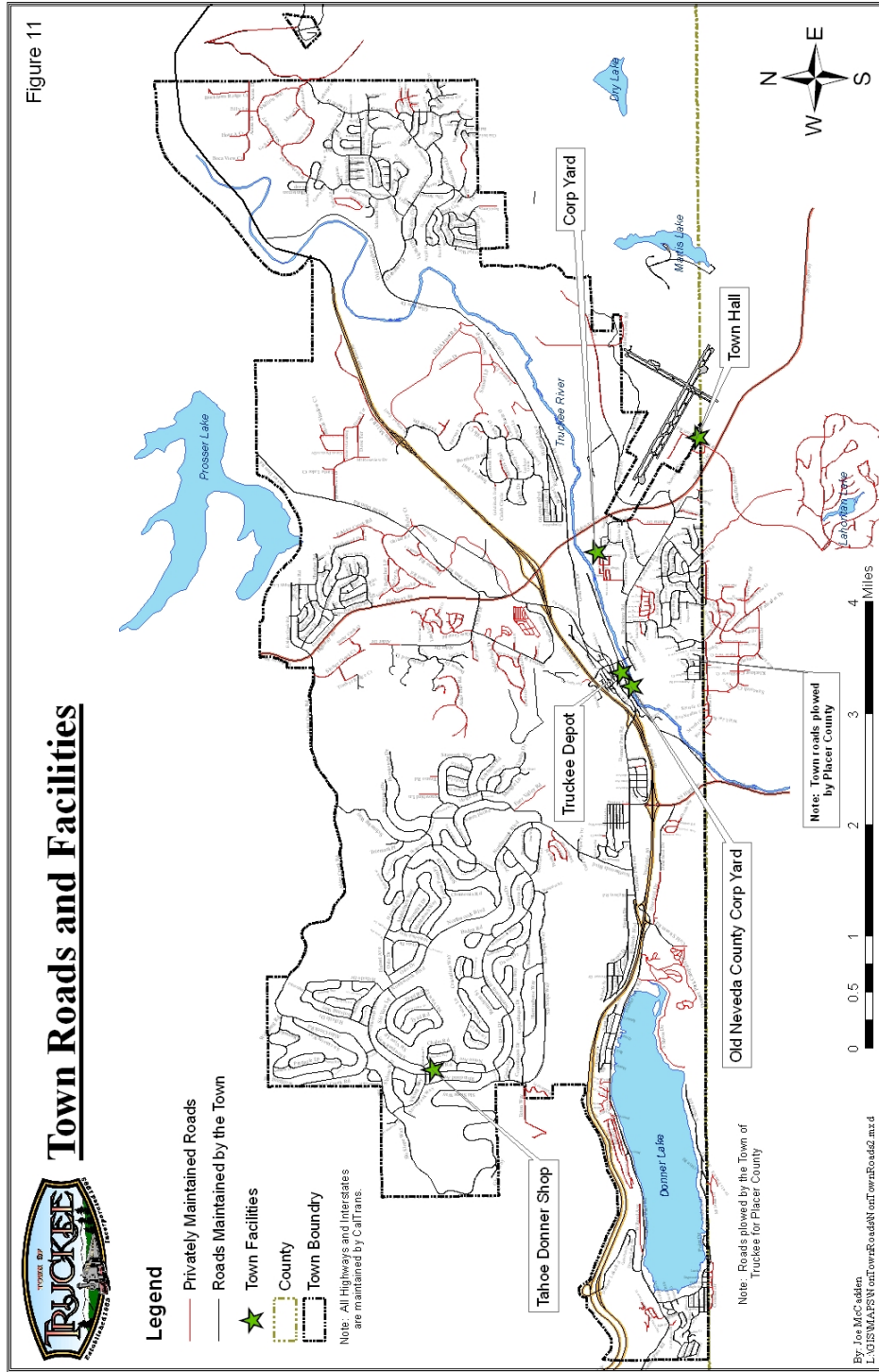
FIGURE 10 TOWN OF TRUCKEE FACILITIES

Facility	Use	Responsibility
Town Right-of-Way System	Public Roadways, Drainage and Facilities	Department of Public Works
Town Hall	Administrative Offices and Police Department	Facility Maintenance
River View Drive Corporation Yard	Public Works Maintenance/Storage Yard and Fueling Station	Department of Public Works
Tahoe Donner Shop	Public Works Maintenance/Storage Yard and Fueling Station	Department of Public Works
Old Nevada County Corp Yard	Vacant	Facilities Maintenance
Truckee Depot	Truckee Intermodal Transportation Center and Chamber of Commerce	Facilities Maintenance

2.6.2 PERMIT REQUIREMENTS

- A. Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations; and
- B. Using training materials that are available from U.S. EPA, the State, or other organizations, the program must include employee training to prevent and reduce storm water pollution from activities such as fleet building maintenance, new construction and land disturbances, and storm water system maintenance.

Figure 11



2.6.3 MINIMUM CONTROL MEASURE ELEMENTS

MCM6-1 PUBLIC FACILITIES CLEANING

EXISTING

- A. The Town philosophy on pollution prevention is to stop pollution at its source.
- B. Public Works road maintenance crews regularly sweep public roadways within the Town of Truckee, remove trash and sediment from roadside ditches, and clean culverts with a vacuum truck.
- C. The Town tracks the volume of traction sand that is placed on the roads within the Town, and the volume of sand that is swept up as soon as conditions allow. The Town endeavors to place as little sand on the roads as necessary. Sanding on the Town roads is typically limited to school bus routes, curves, steep hills, and major arterials. The Town also tracks the date and streets where sand and roadside debris are swept. The Town guidelines for plowing and sanding are included in the Appendix.
- D. Facility Maintenance manages contracts for cleaning of buildings and maintenance of grounds and landscaping. Facilities Maintenance also performs snow removal operations at the Town facilities.
- E. The Town holds Truckee Day in spring, where public is involved with cleaning up around Town.
- F. The Town of Truckee Drainage Program contains guidelines for safely and efficiently clearing roadsides, ditches, and drainage easements of vegetation, debris and other obstructions in order to provide for the free flow of all run off and storm water. These guidelines contain dumptruck, backhoe, and drainage cleaning operation procedures, as well as erosion control guidelines.
- G. Streets and drainages are monitored yearly concurrent with other maintenance operations. Priority areas are checked and cleaned as needed prior to storms. Service requests are responded to as necessary.
- H. Encroachment permits are issued for work performed, including storm drains, placed in the public right of way. It is the permittee's responsibility to maintain the improvements.
- I. Snow hauled from downtown is stored in the Cal Trans basins located under the Hwy 267 bypass. The new corp yard plans to incorporate a snow storage facility.

PROPOSED

- A. After completion of the outfall map, the cleaning and maintenance program will be reviewed and revised to better track and record operations. Track and record culverts and other structures cleaned, sand placed and swept up, parking lots swept, and other maintenance tasks.
- B. Perform dry weather screening of priority outfall locations yearly.

ASSESSMENT TASKS AND MEASURABLE GOALS

Years 1-5

- A. Sweep streets that are sanded after storms and as needed to keep roadways free from debris. Track amount of sand placed and amount swept up. Sweep up 50% of sand used yearly. Sweep other roadways as needed to keep roadways free from debris.
- B. Sweep paved parking lots within the Downtown Parking District annually.
- C. Inspect buildings, and landscape areas within the Town facilities yearly to assure that all areas including hard surfaces and drains are free from debris, dirt, and potential pollutants.
- D. Store all landscape chemicals in accordance with BMPs.
- E. Streets and drainages are monitored yearly concurrent with other maintenance operations. Priority areas are checked and cleaned as needed prior to storms. Service requests are responded to as necessary. Areas monitored, dates, and cleaning performed will be reported in the annual report.
- F. Perform dry weather screening of priority areas annually.

- G. Collect data about quantity of facilities cleaned, locations, and frequency, and report in annual report.

RESPONSIBILITY

Facility Maintenance will be responsible for Town buildings. The Department of Public Works will be responsible for public roads and corporation yard facilities. The Engineering Division will assist.

MCM6-2 BMP INSTALLATION AT TOWN FACILITIES

EXISTING

- A. The Town corporation yard was retrofitted with permanent BMPs in 2003. The BMP retrofits included the placement of sediment basins that are designed to handle the 20 year, one hour event. The retrofit also included placement of a concrete curb containment area around the fuel dispensing area, settling ponds for a hydro-vac receiving station, precast Jensen infiltration basins and settling ponds to treat and improve water quality.
- B. The Town used permeable concrete in some walkways around Town Hall to reduce runoff associated with paved areas.
- C. As Town schedules major new projects, installation and upgrades of BMPs in existing and proposed project areas are incorporated.
- D. Proposed and recently completed projects incorporate BMP upgrades and storm water runoff improvements such as the following:
- Donner Lake Bike Trail Project includes installation of BMPs and upgraded drainage facilities along a 2.5 mile stretch of the north shore of Donner Lake. The project is anticipated for construction in summer 2008.
 - Roundabout installation on Martis Valley Road and Brockway road included upgrading drainage facilities around the roundabout, as well as nearby facilities.
 - New trash cans (35 total) will be installed in the Downtown corridor in the summer of 2007, incorporating a recycling compartment and trash compartment.

PROPOSED

- A. The Town plans to continue with BMP upgrades as projects present themselves. As the outfall map is completed, additional projects may be proposed to upgrade priority areas around Town.
- B. A comprehensive assessment of existing Town facilities will be performed to identify both short term (non-capital) and long term (capital) improvements needed for storm water quality improvement. Short term improvements may include:
- proper storage of materials and equipment
 - facilities cleaning practices
 - proper trash storage
 - materials selections
 - vehicle-washing practices
 - pavement sweeping and other maintenance practices
 - landscape maintenance procedures
- Long term improvements may include:
- storm drain modifications
 - sediment or treatment basins
 - drop inlets/trench drains/infiltration trenches
 - storage facilities construction
 - cleaning equipment purchase
 - water treatment equipment purchase

- C. The Town is currently planning the construction of a new corporation yard located on Donner Pass Road just south of Interstate 80 and west of Hwy 267. The proposed yard will contain larger storage facilities for equipment, materials, and improved BMPs for containment of storm water and snow. In addition, the new location is not located adjacent to the Truckee River.

ASSESSMENT TASKS AND MEASURABLE GOALS

Year 1

- A. Yearly inspections of the corporation yards and Town buildings will be performed to identify and correct any potentially polluting circumstances.
- B. Evaluate all Town facilities and operations for needed short term and long term improvements. Improvements requiring less than \$1,000 per item to implement will be completed within the first year.

Year 2

Create a capital plan for capital storm water improvements and prioritize according to available budget. Report plan and improvements performed in the annual report.

Years 3-5

- A. Install capital storm water improvements per plan in Town facilities including roadways and right-of-way.
- B. Complete construction of the new corporation yard, including installation of new storm water BMPs and treatment facilities.
- C. Report improvements performed in the annual report.

RESPONSIBILITY

The Department of Public Works will be responsible for this control measure. Facilities Maintenance and the Engineering Division will assist with portions of this control measure.

MCM6-3 REVIEW AND REVISE STANDARD OPERATING PRACTICE MANUALS AND DRAINAGE PROGRAM

The goal of MCM 6-3 is to assure that Town employees use appropriate source control, materials management procedures, and maintenance practices at Town facilities. BMPs will be developed and implemented to incorporate standard operating procedures for all activities to protect water quality if the current practices are not sufficient

EXISTING

- A. The Town of Truckee Drainage Program contains guidelines for safely and efficiently clearing roadsides, ditches, and drainage easements of vegetation, debris and other obstructions in order to provide for the free flow of all run off and storm water. These guidelines contain dump truck, backhoe, and drainage cleaning operation procedures, as well as erosion control guidelines.
- B. The Town currently has a Standard Operating Practice Manuals which contain guidelines for plowing, maintenance, sanding, sand/salt storage, and sweeping. The Manual was last updated in October 2004.

PROPOSED

- A. The existing Standard Operating Practice and Drainage Program manuals will be reviewed and new sections developed as necessary. If deficiencies are identified, manuals will be amended or developed to instruct Town personnel on appropriate storm water practices for such activities such as:
- building maintenance
 - landscape maintenance

- capital construction projects
 - road maintenance
 - vehicle maintenance
 - materials storage
 - drainage facility maintenance
 - snow storage areas and procedures
 - disposal of spoils from drainage and other maintenance activities
- B. Operation and maintenance requirements for Town post construction BMPs identified and installed under MCM6-2 will be added to these manuals.

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ASSESSMENT TASKS AND MEASURABLE GOALS

Year 1

Review existing manuals for compliance with the State General Permit and identify any existing deficiencies.

Year 2

Revise or create operations manuals that are responsive to storm water quality for all Town facilities and operations. Report completion dates and any meeting minutes.

RESPONSIBILITY

The Department of Public Works will be responsible for this element. The Engineering Division and Facilities Maintenance will assist with implementation of this element.

MCM6-4 TRAIN STAFF

Multiple elements of this program require training for Town staff. Both orientation and periodic training will be required for Town employees to educate them about the programs and their roles.

EXISTING

- A. Building inspectors take yearly training courses on BMP installation, maintenance, and inspection programs. The Building Department also holds in-house training for proper installation of construction BMPs.
- B. Public Works has orientation training for new employees.
- C. Quarterly all-employee meetings. These provide general updates on Town issues.

PROPOSED

- A. Orientation training will be provided to affected employees regarding general storm water practices, the NPDES program, and changes to Town processes.
- B. In addition, specific training will be provided for the particular needs of each employee. Training of Town employees will be performed periodically throughout the life of the program to accommodate changes in personnel and the program.
- C. Staff training will include:
 - General storm water quality practices
 - Hazards associated with illegal discharges and improper disposal of waste
 - Regulatory requirements
 - Maintenance requirements of Town-operated BMPs, per operations manuals as described in MCM 6-1 and MCM6-3.
 - Requirements for site plan reviews.
 - Processes for receipt and consideration of information submitted by the public
 - Selection and application of construction and post-construction BMPs
 - Inspection and enforcement procedures for both illicit discharge detection personnel and construction inspection personnel, including post-construction BMP maintenance needs.

- Police Department and Code Enforcement, identification of reportable events received on the hotline.
- Road maintenance crews, identification of illicit dumping for reporting, cleanup of dumping within right-of-way, and dry weather outfall screening.
- Illicit discharge personnel will additionally be trained in:
 - Good and bad storm water practices
 - Identification of reportable conditions
 - Internal processes--paperwork, communication, recordkeeping
- Train staff on correct procedures and reporting requirements yearly.

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ASSESSMENT TASKS AND MEASURABLE GOALS

Year 1

- A. Develop appropriate training materials and organize training sessions.
- B. Deliver at least one orientation training session to all involved Town employees on the new NPDES permit.
- C. Evaluate program feedback to identify additional training priorities.

Years 2-5

- A. Provide mandatory yearly training to all involved Town employees specific to their program role.
- B. Report staff training in the annual report. Include attendees and their position, summary of the content of the training, duration and dates of events.

RESPONSIBILITY

The Engineering Division will be responsible for this element, with Department of Public Works, Facilities Maintenance and the Building Division assisting. Respective departments will be responsible for training new staff.

FIGURE 12			Type of Standard	IMPLEMENTATION SCHEDULE												Responsibility								Measureable Goals					
Control Measure and Performance Standards																													
MCM6 Pollution Prevention/Good Housekeeping for Municipal Operations																													
				2007/2008			2008/2009			2009/2010			2010/2011			2011/2012			Engineering	Public Works	Facility Maintenance	Building/Safety	Code Compliance		Planning	Solid Waste and Recycling	Town Clerk	Police	Town Attorney
				Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3											
MCM6-1	Review and amend tracking and recording operations for the cleaning and maintenance program.	C, E				x	x	x	x	x								A	R	R							Identify changes needed. Amend to accommodate any new reporting requirements.		
MCM6-1	Perform dry weather screening of priority outfalls	N				x	x		x	x		x	x		x	x		R	R								Perform on priority areas yearly.		
MCM6-1	Continue existing maintenance and cleaning procedures. New tasks may be added with review and update of standard operation manuals. Include tracking and reporting procedures for annual report.	C, E	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	A	R	R							Report tasks performed and include in annual report. Sweep up 50% of sand used. Sweep parking lots annually. Monitor drainage structures annually, clean as needed for service requests and at priority areas before storms.		
MCM6-2	Assess existing Town facilities as they relate to storm water to identify short and long term improvements needed.	N				x	x	x		x	x		x	x		x	x	A	R	R							Yearly inspections of Town facilities. First year evaluate facilities. Perform all short term improvements under \$1,000 in first year. Create capital plan for storm water improvements. Install as budget and circumstances allow.		
MCM6-2	Construction of a new Corporation Yard incorporating better materials and equipment storage and all new BMPs.	N							x	x	x	x	x	x	x	x	x	R	A	A							Years 3-5 Construction of facility and installation of new BMPs and treatment facilities. Report improvements in annual report.		
MCM6-3	Review and update existing Town standard operation manuals for consistency with the State General Permit	C, E				x	x	x	x	x								A	R	A							Review guidelines and amend. Identify changes needed.		
MCM6-4	Orientation training provided to affected employees regarding general stormwater practices, NPDES program, and changes to Town processes.	N		x														R	A	A	A						Deliver at least one orientation training session to all involved staff. Gather feedback to identify additional priorities. Track topics, attendees, feedback.		
MCM6-4	Specific staff training throughout life of program to accommodate changes in personnel, program, and responsibilities.	C, E				x	x	x	x	x	x	x	x	x	x	x	x	R	R	R	R						Prepare appropriate materials and organize training sessions. Provide yearly training to all involved staff specific to program role. Report attendees, position, topics, duration, and dates.		

Q1-July 1 to September 30
Q2-October 1 to December 31
Q3-January 1 to March 31
Q4-April 1 to June 30

C-Current
E-Enhance
N-New
A-Assisting
R-Responsible

2.7 WATER QUALITY MONITORING PLAN

2.7.1 DESCRIPTION

The RWQCB is requiring the Town to develop a comprehensive Water Quality Monitoring Program (WQMP) in conjunction with this SWMP. As the Truckee River watershed is much larger than just the Truckee area, this is anticipated to be a cooperative effort between other involved agencies, such as Placer County, USFS, USGS, TRWC, USFG, and many other entities. Many efforts are currently being performed in water quality monitoring of the Truckee River. The challenges of a comprehensive program include collecting the data, organizing the information, and comparing and evaluating information done by different entities.

Placer County has released an RFP for consultant services to develop the comprehensive WQMP. The Town is participating with Placer County in the development of the Plan and procurement of a consultant to provide the work. The Town is on the review committee for the RFP released by the County (review date October 11, 2007) so the Town can potentially use the consultant selected to create a seamless and cohesive monitoring plan for the Truckee River Basin.

The Town plans to start the WQMP by first evaluating where monitoring needs to occur. This first step is dependant on the results of the Outfall mapping and source location. The Town has received a grant through Prop 50 to perform this task, although funds are not anticipated to be available until 2008.

The anticipated goal for the WQMP is to determine the effectiveness of the proposed BMPs included in the SWMP. The locations and extent of monitoring will need to balance this goal, cost and funds available, and the requests of the RWQCB.

Currently, the RWQCB is working on the Truckee River Total Maximum Daily Load (TMDL). This is a water quality restoration plan required by the Federal Clean Water Act to ensure the attainment of water quality standards in impaired surface water bodies. The Truckee River is on the Clean Water Act 303 (d) list of impaired waters for excessive sedimentation. Additionally, Donner Lake is listed as impaired for PCBs under the same Act.

Various methods of water quality monitoring may involve the following:

- Visual Monitoring May be in the form of construction inspections, dry weather inspections of storm drains, outfall mapping, service calls, and reports to the hotline.
- Photo Monitoring The TRWC uses grant funded volunteer programs to monitor streams using pictures of certain areas. These pictures are compared to assess the changes in an area.
- Bio Assessment Conditions to monitor may include fisheries, recreation, and vegetation. Fish populations may be monitored and surveys of streams, as well as other methods to assess the conditions.
- Chemical Monitoring Collecting water samples by continuous monitoring or grab samples. This method may determine many qualities of water including: turbidity, alkalinity, conductivity, dissolved oxygen, pH, nitrate, phosphorous, temperature, flow, and others depending on the information desired.

2.7.2 PERMIT REQUIREMENTS

The Town of Truckee received a letter from the RWQCB on July 3, 2007 describing the desired Storm Water Discharge Monitoring Plan Elements. The letter and chart are provided in the Appendix. Currently, the plan due date has been extended from December 14, 2007 to July 1, 2008 to accommodate the RFP schedule for these services. As work has not started on the WQMP and a consultant has not yet been retained, the information provided in this report is very general.

2.7.3 MONITORING PLAN

EXISTING

- | A. Town Building Division and Engineering Division inspectors observe construction projects for correct installation of BMPs, assessing the effectiveness by observing soil migration on site, into streets, and off the site.
- | B. TRWC holds Snap-Shot day and other monitoring events, where volunteers monitor river/stream conditions by photo monitoring and grab samples. TRWC projects are dependant on grant funding.
- | C. DWR has continuous monitoring stations along the Truckee River between Tahoe City to Farad, with stations near the Town limits to the south, at TTSA, and at the Little Truckee below Stampede. Data for water monitoring by DWR is available at <http://www.cd.water.ca.gov/waterquality/getdata.cfm?site=FARAD&URLStation=G7119500>
<http://www.cd.water.ca.gov/waterquality/getdata.cfm?site=TRNT&URLStation=G7160000>
- | D. The Town participates and attends meetings regarding water quality monitoring held by TRWC and other participating agencies. The Town supports continued efforts to enhance the bio assessment and grab sample monitoring programs performed by TRWC and others and to establish guidelines for monitoring in the Truckee River area to create consistent information.
- | E. Another anticipated resource of information for water quality monitoring is www.truckeeriverinfo.org which is a website for sharing water quality monitoring efforts on the Truckee River from Lake Tahoe to Pyramid Lake.

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PROPOSED

- A. Continue performing construction site inspections, including the observation of temporary BMPs during construction and permanent BMPs at the completion of construction on public and private construction sites.
- B. Develop the storm sewer system and outfall map (MCM3-1).
- C. Perform dry weather screening of priority areas once a year.
- D. Cooperate and participate with other entities in establishing a comprehensive monitoring plan for the Truckee River Basin and best water quality monitoring practices to reduce redundancy in monitoring and promote consistency and quality with monitoring data.
- E. Review and evaluate outfall mapping and dry weather mapping information to determine appropriate locations and frequency for monitoring locations.
- F. Near continuous chemical monitoring may be performed at determined locations associated with major developments. Consideration of information obtained may include turbidity, pH, electrical conductivity (EC, to measure total dissolved salts (TDS)), temperature, and stage.
- G. Grab samples may be collected at to be determined intervals at to be determined locations. Other pollutants such as petroleum, hydrocarbons, pesticides, etc, maybe considered for analyses. The selected sites are anticipated to be based on the 13 described in the Basin Plan (See Appendix). Of these locations, 6 fall within the Town Limits although the actual watersheds may not be within the limits. Monthly sampling locations and frequency will be considered after outfall mapping is complete.
- H. The need for pre- and post-project bio-assessment on new development projects will be reviewed.
- I. Policies may be created requiring water quality monitoring for major new developments, as described in the chart provided by RWQCB letter.

ASSESSMENT TASKS AND MEASURABLE GOALS

Year 1

- | A. Continue performing site inspections and service requests, including the observation of temporary BMPs during construction and permanent BMPs at the completion of

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construction on public and private construction sites. Track BMPs installed, violations, and maintenance.

- B. Continue participating in other monitoring activities, such as Snap-Shot Day.
- C. Develop storm drain outfall map.
- D. Perform dry weather screening.
- E. Review and evaluate outfall mapping and dry weather mapping information to determine appropriate locations, intervals, and number of visual, photo, and/or chemical monitoring locations.
- F. Cooperate and participate with other entities in establishing a comprehensive monitoring plan for the Truckee River Basin and monitoring standards. This may include retaining a consultant and coordinating with Placer County to establish appropriate monitoring locations, frequency, type, monitoring protocols, funds, and responsibilities.
- G. Establish funding and responsibilities for water quality monitoring.
- H. The need for policies for water quality monitoring for new development projects will be reviewed and created if necessary.

Years 2-5

- A. Start monitoring program from information obtained in Year 1.

RESPONSIBILITY

The Engineering Division will be responsible for the water quality monitoring, with assistance from the Building Division, and Department of Public Works.

2.8 STATE GENERAL PERMIT REQUIREMENTS

The State's general permit contains the following broad requirements in addition to the six minimum control measures.

A. Adherence to Discharge Prohibitions

The State's general permit contains three discharge prohibitions: 1) discharges of wastes that are prohibited by the applicable Regional Water Quality Control Plans (Basin Plans) or Statewide Water Quality Control Plans are prohibited, 2) Discharges from the MS4s regulated under this General Permit that cause or threaten to cause nuisance are prohibited, and 3) Discharges of material other than storm water to waters of the U.S. or another permitted MS4 must be effectively prohibited, except as allowed under Provision D.2.c, or as otherwise authorized by a separate NPDES permit.

The proposed illicit discharge detection and elimination section along with the proposed ordinance will prohibit non-storm water discharges to waters of the U.S. During the development of the six minimum control measure elements, the significance of the other Discharge Prohibitions will be evaluated and the SWMP amended to reflect any necessary changes.

B. Adherence to Effluent Limitations

Within the State general permit, the Effluent Limitations require the implementation of BMPs that reduce pollutants to the Maximum Extent Practicable (MEP). The MEP standard is an ever-evolving, flexible, and advancing concept, which considers technical and economic feasibility, and its application may vary by community. Communities that have greater water quality impacts are expected to put forth greater levels of efforts than those with lesser impacts.

In addition, the Effluent Limitations prohibit the discharge of hazardous substances to the

storm drain system in amounts equal to or in excess of a reportable quantity listed in 40 CFR Part 117 or 40 CFR Part 302. Element 3, Illicit Discharge Detection and Elimination, requires the adoption of an ordinance or other regulatory mechanism that prohibits non-storm water discharges, therefore prohibition of hazardous substances should be easily accommodated within the program as proposed. Again, however, the significance of the Effluent Limitations will be further evaluated as the program is developed, and the SWMP amended to reflect any necessary changes.

C. Adherence to Receiving Water Limitations

For MS4s serving a population of at least 50,000, or subject to high growth such as Truckee, the general permit imposes Receiving Water Limitations from Attachment 4 WQO 2003-0005-DWQ. These state that the Town shall not cause or contribute to an exceedance of water quality standards as defined in the applicable water quality plan or California Toxics Rule. The method prescribed for achieving this is through the implementation of BMPs in this SWMP. If it is determined that the water quality standards are exceeded in spite of the application of the BMPs, a procedure for promptly modifying the BMPs and SWMP is prescribed. The permit states that if this procedure is complied with, then the MS4 is not in violation of the Receiving Water Limitations.

D. Post-Construction Design Standards (Attachment 4)

For MS4s serving a population of at least 50,000 or subject to high growth, the general permit also imposes design standards for the post-construction runoff control element of the program via Attachment 4. The general permit states that Attachment 4 of the general permit must be adopted prior to the expiration of the general permit. Deficiencies in the existing codes for compliance with Attachment 4 will be identified and revised if necessary. Adjustments will also be made in the plan check processes if necessary. The Town proposes to present these design standards or functional equivalent to the Town Council as part of MCM 5-1.

Attachment 4 requirements apply to certain types of commercial and industrial development, and residential construction consisting of subdivisions of 10 or more housing units or single family residences on steep lots. For all new development, it provides for control of peak storm water runoff rates, conservation of natural areas, minimizing pollutants of concern through various design considerations, slope protection, storm drain stenciling, proper storage of materials, proper design of trash enclosures, and proof of ongoing BMP maintenance. Hydrologic standards for sizing of water quality BMPs are dictated. In addition, specific design requirements are given for restaurants, large commercial development, parking lots, and automotive/vehicle facilities.

E. Submission of an annual report with specific evaluation requirements

The State's general permit delineates monitoring requirements and reporting requirements. The information required in the annual report will necessitate detailed recordkeeping throughout the year, including information to be generated by multiple departments. Details regarding recordkeeping and reporting are provided in Chapter 5.

CHAPTER 3. FUNDING AND STAFFING

3.1 FUNDING

Funding for the program is anticipated to come from a combination of general fund, road fund for qualified activities within public rights of way, sharing of program elements with other jurisdictions, grant funding, and possibly from new development fees. Federal and State funding will also be necessary, and is anticipated in order to comply with the mandates of the NPDES included herein. The Town considers the NPDES General Permit requirements a state mandate and a reimbursable cost under SB90 and will be keeping track of the costs to develop and implement this program. Without such funding, this program schedule and content may require modification. As cited in MCM2-1, the Citizen's Advisory Committee will be asked to formulate a recommended funding plan for the program.

Current funding consists of a grant from Proposition 50 for the preparation of an erosion, drainage, and flooding map and assessment report containing basin characteristics such as flow volumes, velocities, flooding areas, and areas of potential erosion. This information will be used to prepare a prioritized list of retrofit projects for the Town's Capitol Improvement Program (CIP).

The Proposition 50 funds are also earmarked for design and construction of the BMPs associated with the Donner Pass Road Bike Lane Project near Donner Lake.

The TRWC has also received a grant for a pilot storm drain stenciling program.

The following table shows the estimated program costs for the five-year program. To develop these numbers, general staff time for the BMPs as described in Chapter 2 were estimated. Material costs and administrative costs were then added. This estimate does not include water quality testing due to the unknown amount of locations and extent of the program or long term BMP installation as these projects have not yet been determined. Program year one, 2007/2008, costs are expected to be about \$243,600 decreasing to an estimated \$190,000 in program year five as ordinances, procedures, and outfall mapping are completed and in place.

Figure 13--Estimated Program Costs

Program Cost Estimates (dollars per year)				
Year 1	Year 2	Year 3	Year 4	Year 5
07/08	08/09	09/10	10/11	11/12
\$243,600	\$215,900	\$190,500	\$190,000	\$190,000

3.2 STAFFING

One part-time employee is currently applied to the program. Figure 14 shows that this staffing level is not sufficient for the first program year (2007/2008). Additional staffing is warranted to be able to execute the program as described. This additional staff time is anticipated to be shared with other departments in implementation of the program.

Figure 14 Estimated Staff Time

Staff Time Estimates (hours)				
Year 1 07/08	Year 2 08/09	Year 3 09/10	Year 4 10/11	Year 5 11/12
1,800	1,700	1,500	1,500	1,500

As the program is developed, the staffing and need for resources will be further detailed. Beyond the conclusions above, additional staff or consultant time will likely be needed for the storm drain mapping, for staff or inspections/responses to reports of violations for the illicit discharge detection and enforcement element, and other components of the program. These will be identified as the SWMP elements are performed, and will be reported with the annual reports.

CHAPTER 4. MONITORING AND EVALUATION

The MS4 is required to periodically assess its BMPs in order to assure their effectiveness. In order to do this, it will be necessary to periodically review each activity stemming from the SWMP and assess whether it meets the intent of the program, or whether improvements are needed.

The Town of Truckee proposes to regularly review and evaluate each program activity at least once a year in order to be able to modify the program if required. Evaluations will be performed prior to producing each annual report. BMPs that are determined to be ineffective or that need improvement will be discussed in the annual report, with appropriate changes proposed.

CHAPTER 5. RECORDKEEPING AND REPORTING

The State's general permit requires the submission of an annual report due on September 15 of each year.

The various Town departments will submit information to the Engineering Division for use in the annual reports. Forms for use in recordkeeping by involved departments will be developed to facilitate collection of the information required for the annual reports. The website at http://www.waterboards.ca.gov/stormwtr/docs/sm_ms4_arg.doc contains annual report guidance and a report form. At a minimum, the annual reports will contain the following information:

- | A. The status of compliance with the permit conditions, including instances of non-compliance, if any.
- | B. An assessment of the appropriateness and effectiveness of the identified BMPs, including existing beneficial practices.
- | C. The status of each of the identified assessment tasks and measurable goals.
- | D. The results of information collected and analyzed, including monitoring data, if any.
- | E. A summary of the storm water activities that the Town plans to undertake during the next reporting cycle.
- | F. Any proposed changes to the SWMP, along with a justification why the changes are necessary.
- | G. A change in the persons implementing the SWMP, or changes in departmental responsibilities.
- | H. Number of visitors to the storm water website.
- | I. Citizen's Advisory Committee activities.
- | J. Comprehensive list of new outfalls, and receiving waters, constructed during the year.
- | K. Location, frequency, and type of hazardous materials events addressed by the Town.
- | L. Illicit discharge inspections, numbers of possible illicit discharges identified, action taken, and resolution.
- | M. Numbers of projects with post-construction BMPs maintained, inspected, enforcement actions taken, and results of post-construction BMP inspections.
- | N. Summary of data gathered including BMP failures and potential improvements in design. Also include a summary of projects with new BMPs installed.
- | O. Discussion of funding and staffing needs.
- | P. Changes in departmental responsibilities resulting from discussions of the interdepartmental task force.
- | Q. Quantitative data regarding cleaning and maintenance of Town facilities.
- | R. Quantitative data regarding all illicit discharge detection activities, including dry weather outfall screening. Data will include numbers of inspections/screenings, discharges observed, and remedial or enforcement action taken.
- | S. Number of construction site storm water compliance inspections conducted, violations noted, action taken, and resolution.

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