



**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.



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

**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*

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Andrea Trese– Los Altos  
Alternate: Emiko Ancheta

*Andrea Trese; Emiko Ancheta*

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Nichol Bowersox – Los Altos Hills  
Alternate: Kaho Kong

*Kaho Kong*

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Elaine Marshall – Milpitas  
Alternate: Kan Xu

*Elaine Marshall*

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Carrie Sandahl – Mountain View  
Alternate: Eric Anderson

*Carrie Sandahl*

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

*Pamela Boyle Rodriguez*

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Sharon Newton – San Jose  
Alternate: Jeff Sinclair

*Sharon Newton; Jeff Sinclair*

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Rinta Perkins – Santa Clara  
Alternate: Dave Staub

*Rinta Perkins*

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Melody Tovar – Sunnyvale  
Alternate: Nupur Hiremath

*Melody Tovar; Nupur Hiremath*

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Vanessa Marcadejas – Santa Clara County  
Alternate: Julianna Martin

*Vanessa Marcadejas*

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Kirsten Struve – SCVWD  
Alternate: James Downing

*Kirsten Struve; James Downing*

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

*Sheila Tucker*

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**URBAN RUNOFF PROGRAM STAFF**

Adam Olivieri

*Adam Olivieri*

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Jill Bicknell

*Jill Bicknell*

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Chris Sommers

*Chris Sommers*

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Vishakha Atre

*Vishakha Atre*

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

**Action Items from the March 19, 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