

Monterey Regional Stormwater Management Program

Management Committee

MEETING MINUTES For March 27, 2024

AGENDA ITEMS

1. Call to Order / Roll-Call

Chairperson Gomez (City of Sand City) called the meeting to order at 9:31 a.m. and performed roll call.

Management Committee (MC) Members:

City of Carmel – Mary Bilse
City of Del Rey Oaks – Ron Fucci
City of Monterey – Tricia Wotan
City of Pacific Grove – George Fuerst
City of Sand City – Leon Gomez
City of Seaside –Patrick Grogan
County of Monterey – Michael Trapani

Other:

Rachel Gaudoin – Monterey One Water
Alma Garcia – Monterey One Water

Other Virtual:

Mollie Wooden – Pebble Beach Company
Douglas Dowden

MRSWMP Staff:

None

2. Public Comments

Chairperson Gomez called for public comment, none received.

3. Approve Management Committee Meeting Minutes for 2/28/2024.

Chairperson Gomez noted for the record that the Minutes being approved were for February 28, 2024.

- **Action:** On a motion by Bilse (*City of Carmel*), seconded by Trapani (*County of Monterey*), Management Committee approved the Management Committee Meeting Minutes for 2/28/24.

INFORMATION AND DISCUSSION ITEMS

4. Update on PE/PO Program

Sidenstecker updated the Committee with a presentation of the PE/PO Program.

a. School Presentations

Sidenstecker shared that hands-on presentations were made to four different schools between the end of February and March.

b. Public Events

Sidenstecker stated that this is a busy time of the year, and that Cutting Day with the City of Monterey took place earlier this month where residents swapped cuttings of plants and where she had a table with information on alternative ways to not use pesticides in the garden. She added that last week it was Wildlife Day in Carmel Valley where again outreach materials were available to residents and that the litter clean-up was cut short due to the weather. She shared that there are four public events scheduled next month. Vice-Chairperson Fucci corrected the location for Del Rey Oaks' Earth Day to Del Rey Oaks Park.

c. TV Ads

Sidenstecker indicated that TV ads ran on three different TV stations, with the majority on Spanish TV.

She informed the Committee that Spoke Consulting submitted a bid for \$3,400 to add all the new TV ads on the SEA website and that it includes a one-month social media campaign. She added that she has the money in her budget for this expense.

Gaudoin explained that there was a technical glitch with the sound and summarized what Sidenstecker had shared which was information on school presentations, TV ads campaign, and public events.

Sidenstecker again stated that Spoke Consulting submitted a contract proposal to add all the new TV ads to the new SEA website which includes a month-long social media campaign. She again confirmed that she has money in her budget to cover this expense and that no budget amendment is required. She shared that if this money is not to be used for Spoke Consulting, she would run digital stormwater ads around Earth Day.

There was consensus from the committee to proceed with moving all new TV ads to the SEA website.

On radio ads she reported that over 160 ads ran on eight different radio stations. She noted that she was able to book radio ads at a lower rate.

d. Social Media

Sidenstecker shared that she added Earth Day to the new events page on the SEA website, which is scheduled for April 6, 2024, and added information on Cutting Day which took place earlier in the month.

e. Storm Drain Emblems

Chairperson Gomez called for public comment, none received.

Gaudoin demonstrated the new community events page on the SEA website. She indicated that information would be available soon on how the community can alert the entities of any public works issues.

5. Update on Post Construction Requirements

Chairperson Gomez noted for the record that the PCR Subcommittee met on March 5, 2024.

a. PCR Subcommittee Meeting, March 5, 2024

Chairperson Gomez reported that the consensus was three trainings this year, quarter 2 - O&M, quarter 3 - Design, and quarter 4 - Reporting Municipal Compliance. He stated that the subcommittee recommended creating a flyer that MRSWMP members could use to promote good housekeeping training videos for their teams and new hires. He added that for next year the training could be in quarter 1, 2 and 3, since quarter 4 is the annual report. He added that the format of the training would be virtual within the lunch period, around 45 minutes.

Bilse agreed to be the third member of the PCR Subcommittee.

Gaudoin stated the agenda will be developed and a meeting will be scheduled soon.

Chairperson Gomez called for public comment, none received.

6. Update on MRSWMP MOA Revisions

Wotan provided an update on the subcommittee meeting and shared that it was a productive meeting, and that the existing MOA was reviewed and that sections were identified where language could be revised, and discussed legal questions that were brought up at the last meeting prior to the subcommittee meeting. She added that there are still some outstanding items that need to be reviewed.

Bilse added that one of the biggest changes to the MOA was removing the Program Manager position because of potential changes and ability to change in the future.

Gaudoin explained that as a draft agreement comes back, M1W is working with legal counsel to help draft the agreement, and that each entity will need their legal counsels to review the agreement and wanted to give everyone a heads-up since that will need to be worked into the timeline. She added that the earliest date for bringing to the committee a draft of the MOA for initial review and feedback would be May.

Chairperson Gomez called for public comment, none received.

7. Update on MRSWMP FY 24/25 Budget

a. FY 24/25 Draft Budget

Gaudoin explained that this is not an action item rather informational, since M1W is beginning the process of drafting the FY24/25 budget and wanted to put some preliminary numbers in front of this committee to assist with a future action item. She stated that any feedback will be incorporated into a complete and final budget that will come back for approval. She added that McCullough provided two sample spreadsheets.

Wotan stated that it would be good for Bilse to have a copy of Sidenstecker's contract where she would be able to find the Scope of Work for PE/PO.

Gaudoin noted that for the next meeting would provide a more detailed PE/PO budget. She added that Sidenstecker did provide McCullough with two scenarios of draft budgets for next year, one that kept everything the same and one that focused primarily on school outreach. She listed the items in the contract that are being proposed for next year: Time for Program Director, Expenditures related to the Marine Colleges/Educator who helps with school outreach, Public Events, Storm Drain Decals, Labeling of POP Products in Stores, Student Public and Intercept Survey Responses, Tourist Outreach, Social Media Campaigns, Contingency Fund, Graphic Artist, Storage Fees, Decaling Fees, and Ad Budget. She added that the budget needs to be organized related to the E7 and E8 reports, because that report is ultimately what is connected to the scope.

Wotan stated that she would provide Gaudoin and McCullough with an example of an attachment that was submitted with the guidance document back in 2013, that connects the scope to the E7/E8 reports.

Chairperson Gomez called for public comment, none received.

ACTION ITEMS:

8. Approve Staffing Options for Program Administration

Gaudoin stated that was proposed to the Committee last month was splitting the job into two positions, starting with a 50/50 cost share with M1W, and that the timing worked out since M1W also had a limited term position in the same department that the stormwater position would report to. The feedback received from this committee was to bring this item back as an action item with further detail especially related to the costs. She confirmed that the feedback received was incorporated into the job description and that fieldwork was added to the Communication Specialist job description and could be added to the Administrative Analyst job description if that is the directive. She explained that the timeline for revising the MOA and the recruitment would be complimentary at about four months, providing the work on revising the MOA continues. She added that the time tracking would be for MRSWMP work and M1W work, reviewed annually to collectively determine what is equitable.

Chairperson Gomez confirmed adding field work to the Administrative Analyst job description.

- **Action:** On a motion by Wotan (*City of Monterey*), seconded by Fuerst (*City of Pacific Grove*), to support M1W's Program Administrator's direction to pursue the two positions with the understanding that the Committee is giving concurrence with the direction but not approving it until the MOA has been executed.

- a. Administrative Analyst Overview
- b. Communication Specialist Overview
- c. Administrative Analyst Job Description
- d. Communication Specialist Job Description
- e. Salary Schedule

9. Approve MRSWMP Budget Contingency

- a. FY 23/24 Budget Allocation.

Gaudoin explained that last month McCullough proposed that the Committee consider the cost savings they would yield from a lack of a program manager for a contingency budget. She added that the requested cost savings were provided, and that the Committee now needs to determine what to do with the savings, build a contingency budget or be invoiced for true costs. She reminded the Committee that no one has been invoiced for this year and that the decision last month was to wait to make this determination and be invoiced based on the budgeted amount to build a contingency, or be invoiced for the true costs, or an amended motion.

Gaudoin stated that the Committee may not have been invoiced for fiscal year 22/23, since it appears the invoicing is one year in arrears.

Wotan indicated that she would review the invoices she received in the past to determine the last time the Committee was invoiced, and that normally one invoice had been received per fiscal year in the months of November through January.

- **Action:** On a motion by Grogan (*City of Seaside*), seconded by Bilse (*City of Carmel*), to continue this item to next month's meeting.

ADMINISTRATIVE REPORTS

10. Management Committee Members

- a. **City of Monterey** – Wotan reported that the newest City Engineer and Deputy Public Works Director is Andrew Easterling, who was the prior Traffic Engineer at the City of Salinas.
- b. **City of Seaside** – Grogan reported that Carolyn Burke is no longer with the City of Seaside, that she went back to Santa Cruz County as their Assistant Public Works Director, and that her last day was last Friday.
- c. **Carmel** – Bilse reported that Jessica Juico, who attended a lot of the meetings went to the City of Santa Cruz. She also reported that she met with Pam Krone from the Monterey Bay Sanctuary Foundation and Carmel Cares, which is a volunteer group and they wanted to know if the Committee would be interested in a presentation on the Cigarette Butt Program they have implemented in Carmel.
- d. **City of Pacific Grove** – Nothing to report.

- e. **County of Monterey** – Nothing to report.
- f. **Del Rey Oaks** – Nothing to report.
- g. **Sand City** – Gomez reported that the Public Works Officers Institute Conference was last week in Monterey and that he saw many local public works officials and that it was a good conference.

11. Program Administrator Update

Gaudoin thanked the Committee for all their feedback and patience.

SCHEDULE NEXT MEETING / ADJOURNMENT

12. Schedule Next Meeting

The next Management Committee meeting is scheduled for Wednesday, April 24, at 9:30 a.m.

13. Meeting Adjournment

The meeting was adjourned at 11:46 a.m.

DRAFT