



Safe, Clean Water Program

Watershed Area Steering Committee

Rio Hondo River

Date Monday, December 7, 2020
Time 1:00pm – 4:00pm
Location WebEx Meeting – See below or SCW website for WebEx Meeting details

WebEx Meeting Details

Committee members and members of the public may participate by joining the WebEx Events below.

Join via WebEx Events (recommended)

Event number: 146 414 5738

Password: scwp

<https://lacountydpw.webex.com/lacountydpw/onstage/g.php?MTID=e39d8cb7b78ef152ae8a2384f5b86bc52>

Join by phone

+1-408-418-9388 United States Toll or

+1-213-306-3065 United States Toll (Los Angeles)

Access Code: 146 414 5738

Public Comment

Phone participants and the public are encouraged to submit public comments (or a request to make a public comment) to SafeCleanWaterLA@dpw.lacounty.gov. All public comments will become part of the official record.

Please complete the [Comment Card Form](#) available on the Safe, Clean Water website and email to SafeCleanWaterLA@dpw.lacounty.gov by at least 5:00pm the day prior to the meeting.

Requests for accommodations may be made to:
SafeCleanWaterLA@pw.lacounty.gov or by telephone, to 833-ASK-SCWP at least three work days in advance of the meeting

Supporting documentation will be available on the Safe, Clean Water website at
www.safecleanwaterla.org



Agenda:

- 1) Welcome and Introductions
- 2) Approval of Meeting Minutes from November 9th, 2020
- 3) Committee Member and District Updates
- 4) Ex Parte Communication Disclosures
- 5) Public Comment Period
- 6) Discussion Items:
 - a) Watershed Coordinator Selection
 - i) Process Overview
 - ii) Interviews
 - (1) Fresh Coast Capital, LLC dba Greenprint Partners
 - (2) Richard Watson & Associates Inc.
 - (3) CASC Engineering & Consulting
 - (4) Community Partners fbo ActiveSGV
 - (5) Construction Industry Coalition on Water Quality
- 7) Public Comment Period
- 8) Meeting Schedule
- 9) Items for Next Agenda
- 10) Adjournment

Next Meeting: TBD
Virtual Meeting – Webex Events

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Safe, Clean Water Program

Rio Hondo

Watershed Area Steering Committee (WASC)



Meeting Minutes:

Monday, November 9, 2020

1:00pm - 3:00pm

WebEx Meeting

Attendees

Committee Members and Alternates:

Julian Juarez (LA County Flood Control District)

Tom Love (Upper San Gabriel Valley Municipal Water District)

Kelly Gardner (Main San Gabriel Basin)

Kristen Ruffell (Sanitation Districts)

Brent Maue (City of Pasadena Parks and Recreation)

Thomas Wong (San Gabriel Valley Municipal Water District)

Mark Hall (Greater LA County Vector Control District)

Daniel Rossman (The Wilderness Society)

David Dolphin (Alhambra)

Vanessa Hevener (Arcadia)

Mark Lombos (LA County)

Gloria Crudgington (Monrovia)

Frank Lopez (Monterey Park)

Sean Singletary (Pasadena)

James Carlson (Sierra Madre)

Committee Members Not Present

Community Stakeholder Seat – TBD

Community Stakeholder Seat – TBD

*Committee Member Alternate

See attached attendance sheet for the full list of attendees.

1. Welcome and Introductions

Mr. Kevin Kim (District) called the meeting to order and conducted a roll call of committee members. With a majority present, a quorum was established. The District discussed housekeeping items for this WebEx meeting (raise hand feature and keeping microphone on mute when not speaking) and the public comment process.

2. Approval of Meeting Minutes from May 6, 2020

The District uploaded a copy of the meeting minutes from the May 6th meeting on the Safe Clean Water (SCW) website. Mr. Kim asked the committee members for comments or revisions. The Committee had no revisions or comments. Mr. Tom Love motioned to approve the meeting minutes as presented, with Mr. Mark Lombos seconding this motion.

The Committee voted to approve the meeting minutes from May 6, 2020 (15 yes, unanimous).

3. Committee Member and District Updates

Mr. Kevin Kim (District) provided a quick district update on corporate projects for fiscal year (FY) 21-22. He mentioned they received over 85 submissions across three different programs. He would explain the break down later in the meeting in item 6a.

Nine infrastructure program projects, 3 technical resources projects, and 4 scientific studies were submitted this round for the Rio Hondo watershed.

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Watershed Area Steering Committee (WASC)



The funds that were approved for the Ranchito Sierra Vista Infiltration Project will be going back to the Watershed Area Steering Committee because the applicant withdrew from the Technical Resources Program (TRP). The \$300,000 will be available to be programmed into this year's Stormwater Investment Plan (SIP).

The program portal is now available for the public to access key project highlights and project applications.

The District summarized the Watershed Coordinator (WC) applications submitted. The SCW Program received 67 proposals from 21 different applicants, and the Rio Hondo WASC received seven proposals. The District is evaluating proposals and developing an interview approach. The anticipated timeline is to complete evaluation of proposals by mid-November, conduct interviews with the WASC in December, and onboard WCs in February.

Municipalities must submit their signed transfer agreement, annual plan, resolution or authorization to the District to receive their local return. Upon review of the submitted documents, the District will disperse funds within 45 days after District's execution of the agreement or 14 days after receipt of the annual plan, whichever is greater. For the Regional Program Fund Transfer Agreements, the scopes of work are due end of November. In order to disperse Regional Program SCW funds, a signed transfer agreement, scope of work, resolution or authorization to execute the Fund Transfer Agreement, and CEQA determination (if applicable) is required. After review of the submitted documents, the District will disperse funds within 45 days after District's execution of the agreement.

Ms. Gloria Crudginton and the District clarified that the final list of watershed coordinator applicants would be shared after legal consultation.

Mr. Mark Lombos and the District clarified that the seven watershed coordinator proposals were reviewed for completeness and will be reviewed for eligibility. Eligible applications exceed 50 points and will go to the WASC for interviews.

Mr. Thomas Wong requested the WC interviews be scheduled as close as possible to each other. He suggested not having them scheduled days apart and instead have a longer meeting where they interview all of them at similar times to compare applicants best. The District agreed to pass the suggestion to the Chair to be selected for this Committee under item number 7 while scheduling the interviews.

4. Ex Parte Communication Disclosures

Ms. Kelly Gardner was contacted by a project proponent who is part of the Amigos de los Rios (Amigos) group regarding a project

Mr. Lombos mentioned that he was also in a meeting for the Amigos project; his group specifically took no action, but his department did send a letter of support.

The District reminded the WASC that communications with more than half the WASC members could violate the Brown Act.

5. Public Comment Period

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The District summarized public comment can be made via email or during the meeting. No comments were received

6. Discussion Items:

a. Safe, Clean Water Program updates, review of WASCs roles and responsibilities, schedule and timeline (Presentation by District and Stantec)

Ms. Melanie Morita (District) reviewed SCWP goals and themes. Mr. Mike Antos reviewed WASC roles and responsibilities and encouraged committee members review the WASC operating guidelines. He summarized the communities represented by the WASC, watershed management, and watershed coordination. The District summarized the WASC structure, regional program revenue, FY 20-21 SIP, FY 21-22 call for projects, call for projects timeline, WC timeline, SIP process, programming guidelines, programming tools, and additional WASC member responsibilities.

Mr. Love asked who decides if a WASC member is removed due to poor attendance. The District clarified that many members were appointed by the Board. The Board Office would re-designate community stakeholder seats. In previous WASCs, the District has worked with the Chair to initiate the process to appoint new members. The District is working to fill open seats

b. Watershed Area Steering Committee process and tools

The District summarized Mr. Wong's letter sent to the District and Mr. James Carlson about what kind of improvements can be made moving forward with presentations and the SCW Program. The District is developing guidance with the intent to provide more consistency.

The District noted questions were added to the Projects Module regarding community engagement, disadvantaged community benefits, and funding. The Project Portal is publicly available to track applications on a map or dashboard. The District is developing the SCW monitoring program with metrics to help measure program's progress

7. Voting Items

a. Selection of Chair(s)

Mr. James Carlson was the Chair last year and mentioned that it was a great experience with everyone pitching in with perspectives. He suggested a new Chair every year and did not nominate himself.

Ms. Kristen Ruffell nominated Ms. Crudginton for Chair. Ms. Crudginton did not accept the nomination and had intended to nominate Mr. Carlson, but he wanted to pass on to someone else this year.

Mr. Love also thought Mr. Carlson would do a great job as Chair for two years in a row, but given Mr. Carlson's sentiment, Mr. Love nominated Mr. David Dolphin.

Mr. Dolphin did not accept the nomination. Mr. Carlson nominated Mr. Wong. Mr. Wong said he would have a hard time committing to being Chair and instead suggested rotating Co-chairs. Mr. Love motioned to have two Vice-chairs and nominated himself as Chair, with Mr. Wong seconding.

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Ms. Ruffell and Mr. Wong nominated themselves for Co-vice-chairs. Ms. Crudgington motioned to nominate Mr. Love as Chair and Ms. Ruffell and Mr. Wong as Co-vice-chairs, with Mr. Dolphin seconding.

The committee voted to nominate Mr. Love as Chair and Ms. Ruffell and Mr. Wong as Co-vice-chairs (15 yes, unanimous)

b. Send all completed feasibility studies to Scoring Committee for consideration

The WASC has the discretion to determine which projects to transmit to the Scoring Committee (SC) for scoring. The District suggested expediting the scoring process similar to the process conducted last year. The WASC could vote to send all nine submitted projects to have the project scores verified by the SC to be able to be considered for the SIP. Ms. Crudgington motioned to send all submitted projects to the SC, with Ms. Ruffell seconding.

The committee voted to send all completed IP projects to be scored by the Scoring Committee (15 yes, unanimous)

8. Public Comment Period

No public comment made.

9. Items for Next Agenda

Watershed Coordinator interviews are anticipated to be held in December. Project presentations may be available for the following meeting after the District sends out a template slide deck and presentation guidelines. Mr. Antos noted project applications are available on the Portal for the WASC to review.

The District set up the second Monday of every month for a recurring meeting. Mr. Frank Lopez and Mr. Carlson mentioned potential conflicts with the recurring meeting time. The District may need to send another poll and continue working with the Chair and Vice-chairs for scheduling.

10. Adjournment

The District thanked the committee members and the members of the public for their time and participation and adjourned the meeting.

Safe, Clean Water Program

Watershed Coordinators

Roles and Responsibilities



The Watershed Coordinators will be responsible for connecting potential applicants with technical resources and building inclusion and meaningful engagement in pursuit of SCW Program goals. Specific responsibilities of the Watershed Coordinators include, but are not limited to, the following:

- Work with Technical Assistance Teams to bring resources to potential Infrastructure Program Project Applicants;
- Work with Municipalities and Stakeholders to identify and develop Project concepts that may be elevated to the Watershed Area Steering Committees and Technical Assistance Teams to assist with development of Feasibility Studies;
- Identify and help leverage and secure additional funding sources for Regional Projects and Programs;
- Engage Municipalities, community groups, and other watershed Stakeholders to ensure diverse perspectives are included in planning and implementation of the Regional Program;
- Conduct community outreach to diverse communities, with an emphasis on disadvantaged communities;
- Provide leadership in community outreach efforts related to watershed planning;
- Facilitate collaborative decision-making between private and public entities to develop and implement actions that best address community priorities;
- Integrate community, Municipality, and regional priorities through partnerships and extensive networks;
- Organize public outreach events included in SIPs, such as workshops, demonstrations, community forums and restoration activities, to educate Stakeholders on stormwater-related topics;
- Serve as non-voting members of the Watershed Area Steering Committees for their respective Watershed Areas; and
- Collaborate with all other Watershed Coordinators and the District to help ensure consistency in implementation and to inform each other of effective efforts, outreach, and communication approaches, including sharing best practices and resources.

The Watershed Coordinator role and responsibilities include assisting to meet the requirements of the Safe, Clean Water Program Implementation Ordinance and the Los Angeles Region Safe, Clean Water Program Ordinance, both of which are codified in the LACFCD Code.

Interview Questions for the Selection of Watershed Coordinators

Minimum Experience

1. **Community Engagement:** Tell us about your experience in engaging diverse communities, including Disadvantaged Communities, and facilitating ongoing dialogue with agencies, municipalities, elected officials, and NGO stakeholders at the project, program and/or watershed level?
2. **Communication:** Tell us about your experience in facilitating community engagement and participatory decision making. What are some notable workshops and meetings that you presented? Have you developed any education and engagement tools that tailored to a variety of audiences?
3. **Project Development:** Tell us about your experience in project development, such as compiling information and resources needed to support project teams, developing strategies for integrating diverse priorities into projects and/or programs, and experience with design and implementation of stormwater projects.
4. **Funding Coordination:** What are some public and private funding or cost sharing that you have secured and leveraged? Do you have any grant writing experience?

Subject Matter Knowledge

How familiar or experienced are you in the following areas:

1. Watershed/integrated approaches to developing multi-benefit, stormwater and urban runoff capture projects/programs;
2. Local and regional NGOs, public agencies, and other stakeholders;
3. Local water quality regulations;
4. Current local and regional plans, planning processes, and resources related to SCW Program;
5. Green stormwater infrastructure, Low Impact Development Ordinance(s) in effect within LA County (including cities) and Nature-Based Solutions as defined in the SCW Program; and
6. Identification of current equity, social or environmental justice issues in the region.

General Questions

1. Please provide a brief overview of your work plan. Will you be working independently or with a team? Will you be using any subcontractors for specialized services, such as translators for media-related activities or community outreach?
2. What are some unique characteristics of this Watershed Area? What are opportunities and challenges in this Watershed Area with implementing studies, conceptual plans and projects aimed at meeting the goals of the SCW Program?
3. Why do you think you will be a good fit for this Watershed Area as a Watershed Coordinator?
4. Is there anything else you would like to share with us?

Safe, Clean Water Program

Watershed Coordinator Interviews



Proposer Name	
Watershed Area	

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Watershed Coordinator Interviews



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