

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.

Safe, Clean Water Program

Rio Hondo

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

Safe, Clean Water Program

Rio Hondo

Watershed Area Steering Committee (WASC)



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.

Safe, Clean Water Program

Rio Hondo

Watershed Area Steering Committee (WASC)



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.

RH WASC - November 9, 2020

RH WASC - November 9, 2020							
Quorum Present					Voting Items		
Member Type	Member	Voting?	Alternate	Voting?	Meeting Minutes	Tom Love - Chair/ Kristen Ruffell and Thomas Wong Vice Chair	Send Completed IP Projects to Scoring
Agency	Julian Juarez	X	Carolina Hernandez		Y	Y	Y
Agency	Tom Love	X	Robert Tock		Y	Y	Y
Agency	Kelly Gardner	X	Tony Zampiello		Y	Y	Y
Agency	Kristen Ruffell	X	Martha Tremblay		Y	Y	Y
Agency	Brent Maue	X			Y	Y	Y
Community Stakeholder	Thomas Wong	X	Bryan Matsumoto		Y	Y	Y
Community Stakeholder	TBD						
Community Stakeholder	Mark Hall	X	Mark Daniel		Y	Y	Y
Community Stakeholder	TBD						
Community Stakeholder	Daniel Rossman	X	Liliana Griego		Y	Y	Y
Municipal Members	David Dolphin	X	Latoya Waters		Y	Y	Y
Municipal Members	Vanessa Hevener	X	Eddie Chan		Y	Y	Y
Municipal Members	Mark Lombos	X	Fernando Villaluna		Y	Y	Y
Municipal Members	Gloria Crudgington	X	Sean Sullivan		Y	Y	Y
Municipal Members	Frank Lopez	X	Mark A. McAvoy		Y	Y	Y
Municipal Members	Sean Singletary	X	Kris Markarian		Y	Y	Y
Municipal Members	James Carlson	X	Chris Cimino		Y	Y	Y
Total Non-Vacant Seats	17			Yay (Y)	15	15	15
Total Voting Members Present	15			Nay (N)	0	0	0
Agency	5			Abstain (A)	0	0	0
Community Stakeholder	3			Total	15	15	15
Municipal Members	7				Approved	Approved	Approved

Attendance
RH WASC - November 9, 2020

Kirk Allen (LACFCD-SCWP)	Mark Lombos
David Angel	Frank Lopez
Mike Antos	Tom Love
Daniel Apt	Katie m
James Carlson	Bryan Matsumoto
Eddie Chan	Brent Maue
Gloria Crudgington	Brenda Morales
Brianna Datti	Dawn Petschauer
David Dolphin	Daniel Rossman
Joshua Felton	Kristen Ruffell
Oliver Galang	Courtney Semlow
Kelly Gardner	Sean Singletary
Kimberly H	Alex Tachiki
Mark Hall	Merrill Taylor
Katie Harrel (CWE)	Stephanie Tong - LACFCD
Vanessa Hevener	Kim Truong
Julian Juarez	Joe Venzon
Kevin Kim	Fernando Villaluna
Julian Lee	Thomas Wong

DATE: October 29, 2020

TO: Rio Hondo WASC Chair

RE: **Recommendations for Rio Hondo Watershed Area Steering Committee Processes**

Dear Chair Carlson,

With the first round of funding requests and the first full year of the Safe Clean Water program completed, I wanted to extend my appreciation for your leadership of the Rio Hondo WASC. As we enter into our second round of funding and second year, there are many lessons learned to integrate as we seek to improve and develop more effective ways to implement the vision and priorities of the Safe Clean Water program. As part of our efforts, I would like to propose consideration of some common-sense guidelines as our committee moves forward.

Based on discussion with fellow stakeholders and committee members, this proposal is intended to comply with SCWP Goals, create a feasible committee workflow, and provide clear expectations for Project Proponents by:

- Standardizing the Project, Program, or Study presentation format
- Standardizing the Project, Program, or Study application format
- Tracking the status of Project, Program, and Study applications
- Monitoring the performance of Measure W Projects, Programs, and Studies

I request that this proposal be added to agenda for the next meeting of the Rio Hondo WASC for discussion.

PRESENTATION FORMAT

All presentations should be published in advance for members of the public and the WASC to review, in a standard format and with standard times allotted for presentations, WASC questions, and public comment. If our WASC is not ready to vote on a Project, Program, or Study due to insufficient information, we should consider formalizing a process for the Project Proponent to return with additional information at the earliest opportunity.

APPLICATION FORMAT

All applications should be submitted in a standard format that includes maps (with waterways, Disadvantaged Communities, schools, parks, and other information outlined in the attachment), budgets, timelines, and an executive summary.

APPLICATION TRACKING

As the Stormwater Investment Plans are prepared and funds are allocated, Public Works staff should track and make available the status of all Projects, Programs, and Studies reviewed by Rio Hondo WASC. Application tracking should include compliance with SCWP Goals, including current Project applications percentage of funding return to Disadvantaged Communities. Comments and scores from the Regional Oversight Committee and the Scoring Committee should be tracked for each Project.

PERFORMANCE MONITORING

In order to ensure that SCWP funds are spent wisely, every Project awarded funds should collect data in order to assist the County in shaping and refining the Measure W program.

Thank you for your consideration.

Sincerely,
Thomas Wong
Rio Hondo WASC Member

ATTACHMENT: PROPOSED WATERSHED AREA STEERING COMMITTEE PROCESSES

I. PRESENTATION FORMAT

I. Presentation Logistics

1. All presentation materials should be made public three (3) business days prior to a Project, Program, or Study presentation
2. All Project, Program, or Study presentations should use the same standard PowerPoint format
3. Project, Program, or Study presentation: 10-20 minutes
4. Questions from WASC members: 10-20 minutes
5. Public questions: 2 minutes per person
 - i. WASC and public questions should immediately follow each presentation and precede voting
 - ii. WASC and public questions should be incorporated into meeting minutes
6. Number of Project, Program, or Study presentations scheduled per WASC meeting: 2-3, dependent on other Committee agenda items
7. If more information is needed before Project, Program, or Study proposal is sent to the Scoring Committee, Project proposal should be resubmitted for the next scheduled WASC meeting.

II. Presentations should include the following information:

1. Name and brief description of Project, Program, or Study
2. Watershed map with location of Project, Program, or Study and if Project site is in a Disadvantaged Community¹
3. Water Quality benefits of the Project
4. Water Supply benefits of the Project
5. Nature-Based Solutions used in the Project
6. Community Investment benefits of the Project, Program, or Study
7. How Community Investment benefits will be documented
8. Documentation of community engagement in the design of the Project, Program, or Study
9. Documentation of community support for the Project, Program, or Study

¹A Disadvantaged Community is a Census Block Group that has an annual household median income of less than eighty percent (80%) of the Statewide annual median household income (as defined in the Water Code § 79505.5).

10. Lifecycle costs of the Project
11. Operations and maintenance funding of the Project
12. Other current and anticipated sources of funding for the Project, Program, or Study
13. Whether the Project, Program or Study is eligible for other WHAM funding
14. Anticipated Project, Program, or Study funding timeline (will multiple years of Measure W funding be requested?)

II. APPLICATION FORMAT

I. Project, Program, or Study Applications should include:

1. Maps that identify Project location and indicate if a Project is sited within a Disadvantaged Community. Maps should indicate:
 - i. High-priority geographies for water-quality improvement projects and other projects²
 - ii. Waterways
 - iii. Schools
 - iv. Parks
 - v. Boundary lines of any overlapping Plans³
1. Executive Summary (3-5 pages) of Project, Program, or Study application using a standard template. Summary should reference page numbers from application from which info was drawn (e.g. Community Investment benefits summary should state the pages of the application where these are described)
2. Budget tally of resources available for the next 5 years, indicating Projects, Programs, and Studies recommended to date and the funds remaining if the projects are approved by the Board
 - i. Contingency plan if Project, Program, or Study obtains less Measure W funding than requested
3. Other sources of funding the Project, Program, or Study is seeking or has already secured
 - i. Intersection of the Project, Program or Study with other WHAM funding sources
4. Any additional information WASC members require to complete Stormwater Improvement Plans and Watershed Area Regional Program Progress (WARRP) Reports

² Los Angeles County Flood Control District Code § 18.07, "Regional Program Implementation," p. 31 (<https://safecleanwaterla.org/wp-content/uploads/2019/07/Implementation-Ordinance-2019-07-24-1.pdf>)

³ Community plans, E/WMPs, sustainability plans, and other relevant plans.

III. APPLICATION TRACKING

At the start of each WASC meeting, District staff should present an update on the status of applications received for Projects, Programs, and Studies:

1. Projects that have been scored by the Scoring Committee
 - a. Scoring Committee comments and score
2. Projects that have been recommended for funding by the WASC
 - a. Amount of funding recommended
3. Projects that have been reviewed by the Regional Oversight Committee
 - a. ROC comments
4. Project recommendations that have been approved by the Board of Supervisors
5. Applications should be mapped to show the boundaries of Disadvantaged Communities in the Watershed Area and updates provided for:
 - a. Percentage of Project applications located in Disadvantaged Communities
 - b. Percentage of requested funds for Projects, Programs or Studies located in Disadvantaged Communities
 - c. Current Project applications percentage of funding return to Disadvantaged Communities
6. Funds remaining for the current year's allocation

IV. PERFORMANCE MONITORING

WASC members request that every Project awarded funds collect data (as much as feasible) on the following metrics in order to assist the County in shaping and refining the Measure W program:

1. Quantitative measurement and qualitative analysis of Community Investment benefits created.
2. Number of trees planted, size of trees, increase in tree canopy as a result of the project.
3. Amount (in square feet) of impermeable surfaces removed as a result of the project.
4. Number and percentage of hours worked in the construction of the project by residents of Disadvantaged Communities earning prevailing or union wages.
5. Number and percentage of hours worked by workers from Los Angeles County's Local and Targeted Worker Hire populations⁴ (e.g. Veterans, emancipated youth, formerly homeless, formerly incarcerated, women, etc.).
6. Number and percentage of construction and maintenance contracts awarded to firms located in Disadvantaged Communities.
7. Hours, wages, and benefits of workers maintaining the Project.

⁴ Los Angeles County Local and Targeted Worker Hire Program
(<https://economicdevelopment.lacounty.gov/local-worker-program/>)