



CONTRA COSTA
CLEAN WATER
PROGRAM

MANAGEMENT COMMITTEE MEETING AGENDA

Wednesday, October 18, 2023

1:30 PM to 4:00 PM

Join Zoom meeting:

<https://cccounty-us.zoom.us/j/82295311761?pwd=06omosDm3GKM2CUw3oY39TpawiQmiZ.1>

Meeting ID: 822 9531 1761

Passcode: 825320

Dial: +8882780254

If you require an accommodation to participate in this meeting, please contact Duanne Hernaez by phone at 925-313-2360, by fax at 925-313-2301, or by email at Duanne.Hernaez@pw.cccounty.us.

Providing at least 72 hours notice (three business days) prior to the meeting will help to ensure availability.

VOTING MEMBERS (authorized members on file)

City of Antioch	Phil Hoffmeister/ Scott Beuting
City of Brentwood	Brant Wilson/ Jigar Shah/ Meghan Oliveira
City of Clayton	Larry Theis/ Jason Chen
City of Concord	Bruce Davis/ Carlton Thompson
Contra Costa County	Brian Balbas/ Allison Knapp
CCC Flood Control & Water Conservation District	Tim Jensen/ Michele Mancuso
Town of Danville	Bob Russell/ Steve Jones
City of El Cerrito	Christina Leard/ Stephen Prée/ Yvetteh Ortiz
City of Hercules	Mike Roberts/ Jose Pacheco/ Jeff Brown
City of Lafayette	Matt Luttrupp/ Tim Clark
City of Martinez	Khalil Yowakim/ Frank Kennedy
Town of Moraga	Edrienne Aguilar/ Shawn Knapp/ Frank Kennedy (Chair)
City of Oakley	Billilee Saengcalern/ Brianne Visaya/ Rinta Perkins
City of Orinda	Kevin McCourt/ Ryan O’Kane/ Frank Kennedy
City of Pinole	Misha Dhillon
City of Pittsburg	Jolan Longway/ Richard Abono
City of Pleasant Hill	Frank Kennedy/ Ryan Cook
City of Richmond	Mary Phelps
City of San Pablo	Amanda Booth/ Itzel Gomez/ Allan Panganiban
City of San Ramon	Kerry Parker/ Robin Bartlett/ Chen-hsuan (Shane) Hsieh
City of Walnut Creek	Lucile Paquette (Vice-Chair) / Neil Mock/ Steve Waymire

PROGRAM STAFF AND CONSULTANTS

Rinta Perkins, Interim Program Manager	Liz Yin, Consultant
Andrea Bullock, Administrative Analyst	Lisa Austin, Consultant
Duanne Hernaez, Clerical	Lisa Welsh, Consultant
Erin Lennon, Watershed Planner	Nicole Wilson, Consultant

Contra Costa Clean Water Program
MANAGEMENT COMMITTEE MEETING AGENDA
Wednesday, November 15, 2023

AGENDA

Convene the Meeting /Introductions/Announcements/Changes to the Agenda: **1:30**

Public Comments: Any member of the 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: **1:32**

Consent Calendar: **1:35**

All matters listed under the CONSENT CALENDAR are considered 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. APPROVE Management Committee meeting summary (Chair)

- 1) September 14, 2023 Management Committee Special Meeting Summary
- 2) September 20, 2023 Management Committee Meeting Summary

B. ACCEPT the following subcommittee meeting summaries into the Management Committee record: (Chair)

- 1) Administrative Committee
 - September 5, 2023
- 2) PIP Committee
 - September 5, 2023
- 3) Monitoring Committee
 - August 14, 2023
- 4) Municipal Operations Committee
 - July 18, 2023
 - August 15, 2023
- 5) Development Committee
 - August 23, 2023

Presentations: **1:40**

- | | |
|---|------|
| A. Annual Report on CASQA Accomplishments (K. Cowan) | 1:40 |
| B. Streets to Creeks Partner Program Presentation (N. Sudano) | 2:00 |
| a. See staff report for background information | |
| C. Discretionary Budget Management: Example Application of Budget for AGOL Permittee Technical Support (L. Welsh) | 2:20 |
| a. See staff report for background information | |
| D. Update on the Old Industrial Area Control Measures Plan Revisions and Submittal Letter (L. Welsh) | 2:30 |
| a. See staff report for background information | |
| E. BAMSC C.15 Firefighting Discharges Workgroup FY 23/24 - FY 24/25 Project Profile (N. Wilson) | 2:45 |
| a. See staff report for background information | |
| F. End of the Year Report Final Budget FY 22/23 (R. Perkins/A. Bullock) | 2:55 |
| a. See staff report for background information | |
| G. SUA Reserve Investment Report and Preview of FY 23/24 Adjusted Budget Process (R. Perkins) | 3:15 |
| a. See staff report for background information | |

Actions: **3:25**

- A. APPROVE the Submittal Letter for the Revision of the Old Industrial Area Control Measures Plan
- B. APPROVE the BAMSC C.15 Firefighting Discharges Workgroup Project Profile for FY 23/24 – FY 24/25
- C. AUTHORIZE the CWP representative on CASQA to vote in the election for Board of Directors

Updates: **3:30**

- A. BAMSC Steering Committee meeting (R. Perkins)
 - a. Status of regional projects and working groups
- B. Funding Options Update (R. Perkins)

Information: **3:40**

- A. Update on C.6 Training - Collaboration with ACCWP (E. Lennon)
- B. PCBs Demolition Applicant Package Training Resources (E. Lennon)
- C. Bioretention as Full Capture Systems Update (R. Perkins)
- D. November Management Committee Meeting (E. Yin)
- E. Green Halo Update (L. Paquette / K. Parker)

Old/New Business: **3:55**

Adjournment: Approximately 4:00 p.m.

Next Management Committee Meeting: Wednesday, October 18, 2023, 1:30 PM

Attachments

Consent Items

1. *Management Committee Special Meeting Summary September 14, 2023*
2. *Management Committee Meeting Summary September 20, 2023*
3. *Administrative Committee Meeting Summary September 5, 2023*
4. *PIP Committee Meeting Summary September 5, 2023*
5. *Monitoring Committee Meeting Summary August 14, 2023*
6. *Municipal Operations Committee Summary July 18, 2023*
7. *Municipal Operations Committee Summary August 15, 2023*
8. *Development Committee Meeting Summary August 23, 2023*

Presentation and Action Items

9. *Staff Report on Streets to Creeks Partner Program*
10. *Staff Report on Discretionary Budget Management*
11. *Staff Report on Resubmittal of the Old Industrial Control Measures Plan*
12. *Submittal letter for the Old Industrial Control Measures Plan Revisions*
13. *Staff report and BAMSC C.15 Firefighting Discharges Workgroup FY 23/24 - FY 24/25 Project Profile*
14. *Staff report on the End of the Year Report Final Budget FY 22/23*
15. *Staff Report on the SUA Reservice Investment and Preview of the Adjusted Budget for FY 23/24*
16. *Green Halo for Tracking PCBs in Demolition Materials Module Demonstration & Q&A*

UPCOMING DOCUMENTS FOR MANAGEMENT COMMITTEE REVIEW

-- November 2023 --

ACTION	AGENDA TOPIC/DOCUMENT	REVIEW BY:	SUBMITTAL DATE
REVIEW/APPROVE	Old Industrial Area Control Measures Plan – Planned Revisions and Extension	Oct 18	October 31
REVIEW/APPROVE	BASMC Firefighting Discharges Work Group Project Profile FY 23/24 – FY 24/25	Oct 18	October 26 (BAMSC Steering)
REVIEW/APPROVE	Revised LID Monitoring Plan	Ongoing	Not specified
HEARING	SFRWQCB Adoption Hearing: Permit Amendment Language Tentative Order	Oct 11	Oct 11
REVIEW	Draft Adjusted Budget FY 23/24	Nov 15	Dec 20

UPCOMING CCCWP MEETINGS

All meetings **will not** be held at 255 Glacier Drive, Martinez, CA 94553, but will be held virtually

October 25, 2023 4th Wednesday	Development Committee Meeting, 1:30 p.m. – 3:30 p.m.
November 7, 2023 1st Tuesday	Administrative and PIP Committee Meeting 9 a.m. – 12:00 noon
November 13, 2023 2nd Monday	Monitoring Committee Meeting, 10 a.m. – 12 noon
November 15, 2023 3rd Wednesday	Management Committee Meeting, 1:30 p.m. – 3:30 p.m.

BAMSC (BASMAA) SUBCOMMITTEE/ MRP 3.0 MEETINGS

Times for the BAMSC (BASMAA) Subcommittee meetings are subject to change.

July 1, 2022	Effective date of MRP 3.0
1st Thursday	Development Committee, 1:30 – 4:00 p.m. (even months)
1st Wednesday	Monitoring/POCs Committee, 9:30 a.m. – 3:00 p.m. (odd months)
4th Wednesday	Public Information/Participation Committee, 1:30 – 4:00 p.m. (1 st month each quarter)
4th Tuesday	Trash Subcommittee, 9:30 a.m.-12 noon (even month)



**CONTRA COSTA
CLEAN WATER
PROGRAM**

SPECIAL MANAGEMENT COMMITTEE MEETING MINUTES

9-14-2023

Attendance:

MUNICIPALITY	ATTENDED	ABSENT
City of Antioch	Phil Hoffmeister	
City of Brentwood	Brant Wilson	
City of Clayton	Larry Theis	
City of Concord	Bruce Davis	
Town of Danville	Bob Russell	
City of El Cerrito	Christina Leard	
City of Hercules	Jose Pacheco	
City of Lafayette		Tim Clark
City of Martinez	Khalil Yowakim	
Town of Moraga	Frank Kennedy (Chair)	
City of Oakley	Brianne Visaya	
City of Orinda	Kevin McCourt	
City of Pinole		Misha Dhillon
City of Pittsburg		Jolan Longway
City of Pleasant Hill	Frank Kennedy	
City of Richmond	Mary Phelps	
City of San Pablo	Amanda Booth	
City of San Ramon	Kerry Parker	
City of Walnut Creek	Lucile Paquette	
Contra Costa County	Michele Mancuso	
CCC Flood Control and Water Conservation District	Michele Mancuso	
Program Staff		
Interim Program Manager	Rinta Perkins	
Admin. Svcs Assistant III	Andrea Bullock	
Watershed Mgmt Planning Spec.	Erin Lennon	
Clerk	Duanne Hernaez	
Program Consultants:		
Larry Walker Associates	Liz Yin	
Larry Walker Associates	Nicole Wilson	
Geosyntec Consultants	Lisa Welsh	
Members of the Public/Others/Guests:		

Introductions/Announcements/Changes to Agenda: Due to the Covid-19 pandemic, the meeting was conducted by video-conference call.

Public Comments: No members of the public were called in.



CONTRA COSTA
CLEAN WATER
PROGRAM

Regional Water Quality Control Board Staff Comments/Reports: Regional Board staff did not call in.

Roll call was taken, and the meeting was convened by the Chair at 3:05 pm

Presentations

A. FY 22/23 Final Annual Report, Attachments, and Transmittal Letters (E. Yin)

Elizabeth (Liz) Yin (CCCWP/LWA) opened the meeting and identified that the purpose of the Special Meeting meeting is to approve the Final Reports (agenda item B) as well as the Program Annual Report and all of its attachments (including Regional Supplemental attachments and transmittal letter). The Annual Report covers FY 22/23 and covers all aspects of the MRP and group program activities. New sections in the Program AR include new MRP 3.0 Provisions C.17 (covering discharges related to unsheltered homeless populations), C.20 (cost reporting), and future intentions regarding asset management.

Permittees have until October 2nd to submit Annual Reports in SMARTS. The sum of the reports permittees need to submit by this date include individual permittee Annual Reports and all associated attachments, the CCCWP Program Annual Reports, and lastly, the Regional and Statewide Supplemental Reports (included as attachments to the Program Annual Report). This year, Regional and Statewide Supplemental reports include the BAMSC Annual Reporting for New Development/Redevelopment, the CASQA 2023 OWOW Annual Report, and the CASQA 2023 Pesticides Annual Report and Effectiveness Assessment.

There are two transmittal letters, one for the CCCWP Annual Report transmittal to Permittees, and the second for transmitting the CCCWP Annual Report to Region 5 RWCB on behalf of the East County Permittees.

Comments received included editorial comments, as well as comments that were related to information that had been missed or were incorrect but important to capture. Liz took some time to review these revisions with the committee and noted some comments that were submitted were not incorporated into this fiscal year's final report. These comments will be applied to next year's Program Annual Report.

The conversation was opened to the committee for questions, comments, and concerns.

Discussion about the comments that were not incorporated into the report was held by the group. Overall, it was determined that general revisions not related to accuracy of current program activities would be deferred to the following year's Annual Reports.

B. Final reports due with the Annual Report (L. Welsh)

- a. CCCWP Mercury and PCBs Control Measures Update Report – Update 2023
- b. Fish Risk Reduction Program for Mercury and PCBs: 2023 Status Report
- c. East County Mercury Monitoring Results FY 2022/23

Lisa Welsh (CCCWP/Geosyntec) gave an overview of the three reports listed above.



**CONTRA COSTA
CLEAN WATER
PROGRAM**

Regarding the Mercury and PCBs report, the draft reports were sent out for review and comment. Editorial comments were received as well as AGOL data from Richmond so those have been updated/added to the report.

Regarding the Fish Risk Report, no comments were received so this was wrapped up and finalized.

Lastly, regarding the East County Mercury Monitoring Report, no major comments were received however some station data was added. This report was subsequently finalized.

Actions

- A. APPROVE the final reports due with the Annual Report, including the CCCWP Mercury and PCBs Control Measures Update Report, the Fish Risk Reduction Program for Mercury and PCBs: 2023 Status Report, the East County Mercury Monitoring Results FY 2022/23 (roll-call vote);**

- B. APPROVE the Fiscal Year 2022/23 Annual Report prepared by the Clean Water Program, the Annual Report transmittal letter to Permittees, and the Annual Report transmittal letter to Region 5;**

AUTHORIZE the Interim Program Manager to sign the transmittal letter and transmit the Program Annual Report to Permittees for their submittal;

AUTHORIZE the Interim Program Manager to sign the transmittal letter and transmit the Program Annual Report to Region 5 on behalf of the East County Permittees. (roll-call vote)

Management Committee agreed to bundle the approval of action items A-B into one vote

Larry Theis (Clayton) motioned to approve action items A and B, Amanda Booth (San Pablo) Seconded. A roll call vote was taken, and the motion passed with a unanimous vote of approval from all present and action items A-B were approved. Permittees who were absent were contacted via email to obtain their votes on Action Items A and B. Through email, the Cities of Lafayette, Pinole, and Pittsburg voted to approve the action items discussed at the Special Management Committee Meeting.

Old/New Business:

None

Adjournment: The Chair adjourned the meeting at approximately 3:40



**CONTRA COSTA
CLEAN WATER
PROGRAM**

MANAGEMENT COMMITTEE MEETING MINUTES

9-20-2023

Attendance:

MUNICIPALITY	ATTENDED	ABSENT
City of Antioch	Phil Hoffmeister	
City of Brentwood	Brant Wilson	
City of Clayton	Larry Theis	
City of Concord	Bruce Davis	
Town of Danville	Bob Russell	
City of El Cerrito	Christina Leard	
City of Hercules	Jose Pacheco	
City of Lafayette	Tim Clark	
City of Martinez	Khalil Yowakim	
Town of Moraga	Frank Kennedy (Chair) , Edrienne Aguilar	
City of Oakley	Brianne Visaya	
City of Orinda	Ryan O’Kane	
City of Pinole	Misha Dhillon	
City of Pittsburg	Jolan Longway	
City of Pleasant Hill	Frank Kennedy	
City of Richmond	Mary Phelps	
City of San Pablo	Amanda Booth	
City of San Ramon	Kerry Parker	
City of Walnut Creek	Lucile Paquette	
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Interim Program Manager	Rinta Perkins	
Admin. Svcs Assistant III	Andrea Bullock	
Watershed Mgmt Planning Spec.	Erin Lennon	
Clerk	Duanne Hernaez	
Program Consultants:		
Larry Walker Associates	Liz Yin (LWA/CCCWP)	
Larry Walker Associates	Nicole Wilson (LWA/CCCWP)	
Geosyntec Consultants	Lisa Welsh (Geosyntec/CCCWP)	
Lotus Water	Rachel Kraai (Lotus Water)	
Larry Walker Associates	Zaida Cholico (LWA)	
Members of the Public/Others/Guests:		



**CONTRA COSTA
CLEAN WATER
PROGRAM**

Introductions/Announcements/Changes to Agenda: Due to the Covid-19 pandemic, the meeting was conducted by video-conference call.

Public Comments: No members of the public were called in.

Regional Water Quality Control Board Staff Comments/Reports: Regional Board staff did not call in.

Roll call was taken, and the meeting was convened by the Chair at 1:33 pm

Consent Calendar:

1. APPROVE Management Committee meeting summary (Chair)

Bob Russell (Danville) motioned to approve the Management Committee meeting minutes as submitted, with no changes; Kerry Parker (San Ramon) seconded. The Chair called for a vote. There were no objections. The motion passed with no abstentions and the Management Committee meeting minutes were approved.

2. ACCEPT the following subcommittee meeting summaries into the Management Committee record (Chair)

- Administrative Committee
 - August 1, 2023
- PIP Committee
 - August 1, 2023
- Monitoring Committee
 - July 10, 2023
- Development Committee
 - June 28, 2023
 - July 26, 2023

Phil Hoffmeister (Antioch) motioned to approve the Sub-Committee meeting minutes as submitted, with spelling corrections; Michele Mancuso (CCC) seconded. The Chair called for a vote. There were no objections. The motion passed with no abstentions and the Subcommittee meeting minutes were approved.

Presentations

3. Update on Strategic Staffing Plan (R. Perkins/ A. Knapp)



CONTRA COSTA CLEAN WATER PROGRAM

Allison Knapp (Contra Costa County) and Rinta Perkins (CCCWP) presented six options for the CCCWP Strategic Staffing Plan and outlined the advantages and disadvantages for each. It was noted that these assessments will be based on the goals identified, the County's internal hiring policy, and potential feedback from the labor union.

Option 1

- Retain the current status of Interim PM
- Fill in the permanent PM position (start recruitment in 6 months or in FY 23-24)

Pros

- Permanent FTE Program Manager (40 hours/week)
- Still have support from consultants for lower positions
- No problem with the Labor Union
- Budgeted contract to cover.

Cons

- New PM can be stressful for staff in navigating complex MPR 3.0 requirement.
- Disruption to Productivity
- New permit for staff and permittees (steep learning curve)
- Current early career staff to be trained by new PM.

Option 2

- Retain the current status of Interim PM for one year.
- Fill in the permanent PM position in one year or in FY 24-25

Pros

- Give staff and permittees some breathing room to learn the new permit.
- Staff and permittees will be more familiar with MRP.
- Continuity in receiving support from current Interim PM and staff-level consultants.
- Have a permanent FTE PM in one year.

Cons

- Justifications to Labor Union
- Still short-staffed
- Reliance on consultants
- New PM leading early career staff
- Steep learning curve for new PM and staff to provide support for permittees.

Option 3

- Fill the Senior WMPS and WMPS positions.
- Retain the Interim PM

Pros

- Leadership stability
- Succession planning
- Two new permanent FTE staff members (40 hrs./week)
- Mentorship of staff to develop skills and experience.
- Not disruptive to permittees



**CONTRA COSTA
CLEAN WATER
PROGRAM**

Cons

- May have to increase interim PM hours = increased budget
- New Senior WMPS to train staff.

Option 4

- Fill the Senior WMPS Retain the Interim PM
- Retrain the Interim PM
- Retain WMPS consultant.

Pros

- Have a succession planning.
- Not disruptive to permittees
- New Sr. WMPS gets support from consultants.
- Current staff gets support & Mentorship.

Cons

- Provide justifications to Labor Union
- Not fully staffed.

Option 5

- Fill the WMPS position.
- Retain the Interim PM
- Retain Sr. WMPS consultant.

Pros

- Have a succession planning.
- Not disruptive to permittees
- New WMPS gets support from consultants.
- Current staff gets support or mentorship.

Cons

- Labor Union may be OK.
- Provide justifications to Labor Union
- Not fully staffed.

Option 6

- Fill all positions with permanent FTEs.

Pros

- Maintain staffing consistency.
- Disruption to Program
- FTE staff with 40 hrs./week
- Labor Union support
- Less impact on budget

Cons

- New leadership can be stressful for staff in navigating complex MRP requirements.



CONTRA COSTA CLEAN WATER PROGRAM

- Steep learning curve for new PM and staff to support permittees.
- Existing staff may not be efficiently trained.

Committee members shared feedback and overall agreed that option 3 may be the best option. It was decided that this topic will be presented as an action item at the next MC meeting. Allison asked the committee members to review the options and send in comments to program staff before the next MC meeting.

4. **Funding Options Next Steps and Feedback (R. Perkins/ A. Knapp)**

Rinta opened by sharing the Funding Options outreach efforts that have been completed so far as well as feedback received:

- Phase 1 – Presented to Management Committee in July 20, Sept 21, Oct 19, Nov 16, Dec 13, 2022.
- Phase 2 Presented to Management Committee on Feb. 15 & July 19, 2023
- Presented to the City-County Engineers Advisory Committee in July 2023
- Presented to the PMA Sub-Committee in July 2023
 - Questions asked – Are funds really running out? Why can't SUA be used to fund the funding measure.
 - Suggestion - Branding to support a successful funding measure, the program will need to establish relationships with organizations that can present efforts to the public.
 - PMA requests for CWP –
 - Would like the program to present funding options to City/town attorneys. This can likely take place in November.
 - Would like for the program to hold an informational workshop for stakeholders.
- Presented to the Administrative Committee in August 2023.

Rinta shared Program Staff Recommendations:

- Hold a presentation for PMA Members and City Attorneys
- Convene a Workshop Planning Committee
- Allocate up to \$12,000 to retain a Facilitator for the Workshop planning Committee and Workshop facilitation.
 - Suggestions:
 - Brian Currier – Office of Water @ Sacramento State
 - Morgan Kerner – Environmental Finance Center @ Sacramento State
 - Both are familiar with stormwater finance and are NOT public financing consultants. Experience in building consensus and bringing funding awareness.
 - It was noted that the \$12,000 will be included in the budget adjustment request which will be presented at the October Management Committee Meeting.
- Hold an Informational Workshop for Stakeholders
- Present findings/direction at the next Management Committee Meeting.

A proposed timeline was shared with the assumption that Management Committee agrees to move forward with staff recommendations:



CONTRA COSTA CLEAN WATER PROGRAM

- Sept. – Oct. '23: Convene a workshop planning committee; solicit participants.
- Sept. – Oct. '23: Identify an experienced consultant to facilitate a workshop.
- Nov.9, '23: Presentation to PMA broader members and city attorneys on Funding Options Report.
- Oct. – Nov.'23: CCCWP secures a workshop facilitator.
- Nov. or Dec. '23: Circulate pre-workshop questionnaires.
- Dec.'23 or Jan.'24: Hold an Informational Workshop
- Jan.' 24: Feedback from the workshop (direction for the funding option approach)
- Feb. '24: Budget discussion to plan for the funding initiative.
- TBD: RFQ for a consultant team to facilitate a countywide funding initiative measure.

5. Update and Review of Finalized Brochures (N. Wilson)

Nicole Wilson (CCCWP/LWA) shared a brief update on the BMP brochures that have been/continue to be developed in PIP Committee. The brochure topics that have been identified for rebranding/revisions include the following:

- Trash (finalized)
- Mobile businesses (finalized)
- Auto Body Shops (finalized)
- Pool Cleaning (finalized)
- Restaurants (finalized)
 - Restaurant Spanish Translation (to be developed)
- Carpet Cleaning (to be developed)

It was noted that the Restaurant Spanish translation and Carpet Cleaning Brochures will be done in the next couple months. Nicole shared the where the finalized brochures can be found on the Clean Water Program website and on Groupsite. Editable file versions are also available on Groupsite if permittees wish to customize brochures with their own agency logos and contact information. The difference in styling between the old (text heavy) and new (visual heavy) brochures was highlighted.

6. Statewide Cost Reporting Comment Letter (N. Wilson)

Background on the State Water Board's Cost Reporting Policy was shared as well as important details pertaining to the Comment Letter on the Draft Policy that CCCWP staff have been developing:

- Nicole noted that Phase I and II agencies will be subject to the State Water Board Policy.
- The deadline to submit comments has been pushed forward to Oct 3rd.
- The Comment letter is included in the agenda packet.
- The comments were developed with input from the BAMSC Countywide Representatives, CASQA, and with input from CCCWP staff and Legal Counsel.
- Comments emphasize CCCWP experience developing the BAMSC Cost Reporting Framework and Guidance Manual.
- It was noted that most changes to the comment letter since it's initial transmittal were grammatical.

Nicole noted that we will be requesting that Management Committee approve the comment letter for submittal at today's meeting. The conversation was opened up to the group to address any questions or concerns, however, no comments were made.



7. Permit Amendment Negotiations Update (R. Perkins)

Rinta shared recent developments regarding the Permit Amendment Negotiations:

- Interest was shown by other countywide programs to completely remove the Alternative Treatment System requirements from the Permit.
- On Sept. 7, 2023 The BAMSC Steering Committee met with Keith Lichten and Derek Beauduy to discuss comments received on the MRP 3.0 Amendment language. The Regional Waterboard has said that they are only willing to amend two specific items:
 - Special Project Category C (Affordable Housing) pertains to Emergency Housing definition and exemption.
 - Alternative Treatment Systems pertain to the communication of available off-site alternative compliance.
- During the Sept. 19th BAMSC development committee meeting the possibility of requesting that the new language on Alternative Treatment Systems be completely taken out of the Tentative Order Amendment was discussed.
- Rinta presented a couple of questions for CCCWP Permittees
 - Should CCCWP recommend removing the whole Alternative Treatment Systems section from the MRP 3.0 Permit Amendment Language?
 - Who should speak at the Water Board hearing from CCCWP on the permit amendment language?

Actions

8. APPROVE the Comment Letter on the Statewide Cost Reporting Comment Letter and AUTHORIZE the Interim Program Manager to sign and submit the letter on behalf of the CCCWP.

Mary Phelps (Richmond) motioned to approve, and Amanda Booth (San Pablo) Seconded. There were no abstentions or objections and the Comment Letter on the Statewide Cost Reporting Comment Letter and authorization for the Interim Program Manager to sign and submit the letter on behalf of the CCCWP was approved.

Updates

9. BAMSC Steering Committee meeting (R. Perkins)

Rinta shared updates from the BAMSC Steering Committee Meeting:

- The Project Profile for BAHM Regional Training and Support was Approved.
- The Asset Management Workgroup is forming soon. Committee members were encouraged to contact Erin or Rinta if they are interested in participating.
- The Project Profile for the Comprehensive Bioassessment Report was Approved.
- Annual Report Regional Supplement for new and redevelopment was Approved.
- The C.17 Unsheltered Population data for Annual Report was Approved.

10. Management Committee Workplan – Q2 (E. Yin)

Elizabeth Yin (CCCWP/LWA) shared upcoming events and agenda topics related to Management Committee.

11. RWB Comment Letters on Submittals (L. Welsh)



CONTRA COSTA CLEAN WATER PROGRAM

Lisa Welsh (CCCWP/Geosyntec) shared an update on the Regional Water Board Responses to three submitted plans in the past year:

- Conditional EO Approval of LID Monitoring Plans and BASMC QAPP on 8/23/23
 - The county can continue as planned for monitoring on the condition that changes be incorporated as soon as possible.
- Regional Water Board Letter on Old Industrial Area Control Measure Plans on 8/25/23
 - The Plans are not acceptable and must be resubmitted on 10/31
- Conditional EO Approval of BASMC Trash Monitoring Plan and QAPP on 8/31/2023
 - A subsequent version of the plan is due 7/31/2024.
 - Discussion on this subject will take place at the Internal C.8 ID and Trash Workgroup meeting on Oct. 4th.

Information

A. CASQA Quarterly Meeting Registration (A. Bullock)

Committee members were asked if anyone wanted to highlight talks or information learned at the recent CASQA Conference that was held the week prior:

- Michel Mancuso (Contra Costa County) shared that there is an outreach program based in Santa Rosa called “Streets to Creeks” that do work similar to the CCCWP in which they provide outreach services related to stormwater. It was noted that their program can be helpful to our program’s goals.
- Amanda Booth also acknowledged the Streets to Creeks program and noted that it could be a useful resource for the program. Amanda also mentioned there were a couple of studies on microplastics and the possibility that Full Trash Capture devices may make the problem worse. Studies are inconclusive/incomplete at this point in time.

B. Funding Options Workshop Planning Committee (R. Perkins)

Rinta asked committee members if there is anyone that would like to participate in this Planning Committee and asked anyone interested to reach out.

C. Quarterly Status Report on Grant Opportunities (S. Matthews/ Z. Cholico)

- Zaida Cholico (LWA) gave a brief explanation on how the Grant Tracker works.
- It was noted that there are currently 17 open grant opportunities and several of these were explained in detail to the group.

D. Alternative Compliance Status Update (E. Yin/ A. Booth)

Amanda shared that there was not much of an update for this agenda item but just wanted to note that information has come out from the Water Board saying that they are going to be officially approving the system at the October 11th meeting. Amanada will be reaching out regarding piloting the system in the near future.

E. Update on C.3 Guidebook (E. Lennon)

Erin shared that the transition between the 8th Edition Guidebook to the 9th Edition is underway and will be discussed at the next Development Committee meeting.



CONTRA COSTA
CLEAN WATER
PROGRAM

F. Legislative Update (A. Booth)

Amanda wanted to make the committee aware that there is a constitutional amendment on the next ballot initiative to amend the state constitution saying that prop 26 is no longer valid for infrastructure projects. Due to this only 55% approval will be needed rather than 66% approval.

G. Monsanto Settlement (R. Perkins)

Amanda shared that there is not a lot she is allowed to share publicly on this agenda item, however, the case that involves a number of Contra Costa cities has been successful in Monsanto's motion to strike and so the case is moving forward. The case is moving into the discovery phase and so it is very important that if your city is part of this case, that you reach out to your City's attorney's office. Please reach out if you are part of this lawsuit.

Old/New Business:

None

Adjournment: The Chair adjourned the meeting at approximately 4:11



**ADMINISTRATIVE COMMITTEE MEETING
SUMMARY**

Tuesday, September 5, 2023

10:30 am – 12:00 pm

Zoom Meeting

VOTING MEMBERS	ATTENDED	ABSENT
Contra Costa County	Michele Mancuso	
CCC Flood Control and Water Conservation District	Michele Mancuso (Vice Chair)	
City of Concord	Bruce Davis	
Town of Moraga	Frank Kennedy (Chair)	
City of Brentwood		
City of Pinole	Misha Dhillon	
City of Walnut Creek	Lucile Paquette	
NON-VOTING MEMBERS		
City of San Pablo	Amanda Booth	
Contra Costa County	Allison Knapp	
PROGRAM STAFF		
Interim Program Manager	Rinta Perkins	
Administrative Analyst	Andrea Bullock	
Watershed Planner	Erin Lennon	
Clerical	Duanne Hernaez	
Consultant	Elizabeth Yin	
Consultant	Nicole Wilson	
Consultant	Lisa Welsh	

1. Convene Meeting and Roll Call (Chair)

The Chair convened the meeting at 10:34 am

2. Announcements or Changes to the Agenda (all)

Rinta Perkins (CCCWP) shared that Brentwood has agreed to participate in the Administrative Committee this year, switching assignments with the City of Oakley. The change will officially take place once the subcommittee participation forms are received by program staff.

Frank Kennedy (Moraga) added an informational item to the agenda under Old/New Business – Using the compiled form on the annual report.

Elizabeth Yin (LWA/CCCWP) announced that there will be a doodle poll sent out to permittees who are interested in participating in a conversation about the response to the Water Board concerning the Trash Impracticability Report.



ADMINISTRATIVE COMMITTEE MEETING

SUMMARY

Tuesday, September 5, 2023

10:30 am – 12:00 pm

Zoom Meeting

3. Approval of August 1, 2023 Meeting Minutes (Chair)

Misha Dhillon (Pinole) motioned to approve the Administrative Committee meeting minutes as submitted and accept the subcommittee minutes. Bruce Davis (Concord) seconded. There were no objections or abstentions, and the August 1, 2023, Meeting Minutes were approved.

4. Update on Strategic Staffing Plan (R. Perkins/ A. Knapp)

Rinta shared an update on the Strategic Staffing Plan. Goals of the Staffing Plan were shared, which are to continue the support for Permittees on countywide MRP implementation efforts. Future goals and challenges were noted. A presentation will be made at the next Management Committee meeting, which will include several different scenarios that the program can follow for staffing.

5. Update on Recent SFBRWQCB Submittals and Comments Received (L. Welsh)

Lisa Welsh (Geosyntec/CCCWP) shared background on two reports that were submitted to the Regional Water Board and the shared comments that were received:

- The Final LID Monitoring Plan and Regional Quality Assurance Project Plan
 - Submitted to the Regional Water Board by May 1, 2023
 - August 23, 2023 – The Regional Water Board provided Conditional Approval of the LID Monitoring Plans
 - The LID Monitoring Plan co-authors will meet on Aug. 30th to discuss the comments from the Regional Water Board.
- Old Industrial Area Control Measures Plan
 - Submitted to the Regional Water Board on March 31, 2023
 - August 25, 2023 – The Regional Water Board shared a letter stating that the CMP submitted is not acceptable and provided direction on how to remedy the shortcomings. RWB required resubmissions of the CWP by October 31, 2023.
 - The revision of the Old Industrial Area Control Measures Plan will be discussed at the Monitoring Committee Meeting on Sept. 18th. The revised Plan will be shared with the Monitoring and Management Committee on Oct. 18th and will be submitted to the Regional Water Board by Oct. 31st.

6. Funding Options Next Steps and Feedback (R. Perkins)

Rinta opened by sharing the background on the Funding Options Report, which was first presented at the Management Committee Meeting in July. Following Management Committee approval, the report was then presented to the City-County Engineering Advisory Committee as well as the Public Managers Association Sub Committee. From those who have commented, it was recommended that this presentation be brought to the wider audience, and it was suggested that the report be presented at the Nov. 9th City Managers Meeting. Program staff also recommend that an Informational Workshop be held with the goal of sharing information on funding challenges as well as coming to an agreement on which funding options should be pursued. Program staff recommend creating a workshop committee as well as hiring a workshop facilitator to aid in this effort.



ADMINISTRATIVE COMMITTEE MEETING

SUMMARY

Tuesday, September 5, 2023

10:30 am – 12:00 pm

Zoom Meeting

Currently, there is no fiscal impact, but that can change depending on the decision whether or not staff will move forward with hiring a workshop facilitator. It was noted that the hiring of a workshop facilitator should not exceed \$10,000, and this process will not need to go through an RFP.

7. Statewide Cost Reporting Update (N. Wilson/ E. Yin)

Nicole Wilson (LWA/CCCWP) shared background on the Draft Statewide Cost Reporting Policy:

- Purpose of the Draft Policy – To ensure that MS4 Permittees in California estimate, track, and report annual expenditures related to the implementation of MS4 Permits in a consistent manner.
- The Policy will be applicable to Phase I and traditional Phase II Permittees
- Reporting time frame will be a July to June Fiscal Year
- Report will be due Sept. 30th via the STORMS “Cost Submittal Tool” in SMARTS.
- The Regional Water Boards must include this provision in reissued permits, or the State Board will issue letters to require this policy in their permits.

It was noted that there will likely be two written comment periods. This one and a second one prior to the hearing for adoption by the State Water Board.

Comparisons were shared between the tentatively approved BAMSC Cost Reporting Framework and Guidance Manual and the draft State Water Board Policy. The STORMS Cost Reporting Policy requires more detail while being less flexible regarding how costs are reported.

Nicole wrapped up this informational item by sharing some of the concerns the CCCWP anticipates commenting on in the Draft Policy. In summary, there are concerns about the inconsistencies between the stated purpose and the reality of what is being requested, the lack of guidance when reporting various costs, and the overall timeline for adopting the Draft Policy.

A schedule for developing a Comment Letter was shared. Important dates include:

- Sept. 7th – Public Board Workshop on the Draft Municipal Stormwater Cost Reporting Policy
- Sept. 8th – Draft Comment letter to Management Committee and Legal Counsel for Review.
- Sept. 15th – Deadline to submit comments on Draft Letter to CCCWP Staff
- Sept 19th – Revised Comment letter to MC
- Sept. 20th Management Committee Meeting – Review the revised Draft and request Approval.
- Sept. 27th Special Management Committee Meeting (if needed)
- Oct. 3rd – Comments due to the State Water Board.

8. Draft Sept. 20, 2023, Management Committee Agenda (E. Yin)



ADMINISTRATIVE COMMITTEE MEETING

SUMMARY

Tuesday, September 5, 2023

10:30 am – 12:00 pm

Zoom Meeting

Elizabeth Yin (LWA/CCCWP) shared the upcoming Management Committee agenda for approval by the Administrative Committee. Additionally, the agenda for the Sept. 14 Management Committee Special Meeting was shared for approval.

It was suggested that a Legislative Update be added to the agenda as an Information item and a Permit Amendment Update. The Administrative Committee agreed to add these items to the Management Committee Agenda.

Lucile Paquette (Walnut Creek) motioned to approve the Management Committee meeting agenda as amended and the Management Committee Special Meeting Agenda as submitted. Michele Mancuso (CCC) seconded. There were no objections or abstentions, and the Management Committee Agendas were approved.

9. Old/New Business (Committee)

Frank pointed out that the compiled set of the Annual Report section has issues with its formatting. It is recommended that the individual sections be completed and then compiled to avoid this issue.

10. Adjournment

The Meeting adjourned at 11:55 a.m.



PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, September 5, 2023, 9:00 am – 10:30 am
Zoom Meeting

City of Antioch	Julie Haas-Wajdowicz	
CCC Flood Control District	Michelle Giolli (Chair) , Jennifer Joel	
City of Clayton		Larry Theis
Town of Danville	Bob Russell	
City of Pittsburg	April Chamberlain (Vice Chair)	
City of San Ramon	Kerry Parker	
City of Richmond	Bradley Harms	
Non-Voting Members		
City of Walnut Creek	Lucille Paquette	
Program Staff		
Interim Program Manager	Rinta Perkins	
Administrative Assistant	Andrea Bullock	
Watershed Mgmt. Planning Spec.	Erin Lennon	
Clerical	Duanne Hernaez	
Consultants		
Stephen Groner Associates (SGA)	Stephan Groner Michelle Dissel	
Larry Walker Associates	Nicole Wilson Elizabeth Yin	

1) Convene Meeting and Roll Call (Chair)

The Chair Convened the meeting at 9:02 a.m.

2) Introductions, Announcements, and Changes to Agenda (Chair)

Bob Russell (Danville) shared with committee members that there will be an outreach event for mobile food vendors to discuss food preparation techniques and proper handling. The County Health Department organizes the event and will take place in the City of Richmond. It was mentioned that committee members should reach out for additional information.

3) Consent Items Approval (Chair)

- August 1, 2023, PIP Meeting Minutes.

**PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, September 5, 2023, 9:00 am – 10:30 am
Zoom Meeting**

Kerry Parker (San Ramon) motioned to approve the PIP Committee meeting minutes and accept the subcommittee minutes. Bob Russell (Danville) seconded. The Chair called for a vote, and the August 1, 2023 PIP committee meeting minutes were approved.

- September 2023 Social Media Calendar (Facebook and Instagram)

Julie Haas-Wajdowicz (Antioch) motioned to approve the August 2023 Social Media Calendar and accept the Social Media Calendar. Kerry Parker (San Ramon) seconded, and the August 2023 Social Media calendar was approved.

4) Brochure Updates (N. Wilson, SGA)

Michelle Dissel (SGA) shared and discussed progress updates on the following brochures:

- Carpet Cleaners Brochure Draft
 - The layout and contents of the new brochure were shared with the group, which included notes about sections that have already been identified as needing revisions.
 - A committee member pointed out that more information should be provided on obtaining a wastewater permit to discharge wash water.
 - Wording changes were suggested to better clarify the informational points.
 - It was suggested to de-clutter the illustration of the house to make it easier to focus on the key points of the brochure.
 - The brochure will be shared with Central Sanitation for comments.
- Restaurant Brochure – Spanish Translation
 - The draft Spanish language for the brochure has been developed and is currently undergoing an internal review with SGA.
 - Once available, the brochure will be provided to CCCWP staff for a secondary review. CCC Flood Control District has identified a Spanish-speaking representative to conduct our internal review.
 - Final versions of the Spanish translation will be shared at the October PIP meeting.

5) Website Update Work Plan (M. Dissel)

Michelle D. shared the first draft of the work plan for updating the CCCWP website. Website updates included the following actions:

- Evaluation of the current strengths and weaknesses of the website.
- Metrics analysis – Identify which website sections are utilized the most.
- Audience – Gaining a better understanding of the users/target audience that the program would like to reach via the website.
- Reviewing the website structure and finding where it can be improved.
- Content review – What can be updated and/or removed.

**PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, September 5, 2023, 9:00 am – 10:30 am
Zoom Meeting**

Michelle D. noted that the plan is to work with a small group of permittees to collect feedback and ideas to better streamline this process. Michelle D. asked the permittees for feedback.

Stephen Groner (SGA) asked permittees to focus on important aspects of the website, such as sections that deal with permit compliance, and to think about how they can be improved.

Permittees noted that, overall, the structure and usability of the website are adequate and do not need to be radically changed. There was some hesitation about the scope of the current work plan, and the general feeling was that website updates should focus on ease of website maintenance for CCCWP staff. The committee agreed to reconsider the scope of the website updates, and SGA confirmed that they will provide an updated work plan at the next committee meeting.

6) State Cost Reporting Policy Update (N. Wilson)

Nicole Wilson (LWA/CCCWP) shared background and updates regarding the State Water Board's Draft Cost Reporting Policy. Details of the update included the following:

- Purpose of the Policy– to ensure that MS4 Permittees in California estimate, track, and report annual expenditures related to implementing MS4 Permits consistently.
 - Important Note: The Policy will apply to Phase I and traditional Phase II Permittees. At the August Management Committee meeting, it was shared that the Policy would only apply to Phase II. However, this is not the case. The policy will apply to Phase I as well.
- Reporting time frame will be a July to June Fiscal Year
- Cost Reports will be due Sept. 30th via the STORMS “Cost Submittal Tool” in SMARTS.
- The Regional Water Boards must include this report in reissued permits, or the State Board will issue letters to require this in their permits.

Based on conversations at the CASQA Policy and Permitting subcommittee meeting, it was noted that there will likely be a second comment period before the hearing for adoption by the State Water Board.

Comparisons were shared between the tentatively approved BAMSC Cost Reporting Framework and Guidance Manual and the draft State Water Board Policy. The STORMS Cost Reporting Policy requires more detail while being less flexible regarding how costs are reported.

Nicole wrapped up this informational item by sharing some of the concerns the CCCWP anticipates commenting on in the Draft Policy. In summary, there are concerns about the inconsistencies between the stated purpose and the reality of what is being requested, the lack of guidance when reporting various costs, and the overall timeline for adopting the Draft Policy.

**PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, September 5, 2023, 9:00 am – 10:30 am
Zoom Meeting**

A schedule for developing a Comment Letter was shared. Important dates include:

- Sept. 7th – Public Board Workshop on the Draft Municipal Stormwater Cost Reporting Policy
- Sept. 8th – Draft Comment letter to Management Committee and Legal Counsel for Review.
- Sept. 15th – Deadline to submit comments on Draft Letter to CCCWP Staff
- Sept 19th – Revised Comment letter to MC
- Sept. 20th Management Committee Meeting – Review the revised Draft and request Approval.
- Sept. 27th Special Management Committee Meeting (if needed)
- Oct. 3rd – Comments due to the State Water Board.

7) BAMSC Firefighting Discharges Work Group Update (N. Wilson)

Nicole provided some updates and background on the BAMSC Emergency Firefighting Discharges Work Group that is being organized to address requirements outlined in MRP Provision C.15.b.iii. Updates included some brief background on the formation of the group and its goals: to develop a best management practice (BMP) report focusing on strategies to mitigate the impacts of emergency discharges associated with firefighting activities. This report must be submitted to the regional San Francisco Region Water Quality Control Board by September 30, 2025. Proposed budget details were shared, and it was noted that internal deliverable deadlines might change as the work is being done. Nicole shared that the next workgroup meeting is being proposed in November of this year and that committee members should contact her if they are interested in joining the workgroup or being included on the email list.

8) Old / New Business (Committee)

None

9) Adjournment (Chair)

The meeting adjourned at approximately 10:01 a.m.

**Monitoring Committee
Meeting Summary
August 14, 2023**

VOTING MEMBERS	ATTENDED	ABSENT
CCC Flood Control District	Beth Baldwin	
City of Walnut Creek	Lucile Paquette	
City of Pittsburg	Jolan Longway (Vice-Chair)	
City of Antioch		Phil Hoffmeister
City of Pinole		Misha Dhillon
City of Richmond		Bradley Harms (Chair)
NON-VOTING MEMBERS		
City of San Pablo	Amanda Booth	
PROGRAM STAFF		
Watershed Management Planning Specialist	Erin Lennon	
PROGRAM CONSULTANTS		
Geosyntec Consultants	Lisa Welsh	
Geosyntec Consultants	Lisa Austin	

1. **Introductory Remarks, Announcements, and Changes to the Agenda.** There were no requested changes to the agenda.
2. **July Meeting Summary.** Lucile Paquette (Walnut Creek) made a motion to approve the July meeting summary. Beth Baldwin (CCC Flood Control District) seconded.
3. **Trash Monitoring Update.** Lisa Welsh (Geosyntec Consultants) provided an update on trash monitoring. The BAMSC Trash Monitoring Plan and QAPP were submitted to RWB for EO approval in compliance with the July 31, 2023, deadline. CCCWP Staff and consultants are working with the local jurisdictions and the California Department of Fish and Wildlife on permitting. CCC Flood Control and Water Conservation District will be filing for a lake and streambed (LSA) standard agreement for each monitoring location. Regional, standard maintenance protocol that Programs would follow prior to the start of the wet season (or anticipated monitoring events) will be discussed at the September BASMC MPC meeting.
4. **LID Monitoring Update.** Lisa Austin (Geosyntec Consultants) provided an update on LID monitoring. The Programs are still waiting for a formal response from the RWB on the monitoring plans and QAPP. At the July 2023 BAMSC Steering Committee meeting, RWB Staff suggested that they would ask for additional parameters to be monitored, including continuous turbidity. RWB Staff proposed using “low-cost” turbidity monitors, such as those developed by an Australian research group and currently installed in Orange County. The

LID Monitoring workgroup met with Brian Laurenson (LWA), who is looking to pilot test the suggested sensors for performance and durability at Sacramento-based LID sites. Based on Brian's experience, the sensors are still experimental.

The Bay Area Stormwater Programs are coordinating internally on a presentation at the October MRP Amendment hearing on monitoring. Presentation details are TBD, but there will not be a formal presentation on monitoring costs.

5. **FY2022-23 POCs Update Report.** Lisa A. provided an update on the Mercury and PCBs Control Measures - 2023 Update report, confirming city-specific control measure practices. The Committee discussed the benefits of the Program providing support for some Permittees on tasks that benefit the Program as a whole. Examples include AGOL updates for meeting the C.11.c/C.12.c Program-wide metric of treating 664 acres of old industrial area and Monsanto support. In the context of moving forward with work that is, "for the good of the cause," the Committee also discussed the types of tasks the Program Manager could approve without needing Management Committee approval. The Committee discussed having an annual AGOL training in April, with office hours for additional support.

Action Items:

- Lisa W. to follow up with Rinta Perkins (Interim Program Manager) and CCCWP Admin Committee on moving forward with work that is "for the good of the cause."
- Lisa W. and Lisa A. to follow up with Contra Costa County about the desilting project in Grayson and Walnut Creeks to potentially sample for PCBs and mercury for source control load reduction accounting.

6. **Other Program Annual Report Attachments and Permittee Annual Reporting Requirements.** Lisa W. and Lisa A. provided an update on other C.11/C.12 requirements. Permittees shared information with each other regarding Permittee Annual Report summaries for PCBs Management Program for Construction Site Control Program Enhancement Options for Demolition Sites. (C.12.g.). Lisa W. suggested starting a folder where Permittees can drop information on Applicable Structures subject to the PCBs Management Program (C.12.g.) throughout the year. Information requests to Permittees would go out quarterly. Permittees also shared information regarding entries for the Bridge Inventory and the required elements of bridge ownership and bridge roadway replacement schedule (C.12.d.).
7. **CCCWP Website Updates.** There was not enough time to discuss this item and it will be postponed to the September meeting.
8. **New / Old Business**
 - **SFEI WQIF Letter of Support:** Lisa W. updated the Committee that SFEI reached out to the Bay Area Stormwater Programs for match support on a WQIF grant focused

on PFAS monitoring. Stormwater Programs would provide match for the grant via LID permit compliance PFAS monitoring and there would be no additional cost to the Programs. The Committee had no major concerns but noted that some grant management cost tracking could fall on the Program. The proposal and request for support will be presented at the August CCCWP Management Committee meeting.

- **POCs Monitoring – Source Property Referral in Richmond:** Lisa A. shared that Geosyntec is drafting a new source property referral based on sediment samples collected over the last two years.
- **Pesticides and Toxicity (dry weather):** Dry season pesticides and toxicity sampling was conducted on July 18, 2023, in Walnut Creek at Concord Ave.
- **East County Mercury Monitoring:** No update - KEI completed three rounds of monitoring for methylmercury in Marsh Creek.
- **Marsh Creek SSID Monitoring:** KEI drafted a summary of the Marsh Creek BOD sampling effort. Lisa W. and Lisa A. are reviewing it and will coordinate a stakeholder meeting in September/October.

9. Next Steps / Action Items

- Lisa W. to follow up with Rinta Perkins (Interim Program Manager) and CCCWP Admin Committee on completing work that benefits the Program as a whole.
- Lisa W. and Lisa A. to follow up with Contra Costa County about the desilting project in Grayson and Walnut Creeks to potentially sample for PCBs and mercury for source control load reduction accounting.
- Geosyntec to contact and coordinate with the City of Richmond on the new Source Property referral.
- Lisa W. and Lisa A. to follow up on the Marsh Creek BOD summary with Stakeholders.

10. Adjournment. The meeting was adjourned at 12:00 pm.

Next Scheduled Monitoring Committee Meeting: Monday, September 18, 2023, 10:00 AM-12:00 PM, Zoom meeting.

G:\NPDES\05_Monitoring Committee\03_Minutes&Attend\FY 22-23\Draft Minutes\2023-08\01_2023_Aug_14_MonCom_Minutes.docx



MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING

SUMMARY

Tuesday, July 18, 2023

10:00 am – 12:00 pm

Zoom Meeting

VOTING MEMBERS	ATTENDED	ABSENT
City of Antioch:		Phil Hoffmeister/ Jeff Cook
City of Brentwood		Melissa Barcelona/ Meghan Oliveira
City of Concord:		Jesse Crawford/ William Gallagher
Contra Costa County:	Michelle Giolli/Beth Baldwin	
Town of Danville:	Bob Russell	
City of El Cerrito:	Stephen Prée (Vice Chair)	
City of Hercules:		Jeff Brown/ Andrew J. (A.J.) Kennedy
City of Martinez:		Joe Becker/ A.J. Kennedy
City of Orinda:	Ryan O’Kane	
City of Pittsburg:	April Chamberlain	
City of Richmond:	Bradley Harms	
City of San Pablo:	Amanda Booth/ Itzel Gomez	
City of Walnut Creek:	Lucile Paquette	

PROGRAM STAFF

Acting Program Manager (Geosyntec)	Rinta Perkins
Watershed Planner	Erin Lennon

PROGRAM CONSULTANTS

LWA	Elizabeth (Liz) Yin
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**MEMBERS OF THE
PUBLIC/OTHERS/GUESTS**



**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING
SUMMARY**

Tuesday, July 18, 2023

10:00 am – 12:00 pm

Zoom Meeting

1. Convene Meeting and Roll Call (Michelle Giolli)

The Chair convened the meeting at 10:00 am.

Announcements or Changes to the Agenda (all)

There were no announcements or changes to the agenda.

2. Committee Chair/Vice Chair Elections

Amanda Booth moved to elect Jolan Longway (Pittsburg) to be the new Chair and Stephen Prée (El Cerrito) to be the new Vice Chair of the Municipal Operations Committee for FY 2023-2024. There were no objections or abstentions. The motion passed with no abstentions.

3. Approval of June 20, 2023 Meeting Summary (Michelle Giolli)

There were no corrections or revisions to the June 20, 2023, meeting summary. Bob Russell (Danville) motioned to approve the Municipal Operations Committee meeting summary as submitted, with no changes, and accept subcommittee meeting summary. Michelle Giolli (Contra Costa County Flood Control) seconded. The Chair called for a vote. There were no objections or abstentions. The motion passed with no abstentions, and the items were approved.

4. MOC Workplan Discussion (Erin Lennon, all)

MOC discussed monthly meeting topics, action items, and preferred deliverables for this fiscal year together. *MOC_mtg_topics_plan_FY2223_(Dec_2022)*

<https://cccleanwater.groupsites.com/subgroup/municipaloperations/files/1077524>

CCCWP 5-year workplan (MRP3.0 requirements broken down by provision)

<https://cccleanwater.groupsites.com/files/1067037>

Action Item:

- Erin to incorporate feedback at this meeting to ensure clear and helpful. to draft MOC meeting topics workplan,
- MOC members to let Erin know any additional preferred topics, deliverables, goals, or other considerations to include in MOC workplan for FY23-24. Input can be either general or specific.

5. BAMSC Update – Bioretention as Full Trash Capture (Rinta Perkins)

Rinta Perkins (Acting Program Manager) shared updates on BAMSC regional discussions regarding the use of bioretention (C.3) facilities to fulfill full trash capture requirements (C.10) in the MRP.

- Full Trash Capture System (FCS) Requirements (MRP C.10.a.ii.a.):
 - Must be designed to trap all particles retained by a 5mm mesh screen
 - Must have a treatment capacity of no less than the peak flow rate resulting from a one-year, one-hour storm



**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING
SUMMARY**

Tuesday, July 18, 2023

10:00 am – 12:00 pm

Zoom Meeting

- Tony Dubin on behalf of CASQA did a study that found soil and plants able to act as a screen that could meet the Full Trash Capture requirement of capturing all trash for a 1-year, 1-hour rainfall event. This study was included in a memo to the Water Board in fall 2022.
- San Francisco Bay Regional Water Quality Control Board (SFBRWQCB) issues raised:
 - Operation & Maintenance (O&M) – level and frequency of inspections
 - Current inspection level of these facilities
 - Level of inspection and O&M that is needed
- MOC discussion:
 - *When will this be resolved?* – Approximately 1 month. BAMSC is writing a response to Water Board. This will be an agenda item at a future regional meeting.
 - *Will this affect the 90% reduction for this year?* – Possibly. Permittees should check their individual AGOL entries. Newly installed bioretention is on hold. Based on a countywide Program Manager survey, it is anticipated that 30% of all Permittees would not be considered in compliance if bioretention facilities do not count towards trash reduction goals. Rinta will meet with Chris Sommers regarding this topic; any notable take-aways will be shared with Permittees.
 - *Overflow issues?* -- Note that overflow would occur in any FCS if a major, 100-year storm event occurred.
 - *Inconsistency in SFBRWQCB direction/responses* – A previous staff member had a different interpretation. May be worth a separate comment letter, expressing concern for SFBRWQCB consistency and changing requirements mid-way.

6. BAMSC C.17 Unsheltered BMPs Reporting and Map (Liz Yin, All)

Liz Yin (Program Consultant) led a discussion on the C.17 report and map discussion, continued from the previous meeting. The draft BMPs report was available on Groupsite.

- Overview –
 - Initially a countywide report
 - Early 2023 decided upon a Regional report instead
 - Couple of iterations
 - Reminder email just sent to MOC to review
- Discussion:
 - EO approval is needed
 - Report may be attached and referenced in Annual Reports
 - Coordinate with Monitoring Committee
- Action Items:
 - MOC to read latest draft of the Regional Report, especially:
 - Section 2 paragraph for Contra Costa
 - Section 4 Milestones
 - Attachment A Examples & References (verify OK if jurisdiction is referenced)
 - Erin to add longer, focused discussion on C.17 to compare notes to each other
 - Erin to ask Rinta for a boiler plate statement on C.5.e.ii. mobile business



**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING
SUMMARY**

Tuesday, July 18, 2023

10:00 am – 12:00 pm

Zoom Meeting

7. Program Update (E. Lennon)

Due to time, there was no detailed discussion of program updates. Topics were listed in the agenda, and the items below were briefly highlighted for MOC consideration.

- MRP reminders and Annual Report topics:
 - C.10.bi. – verify responsible party for sending letter to vector control
 - C.4, C.5 ERP – check ordinance references
 - C.4.b. (new) – report on responsible parties for business license review/approval
 - C.2.h. Training (x/5-year MRP term) – verify lead and format of this training
- Resource updates:
 - C.5. – On 6/29/23, CCCWP program staff met with Contra Costa Hazardous Materials and stormwater response staff to discuss streamlining the process of providing Permittees with stormwater spill/incident reports.
 - New brochures were developed by the PIP committee, relevant to MOC, and will be posted on the CCCWP website
 - 1-800-NO-DUMPING phone tree was attached to the agenda
- Action Items:
 - Erin to include these topics for discussion at the next MOC meeting.

8. Open Discussion

Due to time constraints, there was no open discussion.

9. Action Items/Next Steps

Upcoming events, deadlines and due dates were included at the end of the agenda packet.

10. Adjournment

The Meeting adjourned at 12:03 pm.



MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING

SUMMARY

Tuesday, August 15, 2023

10:00 am – 12:00 pm

Zoom Meeting

VOTING MEMBERS	ATTENDED	ABSENT
City of Antioch:		Phil Hoffmeister/ Jeff Cook
City of Brentwood		Melissa Barcelona/ Meghan Oliveira
City of Concord:	Jesse Crawford	
Contra Costa County:	Michelle Giolli, Beth Baldwin	
Town of Danville:	Bob Russell	
City of El Cerrito:	Stephen Prée (Vice Chair) , Christina Leard	
City of Hercules:	Andrew J. (A.J.) Kennedy	
City of Martinez:	A.J. Kennedy	
City of Orinda:	Kevin McCourt, Ryan O’Kane	
City of Pittsburg:	Jolan Longway (Chair)	
City of Richmond:	Bradley Harms	
City of San Pablo:	Amanda Booth, Itzel Gomez	
City of Walnut Creek:	Lucile Paquette	

PROGRAM STAFF

Watershed Planner Erin Lennon

PROGRAM CONSULTANTS

LWA Elizabeth (Liz) Yin



**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING
SUMMARY**

Tuesday, August 15, 2023

10:00 am – 12:00 pm

Zoom Meeting

1. Convene Meeting and Roll Call (Stephen Prée)

The Vice Chair convened the meeting at 10:00 a.m.

Announcements or Changes to the Agenda (all)

The following announcements were shared:

- MOC meeting link – An old meeting link was accidentally sent out and will be corrected.
- C.17 – CCC Health, Housing and Homeless Services (H3) recently distributed a Point-In-Time (PIT) Story Map. A link was provided at the end of the Agenda.
- C.10 – A Pinole Creek trash study, with coauthor Itzel Gomez of MOC, was published in the academic journal *Community Science*. A link was provided at the end of the Agenda.
- C.9 – The California Dept. of Pesticide Regulations (CDPR) released a 2023-2024 Integrated Pest Management (IPM) school calendar. This and other multilingual IPM-related outreach can be found on the CDPR website. A link was provided at the end of the Agenda.
- CASQA – Reminder that the CASQA conference is in San Diego, September 11-13, 2023.
- Monsanto – Reminder that any Permittees involved in the recent Monsanto lawsuit need to follow up to make sure that the appropriate staff has signed the relevant document(s).
- SMARTS – Reminder to submit Annual Reports via the SMARTS platform.

2. Approval of July 18, 2023 Meeting Summary

This item was moved to the September MOC meeting.

3. Program Update (Erin Lennon)

The following program updates were shared with MOC:

- Annual Report Items – Instructions and supplemental attachments to prepare Annual Reports are in CCCWP Groupsite: Home > 3-Annual Report Docs > FY 22 23 > 1. Forms and Instructions (<https://cccleanwater.groupsite.com/folders/295020>)
- New brochures from the PIP committee, now online: Pools & Spas, Trash, Mobile Cleaners & Businesses, Restaurant. <https://www.cccleanwater.org/business>
- CCCWP AGOL Workgroup – MOC members were encouraged to contact Liz Yin if they would like to participate in the AGOL Workgroup.

4. FY 22-23 Annual Report (all)

MOC discussed questions and considerations related to Annual Reporting for MOC-related items.

- C.2 Municipal Operations – SWPPP
- C.4 Commercial/Industrial Inspections/C.5 Illicit Discharge Detection and Eliminations
 - Mobile businesses were indicated in Central Sanitary 4th quarter reports.
 - MOC members expressed interest in a countywide or regional inventory of mobile businesses, given the inherent nature of such businesses to cross jurisdictions.
 - Training attendance information is being compiled and will be shared on Groupsite.



**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING
SUMMARY**

Tuesday, August 15, 2023

10:00 am – 12:00 pm

Zoom Meeting

- C.9 Pesticides
 - The Our Water Our World (OWOW) report will be shared on Groupsite, which includes outreach and training attendance information.
 - A PDF of the presentation by Erin Herbst is available on the CCCWP website and will be cited by the CCCWP Program's Annual Report.
- C.10 Trash
 - Vector control letter about Full Trash Capture (FTC) devices – This item is Permitted, and Liz created a letter template for Permittees to use.
- C.13 Copper
 - C.13.c.iii. Industrial Sources Copper Reduction – The BASMAA resource mentioned in the Annual Report guidance is available on the CCCWP Copper webpage.
<https://www.cccleanwater.org/business/copper>
- C.15 Exempted and Conditionally Exempted Discharges
 - It was noted that the PIP committee primarily covers this topic.
- C.17 Unsheltered Homelessness
 - Regional workgroup information is saved in the CCCWP Groupsite: Home > 1- Current CCCWP-wide Projects > BAMSC C.17 Unsheltered Homeless Populations WG
 - Draft Maps
 - PDFs of draft maps were shared via Dropbox, differentiating into the County's East, Central, and West portions. The links were available in the agenda.
 - Feedback on the draft maps was given regarding the color scheme, N arrow, jurisdictional boundaries, disclaimer corrections, and other aesthetic issues.
 - Concerns for the acceptability of these maps to the EO were discussed.

5. Regional Workgroups/Discussions

- BAMSC C.17 Unsheltered BMPs Workgroup – The WG met on 7/31/23. On 8/9/23, the BMPs Report was finalized and moved to the BAMSC Management Committee for approval.
- BAMSC Trash Committee – The committee met on 7/25/23. Erin relayed that Rinta plans to provide updates at the CCCWP Management Committee meeting on the following:
 - LID as Full Trash Capture discussion and additional information
 - Full Trash Capture System Impracticability Report – Rinta received comments from the Water Board last night on this report, submitted on March 27, 2023.

6. C.4/C.5 Meetings and FY 23-24 Tasks

Due to time constraints, this item was not discussed. Meetings to discuss business inspection lists and MRP 3.0 requirements with CCCWP Program Staff, Permittees, and their C.4/C.5 inspectors will likely occur after the Annual Reports are submitted.



**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING
SUMMARY**

Tuesday, August 15, 2023

10:00 am – 12:00 pm

Zoom Meeting

7. MOC Workplan Discussion

Due to time constraints, this item was not discussed. MOC is encouraged to review the MRP 3.0 spreadsheet link provided in the agenda, which breaks down 5-years of requirements for each Provision: <https://cccleanwater.groupsite.com/files/1067037>

8. Action Items/Next Steps

Upcoming events, deadlines, and due dates were included at the end of the agenda packet. Additional action items from this meeting are below:

- C.4/C.5
 - Erin will compile a list of all mobile businesses inspected by contacting Contra Costa County Environmental Health and the POTW group inspectors.
 - Erin to ask Rinta for standard language that can be used in the narrative in the mobile business section of Annual Reports.
 - Erin to ask Rinta to discuss with BAMSC a possible regional collaboration on a mobile business inventory.
- C.10 – Permittees to review the template letter on Groupsite and to send FTC device vector control letter for their respective jurisdictions.
- C.17 Unsheltered Homelessness – Liz will work with the GIS consultant to incorporate MOC feedback into the maps.

9. Adjournment (Jolan)

The Meeting adjourned at noon.



CONTRA COSTA
CLEAN WATER
PROGRAM

**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING
SUMMARY**

Tuesday, August 15, 2023

10:00 am – 12:00 pm

Zoom Meeting



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, August 23, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

VOTING MEMBERS	ATTENDED	ABSENT
Contra Costa County	John Steere, Michelle Giolli	
City of Antioch	Phil Hoffmeister	
City of Brentwood		Aman Grewal
City of Concord		Mitra Abkenari
Town of Danville	Bob Russell	
City of Lafayette	Tim Clark (Chair) , Matt Luttrupp	
Town of Moraga	Edrienne Aguilar, Frank Kennedy	
City of Oakley	Brianne Visaya (Vice Chair)	
City of Pittsburg	Jolan Longway	
City of Pleasant Hill	Ryan Cook, Frank Kennedy	
City of San Ramon	Roderick Wui, Amanda Booth	
City of Walnut Creek	Joel Camacho, Lucile Paquette	

PROGRAM STAFF

Acting Program Manager (Geosyntec)	Rinta Perkins
Watershed Planner	Erin Lennon

MEMBERS OF THE PUBLIC/OTHERS/GUESTS

Haley and Aldrich, Technical Consultant	Hannah Sawyer
Lotus Water, Technical Consultant	Rachel Kraai, Shauna Dunton



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, August 23, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

1. Convene Meeting and Roll Call (Chair)

The Chair convened the meeting at 1:30 p.m.

2. Announcements or Changes to the Agenda

There were three (3) announcements.

- John Steere was awarded “Hidden Hero of the Greenbelt” by the Greenbelt Alliance for fostering nature-based climate adaptation. A short film can be found on the Greenbelt Alliance’s YouTube channel.
- NPDES 2022 Construction Stormwater General Permit is effective September 1, 2023. It was noted that those who planned to renew their credentials should plan to set aside several hours to complete the renewal process.
- Reminder: If interested in participating in AGOL Work Group, DC and/or relevant municipal staff may contact Liz Yin.

3. Approval of June 28 and July 26, 2023 Meeting Summaries (Chair)

- John Steere (Contra Costa County) motioned to approve the submitted June 28, 2023, Development Committee meeting summary, with no changes, and accept the subcommittee meeting summary. Tim Clark (Chair, Lafayette) seconded. The Chair called for a vote. There were no objections or abstentions, and the item was approved.
- John Steere (Contra Costa County) motioned to approve the submitted July 26, 2023, Development Committee meeting summary, with no changes, and accept the subcommittee meeting summary. Tim Clark (Chair, Lafayette) seconded. The Chair called for a vote. There were no objections or abstentions, and the item was approved.

4. Program Update (Erin Lennon, Rinta Perkins)

The following Program updates were shared with DC:

- Annual Report Items – Instructions and supplemental attachments to prepare Annual Reports are in CCCWP Groupsites: Home > 3-Annual Report Docs > FY 22 23 > 1. Forms and Instructions (<https://cccwater.groupsites.com/folders/295020>)
- CCCWP AGOL Workgroup – MOC members were encouraged to contact Liz Yin if they would like to participate in the AGOL Workgroup.
- MRP C.3 Amendment Comment Letter –
 - Comment letter was submitted to Water Board staff on Friday (August 18)
 - CCCWP concerns include the Alternative Treatment Systems, their applicability in HM-exempted areas only, and the technical infeasibility requirements. Additionally, we provided comments on the Category C Special Project Criteria for affordable housing and the Roadway Reconstruction in Disadvantaged Communities.



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, August 23, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

- C.3.g.v.i. – HM Applicability Map, TM addendum, and submittal letter were approved at the 8/16/23 CCCWP Management Committee meeting. This will be included in the CCCWP Program Annual Report as an attachment.
- C.3.h.v. – Letter to vector control before the wet season (Oct. 1) with a list of newly installed stormwater treatment systems and HM controls.
- Action Items:
 - Rinta to send a letter regarding C.3.g.v.i. (HM Applicability Map) before the Annual Report.
 - Rinta to send a letter to vector control.
- BAHM – Will soon be available to download at clearcreeksolutions.info. The link to the BAHM will quickly be available on the CCCWP website. The updated BAHM 2023 model has not been released for public use; it is still in beta form, and the user manual is finalizing. Permittees can expect to launch this locally when the C.3 Guidebook update is complete, which should be done by the end of 2023. The regional workgroup plans to hold a training on the updated BAHM model and user guidance in the fall.
- C.3 Guidebook – An informational scope for the 9th Edition Guidebook was discussed at the last meeting. Work will proceed when BAHM materials are available, expected to be at the end of this month/beginning of next. BAHM integration into the Guidebook will be discussed at the September DC meeting. A draft is set for October 18th, 2023, distributed two weeks prior.
- C.3 Regulated Project changes in effect 7/1/23 (C.3.b., C.3.i.)
- C.6 Enhanced (PCBs) Inspections in effect 7/1/23 (C.12.g., C.6.f.); See PCBs in Building Demolition page on the CCCWP website for more information.
- Bioretention as Full Trash Capture, regional discussion – BAMSC members discussed whether Permittees should continue to claim trash reduction credits from installed LIDs (Table C.10.a.iii). Regional meetings with the Water Board regarding bioretention as full trash capture systems are ongoing. In summary: New LID facilities installed beginning on July 1, 2023, should not be added to the Summary table until the Water Board staff's concerns have been resolved.
- Action Items:
 - For the FY 2022-23 reporting, Permittees should continue to claim the reduction credits from those facilities if they were considered FTC systems in the previous reports. Permittees may reach out to Rinta if they have questions.

5. FY 22-23 Annual Report (all)

DC discussed questions and considerations related to Annual Reporting for DC-related items. Relevant links were shared with the DC, which may be referenced.

- C.3 New Development and Redevelopment –
 - Training (annual) --
<https://www.ccleanwater.org/developmentinfrastructure/development/c-3-workshops-conferences>



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, August 23, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

- C.3.g. HM Applicability Map – It was discussed whether this link could be moved to a different host.
- C.3.j.v. G.I. public mapping interface -- SWRP Project Public Viewer is linked within the CCCWP website:
www.cccleanwater.org/developmentinfrastructure/stormwater-resource-plan
- C.6 Construction Site Control –
 - Training (every other year) – Agenda and training link on CCCWP website, here: <https://www.cccleanwater.org/development-infrastructure/resources/requirements-forconstruction>
 - Enhanced inspections applicant package and other resources (PCBs in Building Demolition) on the CCCWP website, here: <https://www.cccleanwater.org/development-infrastructure/pcbs-inbuilding-demolition>
- C.21 Asset Management –
 - No FY22-23 annual reporting concerns were identified or discussed for this Provision.
- General –
 - DC discussed tips and challenges working with the Annual Report templates.

6. GI Design Workshop #2 Follow Up

Shauna Dunton and Rachel Kraai (Lotus Water) summarized takeaways from the GI Design Workshop #2, which took place at the end of the July 26, 2023, DC meeting. The DC discussed selecting a subset of GI Typical Details and Specifications to be developed.

7. Development Committee FY 23-24 Workplan Discussion

Erin Lennon (Watershed Planner) shared the location of the 5-year program-wide workplan in Groupsite, which identifies requirements and submittal due dates in the MRP for each of the provisions. Topics at monthly DC meetings are connected to MRP Provisions C.3, C.6, and C.21, and prioritization is based on time-sensitive deliverables, due dates, and implementation considerations. The DC discussed preferred meeting topics for the next month's DC meetings.

- Action Items:
 - Erin to distribute the workplan discussed at this meeting to the DC.
 - DC will provide feedback and suggest any other topics for this FY.

8. Action Items/Next Steps (Erin)

Upcoming events, deadlines, and due dates were included at the end of the agenda packet.

9. Adjournment of DC meeting (Chair)

The DC Meeting adjourned at 2:30 p.m.



Date: October 18, 2023

To: Management Committee
From: Nicole Wilson, Consultant
Subject: Streets to Creeks Partner Program

Recommendation:

Review and consider partnering with the City of Santa Rosa's Streets to Creeks Partner Program.

Background:

Participation in the "Street to Creeks Partner Program" was first presented at the July 2022 PIP Committee meeting. At the time, PIP committee opted not to pursue the partnership program, however, after several CCCWP staff and Permittees attended the City of Santa Rosa's CASQA Conference presentation, interest in the partnership has re-surfaced. The timing of this topic is particularly appropriate as one of the major benefits of participating in this program is cost-effectively gaining access to a library of outreach resources and campaigns that we might otherwise consider developing from scratch. As such, it was decided at the October 3, 2023 PIP Committee that the a representative from the [Streets to Creeks \(STC\)](#) program will give an introductory presentation to the program at the October Management Committee meeting. The presentation will provide an overview of the benefits permittee's could expect from this partnership. Following the meeting, permittees who are interested in partnering can reach out to me (Nicole Wilson, nicolew@lwa.com) where I will then coordinate additional meeting(s) with permittees and the STC's team to discuss scope and costs in more detail.

For some context, STC started as part of the City of Santa Rosa's stormwater outreach program but has expanded to include a partnership program that offers an outreach "toolkit" to partner municipalities (Toolkit details attached below). There are currently 13 agencies that partner with STC that span multiple Regional Permits. Typically, the cost of the toolkit is \$1,500/per participating agency annually, however, after corresponding with the STC representative, it was mentioned they are open to working out a cost of participation that works with our scope and budget.

Fiscal Impact:

None at this time.

Attachment:

Streets to Creeks Partner Program – Toolkit Details

STORM DRAINS CONNECT
STREETS
T 
CREEKS

OURS TO PROTECT

2023 PARTNER PROGRAM

PARTICIPATION OVERVIEW

\$1500 ANNUAL ACCESS TO AGENCY TOOLKIT INCLUDES:

- BRAND BOOK
- STREETS TO CREEKS WEBSITE
 - ADDITION OF LOGO TO THE WEBSITE
 - ADDITION OF SPILL NUMBER ON WEBSITE
 - OPT IN USE OF NEIGHBOR TO NEIGHBOR (DIGITAL ADVERTISING COSTS APPLY)
 - USE OF ACTION TRACKER
 - USE OF CREEK PROTECTOR MOBILE APPS
- SOCIAL MEDIA TOOLKIT
- VIDEO FILES (6)
 - 2:00 AND :30 VERSIONS
- YOUTUBE COMMERCIALS (10)
 - SUBJECT FOCUSED
 - ENGLISH & SPANISH
 - ENGAGEMENT TOOL FOCUSED
 - ENGLISH & SPANISH
- DIGITAL ADS
 - PHASE I-III STATIC ADS
 - PHASE IV RESPONSIVE/PERFORMANCE MAX COPY & IMAGES
- AUDIO LIBRARY
- PHOTO LIBRARY
- DIRECT MAIL/BILL INSERTS
- FULL PAGE ADS/POSTERS
- NEWS RELEASES
- POLLUTION PREVENTION FACT SHEETS (40+)
- BEST MANAGEMENT PRACTICE FACT SHEETS (20+)
- CREEK PROTECTOR BOOK FILES FOR PRINTING (4)
- PROMOTIONAL ITEM DESIGN FILES
 - T-SHIRTS
 - OURS TO PROTECT
 - ACTION TRACKER
 - CREEK PROTECTOR
 - SANDWICH BAG
 - CREEK PROTECTOR PATCHES
 - CREEK PROTECTOR STICKERS/TATTOOS
 - BARREL BAG
 - STICKERS & BUMPER STICKERS
 - PET BAG DISPENSER
 - BRANDED STORM DRAIN DECALS
- EVENT BOOTH DESIGN FILES
 - TENT
 - BACKDROP BANNER
 - TABLE CLOTH
 - STORM DRAIN MODEL
- ANNUAL REPORTING OF STREETS TO CREEKS CAMPAIGN
 - WHOLE CAMPAIGN METRICS
 - ACTION TRACKER & NEIGHBOR TO NEIGHBOR

OPTIONAL TARGETED ANNUAL MARKETING CAMPAIGN PARTICIPATION

- PRICING & SCOPE CUSTOMIZED TO AGENCY
- CAMPAIGN STRATEGY
 - DEVELOP GEO SPECIFIC OUTREACH STRATEGY
 - PLAN HYPER-LOCAL MATERIALS DEVELOPMENT
 - GEO SPECIFIC MATERIALS
 - DEVELOP GEO SPECIFIC DIGITAL & TRADITIONAL MATERIALS
 - INCLUDE LOCAL IMAGERY
 - DESIGN & BUILD GEO SPECIFIC LANDING PAGES
 - LAUNCH & MAINTAIN CUSTOMIZED CAMPAIGN
 - MONTHLY & ANNUAL REPORTING BASED ON AGENCY PERMIT REQUIREMENTS

ANCILLARY BENEFITS:

- OVER \$145K INVESTED IN DEVELOPMENT OF PROGRAM TO DATE
 - STRENGTH IN REGIONAL BRANDING & AWARENESS
 - CONTINUED BRAND DEVELOPMENT & PROMOTIONAL MATERIALS
 - TRUSTED & RECOGNIZABLE BRAND EXPANDING THROUGHOUT CALIFORNIA
-



Date: October 18, 2023

To: Management Committee

From: Lisa Welsh (Geosyntec), CCCWP Consultant for Monitoring Committee

Subject: Discretionary Budget Management: Example Application of Budget for AGOL Permittee Technical Support

Recommendation:

Accept the update on Discretionary Budget Management: Example Application of Budget for AGOL Permittee Technical Support and provide direction to Program Staff on the use of discretionary funds.

Background:

At the August 14, 2023, CCCWP Monitoring Committee meeting, the committee discussed the advantages and disadvantages of the Program providing support for some Permittees on tasks that benefit the Program as a whole. A specific example discussed was using the Program's budget to support Permittees with AGOL C.3 (green infrastructure) and C.10 (trash capture) data entry. The C.3 and C.10 projects, as entered in AGOL, are used in drafting the PCBs and Mercury Control Measures Report for the Program's Annual Report and in meeting the C.11.c/C.12.c Program-wide metric of treating 664 acres of old industrial area. Currently, the Program relies on individual Permittees to update AGOL and requests that these updates be completed annually by June 30. Typically, only a few Permittees meet the target deadline.

Fiscal Impact:

There is no approved budget for AGOL entry support by CCCWP Staff or their consultants. Management Committee would need to request that budget be included for FY2024-25, or in the budget amendment for FY23-24, to support Permittees in this capacity.

Alternatively, the Management Committee could direct Program Staff to use existing budget that is not being used for other tasks for this purpose. This reallocation of Program funds between tasks could be performed annually in May.

Attachments:

None.



Date: October 18, 2023

To: Management Committee

From: Lisa Welsh and Lisa Austin, Consultants for the Monitoring Committee

Subject: APPROVE the Old Industrial Area Control Measure Plan Response Letter and AUTHORIZE the Interim Program Manager to sign and certify the submittal on behalf of each Permittee's duly authorized representative and submit it to the San Francisco Bay Regional Water Quality Control Board.

Recommendation:

The Monitoring Committee recommends each Permittee's duly authorized representative approve the Contra Costa County Old Industrial Control Measure Plan Response Letter and authorize the Interim Program Manager to sign and certify the associated transmittal letter on their behalf.

The Monitoring Committee further recommends that the Management Committee direct the Program Manager to submit the Old Industrial Area Control Measure Plan Response Letter to the San Francisco Bay Regional Water Quality Control Board by October 20, 2023.

Background:

On March 31, 2023, the CCCWP submitted the Contra Costa County Old Industrial Area Control Measures Plan (CMP) to fulfill the requirements of MRP 3 Provisions C.11/12.c.iii (1). The CMP described how Permittees will implement or cause to be implemented treatment control measures, stormwater diversion to wastewater treatment facilities, redevelopment that includes green stormwater infrastructure treatment controls, or other control measures to achieve PCBs and mercury load reductions in old industrial areas.

On August 25, 2023, the CCCWP and the other Bay Area countywide stormwater programs received a review letter (Review Letter) from San Francisco Bay Regional Water Quality Control Board (Water Board) staff stating that the submitted CMPs did not satisfy the requirements of MRP Provisions C.11/12.c.iii (1) (**Attachment 1**). The Review Letter directed the countywide programs to revise the CMPs to remedy the identified shortcomings and submit them no later than October 31, 2023. Bay Area countywide stormwater program and permittee representatives and Water Board staff met on Wednesday, September 20, 2023,

to discuss the Review Letter. In the meeting, stormwater program staff and permittees requested additional time to update the CMPs.

Direction provided by Water Board staff in the Review Letter and during the September 20 meeting is summarized below:

- The Old Industrial Area CMPs' reliance on passive redevelopment and trash control measures to meet the metrics established in C.11.c/C.12.c is unacceptable. The CMPs must increase the proportion of the load reduction achieved through targeted implementation of control measures if using redevelopment and trash control measures for PCBs load reduction.
- The Water Board wants documentation demonstrating that Permittees are using available data on areas of contamination to guide the selection of a variety of types of control measures.
- If the predominant control measures in the CMP are redevelopment and trash controls, then data must be provided to show that the treated areas have moderate to high concentrations of PCBs.
- For the Water Board to consider modifying the 20-year TMDL schedule, which ends in 2030, for achievement of the San Francisco Bay PCBs TMDL load allocations for municipal stormwater runoff, Permittees must demonstrate that they have fully implemented all technically and economically feasible and cost-effective control measures recognized by the Water Board along with evaluation and quantification of the PCBs load reduction of such measures. The significant shortcomings in the submitted CMPs undermine that consideration.

The Contra Costa County Old Industrial Area CMP Response Letter (Response Letter) was prepared in response to the Review Letter and direction received from Water Board staff in the September 20 meeting, outlines the proposed revisions to the Contra Costa County Old Industrial Area CMP, and requests additional time for these revisions (**Attachment 2**).

Schedule and Next Steps:

The Monitoring Committee recommends that the Interim Program Manager submit the Response Letter by October 20, 2023, which is before the October 31, 2023 deadline in the Review Letter. The Response Letter requests the submittal date for submission of a revised CMP be extended until March 31, 2024.

The Monitoring Committee recommends that CCCWP staff form an ad-hoc workgroup to address Water Board comments and revise the CMP. All Permittees are encouraged to participate in this ad-hoc workgroup. Implementation of treatment controls on 664 acres of old industrial land use area by June 30, 2027

is a county-wide requirement but the distribution of old industrial area with known moderate contamination falls unevenly on a few Permittees – Richmond, Pittsburg, and Unincorporated County. The ad-hoc workgroup will meet approximately monthly and the first meeting is scheduled on October 31, from 10am to noon. The next meeting will likely be a hybrid in-person/virtual meeting the week of November 27.

The CCCWP proposes to revise the Old Industrial Area CMP per the following schedule:

- Finalize mapping and conduct meetings with permittees in November and December to identify control measure options.
- Preliminary revised CMP in January 2024 for CCCWP Monitoring Committee review.
- Present the preliminary revised CMP approach to the Water Board at a meeting in early February 2024.
- Final revised CMP in March 2024 for CCCWP Management Committee approval.
- Submit to Water Board by March 31, 2024.

Fiscal Impact:

A budget amendment will be needed to address RWB comments on the CMP because there is no approved budget for CMP revisions in FY23-24. The proposed budget amendment will be discussed at Monitoring, Administrative, and Management Committee meetings in October and November, with anticipated approval in December.

Attachments:

1. Old Industrial Area Control Measure Plan Letter from Water Board dated August 25, 2023
2. Final Draft Old Industrial Area Control Measure Plan Response Letter

San Francisco Bay Regional Water Quality Control Board

August 25, 2023

Sent via email: no hardcopy to follow

Sandy Matthews (sandyM@lwa.com), Alameda Countywide Clean Water Program
Rinta Perkins (rinta.perkins@pw.cccounty.us), Contra Costa Clean Water Program
Chris Sommers (csommers@eoainc.com), Santa Clara Valley Urban Runoff Pollution Prevention Program
Reid Bogert (rbogert@smcgov.org), San Mateo Countywide Water Pollution Prevention Program
Emily Corwin (ecorwin@fssd.com), Solano Stormwater Alliance

Subject: Submitted Industrial Area Control Measures Plans Do Not Satisfy Requirements of Permit Provisions C.11/12.c.iii(1) of NPDES Permit No. CAS612008, Order No. R2-2022-0018

Municipal Regional Stormwater NPDES Permit (MRP) Permittees, through their respective countywide stormwater programs, have submitted control measures plans (CMPs) to fulfill the requirements of MRP 3 Provisions C.11/12.c.iii (1). These CMPs should describe how Permittees will implement or cause to be implemented treatment control measures, stormwater diversion to wastewater treatment facilities, redevelopment that includes green stormwater infrastructure treatment controls, or other control measures to achieve PCBs and mercury load reductions in old industrial areas. The submitted CMPs are not acceptable, as described below. The purpose of this communication is to describe the shortcomings that apply to all CMPs, shortcomings that apply to individual CMPs, and provide direction for how to remedy the shortcomings. Countywide programs must revise the CMPs to remedy the identified shortcomings and submit them no later than October 31, 2023.

Water Board Expectations for CMPs

Provisions C.11/12.c require Permittees to implement control measures (treatment controls, diversion to wastewater treatment plants, or enhanced operation and treatment controls) on 2,580 acres of old industrial land use throughout the MRP area. The Permit Fact Sheet included the following direction (emphasis added):

Permittees should focus on public rights-of-way and storm drain infrastructure in catchments containing known or suspected source areas or evidence moderate to high PCBs soil concentrations (generally sediment concentrations greater than 0.3 mg Hg/kg or greater than 0.2 mg PCBs/kg, approximately the 75th percentile concentrations in old industrial areas).

The Permit did not require implementation on every acre of old industrial land use within MRP Permittee jurisdictions, but rather a portion of this area. Accordingly, we expected Permittees to make use of the large amount of existing information to target control measure

implementation on those portions of old industrial land use that would yield the most PCB load reduction benefit. Unfortunately, the CMPs do not appear to significantly incorporate available information to target old industrial areas with known contamination. Rather, they reflect a strategy of merely reporting where redevelopment of old industrial areas has already happened or is happening or where trash control devices have been installed, but without making any attempt either to target control measures for PCBs reduction benefit or confirm that there would be PCBs reduction benefit from the redevelopment projects reported.

In the following, we describe the four major shortcomings of the CMPs and how to remedy these shortcomings.

Shortcomings Noted in All CMPs

Shortcoming #1: CMPs Rely Almost Exclusively on Redevelopment

All CMPs relied almost exclusively on the presumed PCBs load reductions stemming from redevelopment of parcels in old industrial land use. This approach to control measure implementation is disappointing and unacceptable in two respects. First, it is contrary to what the Water Board expected Permittees to do, which was to use available information to design and implement control measures to target areas of PCBs contamination. Second, it is disappointing because Permittees spent nearly six months to devise a passive strategy consisting mainly of reporting where redevelopment projects are happening or have happened instead of proactively using information to devise a strategy to target areas of known contamination. This passive approach relies almost exclusively on actions by others, mainly private parties, and seeks recognition of PCBs load reductions from redevelopment of areas that may or may not have had moderate to high levels of PCBs contamination.

At the very least, load reduction credit should be sought only for those redevelopment projects where there is convincing evidence that PCBs contamination was present prior to redevelopment.

To address this shortcoming, Permittees must include the following in the resubmitted CMPs:

- Decrease reliance on redevelopment as the primary control measure and increase the proportion of the load reduction achieved through other control measures whose effectiveness can be confirmed through monitoring data;
- Include an analysis plan for demonstrating the scale of load reductions achieved via redevelopment on those parcels where load reduction credit will be claimed; and
- Include a more realistic assessment of the PCBs load reductions achieved from every redevelopment project for which credit is claimed. This will require using monitoring data, historical land use, EIR information, and other data.

Shortcoming #2: CMPs claim questionable load reduction credit

To make more rapid progress in reducing PCBs loading from MS4s, Permittees must use the monitoring data and other information gathered to date to focus attention on the most promising old industrial parcels for control measure implementation. None of the CMPs include consideration of such evidence in devising the implementation strategy. None of the CMPs include an analysis of the trash control device installations or redevelopment projects, for which load reduction credit is claimed, to confirm that the control measure will result in an

actual PCBs load reduction benefit. Permittees are seeking credit for trash control treatment and redevelopment of many old industrial areas that are unlikely ever to have had substantial PCBs contamination. This is not consistent with the intent of C.12.c and does not stand up to any reasonable scrutiny.

The MRP accounting system includes a method to compute an expected load reduction credit for parcel redevelopment based on the difference in expected land use yields pre- and post-redevelopment. However, it is not appropriate to apply this framework to **all** redevelopment projects in old industrial land use. A large proportion of redevelopment projects cited in the CMPs cannot be recognized by the Water Board as deserving of credit unless Permittees can provide convincing evidence of at least moderate PCBs contamination prior to redevelopment. This applies to the land use area for which trash control device credit is sought, as well.

To address this shortcoming, Permittees must include the following in the resubmitted CMPs:

- Credible documentation, for every trash control measure or parcel redevelopment for which credit is sought, demonstrating that the redeveloped parcels or areas treated with trash control devices likely had substantial PCBs contamination and that the remedies resulted in the claimed load reductions;
 - This information can include reconnaissance information, monitoring data, information on historical parcel use, hazardous materials information from EIRs prepared for redevelopment, etc.
- Documentation demonstrating that Permittees are using available information available on areas of contamination to guide the selection of all C.12.c control measures.

Shortcoming #3: Redevelopment or trash control devices on or near Bay shoreline.

Many of the parcel-based redevelopment projects and catchments treated by trash control devices for which Permittees seek credit do not discharge to the MS4 but rather directly to the Bay. While the MRP requirements apply the discharges from MS4s, the Water Board may recognize load reduction credit in some instances for non-MS4 discharges on a case-by-case basis, but convincing evidence of PCBs contamination must be provided.

To address this shortcoming prior to resubmission of CMPs, Permittees should contact Water Board staff to schedule meetings to make the case for receiving load reduction credit for redevelopment or treatment of individual parcels draining directly to the Bay. This demonstration must include evidence (including monitoring data) that moderate to high PCBs contamination was present on such parcels prior to redevelopment or installation of a control measure and include a description of the control measure(s).

Shortcoming #4: Timing of load reduction credit relative to permit reissuance.

We are concerned that treatment measures (e.g., associated with redevelopment projects) may not be installed during MRP 3 or may not have been installed during the period FY 2021-22 for which a small portion of credit would be allowed. Load reduction credit can legitimately be credited starting from the date when **the treatment measures are installed**. For credit of projects prior to MRP 3, only those whose treatment control measures impacting PCBs and mercury removal were installed during the period FY 2021-22 are eligible for credit. If the control measure involves capping or other similar method, the relevant date is the date of the installation of the cap or sequestration remedy. Documentation for the timing of control

measure installation must be submitted with reporting to be eligible for credit. The installation of such control measures must occur no earlier than FY 2021-22 and no later than 2027 for credit during MRP 3. Credit cannot be claimed until these measures are installed. Confirmation of installation must be provided in Annual Reports for projects forecasted to accomplish treatment during MRP 3, but for which control measures are not yet installed.

Issues to Correct in Individual CMPs

Misleading Use of Redevelopment Effectiveness

The ACCWP and CCCWP CMPs must be revised because of a misleading characterization of the effectiveness of redevelopment. Load reductions for redevelopment are based on land use yields derived from the Regional Watershed Spreadsheet Model (RWSM) calibration, but these yields have never been verified with monitoring data in any meaningful sense. Some of the CMPs included language whereby redevelopment, with its resulting change in land use, was considered a *treatment control strategy* that had > 99% efficiency, based on an artifact of the land use yield calculations and the load reduction calculation methodology. These CMPs then report an inflated “total effective area treated” because of this very high “treatment efficiency.” This is not scientifically supportable. There are no data demonstrating that redevelopment of PCBs-contaminated land, in and of itself, is more efficient than treatment controls. The load reductions for redevelopment are largely achieved through installation of bioretention features that have a 70% efficiency. The higher “apparent” efficiency of redevelopment is only **an artifact** of the way in which the RWSM was calibrated against data. The inflated acreage does not impact the load reduction calculation, but it inflates the acreage reported and presents a misleading impression of control measure implementation intensity.

To address this shortcoming, the CMPs that have employed this technique should be revised both to remove the language that describes redevelopment as a control measure with >99% efficiency and, accordingly, to revise the scientifically indefensible and inflated “acres treated” calculation. Specifically, for redevelopment projects that include appropriately sized green stormwater infrastructure treatment controls, CMPs may claim the acreage of the redevelopment if information concerning PCBs presence is submitted pursuant to remedying shortcoming #2 described above.

SMCWPPP calculations of load reduction credit for period 2020-2022

The SMCWPPP CMP notes (p.44 and elsewhere) that “75 acres of C.3 regulated parcel-based LID projects were completed during the interim period between the baseline MRP 3.0 baseline date (July 1, 2020, see Section 2.1) and the MRP 3.0 effective date (July 1, 2022).” The report goes on to state that 10% of the resulting 81 g/yr PCBs load reduction can be credited during MRP 3. The revised SMCWPPP CMP must explain the derivation of the 81 g/yr PCBs load reduction resulting from 75 acres of redevelopment.

The accounting formula for this calculation is the [old industrial yield (259 mg/ac/yr) – the old commercial/old transportation yield (49 mg/ac/yr)] X the acres of redevelopment (75 acres) during the period in question. This calculation yields 16 g PCBs/yr, 10% of which is 1.6 g/yr. The revised SMCWPPP CMP must explain the discrepancy.

Additional Consideration

Please realize that, as prescribed in the Basin Plan, for the Water Board to consider modifying the 20-year schedule, which ends in 2030, for achievement of the San Francisco Bay PCBs TMDL load allocations for municipal stormwater runoff, Permittees must demonstrate that they have fully implemented all technically and economically feasible and cost-effective control measures recognized by the Water Board along with evaluation and quantification of the PCBs load reduction of such measures. The significant shortcomings in the submitted Old Industrial Area CMPs undermine that consideration.

We look forward to working with you to improve your Plans so that they meet Water Board expectations. If you have questions, please contact Richard Looker at (510) 622-2451 or richard.looker@waterboards.ca.gov.

Sincerely,

Thomas Mumley
Assistant Executive Officer

ECM# 753641



CONTRA COSTA
CLEAN WATER
PROGRAM

October 20, 2023

Eileen White, Executive Officer
California Regional Water Quality Control Board, San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

SUBJECT: Contra Costa County Old Industrial Area Control Measure Plan Revision

Dear Ms. White,

The Contra Costa Clean Water Program (CCCWP) submitted an Old Industrial Area Control Measure Plan (CMP) as required by the Municipal Regional Permit (MRP; Order No. R2-2022-0018), on March 31, 2023. This report addressed the requirements of MRP Provisions C.11.c.iii.(1) and C.12.c.iii.(1) for providing a plan and schedule for focused implementation of control measures in old industrial areas to address mercury and polychlorinated biphenyls (PCBs) load reduction requirements.

On August 25, 2023, the CCCWP and the other Bay Area countywide stormwater programs received a review letter from San Francisco Bay Regional Water Quality Control Board (Water Board) staff stating that the submitted Old Industrial Area CMPs did not satisfy the requirements of MRP Provisions C.11.c.iii.(1) and C.12.c.iii.(1)¹. The review letter directed the countywide programs to revise the Old Industrial Area CMPs to remedy the identified shortcomings and submit them no later than October 31, 2023. Bay Area countywide stormwater program and permittee representatives and Water Board staff met on Wednesday, September 20, 2023, to discuss the Old Industrial Area CMP review letter. In the meeting, stormwater program staff and permittees requested additional time to update the plans.

This letter, sent in response to the review letter and direction received from Water Board staff in the meeting, outlines the proposed revisions to the Old Industrial Area CMP and requests additional time for these revisions.

MRP Provisions C.11.c and C.12.c Requirements

MRP Provisions C.11.c and C.12.c require the Permittees, within the permit term, to implement or cause to be implemented treatment control measures, stormwater diversion to publicly owned treatment works (POTWs), redevelopment (provided green stormwater infrastructure (GSI) is implemented in compliance with Provision C.3.b), enhanced operation and maintenance controls, or other control measures to

¹ "Submitted Industrial Area Control Measures Plans Do Not Satisfy Requirements of Permit Provisions C.11/12.c.iii(1) of NPDES Permit No. CAS612008, Order No. R2-2022-0018." Letter dated August 25, 2023, signed by Tom Mumley, Assistant Executive Officer, and sent to Rinta Perkins, CCCWP, and the other countywide stormwater program managers via email.

255 Glacier Drive, Martinez, CA 94553-4825 • Tel: (925) 313-2360 Fax: (925) 313-2301 • Website: www.cccleanwater.org

achieve mercury and PCBs load reductions. The Contra Costa County Permittees must implement control measures on 664 acres of old industrial land use area by June 30, 2027².

Implementation of control measures in mercury or PCBs-contaminated catchments not designated as old industrial may count toward fulfillment of the required treatment area. In choosing locations for control measures, Permittees must focus on catchments containing known or suspected source areas or evidence of moderate to high mercury or PCBs soil concentrations (generally soil/sediment concentrations greater than 0.3 mg mercury/kg or 0.2 mg PCBs/kg).

The Old Industrial CMP must include maps of the areas where control measures are to be implemented; the size of these catchments; and a description of design and sizing features for all control measures, treatment devices, and stormwater diversion facilities implemented for each treated catchment.

Direction Provided by Water Board Staff

Direction provided by Water Board staff in the review letter and during the September 20 meeting on the Old Industrial Area CMPs is summarized below:

- The Old Industrial Area CMPs' reliance on passive redevelopment and trash control measures to meet the metrics established in C.11.c/C.12.c is unacceptable. The CMPs must increase the proportion of the load reduction achieved through targeted implementation of control measures if using redevelopment and trash control measures for PCBs load reduction.
- The Water Board wants documentation demonstrating that Permittees are using available data on areas of contamination to guide the selection of a variety of types of control measures.
- If the predominant control measures in the CMP are redevelopment and trash controls, then data must be provided to show that the treated areas have moderate to high concentrations of PCBs.
- For the Water Board to consider modifying the 20-year TMDL schedule, which ends in 2030, for achievement of the San Francisco Bay PCBs TMDL load allocations for municipal stormwater runoff, Permittees must demonstrate that they have fully implemented all technically and economically feasible and cost-effective control measures recognized by the Water Board along with evaluation and quantification of the PCBs load reduction of such measures. The significant shortcomings in the submitted CMPs undermine that consideration.

CCCWP Approach to Revising the Old Industrial Area CMP

CCCWP will revise the Old Industrial Area CMP to respond to the identified shortcomings in the review letter and the direction provided in the meeting. The plan will be reorganized to emphasize Retrofit with Treatment Controls or GSI (currently Section 2.2) and Enhanced Operations and Maintenance (currently Section 2.4). The sections on redevelopment and trash controls will remain but will focus on redevelopment and trash control actions that address known moderate and high areas.

² Implementation of treatment control measures on 664 acres would result in a total estimated load reduction of about 28 grams per year (g/yr) of mercury and 121 g/yr of PCBs assuming a 70% pollutant removal efficiency. Implementation of control measures with a lower efficiency than 70 percent will result in reduced area credited (for those lower efficiency control measures) toward fulfillment of the total treatment area requirement. Permittees may choose to implement diversions to publicly owned treatment plants (POTWs) to address this requirement. Because of the higher removal efficiency of wastewater treatment, each acre addressed by routing stormwater to a POTW will be credited as 1.3 acres toward satisfying the old industrial area treatment requirement, provided that the POTW captures and treats the stormwater design storm identified in MRP Provision C.3.d.

CCCWP conducted an analysis of the existing monitoring data and other sources of information (e.g., Regional Monitoring Program reports) to quantify known or suspected moderate or high drainage areas. The analysis preliminarily identified 193 acres associated with moderate or high PCBs concentrations in existing monitoring data using a 50-meter buffer. The preliminarily identified area is much less than the required 664 acres of treatment. The revised Old Industrial Area CMP will include maps identifying the known moderate area and more fully explain the variance from the 664-acre MRP metric.

The Richmond Harbor drainage catchment is a known areas of concern so will be targeted. Based on current monitoring data, smaller targeted areas are located in North Richmond and the City of Pittsburg. Additional locations will be targeted as monitoring conducted for C.11.b/C.12.b identifies new moderate areas.

Revisions to the Old Industrial Area CMP will include revised maps of the target areas, an initial analysis of each location, and a process to select and implement specific control measures. The revised plan will summarize what has and is currently being targeted for implementation.

In general, the process to select and implement specific control measures consists of:

1. Conducting additional investigation in the selected area to confirm the presence of moderate or elevated levels of PCBs, as some of the data are dated. For newly or recently identified areas, move forward with the following steps.
2. If elevated levels of PCBs or mercury are confirmed, conduct site visits within the identified area to determine if there is a readily identifiable source.
3. If there is a confirmed source property (i.e., PCBs ≥ 1 mg/kg), refer the property to the Water Board and implement enhanced O&M measures at the site. Alternatively, permittees may abate or cause the property to be abated directly.
4. If no specific source property is identified, but a property that is a source of moderate contamination (i.e., PCBs ≥ 0.2 mg/kg) is located, inspect the property to assess whether the property owner can implement actions on the property to contain or treat the source. Take action to cause the containment or treatment to be implemented by the property owner at and around the site.
5. If no specific property is identified as a source of moderate contamination, select and implement controls for the moderate area in the right-of-way (i.e., treatment or enhanced operations and maintenance) based on site constraints, local infrastructure, drainage patterns, etc.

If treatment (i.e., a capital improvement) is determined to be the best option for the area, the following outlines the process to be followed:

Project Development

1. Identify potential treatment project location using drainage patterns and availability of storm drain systems, location of utilities, right-of-way needs, and potential environmental permitting issues.
2. Develop a 10% concept design (location, sizing, treatment type).
3. Investigate funding and implementation agreements.
4. Conduct internal agency coordination and public outreach.

Engineering Phase (Assumes Typical Design-Bid-Build Process)

1. Conduct pre-design investigations:
 - a. Desktop utility investigation and surveying

- b. Potholing
- c. Geotechnical analysis
- d. Groundwater/subsurface contamination conditions analysis
2. Prepare 30/60/90% Plans, Specifications, and Estimates (PS&E).
3. Prepare final (100%) PS&Es and bid documents.
4. Conduct CEQA.
5. Conduct procurement.

Construction and Post-Construction

1. Construction management.
2. Project acceptance.
3. Asset management/O&M.

The CCCWP proposes to revise the Old Industrial Area CMP per the following schedule:

- Finalize the mapping and conduct meetings with permittees in November and December to identify control measure options.
- Preliminary revised CMP in January 2024 for CCCWP internal review.
- Present the preliminary revised CMP approach to the Water Board at a meeting in early February 2024.
- Final revised CMP in March 2024 for CCCWP Management Committee approval.
- Submit to Water Board by March 31, 2024.

This schedule reflects the need to work closely with the City of Richmond, Contra Costa County, and the City of Pittsburg to plan for control measures in largely underserved areas along the Bay margin. Sufficient time is needed to conduct the necessary planning and intra/interagency collaboration before implementing potentially expensive capital improvements or other measures.

If you have any questions, please do not hesitate to contact me at (923) 313-2392 or Rinta.Perkins@pw.cccounty.us.

Regards,

Rinta Perkins
Interim Program Manager
Contra Costa Clean Water Program

cc: Tom Mumley, SFBRWQCB
Richard Looker, SFBRWQCB
Contra Costa County Permittees



Date: October 13, 2023

To: Management Committee

From: Nicole Wilson, Consultant

Subject: BAMSC Firefighting Work Group Project Profile

Recommendation:

Review and APPROVE the final draft of the BAMSC Firefighting Work Group Project Profile. Project Profile is planned for BAMSC Steering Committee APPROVAL at the October Committee meeting at the end of the month.

Background:

The following language has been pulled from the Project Profile to provide context for the new Regional BAMSC Work Group (emphasis added):

“To encourage ongoing regional, countywide, and municipal coordination efforts, MRP Provision C.15.b.iii requires Permittees to collectively develop a best management practice (BMP) report. This report, referred to as the “Firefighting Discharges Report” in the MRP 3.0, will focus on strategies to mitigate the impacts of emergency discharges to the MS4 associated with firefighting activity. Additionally, this report will describe progress on, and recommendations regarding, the implementation of the items listed in Provision C.15.b.iii.(2)(a)(i)-(vii) and is required to be submitted to the San Francisco Bay Regional Water Quality Control Board (SFBRWQCB) by **September 30, 2025**.

A Bay Area Municipal Stormwater Collaborative (BAMSC) Firefighting Discharges Work Group (WG) comprised of relevant stakeholders, including Permittees, countywide stormwater program staff, fire department representatives and SFBRWQCB staff, was formed. The Work Group met twice during FY 22/23 (March and June 2023) for informational sharing meetings. The BAMSC WG will develop an outline for the Firefighting Discharge Report and be responsible for coordinating with and collecting information from relevant stakeholders to complete the Firefighting Discharges Report. The WG will identify if there are federal, state, CASQA, SFEI or SCWRPPP efforts or information relevant to this project.”

MRP 3.0 requirements for the Firefighting Discharges Report are detailed in the Project Profile (attached below).

The Project Profile has been reviewed and discussed at both the September and October PIP Committee meetings and was provided to the Municipal Operations Committee (MOC) for review and comment in August 2023. All CCCWP permittee comments have been addressed and the in-kind contribution (**Table 1, Table 2**) for this BAMSC Work Group is already included in PIP Committee’s budget for FY 23/24. CCCWP staff requests that permittees review the Project Profile before our recommended APPROVAL at the October 18th Management Committee meeting.

Table 1. “At a glance” summary of the Project Profile’s Scope and Budget

FY: FY 23/24- FY 24/25	One-time _____ multi-FY <u>X</u>
MRP Provision Reference: C.15.b.iii	MRP Compliance date(s): September 30, 2025
Oversight Subcommittee/Workgroup: BAMSC Firefighting Discharges Work Group	Profile last updated on: 9/20/2023
Total Project Budget: \$120,000 (see below for details)	Date Project and Funding Contributions Approved by Steering Committee: TBD

Table 2. Funding Contributions and Types by BAMS Collaborative Program

Program	In-kind Contribution Amount (\$) for FY 23/24	Estimated In-kind Contribution Amount (\$) for FY 24/25	Lead In-kind Staff or Consultant
ACCWP	\$14,112	\$21,168	EOA
CCCWP	\$9,888	\$14,832	LWA
SMCWPPP	\$6,384	\$9,576	EOA
SCVURPPP	\$15,312	\$22,968	EOA
SSA	\$2,304	\$3,456	FSSD
Total	\$48,000	\$72,000	

Fiscal Impact:

None at this time.

Attachment:

BAMSC Firefighting Work Group Project Profile

**Bay Area Municipal Stormwater Collaborative
Project of Regional Benefit Profile**

Project Name: Regional Firefighting Discharges Work Group

Description/Scope/Tasks:

To encourage ongoing regional, countywide, and municipal coordination efforts, MRP Provision C.15.b.iii requires Permittees to collectively develop a best management practice (BMP) report. This report, referred to as the “Firefighting Discharges Report” in the MRP 3.0, will focus on strategies to mitigate the impacts of emergency discharges to the MS4 associated with firefighting activity. Additionally, this report will describe progress on, and recommendations regarding, the implementation of the items listed in Provision C.15.b.iii.(2)(a)(i)-(vii) and is required to be submitted to the San Francisco Bay Regional Water Quality Control Board (SFBRWQCB) by September 30, 2025.

A Bay Area Municipal Stormwater Collaborative (BAMSC) Firefighting Discharges Work Group (WG) comprised of relevant stakeholders, including Permittees, countywide stormwater program staff, fire department representatives and SFBRWQCB staff, was formed. The Work Group met twice during FY 22/23 (March and June 2023) for informational sharing meetings. The BAMSC WG will develop an outline for the Firefighting Discharge Report and be responsible for coordinating with and collecting information from relevant stakeholders to complete the Firefighting Discharges Report. The WG will identify if there are federal, state, CASQA, SFEI or SCWRPPP efforts or information relevant to this project.

MRP Provision C.15.b.iii requires the Firefighting Discharge report to:

- Assess the adequacy of existing BMPs/SOPs to address the potential adverse water quality impacts of firefighting water and foam discharged during emergencies (e.g., containment and cleanup), including:
 - Coordination within and between municipal departments, districts, and jurisdictions
 - Coordination between firefighting personnel and containment and cleanup crews
 - Coordination with contracted staff
 - Coordination with relevant agencies (e.g., CalFire)
- Suggest changes to existing BMPs/SOPs as needed or recommend new model BMPs/SOPs
- Assess the adequacy of existing resources used to determine if and how firefighting water and/or foam discharged during emergencies will impact receiving waters, to address pollutant discharges (e.g., by facilitating containment and cleanup).
- Investigate which firefighting foams are the least environmentally harmful (i.e., have the least adverse water quality and beneficial use effects, including those related to biodegradation, biomagnification, bioaccumulation, and acute and chronic toxicity), both for Class A foams and Class B foams.
- Develop SOPs to:
 - Use least environmentally harmful firefighting foams
 - Dispose of the more environmentally harmful foams
 - Reduce the use of firefighting foams, without jeopardizing the protection of life or property, during emergencies
- Prepare outreach materials on containment and cleanup BMPs and SOPs for contractors hired by private parties to participate in the containment and cleanup of discharges of firefighting water and foam associated with emergency activities within their jurisdictions.
- Prepare outreach materials regarding good housekeeping practices and preventive measures for

**Bay Area Municipal Stormwater Collaborative
Project of Regional Benefit Profile**

sites that are prone to firefighting emergencies.

- Discuss reporting on emergency discharges of firefighting water and foam, including:
 - Provide transparency about the usage and water quality impacts of firefighting water and foam
 - Track reductions in those impacts over time
 - Discuss report timing
 - Identify how reporting will be submitted to Water Board
 - Determine what triggers reporting (e.g., if a certain level of discharge enters the MS4 system, if a certain level of discharge enters the MS4 system, if any level of PFAS foam is used pursuant the exemptions in SB 104)

The following topics may also be included in the report:

- Guidance on evaluating the adequacy of large industrial sites’ (such as IGP sites, gas plants, gas concentration facilities, and chemical plants) BMPs and SOPs for the prevention, containment and cleanup of emergency firefighting discharges into storm drain and receiving waters and causing those BMPs and SOPs to be improved (C.15.b.iii.(3)(c)).
- Development of training materials for municipal staff, and contracted staff hired by Permittees, that participate in the containment and cleanup of discharges of firefighting water and foam from firefighting emergencies (C.15.b.iii.(3)(d)). Training is required by June 30, 2027. The scope of work identified in this project profile covers FY 23/24 – FY 24/25 and the Work Group may choose to develop training materials at a later date.

Prior to the submittal of the Firefighting Discharges Report, the Work Group will convene twice per year. A smaller working group, or Task Force, has been proposed to develop materials for the regional BAMSC Work Group to review.

FY: FY 23/24- FY 24/25

One-time _____ **multi-FY** X

MRP Provision Reference: C.15.b.iii

MRP Compliance date(s): September 30, 2025

Oversight Subcommittee/Workgroup: BAMSC
Firefighting Discharges Work Group

Profile last updated on: 9/20/2023

Total Project Budget: \$120,000
(see below for details)

**Date Project and Funding Contributions
Approved by Steering Committee:**

**Bay Area Municipal Stormwater Collaborative
Project of Regional Benefit Profile**

Funding Contributions and Types by BAMS Collaborative Program:

Program	In-kind Contribution Amount (\$) for FY 23/24	Estimated In-kind Contribution Amount (\$) for FY 24/25	Lead In-kind Staff or Consultant
ACCWP	\$14,112	\$21,168	EOA
CCCWP	\$9,888	\$14,832	LWA
SMCWPPP	\$6,384	\$9,576	EOA
SCVURPPP	\$15,312	\$22,968	EOA
SSA	\$2,304	\$3,456	FSSD
Total	\$48,000	\$72,000	

Project Schedule:

Task	Deliverable(s):	Group	Due/Completed
Establish Project Task Force	Identify Task Force Members	Work Group	July 2023
Task Force Meeting #1	Meeting Summary	Task Force	November 2023
Develop Draft Firefighting Discharge Report Outline and distribute to Work Group review	Draft BMP Report Outline	Task Force	November 2023
Receive comments on Report Outline	[BAMSC Work Group provide comments]	Work Group	December 2023
Work Group Meeting #1: information sharing on specific topics identified	Meeting summary	Work Group	December 2023
Task Force Meeting #2	Meeting Summary	Task Force	February 2024
Finalize Report Outline	Final Report Outline	Task Force	February 2024
Work Group Meeting #2 information sharing on specific topics identified	Meeting summary	Work Group	May 2024
Complete Draft #1 of Firefighting Discharge Report	First Draft of the Firefighting Discharge Report	Task Force	August 2024
Distribute Draft #1 of Firefighting Discharges Report to Work Group for review	First Draft of the Firefighting Discharge Report	Work Group	August 2024

**Bay Area Municipal Stormwater Collaborative
Project of Regional Benefit Profile**

Task	Deliverable(s):	Group	Due/Completed
Complete Revised Draft #1 of Firefighting Discharges Report and Distribute to Countywide Programs for review	Revised First Draft of the Firefighting Discharge Report	Countywide Programs	September 2024
Receive Comments on Draft #1 of Firefighting Discharges Report	[Countywide Programs provide compiled comments to WG]	Work Group	September 2024
Task Force Meeting #3	Meeting Summary	Task Force	October 2024
Work Group meeting #3 information sharing on specific topics identified	Meeting summary	Work Group	November 2024
Develop Draft #2 of Firefighting Discharge Report	Second Draft of the Firefighting Discharge Report	Task Force	January 2025
Distribute Draft #2 of Firefighting Discharges Report to Work Group for review	Second Draft of the Firefighting Discharge Report	Work Group	January 2025
Complete Revised Draft #2 of the Regional Firefighting Discharges report to the Countywide Programs for review	Revised Draft #2 Firefighting Discharge Report	Countywide Programs	February 2025
Receive comments on the Draft #2 Firefighting Discharge Report	[Countywide Programs provide compiled comments to WG]	Work Group	March 2025
Task Force Meeting #4	Discuss of work products; Meeting Summary	Task Force	March 2025
Compile comments received and responses to comments	Response to Comment table	Work Group	April 2025
Work Group Meeting #4	Meeting summary	Work Group	April 2025
Provide Final Draft of the Regional Firefighting Discharges Report to Countywide Programs for Approval	Final Draft Regional Firefighting Discharge Report	Countywide Programs	May 2025
Approve Final Draft Regional Firefighting Discharges Report at BAMSC Steering Committee	BAMSC Steering Committee Approval	BAMSC SC	June 27, 2025
Submit Final Regional Firefighting Discharge Report	Final Regional Firefighting Discharge Report	Permittees/ Countywide Programs	By September 30, 2025



Date: October 19, 2023

To: Management Committee

From: Rinta Perkins, Interim Program Manager and
Andrea Bullock, Administrative Services Assistant III

Subject: FY 22/23 End of Year Budget report

Recommendation:

CCCWP Interim Program Manager and Staff recommend that Management Committee:

1. Accept the FY 22/23 End of Year Budget Report
2. Provide comments regarding the Budget Policy and Assumptions
3. Provide a direction regarding the FY 22/23 Budget Surplus

Background:

Each October the Program performs an end of year analysis of the prior year's budget. The Program budget is zeroed out at the end of each fiscal year, as there are no funds carried over from year to year. By policy, any unspent funds from the prior year's budget of less than \$3.5 million rolls into the reserve fund. Unspent funds derive from projects that were budgeted but were not completed during the prior fiscal year, savings from joint projects or economies of repetition, and other cost saving measures realized throughout the year.

The Management Committee established a budget threshold of \$3.5 million to insure a consistent "return to source" of SUA funds. When the Flood Control District calculates the disbursements of SUA funds, they hold back \$3.5 million to fund the Program even if the approved Program budget exceeds that amount. The Program budget up to the \$3.5 million threshold is funded by SUA, while the budget amount over the \$3.5 million threshold is taken from the Program's reserve fund.

FY 22/23 End of Year Budget Report.

There was a significant unspent budget of \$1,726,501 at the end of FY 22/23. The attached spreadsheet (Attachment 1) shows that the total budget of \$4,151,788 was adopted on March 16 and adjusted to \$4,806,577 on August 17, 2022, by the Management Committee. This budget exceeds the \$3.5 million threshold.

When the budget was approved, \$922,887 was taken out of the reserve fund to cover expenses above the established threshold. The actual expenditure for FY 22/23 was \$3,080,076, which was less than the adjusted budget for a few primary reasons:

1. There were significant savings on staffing costs because of two (2) FTE position vacancies. The Senior Watershed Management and the Watershed Management Planning Specialists were filled in by on-call staff augmentation through an adjusted budget that was not fully spent. CCCWP staff were conservative in their estimates for staff augmentation work and have instituted cost efficiency measures, (e.g., cancelling unneeded meetings, limiting meeting attendance to the specific schedule of when consultants are presenting, etc.).
2. Legal Services budget allocation wasn't fully expended as there were a few documents and/or correspondence requiring legal advice and reviews, resulting in cost savings of about \$71,000.
3. There were several items in the various technical services budgets that were either delayed, performed as regional collaboration efforts, or cancelled. For example, the financing plan strategy, Peak Flow Control calculator and asset management tasks weren't initiated, leaving their allocated budget untouched. The GIS/AGOL maintenance and upgrade work was postponed until the Management Committee selected a new AGOL technical consultant in FY 23/24. Overall, cost savings from delayed and scaled-down tasks of general technical services, C.3 technical support, unsheltered homeless BMPs, firefighting discharges, and cost reporting totaled about \$230,000.
4. Several delayed and scaled-down water quality monitoring and PCBs controls tasks resulted in an overall savings of about \$583,000. The \$200,000 budget allocation for the Old Industrial Area PCBs treatment project was untouched as the CCCWP received the US EPA WQIF grant monies. Monitoring costs for trash, pollutants of concern, and others were less than the allocated budget due to fewer monitoring activities, schedule delay, and participation in regional collaboration efforts. The cost of PCBs source property investigation came lower resulting in a saving of about \$138,000.

If the total expenditure of \$3,080,076 is subtracted from the \$3.5 million budget threshold, the balance of \$419,924 is to be returned as the reserve fund. Deducting the reserve fund from the total budget surplus of \$1,726,501, the remaining balance of \$1,306,577 is available for Permittees' discretion.

Budget Policy and Assumptions

To prepare for the upcoming budget cycle, staff recommend that the Management Committee review and update our Budget Policy and Assumptions. This will help Program Staff to close the FY 22/23 Budget, adjust the FY 23/24 Budget, and plan the FY 24/25 Budget.

Several new Budget Policy items related to new equipment purchase, tracking of grant-funded activities, budget optimization planning, budget smoothing planning, and

reserve for countywide funding option planning were added. CCCWP Staff will apply these strategies to optimize and balance the budget to avoid sharp impacts on permittees.

There are several assumptions that will be used to adjust the FY 23/24 Budget. Depending on which Strategic Staffing Planning option selected by the Management Committee will have impacts on the Administrative and Personnel budget. It is assumed that the WQIF grant-funded project will commence in the last semester of FY 23/24. Cost Reporting and Asset Management are new tasks added and assumed to commence in FY 23/24.

FY 2022/23 Budget Surplus

One significant budget policy item for the Management Committee's direction is regarding the Reserve for Countywide Funding Option Planning.

As outlined in the recent Funding Options Report, the estimated cost to plan and implement a new countywide funding initiative is \$3.7 million. Contained within the FY 23/24 Adopted Budget was a \$200,000 allocation toward a Funding Option planning efforts, leaving most of the expenses to be covered by Permittees.

If the Management Committee accepts the budget smoothing planning policy, it has the discretion over how the remaining surplus of \$1,306,577 is to be used or distributed. Staff recommends that the Management Committee considers allocating additional funds into the Reserve for Countywide Funding Option Planning to minimize sharp budget demands in the future.

Fiscal Impact:

None.

Attachment:

1. End of Year Budget spreadsheet
2. Budget Policy and Assumptions

Budget Policy Direction FY 23/24

Alternative Compliance. Budget the cost to be the Administrator and assist in developing the system.

Budget Adjustment. Discuss the need for FY 22-23 budget adjustment with the FY 23-24 budget preparation. All budget adjustment requests must be discussed and approved by the relevant Committee(s).

Budget Optimization Planning. As each Committee reviews and approves Budget Adjustment requests, it considers approaches to find the best or most efficient way to allocate resources (e.g., reallocate budget within the same Work Order, participate in regional cooperations, etc.).

Budget Smoothing Planning. Develop a financing strategy of allocating resources in a way that avoids sudden or drastic changes in spending levels. Maintaining a reasonable reserve balance is one way to achieve budget stabilization. Currently, the reserve is set at \$200,000 per year.

Budget Threshold. The budget threshold will remain at \$3.5 million. Any spending over the \$3.5M threshold will be paid from Reserves.

Compliance Negotiation. Re-appropriate to fund "engagement with the Regional Board for compliance modifications".

Contingency. Maintain a 2% contingency of the total operating budget.

Encumbrances. Unspent allocated (approved) budget line item will not be carried forward to the following Fiscal Year.

Grant Funding. Budget for tracking opportunities and applying for (multiple) grants.

Grant-Funded Activities. For Budget preparation purposes, tasks paid for by Grant monies may be shown in the CCCWP Budget (as a grant matching requirement, if applicable).

Investment. Invest reserve funds after retaining the approved budget amount over \$3.5 million and the \$1.2 million Operating Funds.

New Equipment Purchase. Any request for a capital or equipment purchase shall benefit multiple permittees and be approved by the Management Committee.

PCBs Load Reduction Costs. Budget project costs to identify and develop a C12.c project and spread project costs amongst all permittees.

Regional Cooperation. Retain a budget line item for regional (BAMSC) cooperation.

Reserve for Countywide Funding Option Planning¹. The Management Committee may choose to allocate additional funds beyond the initial \$200,000 threshold from the Budget Surplus toward a future Countywide Funding Option project. Such a decision needs to be made by the Management Committee in September.

¹ A future Countywide Funding Initiative project was estimated to cost about \$3.7 million (per the CCCWP Funding Options Report). Mitch Avalon (2022-23).

Unspent Funds. Roll over unspent funds (less than \$3.5M) from the prior fiscal year into the reserve fund.

Budget Assumptions FY 23/24

Asset Management. Include an item for an asset management framework.

AGOL/GIS. Include a budget line item for AGOL minor maintenance and budget line item for AGOL major improvements and budget line item for CCCWP staff support and oversight of AGOL.

Alternative Compliance. Include a separate budget item for the administration and RAC System's Phase 2 project development assistance. Show budget line items paid for by SUA and grant funds.

Budgeting. Base budget preparation on the MRP 3.0 Five-Year Budget.

Consultant Costs. 3% increase in current contract costs.

Cost Reporting. Include an item for Cost Reporting training.

Employee Salary Increases. 5% salary increase, or actual salary costs.

Revenue. For the budget preparation, the revenue source of the program comes from the Stormwater Utility Assessments. Other funding sources (i.e., grants and in-kind matches) will be tracked separately.

Staffing Levels. One (1) FTE Senior Watershed Management Planning Specialist (Sr. WMPS) position vacancy is filled in with On-Call Staff Augmentation. One (1) FTE Watershed Management Planning Specialist (WMPS) position vacancy is filled in with On-Call Staff Augmentation. The Interim Program Manager position will be extended until June 30, 2024. This budget line item may change depending on which Strategic Staffing Plan option the Management Committee selects.

CCCWP FY 2022-23 Year-End SUA Expenditure Report

Budget Row	Description/Expenditure	Adopted FY 2022/23 March 16, 2022	Adjusted FY 2022/23 August 17, 2022	FY 2022/23 Expenditure	FY 2022/23 Unspent Budget
1	Administrative/Personnel	\$1,575,009	\$2,064,798	\$1,329,653	\$735,145
2	Staff Salaries and Benefits + County Overhead	\$1,345,809	\$1,304,120	\$764,333	\$539,787
3	Staff Augmentation (Watershed Resources Consulting for 6 months)	\$109,200	\$109,200	\$88,970	\$20,230
4	On-Call Staff Augmentation (as needed) (LWA, GC, H&A)	\$100,000	\$138,000	\$29,806	\$108,194
5	Staff Augmentation (LWA for 6 months plus transition)	\$0	\$223,000	\$223,000	\$0
6	Staff Augmentation (Geosyntec)	\$0	\$270,478	\$213,545	\$56,933
7	Staff Training and Conferences	\$10,000	\$10,000	\$0	\$10,000
8	Non-Program County Staff Labor	\$10,000	\$10,000	\$10,000	\$0
9	General Supplies & Equipment	\$7,788	\$7,788	\$2,137	\$5,651
10	Misc. Office Equipment/Supplies not covered by County Overhead	\$6,600	\$5,640	\$367	\$5,273
11	Zoom Annual Fee	\$0	\$960	\$960	\$0
12	Groupsite Annual Fee	\$1,188	\$1,188	\$810	\$378
13	Association/Memberships/License Fees	\$33,554	\$33,554	\$30,886	\$2,668
14	ESRI (AGOL Annual License Fee)	\$10,000	\$10,000	\$10,000	\$0
15	California Stormwater Quality Association (CASQA)	\$23,554	\$23,554	\$20,886	\$2,668
16	Legal Services	\$95,000	\$95,000	\$23,276	\$71,724
17	County Counsel and Contract Administration	\$10,000	\$10,000	\$3,641	\$6,359
18	MRP 3.0 Appeal (Richards, Watson & Gershon)	\$35,000	\$35,000	\$0	\$35,000
19	On-Call Legal Services (Richards, Watson & Gershon)	\$30,000	\$30,000	\$19,635	\$10,365
20	Alternative Compliance Legal Review (Richards, Watson & Gershon/County Counsel)	\$20,000	\$20,000	\$0	\$20,000
21	Regional Projects	\$230,000	\$230,000	\$216,407	\$13,593
22	BAMSC Regional Projects	\$30,000	\$30,000	\$13,956	\$16,044
23	SFEI - RMP	\$180,000	\$180,000	\$180,802	(\$802)
24	SFEI - CECS	\$20,000	\$20,000	\$21,649	(\$1,649)
25	Technical Services	\$282,000	\$342,000	\$276,562	\$65,438
26	5-Year MRP 3.0 Budget (LWA/GC)	\$10,000	\$10,000	\$1,008	\$8,993
27	Financing Plan Strategy for MRP 4.0 (LWA/GC)	\$20,000	\$20,000	\$0	\$20,000
28	MRP 3.0 Compliance Checklist (LWA/GC)	\$10,000	\$10,000	\$4,802	\$5,198
29	Grant Tracking & Application (LWA/GC)	\$40,000	\$40,000	\$26,553	\$13,447
30	Alternative Compliance Administrator Set Up (LWA/GC)	\$55,000	\$55,000	\$59,990	(\$4,990)
31	Project Management, Technical Review, Regulatory Compliance, etc. (LWA/GC)	\$97,000	\$97,000	\$92,111	\$4,889
32	GIS/AGOL Maintenance, Minor Upgrades (Psomas)	\$50,000	\$50,000	\$31,607	\$18,393
33	GIS/AGOL Support Staff (LWA)	\$0	\$35,000	\$35,492	(\$492)
34	Brochures (SGA)	\$0	\$25,000	\$25,000	\$0
35	Municipal Operations (C.2) - Training/Workshop	\$3,100	\$3,100	\$0	\$3,100
36	New Development/Redevelopment (C.3)	\$436,000	\$436,000	\$347,818	\$88,182
37	Hydromodification Management Modeling, CCCHM and/or BAHM (H&A, EOA, Dubin)	\$100,000	\$100,000	\$108,259	(\$8,259)
38	Hydrograph Management Compliance Options Report (H&A)	\$10,000	\$10,000	\$4,623	\$5,377
39	Hydromodification Management Maps (Psomas)	\$15,000	\$15,000	\$0	\$15,000
40	Hydromodification Management Calculator (TBD)	\$41,000	\$41,000	\$40,990	\$10
41	Green Infrastructure Design Guidelines (H&A)	\$40,000	\$40,000	\$11,742	\$28,258
42	Peak Flow Control Calculator (TBD)	\$52,000	\$52,000	\$0	\$52,000
43	Update Stormwater C.3 Guidebook (H&A)	\$36,000	\$36,000	\$35,962	\$38
44	BAHM Update (EOA/Clear Creek)	\$25,000	\$25,000	\$22,066	\$2,934
45	Alternative Compliance Program Implementation (2 Pilot Projects)(LWA/GC)	\$50,000	\$50,000	\$7,635	\$42,366
46	Frequently Asked Questions	\$5,000	\$5,000	\$0	\$5,000
47	Annual C.3 Training/Workshop (H&A)	\$12,000	\$12,000	\$11,945	\$55
48	General Technical Services Support (H&A)(LWA/GC)	\$50,000	\$50,000	\$104,596	(\$54,596)
49	Industrial/Commercial Controls (C.4) - Training/Workshop	\$3,100	\$3,100	\$0	\$3,100
50	Illicit Discharge/Detection and Elimination (C.5)	\$0	\$0	\$0	\$0
51	Construction Controls (C.6)	\$0	\$0	\$0	\$0
52	Public Information/Participation (C.7)	\$159,300	\$159,300	\$142,160	\$17,140
53	School-Aged Children Outreach (SGA)	\$9,000	\$9,000	\$8,988	\$12
54	Watershed Stewardship Green Business Program	\$6,000	\$6,000	\$6,000	\$0
55	Public Outreach through Bringing Back the Natives Garden Tour (Kathy Kramer-Sponsor)	\$16,500	\$16,500	\$16,500	\$0
56	Used Oil/Student Outreach /Youth Programs (Matt Bolender)	\$2,000	\$2,000	\$2,070	(\$70)
57	Outreach Campaign, Public Education, Citizen Involvement (SGA)(Caltrans)	\$70,800	\$70,800	\$60,571	\$10,229
58	Public Outreach through Website Maintenance and Hosting (WebSight Design)	\$15,000	\$15,000	\$6,397	\$8,603
59	General Youth/Public Outreach; Media Management (SGA)	\$35,000	\$35,000	\$38,853	(\$3,853)
60	Outreach Contingency	\$5,000	\$5,000	\$2,781	\$2,219
61	Water Quality Monitoring (C.8)	\$510,000	\$605,000	\$392,529	\$212,471
62	LID Monitoring Plan (KEI)(LWA/GC)	\$60,000	\$60,000	\$60,000	\$0
63	Trash Monitoring Plan (LWA/GC)(KEI)	\$30,000	\$70,000	\$70,000	\$0
64	Trash Monitoring (KEI)(LWA)	\$195,000	\$185,000	\$56,329	\$128,671
65	Pollutants of Concern Monitoring (KEI)(LWA/GC)	\$50,000	\$50,000	\$9,004	\$40,996
66	Pesticides and Toxicity Monitoring (KEI)(LWA/GC)	\$70,000	\$70,000	\$53,212	\$16,788
67	Urban Creeks Monitoring Report (POC, Pesticides and Toxicity, Trash, LID)(KEI)(LWA/GC)	\$95,000	\$90,000	\$90,000	\$0
68	Creek Status Monitoring Follow-Up	\$0	\$20,000	\$20,000	\$0
69	POC Receiving Water Monitoring (LWA)(KEI)	\$0	\$30,000	\$13,983	\$16,017
70	Monitoring Management Support (KEI)	\$0	\$20,000	\$20,000	\$0
71	All Monitoring Contingency	\$10,000	\$10,000	\$0	\$10,000
72	Pesticide Toxicity Control (C.9)	\$81,023	\$81,023	\$76,883	\$4,140
73	Our Water Our World Local Outreach and Training (Plant Harmony)	\$69,500	\$69,500	\$65,860	\$3,640
74	Our Water Our World Outreach Materials (Paid to CASQA)	\$5,080	\$5,080	\$5,080	\$0
75	Pesticide Regulatory Coordination Program (Paid to CASQA)	\$5,943	\$5,943	\$5,943	\$0
76	Outreach to Pest Control Professionals	\$500	\$500	\$0	\$500
77	TrashLoad Reduction (C.10)	\$60,000	\$60,000	\$10,258	\$49,742
78	Trash Load Reduction Plan (LWA)	\$10,000	\$10,000	\$0	\$10,000
79	Trash Reduction and Impracticability Report (LWA)	\$50,000	\$50,000	\$10,258	\$39,742
80	Mercury Controls (C.11)	\$0	\$0	\$0	\$0
81	PCBs Controls (C.12)	\$430,914	\$460,914	\$89,393	\$371,521
82	Old Industrial Area PCBs Control Measure Plan (LWA/GC)	\$10,000	\$40,000	\$40,000	\$0
83	Old Industrial Area PCBs Treatment Project (first project to implement the Plan) (TBD)	\$200,000	\$200,000	\$0	\$200,000
84	Annual Progress Report on Controlling PCBs (LWA/GC)	\$20,000	\$30,000	\$17,034	\$12,967
85	Source Property Investigation (KEI) (LWA/GC)	\$150,000	\$140,000	\$1,864	\$138,136

86	PCBs in Electrical Utilities (LWA/GC)	\$10,000	\$10,000	\$1,676	\$8,324
87	Guidance for MRP 3.0 Building Demolition Requirements (LWA/GC)	\$20,000	\$20,000	\$8,220	\$11,780
88	Provide Fish Risk Flyers/Signs (KEI)	\$5,305	\$5,305	\$5,305	\$0
89	Distribute Fish Risk Flyers (KEI)	\$10,609	\$10,609	\$10,609	\$0
90	Annual Fish Risk Status Report (KEI)	\$5,000	\$5,000	\$4,686	\$315
91	Exempted and Conditionally Exempted Discharges (C.15)	\$15,000	\$15,000	\$0	\$15,000
92	Firefighting Discharges (LWA/GC)	\$15,000	\$15,000	\$0	\$15,000
93	Unsheltered Homeless Discharges (C.17)	\$120,000	\$55,000	\$28,157	\$26,843
94	Homeless Mapping (LWA/Psomas)	\$20,000	\$20,000	\$0	\$20,000
95	BMP Report (LWA)	\$50,000	\$35,000	\$28,157	\$6,843
96	Implementation Plan (LWA)	\$50,000	\$0	\$0	\$0
97	East Contra Costa County Projects (C.19)	\$70,000	\$105,000	\$98,051	\$6,949
98	Methylmercury Monitoring for Delta TMDL (LWA/GC) (KEI)	\$20,000	\$20,000	\$15,145	\$4,855
99	Marsh Creek Dissolved Oxygen Monitoring (LWA/GC)	\$30,000	\$30,000	\$30,000	\$0
100	Annual Mercury Monitoring Plan (LWA/GC)	\$10,000	\$25,000	\$25,000	\$0
101	Pyrethroid Control Program Baseline Monitoring Report (LWA/GC)	\$5,000	\$5,000	\$5,000	\$0
102	East County TMDL Control Measure Plan (LWA/GC)	\$5,000	\$25,000	\$22,906	\$2,094
103	Cost Reporting (C.20)	\$10,000	\$20,000	\$15,905	\$4,096
104	Cost Reporting Framework (LWA)	\$10,000	\$20,000	\$15,905	\$4,096
105	Asset Management (C.21)	\$30,000	\$30,000	\$0	\$30,000
106	Asset Management Framework (LWA)	\$30,000	\$30,000	\$0	\$30,000
107	GROUP PROGRAM BUDGET SUBTOTAL	\$4,151,788	\$4,806,577	\$3,080,076	\$1,726,501
	Budget Cap		\$3,500,000		
	Unspent under \$3.5M returned to Reserves			\$419,924	
	Unspent over \$3.5M returned to Permittees				\$1,306,577

MRP RESERVES BALANCE as of 6/30/2023: \$4,702,024

Green Halo for Tracking PCBs in Demolition Materials

Module Demonstration and Q&A

November 16, 2023

1:00-2:00

(Zoom link below)

The Cities of San Ramon and Walnut Creek have worked with RecycleSmart and Green Halo to develop a waste management module for tracking PCB demolition waste and managing required documentation for MRP *Provision C.12.g Manage PCB-containing Materials and Waste During Building Demolition Activities*.

Please join us for a demonstration and Q&A led by Kerry Parker of San Ramon

Offered by RecycleSmart <https://www.recyclesmart.org/> and Green Halo www.greenhalosystems.com



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Join Zoom Meeting

<https://us06web.zoom.us/j/81239087166?pwd=oMLgJ4YoDxAu85iU3bUoxeeGKJxfVX.1>

Meeting ID: **812 3908 7166**

Passcode: **327274**

--- One tap mobile

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--- Dial by your location

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

Meeting ID: 812 3908 7166



Date: October 19, 2023

To: Management Committee

From: Rinta Perkins, Interim Program Manager and
Andrea Bullock, Administrative Services Assistant III

Subject: SUA Reserves Investment Report and Overview of FY 23/24 Adjusted Budget Process

Recommendation:

For Management Committee to:

1. Accept the SUA Reserves update and direct investing up to \$3.7 million from the SUA Reserves for a 6-month period.
2. Accept staff report and provide input on the FY 23/24 Adjusted Budget process.

Background:

Annually, CCCWP invests unspent funds from the SUA Reserves account to generate revenue, which helps fund NPDES Permit compliance activities. Of the total Operating Funds, \$1.2 million is invested for a 6-month period. Selecting this term would ensure that funds would be deposited back to Reserves in time to pay Program expenses at the end of the fiscal year.

Before developing and/or adjusting a budget, it is important to have a budget policy and assumptions in place. A budget policy is a set of guidelines that outlines the principles and objectives of the budget process. Budget assumptions, on the other hand, are estimates of future events that are used to forecast revenues and expenses. Attached are the draft Budget Policy and Assumptions along with a preliminary schedule for developing FY 23/24 adjusted budget.

SUA Reserves Investment Report

CCCWP began investing its cash reserves of varying amounts in 2016 depending on the Management Committee approval. In 2018, this practice stopped due to shortage in the operating cash flow and low interest rates during the term. Since then, the Management Committee authorized \$1.2 million to be set aside to improve the Program's cash flow stability to cover expenses during SUA disbursements.

FY 22-23 was the first year, the Program successfully invested \$3.2 million for 6-months. CCCWP has an opportunity to re-invest up to \$3.7 million in 2023 for another 6-month period. The operating cash flow of \$1.2 million and the balance of \$1 million

will remain in the Program SUA account. The County Treasury Office (CTO) will process the investment and select the best fund type for CCCWP at the time of request. Program staff requests Management Committee's approval to invest up to \$3.7 million in the option selected by the County Treasury Office. The interest income from the 2022 SUA Reserves investment was about \$88,000. Refer to Attachment 1 for the SUA reserve account balance and Attachment 2 for the SUA reserves return-on-investment history.

Adjusted Budget Process and Timeline

We will begin by assessing the estimated expenditures for the current fiscal year, which will be based on projected expenditures at the end of the calendar year. Each Committee was asked to identify areas where there might be potential savings for budget reallocation to cover increased costs in other areas (if applicable), delayed or cancelled tasks, and new unanticipated tasks as outcomes from recent permit compliance development.

We will also consider policy implications by focusing on what we aim to accomplish with the budget. The assumptions used to develop budget information will also be discussed. Draft budget policy and assumptions will be presented to the Management Committee for review and comments (see Attachment 3). Other potential items that may impact on the budget include changes resulting from the selected Strategic Staffing plan option, next steps for funding options, and unforeseen tasks that may arise due to the MRP 3.0 Permit Amendment.

Fiscal Impact:

- No fiscal impact from the preliminary discussion regarding the adjusted budget process.
- Reserves account would increase once investment matures. Funds will be used to finance NPDES compliance activities.

Attachments

1. SUA Reserve Account Balance History
2. SUA Investment History
3. Draft Budget Policy and Assumptions
4. Timeline of FY 23/24 Adjusted Budget Process

**FY 2023/24 Contra Costa Clean Water Program
Reserve Account Balance History**

Updated 10/15/2023

Description/Expenditure	Ending Balance FY 15/16	Ending Balance FY 16/17	Ending Balance FY 17/18	Ending Balance FY 18/19	Ending Balance FY 19/20	Ending Balance FY 20/21	Ending Balance FY 21/22	Ending Balance FY 22/23	Projected FY 23/24
Beginning Balance	\$ 2,080,771.29	\$ 1,876,908.88	\$2,023,169.71	\$ 1,787,228.94	\$ 1,567,103.90	\$ 1,883,095.35	\$ 3,037,944.23	\$ 4,282,100.25	\$ 4,702,024.47
Projected Reserve Expense	\$ -	\$ -	\$ -		\$ 315,991.45	\$ 1,154,848.88	\$ 1,244,156.02	\$ 419,924.22	\$ (703,121.15)
Reserve Account Balance	\$ 1,876,908.88	\$ 2,023,169.71	\$ 1,787,228.94	\$ 1,567,103.90	\$ 1,883,095.35	\$ 3,037,944.23	\$ 4,282,100.25	\$ 4,702,024.47	\$ 3,998,903.32
SUA Operating Fund Balance	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00
SUA Initiative Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
MRP Reserve TOTAL	\$ 3,076,908.88	\$ 3,223,169.71	\$ 2,987,228.94	\$ 2,767,103.90	\$ 3,083,095.35	\$ 4,237,944.23	\$ 5,482,100.25	\$ 5,902,024.47	\$ 5,398,903.32
Reserve Account Activity by Year	\$ (203,862.41)	\$ 146,260.83	(\$235,940.77)	\$ (220,125.04)	\$ 315,991.45	\$ 1,154,848.88	\$ 1,244,156.02	\$ 419,924.22	\$ -

SUA Investment History

DATE RENEWED	ENTITY	\$ AMOUNT	# DAYS INVESTED	INVEST FEE \$	REVENUE
3/1/2016	SUA, Admin	\$1,100,000	192	(\$20.00)	\$4,986.67
9/16/2016	SUA, Admin	\$1,200,000	180	(\$20.00)	\$7,560.00
3/15/2017	SUA, Admin	\$1,200,000	180	(\$20.00)	\$7,816.33
9/20/2017	SUA, Admin	\$700,000	182	(\$20.00)	\$4,997.61
4/4/2018	SUA, Admin	\$1,000,000	154	(\$20.00)	\$10,030.00
12/1/2022	SUA, Admin	\$3,200,000	180	(\$20.00)	\$87,971.00
	Total Interest Earned				\$123,361.61

1

Budget Policy Direction FY 23/24

Alternative Compliance. Budget the cost to be the Administrator and assist in developing the system.

Budget Adjustment. Discuss the need for FY 22-23 budget adjustment with the FY 23-24 budget preparation. All budget adjustment requests must be discussed and approved by the relevant Committee(s).

Budget Optimization Planning. As each Committee reviews and approves Budget Adjustment requests, it considers approaches to find the best or most efficient way to allocate resources (e.g., reallocate budget within the same Work Order, participate in regional cooperations, etc.).

Budget Smoothing Planning. Develop a financing strategy of allocating resources in a way that avoids sudden or drastic changes in spending levels. Maintaining a reasonable reserve balance is one way to achieve budget stabilization. Currently, the reserve is set at \$200,000 per year.

Budget Threshold. The budget threshold will remain at \$3.5 million. Any spending over the \$3.5M threshold will be paid from Reserves.

Compliance Negotiation. Re-appropriate to fund "engagement with the Regional Board for compliance modifications".

Contingency. Maintain a 2% contingency of the total operating budget.

Encumbrances. Unspent allocated (approved) budget line item will not be carried forward to the following Fiscal Year.

Grant Funding. Budget for tracking opportunities and applying for (multiple) grants.

Grant-Funded Activities. For Budget preparation purposes, tasks paid for by Grant monies may be shown in the CCCWP Budget (as a grant matching requirement, if applicable).

Investment. Invest reserve funds after retaining the approved budget amount over \$3.5 million and the \$1.2 million Operating Funds.

New Equipment Purchase. Any request for a capital or equipment purchase shall benefit multiple permittees and be approved by the Management Committee.

PCBs Load Reduction Costs. Budget project costs to identify and develop a C12.c project and spread project costs amongst all permittees.

Regional Cooperation. Retain a budget line item for regional (BAMSC) cooperation.

Reserve for Countywide Funding Option Planning¹. The Management Committee may choose to allocate additional funds beyond the initial \$200,000 threshold from the Budget Surplus toward a future Countywide Funding Option project. Such a decision needs to be made by the Management Committee in September.

¹ A future Countywide Funding Initiative project was estimated to cost about \$3.7 million (per the CCCWP Funding Options Report). Mitch Avalon (2022-23).

Unspent Funds. Roll over unspent funds (less than \$3.5M) from the prior fiscal year into the reserve fund.

Budget Assumptions FY 23/24

Asset Management. Include an item for an asset management framework.

AGOL/GIS. Include a budget line item for AGOL minor maintenance and budget line item for AGOL major improvements and budget line item for CCCWP staff support and oversight of AGOL.

Alternative Compliance. Include a separate budget item for the administration and RAC System's Phase 2 project development assistance. Show budget line items paid for by SUA and grant funds.

Budgeting. Base budget preparation on the MRP 3.0 Five-Year Budget.

Consultant Costs. 3% increase in current contract costs.

Cost Reporting. Include an item for Cost Reporting training.

Employee Salary Increases. 5% salary increase, or actual salary costs.

Revenue. For the budget preparation, the revenue source of the program comes from the Stormwater Utility Assessments. Other funding sources (i.e., grants and in-kind matches) will be tracked separately.

Staffing Levels. One (1) FTE Senior Watershed Management Planning Specialist (Sr. WMPS) position vacancy is filled in with On-Call Staff Augmentation. One (1) FTE Watershed Management Planning Specialist (WMPS) position vacancy is filled in with On-Call Staff Augmentation. The Interim Program Manager position will be extended until June 30, 2024. This budget line item may change depending on which Strategic Staffing Plan option the Management Committee selects.

Contra Costa Clean Water Program

FY 2023/24 Budget Adjustment

Schedule

October 3, 2023 AC	Overview of Budget Process and Timeline
	Receive the FY 22/23 End-of-Year Report.
October 18, 2023 MC	Receive Reserve Investment Report.
	Review budget process timeline, budget policy and assumptions.
November 7, 2023 AC	Present the 1st draft FY 2023/24 Adjusted Budget
November 22, 2023 MC	Updated budget policy and assumptions (if any)
December 5, 2023 AC	Review and Approve the 2nd draft of the FY 2023/24 Adjusted Budget
December 20, 2023 MC	Receive FY 2023/24 mid-year actuals

Note: AC is the Administrative Committee date where the topic is introduced, and MC is the Management Committee date where the topic is approved.

