

**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

October 20, 2016 Meeting

MATERIALS FOR INFORMATION

II. October 20, 2016 Agenda

III. September 15, 2016 MC Meeting Minutes

IV. September 15, 2016 Action Items



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AGENDA

MANAGEMENT COMMITTEE MEETING

October 20, 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 (September 15, 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. BASMAA Update – *information.*
2. CASQA Update – *information.*
3. Grants Update – *information.*
4. Other Items – *information.*
- 10:00** **B. Program Management**
1. Approval of SCVURPPP Memorandum of Agreement Third Amendment – *status report.*
- 10:05** **C. Program Budget**
1. Status of FY 16-17 Program Budget and Schedule for FY 17-18 Program Budget Development Process – *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.*
 - b. Stormwater Resource Plan Development – *status report.*
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. RAA Consultant Selection Process – *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**

September 15, 2016

Campbell • Cupertino • Los Altos • Los Altos Hills • Los Gatos • Milpitas • Monte Sereno • Mountain View • Palo Alto
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I. MANAGEMENT COMMITTEE CALL TO ORDER / INTRODUCTIONS

Napp Fukuda (Vice Chair, San Jose) called the meeting to order at 9:35 am. Management Committee (MC) members introduced themselves.

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

The following announcements were made:

- Jennifer Castillo (SCVWD) informed the MC that Vincent Gin has been hired as the New Deputy Executive Director at the SCVWD.
- Kelly Carroll (West Valley Communities) announced the City of Campbell received the Outstanding Sustainable Stormwater Project award from CASQA for the Hacienda Avenue Green Street project.
- Napp informed the MC that the City of San Jose received the Water Board's 2016 Dr. Teng-Chung Wu Pollution Prevention Award.
- Chris Sommers (Program staff) informed the MC that SCVURPPP has been selected to receive the Overall Highest Score for a Phase 1 Municipal Stormwater Program award for the WEFTEC National Municipal Stormwater and Green Infrastructure Awards program. SCVURPPP also received Gold Level awards for Innovation and Program Management. The award ceremony will be held at the Annual WEFTEC conference in New Orleans on September 26, 2016. The MC requested that the Program make copies of the award for all Co-permittees.
- Joe Teresi (Palo Alto) informed the MC that Karin North will be the interim MC Voting Representative for Palo Alto. Joe added that the City of Palo Alto has mailed letters to property owners on the storm drainage fee increase. The measure will not pass if more than 10,000 protest letters are received.

III. APPROVAL OF MINUTES

Brett Calhoun (Water District) requested that the August 18, 2016 MC minutes be edited to indicate that he attended the MC meeting by phone. Kelly also provided a minor edit to the Agenda Item VIII. C. Monitoring and Pollutants of Concern.

Motion: Kelly Carroll (West Valley Communities) moved to approve the minutes from the August 18, 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 August 16, 2016 meeting:

- Action Item 8-18-1 (Distribute MC-approved MOA Amendment #3 and instructions to Co-permittees) is complete. MC members provided an update on the dates they will be taking the MOA to the Councils/Boards of Supervisors for approval. Program staff will send an email to the MC with all the dates. Kirsten offered to share Palo Alto's staff report to City Council on the MOA.

Action Items from previous meetings:

- 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) was completed and the schedule will be discussed later in the meeting.

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. Jill Bicknell (Program staff) reported that several WB staff attended the CASQA Conference.

VII. PROGRAM BUSINESS

A. PROGRAM MANAGER'S REPORT

1. BASMAA Update

Adam Olivieri (Program staff) reported that the BASMAA Board discussed whether to develop a local standard regarding the removal and disposal of PCBs in building materials, equipment, and waste generated during the demolition process, or to work with a state or federal agency to develop a standard or regulation along the lines of the ASTM approach. The BASMAA Board recommended developing local guidance.

2. CASQA Update

Jill reported that Program staff and a number of Co-permittees attended the CASQA conference. Andy Lipkis (TreePeople) was the keynote speaker. Several MC members complimented Jill on her opening address at the conference. Jill noted that the presentations and the webcast of the Monday workshops will be posted on the CASQA website.

3. Grants Update

Chris updated the MC on the "Storm Water Resource Plan (SWRP) for the Santa Clara Basin in Santa Clara County" grant that the SCVWD and SCVURPPP received from the Prop 1 Stormwater Grant Program planning grants. The SCVWD Board formally accepted the grant at its last meeting. Program staff met with SCVWD staff last week to discuss the contract, scope of work, and implementation schedule. Chris recommended that MC members participate on the Technical Advisory Committee that will be formed to implement the grant.

B. PROGRAM MANAGEMENT

1. FY 15-16 Annual Report

The Draft FY 15-16 Program Annual Report was posted on the SCVURPPP “members only” site for review on August 26, and comments were due on September 12 (and September 19 for some sections). Chris requested that the MC send all final comments by September 21. He added that the Program’s PCB/Hg Control Measures Plan was sent for review yesterday and comments are due by September 26. This plan will be included in the Program’s Annual Report.

Motion: Melody Tovar (Sunnyvale) moved to approve the FY 15-16 Program Annual Report, and authorize the Program Manager to: 1) submit the completed Program Annual Report to the Water Board; 2) sign the certification on behalf of the MC; and 3) work with the Executive Committee to resolve remaining major comments, if any.

Second: Dave Staub (Santa Clara). **Vote:** Motion passed unanimously.

2. FY 15-16 BASMAA Regional Supplements

Jill reported that three BASMAA Regional Supplements have also been posted on Program’s “members only” website for review. They include: the Regional Supplement for Training and Outreach, the CASQA Pesticide Subcommittee Annual Report, and the Regional New and Redevelopment Supplement.

Motion: Brett Calhoun (SCVWD) moved to approve the FY 15-16 BASMAA Regional Supplements and authorize the Program Manager to: 1) transmit the Regional Supplements on behalf of the MC via the BASMAA cover letter with certification to the Water Board; 2) sign the certification on behalf of the MC; and 3) work with the Executive Committee and BASMAA to resolve any remaining issues. **Second:** Kirsten Struve (Palo Alto). **Vote:** Motion passed unanimously

4. FY 15-16 Co-permittee Annual Reports

Vishakha Atre (Program staff) reported that some Co-permittees have submitted their draft Annual Reports to Program staff for completeness review. The Final Annual Reports (one signed hard copy and one electronic copy) are due to Program staff by September 23, 2016.

C. PROGRAM BUDGET

1. FY 15-16 Annual Budget Compilation (ABC) Report

The FY 15-16 ABC Report was sent to the MC on September 9, 2016 as an information item. No action is required from the MC at this time.

2. Status of Assessments Received for FY 16-17

Jill reported that assessments have been received from all Co-permittees. A separate invoice will be sent to the County for receiving the contribution from the County Recycling and Water Reduction Commission for the Eco-gardens Program.

VIII. MRP IMPLEMENTATION

Only priority MRP Implementation items were discussed.

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill reported that C3PO AHTG will meet on September 26, 2016. The AHTG will discuss the revised draft GI Framework Template and other GI products, and training needs for FY 16-17. Brett Calhoun (Water District) recommended conducting a training to present the 2016 C.3 Handbook to the development community. He added that District staff is also interested in receiving trainings on the C.3 Handbook and construction inspections. Melody Tovar (Sunnyvale) recommended that the Program explore conducting online trainings and/or recording workshops.

Jill added that the Site Design Awards will be held on November 16, 2016 at the APWA monthly luncheon in Mountain View.

B. TRASH CONTROLS

Chris reported that the Trash Characterization Study Report is being finalized and will be included in the Program's Annual Report. Work on the Receiving Water Monitoring Program will begin soon.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- He distributed an implementation schedule that shows the linkage between the SWRP, GI Plans, and RAA tasks, and provided an overview of main tasks. The MC asked Chris to tie the implementation schedule to overall MRP requirements and deadlines.
- The Program will be hiring a consultant to conduct modeling for the Reasonable Assurance Analysis (RAA) and the SWRP. Chris asked MC members to let him know if they would like to participate on the Consultant Selection Work Group.
- The Program's FY 15-16 Pollutants of Concern Monitoring Report is due to the Water Board on October 15. Chris will send it to the MC for review.

X. ADJOURN

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



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Meeting Attendance Record

DATE 9/15/16

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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

K Carroll

Cheri Donnelly – Cupertino
Alternate: Roger Lee

C. C. D.

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

K Carroll

Judy Chu – Milpitas
Alternate: Leslie Stobbe

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

K Carroll

Eric Anderson – Mountain View
Alternate: Carrie Sandahl

E. A.

Kirsten Struve – Palo Alto
Alternate: Joe Teresi

Kirsten Struve Joe Teresi

Napp Fukuda – San Jose
Alternate: Sharon Newton

Napp Fukuda Sharon Newton

Dave Staub – Santa Clara
Alternate: Karin Hickey

Dave Staub

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

K Carroll

Melody Tovar – Sunnyvale
Alternate: Elaine Marshall

Melody Tovar

Michael Rhoades – Santa Clara County
Alternate: Julianna Martin

Michael Rhoades

Liang Lee – SCVWD
Alternate: Brett Calhoun


Liang Lee

Kelly Carroll – West Valley Communities

Kelly Carroll

URBAN RUNOFF PROGRAM STAFF

Adam Olivieri



Jill Bicknell

Jill Bicknell

Chris Sommers

Chris Sommers

Vishakha Atre

Vishakha Atre


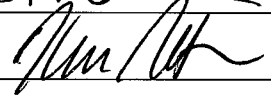
REGIONAL BOARD REPRESENTATIVE

Sue Ma

INTERESTED PARTIES/AGENCY REPRESENTATIVE

Trish Mulvey – Clean South Bay

ADDITIONAL ATTENDEES

Jennifer Castillo 
Karin North 

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

Action Items from the September 15, 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