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**Trash Work Group Meeting**  
**January 25, 2012 – 9:30-11:30 am**

**Note Different Location! → San Mateo City Hall**

**Atrium Conference Room**  
**330 W. 20th Avenue, San Mateo**

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**AGENDA**

- |    |  |         |                                     |
|----|--|---------|-------------------------------------|
| 1. | <b>Introductions, Announcements, Approve December Meeting Summary and Agree on Agenda</b><br><i>Outcome: Agree on agenda and meeting summary and hear any announcements.</i>   | 10 min. | <i>Shelli St Clair</i>              |
| 2. | <b>Continued Discussion on Coordinated Spring Trash Cleanup</b><br><i>Outcome: Receive update and agree on how to proceed.</i>   | 20 min. | <i>Tim Swillinger/<br/>Everyone</i> |
| 3. | <b>Update on BASMAA's Trash Load Reduction Tracking Method Development and Stormwater Baseline Trash Generation Rate Study</b><br><i>OUTCOME: Obtain update on development and submittal of trash load reduction tracking method and trash generation rates study results.</i> | 10 min. | <i>Chris Sommers/<br/>Everyone</i>  |
| 4. | <b>Update on Short-Term Trash Load Reduction Plan Submittal</b><br><i>OUTCOME Discuss Short-Term Plan submittal process.</i>   | 20 min. | <i>Chris/<br/>Everyone</i>          |
| 5. | <b>Update on Water Board Process and Timeline for Reviewing Trash Plans</b><br><i>OUTCOME Discuss potential process and timeline for Water Board Review of Short-Term Plans</i>  | 20 min. | <i>Chris/<br/>Everyone</i>          |
| 6. | <b>Update on BASMAA Proposition 84 Grant Submittal</b><br><i>OUTCOME Discuss scope of BASMAA Prop 84 Grant Application for Trash Trends Monitoring</i>   | 15 min. | <i>Chris/<br/>Everyone</i>          |
| 7. | <b>Report Progress on Agencies' Installing Trash Full-Capture Devices</b><br><i>OUTCOME: Review each agency's progress to-date.</i>  | 15 min. | <i>Chris/Everyone</i>               |
| 8. | <b>Agree on Next Meeting Date</b><br><i>OUTCOME: Agree on next meeting date and topics.</i>  | 10 min. | <i>Everyone</i>                     |

## **Directions:**

### **San Mateo City Hall - 330 W. 20th Avenue**

#### **Directions From Hwy 101:**

- Take Highway 92 West
- Take the El Camino Real *South* exit
- Merge onto El Camino Real and after driving past the onramp to Highway 92 East, stay in the far right lane.
- Turn right at the first intersection/stoplight (W. 20<sup>th</sup> Avenue).
- City Hall is located about a quarter of a mile down on the right.

Parking is available on W. 20th Ave and on O'Farrell, as well as in the parking garage off O'Farrell (behind City Hall).

The conference room is the big "fishbowl" on the west side of the atrium, between the Finance and Public Works counters

## **Draft Trash Work Group Meeting Summary– Twin Pines Conference Room**

**Meeting Date:** December 6, 2011

**Subcommittee Action:**

1. Agreed that the September meeting summary was acceptable.
2. Agreed on Shelli St. Clair (City of San Mateo) as the next chairperson.
3. Countywide Program staff to forward Work Group member contact information to Tim Swillinger (Countywide Program Public Information and Participation Committee Chair).

**Requested Technical Advisory Committee Action or Feedback/Guidance (if any):** Comments on BASMAA Trash Regional Project Reports.

**Other Information/Announcements:**

- **Selection of Work Group Chair** – Matt Fabry introduced Shelli St. Clair (City of San Mateo) as the new chairperson of the Trash Work Group. Matt thanked Kiley Kinnon (Burlingame) for his time as the previous chairperson.
- **Explore Interests in Having Countywide Program Coordinate a Spring Trash Cleanup.** Tim Swillinger briefly described current creek and shoreline/beach cleanups efforts conducted in San Mateo County as part of Coastal Cleanup Day held in September each year. The Countywide Program's PIP Committee has historically focused on these cleanups. Tim asked work group members about their level of interest in expanding Program efforts towards neighborhood cleanups. If interested, cities would need to coordinate their own cleanup efforts and the County Department of Environmental Health would potentially lead the marketing and publicize the event(s). Events within cities and the county could occur on a single day in all participating cities and the county, or within a specific month. The Work Group briefly discussed Tim's ideas and agreed to respond to an email inquiry by Tim on current spring cleanup efforts within their cities or the county. Chris will provide Tim with the names and contact information for work group members. Chris will agendaize this item for future Work Group meetings to continue discussion.
- **BASMAA's Proposed Trash Load Reduction Tracking Method and Baseline Trash Generation Rates.** Chris provided an update on BASMAA's trash generation rates and trash loads reduction tracking method development. The municipal regional stormwater permit (MRP) requires each municipality to develop a tracking method, determine its baseline trash load and to reduce this loading by 40% by July 1, 2014. A description of the methods that will be used to develop the baseline trash loading and the methods for tracking load reductions are due to the Water Board on February 1, 2012, which is the same date each municipality is required to submit its Short-Term Trash Load Reduction Plan to the Water Board. Work Group members briefly discussed the status of the draft reports that will be submitted to the Water Board and Chris provided a schedule for their review and completion.

- **Update on Short-Term Trash Load Reduction Plans.** Chris provided an update on the status of meetings with Permittees, guidance documents to develop short-term plans, and draft trash baseline loading estimates (i.e., Section 2.0 of Short-Term Plans). Work Group members briefly discussed questions regarding plan development and submittal. Chris indicated that each Permittee should develop their plan using the template previously distributed. Program staff will review draft plans and provide input as requested. Chris reviewed the plan completion schedule and indicated that final plans should be submitted to Program staff by January 26<sup>th</sup>. Staff will then compile all plans and Matt Fabry (Program Manager) will submit the compilation to the Water Board by February 1<sup>st</sup> on behalf of all SMCWPPP Permittees.
- **Status of Agencies' Installing Trash Full-Capture Devices.** The progress of various agencies in installing the full-trash capture devices under ABAG's demonstration project grant was discussed. Brisbane has installed 14 West Coast Storm (WCS) connector pipe screens (CPS); Belmont has installed 28 WCS CPS and more will be installed in a few weeks; Half Moon Bay has installed 9 automatic retractable screens and 31 CPS; San Mateo County has installed 28 CPSs; East Palo Alto will be installing 38 CPS; City of San Mateo will be installing 143 CPSs; and South San Francisco staff plans to order about 100 CPSs.

**Subcommittee Work That Affects Other Subcommittees:** Reducing trash from MS4s involves multiple subcommittees.

**Next Meeting Date:** The next meeting will be held at the City of San Mateo City Hall on January 25<sup>th</sup> from 9:30 to 11:30, which is a half hour earlier than originally discussed in order to avoid a conflict with the Municipal Operations Committee meeting.

### Trash Work Group Meeting Attendance – FY 2011/12

Name	Agency	PHONE	E-Mail	Sep 29	Dec 6	Jan 25	Mar
Steve Tyler	City of Atherton		<a href="mailto:styler@ci.atherton.ca.us">styler@ci.atherton.ca.us</a>				
Randy Fernando	City of Belmont		rferrando@belmont.gov	X			
Tim Murray	City of Belmont	(650) 222-6460	tmurray@belmont.gov	X	X		
Rosemary Field	City of Belmont		rfield@belmont.gov				
Leticia Alvarez	City of Belmont		lalvarez@belmont.gov		X		
Alberto d'Jovza	City of Belmont						
Matt Fabry	SMCWPPP Program Coordinator	(650) 599-1410	mfabry@co.sanmateo.ca.us		X		
Dale Allen	City of Brisbane	(415) 508-2130	<a href="mailto:dallen@ci.brisbane.ca.us">dallen@ci.brisbane.ca.us</a>	X	X		
Vincent Falzon	City of Burlingame	(650) 558-7679	vfalzon@burlingame.org		X		
Peter Gaines	City of Burlingame	(650) 558-7672	pgaines@burlingame.org				
John Baack	City of Burlingame		JBaack@burlingame.org				
Kiley Kinnon	City of Burlingame	(650) 342-3727	kiley.kinnon@veoliawaterna.com	X			
Louis Gotelli	City of Colma	(650) 333-0295	louis.gotelli@colma.ca.gov				
Phil Scramaglia	City of Colma		phil@csgengr.com				
Michael Peterson	City of Daly City	(650) 991-5752	mpeterson@dalycity.org				
Jesse Myott	City of Daly City	(650) 991-8054	jmyott@dalycity.org	X	X		
John Fuller	City of Daly City	(650)991-8039	jfuller@dalycity.org	X			
Michelle Daher	City of East Palo Alto	(650) 853-3197	mdaher@cityofepa.org	X	X		
Jay Farr	City of East Palo	(650) 853-3105	jfarr@cityofepa.org				
Norm Dorais	City of Foster City	(650) 286-3279	ndorais@fostercity.org				
Larry Carnahan	City of Half Moon Bay	(650) 636-3753	larryc@hmbcity.com	X	X		
Mo Sharma	City of Half Moon Bay		mosharma@hmbcity.com				
Gary Francis	Town of Hillsborough		gfrancis@hillsborough.net				
Dave Bishop	Town of Hillsborough		dbishop@hillsborough.net				
Rebecca Fotu	City of Menlo Park		rfotu@menlopark.org	X			
Joe Pimentel	City of Menlo Park		jppimentel@menlopark.org				
Craig Centis	City of Millbrae	(650) 259-2369	ccentis@ci.millbrae.ca.us	X			
Mike Riddell	City of Millbrae		mriddell@ci.millbrae.ca.us				
Raymund Donguines	City of Pacifica	738-3767	donguinesr@ci.pacifica.ca.us				
Elizabeth Claycomb	City of Pacifica		Claycombe@ci.pacifica.ca.us				
James McNally	City of Pacifica		mcnallyj@ci.pacifica.ca.us				
Eric Steele	City of Pacifica	(650) 738-3775	Steelee@ci.pacifica.ca.us				
Dustin Cohn	City of Pacifica		dustincohn@hotmail.com				
Howard Young	Town of Portola Valley		hyoung@portolavalley.net				
Leslie Lambert	Town of Portola Valley		llambert@portolavalley.net				
Ray Bartolo	City of Redwood City		rbartolo@redwoodcity.org				
Marilyn Harang	City of Redwood City	(650) 780-7477	MHarang@redwoodcity.org				
Gino Quinn	City of San Bruno	(650) 616-7160	gquinn@sanbruno.ca.gov				
Robert Howard	City of San Bruno	(650) 616-7160	rhoward@sanbruno.ca.gov				
Paul Baker	City of San Carlos	(650) 802-4140	pbaker@cityofsancarlos.org		X		
Ray Chan	City of San Carlos		rchan@cityofsancarlos.org				
Vern Bessey	City of San Mateo	(650) 522-7342	<a href="mailto:vbessey@cityofsanmateo.org">vbessey@cityofsanmateo.org</a>				
Shelli St. Clair	City of San Mateo	(650) 522-7342	sstclair@cityofsanmateo.org	X	X		
Rob Lecel	City of So. San Francisco	(650) 829-3882	rob.lecel@ssf.net		X		

Name	Agency	PHONE	E-Mail	Sep 29	Dec 6	Jan 25	Mar
Cassie Prudhel	City of So. San	(650) 829-3840	cassie.prudhel@ssf.net		X		
Shoshana Wolff	City of So. San	(650) 829-3880	shoshana.wolff@ssf.net	X			
Gratien Etchebehere	Town of Woodside	(650) 851-6790	getchebehere@woodsidetown.or	X			
Kim Eunejune	Town of Woodside		ekim@woodsidetown.org				
Stephen Fischer	County of San Mateo - DPW	(650) 599-7281	<a href="mailto:SFischer@co.sanmateo.ca.us">SFischer@co.sanmateo.ca.us</a>		X		
Julie Casagrande	County of San Mateo - DPW	(650) 599-1457	jasagrande@co.sanmateo.ca.u	X	X		
Diana Shu	County of San Mateo		dshu@co.sanmateo.ca.us				
Tim Swillinger	County of San Mateo-Environmental Health	(650) 372-6245	tswillinger@co.sanmateo.ca.us		X		
James Counts	SMC Mosquito and Vector Control District	(650) 642-4846	james@smcmad.org	X			
Chindi Peavey	SMC Mosquito and Vector Control District	(650) 344-8592	cpeavey@smcmad.org	X			
John Michels	Caltrans	(510) 622-5996	john_michels@dot.ca.gov				
Dong Nguyen	Town of Woodside	(650) 851-6790	dnguyen@woodsidetown.org		X		
Debra Bickel	City of San Mateo	(650) 522-7343	dbickel@cityofsanmateo.org		X		
Chris Sommers	EOA, Inc.	(510) 832-2852 X 109	csommers@eoainc.com	X	X		
Fred Jarvis	EOA, Inc.	(510) 832-2852 X 111	fejarvis@eoainc.com	X			
No. Attending				18	18		