

**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 • Valley Water

October 17, 2019 Meeting

MATERIALS FOR INFORMATION

II. October 17, 2019 Agenda

III. September 19, 2019 Meeting Minutes

IV. September 19, 2019 Action Items



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AGENDA

MANAGEMENT COMMITTEE MEETING

October 17, 2019, 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 (September 19, 2019 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. Bay Area Stormwater Management Agencies Association (BASMAA) Update – *information.*
2. California Stormwater Quality Association (CASQA) Update – *information.*
3. Grants Update – *information.*
- 10:00** **B. Program Management**
1. FY 18-19 Final Self Audit Report – *request for acceptance.*
2. Program and Co-permittee FY 18-19 Annual Reports – *status report.*
- 10:10** **C. Program Budget**
1. FY 18-19 Annual Budget Compilation (ABC) Report – *request for acceptance.*
2. FY 20-21 Program Budget Development Process – *information.*
- 10:15** **VIII. MRP Implementation**
- A. New Development and Redevelopment**
1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
- a. Green Stormwater 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. PCBs/Mercury Load Reduction – *status report.*
 - b. Reasonable Assurance Analysis (RAA) – *status report.*
2. Management Committee Requested Items

10:45

D. Outreach Activities

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
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**



**Santa Clara Valley
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**MANAGEMENT COMMITTEE MEETING
MINUTES**

September 19, 2019

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 • Valley Water

I. MANAGEMENT COMMITTEE CALL TO ORDER / INTRODUCTIONS

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

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

There were no additions to the agenda. Sharon Newton (San Jose) reported that the San Jose City Council approved the City's Green Stormwater Infrastructure Plan, and other MC members added that their plans had been approved also.

III. APPROVAL OF MINUTES

Motion: Eric Anderson (Mountain View) moved to approve the minutes from the August 15, 2019 MC meeting. **Second:** Rinta Perkins (Santa Clara). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the August 19, 2019 meeting:

- Action Item 8-19-1 (Post the GSI Handbook on the SCVURPPP website and send the link to the MC) is complete. The GSI Handbook Part 1 is posted on the Green Stormwater Infrastructure webpage on the SCVURPPP website, a link was sent to the MC, and Part 2 will be posted soon on the same webpage.

Action Items from previous meetings:

- Action Item 7-19-1 (Develop a scope of work and budget for evaluating the effectiveness of source control actions for reducing litter) is in progress.
- Action Item 7-19-2 (Send information collected from the Co-permittee pesticide source control evaluation survey to the MC for review) is complete. Edits received from Co-permittees were incorporated into the Pesticide Source Control Effectiveness Evaluation Report. The Report will be submitted to the Water Board as part of the Program's Annual Report.
- Action Item 4-18-2 (Develop an updated description of WMI-related groups for posting on the WMI website) is in progress.

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

No members of the public were present.

VI. WATER BOARD STAFF COMMENTS

Jill Bicknell (Program staff) reported that Water Board staff sent out an update to selected cities and the County about WB staff efforts to reach out to Industrial General Permit (IGP) non-filers.

They sent a “courtesy letter” to high priority non-filers explaining the IGP requirements and invited operators of industrial facilities to a Skype meeting in which the steps to obtain permit coverage were discussed. They also offered to send the slides for the presentation and the list of the facilities that received this letter.

VII. PROGRAM BUSINESS

A. PROGRAM MANAGER’S REPORT

1. BASMAA Update

Chris Sommers (Program staff) reported that the BASMAA Board is continuing to discuss its current and future organizational structure. BASMAA will likely discontinue as a 501(c)(3) non-profit organization. Commitments to fund all regional projects have been made and should not be impacted by the change in the BASMAA structure.

2. CASQA Update

Jill updated the MC on the September CASQA Board meeting. The Board discussed administrative tasks and budget. Jill informed the MC that she is terming out as a CASQA Board member. The Board needs more Northern California representatives. Kirsten said that she may consider running for a Board position.

3. Grants Update

Vishakha Atre (Program staff) updated the MC on the Draft Proposition 1 Storm Water Grant Program Guidelines. State Board staff amended the Guidelines for the second round of implementation projects. The main changes include: more points for stormwater capture and use projects, a two step-selection process (concept proposal followed by detailed proposal), and more monitoring and reporting requirements. Sharon Newton (San Jose) said the City of San Jose is considering submitting comments on the draft Guidelines. The project solicitation is anticipated to open in late 2019.

B. PROGRAM MANAGEMENT

1. Draft FY 18-19 Program Annual Report

The Draft FY 18-19 Program Annual Report was sent to the MC for review on August 30, and comments are due on September 20. Chris reported that Program staff received minor comments from the City of Los Altos, City of San Jose, and Valley Water. Melody Tovar (Sunnyvale) said that Sunnyvale staff will provide comments by Monday, September 23.

Sheila Tucker (WVCWPA) asked if Co-permittee-specific information (e.g., outreach and inspections) could be included in the Program Annual report to avoid duplicating effort. MC members recommended sharing this information at the AHTG meetings, and also including it in the Program Summary. Some MC members noted that Co-permittee-specific information would need to be compiled early for it to be included in the Program Annual Report, which is not always possible.

Motion: Melody Tovar (Sunnyvale) moved to approve the FY 18-19 Program Annual Report, authorize the Program Manager to submit the completed Program Annual Report to the Water Board, and sign the certification on behalf of the MC, contingent on resolving any comments received by September 23, 2019. **Second:** Sharon Newton (San Jose). **Vote:** Motion passed unanimously.

2. FY 18-19 BASMAA Regional Supplements

Jill reported that BASMAA is preparing three Regional Supplements: the Regional Supplement for Training and Outreach, the CASQA Pesticide Subcommittee Annual

Report, and the Regional New and Redevelopment Supplement. The CASQA Pesticide Subcommittee Annual Report is included in the Program's Annual Report and was sent to the MC for review. BASMAA has not yet sent out the other two reports yet. The MC agreed to approve the BASMAA Regional Supplements via an email vote.

3. FY 18-19 Co-permittee Annual Reports

Vishakha reported that almost all Co-permittees submitted their draft Annual Reports to Program staff for completeness review. The final Co-permittee Annual Reports (soft copy only) are due to Program staff by September 23. Program staff will post the final Co-permittee Annual Reports to the Water Board's FTP site.

4. FY 18-19 Self Audit-Report

The FY 18-19 Self Audit Report (SAR) was sent to the MC on September 16, 2019. The SAR was prepared consistent with the SCVURPPP MOA/Bylaws, and documents the activities and tasks conducted by the Program Manager from July 2018 through June 2019. The MC recommended delaying acceptance of the SAR to the October 17 MC meeting.

C. PROGRAM BUDGET

1. FY 18-19 Annual Budget Compilation (ABC) Report

The FY 18-19 ABC Report was sent to the MC on September 16, 2019. The report contains a compilation of items related to the Program budget items dealt with by the MC and the Budget Ad Hoc Task Group/Executive Committee (BATG/EC) during FY 18-19, per Section 200.4 of the SCVURPPP Bylaws. The MC recommended delaying acceptance of the ABC Report to the October 17 MC meeting.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill provided the following updates:

- The GSI Handbook Part 1 has been finalized and posted on the SCVURPPP website. Part 2 of the Handbook is close to completion and it will be posted within the next week. A process for reviewing and commenting on the SCVURPPP typical details will be discussed at the C3PO AHTG meeting.
- The final Stormwater Resource Plan (SWRP) certification statement was signed today and will be submitted with the Final SWRP to State Board staff.
- The C3PO AHTG will meet on Monday, September 23, 2019 in Milpitas City Hall.

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- Chris is attending a San Francisco Bay Microplastics Symposium in Berkeley on October 2 and presenting on the use of GSI to remove microplastics from stormwater.
- All SCVURPPP Co-permittees are meeting the 80% trash reduction goal.
- The curb-inlet screen study fieldwork was completed in August 2019. Program staff will present the preliminary findings of the study at the 2019 CASQA Annual Conference in October. The study shows a 70% reduction in trash entering storm drains as a result of installing curb-inlet screens. A draft report will be completed in November.
- Program staff are moving forward with City of Sunnyvale staff on the Enhanced Business Inspection Performance Standard Project. Additional details will be provided at the next Trash AHTG meeting.
- Programs staff shared GIS data layers of Co-permittee jurisdictional areas treated by trash capture devices and supporting information with Caltrans. Program staff is planning a half-day workshop with Caltrans later in the fall or winter to discuss cooperative actions on trash, including the reimbursing of municipalities that are addressing trash from Caltrans right-of-way via full capture systems.
- Program staff will present information on SCVURPPP's litter outreach efforts at a joint meeting with VTA on September 26. VTA staff is implementing a litter outreach campaign being funded via a grant from Valley Water.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- A presentation on the SCVURPPP RAA is scheduled right after the October 17 MC meeting. Chris encouraged all MC members to attend.
- An MRP 3.0 Work Group is being formed to discuss potential controls associated with PCBs in electrical distribution and transmission systems and their impact on stormwater. This builds off a white paper that showed electrical utilities as potential sources of PCBs to stormwater. Chris asked that appropriate staff from Palo Alto and Santa Clara participate in the Work Group, since both are electrical utilities.

D. OUTREACH ACTIVITIES

1. Priority Items Identified by Program Staff

A joint meeting between the WEO AHTG and the Public Education Subcommittee of the Recycling and Waste Reduction Commission Technical Advisory Committee will be held on September 24 to continue discussing a joint outreach campaign. The group is considering providing funding to existing campaigns (e.g., Rethink Disposable) to conduct outreach in Santa Clara County.

The Watershed Watch booth will be at two outreach events in October – Pumpkins in the Park on October 12, and Day on the Bay on October 13. Program staff is looking for volunteers to help staff these events.

E. OTHER PERMIT-RELATED ACTIVITIES

Jill reported that the SCBWMI Land Use Subgroup is considering collaborating with the Peninsula-South Bay Watershed Forum on a workshop in fall 2019 or winter 2020 on watershed issues. The LUS identified a need to convene former WMI leaders to discuss the future of the WMI and content of the workshop. Former WMI leaders on the MC (Kirsten, Melody, and Elaine Marshall) agreed to participate.

IX. OTHER BUSINESS

Jill reported that she attended a special session at the Regional Water Board meeting to provide information on and receive input on the California Water Resiliency Portfolio (initiated per the Governor's Executive Order N-10-19). She will send the presentation and notes to the MC.

Rinta Perkins (City of Santa Clara) announced that she has issued an RFP for consultant services to assist with development of an alternative compliance program.

X. ADJOURN

The MC meeting adjourned at 11:20 a.m.



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Meeting Attendance Record

DATE Sep 19, 2019

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 • Valley Water

CO-PERMITTEE REPRESENTATIVES

(voting members)

SIGNATURE

Alex Wycoff – Cupertino
Alternate: Roger Lee

Alex Wycoff

Aida Fairman – Los Altos
Alternate: Andrea Trese

A. F.

Nichol Bowersox – Los Altos Hills
Alternate: Kaho Kong

Elaine Marshall – Milpitas
Alternate: Kan Xu

Elaine Marshall

Eric Anderson – Mountain View
Alternate: Carrie Sandahl

Eric Anderson

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

Karin North

Sharon Newton – San Jose
Alternate: Jeff Sinclair

Sharon Newton

Rinta Perkins – Santa Clara
Alternate: Dave Staub

Rinta Perkins

Melody Tovar – Sunnyvale
Alternate: Nupur Hiremath

Melody Tovar Nupur Hiremath

Vanessa Marcadejas – Santa Clara County
Alternate: Garik Iosilevsky

Vanessa Marcadejas

Kirsten Struve – SCWD
Alternate: James Downing

Kirsten Struve

Sheila Tucker – West Valley Communities
(Campbell, Los Gatos, Monte Sereno, and Saratoga)

Sheila A. Tucker

URBAN RUNOFF PROGRAM STAFF

Adam Olivieri

Jill Bicknell

Jill Bicknell

Chris Sommers

Chris Sommers

Vishakha Atre

Vishakha Atre

REGIONAL BOARD REPRESENTATIVE

TBD

INTERESTED PARTIES/AGENCY REPRESENTATIVE

Trish Mulvey – Clean South Bay

ADDITIONAL ATTENDEES

Jennifer Kidson, Woodard & Curran

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

Action Items from the September 19, 2019 Meeting

Action	Description	Responsibility	Due Date	Status	Comments
	None				

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments
8-19-1	Post the GSI Handbook on the SCVURPPP website and send the link to the MC	Program staff	September	Completed	
7-19-1	Develop a scope of work and budget for evaluating the effectiveness of source control actions for reducing litter.	Program staff	October	In Progress	
4-18-2	Develop an updated description of WMI-related groups for posting on the WMI website.	Program staff	October	In Progress	