

## Briefing Sheet

# Bay Area Municipal Stormwater Collaborative 2021 and 2022

Effective: June 29, 2021

**GOAL:** Continue Bay Area municipal stormwater program collaboration.

**OBJECTIVES:** Continue to share and discuss concerns and approaches to:

- a) address Phase I and II re-issuance and implementation of NPDES permits,
- b) coordinate with Water Board staff,
- c) coordinate with Caltrans staff, and
- d) coordinate presentations/testimony at Water Board meetings/hearings.

### APPROACH:

#### Steering Committee

1. Rely on former BASMAA board members as the renamed Steering Committee (to distinguish from the BASMAA non-profit Board of Directors).
  2. Hold Steering Committee meetings on the fourth Thursday of the month.
  3. Identify Steering Committee representatives to serve as a Chair and Vice-chair (expectation is that each organization participating in the forum will volunteer for a 6-month period to serve as Chair/Vice-chair).
    - a- A Chair and Vice-chair can be from the same organization or not.
    - b- The Chair/Vice-chair will be responsible for:
      1. Coordinate with Steering Committee members to form meeting agenda.
      2. Preparing and distributing meeting agenda (minimum 3 days before the monthly meeting).
      3. Organize remote call-in/video numbers.
      4. Facilitate meetings.
      5. Coordinate with Regional Water Board staff and Caltrans staff for their participation.
      6. Prepare a brief summary of meeting with action items.
- SCVURPPP volunteered to serve as Steering Committee Chair for the first 6-month period and SCWA volunteered to serve as Vice-chair for the first 6-month period and as Chair for the second 6-month period.
4. Meetings not intended to run longer than 2 hrs. (typical agenda - internal discussion – up to 30 min., briefings from MRP 3.0 work groups – up to 30 min.; subcommittees briefings – up to 15 min; Regional Water Board staff and Caltrans discussions – up to 60 min).
  5. Continue to discuss the need for regional projects or tasks of regional benefit (general expectations are that MRP 3.0 will not have many if any regional projects over the next few years).
  6. Continue to discuss the options/issues for a future formal organization.

## Briefing Sheet

### Subcommittees

1. Each of the active BASMAA technical Committees has expressed an interest in continuing to meet, although likely on a less frequent basis (i.e., bi-monthly, quarterly).
2. Committees will be renamed as Subcommittees (e.g., Development Subcommittee) (to distinguish from the BASMAA non-profit Committees).
3. Subcommittees will identify a single point-of-contact for each subcommittee (i.e., Subcommittee Contact), who is expected to serve for a 6-month period. Each organization participating in a subcommittee will volunteer for a 6-month period to serve as Subcommittee Contact.
4. Subcommittee contacts are encouraged to: maintain subcommittee members email address lists, arrange for meeting tele-/videoconferencing, as desired, invite non-subcommittee members (e.g., Regional Water Board staff) to participate in select meetings, form and send out meeting agenda, facilitate meetings, and prepare or cause to be prepared and distributed brief summaries of meetings with action items.
5. As requested or needed, subcommittee contacts should be prepared to provide briefings at Steering Committee meetings immediately following subcommittee activity (e.g., a meeting). If no significant activity since last Steering Committee meeting, no need for a briefing.

### Work Groups

1. Continue MRP 3.0 work group meetings/discussions relying on the current established work groups and their existing leadership and working procedures.