

**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

December 15, 2022 Meeting

MATERIALS FOR INFORMATION

II. December 15, 2022 Agenda

III. November 17, 2022 Meeting Minutes

IV. November 17, 2022 Action Items



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AGENDA

MANAGEMENT COMMITTEE MEETING

December 15, 2022, 9:30am – 11:00pm

Conference Call/Zoom Meeting Only¹

- 9:30** **I. Management Committee Meeting Call to Order/Introductions**
- II. Additions or Revisions to Agenda; Announcements**
- III. Approval of Minutes (November 17, 2022 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**
- VII. Program Business**
- 9:45** **A. Program Management**
1. 2022 Program Memorandum of Agreement (MOA) Review – *status report*.
- 9:50** **B. Program Budget**
1. Development of FY 2023-24 Program Budget – *status report*.
- 9:55** **C. Program Manager’s Report**
1. BAMS Collaborative Update – *information*.
2. CASQA Update – *information*.
3. Grants Update – *information*.
- VIII. MRP Implementation**
- 10:00** **A. New Development and Redevelopment**
1. Priority Items Identified by Program Staff
- a. Green Stormwater Infrastructure Work Plan Tasks - *status report*
2. Management Committee Requested Items

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

- 10:05 B. Trash Controls & Unsheltered Homeless**
1. Priority Items Identified by Program Staff
 - a. Long-term Trash Load Reduction Guidance – *status report*
 - b. Regional Projects – *status report*
 2. Management Committee Requested Items
- 10:10 C. Monitoring / Pollutants of Concern**
1. Priority Items Identified by Program Staff
 - a. Monitoring Planning Tasks – *status report*
 - b. Regional Projects – *status report*
 2. Management Committee Requested Items
- 10:15 D. Outreach Activities**
1. Priority Items Identified by Program Staff
 2. Management Committee Requested Items
- 10:20 E. Other Permit-Related Activities**
1. Priority Items Identified by Program Staff
 - a. Cost Reporting – *status report*
 2. Management Committee Requested Items
 - a. Program Information Management Systems – *status report*
- 10:25 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.*
 4. Planned Agenda Items for Future MC Meetings – *update.*
- 10:30 X. Presentation – Review of SCVURPPP Memorandum of Agreement, HF&H Consultants**
- 11:00 XI. Adjourn**



**MANAGEMENT COMMITTEE MEETING
MINUTES**

November 17, 2022

Campbell · Cupertino · Los Altos · Los Altos Hills · Los Gatos · Milpitas · Monte Sereno · Mountain View · Palo Alto
San José · Santa Clara · Saratoga · Sunnyvale · Santa Clara County · Valley Water

I. MANAGEMENT COMMITTEE CALL TO ORDER / INTRODUCTIONS

John Bourgeois (Chair, Valley Water) called the meeting to order at 9:35 a.m. MC members introduced themselves.

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

There were no revisions to the agenda. The following announcements were made:

- Madeline Willett is the Stormwater and Sustainability Coordinator for the City of Sunnyvale. She is also the new MC alternate for Sunnyvale.
- Nicolle Burnham is the new Parks and Public Works Director for the Town of Los Gatos.
- Chris Sommers (Program staff) reminded attendees that the MC agenda includes a closed session at 10:30 am.

III. APPROVAL OF MINUTES

Motion: Rajani Nair (San José) moved to approve the minutes from the October 20, 2022 MC meeting. **Second:** Ursula Syrova (Cupertino). **Vote:** Motion passed with two abstentions.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the October 2022 meeting:

- None.

Action Items from previous meetings:

- Action item 9-22-1 (Develop a list of Regional Projects and Work Groups that identifies topics and leads) is in progress. The list will include links to the SCVURPPP ShareDrive folder where meeting materials are saved.
- Action item 8-22-1 (Coordinate a meeting with County Office of Supportive Housing staff to discuss their biennial point-in-time (PIT) survey) is complete. County staff presented information on the PIT survey at the Trash AHTG meeting on November 15, 2022. Program staff will work with County staff to obtain data for preparing the maps showing approximate locations of unsheltered homeless populations.
- Action item 6-22-1 (Provide a presentation on alternative compliance programs at a future C3PO AHTG meeting) is in progress. Program staff gave a presentation at the October 17 and will do a follow-up presentation at the December 12 C3PO AHTG meeting.
- Action item 6-22-2 (Develop a 5-year projection of approximate SCVURPPP budgets over the permit term for Co-permittee budget planning purposes) is in progress. The 5-year projection will be sent to the BATG next week.

- Action item 6-22-3 (Follow-up with CASQA staff on available records and analysis of past stormwater fee increases) is complete. The information was sent to the MC via email on November 7, 2022.
- Action item 6-22-5 (Schedule a meeting of the Training Work Group to discuss FY 22-23 training needs) is complete. A meeting was held on November 16, 2022. An update will be provided later in the meeting today.

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

No comments were made.

VI. WATER BOARD STAFF COMMENTS

John reported that he spoke with Keith Lichten (Water Board staff) about a levee maintenance road along Coyote Creek. Keith confirmed that draining the levee road to a vegetated area is considered treatment.

Chris reported that BAMSC representatives are planning to meet with Keith to discuss concerns about the content of Water Board (WB) staff inspection reports for inspections of installed treatment measures. Rajani Nair (San Jose) and Melody Tovar (Sunnyvale) said that they would like to participate in this meeting.

Chris added that the WB's meeting agenda on December 14 includes an update from Caltrans on progress towards meeting their Trash Discharge Reduction Requirements.

Action: Program staff will send the Caltrans 2022 report and related information about the Water Board agenda item to the MC.

VII. PROGRAM BUSINESS

A. Program Management/Action Items

1. FY 21-22 Annual Budget Compilation (ABC) Report

Chris reported that the FY 21-22 ABC Report was sent to the MC on November 14, 2022. The report contains a compilation of items related to the Program budget items dealt with by the MC and the Budget Ad Hoc Task Group (BATG) during FY 21-22, per Section 200.4 of the SCVURPPP Bylaws Collaborative. Sheila Tucker (WVCWA) requested additional time to review the ABC Report.

Motion: Melody Tovar (Sunnyvale) moved to accept the FY 21-22 Annual Budget Review Compilation Report, contingent to resolving any comments received by November 23, 2022. **Second:** Sheila Tucker (WVCWA). **Vote:** Motion passed unanimously.

Chris added that the FY 21-22 Self-Audit Report is now posted on the members-only section of the SCVURPPP website.

2. 2022 Program Memorandum of Agreement (MOA) Review

Chris reported that the SCVURPPP By-laws require that Co-permittees review the Memorandum of Agreement (MOA) and sign a new MOA within one year of Permit reissuance. The MOA was previously reviewed in 2005 and 2016. Hilton Farnkopf & Hobson, LLC (HF&H) has started the review and is comparing the SCVURPPP organizational structure and budget with other Bay Area stormwater programs. HF&H will give a presentation on the MOA review at the December MC meeting. The MC will be asked to approve the MOA review report and the MOA Amendments at its January 2023 meeting.

B. PROGRAM BUDGET

1. Development of FY 23-24 Program Budget

Chris reported that the draft FY 23-24 Program Budget was sent to the BATG. It will be reviewed at the BATG meeting being held today right after the MC meeting. The MC will be asked to consider approval of the FY 23-24 Program Budget at its January meeting.

C. PROGRAM MANAGER'S REPORT

1. BAMS Collaborative Update

Chris reported that the BAMS Collaborative approved a project profile for a project of regional benefit to conduct receiving water limitations monitoring.

2. CASQA Update

Chris reported that the CASQA Conference was very well attended. The CASQA Board elections are complete. Chris was elected to the Board again. Other Board members from the Bay Area include Jim Scanlin (City of Newark, formerly program manager for ACCWP) and Rob Carson (Marin Countywide stormwater program).

3. Grants Update

Caltrans has announced Cycle 2 of the Clean California Local Grant Program. Program staff attended the first grant workshop. Cycle 2 of the Grant Program will also focus on disadvantaged communities. Vanessa Marcadejas (County) reported that the County will resubmit its Cycle 1 proposal with some changes.

4. Next Steps for MRP 3.0

No additional discussion.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

Program staff is updating several C.3 products, including outreach flyers and the C.3 Handbook. A new regional work group is being formed to discuss updates to the Bay Area Hydrology Model. Jill asked MC members to let her know if they are interested in joining the work group.

B. TRASH CONTROLS

Chris provided the following updates:

- The Trash AHTG received an update on private land drainage areas at its last meeting.
- The Trash Impracticability Report is due to the WB on March 31, 2023. Program staff sent out a survey to obtain information from experienced professionals on the feasibility of siting, designing, installing/constructing, and operating full trash capture systems/devices.

C. MONITORING AND POLLUTANTS OF CONCERN

Chris reported that Program staff is working with Co-permittee staff to identify locations for Trash and LID monitoring required in MRP 3.0 and have identified some sites that

may be suitable for monitoring. He added that Program staff is continuing to work on the Control Measures Plan for Old Industrial Land Use Areas with Moderate levels of PCB/mercury. The Draft Plan will be submitted to Co-permittees for review in late December or early January at the latest. The POC AHTG will meet in January to discuss the Draft Plan.

D. OUTREACH ACTIVITIES

Vishakha Atre (Program staff) reported that the Watershed Watch Campaign Consultant Selection Work Group interviewed the shortlisted firms on November 1, 2022. The recommendation from the Consultant Selection Work Group will be brought to the BATG meeting today.

E. OTHER PERMIT-RELATED ACTIVITIES

1. Priority Items Identified by Program Staff

a. Cost Reporting

Jill reported that the Regional Cost Reporting Work Group held its second meeting and continued to discuss ways to collect cost information and a potential framework structure. Five SCVURPPP members are participating on the Work Group.

IX. OTHER BUSINESS

Vishakha reported that the Training Work Group met on November 16 to plan FY 22-23 SCVURPPP training. The Work Group recommended conducting two C.3 trainings this fiscal year, conducting a brief construction inspection training, and researching options for developing a calendar of trainings using existing training videos.

X. CLOSED SESSION

The Management Committee met in closed session with Program Legal Counsel to discuss and receive legal advice concerning a threat to the provision of public services arising from the potential expiration of constitutional and contractual basis of the Program, absent timely amendment thereof.

XI. ADJOURN

The MC meeting adjourned at 11:15 a.m.



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Pollution Prevention Program**

Meeting Attendance Record

DATE November 17, 2022

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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

Thanh Nguyen – Los Altos

Alternate: Tania Katbi

Thanh Nguyen

TBD – Los Altos Hills

Alternate: Melissa Elian-Carrillo

-

Elaine Marshall – Milpitas

Alternate: Roberto Alonzo

Elaine Marshall, Roberto Alonzo

Carrie Sandahl – Mountain View

Alternate: Bryan Barrows

Carrie Sandahl

Karin North – Palo Alto

Alternate: Pamela Boyle Rodriguez

Alternate: Michel Jeremias

Pam Boyle Rodriguez

Rajani Nair – San Jose

Alternate: Mary Morse

Rajani Nair, Mary Morse

Dave Staub – Santa Clara

Alternate: Karin Hickey

Karin Hickey

Melody Tovar – Sunnyvale

Alternate: Madeline Willett

Melody Tovar, Madeline Willett

Vanessa Marcadejas – Santa Clara County

Alternate: Garik Iosilevsky

Vanessa Marcadejas

John Bourgeois - SCVWD

Alternate: James Downing

John Bourgeois, James Downing

Sheila Tucker – West Valley Communities

(Campbell, Los Gatos, Monte Sereno, and Saratoga)

Sheila Tucker

URBAN RUNOFF PROGRAM STAFF

Adam Olivieri

-

Jill Bicknell

Jill Bicknell

Chris Sommers

Chris Sommers

Vishakha Atre

Vishakha Atre

**INTERESTED PARTIES/AGENCY
REPRESENTATIVE**

Trish Mulvey – Clean South Bay

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ADDITIONAL ATTENDEES

Emma Hinojosa, City of Sunnyvale

Nicolle Burnham, Town of Los Gatos

Erin McDannold, City of Los Altos

Yvana Hrovat, Haley & Aldrich

Jeff Sinclair, Brown & Caldwell

Robert Falk, R. Falk Law

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

Action Items from November 2022 Meeting

| Action | Description | Responsibility | Due Date | Status | Comments |
|---------------|---|-----------------------|-----------------|---------------|--|
| 11-22-1 | Program staff will send the Caltrans 2022 Annual Report and Water Board's December 14 th staff report to the MC. | Program Staff | December | Done | Caltrans Trash Management Info Item on the Dec 14 th Water Board agenda |

Action Items Remaining from Previous Meetings

| Action | Description | Responsibility | Due Date | Status | Comments |
|---------------|---|-----------------------|-----------------|---------------|---|
| 9-22-1 | Develop a list of Regional Projects and Work Groups that identifies topics and leads. | Program staff | October | In progress | |
| 6-22-1 | Provide a presentation on alternative compliance programs at a future C3PO AHTG meeting. | Program staff | October | In progress | Discussed at the Oct. 17 AHTG meeting. Will continue at the Dec. 12 AHTG meeting. |
| 6-22-2 | Develop a 5-year projection of approximate SCVURPPP budgets over the permit term for Co-permittee budget planning purposes. | Program staff | October | In progress | Will be sent to the MC in December. |