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

Wednesday November 2, 2016
11:00 – 1:00 pm
Santa Clarita Water Division Office
26521 Summit Circle, Santa Clarita CA 91350-3049

Meeting Summary

In-Person Attendees:

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Grace Kast</td>
<td>Greater Los Angeles</td>
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<tr>
<td>Rick Viergutz</td>
<td>Upper Santa Clara Regional Water Management Group</td>
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<tr>
<td>Heather Merenda</td>
<td>Upper Santa Clara Regional Water Management Group</td>
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<tr>
<td>Lynn Rodriguez</td>
<td>Watersheds Coalition of Ventura County</td>
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<tr>
<td>Zoë Carlson</td>
<td>Watersheds Coalition of Ventura County</td>
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<tr>
<td>Virginia Maloles-Fowler</td>
<td>Los Angeles Flood Control District (Lead Agency)</td>
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<tr>
<td>Cindy Montanez</td>
<td>Consultant Team (Tree People)</td>
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<tr>
<td>Jason Casanova</td>
<td>Consultant Team (Council for Watershed Health)</td>
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Attendees on the phone:

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<thead>
<tr>
<th>Attendee</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Alma Martinez</td>
<td>Greater Los Angeles</td>
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<tr>
<td>Erica Sasman</td>
<td>Los Angeles Flood Control District (Lead Agency)</td>
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<tr>
<td>Matt Frary</td>
<td>Los Angeles Flood Control District (Lead Agency)</td>
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<tr>
<td>Greg Jaquez</td>
<td>MNS Engineers</td>
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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

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
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._

2. **Review Highlights of Pre-Proposal Meeting with DWR**
   a. **Discuss next steps**
      The meeting with DWR staff (they were on the phone) was successful. The DACIP Task Force provided background for DWR on our progress to date. DWR staff addressed questions prepared by the group in advance. The group reviewed the notes from the Pre-Proposal Meeting with DWR; 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**
      Each region has met individually with the consultant team to familiar them with their specific issues.
   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.
   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 December.
   b. Approve distribution of administrative costs: 3% to LACFCD, 1% each to USCR and WCVC
      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. WCVC 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. WCVC 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. NOTE: this meeting was subsequently rescheduled to December 12th in Santa Clarita.