



**MANAGEMENT COMMITTEE MEETING  
MINUTES**

April 15, 2021

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**

In the absence of John Bourgeois (Chair, Valley Water), Rajani Nair (Vice Chair, San Jose) called the meeting to order at 8:35 am. James Downing (Valley Water) chaired the meeting after 9:30 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:

- Jill Bicknell (Program staff) informed the MC that Program staff is preparing guidance on preparation of FY 20-21 Annual Reports and SCVURPPP-specific Annual Report Forms based on the BASMAA Forms submitted to Water Board staff on April 1. These items will be available to Co-permittees on the SCVURPPP members only website by early next week.
- Karin North (Palo Alto) informed the MC that Phil Bobel (Palo Alto) is retiring. She requested MC members to participate in a video tribute that Palo Alto staff is putting together. She will send them the link.
- Melody Tovar (Sunnyvale) asked where records of former Watershed Management Initiative (WMI) activities and products were being kept. Jill responded that SCVURPPP maintains the WMI website and many documents are available there. Melody, Jill, and Karin will meet to discuss recordkeeping procedures.
- Chris Sommers (Program staff) reported that Tom Mumley (Water Board staff) and David Smith (EPA) will be presenting on regulatory issues to Sustainable Silicon Valley at its meeting later this morning.

**III. APPROVAL OF MINUTES**

**Motion:** James Downing (Valley Water) moved to approve the minutes from the March 18, 2021 MC meeting. **Second:** Rinta Perkins (Santa Clara). **Vote:** Motion passed unanimously.

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

Action Items from the March 18, 2021 meeting:

- Action Item 3-21-1 (Work with the Program Attorney to develop and submit a letter opposing AB 377) is complete. The letter was sent on March 31, 2021.

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. This item will be further discussed under Agenda Item VII.B.2.

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

No members of the public attended the meeting.

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## VI. WATER BOARD STAFF COMMENTS

Water Board (WB) staff did not attend the meeting. Chris Sommers (Program staff) and Jill Bicknell (Program staff) provided an update on the comments submitted on the MRP 3.0 Admin Draft. The SCVURPPP comment letter was submitted to the WB on April 8. Comments on *Provision C.8 Water Quality Monitoring* and *Provision C.14 Bacteria Control for Impaired Water Bodies* will be submitted later in April/May.

## VII. PROGRAM BUSINESS

### A. Program Management/MC Action Items

#### 1. FY 21-22 Program Work Plan

Chris Sommers (Program staff) reported that the FY 21-22 Work Plan was sent to the MC for review on April 2, 2021. The Work Plan identifies Program, Co-permittee, and regional tasks for FY 21-22 and is consistent with the Program's FY 21-22 approved budget and the level of effort represented by the budget items in the approved budget package. No comments from MC members were received. Chris asked the MC to consider approving the FY 21-22 Work Plan.

**Motion:** Sheila Tucker (WVCWA) moved to approve the Program's FY 21-22 Work Plan. **Second:** Carrie Sandahl (Mountain View). **Vote:** Motion passed unanimously.

#### 2. Draft FY 20-21 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 Program Manager Self-Audit Reports. The mid-year FY 20-21 Self-Audit Report, covering the period of July 1, 2020 to January 31, 2021, was sent to the MC for review on April 8, 2021. He requested the MC to consider accepting the mid-year Self-Audit Report.

**Motion:** James Downing (Valley Water) moved to accept the FY 20-21 Mid-year Program Manager Self-Audit Report. **Second:** Melody Tovar (Sunnyvale). **Vote:** Motion passed unanimously.

#### 3. FY 21-22 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 21-22.

**Motion:** Melody Tovar (Sunnyvale) moved to approve the Notice-to-Proceed for the Program Manager Agreement for FY 21-22, effective July 1, 2021. **Second:** Carrie Sandahl (Mountain View). **Vote:** Motion passed unanimously.

#### 4. Annual Program Summary

The draft 2020 Program Annual Summary is in progress and will be sent to the MC for review in May.

## B. PROGRAM BUDGET

### 1. Final Draft Memorandum on Process for Annual Carryover Fund Reconciliation

Chris informed the MC that a memorandum was sent to the BATG documenting the process recommended that the Program follow to develop and approve annual Program budgets and work plans; issue the Program Manager notice-to-proceed; receive information on and consideration of, projected unspent carryover funds (both within the Program Manager's contract and the Fiscal Agent task budget) from previous Fiscal Year (FY) budgets; and consider potential refunds to Co-permittees, as required by Section 340 of the Program's Bylaws. Chris indicated that Program staff have addressed comments received from the BATG. He asked the MC to consider approving the recommended process described in the memo. Melody Tovar (Sunnyvale) requested that the approval be contingent upon the review and addressing of any comments from the Fiscal Agent.

**Motion:** Melody Tovar (Sunnyvale) moved to approve the Final Draft Memorandum on Process for Annual Carryover Fund Reconciliation, contingent upon addressing any comments received from the Fiscal Agent. **Second:** Rinta Perkins (Santa Clara). **Vote:** Motion passed unanimously.

### 2. Final Draft SCVURPPP FY 2019-20 Budget Evaluation Memorandum and Request for Use of Funds Remaining in the Program Manager's Contract from Previous Fiscal Years

Chris provided an overview of the memorandum that was sent to the BATG and MC presenting the budget evaluation/reconciliation for FY 19-20 and requesting use of funds remaining in the Program Manager's contract from previous fiscal years. This memo summarizes: 1) the current level of contingency/reserve funds in Fiscal Agent account as of June 30, 2020 in comparison to the maximum amount allowed by Program Bylaws (i.e., 10% of the Program's operating budget); and 2) options for the use of remaining unspent funds from previous FY(s) that are above and beyond the maximum amount allowed in the contingency/reserve fund. He requested that the MC consider approving the use of funds as described in the memorandum. The MC discussed the memo and recommended adding specific language from the Program Bylaws describing budget process requirements.

**Motion:** Melody Tovar (Sunnyvale) moved to approve the Final Draft SCVURPPP FY 2019-20 Budget Evaluation Memorandum and Request for Use of Funds Remaining in the Program Manager's Contract from Previous Fiscal Years with the addition of adding specific language from the Program Bylaws. **Second:** Carrie Sandahl (Mountain View). **Vote:** Motion passed unanimously.

**Action:** Program staff will poll MC members as to how each jurisdiction would like to receive its portion of unspent carryover funds from previous FYs.

### 3. FY 19-20 Financial Statement Audit and Representation Letter – request MC direction to Chair to sign the Representation Letter on behalf of the Program.

Adam Olivieri (Program staff) requested the MC to direct the MC Chair to sign the FY 19-20 Financial Statement Audit and Representation Letter on behalf of the Program.

**Motion:** Melody Tovar (Sunnyvale) moved to direct the MC Chair to sign the FY 19-20 Financial Statement Audit and Representation Letter on behalf of the Program. **Second:** Rinta Perkins (Santa Clara). **Vote:** Motion passed unanimously.

## **C. PROGRAM MANAGER'S REPORT**

### **1. BASMAA Update**

Jill reported that the BASMAA dissolution process is almost complete. The final meeting as a non-profit organization is expected to be held on April 22. Participating stormwater programs will begin meeting informally in May to collaborate on regional issues. SCVURPPP will take the lead for the first six months.

### **2. CASQA Update**

Jill informed the MC that CASQA will be submitting a second letter opposing AB 377. CASQA does not support the modified legislation and plans to speak at the committee hearing on April 21. The Program Attorney will also draft a second letter from SCVURPPP opposing the legislation.

### **3. Grants Update**

No update.

## **VIII. MRP IMPLEMENTATION**

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

Jill reported that the C3PO AHTG will meet on April 21, 2021. An update on all SCVURPPP GSI products will be provided at the meeting.

### **B. TRASH CONTROLS**

Chris reported that Trash AHTG meeting will be held on April 20, 2021. The AHTG will receive an update on all SCVURPPP trash-related work products.

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

Chris reported that the MRP 3.0 C.8 Work Group (including Program staff) is meeting with WB staff on April 16 to discuss Provision C.8.

### **D. OUTREACH ACTIVITIES**

Jill reported that the Landscape IPM Training Workshop will be held on May 25, 2021. The registration flyer will be sent next week.

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

No updates.

## **IX. OTHER BUSINESS**

No updates.

## **X. ADJOURN**

The MC meeting adjourned at 10:00 a.m.



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

**Meeting Attendance Record**

DATE April 15, 2021

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: Thanh Nguyen

*Andrea Trese, Thanh Nguyen*

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Janelle Lee – Los Altos Hills  
 Alternate: Christine Hoffman

*Janelle Lee*

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Elaine Marshall – Milpitas  
 Alternate: Roberto Alonzo

*Elaine Marshall, Roberto Alonzo*

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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

*Karin North, Pam Boyle Rodriguez*

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Rajani Nair – San Jose  
 Alternate: Jeff Sinclair

*Rajani Nair, 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: Garik Iosilevsky

*Garik Iosilevsky*

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John Bourgeois - SCVWD  
 Alternate: James Downing

*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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**INTERESTED PARTIES/AGENCY  
REPRESENTATIVE**

Trish Mulvey – Clean South Bay

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**ADDITIONAL ATTENDEES**

*Dan Keller, Los Gatos*

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

**Action Items from the April 15, 2021 Meeting**

<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
4-21-1	Poll MC members as to how each jurisdiction would like to receive its portion of unspent carryover funds from previous FYs.	Program staff	April	Done	

**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	April	In Progress	Request for funding was approved at the April 15, 2021 MC meeting. An outline, scope and schedule for a Source Control White Paper is under development and will be sent to MC prior to the May meeting.