

Standard Meeting Guidelines

- **Electronic courtesy.** Please turn off cell phones, or any other communication item with an on/off switch to “silent.” We understand you have demanding responsibilities outside of the meeting room. We ask that these responsibilities be left at the door. Your attention is needed for the full meeting.
- **Be comfortable.** Help yourself to refreshments or take personal breaks.
- **Humor is welcome and important.** However, humor should never be at someone else's expense.
- **Stay focused on the charter and meeting goals and objectives.** There are many related topics that people care about. The SAC cannot address all of these. The facilitator will help the group stay focused on the deliverables.
- **Use common conversational courtesy.** Don't interrupt others. Use appropriate language. Avoid third party discussions.
- **Share the air.** Let us ensure as many people as possible can participate in discussions.
- **All ideas and points have value.** You may hear something you do not agree with. You are not required to defend or promote your perspective, but you are asked to share it. All ideas have value in this setting. If you believe another approach is better, offer it as a constructive alternative.
- **Avoid editorials.** Avoid ascribing motives to or judging the actions of others. Tell us what is important to you, and what you would like to see.
- **Honor time.** In order to achieve meeting objectives, it will be important to follow the time guidelines provided by the facilitator.

SAFE, CLEAN WATER PROGRAM

Stakeholder Advisory Committee

PROPOSED PROGRAM DEFINITIONS

For the purposes of the Safe, Clean Water Program, the following terms are defined:

Water Supply Benefit: Increase in the amount of locally available water. Activities resulting in this benefit include stormwater capture for reuse, recycling, or increased groundwater storage.

Water Quality Benefit: Improvement in the chemical, physical, and biological characteristics of stormwater and urban runoff and/or protection of these characteristics in surface waters, rivers, lakes, streams and the marine environment. Activities resulting in this benefit include infiltration or treatment of stormwater and urban runoff, and nonpoint source pollution control.

Community Enhancement: A benefit other than water supply or water quality, including:

- Improved flood management
- Creation or restoration of riparian habitat and wetlands
- Reduction of urban heat island effect through urban greening
- Improved public access and/or enhanced or new recreational opportunities along rivers, lakes and streams

Safe, Clean Water Program: Draft Framework Summary

Updated: December 22, 2017

Note: This is a working draft of the framework for the Safe, Clean Water Program. Many details of the Program are in development. Substantive edits to the most recent Draft Program Framework Summary have been highlighted for reference.

Stakeholder input over the coming months will be instrumental in the development of Program specifications, including project prioritization, governance, rebates and incentives, and other elements as appropriate.

Program Purposes (from May 30, 2017 Board Motion)

The Safe, Clean Water Program (Program) will implement multibenefit stormwater projects and programs that increase water supply, improve water quality, and provide community enhancements such as the greening of schools, parks and wetlands, and increased public access to rivers, lakes and streams.

Program Outcomes & Core Principles

1. Improved ability of communities to adapt to the impacts of climate change
2. Improved water quality throughout the region
3. Augmentation of local water supply
4. Targeted tangible community benefits associated with stormwater management like:
 - a. Greening of schools
 - b. Green streets
 - c. Creation and enhancement of wetland, river, and stream habitat
 - d. Public access to rivers, lakes, and streams
5. Governance structures that incorporate collaborative and coordinated regional planning at local, watershed, and District-wide scales
6. Ongoing stakeholder input on plans, projects, and programs

Core Program Principles

The Program shall:

1. Prioritize implementation of multibenefit projects and programs for stormwater capture that result in Program outcomes (above)
2. Give preference to projects utilizing green infrastructure
3. Be developed collaboratively with stakeholders*
4. Specify allocation of funds to regional programs as well as local return for municipalities†

* Directed by the Board of Supervisors for the LA County Flood Control District in a Motion approved on May 30, 2017

† Directed by statute, AB 1180, signed by Governor Brown on October 11, 2017

5. Fund both capital projects and ongoing operations and maintenance*
6. Incorporate elements of existing regional plans, including the Integrated Regional Water Management Plans, Urban Water Management Plans, Watershed Management Plans, and Enhanced Watershed Management Plans*
7. Provide for ongoing stakeholder involvement in Program implementation to help ensure that benefits are realized throughout the region*
8. Identify opportunities for coordinated investment and cost-sharing*
9. Provide for local job training and employment opportunities*
10. Analyze potential mechanisms to provide credits or rebates for entities and properties that have already demonstrated benefits meeting key Program purposes*

Eligible Expenditures

1. Projects and programs that contribute to Program Purpose, and are consistent with Core Program Principles (above)
2. Distributed and centralized projects
3. Operations and maintenance of projects that contribute to Program Outcomes (above), whether or not project capital comes from this source

Regional, Municipal and Flood Control District Programs – 3 Separate Programs

Allocation of tax revenues is established in statute as follows:

1. 50% to watershed-based regional projects and programs: “**Regional Program**”
2. 40% to cities and unincorporated areas for projects and programs: “**Municipal Program**”
3. 10% to the Flood Control District for projects and programs, and administration of the program: “**Flood Control District (FCD) Program**”

Additional details for each individual program are available in *Table 1. Program Specifications* on page 4.

Program Administration

Program administration will be distinct for each of the Regional, Municipal, and FCD Programs. Information on recipients of funds for each program is detailed in *Table 1. Program Specifications* on page 4.

Additional specifications related to administration of each program, including project selection, duties, and other requirements, are to be determined.

Project Prioritization Criteria

Criteria for project prioritization will be distinct for each of the Regional, Municipal, and FCD Programs. **Proposed threshold eligibility criteria, by program, are as follows (also detailed in *Table 1. Program Specifications* on page 4):**

Regional Program:

* Directed by the Board of Supervisors for the LA County Flood Control District in a Motion approved on May 30, 2017

- All projects must be watershed-based
- All projects must be multibenefit and include, at a minimum, water supply and water quality benefits
- Both centralized and distributed projects to be funded

Municipal Program:

- All projects must be multibenefit and include, at a minimum, a water quality benefit
- Exception to multibenefit requirement may be made for single-purpose water quality projects

FCD Program:

- Specifications to be determined

Additional specifications for project prioritization criteria are to be determined.

Rebates and Incentives

Specifications to be determined.

Note: Provision of credits, rebates, or exemptions for entities and properties that have already demonstrated benefits meeting key Program Purposes is being analyzed for inclusion in the Program, as directed by the May 30, 2017 Board Motion.

Stakeholder Engagement

Specifications to be determined. Mechanisms for stakeholder engagement may include:

1. Project and program identification, design, and implementation
2. Project selection
3. Program oversight

Note: Provisions for ongoing stakeholder engagement in Program implementation will be included in Program design, as directed by the May 30, 2017 Board Motion.

Workforce Development

Specifications to be determined.

Note: Provisions for local job training and employment opportunities will be included in the Program, as directed by the May 30, 2017 Board Motion.

Coordinated Investment

Specifications to be determined.

Note: Opportunities to leverage existing funding sources, including coordinated investment and cost-sharing will be included in the Program, as directed by the May 30, 2017 Board Motion.

Oversight

Specifications to be determined.

Audit Requirements

1. Each Regional Program entity, municipality, and the FCD shall arrange for an independent annual audit of the funds they received, and certify that they have been spent in accordance with Program requirements
2. The FCD shall arrange for an additional independent audit of each entity to be performed not less than once every 5 years

Table 1.
Program Specifications: Regional, Municipal, & FCD Programs

		Program Details		
		Use of Funds (per Statute)	Recipients of Funds (per Statute)	Threshold Eligibility Criteria (Proposed)
Program	Regional Program – 50%	<ul style="list-style-type: none"> Implementation, operation and maintenance, and administration of watershed-based projects and programs meeting Program purposes Projects may include those identified in regional plans such as stormwater resource plans, MS4 watershed management programs, and other regional water management plans as appropriate 	Specifications to be determined <i>Note: Unspecified in statute</i>	<ul style="list-style-type: none"> All projects must be watershed-based (per statute) All projects must be multibenefit and include, at a minimum, water supply and water quality benefits Both centralized and distributed projects to be funded
	Municipal Program – 40%	<ul style="list-style-type: none"> Implementation, operation and maintenance, and administration of projects and programs meeting Program purposes 	Cities and unincorporated areas in the Flood Control District, proportionate to revenue collection in each jurisdiction	<ul style="list-style-type: none"> All projects must be multibenefit and include, at a minimum, a water quality benefit Exception to multibenefit requirement may be made for single-purpose water quality projects
	FCD Program – 10%	<ul style="list-style-type: none"> Implementation and administration of projects and programs Payment of the costs incurred in connection with the levy and collection of tax and the administration of the overall program – levying and collecting the tax, and distributing the funds 	LA County Flood Control District	Specifications to be determined

SAFE, CLEAN WATER PROGRAM

Stakeholder Advisory Committee

Meeting Summary: December 13, 2017

1. MEETING IN BRIEF

This was the second meeting of the Stakeholder Advisory Committee (SAC) for the Safe, Clean Water Program. The objectives of the meeting were to:

1. Review Charter updates and receive any further recommendations from SAC;
2. Provide examples of stormwater project types and benefits to inform discussion of eligibility criteria;
3. Build on the program outcomes and principles conversation from the first SAC meeting (held on November 8, 2017) to introduce initial approaches to develop criteria for eligible projects; and
4. Present and receive SAC input on a straw proposal for incorporating threshold criteria into a ballot measure.

The meeting was attended by SAC delegates and alternates, members of the public, and the project team (including County staff and consultants).

The project team described existing stormwater projects and their associated benefits. SAC delegates offered comments on a range of considerations pertaining to the potential identification of specific projects in the ballot measure.

SAC delegates provided feedback on the project team's straw proposal for threshold eligibility criteria for regional and municipal projects. Most feedback supported the threshold criteria as a good starting point with the need for additional project evaluation/prioritization criteria.

The project team described various options for including project criteria and/or projects in the ballot measure. SAC delegates commented on the advantages and disadvantages of the various approaches. Although some SAC delegates expressed concerns about the inclusion of a project list, most who spoke supported an approach that would include both project criteria and a project list, as long as it also provides a flexibility mechanism. This mechanism would allow for changes in projects to be funded in light of potential future technologies or other changing conditions.

2. ACTION ITEMS

ACTION ITEM: The project team will consider the following suggested amendment to Section 2.b (Purpose) and finalize Charter:

The Board will consider input from the SAC on specific issues related to project selection criteria, governance, allowance for credit or rebate for existing efforts, workforce development, equity, and other topics important in shaping the Measure.

ACTION ITEM: The project team will endeavor to provide a flexible 90-day work plan for upcoming meetings.

ACTION ITEM: The project team will revise the draft Expenditure Plan to reflect input received at this meeting. The revised draft Plan will be available on the website (<http://www.safecleanwaterla.org>) and sent to the SAC.

ACTION ITEM: The project team will develop a straw proposal for project criteria. The team may form a subcommittee to assist in developing this straw proposal at the next meeting.

3. PUBLIC COMMENTS

- Kelly Gardner, San Gabriel Watermaster:
 - The SAC is a diverse group, however it needs additional representation of the water industry as a whole, water districts, cities that serve water, and agencies that are dependent on existing watersheds.
 - This effort should focus on new sources of water capture. Water that is already captured is accounted for in adjudications.
- Eric Wolf, San Gabriel Council of Governments (COG): Going forward, use a standardized project description sheet that includes scoring criteria, such as acre-feet captured, water yield, and carbon credits.
- Richard Watson, Richard Watson & Associates, Inc.:
 - Agreed with adding runoff reduction as a benefit.
 - Supports including project criteria and a project list with an off-ramp for future changes to the list. Enhanced Watershed Management Plan (EWMP) off-ramp is an adaptive management process that occurs every two years. Provide a similar process to add or delete projects in this measure. Provide flexibility, especially for new technology.
- Bruce Reznik, Los Angeles Water Keeper: Lay out the topics for upcoming meetings so attendees have enough lead time to prepare and plan accordingly. Send out meeting materials out as early as possible.

4. NEXT STEPS

The next meeting is scheduled for January 10, 1-3 pm, at the Los Angeles City Hall, 200 North Spring Street, Los Angeles.

SAFE, CLEAN WATER PROGRAM

Stakeholder Advisory Committee

CHARTER

1. Background

The Los Angeles County Board of Supervisors (Board) is developing a Stormwater Funding Measure, a program that would be funded by a potential parcel tax, which would pay for multi-benefit stormwater projects and programs to improve water quality, increase water supply, and provide community enhancements.

This effort – led by the Board and described in their Motion on May 30, 2017: Regional Water Resilience Planning, Outreach, and Engagement, and Stormwater Capture Expenditure Plan – directs the DPW Director through the Los Angeles County Flood Control District to develop an Expenditure Plan and associated Stormwater Funding Measure. It is anticipated that in the summer of 2018, the Board will hold a public hearing to consider whether to put the Stormwater Funding Measure on the November 2018 ballot.

The Board has directed the DPW to develop the Expenditure Plan via a collaborative stakeholder process. This Stakeholder Advisory Committee (SAC) has been convened to fulfill that goal.

2. Purpose & Composition

- a. The SAC will meet to discuss development of an Expenditure Plan, which will guide administration and allocation of revenue generated by the Stormwater Funding Measure should the measure be submitted to and approved by the voters.
- b. The Board will consider input from the SAC on specific issues related to project selection criteria, governance, allowance for credit or rebate for existing efforts, workforce development, equity, and other topics important in shaping the Measure.
- c. The SAC will serve in an advisory capacity as a critical forum for stakeholders to weigh in on program design and make recommendations.
- d. The SAC will be composed of 20-30 appointed members, and will include representatives from all Councils of Government within Los Angeles County, several water agencies, and the business, labor, academic, environmental, and environmental justice communities, among others.
- e. The Board retains final decision authority on the final Expenditure Plan and potential ballot Measure.

3. Goals of the SAC

- a. Review technical materials and provide comment, data, and relevant local information for consideration by the Board, the DPW, and the Conservation and Natural Resources Group (CNRG).
- b. Make recommendations for consideration by the Board, the DPW, and CNRG, when such recommendations are sought.
- c. Assist in conveying concepts and other information to the larger community.
- d. Provide comments on draft concepts and proposals.

4. Roles & Responsibilities

- a. **Project Sponsor:** The Board is responsible for the development of the Expenditure Plan and Stormwater Funding Measure that may be proposed for the November ballot. The Board is the final decision maker on the Expenditure Plan and Stormwater Funding Measure.
- b. **Project Manager:** At the Board's direction, the DPW will (1) convene all meetings; (2) provide technical support to the SAC; (3) serve as a "clearinghouse" for information; (4) develop text and format work products in cooperation with project consultants; (5) guide the development of a work plan and schedule for the SAC process; and (6) listen to and consider SAC comments, dialogue, and recommendations in development of the Expenditure Plan and potential ballot Measure.
- c. **Project Consultant:** CNRG will (1) serve as a resource for policy and technical guidance; (2) prepare the work plan and schedule for the overall SAC process; (3) develop text and format work products; (4) serve as a "clearinghouse" for information; (5) manage technical experts, facilitation support, and staff that serve the SAC.
- d. **Stakeholder Advisory Committee Members:** SAC members are expected to be actively involved in the process and to (1) attend and participate in meetings consistently; (2) brief their alternate to ensure they remain up-to-date on project activities; (3) contribute expertise, data and information to clarify statements, avoid making hasty judgments, and advance innovation; (3) assist with action items identified during meetings, as needed; (4) help identify, review, verify, and critique data, assumptions, analysis, and methods used by the DPW, other County staff, and CNRG to develop an Expenditure Plan; (5) serve as the liaison to communicate information to and from their organizations and constituencies, assisting the DPW in communicating educational information to the broader public, as well as the individual constituencies and communities represented by each individual member; and (6) act in a manner that will enhance trust among all fellow members and interested parties, including sharing the interests of the constituency (ies) they represent. Members may be asked to (7) chair or attend

workgroup meetings; and (8) develop content, text or provide other assistance to project sponsor, consultant, or facilitator.

- e. **Stakeholder Advisory Committee Alternate Members:** Given the volume of information to be considered, the aggressive timetable, and various demands on members' schedules, the alternates for delegates are recommended. While not required, alternates are welcome to attend all SAC meetings. When a SAC member is present, that member's alternate will sit in the general public section. This will ensure sufficient space and equity amongst all members sitting at the table and that SAC input is reflective of communication from a single representative per organization. Alternates are expected to (1) stay up to date on all project activities and meeting developments; (2) attend on behalf of your representative when said member is unable to attend, fully prepared to discuss agenda items; and (3) when representing your member, honor expectations outlined in section (c). Due to our fast pace, no items addressed at previous meetings will be revisited to accommodate an alternate.
- f. **Facilitators:** The Center for Collaborative Policy (CCP), California State University (CSUS) will provide a facilitation team that will serve as a third-party and impartially guide the process. Facilitators will not promote a particular outcome for the group, but will advocate for a transparent effective process. Facilitators will ensure the SAC stays within scope and follows the terms of this charter. In support of the Project Sponsor and Consultants, the facilitators will (1) design the process; (2) formulate meeting goals and agendas; (3) manage meetings and ensure respectful dialogue; (4) build mutual understanding and shared responsibility, balance participation, and help members work productively; and (5) serve as a confidant for members who wish to express concerns privately, whether about the substance of discussions or the collaborative process. If a member has a concern about the neutrality or performance of the facilitator, s/he should first speak with the facilitator. If the concern is unresolved, the member should discuss it with CNRG.

The Project Sponsor, Consultant, County staff and facilitators comprise the Project Team.

5. Meeting Materials & Deliverables

a. Meeting Summaries

- i. The facilitation team will prepare draft and final meeting summaries, including discussion highlights, action items, and points of agreement and disagreement. They will ensure a draft summary is distributed approximately one week in advance of the subsequent meeting.
- ii. These summaries will serve as a history of the SAC's efforts. Therefore, it is critical that all SAC members carefully read summaries before each meeting and share any needed edits to ensure we have an accurate account. A meeting summary will become final once SAC edits are incorporated.

b. Meeting Materials

- i. The Project Team will ensure all meeting materials are delivered approximately one week prior to meetings.
- ii. Members will review material in advance and be prepared to engage in substantive discussions during meetings.

6. Operating Protocols

a. General Principles of Collaboration

Using the following general principles of collaboration, SAC members:

- Commit to expending the time, energy, and organizational resources necessary to fulfill SAC roles and responsibilities as outlined above;
- Recognize the validity of and seek to understand different points of view and different interests;
- Respect the personal integrity, values and legitimacy of the interests of each member;
- Allow everyone to participate so that no one individual dominates the discussion;
- Seek to develop inclusive solutions that meet the range of interests around the table; and
- Regard disagreements as problems to be solved, not battles to be won.

b. Standard Meeting Guidelines

- Electronic courtesy. Please turn off cell phones, or any other communication item with an on/off switch to “silent.” We understand you have demanding responsibilities outside of the meeting room. We ask that these responsibilities be left at the door. Your attention is needed for the full meeting.
- Be comfortable. Help yourself to refreshments or take personal breaks.
- Humor is welcome and important. However, humor should never be at someone else's expense.
- Stay focused on the charter and meeting goals and objectives. There are many related topics that people care about. The SAC cannot address all of these. The facilitator will help the group stay focused on the deliverables.
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- Share the air. Let us ensure as many people as possible can participate in discussions.
- All ideas and points have value. You may hear something you do not agree with. You are not required to defend or promote your perspective, but you are asked to share it. All ideas have value in this setting. If you believe another approach is better, offer it as a constructive alternative.
- Avoid editorials. Avoid ascribing motives to or judging the actions of others. Tell us what is important to you, and what you would like to see.

- Honor time. In order to achieve meeting objectives, it is important to follow the time guidelines provided by the facilitator.

7. Decision Making

In some cases, the DPW may seek recommendations from the SAC. This is a consensus seeking process. The SAC will strive to reach consensus though it is not mandatory to making a decision and moving the process forward. When seeking consensus, the SAC will consider the following range of definitions for support:

Unqualified Support: Full agreement with all aspects of proposal.

Strong Support: Support for most aspects of proposal. No fundamental disagreements with any aspect of proposal.

General Support: Support for all or most aspects of a proposal. No fundamental disagreement with key aspects of proposal. Includes having unanswered questions that need additional information or clarification.

Qualified Support: Significant disagreement with one or more aspects of proposal; however, can live with the proposal as packaged. (Overall, suggested proposal is better than leaving things as they are now). In this “not happy, but I’ll live with it” option, parties will be asked to work on generating alternative options or language that address the concerns of all.

Fundamental Disagreement with Key Aspects of Proposal: Not willing to support or live with the proposal as it stands. Parties with this opinion must suggest alternatives that move the proposal toward accommodating the interests of all.

Consensus will be achieved when all members can state some level of support, from qualified support to unqualified support. To determine if the SAC is moving toward consensus, the facilitator will periodically ask for an informal “read” or “straw poll” of the group’s perspective. The answer to this question is used for the purpose of developing the dialogue and is not binding.

When there appears to be general agreement regarding a proposal, a more formal question may be asked of the SAC to determine if they have reached consensus and can provide a final recommendation. If consensus has been reached, the decision of the group will be memorialized (e.g., through meeting summaries, reports, memos, etc.) and will take the form of a recommendation from the SAC to the Board and the DPW. The Board and the DPW recognize the value of consensus among SAC members and will give high priority consideration to proposals and recommendations for which there is consensus and/or significant agreement among SAC members. The Board is not bound to adopt a proposal or recommendation where consensus exists.

As previously mentioned, consensus is not required, but is desired. Therefore, if consensus is not achieved within the scheduled time frame for a topic discussion, the Project Team will determine if the topic / proposal warrants more discussion to achieve consensus. Due to the expedited nature of the overall process, prolonged discussions by the SAC on a specific topic may not be feasible. The DPW will retain final decision responsibility on whether the SAC should continue to seek consensus or move on to other topics. If consensus is not feasible on a specific topic, the facilitators will document, in the meeting summary, the full range of perspectives including minority opinions.

8. Meeting Process & Schedule

- a. 8 meetings of the SAC are planned between November 2017 and June 2018. Most meetings will last 2 hours, but some may be expanded for more robust discussion.
- b. If necessary, the Project Team will constitute work groups to review and provide feedback on specific topics between SAC meetings.
 - i. Work Groups will be given specific tasks with identified work products and schedules for completion. Unless otherwise requested by the Project Team, following completion of the tasks, these groups shall disband.
 - ii. When a group is formed, all SAC Members will be given an opportunity to indicate their willingness to participate. All members who express their willingness will be invited to participate. In order to ensure an acceptable range of perspectives on the subcommittees, additional members may be specifically invited to serve on the group by the Project Team.
- c. The proposed meeting dates are on Wednesdays as follows:
 - i. November 8, 2017
 - ii. December 13, 2017
 - iii. January 10, 2018
 - iv. February 14, 2018
 - v. March 14, 2018
 - vi. April 18, 2018
 - vii. May 9, 2018
 - viii. June 13, 2018

To assist with planning and materials, SAC members are asked to confirm attendance for meetings by RSVP date. However, as schedules can change at the last minute, should a member who previously thought themselves unable to attend become available, they are encouraged to attend regardless of RSVP status.

All meetings (unless otherwise stated) will be held from 1:00 pm to 3:00 pm, unless otherwise notified.