



B A S M A A

Board of Directors Regular Meeting

May 25, 2017
Meeting Minutes

A regular meeting of the Board of Directors of the Bay Area Stormwater Management Agencies Association was held Thursday, May 25, 2017 at the offices of EOA, Inc., Oakland, California. This regular meeting was called by Jim Scanlin, 2017 Vice-Chair of the Board, with notice of said meeting given to all Directors by electronic mail. The following Officers of the Corporation, Directors, and others were present:

Officers of the Corporation Present	
Matt Fabry - phone	Chair of the Board and Director
Jim Scanlin	Vice-Chair and Director
Terri Fashing	Treasurer and Director
Jamison Crosby	Secretary and Director
Directors Present	
Rachel Kraai	Director
Adam Olivieri	Director
Doug Scott	Director
Officers and Directors Absent	
Kevin Cullen	Director
Pat Gothard	Director
Staff Present	
Geoff Brosseau	Executive Director
Others Present	
Beth Baldwin	Trash Committee Co-Chair / CCCWP
Jill Bicknell - phone	EOA, Inc. / SCVURPPP
Reid Bogert	SMCWPPP
Keith Lichten	Regional Water Board staff
Lucile Paquette	MPC Co-Chair / CCCWP
Peter Schultze-Allen	EOA, Inc.
Jeff Sinclair	City of San Jose / Development Comm Chair
Chris Sommers	EOA, Inc. / SCVURPPP

Quorum and Call to Order

Call to Order

With 7 of the 9 Directors present at the time, a quorum was established and Vice-Chair Scanlin called the meeting to order at 10:08 a.m.

Introductions and Announcements (Agenda Item 1). (Jim Scanlin)

Announcements

- 22 • San Francisco Bay Restoration Authority Grant Guidelines – Executive Director Brosseau
23 testified before the Authority on April 14, conveying two messages:
24 1. Importance of the Safe, Clean Water and Pollution Prevention Program category
25 projects to Bay Area local governments
26 2. Support of the staff recommended draft guidelines that list trash/POC/water quality
27 projects as eligible for funding
28 The Authority is expected to approve the guidelines at their next meeting on June 9.
29
- 30 • SFEP Implementation Committee – Opportunity to represent stormwater; need to identify
31 new primary and secondary representatives.
32
- 33 • Draft Plan Bay Area 2040 – Opportunity to comment on creating linkages between
34 stormwater quality management, transportation planning, greenhouse gas reductions, and
35 climate change mitigation strategies.
36
- 37 ➤ Action: Executive Director Brosseau will draft and submit a comment letter.
38

39 **Changes to Agenda (Agenda Item 2).** (Jim Scanlin)

40 Add Item 2.A – (Terri Fashing) Resignation
41

42 **Resignation (Agenda Item 2.A).** (Terri Fashing) Director Terri Fashing announced she would
43 be resigning from the Board of Directors as of June 16 because she is leaving the County of
44 Marin to work for the City of Oakland.
45

- 46 ➤ Action: The Board of Directors will elect a new Treasurer and Phase II Committee Chair as
47 soon as possible.
48

49 **Approval – Consent Calendar: Board of Directors meetings minutes – April 27, 2017**

50 **(Agenda Item 3).** (Jamison Crosby) The Board of Directors was asked to approve the minutes
51 of the April 27, 2017 Board of Directors meeting as presented.
52

- 53 Vote: Director Jamison Crosby made a motion that the Board approves the Consent
54 Calendar. Director Adam Olivieri seconded the motion and the Board approved it
55 unanimously.
56

57 **Executive Session (Agenda Item 4).**
58

59 The Board of Directors, BASMAA staff, and invited participants discussed the following:

- 60 • Permit Issues
61 ○ RAA development and others' perspectives – The Board of Directors was briefed on
62 the status of the BASMAA project, recognized related projects by others using different
63 approaches (e.g., State Water Board, EPA), recognized the possibilities and discussed
64 the implications of Programs using different approaches, and recognized options for
65 different levels of regional coordination, communication, review, analyses, and
66 reporting, including an ongoing communication network and a peer review process.
67
- 68 ○ Recent Regional Water Board letters regarding permittee determinations of non-

69 compliance with 70% trash reduction requirements.

70

71 • Other Issues

- 72 ○ Receiving Water Trash Monitoring Program Plan – The Board of Directors was
73 briefed on the status of the project, reviewed an analysis of contractual / performance
74 issues, and agreed with the project management team’s next steps to address,
75 including termination, lessons learned, and discussion.

76

77

Actions

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79 **Approval – FY 17-18 Management-Administration Budget (Agenda Item 5).** (Geoff
80 Brosseau) The Board of Directors was asked to approve the FY 17-18 Management-
81 Administration Budget. In its December 2016 meeting, the Board tentatively approved the FY
82 17-18 Management-Administration Budget of \$260,075 with a plan to approve the budget in late
83 spring 2017 after confirming outcomes of member programs’ budget approvals. In today’s
84 meeting, Directors asked some clarifying questions and requested some additional information.

85

- 86 ➤ Action: Executive Director Brosseau will gather and provide the requested information.

87

88 **Approval – FY 17/18 Projects Budget (Agenda Item 6).** (Geoff Brosseau) The Board of
89 Directors was asked to approve the FY 17-18 Projects Budget. In its December 2016 meeting, in
90 accordance with the Policy and Procedure: *Budgeting and Work Planning*, the Board of Directors
91 tentatively approved the FY 17-18 Projects Budget of \$677,200 with revised, non-standard
92 funding allocations for the “POC Monitoring for Source Identification and Management Action
93 Effectiveness (C.8.f / C.12.e)” project and a plan to approve the budget in late spring of 2017
94 after confirming outcomes of member programs’ budget approvals. Some but not all of the
95 member programs had a chance to vet the budget and a request for some additional information
96 was made so consideration of the item was postponed until June, except for one item that was
97 time-sensitive.

98

- 99 ☑ Vote: Director Olivieri made a motion that the Board approves the release of a request for
100 proposals (RFP) for the Monitoring / POCs Committee project: Five-year Bioassessment
101 Report (\$50,000). Director Doug Scott seconded the motion and the Board approved it
102 with Director Rachel Kraai abstaining.

103

- 104 ➤ Action: Executive Director Brosseau will gather and provide the requested information.

105

106 **Approval – Project Concept and Selection Process (Agenda Item 7).** (Terri Fashing) The
107 Board of Directors was asked to approve a Project Concept and a selection process for securing
108 consultant help for the project. The project is to update the *BASMAA Post Construction Manual*
109 *– Design Guidance for Stormwater Treatment and Control for Projects in Marin, Sonoma, Napa,*
110 *and Solano Counties* (E.12 Manual). The budget estimate is \$10,000-\$15,000. The Phase II
111 Committee recommended a consultant for the project and as a result is requesting the Board of
112 Directors approve a sole source process. The criteria for using a sole source process are:

113

- 114 • Need to conduct work sooner than possible using other processes
115 • Recommended consultant provides unique qualifications and experience

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116 The Board of Directors determined that neither criterion was met and denied the request to use a
117 sole source process. Given the relatively small project budget, the Board of Directors suggested
118 a streamlined selection process should be used.
119

120 Vote: Director Olivieri made a motion that the Board approves the Project Concept for the
121 E.12 Manual Update and the use of a streamlined but competitive selection process, with
122 the final budget and contributing agencies to be determined. Director Scott seconded the
123 motion and the Board approved it unanimously.
124

125 **Approval – Support Legislation: SB 705 Ocean Pollution Reduction Act (Agenda Item 8).**
126 (Geoff Brosseau) The Board of Directors was asked to support SB 705 – Solid Waste: Expanded
127 Polystyrene Food Service Containers (Senator Allen), which would prohibit specified food
128 vendors from dispensing prepared food to customers in expanded polystyrene (EPS) food service
129 containers by January 1, 2020; all other food vendors would be subject to the ban by January 1,
130 2022. The Board of Directors recognized that while providing support to the bill would be
131 considered advocacy, the level of support the Board of Directors was considering (e.g., letter(s))
132 would require an insignificant amount of resources relative to BASMAA’s annual budget, and
133 therefore would not cause a concern regarding BASMAA’s 501(c)(3) non-profit status.
134

135 Vote: Director Olivieri made a motion that the Board approves sending a letter of support
136 for SB 705. Director Crosby seconded the motion and the Board approved it unanimously.
137

138 Reports

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140 **Update / Direction – Committee Reports / BASMAA representatives (Agenda Item 9).** The
141 Board of Directors received committee reports and discussed next steps.

142 • **Development Committee** (Jill Bicknell for Jeff Sinclair) – The Committee met May 4 –
143 see Committee meeting summary for details on items not covered elsewhere in this Board
144 of Directors meeting minutes. The focus of the meeting was on updates and discussions of
145 current Committee projects, sharing of information regarding C.3 implementation, and a
146 presentation on San Francisco’s Green Infrastructure Contractor Training Program. Also,
147 the work products of BASMAA’s part of the Urban Greening Bay Area project are posted
148 at: <http://www.sfestuary.org/our-projects/water-quality-improvement/greenplanning/>.
149

150 • **Monitoring / POCs Committee** (Lucile Paquette) – The Committee met May 3 – see
151 Committee meeting summary for details on items not covered elsewhere in this Board of
152 Directors meeting minutes. The focus of the meeting was on updates and discussion of
153 existing Committee projects, discussion of reporting topics, and information sharing on
154 current projects or activities with Regional Water Board staff.
155

156 • **Municipal Operations Committee** (Geoff Brosseau) – The Committee did not meet this
157 month. The Committee continues to track the State Water Board’s plans and schedule for
158 taking comments on and reissuing the Board’s Emergency Regulation for Statewide Urban
159 Water Conservation on the consequences of the current regulation on BASMAA’s Surface
160 Cleaner Training and Recognition Program.
161

162 • **Phase II Committee** (Terri Fashing) – The Committee met May 23 – see Committee

163 meeting summary for details on items not covered elsewhere in this Board of Directors
164 meeting minutes. The focus of the meeting was on the CASQA training videos project, the
165 Committee's June 9 workshop on Full Capture System Equivalency, and making updates to
166 the E.12 Manual.

167

168 • **Public Information / Participation Committee** (Geoff Brosseau for Steven Spedowfski)
169 – The Committee did not meet this month. A work group of the Committee met to receive
170 information on pesticides used for flea control, which will prompt a significant update of
171 the *Our Water, Our World* fleas fact sheet. The Committee will also be meeting to discuss
172 if and how to address the use of the term “less-toxic” on outreach materials.

173

174 • **Trash Committee** (Beth Baldwin) – The Committee did not meet this month. The
175 Committee has been focused on its Receiving Water Trash Monitoring Program Plan
176 project.

177

178 **Update – Statewide and National Items (Agenda Item 10).** (Geoff Brosseau) The Board of
179 Directors received and discussed updates on the following statewide and national items:

180 • **Trash Amendments** – State Water Board staff presented their latest plans for
181 implementation of the Amendments at CASQA's quarterly General Membership meeting /
182 webcast on May 11 in Ontario. On or about June 1, State Water Board staff is expected to
183 release 13383 letters to permittees conveying the requirements and providing guidance, the
184 latter of which has had significant input from representatives from CASQA and BASMAA.
185 CASQA is now focusing on finalizing Trash BMP Briefs – a series of short fact sheets
186 meant to supplement the corresponding CASQA BMP Fact Sheets with specifications to
187 design a BMP as a Full Capture System BMP.

188

189 • **SB 231 Local government: fees and charges (Hertzberg)** – The bill was passed by the
190 Senate at the same time as last month's Board of Directors meeting. The bill must now
191 pass the Assembly. It has been referred to the Local Government Committee for its next
192 hearing. CASQA is advocating for the bill and is producing a fact sheet and encouraging
193 support for the bill. BASMAA will submit a new letter to the Committee confirming its
194 support for the bill.

195

196 **Discussion – Collaboration with Regional Water Board (Agenda Item 11).** (Board / Regional
197 Water Board staff) The Board of Directors and Regional Water Board staff discussed the
198 following items.

199 • **Trash**

200 ○ **70% requirement** – Regional Water Board staff highlighted their recent letters to the
201 stormwater program managers and the 8-9 permittees that missed the 60% trash load
202 reduction goal or are not on track to meet the 70% requirement. Those letters were
203 “intended to recognize the upcoming mandatory reduction, reinforce expected next
204 steps for permittees who may not timely achieve the reduction, and communicate the
205 range of options available to the Water Board in that event.”

206

207 ➤ **Action:** Executive Director Brosseau will send Keith Lichten the current list of
208 Program Managers and their email addresses.

209

- 210 ○ Caltrans – The Regional Water Board is evaluating its options regarding deficiencies in
211 Caltrans trash efforts in the Bay Area, including escalating enforcement or a permit
212 amendment to explicitly allow for and credit monies spent on Bay Area trash problems
213 and encourage more coordination with BASMAA municipalities.
214
- 215 • Interim Accounting Methodology and Reasonable Assurance Analysis – Regional Water
216 Board staff noted these two efforts – although both focused on total maximum daily loads –
217 were not the same. It was noted that by MRP 3.0, there might be a number of models in use
218 or being tested.
219

220 **Information Items.** None.
221

222 **Next Meeting of the Board of Directors.** The next meeting of the Board of Directors is
223 scheduled to be held on Thursday, June 22, 2017, at the offices of EOA, Inc., Oakland,
224 California. Directors will be notified of this meeting via e-mail.
225

226 **Adjournment.** The meeting was adjourned at 2:22 p.m.
227

228 Jamison Crosby



229 Secretary, BASMAA
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231 Approved: June 22, 2017 ###
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