



# Solano Stormwater Alliance | JULY 2024 MONTHLY MEETING

July 16, 2024 | 1:30 – 3:00 PM | Teams

NOTE: This is our monthly SSA meeting to ensure effective management, coordination, and communication among alliance team members. This meeting is conducted via teams.

## [Join the meeting now](#)

Attendees: Fairfield Suisun Sewer District (FSSD): **Meg Herston**, Melvin Aquino  
 City of Vallejo: Melissa Tigbao, **Derek Crutchfield**  
 Vallejo Flood & Wastewater District: Mark Hall, Jennifer Harrington, **Rachelle Canones**  
 City of Suisun City: Nick Lozano, Maribel De La Cruz  
 City of Fairfield: **Alvin Lei**

### TOPIC (Facilitator)

### PREPARATION / NOTES

- |   |  |
|---|--|
| <b>1. What is the purpose of this meeting?</b> What are the deliverables/outcomes/results we are looking for? (Meg) | <ul style="list-style-type: none"> <li>Review action items from previous meeting</li> <li>Follow up on coordinated Local and regional Activities for MRP 3.0</li> <li>Check in re: Next Steps for Mobile Business (C.5.e.) requirements</li> <li>Review Pesticides Control (C.9.g) requirements</li> </ul> |
| <b>2. Teams Overview and Navigation</b> (Meg)   | <ul style="list-style-type: none"> <li>Finding the team, posting to messages, finding files, sharing links</li> </ul>  |

### **LOOKING BACK**

- |   |  |
|---|--|
| <b>3. Action Items Status Updates</b>   |  |
| <b>4. O&amp;M Agreement Updates.</b><br>Goal to create a common template that each Permittee can modify (Alvin) | <ul style="list-style-type: none"> <li>AL to provide to FF legal to update, and Vallejo legal is open to changes. Vallejo doesn't want to hold up the agreement.</li> <li>AL's version will be the general template, and this can be further fine-tuned to each municipality.</li> <li>Check on whether NL needs to send to SC legal counsel. Sounds like he do that after general template is complete.</li> </ul>  |
| <b>5. SSA Website Updates.</b><br>(Melvin / Krystle)  | <ul style="list-style-type: none"> <li>Add links to meeting minutes to the SSA Website (MH)</li> <li>Replace Emily's name on the website (MH)</li> </ul>   |
| <b>6. SSA Leadership / Coordination Transition.</b>   | <ul style="list-style-type: none"> <li>Does the SSA have the budget to hire a consultant? Could be beneficial to have someone with more background and backup.</li> <li>They can advise us on the requirements, not just administer the group.</li> <li>Want to be sure that SSA doesn't take a back seat when other priorities show up</li> <li>Concerns about the hourly cost of a consultant, when stormwater is not a funded program. We are pulling from a very strained budget. We don't have \$\$ allocated towards stormwater, but we have to do this.</li> <li>Check the budget, we may have some savings from before. (MH)</li> <li>Consider an RFP just to figure out the cost. MH can start to draft an RFP for group review.</li> </ul> |
| <b>7. Administration and Budget.</b><br>Review budget and financials.<br>Give updates from                      | <ul style="list-style-type: none"> <li>Link to budget update / status snapshot</li> <li>James is working on budget review</li> </ul>   |



<u>TOPIC (Facilitator)</u>	<u>PREPARATION / NOTES</u>
Management Committee. Discuss any MOA revisions.	<ul style="list-style-type: none"><li>MH/JRF to send out invoices to other SSA members for next year (2024/2025). Invoice to each jurisdiction for what they owe for the next year. SSA reviewed budget in June.</li></ul>
<b>8. Communication with Water Board.</b> Review correspondence to/from the WB	<ul style="list-style-type: none"><li>Vallejo is still having issues with White Slough. Unhoused are on private property so City has limited jurisdiction. City intends pursue legal action against property owner.</li><li>Met with Ali @WB and Vallejo City Atty. It was a good dialogue, CoV will keep them updated.</li><li>Another email received from Ali regarding another creek cleanup. Responsiveness is limited. Reminding them that we are all on the same team with the WB, protecting water quality.</li></ul>
<b>9. Public Information and Outreach.</b>	<ul style="list-style-type: none"><li>Add information to the Public Information &amp; Outreach <a href="#">Tracking and Reporting – Table template available here</a>. “This tracking document shall be made available to the Water Board staff during inspections, audits, or upon request”</li><li>RC to send Vallejo’s Outreach items for including on the tracking table. MH to update spreadsheet.</li><li>Website (“Contact us”) Inquiries – MH to check on where these go</li></ul>
<b>DEEP DIVES</b>	
<b>10. Provision C.5.e. : Mobile Businesses</b>	<ul style="list-style-type: none"><li>Review <a href="#">brochure language</a> before updating brochures and website</li><li>Consider consistent Enforcement Strategy</li></ul>
<b>11. C.3. Technical Guidance Manual Update</b>	<ul style="list-style-type: none"><li><a href="#">Dropbox link to final draft manual</a> for review</li></ul>
<b>12. C.21. Asset Management</b>	<ul style="list-style-type: none"><li>The BAMSC Regional Work Group has initiated discussions on consistent approaches to evaluating the condition of assets and required actions to maintain required performance levels.</li><li>Asset Management Plans must be submitted to RWB by September 2025.<ol style="list-style-type: none"><li>What other platforms are being used by other permittees around the Bay Area for stormwater asset management; (From Jill Conversation on 5/2)<ol style="list-style-type: none"><li>San Mateo - GI Tracking Tool (Paradigm designed)</li><li>SCVURPP - Stormwater Treatment Data Portal</li><li>SFPUC - Found Challenges with integrating with other Asset management systems -</li><li>Most - mix of in database and stored locally - GSI (but trash is more static)</li><li>Jill - Recommends maintaining in a spreadsheet - keep it simple ... this is SSA’s preference</li></ol></li><li><b>FSSD:</b> Draft a Scope of Work with specific tasks to meet our permit requirements <a href="#">DRAFT RFP language from 2NDNATURE</a></li><li><b>FSSD:</b> Organize a competitive selection process to select a consultant to help us meet the C21 requirements.</li></ol></li></ul>



TOPIC (Facilitator)

PREPARATION / NOTES

**13. Duly Authorized Representative (DAR)**

- Regarding signing and certifying countywide or regionally-developed MRP required reports and other information requests for submittal to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) on behalf of the Co-permittees.
- From San Mateo - all the details on San Mateo updates and process are under item 5 on the agenda (PDF pg 14) - [https://ccag.ca.gov/wp-content/uploads/2024/05/SWCommittee\\_051624\\_Full\\_Agenda\\_Packet-1.pdf](https://ccag.ca.gov/wp-content/uploads/2024/05/SWCommittee_051624_Full_Agenda_Packet-1.pdf)
- San Mateo just had an item our committee agenda yesterday to update our agency DARs for countywide and regional submittals and to update our approval/certification process.
- Recommend – FSSD draft similar letter as San Mateo for Solano Permittees to sign
  - Okay with Suisun – Other Permittees are checking
  - Meg to draft a letter for review in August – Meg to check if MOA includes signatory authority – consider adding to MOA revisions this year ...

**14. C.9-5 Pesticide Control Implementation and Reporting**

- **“Implementation** – The Permittees shall evaluate the effectiveness of the pesticide control measures implemented by their staff and contractors, evaluate attainment of pesticide concentration and toxicity targets for water and sediment from monitoring data (collected by Permittees, research agencies, and/or State agencies), and identify additions and/or improvements to existing control measures needed to attain targets, with an implementation time schedule.
- **Reporting** – In their 2025 Annual Reports, the Permittees shall submit this evaluation, which shall include an assessment of the effectiveness of their IPM efforts required in Provisions C.9.a-f (including the effectiveness of outreach efforts required by Provision C.9.e); a discussion of any improvements made in these efforts in the preceding five years; and any changes in water quality regarding pesticide toxicity in urban creeks. This evaluation shall also include a brief description of one or more pesticide-related area(s) the Permittee will focus on enhancing during the subsequent permit term. Work conducted at the county or regional level shall be evaluated at that respective level; reiteration in individual Permittee evaluation reports is discouraged.”
- Approach to address: FSSD draft with support from Suzanne Bontempo (now Julie Barbour) and Solano RCD?
- MH to check for draft annual report from CASQA / OWOW . Joseph from CASQWA submits to WB, we think its due Aug 1. Comments due to Joseph by July 23.

**MOVING FORWARD**



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**15. RAC Development** – on hold

**16. Annual Report Review / Prep**

- [Reporting Responsibility 4 Reporting Year 23-24.docx](#)
- Milestones and Deadlines
- AL to send link to annual report template
- Last years transmittals on Teams: [Solano Stormwater Alliance AR 2023](#)

**17. Training Updates.** What is the plan for training? Are there training topics that need to be prioritized?

- C.2.h – municipal maintenance staff – required 1/5 years – postpone to 2024-25
- C.4.e - training for County Wide industrial and commercial site inspectors held on May 22
- C.2.e – **FSSD CONFIRMED with Permittees** - Does not apply b/c “Rural Road and Public Works Construction and Maintenance” not within SSA Permittee jurisdictions

**18. Regional Stormwater Updates**

- BAMSC
- Trash & LID Monitoring – Amtrak Park & Ride
- Trash WOW PMT Meetings
- GSI Scoping at Kellogg

**19. Upcoming Events**

- Regional Forum for the [Next Generation Urban Greening](#) project will be held virtually on Tuesday, August 13th from 9 to 11AM - [Use this link to register.](#)
- Next SSA Meeting: August 20, 1:30PM

**20. Any other items to discuss.** Including additional feedback, information needed, clarifications, or recommendations for improvement

- Each Jurisdiction: Make sure to look back at your annual report to see what is needed from the SSA – do this ASAP!

ACTION ITEMS FROM PREVIOUS MEETING	RESPONSIBLE	TIMEFRAME	STATUS
<b>Rachelle</b> to draft 2024 <u>Management Committee Meeting Minutes</u>	RC	7/16/2024	MH to forward Emily’s presentation and link to June monthly meeting notes to Rachelle
<b>Melvin/Krystle</b> to create a webmap to link to Post Construction Questionnaire. <b>Krystle</b> - Post to SSA Website	MA, KC		
<b>Mobile Businesses</b> – Krystle to update brochure, revise website	KC		
<b>Meg</b> to draft a DAR letter for review in July – Meg to check	MH		Working on it – plan for August



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if MOA includes signatory authority – consider adding to MOA revisions this year			

<b>NEW ACTION ITEM</b>	<b>RESPONSIBLE</b>	<b>TIMEFRAME</b>	<b>STATUS</b>
Each Jurisdiction: Make sure to look back at your annual report to see what is needed from the SSA – do this ASAP!	Everybody	ASAP	
MH to check for draft annual report from CASQA / OWOW . Joseph from CASQWA submits to WB, we think its due Aug 1. Comments due to Joseph by July 23.	MH	7/19/2024	
AL to provide O&M Agreement template to to FF legal to review / update	AL	7/19/2024	
Provide Link to Annual Report Template	AL	7/19/2024	
Add links to meeting minutes to the SSA Website. Replace Emily’s name on the SSA website. Find out where website public inquiries go.	MH	8/1/2024	
Consider SSA Consultant. Check the budget, we may have some savings from before. Consider an RFP to figure out the cost. MH can start to draft an RFP for group review.	MH	8/15/2024	