

**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

September 21, 2017 Meeting

MATERIALS FOR INFORMATION

II. September 21, 2017 Agenda

III. August 17, 2017 MC Meeting Minutes

IV. August 17, 2017 Action Items



**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

AGENDA

MANAGEMENT COMMITTEE MEETING

September 21, 2017, 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 (August 17, 2017 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.*
- 10:00** **B. Program Management**
1. FY 16-17 Program Annual Report – *request for approval of draft report and authorization of the Program Manager to sign the certification form and submit the Annual Report to the Water Board on behalf of the MC consistent with the MRP.*
2. FY 16-17 BASMAA Annual Report – *request for approval of BASMAA regional reports and cover letter with certification, and authorization of the Program Manager to transmit the document to the Water Board (via BASMAA) consistent with the MRP.*
3. FY 16-17 Co-permittee Annual Reports – *status report.*
- 10:10** **C. Program Budget**
1. FY 16-17 Annual Budget Compilation (ABC) Report – *request for acceptance.*
- 10:15** **VIII. MRP Implementation**
- 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.*
 - a. Receiving Water Monitoring Plan – *status report.*
 - b. Trash Load Reduction – *status report.*
2. Management Committee Requested Items

10:35 C. Monitoring / Pollutants of Concern

1. Priority Items Identified by Program Staff-- *see MC briefing memorandum.*
 - a. POC Control Measures Plan – *status report*
 - b. POC Monitoring Plan – *status report*
 - c. Reasonable Assurance Analysis (RAA) – *status report.*
 - d. Other POC Work Plan Items
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**
August 17, 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.

II. ADDITIONS OR REVISIONS TO THE AGENDA; ANNOUNCEMENTS

There were no revisions to the agenda. The following announcements were made:

- Jill Bicknell (Program staff) reported that Kelly Carroll is no longer with the West Valley Clean Water Program. She passed around a Certificate of Appreciation for the MC's signature.
- Elaine Marshall (Sunnyvale) informed the MC that the City of Sunnyvale has hired Janny Choy as the new stormwater program coordinator. She added that Julie Choun (Sunnyvale) is currently the Senior Acting Inspector at the City of Sunnyvale.
- Pam Boyle Rodrigues (Palo Alto) informed the MC that the City of Palo Alto has an opening for an Associate Engineer - Stormwater position. The applicant does not need to be an engineer. She asked Program staff to distribute the job announcement.

III. APPROVAL OF MINUTES

Motion: Dave Staub (Santa Clara) moved to approve the minutes from the June 15, 2017 MC meeting. **Second:** Napp Fukuda (San Jose). **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the June 15, 2017 meeting:

- None.

Action Items from previous meetings:

- Action Item 5-17-1 (Prepare an updated schedule for the SWRP, GI Planning, and RAA efforts that indicates how and when Co-permittees will be engaged) has been completed. The schedule was presented at the Joint C3PO/POC AHTG meeting on July 14, 2017.
- Action Item 12-16-1 (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) is complete. Program staff will plan a meeting after the November MC meeting or on another date soon after to discuss this issue.

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

Members of the public were not present.

1021 S. Wolfe Rd., Suite 185 • Sunnyvale, CA 94086 • tel: (408) 720-8811 • fax: (408) 720-8812
1410 Jackson Street • Oakland, CA 94612 • tel: (510) 832-2852 • fax: (510) 832-2856

1-800-794-2482

VI. WATER BOARD STAFF COMMENTS

Water Board (WB) staff were not present. Chris Sommers (Program staff) said that he will provide an update on discussions with WB staff under Item VIII.B Trash Controls.

VII. PROGRAM BUSINESS

A. PROGRAM MANAGER'S REPORT

1. BASMAA Update

Adam Olivieri (Program staff) reported that the BASMAA Board is reviewing the Executive Director's contract. The Board is also considering options for possible changing the BASMAA structure, including reverting to a MOU.

Jill reported that some agencies are concerned that WB staff wants Permittees to report the indoor use of pesticides of concern. The BASMAA Board will discuss this issue at its next meeting on August 31. Program staff will update the MC.

Adam informed the MC that the EPA is organizing a workshop on MS4 Permit Evolution on November 16-17. Adam is discussing with Matt Fabry (SMCWPPP) to ensure that the workshop is focused on streamlining future MRP requirements.

2. CASQA Update

Jill gave a brief presentation on CASQA, its role, 2016 accomplishments, and future activities. CASQA conducts this outreach annually to update CASQA members on the benefits that they receive from their membership.

3. Grants Update

Vishakha Atre (Program staff) reported on the following two upcoming grants:

- Water District's Safe, Clean Water and Natural Flood Protection Program Grants - The District is accepting proposals for the following priorities: B7 (Support Volunteer Cleanup Efforts and Education), D3 (Access to Trails and Open Space), and D3 (Restore Wildlife Habitat). Additional information is available at <http://www.valleywater.org/Grants.aspx>.
- State Coastal Conservancy Proposition 1 Grants - Priority project types include: water sustainability improvement, anadromous fish habitat enhancement, wetland restoration, and urban greening. However, Green Infrastructure projects need to be part of a Storm Water Resource Plan. Additional information is available at <http://scc.ca.gov/2017/08/15/coastal-conservancy-prop-1-grant-solicitation>

Kirsten reported that the RFP for Measure AA will be issued this fall. Chris said that he will contact Luisa Valiela (EPA) to clarify what types of projects are eligible to receive funding.

B. PROGRAM MANAGEMENT

1. Review of FY 16-17 Program Management Services – Final Self Audit Report

Chris stated that the FY 16-17 Self Audit Report (SAR) was sent to the MC on August 9, 2017. The SAR was prepared consistent with the SCVURPPP MOA/Bylaws and documents the activities and tasks conducted by the Program Manager from July 2016 through June 2017. Program staff did not receive any comments on the SAR. The MC accepted the Self-Audit Report as final.

2. FY 16-17 Annual Report

The Draft FY 16-17 Program Annual Report will be sent to the MC next week for review. The MC will be asked to approve the report at its September 21st meeting. Co-permittees that would like completeness reviews of their own annual reports should submit them to Vishakha by September 8.

Chris updated the MC on the collection of Co-permittee C3 Data for pollutant load reduction calculations. He said that Program staff is recommending that the data collection be offset by a year to give Co-permittees additional time to put together the information and submit to Program staff. The MC agreed with this recommendation.

C. PROGRAM BUDGET

1. FY 16-17 Annual Budget Compilation (ABC) Report

The FY 16-17 ABC Report will be sent to the MC in early September for information.

2. Status of Assessments Received for FY 17-18

Jill reported that assessments have been received from all Co-permittees. She thanked the MC for taking care of the payments promptly.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill provided the following updates:

- Stormwater Resource Plan (SWRP) – Work has been completed on the initial data collection, watershed characteristics, and water quality memoranda. A consultant (Paradigm Environmental) has been selected by the Program to conduct the GIS and modeling analyses for identification and evaluation of projects for the SWRP. The first consultant products – memoranda on the review of available models and tools and on the methodology and metrics for identifying and evaluating projects – will be sent to the MC and Technical Advisory Committee (TAC) in September. Program staff is investigating the possibility of scheduling the next TAC on September 21, right after the MC meeting. Currently, MC members from San Jose, Sunnyvale and SCVWD staff are on the TAC. Jill asked additional MC members to consider participating on the TAC. Elaine Marshall (Sunnyvale) requested that Program staff consider giving a presentation on the memoranda to make them easier to understand.
- GI Handbook - Program staff is continuing to work on draft sections of the GI Handbook. The draft GI Handbook will be provided to the GI work group for review soon. Pam and Elaine requested that they be added to the work group.

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- Receiving Water Monitoring Program Development – WB staff provided comments on the Draft Trash Receiving Water Monitoring Plan. Most

comments can be easily addressed. The Program Management Team (including Program staff) is planning to meet with Water Board staff to discuss remaining comments, and then BASMAA plans to respond in writing.

- Annual Report Forms for C.10 – Draft Annual Report forms for C.10 have been sent to all Co-permittees, except Milpitas and Sunnyvale, who will receive their draft sections within the next day or two.

C. MONITORING AND POLLUTANTS OF CONCERN

No items.

D. OUTREACH ACTIVITIES

1. Priority Items Identified by Program Staff

The next meeting of the WEO AHTG will be held on August 21, 2017.

E. Other Permit-Related Activities

Julianna Martin (County of Santa Clara) reported that the Water Board is auditing the County for compliance with Provisions C2f, C3, C4, C5, and C10. County staff has requested that the audit be conducted after the Annual Report is submitted.

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 Aug 17, 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

David Tucker – Campbell
Alternate: Roger Storz

Cheri Donnelly – Cupertino
Alternate: Roger Lee

Aida Fairman – Los Altos
Alternate: Christopher Lamm

Allen Chen – Los Altos Hills
Alternate: Tina Tseng

Matt Morely – Los Gatos
Alternate: Jim Harbin

Judy Chu – Milpitas
Alternate: Leslie Stobbe

Julie Behzad – Monte Sereno
Alternate: Jeannie Hamilton

Eric Anderson – Mountain View
Alternate: Carrie Sandahl

Karin North – Palo Alto
Alternate: Pamela Boyle Rodriguez
Alternate: Michel Jeremias

Napp Fukuda – San Jose
Alternate: Sharon Newton

Dave Staub – Santa Clara
Alternate: Karin Hickey

John Cherbone – Saratoga
Alternate: Mainini Cabute

Melody Tovar – Sunnyvale
Alternate: Elaine Marshall

Julianna Martin – Santa Clara County
Alternate: Garik Iosilevsky

Kirsten Struve – SCVWD
Alternate: Brett Calhoun

Cheri Donnelly

[Signature]

[Signature]

Pamela Boyle Rodriguez / Michel Jeremias

Dave Staub

Elaine Marshall

Julianna Martin / Garik Iosilevsky


URBAN RUNOFF PROGRAM STAFF

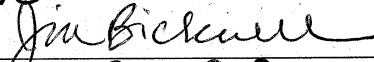
Adam Olivieri

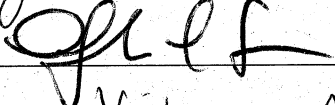
Jill Bicknell

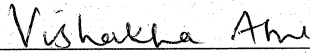
Chris Sommers

Vishakha Atre









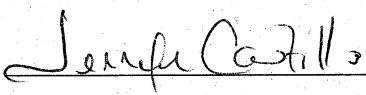
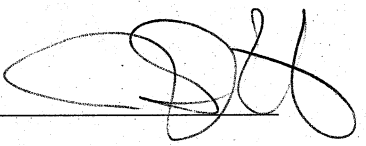
REGIONAL BOARD REPRESENTATIVE

Sue Ma

INTERESTED PARTIES/AGENCY REPRESENTATIVE

Trish Mulvey – Clean South Bay

ADDITIONAL ATTENDEES

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

Action Items from the August 17, 2017 Meeting

None.

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments
12-16-1	Prepare rough draft Program budget projections for remaining MRP permit term	Program staff	October	In Progress	Will be included with the Program's Draft FY 18-19 Budget Package
3-16-1	Coordinate a study session to discuss the feasibility of using solid waste fees to fund trash management programs.	Program staff/ Sunnyvale	November	In Progress	Meeting will be held after the November MC meeting