



2004 Work Plan

I. **Mission**

A. **Purpose**

The California Stormwater Quality Association (CASQA) is a nonprofit public benefit 501(c)(3) corporation.

The specific purpose of CASQA is to assist those entities charged with stormwater quality management responsibilities with the development and implementation of stormwater quality goals and programs.

To fulfill this mission, CASQA makes recommendations for stormwater discharge control programs that:

1. Are technically and economically feasible,
2. Provide significant environmental benefits and protect designated beneficial uses of water,
3. Promote the advancement of stormwater management, science, and technology, and
4. Effect compliance with federal and state stormwater laws and regulations.

B. **Goals**

CASQA's primary goals and objectives are to:

1. Promote the development and application of appropriate water quality standards for discharges from storm drainage systems;
2. Develop better understanding of the effectiveness of Best Management Practices (BMPs) and appropriate BMP performance standards;
3. Increase awareness and knowledge of stormwater management issues and foster broad participation in the Association;
4. Promote consistent implementation of the stormwater programs including technical and financial resourcing;
5. Advance the understanding of pollutants of concern, their sources, transport, and fate;
6. Promote the application of the MEP standard in a flexible manner that takes into account cost considerations and water quality effects; and
7. Promote the development and implementation of water quality attainment strategies (e.g. 303(d) listings, TMDLs) that provide real solutions to real problems.

II. Membership

CASQA has three classes of members including:

Type of Member	Description	Voting Member
Regular Member	Any entity subject to permitting under an NPDES stormwater permit	Yes
Affiliate Member	Any interested non-public entity not eligible for regular membership	No
Institutional Member	Any permitted or non-permitted local, state, federal or other government or quasi-governmental entity not eligible for regular membership	Permitted – Yes Non-permitted - No

III. Organization

The organizational structure for CASQA consists of:

- Board of Directors
 - Executive Director
 - Executive Program Committee (EPC)
 - EPC Subcommittees
 - Finance Committee
 - Membership Committee

The organizational structure is presented in **Attachment 1**.

A. Board of Directors

The Board of Directors manages the activities and affairs of the Association and exercises or directs all corporate powers. There are eleven members who serve on the Board, nine of which are permitted regular or institutional members and two of which are from any category of membership (see **Attachment 1** for the current list of Board members and officers).

The Board is responsible for, among other things:

- The adoption of the annual budget;
- The adoption of the annual dues schedule; and
- The adoption of policies and positions concerning regulations, legislation and litigation.

The Board meets bi-monthly and, depending on the nature of the subject matter, may have open or closed meetings.

Objectives

- Maintain the viability of the organization
- Prioritize tasks on an annual basis so that the Association may meet the established goals and objectives in an effective and efficient manner (*All*)
- Appoint additional Subcommittees to address emerging issues as needed
- Provide guidance and direction for the Subcommittees
- Determine Association positions on issues
- Outreach and provide information to members (*Goal 3*)
- Outreach to and coordinate activities with other organizations (League of Cities, CSAC, CASA, etc.) (*Goals 1 & 3*)
- Outreach to the regulatory agencies (SWRCB, RWQCBs, etc.) (*Goals 1 & 4*)

Tasks and Products

- Prepare meeting agendas and minutes
- Approve annual work plan
- Approve contracts and annual operating budgets
- Develop Association policies and procedures
- Develop a more efficient approval method for Association work products
- Prepare Annual Report with Finance Committee
- Make presentations to regulatory or other agencies/associations as needed
- Provide annual briefings to EPA and the State Board
- Develop Association archive

B. Executive Program Committee

The Executive Program Committee (EPC) members serve as program issue liaisons to the Board of Directors and participate in committees. The EPC proposes the Association's priorities and approves work products. There are twenty-seven members who participate on the EPC (see **Attachment 2** for the current list of EPC members and officers).

The EPC is primarily responsible for:

- The development and proposal of the annual work plan to the BOD;
- Recommendations of policy and program direction and initiatives;
- Completion of the tasks identified in the annual work plan; and
- Serving as the nomination committee for the election of Directors and the selection of committee chairs.

The EPC meets bi-monthly and is open to all interested members.

Objectives

- Set goals and objectives; identify issues of concern (*Goal 1*)

- Schedule general membership meetings and presentations (*Goal 3*)
- Assist the Board in outreaching to Phase II industries and communities, industry, economic, municipal, political, and environmental groups (e.g., the Building Industry Association, League of Cities, County Supervisors Association of California) (*Goal 3*)
- Assist the Board in conducting outreach to the Regional Water Quality Control Boards (RWQCBs) Water Quality Coordinating Committee (*Goal 4*)
- Assist the Board in conducting outreach to other agencies and organizations such as Environmental Health, California Air Resources Boards, Air Districts, American Planners Association, Landscape Architect Association (*Goal 3*)
- Assist the Board in identifying and pursuing opportunities to define policy issues and partnership with regulatory entities and key stakeholders (*Goal 1*)
- Identify potential grants or other opportunities to leverage resources with other agencies such as Caltrans, State Board, etc. to complete identified committee tasks and products (*Goal 6*)

Tasks and Products

- Review BOD and EPC meeting agendas and minutes
- Prepare annual work plan
- Prepare contracts
- Identify necessary resources and submit budget requests
- Develop and review Association comment letters
- Create opportunities to work with the state or other agencies/organizations
- Coordinate panels and presentations for general membership meetings
- Make presentations to other groups

C. Finance Committee

The Finance Committee manages the Association's fiscal resources, proposes the annual operating budget and oversees the membership invoices

Objectives

- Analyze need for fiscal resources
- Develop and propose annual operating budgets
- Develop policies and procedures for scoping, assigning, finding and approving resources for Committee tasks
- Coordinate with EPC Subcommittee chairs to identify necessary resources to implement the annual work plan and determine annual expenses and revenues

Tasks and Products

- Prepare meeting agendas and minutes
- Provide bi-monthly updates to the BOD and EPC

- Develop, distribute and track membership invoices
- Maintain treasury; manage and account for income and expenses
- Prepare annual report with Board

D. Membership Committee

The Membership Committee will meet and define a mission statement, objectives and tasks/products for 2004.

Objectives

- TBD

Tasks and Products

- TBD

E. Executive Program Committee Subcommittees

Chair: Bill Busath

1. Website Administration Subcommittee

Chair: Bill Busath

Objectives

- Provide user friendly access to Association information such as upcoming meeting agendas, past meeting presentations, requests for proposals, comment letters, etc. (*Goal 3*)

Tasks & Products

- Finalize the development of the new website for the Association
- Transition the Task force website to the new Association website and provide for a 6 month transition period
- Update the website at least once per month to include new content as it is developed by work groups and approved by the Executive Committee
- Develop a members only section – identify resources and products that can be placed within this section
- Work with the PI/PP Subcommittee so that the website can function as a clearinghouse for public education materials that are available statewide

2. Legislation Subcommittee

Chair: Jason Uhley

Objectives:

- Track proposed state and federal legislation: on stormwater issues;

related issues; and funding sources, opportunities, and issues of concern. *(Goal 3)*

- Work with National Association of Flood and Stormwater Managers Association and other professional organizations to provide effective input on stormwater issues. *(Goal 1)*

Tasks & Products

High Priorities

- Coordinate with the legislative analysis function of other organizations with similar interests (e.g., CSAC)
- Work with other organizations (e.g. CASC, League of Cities) in developing legislation to authorize the creation of stormwater utilities
- Maintain a listing of bills of interest to the Task Force
- Finalize legislative platform
- Develop a plan to meet with key state and federal agency and legislator policy makers
- Identify key committees and contacts for state and federal agency and legislator policy makers

Other Tasks

- Develop summaries and draft positions on legislative proposals
- Develop draft positions on other organizations' proposals on water legislation

3. Stormwater Policy and Permitting Subcommittee

Chair: Richard Boon

Objectives

- Monitor the development of state and federal policies and permits for their potential to set stormwater regulation precedents. *(Goal 1)*
- Track court decisions that may have an impact on stormwater policy or program implementation *(Goal 1)*

Tasks & Products

- Monitor and respond to EPA mixing zone policy
- Monitor and respond to SWRCB efforts to modify the State Implementation Plan for Toxic Standards and effluent dependent water bodies
- Work with the State Board in the development of a statewide stormwater policy
- Monitor and respond to the SWRCB efforts to modify the Ocean Plan and the policies for discharges to Statewide Water Quality Protection Areas

(SWQPA) (previously Areas of Special Biological Significance) and follow the designation of new SWQPAs

- Monitor and comment on the development of TMDL regulations (Watershed Rule) and provide support for multi-agency/watershed stakeholder cooperative efforts
- Monitor, promote interested stakeholder involvement and comment, as needed, on modifications to/reviews of regional Water Quality Control Plans (Basin Plans) with regard to potential stormwater policy implications including water quality standards, TMDLs, etc.
- Monitor and comment, as needed, on stormwater permit renewals with regard to potential stormwater regulation precedents
- Monitor court decisions that may impact stormwater policy/implementation
- Work with the SWRCB in the development of standard requirements for MS4 NPDES permits, including the possibility of a General Permit for Phase I MS4s
- Monitor and comment, as needed, on any other issues related to stormwater policy or permitting which may effect the permitted community
- Monitor the development of sediment quality objectives (Desi Alvarez and Matt Yeager)

4. Pesticides Subcommittee

Chair: Geoff Brosseau

Objectives

- Work with USEPA and the California Department of Pesticide Registration (DPR) to assist CASQA in reducing the impact of pesticides on urban runoff quality. (*Goal 5*)
- Track pesticide re-registration process for chemicals of concern (e.g. pesticides named in 303(d) listings/reports and their likely substitutes) (*Goal 5*)
- Track 303(d) listings and development of pesticide TMDLs (*Goal 7*)
- Work with USEPA and DPR to align implementation of the (*Goal 7*):
 - Federal Insecticide, Fungicide and Rodenticide Act/Food Quality Protection Act with the Clean Water Act, and
 - California Food and Agriculture Code with the Water Code

Tasks & Products

- Participate on the Urban Pesticide Committee
- Communicate with DPR and USEPA on stormwater/pesticide issues
- Develop input to re-registration (USEPA)/re-evaluation (DPR) methodologies and documents (e.g. risk assessments, risk management strategies)
- Review and comment on 303(d) listings and pesticide TMDLs
- Urge USEPA to implement CASQA recommendations for systemic

changes in the interpretation and implementation of the Food Quality Protection Act and Federal Insecticide, Fungicide, and Rodenticide Act to promote compliance with the Clean Water Act.

- Develop recommendations for and urge DPR to make systemic changes in the implementation of the California Food and Ag Code to promote compliance with the Water Code requirements, including changes such as:
 - Increasing mil tax on pesticide sales:
 - Initiating re-evaluations of problematic or potentially problematic pesticides; and
 - Deferring to State and Regional Boards for determinations of surface water quality impacts.

5. Watershed Management and Impaired Waters Subcommittee

Chair: Richard Watson

Objectives

- Track watershed management initiatives, 303(d) listing policy, the TMDL Guidance and the development of Total Maximum Daily Loads (TMDLs) statewide (*Goal 1*)
- Encourage processes that address potential water pollution sources on an equitable watershed-wide basis (*Goal 1, Goal 5*)

Tasks & Products

High Priorities

- Track and report on the 303(d) listing guidance procedures
- Monitor and report on the state TMDL development and implementation program
- Coordinate with Pesticide Work Group on reviewing and commenting on the 303(d) listings and TMDLs
- Follow the development and implementation of federal TMDL regulations
- Track development of TMDLs for precedents

Other Tasks

- Develop approaches on how to assess stormwater loads
- Develop strategy for reducing stormwater loads
- Track implementation of the AB 982 steering committee recommendations
- Coordinate with the Stormwater Science group on science issues related to TMDL and Waste Load Allocation development

6. Phase II Implementation Subcommittee

Co-Chairs: Jennifer Gonzalez / Vivian Nelson

Objectives

- Conduct outreach to Phase II industries and communities (*Goal 1*)
- Encourage Phase II industries and communities to participate on the Task Force (*Goal 3*)
- Integrate Phase II Work Group members into other Work Groups to provide assistance and a “Phase II” perspective (*Goal 3*)
- Track proposed Phase II guidance materials (Phase II Annual Report Format) (*Goal 4*)

Tasks & Products

High Priorities

- Assist the Executive Committee in distributing information about the Association to the Phase II communities and industries
- Monitor the Regional Board responses to the Stormwater Management Plan submissions and provide input

Other Tasks

- Participate in the American Public Works Association briefings on the Phase II regulations
- Develop or sponsor training for the Phase II communities
- Look for opportunities to distribute information on regulatory tools developed for the Phase II program
- Evaluate the need for a model post construction program for the Phase II municipalities

7. Construction Subcommittee

Co-Chairs: Rick Sidor / Kathy Kinsland

Objectives

- Monitor and comment on proposed revisions to the General Construction Permit (*Goal 1*)
- Monitor and comment on proposed construction related state and federal stormwater policies and related court decisions that may impact construction in California (*Goal 1*)
- Provide outreach to the construction industry, developers, contractors and property owners (*Goal 3*)

Tasks & Products

High Priority Tasks

- Monitor and provide comments on the new General Construction Permit Broad goals will be to simplify the process and make SWPPPs less cumbersome for field personnel, and to explore the acceptance of digital submittals of the documents during the review process at local agencies and select regional boards.
- Track and compile construction BMP products and recommendations
- Explore the possibility of obtaining an EPA waiver for projects constructed during the non-rainy season.

8. Industrial Subcommittee

Chair: Maureen Daggett

Objectives

- Monitor and comment on the re-issuance of the General Industrial Stormwater permit for the 2004/2005 monitoring year; (*Goal 1*)
- Work with State and Regional Board staff to develop a standardized approach to assessing compliance with the Industrial General Permit; (*Goal 4 & 6*)
- Through CASQA EPC work with Phase I and Phase II Municipalities to identify ways to integrate industrial stormwater management approaches and concerns into MS4 Stormwater Management Plans in a cohesive and mutually beneficial manner; (*Goal 3*)
- Work with the BMP Committee in the review and recommendation of “species” of BMPs for specific industrial applications; (*Goal 2*)
- Assist the BMP Committee in the reviewing and revising the Industrial BMP Handbook and Web Site to ensure that the Handbook and Web site are reflective of the latest requirements, recommended BMPs and compliance strategies; (*Goal 2*)
- Participate on the SWRCB’s Fee Stakeholder Group in the development and evaluation of a fee structure that is equitable in its assessment on industrial stormwater dischargers.

Tasks & Products

- A revised and reissued Industrial General Permit;
- Develop an Industrial General Permit Guidance Document for the newly revised General Permit and incorporate the guidance into the Industrial BMP Handbook. Guidance will likely address the following:
 - Pollutant Source Identification
 - Selection of Effective BMPs Based On Site-Specific Conditions
 - Stormwater Sampling Plan

- Inspection and Monitoring Program Development and Implementation
- Assessing Effectiveness of Industrial BMPs
- Employee Training and Participation
- Standardized SWPPP Compliance Checklist
- Assist the BMP Subcommittee conducting and presenting at the BMP Industrial Handbook Workshops
- Assist the Workshop Subcommittee in the development and presentation of a series of workshops addressing the newly revised Industrial General Permit during the spring and summer of 2004
- Coordinate the November 2004 Association meeting on “Industrial Permit Implementation”
- Assist the SWRCB in the development of a conceptual model of a fee formula for industrial stormwater Permittees which considers site-specific conditions

9. Public Involvement and Public Participation (PI/PP) Subcommittee

Chair: Sharon Gosselin

Objectives

- Serve as a forum for stormwater representatives to share related outreach resources, experiences, ideas, and identify opportunities to coordinate efforts and assist new and emerging programs (Goal 3)
- Provide common stormwater terminology/messages that individual programs can utilize to promote consistency statewide. (Goal 4)
- Increase awareness of PI/PP Committee activities and information
- Bridge gap between technical and PI/PP efforts (Goals 2 & 4)

Tasks & Products

High Priorities

- Continue to meet bi-monthly and provide a forum for stormwater representatives to share related outreach resources, experiences and ideas and identify opportunities to coordinate efforts
- Explore the possibility of developing and maintaining a statewide website as a clearinghouse for public education materials that are available. Work with the State on developing an MOU.
- Distribute and post the PI/PP orientation package on the website

10. Best Management Practices Subcommittee

Chair: Scott Taylor

Objectives

- Develop recommendations for “species” of BMPs for specific applications and purposes (e.g., industry-specific BMPs, BMPs to meet pollutant load

- reductions, etc.) (*Goal 2*)
- Compile and review information on BMPs (*Goal 2*)
- Function as a clearinghouse for BMP information (*Goal 2*)
- Track and report on the establishment of protocols for the development of BMP performance standards (*Goal 2*)
- Coordinate BMP review efforts with the American Society of Civil Engineers and other groups (*Goal 2*)
- Identify grant funds to support BMP studies (*Goal 2*)
- Develop recommendations for consistent implementation reporting where beneficial (*Goal 4*)
- Develop method to update web based BMP manuals on an ongoing basis (i.e. committee to review contemporary information, develop the information and update the web manual) (Goals 4 and 6)
- Develop procedure for notification of manual holders of updates (Goals 4 and 6)
- Develop schedule for Manual updates (ad-hoc or pre-established) (Goals 4 and 6)

Tasks & Products

High Priorities

- Coordinate with Los Angeles County on the development of their BMP manual
- Make current manuals with errata available on the internet
- Coordinate with SWRCB and RWQCBs on BMPs, measurable goals and SUSMPs
- Develop/implement BMP manual outreach program
- Maintain content of current manuals – develop protocol for review of content changes
- Control distribution of Word[®] based manual files
- Develop agreement with commercial printer for manual order fulfillment

Other tasks

- Report on status of USEPA/ASCE initiative
- Coordinate with SWRCB to determine needs and opportunities to develop BMP guidance
- Coordinate a Task Force presentation
- Monitor CZARA implementation issues

11. Stormwater Monitoring and Science Subcommittee

Co-Chairs: Jo Ann Weber / Linda Garcia

Objectives

- Develop consensus on priorities for research and monitoring activities
- Improve the scientific and technical basis of stormwater management programs
- Better define the role of science and monitoring in overall stormwater program effectiveness assessment strategies

Tasks & Products

- Conduct an updated assessment of the monitoring and research needs of stormwater dischargers in California (last update completed May 2002)
- Continue to strengthen the relationships with other agencies and organizations conducting regional or integrated monitoring coordination (WERF, Caltrans, SCCWRP, etc.)
- Advocate the use of valid scientific principles, methods, and data as a basis for regulatory efforts (permitting, program development, watershed assessment, etc.)
- Review the results of other monitoring coordination projects (e.g. Southern California Stormwater Monitoring and Research Agenda) to determine applicability and relationship to CASQA efforts
- Continue to develop and refine conceptual models and approaches for integrating scientific data and information into management decision-making

12. Workshop Subcommittee

Chair: Bob Collacott

Objectives

- Increase awareness and knowledge of stormwater management issues through the development of various workshops and training opportunities (*Goal 3*)
- Assist the municipalities in educating and developing relationships with broad stakeholder groups (*Goals 2, 3 and 6*)
- Assist the municipalities in complying with their public education permit requirements (*Goals 4 and 6*)
- Promote the work products of and encourage broad participation in the Association (*Goal 3*)

Tasks & Products

- Organize and present workshops on the revised BMP Handbooks throughout the state
- Identify additional stormwater issues and coordinate workshops