

**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

**November 21, 2019 Meeting**

**MATERIALS FOR INFORMATION**

**II. November 21, 2019 Agenda**

**III. October 17, 2019 Meeting Minutes**

**IV. October 17, 2019 Action Items**



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**AGENDA**

**MANAGEMENT COMMITTEE MEETING**

**November 21, 2019, 9:30 - 11:00 am**

**\*\*\* NOTE: CHANGE IN LOCATION \*\*\***

Sunnyvale Community Center, Neighborhood Room  
550 E. Remington Drive, Sunnyvale, CA, 94088-3707

- 9:30**    **I.    Management Committee Meeting Call to Order/Introductions**
- II.    Additions or Revisions to Agenda; Announcements**
- III.    Approval of Minutes (October 17, 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. Program Annual Summary – *status report.*
- 10:05**    **C. Program Budget**
1. FY 20-21 Program Budget Development Process – *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 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  
Urban Runoff  
Pollution Prevention Program**

**MANAGEMENT COMMITTEE MEETING  
MINUTES**

October 17, 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. Jill Bicknell (Program staff) informed the MC that a group called Transportation Choices for Sustainable Communities (TCSC) is organizing a green streets workshop in mid-February. They are looking for sponsors and contacted Jill about SCVURPPP providing in-kind support toward workshop planning. The workshop is aimed at managers and local elected officials. The MC agreed to provide in-kind support from SCVURPPP to plan the workshop.

The following announcements were made:

- The State of the Estuary conference will be held October 21-22 in Oakland.
- Sandra Freitas (San Jose) was promoted to a new role within the City of San Jose. She will no longer be involved in the City's stormwater program.
- Julianna Martin (Santa Clara County) is the Acting Program Manager for the County's Clean Water Program

**III. APPROVAL OF MINUTES**

**Motion:** Rinta Perkins (Santa Clara) moved to approve the minutes from the September 19, 2019 MC meeting. **Second:** Melody Tovar (Sunnyvale) **Vote:** Motion passed unanimously.

**IV. REVIEW OF ACTION ITEMS FROM LAST MEETING**

Action Items from the September 19, 2019 meeting:

- None.

Action Items from previous meetings:

- 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 and Part 2 are posted on the Green Stormwater Infrastructure webpage on the SCVURPPP website. A link was sent to the MC.
- 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. It will be sent for review soon.
- 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.

1021 S. Wolfe Rd., Suite 185 • Sunnyvale, CA 94086 • tel: (408) 720-8811 • fax: (408) 720-8812  
1410 Jackson Street • Oakland, CA 94612 • tel: (510) 832-2852 • fax: (510) 832-2856

**1-800-794-2482**

## VI. WATER BOARD STAFF COMMENTS

Jill Bicknell (Program staff) reported the following:

- Water Board (WB) staff is contacting Permittees that did not submit Green Infrastructure Plans with their FY 18-19 Annual Reports.
- WB staff attended the last IND/IDDE AHTG meeting and discussed several issues of concern. These include potential/actual discharges they see in Annual Reports for food service facilities, and mobile businesses such as fuelers, carpet cleaners, power washers, and restaurant vent/hood cleaners. These pollutant sources may be addressed via new requirements in MRP 3.0. The MC recommended that the AHTG continue discussing mobile businesses and any improvements needed.
- The next MRP 3.0 Steering Committee meeting will focus on provisions other than C.3, C.8, C.10 and C.11/12, and streamlining reporting requirements. Jill asked the MC to send her specific suggestions.
- WB staff is in the process of scheduling a meeting in late October to discuss reporting requirements for municipal pesticide use. Program staff and Valley Water staff are planning to attend the meeting. Jill asked MC members to let her know if they are interested in attending.

## 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.

#### 2. CASQA Update

Jill reported that the CASQA conference was well attended and included several presentations from Program and Co-permittee staff. She added that CASQA is involved in Phase II permit negotiations, and has proposed several position papers for permit negotiation. Program staff are reviewing the papers and will submit comments to CASQA by October 22. The draft papers will also be sent to the MC.

Jill passed around a list of SCVURPPP permittee staff that are on the CASQA members list and asked the MC to update it.

#### 3. Grants Update

Jill updated the MC on the Proposition 1 Storm Water Grant Program Guidelines. In September, State Board staff amended the Guidelines for the second round of implementation projects, and released them for public comments. The revised Guidelines are posted online. The project solicitation is anticipated to open in March 2020.

### B. PROGRAM MANAGEMENT

#### 1. 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.

**Motion:** Melody Tovar (Sunnyvale) moved to accept the FY 18-19 Self-Audit Report.

**Second:** Eric Anderson (Mountain View). **Vote.** Motion passed unanimously.

## 2. Program and Co-permittee FY 18-19 Annual Reports

The Program and Co-permittee FY 18-19 Annual Reports were submitted by posting on the Water Board's FTP site on September 30, 2019.

### 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.

**Motion:** Eric Anderson (Mountain View) moved to accept the FY 18-19 ABC Report.

**Second:** Melody Tovar (Sunnyvale).Vote. Motion passed unanimously.

Both the SAR and ABC reports will be posted on the members-only section of the Program's website.

Chris reminded the MC members on the Budget Ad Hoc Task Group (BATG) to respond to the poll that he sent out for scheduling the BATG meeting.

### VIII. MRP IMPLEMENTATION

#### A. NEW DEVELOPMENT AND REDEVELOPMENT

##### 1. Priority Items Identified by Program Staff

Jill provided the following updates:

- Program staff will hold a webinar on Thursday, November 7 from 10 am – 11 am on the SCVURPPP Green Stormwater Infrastructure Handbook Part 2 Design Details. The webinar will give an overview of the GSI Handbook Part 2, the process for revising the SFPUC typical design details, and review a few example SCVURPPP typical details. The comment deadline will be extended to December.
- The Annual C3 Workshop will be held on October 29 at the Mountain View Community Center.

Kirsten reported that an update on the Santa Clara Basin and South County Stormwater Resource Plans is scheduled for the November 12 Valley Water Board meeting.

#### B. TRASH CONTROLS

##### 1. Priority Items Identified by Program Staff

Chris provided the following updates:

- The December 2019 Water Board meeting will include an agenda item on trash issues.
- Michael Baker International is helping Caltrans compile information on existing and potential full trash capture devices that treat Caltrans right-of-way. Additional information on this item will be provided at the next Trash AHTG.

**C. MONITORING AND POLLUTANTS OF CONCERN****1. Priority Items Identified by Program Staff**

Chris provided the following updates:

- Based on WY 2017 POC monitoring data, Program staff have identified another four Watershed Management Areas (WMAs) that may contain PCB source properties. Source property investigations are now underway in these WMAs.
- BASMAA received minor comments on the PCBs in Building Demolition protocol. The revised protocol incorporating minor edits will be sent to the MC for review.
- The MC will receive an update on the SCVURPPP RAA right after today's MC meeting.
- The Integrated Monitoring Report is due in March 2020. An outline is currently under development and will be sent to the Monitoring AHTG for an initial review. A presentation on the IMR will be made to the MC in February or March 2020.
- A POC AHTG meeting is scheduled from 1:30 – 3:30 pm on November 4, 2019. The main subject will be implementation to-date on the PCBs in Building Demolition protocol.

**D. OUTREACH ACTIVITIES**

No updates.

**E. OTHER PERMIT-RELATED ACTIVITIES**

No updates.

**IX. OTHER BUSINESS**

No updates.

**X. ADJOURN**

The MC meeting adjourned at 10:50 a.m.

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

**Action Items from the October 17, 2019 Meeting**

<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
	None				

**Action Items Remaining from Previous Meetings**

<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
7-19-1	Develop a scope of work and budget for evaluating the effectiveness of source control actions for reducing litter.	Program staff	November	In Progress	
4-18-2	Develop an updated description of WMI-related groups for posting on the WMI website.	Program staff	November	In Progress	



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**Meeting Attendance Record**

DATE Oct 17, 2019

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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

Nichol Bowersox – Los Altos Hills  
Alternate: Kaho Kong

Elaine Marshall – Milpitas  
Alternate: Kan Xu

*Elaine Marshall*

Eric Anderson – Mountain View  
Alternate: Carrie Sandahl

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*

Julianna Martin – Santa Clara County  
Alternate: Garik Iosilevsky

*Julianna Martin*

Kirsten Struve – SCVWD  
Alternate: James Downing

*Kirsten Struve*

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

*Sheila Tucker*

**URBAN RUNOFF PROGRAM STAFF**

Adam Olivieri

*Adam Olivieri*

Jill Bicknell

*Jill Bicknell*

Chris Sommers

*Chris Sommers*

Vishakha Atre

*Vishakha Atre*

**REGIONAL BOARD REPRESENTATIVE**

TBD

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**INTERESTED PARTIES/AGENCY REPRESENTATIVE**

Trish Mulvey – Clean South Bay

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**ADDITIONAL ATTENDEES**

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