

MANAGEMENT COMMITTEE INFORMATION 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 2023

MATERIALS FOR INFORMATION

I. November 16, 2023 Meeting Minutes

II. November 16, 2023 Action Items

III. MRP Implementation

1. Memorandum to Management Committee, from Program Staff, re: Management Committee Briefing on Priority Items, December 2023.
2. Highlights of BAMSC Committee and Subcommittee Meetings, November - December 2023.
3. Municipal Operations Ad Hoc Task Group Meeting Summary, December 6, 2023.

Other Items

1. MC Calendar, November 2023 – January 2024.



**MANAGEMENT COMMITTEE MEETING
MINUTES**

November 16, 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 9:00 a.m. 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:

- The BAMSC Steering Committee will meet on December 1 at EOA's Oakland office. The meeting will be followed by EOA's holiday party at 5pm. All MC members are invited.
- The City of Santa Clara has an opening for a Code Enforcement Officer.
- Sandra Freitas is the new supervisor for the City of San José's C.3 New and Redevelopment Team.
- West Valley Clean Water Authority (WVCWA) has an opening for an intern position.

III. APPROVAL OF MINUTES

Motion: Sheila Tucker (WVCWA) moved to approve the minutes from the October 19, 2023, MC meeting. **Second:** Ursula Syrova (Cupertino). **Vote.** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the October 19, 2023, meeting:

- Action Item 10-23-1 (Set up a meeting to discuss current and potential future Program and Co-permittee information management systems and processes that may address a number of drivers/needs, including efficient annual reporting) is in progress. The meeting will include discussion of all types of data associated with stormwater management and MRP requirements. A poll will be sent to schedule the meeting.

Action Items from previous meetings:

- Action Item 8-23-1 (Invite County Office of Supportive Housing staff to a future Trash AHTG meeting to provide an update on the Point-in-Time count survey and data sharing) is in progress. Program staff is coordinating with County stormwater staff to schedule this presentation. Zhenzhen Jiang (County) reported that she is waiting to hear back from County OSH staff regarding their availability to attend the Trash AHTG meeting. Rajani Nair (San José) recommended that Water Board staff be invited to a future Continuum of Care meeting to present information on MRP requirements.

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 and no comments were received.

VII. PROGRAM BUSINESS

A. Guest Speaker - City of San José's Outreach Campaigns with the Earthquakes and Sharks Sports Teams

Jenni Loft, Brittiny Gonzalez, and Marilu Bedolla (San José) presented an overview of the City's advertising partnership with the Sharks sports team. The City is currently in the second year of its three-year contract with the Sharks. The City previously had contracts with the Sharks and the Earthquakes. SCVURPP provides \$25,000 each year toward these advertising campaigns. Brittiny provided an overview of past media advertisements, media tactics, and effectiveness measures. Jennie added that she attended the last WEO AHTG meeting to provide an update on the plan for FY 23-24. The advertising messages will be sent to the WEO AHTG for input early in the development process. Sheila Tucker (WVCWA) asked if Co-permittees can add their logos to the advertisements and place them locally. Jennie said that she will check if this is allowed under the Sharks contract. Pam Boyle Rodriguez (Palo Alto) recommended posting relevant information on the Watershed Watch website when the advertisements are running. Vishakha Atre (Program staff) said that the website is updated during the advertising campaign with relevant images and messages. The MC thanked San José staff for their presentation.

Action: San José staff will check if the contract with the Sharks allows adding Co-permittee logos to the advertisements.

B. Program Management

1. Final FY 22-23 Program Manager Self Audit Report (Full Year)

The Final FY 22-23 Self Audit Report will be brought to the MC for acceptance at the December 2023 meeting.

C. PROGRAM BUDGET

1. FY 24-25 Program Budget Development

Chris Sommers (Program staff) reported on the FY 24-25 Program Budget development process. The draft Budget packet was distributed to the MC and BATG on November 7, 2023. The BATG will meet after the MC meeting today to discuss the budget. A second BATG meeting will be held at the end of November or early December, if needed.

D. PROGRAM MANAGER'S REPORT

1. BAMS Collaborative Update

Jill Bicknell (Program staff) provided the following updates:

- A Regional Work Group has started developing the draft FY 23-24 Annual Report forms.
- A new BAMSC Regional Trees and Stormwater Work Group started meeting in November.
- A new Regional Asset Management Work Group will start meeting in January. MC members should contact Jill if they want to participate in this Work Group.

The MC recommended that this Work Group include a discussion on the storm drain system mapping requirement in Provision C.5.

- The BAMSC Steering Committee approved the Project Profile to develop a Regional Firefighting Discharges BMP report and hold four information sharing Regional Work Group meetings, two each in FY 23-24 and FY 24-25.

2. CASQA Update

Chris reported that there is an increase in the 2024 CASQA dues. However, the dues will now include registration for all quarterly seminars. The increase will be included in the Program's Draft FY 2024-25 budget package.

3. Grants Update

After a review of proposals and interviews, a team led by EOA was selected by the Project Management Team (PMT) to implement the regional Watching Our Watersheds project, which is focused on trash monitoring. The 4.5-year project is funded via the USEPA's San Francisco Bay Water Quality Improvement Fund and administered by the City/County Association of Governments (C/CAG) San Mateo.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

The next C3PO AHTG meeting will be held on December 11, 2023. Program staff are completing the C.3 Handbook updates.

B. TRASH CONTROLS AND UNSHELTERED HOMELESS

Chris provided the following updates:

- WB staff have reviewed the Regional Best Management Practices Report for Addressing Non-Stormwater Discharges Associated with Unsheltered Homeless Populations and are currently discussing next steps internally. WB will reach out to Permittees and Programs in early 2024 with additional information.
- Some Co-permittees have received letters from WB staff requesting additional information on control measures summarized in Updated Long-term Trash Control Plans. Program staff is assisting these Co-permittees with responses.
- A Draft On-land Visual Trash Assessment (OVTA) Work Plan was distributed to the Trash AHTG and MC for comment. Separate memorandums are being sent by Program staff to each Co-permittee that has proposed changes to OVTA sites. Additional discussion can occur, as needed, to discuss these proposed changes to site in FY 23-24.

C. MONITORING AND POLLUTANTS OF CONCERN

Program staff submitted a letter on behalf of SCVURPPP Co-permittees responding to WB staff's comments on the Old Industrial Control Measure Plan (CMP). The letter outlined the planned revisions to the CMP and requested additional time for submitting a revised CMP. Program staff met with Richard Looker (WB staff) to discuss the proposed approach. An update will be provided to the Monitoring/POC AHTG.

D. OUTREACH ACTIVITIES

The WEO AHTG met on October 26, 2023. The meeting summary was provided to the MC.

E. OTHER PERMIT-RELATED ACTIVITIES

Jill reported that the Cost Reporting Work Group is working on a response to WB comments on the Bay Area Cost Reporting Framework.

IX. OTHER BUSINESS

Not discussed.

X. ADJOURN

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



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

Meeting Attendance Record

DATE November 16, 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

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Elaine Marshall – Milpitas
Alternate: Roberto Alonzo

Elaine Marshall

Carrie Sandahl – Mountain View
Alternate: Brian T. Jones

Brian T. Jones

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

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

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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

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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

Daryl Jordan, Monte Sereno

Zhenzhen Jiang, County of Santa Clara

Jennie Loft, San Jose

Britt Gonzalez, San Jose

Marilu Bedolla, San Jose

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

Action Items from November 16, 2023 Meeting

Action	Description	Responsibility	Due Date	Status	Comments
11-23-1	Check if the contract with the Sharks allows adding Co-permittee logos to the advertisements.	San José staff	November 2023	Done	The contract does not allow adding Co-permittee logos. The SCVURPPP logo can be added. Program staff recommend not adding the SCVURPPP logo as the ads already include the Watershed Watch logo.

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments
10-23-1	Set up a meeting to discuss current and potential future Program and Co-permittee information management systems and processes that may address a number of drivers/needs, including efficient annual reporting.	Program staff	January 2023	In process	Includes discussion of all types of data associated with stormwater management and MRP requirements.
8-23-1	Invite County Office of Supportive Housing (OSH) staff to a future Trash AHTG meeting to provide an update on the Point-in-Time count survey and data sharing.	Program staff	In progress	To be done	County stormwater staff are coordinating with County OSH staff to schedule the presentation



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TO: Management Committee

FROM: Program Staff

DATE: December 21, 2023

SUBJECT: Management Committee (MC) Briefing on Priority Items

Program Management

- FY 22-23 Program Manager Self Audit Report (SAR) – The FY 22-23 SAR documents the activities and tasks conducted by the Program Manager (EOA) from July 2022 through June 2023, including deliverables, meetings, presentations, etc. A draft version documenting activities/tasks through January 2023 was accepted by the MC at its March 2023 meeting. The final version that documents the entire fiscal year was completed by Program staff and emailed to the MC on December 11th for review and comment. Comments were due on December 19th. Program staff will distribute the final SAR to the MC by December 21st for acceptance via email.
- Annual Budget Compilation (ABC) Report – Program staff completed the ABC Report for FY 22-23 and emailed it to the MC for review and comment on December 11th. Consistent with the Program’s Bylaws, the report contains a compilation of items related to the Program’s FY 22-23 budget. Comments were due on December 19th. Program staff will distribute the final ABC Report to the MC by December 21st for acceptance via email.
- FY 24-25 Program Budget Development Process – Program staff distributed a Revised Draft FY 24-25 Program Budget Package and Budget Reconciliation Memo to the Budget AHTG and MC for review on November 7th. Both items were discussed at the Budget AHTG meetings held on November 16th and December 5th. The updated Revised Draft FY 24-25 Budget Package addressing comments from these meetings will be emailed to the Budget AHTG and MC for a final round of comments on December 22nd. Comments on the Revised Draft will be due on January 5th. The Final Draft FY 24-25 Budget Package and Budget Reconciliation Memo will be emailed to the MC by January 11th, for approval at the January 18th MC meeting.
- Internal SCVURPPP Share Drive/Folder – Program staff have created an internal Share Drive/Folder for the MC, Budget AHTG, and all SCVURPPP AHTGs. The drive/folder is accessible by all MC and AHTG members and contains materials/documents associated with

Note: * indicates that Program staff has identified this item for discussion and/or consideration for approval at the Management Committee meeting.

each group. The AHTG Status Table is also posted on the Program's share drive/folder, which can be accessed by clicking [here](#).

New Development and Redevelopment

- Stormwater Treatment Measure (STM) Data Portal – Program staff is continuing to work individually with Co-permittees to resolve remaining data inconsistencies, add voluntary GSI projects and update new projects. Program staff sent requests to Co-permittees to collect data on projects completed in FY 22-23. Program staff strongly recommend Permittees submit the Stormwater Management Plan, typically a one-page construction plan sheet that shows the project boundary, DMAs, STM locations and DMA summary table, with each project. This plan sheet can be attached to the project record and provides details needed for Program staff to efficiently update records.
- C.3 Stormwater Handbook Update – Program staff prepared updates to this Handbook to include MRP 3.0 requirements and other needed changes and are now finalizing the sections. The Special Projects data form and appendix have been updated based on the recently adopted MRP amendment and are available by request from Program staff. The completed Handbook will be available in January.
- C.3 Outreach Materials – Program staff has developed fact sheets to inform developers and project applicants about the new C.3 requirements, including a new fact sheet on requirements for single-family home projects. All are posted on the SCVURPPP website.
- C3PO AHTG – The C3PO AHTG met on December 11th to discuss an approach for local alternative compliance programs and to continue discussion of challenges with implementing the new C.3 requirements. The next C3PO AHTG meeting is scheduled for February 26, 2023.

Industrial/Commercial Business Inspection

- IND/IDDE AHTG – The AHTG last met on October 2nd. Program staff are developing a mobile fueling BMP fact sheet to address MRP Provision C.5.e. Program staff emailed the AHTG in late November to collect information on mobile fueling operations in their jurisdictions.
- C.15.b.iii Emergency Firefighting Discharges – Updates on the Regional Firefighting Discharges Work Group to address Provision C.15.b.iii requirements were provided at the last IND/IDDE AHTG. The item will be first on the agenda in case there are interested parties that do not need to attend the full AHTG meeting. The BAMSC Project Profile to develop a regional BMP report and hold two informational sharing Regional Work Group meetings in FY 23/24 and 24/25 was approved by the BAMSC Steering Committee meeting. The topics for the next Regional Work Group meeting will be on the use of firefighting foams, discontinuing the use of firefighting foams with PFAS, and addressing the requirement to evaluate large industrial facilities' emergency firefighting discharge BMPs/SOPs.

Municipal Maintenance

- Municipal Maintenance AHTG - The AHTG met on December 6th. The meeting was in-person at Sunnyvale City Hall with an option to join remotely on Zoom. Thirteen municipal representatives attended the meeting. The group discussed the IPM training to be held in May 2024 and the Municipal Maintenance training to be held in March 2024. Program staff will send a survey to the AHTG regarding the IPM training. Program staff will develop a memo to relay the training materials available for the activity topics required in MRP Provision C.2.h. After reviewing the memo, the AHTG will provide feedback on which topics they would like Program Staff to address in a training session or additional materials for internal trainings.

Construction Controls

- Construction Inspection AHTG – The AHTG last met on September 21st. The final draft SCVURPPP BMP Plan Sheet was emailed to the AHTG in early December after three rounds of comments on the Plan Sheet text. Comments related to errors or corrections are due by December 21st. In January 2024 Program staff will finalize the Plan Sheet, post it to the SCVURPPP website and email the AHTG when it is available. At that time, Program staff can send the InDesign file to any municipality that requests it so that they can revise it for their jurisdiction.
- Construction Inspector Training - The construction site stormwater inspector training workshop was held in person on November 29 and 30, 2023 at Valley Water, 5750 Almaden Expressway, San Jose. The same training was held on the two dates. The classroom portion of the workshop included a presentation on MRP 3.0-required construction site program requirements, related requirements for the Construction General Permit and a review of three CASQA BMP fact sheets. The field portion of the workshop demonstrated three types of best management practices: inlet protection, slope protection and stabilized construction entrances. A total of 83 municipal staff attended the training in person and 16 virtually attended the classroom session only. The workshop presentations, agenda, attendance list and evaluation summaries will be made available on the SCVURPPP website. A recording of the classroom presentations will be available on the SCVURPPP members only webpage.

Water Utility

- Water Utility AHTG – There are no meetings scheduled and no update on the State Drinking Water Systems Discharges General Permit being updated. Program staff emailed the AHTG a reminder to verify that annual representative monitoring has been conducted for calendar year 2023.

Watershed Education and Outreach

- Watershed Watch Campaign– Program staff, Gigantic Idea Studio, and the Scripts Review Work Group are continuing to work on a major update of the Watershed Watch website. The WEO AHTG reviewed and approved the spring 2024 media plan.

Pesticide Controls

- Santa Clara Valley Green Gardener Training – The Winter 2024 Green Gardener training is scheduled from February 2, 2024 to April 25, 2024. Program staff and Gigantic Idea Studio staff worked with the Scripts Review Work Group to develop a new promotional flyer and a new Green Gardener logo.
- Outreach to Structural Pest Control Professionals – Program staff worked with the Scripts Review Work Group to develop an article for the County Agricultural Commissioner’s annual newsletter. This newsletter is distributed to all licensed pest control professionals in Santa Clara County. The 2023 newsletter, which includes the Program’s article, is posted at this [link](#).

Watershed Management Initiative

- Land Use Subgroup (LUS) – The LUS meets approximately quarterly via Zoom. The LUS met on September 20th and shared information on land use related issues. The LUS discussed the results of the event on June 1st and ideas for future events and speakers at LUS meetings including Coyote Valley, native plant species policies, and light pollution impacts of development in urban areas. The next meeting is scheduled for Wednesday, January 10th.
- Zero Litter Initiative (ZLI) – The ZLI Steering Committee meets approximately monthly via Zoom. The ZLI met on December 8th and discussed implementation and enforcement of litter and trash related state legislation in Santa Clara County jurisdictions including AB-1276 (aka “Skip the stuff” or “Accessory foodware items by request only” law - see the [County webpage](#)).

The ZLI discussed draft [legislation](#) related to litter-prone, single-use, small propane tanks for camp cooking. The ZLI also discussed the cost of illegal dumping programs and a call for presentations for the next IDCON (the [4th annual statewide illegal dumping conference](#)) in May of 2024. The next ZLI meeting is scheduled for January 5th at 9am.

Trash Controls

- On-land Visual Trash Assessments (OVTAs) –Consistent with the Program’s Work Plan, Program staff have developed an OVTA-specific Work Plan that was distributed to the Trash AHTG and MC for review on November 9th. Additionally, Co-permittee specific memorandums describing proposed changes to OVTA sites in FY 23-24 were submitted to those Co-permittees with proposed changes. Comments on both the Work Plan and the memorandums are due by the end of the calendar year. OVTAs will restart in late January 2024.
- Long-term Trash Reduction Guidance – Subtasks being completed by Program staff as part of the Long-term Trash Reduction Guidance task in FY 23-24 include the following: revisions to baseline trash generation maps, trash dashboard updates and maintenance, continued development of a model private land drainage area (PLDA) trash control program, assistance in siting small (catch basin insert) types of full capture systems, and support for Co-permittees that had to submit updated Long-term Trash Control Plans and respond to comments/requests from Water Board staff. The status of each of these subtasks was discussed at the November Trash AHTG meeting.
- Trash AHTG Meetings – The Trash AHTG typically meets on the 3rd Tuesday of the month. The last meeting was held on November 7th. The next meeting is scheduled for January 20th.

Monitoring / Pollutants of Concern

- Monitoring
 - Low Impact Development (LID) Monitoring – LID monitoring began this fall at two locations in the City of San Jose. All equipment installations were completed in early October at the two bioretention units. Flow monitoring will occur throughout WY 2024 and samples will be collected during a minimum of three storm/runoff events in WY 2024. Flow monitoring was conducted during the first storm event of the season in mid-November. However, equipment issues were discovered, and the monitoring contractor is currently working with the manufacturer to resolve these issues as quickly as possible. Program staff also met with Water Board staff and other Bay Area stormwater program representatives on November 29, 2023 to discuss and finalize the required revisions that must be implemented in the LID Monitoring Plans. The outcome of that meeting was that the stormwater programs and the Water Board have reached agreement on all major revisions. Program staff are working with our KEI monitoring contractor to ensure all required revisions are implemented in a timely manner.
 - Trash Monitoring – Installation of trash monitoring equipment at the 3 outfall locations in San Jose, Mt. View and Palo Alto is now complete. Outfall monitoring is scheduled to begin with the first qualifying storm of the WY 2024 season. A minimum of three storm events will be monitored during WY 2024. Planning for trash receiving water monitoring scheduled to begin in October 2024 is also underway. Trash receiving water monitoring will be coordinated and funded via the Watching Our Watersheds (WOW) grant project, which is funded by USEPA. The City/County Association of Governments (C/CAG) of San Mateo is the grant manager for the project and C/CAG’s selection panel, which includes Permittee representatives from each of the MRP counties, recently selected a consultant team to implement the project. The consultant team is now under contract with C/CAG and the WOW project has started. Project Management Team (PMT) meetings for the WOW project will begin in January 2024.
 - POCs Monitoring – WY 2023 POC monitoring was completed in August with the collection of sediment samples in the Cities of Mountain View and Sunnyvale. Ongoing planning for

WY 2024 POCs monitoring is continuing, and sites have been identified and discussed with the POC AHTG. Sediment and stormwater sample collection is planned during the fall/winter of WY 2024.

- Pesticide/Toxicity Monitoring – MRP 3.0 requires that the Program conduct wet weather and dry weather monitoring for pesticides and toxicity. SCVURPPP is working with BAMSC regional partners to successfully accomplish all wet weather pesticides and toxicity monitoring requirements. MRP 3.0 requires that a regional total of 10 wet weather samples be collected during the permit term. SCVURPPP is responsible for 3 of the 10 samples, which were successfully collected from Stevens Creek, San Tomas Aquino, and Guadalupe River during a storm in early November 2022. Wet weather pesticide and toxicity monitoring is now complete for the permit term, barring any resampling needed based on the results. Dry weather sampling occurred in July 2023.
- Monitoring AHTG Meetings - The Monitoring AHTG met on December 19th to discuss the status of LID and Trash monitoring and next steps for 2024. The next Monitoring AHTG meeting will be conducted in early March 2024 (exact date TBD).
- **Pollutants of Concern Controls**
 - PCB/Hg Source Property/Area Identification Studies – Program staff continue to implement Source Property investigation activities and have developed a Source Investigation Work Plan to be fully consistent with MRP 3.0 provision C.11/12.b requirements, which are more focused on old industrial areas. The status of these activities was discussed at the POC AHTG meeting in July. Program staff finalized the Work Plan to address Co-permittee comments. Sediment samples to support source investigations were collected as described in the Work Plan in the Cities of Mountain View and Sunnyvale in August 2023. Additionally, as part of the proposed enhancements to the source investigation process, the Program developed a memo providing guidance on the development and implementation of a new program to identify and address properties with moderate PCBs. The memo was discussed at the July 13th POC AHTG meeting and finalized based on the input received. Program staff are currently working with individual Co-permittees to plan and implement source investigations during FY23-24 as described in the Source Investigation Work Plan. Program staff also held meetings and are currently planning follow-up meetings with specific Co-permittees to discuss the outcomes of ongoing source property investigations and potential referrals to the Water Board. Program and City of Palo Alto Staff met with Water Board staff in November to discuss a potential PCBs source property referral and the proposed enhanced operation and maintenance activities. The City of Palo Alto anticipates submitting the source property referral to the Water Board in the near future.
 - Control Measures Plan for Old Industrial Land Use Areas and Areas with Moderate Levels of PCB/mercury – Program staff developed a Control Measures Plan, consistent with MRP 3.0 Provision C.11/12.c, that outlines measures that Co-permittees and the Program will take during MRP 3.0 to address the PCBs and mercury load reduction requirements in this Provision. The Final Plan was submitted to the Regional Water Board on March 30, 2023. Water Board staff sent a response letter to all five of the Bay Area Countywide Stormwater Programs on August 25, 2023 indicating the Control Measure Plans did not meet Water Board expectations. The letter detailed the shortcomings of the Plans, identified the remedies to address the shortcomings, and required the Countywide Programs to revise and resubmit their plans by October 31, 2023. During the September 6th BAMSC Monitoring and Pollutants of Concern sub-committee meeting Program staff and Permittees began internal discussions on how to address these requirements at the regional level. A meeting with RWB staff was held on September 15th to talk through the regional issues and identify next steps. Based on outcomes of the meeting, the RWB agreed to consider an extension of the Oct 31st revised plan submittals conditional on Permittees submitting a letter to the RWB staff on or before Oct 31st that outlines the proposed revisions to the Control Measure Plans to address RWB comments. A POC AHTG meeting was held on September 27th to discuss revisions to the SCVURPPP Control Measure Plan. Program staff then developed a

draft letter to the RWB describing the proposed revisions based on input received at the POC AHTG meeting. Co-permittees provided comments on the letter, which Program staff then finalized and submitted to the MC for review at their October meeting. The MC approved the letter, which was then sent by Program staff to RWB staff on October 20th. Based on the contents of the letter, the Water Board staff agreed to extend the due date for the revised Plan to March 31, 2024. Program staff met with Water Board staff in mid November to discuss the proposed revisions. At that time, Water Board staff provided preliminary approval of the proposed revisions, but requested ongoing discussion and updates prior to submission of the Final revised Plan in March 2024. Program staff are currently developing the revised Plan, and continue to meet with specific Co-permittees to discuss planning and implementation of controls that will be described in the Plan. The draft revised Plan will be sent to Co-permittees for review likely in early February.

- Tracking POC Control Measure Implementation – The Program’s Stormwater Treatment Measures Data Portal is available to the public at <https://scvurppp.org/gsi/>. The current structure of the database is in Phase I. Phase 2 is planned to be completed in FY 2023-24. Additional functionality will be added to the database as well during future phases to align with MRP 3.0 Asset Management requirements.
- Controlling PCBs from Bridges and Overpasses – The Program has been tracking progress of the Caltrans Specification to manage potential PCBs-containing material in bridge roadway expansion joints during bridge/overpass replacement or major repair. A draft SOP was sent out at the end of June. An additional review and comment period is expected after the draft SOP has been revised to address RWB comments. Program staff worked with Co-permittees to develop inventories of bridges within each Co-permittees’ jurisdictions. The bridge inventories were included as an appendix to the SCVURPPP Annual Report that was submitted to the RWB on September 30, 2023. Water Board staff did not have any updates on the availability of the Caltrans Specification as of early November. Program staff will continue to track development of the Caltrans Specification.
- Controlling PCBs from Electrical Utilities – The Program led a regional workgroup to address requirements for municipal electrical utilities within the MRP area. The workgroup met twice (May 16th and June 8th) to discuss the requirements and develop the necessary products that are due with the 2023 Annual Reports. The Program worked directly with municipal utility staff from Silicon Valley Power (SVP) and the City of Palo Alto Utilities (CPAU) to gather the data required for the SCVURPPP Annual Report. The Program produced a draft SOP for updating spill response and reporting for spills from municipal electrical utility equipment, which was reviewed by municipal utility staff across the Bay Area. The SOP was finalized per comments received and included as an appendix to the SCVURPPP Annual Report that was submitted to the RWB on September 30, 2023.
- Management of PCBs during Building Demolition – With assistance from Program staff, Co-permittees are using the information, tools and guidance provided via the BASMAA regional project to implement a PCBs in Building Demolition Management Program. All required reporting data for FY2022-2023 on implementation of this Program was included in Appendix 11-1 of the SCVURPPP Annual Report that was submitted to the RWB on September 30, 2023. Co-permittees should continue to implement the established PCBs in demolition program in FY 2023-24, consistent with guidance provided by Program staff.
- SF Bay Regional Monitoring Program (RMP) – Program staff serves as stormwater representatives on the RMP’s Steering Committee (SC) and Technical Review Committee (TRC). Program staff participates to ensure, to the extent possible, that information needs and priority projects for the RMP align with monitoring needs and requirements identified in the regional stormwater permit. The Steering Committee met in July and the TRC met in September. The Steering Committee will next meet in October and the TRC in December. In addition, Program staff serve as stormwater representatives on various RMP workgroups, including the Sources Pathways and Loadings Workgroup (SPLWG), the PCBs Workgroup, and the Contaminants of Emerging Concern Workgroup (CECWG).

- Pollutants of Concern AHTG Meetings - The POC AHTG last met on September 27th to discuss potential revisions to the Old Industrial Control Measure Plan. The next POC AHTG meeting will occur in February (Exact date TBD) to review and discuss the Draft Revised Old Industrial Control Measure Plan.



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Highlights of Bay Area Municipal Stormwater (BAMS) Collaborative Steering Committee, Subcommittee and Work Group Meetings November-December 2023

Steering Committee – December 1, 2023

Co-Chairs –Rinta Perkins (CCCWP) and Emily Corwin (SSA)

SCVURPPP representatives – Jill Bicknell and Chris Sommers (Program staff)

Internal Meeting

- The Alameda Countywide Clean Water Program (ACCWP) and SCVURPPP are slated to Co-chair the Steering Committee in 2024. ACCWP (Sandy Mathews, Interim Program Manager) will Chair the first half of 2024 and SCVURPPP (Chris Sommers, Program Manager) will chair the second half.
- The Committee prepared for the discussion in the external meeting with Eileen White, SF Bay Regional Water Board Executive Officer (EO).
- Reid Bogert provided an update on the status of the WQIF trash grant project, Watching Our Watersheds. A consulting team led by EOA was selected for managing and implementing the grant project, and a contract between EOA and C/CAG is set for approval at the December 14th C/CAG Board meeting.
- The Steering Committee intends to continue to maintain the BASMAA website and surface cleaner certification program. The current website content, quiz, and videos have the wrong information about discharges of wash water to storm drains and the MCSTOPPP program has agreed to make changes to the surface clean certification program content, as well as update the existing BASMAA website to be a BAMSC website.
- The Committee approved the project profile for the MRP FY 23-24 Annual Report Form Development.
- The Committee received updates from the Regional Work Groups.

External Meeting

- **Presentation: US EPA Region 9 SF Bay Program Office FY 2024 Draft Annual Priority List**
 - Luisa Valiela (USEPA) provided a summary of the new USEPA SF Bay Program Office, which was established as a result of the Fiscal Year 2023 National Defense Authorization Act (NDAA), which was signed into law by Congress in December 2022 and authorized the establishment of the Program Office.
 - The authorizing language in the NDAA set out certain expectations for the Program Office including developing an annual priority list to direct funding towards projects, activities, and studies, including restoration projects and habitat improvement for fish, waterfowl, and wildlife, that advance the goals and objectives of the San Francisco Bay Comprehensive Conservation and Management Plan (CCMP), for (i) water quality improvement, including the reduction of marine litter; (ii) wetland, riverine, and estuary

restoration and protection; (iii) nearshore and endangered species recovery; and (iv) adaptation to climate change.

- Program Office staff has developed an initial priority program list to address these objectives and goals. The initial list includes the following program areas:
 - Wetlands Regional Monitoring Program
 - Beneficial Reuse of Dredged Material Support
 - Nutrient Management Strategy
 - Subtidal eelgrass and oyster reef restoration
 - The Bay Restoration Regulatory Integration Team (BRRIT)
 - Large scale tidal wetlands restoration
 - In-Bay Monitoring of pollutants, including trash, and Algal Species under the Regional Monitoring Program
 - Large scale shoreline resilience, multi-benefit projects
 - Large scale implementation of urban green stormwater infrastructure
 - Special studies/projects for addressing PFAS in SF Bay
 - Special studies/projects for addressing PCBs under TMDL implementation plan
- Luisa is asking for feedback from water quality protection and restoration organizations, agencies and collaboratives throughout the Bay Area, as they finalize the 2024 list. The Program Office anticipates receiving roughly \$50M annually beginning in 2024 to support these priorities. A large portion of the funding is anticipated to be distributed via non-competitive grants to organizations, agencies, and collaboratives that have the institutional capacity to implement projects.

- Regional Work Groups

- **Unsheltered Populations** –The Regional BMP Report was submitted to the Water Board as part of Countywide Program Annual Reports. The BAMSC Work Group is awaiting comments from WB staff.
- **Firefighting Discharges** – The Regional BMP Report from this Work Group is not due until September 2025, but the MRP requires the Work Group to meet twice per year. A draft BAMSC Project Profile to develop a regional BMP report and hold two informational sharing Regional Work Group meetings each FY was approved at the October BAMSC Steering Committee meeting. The topics for the next Regional Work Group meeting will be on the use of firefighting foams, discontinuing the use of firefighting foams with PFAS, and addressing the requirement to evaluate large industrial facilities' emergency firefighting discharge BMPs/SOPs.
- **Cost Reporting Framework and Methodology** – The final Framework and Guidance Manual were submitted to the WB on June 26, 2023. WB staff provided some relatively minor comments on August 11th. A draft table with responses to comments was prepared and sent to the Regional Cost Reporting Work Group and MRP countywide program managers for review. Relevant changes to the revised Framework and Guidance Manual are in progress.
- **Bay Area Hydrology Model (BAHM)** – Final modifications are being made to the model and User Manual based on comments received. A Work Group meeting was held on September 18th to start planning the three virtual BAHM trainings. Two trainings took place on October 24th and the final training for municipal reviewers will be held on October 30th.
- **Asset Management Work Group** – A request to form a new BAMSC Asset Management Work Group was made and approved at the September BAMSC Steering Committee Meeting. The purpose of the Work Group is to provide a forum to discuss and get regional agreement on approaches to condition assessment and O&M needs of stormwater quality assets. There will be no joint product developed and a limited number of meetings is planned. A project profile for cost sharing will not be needed. The Work Group will start

meeting in January.

- **Trees and Stormwater Work Group** – This work group of the Development Subcommittee had a kickoff meeting on November 13th. Attendees included staff from several municipalities, EPA, Regional Water Board, UC Extension, Davey Resource Group, CD+A, and NGOs including SFEI and Clean South Bay. The work group received a presentation from Peter Schultze-Allen (SCVURPPP) on stormwater and trees terminology, MRP 3.0 requirements, options for integrating trees and stormwater, and the role of BAMSC for a possible regional project in FY 24-25. Melissa Foley from SFEI also made a presentation on their previous work on trees and stormwater.
- **FY 23-24 Annual Report Form Work Group** -- A Work Group consisting of representatives from each of the Phase I countywide programs has begun the work of updating the MRP Annual Report Form for the FY 23-24 Annual Report (the Form must be submitted to the Water Board by March 1, 2024.) Draft sections will be distributed to MRP countywide program managers/permittees for review by December 20th.
- Caltrans Collaboration (Hardeep Takhar)
 - **Partnerships** – Caltrans continues to seek partnerships with local public agencies to support trash capture and multi-benefit GSI projects.
- Water Board Collaboration (Keith Lichten and Derek Beauduy)
 - **Trash 90% Compliance Letters and Updated Load Reduction Plans** – WB staff are preparing letters requesting that some Permittees amend their Updated Plans and resubmit to the Water Board in December. Keith indicated that time extensions have been granted to Permittees that cannot achieve the submittal date requested in the letters.
 - WB staff and the Committee members discussed the idea of having an Annual Meeting to share lessons learned and successes in stormwater management and monitoring in the Bay Area. One goal of the meeting could be to engage and educate the next generation of Permittee and Water Board staff on stormwater management. The Committee agreed to continue discussing this concept in future meetings.
 - Derek mentioned that WB staff have started reviewing Permittee FY 22-23 Annual Reports. Joe Monical (WB staff) has prepared guidance on uploading Amended Annual Reports to SMARTS and offered two options. The Steering Committee preferred Option 2, which was to have a tab for uploading a “Revised Annual Report (Optional – Unless Requested by Water Board)”. The guidance document will be distributed to Permittees within the next month.
 - There will be an agenda item on Caltrans’ trash compliance at the December WB meeting, scheduled for December 13th.
 - WB staff plan to conduct “trash inspections” in the near future (starting early 2024) on Caltrans and Permittee rights-of-way. Water Board members are planning a field trip to several trash full capture system locations for their April 2024 meeting. Additional information will be provided to Program Managers on both items, prior to initiating.
- Discussion with Eileen White, Water Board EO
 - Eileen appreciates that there are more and more challenges with Bay water quality issues and wants to partner with BAMSC on approaches.
 - Eileen and the Committee also discussed the challenges of stormwater funding and working together on legislative changes. Collaboration on multi-benefit projects could increase the success of getting grant funding. There is a need for simple, consistent messaging to promote such projects.

- Jim Scanlin (Newark) raised the idea of bringing stormwater information items to Water Board meetings. Eileen offered to give BAMSC time on a future agenda, especially if WB staff are presenting on a topic (should coordinate in advance).

Next Meeting – January 26, 2024 (virtual meeting).

PIP Subcommittee

Chair – TBD

SCVURPPP representative – Vishakha Atre (SCVURPPP)

Next Meeting – TBD

Development Subcommittee – December 12, 2023

Co-Chairs – John Steere (Contra Costa County) and Daniel Matlock (City of Fremont)

SCVURPPP representatives – Pam Boyle Rodriguez (City of Palo Alto), James Downing (Valley Water), Tiffany Ngo, Sandra Freitas and California Biordi (City of San José), Peter Schultze-Allen and Jill Bicknell (SCVURPPP)

External Meeting

- Updates were given on activities of the Regional Work Groups and Subcommittees.
- Panel Discussion: GSI Challenges and Opportunities in the Bay Area.
 - Kelly Havens from Geosyntec moderated a panel discussion with Pam Boyle Rodriguez (Palo Alto), Reid Bogert (C/CAG) and Shannan Young (Dublin). The panel discussed various issues that they have experienced in their jurisdictions related to GSI implementation including sea level rise, rising groundwater levels, difficulties finding feasible locations for GSI, lack of flexibility on definitions for credits of greened acres, clay soils, grant funding, construction costs going up in the post Covid-world, land costs, utility conflicts, resources to prepare grant-related documents/reports and applications, and budget limitations due to other permit priorities such as monitoring.
- Discussion of the FY 23-24 Annual Report Form template and proposed development-related modifications.

Internal Meeting

- Continued discussion of the FY 23-24 Annual Report Form template and proposed modifications and discussed other MRP challenges.

Next Meeting – March 12, 2024 (meets quarterly)

Trash Subcommittee – No December Meeting

Chair – Ben Livsey (City of Oakland); *Vice Chair* – Chris Sommers (SCVURPPP)

SCVURPPP representatives – Sheila Tucker (West Valley) and John Fusco and Chris Sommers (SCVURPPP).

Next Meeting – January 23, 2024 (meets quarterly)

Monitoring/POCs Subcommittee – No December Meeting

Chair – Lisa Austin (ACCWP); *Vice Chair* – Lisa Sabin (SCVURPPP)

SCVURPPP representatives – Chris Sommers and Lisa Sabin (SCVURPPP), Simret Yigzaw (San Jose), and James Downing (Valley Water)

Next Meeting – January 3, 2024 (meets bimonthly)



Municipal Operations (Muni Ops) Ad Hoc Task Group (AHTG)

Meeting Summary Report

December 6, 2023 12:30pm – 2:30pm

Key Issues Discussed:

Integrated Pest Management (IPM) Workshop

- The SCVURPPP Management Committee Training Work Group recommended an IPM training in May 2023 for FY 23/24. The AHTG reviewed the survey results included in the Agenda packet, discussed the possible format and topics for a training, and recommended an in-person/hybrid half-day training. The following topics were recommended:
 - MRP requirements, including the effectiveness evaluation report due in FY 24-25
 - Guidelines for the emergency use of pesticides
 - Using IPM for pest problems for which Co-permittees generally use pesticides of water quality concern
 - Case studies on pesticide-free parks

Program staff will send out a survey to collect additional information on topics. AHTG members will obtain information from their parks staff for the survey.

Municipal Maintenance Workshop

- The SCVURPPP Management Committee Training Work Group recommended a Municipal Maintenance training in March 2023 for FY 23/24. MRP Provision C.2.h Staff Training requires Permittees to provide training at least once within the 5-year permit term to municipal staff on 7 topics as relevant to municipal staff responsible for maintenance activities. The 7 topic areas are:
 1. Stormwater pollution prevention
 2. Appropriate BMPs for maintenance and cleanup activities
 3. Street and Road Repair and Maintenance BMPs
 4. Sidewalk/Plaza Maintenance and Pavement Washing
 5. Bridge and Structure Maintenance and Graffiti Removal
 6. Corporation Yard SWPPPs and BMPs
 7. Spill and discharge response and notification procedures and contacts
- The AHTG reviewed the survey results included in the Agenda packet. The group discussed the difficulty in providing one training session for municipal maintenance staff given the number of staff for some municipalities, off hours schedules and routine and emergency needs in jurisdictions that make it infeasible for all maintenance staff to attend any given training day. Training options discussed included recording an in-person classroom training or developing materials for Permittees to use for in-house training.
- WVCWA offered to share their BMP Toolbox Training materials, including SOPs and quiz questions to guide in-house trainings. Program staff will make these available on the SCVURPPP members only website.
- Program staff will provide the AHTG a draft memorandum that identifies training materials currently available for in-house training. After reviewing the materials currently available, the AHTG can decide if a SCVURPPP recorded workshop or SCVURPPP training materials are needed for which topics. If a training workshop is held it will be important to provide specific times for topics covered to allow municipal staff to attend the topics applicable to their activities.

- There was discussion of updating SCVURPPP guidance in the FY 23/24 Annual Reporting forms to indicate the type of training should also describe which of the 7 topics were addressed.

BASMAA Surface Cleaner Certification Program

- These BASMAA surface cleaner BMPs are referred to in MRP Provision C.2. Currently the BASMAA materials state that wash water from cleaning sidewalks, plazas, and building exteriors can be discharged to the street or storm drain if: you have successfully used dry cleanup methods, cleaning is done with water only and no soap or other cleaning chemicals, and water has not removed paint. The BAMSC Steering Committee has decided to update the BMP materials, quiz and videos to reflect that there should be no discharge of wash water to the storm drain under any circumstance. The certified BASMAA surface cleaners will receive an email explaining the update to the BMPs. Program staff will let the AHTG know when the materials have been updated on the [website](#).

Sanitizing Procedures for washing down outside areas of human habitation

- The AHTG discussed the overlap in Annual Report sections C.2b and C.17 with regards to addressing/responding to clean up of outside areas of human habitation on impervious surfaces. This discussion included the need for sanitizing procedures. There was some confusion in the SCVURPPP guidance for the Annual Report Section C.17 BMP examples. One example BMP provided was for standard operating procedures (SOPs) on how to respond to illicit discharges from encampments and/or RVs, including cleaning storm drains and addressing human waste discharges. It appears that some Permittees are expecting SCVURPPP to develop SOPs in FY 23/24.
- Program staff will begin collecting available information and SOPs on cleaning human waste discharges, including procedures related to RV discharges and sanitary sewer overflows. Program staff will reach out to Cities of Santa Clara, Sunnyvale, Mountain View, and San Jose to start.

Storm Drain Inlet Marking

- Program staff reminded the AHTG that MRP Provision C.2.g requires Permittees to report on the following in their September 2026 report: 1) how many municipally-maintained storm drain inlets; 2) certify at least 80% are legibly labeled with an appropriate stormwater pollution prevention message; and 3) include a picture of a labeled inlet. The AHTG discussed the different types of storm drain labels available and the pros and cons of the different types.

Share Information Open Forum

- The AHTG discussed procedures for cleaning up illicit discharges after car accidents and common storm drain inlet protection used at corporation yards.

Next Meeting – The next meeting date is TBD.

Action Items

- Program staff will survey the AHTG regarding IPM training. The AHTG representatives are encouraged to forward the survey to other supervising staff that would be interested in IPM training (e.g. Parks, etc.).
- Program staff will develop a draft memorandum that identifies training materials currently available for in-house training.
- Program staff will continue to work with the AHTG to develop a municipal maintenance training in FY 23/24.
- Program staff will make the WVCWA BMP Toolbox Training materials available on the SCVURPPP members only website.
- Program staff will email the AHTG know when the BASMAA Surface Cleaner Certification Program materials have been updated on the [website](#).

- Program staff will begin collecting available information and SOPs on cleaning human waste illicit discharges on impervious surfaces, including procedures related to RV discharges and sanitary sewer overflows.

Meeting Attendance List

Location:	Sunnyvale City Hall
Date:	December 6, 2023, 12:30pm-2:30pm
Name	Agency
Jimmy Tan	City of Cupertino (via Zoom)
Erin McDannold	City of Los Altos (via Zoom)
Brian Jones	City of Mountain View
Brandon Redic	City of Mountain View (via Zoom)
Riley Moffatt	City of San Jose
Gaurav Kumarllemos	City of Santa Clara
Damaris Han	City of Santa Clara
Melody Tovar	City of Sunnyvale (via Zoom)
Emma Hinojosa	City of Sunnyvale
Max Carlos-Gomez	County of Santa Clara (via Zoom)
Julie Schaer	WVCWA (via Zoom)
Sheila Tucker	WVCWA (via Zoom)
Kendra Boutros	Valley Water
Vishakha Atre	SCVURPPP Program Staff
Kristin Kerr	SCVURPPP Program Staff

**Scheduled Meetings and Deliverables
November 2023 – January 2024**

December 2023

1	BAMS Collaborative Steering Committee Internal Portion – 9:30 am – 12:00 pm External Portion - 1:00 pm – 3:00 pm	Hybrid In-Person/Zoom Mtg EOA Office, Oakland
6	BAMS Collaborative C.8 Monitoring Planning Work Group 10:00 am – 12:00 pm Muni Ops AHTG 12:30 – 2:30pm	Microsoft Teams Meeting Hybrid In-Person/Zoom Mtg Sunnyvale City Hall
8	WMI – Zero Litter Initiative Steering Committee 9:00 am – 10:00 am	Zoom Meeting
11	C3PO AHTG 1:30 pm -- 3:30 pm	Zoom Meeting
12	BAMS Collaborative Development Subcommittee 1:00 pm – 3:00 pm	Microsoft Teams Meeting
19	Monitoring AHTG 11 am – 12:30 pm	Microsoft Teams Meeting

**Scheduled Meetings and Deliverables
November 2023 – January 2024**

January 2024

3	BAMS Collaborative Monitoring and Pollutants of Concern (MPC) Subcommittee 10:00 am – 3:30 pm	Microsoft Teams Meeting
5	WMI – Zero Litter Initiative Steering Committee 9:00 am – 10:00 am	Zoom Meeting
17	RMP PCBs Workgroup 9:00 am – 12:00 pm	Hybrid In-Person/Zoom Mtg SFEI Conference Room, Richmond
19	Trash AHTG 1:00 pm – 3:00pm	Zoom Meeting
18	Management Committee 9:30 am – 11:00 am <ul style="list-style-type: none"> • Final Draft FY 24-25 Program Budget • Final Draft SCVURPPP FY 22-23 Budget Evaluation and Use of Unspent Funds 	Zoom Meeting
23	BAMS Collaborative Trash Subcommittee Internal Portion – 9:30 – 10:30 am External Portion - 10:30 – 12:00 pm	Microsoft Teams Meeting
25	CASQA Seminar Series – State of the Union 10:00 am – 3:00 pm	Zoom Meeting
26	BAMS Collaborative Steering Committee Internal Portion – 9:30 am – 12:00 pm External Portion - 1:00 pm – 3:00 pm	Zoom Meeting

**Scheduled Meetings and Deliverables
November 2023 – January 2024**

February 2024

2	WMI – Zero Litter Initiative Steering Committee 9:00 am – 10:00 am	Zoom Meeting
7	BAMS Collaborative C.8 Monitoring Planning Work Group 10:00 am – 12:00 pm	Microsoft Teams Meeting
12	BAMS Collaborative Trees and Stormwater Work Group 2:00 pm – 4:00 pm	Zoom Meeting
15	Management Committee 9:30 am – 11:00 am	Zoom Meeting
20	Trash AHTG 1:00 pm – 3:00pm	Zoom Meeting
22	BAMS Collaborative Steering Committee Internal Portion – 9:30 am – 12:00 pm External Portion - 1:00 pm – 3:00 pm	Zoom Meeting
26	C3PO AHTG 1:30 pm – 3:00 pm	Zoom Meeting