
Safe, Clean Water Program Watershed Area Steering Committee Operating Guidelines

ARTICLE I. NAME OF ORGANIZATION

Safe, Clean Water Program – Watershed Area Steering Committees (WASC) shall consist of nine committees within the Los Angeles County Flood Control District.

ARTICLE II. ORGANIZATION PURPOSE

[Section 1. Purpose](#)

The purpose of the SCW Program Watershed Area Steering Committees is to recommend projects and programs to be implemented for the Regional Program consistent with the SCW Program Goals described in Chapter 16 and Chapter 18 of the Los Angeles County Flood Control District Code.

[Section 2. Specific Purpose for the Operating Guidelines](#)

These Safe, Clean Water Program Watershed Area Steering Committee Operating Guidelines (Operating Guidelines) are to provide guidance to the members of the WASC regarding the membership, responsibilities, term lengths, minimum requirements, and other operating guidelines related to how the WASC will conduct business.

ARTICLE III. REQUIREMENTS

[Section 1. Committee Chair\(s\)](#)

The WASC can elect its own Chair, Co-Chairs, and/or Vice-Chair to help direct meetings and process. In the absence of Chair, Co-Chairs or Vice-Chair, LA County Flood Control District (District) staff will facilitate meetings. The election of any Chair, Co-Chairs, and Vice-Chair should be revisited on an annual basis. District staff will support and Chair, Co-Chair, and/or Vice-Chair as needed and be available to address and coordinate WASC and WASC meeting logistics.

[Section 2. Serving on Multiple Committees](#)

A Municipal, Agency, or Community Stakeholder member may sit on more than one WASC, the Regional Oversight Committee (ROC), or Scoring Committee, provided they can demonstrate the capacity to do so. If the member is appointed by the Los Angeles County Board of Supervisors (Board of Supervisors) to more than one Regional Program Committee, it shall be deemed that the member has the required capacity.

It is the responsibility of all the members of the WASCs to make themselves available for WASC meetings and to conduct other WASC business. Should participation suffer as a result of multiple commitments of a member, the WASCs are encouraged to address the lack of participation with the member and decide if potential action is warranted. Withdrawal of membership is discussed in the MOU and any vacancy will be filled according to Article IV Term Lengths and Vacancies.

An individual Watershed Coordinator will only sit on one WASC, as this is considered a full-time employment opportunity. If a contract for Watershed Coordinator is awarded to an entity for multiple Watershed Areas, that entity shall provide a different full-time employee for each Watershed Area.

Section 3. Cooperation

The members of the WASC will meet, confer, coordinate, and collaborate to carry out the purpose set forth in the Los Angeles Region Safe, Clean Water Program ordinance (Los Angeles County Flood Control District Code, Chapter 16), the Safe Clean Water Program Implementation Ordinance (Los Angeles County Flood Control District Code, Chapter 18) and these Operating Guidelines.

Section 4. Minimum Requirements

Unless otherwise provided by the Board of Supervisors, each member must meet the minimum requirements for their type of membership seat described in the table below.

Table 1. Regional Program Watershed Area Steering Committee Minimum Requirements.

Member	Years of Experience	Description
Municipalities	Five +	<ul style="list-style-type: none"> • General knowledge of pollution abatement projects and knowledge in Stormwater Programs, and knowledge of NPDES Stormwater Permit and TMDL issues as related to the region. • Knowledge of the roles of federal, state and local governmental agencies involved in either the regulation of or the operation of water supply facilities, as well as familiarity with key nongovernmental agencies that influence the operations of water systems.
Groundwater	Five +	<ul style="list-style-type: none"> • Experience in one of the following groundwater areas: remediation, supply, management and/or storage. • Educational background or equivalent work experience in engineering, natural sciences, land use management, conservation, or other water resource-related field.
Water Agency	Five +	<ul style="list-style-type: none"> • Educational background or work experience in engineering, environmental science, biology, chemistry, toxicology, microbiology, urban planning or closely related field. • Ability to provide a regional perspective on water supply issues. • Expertise in the planning, design and construction, financing, and operations of water works facilities which includes storage reservoirs, transmission and distribution systems, pumping plants, water treatment, water conservation, and system optimization particularly as it effects power usage. • Sound knowledge of existing and emerging regulations, as well as environmental matters and familiarity with California water law and regulations. • Knowledge of the roles of federal, state and local governmental agencies involved in either the regulation of or the operation of water supply facilities, as well as familiarity with key nongovernmental agencies that influence the operations of water systems. • Experience in the acquisition of water rights.
Sanitation	Five +	<ul style="list-style-type: none"> • Experience in local or regional agency that provides wastewater collection, treatment, recycling and/or disposal services. • Education background and work experience in science, engineering, waste management or related fields.
Municipal Parks/Open Space	Five +	<ul style="list-style-type: none"> • Experience with habitat, open space and/or recreational issues at a regional level (i.e. across Municipal jurisdictions and watershed boundaries). • Educational background or equivalent work experience in natural sciences, land use management, conservation, or other water resource-related field. • Familiar with the agencies and organizations involved in habitat/open space issues in the District who are likely to be Infrastructure Program Project Developers, land owners or permittees of Projects.
At large Community Stakeholders	Two +	<ul style="list-style-type: none"> • Experience in community engagement • Knowledge of and experience working with government agencies to achieve community investment • Willingness to be trained and educated on pollution abatement, Stormwater programs, and TMDL related issues.
Environmental	Two +	<ul style="list-style-type: none"> • Experience in water resource issues • Educational background or equivalent work experience in natural sciences, land use management, conservation, or other water resource-related field • Educational background or work experience in engineering, environmental science, biology, chemistry, toxicology, microbiology, urban planning or closely related field.

ARTICLE IV. Term Lengths and Vacancies

Section 1. Member Term Lengths for the WASC

Members shall be appointed or selected according to Table 2 below.

District staff for each WASC will track all members' terms of service, notify the WASC of upcoming term deadlines, and facilitate any necessary appointments and selections.

Table 2. WASC Appointment/Selection Schedule

Watershed Area Steering Committee Appointment/Selection Schedule											
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Municipal	Initiate WASC			X			X			X	
Agency						X (45)					X (45)
Community			X (45)			X (45)			X (45)		

Section 2. Municipal Members

Every 3rd year starting 2022, the Municipalities within the WASC will be invited to self-select members. Municipalities that do not have pre-determined seats based on their impermeable area within the WASC will determine the remaining seats (and whether or not pre-determined seat-holders are to be included in the selection process). Pre-determined seats are subject to changes in the County Landcover Survey that will occur periodically and be facilitated by District staff with at least 3-months' notice prior to a new selection process.

During the 3-year term, if the Municipality's primary member is no longer able to serve on the WASC, the alternate member shall become the primary member and the Chief Engineer or the Chief Engineer's designee shall select a new alternate member in consultation with the Municipality currently holding the seat.

Section 3. Agency Members

Every 5th year starting 2024, the Agencies holding Agency Member seats shall appoint qualified individuals to represent their respective Agencies for a 5-year term.

During the 5-year term, if the Agency Member's primary member is no longer able to serve on the WASC, the alternate member shall become the primary member and the Chief Engineer or the Chief Engineer's designee shall select a new alternate member in consultation with the designated Agency.

Section 4. Community Stakeholder Members

Every 3rd year starting 2021, the Board of Supervisors will appoint members to all 5 community stakeholder seats.

During the 3-year term, if a Community Stakeholder primary member is no longer able to serve on the WASC, the alternate member shall become the primary member. The vacancy for the Community Stakeholder alternate will be filled by someone from the same organization. If a vacancy in a primary or alternate seat cannot be filled for any reason, that seat will remain vacant until the next appointment cycle or until the Board of Supervisors takes sooner action to fill the vacancy.

ARTICLE V. ROLES AND RESPONSIBILITIES

WASC members have the responsibilities identified in Chapter 18 of the Los Angeles County Flood Control District Code and the following additional responsibilities:

- A. Select a Chair, Co-Chairs, and/or Vice-Chair as deemed prudent.
- B. Communicate regularly with District staff.
- C. Work in good faith, cooperate with one another, and coordinate all activities and decisions;
- D. Provide expertise, guidance, and data on those matters for which it has specific expertise or statutory authority;
- E. Participate in the development of Stormwater Investment Plans so that the development of the SIPs benefits from various Stakeholder perspectives;
- F. Select Watershed Coordinators from lists of eligible candidates provided by the District;
- G. Select or confirm Scoring Committee Members from lists of eligible candidates provided by the Board of Supervisors;
- H. Recommend studies for submittal to the Scientific Studies Program;
- I. Recommend Project concepts for submittal for the Technical Resources Program;
- J. Recommend Project Feasibility Studies or functionally equivalent Feasibility Study-level information that meet the minimum requirements to the Scoring Committee for scoring;
- K. Review and recommend scored Project Feasibility Studies or functionally equivalent Feasibility Study-level information for funding;
- L. Prepare a Stormwater Investment Plan detailing recommended funding allocations to the Infrastructure Program, Technical Resource Program, and Scientific Studies Program;
- M. Provide the recommended Stormwater Investment Plan to the Regional Oversight Committee, which will be forwarded to the Board of Supervisors;

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- N. Prepare revised recommendations in the Stormwater Investment Plan as directed by the Board of Supervisors
 - O. Quarterly, review Quarterly Progress/Expenditure reports submitted by Infrastructure Program Project Developers to verify that the Project schedule, budget, scope and expected benefits have not significantly changed and are consistent with the Transfer Agreement. Projects that run over budget, are behind schedule, or reduce scope or benefits may be subject to loss of funding;
 - P. Quarterly, forward the Quarterly Progress/Expenditure reports to the Regional Oversight Committee along with any recommendations and/or concerns;
 - Q. Annually, provide the Regional Oversight Committee with a Watershed Area Regional Program Progress (WARPP) report on Stormwater Investment Plan activities authorized for the previous year. The WARPP reports shall summarize how funds have achieved the SCW Program Goals described in Chapter 18.04 of the Los Angeles County Flood Control District Code
 - R. Provide additional relevant information, as requested by the Board of Supervisors; and
 - S. Help identify Project partners and additional sources of funding to augment and leverage SCW Program revenues for Projects and Programs.

ARTICLE VI. MEETINGS

Section 1.

WASC members shall hold regular public meetings at a frequency and schedule determined by the members, but no less than quarterly.

Section 2.

The facilitator or Chair(s) shall open the meeting, announce activities according to the agenda, recognize members, state questions and put to a vote, refuse to recognize dilatory motions, enforce order and decorum, expedite business, decide all questions of order, respond to inquiries, clarify items for future action, and close meeting.

Section 3.

In the absence of a Chair or Vice-Chair, meetings shall be facilitated by District staff. The WASC may identify and vote to have another member of the WASC serve as the facilitator, which could be a Chair, Co-Chair, Vice-Chair, or other.

Section 4.

Minutes of WASC meetings, including votes taken, shall be kept by District staff and be available to the public to review.

Section 5.

At a minimum, a meeting Notice with Agenda shall be posted 72 hours in advance of the meeting at the public location of the meeting and on the Safe, Clean Water Program website.

Section 6.

A quorum consists of a simple majority of the non-vacant primary representatives (or their alternates if in attendance on behalf of the primary) and at a minimum, shall consist of two members from each of the categories of members: Municipalities, Agencies, and Community Stakeholders. If a quorum is present at a meeting, the WASC may approve any item of business by a simple majority vote. If a tie exists on any item of business, the Agency member from the District will cast the tie breaking vote.

Section 7. Vacancies

Whenever any vacancy occurs in the WASC it shall be filled without undue delay by the method described in ARTICLE IV. Term Lengths and Vacancies.

Section 8. Confidentiality

WASC members shall use discretion and good business judgment in discussing the affairs of the WASC with third parties.

Section 9. Conflict of Interest

Members of the Regional Program Committees shall be governed by and comply with State conflict of interest laws (e.g., Government Code section 87000 et seq.; and section 1090 et seq.) and the following guidelines.

Prohibited conflicts may arise where it is reasonably foreseeable that a Committee's decision could directly affect the personal financial interests of a Committee member. As such:

- A. Once it's determined that a Committee member has a conflict of interest as to any item before the Committee for decision, that Committee member must disqualify themselves from voting on that item, participating in any Committee discussion of that item, or attempting to influence in any other manner, the Committee's decision on that item.
- B. Employees and/or elected officials of Municipalities or other public agencies are NOT considered to have a personal financial interest in a program or project proposed by their employer.
- C. Employees of private consulting firms or other private business entities are considered to have a personal financial interest in a program or project proposed by their employer. In addition, such employees are considered to have a personal financial interest in any

program or project which they or their employer had provided services for in the past or which they or their employer might be hired to work on in the future.

- D. Officers or employees of a non-profit organization, whether paid or volunteer, are generally NOT considered to have a personal financial interest in a program or project proposed by the non-profit organization solely because of their employment with that organization.

ARTICLE VII. STORMWATER INVESTMENTS PLANS

Section 1. Overview

The Stormwater Investment Plan (SIP) is a five (5) year plan developed by Watershed Area Steering Committees that recommends funding allocations for Projects and Programs in the Regional Program's Infrastructure Program, Technical Resources Program, and Scientific Studies Program. The table below reflects the first budget submittal for the Regional Program starting in fiscal year 2020-21. Each subsequent annual submittal of the Stormwater Investment Plan shall reflect projected funds programmed for the next five (5) years. Revenue collected from Tax Year/Fiscal Year 19-20 will be budgeted for FY20-21 expenses and allocated prior to the start of FY20-21, and so forth.

The purpose of Stormwater Investments Plans is to capture recommended programming for the upcoming fiscal year (to be approved by Board of Supervisors) as well as anticipated recommendations for the next four subsequent years. The SIP projection for the subsequent four years should remain fluid/open for revisions as:

- (1) The actual amount of available revenue for subsequent years is unknown and subject to change each year due to exemptions, credits, and appeals;
- (2) Other projects or project concepts may become available that were not ready for consideration in prior years; and
- (3) Contingencies for programmed projects may be required and/or change.

As such, the WASCs will apply a monetary cap to the recommended programming in the four subsequent years. For example, a WASC may choose to recommend projects and programs totaling only 50% of the current budget year for the subsequent four years.

A typical Project included on a SIP for any phase prior to operations and maintenance will also subsequently be funded for operations and maintenance for the lifetime of the project or for the duration of available funding, whichever ends first. Therefore, the O&M for the completed project must be accounted for and earmarked in the SIPs for the lifetime of the project.

For a multi-year project, the Project Developer must either present the project in phases that can be funded annually, demonstrate the capacity and acknowledge the risk of performing the work without encumbering the entirety of funds in advance (with earmarked future funding subject to WASC approval each year), or accrue approved budget recommendations of multiple years in order to encumber the required funding in advance.

Section 2. Process for SIP project recommendations

The default sequence for considering projects should include:

- (1) WASC consideration of watershed-wide needs in partnership with Watershed Coordinator and all interested stakeholders
- (2) Submission of potential projects that meet feasibility study requirements into the Project and Scoring Module.
- (3) District staff facilitation of notice of official submittals
- (4) Chair(s) or District staff will contact potential project developer to schedule a project presentation at next WASC meeting (with standard content to be presented to be determined by WAS)
- (5) WASC discussion on submitted concepts and, if majority agrees, transmission to scoring committee for scoring
- (6) Upon receipt of score, add notice on next WASC meeting so developer(s) and public/stakeholders can comment and share considerations
- (7) WASC will further discuss and ultimately make a determination in context of all potential items to be recommended for programming for the subject fiscal year as well as any known future considerations.

Table 3. Stormwater Investment Plan Budget Template

	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
	Budget	Projection	Projection	Projection	Projection
PROJECT – FEASIBILITY STUDY DEVELOPMENT					
TECHNICAL RESOURCES PROGRAM (up to 10%)					
Feasibility Studies/Concepts					
Watershed Coordinators					
Technical Assistance Team/Feasibility Study					
Technical Assistance Team/Feasibility Study					
PROJECT – POST-FEASIBILITY STUDY					
INFRASTRUCTURE PROGRAM (not less than 85%)					
Design/Permits/CEQA Budget/Pre-project planning/Grant-writing					
Project					
Project					
Project					
Right of Way Acquisition Budget					
Project					
Project					
Project					
Construction					
Project					
Project					
Project					
O&M					
Project					
Project					
Project					
NON-PROJECT ACTIVITIES					
SCIENTIFIC STUDIES PROGRAM (Up to 5%)					
Special Studies					
Project					
Project					
Monitoring					
Project					
TOTAL =					

Funding Allocations for Projects and Programs

Watershed Area Steering Committees will make a recommendation to the Board of Supervisors for the Regional Projects and Programs to be funded within the Infrastructure Program, Technical Resources Program, and Scientific Studies Program. Projects and Programs will be given conditional funding approval for their entire budget less any leveraged funds. Funding will be transferred to Infrastructure Program Project Developers in annual increments subject to the Project meeting the schedule, budget, scope and benefit terms outlined in the Transfer Agreement, and in conjunction with any WASC decisions determined in accordance with processes described above.

Quarterly, the suite of Projects and Programs included in the Stormwater Investment Plans shall be evaluated by the corresponding Watershed Area Steering Committees using the information provided in the Quarterly Expenditure/Progress Report. Watershed Area Steering Committees will verify that the Project schedule, budget, scope and benefits have not significantly changed and are consistent with the Transfer Agreement. Projects that run over budget, are behind schedule, or reduce scope or benefits may be subject to loss of funding.

ARTICLE VIII. REVIEW OF QUARTERLY PROGRESS/EXPENDITURE REPORTS

The WASC members are responsible for reviewing Quarterly Progress/Expenditure Reports from all Infrastructure Program Project Developers receiving Infrastructure Program funds and the District, on behalf of the Technical Resources and Scientific Studies Program.

District staff will track and facilitate Quarterly Progress/Expenditure Report submissions as well as organize and distribute reports for WASC review.

The Quarterly Progress/Expenditure Report must detail:

- Percent complete estimate.
- SCW Program funds expended.
- Documentation that the SCW Program funds were used for eligible expenditures.
- Discussion of work accomplished during the reporting period.
- Milestones or deliverables completed/submitted during the reporting period.
- Scheduling concerns and issues encountered that may delay completion of the task.
- Work anticipated for the next reporting period.
- Photo documentation, as appropriate.
- Any anticipated schedule or budget modifications.
- Additional information as necessary.

ARTICLE IX. WATERSHED AREA REGIONAL PROGRAM PROGRESS REPORTS

Annually, the WASCs shall provide the Regional Oversight Committee with a Watershed Area Regional Program Progress (WARPP) report on Stormwater Investment Plan activities authorized for the previous year. The WARPP reports shall summarize how funds have achieved the SCW Program Goals described in Chapter 18 Section 18.04.

District staff will prepare the WARPP reports on behalf of the WASC. The WASC will be responsible for review of the annual report before submittal of the report to the ROC.

ARTICLE X. AMENDMENTS

Amendments to these Operating Guidelines shall be considered by the District's Chief Engineer or designee and will involve input from the WASCs.