

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, 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 Joint Powers Authority 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 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.