



Meeting: **Joint Reservoir Committee & Authority Board March 18, 2022**  
**Agenda Item 1.8**

Subject: **Workgroup/Committee Charters for Amendment 3 Work Period**

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**Requested Action:**

Consider approval of continuing the existing seven workgroups and committees through the Amendment 3 work period in conformance with the updated charters and general requirements for the Reservoir Committee Coordination Workgroup (RCC), Engineering & Operations Workgroup (E&O), Environmental Planning & Permitting Workgroup (EPP), Authority Board Coordination Committee (ABC), Legislative & Outreach Committee (L&O), Land Management Committee (LMC) and Budget & Finance Committee (B&F).

**Detailed Description/Background:**

The Reservoir Committee (RC) and the Authority Board (AB) workgroups and committees have gone through a process to 1) affirm the existing workgroups and committees sufficiently provides the necessary advisory review to support RC/AB decision making, and 2) update their charter documents for the upcoming 36 months of project work (Amendment 3 work plan). The proposed updated charters for the seven existing workgroups and committees require RC/AB approval.

The most significant change applying to all seven workgroups and committees is that they 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. In response to a Board comments made last month during discussion of the general requirements, Legal Counsel has confirmed that the workgroups and committees chairs retain the ability to establish ad hoc assignments within the workgroup or committee that under the Brown Act can be worked outside of the public setting and be brought to the workgroup or committee when ready.

**Prior Action:**

**February 2022** – The proposed general requirements for charter documents were reviewed with the RC and AB and the feedback received has been considered and incorporated as appropriate.

**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

Attachment B: Primary Roster List

Attachment C: Individual Charters for each of the seven workgroups & committees

## **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.

The RC and AB Chairs determine workgroup/committee leadership assignments. The Chair of the workgroup/committee determine the workgroup/committee membership. The Chair of the workgroup/committee 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.

## Primary Roster - March 2022

Authority Board Directors			Organization
Gary	Evans	Director	Colusa County Board of Supervisors
Joe	Marsh	Director	Colusa County Water District
Ken	Hahn	Director	Glenn County Board of Supervisors
Logan	Dennis	Director - Secretary	Glenn-Colusa ID
Fritz	Durst	Director - Chairman	Reclamation District 108
Jeff	Sutton	Director - Vice-Chairman	Tehama-Colusa Canal Authority
Doug	Parker	Director	Westside Water District
Gray	Allen	Director	Placer County & City of Roseville
Jeff	Harris	Director	City of Sac/Sacramento County
Alternate Authority Board Directors			
Mike	Azevedo	Alternate Director	Colusa County
Don	Bransford	Alternate Director	Glenn-Colusa ID
Sean	Doherty	Alternate Director	Reclamation District 108
Hilary	Reinhard	Alternate Director	Reclamation District 108
Doug	Griffin	Alternate Director	Colusa County Water District
Thomas	Arnold	Alternate Director	Glenn County Board of Supervisors
Halbert	Charter	Alternate Director	Tehama-Colusa Canal Authority
Zachary	Dennis	Alternate Director	Westside Water District
Dan	Ruiz	Alternate Director	Westside Water District
Joshua	Alpine	Alternate Director	Placer Co. City of Roseville
Brett	Ewart	Alternate Director	City of Sac/Sacramento County
Anne	Sanger	Alternate Director	City of Sac/Sacramento County
Bill	Busath	Alternate Director	City of Sac/Sacramento County
City of Sac/Sac County Water Agency *rotate board seat			
Kerry	Schmitz	Director	City of Sac/Sacramento County
Mike	Peterson	ALT Director	City of Sac/Sacramento County
City of Roseville/Placer County *rotate board seat			
Bruce	Houdesheldt	Director	Placer County & City of Roseville
Associate Authority Members			
Tom	Charter	Associate Member	TC-4 Districts
Greg	Johnson	Associate Member	Western Canal Water District
Alternate Authority Associate Members			
Jamie	Traynham	Alternate/Treasurer	TC 4 Districts
Ted	Trimble	Alternate	Western Canal Water District

## Primary Roster - March 2022

Reservoir Committee Representatives			Organization
Felix	Hernandez III	Representative	American Canyon (City)
Dwayne	Chisam	Representative	Antelope Valley - East Kern Water Agency
Ben	Carter	Representative	Carter Mutual Water Company
Robert	Cheng	Representative	Coachella Valley Water District
Mike	Azevedo	Representative	Colusa County
Shelly	Murphy	Representative	Colusa County Water District
Mark	Krause	Representative	Desert Water Agency
Thad	Bettner	Chair	Glenn-Colusa Irrigation District
Paul	Weghorst	Representative	Irvine Ranch Water District
Randall	Neudeck	Representative	Metropolitan Water
Bill	Vanderwaal	Representative	RD 108
Trent	Taylor	Representative	Rosedale-Rio Bravo Water Storage District
Bob	Tincher	Representative	San Bernardino Valley Municipal Water District
Lance	Eckhart	Representative	San Geronio Pass Water Agency
Cindy	Kao	Representative	Santa Clara Valley Water District
Dirk	Marks	Representative	Santa Clarita Valley Water District
Jim	Peterson	Representative	TC4: Cortina Water District
Jamie	Traynham	Representative & Treasurer	TC4: Davis Water District
Bill	Vanderwaal	Representative	TC4: Dunnigan Water District
Zachary	Dennis	Representative	TC4: LaGrande Water District
Allen	Myers	Representative	Westside Water District
Robert	Kunde	Representative	Wheeler Ridge-Maricopa Water Storage District
Valerie	Pryor	Vice-Chair	Zone 7 Water Agency
Alternate Representatives			
Jason	Holley	Alternate	American Canyon (City)
Dan	Flory	Alternate	Antelope Valley - East Kern Water Agency
Ann	Carter	Alternate	Carter MWC
Kendra	Carter	Alternate	Carter MWC
Charlie	Palmer	Alternate	Carter MWC
Petya	Vasileva	Alternate	Coachella Valley Water District
Jim	Barrett	Alternate	Coachella Valley Water District
Gary	Evans	Alternate	Colusa County
Joe	Marsh	Alternate	Colusa County Water Agency
Steve	Johnson	Alternate	Desert Water Agency
Holly	Dawley	Alternate	Glenn-Colusa Irrigation District
Kellie	Welch	Alternate	Irvine Ranch Water District
Nina	Hawk	Alternate	Metropolitan Water
Lewis	Bair	Alternate	RD 108
Dan	Bartel	Alternate	Rosedale-Rio Bravo Water Storage District
Heather	Dyer	Alternate	San Bernardino Valley Municipal Water District
Thomas	Todd	Alternate	San Geronio Pass Water Agency

## Primary Roster - March 2022

Andrew	Garcia	Staff	Santa Clara Valley Water District
Steve	Cole	Alternate	Santa Clarita Valley Water District
Chuck	Grimmer	Alternate	TC4: Cortina Water District
Mary	Pat Petersen	Alternate	TC4: Cortina Water District
Tom	Charter	Alternate	TC4: Davis Water District
Jake	Spooner	Alternate	TC4: Dunnigan Water District
Ken	LaGrande	Alternate	TC4: LaGrande Water District
Dan	Ruiz	Alternate	Westside Water District
Sheridan	Nicholas	Alternate	Wheeler Ridge-Maricopa Water Storage District
Amparo	Flores	Alternate	Zone 7 Water Agency

- Under revision with final designations per Amendment 3 confirmations by agency.

### Authority Board Committees

Coordination Committee	
Fritz Durst - Chair	Reclamation District 108
Jeff Sutton - Vice-Chair	Tehama-Colusa Canal Authority
Logan Dennis - Secretary	Glenn-Colusa ID
Gary Evans	Colusa County Board of Supervisors
Jamie Traynham - Treasurer	Davis WD
Jerry Brown	Sites Executive Director - <b>STAFF LEAD</b>
Land Management Committee	
Gary Evans - Chair	Colusa County Board of Supervisors
Logan Dennis	Glenn-Colusa ID
Jeff Sutton	Tehama-Colusa Canal Authority
Ken Hahn	Glenn County Board of Supervisors
Kevin Spesert	External Affairs Manager - <b>STAFF LEAD</b>
Legislative & Outreach Committee	
Jeff Sutton - Chair	Tehama-Colusa Canal Authority
Fritz Durst	Reclamation District 108
Logan Dennis	Glenn-Colusa ID
Gary Evans	Colusa County
Thad Bettner	Glenn-Colusa Irrigation District
Kevin Spesert	External Affairs Manager - <b>STAFF LEAD</b>
Valarie Pryor	Zone 7 Water Agency
Heather Dyer	San Bernardino Valley Municipal Water District
Nina Hawk	Metropolitan Water District
Budget & Finance Committee	
Jamie Traynham - Chair	Davis Water District
Thad Bettner	Glenn-Colusa Irrigation District
Robert Kunde	Wheeler Ridge-Maricopa Water Storage District
Katrina Jessop	Santa Clara Valley Water District
Robert Cheng – Vice Chair	Coachella Valley Water District



## Primary Roster - March 2022

Bill Vanderwaal	RD 108 & TC4 Dunnigan Water
Shelly Murphy	Colusa County Water Agency
Dan Ruiz	Westside Water District
Nina Hawk	Metropolitan Water District
Cindy Saks	San Bernardino Valley Municipal Water District
Jerry Brown	Executive Director
Joe Trapasso	Operations Manager - <b>STAFF LEAD</b>
JP Robinette	Engineering & Construction
Cheyenne Harris	Plan of Finance

### Reservoir Committee Workgroups

Coordination Workgroup	
Thad Bettner - Chair	Glenn-Colusa Irrigation District
Valerie Pryor – Vice Chair	Zone 7
Jamie Traynham (Treasurer)	Davis Water District
Robert Cheng	Coachella Valley Water District
Robert Kunde	Wheeler Ridge-Maricopa Water Storage District
Mike Azevedo	Colusa County
Heather Dyer	San Bernardino Valley Municipal Water District
Jerry Brown	Executive Director - <b>STAFF LEAD</b>
Reservoir Operations & Engineering Workgroup	
Mike Azevedo – Vice Chair	Colusa County
Thad Bettner	Glenn-Colusa Irrigation District
Robert Kunde - Chair	Wheeler Ridge-Maricopa Water Storage District
Robert Cheng	Coachella Valley Water District
Bill Vanderwaal	RD 108 & TC4 Dunnigan Water
Dan Ruiz	Westside Water District
Bob Tincher	San Bernardino Valley Municipal Water District
Amparo Flores	Zone 7 Water Agency
Randall Neudeck	Metropolitan Water
Dirk Marks	Santa Clarita Valley Water District
JP Robinette	Engineering & Construction Manager- <b>STAFF LEAD</b>
Environmental Planning and Permitting Workgroup	
Thad Bettner - Chair	Glenn-Colusa Irrigation District
Mike Azevedo	Colusa County
Robert Cheng	Coachella Valley Water District
Andrew Garcia	Santa Clara Valley Water District
Bill Vanderwaal	RD 108 & TC4 Dunnigan Water
Rob Kunde	Wheeler Ridge-Maricopa Water Storage District
Heather Dyer – Vice Chair	San Bernardino Valley Municipal Water District

## Primary Roster - March 2022

Randall Neudeck	Metropolitan Water
Ali Forsythe	Environmental Planning & Permitting Manager - <b>STAFF LEAD</b>

Applicable to all Committees and workgroups where membership is by Agency – Primary Designated Member shown only. An Alternate from the same Agency may be designated to fill-in in the event of an absence of the Primary Designated Member. Other agencies may attend when a quorum allows.

## Reservoir Committee's Environmental and Permitting Workgroup Charting Document

### **Status:** Standing

- **Leader:** See primary roster.
- **Members:** See primary roster.
- **Note:** Workgroup membership is by agency. In evaluating the quorum, the agency and not the individual is the member. Authority Board members may attend, may participate in the workgroup meetings and be assigned by the Chair to be involved in ad hoc activities of the workgroup, but they are not members of the workgroup.
- **Staff Support:**
  1. Lead Staff – Environmental Planning and Permitting Manager.
  2. Legal counsel on an as-needed basis.
  3. Other specialty advisors or experts on an as-needed basis.
- **Formation:** February 19, 2021 (Elections)
- **Expires:** End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024.

### **Related Documents:**

- Attachment A: Charter Documents, General Requirements.

**Purpose:** To advise the Authority Board and 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:** Scheduled meetings will occur monthly with ad-hoc meetings to be scheduled as needed to support Authority Board and Reservoir Committee decision making. The frequency of scheduled meetings is likely to reduce to every 8 weeks after completion of the Final EIR/EIS.

### **Workgroup's Roles and Responsibilities:**

- The primary focus areas of this workgroup are providing recommendations on:
  - a. The Authority's adoption of CEQA Guidelines, revisions to those Guidelines, if any, and proposed environmental policies.
  - b. 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.

**Voting/Consensus Procedures:** The Workgroup Chair shall have the authority to rely on consensus, or call for a voice or roll call vote, on any recommendation proposed to be made to the Reservoir Project Committee and Authority Board.

## Authority's Coordination Committee Charting Document

**Status:** Standing

- **Chair:** Authority Board Chair
- **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)<sup>1</sup>
- **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:** February 19, 2021 (Elections)
- **Expires:** End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024

### **Related Documents:**

- Attachment A: Charter Documents, 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:** Monthly

### **Committee's Roles and Responsibilities:**

- Acting in an administerial role, serves as the clearinghouse to advise in the assignment 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.

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

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 Reservoir Committee are being addressed and reported in a timely manner. This may include requesting specific items be included in the Reservoir Committee's meeting agenda packages.
- To ensure matters of interest to the Reservoir Committee 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.
- Stay abreast of statewide matters of general interest to the project and advise on the handling of issues of significance within the governance structure of the project.

**Voting/Consensus Procedures:** The workgroup has an informal consensus-based approach to reaching its recommendations. Any member may express concerns or issues with items raised and the workgroup will attempt to reach a unanimous consensus recommendation. The chair shall have the authority to call for a vote either by the voice or roll call where necessary.

## **Reservoir Committee's Coordination Workgroup Chartering Document**

### **Status: Standing**

- **Leader:** Reservoir Committee Chair
- **Members:** The Chairs and Vice-Chairs 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)<sup>1</sup>
- **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.
- **Last Update:** February 19, 2021 (Elections)
- **Expires:** End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024.

### **NOTES:**

1. The Authority's Joint Exercise of Powers Agreement (Section VI) - including the Bylaws - allows 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: Charter Documents, General Requirements.

**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 Workgroup's role is advisory and may make no binding decisions for the Reservoir Committee or Authority.

**Meeting Frequency:** Monthly

### **Workgroup's Roles and Responsibilities:**

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<sup>1</sup> The total number of participating agencies on this Workgroup shall not exceed the Project Agreement Committee's quorum threshold.

- Acting in an administrative role, serves as the clearinghouse to advise in the assignment and/or prioritize matters of interest to the most-appropriate workgroup; 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 workgroups exists or the need to ensure integration between workgroups exists, advises on the assignment one workgroup to be the overall lead.

- To ensure each workgroup 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 workgroups.

NOTES: Agreement by the Chair and Vice-chair is needed to appoint or replace a Workgroup 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 in 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.
- Stay abreast of statewide matters of general interest to the project and advise on the handling of issues of significance within the governance structure of the project.

**Voting/Consensus Procedures:** The workgroup has an informal consensus-based approach to reaching its recommendations. Any member may express concerns or issues with items raised and the workgroup will attempt to reach a unanimous consensus recommendation.



## **Budget & Finance Joint Committee Chartering Document**

### **Status:** Standing

- **Leaders:** See primary roster.
- **Members:** See primary roster.
- **Staff Support:**
  1. Program Operations Manager.
  2. Legal counsel on an as-needed basis.
  3. Other specialty advisors or experts on an as-needed basis.
- **Note:** Committee membership is by Agency. In evaluating the quorum, an agency may have more than one individual present but because the agency and not the individual is the member, more than one individual from the same agency may be present. As a Joint Committee, quorum is considered separately for each governing body, i.e. less than majority for Authority Board and less than majority for Reservoir Committee. The Chair has the discretion to assign committee members and non-members to be involved in Ad Hoc activities of the committee.
- **Formation:** May 27, 2020
- **Expires:** End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024.

### **Related Documents:**

- Attachment A: Chartering Document - General Requirements

**Purpose:** To advise the Reservoir Committee and Authority Board and facilitate all Project financials including planned, actual, and forecasted costs and funding for Phase 2. Develop policies and procedures to effectively manage finances, procurements, contracts, funding sources, and governance.

### **Meeting Frequency:** Monthly

### **Committee's Roles and Responsibilities:**

- The primary focus areas of this committee are providing recommendations on:
  - a. Implementation of the Budget Policy.
  - b. Implementation of the Procurement and Contract Policy.

- c. Implementation of the Credit Reimbursement Policy.
- d. Implementation of Records Management Policy.
- e. Development and implementation of the Plan of Finance and Guiding Principles and Preliminary Terms.
- f. Development and implementation of the Authority's Debt Management Policy.
- g. Development and implementation of the Accounting Policy.
- h. Development and implementation of the Authority Board Dues Policy.
- i. Development and implementation of the Governance Policy.
- j. Oversight of the Delegation of Authority Matrix.
- k. Monitoring Participants Progress in Securing Revenues Sources to Pay for the Project.

**Voting/Consensus Procedures:** The Committee Chair shall have the authority to rely on consensus, or call for a voice or roll call vote, on any recommendation proposed to be made to the Reservoir Project Committee and Authority Board.

## Land Management Committee Chartering Document

**Status:** Ad Hoc

- **Leader:** See primary roster.
- **Members:** See primary roster.
- **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:** End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024.

**Related Documents:**

- Attachment A: Chartering Process, General Requirements

**Purpose:** To advise the Authority and Reservoir Committee on policies and issues relating to Real Estate, Land Management and Site Facilities, including planning for the Project's proposed recreation facilities and potential land use changes caused by the development of the Project.

**Meeting Frequency:** The committee will meet on a quarterly basis. The quarterly meeting will be considered a standing meeting and will be conducted in accordance with the Brown Act.

The Leader may establish Ad Hoc Committees of the Land Management Committee to address specific and emerging issues as they arise

The Leader may call a special meeting of the Land Management Committee outside of the regular quarterly cycle when they determine that a potential issue exists and needs to be addressed by the committee as a whole.

**Committee Roles and Responsibilities:**

- The primary focus of this committee is to provide recommendations on:
  - a. Policies related to the Sites Project Authority's Real Estate program including temporary-rights-of-entry, property acquisition and landowner engagement activities.

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

**Voting/Consensus Procedures:** The Committee Chair shall have the authority to rely on consensus, or call for a voice or roll call vote, on any recommendation proposed to be made to the Reservoir Project Committee and Authority Board.

## Legislative & Outreach Committee Charting Document

### **Status: Ad Hoc**

- Leader: See primary roster.
- Members (3): See primary roster.
- Staff Support:
  1. Lead Staff - 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: End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024.

### **Related Documents:**

- Attachment A: Chartering Documents, General Requirements

**Purpose**: To advise the Authority Board and Reservoir Committee on Federal, State and Local legislative/government affairs policies and issues and to advise on community relations, stakeholder engagement, public outreach, and media relations activities.

**Meeting Frequency**: The committee will meet on a quarterly basis. The quarterly meeting will be considered a standing meeting and will to be conducted in accordance with the Brown Act.

- The Leader may establish Ad Hoc Committees of the Legislative & Outreach Committee to address specific and emerging issues as they arise.
- The Leader may call a special meeting of the Legislative & Outreach Committee outside of the regular quarterly cycle when they determine that a potential issue exists and needs to be addressed by the whole committee.

### **Committee Roles and Responsibilities:**

- The primary focus areas of this committee are providing recommendations on:
  - a. Policies 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.

- b. Policies and activities related to the Sites Project Authority's community engagement, local elected officials and local governmental agency coordination effort.
- c. Policies and activities related to the Sites Project Authority's Communications Program including stakeholder engagement, public outreach and media relations.

**Voting/Consensus Procedures:** The committee has an informal consensus-based approach to reaching its recommendations. Any member may express concerns or issues with items raised and the committee will attempt to reach a unanimous consensus recommendation. The chair shall have the authority to call for a vote either by voice or roll call where necessary.

## Legislative & Outreach Committee Charting Document

### **Status: Ad Hoc**

- Leader: See primary roster.
- Members: See primary roster.
- Staff Support:
  1. Lead Staff - 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: End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024.

### **Related Documents:**

- Attachment A: Chartering Documents, General Requirements

**Purpose**: To advise the Authority Board and Reservoir Committee on Federal, State and Local legislative/government affairs policies and issues and to advise on community relations, stakeholder engagement, public outreach, and media relations activities.

**Meeting Frequency**: The committee will meet on a quarterly basis. The quarterly meeting will be considered a standing meeting and will to be conducted in accordance with the Brown Act.

- The Leader may establish Ad Hoc Committees of the Legislative & Outreach Committee to address specific and emerging issues as they arise.
- The Leader may call a special meeting of the Legislative & Outreach Committee outside of the regular quarterly cycle when they determine that a potential issue exists and needs to be addressed by the whole committee.

### **Committee Roles and Responsibilities:**

- The primary focus areas of this committee are providing recommendations on:
  - a. Policies 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.

- b. Policies and activities related to the Sites Project Authority's community engagement, local elected officials and local governmental agency coordination effort.
- c. Policies and activities related to the Sites Project Authority's Communications Program including stakeholder engagement, public outreach and media relations.

**Voting/Consensus Procedures:** The Committee Chair shall have the authority to rely on consensus, or call for a voice or roll call vote, on any recommendation proposed to be made to the Reservoir Project Committee and Authority Board.



## Reservoir Operations and Engineering Workgroup Chartering Document

### **Status:** Standing

- **Leader:** See primary roster.
- **Members:** See primary roster.
- **Note:** Workgroup membership is by Agency. In evaluating the quorum, an agency may have more than one individual present but because the agency and not the individual is the member, more than one individual from the same agency may be present. Additionally, Authority Board members may attend and may participate in the workgroup meetings but are not counted toward the quorum. The Chair has the discretion to assign workgroup members and non-members to be involved in Ad Hoc activities of the workgroup.
- **Non-Voting:** DWR and Reclamation
- **Staff Support:**
  1. Lead Staff – Engineering and Construction 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 Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2024.

### **Related Documents:**

- Attachment A: Charter Document - General Requirements

**Purpose:** To advise the Authority Board (AB) and Reservoir Committee (RC) on matters related to project work performed within the reservoir operations, engineering and construction service areas.

**Meeting Frequency:** Scheduled meetings will occur every two months with ad-hoc meetings to be scheduled as needed to support RC/AB decision making.

### **Workgroup's Roles and Responsibilities:**

- The primary focus areas of this workgroup are providing recommendations on:
  - a. Establishing the health and safety standards of the project.

- b. Defining facility level of service standards for project design and operations.
- c. Considerations for project cost, cost estimating techniques and standards, and value engineering.
- d. Considerations related to project construction including packaging, contracting, delivery methods and risk management implementation.
- e. Considerations related to coordinating the project with statewide water management, focusing primarily on matters affecting the ability of local agency participants to receive their expected direct and indirect project benefits including review and consideration of the operations modeling.
- f. Formulating the State and Federal benefits in relation to WSIP Proposition 1 and WIIN Act provisions consistent with the direction of the Authority Board and Reservoir Committee.
- g. Establishing project operation strategies to achieve the participants expected direct and indirect project benefits.
- h. Defining and achieving the levels of local, State, and Federal funding necessary to implement the project.
- i. Establishing principles to achieve fair and equitable cost allocation.
- j. Evaluation and recommendations related to material changes, as defined in the Authority's bylaws, regarding the project's schedule, costs, and operations.

**Voting/Consensus Procedures:** The Workgroup Chair shall have the authority to rely on consensus, or call for a voice or roll call vote, on any recommendation proposed to be made to the Reservoir Project Committee and Authority Board.