

**Tijuana River Watershed Management Area
Meeting Minutes
July 19, 2016 8:30 am to 10:00 am
County Operations, 5510 Overland Avenue, 4th Floor Room 472**

Attendees:

Organization
City of Imperial Beach (IB)
City of San Diego (SD)
County of San Diego (County)
Amec Foster Wheeler (Amec)
D-MAX Engineering, Inc. (D-MAX)
Dudek (Dudek)

- 1. Call to order:** 8:30 am
- 2. Roll Call**
 - All participants introduced themselves.
- 3. Time for public to speak on items not on the agenda**
 - No members of the public were present at the meeting.
- 4. Approve minutes from previous meeting**
 - Minutes were approved without further edits or revisions.
 - **Action item:** D-MAX will post meeting minutes on the Project Clean Water website.
 - IB reported that some historical meeting minutes were available but not yet posted online.
 - **Action item:** IB will provide historical meeting minutes to D-MAX to be posted on Project Clean Water.
- 5. Voting Items: 2016-2017 Workplan and Budget**
 - The workplan and four shared cost spreadsheet were presented and discussed. The four shared cost spreadsheets detailed the cost breakdowns for the following items:
 - 2016-2017 watershed program shared cost. This includes monitoring, annual reporting, and watershed coordination for the Tijuana River Watershed Management Area (WMA). IB manages the contract for this work, costs are shared using the standard 45-45-10 formula, and a standard 5% contract administration fee is assessed.
 - Regional Monitoring and Assessment Report (RMAR) shared cost. The RMAR includes individual sections for each watershed and a regional chapter that applies to all watersheds. The cost of preparing the watershed-specific chapter for the Tijuana River WMA is included in the 2016-2017 watershed program shared costs and is not part of the RMAR shared cost. The RMAR shared cost is the Tijuana River WMA's share of the cost to prepare the regional section of the RMAR. Each watershed's share was calculated using the 45-45-10 formula to divide the cost of the regional chapter among all watersheds except Santa Margarita. The County manages the contract for this work, costs are shared using the standard 45-45-10 formula, and no contract administration fee is assessed.

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- Regional trash study cost. The County and SD both contribute to this study outside the cost share established with other Copermittees. In the Tijuana River WMA, only Imperial Beach is assessed a cost through the Copermittee cost share for the trash study. This is considered to be a special formula under the Regional MOU, which is the mechanism used to share costs for the regional trash study. The County manages the contract for this work, and no contract administration fee is assessed.
- Storm Water Resource Plan (SWRP) preparation shared cost. The County is leading a regional effort to prepare SWRPs for all San Diego County watersheds. Adopted SWRPs are necessary to qualify for State Proposition 1 grant funding and are anticipated to be necessary to qualify for funding under future grant programs as well. The County applied for and was awarded a Proposition 1 Storm Water Grant Program planning grant to fund SWRP preparation. The awarded grant funds are expected to cover the cost of SWRP preparation, but it is possible that the State and the County will not be able to have a signed grant agreement in place soon enough to pay for initial stages of SWRP grant work. To be sure that sufficient funds are available in the event that the details of the grant agreement with the State do not allow all SWRP preparation work to be reimbursed, Copermittees were still asked to approve a shared cost for SWRP preparation. The total shared cost amount is the Tijuana River WMA's share of the total regional SWRP preparation cost, based on the 45-45-10 formula. The Tijuana River WMA cost was then broken down among the three watershed Copermittees using the 45-45-10 formula. The County manages the contract for this work, and no contract administration fee is assessed.
 - *Subsequent to the July 19 meeting, the County of San Diego requested formal concurrence from each WMA to authorize starting work on SWRP preparation before an executed grant agreement was in place with the State. All three Tijuana River WMA Copermittees responded via email on or before July 28, 2016 that they were in favor of moving forward with SWRP preparation work before an executed agreement is in place.*
- Rather than having separate votes for each shared cost, the group agreed to have one vote for all of them.
- A motion was made and seconded to approve shared costs of \$364,973, as laid out in the 2016-2017 workplan and budget and supporting attachments, as well as approving a special formula for the regional trash study cost share that acknowledges that since the County and SD contribute to the study through other mechanisms, only IB is paying into the regional cost share for the Tijuana River WMA. The motion was unanimously approved (County, IB, and SD all voted in favor).

6. Consultant team organization and roles

- The Amec team was introduced to the group. Matt Rich (Amec) will be the project manager, supported by Brenda Stevens (Amec: support for all tasks), John Quenzer (D-MAX: watershed coordinator), and Bryn Evans (Dudek: technical support, focusing on special study implementation).

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7. Water Quality Improvement Plan (WQIP) annual report process and schedule

- Amec presented a draft schedule for discussion with the group.
- The group discussed potentially adding a comment period for consultation panel review of strategy changes to the schedule. A regional ad hoc group will convene to work out details of what is required for public process when small edits are made to strategies.
- **Action item:** IB will follow up with the consultation panel members in place during WQIP development to see if they will continue to serve on the consultation panel going forward.
- **Action item:** IB will obtain editable WQIP files from AECOM and provide them to Amec for use in annual report development.
- Wayne Chiu was previously the Regional Board representative assigned to the Tijuana River WMA. A different Regional Board representative, Christina Arias, has recently been assigned to the Tijuana River WMA and will be responsible for reviewing the WQIP annual report.

8. Wet weather MS4 outfall monitoring site selection

- The group discussed locations of wet weather MS4 outfall monitoring sites and whether any should be moved.
- **Action item:** Amec will visit sites in IB and SD and will coordinate visits with IB and SD staff if IB or SD staff would like to join the field visits in their respective jurisdictions.
 - **Action item:** SD will provide information about its site locations (photos, etc.) before the field visits.
- As described in the WQIP, the County has not identified any MS4 outfalls in its jurisdiction.
 - **Action item:** County staff will check with internal monitoring staff to verify that there has been no change to this finding.

9. Other items (time permitting; no action will be taken)

- No additional items were discussed.
- The next meeting will be held on August 16, 2016 at the same time and place.