



CII Subcommittee Meeting
September 17, 2014 – 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 receive announcements.</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 County Environmental Health (CEH) Inspections
<i>Outcome: Obtain status of CEH inspections for FY14/15 and feedback for annual reporting process.</i> | 10 min. | <i>Patrick Ledesma, CEH</i> |
| 4. | Update on BASMAA's Municipal Operations Committee
<i>Outcome: Obtain update on BASMAA's planned outreach to carpet cleaners and fleet washers.</i> | 5 min. | <i>Kristin Kerr</i> |
| 5. | Countywide Repository of Mobile Contractors in Violation
<i>Outcome: Discuss the process for updating the mobile business enforcement information table posted on the flows to bay website. Discuss next steps (e.g. developing inventory of mobile businesses) for meeting permit requirements.</i> | 10 min. | <i>Kristin/ Everyone</i> |
| 6. | BMP Brochure Updates
<i>Outcome: Discuss which, if any, brochures should be updated next.</i> | 5 min. | <i>Kristin/ Everyone</i> |
| 7. | Paperless Inspections
<i>Outcome: Discuss interest and options for electronic inspection forms, paperless inspections and common software.</i> | 15 min | <i>Ward/Everyone</i> |
| 8. | CII Training
<i>Outcome: Discuss training needs and options for FY14/15.</i> | 15 min | <i>Kristin/ Everyone</i> |

- 9. Outreach to Tow Truck Operators** 5 min *Randy Breault*
Outcome: Receive update on discussions with police and fire department representatives. Discuss possible outreach to tow truck operators to call appropriate agency for car wrecks when there is a fluid leak that may or has impacted a storm drain.
- 10. Share Information on Illicit Discharge and Industrial/Commercial Inspection Problems** 15 min. *Everyone*
Outcome: Identify common problems and gain information on successful ways to resolve them.
- 11. Agree on Next Meeting Date and Topics** 5 min. *Everyone*
Outcome: Agree on next meeting date of December 17th and topics.

DRAFT CII Subcommittee Report

Meeting Date: June 18, 2014

Subcommittee Actions:

- Agreed that the March 2014 subcommittee meeting summary was acceptable.

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

Other Information/Announcements:

- **Update on County Environmental Health (CEH) Inspections.** Third quarter inspection summary data for the cities will be posted on the SMCWPPP “Flows to Bay” website (www.flowstobay.org) by the end of the month. The fourth quarter and annual inspection summary data for the cities will be posted in late July. CEH inspectors will be switching to electronic reporting in the near future. This should improve the data summary process.
- **Update on BASMAA’s Municipal Operations Committee.** BASMAA has an approved regional project to expand the current surface cleaner training and recognition program to include automotive washing and carpet cleaning businesses and create a web-based application to share information about mobile businesses. The Subcommittee provided comments in December on the draft BMPs for carpet cleaners and transportation related cleaning activities. In May the Subcommittee provided comments on the draft data entry page for enforcement sharing information. The BASMAA Muni Ops committee met via conference call on June 3rd. Geoff would like to resolve the contradicting comments received on the draft BMPs. He will send an email to Program leads with the cities he would like to engage. There has been no further work on the project.
- **Countywide Repository of Mobile Contractors in Violation.** Due to the long delays in the BASMAA mobile surface cleaner project, the Subcommittee will continue to move forward on its own to meet the MRP Provision C.5.d Control of Mobile Sources. Kristin sent a request to the Subcommittee for agencies to submit any recent enforcement information on mobile businesses. The enforcement information was compiled in an Excel table and was posted on the members only web page of the CII Subcommittee. An email was sent to the Subcommittee to let members know where it is posted and how they can add businesses to the table. The Subcommittee decided the next step would be to compile an inventory of mobile businesses operating in the County. Kristin will email the Subcommittee for a list of mobile businesses they have knowledge of from business license data or inspector referrals after the Annual Reports are submitted.

Mobile food trucks must register with CEH if they will be working in San Mateo County. The food trucks come to CEH on designated days to be inspected and receive a permit. Patrick Ledesma will see if a CEH staff person could come to the next Subcommittee meeting to discuss their program. Patrick will also get more information on how the Certified Food Handler training program is implemented in the County. There may be an opportunity to add a stormwater pollution prevention message in this required training.

- **BMP Brochures Updates.** A priority list for revising the BMP brochure pieces on the SMCWPPP website was developed based on Subcommittee survey results, the age of the document, ease of revisions or updates, and accessibility of editable documents. The two pieces that were next on the priority list were BMPs for Supermarkets & Grocery Stores and Recycle Mercury Containing Lamps – It’s the Law! The pieces were revised, emailed to the Subcommittee for comments and finalized. The two pieces will be posted to the SMCWPPP website. The mercury piece will be posted as a 1 page flyer and a tri-fold brochure. The grocery store piece will be posted as a tri-fold brochure formatted for reading on-line. Agencies can contact Kristin if they would like a copy of the brochure formatted for printing as a tri-fold brochure.

The Subcommittee decided that the PIP or Parks Maintenance and IPM Subcommittees were better suited to review and update, if needed, the Less Toxic Pest Control Services brochure. The Subcommittee decided the Why do People Dump Trash in Creeks piece is a low priority for review. The next few pieces on the priority list are all pieces that were done by graphic design contractors. If any revisions are needed the original graphic design company would need to be hired to make the revisions or the piece would need to be redone. The pieces would require a larger level of effort to revise. Kristin will send out an email survey to determine whether the group would like to update these next pieces.

- **Construction BMP Brochure.** The New Development Subcommittee (NDS) would like to remove the Home Repair and Remodeling BMP brochure from the SMCWPPP website. The CII Subcommittee does not have any objection to this brochure being removed from the website.
- **Daly City Audit.** Selina Louie, Regional Board staff, informed Daly City that she would be auditing their MRP Provision C.5 stormwater program elements. She requested a copy of their ERP and illicit discharge tracking table in advance. The city had updated their ERP based on the memo *Guidance on Review of Enforcement Response Plans and Business Inspection Plans* emailed to the Subcommittee on July 8, 2013. Also in advance of the audit she looked on the city’s website to find how an illicit discharge could be reported and if the MS4 map was publicly available. During the audit she reviewed each C.5 permit requirement with the city. Specifically she asked about the city’s mobile business program and if there was a procedure for receiving a complaint and how the city would conduct enforcement. She compared the FY12/13 Annual Report data submitted with the illicit discharge tracking table the city provided. The audit went well but the city is waiting for the final report from the Regional Board staff.
- **CII Training Workgroup.** Patrick attended the Training Workgroup meeting. The Subcommittee agreed not to have the regularly scheduled Training Workgroup meetings unless there was a request or need. The April 17 Workshop evaluation summary was provided in the agenda packet. There were no further comments on the Workshop from the Subcommittee. The workshop materials are posted on the SMCWPPP website. The FY14/15 budget does not have budget for a training workshop. Patrick is working on a web based stormwater training module for CEH inspectors. The training will be based on the

presentations from the previous workshop. Patrick offered to include materials or text provided by city staff.

- **Other Information:** There will be no Annual Report training for the sections that apply to the CII Subcommittee. Members were encouraged to call Kristin with any questions about the Annual Report.

Subcommittee Work That Affects Other Subcommittees: None.

Next Steps:

- Kristin will email the Subcommittee for a list of mobile businesses they have knowledge of from business license data or inspector referrals after the Annual Reports are submitted.
- Kristin will post the final mercury and grocery store BMP pieces on the SMCWPPP website.
- Kristin will survey the group by email to determine whether the Automotive Service Poster, Clean It Right poster or Restaurant BMPs outreach piece should be updated.
- Patrick will see if a CEH staff person could come to the next Subcommittee meeting to discuss their food truck permitting program.
- Patrick will get more information on how the Certified Food Handler training program is implemented in the County.

Next Meeting Date: The Subcommittee is scheduled to meet next on Wednesday September 17, 2014 at 1:00 pm.

CII Subcommittee Attendance – FY 2013/14

Name	Agency	PHONE	E-Mail	Sept. 18th	Dec. 18th	March 19th	June 18th
Steve Tyler	City of Atherton		styler@ci.atherton.ca.us				
Bozhena Palatnik	City of Belmont	659 595-7463	Bpalatnik@Belmont.gov	✓	✓	✓	✓
John Tallitsch	City of Belmont		jtallitsch@belmont.gov	✓			
Randy Breault	City of Brisbane	415-508-2131	rbreault@ci.brisbane.ca.us		✓	✓	
Eva Justimbaste	City of Burlingame		eva.justimbaste@veoliawaterna.com				
Stephen Daldrup	City of Burlingame		Stephen.daldrup@veoliawaterna.com	✓	✓		✓
Louis Gotelli	City of Colma	757-8888	Louis.Gotelli@colma.ca.us	✓		✓	✓
Ward Donnelly	City of Daly City	991-8208	wdonnelly@dalcity.org	✓	✓	✓	✓
Cynthia Royer	City of Daly City		croyer@dalcity.org				
Michele Daher	City of East Palo Alto	853-3165	mdaher@cityofepa.org	✓			
John Doughty	City of East Palo Alto		jdoughty@cityofepa.org				
Sharon Jones	City of East Palo Alto		sjones@cityofepa.org				
Salani Wendt	City of East Palo Alto		swendt@cityofepa.org				
Norm Dorais	City of Foster City	286-3279	ndorais@fostercity.org				
Allan Shu	City of Foster City		ashu@fostercity.org				
Larry Carnahan	City of Half Moon Bay	650-726-7177	larryc@hmbcity.com				
Mo Sharma	City of Half Moon Bay		mosharma@hmbcity.com				
Mark Lander	City of Half Moon Bay		markl@csgengr.com				
Jen Chen	Town of Hillsborough		JChen@hillsborough.net				
Dave Bishop	Town of Hillsborough		dbishop@hillsborough.net				
Kevin Fehr	Town of Hillsborough		kfehr@hillsborough.net				
Catherine Chan	Town of Hillsborough		cchan@hillsborough.net				
Virginia Parks	City of Menlo Park	330-6752 330-6743	vkfparks@menlopark.org	✓	✓		✓
Charles Taylor	City of Menlo Park		ewtaylor@menlopark.org				
Catherine Allin	City of Millbrae	259-2470	callin@ci.millbrae.ca.us	✓			
Kevin Cesar	City of Millbrae	222-0545	kcesar@ci.millbrae.ca.us		✓	✓	✓
Raymund Donguines	City of Pacifica		donguinesr@ci.pacifica.ca.us	✓			✓
Christina Horrisberger	City of Pacifica		horrisbergerc@ci.pacifica.ca.us				
Eduardo Franco	City of Pacifica		francoe@ci.pacifica.ca.us				
Howard Young	Town of Portola Valley		hyoung@portolavalley.net				
Terence Kyaw	City of Redwood City	780-7497	TKyaw@redwoodcity.org				
Adrian Lee	City of Redwood City		alee@redwoodcity.org	✓		✓	
Peter Vorametsanti	City of Redwood City		PVorametsanti@redwoodcity.org				
Gary Lepori	City San Bruno	646-7020	glepori@SanBruno.ca.gov				
Jim Burch	City of San Bruno		JBurch@sanbruno.ca.gov				
Mike Dillon	City San Carlos	802-4139	mdillon@cityofsancarlos.org				
Chris Valley	City San Carlos		cvalley@cityofsancarlos.org				
Denny Phan	City San Carlos		DPhan@cityofsancarlos.org				
Debra Bickel	City of San Mateo	522-7343	dbickel@cityofsanmateo.org		✓	✓	

Name	Agency	PHONE	E-Mail	Sept. 18th	Dec. 18th	March 19th	June 18th
Sarah Scheidt	City of San Mateo	650-522-7385	sscheidt@cityofsanmateo.org				
Mark Swenson	City of San Mateo		mwenson@cityofsanmateo.org				✓
Kian Atkinson	City of San Mateo		katkinson@cityofsanmateo.org				✓
Pete	City of San Mateo			✓			
Rob Lecel	South San Francisco	829-3882	rob.lecel@ssf.net				
Andy Wemmer	South San Francisco	829-3883	Andrew.wemmer@ssf.net	✓	✓	✓	✓
Kristen Font	South San Francisco						
	Town of Woodside	650-851-6790					
Dermot Casey	County of San Mateo	363-4957	djcasey@co.sanmateo.ca.us				
Pat Ledesma	County of San Mateo		PLedesma@smcgov.org	✓	✓	✓	✓
Tim Swillinger	County of San Mateo	372-6245	tswillinger@smcgov.org			✓	
Kathryn Cooke	County of San Mateo		kcooke@smcgov.org			✓	
Mark Chow	County of San Mateo	599-1489	mchow@co.sanmateo.ca.us				
Julie Casagrande	County of San Mateo		jasagrande@smcgov.org				
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Norman Domingo	SBSA		ndomingo@sbsa.org				
Kristin Kerr	EOA, Inc.	510-832-2852	kakerr@eoainc.com	✓	✓	✓	✓