

CII Subcommittee Meeting
September 15, 2010 – 1:00 to 2:30 pm
County Environmental Health – Conference Room
 2000 Alameda de las Pulgas – San Mateo

AGENDA

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| 1. | Introductions, Announcements, Changes to Agenda, Approve June Meeting Summary
<i>Outcome: Agree on agenda and meeting summary.</i> | 5 min. | <i>Ward Donnelly</i> |
| 2. | Update on Pollution Prevention Group's Activities
<i>Outcome: Obtain update.</i> | 10 min. | <i>Whomever</i> |
| 3. | Review of Annual Reporting and Identify Areas for Improved Understanding and Reporting <ul style="list-style-type: none"> a. Business Inspection Plans - Some cities are missing concept that County Environmental Health's typical list of businesses needs augmenting. b. Collection System Screening – Annual report form isn't very specific. c. Water Purveyors Planned and Unplanned Discharges – Need more training for agencies on how to do monitoring/reporting. Lack of common understanding. d. Other <i>Outcome: Identify areas where improvements are needed and next steps.</i> | 25 min. | <i>Fred Jarvis/
Everyone</i> |
| 4. | Update and Prepare for Participation with BASMAA's Municipal Operations Committee
<i>Outcome: Decide what Countywide Program's priorities are for working with BASMAA on controlling mobile businesses, etc.</i> | 10 min. | <i>Fred/
Everyone</i> |
| 5. | Update on Training Work Group's Activities
<i>Outcome: Obtain update.</i> | 10 min. | <i>Dermot/
Work group members/
Everyone</i> |
| 6. | Water Board's Enforcement Activities
<i>Outcome: Obtain update.</i> | 10 min. | <i>Fred/
Everyone</i> |

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| 7. Share Information on Illicit Discharge and Industrial/Commercial Inspection Problems
<i>Outcome: Identify common problems and gain information on successful ways to resolve them.</i> | 15 min. | <i>Everyone</i> |
| 8. Agree on Next Meeting Date and Topics
<i>Outcome: Agree on next meeting date of Dec. 15 and topics.</i> | 5 min. | <i>Everyone</i> |

DRAFT CII Subcommittee Report

Meeting Date: June 16, 2010

Subcommittee Action:

- Agreed that the April subcommittee meeting summary was acceptable.
- Agreed that BASMAA's draft Provision "C.5.e. Storm System Screening Form" should have a line near the top for the person filling it out to indicate whether an illicit discharge was found. Also, it was requested that for evaluating odor, the form simply say "present or absent" not whether odor is as high, medium, low, or non-detected. Also, some inspectors would like more explicit direction about what high, medium, and low means.
- Agreed that the x is ready for use as a template and the "Summary of Stormwater Collection System Screening Program for Illicit Discharges and Illegal Dumping" is also ready to use with some explanation that this is an optional form that is intended to be kept with the agency's stormwater compliance records.
- The CII Subcommittee wants clarification about whether sanitary sewer overflows need to be reported as part of spill and discharge complaint tracking (Provision C.f.iii.(1), (2), (3)) because this information is already reported to the Water Board.
- Agreed for the remainder of 2010 to meet every three months instead of every other month. A conference call will be arranged if there are a sufficient number of issues that merit this type of communication prior to the next subcommittee meeting.

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

Other Information/Announcements:

- **Bay Area Pollution Prevention Group.** The group received a presentation on cyanide and the new cyanide TMDL. There are cyanide control plans that will be required of wastewater pretreatment. The P3S Conference in 2011 will be held in Santa Clara County. They are looking for stormwater training topics to include on the agenda.
- **Mercury, PCBs, and Copper Training Materials and Training.** A copy of the draft training materials developed by BASMAA was discussed. Dermot reported that County Environmental Health will have staff training this summer on mercury, PCBs, and copper, and staff from other agencies would be welcome to attend too. Some municipalities expressed an interest in doing in-house training prior to the end of June.
- **Annual Reporting Forms.** Draft copies of the annual reporting forms that most affect business inspectors were distributed. One question that has come up is whether the County Environmental Health would be able to answer the question about C.5.d.iii Evaluation of Mobile Business Program: "Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities." Dermot mentioned that County Environmental Health does track mobile food vendors. Other mobile businesses, such as steam cleaners and pet groomers, could be added to the County Environmental Health program in the future. Information may also be provided from BASMAA about its surface cleaners program. In the future BASMAA is planning to expand its surface cleaner program to include fleet washers and perhaps carpet cleaners. For municipalities that have

contracts with County Environmental Health, county staff has been working on completing the Business Inspection Plans. The county inspects food facilities typically every year and hazmat facilities about every 18 months.

The county will also have a technician who would be available to do follow up inspections when problems are found by a hazmat or retail food facility inspector. Whenever a county inspector finds a violation, city staff in the city where the violation occurs will receive an email. County Environmental Health staff would expect that municipal staff would inspect some businesses, such as limousine services, offices, and cooling towers, which county staff would not inspect. One inspector noted that if a city inspector finds a violation at a business County Environmental Health inspects, this information should be sent to Dermot so that a county environmental health inspector would be sent out.

County Environmental Health receives extensive reports from Cal EMA (Emergency Management Agency) about sewer spills and other incidents reported to Cal EMA, and the role of that this stream of information has needs to be determined for MRP reporting purposes.

- **Making MS4 Maps Publicly Available.** The watersheds from the three Oakland Museum of California maps that cover much of San Mateo County are now linked on the Countywide Program's website. Municipalities may also want to link to the Countywide Program links or directly to the Oakland Museum of California links. Municipalities not covered by these maps should identify other ways of meeting this MRP requirement.
- **Possible Changes in Meeting Frequency.** Some people expressed concern about meeting less frequently. Dermot offered, if needed, to host a meeting among cities that have contracts with the county to assist with the completion of this year's annual report.

Subcommittee Work That Affects Other Subcommittees: None

Next Steps: Dermot will continue work on the Business Inspection Plans and other activities needed to assist municipalities with some aspects of the MRP's annual reporting.

Next Meeting Date: Subcommittee will meet next on Weds. September 15, 2010 at 1:00 pm.

CII Subcommittee Attendance – 2009/10

Name	Agency	PHONE	FAX No.	E-Mail	Aug.	Oct.	Dec.	Feb	April	June
	City of Atherton									
Bozhena Palatnik Gilbert Yau Randy Fernando Dalia Corpus Leticia Alvarez	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	342-3727	342-3712	kiley.kinnon@veoliawater na.com	√	√	√	√	√	√
Muneer Ahmed	City of Colma	757-8888	757-8890	Muneer.ahmed@colma.c a.us						
Ward Donnelly	City of Daly City	991-8208	991-8220	wdonnelly@dalcycity.org	√	√	√	√	√	√
John Latu	City of East Palo	853-3165		jlatu@cityofepa.org						
Norm Dorais	City of Foster	286-3279	349-7204	ndorais@fostercity.org						
Gary Whelen/ Tom Jahns	City of Half	726-88260								
Jen Chen	Town of Hillsborough									
Virginia Parks/ Jennifer Ng	City of Menlo	330-6752 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 Lizzy Claycomb	City of Pacifica	738-3767	738-3003	donguinesr@ci. pacificaca.us			√			
Jason Lo	City of Pacifica	738-7456		lo@ci.pacificaca.us			√	√		√
	Town of Portola Valley									
Gary Lepori	City San Bruno	616-7020		glepori@SanBruno.ca.go v					√	
Mike Dillon	City San Carlos	802-4139		mdillon@cityofsancarlos. org	√			√		√
Vern Bessey	City San Mateo	522-7342	522-7351	vbessey@cityofsanmateo .org						
Alan Atwater	City San Mateo	522-7343	522-7351	AAtwater@cityofsanmate o.org	√		√		√	√
Rob Lecel	City of So. San Francisco	829-3882	829-3855	rob.lecel@ssf.net	√	√	√		√	√
	Town of									
Dermot Casey	County of San Mateo	363-4957	363-7337	djcasey@co.sanmateo.ca .us	√	√	√	√	√	√
Matt Fabry	SMCWPPP Coordinator	415 508-2134	415 467-5547	mfabry@ci.brisbane.ca.	√		√			√
Michael Li	SBSA	594-8411 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 ov						
Fred Jarvis	EOA, Inc.	510 832-2852	510 832-2856	Fejarvis@eoainc.com	√	√	√	√	√	√
No. Attending					12	8	12	10	11	13