

**MANAGEMENT COMMITTEE
AGENDA PACKET**



**Santa Clara Valley
Urban Runoff
Pollution Prevention Program**

Campbell • Cupertino • Los Altos • Los Altos Hills • Los Gatos • Milpitas • Monte Sereno • Mountain View • Palo Alto
San Jose • Santa Clara • Saratoga • Sunnyvale • Santa Clara County • Santa Clara Valley Water District

August 17, 2017 Meeting

MATERIALS FOR INFORMATION

II. August 17, 2017 Agenda

III. July 20, 2017 MC Meeting Minutes

IV. July 20, 2017 Action Items



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AGENDA

MANAGEMENT COMMITTEE MEETING

August 17, 2017, 9:30 - 11:00 am

Sunnyvale Civic Center, West Conference Room
456 Olive Avenue, Sunnyvale

- 9:30 I. Management Committee Meeting Call to Order/Introductions**
- II. Additions or Revisions to Agenda; Announcements**
- III. Approval of Minutes (June 15, 2017 meeting)**
- IV. Review of Action Items from Last Meeting**
- 9:40 V. Time Open for Public Comment on Any Subject Not on Agenda (2 minutes)**
- VI. Regional Water Board Staff Comments**
- 9:45 VII. Program Business**
- A. Program Manager's Report**
1. BASMAA Update – *information.*
 2. CASQA Update – *information.*
 3. Grants Update – *information.*
- 10:00 B. Program Management**
1. Review of FY 16-17 Program Management Services–Final Self Audit Report – *accept final report.*
 2. FY 16-17 Program Annual Report – *status report.*
- 10:10 C. Program Budget**
1. FY 16-17 Annual Budget Compilation (ABC) Report – *status report.*
 2. Status of Assessments Received for FY 17-18 – *status report.*
- 10:15 VIII. MRP Implementation**
- A. New Development and Redevelopment**
1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
 - a. Green Infrastructure Work Plan Tasks – *see MC briefing memorandum.*
 - b. Stormwater Resource Plan Development – *status report.*

2. Management Committee Requested Items

10:25 B. Trash Controls

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
 - a. Receiving Water Monitoring Plan – *status report.*
 - b. Trash Load Reduction – *status report.*
2. Management Committee Requested Items

10:35 C. Monitoring / Pollutants of Concern

1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
 - a. RAA Consultant Selection Process – *status report.*
 - b. Other POC Work Plan Items
2. Management Committee Requested Items

10:45 D. Outreach Activities

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
 - a. Update on Eco Gardens (“South Bay Green Gardens”) Website – *information.*
2. Management Committee Requested Items

10:50 E. Other Permit-Related Activities

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
2. Management Committee Requested Items

10:55 IX. Other Business

1. External Meeting Summaries – *questions on materials provided prior to the meeting.*
2. Miscellaneous – *information from MC members.*
3. AHTG Status Table – *updates available at <http://www.scvurppp-w2k.com/mc.shtml>*

11:00 X. Adjourn



**MANAGEMENT COMMITTEE MEETING
MINUTES**
June 15, 2017

Campbell • Cupertino • Los Altos • Los Altos Hills • Los Gatos • Milpitas • Monte Sereno • Mountain View • Palo Alto
San Jose • Santa Clara • Saratoga • Sunnyvale • Santa Clara County • Santa Clara Valley Water District

I. MANAGEMENT COMMITTEE CALL TO ORDER / INTRODUCTIONS

Kirsten Struve (Chair, SCVWD) called the meeting to order at 9:35 am. Management Committee (MC) members introduced themselves.

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

Elaine Marshall (Sunnyvale) informed the MC that the City of Sunnyvale is advertising for an environmental engineering coordinator position. She asked Program staff to distribute the announcement to the MC.

III. APPROVAL OF MINUTES

Motion: Elaine Marshall moved to approve the minutes from the May 18, 2017 MC meeting.
Second: Dave Staub (Santa Clara). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the May 18, 2017 meeting:

- Action Item 5-17-1 (Prepare an updated schedule for the SWRP, GI Planning, and RAA efforts that indicates how and when Co-permittees will be engaged) is in progress. The schedule will be presented at the Joint C3PO/POC AHTG meeting later this month.
- Action Item 5-17-2 (Prepare a brief memorandum describing options for development and maintenance of a new Eco Gardens website) was completed. The memorandum is in today's MC packet and will be discussed under Agenda Item D.1.a.

Action Items from previous meetings:

- Action Item 4-17-1 (Follow-up with BASMAA regarding the San Francisco Bay Restoration Authority (SFBRA) and report back results of meeting to MC) was completed. Program staff confirmed that the SFBRA Board will fund grants for eligible project types defined under both Measure AA and the enabling legislation. The Board approved the Grant Program Guidelines at its June 9th meeting. SFBRA plans to release the first request for proposals in September 2017 and make the first round of grants in early 2018. The next Board meeting will be September 8th in Fremont.
- Action Item 12-16-1 (Prepare rough draft of Program budget projections for remaining MRP permit term) is in progress. It will be sent to the MC soon.
- Action Item 3-16-1 (Coordinate a study session to discuss the feasibility of using solid waste fees to fund trash management programs) is in progress. Elaine Marshall (Sunnyvale) has prepared a brief write-up on the issue and received input from several Co-permittees. The write-up will be sent to the MC.

V. TIME OPEN FOR PUBLIC COMMENT ON ANY SUBJECT NOT ON AGENDA

Members of the public were not present.

VI. WATER BOARD STAFF COMMENTS

Water Board (WB) staff were not present. Jill Bicknell (Program staff) reported that Sue Ma has retired, and Selina Louie and Dale Bowyer will be the contacts for SCVURPPP.

VII. PROGRAM BUSINESS**A. PROGRAM MANAGER'S REPORT****1. BASMAA Update**

Chris Sommers (Program staff) reported that information on BASMAA regional projects for FY 17-18 was sent to the Budget Ad Hoc Task Group (BATG) for review. SCVURPPP's contribution to these projects are within the approved Program budget for FY 17-18. The BATG approved SCVURPPP funding for these projects, with minor comments.

2. CASQA Update

Jill provided the following updates:

- CASQA is continuing to track and support SB231. A support letter was submitted and a fact sheet was prepared. The bill passed the Senate and has moved to the Assembly Local Government Committee. Jill will notify the MC when support letters are needed again.
- CASQA is continuing to review candidates for the Assistant Executive Director position. A number of good candidates have applied, and interviews are being scheduled with the top two candidates.

3. Grants Update

Jill reported that the Water District's request for proposals for its Safe, Clean Water and Natural Flood Protection Program Grants has not yet been released, and information on a new target date was not available.

Chris added that 14 proposals (total of \$20 million) were submitted for the EPA SF Bay Water Quality Improvement Fund grants. Approximately \$4 million in grant funds are available.

B. PROGRAM MANAGEMENT**1. Final FY 16-17 Annual Report Guidance**

Jill reported that the final FY 16-17 Annual Report Guidance memo was included in the MC packet for today's meeting. She reviewed the minor changes that had been made to the draft guidance provided in April. Water Board staff have approved the Annual Report Form, with minor changes to Section C.9. The AR Form has been updated to incorporate those changes, edited to include SCVURPPP-specific guidance, and posted on the SCVURPPP members only website (as a single file and as separate sections). Chris noted that Program staff will send Co-permittees information for Section C.10 by August 11.

C. PROGRAM BUDGET**1. Program Budget Projection for FYs 2018-19, 2019-20, and 2020-21**

Chris reported that Program staff is continuing to prepare draft Program budget projections for the remaining MRP permit term. It will be sent to the MC soon.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Program staff held two half-day workshops on June 7th and June 13th, at Campbell Community Center and Cupertino Community Hall, on basic C.3 concepts, preparing/reviewing stormwater control plans and sizing stormwater treatment measures. Workshops were open to municipal staff and consultants, and were well attended. The June 13th workshop was videotaped by Cupertino staff, and the videos will be posted on the SCVURPPP members only website when available.

Program staff continued work on draft sections of the GI Handbook, and formed a work group of the C3PO AHTG to review the document. The draft GI Handbook will be provided to the work group in mid-June, with the goal of completing Version 1 of the GI Handbook by the end of July. During FY 17-18, more opportunities will be provided for Co-permittee staff input on GI Handbook content, details and specifications. Work will also begin later this month on the Model GI Plan template

For the Storm Water Resource Plan, work is continuing on the initial data collection and watershed/water quality description sections. The second Quarterly Report was prepared and submitted to the Grant Manager. Program staff developed a SWRP fact sheet and sent an invitation to potential stakeholders to begin the formation of the stakeholder working group. Program staff also completed development of a Request for Proposals (RFP) to select a consultant team to conduct the hydrologic modeling needed for the SWRP and develop a countywide RAA for PCBs/Hg (see discussion below under Item VIII.C.1.a).

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- a. Receiving Water Monitoring Program Development – The Draft Receiving Water Monitoring Plan was sent to stakeholders for review on May 29, and a stakeholder meeting (including WB staff and NGOs) was held on June 12 to discuss the Plan. Stakeholder comments are currently being incorporated, and a revised draft will go to the Project Management Team by June 20. The Plan has also been peer-reviewed by experts from NOAA, AMS, and SCCWRP, who are supportive of the approach. The MC will be asked to approve the final Plan during the week of June 26. The Plan will go to the BASMAA Board for approval by June 29 and will be submitted to the Water Board EO by July 1. Chris assured the MC that the SCVURPPP FY 17-18 budget allocation for the Monitoring Plan implementation, as currently written, will be adequate for Program staff tasks during the fiscal year 17-18. MC members raised a number of questions about implementation, and Chris indicated that there would be more opportunity for discussion at the Trash AHTG on June 20.
- b. Trash Load Reduction - Trash assessments are continuing through July and the online trash assessment data tool is being updated frequently. Co-permittees can see the results of a trash assessment within a couple days of the assessment. Chris indicated that it appears that all SCVURPPP agencies will meet the 70% load reduction goal.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- a. RAA Consultant Selection Process -- Program staff completed development of an RFP to select a team to develop a countywide RAA for PCBs/Hg and assist the Program in the modeling needed for the SWRP. The Draft RFP was sent to the MC and POC AHTG for review on May 29. Comments were incorporated and the RFP was released to a selected group of qualified consulting firms/organizations on June 9. Proposals are due by June 29. On June 30, Chris will send the proposals to the MC selection group. Interviews will be conducted on July 13.
- b. PCBs in Building Materials -- Co-permittees are required to develop and implement a protocol to manage PCBs in applicable buildings during demolition. A BASMAA regional project designed to develop a model protocol and tools to assist Co-permittees in their implementation is beginning. A consulting team is leading this effort and staff from Palo Alto and San Jose will be on the project Steering Committee. The first Steering Committee meeting will be held on June 19.
- c. PCB/Hg Load Reductions – Program staff is continuing to compile information on low impact development facilities installed to-date within Co-permittees' jurisdictions. Requests for information on parcels with C.3 regulated projects have been sent out. Program staff also identified parcels that have had redevelopment activity (and can get some credit for PCB/HG load reductions) but did not trigger C.3 requirements. They are following up with some Co-permittees to obtain more information on these parcels.
- d. Other POC Work Plan items
 - The Joint POC/C3PO AHTG meeting will be held on June 20 at San Jose City Hall [meeting rescheduled to July 14]. Program staff will provide an update on the status of SWRP, GI Planning, and RAA tasks and a master schedule showing coordination among the efforts. Program staff will also provide updates on: the process for tracking, mapping, and displaying GI projects; source property identification projects; PCB/Hg load reduction accounting; and regional projects.

D. OUTREACH ACTIVITIES

1. Priority Items Identified by Program Staff

- a. **Update on Eco Gardens Website** – Jill informed the MC that Program staff had developed a memorandum describing options for the development and maintenance of the new website, which is included in the MC packet. Kirsten introduced Karen Koppett, a water conservation specialist with the Water District who is the Eco Gardens Subcommittee Chair. Karen discussed each of the options in the memorandum. She reported that the Subcommittee prefers Option 1, in which SCVWD staff (Karen) develops and maintains the website (at no cost to the Program) to create the website and maintain it for at least one year. The website would be built using SquareSpace. The MC asked questions about this option and then agreed with the recommendation.

Motion: Dave Staub (Santa Clara) moved that the MC allow District staff to develop and maintain (for one year) a new Eco Gardens website, with the provision that future funding and maintenance of the website would be discussed during the Program's FY 18-19 budget development. Second: Melody Tovar (Sunnyvale). **Vote:** Motion passed unanimously.

E. Other Permit-Related Activities

No items.

IX. OTHER BUSINESS

No items.

X. ADJOURN

The MC meeting adjourned at 11:00 a.m.



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Meeting Attendance Record

DATE 6-15-17

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San Jose • Santa Clara • Saratoga • Sunnyvale • Santa Clara County • Santa Clara Valley Water District

CO-PERMITTEE REPRESENTATIVES
(voting members)

SIGNATURE

David Tucker – Campbell
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Roger Storz

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Cheri Donnelly – Cupertino
Alternate: Roger Lee

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Aida Fairman – Los Altos
Alternate: Christopher Lamm

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Allen Chen – Los Altos Hills
Alternate: Tina Tseng

Matt Morely – Los Gatos
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Jim Harbin

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Judy Chu – Milpitas
Alternate: Leslie Stobbe

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Julie Behzad – Monte Sereno
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Jeannie Hamilton

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Eric Anderson – Mountain View
Alternate: Carrie Sandahl

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Karin North – Palo Alto
Alternate: Pamela Boyle Rodriguez
Alternate: Michel Jeremias

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Napp Fukuda – San Jose
Alternate: Sharon Newton

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Dave Staub – Santa Clara
Alternate: Karin Hickey

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John Cherbone – Saratoga
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Mainini Cabute

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Melody Tovar – Sunnyvale
Alternate: Elaine Marshall

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Julianna Martin – Santa Clara County
Alternate: Garik Iosilevsky

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Kirsten Struve – SCVWD
Alternate: Brett Calhoun

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Kelly Carroll – West Valley Communities

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URBAN RUNOFF PROGRAM STAFF

Adam Olivieri

Jill Bicknell

Chris Sommers

Vishakha Atre

Jill Bicknell

Chris Sommers

REGIONAL BOARD REPRESENTATIVE

Sue Ma

INTERESTED PARTIES/AGENCY REPRESENTATIVE

Trish Mulvey – Clean South Bay

ADDITIONAL ATTENDEES

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Karen Koppett, SCVWD

**Santa Clara Valley Urban Runoff Pollution Prevention Program
Management Committee Meeting Action Items**

Action Items from the June 15, 2017 Meeting

None.

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments
5-17-1	Prepare an updated schedule for the SWRP, GI planning and RAA efforts that indicates how and when Co-permittees will be engaged.	Program Staff	June	Done	Presented at the Joint POC/C3PO AHTG meeting on 7/14/17
12-16-1	Prepare rough draft Program budget projections for remaining MRP permit term	Program staff	August	In Progress	
3-16-1	Coordinate a study session to discuss the feasibility of using solid waste fees to fund trash management programs.	Program staff/ Sunnyvale	TBD	In Progress	Sunnyvale working with other Co-permittees on the issue.