

Regional Water Quality Control Board
North Coast Region

Executive Officer's Summary Report
Thursday, September 6, 2018
Regional Water Board Office
Santa Rosa, California

ITEM: 11

SUBJECT: Fiscal Year 2018-2019 Work Plan for the North Coast Regional Water Quality Control Board (*Matt St. John*)

BOARD ACTION: This is an information item only, no action will be taken by the Regional Board.

BACKGROUND: The purpose of this information item is to present the proposed Work Plan of the North Coast Regional Water Quality Control Board for Fiscal Year 2018-2019 and to receive feedback from Board members and the public. Work Plans have been developed for each of the four Regional Water Board Divisions – Point Source & Groundwater Protection; Non-Point Source & Surface Water Protection; Planning and Watershed Stewardship; and Cannabis & Compliance Assurance; and for the Watershed Stewardship Coordinator. In combination the work plans are intended to prioritize and guide the work of Regional Water Board staff during the fiscal year, and to manage expectations regarding the content and schedule of work plan deliverables.

DISCUSSION: The Work Plans for each of the Divisions are organized consistent with the following outline:

- I. Background – this section describes in general terms the purpose and scope of work of each program implemented within the Division.
- II. Division Resources – this section tabulates the staffing resources assigned to each Division, and in the case of the Planning and Watershed Stewardship Division also summarizes the grant and contract resources managed by Division staff.
- III. Core Activities and Projects by Priority – this section itemizes and summarizes the activities and projects for each program within the divisions, and identifies: the priority level for each activity/project; whether the activity/project is a “core” activity or “special” project; the amount of staffing resources allocated to the activity/project; the timeframe and deadline for each activity/project; and key issues to resolve in order to complete the activity/project.
- IV. Performance Targets – this section presents the performance targets, where applicable, developed for various programs which are reported to the State Water Board. Not every program has performance targets. Regional Water Board's performance in achieving the designated performance targets are reported annually as part of the State and Regional Water Board's annual Performance Report.

Generally, a “core” activity/project is one that is a routine or fundamental activity that must be carried out in order to implement the program, and a “special” activity/project is a one-time or stand-alone type of activity/project. The priority level assigned each activity/project is generally based on the following considerations: whether or not completion of the activity/project is critical to achieving the mission and vision of the Regional Water Board; whether or not there is a commitment to State Water Board, US EPA, or another federal or state agency to complete the activity/project; and whether or not staffing, contract, or grant resources are dependent on a deliverable from the activity/project. Target dates and deadlines for a particular activity/project are presented by fiscal year quarter for the current 2018/2019 fiscal year, unless otherwise noted. In some cases a defined activity/project has multiple sub-tasks with associate milestones and target dates for completion.

Each division work plan was developed by the respective Division Chiefs and unit Seniors. The level of detail provided in the work plans varies, but each work plan provides sufficient detail to guide the divisions’ work throughout the fiscal year. All work plans serve as a planning tool. And, needless to say, the work of the Regional Water Board can be dynamic, with new, unplanned activities/projects emerging which require action. The recent wildfires and the resulting threats to water quality are an obvious example. The need to respond to complaints from the public regarding alleged discharges is another example, and the need to provide input on State Water Board plans, policies, and general orders is a third. These work plans attempt to generally accommodate these types of unplanned activities/projects, but by definition, not all unplanned activities/projects can be anticipated. Therefore, common to any planning exercise, it should be recognized that the purpose of the work plans is to guide Regional Water Board staff’s work and to provide accountability for scheduled work plan deliverables, while also tolerating some level of uncertainty. Assigned priorities assist in assessing which projects might have to be delayed or canceled to adjust to emergent, critical and unexpected needs. At the September 6, 2018 Regional Water Board meeting, staff will provide a general overview and summary of the work plan’s priority activities and projects, and will facilitate a discussion with Board members on these priorities for fiscal year 2018/2019. Comments by interested stakeholders are welcome.

RECOMMENDATION: N/A

**SUPPORTING
DOCUMENTS:**

1. Point Source & Groundwater Protection Division FY 18/19 Work Plan
2. Non-Point Source & Surface Water Protection Division FY 18/19 Work Plan
3. Planning and Watershed Stewardship Division FY 18/19 Work Plan
4. Cannabis & Compliance Assurance Division FY 18/19 Work Plan
5. Watershed Stewardship Coordination FY 18/19 Work Plan