



**CONTRA COSTA  
CLEAN WATER  
PROGRAM**

**MANAGEMENT COMMITTEE MEETING AGENDA  
Wednesday, January 17, 2018, 1:30 p.m.  
255 Glacier Drive, Martinez, CA, Conference Room "A"**

City of Antioch:	Phil Hoffmeister / Lynne Filson
City of Brentwood:	Jagtar Dhaliwal / Meghan Laporta
City of Clayton:	Laura Hoffmeister / Mindy Gentry / Scott Alman
City of Concord:	Robert Ovidia / Kevin Marstall / Frank Kennedy
Town of Danville:	Chris McCann <b>(Chair)</b> / Steve Lake
City of El Cerrito:	Stephen Prée / Will Provost / Yvetteh Ortiz / Maria Sanders
City of Hercules:	Mike Roberts / Jeff Brown / Jose Pacheco / Frank Kennedy
City of Lafayette:	Donna Feehan <b>(Vice-Chair)</b> / Mike Moran
City of Martinez:	Tim Tucker / Khalil Yowakim
Town of Moraga:	Edric Kwan / Frank Kennedy
City of Oakley:	Billilee Saengchalern / Keith Coggins / Frank Kennedy
City of Orinda:	Scott Christie / Larry Theis / Jason Chen
City of Pinole:	Tamara Miller / Frank Kennedy / Michelle Fitzer
City of Pittsburg:	Jolan Longway / Fritz McKinley
City of Pleasant Hill:	Frank Kennedy / Mario Moreno
City of Richmond:	Joanne Le / Ryan Smith
City of San Pablo:	Amanda Booth / Karineh Samkian / 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 / Mike Carlson
CCC Flood Control & Water Conservation District:	Mike Carlson / Tim Jensen

**PLEASE MARK YOUR CALENDAR NOW**

**Next Management Committee Meeting:  
Wednesday, February 21, 2018 1:30 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

**CONTRA COSTA CLEAN WATER PROGRAM  
Management Committee Meeting Agenda  
January 17, 2018**

**AGENDA**

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**Introductions/Announcements/Changes to Agenda** Start by:

10 min. 1:30 pm

- A. Introduce and Welcome the New Program Manager 5 min. 1:40 pm

**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. 1:45 pm

- A. Selina Louie – San Francisco Bay

- B. Elizabeth Lee – Central Valley

**Consent Calendar:** All matters listed under the CONSENT CALENDAR are 05 min. 1:55 pm

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. Management Committee Meeting Minutes – December 20, 2017 (Adèle Ho)

**Presentations:**

- A. First Draft Fiscal Year 2018/19 Group Program Budget (Adèle Ho) 45 min. 2:00 pm

- B. C.11/12 Update: Next Steps for 2017/18 Pollutant Load Reduction Accounting for PCBs and Mercury (Lucile Paquette) 20 min. 2:45 pm

**Reports:**

- A. Changes to the Mr. Funnelhead/Oil Payment Program (Rachel Kraai) 10 min. 3:05 pm

- B. Update on Stormwater Resource Plan and Green Infrastructure Planning Process Deliverables (Rachel Kraai) 10 min. 3:15 pm

- C. Green Infrastructure Plan Discussion and Sharing (Committee Members) 10 min. 3:25 pm

- D. Update on Meeting Provision C.10.a.ii.b – Mapping Private Lands Greater than 10,000 Square that Drain to MS4 (Beth Baldwin) 10 min. 3:35 pm

- E. Municipal Regional Permit Amendment Update for Region 5 Permittees (Adèle Ho) 10 min. 3:45 pm

**Information Items**

- A. Subcommittee Minutes 5 min. 3:55 pm
1. Monitoring Committee Meeting Minutes – November 13 and December 11, 2017 (Lucile Paquette)
  2. Development Committee Meeting Minutes – October 25 and December 13, 2017 (Dan Cloak – Program Consultant)
- B. BASMAA Committee Meeting Summaries
1. Trash <http://basmaa.org/Board-and-Committees>
  2. MPC <http://basmaa.org/Board-and-Committees>

- Old/New Business:** 5 min. 4:00 pm

**Adjournment:** Approximately 4:05 p.m.

**UPCOMING EVENTS and/or DEADLINES**

<b>Jan 25, 2018</b>	APWA Grants & Funding Seminar. For more information visit <a href="http://northernca.apwa.net/EventDetails/13613">http://northernca.apwa.net/EventDetails/13613</a>
<b>Jan 30, 2018</b>	Stormwater Trash Management Webinar Series #2: Reducing the Impacts of Smoking on Stormwater Quality. For more information visit <a href="https://www.eventbrite.com/e/stormwater-trash-management-webinar-series2-smoking-stormwater-quality-tickets-41349608793">https://www.eventbrite.com/e/stormwater-trash-management-webinar-series2-smoking-stormwater-quality-tickets-41349608793</a>
<b>Jan 29-Feb 1, 2018</b>	ESRI Water Conference, San Diego, CA. For more information visit <a href="http://www.esri.com/events/water">www.esri.com/events/water</a> .
<b>Feb 12-Feb 14, 2018</b>	2018 CWEA's P3S Conference, Riverside. For more information visit <a href="http://events.cwea.org/event/p3s-conference/">http://events.cwea.org/event/p3s-conference/</a> .
<b>Mar 31, 2018</b>	<p>In accordance with Provision C.8.h.ii &amp; iii, Permittees shall submit to the California Environmental Data Exchange Network (CEDEN) all results from monitoring conducted pursuant to Provisions C.8.d. Creek Status, C.8.e. SSID Projects (as applicable), C.8.f. Pollutants of Concern and C.8.g. Pesticides and Toxicity.</p> <p>Permittees shall also submit a comprehensive Urban Creeks Monitoring Report no later than March 31 of each year, reporting on all data collected during the foregoing October 1 – September 30 period.</p>
<b>Oct 15-17, 2018</b>	CASQA's 14 <sup>th</sup> Annual Conference, Riverside, CA. For more information 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 220 A Glacier Drive, Martinez, Except for Management Committee which will be held at 255 Glacier Drive, Martinez, Conference Room A.

<b>Jan 24</b> 4 <sup>th</sup> Wednesday	Public Information / Participation (PIP) Committee Meeting, <b>10:00 a.m. – 12:00 noon</b>
<b>Jan 24</b> 4 <sup>th</sup> Wednesday	Development Committee (DC) Meeting, <b>1:30 p.m. – 3:30 p.m.</b>
<b>Feb 5</b> 1 <sup>st</sup> Monday	Municipal Operations Committee (MOC) Meeting, <b>10:00 a.m. – 12:00 noon</b>
<b>Feb 6</b> 1 <sup>st</sup> Tuesday	Administrative Committee (AC) Meeting <b>9:30 a.m. – 12:00 noon</b>
<b>Feb 12</b> 2 <sup>nd</sup> Monday	Monitoring Committee (MonC) Meeting, <b>10:00 a.m. – 12:00 noon</b>
<b>Feb 21</b> 3 <sup>rd</sup> Wednesday	Management Committee (MC) Meeting, <b>1:30 p.m. – 4:30 p.m.</b>

## 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
Trash Subcommittee, 9:30 a.m.-12 noon	4 <sup>th</sup> Tuesday



**MANAGEMENT COMMITTEE MEETING MINUTES**  
**December 20, 2017**

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

City of Walnut Creek

Contra Costa County

Contra Costa County Flood Control & Water  
Conservation District

**ATTENDED**

Phil Hoffmeister  
Meghan Laporta  
Laura Hoffmeister  
Robert Ovadia  
Chris McCann **(Chair)**  
Will Provost  
Frank Kennedy  
Donna Feehan **(Vice-  
Chair)**  
Khalil Yowakim  
Frank Kennedy  
Frank Kennedy

Frank Kennedy  
Jolan Longway  
Frank Kennedy  
Joanne Le  
Amanda Booth  
Rod Wui

Rinta Perkins (via  
Conference Phone)  
Cece Sellgren / Mike  
Carlson

Mike Carlson / Tim Jensen

**ABSENT**

Scott Christie / Larry  
Theis / Jason Chen

Steven Spedowski /  
Robin Bartlett /  
Maria Fierner

Program Staff: Rachel Kraai, Beth Baldwin, Erica Lashley-Cornell, Adèle Ho, Crystal O'Dell

**MEMBERS OF THE PUBLIC/ OTHERS/GUESTS:** Michele Mancuso (Contra Costa County), Derrick  
Crutchfield (City of Vallejo)



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1. **Introductions/Announcements/Changes to Agenda:** Chair Chris McCann opened the meeting at 1:33 p.m. Following self-introductions, she asked if there were any announcements.

Erica Lashley-Cornell announced that there will be a CASQA Quarterly Meeting on January 11 and that the Program will have a webinar setup in their conference room. The Program also recently purchased a subscription to the CASQA BMP Commercial/Industrial handbook and to contact her if they're interested in subscribing to the handbook.

2. **Public Comments:** No members of the public chose to speak.
3. **Regional Board Staff Comments/Reports:** Regional Board representatives were not in attendance.
4. **Consent Calendar:**

November 15, 2017 Management Committee Meeting Minutes

Moved/Seconded (Booth/Longway) to approve the Consent Calendar. Motion Carried

Ayes: 19 (Cities/Towns of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, Walnut Creek, Contra Costa County, Contra Costa County Flood Control and Water Conservation District)

Noes: None

Absent: Orinda, San Ramon

Abstain: None

5. **Presentations:**
  - A. **Fiscal Year 2018/19 Group Program Budget Process, Timeline, and Policy Issues:**

Adèle Ho gave Committee members a copy of the Budget Policy Issues which replaces the copy provided in the Management Committee meeting packet and a list of BASMAA preliminary projects. She stated that staff is developing the first draft of the budget which she will provide to Committee members at the January meeting. She reviewed the timeline and policy issues with Committee members and requested feedback. Mike Carlson wanted to know how much money is currently in reserves and



Ho stated that the numbers are still being calculated. She stated that upcoming and ongoing projects like the Reasonable Assurance Analyses (RAA) and Program Geographic Information System (GIS) needs are also being factored into the budget and use of reserves. She will add an estimated budget projection to the Program budget of future spending until the current Municipal Regional Permit (MRP) expires.

6. **Actions:**

- A. **APPROVE Monitoring Committee's Recommendation to Approve Geosyntec Consultant's Scope of Work for the Reasonable Assurance Analyses:** Rachel Kraai gave Committee members a brief overview of the RAA timeline. She stated that staff, the Monitoring Committee, and Program Consultants Dan Cloak and Khalil Abusaba have reviewed and provided feedback on multiple drafts of Geosyntec's scope of work for the RAA, resulting in the final draft included in the Management Committee packet. She indicated that the Program plans on sharing the cost for several of the RAA deliverables with the Alameda County Clean Water Program who is also using Geosyntec for their RAA. The total budget with cost sharing is \$206,000. \$225,000 was budgeted for the project in the Program FY 17/18 budget. Robert Ovadia asked if the Committee needed to approve a contract with Geosyntec as well, but Kraai stated that the RAA work will be completed through the Program's LWA/Geosyntec on-call contract. Chris McCann asked about Geosyntec's plans to have check-ins with the San Francisco Regional Water Quality Control Board (Water Board) staff on the RAA. Ho stated that regular check-ins with Water Board staff have been written into the scope of work. McCann asked what deliverables will be needed from Permittees. Kraai stated that Permittees will need to develop their Green Infrastructure Plans and projects through the year 2040 and enter them into the ArcGIS Online database.

Moved/Seconded (P. Hoffmeister/Perkins) to approve Monitoring Committee's Recommendation to approve Geosyntec Consultants' scope of work for the Reasonable Assurance Analyses.

Ayes: 19 (Cities/Towns of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, Walnut Creek, Contra Costa County, Contra Costa County Flood Control and Water Conservation District)

Noes: None

Absent: Orinda, San Ramon

Abstain: None





- B. **AFFIRM Administrative Committee's Decision to Approve a Contract Amendment with EOA, Inc., Extending the Termination Date from December 31, 2017 to December 31, 2018 for Continued Trash Plan Implementation Assistance to Municipalities:** Beth Baldwin gave Committee members a brief overview of the need to extend EOA's contract. She stated that there is \$40,000 of unspent monies in the consultant's current contract which expires at the end of the month. She did not anticipate using them on any upcoming projects but she wanted to keep them on contract in case any issues come up that they will be able to assist with.

Moved/Seconded (Ovadia/Sellgren) to affirm the Administrative Committee's decision to approve a contract amendment with EOA, Inc., extending the termination date from December 31, 2017 to December 31, 2018 for continued trash plan implementation assistance to municipalities. Motion Carried.

Ayes: 19 (Cities/Towns of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, Walnut Creek, Contra Costa County, Contra Costa County Flood Control and Water Conservation District)

Noes: None

Absent: Orinda, San Ramon

Abstain: None

- C. **AFFIRM Administrative Committee's Recommendation to allow Deputy Public Works Director and Human Resources Staff to Negotiate Terms of Employment for the Program Manager Pursuant to the Recommendations of the Interview Panel:** Carlson informed the Committee that six qualified candidates were interviewed for the position and that the interview committee has recommended a candidate. The County's Human Resources Department is currently checking references. McCann thanked Carlson and all the Permittees that helped with the process.

Moved/Seconded (L. Hoffmeister/P. Hoffmeister) to affirm Administrative Committee's recommendation to allow Deputy Public Works Director and Human Resources staff to negotiate terms of employment for the Program Manager pursuant to the recommendations of the interview panel. Motion Carried.

Ayes: 19 (Cities/Towns of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, Walnut Creek, Contra Costa County, Contra Costa County Flood Control and



Water Conservation District)

Noes: None

Absent: Orinda, San Ramon

Abstain: None

7. **Reports:**

- A. **Municipal Regional Permit 2.0 Amendment Update for Region 5 Permittees:** Ho stated that she's received feedback from East County Permittees, Cloak and Abusaba on the issues that will arise from the permit amendment. She's putting all the feedback into a spreadsheet and will share it with East County Permittees after it is compiled.
- B. **Update on Stormwater Resource Plan (SWRP) and Green Infrastructure Planning Process Deliverables:** Kraai gave Committee members a handout on upcoming SWRP deliverables for the spring of 2018. She discussed the upcoming SWRP deliverables with Committee members as well as their relationship with the green infrastructure planning process. She indicated that preliminary project lists will be distributed to Permittees and the Technical Advisory Group at the end of January 2018 for review and further vetting and prioritization. She also brought up the issue of long term maintenance of the SWRP, and indicated that she wanted to make sure that Permittees understand that the CCCWP will be responsible for future maintenance and updates to the SWRP unless another entity is found to take on the responsibility. Committee members agreed that CCCWP is the most logical entity to take on maintenance and updates at this point. Committee members asked how often updates would occur. Kraai stated that the project team was in process of developing a proposal for updates and maintenance.

Kraai reported that she and Dan Cloak have been working with the Santa Clara Program and legal counsel to investigate the possibility of collaborating on the GI design guidelines and standard specifications document which the Santa Clara Program has started developing for Santa Clara Permittees. She indicated that the Development Committee has given Program staff direction that it would prefer to collaborate on a work product with another Program versus developing an entirely new and separate work product, as collaboration will save both time and money. Questions about the status of that effort were asked and answered. Kraai has also started working with the Metropolitan Transportation Commission to investigate whether their UrbanSim modeling software can be used to generate the development



projections required for Permittee GI Plans. Kraai also reported that the Development Committee has agreed to dedicate the first portion of their monthly meeting to review and monitoring of upcoming GI Plan and RAA deliverables. All Management Committee members are invited to attend this portion of the meeting, or send their staff, as the GI Plan and RAA deliverables will be important for all Permittees to engage with for permit compliance.

- C. **Update on the December 12 PCBs in Building Materials Stakeholder Meeting:**  
Amanda Booth gave Committee members a brief update on the meeting held on December 12. The meeting was well attended by contractors, building officials and staff from municipal and regulatory agencies. At the meeting a draft protocol document was shared and feedback was requested by January 5, 2018. Rachel Kraai noted that the draft protocol document had also been distributed to all Management Committee members through Groupsite for review by the January 5<sup>th</sup> deadline. Booth noted that the next stakeholder meeting for the project will be held in Spring of 2018.
- D. **Update on the December 18 Pollutants of Concern Steering Committee Meeting:**  
Kraai and Booth gave an update on the meeting, highlighting the discussion on the regional accounting projections for PCBs and mercury. Booth provided a handout to Committee members with the latest results. Contra Costa had the highest amount of PCB source property referrals while Santa Clara County had the highest loads reduced through green infrastructure. Kraai stated that some of the PCB source property referrals that Contra Costa submitted were questioned by Water Board staff; she indicated that Program staff will work with Permittees and Water Board staff to gather more information, develop next steps, and determine whether the referrals can be accepted.

8. **Information Items:**

- A. **Subcommittee Minutes**
1. **Public Information/Participation Committee Draft Meeting Minutes – October 25, 2017 (Crystal O’Dell)**
  2. **Monitoring Committee Meeting Minutes – September 11 and October 16, 2017 (Lucile Paquette)**
  3. **Administrative Committee Meeting Minutes – December 5, 2017 (Adèle Ho)**
- B. **BASMAA Committee Meeting Summaries**
1. **Trash <http://basmaa.org/Board-and-Committees>**
  2. **MPC <http://basmaa.org/Board-and-Committees>**

**RAA and SWRP Handouts from November 15, 2017 Management Committee**



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Meeting - [https://cccleanwater.groupsie.com/file\\_cabinet/folders/264437](https://cccleanwater.groupsie.com/file_cabinet/folders/264437)

SPAWNERS Fall 2017 Newsletter

Flyer Stormwater Trash Management Webinar – January 30, 2018

9. **Old/New Business:** Rinta Perkins and Amanda Booth gave an update on a recent kick-off meeting organized to discuss the possibility of implementing alternative compliance projects and programs in order to facilitate meeting the permit requirements for PCB and mercury load reductions. They gave a brief summary of topics covered at the meeting and indicated that there was substantial interest in the topic from Water Board staff and municipalities across the Bay Area. They reported that the next meeting to discuss alternative compliance possibilities would be held concurrently with the BASMAA Development Committee Meeting on Thursday, February 1<sup>st</sup>.
  
10. **Adjournment:** Chair McCann adjourned the meeting at 3:54 p.m.

AH:elc

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**Date:** January 17, 2018

**To:** Management Committee

**From:** Adèle Ho, Interim Program Manager

**Subject:** Presentation Item A – First Draft Fiscal Year 2018/19 Group Program Budget

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**Recommendation:**

Receive presentation, ask questions, and provide input and direction on an updated first draft Fiscal Year (FY) 2018/19 Group Program budget.

**Background:**

At the December 20, 2017 Management Committee meeting, Program staff reviewed a draft process and timeline for preparation and adoption of the FY 2018/19 Group Program budget. The Committee also reviewed with Program staff a preliminary list of policy issues to be addressed during development of the budget. On January 10, 2017, Program staff presented and reviewed portions of a first draft FY 2018/19 Group Program budget to the Administrative Committee for their review and input.

Initial budget and budget policy recommendations of the Administrative Committee are outlined below. Program staff will review these recommendations and an updated first draft FY 2018/19 Group Program budget, which incorporates the input and recommendations of the Administrative Committee and additional budget refinements made by Program staff subsequent to the January 10<sup>th</sup> Administrative Committee meeting. Further refinements are anticipated over the next two months including, among others, changes resulting from today's review by the Management Committee.

**Administrative Committee's Budget and Budget Policy Recommendations**

The Draft budget is very preliminary, as actual expenditures are only through December 12<sup>th</sup>, and Staff is still gathering background information and projections for several of the budget items. Provided below are the Administrative Committee's initial budget and budget policy recommendations:

1. Carry over unspent FY 2017/18 Group Program budgets (approximately \$600,000) to FY 18/19 for the same uncompleted items.

Several projects budgeted in FY 2017/18 were not completed due to staff shortages during this fiscal year. Many of these are also multi-year projects. Simply carrying over the unspent budget amounts into FY 2018/19 will allow these projects to continue seamlessly.

2. Encumber remaining unspent Group Program budgets to Reserves. Combine the various reserves (MRP, Legal, HMP, and PIP) into a single reserve, and track reserve fund allocations to the various budget items separately.

This recommendation will simplify the budget document presentation, and will allow more flexibility in the use of reserve funds if needed.

3. Continue funding consultant support at about the same level.

The various consultants used by the Program fill special needs that are highly technical in nature, and provide staff level support when needed.

4. Utilize the outcome of the Staffing Plan currently in development to assess staffing levels needed in upcoming years.

The Administrative Steering Committee is working with consultant Mitch Avalon and Staff on development and review of a Staffing Plan, which will be used to evaluate current and future staffing levels for the Program. A "first cut" of the Plan is anticipated in early February, and the results will be incorporated into a future version of the Program Budget.

5. Utilize the outcome of the Staffing Plan currently in development to help assess the best way to establish support for ongoing and expanding uses of the GIS platform.

The GIS platform is critical to many of the activities conducted under the MRP. Ongoing support and development could be done by consultant(s) or by new in-house staff hired by either the County or by a Permittee. Once the Staffing Plan has quantified the need, the GIS Steering Committee may be reconvened to further vet the alternatives.

6. Continue to advocate for Regional efforts (through BASMAA) to address common MRP requirements. Include funding associated with MRP 3.0
7. Use reserves in FY 2018/19 to maintain the Net Group Program Budget at approximately \$3 million (same as FY 2017/18).

While the Program's reserves were expected last year to be exhausted in FY 2018/19, the amount utilized for legal costs was significantly less than budgeted,

and so the projected reserve balance is currently estimated as approximately \$1.2 million at the beginning of FY 2018/19, and with the current draft budget numbers \$800,000 at the end of FY 2018/19.

Maintaining the Net Group Program Budget at approximately \$3 million is expected to require the use of an estimated \$400,000 in Program reserves, depending on the final adopted budget. However, it would ensure essentially the same "return-to-source" Stormwater Utility Assessment (SUA) revenue as in FY 2017/18 to be used for implementation of stormwater compliance activities at the local level.

Note that the outcome of the Staffing Plan could have a significant effect on the Program Budget. However, if it is determined that additional funding for staff is needed it is anticipated that could be covered by additional funding from reserves for the duration of the current permit.

8. Maintain contingency of 2% of the total Group Program Budget
9. Track expenditures for studies and for implementation actions.

This information may be useful in the future to explain uses of SUA revenue to municipal officials and the public as we approach negotiations for MRP 3.0

10. Provide a multiyear budget estimate, through the end of the current permit (MRP 2.0).

This will be developed over the next two months and presented for review to both Administrative and Management Committees.

### **First Draft FY 2018/19 Group Program Budget Overview**

The presentation of the first draft FY 2018/19 Group Program budget at the January 17, 2018 Management Committee meeting will focus on the budget and budget policy recommendations outlined above. Program staff will however endeavor to conduct a preliminary review of the entire budget including placeholder budgets with a focus on answering specific questions, and soliciting input and direction.

### **Fiscal Impact:**

The fiscal impact of the first draft FY 2018/19 Group Program Budget will be reviewed at the meeting. The estimated financial impact will be however subject to change pending further input and direction from the Management Committee and various subcommittees over the next several months.

**Attachments:**

A complete first draft FY 2018/19 Group Program budget consisting of the following will be distributed at the meeting:

1. First Draft FY 2018/19 Group Program Budget
2. Administrative/Personnel Detail
3. FY 2018/19 Group Program Budget – Reserve Detail

AH:elc

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**Date:** January 17, 2018

**To:** Management Committee

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

**Subject:** Presentation Item B – C.11/12 Update: Next Steps for 2017/18 Pollutant Load Reduction Accounting for PCBs and Mercury

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### **Recommendation**

Receive an update on the next steps needed for the PCBs and Mercury Pollutant Load Reduction Accounting to be reported in the FY 2017-18 Annual Report, due September 30, 2018.

### **Background**

Municipal Regional Permit (MRP) Provisions C.11.a and C.12.a require the Permittees to demonstrate cumulative Bay Area-wide and Program area-specific mercury and PCBs load reductions over the current permit term. MRP Provisions C.11.b and C.12.b required the Permittees to develop and implement an assessment methodology and data collection program to quantify mercury and PCBs loads reduced through implementation of pollution prevention, source control, and treatment control measures. The Permittees developed an *Interim Accounting Methodology for TMDLs Loads Reduced* report (BASMAA, 2017) to document the load reduction accounting assessment methodology that will be used to demonstrate progress towards achieving the load reductions required in this permit term, shown in Table 12.1 and 12.2 of the MRP.

In the *FY 2016-17 Annual Report, Attachment 11.1, Mercury and PCBs Watershed/Management Areas, Control Measures, and Load Reduction – Update 2017*, Contra Costa Permittees reported the pollutant loads avoided through implementation of control measures including Green Infrastructure projects and Source Property referrals and abatements. At the time the report was written, the load reductions achieved by the enhanced Operations and Maintenance conducted by Permittees was not estimated.

### **Discussion**

CCCWP staff and technical consultants will be working with other MRP Permittees through the BASMAA Monitoring Pollutants of Concern Committee to define the Load Reduction Accounting for Enhanced O&M control measures to report in the FY 2017-2018 Annual Report, due September 30, 2018. The first step is determining the assumptions and data needs for the calculations for inlet cleaning (with and without trash devices), street

sweeping and channel desilting control measures. For this presentation, staff will briefly review the control measures and the variables for the calculations, seeking feedback from Permittees about what data is available from municipalities, and suggested assumptions to use if no data is available. A schedule will be suggested to Permittees for providing information needed to report on the control measures listed above, as well as entering any Green Infrastructure projects into the C.3 Tracking and Load Reduction tool online. All GI projects, source property referral and abatements and enhanced O&M being counted for load reduction credit needs to be collected in order to report in the FY 2017-2018 Annual Report.

**Fiscal Impact:**

None

**Attachments:**

None

LP:AH:elc

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**Date:** January 17, 2018

**To:** Management Committee

**From:** Rachel Kraai, Senior Watershed Management Planning Specialist

**Subject:** Staff Report A – Changes to the Mr. Funnelhead/Oil Payment Program

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### **Recommendation**

Receive an update on changes to the Mr. Funnelhead/Oil Payment Program and Used Oil and Filter Recycling Project.

### **Background**

In October 1995 Matt Bolender was retained by the Contra Costa Clean Water Program (CCCWP) to oversee, countywide, the Used Oil Payment Program now called the Oil Payment Program or OPP. This program utilizes State funds provided through the OPP to disseminate information to the public about proper recycling of used oil and to certify and inspect used oil recycling centers. Part of the scope of work is to certify and inspect used oil recycling centers throughout Contra Costa County. In addition, Mr. Bolender also oversees the Mr. Funnelhead school education program which educates children at schools throughout Contra Costa County, including approximately 5,000 1<sup>st</sup>-5<sup>th</sup> grade students a year. He also provides information to the general public at events across the county including the Walnut Festival, multiple Art and Wine Festivals, Kid Fest, Wind Fest and more. Mr. Bolender also conducts public outreach via the [www.funnelhead.com](http://www.funnelhead.com) website and public service announcements on Comcast, Wave Broadband and AT&T U-Verse. Mr. Bolender's public outreach and education work assists Permittees countywide in meeting the C.7 Public Information and Outreach requirements of the Municipal Regional Permit.

Mr. Bolender's program is funded by only those cities in CCCWP who elect to have their State CalRecycle OPP funds allocated to the CCCWP Mr. Funnelhead/Oil Payment Program. These seven cities are: San Ramon, Walnut Creek, Danville, Orinda, Moraga, Clayton and Lafayette.

### **Discussion**

Over time, Mr. Bolender's capacity to provide inspection and certification services at centers throughout Contra Costa County has decreased, primarily due to budgetary and

time constraints. Simultaneously, many cities throughout the county have developed their own inspection and certification programs. Mr. Bolender discussed this with the CCCWP's Public Information and Participation Committee earlier this year, and the Committee agreed that Mr. Bolender should limit his scope to inspection and certification of centers in the municipalities that fund his program. The cities of San Ramon, Walnut Creek, Danville, Orinda, Moraga, Clayton and Lafayette all contribute CalRecycle OPP funds to the Contra Costa Clean Water Program Mr. Funnelhead/Oil Payment Program. Used oil recycling centers in those municipalities will continue to be inspected and certified by Mr. Bolender. Non-contributing cities which receive their own OPP funds from CalRecycle need to begin inspecting their own sites if they are already not doing so. Committee members should also note that Mr. Bolender will continue to run the Mr. Funnelhead education program which provides public education and information benefits for municipalities across Contra Costa County.

**Attachment(s):**

None

RK:AH:elc

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**Date:** January 17, 2018

**To:** Management Committee

**From:** Rachel Kraai, Senior Watershed Management Planning Specialist

**Subject:** Staff Report B - Update on Stormwater Resource Plan and Green Infrastructure Planning Process Deliverables

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**Recommendation**

Receive an update on Stormwater Resource Plan and Green Infrastructure Planning Process Deliverables.

**Background**

In July 2016, the CCCWP was selected to receive a Storm Water Grant Program Proposition 1 Planning Grant for the development of the Contra Costa Watersheds Stormwater Resource Plan. The grant agreement was executed in May 2017. The awarded grant amount is \$499,420 with a match amount of \$500,540.

The SWRP will use a watershed-based planning approach to develop stormwater management project concepts which, if implemented, will help meet water quality requirements and provide additional benefits such as flood control, habitat restoration, community enhancement, and groundwater recharge where possible. A SWRP is now required in order to receive stormwater management funding from many different State grant sources. The SWRP will also help Contra Costa municipalities meet the green infrastructure plan requirements of their NPDES stormwater management permits. This includes MRP 2.0 Provision C.3.j.i.(2). MRP 2.0 Provision C.3.j.i.(2) requires that each Permittee prepare a Green Infrastructure Plan that contains, "A mechanism... to prioritize and map areas for potential and planned projects, both public and private, on a drainage area-specific basis, for implementation over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12: (i) By 2020; (ii) By 2030; and (iii) By 2040. The mechanism shall include criteria for prioritization (e.g., specific logistical constraints, water quality drivers (e.g., TMDLs), opportunities to treat runoff from private parcels in retrofitted street right-of-way) and outputs (e.g., maps, project lists) that can be incorporated into the Permittee's long-term planning and capital improvement processes." In November 2017, the SWRP project team finalized the planning scale project identification, scoring and prioritization methodology that will be used to identify and prioritize green infrastructure projects for the SWRP, and which can be used by Permittees to partially meet the requirements of C.3.j.i.(2).

## **Discussion**

At the January Management Committee Meeting, Program Staff will review the schedule for delivering an initial ranked list of project opportunities to Permittees for review, further vetting and analysis, and potential incorporation into their Green Infrastructure planning process. Program staff will also discuss progress on other Green Infrastructure planning-related tasks.

RK:AH:elc

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**Date:** January 17, 2018

**To:** Management Committee

**From:** Rachel Kraai, Senior Watershed Management Planning Specialist

**Subject:** Staff Report C - Green Infrastructure Plan Discussion and Sharing

---

**Recommendation:**

Discuss status of GI Plan development with other Permittees

**Background:**

MRP Provision C.3.j. requires each Permittee to develop and submit a completed Green Infrastructure Plan with the 2019 Annual Report. The permit provision reads:

*The Permittees shall complete and implement a Green Infrastructure Plan for the inclusion of low impact development drainage design into storm drain infrastructure on public and private lands, including streets, roads, storm drains, parking lots, building roofs, and other storm drain infrastructure elements.*

*The Plan is intended to serve as an implementation guide and reporting tool during this and subsequent Permit terms to provide reasonable assurance that urban runoff TMDL wasteload allocations (e.g., for the San Francisco Bay mercury and PCBs TMDLs) will be met, and to set goals for reducing, over the long term, the adverse water quality impacts of urbanization and urban runoff on receiving waters."*

**Discussion:**

At the request of Management Committee members, time will be allocated at the January Meeting for Permittees to share information with each other about status and strategies for municipal GI Plan development.

RK:AH:elc



**Date:** January 17, 2018

**To:** Management Committee

**From:** Beth Baldwin, Watershed Management Planning Specialist  
Contra Costa Clean Water Program

**Subject:** Staff Report D – Update on Meeting Provision C.10.a.ii.b – Mapping Private Lands Greater than 10,000 Square Feet That Drain to MS4

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**Recommendation:**

Receive an update on meeting Provision C.10.a.ii.b – Mapping Private Lands Greater than 10,000 Square Feet That Drain to MS4.

**Background:**

Provision C.10.a.ii.b of the reissued Municipal Regional Stormwater Permit (MRP 2.0) requires Permittees to *"map the location, or otherwise record the location, of all such lands greater than 10,000 ft<sup>2</sup> that are plumbed directly to their storm drain systems by July 1, 2018, including the trash control status of these areas. This information shall be retained by the Permittees for inspection upon request."*

As noted above, it is not anticipated that Permittees will need to submit the mapped locations of these lands with the Fiscal Year (FY) 2017/18 Annual Report, but they should have them available upon request.

**Discussion:**

The BASMAA Trash Committee has discussed this requirement numerous times in the first half of FY 2017/18. At the November 2017 BASMAA Trash Committee, San Francisco Bay Regional Water Quality Control Board (Water Board) staff reviewed with Permittees this requirement in some detail. They acknowledged the challenging nature of meeting this requirement and Committee members agreed to revisit this topic at the January BASMAA Trash Committee meeting.

There are two general approaches that could be used to meet this requirement. The first is create a map that has identified all contiguous lands greater than 10,000 square feet that are not under full trash capture or classified with a low trash generation rate



Where available, the footprint area of buildings within these lands would also be excluded and 10,000 square foot threshold would be recalculated. Each Permittee would receive a draft map of the lands that remain and conduct a desktop and in-field review of his/her map and identify where any changes need to be made. Revisions to the maps would either be conducted by Permittees or through Psomas and final maps will be created. The other approach that could be used is to create a layer in AGOL with satellite imagery as the basemap overlaid by a semi-transparent trash generation rate and full trash capture layers. Permittees would then draw polygons around parking lots and other impervious surfaces that are not located in low trash generation rate areas or under full trash capture. Under either scenario, it will be assumed that qualifying lands contain privately-owned storm drain inlets that are directly plumbed to the local MS4.

In either case, attributes for these lands will need to be identified and entered. The attributes mostly likely to be established include the number and types of storm drain inlets on the property; the types of trash management actions currently underway; the waste management company that services these properties; the number, type, and size of dumpsters and frequency of pick-up; date of when property owners were contacted by municipal staff to discuss requirement; and proposed schedule of achieving compliance.

Contra Costa Clean Water Program (CCCWP) staff is in discussions with GIS consultant Psomas on conducting these analyses. CCCWP staff is also in discussions with the Alameda County Clean Water Program (ACCWP) staff on meeting this requirement as they too are working with Psomas on the necessary analyses to meet this requirement.

The CCCWP intends to hold a Trash Municipal Operations Committee meeting in February. In addition to discussing this topic, progress on the Receiving Water Trash Monitoring Program Plan will also be reviewed. While this meeting would typically be held on the third Monday of February, the day falls on a holiday. CCCWP staff recommends meeting on Tuesday, February 13 from 10:00 am to noon in Conference Room A.

**Fiscal Impact:**

The adopted FY 2017/18 Group Program Budget includes \$25,000 for addressing this requirement. Funds have not yet been expended but the amount budgeted should be adequate to meet the requirement.

**Attachments:**

None



CONTRA COSTA  
CLEAN WATER  
PROGRAM

**Date:** January 17, 2018

**To:** Management Committee

**From:** Adèle Ho, Interim Program Manager

**Subject:** Staff Report E: Municipal Regional Permit Amendment Update for Region 5 Permittees

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Program staff will give an update on the amendment for Municipal Regional Permit (MRP) 2.0 to add East County Permittees (Antioch, Brentwood, Oakley, portion of unincorporated Contra Costa County and portion of County Flood Control District) be included in the Region 2.

AH:elc

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**MUNICIPALITY**

**Voting Members**

City of Antioch  
County Flood Control District

City of Pinole  
City of Richmond  
City of San Pablo

**Non-Voting Members**

City of Pittsburg  
City of Walnut Creek

**ATTENDED**

Phil Hoffmeister  
Michele Mancuso (**Vice-Chair**) /  
Cece Sellgren  
Amelia Timbers  
Joanne Le  
Amanda Booth (**Chair**)

Jolan Longway  
Rinta Perkins

**ABSENT**

**Program Staff:** Lucile Paquette, Erica Lashley-Cornell, Adèle Ho, Rachel Kraai

**Program Consultants:** Dan Cloak, Lisa Austin (Geosyntec), Mitch Avalon, Khalil Abusaba (AMEC) (via conference call)

1. **Introductory Remarks:** Chair Amanda Booth called the meeting to order at 10:05 a.m.; followed by self-introductions she asked if there were any announcements. Lucile Paquette announced that the PCB in Demolition Stakeholder meeting will be held on December 12 and the next POC Steering Committee meeting will be on December 18. Rinta Perkins informed the Committee that the City of Walnut Creek will be doing a self-abatement for the Larkey Park pool demolition project that found PCBs in the pool's caulk.
2. **Approval of Minutes:** Michele Mancuso requested an edit in the September minutes to change a sentence in the sixth paragraph to read Fall of 2017 not Fall of 2018. Moved/Seconded (Mancuso/Booth) to approve the September 11 and October 16, 2017 minutes with revisions.
3. **Program Directed Monitoring Update:** Paquette informed the Committee that despite the report of a missing Hobo data logger, the monitoring team was still able to capture a large amount of data. The team will be sampling for wet season toxicity this winter at two sites. She announced that a draft monitoring plan developed for the Strategy to Optimize Resource Management of Storm Water (Storm Water Strategy, STORMS) state pesticide and toxicity monitoring framework will be distributed for review soon, and will share when she gets it. This could replace the pesticide/toxicity monitoring in the MRP 2. Program consultant Armand Ruby is also assisting with the state-wide monitoring effort on CASQA's behalf. Paquette asked for recommendations for the Spring of 2018 monitoring sites, including illegal encampment sites and sites suspected of high levels of

indicator bacteria. Paquette is also working with Program consultants PSOMAS and Geosyntec to update the Program's Geographic Information System's (GIS) database to correct the land use layer, and calculate credit for inlet cleanings and other enhanced operations and maintenance efforts to include in load reductions for the 2018 Annual Report. She stated that she's also working to get a draft copy of the WY 2017 Urban Creeks Monitoring Report to the Committee to review and discuss at their January 2018 meeting.

4. **Regional Monitoring Update:** Paquette informed the Committee that at the December BASMAA POC Steering Committee meeting, they will discuss upcoming regional projects and regional loads reduced reported in the FY 2016-17 Annual Report. The PCBs in Building Demolition Materials project team is developing outreach materials and planning a training workshop to assist Permittees with implementation of the required ordinance. Blind sampling has begun on the PCBs in Infrastructure Caulk Project and the criteria for compositing samples are still being determined. Paquette stated that when the Hydrodynamic Separator Units were sampled, they contained mainly leaf matter. Those leaves that were sampled tested positive for PCBs, so further analysis will be conducted on that leaf matter to determine the effect on pollutant load removal effectiveness, though sediment samples are targeted and preferred for this project. She has been attending the Small Tributary Loading Strategy meetings with consultant Lisa Austin to represent CCCWP in the Regional Monitoring Program arena.

5. **Reasonable Assurance Analysis Discussion:**

- A. **Storm Water Resource Plan Update (SWRP):** Rachel Kraai gave the Committee an update on the development of the SWRP. There will be a presentation on the status of work at the November Management Committee meeting and Program staff will also be giving an update at the next City / County Engineers Committee meeting. Kraai gave Committee members a flow chart on how the SWRP, the Green Infrastructure Planning process and the Reasonable Assurance Analyses processes (RAA) all fit together. Kraai and Lisa Austin also reviewed the criteria which will be used by the SWRP team for project opportunity identification. The Committee discussed the process and criteria. Questions were asked and answered.

- B. **Receive Presentation on RAA Scope:** Austin reviewed the draft RAA scope of work with Committee members. Questions were asked and answered. Kraai discussed the tentative RAA completion schedule; she asked for Committee feedback on the draft RAA scope of work within a week's time. She indicated that the consultant team would incorporate changes and that a subsequent draft would be reviewed at the next Monitoring Committee meeting. If the subsequent draft is deemed sufficient, the Monitoring Committee will recommend that the Management Committee approve the final draft at its December meeting.

6. **Adjournment:** 1:00 p.m.

**Next Monitoring Committee Meeting:** December 11, 2017, 10:00 a.m. - 12 noon, 220 A Glacier Drive, Martinez, CA

LP:RK:elc

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**MUNICIPALITY**

**Voting Members**

City of Antioch

County Flood Control District

City of Pinole

City of Richmond

City of San Pablo

**Non-Voting Members**

City of Pittsburg

City of Walnut Creek

**ATTENDED**

Phil Hoffmeister

Michele Mancuso (**Vice-Chair**)/ Cece  
Sellgren

Amelia Timbers (via Conference  
Phone)

Joanne Le

Amanda Booth (**Chair**)

Jolan Longway

**ABSENT**

Rinta Perkins / Elissa  
Sarlatte

**Program Staff:** Lucile Paquette, Rachel Kraai, Erica Lashley-Cornell

**Program Consultant:** Lisa Austin (Geosyntec) (via Conference Phone)

1. **Introductory Remarks:** Chair Amanda Booth called the meeting to order at 9:35 a.m.; following self-introductions she asked if there were any announcements.

Lucile Paquette announced that there will be a PCBs in Building Materials stakeholder meeting on December 12 and a Pollutants of Concern Steering Committee meeting on December 18.

2. **Approval of Minutes:** Moved/Seconded (Sellgren/Hoffmeister) to approve the November 13, 2017 minutes with revisions and amendments from Rachel Kraai. Motion carried.
3. **Program-Directed Monitoring Update:** Paquette informed Committee members that results from the Program's creek status monitoring were coming in and there are some exceedances. She is working to review those results with the Program Manager and will prepare correspondence to the San Francisco Regional Water Quality Control Board (Water Board) regarding the exceedances.

Paquette asked the Committee for feedback on the upcoming stressor source identification project that is required in the permit. She recently met with Water Board staff and discussed the possibility of doing the project with a focus on identifying sources of PCBs that could be loading directly to the Bay, or from other non-

jurisdictional sources like railroads. However, the City of Brentwood has received a notice from the Water Board to investigate a reoccurrence of fish kills following antecedent dry periods in Marsh Creek over the last few years. Paquette stated that a decision about which project the Program will pursue needs to be made to include in the upcoming Urban Creeks Monitoring Report, which is due in March 2018. Program consultants have voiced their support to study Marsh Creek. Michele Mancuso asked for a budget estimate for the study and Paquette said it could be conducted for about \$50,000. After discussion by Committee members they agreed to do the study in Marsh Creek. Paquette will put together a workplan with assistance from the City of Brentwood and provide it to the Committee.

Paquette shared a copy of feedback received from Water Board staff on the PCB referrals that were submitted in the last annual report for PCB load reduction credit. She explained that some referrals were accepted and some were not. The feedback was reviewed with the group. She will meet with the individual Permittees to review the referrals and decide on next steps. One main lesson learned would be that enhanced operations and maintenance is needed in every case in order to claim credit for loads from a source property. Paquette will meet with Water Board staff to clarify details, some of which are simply misunderstanding or confusion about the details on the referral form. Once the referrals have been clarified with the Water Board, Geosyntec will provide updated calculations to the Committee so they'll know where they stand for their 2018 PCB loads target reduction goal.

4. **Regional Monitoring Update:** Paquette stated that a lot of progress has been made on the PCBs in Infrastructure Caulk project and all of the sites have been sampled. Sacramento State University will continue its column sampling study once there is a significant rain event in the Ettie St. watershed (in Alameda County), where the sample water will be collected for the project. The STORMS statewide pesticide monitoring project was sent back to the drawing board due to lack of consensus on the probabilistic monitoring plan that was proposed. The approach would have increased Bay Area sampling number by potentially hundreds of samples. SF Bay Water Board staff was not in favor of the approach.
5. **Reasonable Assurance Analysis (RAA) – Discuss Revised RAA Scope:** Rachel Kraai informed the Committee that the Development Committee has agreed to take on oversight of the Program's GI Plan and RAA deliverables at the beginning of their meetings. Members of the Management Committee will be invited to attend the first portion of those meetings, as active engagement with and understanding of all of the GI Plan and RAA deliverables will be important for all Permittees. She introduced Program consultant Lisa Austin who reviewed the revised RAA scope of work with Committee members. If the Committee agrees on the scope, it will be presented for approval at the next Management Committee meeting. Booth expressed concerns that some Permittees may not provide required data per the requested schedule. Austin stated that Geosyntec will consider the possibility of providing default data on a case-by-case

basis; another option is that those Permittees will simply be left out of the analysis. The Committee discussed ongoing municipal concerns about proposing GI projects beyond near term timeframes. Kraai suggested that GI Plans can include disclaimers indicating that projects scheduled beyond 2025 or 2030 are placeholders and may change based on funding opportunities and further analysis. The Committee continued to review the scope and provide Austin with feedback. The Committee approved the scope by consensus pending incorporation of changes discussed during the meeting. Kraai will also reach out to Program consultants Khalil Abusaba and Dan Cloak to see if they have any further comments on the scope. Austin will make changes based upon the Committee's input and provide the updated scope for Management Committee's approval.

6. **Adjournment:** 11:43 a.m.

**Next Monitoring Committee Meeting:** January 8, 2017, 10:00 a.m.-12 noon, 220 A Glacier Drive, Martinez, CA

LP:RK:elc

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**CONTRA COSTA  
CLEAN WATER  
PROGRAM**

Development Committee  
October 25, 2017 Meeting Summary (DRAFT)

**Voting Members:**

<b>Municipality</b>	<b>Attending</b>	<b>Absent</b>
City of Antioch	Phil Hoffmeister	
City of Brentwood	Aman Grewal	
City of Clayton	Laura Hoffmeister	
City of Concord	Kevin Marstall	
Contra Costa County		Cece Sellgren
City of Hercules	A.J. Kennedy	
City of Pittsburg		Jolan Longway
City of Pleasant Hill	A.J. Kennedy	
City of San Ramon	Rod Wui	
City of Walnut Creek	Rinta Perkins Neil Mock	

**Non-Voting Members:**

City of Danville                      Chris McCann

**Program Staff:**

Dan Cloak                                      Consultant  
Rachel Kraai                                  CCCWP Staff (phone)  
Adele Ho                                        CCCWP Manager

**Introductions, Announcements, and Changes to Agenda**

Kevin Marstall chaired in John Steere's absence. He requested a round of self-introductions. Rinta asked to include in today's discussions the use of C.3 alternative compliance provisions to implement Green Infrastructure across municipal boundaries to facilitate TMDL compliance. Dan requested to add to the agenda, following Reports/Discussion Item "D," a discussion of the Storm Water Resources Plan and its integration with the Reasonable Assurance Analysis (RAA) and Green Infrastructure Planning.

## Consent Calendar

Laura Hoffmeister moved acceptance of the summary of the August 30, 2017 meeting. Phil Hoffmeister seconded. The summary was approved.

## Action Items

*Nomination and Election of Chair and Vice-Chair for FY 2017-2018*

*Appointment of CCCWP Representatives to the BASMAA Development Committee*

Kevin asked for nominations for the Chair of the Development Committee for the 2017-2018 fiscal year. He was nominated and elected by acclamation. Kevin then asked for nominations for vice chair. Rinta nominated Rod Wui, who accepted, and was then elected by acclamation. The Committee discussed CCCWP representation on the BASMAA Development Committee. It was noted that the Chair and Vice Chair traditionally represent CCCWP on that Committee, and it was agreed that Kevin should serve as representative during 2017-2018. Dan will also represent CCCWP at BASMAA Development Committee meetings.

## Reports/Discussion

*Review of 2016-2017 Workplans and Program Accomplishments.*

Dan referred to the 2016-2017 workplans that were included in the agenda packet. These workplans were marked up to show which tasks were completed and which were not completed.

Completed tasks included publication of the *Stormwater C.3 Guidebook, 7<sup>th</sup> Edition*, and submittal, to the Water Board, of the required Hydromodification Management Technical Report and Hydromodification Management Applicability Maps.

There was discussion of the development of a relational database for tracking C.3 projects and stormwater facility O&M inspections. This effort was begun in the context of the Contra Costa Clean Water Program/Alameda County Clean Water Program joint effort with Psomas, but development of that database ultimately focused on applying the Interim Accounting Method to calculate PCB and mercury load reductions pursuant to compliance with Provisions C.11 and C.12. Implementation of fields and relational tables needed to track C.3 projects and stormwater treatment facilities was deferred. The Committee showed interest in completing this effort for C.3 tracking. The database functions available in ArcGIS Online are too limited for the purpose. Dan said Craig Gooch of Psomas had said it would be possible to create a relational database program that would contain geodata that would be displayed via ArcGIS online. CCCWP will revisit the potential for this when considering a future Psomas scope of work.

It was noted that a model Enforcement Response Plan (ERP) for C.3 Operation and Maintenance was completed in March. Municipalities used this template to prepare their own local ERPs, which were to be completed by June 30, 2017. Committee members requested that templates and other resources be compiled and placed in folders, organized by fiscal year, on Groupsite for easy access. Adele said she would have CCCWP staff work on this.

Dan noted that CCCWP provided little support for C.6 implementation during 2016-2017, as other compliance efforts took priority. No construction inspector training was provided in the past fiscal year; the training is a biannual endeavor.

*Draft 2017-2018 Work Plan for Provision C.3. (a.-i.) Compliance.* Dan directed the Committee's attention to the October 2, 2017 draft work plan in the agenda packet. He noted that all uncompleted tasks from 2016-2017 had been brought forward into the new fiscal year's plan.

Rinta asked that the workplan include development of guidance for when Alternative Compliance can be used. She noted that Walnut Creek's current documentation states a value for off-site C.3 compliance; this value applies Citywide and needs to be updated to reflect differentials in potential economic earnings. She asked that CCCWP set up an opportunity to discuss in detail ways to monetize C.3 compliance and to direct resources to construct Green Infrastructure in locations that would achieve the most pollutant load reduction benefit to credit toward TMDL compliance.

Dan noted that the current Stormwater Control Plan template available at [cccleanwater.org](http://cccleanwater.org) is based on the *Guidebook* 6<sup>th</sup> Edition, and needs to be updated for the 7<sup>th</sup> Edition. It was agreed this should be a priority, and further, that it would be useful to have coordinated templates and examples for Stormwater Control Plans and Stormwater Facility Operation and Maintenance Plans.

Dan noted that in the 7<sup>th</sup> Edition, Chapter 5, "Operation and Maintenance of Stormwater Facilities" had not been substantially updated. He said that the guidance in this chapter is a bit general; the text makes repeated references to varying local requirements, and instructs the readers to check with local planning and community development staff. Dan suggested that it may be timely, now, for Permittees to re-evaluate how they are implementing requirements for O&M agreements and O&M Plans during the development review process, and update the *Guidebook* to reflect practices that are common to all Permittees or could be made common to all Permittees. This might be done in the context of developing a common relational database for tracking C.3 projects and stormwater facility inspections.

Committee members noted the workplan includes a task to draft sections of an 8<sup>th</sup> Edition of the *Stormwater C.3 Guidebook*, and concern was expressed that this not take too much of the Committee's resources during the fiscal year. Dan advised that this would be done to the extent necessary to implement updated HM sizing factors and HM maps, once currently pending submittals are approved by Water Board staff. Updates may be in the form of addenda, revisions, or a new edition, depending on the changes required, resources available, and scheduling and coordination with other efforts.

*Draft 2017-2018 Workplan for Provision C.6 Implementation*

Dan directed the Committee's attention to the October 23, 2017 draft workplan and the highlighted task to sponsor a half-day training for construction inspectors. The Committee discussed potential dates for this training. February might be appropriate; school break times should be avoided.

The Committee discussed who should provide the training. It was agreed that Sandy Mathews of Larry Walker Associates, who has provided these biannual trainings previously, would be

a good choice. The training can be procured through an existing contract with LWA. Rachel said she would discuss this with Sandy when she meets with her on November 6.

The Committee discussed needs for meeting the requirements for tracking and reporting construction inspections (Provisions C.6.e.ii.(4) and C.6.e.iii.). Dan observed that inspection forms had been prepared in Acrobat under MRP 1.0, and instructions had been provided for using Acrobat functions to compile the data in the forms. Some municipalities may still be using these functions to prepare Annual Reports. Rinta and Neil said that Walnut Creek had developed and maintains an MS Access database which serves this purpose well. Construction inspectors enter data when returning from the field; there is no collector app. It was agreed that CCCWP will poll the other Permittees (via the Management Committee) to determine interest in adapting Walnut Creek's database. If one or two Permittees are interested, they may work directly with Walnut Creek; if more are interested, CCCWP will consider facilitating a group effort to assist Permittees to adapt and use Walnut Creek's database.

#### *Draft Updated "Tasks Roles Timeframes" Table for C.3.j. Implementation*

Printed copies of an updated table, dated October 16, 2017, were handed out. (The original "Tasks, Roles, and Timeframes" table was distributed in January 2017.) The updates were presented by Adele and by Rachel (on phone). The Committee noted each update, and Committee members made the following comments:

- Item 10D: The revisions show a Green Infrastructure Plan template to be distributed as a draft to the Development Committee by March 2018 and to the Management Committee in May 2018. The Committee requested staff to move these dates up so that the template would be distributed to the Management Committee by March. Dan will draft the template, and will be assisted by Lisa Austin and Kelly Havens (both with Geosyntec Consultants).
- Item 15: The Committee briefly discussed the potential need for new local ordinances or policies to support Green Infrastructure Implementation. It was noted that Provision C.3.j.i.(3) requires Permittees to "Adopt policies, ordinances, and/or other appropriate legal mechanisms to ensure implementation of the Green Infrastructure Plan..."
- Item 17: The Committee discussed the need for CCCWP coordination of outreach to Planning Directors. Adele will follow up.

#### *Coordination and Integration of GI Plans with RAA and the Storm Water Resources Plan*

Rachel described the process and status of development of a list of projects to be included in the Storm Water Resources Plan. She said this will result in a large list of potential opportunities. The SWRP will map these opportunities and provide a very general analysis of potential benefits. Municipalities will evaluate and may re-prioritize the project list. The SWRP will not take into account all of the local considerations that municipalities typically have when prioritizing projects (e.g., public support, economic development strategies, synergies with other projects or private initiatives).

SWRP/RAA coordination and integration is ongoing. CCCWP staff and consultants will be meeting on November 13 to review the approach to developing the RAA.

### **C.3 and C.6 Projects and Issues**

No projects or issues were brought forward for discussion.

### **Schedule Committee Meetings for Remainder of 2017**

The Committee agreed to hold a meeting on Wednesday, December 13 in lieu of the regularly scheduled meetings for November and December.

The meeting was adjourned just before 4:00 PM.

### **NEXT DEVELOPMENT COMMITTEE MEETING:**

**Wednesday, December 13, 2017**

**1:30 PM – 4:00 PM**

Contra Costa Clean Water Program Offices  
220A Glacier Drive, Martinez, CA 94553



**CONTRA COSTA  
CLEAN WATER  
PROGRAM**

Development Committee  
December 13, 2017 Meeting Summary (DRAFT)

**Voting Members:**

<b>Municipality</b>	<b>Attending</b>	<b>Absent</b>
City of Antioch	Phil Hoffmeister	
City of Brentwood	Aman Grewal	
City of Clayton	Laura Hoffmeister	
City of Concord	Kevin Marstall	
Contra Costa County	Cece Sellgren	
City of Hercules		
City of Pittsburg	Jolan Longway	
City of Pleasant Hill	Frank Kennedy	
City of San Ramon		Rod Wui
City of Walnut Creek	Neil Mock	

**Guests:**

City of El Cerrito Will Provost

**Program Staff:**

Dan Cloak Consultant  
Rachel Kraai CCCWP Staff (phone)

**Introductions, Announcements, and Changes to Agenda**

Kevin Marstall called the meeting to order and requested a round of self-introductions. Rachel asked to add to the agenda an update on the Storm Water Resources Plan Implementation Strategy. It was noted that John Steere continues medical leave from the County, but is expected to return to work, and to the Development Committee, possibly in January.

**Consent Calendar**

It was noted that the summary of the October 25, 2017 meeting had been inadvertently omitted from the meeting packet. Approval of the summary was deferred to the next meeting.

## Reports/Discussion

### *Green Infrastructure Planning and Reasonable Assurance Analyses*

*Committee Tasks and Assignments:* Rachel recalled that at the last Development Committee meeting, there was discussion of creating a separate ad-hoc CCCWP committee to work on Green Infrastructure and RAA deliverables. However, the prevailing view on the CCCWP's Administrative Committee and Management Committee was to avoid creating another Committee, and it was agreed that these tasks should be coordinated through the Development Committee. Rachel emphasized that each Permittee needs a thorough understanding of these work products because they will need to incorporate them into their own agency's plans and submittals to the Water Board. Rachel proposed that future Development Committee meetings be split so that Green Infrastructure and RAA issues are discussed in the first part of the meeting. Staff from other Permittees (not on the Development Committee) or additional staff from Permittees that are represented on the Development Committee, will be encouraged to attend the first part of the meeting as needed.

Kevin asked whether it will be necessary to revisit the Development Committee's workplan for the fiscal year, which was reviewed at the last meeting (October 25). Dan noted that it is not known whether the Hydromodification Management Technical Report or the Hydromodification Management Draft Applicability Maps, both of which were submitted to the Water Board on September 30, will need substantial revision. There is the potential that Water Board staff could ask for quick action on the HM products at the same time the Committee is engaged in work on Green Infrastructure Planning. Will said it will be valuable to have time to discuss Green Infrastructure Planning. Phil agreed the Development Committee is the most appropriate place for this. Rachel said she will report back to the Management Committee that the Development Committee accepts this assignment.

*Identifying and Prioritizing Projects and/or Areas for Potential Projects for Implementation by 2020, 2030, and 2040:* Rachel reported that Geosyntec expects to have a first draft of a prioritized project list at the end of January. The list will include public-parcel-based, regional, and right-of-way projects. Permittees will receive the list by jurisdiction. Along with the list, CCCWP will send additional recommended criteria for further vetting of the potential projects. It is expected that this will be additional screening/vetting of projects as local staff will also look for synergies with existing capital improvement programs, with complete streets plans, and opportunities to serve disadvantaged communities, as well as potential barriers to project implementation such as utility conflicts.

Rachel noted that the Storm Water Resource Plan prioritized project list does not need to be the same as the Green Infrastructure Plan project list.

Rachel noted she and staff have been working with Geosyntec to hone the scope of work for preparing the RAA. The scope is expected to go out to Permittees shortly. She recommends it be given a close review. The project is on an aggressive schedule.

Geosyntec will need to use project lists to do the RAA. It is recognized that it will be difficult for municipalities to project what projects may be funded or completed within the specific timeframes. It will be appropriate to use caveats when describing plans for implementation.

It may be appropriate to identify “focus areas” (neighborhoods) targeted for project implementation, accompanied by some example projects within these areas.

Rachel said her understanding is that Water Board staff wants to see a “commitment to Green Infrastructure” to include some implementation during the term of MRP 3.0 (2020-2025). This means identifying projects or funding in the Green Infrastructure Plans due in 2019.

Dan noted the limitations of using GIS to identify potential Green Infrastructure sites and projects. Experience with Green Plan-IT showed that, while it is possible and may be useful to identify neighborhoods and general locations, the methodology and the available data aren't sufficient for identifying specific projects. Retrofitting existing drainage system involves locating existing catch basins, identifying flat areas at or very near those catch basins that can be used for bioretention, and delineating the drainage area tributary to the catch basin. Existing data sets generally don't include catch basins or tributary areas. In addition, GIS topography is insufficiently precise for conceptual design of drainage retrofits.

Cece said these observations jibed with the County's experience as an early adopter/implementer of GIS for Green Infrastructure planning.

Dan offered to share a methodology he developed in 2015, under a state grant, for Green Infrastructure retrofit project identification and conceptual design.

There was some discussion of the effect of utility conflicts; Rachel noted that in her SFPUC experience utility conflicts are typically identified at the project implementation stage rather than during initial project identification.

*Developing a Methodology for Projecting Amount and Location of Private Development:* Dan provided background and status on CCCWP's efforts to assist Permittees to meet the Permit requirement to provide, in the Green Infrastructure Plans, projections of the amount of impervious surface that will be retrofit with Green Infrastructure through private redevelopment (that is, through implementation of C.3 requirements for private Regulated Projects) for 2020, 2030, and 2040.

Dan recalled that the consulting firm Community Design and Architecture (CDA) had presented to the BASMAA Development Committee their work on behalf of the San Mateo Countywide Stormwater Pollution Prevention Program. That work used transportation demand projections adopted by the Metropolitan Transportation Commission (MTC). Jobs and housing projections were disaggregated at the level of the Transportation Analysis Zone (TAZ) to project the square footage of redevelopment at each TAZ.

Dan and Rachel discussed this with Adele, and it was agreed to investigate using the original jobs and housing projections, rather than deriving that from transportation demand. It may be possible to get better geographic resolution this way. Ideally, jobs and housing changes would be tied to projected redevelopment at specific sites.

Adele connected with staff at the Contra Costa Transportation Authority, and at a November 30 meeting, it was learned that more recent MTC transportation demand projections are based on a region-wide parcel-level simulation of future development (UrbanSim). This has the potential to use regionally vetted parcel-level projections of redevelopment to derive the projections of impervious surface retrofit.



Rachel and Dan will continue to investigate this option, starting with further investigation of UrbanSim, its use by MTC, and the availability of the land use projections as GIS layers. CCCWP will also engage Larry Walker Associates GIS experts, under an existing on-call contract, to investigate the use of this information in concert with RAA modeling to determine the efficacy of using UrbanSim-generated projections to predict pollutant load reductions due to Regulated Projects on private developments.

Rachel and Dan reported that they described these efforts at the December 7 BASMAA Development Committee conference call. There is substantial interest from the Alameda and Santa Clara stormwater programs in working together. Cece noted the benefit of being regionally consistent in approach and methodology.

*Green Infrastructure Design Guidelines for Streetscapes and Other Public Infrastructure/Specifications and Typical Design Details:* Rachel recalled that the Development Committee had previously directed that CCCWP should work with other countywide programs on developing these elements of the Green Infrastructure Plans. Rachel has discussed with Jill Bicknell of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP). SCVURPPP is well along in preparation of their documents but was interested to discuss potential cooperation and cost-sharing. SCVURPPP is preparing a 2-part handbook including guidance and a compilation of specifications prepared by others. They are currently conducting a second review of the second draft of this document. Their next step will be to conduct workshops with Permittee staff during 2018. Individual SCVURPPP Permittees may reference or adapt the documents for their own use.

Rachel presented the following regarding options for cost-sharing: As the document is not yet a public draft, it may be possible, legally, for CCCWP to issue a purchase order to obtain the draft. This would need to be carefully justified in the text of the P.O.

Rachel suggested the following steps:

1. SCVURPPP would develop a proposal for what they want, in terms of compensation, for the draft.
2. The proposed transaction would undergo additional legal review.
3. CCCWP staff and Permittee staff would review the draft.
4. CCCWP would issue a sole-source contract to EOA (SCVURPPP's consultant) to revise and adapt the draft and conduct workshops with CCCWP Permittees.

Committee members were generally receptive to exploring this option, pending more information about the quality of the content and the price. Dan suggested that the process include an opportunity for CCCWP staff and consultants, and a work group of Permittee staff, to meet to review SCVURPPP's draft document before making a recommendation. This would provide an opportunity to compare SCVURPPP's draft with publicly available documents to assess the added value.

Rachel said she may have a specific proposal ready for the January Development Committee meeting.

*Develop Sizing Criteria for Green Infrastructure Facilities in Non-Regulated Right of Way:* Dan reported that BASMAA's regional project, which retained Tony Dubin to conduct modeling

and prepare curves relating sizing factor to percent of runoff treated, is nearly complete. Final comments, which are relatively minor, have been transmitted to Dubin.

Dan noted the focus of this effort was to implement the Permit provision which allows the Permittees, regionally, to propose a procedure and criteria to use when designing Green Infrastructure facilities and it is not possible to meet the Provision C.3.d. sizing criteria. One key outcome of Dubin's work is that the C.3.d. criteria can be met with substantially smaller facilities. Discussions are needed, at the BASMAA level, on guidance for using these results in sizing both public and private (Regulated) projects. Among the considerations: (1) The need for safety factors to account for less-than-optimal implementation of bioretention design and construction, and (2) The potential effect on developer's choices to implement alternate compliance on another site vs. compliance on the project site.

*Reasonable Assurance Analysis:* Rachel reported that the CCCWP Monitoring Committee approved the third draft of Geosyntec's scope of work with minor changes; the Management Committee will consider it on December 20. Rachel recommended that Development Committee review the scope.

*Long-Term Implementation of the Storm Water Resource Plan:* Rachel said she was providing Permittees with a "heads up" that the SWRP will need to be maintained in perpetuity if the projects within it are to maintain their eligibility for state funding. In response to a question from Laura, Rachel said this will not affect the 2018-2019 budget (because the SWRP is still in preparation), but some costs will likely need to be included in future budgets. Kevin likened this requirement to that attached to hazard mitigation plans—the expenditure to keep the plan updated is required to qualify future projects for funding.

### *New Development*

*Hydromodification Management Applicability Maps, Technical Report, IMP Sizing Factors:* Rachel has emailed Water Board staff twice, first noting the need for feedback on these September 30 submittals by November 1 if they were to be implemented by January; then noting that November 1 had passed and stating that Permittees will continue to implement current policies, as described in the current *Guidebook*, pending a response.

Dan asked for feedback regarding any urgency to update current requirements. Generally, Permittees are fine with waiting until the Water Board is ready to respond. Dan noted there is a need to update the IMP Calculator to be compatible with newer versions of Windows, as well as to implement some other improvements in usability. The CCCWP 2017-2018 budget funds this effort. However, in the meantime, there are workarounds to achieve backward compatibility, and Dan posts these on the website as he learns about them.

*Draft Templates and Example Submittals for the Stormwater C.3 Guidebook:* Dan provided the following background. The *Guidebook* provides four ways of working with the instructions for creating a Stormwater Control Plan: (1) Step-by-step instructions, (2) A checklist, which is on page 12 in the 7<sup>th</sup> Edition, (3) A sample outline and template, the outline is on pp. 20-21 of the 7<sup>th</sup> Edition, (4) Example submittals. Templates, in MS Word format, for preparing Stormwater Control Plans have accompanied each *Guidebook* edition. The current template is for the 6<sup>th</sup> Edition and is well out of date. In the past, the Stormwater Control Plan examples

have been limited to examples submitted by developers to Permittees, but these always have some exceptions or project-specific features that may be confusing to the user.

For creating an Operation and Maintenance Plan, the *Guidebook* provides less support. There are step-by-step instructions and an outline in Chapter 5 (in the 7<sup>th</sup> Edition), but up to now there has not been a template. Dan said the County had retained him earlier this year to assist with reviewing and making some revisions to a staff-developed template.

Dan said that he had also had occasion to prepare both example Stormwater Control Plans and example O&M Plans for clients in the north Bay and southern California, and these were fairly easily adapted to CCCWP's needs.

Dan was able to adapt and integrate these sources to create a set of templates and examples that aim to be consistent with the *Guidebook* and with each other.

Dan asked the Committee to provide comments on the draft documents and/or to set a date for comments to be provided via email. He noted that County staff had already provided some comments. He suggested that if the Committee's comments were not extensive, revised drafts could be ready for the January meeting.

After some discussion, the Committee directed that comments should be provided to Dan by January 12<sup>th</sup>. Dan will distribute revised drafts in time for consideration at the January 24<sup>th</sup> meeting.

*Workshop for Municipal Staff and Land Development Professionals:* After discussion, it was agreed to set the workshop date for April 24<sup>th</sup> or 26<sup>th</sup>, depending on the availability of the preferred venue. Rachel will contact Rinta Perkins to determine if the City of Walnut Creek is willing and able to make the Shadelands Civic Arts Center available. Committee members asked that the content include a discussion of maintenance procedures for bioretention facilities.

*Workshop for Construction Inspectors:* Dan noted that the Permit requires Permittees to make training available biannually. The Committee had previously recommended that Sandy Mathews, of Larry Walker Associates, who has provided previous trainings, be asked to provide a training during early 2018. The Committee agreed that the training should be in March or April, excluding weeks when schools are closed for spring break.

### **C.3 and C.6 Projects and Issues**

Frank described a situation where a City had entered a legal settlement of a dispute over entitlements. The applicant will submit a new tentative map, but under the agreement, the entitlements remain intact. The Committee reviewed the specific language in Provision C.3.b., particularly that in C..3.b.i.(2)(a)(ii.) which provides an exception when a Permittee has no legal authority to require changes to previously granted approvals. Dan noted that, for a large development, it is likely that the project will require a 401 Water Quality Certification from Water Board staff, and Water Board staff has been known to make implementation of stormwater treatment and hydromodification management a condition of that certification.

The meeting was adjourned at 4:00 PM.

**NEXT DEVELOPMENT COMMITTEE MEETING:**

**Wednesday, January 24, 2018**

**1:30 PM – 4:00 PM**

Contra Costa Clean Water Program Offices

220A Glacier Drive, Martinez, CA 94553