

Stormwater Best Management Practices FOR VEHICLE MAINTENANCE

It is illegal to allow anything other than rainwater to be discharged to a storm drain. Individuals who improperly handle and dispose of non-stormwater materials down the storm drain are subject to civil and criminal prosecution.

Throughout urban communities, the storm drain system transports rainwater to local creeks, the Bay, the Delta, and to the ocean. This system was created to prevent flooding within communities and homes. All water and material that enter the storm drain system is untreated.

The sanitary sewer is a plumbed system that transports used water from buildings to a wastewater collection and treatment facility, where the wastewater is treated before being released back into the environment.



KEEPING A CLEAN SHOP

- Sweep and wet vacuum the shop floor frequently.
- Mop work areas instead of hosing down.
- Do not pour mop water into the parking lot, street, gutter, or storm drain.
- Check with wastewater treatment agency for mop water disposal procedures.
- Seal or remove floor drains to prevent accidental discharges to the sanitary sewer.
- For parts stored outside, keep all parts covered and clean.
- Store batteries inside with secondary containment.
- Have a training program for all shop staff.
- Keep garbage lids closed at all times and recycle when possible.



THE WORK AREA

- Be responsible for the cleanliness of the work areas in and around the shop.
- Choose a work area that is easy to clean up and has a non-porous floor.
- Use a rag to clean up drips and use absorbent to collect small spills.
- Use a dedicated mop (e.g. hydrophobic mop) to clean up large spills of oil and to separate oil from mixed liquids. Use wet mopping only after using the above-mentioned method of clean up.
- Transfer collected liquids into the appropriate storage containers for disposal.

BRAKE WORK

Most brake pads (part of disc brakes, generally on the front wheels) contain copper, which wears off as the pads wear, and contributes significant amounts of toxic stormwater pollution to our creeks and Bay.



- Clean brake dust off of wheels with rags, and send rags to an industrial laundry service.
- Reduce copper pollution by buying no-copper or low-copper brake pads and brake shoes.

WASTE DISPOSAL

- Recycle used vehicle parts and fluids when possible (e.g. oil, oil filters, antifreeze, car batteries, and tires).
- Use a funnel when transferring fluids to containers.
- Properly dispose of vehicle fluids and cleaning chemicals as hazardous waste.
- Contain all fluids in sealed, labeled drums in a covered area.
- Use secondary containment berms or devices when storing fluids.



WASHING CARS

- Vehicle washing is only allowed on a covered wash pad with a wastewater collection and treatment (oil/water separator) system connected to the sanitary sewer.
- Recycle wash water to minimize discharge to the sanitary sewer.
- If spray-on (acid-based) wheel cleaners are used, then wipe off with rags before cleaning the vehicle.
- When applying auto detailing chemicals, prevent them from dripping.
- Avoid discharging chemicals down the sanitary sewer.



ENGINE/PARTS CLEANING & RADIATOR FLUSHING

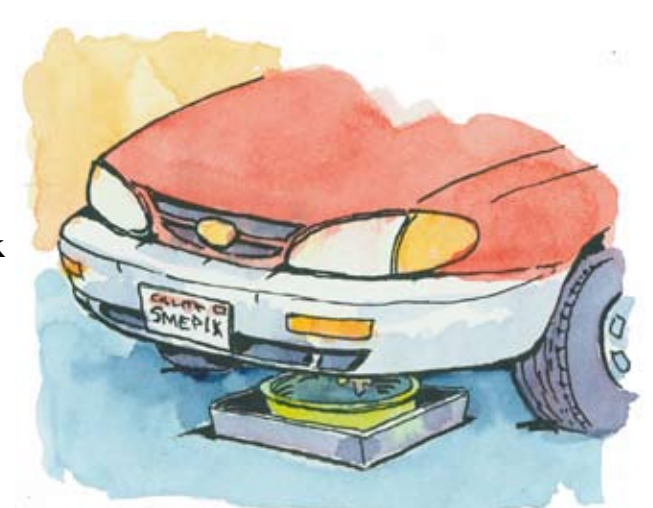
Solvents are hazardous to employees and can ignite. Aqueous cleaners are a viable alternative to solvents.

- Do not discharge any wastewater from engine/parts cleaning or steam cleaning to the storm drain.
- Obtain approval from the wastewater treatment agency before discharging cleaning solutions or rinse water into the sanitary sewer.
- Do not discharge wastes from aqueous cleaners to the sanitary sewer or storm drain.
- Designate specific areas for engine, parts, or radiator cleaning. These areas should be indoors and contained.



CHANGING OIL, ANTIFREEZE, & OTHER FLUIDS

- Drain vehicle fluids into a leak proof container.
- Drain vehicle fluids indoors and only over non-porous floors with sealed floor drains.
- Always use a drip pan and/or work over an absorbent mat.
- Never pour vehicle fluids or any hazardous wastes into sinks, toilets, floor drains, storm drains, or discard in the garbage.
- Do not mix different auto fluids (they are not recyclable when mixed).





Green Business Program Annual Report 2006

EXECUTIVE SUMMARY

270 businesses have been certified as Green Businesses since 1998, with the program certifying all business types since 2002. This has been accomplished through a partnership of 24 local agencies and cities that provide funding (\$32,600), active leadership, and staff time and resources to certify businesses. In addition to the program meeting its goals and objectives for the year, the partnership continues to be a strong, focused group aimed at working together to strategically and successfully green Contra Costa's businesses.

Highlights of 2006

- ✓ **Over 50 new Green Businesses**, including our first home remodelers and banks, our first businesses in Brentwood, and our first Chamber of Commerce (Antioch).
- ✓ **Over 800 Green Businesses in the San Francisco Bay Area**
- ✓ **Five public agencies were certified**, including the Antioch & Brentwood Fleet Maintenance Programs; Walnut Creek City Hall & the Leshner Regional Center for the Arts; and Concord Print Services.
- ✓ Updated checklists for auto repair, hotels, restaurants and remodelers to make sure they are current with the latest green trends.
- ✓ We recertified 26 Green Businesses.
- ✓ A Bay Area regional marketing study was completed and led to a new tagline (slogan): Environmental Values at Work, and cards being given to all Green Businesses for customers explaining what it means to be a Green Business. Because of the number of additional cards ordered by businesses, the cost of printing was entirely borne by Green Businesses!
- ✓ We ran a full-page ad in the Contra Costa Times listing all of our Green Businesses, and worked with the *East Bay Business Times* to run a **six-page article** on the Green Business Program.
- ✓ An in-depth strategic planning process involving *all* of the program partners set out the goals and outcomes for the next three years of the program.

MISSION OF THE GREEN BUSINESS PROGRAM

To strengthen and sustain the quality of the environment in Contra Costa County through a collaborative partnership of public and private organizations that encourages, enables and recognizes businesses taking action to prevent pollution and conserve resources.

THREE-YEAR GOALS (04-06) FOR THE GREEN BUSINESS PROGRAM

1. To expand the program by increasing the number of participating businesses and business sectors, including governmental agencies.
2. To improve the visibility and marketing of the program and of the participating businesses.
3. To build a strong program partnership to support the implementation of the GBP.
4. To create sufficient organizational capacity to successfully operate the program.

INTRODUCTION

Protecting the environment by preventing pollution and conserving natural resources are goals Contra Costa's environmental agencies have been striving to achieve. In an effort to further these goals, they partnered to create the Green Business Program. By leveraging resources and combining expertise, the Green Business Program works with Contra Costa businesses to address a multitude of environmental concerns at the same time. Green Business Program staff works with businesses in a cooperative, direct and personal way to achieve these goals.

The program was kicked off with auto repair shops in 1998, expanding to all businesses in 2002. Each business is certified for compliance with all environmental regulations (hazardous materials, wastewater and stormwater), and achievement of specific standards to conserve water and energy, prevent pollution, and recycle and conserve material resources.

Additionally, six other Bay Area counties are implementing the program, under the coordination of ABAG (the Association of Bay Area Governments), with San Francisco, Santa Cruz, Monterey and Sacramento Counties kicking off their programs in early 2004, and Sonoma and Santa Clara expanding to include their entire counties in 2005. Solano County has just begun laying plans to begin the program.

Over 800 businesses have now been certified in the San Francisco Bay Area.

This annual report covers who the partners are in the Green Business Program, our goals, as well as an evaluation of progress in achieving these goals, a budgetary report, and our revised strategic plan and goals for the future.

GREEN BUSINESS PROGRAM PARTNERSHIP

The Green Business Program partnership is made up of virtually every public agency within the County working to protect the environment, including those focusing on stormwater, wastewater, air, fire, hazardous materials, reduction of solid waste and conservation of water and energy.

As partners, each of these entities provides a variety of support for the Program:

- Adopt the Green Government Pledge.
- Provide funding.
- Inspect or audit businesses.
- Promote program to businesses and provide program with referrals of worthy businesses.
- Attend meetings to provide direction and leadership.
- Provide other materials/resources.
- Work to certify their own entities as Green Businesses.

Contra Costa's Green Business Partners

- | | |
|---|---|
| <ul style="list-style-type: none"> • Contra Costa Hazardous Materials • Contra Costa Clean Water Program • Central Contra Costa San. District • Mt. View Sanitary District • Delta Diablo Sanitation District • West County Wastewater District • Central Contra Costa Solid Waste Authority • West Contra Costa Integrated Waste Management Authority • CCC Watershed Program • City of Antioch • City of Brentwood | <ul style="list-style-type: none"> • City of Concord • Town of Danville • City of Martinez • City of Pittsburg • City of Richmond • City of San Ramon • City of Walnut Creek • PG&E • Contra Costa Water District • EBMUD • San Ramon Valley Fire • Bay Area Air Quality Mgmt. District |
|---|---|

EVALUATION OF 2006 PROGRAM GOALS & OBJECTIVES

In 2001 and 2003, long-term planning by the GBP Partners yielded a strategic plan and program goals to guide the program for the subsequent five years. Below is an evaluation of work done in 2006 to achieve these goals.

Program Goal 1: To expand the program by increasing the number of participating businesses, business sectors and governmental agencies.

For 2006 we set several specific objectives for this goal.

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|---------------------|---|
| <i>Objective 1:</i> | To certify 50 new businesses. |
| <i>Results:</i> | 56 new businesses were certified. |
| <i>Objective 2:</i> | To certify five partner or public agencies. |
| <i>Results:</i> | Five public agencies were certified |
| <i>Objective 3:</i> | To re-certify 30 businesses. |
| <i>Results:</i> | 26 businesses were recertified (ten more are in process). |

We certified 56 businesses, bringing our total certified Green Businesses to 270. This included:

- 5 businesses related to remodeling homes
- 3 restaurants
- 1 grocery store
- 3 small manufacturers
- 2 schools
- 5 public operations.

While we had a continuing focus on certifying those professionals involved in **remodeling homes**—painters, interior designers, architects, contractors, etc.—we spent the year responding to the many requests that came into the program all year long, and unsolicited. Whether this was a result of Katrina and rising gas prices, or from publicity about the program, there was for the first time a real and continuing rise in interest in the Green Business Program.

26 businesses were **recertified**, with many of them surpassed their previous efforts with additional conservation practices. To help our Green Businesses implement even more measures to prevent pollution and conserve resources, we have been continuing to send our newsletter to Green Businesses, Staying Green. Published twice each year, it provides tips on being green, spotlights one of our Green Businesses for their success in being green, welcomes the newest Green Businesses and covers program highlights. This year we highlighted Mechanics Bank in Walnut Creek and Canyon Construction in Moraga.

Program Goal 2: To improve the visibility and marketing of the program and of its participating businesses.

While a number of Contra Costa Times insert newspapers ran articles on the Green Business Program, the major publicity coup in a newspaper was a six-page spread in the *East Bay Business Times* (in July) featuring a full article on the Bay Area Green Business Program as well as features on four individual Green Businesses, focusing on what they had done to be green and why they chose to be green.

The Bay Area Green Business Program worked with Digital Hive to produce a regional marketing plan for the Bay Area Program. The two major conclusions of the report were that we publicize the program through certified Green Businesses, thus providing them publicity as well as the Green Business Program; and to revise the website in a number of ways to help the program as well as the Green Businesses market the program. They recommended the revisions to include refreshing the look of the website, making it easier to search for Green Businesses, providing downloadable articles and graphics to Green Businesses, and providing background information to the media. These revisions will be worked on in 2007.

A strategic decision was made by the Program's public relations committee to publicize the Green Business Program primarily through the Green Businesses themselves (rather than in a larger publicity campaign aimed at reaching consumers and teaching them about our logo). To this end, at the end of 2004, we provided all of our Green Businesses with business cards having both their contact information *and* information on the Green Business Program, as well as a calendar on the back. Many of our smallest businesses greatly appreciated having these

business cards, and asked us to repeat this again in 2005—which we did! We even allowed businesses to order more cards if they wanted to pay for them.

At Earth Day, a full-page ad was run listing all of Contra Costa's Green Businesses—and they just barely fit! We heard from numerous businesses how much they appreciated seeing their name in the newspaper—something they normally could not afford.

We participated in ten events this year: the East County Economic Summit, the Concord/Pleasant Hill/Hispanic Chambers Trade Show, Richmond and Walnut Creek Trade Shows; Concord Economic Development BEST Workshop; West County Earth Day, the El Sobrante Stroll, John Muir House Earth Day, the Green Festival and the County Wellness Fair.

The regional program participated in the fifth annual **Green Festival** in San Francisco, along with 300 businesses and 26,000 people! Its purpose was to help promote and build sustainability by offering companies operating in a “green” way a place to highlight their efforts. Directories listing Green Businesses throughout the Bay Area were distributed at this event.

Program Goal 3: To effectively train and educate all Green Business Program Partners.

The partnership continues to think it important to expand their knowledge of *all* of the environmental programs in the county in order to better assist businesses. Towards this end we have dedicated a significant amount of time at our quarterly meetings to presentations on what the partners are particularly focusing on, and exploring in depth any issues that they may be having. Because the strategic planning process took a great deal of time, only one presentation was made on green building by the solid waste partners.

Program Goal 4: To create sufficient organizational capacity to successfully operate the program.

A strength of the Green Business Program continues to be the partners themselves, and our ability to work together effectively. These partners contribute in essential ways: funding, staffing, policymaking, program promotion and providing referrals for the program. The strategic planning process held in the fall to set goals for the next three years was evidence of the interest and strength of the partners. The partnership itself includes 24 partners, with an active steering committee with seven members: representatives from wastewater, fire, solid waste, cities, utilities, Clean Water Program, and Hazardous Materials.

BUDGETARY REPORT

Contributions to the Green Business Program are made on a fiscal-year basis. Contra Costa Hazardous Materials continues to provide funding for the program coordinator, with the partners contributing an additional \$32,600 in FY05/06. This contribution funds a half-time contract

employee position (\$22,000) to work directly with businesses, promoting the program and verifying the pollution prevention part of the checklist. The remaining \$7,500 is dedicated to program promotion and materials.

THREE-YEAR GOALS (04-06) FOR THE GREEN BUSINESS PROGRAM

These goals, with their associated outcomes, will provide the program with both its general direction and guide the setting of specific objectives for 2006.

1. To expand the program by increasing the number of participating businesses and business sectors, including governmental agencies.

Outcomes: *This goal will be satisfactorily met when:*

- a. All businesses have an opportunity to be considered for Green Business certification.
- b. Effective incentives and rewards are identified and implemented to motivate businesses to become green.
- c. Educational materials for new business sectors have been developed and distributed.
- d. Inspectors regularly make referrals to the Green Business Program.
- e. The program continues to add new business sectors selected in response to partner agency goals and environmental considerations.
- f. The annual targeted goal is met for the number of businesses certified
- g. The certification process runs smoothly, in a timely fashion, and with opportunity for problems encountered at a business to be resolved.
- h. Departments of public organizations have been certified as Green Businesses. (i.e., when all appropriate public Partners become "Green Businesses").
- i. The program supports the re-certification of Green Businesses by providing ongoing education on pollution prevention/resource conservation measures through newsletters, correspondence, and/or telephone calls and site visits.

2. To improve the visibility and marketing of the program and of the participating businesses.

Outcomes: *This goal will be satisfactorily met when:*

- a. More prominent use and recognition of the GBP logo occurs.
- b. Green Businesses market themselves as Green Businesses to the public.
- c. We effectively market to non-Green Businesses the benefits of being a Green Business.
- d. A public relations campaign (to create demand) is developed and maintained that includes:
 1. Partner newsletters
 2. Newspaper articles, press releases
 3. Radio/TV ads and video segments on public/cable TV
 4. Pamphlets/promotional materials distributed to businesses
 5. Web site
 6. Participation at environmental and business fairs/conferences
 7. Chamber of Commerce & Business Association promotions
 8. Partners promote the program within their own jurisdictions
- e. Tools to measure PR effectiveness have been developed and implemented.

3. To build a strong program partnership to support the implementation of the Green Business Program.

Outcomes: *This goal will be satisfactorily met when:*

- a. A sufficient number of partners have joined to successfully implement the program.
- b. Partners are provided program updates and program evaluations and/or annual reports.
- c. Sufficient training in compliance and/or pollution prevention/resource conservation is provided.
- d. The Green Business Program is seen as a valuable asset to the partners and a means to achieve their own environmental protection and conservation program goals.

4. To create sufficient organizational capacity to successfully operate the program.

Outcomes: *This goal will be satisfactorily met when:*

- a. An effective organizational structure and process are in place.
- b. Appropriate policies and procedures have been developed and implemented.
- c. Sufficient funding from GBP partners exists to realize our goals and outcomes.
- d. Partner agencies commit sufficient personnel as inspectors and auditors to successfully certify Green Businesses.
- e. Roles are clearly defined for the steering committee, its task forces and subcommittees, and program staff.

**SECOND AMENDMENT TO AGREEMENT AMONG THE
CONTRA COSTA COUNTY FLOOD CONTROL AND
WATER CONSERVATION DISTRICT (ON BEHALF OF THE
CONTRA COSTA CLEAN WATER PROGRAM),
THE CENTRAL CONTRA COSTA SANITARY DISTRICT,
THE DELTA DIABLO SANITATION DISTRICT, AND THE
EAST BAY MUNICIPAL UTILITY DISTRICT REGARDING
THE CONTRA COSTA CLEAN WATER PROGRAM**

1. EFFECTIVE DATE AND PARTIES

Effective January 1, 2007, the Contra Costa County Flood Control and Water Conservation District, a California special district (District), and the following three (3) agencies (Agencies): the Central Contra Costa Sanitary District, a California sanitary district (CCCSD), the Delta Diablo Sanitation District, a California sanitation district (DDSD), and the East Bay Municipal Utility District, a California municipal utility district (EBMUD), mutually agree as follows:

2. PURPOSE

Effective July 1, 2003, the parties entered into a written contract entitled "AGREEMENT AMONG THE CONTRA COSTA FLOOD CONTROL AND WATER CONSERVATION DISTRICT (ON BEHALF OF THE CONTRA COSTA CLEAN WATER PROGRAM), THE CENTRAL CONTRA COSTA SANITARY DISTRICT, THE DELTA DIABLO SANITATION DISTRICT, AND EAST BAY MUNICIPAL UTILITY DISTRICT REGARDING THE CONTRA COSTA CLEAN WATER PROGRAM" (referred to as the "Agreement"), which covered inspection activities and illicit discharge control activities, as part of the implementation of the Contra Costa Clean Water Program's Stormwater Management Plan. The Agreement has been previously amended once. Pursuant to Section 1 of the Agreement, the parties wish to amend the Agreement to renew the term for an additional two-year period. Additionally, the parties wish to amend the agreement to add the City of Hercules to the list of Participating Municipalities.

3. AMENDMENTS TO AGREEMENT

In the Agreement, Section 1, change the expiration date from June 30, 2007 to June 30, 2009.

In the Agreement, "WHEREAS, fifteen (15) of the Cities" shall be changed to "WHEREAS, sixteen (16) of the Cities", and "Hercules" shall be inserted after "El Cerrito".

4. REMAINING PROVISIONS

Except for the changes made by this Amendment, all provisions of the Agreement shall remain in full force and effect.

5. SIGNATURES

These signatures attest the parties' agreement hereto:

CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

By: Maurice H. Shiu
(signature)

Name: MAURICE SHIU
Its: ~~Deputy~~ Chief Engineer

DELTA DIABLO SANITATION DISTRICT

By: Gary W. Darling
(signature)

Name: Gary W. Darling
Its: General Manager

FORM APPROVED:
Silvano B. Marchesi, County Counsel

By: Christina J. RD
~~David F. Schmidt, CHRISTINA J. RD~~
Deputy County Counsel

FORM APPROVED:
By: Mary Ann Mason
District Counsel

CENTRAL CONTRA COSTA SANITARY DISTRICT

By: James M. Kelly
(signature)

Name: James M. Kelly
Its: General Manager

EAST BAY MUNICIPAL UTILITY DISTRICT

By: Dennis M. Diemer
(signature)

Name: Dennis M. Diemer
Its: General Manager

FORM APPROVED:
By: Kent A. [Signature]
District Counsel

FORM APPROVED:
By: Terrica [Signature]
District Counsel

Projected Business Inspections (1)

Participating City	Total Estimated						Estimated Five Year Cycle	Estimated Three Year Cycle	Estimated Two Year Cycle	Estimated One Year Cycle	Year 1 FY 03-04	Year 2 FY 04-05	Year 3 FY 05-06	Year 4 FY 06-07	Year 5 FY 07-08	Year 6 FY 08-09
	Facilities to be Inspected	Estimated	Estimated	Estimated	Estimated	Estimated										
Antioch	264	13	55	196	30	32	34	36	38	40						
Clayton	29	2	1	25	6	6	6	6	6	6						
Concord	869	35	91	715	214	214	214	214	214	214						
Danville	167	7	15	143	36	36	36	36	36	36						
El Cerrito	148	4	16	119	35	35	35	35	35	35						
Lafayette	129	4	14	107	20	20	20	20	20	20						
Martinez	248	10	22	205	67	67	67	67	67	67						
Moraga	60	3	6	47	16	16	16	16	16	16						
Oakley			2		20	20	20	20	20	20						
Orinda	67	1	9	55	15	15	15	15	15	15						
Pinole	138	3	14	113	28	35	35	35	35	35						
Pittsburg	244	19	116	94	50	50	50	50	50	50						
Pleasant Hill	189	5	18	155	54	54	54	54	54	54						
San Ramon	256	11	14	221	49	49	49	49	49	49						
Walnut Creek	533	19	41	459	132	132	142	142	153	153						
Totals:	3341	123	434	2654	772	781	793	799	817	821						

Inspection Goals: One Year Cycle - priority facilities, defined as NOV reinspections

Two Year Cycle - fast food restaurants (due to high turnover of management/staff & potential to pollute)

Three Year Cycle - automotive lube shops & body shops, grocery stores, retail gas outlets

Five Year Cycle - vehicle services, food services, permitted IUs & SIUs, mobile cleaners, NOIs, golf courses, nurseries, corporation yards, fleet operations, cement & asphalt batch plants, manufacturing plants, and residential/commercial callouts

Note: This document is intended as a planning tool only. Commercial/Industrial inventories, business types targeted by municipalities, and POTW rates are subject to change. This document will be updated annually.

Summary of Stormwater Inspection Program Effort by City

Fourth Quarter Reporting Period FY 06/07

revised 7/16/07

City	Initial/Reinsp. Inspections		Initial/Reinsp. Inspections to date (FY)	Annual Target	Inspected to date vs Annual Target	4th Qtr Labor & Overhead		1st to 3rd Qtr Labor & Overhead		Total Billed to date (FY)	FY Budget	Billed to date vs Budget (%)
	4th Qtr	1st to 3rd Qtr				4th Qtr	1st to 3rd Qtr					
Antioch	4	36	40	32	125%	\$838.82	\$6,600.71	\$7,439.53	\$12,320.00	60.4%		
Clayton	2	5	7	6	117%	\$439.63	\$1,470.14	\$1,909.77	\$2,300.00	83.0%		
Concord	75	191	266	214	124%	\$26,699.14	\$51,287.01	\$77,986.15	\$82,180.00	94.9%		
Danville	10	33	43	36	119%	\$3,995.70	\$10,704.54	\$14,700.24	\$13,800.00	106.5%		
El Cerrito	0	40	40	35	114%	\$1,354.89	\$11,599.86	\$12,954.75	\$13,440.00	96.4%		
Hercules	28	0	28	25	112%	\$9,572.44	\$411.02	\$9,983.46	\$10,600.00	94.2%		
Lafayette	8	27	35	28	125%	\$3,425.87	\$6,109.82	\$9,535.69	\$10,780.00	88.5%		
Martinez	17	64	81	67	121%	\$6,794.18	\$17,344.80	\$24,138.98	\$25,730.00	93.8%		
Moraga	6	14	20	16	125%	\$1,257.66	\$3,286.44	\$4,544.10	\$6,140.00	74.0%		
Oakley	19	1	20	20	100%	\$2,568.93	\$1,447.60	\$4,016.53	\$7,700.00	52.2%		
Orinda	3	15	18	15	120%	\$624.79	\$3,011.53	\$3,636.32	\$5,760.00	63.1%		
Pinole	5	41	46	45	102%	\$2,686.76	\$15,522.19	\$18,208.95	\$17,280.00	105.4%		
Pittsburg	32	20	52	50	104%	\$4,684.29	\$5,754.52	\$10,438.81	\$19,250.00	54.2%		
Pleasant Hill	17	48	65	54	120%	\$4,918.83	\$17,733.04	\$22,651.87	\$20,740.00	109.2%		
San Ramon	14	46	60	49	122%	\$4,724.50	\$14,096.33	\$18,820.83	\$18,820.00	100.0%		
Walnut Creek	37	139	176	142	124%	\$10,157.22	\$25,568.32	\$35,725.54	\$54,670.00	65.3%		
Totals	277	720	997	834	120%	\$84,743.65	\$191,947.87	\$276,691.52	\$321,510.00	86.1%		

Note: Reporting period for El Cerrito, Hercules and Pinole (EBMUD services) is 4/1/07 through 6/30/07.

Note: Reporting period for Antioch, Oakley, and Pittsburg (DDSD services) is 4/1/07 through 6/30/07.

Note: Reporting period for remaining cities (CCCSD services) is 3/18/07 through 6/30/07.



MEETING COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP
DATE: July 27, 2006 TIME: 10:00-12:00

Location: Contra Costa County Public Works Department
255 Glacier Drive, Martinez
Conference Room "B"

ATTENDEES:

NAME	AGENCY
Dustin Bloomfield	City of Brentwood
Jeff Roubal	City of Concord
Lynne Scarpa	City of Richmond
Karineh Samkian	City of San Pablo
Richard Lee	Contra Costa Health Services Department
Tim Potter	Central Contra Costa Sanitary District (CCCSD)
Sue Loyd	Contra Costa County-HazMat Program (HazMat)
Nancy Stein	Contra Costa County Public Works (CCCPW)
Kerry Yoshitomi	Delta Diablo Sanitation District (DDSD)
Darrell Cain	Delta Diablo Sanitation District (DDSD)
Molly Ong	East Bay Municipal Utility District (EBMUD)
Elisa Wilfong	Program Staff

AGENDA

Introductions (Workgroup Members)	5 min.
Introductory Remarks	5 min.
Discussion on Annual Report for fiscal year 2005/2006 (Workgroup)	10 min.
Discussion of draft auto shop outreach poster (Elisa Wilfong)	35 min.
Brainstorm on Fall Inspector Training Workshop (Workgroup)	60 min.
Final Comments	5 min.
Adjournment	

NEXT COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP MEETING:

Time & Date: October 26, 2006 (10:00am – 12:00pm)
Location: Conference Room “B”, Contra Costa County Public Works Department, 255 Glacier Drive, Martinez

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MEETING COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP
DATE: October 26, 2006 TIME: 10:00-12:00

Location: Contra Costa County Public Works Department
255 Glacier Drive, Martinez
Conference Room "B"

ATTENDEES:

NAME	AGENCY
Dustin Bloomfield	City of Brentwood
Jeff Roubal	City of Concord
Lynne Scarpa	City of Richmond
Jennie Campbell	City of San Pablo
Richard Lee	Contra Costa Health Services Department
Tim Potter	Central Contra Costa Sanitary District (CCCSD)
Sue Loyd	Contra Costa County-HazMat Program (HazMat)
Peter Inouye	Contra Costa County Public Works (CCCPW)
Kerry Yoshitomi	Delta Diablo Sanitation District (DDSD)
Darrell Cain	Delta Diablo Sanitation District (DDSD)
Molly Ong	East Bay Municipal Utility District (EBMUD)
Elisa Wilfong	Program Staff

AGENDA

Introductions (Workgroup Members)	5 min.
Introductory Remarks	5 min.
Review of draft auto shop outreach poster (Workgroup)	50 min.
Update on Fall Inspector Training Workshop (Elisa Wilfong)	45 min.
Overview of CASQA Conference (Highlights) (Elisa Wilfong)	10 min.
Final Comments	5 min.
Adjournment	

NEXT COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP MEETING:

Time & Date: Janaury 25, 2007 (10:00am – 12:00pm)
Location: Conference Room “B”, Contra Costa County Public Works Department, 255 Glacier Drive, Martinez

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MEETING COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP
DATE: January 25, 2007 TIME: 10:00-12:00

Location: Contra Costa County Public Works Department
255 Glacier Drive, Martinez
Conference Room "B"

ATTENDEES:

NAME	AGENCY
Dustin Bloomfield	City of Brentwood
Jeff Roubal	City of Concord
Lynne Scarpa	City of Richmond
Jennie Campbell	City of San Pablo
Richard Lee	Contra Costa Health Services Department
Tim Potter	Central Contra Costa Sanitary District (CCCSD)
Sue Loyd	Contra Costa County-HazMat Program (HazMat)
Peter Inouye	Contra Costa County Public Works (CCCPW)
Kerry Yoshitomi	Delta Diablo Sanitation District (DDSD)
Darrell Cain	Delta Diablo Sanitation District (DDSD)
Molly Ong	East Bay Municipal Utility District (EBMUD)
Elisa Wilfong	Program Staff

AGENDA

Introductions (Workgroup Members)	5 min.
Introductory Remarks	5 min.
Overview of Fall Inspection Training Workgroup (Workgroup)	30 min.
Review of Artist's Proof of Auto Shop Poster (Workgroup)	60 min.
Final Comments	5 min.
Adjournment	

NEXT COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP MEETING:

Time & Date: April 26, 2007 (10:00am – 12:00pm)
Location: Conference Room "B", Contra Costa County Public Works Department, 255 Glacier Drive, Martinez

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CONTRA COSTA
CLEAN WATER
PROGRAM

MEETING COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP
DATE: April 26, 2007 TIME: 9:00-10:30

Location: Contra Costa County Public Works Maintenance Yard
2475 Waterbird Way, Martinez
Squad Room 1

ATTENDEES:

NAME	AGENCY
Dustin Bloomfield	City of Brentwood
Jeff Roubal	City of Concord
Lynne Scarpa	City of Richmond
Jennie Campbell	City of San Pablo
Richard Lee	Contra Costa Health Services Department
Tim Potter	Central Contra Costa Sanitary District (CCCSD)
Sue Loyd	Contra Costa County-HazMat Program (HazMat)
Peter Inouye	Contra Costa County Public Works (CCCPW)
Kerry Yoshitomi	Delta Diablo Sanitation District (DDSD)
Darrell Cain	Delta Diablo Sanitation District (DDSD)
Molly Ong	East Bay Municipal Utility District (EBMUD)
Elisa Wilfong	Program Staff

AGENDA

Introductions (Workgroup Members)	5 min.
Introductory Remarks	5 min.
Status on Auto Shop Poster Printing (Elisa Wilfong)	15 min.
Check in on Inspection Programs – Successes and Challenges (Workgroup)	20 min.
Open Discussion for Next Outreach Piece (Workgroup)	40 min.
Final Comments	5 min.
Adjournment	

NEXT COMMERCIAL/INDUSTRIAL AD-HOC ADVISORY WORKGROUP MEETING:

Time & Date: July 26, 2007 (10:00am – 12:00pm)
Location: Squad Room 1, Contra Costa County Public Works Maintenance Yard, 2475 Waterbird Way, Martinez

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CONTRA COSTA CLEAN WATER PROGRAM
Commercial/Industrial Ad-Hoc Advisory Workgroup
July 27, 2006 Minutes

Attendance:

MUNICIPALITY

Central Contra Costa Sanitary District
City of Concord
City of Richmond
City of San Pablo
City of San Pablo
Contra Costa Health Services
County Watershed Program
Delta Diablo Sanitation District
East Bay Municipal Utility District

ATTENDED

Tim Potter
Jeff Roubal
Lynne Scarpa
Karineh Samkian
Jennie Sexton
Adam Springer
Peter Inouye
Darrell Cain
Molly Ong

Program Staff

Elisa Wilfong

- I. **Introductions:** Elisa Wilfong began the meeting at approximately 10:00 a.m. with self-introductions and introductory remarks. She then proceeded to the agenda.

- II. **Discussion on Annual Report for Fiscal Year 2005-2006:** Wilfong facilitated an open discussion regarding the Annual Report for fiscal year 2005/2006 with Workgroup members. Topics of discussion included content, presentation, and changes to the report. Wilfong reminded Workgroup members the Program will be submitting the entire Annual Report digitally. All attachments to their individual reports need to be scanned and sent to the Program on disk. There are no content changes to the Annual Report at this time. Wilfong reminded those who are writing their reports to use the most current formatted forms sent to them from the Program. The final due date for co-permittees to send their Annual Reports to Program staff, is August 16, 2006.

Tim Potter from Central San reminded the Workgroup to include enforcement cases that were successfully resolved by individual inspection programs and cases involving legal prosecution by the district attorney. An example he mentioned was a case concerning illegal discharges from a McDonald's chain throughout Contra Costa County. This case was won; and, monetary penalties were charged to the McDonald's restaurants, which in turn, were distributed back to the cities to cover costs from this case. Program staff will be including this case in the Program's section for Commercial/Industrial activities. However, all cases and successful enforcement cases only benefit and support each inspection program. Program staff

highly encourages co-permittees to include these cases in their reports, especially those cases that directly involved their municipality.

- III. **Discussion of Draft Auto Shop Outreach Poster:** During the last quarterly Workgroup meeting, the members brought examples of any and all outreach materials they had for the inspectors. It was decided the greatest need for new outreach material was a piece focused on auto shops. It was decided a large 11 inch by 17 inch poster was the best product to distribute to these auto shops, listing the proper BMPs for vehicle service businesses. This poster could be mounted on the wall for easy reading and access for an auto shop business. Wilfong provided a draft poster listing the BMPs for changing vehicle fluids, doing brake work, washing cars, the work area itself, waste disposal, engine and parts cleaning, and keeping a shop clean. Workgroup members began discussing edits for the BMP list and offered Wilfong with ideas on the poster layout.

The Workgroup spent about an hour on the BMP list when it was decided that a special ad hoc meeting was necessary to complete the review of all the BMPs for the poster. A special meeting will be held on August 9th. This meeting will provide time for all the Workgroup members to review the BMPs, offer comments/edits, and submit a final draft of poster content for Program staff to produce the outreach piece. Wilfong hopes to complete the poster by end of this calendar year.

- IV. **Brainstorm on Fall Inspection Training Workshop:** Wilfong began discussion on possible topics for a fall inspection workshop with Workgroup members. Members requested the workshop not conflict with other Program workshops scheduled for the fall (specifically, the annual construction workshop and other scheduled workshops for new development). The beginning of November was suggested for a workshop date. Wilfong and the Workgroup accepted November 16th as a possible workshop date. The Workgroup decided on a full-day workshop including topics such as: inspector safety in the field, enforcement follow-up and case studies, presenting the new outreach poster for auto shops, the Department of Toxic Substances Control (DTSC) presentation on auto body shops and recent activities by the District Attorney. Wilfong will consider all topics for the fall workshop and will produce a draft agenda to email to the Workgroup for approval/input by the end of August.

- V. **Establish Date and Topic for Next Commercial/Industrial Ad-Hoc Advisory Workgroup Meeting:** The next meeting for the Workgroup is scheduled for October 26, 2006 from 10 a.m. to 12:00 p.m. Topics will include the upcoming inspection training workshop (last minutes changes/arrangements) and the development of the auto shop outreach poster.

- VI. **Adjournment:** Wilfong adjourned the meeting at 12:00.

EW:TD:kh

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CONTRA COSTA CLEAN WATER PROGRAM
Commercial/Industrial Ad-Hoc Advisory Workgroup
October 26, 2006 Minutes

Attendance:

MUNICIPALITY

Central Contra Costa Sanitary District
City of Brentwood
City of Concord
City of Richmond
City of San Pablo
Delta Diablo Sanitation District

ATTENDED

Tim Potter
Gary Krehbiel
Jeff Roubal
Lynne Scarpa
Jennie Campbell
Darrell Cain

Program Staff

Elisa Wilfong

- I. **Introductions:** Elisa Wilfong began the meeting at approximately 10:00 a.m. with self-introductions and introductory remarks. She then proceeded to the agenda.
- II. **Review of draft auto shop outreach poster:** Wilfong facilitated an open review of the auto shop outreach poster. All the members of the Workgroup read through and offered suggests to the poster wording. The Workgroup members were able to review all the wording for the poster and come to a consensus on the phrasing of the best management practices. Wilfong is going to allow for one more week for review with each agency's inspectors and supervisors to confirm that the language is appropriate for all the co-permittees and inspection service providers. The date for final comments will be November 3rd. Wilfong will be contacting artists to be contracted for the poster illustrations. The goal for the production of the poster is early 2007.
- III. **Update on Fall Inspector Training Workshop:** Wilfong facilitated a discussion on the last preparedness for the annual fall inspector training workshop. The draft agenda for the workshop was finalized by the Workgroup with one change in the agenda: Lynne Scarpa with the City of Richmond will not be able to speak at the conference. To replace Lynne it was decided by the Workgroup that some guess speakers from Central San's inspector program will be invited to speak. Tim Potter with Central San volunteered three inspectors from his team to speak briefly on current enforcement cases they are working on in the field. It was suggested that they speak for about 10-15 minutes each to take up Lynne's time. The agenda was then approved. Wilfong will be making the final logistical arrangements for the workshop in the next few weeks.

- IV. **Establish Date and Topic for Next Commercial/Industrial Ad-Hoc Advisory Workgroup Meeting:** The next meeting for the Workgroup is scheduled for January 25, 2007 from 10 a.m. to 12:00 p.m. Topics will include reviewing the annual fall inspection workshop and the production of the auto shop outreach poster.
- V. **Adjournment:** Wilfong adjourned the meeting at 12:00.

EW:TD:kh
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CONTRA COSTA CLEAN WATER PROGRAM
Commercial/Industrial Ad-Hoc Advisory Workgroup
January 25, 2007 Minutes

Attendance:

Municipality

Central Contra Costa Sanitary District
City of Brentwood
City of Richmond
City of San Pablo
Contra Costa County
Contra Costa County
Delta Diablo Sanitation District
East Bay Municipal Utilities District (EBMUD)

Attended

Colleen Henry
Gary Krehbiel
Lynne Scarpa
Jennie Campbell
Peter Inouye
Colleen Culver-Jaffe
Robert Brothers
Molly Ong

Program Staff

Elisa Wilfong

- I. **Introductions:** Elisa Wilfong began the meeting at approximately 10:00 a.m. with self-introductions and introductory remarks. She then proceeded to the agenda.
- II. **Overview of Fall Inspection Training Workshop:** Wilfong reported to the Workgroup on comments and suggestions received from the November 2006 Commercial/Industrial Workshop. Over fifty (50) individuals attended the workshop. The comments were mostly positive with good feedback for the speakers. All of the workshop participants were impressed with the safety seminar lead by Ted Todd. Workshop participants also enjoyed the afternoon session about enforcement. Wilfong did not receive any suggestions from the workshop participants regarding topics for upcoming workshops. The Workgroup will review their options during the summer quarterly meetings and evaluate the next workshop topics.
- III. **Review of Artist's Proof of Auto Shop Poster:** Wilfong facilitated a review of the draft artist's proof of the auto shop poster. Wilfong provided Workgroup members with a printed copy of the poster to write their comments and edits. Workgroup members suggested a series of edits after reviewing the illustrations and text. Wilfong gave Workgroup members until February 1st (one week from the January Workgroup meeting date) to provide all suggested edits. Wilfong indicated she would compile the edits together and discuss them with the artist during the week of February 5th. The next draft is due within a month. The print timeline is expected during March of 2007.

- IV. **Establish Date and Topic for Next Commercial/Industrial Ad-Hoc Advisory Workgroup Meeting:** The next meeting for the Workgroup is scheduled for April 26, 2007 from 10:00 a.m. to 12:00 p.m. Topics will include reviewing the annual fall inspection workshop and the production of the auto shop outreach poster.
- V. **Adjournment:** Wilfong adjourned the meeting at 12:00 p.m.

EW:DPF:kh
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**CONTRA COSTA CLEAN WATER PROGRAM
Commercial/Industrial Ad-Hoc Advisory Workgroup
April 26, 2007 Minutes**

Attendance:

Municipality

Central Contra Costa Sanitary District
City of Richmond
Contra Costa County
East Bay Municipal Utilities District (EBMUD)

Attended

Tim Potter
Lynne Scarpa
Colleen Culver-Jaffe
Molly Ong

Program Staff

Elisa Wilfong

- I. **Introductions:** Elisa Wilfong began the meeting at approximately 9:00 a.m. with self-introductions and introductory remarks. She then proceeded to the agenda.
- II. **Status on Auto Shop Poster Printing:** Wilfong informed the Workgroup she is working on obtaining quotes for the printing of the final auto shop poster. Wilfong has received interest from three (3) local print shops. However, one print shop is currently unable to do the printing due to the poster's size. Wilfong is waiting for quotes from two (2) other print shops. A total of 1,500 posters will be printed and distributed to each co-permittee's inspection service provider based on a pro rata population share. Wilfong anticipates the printing will occur in May and will be distributed to all the inspectors by June.
- III. **Check in on Inspection Program – Successes and Challenges:** Wilfong facilitated a discussion with the inspectors on the current challenges the inspectors and supervisors are encountering in the field. Many workgroup members wanted to discuss recent violations that have been brought to their attention via concerned citizens or inspection activities. Many violations have involved concrete related illicit discharges. Wilfong and Workgroup members reiterated resources were available from the district attorney's office. Many of the inspectors have already used the District Attorney's office to refer cases of illicit discharges and repeat offenders, building a case and following up with prosecution and fines. Wilfong encouraged all inspection providers to remember to carry a camera during all field activities to document their cases. Proper documentation only helps support future enforcement activities against egregious stormwater violations and repeat offenders.

The workgroup members also discussed the challenges of summer activities involving residents and schools (i.e., charity car washes). Many complaints and field observations are related to illicit vehicle car washing. Wilfong will pursue the possibility of the PEIO committee purchasing and providing car washing kits for local communities to borrow and use instead of washing their waste water down the storm drain system.

Wilfong will continue to check up on all inspection programs to gain input in improving the inspection programs and find new challenging topics to address in future workshops and outreach materials.

- IV. **Open Discussion for Next Outreach Piece:** Wilfong solicited input from the Workgroup regarding what outreach piece to develop for the inspectors. The Workgroup would like a follow-up to the auto shop poster with a poster for the auto body detailing facilities addressing the pollutants of concern associated with this type of work. After some discussion, a decision was made to remove the BMPs for auto body work from the auto shop poster because of the limited space available. The Workgroup would now like to create a new poster to address those BMPs.

Another suggestion for a new outreach piece was a brochure on concrete-related activities by mobile and stationary businesses. After discussing recent violations and business practices, the Workgroup decided an outreach piece on concrete-related activities would benefit the inspectors.

Wilfong will attempt to create both pieces and have a draft BMP list for the members to provide comments by the next quarterly meeting.

- V. **Establish Date and Topic for Next Commercial/Industrial Ad-Hoc Advisory Workgroup Meeting:** The next meeting for the Workgroup is scheduled for July 26, 2007 from 10:00 a.m. to 12:00 p.m. Topics will include reviewing new outreach pieces to be developed and a future workshop.

- VI. **Adjournment:** Wilfong adjourned the meeting at 10:30 p.m.



**MUNICIPAL MAINTENANCE STORMWATER WORKSHOP:
“Learn from your Peers” Maintenance Success Stories**

**For:
Municipal Maintenance Supervisors and Coordinators**

**May 3, 2007 8am-12pm
Centre Of Concord
5298 Clayton Road
Concord, California**

7:45 Sign-In (*Morning refreshments provided*)

8:00 Review Agenda, Objective of Workshop (Elisa Wilfong, CCCWP)

8:10 City of Pittsburg Trash Surveillance Program (Laura Wright, City of Pittsburg)

8:45 City of Concord Street Sweeping Program (Jeff Roubal, City of Concord)

9:20 Break

9:30 Town of Moraga IPM Program (Elisa Wilfong, CCCWP and Dan Bernie
Town of Moraga)

10:20 City of Walnut Creek Storm Drain GIS Program (Carlton Thompson and
Rinta Perkins, City of Walnut Creek)

10:55 Contra Costa Green Business Program (Robin Bedel-Waite, County Haz
Mat)

11:15 Break for Vendor Exploration

11:55 Wrap-up/Evaluations Due

12:00 Adjourn

	A	B	C	D
1	"Learn From Your Peers" Maintenance Success Stories			
2	<i>May 3, 2007 Sign In Sheet</i>			
3				
4	Last Name	First Name	Title	Representing
5	Culver-Jaffe	Colleen	Watershed Mgmt Spec.	CC County
6	Cowell	Jeremy	Street Maintenance	City of Antioch
7	Scott	Pat	Director of Public Works	City of Antioch
8	Hoffmeister	Phil	Administrative Analyst	City of Antioch
9	Barlow	Phil	Superintendent	City of Antioch
10	Sains	Tom	Water/Wastewater Sup.	City of Antioch
11	Errico	Felix	Parks Planner	City of Brentwood
12	DeSilva	Ken	Landscape Facilities Mgr.	City of Brentwood
13	Roubal	Jeff	CW Program Manager	City of Concord
14	Driscoll	Bill	Maint. Supervisor	City of El Cerrito
15	Wright	Eric	Public Service/Maintenance	City of Hercules
16	Feehan	Donna	Administrative Analyst	City of Lafayette
17	Hoskins	Bill	Maint. Worker II	City of Martinez
18	Cellini	Nob	PW Superintendent	City of Martinez
19	Rowe	Bryan	Lead Worker	City of Orinda
20	Terentieff	Cathy	Asst. Engineer	City of Orinda
21	Anderson	John		City of Pinole
22	Wright	Laura	Waste Reduction Coord.	City of Pittsburg
23	Moore	Michael	Senior Maintenance	City of Pleasant Hill
24	Costa	Robert	Maint. Superintendent	City of Pleasant Hill
25	Williams	Barry	Supervisor	City of Richmond
26	Scarpa	Lynne	Inspector	City of Richmond
27	Ward	Roscoe	Superintendent	City of Richmond
28	Medlock, Jr.	John	Public Works Maintenance	City of San Pablo
29	Gault	Jeff	Division Manager	City of San Ramon
30	McGreary	Kevin	Streets Supervisor	City of San Ramon
31	Gutierrez	Patrick	Program Manager	City of San Ramon
32	McClellan	Ron	Fleet/Shop Supervisor	City of San Ramon
33	Thompson	Carlton	Asst. Engineer	City of Walnut Creek
34	Scott	David	Maintenance Worker	City of Walnut Creek
35	Erlec	Elli	Street Maintenance	City of Walnut Creek
36	Macias	John	Senior Maintenance	City of Walnut Creek
37	Gunther	Mike	Senior Maintenance	City of Walnut Creek
38	Dunstan	Peter	Senior Street Maintenance	City of Walnut Creek
39	Perkins	Rinta	Project Manager	City of Walnut Creek
40	Chavez	Robert	Maintenance Worker	City of Walnut Creek
41	Johnson	Jed	Manager	Town of Danville
42	Parke	Jim	Supervisor	Town of Danville
43	Bernie	Dan	PW & Parks Sup.	Town of Moraga

CCCWP
MUNICIPAL MAINTENANCE STORMWATER WORKSHOP
“Learn From Your Peers” Maintenance Success Stories
May 3, 2007

Evaluation Form

What did you think of the following presentations? Very Useful Useful Not Useful

City of Pittsburg Trash Surveillance Program
Comments:

City of Concord Street Sweeping Program
Comments:

Town of Moraga IPM Program
Comments:

City of Walnut Creek Storm Drain GIS Program
Comments:

Contra Costa Green Business Program
Comments:

Workshop Facility
Comments:

Refreshments/Food
Comments:

See back side⇒

Which topics were most beneficial?

Which topics were the least beneficial?

Suggestions for future workshop topics?