



## SECTION 2

# PROGRAM MANAGEMENT

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## 2. PROGRAM MANAGEMENT

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### GENERAL PROGRAM MANAGEMENT ACTIVITIES

#### Management Committee Meetings

The Management Committee continues to meet monthly, on the third Thursday of the month from 9:30 a.m. to 11:30 a.m., to discuss and make decisions regarding Program business. Agendas and supporting information were mailed and posted on the Program's website ([www.scvurppp.org](http://www.scvurppp.org)) approximately one week in advance of each meeting and handouts were presented at each meeting. The meeting agendas were posted at Sunnyvale City Hall at least 72 hours prior to each meeting and meetings were held in the City of Sunnyvale's West Conference Room. A list of current Management Committee representatives is provided as Appendix A-1 and is on the Program's website.

#### Ad Hoc Task Group and Work Group Meetings

In order to effectively manage the area-wide activities required by the NPDES permit, Ad Hoc Task Groups are formed by the Management Committee to address specific Program elements or major work items. These are groups of Co-permittee representatives and Program staff with expertise in the issue at hand. Once the Ad Hoc Task Group's assignment is completed to the satisfaction of the Management Committee, the group is disbanded. The Management Committee reviews the need for Ad Hoc Task Groups on a quarterly basis. Ad Hoc Task Groups may form smaller work groups with subsets of their members to focus on specific issues in more detail. The work groups bring information back to the overseeing Ad Hoc Task Group for decision making.

A Program management organizational chart showing current Ad Hoc Task Groups and work groups is provided on the Program's website. Ad Hoc Task Groups and work groups generally meet on an as-needed basis, although some establish a regular meeting schedule.

Table 2-1 presents a list of the FY 08-09 Ad Hoc Task Groups, their members and their accomplishments. These groups worked with Program staff to provide products or recommendations to the Management Committee. There were a total of 22 Ad Hoc Task Group (AHTG) and work group meetings held during the fiscal year. In addition, task group and work group products were often distributed for review and comment via electronic mail ("virtual meetings"), thus minimizing the number of actual meetings.

The Watershed Education and Outreach (WE&O) Ad Hoc Task Group defines the final work plans for and oversees the implementation of FY 08-09 PI/P projects. An evaluation of PI/P projects conducted during FY 08-09 is provided within Section 3, Table 3-1. During FY 08-09, two work groups formed under the WE&O AHTG were active: Schools Outreach Work Group and SCVURPPP Green Gardener Work Group. One work group formed under the C.3 Provision Oversight (C3PO) AHTG, the HMP Implementation Phase Work Group, was active during FY 08-09, as described in Section 8. In addition, the Trash AHTG continued to be active in FY 08-09.

#### Program Management Activities

Program management activities provided by Program staff during the period July 1, 2008 through June 30, 2009 are summarized in Table 2-2. These tasks, which are discussed within the Annual Report, are separate from the permit management and technical support provided by Program staff. General types of activities completed during FY 08-09 include the following:

- Responded to calls on the Program's and Watershed Watch toll-free numbers and distributed materials to the public;
- Facilitated and supported Management Committee and Ad Hoc Task Group meetings;
- Developed the FY 09-10 Program Budget and tracked expenditures;
- Communicated with and assisted the Program's legal counsel;
- Prepared and submitted the Program's *FY 07-08 Annual Report, FY 09-10 Draft Work Plan* and other permit-required submittals;
- Provided guidance to Co-permittees on technical and Program-related issues;
- Conducted and/or assisted with seven workshops relating to the use of web-based Stormwater Treatment BMP Design Tool; rural roads BMP maintenance; rural roads BMP installation; construction site management; revised draft statewide construction general permit; use of the San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook; and implementation of stormwater requirements in new development and redevelopment projects.
- Continued to implement and/or track monitoring projects being performed by the Program;
- Oversaw development and implementation of the Watershed Education & Outreach Campaign;
- Represented the Program at external organization meetings;
- Continued to oversee and/or assist with implementation of pesticide user outreach and mercury pollution prevention outreach tasks; and
- Participated in the Regional Media Relations, Regional IPM Partnership and Regional Advertising Campaign projects (through BASMAA).

During FY 08-09, a significant amount of Program staff time was devoted to preparation of permit-required submittals, additional Water Board submittals and other Program-related work products. These activities are discussed in Section 2, Permit Management Activities. Additional details on completed Program management activities are provided in the memorandum entitled *Review of FY 08-09 Program Management Services* within Appendix A-2.

### External Organization Meetings

Program staff represented the Program at 149 external organization meetings during FY 08-09. These included meetings of the following organizations (Program staff positions indicated in parentheses):

- Bay Area Stormwater Management Agencies Association (BASMAA) – BMP Sizing Tool Work Group, Executive Board (Vice Chair), Risk Reduction Group, IPM Partnership Committee, Media Relations Committee, Monitoring Committee, Regional Advertising Campaign, and meetings related to the Municipal Regional Permit;
- Regional Monitoring Program Technical Review Committee, Steering Committee, Pathways and Loadings Work Group ;
- Urban Pesticide Committee (UPC);
- Water Board Mercury Council;
- BASMAA/Water Board PCB Stakeholders Work Group;

- California Stormwater Quality Association (CASQA) – Board of Directors and Executive Program Committee;
- Bay Area Macro-invertebrate Bioassessment Information Network.

In addition, Program staff participated in 11 meetings relating to the Santa Clara Basin Watershed Management Initiative (SCBWMI). These included meetings of the following groups:

- Core Group
- Watershed Assessment and Monitoring Subgroup; and
- Land Use Subgroup.

Program staff prepared meeting summaries for the Management Committee highlighting items of interest and required action items. Summaries are routinely included in Management Committee mail-out and handout packets and posted on the Program's website. Tables listing all internal and external meetings attended during FY 08-09 are attached to the memorandum entitled *Review of FY 08-09 Program Management Services* within Appendix A-2.

### Evaluation of Effectiveness

During FY 08-09, Program staff continued to implement policies and procedures related to consideration of funding requests, subcontracting, budget tracking and other improvements in Program management identified in past years. A significant amount of staff time during FY 08-09 was devoted to participation in the Municipal Regional Permit (MRP) development process; implementation of C.3. and HMP requirements; and preparation of permit-required submittals, additional Water Board submittals and other Program-related work products. Despite these resource needs, Program staff completed the general Program management tasks on schedule. The Program budget development and mid-year and year-end reviews were completed within a reasonable timeframe.

The "Work Plan" for many of the Program management activities is the scope of work in EOA's contract for Program management services. Each year, Program staff prepares a self-audit report on Program management services, including significant accomplishments, continuous improvement for existing program elements and feedback regarding Program status, as required by Section 200.5 of the Program Bylaws. A draft of this year's report, *Review of FY08-09 Program Management Services*, was submitted to the Management Committee on April 23, 2009 and approved by the Management Committee on May 21, 2009. The final version of the *Review of FY08-09 Program Management Services* is provided in Appendix A-2.

Continuous improvement items related to Program management are normally identified from three sources: the Program's performance review with Water Board staff; Water Board staff comments on the prior year's Annual Report; and/or Management Committee comments on the draft *Review of Program Management Services* memorandum submitted each year. There were no continuous improvement items identified through these sources for FY 08-09. An update and plan of action for continuous improvement items remaining from previous years are presented within Table 2-3 of this Annual Report.

To satisfy Bylaws Section 200.4, Program staff prepared an *Annual Budget Review Compilation Report* ("ABC Report") that was submitted to the Management Committee as an addendum to the report on Program management services. The addendum contained the FY 07-08 budget, periodic budget status reports, mid-year budget reconciliation, final budget closeout balance

sheet and other supporting documentation. The FY 07-08 Annual Budget Review Compilation Report ("ABC Report") was distributed (by electronic mail) to the Management Committee on September 26, 2008. The Management Committee approved the ABC Report on November 20, 2008.

## PERMIT MANAGEMENT ACTIVITIES

This section describes tasks related to permit management (i.e., compliance with permit requirements and Co-permittee guidance) completed by Program staff during FY 08-09.

### Reporting Requirements

In addition to the Program's Annual Report and Annual Work Plan<sup>1</sup>, the Program completed the following permit-required items during FY 08-09:

1. *Waterbody Assessment and Sediment Impact Analysis: Saratoga Creek*, per permit provision C.9.f.iii, submitted on September 15, 2008.
2. *Stream Survey and Impact Assessment: Matadero Creek*, per permit provisions C.7 and C.10, submitted September 15, 2008.
3. *Watershed Monitoring and Assessment Summary Report: Coyote and Lower Penitencia Creeks and Tributaries*, per permit provision C.10.b, submitted September 15, 2008.
4. *Assessment of Water and sediment Chemistry and Toxicity – Stevens Creek*, per permit provision C.10.b, submitted September 15, 2008.
5. *Copper and Nickel Action Plan FY 07-08 Accomplishments and FY 07-08 Work Plan*, submitted September 15, 2008, per POTW order 00-109 and permit provisions C.9.a and b.

Additional submittals to the Water Board included:

- Submitted *FY 07-08 Co-permittee Street Sweeping Activity Summary* on September 15, 2008 (as part of the Program's *FY 07-08 Annual Report*).
- Submitted *Summary of Co-permittee Street Sweeping Activities and estimated Mean Pollutant Load Reduction for Copper and Nickel- FY 2007- 2008* on September 15, 2008 (as part of the Program's *FY 07-08 Annual Report*).
- Submitted *Summary of Co-permittee Street Sweeping Activities and estimated Mean Pollutant Load Reduction for Lead and Zinc- FY 2007- 2008* on September 15, 2008 (as part of the Program's *FY 07-08 Annual Report*).
- Submitted *Trash Problem Area Evaluation Results- FY 07-08* on September 15, 2008 (as part of the Program's *FY 07-08 Annual Report*).

A summary of the Program's permit-required submittals, Water Board staff comments, Program responses, and Water Board staff approvals during the past several years (beginning with the most recent submittals) is included within Appendix A-3.

### Guidance to Co-permittees

The Program sponsored seven workshops to educate Co-permittee staff and others about important issues and program requirements, as described below. The workshop flyers or announcements, agendas, attendance lists, and evaluation summaries for listed workshops, as

<sup>1</sup> To date, no comments have been received from the Water Board on the Program's *FY 07-08 Work Plan*.

appropriate are presented in Appendices A-4 through A-10.

#### Rural Roads BMP Maintenance Workshops

On September 25 and 26, 2008, the Program co-sponsored and helped conduct in-class training of agency staff on rural roads maintenance BMPs. The training consisted of the same half-day classroom session both days. It was aimed at on-the-ground rural workers and their direct supervisors and focused on the SCVURPPP performance standards for public streets and rural roads. It also provided a discussion of the effects of roads on stream morphology, stream health, and aquatic habitat, and a review of the permits required to construct and/or maintain a road near streams. Both workshops attracted 91 participants. The agenda, evaluation summary, and list of attendees for each of the sessions are provided in Appendix A-4.

#### Construction Site Management Workshop

On November 20 and 21, 2008, the Program co-sponsored and helped conduct training of agency staff on construction site management. Topics covered during the workshops included: construction site regulations and responsibilities; effective erosion and sediment control BMPs; inspection, monitoring and sampling; site plan update procedures; post construction requirements; and the development of a SWPPP site plan. A demonstration of erosion and sediment control products was conducted by the invited vendors. Evaluation forms showed that the workshops were successful in educating attendees (see evaluation summary within Appendix A-5). The workshops attracted 154 participants.

#### Bioretention Sizing Methodology Mini-Workshop

On February 4, 2009, Program staff held a half-day "mini-workshop" to discuss the methodology and application of the web-based Stormwater Treatment BMP Design Tool. The finished tool will be able to assist with the sizing of four BMPs: vegetated swale, pervious paving, infiltration trench, and bioretention areas. Information provided at the mini-workshop included: background on the Stormwater Treatment BMP Design Tool; review of sizing methodology for bioretention areas; demonstration of the sizing spreadsheet; application of the methodology to a specific project in Mountain View; and design considerations for bioretention. The agenda and list of attendees is provided within Appendix A-6. The mini-workshop attracted 25 participants.

#### Rural Roads BMP Installation Training Workshops

On March 23, 2009, the Program sponsored and helped conduct in-class training of agency staff on rural roads maintenance BMPs. The training consisted of half-day classroom session. The in-class training was a repeat of earlier trainings offered on September 25 and 26, 2008 and attracted 57 participants. As a follow-up to the classroom training, the Program sponsored in-field trainings on March 24 and 25, 2009. The in-field trainings consisted of the same half-day session both days. Each session was conducted by Tyler Ledwith and Craig Benson, both who are very knowledgeable with rural roads BMPs. The trainings demonstrated the correct way to properly use and install BMPs such as inlet protection, silt fences, straw wattles, erosion control blankets and more. The in-field trainings attracted 61 participants. The agenda, evaluation summary, and list of attendees for each of the trainings are provided in Appendix A-7.

### Revised Draft Construction General Permit Workshop

On May 27, 2009, Program staff held a half-day workshop to inform Co-permittee staff and other interested parties about the requirements of the revised draft Construction General Permit. Topics covered during the workshop included: the status and schedule for the revised draft Construction General Permit; permit changes (e.g., findings and requirements, risk levels, monitoring and reporting, advanced treatment systems and rain event action plans); risk level determination for an example site; and CASQA's and SCVURPPP's position on the revised draft Construction General Permit. The agenda and list of attendees is provided within Appendix A-8. The workshop, which was very well attended, attracted 45 participants.

### Sustainable Streets Workshop: Using the San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook

On May 29, 2009, the Program sponsored a half-day workshop on how to use the San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook. The workshop, which was led by Guidebook authors Kevin Robert Perry of Nevue Ngan Associates, and Robert Dusenbury of Sherwood Design Engineers, was organized in two sections. The first section included a presentation on the Guidebook and a question and answer period. Following the presentation, attendees were encouraged to break out into groups and use the green street and parking lot concepts in the Guidebook to redesign example application sites. The agenda and list of attendees is provided within Appendix A-9. The workshop, which was very well attended, attracted 66 participants.

### Stormwater Management for New and Redevelopment Projects: New Challenges, New Tools and New Ideas

On June 17, 2009, the Program conducted a one-day workshop to assist Co-permittees with implementation of Provision C.3. The workshop, which attracted 145 participants, was designed to address topics of interest to municipal and private planning/engineering staffs. The morning sessions featured updates on stormwater regulations; demonstration of the Stormwater Treatment BMP Design Tool; discussion and self-guided tour of the stormwater management features of the Roosevelt Community Center; and case studies of implementation of C.3. on a variety of projects. The afternoon session was split into two tracks: Stormwater Treatment 101, which provided an overview of the C.3. regulations, selection of BMPs, and design and maintenance considerations for treatment BMPs; and Advanced C.3 Topics, which focused on the relationship between stormwater quality, LEED and other certification programs (e.g., Sustainable Sites Rating). The workshop also featured exhibits for four vendors of stormwater control measures and related products and one exhibit featuring products of the SCBWMI Land Use Subgroup (which also participated in planning the Advanced C.3. Topics afternoon track). The agenda and evaluation summary for the workshop are presented within Appendix A-10.

### Other Workshops and Conferences

Program staff and Co-permittees also participated in the following workshops conducted by other agencies:

- 2008 CASQA Pre-conference Workshop, Oakland, CA, presentation by Chris Sommers entitled "Assessing and Managing Trash in Stormwater" (September 22, 2008);
- 2008 CASQA Pre-conference, Oakland, CA, presentation by Paul Randall entitled "Trash Assessment Tools for Creeks and Watersheds" (September 22, 2008);

- 2008 CASQA Pre-conference, Oakland, CA, presentation by Jill Bicknell entitled “Green Building Rating Systems and Low Impact Development: How to Score Points with Stormwater Permit Compliance” (September 22, 2008);
- California Aquatic Bioassessment Workgroup, Davis, CA, presentation by Chris Sommers entitled “Assessing the Status of Aquatic Life Use in South San Francisco Bay Area Creeks: The Utility and Challenges of Using a Sediment Quality Triad Approach in Lotic Systems” (November 19, 2008);
- San Francisco Bay Regional Water Quality Control Board Hearing, Oakland, CA, presentation by Chris Sommers entitled “Preliminary Comments on Proposed Revisions to the 303(d) List” (January 14, 2009);
- Bay Area Macroinvertebrate Bioassessment Information (BAMBI) Workshop, Oakland, CA; presentations by Lucy Buchan entitled “Benthic Index of Biotic Integrity (IBI) for San Francisco Bay Area Creeks: Project Update January 2009” (January 29, 2009);
- Santa Clara County/City Managers’ Association Meeting, San Jose, CA; presentation by Adam Olivieri entitled “Municipal Regional Stormwater Permit: Overview of Requirements, Recommended Changes, and Assistance Needed” (April 8, 2009);
- San Francisco Bay Regional Water Quality Control Board Hearing, Oakland, CA; presentation by Chris Sommers entitled “Santa Clara Valley Urban Runoff Pollution Prevention Program” (May 13, 2009).
- 2009 WVCWP Municipal Maintenance Supervisors Workshop, Campbell, CA; presentation by John Fusco entitled “Best Management Practices for Streets and Storm Drain Operations and Maintenance”(May 14, 2009); and
- Water Boards Training Academy, Hydromodification 101 Workshop, Roseville, CA, presentation by Jill Bicknell entitled “Flow Duration Control Approaches” (May 19, 2009).

### Stormwater Program Awards

During FY 08-09, Program and Co-permittee staff prepared and submitted the following applications and received three awards in recognition of their excellent stormwater programs as discussed below:

1. On May 30, 2008, Program staff submitted an application to the California Department of Pesticide Regulation (DPR) nominating the Program’s Pesticide User Outreach activities for a DPR Innovator Award. On November 24, 2008, DPR selected the Program’s Pesticide User Outreach activities for a DPR Innovator Award. On January 22, 2009, Jill Bicknell, Assistant Program Manager, Kristy McCumby-Hyland, City of Sunnyvale, Naresh Duggal, County of Santa Clara IPM Coordinator and Annie Joseph, Ann Joseph Consulting (a SCVURPPP contractor) accepted the award at the DPR IPM Innovator Awards ceremony in Sacramento.
2. On June 12, 2008, Program staff submitted an application to the California Stormwater Quality Association (CASQA) nominating the Program’s Trash BMP Tool Box as an outstanding stormwater research project. In late July, CASQA selected the Trash BMP Tool Box to receive the Outstanding BMP Implementation Project Award. The award was presented at the CASQA Conference on September 23, 2008.
3. On June 13, 2008, Program staff submitted an application to CASQA nominating the Santa Clara Valley Green Gardener Training and Outreach Program as an outstanding

regional stormwater news, information, outreach and media project. In late July, CASQA selected the Green Gardener Training and Outreach Program to receive the Outstanding Regional Stormwater News, Information, Outreach and Media Project Award. The award was also presented at the CASQA Conference on September 23, 2008.

## **DEVELOPMENT OF NEW OR REVISED MODEL PERFORMANCE STANDARDS**

Priorities for recent efforts to revise or create new performance standards have been driven by the requirements in the Program's NPDES permit and/or continuous improvement tasks. All new or revised PS required by the permit have been completed. Future efforts to revise or update existing PS will be identified as part of the permit re-issuance.

## **LOCAL PROGRAM PERFORMANCE REVIEWS**

As part of the Program's continuous improvement process (as described in the 2004 URMP), the Program, Water Board staff and interested outside parties conduct on-site performance reviews of the Co-permittees' local urban runoff management programs. Performance reviews in recent years have focused on one element of the Co-permittees local programs in detail. Water Board staff did not conduct any performance reviews during FY 08-09.

## **CONTINUOUS IMPROVEMENT MEASURES**

In its annual Work Plans and Annual Reports, the Program presents a list of continuous improvement items to be addressed at the Program level and an approach for implementing them. As discussed earlier under Program Management, continuous improvement items are normally identified from three sources: the Program's performance review with Water Board staff; Board staff comments on the prior year's annual report; and Management Committee comments on the *Review of Program Management Services* memorandum and other Program staff products.

Internal CI tasks identified include updating and maintaining the Program's web site ([www.scvurppp.org](http://www.scvurppp.org)) to ensure the effective distribution and review of draft and final products; and internal communication with the MC and other interested parties. In addition, Program staff has focused both technical and legal resources on working with Water Board staff (through BASMAA Board meetings and Water Board and Stormwater Subcommittee Workshops) on developing a Municipal Regional Permit that will address the Program's permit re-issuance. Finally, there are a few remaining lower priority continuous improvement tasks from previous years. Their status and updated schedules are provided within Table 2-3 of the *FY 08-09 Annual Report*. Program staff will continue to complete these items during FY 09-10.

## **PERMIT PROVISION C.1. COMPLIANCE SUMMARY TABLE**

The most recent State of California adopted and USEPA approved 303(d) water quality list was approved in 2006 and identifies several "pollutants of concern" in the Lower South San Francisco Bay and creeks in the Santa Clara Basin for which urban runoff is listed as a potential source. In addition, monitoring data collected the Program can provide evidence that urban runoff may be causing or contributing to an exceedance of water quality standards.

Consistent with Provision C.1 of its NPDES Permit, the Program has prepared a "C.1. Table", which summarizes baseline, enhanced and planned urban runoff controls implemented and investigations conducted to address these pollutants of concern. Table 2-4 summarizes the

Program's current and proposed (i.e., FY 08-09) BMPs/programs/investigations for the "pollutants of concern" in the Lower South San Francisco Bay and creeks for which urban runoff is a potential "source". Although urban runoff is listed as a potential source, in reality urban runoff is the transport vehicle and not the actual source. Therefore, key urban sources of the "pollutants of concern" are identified in Table 2-4.

As noted in Table 2-4, additional information on the Program's controls/programs can be found in the following documents:

- Program and Co-permittee 2004 *Urban Runoff Management Plans*
- 1997 *Metals Control Measures Plan*
- Past Annual Report and Work Plans
- Pollutant-specific technical reports ([www.scvurppp.org](http://www.scvurppp.org))

In addition, the Program intends to incorporate updates to the summary table as part of the Program's continuous improvement process where new controls/programs will be identified and reported in the Program's Annual Work Plan.

## PROGRAM BUDGET

### FY 08-09 Budget

The Program budget was held at the same level from FY 02-03 through FY07-08 while significant work has been accomplished and additional fees and collaboration contributions (i.e., BASMAA, RMP and CEP) have increased. During that time period, the Program was able to juggle timing and resources to allow holding the budget flat<sup>2</sup>. The budget of \$3,500,000 is a modest increase in the Program budget from FY 07-08. The FY 08-09 Program Budget is summarized in Table 2-5. It is important to note that the Program funds collected from the Co-permittees represent only what is spent on Program-wide activities. It does not include what the Co-permittees are spending to implement controls within their jurisdictions.

### FY 09-10 Budget

The total budget for FY 09-10 is \$3,566,784. The Management Committee is concerned that collaborative resource demands (i.e., fees paid to the RMP and State of California) are increasing and are a significant percentage of the overall budget. As a result, these demands as well as the increased need for in-kind resources to participate in various regulatory programs continue to reduce the overall operating budget. Further, Co-permittees have the limited ability to increase current funding sources. The Management Committee is concerned that many of the potential new permit requirements, as part of the Municipal Regional Permit (MRP), will be very costly and not provide any real water quality benefit.

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<sup>2</sup> Through the FY 06-07 fiscal year, the Overall Program Budget has included a line item to cover the State NPDES permit fees. Since the inception of the Program, permit application and/or annual fees have increased from \$10,000 per year to approximately \$170,000 per year. In FY 06-07, Co-permittees initiated direct payment of these fees but the funds still came directly from the overall program budget. Starting with FY 07-08, the approved Program budget eliminated the estimated permit fee line item. Co-permittees are now responsible for covering the costs.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<p><b>Budget</b> – Close-out old budgets; review and approve proposed budgets; review and provide direction to the MC on budget &amp; policy issues.</p> <p><u>Permit Provision:</u> Program Management</p>	<p>Lorrie Gervin, Sunnyvale – Chair Cheri Donnelly, Cupertino Jill Bicknell, Program Staff Adam Olivieri; Program Staff Rick Mauck, Santa Clara Melody Tovar, San Jose Steven Osborn, San Jose (former member) Elaine Marshall, San Jose Dave Chesterman, SCVWD (former member) Brett Calhoun, SCVWD Frank Maitiski, SCVWD Kelly Carroll, WVCWP</p>	<p>10/16/97</p>		<p>Reviewed and approved FY 09-10 budget; conducted mid-year FY 08-09 budget review and recommended adjustments to the MC. Reviewed and approved the Program Manager's Self-Audit Report. The Budget AHTG typically meets three times a year. A large amount of work (i.e., review of documents) is completed by electronic mail.</p>
<p><b>Monitoring*</b> - Review &amp; approve monitoring project priorities and products for consistency with Program and WMI goals, and with NPDES permit requirements.</p> <p>* Meets quarterly in concert with SCBWMI WAMS meetings.</p> <p><u>Permit Provision:</u> C.7. and C.10</p>	<p>Trish Mulvey, CLEAN South Bay Larry Johmann, GCRC Marilyn Nickel, Milpitas Fernando Bravo, Milpitas Brad Eggleston, Palo Alto Adam Olivieri; Program Staff Chris Sommers, Program Staff Jan O'Hara, RWQCB (former member) James Downing, San Jose Melody Tovar, San Jose (former member) Steven Osborn, San Jose (former member) Dave Drury, SCVWD Brett Calhoun, SCVWD Kate Slama, SCVWD (former member) Dave Chesterman, SCVWD (former member) Mondy Lariz, SPCWC (former member) Kristy McCumby-Hyland, Sunnyvale Dave Grabiec, Sunnyvale (former member)</p>	<p>6/19/97</p>		<p>Met jointly with WMI Watershed Assessment and Monitoring Subgroup (WAMS) to provide input on FY 09-10 Receiving Waters Monitoring Plan and FY 08-09 Monitoring Results.</p>

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
	Kelly Carroll, WVCWP			
<p><b>Municipal Employee Training Protocols</b> – develop stormwater BMP training curriculum with modules for different activities that can be customized by each co-permittee.</p> <p><u>Permit Provision:</u> C.2.</p>	Cheri Donnelly, Cupertino Eric Anderson, Mountain View John Fusco, Program Staff Cheryl Dayley, San Jose Melody Tovar, San Jose Dave Staub, Santa Clara Kate Slama, SCVWD Kristy McCumby-Hyland, Sunnyvale Kelly Carroll, WVCWP	4/15/99	4/16/09	Did not meet in FY 08-09. Developed BMP Training Modules and held “Train the Trainer” Workshop on November 13, 2007 to review them.
<p><b>PI/P and WEO</b> – Develop list of proposed Program PI/P activities for annual work plan using process outlined in the PI/P Strategy, and work with Program staff and consultant to develop work plans for and implement the Watershed Education and Outreach (WEO) Campaign.</p> <p><u>Permit Provision:</u> C.4.</p> <p><b>(Work Groups under PI/P/ WEO are:</b>            Scripts Review            Schools Outreach            Alviso Education Program            IPM Pesticide Outreach            Mercury P2 Outreach            HHW Program Work Group            Brochure Development Work Group</p>	Mary Morse, San Jose – Chair Trish Mulvey, CLEAN South Bay Cheri Donnelly, Cupertino Lauren Tacke, Cupertino Paramjit Uppal, Milpitas Leslie Stobbe, Milpitas Eric Anderson, Mountain View Julie Weiss, Palo Alto Maree Doden, Palo Alto Brad Eggleston, Palo Alto Joe Teresi, Palo Alto Elaine Marshall, San Jose Bruce Frisbey, San Jose (former member) Ella Samonsky, San Jose Ricardo Barajas, San Jose Karin Hickey, Santa Clara Chris Freitas, Santa Clara County Clara Spaulding, Santa Clara County Zachary Devine, Santa Clara County	Reformed 5/18/00		Reviewed, approved and implemented the following Watershed Education and Outreach projects: <ul style="list-style-type: none"> <li>• Watershed Watch Campaign</li> <li>• Watershed Watchers Program at the Don Edwards San Francisco Bay Wildlife Refuge</li> <li>• ZunZun School Assemblies</li> </ul>

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
	Kate Slama, SCVWD Kristy McCumby-Hyland, Sunnyvale (interim) Jacqueline Besoyan, Sunnyvale Lorrie Gervin, Sunnyvale Sally Personett, Sunnyvale (former member) Miranda Melen, Program Staff Vishakha Atre, Program Staff Kelly Carroll, WVCWP Patrick Hansen, WVCWP			
<b>Industrial Inspection</b> – Revise performance standard/guidance to include recommendations for enhanced reporting, implement and review results.  <u>Permit Provision: C.6.a.i.</u>	Cheri Donnelly, Cupertino Eric Anderson, Mountain View Chris Fujimoto, Palo Alto John Fusco, Program Staff Steven Osborn, San Jose Jack Judkins, San Jose Joe Denk, San Jose Anastazia Aziz, San Jose (former member) Bhavani Yerrapotu, San Jose (former member) Dave Staub, Santa Clara Brett Calhoun, SCVWD Sarah Scheidt, Sunnyvale Dave Grabiec, Sunnyvale (former member) Patrick Hansen, WVCWP Kelly Carroll, WVCWP Jack Lovell, WVCWP (former member)	2/6/01	Reformed 5/21/09 (see below)	Did not meet in FY 08-09. Activities Completed.  Reformed to address MRP issues.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<p><b>Mercury Pollution Prevention</b> –Assist Co-permittee and Program staffs to implement Mercury P2 Plan tasks. <u>Permit Provision: C.9.c.</u></p>	<p>Cheri Donnelly, Cupertino Lauren Tacke, Cupertino Eric Anderson, Mountain View Julie Weiss, Palo Alto Kristin Kerr, Program Staff Rob D’Arcy, SC County HHW Program Elaine Marshall, San Jose Melody Tovar, San Jose (former member) Sharon Newton, San Jose (former member) James Downing, San Jose Mary Morse, San Jose Dave Drury, SCVWD Brett Calhoun, SCVWD Clara Spaulding, Santa Clara County Kristy McCumby-Hyland, Sunnyvale Kelly Carroll, WVCWP</p>	10/18/01	4/16/09	<p>Developed mercury-containing product use survey, and model guidelines and virtual elimination policy for implementing the Mercury Pollution Prevention Plan. Did not meet in FY 08-09</p> <p>Disbanded by the Management Committee because the AHTG’s purpose was accomplished.</p>
<p><b>Watershed Analysis</b> – Assist with conduct and review of work plan tasks to conduct watershed analysis and management practice assessment in “other creeks” which may be impaired by sediment. <u>Permit Provision: C.9.f.iii</u></p>	<p>Larry Lind, Los Altos (former member) Chris Sommers, Program Staff Paul Randall, Program Staff Jim Ervin, San Jose (former member) James Downing, San Jose Neil Van Keuren, San Jose (former member) Clara Spaulding, Santa Clara County Brett Calhoun, SCVWD Jae Abel, SCVWD Kristy McCumby-Hyland, Sunnyvale</p>	6/20/02		<p>Finalized Limiting Factors Analysis (LFA) Technical Report for the Upper Penitencia Creek watershed; conducted Sediment Source Assessment (as part of the Sediment Management Practices Assessment of the Upper Penitencia Creek watershed); and conducted a Waterbody Assessment and Sediment Impact Analysis of Saratoga Creek.</p>
<p><b>Trash</b> – Develop Trash Work Plan, coordinate trash-related activities and</p>	<p>Larry Lind, Los Altos Dave Staub, Santa Clara</p>	12/20/01		<p>Finalized <i>Feasibility of Trash Removal at Pump Stations</i> (includes</p>

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
assist Program Staff to implement Program tasks.  <u>Permit Provision: C.1.</u>	Kelly Carroll, WVCWP Trish Mulvey, CLEAN South Bay Cheri Donnelly, Cupertino Lauren Tacke, Cupertino Leslie Stobbe, Milpitas Eric Anderson, Mountain View Carrie Sandahl, Mountain View Phil Bobel, Palo Alto Chris Fujimoto, Palo Alto John Fusco, Program Staff Paul Randall, Program Staff Jan O'Hara, RWQCB (former member) Mary Morse, San Jose Elaine Marshall, San Jose Melody Tovar, San Jose Skip LaCaze, San Jose (former member) Clara Spaulding, Santa Clara County Chris Rummel, Santa Clara County DEH Lisa Rose, Santa Clara County GALA Brett Calhoun, SCVWD Dave Drury, SCVWD Kristy McCumby-Hyland, Sunnyvale			a technical report and inventory of pump stations in the Program's jurisdiction).  Developed draft fact sheet entitled <i>Trash Evaluation and Management (3rd Edition)</i> .

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<p><b>C.3. Provision Oversight (C3PO)</b> – Develop approach to implementing Permit Provision C.3.requirements for new and redevelopment and review Program work products.</p> <p><b>Work Groups under C3PO are:</b>  HMP Implementation Phase  BMP O&amp;M Verification  Infiltration  Soil Specifications  <u>Permit Provision: C.3.</u></p>	Al Oxonian, Campbell Trish Mulvey, CLEAN South Bay Cheri Donnelly, Cupertino David Stillman, Cupertino Miranda Hung, Cupertino Hannah Chow, Cupertino Genevieve Fire, Cupertino Mike Campbell, HMM Larry Lind, Los Altos Michelle Bocalan, Los Altos Curtis Banks, Los Altos (former member) Sandy Baily, Los Gatos Trang Tu-Nguyen, Los Gatos Paramjit Uppal, Milpitas Tiffany Brown, Milpitas Fernando Bravo, Milpitas Eric Anderson, Mountain View, Joe Teresi, Palo Alto Steven Turner, Palo Alto Jill Bicknell, Program Staff Vishakha Atre, Program Staff Bill Ekern, San Jose Redevelopment Agency Sue Ma, RWQCB Kevin Riley, Santa Clara Dave Staub, Santa Clara Gloria Sciara, Santa Clara Melody Tovar, San Jose Jan Palajac, San Jose Michael Liw, San Jose	11/15/01		Received updates on C.3. and HMP issues and projects; received updates on MRP and discussed potential new permit requirements, planned annual workshop; shared information on implementation of C.3.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
	Ryan Do, San Jose Timm Borden, San Jose Laurel Prevetti, San Jose Elaine Marshall, San Jose Mirabel Aguilar, San Jose Michael Rhoades, San Jose Akoni Danielsen, San Jose Lesley Xavier, San Jose Rebekah Ross, San Jose Rich Buikima, San Jose Jared Hart, San Jose Suzanne Thomas, San Jose Jenny Nusbaum, San Jose (former member) Anastazia Aziz, San Jose (former member) Joe Vafa, San Jose (former member) Calvin Matsui, San Jose (former member) Ebrahim Sohrabi, San Jose (former member) Maria Angeles, San Jose (former member) Salifu Yakubu, San Jose (former member) Amit Mutsuddy, San Jose (former member) Julia Nguyen, San Jose (former member) Dionne Early, San Jose (former member) Clara Spaulding, Santa Clara County Pamela Wu, Santa Clara County Chris Freitas, Santa Clara County Nayer Zahiri, SCC Vector Control Noor Tietze, SCC Vector Control Michael Stephenson, SCC Vector Control (former member)			

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
	Therese Schmidt, Saratoga Iveta Harvancik, Saratoga Kristen Borel, Saratoga Brett Calhoun, SCVWD Dale Jacques, SCVWD Chris Pilson, SCVWD Dipankar Sen, SCVWD (former member) Bill Springer, SCVWD (former member) Tracy Ingebrigtsen, Stanford Karla Smith, Stanford Tom Zigterman, Stanford Kristy McCumby-Hyland, Sunnyvale Mariya Hodge, Sunnyvale (former member) Shaunn Mendrin, Sunnyvale Kelly Carroll, WVCWP			

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<b>Municipal Operations AHTG - Develop guidance and products to assist Co-permittees in implementing Provision C.2., Municipal Operations, of the MRP.</b>	Al Oxonian, Campbell Cheri Donnelly, Cupertino Larry Lind, Los Altos Eric Anderson, Mountain View Sean Kennedy, Palo Alto Dave Staub, Santa Clara Khoa Vo, Santa Clara County Kristy McCumby-Hyland, Sunnyvale Jordan Ciprian, San Jose Suzanne Thomas, San Jose James Downing, San Jose Kelly Carroll, WVCWP Lori Pettegrew, Program staff	5/21/09		Will begin meeting in September 2009.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<b>Industrial Inspection AHTG - Develop guidance and products to assist Co-permittees in implementing Provisions C.4., Industrial/Commercial Controls, and C.5., Illicit Discharges, in the MRP.</b>	Al Oxonian, Campbell Cheri Donnelly, Cupertino Elliot Wier, Santa Clara Humphrey Karioki, Santa Clara County Carrie Sandahl, Mountain View Ken Torke, Palo Alto Jim Stuart, Palo Alto Kristy McCumby-Hyland, Sunnyvale Sarah Scheidt, Sunnyvale Steve Schmidt, Sunnyvale Julie Choun, Sunnyvale Cathy Hoang Mendoza, San Jose Mary Morse, San Jose Steven Osborn, San Jose Jordan Ciprian, San Jose Michael Rhoades, San Jose Kelly Carroll, WVCWP Kristin Kerr, Program staff	5/21/09		Will begin meeting in September 2009.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<b>Construction Inspection AHTG - Develop guidance and products to assist Co-permittees in implementing Provision C.6., Construction Site Controls, in the MRP.</b>	Al Oxonian, Campbell Cheri Donnelly, Cupertino Elliot Wier, Santa Clara Jerry Guevara, Santa Clara County Julie Mark, Santa Clara County Ken Rado, Santa Clara County Khoa Vo, Santa Clara County Chris Fujimoto, Palo Alto Gordon Blancher, Sunnyvale Kristy McCumby-Hyland, Sunnyvale Cathy Hoang Mendoza, San Jose Mary Morse, San Jose Steven Osborn, San Jose Michael Rhoades, San Jose Kelly Carroll, WVCWP Kristin Kerr, Program staff	5/21/09		Will begin meeting in September 2009.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<b>WORK GROUP INFORMATION (PIP &amp; WEO Work Groups)</b>				
<p><b>Script Review</b> – To review scripts created for media use related to the Watershed Watch Campaign (on a short turn around basis), oversee development of Watershed Watch web site and review page content. <u>Permit Provision: C.4.</u></p>	<p>Cheri Donnelly, Cupertino Lauren Tacke, Cupertino Leslie Stobbe, Milpitas Julie Weiss, Palo Alto (former member) Vishakha Atre, Program Staff Elaine Marshall, San Jose Mary Morse, San Jose Bruce Frisbey, San Jose (former member) Kate Slama, SCVWD Jacqueline Besoyan, Sunnyvale Kristy McCumby-Hyland, Sunnyvale (interm) Sally Personett, Sunnyvale (former member) Ella Samonsky, San Jose Kelly Carroll, WVCWP</p>	12/99		<p>Provided input on a number of radio scripts and print ads with a short turnaround time.</p>
<p><b>Pesticide User Outreach</b> – To help Program staff develop work plans for and implement pesticide user outreach tasks from the Program’s Pesticide Management Work Plan. This project combines elements of the IPM Store partnership Work Group and the Household Chemical Management Work Group. It builds on the relationships developed with independent nurseries and hardware stores developed during the previous years of the IPM Store Partnership project. The work group also reviews the Program’s Work Plan for</p>	<p>Cheri Donnelly, Cupertino Lauren Tacke, Cupertino Larry Lind, Los Altos Paramjit Uppal, Milpitas Eric Anderson, Mountain View Julie Weiss, Palo Alto Maree Doden, Palo Alto Rosemary Lombard, Palo Alto (former member) Vishakha Atre, Program Staff Matthew Weber, San Jose</p>	Reformed 8/02		<p>Provided input to Program staff on Regional IPM issues and the IPM Stores Partnership Program; , staffed IPM outreach related events.; The Work Group did not meet in FY 08-09. Issues were discussed at WEO AHTG meetings and by email.</p>

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
pesticide outreach and participates in outreach events. <u>Permit Provision: C.9.d.</u>	Mary Morse, San Jose Ella Samonsky, San Jose Bruce Frisbey, San Jose (former member) Rob D’Arcy, Santa Clara County HHW Program Kate Slama, SCVWD Kristy McCumby-Hyland, Sunnyvale Jacqueline Besoyan, Sunnyvale Sally Personett, Sunnyvale (former member) Kelly Carroll, WVCWP			
<b>Mercury P2 Outreach</b> – To help Program staff, develop work plans for and implement mercury outreach tasks. <u>Permit Provision: C.9.c.</u>	Julie Weiss, Palo Alto – Chair Lauren Tacke, Cupertino Cheri Donnelly, Cupertino Marilyn Nickel, Milpitas Vishakha Atre, Program Staff Mary Morse, San Jose Kate Slama, SCVWD Zachary Devine, SCC IWM Division Rob D’Arcy, SCC HHW Program Kristy McCumby-Hyland, Sunnyvale Jacqueline Besoyan, Sunnyvale Sally Personett, Sunnyvale (former member) Kelly Carroll, WVCWP	12/02		The Work Group did not meet in FY 08-09. Issues were discussed at WEO AHTG meetings and by email.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<p><b>Schools Outreach</b> – To plan for and oversee school outreach activities coordinated with the WEO Campaign (e.g. ZunZun performances), coordinate Co-permittee school outreach efforts and identify gaps in outreach for watershed/stormwater education. Identify a program for conducting outreach at the middle-school level.</p> <p><u>Permit Provision:</u> C.4.</p>	<p>Mary Morse, San Jose – Chair Trish Mulvey, CLEAN South Bay Cheri Donnelly, Cupertino Lauren Tacke, Cupertino Leslie Stobbe, Milpitas Jan Raissle, Palo Alto Julie Weiss, Palo Alto Vishakha Atre, Program Staff Kate Slama, SCVWD Bruce Frisbey, San Jose (former member) Jacqueline Besoyan, Sunnyvale Kristy McCumby-Hyland, Sunnyvale (interim) Sally Personett, Sunnyvale (former member) Kelly Carroll, WVCWP</p>	12/99		<p>Provided input for conducting 50 ZunZun school assemblies. I.</p>
<p><b>Alviso Education Program</b> – To periodically evaluate and provide input to S.F. Bay Wildlife Refuge staff regarding educational programs funded by SCVURPPP.</p> <p><u>Permit Provision:</u> C.4.</p>	<p>Trish Mulvey, CLEAN South Bay Cheri Donnelly, Cupertino Lauren Tacke, Cupertino Leslie Stobbe, Milpitas Mary Morse, San Jose Bruce Frisbey, San Jose (former member) Kate Slama, SCVWD Lindy Nice, S.F. Bay Wildlife Refuge (former member) Debra King, S.F. Bay Wildlife Refuge Genie Moore, S.F. Bay Wildlife Refuge Jacqueline Besoyan, Sunnyvale Kristy McCumby-Hyland, Sunnyvale (interim) Sally Personett, Sunnyvale (former member) Kelly Carroll, WVCWP</p>	12/99		<p>Reviewed work done in FY 08-09; discussed improvements and approved work plan for FY09-10.</p>

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
	Vishakha Atre, Program Staff			
<b>HHW Work Group</b> –To evaluate and recommend pollution prevention strategies for pollutants (e.g., universal wastes, pesticides) that directly impact both stormwater and household hazardous waste collection programs in Santa Clara County.	Mary Morse, San Jose Leah Lowrie, San Jose Kristy McCumby-Hyland, Sunnyvale Rob D'Arcy, County HHW Program Cheri Donnelly, Cupertino Trish Mulvey, CLEAN South Bay Julie Weiss, Palo Alto Zachary DeVine, County IWM Division Vishakha Atre, Program Staff	2/07		. The Work Group did not meet in FY 08-09 as tasks assigned to it were completed in FY 07-08.
<b>Brochure Development Work Group</b> – To develop a new pollution prevention brochure for the general public.	Bruce Frisbey, San Jose (former member) Mary Morse, San Jose Kate Slama, SCVWD, Sally Personett, Sunnyvale (former member) Cheri Donnelly, Cupertino Kelly Carroll, West Valley Communities Karin Hickey, Santa Clara Trish Mulvey, CLEAN South Bay Maree Doden, Palo Alto Lauren Tacke, Cupertino Jacqueline Besoyan, Sunnyvale Vishakha Atre, Program staff	8/08		Completed the development of the “You are the Solution to Water Pollution” brochure.
C3PO Work Groups				
<b>BMP Operations &amp; Maintenance Verification Work Group</b> -- Review model O&M documentation and develop guidance for conducting verification programs and reporting inspection data.	Dipankar Sen, SCVWD Patti Joki, Milpitas Paramjit Uppal, Milpitas Jenny Nusbaum, San Jose Brett Calhoun, SCVWD	4/22/02		Reviewed use of the Standard Stormwater Treatment BMP Inspection Data Collection Form and guidance on annual reporting of data; coordinated with County Vector

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
<u>Permit Provision: C.3.e.</u>	Kelly Carroll, West Valley Communities Cheri Donnelly, Cupertino Miranda Hung, Cupertino Eric Anderson, Mountain View Genevieve Fire, Cupertino Trish Duarte, Los Gatos Jamie Matthews, San Jose Kristy McCumby-Hyland, Sunnyvale Maria Angeles, San Jose Melody Tovar, San Jose Anastazia Aziz, San Jose Rafles Warnars, San Jose Ray Ho, San Jose Chris Fujimoto, Palo Alto John Fusco, Program Staff			Control District and reporting requirements; shared information on implementation of inspection programs.  Did not meet in FY 08-09 – issues discussed at C3PO AHTG meetings.
<b>HMP Implementation Phase Work Group</b>	Trish Mulvey, CLEAN South Bay Cheri Donnelly, Cupertino Miranda Hung, Cupertino Mike Campbell, HMM Engineers Larry Lind, Los Altos Michelle Bocalan, Los Altos Fariborz Heydari, Milpitas Eric Anderson, Mountain View Joe Teresi, Palo Alto Kristin Kerr, Program Staff Jill Bicknell, Program Staff Melody Tovar, San Jose Mirabel Aguilar, San Jose Ryan Do, San Jose	10/27/05		Received updates on HMP issues and projects, permit status, and activities of other programs; provided input on implementation tools being developed; shared information on implementation of HMP requirements on development projects.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
	Dionne Early, San Jose Christine Mohanna, San Jose Rebeckah Ross, San Jose Anastazia Aziz, San Jose (former member) Joe Vafa, San Jose (former member) Maria Angeles, San Jose (former member) Julia Nguyen, San Jose (former member) Amit Mutsuddy, San Jose (former member) Clara Spaudling, Santa Clara County Dale Jacques, SCVWD Brett Calhoun, SCVWD Dipankar Sen, SCVWD (former member) Dave Chesterman, SCVWD (former member) Karla Smith, Stanford Kristy McCumby-Hyland, Sunnyvale (interm) Kelly Carroll, WVCWP			
<b>Infiltration Work Group</b> - To develop guidance to Co-permittees on design of Stormwater infiltration measures to protect groundwater quality. <u>Permit Provision: C.3.i</u>	Trang Tu-Nguyen, Los Gatos Fernando Bravo, Milpitas Jill Bicknell, Program Staff Paul Randall, Program Staff (former member) George Cook, SCVWD Brett Calhoun, SCVWD Yaping Liu, SCVWD (former member) Larry Lind, Los Altos Michelle Bocalan, Los Altos Mike Campbell, RBF Consulting Rebekah Ross, San Jose (former member) Christine Mohanna, San Jose Jared Hart, San Jose	1/22/03		Did not meet in FY 08-09.

**Table 2-1  
FY 08-09 Ad Hoc Task Groups and Accomplishments**

NAME/PURPOSE	MEMBERS	START DATE	DISBAND DATE	ACCOMPLISHMENTS
	Mirabel Aguilar, San Jose Ryan Do, San Jose Anastazia Aziz, San Jose (former member) Clara Spaulding, Santa Clara County Tracy Ingbritsen, Stanford Karla Smith, Stanford Kristy McCumby-Hyland, Sunnyvale Kelly Carroll, WVCWP			
<b>Soil Specifications Work Group –            Develop standard specifications for            engineered soil mixes to be used in            biotreatment facilities.</b>	Mike Campbell, HMH Engineers Karla Smith, Stanford Cheri Donnelly, Cupertino Trish Mulvey, CLEAN South Bay Al Oxonian, Campbell Kelly Carroll, WVCWP Jan Palajac, San Jose Christine Monhanna, San Jose Trang Tu-Nguyen, Los Gatos Jill Bicknell, Program staff Laura Prickett, Program staff	3/9/09		This work group meets jointly with a work group from ACCWP and has had two meetings to date. The group has been comparing existing soil specifications and developing a performance-based approach to a standard specification for both programs.

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
1.0 Program Management/Administration		
Task 1.1 - <u>Administrative Assistance</u>	<ul style="list-style-type: none"> <li>• Provide general administrative assistance</li> <li>• Maintain toll-free numbers for both SCVURPPP and the Watershed Watch Campaign.</li> <li>• Distribute materials to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing</li> <li>• Received 20 calls in FY 08-09. Database of requests is regularly updated.</li> <li>• Responded to 31 requests from the Watershed Watch website for Watershed Watch kits and 18 requests for information.</li> </ul>
Task 1.2 - <u>Management Committee and Ad Hoc Task Group (AHTG) Support</u>	<ul style="list-style-type: none"> <li>• Facilitate and support up to 12 MC meetings*</li> <li>• Facilitate and support up to 40 AHTG meetings (includes Work Group meetings)*</li> </ul>	<ul style="list-style-type: none"> <li>• Completed 14 meetings (eleven regular, two special related to Proposition 84 grants and one special related to the MRP) in FY 08-09.</li> <li>• Facilitated 22 AHTG and Work Group meetings. AHTG meetings include: Budget AHTG (2); C3 Provision Oversight AHTG (4); C3PO Bioretention Mini-Workshop (1); Monitoring AHTG (1); Trash AHTG (3); and Watershed Education &amp; Outreach AHTG (5). Work Group meetings include: C3 Provision Oversight Filterra Field Trip (1); HMP Implementation Phase (HIP) Work Group (1); Schools Outreach Work Group (2); and SCVURPPP Green Gardener Work Group and Bay Friendly Landscaping Coalition (2).</li> </ul>

\* Includes: develop/distribute agendas, comply with Brown Act, update mailing lists, do copying, reserve meeting places, facilitate meetings, draft/finalize minutes, and organize/conduct follow-up.

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

Task Description	Work Items	Work Completed / Comments
		<ul style="list-style-type: none"> <li>• Attended one Santa Clara County/City Managers' Association meeting to discuss MRP and other stormwater issues on April 8, 2009.</li> </ul> <p><b>Note:</b> Program staff helped reduce the number of actual meetings by using electronic mail for review of work products and other correspondence.</p>
Task 1.3 - <u>Program Budget Administration</u>	<ul style="list-style-type: none"> <li>• Develop subsequent year's budget</li> <li>• Track expenditures and prepare quarterly reports to Management Committee</li> <li>• Identify and apply for grant opportunities as directed by Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Program budget distributed to Budget AHTG (BATG) and MC on 12/26/08; meetings with BATG/EC on 1/15/09 and 1/28/09; budget revised and redistributed to BATG/EC on 1/23/09; budget revised and redistributed to MC on 1/30/09; and budget approved by MC on 2/19/09.</li> <li>• Continued implementation of budget tracking system; prepared PM budget updates in August 2008 and January 2009; reviewed monthly Fiscal Agent budget tracking sheets</li> <li>• Tracked several potential grant opportunities and discussed with the MC; no grants have yet been applied for due to delay in State grants program</li> </ul>
Task 1.4 - <u>Coordination with Fiscal Agent</u>	<ul style="list-style-type: none"> <li>• Track Program Fund receipts/expenditures; obtain budget status information</li> </ul>	<ul style="list-style-type: none"> <li>• Continued to receive updated information on revenues and expenditures monthly from the City of Sunnyvale and directed the City</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
		to pay invoices. Annual audit submitted to and approved by the Management Committee. This process worked effectively.
Task 1.5 - <u>Coordination with Legal Consultant</u>	<ul style="list-style-type: none"> <li>Communicate with and provide assistance to legal counsel.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinated with legal counsel on other permit issues (e.g., MRP, TMDLs, unfunded mandate, various pending legal cases and HMP).</li> </ul>
Task 1.6 – <u>Coordinate Program Representation</u>	<ul style="list-style-type: none"> <li>Communicate with and report information provided by Co-permittees representing Program at external meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Program staff attends external meetings requiring Program representation. See report under Task 2.3. Co-permittees normally do not represent the Program at external meetings.</li> </ul>
Task 1.7 – <u>Develop and Manage PI/P Program</u>	<ul style="list-style-type: none"> <li>Conduct long-range planning for Program PI/P activities</li> </ul>	<ul style="list-style-type: none"> <li>Managed the implementation of the Watershed Watch Campaign; coordinated the development of the new Watershed Watch brochure; coordinated the implementation of the Watershed Watch Public Opinion Survey; managed development of the Watershed Watch Mid-year Campaign Report; Watershed Watch Campaign Final Report; Final School Assembly Report; FY 08-09 Media Campaign Plan and FY 09-10 Watershed Watch Campaign Work Plan; developed Teacher Evaluation Mid-year and Final Reports; reviewed products by consultants; coordinated campaign with other PIP goals and activities.</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
	<ul style="list-style-type: none"> <li>• Manage development of PI/P work plan for FY 09-10</li>   <li>• Miscellaneous Outreach Tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Developed FY 09-10 PI/P Work Plan with input from Budget and WEO AHTGs. Updated pollutant/PIP materials matrix and developed recommendations and strategies for FY 09-10 projects.</li>   <li>• Throughout the year, oversaw development of work plans for and/or management of PI/P projects</li>   <li>• Reviewed tasks implemented at the Don Edwards San Francisco Bay Wildlife Refuge for the Program funded “Watershed Watchers” Program.</li>   <li>• Provided teacher evaluation postcards and other outreach materials to ZunZun for distribution at their school assemblies.</li>   <li>• Coordinated implementation of the Pesticide User Outreach Project. Prepared the Store Employee Training Evaluation Summary, reviewed products developed by the consultant, visited stores participating in the Our Water Our World Program to ensure availability of fact sheets and shelf-talkers; visited and recruited all ten Home Depot stores in the Program’s jurisdiction into the OWOW Program; and set up each store with fact sheets and shelf-talkers.</li>   <li>• <u>Program Fact Sheets</u>. Developed and distributed the following fact sheets: Water Quality Monitoring and Watershed</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

Task Description	Work Items	Work Completed / Comments
	<ul style="list-style-type: none"> <li>• Provide support to Co-permittee's requests for public education assistance</li> </ul>	<p>Assessment (3rd Edition); Santa Clara Valley Green Gardener Program; Trash Evaluation and Management (3rd Edition); Santa Clara Urban Runoff Pollution Prevention Program (SCVURPPP) Municipal Regional Permit for Stormwater; and 2009 SCVURPPP Site Designs Awards: Summary of Award-Winning Projects.</p> <ul style="list-style-type: none"> <li>• <u>Award Applications</u>. Prepared and submitted award applications for the following awards: 1) California Department of Pesticide Regulation (DPR) IPM Innovator Award (submitted May 30, 2008) nominating the Program's Pesticide User Outreach activities; 2) California Stormwater Quality Association (CASQA) Awards (submitted June 12, 2008) nominating the Program's Trash BMP Tool Box as an outstanding stormwater research project; and 3) California Stormwater Quality Association (CASQA) Awards (submitted June 13, 2008) nominating the Santa Clara Valley Green Gardener Training and Outreach Program as an outstanding regional stormwater news, information, outreach and media project.</li> <li>• <u>Awards Received</u>. The Program received the following awards: 1) DPR IPM Innovator Award on November 24, 2008; 2) CASQA Outstanding BMP Implementation Project Award in late July 2008; and 3) CASQA Outstanding Regional Stormwater News,</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

Task Description	Work Items	Work Completed / Comments
		<p>Information, Outreach and Media Project Award in late July 2008.</p> <ul style="list-style-type: none"> <li>• Provided ongoing support to Co-permittee requests; coordinated reprints and distribution of materials; staffed outreach events, as needed; kept PI/P contacts informed about local and regional activities through email.</li> <li>• Coordinated the implementation of four training sessions of the <i>Santa Clara Valley Green Gardener</i> Training Program, including two sessions conducted entirely in Spanish. Mailed class information to landscaping firms, sent recertification forms to <i>Green Gardeners</i> that graduated in Spring 2008 and tracked recertification applications.</li> <li>• Coordinated with BASMAA Regional Ad Campaign, BASMAA Media Relations Campaign and the BASMAA IPM Store Partnership Project.</li> <li>• Coordinated and/or staffed ten events at which IPM outreach was conducted. Outreach events in FY 08-09 included: 1) Adventures on the Green (July 18, 2008); 2) Watt Stopper Green Fair ( July 25, 2008); 3) Pumpkins in the Park (October 11, 2008); 4) Muslim Green Team (October 11, 2008); 5) Happy Hollow Park &amp; Zoo Halloween Event (October 26, 2008); 6) Master Gardener Spring Garden Market (April 12, 2008); 7) NVideoa Environmental Fair (April 22, 2009);</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

Task Description	Work Items	Work Completed / Comments
		8) Mission College EcoFair (April 22, 2009); 9) Spring in Guadalupe Gardens (April 25, 2009); and 10) Health and Wellness Fair, Santa Clara County Parks and Recreation (June 20, 2009).
2.0 Permit Management		
Task 2.1 - <u>Report Preparation &amp; Submittal</u>	<ul style="list-style-type: none"> <li>• Prepare Program Annual Report and submit to Water Board by Sept. 15 of each year.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>FY 07-08 Annual Report prepared and submitted on September 15, 2008.</u> Continued the streamlined reporting format to reduce Co-permittee effort while satisfying Water Board requirements. Prepared guidance to Co-permittees and reviewed Co-permittee submittals for completeness and consistency. The following permit-required items were submitted with the FY 07-08 Annual Report:               1) <i>Waterbody Assessment and Sediment Impact Analysis: Saratoga Creek</i>, per permit provision C.9.f.iii; 2) <i>Stream Survey and Impact Assessment: Matadero Creek</i>, per permit provisions C.7 and C.10; 3) <i>Watershed Monitoring and Assessment Summary Report: Coyote and Lower Penitencia Creeks and Tributaries</i>, per permit provision C.10.b; 4) <i>Assessment of Water and Sediment Chemistry and Toxicity – Stevens Creek</i>, per permit provision C.10.b; and 5) <i>Copper and Nickel Action Plan FY 07-08 Accomplishments and FY 07-08 Work Plan</i>, submitted September 15, 2008, per POTW order 00-109 and permit provisions C.9.a and b.</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

Task Description	Work Items	Work Completed / Comments
	<ul style="list-style-type: none"> <li>• Prepare Program Draft Work Plan and submit to Water Board by March 1 of each year.</li> </ul>	<p>Additional submittals to the Water Board within the FY 07-08 Annual Report included:</p> <p>1) Submitted <i>FY 07-08 Co-permittee Street Sweeping Activity Summary</i> on September 15, 2008; 2) Submitted <i>Summary of Co-permittee Street Sweeping Activities and estimated Mean Pollutant Load Reduction for Copper and Nickel- FY 2007- 2008</i> ; 3) Submitted <i>Summary of Co-permittee Street Sweeping Activities and estimated Mean Pollutant Load Reduction for Lead and Zinc- FY 2007- 2008</i> on September 15, 2008; 4) Submitted <i>Trash Problem Area Evaluation Results- FY 07-08</i>;</p> <ul style="list-style-type: none"> <li>• <u>Executive Summary- FY 2007-2008 Annual Report</u>. Posted on the Program's website. Additional copies were provided to Co-permittees for distribution to interested parties within their agencies.</li> <li>• <u>FY 09-10 Draft Work Plan prepared and submitted on February 27, 2009</u>. Work Plan included tasks for the following Program elements: Municipal Operations, New Development and Redevelopment (C.3.), Industrial and Commercial Site Control, Illicit Discharge Detection and Elimination, Construction Site Control, Public Information/Participation, Water Quality Monitoring, Pollutants of Concern Control, Exempted and Conditionally Exempted</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
		Discharges and Reporting. The Program's FY 09-10 Budget is also included in the Work Plan.
Task 2.2 - <u>Internal Co-Permittee Liaison</u>	<ul style="list-style-type: none"> <li>• Develop guidance as directed by MC. May include guidance documents, evaluation methods and effectiveness indicators.</li> <li>• Conduct local program reviews</li> <li>• Conduct up to 4 training workshops; may include educational outreach to businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Developed guidance on the Annual Report, Work Plan, C.3 implementation, street sweeping tracking and evaluation, catch basin evaluation monitoring and submittal of IND and IC/ID inspection data. Provided additional guidance to Co-permittees in response to telephone and email requests.</li> <li>• Local program reviews did not occur during FY 08-09.</li> <li>• Planned, conducted, assisted with, coordinated and/or co-sponsored the following seven (7) workshops, mini-workshops or sessions:               <ol style="list-style-type: none"> <li>1) <u>"Rural Roads Maintenance BMP Workshop" (September 25 and 26, 2008)</u> – attracted 91 participants;</li> <li>2) <u>"Construction Site Management" (November 21 and 22, 2008)</u> – attracted 154 participants;</li> <li>3) <u>"Bioretention Sizing Methodology" (February 4, 2009)</u> – attracted approximately 24 participants;</li> <li>4) <u>"Rural Roads BMP Installation Training Workshop" (March 23, 24 and 25, 2009)</u> – attracted 119 participants;</li> <li>5) <u>"Revised Draft Construction General Permit: Part 2 - What are the Changes and Impacts on SCVURPPP Co-</u></li> </ol> </li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
		<p>permittees?” (May 27,2009) – attracted 45 participants;</p> <p>6) <u>“Using the San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook” (May 29,2009)</u> – attracted 66 participants; and</p> <p>7) <u>“Stormwater Management for New and Redevelopment Projects: New Challenges, New Tools and New Ideas” (June 17, 2009)</u> – attracted 145 participants;</p> <ul style="list-style-type: none"> <li>• Gave presentations on behalf of the Program at following workshops and conferences planned by others:               <ol style="list-style-type: none"> <li>1) 2008 CASQA Pre-conference Workshop, Oakland, CA, presentation by Chris Sommers entitled “Assessing and Managing Trash in Stormwater” (September 22, 2008);</li> <li>2) 2008 CASQA Pre-conference, Oakland, CA, presentation by Paul Randall entitled “Trash Assessment Tools for Creeks and Watersheds” (September 22, 2008);</li> <li>3) 2008 CASQA Pre-conference, Oakland, CA, presentation by Jill Bicknell entitled “Green Building Rating Systems and Low Impact Development: How to Score Points with Stormwater Permit Compliance” (September 22, 2008);</li> <li>4) California Aquatic Bioassessment Workgroup, Davis, CA, presentation by Chris Sommers entitled “Assessing the Status of Aquatic Life Use in South San Francisco Bay Area</li> </ol> </li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
		<p>Creeks: The Utility and Challenges of Using a Sediment Quality Triad Approach in Lotic Systems” (November 19, 2008); 5) San Francisco Bay Regional Water Quality Control Board Hearing, Oakland, CA, presentation by Chris Sommers entitled “Preliminary Comments on Proposed Revisions to the 303(d) List” (January 14, 2009); 6) Bay Area Macroinvertebrate Bioassessment Information (BAMBI) Workshop, Oakland, CA; presentations by Lucy Buchan entitled “Benthic Index of Biotic Integrity (IBI) for San Francisco Bay Area Creeks: Project Update January 2009” (January 29, 2009); 7) Santa Clara County/City Managers’ Association Meeting, San Jose, CA; presentation by Adam Olivieri entitled “Municipal Regional Stormwater Permit: Overview of Requirements, Recommended Changes, and Assistance Needed” (April 8, 2009); 8) San Francisco Bay Regional Water Quality Control Board Hearing, Oakland, CA; presentation by Chris Sommers entitled “Santa Clara Valley Urban Runoff Pollution Prevention Program” (May 13, 2009); 9) 2009 WVCWP Municipal Maintenance Supervisors Workshop, Campbell, CA; presentation by John Fusco entitled “Best Management Practices for Streets and Storm Drain Operations and Maintenance”(May 14, 2009); and 10)</p>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
		<p>Water Boards Training Academy, Hydromodification 101 Workshop, Roseville, CA, presentation by Jill Bicknell entitled "Flow Duration Control Approaches" (May 19, 2009).</p>
<p>Task 2.3 - <u>External Organization Liaison</u></p>	<ul style="list-style-type: none"> <li>• Identify regulatory issues, prepare comments, and represent Program at meetings.</li> <li>• Represent Program at up to 77 external organization meetings (RWQCB, BASMAA, CASQA, CEP, RMP, others) as directed by MC.</li> <li>• Represented Program at WMI Core Group and Subgroup meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Distributed information to MC on following issues: revisions to 303(d) list and trash issues discussed at Municipal Regional Permit meetings; legislation of concern; other items of interest from the RWQCB, BASMAA and CASQA. Reported progress on the Copper Action Plan.</li> <li>• Attended 149 external organization meetings (see separate summary table – not including WMI and Program Data Coordination meetings); prepared summaries for MC distribution; prepared and/or distributed full meeting notes for most meetings.</li> <li>• Program staff served on the BASMAA Executive Board (Vice Chair), CASQA Board of Directors and CASQA Executive Program Committee; and represents BASMAA on the RMP Steering Committee and RMP Technical Committee.</li> <li>• Attended 11 WMI meetings, including: Land Use Subgroup (6); BAMB! Workshop (1); SCBWMI Core Group (1); SCBWMI Watershed Assessment and Monitoring Subgroup (1); SCBWMI Trash Summit (1);</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
	<ul style="list-style-type: none"> <li>Obtain updates to State NOI database.</li> </ul>	<p>and SCBWMI Trash Subgroup (1).</p> <ul style="list-style-type: none"> <li>Continued to place updated NOI lists on SCVURPPP website on a routine basis.</li> </ul>
<p>Task 2.4 – <u>Permit Renewal</u></p>	<ul style="list-style-type: none"> <li>Coordinate development of permit</li> <li>Present to Water Board at regular Board meeting</li> </ul>	<ul style="list-style-type: none"> <li>Coordinated with Water Board staff. MC direction contained in work plan and budget for FY 08-09.</li> <li>Program staff conducted extensive review of the Revised Municipal Regional Permit Tentative Order released by the Water Board on February 11, 2009 and provided written comments to Water Board staff on April 3, 2009.</li> <li>Program staff provided testimony on the Revised Municipal Regional Permit Tentative Order at the May 13, 2009 Water Board meeting.</li> <li>Program staff, at direction of MC, is participating in the Municipal Regional Permit (MRP) development process. During FY 08-09, Program staff has attended the following 24 MRP-related meetings, including: BASMAA Board Meetings – Special (11); BASMAA Board Meeting – Phone (1); BASMAA- Water Board Meeting (8); Attorney Meetings – Special (MRP) (3); and Management Committee- Special (1) (as well as conducted numerous e-mail review of products).</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
<p>Task 2.5 – <u>Implement Continuous Improvement Items</u></p>	<ul style="list-style-type: none"> <li>Investigate, develop implementation plans, and implement items for Program continuous improvement identified in Co-permittee reviews, work plan, and annual report</li> <li>Summarize for Program Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Table 2-3 of the <i>FY 08-09 Annual Report</i> presented the progress of continuous improvement tasks. An update of the Program’s website is a new continuous improvement item which will be implemented during FY 09-10.</li> <li>The status of continuous improvement items was updated in the <i>FY 08-09 Annual Report</i>.</li> </ul>
<p>3.0 Technical Program Management</p>		
<p>Task 3.1 - <u>Prepare RFPs and Manage Contractors</u></p>	<ul style="list-style-type: none"> <li>Develop RFPs, scopes of work, and contracts for up to 4 projects/services; assist with advertisement and selection; oversee contracted work.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to oversee contracted work. (All contractors are subcontractors to EOA, Inc., per the Program’s “Procedures for Contracting Outside Services”, 5/15/98).</li> <li>Developed scopes and contracts; and managed contractors conducting Multi-year Receiving Waters Monitoring Plan, sediment assessment and bioassessment scopes of work (Contractors were selected by MC and are assisting the Program with implementing the Multi-year Plan in accordance with the permit).</li> <li>Managed the trash pilot demonstration contractor (Advanced Solutions) and the pump station feasibility report contractor (Schaaf &amp; Wheeler).</li> <li>Developed scopes and contracts and managed the WE&amp;O contractor (AdManor,</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
		<p>Inc.) and four other outreach contractors, the ZunZun performance group, Annie Joseph Consulting, EMC Research Inc., for the Watershed Watch Public Opinion Survey, and the San Francisco Bay Wildlife Society's Environmental Education Center in Alviso.</p> <ul style="list-style-type: none"> <li>• Continued to manage contractor to complete Phase II of the BASMAA Task of Regional Benefit – BMP Sizing Tool Project (AEI-CASC).</li> <li>• Continued to manage contractor developing a cost estimating methodology for hydromodification management measures (GeoSyntec)</li> <li>• Managed contracts for speakers at the Construction Management Workshop (Scott Taylor, RBF), the Rural Roads BMP workshops (Tyler Ledwith), the Sustainable Streets Workshop (Nevue Ngan Associates), and the C.3. Workshop (Jeff Endicott, AEI-CASC).</li> </ul>
<p>Task 3.2 - <u>Provide Technical Review</u></p>	<ul style="list-style-type: none"> <li>• Provide technical review of work products of contractors and provide recommendations to MC regarding acceptability/modifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed all consultant products related to C.3. HMP, WE&amp;O, BASMAA BMP Sizing Tool, Multi-year Receiving Waters Monitoring Plan, and sediment and bioassessment work.</li> </ul>

**Table 2-2  
Performance of FY 08-09 Program Management Tasks**

<b>Task Description</b>	<b>Work Items</b>	<b>Work Completed / Comments</b>
Task 3.3 - <u>Develop Additional Performance Standard</u>	<ul style="list-style-type: none"> <li>• Assist MC in developing or improving one performance standard.</li> </ul>	<ul style="list-style-type: none"> <li>• During FY 08-09, Program staff continued working with BASMAA and Water Board staff on the Municipal Regional Permit to address any modifications and future expectations for the Performance Standards.</li> </ul>

**Table 2-3  
Program Continuous Improvement (CI) Tasks**

<u>Tasks</u>	<u>Anticipated Completion Date</u>	<u>Status</u>
<b><i>New Development and Redevelopment</i></b>		
1. Develop design guidance containing stormwater control opportunities for small road modifications.	TBD	<b>Update</b> – C3PO AHTG members have expressed interest in the development of stormwater control design guidance for small road and right-of-way modifications and other tight spaces. The AHTG decided that this should be addressed as part of the C.3. Stormwater Handbook update during FY 08-09. The Handbook update was postponed pending adoption of the MRP, as proposed language in Provision C.3. of the MRP may affect the types of road projects that would be subject to C.3. requirements, the allowable types of treatment measures, and the alternative compliance options that may be available.
<b><i>Program Management</i></b>		
1. Consider developing, with the help of an ad hoc task group, a fact sheet addressing common construction BMP problems, like drain inlet protection and dewatering.	December 2009	<b>In Progress</b> – Management Committee approved having the Program adapt an existing brochure on dewatering (created by Palo Alto, Mountain View and San Jose) for the other Co-permittees' use. At its September 24, 2007 meeting, the C3PO AHTG decided it would be better to develop new fact sheets on different types of dewatering. Program staff developed draft construction dewatering fact sheets for surface water and groundwater, and formed a work group to review them. The fact sheets are still in progress and will be completed in FY 09-10. Completion has been delayed pending adoption of the MRP and the State Construction General Permit.

**Table 2-4**  
**SCVURPPP Current and Proposed Control Measures, Programs and Investigations for Pollutants of Concern**  
**Prepared in Compliance with Provision C.1 of NPDES Order 01-024**

CHEMICAL	WATER-BODY	KEY URBAN SOURCES	BASELINE (ONGOING) URBAN RUNOFF CONTROLS (PERFORMANCE STANDARDS) <sup>i</sup>	ENHANCED URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS IMPLEMENTED IN FY 08-09 <sup>ii</sup>	ADDITIONAL URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS PLANNED FOR IMPLEMENTATION IN FY 09-10 <sup>iii</sup>
<b>Pollutants of Concern</b>					
<b>Copper</b>	<b>Lower South Bay</b>	<ul style="list-style-type: none"> <li>• <b>Vehicle Brake Pads</b></li> <li>• <b>Architectural Uses</b></li> <li>• <b>Pool and Spa Discharges</b></li> <li>• <b>Industrial Sources</b></li> </ul>	<p>Performance standards:</p> <ul style="list-style-type: none"> <li>• Illicit Discharge and Illegal Dumping Elimination</li> <li>• Industrial/Commercial Discharger Control</li> <li>• Public Streets, Roads and Highways O&amp;M</li> <li>• Storm Drain Systems O&amp;M</li> <li>• New Development and Construction Control Measures-Planning Procedures</li> <li>• New Development and Construction Control Measures-Construction Inspections</li> </ul> <p>Multi-Year Receiving Waters Monitoring Plan (Creeks and Rivers)</p> <p>San Francisco Bay Estuary Status and Trends Monitoring (RMP)</p>	<ul style="list-style-type: none"> <li>• See Section 4, Table 4-1 and Appendix C-4 for summaries of control measures.</li> <li>• Refer to Section 4: Copper and Nickel Control Measures (Provisions C.9.a and b) for specific activities planned and completed during FY 08-09.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate the results of Table 4-1 and Appendix C-4 control activities.</li> <li>• Continue to implement baseline and enhanced controls.</li> <li>• Once the MRP is adopted, implement Bay-wide stormwater Copper Action Plan.</li> <li>• Continue to actively track activities of Brake Pad Partnership.</li> </ul>
<b>Nickel</b>	<b>Lower South Bay</b>	<ul style="list-style-type: none"> <li>• <b>Construction Erosion</b></li> <li>• <b>Industrial Sources</b></li> <li>• <b>Tailpipe Emissions</b></li> </ul>	<p>Performance standards:</p> <ul style="list-style-type: none"> <li>• Illicit Discharge and Illegal Dumping Elimination</li> <li>• Industrial/Commercial Discharger Control</li> <li>• Public Streets, Roads and Highways O&amp;M</li> <li>• Storm Drain Systems O&amp;M</li> <li>• New Development and Construction Control Measures-Planning Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• See control measures listed above for copper.</li> <li>• Specific controls connected with sediment control activities: <ul style="list-style-type: none"> <li>- BASMAA media relations campaign topic,</li> <li>- Construction Tri-folds,</li> <li>- "Start at the Source" manual and workshops,</li> <li>- Construction site management workshops, and</li> <li>- Mobile polluter database project.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate the results of Table 4-1 and Appendix C-4 control activities.</li> <li>• Continue to implement baseline and enhanced controls.</li> </ul>

**Table 2-4**  
**SCVURPPP Current and Proposed Control Measures, Programs and Investigations for Pollutants of Concern**  
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CHEMICAL	WATER-BODY	KEY URBAN SOURCES	BASELINE (ONGOING) URBAN RUNOFF CONTROLS (PERFORMANCE STANDARDS) <sup>i</sup>	ENHANCED URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS IMPLEMENTED IN FY 08-09 <sup>ii</sup>	ADDITIONAL URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS PLANNED FOR IMPLEMENTATION IN FY 09-10 <sup>iii</sup>
			<ul style="list-style-type: none"> <li>• New Development and Construction Control Measures-Construction Inspections</li> </ul> <p>Multi-Year Receiving Waters Monitoring Plan (Creeks and Rivers)</p> <p>San Francisco Bay Estuary Status and Trends Monitoring (RMP)</p>		
<b>Toxicity Attributable to Diazinon</b>	<b>Fresh Water Creeks <sup>iv</sup></b>	<ul style="list-style-type: none"> <li>• <b>Urban Uses</b> (primarily residential)</li> </ul>	<p>Performance standards:</p> <ul style="list-style-type: none"> <li>• Illicit Discharge and Illegal Dumping Elimination</li> <li>• Industrial/Commercial Discharger Control</li> <li>• Public Streets, Roads and Highways O&amp;M</li> <li>• Storm Drain Systems O&amp;M</li> <li>• New Development and Construction Control Measures-Planning Procedures</li> <li>• New Development and Construction Control Measures-Construction Inspections</li> <li>• Model Pest Management Performance Standard</li> </ul> <p>Multi-Year Receiving Waters Monitoring Plan (Creeks and Rivers)</p> <p>San Francisco Bay Estuary Status and Trends Monitoring (RMP)</p>	<ul style="list-style-type: none"> <li>• See Section 6 for descriptions of all pesticide-related control measures.</li> </ul> <p>Control Measures:</p> <ul style="list-style-type: none"> <li>• IPM Store Partnership Program</li> <li>• Media Advertising</li> <li>• Outreach at Events</li> <li>• Going Native Garden Tour</li> <li>• Outreach to Restaurants</li> <li>• Santa Clara Valley Green Gardener Training</li> </ul> <ul style="list-style-type: none"> <li>• Participate in the Urban Pesticide Committee.</li> <li>• Participate in CASQA's pesticide subcommittee, which is attempting to work with DPR and pesticide manufacturers on fully including water quality considerations in pesticide registrations.</li> <li>• Co-permittee Pest Management Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement baseline and enhanced controls.</li> <li>• Develop additional BMPs required through the MRP (when adopted).</li> <li>• Continue to participate in the Urban Pesticide Committee.</li> <li>• Continue to participate in CASQA's pesticide subcommittee.</li> <li>• Continue to develop BASMAA Regional Monitoring Coalition which will assist the Program in tracking changes in pesticide concentrations and associated toxicity in water and sediment in Santa Clara Creeks beginning FY 10-11.</li> </ul>

**Table 2-4**  
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CHEMICAL	WATER-BODY	KEY URBAN SOURCES	BASELINE (ONGOING) URBAN RUNOFF CONTROLS (PERFORMANCE STANDARDS) <sup>i</sup>	ENHANCED URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS IMPLEMENTED IN FY 08-09 <sup>ii</sup>	ADDITIONAL URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS PLANNED FOR IMPLEMENTATION IN FY 09-10 <sup>iii</sup>
Mercury	Lower South Bay  Guadalupe River	<ul style="list-style-type: none"> <li>• <b>Locally Derived Atmospheric Deposition</b></li> <li>• <b>Florescent Lighting</b></li> <li>• <b>Vehicle Switches</b></li> <li>• <b>Tailpipe emissions</b></li> <li>• <b>Industrial Uses</b></li> </ul>	<p>Performance standards:</p> <ul style="list-style-type: none"> <li>• Illicit Discharge and Illegal Dumping Elimination</li> <li>• Industrial/Commercial Discharger Control</li> <li>• Public Streets, Roads and Highways O&amp;M</li> <li>• Storm Drain Systems O&amp;M</li> <li>• New Development and Construction Control Measures-Planning Procedures</li> <li>• New Development and Construction Control Measures-Construction Inspections</li> </ul> <p>Multi-Year Receiving Waters Monitoring Plan (Creeks and Rivers)</p> <p>San Francisco Bay Estuary Status and Trends Monitoring (RMP)</p>	<ul style="list-style-type: none"> <li>• See Section 7 for descriptions of all mercury-related control measures.</li> <li>• Eliminate all unnecessary municipal use of mercury-containing products and establish proper disposal methods for products that cannot be eliminated.</li> <li>• Provide mercury-containing product disposal services through household hazardous waste (HHW) collection programs for residents and small businesses, and encourage use of these programs.</li> <li>• Participate in coordinated monitoring efforts to support mercury TMDL development and implementation, including assessment of air pollution sources of mercury and concentrations of mercury in sediment.</li> <li>• Actively participate in regional, state and federal coordination efforts to achieve a reduction in the amount of mercury in urban runoff and air emissions.</li> <li>• Increase awareness of proper disposal of mercury-containing products and available non-mercury containing alternatives.</li> <li>• Guadalupe River Pollutant Loading Study (RMP and SCVWD)</li> <li>• Zone 4 Line A Small Tributary Loading Study (RMP)</li> <li>• Guadalupe River Watershed Modeling (RMP)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement baseline and enhanced controls.</li> <li>• Develop additional BMPs required through the MRP (when adopted).</li> <li>• Develop formulas for calculating loads avoided/reduced via BMP implementation, as described in Hg TMDL language.</li> <li>• Track Hg TMDL for the Guadalupe River.</li> </ul>

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CHEMICAL	WATER-BODY	KEY URBAN SOURCES	BASELINE (ONGOING) URBAN RUNOFF CONTROLS (PERFORMANCE STANDARDS) <sup>i</sup>	ENHANCED URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS IMPLEMENTED IN FY 08-09 <sup>ii</sup>	ADDITIONAL URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS PLANNED FOR IMPLEMENTATION IN FY 09-10 <sup>iii</sup>
				<ul style="list-style-type: none"> <li>• Regional Stormwater Monitoring and Urban BMP Evaluation (SFEI Proposition 13 Grant)</li> <li>• Use of Mercury Isotopes to Determine Sources (RMP)</li> <li>• Use of Diffusive Gradient in Thinfilm (DGT) to Determine Sources of Bioavailable Methylmercury (RMP)</li> <li>• Assessment of Locally Derived Mercury Air Deposition (SFEI Proposition 13)</li> <li>• Methyl-mercury Budget for the San Francisco Bay Estuary</li> <li>• Guadalupe River TMDL: Participate as stakeholder, and assist with identification and possible implementation of future controls</li> </ul>	
<p><b>PCBs</b></p> <p><b>Dioxin Like Compounds</b></p>	<p><b>Bay-wide</b></p>	<ul style="list-style-type: none"> <li>• <b>Industrial Uses</b></li> <li>• <b>Combustion of Fossil Fuels</b> (Air Emissions)</li> </ul>	<p>Performance standards:</p> <ul style="list-style-type: none"> <li>• Illicit Discharge and Illegal Dumping Elimination</li> <li>• Industrial/Commercial Discharger Control</li> <li>• Public Streets, Roads and Highways O&amp;M</li> <li>• Storm Drain Systems O&amp;M</li> <li>• New Development and Construction Control Measures-Planning Procedures</li> <li>• New Development and Construction Control Measures-Construction Inspections</li> </ul> <p>Multi-Year Receiving Waters Monitoring Plan (Creeks and Rivers)</p>	<ul style="list-style-type: none"> <li>• See Section 4, Table 4-1 and Appendix C-4 for descriptions of all PCB and Dioxin-related control measures.</li> <li>• PCB TMDL: Participate as stakeholder, and assist with identification and possible implementation of future controls</li> <li>• Taking Action for Clean Water (SFEP/BASMAA Partnership – Proposition 50 Grant)</li> <li>• Dioxins Control Program</li> <li>• Guadalupe River Pollutant Loading Study (RMP and SCVWD)</li> <li>• Guadalupe River Watershed Modeling (RMP)</li> <li>• Zone 4 Line A Small Tributary</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement baseline and enhanced controls.</li> <li>• Develop additional BMPs required through the MRP (when adopted).</li> <li>• Develop formulas for calculating loads avoided/reduced via BMP implementation, as described in PCBs TMDL language.</li> </ul>

**Table 2-4**  
**SCVURPPP Current and Proposed Control Measures, Programs and Investigations for Pollutants of Concern**  
**Prepared in Compliance with Provision C.1 of NPDES Order 01-024**

CHEMICAL	WATER-BODY	KEY URBAN SOURCES	BASELINE (ONGOING) URBAN RUNOFF CONTROLS (PERFORMANCE STANDARDS) <sup>i</sup>	ENHANCED URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS IMPLEMENTED IN FY 08-09 <sup>ii</sup>	ADDITIONAL URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS PLANNED FOR IMPLEMENTATION IN FY 09-10 <sup>iii</sup>
			San Francisco Bay Estuary Status and Trends Monitoring (RMP)	Loading Study (RMP) <ul style="list-style-type: none"> <li>• Sediment Coring Study (RMP)</li> <li>• Bird Egg Monitoring (RMP)</li> </ul>	
<b>Sediment/ Siltation</b>	<b>San Francisquito Creek</b>  <b>Potential Other South Bay Creeks</b>	<ul style="list-style-type: none"> <li>• <b>Erosion from Construction Sites</b></li> <li>• <b>Instream Erosion</b></li> </ul>	Performance standards: <ul style="list-style-type: none"> <li>• Industrial/Commercial Discharger Control</li> <li>• Public Streets, Roads and Highways O&amp;M</li> <li>• Storm Drain Systems O&amp;M</li> <li>• New Development and Construction Control Measures-Planning Procedures</li> <li>• New Development and Construction Control Measures-Construction Inspections</li> <li>• Rural Roads Performance Standards</li> </ul> Multi-Year Receiving Waters Monitoring Plan (Creeks and Rivers)  San Francisco Bay Estuary Status and Trends Monitoring (RMP)	<ul style="list-style-type: none"> <li>• See Section 4, Table 4-1 and Appendix C-4 for descriptions of all sediment-related control measures.</li> <li>• <i>Sediment Management Practice Assessment Report for Upper Penitencia Creek Watershed</i></li> <li>• <i>Waterbody Assessment and Sediment Impact Analysis: Saratoga Creek</i></li> <li>• <i>Sediment Management Practice Assessment for Saratoga Creek Watershed</i></li> <li>• Provide information for a TMDL assessment of San Francisquito Creek</li> <li>• Causes of Sediment Toxicity (RMP)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement baseline controls.</li> <li>• Complete implementation of tasks described in the <i>Workplan for Conducting Watershed Analysis and Management Practice Assessment in Other Creeks Potentially Impaired by Sediment from Anthropogenic Activities</i>.</li> </ul>

**Table 2-4**  
**SCVURPPP Current and Proposed Control Measures, Programs and Investigations for Pollutants of Concern**  
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CHEMICAL	WATER-BODY	KEY URBAN SOURCES	BASELINE (ONGOING) URBAN RUNOFF CONTROLS (PERFORMANCE STANDARDS) <sup>i</sup>	ENHANCED URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS IMPLEMENTED IN FY 08-09 <sup>ii</sup>	ADDITIONAL URBAN RUNOFF CONTROLS, PROGRAMS AND INVESTIGATIONS PLANNED FOR IMPLEMENTATION IN FY 09-10 <sup>iii</sup>
Trash	Fresh Water Creeks  Bay Shorelines	<ul style="list-style-type: none"> <li>• Pedestrians</li> <li>• Vehicles</li> <li>• Illegal Dumping</li> <li>• Inadequate Waste Container Management</li> </ul>	Performance standards: <ul style="list-style-type: none"> <li>• Industrial/Commercial Discharger Control</li> <li>• Public Streets, Roads and Highways O&amp;M</li> <li>• Storm Drain Systems O&amp;M</li> <li>• New Development and Construction Control Measures-Planning Procedures</li> <li>• New Development and Construction Control Measures-Construction Inspections</li> </ul>	<ul style="list-style-type: none"> <li>• Implement the <i>SCVURPPP Trash Management and Effectiveness Assessment Strategy</i></li> <li>• Conduct creek and watershed trash assessments of known trash problem areas</li> <li>• Conduct creek clean-ups</li> <li>• <i>Trash Reduction: Trash Hot Spot Selection</i></li> <li>• <i>Feasibility of Trash Removal at Pump Stations</i></li> <li>• Continued implementing of the <i>Pilot Trash Structural Treatment Control Study</i></li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement baseline and enhanced controls.</li> <li>• Develop additional BMPs required through the MRP (when adopted).</li> <li>• Conduct analyses on specific creek reaches to better determine the most important trash sources and transport pathways, which will inform the implementation of additional control measures.</li> <li>• Conduct on-going creek and watershed assessments for trash.</li> <li>• Continue conducting creek cleanups.</li> <li>• Track and participate in the SCBWM's Trash Subgroup activities.</li> <li>• Prepare Pilot Demonstration Project of Trash Treatment Controls Final Report.</li> <li>• Identify and Prioritize Trash Full Capture Treatment Areas.</li> <li>• Develop a Pilot Watershed Management and Assessment Plan for Trash.</li> </ul>

<sup>i</sup> Performance Standards describe a specific result, or level of effort, which constitutes the "maximum extent practicable", based on current technical knowledge, available resources and local conditions (see the SCVURPPP 1997 Urban Runoff Management Plan). Co-permittee URMPs contain community specific performance standards, standard operating procedures and best management practices. The URMPs also contain annually updated Workplans including specific actions and milestones.

<sup>ii</sup> Complete description of enhanced controls, programs and investigations can be found in the Program and Co-permittee's Work Plans submitted on March 1, 2008 to the Water Board and information contained in this Annual Report and past Annual Report, submitted on September 15<sup>th</sup> or each year.

<sup>iii</sup> Complete description of enhanced controls, programs and investigations can be found in the FY 08-09 Annual Work Plan submitted on March 1, 2009 to the Water Board.

<sup>iv</sup> Freshwater creeks in the Santa Clara Valley where urban runoff/storm sewers are identified on the 303(d) list as contributing to the discharge of diazinon that may be causing or contributing to impairment include: Calabazas Creek, Coyote Creek, Guadalupe Creek, Guadalupe River, Los Gatos Creek, Matadero Creek, San Francisquito Creek, Saratoga Creek, and Stevens Creek. In addition, Stevens Creek is listed on the 303(d) list for toxicity that may be associated with pesticides.

**Table 2-5  
SCVURPPP Total FY 08-09 Budget**

<i>Budget Summary</i>	
<b>Item</b>	<b>Budget</b>
<b>Operational Group</b>	
1. Program Management (EOA)	\$578,513
2. Fiscal Agent (City of Sunnyvale)	\$50,000
3. Legal Services (MOFO)	\$90,000
4. CASQA Dues	\$15,000
5. BASMAA Fee	\$85,000
6. WERF Member Dues	\$8,000
7. Contingency (MOA Requires 10 %of Operating Group)	\$0
<b>Subtotal Operational Group</b>	<b>\$826,513</b>
<b>Projects Group</b>	
<b>Sub-total Project Group</b>	<b>\$2,673,487</b>
<b>TOTAL FY 08-09 BUDGET (NO SWRCB PERMIT FEE)</b>	<b>\$3,500,000</b>