



**San Mateo Countywide  
Water Pollution Prevention Program  
Municipal Government Maintenance  
Public Works Supervisors**

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**Millbrae Library  
Room A, 1 Library Ave, Millbrae  
Wednesday October 22, 2014  
12 noon to 1:00 pm**

**AGENDA**

- 1. Introductions and Announcements** – Michael Killigrew, Millbrae
- 2. Review and Agree on Meeting Summary from August Meeting** – Kristin Kerr/Everyone
- 3. Open Forum Discussion of Any Maintenance Problems Being Found and Obtain Input on Maintenance and Stormwater Issues** - Michael Killigrew/Everyone  
*Objective: Use opportunity to discuss with other maintenance staff any maintenance or stormwater issues being encountered.*
- 4. Trash Full Capture Device O&M Verification Program** – Kristin Kerr /Everyone  
*Objective: Provide information on the trash full capture device operation and maintenance verification program. Review Standard Operating Procedures provided at last meeting.*
- 5. World Textile and Bag, Inc.** – Rich Quinley  
*Objective: Learn about products available from World Textile and Bag, Inc. related to Municipal Maintenance stormwater activities and corporation yard BMPs.*
- 6. Selection of New Chair** – Kristin Kerr /Everyone  
*Objective: Need to identify a new chair for 2015.*
- 7. Other Business**
- 8. Agree Next Meeting Will Be January 28, 2014**

**DRAFT SUMMARY**  
**Municipal Maintenance Subcommittee Meeting – Millbrae Library Room A**

**Meeting Date:** August 14, 2014

**Subcommittee Actions:**

1. Agreed that the summary of the March 2014 subcommittee meeting was acceptable.

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

**Other Information/Announcements:**

- **Open Forum Discussion on Maintenance Issues.** City representatives discussed storm drain cleaning activities. There was also a discussion on the different methods used to mark storm drain inlets that contain full trash capture devices. Some cities have modified the “No Dumping, Drains to Bay” medallion and some spray paint a red circle, easily seen from a maintenance vehicle.

At the next meeting Kristin will ask for a volunteer to become the Subcommittee chair for next year.

- **FY13/14 Stormwater Annual Report.** Individual agency draft Stormwater Annual Reports are due to EOA for review by August 20<sup>th</sup>. EOA will provide comments on the draft Annual Reports by September 3<sup>rd</sup>. The final Annual Reports are due to EOA by September 10<sup>th</sup> and EOA will post them to the Regional Water Board’s ftp site by the September 15<sup>th</sup> due date.
- **Trash Full Capture Device O&M Verification Program.** A trash capture device operation and maintenance (O&M) verification project is being developed through the Trash Subcommittee. The O&M verification program includes cleaning the devices and inspections in between cleaning to verify the devices are operating as full capture devices. The O&M verification program topic was moved from the Trash Subcommittee agenda this month to make more time to review Annual Reporting requirements. In addition to the project requirements for the Trash Subcommittee, EOA has developed O&M standard operating procedures for small full trash capture devices and Continuous Deflective Separators. The operating procedures were handed out at the meeting and they will also be emailed to the Subcommittee for review and comment. A comment due date has not been set. Comments will be due from the Municipal Maintenance and Trash Subcommittees on the same date.
- **Dry Weather Maintenance Activities.** Subcommittee members were reminded to conduct Municipal Corporation Yard annual SWPPP inspections before the end of September (i.e., before the wet season). Subcommittee members were also reminded to collect two dry weather DO samples from pump stations before the end of September. Two samples collected from July 1 – September 30 would fulfill the monitoring requirements for FY14-15. Kristin will also send an email to the Subcommittee with these reminders.

**Subcommittee Work that Affects Other Subcommittees:** None

**Next Steps:** Kristin will email the Subcommittee the full trash capture devices standard operating procedures and a reminder for dry weather activities.

**Next Meeting:** The next meeting will be held on October 22, 2014.

## Municipal Maintenance Subcommittee Meetings - FY 2014/15

NAME	MUNICIPALITY	EMAIL	Aug 14	Oct 22	Jan 28	Mar 25
Gordon Siebert	Atherton	gsiebert@ci.atherton.ca.us				
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Steve Tyler	Atherton	styler@ci.atherton.ca.us	✓			
Arno Jacodi	Belmont	ajacobi@belmont.gov				
Randy Ferrando	Belmont	rferrando@belmont.gov	✓			
Ryan Moran	Belmont					
Brandon Tyler	Belmont	<a href="mailto:btyler@belmont.gov">btyler@belmont.gov</a>	✓			
Tim Murray	Belmont	tmurray@belmont.gov	✓			
Keegan Black	Brisbane	kblack@ci.brisbane.ca.us				
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John Baack	Burlingame	JBaack@burlingame.org				
Peter Gaines	Burlingame	PGaines@burlingame.org	✓			
Kiley Kinnon	Burlingame	<a href="mailto:kiley.kinnon@veolia.com">kiley.kinnon@veolia.com</a>				
Vince Falzon	Burlingame	VFalzon@burlingame.org	✓			
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Javier Barajos	Daly City	<a href="mailto:ibarajas@dalycity.org">ibarajas@dalycity.org</a>	✓			
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Frank Schoering	Foster City	franks1970@yahoo.com	✓			
Norm Dorais	Foster City	ndorais@fostercity.org				
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Mark Lander	Half Moon Bay	markl@csgengr.com				
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Dave Bishop	Hillsborough					
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Hugo Torres	Menlo Park		✓			
Nelson Guitierrez	Menlo Park					
Gabriel Ortiz	Menlo Park		✓			
Natividad Alamo	Menlo Park		✓			
Craig Centis	Millbrae	ccentis@ci.millbrae.ca.us	✓			
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Michael Killigrew	Millbrae	mkilligrew@ci.millbrae.ca.us	✓			
Cipriano Romero	Millbrae					
R. Clark	Millbrae					
Bernie Mau	Pacifica	<a href="mailto:maub@ci.pacifica.ca.us">maub@ci.pacifica.ca.us</a>	✓			
Ron Fascenda	Pacifica	fascendar@ci.pacifica.ca.us				

## Municipal Maintenance Subcommittee Meetings - FY 2014/15

NAME	MUNICIPALITY	EMAIL	Aug 14	Oct 22	Jan 28	Mar 25
Howard Young	Portola Valley	hyoung@portolavalley.net				
Tony Macias	Portola Valley	tmacias@portolavalley.net				
Albert Munguis	Redwood City		✓			
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Ted Chapman	San Bruno	tchapman@sanbruno.ca.gov	✓			
Frank Amoroso	San Carlos	famoroso@cityofsancarlos.org				
Paul Baker	San Carlos	pbaker@cityofsancarlos.org	✓			
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Julie Casagrande	San Mateo County	jasagrande@co.sanmateo.ca.us				
Matt Fabry	San Mateo County	mfabry@smcgov.org				
Stephen Fischer	San Mateo County	sfischer@co.sanmateo.ca.us				
Dewayne Johnson	San Mateo County	<a href="mailto:djohnson@co.sanmateo.ca.us">djohnson@co.sanmateo.ca.us</a>	✓			
Tim Stanfield	San Mateo County	tstanfield@co.sanmateo.ca.us				
Kathryn Cooke	San Mateo County	<a href="mailto:kcooke@smcgov.org">kcooke@smcgov.org</a>				
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Sarah Scheidt	City of San Mateo	<a href="mailto:sscheidt@cityofsanmateo.org">sscheidt@cityofsanmateo.org</a>				
Cassie Prudhel	South San Francisco	cassie.prudhel@ssf.net				
James Hardie	South San Francisco	james.hardie@ssf.net				
Marissa Garren	South San Francisco	Marissa.garren@ssf.net				
	Woodside					
Brian Weber	San Mateo County Mosquito & Vector	bweber@smcmad.org				
Casey Stevenson	Control District	<a href="mailto:cstevenson@smcmad.org">cstevenson@smcmad.org</a>	✓			
Jon Konnan	EOA, Inc.	jkonnann@eoainc.com				
Kristin Kerr	EOA, Inc.	kakerr@eoainc.com	✓			
Sue Ma	Regional Board	SMA@waterboards.ca.gov				

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NAME	MUNICIPALITY	EMAIL	Aug 14	Oct 22	Jan 28	Mar 25
Matt Fabry	SMCWPPP Coordinat	mfabry@smcgov.org				

SAN MATEO COUNTYWIDE  
WATER POLLUTION PREVENTION PROGRAM  
Meeting Luncheon 10/22/2014

Sandwich Choices	Mark with "X"
Smoked turkey	
Roasted turkey	
Blk Forest ham	
Roast beef	
Salame	
Tuna Salad	
Chicken Salad	

Beverage Choice	Mark with "X"
Coke	
Coke Zero	
Diet Coke	
Sprite	
Dr. Pepper	
Bottled Water	

Check off desired items	Mark with "X"
Lettuce	
Tomatoes	
Pickles	
Onions	
Pepperchini	
Mayo	
Bacon	
Mustard	
Avocado	

Chips Choice	Mark with "X"
Doritos Nacho Cheese	
Dortios Cool Ranch	
BBQ	
Plain	
Corn	
Cheetos	

Bread Choice	Mark with "X"
<b>Rolls</b>	
Dutch	
Sour	
<b>Sliced breads</b>	
Sweet	
Sour dough	
Wheat	
White	

Cheese Choice	Mark with "X"
Swiss	
Provolone	
Cheddar	
American	

**PRINT YOUR NAME** \_\_\_\_\_

**CITY/TOWN/AGENCY** \_\_\_\_\_  
Millbrae Library (Room A)  
1 Library Ave

Please FAX to 650-692-6356  
**on or before Friday, October 17, 2014**  
**at NOON**  
Luncheon is \$10 per person.  
**Cash only please!!!**