



Meeting: **Reservoir Committee & Authority Board  
Agenda Item 2.1**

**February 16, 2024**

Subject: **2024 Elections and Committee & Workgroup Designations**

---

**Requested Action:**

Reservoir Committee (RC) and Authority Board(AB) Conduct the 2024 Election of Officers:

- a) Elect Reservoir Committee Chairperson (Chair), Vice-Chair. Consider acceptance of the Authority Board’s designation of Treasurer.
- b) Elect Authority Board Chair, Vice-Chair, Secretary and Treasurer.
- c) Reservoir Committee and Authority Board Confirm committee and workgroup designations and participation.

**Detailed Description/Background:**

Per Section 3 of the Project Agreement, elections for the RC officers are held annually. Elected officer positions include Chair, Vice-Chair and Treasurer. An RC Secretary position is allowed under the Agreement; however, this position has not been filled and is not being recommended for action at this time.

The Chair acts as presiding officer over the RC and the Vice-Chair serves in the absence of the Chair. In addition, there has been an informal rotation of the Chair and Vice-Chair between a representative from water agencies North of the Delta and South of the Delta.

The Treasurer of the RC is the Treasurer elected by the AB and serves as the Committee’s liaison to the AB on financial matters affecting the Committee.

Per Section 4.6 of the JPA Bylaws, elections for the AB officers are held annually. Elected officer positions include Chair, Vice-Chair and Treasurer.

The Chair acts as presiding officer over the AB and the Vice-Chair serves in the absence of the Chair.

The Treasurer of the AB is elected by the AB and serves as the RC’s liaison to the AB on financial matters affecting the Committee.

The officers shall be elected and remain in office at the pleasure of the bodies upon the affirmative vote of at least a majority of the vote (weighted in the case of the RC).

Current RC officers include Chair Valerie Pryor (Zone 7 Water Agency), Vice-Chair Michael Azevedo (Colusa County) and Treasurer Jamie Traynham (Davis Water District).

Current AB officers include Chair Fritz Durst (Reclamation District 108), Vice-Chair Jeff Sutton (Tehama-Colusa Canal Authority), Secretary Logan Dennis (Glenn Colusa Irrigation District) and Treasurer Jamie Traynham (Davis Water District).

Workgroup and Committee designations and participation are included in the attached list and were last reviewed by the Committee in February 2023. No material changes to the charters have been identified to date. Staff has reviewed the workgroups and committees makeup against the upcoming project activities and proposes the following:

1. With the continued implementation of joint board meetings, it is proposed that all workgroups and committees continue to be open to RC and/or AB members, within quorum limits. The general requirements for chartering a workgroup or committee reflect this approach.
2. The primary roster of committees and workgroups is attached for reference. Staff suggests that AB/RC representatives who wish to serve on a committee or workgroup contact the Chair of the group to coordinate this request. The primary roster will be maintained by Staff and will be available upon request.

**Prior Reservoir Committee Action:**

None.

**Fiscal Impact/Funding Source:**

None.

**Staff Contact:**

Jerry Brown

**Attachments:**

Attachment A -Charter Documents    Attachment B - General Requirements

Attachment C - Primary Roster

## Budget & Finance Committee Chartering Document

**Status:** Standing

- Leaders and 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.
- Formation: May 27, 2020
- Expires: End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude on December 31, 2025.

**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 manage finances, procurements, contracts, funding sources, and **internal controls** ~~governance~~ effectively.

**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. Implementation of the Authority's Debt Management Policy.
- f. Implementation of the Accounting Policy.
- g. Development and implementation of the Plan of Finance and Guiding Principles and Preliminary Terms.
- h. Development and implementation of the Authority Board Dues Policy.
- ~~Development and implementation of the Governance Policy.~~
- i. **Implementation of the Accounts Payable Approval Policy.**
- j. **Implementation of the Investment Policy.**

- k. Oversight of the Delegation of Authority Matrix.
- l. 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.

## **Contract Strategy Sub-Committee Chartering Document - NEW**

**Status:** Ad-hoc

1. Leader: See Primary Roster
2. Members: See Primary Roster
3. Staff Support:
  - a. Lead Staff – Engineering and Construction Manager
  - b. Legal Counsel on an as-needed basis
  - c. Other specialty advisors or experts on an as-needed basis
4. Formation: February 2022
5. Expires: End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2025.

### **Related Documents:**

Attachment A: Charter Document – General Requirements

**Purpose**: To provide guidance and support in the implementation of the adopted Contract Strategy including procurement of construction providers and the associated legal services.

**Meeting Frequency**: Meetings will be scheduled for the convenience of members' attendance.

**Reports To**: Operations & Engineering (O&E) Workgroup

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

The primary focus areas of this subcommittee are advising Staff and responding to referrals of the O&E workgroup on:

- a. Implementation of the adopted Contracting Strategy including evaluation of any changes to the initial strategy as needed through the Amendment 3 work period while maintaining consistency with the evaluation considerations.
- b. Considerations to procurement of construction support services while maintaining compliance with the Authority's Policies and Procedures.

- c. Adhere at all times to the Authority's vision/mission/values in preparing and evaluating proposals/qualifications and agreements.

**Voting/Consensus Procedures:** The O&E Workgroup makes referrals of items to this subcommittee and/or Staff can present items for consideration prior to taking the item to O&E and/or the boards. Should full consensus on a recommendation or advisement not be reached, that will be noted and returned to full O&E Workgroup.

## Conveyance ~~Workgroup~~ Subcommittee Chartering Document

**Status:** Ad-hoc

- Leader: See Primary Roster.
- Members: See Primary Roster.
- 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: February 2023
- Expires: End of the Third Amendment to 2019 Reservoir Project Agreement which is anticipated to conclude December 31, 2025.

### **Related Documents:**

- Attachment A: Charter Document – General Requirements

**Purpose**:. To provide guidance and support in the creation of agreements and approvals for use of shared facilities, and associated capital improvements, for the conveyance of Sites water within the existing canals and waterways used for conveyance to the Delta and/or individual Participants.

**Meeting Frequency**: ~~Meetings will be scheduled for the convenience of members' attendance.~~ Scheduled meetings will occur every two months with ad-hoc meetings to be scheduled as needed to support Reservoir Committee/Authority Board decision making

**Reports To**: Operations & Engineering (O&E) Workgroup

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

- The primary focus areas of this workgroup is advising Staff and responding to referrals of the O&E workgroup on:
  - a. Establishing lasting and durable partnerships with parties who will be under contract to provide service from shared facilities (Partner Facilities).

- b. Ensuring adherence at all times to the Authority's vision/mission/values in the preparation and evaluation of proposals and agreements with shared facility operators (Facility Partners).
- c. Evaluating proposed level of service standards for shared facility operations against the Project's needs.
- d. Considerations for project capital and operating costs, cost accounting techniques and standards, and records/documentation.
- e. Considerations related to project interface with shared facilities, shared facility improvements proposed by operators, including packaging, contracting, delivery methods and risk management implementation.
- f. Considerations related to coordinating conveyance of Sites water 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.
- g. Evaluating the State and Federal benefits in relation to WSIP Proposition 1 and WIIN Act provisions and determining proper contracting approaches and appropriate level of risk.
- h. Establishing principles to achieve fair and equitable cost allocation.

**Voting/Consensus Procedures:** The O&E Workgroup makes referrals of items to this workgroup and/or Staff can present items for consideration prior to taking the item to O&E and/or the boards. There is generally no need for voting as this workgroup functions primarily in an advisement role. Should there be a need, voting will take place among sitting members and will be reported with any recommendations.



## Coordination Committee Charting Document

**Status:** Standing

- **Co-Chairs:** Authority Board and Reservoir Committee Chairpersons
- **Members:** The Chairpersons 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, 2025

### **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 each of the Chairs and Vice-chair of both bodies 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.

## Environmental and Permitting Workgroup Charting Document

### **Status: Standing**

- Leader: See primary roster.
- Members: See primary roster.
- 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, 2025.

### **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, environmental commitments and mitigation actions for the Sites Reservoir Project.

**Meeting Frequency**: Scheduled meetings will occur every 2 months with ad-hoc meetings to be scheduled as needed to support Authority Board and Reservoir Committee decision-making.

### **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 Authority Board and Reservoir Committee.

## Governance Joint Committee Chartering Document

**Status:** Ad-hoc

- **Leader:** This group will be professionally facilitated. The facilitator, with support from the lead staff, will develop the meeting agendas and lead the meeting discussions.
- **Members:** See Primary Roster. Generally, members should consist of a diverse, balanced group to ensure the interests of all parties involved in the governance of the project are represented and all sides of the governance issues are considered.

*Note:* Workgroup membership is by assignment of the Reservoir Committee (RC) and Authority Board (AB) Chairs. Other RC/AB members may attend and provide input during or outside of the meetings, however, quorum limits of each body must be respected at all times.

- **Staff Support:**
  1. Lead Staff – Executive Director
  2. Facilitator
  3. Legal Counsel on an as-needed basis
  4. Other specialty advisors or experts on an as-needed basis
- **Formation:** July 2022
- **Expires:** Upon completion of governance change proposals, the committee will be dissolved and/or altered depending on the circumstances, which is anticipated to occur ~~within 12-18 months from formation~~ **by the end of the Amendment 3 work period**. The goal is to bring proposals on a timeline that achieves RC/AB approval and supports initiating changes with the start of Phase 3/4.

### **Related Documents:**

- Attachment A: Charter Document – General Requirements

**Purpose:** The Governance workgroup is charged with providing advice, input and specific proposals to the RC and AB in their evaluation of project governance changes that may be necessary as the Project progresses through future phases of work.

**Meeting Frequency:** Meetings will be scheduled for the convenience of members' attendance.

**Reports To:** Reservoir Committee and Authority Board (meeting jointly as possible).

**Committee's Roles and Responsibilities:**

- Sharing candid reactions and constructive input on strategies and approaches the reservoir committee and authority board may wish to consider for its governance arrangements in the future phases of project implementation.
- Give consideration to all viewpoints, including those represented by the various communities of interest from the investor and local perspectives.
- Ensure that the interests of the state and federal investment are properly covered in the governance of the Project to the extent necessary for compliance with approved agreements and contracts with the responsible State and Federal agencies.
- Evaluate the Sites Project governance issues within the context of other local and statewide water policy and water development initiatives that could be complementary to or in conflict with the governance of the Project.
- Identifying technical, legal/statutory, organizational culture, and/or legislative considerations that need to be accounted for to successfully implement the Sites Project. Pay specific attention to the conditions within State law that are reflected in current bylaw provisions relating to qualifications for membership on the Authority Board.
- Ensuring that the governance changes do not interfere with or impede the ability of any of the project participants from achieving the goals they have for their participation in the project.
- Maintain consistency with the words and spirit reflected in the JPA, the bylaws, the Project Agreement and the adopted 2020 Sites Authority Strategic Plan.
- This is an advisory committee that is not intended to make recommendations or have voting procedures. However, if the committee feels a recommendation is warranted, a recommendation does not need to be unanimous but should be accompanied by the identification of any significant risks a member feels are too great to take if implemented.

## Land Management Committee Chartering Document

### **Status:** Standing

- **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, 2025.

### **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 will be:
  - 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.

## Legislative & Outreach Committee Charting Document

### **Status:** Standing

- **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, 2025.

### **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 of this Committee will be:
  - 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.



## Reservoir Operations and Engineering Workgroup Chartering Document

**Status:** Standing

- **Leader:** See Primary Roster
- **Members:** See Primary Roster
- **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, 2025.

### **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.

## Water Infrastructure Finance and Innovation Act (WIFIA) Joint Subcommittee Chartering Document

**Status:** Ad-hoc

- **Leader:** This group will be facilitated by the Engineering and Construction Manager unless the group otherwise chooses to designate a member as the leader.
- **Members:** Up to four. See Primary Roster. Generally, members should consist of a diverse, balanced group including agencies from each of the funding tracks for the project.

*Note:* Joint committee membership is by assignment of the Joint Budget and Finance Committee Chair. Other Reservoir Committee (RC)/Authority Board (AB) members may attend and provide input during or outside of the meetings, however, the quorum limits of each body must be respected at all times.

- **Staff Support:**
  1. Lead Staff – Engineering and Construction Manager
  2. Authority Bond Counsel
  3. Authority Municipal Advisor
  4. Federal Loan Integration Lead
  5. Legal Counsel on an as-needed basis
  6. Other specialty advisors or experts on an as-needed basis
- **Formation:** July 2022
- **Expires:** Upon ~~submittal of the application for a WIFIA loan which is anticipated to occur around March of 2023. The workgroup may be re-initiated in the future to facilitate the negotiation of a final WIFIA lending agreement~~ **execution of WIFIA Master Agreement and WIFIA Loan 1** with the US Environmental Protection Agency (EPA).

### **Related Documents:**

- Attachment A: Charter Document – General Requirements

**Purpose:** The WIFIA Joint Committee is charged with providing advice and input to the Budget and Finance Committee, the RC and the AB in their development

of a WIFIA **Master Agreement and WIFIA Loans** application, including an investment grade ~~indicative~~**final** credit rating for the **JPA Sites Authority**.~~to be submitted with the WIFIA loan application.~~

**Meeting Frequency:** Meetings will be scheduled for the convenience of members' attendance.

**Reports To:** Joint Budget and Finance Committee.

**Committee's Roles and Responsibilities:**

- Provide strategic input to staff on the approach to the **JPA Sites Authority** receiving an investment grade ~~indicative~~**final** rating from a ~~rating agency (i.e. Moody's, S&P.~~
- Evaluate tradeoffs between various credit factors including but not limited to **JPA Sites Authority** liquidity and reserves, project affordability, security provisions, and payment provisions.
- Provide input to staff on the development of materials including the **Benefits & Obligations Contract, Sites Authority's Master Resolution, the Guiding Principles and Preliminary Terms,** a Reserve Policy, a Debt Management Policy, a Disclosure Policy, and other materials as needed to support securing an investment grade ~~indicative~~**final** credit rating for the **JPA Sites Authority**.
- Provide input to staff on the development of ~~an application for~~ a WIFIA **Master Agreement and WIFIA Loans**.
- Give consideration to all viewpoints, including those represented by participants utilizing different methods for generating revenue to make project payments and with varying degrees of financial acumen or borrowing history.
- If the committee feels a recommendation is warranted, a recommendation does not need to be unanimous but should be accompanied by the identification of any significant risks a member feels are too great to take if implemented.

## **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.

Starting in 2023, the workgroup/committees may include members from the Authority Board and/or Reservoir Committee. All workgroups/committees may be jointly supported.

### **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 comments 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. According to the Brown Act, these activities are allowed 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. A primary roster list of all workgroups/committees will be maintained separately from the Charter documents.

- The workgroup/committee is not delegated any decision-making authority; however, ~~incoming to recommendations~~, the workgroup/committee Chair is encouraged to document **in the Charter** the inclusive process by which issues and concerns of individual workgroup/committee members will be **solicited and** 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 from 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 (i.e. “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. Therefore, 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. The unanimous consensus of the workgroup/committee is desirable for any recommendations coming to the Authority Board 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 **Committee** 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 signatories to the JPA and/or Project Agreement and are 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 of the Reservoir Committee or the Authority Board.

The Reservoir Committee and Authority Board Chairpersons determine workgroup/committee leadership assignments. The Chair of the workgroup/committee ~~determines~~ **should work with** the workgroup/committee members **to facilitate and monitor their active involvement**. In addition, 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 are deemed essential to advise the workgroup/committee on specific issues.

Workgroup and 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. The Chairperson has the discretion to assign workgroup and committee members and non-members to be involved in Ad Hoc activities.

**Voting and Consensus Building Approach:** In developing recommendations brought to the Reservoir Committee and Authority Board, 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 - February 2024

Authority Board Directors			Organization
Gary	Evans	Director	Colusa County Board of Supervisors
Joe	Marsh	Director	Colusa County Water District
Thomas	Arnold	Director	Glenn County Board of Supervisors
Logan	Dennis	<b>Secretary</b>	Glenn-Colusa Irrigation District
Fritz	Durst	<b>Chairman</b>	Reclamation District 108
Jeff	Sutton	<b>Vice-Chairman</b>	Tehama-Colusa Canal Authority
Doug	Parker	Director	Westside Water District
Gray	Allen	Director	Placer County Water Agency
Lisa	Kaplin	Director	City of Sacramento
Alternate Authority Board Directors			
Mike	Azevedo	Alternate Director	Colusa County
John	Amaro	Alternate Director	Glenn-Colusa Irrigation District
Sean	Doherty	Alternate Director	Reclamation District 108
Hilary	Reinhard	Alternate Director	Reclamation District 108
Halbert	Charter	Alternate Director	Colusa County Water District
Shelly	Murphy	Alternate Director	Colusa County Water District
Jim	Yoder	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 County Water Agency
Anne	Sanger	Alternate Director	City of Sacramento
Brett	Ewart	Alternate Director	City of Sacramento
City of Sacramento/Sacramento County Water Agency *rotate board seat (every year)			
Kerry	Schmitz	Director	Sacramento County
Mike	Peterson	Alternate Director	Sacramento County
City of Roseville/Placer County Water Agency *rotate board seat (every 2 years)			
Bruce Scott	Houdesheldt Alford	Director	City of Roseville
Associate Authority Members			
Ted Greg	Trimble Johnson	Associate Member	Western Canal Water District
Alternate Authority Associate Members			
Greg Ted	Johnson Trimble	Alternate	Western Canal Water District



## Primary Roster - February 2024

Reservoir Committee Representatives			Organization
Felix Jason	Hernandez III Holley	Representative	American Canyon (City)
Dwayne	Chisam	Representative	Antelope Valley - East Kern Water Agency
Robert	Cheng	Representative	Coachella Valley Water District
Mike	Azevedo	<b>Vice Chair</b>	Colusa County
Halbert	Charter	Representative	Colusa County Water District
Mark	Krause	Representative	Desert Water Agency
Thad TBD	Bettner	Representative	Glenn-Colusa Irrigation District
Paul	Weghorst	Representative	Irvine Ranch Water District
Randall	Neudeck	Representative	Metropolitan Water District
Bill	Vanderwaal	Representative	Reclamation District 108
Trent	Taylor	Representative	Rosedale-Rio Bravo Water Storage District
Bob	Tincher	Representative	San Bernardino Valley Municipal Water District
Lance	Eckhart	Representative	San Gorgonio Pass Water Agency
Cindy	Kao	Representative	Santa Clara Valley Water District
Steve	Cole	Representative	Santa Clarita Valley Water District
Jim	Peterson	Representative	TC4: Cortina Water District
Jamie	Traynham	Representative & <b>Treasurer</b>	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	<b>Chair</b>	Zone 7 Water Agency
Alternate Representatives			
TBD		Alternate	American Canyon (City)
Dan	Flory	Alternate	Antelope Valley - East Kern Water Agency
Petya	Vasileva	Alternate	Coachella Valley Water District
Jim	Barrett	Alternate	Coachella Valley Water District
Gary	Evans	Alternate	Colusa County
Shelly	Murphy	Alternate	Colusa County Water District
Steve	Johnson	Alternate	Desert Water Agency
Greg	Krzys	Alternate	Glenn-Colusa Irrigation District
Kellie	Welch	Alternate	Irvine Ranch Water District
Nina	Hawk	Alternate	Metropolitan Water District
Sam	Smalls	Alternate	Metropolitan Water District
Lewis	Bair	Alternate	Reclamation District 108
Dan	Bartel	Alternate	Rosedale-Rio Bravo Water Storage District
Heather	Dyer	Alternate	San Bernardino Valley Municipal Water District
Thomas	Todd	Alternate	San Gorgonio Pass Water Agency
Emmett	Campbell	Alternate	San Gorgonio Pass Water Agency

## Primary Roster - February 2024

Katherine	Maher	Alternate	Santa Clara Valley Water District
Ali	Elhassan	Alternate	Santa Clarita Valley Water District
Chuck	Grimmer	Alternate	TC4: Cortina Water District
Mary	Pat Petersen	Alternate	TC-4: Cortina Water District
Tom	Charter	Alternate	<del>TC-4: Davis Water District</del>
<b>TBD</b>		Alternate	TC-4: Dunnigan Water District
<b>Mike TBD</b>	<del>Urkov</del>	Alternate	TC-4: LaGrande Water District
Dan	Ruiz	Alternate	Westside Water District
Sheridan	Nicholas	Alternate	Wheeler Ridge-Maricopa Water Storage District
Lillian	Xie	Alternate	Zone 7 Water Agency

## Authority Board Committees

Coordination Committee	
Fritz Durst – Chair AB	Reclamation District 108
Jeff Sutton - Vice-Chair AB	Tehama-Colusa Canal Authority
Logan Dennis - Secretary	Glenn-Colusa ID
Gary Evans	Colusa County Board of Supervisors
Jamie Traynham - Treasurer	Davis WD
Valerie Pryor – RC Chair	Zone 7
Mike Azevedo – RC Vice-Chair	Colusa County
Robert Cheng	Coachella Valley Water District
Robert Kunde	Wheeler Ridge-Maricopa Water Storage District
<del>Thad Bettner</del>	<del>Glenn-Colusa Irrigation District</del>
Heather Dyer	San Bernardino Valley Municipal Water District
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
Thomas Arnold	Glenn County Board of Supervisors
<del>Thad Bettner</del>	<del>Glenn-Colusa Irrigation District</del>
Mike Azevedo	Colusa County
<b>Robert Kunde</b>	<b>Wheeler Ridge-Maricopa Water Storage District</b>
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
<del>Thad Bettner</del>	<del>Glenn-Colusa Irrigation District</del>

## Primary Roster - February 2024

Valerie Pryor	Zone 7 Water Agency
Heather Dyer	San Bernardino Valley Municipal Water District
Nina Hawk	Metropolitan Water District of Southern California
Kevin Spesert	External Affairs Manager - <b>STAFF LEAD</b>
<b>Budget &amp; Finance Committee</b>	
Jamie Traynham – Chair	Davis Water District
<del>Thad Bettner</del>	<del>Glenn-Colusa Irrigation District</del>
Robert Kunde	Wheeler Ridge-Maricopa Water Storage District
Robert Cheng – Vice Chair	Coachella Valley Water District
Bill Vanderwaal	RD 108 & TC4 Dunnigan Water
Shelly Murphy	Colusa County Water Agency
Dan Ruiz	Westside Water District
<del>Nina Hawk</del> Sam Smalls	Metropolitan Water District of Southern California
Cindy Saks	San Bernardino Valley Municipal Water District
Jerry Brown	Executive Director
Joe Trapasso	Operations Manager – <b>STAFF LEAD</b>

## Reservoir Committee Workgroups

<b>Reservoir Operations &amp; Engineering Workgroup</b>	
Mike Azevedo – Vice Chair	Colusa County
<del>Thad Bettner</del>	<del>Glenn-Colusa Irrigation District</del>
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
<b>Ali Elhassan</b>	<b>Santa Clarita Valley Water Agency</b>
Randall Neudeck	Metropolitan Water District of Southern California
JP Robinette	Engineering & Construction Manager- <b>STAFF LEAD</b>
<b>Environmental Planning and Permitting Workgroup</b>	
Mike Azevedo	Colusa County
<del>Thad Bettner</del>	<del>Glenn-Colusa Irrigation District</del>
Robert Cheng	Coachella Valley Water District
Heather Dyer – Chair	San Bernardino Valley Municipal Water District
Nina Hawk	Metropolitan Water District of Southern California
Cindy Kao	Santa Clara Valley Water District
Rob Kunde	Wheeler Ridge-Maricopa Water Storage District
Randall Neudeck	Metropolitan Water District of Southern California
Bill Vanderwaal	RD 108 & TC4 Dunnigan Water
Ali Forsythe	Environmental Planning & Permitting Manager - <b>STAFF LEAD</b>

## Primary Roster - February 2024

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.

### Ad-hoc Committees

<b>Governance Committee (Established August 2022 for 2 years)</b>	
Rob Kunde	Wheeler Ridge-Maricopa Water Storage District
Jeff Sutton	Tehama-Colusa Canal Authority
Bob Tincher	San Bernardino Valley Municipal Water District
Paul Weghorst	Irvine Ranch Water District
Jamie Traynham	Davis Water District
Jason Holley	City of American Canyon
Katherine Maher	Santa Clara Valley Water District
Lance Eckhart	San Geronio Pass Water Agency
Gary Evans & Mike Azevedo	Colusa County
Jerry Brown	Executive Director - Staff Lead
<b>WIFIA Sub-Committee (Established August 2022)</b>	
Jamie Traynham	Davis Water District
Valerie Pryor	Zone 7 Water Agency
Robert Cheng	Coachella Valley Water District
Sam Smalls	Metropolitan Water District
JP Robinette	Engineering & Construction Manager - <b>Staff Lead</b>
<b>Conveyance Sub-Committee (Established February 2023)</b>	
Bob Tincher	San Bernardino Valley Municipal Water District
Valerie Pryor	Zone 7 Water Agency
Mike Azevedo	Colusa County
Ted Trimble	Western Canal Water District
JP Robinette	Engineering & Construction Manager - <b>Staff Lead</b>
<b>Contract Strategy Sub-Committee (Established February 2022)</b>	
Bill Vanderwaal	RD 108 & Dunnigan Water
Jeff Sutton	Tehama-Colusa Canal Authority
Rob Kunde	Wheeler Ridge-Maricopa Water Storage District
Jamie Traynham	Davis Water District
Bob Tincher	San Bernardino Valley Municipal Water District
Mike Azevedo	Colusa County
Robert Cheng	Coachella Valley Water District
Randall Neudeck	Metropolitan Water District
JP Robinette	Engineering & Construction Manager - <b>Staff Lead</b>