

## Amy Ow

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**From:** Jessica Henderson-McBean <JHenderson-McBean@swca.com>  
**Sent:** Tuesday, November 26, 2019 6:47 AM  
**To:** Camille Leung  
**Cc:** Kristen Outten; Amy Ow  
**Subject:** Meeting Minutes from our call on 11/25/19

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Hi Camille,

As a follow-up to our conversation yesterday, the following is a brief summary of what was discussed.

1. Silt Fence Compliance. I conducted the weekly site inspection on Monday (11/25) and noted that the silt fence onsite was still not keyed-in on the bottom per the SWPPP specifications. Bob promised he would have the silt fence fixed on Monday, but with the rain coming on Wednesday we want to ensure that the project is in compliance.

**Conclusion:** As we discussed, I have given Bob a written notification that he has until Wednesday of this week to provide me with photos of the repaired silt fence. If the silt fence is still not repaired by Monday (12/2) then I notified him that he may receive a "stop work" from the County.

2. SWPPP Implementation tracking. NexGen does not have a SWPPP inspector, and is asking for BMP guidance from SWCA. There is also still no copy of the SWPPP onsite.

**Conclusion:** As we discussed, SWCA will continue to inform NexGen that they need to obtain a SWPPP inspector, and implementation of the SWPPP is a requirement of the MMRP per Measure GEO-3:

*Improvement Measure GEO-3: In compliance with the NPDES regulations, the Project Applicant shall file a Notice of Intent with the State Water Resources Control Board (SWRCB) prior to the start of grading and prepare a SWPPP.*

*The SWPPP shall include specific best management practices to reduce soil erosion. The SWPPP shall include locations and specifications of recommended soil stabilization techniques, such as placement of straw wattles, silt fence, berms, and storm drain inlet protection. The SWPPP shall also depict staging and mobilization areas with access routes to and from the site for heavy equipment. The SWPPP shall include temporary measures to reduce erosion to be implemented during construction, as well as permanent measures.*

*County staff and/or representatives shall review the SWPPP to ensure adequate compliance with State and County standards. County staff and/or representatives shall visit the site during grading and construction to ensure compliance with the SWPPP, as well as note any violations, which shall be corrected immediately. A final inspection shall be completed prior to occupancy.*

3. Tree removal tracking.

**Conclusion:** As we discussed, trees with a dbh of 12" or greater should be tracked on Lots 9&10. For all other lots trees with a dbh of 17.5" or greater should be tracked. Camille is tracking the tree removal, and SWCA will notify her of any trees removed that meet the size requirement.

4. Bob mentioned today that work may stop when the rains start, and then will not resume until the Spring.

**Conclusion:** As we discussed, if work stops SWCA will continue to inspect the site until it is stabilized and BMPs are safely installed to ensure that no potential erosion or runoff issues may arise. If no work is occurring we may move to monthly inspections. SWCA will notify Camille if there are changes to the construction schedule in the coming months to determine the need for ongoing inspections.

Thanks so much,

**Jessie Henderson-McBean**

Biologist

**SWCA Environmental Consultants**

60 Stone Pine Road, Suite 100

Half Moon Bay, CA 94019

P 650.440.4160 x 6410 | C 805.712.8794



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