



Think Inside the Triangle™

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a regular meeting of the **ENVIRONMENTAL SUSTAINABILITY COMMISSION** is hereby called for:

Date/Time: **Thursday, May 23, 2024, at 7:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Council Chambers**
333 Civic Center Plaza,
Tracy

THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON PARTICIPATION PURSUANT TO GOVERNMENT CODE SECTION 54954.3 WHICH STATES THAT EVERY PUBLIC MEETING SHALL PROVIDE AN OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION ON ANY ITEM, BEFORE OR DURING CONSIDERATION OF THE ITEM, HOWEVER, NO ACTION SHALL BE TAKEN ON ANY ITEM NOT ON THE AGENDA.

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Items from the Audience - In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, the Commission may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to Commission.
5. Consent Items
5.A REVIEW AND APPROVE THE REGULAR MEETING MINUTES FOR MARCH 28, 2024.
6. Actionable Items
6.A REVIEW AND APPROVE AN UPDATE TO THE ESC 2024 WORKPLAN
6.B ACCEPT AN INFORMATIONAL REPORT BY THE SUSTAINABILITY ACTION PLAN (SAP) AD HOC COMMITTEE
6.C ACCEPT AN INFORMATIONAL REPORT ON THE UTILITIES DIVISION ENVIRONMENTAL AND STORMWATER COMPLIANCE
7. Informational Items - NONE
8. Staff items (Verbal Report)
9. Items from the Commission – In accordance with Parliamentary Procedures, a commissioner who wishes to introduce an item to be considered must make a motion, obtain a second, and the Chair must call the vote. A majority vote is required for the motion to pass.
10. Adjournment

AGENDA POSTED: May 16, 2024

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the Environmental Sustainability Commission regarding any item on this agenda will be made available for public inspection at City Hall located at 333 Civic Center Plaza, Tracy, during normal business hours.

Full copy of the agenda can be found at the Tracy Library as well on the City's Website:

[Environmental Sustainability Commission | City of Tracy, CA](#)



**ENVIRONMENTAL SUSTAINABILITY COMMISSION
REGULAR MEETING MINUTES**

**MARCH 28, 2024
7:00 PM**

1. CALL TO ORDER:

a. The meeting was called to order by Chair Sese at 7:03 PM.

2. ROLL CALL:

a. Present: Damasco, Kahlon, Sese, Shoaito, Wahhab, Wood

b. Absent: Acosta

c. Staff Present: Stephanie Reyna-Hiestand, Assistant Director of Utilities

d. Recorded by: Carla Sorich, Executive Assistant

3. PLEDGE OF ALLEGIANCE

Led by Commissioner Kahlon.

4. ITEMS FROM THE AUDIENCE

Dotty Nygard spoke of SB1383, food recovery program and a conference that she attended. She stated that it was her opinion that the City needs to be rolling out their Business outreach and plan to ensure that they are in compliance. She asked if we were composting and is the City donating?

ACTION: Schedule a meeting to have Connie Lopes, Solid Waste Management Analyst, bring back a presentation on this item.

5. CONSENT ITEMS

5.A REVIEW AND APPROVE THE REGULAR MEETING MINUTES FOR FEBRUARY 22, 2024.

Commissioner Wood asked to add Commissioner Kahlon to the attendee list as it is missing.

ACTION: Motion was made by Commissioner Wood to approve item 5.A with the correction and was seconded by Chair Sese. All in favor, passed and so ordered. (6,0,0)

Approve – Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon

Oppose – None

Abstain - None

6. ACTIONABLE ITEMS

6.A REVIEW AND APPROVE AN UPDATE TO THE ESC 2024 WORKPLAN

Stephanie Reyna-Hiestand, Assistant Director of Utilities provided the staff report.

Public comment: None

Commissioner comments and questions followed with staff providing responses.

Commissioners discussed the following corrections, updates, and requests to the 2024 Workplan:

1. Remove all requests for funding on the existing Workplan.
2. Place a monthly SAP Ad-HOC Committee report out on the calendar.
3. Tour of Water and Wastewater Facilities, Heirloom, TRE, and Tracy Delta Disposal
4. Question regarding CIP and Bid Awards
5. Information Item on educational opportunities and providing support

ACTION: Motion was made by to approve the requests related to the 2024 ESC Work Plan by Commissioner Damasco and was seconded by Commissioner Shoaito. All in favor; passed and so ordered. (6,0,0)

Approve - Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon

Oppose - None

Abstain – None

6.B REVIEW AND DISCUSS FORMATION OF SUSTAINABILITY ACTION PLAN (SAP) AD HOC COMMITTEES AND SELECT AND APPROVE COMMISSIONERS FOR THESE COMMITTEES

Stephanie Reyna-Hiestand, Assistant Director of Utilities provided the staff report.

Public comment: None

Commissioner comments and questions followed with staff providing responses.

ACTION: Motion was made to form AD HOC Committees to review the SAP by Commissioner Kahlon and seconded by Chair Sese. All in favor; passed and so ordered. (6,0,0)

Approve - Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon

Oppose - None

Abstain – None

ACTION: Motion was made that an AD HOC Committee to review the SAP would consist of Commissioners Wood, Wahhab, and Kahlon by Commissioner Kahlon and seconded by Chair Wood. All in favor; passed and so ordered. (6,0,0)

Approve - Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon

Oppose - None

Abstain – None

6.C SELECT COMMISSIONERS AND SET TIME SCHEDULE FOR EARTH DAY BOOTH ATTENDANCE

Stephanie Reyna-Hiestand, Assistant Director of Utilities provided the staff report.

Public comment: None

Commissioner comments and questions followed with staff providing responses.

ACTION: Motion was made by Commissioner Kahlon and seconded by Chair Wood that attendance at the Earth Day event would be by Commissioners Wood, Shoaito, Kahlon, and Chair Sese. All in favor; passed and so ordered. (6,0,0)

Approve - Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon
Oppose - None
Abstain – None

7. INFORMATIONAL ITEMS

7.A PRESENTATION – HEIRLOOM CARBON CAPTURE FACILITY AND SUSTAINABLE PRACTICES

Christian Thauer made the presentation.

Public Comment: Dotty Nygard expressed that there needs to be opportunities for youth via educational internships.

Commissioner comments and questions followed.

7.B PRESENTATION – SB 379 RESIDENTIAL SOLAR PERMIT REPORTING COMPLIANCE

Staff report presented by Stephanie Reyna-Hiestand, Assistant Director of Utilities

Public Comment: None

Commissioner comments and questions followed and were addressed by staff.

ACTION: Motion was made by Commissioner Shoaito and seconded by Commissioner Wahhab to accept the informational report on SB379 Residential Solar Permit Reporting Compliance. All in favor; passed and so ordered. (6,0,0)

Approve - Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon
Oppose - None
Abstain – None

8. STAFF ITEMS

None.

9. ITEMS FROM THE COMMISSION

Commissioner Wood requested that staff provide all Commissioners with the email addresses of the Environmental Sustainability Commission.

ACTION: Motion was made by Commissioner Wood and seconded by Chair Sese for staff to provide the email addresses of all Commissioners to the ESC. All in favor; passed and so ordered. (6,0,0)

Approve - Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon
Oppose - None
Abstain - None

10. ADJOURNMENT – Time: 9:35 P.M.

ACTION: Motion was made by Chair Sese and seconded by Commissioner Wood to adjourn. Roll call found all in favor; passed and so ordered. (6,0,0)

Approve – Wood, Sese, Damasco, Shoaito, Wahhab, Kahlon
Oppose - None
Abstain - None

CITY OF TRACY
ENVIRONMENTAL SUSTAINABILITY COMMISSION MEETING
May 23, 2024

AGENDA ITEM 6.A

REQUEST

STAFF REQUESTS THAT THE ENVIRONMENTAL SUSTAINABILITY COMMISSION REVIEW AND APPROVE AN UPDATE TO THE 2024 ENVIRONMENTAL SUSTAINABILITY COMMISSION WORKPLAN WITH ACTION ITEMS FROM PRIOR MEETINGS

EXECUTIVE SUMMARY

The commission and public make recommendations each meeting that are moved forward and approved for submission to the Environmental Sustainability Commission (ESC) annual workplan. This item requests that the ESC review and approve the updates to the ESC workplan from the March 28, 2024, ESC meeting.

DISCUSSION

During the March 28, 2024, Environmental Sustainability Commission (ESC) meeting, there was discussion and comment from the Commission regarding various topics. One (1) actionable item under Item 4, and five (5) under Item 6.A. were requested to update the ESC 2024 Workplan with motions favorably passed to include the following:

- Sustainability Action Plan Ad Hoc Committee monthly report
- Remove all funding requests for the ESC on the existing Workplan
- Follow-up presentation on SB1383 Business Compliance and Enforcement
- Question regarding CIP and award of contract
- Informational Item on educational opportunities and providing support
- Tour of Water and Wastewater Facilities, Heirloom, TRE, and Tracy Delta Disposal

The monthly ongoing SAP Ad Hoc Committee was added to the calendared Workplan beginning in May; all funding requests for the ESC were removed (redlined) from; and the word comprehensive was added to, the To Be Scheduled (TBS) tab

The informational items requests for various events, and CIP and Bid Awards may be found on the City's websites as identified with their links on the TBS tab and will not be brought back as a presentation as this is not in the Commissions purview to request.

Staff time to coordinate tours for the Commissioners is not in its purview to request therefore it is recommended that any person wishing to attend a tour of the City's Water and Wastewater Facilities, Heirloom, Tracy Renewable Energy, and/or Tracy Delta Disposal should reach out to those facilities and request a tour on their own.

RECOMMENDATION

The Environmental Sustainability Commission review and approve an update to the 2024 Environmental Sustainability Commission workplan with action items from prior meetings.

Prepared by: Stephanie Reyna-Hiestand, Assistant Director of Utilities
Reviewed by: Carla Sorich, Executive Assistant

ATTACHMENT

2024 Environmental Sustainability Commission Workplan

| MEETING SCHEDULED DATE | DISCUSSION ITEMS | ITEM REQUESTED MEETING DATE | COUNCIL STRATEGIC PRIORITY RELATION | TASKS/ACTION | ASSIGNMENT / SUBCOMMITTEE | TIMELINE | STATUS |
|--------------------------------------|--|-----------------------------|-------------------------------------|-----------------------------|---------------------------|----------|----------|
| APRIL 25, 2024 - Cancelled | | | | | | | |
| | | | | | | | |
| MAY 23, 2024 | SAP AD-HOC COMMITTEE - REPORT | MARCH 28, 2024 | Good Governance | Informational Item | ESC | monthly | on-going |
| | ENVIRONMENTAL COMPLIANCE AND SWPPP OVERVIEW | OCTOBER 26, 2023 | Quality of Life Good Governance | Informational Item | Stephanie Reyna-Hiestand | One-Time | |
| | ESC WORKPLAN FOR CY 2024 | | Good Governance | Action - Review and Approve | ESC | monthly | on-going |
| | | | | | | | |
| JUNE 27, 2024 | SAP AD-HOC COMMITTEE - REPORT | | Good Governance | Informational Item | ESC | monthly | on-going |
| | ESC WORKPLAN FOR CY 2024 | | Good Governance | Action - Review and Approve | ESC | monthly | on-going |
| | MULTI-GENERATIONAL RECREATION CENTER - SUSTAINABLE PRACTICES | OCTOBER 26, 2023 | Quality of Life Good Governance | Informational Item | Richard Joaquin | One-Time | |

CITY OF TRACY
ENVIRONMENTAL SUSTAINABILITY COMMISSION MEETING
May 23, 2024

AGENDA ITEM 6.B

REQUEST

**STAFF REQUESTS THAT THE ENVIRONMENTAL SUSTAINABILITY
COMMISSION ACCEPT AN INFORMATIONAL REPORT BY THE SUSTAINABILITY
ACTION PLAN AD HOC COMMITTEE**

EXECUTIVE SUMMARY

The Environmental Sustainability Commission by motion approved a monthly report by the Sustainability Action Plan (SAP) Ad Hoc Committee to update the ESC on the committee's actions and findings from the previous presentation.

DISCUSSION

During the March 28, 2024, Environmental Sustainability Commission (ESC) meeting, a request was made to have an informational item presented to the ESC on a monthly basis to report any actions and findings that may have occurred by the SAP Ad Hoc Committee. Further, that any actionable items required be brought forth at those meetings for discussion and vote by the Commission.

RECOMMENDATION

The Environmental Sustainability Commission accept an informational report by the SAP Ad Hoc Committee and take any action that is brought forward by the presenter within the Commission's purview.

Prepared by: Stephanie Reyna-Hiestand, Assistant Director of Utilities

Reviewed by: Carla Sorich, Executive Assistant, Public Works Department

CITY OF TRACY
ENVIRONMENTAL SUSTAINABILITY COMMISSION MEETING
May 23, 2024

AGENDA ITEM 6.C

REQUEST

**STAFF REQUESTS THAT THE ENVIRONMENTAL SUSTAINABILITY
COMMISSION ACCEPT AN INFORMATIONAL REPORT ON THE UTILITIES
DIVISION ENVIRONMENTAL AND STORMWATER COMPLIANCE**

EXECUTIVE SUMMARY

The Environmental Sustainability Commission on October 26, 2023, requested an informational item on the City's environmental and stormwater compliance. The Utilities Division of the City manages and implements both of these programs and will provide information including background, legislative history, and methods of compliance.

BACKGROUND AND LEGISLATIVE HISTORY

The City of Tracy under its Phase II Municipal Separate Storm Sewer Systems (MS4) National Pollutant Discharge Elimination System (NPDES) permit is required to prevent pollution discharging to a water body of the US from its storm drainage system to the maximum extent practicable. It has been under permit since 2004 and was designated by the State Water Resources Control Board as a Phase II MS4 based on the population at that time.

The City is also responsible under its NPDES Waste Discharge Permit to ensure that commercial and industrial facilities follow the City's Pre-Treatment program. The City came under mandated permitting in 1985. This program is aimed at reducing the amount of Fats, Oils and Greases that are discharged into the sanitary sewer from residences and commercial entities and also the type of waste discharge and quantity from Industrial waste haulers. These programs are designed to aid in the reduction of chemicals and time needed in the treatment processes of the wastewater treatment plant.

DISCUSSION

The Utilities Division is responsible for administering, enforcing, and implementing the Stormwater Management program for the City. The City developed a stormwater management plan that was approved in 2008 and is updated in October annually through a Program Effectiveness Assessment Implementation Plan (PEAIP) and submitted to the State Water Resources Control Board (Water Board) for review and approval. This PEAIP is an assessment of the effectiveness of the City's stormwater management program.

The PEAIP outlines how the City is effectively implementing pollution prevention

control measures in its top three areas of concern which are pesticide management, methylmercury management, and trash control. The City is also responsible for monitoring construction activities within the City and ensuring that erosion and sediment controls are in place to prevent soil, potentially containing pollutants, to enter the City's storm drain system.

Construction inspections are performed to ensure that the Stormwater Pollution Prevention Plan (SWPPP) submitted for a project to the Water Board are being implemented appropriately. Under the City's NPDES Phase II MS4 permit, the City must ensure that every active construction project in the City is inspected at least two (2) times per month to ensure best management practices identified in the SWPPP are in place and no discharges to our system is occurring.

Currently there is one Environmental Compliance Technician who conducts the inspections for stormwater. There are 53 active construction projects both public and private that she is inspecting. If during an inspection, the inspector finds any corrective action, she gives a written notice of correction, and the project has 72 hours to make the correction. She reinspects the project and if the correction has not been made, they are then again given a notice informing that if the corrective action is not made, the City will send the photos and the corrective actions to the State Water Board who sends the owner of record an Administrative Civil Liability which is due and payable upon receipt. The City may also fine the project up to \$500 per day per incident if the discharge makes it to our system and continues after notification.

The pretreatment program currently has two assigned staff. An Environmental Compliance Analyst and an Environmental Compliance Technician. These two ensure that all septage that is received at the Wastewater Treatment Plant from haulers is permitted by the City and does not exceed any of the City's mandated parameters for constituents such as Bacterial Oxygen Demand (BOD), and Total Suspended Solids (TSS) to name a few. Further, they conduct inspections of industrial facilities within the City to ensure that their discharges do not exceed those same parameters.

If an industry is found to be out of compliance, the City requires them to conduct an analysis of their waste stream and they must then be permitted to discharge that waste to the City via the sanitary sewer collection system. Following that discovery, they are required to submit quarterly monitoring and sampling reports of their waste stream.

Currently the City monitors two industries in the City and approximately 13 permitted waste haulers that our program oversees. This program also inspects any issues that are received from the public on the Governmental Outreach program and identifies the source and possible solution if discovered.

RECOMMENDATION

The Environmental Sustainability Commission accept an informational report on the Utilities Division environmental and stormwater compliance.

Prepared by: Stephanie Reyna-Hiestand, Assistant Director of Utilities

Reviewed by: Carla Sorich, Executive Assistant, Public Works Department