

**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

**November 17, 2016 Meeting**

**MATERIALS FOR INFORMATION**

**II. November 17, 2016 Agenda**

**III. October 20, 2016 MC Meeting Minutes**

**IV. October 20, 2016 Action Items**



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**AGENDA**

**MANAGEMENT COMMITTEE MEETING**

**November 17, 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 (October 20, 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.*
2. BATG Review and Discussion of Program Management Services – *action item.*
- 10:05**    **C. Program Budget**
1. FY 2017-18 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**

October 20, 2016

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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**

Program staff distributed plaques for the WEF awards. The MC asked that Program staff send them a few slides with award details for sharing internally.

The following announcements were made:

- Karin North (Palo Alto) updated the MC on EPA's new proposed aquatic water quality criteria for selenium. The three Lower South Bay POTWs will be submitting a comment letter on the criteria and requested that the MC consider having the Program sign the letter as well. The MC discussed the request and recommended that SCVURPPP Program Manager work with the three MC members to develop a letter and sign on behalf of the Program. The MC also recommended adding a reference to the MRP background documents. Karin mentioned that other interested MC members should contact her if they wished to participate in the review of the letter and that the group would coordinate with BACWA. Karin added that John Muller (Water Board Member) is retiring next month and will be recognized at the October Regional Board meeting.
- Kelly Carroll (West Valley Communities) asked if MC members were aware of the Regional Board workshop next week on stormwater permits. Jill Bicknell (Program staff) explained that these workshops are organized by the State Board's Water Quality Coordinating Committee. They are meant to educate Regional Board staff on statewide permit development and water quality issues.
- A Green Infrastructure Leadership Conference being planned by the Trust for Public Land and the Coastal Conservancy will be held on December 9 at the David Brower Center in Berkeley. The target audience is elected officials and decision makers. Jill asked MC members to encourage their elected officials to attend this conference and noted that she would be attending on behalf of the Program.

**Action:** *Program staff will send slides describing the WEF award to the MC.*

**III. APPROVAL OF MINUTES**

**Motion:** Dave Staub (Santa Clara) moved to approve the minutes from the September 15, 2016 MC meeting. **Second:** Melody Tovar (Sunnyvale). **Vote:** Motion passed with one abstention.

#### **IV. REVIEW OF ACTION ITEMS FROM LAST MEETING**

Action Items from the September 15, 2016 meeting:

- None

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).

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

No members of the public were present at the meeting. Adam Olivieri (Program staff) informed the MC that Trish Mulvey (Clean South Bay) has requested that the Budget AHTG consider the request for an increase in funding for the FY 17-18 Watershed Watchers program and noted that the proposed budget would include an increase consistent with this request.

#### **VI. WATER BOARD STAFF COMMENTS**

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

#### **VII. PROGRAM BUSINESS**

##### **A. PROGRAM MANAGER'S REPORT**

###### **1. BASMAA Update**

Jill reported that as part of its portion of the Urban Greening Bay Area grant project, BASMAA will be hosting a Design Charrette on Tuesday, November 1. The regional Design Charrette will produce typical design drawings for local agencies to use when designing pedestrian bulb-out projects that include bioretention facilities for providing treatment of stormwater runoff. Charrette outputs will be used to build projects in San Mateo and Sunnyvale that are representative of common intersections in Bay Area cities. Roundtable meetings with regional planning and transportation agencies and other stakeholder organizations are scheduled to begin in January.

###### **2. CASQA Update**

Jill reported that the CASQA Board has started the budget review process and is linking proposed technical projects with CASQA vision, objectives, and the State Board's STORMS project. The Board will develop the overall budget and identify the allocation for Subcommittee project budgets at its November meeting.

###### **3. Grants Update**

No items.

##### **B. PROGRAM MANAGEMENT**

###### **1. Approval of SCVURPPP Memorandum of Agreement, Third Amendment**

Adam reported that all Co-permittees are on track for getting their MOAs approved. He reminded the MC to send a scan of the approved MOA to him, and mail the original MOA with wet signatures to Bob Falk.

## **C. PROGRAM BUDGET**

### **1. Status of FY 16-17 Program Budget and Schedule for FY 17-18 Program Budget Development Process**

Chris Sommers (Program staff) said that he will schedule a meeting of the BATG in November. Program staff will present the draft FY 17-18 budget at this meeting. Realignment of the FY 16-17 budget to MRP requirements is not required this fiscal year. Melody Tovar (Sunnyvale) requested that the Program develop a five-year budget projection. Chris noted that looking out two years will occur as part of the FY 17-18 budget discussion in November, but Program staff will attempt to project out for an additional three years to provide a rough projection of future fiscal year costs for the Program by the end of the calendar year.

## **VIII. MRP IMPLEMENTATION**

Only priority MRP Implementation items were discussed.

### **A. NEW DEVELOPMENT AND REDEVELOPMENT**

#### **1. Priority Items Identified by Program Staff**

Jill provided the following updates:

- The SCVURPPP GI Framework template is complete and will be sent to the C3PO AHTG. Program staff is planning to have a longer meeting of the C3PO AHTG in January to provide more guidance on preparing Co-permittee-specific GI Frameworks.
- At its last meeting, the BASMAA Development Committee discussed framework guidance and templates developed by several of the larger stormwater programs. The approaches ranged from detailed guidance to short annotated outlines.
- Based on input and recommendations provided by the C3PO AHTG, SCVURPPP will be conducting the following C3 and GI-related workshops during FY 16-17:
  - Annual C3 Workshop;
  - GI training for municipal staff;
  - Conducting installation and O&M inspections of treatment measures (combined with construction inspection training);
  - C3/GI training for developers and consultants.

Melody recommended conducting outreach to construction contractors on proper installation of treatment measures. Jill suggested that Program staff look into the proper forum for a presentation to this audience (such as a professional organization meeting) and then consider future outreach efforts.

- Program staff and District staff are working with State Board staff to develop the Storm Water Resource Plan (SWRP) contract and align tasks with the State Board's template. The scope of work for Program staff involvement is consistent with the MC approved budgets (for match) and anticipated budgets per the grant proposal scope of work.

## **B. TRASH CONTROLS**

### **1. Priority Items Identified by Program Staff**

Chris provided the following updates:

- Approximately 75 participants have signed up for the ZLI webinar being held on Tuesday, October 25. The webinar will be recorded.
- On-land Visual Trash Assessments – Program staff are currently working with Co-permittees to identify assessment sites for FY 16-17.
- Tracking California's Trash Grant –. The Technical Advisory Committee for the project is scheduled to meet on November 16th to provide input on the results/conclusions. Updates on the grant project will be provided at future Trash AHTG and MC meetings.
- Receiving Water Monitoring Program Development – Chris and Kirsten Struve (SCVWD) are participating on a Project Management Team (PMT) that is guiding the project. The PMT has met twice. The project must be completed by July 1, 2017.

## **C. MONITORING AND POLLUTANTS OF CONCERN**

### **1. Priority Items Identified by Program Staff**

Chris reported that the RFP to hire a consultant to develop the regional Reasonable Assurance Analysis (RAA) guidance has been issued by BASMAA to the qualified consultants list. He requested that MC members consider participating on the selection committee and project management team. A Draft RFP for a consultant to conduct modeling for the Program's RAA and SWRP will be developed in November and sent to the POC AHTG for review.

## **D. Outreach Activities**

### **1. Priority Items Identified by Program Staff**

Vishakha Atre (Program staff) provided the following updates:

- The Fall 2016 Green Gardener Training is currently in progress. A total of 18 students are enrolled for the training in English and 23 students are enrolled in the Spanish training. The increase in sign-ups is likely due to the extensive outreach conducted by the Program and Co-permittees.
- At the WEO AHTG meeting on October 6, City of San Jose presented information on the City's partnerships with the San Jose Earthquakes and the San Jose Sharks. The City of San Jose is requesting that SCVURPPP participate in these partnerships by contributing \$25,000 or \$50,000 in FY 17-18. A contribution of \$50,000 will allow SCVURPPP to partner with both teams. A contribution of \$25,000 will allow SCVURPPP to partner with either one of the teams. The MC recommended including this request in the BATG discussions. They also requested additional information on the activities proposed under the partnerships. Kirsten requested additional information on the Caltrans Protect Every Drop campaign and whether partnering with Caltrans will impact the SCVURPPP budget. Vishakha noted that the Caltrans partnership will be discussed at the next WEO AHTG meeting.

- The Municipal Maintenance AHTG will meet on October 26. One of the items on the agenda is a discussion about developing a database to track pesticides used on municipal properties. She asked the MC to send appropriate staff to this meeting so they can participate in the discussion.

**X. ADJOURN**

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





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

**Meeting Attendance Record**

DATE 10/20/16

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

**CO-PERMITTEE REPRESENTATIVES**  
(voting members)

**SIGNATURE**

Bill Helms – Campbell  
Alternate: Kelly Carroll, WVCWP Manager

K Carroll

Cheri Donnelly – Cupertino  
Alternate: Roger Lee

Cheri Donnelly

Aida Fairman – Los Altos  
Alternate: Christopher Lamm

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Tina Tseng – Los Altos Hills  
Alternate: John Chau

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

K Carroll

Judy Chu – Milpitas  
Alternate: Leslie Stobbe

Leslie Stobbe

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

K Carroll

Eric Anderson – Mountain View  
Alternate: Carrie Sandahl

Eric Anderson

Karin North – Palo Alto  
Alternate: Joe Teresi

Karin North

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 Elaine Marshall

Michael Rhoades – Santa Clara County  
Alternate: Julianna Martin

Michael Rhoades Julianna Martin

Kirsten Struve – SCVWD  
Alternate: TBD

Kirsten Struve

Kelly Carroll – West Valley Communities

Kelly Carroll



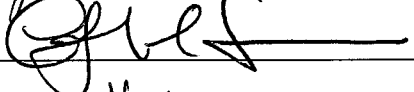
**URBAN RUNOFF PROGRAM STAFF**

Adam Olivieri

Jill Bicknell

Chris Sommers

Vishakha Atre

  
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Vishakha Atre  
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**REGIONAL BOARD REPRESENTATIVE**

Sue Ma


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**INTERESTED PARTIES/AGENCY REPRESENTATIVE**

Trish Mulvey – Clean South Bay

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**ADDITIONAL ATTENDEES**

 J. Castillo SCVWD  
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**Santa Clara Valley Urban Runoff Pollution Prevention Program  
Management Committee Meeting Action Items**

**Action Items from the October 20, 2016 Meeting**

<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
10-16-1	Prepare and send a few slides on the WEF award to the MC	Program staff	October	Done	

**Action Items Remaining from Previous Meetings**

<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
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