



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

**MANAGEMENT COMMITTEE  
AGENDA PACKET**

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

**March 19, 2020 Meeting**

**MATERIALS FOR INFORMATION**

**II. March 19, 2020 Agenda**

**III. February 20, 2020 Meeting Minutes**

**IV. February 20, 2020 Action Items**



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**AGENDA**

**MANAGEMENT COMMITTEE MEETING**

**March 19, 2020, 9:30 - 11:00 am**

Conference Call/WebEx Only<sup>1</sup>

- 9:30**    **I.    Management Committee Meeting Call to Order/Introductions**
- II.    Additions or Revisions to Agenda; Announcements**
- III.    Approval of Minutes (February 20, 2020 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. Draft FY 19-20 Program Manager Self-Audit Report – *status report.*
2. FY 19-20 Annual Report Form – *request for approval and authorization of the Program Manager to transmit the Annual Report Form and transmittal letter on behalf of SCVURPPP Co-permittees via BASMAA to the Water Board by April 1, 2020.*
3. 2019 Program Summary – *status report.*
- 10:10**    **C. Program Budget**
1. FY 20-21 Program Work Plan – *status report.*
2. FY 18-19 Draft Financial Statement Audit and Representation Letter – *information.*

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<sup>1</sup> \*Due to the current public health concern of coronavirus transmission, the Management Committee meeting is being conducted via conference call. Please contact Program staff via email at [jcbicknell@eoainc.com](mailto:jcbicknell@eoainc.com) if you would like to attend the meeting and we will provide the conference call information.

**10:20 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

**10:30 C. Monitoring / Pollutants of Concern**

1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
  - a. Electronic Status Monitoring Data Report (C.8.h.ii.) - *authorize the Program Manager to transmit the report and transmittal letter on behalf of SCVURPPP Co-permittees to the Water Board by March 31, 2020.*
  - b. Integrated Monitoring Report (C.8.h.v.) - *authorize the Program Manager to transmit the report and transmittal letter on behalf of SCVURPPP Co-permittees to the Water Board by March 31, 2020.*
  - c. PCBs/Mercury Load Reduction – *status report.*
  - d. Reasonable Assurance Analysis (RAA) – *status report.*
2. Management Committee Requested Items

**10:40 D. Outreach Activities**

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

**10:45 E. Other Permit-Related Activities**

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

**10:50 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 requested.*

**10:55 X. Adjourn**

**11:00 Presentation:** 2020 Integrated Monitoring Report (Chris Sommers)



## MANAGEMENT COMMITTEE MEETING MINUTES

February 20, 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

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 changes to the agenda. The following announcements were made:

- Julianna Martin (County of Santa Clara) informed the MC that the County will conduct a *Keep it Clean Santa Clara County* campaign in May 2020. The Roads Department will clean all expressways, and the County will promote local cleanup events on a website. She asked the MC to let her know of local cleanup events.
- Sharon Newton (San Jose) reported that Steven Osborn (San Jose) has retired. Nick Ajluni and Mary Morse will serve as interim Environmental Services Program Manager for the Watershed Enforcement Program in rotation, starting with Nick.
- Carrie Sandahl (Mountain View) reported that Water Board staff has requested feedback from the City of Mountain View on a tentative permit that regulates fireworks displays. Comments are due by February 27, 2020. The permit is scheduled to be adopted late this summer. Rinta Perkins (Santa Clara) said that the City of Santa Clara also received this request.
- Two new members have been nominated to the SF Water Board: Alexis Strauss-Hacker and Andrew Gunther.

### III. APPROVAL OF MINUTES

**Motion:** Sharon Newton (San Jose) moved to approve the minutes from the January 16, 2020 MC meeting. **Second:** Elaine Marshall (Milpitas). **Vote:** Motion passed unanimously.

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

Action Items from the January 16, 2020 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. Program staff is developing a regional scope of work and will keep the MC posted.

### 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 Sommers (Program staff) reported on the MRP 3.0 Steering Committee and Work Group meetings. Jill Bicknell (Program staff) updated the MC on the tentative MRP 3.0 adoption schedule. MRP 3.0 will likely have an effective date of July 1, 2021. Water Board (WB) staff are expecting to issue an Admin Draft in September 2020, and a Tentative Order in December 2020. Public workshops will be held in February 2021, and the Permit will be considered for adoption in April 2021.

## **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.

#### **2. CASQA Update**

Kirsten reported on the last two CASQA Board meetings. Due to lack of funding, the CASQA Pesticide Subcommittee may be discontinued or merged with another Subcommittee. The CASQA Board approved the scope of work for the Executive Director. The 2020 CASQA Conference will be held from September 14-16, 2020 in San Diego.

#### **3. Grants Update**

Vishakha Atre (Program staff) informed the MC that EPA Region 9 is soliciting proposals for its 2020 San Francisco Bay Water Quality Improvement Fund grant. Applications are due by April 20, 2020. Awards will range from approximately \$500,000 to \$2,000,000 with a typical project period of four years. Applicants must provide a non-federal match of 50% of the total cost of the project. Green Stormwater Infrastructure projects are eligible to receive grant funding.

### **B. PROGRAM MANAGEMENT**

#### **1. Program Annual Summary**

The 2019 Program Summary will be completed and distributed in March.

#### **2. Draft FY 19-20 Annual Report Form**

Jill informed the MC that the FY 19-20 Annual Report Form will be sent to them for review later today. She provided an overview of major changes, and asked the MC to provide comments by March 17. The MC will be asked to approve the FY 19-20 Annual Report Form at the next MC meeting.

#### **3. Draft FY 19-20 Program Manager Self-Audit Report**

The FY 19-20 Self-Audit Report will be brought to the MC for approval at the March MC meeting.

## **C. PROGRAM BUDGET**

### **1. FY 18-19 Draft Financial Statement Audit and Representation Letter**

Adam Olivieri (Program staff) reported that the SCVURPPP Fiscal Agent (City of Sunnyvale) staff are in the process of preparing the Draft Financial Statement Audit and Representation Letter.

## **VIII. MRP IMPLEMENTATION**

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

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

Jill reported that Program staff are continuing to research GSI Planning Tools. Program staff is also working with Palo Alto staff on developing a GSI project concept, and beginning discussions with the Town of Los Gatos on a complete street/GSI project.

### **B. TRASH CONTROLS**

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

Chris provided the following updates:

- The Receiving Water Monitoring Program Report is under preparation. It will be peer-reviewed and submitted to the WB by July 1, 2020.
- The curb inlet trash capture study is complete. A draft report will be sent to the Trash AHTG for review and comment.

### **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 for review. A presentation on the findings will be scheduled right after the March MC meeting.
- Peer reviewer comments on the RAA reports (Phase I and II) were positive, and the draft report is being revised based on the comments. The next meeting of the RAA Work Group will be held in March (date TBD).
- Program staff are scheduling a joint meeting with WB staff and SMCWPPP staff to discuss the RAA methodology.
- The Draft RAA Phase III Report (Source Control Load Reduction Methods) was completed and shared with WB staff, who had positive comments on the report and methods.

### **D. OUTREACH ACTIVITIES**

Vishakha Atre (Program staff) provided the following updates:

- The Public Opinion Survey Proposal Review panel selected FM3 Research for conducting the 2020 SCVURPPP Public Opinion Survey.
- The RWRC TAC approved funding for the joint-outreach campaign with SCVURPPP on single-use foodware. The WEO AHTG and the TAC Public Education Subcommittee will begin meeting soon to scope out the project.

- The next WEO AHTG meeting will be held on March 5, 2020.

**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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Urban Runoff  
Pollution Prevention Program**

**Meeting Attendance Record**

DATE Feb 20, 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

*Ursula Syrova*

Andrea Trese – Los Altos  
Alternate: Emiko Ancheta

*Andrea Trese*

Nichol Bowersox – Los Altos Hills  
Alternate: Kaho Kong

*Nichol Bowersox*

Elaine Marshall – Milpitas  
Alternate: Kan Xu

*Elaine Marshall*

Carrie Sandahl – Mountain View  
Alternate: 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* Nupur Hiremath

Julianna Martin – Santa Clara County  
Alternate: Garik Iosilevsky

*Julianna Martin*

Kirsten Struve – SCVWD  
Alternate: James Downing

*Kirsten Struve* James Downing

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

Vishakha Atre



**REGIONAL BOARD REPRESENTATIVE**

TBD

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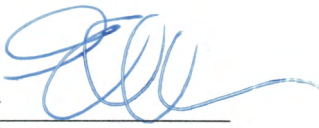
**INTERESTED PARTIES/AGENCY REPRESENTATIVE**

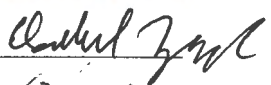
Trish Mulvey – Clean South Bay

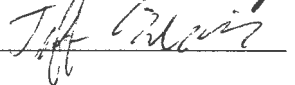
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**ADDITIONAL ATTENDEES**

City of Los Altos  
City of Palo Alto  
City of San Jose

Emiko Anoheta 

Isabel Zacharizuk 

Jeff Sinclair 

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

**Action Items from the February 20, 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