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**CII Subcommittee Meeting**  
**April 16, 2009 – 1:00 to 2:30 pm**  
**Millbrae Community Center Conference Room**  
 477 Lincoln Circle – Millbrae

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**AGENDA**

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|----|---|---------|--|
| 1. | <b>Introductions, Announcements, Changes to Agenda, Approve February Meeting Summary</b><br><i>Outcome: Agree on agenda and meeting summary.</i>  | 10 min. | <i>Ward Donnelly</i>                               |
| 2. | <b>Update on Pollution Prevention Group's Activities</b><br><i>OUTCOME: Obtain update.</i>  | 10 min. | <i>Whomever</i>                                    |
| 3. | <b>Information from P3S Conference</b><br><i>OUTCOME: Obtain information from conference.</i>   | 10 min. | <i>Conference Attendees</i>                        |
| 4. | <b>Update Existing Lists of Stormwater Illicit Discharge Coordinators and Stormwater Business Inspectors and Create a New Illicit Discharge Cleanup Contact List</b><br><i>OUTCOME: Obtain information and agree on how to proceed.</i>   | 10 min. | <i>Fred Jarvis/<br/>Dermot Casey/<br/>Everyone</i> |
| 5. | <b>Training Work Group Projects</b><br>A. <b>Inspector Training Workshop on May 20</b><br>B. <b>Countywide Program's Adaptation of ACCWP's Tips for a Cleaner Bay Booklet of BMPs for School Maintenance Staff</b><br>C. <b>Other</b><br><i>OUTCOME: Obtain information and provide input on direction work group is going.</i> | 10 min. | <i>Fred/<br/>Work Group Members/<br/>Everyone</i>  |
| 6. | <b>Update on TAC Meeting, Draft MRP, and Any Other Matters That Affect CII Not Covered Elsewhere</b><br><i>OUTCOME: Obtain information.</i>   | 10 min. | <i>Matt Fabry</i>                                  |
| 7. | <b>Draft Work Plan and Budget for FY 2009/10</b><br><i>OUTCOME: Obtain information and agree on how to proceed.</i>   | 10 min. | <i>Fred/Everyone</i>                               |
| 8. | <b>Share Information on Illicit Discharge and Industrial/Commercial Inspection Problems</b><br><i>OUTCOME: Identify common problems and gain information on successful ways to resolve them.</i>  | 15 min. | <i>Everyone</i>                                    |
| 9. | <b>Agree on Next Meeting Date of June 18 and Topics</b>   | 5 min.  | <i>Everyone</i>                                    |

## **DRAFT CII Subcommittee Report**

**Meeting Date:** February 19, 2009

**Subcommittee Action:** Agreed that the December subcommittee meeting summary was acceptable

**Requested Technical Advisory Committee Action or Feedback/Guidance (if any):** None.

### **Other Information/Announcements:**

- **TAC Meeting.** Information was discussed about the Water Board's decision to list water bodies in San Mateo County as impaired by trash and other pollutants. Also, discussed the Water Board staff's interest in making its Basin Plan more comprehensive by listing additional waterbodies and their beneficial uses. There was also an update on efforts to develop a Proposition 84 grant application for a larger scale green street project in the San Francisquito Creek Watershed. This public right of way effort will be supplemented with an LID incentive program for private property owners in the vicinity of the green street to encourage the use of rain barrels and other types of run off control measures.
- **Mobile Food Operators.** The County has a new sheet that the mobile food operators sign before receiving his or her annual operating permit and sticker. Each licensed operator should have a sticker in the vehicle with the year printed on it. The new sheet includes some stormwater BMP obligations, such as information about the need to empty cleaning wastewaters to the sewer and cleaning the vehicle at a commissary – no vehicle wash out to the street. Dermot Casey will also request that the sheet include information about providing a waste receptacle and cleaning up any litter or trash before moving to the next site. The concept of having a separate stormwater sticker will be considered in the future as part of the Board of Supervisors' 3-year review and re-establishment of the fee program.
- **MRP.** Information about the revised draft MRP was reviewed including specific changes to the Industrial and Commercial Site Controls, Illicit Discharge Detection and Elimination, and Exempted and Conditionally Exempted discharges. The former two sections of the revised draft permit have improved in terms of allowing more flexibility and removing unnecessarily prescriptive language. The Exempted and Conditionally Exempted discharges section is even more prescriptive and onerous than the prior version with virtually no aspect showing improvement.
- **Bay Area Pollution Prevention Group (BAPPG).** A lot of people attended the dental amalgam workshop in January. The P3S Conference in Monterey will offer a full day of training about stormwater. California residents have the highest levels of PBDEs in their bodies because we have more exposure to these flame retardants. Department of Toxic Substances Control presented information about its Green Chemistry Initiative to regulate chemicals used in consumer products.
- **Inspector Training.** The Training Work Group is planning to hold the new and existing inspectors training workshop either on May 20 or May 21 at the South San Francisco Corporation Yard similar to the training offered in 2006. One suggestion was to include a presentation by the DA similar to the previous training. Another suggestion is develop a list of sewer department contacts and price list for services that could be helpful when spills are found in a city. Another suggestion was to prepare an information sheet/checklist based on the food handling BMPs booklet for inspectors to hand out to businesses.

### **Subcommittee Work That Affects Other Subcommittees:**

**Next Steps:** Training Work Group will continue planning the training workshop.

**Next Meeting Date:** Subcommittee will meet on April 16, 2009 at 1:00 pm.

### CII Subcommittee Attendance – 2008/09

| Name                            | Agency                       | PHONE                | FAX No.         | E-Mail  | Aug. | Oct. | Dec | Feb | April | June |
|---------------------------------|------------------------------|----------------------|-----------------|---|------|------|-----|-----|-------|------|
|                                 | City of Atherton             |                      |                 |   |      |      |     |     |       |      |
| Bozhena Palatnik<br>Gilbert Yau | City of Belmont              | 659 593-7463         |                 | Bpalatnik@Belmont.gov   | √    | √    | √   | √   |       |      |
| Matt Fabry                      | City of Brisbane             | 415 508-2134         | 415 467-5547    | mfabry@ci.brisbane.ca.  | √    |      | √   | √   |       |      |
| Kiley Kinnon                    | City of Burlingame           | 342-3727             | 342-3712        | kiley.kinnon@veoliawater<br>na.com  |      |      | √   | √   |       |      |
| Eva Justimbaste                 | City of Burlingame           | 342-3727             | 342-3712        | eva.justimbaste@veoliaw<br>aterna.com   | √    | √    |     |     |       |      |
| Muneer Ahmed                    | City of Colma                | 757-8888             | 757-8890        | Muneer.ahmed@colma.c<br>a.us  |      |      |     |     |       |      |
| Ward Donnelly                   | City of Daly City            | 991-8208             | 991-8220        | wdonnelly@dalcity.org   | √    | √    | √   | √   |       |      |
| Cynthia Royer                   | City of Daly City            | 991-8203             | 991-8220        | Croyer@dalcity.org  |      |      |     |     |       |      |
| John Latu                       | City of East Palo            | 853-3165             |                 | jlatu@cityofepa.org   |      |      |     |     |       |      |
| Norm Dorais                     | City of Foster City          | 286-3279             | 349-7204        | ndorais@fostercity.org  |      |      |     |     |       |      |
| Gary Whelen/<br>Tom Jahns       | City of Half Moon            | 726-88260            |                 |   |      |      |     |     |       |      |
| Jen Chen                        | Town of<br>Hillsborough      |                      |                 |   |      |      |     |     |       |      |
| John Simonetti                  | City of Menlo Park           | 321-0384             | 321-4265        |   |      |      |     |     |       |      |
| Virginia Parks/<br>Jennifer Ng  | City of Menlo Park           | 330-6752<br>330-6743 |                 | vkfparks@menlopark.org  | √    |      | √   | √   |       |      |
| Catherine Allin                 | City of Millbrae             | 259-2470             | 259-2398        | callin@ci.millbrae.ca.us  | √    |      | √   | √   |       |      |
| Kevin Cesar                     | City of Millbrae             | 222-0545             |                 | kcesar@ci.millbrae.ca.us  |      | √    |     |     |       |      |
| Raymund<br>Donguines            | City of Pacifica             | 738-3767             | 738-3003        | donguinesr@ci.<br>pacificca.ca.us   | √    |      |     |     |       |      |
| Jason Lo                        | City of Pacifica             | 738-7456             |                 | lo@ci.pacificca.ca.us   |      |      | √   |     |       |      |
|                                 | Town of Portola<br>Valley    |                      |                 |   |      |      |     |     |       |      |
| Gary Lepori                     | City of Redwood              | 780-7472             |                 | glepori@redwoodcity.org   |      |      |     |     |       |      |
| Ray Bartolo                     | City of Redwood              |                      |                 | rbartolo@redwoodcity.org  |      |      |     |     |       |      |
| Gino Quinn                      | City of San Bruno            |                      |                 |   |      |      |     |     |       |      |
| Mike Dillon                     | City of San Carlos           | 802-4139             |                 | mdillon@cityofsancarlos.<br>org   |      |      |     | √   |       |      |
| Vern Bessey                     | City of San Mateo            | 522-7342             | 522-7351        | <a href="mailto:vbessey@cityofsanmateo.org">vbessey@cityofsanmateo<br/>_org</a> |      |      |     |     |       |      |
| Alan Atwater                    | City of San Mateo            | 522-7343             | 522-7351        | AAtwater@cityofsanmate<br>o.org   |      | √    | √   |     |       |      |
| Rob Lecel                       | City of So. San<br>Francisco | 829-3882             | 829-3855        | rob.lecel@ssf.net   |      |      | √   | √   |       |      |
| Shoshana Wolff                  | City of So. San<br>Francisco | 877-8555             | 829-3855        | Shoshana.wolff@ssf.net  |      |      |     | √   |       |      |
|                                 | Town of Woodside             |                      |                 |   |      |      |     |     |       |      |
| Dermot Casey                    | County of San<br>Mateo       | 363-4957             | 363-7337        | <a href="mailto:djcasey@co.sanmateo.ca.us">djcasey@co.sanmateo.ca<br/>_us</a>   | √    | √    | √   | √   |       |      |
| Matt Fabry                      | SMCWPPP<br>Coordinator       | 415 508-2134         | 415 467-5547    | mfabry@ci.brisbane.ca.  | √    |      | √   | √   |       |      |
| Michael Li                      | SBSA                         | 594-8411<br>Ext. 139 | 591-7122        | mli@sbsa.org  | √    | √    |     |     |       |      |
| Norm Domingo                    | SBSA                         | 650 594-8411         |                 | ndomingo@sbsa.com   |      |      |     |     |       |      |
| Cecil Felix                     | Water Board                  | 510 622-2343         |                 | CFelix@waterboards.ca.g<br>ov   | √    |      |     |     |       |      |
| Fred Jarvis                     | EOA, Inc.                    | 510<br>832-2852      | 510<br>832-2856 | Fejarvis@eoainc.com   | √    | √    | √   | √   |       |      |
|                                 |                              |                      |                 |   |      |      |     |     |       |      |
|                                 |                              |                      |                 |   |      |      |     |     |       |      |
| No. Attending                   |                              |                      |                 |   | 11   | 9    | 12  | 11  |       |      |

Agenda Item No. 5

**Draft Agenda**  
**How to Conduct Stormwater Inspections of Businesses**  
**Date – May 20<sup>th</sup>, 2009**  
**Location – South San Francisco Corporation Yard**

- Sign In and Refreshments** 8:00 to 8:30
- 1. Welcome and Introduction** 8:30 to 8:45  
*Ward Donnelly, City of Daly City, Commercial, Industrial, and Illicit Discharge Control Subcommittee Chair*
- 2. Orientation to Business Inspections** *Fred Jarvis, EOA* 8:45 to 9:05  
How do inspections fit within the broader efforts to control stormwater pollutants? What are the regulatory requirements? Why are inspections important? What are we accomplishing with business educational outreach, inspections, and illicit discharge control programs?
- 3. Regional Water Board Staff Perspective** *Cecil Felix, San Francisco Bay Regional Water Quality Control Board staff invited* 9:05 to 9:25  
What the Water Board staff looks for when it does industrial inspections? What are common problems encountered? How will inspectors be affected by the pending, new municipal regional stormwater permit? What is the Industrial General Permit and who needs this permit? How can Regional Water Board and municipalities collaborate to achieve stormwater pollution prevention.
- 4. Preparing to Conduct a Business Inspection** *Dermot Casey, San Mateo County Environmental Health* 9:25 to 10:05  
What businesses need to be inspected? How do you prepare for doing an inspection? How do you document inspections? When is follow up/enforcement needed? What are the roles and responsibilities of different types of business inspectors and how is coordination and follow up achieved among various inspection agencies?
- Break** 10:05 to 10:20
- 5. Inspecting Particular Business Types – What Have We Learned?** 10:20 to 11:10  
How to identify a stormwater problem? What are typical illicit discharges? What are good BMPs and sources of educational information? How are follow up and enforcement conducted? How are schedules set for correcting problems? How to document inspections and follow up activities? When is enforcement needed?
- Provide examples/case studies with good visual pictures.
- A. Restaurants and Other Retail Food Facilities** *Rob Lecel, City of South San Francisco – 25 min.*
- B. Automotive Facilities, Retail Gasoline Outlets, and Body Shops** *Margaret Zittle, City of Palo Alto – 25 min.*
- 6. Case Studies** 11:10 to 11:50
- A. Restaurant Stormwater Enforcement Case Study / Cooperation Among Agencies** *Catherine Allin, City of Millbrae and Alan Dare, San Mateo County Environmental Health*  
The Hong Kong Flower Lounge

*Agenda Item No. 5*

**B. Case Study of the White Goo/ Who to Contact and How to Handle Illicit Discharges from Unknown Sources**

*Dermot Casey*

**7. Using the SMCWPPP Website for Educational Outreach Information** 11:50 to noon  
Features of SMCWPPP's updated website

*Sarah Pratt, County*

**Lunch** (will be provided) **Noon to 1:00**

**8. Field Exercise** – demonstration sites will be set up at corporation yard 1:00 to 2:00

A. Instructions – 5 min.

B. Conduct Exercise in Assigned, Collaborating Teams – 45 min.

C. Summary – 10 min.

**8. Closing Remarks** 2:00 to 2:05

*Ward Donnelly, CII Chair*

*Agenda Item No. 6*

**DRAFT**

**Countywide Program's  
Allocation of Proposed MRP Provision Responsibilities to Various Subcommittees**

| <b>Countywide Program Subcommittee</b>                       | <b>Proposed MRP Provisions</b>  |
|--|---|
| Municipal Maintenance & Parks Maintenance and IPM Work Group | <ol style="list-style-type: none"> <li>1. C.2 Municipal Operations;</li> <li>2. C.9 Pesticides Toxicity Control (except C.9.h Public Outreach);</li> <li>3. C.10 Trash Reduction (except for assistance to member agencies on C.10.b. Trash Hot Spot Assessments); and</li> <li>4. C.7 Public Information and Outreach for maintenance aspects of inlet marking (C.7.a Storm Drain Inlet Marking)</li> </ol>  |
| CII Subcommittee   | <ol style="list-style-type: none"> <li>1. C.4 Industrial and Commercial Site Controls;</li> <li>2. C.5 Illicit Discharge Detection and Elimination;</li> <li>3. C.15 Conditionally Exempted Discharges;</li> <li>4. C.13. Copper Controls (C.13.d Industrial Sources and post-construction aspects of C.13.a Manage Copper Architectural Features during Construction and Post-Construction); and</li> <li>5. C.12 PCBs Controls (training of industrial inspectors per C.12.a Incorporate PCBs and PCB-Containing Equipment Identification into Industrial Inspections)</li> </ol> |
| Public Information and Participation                         | <ol style="list-style-type: none"> <li>1. C.7 Public Information and Outreach; and</li> <li>2. C.9 Pesticide Toxicity Control (C.9.h. Public Outreach)</li> </ol>   |
| New Development <sup>12</sup>                                | <ol style="list-style-type: none"> <li>1. C.3 New Development and Redevelopment;</li> <li>2. C.6 Construction Site Control; and</li> <li>3. C.13 Copper Controls (construction aspects of C.13.a. Manage Copper Architectural Features during Construction and Post-Construction)</li> </ol>  |
| Watershed and Monitoring                                     | <ol style="list-style-type: none"> <li>1. C.8 Water Quality Monitoring;</li> <li>2. C.11 Mercury Controls;</li> <li>3. C.12 PCBs Controls;</li> <li>4. C.14 PBDE, Legacy Pesticides and Selenium;</li> <li>5. C.10 Trash Reduction (assistance to member agencies with C.10.b. Trash Hot Spot Assessments) and;</li> <li>6. C.13 Copper Controls (C.13.e. Studies to Reduce Copper Pollutant Control Uncertainties)</li> </ol>  |

<sup>1</sup> New Development Subcommittee may want to review and provide input on tasks required by Provision C.12.b. Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation

<sup>2</sup> New Development Subcommittee may also be involved in a Proposition 84 grant project that would comply with Provision C.8e.ii (BMP Effectiveness Investigation) and iii (Geomorphic Project).