



**MANAGEMENT COMMITTEE MEETING
MINUTES**

January 18, 2018

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

Jill Bicknell (Program staff) informed the MC that she and Jackie Davison (Sunnyvale) will attend the Water District's Board meeting on January 25 to present the plaque for the CASQA Outstanding News, Information, Outreach, and Media Project Award for the City of Sunnyvale's *Schools Goin' Green* project. This project was funded through a grant from the Water District.

III. APPROVAL OF MINUTES

Motion: Dave Staub (Santa Clara) moved to approve the minutes from the November 16, 2017 and December 21, 2017 MC meetings. **Second:** Kirsten Struve (SCVWD) **Vote:** Motion passed unanimously.

IV. REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the November 17, 2017 meeting:

- None.

Action Items from previous meetings:

- None.

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 were not present at the meeting and no comments were submitted.

VII. PROGRAM BUSINESS

A. PROGRAM MANAGER'S REPORT

1. BASMAA Update

Adam Olivieri (Program staff) reported that the BASMAA Executive Committee will meet before each BASMAA Board meeting to discuss the BASMAA administrative and funding structure. He will keep the MC posted on the discussion.

2. CASQA Update

Jill provided the following updates from the CASQA Board of Directors meeting held on January 10, 2018:

- The Board approved the new 2018 officers and chairs. Daniel Apt is the new Chair for the CASQA Board of Directors.
- The Board extended the contract for the Executive Director and Association Management Team.
- The Board approved funding for a number of technical projects, including EOA's proposal to conduct On-Land Visual Trash Assessment and Trash Full Capture Equivalency Training to CASQA members throughout the State.

Jill added that the CASQA General Meeting held on January 11, 2018 was well attended and included good information from regulatory agencies. The presentations from the meeting will be posted on the CASQA website soon. Some MC members noted that they had problems accessing the webcast.

3. Grants Update

Vishakha Atre (Program staff) reported on the following two new grant announcements: Pest Management Alliance Grants from the Department of Pesticide Regulation, and the Environmental Education Local Grant Program from the USEPA. A handout describing these grants is included in the MC Information Packet.

B. PROGRAM MANAGEMENT

1. 2017 Program Summary

Chris Sommers (Program staff) reported that the 2017 Program Summary is in progress. A draft version will be sent to the MC for review in February.

2. FY 17-18 Annual Report Form

Jill reported that Program staff is preparing the FY 17-18 Annual Report form. The Annual Report sections will be sent to appropriate AHTGs for review. The Annual Report Form will be brought to the MC for approval at the March meeting.

C. PROGRAM BUDGET

1. FY 18-19 Program Budget

The FY 18-19 Program budget, which includes draft Program budget projections for FYs 19-20 and 20-21, was approved by the MC in December.

2. FY 18-19 Program Work Plan

Chris reported that the FY 18-19 Program Work Plan will be sent to the MC for review in early March, and brought to the March MC meeting for approval, along with the Program Manager Notice-to-Proceed for FY 18-19.

VIII. MRP IMPLEMENTATION

A. NEW DEVELOPMENT AND REDEVELOPMENT

1. Priority Items Identified by Program Staff

Jill provided the following updates:

- Stormwater Resource Plan (SWRP) – The Program's consultant, Paradigm Environmental, is conducting the geospatial analysis to identify, screen, and apply the prioritization metrics to potential projects. Information received from Co-permittees and stakeholders on planned and potential Green Infrastructure (GI) projects was included in the analysis. The initial screening and prioritization results have been sent to the MC for review, and a meeting will be held on January 22, 2018 to review the results.
- GI Handbook - Program staff received over 370 comments from Co-permittees on Part 1 of the GSI Handbook and are incorporating them into the Handbook. The revised draft GSI Handbook will be submitted to State Board as a SWRP grant deliverable. Two workshops will be held in April 2018 to obtain Co-permittee staff input on Part 2 of the GSI Handbook (details and specifications).
- GSI Funding Workshop - The guidance memo on funding options has gone through a peer review by SCI, and comments from the C3PO AHTG and MC have been received and are being incorporated. A 2-hour workshop will be held in February to review the funding options. A date and location will be announced soon.

B. TRASH CONTROLS

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- The Receiving Water Monitoring Program for Trash was submitted to the Water Board for approval in mid-November. Approval of the Plan by the Water Board Executive Officer is anticipated this month. Trash monitoring/assessment began in November 2017. A training workshop for Co-permittee staff is currently being planned for spring 2018.
- Water Board staff will present an information item on compliance with the trash provisions to the Water Board at its March meeting.
- Program staff attended a meeting with Caltrans and VTA staff to discuss collaboration on trash and GI. A number of Co-permittees also attended. Jill presented information on GI planning and the SWRP. The intent of the meeting was to provide updates on trash and GI efforts and explore coordination and funding options. This was the third meeting with Caltrans and VTA, and additional meetings are being planned in the future.
- A Zero Litter Initiative (ZLI) webinar will be held on January 30, 2018 on cigarette butt management.

Cheri Donnelly (Cupertino) informed the MC that the County Technical Advisory Committee (TAC) is interested in having a joint meeting in June 2018 to discuss topics of common interest. MC members expressed interest in attending this meeting. Cheri will follow-up with the TAC and provide additional information to Program staff.

C. MONITORING AND POLLUTANTS OF CONCERN

1. Priority Items Identified by Program Staff

Chris provided the following updates:

- Program staff is working on a draft of the Program's Water Year 2017 Urban Creeks Monitoring Report. The final report is due to the Water Board by March 31, 2017. The draft report will be sent to the MC for review in early March and brought to the MC for approval at the March meeting. The UCMR will include a work plan for the stressor/source identification study in Coyote Creek, and results of the 2017 POC and creek status monitoring.
- Program staff is building a database to track installed GI facilities. It will be accessed online and will allow Co-permittees to directly enter GI facility data. The database will be completed in the next few months. The annual request for information on constructed LID and GI projects will be sent out after the database development is complete.
- A meeting of the POC AHTG will be held in late February, exact date to be determined.
- 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 model protocol and tools to assist Co-permittees in their implementation is underway. A model ordinance is also being developed for establishing municipal authority to implement the program.
- Program staff are working on the first task order for Paradigm Environmental to assist the Program with the RAA. Tasks will begin in February or March. Chris plans to schedule the first RAA meeting once the task order is issued.

D. OUTREACH ACTIVITIES

1. Priority Items Identified by Program Staff

The South Bay Green Gardens Subcommittee recently purchased customized seed packets to promote the South Bay Green Gardens website to the general public. Vishakha distributed samples to the MC.

E. Other Permit-Related Activities

No items.

IX. OTHER BUSINESS

Chris reported that Program staff is planning to update the SCVURPPP website in 2018. The update intends to improve the functionality of the SCVURPPP website and better integrate the SCVURPPP and Watershed Watch websites.

X. ADJOURN

The MC meeting adjourned at 10:55 a.m.



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

Meeting Attendance Record

DATE 1/18/18

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

Dut

Cheri Donnelly – Cupertino
Alternate: Roger Lee

CCD

Aida Fairman – Los Altos
Alternate: Christopher Lamm

A. F.

Allen Chen – Los Altos Hills
Alternate: TBD

Matt Morely – Los Gatos
Alternate: Jim Harbin

TBD – Milpitas
Alternate: Leslie Stobbe

Julie Behzad – Monte Sereno
Alternate: Jeannie Hamilton

Eric Anderson – Mountain View
Alternate: Carrie Sandahl

E. A.

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

Napp Fukuda – San Jose
Alternate: Sharon Newton

Nhan Nugh

Dave Staub – Santa Clara
Alternate: Karin Hickey

D Staub

John Cherbone – Saratoga
Alternate: Mainini Cabute

Melody Tovar – Sunnyvale
Alternate: Elaine Marshall

Elaine Marshall

Vanessa Marcadejas – Santa Clara County
Alternate: Julianna Martin

Vanessa Marcadejas

Kirsten Struve – SCVWD
Alternate: Brett Calhoun

Kirsten Struve

TBD – West Valley Communities

Dut

URBAN RUNOFF PROGRAM STAFF

Adam Olivieri

Jill Bicknell

Chris Sommers

Vishakha Atre

Adam
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 January 18, 2018 Meeting

Action	Description	Responsibility	Due Date	Status	Comments

Action Items Remaining from Previous Meetings

Action	Description	Responsibility	Due Date	Status	Comments