

# San Diego Regional Stormwater Copermittees Regional Program Planning Subcommittee

## *Meeting Notes*

Co-Chairpersons Jon Van Rhyn and Todd Snyder

Date	Location	Agenda Summary
08/24/2011 Start time: 10:00 AM End time: 12:45 PM	County of San Diego 5201 Ruffin Road, Suite P San Diego, CA 92213	<ul style="list-style-type: none"> <li>• Status Update on Unfunded Mandates</li> <li>• Status Update on FY10/11 Year-end Accounting</li> <li>• Status Update on Subtask 3.D</li> <li>• Proposed Agenda for 9/15 RMC Meeting</li> <li>• Process for Approval of Regional Work Products</li> <li>• Input to Working Bodies on FY12/13 Work Plans and Budgets</li> <li>• General approaches for Subtasks 3.A and 3.B</li> <li>• Discussion of Approach to Subtask 3.E</li> <li>• Identification of Leads for Subtask 3.A</li> </ul>

**Meeting Attendance:**

Number of Voting Copermittees at this Meeting: 8

**VOTING MEMBERS**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> City of Carlsbad  | <input checked="" type="checkbox"/> City of El Cajon<br><b>Jaime Campos</b>                          | <input checked="" type="checkbox"/> City of Escondido<br><b>Cheryl Filar</b>  | <input type="checkbox"/> City of Lemon Grove                             |
| <input checked="" type="checkbox"/> City of Oceanside<br><b>Cynthia Mallett</b>                        | <input checked="" type="checkbox"/> City of Poway<br><b>Roger Morrison</b>                           | <input checked="" type="checkbox"/> City of San Diego<br><b>Kris McFadden</b> | <input checked="" type="checkbox"/> City of Vista<br><b>Paul Hartman</b> |
| <input checked="" type="checkbox"/> Port of San Diego<br><b>Karen Holman</b><br><b>Stephanie Bauer</b> | <input checked="" type="checkbox"/> County of San Diego<br><b>Jon Van Rhyn</b><br><b>Todd Snyder</b> | <b>Sheri McPherson</b><br><b>Scott Norris</b>                                 |  |

**NON-VOTING MEMBERS**

- |   |   |   |   |
|---|---|---|---|
| <input checked="" type="checkbox"/> City of Chula Vista<br><b>Khosro Aminpour</b> | <input type="checkbox"/> City of Coronado                                       | <input checked="" type="checkbox"/> City of Del Mar<br><b>Kelly Barker*</b> | <input type="checkbox"/> City of Encinitas                                  |
| <input type="checkbox"/> City of Imperial Beach                                   | <input type="checkbox"/> City of La Mesa  | <input type="checkbox"/> City of National City                              | <input checked="" type="checkbox"/> City of San Marcos<br><b>Erica Ryan</b> |
| <input type="checkbox"/> City of Santee   | <input checked="" type="checkbox"/> City of Solana Beach<br><b>Taryn Dunbar</b> | <input checked="" type="checkbox"/> Secretary<br><b>Hilary Potter</b>       |   |

\*Indicates consultant representing Copermittee

**1. Introductions and Announcements**

Copermittee representatives introduced themselves.

**2. Administrative Issues**

- **8/3 Meeting Notes.** An error in the 8/3 meeting notes has been corrected. City of El Cajon is a voting member. City of Encinitas is not a voting member. The revised meeting notes will be emailed to the distribution list.
- **E-mail Distribution Lists.** The e-mail distribution lists will be posted on the Project Clean Water website. Protocol will be that subcommittee/workgroup members will be in the TO: field of all emails and Primary/Secondary Copermittee Points of Contact will be in the CC: field of all emails. This will result in some duplication but will prevent any Copermittees from inadvertently being left out of emails. The definitive lists will be on the Project Clean Water website.
- **Meeting Materials.** Jon Van Rhyn (County of San Diego) reminded attendees to please bring their own copies of meeting materials (agendas, attachments) that they receive on email for each PPS meeting.

**3. Updates, Presentations, Informational Items**

**A. Status Update on Unfunded Mandates (Jon Van Rhyn, County of San Diego)**

The hearing for the Los Angeles test claim was August 10, 2011. The judge decided against Los Angeles, siding with a broad interpretation of Maximum Extent Practicable (MEP). The San Diego hearing is scheduled for September 9, 2011. Regardless of the outcome, several rounds of appeals are anticipated. Another update will be provided at the September 15 Regional Management Committee (RMC) Meeting.

**B. Status Update on FY2010/2011 Year-end Accounting**

FY10/11 Year-end Accounting is on the draft agenda for the September 15 RMC Meeting. According to Sheri McPherson (County of San Diego), one workgroup has completed their year-end accounting, three workgroups will be done next week, and three workgroups are about two weeks out on completion. Jon Van Rhyn is still working on the PPS and Fiscal, Reporting, and Assessment (FRA) year-end accounting. He expects to have that wrapped up within a week and emailed to PPS members for review of the overall accounting.

Copermittees are reminded to submit any FY10/11 claims to the appropriate workgroup chair ASAP. Workgroups will need to list any activities in progress that need to be identified for rollover.

**C. Status Update on Subtask 3.D Regional Framework/Guidance for TMDL Implementation Planning**

Todd Snyder (County of San Diego) summarized the objective of Subtask 3.D as presented at the August 3 PPS meeting: evaluate non-structural urban runoff control measures to facilitate sustainable storm water management decision-making. Todd has met with RBF Consulting (RBF) to discuss the timeline.

For the September 28 PPS meeting, RBF will have completed two draft deliverables: (1) Results of the literature review in the form of an annotated bibliography and (2) A template for the BMP abstracts. Todd hopes to distribute these two deliverables to the PPS members in advance of the September 28 PPS meeting.

RBF will have the draft abstracts and special study information completed for the October 26 PPS meeting, and will give a final presentation at the RMC meeting in November.

**4. Copermittee Business**

**A. Proposed Agenda for September 15 Regional Management Committee Meeting**

**\*\*\*APPROVED\*\*\***

Jon Van Rhyn (County of San Diego) distributed the draft agenda for the September 15 Regional Management Committee (RMC) meeting (see attached).

- **Budgets and Work Plans.** FY2010/2011 year-end expenditures and accounting should be adopted at the meeting. Workgroups will need to provide rollover requests for continuing activities.
- **Workgroup Updates.** This is a new item to the RMC meeting agenda. Workgroup chairpersons will be asked to present work items, progress on tasks, and upcoming issues.
- **San Diego Coastkeeper Presentation.** Discussion was held regarding Coastkeeper's recent letters to Copermittees, the resulting legal issues of several Copermittees now being unable to discuss related items with Coastkeeper, speculation on Coastkeeper's future plans regarding potential partnership with the Copermittees, and Coastkeeper's focus potentially shifting toward industrial and commercial uses.

Karen Holman (Port of San Diego) shared that Coastkeeper's letter to the Port was not all that bad and volunteered to provide a pdf of their inventory to interested Copermittees. Copermittees expressed interest in increasing efforts to make inventories and other products more consistent across the jurisdictions.

Discussion continued on the content for Coastkeeper's presentation at the September 15 RMC meeting. Their allotted time will be increased to 45 minutes.

Coastkeeper's recent letters to the Copermittees will be one topic. Coastkeeper will also be asked to present an overview of their organization, specifically addressing how they communicate with Copermittees on potential violations (Pollution Patrollers Program) and guidelines they may have on reporting. Several Copermittees shared instances where violations reported either by email or phone from Coastkeeper teams were either not significant to warrant action (e.g., test results within acceptable background levels) or did not provide enough detail to facilitate action. The jurisdictions have limited resources and need to use those resources in the most efficient manner possible to improve water quality and comply with Permit requirements.

Kris McFadden (City of San Diego) shared that the City is looking to move away from partnering with organizations like Coastkeeper and move towards partnerships with universities, such as UCSD/Scripps, that can provide more scientific information and defensible results. Karen Holman (Port of San Diego) mentioned the Port is also shifting to partnerships with universities that can provide hard science results to the Regional Water Quality Control Board (RWQCB). Karen specifically mentioned the Center for Bay and Coastal Dynamics, which is a partnership of the San Diego Unified Port District, San Diego State University, and Scripps Institution of Oceanography.

- **Future Meetings.** RMC meetings are currently held on a quarterly basis, with dates of meetings held flexible to accommodate meeting needs. Per the timeline for PPS Subtask 3.D, the next RMC meeting will be tentatively scheduled for November 2011.

*MOTION: Revise September 15 RMC Meeting Agenda per discussion.*

*Chair asked if there was consensus and heard no objections.*

## **B. Process for Approval of Regional Work Products**

Currently, there is no plan or protocol for what is done with workgroup products as they are completed. There are no guidelines for what needs approval from the RMC, and due to the quarterly meeting schedule of the RMC, there are products submitted to the RWQCB that do not get presented or approved by the RMC before they are required to be submitted to the RWQCB. The PPS members discussed 6 levels for processing workgroup products:

- Products kept at workgroup level
- Products brought as information items to the RMC
- Products brought as consent agenda items to the RMC

- Products brought as regular agenda items to the RMC for discussion/approval
- Products brought as regular agenda items to the RMC for discussion/approval on request by Copermittees
- Products for general public distribution that will bear the Copermittees' name

It was noted that some work products may necessarily contain standards that will need to be implemented by individual Copermittees. As applicable, standards should be written such that minimum Permit compliance requirements are addressed, but other requirements may need to remain optional.

For the FY2012/2013 work plans, the workgroups will identify deliverables/products associated with each task in their work plans. The FY2012/2013 work plans will also include expected dates of delivery for the work products so that the calendar for Regional Management meetings, RWQCB submissions, and work product deadlines can be coordinated.

For the current fiscal year, the PPS members reviewed the task products identified in the FY2011/2012 work plans and drafted a list categorizing the task products according to the six above categories.

<b>Subcommittee / Workgroup</b>	<b>Work Product</b>	<b>Category</b>
PPS	Regional Framework/Guidance for TMDL Implementation Approach	RMC Meeting Informational Item
PPS	Watershed Activities Database	Workgroup Level
PPS	Regional Standards for Reporting and Assessment	RMC Meeting Voting Item
ERS	Tourism Video	RMC Meeting Informational Item
ERS	Trash PSA	RMC Meeting Informational Item
ERS	Regional Education Plan Review and Assessment	RMC Meeting Voting Item
ERS	Materials Development (calendar, coloring book, pet waste bags, brochure)	Workgroup Level
MON	Source ID Work Plan	Not applicable this year as Source ID Work Plan must be submitted to RWQCB by 9/1
MON	Receiving Waters Monitoring Work Plan	Not applicable this year as Receiving Waters Monitoring Work Plan must be submitted to RWQCB by 9/1
MON	Monitoring Reports	RMC Meeting Voting Item
ICMS	Municipal Staff Training Video	RMC Meeting Informational Item
ICMS	Municipal Inventory and Program Standards	RMC Meeting Voting Item
ICMS	Inspection Standards	Workgroup Level

Subcommittee / Workgroup	Work Product	Category
ICMS	Mobile Business Database Maintenance	Workgroup Level
LD*	HMP Monitoring QAPP; other deliverables TBD	RMC Meeting Voting Item
PPS: Regional Program Planning Subcommittee; ERS: Education and Residential Sources Workgroup; MON: Monitoring Subcommittee; ICMS: Industrial, Commercial, Municipal Subcommittee; LD: Land Development Subcommittee *LD work products and category were provided by Erica Ryan after the 8/24 meeting and amended to these notes.		

PPS members will review the above list so that it can be presented to the RMC at the September 15 meeting as part of the Workgroup Updates.

**C. Providing Input to Working Bodies on FY2012/2013 Work Plans and Budgets**

FY2012/2013 work plans and budgets are due 10/31. The question was raised as to what guidance, if any, should be given to the workgroups regarding the anticipated watershed approach plan for the new permit. Some Copermittees suggested waiting until the new permit is issued as new permits typically allow one year for program implementation. Other Copermittees suggested being more proactive by getting input from the workgroups on watershed-based issues or program recommendations; such input could be advantageous in working with the RWQCB on refining the new permit. Discussion also included focusing on more progress on standardization issues across watersheds. The overall consensus was to direct workgroups to maintain the commitment to achieving standards and consistency across jurisdictions while also having the workgroups start thinking about issues, procedures, and tasks for a watershed-based approach to permit compliance. The PPS will include time to discuss issues with the new permit and the watershed-based approach as an agenda item at future PPS meetings.

**D. Review of Draft Detailed Approaches for Subtask 3.A Permit Reissuance Support and Subtask 3.B Regional Standards for Reporting and Assessment.**

Since no version of the permit has been released yet, a detailed approach for Subtask 3.A cannot be determined at this time. The general approach will include meeting support, written responses, and potentially using a consultant to develop any written work products to be provided to the RWQCB.

For Subtask 3.B, Jon Van Rhyn (County of San Diego) will have a more specific timeline and proposal at the September 28 PPS meeting. The general approach will be front-loaded with dialog between the consultant and the workgroups before completing a draft work product. The timeline is expected to extend over the remainder of the fiscal year. Sheri McPherson (County of San Diego) suggested the task should also be roughed out for FY2012/2013.

**E. Discussion of Approach to Subtask 3.E Watershed Activities Database**

A Watershed Activities Database was developed through the WURMP Leads workgroup to serve as a reporting tool and as a regional tool to understand what other watersheds are doing. Todd Snyder and Scott Norris (County of San Diego) presented the main issues with the Watershed Activities Database.

- Is the database mandatory or optional?  
It is at the discretion of each watershed to use the database.
- Who is responsible for entering information?  
It is the responsibility of each jurisdiction to enter new information.  
Each jurisdiction also needs to validate and verify the data that was entered by the consultant for the last 2 years. The consultant copy/pasted from pdf's so most formatting was not carried over.
- Who is the contact for database problems?  
The consultant (Mikhail Ogawa) is scoped \$3000 for broad database maintenance and support, but not for entering or editing data. Watershed Leads need to be the first contact for use issues. Watershed Leads should evaluate the database through use of the database. The Watershed Leads can bring global issues to the County.
- The database is only as good as the data that is entered. Copermittees are encouraged to fill in the optional fields to give more usefulness to the database. Specific additional fields that are highly beneficial include cost and source.

Watershed leads were requested to disseminate the above information to their included jurisdictions.

**F. Identification of Leads for Oversight of Subtasks 3.A, 3.B, and 3.E.**

- **Subtask 3.A Permit Reissuance Support.** Leads on this subtask will remain those formerly involved in the reissuance workgroup.
- **Subtask 3.B Regional Standards for Reporting and Assessment.** Leads for this subtask will be solicited at the September 28 PPS meeting.

**5. Action Items**

Action Item	Responsible Party	Timeline
Distribute corrected 8/3 meeting notes.	Jon Van Rhyn	8/31
Post e-mail distribution lists on Project Clean Water website.	Hilary Potter	8/31
Submit the final FY2010/2011 expenditure claims for the PPS and FRA workgroup for acceptance by the PPS	Jon Van Rhyn	9/6

Action Item	Responsible Party	Timeline
Once received from RBF, distribute draft deliverables for Subtask 3.D (literature review, BMP abstract template)	Todd Snyder	9/21
Revise agenda for Regional Management Committee 9/15 meeting	Jon Van Rhyn	9/8
Communicate requested topics for 9/15 Regional Management Committee meeting to Coastkeeper	Jon Van Rhyn	9/8
Disseminate to workgroups that FY2012/2013 workplans need to include identification of work products and expected delivery dates.	Jon Van Rhyn / Sheri McPherson	9/28
Review LD workgroup work plan to determine deliverable work products. Supply list of work products to Jon Van Rhyn for inclusion on FY2011/2012 list for informational update to Regional Management Committee at 9/15 meeting.	Erica Ryan	DONE, amended to notes
Review FY2011/2012 Work Product list to be included in informational update to Regional Management Committee at 9/15 meeting.	PPS voting members	9/8
Disseminate to workgroups that in developing FY2012/1013 work plans and budgets, they should include tasks to maintain the commitment to achieving standards and consistency across jurisdictions while also starting to discuss issues, procedures, and tasks for a watershed-based approach to permit compliance.	Jon Van Rhyn	9/28
Provide draft detailed scope for Subtask 3.B.	Jon Van Rhyn	9/28
<p>Disseminate to Copermittees information on Watershed Activities Database, specifically:</p> <ul style="list-style-type: none"> <li>▪ It is the responsibility of each jurisdiction to enter new information. Each jurisdiction also needs to validate and verify the data that was entered by the consultant for the last 2 years.</li> <li>▪ Watershed Leads are the first contact for any issues with the database.</li> <li>▪ Filling in optional fields, such as cost and source, will give more usefulness to the database.</li> </ul>	Watershed Leads	



**6. Next Meeting**

Date: September 28, 2011

(regular meetings will be the 4th Wednesday of each month)

Time: 10:30 AM to 1 PM

Location: County of San Diego, 5201 Ruffin Road, Suite P, San Diego, CA 92213

Agenda Items for next meeting: Subtask 3.D (first two deliverables); Discussion of watershed-based approach of new permit; Draft detailed approach for Subtasks 3.B; Primary resources/leads for Subtask 3.B.

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**FY 2011-12 REGIONAL TASKS AND WORK PRODUCTS**

(for inclusion in Annual Report)

Working Body	Task/Work Product	Program Implementation	Status
Regional Program Planning Subcommittee	Permit Re-issuance Support	County of San Diego is developing detailed work plan for this task.	Ongoing
Regional Program Planning Subcommittee	Regional Standards for Reporting and Assessment	County of San Diego is developing detailed work plan for this task.	Ongoing
Regional Program Planning Subcommittee	Development of Watershed Program Approach	Due to Permit re-issuance, this task was determined by the subcommittee to no longer be necessary at this time.	Removed
Regional Program Planning Subcommittee	Regional Framework/Guidance for TMDL Implementation Planning	Scope of work is finalized and has been executed to start the evaluation of non-structural control measures to support bacteria TMDL planning.	Ongoing
Regional Program Planning Subcommittee	Watershed Activities Database	Copermittees are to enter new information and validate the information entered by the consultant. Through use of the database, Watershed Leads are evaluating the database and will bring any issues or suggestions to the County for consideration by the PPS.	Ongoing

# San Diego Regional Stormwater Copermittees

## Regional Management Committee

County of San Diego  
County Operations Center  
5500 Overland Ave, Room 120  
San Diego, 92123

**Thursday, September 15, 2011**

**9:30 a.m. - 12:00 p.m.**

### DRAFT Agenda

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#### **1. Introductions and Announcements (10 minutes)**

Copermittee representatives will introduce themselves and provide updates on significant recent or upcoming activities. Other participants may introduce themselves, make general announcements, or raise issues not otherwise identified on the agenda. No action or vote will be taken on any issues raised.

#### **2. Administrative Issues (5 minutes)**

#### **3. Regional Water Quality Control Board Update (5 minutes)**

#### **4. Copermittee Updates (30 minutes)**

- Permit Reissuance
- Unfunded Mandates
- Budgets and Work Plans [status of year-end expenditure accounting for FY 2010-11; reminder about FY 2012-13 Budgets and Work Plans]
- Workgroup Updates [chairs of each regional Working Body will be asked to provide brief updates]

#### **5. Presentations**

##### **a. CASQA Update (30 minutes)**

CASQA Chair Scott Taylor will provide an update. His presentation will focus on 2011 accomplishments, 2012 initiatives, and the 2011 annual conference

##### **b. San Diego Coastkeeper (30 minutes)**

[We'll fill in this description once we confirm topics with Coastkeeper. At a minimum, this will include the CWA 60-day notice letters recently sent to each Copermittee]

#### **6. Future Meetings**

The next Management Committee meeting is tentatively scheduled for October, 2011.

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Directions to meeting location:

**County Operations Center**

**5500 Overland Ave, Room 120, San Diego, 92123**

- **From I-15** take Clairemont Mesa Boulevard West exit
- Right on Overland Avenue
- Right on Farnham Street to Parking Structure
- All guests are to park in the parking structure lower floors. The visitor entrance is on Farnham Street. The facility is Room 120 (training room) in 5500 Overland Avenue. After parking, guests will need to walk out to the sidewalk on Farnham Street and follow the signs west to the 5500 building (this routes you around current construction). The entrance to 5500 is on the east facing side of the building.
  
- **From State Route 163** take Clairemont Mesa Boulevard East exit
- Left on Overland Avenue
- Right on Farnham Street to Parking Structure
- All guests are to park in the parking structure lower floors. The visitor entrance is on Farnham Street. The facility is Room 120 (training room) in 5500 Overland Avenue. After parking, guests will need to walk out to the sidewalk on Farnham Street and follow the signs west to the 5500 building (this routes you around current construction). The entrance to 5500 is on the east facing side of the building.