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Description automatically generated**Monterey Regional Stormwater Management Program**

Attachment 1

Management Committee

**MEETING MINUTES for April 23, 2025**

**AGENDA ITEMS**

1. **Call to Order / Roll Call**

Chairperson Anderson (*City of Monterey*) called the meeting to order at 9:30 a.m. and performed the roll call.

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| **Management Committee Members:** | **Monterey One Water (M1W,**  **Program Administrator):** |
| City of Carmel-by-the-Sea – Mary Bilse | Michelle Bumgardner |
| City of Del Rey Oaks – Ron Fucci | Erica Parker |
| City of Monterey – Kevin Anderson | Yohana Vargas |
| City of Pacific Grove – George Fuerst |  |
| City of Sand City – Leon Gomez | **Other Virtual:** |
| City of Seaside – Patrick Grogan | Sasha Smirensky (Caltrans) |
| County of Monterey – Michael Trapani | Ryan Blanc (Caltrans) |
|  | Douglas Dowden |
| **Other In-Person:** | Val Gaino (City of Carmel-by-the-Sea) |
| Maris Sidenstecker (PE/PO Coordinator) | Duane Dauphinee (City of Carmel-by-the-Sea) |
| Lacey Raak (Environmental Innovations) | Jermel Laurie (City of Carmel-by-the-Sea) |
| Jakki Castorena-Davila (Environmental Innovations) | |
| Mollie Wooden (Pebble Beach Company) | |

1. **Public Comments**

Chairperson Anderson called for public comment, none received.

1. **Approve Management Committee Meeting Minutes for 03/26/2025**

***Action*:** On a motion by Grogan *(City of Seaside),* seconded by Gomez *(City of Sand City)*, the Management Committee (MC) unanimously approved the Management Committee Meeting Minutes for 03/26/2025.

**Information and Discussion Items**

1. **Update on PE/PO Program**
   1. Monthly Update

Sidenstecker explained that classroom presentations are slowing down as the permit outreach requirements have been met for this category. Other activities included beach cleanup with university student volunteers, storm drain emblem installation, and two outreach events. Whalefest Monterey was particularly successful; her team interacted with approximately 225 individuals. She also discussed the recent press release regarding storm drains and public involvement in identifying missing emblems. The bilingual TV ad campaign with regional partners concluded in early April, and invoices will be sent out to participating jurisdictions in the near future. Members expressed interest in having another press release focused on Areas of Special Biological Significance (ASBS).

* Follow-up action: Support staff will coordinate on a press release for ASBS.
  1. Review of Snapshot Day Monitoring Event Alternatives

Parker reminded the MC of staffing changes at the California Marine Sanctuary Foundation (CMSF) and reviewed the two permit requirement elements related to Snapshot Day: publicity and monetary contribution for the monitoring event. She stated that no feedback has been received from the Regional Waterboard contact, Leah Lemoine, and staff will continue to follow up with her. Members discussed interest in pursuing sample collection, the availability of necessary equipment, volunteer availability, and other coordination needs to conduct water quality assessments. Parker shared the request from CMSF to provide input on the content and format of the Dry Run/First Flush (DR/FF) Final Report to make it as relevant as possible to the jurisdictions.

* Follow-up action: Support staff will determine equipment needs and availability through coordination with Sidenstecker and Members.
* Follow-up action: Parker will inform the Committee when input is received from the Regional Board and provide additional information for a final decision at the May MC meeting.
* Follow-up action: Parker will prepare a proposal for DR/FF Annual Report feedback and bring it to the May meeting for MC consideration.
  1. E.7/E.8 Annual Report Preparation Options

The PE/PO contract with Save the Whales (STW, Sidenstecker) terminates at the end of the fiscal year, and preparation of the two associated reports (E.7 & E.8) for outreach and engagement is likely to fall outside the contract period. Support staff received a cost estimate from Sidenstecker for the creation of the reports and requested from her a scope of work with the costs broken down into line-items. Bumgardner provided alternatives for report preparation: contract amendment for STW, addition of a line-item to the Environmental Innovations contract (should it be approved by the MC in Item 8 below), or explore other routes (i.e. internal preparation of reports). Committee Members requested more detail on cost estimates

* Follow-up action: Support staff will compile E.7/E.8 Annual Report preparation cost estimate data from STW and EI for action by the MC in May.

1. **Ad Hoc Committee for Memorandum of Agreement (MOA) Update**

Summary of Ad Hoc Committee Progress

The MOA Ad Hoc Committee met on 04/09/2025 with Members Anderson and Trapani *(County of Monterey)*. Parker shared that new items incorporated into the draft include a Program Administrator Performance Evaluation form, language to clarify that the Code of Conduct applies to all individuals representing MRSWMP, a MC Member Designee letter, a Budget Amendment form, and tables with M1W Procurement Policy information. Anderson stated that the draft is very close to completion. Target date for presentation to the full Committee is 05/28/2025.

* Follow-up action: Parker will continue to integrate Committee input into the draft and will schedule a final meeting of the Ad Hoc Committee to be held before the May MRSWMP MC meeting.

1. **Committee Member Invoicing Process**

Parker requested feedback from MC Members on how best to issue invoices for MRSWMP expenditures. All jurisdictions requested electronic invoices moving forward.

1. **2025 Committee Meeting Calendar**

Parker highlighted the addition of Program Administrator evaluations to the scheduled June meeting and reviewed the timeline for MRSWMP budget approval to meet M1W deadlines for the Board of Directors adopting next fiscal year’s budget.

Bumgardner stated that using the Oldemeyer Center for the September hybrid training session will not be possible if the MC deems it a priority to host during Storm Water Awareness Week (SWAW, 09/22-09/26/2025). The Center is fully booked during that week. Verux will be the presenter, and SWAW organizers reached out offering to post the video online with other SWAW resources if it runs for at least 50 minutes. Members agreed that a presentation followed by a question-and-answer period would be appropriate to meet the length requirement and emphasized the importance of hosting it at a location within the MRSWMP jurisdictional footprint.

* Follow-up action: Bumgardner will coordinate with Wooden *(Pebble Beach Company)* to explore hosting the training in one of their facilities.

**ACTION ITEMS**

1. **Select Contractor for Fiscal Year 2025-2026 PE/PO Coordinator**

Bumgardner reviewed the process for evaluating proposals received for the FY 25-26 PE/PO contract and the scores awarded to each applicant for each component. She introduced Lacey Raak and Jakki Castorena-Davila from Environmental Innovations (EI), and Fucci *(City of Del Rey Oaks)* spoke about the passion and community connections that set EI apart from other candidates. Raak and Castorena-Davila provided a brief overview of the firm and their backgrounds. Bumgardner laid out the timeline for next steps in executing a new PE/PO contract – presentation to the M1W Recycled Water Committee on 6/19/2025, followed by M1W Board of Directors approval on 06/30/2025. This will be a one-year contract, with the option to renew up to four years.

Chairperson Anderson called for public comment, none received.

***Action*:** On a motion by Anderson, seconded by Fucci, the MC unanimously selected EI as the contractor for MRSWMP PE/PO activities for the fiscal year 2025-2026.

1. **Consider Adoption of Draft Fiscal Year 2025-2026 Budget**

Parker provided brief comments on the PE/PO budget amount and reminded Members that M1W will be invoicing for expenses incurred, not for estimated budget amounts.

Chairperson Anderson called for public comment, none received.

***Action*:** On a motion by Grogan*,* seconded by Gomez, the MC unanimously approved the draft MRSWMP budget for fiscal year 2025-2026.

**ADMINISTRATIVE REPORTS**

1. **Program Administrator Update**
   1. January through March 2025 Quarterly Report (Q3)

Parker shared that 63% of the fiscal year 2024-2025 budget has been spent, with only 25% of the budget year remaining. She highlighted the addition of cost-share expenditures table, divided by jurisdiction, to date. Sidenstecker stated that some items are missing from the PE/PO progress report.

* Follow-up action: Support staff will work with Sidenstecker to ensure all data is captured in the progress report.
  1. Stormwater-Relevant US Supreme Court Rulings

Parker discussed the history of federal regulatory enforcement and the recent Supreme Court rulings Loper Bright Enterprises et al. v Raimondo et al. and the City and County of San Francisco v. EPA. She touched on some potential impacts to stormwater activities and permitting.

* Follow-up action: Parker will continue to monitor analyses and other related publications from industry associations and report back on any relevant information.
  1. CASQA Subcommittee Meetings Summary

Parker gave an overview of the CASQA Policy & Permitting Subcommittee and Phase II Subcommittee meetings. CASQA has created a Cost Reporting Working Group and a Trash Working Group available to Members. She stated that the State Water Resources Control Board (SWRCB) specifically requested CASQA’s input on cost reporting guidance, which is targeted for public release in May 2025. Additionally, CASQA award nominations are open and due by 05/30/2025.

She also mentioned that SWRCB has created a Wastewater Needs Assessment Advisory Group to develop data gathering, baseline needs assessment, and potential solutions for inadequate systems. SWRCB will be looking to amend the Clean Water State Revolving Fund (CWSRF) policy at their May Board of Directors meeting, and Members requested more detail on CWSRF opportunities.

* Follow-up action: Parker will provide information to the MC on CASQA working groups and award categories.
* Follow-up action: Parker will give additional information on funding opportunities, such as CWSRF low-interest loans, at a subsequent MC meeting.

1. **Management Committee Member Updates**
   1. City of Carmel-by-the-Sea: No report.
   2. City of Del Rey Oaks: Fucci reported that Cal Am is installing tie-ins to their new water line along Carlton Drive. The FORTAG project finally received approval for traffic control measures to close off Carlton, and Rosita Road work concluded. The City’s Earth Day celebration will be Saturday, 04/26/2025.
   3. City of Monterey: Anderson shared that he has been working with the Planning Department on establishing a Local Coastal Plan, incorporating data from the City’s stormwater permit. A consultant is working on a Storm Drain Utility Master Plan to establish stormwater utility rates and to begin the Prop 218 public process for funding. He also is in the process of updating the City’s Sanitary Sewer Management Plan and onboarding new staff in May.
   4. City of Pacific Grove: Fuerst stated that the City is hosting a small Arbor Day event on 04/27/2025. He discussed a recent fire at Carl’s Jr. and the resulting fire fighting effluent that went to the Pacific Grove storm drain system. The urban diversion system was able to divert a good portion into the sewer system, though the pumps were overwhelmed, and some flow reached the ocean outfall.
   5. City of Sand City: Gomez reported that he received an illicit discharge notice this morning by contractors on private property. He mentioned interest in using the 2NFORM platform for reporting requirements with the discharge.
   6. City of Seaside: Grogan reported that the City’s Earth Day event would occur on 04/27/2025. They will be interviewing for the Junior Engineer position and still are recruiting for an Engineering Inspector and a Utilities Supervisor. Work on a Storm Drain Master Plan is underway through a consultant, looking to identify projects to increase the system’s efficiency.
   7. County of Monterey: Trapani shared that the water quality monitoring for the rainy season is complete, and dry season street sweeping will begin in May. Mapping of roadside drainage ditches in the Gabilan Creek Watershed has concluded, using the 2NFORM application, to inform the development of the TMDL.

**Schedule Next Meeting / Adjournment**

1. **Schedule Next Meeting**

The next MC Meeting is scheduled for Wednesday, May 28, 2025,at 9:30 a.m.

1. **Meeting Adjournment**

The meeting was adjourned at 11:00 a.m.