City of Pacific Grove Stormwater Management Internship
May –September 2012

Intern: Polly Perkins
Graduate Student
California State Monterey Bay

Adviser: Sarah Hardgrave
City of Pacific Grove
Public Works Department

Submitted December 3, 2012
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This project was supported by Agriculture and Food Research Initiative Competitive Grant No. 2011-38422-31204 from the USDA National Institute of Food and Agriculture. I would also like to thank my adviser, Fred Watson, for leading me down the road of grant funding and my supervisor, Sarah Hardgrave, for making it such an interesting journey.
EXECUTIVE SUMMARY

This internship took place on the Monterey Peninsula in the Public Works Department of the City of Pacific Grove, CA. Pacific Grove has a number of small heavily urbanized watersheds and drainage areas. Stormwater runoff is discharged through direct ocean outfalls into the Pacific Grove Area of Special Biological Significance (PG ASBS) within Monterey Bay. This summer has marked a pivotal time for stormwater management in the City. The current National Pollution Discharge Elimination System (NPDES) permit for Pacific Grove is ending and a new permit is being ushered in. Also, the State Water Board (SWB) has adopted new requirements for ASBS dischargers. Through this internship I was able to develop and evaluate essential data for assessment of an urban watershed and to implement best management practices (BMPs) to improve runoff water quality. I worked to define impairments, identify opportunities and constraints for BMP implementation and ensure City compliance with Clean Water Act (CWA) stormwater and wastewater regulations. I learned about local government policies and procedures, other general government functions and interactions with the public, as well as interagency coordination between local, state, and federal agencies and regulations.
PROJECT OBJECTIVES

The internship focused on BMPs for water quality improvements in the City's stormwater discharges. The position also emphasized improving compliance with the City’s Phase II MS4 permit; including initiatives such as illicit discharge detention and elimination, creation of low impact development programs, and public outreach. I assisted and supported staff with development and implementation of the Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006) ASBS Grant. This specifically involved co-writing, distributing and interpreting responses of a residential survey on stormwater. I also wrote an air emissions reduction grant and assisted with the development of new project proposals for future grant applications for improved stormwater quality. These grants represent the diverse approach the City is taking to reduce its ecological footprint.

I also aided Public Works and Community Development Department Staff with ongoing data collection and implementation of the Monterey Regional Storm Water Management Program. I aided in the development of a residential low impact development retrofit program, creating a survey for community input, then analyzing and synthesizing data to guide the program. Originally I thought there might have been opportunities for water quality sampling, GIS mapping, or hydrologic studies. However, there was a greater need for policy analysis of newly proposed regulations than for quantitative watershed analysis. Rather than participate in these activities directly, I was able to gain insight as to how they are coordinated and used by varying levels of government and public institutions to obtain the overlying goal of improved water quality.

I also developed public outreach materials and assisted in public education and outreach for storm water management and protection, particularly in regards to the downtown business community and best management practices to reduce trash and litter in high pedestrian traffic areas.

Specific tasks included:
- Analyze, research, gather and interpret information.
- Write and interpret various policies and procedures.
- Research, interpret and comply with local, state and federal codes, regulations, laws, policies, procedures and guidelines.
- Conduct comprehensive and in-depth research of small urban watershed.
- Identified issues, options and projected outcomes and make recommendations to decision makers.
- Prepared and presented written and oral reports.

This position would be a strong addition to the foundation of my career objective, to understand point and nonpoint source pollution well enough to assess and improve conditions in impaired watersheds, while sharing knowledge gained with the surrounding community. This internship provided me with skills and experience in local government regulatory compliance with the CWA, working with the general public, and effective
communication with elected official and other layperson decision-makers. I believe the knowledge I’ve gained regarding water quality policies, governmental regulation/enforcement and the stakeholder involvement in these processes will be very beneficial for future employment.

My previous work experience has involved data management and agricultural BMP implementation. This position has expanded my knowledge of water quality issues to include agricultural and urban areas. Here I have become more familiar with the tie between scientific research and real-time water quality issues. Now that I have a better understanding of the motivating forces behind water quality research and monitoring, I would like to devote more time to collecting and managing data. I would also like to continue in a role as a scientific communicator. With a long-standing interest in geomorphology and pollutant transport, I have chosen Hydrologist as my USDA career path. I would also be interested in a career with NRCS, an organization that I spent a good deal of time with working on conservation projects with small farms in rural Vermont. I wish to spend time doing applied research with the goal of improving water quality. Through this experience I hope to gain a better understanding of the hydrologic forces at hand that influence water pollution. Ultimately, I would like to work toward a career in BMP implementation.

Project Approach

The Environmental Programs Manager, Sarah Hardgrave, and I developed a very collaborative working relationship throughout my time with the Public Works Department. Via weekly priority meetings we developed and tracked specific tasks, and ensured that assignments will have specific outcomes and deliverables. We utilized a shared monthly time-management format with timelines and prioritized assignments. A mid-term performance evaluation was conducted verbally and then using a form provided by the CSUMB Coastal and Watershed Science and Policy program.

Project Outcomes

This summer has been full of learning experiences, from how to read and comprehend state regulations to conducting a meeting. I have benefited from watching Sarah Hardgrave’s fine-tuned leadership skills at work in her position as Chair of the Monterey Regional Storm Water Management Program (MRSWMP). I was directly included in working meetings with the several cities involved in MRSWMP; witnessing how separate entities worked together to obtain personal water quality goals as well as those of the group. I was fortunate enough to come at a pivotal time of change, when the MRSWMP permit cycle was at an end and the process had begun to approve a new, stricter, permit. It was very interesting to learn about the lengthy process of review, commenting, and formation of multiple-draft permits by the state and municipalities. Through these meetings I gained a better understanding of the scope of CWA regulations.
While gaining insight on the new stormwater discharge permit, I aided in bringing PG into compliance with the current MRSWMP permit. This involved organizing a series of stormwater business inspections within the City of Pacific Grove, which acted as regulatory and educational tools for the auto service industry to improve their practices and reduce pollutants from their business activities.

The State Water Board has also recently adopted special protections for the PG ASBS, and in the next two years the City will be developing an ASBS Compliance Plan in addition to implementing the MRSWMP. The first step to compliance, I learned, was the development of a monitoring plan for stormwater outfalls to the ASBS and reference reaches within or near the ASBS watershed. I attended meetings with ASBS dischargers and the State Water Board where the pros and cons of a regional approach to monitoring and the validity of the proposed State requirements were debated. I was thrilled to be at the interface of science and regulation and to see how one impacted the other.

In my time at Public Works I also was able to work on my grant writing skills and on the implementation of PG’s Proposition 84 (*The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006*) ASBS Grant. As part of this I developed a community survey, collected and organized data, and was part of a group effort to implement BMPs at a watershed scale. The City consciously involved community stakeholders with BMP implementation, as most urban BMPs happen on private land. It was very beneficial to learn how the City promoted watershed-scale water quality goals within the community via meetings, mailings and media coverage.

**CONCLUSION**

My internship position at the City of Pacific Grove Public Works Department taught me a great deal about stormwater/wastewater regulation and compliance, grant writing and management, as well as group dynamics in a professional setting. It has also given me a clearer direction of my career path. This summer I’ve gotten a good idea behind the “why” of water resource mitigation and research with my immersion in CWA regulations. Now, I would like to further pursue the “how” by seeking positions that concentrate on understanding the physical components of water resources. I would like to have a better understand of hydrology, geomorphology, and pollution transport so that I can work towards a career in agricultural or urban BMP design/implementation or research regarding water quality. That is why I have chosen the Hydrologist position within the US Forest Service. I wish to spend time doing applied research with the goal of improving water quality. I believe a Hydrologist position with the US Forest Service would give me a unique perspective on pollution movement and mitigation on a watershed scale. Ultimately, I would like to work toward a career in BMP implementation and science communication.
APPENDICES

APPENDIX A. AIR EMISSIONS REDUCTION GRANT

Introduction: Provide an overview of the grant project. Identify the entire grant project cost and the requested grant amount as well as the grant applicant contact person, their name, title, mailing address, email address and phone number.

The Public Works Department (PWD) at the City of Pacific Grove currently has a fleet of 20 motor vehicles, ranging from heavy duty trucks to city sedans. While the oldest vehicle in function is from 1966, the most recent one is from 2008 and most of the other vehicles are from the mid 90’s. All of them have high consumption rates and low MPG averages.

The proposed project is a direct emission initiative, aiming at a significant reduction of PWD’s motor vehicle emissions in the order of 50%. To achieve this reduction, the proposed project suggests a strategic replacement of the highest emitting vehicles in the current fleet to fuel efficient, low emitting vehicles. To promote vehicle emission reductions within the community, the cars will have the eco-slogan “Greening up Pacific Grove!” printed on the exterior. The new pollution-reducing vehicles will also be displayed in the 2013 Feast of Lanterns Celebration, Fourth of July Parade and Holiday Parade of Lights.

Total grant project cost is $200,496 and the requested grant amount is $198,720.

The contact person for this grant application is Mike Zimmer, Public Works Department Director.
City of Pacific Grove
Public Works Department
2100 Sunset Drive
Pacific Grove, CA 93950
831-648-5722
mzimmer@ci.pg.ca.us

Scope of Work: This is a detailed narrative of the project describing the project objective and a detailed description of the methodology(ies) used.

a. Detailed Task Description: Include enough level of detail that describes each activity specific to each task

The Public Works Department at the City of Pacific Grove intends to replace several motor vehicles within its fleet with new, low-emission vehicles. This is part of a city-wide effort to reduce the City’s environmental footprint on the Monterey Peninsula. The City chose to replace vehicles that were heavy contributors to air emissions (Table 1).
Table 1. PWD vehicles to be replaced.

<table>
<thead>
<tr>
<th>Model</th>
<th>Year</th>
<th>MPG</th>
<th>CO2 Emissions (tons/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford F-250</td>
<td>1997</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Ford F-250</td>
<td>1997</td>
<td>7.8</td>
<td>4.7</td>
</tr>
<tr>
<td>GMC</td>
<td>1991</td>
<td>9.8</td>
<td>3.7</td>
</tr>
<tr>
<td>Ford Ranger</td>
<td>1984</td>
<td>8.1</td>
<td>3.1</td>
</tr>
<tr>
<td>Ford Ranger</td>
<td>1998</td>
<td>9.5</td>
<td>2.2</td>
</tr>
<tr>
<td>Dodge D-350</td>
<td>1985</td>
<td>1.6</td>
<td>1.1</td>
</tr>
<tr>
<td>Ford Crown - Vfc</td>
<td>1992</td>
<td>16</td>
<td>0.6</td>
</tr>
<tr>
<td>Ford Crown - Vfc</td>
<td>1994</td>
<td>16</td>
<td>1.2</td>
</tr>
</tbody>
</table>

Total = 22.6

Two Ford Crown Victorias will be replaced with hybrid Honda Insights and six trucks will be replaced with the Chevy Silverado 1500 low-emission XFE series (Table 2).

Table 2. Low-emission replacement vehicles for PWD fleet.

<table>
<thead>
<tr>
<th>Model</th>
<th>Year</th>
<th>MPG</th>
<th>Number of Vehicles</th>
<th>CO2 Emissions (tons/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honda Insight</td>
<td>2012</td>
<td>42</td>
<td>2</td>
<td>1.7</td>
</tr>
<tr>
<td>Chevy Silverado XFE</td>
<td>2012</td>
<td>21</td>
<td>6</td>
<td>9.5</td>
</tr>
</tbody>
</table>

Total = 11.2

Once the fuel efficient replacement vehicles are purchased they will be decaled with the City of Pacific Grove insignia as well as our eco-slogan, “Green Up Pacific Grove!” A selection of the low emitting vehicles will also be displayed as a “float” in the 2013 Feast of Lanterns Celebration, Fourth of July Parade and Holiday Parade of Lights. These initiatives align with the City’s ongoing sustainability outreach program.

b. Role and Responsibilities of personnel: Identify personnel assigned to each task/activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant management</td>
<td>Mike Zimmer</td>
</tr>
<tr>
<td>Grant administration</td>
<td>Lawrence Bangert</td>
</tr>
<tr>
<td>Vehicle purchasing</td>
<td>Tom Gunter</td>
</tr>
<tr>
<td>Decals</td>
<td>Joe Vital</td>
</tr>
<tr>
<td>Parades</td>
<td>Mike Zimmer</td>
</tr>
</tbody>
</table>

c. Sub consultant list: List all sub consultant personnel and include short resumes or bios for each person

None.
**Task Deliverables:** Include a detailed description all deliverables associated with each task and who is responsible for its submittal or implementation.

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverables</th>
<th>Personnel</th>
</tr>
</thead>
</table>
| Vehicle purchase    | 4 low emission trucks  
                           | 2 hybrid cars  | Tom Gunter    |
| Decals              | Identifies new PWD vehicles as fuel-efficient  
                           | and eco-friendly | Joe Vital    |
| Parade “Floats”     | Drive fuel-efficient car  
                           | or truck for display in  
                           | Fourth of July parade | Mike Zimmer |

**Project Schedule:** Preferably, this should be a milestone chart format showing milestone event, task and respective activity underlying each task. Chart shall be able to indicate any critical path relationship between tasks and activities within the scope of the project. Each task and activity shall indicate time duration and completion dates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2012</td>
<td>Order vehicles</td>
</tr>
<tr>
<td>December 2012</td>
<td>Obtain vehicles &amp; have decaled</td>
</tr>
<tr>
<td>July 4, 2013</td>
<td>Display fuel-efficient vehicle in Fourth of July parade</td>
</tr>
<tr>
<td>August 2, 2013</td>
<td>Display fuel-efficient vehicle in Feast of Lanterns Celebration</td>
</tr>
<tr>
<td>December 6, 2013</td>
<td>Display fuel-efficient vehicle in Holiday of Lights Parade</td>
</tr>
</tbody>
</table>

**Project Cost and Budget:** This shall include a work breakdown structure that identifies all personnel required to perform tasks and activities and the direct cost associated with all required labor in completing the project. Budget shall also indicate administrative cost for the entire project. As well, the budget shall identify the sub-total cost of each task, totaling up to the requested grant amount. Matching funds used with AB2766 grant funds for the same task or activity shall be shown separately. The budget will also indicate the entire project cost.

**Requested Grant Amount:** $198,720

<table>
<thead>
<tr>
<th>Task</th>
<th>Personnel</th>
<th>Cost</th>
</tr>
</thead>
</table>
| Purchase vehicles (6 2012 Chevy Silverado  
                            1500 XFE series) | Tom Gunter | $153,600   |
| Purchase vehicles (2 Honda Insights)           | Tom Gunter | $40,200    |
| 8 decals @ $50/decal                           | Joe Vital  | $320       |
Matching funds: $1,776

<table>
<thead>
<tr>
<th>Task</th>
<th>Personnel</th>
<th>Labor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant management</td>
<td>Mike Zimmer</td>
<td>10 hours @ $37/hr</td>
<td>$370</td>
</tr>
<tr>
<td>Grant administration</td>
<td>Lawrence Bangert</td>
<td>10 hours @ $37/hr</td>
<td>$370</td>
</tr>
<tr>
<td>Vehicle purchasing/transport</td>
<td>Tom Gunter</td>
<td>8 hours @ $37/hr</td>
<td>$296</td>
</tr>
<tr>
<td>Parade</td>
<td>Mike Zimmer</td>
<td>4 hours @ $37/hr</td>
<td>$148</td>
</tr>
<tr>
<td>Decals</td>
<td>Joe Vital</td>
<td>16 hours @ $37/hr</td>
<td>$592</td>
</tr>
</tbody>
</table>

Total Project Cost: $200,496
MCM 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

**BMP 3-1:** “Create a unified place for public to call in potential illicit discharges.”

**BMP 3-1a.:** Maintain a hotline for the public to report illicit discharges

**Measurable Goal:** Hotline functioning for all MRSWMP jurisdictional areas

Measurable Goal was met. 9-1-1 is maintained as a hotline number to report illicit discharges. On August 17, 2011 (Year 5), the hotlines in each MRSWMP jurisdiction were tested by the Program Manager to determine if they functioned correctly. Test calls were made to various desk clerks (main numbers) and the non-emergency numbers for the police and fire departments in each MS4. All of the hotlines functioned correctly. No change was made during Year 6 and no issues have been identified this permit year.

**BMP 3-1.b:** Advertise the Hotline call-in number on MRSWMP generated-media, MontereySEA website, and educational materials.

**Measurable Goal:** Advertised on a minimum of 8 different media pieces: 4 in English, 4 in Spanish.

Measurable Goal was met. In 2009 it was determined the 1-800-CLEANUP call-in number was no longer an active number for reporting stormwater issues. The informational BMP brochures developed by the MRSWMP Group were modified to contain 9-1-1 as a main call-in number. The non-emergency contact numbers were also included on the brochures. See Appendix A for more information regarding the brochures for this BMP.

**BMP 3-1.c:** Using the “Protocol for responding to reports of illegal discharges and illicit connections” and the “Protocol for taking action against violators” contained on in Appendix E and the enforcement provisions of the appropriate MS4 storm water ordinance, investigate and take appropriate action on each report of illicit discharge that is received.

**Measurable Goal:** 100% of all reports of illicit discharges investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.

Measurable Goal was met. Information for each individual co-permittee regarding this Measurable Goal is included in their respective Appendices.

**BMP 3-2:** “Storm water system mapping (BMP Intent: Have storm drain maps to help locate illicit discharges and/or dischargers)”

**BMP 3-2.b:** Update the outfall map annually to include new facilities as appropriate.

**Measurable Goal:** Include updated map in the Annual Reports.

Measurable Goal was met. Information for each individual co-permittee regarding this Measurable Goal is included in their respective Appendices.
BMP 3-3: “Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins, etc.”

BMP 3-3.b Using the “Inventory of businesses to be inspected” and the ”Business inspection checklists” contained in Appendix E, prioritize the businesses to be inspected, and perform compliance inspections on these businesses to identify illicit connections and illegal discharges and take action to correct any observed violations of the storm water ordinance. Discharges to Environmentally Sensitive Areas, discharges to Areas of Special Biological Significance, restaurants/fast food chains, auto repair shops, and gas stations will receive top prioritization in scheduling these inspections.

**Measurable Goal:** Minimum of 100% of inventoried businesses inspected by the end of the permit term. Status of Business Inspections reported in Annual Report each year.

Measurable Goal was met by all co-permittees except Pacific Grove, which partially met this Measurable Goal. Information on the progress for each individual co-permittee regarding this Measurable Goal is included in their respective Appendices. Pacific Grove is working to complete this BMP at the beginning of Permit Year 7.

BMP 3-3.e: Perform source tracking of manholes in the “Designated Hot Spot areas” listed in Appendix E to determine the source of the pollutants.

**Measurable Goal:** Inspect 100% of confluent manholes in the “Designated Hot Spot areas” listed in Appendix E annually, and carry out source tracking procedures described in “Guidance document for policies and procedures pertaining to illicit connections and illegal discharges to storm water systems” in Appendix E as appropriate.

Measurable Goal was met. Information for each individual co-permittee regarding this Measurable Goal is included in their respective Appendices.

BMP 3-4: “Adopt an ordinance with standards for storm water pollution prevention. Ordinance to include definitions of illegal disposal activities, including requirements pertaining to mat wash downs, hood cleaning, etc., and requiring firms to notify Public Works of all such cleaning activities, with penalties for violations. Ordinance will also outline responsibility for any clean up determined necessary.”

BMP 3-4.b: Train appropriate staff on the adopted ordinance.

**Measurable Goal:** 100% of existing appropriate staff trained by Year 2, then all new employees every year after that.

Measurable Goal was met by all co-permittees except County of Monterey who partially met the measurable goal. Information for each individual co-permittee regarding this Measurable Goal is included in their respective Appendices.

BMP 3-5: “Inspection program to ensure compliance from RVs and boats.”

BMP 3-5.a: Using the “Inventory of campgrounds, RV parks and boat marinas” and the business inspection checklists for these facilities contained in Appendix E, inspect each
campground, RV park and boat marina annually, and take action to correct any observed violations of the discharge ordinance

**Measurable Goal:** 100% of campgrounds, RV parks & boat marinas inspected annually

Measurable Goal met for all applicable entities. Information for each individual co-permittee regarding applicability of this BMP and completion of this Measurable Goal is included in their respective Appendices.

**BMP 3-6:** “Inform employees, businesses, and the general public of the hazards that are generally associated with the illegal discharges and improper waste disposal.”

**BMP 3-6.a:** This is included in the Public Education and Outreach Program.

**Measurable Goal:** Summary of methods used to educate the public about the impacts of illegal discharges and improper waste disposal to be included in the Annual Reports.

Measurable Goal met by all Permittees as a Group activity. See Appendix A for information regarding this BMP, which was performed as a Group activity through the Public Education and Outreach Program.

**BMP 3.7:** “Develop a Wasteload Allocation Attainment Program that will control fecal coliform concentrations in urban runoff discharges to meet the Pajaro River watershed fecal coliform TDL.”

**BMP 3.7.a:** Develop a watershed-specific Wasteload Allocation Attainment program to control fecal coliform concentrations in urban runoff due to stormwater, domestic animal waste and/or human fecal material discharges that enter the Pajaro River.

**Measurable Goal:** Wasteload Allocation Attainment Program for the applicable areas within Monterey County implemented by July 12, 2011 to meet the Pajaro River watershed fecal coliform TMDL.

Measurable Goal was met. Information regarding this Measurable Goal is included in the County of Monterey Appendix.
MRSWMP MANAGEMENT COMMITTEE MONTHLY MEETING MINUTES

Regional Storm Water Permit Participants Group Meeting
June 26, 2012

Call to Order
The monthly Meeting of the Monterey Regional Stormwater Group was called to order by Ms Hardgrave at 10:00 am on Wednesday, June 26, 2012.

1. Roll Call

Management Committee (MC) Members:
City of Monterey – Tricia Wotan (Vice-Chair)
City of Seaside – Scott Ottmar
City of Carmel-by-the-Sea – Sean Conroy
City of Del Rey Oaks – Represented by Sand City
City of Marina – Edie De Los Santos
City of Pacific Grove – Sarah Hardgrave (Chair)
City of Sand City – Richard Simonitch
Monterey County – Tom Harty

MRSWMP Staff:
Program Manager – Heidi Niggemeyer

Other Staff:
PE/PO Coordinator – Maris Sidenstecker
City of Monterey – Tom Reeves, Jeff Condit, Scott Schmidt
City of Pacific Grove Intern – Polly Perkins
Monterey County Intern – Patty Cubanski

Members of the Public:
None

Other Coordinating Entities:
Pebble Beach Company – Thomas Quattlebaum

Ex-Officio Members:
MBNMS – Lisa Emanuelson

2. Public Comments
None

3. Consent Agenda:
Item 3-A and 3-B were unanimously approved.

4. Informal Items/Subcommittee Reports:
   a. It was noted that a meeting with the State Water Board, Regional Water Board, ASBS dischargers and a few other concerned entities will be taking place on Friday, the 29th of June 2012 to discuss the potential for a regional stormwater monitoring initiative. This discussion is to focus on the first phase of the three phase monitoring program and alternatives to obtain the funding required.
      • Due to its proportionally large contribution to the ASBS, PG has offered to take the lead in applying for the $1,000,000 grant the State has made available for monitoring funds.
      • The meeting Friday is intended to persuade the State that the Regional approach is more appropriate than current ASBS regulations. We believe that the regional approach proposed is more scientifically valid and cost effective.
b. Tom Harty from the City of Monterey provided a debrief on the Phase II MS4 Workshop which was held in SLO on June 18th, 2012.

- Tom pointed out that the workshop was comprehensive presentation of the facts of the new permit by the State and Regional Water Boards, along with some interactions with workshop attendees. He provided a write of the Q&A’s (Appendix 1). Many of the answers were rather vague. There was an interesting comment made by the WB (Question 9 in the hand out) that they are trying to get away from continuous simulation modeling.
- Tom speculated that much of the second draft of the permit will remain the same, but with more clarification of terms and conditions.
- There was an impression that the WB was have a universal permit for everyone in the Region, however since many of the old permits are much more protective than the general permit and they will be carried over a universal permit is not realistic.
- There are concerns that the current budget won’t cover all costs of the new permit.
- According to Jennifer Epp, entities with existing permits may have extra time to adjust to the new permit cycle (i.e. year 7 will be a continuation of year 6).
- Heidi suggested when these discussions take place, we take a good look at what “backsliding” is in terms of the Clean Water Act.
- Heidi also suggested that the group purchases the book Community, which concentrates on community based social marketing and lays out costs of the new permit.

c. The year 6 Annual Report is available online

- The group reviewed p. 14 of the meeting agenda to review timeline for Annual Report submittal. The draft is due in early August for all group members, the final draft will be due third week of August, and the final draft is up for comments/review until first week of September, followed by a public review period.
- Tricia and Sarah will be the main points of contact for the Annual Report until an interim PM is appointed.
- All info will be in FTP folders online.

**Public Comment:** None

5. **Action Items**

a. Tricia drafted the Monterey Regional Comment Letter for the Joint Effort Requirements. She brought together comments on new draft post-construction requirements issued by the WB.
- Additional comments were submitted by Scott after the letter was drafted; they are now in Tricia’s hands and will be added to the letter. He then reviewed some of his comments for the group.
- There was some discussion about various comments; any suggested changes will be added to the letter.
- The letter was authorized to be sent with edited comments.
b. The final letter for the Phase II MS4 Permit is due July 23, 2012. This discussion is to provide direction on the final draft, so that it can be submitted before the next meeting.

- Heidi composed the cover letter which provides the key points of the group’s comments, the comments from the previous letter are mentioned to provide reference to comments that weren’t addressed for the first draft.
- The chart of detailed comments will be included with the letter.
- Tom R had a few more comments, which Heidi will add to the chart. Once Tom’s comments are added, the letter will be distributed again to the group. Any further comments will be addressed by Sarah, who will also submit it by July 23rd.
- The letter will be available for the Special Meeting with city managers in July. It was also suggested that you share the comparison of the current permit (MRSWMP) vs. new permit (Phase II NPDES) with decision leaders from your organization.
- There is a cost estimate sheet available, it was distributed by SSC.
- The motion was approved to have Heidi add comments, send out new version, and then have Sarah submit the final letter.
- Final comments (after Heidi adds Tom’s and redistributes the letter) are due July 16th for Sarah to then incorporate.

Public Comment: None

6. Discussion Items:

a. The Strategic Planning Meeting is scheduled for July 19th at the Monterey Pines (the rooms have been reserved and can fit 40-50 people).

- It has been decided that lunch will be held as an informal meet and greet before the meeting. New invites need to be sent out that adjusts the start time from 1pm to 12pm, to provide adequate time for lunch.
- Heidi has been speaking to various Public Works Directors. King City, Soledad, Greenville, Gonzales and Fora are not replying at all to Heidi’s invite and phone calls. Sarah will arrange to have the Meeting mentioned at the next City Managers Meeting.
- The purpose of the meeting is to let executive manager know, at a high level, the increased workload that’s going to be associated with stormwater under the new permit and how it differs from the current permit. Also, our current MOA for the MRSWMP group expires with the end of the current permit cycle, so we need to evolve a new agreement with the new permit cycle.
- Need to highlight how the permit can be tackled at a regional level. Also need to pose the question, how are we going to fund this new stormwater permit? Discuss options.
- Tom R argued that it will be essential to demonstrate the benefits of entering a regional agreement, so that there isn’t any overlap with activities such as educational outreach that could be cost-shared with a group.
• The format of the meeting will continue as follows: Lunch, Prezentations (Tom R
will give a history of the group and MRSWMP, Tom H will do an overview of the
new permit), and Sarah will facilitate a follow-up discussion.
• It was noted that requirements for non-traditional’s be included in presentation
somewhere so that they realize how similar the traditional and non-traditional
requirements are.

b. The loss of Heidi has opened up an opportunity to redefine the PM job
description. Until an interim is hired, Sarah and Tricia will be covering
responsibilities.
• MRWPCA will assist with hiring next PM, but they don’t see that they need to
take on full responsibility.
• The group needs to decide if they want another contract with PCA, just a
contractor, or create a position within the PCA.
• Tricia and Sarah plan to meet with Brad to create solicitation so there is an equal
opportunity for someone to fill the position. They will modify the past
announcement for a 6 month, part time position.
• It was suggested that this opportunity for some reorganization should be
mentioned at the July 19th Strategic Planning Meeting.
• The goal is to have a lead candidate by the end of July. The scope of work needs
to be emailed and reviewed by the group before it is launched.
• It was also noted that Meredith’s contract is up in July and needs to be renewed,
she is only funded through December.

7. **Update on Year 6 MRSWMP Implementation Items**
Sarah proposed to not go through the 6 Year MRSWMP implementation items, it was
meant to me a reminder of what the group should be doing for the end of the permit
year. Tricia noted that the “Slow, it Seek it, Spread It” workshop will be coming up with
Maris.

8. **Management Committee Member/Program Manager Comments**
No notable comments were discussed.

Meeting adjourned at 12:15 pm.

Next Meeting will be held on July 25, 2011 **at 10:00 am.**
## Business Information

Please take a few moments to complete the following survey. It will provide the City with important information about our business community. This information is confidential and will help the City to identify ways to work with local businesses on stormwater and water quality issues in the Monterey Bay.

1. Please enter your business name and address. (Again, this information is confidential, we merely want to prevent double-survey requests):

   **Company Name:** [ ]
   **Address:** [ ]
   **Address 2:** [ ]

2. What best describes your business?

   - [ ] hotel/bed and breakfast
   - [ ] retail store
   - [ ] restaurant
   - [ ] grocery store
   - [ ] Other (please specify): [ ]

3. Does your business primarily serve:

   - [ ] the local community
   - [ ] tourists
   - [ ] Other (please specify): [ ]

4. How long has your business been in operation?

   - [ ] less than a year
   - [ ] 1 to 5 years
   - [ ] 6 to 10 years
   - [ ] 11 to 20 years
   - [ ] more than 20 years

5. From a scale of 1 (not important) to 4 (very important), how important are the community beaches and the Pacific Grove coastline to your business?

<table>
<thead>
<tr>
<th>1 - not important</th>
<th>2</th>
<th>3</th>
<th>4 - very important</th>
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</thead>
<tbody>
<tr>
<td>[ ]</td>
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</table>
Water Information

6. How would you rate the overall cleanliness of the beaches in Pacific Grove?
   - Very poor
   - Fair
   - Good
   - Excellent
   - I don't know

7. How familiar are you with the following terms?

<table>
<thead>
<tr>
<th>Term</th>
<th>I have never heard</th>
<th>I'm not that familiar</th>
<th>I'm familiar</th>
<th>I'm very familiar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban runoff</td>
<td></td>
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<tr>
<td>Storm water</td>
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<tr>
<td>Area of Special Biological Significance</td>
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<tr>
<td>Zero-Waste</td>
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<td>Best Management</td>
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<td>Practices</td>
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<tr>
<td>National Pollution Discharge Elimination System</td>
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<tr>
<td>Clean Water Act</td>
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</tbody>
</table>

8. Where do you think rain water goes when it falls in the streets?
   - a treatment plant
   - the sewer system
   - Monterey Bay
   - Area of Special Biological Significance
   Other (please specify)

9. In your opinion, what are the main sources of pollutants in stormwater runoff? (please check all that apply)
   - trash
   - pollutants from vehicles
   - chemicals for cleaning
   - fertilizers and pesticides
   - animal waste (dogs, raccoons, seagulls, etc.)
   - all of the above
   Other (please specify)

10. Does your business have a sump pump or foundation drain?
    - yes
    - no
**11. If you do have a sump pump or foundation drain, how often and for how long does it pump out water?**

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Dry season (hours per week)</td>
<td></td>
</tr>
<tr>
<td>Wet season (hours per week)</td>
<td></td>
</tr>
<tr>
<td>Does not apply (please enter &quot;0&quot;)</td>
<td></td>
</tr>
</tbody>
</table>

**12. How is the water pumped out of your property disposed of?**

- [ ] It drains to the street
- [ ] It is connected to the storm drain system
- [ ] It drains to a pervious area (like a garden or a lawn)
- [ ] It is collected in a storage device (such as a rain barrel)
- [ ] I don't have a sump pump or foundation drain

Other (please specify)
**13. When you clean your outdoor facilities (building, patio, garden, sidewalk, etc.), what equipment do you use? (please check all that apply)**

☐ a broom

☐ a spray broom

☐ a basic hose

☐ a hose with a spray nozzle

☐ a pressure washer

Other (please specify)

**14. Where do you dispose of your trash? (please select all that apply)**

☐ in a city-provided dumpster

☐ in a dumpster shared with other businesses

☐ in a trash bin solely for your business

Other (please specify)

**15. When you dispose of your trash, do you ever...(please check all that apply)**

☐ cover dumpsters

☐ keep outdoor areas clean from litter and debris

☐ check and clean storm drains near the trash storage area

☐ separate food waste from other waste

Other (please specify)

**16. How much of your overall waste does your business recycle?**

☐ 0-25%

☐ 26-50%

☐ 51-75%

☐ 76-100%
Community

17. Do you think that a Green Business Certification would benefit your business?
   - yes
   - no
   Please explain:

18. Does your business use plastic bags?
   (If no, you may skip to question 19)
   - yes
   - no

19. If your business uses plastic bags, how many do you distribute to customers on average per week?
   - under 50
   - 50 - 100
   - 100 - 200
   - 200 - 300
   - more than 300

20. Do you believe there are any alternatives to plastic bags for your business?
   - yes
   - no
   Please explain:

21. The City of Monterey recently banned the distribution of single-use plastic bags, would you support a similar initiative in the City of Pacific Grove?
   - yes
   - no
   Please explain:

22. What do you think attracts the seagulls to downtown Pacific Grove during the summer?
*23. In your opinion, how much of a nuisance are seagulls for your business in the summer months?

- I don’t really mind
- Somewhat of a nuisance
- A nuisance
- A great nuisance

If you answered b, c, or d above; What do you think you could do as a business owner to address the issue?

*24. What do you think the city could do to deal with seagulls in the downtown area?

*25. Would you be willing to participate in a downtown cleanup week during the summer?

- A financial contribution
- Volunteer hours
- I would not like to participate

Other (please specify)