



CONTRA COSTA
CLEAN WATER
PROGRAM

MANAGEMENT COMMITTEE MEETING

October 20, 2010

255 Glacier Drive, Martinez, CA

Conference Room "A"

1:30 p.m.

City of Antioch	:	Phil Hoffmeister /Julie Haas-Wajdowicz
City of Brentwood	:	Jagtar Dhaliwal / Jeff Cowling
City of Clayton	:	Laura Hoffmeister / David Woltering
City of Concord	:	Jeff Roubal / Frank Kennedy
Town of Danville	:	Christine McCann / Michael Stella
City of El Cerrito	:	Garth Schultz / Melanie Mintz
City of Hercules	:	Erwin Blancaflor / Jose Pacheco
City of Lafayette	:	Donna Feehan / Ron Lefler
City of Martinez	:	Alex Stroup / Tim Tucker
Town of Moraga	:	Jill Mercurio / Frank Kennedy
City of Oakley	:	Frank Kennedy / Jason Vogan
City of Orinda	:	Cathy Terentieff / Paul Lang
City of Pinole	:	Nancy Voisey / Dean Allison
City of Pittsburg	:	Jolan Longway/ Laura Wright
City of Pleasant Hill	:	Rod Wui / Steve Wallace
City of Richmond	:	Lynne Scarpa / Chad Davisson
City of San Pablo	:	Karineh Samkian/ Adèle Ho
City of San Ramon	:	Steven Spedowfski (Vice-Chair) / Robin Bartlett
City of Walnut Creek	:	Rinta Perkins (Chair) / Steve Waymire
Contra Costa County (CCC)	:	Rich Lierly / Charmaine Bernard
CCC Flood Control & Water Conservation District	:	Paul Detjens / Mitch Avalon

PLEASE MARK YOUR CALENDAR NOW!!!

Next Management Committee Meeting:

November 17, 2010

1:30 p.m.

255 Glacier Drive, Martinez, CA

Conference Room "A"

**CONTRA COSTA CLEAN WATER PROGRAM
Management Committee Meeting Agenda
October 20, 2010**

AGENDA

Public Comments: Any member of the general public may address the Management Committee on a subject within their jurisdiction and not listed on the agenda. Remarks should not exceed three (3) minutes.

Regional Board Staff Comments/Reports: 10 min.

- A. Selina Louie – San Francisco Bay Regional Water Quality Control Board
- B. Kim Schwab – Central Valley Regional Water Quality Control Board

Presentations:

- A. Stormwater Funding Initiative 10 min.
(Donald P. Freitas)
- B. Contra Costa Clean Water Program *Stormwater C.3 Guidebook, 5th Edition* 25 min.
(Dan Cloak)
- C. Bay Area Trash Demonstration Project – Trash Tracker Website 25 min.
(Jamison Crosby)

Consent Calendar: 05 min.

(All matters listed under the CONSENT CALENDAR are considered to be routine and can be acted on by one motion. There will be no separate discussion of these items unless requested by a member of the Management Committee or a member of the public prior to the time the Management Committee votes on the motion to adopt.)

- A. September 15, 2010 Management Committee Meeting Minutes
(Michelle McCauley, Tom Dalziel)
- B. September 22, 2010 Public Information/Participation Committee Meeting Minutes (O'Rorke – Program Consultant, Michelle McCauley)
- C. September 23, 2010 Municipal Operations Committee Meeting Minutes
(Michelle McCauley, Jamison Crosby)

- D. September 28, 2010 Monitoring Committee Meeting Minutes
(Jamison Crosby)
- E. October 4, 2010 Administrative Committee Meeting Minutes
(Tom Dalziel)

Actions:

- A. APPROVE for Submittal the Following Required Reports and Information to the San Francisco Bay and Central Valley Regional Water Quality Control Boards, and DIRECT the Interim Program Manager to Sign and Certify the Submittals on Behalf of Each Permittee's Duly Authorized Representative (Tom Dalziel) 15 min.
 - 1. July 1, 2010 Documentation Confirming Each Permittee's Participation in Provision C.8 Water Quality Monitoring Through the Regional Monitoring Collaborative (RMC)
 - 2. July 1, 2010 Municipal Trash Hot Spots and Initial Assessment Information
 - 3. Contra Costa Clean Water Program Fiscal Year 2009/2010 Annual Report Submitted on September 15, 2010
 - 4. MRP Regional Supplement for Pollutants of Concern and Monitoring Annual Report for FY 2009/2010 Submitted by BASMAA on Behalf of its Members on September 15, 2010
 - 5. MRP Regional Supplement: Training and Outreach for Fiscal Year 2009/2010 Annual Reporting Submitted by BASMAA on Behalf of its Members on September 15, 2010
- B. APPROVE Appropriation of \$5,000 for Regional Enhancement of BASMAA's Surface Cleaner Training and Recognition Program (Jamison Crosby) 10 min.
- C. APPROVE Appropriation of \$20,000 for Regional Implementation of Task 2.0 Diversion of Dry Weather and First Flush Flows to Publicly Owned Treatment Works (POTW) Project (Jamison Crosby) 10 min.
- D. APPROVE Appropriation of \$5,000 for Regional Pollutants of Concern (POC) Training for Industrial Inspectors (Jamison Crosby) 10 min.
- E. ACCEPT the Development Committee's Recommendation to Approve the Contra Costa Clean Water Program *Stormwater C.3 Guidebook, 5th Edition* (Tom Dalziel/Dan Cloak) 05 min.
- F. APPROVE the Administrative Committee's Recommendation for the program to Hire a Clerk - Experienced Level Position (32/40), and to request the County Conduct an Immediate Examination for this Purpose (Tom Dalziel) 15 min.

- G. APPROVE the Appointment of Tim Harless, City of Pinole to the BASMAA MOC/Trash Subcommittee (Jamison Crosby) 05 min.

Staff Reports:

- A. Program Agreement Update (Tom Dalziel) 10 min.
- B. Proposed State Water Resources Control Resources Control Board Regulations Revising Regulatory Water Quality Fee Schedules for Fiscal Year 2010/2011 (Tom Dalziel) 05 min.
- C. BASMAA Committee Activities (Program Staff) 15 min.

Information Items:

None

Old/New Business:

Adjournment: 175 minutes (4:25 p.m.)

TD:ww
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UPCOMING EVENTS and/or DEADLINES

November 1 – 3, 2010 **6th Annual CASQA Conference**, November 1-3, 2010, Westin Mission Hills, Rancho Mirage. For more information or to register online, visit: <http://stormwaterconference.com/>.

PROGRAM COMMITTEE MEETINGS SCHEDULED NEXT MONTH

November 2, 2010 1 st Tuesday	Administrative Committee (AC) Meeting, <u>9:30 a.m.</u> – Noon , 255 Glacier Drive, Martinez, CA, Conference Room "A"
November 17, 2010 3 rd Wednesday	Management Committee (MC) Meeting, <u>1:30 p.m.</u> – 5:00 p.m. , 255 Glacier Drive, Martinez, CA, Conference Room "A"
November 23, 2010 4 th Tuesday	Monitoring Committee (MonCom) Meeting, <u>9:30 a.m.</u> – 11:30 a.m. , 255 Glacier Drive, Martinez, CA, Conference Room "B"
November 24, 2010 4 th Wednesday	Public Information / Participation (PIP) Committee Meeting, <u>10:00 a.m.</u> – Noon , 255 Glacier Drive, Martinez, CA, Conference Room "B"
November 24, 2010 4 th Wednesday	Development Committee (DC) Meeting, <u>1:30 p.m.</u> – 5:00 p.m. , 255 Glacier Drive, Martinez, CA, Conference Room "A"
November 25, 2010 4 th Thursday	Municipal Operations Committee (MOC) Meeting, <u>10:00 a.m.</u> – Noon , 255 Glacier Drive, Martinez, CA, Conference Room "A"
December 7, 2010 1 st Tuesday	Administrative Committee (AC) Meeting, <u>9:30 a.m.</u> – Noon , 255 Glacier Drive, Martinez, CA, Conference Room "A"
December 15, 2010 3 rd Wednesday	Management Committee (MC) Meeting, <u>1:30 p.m.</u> – 5:00 p.m. , 255 Glacier Drive, Martinez, CA, Conference Room "A"

SCHEDULE FOR MONTHLY BASMAA SUBCOMMITTEE MEETINGS

1st Wednesday	Monitoring Committee, 9:30 a.m. – 3:00 p.m.**
1st Thursday	Development Committee, 1:30 – 4:00 p.m.**
3rd Thursday	Trash/Municipal Operations Committee, 1:00 – 4:00 p.m.**
4th Wednesday	Public Information/Participation Committee, 1:30 – 4:00 p.m.**

****Please note the time and location for the BASMAA Subcommittee meetings are subject to change.**



CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Management Committee Meeting
September 15, 2010 Minutes

Attendance:

MUNICIPALITY

City of Antioch
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
City of Richmond
City of San Pablo
City of San Ramon (**Vice-chairperson**)
City of Walnut Creek (**Chairperson**)
Contra Costa County
Contra Costa County Flood Control
& Water Conservation District

ATTENDED

Phil Hoffmeister
Jack Dhaliwal

Jeff Roubal
Chris McCann
Garth Schultz
Jose Pacheco
Donna Feehan
Alex Stroup
Jill Mercurio
Frank Kennedy
Cathy Terentieff

Jolan Longway
Rod Wui
Chad Davisson
Karineh Samkian
Steven Spedowfski
Rinta Perkins
Charmaine Bernard
Paul Detjens

ABSENT

Laura Hoffmeister

Nancy Voisey

OTHERS/GUESTS:

Geoff Brosseau
Tracy Keough
Emi Hashisaki

CASQA
O'Rorke, Inc.
O'Rorke, Inc.

I. **Introductions:** Perkins began the meeting at 1:30 pm with self introductions.

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

San Francisco Bay RWQCB – Selina Louie – not in attendance

Central Valley RWQCB – Kim Schwab – not in attendance

III. **Presentations:**

A. Review and Discussion of CASQA's Past, Present and Future Activities – Geoff Brosseau reviewed activities and services provided by California Stormwater Quality Association (CASQA) in Fiscal Year (FY) 2009/10. Brosseau explained the Contra Costa Clean Water Program (Program) was a member of CASQA, thus co-permittees benefitted from it too. The main activities in FY 2009/10 were:

- Construction General Permit – CASQA worked closely with the state to negotiate the Permit.
- Media Portal – provides statewide resources on the web.
- 2009 Conference – Produced a very highly reviewed educational conference in San Diego on stormwater issues.
- BMP Handbook update – The biggest undertaking of the year, would soon be available on the web and no longer available in print. The web portal would allow a search by BMPs and also includes a query feature. Brosseau informed co-permittees an initial CASQA subscription membership was initially \$160 per person and a \$40 fee in subsequent years. The membership would allow access to an LID portal, which would provide an abundance of resources.

For FY 2010/11, CASQA activities include:

- Phase II Permit and Industrial Permit reviews;
- Construction General permit training programs;
- Construction training website to comply with MRP requirements;
- Strategic Plan;
- Liaison with the State Water Board and EPA; and,
- 2010 Conference in Palm Desert (can be viewed via webinar).

B. "Trash" Post-Campaign Survey Results – Tracy Keough of O'Rorke, Inc presented a brief overview of the survey results of the FY 2009/10 Media Campaign. Highlights were the media launch at the Walnut Creek BART station and the apparent response from web based advertising. Keough stated the media that was most successful was being repeated in the FY 2010/11 media plan with an eye toward branding the Program, and eliminating less cost effective media. The media to be utilized in FY 2010/11 includes:

- Bus tails/queens and billboards on highways 680, 80 and 4;
- Web based media such as Facebook which was particularly successful;
- Cable TV, including Spanish outreach;
- Print ads on the Contra Costa Times and in Diablo magazine; and,
- Grassroots outreach to youth clubs and schools and "bike guy" at local events.

Karineh Samkian stated she wanted to regionalize Public Information /

Participation (PIP) outreach across Bay Area Stormwater Programs to maximize impact and minimize cost. Steven Spedowfski and staff responded regional cooperation is being sought but co-permittees are still responding parochially. It was hoped SGA, Inc who was hired to develop a five (5) year strategic plan may be able to provide leadership that all programs can align behind.

Tom Dalziel interrupted the agenda to announce Kristen Hardeman, the Program's clerical support for nearly ten (10) years was leaving the Program to accept a full-time position elsewhere in the County. Dalziel thanked her for her dedicated service over the years and Hardeman briefly addressed co-permittees thanking them for their generous and professional treatment of her over the years.

In the interest of time, Donald P. Freitas jumped the agenda to Staff Item C. Freitas provided a brief overview of the Stormwater Funding Initiative Project. Meetings are underway and on September 27, 2010, SCI, Freitas and the Stormwater Funding Ad Hoc Workgroup will meet to determine how best to obtain essential budget information from each municipality. Dan Cloak from Dan Cloak Environmental Consulting and Karen Ashby of Walker and Associates would be tasked with obtaining the information.

Freitas will report by October or November 2010 the recommended method to employ going forward. Freitas reported he made clear to SCI that the Program wanted to abandon the project if it didn't appear viable and co-permittees would then need to determine what should be done with the balance of the funds reserved for the project. Freitas stressed the importance of obtaining the vital information from each municipality.

IV. **Consent Calendar:**

- A. July 8, 2010 Development Committee Meeting Minutes
- B. July 21, 2010 Management Committee Meeting Minutes
- C. July 22, 2010 Municipal Operations Committee Meeting Minutes
- D. July 28, 2010 Public Information/Participation Committee Meeting Minutes
- E. September 7, 2010 Administrative Committee Meeting Minutes

Phil Hoffmeister moved/Cathy Terentieff seconded/To APPROVE consent items as submitted. Passed unanimously.

V. **Actions:**

- A. APPROVE the Designation of Lynne Scarpa to Represent the Contra Costa Clean Water Program in the Clean Watersheds for a Clean Bay Grant Project – Jamison Crosby explained Lynne Scarpa was providing in-kinds services on behalf of the Program in the Clean Watersheds for a Clean Bay Grant Project and asked co-permittees to approve Scarpa as the official Program designee to this workgroup so her time can be properly accounted for in the grant match.

Frank Kennedy moved/Steven Spedowski seconded to designation of Scarpa to represent the Program in the Clean Watersheds for a Clean Bay Grant. Passed unanimously.

- B. APPROVE Appropriation of \$5,000 for Regional Development of a Trash Baseline Load Development Method Project – Crosby recommended co-permittees approved a budget of \$5,000 in the FY 2010/11 budget for regional development of a Trash Baseline Load Development Method Project. Crosby indicated the project was moving forward and requested the Management Committee approve the appropriation of this budget for this regional project.

Karineh Samkian moved/Jack Dhaliwal seconded/To APPROVE appropriation of \$5,000 for Regional Development of a Trash Baseline Load Development Method Project. Passed unanimously.

- C. APPROVE Procedure for Complying with the Signatory and Certification Requirements for Required Submittals to the Water Boards – Dalziel reminded co-permittees of a July 9, 2010 memorandum from Tom Mumley, Assistant Executive Officer of the San Francisco Bay Regional Water Quality Control Board (Water Board), in which he clarified the signatory and certification requirements in the MRP. Dalziel explained he met with the Public Manager's Association (PMA) where he proposed each municipality obtain from their City/Town Manager a written statement delegating signatory authority to their Management Committee member to formally approve Program and BASMAA-prepared submittals. While most PMA members were in favor of the procedure, some were not sure who they were designated the authority to.

Dalziel was waiting for letters from each agency manager. The deadline for receiving letters was October 13th. Dalziel stressed the importance of each designee being in attendance, either in person, or by phone, to participate in a roll call vote authorizing the Program to submit documents on their behalf. If a municipality does not participate directly, an email can be sent if received by the Program prior to the vote. Any municipality that does not participate affirmatively in some manner could find itself out of compliance and vulnerable to minimum mandatory penalties.

Co-permittees asked staff to send an electronic copy of the authorization form letter.

- D. APPROVE BASMAA's "MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010" and Its Submittal to the Water Board on Behalf of Contra Costa Clean Water Program Co-Permittees – Crosby stated the MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010 was provided to the Management Committee for review and that Program staff believed the contents accurately reflected the status of the projects reported and accurately reflected Contra Costa's perspective. Crosby recommended co-permittees approve the submittal.

Garth Schultz moved/Steven Spedowski seconded/To APPROVE BASMAA's "MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010" and Its Submittal to the Water Board on Behalf of Contra Costa Clean Water Program Co-Permittees. Passed unanimously.

- E. APPROVE HMP Incentive Grant Funding for the City of Pittsburg's Fire Prevention Bureau Project for \$10,000 – Dalziel reminded co-permittees that in March 2010 the Management Committee approved \$10,000 per project for any municipality that volunteered a project for Hydrograph Modification Management (HMP) model calibration and validation monitoring. The City of Pittsburg has expended considerable time working with Program staff on their Fire Prevention Bureau Development Project. Dalziel asked co-permittees to APPROVE HMP Incentive Grant Funding for the City of Pittsburg's Fire Prevention Bureau Project for \$10,000.

Karineh Samkian moved/Frank Kennedy seconded/To APPROVE HMP Incentive Grant Funding for the City of Pittsburg's Fire Prevention Bureau Project for \$10,000. Passed unanimously.

- F. AFFIRM the Administrative Committee's Approval and Authorization to Submit a Program Letter of Support for SB 346 to the Governor's Office – Dalziel informed co-permittees Senate Bill (SB) 346, a result of fourteen (14) years of work by the Brake Pad Partnership, has been passed by the Assembly and Senate and has been forwarded to Governor Schwarzenegger for signature. Dalziel asked co-permittees to AFFIRM the Administrative Committee's previous approval and authorization to submit a Program Letter of Support for SB 346 to the Governor's Office.

Charmaine Bernard moved/Karineh Samkian seconded/To AFFIRM the Administrative Committee's approval and authorization to submit a Program Letter of Support for SB 346 to the Governor's Office.

- G. APPROVE BASMAA's "MRP Regional Supplement: Training and Outreach for Fiscal Year 2009/2010 Annual Reporting" and Its Submittal to the Water Board on Behalf of Contra Costa Clean Water Program Co-Permittees – Michelle McCauley stated BASMAA submitted a second MRP Regional Supplement to the Water Board on behalf of Contra Costa Co-permittees. This supplement

covered training and outreach activities required in the MRP for Provisions C.5.d, C.7.b, C.7.c, C.7.d and C.9.h and implemented region-wide. Program staff reviewed the document and believed the contents accurately reflected the status of the projects reported and accurately reflected Contra Costa's perspective. McCauley asked co-permittees to approve the BASMAA supplement.

Karineh Samkian moved/Chris McCann seconded/To APPROVE BASMAA's *"MRP Regional Supplement: Training and Outreach for Fiscal Year 2009/2010 Annual Reporting"* and its submittal to the Water Board on behalf of Contra Costa Clean Water Program co-permittees. Passed unanimously.

VI. **Staff Reports:**

- A. East Contra Costa County Municipal NPDES Permit Reissuance – Dalziel explained Program staff, consultants and East County Co-permittees, working collaboratively with staff of the Central Valley and San Francisco Bay Regional Water Quality Control Boards, negotiated a final draft East County Municipal NPDES Permit that is coordinated and consistent with the MRP. The Draft Tentative Order is on the September 23, 2010 Central Valley Water Board consent calendar.
- B. Fiscal Year 2009/2010 Annual Report Submittal - McCauley reported all reports were uploaded to the San Francisco Water Board's ftp site a day early. Overall the process seemed less arduous as previous years.
- C. Stormwater Funding Initiative Project Status – See Presentation Item B.
- D. Program Agreement Adoption Update – Dalziel reported he is still waiting for a number of municipalities to approve or provide resolutions adopting the program agreement. Once all are received, staff will begin to gather signatures executing the agreement.
- E. Program Staffing Update – See Presentation Item B.
- F. BASMAA Committee Activities – Dalziel directed co-permittees to the BASMAA minutes contained the in the Management Committee Packet and asked if there were any questions. There were no questions

VII. **Information Items:**

- A. Brochure/Registration Information – *6th Annual CASQA Conference*, November 1 – 3, 2010, Westin Mission Hills, Rancho Mirage, California

VIII. **Old/New Business:** In response to questions about the ABAG contract, Dalziel

urged all municipalities to sign the agreement because it is money that will help them comply with MRP requirements.

IX. **Adjournment:**

Perkins adjourned the meeting at 4:00 pm.

TD:mm:vw

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ATTENDEES

Members: Steven Spedowfski, City of San Ramon
Julie Haas-Wajdowicz, City of Antioch
Rod Wui, City of Pleasant Hill
Lynne Scarpa, City of Richmond
Laura Wright, City of Pittsburg

Staff: Michelle McCauley, Administrative Analyst

Consultant: O'Rorke, Inc., Emiko Hashisaki, Ashlee Barden

MEETING DATE: September 22, 2010

NOTES BY: Emiko Hashisaki

SUBJECT: PIP Meeting #3

- I. Introductions.** Meeting commenced at 10:12 AM.

- II. Our Water Our World:** Annie Joseph from Our Water Our World presented projected costs for the Program to participate in OWOW and bring 20 or so stores online. She noted that the OWOW website has not been updated, and that the stores listed are not currently participating. Ms. Joseph estimates that the cost of outreach in Contra Costa County would be approximately \$1000 per store, for 23 to 27 stores. Following Joseph's presentation, Rod Wui made a motion to approve funding for OWOW not to exceed \$25,000. Lynne Scarpa seconded the motion. Motion passed unanimously.

- III. Fall 2010/2011 Campaign Presentation:** Scarpa informed the Committee that the electronic billboard in Richmond was already up, which is earlier than she had initially requested. The City of Richmond requested that the ad also be sent in Chinese, Spanish and Tagalog. O'Rorke would supply the ads in additional languages to Scarpa.

Emiko Hashisaki then presented an update on the final media plan for FY 2010/2011. Wright requested that TV ads scheduled for the week of October 25th be switched to the week of December 6th to prevent the campaign from drowning in all the political campaign ads. The Committee asked if the creative set to run in the spring could be pushed up to increase public awareness during the fall season. Timing for online ads, TV, and possibly transit ads is more flexible, so Hashisaki recommended that these elements be pushed up if needed. The Committee agreed to make the decision in early

October. Laura Wright then proposed that the approximately \$7,000 reserve budget be held for an OWOW promotion in spring. Hashisaki will work with Committee members to select locations for bike outreach in March. Wright suggested that outreach be conducted at car shows and at farmers' markets during scheduled Pasta and Chili cook-offs. Julie Haas-Wajdowicz then proposed having a Girl Scout develop a system for earning merit badges that involves participation in Program related events as a method for reaching youth within the County. Wright made a motion to approve the fall portion of the media campaign, and to finalize the discussed fall and spring schedule in early October. Steven Spedowski seconded the motion. Motion passed unanimously.

- IV. Roundtable:** Michelle McCauley informed the Committee that she was running low on tote bags which are needed to fulfill website requests. Wright and Haas-Wajdowicz will provide tote bags to McCauley so that these requests can be met.

McCauley then told the Committee that there were no more magnets for the Homeowner Letters and that the cost to order 10,000 more magnets is \$2,422.00 and would be charged to the Homeowner Letter campaign budget. Scarpa made a motion to reorder magnets. Rod Wui seconded the motion. Motion passed unanimously.

Hashisaki requested that a discussion about changes to the CCCleanwater.org website be added to the October agenda. The Committee asked that O'Rorke obtain quotes for adding a scrolling message and an animated lady bug to the homepage of the website.

- V. Next Steps:** O'Rorke will update the media buy per Committee comments and will circulate them to the group. Scarpa will provide the Committee and O'Rorke with recommendations for the fall and spring schedule based on outreach needs. O'Rorke will obtain quotes for edits to the website. The meeting adjourned at 11:50 AM.

**Next Meeting:
Wednesday October 27th, 2010
10:00 – 12:00PM
255 Glacier Drive, Martinez, CA**



**CONTRA COSTA
CLEAN WATER
PROGRAM**

**CONTRA COSTA CLEAN WATER PROGRAM
Municipal Operations Committee (MOC)
September 23, 2010 Minutes**

Attendance:

MUNICIPALITY	ATTENDED	ABSENT
City of Antioch	Roger Clarke	
City of Brentwood	Kelly Martinez	
City of Concord (Chair)		Jeff Roubal
County Watershed Program (Vice Chair)	Charmaine Bernard	
Town of Danville	Chris McCann	
City of El Cerrito		Bill Driscoll
City of Hercules	Glen Moniz	
	Misael Gomez	
City of Lafayette	David Terhune	
City of Pinole	Tim Harless	
City of Pittsburg	Ramona Anderson	
City of San Pablo	Karineh Samkian	
City of Walnut Creek	Rich Payne	
NON-VOTING		
City of Clayton		Mark Janney
Town of Moraga		John Sherbert
City of Orinda		Cathy Terentieff
City of Pleasant Hill		Rod Wui
City of Richmond		Lynne Scarpa
City of San Ramon	Steven Spedowski	
PROGRAM STAFF	Jamison Crosby	
	Michelle McCauley	

- I. Introductions/Announcements – Charmaine Bernard, Vice-chair, began the meeting at 09:30 a.m. with self-introductions. Jamison Crosby passed out revised agendas. A few additions and one correction were made to the last page showing upcoming deadlines. Crosby reminded co-permittees they need to work on the development of their short term trash load reduction plans at the city level because there was currently no plan to carry this out through BASMAA. The deadline for the plans is February 2012 so the committee should revisit the topic early in 2011 so that there is ample time to prepare them with guidance from Program staff. Chris McCann advocated for a forum for open discussion of the subject to share ideas and methodologies. Crosby stated she would open the last part of each MOC meeting for such exchanges of information.

- II. Approve the July 22, 2010 MOC Minutes – Glen Moniz moved / Tim Harless seconded / To APPROVE the July 22, 2010 MOC Minutes. Passed unanimously.
- III. BASMAA Committee Update –Crosby explained Steven Spedowski could no longer serve as the alternate on the BASMAA Trash committee and asked for volunteer(s) to replace him. Tim Harless stated he would be willing to be the BASMAA MOC alternate. Crosby stated she would bring the item before the Management Committee in October for their approval.
- IV. C.10 Trash Provision Agenda:
 - 1. Review of BASMAA Committee Trash Baseline Loads Development and Trash Load Reduction Tracking Method – Crosby passed out copies of two project profiles recently approved by the BASMAA committee for the development of baseline and load reduction methods. The methodology is being developed by EOA for BASMAA, for use region wide. Crosby stated that the input of the co-permittees and Program representatives to the BASMAA committee will be important in guiding the outcome of these tasks. February 1, 2011 is the deadline for the progress report on the Baseline Load Methodology. Karineh Samkian urged staff to request BASMAA develop guidelines for contracting to eliminate sole sourcing and develop a pool of consultants to provide support on projects.
 - 2. ABAG Trash Grant Update – Demonstration of Project Website – Crosby explained that as part of the grant, a project website is under development that will greatly facilitate information sharing under the grant. She navigated to the website at www.bayareatrashtacker.org and showed some of the important features including a mapping tool that allows you to see the locations of all devices installed under the grant. She explained that it will be up to cities to input the locations of their devices and update the website with monitoring data. Crosby urged co-permittees to sign a contract with ABAG by Jan. 1, 2011 to participate in the Trash Grant. If they do, they will be provided individual logins to allow them access to additional features on the website.

Crosby inquired if any municipalities have full trash capture devices installed yet. Spedowski responded the City of San Ramon had already installed a large device in Dougherty Valley that he believes complies with MRP requirements. Glen Moniz stated the City of Hercules had previously installed nine (9) devices that do not comply with MRP requirements because the size of the mesh is larger than 5 millimeters. They are investigating if any of the devices can be retrofitted to comply.

V. C.2 Municipal Operations Provisions Agenda:

- 1. Discussion of scheduling and content of Fall Inspectors' Workshop – Crosby explained a training workshop cannot be scheduled for the fall because of time constraints and the upcoming holiday season. Crosby proposed holding a workshop in February that would allow enough time for Elisa Wilfong to line up speakers. Co-

permittees suggested to following subjects be covered at the workshop: trash baseline loading development, IPM, training on rural roads BMPs.

2. Reminder for Wet Season Pump Station Inspections – Crosby distributed to the few municipalities who had pump stations the Inspection Form for the upcoming wet season. As per MRP Provision C.2.d.ii (4) starting in Fall 2010, permittees are to inspect pump stations a minimum of 2 times during the wet season and record the information on the form provided.
3. Discussion Regarding Progress of Dry Season Dissolved Oxygen (DO) Monitoring – City of Pittsburg discussed how it has been conducting its dry weather DO monitoring. Crosby reminded the few other cities to get their DO monitoring done (if not already) before the rainy season arrived.

VI. C.5 Illicit Discharge Detection and Elimination Agenda:

1. Reminder for Collection Screening Program Field Activities – Crosby reminded permittees of the requirement in C.5.e to perform screening at strategic collection system check points (one per square mile of permittee urban and suburban area less open space) once per year in the dry season (meaning no significant rainfall within the past 3 weeks). Most permittees do more collection system checks than they are required to by the MRP. Crosby passed out a handout with the full text of the MRP provision including references to the ABAG website where acres of urban/suburban area can be found for each city. Crosby offered to help any cities find their data on the ABAG website and calculate the number of checkpoints to be surveyed.

VII. C.9 Pesticides Toxicity Control Agenda:

1. MRP Provision C.9.f “Interface with County Agricultural Commissioners” – Crosby reported she, Wilfong and Nancy Stein (on behalf of all co-permittees) met with the County Agricultural Commissioner (AGC), Vince Guise and his deputy, Cathy Fisher on August 5th to establish a working relationship as called out in C.9.f in the MRP. Lines of communication were opened and it was agreed that opportunities for more frequent direct communication between permittees and the AGC be provided. Crosby invited the AGC. to the September meeting but they were unable to attend. Crosby will extend the invitation to the next MOC meeting in October.

Charmaine Bernard stated the County has a relationship with them because they attend and participate in their IPM taskforce meeting.

VIII. Old/New Business:

1. Re-schedule meetings over the upcoming Thanksgiving and Christmas Holidays. Change in meeting times for October 28th meeting – Crosby stated the next scheduled MOC meeting was October 28, 2010. All agreed to change the meeting start time to 9:30 am to allow Crosby time to commute to the BASMAA Board of Directors meeting, which overlaps with the MOC. The November meeting falls on Thanksgiving and therefore was re-scheduled to Thursday, December 2, 2010. The

December meeting was cancelled as it falls on the 23rd when many will be out of the office.

- IX. Adjournment - Bernard adjourned the meeting at 10:55 a.m. The next MOC meeting will be October 28, 2010 from 9:30 to 10:45 am.

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CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Monitoring Committee
September 28, 2010 Meeting Minutes

Attendance:

MUNICIPALITY

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

ATTENDED

Phil Hoffmeister
Nancy Stein
Lynne Scarpa
Alfredo Hurtado
Rinta Perkins

ABSENT

Program Staff:

Jamison Crosby
Michelle McCauley
Khalil Abusaba

Brown and Caldwell

-
- I. Introductory Remarks and Announcements: At 9:35 a.m., Lynne Scarpa began the meeting and asked for any announcements. Jamison Crosby announced the RMP is holding its Annual Meeting on October 5, 2010 at the Oakland Museum and she encouraged co-permittees to attend. Crosby will be attending. She also encouraged permittees to attend the CASQA conference on Nov. 1-3, 2010.

Alfredo Hurtado noted he was not receiving notice of the BASMAA Monitoring Committee meetings for which he is an alternate representative. Crosby said she would follow-up with Geoff Brosseau to ensure Hurtado is in the email group. The next meeting was scheduled for October 6, 2010.

Crosby will also ensure Nancy Stein is included in the monthly Pump Station Diversions meeting which occurs the 2nd Wednesday of every month in the afternoon. In the morning of the same day, there is a meeting on the Clean Watersheds for a Clean Bay (CW4CB) project.

- II. Approve the June 22, 2010 MOC Minutes – Rinta Perkins moved/Alfredo Hurtado seconded/To APPROVE the June 22, 2010 MOC minutes as submitted. Passed unanimously.
- III. Elect Chair and Vice-chair for FY 2010/11 - Alfredo Hurtado accepted his

nomination for Chairperson of the Monitoring Committee. Passed unanimously.

Phil Hoffmeister accepted his nomination for Vice-chairperson of the Monitoring Committee. Passed unanimously.

IV. CVRWQCB Draft Permit Re-issuance – Crosby explained that Tom Dalziel attended the hearing at the CVRWQCB on Sept. 23rd where our new NPDES permit was officially adopted by the Board. Crosby distributed strikeout copies of the Central Valley RWQCB NPDES Permit and quickly reviewed them.

- There are no provisions for PCBs, Copper, PBDEs/Selenium because these are not pollutants of concern for the Central Valley region.
- East County municipalities participating in the Regional Monitoring Coalition (RMC) will count toward the CV requirement.
- Monitoring/sampling was reduced from annually to once during the permit term in Marsh Creek. Sampling sites were reduced to five (5). Another East County creek, likely Kirker Creek, will be sampled in addition to Marsh Creek, as part of the RMC at 5 sites to equal the 10 sites required in the MRP.

Crosby will follow-up on missing footnote 42.

Khalil Abusaba suggested that the BMP Effectiveness Evaluation be designed so that it can also potentially count as one of the Methylmercury Control Studies required under C.11.1 of the CV Permit. The idea would be to test LID devices in their ability to capture methylmercury.

A discussion ensued about how annual reports would be handled in the future given the two permits. Crosby is of the opinion that the same report submitted to Region 2 Waterboard would also suffice for the R5 Waterboard. Minor changes may be necessary. Crosby will check with the Program Manager for concurrence.

V. BASMAA Monitoring/POCs Committee:

Update on N. Richmond Pump Station Diversion Project – Nancy Stein provided an update on this project. There have been many hurdles trying to get a contract with ABAG and the San Francisco Estuary Partnership (SFEP) to administer the EPA grant. The contract is currently at the County's Risk Management department and it will hopefully be before the Board of Supervisors in the next month or two. She informed co-permittees that despite the difficulties in getting the master contract with SFEP, the County was successful in getting a contract executed with SFEI to perform the sampling work necessary to characterize the wet and dry weather flows. Pushing this contract through was critical in allowing dry weather sampling to begin in summer/fall 2010. Otherwise the project schedule would have been set back. SFEI will begin dry weather sampling on September 29, 2010. This is ideal as the project calls for monitoring during two dry seasons and one wet season.

Updates on Other BASMAA Regional Projects – Crosby distributed copies of three (3) regional Project Profiles from the BASMAA Monitoring Committee and reviewed their contents as follows:

1. Diversion of Dry Weather Flows to POTWs – The BASMAA Board of Directors recently approved a profile for \$60,000 to fund Brown and Caldwell to perform follow-on work to the Feasibility Evaluation Study they completed in September. This contract is funded through BASMAA, not as an in-kind project by the CCCWP.

Scarpa questioned whether or not we need to propose an alternate location for treatment diversions since we already know where our diversion is going to go (ie. at the N. Richmond Pump station). The MRP states we have to select 5 sites for diversions and 5 alternative sites. Abusaba stated that we probably should identify an alternate but in doing so, be clear that in the next permit term, it's likely that the Water Board would want us to implement a diversion at an alternate site. Alfredo Hurtado stated that Delta Diablo might be a good possible alternate since they have sufficient capacity.

2. Design of Creek Status and Long Term Monitoring and Development of Information Management Systems – With respect to these profiles, Scarpa stated creeping costs in project profiles would be addressed in committee meetings. Co-permittees expressed frustration at the lack of competitive bidding in so many of the projects and asked staff, in the interest of the public, to encourage competitive bidding where possible. Crosby stated much of the rush to approve project profiles that occurred in the months following MRP adoption has passed and committees will have more time in the future to solicit competitive proposals on some projects. This should help keep costs under control.

Crosby and Abusaba will bring revised 5 year budget planning estimates to the committee next month.

Rinta Perkins questioned the wisdom of spending over \$100,000 for an information management system. Who would host and maintain it? Will this be a proprietary database? Crosby stated she will raise these questions in committee and suggest that a design parameter for the database be that it is designed in such a way that it can potentially be managed and maintained by entities other than those developing it.

3. Clean Watersheds for Clean Bay (CW4CB) Grant – Khalil Abusaba gave an update about this project. He reported that in the August 11th project meeting, the Project Manager, Jon Konnan of EOA, stated that GeoSyntec had been chosen to lead the design of treatment retrofits. Abusaba and

Crosby questioned the decision to sole-source GeoSyntec having been made unilaterally without any input from the committee. Choices about contractors on this project should be handled differently than other non-grant funded regional projects because there are federal funds involved. Abusaba also stated that Brown and Caldwell will not be vying for any of the work on CW4CB in order to remain a neutral advisor to the CCCWP.

Nancy Stein asked for clarification of when pump station discharges must be monitored for dissolved oxygen. Scarpa provided clarification.

VI. Program Updates:

1. Crosby distributed bound copies of the Spring 2009 CCMAP report (dated June 17, 2010) with apologies for not having provided it sooner. Analysis of samples collected in Spring 2010 was recently completed by Tom King and no evidence was found of the New Zealand (NZ) Mud Snail in any samples. The two known populations of NZ mudsnails in Contra Costa are in Baxter and West Antioch Creek.
2. GPS surveys by the Citizen Volunteers will begin this week with students from Los Medanos College in Kirker Creek on Sept. 30th and Nov. 7th. Volunteers will be doing four (4) pilot surveys using the MRP-mandated Unified Stream Assessment (USA) method and comparing it to the regular GPS protocols. Crosby spoke to Abby Fateman and Michelle Luebke and asked them to employ the decontamination methods used by Scott Cressey involving the soaking of gear in a solution of Quat-128. Crosby provided the Quat-128 to them along with a decon procedure from Cressey. Fateman and Luebke will use this method.

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

- Abusaba to revise and provide the five (5) year cost estimates.
- Crosby to find out whether the Delta Methylmercury was approved yet.
- Crosby will inquire about process for doing next year's annual report now that the CV permit is adopted
- Crosby will ask Tom Dalziel about encumbering the \$150K set aside for Long Term monitoring this year into next year's budget.
- Crosby will invite Stein to the Oct. 13th Pump Station Diversion project meeting.
- Crosby will make inquiries at the next BASMAA monitoring Cmte about the information management system on behalf of permittees.

VIII. Adjournment: Hurtado adjourned the meeting at 11:45 a.m.

Next Monitoring Committee Meeting:

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

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CONTRA COSTA
CLEAN WATER
PROGRAM

CONTRA COSTA CLEAN WATER PROGRAM
Administrative Committee
October 4, 2010 Meeting Minutes

Attendance:

MUNICIPALITY

Contra Costa County
Flood Control District (**Vice-Chair**)
City of Pinole
City of Pittsburg
City of Richmond
City of San Ramon
City of Walnut Creek (**Chair**)
Non-Voting Members
Town of Danville

ATTENDED

Charmaine Bernard
Mitch Avalon

Jolan Longway
Lynne Scarpa
Steven Spedowfski
Rinta Perkins

Chris McCann

ABSENT

Nancy Voisey

Program Staff

Tom Dalziel

-
- I. Introductory Remarks – Rinta Perkins, Chairperson, began the meeting at 9:40 a.m. and immediately proceeded to the agenda.
 - II. Program Agreement Adoption Update – Tom Dalziel named Co-permittees that had either not yet adopted a resolution approving the updated Program Agreement (2010-2025) and authorizing the City/Town Manager or County Administrator to sign and execute the agreement, or had adopted the resolution but had not yet provided a copy to Program staff. He indicated once the Program receives a copy of each Co-permittee's adopted resolution, Program staff will work with the City/County Attorneys' Association Stormwater Committee to gather signatures executing the agreement.
 - III. Signatory and Certification Requirements for Submittals to the Water Boards:
 - A. Status of Duly Authorized Representatives - Dalziel distributed and reviewed a handout showing the status of Management Committee representatives duly authorized to execute the signatory and certification requirements. Dalziel reminded committee members the deadline for

authorization letters was October 13, 2010.

B. Certification of Previous Required Submittals and Next Steps – Dalziel reviewed the following five (5) previous required submittals made to the Water Board by the Program or BASMAA on behalf of each Co-permittee.

1. July 1, 2010 Program Submittal of Documentation Confirming Each Permittee's Participation in Provision C.8 Water Quality Monitoring Through the Regional Monitoring Collaborative (RMC)
2. July 1, 2010 Program Submittal of Compiled Municipal Trash Hot Spots and Initial Assessment Information
3. September 15, 2010 Program Submittal of the *Contra Costa Clean Water Program Fiscal Year 2009/2010 Group Program Annual Report*
4. September 15, 2010 BASMAA Submittal of the *MRP Regional Supplement for Pollutants of Concern and Monitoring Annual Report for FY 2009/2010*
5. September 15, 2010 BASMAA Submittal of the *MRP Regional Supplement: Training and Outreach for Fiscal Year 2009/2010 Annual Reporting*

Dalziel reminded Committee members that these previous submittals did not comply with signatory and certification requirements, and that each submittal would need to be formally approved by each Co-permittee's principal executive officer or duly authorized representative at the October 20, 2010 Management Committee meeting. Dalziel explained absent written documentation authorizing Management Committee representatives signatory and certification authority, principal executive officers would need to attend and vote at the October 20, 2010 Management Committee meeting. Dalziel explained votes received by the Program in writing (e.g., email or letter) prior to the meeting would be acceptable. To ensure principal executive officers have sufficient time to review the Action Item "A" materials, Committee members directed staff to send out the item to Management Committee representatives as soon as possible.

IV. Contra Costa Clean Water Program Clerical Position

A. Duties and Responsibilities - Dalziel distributed and reviewed a handout outlining the duties and responsibilities of the Program's clerical staff, which have steadily increased due to the growing number of committees and activities needed to support increased countywide and region-wide compliance efforts. Additionally, increased duties assigned to the Program's Administrative Analyst (e.g., staff to the Program's Public Information/Participation Committee (PIPC) and representation at the BASMAA PIPC, and Program Webmaster), has required a shifting of

certain duties to the Program's Clerical (i.e., tracking, coordinating and processing Program Board Orders and Contracts). Questions were asked and answered.

- B. 28/40 versus 32/40 hours per week – Dalziel reviewed the financial impacts of increasing the existing Program's Clerk – Senior Level position from 28/40 hours per week to Clerk – Experience Level 32/40 hours per week. Questions were asked and answered. Committee members agreed the 32/40 hours per week were warranted and agreed upon hiring a Clerk – Experience Level at a specific maximum salary step.

Lynne Scarpa motioned / Steve Spedowski seconded / To recommend the Management Committee approve the hiring of a Program Clerical – Experience Level at 32/40 hours per week and at a specified maximum salary step. Passed unanimously.

V. First Quarter Group Budget Review:

- A. Fiscal Year 2009/10 Municipal Budget and Expenditures Allocation Summary – Dalziel distributed and reviewed a table showing the Fiscal Year 2009/10 approved budget allocation (i.e., \$3,232,413) and the actual end-of-year expenditure allocation (i.e., \$2,320,204). The difference of \$912,209 was not charged to municipalities.
- B. Fiscal Year 2010/11 Budget Amendments, Expenditures, and Reserves Review – Dalziel distributed and reviewed spreadsheets providing a detailed review of all Fiscal Year 2010/11 budget amendments, expenditures, and reserve balances. Questions were asked and answered.
- C. Fiscal Year 2010/10 Proposed MS4 Fee Increase – Dalziel recalled his September 29, 2010 email to the Program's Management Committee members about the State Water Resources Control Board's consideration of regulations revising the regulatory water quality fee schedule for Fiscal Year 2010/11. This action was scheduled to be considered on October 5, 2010. State Water Board staff was proposing a 21% increase for municipal stormwater fees. Dalziel distributed a copy of the California Stormwater Quality Association's (CASQA's) September 30, 2010 comment letter to the State Water Board opposing the 21% fee increase. Dalziel indicated the proposed fee increase would not be considered by the State Water Board on October 5th unless the Governor signed a State Budget by 9:00 AM on October 4, 2010.

D. Fiscal Year 2011/12 Budget Planning Schedule – Dalziel reviewed and requested input on a draft scheduled for development, review and adoption of the Fiscal Year 2011/12 Group Program Budget. Committee members agreed with the schedule.

VI. Approve Draft October 20, 2010 Management Committee Agenda – Dalziel reviewed the draft Management Committee Agenda. Committee members agreed to:

- Move Staff Report B – “Stormwater Funding Alternative” to Presentation Item A.
- Move Presentation Item A – “Bay Area Trash Demonstration Project – Trash Tracker Website” to Presentation Item C.

Steven Spedowski moved / Mitch Avalon seconded / To approve the draft Management Committee Agenda with changes. Passed unanimously.

VII. Old/New Business – Rinta Perkins reported on the status of Walnut Creek’s nexus study, which is looking at different scenarios for increasing residential and commercial garbage collection fees to help fund costs for complying with the MRP’s full trash capture requirements. Questions were asked and answered.

VIII. Adjournment – Rinta Perkins adjourned the meeting at 11:25 a.m.

Next Administrative Committee Meeting:

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