



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

**Emergency Operations Center Conference Room
537 Kelly Ave., Half Moon Bay
Wednesday March 23, 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 December Meeting** – Kristin Kerr/Everyone
- 3. Trash Full Capture Device Inspection Field Forms** – Kristin Kerr /Everyone
Objective: Discuss the draft trash full capture device inspections and maintenance field forms. Discuss finalizing SOPs and O&M Verification Program template.
- 4. 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.
- 5. Other Business**
- 6. Next Meeting is May/June**

DRAFT SUMMARY
**Municipal Maintenance Subcommittee Meeting – Redwood City Municipal Service Center
Conference Room**

Meeting Date: December 16, 2015

Subcommittee Actions:

1. Agreed that the summary of the August 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 becomes effective January 1, 2016. The group reviewed the MRP comparison table provided in the Agenda packet. For Provisions C.2, C.7a and C.10.b.i the table presents the changes in the reissued MRP compared to the current permit. The new permit is available on the Regional Water Board's website at http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/stormwater/Municipal/R2-2015-0049.pdf.
- **Trash Full Capture Device Maintenance Requirements.** The reissued MRP full trash capture device maintenance requirements become effective January 1, 2016. These requirements include having 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. The group reviewed the example field forms provided in the agenda packet. Checkboxes are preferred instead of circling Yes/No responses on the field forms. The group requested Kristin send electronic versions of the field forms in Word and Excel. Agencies will adapt and revise these forms, use them in the field for a period and provide Program staff with suggestions for revisions. Program staff may then provide versions with more automated functionality in Excel for data tracking. The City of San Mateo shared the inspection form they have developed. This will be provided electronically to the group as well.
- **Open Forum Discussion on Maintenance Issues.**
 - Most cities have storm drain inlet unique IDs that can be used to identify trash full capture devices. Some cities also have a unique ID for trash full capture devices installed.
 - Half Moon Bay built a 90 degree wand for the pressure washer they use when cleaning their trash full capture devices.
 - East Palo Alto had a contractor come on site to clean out a storm drain system pump station. The contractor had a large (semi) vactor truck that could clean out the packed debris in the pump station.
 - South San Francisco had pool covers installed on their outdoor material storage areas. Pictures were distributed at the meeting. The group was interested in hearing more about these covers from South San Francisco staff or the vendor.

- There was discussion on construction sites incorrectly installing filter bags on storm drain inlets along the street so they cannot be easily maintained and cause flooding. Maintenance staff need to work with the construction site inspectors to resolve these issues.
- The group suggested Half Moon Bay as the host city of the Municipal Maintenance Subcommittee meetings for next year.

Subcommittee Work that Affects Other Subcommittees: None

Next Steps: None

Next Meeting: The next meeting has not been scheduled.

Example 1: Small Trash Full Capture Device Inspection and Cleaning Field Log

Group: _____

Inspection Date: _____

Inspectors/Crew: _____

<i>These fields can be pre-populated</i>		<i>If either of these fields is "Yes" must increase inspection frequency</i>					
ID	Location	plugged/ blinded screen and evidence of flooding/ overflowing (Y or N)	Inlet > 50% full (Y or N)	Cleaned (Y or N)	Repair Needed (Y or N)	Comments/Corrective Actions	Increase Inspection Frequency (2/yr, 3/yr,..)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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Example 2: Small Trash Full Capture Device Inspection and Cleaning Field Log

			<i>If either of these fields is "Yes" must increase inspection frequency</i>						
ID	Location	Inspection Date	plugged/ blinded screen and evidence of flooding/ overflowing (Y or N)	Inlet > 50% full (Y or N)	Cleaned (Y or N)	Repair Needed (Y or N)	Comments/Corrective Actions	Inspector	Increase Inspection Frequency (2/yr, 3/yr,..)
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Example 3: Hydrodynamic Separator (HDS) Inspection and Cleaning Field Log

Device ID: _____ Location: _____

Storage Sump Depth: _____ (pre-populate data)

Distance from Rim to bottom of Sump: _____ (pre-populate data)

Distance from Rim to top of solids if 50% full: _____ (pre-populate data)

		<i>If either of these fields is "Yes" must increase inspection frequency</i>						
Inspection Date	Distance from Rim to top of solids (measured)	> 50% Full (Y or N)	plugged/ blinded screen and evidence of flooding/ overflowing (Y or N)	Cleaned (Y or N)	Repair Needed (Y or N)	Comments/Corrective Actions	Inspector	Increase Inspection Frequency (2/yr, 3/yr,...)
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Municipal Maintenance Subcommittee Meetings - FY 2015/16

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Hugo Torres	Menlo Park			✓	
Nelson Guitierrez	Menlo Park				
Gabriel Ortiz	Menlo Park			✓	
Natividad Alamo	Menlo Park			✓	
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Municipal Maintenance Subcommittee Meetings - FY 2015/16

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	Woodside				
	San Mateo County				

Municipal Maintenance Subcommittee Meetings - FY 2015/16

NAME	MUNICIPALITY	EMAIL	Aug 26	Dec 16	Mar 23	
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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				