

**From:** [Camille Leung](#)  
**To:** [Jessica Henderson-McBean](#)  
**Cc:** [Kristen Outten](#); [Dean Lauritzen](#); [Amy Ow](#)  
**Subject:** RE: Construction Form Refresher  
**Date:** Monday, August 30, 2021 8:23:56 PM  
**Attachments:** [image001.png](#)

---

Yes that is correct. If super serious (illicit discharge), Notice to Comply plus Stop Work Notice.  
Thanks!!

---

**From:** Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>  
**Sent:** Monday, August 30, 2021 4:48 PM  
**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Cc:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>; Dean Lauritzen <[dean.lauritzen@swca.com](mailto:dean.lauritzen@swca.com)>; Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>  
**Subject:** RE: Construction Form Refresher

**CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.**

---

Hi Camille,

Thank you so much for going over the San Mateo County Construction Site Inspection Report form with us. It was great to have a refresher and make sure that we are all on the same page.

Just to clarify, we will be documenting our weekly inspections via email with both the County and the Construction Contractor. If there are small violations that the contractor needs to fix, we will communicate these "Corrective Action Items" to them via email and in person at the site. However, if the contractor does not address the issue in a timely manner or if the issue poses a serious threat to stormwater compliance we will issue a "San Mateo County Construction Site Inspection Report" form to the contractor as a "Notice to Comply" with their mitigation measures and conditions of approval.

Thanks!

**Jessie Henderson-McBean**  
Project Manager / Biologist

**SWCA Environmental Consultants**  
60 Stone Pine Road, Suite 100  
Half Moon Bay, CA 94019  
P 650.440.4291 | C 805.712.8794

**SWCA**  
ENVIRONMENTAL CONSULTANTS

**Visit Our New [Website!](#)**

*The contents of this email and any associated emails, information, and attachments are CONFIDENTIAL. Use or disclosure without sender's authorization is prohibited. If you are not an authorized recipient, please notify the sender and then immediately delete the email and any attachments.*

---

**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

**Sent:** Monday, August 30, 2021 2:53 PM

**To:** Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>

**Cc:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>; Dean Lauritzen <[dean.lauritzen@swca.com](mailto:dean.lauritzen@swca.com)>; Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>

**Subject:** RE: Construction Form Refresher

**EXTERNAL: This email originated from outside SWCA. Please use caution when replying.**

---

Hi Kristen, Jessie and Dean,

Thank you for making time to meet with me regarding Erosion Inspections on the Big Wave and San Mateo Highlands sites. Per the County's Enforcement Response Plan (ERP), we discussed:

- Using the Construction Inspection Form with "Notice to Comply" checked to document repeated Threatened Violations, Minor Violations, and Serious Violations, per the ERP.
- Please fill out form at least once every 30 days from Oct 1 to April 30. We said once a month, but its really every 30 days, which could be missed if an inspector goes out 2 months in a row but on different dates.
- Escalation levels are Verbal Warning, Notice to Comply, Stop Work Notice (SWN), and Legal Action.
- If you see a "Illicit Discharge", please have applicant correct immediately and/or notify the County to initiate a SWN.
- Please use email to the applicant and the County to describe Threatened Stormwater Violations that are conveyed verbally, Non-Stormwater issues (such as tree protection and riparian protection), any other condition-compliance issues.

Please let me know if I missed anything.

Thank you!

-----Original Appointment-----

**From:** Camille Leung

**Sent:** Thursday, August 26, 2021 9:49 AM

**To:** Camille Leung; Jessica Henderson-McBean

**Cc:** Kristen Outten; Dean Lauritzen

**Subject:** Construction Form Refresher

**When:** Monday, August 30, 2021 2:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

**Where:** Microsoft Teams Meeting

Hi Jessie,

Please feel free to forward this appointment to Dean or anyone else! Thanks!

---

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 628-212-0105,,637107554# United States, San Francisco

Phone Conference ID: 637 107 554#

[Find a local number](#) | [Reset PIN](#)



[Learn More](#) | [Meeting options](#)

---

**From:** Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>

**Sent:** Tuesday, August 24, 2021 6:43 PM

**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>

**Subject:** RE: Construction Form Refresher

**CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.**

---

Hi Camille,

That sounds great! Is this something we can do over Zoom and share screens? I am free on Friday (8/27) any time between 8:30am and 5:00pm. Next week I could meet on Monday any time

between 8:30am and 5:00pm or on Tuesday between 10:00am and 6:00pm. I can invite Dean Lauritzen to the meeting as well if you would like to have us both there, he is covering may of the Big Wave inspections for me. Alternatively we can meet, and then I can pass along the information to him.

Let me know if any of those times work for you!

Thanks!

**Jessie Henderson-McBean**  
Project Manager / Biologist

**SWCA Environmental Consultants**  
60 Stone Pine Road, Suite 100  
Half Moon Bay, CA 94019  
P 650.440.4291 | C 805.712.8794



**Visit Our New [Website!](#)**

*The contents of this email and any associated emails, information, and attachments are CONFIDENTIAL. Use or disclosure without sender's authorization is prohibited. If you are not an authorized recipient, please notify the sender and then immediately delete the email and any attachments.*

---

**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Sent:** Tuesday, August 24, 2021 8:35 AM  
**To:** Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>  
**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>  
**Subject:** Construction Form Refresher

**EXTERNAL: This email originated from outside SWCA. Please use caution when replying.**

---

Hi Jessie,

Prior to October 1<sup>st</sup>, I'd like to go over with you and any other field inspectors regarding the use of this form, so that we are as consistent as possible across County construction sites in how we treat violations.

Please let me know what dates work for you.

Thanks!