



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

Millbrae Library
Room A, 1 Library Ave, Millbrae
Wednesday, March 26, 2014
Noon to 1:00 pm

AGENDA

- 1. Introductions and Announcements** – Michael Killigrew, Millbrae
- 2. Review and Agree on Meeting Summary from January 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. Update on BASMAA Municipal Operations Subcommittee** – Kristin Kerr
Objective: Provide update on any BASMAA Muni Ops committee items that are of interest to the subcommittee.
- 5. 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 and obtain feedback on current maintenance activities and documentation efforts.
- 6. Other Business**
- 7. Agree Next Meeting Will Be August 27, 2014**

DRAFT SUMMARY

Municipal Maintenance Subcommittee Meeting – San Carlos Library Community Room

Meeting Date: January 22, 2014

Subcommittee Actions:

1. Agreed that the summary of the October 2013 subcommittee meeting was acceptable.

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

Other Information/Announcements:

- **Announcement:** The new Subcommittee Chair, Mike Killigrew, Millbrae, presented a plaque of appreciation to Lou Duran, San Carlos, for his service as Subcommittee Chair last year.
- **Open Forum Discussion on Maintenance Issues.** The group discussed what actions they take for graffiti found in storm drain culverts. The group was also asked if they use the “See it, Click it, Fix it” app that is used by the City of Oakland. Brisbane uses the “Government Outreach” app and Daly City uses the “Public Stuff” app. Other cities may have a citizen service request module as part of their work order management system.

The group liked having a product representative at the last meeting. If agencies are contacted by vendors in the future they can pass on the information to Kristin who will coordinate having them attend a future meeting. Presentations on new BMP products would be most helpful.

During the previous Trash Work Group meeting, a trash capture device operation and maintenance (O&M) verification project was discussed. In addition to the project requirements for the Trash Work Group, the Subcommittee discussed developing an O&M standard operating procedure and having hands on training for trash capture devices. Municipal maintenance staff should be aware of their agency’s Long Term Trash Plan that is due February 3rd because the identified actions may affect maintenance activities.

Other proposed activities for the Subcommittee was training on BMPs for road maintenance and graffiti. Field training on these topics would be most helpful.

A reminder email was sent to the Subcommittee to conduct two wet weather pump station inspections to meet the MRP requirements. Some rain is being predicted for the beginning of February.

- **Rural Roads Workshop.** The MRP requires training for rural public works maintenance staff on the rural roads BMPs at least twice within the 5 year permit term ending November 2014. The agencies that reported they had rural roads in the Annual Report are: San Mateo County, Atherton, Half Moon Bay, Hillsborough, Portola Valley and Woodside. SMCWPPP provided one training workshop on November 14th. There was a class room session and a field session.

The evaluation summary was provided in the meeting agenda packet. There were no other comments on the training.

- **Update on BASMAA Municipal Operations Subcommittee.** The BASMAA PIP Subcommittee is looking into purchasing Illicit Discharge Detection and Elimination (IDDE) videos by Excal Visual to use for public outreach. These could also be useful for outreach to new agency/municipal maintenance personnel. Kristin will let the group know if BASMAA purchases the videos.

Subcommittee Work that Affects Other Subcommittees: None

Next Steps: Kristin will ask the County Mosquito and Vector Control District representative to attend the next meeting.

Next Meeting: The next meeting will be held on March 26, 2014.

Municipal Maintenance Subcommittee Meetings - FY 2013/14

NAME	MUNICIPALITY	EMAIL	Aug 28	Oct 23	Jan 22	Mar 26
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Municipal Maintenance Subcommittee Meetings - FY 2013/14

NAME	MUNICIPALITY	EMAIL	Aug 28	Oct 23	Jan 22	Mar 26
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Matt Fabry	SMCWPPP Coordinat	mfabry@smcgov.org				

SAN MATEO COUNTYWIDE
WATER POLLUTION PREVENTION PROGRAM
Meeting Luncheon 3/26/2014

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"
Rolls	
Dutch	
Sour	
Sliced breads	
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, March 21, 2014
at NOON
Luncheon is \$10 per person.
Cash only please!!!