



**MANAGEMENT COMMITTEE MEETING  
MINUTES**  
December 15, 2016

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. Karin Hickey (Santa Clara) introduced Devon Toda, the new Compliance Manager at the City of Santa Clara.

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

Adam Olivieri (Program staff) requested that an item be added under Item VII.A. Program Manager's Report to discuss the San Francisco Bay Restoration Authority Advisory Committee solicitation. The MC recognized Joe Teresi (Palo Alto) for his contributions to SCVURPPP and presented him with a certificate of recognition. Joe will be retiring from the City of Palo Alto at the end of December.

The following announcements were made:

- Kelly Carroll (West Valley Communities) informed the MC that long time MC member Bill Helms (Campbell) will be retiring soon.
- Elaine Marshall (Sunnyvale) informed the MC that the City of Sunnyvale is hiring a Stormwater Program Coordinator. She will send the announcement to Program staff for forwarding to the MC.

**III. APPROVAL OF MINUTES**

**Motion:** Cheri Donnelly (Cupertino) moved to approve the minutes from the November 17, 2016 MC meeting. **Second:** Napp Fukuda (San Jose). **Vote:** Motion passed unanimously.

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

Action Items from the November 17, 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.

**VI. WATER BOARD STAFF COMMENTS**

Water Board (WB) staff was not present at the meeting. Adam informed the MC that WB staff is preparing a response for the unfunded mandate test claims and has requested

copies of Co-permittee 2004 Urban Runoff Management Plans. Program staff will follow-up on this request. Chris Sommers (Program staff) reported that WB staff is reviewing Sections C.2, C.3 and C.10 of the FY 15-16 Annual Reports. Jill Bicknell (Program staff) reported that Program staff has started developing the template for the FY 16-17 Annual Report.

## VII. PROGRAM BUSINESS

### A. PROGRAM MANAGER'S REPORT

#### 1. BASMAA Update

Adam informed the MC that based on requests from other stormwater programs, BASMAA is considering developing three-year budgets. He has conveyed to BASMAA that SCVURPPP approvals are all tentative until the MC approves the budget and final annual Program work plans. Adam noted that this concern was expressed by the San Mateo program as well.

#### 2. CASQA Update

Jill updated the MC on the following events:

- CASQA held a webinar on Unfunded Mandates on December 14, 2016 from 10:30 a.m. to 12 noon. A panel of attorneys presented the unfunded mandate test claims that have been filed by agencies throughout the state and then participated in a panel discussion.
- The next CASQA General Meeting will be held on January 12, 2016 in Sacramento. It will include updates from State and Federal regulators and updates on current activities related to pollutants of concern (bacteria, pesticides, trash, copper, and zinc). It was suggested that an Areawide Program registration be purchased for the webcast of the meeting.

#### 3. Grants Update

Vishakha Atre (Program staff) updated the MC on the State Coastal Conservancy's Proposition 1 Grants. The Conservancy will fund urban greening projects in the nine counties of the San Francisco Bay Area in this round of funding. However, stormwater projects must be part of a stormwater resource plan. Grant applications are due on February 17, 2016. Programs staff will send the MC a link to the grant announcement.

#### 4. Other Items

Adam informed the MC that the San Francisco Bay Restoration Authority is accepting applications to serve on its Advisory Committee. Adam recommended that SCVURPPP submit an application with Napp Fukuda (San Jose) as the primary representative and Adam as the secondary representative. The MC agreed with the approach and directed Program staff to complete the application before close of business on December 15, 2016.

**Action:** Program staff will complete and submit the San Francisco Bay Restoration Authority Advisory Committee member application.

### B. PROGRAM MANAGEMENT

No items.

## C. PROGRAM BUDGET

### 1. Final Draft FY 17-18 Program Budget

Chris reported that the Final Draft FY 17-18 Program Budget packet was sent to the MC on December 8, 2016. The Budget was revised and finalized per comments received from the BATG at its meeting on November 30, 2016. He asked the MC to consider approving the Budget. He added that Program staff will prepare the FY 17-18 Work Plan per the approved Budget and will bring it to the MC in March along with the Program Manager Notice-to-Proceed. Program staff will also be preparing a budget projection through the rest of the MRP term and will provide to MC members in late January.

**Motion:** Napp Fukuda (San Jose) moved to approve the Final Draft FY 17-18 Program Budget. **Second:** Eric Anderson (Mountain View). **Vote:** Motion passed unanimously.

**Action:** Program staff will prepare rough draft Program budget projections for the remaining MRP permit term.

## VIII. MRP IMPLEMENTATION

### A. NEW DEVELOPMENT AND REDEVELOPMENT

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

Jill provided the following updates:

- Program staff and District staff are working with State Board staff to develop the Storm Water Resource Plan (SWRP) grant agreement. It is expected that the contract will be completed this month and work on grant-funded tasks will begin in early January. A Technical Advisory Committee (TAC) will be formed to assist with SWRP implementation. Kelly Carroll (West Valley Communities), Kirsten Struve (SCVWD) and Elaine Marshall (Sunnyvale) volunteered to participate on the TAC.
- The next C3PO AHTG meeting will be held on January 30. The focus of the meeting will be a workshop on completing the GI Framework. Jill asked the MC to let her know if they have any suggestions on structuring the agenda for this meeting.
- A joint Monitoring/POC and C3PO AHTG meeting will be held on December 19 to discuss the data needs from regulated projects and GI projects for the interim accounting methodology and future RAA efforts.

### B. TRASH CONTROLS

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

Chris provided the following updates:

- The Program is currently focused on developing two draft performance standards for trash. The first is for an enhanced business inspection and control program. Program staff has developed a preliminary project concept and received comments from Co-permittees. The second is for curb-inlet screens, as an outgrowth of the Tracking California's Trash project. A preliminary project concept is currently under development. Program staff

plans to present the project concepts to Water Board staff in January 2017. If the concepts appear to be acceptable to Water Board staff, then the projects would begin immediately and run through 2017.

- Program staff have begun conducting on-land visual trash assessments. Assessment data are housed on the Program's web-accessible database available through the members-only portion of the Program's website.
- Monitoring associated with the Prop 84 funded Tracking California's Trash is complete. Interpretations of the monitoring data for street sweeping and partial capture devices will be completed and reports will be completed in December or January.
- The BASMAA regional project to develop a trash receiving water monitoring program is ongoing, and the project management team (PMT) is working with the consultant to complete the scope by July 1, 2017. Program, Water District, and San Jose staff participate on the PMT.

Karin North (Palo Alto) reported that Palo Alto's trash boom is working very well. Elaine reported that the City of Sunnyvale is working with a consultant to install HDS units at two locations.

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

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

Chris provided the following updates:

- Co-permittees are required to conduct an RAA to address PCB and Mercury load reductions required by the TMDLs. A project that will develop regional guidance for conducting RAAs for PCBs and mercury in the Bay Area is currently underway. A consultant selection team, which included the City of San Jose, selected a team that consists of Geosyntec, Paradigm Environmental, and SFEI to create an RAA Guidance Document and facilitate a Technical Advisory Committee (TAC) to provide input on the guidance. The project will kick off in January 2017 with the first Project Management Team (PMT) and TAC meetings. The project is scheduled to be completed by June 2017.
- 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 draft project scope and budget was just completed. The scope of work for developing the protocol as a BASMAA regional project will be included in a Request for Proposals, which is currently under development. The project scope and budget will be reviewed at the December 19th POC AHTG meeting. The project is tentatively scheduled to begin in early 2017. Chris requested MC members to consider participating on the project management team. Adam noted that the proposed first year budget is in line with Program expectations and that the proposed future year budgets for the project are tentative. He also noted that he had explained to BASMAA that SCVURPP felt that the overall estimated budget projections for the project were high and that SCVURPPP will be looking for opportunities for savings in the proposed project budgets.
- A draft report on the Clean Watersheds for a Clean Bay (CW4CB) project will be sent for review soon. It will cover several PCB control measure projects.

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

Vishakha updated the MC on the WEO AHTG meeting held on December 13, 2016. The WEO AHTG discussed the funding request from San Jose and recommended that SCVURPPP's contribution of \$25,000 be used toward the partnership with the Earthquakes soccer team. This budget is consistent with the FY 17-18 Program budget. The WEO AHTG also heard a presentation on the Caltrans Protect Every Drop campaign. At its next meeting, the AHTG will discuss opportunities and ways to leverage the Protect Every Drop campaign locally.

**E. Other Permit-Related Activities****1. Priority Items Identified by Program Staff****a. Conditionally Exempted Discharges Report**

Jill reported that Program staff recently updated the SCVURPPP Conditionally Exempted Discharges (CED) Report to reflect the most recent requirements in the reissued MRP Provision C.15.b. The Water Utility AHTG has reviewed and accepted the revised report. The revised report was sent to the MC on December 8. Jill asked the MC to accept the document as Program guidance. The MC discussed and accepted the revised report as Program guidance.

**IX. Other Business**

No items.

**X. ADJOURN**

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



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

**Meeting Attendance Record**

DATE Dec 15, 2016

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

CCD

Aida Fairman – Los Altos  
Alternate: Christopher Lamm

A.F.

Tina Tseng – 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

J E Stobbe

TBD – Monte Sereno  
Alternate: Kelly Carroll, WVCWP Manager

K Carroll

Eric Anderson – Mountain View  
Alternate: Carrie Sandahl

[Signature]

Karin North – Palo Alto  
Alternate: Pam Rodriguez  
Alternate: Michel Jeremias

Joe Teresi ☺ [Signature]

Napp Fukuda – San Jose  
Alternate: Sharon Newton

fukuda Sharon Newton

Dave Staub – Santa Clara  
Alternate: Karin Hickey

Karin Hickey

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

K Carroll

Melody Tovar – Sunnyvale  
Alternate: Elaine Marshall

Elaine Marshall

Michael Rhoades – Santa Clara County  
Alternate: Julianna Martin

Michael Rhoades

Kirsten Struve – SCVWD  
Alternate: TBD

[Signature]

Kelly Carroll – West Valley Communities

Kelly Carroll

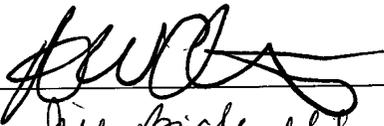
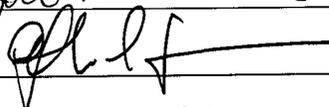
**URBAN RUNOFF PROGRAM STAFF**

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**

 Devon Toba, Santellara  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Action Items from the December 15, 2016 Meeting**

<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>	<b>Comments</b>
12-15-1	Prepare rough draft Program budget projections for remaining MRP permit term	Program staff	January	In Progress	
12-15-2	Complete San Francisco Bay Restoration Authority Advisory Committee Member Application	Program staff	12-15-16	Completed	Napp main member and Adam alternate

**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