

MEMORANDUM OF UNDERSTANDING

regarding the

COUNTYWIDE STORMWATER MANAGEMENT PROGRAM

between:

The San Luis Obispo County Department of Public Works,

and

The San Luis Obispo County Department of Planning and Building,

and

The San Luis Obispo County Department of Parks and Recreation

and

The San Luis Obispo County Health Agency

effective:

January 12, 2016

MEMORANDUM OF UNDERSTANDING

COUNTYWIDE STORMWATER MANAGEMENT PROGRAM

THIS MEMORANDUM OF UNDERSTANDING is entered into this 12th day of January, 2016 by and between the following parties:

**San Luis Obispo County Department of Public Works,
and
San Luis Obispo County Department of Planning and Building,
and
San Luis Obispo County Department of Parks and Recreation,
and
San Luis Obispo County Health Agency.**

WHEREAS, the Stormwater Management Program is mandated by the Federal Clean Water Act and the California Water Code, is enforced by the Central Coast Regional Water Quality Control Board, and contains Best Management Practices required to address:

- 1) Public Education and Outreach;
- 2) Public Participation and Involvement;
- 3) Illicit Discharge Detection and Elimination;
- 4) Construction Site Runoff Control;
- 5) Post-Construction Stormwater Management; and
- 6) Pollution Prevention/Good Housekeeping for Municipal Operations; and

WHEREAS, the signatories support the mandated goals, objectives, and requirements of the Stormwater Management Program; and

WHEREAS, the signatories wish to further their respective missions, goals and commitments to the public, the Board of Supervisors and the County Administrative Officer; and

WHEREAS, the signatories have determined the need to establish an efficient and legally adequate process for complying with and documenting all activities required by the Stormwater Management Program; and

WHEREAS, the effective and efficient administration and application of the Stormwater Management Program requires the best professional efforts of all parties; and

WHEREAS, the signatories anticipate ongoing procedural amendments to this Memorandum in order to efficiently attain the goals expressed herein.

NOW THEREFORE, in consideration of the mutual conditions hereinafter set forth, it is agreed by the signatories:

I. PURPOSE

This Memorandum serves to memorialize the agreement among the signatory Departments that successful implementation of the County Stormwater Management Program is a priority in each Department and is best achieved by a dedicated team of individuals working under an established lead staff. While each Department will ensure that all specific requirements of the Stormwater Management Program assigned to that Department are accomplished in the time and manner required by the Program, the Program will only be considered successful when the signatory Departments work as a single entity. To that end, the purpose of this Memorandum is to establish the following:

A. The responsibilities and working relationships among the: Department of Public Works; Department of Planning and Building; Department of Parks and Recreation; Health Agency; and their management and staffs; pertaining to the requirements established by the San Luis Obispo County Stormwater Management Program.

B. The County Stormwater Team. The County Stormwater Team, primarily composed of staff from the signatory Departments, and any other parties identified by the County Administrative Officer, works under the direction of the

Stormwater Coordinator to implement the requirements of the County's Stormwater Management Program both within the signatory Department and for the County as a whole.

C. The role of the County Stormwater Coordinator. The County Stormwater Coordinator is the County-wide staff lead for the Program. Although the Stormwater Team is primarily staffed from the signatory Departments, the Stormwater Coordinator holds Positional Authority for the Stormwater Team. When working on and/or responsible for stormwater tasks and activities, departmental Team members will work at the direction of the Stormwater Coordinator. In addition, the Stormwater Coordinator will act as resource advisor to other County Departments in the adequate implementation of their stormwater responsibilities.

II. TERM

This Memorandum will remain in effect so long as the County Administrative Officer determines necessary. The Departments will periodically review this Memorandum to ensure that each Department is in compliance, and that it is effective in achieving the goals of the Stormwater Management Program. No Department will withdraw from any portion of this Memorandum without the approval of the County Administrative Officer.

III. DEPARTMENT RESPONSIBILITIES

Department of Public Works.

The Department of Public Works will provide the necessary staffing, budget, training, and management to ensure the Department complies with all provisions of the Stormwater Management Program that are applicable to all activities of the Department.

In addition to accomplishing internal Department responsibilities, and subject to the direction of the County Administrative Officer, the Department of Public Works will assume County-wide managerial responsibility for the Stormwater Program.

Managerial responsibility includes the provision of adequate program planning, program implementation, internal and external communication and coordination, and any other management level resources necessary to the successful implementation of the Stormwater Program. The Department of Public Works will hire and direct the activities of the County Stormwater Coordinator, ensuring that the Stormwater Coordinator has the skills, knowledge, ability, and resources necessary to accomplish the requirements of the Stormwater Program, in concert with the Stormwater Team, the County Administrative Officer, and the County as a whole. The department does not transfer its duty to manage its personnel or its internal stormwater responsibilities to any other department or party.

Department of Planning and Building.

The Department of Planning and Building will provide the necessary staffing, budget, training, and management to ensure the Department complies with all provisions of the Stormwater Management Program that are applicable to all activities of the Department.

The Department of Planning and Building will assign Department staff to the Stormwater Team and ensure that such staff work in full support of the County Stormwater Coordinator, the Stormwater Team, the County Administrative Officer, and the County as a whole. The Department's assigned staff will participate in and support all Team meetings and related activities and provide information and assist with the compilation of any internal or external reporting. The Department does not transfer its duty to manage its personnel or its internal stormwater responsibilities to any other department or party.

Department of Parks and Recreation.

The Department of Parks and Recreation will provide the necessary staffing, budget, training, and management to ensure the Department complies with all provisions of the Stormwater Management Program that are applicable to all activities of the Department.

The Department of Parks and Recreation will assign Department staff to the Stormwater Team and ensure that such staff work in full support of the County Stormwater Coordinator, the Stormwater Team, the County Administrative Officer, and the County as a whole. The Department's assigned staff will participate in and support all Team meetings and related activities and provide information and assist with the compilation of any internal or external reporting. The Department does not transfer its duty to manage its personnel or its internal stormwater responsibilities to any other department or party.

Health Agency

The Health Agency will provide the necessary staffing, budget, training, and management to ensure the Department complies with all provisions of the Stormwater Management Program that are applicable to all activities of the Department.

The Health Agency will assign Department staff to the Stormwater Team and ensure that such staff work in full support of the County Stormwater Coordinator, the Stormwater Team, the County Administrative Officer, and the County as a whole. The Division's assigned staff will participate in and support all Team meetings and related activities and provide information and assist with the compilation of any internal or external reporting. The Division does not transfer its duty to manage its personnel or its internal stormwater responsibilities to any other department or party.

County Administrative Officer

The County Administrative Officer is designated as the Legally Responsible Person for the County's Stormwater Management Program. The Legally Responsible Person certifies, under penalty of law, that the Stormwater Management Program was prepared under his/her direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on the County Administrative Officer's inquiry of the person or persons who manage the system, or those persons directly responsible for gathering

the information, the information submitted is, to the best of his/her knowledge and belief, true, accurate, and complete.

The County Administrative Officer requires that each Department assign qualified staff to the Stormwater Team and ensure that such staff work in full support of the County Stormwater Coordinator, the Stormwater Team, and the County as a whole.

IV. INTERNAL REPORTING

The Stormwater Team shall prepare and submit a Quarterly Report to each signatory Department Head and the County Administrative Officer. Part I of the Quarterly Report will summarize the status of the implementation of the Stormwater Management Program, and will form the basis for the State-required Annual Report. Part II of the Quarterly Report will report the status of activities of the Stormwater Team, the Stormwater Coordinator, and each Department's Program implementation performance with respect to agreed upon performance measures (see below).

V. PERFORMANCE MEASURES

Upon establishment of the Stormwater Team and annually thereafter, the signatory Departments will develop specific performance measures designed to efficiently track and report the status of the Stormwater Management Program, the Stormwater Team, the Stormwater Coordinator, and each Department's Program implementation performance.

VI. AMENDMENTS

The signatories will periodically review this Memorandum and propose amendments as may be necessary to achieve the relevant goals of the Stormwater Management Program. Amendments shall be approved by the County Administrative Officer.

AGREED ON BEHALF OF THE DEPARTMENTS:



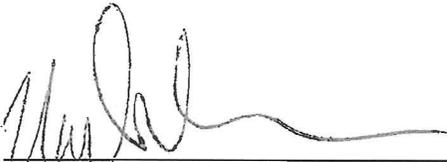
Wade Horton, Director
Department of Public Works

11 JAN 2016
Date



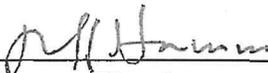
James A. Bergman, Director
Department of Planning and Building

1-11-2016
Date



Nick Franco, Director
Department of Parks and Recreation

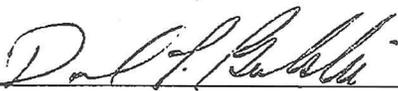
1/11/2016
Date



Jeff Hamm, Director
Health Agency

1/11/16
Date

APPROVED BY:



Dan Buckshi, County Administrative Officer
County of San Luis Obispo

1/12/2016
Date