



Topic: **Reservoir Committee Agenda Item 1.6** **2020 July 16**

Subject: **Workgroup Charter Documents**

Requested Action:

Consider approval of the Coordination, Engineering and Operations, Environmental Planning and Permitting and Joint Budget and Finance Workgroups 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 workgroup has met and considered its charter and is recommending Reservoir Committee approval of updated documents.

Along with the individual workgroup charters, there is an overarching charting document that the Reservoir Committee previously established to generally inform the purpose, roles and responsibilities and participation guidelines for workgroups (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.

Work Group Chartering Document

Status: Ad Hoc

- Leaders: Chair Vice Chair
Thad Bettner, GCID Heather Dyer (SBVMWD)
- Members (9): Mike Azevedo (Colusa Co.) Randall Neudeck (MWD)
Robert Cheng (CVWD) Bill Vanderwaal (DWD)
Jeff Davis (SGPWA)
Rob Kunde (WR-M WSD)
Eric Leitterman (Valley Water)
- Expertise: PCWA/Roseville for Lower American River
Staff from participating agencies who have specific expertise that is relevant to the matter being addressed by this work group.
- Staff Support:
 1. Environmental Planning and Permitting Manager.
 2. Legal counsel on an as needed basis.
 3. Other specialty advisors or experts, including consultant team members on an as needed basis.
- Re-Adoption of Charter: June 17, 2020
- Expires: End of the Phase 2 Reservoir Project Agreement

Related Documents:

- Attachment A: Work Group Chartering Process, General Requirements

Purpose: To advise the Reservoir Committee on all environmental planning and permitting aspects of the development and implementation of pre-construction, construction, and mitigation actions for the Sites Reservoir Project.

Meeting Frequency: When either the Leader determines or the Reservoir Committee Chairperson requests that a potential issue exists to warrant convening the work group to develop a recommended resolution or response for the Reservoir Committee to then consider and act upon.

Work Group's Roles and Responsibilities:

- The primary focus of this work group is to review and provide input to:
 1. The Authority's adoption of CEQA Guidelines, revisions to those Guidelines, if any, and proposed environmental policies.
 2. The Authority's development, completion, and implementation of all environmental planning and permitting aspects of pre-construction, construction, environmental commitments, and mitigation actions for the Sites Reservoir Project.

NOTE: The review of operations or construction permits, and approvals has been assigned to the Reservoir Operations and Engineering Work Group (e.g., Dam Safety, Traffic).

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.

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.

Coordination Work Group Chartering Document

Status: **Ad Hoc**

Leader Thad Bettner (GCID, Chair)

Members Jeff Davis (SGPWA, Vice Chair)

Leaders from each chartered working group of the Reservoir Committee, and any other members of the Reservoir Committee designated by the Chairperson (or their respective designated representative)¹

Budget & Finance Jamie Traynham (Davis WD, Chair & Treasurer)

Robert Cheng (CVWD, Vice Chair)

Res. Ops. & Eng. Rob Kunde (WR-M WSD, Chair)

Mike Azevedo (Colusa Co., Vice Chair)

Env. & Permits Thad Bettner (GCID, Chair)

Heather Dyer (SBVMWD, Vice 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: April 3, 2020 (Elections)

Expires: Annually, commensurate with elections, which occur in February or March, and in any event, expires at the end of the Phase 2 (2019) Agreement.

NOTES: The Authority's Joint Exercise of Powers Agreement (Section VI) - including the Bylaws - allow for the creation of specific Project Agreement Committees to be assigned the responsibility to perform specific functions associated with advancing the Sites Reservoir Project

Related Documents:

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

¹ The total number of participating agencies on this Work Group shall not exceed the Project Agreement Committee's quorum threshold.

Purpose: To facilitate the Reservoir Committee's ability to perform the functions delegated to it by the Authority, which are defined in the Reservoir Project Agreement; the Work Group's role is advisory and may make no binding decisions for the Reservoir Committee or Authority.

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

Work Group's Roles and Responsibilities:

- Acting in an administrative role, serves as the clearinghouse to assign and/or prioritize matters of interest to the most-appropriate work group; who will then prepare a recommendation to the Reservoir Committee for consideration and possible action.

Should either the likelihood for potential duplication of effort between work groups exist or the need to ensure integration between work groups exist, assign one work group to be the overall lead.

- To ensure each work group is performing their duties efficiently, effectively, timely reporting to the Reservoir Committee, and in accordance with their respective chartering document. In addition, to prevent the duplication of effort between multiple work groups.

NOTES: Agreement by the Chair and Vice-chair is needed to appoint or replace a Work Group Leader

- To ensure the status of the Reservoir Committee's efforts are being reported in a timely manner. This may include requesting specific items be included in the Authority's meeting agenda for the Authority's consideration.
- To ensure information from the Authority is presented to the Reservoir Committee for their consideration on a timely manner. This may include oversight of the Reservoir Committee's meeting agenda.
- Maintain and recommend interpretation of the Reservoir Committee's governance documents.

Workgroup Chartering Document

Status: Ad Hoc

- Leaders: Chair Vice Chair
WR-M WSD, Rob Kunde Colusa County, Mike Azevedo
- Members (10): GCID, Thad Bettner SCVWD, Eric Leitterman
Cindy Kao
CVWD, Robert Cheng Dunnigan, Bill Vanderwaal
Ivory Reyburn
Westside WD, Dan Ruiz SBVMWD, Bob Tincher
Heather Dyer
Zone 7, Amparo Flores MWDSC, Randall Neudeck

NOTE: Should a work group member not be able to participate, one of the alternates will be asked to participate. Should more than 10 participants to the Phase 2 (2019) Reservoir Project Agreement plan to attend, at least 3 days prior, the meeting will be publicly noticed along with posting of the agenda.

- Alternates (3): Davis WD/TC4, Jeff Sutton SCVWA, Dirk Marks
American Canyon, Rick Kaufman
- Non-Voting (2): Rob Cooke – DWR TBD - Reclamation
- Expertise: Staff from participating agencies who have specific expertise that is relevant to the matter being addressed by this work group.
- Staff Support:
 1. The Executive Director and the EPP Manager.
 2. Legal counsel on an as needed basis.
 3. Other specialty advisors or experts on an as needed basis.
- Formation: March 19, 2020

- Expires: End of the Phase 2 Amendment Reservoir Project Agreement

Related Documents:

- Attachment A: Work Group Chartering Process, General Requirements

Purpose: To advise the Reservoir Committee on matters related to

1. The proposed reservoir operation to include in the EIR/S, permit applications, Project Operations Plan, the Authority-led Feasibility, to comply with other statutory requirements, and WSIP-related agreements for public benefits.
2. The proposed cooperative or integrated operations with Reclamation and Department of Water Resources that will be needed to optimize both consumptive water supplies and water-based public benefits as defined, respectively in Reclamation's Feasibility Report and to provide the water-based public benefits as approved by the California Water Commission as part of their administration of Prop 1, Chapter 8 (WSIP).
3. The feasibility-level engineering of the reservoir, conveyance facilities, and appurtenant structures for incorporation into both the Final EIR/S, the Authority-led Feasibility Study to fulfill Prop 1 funding eligibility requirements, and the integration of Reclamation's feasibility studies.

Meeting Frequency: When either a Leader determines or a Reservoir Committee Chairperson requests that a potential issue exists to warrant convening the work group to develop a recommended resolution or response for the Reservoir Committee to then consider and act upon.

Work Group's Roles and Responsibilities:

- The primary focus areas of this workgroup are
 - a. The new or expanded facilities that will convey water to/from the Sacramento River for storage in the proposed Sites Reservoir. This includes canals, pipelines, regulating reservoirs, pumping plants, both the primary and saddle dams, and grid interconnection facilities.
 - b. Providing input and reviewing the engineering documents that will be relied upon in the EIR/S, and permit applications, and the Authority-led Feasibility Study.
 - c. Input to the development of an over-arching procurement strategy by project phases and to solicit proposals from consultants to

perform work to advance the project in Phase 2. This will include preparation and review of solicitation documents, participation in the proposal reviews and rankings, interviews with short-listed firms, and development of a recommendation to execute selective contracts.

- d. Developing and refining the range of operational strategies addressing the anticipated competing uses for consumptive and public benefit allocations for consideration by the Reservoir Committee.
- e. Developing the details of the water supply components of the operational strategies to produce a refined approach that will serve as the foundation to work with USBR and DWR to initially develop foundational operating principles that will eventually become the basis for a cooperative operating agreement to coordinate Sites operations (both consumptive and Prop 1) with the CVP operations and SWP operations.
- f. Refining the range of the Prop 1 water-related public benefits (i.e. ecosystem, water quality, and emergency response) for inclusion into the WSIP-related agreements and serve as the basis for initial pre-application discussions with the permitting agencies.
- g. Review of Reclamation's Feasibility to ensure consistency with the Authority-led feasibility studies.
- h. Input & review of the WSIP-related agreements for water-related benefits
- i. Support the development of pre-application work efforts anticipating the need for:
 - A revised water right application to the SWRCB,
 - Incidental take authorization from state and federal wildlife agencies (involving the CDFW, NMFS, and USFWS),
 - Modification of the flood protection and Sacramento River water quality (involving the Central Valley Flood Protection Board, US Army Corps of Engineers, and RWQCB)
 - Compliance with other regulatory requirements

Work Group Chartering Process, General Requirements
(Attachment A to each Work Group'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 for the Project's Phase 2 (2019)¹.

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

Chartering Document's Purpose:

- To define the primary roles and responsibilities applicable to each work group to address specific matters and to avoid the potential for duplication of effort among multiple work groups;
- 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 work group be created.

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

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 Work Group, so long as both are advisory, the resulting meeting does not have to be noticed.

- To keep the Reservoir Committee's Leadership Team apprised of the work group's progress and the escalation of issues in a timely manner.
- To incorporate the Reservoir Committee's direction to their respective work group; to then provide recommendations back to the Reservoir Committee 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 work groups, the Reservoir Committee's leadership team may assign a lead who will then coordinate with each of the required work groups to develop an integrated response for the Reservoir Committee's consideration.
- Each work group's activities are ad hoc in nature in that they are limited in scope to that which is provided for in the accompanying "Work Group 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/S and the WSIP application and related documents.

Participation: Organizations² who are signatory to the Reservoir Committee and deemed to be in good standing by the Coordination Work Group, have been approved to provide in-kind services to the Reservoir Committee, may designate personnel to represent their interests and serve in an active capacity to any Work Group. Reservoir Committee Work Groups may also include as technical advisors who are not signatory to the Reservoir Committee, but whose specific knowledge and expertise is deemed essential to advise on specific issues. This can

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

include Authority Members, Associate Members, and non-voting cost-share partners or Ex Officio Members.