

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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### TASK ORDER FORM

**Date/Start Date:** July 1, 2018  
**Consultant Name:** EOA, Inc.  
**Contract:** Countywide Water Pollution Prevention Program Technical Support – On-Call Contracts  
**Task Order No.:** EOA-06  
**Task Order Name:** Municipal Stormwater NPDES Permit Compliance Assistance  
**Scope of Work:** General Technical Support, Subcommittee Support, Training, Annual Reporting, Trash, Mercury & PCBs. See attached scope of work.  
**Deliverables:** See attached scope of work  
**Budgeted Cost:** Per attached Fiscal Year 2018-19 scope of work, not to exceed \$830,000  
**Completion Date:** June 30, 2019

*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 2018/19  
Municipal Stormwater NPDES Permit  
Compliance Assistance**

**Scope of Work and Budget**

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



**Prepared by EOA, Inc.**



**DRAFT June 5, 2018**

## 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 the Countywide Program 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). The following sections describe EOA's tasks, budgets, and deliverables for FY 2018/19 (i.e., July 2018 – June 2019).<sup>1</sup>

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 (amended March 8, 2018). The total budget will not be exceeded without C/CAG's authorization.

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

Task No.	Description	Budget
SM01	General Support to Program Manager	\$114,332
SM02	Subcommittee Support	\$188,728
SM03	Training	\$42,276
SM04	Trash Load Reduction	\$338,462
SM05	Mercury and PCBs Load Reduction	\$92,700
SM06	Annual Reporting	\$53,416
<b>Total Budget:</b>		<b>\$829,914</b>

Note: See Exhibit A for more details.

<sup>1</sup> Please note that EOA prepared a separate document that provides a scope and budget for WY 2019 water quality monitoring tasks.

## TASK SM01 – 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). Subtask descriptions, deliverables and budgets are provided below.

### SUBTASK SM01.01: 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: \$42,272**

### SUBTASK SM01.02: STORMWATER COMMITTEE SUPPORT

EOA will continue to support to the Program Manager in facilitating C/CAG's Stormwater Committee (which generally meets every other month). The budget for this subtask assumes that one EOA manager will attend three of the FY 2018/19 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. The budget for this subtask assumes that one EOA manager will prepare for and attend two FY 2018/19 workgroup meetings.

#### Deliverables:

- One EOA manager will attend three of the FY 2018/19 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 2018/19 meetings of the Stormwater Committee ad-hoc permit implementation workgroup.

**Budget: \$13,260**

#### **SUBTASK SM01.03: 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: \$10,568**

#### **SUBTASK SM01.04: BASMAA REGIONAL PROJECTS PLANNING SUPPORT**

EOA will continue to provide as needed support to the Program Manager in planning for and supporting implementation of BASMAA regional projects, including preparation of budget summaries and 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 project budgets.

**Deliverables:**

- Spreadsheets summarizing budgets and projected budgets.
- Coordination of C/CAG's role and tracking C/CAG's budget share of all BASMAA projects to which C/CAG is a participant.
- Review of and comment on BASMAA documents, including Annual Reporting materials.

**Budget: \$10,568**

#### **SUBTASK SM01.05: 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 and update EOA's

tasks and budgets. This subtask also includes other types of miscellaneous support (e.g., grant applications), as needed and 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 review of selected draft documents prepared by other permit compliance support consultants.
- Annual update of EOA's tasks and budgets (spreadsheets and narrative).
- Other types of miscellaneous support, as needed and feasible within the available budget.

**Budget: \$28,824**

**SUBTASK SM01.06: PERMIT RE-ISSUANCE SUPPORT**

EOA will provide initial assistance and support to the Countywide Program during the beginning of the process to reissue the MRP, which expires December 2020. During FY 2018/19, this support will be provided as needed and feasible within the available budget. Based on EOA's extensive experience with previous permit reissuances, tasks may include:

- Reviewing and assisting with preparation of comments on draft versions of the reissued permit.
- Summarizing important changes in the draft reissued permit and implications for Permittee compliance activities.
- Preparing summary/status documents and presentations for the Stormwater Committee.
- Facilitating special meetings of the Stormwater Committee's Permit Implementation Workgroup to receive feedback on key reissuance issues.
- Participating in a regional MRP reissuance Steering Committee on behalf of SMCWPPP.
- Facilitating other regional or countywide workgroups focusing on priority permit compliance areas (e.g., trash load reductions, mercury and PCBs, and GI).
- Participating in Regional Water Board workshops and hearings related to permit reissuance.
- Preparing talking points for Permittee representatives participating in Regional Water Board permit reissuance hearings.
- Participating in other meetings with BASMAA and/or Regional Water Board staff, as needed.

**Deliverables:**

- As needed and feasible within the available budget, initial assistance and support to the Countywide Program during the process to reissue the MRP, including the above list of potential tasks.

**Budget: \$8,840**

## TASK SM02 – 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 appropriate specific expertise, with overall coordination provided by Jon Konnan, EOA's project manager for C/CAG. The below sections provide a description of each subcommittee support subtask, the lead EOA staff, deliverables, and budget.

### **SUBTASK SM02.01: 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 operation and maintenance (O&M) verification program documents during FY 2015/16, an O&M verification tracking spreadsheet in FY 2016/17, and a pesticides tracking workbook in FY 2017/18. In FY 2018/19, we anticipate that the Municipal Maintenance Subcommittee will be a primary forum for discussing full trash capture device O&M and related issues, including perspectives of member agency staff on inspection and maintenance frequencies, field forms, and data tracking mechanisms. In addition, the Municipal Maintenance Subcommittee is anticipated to be a primary forum for discussing GI O&M and related concerns and issues.

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, as needed.
- SMCWPPP Annual Report content addressing MRP Provision C.2.

**Budget: \$11,328**

**SUBTASK SM02.02: 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 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 municipalities in San Mateo County. Typical agenda items include developing or updating Countywide Program guidance documents, checklists and other information related to development projects, GI, 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, CPSWQ, 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 EOA's 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. As needed, EOA will also assist Permittee staff with questions on their GI Plans at the NDS meetings. EOA will continue to update development project review checklists, update 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.

During FY 2018/19, EOA will continue to assist with the development of the Countywide Program's suite of GI guidance documents, completing the update to the C.3 Stormwater Technical Guidance (C3TG) to be consistent with and support the suite of other GI documents being developed by other C/CAG consultants, and supporting other C/CAG consultants as needed for development of their documents. The level of effort for this effort is uncertain at this time. For the purpose of developing the overall Subtask SM02.02 budget (Exhibit A), the assumed level of effort for the C3TG update is 24 hours Managing Scientist/Engineer III, 40 hours of Senior Scientist/Engineer III, 28 hours Associate Scientist/Engineer II, and 8 hours Clerical.

**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.
- Countywide Program 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 (which is mostly being conducted by other C/CAG consultants).
- 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: \$91,774**

**SUBTASK SM02.03: 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), and C.13.b and c (Copper Controls). Kristin Kerr, P.E., will continue to serve as EOA's lead for facilitation of the CII Subcommittee and related work under this subtask.

Formerly there was a Memorandum of Agreement (MOA) between most San Mateo County cities and San Mateo County Environmental Health (CEH) for CEH to conduct stormwater inspections of businesses on behalf of a city. However, CEH terminated the stormwater inspection agreements with the 17 cities

on December 31, 2017. FY 2018/19 will be the first full fiscal year that each city will be responsible for implementing all of the required activities under MRP Provision C.4, Commercial and Industrial Site Controls. Cities are in the process of developing the different aspects of their business inspection programs including data management, cost recovery, Business Inspection Plans (e.g., priorities and frequencies), Enforcement Response Plans, and outreach materials. The CII Subcommittee provides an important forum for communication among individual Permittees on their inspection programs, with overall support provided by the Countywide Program. In addition, a portion of the CII meeting time is dedicated to general information sharing. Municipal staff typically ask and answer questions, share problems and solutions, discuss issues and share important information and feedback among themselves. The CII Subcommittee may also request that the Countywide Program revises current inspection forms, data tracking tables, the Business Inspection Plan (BIP) template, and/or Enforcement Response Plan (ERP) template, based on the development of their individual programs.

The business inspector and illicit discharge contact lists that reside on the Countywide Program's website will be periodically updated. A mobile business inventory and enforcement action table also reside on the CII section of the member's only portion of the Countywide Program's website. EOA assisted the CII Subcommittee in developing the regional inventory and the enforcement strategy to help meet MRP requirements for reducing pollutant discharges from mobile businesses. The mobile business inventory and enforcement action table will be periodically updated. As mobile businesses are added to the regional inventory they will be sent the SMCWPPP mobile cleaner business Best Management Practice (BMP) brochure.

We anticipate that in FY 2018/19 the CII Subcommittee will also request additional assistance from the Countywide Program with developing improved stormwater BMP outreach materials for commercial and industrial businesses and conducting additional outreach to mobile businesses. 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, and C.13.b and c. 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 and regional inventory on the CII section of the member's only portion of the website. EOA will also work with the CII Subcommittee to make revisions to current inspection forms, data tracking tables, the BIP template, and/or the ERP template, and to conduct additional outreach to mobile businesses, and/or develop/update BMPs for commercial, industrial or mobile businesses.

**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, and C.13.b and c.
- Updates as appropriate to the business inspector and illicit discharge contact lists, mobile business enforcement action table, mobile business inventory, current inspection forms, data tracking tables, BIP template, and ERP template.
- Additional outreach to mobile businesses (in coordination with SMCWPPP's PIP Subcommittee), and/or develop/update BMPs for commercial, industrial or mobile businesses.
- Develop or update commercial and industrial business BMPs outreach material.

**Budget: \$27,136**

#### **SUBTASK SM02.04: 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 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 preparing meeting agendas and other 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 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: \$19,728**

#### **SUBTASK SM02.05: 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 2018/19, 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 includes any action items agreed upon during the meeting. The meeting will be held early during calendar year 2019 so that the most important outcomes to be reported in the Urban Creeks Monitoring Report (UCMR), which is due March 31, 2019, can be described. 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, seek feedback as needed on certain activities such as selecting targeted monitoring sample station locations and implementing Stressor/Source Identification (SSID) studies, 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 WAM subcommittee of pertinent information, feedback sought as needed on certain activities such as selecting targeted monitoring sample station locations and implementing SSID studies, and updates to the subcommittee contact list.

**Budget: \$5,174**

#### **SUBTASK SM02.06: PARKS MAINTENANCE AND INTEGRATED PEST MANAGEMENT (IPM) WORKGROUP**

EOA will support one meeting 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 is continuing 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 are continuing to encourage municipal staff with broader stormwater permit compliance responsibilities (including annual reporting) to attend these meetings. 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 facilitate one PM&IPM Workgroup meeting during FY 2018/19, 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. EOA will also 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. In addition, EOA staff will participate on behalf of C/CAG's member agencies in BASMAA's Municipal Operations committee. Finally, EOA will prepare the content for the section of the Countywide Annual Report that addresses MRP Provision C.9.

**Deliverables:**

- Facilitation of one PM&IPM Workgroup meeting, including meeting agenda, other meeting materials, and meeting summary.
- 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: \$4,844**

**SUBTASK SM02.07: EVALUATE IMPLEMENTATION OF PESTICIDE SOURCE CONTROL ACTIONS**

MRP Provision C.9.g. requires Permittees to evaluate the effectiveness of the pesticide control measures implemented by their staff and contractors, evaluate attainment of pesticides concentration and toxicity targets for water and sediment from monitoring data (collected by Permittees, research agencies,



and/or State agencies), and identify additions and/or improvements to existing control measures needed to attain targets.

The MRP states that this task is necessary to gauge how effective the implementation actions taken by Permittees are in (1) achieving TMDL targets and (2) avoiding future pesticide-related toxicity in urban creeks. Permittees are therefore required to conduct an evaluation of their IPM efforts, how effective those efforts appear to be, and how they could be improved.

With the 2018/19 Annual Report, Permittees are required to report the evaluation results, including an assessment of the effectiveness of their IPM efforts required in the Provisions C.9.a. – C.9.e., a discussion of any improvements made in these efforts in the preceding five years, and any changes in water quality including pesticide toxicity in urban creeks. The evaluation must also include a brief description of one or more pesticide-related area(s) the Permittees will focus on enhancing during the subsequent permit term. EOA will work with the Permittees to conduct this evaluation and prepare a report documenting the results.

**Deliverables:**

- A draft and final report evaluating the effectiveness of the pesticide control measures and IPM efforts implemented by San Mateo County Permittees and their contractors, evaluating the attainment of pesticides concentration and toxicity targets for water and sediment from local monitoring data, and identifying additions and/or improvements to existing control measures needed to attain targets. The report will include a brief description of an evaluation of one or more pesticide-related area(s) that each Permittee will focus on enhancing during the subsequent permit term.

**Budget: \$28,744**

## **TASK SM03 – 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.

Each training will be supported by an EOA staff with specific expertise in its topic area, with overall coordination provided by Jon Konnan, EOA's project manager for C/CAG. The below sections provide a description of each training subtask, the lead EOA staff, deliverables, and budget.

#### **SUBTASK SM03.01: 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.

Since each municipalities' BIP and ERP are specific to their jurisdiction it would be difficult to provide a Countywide 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 Countywide 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.



MRP regulatory context generally plays a secondary role at trainings. The focus of the trainings will be on inspection procedures and BMPs. 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 2017/18. During FY 2018/19, EOA will work with the CII Subcommittee to identify and implement focused training activities. In the past EOA has used this budget for activities such as developing the self-training materials, holding a small roundtable IDDE training and updating the *How to Conduct Stormwater Inspections* guidance document.

**Deliverables:**

- Typical deliverables for the focused training include guidance documents, outreach materials, or inspector roundtable meetings.

**Budget: \$7,348**

**SUBTASK SM03.02: NEW/REDEVELOPMENT AND CONSTRUCTION SITE MANAGEMENT TRAINING PROGRAM**

The reissued MRP expanded 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 loadings to San Francisco Bay. EOA will work with the New Development Subcommittee (NDS), GI TAC, and Municipal Maintenance Subcommittee to design a training program that meets their needs and assists Permittees with MRP compliance. Additionally, as Permittees complete their individual municipal GI Plans in 2019, new training needs may be identified.

In conjunction with understanding MRP Provision C.6 (Construction Site Control), municipal staff need to be knowledgeable about 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 on behalf of the Countywide Program that 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:

- GI Plan implementation mechanisms (C.3.j);
- GI Plan integration with other municipal plans (C.3.j);
- Green Suite document use and review with presentations from other C/CAG consultants (C.3);
- Typical GI Detail development and use and updates to the C.3 Technical Guidance (C.3.j);
- Design review of LID systems (C.3);
- Inspection of LID systems during construction (C.3);
- Parks, landscaping and urban forestry opportunities for LID (C.3);

- New approaches and technologies for LID and GI (C.3);
- 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);
- Inspection and enforcement of construction phase controls with site visits and vendor demonstrations (C.6 and the State CGP);
- Field Inspections and BMP demonstrations (C.6)
- Litter Management at existing and new development projects (C.10)
- Architectural copper issues (C.13.a);
- Example projects and case studies (All);

EOA will continue to facilitate an annual C.3 training workshop, a separate annual C.6 construction training workshop, and a presentation at one of the CALBIG (California Building Inspector Group) monthly meetings. As in past years, EOA will work with the NDS to develop the content for the C.3 and C.6 workshops. EOA's facilitation of each workshop will include the following components:

- Workshop location coordinated;
- Workshop registration;
- Draft and final workshop flyer and agenda;
- Workshop materials (e.g., folders with various handouts including evaluation forms);
- 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
- Workshop materials submitted for posting on the Countywide Program's website.

**Deliverables:**

- Facilitation of the annual C.6 training, which will be about a half-day workshop.
- Facilitation of the annual C.3 training, which will be about a six hour workshop.
- Presentation at CALBIG meeting on construction site controls.

**Budget: \$34,928**

## **TASK SM04 – TRASH LOAD REDUCTION**

The development and implementation of stormwater trash control programs is a high priority component in the reissued MRP. These programs are designed to significantly reduce trash and litter

discharged from municipal stormwater systems and protect local creeks and San Francisco Bay. The MRP stipulates challenging trash reduction goals over an aggressive timeframe (i.e., 60%, 70% and 80% by 2016, 2017 and 2019, respectively). SMCWPPP member agencies primarily achieve trash load reduction goals through the cost-effective implementation of control measures. To achieve this objective, EOA will continue assisting SMCWPPP primarily with ongoing tasks conducted in previous years under the oversight of the Trash Subcommittee. The Trash Subcommittee is 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 SM02.04). 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 the MRP;
- Revising the on-land visual assessment program to incorporate trash generating properties >10,000 ft<sup>2</sup> that drain to private inlets and intersect with member agency stormwater conveyance systems; and
- Managing and implementing the pilot trash receiving water monitoring programs, including the preparation and collection of trash data from a set of creek sites, coordinating with member agencies trash monitoring efforts, and managing data collected by EOA and member agencies.

Chris Sommers 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 SM04.01: LONG-TERM TRASH LOAD REDUCTION PLAN SUPPORT**

During this permit term, EOA has provided 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 FY 2018/19 EOA will continue to:

- **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 SM05.06 (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 2018/19 Annual Report submittals.

**Budget: \$44,160**

**SUBTASK SM04.02: 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. During this permit term EOA has continued to coordinate and facilitate Litter Work Group meetings, develop annual work plans, conduct annual roundtable workshops, and implement high priority tasks recommended by the Litter Work Group and/or the SMCWPPP Trash Subcommittee. Consistent with the FY 2018/19 Litter Work Group Work Plan, during FY 2018/19 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 2018/19 workshop on the design and operation of new development projects related to litter reduction. The workshop will aim to share successful practices that local agencies in San Mateo County and other counties have taken to reduce litter 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** - Work with the Litter Work Group to identify high priority tasks that should be conducted by SMCWPPP in FY 2019/20, to the extent that budget is available to fund these tasks. A draft Work Plan will be distributed to the Trash Subcommittee for review.

**Deliverables:**

- Facilitation of two 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 new development design to reduce litter.
- Draft and final FY 2019/20 Work Plan for the Litter Work Group.

**Budget: \$26,000**

**SUBTASK SM04.03: TRASH LOAD REDUCTION ASSESSMENT PROGRAM**

The EOA project team will assist C/CAG member agencies by refining, implementing and managing the SMCWPPP Trash Load Reduction Assessment Program that was initially developed by EOA in FY 2013/14. The Program is consistent with MRP requirements and includes the use of the *On-land Visual Trash Assessment Protocols* developed by EOA and designed to assess the levels of trash that are generated onto streets, sidewalks and other land areas that may enter the stormwater conveyance system. The on-land assessment methods provide information that Permittees can use to demonstrate progress towards trash load reduction goals included in the MRP. SMCWPPP incorporated the protocols into 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 2018/19, EOA will continue to implement and manage the SMCWPPP Trash Load Reduction Assessment Program, which entails annually selecting OVTA 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. Three assessments will be conducted at each of roughly 300 sites, including new OVTA sites established via Subtask SM04.06 (see below description). 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, including those sites identified via Task SM04.06. 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:**

- Selection of sites and completion of roughly 900 on-land visual assessments.
- Assessment results entered into the SMCWPPP on-land visual assessment database.
- Ongoing technical support on assessments and associated data.

**Budget: \$131,028**

#### **SUBTASK SM04.04: TRASH HOT SPOT CLEANUP TRACKING AND REPORTING**

The MRP 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 the previous permit term and the first 2.5 years of the current permit term, 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 2018/19, 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 the trash hot spot cleanups sections of member agencies’ trash load reduction annual report forms.

##### **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: \$ 16,156**

#### **SUBTASK SM04.05: ASSIST WITH ANNUAL REPORTING AND LOAD REDUCTION CALCULATIONS**

The MRP requires that Permittees report annually 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 2019 goal may be subject to enforcement by the Regional Water Board or lawsuits by third parties. During the previous permit term and the first 2.5 years of this term, 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 used last permit term was revised during reissuance of the MRP, necessitating ongoing guidance and assistance on load reduction accounting during the current permit term.

During FY 2018/19, EOA will continue to provide technical support to all member agencies on annual reporting. EOA will assist with developing each member agency’s trash load reduction section of its 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 by 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: \$34,858**

**SUBTASK SM04.06: IDENTIFYING AND MAPPING PRIVATE DRAINAGES CONNECTED TO MS4s**

MRP Provision C.10.a.ii.(b) requires that by July 1, 2018 Permittees identify private properties >10,000 ft<sup>2</sup> 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 controls. 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 assisted 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, documenting findings via a report to the Regional Water Board, and revising baseline trash generation maps accordingly. In FY 2018/19, EOA will develop a draft method (plan) for incorporating these properties into the SMCWPPP On-land Visual Trash Assessment (OVTA) Program and submit to the Trash Subcommittee for review. Based on the comments provided, EOA will then develop and submit a final plan to the Trash Subcommittee. EOA will then implement the method, through which new OVTA sites for applicable properties (>10,000 ft<sup>2</sup>) will be established and OVTA field forms created.

It is currently envisioned that the method will include both desktop (GIS) and field (OVTA) components that may result in revisions to member agency baseline trash generation maps and the establishment of new OVTA sites. All costs associated with the method development and GIS analyses are included in the budget for this subtask. Costs for conducting baseline map revisions are included in the Subtask SM05.01 budget. Costs associated with conducting OVTAs at newly established sites are included in the Subtask SM05.03 budget.

**Deliverables:**

- One draft and one final plan that describes the methodology that will be used to incorporate private properties >10,000 ft<sup>2</sup> with a private connection to an MS4 that have very high, high or moderate trash generation into the SMCWPPP trash load reduction assessment program.
- GIS data layers and field forms identifying new OVTA sites.

**Budget: \$12,668**



#### **SUBTASK SM04.07: PILOT TRASH MONITORING PROGRAM FOR RECEIVING WATERS**

MRP Provision C.10.b.v requires that member agencies submit a plan to the Regional Water Board by July 1, 2017 to implement a pilot receiving water monitoring program for trash. This plan was developed through a BASMAA regional project and was approved by the Regional Water Board's Executive Officer (EO).

During FY 2018/19, EOA will continue to manage and implement the pilot receiving water monitoring program for trash in San Mateo County on behalf of SMCWPPP member agencies. The tasks described below are consistent with the regional plan approved by the Regional Water Board's EO. EOA will conduct qualitative trash assessments, in coordination with member agency trash monitoring/assessment conducted at trash hot spots (or equivalent). Specific tasks that EOA will conduct in FY 2018/19 include the following:

- Prepare for and conduct qualitative trash receiving water assessments three times at each of 30 creek monitoring sites, which will be located at creek status monitoring sites assessed in FY 2017/18 by EOA;
- Assist with quantitative monitoring to be conducted at trash booms identified in the regional plan (i.e., in the City of San Mateo);
- Coordinate with member agencies on all quantitative trash monitoring conducted by member agencies at sites identified in FY 2017/18;
- Manage all trash assessment/monitoring data collected by EOA and member agencies in a database that will be submitted to the Regional Water Board in FY 2019/20 in CEDEN comparable data formats developed via a FY 2018/19 BASMAA Regional Project; and
- Coordinate on preliminary reporting to the Regional Water Board via FY 2018/19 annual report, to be conducted via a BASMAA Regional Project.

#### **Deliverables:**

- Completed field forms and photographs for all creek trash assessment events conducted in FY 2018/19 (up to 90 total assessments).
- CEDEN comparable database populated with data collected during all creek trash assessment and monitoring events conducted by EOA and member agencies in FY 2018/19.

**Budget: \$73,592**

## **TASK SM05 – MERCURY AND PCBs LOAD REDUCTION**

The reissued MRP includes enforceable numeric load reduction performance criteria. Thus the development and implementation of control programs for mercury and PCBs has become an increasingly high priority component for Permittees. 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 SM05.01: IDENTIFY MANAGEMENT AREAS AND CONTROL MEASURES**

The reissued MRP requires Permittees 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.<sup>2</sup> 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.<sup>3</sup>

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 remains 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 the Countywide Program’s water quality monitoring component to identify pollutant source areas (i.e., 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 SM07.05). 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.

During FY 2018/19, EOA will continue to assist San Mateo County Permittees to make further progress towards:

- Referring PCBs source properties to the Regional Water Board, as needed, including assistance with completing the standard referral form and supporting documentation.
- 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.

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<sup>2</sup> 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.

<sup>3</sup> During the current permit term, 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.

- 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.
- Working with C/CAG and Permittees to develop strategies for attempting to meet the June 30, 2018 and June 30, 2020 load reduction requirements.
- Demonstrating PCBs and mercury load reductions using the interim accounting methodology that BASMAA recently developed. 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.

#### **Deliverables**

- Assisting Permittees with referring PCBs source properties to the Regional Water Board, as needed, including assistance with completing the standard referral form and supporting documentation.
- Report (submitted with the FY 2017/18 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 2017/18, an implementation schedule, and working with C/CAG and Permittees to develop strategies for attempting to meet the 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.

**Budget: \$89,520**

#### **SUBTASK SM05.02: RISK REDUCTION COORDINATION AND REPORTING**

MRP 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 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 2018/19 Countywide Program Annual Report that addresses the C.12.h reporting requirement.

**Budget: \$3,180**

## **TASK SM06 – 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 SM04.05 (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 SM06.01: 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 SM02 (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 2017/18 Annual Report by mid-August and final report for submittal by September 30.

**Budget: \$16,536**

#### **SUBTASK SM06.02: 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 2017/18 Annual Report guidance package for electronic submittal to member agencies and posting on Countywide Program website, annually by mid-July.

**Budget: \$7,452**

#### **SUBTASK SM06.03: ANNUAL REPORTING TRAINING**

EOA will plan and facilitate an annual reporting training workshop. The FY 2017/18 Annual Report guidance package (Subtask SM06.02) 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 early August.

EOA's facilitation of the Annual Report training will include the following components:

- Workshop location coordinated;
- Workshop registration;
- Draft and final workshop flyer and agenda;
- Workshop materials (e.g., folders with various handouts including evaluation forms);
- 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
- Workshop materials submitted for posting on the Countywide Program’s website.

**Deliverables**

- Facilitation of the Annual Report training, which will be about a half-day workshop.

**Budget: \$15,016**

**SUBTASK SM06.04: 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 2017/18 Annual Reports during the first two weeks of September. Review of the public outreach sections not included.

**Budget: \$11,736**

**SUBTASK SM06.05: SUBMIT PERMITTEE ANNUAL REPORTS**

EOA will electronically obtain available FY 2017/18 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 2017/18 Annual Reports submitted electronically to Regional Water Board by September 30. Hard copies submitted by October 15.

**Budget: \$2,676**



**EXHIBIT A**

**EOA FY 2018/19 Municipal Stormwater Permit Compliance Assistance to SMCWPPP**

	<b>Principle</b>	<b>Manager III</b>	<b>Manager II</b>	<b>Manager I</b>	<b>Senior III</b>	<b>Senior II</b>	<b>Senior I</b>	<b>Associate II</b>	<b>Associate I</b>	<b>Technician</b>	<b>Clerical</b>	<b>Expenses/Subs</b>	<b>FY 2018/19 Budget (EOA-07)</b>
<b>EOA Hourly Rate for SMCWPPP:</b>	<b>\$230</b>	<b>\$216</b>	<b>\$214</b>	<b>\$211</b>	<b>\$194</b>	<b>\$172</b>	<b>\$154</b>	<b>\$144</b>	<b>\$117</b>	<b>\$94</b>	<b>\$70</b>		
<b>General Support to Program Manager</b>													
<b>SM01.01</b> General Support	0	192	0	0	0	0	0	0	0	0	0	\$800	<b>\$42,272</b>
<b>SM01.02</b> Stormwater Committee Support	0	60	0	0	0	0	0	0	0	0	0	\$300	<b>\$13,260</b>
<b>SM01.03</b> BASMAA Activities Support	0	48	0	0	0	0	0	0	0	0	0	\$200	<b>\$10,568</b>
<b>SM01.04</b> BASMAA Regional Projects Planning Support	0	48	0	0	0	0	0	0	0	0	0	\$200	<b>\$10,568</b>
<b>SM01.05</b> Coordination and Integration	0	120	0	0	0	0	0	16	0	0	0	\$600	<b>\$28,824</b>
<b>SM01.06</b> Permit Re-issuance Support	0	40	0	0	0	0	0	0	0	0	0	\$200	<b>\$8,840</b>
	<b>0</b>	<b>468</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$2,100</b>	<b>\$114,332</b>
<b>Subcommittee Support</b>													
<b>SM02.01</b> Municipal Maintenance Subcommittee	0	0	52	0	0	0	0	0	0	0	0	\$200	<b>\$11,328</b>
<b>SM02.02</b> New Development & Construction Subcommittee (NDS)	0	84	0	0	318	0	0	42	0	0	32	\$3,650	<b>\$91,774</b>
<b>SM02.03</b> Commercial/Industrial/Illicit (CII) Discharges Subcommittee	0	0	124	0	0	0	0	0	0	0	0	\$600	<b>\$27,136</b>
<b>SM02.04</b> Trash Subcommittee	0	32	0	0	64	0	0	0	0	0	0	\$400	<b>\$19,728</b>
<b>SM02.05</b> Watershed Assessment and Monitoring (WAM) Subcommittee	0	2	0	22	0	0	0	0	0	0	0	\$100	<b>\$5,174</b>
<b>SM02.06</b> Parks Maintenance and IPM (PM&IPM) Workgroup	0	4	0	0	20	0	0	0	0	0	0	\$100	<b>\$4,844</b>
<b>SM02.07</b> Evaluate Implementation of Pesticide Source Control Actions	0	20	0	24	40	0	0	40	40	0	8	\$600	<b>\$28,744</b>
	<b>0</b>	<b>142</b>	<b>176</b>	<b>46</b>	<b>442</b>	<b>0</b>	<b>0</b>	<b>82</b>	<b>40</b>	<b>0</b>	<b>40</b>	<b>\$5,650</b>	<b>\$188,728</b>
<b>Training</b>													
<b>SM03.01</b> CII Focused Training	0	0	32	0	0	0	0	0	0	0	0	\$500	<b>\$7,348</b>
<b>SM03.02</b> New/Redevelopment and Construction Trainings	0	30	24	0	88	0	0	0	0	0	32	\$4,000	<b>\$34,928</b>
	<b>0</b>	<b>30</b>	<b>56</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>\$4,500</b>	<b>\$42,276</b>
<b>Trash Load Reduction</b>													
<b>SM04.01</b> Long-Term Trash Load Reduction Plan Support	0	60	0	0	40	0	0	80	80	0	8	\$2,000	<b>\$44,160</b>
<b>SM04.02</b> Litter Workgroup	0	30	0	0	70	0	0	0	40	0	8	\$700	<b>\$26,000</b>
<b>SM04.03</b> Trash Load Reduction Assessment Program	0	32	0	0	24	0	0	250	360	360	0	\$7,500	<b>\$131,028</b>
<b>SM04.04</b> Trash Hot Spot Cleanup Tracking and Reporting	0	4	0	0	32	0	0	48	16	0	0	\$300	<b>\$16,156</b>
<b>SM04.05</b> Assist with Annual Reporting and Load Reduction Calculations	0	24	0	0	32	0	0	104	70	0	0	\$300	<b>\$34,858</b>
<b>SM04.06</b> Identifying and Mapping Private Drainages Connected to MS4s	0	8	0	0	0	0	0	40	40	0	0	\$500	<b>\$12,668</b>
<b>SM04.07</b> Pilot Trash Monitoring Program for Receiving Waters	0	32	0	0	100	0	0	80	160	160	0	\$2,000	<b>\$73,592</b>
	<b>0</b>	<b>190</b>	<b>0</b>	<b>0</b>	<b>298</b>	<b>0</b>	<b>0</b>	<b>602</b>	<b>766</b>	<b>520</b>	<b>16</b>	<b>\$13,300</b>	<b>\$338,462</b>



<b>Mercury and PCBs Load Reduction</b>														
<b>SM05.01</b>	Identify Management Areas and Control Measures	0	120	0	0	120	0	120	120	0	0	8	\$4,000	<b>\$89,520</b>
<b>SM05.02</b>	Risk Reduction Coordination and Reporting	0	8	0	0	4	0	0	4	0	0	0	\$100	<b>\$3,180</b>
		<b>0</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>124</b>	<b>0</b>	<b>120</b>	<b>124</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$4,100</b>	<b>\$92,700</b>

<b>Annual Reporting</b>														
<b>SM06.01</b>	Countywide Program Annual Report	0	32	0	0	16	0	0	40	0	0	8	\$200	<b>\$16,536</b>
<b>SM06.02</b>	Annual Report Guidance	0	10	8	0	12	0	0	8	0	0	0	\$100	<b>\$7,452</b>
<b>SM06.03</b>	Annual Reporting Training	0	8	24	0	24	0	0	0	8	0	8	\$2,000	<b>\$15,016</b>
<b>SM06.04</b>	Review Draft Permittee Annual Reports	0	16	16	0	24	0	0	0	0	0	0	\$200	<b>\$11,736</b>
<b>SM06.05</b>	Submit Permittee Annual Reports	0	4	0	0	0	0	0	8	0	0	8	\$100	<b>\$2,676</b>
		<b>0</b>	<b>70</b>	<b>48</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>8</b>	<b>0</b>	<b>24</b>	<b>\$2,600</b>	<b>\$53,416</b>

<b>Total Budget:</b>	<b>\$32,250</b>	<b>\$829,914</b>
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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 any contingency item budgets will not be utilized without C/CAG's authorization.

Expenses/subcontractors budgets shown include 10% overhead.