

**STORMWATER COMMITTEE**  
**Thursday, June 30, 2022**  
**Special Meeting**  
**2:30 p.m.**

**Meeting Minutes**

The Stormwater Committee met for a Special meeting of the Committee remotely via Zoom, per C/CAG's shelter-in-place policy and consistent with state and county directives to manage COVID-19. Attendance at the meeting is shown on the attached. In addition to the Committee members, also in attendance were Reid Bogert (C/CAG staff), Sean Charpentier (C/CAG Executive Director), Dave Bockhaus (City of South San Francisco), Sultan Henson (County of San Mateo), Krista McDonald (County of San Mateo), Jennifer Lee (City of Burlingame), Elizabeth Wada (City of Belmont), Humza Javed (City of East Palo Alto), Kelly Carroll (CSG). Chair Breault called the meeting to order at 2:43 p.m.

1. Call to Order, Roll Call, and overview of teleconference meeting procedures.
2. Public comment: None
3. ACTION – Committee approved the April 21, 2022 Stormwater Committee minutes. Motion: Member Brown; Second: Member Machida. Approved unanimously (12:0:0).
4. INFORMATION – Committee received information on stormwater issues, as detailed in the agenda. Of note – At its May meeting, The C/CAG Board approved Amendment No.3 to the Agreement with the City of East Palo Alto for its Addison Street Safe Routes to School and Green Streets Infrastructure project, extending the agreement timeline to June 30, 2022 at no additional cost to provide necessary time to complete construction. At its June meeting the Board approved the C/CAG Board approved several amendments to existing on-call consultant task orders to extend timelines and add additional budget, as needed, to fulfill 2021-22 Annual Reporting, which was not included in the Countywide Stormwater Program Request for Proposals for technical support to the program under the reissued Municipal Regional Stormwater Permit, MRP 3.0. The Board also approved executing a five-year license agreement with Data Engineering Software, Inc. to support C/CAG's annual countywide property related stormwater fee assessment process for an annual amount not to exceed \$25,000 and a total amount not to exceed \$125,000 over the next five years. Also in June, the Board approved Amendment No. 8 to the Agreement with the Bay Area Water Supply and Conservation Agency (BASWSCA) to extend the agreement and add an additional amount not to exceed \$25,000 for Fiscal Year 2022-23 for the rain barrel and rain garden rebate program.
5. ACTION – C/CAG staff (Reid Bogert) summarized the Request for Proposals (RFP) process for soliciting technical support to the Countywide Stormwater Program under MRP 3.0. Staff issued an RFP on May 2, 2022 with proposals due May 27. Staff distributed the RFP broadly through its program and consultant distribution lists, the Bay Area Municipal Stormwater Collaborative mailing list, and the California Stormwater Quality Association (CASQA) biweekly newsletter. Staff received three proposals (two teams of consultants – one of which (EOA, Inc.) submitted on all 13 categories of work detailed in the Scope of Services of the RFP, the other of which (Craftwater Engineering, Inc.) proposed on four categories only – and one separate proposal (SGA Marketing) on just the outreach category). A selection panel was formed with representatives from C/CAG and four member agencies. The selection panel reviewed the proposals, deemed all of them complete and scored the proposals. Interviews were held with the two

firms leading the team proposals (SGA Marketing was included in the EOA, Inc. team and so was not interviewed separately). After interviewing both teams, the selection panel agreed that EOA presented the most comprehensive proposal and would provide the greatest overall success to the program and permittees for the desired scope of work covering core services under MRP 3.0. The selection committee did, however, recognize the Craftwater Engineering's demonstrated strengths in advancing programmatic approaches to cost-effective and multi-benefit green infrastructure planning that would support C/CAG's stormwater program in advancing its proposed Regional Collaborative Program Framework.

The Committee opened the floor for discussion and approved a recommendation to bring this item to the July C/CAG Board meeting for a recommendation approving three-year on-call contracts with EOA and Craftwater to provide technical support services to the Countywide Program for work in the recommended categories (specifying all 13 categories of the Scope of Work for EOA and just the Green Infrastructure and Regional Collaborative Program Planning category for Craftwater Engineering) for a total cumulative amount not to exceed \$1,905,000 for all on-call consultants during Fiscal Year 2022-23. The recommendation would further specify authorizing the C/CAG Executive Director to negotiate and issue Task Orders and detailed scopes and budgets for each consultant within the total cumulative on-call consultant budget of \$1,905,000 for Fiscal Year 2022-23.

Motion: Member Brown; Second: Member Nagaya. Approved unanimously (12:0:0)

6. Regional Board Report: None.

7. Executive Director's Report: None.

8. Member Reports: None.

9. Chair Breault adjourned the meeting at 3:19 p.m.