



ENVIRONMENTAL CONSULTANTS

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August 7, 2020

Camille Leung, Senior Planner  
County of San Mateo, Building and Planning Department  
455 County Center, Second Floor  
Redwood City, CA 94062

**Re: San Mateo Highland Estates Subdivision Project (Lots 9, 10, and 11) Monthly Progress Report – July 2020**

Dear Ms. Leung:

The following monthly progress report has been prepared to document compliance with environmental requirements for the San Mateo Highland Estates Project (project) during the time period of July 1, 2020 through July 31, 2020. This report is limited to construction-phase activities associated with Lots 9, 10, and 11. Grading and building permits have not been issued for Lots 5, 6, 7, or 8; therefore, information regarding these lots are not covered under this report.

**PROJECT STATUS UPDATE**

Construction activities for the month of July included: ongoing maintenance of erosion and sediment control best management practices (BMPs) on Lots 9, 10 and 11; framing and vertical construction on Lot 9; foundation preparation and framing on Lot 10; and tree removal, grubbing, and grading on Lot 11.

NextGen's Qualified Stormwater Pollution Prevention Plan Practitioner (QSP) was onsite during the month of July to inspect for compliance with the project's Stormwater Pollution Prevention Plan (SWPPP) on Lots 9, 10 and 11. Site conditions were communicated to the County on a weekly basis.

NextGen's biologist conducted pre-construction biological surveys immediately prior to ground disturbance on Lot 11 in accordance with Mitigation Measures (MM) MM-BIO-2a, MM-BIO-2b, MM-BIO-2c, and MM-BIO-2d.

SWCA Environmental Consultants (SWCA) conducted weekly site inspections on Lots 9, 10, and 11 on July 16, 24, and 31, 2020 to inspect for compliance with the project's Mitigation Monitoring and Reporting Program (MMRP) and Conditions of Approval (COA).

**COMPLIANCE SUMMARY**

During the reporting period, seven compliance issues were observed by SWCA at Lots 9 and 10. All issues were documented on the Weekly Inspection Report as a Notice of Violation and immediately reported to NextGen and the County. No Stop Work Notices were issued for Lots 9 or 10 during the reporting period. The following table summarizes the documented issues and the associated corrective actions that were taken:

**Table 1. Lots 9 and 10 Compliance Summary**

<b>Compliance Concern</b>	<b>Compliance Resolution</b>
Silt fence required replacement and repair on Lot 10 per the specifications outlined in the SWPPP.	SWCA requested that NextGen repair silt fence per the specification of the SWPPP. SWCA will confirm that this action item has been addressed during the August 2020 site inspection.
Tree protection fencing had been removed on Lot 10.	Tree protection fencing was replaced on Lot 10 per the tree protection plan and civil plan drawings.
Oil drips were identified beneath a mini-excavator onsite at the entrance to Lots 9/10.	All oil drips were contained immediately, and contaminated soils were removed from the site per the specifications of the project SWPPP.
Sediment track out was observed on Cobblehill Place near the entrance to Lots 9/10.	Track out was swept up from the street, and daily street sweeping occurred as needed during the reporting period per the requirements of MM AQ-1.
The stabilized construction entrance had become filled with sediment and was no longer functioning.	The construction entrance was repaired, and aggregate was replaced with 3-6 inch rocks per specifications in the SWPPP.
Dust management concerns were noted at Lots 9/10.	The County requested that NextGen apply water to disturbed soil areas a minimum of twice daily in accordance with MM AQ-1 and create a daily watering log to note the time of daily watering onsite. SWCA verified that watering occurred throughout the reporting period, and NextGen logged the time of their daily watering.
Trash and debris were not contained to trashcans and debris boxes onsite.	NextGen cleaned up trash onsite.

During the reporting period, four compliance issues were observed by SWCA at Lot 11. All issues were documented on the Weekly Inspection Report as a Notice of Violation and immediately reported to NextGen and the County. No Stop Work Notices were issued for Lot 11 during the reporting period. The following table summarizes the documented issues and the associated corrective actions that were taken:

**Table 2. Lot 11 Compliance Summary**

<b>Compliance Concern</b>	<b>Compliance Resolution</b>
Silt fence required replacement and repair per the specifications outlined in the SWPPP.	SWCA requested that NextGen repair silt fence per the specification of the SWPPP. NextGen sent photos to document this repair was completed, and SWCA will verify during the August 2020 inspection.
Windbreak was not installed per the specifications of MM AQ-1.	SWCA requested that NextGen install the windbreak per the specifications of MM AQ-1. NextGen sent photos to document this installation was completed, and SWCA will verify during the August 2020 inspection.
Sediment track out was observed on Cowpens Way near the entrance to Lot 11.	Track out was swept up from the street, and daily street sweeping occurred as needed during the reporting period per the requirements of MM AQ-1.
Stabilized construction entrance was not being used as the entry/exit point to the project site and was blocked by a debris box.	SWCA requested that NextGen move the debris box that is blocking the entrance, and that all equipment entering and exiting the site utilize the stabilized construction entrance. SWCA will verify this correction during the August 2020 inspection.

**PUBLIC INQUIRY UPDATE**

Four public information requests/concerns were communicated to the County or County-contracted mitigation monitor during the reporting period. Public inquiries included the following:

1. An email from Tom Finke on July 1, 2020 requesting information regarding tree removal, the schedule for development on Lot 11, and a revision to the architectural design of the proposed house on Lot 11.
2. An email from Deke and Corrin Brown on July 1, 2020 regarding biological resources and compliance with MMs BIO-2b on Lot 11.
3. A letter from the San Mateo Highlands Community Association on July 7, 2020 regarding the following concerns: COVID-19 Safety, compliance with MMRP measures AQ-1, NOI-1, HAZMAT-2, HAZMAT-3, and GEO-5, truck travel along Sheraton and New Brunswick Drive, damage to streets and sidewalks, and authorization for use of a backhoe on Lot 11.
4. On July 16, 2020, Highlands Community members Corrin Brown and Liesje Nicolas met with Camille Leung (County) and Jessie Henderson-McBean (SWCA) onsite to discuss concerns regarding compliance with the MMRP and Conditions of Approval (i.e., biological resources, air quality, noise, hazardous materials, etc.).

San Mateo County and/or SWCA replied to all public inquiries and recorded all inquiries and associated correspondence in the public inquiry tracker.

Please direct any questions you may have to me at (650) 440-4160, extension 6404, or e-mail at [koutten@swca.com](mailto:koutten@swca.com).

Sincerely,



Kristen Outten  
Project Manager / Senior Biologist  
SWCA Environmental Consultants