

Safe, Clean Water Program

North Santa Monica Bay

Watershed Area Steering Committee (WASC)



Meeting Minutes:

Thursday, July 23, 2020
10:00am - 12:30pm
WebEx Meeting

Attendees

Committee Members Present:

Cung Nguyen (LA County Flood Control District)	Jessica Forte (Agoura Hills)
David Rydman (LA County – Waterworks District)	Alex Farassati (Calabasas)
David Pedersen (LVMWD)	Joe Bellomo* (Hidden Hills)
Dave Roberts (LVMWD)	Sophie Freeman* (LA County Supervisor District 3)
Madelyn Glickfeld (UCLA)	Bruce Hamamoto (LA County)
Jessica Duboff (LA Area Chamber of Commerce)	Shea Cunningham (Malibu)
Tevin Schmitt (WCFVC)	Roxanne Hughes (Westlake Village)
Kirsten James (Resident)	

Committee Members Not Present:

Chad Christensen (MRCA)

*Committee Member Alternate

See attached WebEx sign-in sheet for full list of attendees.

1. Welcome and Introductions

David Pedersen, chair of the North Santa Monica Bay WASC, called the meeting to order.

All committee members made self-introductions, and quorum was established.

2. Approval of Meeting Minutes from April 30, 2020

The District provided a copy of the meeting minutes from the previous meeting.

Jessica Forte made a motion to approve the meeting minutes. Cung Nguyen seconded the motion. The Committee voted to approve the meeting minutes (Unanimous).

3. Committee Member and District Updates

Kirk Allen provided updates from the District, noting: the Fund Transfer Agreements were approved on June 9 and were distributed to all cities, within the transfer agreement is an annual plan for how each city is planning to utilize the local return; Stormwater Investment Plans (SIPs) have advanced to the Board by the ROC; the SCW GIS tool will be updated to include Caltrans right-of-way.

Dave Rydman noted that the ROC has been meeting to review the SIPs, and additional discussions will be taking place for Disadvantaged Communities.

Madelyn Glickfeld noted that she and David Pedersen has had a meeting with County BOS staff to discuss unique challenges for the NSMB WASC, and stressed the need to collaborate on projects across the various municipalities in the watershed. Heal the Bay has released their annual report with special focus on Topanga canyon.

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Jessica Forte has noted that Agoura Hills is exploring a number of projects for their city, and is looking to partner with LA County on their Liberty Canyon project.

4. Public Comment Period

No public comments received.

5. Discussion Items

a) Ex Parte Communications Disclosure

Cung Nguyen confirmed LA County has been working with city of Agoura Hills on a joint project at Liberty Canyon.

b) Status of Applications for Municipalities for the Next Round of Call for Projects

Shea Cunningham and her staff noted that the City of Malibu is currently not planning to submit a project currently for this year due to a number of challenges, chiefly recovery efforts after the latest wildfires.

Joe Bellomo noted that Hidden Hills is looking at a number of projects to submit for the Regional Program for a detention/retention basin.

Alex Farassati noted that projects for city of Calabasas are planned but might not meet the threshold score.

Jessica Forte noted that Agoura Hills is planning a diversion project at the base of Ladera Canyon where a treatment plant was already being planned for this area.

Roxanne Hughes with Westlake Village noted that the city is planning to submit for the Ridgeford project and utilize municipal funding to also help fund this project as well.

Bruce Hamamoto noted that County Unincorporated Area will be resubmitting the Viewridge project for a smaller portion of funding requested to match the UA's proportional benefit. There's also an additional greenstreet project at Liberty Canyon to partner with LACFCD and Agoura Hills to submit one application.

Cung Nguyen noted that LACFCD is also exploring a project in Trancas Canyon for restoration and water quality improvements at that site.

David Pedersen noted that it was critical that all municipalities put forward a project to ensure that something can be presented through the Regional Program, even if the current score might be low. Committee members and the County could help work with applicants to find ways to maximize the score for the projects being submitted.

Mike Antos noted that the County may be exploring a broader definition for water supply, which could eventually help applicants in the NSMB WASC reach that threshold score. Water Supply specifically is a challenge to meet for the watershed.

c) Each Municipality's Plan for the Municipal Program Funding

Shea Cunningham noted that the city of Malibu is planning to use municipal funding to help boost projects proposed in their city.

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Alex Farassati noted that the city of Calabasas is planning to use funds on maintenance activities.

Jessica Forte noted that the city of Agoura Hills is planning to use a portion of their municipal funds for street sweeping, scope development for a treatment plant, and additional catch basin insert retrofitting or sewer diversions.

Roxanne Hughes noted that the city of Westlake Village is planning to use funds to pay SIMP cost shares, feasibility study development, and a concept project in the Canyon Oaks area.

Bruce Hamamoto noted that Unincorporated Area is using funds to cover street sweeping and monitoring, with a majority of the municipal funds being used for local match for regional projects. Bruce Hamamoto noted that funds for the UA are divided by Supervisorial District in the proportion where funds were collected.

Joe Bellomo noted that the city of Hidden Hills is planning to use municipal return on either existing projects or retrofits, or the city may bank for a larger project.

d) Watershed Coordinator Solicitation & Scope of Work

Kirk Allen provided a summary of the roles that the NSMB WASC committee members would fill in the process to identify their watershed coordinator. Interviews with scripted questions will be held with the committee, and committee members will have their qualifications provided. Committee members will then take a vote and create a ranked list for as many watershed coordinators that are interviewed. (See Watershed Coordinator Scope of Work Presentation attached for additional details)

The committee discussed potential challenges given that the watershed coordinator for the NSMB WASC will be half time.

e) Potential Partners for Projects.

- i) Caltrans
- ii) Others

Kirk Allen introduced Tom Rutsch with Caltrans to begin discussions of possible options for cost share in the NSMB WASC. Tom Rutsch noted that Caltrans has its own NPDES permit, noting that their ROW is typically very narrow so there's limitations for where they can do projects. Caltrans has a two-partnership program to help fund projects that would be located off of Caltrans ROW, and would be a great opportunity for the Regional Program for cost shares.

6. Voting Items

- a) None

7. Items for next agenda

Jessica Forte recommended including additional details about the watershed coordinator interview process.


8. Adjournment

David Pedersen thanked the committee members and public for their time and participation and adjourned the meeting.

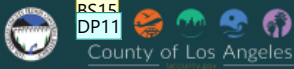
NORTH SANTA MONICA BAY WASC MEETING - July 23, 2020

		Quorum Present				Items
Member Type	Organization	Member	Voting?	Alternate	Voting?	Meeting Minutes
Agency	LACFCD	Cung Nguyen	x	Carolina Hernandez		Y
Agency	LAC Waterworks District	Dave Rydman	x	Greg Even		Y
Agency	MRCA	Chad Christensen		Sarah Rascon		
Agency	LVMWD	<u>David Pedersen</u>	x	Dave Roberts		Y
Agency	LVMWD	<u>David Pedersen</u>		Dave Roberts	x	Y
Community Stakeholder	UCLA	<u>Madelyn Glickfeld</u>	x	Richard Ambrose		Y
Community Stakeholder						
Community Stakeholder	LA Area Chamber of Commerce	Jessica Duboff	x	Kendal Asuncion		Y
Community Stakeholder	Wishtoyo Chumash Foundation	Tevin Schmitt	x			Y
Community Stakeholder	Community Stakeholder	Kirsten James	x	Fran Diamond		Y
Municipal Members	Agoura Hills	Jessica Forte	x	Louis Celaya		Y
Municipal Members	Calabasas	Alex Farassati	x	Alba Lemus		Y
Municipal Members	Hidden Hills	Kerry Kallman		Joe Bellomo	x	Y
Municipal Members	LAC Supervisor District 3	Katy Yaroslavsky		Sophie Freeman	x	Y
Municipal Members	LAC Public Works	Bruce Hamamoto	x	Allen Ma		Y
Municipal Members	Malibu	Shea Cunningham	x	Mark Johnson		Y
Municipal Members	Westlake Village	Roxanne Hughes	x	Phillipe Eskandar		Y
Total Non-Vacant Seats		16			Yay (Y)	15
Total Voting Members Present		15			Nay (N)	0
Agency		4			Abstain (A)	0
Community Stakeholder		4			Total	15
Municipal Members		7				Approved

Other Attendees
Allen Ma
Bhaskar Joshi
Caitlin Gray
Guangyu Wang
Josie Gutierrez
Katie
Kelsey Erisman
Ken Johansson
Mark Johnson
Matt Romero
Mauricio Serrano
Melina Watts
Mike Antos
Phil
Rich Ambrose
Shaila Chowdhury
Sophie Freeman
Sunny Liem
Tom Rutsch




Watershed Coordinator Next Steps for WASC













- The Qualified Proposer List will be invited to provide a presentation of their Capabilities and Qualifications (CAQ) to the Watershed Area Steering Committee
- Conduct an interview at their regular public meeting to select the Watershed Coordinator
- Interview questions will be asked on past experience including any experience as a Watershed Coordinator.
- Each Watershed Area Steering Committee (WASC) will select the Watershed Coordinator by voting.

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Watershed Coordinators Scope of Work





Task	Outcomes
 1. Facilitate Community Engagement in SCWP	...sustained community engagement...
 2. Identify and Develop Project Concepts	...projects that fulfill program goals...
 3. Work with Technical Assistance Teams	...contribute to technical assistance...
 4. Facilitate Identification and Representation of Community Priorities	...addressing community priorities...
 5. Integrate Priorities Through Partnerships and Extensive Networks	...share lessons learned...
 6. Cost-Share Partners	...identify cost-sharing for projects...
 7. Leverage Funding	...identify funding...
 8. Local Stakeholder Education	...conduct education for communities...
 9. Watershed Coordinator Collaboration	...ensure consistency across SCWP...

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Watershed Coordinators Scope of Work





Task	
Facilitate Community Engagement in SCWP	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <h2 style="margin: 0;">Task 1</h2>  <p style="margin: 10px 0;">Includes engagement planning and then carrying out that plan.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Strategic Outreach and Engagement Plan Quarterly and Annual Reports of Activity Monthly Progress Reports </div> </div>
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work






Task	
Facilitate Community Engagement in SCWP	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <h2 style="margin: 0;">Task 2</h2>  <p style="margin: 10px 0;">Includes identifying and encouraging project development through each funding line (scientific studies, technical resources program, infrastructure program)</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Project concepts submitted by proponents with coordinator assistance List of projects being developed with coordinator support on quarterly reports Presentations when requested to Contract Manager or WASC </div> </div>
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work







Task	
Facilitate Community Engagement in SCWP	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <h2 style="margin: 0;">Task 3</h2>  </div> <div style="text-align: left; padding-top: 20px;"> <p style="margin: 0;">Includes providing support to project proponents during their engagement with the Technical Resources Program.</p> <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> • Make and maintain list of project concepts moving through process • Presentations when requested to Contract Manager or WASC </div> </div>
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work











Task	
Facilitate Community Engagement in SCWP	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <h2 style="margin: 0;">Task 4</h2>  </div> <div style="text-align: left; padding-top: 20px;"> <p style="margin: 0;">Includes carrying out Strategic Outreach & Engagement Plan to uncover and document community priorities.</p> <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> • Outreach documents & events • Summaries (written and presentations) of community input to Contract Manager and WASC </div> </div>
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work















Task	
Facilitate Community Engagement in SCWP	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <h2 style="margin: 0;">Task 5</h2>  <p style="margin: 10px 0;">Includes documenting lessons, networks, and effective strategies so year-to-year watershed coordination can advance.</p> <p>• Deliverables:</p> <ul style="list-style-type: none"> Inclusion of effective strategies and lessons learned in Quarterly and Annual reporting Update WASC meetings during a routine agenda item about coordination activities </div> </div>
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work















Task	
Facilitate Community Engagement in SCWP	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <h2 style="margin: 0;">Task 6</h2>  <p style="margin: 10px 0;">Includes identifying cost-share partners for project concepts brought forward without a public-agency sponsor.</p> <p>• Deliverables:</p> <ul style="list-style-type: none"> In partnership with all watershed coordinators, develop and maintain a list of potential cost-share partners for project concepts </div> </div>
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work















Task	Task 7 
Facilitate Community Engagement in SCWP	<p>Includes identifying and then supporting the pursuit of leverage funding for SCWP activities.</p> <ul style="list-style-type: none"> Deliverables: <ul style="list-style-type: none"> In partnership with all watershed coordinators, develop and maintain a list of potential leverage funding sources Submit copies of any grants or other funding proposals supported Document status of leverage funding pursuits in quarterly and annual reports
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work










Task	Task 8 
Facilitate Community Engagement in SCWP	<p>Includes carrying out educational efforts of the Strategic Outreach and Engagement Plan.</p> <ul style="list-style-type: none"> Deliverables: <ul style="list-style-type: none"> Develop and maintain list of stakeholder nodes through which information is being distributed At least 2 SCWP-focused educational events per year Recap educational efforts during WASC meetings Provide editable educational materials for use by other coordinators
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	

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Watershed Coordinators Scope of Work




Task	
Facilitate Community Engagement in SCWP	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <h2 style="margin: 0;">Task 9</h2> <p style="margin: 10px 0;">Includes participation in routine meetings of all coordinators for sharing best practices.</p> <ul style="list-style-type: none"> Deliverables: <ul style="list-style-type: none"> Attendance at routine meetings Share meeting facilitation or peer-education duties of the group </div>  </div>
Identify and Develop Project Concepts	
Work with Technical Assistance Teams	
Facilitate Identification and Representation of Community Priorities	
Integrate Priorities Through Partnerships and Extensive Networks	
Cost-Share Partners	
Leverage Funding	
Local Stakeholder Education	
Watershed Coordinator Collaboration	


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Watershed Coordinators Scope of Work




Reporting Requirements	Required Documentation
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Routine updates at all WASC meetings (at least quarterly) <input checked="" type="checkbox"/> Monthly Progress Reports to accompany invoices <input checked="" type="checkbox"/> Quarterly Report <input checked="" type="checkbox"/> Annual Report 	<ul style="list-style-type: none"> Maintained Lists: <ul style="list-style-type: none"> Meetings attended, held Stakeholders engaged (sign-in sheets) Potential Cost-share partnerships Project concepts / potential projects Developing projects being supported Leverage funding applications and status Education event summaries <ul style="list-style-type: none"> Materials produced/provided



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 **SAFE CLEAN WATER**

Watershed Coordinators Scope of Work

 County of Los Angeles


Conflicts of Interest

- There is a specific and clear conflict of interest policy and requirement in the RFSQ, be sure to review it carefully.
- Once working, each specific instance where a conflict of interest may exist will be evaluated on its own merits by the District.
- In general, however:
 - Watershed Coordinators, or the organization that employs them, cannot be part of a team submitting an Infrastructure Program or Scientific Study in the watershed area where they are assigned.





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 **SAFE CLEAN WATER**

Questions

 County of Los Angeles



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