

Appendix 1-3

**Guidelines for the Operation of the Regional Water Management Group and its
Steering Committees for the Greater Los Angeles County Region Integrated
Regional Water Management Plan**

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Integrated Regional Water Management Plan
April 2008**

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69 **I. Introduction**

70

71 The intent of the Integrated Regional Water Management program is to encourage integrated regional
72 strategies for the management of water resources, and to provide funding, through competitive grants, for
73 projects that protect communities from drought, improve water reliability, protect and improve water quality,
74 and improve local water security by reducing dependence on imported water.

75 The decision-making structure for the Greater Los Angeles Region IRWMP includes five sub-regional
76 Steering Committees and a regional Leadership Committee. Each Steering Committee consists of
77 representatives from local agencies and organizations involved in water management and related areas.
78 The Leadership Committee consists of: the Chair and Vice-Chair of each Steering Committee; the Chief
79 Engineer or another representative from the LA County Flood Control District; and five Water Management
80 Area representatives, one for each water management area. The five Water Management Areas are
81 surface water, groundwater, sanitation, stormwater and open space.

82

83 **II. Sub-Regional Steering Committees**

84

85 Each of the five sub-regions of the Region's IRWM planning area, as identified on Exhibit A, will be guided
86 by a Steering Committee consisting of representatives of agencies or organizations (entity(ies)) involved in
87 local water management and related areas. To the extent feasible, the formation and composition of each
88 Steering Committee will be consistent with the following:

89

90 **a. Formation**

91

92 1. The entities will represent at least one of the following Water Management Areas: groundwater, surface
93 water, storm water management/water quality, sanitation, and habitat/open space/recreational access.

94

95 2. Steering Committees should strive to include at least one representative organization for each of the
96 Water Management Areas and appropriate city representation.

97

98 3. Each entity will designate a member(s) and alternate to represent it on the Steering Committee.

99

100 4. It is desirable, but not required, that the member and alternate designated by each entity should be an
101 executive level representative. Each member will serve at the pleasure of the appointing entity.

102

103 5. Each entity must adopt or endorse, as appropriate, the Memorandum of Understanding in order to
104 participate as a voting member of the Steering Committee. Endorsement shall be accomplished by providing

105 a resolution of support of the Memorandum of Understanding from the authorized representative of the
106 entity.

107

108 6. Each Steering Committee member shall have one vote. The presence of a simple majority of the Steering
109 Committee members at any meeting of the Steering Committee shall constitute a quorum for the purposes
110 of conducting business. The affirmative vote of a quorum of the Steering Committee members is required for
111 all decisions and recommendations of the Steering Committee.

112

113 7. The members of the Steering Committee will elect from among themselves a Chair of the Steering
114 Committee. The Chair will serve at the pleasure of the Steering Committee and will serve on the Leadership
115 Committee.

116

117 8. The members of the Steering Committee will elect from among themselves a Vice-Chair to preside over
118 meetings of the Steering Committee in the absence of the Chair. The Vice-Chair will serve at the pleasure
119 of the Steering Committee and will serve on the Leadership Committee.

120

121 9. Each Steering Committee will select an alternate for the Chair to serve on the Leadership Committee with
122 voting rights in his/her absence and an alternate for the Vice-Chair to serve on the Leadership Committee
123 with voting rights in his/her absence. The selection process for the alternates will be established by each
124 Steering Committee.

125

126 10. The Steering Committee will nominate one representative for each Water Management Area, without
127 geographic consideration, for consideration to serve on the Leadership Committee.

128

129 11. Each Steering Committee may, as appropriate, include Ex-Officio members.

130

131 12. Entities wishing to join a Steering Committee shall submit a written request to the Steering Committee
132 Chair. The written request will be presented to the Steering Committee for deliberation and a vote. A
133 majority vote of the Steering Committee is required to add members.

134

135 13. The Steering Committee may establish a membership size limitation.

136

137 14. A Steering Committee may request a participating entity replace their representative for failure to
138 participate.

139

140 15. In addition to the above, individual Steering Committees may adopt rules for their formation and
141 participation.

142

143 **b. Roles and Responsibilities**

144

145 The Steering Committees will have the following roles and responsibilities:

146

147 1. Represent the interests of the sub-region.

148

149 2. Meet monthly or as required to accomplish their purpose in developing the IRWM Plan, evaluating
150 proposed projects and conducting necessary business. The Steering Committee Chair may call
151 meetings as needed.

152

153 3. Establish, as necessary, sub-committees charged with studying, investigating and soliciting information
154 that will advance the development, implementation and administration of the Plan and/or other areas of
155 business. Sub-committees will be subject to the oversight of the Steering Committee and no
156 recommendation or finding of a sub-committee will be binding upon the Steering Committee. Sub-committee
157 size and composition will be determined by the Steering Committee, and sub-committee members may be
158 selected from any representative of any Steering Committee agency or organization, or any appropriate
159 stakeholder.

160

161 4. Identify reliable and long-term funding for the implementation of the Plan and the projects described in
162 the Plan from sources, including local, state and federal funding, and pursue funds from these sources.
163 Steering committee members will also lend individual support to efforts to apply for and procure such funds,
164 to the extent that each entity is able. Steering Committee members may also choose to contribute funds to
165 support any and all phases of the work to be performed for development and implementation of the Plan.

166

167 5. Prepare periodic reports to its member agencies, organizations and stakeholders describing the progress
168 of the development, implementation and administration of the Plan.

169

170 6. Share to the extent not otherwise prohibited by law, privilege, or previous lawful agreement, all
171 information required to develop, prepare, implement and administer and submit documents for the Plan ,
172 including monitoring data, Computer Assisted Drawing and Design (CADD) and Geographic Information
173 Systems (GIS) or other electronic data. Such sharing shall be subject to any applicable license agreements
174 or other restrictions. All data shared among the entities shall be provided "as is" and without warranties as to
175 accuracy or as to any other characteristics, whether expressed or implied. The intent of this data-sharing
176 provision is to facilitate the development, implementation and administration of the Plan, and not to authorize
177 use of this data for tasks unrelated to the Plan, unless deemed appropriate by the Steering Committee.

178

- 179 7. Adopt fiscal procedures as necessary to administer funds that may be received for purposes of
180 development, administration and/or implementation of the Plan.
181
- 182 8. To the extent feasible, make all meetings of the Steering Committee open to the public and post meeting
183 notices on a designated website.
184
- 185 9. Provide outreach to local entities and communities to ensure adequate input from all stakeholders.
186
- 187 10. Maintain a sub-regional prioritized project list and ensure that the Leadership Committee's master list of
188 prioritized projects is current.
189
- 190 11. Maintain a list of sub-regional goals and priorities as appropriate.
191
- 192 12. Track progress on sub-regional goals and planning targets (where applicable).
193
- 194 13. Identify and sponsor sub-regional planning studies as needed.
195
- 196 14. Work with the Leadership Committee to update and implement the plan as required.
197
- 198 15. Participate in the Leadership Committee.
199

200 **III. Leadership Committee**

201

202 **a. Formation**

203

- 204 1. The Leadership Committee will serve as the Regional Water Management Group for the Region. Once
205 comprised, the Leadership Committee will consist of the Chief Engineer of the Los Angeles County Flood
206 Control District or his/her designee, and the Chairs and Vice-Chairs of each of the five Sub-regional Steering
207 Committees, and five additional members representing each of five Water Management Areas. An Interim
208 Leadership Committee, comprised of the Chair of the Leadership Committee and the Chairs and Vice-Chairs
209 of the five subregional steering committees, will elect the Water Management Area Representatives from
210 the nominees submitted by the Steering Committees, with one representative selected from each Steering
211 Committee's list of nominees. Water Management Area representatives must meet the minimum
212 qualifications set forth in Attachment A. Once the Water Management Area representatives are added to
213 the Interim Leadership Committee, the body shall constitute the Leadership Committee.
214

- 215 2. The five Water Management Areas are surface water, groundwater, sanitation, stormwater and open
 216 space. Each Water Management Area representative will recommend an alternate to serve on the
 217 Leadership Committee in his/her absence. The alternate must be approved by the Leadership Committee
 218 and must meet the minimum qualifications for Water Management Area Representatives set forth in
 219 Attachment A.
 220
- 221 3. The Chief Engineer of the Los Angeles County Flood Control District or his/her designee will serve as
 222 Chair of the Leadership Committee, at the pleasure of the Leadership Committee.
 223
- 224 4. The Leadership Committee will elect an alternate (voting member) as Vice Chair. The Vice Chair will
 225 serve at the pleasure of the Leadership Committee in the absence of the Chair.
 226
- 227 5. All Leadership Committee member terms will be reviewed every 3 years on a staggered basis, by each
 228 sub-region for the Chair and Vice-Chair positions, as illustrated in the table below. The Chair of the
 229 Leadership Committee and Chairs and Vice Chairs of the Steering Committees will review the Water
 230 Management Area positions every 3 years as illustrated in the table below. Leadership Committee
 231 members may serve consecutive terms. The Water Management Area position will rotate its representation
 232 to a different sub-region every 3 years. Each Steering Committee will nominate a representative to fill the
 233 Water Management Area position which will be reviewed by the 11 members of the Interim Leadership
 234 Committee (Chairs, Vice-Chairs, and Leadership Committee Chair) for consideration and appointment.
 235

Position	Year									
	07	08	09	10	11	12	13	14	15	16
Chair			X			X			X	etc
Vice Chair		X			X			X		etc
WMA										etc
Surface Water	X			X			X			etc
Sanitation	X			X			X			etc
Groundwater	X			X			X			etc
Stormwater	X			X			X			etc
Open Space	X			X			X			etc

236
 237

238 6. Each entity serving on the Leadership Committee members must sign the Memorandum of
239 Understanding. Any Leadership Committee member that withdraws from the Leadership
240 Committee/Regional Water Management Group in writing or consistently fails to participate (as deemed by
241 majority decree of the Leadership Committee) effectively withdraws their agency from the MOU.

242
243 7. The presence of a simple majority of the Leadership Committee members at any meeting of the
244 Leadership Committee will constitute a quorum for the purposes of conducting business. The affirmative
245 vote of a quorum of the Leadership Committee is required for all decisions and recommendations of the
246 Leadership Committee.

247
248 8. The Leadership Committee may include Ex-Officio members.

249

250 **b. Roles and Responsibilities**

251

252 The Leadership Committee will have the following roles and responsibilities:

253

254 1. Form Subcommittees and work groups as necessary to achieve the objectives of the IRWMP.

255

256 2. Meet monthly or as required to accomplish its purpose in developing the IRWM Plan and conduct
257 necessary business. The Leadership Committee Chair may call meetings as needed.

258

259 3. Establish, as necessary, subcommittees charged with studying, investigating and soliciting information
260 that will advance the development, administration, and implementation of the Plan. The subcommittees will
261 be subject to the oversight of the Leadership Committee and no recommendation or finding of a
262 subcommittee will be binding upon the Leadership Committee. Sub-committee size and composition will be
263 determined by the Leadership Committee, and Subcommittee members may be selected from any
264 representative of the various Steering Committee entities or any appropriate stakeholder.

265

266 4. Identify and pursue funding for the development and administration of the Plan. The Leadership
267 Committee will be responsible for determining the amount of contributions necessary for administration of
268 the plan. Leadership Committee representatives will communicate to their respective Steering Committees
269 the amount of funding needed and will pursue commitments for contributions from Steering Committee
270 members and other stakeholders.

271

272 5. Identify reliable and long-term funding for the implementation of the Plan and the projects described in the
273 Plan from sources including local, state and federal, and pursue funds from these sources.

274

- 275 6. Prepare periodic reports for the Steering Committees and stakeholders describing the progress of the
276 development, administration and implementation of the Plan.
277
- 278 7. To share to the extent not otherwise prohibited by law, privilege, or previous lawful agreement, all
279 information required to develop, prepare, implement and administer and submit documents for the Plan,
280 including monitoring data, Computer Assisted Drawing and Design (CADD) and Geographic Information
281 Systems (GIS) or other electronic data. Such sharing shall be subject to any applicable license agreements
282 or other restrictions. All data shared among the parties shall be provided "as is" and without warranties as to
283 accuracy or as to any other characteristics, whether expressed or implied. The intent of this data-
284 sharing provision is to facilitate the development, implementation and administration of the Plan, and not to
285 authorize use of this data for tasks unrelated to the Plan, unless deemed appropriate by the Leadership
286 Committee.
287
- 288 8. Adopt as necessary fiscal procedures to administer funds that may be received for purposes of
289 development, administration and/or implementation of the Plan.
290
- 291 9. Establish a project evaluation framework that is consistent across the Region for the purpose of
292 quantifying project benefits to allow for the categorization and prioritization of projects based on the Water
293 Management Areas and consistent with the Plan.
294
- 295 10. Facilitate the adoption of the Plan by those entities within the Region with responsibility for one or more
296 Water Management Areas.
297
- 298 11. To the extent feasible, make all meetings of the Leadership Committee open to the public and post
299 meeting notices on a designated website.
300
- 301 12. Provide regional oversight to the Greater Los Angeles County Region IRWMP.
302
- 303 13. Track regional progress towards the Greater Los Angeles County Region IRWMP targets.
304
- 305 14. Act as liaison between the State and the Steering Committees.
306
- 307 15. Represent the Region's needs to the State.
308
- 309 16. Provide a balance for sub-regional interests.
310
- 311 17. Provide regional outreach related to the Greater Los Angeles County Region IRWMP.

- 312
313 18. Periodically update the Greater Los Angeles County Region IRWMP.
314
315 19. Serve as the Regional Water Management Group in accordance with the Integrated Regional Water
316 Management Planning Act of 2002, Division 6, Chapter 2.2 of the California Water Code, as amended.
317
318
319

320 **IV. Guidelines for Transparency**

321
322 The following guidelines have been established to enable participation in the planning effort by all
323 stakeholders and to ensure transparency in decision-making at the Leadership Committee:
324

- 325 1. The Leadership Committee will prepare and circulate agendas in advance of their meetings. The Steering
326 Committees will have an opportunity to discuss those agendas prior to the Leadership Committee meetings
327 where possible.
328
329 2. Minutes from Leadership Committee meetings will be posted on the website and distributed to
330 stakeholders.
331
332 3. Key action items of the Leadership Committee will be submitted in a simple board letter format such that
333 subsequent interested parties can review and understand the recommendations and actions.
334

335 **VI. Guidelines for Funding Contributions**

- 336
337 1. The Leadership Committee will determine the budget for ongoing IRWMP operations (funding target).
338 Such operations include but are not limited to consultant support, administrative expenses, special
339 studies, direct costs, etc.
340 2. The budget shall be determined for multiple years so as to provide participating entities planning
341 information for their own budgetary purposes.
342 3. All Steering Committees are expected to contribute equally to the funding target. The Chair and Vice
343 Chair of each Steering Committee will be responsible for outreach to Steering Committee members and
344 stakeholders in order to obtain the necessary contributions.
345 4. All Leadership Committee and Steering Committee members will be expected to contribute towards the
346 funding target established by the Leadership Committee based on their ability to pay. Leadership
347 Committee and Steering Committee members are also expected to assist in outreaching to local entities
348 for funding contributions.

- 349 5. If extenuating circumstances prevent a Steering Committee from raising its portion of the funding target,
350 the Chair and Vice Chair of the Steering Committee may appeal to the Leadership Committee for an
351 exception to the funding target.
- 352 6. The Leadership Committee and Steering Committees will seek planning grants and other sources of
353 funding as available to offset the amount of Steering Committee member contributions or contributions
354 from other entities.

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**Attachment A
Water Management Area Minimum Qualifications**

Greater Los Angeles County Integrated Regional Water Management Region Water Management Area (WMA) Representation Minimum Requirements		
WMA	Minimum Years Of Experience	Description
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. · Must not have competing or conflicting groundwater interests within or outside of the Greater L.A. Region.
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 LA Region who are likely to be project proponents, land owners or permitters of projects.
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.
Stormwater	Five +	<ul style="list-style-type: none"> · Experience in overseeing/managing stormwater pollution abatement projects and knowledge in stormwater programs in multi-watersheds as defined in the Greater Los Angeles Region IRWMP. · Educational background or work experience in engineering, environmental science, biology, chemistry, toxicology, microbiology, urban planning or closely related field. · Sound knowledge of NPDES Stormwater Permit and TMDL issues as related to the region. · Experience in taking a major role in regional NPDES stormwater permit and TMDL compliance efforts involving multiple jurisdictions. · Ability to provide a regional perspective on stormwater and water quality issues.
Surface Water	Five +	<ul style="list-style-type: none"> · Expertise in the planning, design and construction, financing, and operations of water works facilities which includes storage

		<p>reservoirs, transmission and distribution systems, pumping plants, water treatment, water conservation, system optimization particularly as it effects power usage.</p> <ul style="list-style-type: none"> · Education background or work experience in engineering, urban planning, environmental studies or related fields. · Sound knowledge of existing and emerging regulations as well as environmental matters and familiarity with California water law and regulations. · Knowledgeable of the roles of federal, state and local governmental agencies involved in either the regulation of or the operation of waters supply facilities as well as familiarity with key nongovernmental agencies that influence the operations of water systems. · Experience in the acquisition of water rights.
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General Minimum Qualifications for all WMA Representatives	
	<ul style="list-style-type: none"> · Familiar with the Region's IRWMP, its decision making structure, the committee members, goals and targets, and specific issues, challenges and potential solutions related to the specific WMA on a regional scale. · Must be able to represent regional Interests in the Greater Los Angeles County Region. · Must be able to attend and participate in Leadership Committee meetings.

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