



**MANAGEMENT COMMITTEE MEETING
MINUTES**

April 20, 2023

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 9:32 a.m. Management Committee (MC) members introduced themselves.

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

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

- Chris Sommers (Program staff) informed the MC that the 4th Amendment to the Program's Memorandum of Agreement (MOA) has been approved and executed by all 15 members within the time constraint imposed by the original agreement. Program counsel distributed the signed MOA amendment to the MC and the document will also be posted on the public and members only portions of the SCVURPPP website. MC members thanked Bob Falk and Program staff for organizing this effort.
- Jill Bicknell (Program staff) shared that Kevin Robert Perry, noted landscape architect who worked on green infrastructure design and implementation, passed away at the beginning of April and will be missed.

III. APPROVAL OF MINUTES

Motion: Rajani Nair (San Jose) moved to approve the minutes from the March 16, 2023, MC meeting pending the correction of her incorrect affiliation with Valley Water. **Second:** Carrie Sandahl (Mountain View). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the March 16, 2023, meeting:

- Action Item 3-23-1 (Inform AHTG leads that they should track AHTG Action Items in a table similar to the MC Action Items table) is completed.
- Action Item 3-23-2 (Send a link to the proposed 2024 updates to the 303(d) list to the MC) is completed.
- Action Item 3-23-3 (Email the Permit amendment schedule to the MC) is completed.
- Action Item 3-23-4 (Schedule a special meeting after the April MC meeting to discuss the Permit amendment) is completed. A special meeting to discuss the Permit amendment is planned for after today's MC meeting.
- Action Item 3-23-5 (Send details to the MC describing the tasks and estimated time commitment required for participation on the Consultant Selection Panel and the Program Management Team for the WOW grant, is in progress) Reid Bogert (C/CAG) is working with the EPA to finalize its contract for the Watching our Watersheds project.

- Action Item 3-23-6 (Develop a table summarizing OVTAs scheduled and completed and inform Co-permittee staff when OVTAs are scheduled in their jurisdiction) is completed. The tentative schedule for OVTAs through April and May is posted on the Trash AHTG ShareDrive folder. This schedule will be adjusted pending any staffing changes or relevant weather events.

Action Items from previous meetings:

- None.

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

No comments were made.

VI. WATER BOARD STAFF COMMENTS

Water Board (WB) staff did not attend the meeting. The following comments were made by Program staff.

- Chris informed the MC that a Regional Stormwater Management meeting was held with WB staff on April 13, 2023, in which the WB agreed to work on a process for reviewing Annual Reports, making changes, and submitting via SMARTS. The permit amendment was also discussed, and Chris confirmed that a contact list of WB staff was distributed to the MC. The next Regional Stormwater Management meeting will be held in mid-June.
- Jill reported that WB staff provided minor comments on the draft FY 22-23 Annual Report form template and these comments were incorporated into a revised version. The revised version is going to the BAMSC Steering Committee this month for approval and revised templates with SCVURPPP-specific guidance will be available to the MC in mid-May. The FY 22-23 Annual Report Guidance memo will be discussed at the May MC meeting.
- Chris shared that the Urban Creeks Monitoring Report (UCMR) was submitted to the WB at the end of March, which included a Receiving Waters Limitations Monitoring Plan.

VII. PROGRAM BUSINESS

A. Program Management/Action Items

1. Draft FY 23-24 Program Work Plan

The draft FY 23-24 Program Work Plan was sent out to the MC for review on April 6th and a number of editorial comments were received from WVCWA and San Jose. Chris indicated that Program staff plan to send a revised draft version to the MC by the end of the week for final comments from the MC. Sheila Tucker (WVCWA) requested to close the comment period today. Chris responded that there were enough comments to necessitate distribution of another draft of the Work Plan by Friday and provide MC members the chance to review how Program staff revised the Work Plan. Melody Tovar (Sunnyvale) stated that she could approve the FY 23-24 Program Work Plan if provided with an opportunity for further comment and if she received the Work Plan on Friday. Melody committed to review and send comments by Monday, April 24th. Pam Boyle-Rodriguez (Palo Alto) said that she will also review the next draft and provide comments. James Downing (Valley Water) had one comment and will send it to Program staff by COB today.

Motion: Melody Tovar (Sunnyvale) moved to approve the FY 23-24 Work Plan pending resolution of any comments received from MC members by Tuesday, April 25th. **Second:** Pam Boyle-Rodriguez (Palo Alto). **Vote:** Motion passed unanimously.

Action: Program staff will send the revised draft FY 23-24 Program Work Plan to the MC by Friday, April 21st.

2. Draft Program Manager's FY Mid-Year 22-23 Self-Audit Report

Chris shared that the Program Manager's FY Mid-Year 22-23 Self-Audit Report was sent to the MC on April 7th. Minor comments were received. Rajani Nair (San Jose) asked Program staff to speak more about budget expenditures to date related to Trash and PCBs. Chris responded that he will cover this under the next agenda item. Sheila asked Program staff for more time to review work products so that MC members are prepared to vote on final documents at MC meetings. Chris responded that Program staff will work to get documents that are set for consideration of approval by the MC out a week earlier than the current 1-2 week process.

Motion: Rajani Nair (San Jose) moved to approve the Program Manager's FY Mid-Year 22-23 Self-Audit Report, pending additional comments received by April 26th. Rajani then amended this motion to approve the Program Manager's FY Mid-Year 22-23 Self-Audit Report today. **Second:** Melody Tovar (Sunnyvale) seconded the amended motion. **Vote:** Motion approved unanimously.

3. Program Manager's Notice to Proceed (NTP) for FY 23-24

Chris shared that the Program Manager's Notice to Proceed (NTP) for FY 23-24, effective July 1, 2023, allows the Program Manager to work with the Program's fiscal agent (City of Sunnyvale) to complete the Program Management contract.

Motion: Rajani Nair moved to approve the Program Manager's Notice to Proceed (NTP) for FY 23-24. **Second:** Vanessa Marcadejas (Santa Clara County). **Vote:** Motion approved unanimously.

4. Final Draft LID Monitoring Plan and QAPP

The Final Draft LID Monitoring Plan and Quality Assurance Program Plan (QAPP) were sent out in March to the Technical Advisory Group (TAG), AHTG, and the MC. Lisa Sabin (Program staff) has been working with WB staff on how to address all comments received. The next version of the plan was posted on April 19th. Originally, the two monitoring sites in Santa Clara County were going to be at San Jose's Top Golf parking lot and River Oaks Stormwater Capture Facility. After the comments received, it was decided to move both LID monitoring sites (at least initially) to Top Golf and this was supported by the TAG and WB staff. Program staff can address any additional comments on the LID Monitoring Plan and QAPP if received by April 26th. The Plan must be submitted to the WB by May 1st.

Motion: Rajani Nair (San Jose) moved to approve the Final Draft LID Monitoring Plan and QAPP, pending comments received by April 26th. **Second:** Melody Tovar (Sunnyvale). **Vote:** Motion approved unanimously.

Action: Program staff will make a presentation to the Monitoring AHTG on the LID Monitoring Plan, future actions, and other monitoring taking place across the region.

B. PROGRAM BUDGET

1. Update on FY 2022-2023 Program Manager's Budget

The FY 22-23 Mid-year Self Audit Report includes a Budget Status Table that estimates the progress of the Program's tasks and how much of the budget has been expended. Chris provided a status update that the Program is currently tracking slightly ahead on budget expenditures than on task progress. The Program is still on track to complete all tasks in FY 22-23 within budget. Melody Tovar (Sunnyvale) asked for more information on what specific activities have pushed the Program's budget ahead of its task progress.

***Action:** Program staff will email the Budget AHTG with a description of the FY 22-23 Program Budget status, an explanation of specific activities that have required significant effort, and a plan for completing remaining work within the FY 22-23 budget.*

C. PROGRAM MANAGER'S REPORT

1. BAMS Collaborative Update

Jill reported that the BAMS Collaborative Steering Committee met on March 23rd and that the next meeting will be on April 27th. Program staff provided the MC with a summary from the March meeting and shared information on regional projects for cost reporting, unsheltered homeless, monitoring, and annual reports. The permit amendment and related discussions with WB staff will be discussed later today.

2. CASQA Update

Chris provided the following updates.

- CASQA's FY 21-22 Annual Report is available on their website, and they have a new update to their website. A new sign in and password is required.
- CASQA gives awards for different project categories and is currently accepting nominations for 2023. Nominations are due at the end of April.
- CASQA conference scholarships are available for interns again this year, and conference scholarship applications are due at the end of April.
- This year's CASQA conference will be held on September 11-13, 2023, at Paradise Point in San Diego.

3. Grants Update

The EPA recently announced a new round of San Francisco Bay Water Quality Improvement Fund (SFBWQIF) grant funding for disadvantaged communities (DACs), with a total grant amount of approximately \$5 million. In addition, there will be \$30 million in new SFBWQIF funding available soon, providing a potential opportunity for another regional project. The Watching Our Watersheds project is being funded by C/CAG through the SFBWQIF. The deadline for Caltrans' Clean CA's Local Grant Program (Cycle 2) is Friday, April 28, 2023.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

The SCVURPPP C.3 Workshop will be held on Tuesday, April 25. The workshop will focus on development plan review and how to review a stormwater management plan and is open to consultants. Program staff are putting together presentations for this workshop, working on C.3 Handbook updates, developing outreach related to MRP 3.0

requirements, and have completed an update to the C.3 Data Form as well as several C.3 sizing spreadsheets. Program staff recently met with West Valley Clean Water Authority staff and the City Manager and Mayor of Monte Sereno at Monte Sereno's City Hall parking lot to explore opportunities for GSI.

B. TRASH CONTROLS

Chris reported that a Provision C.17 Unsheltered Homeless update was provided at the Trash AHTG meeting last Tuesday. Draft data layers have been received from the County at the census tract level and Program staff has asked the County to provide text explaining that only data at this level is available. Program staff will distribute a draft map template that includes these County data to the Trash AHTG in the next couple of days for review. Guidance for annual reporting regarding the effectiveness evaluation of current BMPs will also be distributed in June.

Program staff sent out guidance on the submittal of long-term trash plans and notices of non-compliance, as required by Provision C.10. If a jurisdiction is unable to meet the 90% trash load reduction benchmark by June 30, 2023, including any offsets or credits, then it must submit a notice of non-compliance and an updated trash load reduction plan by June 30, 2023. If a jurisdiction cannot attain the 90% trash load reduction benchmark, excluding offsets and credits, then it must submit an updated long term plan with the annual report in September. An example notice of non-compliance letter has been posted on ShareDrive for the MC's review and customization. The Program is on track to complete all OVTAs by the end of May.

C. MONITORING AND POLLUTANTS OF CONCERN

Chris reported that the LID Monitoring Plan must be submitted by May 1, 2023, and work is scheduled to begin by October 1, 2023. Program staff will continue to communicate with the City of San Jose and the Monitoring AHTG. Program staff will have a draft of the Trash Monitoring Plan out to the MC and Trash AHTG by mid-May. That plan is due to the Water Board by July 31, 2023, and will be sent out to the TAG at the same time. The three outfall monitoring sites are in Mountain View, Palo Alto, and San Jose. Receiving waters monitoring work will be done under the Watching Our Watersheds grant project.

D. OUTREACH ACTIVITIES

Three Watershed Watch outreach events are planned in April, including the Sunnyvale, Cupertino, and Santa Clara Earth Day events. The Watershed Watch Earth Day Poster Challenge ended April 19th. Program staff received 56 entries. Program staff are organizing entries and will coordinate the judging process with Co-permittees. Advertising materials for the Spring WW IPM ads have gone out to the Scripts Review Work Group for review.

E. OTHER PERMIT-RELATED ACTIVITIES

1. Priority Items Identified by Program Staff

a. Cost Reporting

Jill reported that the Regional Cost Reporting Project team held an informational meeting with WB staff and State Water Board STORMS staff to demonstrate the revised draft Cost Reporting Framework. WB staff had a positive response to the Framework and said that it included the level of detail that they were expecting.

WB staff agreed that the costs presented in the Framework would be best estimates and had suggestions about elements that could be clarified. Comments on the revised draft products are due by April 28 and final draft products will be completed by June 1. The MC will be requested to approve the final draft products at its June 15th meeting.

IX. OTHER BUSINESS

A. Miscellaneous

Jill shared that several comments on the FY 23-24 Work Plan were related to training. A draft training schedule was included in the Work Plan and a Training Work Group meeting is scheduled for May 3, 2023 to discuss it. MC comments will be addressed within the Training Work Group.

The MC will plan to hold the June MC Meeting in an in-person format at the City of Sunnyvale's City Hall.

X. ADJOURN

The MC meeting adjourned at 11:10 a.m.



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

Meeting Attendance Record

DATE April 20, 2023

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

Thanh Nguyen – Los Altos

Alternate: Erin McDannold

Erin McDannold

WooJae Kim – Los Altos Hills

Alternate: John Chau

WooJae Kim

Elaine Marshall – Milpitas

Alternate: Roberto Alonzo

Elaine Marshall

Carrie Sandahl – Mountain View

Alternate: Brian T. Jones

Carrie Sandahl, Brian Jones

Karin North – Palo Alto

Alternate: Pamela Boyle Rodriguez

Alternate: Michel Jeremias

Pam Boyle Rodriguez

Rajani Nair – San Jose

Alternate: Mary Morse

Rajani Nair

Colleen Trostle – Santa Clara

Alternate: Dave Staub

Dave Staub

Melody Tovar – Sunnyvale

Alternate: Madeline Khair

Melody Tovar, Madeline Khair

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

Adam Olivieri

Jill Bicknell

Jill Bicknell

Chris Sommers

Chris Sommers

Vishakha Atre

-

**INTERESTED PARTIES/AGENCY
REPRESENTATIVE**

Trish Mulvey – Clean South Bay

-

ADDITIONAL ATTENDEES

Emma Hinojosa, City of Sunnyvale

Bryan Barrows, City of Mountain View

Yvana Hrovat, Haley and Aldrich

Eliza Perkins, Program staff

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

Action Items from April 20, 2023 Meeting

Action	Description	Responsibility	Due Date	Status	Comments
4-23-1	Send the revised draft FY 23-24 Program Work Plan to the MC by April 21 st .	Program staff	April	Done	
4-23-2	Make a presentation to the Monitoring AHTG on the LID Monitoring Plan, future actions, and other monitoring taking place across the region.	Program staff	May	To be done	
4-23-3	Email the Budget AHTG with a description of the FY 22-23 Program Budget status, an explanation of specific activities that have required significant effort, and a plan for completing remaining work within the FY 22-23 budget.	Program staff	May	Done	Email sent 5/2/23

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments
3-23-5	Send details to the MC describing the tasks and estimated time commitment required for participation on the Consultant Selection Panel and the Program Management Team for the WOW grant.	Program staff	May	Done	C/CAG working with EPA on contract