

**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

April 16, 2020 Meeting

MATERIALS FOR INFORMATION

II. April 16, 2020 Agenda

III. March 19, 2020 Meeting Minutes

IV. March 19, 2020 Action Items



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AGENDA

MANAGEMENT COMMITTEE MEETING

April 16, 2020, 9:30 - 11:00 am

Conference Call/Webex Only¹

- 9:30** **I. Management Committee Meeting Call to Order/Introductions**
- II. Additions or Revisions to Agenda; Announcements**
- III. Approval of Minutes (March 19, 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 – *request for acceptance of the report for the first half of the fiscal year.*
2. 2019 Program Summary – *update.*
3. Draft FY 19-20 Annual Report Guidance – *information.*
- 10:15** **C. Program Budget**
1. FY 20-21 Program Work Plan – *request for approval.*
2. FY 20-21 Program Manager Notice to Proceed as of July 1 – *request for approval.*
3. FY 18-19 Draft Financial Statement Audit and Representation Letter – *information.*

¹ *Due to the current public health order, the Management Committee meeting is being conducted via conference call. Please contact Program staff via email at jcbicknell@eoainc.com if you would like to attend the meeting and we will provide the conference call information.

10:25 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

10:30 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 requested.*

11:00 X. Adjourn

****Presentation Directly After Meeting – Integrated Monitoring Report****



**MANAGEMENT COMMITTEE MEETING
MINUTES**

March 19, 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

Chris Sommers (Program staff) informed attendees that, as mandated by the shelter-in-place order, upcoming SCVURPPP MC and AHTG meetings will be held via conference calls or online portals. Sharon Newton (San Jose) said that the City of San Jose is identifying essential services and some staff may not be available to attend meetings.

Kirsten informed the MC that since some MC members need to leave early, all agenda items requiring a vote will be addressed at the beginning of the meeting. The MC agreed with this change.

III. APPROVAL OF MINUTES

Motion: Rinta Perkins (Santa Clara) moved to approve the minutes from the February 20, 2020 MC meeting. **Second:** Carrie Sandahl (Mountain View). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the February 20, 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

Jill Bicknell (Program staff) updated the MC on an email from Keith Lichten (Water Board staff) regarding the impact of COVID-19 on MRP implementation. Keith sent the email in response to a question from Jim Scanlin (ACCWP) on challenges with conducting inspections and outreach events due to the shelter-in-place order. Keith clarified that while MRP requirements cannot be changed, Water Board (WB) staff will use reasonable enforcement discretion. The MC discussed approaches to conducting inspections and other permit-required activities under the current conditions. Sheila Tucker (WVCWPA)

recommended that the Schools and Youth Outreach Work Group consider developing online school outreach activities.

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. Board members are currently reviewing the draft Memorandum of Understanding.

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. Jill reported that the next CASQA Quarterly Meeting will be held via webcast from 9:00 am to 3:00 pm on May 14. SCVURPPP will purchase a webcast registration for use by Co-permittee staff. The topic for the meeting is stormwater program funding.

3. Grants Update

Vishakha Atre (Program staff) reported that due to the COVID-19 situation, the California Natural Resources Agency has postponed the solicitation and upcoming workshops for the Urban Greening Grant Program. EPA Region 9 is also considering postponing the proposal due date for its 2020 San Francisco Bay Water Quality Improvement Fund grant to May 13.

B. PROGRAM MANAGEMENT

1. Program Annual Summary

The 2019 Program Summary will be completed and distributed in draft form to Co-permittees in April for review/comment.

2. Draft FY 19-20 Annual Report Form

Chris asked the MC to consider approving the FY 19-20 Annual Report form for submitting to the WB.

Motion: Melody Tovar (Sunnyvale) moved to approve the FY 19-20 Annual Report Form, and authorize the Program Manager to transmit the Annual Report Form and the transmittal letter on behalf of SCVURPPP Co-permittees via BASMAA to the Water Board by April 1, 2020. **Second:** Kirsten Struve (Valley Water). **Vote.** Motion passed unanimously.

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

Chris reported that the draft FY 19-20 Program Manager Self-Audit Report for the first half of the FY will be brought to the MC for acceptance at the April MC meeting. He added that the draft FY 20-21 Work Plan will be distributed to the MC in early April, along with the Program Manager Notice-to-Proceed for FY 20-21, for approval at the April MC meeting as well.

C. PROGRAM BUDGET

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

Adam Olivieri (Program staff) reported that the Draft Financial Statement Audit and Representation Letter are being processed by the SCVURPPP Fiscal Agent (City of Sunnyvale) staff. All issues with close-out of FY 18-19 Fiscal Agent books have been resolved.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill provided the following updates:

- Program staff is working with Palo Alto staff on developing a GSI project concept.
- Program staff is also working with Palo Alto staff to plan a Sustainable Parking Lots proposal for EPA's SFBWQIF grant. A call is scheduled for today afternoon to discuss the proposal with interested Co-permittees.
- The C3PO AHTG meeting will be held on Monday via conference call. The AHTG will receive updates on WB's proposed GI language in MRP 3.0 and other MRP 3.0 C.3 topics.

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- The Receiving Water Monitoring Program Report is under preparation and will be available for review by Co-permittees in May. The final report will be submitted to the WB by July 1, 2020.
- The March Trash AHTG meeting was canceled. The MRP 3.0 Trash Work Group meeting and the BASMAA Trash Subcommittee meetings will be held via conference calls.
- SCVURPPP is organizing a *Trash Management Workshop for Co-permittees and Santa Clara County Transportation Agencies* on Monday, March 30, 2020, from 9:00 am to 12:00 pm. Due to the concerns around COVID-19, the workshop will be held via Webex. Chris encouraged MC members to have at least one staff person attend the workshop.
- On-land Visual Assessments (OVTA) have been postponed for now. Program staff will work with the MC Executive Committee to develop a new plan for OVTAs if the shelter in place extends past April 7, 2020.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- Program staff is planning to conduct creek status monitoring in April and May if allowed by the shelter-in-place order.

- The next meeting of the RAA Work Group will be held soon via Webex (date TBD).
- a. **Electronic Status Monitoring Data Report (C.8.h.ii.)**

The Electronic Status Monitoring Data Report is due to the Water Board on March 31. Chris requested the MC to consider approving the Electronic Status Monitoring Data Report.

Motion: Melody Tovar (Sunnyvale) moved to approve the Electronic Status Monitoring Data Report and to 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. **Second:** Rinta Perkins (Santa Clara). **Vote:** Motion approved unanimously.
- b. **Urban Creeks Monitoring Report (C.8.h.iii.)**

The Urban Creeks Monitoring Report (UCMR) is also due to the Water Board on March 31. Program staff received minor comments from Valley Water and Sunnyvale staff, and these will be addressed. Final comments are due on March 23, 2020. Chris requested the MC to consider approving the UCMR.

Motion: Melody Tovar (Sunnyvale) moved to approve the Urban Creeks Monitoring Report and to 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. **Second:** Sharon Newton (San Jose). **Vote:** Motion approved unanimously.

D. OUTREACH ACTIVITIES

1. Priority Items Identified by Program Staff

Vishakha provided the following updates:

- Program staff is working with FM3 Research to develop the survey questionnaire. The survey is scheduled to be conducted in May 2020; however, but the timing may change depending on the COVID-19 situation. Sheila said that the WVCWPA is going ahead with their public opinion survey which is scheduled for next week. It will be conducted by San Jose State University students. She will update Program staff on the response.
- ZunZun is developing an online assembly for reaching elementary school students that teachers can integrate into their distance learning programs.
- All Earth Day events and the National River Cleanup Day have been canceled.

E. OTHER PERMIT-RELATED ACTIVITIES

No items.

IX. OTHER BUSINESS

No items.

X. ADJOURN

The MC meeting adjourned at 10:30 a.m.



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Meeting Attendance Record

DATE March 19, 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; Emiko Ancheta

Nichol Bowersox – Los Altos Hills
Alternate: Kaho Kong

Kaho Kong

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

Pamela Boyle Rodriguez

Sharon Newton – San Jose
Alternate: Jeff Sinclair

Sharon Newton; Jeff Sinclair

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: Julianna Martin

Vanessa Marcadejas

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

Chris Sommers

Vishakha Atre

Vishakha Atre

REGIONAL BOARD REPRESENTATIVE

TBD

INTERESTED PARTIES/AGENCY REPRESENTATIVE

Trish Mulvey – Clean South Bay

ADDITIONAL ATTENDEES

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

Action Items from the March 19, 2020 Meeting

Action	Description	Responsibility	Due Date	Status	Comments
	None				

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments
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