



CONTRA COSTA
CLEAN WATER
PROGRAM

MANAGEMENT COMMITTEE MEETING AGENDA

Wednesday, December 20, 2023

1:30 PM to 4:00 PM

Join Zoom meeting:

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

Meeting ID: 822 9531 1761

Passcode: 825320

Dial: +8882780254

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

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

VOTING MEMBERS (authorized members on file)

City of Antioch	Phil Hoffmeister/ Scott Beuting
City of Brentwood	Brant Wilson/ Jigar Shah/ Meghan Oliveira
City of Clayton	Larry Theis/ Jason Chen
City of Concord	Bruce Davis/ Carlton Thompson
Contra Costa County	Brian Balbas/ Allison Knapp
CCC Flood Control & Water Conservation District	Tim Jensen/ Michele Mancuso
Town of Danville	Bob Russell/ Steve Jones
City of El Cerrito	Christina Leard/ Stephen Prée/ Yvetteh Ortiz
City of Hercules	Mike Roberts/ Jose Pacheco/ Jeff Brown
City of Lafayette	Matt Luttrupp/ Tim Clark
City of Martinez	Khalil Yowakim/ Frank Kennedy
Town of Moraga	Edrienne Aguilar/ Shawn Knapp/ Frank Kennedy (Chair)
City of Oakley	Billilee Saengcalern/ Brianne Visaya/ Rinta Perkins
City of Orinda	Kevin McCourt/ Ryan O’Kane/ Frank Kennedy
City of Pinole	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 (Vice-Chair) / Neil Mock/ Steve Waymire

PROGRAM STAFF AND CONSULTANTS

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

Contra Costa Clean Water Program
MANAGEMENT COMMITTEE MEETING AGENDA
Wednesday, January 17, 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) November 15, 2023 Management Committee Meeting Summary

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

- 1) Administrative Committee
 - November 7, 2023
- 2) PIP Committee
 - November 7, 2023
- 3) Monitoring Committee
 - October 9, 2023
- 4) Municipal Operations Committee
 - October 17, 2023
- 5) Development Committee
 - September 27, 2023
 - October 25, 2023

Presentations: **1:40**

- A. Final Adjusted Budget for FY 23/24 (R. Perkins/A. Bullock) 1:40
 - a. See staff report for background information
- B. Five-year Budget Projections and Reserve History and Projections (A. Bullock) 1:50
 - a. See staff report for background information
- C. Review Policy Assumptions to develop the FY 24/25 Budget (R. Perkins/E. Yin) 2:05
 - a. Review budget assumptions policy for legacy pollutant project implementation
 - b. See staff report for background information
- D. Review Aviano Project in City of Antioch (R. Perkins/P. Hoffmeister) 2:30

Actions: **2:45**

- A. APPROVE the Final Adjusted Budget for FY 23/24
- B. APPROVE the Approve Policy Assumptions to develop the FY 24/25 budget

Updates:

2:55

- A. Update on 9th Edition of the C.3 Guidebook (Y. Hrovat / E. Lennon)
- B. New US EPA Grant Funding Process (R. Perkins)
- C. BAMSC Steering Committee meeting (R. Perkins)
 - a. Status of regional projects and working groups
- D. Funding Options Update (R. Perkins)

Information:

3:15

- A. Quarterly status report on grant opportunities (Z. Cholico)
- B. Asset Management Work Group (E. Yin)
- C. Management Committee Q3 Workplan (E. Yin)
- D. Hybrid meeting technology and zoom status (E. Yin)

Old/New Business:

3:30

Adjournment: Approximately 4:00 p.m.

Next Management Committee Meeting: Wednesday, January 17, 2023, 1:30 PM

Attachments

Consent Items

1. *Management Committee Meeting Summary November 15, 2023*
2. *Administrative Committee Meeting Summary November 7, 2023*
3. *PIP Committee Meeting Summary November 7, 2023*
4. *Monitoring Committee Meeting Summary October 9, 2023*
5. *Municipal Operations Committee Summary October 17, 2023*
6. *Development Committee Meeting Summary September 27, 2023*
7. *Development Committee Meeting Summary October 25, 2023*

Presentation and Action Items

8. *Staff Report on Final Adjusted Budget for FY 23/24*
9. *Staff Report on Five-year Budget Projections and Reserve History and Projections*
10. *Staff report on the Policy Assumptions to develop the FY 24/25 Budget*
11. *EPA Grant Priority List*
12. *Funding Options Update*
13. *Updated Grant Opportunities Spreadsheet ([Link to Groupsite](#))*
14. *Management Committee Q3 Workplan*

UPCOMING DOCUMENTS FOR MANAGEMENT COMMITTEE REVIEW

-- January 2023 --

ACTION	AGENDA TOPIC/DOCUMENT	REVIEW BY:	APPROVAL DATE:
REVIEW/APPROVE	Revised LID Monitoring Plan	Ongoing	Not specified
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

December 13, 2023 Combined Nov/Dec Mtg	Development Committee Meeting, 1:30 p.m. – 3:30 p.m. Key Discussion: FY 24/25 Draft Committee Budget
December 19, 2023 3 rd Tuesday	Municipal Operations Committee Meeting, 10:00 a.m. – 12:00 p.m. Key Discussion: FY 24/25 Draft Committee Budget
January 2, 2023 1 st Tuesday	Administrative and PIP Committee Meeting 9 a.m. – 12:00 noon Key Discussion: FY 24/25 Draft Committee Budget v2
January 8, 2023 2 nd Monday	Monitoring Committee Meeting, 10 a.m. – 12 noon Key Discussion: FY 24/25 Draft Committee Budget v2
January 16, 2023 3 rd Tuesday	Municipal Operations Committee Meeting, 10:00 a.m. – 12:00 p.m. Key Discussion: FY 24/25 Draft Committee Budget v2
January 17, 2023 3 rd Wednesday	Management Committee Meeting, 1:30 p.m. – 3:30 p.m. Key Discussion: FY 24/25 Draft Program Budget v1

BAMSC (BASMAA) SUBCOMMITTEE/ MRP 3.0 MEETINGS

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

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



**CONTRA COSTA
CLEAN WATER
PROGRAM**

MANAGEMENT COMMITTEE MEETING MINUTES

11-15-2023

Attendance:

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



CONTRA COSTA
CLEAN WATER
PROGRAM

Introductions/Announcements/Changes to Agenda: Hybrid options were offered for meeting participation, the meeting was conducted both in-person and by video-conference call.

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

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

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

Consent Calendar:

1. APPROVE Management Committee meeting summary (Chair)

Bob Russell (Danville) motioned to approve the Management Committee meeting minutes as submitted, with no changes; Michele Mancuso (CCC Flood Control) seconded. The Chair called for a vote. There were no objections, and the Management Committee meeting minutes were approved.

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

- Administrative Committee
 - October 3, 2023
- PIP Committee
 - October 3, 2023
- Monitoring Committee
 - September 11, 2023
- Municipal Operations Committee
 - September 19, 2023

Lucile Paquette (Walnut Creek) motioned to approve the subcommittee meeting minutes as submitted, Bruce Davis (Concord) 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. Draft Adjusted Budget for FY 23/24 (R. Perkins)

Rinta Perkins (CCCWP) shared the first draft of the adjusted budget for FY 23/24 for review and feedback from permittees. Budget Adjustment Items identified in the staff report were discussed by Rinta, and each line item for adjust budget changes were identified.

The Committee discussed some of the proposed budget adjustments. Permittees inquired about the increase in the budget for the interim program manager and it was clarified that the initial budget line item only covered ~six months of work and was also perhaps too conservative considering all the additional tasks the interim program manager is covering (e.g., funding option discussions). Clarification was provided to permittees about other proposed costs, however, no modifications to the budget were suggested and the agenda item concluded with



CONTRA COSTA
CLEAN WATER
PROGRAM

Rinta saying that we will be seeking budget adjustment approval at the December Management Committee meeting.

4. Report on Progress to Develop FY 24/25 Budget

Rinta shared the budget process for the FY 24/25 budget, including the timeline for the upcoming budget process, as well as an initial discussion of the Budget Policy Assumptions that will be used for developing the budget for the new fiscal year. Budget Policy Assumptions are identified in the staff report and were reviewed with the Committee. The Timeline for the FY 24/25 Budget Process:

- November '23 – Budget policy and assumption will be reviewed.
- December '23 – Program staff and consultants will perform an internal review.
- January '24/February '24 – New draft budget will be distributed to permittees.
- February '24 – Mid-year actuals, population data and estimated revenues will be shared.
- March '24 – Approval of the new budget

The Committee discussed some of the budget policies and assumptions. One topic of discussion was with regards to the budget threshold of 3.5 million. It was noted that this was an arbitrary value selected several years ago and that it perhaps the cap should be adjusted considering it is exceeded almost every year due to the increased costs associated with permit implementation. There was general agreement that this value is arbitrary, and that the threshold value can be revisited when the Program Agreement is renewed in 2025.

In addition to the budget threshold, there was a request for more information about the various reserves as well as a review of how the legacy pollutant projects fit into the CCCWP's policies and assumptions. The discussion was concluded that these items will be presented at the December Management Committee meeting. In addition, further discussion on the Budget Policy Assumptions would continue at the December Administrative Committee meeting, and a final approval of the assumptions would be held by the Management Committee in December.

Actions

5. Confirm Management Committee Direction to Allocated Unspent Funds from FY22/23 Budget for Future Funding Initiatives

At the October Management Committee meeting, there was a request to authorize the Interim Program Manager to handle the FY 22/23 unspent funds according to the direction of the Management Committee. Discussion took place about how to handle the remaining ~\$1.3 million of unspent funds. At this meeting there was general agreement that this ~1.3 million would be put towards a countywide funding initiative planning reserve, however, it was pointed out at the November Admin Committee meeting that there was not a formal vote on this decision. As such, this action item is to formalize this authorization.



CONTRA COSTA CLEAN WATER PROGRAM

Tim Jensen (CCC Flood Control) motioned to approve the action to allocate unspent funds from the FY 22/23 budget for future funding initiatives, Bob Russel (Danville) seconded. There were no abstentions or objections, and the motion was approved.

Updates

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

Allison Knapp (Contra Costa County) shared an update on the Strategic Staffing Plan:

- The county is hoping to start the recruitment process for the Senior Watershed Management Specialist and Watershed Management Specialists positions in February '24.

7. Funding Options Update (R. Perkins)

- Rinta Perkins, Allison Knapp and Mitch Avalon shared a presentation with the PMA on the funding options report. Overall, the Program received a positive response from the PMA.
- Five city managers volunteered to participate in the funding options work group:
 - Joshua McMurray - Oakley
 - Alexandra Orogas - El Cerrito
 - Ethan Bindernagel - Pleasant Hill
 - Joe Calbrico - Danville
 - David Biggs - Orinda
- Representatives from the Stormwater Program include:
 - Jolan Longway
 - Amanda Booth
 - Tim Jensen
 - Allison Knapp
- The program has received a grant from representatives from the Office of the Water
- Kick-off meeting is being planned

8. BAMSC Steering Committee Meeting (R. Perkins)

- November 16 – First National Stormwater Day
 - There will be a website shared for whoever would like to participate. The goal is to bring together stormwater professionals to reflect on the impact of the MS4 program and to consider the current level awareness of stormwater infrastructure, discuss the status of the program and how it might change in the future. A registration link will be shared soon.
- Derek Beauduy from the Regional Water Board is leaving at the end of December.
- Zach Rokeach from the Regional Water Board will share a presentation before the Regional Water Board related to Trash.
 - The RWCB has indicated that Zach will be visiting cities to check on their Full Trash Capture Devices.

9. AGOL Update (E. Yin)



CONTRA COSTA CLEAN WATER PROGRAM

- Elizabeth (LWA/CCCWP) provided an update that the GIS Technical Consultant contract was finalized, and the transition process was currently in progress with an anticipated completion date of the end of December.

10. Compliance Updates (Program Staff)

- Lisa Welsh (Geoyntec/CCCWP) provided an update on several Program Activities that were moving forward in compliance with MRP 3:
 - Old Industrial Control Measure Plan
 - The Program submitted a request to the RWCB to extend the comment deadline for a revised Old Industrial Control Measure Plan to March 31, 2024, and this proposal was accepted by the RWCB.
 - To support the development of the revised Plan, the CCCWP is holding several work group meetings to discuss the comments received and plan for additional updates and input.
 - Monitoring Update
 - Trash Monitoring
 - Nets deployed for sampling this week at locations in Walnut Creek and Pacheco.
 - LID Monitoring
 - Flow Monitoring scheduled this week at Ohlone Greenway in El Cerrito to accurately program the auto-sampler.
 - POC Receiving Water Limitations
 - Prepared for monitoring during falling limb hydrograph this week/next week at Walnut Creek near Concord Ave.

Information

A. C.3 Project Data Checklist (E. Lennon)

Erin Lennon (CCCWP) shared details on the updated stormwater control plan template:

Development committee has authorized the creation of a new checklist in an excel spreadsheet format. Details were shared on how the spreadsheet would work, as well as the layout of the information. Erin invited member to attend the development committee meeting which will take place on Dec. 13

B. Newcomer Orientation (R. Perkins)

- Rinta encouraged new members of the program to attend this event. The event is designed to orient new members about CCCWP roles, different committees and work groups, our 5 year work plan and available resources
- Reach out to Duanne Hernaez (CCCWP) to receive an invitation and to submit any questions you would like to have answered at the meeting.

Old/New Business:

- Nicole Wilson (CCCWP) shared with the committee the Brochure poster was developed for the Watershed Symposium. A digital copy is available on Groupsite in the "1-Current CCCWP-wide Projects" folder in a subfolder titled "PIP Deliverables: Final Brochures and Other Outreach Materials".



CONTRA COSTA
CLEAN WATER
PROGRAM

- The Spanish translation of the Restaurant brochure has been approved and can be found on the CCCWP website.

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

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**ADMINISTRATIVE COMMITTEE MEETING
 SUMMARY**

Tuesday, November 7, 2023

10:30 am – 12:00 pm

Zoom Meeting

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

1. Convene Meeting and Roll Call (Chair)

The Vice-Chair convened the meeting at 10:40 am

2. Announcements or Changes to the Agenda (All)

Rinta Perkins (CCCWP) made an announcement that there has been a revision to the adjusted budget that was sent out in the agenda packet. This will be reviewed during the meeting and an updated Adjusted Budget document will be provided to permittee during the meeting.

Lucile Paquette (Walnut Creek) made an announcement about the Green Halo demonstration that is happening on November 16th. The event will be recorded for those interested.

3. Approval of October 3, 2023 Meeting Minutes (Chair)

There was a minor revision to the October Admin Committee meeting minutes. Language was added to clarify that an extension was requested on the deadline to respond to comments received on the Old Industrial Area Control Measure Plan.

Lucile Paquette (Walnut Creek) motioned to approve the Administrative Committee meeting minutes with the revision and accept the subcommittee minutes. Carlton Thomas (Concord)



ADMINISTRATIVE COMMITTEE MEETING

SUMMARY

Tuesday, November 7, 2023

10:30 am – 12:00 pm

Zoom Meeting

seconded. There were no objections or abstentions, and the October 3, 2023, Meeting Minutes were approved.

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

Allison Knapp (Contra Costa County) started the presentation by reminding permittees that six strategic staffing options were present at the September Management Committee meeting and that option three was preferred as an option to move forward with (Option 3: Hold the position of Interim Program Manager and focus on recruiting a senior watershed management planning specialist and watershed management specialist).

The next steps will include working with County HR to start the recruitment process.

There was a question from the audience as to whether it might be best to hold off on advertising positions until after the holiday season and wait until the new year as to not limit the recruitment options.

Allison responded in agreement with the observation and noted that there is a lot of internal work that needs to be done before recruitment starts and so it is likely that availability notices will likely only go out early next year.

5. Draft Adjusted Budget for FY 23/24 (R. Perkins)

Rinta started off by informing the Administrative Committee that they all should have received the updated proposed adjusted budget for the remainder of FY 23/24 that was included in the agenda packet. Permittees should also refer to the staff report included in the agenda packet for additional detail.

Rinta discussed the proposed adjusted budget with the Permittees by reviewing the staff report as well as the budget. Individual line items were highlighted to discuss areas where the budget was adjusted and the justification for the changes.

Minor edits were made during this review based on questions and comments from meeting participants. A revised copy of the adjusted budget will be provided after the meeting and will be distributed for discussion at the next Management Committee meeting.

6. Report on Process to Develop FY 24/25 Budget (R. Perkins)

Rinta presented on this agenda item explaining to the meeting members that over the next couple months, program staff will be starting discussions about fiscal year 2024-2025 budgets within the various committees. Before that begins, the CCCWP will also review the budget policy issues and agree on functional assumptions that staff will require to develop the Program's budget.

Rinta highlighted two areas that can affect budget development. These include the following:



**ADMINISTRATIVE COMMITTEE MEETING
SUMMARY**

Tuesday, November 7, 2023

10:30 am – 12:00 pm

Zoom Meeting

1. A list of policy issues that could impact the budget must be considered and decided upon (e.g., external factors such as Water Board comments, etc.)
2. A list of assumptions recommended by staff will provide parameters needed to prepare the preliminary budget drafts.

Rinta directed the Administrative Committee to refer to and review the staff report included in the agenda packet. The staff report was reviewed which lists the set of guidelines that outlines the Permittee's fiscal priorities and objectives, including the following:

- Budget threshold (3.5 million)
- Regional cooperation (BAMSC participation)
- Countywide Funding Initiative Planning Reserve (Funding option consideration)
- Contra Costa County Regional Alternative Compliance (RAC) System
- PCBs Load Reduction Costs
- Grant funding
- Contingency
- Unspent funds
- Investment
- Budget adjustments

The staff report additionally highlights the budget assumptions that program staff will need to consider, including:

- Staffing levels
- Employee salary increases
- Consultant costs
- AGOL/GIS
- Regional Alternative Compliance (RAC)
- Cost Reporting

There were several questions from meeting participants about some of the policy and assumptions listed above; specifically, one question was regarding the countywide funding initiative planning reserve policy item. There was some discussion as to whether the CCCWP was granted permission to allocate ~\$1.3 million of FY 22/23 unspent funds towards a countywide funding initiative planning reserve. Rinta agreed that this is essential to clarify and that it will be re-added as an approval item at the next management committee meeting.

Rinta concluded this agenda item by telling permittees to reach out if they have any questions or concerns about the budget policy and assumptions.

7. Draft November 15, 2023, Management Committee Agenda (E. Yin)



ADMINISTRATIVE COMMITTEE MEETING

SUMMARY

Tuesday, November 7, 2023

10:30 am – 12:00 pm

Zoom Meeting

Elizabeth Yin (CCCWP/LWA) shared the upcoming Management Committee agenda for approval by the Administrative Committee. There was a reminder to the group that the next meeting will be hybrid offering participants the opportunity to join in-person or online.

There was request that if Management Committee meetings are anticipated to be short that perhaps that time could be spent sharing some updates from the various committees (e.g. Old Industrial Control Plan updates). In addition to the update requests, the confirmation about the allocation of unspent funds was added to the meeting agenda.

Carlton Thomas (Concord) motioned to approve the Management Committee agenda with the proposed revisions, Michele Mancuso (CCC) seconded, with no abstentions or objections, and the November 15, 2023 Management Committee agenda was approved.

8. Old/New Business (Committee)

None

9. Adjournment

The Meeting adjourned at 12:15 pm



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, November 7, 2023, 9:00 am – 10:30 am
Zoom Meeting**

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

1) Convene Meeting and Roll Call (Chair)

The Chair Convened the meeting at 9:05 a.m.

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

Nicole Wilson (CCCWP/LWA) introduces a member of LWA staff, Sophie McFadin, that will be joining the meeting to support the note taking process.

Michelle Dissel (SGA) introduced Paige Rosenberg who will be joining committee meetings for the foreseeable future as she is involved in the work related to the website improvements.

3) Consent Items Approval (Chair)

- October 3, 2023, PIP Meeting Minutes.



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, November 7, 2023, 9:00 am – 10:30 am
Zoom Meeting**

Kerry Parker (San Ramon) motioned to approve the PIP Committee meeting minutes and accept the subcommittee minutes. Bob Russell (Danville) seconded. There were no abstentions or objections, and the October 3, 2023, PIP committee meeting minutes were approved.

- October 2023 Social Media Calendar (Facebook and Instagram)

Suggestions to the language for a couple social media posts were made, specifically related to recommended practices for handling fats, oils, and grease (FOG). Discussion was had regarding the content of concern and language was developed to address the issues presented.

Julie Haas-Wajdowicz (Antioch) motioned to approve the November 2023 Social Media Calendar with the recommended language changes and accept the Social Media Calendar. Kerry Parker (San Ramon) seconded; there were no abstentions or objections, and the November 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 – Revised Draft
 - Based on comments and feedback from the last meeting, the Spanish translation of the restaurant brochure has been revised. Pop-out graphics now contain Spanish translations as well and additional links have been added to the brochure that direct restaurant staff to Spanish resources.
 - Nicole re-emphasized that the brochure has been translated professionally by an agency that SGA closely works with and has been reviewed internally by SGA and CCCWP Spanish speaking staff. Unless there are any last minute observations, the brochure should be ready for approval at today's meeting.
- Carpet Cleaning Brochure – Revised Draft
 - Comments were on the updated graphics of the brochure. Specific comments included the following:
 - Revise the images of the women cleaning the carpets
 - Add "x"s over the storm drains similar to previous brochures
 - Revisit some of the language to add clarity
 - A revised draft of the Carpet Cleaning Brochure will be presented at the December PIP committee meeting.



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY**

**Tuesday, November 7, 2023, 9:00 am – 10:30 am
Zoom Meeting**

Kerry Parker (San Ramon) motioned to approve the Restaurant Brochure Spanish Translation accept the brochure translation. Bob Russell (Danville) seconded; there were no abstentions or objections, and the Restaurant Brochure Spanish Translation was approved.

5) Website Improvement Work Plan (SGA)

Based on conversations that occurred at the October PIP meeting, Michelle D. presented updates regarding improvements being made to the CCCWP website.

Michelle shared the website migration plan which includes the following next steps:

- Conducting a light audit (i.e., review website analytics/metrics, and identify areas of improvement)
- Conduct an inventory of the content
- Identify gaps in the content and make suggestions about additional resources
- Back up the website so nothing is lost in the transition
- Set up the new hosting platform

Slides were shared that communicated SGA's findings during their light audit process.

Recommendations for website improvements include the following:

- Installing impactful plug-ins (e.g., google translate, social media previews, etc.)
- Enhancing clickability
- Enhancing readability
- Enhancing navigation
- Adding other features (e.g., add pop-ups, revise the events calendar, ect.)

This agenda item concluded that SGA okay to continue their work plan with regards to the website updates.

6) 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:

- Contingency for additional program outreach
 - Adopted Budget FY 23/24 - \$5,000.
 - Adjusted FY 23/24 - \$1,500
 - Note: \$500 of the adopted budget went to sponsoring the Watershed Symposium and an additional \$3000 was moved to fund a different budget adjustment line item leaving \$1500 for PIP contingency.
- Stormwater Pollution Prevention Education through Website hosting and Maintenance
 - Adopted Budget FY 23/24 - \$50,000.
 - Adjusted FY 23/24 - \$50000



**PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, November 7, 2023, 9:00 am – 10:30 am
Zoom Meeting**

- No change in the FY 23/24 budget based on conversations had at the October PIP Committee.
- Streets to Creeks Partnership Program
 - Adopted Budget FY 23/24 - \$0
 - Adjusted FY 23/24 - \$0
 - CCCWP staff have determined that due to time constraints, it makes more sense to consider partnership with Streets to Creeks for the FY 24/25 budget.
- 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.

There was one question posed by the committee regarding the cost reporting training and recommended amount of budget. Nicole clarified that this is a conservative estimate since the amount of on-call support required is uncertain. Committee members agreed that the trainings are desired and that the identified \$25000 should remain as is pending Management Committee approval.

7) Streets to Creeks Partner Program (N. Wilson)

Nicole shared a brief update the potential partnership with the Streets to Creeks program.

As mentioned in the above discussion, CCCWP staff have determined that building this partnership into next years budget makes more sense since it takes time to identify costs and develop contracts.

Nicole mentioned to PIP committee that an email will be going out to Management Committee to gauge interest in the partnership. Once interested members are identified, a small group meeting will be scheduled with the Streets to Creeks representatives to discuss scope and budget in more detail.



PUBLIC INFORMATION/PARTICIPATION COMMITTEE
MEETING SUMMARY
Tuesday, November 7, 2023, 9:00 am – 10:30 am
Zoom Meeting

8) Contra Costa County Watershed Symposium Recap (N. Wilson/E. Lennon)

Erin Lennon (CCCWP) shared some photos and highlights from the Contra Costa Watershed Symposium event. She informed the group that the watershed model was a hit amongst table visitors and that the poster SGA developed turned out well.

Nicole shared with the group that the digital version of the poster is available to permittees on Groupsite ([Digital Poster](#)) and that the printed version of the poster can be borrowed from the CCCWP as well.

9) Old / New Business (Committee)

None

10) Adjournment (Chair)

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

**Monitoring Committee
Meeting Summary
October 9, 2023**

VOTING MEMBERS	ATTENDED	ABSENT
City of Antioch		Phil Hoffmeister
CCC Flood Control District	Beth Baldwin,	
City of Pittsburg	Jolan Longway (Vice-Chair)	
City of Richmond	Bradley Harms (Chair)	
City of Walnut Creek	Lucile Paquette	
NON-VOTING MEMBERS		
None		
PROGRAM STAFF		
None		
PROGRAM CONSULTANTS		
Geosyntec Consultants	Lisa Welsh	
Geosyntec Consultants	Lisa Austin	

1. **Introductory Remarks, Announcements, and Changes to the Agenda.** October 9, 2023 was a holiday (Indigenous People’s Day) observed by some municipalities. Some CCCWP Monitoring Committee members participated in the meeting on their days off.
2. **September Meeting Summary.** Beth Baldwin (CCC Flood Control District) made a motion to approve the September meeting summary. Jolan Longway (Pittsburg) seconded.
3. **Trash Monitoring Update.** Lisa Welsh (Geosyntec Consultants) provided an update on trash monitoring. Topics included the regional Watching our Watersheds WQIF grant, outfall monitoring device installation status, and status of BAMSC Trash Monitoring Plan revisions based on RWB Conditional Approval. Project Team selection for the Watching our Watersheds WQIF grant is anticipated in November and the team will come under contract with C/CAG in December. A modification is needed for the concrete collar at Grayson Creek and will be completed in early October. Net mount installation is planned for mid-October and nets will arrive at the end of October. Comments and revisions on the BAMSC Trash Monitoring Plan and QAPP will continue at the internal C.8 LID/Trash planning meeting on December 6.
4. **LID Monitoring Update.** Lisa Welsh (Geosyntec Consultants) provided an update on LID monitoring, including installation status and Conditional EO Approval of the LID Monitoring Plan. Installation is anticipated to be completed in early October. The stormwater Programs are waiting for RWB responses on some comments. There will be a follow-up meeting with

RWB staff on November 2 to discuss remaining comments and responses. Lisa Austin will send the full comment summary table to RWB staff one week before the meeting. The subcommittee requested an update on LID as full trash capture. Lisa W. will reach out to Rinta Perkins (Interim Program Manager) for an update on the topic.

Action Items: Lisa W. to ask Rinta Perkins to give an update on the status of LID as FTC.

5. Old Industrial Area Control Measure Plan Letter (L. Austin). Lisa A. reviewed the draft response letter to RWB on the Old Industrial Area Control Measure Plan (CMP) and reviewed the draft working maps depicting areas of investigation. The letter, sent in response to the direction and letter received from RWB staff stating the CMPs are inadequate and require revision, outlines the proposed revisions to the CCCWP Old Industrial CMP and requests submission of the revised CMP by March 31, 2024. The maps will not be sent with the response letter to the RWB. The subcommittee discussed the following topics:

- The maps are not static. Areas will be added and removed as investigations and sampling continue throughout the permit term. The map title will be revised accordingly to represent the specific time they were produced.
- Direct discharge properties – the RWB letter indicates that Permittees cannot get credit for them. The CCCWP may advocate for getting credit for some of these sites. SFEI will be field-testing remote tidal samplers that can be used for monitoring direct discharge sites.
- Street dirt samples – the CCCWP is considering all sample data but will resample older moderate sites to confirm elevated concentrations were not transient. Confirmed moderate (>0.2 PCBs mg/kg) detections in the ROW will necessitate Permittee coordination with the property owner. Confirmed new source properties (>1.0 mg/kg) will follow the typical referral/abatement process.
- Maps – show sites and areas that have been remediated, such as redeveloped properties and areas where storm drain flushing has been conducted.
- Revised Plan – include realistic timelines on cleaning up and redeveloping a site and the associated costs throughout the process.
- Form an ad-hoc workgroup with the affected and interested Permittees. This is a county-wide compliance issue but only a few Permittees have sites with elevated concentrations of PCBs. The first ad-hoc workgroup meeting will be on October 31, 10a to noon.
- Funding – consider that the CCCWP would provide financial support. For example, in FY 2022-2023 there was \$200,000 for project support. The Program could include this allocation annually going forward.
- Submit the letter before October 31, after Management Committee approval.

Action Items:

- Lisa W. to coordinate the ad-hoc old industrial CMP workgroup meetings.
- Lisa W. to coordinate submission of the Old Industrial CMP response letter to the RWB after Management Committee approval.

6. FY2023-24 Draft Budget Adjustment. Lisa W. presented revisions to the FY2023-24 proposed budget adjustment. The revision includes increasing the budget for the revised Old Industrial CMP to \$30,000 to cover meetings, analysis, map revisions, and CMP revisions through March 31, 2024.

7. New / Old Business

- **SFEI Tidal Monitoring Sites:** The CCCWP will request that SFEI monitor at a location in Richmond Harbor.
- **YSI Monitoring Probe:** The CCCWP has re-acquired a YSI probe and the estimated cost to get it in working order is >\$1,000.
- **SFB RWQCB Basin Plan Amendment:** There is a proposed Basin Plan amendment to correct errors, clarify guidance, and general document cleanup. Written comments are due on November 7 and the hearing is on December 13. The CCCWP does not plan to submit comments.

There is also a proposed update to the Sac/Delta Water Quality Control Plan. Lisa W. will review it and determine if it is relevant to East County Permittees.

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

8. Next Steps / Action Items

- Lisa W. to ask Rinta Perkins to give an update on the status of LID as FTC.
- Lisa W. to coordinate ad-hoc old industrial CMP workgroup meetings.
- Lisa W. to coordinate submission of the old industrial CMP response letter to the RWB after to Management Committee approval.
- Lisa W. to review the proposed update to the Sac/Delta Water Quality Control Plan and determine if it is relevant to East County Permittees.

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

Next Scheduled Monitoring Committee Meeting: Monday, November 13, 2023, 10:00 AM-12:00 PM, Zoom meeting.



MUNICIPAL OPERATIONS COMMITTEE (MOC) MEETING

SUMMARY

Tuesday, October 17, 2023

10:00 am – 12:00 pm

Zoom Meeting

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

PROGRAM STAFF

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, October 17, 2023

10:00 am – 12:00 pm

Zoom Meeting

1. Convene Meeting (Jolan Longway)

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

2. Approval of September 19, 2023 and Meeting Summary (Jolan Longway)

There were no corrections or revisions to the September 19, 2023 meeting summary. Phil Hoffmeister (Antioch) motioned to approve the submitted Municipal Operations Committee meeting summary with no changes and accept subcommittee meeting summaries. Bob Russell (Danville) seconded. The Chair called for a vote. Lucile Paquette (Walnut Creek) 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:

- 2023 Contra Costa County Creek and Watershed Symposium
 - The 2023 Symposium is on October 26th at the Pleasant Hill Community Center. At PIP, volunteers were solicited for the CCCWP-sponsored booth at the event.
 - Theme of the 2023 Symposium: “Intergenerational Watershed Stewardship”
 - For recordings and more: <https://www.ccwatershedforum.org/symposium-2023>
- C4/C5 meetings with Publicly Owned Treatment Works (POTW) group inspectors
 - POTW inspectors that conduct C.4 business inspections for multiple Permittees: Central Contra Costa Sanitary District, West County Wastewater, and Delta Diablo.
 - In August, Permittees inspected by POTW group inspectors received their C.4 business inventories and planned inspection lists for FY23-24.
 - Some Permittees want in-person meetings with their respective POTW group inspectors to discuss their FY23-24 C.4 business inspection plans.
- Action Items:
 - CCCWP to email Permittees inspected by POTW group inspectors regarding scheduling and preferences for FY23-24 C.4 inspection discussions.
 - CCCWP to consider inviting POTW group inspectors to attend an MOC meeting as a future agenda item.

4. FY 23-24 Workplan Discussion (all)

The MOC workplan was discussed in the context of MRP 3.0 deliverables for the provisions overseen by MOC. For the workplan, MOC was encouraged to review the MRP 3.0 spreadsheet, which breaks down 5-years requirements for each Provision: <https://cccleanwater.groupsite.com/files/1067037>. The following items were discussed:

- C.2 Municipal Operations
 - BASMAA no longer exists. There are regional discussions regarding Permittee needs and the maintenance logistics for the Surface Cleaner portion of their website.



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

Tuesday, October 17, 2023

10:00 am – 12:00 pm

Zoom Meeting

- It was noted that “Recognized Cleaner” is more accurate than “Certified Cleaner”.
- C.4/C.5 Business Inspections, Illicit Discharge Detection and Elimination
 - Annual C.4/C.5 inspector training date and logistics TBD.
 - MS4 inlet map locations and any plans to update these as a future agenda item.
- C.9 Pesticides
 - C.9 Program Evaluations – It was suggested that CCCWP review the approach to C.9 in MRP 2.0 as a framework for the evaluations due 2025.
 - It was suggested that this effort move to the Monitoring Committee
- C.10 Trash Load Reduction
 - Full Trash Capture Systems and Private Land Drainage Areas (PLDAs) – MOC would like to learn more about other Permittees’ experiences and processes for requiring/enforcing FTC installation and maintenance at PLDAs.
 - Creek & shoreline cleanup reporting, 9/30/24– MOC wants to know how other countywide programs (not the Regional Board) interpret “additional cleanup actions” phrasing. One attendee noted this language is unchanged from MRP 2.0.
 - New DDCP for approval 4/1/24
 - Antioch is planning to create a new DDCP.
 - San Pablo and CCC received comments and made corrections for their conditional approval of theirs. Antioch may ask them which actions are acceptable.
 - Revised Trash Generation Area Maps – Due 9/30/24, to include Trash Management Areas and PLDAs that will be retrofitted with full trash capture devices.
- C.13
 - Reminder that the CCCWP website has information on copper controls.
- C.15 (parts not including Firefighting discharges)
 - PIP deals with C.15 Firefighting discharges portion.
 - MOC focuses on the rest, which includes some areas that are not clear-cut.
- C.17
 - Pending any comments regarding the C.17 BMPs Report that was submitted.
- Other discussions:
 - Overall format/structure of MOC – frequency of meetings, which topics are covered, if MOC should be split into multiple committees (2025 new program agreement).
 - Asset Management (C.21) – It was noted that the decision to assign C.21 to the Development Committee instead of MOC may have been due to MOC workload.
- Action Items:
 - CCCWP staff to discuss the following with other countywide programs:
 - How are other countywide stormwater programs interpreting “additional cleanup actions” regarding Creek and Shoreline Cleanup reporting due 9/30/24 (C.10.g.x., C.10.f.i.)?



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

Tuesday, October 17, 2023

10:00 am – 12:00 pm

Zoom Meeting

- Regional discussion on FTC devices in PLDAs (e.g., propose as a future BAMSC Trash subcommittee topic in January)
- Erin to send a poll to all Permittees:
 - Where is the MS4 inlet map located for your jurisdiction? When was this last updated, and do you have plans to correct this?
 - Does your jurisdiction require BASMAA recognition for surface cleaners?
 - Is your jurisdiction updating its Trash Generation Area Map per Provision C.10? (Due 9/30/24, to include TMAs and PLDAs retrofitted with FTC)
 - Does your municipality have an ordinance for PLDAs requiring the installation/maintenance of FTC?
- Erin to add these workplan topics to future MOC agendas:
 - C.4/C.5 inspector training
 - MS4 inlet maps discussion
 - Trash Generation Area Maps discussion
 - Any relevant BAMSC discussions (e.g., if FTC devices in PLDAs is a future Trash subcommittee topic in January)
 - Presentation(s) on PLDAs, trash reduction, steps for requiring & enforcement of FTC with PLDAs
 - C.15 (parts not including Firefighting discharges) – discussing gray areas (de-watering, utility company requirements, irrigation, groundwater, etc.)

5. FY 23-24 MOC draft budget adjustments (Erin Lennon, Andrea Bullock, all)

A draft budget spreadsheet was sent to MOC members during this meeting, incorporating comments from last month's MOC meeting. No new adjustments were made during the meeting.

- Action Items:
 - Erin to update due dates and notes/comments columns to reflect that this budget is for FY23/24 deliverables.

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.



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, September 27, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

VOTING MEMBERS	ATTENDED	ABSENT
Contra Costa County	John Steere, Michelle Giolli	
City of Antioch	Phil Hoffmeister	
City of Brentwood		Aman Grewal, Allen Baquilar
City of Concord	Mitra Abkenari	
Town of Danville	Bob Russell	
City of Lafayette	Tim Clark (Chair)	
Town of Moraga	Frank Kennedy	
City of Oakley	Brianne Visaya (Vice Chair)	
City of Pleasant Hill	Ryan Cook, Frank Kennedy, Andrew J. (A.J.) Kennedy	
City of San Ramon	Roderick Wui, Amanda Booth	
City of Walnut Creek	Lucile Paquette	

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

MEMBERS OF THE PUBLIC/OTHERS/GUESTS	
Haley and Aldrich, Technical Consultant	Nancy Gardiner
Lotus Water, Technical Consultant	Rachel Kraai



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, September 27, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

1. Convene Meeting and Roll Call (Chair)

The Chair convened the meeting at 1:32 p.m.

2. Announcements or Changes to the Agenda

There were five (5) announcements.

- Due to time constraints, item #10 (takeaways from 9/19/23 BAMSC Development Subcommittee panel on GSI workforce development) was not discussed. Notes from the panel were included as an agenda attachment and also saved in Groupsite.
- NPDES 2022 Construction Stormwater General Permit (CGP) is effective September 1, 2023. A CGP Factsheet was attached to the agenda and can also be found on the CCCWP website: www.cccleanwater.org/development-infrastructure/resources/requirements-for-construction
- Reminder: Wet season begins October 1st.
- If interested in participating in AGOL Work Group, DC and/or relevant municipal staff may contact Liz Yin.
- Lucile Paquette (Walnut Creek) noted that Walnut Creek is using the Green Halo system for waste management tracking and for [PCBs and building demolition waste tracking \(walnutcreek.wastetracking.com\)](http://walnutcreek.wastetracking.com). A module to conduct trainings on Green Halo should be ready by October. She will let us know.

3. Approval of August 23, 2023 Meeting Summaries (Chair)

- Phil Hoffmeister (Antioch) motioned to approve the submitted August 23, 2023 Development Committee meeting summary, with no changes, and accept the subcommittee meeting summary. Tim Clark (Chair, Lafayette) seconded. The Chair called for a vote. There were no objections or abstentions, and the item was approved.
- There was a question about the availability of BAHM and the C.3 Guidebook update timing. It was noted that this item would be discussed further in today's agenda (Item 5).

4. Program Update (Erin Lennon, Rinta Perkins)

The following Program updates were shared with DC:

- (C.3.g.vi.) HM Applicability Map, TM addendum, and submittal letter – approved at 8/16/23 CCCWP Management Committee. Rinta signed and sent the letter.
- (C.3.h.v.) Letter to vector control before wet season (October 1st), with list of newly installed (FY22-23) stormwater treatment systems and HM controls – Program Staff compiled a list of newly installed stormwater treatment systems, and Rinta will send this later today (9/27/23).
- C.3 Tentative Order Amendment – Water Board Hearing is Oct. 11, 2023
- Action Items:
 - Program staff to send the C.3 vector control letter and save it in Groupsite.



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, September 27, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

5. Regional Bay Area Hydrology Model (BAHM) Update Status

- The beta version of BAHM was shared with Contra Costa Permittees.
- BAHM will soon be available to the public: <https://www.clearcreeksolutions.info/bahm-download-page>.
- Trainings
 - 2 trainings on October 24th (basic training in the morning; advanced training in the afternoon PM for those already using BAHM)
 - 1 training on October 30th for municipal staff who review C.3 projects.
- Action Items:
 - Program Staff to coordinate a larger discussion on BAHM (either at the next DC meeting or a working group)
 - Program staff to add BAHM trainings to the upcoming due dates calendar in the next DC meeting agenda packet
 - Rachel Kraai to email BAHM table integration to Permittees
 - Permittees to review BAHM table integration
 - Program staff to distribute the BAHM training invitation flyer from Jill Bicknell (EOA, Inc.) once received.

6. C.3 Guidebook Integration of BAHM (All)

- A scope of work was shared, incorporating the potential development of a C.3 checklist form and a terminology and policy integration plan for BAHM into the C.3 Guidebook.
- DC members expressed interest in a crosswalk table, to indicate interchangeable terms
- Rinta Perkins (Acting Program Manager) shared three examples of C.3 checklist forms used by other countywide programs. DC members considered advantages and challenges of creating a CCCWP adaptation of the different forms, which were in PDF, Excel and Word Doc formats.
- See **Attachment A** for the integration table and DC discussion
- Action Items:
 - Program Staff and consultants to distribute items discussed.
 - Permittees to review
 - BAHM CCCWP Integration draft tables – Permittees to review and send comments to Rachel Kraai (rkraai@lotuswater.com) by 10/6/23
 - Draft Scope of Work for C.3 Checklist Forms and BAHM integration into the CCCWP C.3 Guidebook – Permittees to review and send comments to Erin, CC Nancy Gardiner (ngardiner@haleyaldrich.com) by 10/12/23
 - Erin to distribute 3 example C.3 checklists. Permittees to consider preferences.



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY**

Wednesday, September 27, 2023

1:30 p.m. – 2:30 p.m.

Zoom Meeting

7. GI Retrofit Forum #2 Plan (Rachel Kraai, Lotus Water)

Rachel reviewed the agenda, plan, and next steps for the GI Retrofit Forum. The Management Committee has been invited to attend the forum, which takes part during the end of the DC meeting. To assist with the forum discussion, Permittees were asked to provide project information.

8. FY 22-23 Annual Report (all)

No FY22-23 annual reporting concerns were identified or discussed for DC-related items.

9. Development Committee FY 23-24 Workplan Discussion

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

10. Action Items/Next Steps (Erin)

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

11. Adjournment of DC meeting (Tim Clark)

The DC Meeting adjourned at 3:32 p.m.

Attachments:

- A. BAHM CCCWP Integration Draft Table,
-Includes Discussion Notes from the 9/27/23 Development Committee Meeting

**Table 1: Crosswalk of BAHM 2023 Features and Contra Costa Scoping
(from CCCWP July Comments on BAHM – Dubin Analysis)
WORKING DRAFT**

No.	Scope Item	Complete	Notes	ClearCreek/EOA Responses	Preliminary Response for Discussion with CCCWP: Adequate/Not Adequate
1	Update map Add 7 rain gauges Extend time series datasets	Yes	<ul style="list-style-type: none"> Includes map with Contra Costa County extents with street names for project location. Rain gauges are geographically distributed and represent the variability that occurs across the county. Rain gauges: Orinda Fire, Martinez, Walnut Creek, Dublin Fire, Saint Mary's, Los Medanos, Brentwood. These are all reasonable selections that have been used in other Contra Costa LID modeling projects. The precipitation time series data appears to extend through 2021. 		<ul style="list-style-type: none"> Adequate
2	Create user manual	Yes	<ul style="list-style-type: none"> See the user manual review section below. 		<ul style="list-style-type: none"> Adequate? The final document has not been received – edits are still being made to the User Manual, including addition of "crosswalk" table
3	Add Self-Retaining Area IMP	Yes	<ul style="list-style-type: none"> There is no self-retaining area element within the "LID Toolbox" in the software. Instead, the user manual contains a section that describes how to model self-retaining areas using the "trapezoidal pond" element. For Contra Costa County, modeling an LID measure as a trapezoidal pond could create confusion among users, because Contra Costa's current C.3 manual does not allow ponds for hydromodification management. 	<ul style="list-style-type: none"> The method for adding a self-retaining area element to the BAHM was discussed at the initial scoping meeting. Two options were provided along with the estimated cost. CCCWP elected to use the trapezoidal pond method since it was lower cost. The description of this approach can be modified to be made more clear to CCCWP users. The different BMP elements work by setting up a stage-storage-discharge relationship that is 	<ul style="list-style-type: none"> Adequate? During questions and discussion at the recent Sept. BAHM Working Group Meeting, Jill indicated that the method for modeling self-retaining areas had been determined in initial work group meetings and that adding a new element would have been a significant cost. She also indicated that it would be a significant cost to rename the "trapezoidal

Commented [RP1]: I think the user manual should be deemed adequate. Any additional instruction to CCCWP Permittees will be handled on our own (as appropriate).

Commented [RP2]: Can CCCWP create its own Instruction to bridge the gap? This is a unique circumstance that only applicable to us. It'd be hard to advocate for making our changes to an established BAHM used by other counties for quite some time.

No.	Scope Item	Complete	Notes	ClearCreek/EOA Responses	Preliminary Response for Discussion with CCCWP: Adequate/Not Adequate
			<ul style="list-style-type: none"> Self-retaining areas are simple landscape-based LID measures and ideally would be modeled in a simplified manner that requires fewer data inputs than those needed to model a pond. The user manual contains detailed instructions, but it would be more straightforward to have a separate self-retaining area element with fewer options and more information hardcoded into the model algorithm. Please note, the Water Board previously approved Contra Costa's modeling/pre-sizing approach for self-retaining areas. For hydromodification, self-retaining areas can accept run-on from an area equal to or less than the area of the SRA (1:1 ratio). BAHM could use this "accounting style" pass/fail determination for self-retaining areas. 	<p>utilized throughout the simulation. It is not simple to set up a different accounting style for this one element.</p> <ul style="list-style-type: none"> In our experience with applications of the model, self-retaining areas would likely not have a significant effect on the size of HM facilities needed to control the required range of storms on a large site. 	<p>pond" BMP in BAHM to "trapezoidal pond/self-retaining" area.</p>
4	Simplify reporting	Yes	<ul style="list-style-type: none"> The summary report is comprehensive and will be easy to navigate for users and reviewers after a little practice. All mentions of "predeveloped" should be changed to "pre-project" for consistency with the MRP requirements 	<ul style="list-style-type: none"> This change was made. 	<ul style="list-style-type: none"> Adequate
5	Add Windows 11 / LID evaluation elements	Yes	<ul style="list-style-type: none"> The software runs successfully on Windows 11 The LID evaluation summary statistics feature was not tested. We are familiar with the LID performance test in the WWHM software. Our only comment for BAHM is to ensure the implementation of the LID evaluation (e.g., statistical performance calculations) is consistent with MRP requirements. 	<ul style="list-style-type: none"> The LID evaluation feature has been turned off because it does not apply to Bay Area applications. 	<ul style="list-style-type: none"> Adequate

**Table 2: BAHM/CCCWP C.3 Guidebook Integration:
Terminology and Policy Issues Table
Issues for Development Committee Discussion and Determination*
WORKING DRAFT**

**Note: this table assumes that the Regional BAHM Model will not be further updated beyond changes made in summer 2023.*

No.	Integration Item	Issue	Possible Resolution	CCCWP Development Committee Discussion and Comments
1	IMP/BMP Terminology Difference	<ul style="list-style-type: none"> Terminology issue - use of different language in BAHM and the C.3 Guidebook: "BMP" in BAHM and "IMP" in C.3 Guidebook 	<ul style="list-style-type: none"> Option 1: Indicate the difference in terminology in the BAHM "crosswalk" table and in the introduction to the BAHM section of the C.3 Guidebook <ul style="list-style-type: none"> Note: A "crosswalk table" is being developed by Clear Creek/EOA that will help make the connection with allowable CCCWP IMPs and BAHM elements. This will be included in the BAHM User Manual and can also be inserted into the CCCWP Guidebook and other countywide programs' guidance manuals. Option 2: Change language in the C.3 Guidebook from "IMP" to "BMP" <ul style="list-style-type: none"> Any additional ramifications for other materials? 	<p>General DC Comments on Terminology Differences/Potential Changes to Terminology:</p> <ul style="list-style-type: none"> Permittees are leaning towards keeping the CCCWP terminology. Don't want to dismiss/throw away the work we have done over the years. Suggest slow transition; use of crosswalk table instead of changing the Guidebook terminology. Will this be confusing for the consultants that have been working with the CCCWP C.3 Guidebook for a long time? There are generally not a lot of HM projects in many municipalities so it also may not be worth it to change terminology regardless.
2	DMA/Drainage Basin and IMP/Stormwater Treatment Control Terminology Difference	<ul style="list-style-type: none"> The spatial setup of drainage basins and stormwater controls is similar. In BAHM, the user specifies drainage basins (referred to as drainage management areas or DMAs in C.3 Guidebook) and then connects these drainage basins to stormwater control measures (referred to as integrated management practices or IMPs in the C.3 Guidebook). 	<ul style="list-style-type: none"> Option 1: Indicate the difference in terminology in the BAHM "crosswalk" table and in the introduction to the BAHM section of the C.3 Guidebook Other solution? 	
3	Terminology Difference: Names of available IMPs	<ul style="list-style-type: none"> The seven hydromodification IMPs in the 8th Edition C.3 	<ul style="list-style-type: none"> Option 1: Indicate the difference in terminology in the BAHM "crosswalk" table and in the introduction to the BAHM section of the C.3 Guidebook 	

No.	Integration Item	Issue	Possible Resolution	CCCWP Development Committee Discussion and Comments
	(BMPs) in BAHM are different from the IMPs (BMPs) in the C.3 Guidebook	<p>Guidebook are either in BAHM or can be created using BAHM elements:</p> <ul style="list-style-type: none"> ○ Self-treating/self-retaining areas ○ Pervious pavements ○ Bioretention facilities ○ Flow-through planters ○ Dry wells ○ Cisterns + bioretention ○ Bioretention + vault <ul style="list-style-type: none"> ● In some cases, the BMPs in BAHM do not have the same names as the C.3 Guidebook. 	<ul style="list-style-type: none"> ● Other solution? 	
4	No self-retaining area IMP in BAHM	<ul style="list-style-type: none"> ● There is no self-retaining area element within the "LID Toolbox" in the BAHM software. Instead, the user manual contains a section that describes how to model self-retaining areas using the "trapezoidal pond" element. ● For Contra Costa, modeling an LID measure as a trapezoidal pond could create confusion among users, because Contra Costa's current C.3 Guidebook does not allow ponds for hydromodification management. ● Need a strategy to make the method for modeling self-retaining areas clear to users and to make it clear that ponds are not allowed for HM in Contra Costa. 	<ul style="list-style-type: none"> ● Option 1: Explain the change in the BAHM "crosswalk" table and in the BAHM section of the C.3 Guidebook. The C.3 Guidebook will need to include detailed instructions on how to model this elements. Clarify that ponds are still not allowed for HM in Contra Costa. ● Option 2: Explain the change in the BAHM "crosswalk" table and in the BAHM section of the C.3 Guidebook as listed above AND change the C.3 Guidebook to allow ponds for HM? 	<ul style="list-style-type: none"> ●

No.	Integration Item	Issue	Possible Resolution	CCCWP Development Committee Discussion and Comments
5	BAHM contains BMPs that are not allowed in the C.3 Guidebook	<ul style="list-style-type: none"> • The BAHM software contains several non-LID and proprietary commercial BMPs that are not allowable in the 8th Edition C.3 Guidebook. Examples include: <ul style="list-style-type: none"> ○ Stormwater ponds and sand filters ○ Commercial products like Storm Capture vaults, Cultec, MaxWell, etc. • The 8th Edition C.3 Guidebook only allows generic LID-based stormwater controls (e.g., bioretention) unless these are determined to be infeasible, in which case one of two commercial BMPs is allowable: a) tree-based high-rate stormwater boxes and b) vault-based media filters. 	<ul style="list-style-type: none"> • Contra Costa's co-permittees to reaffirm or modify the list of allowable commercial BMPs • The IMPs that are allowed and not allowed by CCCWP could be listed in the crosswalk table. • Note that per the current non-amended version of MRP, non-LID treatment (vault-based and tree-based high rate media filters) can only be used on Special Projects if LID is infeasible and If allowed by permittees. Once these determinations have been made (outside of the BAHM), the treatment measures allowed on the site can be modeled in the BAHM. 	<ul style="list-style-type: none"> • Preferred approach – create a table/language with clear indication of what is allowed in CC vs what is listed in BAHM. • What are the changes to the treatment requirements? • What do the other counties do for self-retaining areas? How do they model them in BAHM? • Can the cistern IMP be used like a stormwater pond? What are the hydrologic differences? • Side question: can artificial turf area be designated as a self-retaining area?
	Other?	•	•	•



**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY (NOTE: C.3.J. RETROFIT FORUM #2 AT END)**

Wednesday, October 25, 2023, 1:30 p.m. – 4:30 p.m.

Hybrid Meeting – Zoom and Walnut Creek Heather Farms Community Center

VOTING MEMBERS

Contra Costa County
City of Antioch
City of Brentwood
City of Concord
Town of Danville
City of Lafayette
Town of Moraga
City of Oakley
City of Pleasant Hill

City of San Ramon
City of Walnut Creek

ATTENDED (* if virtually)

John Steere, Michelle Giolli, Michele Mancuso
Phil Hoffmeister
Aman Grewal*
Mitra Abkenari
Bob Russell
Tim Clark (**Chair**), Matt Luttropp
Edrienne Aguilar, Frank Kennedy
Brianna Visaya (**Vice Chair**)
Ryan Cook, Frank Kennedy, Andrew J. (A.J.)
Kennedy*
Roderick Wui*
Lucile Paquette

PROGRAM STAFF

Acting Program Manager (Geosyntec)	Rinta Perkins
Watershed Planner	Erin Lennon
Program Analyst	Andrea Bullock
Program Clerk	Duanne Hernaez
Public Works Deputy Director	Allison Knapp

PROGRAM CONSULTANTS

Geosyntec	Lisa Welsh
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MEMBERS OF THE PUBLIC/OTHERS/GUESTS

Haley and Aldrich, Technical Consultants	Nancy Gardiner, Scott Alman
Lotus Water, Technical Consultants	Rachel Kraai, Rob Dusenbury
Dubin, Technical Consultant	Tony Dubin*
Geosyntec, Technical Consultant	Kelly Havens
City of Brentwood	Brant Wilson
City of Concord	Carlton Thompson
City of El Cerrito	Raed Al-Zaher*, Roland Lambert*
City of Hercules	Jose Pacheco
City of Orinda	Jihawna Johnson*, Kevin McCourt*
City of Pinole	Nazmieh Huebner, KJ Madayag
City of Richmond	Mary Phelps*
City of San Ramon	Kerry Parker*, Robin Bartlett*, Darin Fitzpatrick*

**DEVELOPMENT COMMITTEE (DC) MEETING
SUMMARY (NOTE: C.3.J. RETROFIT FORUM #2 AT END)
Wednesday, October 25, 2023, 1:30 p.m. – 4:30 p.m.**

1.) Convene Meeting (Tim Clark)

The chair convened a meeting at 1:30

2.) Announcements (Erin Lennon)

- C.3.j. GI Retrofit Forum #2 will take place at the end of this meeting, and the Management Committee was invited to that portion.
- Approval of the Sep. 27 meeting summary has been moved to the next DC meeting.
- Walnut Creek is hosting a Green Halo system training on November 16th.

3.) November/December DC Meeting Date Change (Erin Lennon, All)

- The November and December meetings were rescheduled into a single combined meeting on December 13th, 2023.
- Action Items:
 - Program Staff to send calendar updates to reflect the updated schedule.

4.) Program Update (Erin Lennon)

DC received a program update on the following items:

- C.3. Tentative Order Amendment was adopted at the October 11th Water Board Hearing
- Wet season began October 1st. CCCWP received permission from ACCWP to distribute the video of their enhanced (PCBs in building demolition) C.6 inspections training. The presentation and YouTube link are available on GroupSite. This link is for Permittees only and is not for distribution, just for Permittees.
- C.6 Inspector training for C.6 – Erin shared historical costs of C.6 training in different formats, including joint training with ACCWP, virtual, and in-person training. Preferences expressed: CCCWP-only training (ACCWP training if it will make it more affordable); Hybrid training with recording; and in January.
- The GI Design Specifications 1st draft was distributed to the Management Committee, per GI Design Specs 2nd meeting discussions with Shauna Dunton.
- Action Items:
 - Permittees to let Erin know if they would like a presentation or Q/A from Sandy Mathews of LWA with further information on C.6 enhanced (PCBs) inspections.
 - Erin to let Sandy know the Permittee preferences for C.6 training.
 - Permittees to send draft GI Design Specs reviews to Erin by Nov 13th.

5.) Development Committee FY 23-24 Budget Review (Erin Lennon, Andrea Bullock, All)

- a. Program staff incorporated feedback from the 9/27/23 DC meeting, including adjustments to subtasks to reflect the integration of BAHM in the C.3. Guidebook and the C.3 checklist form update.
- b. There was no overall change in the Development Committee budget.

6.) CCCWP C.3 Guidebook, BAHM Integration Discussion (Tony Dubin, C.3 technical consultant)

- a. Discussed how BAHM could be used for modeling the C.3 Guidebook's approaches to reducing stormwater runoff.
- b. Compared BAHM and C.3 Guidebook approach for incorporating/quantifying the effects of permeable pavements on stormwater runoff.
- c. Presented a crosswalk table for C.3 IMPs/BAHM for Contra Costa Permittees. The crosswalk table summarized how the five C.3 Guidebook hydromodification IMPs would be modeled in BAHM and compared input forms for IMPs that could be modeled by two or more BAHM facilities (e.g., bioretention and infiltration planters)
- d. See **Attachment A** for the Crosswalk Table.

7.) Next meeting date/next steps (Tim Clark)

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

8.) Break

9.) C.3.j. G.I. Retrofit Forum #2 (Management Committee invited)

- a. The GI Retrofit Forum took place from 3:00 -4:30 PM
- b. See **Attachments B and C** for summary items from this meeting portion.

10.) Adjournment (Tim Clark)

The Meeting adjourned at 4:30 PM.

Attachments:

- A. Crosswalk Table presented by Tony Dubin
- B. C.3.j. GI Retrofit Forum Meeting Minutes, key points

Crosswalk of C.3 IMPs / BAHM For Contra Costa County

Bay Area Hydrology Model 2023

File Edit View Help Summary Report

Contra Costa

Contra Costa

Site Information

Site Name:

Address:

City:

Gage: MED

Precip Factor: 1.000

Map Controls

Pro Elements

Bioretention 1

Stage (ft)	Area (acres)	Storage (acre-ft)
Sub-surface Table		
1.978022	1.000000	0.768956
2.010989	1.000000	0.782637
2.043956	1.000000	0.796319
2.076923	1.000000	0.810000
2.109890	1.000000	0.823681
2.142857	1.000000	0.837363
2.175824	1.000000	0.851044
2.208791	1.000000	0.864725
2.241758	1.000000	0.878407
2.274725	1.000000	0.892088
2.307692	1.000000	0.905769
2.340659	1.000000	0.919451
2.373626	1.000000	0.933132
2.406593	1.000000	0.946813
2.439560	1.000000	0.960495
2.472527	1.000000	0.974176
2.500000	1.000000	0.985577
Surface Table		
2.500000	1.000000	0.000000
2.532967	1.000000	1.018544

Runoff Reduction Measures Crosswalk

- Design for runoff reduction is prioritized and conducted prior to LID facility sizing
- Methods include minimizing impervious surfaces, avoiding draining landscape to pavement, and using self-retaining areas

C.3 Guidebook	BAHM Element/BMP
Self-treating areas (landscaped areas)	“Land use basin” (basic element) that is routed to its own “point of compliance” and not to a downstream BMP
Self-retaining areas	Shallow “trapezoidal pond” or “irregularly shaped pond” (basic elements) with instructions provided in the BAHM User Manual
Areas draining to self-retaining areas	“Land use basin” draining to “trapezoidal pond” or “irregularly shaped pond” with instructions provided in the BAHM User Manual

Runoff Factors for Permeable Pavements

- BAHM will directly model runoff reduction for permeable surfaces, based on design configuration
- Additionally, permeable pavements could be considered flow control BMP

C.3 Guidebook Runoff Factors

TABLE 3-2. RUNOFF FACTORS FOR EVALUATING DRAINAGE TO SELF-RETAINING AREAS AND FOR SIZING IMPS.

Surface	Treatment and Flow Control	Treatment only
Roofs	1.0	1.0
Concrete or Asphalt	1.0	1.0
Pervious Concrete	0.1	0.1
Porous Asphalt	0.1	0.1
Grouted Unit Pavers	1.0	1.0
Solid Unit Pavers Set in Sand	0.5	0.2
Open and Porous Pavers	0.1	0.1
Crushed Aggregate	0.1	0.1
Decomposed Granite*	0.1	0.1
Turfblock	0.1	0.1
Landscape, Group A Soil	0.1	0.1
Landscape, Group B Soil	0.3	0.1
Landscape, Group C Soil	0.5	0.1
Landscape, Group D Soil	0.7	0.1

BAHM Permeable Pavement

Permeable Pavement 1 Pre-Project

Facility Name: Permeable Pavement 1

Outlet 1: 0 Outlet 2: 0 Outlet 3: 0

Downstream Connection: 0

Facility Type: Permeable Pavement

Quick Pavement

Facility Dimension Diagram

Overflow Data

Ponding Depth Above Pavement (ft): 0

Diameter Height (in) (ft): Underdrain 0 0

Storage Volume at Top of Pavement (ac-ft): .000

Show Pavement Table: Open Table

Initial Stage (ft): 0

Facility Dimensions

Pavement Length (ft): 0

Pavement Bottom Width (ft): 0

Effective Total Depth (ft): 0

Bottom slope (ft/ft): 0

Effective Volume Factor: 0

Layers for Permeable Pavement

Pavement Thickness (ft): 0

Pavement porosity (0-1): 0

Sublayer 1 Thickness (ft): 0

Sublayer 1 porosity (0-1): 0

Sublayer 2 Thickness (ft): 0

Sublayer 2 porosity (0-1): 0

Infiltration: NO

Hydromodification Facility Crosswalk

- There are multiple methods of modeling C.3 IMPs

C.3 Guidebook IMP	BAHM BMP
Bioretention	Bioretention (basic element) or Infiltration planter (LID toolbox)
Flow-through planter	Bioretention with “native infiltration” set to zero or In-ground planter (LID toolbox)
Cistern + bioretention	Two BMPs: Storage tank or storage vault (basic element) connected to bioretention or infiltration planter
Bioretention + vault	Two BMPs: Bioretention or infiltration planter connected to storage tank or storage vault
Dry well	Gravel trench bed (basic element) or drywell (LID toolbox)

BAHM Bioretention vs. Infiltration Planter

- Infiltration planter has simplified input parameters

Bioretention

Bioretention 3 Pre-Project

Facility Name: Bioretention 3

Outlet 1: 0 Outlet 2: 0 Outlet 3: 0

Downstream Connection: 0 0 0

Use simple Bioretention Default Bioretention

Underdrain Used

Bioretention Bottom Elevation: 0

Flow Through Underdrain (ac-ft): 0

Total Outflow (ac-ft): 0

Bioretention Dimensions

Bioretention Length (ft): 0.000

Bioretention Bottom Width (ft): 0.000

Freeboard (ft): 0.000

Over-road Flooding (ft): 0.000

Effective Total Depth (ft): 0

Bottom slope of bioretention (0-1): 0.000

W/Q Percent Filtered: 0

Sidewall Invert Location.

Top and Bottom side slope (ft/ft): 0.000

Left Side Slope (H/V): 0.000

Right Side Slope (H/V): 0.000

Facility Dimension Diagram

Riser Outlet Structure

Riser Height Above bioretention surface (ft): 0

Riser Diameter (in): 0

Riser Type: Flat

Orifice Number	Diameter (in)	Height (ft)
1	0	0
2	0	0
3	0	0

Bioretention Volume at Riser Head (ac-ft): .000

Show Bioretention: Open Table

Native Infiltration: NO

Infiltration planter

Infiltration Planter 2 Pre-Project

Facility Name: Infiltration Planter 2

Outlet 1: 0 Outlet 2: 0 Outlet 3: 0

Downstream Connection: 0 0 0

Facility Type: In Ground Infiltration Planter Box

Quick Planter

Maximum Planter Area (ac): 0

Underdrain Diameter(ft): 0

Orifice Diameter(in): 0 Offset(in): 0

User Defined Soil Layers

Planter Box Dimensions

Planter Length (ft): 0.000

Planter Bottom Width (ft): 0.000

Freeboard (ft): 0.000

Effective Total Depth (ft): 0

Material Layers for Planter

Soil Layer	Material	Depth (ft)
Soil Layer 1	ASTM 100	0.000
Soil Layer 2	GRAVEL	0.000

Outlet Structure Data

Riser Height Above Planter surface (ft): 0

Riser Diameter (in): 0

Native Infiltration: Yes

Native Infiltration (in/hr): 0

Total Volume Through Facility (ac-ft): 0

Total Volume Through Riser (ac-ft): 0

Total Volume Infiltrated (ac-ft): 0

Percent Infiltrated: 0

Flow Through Underdrain (ac-ft): 0

Percent Through Underdrain: 0

Water Quality Filtered: 0

Show Planter Table: Open Table

Planter Volume at Riser Head (ac-ft): .000

BAHM Storage Tank vs. Storage Vault

Tanks use cylindrical or arched configuration; vaults are rectangular

Storage tank

Tank 1 Pre-Project

Facility Name: Tank 1 Facility Type: Tank

Outlet 1: 0 Outlet 2: 0 Outlet 3: 0

Downstream Connection: 0

Precipitation Applied to Facility

Evaporation Applied to Facility

Quick Tank

Facility Dimensions

Facility Bottom Elevation (ft): 0

Tank Type: Circular

Diameter (ft): 0

Length (ft): 0

Outlet Structure Data

Riser Height (ft): 0

Riser Diameter (in): 0

Riser Type: Flat

Notch Type:

Infiltration: NO

Orifice Number	Diameter (in)	Height (ft)
1	0	0
2	0	0
3	0	0

Tank Volume at Riser Head (ac-ft): 0

Show Tank Table: Open Table

Initial Volume: 0

Tide Gate | Time Series | Demand

Determine Outlet With Tide Gate

Use Tide Gate

Tide Gate Elevation: 0 Downstream Connection: [Dropdown]

Overflow Elevation (ft): 0 Iterations: 0

Storage vault

Vault 1 Pre-Project

Facility Name: Vault 1

Outlet 1: 0 Outlet 2: 0 Outlet 3: 0

Downstream Connection: 0

Precipitation Applied to Facility

Evaporation Applied to Facility

Quick Vault

Fixed Width For Auto Vault

Facility Dimensions

Length (ft): 0

Width (ft): 0

Effective Depth (ft): 0

Outlet Structure Data

Riser Height (ft): 0

Riser Diameter (in): 0

Riser Type: Flat

Notch Type:

Infiltration: NO

Orifice Number	Diameter (in)	Height (ft)
1	0	0
2	0	0
3	0	0

Vault Volume at Riser Head (ac-ft): .000

Show Vault Table: Open Table

Initial Volume: 0

Tide Gate | Time Series | Demand

Determine Outlet With Tide Gate

Use Tide Gate

Tide Gate Elevation (ft): 0 Downstream Connection: [Dropdown]

Overflow Elevation (ft): 0 Iterations: 0

BAHM Gravel Bed vs. Dry Well

Gravel beds have more options; Drywell more like C.3 Guidebook

Gravel bed

Gravel Trench Bed 3 Pre-Project

Facility Name: Gravel Trench Bed 3

Outlet 1: 0 Outlet 2: 0 Outlet 3: 0

Downstream Connection: 0 0 0

Facility Type: Gravel Trench/Bed

Precipitation Applied to Facility

Evaporation Applied to Facility

Quick Trench

Facility Dimension Diagram

Outlet Structure Data

Riser Height (ft): 0

Riser Diameter (in): 0

Riser Type: Flat

Notch Type:

Orifice Number Diameter (in) Height (ft)

Orifice Number	Diameter (in)	Height (ft)
1	0	0
2	0	0
3	0	0

Trench Volume at Riser Head (ac-ft): .000

Show Trench: Open Table

Initial Stage (ft): 0

Facility Dimensions

Trench Length (ft): 0

Trench Bottom Width (ft): 0

Effective Total Depth (ft): 0

Top and bottom slope (H/V): 0

Left Side Slope (H/V): 0

Right Side Slope (H/V): 0

Material Layers for Trench/Bed

Layer	Thickness (ft)	Porosity (0-1)
Layer 1	0	0
Layer 2	0	0
Layer 3	0	0

Infiltration: NO

Drywell

Dry Well 4 Pre-Project

Facility Name: Dry Well 4

Outlet 1: 0 Outlet 2: 0 Outlet 3: 0

Downstream Connection: 0 0 0

Facility Type: Dry Well

Maximum Facility Area (ac): 0 Calculate Dry Well

Facility Dimensions

Dry Well Length (ft): 0

Dry Well Bottom Width (ft): 0

Material Layers for Dry Well

Reservoir Thickness (ft): 0

Top Soil Layer Thickness (ft): 0

Top Soil Layer Porosity (0-1): 0

Gravel/Sand Layer Thickness (ft): 0

Gravel/Sand Layer Porosity (0-1): 0

Infiltration

Infiltration: Yes

Infiltration Rate (in/hr): 0

Total Volume Infiltrated (ac-ft): 0

Total Volume Through Riser (ac-ft): 0

Total Volume Through Facility (ac-ft): 0

Percent Infiltrated: 0

Dry Well Volume at Riser Head (ac-ft): .000

Show Dry Well Table: Open Table

C.3.j Retrofit Forum #2 Meeting Minutes

Rachel – Introduction

- C.3.j eligible acreage consists of LID applied beyond C.3.b Regulated Projects requirements.
- Applies to projects completed after 1/1/21 and approved/funded by 6/30/27

Lisa Welsh

- For Provisions C.11.c and C.12.c, there is a Countywide metric of 664 acres of old industrial land for reduction of Hg and PCBs.
- Areas for PCB investigation are centered around Richmond, N. Richmond, and Pittsburg.
- C.11.c and C.12.c compliance projects do not count for C.3.j, but additional projects with impacts from Hg and PCBs may count.

Rachel

- Collectively, Permittees have likely completed more than the required 57.32 acres of C.3.j retrofit project area, mainly due to the large Antioch project.
- But some Permittees don't have the required individual 0.2 acres.

Phil Hoffmeister – Aviano Development

- Project includes several bioretention basins in the central portion of the site.
- The project is located on City-owned land, and the City will maintain the basins.
- The project will treat runoff from approximately 233 acres, about 86 acres of which is untreated, previously developed land (i.e., retrofit).
- Antioch has 2 additional (smaller) retrofit projects planned.

Kelly Havens (on behalf of Amanda Booth) – Regional Alternative Compliance (RAC)

1. HM Compliance Items

- HM applicability maps (Task 11.1)
 - The HM Map has been posted to AGOL. Rachel to work with Erin to post it on the CCCWP website with a caveat that it is still in Draft form pending Water Board approval. Erin will also work with Liz to link the Introduction text.
 - The 9th Edition C.3 Guidebook will include a link to the Map.
 - Rinta to contact Keith Lichten to remind him of the need for the Water Board to approve the HM Map.
 - Refinement of the hardened channel definition could be a future discussion with the Water Board, but no action at this time.
- BAHM updates (Task 10.1)
 - Clear Creek has made the final adjustments to the BAHM and edits to the User Manual. Both the model and the Manual should be available prior to the trainings. Once the products have been finalized, BAHM 2023 and User Manual will be posted at the following link: <https://www.clearcreeksolutions.info/bahm-download-page>. Erin will also include this link on the CCCWP Development webpage.
 - Training workshops have been scheduled for October 24 and 30. A flyer containing information and links to the registrations for each workshop has been prepared and is being distributed. Trainings will be recorded and housed on the Clear Creek website.
 - While the BAHM model and user manual can be shared with CCCWP Permittees for them to get familiar with before the training, BAHM cannot be used for projects

until it is integrated with an updated C.3 Guidebook, and both can be posted on the CCCWP website so that project proponents have a comprehensive understanding about how to design their projects.

- H&A developed draft outreach language and email. Language will be finalized prior to training.

IMP Calculator Updates (conditional approval item, Task 10.3)

- Calculator was essentially finalized by end of July but Program not to post until the 9th Edition Guidebook is released (early 2024).

2. Stormwater C.3 Guidebook (Task 10.6):

- Work on the 9th Edition Guidebook has begun. Tony Dubin and Rob Dusenbury (Lotus Water) to prepare guidance (in the form of a new chapter) on the use of BAHM for HM compliance demonstration and example project run-through. The example project will likely be based on one of the 2 project examples developed previously (most likely the residential subdivision but will need a decision at the October DC meeting).
- Approach and timeline for the Guidebook: H&A/Lotus received good feedback at the September DC meeting where Rachel presented the draft “crosswalk” table showing Contra Costa’s approach to integrating BAHM. The DC discussed the issue that BAHM does not include self-retaining areas and that ponds are not used in Contra Costa County. Also discussed whether the new Guidebook should be edited to include regional terminology. Some Permittees suggested keeping Contra Costa’s existing terminology rather than changing it to the regional language. Since BAHM completion was delayed beyond July, the schedule for the Guidebook will also be pushed. Currently plan to present draft Guidebook at the joint November/December DC meeting on December 13, and obtain approval by the MC in early 2024.

3. GI Design Guidelines (Task 10.4)

- Based on feedback from GI Design Workshop #2 and the subsequent poll, Lotus presented a subset of design details for CCCWP development at the August DC meeting; DC members approved the subset and discussed and determined an approach for integrating into CCCWP materials.
- The next step is for Shauna Dunton (Lotus) to send out a redlined version of the selected details for Workshop attendees to review and mark up. Shauna will present an update at the December 13 DC meeting and will provide a complete revision for discussion at the January or February DC meeting.
- Rachel noted that Lotus would prefer to work through the final details at the DC meetings rather than holding a 3rd workshop.

4. General Technical Services items (Task 10.9):

- Permit Amendment – The Water Board met to consider the proposed amendment at a public meeting on October 11th. Some Board members found Amanda Booth’s presentation compelling; however, the Board still voted to approve the amendment.
- C.3.j Forum
 - Next Forum to be conducted at the October DC meeting (October 25). The Forum will be held in person at the Heather Farm Community Center - Lakeside Room in Walnut Creek from 3 to 4:30 PM.

- Rachel met with Lisa Welsh (Geosyntec) to begin collecting C.3.j. data.
- There will be several presentations at the forum to provide updates on various projects (e.g., Antioch Aviano Project, Regional Alternative Compliance Project in San Pablo, Orange Memorial Park).

5. Other items?

- Technical Budget adjustments: H&A/Lotus requested additional scope and budget for BAHM integration (\$17,500, including \$10,000 for Tony Dubin) and preparation of the new C.3 checklist (\$6,000). Obtained clarification from Andrea regarding scope of work for Task 10.1. The \$75K line item was carried over from the previous fiscal year and is available to fund these additional scope items.
- Asset Management task - Arini Geographics has been retained as the Program's new AGOL consultant and will reconvene an AGOL Work Group, likely in October. We should continue to track development of the regional framework. An Asset Management Framework work group was formed and Rinta will keep us informed of progress. The permittees are reviewing the adequacy of the Program's existing GIS (e.g., for tracking C.3, C.12.c, homeless). H&A and Lotus Water are happy to help.
- Next monthly C.3 check-in meeting scheduled for November 8, 2023 at 9:00 AM.



Date: December 20, 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

Recommendation:

CCCWP Interim Program Manager and Staff recommend that the Management Committee accept 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. Since the Interim Program Manager's presentation at the Management Committee on November 15, there was no changes to the FY 23/24 budget adjustment requests.

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 for six (6) additional months, or 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
(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)
4		Administrative/Personnel (See Admin Worksheet)	\$2,064,798	\$2,147,767	\$0	\$170,111	\$2,317,878
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		General Supplies & Equipment	\$7,788	\$4,817	\$0	\$0	\$4,817
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		Association/Memberships/License Fees	\$33,554	\$34,261	\$0	\$1,000	\$35,261
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		Legal Services	\$95,000	\$61,800	\$0	\$0	\$61,800
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		Regional Projects/Regional Cooperation	\$230,000	\$237,949	\$0	\$0	\$237,949
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		General Consultant Services/Projects (See Consultant Services/Projects Worksheet)	\$342,000	\$620,910	\$240,000	(\$28,000)	\$592,910
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		Municipal Operations (C.2) - Training/Workshop (See MOC Worksheet)	\$3,100	\$0	\$0	\$0	\$0
43		New Development/Redevelopment (C.3) (See Development Committee Worksheet)	\$436,000	\$264,360	\$0	\$0	\$264,360
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
(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)
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	Industrial/Commercial Controls (C.4) - Training/Workshop (See MOC Worksheet)(LWA)	\$3,100	\$3,193			\$3,193
57	7662	Illicit Discharge/Detection and Elimination (C.5) (See MOC Worksheet)	\$0	\$0	\$0	\$0	\$0
58		Construction Controls (C.6) (See Development Committee worksheet)	\$0	\$6,000	\$0	\$0	\$6,000
59	7628	Biennial Construction Training (LWA-Training only)	\$6,000	\$6,000			\$6,000
60		Public Information/Participation (C.7) (See PIP Committee Worksheet)	\$159,300	\$235,000	\$0	(\$2,900)	\$232,100
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		Water Quality Monitoring (C.8) (See Monitoring Committee Worksheet)	\$605,000	\$591,000	\$0	\$77,000	\$668,000
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**
(November 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		Pesticide Toxicity Control (C.9) (See MOC Worksheet)	\$81,023	\$85,963	\$0	\$0	\$85,963
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		Trash Load Reduction (C.10) (See MOC Worksheet)	\$60,000	\$10,000	\$0	\$0	\$10,000
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	Mercury Controls (C.11) (requirements addressed under C.12)	\$0	\$0	\$0	\$0	\$0
100		PCBs Controls (C.12) (See Monitoring Committee Worksheet)	\$460,914	\$161,500	\$235,000	\$30,000	\$191,500
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		Exempted and Conditionally Exempted Discharges (C.15) (See PIP Committee Wor	\$15,000	\$15,000	\$0	\$0	\$15,000
113	7617	Firefighting Discharges (LWA/GC)	\$15,000	\$15,000			\$15,000
114		Unsheltered Homeless Discharges (C.17) (See MOC Worksheet)	\$120,000	\$10,000	\$0	\$5,000	\$15,000
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		East Contra Costa County Projects (C.19) (See Monitoring Committee Worksheet)	\$105,000	\$33,500	\$0	\$15,000	\$48,500

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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		Cost Reporting (C.20) (see PIP Committee Worksheet)	\$20,000	\$5,000	\$0	\$25,000	\$30,000
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		Asset Management (C.21) (see Development Committee Worksheet)	\$30,000	\$20,000	\$0	\$0	\$20,000
129	7645	Asset Management Framework (TBD)(H&A)(LWA)	\$30,000	\$20,000			\$20,000
130		Annual Report (C.22)	\$0	\$43,100	\$0	\$0	\$43,100
131	7609	Program Annual Report	\$0	\$40,000			\$40,000
132	7609	Permittee Forms	\$0	\$3,100			\$3,100
133		GROUP PROGRAM BUDGET SUBTOTAL	\$4,871,577	\$4,591,120	\$475,000	\$292,211	\$4,883,331
134		2% CONTINGENCY	\$97,432	\$91,822			\$97,667
135		TOTAL GROUP ACTIVITIES BUDGET	\$4,969,008	\$4,682,942			\$4,980,997
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		SUBTOTAL	(\$479,821)	(\$479,821)			(\$801,673)
141		NET SUBTOTAL GROUP PROGRAM BUDGET	\$4,489,187	\$4,203,121			\$4,179,324
142		SUA FUNDING CAP	\$3,500,000	\$3,500,000			\$3,500,000
143		NET TOTAL GROUP PROGRAM BUDGET	\$4,489,187	\$4,203,121			\$4,179,324
144		SUA FUNDING GAP	(\$989,187)	(\$703,121)			(\$679,324)

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

CCCWP 6 FTE -12 Months					
FY 23/24 Approved Positions + 3% COLA	Benefits @ 74.9%	Division Overhead (\$60K flat amount)	Department Overhead @ 27%	Outside Rate @ 2%	Total
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
TOTALS	\$456,113	\$60,000	\$164,420	\$12,179	\$1,301,675

*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:

CCCWP 6 FTE -12 Months			
FY 23/24 Approved Positions + 3% COLA	Benefits @ 74.9%	Overhead at 47% of salary + Benefits	Total
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
TOTALS	\$456,113	\$500,586	\$1,565,662

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.
Subtotal Training requirements (C.2/C.4 / C.5)		\$6,200	\$3,193	\$3,193	\$0	\$0	
Subtotal Pesticide Toxicity Control (C. 9)		\$81,023	\$85,963	\$85,963	\$0	\$0	
Subtotal Trash Reduction (C. 10)		\$60,000	\$10,000	\$10,000	\$0	\$0	
Subtotal Unsheltered Homeless Provision (C.17)		\$120,000	\$10,000	\$15,000	\$5,000	\$5,000	
Total Committee Budget		\$267,223	\$109,156	\$114,156	\$5,000	\$5,000	

*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.
Total Committee Budget			\$184,300	\$255,000	\$280,100	\$25,100	\$100	\$25,000	

*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)				FY23-24 carry over from FY22-23. 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	FY23-24 carry over from FY22-23. 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	FY23-24 carry over from FY22-23. 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	FY23-24 carry over from FY22-23. 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.
Total Committee Budget		\$426,000	\$290,360	\$290,360	\$0	\$13,500	\$10,000		
C.3 New Development and		\$346,000	\$164,360	\$164,360	\$0	\$13,500	\$10,000		
C.6.f.ii. Workshop		\$0	\$6,000	\$6,000	\$0	\$0	\$0		
C.21 Asset Management Planning		\$30,000	\$20,000	\$20,000	\$0	\$0	\$0		
General Technical Services (C.3, C.6,		\$50,000	\$100,000	\$100,000	\$0	\$0	\$0		

*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)
Water Quality Monitoring (C.8)		\$605,000	\$576,000	\$18,000	\$558,000	\$77,000	\$38,500	\$38,500	\$0	
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).
Mercury Controls (C.11) (requirements addressed)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
PCBs Controls (C.12)		\$460,914	\$161,500	\$60,000	\$101,500	\$191,500	\$30,000	\$30,000	\$0	\$125,000	
	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.
East Contra Costa County Projects (C.19)		\$105,000	\$33,500	\$0	\$33,500	\$83,500	\$15,000	\$5,000	\$10,000	\$0	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
Total Committee Budget			\$993,049	\$93,000	\$693,000	\$1,150,049	\$122,000	\$73,500	\$48,500	\$125,000	



Date: December 20, 2023

To: Management Committee

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

Subject: Budget Reserves and Five-Year Budget Projection

Recommendation:

Accept the budget reserves information and the five-year budget projection.

Budget Reserves:

The Contra Costa Clean Water Program (CCCWP) implements various countywide activities on behalf of its member agencies in accordance with the Municipal NPDES Regional Permit, such as water quality monitoring, public education, and watershed planning guidance to name a few. CCCWP has several categories of reserves that are essential for maintaining a stable operating budget and fulfilling its regulatory obligations. The Management Committee approved each category of reserve based on its strategic plan and financial projection. It also periodically reviews updates of the reserves to ensure their adequacy and sustainability.

The purpose of this staff report is to provide a status update of each reserve category for the FY 23/24 and discuss the challenges and opportunities that may affect the reserves in the future, and to provide recommendations for any adjustments or actions that may be needed. As a reminder these budget reserves are Permittees' funds to be disbursed at the Management Committee's direction.

1. MRP Reserve

The purpose of this Municipal Regional Permit (MRP) Reserve category is to smooth out escalating costs in the operating budget to minimize the impact on the permittees. The fund can only be used strictly for MRP-mandated activities implementation. The Management Committee must approve the use of this reserve fund as part of the budget development process.

This reserve is funded from unspent funds from the CCCWP operating budget at the Management Committee's direction with the last deposit occurred in FY 2022/23. The current balance of the MRP Reserve is \$4.8 million.

2. SUA Reserve

The Stormwater Utility Assessment (SUA) Reserve is a fixed amount of \$1.2 million, which was set by the Management Committee in FY 13/14 to resolve cash flow problems. This category should be viewed more as an upfront cash balance allowing CCCWP to cover expenses between SUA disbursements. At the Management Committee's discretion, this threshold can be modified. The balance of SUA Reserve is changing throughout the fiscal year.

3. Investment Revenue Reserve

The source of this Reserve comes from the income received from the CCCWP budget reserves investment. The County Office of the Treasury recommends and selects the investment options for us. Currently, this Reserve is unallocated; however, it requires the Management Committee's approval to use. The current balance of the Investment Revenue Reserve is \$88,000.

4. Funding Initiative Implementation Reserve

This Reserve was created specifically to pay for the implementation of a future countywide funding initiative, which is estimated to cost \$3 million. Last month, the Management Committee approved allocating unspent funds from the FY 22/23 Operating Budget to this Funding Initiative Implementation Reserve, instead of to the MRP Reserve. If there is no funding initiative to move forward, this Reserve will be returned to the Permittees. The current balance of this Reserve is \$1.5 million, which includes the \$200,000 allocation in FY 23/24.

Five-Year Budget Projection

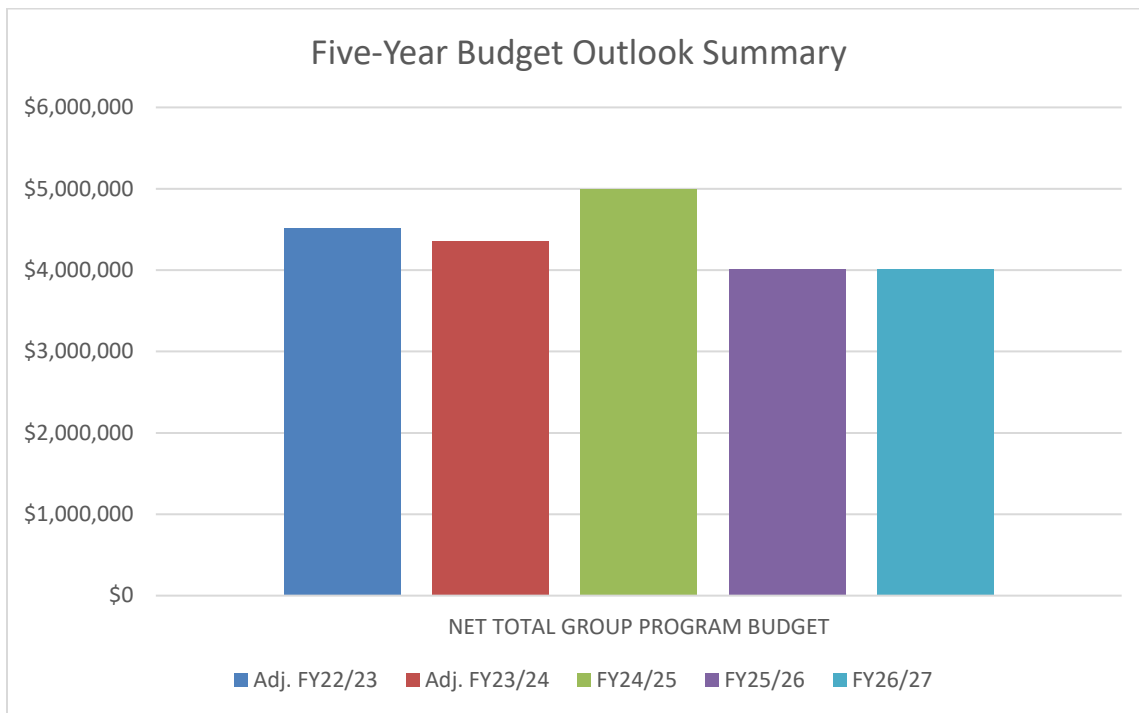
As part of its strategic planning, the CCCWP has developed a Five-year Budget Projection, covering the fiscal years of 2022-2027. The purpose of this projection is to estimate the financial performance and resource needs of the CCCWP and its member agencies over the next five years. The projection is based on historical data, current trends, and reasonable assumptions about future countywide and regional activities implementation.

The benefits of the Five-Year Budget projection are:

- It provides a clear and comprehensive overview of the CCCWP's revenues, expenses, cash flows, and reserves.
- It helps the CCCWP permittees to allocate resources efficiently and effectively, in alignment with their long-term goals and priorities.
- It supports the CCCWP's decision-making and risk management, by identifying potential challenges and opportunities, and by evaluating different scenarios and alternatives.
- It demonstrates the CCCWP's financial accountability and transparency by showing how the CCCWP uses its funds and by communicating its financial status and outlooks to its member agencies.

The Five-Year Budget projection and the Committees’ work plan are interrelated and interdependent. The budget projection informs and guides the work plan, by providing the financial resources and constraints for each committee. The work plan, in turn, informs and updates the budget projection, by providing the operational inputs and deliverables for each committee. Together, the budget projection and committees’ work plan enable the CCCWP permittees to achieve MRP compliance goals and fulfill their regulatory obligations.

Attachment 1 illustrates the projected budget through FY 2026/27, with the operating budget expected to peak in FY 24/25, as many MRP-mandated activities incur up-front expenses that decrease over time.



The administrative budget category will decrease in FY 25/26, when staff augmentation will be replaced by two full-time County employees. By then, most permit provisions will be implemented and maintained at a lower cost.

Fiscal Impact:

None

Attachments:

1. Five-Year Budget Outlook Summary (2022 – 2027)

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Budget Reserves_5Yr Budget Projection.docx

**CCCWP 5-Year Budget Outlook Summary
2022-2027**

Description/Expenditure	Adjusted FY 2022/23	Adjusted FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
Administrative	\$2,201,140	\$2,642,153	\$2,388,957	\$1,714,186	\$1,801,042
Regional Projects	\$230,000	\$237,949	\$239,702	\$246,244	\$252,981
General Consultant Services	\$342,000	\$592,910	\$305,007	\$284,195	\$288,474
C.2 Muni Operations	\$3,100	\$0	\$0	\$0	\$0
C.3 New & Redevelopment	\$436,000	\$264,360	\$226,045	\$201,476	\$207,071
C.4 Ind. & Comm. Controls	\$3,100	\$3,193	\$0	\$0	\$0
C.5 IDDE	\$0	\$0	\$0	\$0	\$0
C.6 Construction Controls	\$6,000	\$6,000	\$9,000	\$9,000	\$9,000
C.7 Public Info & Participation	\$159,300	\$232,100	\$191,405	\$196,806	\$226,803
C.8 WQ Monitoring	\$605,000	\$668,000	\$615,950	\$601,811	\$540,564
C.9 Pesticide Toxicity Control	\$81,023	\$85,963	\$88,788	\$91,436	\$94,165
C.10 Trash Reduction	\$85,000	\$10,000	\$25,000	\$20,450	\$20,914
C.11 Mercury Controls	\$0	\$0	\$0	\$0	\$0
C.12 PCBs Controls	\$460,914	\$191,500	\$391,500	\$441,495	\$396,640
C.15 Exempted Discharges	\$15,000	\$15,000	\$15,000	\$5,000	\$10,000
C.17 Unsheltered Home. Discharges	\$120,000	\$15,000	\$10,000	\$5,000	\$0
C.19 East County Projects	\$105,000	\$48,500	\$85,000	\$77,250	\$79,568
C.20 Cost Reporting	\$20,000	\$30,000	\$15,000	\$5,000	\$5,000
C.21 Asset Mgmt	\$30,000	\$20,000	\$31,827	\$35,000	\$0
GROUP PROGRAM BUDGET SUBTOTAL	\$4,902,577	\$5,062,628	\$4,638,181	\$3,934,349	\$3,932,221
2% Contingency	\$98,052	\$101,253	\$92,764	\$78,687	\$78,644
TOTAL GROUP ACTIVITIES BUDGET	\$5,000,629	\$5,163,881	\$4,730,945	\$4,013,036	\$4,010,865
TOTAL SALARY SAVINGS	(\$479,821)	(\$801,673)	\$0	\$0	\$0
NET TOTAL GROUP PROGRAM BUDGET	\$4,520,808	\$4,362,208	\$4,730,945	\$4,013,036	\$4,010,865
SUA FUNDING CAP	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)	(\$3,500,000)
SUA RESERVE WITHDRAWAL	\$1,020,808	\$862,208	\$1,230,945	\$513,036	\$510,865



Date: December 20, 2023

To: Management Committee

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

Subject: FY 24/25 Budget Policy Issues and Assumptions

Recommendation:

Provide feedback on the FY 24/25 budget policy guidance and assumptions and approve staff recommendations.

Background:

The FY 24/25 budget process begins in December. 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.

At the November 15th Management Committee meeting, R. Perkins and A. Bullock presented the proposed budget policy and assumptions and responded to permittees' questions and comments. Additional budget discussions resulted in several new or modified budget policies.

A. 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.

A.1. New or Modified Budget Policies:

1. **New 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. For FY 24/25 budget development, staff proposed to *increase the budget threshold to \$4 million*, which is

reflective of the CCCWP (Group Program) actual operating budget in the past five years.

A comparison table (refer to Attachment 1) was created to provide permittees with an idea of how much their return to source would be affected by the increase in the budget threshold. For instance, the budget threshold increase will result in an \$36,237 increase for the City of San Ramon in one fiscal year.

2. **Legacy Pollutants Projects Implementation.** Permittees are required to implement control measures and/or projects to meet the pollutants of concerns (POCs) total maximum daily loads (e.g., Mercury and PCBs) mandates. MRP 3.0 calls for the completion of specific control measures implemented within the established timeline. Areas with higher concentrations of PCBs and mercury loads are typically located within certain jurisdictions within the County, causing unequal and undue financial burdens to them.

For the benefit of countywide compliance with such requirements, CCCWP permittees *agree to jointly fund the implementation of legacy pollutants projects or programs* as outlined in its approved Control Measure Plan and recognize such projects may be located outside their jurisdictional boundaries. The Monitoring Committee will review the list of legacy pollutant priority projects/programs and recommend which to fund with this allocation for the Management Committee's approval.

- Staff recommends allocating a placeholder of \$200,000 budget line item for legacy pollutants projects or programs implementation in FY 24/25, spreading the project cost to all permittees through the Program budget.
- This amount will be confirmed during the final budget review.
- Example projects: high-flow media filters.
- Example programs: storm drain flushing or enhanced street sweeping.

(Provide feedback or direct further investigation):

1. Should the SUA arrangement be used for financial transactions to pay for the capital and O&M costs of the projects or programs?
2. Should the RAC System be used for financial transactions to pay for the capital and O&M costs of the projects or programs?

3. **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.
4. **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.

A.2 Established Budget Policies

1. **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.
2. **Grant Funding.** If the Committee wants to continue to identify, track, and pursue grant funds aggressively, then staff recommend including a budget item for grant funding acquisition.
3. **Contingency.** Staff recommends that 2% of the total operating budget be set aside as a contingency in the FY 24/25 Budget.
4. **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.
5. **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.
6. **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.

B. Budget Assumptions:

1. **Staffing Levels.** Based on the direction from the Management Committee, the Program will begin the recruitment process of one (1) FTE Senior Watershed

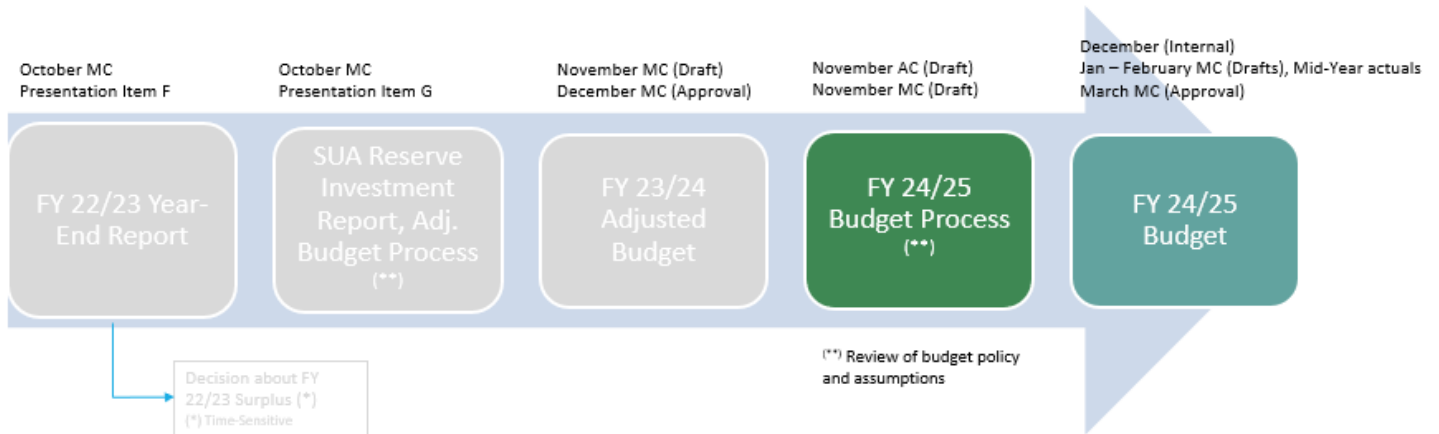
Management Planning Specialist (SWMPS) and one (1) FTE Watershed Management Planning Specialist (SWMPS) while retaining the Interim Program Manager position. The FY 24/25 Budget will include the salary and benefits of these positions at the top step. Additionally, it will budget for staff augmentation to backfill the vacant Program Manager position during the fiscal year. Consultants will still be needed to provide technical support to staff.

2. **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.
3. **Consultant Costs.** Assume consultant costs based on current contracts, which include a 3% annual cost-of-living increase.
4. **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.
5. **Regional Alternative Compliance (RAC) Administration.** Continue a budget line item for the Contra Costa County Regional Alternative Compliance administration, with the CCCWP as the administrator, and assist in developing the System. This budget line item will fund the Interim RAC Administration tasks, including facilitating pilot exchanges, financial transaction processes, guidance documents, and periodic reporting to the Management Committee.
6. **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.
7. **Asset Management.** BAMSC Steering Committee decided that each countywide stormwater program will handle the 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.
8. **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.

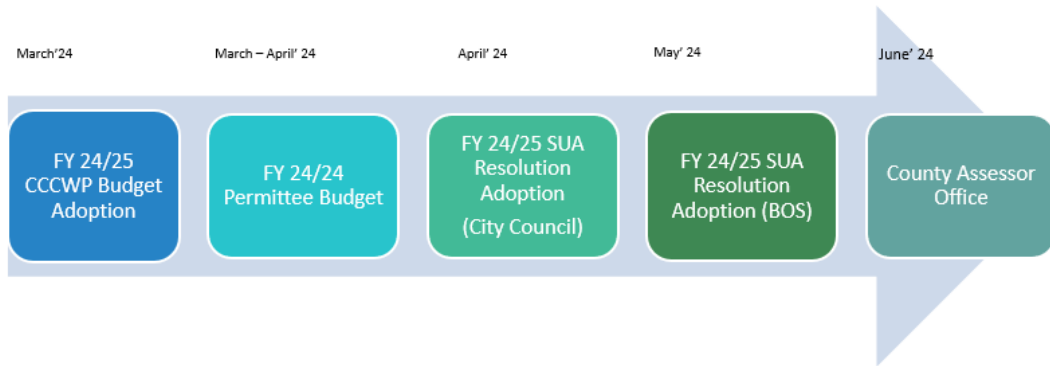
9. **Budgeting.** Utilize the Five-Year Budget prepared at the beginning of this fiscal year as a baseline, providing an estimated budget for each year of MRP 3.0.

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:

1. Budget thresholds increase comparison.

Contra Costa Clean Water Program			
Stormwater Utility Assessment (SUA) Revenue, Cost Allocations, and SUA Revenue Return-to-Source (RTS) Percentages			
Stormwater Utility Assessment (SUA) Revenue (FY 2022/23)		ADOPTED	
		FY 23/24 Budget Cap \$3,500,000	
		Allocation	% RTS
Antioch	\$ 1,265,767	\$348,240	72.5
Brentwood		\$194,714	
Clayton	\$ 127,691	\$32,874	74.3
Concord	\$ 2,108,922	\$374,145	82.3
Danville	\$ 572,191	\$131,193	77.1
El Cerrito	\$ 414,842	\$77,623	81.3
Hercules	\$ 320,914	\$78,957	75.4
Lafayette	\$ 473,470	\$75,849	84.0
Martinez	\$ 706,348	\$111,692	84.2
Moraga	\$ 293,176	\$51,764	82.3
Oakley	\$ 536,297	\$134,767	74.9
Orinda	\$ 389,339	\$58,945	84.9
Pinole	\$ 324,151	\$56,373	82.6
Pittsburg	\$ 1,253,271	\$227,439	81.9
Pleasant Hill	\$ 496,383	\$102,970	79.3
Richmond		\$346,470	
San Pablo	\$ 433,734	\$95,356	78.0
San Ramon	\$ 1,238,510	\$253,658	79.5
Walnut Creek	\$ 1,300,384	\$211,506	83.7
CC County	\$ 3,655,945	\$535,464	85.4
No SUA. Funding comes from other sources			

Contra Costa Clean Water Program			
Allocation and Percent Change in Return-To-Source Amount			
COMPARISON			
FY 23/24 Budget Cap \$4,000,000			Allocation Increase
Allocation	% RTS	%RTS Change	
\$ 397,989	68.6	-5.73	\$ 49,749
\$ 222,530			\$ 27,816
\$ 37,570	70.6	-5.21	\$ 4,696
\$ 427,594	79.7	-3.18	\$ 53,449
\$ 149,935	73.8	-4.44	\$ 18,742
\$ 88,712	78.6	-3.40	\$ 11,089
\$ 90,237	71.9	-4.89	\$ 11,280
\$ 86,685	81.7	-2.80	\$ 10,836
\$ 127,648	81.9	-2.76	\$ 15,956
\$ 59,158	79.8	-3.16	\$ 7,395
\$ 154,019	71.3	-5.04	\$ 19,252
\$ 67,366	82.7	-2.62	\$ 8,421
\$ 64,426	80.1	-3.10	\$ 8,053
\$ 259,931	79.3	-3.27	\$ 32,491
\$ 117,681	76.3	-3.88	\$ 14,710
\$ 395,966			\$ 49,496
\$ 108,979	74.9	-4.19	\$ 13,622
\$ 289,895	76.6	-3.82	\$ 36,237
\$ 241,721	81.4	-2.85	\$ 30,215
\$ 611,959	83.3	-2.51	\$ 76,495

DRAFT
EPA REGION 9 SAN FRANCISCO BAY PROGRAM OFFICE
FY24 ANNUAL PRIORITY LIST

- In December of 2022, the Fiscal Year 2023 National Defense Authorization Act (NDAA) was signed into law and authorized the establishment of San Francisco Bay Program Office, specifically with this language:

(1) Establishment

The Administrator shall establish in the Environmental Protection Agency a San Francisco Bay Program Office. The Office shall be located at the headquarters of Region 9 of the Environmental Protection Agency.

- The authorizing language in the NDAA set out certain expectations for the Program Office including an annual priority list to direct funding towards:

The annual priority list shall include the following:

(A) Projects, activities, and studies, including restoration projects and habitat improvement for fish, waterfowl, and wildlife, that advance the goals and objectives of the San Francisco Bay Plan, for-

(i) water quality improvement, including the reduction of marine litter;

(ii) wetland, riverine, and estuary restoration and protection;

(iii) nearshore and endangered species recovery; and

(iv) adaptation to climate change.

And consult with and consider the recommendations of-

(A) the Estuary Partnership;

(B) the State of California and affected local governments in the San Francisco Bay estuary watershed;

(C) the San Francisco Bay Restoration Authority; and

(D) other relevant stakeholder involved with the protection and restoration of the San Francisco Bay estuary.

- EPA has developed this list to reflect mutual priorities identified in the CCMP, the Water Board’s Basin Plan, the Restoration Authority’s stated objectives, and Implementation Plan of the San Francisco Bay Joint Venture.

Priority Projects, Activities and Studies Needed to Restore San Francisco Bay and Build Its Climate Resilience

Project/Activity/Study	Link to CCMP
Wetlands Regional Monitoring Program	Action 8: Implementing a Wetlands Regional Monitoring Program Action 10: Protect, restore, and enhance tidal marsh habitat
Beneficial Reuse of Dredged Material Support	Action 6: Manage sediment and soil on a regional scale and advance beneficial use.
Nutrient Management Strategy	Action 20: Advance nutrient management in the Estuary.
Subtidal habitat, eelgrass and oyster reef restoration	Action 4: Implement climate adaptation projects that prioritize natural and nature-based strategies. Action 9: Protect, restore, and enhance intertidal and subtidal habitats.
BRRIT	Action 3: Overcome challenges to accelerate implementation of climate adaptation projects that prioritize natural and nature-based strategies.

	Action 9: Protect, restore, and enhance intertidal and subtidal habitats.
Large scale tidal wetlands restoration	Action 4: Implement climate adaptation projects that prioritize natural and nature-based strategies. Action 7: Decrease carbon emissions and subsidence in the Delta and increase carbon sequestration on natural and agricultural lands. Action 12: Maximize habitat benefits of managed ponds and other non-tidal wetlands and waters.
In-Bay Monitoring of Pollutants, including trash, and Algal Species under the Regional Monitoring Program	Action 20: Advance nutrient management in the Estuary. Action 21: Address emerging contaminants in the Estuary's waters.
Large scale shoreline resilience, multi-benefit projects	Action 1: Plan for increased climate resilience that incorporates natural resource protection. Action 4: Implement climate adaptation projects that prioritize natural and nature-based strategies.
Large scale implementation of urban green stormwater infrastructure	Action 19: Manage stormwater with low impact development and green stormwater infrastructure. Action 23: Reduce trash and marine debris in the Estuary
Special studies/projects for addressing PFAS in SF Bay	Action 21: Address emerging contaminants in the Estuary's waters. Action 22: Reduce human health risks due to legacy contaminants and contaminants in fish.
Special studies/projects for addressing PCBs under TMDL implementation plan	Action 22: Reduce human health risks due to legacy contaminants and contaminants in fish.



CONTRA COSTA
CLEAN WATER
PROGRAM

Funding Option Workshop Planning Committee Kick-off Meeting

November 17, 2023

Presented By
Rinta Perkins, Brian Currier & Maureen Kerner

1

Agenda

Introduction

Planning Committee's Roles and
Responsibilities

Informational Workshop Planning
(Brainstorming Session)

Review Tasks Outline and Schedule

Develop a List of Action Items

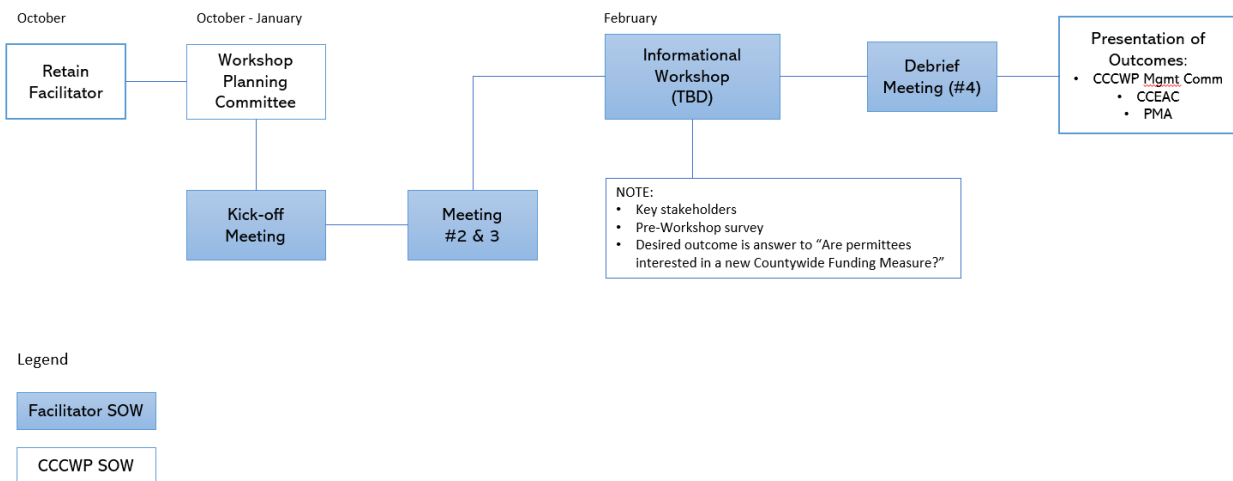
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Planning Committee

- ☐ Roles
 - Facilitators
 - CCCWP Staff
 - Committee members
- ☐ Responsibilities
- ☐ Brainstorming Sessions

3

Scope of Work Outline Funding Options Informational Workshop



4

Recommended Top Funding Options

- ❑ Property-related fee
 - Most popular approach for a funding measure
 - Estimated \$2.6 million (2023), \$ 3 million (2028)
 - Bring the needed revenues from Year 1
- ❑ Litter/Trash property-related fee
 - Subset of full-service Property-related fee
 - Street sweeping fee potentially exempt from vote (there is a potential legal challenge)
- ❑ Community Facility District
 - Low cost to implement but also low revenue
 - CFD customers: developers, permittees, other agencies, etc.

5

Brainstorming Session

ALL PARTICIPANTS

6

Informational Workshop Plan

- Main purpose(s) of the workshop
- Specific outcomes of the workshop to achieve
- How do we measure the workshop's success?
- Target audience
- Workshop format, schedule, and length
- Pre-workshop survey
- Invited speakers

7

Review Tasks Outline and Schedule

SEE THE ATTACHED FILE

8

Develop a List of Action Items

ALL PARTICIPANTS

9

Next Meeting

10

Management Committee: Agenda Topics for FY 23/24: Q3

Date	Action	Key MRP Agenda Topics	Lead
17-Jan-24	Presentation	Monitoring Emerging Contaminants in Stormwater (SFEI RMP Update 2023)	SFEI / Dr. B. Sutton
17-Jan-24	Presentation	Alternative Compliance System status report / Update	Kelly H. / Liz/Nicole
17-Jan-24	Presentation	Update on Strategic Staffing Plan	Rinta
17-Jan-24	Review	Review First Draft of the FY 24/25 budget	Rinta
17-Jan-24	Update	Progress on Annual Report Forms and CCCWP Comments	Liz/Sandy
17-Jan-24	Update	Program Agreement Renewal Update	Rinta
17-Jan-24	Information	SUA ERU Certifications Announcement	Rinta
17-Jan-24	Information	Stormwater Funding Options Informational Workshop Schedule	Rinta
17-Jan-24	Information	SUA Disbursement #1 report	Andrea
17-Jan-24	Information	Request permittees submit documentation of # of PCBs in Building Demo applicable structures	Lisa W.
17-Jan-24	Compliance Update	Status of RWCB Comments on FY 22/23 Submittals	Program Staff
17-Jan-24	Compliance Update	Cost Reporting Work Group Updates	Liz/Nicole
17-Jan-24	Compliance Update	BAMSC C.17 Homeless BMP Report	Liz
17-Jan-24	Compliance Update	Asset Management Work Group	Liz
17-Jan-24	Compliance Update	Compliance Update: BAMSC C.8 Comprehensive Bioassessment Report	Lisa W.
17-Jan-24	Compliance Update	Reminder of Compliance Deadline: Submittal of New DDCPs Due April 1, 2024	Erin
21-Feb-24	Presentation	Review Second Draft of the FY 24/25 budget	Rinta
21-Feb-24	Presentation	Stormwater Funding Options Update	Rinta
21-Feb-24	Approval	Final Draft Annual Report Forms	Liz/Sandy
21-Feb-24	Report	Quarterly status report on grant opportunities	Sandy/Zaida
21-Feb-24	Review	Review C.8 Comprehensive Bioassessment Report	Lisa W.
21-Feb-24	Review	Review Draft WY2023 UCMR and associated reports	Lisa W.
21-Feb-24	Review	Review Draft Revised POCs Receiving Water Limit Assessment Report (2024 Submittal)	Lisa W.
21-Feb-24	Review	Review Draft Revised Old Industrial Control Measure Plan (2024 Submittal)	Lisa W.
22-Feb-24	Information	Request permittees submit documentation of # of PCBs in Building Demo applicable structures	Lisa W.
21-Feb-24	Information	SUA ERU Certifications Reminder	Andrea
21-Feb-24	Information	Reminder of Compliance Deadline: Submittal of New DDCPs Due April 1, 2024	Erin
21-Feb-24	Information	CCCWP Cost Reporting Training Information	Nicole
20-Mar-24	Presentation	SUA Program Agreement renewal process	Rinta
20-Mar-24	Approve	Approve FY 24/25 budget	Rinta
20-Mar-24	Approve	Final C.8 Comprehensive Bioassessment Report	Lisa W.
20-Mar-24	Approve	Final WY2023 UCMR and associated reports for submittal to the Regional Board	Lisa W.

Management Committee: Agenda Topics for FY 23/24: Q3

Date	Action	Key MRP Agenda Topics	Lead
20-Mar-24	Approve	Electronic Submittal of CEDEN monitoring data for WY2023	Lisa W.
20-Mar-24	Approve	Final Revised POCs Receiving Water Limit Assessment Report (2024 Submittal)	Lisa W.
20-Mar-24	Approve	Final Revised Old Industrial Control Measure Plan (2024 Submittal)	Lisa W.
20-Mar-24	Update	Program Agreement Renewal Update	Rinta
20-Mar-24	Information	Request permittees submit documentation of # of PCBs in Building Demo applicable structures	Lisa W.
20-Mar-24	Information	Reminder of Compliance Deadline: Submittal of New DDCPs Due April 1, 2024	Erin
20-Mar-24	Information	SUA ERU Certifications Reminder	Andrea
20-Mar-24	Information	Management Committee Q4 Workplan FY 23/24	Nicole W.
20-Mar-24	Information	Summary of Funding Options Workshop outcomes and next steps	Rinta
20-Mar-24	Information	CCCWP Cost Reporting Training Information	Nicole W.