



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

**MANAGEMENT COMMITTEE MEETING  
MINUTES  
March 16, 2017**

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

**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. Katherine Cushing (Professor, San Jose State University) and students from the Environmental Studies program introduced themselves. Katherine informed the MC that the students are attending the meeting as part of a project they are doing for their Field Studies in Water Resources Management class.

**II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS**

Adam Olivieri (Program staff) noted that an issue regarding the Watershed Watch Campaign spokesperson will be discussed under Agenda Item VIII.D. Jill Bicknell (Program staff) updated the MC on the Stormwater Finance Forums being held on April 3 and April 5. Some MC members noted that they are on the waiting list for the April 5 (Oakland location) workshop and have not received confirmation. Jill will follow-up with the workshop organizers.

**III. APPROVAL OF MINUTES**

**Motion:** Aida Fairman (Los Altos) moved to approve the minutes from the February 16, 2017 MC meeting. **Second:** Dave Staub (Santa Clara). **Vote:** Motion passed unanimously.

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

Action Items from the February 16, 2017 meeting:

- None

Action Items from previous meetings:

- Action Item 1-19-1 (Discuss developing Program-wide BMP guidance for mobile fueling operations at the IND AHTG) will be discussed at the IND AHTG meeting being held this afternoon.
- Action Item 1-19-1 (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) will be completed upon receiving additional information from Elaine Marshall (Sunnyvale). Dave Staub (Santa Clara) informed the MC that the City of Santa Clara is working with a consultant to analyze using solid waste fees to fund trash management programs.

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

Members of the public did not provide any comments.

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

Water Board (WB) staff was not present at the meeting. Chris Sommers (Program staff) reported on the WB meeting held on March 8, 2017, which included an information item on trash reductions. WB staff updated the WB members on the status of Co-permittee progress towards trash reduction goals. WB members were pleased with the progress made so far and discussed the need for continuing to allow Co-permittees flexibility in the types of control measures implemented.

Jill reported that two appointments were made to the State Water Board. Tam Doduc was reappointed, and a new Board member, Joaquin Esquivel, was appointed to take the seat vacated by Fran Spivy-Weber.

## **VII. PROGRAM BUSINESS**

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

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

No updates.

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

The meeting summary for the CASQA Board of Directors and Executive Program Committee Meeting held on March 8, 2017 is included in the MC Informational Packet. Jill reported that there will likely be a 10% reduction in stormwater permit fee for FY 17-18. The next CASQA General Meeting will be held on May 11 in Ontario.

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

Vishakha Atre (Program staff) updated the MC on the Urban Greening Grants from the California Natural Resources Agency. A total of \$76 million is available statewide for this grant and there is no maximum or minimum funding amount. The main criteria for project selection is that they demonstrate a reduction in greenhouse gases. Grant applications are due on May 1, 2017.

#### **4. San Francisco Bay Restoration Authority (SFBRA)**

Adam informed the MC that Program staff will send out the list of Advisory Committee members for the SFBRA. He asked the MC to work with their contacts to ensure that South Bay and stormwater issues are included or at least considered in the proposed projects. Some MC members noted that the draft SFBRA Grant Program Guidelines are out for review and it does not look like stormwater projects will be eligible for funding. Program staff will look into this and work with BASMAA to submit a letter/concerns to the SFBRA.

### **B. PROGRAM MANAGEMENT**

#### **1. Draft FY 16-17 Program Manager Self-Audit Report**

Chris reported that the Program Memorandum of Agreement and By-Laws require the completion of mid-year and end-of-year Self-Audit Reports. The mid-year FY 16-17 Self-Audit Report, covering the period of July 1, 2016 to February 28, 2017, was sent to the MC for review on March 3, 2017. Program staff received minor comments from the City of Sunnyvale and these will be addressed. He requested the MC to consider approving the Self-Audit Report.

**Motion:** Napp Fukuda (San Jose) moved to approve the Self-Audit Report, contingent on addressing minor comments received. **Second:** Eric Anderson (Mountain View).  
**Vote:** Motion passed unanimously.

## 2. FY 17-18 Program Work Plan

Chris reported that the FY 17-18 Work Plan was sent to the MC for review on March 3, 2017. It was also posted on the “members only” page of the SCVURPPP website. The Work Plan identifies Program, Co-permittee, and regional tasks for FY 17-18. Program staff received minor comments from Sunnyvale. Chris asked the MC to consider approving the FY 17-18 Work Plan.

**Motion:** Napp Fukuda (San Jose) moved to approve the Program’s FY 17-18 Work Plan, contingent on addressing minor comments received. Eric Anderson (Mountain View). **Vote:** Motion passed unanimously.

## 3. Proposed FY 16-17 Annual Report Form

Jill informed the MC that the FY 16-17 Annual Report Form was sent to them for review on March 10, 2017. It was also posted on the “members only” page of the SCVURPPP website. No comments were received. She asked the MC to consider approving the FY 16-17 Annual Report Form. Sharon Newton (San Jose) said that San Jose staff may send minor comments this week.

**Motion:** Dave Staub (Santa Clara) moved to approve the FY 16-17 Annual Report Form, contingent on addressing additional comments, and authorize the Program Manager to transmit the Annual Report Form and the transmittal letter on behalf of SCVURPPP Co-permittees via BASMAA to the Water Board by April 1, 2017.

**Second:** Michael Rhoades (County of Santa Clara). **Vote:** Motion passed unanimously.

## 4. 2016 Program Summary

Chris reported that the Program Summary is in progress. A draft will be sent to the MC for review next week.

### C. PROGRAM BUDGET

#### 1. Program Manager Notice to Proceed as of July 1

Chris informed the MC that the Program’s fiscal agent, the City of Sunnyvale, requires approval of a Notice-to-Proceed from the MC in order to modify the Program Manager’s agreement for FY 17-18.

**Motion:** Cheri Donnelly (Cupertino) moved to approve the Notice-to-Proceed for the Program Manager Agreement for FY17-18, effective July 1, 2017. **Second:** Michael Rhoades (County of Santa Clara). **Vote:** Motion passed unanimously.

#### 2. Program Budget Projection for FYs 2018-19, 2019-20, and 2020-21

Chris reported that Program staff is working on the budget projection and it will be sent to the MC soon.

## VIII. MRP IMPLEMENTATION

### A. NEW DEVELOPMENT AND REDEVELOPMENT

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

Jill provided the following updates:

- FY 16-17 C.3/GI Work Plan – Program staff is continuing to work on the high priority tasks, including guidance on legal mechanisms for GI implementation, development of the GI Handbook, and preparations for the GI workshop on April 19. The registration flyer for the GI workshop will be sent soon. Some MC members recommended that the work include a discussion on GI conflicts with underground utilities.
- Storm Water Resource Plan (SWRP) – On February 28, Program staff and District staff met with the State Board's Grant Manager for the official kick-off meeting. Program staff has formed the SWRP Technical Advisory Committee and scheduled its first meeting for March 23, and is working on upcoming submittals (SWRP outline and stakeholder outreach strategy). Program staff is also developing a Request for Proposals (RFP) to select a team to conduct the hydrologic modeling needed for the SWRP and develop a countywide RAA for PCBs/Hg.

The MC discussed GI requirements and recommended conducting training for municipal staff and landscape contractors/installers on maintenance of LID measures. Jill noted that a new National Green Infrastructure Certification Program (NGICP) has developed a training program for installing, inspecting and maintaining GI facilities, and the first certifications were awarded in January 2017. National roll-out is planned for 2018. More information is available on the program's website: [www.ngicp.org](http://www.ngicp.org).

Some MC members also recommended conducting dialogues on GI projects, similar to the Site Design Dialogues held when C.3 requirements were first introduced.

### B. TRASH CONTROLS

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

Chris provided the following updates:

- 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. Program staff plan to send Co-permittees monthly updates on percent reductions to assist with tracking load reductions in preparation for demonstrating the 70% load reduction goal.
- The regional project to develop a trash receiving water monitoring program is ongoing. The project management team has received the internal first draft of the Receiving Water Monitoring Plan for review. The Plan is due to the WB by July 1. Implementation is scheduled to begin by October 1.
- The next BASMAA Trash AHTG meeting will be held on Tuesday, March 28, 2017.

## C. MONITORING AND POLLUTANTS OF CONCERN

### 1. Priority Items Identified by Program Staff

Chris provided the following updates:

#### a. Electronic Status Monitoring Data Report (C.8.h.ii.)

The Electronic Status Monitoring Data Report is due to the Water Board on March 31. Data included in the electronic report were presented to the MC in February and are included in the Program's Urban Creeks Monitoring Report. He requested the MC to consider approving the Data Report.

**Motion:** Eric Anderson (Mountain View) moved to approve the Electronic Status Monitoring Data Report and to authorize the Program Manager to transmit the Report and transmittal letter on behalf of SCVURPPP Co-permittees to the Water Board by March 31, 2017. **Second:** Dave Staub (Santa Clara) **Vote.** Motion approved unanimously.

#### b. Urban Creeks Monitoring Report (C.8.h.iii.)

The Urban Creeks Monitoring Report (UCMR) is also due to the Water Board on March 31. It was sent to the MC for review and comments. Program staff is addressing minor comments received from San Jose and SCVWD. He requested the MC to consider approving the UCMR.

**Motion:** Eric Anderson (Mountain View) moved to approve the Urban Creeks Monitoring Report and to authorize the Program Manager to transmit the Report and transmittal letter on behalf of SCVURPPP Co-permittees to the Water Board by March 31, 2017. **Second:** Dave Staub (Santa Clara). **Vote.** Motion approved unanimously.

#### c. RAA Consultant Selection Process

Co-permittees are required to conduct an RAA to address PCB and Mercury load reductions required by the TMDLs. A BASMAA project that will develop regional guidance for conducting RAAs for PCBs and mercury in the Bay Area is currently underway. The project's consulting team includes Geosyntec and Paradigm Environmental. Chris is serving as the project manager for BASMAA. The project will result in an RAA Guidance Document that has incorporated input from the project's Technical Advisory Committee (TAC). The project is scheduled to be completed by June 2017. In addition to the regional guidance document, 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 Stormwater Resource Plan (SWRP). The Draft RFP will likely be available for review by Co-permittees in April and released soon after to qualified consulting firms/organizations. The goal is to have a RAA/SWRP modeling team on board before the end of the fiscal year.

#### d. Other Topics

Chris reported that the Program sent a letter commenting on the proposed 303(d) and 305(b) report which includes the 303(d) list of impaired water bodies. BASMAA and CASQA are also submitting comment letters. Adam noted that Program staff may also provide public testimony at the public hearing.

**D. Outreach Activities****1. Priority Items Identified by Program Staff**

Adam updated the MC on a discussion held at the WEO AHTG meeting about the need for a new Watershed Watch bilingual (English and Spanish) spokesperson. Ricardo Barajas (SCVWD) has been the Watershed Watch spokesperson for some years. Due to some changes in District policies, media interview opportunities have to be first offered to District Board members. Therefore, Watershed Watch interviews will also need to be offered to District Board members first. If Board members are not available, then the opportunity will be offered to Ricardo. Since SCVURPPP's longstanding policy relies on local agency Co-permittee staff familiar with the Program as spokespersons, Program staff are looking for a new Co-permittee staff person to fill this role. The MC suggested some agency staff for this role, and asked Program staff to send a description of the role and responsibilities to the MC and WEO AHTG.

Vishakha updated the MC on upcoming Watershed Watch outreach events, and changes that BASMAA is proposing to the OWOW shelf-talkers. The WEO AHTG discussed these changes at the last meeting, and asked Vishakha to bring their concerns to the next BASMAA meeting.

*Action: Program staff will send a description of the Watershed Watch spokesperson role and responsibilities to the MC and WEO AHTG and ask for recommendations.*

**E. Other Permit-Related Activities****1. Priority Items Identified by Program Staff**

No items.

**IX. OTHER BUSINESS**

No items.

**X. ADJOURN**

The MC meeting adjourned at 11:20 a.m.



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

**Meeting Attendance Record**

DATE Mar 16, 2017

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**

Roger Storz – Campbell

Alternate: Kelly Carroll, WVCWP Manager

KCarroll

Cheri Donnelly – Cupertino

Alternate: Roger Lee

CCD

Aida Fairman – Los Altos

Alternate: Christopher Lamm

A.F.

Allen Chen – Los Altos Hills

Alternate: Tina Tseng

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Matt Morely – Los Gatos

Alternate: Kelly Carroll, WVCWP Manager

Alternate: Jim Harbin

KCarroll

Judy Chu – Milpitas

Alternate: Leslie Stobbe

JChu

Jeannie Hamilton – Monte Sereno

Alternate: Kelly Carroll, WVCWP Manager

KCarroll

Eric Anderson – Mountain View

Alternate: Carrie Sandahl

EAnderson

Karin North – Palo Alto

Alternate: Pamela Boyle Rodriguez

Alternate: Michel Jeremias

KNorth Pamela Boyle

Napp Fukuda – San Jose

Alternate: Sharon Newton

NFukuda Sharon Newton

Dave Staub – Santa Clara

Alternate: Karin Hickey

DStaub

John Cherbone – Saratoga

Alternate: Kelly Carroll, WVCWP Manager

Alternate: Mainini Cabute

KCarroll

Melody Tovar – Sunnyvale

Alternate: Elaine Marshall

Melody Tovar Mainini Cabute

Michael Rhoades – Santa Clara County

Alternate: Julianna Martin

Michael Rhoades Julianna Martin

Kirsten Struve – SCVWD

Alternate: Brett Calhoun

KStruve

Kelly Carroll – West Valley Communities

KCarroll


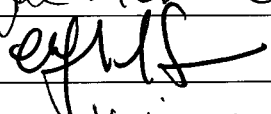
**URBAN RUNOFF PROGRAM STAFF**

Adam Olivieri

Jill Bicknell

Chris Sommers

Vishakha Atre

  
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 Jill Bicknell  
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 Vishakha Atre  
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**REGIONAL BOARD REPRESENTATIVE**

Sue Ma

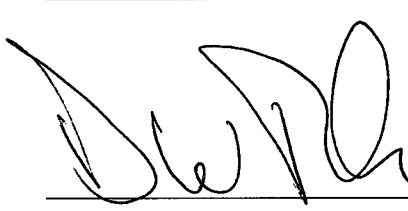

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**INTERESTED PARTIES/AGENCY REPRESENTATIVE**

Trish Mulvey – Clean South Bay

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**ADDITIONAL ATTENDEES**

 David Tuelken  
 City of Campbell  
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 J. Castillo  SCSWB  
 \_\_\_\_\_  
 Katherine Cushing SJSU  
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 Lesley Secrist SJSU  
 \_\_\_\_\_  
 Tiffany Chao SJSU  
 \_\_\_\_\_  
 Allison Gibson SJSU  
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 Jordyn Wolfand Stanford  
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 Kit Gordon Town of Los Altos Hlt  
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 Silas Maizner One Water - SCSWB  
 \_\_\_\_\_  
 Arielle Mosgrave - SJSU  
 \_\_\_\_\_  
 Andie Creager - SJSU  
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 Jonathan Martinez - SJSU  
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**Santa Clara Valley Urban Runoff Pollution Prevention Program  
Management Committee Meeting Action Items**

**Action Items from the March 16, 2017 Meeting**

<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
3-17-1	Send a description of the Watershed Watch spokesperson role and responsibilities to the MC and WEO AHTG and ask for recommendations	Program staff	March	Done	Aida Fairman (Los Altos) and Carolina Camarena (Communications Division, San Jose) will be the new Campaign spokespersons.

**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>
1-19-1	Discuss developing Program-wide BMP guidance for mobile fueling operations at the IND AHTG.	Program staff	April	Done	Discussed at the IND AHTG meeting on 3/16/17
12-15-1	Prepare rough draft Program budget projections for remaining MRP permit term	Program staff	April	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	To Be Done	Sunnyvale to better define questions, scope & conference call invitees