



Meeting: **Reservoir Committee Agenda Item 4.4**

**February 18, 2022**

Subject: **Workgroup/Committee Charter Document – General Requirements**

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**Requested Action:**

Review and Comment on updated Charter Document- General Requirements for the workgroups/committees.

**Detailed Description/Background:**

The Reservoir Committee (RC) and the Authority Board (AB) are going through a process to re-evaluate the designated activities of the workgroups/committees for the upcoming 36 months of project work (Amendment 3 work plan). The evaluation is to make any needed adaptations for the Amendment 3 project work. Proposed changes to the workgroup/committee charters will be brought to the RC/AB for approval next month per Section 9 of the JPA Bylaws. Preceding this event, it would be beneficial to receive feedback from the RC/AB on the general requirements (which apply to all workgroups/committees) so that consistent guidance is provided during a review of the group-specific charters.

During the recently initiated Amendment 3 work, the workgroups/committees will need to serve in a more significant advisory capacity to aid in the efficiency and decision-making process of the RC/AB. This change requires that workgroup/committees change from 100% ad hoc to regular standing workgroups/committees of the AB/RC with ad hoc activities assigned as needed. The primary operational effect of this change is that future meetings of workgroups/committees will be public meetings – meaning each meeting would be publicly noticed, agendas would be posted 72 hours in advance and members of the public would be given the opportunity to make comments. This is the primary change being made to the general requirements along with updating to the current project approach and giving guidance to staff in supporting the workgroup/committees.

**Prior Action:**

None.

**Fiscal Impact/Funding Source:**

There will be additional administration associated with making the workgroup/committee meeting public meetings. Staff believes that the workload of supporting public meetings can be absorbed into the administrative activities

already planned for Amendment 3. This could change if the Authority Board and/or Reservoir Committee wish to have additional requirements that go beyond Brown Act compliance (which are not reflected in the proposed general requirements).

**Staff Contact:**

Jerry Brown

**Attachments:**

Attachment A: Updated Charter Document -General Requirements.

## **Updated Charter Documents – General Requirements**

### **General Workgroup/Committee Purpose and Process:**

Effective, inclusive, and cost-efficient decision-making requires that the Authority Board and Reservoir Committee organization include workgroups and committees that review and consider items within topic areas prior to their consideration by the Authority Board and Reservoir Committee. The workgroup/committees are advisory to the Authority Board and Reservoir Committee and are responsible for developing recommendations for the Authority Board and Reservoir Committee's consideration.

### **Conducting Workgroup/Committee Meetings:**

All regular meetings of the workgroups/committees are considered standing meetings and are considered public meetings to be conducted in accordance with the Brown Act. The Staff Lead will produce the meeting agenda in consultation with the Chair. The Chair will determine the venue for the meeting (i.e. virtual, in-person, hybrid). Public comment will be taken during the meeting.

It may be necessary from time to time for the Chair to assign an Ad Hoc subgroup to evaluate a specific issue, within a specific timeframe, and bring the results to the full workgroup/committee for consideration. These activities are allowed, according to the Brown Act, to be conducted outside of public meetings. However, the results of the Ad Hoc would be reported either in the workgroup/committee or the board's public meeting.

### **Purpose of Workgroup/Committee Charter Document:**

The specific charter for the workgroup/committee should address, at a minimum, the following information:

- Define the topic areas to be covered by the applicable workgroup/committee.
- Identify the Authority Board and Reservoir Committee members that make up the workgroup/committee active members.
- The workgroup/committee is not delegated any decision-making authority, however, incoming to recommendations, the workgroup/committee Chair is encouraged to document the inclusive process by which issues and concerns of individual workgroup/committee members will be taken into consideration in coming to the final recommendation.

**Staff Support of Workgroups/Committees:** Staff is expected to achieve inclusive results by bringing items to workgroups/committees to facilitate input and feedback of participants prior to taking final recommendations to the Authority and Reservoir Committee. In determining what items require workgroup/committee consideration, Staff should consider the following:

- Matters involving policy decisions, which generally answer the question “what needs to be done?”, should be vetted with a workgroup/committee prior to being brought to the Authority Board/Reservoir Committee. The means and method (ie “how”) to implement the Board’s policy is a Staff function, however, due to the multi-agency and multi-benefit nature of the project, there may be circumstances where means and methods require board consideration. The Staff Lead should consult with the Chair in determining appropriate agenda items for consideration.
- The Authority Board and Reservoir Committee will be kept apprised of the work progress in critical areas of quality, time or cost sensitivity that may be of interest to the Authority Board or Reservoir Committee and/or the policy-making bodies of the participating agencies.
- Disagreements among participants should be evaluated and resolved through the workgroup/committee process. Unanimous consensus of the workgroup/committee is desirable for any recommendations coming to the Authority or Reservoir Committee. If unable to be achieved, the workgroup/committee should reach a majority on the recommendation, and when brought to the Authority Board or Reservoir Committee, the dissenting views should be shared with the whole boards for consideration in their final voting on the measure.
- Where issues require an integrated response from multiple workgroups, Staff should seek guidance from the Coordination groups to designate the workgroup/committees assigned to consider the matter and Staff shall communicate the recommendation for the Authority Board and Reservoir Committee based on the integrated outcome.

**Participation in Workgroup/Committee:** Participants who are signatory to the JPA and/or Project Agreement and deemed to be in good standing are eligible for membership in the workgroup/committee. The total participation must be limited to less than a quorum. Chairs determine the workgroup/committee membership. Chairs may invite technical advisors who are not Authority Board or Reservoir Committee members, but whose specific knowledge and expertise is deemed essential to advise the workgroup/committee on specific issues.

**Voting and Consensus Building Approach:** In developing recommendations brought to the AB/RC, the workgroup/committee will use a deliberative process involving input from all workgroup/committee members. It is the Chair's discretion to define the process used to arrive at the workgroup/committee recommendation to the Authority Board or Reservoir Committee.