



# Ventura River Watershed Council Meeting

Thursday, December 11, 2014

8:30 – 11:00 am

E.P. Foster Library Topping Room, 651 E. Main St., Ventura  
(Free parking behind library off of Chestnut St.)

*Facilitated by Lorraine Walter, Ventura River Watershed Coordinator*

## Agenda

#		Topic	Desired Outcome/Description
1	8:30-8:40	<b>Introductions &amp; announcements</b>	Welcome, introductions and announcements.
2	8:40-9:00	<b>Opportunities for Sustainable Energy-Water Management</b>	The Energy Coalition is a nonprofit organization, and one of their keystone programs, The Energy Network, provides public agencies with no cost, high quality engineering services to help identify, prioritize and execute energy efficiency projects. Coalition representatives will explain how their organization is now working in the energy-water nexus realm, and how they would like to be able to help advance energy efficiency, renewable energy, and water conservation projects in the watershed. <a href="http://energycoalition.org/energy-architects-in-action/">http://energycoalition.org/energy-architects-in-action/</a>

## Special Planning Meeting

3	9:00-9:05	<b>Overview of purpose of meeting</b>	With significantly less funding to work with, the Council needs to devise a strategy for Council administration in 2015. This may involve changes to the Leadership Committee's (LC) structure and more administrative contributions from members.
4	9:05-9:30	<b>Leadership Committee changes</b>	Discuss whether any changes should be made to the Council's LC* structure at this junction. <i>Requested Action:</i> Decide upon an appropriate LC structure given the new funding arrangement, and modify the governance charter language as needed.
5	9:30-10:05	<b>Leadership Executive Committee changes</b>	Even more so than in the past, the coordinator will need a strong Leadership Executive Committee (LEC)* or an equivalent small group of leaders to turn to for day-to-day guidance and assistance. How should that LEC be structured and members chosen? Should representatives be limited to funding partners? <i>Requested Action:</i> Decide upon an appropriate LEC structure, and modify the governance charter language as needed.
6	10:05-10:15	<b>Fiscal agent/host for watershed coordinator</b>	Discuss the offer of the Ojai Valley Land Conservancy to continue serving as the fiscal agent (to receive pledges, pay the contractor, serve as fiscal agent for grant applications, etc.). <i>Requested Action:</i> Decide which agency will serve as the fiscal agent for the position.
7	10:15-10:35	<b>2015 budget</b>	Review the 2015 budget for a watershed coordinator contractor based upon pledges received to-date.

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#		Topic	Desired Outcome/Description
8	10:35-11:00	<b>Work plan</b>	Review and discuss the proposed work plan. Discuss ongoing coordination with Ventura County IRWMP staff. <i>Requested Action:</i> Approve a 2015 work plan for a part-time watershed coordinator.

\* See the Council's Governance Charter sections V.B and V.C (on website) for an explanation of these committees.

### Next Watershed Council meeting: January (date to be determined)

#### Acronyms

IRWMP – Integrated Regional Water Management Program

LC – Leadership Committee

ELC – Executive Leadership Committee

<b>Watershed Coordinator Funding Pledges, 2015</b>	
<b>Existing Leadership Committee Contributions</b>	
<b>Government</b>	
Ventura County Board of Supervisors	\$0
Ventura County Watershed Protection District	\$6,000
City of Ventura, Ventura Water	\$6,000
City of Ojai	\$1,300
California Coastal Conservancy	\$0
<b>Water and Sanitary</b>	
Casitas Water District	\$2,600
Ventura River Water District	\$350
Ojai Valley Sanitary District	\$0
Meiners Oaks Water District	\$350
Ojai Basin Groundwater Management Agency	\$1,300
<b>Land Management/Recreation</b>	
Ventura County Resource Conservation District	\$0
Ojai Valley Land Conservancy	\$500
Ventura Hillside Conservancy	\$500
<b>Environmental</b>	
Surfrider Foundation	\$500
Santa Barbara Channelkeeper	\$250
Ojai Valley Green Coalition	\$500
Friends of the Ventura River	\$0
<b>Business/Landowner</b>	
Ventura County Farm Bureau	\$0
Growers, Upper Watershed – Friends Ranch	\$0
Oil Extraction – Aera Energy	\$1,000
Ventura County Coalition of Labor, Agriculture and Business	\$500
<b>New Organization Contributions</b>	
Ojai Pixie Growers Association	\$500
Ojai Water Conservation District	\$400
Taylor Ranch	\$1,000
<b>Total Income</b>	<b>\$23,550</b>

<b>Watershed Coordinator Proposed Work Plan, 2015*</b>					
<b>Task</b>	<b>Description</b>	<b># or Unit</b>	<b>~Hours</b>	<b>\$/unit**</b>	<b>Total</b>
Meetings	Mailing list & sign-in sheet maintenance, meeting/room scheduling, topic planning, speaker invitations and arrangements, room setup, special outreach invitations, and meeting facilitation.	6	20	\$1,120	\$6,720
Website/Data Maintenance	Keep existing website functioning, post the e-newsletters and new information, keep existing site content current.	monthly	4 (+programmer)	\$269	\$2,959
E-Newsletters	Prepare about two e-newsletters a month, including meeting announcements/reminders, short articles about current watershed news/events. Include photos/graphics to pique interest.	22	5	\$280	\$6,160
Correspondence	Respond to requests for information, prepare communications for Leadership Committee, produce letters of support for grants on behalf of the Council, etc.	weekly	2.5	\$140	\$6,720
Misc.	File cleanup/organization, plan announcements, etc.		17		\$991
					<b>\$23,550</b>
* 11 months (Feb through Dec), since grant funds take the coordinator through January, 2015.					
** Hourly rate - \$56/hr					

Not included in this Work Plan:

- Grant research or writing.
- Campaign coordination or rollout, other than through the Council meetings and e-newsletters.
- Watershed plan updates.
- Attendance or speaking at any other meetings, such as WVCV, Board of Supervisors, City Councils, water boards, local nonprofits.
- Coordination or facilitation of subcommittee or Technical Advisory Committee meetings.
- Attendance or representing the Council at events, conferences, workshops, field trips, etc.
- Printing.
- Significant website problem troubleshooting or changes.