

NOTICE AND AGENDA

**MANAGEMENT COMMITTEE for the
MONTEREY REGIONAL STORMWATER
MANAGEMENT PROGRAM**

DATE: February 26, 2025
TIME: 9:30 a.m.
LOCATION: Monterey One Water Conference Room, 5 Harris Court, Building D, Monterey

THIS HYBRID MEETING WILL BE HELD BOTH IN-PERSON AND VIRTUALLY

To join the Zoom Webinar Meeting, click on this link:
<https://us02web.zoom.us/j/89246755123?pwd=ND0mMwkBn6w8F8Xh5iwpEbAWgGvTVH.1>
or copy and paste the link into your browser. If your computer does not have audio, you will need to join the meeting via phone. To participate telephonically, you can call the number below and enter the webinar ID number and password when prompted:

(669) 900-9128

Webinar ID: 892 4675 5123 Password: 257007

PUBLIC COMMENTS: If you are unable to participate via telephone or webinar, you may submit your comments by e-mailing them to MontereySEA@my1water.org with one of the following subject lines: "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT – NON-AGENDA ITEM". Comments must be received by 12:00 p.m. on Tuesday, February 25, 2025. All submitted comments will be provided to the Committee, may be read into the record, and will be compiled as part of the public record.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Program Administrator at (831) 645-4635 or by email at MontereySEA@my1water.org. Notification 30 hours prior to the meeting will enable the Committee to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

Officers: Chairperson: Kevin Anderson, City of Monterey
Vice-Chairperson: Patrick Grogan, City of Seaside

Participating Entities: City of Carmel-by-the-Sea City of Del Rey Oaks
City of Monterey City of Pacific Grove City of Sand City
City of Seaside County of Monterey

Other Coordinating Entities: Carmel Unified School District Pacific Grove Unified School District
Monterey Peninsula Unified School District Pebble Beach Company

Ex-Officio Members: Association of Monterey Bay Governments Monterey Bay National Marine Sanctuary

AGENDA ITEMS

Page #

- | | | |
|--|--|-----|
| 1. Call to Order / Roll Call | | N/A |
| 2. Public Comments | | N/A |
| 3. Approve Management Committee (MC) Meeting Minutes for 01/22/25 (Attachment 1) | | 03 |

INFORMATION AND DISCUSSION ITEMS

- | | | |
|--|----------------|-----|
| 4. Update on PE/PO Program | | |
| Monthly Update | (Attachment 2) | 07 |
| 5. Stormwater Training Updates | (Attachment 3) | 14 |
| Drywell Training Webinar Debrief – Gregor Patsch, Travis Pacheco from Oldcastle Infrastructure | | |
| 6. Ad Hoc Committee for Memorandum of Agreement Update | | N/A |
| 7. Fiscal Year 2025-2026 Budget Discussion | (Attachment 4) | 15 |
| a. PE/PO Request for Proposals for FY 25-26 | | |
| 8. 2025 Committee Meeting Calendar | (Attachment 5) | 16 |

ACTION ITEMS

- | | | |
|---|----------------|----|
| 9. Consider Adoption of Committee Member Code of Conduct Policy | (Attachment 6) | 17 |
|---|----------------|----|

ADMINISTRATIVE REPORTS

- | | | |
|--|----------------|-----|
| 10. Program Administrator Update | | N/A |
| a. Briefing for Chair and Vice Chair, Committee Manual | (Attachment 7) | 18 |
| 11. Management Committee Member Updates | | N/A |
| a. City of Carmel-by-the-Sea | | |
| b. City of Del Rey Oaks | | |
| c. City of Monterey | | |
| d. City of Pacific Grove | | |
| e. City of Sand City | | |
| f. City of Seaside | | |
| g. County of Monterey | | |

SCHEDULE NEXT MEETING / ADJOURNMENT

N/A

12. Schedule Next Meeting:

The next MC Meeting is scheduled for Wednesday, March 26, 2025, at 9:30 a.m.

13. Meeting Adjournment



MEETING MINUTES for January 22, 2025

AGENDA ITEMS

1. Call to Order / Roll-Call

Chairperson Gomez (*City of Sand City*) called the meeting to order at 9:32 a.m. and performed roll call.

Management Committee Members:

City of Carmel-by-the-Sea - Mary Bilse
City of Del Rey Oaks - Ron Fucci
City of Monterey - Kevin Anderson
City of Pacific Grove - George Fuerst
City of Sand City - Leon Gomez
City of Seaside - Patrick Grogan
County of Monterey - Michael Trapani

Monterey One Water (M1W, Program Administrator):

Michelle Bumgardner
Erica Parker

Other Virtual:

Lindsay Brown (California Marine Sanctuary Foundation
& Monterey Bay National Marine Sanctuary)
Douglas Dowden (ECS)
Val Gaino (City of Carmel-by-the-Sea)
Nathaniel Milam (Whitson Engineers)
Alyson Tom (County of Santa Cruz)
Mollie Wooden (Pebble Beach Company)

Other In-Person:

Maris Sidenstecker (PE/PO Coordinator)

2. Public Comments

Chairperson Gomez called for public comment, none received.

3. Approve Management Committee Meeting Minutes for 12/11/2024

- **Action:** On a motion by Grogan (*City of Seaside*), seconded by Trapani (*County of Monterey*), Management Committee (MC) unanimously approved the Management Committee Meeting Minutes for 12/11/2024.

INFORMATION AND DISCUSSION ITEMS

4. Update on PE/PO Program

- a. Monthly Update by Sidenstecker

Sidenstecker briefed the Committee on school presentations delivered in December, storm drain emblem stenciling in Monterey and Pacific Grove, and placement of Our Water Our World product labels at Home Depot. The next stenciling effort will tackle storm drains within the County's jurisdiction. "Protect Pollinators" movie ad run concluded on 01/05/2025. Bilingual TV ads started on 01/06/2025, featuring Pesticides, Trash, and Doggie Doo videos. April will see several Earth Day-related events, where MRSWMP will have a presence and provide access to the watershed model.

- Follow up action: Sidenstecker will provide total “Protect Pollinators” movie ad impressions when data is available.

b. Social Media Accounts Baseline Data

Support staff reviewed social media basic terminology and the number of followers for MRSWMP accounts, as compared with similar stormwater programs. The expenditure history for various outreach campaigns was discussed, as well as results for reach and engagement.

Fuerst (*City of Pacific Grove*) spoke in favor of bringing social media outreach efforts in house, in lieu of contracting out, to ensure the return on investment (ROI) justifies expenditures. Previous campaigns managed by subcontractors have cost between \$1,700 and \$3,800, with no significant difference in public engagement compared to paid boosts on in-house generated posts.

A storm drain stenciling volunteer produced a short video on “only rain down the storm drain,” which Sidenstecker shared with the group, illustrating the type of content that drives engagement - dynamic, humorous, and a call to action. Support staff requested jurisdictions share video content on stormwater operations and facilities to add variety to social media posts. Members are encouraged to have their jurisdiction’s accounts follow MRSWMP accounts, and support staff will be expanding the accounts followed by MRSWMP.

Gaino (*public*) inquired about the use of radio advertising, and Bumgardner informed her that bilingual radio ads are a part of the PE/PO contract scope and are permit requirements.

- Follow up action: Members will contact their jurisdiction’s social media staff to direct them to “follow” MRSWMP accounts and explore stormwater content creation.
- Follow up action: Support staff will provide further information on potential additional platforms (i.e. LinkedIn, Nextdoor) as research is completed on logistics and ROIs.

5. Stormwater Training Updates

a. Drywell Training - noon on February 10, 2025

Gregor Patsch, Travis Pacheco from Oldcastle Infrastructure

Bumgardner (*M1W*) specified that the title of the training is “Effective Utilization of Drywells for Stormwater Capture”. Topics will include benefits of deep vs. shallow infiltration basins and best management practices; drywell design, construction, and operations and maintenance; applications focusing on low-impact, green streets, new development, and retrofits. Invitations will be sent out this week to Members and MRSWMP’s training distribution list. This session will be a virtual webinar, with the recording to be posted on the Monterey SEA website.

b. Training Ad Hoc Committee Meeting Synopsis

Bumgardner reviewed the topics covered in the recent Training Ad Hoc Committee meeting with Members Bilsé (*City of Carmel-by-the-Sea*), Gomez, and Grogan. She shared the direction given by the ad hoc to distribute online training resources to the community approximately once a month, highlighting free videos available to the public - for example, to meet permit requirements of providing education on pest management best practices.

6. Ad Hoc Committee for Memorandum of Agreement Update

Support staff asked for Member interest in serving on an ad hoc committee to discuss updates to the MRSWMP Memorandum of Agreement (MOA); Trapani offered to serve, and other Members requested a follow-up in order to have time to consider. Direction from the MC included a request to

consider new elements in the informal draft of the MS4 Permit that could be incorporated into the MOA update.

- Follow up action: Support staff will convene an MOA Ad Hoc Committee meeting before the next MC meeting.

7. **Ad Hoc Committee for Budget Preparation**

Members expressed a preference for support staff to bring a draft budget and recommendations to the full MC, instead of convening an additional ad hoc committee to consider the FY 25-26 MRSWMP budget. Draft line items and cost estimates will be shared during the February MC meeting.

- Follow up action: Support staff will bring a draft budget recommendation to the MC in February to initiate discussions.

8. **2025 Committee Meeting Calendar**

Support staff reviewed the meeting calendar and asked Members to share important event dates held by each jurisdiction.

ACTION ITEMS

9. Election of Management Committee Chair and Vice Chair

“Selection of officers: Each year the Management Committee shall select a Chair and Vice-Chair. The selection of the members to serve in this position shall be at the regularly scheduled January meeting and shall be based on nominations by the Management Committee. No member of the Management Committee may serve as Chair or Vice-Chair for more than two consecutive and complete one-year terms.”

Based on interest expressed by Anderson (*City of Monterey*) serve as Chair and by Grogan as Vice Chair in the December MC meeting, a motion was made by Trapani, seconded by Gomez, to elect them to these respective roles. Motion passed unanimously; Anderson and Grogan will begin their tenure in February to prepare for the MC meeting.

- Follow up action: Support staff will meet with Anderson and Grogan to provide information on Chair and Vice Chair responsibilities before the February MC meeting.

ADMINISTRATIVE REPORTS

10. **Program Administrator Update**

a. Quarterly Report - 10/01/2024 - 12/31/2024 (Q2)

Support staff presented the Q2 summary of MRSWMP activities, all budget expenditures, outreach activities, trainings offered, and a look-ahead to priorities for the next quarter. Also included are reminders on permit requirements for municipal employee certifications and trainings.

Parker shared a biennial opportunity to provide data to the Water Environment Federation in their National MS4 Needs Assessment Survey. The deadline to submit responses is January 31st, 2025. Full link is here: https://www.research.net/r/2024_WEF_MS4_Needs_Assessment_Survey.

- Follow up action: Support staff will share the link to the survey via email to MC members after the meeting.

b. Water Resources Control Board Proposed Cost Reporting Policy

Support staff provided a memo summarizing the proposed Policy for the Standardization of Cost Reporting in Municipal Stormwater Permits currently under consideration by the State Water

Resources Control Board (SWRCB) The full text of the draft policy is available here: https://www.waterboards.ca.gov/water_issues/programs/stormwater/storms/docs/projects/final-draft-municipal-stormwater-cost-policy-dec-2024.pdf. Information included policy intent, implementation timeline, impact on permittees, role of support staff, and cost categories.

11. Management Committee Member Updates

- a. City of Carmel-by-the-Sea: No report.
- b. City of Del Rey Oaks: Fucci described additional progress on the FORTAG project - footing and abutments have been poured on the undercrossing, trail work underway behind Safeway. Rosita and Angelus projects are under construction to raise the shoulder and add geo-netting, with early February as the target completion date. City Hall roof replacement is happening now, which will be completed in approximately three weeks.
- c. City of Monterey: Anderson currently is working on annual reporting for Monterey's Storm Drain Maintenance Plan and for their California Integrated Water Quality System Project (CIWQS). They went through an audit a couple of months ago on the Sewer System Management Plan, and it needs to be recertified by August - staff is working on revamping it now. Monterey is recruiting two analysts, with the goal of onboarding by next month.
- d. City of Pacific Grove: Fuerst shared statistics on the overwintering monarch butterfly numbers this year - only 300 counted in Pacific Grove. He expressed gratitude for the movie ads focused on protecting pollinators. US Fish and Wildlife has proposed listing monarchs as a threatened species under the Endangered Species Act, with public comments being accepted now.
- e. City of Sand City: Gomez reported that new City Councilmembers have been sworn in and have requested presentations on stormwater matters during future Council meetings. He is working with Anderson to ensure interceptor maintenance for shopping centers is completed in the next couple of months.
- f. City of Seaside: Grogan shared that Seaside's Junior Engineer is departing for the City of Monterey, and they are working on the approval to recruit for an Engineering Technician or Inspector. The new position will take on field inspections.
- g. County of Monterey: Trapani stated spill reports from the County are back on track to share with MC members, after a lapse in notifications. Recently, he obtained an organizational chart for the Central Coast Regional Water Quality Control Board that he will send to support staff for dissemination to the MC.

SCHEDULE NEXT MEETING / ADJOURNMENT

12. Schedule Next Meeting

The next MRSWMP Meeting date is scheduled for Wednesday, February 26, 2025, at 9:30 a.m.

13. Meeting Adjournment

The meeting was adjourned at 11:02 a.m.

Monterey Regional Storm Water Management Program (MRSWMP) Committee Meeting

Public Education/Public Outreach Program Update

February 26, 2025

By Maris Sidenstecker, Executive Director, Save The Whales



MONTEREY SEA

Stormwater Education Alliance

WWW.MONTEREYSEA.ORG

Completed School Classroom Presentations

School	Presentation Date	Grades	# Classes, # Students
Robert Down, Pacific Grove	January 8, 2025	2	3 Classes, 66 students
PG High School, Pacific Grove	January 30, 2025	9-10	3 Classes, 75 students
PG High School, Pacific Grove	January 31, 2025	9-12	4 Classes, 91 students



Completed Activities

Completed: *January 2025*

Activity	Date	Location	Notes
Storm Drain Stenciling	January 18, 2025	Pacific Grove	21 emblems, four volunteers
Recruit new volunteers from CSUMB Service Learning Institute	January 23, 2025	CSUMB	Students to assist with events, emblems
Home Depot	January 24, 2025	Seaside	Check on point of purchase labels for OWOW alternatives to pesticides



Bilingual “Only Rain Down Storm Drains” TV Ads Aired

Activity	Date	Station	Number of Ads	Ad Buy Cost
Bilingual TV Ads: on all stations <ul style="list-style-type: none"> • Pesticides – Baseball • Trash – Football • Doggie Doo – Soccer 	1/6/25 - 1/31/25	FOX TV (NION)	95	\$2,220
	1/6/25 - 1/31/25	Telemundo (KMUV) Spanish Language Station	149	\$1,790
	1/6/25 - 1/31/25	KION	51	\$1,215
	1/6/25 - 1/31/25	CW (KCBA)	78	\$400

<https://montereysea.org/only-rain-down-the-storm-drain/>



Upcoming Activities

Activity	Date	Location	Notes
Storm Drain Emblems	Feb 13, 2025	Pebble Beach	Provide ten emblems to Pebble Beach Company for their installation.
Horticulture Day (formerly Cutting Day)	March 15, 2025	Monterey	MontereySEA tabling - OWOW literature, example alternative products to pesticides.
Whalefest Monterey	April 13, 2025	Monterey	Sunday tabling with Watershed Model or Trash Timeline Activity
Carmel Earth & Arbor Day	April 26, 2025	Carmel	Tabling with Watershed Model or Trash Timeline Activity
Snapshot Day	May 3, 2025	MRSWMP Area	<ul style="list-style-type: none"> Contribute funds for lab analyses from PE/PO Budget. Help recruit volunteers to help collect water samples.



26th Annual Snapshot Day

Saturday, May 3rd, 2025 8:30am-12:30pm

Find out what is in your watershed.

Become a community scientist for a day and collect water quality data about the health of streams in your area.

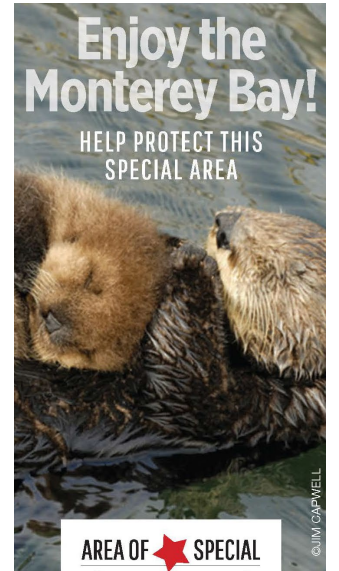


Sign up now!



Upcoming Activities (cont.)

Activity	Date	Location	Notes
Monterey County Weekly Visitors Guide Ads	June 26, 2025	Print ads (two)	<ul style="list-style-type: none"> • Butts are Litter • Protect the ASBS
Del Rey Oaks Earth Day	TBD – April	Del Rey Oaks	Tabling with Watershed Model or Trash Timeline Activity
Seaside Earth Day	TBD – April	Seaside City Hall	
MEarth Day	TBD – April	Carmel	
Bilingual Radio Ads on Storm Water Pollution Prevention	TBD	Local Stations	



- YOU CAN HELP PROTECT THIS SPECIAL OCEAN AREA:
- 1 Dispose of trash in designated trash cans only; do not litter on streets, into storm drains, on beaches, or into the Bay.
 - 2 Bring a reusable cup for coffee! This reduces cup and lid trash.
 - 3 Use recycle bins to dispose of glass bottles, aluminum cans, and plastic; do not discard these items as trash.
 - 4 Dispose of cigarette butts in designated receptacles and not outdoors or in the street; these will flow to the Bay and may harm wildlife.
 - 5 Reduce water use by turning faucets off when brushing teeth and lathering hands.
 - 6 Refuse straws and use only biodegradable or reusable utensils for take-out food.





Stormwater Training

Utilizing Drywells to Achieve Effective Stormwater Treatment and Infiltration Goals

**MONDAY,
FEBRUARY 10,
2025**

Noon - 1:00 pm

**Registration
Required**

SCAN



or

CLICK HERE

Join this FREE webinar presented by Oldcastle Infrastructure whose technical marketing engineers will discuss how to effectively capture, treat, and infiltrate stormwater runoff utilizing drywell systems that meet regulatory requirements.

WHAT YOU WILL LEARN

- » Benefits of deep vs. shallow infiltration basins and best management practices
- » Drywell design, construction, and operations and maintenance
- » Applications focusing on low impact design, green streets, new development, and retrofits

WHO SHOULD ATTEND

Operations & Maintenance • Municipal Permit & Planning Staff • Contractors • Builders • Designers • Engineers • Architects • Surveyors • Field Technicians • Land Development Professionals

QUESTIONS?

Please contact montereysea@my1water.org



Attachment 4

FY 25-26 MRSWMP DRAFT Budget Worksheet

PROGRAM ELEMENT	FY 24-25	Δ from			TOTAL	Cost-Share Allocation Schedule
	Budgeted Cost (w/o admin fee)	FY 25-26	FY 24-25	M1W Admin Fee (+10%)	Line-Item BUDGET	
2 Positions 50% allocated - Salary and Benefits - total	\$ 154,000	\$ 158,620	\$ 4,620	\$ 15,862	\$ 174,482	A (total)
Program Positions - Fixed Fee Portion	\$ 70,000	\$ 70,000			\$ 70,000	A-1
Program Positions - Population-based Portion	\$ 84,000	\$ 88,620			\$ 88,620	A-2
Stormwater Monitoring Program (E.8 & E.14)	\$ 34,264	\$ 35,694	\$ 1,430	\$ 3,569	\$ 39,263	C
- Program and Analysis Costs	\$ 19,354	\$ 20,868		\$ 2,087	\$ 22,955	
- Lab Fees	\$ 14,910	\$ 14,120		\$ 1,412	\$ 15,532	
Programs Budget	\$ 6,300	\$ 10,250	\$ 3,950	\$ 1,025	\$ 11,275	B
Conferences, Travel	--	\$ 5,000				
Training (Hybrid BMP, Resource Updates)	--	\$ 4,500				
Committee Enrichment	--	\$ 750				
PE/PO Contract (E.7 & E.8)	\$ 132,243	\$ 158,692	\$ 26,449	\$ 15,869	\$ 174,561	B
Our Water Our World License	\$ 2,189	\$ 2,408	\$ 219	\$ 241	\$ 2,649	B
Web Development	\$ 1,575	\$ 1,733	\$ 158	\$ 173	\$ 1,906	B
Sponsorships (Snapshot Day, Coastal Cleanup, Sustainable Garden Project)	--	\$ 3,500	\$ 3,500	\$ 350	\$ 3,850	B
Contingency	\$ 8,400	\$ 9,240	\$ 840	\$ 924	\$ 10,164	B
PEAIP Software License	\$ 34,043	\$ 34,043	\$ 0	\$ 3,404	\$ 37,447	D
CASQA Membership	\$ 4,704	\$ 6,250	\$ 1,546	\$ 625	\$ 6,875	E
BUDGET COMPONENT TOTALS	\$ 377,718	\$ 420,429	\$ 42,711	\$ 42,043	\$ 462,472	

Cost Share Schedule	Basis of Calculation	Total Budget (incl +10% admin fee)
A (total)	Program Positions	\$ 174,482
A-1	Fixed Fee Portion	\$ 70,000
A-2	Population-Based Portion	\$ 88,620
B	Population, Permitted Area	\$ 204,404
C	No. of Monitoring Locations	\$ 39,263
D	Regional Module Cost Discount	\$ 37,447
E	Reg. Subscription Cost Discount	\$ 6,875
Total		\$ 462,472

Notes
 OWOW membership cost unconfirmed - should have for March mtg
 +3% from FY 24-25 (COLA est)
 FY 25-26 confirmed costs
 New Cost Category
 +20% from FY 24-25
 +10% from FY 24-25
 Actual Cost higher than budgeted

Updated Costs FY Subscriptions	
CASQA '25	\$6,250.00
CASQA '26	\$6,875.00
2NFORM '25	\$34,043.05
2NFORM '26	\$35,745.20
OWOW	TBD

Updated Costs Contract Amounts	
CMSF	\$35,694.00

Note: Participants' Fixed-Fee Portion of Program Positions Salary + Benefits = **\$ 10,000**

PARTICIPATING ENTITIES	Cost Share Schedule A						Cost Share Schedule B			Cost Share Schedule C		Schedule D	Schedule E	FY 25-26 PERMITTEE SHARE COST (A+B+C+D+E)	TOTAL Line-Item BUDGET (Including +10% M1W Admin Fee)	Δ from 2024	FY 24-25 PERMITTEE SHARE COST (A+B+C+D+E)
	Fixed Fee Share			Population-Based Share			Population (2020)	Population Share	Population Share Cost (B)	Monitoring Locations (Total)	Monitoring Share Cost (See Monitoring Program Worksheet)	Participant Cost	Participant Cost				
	Participant	Participant Share	Fixed Cost (A1)	Participant Population (2020)	Population - Based Cost (A2)	Schedule A Share Cost Total (A1+A2)											
TRADITIONAL PERMITTEES																	
Carmel-by-the-Sea	1	14.3%	\$ 10,000	3,220	\$ 2,066	\$ 12,066	3,220	2.3%	\$ 4,194	2	\$ 5,099	\$ 2,700	\$ 455	\$ 24,514	\$ 26,965	\$ 330	\$ 24,673
Del Rey Oaks	1	14.3%	\$ 10,000	1,592	\$ 1,021	\$ 11,021	1,592	1.1%	\$ 2,074	0	\$ -	\$ 700	\$ 455	\$ 14,250	\$ 15,675	\$ (16)	\$ 14,266
Monterey	1	14.3%	\$ 10,000	30,212	\$ 19,381	\$ 29,381	30,212	21.2%	\$ 39,353	4	\$ 10,198	\$ 7,700	\$ 1,060	\$ 87,693	\$ 96,462	\$ 2,325	\$ 86,346
Pacific Grove	1	14.3%	\$ 10,000	15,090	\$ 9,680	\$ 19,680	15,090	10.6%	\$ 19,656	5	\$ 12,748	\$ 3,700	\$ 455	\$ 56,239	\$ 61,863	\$ 1,247	\$ 56,215
Sand City	1	14.3%	\$ 10,000	325	\$ 208	\$ 10,208	325	0.2%	\$ 423	0.2	\$ 510	\$ 700	\$ 455	\$ 12,297	\$ 13,526	\$ (74)	\$ 12,420
Seaside	1	14.3%	\$ 10,000	32,366	\$ 20,763	\$ 30,763	32,366	22.7%	\$ 42,159	0.8	\$ 2,040	\$ 8,000	\$ 1,060	\$ 84,022	\$ 92,424	\$ 1,868	\$ 82,350
County of Monterey Urban, Unincorporated	1	14.3%	\$ 10,000	55,339	\$ 35,500	\$ 45,500	55,339	38.8%	\$ 72,083	2	\$ 5,099	\$ 10,543	\$ 2,310	\$ 135,535	\$ 149,089	\$ 256	\$ 135,768
<i>Participating Entities' TOTAL</i>	<i>7</i>	<i>100.00%</i>	<i>\$ 70,000</i>	<i>138,144</i>	<i>\$ 88,620</i>	<i>\$ 158,620</i>	<i>138,144</i>	<i>96.84%</i>	<i>\$ 179,942</i>	<i>14</i>	<i>\$ 35,694</i>	<i>\$ 34,043</i>	<i>\$ 6,250</i>	<i>\$ 414,549</i>	<i>\$ 456,004</i>	<i>\$ 5,937</i>	<i>\$ 408,612</i>
NON-TRADITIONAL PERMITTEES																	
	0	0.0%	\$ -	0	\$ -	\$ -	0	0.0%	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Coordinating Entities' TOTAL</i>	<i>0</i>			<i>0</i>			<i>0</i>			<i>0</i>				<i>0</i>		<i>0</i>	
COORDINATING ENTITIES																	
Pebble Beach Co (Del Monte Forest)	0	0.0%	\$ -	0	\$ -	\$ -	4,514	3.2%	\$ 5,880	0	\$ -	\$ -	\$ -	\$ 5,880	\$ 6,468	\$ 634	\$ 5,246
<i>Coordinating Entities' TOTAL</i>	<i>0</i>			<i>0</i>			<i>4,514</i>			<i>0</i>						<i>0</i>	
<i>Participants' TOTAL</i>	<i>7</i>	<i>100.0%</i>	<i>\$ 70,000</i>	<i>138,144</i>	<i>\$ 88,620</i>	<i>\$ 158,620</i>	<i>142,658</i>	<i>100.0%</i>	<i>\$ 185,822</i>	<i>14</i>	<i>\$ 35,694</i>	<i>\$ 34,043</i>	<i>\$ 6,250</i>	<i>\$ 420,429</i>	<i>\$ 462,472</i>	<i>\$ 6,572</i>	<i>\$ 413,857</i>



MONTEREY SEA

Stormwater Education Alliance

Carmel-by-the-Sea • County of Monterey • Del Rey Oaks
Monterey • Pacific Grove • Sand City • Seaside

2024/2025 Calendar

Management Committee Meetings

Committee Meeting Date (4th Wed @ 09:30)	Staff Review Agenda w/Chair and Vice Chair	Agenda Packet Publish Date
2025*		
January 22, 2025 <i>Election of Chair and Vice Chair</i>	January 8, 2025	January 17, 2025
February 26, 2025 <i>Begin budget analysis for FY 25-26</i>	February 12, 2025	February 21, 2025
March 26, 2025 <i>Draft budget consideration by committee</i>	March 12, 2025	March 21, 2025
April 23, 2025 <i>Target budget approval by committee</i>	April 9, 2025	April 18, 2025
May 28, 2025 <i>Deadline to submit MRSWMP budget to Monterey One Water</i>	May 14, 2025	May 23, 2025
June 25, 2025	June 11, 2025	June 20, 2025
July 23, 2025	July 9, 2025	July 18, 2025
August 27, 2025	August 13, 2025	August 22, 2025
September 24, 2025	September 10, 2025	September 19, 2025
October 22, 2025	October 8, 2025	October 17, 2025
November 26, 2025	November 12, 2025	November 21, 2025
December 24, 2025	December 10, 2025	December 19, 2025

***NOTES:**

2025 Staff Review dates with Chair and Vice Chair are estimates
TBD by new leadership
Nov and Dec meetings conflict with staff holidays

Member Training Schedule

	Date	Trainer
2024		
Quarter 3	September 23, 2024	Milam
	Topic: Flow chart on CGPs and PCRs	
Quarter 4	November 14, 2024	Grogan
	Topic: Construction BMPs	
2025		
Quarter 1	February 10, 2025	Patsch,
	Topic: Drywell Maintenance	Pacheco
Quarter 2	TBD	
	Topic: PCR Compliance & Evaluation (Video)	
Quarter 3	TBD	
	Topic: BMP (Ops, Design, or Construction) Video	
Quarter 4	TBD	
	Topic: Landscape Design & Maintenance (Video)	

Other Important Dates

April 6, 2025	CA Wildlife Day
April 12-13, 2025	Whalefest Monterey
April 26, 2025	Carmel Earth & Arbor Day
May 3, 2025	Marine Sanctuary Snapshot Day
August 1, 2025	Begin volunteer recruitment for First Flush
Sept 15-17, 2025	CASQA Conference
September 20, 2025	Coastal Cleanup Day
Sept 22-26, 2025	Storm Water Awareness Week
October 15, 2025	Annual Reports due

Attachment 6

Monterey Regional Stormwater Management Program Management Committee Code of Conduct Policy 2025

Purpose

This policy is established to encourage and maintain high standards of behavior by Committee Members.

This Code of Conduct applies to all Monterey Regional Stormwater Management Program Management Committee Members and Alternates.

Management Committee Conduct with the Public

Management Committee Members should at all times:

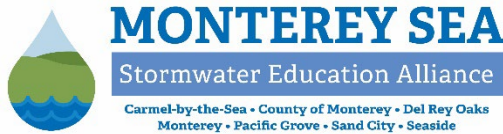
- Study all materials, comments, and information submitted by the staff, the public, and other interested parties prior to voting.
- Be polite, impartial, respectful, and without prejudice toward the public and fellow Management Committee members.
- Provide fair and equal treatment for all persons and matters coming before the Management Committee.
- Listen courteously and attentively to public comments and all public discussions at Management Committee meetings.
- Avoid body language that is defensive, disrespectful, or uninterested.
- Avoid interrupting speakers, including other Management Committee Members, and any comments from Management Committee members should be directed through the Chair.
- Refrain from arguing with members of the public.
- Represent and work for the common good of the Program and not for any private interest.

Violation of Policy:

A perceived violation of this policy by a Management Committee Member should be referred to the Management Committee Chair for evaluation and consideration of any appropriate action warranted. In the case of a perceived violation by the Management Committee Chair, the matter should be referred to the Vice Chair for evaluation and consideration of any appropriate action warranted. Reports, complaints, or concerns of perceived violations should be shared by the Management Committee Chair or Vice Chair with the entire Management Committee. The Management Committee Chair or Vice Chair will seek assistance from the Program Administrator, Monterey One Water, with regard to the process to address a report or complaint of a perceived violation.

A violation of this policy may be addressed as follows:

- a. Informal discussion with the Management Committee Chair and/or Vice Chair
- b. Professional counseling/coaching for the individual Management Committee Member, upon recommendation of a majority of the Management Committee made at a duly noticed meeting of the Management Committee



Monterey Regional Stormwater Management Program (MRSWMP)

Chair and Vice Chair - Roles and Responsibilities Briefing

Program Information

Monterey One Water (M1W) is the Program Administrator for MRSWMP, and M1W employees serve as program support staff. Staff responsibilities include:

- a. Facilitate committee meetings
- b. Publication of documents in compliance with open meeting laws
- c. Maintenance of online resources
- d. Organization of training sessions
- e. Management of budget expenditures
- f. Coordination with contractors
- g. Preparation of relevant materials to ensure co-permittee compliance with National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System permits

Program Administration

Support Staff - Time directly billed to the administration of MRSWMP

- a. Erica Parker, Administrative Analyst - primary point of contact for Management Committee (MC) matters and will provide materials to Members and the public. Contact information: (831) 645-4635, erica@my1water.org.
- b. Michelle Bumgardner, Community Liaison - responsible for coordinating outreach with the Public Education/Public Outreach contractor, facilitating trainings to satisfy permit requirements, and organizing events (i.e. Nov 14, 2024, BMP hybrid training session and lunch). Contact information: (831) 645-4629, michelle@my1water.org.

Other Support Staff - Time included as part of program administration fee

- a. Mike McCullough, Director of External Affairs - mikem@my1water.org. Mike oversees the overall program administration and supervises all activities within the M1W department.
- b. Rachel Gaudoin, Communication Services Administrator - rachel@my1water.org. Rachel helps supervise the M1W staff assigned to support MRSWMP administration, specifically Michelle Bumgardner and her work product.
- c. Yohana Vargas, Grants & Contracts Administrator - yohana@my1water.org.

Yohana helps supervise the M1W staff assigned to support MRSWMP administration, specifically Erica Parker and her work product.

MRSWMP Domains

- a. MontereySEA@my1water.org - public email address for MRSWMP, monitored by program support staff
- b. www.MontereySEA.org - website for the Program, maintained by program support staff. Website includes a Member Page for permit-required employee training modules - <https://montereysea.org/member-page/>, password: MontereySEA

Social Media Accounts

- a. <https://www.facebook.com/MontereySEA/>
- b. <https://www.instagram.com/montereyseaorg/>
- c. <https://www.x.com/montereySEAorg>

Regulations

Brown Act - MRSWMP MC is regulated by the Brown Act and must comply with open public meeting noticing and assembly requirements. Key sections include the following:

- a. A meeting is considered the congregation of a majority of members and shall be open to the public (including ADA accessibility needs).
- b. There are seven MRSWMP voting members; a quorum constitutes communication with a minimum of four members at one time.
- c. Agendas must be posted publicly at least 72 hours prior to the meeting time, to include a brief general description of each item to be discussed. Staff posts notices online on the Monterey SEA website, physically at the M1W Administration Office, and through bulk email notifications.
- d. MC leadership shall offer public comment opportunities on any item of interest to the public, before or during the consideration of the item within MRSWMP's jurisdiction.
- e. No communications between a majority of MC Members may be used to discuss, deliberate, or take action on any item within the subject matter jurisdiction of the MC outside of properly noticed meeting sessions.
- f. M1W employees may engage in separate conversations with MRSWMP Members regarding MC business to answer questions or provide additional information.

Contracts & Procurement Policy

- a. At the direction of the MC, M1W manages contracts with, and manages the work of, outside consultants to perform Storm Water Program work, if deemed necessary and approved by the Management Committee.
- b. The MC must adhere to M1W's Procurement Policy. Key elements include the following:

- i. Informal bids and proposals are applicable to general procurement purchases and professional services between the amounts of \$5,000 and \$34,999.
- ii. Formal Requests for Proposals (RFPs) shall be used for professional and general services that are estimated to cost \$35,000 or more.
- iii. All contract awards are subject to Monterey One Water purchasing authority levels.
- iv. Purchase Orders: M1W issues purchase orders for most purchases that are \$3,000 or more, initiated when a requestor completes any necessary competitive procurement processes, validates there are sufficient funds in the budget, and receives all required approval signatures on a requisition.
- v. Please visit <https://www.montereyonewater.org/DocumentCenter/View/122> for additional details.

Chair & Vice Chair Responsibilities

- a. Conduct monthly MC meetings - call to order, lead meeting and agendized content, call for public comment, facilitate questions from Members and the public, adjourn meeting.

- a. Rules of Order

The Chair shall preside at all meetings of the Board, ensuring that the meeting is conducted in an orderly manner. Items should be taken up in the order listed in the published agenda. However, when the circumstances warrant, the Chair may modify the order of business.

In the absence of the Chair, the Vice Chair shall preside and exercise all the powers and duties of the Chair. If there is a quorum present, and both the Chair and the Vice Chair are absent, the MC Members present may agree upon a Member to preside and serve as temporary Chair.

The Chair will recognize other MC Members who wish to speak.

The Chair has the same right to make or second a motion or to debate as the other MC Members. The role of presiding officer does not need to be assigned to another Member while the Chair exercises these rights.

The Chair may ask whether there is a motion and a second to bring a matter to a vote or may move or second a motion to bring a matter to a vote.

Agenda items for a MRSWMP meeting are determined by the Chair in consultation with support staff.

- b. Support generation of public meeting content - meet with Program Administrator support staff to review meeting materials.
 - c. Provide feedback - review and provide input on meeting materials, official correspondence, and other supporting documents on behalf of MRSWMP.

Annual Calendar (approximate dates - may be adjusted to accommodate schedules and holidays)

- a. Committee meetings: fourth Wednesday of each month
- b. In-person agenda/minutes review with staff: second Wednesday of each month
- c. Approval of draft meeting packets: third Wednesday of each month

Meeting agendas and packets are not published until approval is received from the Chair and Vice Chair.