



# Solano Stormwater Alliance | AUGUST 2024 MONTHLY MEETING

August 20, 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](#)

Invitees: Fairfield Suisun Sewer District (FSSD): Meg Herston, Melvin Aquino, Trang Bui.  
 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 gave status update – to be sent to legal</li> </ul>  |
| <b>5. <a href="#">SSA Website Updates.</a></b> (Meg)   | <ul style="list-style-type: none"> <li>MH added link <a href="#">to meeting minutes</a> to SSA Website</li> <li><a href="#">MH replaced Emily's name</a> on website</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>MH to check the budget for how much we can make available</li> <li>Consider an RFP just to figure out the cost. MH will start to draft an RFP for group review – plan for discussion at Oct meeting</li> <li>Sr Engineer Position at FSSD is open, closing Sep 2.</li> </ul> |
| <b>7. Administration and Budget.</b><br>Review budget and financials.<br>Give updates from Management Committee.<br>Discuss any MOA revisions. | <ul style="list-style-type: none"> <li>Link to <a href="#">budget</a> - update / status snapshot</li> <li>JRF is working on budget review</li> <li>MH/JRF to send out invoices to other SSA members for next year (2024/2025). Invoices were sent for 2024/2025 - JH to check on status for VFWD.</li> </ul>   |



<u>TOPIC (Facilitator)</u>	<u>PREPARATION / NOTES</u>
8. <b>Communication with Water Board.</b> Review correspondence to/from the WB	<ul style="list-style-type: none"><li>• Discussion of LID monitoring updates with Water Board scheduled for 4PM today (8/19) – MH to attend</li></ul>
9. <b>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 – right now we don’t know where these go – Emily was using a plug in. Do we need this feature? Where should they go? This feature not required/ critical</li><li>• FSSD to update outreach events table for 2023/2024</li></ul>
<b>DEEP DIVES</b>	
10. <b>Provision C.5.e. : Mobile Businesses</b>	<ul style="list-style-type: none"><li>• Consider consistent Enforcement Strategy – There had been discussions about identifying mobile businesses, but didn’t get much information. At some point us member agencies should pool what we have. This is more of a long range goal. Each city has soft enforcement strategies, but want to develop a program county-wide for businesses that move between counties.</li><li>• Working on a general list from Solano County (Janiah) –</li><li>• Also goal to look at city codes to have consistent enforcement language – This was a 2022 goal, and we were able to make progress and explain that we have info on businesses but were depending on residents for enforcement. We do not have a formal inspection program – Meg to follow up on this with Janiah. Mark will forward what he has from Janiah.</li><li>• There are more prescriptive requirements for the 2026 annual report.</li><li>• For this year (2024 report), might have zeros for inspections / enforcement and will explain.</li></ul>
11. <b>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 – We have an almost final draft for FF and SC – Vallejo will continue to use the Contra Costa manual.</li></ul>
12. <b>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>1. 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>a. San Mateo - GI Tracking Tool (Paradigm designed)</li><li>b. SCVURPP - Stormwater Treatment Data Portal</li></ol></li></ol></li></ul>



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- c. SFPUC - Found Challenges with integrating with other Asset management systems -
- d. Most - mix of in database and stored locally - GSI (but trash is more static)
- e. Jill - Recommends maintaining in a spreadsheet - keep it simple ... this is SSA's preference
- 2. **FSSD:** Draft a Scope of Work with specific tasks to meet our permit requirements [DRAFT RFP language from 2NDNATURE](#)
- 3. **FSSD:** Organize a competitive selection process to select a consultant to help us meet the C21 requirements. 2<sup>nd</sup> nature thinks a Jan 2025 start would be sufficient to meet 9/2025 regulatory deadline.
- 4. **Need to look at budget again and need to know expected cost of this effort.**
- 5. **JH to check with VFWD field crew and Meg to check at FSSD. In-house / simple is preferred.**

**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 – Any update from other permittees?
  - Meg to draft a letter for review in August (before Sep Meeting) – Meg to check if MOA includes signatory authority – consider adding to MOA revisions.

**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



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(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**

**15. RAC Development – on hold**

**16. Annual Report Review / Prep**

- [Reporting Responsibility 4 Reporting Year 23-24.docx](#)
- Went thru the outline list and assigned action items (needed info) to FSSD / SSA

**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 Meeting this Thursday (8/22) – Meg to attend
- Trash & LID Monitoring – Amtrak Park & Ride – Group is neutral on adding soil moisture sensors for 1 year of data.
- Trash WOW PMT Meetings
- GSI Scoping at Kellogg – Public meeting Sept 10

**19. Upcoming Events**

- Annual Report meeting in person September 10, at 1PM – Meg to send invite
- Next SSA Meeting: September 17, 1:30PM on Teams

**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!
- Want to get and sense for what the other programs are doing – Ongoing inspection of LID? Do cities check in on the condition of the swales?
- In FF, we keep the O&M agreements with businesses and retain drawings. Every few years we make sure the area still exists. Considering incorporating this into regular commercial / industrial inspections.



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- Today's LID swales don't really require a review of the health of the vegetation – they are sand/soil mix. Just want to be sure they're not ponding, have an outlet, and are draining well.

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 – complete – need some stuff from Derek, almost done. MH to look for start and end time. 90% complete, R ill share draft.
<del><b>Melvin/Krystle</b> to create a webmap to link to Post Construction Questionnaire. <b>Krystle</b> – Post to SSA Website</del>	<del>MA, KC</del>		<del>Complete</del>
<del><b>Mobile Businesses</b> – Krystle to update brochure, revise website</del>	<del>KC</del>		<del>Complete</del>
<b>Meg</b> to draft a DAR letter for review in July – Meg to check if MOA includes signatory authority – consider adding to MOA revisions this year	MH	8/30/24	Working on it – plan for August

NEW ACTION ITEM	RESPONSIBLE	TIMEFRAME	STATUS
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	Keeping a look out – MH To look in Emily's email or will check with joseph draper
AL to provide O&M Agreement template to FF legal to review / update	AL	7/19/2024	Will share with legal counsel
<del>Provide Link to Annual Report Template</del>	<del>AL</del>	<del>7/19/2024</del>	<del>Complete</del>
Add links to meeting minutes to the SSA Website. Replace	MH	8/1/2024	Complete



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NEW ACTION ITEM	RESPONSIBLE	TIMEFRAME	STATUS
<del>Emily's name on the SSA website. Find out where website public inquiries go.</del>			
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	8/30/2024	