



CITY OF
**PALO
ALTO**

Stormwater Management Oversight Committee

Minutes

Thursday, December 2, 2021
1 pm to 3 pm
Special Meeting

*****BY IN PERSON and VIRTUAL TELECONFERENCE *****

<https://zoom.us/join> Meeting ID: 990 9847 5635 Phone: 1(669)9006833

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of Covid-19, this meeting will be held by virtual teleconference only, with no physical location.

Agenda posted in accordance Government Code Section 54954.2(a) or 54956.

Committee Members Present: Hal Mickelson, Dena Mossar, Ron Owes, Catherine Perman, David Bower

Committee Members Absent: Bob Wenzlau, Marilyn Keller

Staff Present: Jamie Perez, Pam Boyle Rodriguez, Michelle Nelson

Others: Kelly Havens (Geosyntec Consultants), Alina Constantinescu (Larry Walker Associates)

PUBLIC COMMENT

Members of the public who wish to participate by computer or phone can find the instructions at the end of this agenda. To ensure participation in a particular item, we suggest calling in or connecting online 15 minutes before the item you wish to speak on.

Call to Order (5 min)

- Mickelson: Call to order at 1:12 PM.

Oral Communications (5 min)

Members of the public may speak to any item NOT on the agenda. A reasonable time restriction may be imposed at the discretion of the Committee Chair.

- No public comment.

Old Business (5 min)

1. Approval of Minutes from the October 7, 2021 Stormwater Management Oversight Committee Meeting (5 min)
 - Mossar: Moves to approve minutes.
 - Seconded by Bower.
 - No objections. Minutes approved.

New Business (75 min)

1. Adoption of a Resolution Authorizing Use of Teleconferencing for Stormwater Management Oversight Committee Meetings During Covid-19 State of Emergency (5 min)
 - Perez: Explains this is the first time the Committee is adopting this resolution and that it will need to be re-adopted every 30 days until the end of 2021.
 - Mickelson: Verifies this authorizes the Committee to have Zoom meetings.
 - Mossar: Moves to adopt the Resolution.
 - Seconded by Perman.
 - No objections. Motion passes.
2. Staff Update Stormwater Management Fund Financial Review (15 min)
 - Perez: Presents staff update on fund and financial review for Stormwater Management Fund.
 - Perman: Asks for clarification on why FY22 numbers so much higher than FY21 actuals.
 - Perez: Clarifies FY22 includes unspent funds which have been reappropriated and carried-forward from the previous fiscal year (FY21).
 - Bower: Asks if Caltrans funding for the Trash Capture Device CIP project is recognized in the budget.
 - Perez: Confirms the project is budgeted in both the revenues and expenses to account for the Caltrans funding.
 - Mossar: Asks why there is such a large difference between FY21 Actuals and FY22 Budget for CIP Projects.
 - Perez: The FY22 Budget includes any unspent funds from FY21 that may have been tied up in a contract but were not used at that time and were reappropriated to FY22 for the remaining contract term.
 - Perman: Asks if small amount spent in FY19-FY21 was pandemic related.
 - Perez: Notes gaps in lowered expenses most likely have to do with delays in construction, progress in projects, contract

- procurement, staff capacity and vacancies, etc.
 - Perman: If we spend less than what we collect, is it accumulating to be used in future fiscal years?
 - Perez: When revenues exceed expenses, that falls to the fund balance to be used in future years.
 - Mossar: Asks for clarification of encumbrances and tying up funds.
 - Perez: Clarifies encumbrances in full help commit and fulfill planned contract amounts. If total contract amounts are unused or no longer needed at end of term, encumbrances can be disencumbered for other use.
- Owes: Question regarding capital recovery funding for maintenance.
 - Perez: Notes maintenance is covered on the Operating side of the budget and adjustments to funding can be proposed as needed during the budget development process.

3. Staff Update GSI Guidance and Maintenance Manual (45 min)

- Boyle Rodriguez, Kelly Havens (Geosyntec Consultants), Alina Constantinescu (Larry Walker Associates or LWA): Present staff update on GSI handbook and maintenance and monitoring manual.
- Owes: Asks about building code requirements needed to be able to implement the siting requirements in our handbook.
 - Boyle Rodriguez: Clarifies the handbook is just for GSI purposes.
- Owes: Question regarding street sweeping signage and notes that we need to have an operational issue for making people move their cars during scheduled street sweeping times.
 - Boyle Rodriguez: Agrees and notes the point as a potential issue.
- Perman: Asks about testing protocol to test the Inspection Checklist.
 - Constantinescu: Would like the list to be a living document that could be updated in future.
- Owes: Asks where the handbook will live (online or printable) and what audience may receive a printed copy.
 - Boyle Rodriguez: Clarifies this will be used primarily internally and staff will provide copies to consultants.
- Mossar: What is the criteria for success on a facility inspection checklist? Meets all criteria or actually retaining water?
 - Constantinescu: These are facilities that the public sees and assessing the visual aspects/qualifying the performance such as the plant health and if the plant looks good for these facilities will be helpful.
 - Mossar: If the criteria for inspecting during a rain event is important then somehow it needs to be incorporated here.
 - LWA: Confirms this will be important for the inspections.

4. Staff Update on Rain Barrel Rebate Program (10 min)

- Mickelson: Notes road blocks with SC Valley Water and offers to write a letter to the organization.
 - Mossar: Notes we have a representative on that board and the Committee should sit down with the representative to go through this with them.
 - Mickelson: Suggests Pam set up a meeting with 3 Committee members (Brown Act) and notes a letter would also work.
- Mossar: Neighbors arranged for purple water company to deliver water tanks and City said the tanks could not be used. Raising issue that is contrary to what the Committee wants. Reason is that they cannot have standing water on property but questions how is that different from the rain barrels.
 - Mickelson: Suggests she write a letter to Ed Shikada regarding that.
 - Boyle Rodriguez: Notes it is a State law that you have a particular permit to store water and is separate from collecting rain water.

Committee Member Comments and Announcements (10 min)

Tentative Agenda Items for Future Meetings and Review Action Items (5 min)

- Mickelson: Asks about next meeting.
 - Perez: Suggests February 3rd, 2022.
 - No conflicts or issues with proposed date.

Adjournment

- Mickelson: Motions to adjourn.
 - Seconded by Bower.
 - Meeting adjourned.

AMERICANS WITH DISABILITY ACT (ADA)

Persons with disabilities who require auxiliary aids or services in using City facilities, services or programs or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (650) 329-2550 (Voice) 24 hours in advance.

Public Comment Instructions

Members of the Public may provide public comments to teleconference meetings via email, teleconference, or by phone.

1. Written public comments may be submitted by email to the staff liaison, Karin North at karin.north@cityofpalalto.org.
2. Spoken public comments using a computer will be accepted through the teleconference meeting. To address the Council, click on the link below to access a Zoom-based meeting. Please read the following instructions carefully.

- A. You may download the Zoom client or connect to the meeting in browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
 - B. You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - C. When you wish to speak on an Agenda Item, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak. When called, please limit your remarks to the time limit allotted.
 - D. A timer will be shown on the computer to help keep track of your comments.
3. Spoken public comments using a smart phone will be accepted through the teleconference meeting. To address the Council, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow the instructions B-E above.
 4. Spoken public comments using a phone use the telephone number listed below. When you wish to speak on an agenda item hit *9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name before addressing the Council. You will be advised how long you have to speak. When called please limit your remarks to the agenda item and time limit allotted.

<https://zoom.us/join> Meeting ID: 990 9847 5635 Phone: 1(669)9006833