



CONTRA COSTA  
CLEAN WATER  
PROGRAM

MANAGEMENT COMMITTEE MEETING AGENDA

Wednesday, November 15, 2023

[ [ In Person: 12:30 PM to 3:00 PM ] ]

2475 Waterbird Way, Martinez, CA 94553

Join Zoom meeting [ [at 1:30 pm] ]:

<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](mailto: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	Edriane Aguilar/ Shawn Knapp/ Frank Kennedy <b>(Chair)</b>
City of Oakley	Billilee Saengcalern/ Brianne Visaya/ Rinta Perkins
City of Orinda	Kevin McCourt/ Ryan O’Kane/ Frank Kennedy
City of Pinole	Sanjay Mishra
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 <b>(Vice-Chair)</b> / 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) October 18, 2023 Management Committee Special Meeting Summary

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

- 1) Administrative Committee
  - October 3, 2023
- 2) PIP Committee
  - October 3, 2023
- 3) Monitoring Committee
  - September 11, 2023
- 4) Municipal Operations Committee
  - September 19, 2023
- ~~5) Development Committee~~
  - ~~• September 27, 2023~~

**Presentations:** **1:40**

- A. Draft Adjusted Budget for FY 23/24 (R. Perkins)
  - a. See staff report for background information
- B. Report on Process to Develop FY 24/25 Budget (R. Perkins) **2:15**
  - a. See staff report for background information

**Actions:**

- A. Confirm Management Committee Direction to Allocated Unspent Funds from FY 22/23 Budget for future funding initiatives.

**Updates:** **2:15**

- A. Update on Strategic Staffing Plan (A. Knapp/R. Perkins)
- B. Funding Options Update (R. Perkins)
- C. BAMSC Steering Committee meeting (R. Perkins)

- a. Status of regional projects and working groups
- D. AGOL Update (E. Yin)
- E. Compliance Updates (Program Staff)

**Information:**

**2:45**

- A. C.3 Project Data Checklist (E. Lennon)
- B. Newcomer Orientation (R. Perkins)

**Old/New Business:**

**3:00**

**Adjournment:** Approximately 3:00 p.m.

**Next Management Committee Meeting:** Wednesday, December 20, 2023, 1:30 PM

**Attachments**

*Consent Items*

1. *Management Committee Meeting Summary October 18, 2023*
2. *Administrative Committee Meeting Summary October 3, 2023*
3. *PIP Committee Meeting Summary October 3, 2023*
4. *Monitoring Committee Meeting Summary September 11, 2023*
5. *Municipal Operations Committee Summary September 19, 2023*
- ~~6. *Development Committee Meeting Summary September 27, 2023*~~

*Presentation and Action Items*

7. *Staff Report and Draft Adjusted Budget for FY 23/24*
8. *Staff Report on Process to Develop FY 24/25 Budget*
9. *Staff Report on Confirmation of MC Direction on Unspent Funds*
10. *Staff Report on Update to Strategic Staffing Plan*

*Information Items*

11. *Newcomers Network Orientation Flyer*

**UPCOMING DOCUMENTS FOR MANAGEMENT COMMITTEE REVIEW**

-- November 2023 --

<b>ACTION</b>	<b>AGENDA TOPIC/DOCUMENT</b>	<b>REVIEW BY:</b>	<b>APPROVAL DATE:</b>
REVIEW/APPROVE	Revised LID Monitoring Plan	Ongoing	Not specified
REVIEW/APPROVE	Draft Adjusted Budget FY 23/24	Nov 15	Dec 20
REVIEW/APPROVE	Ninth Edition of the C.3. Guidebook	Dec 20	Dec 20
REVIEW/APPROVE	Policy Assumptions for FY 24/25 Program Budget	Dec 20	Dec 20
REVIEW/APPROVE	Draft Program Budget FY 24/25	Jan 17, 2024	Mar 20, 2024

**UPCOMING CCCWP MEETINGS**

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

<b>November 22, 2023</b> 4 <sup>th</sup> Wednesday	Development Committee Meeting, <b>1:30 p.m. – 3:30 p.m.</b>
<b>December 5, 2023</b> 1 <sup>st</sup> Tuesday	Administrative and PIP Committee Meeting, <b>9 a.m. – 12:00 noon</b> <b>Key Discussion: FY 24/25 Draft Budget</b>
<b>December 6, 2023</b> Wednesday	Newcomers Network Orientation, <b>1:30 p.m. – 2:30 p.m.</b> <b>Key Discussion: CCCWP Orientation and MRP Implementation</b>
<b>December 11, 2023</b> 2 <sup>nd</sup> Monday	Monitoring Committee Meeting, <b>10 a.m. – 12 noon</b> <b>Key Discussion: FY 24/25 Draft Budget</b>
<b>December 19, 2023</b> 3 <sup>rd</sup> Tuesday	Municipal Operations Committee Meeting, <b>10:00 a.m. – 12:00 p.m.</b>
<b>December 20, 2023</b> 3 <sup>rd</sup> Wednesday	Management Committee Meeting, <b>1:30 p.m. – 3:30 p.m.</b>

**BAMSC (BASMAA) SUBCOMMITTEE/ MRP 3.0 MEETINGS**

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

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

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**MANAGEMENT COMMITTEE MEETING MINUTES**

**10-18-2023**

**Attendance:**

<b>MUNICIPALITY</b>	<b>ATTENDED</b>	<b>ABSENT</b>
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, Steve Jones	
City of El Cerrito	Christina Leard	
City of Hercules	Jose Pacheco	
City of Lafayette	Tim Clark, Matt Luttrupp	
City of Martinez	Khalil Yowakim	
Town of Moraga	Frank Kennedy <b>(Chair)</b>	
City of Oakley	Brianne Visaya	
City of Orinda	Kevin McCourt	
City of Pinole	Sanjay Mishra	
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	Allison Knapp, Michele Mancuso	
CCC Flood Control and Water Conservation District	Tim Jensen, Michelle Giolli, Beth Baldwin	
<b>Program Staff</b>		
Interim Program Manager	Rinta Perkins	
Admin. Svcs Assistant III	Andrea Bullock	
Watershed Mgmt Planning Spec.	Erin Lennon	
Clerk	Duanne Hernaez	
<b>Program Consultants:</b>		
Larry Walker Associates	Liz Yin	
Larry Walker Associates	Nicole Wilson	
Geosyntec Consultants	Lisa Welsh	
<b>Members of the Public/Others/Guests:</b>		
CASQA	Karen Cowen	
City of Santa Rosa	Nick Sudano	
Streets to Creeks Program	Brandt Hoekengal	



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

Elizabeth Yin (LWA/CCCWP) announced a change to the agenda:

- Addition of an action item related to the SUA Reserve investment report to authorize the interim program manager to handle the FY 22/23 unspent funds with the direction of the Management Committee

**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)**

Michele Mancuso (CCC) motioned to approve the Management Committee meeting minutes as submitted, with no changes; Amanda Booth (San Pablo) seconded. The Chair called for a vote. There were no objections, Sanjay Mishra (Pinole) abstained, and the Management Committee meeting minutes were approved.

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

- Administrative Committee
  - September 5, 2023
- PIP Committee
  - September 5, 2023
- Monitoring Committee
  - August 14, 2023
- Municipal Operations Committee
  - July 18, 2023
  - August 15, 2023
- Development Committee
  - August 23, 2023

Amanda Booth (San Pablo) motioned to approve the Sub-Committee meeting minutes as submitted, Frank Kennedy (Moraga) 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. Annual Report on CASQA Accomplishments (K. Cowan)

Karen Cowen (CASQA) shared a presentation which covered the work that CASQA has been doing on behalf of all their contributing members.

- Karen opened by sharing an overview of the CASQA Annual Report for 2021-2022
  - Subcommittee Collaboration Statistics:
    - 15 Subcommittees
    - 3,601 Participants
    - 10,710 Collaboration Hours
    - 166 Meetings
    - 30 Dedicated Co-chairs
  - A document was highlighted which gave an overview of all the work CASQA has done in the past year which included accomplishments related to construction, legislation, and policy and permitting among other things.
- Karen shared a visual representation of CASQA's Strategic plan which acts as a guiding document as well as illustrating how the organization prioritizes their tasks.
- Karen shared legislation/funding goals which the organization is currently working on:
  - A couple of goals were highlighted:
    - Constitutional Amendment ACA 1
      - November 2024 ballot
      - Lowers voter threshold for public infrastructure from 2/3rds to 55%
    - AB1567, AB304, SB867 SB638
      - Related to flood bonds .
      - Focus for 2024 session.
      - Consolidation into one Climate Resiliency Bond
- Objectives related to Public Education were shared:
  - Rain Ready California – A public messaging effort to get the general public to understand that stormwater is a resource in which the language used to communicate with the public is adjusted to make it easier to understand.
  - The goals of this campaign were outlined, which are to better educate the public to:
    - See rain water as a resource and the benefits of stormwater capture
    - Vote for funding and stormwater infrastructure
    - Support installation of projects in their communities
    - Support source reduction policies
    - Make better choices (source reduction)
  - A few communities in the state have already adopted this campaign and they include:
    - Rain Ready LA
    - Rain Ready Fresno
    - Rain Ready Sacramento
  - Future goals for the campaign include creating:



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- Branding guide – Available now - <https://www.casqa.org/wp-content/uploads/2023/06/casqa-branding-and-messaging-guide-rain-ready-california-protecting-and-collecting-water-for-our-future.pdf>
- Branding Artwork/Graphics
- Member toolkit
- Public Education Website
- Karen covered their efforts in Maximizing Stormwater Capture
  - The benefits of stormwater capture in terms of money.
    - Outlining the value returned from investments into stormwater infrastructure.
    - Work is ongoing and a report is expected to be available in early 2024
    - Next steps – efforts in finding ways to implement projects at a local scale.
- Karen shared the 2023 Strategic plan and highlighted some important goals:
  - Increasing organizational capabilities
  - Proactively defining the science needed for sustainable stormwater management.

#### 4. **Streets to Creeks Partner Program Presentation (N. Sudano)**

Nick Sudano (City of Santa Rosa) shared an overview of the Streets to Creeks program and what to expect if permittees were to join the program:

- It was highlighted that the Streets to Creeks program won the 2023 CASQA Award for Outstanding Public Outreach Project.
- The streets to creeks program was created to bring a more cohesive theme to the piecemeal outreach materials which were being used.
- Started with updating 40 different BMP fact sheets that were available and eventually evolved into a brand which conveyed a clear and cohesive message to the community.
- It was noted that the 40+ BMP fact sheets which were overhauled were also translated to Spanish and can be updated to serve different communities while keeping the messaging consistent.
- Nick highlighted that the messaging created within outreach programs deliver the same message for the most part and by streamlining this process and working collaboratively it is possible to create a bigger impact within our different communities.
- The Streets to Creeks Campaign goals were outlined:
  - Promote simple actions.
  - Build a stormwater protection brand.
  - Promote behavioral changes.
  - Inspire community action.
- Campaign tactics include:
  - Traditional
    - Local and digital radio
    - Direct mail and print
    - Social media
    - Promotional giveaways
  - Non-traditional
    - Billboards
    - Movie theatre advertising
    - Grocery store digital radio
    - Youtube





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- Zip code targeted campaigns – give local communities a better idea of what is being protected.
- Adaptable marketing campaigns
  - Ash Cleanup – after the fires in Santa Rosa in 2019, outreach efforts focused on ash cleanup were made in response to the fires.
- Digital Advertising
  - Targeted ads in video games, web browser search pages
- Hispanic Community outreach
  - Translated ads, brochures, and storm drain signage.
- Website features that were highlighted included:
  - Individual zip code pages
  - Zip specific watershed maps
  - Media library of videos and images which local communities can use in outreach efforts.
- Actionable Campaigns
  - Neighbor to neighbor – gives communities a platform to report things happening within their community which in turn will target ads within that specific area that address the specific problems. It was noted that the targeted ads will carry their own fee which will be paid to the web search provider. Additionally, the radius in which the targeted ads can be adjusted is very flexible and can be adjusted according to a cities' needs.
  - Action Tracker – gives individuals within communities the ability to create local activities or events such as creek cleanups. They can then invite others within the community to participate, all while keeping track of progress, creating a sense of accomplishment.
  - Creek Protectors Program – A program aimed at kids which includes activity books that educate and offer objectives that can be completed. Kids will then be rewarded with stickers, patches, and apparel, creating a fun way for kids to get involved. It was noted that this program has seen a lot of success within local communities.
- Participation Overview
  - A \$1500 annual fee with give cities access to an Agency toolkit which includes:
    - Streets to Creeks Brand Book
    - Access to the streets to creeks website
      - Use of the neighbor-to-neighbor program
      - Use of the action tracker
    - Annual reporting for the action tracker and neighbor to neighbor campaigns
    - Social Media Toolkit
    - Audio, Video, and Photo Files
    - Implementation of Digital Ads
    - Fact sheets developed by the streets to creeks program.
    - Creek Protector Media files for printing
    - Promotional Designs to be used on merchandise (shirts, stickers, bags)
      - Streets to creeks Branded storm drain decals.
  - It was noted that the annual fee will include annual reports that provide statistics that fulfil MS4 reporting requirements.



**5. Discretionary Budget Management: Example Application of Budget for AGOL Permittee Technical Support (L. Welsh)**

In the interest of time, this agenda item was skipped as it is a non-priority topic for discussion. This item will be revisited at a later date.

**6. Update on the Old Industrial Area Control Measures Plan Revisions and Submittal Letter (L. Welsh)**

Lisa Welsh opened by sharing a timeline of important past events related to the Old Industrial Area Control Measure Plan:

- March 31 – CCCWP submitted an Old Industrial Area Control Measure Plan in compliance with C.11.c/C.12.c
- August 25 – RWB Staff provided a letter stating that the plans are not acceptable and must be resubmitted on October 11, 2023
- September 20 – Countywide program and permittee representatives met with RWB Staff to discuss the review letter.

RWB Staff Key comments from the letter were shared:

- The Plan's reliance solely on redevelopment and trash control measures is unacceptable.
  - The plan must increase the proportion of the load reduction achieved through treatment, enhanced O&M, or diversion to POTW.
- The plan should focus on drainage areas where treatment controls will make a difference, using monitoring data.
- Permittees must demonstrate that they have fully implemented all technically and economically feasible and cost-effective control measures to re-open the TMDL.
- The Source Control RAA accounting methods are not at issue unless the predominant control measures are redevelopment and trash controls. If so, then data must be provided to show that the treated areas have moderate to high concentrations of PCBs.

The next steps for CCCWP's plan for resubmittal was shared:

- Conduct analysis and prepare maps to identify priority drainage areas. The areas will likely be in Richmond, North Richmond, and Pittsburg
- Prepare a submittal letter for October 20<sup>th</sup> that summarizes the direction received from the RWB, how the revised plan will address the RWB's direction, and provides a timeline for updating the plan.

The timeline to submit the October letter was shared:

- October 6 – Draft letter for CCCWP Monitoring Committee
- October 9 – Discuss draft letter and approach to revise the Plan at CCCWP Monitoring Committee Meeting
- October 11 – Revised letter for CCCWP Management Committee meeting agenda packet
- October 18 – CCCWP Management Committee approval



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- October 20 – Finalize and submittal to RWB.

The proposed timeline for submitting the revised plan was shared:

- November 2023 to February 2024
  - Discuss approach and revisions to the plan at CCCWP Monitoring Committee and ad-hoc CCCWP workgroup meetings. (*The first ad-hoc workgroup meeting is Oct. 31<sup>st</sup>, 10am – 12pm.*)
  - January 2024 – preliminary revised plan at CCCWP Monitoring Committee meeting.
  - Early February 2024 – Present preliminary revised plan to RWB Staff
  - March 2024 – Revised Plan for CCCWP Monitoring and Management Committee Approval
  - March 31, 2024 – Finalize and submit to RWB.

**7. BAMSC C.15 Firefighting Discharges Workgroup FY 23/24 – FY 24/25 Project Profile (N. Wilson)**

Nicole Wilson (LWA/CCCWP) shared the BAMSC C.15 Firefighting Discharges Workgroup Project Profile for FY23/24 – FY 24/25 for Management Committee approval with the intention of going to BAMSC Steering Committee for final approval. Nicole noted that there are other deliverables that are mentioned in the permit provision itself which include updating or developing new Best Management Practice (BMP) factsheets, developing outreach material for the public as well as potential training materials for agencies and firefighting staff.

It was also noted that it has been requested to divide the budget amounts across the two years. Previously the budget across the two fiscal years was presented as a single number. The project's tentative schedule was shared.

The firefighting discharges report is due to the RWB by September 30, 2025

**8. End of the Year Report Final Budget FY 22/23 (R. Perkins/A. Bullock)**

In the interest of time, this agenda item was combined with the following agenda item.

**9. SUA Reserve Investment Report and Preview of FY 23/24 Adjusted Budget Process (R. Perkins)**

Rinta Perkins (CCCWP) opened by sharing by sharing the Overall Budget Process and Timeline which includes:

- The FY 22/23 Year End Report
  - Presented at the October MC Meeting
  - See how much money is remaining in the budget and identify any shortfall.
- The SUA Reserve Investment Report, Adjusted Budget Process, and Policy & Assumptions
  - Presented at the October MC Meeting
  - How much money can be invested during the six month term
  - Revenue received from the investment.
  - Discuss the process of adjusting the budget.
- The FY 23/24 Adjusted Budget



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- Presented at the November MC Meeting and at the December MC Meeting for Approval
- The FY 24/25 Budget
  - Staff will start compiling data to begin the new budget in December.
  - Budgets will be drafted in January - March
  - Budgets will be approved in March.

Andrea Bullock (CCCWP) shared a review of how the SUA funds were spent on provision specific efforts in relation to what was budgeted in FY 22/23 and it was revealed that the unspent funds totaled out to 1.7 Million.

Andrea shared details on the FY 22/23 End-of-Year Report

- Total approved budget of \$4,151,788 and adjusted to \$4,806,577.
- Unspent budget of \$1,726,500 expenses from:
  - Personal cost savings (due to vacancies)
    - Program manager and planner vacancies
  - Legal services budget unspent
    - MRP 3.0 appeal budget not used.
    - Fewer contracts and amendments
    - Strategic use of the attorney
  - Scaled down, delayed or cancelled tasks.
    - WQIF for old industrial area, PCBs treatment project, both not started which resulted in \$200,000 in savings.
  - Regional collaboration implementation efforts

Details on the Budget Threshold Policy was shared:

- Up to \$3.5 million budget threshold is funded by the SUA.
- Budget greater than \$3.5 million threshold is taken from the program's SUA reserve fund.
- FY 22/23 Budget surplus is \$1,726,501.
  - \$419,924 will be returned as SUA Reserve Fund
  - The remaining \$1,306,577 is available at the Permittee's discretion.
- Future Countywide Funding Initiative
  - ~\$2.6 million in 2023
  - ~\$3 million in 2028
- Staff Requests
  - Accept the FY 22/23 End of Year Report (informational item)
  - Discuss and provide feedback regarding the remaining ~\$1.3 million of unspent funds.



## Actions

**10. APPROVE the Submittal Letter for the Revision of the Old Industrial Area Control Measures Plan**

Amanda (San Pablo) motioned to leave the submittal letter as is, with no changes, Bob Russell (Danville) seconded and motion to make no changes to the submittal letter was approved.

A roll call vote was taken and the motion passed with a unanimous vote of approval from all present and the Submittal Letter for the Revision of the Old Industrial Area Control Measures Plan was approved.

**11. APPROVE the BAMSC C.15 Firefighting Discharges Workgroup Project Profile for FY 23/24 – FY 24/25**

**12. AUTHORIZE the CWP representative on CASQA to vote in the election for Board of Directors**

**13. AUTHORIZE the Interim Program Manager to handle the FY 22/23 unspent funds according to the direction of the Management Committee**

*\*The Management Committee agreed to bundle the approval of action items 11-13 into one vote\**

Michele Mancuso (CCC) motioned to approve Action Items 11 – 13, Bruce Davis (Concord) seconded, and there were no abstentions or objections and Action Items 11 – 13 were approved.

## Updates

**14. BAMSC Steering Committee meeting (R. Perkins)**

Rinta shared updates from the BAMSC Steering Committee meeting:

- If a project is an affordable emergency housing or affordable housing they are allowed to put forth Non-LID
- Under Special Project Category C, the use of an alternative treatment system, like a media filter can be used if your municipality lies along the coastal line.

**15. Funding Options Update**

- Rinta Perkins, Allison Knapp, and Mitch Avalon will prepare a presentation for the Public Managers Association (PMA) at the Nov. 9 Meeting with the objective of providing an overview of the Funding Options Report and to get a census to see if there is an interest to conduct an informational workshop on the subject of whether permittees should move forward with the Countywide Funding Initiative.



## Information

### A. Update on C.6 Training – Collaboration with ACCWP (E. Lennon)

- Wet season began October 1st and continues through April.
  - This triggers monthly wet season inspections at the sites specified in C.6.e
- Construction Inspector Training.
  - Training required at least every other year for Construction Site Inspectors (C.6.f.)
  - FY 23-24 Training TBD, likely in the spring, pending future discussions at Development Committee.
  - FY 2021-22 Joint ACCWP-CCCWP C.6 Inspector Training is on CCCWP website.
    - NOTE: Viewing the FY21-22 training will NOT fully satisfy training requirements, due to updates to both the Construction General Permit (CGP) and MRP. That said, much of the information is still useful.
    - Most of provision C.6 is the same, however there are a few minor but notable changes since MRP2.0:
      - Tracking requirements -- Must track total # and % of inspectors attending, including municipal and non-municipal staff. (C.6.f.iii.)
      - PCBs enhanced inspections at demolition sites (C.6.e.) (Discussed in Information Item B)
- 2022 Statewide Construction General Permit (CGP).
  - The new, 2022 CGP requirements are effective 9/1/23.
  - CCCWP CGP Fact Sheet, and CA State Water Board resources are on CCCWP website: <https://www.cccleanwater.org/development-infrastructure/resources/requirements-for-construction>
  - "Requirements for Construction" CCCWP webpage includes:
    - Previous joint CCCWP-ACCWP C.6 Training Workshop
    - CCCWP CGP Fact Sheet
    - Link to CA State Water Board website with CGP Roadshow Recordings

### B. PCBs Demolition Applicant Package Training Resources (E. Lennon)

- PCBs in Building Demolition Updated Applicant Package regional resources on CCCWP website
- To assist with meeting updated wet season, enhanced (PCBs) C.6 inspection requirements, CCCWP has received permission from Alameda Countywide Clean Water Program (ACCWP) to share their C.6 PCBs in Building Demo training materials (PowerPoint slides & video recording). This is in Groupsite, available to CCCWP Groupsite members only.  
<https://www.cccleanwater.org/development-infrastructure/pcbs-in-building-demolition>
  - "PCBs in Building Demolition" CCCWP webpage includes:
    - Updated enhanced C.6/PCBs in Building Demolition Applicant package materials
  - <https://cccleanwater.groupsite.com/folders/294502>
    - "Managing PCBs During Demolition" CCCWP Groupsite Folder, with ACCWP Enhanced (PCBs) C.6 Inspection Training Materials, including:
      - ACCWP PowerPoint Slides
      - ACCWP Training Recording (not for distribution beyond CCCWP Permittees)
  - Permittees to let Erin know if interested in a 20-30 minute Q/A session on these training materials from Sandy Mathews (Erin Lennon, erin.lennon@pw.cccounty.us)



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**C. Bioretention as Full Capture Systems Update (R. Perkins)**

Rinta shared an update on Bioretention as Full Capture Systems:

- In the past, trash reduction credit could be rewarded if bioretention is installed. The RWB had asked the question: Under what conditions bioretention systems could be designed to meet city standards?
- Chris Sommers, on behalf of EOA, has submitted their response to these questions:
  - It was proposed that a special study be conducted that will evaluate the adequacy and of existing operations and maintenance and to recommend an O&M enhancement if necessary as well as the need to install a 5mm screen which has had issues in the past.

**D. November Management Committee Meeting (E. Yin)**

- Elizabeth asked permittees if they would be interested in holding an in-person meeting for the November Management Committee Meeting.
- A potluck will be held before the meeting, more details to follow.
- A doodle poll will be sent out to determine permittees' preferences.
- A remote option will be made available.

**E. Green Halo Update (L. Paquette/K.Parker)**

- Lucile shared that an invitation has been included in the agenda packet.
- A quick presentation will be shared.
- Trainings will be held in the future. The idea is that it records PCBs and waste tracking.
- Lucile encouraged permittees to join if interested.

**Old/New Business:**

- Elizabeth asked permittees to send their Annual Reports to the program's clerical.

**Adjournment:** The Chair adjourned the meeting at approximately 4:20



**ADMINISTRATIVE COMMITTEE MEETING**

**SUMMARY**

**Tuesday, October 3, 2023**

**10:30 am – 12:00 pm**

Zoom Meeting

<b>VOTING MEMBERS</b>	<b>ATTENDED</b>	<b>ABSENT</b>
Contra Costa County	Michele Mancuso	
CCC Flood Control and Water Conservation District	Michele Mancuso <b>(Vice Chair)</b>	
City of Concord	Tim Jensen	
Town of Moraga	Bruce Davis	
	Frank Kennedy <b>(Chair)</b>	
	Edrienne Aguilar	
City of Brentwood		
City of Pinole	Nazmieh Huebner	
City of Walnut Creek	Lucile Paquette	
<b>NON-VOTING MEMBERS</b>		
City of San Pablo	Amanda Booth	
Contra Costa County	Allison Knapp	
<b>PROGRAM STAFF</b>		
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 10:35 am

**2. Announcements or Changes to the Agenda (all)**

Misha Dhillon has left the City of Pinole. Nazmieh Huebner will be their replacement as the Administrative Committee Representative.

**3. Approval of September 5, 2023 Meeting Minutes (Chair)**

Michele Mancuso (CCC) 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 the Old Industrial Area Control Measures Plan Revisions (L. Welsh/L. Austin)**

Lisa Welsh (CCCWP/Geosyntec) shared key events that had taken place involving the Old Industrial Area Control Measure Plan revisions:





## ADMINISTRATIVE COMMITTEE MEETING

### SUMMARY

Tuesday, October 3, 2023

10:30 am – 12:00 pm

Zoom Meeting

- March 31 – CCCWP submitted an Old Industrial Area Control Measure Plan in compliance with C.11.c/C.12.c
- August 25 – RWB staff provided a letter stating that the plans are unacceptable and must be resubmitted on October 31, 2023.
- September 20 – Countywide program and permittee representatives met with RWB Staff to discuss the review letter.

Lisa provided key comments from the RWB Staff

- The plan's reliance solely on redevelopment and trash control measures is unacceptable.
  - The plan must increase the proportion of the load reduction achieved through treatment, enhanced O&M, or diversion to POTW.
- The plan must focus on drainage areas where treatment controls will make a difference, using monitoring data.
- Permittees must demonstrate that they have fully implemented all technically and economically feasible and cost-effective control measures to reopen the TMDL.
- The source control RAA accounting methods are not an issue unless the predominant control measures are redevelopment and trash controls. If so, then data must be provided to show that the treated areas have moderate to high concentrations of PCBs.
- Meetings with RWCB staff included a request for Permittees to submit a letter and extension of the deadline to respond to comments received.

Proposed next steps for resubmittal of the plan were shared:

- Conduct analysis and prepare maps to identify priority drainage areas. The areas will likely be in Richmond, North Richmond, and Pittsburg.
- Prepare a submittal letter for October 31 that summarizes the direction received from the RWB, requests an extension of the submittal in response to the direction received, how the revised plan will address the RWB's direction, and provides a timeline for updating the plan.

A timeline to submit the October 31 letter was shared:

- October 6 – Draft Letter for CCWP Monitoring Committee.
- October 9 – Discuss the draft letter and approach to revise the plan at the CCCWP Monitoring Committee meeting.
- October 11 – Final letter for CCCWP Management Committee meeting agenda packet.
- October 18 – CCCWP Management Committee Approval
- October 31 – Finalize and submittal to RWB.
- The proposed timeline to submit the Revised Plan was shared:
  - November 2023 – February 2024
    - Discuss approach and revisions to the Plan at CCCWP Monitoring Committee meetings.



## ADMINISTRATIVE COMMITTEE MEETING

### SUMMARY

Tuesday, October 3, 2023

10:30 am – 12:00 pm

Zoom Meeting

- Maps and data analysis.
- 1:1 meetings with Permittees.
- Updates at the Administrative and Management Committee as needed.
- January 2024 – Preliminary revised Plan at CCCWP Monitoring Committee Meeting
- Early February 2024 – Present revised approach to RWB Staff.
- March 2024 – Revised Plan for CCCWP Monitoring and Management Committee Approval
- March 31 – Finalize and submit to RWB.

#### 5. MRP 3.0 Permit Amendment Hearing (R. Perkins)

Rinta Perkins (CCCWP) shared details on the upcoming MRP 3.0 Permit Amendment Hearing:

- The meeting will take place on October 11 in Oakland
- This will be a hybrid meeting with a virtual option available. In-person attendance is encouraged.
- The meeting will be held in two parts:
  - Testimony from permittees regarding the monitoring and associated costs
    - Chris Sommers (SCVURPPP) – Successes, challenges, and ramifications of Year 1 monitoring requirements
    - Jim Scanlin (City of Newark) – Technical challenges and potential infeasibility of implementing monitoring requirements.
    - Reid Bogert (C/CAG) and Rinta Perkins (CCCWP) – Significant increase in monitoring costs and difficulty meeting demands.
  - Permittee presentations concerning the tentative order:
    - Concerns related to Alternative Treatment Systems
      - a. Permittees are asking RWB to eliminate all language about Alternative Treatment Systems, both in the permit and in the fact sheet
    - Special Projects Category C: Affordable Housing
      - a. Permittees ask for exemptions in areas relevant to unsheltered and alternative housing.
    - Road Reconstruction in Disadvantaged Communities
      - a. Language related to disadvantaged communities is absent in the current tentative order. Permittees are asking RWB to recognize this fact.

#### 6. Preview: Adjusted Budget Process for FY 23/24 (R. Perkins)

Rinta P. shared an overview of the Budget Adjustment Process:

- Oct 3<sup>rd</sup> AC/Oct. 18<sup>th</sup> MC
  - Review budget timeline, policy, and assumptions.



## ADMINISTRATIVE COMMITTEE MEETING

### SUMMARY

Tuesday, October 3, 2023

10:30 am – 12:00 pm

Zoom Meeting

- Receive the FY 22/23 End of Year Report
- Nov. 7<sup>th</sup> AC/November 22<sup>nd</sup> MC
  - Present the first draft FY 2023/24 budget adjustment
- Dec. 5<sup>th</sup> AC/Dec. 20<sup>th</sup> MC
  - Review and Approve the second draft of the FY 2023/24 budget adjustment, including midyear actuals for FY 2023/24

#### 7. Draft October 18, 2023, Management Committee Agenda (E. Yin)

Elizabeth Yin (CCCWP/LWA) shared the upcoming Management Committee agenda for approval by the Administrative Committee.

Michele Mancuso (CCC) motioned to approve the Management Committee agenda, Lucile Paquette (Walnut Creek) seconded, with no abstentions or objections, and the October 18, 2023 Management Committee agenda was approved.

#### 8. Old/New Business (Committee)

None

#### 9. Adjournment

The Meeting adjourned at 11:34 am



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE**  
**MEETING SUMMARY**  
**Tuesday, October 3, 2023, 9:00 am – 10:30 am**  
**Zoom Meeting**

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

**1) Convene Meeting and Roll Call (Chair)**

The Chair Convened the meeting at 9:03 a.m.

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

None

**3) Consent Items Approval (Chair)**

- September 5, 2023, PIP Meeting Minutes.

Bob Russell (Danville) motioned to approve the PIP Committee meeting minutes and accept the subcommittee minutes. Michelle Giolli (CCC) seconded. There were no abstentions or objections, and the August 1, 2023, PIP committee meeting minutes were approved.



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE  
MEETING SUMMARY  
Tuesday, October 3, 2023, 9:00 am – 10:30 am  
Zoom Meeting**

- October 2023 Social Media Calendar (Facebook and Instagram)

A correction to spelling was pointed out. It was suggested that the wording for the Indigenous Peoples' Day social media post be adjusted. Additionally, It was recommended that the pet waste social media post mention the importance of disposing of the plastic bags used when cleaning up after pets. An editable shared document will be added to the next month's agenda packet so permittees can leave suggestions.

Julie Haas-Wajdowicz (Antioch) motioned to approve the October 2023 Social Media Calendar with spelling corrections and wording changes and accept the Social Media Calendar. Bob Russell (Danville) seconded; there were no abstentions or objections, and the October 2023 Social Media calendar was approved.

**4) Brochure Update and Quarterly Newsletter Draft (SGA)**

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

- Restaurant Brochure Spanish Translation – First Draft
  - The translated brochure shares the same content and layout as the original English Restaurant Brochure.
  - Translated by professionals that SGA has worked with in the past.
  - Translation has been reviewed internally by Spanish speaking staff at both SGA and Contra Costa County.
  - Suggested Changes:
    - Diagrams in the brochure that represent real-world items (e.g., Used oil bin, wet vacuum, etc.) may be translated from English to Spanish depending on the likelihood of these being translated in real life.
    - The OWOW website link in the brochure will also include a link directly to the Spanish Material.
    - Confirm the proper process of mop water disposal is included.
- The comments on the first draft of the Carpet Cleaning brochure have been received and are currently in the revision process.

Michelle D. shared the current draft of the Fall Newsletter:

- The Fall Newsletter themes include:
  - Fall leaves, First flush, stormwater: where to find street sweeping days
  - Halloween trash, wrappers, festivities, alternatives to plastic
  - Refuse, reduce, recycle – where to find.
    - Wording for this theme will be adjusted to include “Re-use.”
  - Clean-ups, volunteer, dumping hotline.



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE  
MEETING SUMMARY**

**Tuesday, October 3, 2023, 9:00 am – 10:30 am  
Zoom Meeting**

- Kerry Parker (San Ramon) and Lucile Paquette (Walnut Creek) volunteered to review and provide comments on the brochure prior to transmittal. The newsletter will be posted sometime in mid-October.

Julie Haas-Wajdowicz (Antioch) motioned to approve the finalization and transmittal of the Fall Newsletter. Kerry Parker (San Ramon) seconded, and the Fall Newsletter was conditionally approved pending final reviews.

**5) Website Update Work Plan (SGA)**

Based on conversations that occurred at the September PIP meeting, Michelle D. presented multiple scopes and budgets for the website update to get a sense of how Permittees would like to proceed. Outcomes of the updates could include the following:

- Migrate the CCCWP website to a WordPress platform while keeping the current layout and content with minimal changes.
- Migrate the website onto a manageable platform for ease of use by content managers and program contributors.
- Foster and increase the visibility of the program.
- Boost the user experience and increase traffic and engagement with content.

An overview of the levels of effort/pricing and features that can be applied to the updates was shared:

- Low Range – Lower Effort
  - Price - \$25,000 - \$35,000
  - 150 – 220 hours
  - New interface
- Medium Range – Medium Effort
  - Price - \$35,000 - \$50,000
  - 220 – 300 hours
  - Option to improve, add, or edit content.
  - Improve homepage design.
  - Increased engagement opportunities
  - Integration with social media feeds
  - Add languages.
  - Addition of dynamic features
- High Range – High Effort
  - Price - \$50,000 - \$70,000
  - 300-438 hours

**PUBLIC INFORMATION/PARTICIPATION COMMITTEE  
MEETING SUMMARY  
Tuesday, October 3, 2023, 9:00 am – 10:30 am  
Zoom Meeting**

- All the improvements from the medium range with increased customizability and plugin options.
- Permittees discussed the options and after some consideration it was agreed that the Medium Range/Medium Effort package is likely the best option to make the desired improvements.

**6) Streets to Creeks Partner Program (M. Mancuso/N. Wilson)**

Michele Mancuso shared an overview of the Streets to Creeks Partner Program:

- The Streets to Creeks program serves as a cost-saving outreach tool that cities can implement in addition to their existing program to bring awareness to the local community regarding stormwater-related issues.
- The branding has been used to mark storm drains, which educates the public about what should not go down the storm drain.
- The Streets to Creeks program have organized campaigns in which the local community can participate. A couple of examples were shared:
  - Tracking tools that groups can use to enter data related to cleanup events to encourage participation.
  - Kid programs: A program called “Creek Protectors” aimed towards children, which includes activity books and badges to motivate children to participate and reward them for their efforts.
- Overall, the program provides a cool and modern aesthetic which has successfully increasing engagement in communities using the program.
- Michele M. asked the PIP committee if this could be presented to the Management Committee to see if anyone would be interested in utilizing this program in the county.
- Nicole Wilson (CCCWP/LWA) shared an overview of what the program offers as an “Agency Toolkit”:
  - \$1500 annual fee per agency to have access to the toolkit. Additional campaigns would cost extra.
  - Includes a large amount of outreach materials that have already been developed and successfully used in other cities.
  - The budget is flexible pending conversations with the Streets to Creeks program; the Streets to Creeks program will discuss the county's needs and budget accordingly.

PIP Committee members agreed that it may be beneficial to invite the Streets to Creeks representatives to the Management Committee to hold a presentation.

**7) PIP Budget Adjustment Proposal for FY23/24 (N. Wilson)**

Nicole W. shared proposed PIP budget adjustments for the remainder of FY 23/24.

Adjustments that were highlighted:



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE  
MEETING SUMMARY**

**Tuesday, October 3, 2023, 9:00 am – 10:30 am  
Zoom Meeting**

- Contingency for additional program outreach
  - Adopted Budget FY 23/24 - \$5,000.
  - Adjusted FY 23/24 - \$4,500
  - Total Proposed Budget FY 23/24 - \$4,500 (\$4,500 remaining for FY 23/24 due to the Watershed Symposium Sponsorship)
- Stormwater Pollution Prevention Education through Website hosting and Maintenance
  - Adopted Budget FY 23/24 - \$50,000.
  - Adjusted FY 23/24 - TBD
  - Total Proposed Budget FY 23/24 – TBD
  - Adjusted amount will depend on the pricing option chosen (see agenda item 5)
- Streets to Creeks Partnership Program
  - Adopted Budget FY 23/24 - \$0
  - Adjusted FY 23/24 - \$1,500 x number of permittee participants
  - Total Proposed Budget FY 23/24 – TBD
- School-Aged Children Outreach – Mr. Funnelhead Program Contest Prizes
  - Adopted Budget FY 23/24 - \$2,000.
  - Adjusted FY 23/24 - +\$100
  - Total Proposed Budget FY 23/24 - \$2,100 (\$100 for cost of prizes)
  - There has not been an increase in this item in about 4-5 years.
- Cost Reporting Training
  - Adopted Budget FY 23/24 - \$0.
  - Adjusted FY 23/24 - \$25,000
  - Total Proposed Budget FY 23/24 - \$25,000
  - The proposed budget would likely include ~3 small-group training sessions (about ~7 permittees per session) in the Spring of 2024. Sessions would be a step-by-step walk-through of the Framework and accompanying Guidance Manual. The training would intend to familiarize permittees with the cost reporting tool and aim to address questions associated with permittee-specific accounting systems. The budget also includes time for on-call questions.

**8) Update on the BAMSC Firefighting Discharges Project Profile (N. Wilson)**

Nicole shared a brief update on the BAMSC Firefighting Discharges Workgroup.

- Updates have been made to the Project Profile. These updates have yet to be approved by the BAMSC Steering Committee since not all countywide programs have had the chance to review the revisions.
- Updates include changes to the Budget table and the Project Schedule.

**9) Contra Costa County Creek and Watershed Symposium (N. Wilson/A. Bullock)**





**PUBLIC INFORMATION/PARTICIPATION COMMITTEE**  
**MEETING SUMMARY**  
**Tuesday, October 3, 2023, 9:00 am – 10:30 am**  
**Zoom Meeting**

Nicole W. reminded permittees that the Watershed Symposium is set to take place on Oct. 26<sup>th</sup> and encouraged permittees to help find volunteers to help with tabling the event.

**10) Old / New Business (Committee)**

None

**11) Adjournment (Chair)**

The meeting adjourned at approximately 10:33 a.m.

**Monitoring Committee  
Meeting Summary  
September 18, 2023**

VOTING MEMBERS	ATTENDED	ABSENT
City of Antioch	Phil Hoffmeister	
CCC Flood Control District	Beth Baldwin, Michele Mancuso	
City of Pittsburg	Jolan Longway <b>(Vice-Chair)</b>	
City of Richmond	Bradley Harms <b>(Chair)</b>	
City of Walnut Creek	Lucile Paquette	
NON-VOTING MEMBERS		
City of San Pablo	Amanda Booth	
PROGRAM STAFF		
Watershed Management Planning Specialist		
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. **August Meeting Summary.** Lucile Paquette (Walnut Creek) made a motion to approve the August meeting summary. Beth Baldwin (CCC Flood Control District) seconded.
3. **Trash Monitoring Update.** Lisa Welsh (Geosyntec Consultants) provided an update on trash monitoring. Beth will serve on the WQIF grant team to select the project management team. CCCWP staff, Monitoring Committee, and the selected contractor will be coordinating the project on behalf of CCCWP. A response from the CA Department of Fish & Wildlife came through and no permits are required for outfall trash monitoring. CCCWP is moving forward with equipment installations. RWB staff issued a Conditional EO Approval letter on the Trash Monitoring Plan and QAPP. Most comments are about analysis or reporting, so CCCWP is moving forward with monitoring as planned. The internal BAMSC workgroup will discuss the comments in the Conditional Approval letter on October 4.
4. **LID Monitoring Update.** Lisa Austin (Geosyntec Consultants) provided an update on LID monitoring. CCCWP is moving forward as planned with equipment installation. There will be a 20-minute information update monitoring efforts and costs at the MRP amendment hearing on October 11. CCCWP Permittees (via Monitoring and Select Committees) will stay

involved in the process, reviewing the presentation at a minimum. It is preferable that Permittees, not consultants, present at the hearing.

Action Items:

- CCCWP staff to share the permit amendment hearing slide deck on the water quality monitoring informational item.

5. **C.11.c/C.12.c Old Industrial Area Control Measure Plan Revisions (L. Austin).** Lisa A. provided an update on the Old Industrial Area Control Measure Plan. The internal BAMSC workgroup met on September 15 to discuss the Old Industrial Control Measure Plan comment letter from RWB staff. The letter states that the Plans are inadequate and must be revised and resubmitted on October 31. A meeting with RWB staff is planned for September 20. Interested Permittees from CCCWP will also attend the meeting. Lisa A. will share a draft agenda and talking points with the BAMSC workgroup for review. The Monitoring Committee discussed the importance of getting credit for sites that discharge directly to the Bay – it is still load reduced – and that more sampling will likely need to be conducted before areas are identified for treatment.

Action Items:

- Lisa A. to send a draft agenda and talking points to the BASMC workgroup for review in preparation for the meeting with RWB staff on September 20.

6. **FY2023-24 Workplan and Draft Budget Adjustment.** Lisa W. reviewed the FY2023-24 workplan and the proposed budget adjustment. Lisa W. will add administrative items to the workplan, such as preparing the annual budget. Regarding the requested budget adjustment, the budget additions are largely in response to the conditional approval letters. The additional LID monitoring budget is related to updated costs and requirements for equipment. The monitoring budget adjustments make sense. CCCWP budget adjustments for all subcommittees will be considered per the same schedule.

Action Items:

- Lisa W. will update the FY2023-24 workplan with administrative tasks.

7. **New / Old Business**

- **POCs Monitoring – Source Property Referral in Richmond:** Source Property referral has been drafted. Next step is to reach out to the City of Richmond.
- **Marsh Creek SSID Monitoring:** Draft summary report with statistical analysis is in progress. Next steps are to complete the statistical analysis and reach out to stakeholders.

- **CCCWP Website Updates:** CCCWP will be making changes to the website and the Committee will discuss this further next meeting.

#### **8. Next Steps / Action Items**

- CCCWP staff to share the permit amendment hearing slide deck on the water quality monitoring informational item.
- Lisa A. to share a draft agenda and talking points to the BAMSC workgroup for review in preparation for the meeting with RWB staff on September 20.
- Lisa W. to update the FY2023-24 workplan with administrative tasks.
- Geosyntec to contact and coordinate with the City of Richmond on the new Source Property referral.

**9. Adjournment.** The meeting was adjourned at 12:00 pm.

**Next Scheduled Monitoring Committee Meeting:** Monday, October 9, 2023, 10:00 AM-12:00 PM, Zoom meeting.

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

**Tuesday, September 19, 2023**

**10:00 am – 12:00 pm**

Zoom Meeting

<b>VOTING MEMBERS</b>	<b>ATTENDED</b>	<b>ABSENT</b>
City of Antioch:	Phil Hoffmeister	
City of Brentwood	Melissa Barcelona	
City of Concord:	Jesse Crawford	
Contra Costa County:	Michelle Mancuso, Beth Baldwin	
Town of Danville:	Bob Russell	
City of El Cerrito:	Stephen Prée <b>(Vice Chair)</b> , Christina Leard	
City of Hercules:	Andrew J. (A.J.) Kennedy	
City of Martinez:	A.J. Kennedy	
City of Orinda:	Ryan O’Kane	
City of Pittsburg:	Jolan Longway <b>(Chair)</b>	
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 Analyst	Andrea Bullock

**PROGRAM CONSULTANTS**

LWA	Elizabeth (Liz) Yin
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**MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING  
SUMMARY**

**Tuesday, September 19, 2023**

**10:00 am – 12:00 pm**

Zoom Meeting

**1. Convene Meeting (Stephen Prée)**

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

**Announcements or Changes to the Agenda (all)**

The following announcements were shared:

- C.10 – Rinta Perkins sent a vector control letter regarding Full Trash Capture (FTC) devices.

**2. Approval of July 18, 2023 and August 15, 2023 Meeting Summaries**

There were no corrections or revisions to the July 18, 2023 and August 15, 2023 meeting summaries. Phil Hoffmeister (Antioch) motioned to approve both submitted Municipal Operations Committee meeting summaries with no changes and accept subcommittee meeting summaries. Bob Russell (Danville) seconded. The Chair called for a vote. Michele Mancuso abstained. The motion passed with one abstention, and the items were approved.

**3. Program Update (Erin Lennon, Liz Yin)**

The following program updates were shared with MOC:

- Annual Report Items – Instructions and attachments to prepare Annual Reports are in CCCWP Groupsites: Home > 3-Annual Report Docs > FY 22 23 > [1. Forms and Instructions](#)
- CCCWP Program Annual Report – This was compiled into a single PDF in groupsite under the “[Program Annual Report](#)” folder, and it can be attached to Permittees’ Annual Reports.
- Program Structure – Erin Lennon (Watershed Planner) shared the Program Agreement.
  - CCCWP Program Agreement overview/reminders included the following:
    - Located on the CCCWP website's “[About](#)” page
    - Outlines the expectations, structure, and focuses of committees
    - Expires in 2025
  - MOC responsibilities are listed on pg. 5, including development of guidance and training on stormwater pollution prevention activities for the following:
    - Municipal maintenance activities
    - Commercial/industrial inspection programs
    - Illicit discharge control activities
    - Trash load reduction activities
  - Beth Baldwin (County) noted that at least one other stormwater program addresses MOC topics via separate committees (e.g., a committee focused on C2, C4/C5, or C.10 only), meeting at different frequencies (e.g., quarterly instead of monthly).
- C4/C5 meetings with POTWs
  - Erin said commercial/industrial inspection plan meetings will be set up with Permittees, their respective group inspectors, and possibly CCC EH staff.
  - Michele Giolli (County) recommended that Permittees and Program Staff agree on topics and any requests/actions before contacting CCC EH.



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

**Tuesday, September 19, 2023**

**10:00 am – 12:00 pm**

Zoom Meeting

**4. FY 22-23 Annual Report (all)**

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

- C.4 Commercial/Industrial Inspections/C.5 Illicit Discharge Detection and Eliminations
  - At previous MOC meetings, members requested a countywide or regional inventory of mobile businesses, as these businesses inherently tend to cross jurisdictions.
  - Program Staff compiled mobile business inspections conducted specifically for stormwater response purposes and retail food truck inspections conducted by separately trained Contra Costa County Environmental Health (CCC EH) inspectors.
    - Attachment 5.1 in the Program Annual report summarizes the stormwater-related components and checklists of CCC EH food truck health inspections.
    - This approach may be refined in future years.
  - MOC members shared their approaches for reporting on mobile businesses. Approaches included but were not limited to the following:
    - Referencing the stormwater response inspections for their jurisdiction only.
    - Referencing the CCCWP countywide inspections summary.
    - Noting that while some mobile businesses may be located and permitted within one jurisdiction, they may have been inspected in other jurisdictions.
    - Describing the different ways that mobile businesses may be inspected.
- C.17 Unsheltered Homelessness
  - Revised C.17 maps were in Attachment 15.2 of the final Program Annual Report.
  - Feedback that could reasonably be incorporated from the August MOC meeting on the draft maps was incorporated. The remaining concerns for the acceptability of these maps to the EO were discussed.
  - Action Item:
    - Program staff to add to the MOC and/or AGOL Workgroup workplan a discussion on including inlet layers from all municipalities into AGOL
- Other – C.10 Trash, expanded food ware ordinances
  - MOC members discussed SFBRWQCB guidance on this topic, the merits of source control, and staff time/resource limitations for tracking the impacts.
  - Actions to receive 1% trash reduction credit
    - A few jurisdictions (including El Cerrito and Walnut Creek) noted that they had incorporated AB1276 into their ordinances.
    - San Mateo County was noted as using the Watching our Watershed Grant.

**5. FY 23-24 Workplan and Budget Discussion (Combined)**

The MOC workplan was discussed in the context of the MOC budget for FY23-24. A draft budget spreadsheet was sent to MOC members during this meeting. For the workplan, MOC was encouraged to review the MRP 3.0 spreadsheet, which breaks down 5-years of requirements for each Provision: <https://cccleanwater.groupsite.com/files/1067037>



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

**Tuesday, September 19, 2023**

**10:00 am – 12:00 pm**

Zoom Meeting

**6. Action Items/Next Steps**

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

**7. Adjournment (Jolan)**

The Meeting adjourned at noon.





**Date:** November 15, 2023

**To:** Management Committee

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

**Subject:** CCCWP FY 23/24 Budget Adjustment Requests

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**Recommendation:**

CCCWP Interim Program Manager and Staff recommend that the Management Committee accept and provide comments on the FY 23/24 Budget Adjustment requests.

**Background:**

The CCCWP staff prepared the FY 23/24 budget, which was then adopted by the Management Committee. The budget was based on certain assumptions regarding the implementation of permit provisions. However, after completing the first quarter, there have been recent developments and additional information that warrants a budget adjustment. This adjustment process aims to ensure that the budget aligns with the current needs and priorities of the CCCWP permittees.

To begin with, each committee was requested to review its work plan in light of the latest developments (i.e., permit amendment, feedback from Water Board staff, new tasks, etc.), to determine if any modifications are necessary. If the work plan changes result in an increase in the Committee's technical or support budget, we encourage the committee to consider budget optimization planning and/or budget smoothing planning strategies.

If a committee proposes new tasks, we request that they consider whether these tasks can be absorbed within the committee's current budget by reallocating funds from other existing tasks. The Development Committee has previously optimized its budget planning when dealing with additional efforts to update the C.3 Guidebook. The resulting cost of these efforts was absorbed by shifting resources from the Bay Area Hydrology Model (BAHM) line item.

**Budget Adjustment Request Items.**

Below are items that require budget adjustment requests for FY 23/24.

1. *Interim Program Manager.* The Management Committee approved the Interim Program Manager, currently filled by Geosyntec Consultant staff, until December 31, 2023. The requested \$179,111 will extend this position until June 30, 2024.
2. *Monsanto Case Support.* Because not all permittees are plaintiffs in this PCBs litigation case, the allocated \$40,000 was removed from the CCCWP budget for FY 23/24. Any services and support for this case will be borne by the legal firm or the plaintiff permittees.
3. *Funding Option Workshop Facilitation.* On September 20, 2023, the Management Committee approved up to \$12,000 for Funding Option workshop facilitation, compilation of Workshop inputs, and outline next steps post-workshop. This budget line item came from staff training and outreach contingency line items. After our meeting with Brian Currier and Maureen Kerner (with the Sacramento State University Office of the Water Program), we learned that they were successfully secured a grant from the EPA Region 9 Environmental Finance Center (EFC) to support CCCWP with funding needs for stormwater program, which include the workshop facilitation. This frees up the allocated budget to support the next steps identified by the CCCWP permittees post-workshop.
4. *Water Quality Monitoring.* The Monitoring Committee requested \$77,000 additional funding to support the LID monitoring plan, trash monitoring plan, trash receiving water monitoring and to purchase LID monitoring equipment. An additional budget was requested for monitoring contingency and monitoring management support. These additional efforts are the outcomes of the Water Board staff's recent comments on our submitted deliverables.
5. *Reporting on Discharges Associated with Unsheltered Population.* MOC requested \$5,000 budget line item to prepare responses to Water Board staff on the related BMPs report that was submitted with the 2023 Annual Report. This was a conditional item that was approved in FY 22/23 budget. As the task crossed over a second year, the fund will need to be reallocated under the FY 23/24 budget.
6. *PCBs Controls.* The Monitoring Committee requested \$30,000 to revise the Old Industrial Control Measure Plan in response to the Water Board staff comments received on August 25, 2023.
7. *East Contra Costa County projects.* The sampling activities of Marsh Creek were postponed due to unusually high flows in the prior water year. We are proposing to expand the sampling activities to cover the east and west Delta areas in the current water year in accordance with the Delta mercury monitoring plan. Additional budget was requested to support East County permittees to comply with Provision C.19 monitoring.

8. *CCCWP-specific Cost Reporting training.* This is a new task being proposed to assist CCCWP permittees with integrating the BAMSC Cost Reporting framework. Permittees will be required to start tracking their costs for implementing MRP-mandated activities beginning July 1, 2024. The proposed budget is at a cost not to exceed \$25,000.

In total, the FY 23/24 budget adjustment requests amount to \$292,211, which will be paid from the Stormwater Utility Assessment (SUA) Reserves.

**Fiscal Impact:**

With the budget requests of \$292,211, the FY 23/24 adjusted budget will be \$4,179,234.

**Attachments:**

The following budget worksheets will be provided at the Management Committee meeting as part of the Presentation:

1. FY 23/24 Adjusted Budget master worksheet
2. FY 23/24 Administrative Personnel budget
3. FY 23/24 Municipal Operations Committee budget
4. FY 23/24 Public Information and Participation Committee budget
5. FY 23/24 Development Committee budget
6. FY 23/24 Monitoring Committee budget

**Contra Costa Clean Water Program**  
**DRAFT FY 23-24 Adjusted Budget**  
(September 15, 2023)

Budget Row	Work Order #	Budget Description	Adjusted FY 2022/23* Adopted	Adopted FY 2023/24 March 16, 2023	WQIF Grant Expense	Requested Adjusted Amount	Adjusted FY 2023/24 (DRAFT)
4		<b>Administrative/Personnel</b> (See Admin Worksheet)	<b>\$2,064,798</b>	<b>\$2,147,767</b>	<b>\$0</b>	<b>\$170,111</b>	<b>\$2,317,878</b>
5	7608	Staff Salaries and Benefits + County Overhead	\$1,304,120	\$1,301,675			\$1,301,675
6	7609	Staff Augmentation (SWMPS)	\$109,200	\$344,000			\$344,000
7	7609	On-Call Staff Augmentation (as needed) (LWA, GC, H&A)	\$138,000	\$103,000			\$103,000
8	7609	Staff Augmentation (LWA)	\$223,000	\$100,000			\$100,000
9	7609	Staff Augmentation (Geosyntec)	\$270,478	\$278,592		\$179,111	\$457,703
10	7608	Staff Training and Conferences	\$10,000	\$10,000		(\$9,000)	\$1,000
11	7612	Non-Program County Staff Labor	\$10,000	\$10,500			\$10,500
12		<b>General Supplies &amp; Equipment</b>	<b>\$7,788</b>	<b>\$4,817</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,817</b>
13	7605	Misc. Office Equipment/Supplies not covered by County Overhead	\$5,640	\$2,640			\$2,640
14	7605	Zoom Annual Fee	\$960	\$989			\$989
15	7605	Groupsite Annual Fee	\$1,188	\$1,188			\$1,188
16		<b>Association/Memberships/License Fees</b>	<b>\$33,554</b>	<b>\$34,261</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$35,261</b>
17	7611	ESRI (AGOL Annual License Fee)	\$10,000	\$10,000		\$1,000	\$11,000
18	7611	California Stormwater Quality Association (CASQA)	\$23,554	\$24,261			\$24,261
19		<b>Legal Services</b>	<b>\$95,000</b>	<b>\$61,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$61,800</b>
20	7606	County Counsel and Contract Administration	\$10,000	\$10,300			\$10,300
21	7610	MRP 3.0 SWRCB Review (Richards, Watson & Gershon)	\$35,000	\$0			\$0
22	7610	On-Call Legal Services (Richards, Watson & Gershon)	\$30,000	\$30,900			\$30,900
23	7613	Alternative Compliance Legal Review (Richards, Watson & Gershon/County Counsel)	\$20,000	\$20,600			\$20,600
24		<b>Regional Projects/Regional Cooperation</b>	<b>\$230,000</b>	<b>\$237,949</b>	<b>\$0</b>	<b>\$0</b>	<b>\$237,949</b>
25	7611	BAMSC	\$30,000	\$30,900			\$30,900
26	7618	SFEI - RMP	\$180,000	\$185,400			\$185,400
27	7618	SFEI - CECS	\$20,000	\$21,649			\$21,649
28		<b>General Consultant Services/Projects</b> (See Consultant Services/Projects Worksheet)	<b>\$342,000</b>	<b>\$620,910</b>	<b>\$240,000</b>	<b>(\$28,000)</b>	<b>\$592,910</b>
29	7616	5-Year MRP 3.0 Budget (LWA/GC)	\$10,000	\$0			\$0
30	7616	Financing Plan Strategy for MRP 4.0 (LWA/GC)	\$20,000	\$0			\$0
31		Community Facilities Districts Analysis (TBD)	\$0	\$0	\$180,000		\$0
32	7609	Implementation of Financing Plan Strategy for MRP 4.0 (TBD)	\$0	\$200,000			\$200,000
32a		Funding Options Workshop and Strategy Planning	\$0	\$0		\$12,000	\$12,000
33	7616	MRP 3.0 Compliance Checklist (LWA/GC)	\$10,000	\$0			\$0
34		Monsanto Information Request (TBD)	\$0	\$40,000		(\$40,000)	\$0
35	7616	Grant Tracking & Application (LWA/GC)	\$40,000	\$40,000			\$40,000
36	7616	Alternative Compliance Administrative Set Up (LWA/GC)	\$55,000	\$45,000	\$60,000		\$45,000
37	7616	Project Management, Technical Review, Regulatory Compliance, etc. (LWA/GC)	\$97,000	\$99,910			\$99,910
38	7665	GIS/AGOL Major Upgrades (AriniGeo)	\$0	\$100,000			\$100,000
39	7665	GIS/AGOL Maintenance, Minor Upgrades (Psomas)(GC)	\$50,000	\$50,000			\$50,000
40	7609	GIS/AGOL Support Staff (LWA)	\$35,000	\$36,000			\$36,000
41	7620	Brochures (SGA)	\$25,000	\$10,000			\$10,000
42		<b>Municipal Operations (C.2) - Training/Workshop</b> (See MOC Worksheet)	<b>\$3,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
43		<b>New Development/Redevelopment (C.3)</b> (See Development Committee Worksheet)	<b>\$436,000</b>	<b>\$264,360</b>	<b>\$0</b>	<b>\$0</b>	<b>\$264,360</b>
44	7641	Hydromodification Management Modeling Using BAHM (TBD)(Dubin)	\$100,000	\$75,000			\$75,000

**Contra Costa Clean Water Program**  
**DRAFT FY 23-24 Adjusted Budget**  
(November 15, 2023)

Budget Row	Work Order #	Budget Description	Adjusted FY 2022/23* Adopted	Adopted FY 2023/24 March 16, 2023	WQIF Grant Expense	Requested Adjusted Amount	Adjusted FY 2023/24 (DRAFT)
45	7641	Hydrograph Management Compliance Options Report (H&A)	\$10,000	\$0			\$0
46	7641	Hydromodification Management Maps (H&A)	\$15,000	\$10,000			\$10,000
47	7641	Hydromodification Management Calculator (TBD)	\$41,000	\$0			\$0
48	7641	Green Infrastructure Design Guidelines (H&A)	\$40,000	\$32,000			\$32,000
49	7641	Peak Flow Control Calculator (TBD)	\$52,000	\$0			\$0
50	7645	Update Stormwater C.3 Guidebook (H&A)	\$36,000	\$35,000			\$35,000
51	7641	BAHM Regional Update (EOA/Clear Creek)	\$25,000	\$0			\$0
52	7645	Alternative Compliance Program Implementation (2 Pilot Projects)(LWA/GC)	\$50,000	\$0			\$0
53	7645	Frequently Asked Questions	\$5,000	\$0			\$0
54	7645	Annual C.3 Training/Workshop (H&A)	\$12,000	\$12,360			\$12,360
55	7645	General Technical Services Support (H&A)(LWA/GC)	\$50,000	\$100,000			\$100,000
56	7664	<b>Industrial/Commercial Controls (C.4)</b> - Training/Workshop (See MOC Worksheet)(LWA)	<b>\$3,100</b>	<b>\$3,193</b>			<b>\$3,193</b>
57	7662	<b>Illicit Discharge/Detection and Elimination (C.5)</b> (See MOC Worksheet)	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
58		<b>Construction Controls (C.6)</b> (See Development Committee worksheet)	<b>\$0</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>
59	7628	Biennial Construction Training (LWA-Training only)	\$6,000	\$6,000			\$6,000
60		<b>Public Information/Participation (C.7)</b> (See PIP Committee Worksheet)	<b>\$159,300</b>	<b>\$235,000</b>	<b>\$0</b>	<b>(\$2,900)</b>	<b>\$232,100</b>
61	7617	School-Aged Children Outreach (SGA)	\$9,000	\$20,000			\$20,000
62	7617	Watershed Stewardship Green Business Program	\$6,000	\$6,000			\$6,000
63	7617	Public Outreach through Bringing Back the Natives Garden Tour (Kathy Kramer-Sponsor)	\$16,500	\$17,000			\$17,000
64	7617	Used Oil/Student Outreach /Youth Programs (Matt Bolender)	\$2,000	\$2,000		\$100	\$2,100
65	7617	Outreach Campaign, Public Education, Citizen Involvement (SGA)(Caltrans)	\$70,800	\$70,000			\$70,000
66	7617	Website Maintenance and Hosting (TBD)	\$15,000	\$15,000			\$15,000
67	7617	Recommended Website Improvements (TBD)	\$0	\$50,000			\$50,000
68	7617	General Youth/Public Outreach; Media Management (SGA)	\$35,000	\$50,000			\$50,000
69	7617	CCC Creek and Watershed Symposium Sponsorship	\$0	\$500			\$500
70	7617	Outreach Contingency	\$5,000	\$4,500		(\$3,000)	\$1,500
71		<b>Water Quality Monitoring (C.8)</b> (See Monitoring Committee Worksheet)	<b>\$605,000</b>	<b>\$591,000</b>	<b>\$0</b>	<b>\$77,000</b>	<b>\$668,000</b>
72	7618	LID Monitoring Plan (KEI)(LWA/GC)	\$60,000	\$8,000		\$19,000	\$27,000
73	7618	LID Monitoring TAG & Honorarium (LWA/GC)	\$0	\$9,000			\$9,000
74	7618	LID Monitoring (KEI)	\$0	\$160,000			\$160,000
75	7618	Trash Monitoring Plan (LWA/GC)(KEI)	\$70,000	\$8,000		\$6,000	\$14,000
76	7618	Trash Monitoring TAG	\$0	\$8,000			\$8,000
77	7618	LID Monitoring Equipment Procurement and Establishment of Four Fixed Monitoring Stations (KEI)	\$0	\$70,000		\$10,000	\$80,000
78	7620	Trash Monitoring Equipment Procurement and Establishment of Fixed Stations (KEI)	\$0	\$25,000			\$25,000
79	7620	Trash (Outfall) Monitoring (KEI)	\$185,000	\$52,000			\$52,000
79a	7620	Trash Receiving Water Monitoring Planning and Coordination(KEI/LWA/Geosyntec)	\$0	\$0		\$17,000	\$17,000
80	7618	Pollutants of Concern Monitoring (KEI)(LWA/GC)	\$50,000	\$25,000			\$25,000
81	7618	Pollutants of Concern Monitoring Planning (LWA/GC)	\$0	\$10,000			\$10,000
82	7618	Pesticides and Toxicity Monitoring (KEI)	\$70,000	\$30,000			\$30,000
83	7618	Urban Creeks Monitoring Report (POC, Pesticides and Toxicity, Trash, LID) (KEI)(LWA/GC)	\$90,000	\$95,000			\$95,000

**Contra Costa Clean Water Program**  
**DRAFT FY 23-24 Adjusted Budget**  
(September 15, 2023)

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84	7618	Creek Status Monitoring Follow-Up	\$20,000	\$0			\$0
85	7618	POC Receiving Water Monitoring Plan	\$30,000	\$0			\$0
86	7618	POC Receiving Water Limitations Monitoring	\$0	\$30,000			\$30,000
86a	7618	POC Receiving Water Limitations Monitoring Plan (LWA/GC)(KEI)	\$0	\$0		\$10,000	\$10,000
87	7618	Bioassessment Final Report	\$0	\$15,000			\$15,000
88		Regional Workgroup Participation (LWA/GC)	\$0	\$15,000			\$15,000
89	7618	Monitoring Management Support	\$20,000	\$21,000		\$10,000	\$31,000
90	7618	All Monitoring Contingency	\$10,000	\$10,000		\$5,000	\$15,000
91		<b>Pesticide Toxicity Control (C.9)</b> (See MOC Worksheet)	<b>\$81,023</b>	<b>\$85,963</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,963</b>
92	7636	Our Water Our World Local Outreach and Training (Plant Harmony)	\$69,500	\$71,510			\$71,510
93	7636	Our Water Our World Outreach Materials (Paid to CASQA)	\$5,080	\$8,010			\$8,010
94	7636	Pesticide Regulatory Coordination Program (Paid to CASQA)	\$5,943	\$5,943			\$5,943
95	7636	Outreach to Pest Control Professionals	\$500	\$500			\$500
96		<b>Trash Load Reduction (C.10)</b> (See MOC Worksheet)	<b>\$60,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
97	7620	Trash Load Reduction Plan (LWA)	\$10,000	\$10,000			\$10,000
98	7620	Trash Reduction and Impracticability Report (LWA)	\$50,000	\$0			\$0
99	7618	<b>Mercury Controls (C.11)</b> (requirements addressed under C.12)	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
100		<b>PCBs Controls (C.12)</b> (See Monitoring Committee Worksheet)	<b>\$460,914</b>	<b>\$161,500</b>	<b>\$235,000</b>	<b>\$30,000</b>	<b>\$191,500</b>
101	7618	Old Industrial Area PCBs Control Measure Plan (LWA/GC)	\$40,000	\$0	\$100,000	\$30,000	\$30,000
102	7618	Old Industrial Area PCBs Treatment Project (first project to implement the Plan) (TBD)	\$200,000	\$0	\$125,000		\$0
103	7618	Annual Progress Report on Controlling PCBs (LWA/GC)	\$30,000	\$30,000			\$30,000
104	7618	Source Property Investigation Planning (KEI) (LWA/GC)	\$0	\$15,000			\$15,000
105	7618	Source Property Investigation Monitoring (KEI)	\$140,000	\$80,000			\$80,000
106	7618	Implement Caltrans Bridge/Overpass Specification and Report Loads Reduced	\$0	\$5,000			\$5,000
107	7618	PCBs in Electrical Utilities (LWA/GC)	\$10,000	\$5,000			\$5,000
108	7618	Guidance for MRP 3.0 Building Demolition Requirements (LWA/GC)	\$20,000	\$5,000			\$5,000
109	7618	Provide Fish Risk Flyers/Signs	\$5,305	\$5,500	\$10,000		\$5,500
110	7618	Distribute Fish Risk Flyers (KEI)	\$10,609	\$11,000			\$11,000
111	7618	Annual Fish Risk Status Report (KEI)	\$5,000	\$5,000			\$5,000
112		<b>Exempted and Conditionally Exempted Discharges (C.15)</b> (See PIP Committee Wor	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
113	7617	Firefighting Discharges (LWA/GC)	\$15,000	\$15,000			\$15,000
114		<b>Unsheltered Homeless Discharges (C.17)</b> (See MOC Worksheet)	<b>\$120,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$15,000</b>
115	7616	Homeless Mapping (TBD)	\$20,000	\$10,000			\$10,000
116	7616	BMP Report (TBD)	\$50,000	\$0		\$5,000	\$5,000
117	7616	Implementation Plan (TBD)	\$50,000	\$0			\$0
118		<b>East Contra Costa County Projects (C.19)</b> (See Monitoring Committee Worksheet)	<b>\$105,000</b>	<b>\$33,500</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$48,500</b>



**Contra Costa Clean Water Program**  
**DRAFT FY 23-24 Adjusted Budget**  
(September 15, 2023)

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119	7618	Methylmercury Monitoring for Delta TMDL (KEI)	\$20,000	\$21,000		\$10,000	\$31,000
120	7618	Marsh Creek Dissolved Oxygen (BOD) Monitoring (LWA/GC) (KEI)	\$30,000	\$7,500			\$7,500
121	7618	Annual Mercury Monitoring Plan UCMR (LWA/GC)	\$25,000	\$0			\$0
122	7618	Pyrethroid Control Program Baseline Monitoring Report (LWA/GC)	\$5,000	\$0			\$0
123	7618	Pyrethroid Control Program Annual Report (KEI)	\$0	\$5,000			\$5,000
124	7618	Pyrethroid Control Program UCMR	\$0	\$0			\$0
125	7618	East County TMDL Control Measure Plan (LWA/GC)	\$25,000	\$0			\$0
125a	7618	C.19 Monitoring Technical Assistance	\$0	\$0		\$5,000	\$5,000
126		<b>Cost Reporting (C.20)</b> (see PIP Committee Worksheet)	<b>\$20,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$30,000</b>
127	7617	Cost Reporting Framework (LWA/GC)	\$20,000	\$5,000			\$5,000
127a	7617	Cost Reporting Training (LWA)	\$0	\$0		\$25,000	\$25,000
128		<b>Asset Management (C.21)</b> (see Development Committee Worksheet)	<b>\$30,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
129	7645	Asset Management Framework (TBD)(H&A)(LWA)	\$30,000	\$20,000			\$20,000
130		<b>Annual Report (C.22)</b>	<b>\$0</b>	<b>\$43,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,100</b>
131	7609	Program Annual Report	\$0	\$40,000			\$40,000
132	7609	Permittee Forms	\$0	\$3,100			\$3,100
133		<b>GROUP PROGRAM BUDGET SUBTOTAL</b>	<b>\$4,871,577</b>	<b>\$4,591,120</b>	<b>\$475,000</b>	<b>\$292,211</b>	<b>\$4,883,331</b>
134		<b>2% CONTINGENCY</b>	<b>\$97,432</b>	<b>\$91,822</b>			<b>\$97,667</b>
135		<b>TOTAL GROUP ACTIVITIES BUDGET</b>	<b>\$4,969,008</b>	<b>\$4,682,942</b>			<b>\$4,980,997</b>
136		CONTINGENCY EXPENSE	\$0	\$0			\$0
137		SALARY CREDIT (PM)(12 months)	\$0	\$0			(\$321,852)
138		SALARY SAVINGS (SWMPS 12 months)	(\$266,763)	(\$266,763)			(\$266,763)
139		SALARY SAVINGS (WMPS 12 months)	(\$213,058)	(\$213,058)			(\$213,058)
140		<b>SUBTOTAL</b>	<b>(\$479,821)</b>	<b>(\$479,821)</b>			<b>(\$801,673)</b>
141		<b>NET SUBTOTAL GROUP PROGRAM BUDGET</b>	<b>\$4,489,187</b>	<b>\$4,203,121</b>			<b>\$4,179,324</b>
142		<b>SUA FUNDING CAP</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>			<b>\$3,500,000</b>
143		<b>NET TOTAL GROUP PROGRAM BUDGET</b>	<b>\$4,489,187</b>	<b>\$4,203,121</b>			<b>\$4,179,324</b>
144		<b>SUA FUNDING GAP</b>	<b>(\$989,187)</b>	<b>(\$703,121)</b>			<b>(\$679,324)</b>

**FY 2023/24 Contra Cost Clean Water Program  
Administrative Personnel Costs**

<b>CCCWP 6 FTE -12 Months</b>					
<b>FY 23/24 Approved Positions + 3% COLA</b>	Benefits @ 74.9%	Division Overhead (\$60K flat amount)	Department Overhead @ 27%	Outside Rate @ 2%	<b>Total</b>
Stormwater Program Manager	\$114,555	\$10,000	\$41,294.79	\$3,058.87	\$321,852
Senior Watershed Mgt Planning Specialist	\$94,319	\$10,000	\$34,000.05	\$2,518.52	\$266,763
Watershed Management Planning Specialist	\$74,591	\$10,000	\$26,888.54	\$1,991.74	\$213,058
Watershed Management Planning Specialist	\$74,591	\$10,000	\$26,888.54	\$1,991.74	\$213,058
Administrative Services Assistant III	\$78,144	\$10,000	\$28,169.41	\$2,086.62	\$222,731
Clerk-Experienced Level	\$19,914	\$10,000	\$7,178.64	\$531.75	\$64,212
<b>TOTALS</b>	\$456,113	\$60,000	\$164,420	\$12,179	<b>\$1,301,675</b>

\*Division overhead is based on actual charges which vary from year to year but averages around \$50,000, so the budget is set at a flat amount.

\*Includes 5% COLA for each position.

Admin Budget using past methodology:

<b>CCCWP 6 FTE -12 Months</b>			
<b>FY 23/24 Approved Positions + 3% COLA</b>	Benefits @ 74.9%	Overhead at 47% of salary + Benefits	<b>Total</b>
Stormwater Program Manager	\$114,555	\$125,724.30	\$393,223
Senior Watershed Mgt Planning Specialist	\$94,319	\$103,515.05	\$323,760
Watershed Management Planning Specialist	\$74,591	\$81,863.65	\$256,042
Watershed Management Planning Specialist	\$74,591	\$81,863.65	\$256,042
Administrative Services Assistant III	\$78,144	\$85,763.34	\$268,239
Clerk-Experienced Level	\$19,914	\$21,855.77	\$68,357
<b>TOTALS</b>	\$456,113	\$500,586	<b>\$1,565,662</b>



## FY 2023/24 Municipal Operations Committee Budget

Permit Provision	Task Description	Adopted Budget FY 22/23	Adopted Budget FY 23/24 (A)	Proposed FY 23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request (C)	Adjustment for LWA/GC	Comments
C.2.h	Training/Workshop	\$3,100	\$0	\$0			Provide "at least once within the 5-year term of this Permit"; report on annually.
C.4.e	Training/Workshop	\$3,100	\$3,193	\$3,193			Trainings cover stormwater BMP compliance
C.9.e.ii	Our Water Our World (Plant Harmony)	\$69,500	\$71,510	\$71,510			Contra Costa - \$69,010 for Plant Harmony (Suzanne Bontempo) for local OWOW store visits, plus \$2,500 for OWOW materials. Assumes a 3% increase. Required annually.
C.9.e.ii	Our Water Our World (Outreach Materials)	\$5,080	\$8,010	\$8,010			Regional - Annual CASQA fee for development of OWOW product lists, active ingredient lists, OWOW website, and access to outreach and educational materials.
C.9.e.ii	Outreach to Pest Control Professionals	\$500	\$500	\$500			Required annually.
C.9.f.	Urban Pesticides Program (CASQA fee)	\$5,943	\$5,943	\$5,943			Regional - Annual CASQA fee for technical and regulatory tracking and participation to mitigate toxicity in urban waterways from current pesticide use.
C.10.e	Trash Reduction Impracticability Report	\$50,000	\$0	\$0			New in MRP 3.0. By March 31, 2023, Permittees may collectively submit a programmatic report for the approval of the Executive Officer, that describes typical conditions where it may be impracticable to control trash via FTC devices or equivalent actions, as described in C.10.e.
C.10.d	Trash Load Reduction Plans	\$10,000	\$10,000	\$10,000			New in MRP 3.0. If unable to meet 100% trash load reduction by 6/30/25, submit notice of non-compliance (C.23.c) and an updated Trash Load Reduction Plan (C.10.d.ii.) by 9/30/23. Strategic assistance for Permittees to submit notice of non-compliance and updated plan.
C.17.a.ii.(1)	Reporting on Discharges Associated with Unsheltered Homeless Populations: Mapping	\$20,000	\$10,000	\$10,000			New in MRP 3.0. With the 2023 Annual Report, submit a map as described in C.17.a.ii.(1). Potential carryover from FY 22/23 mapping completed by Program for 9/30/2023 Annual Report. Regional and Countywide effort.
C.17.a.i.(2)	Reporting on Discharges Associated with Unsheltered Homeless Populations: BMP Report	\$50,000	\$0	\$5,000	\$5,000	\$5,000	Conditional item paid by FY 22/23 carry over. With the 2023 Annual Report, collectively submit, acceptable to the Executive Officer, a BMPs report as described in C.17.a.i.(2). Regional and Countywide effort in FY 22/23. Additional RWB comments needed.
C.17.a.ii.(3)	Reporting on Discharges Associated with Unsheltered Homeless Populations: Implementation Plan	\$50,000	\$0	\$0			New in MRP 3.0. With the 2023 Annual Report, report on the implementation of management practices and other control measures (as described in C.17.a.ii.(3)) to address discharges associated with unsheltered homelessness. Regional Countywide effort in FY 22/23.
<b>Subtotal Training requirements (C.2/C.4 / C.5)</b>		<b>\$6,200</b>	<b>\$3,193</b>	<b>\$3,193</b>	<b>\$0</b>	<b>\$0</b>	
<b>Subtotal Pesticide Toxicity Control (C. 9)</b>		<b>\$81,023</b>	<b>\$85,963</b>	<b>\$85,963</b>	<b>\$0</b>	<b>\$0</b>	
<b>Subtotal Trash Reduction (C. 10)</b>		<b>\$60,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	
<b>Subtotal Unsheltered Homeless Provision (C.17)</b>		<b>\$120,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	
<b>Total Committee Budget</b>		<b>\$267,223</b>	<b>\$109,156</b>	<b>\$114,156</b>	<b>\$5,000</b>	<b>\$5,000</b>	

\*FY 23/24 Includes 3% Inflationary Increase For New Contracts

## FY 2023/24 Public Information and Participation Committee Budget

Permit Provision	Task Description	Task Lead	Adopted Budget FY 22/23	Adopted Budget FY 23/24 (A)	Proposed FY 23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request C = D + E	Adjusted for Matt Bolender (D)	Adjusted for LWA (E)	Revision Notes
C.7	SGA Project Management and Ongoing Support to PIP Committee	SGA	\$35,000	\$50,000	\$50,000				
C.7	Contingency for additional program outreach	All	\$5,000	\$5,000	\$5,000				Note: \$4500 remaining for FY 23/24 (Sponsorship for Watershed Symposium \$500)
C.7.a	Outreach Campaign Effectiveness Evaluation		\$0	\$0	\$0				
C.7.b	Stormwater Pollution Prevention Education through Website Hosting and Maintenance	CCCWP	\$15,000	\$15,000	\$15,000				Annual Fee
C.7.b	Stormwater Pollution Prevention Education through Website Improvements	SGA	\$0	\$50,000	\$50,000				SGA presented scope and budget options at the Oct. 3 PIP Committee - After some discussion, PIP Permittees agreed that \$50000 was an appropriate budget for this effort
C.7.c	Public Outreach and Citizen Involvement Events	SGA	\$16,500	\$17,000	\$17,000				
C.7.d	Watershed Stewardship	CCCWP	\$6,000	\$6,000	\$6,000				Annual Fee
C.7.a, C.7.c, C.7.d and C.9.e	Outreach Campaigns, Stormwater Pollution Prevention Education, and Public Outreach and Citizen Involvement Events	SGA	\$70,800	\$70,000	\$70,000				
C.7.a, C.7.c, C.7.d and C.9.e	Streets to Creeks Partner Program	TBD	\$0	\$0	\$0				Partnership with the Streets to Creeks Program at a program level will be deferred to next FY and costs will be included in next years budget depending on further discussions with Permittees, CCCWP staff, and the STC program.

## FY 2023/24 Public Information and Participation Committee Budget

Permit Provision	Task Description	Task Lead	Adopted Budget FY 22/23	Adopted Budget FY 23/24 (A)	Proposed FY 23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request C = D + E	Adjusted for Matt Bolender (D)	Adjusted for LWA (E)	Revision Notes
C.7.e	School-Age Children Outreach	SGA	\$9,000	\$20,000	\$20,000				
C.7.e	School-Age Children Outreach - Mr. Funnelhead Contest Prizes	Matt Boelender	\$2,000	\$2,000	\$2,100	\$100	\$100		\$100 for cost of prizes. There has not been an increase here in about 4-5 years.
C.15.b.iii	Emergency Discharges of Firefighting Water and Foam - Coordination and Reporting	CCCWP/LWA	\$15,000	\$15,000	\$15,000				
C.20	Cost Reporting Framework and Methodology	CCCWP/LWA	\$10,000	\$5,000	\$5,000				Current budget allocated for responding to comments from SFRWQCB and associated BAMSC WG coordination
C.20	Cost Reporting Training	CCCWP/LWA	\$0	\$0	\$25,000	\$25,000		\$25,000	Proposed budget would cover approximately 3 small group training sessions for CCCWP Permittees (~7 permittees per session) in the Spring of 2024 to review and trial the BAMSC Cost Reporting Framework and Methodology. Trainings would aim to address permittee-specific accounting questions in preparation of required reporting starting in FY 24/25. Budget would cover training material development, meeting coordination, ~10hrs of training time, and on-call technical support.
<b>Total Committee Budget</b>			<b>\$184,300</b>	<b>\$255,000</b>	<b>\$280,100</b>	<b>\$25,100</b>	<b>\$100</b>	<b>\$25,000</b>	

\*FY 23/24 Includes 3% Inflationary Increase For New

## FY 2023/24 New Development Committee Budget

Permit Provision	Project Description and Priority	Adopted Budget FY 22/23	Adopted Budget FY 23/24 (A)	Proposed FY 23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request C = D + E	Adjustment for H&A/Lotus (D)	Adjustment for Tony Dubin (E)	Due Date	Comments
C.3.a.(5)	Updates to <i>Stormwater C.3 Guidebook</i>	\$36,000	\$35,000	\$58,500	\$23,500	\$13,500	\$10,000	6/30/2024	Updates to the Guidebook started in FY 21-22, continued in FY 22-23 to include 8th Edition updates: HM updates, reference to GI specifications/details development, BAHM, peak flow guidance; improved flow and clarity; and other updates identified by Development Committee. FY 23-24 will include 9th edition updates.
C.3	C.3 and Flood Control (Peak Flow) Design	\$52,000	\$0	\$0					A Development Committee work group in 2020-2021 recommended steps toward integrating flood control criteria into CCCWP's IMP Sizing Calculator. Adopted budget for hydrologic analysis and related work updating the calculator; Technical Support budget includes oversight and developing criteria for integrated facilities to be incorporated into the <i>Guidebook</i> . Project pushed into FY 22/23, dependent on HM compliance strategy.
C.3.e	Alternative Compliance Program Implementation	\$50,000	\$0	\$0				6/30/2024	Anticipate Alternative Compliance Pilot projects development starting in 2022. Budget is for addressing policy questions and operational issues associated with implementing the two pilot projects. Spending contingent on Management Committee approval for CCCWP to administer Alternative Compliance Program.
C.3.g	Using the Bay Area Hydrology Model (BAHM) to meet the Hydromodification Management Standard	\$100,000	\$75,000	\$51,500	\$ (23,500.00)				<b>FY23-24 carry over from FY22-23.</b> CCCWP is working with Alameda, San Mateo and Santa Clara counties to update BAHM in FY 22-23. \$75,000 includes potential carry over costs if regional BAHM updates unable to be completed in FY 22/23, as well as training, and H&A and Dubin costs to manage update to BAHM
C.3.g	Hydromodification Management Maps (H&A/Lotus Water)	\$15,000	\$10,000	\$10,000				9/30/2023	<b>FY23-24 carry over from FY22-23.</b> Development Committee and affected Permittees have discussed revision of maps under CCCWP direction to resolve Water Board comments on 2017 draft and to meet MRP3.0 deadline. Includes potential carry-over from FY 22/23 tasks and any additional tasks related to finalizing and submitting maps.
C.3.c. (LID), C.3.d., C.3.e.ii. (special projects)	IMP Calculator	\$41,000	\$0	\$0					Design and coding revisions to update its functionality. Technical support includes oversight of calculator upgrades to meet numeric sizing criteria for stormwater treatment systems, and integration with <i>C.3. Guidebook</i> instructions.
C.3.a.(4), (5)and C.3.j.ii.g	Annual C.3 Training/Workshop	\$12,000	\$12,360	\$12,360				6/30/2024	Item includes costs to cover consultant and incidentals for the annual workshop. Consultant costs includes preparation of presentations and workshop facilitation.
(MRP2) C.3.j.i.2.e and f; and (MRP 3.) C.3.i.iii., C.3.j.ii.g	Green Infrastructure Design Guidelines	\$40,000	\$32,000	\$32,000				6/30/2024	<b>FY23-24 carry over from FY22-23.</b> To address MRP 3.0 requirement, Permittees approved the Scope of Work and Budget for implementing Green Infrastructure Design Workshops and Typical Details and Specifications. Work is anticipated to begin in Spring 2023, with the bulk of the work happening in FY 23/24. Includes carry over from already approved \$40,000.

## FY 2023/24 New Development Committee Budget

Permit Provision	Project Description and Priority	Adopted Budget FY 22/23	Adopted Budget FY 23/24 (A)	Proposed FY 23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request C = D + E	Adjustment for H&A/Lotus (D)	Adjustment for Tony Dubin (E)	Due Date	Comments
C.6.f.ii.	Construction and Site Controls Workshop	\$0	\$6,000	\$6,000				6/30/2024	Develop and present biennial C.6 training workshop, for spring FY23/24, with required MRP topics and other desired topics by the Committee. Should also mention C.6 enhanced inspections (C.12.g.) requirements.
C.21	Asset Management Planning	\$30,000	\$20,000	\$20,000				12/31/2024	<b>FY23-24 carry over from FY22-23.</b> Planning discussions on framework and regional cooperation in FY22/23. Write framework to meet MRP requirements, to assist Contra Costa County permittees with developing asset management program. Report due 9/30/2025, so asset management framework should be completed by 12/31/2024 (9 months before due date).
C.3, C.6 and C.21	General Technical Services for New Development and Redevelopment and Construction Site Control, and Asset Management	\$50,000	\$100,000	\$100,000				6/30/2024	This represents an estimated budget for providing on call technical support provided by TBD consultants for these provisions. Staff support for the Development Committee that was previously under this item is now under administrative/personnel costs in the master budget. Development committee projects are included above as individual projects.
<b>Total Committee Budget</b>		<b>\$426,000</b>	<b>\$290,360</b>	<b>\$290,360</b>	<b>\$0</b>	<b>\$13,500</b>	<b>\$10,000</b>		
<b>C.3 New Development and</b>		<b>\$346,000</b>	<b>\$164,360</b>	<b>\$164,360</b>	<b>\$0</b>	<b>\$13,500</b>	<b>\$10,000</b>		
<b>C.6.f.ii. Workshop</b>		<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>C.21 Asset Management Planning</b>		<b>\$30,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>General Technical Services (C.3, C.6,</b>		<b>\$50,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

\*FY 23/24 includes 3% Inflationary Increase for New Contracts

**Contra Costa Clean Water Program (CCCWP)  
Fiscal Year 2023/24 Group Program Monitoring Budget (C.8/C.11/C.12/C.19)**

Description/Expenditure	Adopted Budget FY2022/23	Adopted Budget FY23/24 (A)	LWA/GC	KEI	Proposed FY23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request (C)	Adjusted for LWA/GC	Adjusted for KEI	WQIF Grant Expense	NOTES
RMP	RMP Core Program	\$185,400	\$0	\$0	\$185,400					2021 Fee = \$174,426. Annual cost assumes a 3% per year increase.
RMP	RMP CECs	\$21,649	\$0	\$0	\$21,649					Assumes population proportion (21.65% based on 2021 RMP Costs) of \$100,000. \$100,000 for all Permittee combined in specified in the TO. Increased because no contributions from Solano
Regional Workgroups	Regional Workgroup Participation	\$15,000	\$15,000	\$0	\$15,000					RMP/STLS/SPLWG, ECWG, BAMSC MPC (shared cost with ACCWP)
<b>Water Quality Monitoring (C.8)</b>		<b>\$605,000</b>	<b>\$576,000</b>	<b>\$18,000</b>	<b>\$558,000</b>	<b>\$77,000</b>	<b>\$38,500</b>	<b>\$38,500</b>	<b>\$0</b>	
LID	LID Monitoring Plan Revisions (KEI) (LWA/GC)	\$60,000	\$8,000	\$0	\$8,000	\$27,000	\$19,000	\$9,000	\$10,000	Annual cost for revising the Plan, as-needed (\$4000).
LID	LID Monitoring TAG Meetings & Honorarium (LWA/GC)(KEI)	\$0	\$9,000	\$4,000	\$5,000	\$9,000				Annual cost for 1 external and 3 internal TAG meeting/year @\$1,500 each for each GC and KEI. \$1,500 is 2 people at 3hrs per meeting. And \$1000 to Eric Strecker through KEI.
LID	LID Monitoring (KEI)	\$0	\$160,000	\$0	\$160,000	\$160,000				Estimated costs for conducting 3 sample events (inlet/outlet) at two locations per year (25 sample events for the permit term) for Hg, PCBs, TSS, PFAS, TPH, Cu, hardness, temp, pH, flow. Monitoring starts in FY23/24.
Trash	Trash Monitoring Plan Revisions (KEI) (LWA/GC)	\$70,000	\$8,000	\$0	\$8,000	\$14,000	\$6,000	\$6,000	\$0	Annual cost for revising the Plan, as-needed. (need to consider additional effort for receiving water monitoring).
Trash	Trash Monitoring TAG Meetings (LWA/GC)(KEI)	\$0	\$8,000	\$4,000	\$4,000	\$8,000				FY22/23 - Additional Costs for the TAG Honorarium at \$3,000 and regional QAPP at \$12,500 for CCCWP portion (~\$15,000 total) from Trash Monitoring Plan FY23/24 - Annual cost for 1 external and 3 internal TAG meeting/year @\$1,500 each for each GC and KEI (\$3000 honorarium assed to be through WQIF grant).
LID	LID Monitoring Equipment procurement and establishment of two fixed monitoring stations (KEI)	\$0	\$70,000	\$0	\$70,000	\$80,000	\$10,000	\$0	\$10,000	Revised budget reduced amount by \$50,000.
Trash	Trash Monitoring equipment procurement and establishment of fixed stations (KEI)	\$0	\$25,000	\$0	\$25,000	\$25,000				
Trash	Trash (Outfall) Monitoring (KEI)	\$185,000	\$52,000	\$0	\$52,000	\$52,000				Assumed grant award for receiving water monitoring. Estimate from Regional WQIF Grant application for outfall monitoring, CCCWP match cost total of \$160,000 (monitoring) + \$48,000 (QA/QC data management) distributed over 4 years.
Trash	Trash Receiving Water Monitoring Planning and Coordination(KEI/LWA/Geosyntec)	\$0	\$0	\$0	\$0	\$17,000	\$17,000	\$8,500	\$8,500	Assumes everything >=FY23/24 is paid for by the WQIF grant, totaling \$2.5M regionally for the permit term
POCs	Pollutants of Concern Monitoring (KEI)	\$50,000	\$25,000	\$0	\$25,000	\$25,000				POCs monitoring of everything except C.12.b source properties. Includes 8 /yr PCBs and 8/yr Hg, only 50% can be for source property investigation, and 25% max overlap between types.



**Contra Costa Clean Water Program (CCCWP)  
Fiscal Year 2023/24 Group Program Monitoring Budget (C.8/C.11/C.12/C.19)**

Description/Expenditure		Adopted Budget FY2022/23	Adopted Budget FY23/24 (A)	LWA/GC	KEI	Proposed FY23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request (C)	Adjusted for LWA/GC	Adjusted for KEI	WQIF Grant Expense	NOTES
POCs	Pollutants of Concern Monitoring Planning (LWA/GC)	\$0	\$10,000	\$10,000	\$0	\$10,000					Geosyntec support for POCs Planning
P&T	Pesticides and Toxicity Monitoring (KEI)	\$70,000	\$30,000	\$0	\$30,000	\$30,000					Once during the permit term, wet season tox is required and adds a one-time cost of up to \$35k (wet season completed in FY22/23).
UCMR	Urban Creeks Monitoring Report, due March 31, 2024 (LID, Trash, POC, P&T) (KEI)	\$90,000	\$95,000	\$0	\$95,000	\$95,000					
POCs RWL	POC Receiving Water Limitations Monitoring (KEI)	\$0	\$30,000	\$0	\$30,000	\$30,000					4 wet season and 1 dry season over Permit Term (may meet Permit requirement in FY23-24).
POCs RWL	POC Receiving Water Limitations Monitoring Plan (LWA/GC)(KEI)	\$30,000	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$0		Completed March 31, 2023
Bioassessment	Bioassessment Final Report (KEI)	\$0	\$15,000	\$0	\$15,000	\$15,000					Due 3/31/2024. Estimated total cost is \$75,000 regionally and \$15,000 for Contra Costa's share by population
	Creek Status Monitoring Follow-Up (KEI)	\$20,000	\$0	\$0	\$0	\$0					Completed in MRP 2 and WY2022 UCMR
Support	Monitoring Management Support (KEI)	\$20,000	\$21,000	\$0	\$21,000	\$31,000	\$10,000	\$0	\$10,000		consistent with previous years to cover projects like the data management project
Support	All Monitoring Contingency (KEI)	\$10,000	\$10,000	\$0	\$10,000	\$15,000	\$5,000	\$5,000	\$0		To cover unanticipated monitoring costs (e.g. mobilize in response to a fish kill).
<b>Mercury Controls (C.11)</b> (requirements addressed)		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>PCBs Controls (C.12)</b>		<b>\$460,914</b>	<b>\$161,500</b>	<b>\$60,000</b>	<b>\$101,500</b>	<b>\$191,500</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$125,000</b>	
	Old Industrial Area PCBs Control Measure Plan (LWA/GC)	\$40,000	\$0	\$0	\$0	\$40,000	\$30,000	\$30,000	\$0		Assumes no revisions needed
Old Industrial	Old Industrial Area PCBs Treatment Project (first project to implement the Plan) (TBD)	\$200,000	\$0	\$0	\$0	\$200,000				\$125,000	Based on RAC estimated cost to build out a project.
Annual Report	Annual Progress Report on Controlling PCBs (LWA/GC) (KEI)	\$30,000	\$30,000	\$30,000	\$0	\$30,000					See Breakdown in Annual Report tab
Source Property	Source Property Investigation Planning (LWA/GC)	\$0	\$15,000	\$15,000	\$0	\$0					Geosyntec support for Source Property Investigation Planning
Source Property	Source Property Investigation Monitoring (KEI)	\$140,000	\$80,000	\$0	\$80,000	\$220,000					
Bridges	Implement Caltrans Bridge/Overpass Specification (LWA/GC)	\$0	\$5,000	\$5,000	\$0	\$0					Bridge Inventory List, pulled from federal highway database, including ownership, and schedule for replacement. Likely best done at the Program Level.
Electrical	PCBs in Electrical Utilities (LWA/GC)	\$10,000	\$5,000	\$5,000	\$0	\$10,000					FY22/23 (develop program); FY23/24 (develop SOP and document PCBs loads avoided). CCCWP support provided to the City of Pittsburg.
Building Demo	Guidance for MRP 3.0 Building Demolition Requirements (LWA/GC)	\$20,000	\$5,000	\$5,000	\$0	\$20,000					FY22/23 develop guidance, FY23-24 for implementation support
Fish Risk	Provide Fish Risk Flyers/Signs (KEI)	\$5,305	\$5,500	\$0	\$5,500	\$10,805					Provide fish risk flyers and signs
Fish Risk	Distribute Fish Risk Flyers (KEI)	\$10,609	\$11,000	\$0	\$11,000	\$21,609					Distribute fish risk flyers and signs
Annual Report	Annual Fish Risk Status Report (KEI)	\$5,000	\$5,000	\$0	\$5,000	\$10,000					Annual status report of the risk reduction program.
<b>East Contra Costa County Projects (C.19)</b>		<b>\$105,000</b>	<b>\$33,500</b>	<b>\$0</b>	<b>\$33,500</b>	<b>\$83,500</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$0</b>	assumes technical support through the Staff Augmentation Contract
	C.19 Monitoring Technical Assistance					\$0	\$5,000	\$5,000	\$0		

**Contra Costa Clean Water Program (CCCWP)  
Fiscal Year 2023/24 Group Program Monitoring Budget (C.8/C.11/C.12/C.19)**

Description/Expenditure		Adopted Budget FY2022/23	Adopted Budget FY23/24 (A)	LWA/ GC	KEI	Proposed FY23/24 Adjusted Budget B = A + C	Sub-Total FY 23/24 Adjustment Request (C)	Adjusted for LWA/GC	Adjusted for KEI	WQIF Grant Expense	NOTES
MeHg	Methylmercury Monitoring for Delta TMDL (KEI)	\$20,000	\$21,000	\$0	\$21,000	\$41,000	\$10,000	\$0	\$10,000		Assumes a work plan and a minimum of 8/yr and 50 samples over the MRP 3.0 permit term for SSC, total mercury, and methylmercury. Marsh Creek, Central Delta, West Delta.
BOD	Marsh Creek BOD/DO Monitoring (KEI)	\$30,000	\$7,500	\$0	\$7,500	\$37,500					
UCMR	Annual Mercury Monitoring Plan (KEI)	\$25,000	\$0	\$0	\$0						moved to the UCMR
Annual Report	Annual Mercury Monitoring Report (KEI)			\$0							
	Pyrethroid Control Program Baseline Monitoring Report (KEI)	\$5,000	\$0	\$0	\$0						Completed September 19, 2022
Annual Report	Pyrethroid Control Program Update in the Annual Report (KEI)	\$0	\$5,000	\$0	\$5,000	\$5,000					Report on management practices and evaluation concentrations wrt the pyrethroid triggers (TEMPLATE ONLY in FY23/24)
UCMR	Pyrethroid Control Program UCMR	\$0	\$0	\$0	\$0						moved to the UCMR (but is this only due March 31, 2025)
	East County TMDL Control Measure Plan (LWA/GC)	\$25,000	\$0	\$0	\$0						Completed November 1, 2022
<b>Total Committee Budget</b>			<b>\$993,049</b>	<b>\$93,000</b>	<b>\$693,000</b>	<b>\$1,150,049</b>	<b>\$122,000</b>	<b>\$73,500</b>	<b>\$48,500</b>	<b>\$125,000</b>	





**Date:** November 15, 2023

**To:** Management Committee

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

**Subject:** FY 24/25 Budget Policy Issues and Assumptions

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**Recommendation:**

Provide staff with feedback and additional information to policy guidance and assumptions for the FY 24/25 budget development.

**Background:**

In December, the budget process for FY 24/25 begins. One of the initial steps is to review policy issues and agree on functional assumptions that staff will require to develop the budget.

Two areas can affect the budget development:

1. A list of policy issues that could impact the budget must be considered and decided upon.
2. A list of assumptions recommended by staff will provide the parameters (boundaries) needed to prepare the preliminary budget draft.

**Budget Policy Direction**

The set of guidelines below outlines the Permittees' fiscal priorities and objectives. It provides a framework for the allocation of resources among budget categories.

- **Budget Threshold.** The budget threshold has been set at \$3.5 million for several years. Establishing a point provides a consistent "return to source" amount of SUA funds back to permittees each year. Any budget over the threshold is taken out of reserves to preserve the consistent return to source funding to permittees. Maintaining the same point will result in an increased drawdown of the reserves if, as expected, the budget exceeds \$3.5 million.
- **Regional Cooperation.** The Bay Area Municipal Stormwater Collaborative (BAMSC) provides a forum for regional cooperation and regional projects on a cost-sharing basis between the countywide programs, and staff recommends retaining a budget line item for regional cooperation.
- **Countywide Funding Initiative Planning Reserve.** A future countywide Funding Initiative is projected to cost \$3 million for planning and implementation (according to the Funding Options Report). On October 18, the Management

Committee approved allocating \$1,306,577 of the FY 22/23 Unspent Funds toward a Countywide Funding Initiative Planning Reserve. Under the FY 23/24 adopted budget, a \$200,000 line item was allocated for this Reserve, bringing the total to \$1,506,577. Depending on the outcomes of the Funding Options Informational Workshop (scheduled for early 2024), additional preliminary investigation and/or planning work may occur. Staff recommends allocating a \$200,000 budget line item in the FY 24/25 Budget toward this Reserve. Should the permittees choose not to proceed with a future funding initiative, the reserve funds will be returned to the permittees.

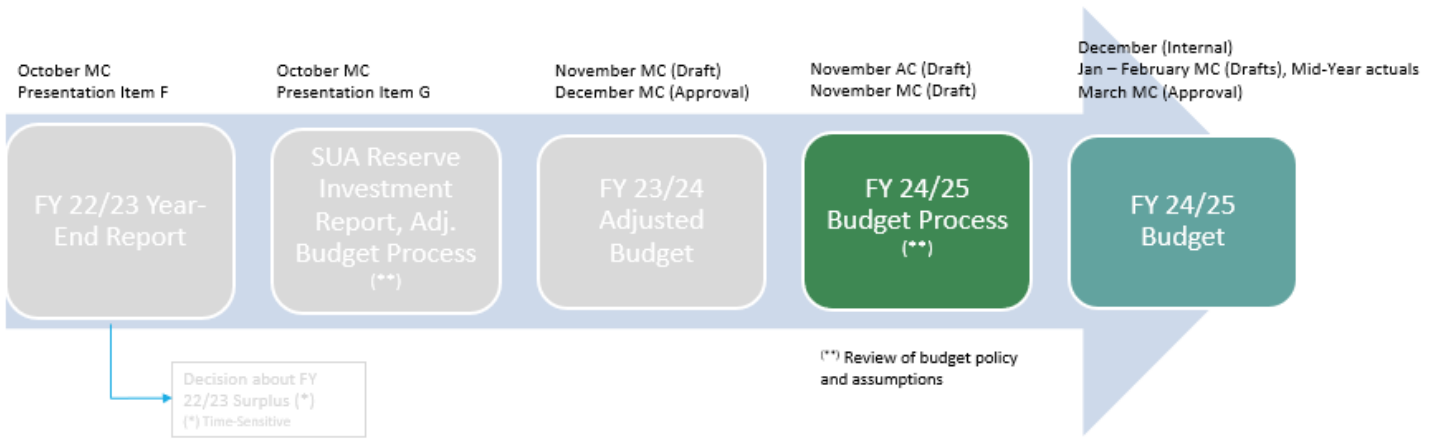
- **Contra Costa County Regional Alternative Compliance (RAC) Systems.** The *Clean Watersheds for All* (Phase 2 of the RAC System) project is funded by the US EPA WQIF grant. There is a line item in the FY 24/25 Budget to track the project implementation with the outside funding source identified.
- **PCBs Load Reduction Costs.** MRP 3.0 requires a significant amount of work to reduce PCB loads. While the load reduction goal may be met countywide, this work will likely be conducted in old industrial areas located primarily in two or three permittee jurisdictions. Since our permit is a joint municipal permit, this requirement applies collectively to all permittees. Staff recommends allocating a \$200,000 line item for developing a PCBs Load Reduction project (or program) in FY 24/25, spreading the project cost to all permittees through the Program budget.
- **Grant Funding.** If the Committee wants to continue to identify, track, and pursue grant funds aggressively, then staff recommends including a budget item for grant funding acquisition.
- **Contingency.** Staff recommends that 2% of the total operating budget be set aside as a contingency in the FY 24/25 Budget.
- **Unspent Funds.** Determine if unspent funds (those unspent funds under the \$3.5 million threshold) at the close of the fiscal year should be deposited into the next fiscal year's reserves. Staff recommends rolling over unspent funds into the reserve fund. Permittees should consider allocating some of the unspent funds toward the Countywide Funding Initiative Planning Reserve.
- **Investment.** Before the recession caused by the 2008 real estate downturn, the Program invested unencumbered reserves to add interest income to the reserve fund. This business practice was discontinued when interest rates were so low that investment didn't make sense. However, interest rates are significantly higher now and warrant the investment of reserves. Staff recommends investing reserves that are unencumbered, exceed the Program budget, and exclude the Operating Fund in six-month increments.
- **Budget Adjustment.** Staff recommends monitoring the need for an FY 23/24 budget adjustment throughout the FY 24/25 budget development process and initiating a budget adjustment if necessary.

## Budget Assumptions

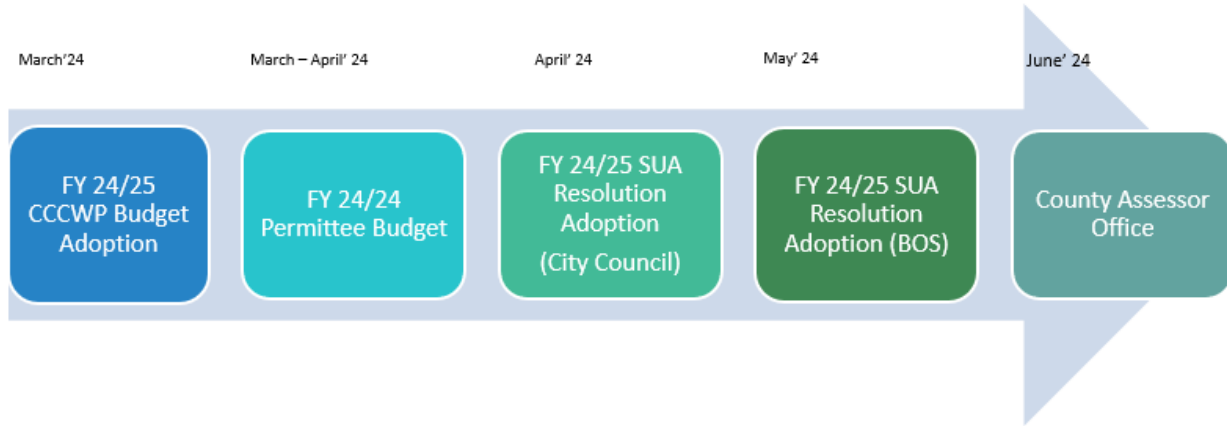
- **Staffing Levels.** Based on the direction from the Management Committee, the Program will begin the recruitment process of one (1) FTE Senior Watershed Management Planning Specialist (SWMPS) and one (1) FTE Watershed Management Planning Specialist (SWMPS) while retaining the Interim Program Manager position. The FY 24/25 Budget will include the salary and benefits of these positions at the top step. Additionally, it will budget for staff augmentation to backfill the vacant Program Manager position during the fiscal year. Consultants will still be needed to provide technical support to staff.
- **Employee Salary Increases.** Assume a 5% salary increase for all employees and a 7% salary increase for the Experienced Clerk position to reflect the current salary contracts.
- **Consultant Costs.** Assume consultant costs based on current contracts, which include a 3% annual cost-of-living increase.
- **AGOL/GIS.** Assume a budget line item for each of the three AGOL elements. The first is a line item for routine, minor maintenance. The second line item is for staff support to permittees and AGOL administration for the Program. The third line item is for system enhancement recommended by the AGOL Workgroup. At the time of this report writing, the AGOL Workgroup will meet in a few weeks; thus, no budget line item is proposed.
- **Regional Alternative Compliance.** Assume a separate budget line item for the Contra Costa County Regional Alternative Compliance administration, with the CCCWP as the administrator, and assist in developing the System. A budget line item will be proposed after the kick-off meeting of the *Clean Watersheds for All* project.
- **Cost Reporting.** BAMSC developed a regional Cost Reporting framework and submitted it to the Regional Water Board. Permittees must track the costs for implementing permit mandates and submit the fiscal analysis beginning the 2025 Annual Report. The proposed budget line item will cover municipal staff training, developing a guidance document, and assisting permittees.
- **Asset Management.** BAMSC Steering Committee decided that each countywide stormwater program will handle implementation of C.21 Asset Management requirements. An Asset Management Work Group will be convened in early 2024 to discuss and develop an asset management plan framework for CCCWP permittees.
- **CCCWP Program Agreement.** The current Program Agreement will expire on June 30, 2025. With the anticipated completion of the Contra Costa County Regional Alternative Program (RAC) System, the agreement must be modified to reflect the permittees' roles and responsibilities. County Counsel and City Attorneys must review modifications to the Program Agreement. A budget line item for Legal Review will be included in the FY24/25 Budget.
- **Budgeting.** Utilize the Five-Year Budget prepared at the beginning of this fiscal year as a baseline, providing an estimated budget for each year of MRP 3.0.

**Timeline**

Below is the proposed timeline for the FY 24/25 Budget development.



## Why Adopt a Budget in March'24?



**Fiscal Impact:**  
None at this time.

**Attachments:**  
None.



**Date:** November 15, 2023

**To:** Management Committee

**From:** Rinta Perkins, Interim Program Manager

**Subject:** Confirming Management Committee's Direction on FY 22/23 Budget Surplus

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**Recommendation:**

Confirm Management Committee's direction to Program Staff regarding the FY 22/23 budget surplus of \$1,306,577, which was to be allocated into the Countywide Funding Option Planning reserve.

**Background:**

On October 19, Rinta Perkins (Interim CCCWP Manager) and Andrea Bullock (Administrative Services Assistant III) presented the 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 (refer to Attachment 2, FY 22/23 End of Year Budget Report) due to savings on staffing costs, delayed tasks and scaled-down water quality monitoring and PCBs control tasks.

In accordance with the Program's budget policy, \$419,924 is to be returned as the SUA Reserve fund leaving the remaining balance of \$1,306,577 available for Permittees' discretion.

At this meeting, the Management Committee discussed how to pay for the planning and implementation of a countywide funding measure in the near future (which is estimated to be around \$3 million). Program staff were asked to create a separate reserve for the Countywide Funding Option Planning with an understanding that the monies will be returned to the source if there is no future measure. The majority of the Management Committee chose to allocate the remaining \$1,306,577 to the Funding Initiative Reserve. However, there was no formal action taken during this meeting.

The purpose of this Staff Report is to formalize the Management Committee's direction to Program Staff taken at the October 19<sup>th</sup> meeting (refer to Attachment 1 for the Staff Report).

**Fiscal Impact:**

None

**Attachments:**

1. Staff Report on FY 22/23 End of Year Budget Report
2. FY 22/23 Budget Workbook



**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

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**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

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
<b>1</b>	<b>Administrative/Personnel</b>	<b>\$1,575,009</b>	<b>\$2,064,798</b>	<b>\$1,329,653</b>	<b>\$735,145</b>
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
<b>9</b>	<b>General Supplies &amp; Equipment</b>	<b>\$7,788</b>	<b>\$7,788</b>	<b>\$2,137</b>	<b>\$5,651</b>
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
<b>13</b>	<b>Association/Memberships/License Fees</b>	<b>\$33,554</b>	<b>\$33,554</b>	<b>\$30,886</b>	<b>\$2,668</b>
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
<b>16</b>	<b>Legal Services</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$23,276</b>	<b>\$71,724</b>
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
<b>21</b>	<b>Regional Projects</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$216,407</b>	<b>\$13,593</b>
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)
<b>25</b>	<b>Technical Services</b>	<b>\$282,000</b>	<b>\$342,000</b>	<b>\$276,562</b>	<b>\$65,438</b>
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
<b>35</b>	<b>Municipal Operations (C.2) - Training/Workshop</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$0</b>	<b>\$3,100</b>
<b>36</b>	<b>New Development/Redevelopment (C.3)</b>	<b>\$436,000</b>	<b>\$436,000</b>	<b>\$347,818</b>	<b>\$88,182</b>
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)
<b>49</b>	<b>Industrial/Commercial Controls (C.4) - Training/Workshop</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$0</b>	<b>\$3,100</b>
<b>50</b>	<b>Illicit Discharge/Detection and Elimination (C.5)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>51</b>	<b>Construction Controls (C.6)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>52</b>	<b>Public Information/Participation (C.7)</b>	<b>\$159,300</b>	<b>\$159,300</b>	<b>\$142,160</b>	<b>\$17,140</b>
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
<b>61</b>	<b>Water Quality Monitoring (C.8)</b>	<b>\$510,000</b>	<b>\$605,000</b>	<b>\$392,529</b>	<b>\$212,471</b>
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
<b>72</b>	<b>Pesticide Toxicity Control (C.9)</b>	<b>\$81,023</b>	<b>\$81,023</b>	<b>\$76,883</b>	<b>\$4,140</b>
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
<b>77</b>	<b>TrashLoad Reduction (C.10)</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$10,258</b>	<b>\$49,742</b>
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
<b>80</b>	<b>Mercury Controls (C.11)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>81</b>	<b>PCBs Controls (C.12)</b>	<b>\$430,914</b>	<b>\$460,914</b>	<b>\$89,393</b>	<b>\$371,521</b>
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	<b>Exempted and Conditionally Exempted Discharges (C.15)</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>
92	Firefighting Discharges (LWA/GC)	\$15,000	\$15,000	\$0	\$15,000
93	<b>Unsheltered Homeless Discharges (C.17)</b>	<b>\$120,000</b>	<b>\$55,000</b>	<b>\$28,157</b>	<b>\$26,843</b>
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	<b>East Contra Costa County Projects (C.19)</b>	<b>\$70,000</b>	<b>\$105,000</b>	<b>\$98,051</b>	<b>\$6,949</b>
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	<b>Cost Reporting (C.20)</b>	<b>\$10,000</b>	<b>\$20,000</b>	<b>\$15,905</b>	<b>\$4,096</b>
104	Cost Reporting Framework (LWA)	\$10,000	\$20,000	\$15,905	\$4,096
105	<b>Asset Management (C.21)</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$30,000</b>
106	Asset Management Framework (LWA)	\$30,000	\$30,000	\$0	\$30,000
107	<b>GROUP PROGRAM BUDGET SUBTOTAL</b>	<b>\$4,151,788</b>	<b>\$4,806,577</b>	<b>\$3,080,076</b>	<b>\$1,726,501</b>
	<b>Budget Cap</b>		<b>\$3,500,000</b>		
	<b>Unspent under \$3.5M returned to Reserves</b>			<b>\$419,924</b>	
	<b>Unspent over \$3.5M returned to Permittees</b>				<b>\$1,306,577</b>

<b>MRP RESERVES BALANCE as of 6/30/2023: \$4,702,024</b>
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**Date:** November 15, 2023

**To:** Management Committee

**From:** Allison Knapp, Deputy Director and Rinta Perkins, Interim Program Manager

**Subject:** Strategic Staffing Plan for the Contra Costa Clean Water Program (CCCWP)

**Recommendation:**

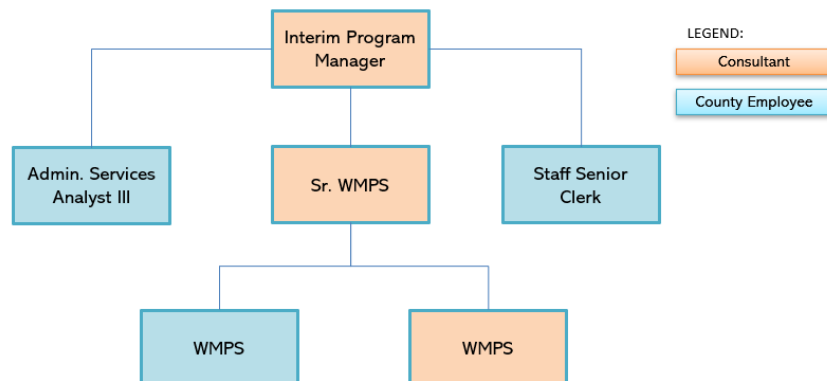
Receive a presentation on the next steps for the Strategic Staffing Plan option selected by the Management Committee.

**Background:**

On September 20, 2023, Allison Knapp (Contra Costa County Deputy Public Works Director) and Rinta Perkins (Interim CCCWP Manager) presented six (6) strategic staffing plan options by considering the following goals or objectives:

- Support Permittees on the countywide MRP implementation
- Deliver quality work and timely deliverables within compliance deadlines.
- CCCWP succession planning
- Staff development through cross-training and mentorship
- Staff retention planning
- Build a contingency back-up
- Use of flexible and skilled consultants
- Fiscal accountability to Permittees (through Program’s efficiency and cost-effectiveness)

The Program currently has three (3) FTE vacancies: a Program Manager, a Senior Watershed Management Planning Specialist, and a Watershed Management Planning Specialist.



### **Selected Strategic Staffing Plan Option**

The Management Committee was presented with six (6) options for the CCCWP Strategic Staffing Plan, including its pros and cons. 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 the Interim Program Manager while recruiting a permanent FTE Program Manager in **six months**.
- Option 2. Retain the current status of the Interim Program Manager and start the recruitment process for a permanent FTE Program Manager in **one year**.
- Option 3. Recruit a permanent FTE Senior Watershed Management Planning Specialist and a permanent FTE Watershed Management Planning Specialist while retaining the Interim Program Manager status.
- Option 4. Recruit a permanent FTE Senior Watershed Management Planning Specialist while retaining the Interim Program Manager and the Watershed Management Planning Specialist duties will be distributed to consultants.
- Option 5. Recruit a permanent FTE Watershed Management Planning Specialist while retaining the Interim Program Manager and the Senior Watershed Management Planning Specialist duties will be distributed to consultants.
- Option 6. Fill all three (3) permanent FTE positions.

Based on the discussion among permittees at this meeting, staff were directed to further investigate and move forward with **Option 3** of the strategic staffing plan.

### **Next Steps**

Having conferred with the County's senior management, the Deputy Public Works Director put on the Department's (high priority) recruitment list to proceed with job requisitions with the County Human Resources Department for one (1) FTE Watershed Management Planning Specialist (WMPS) position and for one (1) FTE Senior Watershed Management Planning Specialist (Sr. WMPS). Although the recruitment process has begun, the job posting will be most likely to occur in early 2024.

### **Fiscal Impact:**

The current CCCWP operating budget already includes the salary and benefits of the WMPS and Sr. WMPS positions (under Administrative/Personnel category). Hiring the two positions will not affect the operating budget.

### **Attachments:**

No attachment to this Staff Report.

Join us in our 1st Orientation Session

# Newcomers Network

Wednesday (December 6)  
1:30 - 2:30 PM

RSVP to Duanne Hernaez by Nov. 30  
[Duanne.Hernaez@pw.cccounty.us](mailto:Duanne.Hernaez@pw.cccounty.us)  
to receive the Zoom invite

This event is designed to help orient new members about Contra Costa Clean Water Program roles, different committees and work groups, our 5-year Work Plan of permit implementation, available resources to help you and how you can get involved.

Don't miss out this informative session!

For questions, please contact Rinta Perkins at  
[rinta.perkins@pw.cccounty.us](mailto:rinta.perkins@pw.cccounty.us)