

LA-Ventura Funding Area
Disadvantaged Community Involvement Program (DACIP)
Task Force Meeting #5

Draft Meeting Summary
Wednesday November 2, 2016

11:00 – 1:00 pm

Santa Clarita Water Division Office
26521 Summit Circle, Santa Clarita CA 91350-3049

DACIP Task Force Members

Greater Los Angeles

Alma Martinez

Grace Kast

Upper Santa Clara Regional

Water Management Group

Rick Viergutz

Heather Merenda

Watersheds Coalition of

Ventura County

Lynn Rodriguez

Zoë Carlson

In-Person Attendees:

Grace Kast	Greater Los Angeles
Rick Viergutz	Upper Santa Clara Regional
Heather Merenda	Upper Santa Clara Regional
Lynn Rodriguez	Watersheds Coalition of Ventura County
Zoë Carlson	Watersheds Coalition of Ventura County
Virginia Maloles-Fowler	Los Angeles Flood Control District (Lead Agency)
Cindy Montanez	Consultant Team (Tree People)
Jason Casanova	Consultant Team (Council for Watershed Health)

Attendees on the phone:

Alma Martinez	Greater Los Angeles
Erica Sasman	Los Angeles Flood Control District (Lead Agency)
Matt Fray	Los Angeles Flood Control District (Lead Agency)

1. Review and Approve Notes from Meeting #4 – September 21, 2016

Reviewed and unanimously approved by the Task Force.

4. DACIP Grant Proposal

- b. Discuss Scope of Work for proposal assistance from Consultants

Cindy Montanez talked through the proposal, revisions, and leads for each task. The group clarified that the actual proposal will be written by the Lead Agency (LA County Flood Control District) with input from each region and support from the consultant team.

The Consultant team left the meeting at this time.

The DACIP is charged with working collaboratively using a consensus based approach to implement a Funding Area-wide Disadvantaged Community Involvement Program that meets the following objectives in accordance with the DWR IRWM Grant Program:

- 1) Work collaboratively to involve DACs, community-based organizations, and stakeholders in IRWM planning efforts to ensure balanced access and opportunity for participation in the IRWM planning process
- 2) Increase the understanding, and where necessary, identify the water management needs of DACs on a Funding Area basis
- 3) Develop strategies and long-term solutions that appropriately address the identified DAC water management needs

2. Review Highlights of Pre-Proposal Meeting with DWR
 - a. Discuss next steps
The group reviewed the notes from the Pre-Proposal Meeting with DW; they were approved. The Final notes will be distributed to the rest of the participants in the meeting and posted on the LA County Flood Control website.
3. DACIP Governing Guidance Document
 - a. Action – approve
The group made some changes to the Guidance Document and will distribute it to the region DAC committees

The Task Force took a break at 1pm for the GLAC DAC conference call and Rick Viergutz left.

The Task Force meeting re-convened at 1:39pm

4. DACIP Grant Proposal
 - a. Review highlights of individual region meetings with consultant teams
 - b. Discuss Scope of Work for proposal assistance from Consultants
Discussed above.
 - c. Discuss next steps for development of tasks, budget and schedule for Proposal
Each region will work directly with the consultant team to make sure the proposal includes the needs of each region.
Los Angeles Flood Control District needs letters from each of the other regions (WCVC and USCR) authorizing them to be the Lead Agency.
Each Task Force member will send copies of their bio to Virginia to include in the proposal. (this was later deemed unnecessary – the only bios needed are those of the consultant teams).
 - d. Discuss each region’s expenses to-date for proposal development
The group discussed the large amount of hours that have been spent on the proposal preparation including regional work and funding area wide coordination. The group agreed that it would be unreasonable to request reimbursement for all of the hours spent, but we should make an effort to document how much work this process has taken for each of the regions. The group agreed that eligible expenses for reimbursement should include: Preparing for meetings, attending meetings, following up from meetings with the Task Force and regional DAC committees. Outreach within communities and coordinating with the NGOs that are working in the DACs should also be eligible for reimbursement. Time spent developing the proposal content and language with the consulting team should also be included as a reimbursable expense. Many of the meetings require travel, however the Task Force agreed to not request reimbursement for travel time and mileage. These expenses will be included as in-kind with other related expenses.
A representative from each region will email to the Task Force the region’s proposal development expenses including (1) eligible expenses to be submitted for reimbursement and (2) related in-kind expenses.
 - e. Discuss background info regarding each region – due to the group via e-mail by November 1st.
The Task Force members will be working with the consultant team on this information. The consultant team will contact each region to obtain input in developing the proposal during the next several weeks.

5. DACIP Grant Administrative Costs
 - a. Discuss each region's cost estimate and eligible expenses
This will be discussed in November.
 - b. Approve distribution of administrative costs: 3% to LACFCD, 1% each to USCR and WVCV
The Task Force conceptually approved the above distribution that was approved by the GLAC DAC and the Upper Santa Clara Regional Water Management Group will confirm that they approve of the distribution at the next RWMG meeting. WVCV approved of the distribution.

6. Update from Lead Agency (LA County)
 - a. Contracts for Services (West Basin)
The consultant contracts are signed and authorized to work in the entire funding area based on Task Orders. There will be an MOU between West Basin and LA County detailing that the County will be the project manager. Each of the other regions will have MOUs with LA County outlining their respective responsibilities.
 - b. Board Letter and resolution
No update.
 - c. Other

7. Update on Outreach in Each IRWM Region and Websites
 - i. GLAC DAC Committee
 - ii. USCR DAC Process
 - iii. WVCV DAC Committee

This item was not discussed.

8. Set Next Meeting Date – Review Draft Proposal
Next meeting will be a Go To meeting at 10am on November 30th 2016. Virginia will work to set this up.