



# **Watersheds Coalition of Ventura County (WCVC)**

## **Governance Charter**

*Revised May 23, 2013)*

### **I. Purpose**

- A. Provide for a common understanding of Integrated Regional Water Management (IRWM) organization and administration.
- B. Provide an orderly procedure for making consensus decisions related to IRWM planning and management issues.
- C. Provide an orderly procedure for making consensus decisions related to future IRWM grant proposals.
- D. Comply with State IRWM planning requirements.
- E. Provide financial transparency for IRWM expenditures.

### **II. Authority and Basis for Charter Formation**

- A. California Water Code, Integrated Regional Water Management Planning Act.
- B. The MOU between the County of Ventura and Participating Agencies in the Watersheds Coalition of Ventura County's Integrated Regional Water Management Planning Efforts, found in Section 3 of the MOU, concerning consensus decision-making pertaining to the scope of work and funding for WCVC planning efforts.
- C. A consensus vote of WCVC for the formation of a Charter to define the future governance elements that guide WCVC and ongoing IRWM planning efforts.

### **III. WCVC Membership**

- A. Participation in the WCVC is open to any organization or person with an interest in water and watershed management in the Ventura River, Santa Clara River or Calleguas Creek Watersheds. Participation is not contingent on financial support of the process.

- B. Public agencies with projects identified for State grant funding must be signatories to the WCVC MOU and contribute financially to the development and administration of the IRWM Plan.
- C. Non-governmental organizations may propose and implement projects. Formal letters of participation are encouraged from those that participate but are not required to sign the WCVC MOU to financially support the planning process.

#### **IV. Organization and Administration of the IRWM Program and WCVC**

The WCVC is the Regional Water Management Group as defined by the IRWM Plan Standards found in the California Department of Water Resources' (DWR) Integrated Regional Water Management (IRWM) Grant Program Guidelines. The WCVC consists of three Watershed Committees, the Steering Committee, the General Membership (comprised of all WCVC stakeholders), and the Program Director. Each watershed has its own Watershed Committee; two representatives from each Watershed Committee make up the Steering Committee. The County of Ventura serves as the Program Director and, in most cases, serves as lead agency to apply for, receive, and administer State IRWM-related grants on behalf of WCVC; serves as liaison with the State; and administers ongoing IRWM activities.

##### **A. Watershed Committee Responsibilities**

The Watershed Committees consist of a broad range of stakeholders within each watershed. They meet regularly as necessary to fulfill the following responsibilities.

1. Develop and update goals, objectives, priorities and performance measures for the watershed.
2. Develop and prioritize integrated programs and projects to achieve the goals, objectives and performance measures.
3. Set watershed project priorities via criteria or other chosen methods for integration in the IRWM Plan.
4. Coordinate integrated projects among watershed project proponents.
5. Review grant opportunities and associated program guidelines for possible recommendation to the Steering Committee.
6. Provide a forum for outreach and stakeholder participation.
7. Select two representatives to serve on the WCVC Steering Committee.
8. Develop integrated, inter-watershed projects.

##### **B. Steering Committee Responsibilities**

The Steering Committee consists of two representatives from each watershed and the Program Director. The Program Director is not a voting member. All WCVC stakeholders will be notified of Steering Committee meetings, which are open to the public. The Steering Committee shall have the following responsibilities.

1. Obtain feedback and information from the Watershed Committees.
2. Serve as an information conduit between Program Director and the Watershed Committees.
3. Provide financial oversight for the IRWM Program.
4. Review IRWM Plan updates and provide feedback to WCVV General Membership for ratification.
5. Set and evaluate criteria for grant project ranking or selection for specific grant programs.
6. Review grant opportunities as recommended by the Watershed Committees and WCVV Program Director.
7. Review Watershed Committees' input for specific grant applications.
8. Develop recommendations for WCVV General Membership ratification for IRWM projects to be included in a WCVV grant application.

#### C. WCVV General Membership Meetings

The WCVV will convene General Membership meetings for all stakeholders and interested community members at least twice annually, or as needed, to address the following.

1. Regional issues.
2. Watershed Committee updates.
3. Ratify IRWM Plan updates.
4. Ratify IRWM Implementation and Planning Grant applications. Authorize publication of IRWM Plan addendums as needed to include new projects.
5. Ratify IRWM Program work plan and annual budget.
6. Ratify letters of opposition and/or support for IRWM-related issues of region-wide significance for the Program Director's signature.

Any issue that fails to be ratified by the General Membership will be referred back to the Steering Committee for refinement.

#### D. Program Director Responsibilities

The Program Director position is filled from the Ventura County Executive Office. All WCVV revenues and expenditures are administered through a Trust Fund in the County Executive Office. At least twice annually, a WCVV General Membership meeting will be convened. In Spring of each year the General Membership will meet to, among other things, review the proposed budget and work plan for the next fiscal year running from July 1 to June 30. In the fall of each year, the General Membership will meet to, among other things, review an annual report on WCVV accomplishments. Additional meetings may be convened if necessary.

1. The Program Director shall:

- a. Secure consultant services as necessary to administer IRWM-related activities.
- b. Chair WCVC General Membership and Steering Committee meetings.
- c. Administer IRWM grants, as needed.
- d. Track and report on legislation related to IRWM Programs.
- e. Serve as liaison with State and Federal agencies.
- f. Facilitate the development and updating of the IRWM Plan.
- g. Facilitate the tracking and reporting to stakeholders on grant opportunities and IRWM-related regulations.
- h. Facilitate, or participate in the development of grant proposals in consultation with the Watershed Committees.
  - i. On a bi-annual basis, prepare and circulate a financial report outlining revenues, expenditures, and balance of funds.
  - j. Facilitate the preparation of required performance monitoring evaluations and coordinate implementation of plan elements with the Watershed Committees.
- k. Facilitate the maintenance of the WCVC website, web portal and IRWM program information.
- l. Facilitate the development of an annual IRWM Program work plan and budget.
- m. Work with State and Federal agencies on related planning functions.

## **V. Fiscal Administration, Budget, and Reporting**

- A. In consultation with the Steering Committee, the IRWM Program Director will prepare an annual work plan and a draft budget by March 1st of each year. The budget and work plan will include the tasks necessary to meet State IRWM Planning Act requirements and the development of any projected grant proposals, and will list any other responsibilities for WCVC and IRWM Program administration.
- B. Upon approval of the work plan and budget by the Steering Committee and circulation among the General Membership, the Program Director shall invoice each participating agency for their proportional share.
- C. An annual report will be prepared regarding the IRWM Program and submitted to the General Membership within 90 days of the close of each fiscal year. For the purposes of WCVC budgeting, the fiscal year will run from July 1 to June 30.

