



CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Development Committee
December 10, 2009 Meeting Minutes

Attendance:

MUNICIPALITY

City of Antioch
City of Clayton
City of Concord
Town of Danville
City of El Cerrito
City of Hercules
City of Lafayette
City of Martinez
Town of Moraga
City of Oakley
City of Orinda
City of Pinole
Contra Costa County

ATTENDED

Phil Hoffmeister
Laura Hoffmeister
Libbey Bell (**Vice Chairperson**)
Chris McCann
Saied Aminian
Jeff Brown

Khalil Yowakim
Frank Kennedy
Frank Kennedy
Cathleen Terentieff
Nancy Voisey
David Swartz (Chair)

ABSENT

Christine Sinnette

Non-Voting Members

City of Brentwood
City of Pittsburg
City of Pleasant Hill
City of Richmond
City of San Pablo
City of San Ramon
City of Walnut Creek

Jolan Longway

Lynne Scarpa

Chris Low
Carlton Thompson

Jeff Cowling

Rod Wui

Karineh Samkian

Program Staff:

Tom Dalziel
Michelle McCauley
Dan Cloak (Consultant)

I. Introductions, Announcements, and Changes to Agenda

David Swartz noted USEPA did not object following the Regional Water Board's adoption of the Municipal Regional Permit (MRP). The MRP went into effect on December 1, 2009. Tom Dalziel announced Selena Louie is the new Regional Water Board stormwater liaison to the Program and to Contra Costa municipalities within Region 2 (i.e., San Francisco Bay Region).

II. Consent Calendar

A. Approve the November 12, 2009 New Development Committee Minutes

Phil Hoffmeister moved to approve the minutes. Cathy Terentieff seconded. There were no objections.

III. Action Calendar

A. Nominate, Select and Recommend Two Development Committee Members (Primary and Alternate) to Participate on BASMAA's Development Committee on Behalf of the Contra Costa Clean Water Program

Tom Dalziel reported BASMAA reorganized its committees as follows:

- Development Committee
- Municipal Operations Committee
- Trash Committee
- Public Information and Participation Committee
- Monitoring Committee (a.k.a. Regional Monitoring Collaborative)

The Program's Management Committee approved a nearly parallel reorganization of Program committees:

- Development Committee
- Municipal Operations Committee (includes Trash)
- Public Information and Participation Committee
- Monitoring Committee

Tom emphasized the Program's former New Development and Construction Controls Committee had been briefly dubbed the New Development Committee but would now be known as the Development Committee.

Tom said that with 79 municipal permittees, the MRP offers enhanced opportunities for regional collaboration. It is important that the BASMAA committees have the benefit of participation by municipal staff who are directly involved in the implementation of stormwater pollution prevention activities. Each Program committee is to assign two of its

members (one primary and one alternate) to attend the corresponding BASMAA committee meetings.

Both the primary and alternate are expected to attend the BASMAA committee meetings. However, on the BASMAA committees each participating Program has one vote.

The BASMAA Development Committee meetings are scheduled for the first Thursday of each month from 2:00 to 4:00 pm. Possible BASMAA Development Committee construction-inspection-related activities include planning trainings for inspectors and updating outreach materials such as the brochure "Pollution Prevention—It's Part of the Plan." Possible C.3-related activities include developing four (4) reports that must be prepared and submitted by the permittees individually or collectively. These four reports relate to:

- Soil specifications for bioretention facilities.
- Specifications for green roofs.
- Feasibility or infeasibility of rainwater harvesting and use, infiltration, and evapotranspiration.
- "Special Project" categories; that is, types of projects for which the use of LID for stormwater treatment may be infeasible.

David Swartz nominated himself. The participants discussed the nomination and agreed it made sense that the Program committee chair should be the primary representative to the BASMAA committee. Frank Kennedy and Libby Bell each volunteered to be the alternate representative. After brief discussion, Libby withdrew her nomination in favor of Frank, who was selected to be recommended as the alternate representative. Tom said he would convey these recommendations to the Program's Management Committee.

B. Review and Approve Recommended MRP C.3 Provisions Identification of Tasks

Tom Dalziel noted the "Preliminary Identification of Tasks" table had been prepared by Dan Cloak and had been reviewed and discussed at the November meeting. He invited the committee to discuss it further before considering approval. He asked Dan to lead the discussion of the table.

Dan suggested Item III.C., "Review Draft Memorandum on 'Implementation of MRP Provision C.3' and Approve Distribution to Municipalities" be considered simultaneously with review of the table, as the two documents cover the same issue in a complementary way.

Dan said the items in the table are to be completed in the context of:

- Distribution of the memorandum, which identifies issues that may benefit from immediate municipal attention.
- Preparation and distribution of a fact sheet.
- Preparation of an updated 5th Edition of the *Stormwater C.3 Guidebook* during 2010.
- BASMAA committee discussions regarding possible regional cooperation to prepare various submittals to the Regional Water Board required by Provision C.3.

Participants noted the table includes the following items are to be implemented immediately:

- Item #4, to forward to the permittees recent guidance on CEQA and LID by the Governor's Office of Planning and Research (OPR).
- Item #12, to distribute a memorandum noting C.3 changes effective December 1, 2009.
- Item #23, to incorporate description of new options for alternative compliance in a fact sheet.

Dan said the OPR guidance could be forwarded the following week. He noted the memo described in Item #12 had been distributed and was now being discussed by the committee, and that the identification of options for alternative compliance was incorporated into the memo and would also be discussed in the fact sheet, which would be drafted by the end of the month for discussion by the committee at the January 14, 2010 meeting.

Turning the participants' attention to the memo (Agenda Item III.C.), David Swartz said he believed an important change to C.3, regarding applicability to certain roads projects, had not been identified in the memo. After some discussion, Phil Hoffmeister moved to approve the recommended MRP C.3 Provisions Identification of Tasks (Agenda Item III.B.). Frank Kennedy seconded and there were no objections.

Regarding the memo, it was agreed that following the meeting Dan and Tom would confer with David regarding interpretation of this provision. Cathy suggested reviewing Regional Water Board staff's Response to Comments on the two previous draft Tentative Orders to see if any of the responses clarified staff's intent.

[N.B. Following the meeting, Tom conferred with David and they agreed that while this further investigation was underway, the memo should be distributed. A minor edit was subsequently made to the memo and the committee members were polled via email as to whether they approved forwarding the revised memo to the Management Committee for approval and distribution to all Program agencies. Committee members unanimously approved forwarding the memo to the Management Committee.]

IV. Reports/Discussion

A. Municipal Regional Permit

It was reported that Baykeeper and NRDC jointly filed a petition with the State Water Resources Control Board, and approximately 23 municipal permittees also filed petitions, but all petitioners requested their petitions be held in abeyance. This allows implementation of the MRP to go forward, but allows the petitioners to activate their petitions if they are dissatisfied with some aspect of implementation.

Tom Dalziel led review of the table "MRP C.6 Construction Site Provisions — Draft Tasks." The following comments were made:

- Regarding Item 1, "Consider legal review of existing authorities in the model stormwater ordinance," Dan Cloak noted that as the stormwater permits and

programs have developed, legal reviews have generally found municipalities have adequate legal authority to implement the requirements. Updates have been mostly for the purpose of clarifying that authority. Chris McCann and Laura Hoffmeister suggested the Program should consider reconvening the work group of municipal attorneys as a preferred alternative to hiring outside attorneys to conduct the review, and to consider reallocating the \$30,000 budget shown for this task to other priorities.

- Regarding Item 3, “Develop model Enforcement Response Plan (ERP) in coordination with the Municipal Operations Committee by February 11, 2010,” it was noted some municipalities have already adopted ERPs following USEPA review of their municipal programs. It was agreed the Program should “consider” development of a model ERP, although simply distributing the current ERPs developed by municipalities may suffice.
- In review of Items 5 and 13, and it was agreed the Program should update the model construction site inspection checklist for MRP consistency.
- In review of Item 7, it was noted that the “Blueprint for a Clean Bay” booklet was not as useful as the trifold construction brochures when reaching out to contractors, who generally want brief but detailed instructions on required BMPs. This point will be followed up as the BASMAA Development Committee considers this task.
- Regarding Item 15, Tom said Program staff was aiming to hold a training workshop for contractors some time during March – May 2010.

Tom said he would revise the table and that review and approval of the revised table would be on the agenda for the January 14, 2010 meeting.

In further discussion, it was noted and emphasized that municipalities must implement MRP Provision C.6 by July 1, 2010, and that this includes documenting all site inspections in a tabular format.

B. HMP Monitoring Projects

Tom Dalziel explained he requested from Dan Cloak a memorandum outlining various technical requirements necessary to conduct the required HMP flow monitoring at a project site. Dan then sketched on the whiteboard a diagram of an IMP outlet structure, illustrating the key minimum plan dimensions of the outlet structure and the 16-inch minimum vertical clear space needed between the orifice and the bottom of the outlet structure. Dan noted it might be possible to temporarily build the outlet structure to be deeper than the outflow pipe if that were necessary to make it possible to monitor a particular IMP. The outlet structure would be fitted with a temporary pump. Once monitoring was completed, the floor of the outlet structure would be filled in to match the invert of the outlet pipe.

Other requirements include space to mount a small utility box (to house a datalogger) and possibly a temporary solar panel. In response to a suggestion that visual impacts from the monitoring setup might be subject to discretionary review, Tom said he would note that concern during project planning but believed the impacts would be minimal, as well as being temporary.

In further discussion, it was noted it will be necessary to document construction of each IMP and its tributary areas very accurately; this may make it impossible to use already-built facilities for monitoring.

Tom reported he had received a \$120,000 preliminary estimate from Brown and Caldwell to conduct the monitoring work and was awaiting a detailed scope to complete their proposal. Lynne Scarpa observed it may be necessary to issue an RFP to obtain the best price.

C. Water Conservation in Landscaping Act of 2006

Tom Dalziel reviewed some of the requirements of AB 1881, the Water Conservation in Landscaping Act of 2006 and how these may affect LID design, including the design and construction of IMPs.

Laura Hoffmeister reported Contra Costa Water District and East Bay Municipal Utility District are working with municipalities to provide the mandated notifications to the state Department of Water Resources. Laura said the law mandates water audits for some existing users and covers systems supplied by well water as well as those supplied by municipal water.

Tom suggested, and participants agreed, that work to prepare the forthcoming 5th Edition of the *Stormwater C.3 Guidebook* should include identification and resolution of any conflicts between guidance on irrigation of IMPs and the updated local ordinances mandated by AB 1881.

V. Open Discussion: C.3 Projects and Issues

There continue to be relatively few new proposals for development projects because of economic conditions.

Laura Hoffmeister described a problem with the design of curb inlets in the Mitchell Creek project in Clayton. She observed the inlets during a runoff event and noted that because the linear slope of the street was greater than the cross-slope, almost all runoff remained in the gutter and did not enter the bioretention facility through the curb inlets. Jeff Brown said a similar problem occurred at a park-and-ride facility in Hercules. It may be helpful to include a design solution in the next edition of the *Guidebook*.

David Swartz described a project in the Delta where high groundwater levels create a lack of the head that would be needed for a typical bioretention facility. Drainage from the project flows to a flood-control pond. David had looked at capturing and pumping storm flows to a storage cistern for reuse on an adjacent farm. It was noted it may not be feasible to construct the amount of storage that would be required to retain runoff through the wet season so that it could be used in the dry season. Another possible solution might be to capture runoff in a sump and pump it to a bioretention facility built at an elevation that would allow adequate drainage and routing of underflow to the flood-control pond.

NEXT NEW DEVELOPMENT & CONSTRUCTION CONTROLS COMMITTEE MEETING:

Thursday, January 14, 2010

9:00 a.m. to Noon

Conference Room "G"

Contra Costa County Public Works Department

255 Glacier Drive

Martinez, CA 94553

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ATTENDEES

- Members:** Steven Spedowfski, Chairman, City of San Ramon
Laura Wright, Vice-Chair, City of Pittsburg
Julie Haas-Wajdowicz, City of Antioch (via phone)
Greg Connaughton, Flood Control District
Karineh Samkian, City of San Pablo
Dan Jordan, Contra Costa County
Lynne Scarpa, City of Richmond
- Staff:** Donald P. Freitas, Program Manager
Michelle McCauley, Administrative Analyst
Tom Dalziel, Assistant Program Manager
- Grantee:** Used Oil Recycling Program – Matt Bolender, Program Manager
- Consultant:** O’Rorke, Inc. – Tracy Keough

MEETING DATE: December 14, 2009

NOTES BY: Tracy Keough

SUBJECT: PIP Meeting # 5

- I. Introductions.** Meeting commenced at 10:07 AM.
- II. Used Oil Program Update.** Matt Bolender, Used Oil Block Grant Program Manager, presented an update on activities and funding. Included in his presentation was the outline of key elements of Senate Bill 546 (Lowenthal) which includes amendments to the California Oil Recycling Enhancement Act. Bolender highlighted funding increases and incentives and offered to provide updates at a future meeting.
- Bolender stated he would continue to certify centers and identify new drop-off sites. He noted that recertification timelines have been extended and will demand less of his time; however, he proposed more time needed to update lists of outlets still in business.
- Bolender closed by stating he has 21 schools booked for the ‘09/‘10 school year and has four slots available to be booked. He is also working with Connie Cloak to provide “Mr. Funnelhead” material to her adult ESL education classes.

Steven Spedowfski proposed to the Committee the possibility of copywriting “Mr. Funnelhead” for the purpose of generating future licensing fees and/or recognition of use by partner organizations. Due to likely legal funding challenges, the idea was tabled.

- III. O’Rorke Update.** Tracy Keough presented Committee members with an update on transit ad make-goods, noting having negotiated at least eight additional weeks of ads on WestCat and Tri-Delta Transit.

Keough then presented draft creative for the magnets to be inserted in homeowner mailings. She also updated the Committee members on magnet and mailing costs. Laura Wright suggested adding a border to the design and changing a line of copy. Karineh Samkian made a motion to approve the purchase of the magnets pending the creative change. Dan Jordan seconded the motion. Motion approved unanimously.

Keough introduced the new premier panel design options. Lynne Scarpa and Wright offered copy and design recommendations. Keough agreed to refine the creative and reroute design alternatives to Committee members via email.

Keough concluded by submitting creative CDs, posters and postcards to Committee members to distribute.

- IV. Program Staff Update.** Donald P. Freitas presented a matrix of MRP requirements that include costs, deliverables and timelines. Freitas affirmed the BASMAA managers’ and subcommittees’ roles in helping to determine regional obligations, as well as reporting and monitoring protocols. He stated the Committee members could assign regional and co-permittee responsibilities to meeting MRP requirements following the regional determination.
- V. Committee Roundtable.** Julie Haas-Wajdowicz suggested changes to the postcard. Keough agreed to update the copy with the new language. Scarpa inquired about measuring the effectiveness of the annual calendar and Jordan reported the reply card responses to-date.
- VI. Confirm Action Items.** O’Rorke will update the magnet and postcard with the suggested design and copy changes. O’Rorke will also provide several premier panel options for the Committee members to review.
- VII. Adjournment.** The meeting adjourned at 11:59 AM.

**Next Meeting:
Wednesday, January 27th 2009
10:00 – 12:00PM
255 Glacier Drive, Martinez, CA**



CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Municipal Operations Committee (MOC)
December 15, 2009 Minutes

Attendance:

MUNICIPALITY

City of Antioch
City of Brentwood
City of Concord
City of El Cerrito
City of El Cerrito
City of Hercules
City of Hercules
City of Lafayette
City of Oakley
City of Pinole
City of Pinole
City of Pinole
City of Pittsburg
City of Pittsburg
City of Richmond
City of San Pablo
City of San Ramon
City of Walnut Creek
City of Walnut Creek
Contra Costa County Watershed Program
Contra Costa County Watershed Program
Town of Danville
Town of Danville
Town of Moraga

ATTENDED

Phil Hoffmeister
Laurie Monte
Jeff Roubal
Bill Driscoll
Garth Schultz
Misael Gomez
Glen Moniz
David Terhune
Frank Kennedy
Patrick Bowie
Tim Harless
Nancy Voisey
Hilard Mata
Walter Pease
Lynne Scarpa
Karineh Samkian
Steven Spedowfski
Rich Payne
Rinta Perkins
David Swartz
Charmaine Bernard
Jim Parke
Jed Johnson
John Sherbert

Program Staff

Elisa Wilfong

- I. Introductions: Elisa Wilfong began the meeting at 10:00 a.m. with self-introductions. She then proceeded to the published agenda. This was the first meeting of the newly formed Municipal Operations Committee (MOC); therefore, the voting members, Chair, Vice-Chair and BASMAA committee representatives were determined. The January 2010 agenda and minutes will reflect any changes in the attendance or status of members. The MOC is a formal committee within the Contra Costa Clean Water Program (Program) and will be included in

the new Program Agreement between the Contra Costa County Flood Control and Water Conservation District and the twenty-one co-permittees. The new Agreement is currently being drafted by Program staff. The MOC will conduct monthly meetings to be held the fourth Thursday of each month from 10:00 a.m. to 12:00 p.m.

Wilfong explained the purpose of the MOC, its structure and committee expectations to the attendees. The MOC is responsible for providing guidance, assistance and recommendations to the Management Committee members (all co-permittees within the Program) regarding the following Municipal Regional Permit (MRP) Provisions:

- C.2 Municipal Operations
- C.4 Industrial and Commercial Site Controls
- C.5 Illicit Discharge Detection and Elimination
- C.9 Pesticides Toxicity Control
- C.10 Trash Load Reduction

The MOC will be expected to meet monthly and discuss implementation strategies, research permit issues, and provide compliance measures to satisfy the above-mentioned provisions. Wilfong will be partitioning the agenda very carefully to give each provision the appropriate amount of time to discuss as well as to allow different co-permittees to participate in the provisions they are interested. Voting members, to be established at this meeting and finalized at the January 2010 meeting, will be required to attend the MOC meetings.

- II. Overview of MRP: Wilfong briefly gave an overview of the MRP, its adoption, implementation schedule and provisions concerning the MOC. The MRP was adopted by the San Francisco Regional Water Quality Control Board (Water Board) on October 14, 2009 and approved by the United States Environmental Protection Agency (USEPA) on December 1, 2009. Compliance with the MRP begins on December 1, 2009 as well. The MRP will encompass all Bay Area Stormwater Programs except Phase II municipalities and the City of San Francisco.
- III. C.10 Trash Provision Agenda: Wilfong provided a draft work plan document and facilitated a discussion of compliance items for each provision assigned to the MOC, beginning with C.10 – the Trash provision. Wilfong reviewed in detail the major tasks and due dates of the entire Trash provision as listed on the work plan document. Wilfong provided a second document to the attendees listing the deliverables due to the Water Board (either formally or required in the annual report) and their due date.

Wilfong briefly discussed the progress of the ABAG Trash grant, which will provide funding to all municipalities in Contra Costa County for the purchase and installation of trash capture devices. The work on this grant is only preliminary and notices will be mailed to all the municipalities inviting them to participate during January 2010. The ABAG trash grant is a \$5 million grant awarded to fund a demonstration project of installing trash capture devices in the Bay Area and testing them for trash capture performance. Wilfong will provide more information on the grant's procedure, participation, and funding at the January 2010 MOC meeting.

Wilfong facilitated a discussion with the attendees on trash "hot spot" selection and baseline trash load calculation. Wilfong asked attendees about their work to date developing their hot spot selection criteria. A few attendees spoke about possible collaboration with neighboring municipalities in selecting shared areas for trash hot spots. Wilfong was asked if two municipalities can share the same trash hot spot area. Wilfong responded the Water Board would be the final decision-maker for shared hot spots but advised each municipality would most likely have to have their own trash hot spots. Wilfong will speak to the Water Board on this issue.

[Wilfong has since spoken with Water Board and each permittee **is** required to have separate trash hot spots but Water Board staff is open to review a proposal of collaborating permittees if a particular extending area of one municipal jurisdiction (at least 200 yards of creek) is found to be a trash hot spot that needs attention and impacts neighboring jurisdictions. Wilfong will discuss this with the MOC at the January 2010 meeting.]

Regarding baseline trash load calculations, Wilfong sought direction from the attendees if they want Program assistance with this MRP task. The attendees indicated that they do want Program staff to develop a model for baseline trash load calculation. Wilfong will be discussing this MRP task with other stormwater programs and the BASMAA Trash Committee and will report to the MOC during the January 2010 meeting.

Wilfong asked if a trash workshop is needed during the spring to review the trash provision compliance tasks in the MRP. The attendees did not want a Program level workshop on trash at this time.

- IV. C.2 Municipal Operations Provision Agenda: Wilfong reviewed the work plan document for C.2 with the attendees of the meeting. Special emphasis was placed on the creation of a new inspection and monitoring program for pump stations. Wilfong reviewed due dates for the implementation of the pump station program and reminded attendees about the requirement for a pump station inventory. Wilfong asked the attendees if a master pump station inventory would

be helpful to the co-permittees for compliance and any future requirement for submittal to the Water Board. The attendees requested Program staff to compile a master inventory and provide the list to those municipalities that have pump stations within their jurisdiction.

[**Action Item:** Wilfong will produce a master pump station list for the attendees by the January 2010 MOC meeting]

- V. C.4 Industrial and Commercial Site Controls and C.5 Illicit Discharge Detection and Elimination Agenda: Wilfong reviewed the work plan for C.4 and C.5 (there are similar requirements in the MRP in each provision). Wilfong also reviewed the due dates for deliveries for C. 4 and C.5 with the attendees. Some discussion was conducted among the attendees for the Enforcement Response Plan (ERP), the major deliverable due for both the C.4 and C.5 provisions. There is a possibility only one ERP needs to be written that will cover not only the requirements in the C.4 and C.5 provisions but also the C.6 provision, which has an ERP requirement as well. Wilfong will provide a draft ERP document for the MOC to review during the January 2010 MOC meeting.

[**Action item:** Wilfong will provide a draft ERP document to the MOC during the January 2010 meeting.]

One requirement, the legal authority to cease illicit discharges within a 10 day period, which implies citation ability, is present in the C.4 and C.5 provisions. Wilfong discussed this MRP requirement with the attendees to make sure the proper ordinance/legal protocol was present for each municipality. Each municipality will have to review their ordinance/administration summary and legal protocol within their own laws to check for the proper legal authority. Wilfong will provide a sample ordinance that will be emailed to the attendees as assistance with this requirement. The legal authority requirement does not have a defined due date in the MRP but it implies permittees should have it within the first year of the MRP adoption.

[**Action item:** Wilfong will email an example ordinance provision for legal authority.]

Wilfong asked if an inspection training workshop is desired by the attendees. Traditionally, the Program has been host to an annual workshop to train the inspectors. The attendees opted to train their inspectors internally this year and have Program staff focus on more pressing MRP compliance items. **All co-permittees in the Program will be responsible for their own fiscal year training of their inspectors, which is a required task in the MRP as it has been in our previous stormwater permit. The due date for training is June 30, 2010.**

Wilfong was requested to provide a model illicit discharge database for the attendees. A database will be required by the MRP to track all responses and actions involving illicit discharge investigation, inspection, and enforcement.

[Action Item: Wilfong will provide a model illicit discharge database to the MOC by the January 2010 meeting.]

- VI. C.9 Pesticides Toxicity Control Agenda: Wilfong reviewed the work plan for C.9. Many of the activities listed in C.9 are activities already instituted in our stormwater program either on a Program level or a co-permittee level. One item that is new is a required IPM policy or ordinance. The due date for the IPM policy or ordinance is July 1, 2010. Wilfong will provide a model IPM policy and a program that will describe in detail the components of an IPM program.

[Action Item: Wilfong will provide a model IPM program and policy to the attendees by the January MOC meeting.]

- VII. MOC Logistics: Garth Schultz with the City of El Cerrito was the only volunteer and was selected for the position of Chair; and, Rich Payne with the City of Walnut Creek was selected as Vice Chair of the MOC. Wilfong wrote a list of the attendees interested in becoming voting members of the MOC. Rinta Perkins was selected as the primary BASMAA representative and Steven Spedowski was selected as the alternate BASMAA representative. The BASMAA representatives will attend both the Trash and Municipal Operations Committees with BASMAA as well as Program staff.

Wilfong will write a draft list of the email distribution list, the voting members, and the selected officers of the MOC and email them to the attendees to verify and confirm by the January MOC meeting.

[Action Item: Wilfong will draft a list of the email distribution list, voting members, and officers of the MOC to send to the attendees of the first MOC meeting.]

- VIII. Adjournment: Wilfong adjourned the meeting at 12:00 p.m. The next MOC meeting will be January 28, 2010.



CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Monitoring Committee
December 22, 2009 Meeting Minutes

Attendance:

MUNICIPALITY

ATTENDED

ABSENT

City of Antioch
City of Concord
Contra Costa County - **Vice Chairperson**
City of Richmond - **Chairperson**
City of Walnut Creek

Jeff Roubal
Nancy Stein
Lynne Scarpa
Rinta Perkins

Phil Hoffmeister

Non-Voting Members

City of San Pablo
City of Pittsburg

Karineh Samkian

Jolan Longway

Program Staff:

Jamison Crosby
Michelle McCauley

-
- I. Introductory Remarks and Announcements: At 9:05 a.m. Nancy Stein began the meeting and asked for any announcements.

Jamison Crosby thanked everyone for accommodating the change in meeting times. She announced the annual Regional Monitoring Program mercury meeting was scheduled for January 27, 2010 at the San Francisco Water Board. Interested parties should see the San Francisco Estuary Institute website for details.

Jeff Roubal added a methyl mercury (dredging) meeting would be held the following day on January 28, 2010 at the Water Board. This meeting is primarily designed for dredgers so Program Staff will not be in attendance.

- II. CCMAP Report on 2009 Data - Set Dates and Deadlines – Armand Ruby was teleconferenced into the meeting to discuss progress and timelines for the CCMAP report. It is important that we finish this report prior to the 2010 sampling season starts so any lessons learned can be incorporated into the next sampling program.

The committee discussed and decided on the following deadlines:

- Jan. 19th Ruby will deliver the first draft of the report. The first draft will contain, at a minimum, updated graphs, tables, and figures, as well as 2009 data and analysis with comparisons to previous years.
- Jan. 26th Monitoring Committee will discuss report and provide their oral comments at their regular meeting with Ruby teleconferenced in.
- Feb. 2nd Committee will provide their written comments to Ruby by this date.
- Feb. 16th Ruby will deliver Draft Final report.
- Feb. 23rd Monitoring Committee will discuss Draft Final report (if necessary) at their regular meeting.
- Mar. 2nd Monitoring Committee will provide any final written comments to Ruby by this date.
- Mar. 16th Ruby will deliver Final Report.

Plans were tentatively made for Ruby to present the results to the Management Committee at the March 17th meeting pending the agenda, with a backup date at the April 21st meeting.

- III. Draft Guidelines For 2010 Sampling – Crosby passed out a copy of the “Draft Guidelines for the 2010 Sampling Season” (Attachment 1). These guidelines are developed each year by Staff in an effort to identify any areas where changes need to be made in the upcoming sampling season. In previous years the guidelines were not formalized but simply discussed with the Department of Conservation and Development (DCD) prior to the volunteers doing sampling. However, there has been some resistance to implementing the recommended changes so this year Staff felt it would be better to formalize the Program’s expectations.

The guidelines will improve consistency in naming of field sites and eliminate instances of sites being mixed up. Another guideline is to include additional precautionary measures to prevent the spread of the New Zealand mudsnail (NZMS). Ruby proposed a guideline about using a pH probe to collect pH and alkalinity data. DCD has not been using a pH probe because it broke. Co-permittees provided some input and were asked to review the draft guidelines and provide comments to Crosby at the earliest opportunity. Co-permittee suggestions included: changing the name of the document to “Scope of Work” and including references to contract termination; maintenance of the pH probe; distribution of copies of field sheets to Program staff soon after sampling so that any corrections can be made prior to samples being submitted to the lab; and making 2010 a test year for the MRP. If all the guidelines can be met, DCD staff could be used to do

sample collection under the MRP. Otherwise, the work will need to be done by a consultant.

Co-permittees expressed their desire to get an update about grants DCD has applied for and received. The understanding has always been that the Program's contribution should be reduced when grants are received. Co-permittees also would like to have their financial contribution reduced to cover only those weeks when the volunteers are preparing to sample, sampling, or post-processing sample data and information.

Lastly, co-permittees suggested that Staff make it clear to the Management Committee that the next two years of status monitoring are, technically speaking, not explicitly required under the MRP. The MRP states that status monitoring does not have to commence until October 2011, *if conducted regionally*. Staff has recommended that we continue to sample in those interim two years to maintain consistency in data and also show a good faith effort to the Water Board.

Co-permittees also requested that Staff do a staff report to Management Committee about the need for increasing our precautionary measures for the NZMS. This is important information to disseminate to cities that will be starting their trash assessments in the very near future using their own staff who may not be familiar with invasive species in the creeks.

Any additional changes should be submitted to Crosby by January 8th.

- IV. Revised List of Potential BMI Sites For Spring 2010 – Crosby distributed a prioritized list of BMI Sample Sites for spring 2010 and 2011. There were a few changes since the last version that was distributed. Sites are to be sampled in order of priority one (1) and two (2), at a rate of ten (10) sites per year in 2010 and 2011. There was some discussion of eliminating the sampling for the next two years to save money, but Crosby made the case that even though sampling is not an MRP requirement until October 2011, she believed it would not serve the Program well to discontinue. Program staff will share this list with DCD to get their input.
- V. Draft MRP Workplan - Sections C.8, 11, 12, 13 and 14 – Crosby pointed out the MRP Workplans are now called “Compliance Documents” that include compliance dates. Crosby stated that Program staff will soon be developing workplans which will include internal planning deadlines and narrative for achieving the compliance dates. Crosby and co-permittees quickly made some revisions in the task responsibilities for a few of the sections. Crosby asked co-permittees to make any further comments to her via email by January 8, 2010, along with comments on the Draft Guidelines for 2010 Sampling.
- VI. Program Updates:
 - Crosby referred to the written Program Updates provided prior to the meeting.

- Crosby stated the \$5 million US EPA grant for PCBs and mercury was a small fraction of the monies that would be required to comply with MRP Provision C.11 and C.12. A workplan due in early January 2010 was being produced by EOA, Inc.
- Crosby informed co-permittees the New Zealand Mud Snail (NZMS) has been discovered inland near Knights Ferry. Crosby is concerned that municipal workers are not fully informed about the situation and may not always be taking sufficient steps to stop the spread of the NZMS. For the volunteer monitors, Crosby recommends obtaining a freezer large enough to store gear and locating it in a central location so that gear can be properly decontaminated. Freezing gear kills the NZMS in as little as 4 hours. After some discussion, co-permittees asked Crosby to make her proposal to the Management Committee at the January 20, 2010 meeting.
- Crosby relayed the Brake Pad Partnership (BPP) is out of money and running into resistance. BPP is continuing to raise funds in order to mount an offensive to pass SB 346 which may be moved up on the agenda of the Legislature. If it fails in 2011, the legislation would have to be started again from scratch.
- The UP3 Project recently released its 2008 Annual Regulatory Report. It was delayed due to funding interruptions caused by the grant freeze. Crosby recommended co-permittees read the report located on the UP3 website.

VII. Summary of Action and Agenda Items for Next Meeting:

- Crosby – Prepare staff report for Management Committee regarding NZMS.
- Co-permittees – Submit comments regarding Draft Guidelines for 2010 Sampling to Crosby by January 8, 2010.
- Co-permittees – Submit comments regarding the MRP Compliance Documents to Crosby by January 8, 2010.
- Ruby – CCMAP first draft by January 19, 2010.
- Co-permittees – Comments to Ruby on the CCMAP first draft by February 2, 2010.

VIII. Adjournment: Stein adjourned the meeting at 10:30 a.m.

Next Monitoring Committee Meeting:

January 26, 2010
 9:30 to 11:30
 Conference Room "B"
 255 Glacier Drive
 Martinez, CA 94553

MM/JC:kh
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CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Administrative Committee
January 5, 2010 Meeting Minutes

Attendance:

MUNICIPALITY

City of Antioch (**Chairperson**)
City of Brentwood
City of Concord
Contra Costa County
City of Pittsburg
City of Pleasant Hill (**Vice-chairperson**)
City of Richmond

ATTENDED

Jack Dhaliwal
Jeff Roubal
Rich Lierly
Jolan Longway
Rod Wui
Lynne Scarpa

ABSENT

Phil Hoffmeister

Non-Voting Members

Town of Danville
City of San Ramon
Flood Control District

Chris McCann
Steven Spedowfski
Mitch Avalon

Program Staff

Donald P. Freitas
Tom Dalziel
Michelle McCauley

-
- I. Introductory Remarks – Rod Wui began the meeting at 9:40 a.m. and proceeded immediately to the agenda.

 - II. MRP Implementation Update:
 - A. Program's MRP Compliance Document and Subcommittee Workplans – Donald Freitas recalled and emphasized the differences between the MRP compliance document staff is preparing for the Management Committee, and the various workplans being prepared within each of the Program's subcommittees. The compliance document is intended to provide a comprehensive summary overview of MRP requirements and compliance due dates over the five-year permit period. In addition, this five-year permit compliance document designates responsible entities for implementation of each requirement (i.e., BASMAA, Program and/or Municipalities) and includes columns for entering the Fiscal Year (FY) 09/10 Group Program budget and estimated planning budgets for the various Group Program compliance activities during FYs 10/11

through 13/14. The workplans prepared by the various subcommittees are instead annual work plans outlining tasks and timelines for actions to be undertaken to fulfill the Group Program compliance activities outlined in the compliance document. The workplans are internal subcommittee working documents specific to each sub-committee.

Chris McCann suggested the compliance document be a living document that can be modified and/or refined from time to time to reflect changing conditions and new information. Program staff and committee members agreed.

Dalziel then distributed and reviewed an excerpt of the draft compliance document outlining the Provision C.6 Construction Site Controls requirements. Committee members agreed the document would be very useful for compliance planning and budget preparations, as well as a useful planning document for municipalities. Program staff indicated it would make an editable version of the document available to municipalities for their use in planning for municipal implementation activities. Mitch Avalon suggested changing the columns named "Budget" to "Program Budget".

- B. BASMAA/Regional Tasks and Program Representation – Dalziel distributed an updated listing of the Program representatives to the BASMAA sub-committees.

Freitas explained he expects both the "Primary" and "Alternate" representatives to attend the BASMAA meetings to ensure both are well informed in the event one has to cover for the other.

Jeff Roubal moved / Lynne Scarpa seconded/ To approve the Program's BASMAA sub-committee representatives. Passed unanimously.

Lynne Scarpa suggested the new Program Agreement address representation on BASMAA subcommittees.

- C. Review and Identify Critical Next Steps – Dalziel distributed a handout titled "Some Critical Path MRP Provisions" outlining compliance dates occurring over the next year, or requiring compliance planning work over the next year. Committee members requested the bullet list be reformatted into a table that would allow the provisions to be sorted by due date and would provide a column for designating responsibilities for implementation.

- D. MRP Petition for Review – Legal Costs – Freitas distributed an invoice from Morrison and Foerster for \$8,035.80 for assisting the City of Concord in their preparation of a petition for review of the adopted MRP to the State Water Resources Control Board. Freitas indicated this invoice would be charged against the \$300,000 legal reserve in the MRP/BRMS Fund. Committee

members expressed a desire to negotiate a more favorable billing rate in any future legal contracts.

III. Fiscal Year 2010/11 Group Budget Preparations:

- A. Format & Timelines – Freitas distributed and reviewed a “Fiscal Year 2010/11 Program Budget Timeline”, which detailed the necessary steps and timeframes for preparing the various draft budget. Questions were asked and answered. Freitas emphasized the timeline for preparation of the budget was largely dictated by Public Works Department’s Finance Division. Expenditures for the period of July 1 through December 20 are not available until the third week of January. These figures must then be checked and verified. Freitas also distributed and reviewed a “FY 2009/10 Consultant Rates” sheet outlining consultants under contract in FY 2009/10, the contract amount and the consultants billing rates. Freitas reported each of the subcommittees are reviewing and preparing recommendations for needed consultant services for Fiscal Year 2010/11.

Freitas then provided an overview of the various documents comprising the Group Program Budget Document, which is ultimately adopted. He asked if there were any suggestions on reducing or expanding the information provided in the overall document. Committee members felt the existing format should be maintained. A discussion ensued on how the document would be distributed. Some wanted the entire document as a single PDF, others wanted to be able to download and print only specific sections of the document. Freitas indicated Program staff would endeavor to make the document available both ways.

B. Preliminary Review of Potential Policy Issues:

1. City/County Engineering Advisory Committee (CCEAC) – Freitas referred to the December 2, 2009 memorandum (provided in the Administrative Committee agenda packet) from the CCEAC’s Flood Control/Clean Water Subcommittee to the CCEAC regarding recommendations related to the Program’s budget process. Avalon indicated this memorandum was provided to the CCEAC in December but that they took no action on the item, instead it was rescheduled for consideration at the January 8, 2010 meeting. Avalon explained the CCEAC Flood Control/Clean Water Subcommittee was recommending to the CCEAC that the Program establish a policy on large “carryover funds”. Avalon also discussed how communication was lacking in a few cities between the Management Committee representative and the City Engineer or Public Works Director.

Several committee members acknowledge this could be an issue, but suggested this matter needs to be resolved internally within the applicable municipalities. Freitas discussed the dilemma of receiving direction from committees other than the Management Committee. He reiterated the Management Committee was the decision making body of the Contra Costa

Clean Water Program and that municipal representation on this body is determined by each municipalities City/Town/County Manager. Following a lengthy discussion, the Administrative Committee decided no action was needed and that they would await further action by the CCEAC.

2. Other Potential Policy Issues – Freitas reminded co-permittees he intends to retire March 31, 2010. Freitas explained it would be his recommendation that Dalziel become the interim Program Manager pending the three (3) to six (6) month process for finding his permanent replacement. To assist in an orderly transition, Freitas offered his services to the interim Program Manager for a period of approximately 15 month through June 30, 2011. It was estimated he would work approximately five (5) hours a week at \$150/hr. He estimated the cost at approximately \$45,000 total. Specific area he would provide assistance would include continuing work on the new Program Agreement, the Proposition 218 request for proposal and consultant selection process, succession planning, and budgets. Committee members agreed Freitas' services would be of benefit to the Program and requested he include this scenario in the draft budget.

IV. Prop. 218 Election Update:

A. Administrative Committee's Role – Freitas stated a Request for Proposal (RFP) was being developed to find a consultant to assist the Program in pursuing a Prop. 218 election. Freitas indicated he wanted to know what committee or group should oversee this project. A discussion ensued. Committee members felt that since this process would likely span two or more fiscal years, a more permanent Ad Hoc Committee might need to be formed. Committee members directed staff to put this item before the Management Committee in January. They also requested Program staff prepare a brief summary of the duties and responsibilities of the Ad Hoc Committee.

V. Program Request for Legal Services:

A. Review and Update the Program Agreement – Freitas announced he has contacted Brian Libow, City of San Pablo, Craig Labadie, City of Concord and Bryan Wenter, City of Walnut Creek to work together in review and preparation of a updated and/or new Program Agreement. Freitas indicated Program staff will mark-up the Agreement with proposed changes and provide it to the Attorneys for their review. Staff will seek guidance from the Administrative Committee.

B. Review Sufficiency of Model Stormwater Ordinance with New Mandates in the MRP – Dalziel reminded co-permittees there are several areas with the MRP mandating municipalities review and certify they have sufficient legal authorities to implement the MRP. While the existing Model Stormwater Ordinance may provide sufficient legal authorities consistent with the new mandates in the MRP, Program staff could not be certain. Pending further review and direction from the various subcommittee's, Program staff was

suggesting the above mentioned city attorneys also be requested to assist in this review effort on behalf of all municipalities. Committee members agreed with this approach.

- VI. Approve Draft January 20, 2010 Management Committee Agenda – Staff was directed to add a:
- Presentation Item C – Review the need for a Proposition 218 Ad Hoc Committee;
 - Action Item A – Affirming the BASMAA Sub-Committee Representatives; and, Action Item B – Approval of Proposition 218 Ad Hoc Committee.

The draft January 20, 2010 Management Committee agenda was approved with the above changes.

- VII. Old/New Business - Freitas stated the BASMAA Board was scheduled to have a special meeting the following Monday focused on the Annual Report format, which is due to the Water Board on April 1, 2010.

Freitas also reported Rob Schroeder, Mayor of Martinez, was appointed to the San Francisco Bay Regional Water Quality Control Board. This appointment fills the "Municipal Government" category. Freitas explained Schroeder will have to recuse himself from MRP matters because the City of Martinez has two NPDES Permits (i.e., MRP and Potable Water) thus constituting a conflict of interest.

VIII.

Adjournment - Wui adjourned the meeting at 12:10 p.m.

Next Administrative Committee Meeting:

Tuesday, February 2, 2010
9:30 a.m. to Noon
Conference Room "A"
255 Glacier Drive
Martinez, CA 94553



CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Management Committee Special Meeting
December 16, 2009 Minutes

Attendance:

MUNICIPALITY

City of Antioch (**Chairperson**)
City of Brentwood
City of Clayton
City of Concord
Town of Danville
City of El Cerrito

City of Hercules
City of Lafayette
City of Martinez
Town of Moraga
City of Oakley
City of Orinda
City of Pinole
City of Pittsburg
City of Pleasant Hill (**Vice-chairperson**)
City of Richmond
City of San Pablo
City of San Ramon
City of Walnut Creek
Contra Costa County
Contra Costa County Flood Control
& Water Conservation District

ATTENDED

Phil Hoffmeister
Jeff Cowling
Laura Hoffmeister
Jeff Roubal
Chris McCann
Garth Schultz
Jerry Bradshaw

Donna Feehan
Alex Stroup
John Sherbert

Cathy Terentieff
Nancy Voisey
Jolan Longway
Rod Wui
Lynne Scarpa
Karineh Samkian
Steven Spedowfski
Rinta Perkins
Rich Lierly
Mitch Avalon

ABSENT

Jose Pacheco

Frank Kennedy

OTHERS/GUESTS:

- I. **Introductions:** Hoffmeister began the meeting at 1:30 pm and proceeded immediately to the published agenda.
- II. **Presentations:**
 - A. HMP Monitoring Projects – Tom Dalziel began his presentation with an overview

of the Municipal Regional Permit requirements mandating Contra Costa municipalities conduct Hydrograph Modification Management (HMP) flow monitoring on some bioretention facilities and flow through planters (i.e., Integrated Management Practices or IMPs). He explained the sizing factors and minimum design specifications for the IMPs were developed by use of a computer to model the flow of runoff through the IMPs. This required the modelers to make simplifying assumptions and to estimate values for various model input parameters. The purpose of the flow monitoring is to determine the accuracy of the model and model inputs and assumptions in predicting actual outflows from the IMPs. Dalziel then briefly described the following steps to conduct the flow monitoring effort:

- Constructing a computer model of the IMP, including the actual dimensions (i.e., areas, depth of soil mix, surface storage, subsurface storage, overflow, underdrain, and native soils) and the impervious and pervious drainage management areas (DMAs) tributary to the IMP. Assumptions and estimated parameters would be the same as originally used to size the IMPs.
- Measure hourly rainfall at the site for a minimum of two wet seasons, input that data into the model, and generate predicted hourly outflows.
- Measure actual outflows from the facility.
- Compare the predicted to actual hourly outflows.
- Recommend adjustments to the assumptions and estimated parameters in the model.

It is possible that these simplifying assumptions and estimates were overly conservative, and that the real-world flow control effectiveness of the IMPs would be substantially better than what is predicted by the model.

Next, Dalziel described the ideal candidate projects, and the necessary technical requirements to accommodate installation of flow monitoring equipment. Candidate projects should currently be in design review or are anticipated to be in design review in the near future. Construction of the project would need to be completed by October 2012 at the latest. This timeline is necessary in order to conduct monitoring for two wet-seasons and provide the results to the Water Board by April 1, 2014. Projecting a transparency of a bioretention outlet detail on the wall, Dalziel described the necessary features and dimensions for installation of the flow monitoring equipment. Questions were asked and answered.

Finally, Dalziel urged Management Committee members to contact him with potential candidate projects as soon as possible. One Management Committee member asked what the benefit might be for an applicant to cooperate in this effort. Dalziel responded there would likely be little direct benefit to an applicant for cooperating in this study; however, the Program's C.3 consultant would be made available to assist the applicant in planning and design

activities. Dalziel then emphasized the importance of this study in justifying the existing IMP sizing factors. Failure to conduct these studies would likely result in the Water Board requiring increased sizing factors following the April 1, 2012 deadline.

Freitas then explained the Program originally estimated the cost of the monitoring effort at \$120,000; however, a recent draft estimate prepared by Brown and Caldwell Consultants came to \$456,000. Program staff hopes through a competitive bid process the costs can be reduced. Program staff will also be exploring other possible efficiencies in the study design to further reduce costs. If after these efforts the cost remains high, then Program staff may consult with the San Francisco Bay Regional Water Quality Control Board (RWQCB) staff to redesign the project.

- B. Municipal Regional Permit (MRP) Compliance Document – Donald Freitas stated the MRP became effective on December 1, 2009 in the absence of any action from the United States Environmental Protection Agency (USEPA). BASMAA managers began meeting to reconstitute BASMAA's sub-committees.

Freitas distributed a draft C.7 MRP compliance document for review and comment. Staff will also develop more specific workplan documents with implementation dates, deliverables, budgets and timelines. The MRP compliance document could also prove useful for development of the new Annual Report.

Freitas also responded to a concern the Central Valley RWQCB had not, in spite of multiple requests, made efforts to align their proposed Permit approval process with the San Francisco RWQCB. Kim Schwab previously indicated a draft permit was almost complete and it was expected to be released soon with a targeted adoption date in spring 2010.

III. Consent Calendar:

- A. November 12, 2009 Development Committee Meeting Minutes
- B. November 17, 2009 Monitoring Committee (Formerly WAM) Meeting Minutes
- C. November 17, 2009 Public Information / Participation Committee (Formerly PEIO) Meeting Minutes
- D. November 18, 2009 Management Committee Meeting Minutes

Stephen Spedowski moved / Rinta Perkins seconded / To approve the Consent Items as submitted. Passed unanimously.

IV. **Actions:**

A. APPROVE Program Representatives to BASMAA Subcommittees – Staff requested approval of the recommendations even though all representatives had not been selected. This would immediately allow Program representatives to attend BASMAA sub-committee meetings.

- Monitoring (BRMC) - Lynne Scarpa / Primary, Phil Hoffmeister / Alternate;
- Development - no volunteers yet;
- Public Information / Participation - Stephen Spedowski / Primary, Dan Jordan / Alternate;
- Municipal Operations & Trash - Rinta Perkins / Primary, Steven Spedowski / Alternate.

This item would return to the Management Committee again once all Program sub-committee members were chosen.

V. **Staff Reports:**

A. MRP Status Report:

1. Effective Date – Dalziel reminded co-permittees the permit became effective on December 1, 2009.
2. “Petition for Review” Appeal – Two (2) Non-government Organizations and twenty-one (21) municipalities filed a “petition for review.” The petition “holds in abeyance” the permit and positions filers to take action up to two (2) years from the effective date of the permit.
3. Meeting with SFBRWQCB (Tom Mumley) – Tom Mumley has made himself available as the “point person” for clarifications of MRP language. Staff requests all questions from co-permittees be referred to staff who will act on their behalf.
4. Distribution of C.3 Implementation Document – Dalziel distributed a memo from the Development Committee to the Management Committee which identifies issues that will require immediate municipal attention. These issues include “grandfathering,” application of the 50% rule to road projects, changes in applicability for bike lanes, trails and sidewalks and alternative compliance, especially for road projects. These issues will be included in the 5th Edition C.3 Guidebook which Dalziel expects to be available in 2010.

Dr. Terry Moore, a San Francisco Bay RWQCB member, is said to be searching for financial assistance for Bay Area co-permittees to aid in complying with the MRP requirements.

B. Urban Creeks Council (UCC) Response to Program Directive - Jamison Crosby recounted the details leading up to, and a conversation with Phil Stevens of UCC regarding the letter sent by Program staff on November 19, 2009. Staff

has since received a list of UCC contacts over the years, which included eighteen (18) addresses believed to be of the greatest potential. Crosby distributed the data so co-permittees could make contact with potential grant beneficiaries in their jurisdiction as UCC requested at the onset of the grant process.

- C. “Trash” Grant Update – Elisa Wilfong reminded co-permittees the Association of Bay Area Governments (ABAG) received an American Reinvestment and Recovery Act (ARRA) grant of \$5 million dollars for the San Francisco Estuary Project (SFEP). These monies are to be used for a comprehensive Bay Area-wide Trash Capture Demonstration Project.

Program staff has been participating in technical advisory groups to assist ABAG with the execution of the grant and distribution of the funds. ABAG will ultimately provide a recommended vendor list.

Each municipality should receive a letter from ABAG soon that notes the eligible funding amount and asks them to confirm or decline the proposed grant. The individual grant amounts were not fixed because they will shift as some municipalities decline the grant money. The allocation was based on a 50% population/50% wholesale-retail area ratio. Each municipality was eligible for a minimum grant amount of \$5,000.

- D. BASMAA’s “Clean Watersheds for a Clean Bay” – Crosby reminded co-permittees BASMAA was awarded a \$5 million dollar grant for its Clean Watersheds for a Clean Bay proposal addressing PCBs and mercury. The funding will help meet MRP requirements C.11.c, d, e, and I; and, C.12.c, d, e and i.

VI. **Regional Board Staff Comments/Reports:**

San Francisco Bay and Central Valley RWQCBs – Neither Selina Louie nor Kim Schwab attended the meeting.

VII. **Information Items:** None.

VIII. **Old/New Business:** Chris McCann distributed “Things To Do” lists to Management Committee members.

Freitas mentioned Selina Louie would be the Program’s permanent Permit Writer. He also informed co-permittees Rob Schroder, Mayor of Martinez, was appointed as a Board member to the San Francisco RWQCB.

Co-permittees requested a copy of the “Litter” campaign artwork O’Rorke initially provided on CD for PIP Committee members.

IX. **Adjournment:**

Hoffmeister adjourned the meeting at 3:55 pm.

MM:TD:DPF:kh

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