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Meeting Notes

Chairperson Stephanie Gaines (County of San Diego)

Date / Time	Agenda Summary
02/20/2020 Start time: 1:33 PM End time: 2:45 PM	<ul style="list-style-type: none"> • Call to Order • Roll Call • Time for Public to Speak on Items Not on the Agenda • Meeting Summary *Vote* • Old Business • Subcommittee Updates • Proposed Regulatory Support *Vote* • Announcements / Other • Future Meetings
Location	
County of San Diego 5510 Overland Avenue Conference Room A-472 San Diego, CA 92123	

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Voting Members in Attendance: (one vote per watershed)		Number of Voting Copermittees at this Meeting: 9/9	
<input checked="" type="checkbox"/> Santa Margarita Watershed: County of San Diego Jo Ann Weber	<input checked="" type="checkbox"/> Carlsbad Watershed: City of San Marcos Reed Thornberry (on phone)	<input checked="" type="checkbox"/> Los Peñasquitos Watershed City of Poway Tracy Beach	
<input checked="" type="checkbox"/> San Diego River Watershed: City of Santee Cecilia Tipton	<input checked="" type="checkbox"/> Tijuana Watershed: City of Imperial Beach Chris Helmer	<input checked="" type="checkbox"/> San Luis Rey Watershed City of Oceanside Justin Gamble (on phone)	
<input checked="" type="checkbox"/> San Dieguito Watershed: City of Escondido Alicia Appel	<input checked="" type="checkbox"/> Mission Bay Watershed: City of San Diego Jim Harry	<input checked="" type="checkbox"/> San Diego Bay Watershed: City of Chula Vista Marisa Soriano (on phone)	
Non-Voting Members and Members of the Public in Attendance			
<input checked="" type="checkbox"/> County of San Diego Stephanie Gaines Brianna Martin Chelsea McGimpsey Christine Tolchin René Vidales Ruth de la Rosa	<input checked="" type="checkbox"/> City of San Diego Heather Krish	<input checked="" type="checkbox"/> City of Imperial Beach Wbaldo Arellano (on phone)	
	<input checked="" type="checkbox"/> City of El Cajon John Phillips	<input checked="" type="checkbox"/> City of Carlsbad Vivi Stevens	
	<input checked="" type="checkbox"/> City of La Mesa Joe Kuhn	<input checked="" type="checkbox"/> City of Vista Jon Nottage (on phone)	
	<input checked="" type="checkbox"/> Weston Solutions Sheri Dister	<input checked="" type="checkbox"/> Larry Walker Associates Paul Hartman	
<input checked="" type="checkbox"/> City of National City Carla Hutchinson (on phone)	<input checked="" type="checkbox"/> Wood Matt Rich Brenda Stevens	<input checked="" type="checkbox"/> RCFCWCD Matt Yeager (on phone)	
<input checked="" type="checkbox"/> Secretary Miguel Avalos (Michael Baker International)			

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1. Call to Order

Stephanie Gaines (County of San Diego) called the meeting to order.

6 **2. Roll Call**

7 Stephanie Gaines (County of San Diego) completed roll call for voting members.

8 **3. Time for Public to Speak on Items Not on the Agenda**

9 No comments from members of the public.

10 **4. Meeting Summary *Vote***

11 PG 3 of 8, Line 78: replace the word “decreasing” with “increasing” regarding upload and
12 download speeds of the Project Clean Water website.

13 **MOTION: Approve the meeting summary for January 16, 2020 as amended.**

14 **(APPROVED)**

- 15 • Moved by: Tracy Beach (City of Poway, Los Peñasquitos Watershed)
- 16 • Seconded by: Chris Helmer (City of Imperial Beach, Tijuana Watershed)
- 17 • Vote: 8-0-1 in favor, Marisa Soriano (City of Chula Vista, San Diego Watershed)
- 18 abstained from voting since she was not present at the January meeting.

19 **5. Old Business**

#	Action Item	Responsible Party(ies)	Expected Due Date
1	Stephanie Gaines (County of San Diego) to send Cecilia Tipton (City of Santee) a wet signature copy of the MOU.	Stephanie Gaines (County of San Diego)	Complete
2	Stephanie Gaines (County of San Diego) to email Copermittees with table of current Project Clean Water logins. Copermittees to respond to Stephanie with the primary contact person to be issued a login for each watershed.	Stephanie Gaines (County of San Diego) Watershed Leads	1/24 for Stephanie Gaines 2/20 for Watershed Leads
3	Stephanie Gaines (County of San Diego) to relay concern to Project Clean Water consultant about limiting logins to one per watershed; one login per Copermittee may be better.	Stephanie Gaines (County of San Diego)	Completed
4	Copermittees to consider two options on how to manage Project Clean Water (Regional Clearinghouse) in the future. Contact Stephanie Gaines (County of San Diego) with questions or ideas.	All Copermittees	Ongoing

#	Action Item	Responsible Party(ies)	Expected Due Date
5	Copermittees to contact Stephanie Gaines (County of San Diego) if interested in forming Legislative Analysis Ad Hoc Subcommittee.	All Copermittees	2/20
6	Stephanie Gaines (County of San Diego) to re-start the WQIP Annual Report Ad Hoc Subcommittee.	Stephanie Gaines (County of San Diego)	Completed
7	Copermittees to notify Stephanie Gaines of any PPS agenda suggestions or ideas on presentations for work products, work plans, etc. to further collaboration among the Copermittees.	All Copermittees	At least one week prior to meeting

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21 **6. Subcommittee Updates**

22 ***Land Development Workgroup (René Vidales)***

23 René Vidales indicated that the LDW has not met since July 23, 2019 due to a lack of
24 agenda items, among other things. The group has managed to follow up on action items,
25 votes, and other discussions via email. The City of Chula Vista and the County of San Diego
26 recently consulted with the Regional Board on the following topics:

- 27 • Greater than 1 Acre disturbance and PDP Determination language
- 28 • Areas that can be excluded from impervious area calculations for PDP
29 Determination
- 30 • Programmatic ADA Ramps Retrofits.

31 René reported that the LDW previously voted to approve edits to the Model BMP Design
32 Manual as proposed by the County of San Diego. A summary of the changes to the Model
33 Manual are available online at the following link:

34 <http://www.projectcleanwater.org/download/2018-model-bmp-design-manual/>

35 Copermittees were previously asked to provide their jurisdiction’s position on removing
36 the language shown above from the Model BMP Design Manual, and whether it would be
37 supported or not supported. Thirteen responses were received, mostly in support of the
38 changes proposed. René announced that the County will proceed to make the changes to
39 the Model BMP Design Manual in the next few weeks.

40 Expenditures will also be sent out for approval via email for the first and second quarter
41 (Q1 and Q2). The next LDW meeting is tentatively scheduled for Tuesday, April 21 and will
42 include a presentation from the Port of San Diego on the Tenth Avenue Marine Terminal
43 Redevelopment. René noted that the group would be open to host an additional
44 presenter. As with PPS meetings, any potential agenda topics can be forwarded to René
45 Vidales (ReneA.Vidales@sdcounty.ca.gov) for future meetings.

46 Cecilia Tipton (City of Santee) inquired about the possibility of forming an additional
47 subcommittee to discuss vegetative cover in a BMP context. Last time the LDW met, the
48 group discussed this opportunity at length, but René clarified that no one has reached out
49 since. Interested parties should reach out to René Vidales
50 (ReneA.Vidales@sdcounty.ca.gov) regarding the topic.

51 Others in attendance asked about treatment control updates. The County is in contact
52 with Southern California Coastal Water Research Project (SCCWRP) and other agencies
53 but unfortunately has not received much information on the matter. SCCWRP specifically
54 has experienced recent turnover; the group is working to establish a relationship with the
55 new staff engineers and looks to potentially host SCCWRP for a presentation at a future
56 meeting.

57 Lastly, René clarified that the edits discussed are only for the Model Manual and not for
58 each respective jurisdiction's adopted version. There has yet to be a discussion on how
59 Copermittees will proceed thereafter. Marisa Soriano (City of Chula Vista) asked that a
60 record of the changes to the Model Manual be provided to which René agreed to, noting
61 that the County records all changes to the Model Manual.

62 ***Project Clean Water Ad Hoc Subcommittee (Stephanie Gaines)***

63 Stephanie Gaines (County of San Diego) provided an update. The large document library
64 of over 300 files has now been moved to a cloud-based location. Attendees reported that
65 the Project Clean Water website feels more efficient, with increased download and
66 upload speeds. Other minor edits are continuing for Project Clean Water, including fixing
67 broken links and revising code language. The service provider is also working on
68 incorporating other requests including email automations (such as Mailchimp) among
69 other things. Additional coordination and discussion with the service provider is
70 forthcoming, along with another Ad Hoc meeting.

71 To recap the discussion from the previous PPS meeting, the County of San Diego currently
72 holds the contract for the Project Clean Water service provider. When the County
73 awarded the education and outreach behavior change marketing campaign contract in
74 2019, that contract included website components, which raised concern with the
75 County's IT manager regarding risk and liability to the County.

76 Stephanie Gaines (County of San Diego) has since met with the County's IT manager to
77 bring options to the Copermittees for future management of Project Clean Water. One
78 option is to bring Project Clean Water in-house to the County with the County's IT
79 provider (Perspecta) managing the site. A price quote is still forthcoming; Stephanie
80 Gaines (County of San Diego) will update Copermittees regarding the cost of outsourcing
81 Project Clean Water through the IT service management company, Perspecta, when that
82 information is available.

83 Stephanie clarified that if the Regional Clearinghouse continues to be managed by the
84 County, Perspecta is the only possible option. If the group proposes any other IT provider,
85 a Copermittee other than the County will have to manage those responsibilities. No other
86 Copermittee presented alternatives at the meeting but agreed to discuss within their

87 respective jurisdiction in more detail. Per the County’s IT manager, the existing service
88 contract is set to expire May 31, 2021, after which Copermittees will need to follow
89 through with a formal RFP process to integrate a new service provider.

90 Matt Yeager (RCFCWCD) asked to clarify when the updated JRMP documents need to be
91 uploaded to Project Clean Water following the annual report updates. The group clarified
92 that the common practice is to upload all updates with the annual reports. Stephanie
93 Gaines (County of San Diego) added that JRMPs are not typically uploaded and have only
94 recently been uploaded by the County on the separate County of San Diego website and
95 not to Project Clean Water (Regional Clearinghouse). Although it is not expected for
96 jurisdictions to upload completed JRMPs to Project Clean Water directly, a link to the
97 jurisdictions’ site storing the document is usually provided.

98 ***Education and Outreach Workgroup (Stephanie Gaines and Cecilia Tipton)***

99 The latest Education and Outreach Workgroup meeting was February 5, 10:30 AM to
100 12:30 PM at the City of Chula Vista. Stephanie Gaines (County of San Diego) reported that
101 the group met to discuss and review the scope of services from the new marketing
102 consultant. The team plans to meet with the consultant soon. Currently, the workgroup
103 is prioritizing which events are going to be sponsored this year, including the typical yearly
104 events such as Movies at the Park, the County Fair, and similar. Cecilia Tipton (City of
105 Santee) mentioned that the team hopes for the consultant to identify new opportunities
106 for events and sponsorship.

107 Cecilia also informed the group that the promotional items will be purchased shortly,
108 although in less quantities than in previous years. The items include produce mesh bash,
109 utensils (flatware), and reusable straws. The slogan and the graphics/logo will be finalized
110 by Friday, February 21. The workgroup agreed to include the slogan, the current draft of
111 which reads: “Protect Our Waterways, Stop Stormwater Pollution” in Spanish as well.

112 ***Legislative Analysis Ad Hoc Subcommittee (Stephanie Gaines)***

113 Stephanie Gaines (County of San Diego) reported that the Subcommittee recently
114 communicated with Darcy Kuenzi from Riverside County Flood Control and Water
115 Conservation District/CASQA. Although the group has yet to meet, they plan on
116 scheduling a meeting shortly. Stephanie reaffirmed that the goal of this Subcommittee is
117 to keep Copermittees informed on current and pending legislative matters that may
118 impact the region.

119 ***Trash Ad Hoc Subcommittee (Stephanie Gaines)***

120 Stephanie Gaines (County of San Diego) inquired about any interest in continuing the
121 Trash Ad Hoc Subcommittee. Attendees had no opinion on the matter at this meeting.
122 Copermittees agreed to contact Stephanie Gaines (stephanie.gaines@sdcounty.ca.gov) if
123 interested in reconvening this Subcommittee.

124 **Annual Reporting Ad Hoc Subcommittee (Stephanie Gaines)**

125 The Annual Reporting Ad Hoc Subcommittee is scheduled to meet Wednesday, March 4,
126 at the County of San Diego. The purpose of the meeting is to provide a forum to review
127 and discuss Regional Board comments contained in Attachment 1 of the FY 17-18 Water
128 Quality Improvement Plan Annual Report letters to evaluate the best ways to approach
129 each comment.

130 Copermittees are to contact Stephanie Gaines (County of San Diego) if interested in
131 attending. If more than a quorum is expected to attend, the meeting will have to be
132 noticed per the Brown Act. The meeting invitation was sent to the Watershed leads.

133 **7. Proposed Regulatory Support Task Order *Vote***

134 The Draft Scope of Services for As Needed Regulatory Support for the PPS was provided
135 to Copermittees in advance of this meeting and is included with these notes as
136 Attachment 1.

137 Stephanie Gaines (County of San Diego) noted that the scope was purposefully written
138 broadly to allow for more flexibility for technical support and discussion of more topics.
139 She added that the scope can be further refined. The Consultant is scoped to attend eight
140 (8) future meetings pertaining to the PPS. As-needed regulatory and technical support is
141 to be determined based on workgroup needs.

142 **MOTION: Approve the draft scope of services for the as needed Regulatory Support**
143 **Task Order with Larry Walker Associates, using \$37,000 of the \$125,000 PPS budget**
144 **allocated for Task 2-A, Regulatory Support. (APPROVED)**

- 145 • Moved by: Alicia Appel (City of Escondido, San Dieguito Watershed)
- 146 • Seconded by: Tracy Beach (City of Poway, Los Peñasquitos Watershed)
- 147 • Vote: 9-0 in favor, approved unanimously

148 Jim Harry (City of San Diego) noted that the same service should extend to permit
149 reissuance. Stephanie clarified that that discussion is listed as an agenda item on the initial
150 Annual Reporting Ad Hoc Subcommittee. She added that Copermittees can create a
151 separate task order as necessary for permit reissuance. She reminded all that the PPS has
152 allocated \$125,000 budget for Task 2-A, Regulatory Support. The group agreed to
153 continue the discussion at the coming Ad Hoc meeting.

154 **8. Announcements / Other**

155 Alicia Appel (City of Escondido) noted that the San Dieguito Watershed is considering the
156 need to update their Receiving Water Monitoring Plan. Currently, the jurisdictions within
157 the watershed are relying on the Regional Receiving Water Monitoring Plan. She inquired
158 if the plan updates should be a task carried out at the regional level and spoke to potential
159 costs savings in coordinating at that level. She clarified that the City of Escondido is
160 currently discussing budgets internally and would like to know if these costs should be
161 considered.

162 The County of San Diego clarified that that task was not included in the Regional MOU
163 spending caps, noting that the strategy was to stagger the watershed plans to avoid cost
164 overlaps. The Regional MOU Budget accounted for items such as the Report of Waste
165 Discharge and Permit Reissuance.

166 On the topic of receiving water monitoring, Heather Krish (City of San Diego) noted that
167 the City of San Diego plans to revisit the receiving water power analysis to determine
168 when receiving water monitoring should be conducted next. The last analysis was
169 conducted ten years ago. This analysis is intended to be repeated at least every five years.
170 The large gap since the last analysis surfaces concerns about the applicability of current
171 data. The group discussed the validity of the data from an outdated analysis noting it may
172 be obsolete. The City of San Diego would like to follow through on this prior to permit
173 reissuance in 2021 to maintain a data baseline. The group understood that doing so
174 before permit reissuance can lead to certain risks, including lack of support from the
175 Regional Board.

176 Justin Gamble (City of Oceanside) noted that if a new power analysis is completed, and
177 the results show monitoring should be done sooner rather than later, it may create an
178 issue for agencies that have not budgeted for that.

179 Heather Krish (City of San Diego) agreed to discuss this with the Regional Monitoring Ad
180 Hoc Subcommittee. Copermittees request that a meeting be set up in the following
181 months, with a 2-3-week notice. Copermittees are to discuss several topics with respect
182 to the power analysis, including costs, methodology, and more.

183 Christine Tolchin (County of San Diego) announced an upcoming Qualified Industrial
184 Stormwater Practitioner (QISP) Refresher Training Workshop scheduled for May 8, 2020
185 at the County of San Diego Operations Center Hearing Room. The County will present at
186 the workshop, and other Copermittees are invited to present or to speak on a panel.
187 Cecilia Tipton (City of Santee) and Alicia Appel (City of Escondido) volunteered to present
188 on behalf of their jurisdictions, forming a panel alongside the County of San Diego.
189 Attendees/presenters confirmed include Regional Board staff and Wayne Rosenbaum
190 from the Environmental Law Group LLP.

191 Justin Gamble (City of Oceanside) announced that the City of Oceanside recently received
192 written clarification from Laurie Walsh at the Regional Board regarding the Full Depth
193 Street Replacement process and PDP applicability. Justin will coordinate with the County
194 of San Diego to distribute the clarification statement.

195 Jon Nottage (City of Vista) announced that the City of Vista has a senior-level position
196 open for trash monitoring. More information can be found on the City of Vista's website.

197 Stephanie Gaines (County of San Diego) will add 'WQIP Update' as a recurring PPS
198 meeting agenda item per Alicia Appel's (City of Escondido) request to ensure that the
199 County is aware of regional developments.

200 **9. Future Meetings**

201 The initial Annual Reporting Ad Hoc Subcommittee is scheduled for March 4, 2020 from
202 1:00 to 3:00 PM at the County of San Diego, Room 472.

203 The next monthly PPS meeting is scheduled for March 19th, 1:30 to 3:30 PM at the County
204 of San Diego.

205 Stephanie Gaines (County of San Diego) adjourned the meeting at 2:45 PM.

#	Action Item	Responsible Party(ies)	Expected Due Date
1	René Vidales (County of San Diego) to provide Marisa Soriano (City of Chula Vista) with record of revisions to the Model BMP Design Manual.	René Vidales (County of San Diego)	ASAP
2	Stephanie Gaines (County of San Diego) to update Copermittees regarding the quote of outsourcing Project Clean Water through the IT service management company Perspecta.	Stephanie Gaines (County of San Diego)	When available
3	Copermittees to contact Stephanie Gaines (County of San Diego) if interested in reconvening for Trash Ad Hoc Subcommittee.	All Copermittees	3/19
4	Copermittees to contact Stephanie Gaines (County of San Diego) if interested in attending March 4 th Annual Reporting Ad Hoc Committee. If more than a quorum is expected to attend, the meeting will have to be noticed per the Brown Act. Meeting invitation was sent to Watershed leads.	Stephanie Gaines (County of San Diego) All Copermittees	2/26
5	Heather Krish (City of San Diego) to set up a Regional Monitoring Ad Hoc Subcommittee meeting in the following months to discuss the power analysis, with a 2-3 week notice to Copermittees.	Heather Krish (City of San Diego)	Ongoing
6	Justin Gamble (City of Oceanside) to provide written confirmation from the Regional Board regarding the clarification on full-depth replacement to Stephanie Gaines (County of San Diego) who will distribute message to PPS email distribution list on their behalf.	Justin Gamble (City of Oceanside) Stephanie Gaines (County of San Diego)	ASAP
7	Stephanie Gaines (County of San Diego) to add 'WQIP Update' as a recurring PPS meeting agenda item per Alicia Appel's (City of Escondido) request.	Stephanie Gaines (County of San Diego)	3/12 (for agenda items for 3/19 PPS meeting)

#	Action Item	Responsible Party(ies)	Expected Due Date
8	Copermittees to notify Stephanie Gaines of any PPS agenda suggestions or ideas on presentations for work products, work plans, etc. to further collaboration among the Copermittees. Any potential agenda topics must be provided one week in advance of the respective meeting.	All Copermittees	3/12 (for agenda items for 3/19 PPS meeting)

206

Attachment 1

**SCOPE OF SERVICES
As Needed Regulatory Support for the
Program Planning Subcommittee
Contract No. 551492 - Task Order No. 79**

02/14/2020

The County of San Diego, on behalf of the Program Planning Subcommittee, is requesting the assistance of Larry Walker Associates, Inc. (LWA) to provide as-needed regulatory and technical support to the Subcommittee. Near term efforts will be focused on supporting the Annual Reporting Ad Hoc Subcommittee. Services to be performed by LWA include:

Task 1: Meetings and Project Management

LWA will attend and participate in up to eight meetings as assigned. Initial meetings are anticipated to be in support of the Annual Reporting Ad Hoc Subcommittee. Future meetings may be with the Program Planning Subcommittee, Regional Water Quality Control Board (Regional Water Board) staff, or others as needed to support the Program Planning Subcommittee. At the request of the County, the task can also include the development of meeting agendas and summaries.

Deliverable:

- *Attendance at up to eight meetings with the Program Planning Subcommittee, Annual Reporting Ad Hoc Subcommittee, Regional Water Board staff, or other parties as assigned and as budget allows.*

Schedule:

- *An initial kickoff meeting with the Annual Reporting Ad Hoc Subcommittee is anticipated in March 2020. Future meetings will be scheduled as needed.*

Task 2: As-Needed Regulatory and Technical Support

LWA will provide as-needed regulatory and technical support to the Program Planning Subcommittee. Initial efforts will focus on support for the Annual Reporting Ad Hoc Subcommittee. These efforts include, but are not limited to, review of WQIP Annual Report Adaptive Management attachments to the comment letters (received in the summer and fall of 2019 from the Regional Water Board), comparison of requests from the Regional Water Board, and identification of common elements that could be addressed consistently across watersheds. LWA will support the development of approaches to address these requests and other comments. Future support will include other regulatory and technical needs as assigned by the Program Planning Subcommittee. As-needed regulatory and technical support will be provided up to the budgeted amount.

Deliverable:

- *To be determined based on workgroup needs.*

Schedule:

- *To be determined based on deliverables as assigned.*

Cost Estimate

LWA will perform the requested tasks on a **time and materials** basis such that overall costs do not exceed \$36,000. Weston will support Task 1 on a time and materials basis for an overall cost not to exceed \$1,000. The total project cost will not exceed \$37,000.

Any changes to scope, schedule, or budget will require written approval by the County Project Manager.

Table 1. Budget Summary

Task No.	Task Description	Total Cost
1	Meetings and Project Management	\$17,000
2	As-Needed Regulatory and Technical Support	\$20,000
Total		\$37,000