



CII Subcommittee Meeting
September 21, 2011 – 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, and Review Agenda
<i>Outcome: Agree on agenda and meeting summary.</i> | 5 min. | <i>Ward Donnelly</i> |
| 2. | Approval of Meeting Summary
<i>Outcome: Approve June meeting summary with any needed changes.</i> | 5 min. | <i>Everyone</i> |
| 3. | Update on Pollution Prevention Group's Activities
<i>Outcome: Obtain update.</i> | 10 min. | <i>Whomever</i> |
| 4. | Progress Using Guidance Materials as Part of Completing Annual Report Form | 15 min. | |
| | A. Guidance on Annual Process for Identifying Businesses for Stormwater Inspections | | <i>Fred Jarvis/Everyone</i> |
| | B. Annual Inspector Training Guidance and Documentation | | <i>Fred/Everyone</i> |
| | C. Other
<i>Outcome: Determine usefulness, identify any needed improvements, and identify other guidance needs.</i> | | <i>Everyone</i> |
| 5. | Status of Adoption of New Agreement with County Environmental Health
<i>Outcome: Obtain update.</i> | 10 min. | <i>Dermot Casey/
Everyone</i> |
| 6. | Update from Training Work Group
<i>Outcome: Obtain information.</i> | 10 min. | <i>Catherine/Dermot/
Rob/Everyone</i> |
| 7. | Business Inspection Requirements in Draft Permit for Small MS4s
<i>Outcome: Obtain information about proposed requirements.</i> | 5 min. | <i>Fred/
Everyone</i> |

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| <p>8. Update on BASMAA's Municipal Operations Committee
 <i>Outcome: Obtain update on BASMAA's planned outreach to carpet cleaners and fleet washers.</i></p> | <p>5 min.</p> | <p><i>Fred/
Everyone</i></p> |
| <p>9. State Water Board's New Draft of Industrial General Permit
 <i>Outcome: Obtain information on changes made compared to the January draft.</i></p> | <p>10 min.</p> | <p><i>Fred/
Everyone</i></p> |
| <p>10. 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></p> | <p>10 min.</p> | <p><i>Everyone</i></p> |
| <p>11. Agree on Next Meeting Date and Topics
 <i>Outcome: Agree on next meeting date of December 14 (one week earlier than usual) and topics.</i></p> | <p>5 min.</p> | <p><i>Everyone</i></p> |

CII Subcommittee
June 15, 2011
Draft Meeting Summary

Agreed Upon Actions

1. Agreed that the March meeting summary was acceptable.
2. The Subcommittee agreed that County Environmental Health needs to have a complete list of each of the food facilities that it inspects for stormwater.
3. It was agreed that cities should send Dermot comments on the new, draft MOU by the end of June.

Topics Discussed

Training. Kiley Kinnon reported that Sacramento State University offers operator training as well as self-training on the CASQA stormwater manuals. Enrollees in the training class have six months to complete the course and following completion obtain a certificate. One of the courses focuses on CASQA's commercial and industrial inspection handbook.

Hazmat Form. When a new business needs a municipal permit or is remodeling a building, city staff should have the business owner complete County Environmental Health's (CEH) Hazardous Waste form to identify whether the business needs to be regulated under CUPA. The pink sheet needs to be returned to CEH.

Pollution Prevention Work Group's Activities. The BayWise website has been revamped to include a lot more information. The City of San Jose is putting together a regional campaign with BASMAA and BACWA. The campaign is intended to create a brand for San Francisco Bay similar to a campaign conducted in Puget Sound. A lot of effort is going into organizing various committees, and the campaign will brand all of the agencies supporting clean water. Catherine Allin is the new Vice Chair of the Bay Area Pollution Prevention Group.

Work Groups' Progress. A guidance memorandum on the annual process for identifying businesses for stormwater inspection was completed since the previous meeting. A copy of the memo was included in the agenda packet and added to the members' only portion of the Countywide Program's website. One person pointed out that they identified a lot of businesses that they did not know existed when they went through this annual update process.

Dermot noted that the list of businesses prepared by the cities is checked by CEH's inspectors to see whether CEH should be inspecting them or not under the existing MOU. The list of food facilities that CEH maintains is currently incomplete because when multiple food facilities use the same garbage area, only the food facility that pays the stormwater fee is identified in CEH's database.

Dermot handed out a copy of the new, draft MOU for stormwater inspection services. The County Counsel did not agree with altering the liability language as recommended by one city's attorney. If a city would like stormwater inspections of businesses that are not typically performed by CEH, the city would need to enter into a separate agreement with CEH. If there is enough interest from cities in having CEH perform additional stormwater inspections, CEH will go the Board of Supervisors in February 2012 to consider adding these additional businesses to those billed for stormwater inspection services. The businesses would receive an annual billing of about \$60 and be inspected every other year. If there are only a few more businesses needing inspections, this would be achieved by using existing staff. Matt pointed out that each

city will need to identify the non-retail food facility and non-hazmat businesses that it would like CEH to inspect. Kiley added that in the Central Valley there are companies that conduct stormwater inspections for cities.

BASMAA Ad Hoc Inspector Work Group Meeting with Water Board Staff. Dermot thought that the meeting was useful to understand why the Water Board staff believes that it needs lots of detailed inspection data. One of the reasons mentioned by the Water Board is to identify outlier cities for further scrutiny. Some of the agreements reached at the meeting were to make some slight modifications to the FY 2011/12 annual report template. It was also agreed at the meeting that it is OK to report that a washwater violation was resolved on the day it was discovered. An inspector would not necessarily have to return to the business within 10 days to verify that the illicit discharge had been corrected.

Expansion of BASMAA's Surface Cleaners' Program. This summer BASMAA is planning to add fleet washers and carpet cleaners to its surface cleaners recognition program. BASMAA will also modify its website so that inspectors will be able to report compliance issues with mobile businesses so that other agencies encountering the same business would have a more complete picture of their operations.

Illicit Discharge Reporting. One city got all of its municipal staff together to decide on how to handle the illicit discharge reporting. The engineering and building departments report on illicit discharges, and should these also be reported by the stormwater inspector? Representatives from two cities responded that they send all of the illicit discharge reports to one person in the city. It was agreed to discuss this topic further at a future CII Subcommittee meeting.

Puget Sound Rain Gardens. Washington State University obtained a grant to help with the installation of 12,000 rain gardens in the Puget Sound area.

Swimming Pools. One city is working on outreach to homeowners of swimming pools. Residents will be requested to sign an MOU with the city to assure that BMPs will be used for these discharges.

Next Meeting. The next meeting will be held on September 21.

CII Subcommittee Attendance – FY 2010/11

Name	Agency	PHONE	FAX No.	E-Mail	Sept.	Dec.	March	June
	City of Atherton							
Bozhena Palatnik Gilbert Yau Leticia Alvarez Dalia Corpus	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 na.com	√	√	√	√
Louis Gotelli	City of Colma	757-8888	757-8890	Louis.Gotelli@colma.ca.us	√	√	√	√
Ward Donnelly	City of Daly City	991-8208	991-8220	wdonnelly@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				
Larry Carnahan	City of Half Moon	726-88260		larryc@hmbcity.com				√
Jen Chen	Town of Hillsborough							
Virginia Parks/ Jennifer Ng	City of Menlo Park	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				
Lizzy Claycomb	City of Pacifica			jlo@ci. pacificaca.us				
Jason Lo Raymund Donguines	City of Pacifica	738-7456 738-3768		loi@ci.pacificaca.us donguinesr@ci.pacificaca.us		√	√	√
	Town of Portola Valley							
Marilyn Harang	City of Redwood City	780-7497	780-7445	mharang@redwoodcity.org			√	
Gary Lepori	City San Bruno	616-7020		glepori@SanBruno.ca.gov				
Mike Dillon	City San Carlos	802-4139		mdillon@cityofsancarlos.org	√	√		√
Vern Bessey Shelli St. Clair	City San Mateo	522-7342	522-7351	sstclair@cityofsanmateo.org		√	√	√
Alan Atwater	City San Mateo	522-7343	522-7351	AAtwater@cityofsanmateo.org	√			
Rob Lecel	City of So. San Francisco	829-3882	829-3855	rob.lecel@ssf.net	√	√		√
Andy Wemmer	City of So. San Francisco	829-3883		Andrew.wemmer@ssf.net		√	√	
Gratien Etchebehere	Town of Woodside	650-851-		getchebehere@woodside town.org				
Dermot Casey	County of San Mateo	363-4957	363-7337	dcasey@co.sanmateo.ca.us	√	√	√	√
Tim Swillinger	County of San Mateo	372-6245	627-8244	tswillinger@co.sanmateo.		√		
Mark Chow	County of San Mateo	599-1489		mchow@co.sanmateo.ca.		√		
Matt Fabry	SMCWPPP Coordinator	415 508-2134	415 467-5547	mfabry@ci.brisbane.ca.	√	√	√	
Michael Li/ Peter Fong	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.gov				
Fred Jarvis	EOA, Inc.	510 832-2852	510 832-2856	Fejarvis@eoainc.com	√	√	√	√
No. Attending					13	16	13	16