



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

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**Redwood Shores Library**  
Meeting Rooms A&B, 399 Marine Parkway, Redwood City  
**Wednesday March 25, 2015**  
**12 noon to 1:00 pm**

**AGENDA**

- 1. Introductions and Announcements** – Elliott Johnson, Redwood City
- 2. Review and Agree on Meeting Summary from January Meeting** – Kristin Kerr/Everyone
- 3. MRP 2.0** – Kristin Kerr /Everyone  
*Objective: Discuss changes to Provisions C.2, and C.7.a Storm Drain Inlet Marking and status of MRP 2.0 reissuance.*
- 4. Open Forum Discussion of Any Maintenance Problems Being Found and Obtain Input on Maintenance and Stormwater Issues** - Elliott Johnson/Everyone  
*Objective: Use opportunity to discuss with other maintenance staff any maintenance or stormwater issues being encountered.*
- 5. Training** – Kristin Kerr /Everyone  
*Objective: Discuss Corporation Yard field visits in April and see example training videos available, as time allows.*
- 6. Other Business**
- 7. Agree Next Meeting Will Be August 26, 2015**

**DRAFT SUMMARY**

**Municipal Maintenance Subcommittee Meeting – Redwood City Library Room A&B**

**Meeting Date:** January 28, 2015

**Subcommittee Actions:**

1. Agreed that the summary of the October 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.** The group discussed issues related to the December 2014 large rain event, different devices and methods for cleaning storm drain grates at pump stations, and apps for residents to report maintenance problems. Kristin reminded the group that two pump station inspections are required during the wet season. Pictures of “no dumping” stencils stamped in concrete at storm drain inlets were shared with the group. A video of a self-contained pressure washer was shown. The video can be seen at <http://www.hydrotek.us/youtube.htm>. Another company with storm drain protection products is PIG (<http://www.newpig.com/pig/US/>).
- **Training.** There is no budget for a workshop in the FY14-15 budget. However, alternative training ideas were discussed including finding existing training videos available and field trips to Corp Yards. Training topics included maintenance of permanent post-construction BMPs (e.g., bioswales), Corp Yard BMPs, monitoring for DO at pump stations and calculating debris collected during hot spot cleanups and at trash collection devices. It was also suggested to invite Regional Board staff to a future Subcommittee meeting. It was suggested that municipal maintenance staff responsible for maintenance of permanent post-construction BMPs be invited to the half day workshop for stormwater treatment BMPs O&M verification inspectors (Provision C.3.h). Kristin will work with the New Development Subcommittee representative to get the workshop details to the interested municipal maintenance staff. Issues with construction site storm drain inlet protection BMPs not implemented correctly, maintained or removed in city streets were discussed. Kristin will incorporate these concerns in the Construction Site Stormwater Inspectors training workshop.

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

**Next Steps:** Kristin will research training opportunities and topics.

**Next Meeting:** The next meeting will be held on March 25, 2015.

## C.2. Municipal Operations

The purpose of this provision is to ensure implementation of appropriate BMPs by all Permittees to control and reduce non-stormwater and polluted stormwater discharges to storm drains and watercourses during operation, inspection, and routine repair and maintenance activities of municipal facilities and infrastructure.

### C.2.a. Street and Road Repair and Maintenance

**i. Task Description** – Asphalt/Concrete Removal, Cutting, Installation, and Repair  
The Permittees shall implement appropriate BMPs at street and road repair and/or maintenance sites to control debris and waste materials during road and parking lot installation, repaving, or repair maintenance activities, such as those described in the California Stormwater Quality Association's Handbook for Municipal Operations.

**ii. Implementation Levels**

- (1) The Permittees shall require proper management of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater to avoid discharge to storm drains from such work sites. The Permittees shall coordinate with sanitary sewer agencies to determine if disposal to the sanitary sewer system is available for the wastewater generated from these activities provided that appropriate approvals and pretreatment standards are met.
- (2) The Permittees shall require sweeping and/or vacuuming to remove debris, concrete, or sediment residues from such work sites upon completion of work. The Permittees shall require cleanup of all construction remains, spills, and leaks using dry methods (e.g., absorbent materials, rags, pads, and vacuuming), as described in the Bay Area Stormwater Management Agencies Association's (BASMAA's) Blueprint for a Clean Bay.

**iii. Reporting** – The Permittees shall report on implementation of and compliance with these BMPs in the Annual Report.

### C.2.b. Sidewalk/Plaza Maintenance and Pavement Washing

**i. Task Description** – The Permittees shall implement and require to be implemented BMPs that prohibit the discharge of polluted wash water and non-stormwater to storm drains for pavement washing, mobile cleaning, pressure wash operations in such locations as parking lots and garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning. The Permittees shall implement the BMPs included in BASMAA's Mobile Surface Cleaner Program. The Permittees shall coordinate with sanitary sewer agencies to determine if disposal to the sanitary sewer is available for the wastewater generated from these activities provided that appropriate approvals and pretreatment standards are met.

- ii. **Reporting** – The Permittees shall report on implementation of and compliance with these BMPs in their Annual Report.

**C.2.c. Bridge and Structure Maintenance and Graffiti Removal**

**i. Task Description**

- (1) The Permittees shall implement appropriate BMPs to prevent polluted stormwater and non-stormwater discharges from bridges and structural maintenance activities directly over water or into storm drains.
- (2) The Permittees shall implement BMPs for graffiti removal that prevent non-stormwater and wash water discharges into storm drains.

**ii. Implementation Levels**

- (1) The Permittees shall prevent all debris, including structural materials and coating debris, such as paint chips, or other debris and pollutants generated in bridge and structure maintenance or graffiti removal from entering storm drains or water courses.
- (2) The Permittees shall protect nearby storm drain inlets before removing graffiti from walls, signs, sidewalks, or other structures. The Permittees shall prevent any discharge of debris, cleaning compound waste, paint waste, or wash water due to graffiti removal from entering storm drains or watercourses.
- (3) The Permittees shall use proper disposal methods for wastes generated from these activities. The Permittees shall train their employees and/or specify in contracts the proper capture and disposal methods for the wastes generated.

- iii. **Reporting** – The Permittees shall report on implementation of and compliance with these BMPs in their Annual Report.

**C.2.d. Stormwater Pump Stations**

- i. **Task Description** – The Permittees shall implement measures to operate, inspect, and maintain stormwater pump stations to eliminate non-stormwater discharges containing pollutants, and to reduce pollutant loads in stormwater discharges to comply with WQSs.

- ii. **Implementation Levels** – The Permittees shall comply with the following at Permittee-owned or -operated pump stations:

- (1) Implement corrective actions, such as continuous pumping at a low flow rate, aeration, or other appropriate methods to maintain dissolved oxygen (DO) concentrations of the discharge above 3 milligrams per liter (mg/L). Corrective actions do not need to be implemented on discharges from pump stations that remain in the stormwater collection system or infiltrate into a dry creek immediately downstream.

- (2) Ensure that pump stations are free from debris and trash and replace any oil absorbent booms, as needed, and investigate and abate illicit discharges.
- (3) The Permittees shall maintain records of inspection, maintenance, and implementation of corrective actions at Permittee-owned or -operated pumped stations. These records shall be made available to Water Boards staff or its representatives during inspections and audits, or otherwise upon request.

**C.2.e. Rural Public Works Construction and Maintenance**

**i. Task Description – Rural Road and Public Works Construction and Maintenance**

For the purpose of this provision, rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing, or open space uses. The Permittees shall implement and require contractors to implement BMPs for erosion and sediment control during and after construction for maintenance activities on rural roads, particularly in or adjacent to stream channels or wetlands. The Permittees shall notify the Water Board, the California Department of Fish and Wildlife, and the U.S. Army Corps of Engineers, where applicable, and obtain appropriate agency permits for rural public works activities before work in or near creeks and wetlands.

**ii. Implementation Level**

- (1) The Permittees shall continue to implement BMPs for erosion and sediment control measures during construction and maintenance activities on rural roads, including developing and implementing appropriate training and technical assistance resources for rural public works activities.
- (2) The Permittees shall implement appropriate BMPs for the following activities. BMPs shall minimize impacts on streams and wetlands in the course of rural road and public works maintenance and construction activities:
  - (a) Road design, construction, maintenance, and repairs in rural areas that prevent and control road-related erosion and sediment transport;
  - (b) Identification and prioritization of rural road maintenance on the basis of soil erosion potential, slope steepness, and stream habitat resources;
  - (c) Construction of roads and culverts that do not impact creek functions. New or replaced culverts shall not create a migratory fish passage barrier, where migratory fish are present, or lead to stream instability;
  - (d) Implementation of an inspection program to maintain rural roads' structural integrity and prevent impacts to water quality;

- (e) Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and address excessive erosion;
  - (f) Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate; and
  - (g) Replacement of existing culverts or design of new culverts or bridge crossings shall use measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology in a stable manner.
- (3) The Permittees shall incorporate existing training and guidance on permitting requirements for rural public works activities so as to stress the importance of proper planning and construction to avoid water quality impacts.
  - (4) The Permittees shall provide training incorporating these BMPs to rural public works maintenance staff at least twice within this Permit term.
- iii. Reporting** – The Permittees shall report on the implementation of and compliance with BMPs for the rural public works construction and maintenance activities in their Annual Report, including reporting on increased maintenance in priority areas.

**C.2.f. Corporation Yard BMP Implementation**

**i. Task Description** – Corporation Yard Maintenance

- (1) The Permittees shall implement and maintain a site specific Stormwater Pollution Prevention Plan (SWPPP) for corporation yards, including municipal vehicle maintenance, heavy equipment, and maintenance vehicle parking areas, and material storage facilities, to comply with water quality standards. Each SWPPP shall incorporate all applicable BMPs that are described in the California Stormwater Quality Association's Handbook for Municipal Operations and the Caltrans Storm Water Quality Handbook Maintenance Staff Guide, May 2003, and its addenda, as appropriate.
- (2) The requirements in this provision shall apply only to facilities that are not covered under the State Board's Industrial Stormwater NPDES General Permit.

**ii. Implementation Level**

- (1) Implement BMPs to minimize pollutant discharges in stormwater and prohibit non-stormwater discharges, such as wash waters and street sweeper, vactor, and other related equipment wash water. Pollution control actions shall include, but not be limited to, good housekeeping practices, material and waste storage control, and vehicle leak and spill control.
- (2) Routinely inspect corporation yards to ensure that non-stormwater discharges are not entering the storm drain system and pollutant

discharges are prevented to the maximum extent practicable. At a minimum, each corporation yard shall be fully inspected each year between September 1<sup>st</sup> and September 30<sup>th</sup>.

- (3) Plumb all vehicle and equipment wash areas to the sanitary sewer after coordination with the local sanitary sewer agency and equip with a pretreatment device (if necessary) in accordance with the requirements of the local sanitary sewer agency.
  - (4) Use dry cleanup methods when cleaning debris and spills from corporation yards. If wet cleaning methods must be used (e.g., pressure washing), the Permittee shall ensure that wash water is collected and disposed in the sanitary sewer after coordination with the local sanitary sewer agency and in accordance with the requirements of the local sanitary sewer agency. Any private companies hired by the Permittee to perform cleaning activities on Permittee-owned property shall follow the same requirements. In areas where sanitary sewer connection is not available, the Permittees shall collect and haul the wash water to a municipal wastewater treatment plant, or implement appropriate BMPs and dispose of the wastewater to land in a manner that does not adversely impact surface water or groundwater.
  - (5) Outdoor storage areas containing pollutants shall be covered and/or bermed to prevent discharges of polluted stormwater runoff or run-on to storm drain inlets.
- iii. Reporting** – The Permittees shall list activities conducted in the corporation yard that have BMPs in the site specific SWPPP, date of inspections, the results of inspections, and any follow-up actions in their Annual Report.

We welcome input on alternative requirements for Provision C.7. that will result in meaningful and effective outreach actions.

## C.7. Public Information and Outreach

Each Permittee shall increase the knowledge of target audiences regarding the impacts of stormwater pollution on receiving waters and potential solutions to mitigate the problems caused; change the waste disposal and runoff pollution generation behavior of target audiences by encouraging implementation of appropriate solutions; and involve various citizens in mitigating the impacts of stormwater pollution.

### C.7.a. Storm Drain Inlet Marking

- i. **Task Description** – Permittees shall mark and maintain municipally-maintained storm drain inlets with an appropriate stormwater pollution prevention message, such as “No dumping, drains to Bay” or equivalent. For newly approved, privately maintained streets, Permittees shall require storm drain inlet markings with an appropriate stormwater pollution prevention message by the project developer upon construction. and maintenance of markings through the development maintenance entity. Markings shall be verified prior to acceptance of the project.
- ii. **Implementation Level**
  - (1) Inspect and maintain storm drain inlet markings of at least 80 percent of municipality maintained inlets to ensure they are legibly labeled with a no dumping message or equivalent once per permit term.
  - (2) Storm drain inlet markings of newly developed privately maintained streets shall be verified prior to acceptance of the project. Permittees shall require maintenance of the storm drain inlet markings through the development maintenance entity.
- iii. **Reporting** – In the 2020 Annual Report, each Permittee shall (1) state how many municipally-maintained storm drain inlets it has, (2) certify that at least 80 percent of municipality maintained storm drain inlet markings are legibly labeled with an appropriate stormwater pollution prevention message during the permit term; (3) include a picture of a labeled municipality maintained inlet; and (4) certify that all privately maintained streets that did not trigger the exemptions in Provision C.3.c.ii. had storm drain inlet markings verified prior to acceptance of the project and were required to maintain the storm drain inlet markings through the development maintenance entity.

### C.7.b. Advertising Campaigns

- i. **Task Description** – Permittees shall participate in or contribute to advertising campaigns on trash/litter in waterways and pesticides, with the goal of



## Municipal Maintenance Subcommittee Meetings - FY 2014/15

NAME	MUNICIPALITY	EMAIL	Aug 14	Oct 22	Jan 28	Mar 25
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Hugo Torres	Menlo Park		✓		✓	
Nelson Guitierrez	Menlo Park				✓	
Gabriel Ortiz	Menlo Park		✓		✓	
Natividad Alamo	Menlo Park		✓			
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Cipriano Romero	Millbrae				✓	
R. Clark	Millbrae					

## Municipal Maintenance Subcommittee Meetings - FY 2014/15

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Brian Weber	San Mateo County					
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Casey Stevenson	Control District	<a href="mailto:cstevenson@smcmad.org">cstevenson@smcmad.org</a>	✓			

### Municipal Maintenance Subcommittee Meetings - FY 2014/15

NAME	MUNICIPALITY	EMAIL	Aug 14	Oct 22	Jan 28	Mar 25
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Kristin Kerr	EOA, Inc.	kakerr@eoainc.com	✓	✓	✓	
Sue Ma	Regional Board	SMa@waterboards.ca.gov				
Matt Fabry	SMCWPPP Coordinator	mfabry@smcgov.org				

**SAN MATEO COUNTYWIDE  
WATER POLLUTION PREVENTION PROGRAM**  
Meeting Luncheon 03/25/15

<b>Sandwich Choices</b>	<b>Select One</b>
Smoked Turkey Breast	
Roasted Turkey Breast	
Baked Ham	
Roast beef	
Chicken Breast	
Louisiana Hot Sausage	
Pork Roast	
Roast Beef	
Pastrami	
Corned Beef	
Italian Dry Salame	
Tuna Salad	
Chicken Salad	
Egg Salad	
BLT	
PB&J	

<b>Bread Choice</b>	<b>Select One</b>
<b>Rolls</b>	
Dutch	
Sour	
Sweet French	
Wheat	
<b>Sliced breads</b>	
Sweet	
Sour dough	
Wheat	
White	

<b>Condiments/Sides</b>	<b>Select one or more</b>
Lettuce	
Tomatoes	
Pickles	
Red Onions	
Pepperchini	
Mayo	
Mustard	

<b>Beverage Choice</b>	<b>Select One</b>
Coke	
Coke Zero	
Diet Coke	
Sprite	
Dr. Pepper	
Pepsi	
Root Beer	
Bottled Water	

<b>Cheese Choice</b>	<b>Select One</b>
Swiss	
Provolone	
Cheddar	
American	

<b>Chips Choice</b>	<b>Select One</b>
Doritos Nacho Cheese	
Dortios Cool Ranch	
BBQ	
Plain	
Corn	
Cheetos	

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

**CITY/TOWN/AGENCY** \_\_\_\_\_

Please email to [ejohnson@redwoodcity.org](mailto:ejohnson@redwoodcity.org) Or  
FAX to 650-780-7445  
on or before **Friday, March 20, 2015 @ NOON**

Luncheon is \$10 per person.  
**Cash only please!!!**