

## Coordination Committee Charting Document

**Status:** Standing

- **Co-Chairs:** Authority Board and Reservoir Committee Chairpersons
- **Members:** The Chairpersons ~~Officers of the Authority Board and Chairs~~ from each chartered committee and workgroup, the Treasurer and any other members of the Authority Board and Reservoir Committee designated by the Chairperson (or their respective designated representative)
- **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 on December 31, 2024

### **Related Documents:**

- Attachment A: Charter Documents, General Requirements.

**Purpose:** To facilitate the Authority Board and Reservoir Committee to carry out the functions described in the Joint Exercise of Powers Agreement, Bylaws and Project Agreement as may be amended, **and to act** in an advisory role **to the Executive Director in the setting of Board meeting agendas.**

**Meeting Frequency:** Monthly

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

- Acting in an administrative role, serves as the clearinghouse to advise in the assignment and/or prioritize matters of interest to the most-appropriate committee or workgroup.

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

- To ensure each committee and workgroup is performing their duties efficiently, effectively, timely reporting to the governing bodies and in accordance with the current version of the governing documents **and with their respective chartering document**. 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 of Workgroup Chair.

- To ensure matters of interest to the governing bodies that are related to their area of responsibility are being addressed and reported in a timely manner. This may include requesting specific items be included in the meeting agenda packages.
- **Advise, as needed, the Executive Director in the administration and interpretation of the governing 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.