



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

**Emergency Operations Center Conference Room
537 Kelly Ave., Half Moon Bay
Wednesday June 22, 2016
12 noon to 1:00 pm**

AGENDA

- 1. Introductions and Announcements** – Larry Carnahan, Half Moon Bay
- 2. Review and Agree on Meeting Summary from March Meeting** – Kristin Kerr/Everyone
- 3. Trash Full Capture Device O&M Documents** – Kristin Kerr /Everyone
Objective: Discuss finalizing SOPs and O&M Verification Program template.
- 4. Annual Report** – Kristin Kerr /Everyone
Objective: Discuss this year's Annual Reporting forms related to Provision C.2.
- 5. Open Forum Discussion of Any Maintenance Problems Being Found and Obtain Input on Maintenance and Stormwater Issues** - Larry Carnahan/Everyone
Objective: Use opportunity to discuss with other maintenance staff any maintenance or stormwater issues being encountered.
- 6. Other Business**
- 7. Next Meeting is August/September**

DRAFT SUMMARY
**Municipal Maintenance Subcommittee Meeting – Half Moon Bay Emergency Operations
Conference Room**

Meeting Date: March 23, 2016

Subcommittee Actions:

1. Agreed that the summary of the December 2015 subcommittee meeting was acceptable.

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

Other Information/Announcements:

- **Reissued MRP.** The reissued MRP was adopted November 19th and became effective January 1, 2016. The group reviewed the changes in the MRP requirements at the December meeting. For Provision C.2 there are no longer minimum inspection and DO sampling requirements for pump stations. You must inspect your corporation yard between September 1st and 30th and any issues you find during your corp yard inspection must be corrected within 10 business days or before the next rain event. Provision C.10.b.i contains the new requirements for the inspection and maintenance of trash full capture devices.
- **Trash Full Capture Device Maintenance Requirements.** The reissued MRP full trash capture device maintenance requirements become effective January 1, 2016. These requirements include keeping device specific maintenance records that include the date of maintenance, capacity condition and any special problems. If a device is found to have a plugged or blinded screen or is >50% full the maintenance frequency must be increased. At the December meeting the group reviewed example field forms. Based on comments at the meeting, Kristin revised the forms and sent them in both Word and Excel files. Agencies can adapt and revise these forms, use them in the field for a period and provide Program staff with suggestions for revisions. Redwood City requested including separate fields for identifying “Flooding” and “Overflowing”.

The Cities of San Mateo and Burlingame will be entering inspection and maintenance data electronically into their Work Order databases.

Redwood City will be field testing United Stormwater Drainpac drop inlet baskets. They would like to clean these devices manually without the use of a vactor truck. Brisbane has been using the Kristar drop inlet baskets. They must be cleaned more often than the connector pipe screens. They find the basket is too heavy to manually pull out of the inlet. They use a vactor truck to vacuum the device first and then pull it out to spray wash the screen/fabric. They believe it captures floatable debris much better than connector pipe screens. You can get the basket custom made to fit different size inlets.

Kristin will update the Draft small trash full capture device Standard Operating Procedure (SOP), Hydrodynamic Separator trash full capture device SOP and Trash Full Capture Device O&M

Verification Program Template to reflect the MRP requirements and email to the Subcommittee for review.

- **Training.**

The Subcommittee did not feel training on maintenance and inspections of trash full capture devices is necessary. Kristin suggested coordinating a field trip to see the new end of pipe trash full capture device Millbrae installed.

- **Open Forum Discussion on Maintenance Issues.**

- Guidance was requested for maintenance of Green Infrastructure (i.e., stormwater treatment measures in the public right-of-way). Some cities already have stormwater treatment measures the municipality is responsible for maintaining. Other cities do not have public projects yet but Green Infrastructure planning is large part of the new MRP requirements. Kristin suggested developing a Fact Sheet and coordinating with the New Development Subcommittee to offer training that is specific to municipal maintenance staff.
- Burlingame had interns from AmeriCorps use a Collector App to inspect every inlet in the city and collect information on GIS coordinates, trash, inlet condition, etc.
- Brisbane is currently testing different work order programs to collect data in the field: Lucity, CMMS, City Works, and Cartegraph. Subcommittee members offered their opinions of different systems.

Subcommittee Work that Affects Other Subcommittees: None

Next Steps: None

Next Meeting: The next meeting will be in May or June.

Municipal Maintenance Subcommittee Meetings - FY 2015/16

| NAME | MUNICIPALITY | EMAIL | Aug 26 | Dec 16 | Mar 23 | Jun 22 |
|---------------------|----------------|--|--------|--------|--------|--------|
| Gordon Siebert | Atherton | gsiebert@ci.atherton.ca.us | | | | |
| David Huynh | Atherton | dhuyh@ci.atherton.ca.us | | | | |
| 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 | btyler@belmont.gov | ✓ | ✓ | | |
| Tim Murray | Belmont | tmurray@belmont.gov | ✓ | ✓ | ✓ | |
| Keegan Black | Brisbane | kblack@ci.brisbane.ca.us | ✓ | | ✓ | |
| Crockeh Kessei | Brisbane | | | | ✓ | |
| Shelley Romriell | Brisbane | SRomriell@ci.brisbane.ca.us | | | | |
| Eva Justimbaste | Burlingame | eva.justimbaste@veolia.com | | | | |
| John Baack | Burlingame | JBaack@burlingame.org | | | | |
| Rick Horne | Burlingame | rhorne@burlingame.org | ✓ | | | |
| Pam Boyle Rodriguez | Burlingame | pboyle@burlingame.org | | | ✓ | |
| Carolyn Critz | Burlingame | carolyn.critz@veolia.com | | | ✓ | |
| Dylan Pastor | Burlingame | dpastor@burlingame.org | | | ✓ | |
| Vince Falzon | Burlingame | VFalzon@burlingame.org | | | | |
| Louis Gotelli | Colma | LGotelli@colma.ca.gov | ✓ | ✓ | ✓ | |
| Muneer Ahmed | Colma | muneer.ahmed@colma.ca.gov | | | | |
| Jeff Fornesi | Daly City | jfornesi@dalycity.org | | | ✓ | |
| Javier Barajas | Daly City | jbarajas@dalycity.org | | | | |
| Dan Godwin | Daly City | dgodwin@dalycity.org | | | ✓ | |
| Joe Stabile Sr. | Daly City | jstabile@dalycity.org | | | ✓ | |
| Jay Farr | East Palo Alto | jfarr@cityofepa.org | | ✓ | | |
| Michelle Daher | East Palo Alto | mdaher@cityofepa.org | | ✓ | | |
| Allan Shu | Foster City | ashu@fostercity.org | | | | |
| Nick Leonoudakis | Foster City | nleonoudakis@fostercity.org | | | | |
| Frank Schoering | Foster City | fschoering@fostercity.org | | | | |
| Norm Dorais | Foster City | ndorais@fostercity.org | | | | |
| Larry Carnahan | Half Moon Bay | larryc@hmbcity.com | ✓ | ✓ | ✓ | |
| Mark Lander | Half Moon Bay | markl@csgengr.com | | | | |
| Gary Francis | Hillsborough | gfrancis@hillsborough.net | ✓ | ✓ | | |
| Dave Bishop | Hillsborough | | | | | |
| Irv Meachum | Menlo Park | immeachum@menlopark.org | | ✓ | ✓ | |
| Hugo Torres | Menlo Park | | | ✓ | ✓ | |
| Nelson Guitierrez | Menlo Park | | | | ✓ | |
| Gabriel Ortiz | Menlo Park | | | ✓ | ✓ | |
| Natividad Alamo | Menlo Park | | | ✓ | ✓ | |
| Brian Henry | Menlo Park | bphenry@menlopark.org | | | | |
| Craig Centis | Millbrae | ccentis@ci.millbrae.ca.us | | | | |
| Heather Henwood | Millbrae | hhenwood@ci.millbrae.ca.us | ✓ | | | |

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| NAME | MUNICIPALITY | EMAIL | Aug 26 | Dec 16 | Mar 23 | Jun 22 |
|--------------------|-------------------|--|--------|--------|--------|--------|
| Michael Killigrew | Millbrae | mkilligrew@ci.millbrae.ca.us | ✓ | | ✓ | |
| Cipriano Romero | Millbrae | | | | | |
| Christopher Falzon | Millbrae | | ✓ | | ✓ | |
| Chris Junio | Millbrae | cjunio@ci.millbrae.ca.us | ✓ | | ✓ | |
| Mathew Harrington | Millbrae | | | | | |
| Bernie Mau | Pacifica | maub@ci.pacifica.ca.us | ✓ | | | |
| Ron Fascenda | Pacifica | fascendar@ci.pacifica.ca.us | | | | |
| Howard Young | Portola Valley | hyoung@portolavalley.net | | | | |
| Tony Macias | Portola Valley | tmacias@portolavalley.net | | | | |
| Albert Munguis | Redwood City | | | | | |
| Eddy Lopez | Redwood City | ELopez@redwoodcity.org | ✓ | ✓ | ✓ | |
| Rich Del Ben | Redwood City | rdelben@redwoodcity.org | ✓ | ✓ | ✓ | |
| Terrance Kwan | Redwood City | TKyaw@redwoodcity.org | | | | |
| Victor Castaneda | Redwood City | vcastaneda@redwoodcity.org | ✓ | ✓ | ✓ | |
| Eddie Pastrano | Redwood City | epastrano@redwoodcity.org | | | ✓ | |
| Vicki Sherman | Redwood City | vsherman@redwoodcity.org | | | | |
| Adrian Lee | Redwood City | alee@redwoodcity.org | | | | |
| Bob Fowler | San Bruno | | | | | |
| Philip Woffenden | San Bruno | pwoffenden@sanbruno.ca.gov | | | | |
| Rob Hensel | San Bruno | | | | | |
| Robert Wood | San Bruno | rwood@sanbruno.ca.gov | | | | |
| Jim Burch | San Bruno | JBurch@sanbruno.ca.gov | | | | |
| Ted Chapman | San Bruno | tchapman@sanbruno.ca.gov | ✓ | | | |
| Frank Amoroso | San Carlos | famoroso@cityofsancarlos.org | | ✓ | ✓ | |
| Lou Duran | San Carlos | lduran@cityofsancarlos.org | | | | |
| Ted Rutledge | San Carlos | trutledge@cityofsancarlos.org | | | | |
| Dermot Casey | San Mateo County | djcasey@smcgov.org | | | | |
| Patrick Ledesma | San Mateo County | pledesma@smcgov.org | | | | |
| Diana She | San Mateo County | dshu@smcgov.org | | | | |
| Ed Vigil | San Mateo County | evigil@cityofsanmateo.org | | | | |
| Julie Casagrande | San Mateo County | jcasagrande@smcgov.org | | | | |
| Matt Fabry | San Mateo County | mfabry@smcgov.org | | | | |
| Mark Marelich | San Mateo County | mmarelich@smcgov.org | | | ✓ | |
| Dewayne Johnson | San Mateo County | djohnson@smcgov.org | | ✓ | | |
| Bryan Dexter | San Mateo County | bdexter@smcgov.org | | | ✓ | |
| Tim Stanfield | San Mateo County | tstanfield@smcgov.org | | | | |
| Andrea Chow | San Mateo County | achow@smcgov.org | | | | |
| Kathryn Cooke | San Mateo County | kcooke@smcgov.org | | | | |
| Ray Jackson | City of San Mateo | rayjackson@cityofsanmateo.org | | | ✓ | |
| Bob Correa | City of San Mateo | bcorrea@cityofsanmateo.org | | | | |
| Tony Baltobano | City of San Mateo | baltodano@cityofsanmateo.org | | | | |
| Steve Camilleri | City of San Mateo | scamilleri@cityofsanmateo.org | | | ✓ | |

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| NAME | MUNICIPALITY | EMAIL | Aug 26 | Dec 16 | Mar 23 | Jun 22 |
|-----------------|---|--|--------|--------|--------|--------|
| Rick Pina | City of San Mateo | rpina@cityofsanmateo.org | | ✓ | | |
| Sarah Scheidt | City of San Mateo | sscheidt@cityofsanmateo.org | | | | |
| Kevin Selfridge | South San Francisco | kevin.selfridge@ssf.net | | | ✓ | |
| John Castech | South San Francisco | john.castech@ssf.net | | | ✓ | |
| Marissa Garren | South San Francisco | Marissa.garren@ssf.net | | | | |
| | Woodside | | | | | |
| Brian Weber | San Mateo County Mosquito & Vector Control District | bweber@smcmad.org | | | ✓ | |
| Casey Stevenson | | cstevenson@smcmad.org | | | ✓ | |
| Jon Konnan | EOA, Inc. | jkonnann@eoainc.com | | | | |
| Kristin Kerr | EOA, Inc. | kakerr@eoainc.com | ✓ | ✓ | ✓ | |
| Matt Fabry | SMCWPPP Coordinator | mfabry@smcgov.org | | | | |
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