

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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TASK ORDER FORM

Date/Start Date: July 1, 2017
Consultant Name: EOA, Inc.
Contract: Countywide Water Pollution Prevention Program Technical Support – On-Call Contracts
Task Order No.: EOA-05
Task Order Name: Municipal Stormwater NPDES Permit Compliance Assistance
Scope of Work: General Technical Support, Subcommittee Support, Training, Annual Reporting, Water Quality Monitoring (2017 Water Year), Trash, Mercury & PCBs. See attached scope of work.
Deliverables: See attached scope of work
Budgeted Cost: Per attached Fiscal Year 2017-18 scope of work, not to exceed \$1,001,352
Completion Date: June 30, 2018

The parties indicated herein agree to execute this Task Order per the scope indicated above. No payment will be made for any work performed prior to the execution of this Task Order. Unless otherwise indicated, receipt of this executed Task Order is your Notice to Proceed with the work specified herein.

C/CAG

EOA, Inc.

Sandy Wong
Executive Director

Date

Date

**FY 2017/18
Municipal Stormwater NPDES Permit
Compliance Assistance (and Remaining WY2017 Monitoring)**

Scope of Work and Budget

**Prepared for the
San Mateo Countywide
Water Pollution Prevention Program
(a C/CAG program)**



Prepared by EOA, Inc.



DRAFT May 2017

INTRODUCTION

EOA, Inc. (EOA) prepared this scope-of-work and budget for the San Mateo Countywide Water Pollution Prevention Program (Countywide Program or SMCWPPP). SMCWPPP is a program of the City/County Association of Governments of San Mateo County (C/CAG). The scope and budget are for EOA to assist SMCWPPP to help its member agencies to comply with municipal stormwater permit requirements found in the reissued NPDES Permit No. CAS612008, commonly referred to as the Municipal Regional Permit (MRP 2.0). With the exception of Water Quality Monitoring, the following sections describe EOA's tasks, budgets, and deliverables for FY 2017/18 (i.e., July 2017 – June 2018). For Water Quality Monitoring, this scope and budget includes the remaining Water Year 2017 (WY2017) activities that are not included in the EOA's current FY 2016/17 C/CAG Task Order (EOA-04), but does not include WY2018 tasks, which will be covered by a separate task order.

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 Agreement for Services between EOA, Inc. and C/CAG dated August 13, 2015. The total budget will not be exceeded without C/CAG's authorization.

Table 1. Summary of Tasks and Budgets.

Task No.	Description	Budget
SM81	General Support to Program Manager	\$98,830
SM82	Subcommittee Support	\$146,968
SM83	Training	\$76,732
SM84	Remaining WY2017 Water Quality Monitoring	\$191,960
SM85	Trash Load Reduction	\$350,934
SM86	Mercury and PCBs Load Reduction	\$87,836
SM87	Annual Reporting	\$48,092
Total Budget:		\$1,001,352

Note: See Exhibit A for more details.

TASK SM81 – GENERAL SUPPORT TO PROGRAM MANAGER

Jon Konnan will continue to serve as the task leader for General Support for Program Manager as part of continuing his overall role as EOA's project manager for providing municipal stormwater permit compliance support to C/CAG. Jon will be assisted by other EOA staff as appropriate (e.g., component leaders providing presentations on priority topics at Stormwater Committee meetings). Subtask descriptions, deliverables and budgets are provided below.

SUBTASK SM81.01: GENERAL SUPPORT

EOA will continue to provide general support to assist C/CAG's Program Manager in running the Countywide Program, ongoing review of subtask budgets and deliverables, scheduling committee meetings, strategic planning, ensuring that permit compliance dates and deliverables are met, and other types of general technical support. This task includes on-call assistance to municipal staff members by responding to their emails and telephone calls. This task also includes overall project management and oversight of EOA's tasks, including facilitating coordination among EOA staff working on various components of the Countywide Program and preparation of invoices detailing the work completed each month by subtask.

Deliverables:

- General technical and regulatory support to C/CAG's Program Manager.
- On-call communications with municipal staff.
- Overall project management and oversight of EOA's tasks, including facilitating coordination among EOA staff working on various components of the Countywide Program and preparation of invoices detailing the work completed each month by subtask.

Budget: \$39,584

SUBTASK SM81.02: STORMWATER COMMITTEE SUPPORT

EOA will continue to support to the Program Manager in facilitating C/CAG's Stormwater Committee (which generally meets bimonthly). One EOA manager will attend three of the FY 2017/18 meetings and prepare and give a presentation at each of these three meetings.

EOA will also assist the Program Manager to facilitate two meetings of the Countywide Program's Stormwater Committee ad-hoc permit implementation workgroup. This workgroup generally focuses on providing guidance from higher-level municipal staff on implementation of priority permit provisions including trash controls, green infrastructure (GI), and mercury and PCBs controls and associated compliance issues. One EOA manager will prepare for and attend two FY 2017/18 workgroup meetings.

Deliverables:

- One EOA manager will attend three of the FY 2017/18 Stormwater Committee meetings and prepare and give a presentation at each of these three meetings.

- One EOA manager will prepare for and attend two FY 2017/18 meetings of the Stormwater Committee ad-hoc permit implementation workgroup.

Budget: \$12,320

SUBTASK SM81.03: BASMAA ACTIVITIES SUPPORT

EOA will continue to provide support to the Program Manager regarding BASMAA activities and generally assist the Program Manager with coordination between BASMAA and Countywide Program activities. This will include support for monthly Board of Directors (BOD) meetings, including review and comment on agenda items, and participation in selected meetings or portions of meetings.

Deliverables:

- Review and comment on agenda packages and participation in selected monthly BASMAA BOD meetings or portions of meetings.

Budget: \$9,896

SUBTASK SM81.04: BASMAA REGIONAL PROJECTS PLANNING SUPPORT

EOA will continue to provide support to the Program Manager in planning for and supporting implementation of BASMAA regional projects, including preparation of budget projections, coordinating C/CAG's role and tracking C/CAG's budget share of all BASMAA projects to which C/CAG is a participant, and participating in review of and comment on BASMAA documents, including annual reporting materials. Please note that the EOA budget does not include C/CAG's share of BASMAA regional projects.

Deliverables:

- Preparation of budget projections.
- Coordinating C/CAG's role and tracking C/CAG's budget share of all BASMAA projects to which C/CAG is a participant.
- Participating in review of and comment on BASMAA documents, including Annual Reporting materials.

Budget: \$9,896

SUBTASK SM81.05: COORDINATION AND INTEGRATION

This subtask addresses the need for general support activities not covered by other subtasks, many of which are related to optimizing coordination and integration among all permit compliance related activities performed by C/CAG staff and its consultants. As needed, EOA will continue to coordinate with the Program Manager and other C/CAG municipal stormwater permit compliance consultants via meetings, conferences calls and emails. As directed by the Program Manager, EOA will also perform peer reviews of selected draft documents prepared by other permit compliance support consultants (e.g., documents related to public outreach strategic planning, GI planning, and Reasonable Assurance

Analysis). In addition, EOA will work with the Program Manager to annually revise EOA's tasks and budgets. This subtask also includes other types of miscellaneous support (e.g., grant applications), as feasible within the available budget.

Deliverables:

- Coordination with the Program Manager and other C/CAG municipal stormwater permit compliance consultants via meetings, conferences calls and emails.
- As directed by the Program Manager, peer reviews of selected draft documents prepared by other permit compliance support consultants.
- Annual revisions of EOA's tasks and budgets.
- Other types of miscellaneous support, as feasible within the available budget.

Budget: \$27,134

TASK SM82 – SUBCOMMITTEE SUPPORT

SMCWPPP's subcommittees provide regular forums for engagement with member agency staff on key permit implementation issues. EOA will continue to assist with planning and facilitating subcommittee/workgroup meetings, including working with chairs to develop agendas and discussion materials, participating in meetings, developing and giving presentations on technical and regulatory information, and preparing meeting summaries. Most SMCWPPP subcommittees are chaired by a staff from one of the member agencies who volunteered for the position. EOA will continue to work with subcommittee chairs to develop meeting agendas so that the meetings will address the most critical aspects of MRP compliance from the municipal staff viewpoint.

Each subcommittee will be supported by an EOA staff with specific expertise in its topic area, with overall coordination provided by Jon Konnan, EOA's overall project manager. Each subtask's description, lead EOA staff, deliverables, and budget is provided below.

SUBTASK SM82.01: MUNICIPAL MAINTENANCE SUBCOMMITTEE

EOA will facilitate and provide staff support to semi-annual (twice per year) meetings of the Municipal Maintenance Subcommittee, with a focus on compliance with MRP Provisions C.2 (Municipal Operations), C.7.a (Storm Drain Inlet Marking), and portions of C.10 (Trash Controls). Municipal Maintenance Subcommittee meetings are typically one hour and held over lunchtime. A portion of the meeting time is dedicated to information sharing, an important function for this subcommittee. Maintenance staff from the various municipal agencies in San Mateo County can ask questions, share problems and solutions, discuss issues, and share important information and feedback at the meetings. Kristin Kerr, P.E., will continue to serve as EOA's lead for facilitation of the Municipal Maintenance Subcommittee and related work under this subtask.

EOA finalized model full trash capture device O&M verification program documents during FY 2015/16 and an O&M verification tracking spreadsheet in FY 2016/17. In FY 2017/18, the Municipal Maintenance Subcommittee will be the primary forum for discussing issues and perspectives of member agency staff

on inspection and maintenance frequencies, field forms and data tracking mechanisms for full trash capture device O&M.

EOA will facilitate semi-annual (twice per year) Municipal Maintenance Subcommittee meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include any action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the Subcommittee via email (e.g., training opportunities external to the Countywide Program), and maintain the Subcommittee contact list. EOA staff will also participate on behalf of C/CAG's member agencies in BASMAA's Municipal Operations committee. In addition, under this subtask EOA will prepare the content for the section of the SMCWPPP Annual Report that addresses MRP Provision C.2.

Deliverables:

- Facilitation of semi-annual (twice per year) Municipal Maintenance Subcommittee meetings, including developing agendas, other meeting materials, and meeting summaries.
- On-call communications with municipal staff, periodic communications to the Subcommittee of pertinent information, and updates to the Subcommittee contact list.
- Participation on behalf of C/CAG's member agencies in BASMAA's Municipal Operations committee.
- SMCWPPP Annual Report content addressing MRP Provision C.2.

Budget: \$10,548

SUBTASK SM82.02: NEW DEVELOPMENT SUBCOMMITTEE

EOA will continue to support the Countywide Program's New Development Subcommittee (NDS), with a focus on compliance with MRP Provisions C.3 (New Development), C.6 (Construction), and C.13.a (Architectural Copper). New Development Subcommittee meetings are typically two hours and held on the second Tuesday of the month, quarterly. Attendees are generally Permittee staff from planning, building, engineering and public works departments from the various municipal agencies in San Mateo County. Typical agenda items include guidance documents, checklists and other information related to development projects, and updates on countywide and regional activities. The NDS meetings provide opportunities for member agency staff to ask questions, share problems and solutions, discuss issues, and share important information and feedback among themselves.

Peter Schultze-Allen, BFQP, will continue to serve as EOA's lead for facilitation of the NDS and related work under this subtask. Jill Bicknell, P.E., will continue to work closely with Peter on this task. Kristin Kerr, P.E. will also provide technical assistance on construction-related topics and as lead for the Municipal Maintenance Subcommittee will coordinate on GI maintenance issues.

EOA will continue to facilitate quarterly NDS meetings, including working with the chair to develop meeting agendas, preparing meeting materials (e.g., handouts and presentations), participating in the meetings, and preparing meeting summaries that include any action items agreed upon during the meeting. Between meetings, EOA will continue to provide on-call assistance to municipal staff members

by responding to their emails and telephone calls, communicate pertinent information to the NDS via email (e.g., training opportunities external to the Countywide Program), and maintain the NDS contact list. EOA staff will also participate on behalf of C/CAG's member agencies in BASMAA's Development Committee and other pertinent Committee and Work Group meetings (e.g., Biotreatment Soil Specification Work Group). In addition, EOA will prepare the content for the section of SMCWPPP's Annual Report that addresses MRP Provisions C.3, C.6 and C.13.a.

EOA will continue to serve as a liaison between the NDS and the Green Infrastructure Technical Advisory Committee (GI TAC) and attend GI TAC meetings as needed, in order to keep the NDS updated on its activities and upcoming GI-related tasks. EOA will continue to update development project review checklists, biotreatment soil specification information and guidance, and print copies of the C.6 inspection forms and other materials as needed to assist the Permittees. EOA will also continue to submit an annual report to the County Mosquito Abatement District on behalf of the Permittees (submitted each year by September 30). In addition, updates to the development pages on the Countywide Program website will continue to be submitted as needed to the Program webmaster.

During FY 2017/18, EOA will assist with the development of the Countywide Program's suite of GI guidance documents, specifically updating the C.3 Stormwater Technical Guidance as needed to be consistent with and support other GI documents being developed by other C/CAG consultants, and supporting other C/CAG consultants as needed for development of their documents.

Deliverables:

- Facilitation of quarterly NDS meetings, including developing agendas, other meeting materials, and meeting summaries.
- On-call communications with municipal staff, periodic communications to the NDS of pertinent information, and updates to the NDS contact list.
- Participation on behalf of C/CAG's member agencies in BASMAA's Development Committee.
- SMCWPPP Annual Report content for the section addressing MRP Provisions C.3, C.6 and C.13.a.
- Printing of Construction Inspection Forms for Permittees.
- Revisions to development guidance documents and materials, including the C.3 Technical Guidance as part of supporting development of a suite of GI guidance documents, as needed.
- Biotreatment soil specification updates (coordinated with BASMAA and customized for SMCWPPP as needed).
- Annual Report to the County Mosquito Abatement District.
- Updates as needed to the development pages on the Countywide Program website.

Budget: \$79,742

SUBTASK SM82.03: COMMERCIAL/INDUSTRIAL/ILLICIT DISCHARGE SUBCOMMITTEE

EOA will continue to support the Countywide Program's Commercial / Industrial/ Illicit Discharge (CII) Subcommittee, with a focus on compliance with MRP Provisions C.4 (Industrial and Commercial Site Controls), C.5 (Illicit Discharge Detection and Elimination), C.13.b and c (Copper Controls) and C.15

(Exempted and Conditionally Exempted Discharges). Kristin Kerr, P.E., will continue to serve as EOA's lead for facilitation of the CII Subcommittee and related work under this subtask.

In San Mateo County there is a Memorandum of Agreement (MOA) between most cities and San Mateo County Environmental Health (CEH) for CEH to conduct stormwater inspections of businesses on behalf of a city. However, CEH notified cities via an April 3, 2017 letter of its intent to terminate stormwater inspection agreements with the 17 cities on December 31, 2017. Facilitating the CII Subcommittee will require working closely with the lead stormwater staff from CEH and individual city representatives as any related transition takes place next fiscal year. The CII Subcommittee will provide an important forum for communication among CEH and individual cities on the inspection program. In addition, a portion of the CII meeting time is dedicated to general information sharing. Municipal staff from the various municipal agencies in San Mateo County can ask questions, share problems and solutions, discuss issues and share important information and feedback among themselves.

The Business Inspector and Illicit Discharge contact lists that reside on the Countywide Program's website will be periodically updated. The Business Inspector contact list currently includes CEH contacts for the 17 cities where CEH conducts inspections. This list must be updated after December 31, 2017 to remove the CEH contacts and include city contacts to reflect the termination of the MOAs. A mobile business enforcement action table also resides on the CII section of the member's only portion of the Countywide Program's website, allowing agencies in the county to share enforcement actions taken on mobile businesses. EOA assisted the CII Subcommittee in developing this strategy to help meet MRP requirements for reducing pollutant discharges from mobile businesses. The mobile business enforcement action table will also be periodically updated.

The CII Subcommittee may request minor revisions to current inspection forms, data tracking tables, the Business Inspection Plan (BIP) template, and/or Enforcement Response Plan (ERP) template, based on the results of any Regional Water Board staff compliance audits or the termination of the County MOA to perform inspections on behalf of 17 cities.

The most important change to CII-related MRP provisions with the permit reissuance was to the Provision C.5.e (Control of Mobile Sources) reporting requirements. EOA has previously worked with the CII Subcommittee to develop a Best Management Practice (BMP) brochure for mobile cleaner businesses, a web-based method to share enforcement actions on mobile businesses, and to compile a regional inventory. We anticipate that the CII Subcommittee will request additional assistance with developing improved mobile business inventories, conducting additional outreach to mobile businesses, and/or developing BMPs for additional types of mobile businesses. Any outreach to mobile businesses will be coordinated with SMCWPPP's PIP Subcommittee.

EOA will continue to facilitate quarterly CII Subcommittee meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include any action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the CII Subcommittee via email (e.g., training opportunities external to the Countywide Program), and maintain the CII Subcommittee contact list. EOA will also prepare the content for the section of the Countywide Annual Report that addresses MRP Provisions C.4, C.5, C.13.b and c., and C.15. In addition, EOA will periodically provide the webmaster with the information needed to update the Business Inspector and

Illicit Discharge contact lists that reside on the Countywide Program's website and the mobile business enforcement action table on the CII section of the member's only portion of the website. EOA will also work with the CII Subcommittee to make minor revisions to current inspection forms, data tracking tables, the BIP template, and/or the ERP template, and to develop improved mobile business inventories, conduct additional outreach to mobile businesses, and/or develop BMPs for additional types of mobile businesses.

As part of this task, EOA will provide support to cities during any transition (e.g., from CEH conducting inspections to individual cities having responsibility for conducting all stormwater business inspections). This may include updating BMP outreach material for cities to use during inspections.

Deliverables:

- Facilitation of quarterly CII Subcommittee meetings, including developing agendas, other meeting materials, and meeting summaries.
- On-call communications with municipal staff, periodic communications to the CII Subcommittee of pertinent information, and updates to the CII Subcommittee contact list.
- Countywide Annual Report content for the section addressing MRP Provisions C.4, C.5, C.13.b and c., and C.15.
- Updates as appropriate to the Business Inspector list, Illicit Discharge contact list, the mobile business enforcement action table, mobile business inventory, current inspection forms, data tracking tables, the BIP template, and the ERP template.
- Additional outreach to mobile businesses (in coordination with SMCWPPP's PIP Subcommittee), BMPs for additional types of mobile businesses or updating BMP outreach material to businesses.

Budget: \$25,176

SUBTASK SM82.04: TRASH SUBCOMMITTEE

EOA will continue to support the Countywide Program's Trash Subcommittee, which provides a forum for member agency representatives to share information related to trash reduction in San Mateo County and discuss compliance activities required by the MRP. As part of meeting facilitation, EOA staff will update Subcommittee members on regional and countywide projects/tasks and solicit input and perspectives from members on key decision points. Subcommittee meetings will also serve as the key forum to discuss trash-related issues related to MRP 2.0 compliance, in particular load reduction calculations and reporting requirements. Chris Sommers will continue to serve as EOA's lead for facilitation of the Trash Subcommittee and related work under this subtask, with support from experienced senior and associate level staff. For continuity, Chris will also continue to represent the Countywide Program on the BASMAA Trash Committee.

EOA will continue to facilitate quarterly Trash Subcommittee meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include any action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the Trash

Subcommittee via email and maintain the Trash Subcommittee contact list. EOA will also prepare the content for the section of the Countywide Program's Annual Report that addresses MRP Provision C.10. In addition, EOA will continue to periodically provide the webmaster with the information needed to update the trash related pages of the Countywide Program's website.

Deliverables:

- Participation in quarterly meetings, meeting agendas, other meeting materials, and meeting summaries.
- Facilitation of quarterly Trash Subcommittee meetings, including developing agendas, other meeting materials, and meeting summaries.
- On-call communications with municipal staff, periodic communications to the Trash Subcommittee of pertinent information, and updates to the Trash Subcommittee contact list.
- Countywide Program Annual Report content for the section addressing MRP Provision C.10.

Budget: \$18,448

SUBTASK SM82.05: WATERSHED ASSESSMENT AND MONITORING SUBCOMMITTEE

EOA will continue to support the Countywide Program's Watershed Assessment and Monitoring (WAM) Subcommittee, with a focus on compliance with MRP Provision C.8 (Water Quality Monitoring). WAM Subcommittee meetings are typically two hours in length. A large portion of the meeting time is dedicated to information sharing, the most important function for this subcommittee. The complex monitoring requirements of the MRP are described, recent monitoring results are presented (often within the context of historical results), and ideas and results for Stressor/Source Identification Projects are discussed. Interested staff from the various municipal agencies in San Mateo County can ask questions, share problems and solutions, discuss issues and provide important information and feedback among themselves. Bonnie de Berry will continue to serve as EOA's lead for supporting the WAM Subcommittee and related work under this subtask.

EOA will facilitate one annual WAM Subcommittee meeting during FY 2017/18, including working with the chair to develop the meeting agenda, prepare meeting materials (e.g., handouts and presentations), participate in the meeting, and prepare a meeting summary that include any action items agreed upon during the meeting. Outside of the meeting, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the subcommittee via email, and maintain the subcommittee contact list. It should be noted that the section of the Countywide Annual Report that addresses MRP Provision C.8 simply refers to Provision C.8 deliverables that are scoped and budgeted separately (e.g., Urban Creeks Monitoring Report and Pollutants of Concern Monitoring Report).

Deliverables:

- Facilitation of one annual WAM Subcommittee meeting, including meeting agenda, other meeting materials, and meeting summary.

- On-call communications with municipal staff, periodic communications to the Subcommittee of pertinent information, and updates to the Subcommittee contact list.

Budget: \$4,838

SUBTASK SM82.06: PARKS MAINTENANCE AND INTEGRATED PEST MANAGEMENT (IPM) WORKGROUP

EOA will continue to support twice yearly meetings of the Countywide Program's Parks Maintenance and IPM (PM&IPM) Workgroup, with a focus on compliance with MRP Provision C.9. This workgroup provides a forum for member agencies to share information related to implementing pesticide toxicity controls. Historically, the workgroup has mostly been attended by parks maintenance staff and focused on pest management issues in municipal parks, landscapes and right-of-ways. However, the overall focus of MRP Provision C.9 (Pesticides Toxicity Control) is broader and includes the following requirements:

- Maintain and Implement an IPM Policy or Ordinance and Standard Operating Procedures (C.9.a).
- Train Municipal Employees (C.9.b).
- Require Contractors to Implement IPM (C.9.c). It should be noted that MRP 2 includes additional focus on pesticides that are used for structural pest control, e.g., addressing pests such as rodents, ants, and cockroaches in municipal buildings.
- Interface with County Agricultural Commissioners (C.9.d)
- Public Outreach (C.9.e)
- Track and Participate in Relevant Regulatory Processes (C.9.f)
- Evaluate Implementation of Pesticide Source Control Actions (C.9.g)

EOA has recently begun to broaden the focus of the meetings to provide guidance to municipal staff on meeting all of the requirements in C.9 and the associated reporting needs. We have begun to encourage municipal staff with broader stormwater permit compliance responsibilities (including annual reporting) to attend these meetings. Also, in FY 2016/17, EOA facilitated a joint meeting of the PM&IPM Workgroup with the Municipal Maintenance Subcommittee to discuss a new pesticide tracking spreadsheet. Vishakha Atre will continue to serve as EOA's lead for facilitation of the PM&IPM Workgroup and related work under this subtask.

EOA will continue to facilitate PM&IPM Workgroup meetings twice per year, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include any action items agreed upon during the meeting. Between meetings, EOA will continue to provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the PM&IPM Workgroup via email (e.g., training opportunities external to the Countywide Program), and maintain the PM&IPM Workgroup contact list. EOA staff will also participate on behalf of C/CAG's member agencies in BASMAA's Municipal Operations committee. In addition, EOA will prepare the content for the section of the Countywide Annual Report that addresses MRP Provision C.9.

Deliverables:

- Facilitation of two PM&IPM Workgroup meetings, including meeting agendas, other meeting materials, and meeting summaries.
- On-call communications with municipal staff, periodic communications to the PM&IPM Workgroup of pertinent information, and updates to the PM&IPM Workgroup contact list.
- Countywide Annual Report content for the section addressing MRP Provision C.9.

Budget: \$8,216

TASK SM83 – TRAINING

Training workshops cover a variety of municipal stormwater permit compliance topics. Objectives include assisting member agencies to meet specific MRP requirements, educating municipal staff on new requirements in the reissued permit, informing staff about Countywide Program policies, procedures or findings, and providing orientation or refresher trainings, especially in light of inevitable municipal staff turnover. EOA will work with the appropriate subcommittees to plan and implement a training program with a schedule that is tied to MRP compliance priorities. Typical training workshop tasks include: develop and complete a workshop registration list, draft and final workshop flyer and agenda, coordinate the workshop location and arrange for food catering services, arrange for outside speakers, prepare workshop materials (e.g., folders with various handouts including evaluation forms), facilitate and staff the workshop, prepare presentations and give them at the workshop, prepare a summary of the completed evaluation forms, prepare certificates of completion for participants fulfilling continuing education requirements, and submit workshop materials (e.g., presentations and evaluation summaries) for posting on the Countywide Program’s website. Based on EOA’s experience working with subcommittees to plan training workshops, it is essential to leverage efforts from individual member agency representatives and the workshop facilitation approach may be adapted based on member agency staff availability.

In addition to the standard training workshop format of speakers giving power point presentations, EOA has incorporated videos, field trips, hands-on training, inspection scenarios for group exercises, plan review for group exercises, and product vendors into past trainings. Planning and development of training opportunities starts with understanding the target audience. For example, municipal maintenance staff often respond well to field exercises. Construction site inspectors and staff performing activities related to Integrated Pest Management (IPM) value trainings that provide continuing education hours required for certifications. Most workshops have focused on training municipal staff, but some have targeted other audiences, such as builders and development consultants.

Conventional trainings with PowerPoint presentations are a relatively low cost way to provide materials for staff that could not attend the trainings or staff that will use the materials to train others in their municipality. However, municipal staff also value trainings in the field without formal presentations. For example, a well-received approach that we utilized in the past was organizing field visits to several corporation yards in San Mateo County to discuss Corporation Yard BMPs required by MRP Provision C.2.f.

EOA utilizes evaluation forms at all of our workshops to identify opportunities to improve future workshops and focus them on topics that are identified as priority by municipal staff. In addition to

evaluation forms, EOA may utilize “before” and “after” quizzes to gauge if important topics were effectively communicated to workshop attendees.

Kristin Kerr, P.E. will serve as the overall task leader for the Training task. Subtask descriptions, deliverables and budgets are provided below.

SUBTASK SM83.01: BUSINESS INSPECTION AND ILLICIT DISCHARGE TRAINING PROGRAM

EOA will continue to work with the Commercial, Industrial and Illicit Discharge (CII) Subcommittee to plan and implement a business inspection and illicit discharge training program with a schedule that is tied to MRP compliance priorities. MRP Provision C.4.e requires focused training for industrial and commercial site inspectors and illicit discharge detection and elimination (IDDE) inspectors annually. At a minimum, the inspection training must cover the following topics within the 5-year permit term:

- Urban runoff pollution prevention;
- Inspection procedures;
- Business Inspection Plan (BIP);
- Enforcement Response Plan (ERP);
- IDDE; and
- Appropriate BMPs to be used a different industrial and commercial facilities.

SMCWPPP provided a template for the BIP and ERP to municipalities with the adoption of the 2009 MRP. Municipalities could use the template and revise according to their specific municipal procedures, businesses and enforcement tools. Since each municipalities’ BIP and ERP are specific to their jurisdiction it would be difficult to provide a Program training for these topics. EOA has provided guidance material to the CII Subcommittee on how to meet the annual training requirements as self-training and document this for Annual Reporting. Other ideas on how to incorporate these topics into a Program training would be to provide the municipal specific BIPs and ERPs to workshop attendees for review during the lunch break or incorporate these documents into a group exercise that requires attendees to review the documents and compare content to other municipalities.

During permit reissuance there were minor changes to MRP Provision C.4, C.5 and relevant sections of C.13 and C.15. Therefore the regulatory context will continue to play a secondary role at trainings. The focus of the trainings will be on inspection procedures and BMPs with the incorporation of BIPs and ERPs. Municipal staff also request workshop topics related to the State Industrial Stormwater General Permit. SMCWPPP is a CWEA approved training organization, therefore municipal inspectors can receive continuing education hours needed to keep certifications current.

For the past several years SMCWPPP has assisted municipalities meet the annual MRP training requirement by conducted an annual CII training, alternating full day training workshops with smaller focused training activities. The last full day training workshop was held in FY 2015/16. During FY 2017/18, EOA will work with the CII Subcommittee to hold a full-day training workshop early in 2018. This workshop will be critical to address any transitions in how business inspections are implemented (e.g., from CEH staff conducting business inspections to the individual cities being responsible for all inspections). The workshop will need to be designed to accommodate any agency staff that have not attended previous trainings due to the CEH providing business inspections. In addition, CEH staff

provided support for previous workshops with presentations directed to CEH staff, the majority of attendees. This workshop will not have the same level of support from CEH staff given the termination of the MOAs.

Deliverables:

- Workshop location coordinated;
- Workshop registration;
- Draft and final workshop flyer and agenda;
- Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes);
- Food catering services;
- Staffing of the workshop;
- Presentations by EOA staff and outside speakers;
- Certificates of completion for participants fulfilling continuing education requirements (if needed).
- Summary of the completed evaluation forms and/or quizzes; and
- Workshop materials submitted for posting on the Countywide Program's website.

Budget: \$15,012

SUBTASK SM83.02: NEW/REDEVELOPMENT AND CONSTRUCTION SITE MANAGEMENT TRAINING PROGRAM

MRP 2.0 expands the focus of Provision C.3 by including GI planning requirements in Provision C.3.j and by linking it to implementation of GI in both private and public areas in Provisions C.10, C.11 and C.12 to reduce pollutant loading to the San Francisco Bay. There are a number of opportunities for Permittees to retrofit existing areas within the public right-of-way and convert existing gray infrastructure to LID drainage systems. Municipalities that have development occurring in their jurisdiction can leverage private development projects that have requirements for public improvements on their parcel frontages. In addition, municipal projects such as those included in Capital Improvement Programs (CIP) can be modified to include GI. MRP 2.0 frames this as a challenge to Permittees to avoid "missed opportunities." SMCWPPP is assisting local agencies in meeting that challenge and complying with all aspects of the development provisions of the permit.

This challenge requires a training effort that integrates guidance and knowledge across several disciplines and multiple departments of municipal agencies. EOA will work with the New Development Subcommittee (NDS), the new GI TAC and the Municipal Maintenance Subcommittee to design a training program that meets those needs.

MRP 2.0 requires that municipal staff keep up to date on the State Construction General Permit (CGP) requirements for construction sites. In addition, Provision C.13.a requires that municipal staff is aware of architectural copper BMPs in development projects in order to educate installers and operators.

EOA will implement a training program will include workshops for municipal planning, building, engineering and maintenance staff covering the development and retrofit of public and private projects, including topics such as:

- Design review of LID systems (C.3);
- Inspection of LID systems during construction (C.3);
- Inspection and enforcement of construction phase controls with site visits and vendor demonstrations (C.6 and the State CGP);
- Inspection of LID systems at the completion of construction and on-going (C.3.h);
- Requirements for third-party inspections of vault-based systems (C.3.h);
- Architectural copper issues (C.13.a);
- Example projects and case studies;
- Parks, landscaping and urban forestry opportunities for LID; and
- New approaches and technologies for LID and GI.

EOA will continue to facilitate an annual C.3 LID training workshop and a separate C.6 construction training workshop, and provide training on additional topics as needed as feasible within the available budget. This will include developing new training content for the new C.3 and C.6 requirements in MRP 2.0 as needed and requested by the NDS. The budget for this subtask also assumes that as in past years EOA will provide a presentation at a California Building Inspection Group (CALBIG) meeting on construction site controls.

Deliverables:

- Facilitation of two full-day (i.e., roughly 9 am to 3 pm) workshops or other equivalent training activities, with the following deliverables for each workshop:
 - Workshop location coordinated;
 - Workshop registration;
 - Draft and final workshop flyer and agenda;
 - Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes);
 - Food catering services;
 - Staffing of the workshop;
 - Presentations by EOA staff and outside speakers;
 - Certificates of completion for participants fulfilling continuing education requirements (if needed);
 - Summary of the completed evaluation forms and/or quizzes; and
 - Workshop materials submitted for posting on the Countywide Program's website.

- Presentation at CALBIG meeting on construction site controls.

Budget: \$30,996

SUBTASK SM83.03: TRASH LOAD REDUCTION TRAINING PROGRAM

EOA will continue to work with the Trash Control Subcommittee and, as appropriate, the Municipal Maintenance Subcommittee, to plan and implement a trash load reduction training program with a schedule that is tied to MRP compliance priorities. MRP Provision C.10.b contains new requirements for the inspection and maintenance of full trash capture devices and on-land visual assessments of trash generation areas. EOA staff has conducted trainings on these topics in the past; however, the new and more specific requirements in MRP 2.0 requires more focused training for municipal staff. During FY 2017/18, EOA will facilitate one on-land visual trash assessment training.

Deliverables:

- Workshop location coordinated;
- Workshop registration;
- Draft and final workshop flyer and agenda;
- Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes);
- Food catering services;
- Staffing of the workshop;
- Presentations by EOA staff and outside speakers;
- Certificates of completion for participants fulfilling continuing education requirements (if needed).
- Summary of the completed evaluation forms and/or quizzes; and
- Workshop materials submitted for posting on the Countywide Program's website.

Budget: \$10,016

SUBTASK SM83.04: PESTICIDE TOXICITY REDUCTION TRAINING PROGRAM

EOA will continue to work with the Countywide Program's Parks Maintenance and IPM (PM&IPM) Workgroup to plan and implement a pesticide toxicity reduction training program with a schedule that is tied to MRP compliance priorities. The MRP Provision C.9.b requires municipal employees who, within the scope of their duties apply or use pesticides, to be trained in IPM practices and the Permittee's IPM policy, ordinance and/or standard operating procedures. Historically, the trainings have mostly been attended by parks maintenance staff, and have focused on pest management issues in municipal parks, landscapes and right-of-ways.

There has typically been excellent turn out by municipal Parks Maintenance staff at SMCWPPP's IPM workshops because they need continuing education credits to maintain their pesticide applicator

license. SMCWPPP has been able to offer these continuing education credits at past trainings in coordination with San Mateo County Agricultural Weights and Measures representatives. This also contributes to meeting the MRP 2.0 Provision C.9.d requirement to maintain communications with county agricultural commissioners.

In FY 2016/17, the PM&IPM Workgroup discussed training needs and expressed interest in having additional trainings on the following topics:

- Bay-Friendly landscaping training for municipal staff.
- Green Gardener training for private landscape businesses.
- Training for landscape businesses and municipal staff on maintaining Low Impact Development and GI features.
- Training for municipal staff that hire/supervise structural pest control professionals.

During FY 2017/18, EOA will work with the PM&IPM Workgroup to conduct two trainings. One of these trainings will be SMCWPPP's annual Landscape IPM training workshop. The Landscape IPM workshop will include guest speakers from vendors, local pest control contractors implementing IPM, and/or the UC Cooperative Extension. Example topics will include pesticides and water quality, new IPM techniques for pest control, information on alternatives to pesticides of concern, respirator regulatory refresher and online pesticide use reporting. EOA will work also with the PM&IPM Workgroup and Program Manager to identify and conduct a second training during FY 2017/18.

Deliverables:

- The annual Landscape IPM training workshop;
- A second training workshop identified by working with the PM&IPM Workgroup and Program Manager;
- Workshop locations coordinated;
- Workshop registration;
- Draft and final workshop flyers and agendas;
- Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes);
- Food catering services;
- Staffing of the workshop;
- Presentations by EOA staff and outside speakers;
- Certificates of completion for participants fulfilling continuing education requirements (if needed).
- Summary of the completed evaluation forms and/or quizzes; and
- Workshop materials submitted for posting on the Countywide Program's website.

Budget: \$20,708

TASK SM84 – WATER QUALITY MONITORING

In accordance with the MRP, water quality monitoring is conducted on a water year basis. Sampling is conducted each water year (October 1 through September 30) and reports presenting that water year's data are submitted to the Regional Water Board by the end of the following March. For example, the results of sampling during Water Year 2018 (i.e., October 1, 2017 – September 30, 2018, abbreviated as WY2018) are documented in reports submitted by March 31, 2019. Because the typical municipal fiscal year (July 1 – June 30) and the water year are not aligned, field sampling and reporting associated with a particular water year are conducted during portions of two adjacent fiscal years.

This scope and budget includes the remaining WY2017 Water Quality Monitoring activities that are not included in the EOA's current FY 2016/17 C/CAG Task Order (EOA-04). EOA-04 was intended to focus on FY 2016/17 tasks and does not include WY2017 fieldwork during the latter part of the dry season (i.e., July – September 2017), QA/QC of WY2017 monitoring data, and reporting on the WY2017 monitoring results, which are instead included in this scope and budget.

This scope and budget does not include any WY2018 Water Quality Monitoring tasks, which will be covered by a separate task order.

The structure of this scope and budget assumes that beginning with WY2018, C/CAG will issue an annual Water Quality Monitoring task order that is effective July 1 and covers all activities associated with the water year, a 1.75 year time period (e.g., the WY2018 task order would be effective July 1, 2017 and cover activities through March 31, 2019, the date that the final WY2018 reporting is due).

SUBTASK SM84.01: CREEK STATUS MONITORING

EOA will conduct the remaining WY2017 creek status monitoring activities that are not included in the EOA's current FY 2016/17 C/CAG Task Order (EOA-04), in accordance with MRP Provision C.8.d. The primary objectives of creek status monitoring are to gather information on whether numeric and narrative water quality objectives are being met in creeks and whether creek conditions are supportive of designated beneficial uses (e.g., aquatic habitat, recreational uses). Creek status monitoring will continue to be conducted in accordance with the probabilistic and targeted designs that were developed by the BASMAA RMC during MRP 1.0 and are now specified in MRP 2.0.

The remaining WY2017 creek status monitoring activities include tasks related to targeted design, which focuses on continuous water quality monitoring using multi-parameter probe measurements (i.e., pH, temperature, specific conductance, and dissolved oxygen) and temperature loggers, as well as grab samples for pathogen indicators. As the name implies, targeted monitoring can be conducted along any creek where data are needed. The focus will be on collecting general water quality and temperature data in creeks that currently or historically supported cold water fisheries. Pathogen indicator sampling will occur in creeks where recreational uses are plausible or where the data can be used to support multiple uses (e.g., TMDLs, Stressor/Source Identification studies). During the site selection process maps are developed, permissions are obtained (if needed), and a site reconnaissance visit is conducted to confirm safe access. Continuous monitoring with the multi-parameter probes must be conducted at two stations per year during two two-week deployments. Temperature logging must be conducted at four stations per year from April through September. Pathogen indicator sampling must be conducted at five stations per year during the dry season. Pathogen indicator samples will be delivered to Alpha

Analytical Laboratory in Dublin, CA (or equivalently-certified microbiology lab) for *E. coli* and enterococcus enumeration.

Quality assurance and quality control (QA/QC) review (i.e., data validation) of creek status monitoring data will be conducted according to the BASMAA QAPP which specifies quantitative and qualitative data quality objectives (DQOs) for accuracy, precision, and completeness. Data not meeting the defined DQOs will be corrected if possible and flagged as necessary. The data validation process takes several months to complete and typically occurs between July and December as field data sheets are entered, laboratory reports are received, and the online SWAMP and CEDEN data checkers are accessed. The resulting validated spreadsheets tabulating all creek status monitoring data will be uploaded to the BASMAA Regional Monitoring Database which is currently managed and maintained by EOA.

Deliverables:

- WY2017 late dry season deployment and retrieval of continuous monitoring sondes at two sites.
- WY2017 retrieval of four temperature loggers.
- WY2017 collection of five pathogen indicator samples.
- WY2017 creek status monitoring data that have undergone QA/QC review for all parameters required by Provision C.8.d.
- Populated database with all WY2017 data.

Budget: \$60,738

SUBTASK SM84.02: POLLUTANTS OF CONCERN MONITORING

Provision C.8.f requires Pollutants of Concern (POC) monitoring for PCBs, mercury, copper, emerging contaminants, and nutrients. The MRP defines yearly (i.e., water year) and total (i.e., permit term) minimum numbers of samples for each POC. Five priority POC management information needs are identified including Source Identification, Contributions to Bay Impairment, Management Action Effectiveness, Loads and Status, and Trends. The MRP specifies the minimum number of samples for each POC that must address each information need.

EOA will conduct the remaining WY2017 POC monitoring activities that are not included in the EOA's current FY 2016/17 C/CAG Task Order (EOA-04), in accordance with MRP Provision C.8.f.

QA/QC review (i.e., data validation) of POC monitoring data will be conducted according to the BASMAA QAPP which specifies quantitative and qualitative data quality objectives (DQOs) for accuracy, precision, and completeness. Data not meeting the defined DQOs will be corrected if possible and flagged as necessary. The data validation process takes several months to complete and typically occurs between July and December as field data sheets are entered, laboratory reports are received, and the online SWAMP and CEDEN data checkers are accessed. The resulting validated spreadsheets tabulating all POC monitoring data will be uploaded to the BASMAA Regional Monitoring Database which is managed and maintained by EOA and is currently being updated to house POC monitoring data. This subtask includes QA/QC of WY2017 POC monitoring data (scheduled to occur July through December 2017) but does not include QA/QC of WY2018 POC monitoring data (scheduled to occur July through December 2018).

Reports summarizing, accounting, interpreting, and mapping WY2017 POC monitoring data will be developed under this subtask. The MRP requires two POC reporting documents. Provision C.8.h.iv requires submittal of an annual POC monitoring report by October 15 of each year. The POC monitoring report focuses on describing the allocation of sampling efforts for the forthcoming water year and an accounting of what was accomplished during the preceding water year. Samples collected through the RMP will also be included in the accounting. The timing of the POC monitoring report (due 15 days after the end of the water year) precludes conducting QA/QC of the data and developing interpretations. Therefore, per MRP 2.0 requirements, an additional POC interpretive monitoring report presenting the data and interpretations will be developed and submitted with the UCMR by March 31 of each year. Data interpretations will address the management questions in MRP 2.0 and will be used to refine POC monitoring approaches in subsequent years. EOA will add the data to the existing GIS database which already contains PCBs data collected over the past fifteen years and is continually updated as new data are obtained from a variety of sources. GIS maps will be developed and data will be analyzed using GIS tools as well as spreadsheet and statistical software, as appropriate.

The scope and budget for this subtask includes the POC monitoring report that details what was accomplished in WY2017 and what activities are anticipated in WY2018 (due October 15, 2017). The WY2017 POC monitoring interpretative report (due with the UCMR by March 31, 2018) is also included under this subtask.

Deliverables:

- WY2017 POC monitoring data that has undergone QA/QC review for all parameters required by Provision C.8.f.
- POC monitoring report due October 15, 2017 that details what was accomplished in WY2017 and what activities are anticipated in WY2018.
- WY2017 POC interpretive monitoring report due with the WY2017 UCMR by March 31, 2018.

Budget: \$60,916

SUBTASK SM84.03: PESTICIDES AND TOXICITY MONITORING

MRP Provision C.8.g requires that Permittees conduct monitoring of pesticides and toxicity (P&T) in urban creeks. EOA will conduct the remaining WY2017 P&T monitoring activities that are not included in the EOA's current FY 2016/17 C/CAG Task Order (EOA-04), in accordance with MRP Provision C.8.g.

San Mateo County Permittees are required to sample one dry weather station per year for water column toxicity (five test organisms), sediment toxicity (two test organisms), and sediment chemistry (pesticides, PAHs, metals, total organic carbon, grain size). EOA, on behalf of SMCWPPP and its member agencies, coordinates dry weather sampling with its RMC partners to realize cost savings on QA/QC samples (e.g., field duplicates, matrix spikes). Each year one of the partners takes a turn implementing the QA/QC sampling and WY2017 is SMCWPPP's turn. Dry weather P&T monitoring for WY2017 will take place in July 2017 (i.e., FY 2017/18) with SMCWPPP taking responsibility for QA/QC sample collection and analysis. EOA will continue to subcontract with Kinnetic Laboratories, Inc. (KLI) to conduct the sampling and KLI will contract with the analytical laboratories (Pacific EcoRisk and Caltest).

In accordance with Provision C.8.b, all P&T monitoring data will be SWAMP comparable, data quality will be consistent with the SWAMP and BASMAA QAPPs, and data collection and analytical methods will follow the SWAMP and BASMAA SOPs. Quality assurance and quality control (QA/QC) review (i.e., data validation) of P&T monitoring data will be conducted according to the BASMAA QAPP which specifies quantitative and qualitative data quality objectives (DQOs) for accuracy, precision, and completeness. Data not meeting the defined DQOs will be corrected if possible and flagged as necessary. The data validation process takes several months to complete and typically occurs between July and December as field data sheets are entered, laboratory reports are received, and the online SWAMP and CEDEN data checkers are accessed. The resulting validated spreadsheets tabulating all P&T monitoring data will be uploaded to the BASMAA Regional Monitoring Database which is managed and maintained by EOA.

P&T monitoring results will be included with the annual UCMR due March 31 of each year (see Subtask SM84.04).

Deliverables:

- WY2017 P&T monitoring data that have undergone QA/QC review for all parameters required in Provision C.8.g.
- WY2017 dry weather P&T monitoring at one station and associated QA/QC sample collection and analysis.

Budget: \$38,268

SUBTASK SM84.04: PROVISION C.8 REPORTING

Provision C.8.h requires annual and comprehensive reporting of data collected pursuant to Provision C.8, in SWAMP-comparable format as appropriate for submittal to the Regional Water Board, and submittal of applicable data to CEDEN. EOA will develop all required reporting materials for review and comment by C/CAG member agencies prior to Regional Water Board submittal.

Electronic Monitoring Data Reports will be submitted annually (by March 31) to the Regional Data Center (i.e., SFEI) for upload to CEDEN. The Electronic Monitoring Data reports will include all data that CEDEN can accept, which has recently been expanded beyond receiving water data to potentially include upland urban sediments and MS4 outfall data. Each Electronic Monitoring Data report will include monitoring results conducted pursuant to Provisions C.8.d (Creek Status), Provision C.8.e (SSID Projects), C.8.f (POCs), and C.8.g (Pesticides and Toxicity) for the preceding water year.

Urban Creeks Monitoring Reports (UCMR) will be submitted annually (by March 31) to the Regional Water Board. Each annual UCMR will summarize results and provide interpretations of data collected pursuant to Provisions C.8.d (Creek Status), Provision C.8.e (SSID Projects), C.8.f (POCs), and C.8.g (Pesticides and Toxicity) for the preceding water year. Bioassessment data will be evaluated using the California Stream Condition Index (CSCI). As the probabilistic dataset grows, statistically significant assessments of ambient stream conditions in San Mateo County can be made. Creek Status and P&T data will be compared to the “triggers” listed in the MRP. Triggers are numeric thresholds above (or below) which impacts to water quality may occur. The MRP triggers are taken from a variety of sources, including water quality objectives from the Basin Plan, state and federal regulatory guidance, and peer reviewed literature. Monitoring stations and results will be presented in GIS maps and will be analyzed using spreadsheet and statistical software, as appropriate.

Deliverables:

- WY2017 Electronic Monitoring Data Report (due March 31, 2018).
- WY2017 UCMR (due March 31, 2018).

Budget: \$32,038

TASK SM85 – TRASH LOAD REDUCTION

The development and implementation of stormwater trash control programs is a high priority component in the reissued MRP (i.e., MRP 2.0). These programs are designed to significantly reduce trash and litter discharged from municipal stormwater systems and protect local creeks and San Francisco Bay. Under MRP 2.0, SMCWPPP Permittees are required to achieve challenging trash reduction goals over an aggressive timeframe (i.e., 60%, 70% and 80% by 2016, 2017 and 2019, respectively). SMCWPPP member agencies are primarily focused on addressing and achieving trash load reduction goals through the cost-effective implementation of control measures. To achieve this objective, EOA will continue assisting SMCWPPP with ongoing tasks conducted in previous years under the oversight of the Trash Subcommittee - a forum to share information on trash controls among member agencies, present approaches to compliance with trash reduction goals, and coordinate the implementation of MRP required studies and projects (see Subtask 82.04). These tasks will include:

- Providing assistance on updating and implementing long-term Trash Reduction Plans, including trash generation maps;
- Identifying optimal locations for trash full capture devices;
- Conducting effectiveness assessments for existing source control actions (i.e., single use plastic bag bans and polystyrene food ware bans);
- Supporting the Litter Work Group, which focuses on reducing the stormwater impacts of illegal dumping and inadequate waste management practices in the County;
- Developing and implementing trash assessment strategies, including the mapping of full capture treatment areas and conducting on-land visual trash assessments for C/CAG member agencies;
- Annual reporting and data collection guidance and assistance for reporting trash reductions associated with creek and shoreline cleanups;
- Calculating and reporting trash load reductions to the Regional Water Board in compliance with MRP 2.0;
- Identifying and mapping trash generating properties >10,000 ft² that drain to private inlets and intersect with member agency stormwater conveyance systems; and
- Managing the pilot trash receiving water monitoring programs, including the preparation and collection of trash data from a set of creek sites, managing data collected by EOA and member agencies, and reporting on trash monitoring results.

Chris Sommers, the current trash load reduction coordinator for SMCWPPP, will continue as the task leader for the trash load reduction task, supported by senior and associate level staff at EOA (e.g., Peter

Schultze-Allen, John Fusco and Nick Zigler). Subtask descriptions, deliverables and budgets are provided below.

SUBTASK SM85.01: LONG-TERM TRASH LOAD REDUCTION PLAN SUPPORT

EOA will continue providing guidance on long-term trash planning, including trash mapping and data management services, and revisions to trash generation, full capture system, and hot spot GIS data layers during the MRP 2.0 permit term. During FY 2017/18 EOA will:

- **Provide guidance on Trash Management Strategies** - Provide on-call guidance on long-term plan implementation and perspectives on optimization of control actions for trash management, via conference calls and meetings with SMCWPPP member agencies.
- **Maintain GIS Data Layers and Mapping** - Provide guidance on revisions to baseline trash generation map data layers and revise trash generation rates and jurisdictional areas based on direction from C/CAG member agencies. Revisions to baseline maps needed as a result of Subtask SM85.06 (Identifying and Mapping Private Drainages Connected to MS4s) will be conducted via this subtask.

Deliverables:

- On-call guidance and participation in meetings/calls to discuss long-term plan implementation, provide perspectives on control actions for trash management, and discuss assessment results and other pertinent topics.
- Updated/revised trash generation and full capture system maps and GIS data layers in preparation for FY 2017/18 Annual Report submittals.

Budget: \$41,320

SUBTASK 85.02: LITTER WORKGROUP

In 2013 the EOA project team assisted SMCWPPP with the development of the Litter Work Group, which is intended to provide a forum for sharing trash management information among member agencies, solid waste haulers, county recycling and waste management program staff, and other stakeholders. Through this subtask EOA will continue to coordinate and facilitate Litter Work Group meetings, develop annual work plans, conduct annual roundtable workshops, and implement high priority tasks recommended by the SMCWPPP Trash Subcommittee and outlined in the FY 2017/18 Work Plan. During FY 2017/18 EOA will:

- **Litter Work Group Coordination** - Facilitate four Litter Work Group meetings/calls. 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.
- **Coordination with Transportation Agencies** – Facilitate two coordination meetings with transportation agencies (e.g., Caltrans and Caltrain) on trash/litter issues and conduct follow up communications with agency staff (as needed) between and after the two meetings. 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.

- **Annual Roundtable Workshop** – Work with the Litter Work Group to plan and facilitate a FY 2017/18 workshop on illegal dumping controls. The goal of the workshop will be to share successful practices that local agencies in San Mateo County and other counties have taken to combat illegal dumping in their communities. 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.
- **Annual Work Plan Development** - Coordinate with the Litter Work Group on the identification of high priority tasks that should be conducted by SMCWPPP in FY 2018/19. A draft Work Plan will be distributed to the Trash Subcommittee for review.

Deliverables:

- Facilitation of four Litter Work Group meetings, including preparation of meeting agendas, supporting materials, and meeting summaries.
- Facilitation of two coordination meetings with transportation agencies, including preparation of meeting agendas, supporting materials, and meeting summaries.
- Planning and facilitation of a workshop on illegal dumping controls.
- Draft and final FY 2018/19 Work Plan for Litter Work Group.

Budget: \$35,148

SUBTASK 85.03: TRASH LOAD REDUCTION ASSESSMENT PROGRAM

The EOA project team will assist C/CAG member agencies by continuing to implement and manage the SMCWPPP Trash Load Reduction Assessment Program developed by EOA in FY 2013/14. The Program is consistent with MRP 2.0 requirements and includes the use of the *On-land Visual Trash Assessment Protocol* developed by EOA and designed to assess the levels of trash that are generated onto streets and then may enter the stormwater conveyance system. The on-land assessment method provides a method by which Permittees can demonstrate progress towards trash load reduction goals included in the MRP. SMCWPPP incorporated the protocol in its 2014 *Pilot Trash Load Reduction Assessment Strategy* submitted to the Regional Water Board with member agency Long-term Trash Load Reduction Plans.

During FY 2017/18, EOA will continue to manage the SMCWPPP Trash Load Reduction Assessment Program, which entails annually selecting on-land visual assessment sites, conducting trash assessments at a frequency of three times per year at each site, implementing appropriate quality assurance and control procedures, and managing assessment data via the SMCWPPP on-land visual assessment database developed by EOA. Assessments will be conducted during the dry and wet season (to the extent possible). Assessment sites will be located in high priority trash management areas identified by member agencies. EOA will conduct three on-land visual assessments at each of roughly 300 sites. Additionally, EOA will conduct up to 100 assessments of land areas >10,000 ft², consistent with the plan developed via Subtask SM85.06 (Identifying and Mapping Private Drainages Connected to MS4s). To the extent feasible, EOA will use trained interns or technicians to conduct these assessments to reduce

costs. Additionally, EOA will coordinate with member agencies on all assessments and incorporate any assessment data collected by member agencies into the SMCWPPP database system.

Deliverables:

- Completion of about 1,000 on-land visual assessments.
- Assessment results entered into the SMCWPPP on-land visual assessment database.
- Ongoing technical support on assessments and associated data.

Budget: \$141,820

SUBTASK SM85.04: TRASH HOT SPOT CLEANUP TRACKING AND REPORTING

MRP 2.0 requires Permittees to annually remove trash to a level of “no visual impact” from a minimal number of trash hot spots in creeks and shorelines within their jurisdictions. Additionally, Permittees are required to record the volumes of trash removed from these hot spots. During MRP 1.0, the EOA project team assisted Permittees in selecting and reporting hot spot locations to the Regional Water Board, provided guidance on collecting and reporting trash cleanup data, and managed these data (i.e., trash volumes, types and sources) on behalf of all C/CAG member agencies via the SMCWPPP trash hot spot cleanup database. During FY 2017/18, EOA will continue to provide guidance to member agencies on hot spot selection, manage the data collected by member agencies during hot spot cleanups, and develop standardized reporting formats populated with historical and current hot spot data for each member agency to satisfy annual reporting requirements. EOA will continue to provide guidance and tools to member agencies, including data collection and load removal calculation tools associated with creek and shoreline cleanup activities. The guidance and tools are intended to maintain the quality and consistency of data collected via cleanup activities by member agencies and allow evaluation of trends over time. EOA will also input all member agency data into the existing SMCWPPP trash hot spot cleanup database and manage those data on behalf of all member agencies. EOA will use output from the database to populate member agencies’ trash load reduction annual report forms in relation to trash hot spot cleanups.

Deliverables:

- Annual reporting and data collection guidance for reporting trash reductions associated with creek and shoreline cleanups.
- Creek and shoreline trash hot spot cleanup data collected by member agencies added to database.
- Annual Report tables populated with hot spot cleanup data for current and previous fiscal years.

Budget: \$ 15,076

SUBTASK SM85.05: ASSIST WITH ANNUAL REPORTING AND LOAD REDUCTION CALCULATIONS

C/CAG member agencies are required to annually report on progress towards trash load reduction goals (i.e., 60%, 70% and 80% by 2016, 2017 and 2019, respectively). Local agencies that fail to demonstrate achievement of the 2017 and 2019 goals may be subject to enforcement by the Regional Water Board or

litigation by third parties. During MRP 1.0 and FY 2016/17, EOA assisted all C/CAG member agencies in demonstrating trash load reductions resulting in determinations of compliance for nearly all San Mateo County municipalities. The accounting system previously utilized has been revised via the adoption of MRP 2.0 so that further guidance and assistance on load reduction accounting during MRP 2.0 is needed.

During FY 2017/18, EOA will provide technical support to all member agencies on annual reporting. EOA will assist with developing each member agency's trash load reduction section of their Annual Report by providing guidance for completing Annual Report forms and developing load reduction calculations for full capture systems, institutional controls (via on-land assessment results), source control actions, and creek and shoreline cleanup offsets. For those municipalities that provide draft Annual Report sections before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Deliverables:

- Updated guidance to member agencies for completing the trash load reduction section of their Annual Reports.
- Draft and final calculations of trash load reductions for each member agency for each fiscal year, and associated draft annual report sections.
- Comments on trash control sections of individual municipal Annual Reports as applicable and feasible within available budget.

Budget: \$32,506

SUBTASK SM85.06: IDENTIFYING AND MAPPING PRIVATE DRAINAGES CONNECTED TO MS4s

MRP 2.0 provision C.10.a.ii.(b) requires that by July 1, 2018 Permittees identify private properties greater than 10,000 ft² with Very High, High, or Moderate trash generation rates and a private connection to an MS4. Permittees must also ensure that these areas are equipped with full trash capture systems or managed with equivalent trash discharge control actions. Eventually, these properties should either be treated by full capture systems or considered to have "No Adverse Impact" to water quality (i.e., low trash generation).

During FY 2017/18, EOA will assist member agencies in addressing provision C.10.a.ii.(b) by developing and implementing a methodology to identify applicable private properties, assessing the current levels of trash associated with these properties via Subtask SM85.03 (Trash Load Reduction Assessment Program), documenting findings via a report to the Regional Water Board, and revising baseline trash generation maps accordingly via Subtask SM85.01 (Long-Term Trash Load Reduction Plan Support). EOA will develop a draft method (plan) for conducting the analysis and assessments and submit to the Trash Subcommittee for review, and then develop a final plan based on the comments received. EOA will then implement the method described in the plan and develop one draft and one final report (based on comments from the Trash Subcommittee) that will describe the findings and conclusions of the analysis.

It is currently envisioned that the method will include both desktop (GIS) and field (on-land visual assessment) components that will result in revisions to member agency baseline trash generation maps. All costs associated with GIS analyses that are conducted via this task are included in the budget for this

task. Costs for conducting visual assessments and map revisions associated with this task, however, are included in the Subtask SM85.03 and SM85.01 budgets, respectively.

Deliverables:

- One draft and one final plan that describes the methodology that will be used to identify and map private properties > 10,000 ft² with a private connection to an MS4 that have very high, high or moderate trash generation.
- One draft and one final report summarizing the methods used, results obtained and conclusions/findings associated with this task.

Budget: \$34,736

SUBTASK SM85.07: PILOT TRASH MONITORING PROGRAM FOR RECEIVING WATERS

MRP 2.0 provision C.10.b.v requires that member agencies submit a plan to the Water Board by July 1, 2017 to implement a pilot receiving water monitoring program for trash. This plan is currently under development through a BASMAA regional project and will include the location of monitoring and assessment sites, qualitative and quantitative protocols and forms, and data fields that will need to be managed by BASMAA member agencies. The plan must be submitted to the Regional Water Board's Executive Officer and found acceptable.

During FY 2017/18, EOA will begin managing and implementing a pilot receiving water monitoring program for trash in San Mateo County on behalf of SMCWPPP member agencies. EOA will conduct monitoring consistent with the plan accepted by the Executive Officer, in coordination with member agency trash assessments conducted at trash hot spots. Because the trash monitoring plan was not completed or accepted by the Water Board at the time this scope of work was developed, the following assumptions were made for the purpose of developing a budget:

- EOA will prepare for and conduct qualitative trash receiving water assessments three times at each of 50 creek monitoring sites, which will be located at creek status monitoring sites sampled in previous years by EOA in accordance with MRP provision C.8.d;
- In addition to qualitative assessments conducted by EOA, all quantitative monitoring and trash characterization will be conducted by SMCWPPP member agencies at their creek/shoreline hotspots one time per year;
- EOA will manage all trash assessment/monitoring data collected by EOA and member agencies in a web-accessible database that will be made publicly available (consistent with MRP 2.0 requirements) by the end of FY 2017/18; and,
- EOA will develop a trash monitoring progress report on behalf of member agencies for submittal to the Regional Water Board with the SMCWPPP FY 2017/18 Annual Report.

Deliverables:

- Completed field forms and photographs for all creek trash assessment events conducted in FY 2017/18 (up to 150 total assessments);
- On-line publicly available database populated with data collected during all creek trash assessment events conducted in FY 2017/18; and,

- One draft and one final trash monitoring progress report (to be included in the Countywide Program’s FY 2017/18 Annual Report) that will include the results and conclusions from the first year of trash monitoring/assessment.

Budget: \$50,328

TASK SM86 – MERCURY AND PCBs LOAD REDUCTION

With the adoption of MRP 2.0 and the directly enforceable numerically-based load reduction performance criteria, the development and implementation of control programs for mercury and PCBs has become an increasingly high priority component of municipal stormwater management in the Bay Area. Jon Konnan will continue to serve as the task leader for Mercury and PCBs Load Reduction. Subtask descriptions, deliverables and budgets are provided below.

SUBTASK SM86.01: IDENTIFY MANAGEMENT AREAS AND CONTROL MEASURES

With the adoption of MRP 2.0, San Mateo County and other Bay Area Permittees are required to demonstrate implementation of mercury and PCBs control measures in areas where benefits are most likely to accrue (i.e., “focused implementation”). In what may be one of the more challenging requirements in the reissued permit, Provision C.12.a requires Bay-area wide PCBs load reductions of 500 gram/year by June 30, 2018 and 3 kg/year by June 30, 2020.¹ The portions of these reductions required of San Mateo County Permittees, which are based on relative population, are 60 gram/year by June 30, 2018 and 370 gram/year by June 30, 2020. The focus of this subtask will be for EOA to assist San Mateo County Permittees to take credit for existing and planned PCBs control measures and, to the extent needed, plan and implement new control measures to achieve these load reductions. This will necessitate continuing the process of identifying which pollutant source areas in San Mateo County provide the greatest opportunities for cost-effectively implementing controls to reduce discharges of mercury and PCBs.²

Taking credit for PCBs loads reductions associated with existing and planned activities such as redevelopment (and associated site abatement and C.3 treatment), contaminated site cleanups, and any enhanced stormwater conveyance cleanouts (e.g., channel dredging) in old urban (and especially old industrial) land uses will be an important part of the strategy to meet these requirements in the most cost-effective manner. EOA will work closely with municipal staff to identify the types and locations of existing and new control measures that will be implemented and associated implementation schedules.

Work that will be conducted under MRP 2.0 to identify pollutant source areas (Pollutant of Concern Monitoring) is closely related to this subtask. EOA will therefore integrate this subtask with implementation of Provision C.8.f. (see Subtask SM84.05). Implementation of this subtask will also be informed by the Countywide Program’s ongoing coordination of efforts to address mercury and PCBs with other Bay Area countywide stormwater programs through the BASMAA MPC Committee.

¹ It is important to note that the latter requirement is distinct from the Provision C.12.c requirement for a 3 kg/year Bay-area wide PCBs load reduction via GI by the year 2040.

² During the term of MRP 2.0, the general assumption will continue to apply that controls measures should be selected to reduce PCBs loads and the ancillary benefits of those measures in reducing mercury loads will be sufficient for addressing mercury.

During FY 2017/18, EOA will continue to assist San Mateo County Permittees to make further progress towards:

- Identifying the watersheds or portions of watersheds (management areas) in which PCBs control measures are currently being implemented and those in which new control measures will be implemented during the term of this permit.
- Identifying the control measures that are currently being implemented and those that will be implemented in each watershed and management area, including the number, type, and locations and/or frequency (if applicable) of control measures and a description of the contaminated sites referred to the Regional Water Board.
- Developing clear statements of the roles and responsibilities of each participating Permittee for implementation of the control measures.
- Submitting a schedule of control measure implementation, including interim implementation progress milestones (e.g., construction milestones for structural controls or other relevant implementation milestones for structural controls and non-structural BMPs) and a schedule for milestone achievement.
- Planning and implementing reasonable control measures towards achieving San Mateo County's load reduction performance criteria.
- Demonstrating PCBs and mercury load reductions using the interim accounting methodology that BASMAA recently developed. Beginning with the FY 2017/18 Countywide Program Annual Report, Permittees are required to annually report load reductions calculated for all applicable controls and progress towards meeting June 30, 2018 and June 30, 2020 load reduction requirements.

This subtask will also include participating in regional POCs Steering Committee meetings, which provide a forum for information sharing and communication among staff from the Bay Area countywide stormwater programs, MRP Permittees, and Regional Water Board staff. It will also include facilitating meetings of the Countywide Program's PCBs Workgroup, as needed.

Deliverables

- Report (submitted with the FY 2016/17 Countywide Program Annual Report) documenting progress towards identifying priority PCBs control watersheds and management areas, specific control measures, PCBs and mercury load reductions achieved this permit term through FY 2016/17, an implementation schedule, and a strategy for meeting June 30, 2018 and June 30, 2020 load reduction requirements.
- Participating in regional POCs Steering Committee meetings.
- Working with C/CAG staff on all aspects of Provisions C.11/12 compliance.
- Facilitating meetings of the Countywide Program's PCBs Workgroup, as needed.

Budget: \$81,000

SUBTASK SM86.02: RISK REDUCTION COORDINATION AND REPORTING

MRP 2.0 Provision C.12.h, Implement a Risk Reduction Program, requires Permittees to conduct or cause to be conducted an ongoing risk reduction program with the potential to reach 3,000 individuals annually (Bay Area-wide total for all MRP 2.0 Permittees) who are likely consumers of San Francisco Bay-caught fish. Permittees are required to report on the status of the risk reduction program in each of their Annual Reports, including a brief description of actions taken, an estimate of the number of people reached, and why these people are deemed likely to consume Bay fish.

EOA will assist C/CAG and its member agencies to coordinate and report on efforts to comply with Provision C.12.h. EOA will work with the Program Manager to coordinate related efforts by San Mateo County Environmental Health (CEH) and any related efforts by others in light of the permit requirements. EOA will also compile available related data from CEH and others and use these data to prepare a section of the Countywide Program's Annual Report that addresses the C.12.h reporting requirement.

Deliverables

- Coordination with CEH and any other related efforts.
- Section of the FY 2016/17 Countywide Program Annual Report that addresses the C.12.h reporting requirement.

Budget: \$6,836

TASK SM87 – ANNUAL REPORTING

EOA will continue to assist the Countywide Program with annual compliance reporting. This includes preparation of the Countywide Program annual report and, for individual municipal annual reports, developing guidance and templates, conducting preparation workshops, reviewing agency draft reports, and compiling and submitting reports to the Regional Water Board in compliance with the MRP.

Member agencies are required to annually report on progress towards trash load reduction goals. EOA's technical support to member agencies on this aspect of annual reporting is scoped and budgeted for separately under the Trash Load Reduction task. In addition, review of the trash control sections of member agency annual reports is covered under Subtask SM85.05 (Assist with Annual Reporting and Load Reduction Calculations).

Jon Konnan will continue to serve as the task leader for Annual Reporting as part of his overall role as EOA's project manager for providing municipal stormwater permit compliance support to C/CAG. Subtask descriptions, deliverables and budgets are provided below.

SUBTASK SM87.01: COUNTYWIDE PROGRAM ANNUAL REPORT

EOA will prepare the Countywide Program's Annual Report, which documents all activities performed by the Countywide Program during the year on behalf of member agencies. EOA will develop a draft report annually by mid-August for C/CAG and member agency review and comment and final report for submittal by the annual September 30 due date in the MRP. The budget for this task assumes that all of

the content for the Annual Report will be prepared under Task SM82 (Subcommittee Support) or by C/CAG's other consultants (e.g., public outreach content to be prepared by SGA, content related to GI planning to be prepared by CD+A, and content related to Reasonable Assurance Analysis to be prepared by Paradigm). This subtask will consist of obtaining, compiling and formatting that information, preparing standard report features such as a table of contents and executive summary, and facilitating the review process.

Deliverables

- Draft of the Countywide Program's FY 2016/17 Annual Report by mid-August and final report for submittal by September 30.

Budget: \$9,096

SUBTASK SM87.02: ANNUAL REPORT GUIDANCE

EOA will develop an Annual Report guidance package for member agencies to use in preparing their own annual reports. The package will include a version of the BASMAA Annual Report form customized and annotated with guidance for San Mateo County municipalities, a model certification statement and cover letter, and a memorandum that explains all of the facets of the annual reporting process and summarizes essential dates and milestones. This task does not include developing the public outreach parts of the customized Annual Report form since it is assumed SGA will conduct that work.

EOA and SGA will develop an Annual Report guidance package including a customized and annotated Annual Report form, a model certification statement and cover letter, and a memorandum that explains all of the facets of the annual reporting process and summarizes essential dates and milestones.

Deliverables

- FY 2016/17 Annual Report guidance package for electronic submittal to member agencies and posting on Countywide Program website, annually by mid-July.

Budget: \$6,384

SUBTASK SM87.03: ANNUAL REPORTING TRAINING

EOA will plan and facilitate an annual reporting training workshop. The FY 2016/17 Annual Report guidance package (Subtask SM87.02) should be finalized and submitted to member agencies and posted on the Countywide Program website by the date of annual report training, which will be scheduled for a date no later than the end of July.

Deliverables

- Workshop location coordinated;
- Workshop registration;
- Draft and final workshop flyer and agenda;

- Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes);
- Food catering services;
- Staffing of the workshop;
- Presentations by EOA staff and outside speakers;
- Certificates of completion for participants fulfilling continuing education requirements (if needed).
- Summary of the completed evaluation forms and/or quizzes; and
- Workshop materials submitted for posting on the Countywide Program’s website.

Budget: \$19,656

SUBTASK SM87.04: REVIEW DRAFT PERMITTEE ANNUAL REPORTS

EOA will review and comment on draft member agency Annual Reports prior to submittal of final reports to the Regional Water Board. Member agencies will be required to submit a draft of their Annual Report to EOA by a certain date (TBD) in order to be guaranteed of the review, but EOA will make every effort to review and comment on draft reports that are submitted late. We assume that the planned review period will be approximately the first two weeks of September.

This task does not include review of the public outreach section of each member agency’s annual report since it is assumed that SGA will review that section.

Deliverables

- Review and comment on Permittee draft FY 2016/17 Annual Reports during the first two weeks of September.

Budget: \$10,456

SUBTASK SM87.05: SUBMIT PERMITTEE ANNUAL REPORTS

EOA will electronically obtain available FY 2016/17 Annual Reports from San Mateo County Permittees and upload to the Regional Water Board’s FTP site. EOA will also print a hard copy of each Annual Report and deliver to the Regional Water Board’s offices in Oakland.

Deliverables

- Available FY 2016/17 Annual Reports submitted electronically to Regional Water Board by September 30. Hard copies submitted by October 15.

Budget: \$2,500

EXHIBIT A DRAFT

EOA FY 2017/18 Municipal Stormwater Permit Compliance Assistance to SMCWPPP

	Principle	Manager III	Manager II	Manager I	Senior III	Senior II	Senior I	Associate II	Associate I	Technician	Clerical	Expenses/Subs	Budget
EOA Hourly Rate for SMCWPPP:	\$215	\$202	\$199	\$197	\$181	\$160	\$144	\$134	\$109	\$88	\$65		
General Support to Program Manager													
81.01 General Support	0	192	0	0	0	0	0	0	0	0	0	\$800	\$39,584
81.02 Stormwater Committee Support	0	60	0	0	0	0	0	0	0	0	0	\$200	\$12,320
81.03 BASMAA Activities Support	0	48	0	0	0	0	0	0	0	0	0	\$200	\$9,896
81.04 BASMAA Regional Projects Planning Support	0	48	0	0	0	0	0	0	0	0	0	\$200	\$9,896
81.05 Coordination and Integration	0	120	0	0	0	0	0	16	0	0	0	\$750	\$27,134
	0	468	0	0	0	0	0	16	0	0	0	\$2,150	\$98,830
Subcommittee Support													
82.01 Municipal Maintenance Subcommittee	0	0	52	0	0	0	0	0	0	0	0	\$200	\$10,548
82.02 New Development & Construction Subcommittee (NDS)	0	84	4	0	0	318	0	42	0	0	28	\$3,650	\$79,742
82.03 Commercial/Industrial/Illicit (CII) Discharges Subcommittee	0	0	124	0	0	0	0	0	0	0	0	\$500	\$25,176
82.04 Trash Subcommittee	0	32	0	0	64	0	0	0	0	0	0	\$400	\$18,448
82.05 Watershed Assessment and Monitoring (WAM) Subcommittee	0	2	0	22	0	0	0	0	0	0	0	\$100	\$4,838
82.06 Parks Maintenance and IPM (PM&IPM) Workgroup	0	8	0	0	0	40	0	0	0	0	0	\$200	\$8,216
	0	126	180	22	64	358	0	42	0	0	28	\$5,050	\$146,968
Training													
83.01 CII Training Workshop	0	0	44	0	0	0	0	24	0	0	16	\$2,000	\$15,012
83.02 New/Redevelopment and Construction Training	0	30	24	0	0	88	0	0	0	0	32	\$4,000	\$30,996
83.03 Trash Load Reduction Training	0	8	0	0	0	0	0	40	0	0	16	\$2,000	\$10,016
83.04 Pesticide Toxicity Reduction Training Program	0	16	0	0	0	64	0	0	12	16	8	\$4,000	\$20,708
	0	54	68	0	0	152	0	64	12	16	72	\$12,000	\$76,732

Water Quality Monitoring (Remaining WY2017 Tasks)													
84.01 Creek Status Monitoring	0	12	0	80	40	0	0	200	36	36	0	\$1,422	\$60,738
84.02 Pollutants of Concern Monitoring	0	80	0	112	0	40	0	80	40	0	0	\$1,212	\$60,916
84.03 Pesticides and Toxicity Monitoring	0	2	0	32	20	0	0	12	0	2	0	\$26,156	\$38,268
84.04 Creek Status Reporting	0	16	0	40	0	40	0	52	60	0	6	\$628	\$32,038
	0	110	0	264	60	80	0	344	136	38	6	\$29,418	\$191,960

Trash Load Reduction													
85.01 Long-Term Trash Load Reduction Plan Support	0	60	0	0	40	0	0	80	80	0	8	\$2,000	\$41,320
85.02 Litter Workgroup	0	64	0	0	0	104	0	0	40	0	8	\$700	\$35,148
85.03 Trash Load Reduction Assessment Program	0	40	0	0	40	0	0	300	400	400	0	\$7,500	\$141,820
85.04 Trash Hot Spot Cleanup Tracking And Reporting	0	4	0	0	32	0	0	48	16	0	0	\$300	\$15,076
85.05 Assist with Annual Reporting and Load Reduction Calculations	0	24	0	0	32	0	0	104	70	0	0	\$300	\$32,506
85.06 Identifying and Mapping Private Drainages Connected to MS4s	0	16	0	0	40	0	0	56	80	80	0	\$1,000	\$34,736
85.07 Pilot Trash Monitoring Program for Receiving Waters	0	24	0	0	80	0	0	40	120	120	0	\$2,000	\$50,328
	0	232	0	0	264	104	0	628	806	600	16	\$13,800	\$350,934

Mercury and PCBs Load Reduction													
86.01 Identify Management Areas and Control Measures	0	100	0	0	0	200	0	200	0	0	0	\$2,000	\$81,000
86.02 Risk Reduction Coordination and Reporting	0	8	0	0	0	32	0	0	0	0	0	\$100	\$6,836
	0	108	0	0	0	232	0	200	0	0	0	\$2,100	\$87,836

Annual Reporting													
87.01 Countywide Program Annual Report	0	8	0	0	0	12	0	40	0	0	0	\$200	\$9,096
87.02 Annual Report Guidance	0	8	8	0	4	8	0	8	0	0	0	\$100	\$6,384
87.03 Annual Reporting Training	0	16	24	0	0	32	0	0	32	0	16	\$2,000	\$19,656
87.04 Review Draft Permittee Annual Reports	0	16	16	0	0	24	0	0	0	0	0	\$200	\$10,456
87.05 Submit Permittee Annual Reports	0	4	0	0	0	0	0	8	0	0	8	\$100	\$2,500
	0	52	48	0	4	76	0	56	32	0	24	\$2,600	\$48,092

Total Budget:	\$53,334	\$1,001,352
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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.
 Expenses/subcontractors budgets shown include 10% overhead.