

**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

August 18, 2016 Meeting

MATERIALS FOR INFORMATION

II. August 18, 2016 Agenda

III. July 21, 2016 MC Meeting Minutes

IV. July 21, 2016 Action Items



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AGENDA

MANAGEMENT COMMITTEE MEETING

August 18, 2016, 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 (July 21, 2016 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. Action Item: MOA Amendment #3 – *MC approval.*
2. BASMAA Update – *information.*
3. CASQA Update – *information.*
4. Grants Update – *information.*
5. Other Items – *information.*
- 10:00** **B. Program Management**
1. Review of FY 15-16 Program Management Services–Final Self Audit Report – *accept final report.*
2. FY 15-16 Program Annual Report – *status report.*
- 10:10** **C. Program Budget**
1. FY 15-16 Annual Budget Compilation (ABC) Report – *information.*
2. Status of Assessments Received for FY 16-17 – *status report.*

VIII. MRP Implementation

10:15 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.*
2. Management Committee Requested Items

10:25 B. Trash Controls

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

10:35 C. Monitoring / Pollutants of Concern

1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
 - a. Control Program for PCBs in Building Materials – *status report.*
 - b. POC Work Plan Tasks – *status report.*
2. Management Committee Requested Items

10:45 D. Outreach Activities

1. Priority Items Identified by Program Staff -- *see MC briefing memorandum.*
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
July 21, 2016**

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I. MANAGEMENT COMMITTEE CALL TO ORDER / INTRODUCTIONS

Liang Lee (Chair, SCVWD) called the meeting to order at 9:05 am. Management Committee (MC) members introduced themselves.

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

There were no revisions to the agenda. Liang informed the MC that he is retiring from the SCVWD in August. The MC thanked Liang for his contributions to SCVURPPP and presented him with a Certificate of Recognition.

III. APPROVAL OF MINUTES

Cheri Donnelly (Cupertino) and Kelly Carroll (West Valley Communities) provided minor edits to the June MC minutes. Sharon Newton (San Jose) noted that as part of the Consent Decree with Baykeeper, the City of San Jose is required to commit to spending \$100 million toward Green Infrastructure alone; not Green Infrastructure and trash as noted in the minutes. She asked Program staff to edit the minutes, accordingly.

Motion: Cheri Donnelly (Cupertino) moved to approve the minutes from the June 16, 2016 MC meeting, with edits. **Second:** Kirsten Struve (Palo Alto). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the June 16, 2016 meeting:

- Adam Olivieri (Program manager) said that Action Item 6-16-1 (Express to the BASMAA Executive Director the MC's concerns on the consultant selection process for the Trash Receiving Water Monitoring Program) is completed and will be discussed later in the MC meeting under the Agenda Item on Trash Controls.

Action Items from previous meetings:

- Chris Sommers (Program staff) reported that Action Item 3-16-1 (Coordinate a study session to discuss the feasibility of using solid waste fees to fund trash management programs) will be completed upon receiving additional information from Elaine Marshall (Sunnyvale).
- Action Item 1-16-3 (Prepare an internal schedule and linkage related to POC and RAA needs) is in progress.

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

No members of the public were present at the meeting.

VI. WATER BOARD STAFF COMMENTS

Water Board (WB) staff was not present at the meeting.

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VII. PROGRAM BUSINESS

A. PROGRAM MANAGER'S REPORT

1. BASMAA Update

No items.

2. CASQA Update

Jill provided the following updates from the CASQA Board of Directors meeting held on July 13, 2016:

- STORMS Update: This year CASQA has been focused on aligning its goals, objectives, and projects with work being done by the State Water Resources Control Board's "Strategy to Optimize Resource Management of Stormwater" (STORMS). CASQA has already been very involved with one of the STORMS projects, establishing a statewide framework for urban pesticide reduction (as described in the CASQA Pesticide Annual Report). CASQA participates in the STORMS Implementation Committee and is closely tracking projects on stormwater capture and use, source control/pollution prevention, stormwater data management, and funding issues.
- FY 16-17 Permit Fees: Due to increased economic activity leading to an increase in revenue from construction permits, the State Board is expecting to give a 6% discount in the baseline stormwater permit fee for FY 16-17.
- CASQA Dues: The CASQA Membership Committee has proposed an increase in membership dues of 2% in 2018, and 1% in each of 2019 and 2020, instead of a 4% increase in 2018. The Board asked for a fact sheet explaining the basis for the proposal and more discussion before approval.
- Stormwater Funding: The latest effort to get an exemption from Prop 218 requirements for stormwater funding, is SB 1298, a bill which would redefine "sewer" to include stormwater. CASQA is part of a coalition of organizations that is closely tracking this effort.

MC members asked about SB 1170, a bill that would prohibit a public agency from delegating to a contractor the development of a stormwater pollution prevention plan on a public works contract. Jill said that CASQA was tracking it, but it seems to be moving through the legislature with a lot of support. A number of public agencies have written letters of opposition.

3. Grants Update

Program staff provided the following updates on grants:

- SCVURPPP (with SCVWD as the lead applicant) was selected to receive funding for the "Storm Water Resource Plan for the Santa Clara Basin in Santa Clara County" project under the Prop 1 Stormwater Grant Program planning grants. Work on this task will begin as soon as the contract is in place.
- BASMAA submitted a grant application under the 2016 San Francisco Bay Water Quality Improvement Fund focusing on managing PCBs in building materials. EPA will likely make a decision in July.
- A Technical Assistance Workshop for the Proposition 1 California Urban Rivers Grant Program is scheduled for July 29 in San Jose. Program staff will attend and report back to the MC.

B. PROGRAM MANAGEMENT

1. MOA Report Review

Adam informed the MC that, as directed by the MC, Hilton Farnkopf & Hobson (HFH) conducted a review of the SCVURPPP MOA. The draft report summarizing the results of their review was sent to the MC on July 15, 2016. Adam introduced John Farnkopf and Geoffrey Michalczyk from HFH. John presented findings of the MOA review to the MC. The MC thanked John for the presentation and asked HFH to include a linkage to the additional information on the SCVURPPP cost allocation formula contained in the 2005 report, and a linkage to the complete list of cost allocation percentages for the other stormwater programs reviewed. John will finalize the report to address these changes.

C. PROGRAM BUDGET

No items.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill Bicknell (Program staff) informed the MC that the updated C.3 Handbook will be posted on the SCVURPPP website soon. Program staff have prepared a draft GI Framework and draft Model GI Language for Municipal Plans. Both will be discussed at the C3PO AHTG meeting on Monday, July 25. She added that a small group of Co-permittees will meet with WB staff on July 26, 2016 to discuss how small communities can implement GI requirements. Several MC members recommended that Program staff arrange a pre-meeting conference call to discuss concerns/priorities.

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris updated the MC on the BASMAA Trash Receiving Water Monitoring Program project. The BASMAA Executive Director and the selection panel worked with the selected consultant team to reduce the scope and budget to fit into the available stormwater program budgets, while still meeting MRP requirements and program needs. Additionally, the Program's Budget AHTG is working with the BASMAA Executive Director and Board to account for in-kind services that the City of San Jose plans to contribute via their development of a monitoring protocol consistent with their agreements with SF Baykeeper. Based on the outcome of these discussions, the Budget AHTG may need to provide further direction to the Program Manager on the Program's participation in this regional project.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- PCB/Hg Source Identification Studies – Program staff is conducting PCB/Hg source property identification studies in seven watershed management

areas. Four of the seven areas are within San Jose, two are in Santa Clara, and one is in Palo Alto. Based on records review and desktop analyses, preliminary lists of high priority properties for inspection have been developed and Program staff are currently working with staff from the three cities to finalize the lists and schedule property visits, which will occur through the summer.

- PCB/Hg Watershed Management Areas – Program staff is beginning to develop the MRP 2.0 POC Control Measures Implementation Plan, in collaboration with Co-permittees, the initial version of which is due to the Water Board in September 2016. Program staff will be working with Co-permittees over the summer to collate information necessary to complete the plan.
- PCBs in Building Materials – Program staff is working via a BASMAA regional project to scope tasks to assist Co-permittees with developing and implementing a protocol/program to control PCBs from buildings during demolition. There are a number of items/decision points that Program staff will need input on from the POC AHTG and possibly the MC in the near future with regard to the proposed scope of the protocol/program.

D. OUTREACH ACTIVITIES

Vishakha Atre (Program staff) distributed copies of new ICID cards developed by the Municipal Maintenance AHTG.

E. OTHER PERMIT-RELATED ACTIVITIES

No items.

IX. OTHER BUSINESS

Jill reported that Program, San Jose, and WVCWP staff assisted the BASMAA Biotreatment Soil Mix (BSM) Specifications Work Group to organize a BASMAA “BSM Specification and Trees Roundtable” (Roundtable) event on June 30th at the Water Board offices, facilitated by WB staff Christine Boschen. The Roundtable was attended by 44 participants representing a wide variety of professional disciplines, and was successful in providing a forum for exchange of useful information and identification of next steps. One of the next steps will be to form two work groups (one on design of tree treatment systems and one on improving the compost portion of the BSM). The BASMAA consultant, WRA, will be completing literature reviews of biotreatment soil mixes and biotreatment designs for trees, and these will be shared with the C3PO AHTG when completed.

X. ADJOURN

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



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Meeting Attendance Record

DATE 7/21/16

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

CO-PERMITTEE REPRESENTATIVES
(voting members)

SIGNATURE

Bill Helms – Campbell
Alternate: Kelly Carroll, WVCWP Manager

KCarroll

Cheri Donnelly – Cupertino
Alternate: Roger Lee

ced

Aida Fairman – Los Altos
Alternate: Christopher Lamm

A.F.

Richard Chiu – Los Altos Hills
Alternate: John Chau

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

KCarroll

Judy Chu – Milpitas
Alternate: Leslie Stobbe

Brian Loventhal – Monte Sereno
Alternate: Kelly Carroll, WVCWP Manager

KCarroll

Eric Anderson – Mountain View
Alternate: Carrie Sandahl

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Kirsten Struve – Palo Alto
Alternate: Joe Teresi

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Napp Fukuda – San Jose
Alternate: Sharon Newton

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Dave Staub – Santa Clara
Alternate: Karin Hickey

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

KCarroll

Melody Tovar – Sunnyvale
Alternate: Elaine Marshall

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Michael Rhoades – Santa Clara County
Alternate: Julianna Martin

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Liang Lee – SCVWD
Alternate: Brett Calhoun

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Kelly Carroll – West Valley Communities

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URBAN RUNOFF PROGRAM STAFF

Adam Olivieri

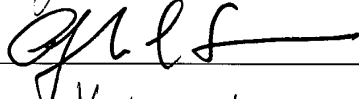
Jill Bicknell

Chris Sommers

Vishakha Atre



Jill Bicknell



Vishakha Atre


REGIONAL BOARD REPRESENTATIVE

Sue Ma

INTERESTED PARTIES/AGENCY REPRESENTATIVE

Trish Mulvey – Clean South Bay

ADDITIONAL ATTENDEES



Geoffrey Michalczyk - HF&H

John Farnkopf HF&H

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

Action Items from the July 21, 2016 Meeting

None.

Action Items Remaining from Previous Meetings

| Action | Description | Responsibility | Due Date | Status | Comments |
|---------------|--|-----------------------------|-----------------|---------------|--|
| 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 | To Be Done | Sunnyvale to better define questions, scope & conference call invitees |
| 1-16-3 | Prepare an internal schedule and linkage related to POC and RAA needs. | Program staff | August | In Progress | Being developed as RAA further scoped |