

**San Diego Bay Watershed Management Area Copermittee
Meeting Minutes
July 12, 2016 10:00am
County Operations, 5510 Overland Avenue, 4th Floor Room 472**

-Attendees:

Organization
Amec Foster Wheeler (Amec)
City of Chula Vista (CV)
City of Coronado (COR)
City of Imperial Beach (IB)
City of La Mesa (LM)
City of San Diego (SD)
County of San Diego (County)
D-Max Engineering, Inc. – Representing Lemon Grove (LG)
D-Max Engineering, Inc. (D-Max)
National City (NC)
Port of San Diego (Port)
SDCRAA (Airport)

1. Call to order: 10:04am

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 June 20, 2016 meeting

- An update will be made to revise the meeting minutes to be clearer on what data and information is required from the jurisdictions on August 1, 2016.
- An update will be made to add a line stating that the Chollas Trash Study and budget was approved unanimously.
- Minutes were approved without further edits or revisions. Meeting minutes will be posted on the Project Clean Water website.

5. WQIP annual Report Schedule

- Jurisdictional dry weather outfall monitoring data is due to Amec by August 1, 2016. If a jurisdiction is unable to submit the data by August 1, please inform Amec of when it will be ready.
- Jurisdictional strategy data is due to Amec by September 1. If a jurisdiction is unable to submit the strategy data by September 1, please inform Amec when it will be ready.
 - Copermittees can use the template provided in Appendix 2 to track and populate which strategies were implemented, how they were implemented, and which strategies are planned to be implemented in the upcoming fiscal year.
 - The “Notes” column was suggested to be changed to “Results” to be in line with the “Metric” column in the County developed framework.

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- Although jurisdictions are not required to report a metric for all strategies, Copermittees might want to develop a metric that all jurisdictions can report to show how much data they've collected.
- An appendix should be added to address multiple benefits and strategies and progress towards goals and how those strategies are affecting other priorities.
- Jurisdictional meetings will be held with the consulting team to discuss jurisdictional strategy write-ups and progress towards goals. Meetings will be scheduled during August 11-August 19.
 - Discussion during the meetings will include but not limited to the strategies and programs jurisdictions want to highlight in their section, the summary table provided in the framework, the Appendix 2 table, and any modifications they may have to strategies or goals.
 - Subgroups have the option to hold joint meetings to discuss strategy and progress towards Focused Priority goals.
- Other data that needs to be submitted by the jurisdictions:
 - Jurisdictional Runoff Management Plan (JRMP) Annual Report data (2-page document). Any updates to the JRMP should be referred to the jurisdictional website.
 - Any updates to the BMP Manual
- Assessments of data that will be started:
 - Received data:
 - MS4 wet weather outfall data
 - Receiving water data
 - Needs to be submitted:
 - Jurisdictional outfall data (dry weather)
 - Special studies data or any other data needed to be reported
- Special study data submittal should be added to the timeline.
 - Funding for additional special studies work should be discussed.
- A regional meeting will be held on Wednesday at 10:00am-12:30pm at the County to discuss the Stormwater Monitoring Coalition (SMC) Regional Monitoring for bioassessment.

Action:

- Amec: Contact the Copermittees to schedule jurisdictional strategies meetings on August 11-August 19.
- Amec: Draft a schedule for the data assessments and distribute to group.

6. WQIP Annual Report Framework

- A handout of the Summary of Major SD Bay WQIP AR Framework Comments Received was distributed to the group.
- A number of comments required further discussion and direction from the Copermittees:

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1. The Executive Summary should be streamlined and slimmed down – remove excess information and wordiness.
2. A table will be created as an option for the Executive Summary that highlights major achievements and strategy implementation results.
3. In the Achievements section of the Executive Summary, the format is dependent on how much data we receive from the Copermittees. Formatting options include having subheaders for each jurisdictions, or not having any subheaders and not call out any one jurisdiction. The format will be determined when the data is received.
4. Section 1 should consist of background and WQIP information. Section 2 should only consist of the goals, schedules, and strategies; all background information should be moved to Section 1.
5. Monitoring should be a separate Section 3. It would consist of an overview of the Monitoring and Assessment Plan (MAP) in the WQIP, general monitoring programs, and a brief summary of the monitoring conducted. In addition, it should also include a figure of all monitoring locations, an overview of the results, and references to the Highest and Focused Priority sections and appendix for more details.
6. It was suggested to remove the summary crosswalk in Section 1. However, the Regional Board likes the crosswalk and may want to keep it in the document. Stephanie Gaines will provide guidance based on the meeting held with the Regional Board in the previous month.
7. The timeline figure in Section 2.3 for the highest and focused priorities will be removed.
8. Any Watershed Management Area (WMA) strategies that were not implemented will be removed from Table 2-3.
9. It was suggested to remove the Strategies with Multiple Benefits subsection (Section 2.4.1). The content needs to be in the Annual Report to meet the Permit requirements, however it does not need to be its own section. Replacing that information with a table is an alternative, in accompaniment with a short narrative to discuss multiple benefits. This may require further future discussion.
10. A description will be added about the performance and interim based goals before each jurisdictional subsection with the Highest and Focused Priority sections. This applies primarily to Chollas Creek Highest Priority.
11. The “Summary of Strategies” table will be changed to “Key Strategies” (all priority sections).
12. Only the triggered optional strategies will be listed in the summary strategies tables (all priority sections).
13. The format of “Progress Towards Goals” tables (e.g., 3.2-2) should be reorganized. Some text could be placed before the table and adding a way to show preliminary/planning activities done. The format of the table will be experimented with.

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14. Sweetwater and Otay Physical Aesthetics sections will be combined as long as it is clarified which jurisdictions are participating in each priority condition.
15. The overview of the Adaptive Management section should state that there is little adaptive management after the first year of implementation. The short amount of implementation time does not provide enough information or data for significant changes.
16. The appendices will change order and numbering analogous to the changes made within the Annual Report.

7. August 2016 Consultation Panel Meeting Planning

- The Consultation Panel (CP) meeting will be held on August 23, 2016 from 1:30pm-3:30pm at the Chula Vista office.
- The CP meeting will consist primarily of discussion and explanation of the Otay Hydromodification Exemption memorandum prepared by Tory Walker and technical review composed by Amec.
- The meeting will be open to the public and there will be a window for the public to comment.
- Tory Walker's memo and the technical review should be sent to the CP at least a few weeks prior to the meeting for them to review the documents and prepare questions.
 - Written comments may be requested from the CP beforehand so that the presenters will have time to prepare answers.
- The agenda of the meeting as follows:
 - First 5-10 minutes: WQIP process overview, timeline, and the purpose of the CP meeting (this may be in the form of a PowerPoint presentation).
 - Remaining time: Otay Hydromodification study discussion and review.
 - If time permits, certain jurisdictions may discuss any proposed significant changes to the WQIP.
- If the study is approved, the group will move forward implementing it.

Action:

- *Amec: Contact Lewis Michaelson from Katz and Associates to find out his or other staff availability for the meeting.*

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

- Christina Arias will now be the San Diego Bay Regional Board staff representative.
- The next meeting will be held on August 16th, 2016.

Meeting was adjourned at 11:54 am.