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Meeting Notes

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Chairperson Stephanie Gaines (County of San Diego)

Date / Time	Agenda Summary
01/16/2020 Start time: 1:35 PM End time: 2:17 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 • Budget Update • WQIP Annual Report Updates • Subcommittee Updates • 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: 8/9	
<input checked="" type="checkbox"/> <i>Santa Margarita Watershed:</i> County of San Diego JoAnn Weber	<input checked="" type="checkbox"/> <i>Carlsbad Watershed:</i> City of San Marcos Reed Thornberry (on phone)	<input checked="" type="checkbox"/> <i>Los Peñasquitos Watershed</i> City of Poway Melody Rocco (on phone)	
<input checked="" type="checkbox"/> <i>San Diego River Watershed:</i> City of Santee Cecilia Tipton	<input checked="" type="checkbox"/> <i>Tijuana Watershed:</i> City of Imperial Beach Wbaldo Arellano (on phone)	<input checked="" type="checkbox"/> <i>San Luis Rey Watershed</i> City of Oceanside Ryan Rodman (on phone)	
<input checked="" type="checkbox"/> <i>San Dieguito Watershed:</i> City of Escondido Alicia Appel	<input checked="" type="checkbox"/> <i>Mission Bay Watershed:</i> City of San Diego Jim Harry	<input type="checkbox"/> <i>San Diego Bay Watershed:</i> City of Chula Vista	
Non-Voting Members and Members of the Public in Attendance			
<input checked="" type="checkbox"/> County of San Diego Stephanie Gaines Brianna Martin Gladys Gonzales	<input checked="" type="checkbox"/> City of Coronado Jessie Powell	<input checked="" type="checkbox"/> Wood Matt Rich	
	<input checked="" type="checkbox"/> City of El Cajon John Phillips	<input checked="" type="checkbox"/> Port of San Diego Stephanie Bauer (on phone)	
		<input checked="" type="checkbox"/> Secretary Hilary Ellis (Michael Baker International)	

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1. Call to Order

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

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2. Roll Call

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Stephanie Gaines (County of San Diego) completed roll call for voting members. Seven voting members were present for roll call. The voting member for the San Diego River Watershed arrived after Agenda Item 4, Meeting Summary.

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

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No comments from members of the public.

12 **4. Meeting Summary *Vote***

13 No revisions were proposed for the November 21 meeting minutes.

14 **MOTION: Approve the meeting summary for November 21, 2019. (APPROVED)**

- 15 • Moved by: Alicia Appel (City of Escondido, San Dieguito Watershed)
- 16 • Seconded by: Jim Harry (City of San Diego, Mission Bay Watershed)
- 17 • Vote: 7-0 in favor, two absent

18 **5. Old Business**

19 All action items from the November 21 meeting have been completed.

- 20 1. Stephanie Gaines (County of San Diego) followed up with Christine Tolchin for update
21 on interest in QISP Refresher Training and interest in participating in an ad hoc
22 subcommittee discussing working with water agencies on non-stormwater flows.
- 23 2. Copermittees reviewed the recently revised Project Clean Water website and
24 provided edits to Stephanie Gaines (County of San Diego).
- 25 3. René Vidales (County of San Diego) sent the email vote regarding changes to the BMP
26 Design Manual as requested by the Regional Board and discussed in the July 23, 2019
27 Land Development Workgroup (LDW) meeting.
- 28 4. The December LDW meeting was cancelled.
- 29 5. Stephanie Gaines (County of San Diego) emailed the Education and Outreach
30 Workgroup and the Program Planning Subcommittee (PPS) with information on MIG,
31 the marketing firm selected for the regional education and outreach campaign. The
32 email also included the scope of work.
- 33 6. No Copermittees notified Stephanie Gaines (County of San Diego) of an urgent need
34 for wet signature copies of the MOU.
- 35 7. Heather Krish (City of San Diego) followed up with the Regional Board to have an
36 expected deadline for the Regional Board to concur or provide comments on the
37 October 31, 2019 Regional Monitoring Ad Hoc Subcommittee meeting notes.
- 38 8. Kristina Hysler (Wood) coordinated sharing of draft annual reports via email prior to
39 the December 3 WQIP Annual Report Ad Hoc Subcommittee meeting. Stephanie
40 Gaines (County of San Diego) provided Kristina with the PPS contact list to help with
41 coordination.
- 42 9. Stephanie Gaines (County of San Diego) emailed Copermittees the combined table
43 and Regional Board notes on adaptive management.
- 44 10. Stephanie Gaines (County of San Diego) sent the email survey to Copermittees to find
45 out who is actively addressing SB 205 and directed Copermittees to provide responses
46 to John Phillips (City of El Cajon).

47 11. An ongoing action item, Copermittees are to notify Stephanie Gaines (County of San
48 Diego) of any PPS agenda suggestions or ideas on presentations for work products,
49 work plans, etc. to further collaboration among the Copermittees.

50 12. The Copermittees had their holiday gathering before the December Regional
51 Management Committee (RMC) meeting.

52 **6. Budget Update**

53 ***FY19-20 Invoice Summary (Stephanie Gaines)***

54 Stephanie Gaines (County of San Diego) reviewed the handout “FY 2019-20 Stormwater
55 Copermittee Regional Programs Shared Cost Budget Invoice Summary” (see Attachment
56 1). The numbers are those approved at the December 2019 RMC meeting. Copermittees
57 should expect to receive invoices at the beginning of February.

58 ***FY19-20 Q1 and Q2 Budget Update (Stephanie Gaines)***

59 Stephanie Gaines (County of San Diego) reviewed the handout “FY 2019-20 Regional
60 Programs Shared Cost Budget Summary” (see Attachment 2). From the \$524,410 budget,
61 Copermittees have spent funds in the first two quarters for meeting support, updates and
62 maintenance to Project Clean Water, and regional sponsorship of the Coastal Cleanup
63 event. The remaining budget is \$473,612. This informational budget update indicates
64 finances are on track for FY19-20.

65 **7. WQIP Annual Report Updates**

66 Matt Rich (Wood), speaking for five watersheds, indicated the final versions of the WQIP
67 Annual Reports are being sent out this week. Wood plans to deliver their five WQIP
68 Annual Reports to the Regional Board a couple days in advance of the January 31
69 deadline. No other Copermittees had updates on this agenda item.

70 **8. Subcommittee Updates**

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

72 Stephanie Gaines (County of San Diego) provided an update. Minor edits are continuing
73 for Project Clean Water, including fixing broken links and moving the County JRMP to the
74 County Watershed Protection Program website to be consistent with how other
75 jurisdictions post their JRMPs.

76 The next major effort from the Project Clean Water service provider is to move the large
77 document library of over 300 files to a cloud-based location. This will allow Project Clean
78 Water to function more efficiently, increasing download and upload speeds. This
79 transition is expected to take four to six weeks.

80 The service provider has also recommended, for security issues, to limit the logins
81 available to Project Clean Water. Currently, there are about 35 login/password
82 combinations. The consultant has recommended reducing that to approximately ten by
83 having one login/password per watershed. Stephanie Gaines (County of San Diego) will

84 email Copermittees with a table of the current Project Clean Water logins. Copermittees
85 are to respond to Stephanie Gaines (County of San Diego) with who the legitimate person
86 should be for a login for each watershed. Cecilia Tipton (City of Santee, San Diego River
87 Watershed) expressed concern that if an all-Copermittee data request (e.g., GIS data) is
88 requested in the future, then having one login per watershed may result in a bottleneck
89 on uploading requested data. Stephanie Gaines (County of San Diego) will relay that
90 concern to the Project Clean Water service provider.

91 The County of San Diego currently holds the contract for the Project Clean Water service
92 provider. When the County awarded the education and outreach behavior change
93 marketing campaign contract in 2019, that contract included website components, which
94 raised concern with the County's IT manager regarding risk and liability to the County.
95 Stephanie Gaines (County of San Diego) is working with the County's IT manager to bring
96 options to the Copermittees for future management of Project Clean Water. One option
97 is to bring Project Clean Water in-house to the County with the County's IT provider
98 (Perspecta) managing the site. There are several outstanding questions to how Perspecta
99 managing the site would work, including how Copermittees would submit help desk
100 tickets and what the difference in cost would be. The second option is for another
101 Copermittee (other than the County) to take over and manage the contract for a Project
102 Clean Water service provider. The Memorandum of Understanding (MOU) already in
103 effect would allow for the cost sharing. It would be up to the Copermittee handling the
104 contract as to whether the current service provider is used or a different one is selected.
105 The current Project Clean Water service provider has indicated a support ticket system
106 can be built into the website, which would allow any Copermittee to submit a ticket
107 straight to the service provider for quick response and resolution. Stephanie Gaines
108 (County of San Diego) will be meeting with the County IT manager in the next two weeks
109 to discuss this issue further. Copermittees are to consider the two options on how to
110 manage Project Clean Water (Regional Clearinghouse) in the future and contact
111 Stephanie Gaines (County of San Diego) with questions or ideas.

112 ***Land Development Workgroup (Gladys Gonzales)***

113 Gladys Gonzales (County of San Diego) indicated there is no update from the Land
114 Development Workgroup for this meeting.

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

116 The next Education and Outreach Workgroup meeting is scheduled for February 5, 10:30
117 AM to 12:30 PM at the City of Chula Vista. The agenda will include purchasing promotional
118 items, reviewing MIG's scope of work for the behavior change marketing campaign,
119 continued discussion on Project Clean Water, and sponsorship of regional events such as
120 Creek to Bay, San Diego County Fair, and Movies in the Park.

121 Cecilia Tipton (City of Santee, San Diego River Watershed) informed the group the
122 promotional items had not been purchased yet because of contract capacity with the
123 County's first vendor. A secondary vendor, with more product options and lower prices,

124 has been provided, and the new options will be presented at the February meeting. The
125 goal is to have the promotional items distributed to Copermittees for April events.

126 ***Proposed Legislative Analysis Ad Hoc Subcommittee (Stephanie Gaines)***

127 With a focus on the County and City of San Diego, Stephanie Gaines (County of San Diego)
128 and Alejandra Gavaldon (City of San Diego) often meet to discuss legislative issues.
129 Stephanie Gaines (County of San Diego) suggested forming a regional ad hoc
130 subcommittee to discuss legislative issues with a regional perspective. The ad hoc
131 subcommittee would meet bi-monthly for one or two hours, as needed, and would report
132 back to the Program Planning Subcommittee. The City of Oceanside and the City of Chula
133 Vista have expressed interest in participating in such a subcommittee, as has Darcy Kuenzi
134 (County of Riverside), who is co-chair of the CASQA Legislation Subcommittee. Cecilia
135 Tipton (City of Santee, San Diego River Watershed) mentioned years ago the
136 Copermittees had a legislative subcommittee, including a representative who brought
137 issues up to the State on behalf of the region. Copermittees are to contact Stephanie
138 Gaines (County of San Diego) if they are interested in formally participating in the
139 Legislative Analysis Ad Hoc Subcommittee.

140 **9. Announcements / Other**

141 Alicia Appel (City of Escondido, San Dieguito Watershed) asked if the Water Quality
142 Improvement Plan Annual Report Ad Hoc Subcommittee was still active. Stephanie Gaines
143 (County of San Diego) stated the Subcommittee had completed the necessary actions for
144 this year’s annual reports; however, there may be additional issues to consider from a
145 regional perspective that would warrant re-convening the Subcommittee. The group
146 generally discussed that Attachment 1 to the WQIP review letters has items that should
147 be consistently addressed from a regional level. Stephanie Gaines (County of San Diego)
148 will re-convene the Subcommittee.

149 **10. Future Meetings**

150 The next PPS meeting is February 20, 1:30 to 3:30 PM at the County of San Diego.

151 Stephanie Gaines (County of San Diego) adjourned the meeting at 2:17 PM.

#	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)	ASAP

#	Action Item	Responsible Party(ies)	Expected Due Date
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)	1/24
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
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)	2/20
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	2/13 (for agenda items for 2/20 PPS meeting)

Attachment 1

FY 2019-20 Stormwater Copermittee Regional Programs Shared Cost Budget Invoice Summary

Copermittee	% Regional Cost Share Rate	FY19-20 Regional Programs Budget ¹	FY18-19 Credit Share²	% Credit Interest Share³	Credit Interest Share	FY19-20 Invoice Total
Carlsbad	3.39%	\$27,932	\$16,317	4.88%	\$30	\$11,585
Chula Vista	5.76%	\$47,472	\$27,731	8.29%	\$52	\$19,689
Coronado	0.98%	\$8,082	\$4,721	1.41%	\$9	\$3,352
Del Mar	0.61%	\$4,993	\$2,917	0.87%	\$5	\$2,071
El Cajon	2.41%	\$19,875	\$11,610	3.47%	\$22	\$8,243
Encinitas	2.03%	\$16,769	\$9,796	2.93%	\$18	\$6,955
Escondido	3.46%	\$28,526	\$16,664	4.98%	\$31	\$11,831
Imperial Beach	0.95%	\$7,844	\$4,582	1.37%	\$9	\$3,253
La Mesa	1.70%	\$13,976	\$8,164	2.44%	\$15	\$5,796
Lemon Grove	1.01%	\$8,366	\$4,887	1.46%	\$9	\$3,470
National City	1.61%	\$13,302	\$7,770	2.32%	\$14	\$5,517
Oceanside	4.55%	\$37,498	\$21,905	6.55%	\$41	\$15,552
Poway	2.51%	\$20,727	\$12,108	3.62%	\$22	\$8,596
San Diego	29.25%	\$241,122	\$140,855	42.13%	\$262	\$91,764*
San Marcos	2.49%	\$20,551	\$12,005	3.59%	\$22	\$8,524
Santee	1.92%	\$15,862	\$9,266	2.77%	\$17	\$6,579
Solana Beach	0.77%	\$6,320	\$3,692	1.10%	\$7	\$2,621
Vista	2.44%	\$20,151	\$11,772	3.52%	\$22	\$8,358
Unincorporated	30.58%	\$252,084	\$147,258	0%	\$0	\$104,826
Airport Authority	0.75%	\$6,155	\$3,595	1.08%	\$7	\$2,553
Port District	0.83%	\$6,804	\$3,975	1.19%	\$7	\$2,822
TOTAL	100.00%	\$824,410	\$481,589	100.00%	\$621	\$333,958

Notes:

1. Includes a 5% Contract Management Cost; FY 20-21 Regional Programs Budget includes \$300,000 for LDW and \$524,410 for PPS
 2. Includes a \$325,737 credit for LDW and a \$155,852 credit for PPS
 3. Excludes County of San Diego; interest allocation is based on regional cost share percentage
- * City of San Diego was credited an additional \$8,242 for the Biological Objectives Comment Letter completed in FY18-19 due to an overpayment.

Attachment 2

Regional Program Planning Subcommittee Meeting
January 16, 2020

FY 2019-20 Regional Programs Shared Cost Budget Summary

	FY19-20 Budget	FY19-20 Expenditures to Date	FY19-20 Unspent Budget
Program Planning Subcommittee			
1. Meeting Support	\$ 25,000	\$ 14,120	\$ 10,880
2-A. Regulatory Support	\$ 125,000	\$ -	\$ 125,000
2-B. Regional Clearinghouse	\$ 20,000	\$ 4,485	\$ 15,515
3. Education and Outreach	\$ 307,000	\$ 7,336	\$ 299,664
<i>Subtotal</i>	\$ 477,000	\$ 25,941	\$ 451,059
<i>5% Contract Management</i>	\$ 23,850	\$ 1,297	\$ 22,553
4. Association Membership	\$ 23,560	\$ -	\$ -
TOTAL	\$ 524,410	\$ 27,238	\$ 473,612