

**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 • Santa Clara Valley Water District

June 15, 2017 Meeting

MATERIALS FOR INFORMATION

II. June 15, 2017 Agenda

III. May 18, 2017 MC Meeting Minutes

IV. May 18, 2017 Action Items



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AGENDA

MANAGEMENT COMMITTEE MEETING

June 15, 2017, 9:30 - 11:00 am

Sunnyvale Civic Center, West Conference Room
456 Olive Avenue, Sunnyvale

- 9:30** **I. Management Committee Meeting Call to Order/Introductions**
- II. Additions or Revisions to Agenda; Announcements**
- III. Approval of Minutes (May 18, 2017 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**
- 9:45** **VII. Program Business**
- A. Program Manager's Report**
1. BASMAA Update – *information.*
2. CASQA Update – *information.*
3. Grants Update – *information.*
- 10:00** **B. Program Management**
1. Final FY 16-17 Annual Report Guidance – *information.*
- 10:05** **C. Program Budget**
1. Program Budget Projection for FYs 18-19, 19-20, and 20-21 – *status report.*
- 10:10** **VIII. MRP Implementation**
- A. New Development and Redevelopment**
1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
- a. Green Infrastructure Work Plan Tasks – *see MC briefing memorandum.*
- b. Stormwater Resource Plan Development – *status report.*
2. Management Committee Requested Items

10:20

B. Trash Controls

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
 - a. Receiving Water Monitoring Plan – *status report.*
 - b. Trash Load Reduction – *status report.*
2. Management Committee Requested Items

10:30

C. Monitoring / Pollutants of Concern

1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
 - a. RAA Consultant Selection Process – *status report.*
 - b. PCBs in Building Materials – *status report.*
 - c. PCB and Mercury Load Reductions – *status report.*
 - d. Other POC Work Plan Items
2. Management Committee Requested Items

10:45

D. Outreach Activities

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
 - a. Update on Eco Gardens Website – *information/direction.*
2. Management Committee Requested Items

10:50

E. Other Permit-Related Activities

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
2. Management Committee Requested Items

10:55 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 available at <http://www.scvurppp-w2k.com/mc.shtml>*

11:00 X. Adjourn



**MANAGEMENT COMMITTEE MEETING
MINUTES
May 18, 2017**

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I. MANAGEMENT COMMITTEE CALL TO ORDER / INTRODUCTIONS

Kirsten Struve (Chair, SCVWD) called the meeting to order at 9:35 am. Management Committee (MC) members introduced themselves.

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

Kirsten informed the AHTG that she would like to discuss the Eco Gardens project under Agenda Item VIII D. Outreach Activities. Jill Bicknell (Program staff) made the following announcements:

- The Southgate Neighborhood Green Street project is the 2017 SCVURPPP Site Design Award winner. The award ceremony will be held at the APWA luncheon on November 15, 2017.
- The City of Sunnyvale received the CASQA award for its "Schools Goin' Green" program.

Adam Olivieri (Program staff) informed the MC that the Program sent a letter to the State Board requesting a review and modification of the proposed 303-(d) listing for Guadalupe Slough from Category 5 to 3.

III. APPROVAL OF MINUTES

Motion: Dave Staub (Santa Clara). (Los Altos) moved to approve the minutes from the April 20, 2017 MC meeting. **Second:** Napp Fukuda (San Jose). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the April 20, 2017 meeting:

- Action Item 4-17-1 (Follow-up with BASMAA regarding SFBRA and report back results of meeting to MC) is partially complete. The SFBRA Board discussed the issue at its April 14 meeting and agreed that eligible project types from both Measure AA and the enabling legislations should be included in the SFBRA Grant Program Guidelines. The Board will consider approval of the Guidelines at its June 9th meeting.

Action Items from previous meetings:

- Action Item 12-16-1 (Prepare rough draft of Program budget projections for remaining MRP permit term) is in progress. It will be sent to the MC soon.
- Action Item 3-16-1 (Coordinate a study session to discuss the feasibility of using solid waste fees to fund trash management programs) is in progress. Elaine Marshall (Sunnyvale) has prepared a brief write-up on the issue and will be discussing it further with Co-permittees.

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

Members of the public were not present.

VI. WATER BOARD STAFF COMMENTS

Jill reported that Water Board (WB) staff provided minor comments on Provisions C.3, C.9, and C.10. Program staff will update the Annual Report form per these comments. The Annual Report form with SCVURPPP-specific guidance will be sent out soon.

VII. PROGRAM BUSINESS**A. PROGRAM MANAGER'S REPORT****1. BASMAA Update**

Updates were provided as part of other agenda items.

2. CASQA Update

Jill provided the following updates:

- CASQA is in the process of reviewing candidates for the Assistant Executive Director position.
- CASQA decided to take an advocacy position to support SB231. A support letter was submitted and a fact sheet is being prepared.
- The CASQA Annual Conference will be held from September 25-27, 2017 in Sacramento. Registrations are now open.

The MC discussed the CASQA General Meetings and recommended that Program staff purchase areawide webcast registrations for all General Meetings that are webcast.

3. Grants Update

Vishakha Atre (Program staff) reported that the MC Information Packet includes a table describing upcoming grants. The District will be announcing the request for proposals for its Safe, Clean Water and Natural Flood Protection Program Grants in late May or early June.

Jill added that the San Francisquito Creek Joint Powers Authority submitted a proposal for an EPA SF Bay Water Quality Improvement Fund grant. They have listed SCVURPPP as a partner (with no match obligation).

B. PROGRAM MANAGEMENT

No items.

C. PROGRAM BUDGET**1. Program Budget Projection for FYs 2018-19, 2019-20, and 2020-21**

Chris reported that Program staff is working on a rough draft of Program budget projections for the remaining MRP permit term. It will be sent to the MC soon.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill informed the MC that a work group of the C3PO AHTG met on May 8 to discuss options for different formats and audiences for the June C.3 workshop. It was decided that two half-day workshops would be conducted, open to municipal staff and consultants, on the general topic of development of stormwater control plans for C.3 regulated projects, and that the workshops would be recorded. One workshop will be on June 7th and the other on June 13th.

The second Quarterly Report for the Storm Water Resource Plan (SWRP) grant was submitted earlier this week. Melody Tovar (San Jose) recommended that Program staff develop an updated schedule for the SWRP that indicates how and when Co-permittees will be engaged with the SWRP, and also shows how the GI planning and RAA efforts will tie-in with the SWRP.

Cheri Donnelly (Cupertino) recommended that the C3PO AHTG have a discussion on how local agencies will conduct the stakeholder outreach meetings for their GI Plans.

Action: Program staff will prepare an updated schedule for the SWRP, GI planning and RAA efforts that indicates how and when Co-permittees will be engaged.

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- Receiving Water Monitoring Program Development – The Draft Receiving Water Monitoring Plan will be sent to stakeholders for review on May 29. Comments will be due on June 15. A stakeholder meeting will be held on June 1 to provide an overview of the Plan.
- On-land Visual Trash Assessments - Trash assessments are ongoing and the online trash assessment data tool is being updated frequently. Co-permittees can see the results of a trash assessment within a couple days of the assessment. It appears that all SCVURPPP agencies will meet the 70% load reduction goal. WB staff is sending letters to all Permittees to provide information regarding potential non-compliance with the mandated July 1, 2017 70% trash load reduction requirement.
- Coordination with Caltrans – Program staff and some Co-permittees met with Caltrans staff to discuss coordination on trash controls. Caltrans is looking for sponsors for their Adopt-a-Highway program. Chris asked the MC to let him know if they are aware of any corporate philanthropy forums.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- PCB/Hg Load Reduction – Program staff are continuing to compile information on low impact development facilities installed to-date within Co-permittees' jurisdictions. Requests for additional information will be sent out next week. Program staff is currently scoping a more efficient method to obtain, store and

access LID/Green Infrastructure data and other geospatial data at a county-wide level. The status of the scoping portion of the project will be provided at the next joint POC/C3PO AHTG meeting. Chris will send out some potential dates for this meeting.

- POC Control Measures Plan – WB staff is planning to submit comments next week on the POC Control Measures Plan that was submitted in September 2016 with the Program's Annual Report.
- Countywide RAA for PCBs/Hg - Program staff is currently developing an RFP to select a team to develop a countywide RAA for PCBs/Hg and assist the Program in the modeling needed for the SWRP. The Draft RFP will be sent to Co-permittees for review and released soon after to qualified consulting firms/organizations. The goal is to have a RAA/SWRP modeling team on board by the end of FY 16-17.
- Management of PCBs during Building Demolition – Co-permittees are required to develop and implement a protocol to manage PCBs in applicable buildings during demolition. A BASMAA regional project designed to develop a model protocol and tools to assist Co-permittees in their implementation is beginning. A consulting team is leading this effort and staff from Palo Alto and San Jose will be on the project Steering Committee. The project is tentatively scheduled to begin in May 2017 and be completed in June 2018. Melody suggested setting up a meeting on this topic after an upcoming MC meeting.
- Water Year 2017 monitoring has begun and will continue through September 2017. Field crews are currently conducting biological assessments, which will continue through mid-June.

D. OUTREACH ACTIVITIES

1. Priority Items Identified by Program Staff

Kirsten and Vishakha updated the MC on discussions at the Eco Gardens Subcommittee meeting about ending the contract with the current website maintenance contractor, and building a new website using a website hosting service. The pros and cons of moving to a new website were described in a memorandum submitted to the MC last month. The general opinion of the MC, given the pros and cons discussion, was that developing a new website was the appropriate course of action. Based on that direction, the MC recommended that Program staff develop a brief memorandum describing options for the development and maintenance of the new website.

Action: Program staff will prepare a brief memorandum describing options for development and maintenance of a new Eco Gardens website.

E. Other Permit-Related Activities

No items.

IX. OTHER BUSINESS

No items.

X. ADJOURN

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



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Meeting Attendance Record

DATE May 18, 2017

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San Jose • Santa Clara • Saratoga • Sunnyvale • Santa Clara County • Santa Clara Valley Water District

CO-PERMITTEE REPRESENTATIVES
(voting members)

SIGNATURE

David Tucker – Campbell
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Roger Storz

K Carroll

Cheri Donnelly – Cupertino
Alternate: Roger Lee

CED

Aida Fairman – Los Altos
Alternate: Christopher Lamm

A.F.

Allen Chen – Los Altos Hills
Alternate: Tina Tseng

Matt Morely – Los Gatos
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Jim Harbin

K Carroll

Judy Chu – Milpitas
Alternate: Leslie Stobbe

J. Chu

Julie Behzad – Monte Sereno
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Jeannie Hamilton

K Carroll

Eric Anderson – Mountain View
Alternate: Carrie Sandahl

E. Anderson

Karin North – Palo Alto
Alternate: Pamela Boyle Rodriguez
Alternate: Michel Jeremias

Karin North

Napp Fukuda – San Jose
Alternate: Sharon Newton

Napp Fukuda

Dave Staub – Santa Clara
Alternate: Karin Hickey

D. Staub

John Cherbone – Saratoga
Alternate: Kelly Carroll, WVCWP Manager
Alternate: Mainini Cabute

K Carroll

Melody Tovar – Sunnyvale
Alternate: Elaine Marshall

Melody Tovar *Elaine Marshall*

Julianna Martin – Santa Clara County
Alternate: Garik Iosilevsky

Julianna Martin

Kirsten Struve – SCVWD
Alternate: Brett Calhoun

Kirsten Struve

Kelly Carroll – West Valley Communities

Kelly Carroll




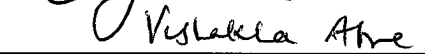
URBAN RUNOFF PROGRAM STAFF

Adam Olivieri

Jill Bicknell

Chris Sommers

Vishakha Atre

REGIONAL BOARD REPRESENTATIVE

Sue Ma

INTERESTED PARTIES/AGENCY REPRESENTATIVE

Trish Mulvey – Clean South Bay

ADDITIONAL ATTENDEES

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

Action Items from the May 18, 2017 Meeting

Action	Description	Responsibility	Due Date	Status	Comments
5-18-1	Prepare an updated schedule for the SWRP, GI planning and RAA efforts that indicates how and when Co-permittees will be engaged.	Program Staff	June	In Progress	
5-18-2	Prepare a brief memorandum describing options for development and maintenance of a new Eco Gardens website.	Program Staff	June	Done	

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments
4-17-1	Follow-up with BASMAA regarding SFBRA and report back results of meeting to MC.	Program Staff	May	Done	
12-16-1	Prepare rough draft Program budget projections for remaining MRP permit term	Program staff	June	In Progress	
3-16-1	Coordinate a study session to discuss the feasibility of using solid waste fees to fund trash management programs.	Program staff/ Sunnyvale	TBD	In Progress	Sunnyvale working with other Co-permittees on the issue.