

**FY 2014/15  
Municipal Stormwater NPDES Permit  
Compliance Assistance**

**Scope of Work**

**Prepared for the  
San Mateo Countywide  
Water Pollution Prevention Program**



**Prepared by EOA, Inc.**



**December 2014**

## INTRODUCTION

EOA, Inc. prepared this scope of work to assist the San Mateo Countywide Water Pollution Prevention Program (Countywide Program or SMCWPPP) to comply with municipal stormwater permit requirements found in NPDES Permit No. CAS612008, commonly referred to as the Municipal Regional Permit (MRP). The following sections describe EOA's tasks, budgets, and deliverables for FY 2014/15 (i.e., July 2014 – June 2015). Table 1 and Exhibit A summarize the tasks and budgets. Exhibit A includes subtasks, estimated labor hours, and planning-level subcontractor and expense budgets. It should be noted that the actual distribution of hours and subcontractors/expenses within and among tasks may vary. EOA will conduct all work on a time and materials basis in accordance with the FY 2014/15 Fee Schedule for the Countywide Program (Exhibit B) and the Agreement for Services between EOA, Inc. and the City/County Association of Governments of San Mateo County (C/CAG) dated June 14, 2007. The total budget will not be exceeded and contingency item budgets will not be used without C/CAG's authorization.

**Table 1. Summary of Tasks and Budgets.**

<b>Task No.</b>	<b>Description</b>	<b>Budget</b>
SM41	Miscellaneous Compliance (all MRP Provisions)	\$286,860
SM42	C.2 Municipal Operations and C.7.a.ii (1) Storm Drain Inlet Marking	\$41,760
SM43	C.3 New Development, C.6 Construction Site Controls, C.13.a Architectural Copper, and C.7.a.ii (2) Marking of Storm Drain Inlets in New Private Streets	\$146,136
SM44	C.4 Industrial/Commercial Site Controls, C.5 Illicit Discharge Elimination, C.15 Conditionally Exempted Discharges, C.12.a Incorporate PCBs into Business Inspections, and C.13.b and d Copper Controls	\$112,324
SM45	C.8 Water Quality Monitoring	\$514,390
SM46	C.9 Pesticides Toxicity Control (except C.9.h Public Outreach)	\$29,640
SM47	C.10 Trash Load Reduction	\$280,088
SM48	C.11 Mercury, C.12 PCBs (Except C.12.a Incorporate PCBs into Business Inspections), and Lower Priority Pollutants of Concern (C.13.c and e and C.14)	\$145,470
SM49	Contingency Items (use requires C/CAG authorization)	\$30,300
<b>Total Budget:</b>		<b>\$1,586,968</b>

Note: See Exhibit A for more details.

## **TASK SM41 - MISCELLANEOUS COMPLIANCE (ALL MRP PROVISIONS)**

The following tasks are related to compliance with all provisions of the MRP.

### **Subtask SM41.01: Assist with Management of the Countywide Program (All MRP Provisions)**

EOA will continue to assist the Countywide Program with various tasks related to overall program management including:

- Assistance to the Program Coordinator with planning of Technical Advisory Committee (TAC) and Stormwater Committee meetings, assisting with preparation of meeting agenda packages, preparing for and attending the meetings, and preparing draft meeting summaries. Assumes 10 meetings (four TAC and six Stormwater Committee). TAC meetings are held in a quarterly workshop format.
- Assisting municipal staff members achieve MRP compliance by responding to their emails and telephone calls as needed.
- Assisting municipal staff respond to Regional Water Board staff feedback (e.g., staff reviews of Annual Reports).
- Annual Reporting: Preparing Annual Report guidance package for municipalities. Compiling Annual Report form customized for San Mateo County municipalities. Compiling the FY 2013/14 Countywide Program Annual Report. Reviewing draft Public Information and Outreach sections of municipal Annual Reports and compiling and submitting the results of reviews of other sections of draft municipal Annual Reports.
- Compiling detailed monthly summaries (by subtask) of work (labor and expenses) completed under this scope of work and submitting with monthly invoices submitted to Program Coordinator.

**Budget:** \$104,848

#### **Deliverables:**

- Participation in TAC and Stormwater Committee meetings including assistance with agenda packages and meeting summaries.
- Emails and telephone calls with municipal staff in relation to MRP compliance.
- Annual Report guidance package and compiled customized Annual Report form, FY 2013/14 Countywide Program Annual Report, and draft municipal annual report reviews.
- Compiled detailed monthly summaries (by subtask) of work (labor and expenses) completed under this scope of work.

### **Subtask SM41.02: Update Regulatory Tracking Table (All MRP Provisions)**

EOA will conduct a quarterly update of a regulatory tracking spreadsheet. This task assists the Countywide Program to coordinate with statewide, regional, and local regulatory activities to optimize efficient MRP implementation and avoid duplication of effort. It also assists with planning for future permit terms.

**Budget:** \$5,808

**Deliverables:**

- Quarterly updates to regulatory tracking spreadsheet for inclusion in the TAC agenda package.

**Subtask SM41.03: Conduct Annual Training Workshop on Annual Report Forms (All MRP Provisions)**

The Countywide Program did not conduct an annual workshop (usually held in July) to help train municipal staff on filling out Annual Report forms.

**Budget:** \$0

**Deliverables:**

- None.

**Subtask SM41.04: Assist with Coordination with BASMAA (All MRP Provisions)**

EOA will assist with participation in activities of the BASMAA Board of Directors (BOD) and coordinate BOD activities with Countywide Program and municipal activities. This task includes reviewing the BOD agenda package each month and discussing with the Program Coordinator and coordinating with the SCVURPPP Program Manager as needed.

**Budget:** \$19,200

**Deliverables:**

- Participation in most monthly BOD meetings and coordination of BOD activities with Countywide Program and municipal activities.

**Subtask SM41.05: Assist with Participation in the Permit Renewal Process (All Provision in Reissued MRP)**

EOA will continue assisting the Countywide Program participate in the process to reissue the MRP, which expires in November 2014. This task includes participation in and facilitation of the MRP 2.0 Steering Committee and its workgroups (PCBs/mercury, Green Infrastructure, and Water Quality Monitoring). The Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) is also contributing budget to assist facilitating the Steering Committee and its workgroups.

Other anticipated activities under this subtask include participating in meetings with Bay Area stormwater program and Permittee staff, reviewing draft versions of MRP and preparing comment letters, preparing summary/status documents and presentations for the Stormwater Committee, and participation in Regional Water Board workshops and hearings related to permit reissuance.

Please note that this subtask's budget also covered startup activities of the Countywide Program's Pollutant of Concern (POC) source area identification process in San Mateo County (i.e., POC source area identification activities during the first quarter of 2014 were billed to this subtask). Beginning in October 2014, these activities are being billed to Subtask SM45.03, as

described later in this scope of work).

**Budget:** \$126,448

**Deliverables:**

- Participation in and facilitation of the MRP 2.0 Steering Committee and its workgroups (PCBs/mercury, Green Infrastructure, and Water Quality Monitoring).
- Participating in meetings with Bay Area stormwater program and Permittee staff.
- Reviewing draft versions of MRP and preparing comment letters.
- Preparing summary/status documents and presentations for the Stormwater Committee.
- Participation in Regional Water Board workshops and hearings related to permit reissuance.
- Startup activities of the Countywide Program's Pollutant of Concern (POC) source area identification process in San Mateo County (i.e., POC source area identification activities during the first quarter of 2014 were billed to this subtask).

**Subtask SM41.06: Prepare Initial Draft FY 2014/15 SMCWPPP Annual Report (All MRP Provisions)**

EOA will prepare an initial draft of the FY 2014/15 Countywide Program Annual Report. The budget assumes that County Environmental Health will prepare the Public Outreach section of the report and EOA will incorporate this into the draft. The draft report will be completed by the end of June 2015 and will be based on information available at that time. It is anticipated that the BASMAA portions of the report will not yet be available at that time.

**Budget:** \$30,556

**Deliverables:**

- Initial draft of the FY 2014/15 Countywide Program Annual Report completed by the end of June 2015.

**TASK SM42 - MUNICIPAL OPERATIONS (MRP PROVISION C.2 and C.7.a.ii (2))**

EOA will continue to assist the Countywide Program and its member agencies to implement the requirements of MRP Provision C.2, Municipal Operations and C.7.a., Storm Drain Inlet Marking.

**Subtask SM42.01: Coordination and Regulatory Compliance (MRP Provision C.2)**

EOA will provide technical support to the Municipal Maintenance Subcommittee. This will include continued collaboration with BASMAA's Municipal Operations Committee to identify cost-effective ways of complying regionally with the MRP's requirements.

The Municipal Maintenance Subcommittee will meet quarterly to guide the implementation of this component's Countywide Program activities. EOA will work with the chair to support the subcommittee and facilitate meetings. This will include working with the chair to plan agendas and discussion materials (e.g., handouts, presentations, and talking points), participating in meetings, preparing meeting summaries, maintaining email/attendance lists, and completing meeting follow-up actions.

EOA will prepare the Municipal Operations section of the FY 2013/14 Countywide Program Annual Report.

EOA will update this component's section of the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date, EOA will review this component's section of the forms and provide comments.

EOA will prepare monthly summaries (by subtask) of work completed under the Municipal Operations section of this scope of work.

**Budget:** \$23,712

**Deliverables:**

- Facilitation of four quarterly Municipal Maintenance Subcommittee meetings.
- Municipal Operations section of the FY 2013/14 Countywide Program Annual Report.
- Updated Countywide Program guidance to municipalities for completing the Municipal Operations sections of their Annual Reports.
- Comments on Municipal Operations sections of individual municipal Annual Reports.
- Monthly summaries (by subtask) of work completed under Municipal Operations section of this scope of work.

**Subtask SM42.02: Assist Municipalities to Implement Appropriate Municipal Operations BMPs (MRP Provisions C.2.a - C.2.f and C.7.a.ii (2))**

EOA will assist municipal staff to understand and implement municipal operations-related BMPs, such as those described in the California Stormwater Quality Association's Handbook for Municipal Operations (CASQA Handbook), for the following activities, as required in the MRP:

- Street and road repair maintenance activities, such as asphalt/concrete removal, cutting, installation, and repair (Provision 2.a).
- Sidewalk/plaza maintenance and pavement washing, such as mobile cleaning, pressure washing operations at parking lots and garages, trash areas, fueling areas, sidewalk and plaza cleaning (Provision C.2.b).
- Bridge and structure maintenance and graffiti removal conducted in ways that prevent non-stormwater and wash water discharges to storm drains (Provision C.2.c).
- Corporation yard activities, such as inspecting corporation yards, plumbing vehicle and equipment wash areas to the sanitary sewer, using dry clean up methods when cleaning debris and spills, and storing materials outdoors (Provision C.2.f).
- Operation of storm drain pump stations and related MRP requirements to inspect and collect dissolved oxygen data twice a year during the dry season and inspect pump stations twice a year during the wet season (Provision C.2.d).
- Storm drain inlet marking (Provision C.7.a.ii (2)).

EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, any NOVs/NODs issued) and feedback and requests for assistance from the Municipal Maintenance Subcommittee. Specific recommendations and prioritization will be documented in the Subcommittee meeting minutes. EOA will track MRP reissuance progress and provide input as needed related to municipal operations related provisions.

**Budget:** \$18,048

**Deliverables:**

- Telephone and email communications with municipal staff about MRP compliance topics such as the implementation of BMPs, inspection requirements for corporation yard/maintenance facilities, and the implementation of municipal stormwater pump station dissolved oxygen testing and inspection requirements.
- Products identified by the Subcommittee to improve member agencies' understanding and implementation of the MRP's requirements. Example potential products include revisions to current inspection forms or SOP templates and summaries of responses to Regional Water Board staff comments on the Countywide Program's Annual Report.
- Within available budget, training topics, such as roadwork, graffiti removal and corporation yard BMPs, will be added to Subcommittee meetings, in lieu of conducting an annual training workshop.

## **TASK SM43 - NEW DEVELOPMENT AND CONSTRUCTION ACTIVITIES (MRP PROVISIONS C.3, C.6, C.7.a and C.13.a)**

EOA will continue to assist the Countywide Program and its member agencies to implement the MRP's Provision C.3 (New Development), Provision C.6 (Construction Site Controls), Provision C.7.a (Storm Drain Marking in New Privately-Maintained Streets), and Provision C.13.a (Architectural Copper BMPs). The tasks in this section are organized around these MRP provisions.

### ***Tasks Related to Implementation of All Four Provisions: Tasks SM43.01 – SM43.02***

#### **Subtask SM43.01: Coordination and Regulatory Compliance (MRP Provisions C.3, C.6, C.7.a.ii (2) and C.13.a)**

EOA will perform essential component-specific tasks and coordination, including working with the Chair to support the New Development Subcommittee (NDS) and its workgroups and facilitate quarterly meetings (e.g., develop agendas, participate in meetings, and prepare meeting summaries). EOA will prepare this component's section of the Countywide Program's Annual Report and coordinate with County staff to maintain and update the public New Development and Construction sections of the Countywide Program's website and the password-protected New Development web page. EOA will also make annual pre-wet season submittals of treatment measure information to the Mosquito Abatement District and compile the half-yearly submittals of the member agencies' Special Projects Reporting Forms for annual submittal to the Regional Water Board by March 15. As possible within the available budget, EOA will also provide on-call assistance to member agencies.

EOA will update the Countywide Program's guidance to municipalities for completing the New Development and Construction Activities section of Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date, EOA will review the forms and provide comments.

EOA will prepare monthly summaries (by subtask) of work completed under the New Development and Construction Activities section of this scope of work.

**Budget:** \$42,160

#### **Deliverables:**

- EOA attendance, agenda packets, handouts, and summaries for up to four quarterly meetings of the New Development Subcommittee.
- EOA conference call hosting and attendance, agenda and action item list for up to four workgroup conference calls.
- This component's portions of the Countywide Program's FY 2013/14 Annual Report.
- Website update request forms (assume four per month, or up to 48 total).
- Updated Countywide Program's guidance to municipalities for completing this component's section of the FY 2013/14 Annual Report forms.
- Comments on this component's sections of individual municipal Annual Reports.



- Pre-wet season submittal to Mosquito Abatement District of treatment measure information.
- March 15 half-yearly submittal of compiled Special Projects Reporting Forms to the Water Board.
- Monthly summaries (by subtask) of work completed under the New Development and Construction Activities section of this scope of work.

**Subtask SM43.02: Participate in and Facilitate Implementation of BASMAA Development Committee's Regional Products (MRP Provisions C.3 and C.6)**

**Development Committee Participation.** On behalf of the Countywide Program, EOA will attend BASMAA's Development Committee and workgroup meetings regarding the preparation, adoption and implementation of regional products that BASMAA prepares on behalf of the MRP Permittees. In FY 2014/15, it is anticipated that EOA's participation in the Development Committee will include discussions of New Development and Construction issues related to the reissuance of the MRP, and would involve review and commenting on drafts of Provisions C.3 and C.6. As possible within the available budget, this task will include participation in meetings, preparation of informal email updates to the Program Coordinator regarding meeting highlights, the review of draft materials, and coordination with the New Development Subcommittee to keep member agencies informed and involved.

**Budget:** \$26,210

**Deliverables:**

- EOA attendance and informal email updates to the Program Coordinator, for up to 12 meetings of the BASMAA Development Committee and up to 12 conference calls.
- Written comments on drafts of Provisions C.3 and C.6 of reissued permit.
- Email messages to the New Development Subcommittee requesting member agency review of BASMAA draft documents and transmitting final documents.

***Implementation of Provisions C.3, C.7.a and C.13.a: Tasks SM43.03 – SM43.04***

EOA will prepare new tools and update existing tools used by the member agencies to comply with the MRP's Provision C.3, as described in the following tasks. The title of each subtask identifies the applicable provision(s) of the MRP.

**Subtask SM43.03: Provision C.3 Flyers, Checklists, and Coordination with Soil Providers and Copper Roof Installers (MRP Provisions C.3, C.6 and C.13.a)**

**Update of One Checklist.** In this task, EOA will provide one update of the C.3-C.6 Regulated Projects Checklist, an Excel version of the Regulated Projects Checklist, and one update of the Stormwater Checklist for Small Projects, as directed by the New Development Subcommittee, to accommodate issues and concerns identified by member agencies. This task does not include printing or photocopying of the checklist deliverables.

**Update of One Flyer.** In FY 2014/15, EOA will update one flyer if needed and as directed by the New Development Subcommittee. This task does not include printing or photocopying of the flyers.

**List of Biotreatment Soil Vendors.** In FY 2013/14, EOA prepared a list of soil vendors that can provide biotreatment soil as specified in Attachment L of the MRP. This list was provided electronically to the New Development Subcommittee and posted on the Countywide Program's website. In FY 2014/15, EOA will continue to contact vendors and determine if any updates or additions to the list are needed. Any changes will be posted on the Countywide Program's website. This task does not include printing or photocopying of the list of soil vendors.

**Outreach to Architectural Copper Installers/Vendors.** In FY 2014/15, EOA will identify local vendors that sell copper roofing materials and local contractors that install copper roofs, send the vendors copies of the Countywide Program's flyer on BMPs for installation and maintenance of architectural copper, and conduct additional follow-up as needed, up to the available budget.

**Budget:** \$23,640

**Deliverables (electronic files):**

- Updated C.3-C.6 Regulated Projects Checklist in Word and Excel formats (as directed by the New Development Subcommittee).
- Updated Stormwater Checklist for Small Projects in Word format.
- Updated flyer (as determined by the New Development Subcommittee).
- Updated list of soil vendors that offer biotreatment soil products and develop initial specifications for mulches.
- Outreach to updated mailing list of copper roof vendors and installers.

**Subtask SM43.04: Trainings on MRP Provisions C.3, C.7.a and C.13.a**

**New Development Workshop.** EOA will work with the New Development Subcommittee to plan and conduct a New Development workshop in Spring 2015. The 2015 New Development Workshop is anticipated to build on training provided at the 2014 New Development Workshop to provide municipal staff opportunities to conduct practice reviews of projects. Possible topics include information on the new stormwater permit (MRP 2.0), operation and maintenance (O&M) verification inspections of stormwater treatment measures, and exercises to review a C.3 Regulated Project and to practice using the Countywide Program's revised C.3-C.6 Checklist. The workshop will also include information on the requirement to verify the marking of storm drain inlets in new privately-maintained streets (Provision C.7.a) and BMPs for installation and cleaning of architectural copper (Provision C.13.a).

**Budget:** \$20,340

**Deliverables:**

- New Development Workshop, including approximately 75 workshop folders, each containing up to 100 pages of photocopied handout materials.
- Draft and final workshop flyer and agenda.
- Registration list and certificates of completion for participants requesting CWEA contact hours for the workshop.

- Catering services for the workshop.
- EOA staff to attend and give up to three PowerPoint presentations at the workshop.
- PowerPoint presentations and summary of presentation evaluations for posting on the Countywide Program's website.

**Implementation of Provisions C.6, C.7.a and C.13.a: Tasks SM43.05 – SM43.06**

**Subtask SM43.05: Update Outreach Materials and Website Materials (MRP Provision C.6)**

EOA will update outreach materials as directed by the NDS and ensure that updated materials are posted on the Countywide Program's website. EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, NOV/NODs issued) and feedback and requests for assistance from the NDS. Specific recommendations and prioritization will be documented in the NDS meeting minutes.

**Triplicate Copies of Construction Site Inspection Checklist.** In recent years there has been an annual need to provide hard copies of the construction site inspection checklist to the member agencies. In the process of identifying a need for additional hard copies, agency staffs have also identified opportunities to improve the checklist. EOA will coordinate, through the NDS, with municipal construction site inspectors to make any requested updates to the existing construction site inspection checklist and print it in triplicate.

**Budget:** \$7,826

**Deliverables:**

- Draft and final electronic versions of materials identified by the Subcommittee.
- Up to 3,200 hard copies, in triplicate, of the Construction Site Inspection Checklist. Up to 50 copies will be provided to the Flood Control District, and 150 copies will be provided to each of the other 21 member agencies, as requested.

**Subtask SM43.06: Trainings on MRP Provisions C.6, C.7.a and C.13.a**

**Construction Site Stormwater Control Workshop.** EOA will work with the New Development Subcommittee to plan a workshop on the Provision C.6 Construction Site Control requirements or other topic, based on issues of interest to the New Development Subcommittee. Possible topics include: a review of the basic requirements of Provision C.6; information on BMPs, including BMPs that could not be covered in previous trainings; an exercise to offer attendees practice identifying stormwater violations, using photographs of construction sites; a field visit to a construction site to observe proper installation of BMPs; and/or inspection of post-construction BMPs during the construction phase.

**Coordinate with Partner Organization to Provide Additional Training.** Building on the popularity of construction site stormwater control training sessions that EOA has previously offered through the California Building Inspectors Group (CALBIG), EOA will coordinate with CALBIG or other partner organization to potentially provide training to building inspectors and construction site inspectors on construction site stormwater control. This has proven to be a helpful way to provide information on construction site stormwater requirements to building inspectors who may not attend a construction workshop. We anticipate that, as in past years,

the partnership with CALBIG will consist of EOA staff giving an approximately one-hour presentation on construction site stormwater control requirements and BMPs at a regular CALBIG meeting. The topics for training session will be determined through discussions with CALBIG and NDS members.

**Budget:** \$25,960

**Deliverables:**

- Construction Site Stormwater Control Workshop, including catering services and approximately 75 workshop folders, each containing up to 100 pages of photocopied handout materials.
- Draft and final workshop flyer and agenda.
- Workshop registration list and certificates of completion for participants requesting professional development hours.
- EOA staff to attend and give up to four PowerPoint presentations at the workshop.
- PowerPoint presentations and summary of presentation evaluations for posting on the Countywide Program's website.
- Brief summary of coordination with partner organization, provided in a New Development Subcommittee agenda packet.
- If a partner organization is willing to collaborate on a C.6 training, emailed announcement about the training, EOA attendance at the training, and preparation of a PowerPoint presentation.

## **TASK SM44 - COMMERCIAL, INDUSTRIAL AND ILLICIT DISCHARGE CONTROLS (MRP PROVISIONS C.4, C.5, C.12.a, C.13.b and d, and C.15)**

EOA will continue to assist the Countywide Program and its member agencies to implement the MRP's Provision C.4 (Industrial and Commercial Site Controls), Provision C.5 (Illicit Discharge Detection and Elimination), a portion of C.12 (Polychlorinated Biphenyls (PCBs) Controls), a portion of C.13 (Copper Controls) and Provision C.15 (Exempted and Conditionally Exempted Discharges). The tasks in this section are organized around these MRP provisions.

### **SM44.01: Component Coordination and Regulatory Compliance (MRP Provisions C.4, C.5, C.12.a, C.13.b and d, and C.15)**

EOA will provide technical support to the Commercial, Industrial & Illicit Discharge (CII) Subcommittee. This will include continued collaboration with BASMAA's Municipal Operations Committee to identify cost-effective ways of meeting the MRP's recordkeeping and reporting requirements in FY 2014/15. The CII Subcommittee will meet approximately every quarter to plan and oversee implementation of the commercial, industrial, and illicit discharge control activities that facilitate MRP compliance. The CII Training Workgroup will meet as needed. EOA will organize and facilitate the subcommittee and workgroup meetings, including working with the chair to develop agendas, prepare discussion materials (e.g., handouts, presentations, and talking points), and maintain email/attendance lists.

In the Countywide Program Annual Report, EOA will summarize progress assisting with the countywide implementation of business and illicit discharge inspection-related activities, exempted and conditionally exempted discharge controls, and copper control activities.

EOA will update the CII section of the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date, EOA will review the CII sections of the forms and provide comments.

EOA will prepare monthly summaries (by subtask) of work completed under the CII section of this scope of work.

**Budget:** \$31,984

#### **Deliverables:**

- Facilitation of quarterly CII Subcommittee and as-needed Training Workgroup meetings and written meeting summaries.
- This component's section of the FY 2013/14 Countywide Program Annual Report.
- Updated Countywide Program's guidance to municipalities for completing the CII component section of the Annual Report forms.
- Comments on this component's sections of individual municipal Annual Reports.
- Monthly summaries (by subtask) of work completed under this component's section of this scope of work.

### **Subtask SM44.02: Assist Municipalities to Implement Business Inspection and IDDE Programs (MRP Provisions C.4.a - c & C.5.a - f)**

EOA will assist Permittees with the implementation of commercial and industrial stormwater inspection tasks and illicit discharge detection and elimination tasks. This includes continuing to assist with business inspection plans and priorities, data management, enforcement response plans, complaint tracking and follow-up, collection system screening programs and mobile business outreach. Also included in this task is assistance with implementing Provision C.12.a, incorporating PCBs and PCB-containing equipment identification into inspection programs, and C.13.d, identifying, inspecting and ensuring proper BMPs at facilities likely to have sources of copper. EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, NOVs/NODs issued) and feedback and requests for assistance from the CII Subcommittee. Specific recommendations and prioritization will be documented in the Subcommittee meeting minutes. EOA will track MRP reissuance progress and provide input as needed to CII related provisions.

**Budget:** \$36,096

#### **Deliverables:**

- Telephone and email communications with municipal staff about the implementation of commercial/industrial business inspection programs, illicit discharge inspection programs, collection system screening programs, mobile business outreach, PCBs and PCBs-containing equipment inspection requirements, and copper control BMPs.
- Products identified by the Subcommittee to improve member agencies' understanding and implementation of the MRP's requirements. Example potential products include revisions to current inspection forms, BMP materials, inspection data tracking tables, mobile business lists, and summaries of responses to Regional Water Board staff comments on the Countywide Program's Annual Report.
- Work with County Environmental Health (CEH) staff to revise and update data tracking tables for commercial/industrial stormwater inspections and provide input in development of CEH database field module. EOA will also provide assistance and guidance related to reviewing and refining as needed the Memorandum of Understanding (MOU) between SMCWPPP Permittees and CEH for conducting certain inspections.

### **Subtask SM44.03: Commercial, Industrial and Illicit Discharge Stormwater Inspector Staff Training (MRP Provisions C.2, 4 and 5)**

EOA will assist municipalities to provide annual focused training for inspectors, as required by MRP Provision C.4.d. A full day training workshop for stormwater inspectors was last held in FY 2013/14. During FY 2014/15 EOA will work with the CII Subcommittee to identify and implement appropriate focused training.

**Budget:** \$12,180

#### **Deliverables:**

- Focused training based upon CII Subcommittee recommendations.

**Subtask SM44.04: BASMAA Municipal Operations Committee Participation (MRP Provisions C.2, C.4, C.5, C.12.a, C.13.b and d, and C.15)**

EOA will assist the Countywide Program participate in the BASMAA Municipal Operations Committee. EOA will follow-up on the BASMAA meetings by providing updates to and coordination with appropriate SMCWPPP Subcommittees (CII, Municipal Maintenance, and Parks Maintenance and IPM).

**Budget:** \$9,024

**Deliverables:**

- Participation in BASMAA Municipal Operations Committee meetings.
- Updates to and coordination with appropriate SMCWPPP Subcommittees (CII, Municipal Maintenance, and Parks Maintenance and IPM).

**Subtask SM44.05: Assist Municipalities Implement Conditionally Exempt Discharges Programs (MRP Provision C.15)**

The Water Utility Work Group was disbanded in FY 2012/13. However, EOA has continued to offer assistance for meeting C.15.b.iii permit requirements. EOA will continue to track the progress of the development and/or implementation of a General Permit for potable water discharges as it relates to possible C.15.b.iii permit requirements in the future and work with Permittees that are water purveyors on this issue. EOA will develop written comments as needed.

This task will also include assistance with meeting conditions related to other conditionally exempt discharge categories such as air conditioning condensate and swimming pool discharges as directed by the CII Subcommittee, TAC, or Stormwater Committee.

**Budget:** \$23,040

**Deliverables:**

- Participation in Water Agency Task Force meetings related to the development and/or implementation of a General Permit for potable water discharges and development of associated written comments.
- Develop outreach materials, as needed, for Permittees on the consequences of an adopted General Permit to their programs.

## **TASK SM45 - WATER QUALITY MONITORING (MRP PROVISION C.8)**

EOA will continue to assist the Countywide Program to implement tasks related to water quality monitoring (MRP Provision C.8).

### **Subtask SM45.01: Coordination and Regulatory Compliance (MRP Provision C.8)**

EOA will continue to plan, coordinate, and support technically all Watershed Assessment and Monitoring (WAM) component activities essential to permit implementation, including preparing this component's section of the Countywide Program Annual Report, working with the WAM Subcommittee chair to support and facilitate two WAM Subcommittee meetings (e.g., develop agenda, participate in meeting, and prepare meeting summary), and coordinating with County staff to maintain and update this component's section of the Countywide Program's website.

EOA will prepare monthly summaries (by subtask) of work completed under the WAM section of this scope of work.

**Budget:** \$15,798

#### **Deliverables:**

- Facilitation of two WAM Subcommittee meetings.
- WAM section of the FY 2013/14 Countywide Program Annual Report.
- Monthly summaries (by subtask) of work completed under the WAM section of this scope of work.

### **Subtask SM45.02: Participate in BASMAA Activities (MRP Provision C.8)**

EOA will assist the Countywide Program to collaborate and coordinate with other Bay Area municipal stormwater management agencies on all water quality monitoring tasks. This will include representing the Countywide Program on BASMAA's Monitoring and Pollutants of Concern Committee and Regional Monitoring Coalition Workgroup, both of which meet monthly, participating in related email and telephone communications, and reviewing pertinent regional documents. This task may also include occasionally attending relevant policy meetings (e.g., Biocriteria Development, Wetland/Riparian Policy) and commenting on related documents.

**Budget:** \$31,446

#### **Deliverables:**

- Participation in monthly meetings of BASMAA's Monitoring and Pollutants of Concern Committee and Regional Monitoring Coalition Workgroup.
- Telephone and email communications and comments on pertinent regional WAM-related documents.

### **Subtask SM45.03: Pollutants of Concern (POC) Source Area Analysis (MRP Provision C.8.e)**

In FY 2014/15, EOA will implement an alternative approach to MRP Provision C.8.e pollutant loading station monitoring. The alternative approach includes the discontinuation of the Pulgas



Creek pollutant loading station which was sampled in previous years. Instead, EOA will continue to conduct the *PCB and Mercury Opportunity Area Analysis* initiated in FY 2013/14. The outcome of this activity will be a refined understanding of PCB/mercury source and opportunity area locations. EOA will develop and conduct an urban sediment sampling program that screens drainage areas containing parcels that were categorized as potential sources of PCBs and mercury to the storm drain system through a preliminary process developed in coordination with BASMAA. A Sampling and Analysis Plan (SAP) will be developed and vetted through SMCWPPP's PCBs and mercury workgroup (an ad hoc workgroup of the WAM Subcommittee). Field and laboratory data will undergo evaluation using standard Quality Assurance (QA) procedures. Results of the monitoring will be used to refine potential PCBs and mercury source area maps. Subcontractor costs for field support and laboratory analysis are budgeted in Subtask SM45.04 (see the next section).

Please note that startup activities under this subtask were budgeted under a separate subtask described previously, SM41.05 (i.e., POC source area identification activities during the first quarter of 2014 were billed to SM41.05). Beginning in October 2014, these activities are being billed to SM45.03.

**Budget:** \$81,574

**Deliverables:**

- Sampling and Analysis Plan.
- Field forms and maps associated with selecting monitoring sites.
- Field and laboratory data that has undergone QA/QC review.
- Refined potential PCBs and mercury source area maps.
- Technical memorandum documenting the monitoring program and results.

**Subtask SM45.04: POCs Source Areas – KLI Subcontractor (MRP Provision C.8.e)**

As a subcontractor to EOA, Kinnetic Laboratories, Inc., of Santa Cruz California will provide field and laboratory services to collect and analyze sediment samples described in the previous subtask (SM45.03).

**Budget:** \$127,953

**Deliverables:**

- Collection of samples in the field and laboratory analysis.

**Subtask SM45.05: Participate in Regional Monitoring Program (MRP Provision C.8.b)**

The MRP requires that Permittees participate in a San Francisco Estuary receiving water monitoring program, at a minimum equivalent to the San Francisco Estuary Regional Monitoring Program (RMP), by contributing annually their financial fair-share. Through continued participation in the RMP's committees and workgroups, the Countywide Program and BASMAA have remained informed stakeholders that help oversee the RMP's activities and identify any opportunities to direct existing RMP funds towards meeting MRP requirements. In coordination with other BASMAA agencies, EOA will continue to assist the Countywide Program to

participate in the RMP, including participating in selected RMP committees and workgroups, especially the Small Tributaries Loading Strategy (STLS) workgroup and the Sources, Pathways and Loadings Work Group (SPLWG), related email and telephone communications, and providing input to related work plans and reports. Please note that the Countywide Program's direct financial contribution to the RMP is not included in the budget for this task.

**Budget:** \$12,036

**Deliverables:**

- Complete a section of the FY 2013/14 Annual Report that summarizes how, over the course of the fiscal year, the Countywide Program participated in the RMP in collaboration/coordination with other Bay Area municipal stormwater management agencies.
- Participation in STLS and SPLWG workgroup meetings, related email and telephone communications, and review of and comment on related documents.

**Subtask SM45.06: Creek Status Monitoring (MRP Provision C.8.c)**

EOA will assist the Countywide Program to participate in the Regional Monitoring Coalition's field programs to conduct monitoring of creeks in San Mateo County and other parts of the Bay Area as required by the MRP. The primary objectives are to gather information on whether numeric and narrative water quality objectives are met in creeks and whether creek conditions are supporting designated beneficial uses (e.g., aquatic habitat, recreational uses). The budget assumes fieldwork (and associated laboratory work) through the 2014/15 rainy spring seasons but does not include fieldwork during the summer of 2015, which is assumed to occur in FY 2015/16. The focus will be on collecting the types of screening-level biological, physical and chemical water quality data required by the MRP. Field activities will include biological community sampling (benthic macroinvertebrate and algae bioassessments), continuous water quality monitoring using multi-parameter probe measurements (e.g., pH, temperature, and dissolved oxygen), collecting grab water samples (for toxicity testing), and stream physical condition surveys. Summer sampling of water and sediment toxicity, sediment chemistry, and pathogen indicator bacteria, and summer continuous monitoring are not included in this subtask and budget.

This task includes all activities associated with the field data collection, including selection and evaluation of sampling locations, coordination of equipment, field crews, and required trainings, and coordination of associated laboratory analyses. This task also includes laboratory analyses for a suite of water quality analytes. The field and laboratory data generated will undergo initial evaluation using standard Quality Assurance (QA) procedures.

**Budget:** \$135,570

**Deliverables:**

- Forms, maps, and spreadsheets associated with selecting and evaluating monitoring sites for FY 2013/14.
- Monitoring data that has undergone initial QA/QC review for all parameters required in Provision C.8.c. during the 2014/15 wet weather and spring seasons (i.e., water column toxicity, bioassessments, stream surveys, and continuous water quality monitoring).

#### **Subtask SM45.07: Stressor/Source ID Monitoring Projects (MRP Provision C.8.d)**

EOA will assist the Countywide Program to continue collaborating with Regional Monitoring Coalition participants to complete two Stressor/Source Identification (SSID) projects in San Mateo County that were initiated in Water Year 2014. These studies were performed to follow-up on creek status monitoring data that exceed trigger levels described in the MRP. Both SSID projects are located in the San Mateo Creek watershed. The projects study the potential causes and control options for low dissolved oxygen and high pathogen indicator bacteria in the creek.

**Budget:** \$23,724

##### **Deliverables:**

- Completion of two SSID projects in San Mateo County and technical memoranda documenting the studies and results.

#### **Subtask SM45.08: Citizen Monitoring and Participation (MRP Provision C.8.f)**

EOA will continue to assist the Countywide Program to encourage citizen monitoring and stakeholder observations and reporting of water body conditions. Per MRP requirements, this will include making reasonable efforts to seek out citizen and stakeholder information and comment regarding water body function and quality during evaluation of status monitoring results and development of monitoring projects.

**Budget:** \$4,135

##### **Deliverables:**

- Complete a section of the FY 2013/14 Annual Report that summarizes how over the course of the fiscal year citizen monitoring and stakeholder observations were encouraged and incorporated into the evaluation of status monitoring results and development of monitoring projects.

#### **Subtask SM45.09: Reporting (MRP Provision C.8.g)**

The MRP requires annual electronic reporting of field monitoring results compatible with the state's Surface Water Ambient Monitoring Program (SWAMP) database followed by an annual Urban Creeks Monitoring Report (UCMR) with data analysis and interpretation. EOA will prepare and submit the electronic report (due January 2015) and the UCMR (due March 2015).

**Budget:** \$32,314

##### **Deliverables:**

- Status Monitoring Electronic Report in SWAMP-compatible format.
- Urban Creeks Monitoring Report.

#### **Subtask SM45.10: Creek Status Monitoring – KLI Subcontractor (MRP Provision C.8.c)**

As a subcontractor to EOA, Kinnetic Laboratories, Inc., of Santa Cruz California will provide field and equipment services to collect and analyze wet season water toxicity samples described

previously in Subtask SM45.06.

**Budget:** \$22,000

**Deliverables:**

- Collection of samples in the field and laboratory analysis.

**Subtask SM45.11: Creek Status Monitoring – Caltest Subcontractor (MRP Provision C.8.c)**

As a subcontractor to EOA, Caltest Laboratories, Inc., of Napa, California will provide laboratory services to analyze nutrient samples collected concurrently with bioassessment monitoring described previously in Subtask SM45.06.

**Budget:** \$6,778

**Deliverables:**

- Laboratory analysis.

**Subtask SM45.12: Creek Status Monitoring – BAS Subcontractor (MRP Provision C.8.c)**

As a subcontractor to EOA, BioAssessment Services of Folsom, California will provide laboratory services to analyze benthic macroinvertebrate samples collected during bioassessment monitoring described previously in Subtask SM45.06.

**Budget:** \$6,614

**Deliverables:**

- Laboratory analysis.

**Subtask SM45.13: Creek Status Monitoring – Ecoanalysts Subcontractor (MRP Provision C.8.c)**

As a subcontractor to EOA, Ecoanalysts, Inc. of Moscow, Idaho will provide laboratory services to analyze algae samples collected during bioassessment monitoring described previously in Subtask SM45.06.

**Budget:** \$14,447

**Deliverables:**

- Laboratory analysis.

## **TASK SM46 - PESTICIDES (MRP PROVISION C.9)**

EOA will continue to assist the Countywide Program and its member agencies to implement the requirements of MRP Provision C.9, Pesticides Toxicity Control. Please note that it is anticipated that much of the work associated with compliance with Provision C.9.e. (“Track and Participate in Relevant Regulatory Processes”) will be accomplished via an ongoing CASQA and/or BASMAA activities rather than via this scope of work. In addition, this scope of work does not cover “Public Outreach” (MRP Provision C.9.h) because this assistance is provided separately by San Mateo County Environmental Health.

### **Subtask SM46.01: Coordination and Regulatory Compliance (MRP Provision C.9)**

EOA will provide support to the Parks Maintenance and IPM Workgroup. The Parks Maintenance and IPM Workgroup meets three times per year to guide the implementation of this component’s Countywide Program activities. EOA will work with the chair to support the workgroup and facilitate these meetings. This will include working with the chair to plan agendas and discussion materials (e.g., handouts, presentations, and talking points), participating in meetings, preparing meeting summaries, maintaining email/attendance lists, and completing meeting follow-up actions.

EOA will prepare the Pesticides Toxicity Control section of the FY 2013/14 Countywide Program Annual Report. EOA will update this component’s section of the Countywide Program’s guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date, EOA will review this component’s section of the forms and provide comments.

EOA will prepare monthly summaries (by subtask) of work completed under the Pesticides Toxicity Control section of this scope of work.

**Budget:** \$13,900

#### **Deliverables:**

- Facilitation of three Parks Maintenance and IPM Workgroup meetings.
- Pesticides Toxicity Control section of the FY 2013/14 Countywide Program Annual Report.
- Updated Countywide Program guidance to municipalities for completing Annual Report forms.
- Updated Countywide Program’s guidance to municipalities for completing the Pesticides Toxicity Control component section of the Annual Report forms.
- Comments on the Pesticides Toxicity Control sections of individual municipal Annual Reports.
- Monthly summaries (by subtask) of work completed under this component’s section of this scope of work.

**Subtask SM46.02: Assist with Implementation of Municipal IPM Programs (MRP Provisions C.9.e. & C.9.f)**

EOA will assist the Parks Maintenance and IPM Workgroup's members to understand and implement municipal IPM programs. EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, any NOVs/NODs issued) and feedback and requests for assistance from the Parks Maintenance and IPM Workgroup. Specific recommendations and prioritization will be documented in the workgroup meeting minutes. EOA will track MRP reissuance progress, brief the workgroup, and seek feedback as needed related to C.9 provisions. This task also includes tracking relevant regulatory processes through the CASQA Pesticides Subcommittee and Bay Area Urban Pesticides Committee (UPC).

As needed, EOA will attend BASMAA's "Multi-family Dwellings IPM Outreach" grant project meetings. EOA will provide updates on the grant project to the Parks Maintenance and IPM Workgroup.

**Budget:** \$5,500

**Deliverables:**

- Telephone and email communications with municipal staff about the implementation of IPM programs and policies and tracking relevant regulatory processes.
- Products identified by the workgroup to improve member agencies' understanding and implementation of the MRP's Pesticides Toxicity Control requirements. Example potential products include revisions to current SOP templates, municipal outreach materials for structural IPM, and summaries of responses to Regional Water Board staff comments on the Countywide Program's Annual Report.

**Subtask SM46.03: Plan and Implement a Landscape IPM Workshop for Municipal Staff and Contractors**

EOA will assist the Parks Maintenance and IPM Workgroup's members to plan and implement a half-day Landscape IPM Workshop. EOA will develop the agenda, contact speakers, schedule presentations, prepare handouts for the workshop, and arrange catering. EOA will also compile and summarize workshop evaluations after the workshop.

**Budget:** \$10,240

**Deliverables:**

- Half-day IPM workshop.
- PowerPoint presentations and summary of presentation evaluations for posting on the Countywide Program's website.

## **TASK SM47 - TRASH LOAD REDUCTION (MRP PROVISION C.10)**

EOA will implement tasks described within this section to assist the Countywide Program and its member agencies to comply with MRP Provision C.10, Trash Reduction.

### **Subtask SM47.01: Trash Committee Coordination (MRP Provision C.10)**

EOA will facilitate up to six Countywide Program Trash Committee meetings in coordination with the Workgroup chair. Workgroup meetings are intended to provide a forum for sharing information among member agencies related to trash reduction in San Mateo County and discuss compliance activities required by the MRP. As part of this coordinator role, EOA will develop and distribute meeting agendas, prepare meeting materials as needed, participate in meetings, and prepare and distribute meeting summaries.

**Budget:** \$17,108

#### **Deliverables:**

- Facilitation of up to six Trash Workgroup meetings, including preparation of meeting agendas, agenda support materials and meeting summaries that provide an overview of actions agreed to during the meetings.

### **Subtask SM47.02: Participate in BASMAA Activities (MRP Provision C.10)**

EOA will also participate in trash-related activities of BASMAA including attending regional Trash Committee meetings, participating in e-mail communications as needed, and reviewing and commenting on regional documents. This participation will include soliciting input from the Countywide Program's Trash Workgroup and representing the Trash Workgroup at BASMAA's Trash Committee meetings.

**Budget:** \$8,320

#### **Deliverables:**

- Participation in up to 8 BASMAA Trash Committee meetings and following each meeting prepare a brief summary of the most important items agreed to and being worked on by the Committee.
- Written comments on trash-related BASMAA regional products.

### **Subtask SM47.03: Trash Load Reduction Assessment Program (MRP Provision C.10.c)**

EOA will assist the Countywide Program to provide services in support of developing and implementing a trash load reduction assessment program. In FY 2012-13, EOA developed a draft on-land visual assessment method and protocol designed to assess the levels of trash generated onto streets and would conceptually enter the stormwater conveyance system. The on-land visual assessment method would also provide a way for Permittees to demonstrate progress towards trash load reduction goals included in the MRP. In FY 2014-15, EOA will continue to implement the trash load reduction assessment plan for the Countywide Program, which will utilize the on-land assessment method. Assessment sites will be located in high priority trash management areas identified by Permittees. Both temporal and spatial variability will be evaluated during the implementation of the plan in an effort to best inform the spatial

extent and frequency of assessments needed to confidently demonstrate progress.

The plan implementation in San Mateo County will be coordinated with assessment method(s) development conducted under BASMAA's Tracking California's Trash grant received from the State Water Resources Control Board. One goal of BASMAA's project would be to relate the results of the draft on-land visual assessment method (i.e., score) to the amount of trash being discharged from the area assessed (i.e., better scores equals less trash). The method would allow Permittees to identify improvements in trash discharged to receiving waters from the stormwater drainage system, using a simple cost-effective on-land visual assessment protocol.

**Budget:** \$114,600

**Deliverables:**

- Assessment results and completed field forms.
- Draft and final assessment reports that will provide analysis of the results of trash reduction assessments conducted at assessment sites throughout the county.

**Subtask SM47.04: Trash Hot Spot Cleanup Tracking and Reporting (MRP Provision C.10.b)**

EOA will assist member agencies in calculating and reporting trash removals via creek and shoreline hot spot cleanups required by the MRP. EOA will provide data collection and load removal calculation tools to member agencies and maintain data associated with creek and shoreline cleanup activities. Data will be maintained in a database and provided to member agencies in a standard reporting format to assist with annual reporting. Additionally, EOA will provide technical assistance associated with tracking and summarizing lessons learned from creek and shoreline cleanups.

**Budget:** \$14,820

**Deliverables:**

- Annual reporting guidance on standardized reporting of trash reductions associated with creek and/or shoreline cleanups.
- Centralized database of member agency creek/shoreline cleanup data.
- Standardized creek cleanup data formatted for annual reporting submittals to the Regional Water Board by member agencies.
- Trash hot spot section of Countywide Program's FY 2013/14 Annual Report that summarizes member agency lessons learned to-date on conducting creek/shoreline cleanups.

**Subtask SM47.05: Long-term Trash Load Reduction Plan Assistance (MRP Provision C.10.c)**

EOA will assist member agencies in implementing their long-term trash load reduction plans required by the MRP. EOA will provide guidance to representatives on long-term plan control actions for trash management. EOA will also assist Permittees in reviewing and providing



responses to Regional Water Board staff comments on long-term trash load reduction plans for each applicable Permittee.

**Budget:** \$24,120

**Deliverables:**

- Attendance at up to four meetings to discuss long-term plan implementation, provide perspectives on control actions for trash management, and discuss assessment results and other pertinent topics.
- Draft responses to Water Board staff comments on Long-Term Plans.

**Subtask SM47.06: Web-based Trash Management Reporting Tool (MRP Provision C.10.c)**

In an effort to better illustrate locations and types of trash management actions being implemented by Permittees, and demonstrate progress towards load reduction goals, EOA has begun developing a web-based tool that provides a visual display of the location and types of trash management actions being implemented or planned by Permittees. The web-based tool will be viewable via the Countywide Program's website and include the locations of trash management areas and associated trash generation rates, descriptions of trash actions implemented or planned in each area, and assessment results. The web-based tool will be linked to Google™ maps and allows the user to query information based on specific trash management areas. Information included on the web-based tool will be based on maps and information included in long-term trash load reduction plans and/or provided by Permittees.

EOA will continue to maintain and update the web-based tool with information on trash management provided by Permittees. Results of on-land and hot spot assessments will also be included in the update.

**Budget:** \$43,020

**Deliverables:**

- FY 2014-15 annual update to web-based tool and associated web pages that will provide a visual display of the location and types of trash management actions being implemented or planned by each applicable Permittee.
- Creation of field electronic data entry tool for trash on-land assessments.

**Subtask SM47.07: Workshops with Municipal Solid Waste/Recycling Haulers and Action Plan (MRP Provision C.10.c)**

EOA will actively coordinate with staff from San Mateo County and other Permittees to plan and conduct one follow-up workshop with municipal solid waste/recyclable haulers. The goal of the workshop is to collectively identify opportunities to reduce the contributions of litter generated from hauler-associated sources (e.g., transporting garbage/recyclables and overflowing containers). EOA will assist in the coordination and planning of the workshop, including developing and coordinating workshop planning meetings that will include Permittees and hauler representatives and other interested parties, preparing workshop agendas and materials (e.g., presentations), identifying and confirming workshop speakers, and documenting action

items and next steps. EOA will also coordinate a follow-up meeting with the planning group to agree on next steps towards the implementation of actions identified during the workshop.

**Budget:** \$31,940

**Deliverables:**

- Workshop announcements, agendas, presentations, and associated materials.
- Brief action plan describing agreed upon implementation actions that should be pursued by Permittees and/or haulers.

**Subtask SM47.08: Compliance Reporting (MRP Provision C.10.d)**

EOA will provide technical support to the member agencies on annual reporting and assist the Countywide Program with the preparation of the trash load reduction section of the FY 2013/14 annual report. This will include continued collaboration with BASMAA's Trash Committee to identify cost-effective ways of complying regionally with the MRP's requirements. Through this task EOA will prepare a trash load reduction section of the Countywide Program's Annual Report and coordinate with County staff to maintain and update this component's section of the Countywide Program's website.

EOA will update this component's section of the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Reports forms before a certain date, EOA will review the draft Annual Reports and provide comments.

**Budget:** \$26,160

**Deliverables:**

- Assist in development of FY 2014/15 Section 10 (Trash Load Reduction) annual reporting format.
- Technical support to the member agencies on FY 2014/15 Section 10 (Trash Load Reduction) annual reporting, including guidance on calculation of trash load reductions.
- Updated Countywide Program guidance to municipalities for completing the trash load reduction sections of their Annual Reports.
- Comments on trash load reduction sections of individual municipal Annual Reports (i.e., completed forms).
- Trash load reduction section of the FY 2013/14 Countywide Program Annual Report.
- Monthly summaries (by subtask) of work completed under this component's section of this scope of work.

**TASK SM48: MERCURY, PCBs, AND LOWER PRIORITY POLLUTANTS OF CONCERN (MRP PROVISIONS C.11, C.12, C.13.c, C.13.e, and C.14)**

EOA will assist the Countywide Program to implement tasks related to mercury, PCBs, and certain lower priorities pollutants of concern (copper, PBDEs, legacy pesticides, and selenium). These tasks address requirements in MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14, and are described below.

**Subtask SM48.01: Assist with Coordination and Regulatory Compliance (MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14)**

EOA will continue to update the WAM Subcommittee on projects related to mercury, PCBs, and, as needed, lower priority pollutants of concern and solicit feedback from the subcommittee during two meetings. In addition, EOA will assist the Countywide Program to prepare the pollutants of concern section of the Countywide Program's FY 2012/13 Annual Report.

EOA will prepare monthly summaries (by subtask) of work completed under the pollutants of concern section of this scope of work.

**Budget:** \$12,950

**Deliverables:**

- Participation in two WAM Subcommittee meetings.
- Pollutants of concern section of the FY 2013/14 Countywide Program Annual Report.
- Monthly summaries (by subtask) of work completed under Municipal Operations section of this scope of work.

**Subtask SM48.02: Participate in BASMAA Regional Activities (MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14)**

EOA will also continue to assist the Countywide Program to collaborate and coordinate with other Bay Area municipal stormwater management agencies on all pollutant of concern-related tasks. This will include representing the Countywide Program on BASMAA's Monitoring and Pollutants of Concern Committee, which meets monthly, and participating in related email and telephone communications and reviewing and commenting on regional documents.

**Budget:** \$28,800

**Deliverables:**

- Participation in BASMAA's monthly Monitoring and Pollutants of Concern Committee.
- Telephone and email communications and comments on draft regional pollutant of concern-related documents.

**Subtask SM48.03: Report Estimated Mass of Mercury Collected through Recycling Efforts (MRP Provision C.11.a)**

MRP Provision C.11.a requires Permittees to implement a method for reporting the estimated mass of mercury collected via mercury recycling and collection efforts. EOA will assist the

Countywide Program to gather the relevant data from municipalities and perform the associated calculations and reporting.

**Budget:** \$6,016

**Deliverables:**

- Estimated mass of mercury collected via mercury recycling and collection efforts reported in the 2013/14 Countywide Program Annual Report.

**Subtask SM48.04: Assist with Participation in Clean Watersheds for a Clean Bay (MRP Provisions C.11/12.c, d, e and i)**

EOA will continue to assist the Countywide Program to participate in Clean Watersheds for a Clean Bay (CW4CB), a grant-funded project that is addressing MRP Provisions C.11/12.c, d, e and i. CW4CB is pilot testing methods to reduce loading of sediment-bound pollutants to the Bay and, therefore, help implement the PCBs and mercury TMDL water quality restoration programs. CW4CB has identified five high priority project watersheds that discharge urban runoff with PCBs and other pollutants to the Bay. One of these five watersheds is the Pulgas Creek pump station watershed in San Carlos. CW4CB is identifying PCB and mercury source areas within the project watersheds and will refer these sites to regulatory agencies for cleanup and abatement. The project is also developing methods to enhance removal of sediment with PCBs and other pollutants during municipal operations and maintenance activities, evaluating 10 urban runoff treatment facilities retrofitted into existing infrastructure throughout the Bay Area (including the Bransten Road bioretention areas project in San Carlos), and facilitating development and implementation of a regional risk reduction program that focuses on educating the public about the health risks of consuming certain species of Bay fish that contain high levels of PCBs and mercury.

EOA will continue to assist the Countywide Program to participate in all components of CW4CB and will continue to represent the Countywide Program on CW4CB's Project Management Team and workgroups. CW4CB is funded by a \$5-million grant from USEPA to BASMAA and \$2.04-million in matching funding from BASMAA and BASMAA agencies (including the Countywide Program), Bay Area municipal wastewater treatment agencies, and industrial dischargers to the Bay. This task will serve as a continued in-kind contribution to SMCWPPP's match contribution, which will exceed the originally planned \$240,000 (i.e., about \$60,000 per year over four years), in part due to the extension of the project beyond the originally planned four years.

**Budget:** \$60,200

**Deliverables:**

- Description of the work conducted in the Pulgas Creek pump station watershed and other project areas and summary of the overall status of all CW4CB tasks in the 2013/14 Countywide Program Annual Report and in a project progress reports due to EPA on October 31, 2014 and April 30, 2015.

**Subtask SM48.05: Prepare Plan for Pulgas Creek Pump Station Watershed (MRP Provisions C.11 and 12)**

A variety of pilot work to test methods for addressing PCBs and mercury has been conducted in the Pulgas Creek Pump Station watershed in San Carlos. This old industrial area has relatively elevated levels of PCBs in stormwater and storm drain system sediments. Pilot studies conducted to-date include source property identification, a street flushing and capture study, installation of bioretention areas for stormwater treatment, and flow and pollutant concentration monitoring to evaluate the cost-effectiveness of a diversion from the pump station to the sanitary sewer. EOA will evaluate the results of the pilot work and work closely with City of San Carlos staff to prepare a plan that documents work to-date and recommended future actions.

**Budget:** \$37,504

**Deliverables:**

- Pulgas Creek Pump Station Watershed plan.

## **TASK SM49: CONTINGENCY ITEMS**

EOA will implement the following contingency tasks only upon authorization by C/CAG. Further scoping of these tasks and definition of budgets will be conducted at that time as needed. If so directed by C/CAG, the scopes and deliverables of one or more of the contingency subtasks described below may be revised, or new contingency tasks added.

### **Subtask SM49.01: Assist with Applying for Grant Funding**

It is not anticipated that EOA will need to assist the Countywide Program, Permittees, and/or BASMAA apply for grant funds.

**Budget:** \$0

**Deliverables:**

- None.

### **Subtask SM49.02: Assist Comment on Selected Regulatory Actions**

EOA will assist the Countywide Program to comment on and/or respond to selected regulatory actions (e.g., Basin Plan amendments such as TMDLs, ASBS compliance).

**Budget:** \$20,344

**Deliverables:**

- Comment letters, testimony at hearings, etc.

### **Subtask SM49.03: Litigation Support**

EOA will provide support to the Countywide Program in relation to litigation activities (e.g., permit appeals, unfunded mandate test claim).

**Budget:** \$9,956

**Deliverables:**

- To be determined.

**Exhibit A - FY 2014/15 Municipal Stormwater NPDES Permit Compliance Assistance**

SUB-TASK	DESCRIPTION	Manager			Senior			Associate		Tech	Admin	Subcontractors & Expenses	FY 14/15 Total Budget	First Half FY 14/15	Second Half FY 14/15
		Hourly Rate:	III	II	I	III	II	I	II						
<b>All Provisions - Miscellaneous Compliance</b>															
SM41.01	Overall Coordination and Regulatory Compliance	400	0	0	72	0	0	24	0	48	88	\$800	\$104,848	\$48,172	\$56,676
SM41.02	Maintain Regulatory Tracking Table	16	0	0	16	0	0	0	0	0	0	\$0	\$5,808	\$2,904	\$2,904
SM41.03	Conduct Annual Report Training Workshop - Cancelled	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$22,940	(\$22,940)
SM41.04	Assist with Coordination with BASMAA	96	0	0	0	0	0	0	0	0	0	\$0	\$19,200	\$14,400	\$4,800
SM41.05	MRP Renewal Process & POC Source Area ID Startup	288	0	0	116	288	0	40	0	0	24	\$300	\$126,448	\$26,598	\$99,850
SM41.06	Initial Draft FY 14/15 SMCWPPP Annual Report	56	40	0	12	36	0	32	0	0	8	\$0	\$30,556	\$0	\$30,556
		<b>856</b>	<b>40</b>	<b>0</b>	<b>216</b>	<b>324</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>48</b>	<b>120</b>	<b>1100</b>	<b>\$286,860</b>	<b>\$115,014</b>	<b>\$171,846</b>
<b>Provision C.2 - Municipal Operations</b>															
SM42.01	Coordination and Regulatory Compliance	0	124	0	0	0	0	0	0	0	0	\$400	\$23,712	\$13,936	\$9,776
SM42.02	Assist Municipalities to Implement BMPs	0	96	0	0	0	0	0	0	0	0	\$0	\$18,048	\$11,280	\$6,768
		<b>0</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$400</b>	<b>\$41,760</b>	<b>\$25,216</b>	<b>\$16,544</b>
<b>Provisions C.3, 6, &amp; 13.a - New Development, Construction Site Controls, C.13.a Architectural Copper, &amp; C.7.a Marking of Storm Drain Inlets in New Private Streets</b>															
SM43.01	Coordination and Regulatory Compliance	72	0	0	0	160	0	16	0	0	16	\$800	\$42,160	\$29,880	\$12,280
SM43.02	Participate in BASMAA Development Committee	40	0	0	0	108	0	6	0	0	16	\$300	\$26,210	\$9,005	\$17,205
SM43.03	C.3 Flyers, Checklists; Coordinate with Soil & Roof Vendors	40	0	0	0	60	0	40	0	0	24	\$200	\$23,640	\$11,820	\$11,820
SM43.04	Training on Provisions C.3, C.7.a, C.13.a	32	0	0	0	60	0	0	0	0	24	\$3,500	\$20,340	\$15,480	\$4,860
SM43.05	Update C.6 Flyers, Inspection Checklist	6	12	0	0	12	0	6	0	0	12	\$1,100	\$7,826	\$11,504	(\$3,678)
SM43.06	Training on Provisions C.6, C.7.a, C.13.a	20	40	0	0	40	0	8	0	0	24	\$6,000	\$25,960	\$17,604	\$8,356
		<b>210</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>440</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>116</b>	<b>\$11,900</b>	<b>\$146,136</b>	<b>\$95,293</b>	<b>\$50,843</b>
<b>Provisions C.4, 5, 12.a., 13 &amp; 15 - Industrial/Illicit Discharge Cntrls, Conditionally Exempted Discharges, PCB Inspections, &amp; Cu Controls (Except C.13.a, c, and e)</b>															
SM44.01	Coordination and Regulatory Compliance	0	168	0	0	0	0	0	0	0	0	\$400	\$31,984	\$22,960	\$9,024
SM44.02	Assist Munis to Impl. Business Insp. & IDDE Programs	0	192	0	0	0	0	0	0	0	0	\$0	\$36,096	\$18,048	\$18,048
SM44.03	Stormwater Inspector Focused Training	0	50	0	0	0	0	0	0	0	8	\$2,300	\$12,180	\$7,480	\$4,700
SM44.04	Participate in BASMAA Municipal Operations Committee	0	48	0	0	0	0	0	0	0	0	\$0	\$9,024	\$4,512	\$4,512
SM44.05	Assist Munis to Impl. Conditionally Exempt Discharge Program	40	80	0	0	0	0	0	0	0	0	\$0	\$23,040	\$12,032	\$11,008
		<b>40</b>	<b>538</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$2,700</b>	<b>\$112,324</b>	<b>\$65,032</b>	<b>\$47,292</b>
<b>Provision C.8 - Water Quality Monitoring</b>															
SM45.01	Coordination and Regulatory Compliance	0	0	0	96	0	0	0	0	0	0	\$150	\$15,798	\$7,874	\$7,924
SM45.02	Participate in BASMAA Activities	0	0	0	192	0	0	0	0	0	0	\$150	\$31,446	\$15,723	\$15,723
SM45.03	POCs Source Area Identification	60	0	0	132	10	0	290	56	0	17	\$3,520	\$81,574	\$16,144	\$65,430
SM45.04	POCs Source Area Identification - KLI	0	0	0	0	0	0	0	0	0	0	\$127,953	\$127,953	\$106,240	\$21,713
SM45.05	Participate in Regional Monitoring Program	0	0	0	72	0	0	0	0	0	0	\$300	\$12,036	\$6,018	\$6,018
SM45.06	Creek Status Monitoring	26	0	0	174	305	0	352	8	76	20	\$3,850	\$135,570	\$18,640	\$116,930
SM45.07	Stressor/Source ID Monitoring Projects	24	0	0	68	24	0	32	0	0	4	\$0	\$23,724	\$25,000	(\$1,276)
SM45.08	Citizen Monitoring and Participation	4	0	0	20	0	0	0	0	0	0	\$75	\$4,135	\$3,987	\$148
SM45.09	Reporting - WY2014 UCMR	16	0	0	72	40	0	72	16	0	8	\$250	\$32,314	\$10,944	\$21,370
SM45.10	Creek Status Monitoring - KLI	0	0	0	0	0	0	0	0	0	0	\$22,000	\$22,000	\$0	\$22,000
SM45.11	Creek Status Monitoring - Caltest	0	0	0	0	0	0	0	0	0	0	\$6,778	\$6,778	\$0	\$6,778
SM45.12	Creek Status Monitoring - BioAssessment Labs	0	0	0	0	0	0	0	0	0	0	\$6,614	\$6,614	\$0	\$6,614
SM45.13	Creek Status Monitoring - Ecoanalysts	0	0	0	0	0	0	0	0	0	0	\$14,447	\$14,447	\$0	\$14,447
		<b>130</b>	<b>0</b>	<b>0</b>	<b>826</b>	<b>379</b>	<b>0</b>	<b>746</b>	<b>80</b>	<b>76</b>	<b>49</b>	<b>\$186,088</b>	<b>\$514,390</b>	<b>\$210,570</b>	<b>\$303,820</b>
<b>Provision C.9 - Pesticides Toxicity Control (Except C.9.h Public Outreach)</b>															
SM46.01	Coordination and Regulatory Compliance	8	0	0	0	80	0	0	0	0	0	\$300	\$13,900	\$16,100	(\$2,200)
SM46.02	Assist with Implementation of Municipal IPM Programs	8	0	0	0	24	0	0	0	0	0	\$300	\$5,500	\$9,600	(\$4,100)
SM46.03	Landscape IPM Training Workshop	10	0	0	0	32	0	0	0	0	24	\$2,000	\$10,240	\$0	\$10,240
		<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>136</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>\$2,600</b>	<b>\$29,640</b>	<b>\$25,700</b>	<b>\$3,940</b>

SUB-TASK	DESCRIPTION	Manager			Senior			Associate		Tech	Admin	Subcontractors & Expenses	FY 14/15 Total Budget	First Half FY 14/15	Second Half FY 14/15
		Hourly Rate:	III	II	I	III	II	I	II	I	84				
<b>Provision C.10 - Trash Load Reduction</b>															
SM47.01	Trash Committee Coordination	40	0	0	40	0	0	0	16	0	4	\$700	\$17,108	\$7,572	\$9,536
SM47.02	Participate in BASMAA Activities	8	0	0	40	0	0	0	0	0	0	\$200	\$8,320	\$4,852	\$3,468
SM47.03	Trash Load Reduction Assessment Program	60	0	0	40	0	0	300	300	300	8	\$2,000	\$114,600	\$36,940	\$77,660
SM47.04	Trash Hot Spot Cleanup Tracking	16	0	0	40	0	0	40	0	0	0	\$100	\$14,820	\$14,820	\$0
SM47.05	Long-Term Trash Load Reduction Plan Assistance	40	0	0	40	0	0	24	40	0	8	\$2,000	\$24,120	\$24,120	\$0
SM47.06	Web-based Trash Management Reporting Tool	24	0	0	60	0	0	120	120	0	8	\$600	\$43,020	\$25,632	\$17,388
SM47.07	Workshops with Muni SW/Recycling Haulers & Action Plan	40	0	0	0	88	0	0	80	0	0	\$2,500	\$31,940	\$21,140	\$10,800
SM47.08	Compliance Reporting	40	0	0	40	0	0	80	0	0	8	\$1,160	\$26,160	\$15,960	\$10,200
		<b>268</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>88</b>	<b>0</b>	<b>564</b>	<b>556</b>	<b>300</b>	<b>36</b>	<b>\$9,260</b>	<b>\$280,088</b>	<b>\$151,036</b>	<b>\$129,052</b>
<b>Provisions C.11, 12 - Mercury and PCBs (Except C.12.a PCBs into Business Inspections) and Lower Priority Pollutants of Concern (C.13.c, C.13.e, and C.14)</b>															
SM48.01	Coordination and Regulatory Compliance	64	0	0	0	0	0	0	0	0	0	\$150	\$12,950	\$6,450	\$6,500
SM48.02	Participate in BASMAA Activities	144	0	0	0	0	0	0	0	0	0	\$0	\$28,800	\$14,400	\$14,400
SM48.03	Report Estimated Mercury Mass Collected	4	0	0	32	0	0	0	0	0	0	\$0	\$6,016	\$6,016	\$0
SM48.04	Assist with Participation in CW4CB	80	0	0	0	260	0	40	0	0	0	\$200	\$60,200	\$30,100	\$30,100
SM48.05	Prepare Plan for Pulgas Creek PS Watershed	40	0	0	8	140	0	40	0	0	20	\$1,000	\$37,504	\$0	\$37,504
		<b>332</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>400</b>	<b>0</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>\$1,350</b>	<b>\$145,470</b>	<b>\$56,966</b>	<b>\$88,504</b>
<b>Contingency Items</b>															
SM49.01	Assist Apply for Grant Funding	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$24,104	(\$24,104)
SM49.02	Assist Comment on Selected Regulatory Actions	60	0	0	40	0	0	8	8	0	0	\$0	\$20,344	\$12,264	\$8,080
SM49.03	Litigation Support	40	0	0	12	0	0	0	0	0	0	\$0	\$9,956	\$16,000	(\$6,044)
		<b>100</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$30,300</b>	<b>\$52,368</b>	<b>(\$22,068)</b>

**Notes:**

Labor hours are based upon the approximate level of effort for each task.

Subcontractors and expenses are planning-level estimates.

Actual distribution of hours and subcontractors/expenses within and among tasks may vary.

Total budget will not be exceeded and contingency item budgets will not be utilized without C/CAG's authorization.

<b>Total Budget:</b>	<b>\$215,398</b>	<b>\$1,586,968</b>	<b>\$797,195</b>	<b>\$789,773</b>
----------------------	------------------	--------------------	------------------	------------------