

**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

**February 20, 2020 Meeting**

**MATERIALS FOR INFORMATION**

**II. February 20, 2020 Agenda**

**III. January 16, 2020 Meeting Minutes**

**IV. January 16, 2020 Action Items**



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**AGENDA**

**MANAGEMENT COMMITTEE MEETING**

**February 20, 2020, 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 (January 16, 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. BASMAA Update – *information.*
2. CASQA Update – *information.*
3. Grants Update – *information.*
- 10:00**    **B. Program Management**
1. Program Annual Summary – *status report.*
2. Draft FY 19-20 Annual Report Form – *status report.*
3. Draft FY 19-20 Program Manager Self-Audit Report – *status report.*
- 10:10**    **C. Program Budget**
1. FY 18-19 Draft Financial Statement Audit and Representation Letter – *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. Integrated Monitoring Report – *status report.*
  - b. PCBs/Mercury Load Reduction – *status report.*
  - c. 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**



**MANAGEMENT COMMITTEE MEETING  
MINUTES**

January 16, 2020

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**

Sharon Newton (Vice-Chair, San Jose) called the meeting to order at 9:35 am. Management Committee (MC) members introduced themselves.

**II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS**

Chris Sommers (Program staff) requested that Agenda Item VIII.B Trash Controls and Agenda Item VIII.C Monitoring and Pollutants of Concern be discussed right after Agenda Item VIII. Program Business. The MC agreed with this change. The following announcements were made:

- Andrea Trese (Los Altos) will be the MC Voting Member and Emiko Ancheta (Los Altos) the MC Alternate for the City of Los Altos.
- Dale Bowyer (Water Board) has retired. His replacement is Derek Beauduy.
- A group called Transportation Choices for Sustainable Communities is organizing a Symposium titled Green Streets for Sustainable Communities on March 12, 2020. It will be held at the Mountain View Community Center. Program staff are helping plan the Symposium. The registration link will be sent to the MC.

**III. APPROVAL OF MINUTES**

**Motion:** James Downing (Valley Water) moved to approve the minutes from the November 15, 2019 MC meeting. **Second:** Eric Anderson (Mountain View). **Vote:** Motion passed unanimously.

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

Action Items from the November 15, 2019 meeting:

- None.

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. There is interest from other stormwater programs in this project. Program staff will keep the MC posted.
- Action Item 4-18-2 (Develop an updated description of WMI-related groups for posting on the WMI website) is done. The draft write-up was sent to the WMI Land Use Subgroup (LUS) for review.

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

No members of the public were present.

## VI. WATER BOARD STAFF COMMENTS

Chris reported on the information item on trash controls at the Water Board (WB) meeting on December 11, 2019. MRP Permittee and Program staff gave presentations on trash control programs at the meeting. The presentations were well received by Water Board members.

## VII. PROGRAM BUSINESS

### A. PROGRAM MANAGER'S REPORT

#### 1. BASMAA Update

Chris reported that the BASMAA Board is continuing to discuss its current and future organizational structure.

He added that MRP 3.0 Work Groups and the Steering Committee are continuing to meet, and a new Work Group is being formed to discuss MRP 3.0 reporting requirements. He asked MC members to let him know if they are interested in participating.

#### 2. CASQA Update

Jill Bicknell (Program staff) reported that the CASQA Board approved the overall 2020 budget at its December meeting. The Board did not approve any new projects due to budget limitations. Karin North (Palo Alto) expressed concern that CASQA did not completely fund the continuing CASQA Pesticide Subcommittee efforts, and asked if SCVURPPP could consider providing funding. Jill explained that SCVURPPP is providing funding via BASMAA's contribution.

#### 3. Grants Update

The Department of Pesticide Regulation (DPR) is soliciting applications for its 2020 Pest Management Alliance Grants Program. This grant provides funding for projects that increase the implementation and adoption of integrated pest management (IPM) practices. An Alliance Team of individuals representing state, local, public, private, educational, and other stakeholders is a required component of these projects.

The solicitation for the Prop 1 Stormwater Grant Program (Round 2 Implementation Grants) is tentatively expected to be announced in March 2020.

### B. PROGRAM MANAGEMENT

#### 1. Program Annual Summary

Program staff has started working on the 2019 Program Summary. An outline of the Summary will be sent to the MC for review in February. The Program Summary will be completed and distributed in March.

### C. PROGRAM BUDGET

#### 1. FY 20-21 Program Budget Development Process

The Budget Ad Hoc Task Group (BATG) met on November 14, 2019 to review the Draft SCVURPPP FY 20-21 budget. Program staff revised the budget per the BATG's direction and the BATG approved it on December 19. The Revised Budget Packet was sent to the MC on December 20, 2019 for review and consideration for approval.

**Motion:** Eric Anderson (Mountain View) moved to approve the FY 20-21 Program Budget. **Second:** Rinta Perkins (Santa Clara). **Vote:** Motion passed unanimously.

## **VIII. MRP IMPLEMENTATION**

### **A. NEW DEVELOPMENT AND REDEVELOPMENT**

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

Jill Bicknell (Program staff) reported that State Board staff sent a letter of concurrence approving the Stormwater Resource Plan (SWRP). A copy is included in the MC packet. Program staff are working with Valley Water staff to develop a process for updating the SWRP. She added that the C3PO AHTG will meet on Monday, January 27. The agenda will include a discussion on GSI Planning Tools.

Elaine Marshall (Milpitas) suggested that Program staff conduct a survey to obtain input from municipal staff on common maintenance issues, and then hold a webinar on LID O&M to address these issues.

### **B. TRASH CONTROLS**

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

Program staff is planning a half-day roundtable workshop between SCVURPPP Permittees, Caltrans and staff from other transportation agencies in Santa Clara County on enhanced coordination on trash controls. The roundtable will likely occur mid/late February 2020 and cover enhanced collaboration on full capture systems, including the development of cooperative agreements for reimbursement of existing and future (potential) devices, and other trash control measures (e.g., public education campaigns, on-land cleanups, adopt-a-spot, etc.). MC members recommended that the roundtable also include discussions on small trash capture devices, maintenance of devices that treat Caltrans right-of-way, and the process for referring illegal dumping sites.

### **C. MONITORING AND POLLUTANTS OF CONCERN**

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

Chris provided the following updates:

- The Integrated Monitoring Report (IMR) is due to the WB on March 31, 2020. A draft is in progress and will be sent to the MC in February.
- Program staff will schedule a meeting with WB staff in March to discuss the RAA.

### **D. OUTREACH ACTIVITIES**

Vishakha Atre (Program staff) reported that Sheila Tucker (WVCWPA), Kirsten Struve (Valley Water), and Ursula Syrova (Cupertino) have volunteered to assist with reviewing proposals from market research firms for conducting the SCVURPPP public opinion survey.

### **E. OTHER PERMIT-RELATED ACTIVITIES**

The MC discussed how they will be implementing the requirements under Senate Bill, SB 205. This bill requires that prior to issuing a business license, a municipality determine if the associated SIC codes require coverage under the Industrial General Permit (IGP), and confirm that documentation of IGP enrollment (i.e. application, WDID, NEC or NONA identification numbers) corresponds to the business.

**IX. OTHER BUSINESS**

Sheila Tucker provided the following updates:

- WVCWPA received grant funding from Valley Water to provide trash receptacles and signage along the Los Gatos Creek Trail. The signage designs are almost done.
- WVCWPA has hired an intern to create short educational videos on stormwater pollution prevention.
- WVCWPA is working with a San Jose State University class to conduct a survey to test residents' knowledge of stormwater issues.

**X. ADJOURN**

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



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

**Meeting Attendance Record**

DATE Jan 16, 2020

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**

Ursula Syrova – Cupertino

Alternate: Alex Wykoff

*Andrea Trese*

Aida Fairman – Los Altos

Alternate: Andrea Trese

*Ursula Syrova*

*Aida Fairman*

Nichol Bowersox – Los Altos Hills

Alternate: Kaho Kong

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Elaine Marshall – Milpitas

Alternate: Kan Xu

*Elaine Marshall*

Eric Anderson – Mountain View

Alternate: Carrie Sandahl

*Eric Anderson* *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 – SCWWD

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

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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**

Jeff Sinclair *J Sinclair* (CS)  
Emiko Ancheta *E Ancheta*

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

**Action Items from the January 16, 2020 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	March	In Progress	Coordinating with other SW programs that are interested in collaborating on this evaluation