



Topic: **Authority Board Agenda Item 1.6**

2020 July 22

Subject: **Committee Charter Documents**

Requested Action:

Consider approval of the Coordination, Legislative Outreach, Land Management and Joint Budget and Finance Committees Charter Document updates.

Detailed Description/Background:

The Reservoir Committee and the Authority Board each recently went through a process to re-evaluate and establish their respective workgroup and committee structures for the upcoming 18 months of project work. Each committee has met and considered its charter and is recommending Authority Board approval of updated documents.

Along with the individual committee charters, there is an overarching charting document that the Authority Board previously established to generally inform the purpose, roles and responsibilities and participation guidelines for committees (Attachment B). No changes are being proposed to this document at this time.

The Authority Board has gone through a similar process relative to the charter documents of its committees and will be asked to approve their updates at its July 2020 meeting. According to Section 9 of the November 2016 Authority Bylaws, the charter documents must be approved by the Authority Board.

Prior Action:

None.

Fiscal Impact/Funding Source:

None.

Staff Contact:

Jerry Brown

Attachments:

Attachment A: Individual Charter Documents.
Attachment B: Charter Document Attachment A.

Committee Chartering Document

Status:

Ad Hoc

- Chair: Fritz Durst (RD-108)
- Members: Officers of the Authority Board and Chairs from each chartered committee, the Treasurer, and any other members of the Authority Board designated by the Chairperson (or their respective designated representative)¹
 - Vice Chair: Jeff Sutton (TCCA)
 - Treasurer: Jamie Traynham (TC-4 through Davis WD)
 - Land Management: Gary Evans (Colusa County, Chair)
 - Legislative & Outreach: Jeff Sutton (TCCA, Chair)
- Staff Support:
 1. The Executive Director and/or his/her designated representative.
 2. Legal counsel on an as needed basis.
 3. Specialty advisors or experts on an as need basis.
- Formation: May 21, 2020 (Elections)
- Expires: Annually, commensurate with elections, which occur in February or March.

Related Documents:

- Attachment A: Committee and Work Group Chartering Process, General Requirements.

Purpose: To facilitate the Authority Board's ability to carry out the functions described in the Joint Exercise of Powers Agreement, as may be amended, in an advisory role and to not make any binding decisions on behalf of the Authority's Board of Directors.

Meeting Frequency: When either the Chair or Vice-Chair deems necessary.

Committee's Roles and Responsibilities:

¹ The total number of participating agencies on this Committee shall not exceed the Authority Board's quorum threshold.

- Acting in an administrative role, serves as the clearinghouse to assign and/or prioritize matters of interest to the most-appropriate committee; who will then prepare a recommendation to the Authority's Board of Directors for consideration and possible action.

Should either the likelihood for potential duplication of effort between committees exist or the need to ensure integration between committees exists, assign one committee to be the overall lead.

- To ensure each committee is performing their duties efficiently, effectively, timely reporting to the Authority's Board of Directors, and in accordance with the current version of the Joint Exercise of Powers Agreement. In addition, to prevent the duplication of effort between multiple committees.

NOTES: Agreement by the Chair and Vice-chair is needed to appoint or replace a Committee Chair.

- To ensure matters of interest to the Authority that are related to work delegated to the Authority Board are being addressed and reported in a timely manner. This may include requesting specific items be included in the Authority Board's meeting agenda packages.
- To ensure matters of interest to the Authority Board that either are being addressed by the Authority or require action from the Authority's Board are being addressed and reported in a timely manner. This may include requesting specific items be included in the Authority's meeting agenda packages.

Topic: **Sites Reservoir Project**

2020 July 22

Subject: **Authority Ad Hoc Land Management Committee**

Authority Committee Chartering Document

Status: **Ad Hoc**

- Leader: Gary Evans (Colusa County)
- Members (3): Lee McDaniel (Glenn County)
Jeff Sutton (TCCA)
Logan Dennis (GCID)
- Staff Support:
 1. The External Affairs Manager
 2. Legal counsel on an as needed basis.
 3. Other specialty advisors or experts on an as needed basis.
- Formation: March 22, 2019
- Expires: TBD

Related Documents:

- Attachment A: Committee Chartering Process, General Requirements

Purpose: To advise the Authority on Real Estate, Land Management and Site Facilities issues, including land use changes caused by proposed project facilities for incorporation into both the EIR/S and Reclamation's congressionally mandated Feasibility Report.

Meeting Frequency: When either the Leader determines or an Authority Board Member requests that a potential issue exists to warrant convening the ad hoc committee to develop a recommended resolution or response for the Authority Board to then consider and act upon.

Committee Roles and Responsibilities:

- The primary focus of this Committee will be:
 - Issues and activities relating to the Sites Project Authority's Real Estate program including temporary-rights-of-entry (TROE), property acquisition and landowner engagement activities.

Status:

Purpose: Informational

Caveat: Subject to change

eFile:

Preparer:

Checker:

QA/QC:

Phase: 2 Version: A

Date: 2020 July 22

Ref/File #:

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- Issues and activities relating to the Site Project Authority's Land Management program including policies for the management of Authority acquired property, management of easements (project and mitigation), and other land management activities.
- Issues and activities relating to the planning and development of the project's proposed recreation facilities and other public lands.
- Issues and activities relating to coordination with local agencies regarding project planning activities, facilities siting issues and changes in local land use.

Authority Committee Chartering Document

Status: **Ad Hoc**

- Leader: Jeff Sutton (TCCA)
- Members (3): Fritz Durst (RD 108)
Garry Evans (Colusa County)
Logan Dennis (GCID)
- RC: *Reservoir Committee Chair (Thad Bettner – GCID)*
Reservoir Committee Vice Chair (Jeff Davis – SGPWD)
- Staff Support:
 1. External Affairs Manager – Lead Staff
 2. Legal counsel on an as needed basis.
 3. Other specialty advisors or experts on an as needed basis.
- Formation: March 22, 2019
- Expires: TBD

Related Documents:

- Attachment A: Committee Chartering Process, General Requirements

Purpose: To advise the Authority on Federal, State and Local legislative/government affairs issues and to advise on landowner coordination, stakeholder engagement, public outreach, and media activities.

Meeting Frequency: When either the Leader determines or an Authority Board Member requests that a potential issue exists to warrant convening the ad hoc committee to develop a recommended resolution or response for the Authority Board to then consider and act upon.

Committee Roles and Responsibilities:

- The primary focus of this Committee will be:

- Issues and activities relating to the Sites Project Authority's Federal and State Government Affairs/Legislative program including strategy, advocacy, and engagement with Federal and State elected officials, legislative/committee staff, and regulatory agency leadership.
- Issues and activities related to the Sites Project Authority's landowner and local governmental agency coordination effort.
- Issues and activities related to the Sites Project Authority's Communications Program including stakeholder engagement, public outreach, and media relations.

Committee Chartering Document

Status:

Ad Hoc

- Chair: Jamie Traynham (Davis WD)
- Vice Chair: Robert Cheng (CVWD)
- Members (6): Thad Bettner (GCID)
Katrina Jessop (SCVWD)
Rob Kunde (WR-M WSD)
Shelly Murphy (Colusa County WD)
Dan Ruiz (Westside WD)
Bill Vanderwaal (RD-108)
- Staff Lead: Joe Trapasso
- Staff Support: Legal counsel on an as needed basis
Other specialty advisors or experts on an as needed basis
- Formation: May 27, 2020
- Expires: End of the Phase 2 (2019) Reservoir Project Agreement

Related Documents:

- Attachment A: Work Group Chartering Process, General Requirements

Purpose: To advise the Reservoir Committee and Authority Board on:

- a. Status of expenditures,
- b. Progress related to implementation of Work Plans,
- c. Contract and task order documents,
- d. Agreements such as the 2019 Reservoir Participation Agreement
- e. Credit Reimbursement Policy,
- f. Proposed finance plan, and
- g. Project's overall economics for inclusion in the Feasibility Report and WSIP-required state feasibility assessment.

Meeting Frequency: When either the Chair determines, or an Authority Chairperson requests that a potential issue exists to warrant convening the Committee to develop a recommended resolution or response for the Authority to then consider and act upon.

Committee's Roles and Responsibilities:

- The primary focus areas of this work group are:
 - a. Serve as the Authority's budget committee to manage the planned, actual, and forecast costs for Phase 2;
 - b. Maintaining both the Cost Development Model and Credit reimbursement Policy;
 - c. Assessment of the Project's overall economic feasibility;
 - d. Recommending a financing strategy for each subsequent project phase;
 - e. Recommending how requests to participate should proceed; including the rebalancing processes that will occur prior to the end of August 2020 and December 31, 2021.
 - f. Review monthly payment of claims for adequacy to recommend approval to the Reservoir Committee and Authority Board.
 - g. Review of Reclamation's Feasibility Study for both economic and financial feasibility.

NOTE: The review for technical feasibility has been assigned to the Water Facilities Work Group.

Committee Chartering Process, General Requirements
(Attachment A to each Committee's Chartering Document)

Introduction: Advancing the Sites Reservoir Project (Project) requires the integration of both multiple disciplines and the respective values each participant expects to obtain through this and potentially subsequent phases. Given the size and complexity of this Project, the work has been organized into major categories of work (e.g. cost centers) that serve as the basis for executing specific Project Agreements, such as the Reservoir Committee and Authority Board for the Project's Phase 2 (2019)¹.

In anticipation of the need to expeditiously and cost-effectively resolve issues, the Authority Board has been further organized into committee by key topic areas. Each committee will be advisory to the Authority Board and be responsible for developing recommendations for the Authority Board's consideration regarding the specific matter assigned to them by an over-arching Coordination Committee. The Coordination Committee's purpose is to (a) perform ministerial functions that are intended to ensure integration and facilitate timely decision-making by the Authority Board and (b) both maintenance of and recommend interpretation of the Authority Board's governance documents.

Chartering Document's Purpose:

- To define the primary roles and responsibilities applicable to each committee to address specific matters and to avoid the potential for duplication of effort among multiple committees;
- To establish a timeline for completion of the specific assignment with the expectation its role be revisited and, as appropriate, the chartering document either be amended or a new committee be created.

Committee Roles and Responsibilities: Each committee's primary roles and responsibilities include the following, which are in addition to specific assignment identified in their respective chartering document:

- To keep the Authority Board's Leadership Team apprised of the committee's progress and the escalation of issues in a timely manner.

¹ Since Phase 1, the Authority and Reservoir Committee have been deemed to each be a legislative body as referred to in the Brown Act. Should there be a need for an Authority Committee to meet with a Reservoir Committee's Workgroup, so long as both are advisory, the resulting meeting does not have to be noticed.

- To incorporate the Authority Board's direction to their respective committee; to then provide recommendations back to the Authority Board for their consideration and eventual disposition (e.g. adoption of a document or recommended policy).
- To review staff and consultant developed work products and/or deliverables for:
 - a. Acceptability with the applicable standard of practice related primarily to technical and quality considerations;
 - b. Identification of potential scope changes that may affect – both positively and negatively – the approved annual budget, target work plan, and/or schedule;
 - c. Identification of potentially significant changes in risk and/or the reallocation of risk;
 - d. Identification of potential policy issues; and,
 - e. Ensuring a consolidated set of comments is maintained and final acceptance of how subsequent versions have addressed prior comments.
- Where issues require an integrated response from multiple committees, the Authority Board's leadership team may assign a lead who will then coordinate with each of the required committees to develop an integrated response for the Authority Board's consideration.
- Each committee's activities are ad hoc in nature in that they are limited in scope to that which is provided for in the accompanying "Committee Chartering Document" and presently anticipated to be completed within a phase (or year), generally through review of portions of drafts of feasibility studies, the EIR/EIS and the WSIP application and related documents.

Participation: Organizations² who are signatory to the Authority Board and deemed to be in good standing by the Coordination Committee, have been approved to provide in-kind services to the Authority Board, may designate personnel to represent their interests and serve in an active capacity to any Committee. Authority Board Committees may also include as technical advisors who are not signatory to the Authority Board, but whose specific knowledge and expertise is deemed essential to advise on specific issues. This can include Authority Members, Associate Members, and non-voting cost-share partners or Ex Officio Members.

² Refer to Project Agreement Committee's chartering document, which defines membership types applicable to allow participation in the respective Project Agreement Committee.