



**MANAGEMENT COMMITTEE MEETING AGENDA**  
**Wednesday, July 15, 2015, 1:15 p.m.**  
**255 Glacier Drive, Martinez, CA, Conference Room "A"**

City of Antioch:	Phil Hoffmeister / Ron Bernal
City of Brentwood:	Jagtar Dhaliwal / Jeffrey Cowling
City of Clayton:	Laura Hoffmeister / Mindy Gentry / Rick Angrisani
City of Concord:	Robert Ovadia / Frank Kennedy
Town of Danville:	Chris McCann / Steve Lake / Michael Stella
City of El Cerrito:	Stephen Prée / Yvetteh Ortiz / Maria Sanders
City of Hercules:	Mike Roberts/ Jeff Brown / Jose Pacheco
City of Lafayette:	Donna Feehan / Ron Lefler
City of Martinez:	Tim Tucker / Khalil Yowakim
Town of Moraga:	Edric Kwan / Frank Kennedy
City of Oakley:	Keith Coggins / Frank Kennedy / Billilee Saengchalern
City of Orinda:	Wendy Wellbrock/ Larry Theis / Charles Swanson / Daniel Chavarria
City of Pinole:	Dean Allison/Frank Kennedy
City of Pittsburg:	Jolan Longway <b>(Chair)</b> / Laura Wright / Keith Halvorson
City of Pleasant Hill:	Rod Wui
City of Richmond:	Joanne Le
City of San Pablo:	Karineh Samkian / Amanda Booth / Barbara Hawkins
City of San Ramon:	Steven Spedowski / Robin Bartlett / Maria Fierner
City of Walnut Creek:	Rinta Perkins / Carlton Thompson /Steve Waymire
Contra Costa County:	Cece Sellgren <b>(Vice-Chair)</b> / Mike Carlson / Julie Bueren
CCC Flood Control & Water Conservation District:	Mike Carlson / Tim Jensen

**PLEASE MARK YOUR CALENDAR NOW**

**Next Management Committee Meeting:**  
**Wednesday, August 19, 1:15 p.m.**  
**255 Glacier Drive, Martinez, Conference Room A**

The Contra Costa Clean Water Program will provide reasonable accommodations for persons with disabilities that are planning to participate in Management Committee meetings.  
Contact Erica Lashley-Cornell at least 48 hours before the meeting at (925) 313-2360.

**\* To dial in to the meeting, call 1-877-336-1828, and enter Access Code 9177212 when prompted.**

**CONTRA COSTA CLEAN WATER PROGRAM  
Management Committee Meeting Agenda  
July 15, 2015**

**AGENDA**

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**Introductions/Announcements/Changes to 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 Water Quality Control Board Staff Comments/Reports:**

10 min. Start by:  
1:15 pm

- A. Selina Louie – San Francisco Bay
- B. Chris Day – Central Valley

**Consent Calendar:** 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.

05 min 1:25 pm

- A. Management Committee Meeting Minutes – June 17 and June 24, 2015 (Tom Dalziel)

**Presentations:**

- A. CCCWP Stormwater GIS Pilot Project Orientation Presentation (Lucile Paquette / Craig Gooch, PSOMAS)

45 min. 1:30 pm

**Actions:**

None.

**Reports:**

- A. Update Municipal Regional Permit Reissuance (Tom Dalziel)
  - 1. July 8 Public Hearing
  - 2. July 9 Contra Costa County Mayors' Conference
  - 3. July 10 Deadline for Public Comments
  - 4. Review of Next Steps

40 min. 2:15 pm

B. Subcommittee/Work Group Headline News (Committee Chairs / Program Staff) 05 min. 2:55 pm

**Information Items:**

- A. Subcommittee Minutes 05 min 3:00 pm
1. Monitoring Committee Meeting Minutes – April 13, May 11, and June 8, 2015 (Lucile Paquette)
  2. Public Information/Participation Committee Draft Meeting Minutes – April 22 and May 27, 2015 (Deanna Constable)
  3. Municipal Operations Committee Meeting Minutes – May 4, 2015 (Beth Baldwin)
  4. Administrative Committee Meeting Minutes – July 7, 2015 (Tom Dalziel)

**Old/New Business:**

None.

**Adjournment:** Approximately 3:05 p.m.

### UPCOMING SPECIAL EVENTS and/or DEADLINES

<b>July 17, 2015</b>	Deadline for informing Program staff of any special issues or circumstances that will result in your agency not being able to submit all or a portion of your Final Municipal Annual Report by the August 26, 2015 deadline (see below)
<b>July 20, 2015</b>	Deadline for Letters of Authorization from City/Town Managers to Program Staff for Annual Participation in Matthew Bolender's Mr. Funnelhead/Used Oil Recycling Program
<b>July 28, 2015</b>	Pest Management for Landscapes and Public Agencies Seminar, PAPA-UC IPM Program, Centre Concord-Diablo Ballroom, 5298 Clayton Rd., Concord. For more information, visit <a href="http://www.papaseminars.com/seminar">http://www.papaseminars.com/seminar</a>
<b>Aug. 26, 2015</b>	Deadline for Submittal of Final Municipal Annual Reports as a single PDF file to Erica Lashley-Cornell <a href="mailto:erica.lashley-cornell@pw.cccounty.us">erica.lashley-cornell@pw.cccounty.us</a> or uploaded to Groupsite
<b>Sept. 9, 2015</b>	Each Duly Authorized Municipal Representative Approves the Final Draft Group Program Annual Report and Regional Supplemental Annual Report(s) <u>via a Special Management Committee Conference Call</u> , and Directs the Program Manager to Sign and Certify the Submittals on Their Behalf
<b>Oct. 19-21, 2015</b>	11 <sup>th</sup> Annual CASQA Conference, Monterey. For more information later, visit <a href="https://www.casqa.org/events/annual-conference">https://www.casqa.org/events/annual-conference</a>

### FUTURE PROGRAM COMMITTEE MEETINGS

All meetings held at 255 Glacier Drive, Martinez, Conference Room A, except as noted.

<b>July 22</b> 4 <sup>th</sup> Wednesday	Public Information / Participation (PIP) Committee Meeting, <b>10:00 a.m. – 12:00 noon</b>
<b>July 22</b> 4 <sup>th</sup> Wednesday	Development Committee (DC) Meeting, <b>1:30 p.m. – 5:00 p.m.</b>
<b>Aug. 3</b> 1 <sup>st</sup> Monday	Municipal Operations Committee (MOC) Meeting, <b>10:00 a.m. – 12:00 noon</b>
<b>Aug. 4</b> 1 <sup>st</sup> Tuesday	Administrative Committee (AC) Meeting <b>9:30 a.m. – 12:00 noon</b>
<b>Aug. 10</b> 2 <sup>nd</sup> Monday	Monitoring Committee (MonC) Meeting, <b>10:00 a.m. – 12:00 noon, Conference Room G</b>
<b>Aug. 10 (tentative)</b> 2 <sup>nd</sup> Monday	AD Hoc PCB Workgroup <b>12:30-2:30 p.m., Conference Room G</b>
<b>Aug. 19</b> 3 <sup>rd</sup> Wednesday	Management Committee (MC) Meeting, <b>1:15 p.m. – 4:30 p.m.</b>
<b>Sept. 9</b>	<b>Special Management Committee (MC) Meeting, 1:15 p.m. – 2:00 p.m.</b> Each Duly Authorized Municipal Representative Approves the Final Draft Group Program Annual Report and Regional Supplemental Annual Report(s) via a Special Management Committee Conference Call, and Directs the Program Manager to Sign and Certify the Submittals on Their Behalf. Conference Call Number: (877) 336-1828, Access Code: 9177212

**MONTHLY BASMAA SUBCOMMITTEE MEETINGS**

Times and locations for the BASMAA Subcommittee meetings are subject to change.

Development Committee, 1:30 – 4:00 p.m. (1 <sup>st</sup> Tuesday during odd months while MRP Steering Committee is meeting)	1 <sup>st</sup> Thursday
Monitoring/POCs Committee, 9:30 a.m. – 3:00 p.m.	1 <sup>st</sup> Wednesday
Public Information/Participation Committee, 1:30 – 4:00 p.m.	4 <sup>th</sup> Wednesday
Municipal Operations Committee, 1:30 – 3:30 p.m.	3 <sup>rd</sup> Thursday
Trash Subcommittee, 9:30 a.m.-12 noon	4 <sup>th</sup> Tuesday



**CONTRA COSTA  
CLEAN WATER  
PROGRAM**

**MANAGEMENT COMMITTEEMEETING MINUTES  
June 17, 2015**

Attendance:

**MUNICIPALITY**

City of Antioch(**Chair**)  
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  
City of Walnut Creek  
Contra Costa County  
Contra Costa County Flood Control &  
Water Conservation District

**ATTENDED**

Phil Hoffmeister  
Jack Dhaliwal  
  
Robert Ovadia  
Chris McCann  
Stephen Prée  
Jose Pacheco  
Donna Feehan  
Khalil Yowakim  
Edric Kwan  
Frank Kennedy  
Wendy Wellbrock  
Frank Kennedy  
Jolan Longway(**Vice-  
Chair**)  
Rod Wui  
Joanne Le  
Amanda Booth  
Steven Spedowfski  
Rinta Perkins  
Mike Carlson  
Mike Carlson

**ABSENT**

Laura Hoffmeister/  
Charlie Mullen/ Rick  
Angrisani

**PROGRAM STAFF:** Tom Dalziel, Beth Baldwin, Lucile Paquette, Deanna Constable, Erica Lashley-Cornell

**MEMBERS OF THE PUBLIC/ OTHERS/GUESTS:** Lisa Anich, Alexandra Majoulet, Michele Mancuso



CONTRA COSTA  
CLEAN WATER  
PROGRAM

1. **Introductions/Announcements/Changes to Agenda:** Chair Phil Hoffmeister opened the meeting at 1:17 p.m. Following self-introductions, he proceeded to the agenda. Tom Dalziel announced that Action Item A is being changed to a status update on the BASMAA comment letter and will be discussed in combination with Staff Report A.
2. **Public Comments:** No members of the public were in attendance.
3. **Consent Calendar:**
  - A. March 9 & April 13, 2015 Monitoring Committee Meeting Minutes
  - B. May 27, 2015 Development Committee Meeting Minutes
  - C. May 20, 2015 Management Committee Meeting Minutes
  - D. June 02, 2015 Administrative Committee Meeting Minutes

Moved/Seconded (Spedowski/Longway) to approve the Consent Calendar.

Ayes: 21 (Cities/Towns of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek, Contra Costa County, Contra Costa County Flood Control and Water Conservation District)

Noes: None

Absent: Clayton, Richmond & Pinole

Abstain: Walnut Creek

4. **Regional Board Staff Comments/Reports:** Regional Board representatives were not in attendance.
5. **Presentations:**
  - A. **Fiscal Year 2014/15 Municipal Annual Report Packets:** Tom Dalziel stated that Bruce Wolfe approved and accepted both Fiscal Year 14-15 Annual Report submittals with conditions. The conditions include concerns about trash generation mapping and the ability to show changes in trash amounts for certain areas. He went on to show the Program's Groupsite page and listed the five documents available to permittees to help them begin their Annual Report. The documents were the annual report timeline, instructions, BASMAA's annual report form, "example" certification letter, and the table of provision C.7 outreach activities conducted regionally or countywide. After reviewing each document, he then showed which Groupsite folder the permittees can use to upload their completed report, including the certification letter and any attachments. He explained Program staff is here to help permittees with any issues they encounter while working on the report. The deadline for submittal of the



municipal reports is August 26<sup>th</sup>. If more time is needed, then he requested this be communicated to Program staff no later than July 17. A special Management Committee meeting will be held on September 9<sup>th</sup> to approve the CCCWP and BASMAA supplemental reports.

Some permittees had questions regarding trash mapping. Beth Baldwin explained that, as with last year's Annual Report, EOA, Inc. would be providing much of the data necessary to complete Section C.10 of the report. EOA, Inc. would determine the number of acres for each trash generation rate within each TMA and the percent reduction each Permittee had achieved from full trash capture and implementation of control measures others than product bans and creek and shoreline cleanups. For that reason, Baldwin explained that Permittees need to submit to her ASAP any improvements in trash generation rates within TMAs, any corrections to the initial baseline, and any changes from installing new trash capture devices or changes in drainage areas, etc. Baldwin said she would forward the information to EOA, Inc. Tom Dalziel reminded committee members that PSOMAS will be responsible for updating the trash maps for municipalities for the Fiscal Year 2015/16 Annual Reports. Other questions are asked about how to account for the mercury collected by the waste water district's household hazardous waste programs. Tom Dalziel reminded the committee that the Program obtains this data from the Contra Costa Central Sanitary District, Delta Diablo Sanitation District, and the West County Sanitation District. He also asked Permittees to let Lucile Paquette know if they collected mercury-containing items locally. A few committee members indicated some local stores may also collected mercury-containing items (Ace Hardware, Lowes, and Home Depot). Lucile Paquette would contact these stores.

6. **Actions:**

- A. **APPROVE the Administrative Committee's Recommendation to Retain Fan Ventura for Temporary Administrative Staff Support for Preparation of the Fiscal Year 2014/15 Annual Reports for a Cost Not to Exceed \$5,000:** Tom Dalziel stated that Administrative Committee approved this item and now he's bringing it to Management Committee for approval. The Annual Report is a very complex process that involves a variety of software. The Program is looking to hire Fan Ventura to train the program secretary on how to put together the annual report as well as assisting other program staff and municipalities. This money will come out of contingency

Moved/Seconded (Prée/Perkins) to approve the Administrative Committee's recommendation.





CONTRA COSTA  
CLEAN WATER  
PROGRAM

Ayes: 21 (Cities/Towns of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek, Contra Costa County, Contra Costa County Flood Control and Water Conservation District)

Noes: None

Absent: Clayton, Pinole

Abstain: None

7. **Reports:**

- A. **Update on Municipal Regional Permit Reissuance:** Tom Dalziel stated the Program had not yet received BASMAA's comment letter on the MRP 2.0. As a result, the proposed action to approve the letter will need to be postponed to June 24<sup>th</sup>, when the Program will hold a special meeting via conference call. The meeting will begin at 4pm. Program staff would distribute the BASMAA letter to the Management Committee just as soon as it is received. Dalziel indicated the Program's letter would be reviewed and approved at the July 7 Administrative Committee meeting. All Management Committee representatives were encouraged to attend this meeting. Dalziel urged all Permittees to submit their own letters, which are due to the Water Board by 5:00 PM on Friday, July 10.

Dalziel next provided an overview of the June 10 Water Board workshop where Permittees provided comments on all provisions except C.10. Stephen Prée asked if comments on other provisions will be heard at the July 8<sup>th</sup> workshop. Dalziel stated that it was unlikely since all comments and discussion were finished at the previous workshop. He then reviewed the notes that Program consultant Sandy Mathews took during the workshop. The notes included the list of speakers and their comments. Overall, Dalziel indicated the workshop went well and a strong case was made for the need to ensure the Permit provides a clear and attainable path to compliance for meeting the PCBs load allocation.

Tom Dalziel also distributed and reviewed his PowerPoint presentation provided to the East Bay Leadership Council's (EBMC's) Manufacturing/Environmental Task Force on June 9. The EBLC was expected to submit a comment letter on the May 11 draft Tentative Order. Dalziel again invited all Management Committee members to attend the July 7 Administrative Committee in Conference Room "G". He indicated the meeting would be focused on the July 8 Water Board workshop (i.e., a review of the issues, talking points and potential speakers). Questions were asked and answered.



B. **Subcommittee/Work Group Headline News**

- **Administrative:** Reviewing MRP 2.0 on July 7th
- **Development:** June meeting cancelled
- **Monitoring:** Continued discussion on monitoring and will discuss the outcome from July's hearing.
- **Municipal Operations:** July's meeting will be cancelled due to a holiday.
- **Public Information/Participation:** Reviewing MRP 2.0 and consultant's contributions for the annual report.

Tom Dalziel informed Permittees that they will be receiving updates from subcommittees for the next fiscal year. Program staff is working on updating the various committee rosters and Groupsite. Dalziel indicated the Monitoring, Municipal Operations, and Development Committees would each need to identify at the first meeting in the new fiscal year, a primary and alternate representative to participate and represent all Permittees on same BASMAA subcommittee.

Lucile Paquette gave a brief update on the Program's Stormwater GIS Pilot Project. She asked if there were any interested people willing to take part in one or more GIS users group. She stated that more information regarding this request will be forthcoming at July Management Committee meeting.

8. **Information Items:**

None

9. **Old/New Business:**

Beth Baldwin gave a brief overview of Tuesday's IPM workshop in Pleasant Hill. She passed out IPM Guidance Manuals to permittees who were not able to attend the workshop. She stated that following presentations, there was a roundtable discussion that allowed participants to address their IPM issues and concerns.

Beth Baldwin also gave a summary on EOA's cost estimate for planning out the street miles for Martinez's sampling plan. She explained the amount discussed is \$7,000 and this may be a big expense for many cities to endure. Tom Dalziel stated that if cities have a need to have this type of work done to contact the program to discuss permittee's needs.

10. **Adjournment:**

Chair Hoffmeister adjourned the meeting at 3:09 p.m.

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MANAGEMENT COMMITTEE MEETING MINUTES  
CONFERENCE CALL  
June 24, 2015

Attendance:

**MUNICIPALITY**

**ATTENDED**

**ABSENT**

City of Antioch

Phil  
Hoffmeister(**Chair**)/  
Ron Bernal

City of Brentwood  
City of Clayton

Jack Dhaliwal

Laura Hoffmeister/  
Charlie Mullen / Rick  
Angrisani

City of Concord  
Town of Danville  
City of El Cerrito  
City of Hercules  
City of Lafayette  
City of Martinez  
Town of Moraga

Robert Ovadia  
Chris McCann  
Stephen Prée  
Jose Pacheco  
Donna Feehan  
Khalil Yowakim  
Frank Kennedy  
Billilee Saengchalern  
Wendy Wellbrock  
Frank Kennedy  
Jolan Longway(**Vice Chair**)

Rod Wui

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  
City of Walnut Creek  
Contra Costa County

Joanne Le  
Amanda Booth  
Steven Spedowfski  
Rinta Perkins  
Mike Carlson

Contra Costa County Flood Control &  
Water Conservation District

Mike Carlson

Program Staff: Tom Dalziel, Beth Baldwin, Lucile Paquette, Deanna Constable

**MEMBERS OF THE PUBLIC/ OTHERS/GUESTS:** Kevin Marstall

1. **Introductions/Announcements/Changes to Agenda:** Vice-Chair Jolan Longway opened the meeting at approximately 4:00 p.m. Following self-introductions, asked if there were



any announcements. Tom Dalziel announced that the Program is still looking for speakers for the July 8<sup>th</sup> Water Board public workshop on Provision C.10. He also reminded cities that comment letters on the MRP 2.0 are due to the Water Board by 5:00 PM on Friday, July 10<sup>th</sup>. Following announcements, Longway proceed to the agenda.

2. **Action:**

A. **APPROVE BASMAA’s Comment Letter on the May 11 Draft Tentative Order for the Municipal Regional Stormwater Permit, and its Submittal to the San Francisco Bay Regional Water Quality Control Board on Behalf of the Contra Costa Clean Water Program Permittees:** Tom Dalziel began with a summary overview of the BASMAA letter, which focused on the high priority issues associated with Provisions C.3, C.10 & C.12. Questions were asked and answered. Dalziel then asked if there were any comments or suggested changes. Input and discussion included, but was not limited to:

- Add “Trash Demonstration Project” to the list of grants secured during MRP 1.0.
- Be consistent in referencing the time intervals for projecting Green Infrastructure projects (i.e., “FY 19-20” versus “2020”).
- Provide further justification for the request to extend the deadline for meeting the 70% trash load reduction requirement.

Moved/Seconded (Perkins/Le) to approve BASMAA’s draft comment letter and its submittal to the San Francisco Bay Regional Water Quality Control Board.

Ayes: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules (email), Lafayette (email), Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon (email), Walnut Creek, Contra Costa County, Contra Costa County Flood Control and Water Conservation District.

Noes: None

Absent: Antioch, Clayton & Pleasant Hill

Abstain: None

3. **Old/New Business:** None.

4. **Adjournment:** Vice-Chair Jolan Longway adjourned the meeting at 5:00 p.m.



**Date:** July 15, 2015

**To:** Management Committee

**From:** Lucile Paquette  
Watershed Management Planning Specialist

**Subject:** Presentation Item A – Stormwater GIS Pilot Project Orientation

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**Recommendation:**

Receive presentation from Craig Gooch of PSOMAS providing an overview of the Contra Costa Clean Water Program's (CCCWP's) Stormwater GIS Pilot Project.

**Background:**

A GIS Ad Hoc Workgroup (Workgroup) was established and began meeting in June 2014. The Workgroup reviewed and researched potential needs, estimated costs, and possible methods for developing and managing a Program/countywide GIS platform.

In December 2014, the Management Committee approved the Workgroup's recommendations and proposed next steps for the development of a stormwater GIS platform, including development and release of a Request for Proposal. Program staff released the RFP on March 11, 2015.

In April 2015, the Management Committee approved the interview panel's recommendation to retain the PSOMAS team (i.e., PSOMAS and teaming partner Miller Spatial Services LLC) to develop and implement the CCCWP Stormwater GIS Pilot Project.

**Discussion:**

The CCCWP's Stormwater GIS Pilot Project will be focused on and address the Trash and PCB elements of the MRP. The project is intended to centralize and establish a more efficient and reliable GIS data collection, management and reporting services, which are currently being provided by EOA Inc, and the Contra Costa County IT department. This project will also provide all Permittees the opportunity to acquire GIS knowledge, experience and skills for the future

GIS needs anticipated in MRP 2.0. Should the project prove to be cost effective, manageable, and beneficial on a countywide basis to all Permittees, the Management Committee could later decide to expand the GIS platform to include additional GIS needs including, but not limited to the mapping of planned and potential Green Infrastructure projects, masonry buildings constructed or remodeled between 1950-1980, and PCB reductions realized during MRP 1.0 as a result of redevelopment projects completed subsequent to the preparation and submittal of the Integrated Monitoring Report.

This presentation will introduce the PSOMAS team; review the project goals and objectives; outline the roles and responsibilities of the Permittees and Program staff; and, provide a review of next steps.

Program staff is soliciting Permittees to engage in the development of Pilot Project User Groups. The presentation will review the various levels of participation and needed user groups needed for providing input and direction, testing of collector apps and other tools, training, etc.).

**Fiscal Impact:**

None

**Attachments:**

Attachments, if any, will be provided at the meeting.



**Date:** July 15, 2015

**To:** Management Committee

**From:** Tom Dalziel, Program Manager  
Contra Costa Clean Water Program

**Subject:** Staff Report A – Update on Municipal Regional Permit Reissuance

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**Recommendation:**

Receive report.

**Background:**

At the June 17, 2015 Management Committee meeting, Program staff provided a detailed update on the following:

- BASMAA's preparation of written comments on the San Francisco Bay Water Board (Water Board) staff's May 11 Draft Tentative Order for Reissuance of the Municipal Stormwater Regional Permit (Draft Permit)
- Water Board's June 10 public workshop.
- CCCWP's June 11 presentation to the Contra Costa County Public Managers' Association
- CCCWP's June 12 presentation to the East Bay Leadership Council's Manufacturing/Environmental Task Force
- BASMAA and CCCWP's next steps in preparation for the July 8 Water Board public workshop.

On June 24, 2015, the Management Committee held a special meeting by conference call to approve BASMAA's draft comment letter on the Draft Permit.

**Discussion:**

On July 7, the Administrative Committee and interested Management Committee members reviewed and approved, with suggested changes, the CCCWP's draft comment letter on the Draft Permit. Program staff subsequently finalized and submitted the letter to the Water Board by July 10 deadline. A copy of the letter was distributed to the Management Committee by email on Monday, July 13. Also at the

July 7 Administrative Committee meeting, participating municipal representatives reviewed the provision C.10 high and medium priority issues, including talking points and potential speakers for the Water Board's July 8 public workshop.

At the July 15 Management Committee meeting, Program staff will review and discuss the following:

- July 8 Water Board public workshop
- July 9 Contra Costa County Mayors' Conference
- July 10 Deadline for Submittal Written Comments to Water Board
- Review of Next Steps

**Attachments:**

1. Attachments, if any, will be provided at the meeting.

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**Date:** July 15, 2015

**To:** Management Committee

**From:** Subcommittee/Workgroup Chairs  
By: Tom Dalziel, Program Manager

**Subject:** Staff Report B – Subcommittee/Work Group Headline News

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**Recommendation:**

Receive headline news, if any, from the Administrative, Development, Monitoring, Public Information/Participation, and Municipal Operations Subcommittees, and the GIS Ad Hoc Workgroup.

**Discussion:**

Subcommittee and Workgroup Chairs or representatives may provide a very brief oral report on important topics, news or information for which Management Committee members should be aware. Questions or requests for additional information will be discouraged. Please refer to the respective subcommittee/workgroup meeting minutes or contact the subcommittee/workgroup representative or Program staff after the meeting for further information or questions.

Brief reports, if needed, will be provided by the Subcommittee or Workgroup Chair or representative or, if absent, by the appropriate Program staff member, in the following order:

- Administrative Committee – Jolan Longway
- Development Committee – Dan Cloak
- Monitoring Committee – Phil Hoffmeister
- Municipal Operations Committee – Beth Baldwin
- Public Information / Participation Committee – Deanna Constable
- Ad Hoc GIS Workgroup – Lucile Paquette

**Fiscal Impact:** None

**Attachments:** Attachments, if any, will be distributed at the meeting.



**MUNICIPALITY**

City of Antioch  
County Flood Control District  
City of Lafayette  
City of Pinole  
City of Pittsburg  
City of San Pablo

**ATTENDED**

Phil Hoffmeister  
Michele Mancuso  
  
Dean Allison (Via Phone)  
Jolan Longway  
Karineh Samkian

**ABSENT**

Ron Lefler

**Program Staff:** Tom Dalziel, Lucile Paquette

1. **Introductory Remarks:** Chair Hoffmeister called the meeting to order at 10:05 a.m., followed by self-introductions.
- 2) **Program-Directed Monitoring:** Lucile Paquette reported on the following Creek Status activities:

Creek Status Update: There was a small rain event on April 7<sup>th</sup> that produced over one half inch of rainfall in some areas of the County. Under these conditions, the bioassessment protocols require Programs evaluate the amount of scouring effect the rain has had on the creeks where the rainfall has exceeded 0.5". It was observed in various channels that this rain event did not scour the algae from the creek beds enough to trigger postponing sampling for 14 days, but in concurrence with the other BASMAA programs, CCCWP pushed out sampling and deploying the continuous measurement devices for one week. In fact, many of the channels absorbed the water that fell and produced very little runoff.

Toxicity Resample: The stormwater samples taken on February 6<sup>th</sup> in Green Valley and Rodeo Creeks for water toxicity analyses had significant mortality and triggered a follow-up sample. The follow-up stormwater samples were taken on April 7<sup>th</sup> and also produced a significant mortality. This would normally trigger a follow-up project, but is exempt citing MRP Provision C.8.d.i.(6), which states:

“As long as Permittees have complied with the procedures set forth above, they do not have to repeat the same procedure for continuing or recurring exceedances of the same receiving water limitations unless directed to do so by the Water Board.”

CCCWP has been following up on prior toxicity exceedances by conducting the SSID project for toxicity.

Bioassessment Monitoring was to begin 4/21/15, and due to the rain event previously mentioned, the sites that did not receive significant rainfall were sampled first, and affected sites postponed until the following week. The bioassessment site numbers are: 388, 891, 960, 1024, 1049, 1103, 1156, 1163, 1227, 1305. Details on the location of those sites are on the map provided.

Targeted Monitoring Locations: Paquette discussed where the following targeted parameters were deployed (also shown on map). The Temperature and General Water Quality probe locations were chosen because the creek sites are expected to flow during the summer, and are two "sensitive habitat" sites. The data is being collected to develop a baseline of temperature (long and short deployment), dissolved oxygen and conductivity data for these sensitive habitats. General Water Quality sondes will be deployed at sites 388 and 1163 and temperature probes (HOBOS) at sites 388, 891, 1163, 1319.

Methylmercury Control Study Progress Update: Monitoring is needed for one more rain event this year. If there is no more rain, the monitoring will be postponed at those locations until next storm season. The final dry-season samples will be collected in the May-June time period. The data should be received and vetted by mid-summer and a year-end data summary report will be submitted to the Central Valley (Region 5) Water Board with the FY 14/15 Annual Report. Additionally, Phase Two (BMP Effectiveness) samples for this project were collected in Richmond piggybacking on the Clean Watersheds for Clean Bay grant sampling effort. This method has resulted in monitoring efficiency, staying on target with the allotted budget, and fulfilling part of the "Alternative Approach" Monitoring. Additionally, for Pollutants of Concern part of the "Alternative Approach", the Screening for Potential PCB Source Properties is continuing. Sediment samples will be collected from Richmond, Pittsburg and Unincorporated County potential high opportunity parcels in the first round. The details of this effort will be discussed at the Ad Hoc PCB workgroup, following this meeting.

Stressor Source Identification/Urban Creeks Monitoring Report - Feedback from Jan O'Hara: Paquette received a call from Region 2 Water Board staff Jan O'Hara, saying that there was sufficient effort by CCCWP for the SSID study on Pesticides and that the Program could curtail any further sampling efforts for it; that CC had done enough. An email acknowledging the call was sent to O'Hara, but no reply email was received, confirming her call or the information discussed. A follow-up, more detailed email was sent, including to Tom Mumley, stating what Program staff understood and how we would proceed with no confirmation from the Water Board. Again, no reply was received by Program Staff from Water Board staff. Next Steps were discussed with Armand Ruby and the Committee.

**3) Review and Consider Recommending Approval of Revised Scope and Budget for Part B of the Stressor Source Identification Studies on Grayson and Dry Creeks.** The

Committee decided that to respond to the ephemeral direction of the Water Board staff, The CCCWP would pare down the scope and budget that was presented as SSID Study, Part B, to describe theoretically what *could* be done, rather than what the Program *will* do as more of a memo than a work plan. This would fulfill Part B in the Stressor Source study. The group directed Ruby to revise the scope and budget and submit it for review for the May Monitoring Committee.

**4) Permit Reissuance Update:** Tom Dalziel presented an update of the Region 2 MRP negotiations. He reported that the MRP 2.0 Tentative Order (T.O.) is due out on May 11. The BASMAA workgroups have largely finished meeting until the T.O. comes out. Dalziel reported that Region 5 Water Board had sent out a Permit Amendment to offer Region 5 Permittees to join a Regional Monitoring Program in exchange for reducing some of their local monitoring requirements. Brian Laurenson with Larry Walker and Associates will be providing guidance for the Region 5 Permit Amendment and reissuance process. Paquette and Dalziel will meet with the technical consulting team to consider next steps and the approach for CCCWP and specifically the CCCWP Region 5 permittees, moving forward.

**5) Regional Monitoring Coalition:** The group decided that the discussion on the North Richmond Pump Station Pilot Diversion Project would be postponed until Cece Sellgren was attending, so she could report to the group. Regarding the Clean Water for Clean Bay (CW4CB) Grant, Paquette reported that the work on the Nevin Avenue project was progressing and that the reports were being developed.

**6) Announcements:** There will be a Commercial/Industrial Stormwater Inspector Training on Thursday, April 30; 8:30 a.m. – 3:00 p.m. at the San Ramon Community Center Terrace Room, 12501 Alcosta Blvd, San Ramon, CA 94583. This training will provide some suggestions on how to utilize business inspectors to assist in the PCB source property reconnaissance and abatement work.

**Adjournment:** 12:10 p.m.



CONTRA COSTA  
CLEAN WATER  
PROGRAM

Monitoring Committee  
Meeting Minutes  
May 11, 2015

**MUNICIPALITY**

City of Antioch  
County Flood Control District  
City of Lafayette  
City of Pinole  
City of Pittsburg  
City of San Pablo

**ATTENDED**

Phil Hoffmeister  
Cece Sellgren  
none  
Dean Allison (phone)  
none  
Karineh Samkian

**ABSENT**

Ron Lefler  
Jolan Longway

**Program Staff:** Tom Dalziel, Lucile Paquette, Beth Baldwin, Erica Lashley-Cornell

1. **Introductory Remarks:** Chair Hoffmeister called the meeting to order at 10:11 a.m.
2. **Approval of Minutes:** Moved/Seconded (Samkian/Sellgren) to approve the February 09, 2015 minutes. Item passed; Lafayette & Pittsburg absent.
3. **Program-Directed Monitoring**
  - A. **Creek Status Update:**
    - a. **Rain – April 25, .23”:** Lucile Paquette stated that sampling was completed at 10 sites in spite of some locations receiving > 0.5” rain during the latest event. The rain did not cause significant disturbance to algae at sites that got > 0.5”, so sites were arranged such that the locations that got < 0.5” would be sampled first. Site data will be flagged to reflect this.
    - b. **Toxicity Resample:** The two creeks that showed toxicity results were re-sampled and the Program is still waiting for the results.
    - c. **Bioassessment Monitoring Progress Update:** Ten sites have been sampled. A map and table of site locations have been distributed and can be found on Groupsite. Water quality and benthic macroinvertebrate results will be coming in a month or two.
    - d. **Targeted Monitoring Locations**
      - i. **General Water Quality (GWQ):** The GWQ sondes were installed for the 2-week spring period (Green Valley, West Branch Alamo). The sondes will be installed again in August for the final 2 week deployment of the year.
      - ii. **Temperature –** The temperature pendants are installed and will remain installed and collecting temperature data until September. The data is downloaded from the devices and checked roughly every 45 days to ensure presence and functionality, and for data collection.
  - B. **Methylmercury (MeHg) Control Study Progress Update:** Phase 1 MeHg samples

were collected in East County at Lake Alhambra. Phase 2 (BMP effectiveness) samples were collected in Richmond at the 1<sup>st</sup> and Cutting Blvd. LID facility and will be analyzed for mercury, methylmercury and SSC. ADH will collect the two dry season samples later this month at Lake Alhambra. Data is being currently going through the quality assurance process.

**C. Pollutants of Concern – “Alternative Approach” Monitoring:** The Alternative Compliance Approach is being met. More PCBs Source Property Identification screening has been done. 35 samples have been collected in Richmond, Pittsburg and in the Unincorporated County. The analytes being tested are: mercury, Total Organic Carbon (TOC), PCBs and a grain size analysis. The Alternative Approach also considers the MeHg Control Study samples as part of the Approach. Paquette reminded the group that she needs specific direction from cities on where they would like to sample. As an aside, Paquette updated the Committee about the PCBs spill in Richmond/El Cerrito on May 4th. 3 Transformers containing 60 gallons of transformer oil spilled when a pole fell. The transformer oil had a concentration of 45 ppm PCBs. Hazmat and PG&E cleaned up the spill. Ongoing communication via email is being shared with PGE, WB staff Jan O’Hara, City of Richmond’s Joanne Le. The PCBs did get into a drainage ditch. The ditch sediments and water have been sampled. Water Board will continue to track the progress and determine further steps and cleanup. Luckily, PCBs are oils that float (not water soluble). It was reported that the oil that got into the water floated on the top so was easily identified and cleaned-up right away.

**D. Stressor Source Identification:** The budget for SSID Part B has been approved. Armand Ruby will provide the memo for the committee to review at the June or July meeting. This finalized product will be reported in the Urban Creeks Monitoring Report in March 2016.

**4. Permit Reissuance Update:**

**1. Region 2 – MRP: Tentative Order due May 11<sup>th</sup>, 2015:** Tom Dalziel stated that the tentative order is scheduled to be released today. The Program will compose comments to submit and BASMAA will submit a letter. Cities are encouraged to send letters of support for Program and BASMAA comments, as well as their own. There will be a template sent out for cities to use if they want.

**2. Review Next Steps, Timeline:** The Water Board will accept comments for a 60 day period until July 10. On June 10 the Water Board will have a public workshop for C.3, C.11 & C.12 and all other provisions except trash (C.10). On July 8<sup>th</sup> there will be a public workshop for C.10 comments only. The tentative adoption date is October 14<sup>th</sup> 2015 with implementation in early December or January of 2016. Questions were asked and answered.

A. **Region 5 – Central Valley NPDES Permit:**

1. **Update on the Delta Regional Monitoring Coalition and Central Valley Water Board Tentative Order Amendment:** Paquette explained that the ROWD has been submitted for the Central Valley Permit reissuance. A tentative order for Central Valley has been released, encouraging permittees to join a regional monitoring program. The Program made a proposal to the Central Valley Water Board on May 4<sup>th</sup>, stating that we would like to continue to do our own monitoring as a county-wide program and continue to pay into the San Francisco Bay Regional Monitoring Program (RMP), rather than dividing our efforts between RMPs. The Central Valley Water Board has agreed to the Program's request. Paquette stated that the Program will not need to submit comments for this Tentative Order, but that the Water Board will carve out the East County from the Delta RMP.

5. **Regional Monitoring Coalition**

- A. **North Richmond Pump Station Pilot Diversion Project:** Cece Sellgren stated that the flood control department's contract has been awarded to the Valentine Corporation to do the pump work for West County Waste District. Mitch Avalon is working on the permit to discharge. The next meeting with Valentine Corp will be on Wednesday May 13, 2015. There will be wet and dry season testing which will tentatively begin this fall as this project is weather dependent. If the design and construction doesn't proceed in a timely manner, the diversion may have to be postponed until Fall 2016. WCWD is on contract to maintain the pump station while the Valentine Corporation is working on remediation. Batch sampling of wet-well will be analyzed at their lab for toxicity. West County Waste Water District seems to be comfortable after reviewing our characterization work. SFEP and EPA are supportive and understand the delays. Dean asked how long the project would last. Sellgren said it would be for 2 weeks during dry season, and first flush during wet season. Questions were asked and answered.
- B. **Clean Water for a Clean Bay (CW4CB) Grant:** Paquette stated that the semi-annual report has come out for the Clean Watershed Grant. Paquette will review and send to Committee for their review and comments. The final report is still being worked on, not expected until 2016. Due to a lack of rain there was little sampling done.

6. **Announcements:**

**Commercial/Industrial Stormwater Inspector Training – Recap:** Lucile Paquette stated the training went very well. Mark Johnson from the SF Water Board spoke on PCBs, a similar presentation to the one he gave to the Management Committee last summer. Representatives from EPA also spoke and were helpful answering questions. The group talked about how to look for PCBs and what inspectors should do to help identify and notify city representatives and/or Clean Water Program Staff about PCBs containing materials (e.g. adhesives, paints, electrical equipment, sediment track out from properties, etc.) that they may find. Everyone agreed that it would be helpful to have an inventory of

locations where PCBs transformers are located. EPA has a limited inventory. The speakers gave informative presentations on PCBs in building inspections. Beth Baldwin spoke about conducting a Stormwater Inspector Workgroup that will meet a few times to talk about updating inspection forms and checklists for stormwater inspections. She said The Municipal Operations Committee (MOC) is discussing what to do about PCBs or how to track their presence. The MOC is forming an inspector workgroup to promote consistency among programs. The Model form has PCBs question, but few agencies use the model form.

7. **Adjournment:**11:27 a.m.

**Next Monitoring Committee Meeting:** June 8, 2015, 10:00 a.m.-12 noon, Conference Room "B", 255 Glacier Drive, Martinez, CA 94553





**MUNICIPALITY**

**ATTENDED**

**ABSENT**

City of Antioch

Phil Hoffmeister(**chair**)

County Flood Control District

Cece Sellgren (**vice-chair**)

City of Lafayette

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Ron Lefler

City of Pinole

-----

Dean Allison

City of Pittsburg

-----

Alfredo Hurtado/

Jolan Longway

City of San Pablo

Amanda Booth

**Program Staff:** Tom Dalziel, Lucile Paquette, Erica Lashley-Cornell

- 1 **Introductory Remarks:** Chair Phil Hoffmeister called the meeting to order at 10:18 a.m.
- 2 **Approval of Minutes:** Phil Hoffmeister decided to move the review of the meeting minutes to the next Monitoring Committee Meeting due to the lack of a quorum.
- 3 **Program-Directed Monitoring**
  - A. **Creek Status Update** – (see Attachment A: *Modified CC Table 8.1*)- Lucile Paquette referred to the map and table that show the latest updates of the Program’s Creek Status monitoring activities for the parameters below for this summer. She explained the table to committee members and described reasons for which sites were sampled throughout Contra Costa County for various parameters in Table 8.1 of the MRP.
    - a. **Toxicity Sampling:** The first storm event samples were taken in February 2015, which resulted in toxicity for the test bugs. In April, a follow-up sampling event also had toxic results. Normally, follow-up actions would be needed when two consecutive samples result in mortality. From Table 8.1:

“If toxicity results < 50% of control results, repeat sample. If 2nd sample yields < 50% of control results, proceed to C.8.d.i. If 2nd sample yields < 50% of control results, proceed to C.8.d.i.” (SSID section). And then according to C.8.d.i.(6): “As long as Permittees have complied with the procedures set forth above, they do not have to repeat the same procedure for continuing or recurring exceedances of the same receiving water limitations unless directed to do so by the Water Board.”

We have complied by conducting a SSID project on toxicity in Dry and Grayson Creeks. The two sites will be sampled again in the summer for the dry season requirement. The sampling and analysis dates will be coordinated regionally with other BASMAA Watershed Programs to reduce some lab and

reporting costs. Testing for chlorine will be done during the toxicity sampling event.

- b. Bioassessment Monitoring:** Paquette stated that the bioassessment monitoring has been completed for the ten required sites. The California Rapid Assessment Method (CRAM) will be used to conduct the Stream Surveys required in Table 8.1 on the 10 bioassessment sites.
- c. Targeted Monitoring Locations:** The locations have been documented on the attached CC Modified Table 8.1 for the following parameters.
  - i. General Water Quality:** There will continue to be data collection at two locations for two weeks during the dry season.
  - ii. Temperature:** Temperature devices will be retrieved in October 2015 from four sites.
  - iii. Pathogens:** Samples will be collected on June 30 at five sites.

**B. Methylmercury Control Study Progress Update:** The remaining two dry-season samples will be collected from sites specified in the work plan in the East County. The collection will take place within the month of June.

**C. Pollutants of Concern - "Alternative Approach" Monitoring/PCBs Screening Update**  
**Alternative approach:** We will continue our PCBs Source Identification Screening and sample sites that fit the criteria. Sites have been sampled and we are awaiting results. A total of 36 samples have been collected from potential high opportunity sites around the County. Sampling in Lower Marsh Creek was completed. The sampling did confirm that the newer urban areas have little to no PCBs in the runoff. The monitoring station was demobilized; all equipment was removed from the enclosure, banks and creek. The enclosure will remain on site, empty for any possible use.

Paquette updated the group regarding the PCBs spill on May 3<sup>rd</sup>; Paquette mentioned that a request was made from Jan O'Hara at the SF the Water Board to consider screening in the area where the PCBs spill occurred on the Richmond/El Cerrito border. The request was made when a drop inlet upstream of the spill, reportedly unaffected by the spill, was reported to have high PCBs concentration in the sediment sample taken from the inlet. O'Hara had concluded the elevated levels of PCBs must be from a high background-level of PCBs in the area. However, the area is an old urban neighborhood, is vegetated, and has no industry or other criteria to warrant sampling. The follow-up sampling of the same inlet showed "non-detect" levels, so it appears there may have been an error in the lab results or some other yet-unexplained reason (like a splash of oil in the inlet). In any case, from our perspective it removes the likelihood of a high background level of PCBs in the area. After much discussion of the situation, the Committee felt since the spill was a result of PG&E's pole falling and spilling into the roadway and inlets, and all other screening criteria are not met, that they do not want to spend money on this site's sampling but put it toward the sampling in known potential high opportunity areas. The committee agreed that the Water Board should request more sampling should be

done by PG&E. Questions were asked and answered. Paquette will report back with an update at the next meeting.

**D. Stressor Source Identification** - Armand's SSID study is not ready to be reviewed at this time. It will be discussed at the next Monitoring Committee meeting.

#### 4 Regional Monitoring Coalition

- A. **Clean Watersheds for Clean Bay (CW4CB) Grant** – (see Attachment C: *DRAFT CW4CB Semi-Annual Progress Report Number Ten, October 1, 2014 through March 31, 2015*): Paquette stated that the draft reports are ready for the committee to review. Comments on the report have been sent out and the Final report will be coming out in the Fall of 2016.
- B. **Small Tributaries Loading Strategy (STLS)** – (see Attachment D: *STLS Multi-Year Synthesis Report*): Paquette told the committee that the 85 page STLS report has been sent out. The agency has requested feedback on the report and suggestions for more sites that need sampling. The Monitoring Committee discussed sites that needed sampling in the cities of Antioch and Oakley. The Committee will discuss sites in Contra Costa more when SFEI sends their site spreadsheet out.

#### 5 Permit Reissuance Update: Region 2 – MRP: Tentative Order Review

- a. **Discuss Comments for Public Hearing June 10<sup>th</sup>** – (See Attachment E: *Table of Priority Issues*): Tom Dalziel stated that the public hearing will be Wednesday June 10th. The Waterboard Staff will begin with a presentation and testimony will possibly begin in the afternoon. PCBs (C.11/12) and its associated Green Infrastructure, and New Development and Redevelopment (C.3) are the big issues. The committee discussed what order the discussions may be done in with hope that the elected officials will have the opportunity to speak first. The committee agreed that the focus should be on the highest priority issues. However more speakers from municipalities will be needed.
- b. **Review Next Steps, Timeline (next page)**: The high priority issues in Provisions C.11 & C.12 were addressed. Problems that arise with accounting, compliance, funding, timelines, staffing and budget concerns were discussed. Items that were considered bigger issues will be addressed at the hearing. Lower high priority issues will be sent to the Waterboard as written comments. The committee is still contacting Permittees to speak at the hearing with a focus on the issues that personally affect their municipalities. If time and the Water Board permit, discussions from this hearing will continue into the July 8<sup>th</sup> hearing.
- c. **Timeline:**  
Wednesday, June 10, 2015 at approximately 11:00 a.m. at the Elihu M. Harris State Building, First Floor Auditorium, 1515 Clay Street, Oakland. At this hearing, the Water Board will accept testimony for all provisions of the Draft MRP, except for Provision C.10 – Trash Load Reduction. Provisions C.11/12, Green Infrastructure (in C.11/12 into C.3), C.3 followed by other provisions.

Wednesday, July 8, 2015 at approximately 9:00 a.m. at the Elihu M. Harris State Building, First Floor Auditorium, 1515 Clay Street, Oakland. At this hearing, the Water Board will accept testimony for Provision C.10 and any testimony that the Water Board continued at the June 10 hearing due to time constraints.

Friday July 10, 2015 5:00 PM deadline for the written comment period for the May 11, 2015 Draft Tentative Order for the Municipal Regional Stormwater Permit. Written comments should be submitted to the following email address: [mrp.reissuance@waterboards.ca.gov](mailto:mrp.reissuance@waterboards.ca.gov)

Wednesday Oct. 14, 2015 Adoption Hearing for the Tentative Order for the San Francisco Bay Region Municipal Regional Stormwater Permit, Elihu M. Harris State Building, First Floor Auditorium, 1515 Clay Street, Oakland. The Draft Tentative Order can be downloaded at:

[http://www.swrcb.ca.gov/rwqcb2/water\\_issues/programs/stormwater/Municipal/mrp\\_page4.shtml](http://www.swrcb.ca.gov/rwqcb2/water_issues/programs/stormwater/Municipal/mrp_page4.shtml)

6 **Adjournment:** Vice Chair Cece Sellgren adjourned the meeting 12:41 p.m.

**Next Monitoring Committee Meeting:** July 13, 2015, 10:00 a.m.-12 noon, Conference Room "G", 255 Glacier Drive, Martinez, CA 94553



MUNICIPALITY	ATTENDED	ABSENT
City of Antioch	Julie Haas-Wajdowicz	
Contra Costa County Flood Control & Water Conservation District	Dan Jordan	
City of El Cerrito:	Stephen Prée	
Town of Moraga:	Edric Kwan	
City of Pittsburg	Laura Wright, <b>Chair</b>	
City of San Ramon:	Steven Spedowski, <b>Vice-Chair</b>	
City of Walnut Creek	Rinta Perkins/Michael Hawthorne	

**Program Staff:** Tom Dalziel, Deanna Constable

**Program Consultant:** Stephen Groner (S. Groner Associates, Inc.)

**Guests:**

1. **Introductions of Announcements:** Chair Laura Wright opened the meeting at 10:07 a.m.
2. **Approve the March 25, 2015 Draft Summary Meetings Minutes: Postponed.**

The approval of the March 25 minutes has been postponed until the next PIP Committee meeting on May 27, so that all of the Committee members have a chance to see the changes that Julie Haas-Wajdowicz requested.

Haas-Wajdowicz asked to replace the second paragraph in agenda item "For the Good of the Order/Roundtable" with the following paragraph: "Haas-Wajdowicz shared Antioch will have a "Keep Antioch Beautiful Day," with prizes for the schools with the most participation. The Mayor of Antioch also wants to make a Clean Up Month of Service. She is doing an online contest for posting pictures of their litter collection. Antioch will be hosting a Contra Costa Water District "Lose a Lawn; Gain a Garden" workshop in April. Antioch, Brentwood, and Pittsburgh applied for a grant from Cal Recycle to reach DIY oil changers. Motion approved." In addition, she asked that the spelling for "Pittsburg" be corrected in the minutes as it autocorrected to "Pittsburgh."

3. **MRP 2.0 Update:** Tom Dalziel shared there was a March 27 deadline for comments to the San Francisco State Water Board (SF Water Board). At the last BASMAA board meeting, though the board talked about other provisions, there was no discussion about C.7. It remains to be seen how the SF Water Board will address C.7 in the Tentative Order (TO) as there has not been a lot of discussion regarding the provision. He believes there will be two

tracks for discussion; one for a prescriptive approach, and the other a more flexible track.

The SF Water Board said they would release the TO in May. Once released, there would be a 60-day time period for public comments. The comments must be in written form, and at some point a workshop or meeting would be held to publicly comment in front of the SF Water Board. Dalziel said MRP 2.0 could go effective in November, but December or January may be more likely.

Steven Spedowski asked Dalziel how the Public Managers Association (PMA) meeting went. Dalziel thought the meeting was successful as they were able to educate the SF Water Board about what our challenges are and the SF Water Board was able to explain their regulatory drivers, so it was positive for everyone due to the shared communications.

Dalziel also talked about the long-term goal of green infrastructure and how it's important to do these projects on an ongoing basis instead of just projects here and there. He said we need a long-term message and more funding. The SF Water Board has heard from us too many times, so they are more interested in hearing from experts such as the Danville City Manager Joe Calabrigo.

Dalziel said that the focus is on the high-priority key issues such as green infrastructure, trash, and the TMDLs. He also said that key areas for public managers are: 1) Increase budget for trash, 2) Create green infrastructure plans, and 3) Preparing for potential legal issues. While he thought the PMA meeting was a success, all bets are off when the TO comes out and other organizations become part of the process.

Dan Jordan asked if he'd heard anything from the NGO's about their opinion on the MRP 2.0 so far. Dalziel said that "Save the Bay" gave some very thoughtful formal comments. NRDC and San Francisco Bay Keepers haven't given any formal comments so far.

Stephen Groner asked again about the MRP 2.0 effective date. Dalziel thinks the SF Water Board's timeline is achievable, but variable based on the amount of comments they receive might make the process slower. All things considered, Dalziel thinks the effective date is still either December or January.

Stephen Prée asked if the 60-day comment period is the appropriate time for the Permittees to comment, and not just for the NGOs to do so. Dalziel said this period is absolutely the time for the Cities to comment about the TO. During the 60-day period, the Program, BASMAA, and the Permittees should provide comment letters, even if the Cities write a letter just to say they support the Program and BASMAA's comments.

#### 4. **Moving Forward with SGA**

- **Brief SSID Studies Media FAQ Fact Sheet Update:** Groner shared with the Committee the most current version of the FAQ fact sheet. He also showed two videos on YouTube showing improper use of pesticide applications around the outside of a residence to give committee members a sense of how residents are improperly using pesticides to

understand the barriers we face in changing their behaviors.

Groner shared that SGA plans to set up a simple fact sheet of FAQs plus a table of the chemicals, products and uses. He reviewed the basic questions with the Committee and asked for their input.

He started by addressing the steps in the process; identifying the problem, explaining it, connecting it with the homeowners, and finally, attempting to motivate them. Basically, Groner explained it's getting it down to the product level and creating a link with the products and chemicals used in them. Also, putting information in the fact sheet that discusses how the pesticide affects wildlife.

Rinta Perkins wants the question "What can be done to reverse this trend?" to be part of the fact sheet. She'd like two sentences, one short-term and one long-term, discussing how long it will take to reverse the trend.

Jordan asked if the Permittees would give this to the media. Groner said the fact sheet could be given to the media and used on a city's website, newsletter, or to help answer phone calls to the public or elected officials.

Prée commented that he finds the order of questions to be of particular importance. He reordered them based on logical order of sharing and building the pesticide information, as well as explaining the name of the products, what the ingredients are, and what they are used for (e.g., killing ants).

Dalziel asked if SGA would be sending out the draft of the FAQs with answers, Groner agreed. Prée asked to get the draft of the questions and answers a few weeks before the next PIP Committee meeting.

- **Brief Pesticides Update:** Groner reviewed the SGA April Monthly Update Report and shared the year-to-date numbers for the Pesticides campaign, which included an additional six farmer's markets and another farmer's market event in May. He shared that he will bring updated numbers for the May meeting.
- **Brief My Green Garden Update:** Groner shared that the students in the program are continuing to rate the existing posts on the site, as well as review and respond to any new posts on the site.
- **Brief Pesticides Linger Update:** Groner reported that there have been a lot of click-throughs, and the time on the site is now up to 6 minutes. He also shared that SGA contacted some of the Eco-Certified pesticide applicators. The applicators didn't know if it was due to this program, but they are getting more business and a larger percentage from online. They aren't sure where this increase is coming from, some of it is seasonal (there is usually an uptick in the spring), but they are getting more online inquiries. Groner shared further that it could be from just a general trend with purchasing and

researching information online. The companies said people are definitely looking for alternatives for pest control that are less toxic. Groner believed that we would need to work with them from the start to find a way to evaluate if our efforts are driving business to them. Groner said they would look into that for the six month period to see if that could be measured.

Groner agreed to tell Dalziel which applicators on the list were the two companies SGA talked with as he would have to check his notes back at his office.

Prée asked why Groner said that SGA is “winding down” with the Pesticides Linger campaign. Groner said that they are not going to be “actively promoting” the site until July through Google ads and the Program’s website. Search Engine Optimization is also one of the things SGA works on. Wright said she was doing a search on the Internet and one of the banners came up. SGA will resume paying for sponsorship on Google for those words that align with campaign as well as Pay-Per-Click in July.

Wright thought we might look into refreshing and changing up the artwork for the ads to draw fresh interest.

5. **PIP Outreach Materials Update:** Constable shared the handout regarding the list of Group Promotional items the Program has in its media library. The Committee discussed the items on the list, and found that posters are still an important element for outreach. Haas-Wajdowicz mentioned the brochure by the Green Business group could be a template for our general outreach brochure. There was also a discussion about a general brochure for inspectors, and how best to condense the information needed into a brochure.
7. **For the Good of the Order/Roundtable:** Prée stated that during the Earth Day event they were able to pick up nearly 13,000 cigarette butts on State Route 123. Their city has also just instituted no-smoking ordinances.

Perkins shared that, at the end of the month, the Walnut Creek Arts Commission will select a five member panel to choose art drawings for the storm drains competition. They will also create handouts with the artwork that will assist the public with the walking tours to find each storm drain in the competition, as well as a postcard showing where they will be created.

Edric Kwan shared that Moraga will have a Community Faire on May 9<sup>th</sup>, and all are welcome to attend.

8. **Adjournment:** The meeting was adjourned at 11:28 a.m.

**Next Meeting:** Wednesday, May 27, 2015, 10:00 am – 12:00 noon, 255 Glacier Drive, Martinez, Conference Room A.





**MUNICIPALITY**

City of Antioch  
Contra Costa County Flood Control  
& Water Conservation District  
City of El Cerrito:  
Town of Moraga:  
City of Pittsburg  
City of San Ramon:  
City of Walnut Creek

**ATTENDED**

Julie Haas-Wajdowicz  
Dan Jordan  
  
Stephen Prée  
Edric Kwan  
Laura Wright, **Chair**  
Steven Spedowski, **Vice-Chair**  
Rinta Perkins/Michael  
Hawthorne

**ABSENT**

**Program Staff:** Tom Dalziel, Deanna Constable

**Program Consultant:** Stephen Groner (S. Groner Associates, Inc.)

**Guests:**

1. **Introductions of Announcements:** Chair Laura Wright opened the meeting at 10: 06 a.m.
2. **Approve the March 25, 2015 Draft Summary Meetings Minutes:** Rinta Perkins moved and Julie Haas-Wajdowicz seconded to approve the minutes. Motion approved. All ayes.
3. **Mr. Funnelhead Presentation:** Matt Bolender presented his DVD of the Annual Mr. Funnelhead Contest program presentation awards, which is also an overview of the program. Bolender also requested the opportunity to come back to the Committee either in July or August with program cost information as he has some financial concerns that he would like to discuss with the Committee.

Bolender discussed the Cal Recycle conference earlier this year about the recycling issues. Recycling filters is still their most important issues. He also shared that he was one of the presenters for the conference.

Haas-Wajdowicz shared she was visiting at a middle school and she had met a previous Mr. Funnelhead contest winner and the girl was still excited about winning the prize.

After the video, Bolender talked about how his program uses a hidden camera to get ready for the announcement of the contest winner. He shared that he visits 18 to 20 schools through the year, and at events like last week's "Kids Fest" and "Wind Fest."

Bolender shared that he sends out 132 letters to cities throughout Contra Costa County to see if any schools want his program to visit. He also goes to different oil changing centers to make sure the materials are available at those centers- especially those oil centers that may not have anyone else checking if there are materials available.

There was a discussion regarding funding issues as Bolender explained that the Mr. Funnelhead program is losing its financial reserves due to the costs of buying new costumes and equipment. When Bolender comes back to talk to the Committee, he will focus more on the funding issues of the program.

4. **MRP 2.0 Update: Reviewing the C.7 Tentative Order-** Dalziel reviewed the MRP 2.0 schedule of reporting with the Committee as well as the Tentative Order (TO) for C.7 provisions. Dalziel also showed the Committee members a PowerPoint slide which discusses the key issues of what BASMAA had asked for and what the outcomes looked like on the TO.

Dalziel asked for the Committee's input, based on the TO, on what they would like to change, add, or delete regarding C.7. The Committee stated that they were disappointed that the stormdrain marking provision of C.7.a was to remain within C.7 instead of C.2 and C.3 where it should be. The Committee also didn't like the word "certify" as that meant more work for the Program and municipalities.

The Committee also confirmed with Dalziel that they wanted to add flexibility in advertising. The TO still seemed prescriptive with a mandatory trash campaign and the second campaign to be of the Program's choosing. The Committee was pleased that in the TO there was now language to approve the use of social media in media pitches.

Dalziel explained to the Committee that now Public Outreach and Community Outreach are to be combined.

Haas-Wajdowicz asked Dalziel if he thinks there are any battles to fight on in C.7. Dalziel responded that, in his opinion, the more serious battles for the Municipalities aren't to be found in C.7, but other provisions such as C.3 and C.10.

Stephen Groner shared that he was disappointed that in the TO they had kept the term "advertising" which is not reflective of current marketing trends. He thinks that the MRP 2.0 should at least change the term from "advertising" to "outreach" or "marketing", which includes social media as well as non-traditional paid media and traditional paid advertising.

Perkins asked what "stormdrain markers certification" really meant in terms of the work and cost involved? Dalziel said that there are three certifications asked for in the reporting section. Perkins asked if this will continue to be a tracking nightmare and Dalziel explained that it has already been a reporting requirement but that for this upcoming permit, it's a one-time reporting will be in 2020.

A discussion with questions asked and answered about what the word “certify” really means in relation to this provision.

Dalziel asked what the Committee wants to push back on and if the term “certify” in the stormdrain marking reporting requirement should be one of them along with changing the term from “advertising” to “outreach”. The Committee agreed.

## 5. **Moving Forward with SGA.**

- **SSID Studies Media FAQ Sheet Update:** Groner reviewed the latest version of the SSID Studies Media FAQ Sheet and the Committee shared that the word “recently” should be added to the word “tested” in the document and Stephen Prée had a few edits on the copy for the answers.

Stephen Prée asked if there would be any additional explanation of the pathway between the uses of the product to finding its way to the waterway. He added that perhaps a qualifier in front of #9. Perhaps “when used properly, by following the label” plus best practices. Groner thought even “spot” maybe better than a blanket use of the pesticide.

Haas-Wajdowicz thinks we need to give the audience some sort of treatment alternatives for example: Your pet has fleas. Instead of spraying the entire yard, treat the pet first.”

The Committee discussed the problems with the Kirker Creek issues in Pittsburg.

Haas-Wajdowicz suggested that at the end, it should have, “If you have any other questions, email or contact CCCWP.” In this way, the FAQ’s can continue to grow.

There were no other comments from the Committee. Groner will finalize and send back out for review with the group.

- **Petstircides Update:** Groner shared that there were three events including those in El Cerrito and the Orinda Farmer’s Market. SGA collected the final surveys and are compiling and analyzing the information for the Annual Report.
- **My Green Garden Update:** Again, Groner explained that SGA was busy getting and compiling the numbers from the school and website as they finish out the year. The two teachers that piloted the program from Antioch are compiling suggestions for an additional piece they can do. They especially were interested in if students could get community work credit for the effort (i.e., sign-off on volunteer time if they did additional work outside of school). They explained that a lot of the high achieving college-bound students are looking for these types of opportunities.
- **Pesticides Linger Update:** Groner explain that this campaign is by far the most successful of the three with the sites impressions being over 2 million, and they are still staying over

4 minutes on site, which is phenomenal.

Wright shared that she hoped this campaign would continue, and perhaps next year they could update the artwork to refresh the look so it keeps these types of numbers in FY 15 16.

Next time around, perhaps a survey could be done asking residents if the information shared from the campaign would make them want to contact eco-certified applicators, and, if it did, did they call one? Groner said perhaps these applicators can give a 10% discount to those coming from our campaign or have a coupon on our site then we could track it that way.

Discussion ensued regarding the possibility of creating a program to encourage applicators to go through the Eco-Certified certification.

6. **For the Good of the Order/Roundtable:** Edric Kwan shared that Moraga had hosted a Community Fair. Kwan said he had seen the Mr. Funnelhead character there at the faire along with two volunteers.

Prée shared that he wrote an agenda bill and it passed making El Cerrito a “Honey bee haven”. The website about this Honey bee protection is [honeybeehaven.org](http://honeybeehaven.org). The only other city in California that has this distinction is Sacramento.

Perkins talked about the demonstration garden in Walnut Creek.

Wright shared that Pittsburg has a demonstration garden through Bay-Friendly. Living Green Gardens and have received donations. There are 74 different species, a turf demonstration garden and solar water features.

7. **Adjournment:** The meeting was adjourned at 12p.m.

**Next Meeting:** Wednesday, June 24, 2015, 10:00 am – 12:00 noon, 255 Glacier Drive, Martinez, Conference Room A.



**Attendance:**

MUNICIPALITY	ATTENDED	ABSENT
<b>Voting Members</b>		
City of Antioch	Phil Hoffmeister	
City of Brentwood	Kelly Martinez	
City of Concord	Justin Ezell	
Contra Costa County	Michele Mancuso, Margie Valdez	
City of Martinez	Bob Cellini, Bill Regan	
City of Pittsburg	Jolan Longway, Jorge Esparza	
City of Walnut Creek	Thomas Hornsby	
<b>Non-Voting Members</b>		
Town of Danville	Chris McCann	
City of El Cerrito	Stephen Prée	
<b>GUESTS</b>		
Contra Costa County Department of Agriculture	Deputy Commissioner Larry Yost; Beth Slate	
Contra Costa Health Services	Tanya Drlik, CCC IPM Coordinator	
<b>PROGRAM STAFF</b>		
Beth Baldwin		

- 1. Introductions/Announcements:** Michele Mancuso, Chair, opened the meeting at 10:00 followed by a round of self-introductions.
- 2. Approve Meeting Minutes – April 6, 2015:** Mancuso asked if there were any changes to the April 6 MOC Minutes. As there were none, Justin Ezell made a motion to approve the minutes and Kelly Martinez seconded that motion. The minutes were approved by all.
- 3. Agricultural Update:** Larry Yost, Deputy Agricultural Commissioner with Contra Costa County Department of Agriculture and Beth Slate, Weights & Measures Inspector III with Contra Costa County Department of Agriculture, gave a presentation that provided an update on the activities of the Contra Costa County Department of Agriculture. The presentation covered four topics. The first included a case study of the eradication of the

invasive Guava Fruit Fly. This fly was first detected in July 2014 in Contra Costa County. The County Agricultural Department implemented several procedures to quarantine and eradicate this species and it has not been detected in this County in 2015. The next topic included a discussion of the IPM tactics and other actions that the County is using to prevent or limit the damage caused by the invasive Brown Marmorated Stink Bug. This particular insect has the potential to cause significant damages to agricultural crops, ornamentals, and other plants. Mr. Yost closed his presentation with a brief review of Second Generation Anticoagulant Rodenticides (SGARs) and Neonicotinoid Pesticides. For SGARS, Mr. Yost explained these rodenticides are highly toxic and have resulted in numerous unintended secondary kills of raptors and other animals who feed on rodents who have ingested these products. Mr. Yost explained that given their toxicity and other factors, SGARs are highly regulated and other certain types of applicators may use these products. He then discussed the use of neonicotinoid pesticides and their potential link to bee colony collapse. He explained that neonicotinoid are a class of neuro active insecticides chemically similar to nicotine. He said they are less toxic to birds and mammals but there is some indication that bees are negatively impacted by this class of pesticides. He provided some instructions on how to use these pesticides to limit their exposure to bees.

MOC members asked questions throughout the presentation and Stephen Prée with the City of El Cerrito shared that the City of El Cerrito will be looking to adopt a resolution at the next City Council meeting declaring the City of El Cerrito to be a Honey Bee Haven and stop the use of neonicotinoid pesticides.

- 4. Developing A Countywide Standards Operating Procedure for Notification Requirements for the Discharges Subject to the General NPDES Permit for Discharges from Utility Vaults and Underground Structures:** Beth Baldwin, Program staff to the Contra Costa Clean Water Program (CCCWP) referred to the staff report on this Agenda item. She explained that many cities had recently been contacted by utility companies or their consultants regarding the notification procedures the utility companies should follow for when they want to discharge wastewater from their vaults to the municipalities' MS4s. Baldwin further explained that, as a result of these communications, Management Committee members had directed Program staff to draft a model notification protocol and requested that the Municipal Operations Committee provide guidance on the draft protocol and review the final document before having it presented to Management Committee.

Baldwin briefly reviewed what the types of discharge this utility permit covers, the protocol that must be followed prior to discharging with respect to the wastewater's odor and appearance, and noted that municipalities may prohibit, restrict, or control stormwater discharges in their storm drain systems.

Baldwin asked MOC members to share their experience with utility wastewater discharges and asked members to identify key components they would like to see in a notification protocol. Members noted that most likely they would require utility companies to obtain an encroachment permit. They also mentioned wanting to know the volume of wastewater

proposed to be discharged and the location (i.e. the storm drain that would be receiving the wastewater). They would also like some information on the water quality characteristics of the wastewater. Baldwin stated that she would take this information and develop a draft protocol that she would present at the next MOC meeting.

## 5. C.4 Industrial and Commercial Site Controls

*Annual Stormwater Inspection Training:* Baldwin reported on the April 30<sup>th</sup> Annual Stormwater Inspector Training Workshop held in San Ramon. She noted that turnout for the training was one of the highest with 53 attending the workshop. She said the morning sessions covered proposed requirements under next Municipal Regional Permit and a site visit to the San Ramon Valley Unified School District Facility Center where a mock inspection was conducted. The afternoon sessions focused on PCBs including how they are regulated, where they may be found, and how identification of equipment-containing PCBs during stormwater inspections may be used to help Permittees meet stormwater requirements. She said she hadn't reviewed all of the evaluations at this time but the workshop appeared to be well received with the exception of not having enough food at lunchtime.

*Developing Guidance for NOI Facilities:* Baldwin followed up her discussions from the April 2015 MOC Meeting. She said that a small group of stormwater inspectors had been convened and would be meeting later in the month to start the process on developing guidance for facilities that are subject to the Industrial General Permit (IGP). She said this guidance would cover how to inspect these facilities relative to those that are not subject to an IGP. She noted that guidance on the referral process to the regional Water Boards would also be developed.

*Vehicle Service Poster and Architectural Copper Outreach Material:* Baldwin noted that work on both of these outreach materials had come to a temporary standstill. She had nothing new to report on these outreach projects.

6. **C.9 Pesticides Toxicity Control: Review of Draft IPM Guidance Manual:** Baldwin referred to the staff report on the Draft IPM Guidance Manual that was included in the MOC packet for this meeting. She explained how MOC members requested at the April meeting to be given more time to review the draft IPM Guidance Manual. She reviewed the manual's contents and noted that nothing in the manual itself, including the model IPM Policy and Program presented in Chapter 1 or the sample contract language in Appendix A, required any formal action on the part of municipalities. That is, municipalities were not required to formally adopt or recognize any part of this manual.

Baldwin explained that she was requesting, however, at this meeting for MOC members to make a determination as to whether this draft IPM Guidance Manual should be presented to Management Committee members at its May 2015 meeting. After a brief discussion of the manual, Justin Ezell made a motion that the manual be presented to Management

Committee at its next meeting. Margie Valdez with Contra Costa County seconded the motion which was then approved by all.

**7. C.10 Trash Reduction:**

*Visual Assessment Training Workshop:* Baldwin shared that the April 20<sup>th</sup> Visual Assessment training workshop was well received. She stated that 31 people had attended the workshop and all participants had reported that it met their expectations. Baldwin explained that the workshop consisted of classroom instruction and field exercises. The field exercises consisted of conducting visual assessments at three different locations. She noted that these exercises were particularly well received by attendees because they provided meaningful information on how best to categorize trash generation rates.

Once the formal part of the workshop ended, Rinta Perkins with the City of Walnut Creek gave a brief PowerPoint presentation on how the City has customized ESRI's Collector Application (Collector App) to assist them with recording visual assessments. Perkins also explained the City plans to use this application in the future to assist them in recording inspections of storm drain inlet and trash capture devices. This presentation was followed by a demonstration of the Collector App, and all attendees were given the opportunity to record sample assessments.

Baldwin mentioned that based on feedback provided at the workshop and in the evaluation forms, CCCWP would look to tailor the assessment protocol presented at this workshop to meet Permittee needs and establish minimum standards for assessments.

- 8. Upcoming Events and Trainings:** Baldwin reviewed the training opportunities that had been included in the MOC Agenda packet. Both events were PAPA Seminars.
- 9. Old/New Business:** No business introduced.
- 10. Adjournment:** Chair Mancuso adjourned the meeting at noon.





**MUNICIPALITY**

**ATTENDED**

**ABSENT**

**Voting Members**

Contra Costa County

CCC Flood Control District

City of Pinole

City of Pittsburg

City of Richmond

City of San Ramon

City of Walnut Creek

Cece Sellgren

Mike Carlson(**Vice-Chair**)

Dean Allison

Jolan Longway(**Chair**)

Joanne Le

Steven Spedowski

Carlton Thompson

**Non-Voting Members**

Town of Danville

Chris McCann

**Program Staff:** Tom Dalziel, Beth Baldwin, Lucile Paquette, Erica Lashley-Cornell

**Program Consultant:** Sandy Matthews

**Management Committee Representatives:** Billilee Saengchalern, Frank Kennedy, Amanda Booth, Alexandra Majoulet

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- 1) **Introductory Remarks (Welcome to New Committee Chair and Members):** At approximately 9:36 AM, Tom Dalziel began the meeting by introducing and welcoming the new Management Committee and Administrative Committee Chair Jolan Longway. He then welcomed all new and returning members and explained the role and responsibilities of the Administrative Committee and its members, respectively. Dalziel also reviewed the Administrative Committee's meeting schedule, time and process for receiving agenda packets. The meetings are held the first Tuesday of the month from 9:30 AM to 12:00 PM. Agenda packet materials are typically sent via email the Thursday before.
  - 2) **Introductions, Announcements, and Changes to the Agenda:** Following self-introductions, Tom Dalziel announced that comment letters on the May 11 draft Tentative Order are due to the Water Board by 5:00 PM on Friday, July 10<sup>th</sup>. He also announced that Water Board staff member Selina Louie had requested that all municipalities include their city's name in the file name of their comment letter. Following these announcements, Longway proceeded to the agenda
  - 3) **Election of Fiscal Year 2015/16 Committee Vice Chair:** Dalziel explained the role of the Administrative Committee Vice Chair, and then requested nominations. Hearing none, Mike Carlson volunteered to be Vice Chair.

Moved/Seconded (Sellgren/Spedowfski) to elect Mike Carlson for Vice Chair. Passed by consensus.

4) **Municipal Regional Permit (MRP) Reissuance**

**A. MRP Reissuance Update:** Tom Dalziel discussed the agenda for the workshop on Wednesday July 8<sup>th</sup>. The Water Board will be accepting oral testimony on provision C.10 only starting no earlier than 10 AM. BASMAA's Chair Matt Fabry will start with the testimony on behalf of the MRP Permittees. Next, several elected officials from Contra Costa are expected to speak, followed by municipal officials and representatives. Save the Bay is expected to attend and provide testimony.

**B. Review and Approve CCCWP Comment Letter on the Draft Tentative Order for Reissuance of the MRP:** Dalziel provided an overview of the Program's format for the comment letter, which included a cover letter with general high priority issues, followed by two attachments. The first attachment provided detailed comments, and the second attachment outlined permit mandates, deadlines and reports due within the first 12 months following the permit effective date. Dalziel indicated minor edits and formatting revisions were still needed. Dalziel then requested any comments or suggested changes to the letter. Suggested changes included, but were not limited to:

- Stating clearly in the opening of the letter the Program's opposition to the draft Tentative Order.
- Including additional general comments regarding the fiscal challenges.
- Including in the general comments the request to extend the 70% trash reduction deadline to the end of the permit term.

Questions were asked and answered.

Moved/Seconded (Allison/Sellgren) for the submittal of the Program's comment letter to the Water Board.

**C. Review Provision C.10 Issues and Speakers in Preparation for the July 8 Public Hearing:** Dalziel asked attendees to let him know if they will be attending tomorrow's hearing and what topic they will be speaking on. The committee then reviewed the different High and Medium priority issues for the provision. Any issues that are not provided during the hearing will have to be addressed in the Program and Permittee's comment letters.

**D. Review and Provide Input on Next Steps:** Dalziel again urged all municipalities to submit letters. He also encouraged everyone to mark their calendar for the October 14 adoption hearing. Dalziel will also be providing an update of the draft Tentative Order at the Contra Costa County Mayors' Conference on Thursday, July 11<sup>th</sup>.

- 5) **Review Preliminary Draft Fiscal Year 2015/16 Committee Work Plan:** Dalziel provided a detailed review of the draft work plan (distributed with the agenda packet). Questions were asked and answered.
  
- 6) **Review and Approve the July 15, 2015 Management Committee Meeting Draft Agenda:** Dalziel passed out the draft Management Committee agenda for the July 15 meeting. Lucile Paquette discussed the GIS presentation and requested that municipalities invite their GIS staff and other that may be involved in the stormwater GIS pilot project. Dalziel stated that Action Item A would be delayed until August as many of the subcommittees do not meeting until after July 15. Chair Jolan Longway requested the various subcommittee's meeting minutes taken off the consent calendar and moved to "Information Items" as Management Committee members do not necessarily attend or know if the meeting minutes are accurate. Longway also suggested the "Water Board Comment/Reports" item be moved up in the agenda after "Public Comments." Questions were asked and answered.

Moved/Seconded (Sellgren/Spedowfski) to approve all changes to the agenda.

- 7) **Old/New Business:** Tom Dalziel will be out of the office from July 16-31<sup>st</sup>. He requested that any Program related questions be directed to Program staff. Beth Baldwin will be acting as Assistant Program Manager during that time.
  
- 8) **Adjournment:** Chair Jolan Longway adjourned the meeting at 11:50 a.m.

**Next Meeting:** Tuesday, August 4, 2015, 9:30 am – 12 noon, 255 Glacier Drive, Martinez, Conference Room A

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