



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

**MANAGEMENT COMMITTEE MEETING
MINUTES**

April 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

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

Kirsten informed the MC that all agenda items requiring a vote will be addressed at the beginning of the meeting. The MC agreed with this change.

The following announcements were made:

- Peri Newby is the new Environmental Programs Specialist at the City of Campbell.
- Carrie Sandahl (City of Mountain View) was promoted to Eric Anderson's (City of Mountain View) former position.

III. APPROVAL OF MINUTES

Jeff Sinclair (San Jose) requested an edit to the March MC minutes. The text under *Agenda Item II Announcements* should be changed to "Sharon Newton (San Jose) said that some City of San Jose staff may not be available to attend certain meetings due to redeployment".

Motion: Jeff Sinclair (San Jose) moved to approve the minutes from the March 19, 2020 MC meeting. **Second:** Melody Tovar (Sunnyvale). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the March 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. Program staff is also planning to discuss this topic with the Trash AHTG.

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 that that Keith Lichten (Water Board staff) mentioned at the last MRP 3.0 Steering Committee meeting that WB is looking for information on long-term trash reduction plans and RAAs in the Report of Waste Discharge (ROWD) which is due in early July. The MC expressed concerns and recommended discussing this request at the BASMAA Board meeting. Chris added that he will be setting

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up a meeting with WB staff to discuss the SCVURPP RAA approach in mid-May. He also plans to set up another meeting of the SCVURPPP RAA Work Group in May.

Adam Olivieri (Program staff) reported that he sent an email notification and summary of potential MRP implementation implications on behalf of the Program to WB staff regarding the impact of COVID-19 on MRP implementation, and has not heard back. The MC recommended setting up a Special MC meeting to discuss co-permittee approaches to MRP implementation now and as services resume.

Action: Program staff will set up a MC meeting to discuss an approach to continuing MRP activities during COVID-19 restrictions

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 Agreement for the future structure.

2. CASQA Update

Kirsten reported that the CASQA Board discussed the Annual Conference at its last meeting. A decision was made to switch to a completely online format for the conference. The Board also approved a report on the magnesium numeric action level.

Jill Bicknell (Program staff) 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 an areawide webcast registration for use by Co-permittee staff. The topic for the meeting is stormwater program funding. She asked MC members to let her know if they are not receiving regular CASQA updates, and she will add them to the CASQA membership list.

3. Grants Update

Jill provided the following updates:

- Program staff is working with Palo Alto staff to plan a Sustainable Parking Lots proposal for EPA's SFBWQIF grant. In addition to the construction of parking lots in Palo Alto and Santa Clara, the grant proposal includes a task for developing a model Sustainable Green Parking Lot Guidebook. Jill asked the MC if SCVURPPP would consider providing in-kind matching funds for developing the Guidebook. The MC asked her to send a proposal to the Budget AHTG for review.
- The Proposition 1 Storm Water Grant Program Round 2 grant solicitation is now open. Applications are due by July 2, 2020.

B. PROGRAM MANAGEMENT

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

Chris reported that the Program Memorandum of Agreement and By-Laws require the completion of mid-year and end-of-year Self-Audit Reports. The mid-year FY 19-20 Self-Audit Report, covering the period of July 1, 2019 to January 31, 2020, was

sent to the MC for review on April 3, 2020. He requested the MC to consider accepting the Self-Audit Report.

Motion: Melody Tovar (Sunnyvale) moved to accept the mid-year Self-Audit Report.

Second: Sheila Tucker (WVCWPA). **Vote:** Motion passed unanimously.

2. Program Annual Summary

The draft 2019 Program Summary was completed and distributed to Co-permittees yesterday for review. Comments are due by April 22.

3. Draft FY 19-20 Annual Report Guidance

Jill reported that the draft FY 19-20 Annual Report form, modified with specific guidance for SCVURPPP Co-permittees, is posted on the members-only section of the SCVURPPP website. She provided an overview of the schedule for completion of FY 19-20 Annual Reports. The Program's Annual Report will be submitted to the MC for review on August 28 and brought to the MC for approval at its September 17, 2020 meeting. Co-permittees should submit their Annual Reports to Program staff for a consistency review by August 28.

C. PROGRAM BUDGET

1. FY 20-21 Program Work Plan

Chris reported that the FY 20-21 Work Plan was sent to the MC for review on April 3, 2020. The Work Plan identifies Program, Co-permittee, and regional tasks for FY 20-21. Melody Tovar (Sunnyvale) said that she will be sending comments but needed additional time. Chris asked the MC to consider approving the FY 20-21 Work Plan.

Motion: Melody Tovar (Sunnyvale) moved to approve the Program's FY 20-21 Work Plan, contingent on addressing minor comments received by Wednesday, April 22, 2020.¹ **Second:** Carrie Sandahl (Mountain View). **Vote:** Motion passed unanimously.

2. FY 20-21 Program Manager Notice to Proceed as of July 1

Chris informed the MC that the Program's fiscal agent, the City of Sunnyvale, requires approval of a Notice-to-Proceed from the MC in order to modify the Program Manager's agreement for FY 20-21.

Motion: Kirsten Struve (Valley Water) moved to approve the Notice-to-Proceed for the Program Manager Agreement for FY 20-21, effective July 1, 2020, contingent on addressing minor comments received on the FY 20-21 Work Plan by Wednesday, April 22, 2020.² **Second:** Karin North (Palo Alto). **Vote:** Motion passed unanimously.

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

Adam informed the MC that the fiscal agent has completed the Program's FY 18-19 financial audit and there are no issues of concern. The audit was sent to the MC and the representation letter has been signed by the MC Chair.

¹ Subsequent to the meeting, minor comments from Co-permittees were received on the Work Plan and addressed by Program staff.

² Subsequent to the meeting, minor comments from Co-permittees were received on the Work Plan and addressed by Program staff.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill provided the following updates:

- Program staff are working on finalizing the pervious pavement details and adding tree well filter and infiltration facility details to the GSI Handbook.
- The C3PO AHTG approved a memo describing the process for updating and approving the Stormwater Resource Plan. Jill asked MC members to inform Program staff early in the process if they wish to apply for a Prop 1 grant for a project that is not listed in the SWRP.
- Jill will be providing an update on MRP 3.0 discussions related to C.3 at the next C3PO AHTG meeting. The MRP 3.0 C3/GI Work Group has formed a subgroup to discuss Special Projects.

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- Program staff are currently working through the logistics of how/if OVTAs could be conducted safely and efficiently. A survey was sent to the Trash AHTG to assess the current level of trash control measure implementation by Co-permittees. A recommendation on conducting OVTAs will be sent to the Trash AHTG and Management Committee by Program staff in the near future.
- The next Trash AHTG meeting is scheduled for Tuesday, April 21, 2020.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- Program staff have reviewed the shelter-in-place order and are working with the Program's Executive Committee to develop the protocols to safely begin bioassessments.
- Several Co-permittees received an email from WB staff requesting additional information on demolition permit applications received for managing PCBs from buildings. Jon Konnan (Program staff) is collecting the required information from Co-permittees and will respond to WB staff.

D. OUTREACH ACTIVITIES

1. Priority Items Identified by Program Staff

Vishakha Atre (Program staff) provided the following updates:

- The Scripts Review Work Group has reviewed and approved the public opinion survey questionnaire. The survey will be conducted in May.
- Program staff developed a flyer describing ZunZun's online videos and musical assembly and distributed it to the Schools Outreach Work Group.

E. OTHER PERMIT-RELATED ACTIVITIES

No items.

IX. OTHER BUSINESS

Adam reported that he is working on a WERF project that analyzes microbes in raw wastewater, and that COVID-19 has been added to the list of microbes. Karen North (Palo Alto) said that the Palo Alto Regional Water Quality Control Plant is implementing a similar project with Stanford University involving looking at COVID-19 in wastewater influent.

X. ADJOURN

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

UPDATE ON SCVURPPP'S MONITORING PROGRAM AND RESULTS

Chris gave a presentation on the Program's water quality monitoring program, including the Integrated Monitoring Report (IMR) that was submitted to the Water Board on March 31, 2020. The IMR covers Water Years (WY) 2014-2019. Highlights from the presentation are below:

- A total of 174 bioassessment sites were sampled from WY 2012 – WY 2019 in Santa Clara County.
- Targeted monitoring was conducted for temperature, dissolved oxygen, fecal indicator bacteria, and pesticides.
- Temperature was monitored at nine stations on Alamitos and Guadalupe creeks from (WY 2017 – WY 2019). Dissolved oxygen was monitored at three stations on Coyote Creek.
- Pesticides and toxicity monitoring was conducted at bottom-of-watershed locations. In WY 2014-2019, monitoring was conducted at two sites during the dry season. In WY 2018, water toxicity and chemistry monitoring was conducted at three sites.
- Sampling for fecal indicator bacteria was collected during dry weather in receiving water locations with greatest potential for exposure.
- Organism Stressor/Source Identification (SSID) Projects were conducted in Coyote Creek and Lower Silver Creek.
- PCBs and mercury monitoring was conducted to focus primarily on identification of source areas of PCBs and mercury to the MS4 and San Francisco Bay. Creek water sampling was also conducted to analyze for copper and nutrients.

Attendees thanked Chris for the presentation.



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Meeting Attendance Record

DATE April 16, 2020

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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

Karen North; Pamela Boyle Rodriguez

Sharon Newton – San Jose
Alternate: Jeff Sinclair

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 April 16, 2020 Meeting

Action	Description	Responsibility	Due Date	Status	Comments
4-20-1	Set up a MC meeting to discuss an approach to continuing MRP activities during COVID-19 restrictions.	Program staff	May	To Be Done	

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	TBD	In Progress	Coordinating with other SW programs that may be interested in collaborating on this evaluation