OPERATION & MAINTENANCE SCOPE DEFINITION
WORK GROUP CHARTER

A. Introduction

Recent legislation directs the Department of Water Resources (DWR) to prepare a Central Valley Flood Protection Plan and submit it to the Central Valley Flood Protection Board (the Board) by January 1, 2012. The Central Valley Flood Protection Plan will document and assess current performance of the State-federal flood protection system in the Sacramento and San Joaquin Valleys and make recommendations to improve integrated flood management for much of the Sacramento and San Joaquin Valleys.

Preparation of this plan is urgent since the personal safety and economic stability of large segments of the Central Valley rely on flood management systems that do not meet modern engineering standards.

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This charter describes the mission and context for the Operation and Maintenance (O&M) Scope Definition Work Group that will assist DWR in developing contents for the Central Valley Flood Protection Plan.

B. Background

DWR is required to prepare a sustainable, integrated flood management plan called the "Central Valley Flood Protection Plan" by January 1, 2012, for adoption by the Board by July 1, 2012. The plan is to focus on areas of the Central Valley currently receiving protection from the State Plan of Flood Control facilities[1], and will be updated every five years.

The 2012 Central Valley Flood Protection Plan will:

- Promote understanding of existing conditions, likely future challenges, problems and opportunities, and goals and objectives of integrated flood management in the Central Valley from various perspectives (including state, federal, tribal, local, regional, and other interests).

- Develop a broadly supported vision for improving integrated flood management in the Central Valley.

A comprehensive communications and engagement process has been designed to allow active participation by all partners and interested parties throughout each step of the Central Valley

[1] A system of approximately 1,600 miles of federal levees and other critical levees that protect assets critical to the state that the Board or DWR has committed to maintain as detailed in SB 5

Flood Protection Plan development process. This engagement process is designed to share and solicit information, generate recommended plan content, promote feedback, and allow input from partners and the public. This collaborative approach to developing the Central Valley Flood Protection Plan is intended to promote a deeper understanding of flood management challenges and threats in the Central Valley from various perspectives, uncover opportunities for shared action, and produce a plan broadly supported by people at risk.

The study area for the Central Valley Flood Protection Plan encompasses the drainage areas of the two major river systems of the Central Valley – the Sacramento and San Joaquin Rivers – as shown in Figure 1. Pursuant to the recent legislation, the benefit focus area includes the lands protected by facilities of the State Plan of Flood Control, generally within the Sacramento and San Joaquin Valley floors. In order to develop a sustainable plan for improving integrated flood management, the study will consider all factors within the Sacramento and San Joaquin Valley watersheds that can influence flooding in the benefit focus area. DWR will coordinate the development of the Central Valley Flood Protection Plan with other ongoing programs and projects in the Sacramento-San Joaquin Valley, including Delta and consideration of the potential impacts of Central Valley Flood Protection Plan recommendations on Delta conditions.

C. Work Group Focus

The O&M Scope Definition Work Group is to provide input to the following questions:

1. What topic areas related to O&M could affect integrated flood management and should be addressed in the Central Valley Flood Protection Plan?
2. What are the existing and future problems and challenges for O&M?
3. What are the measures of success for O&M practice in the development of the Central Valley Flood Protection Plan?

D. Charge & Deliverables

The charge of the O&M Scope Definition Work Group is to address the following topics. The resulting recommendations will inform all relevant work to develop content for the Central Valley Flood Protection Plan. The first direct application of the products of the O&M Scope Definition Work Group will be in the 5 Regional Conditions Summary Work Groups. Specific, physical and non-physical objectives related to O&M will be developed in the Regional Conditions Summary Work Groups, along with all of the other integrated flood management objectives for that region.

1. List and define the key topic areas related to O&M that would affect the integrated flood management and should be covered in the 2012 Central Valley Flood Protection Plan to create a successful plan. Prioritize the list into 3 levels of importance (essential, important, nice to have).

2. List and describe the primary categories of existing problems and expected future challenges related to O&M within the CVFPP project area. Additional details about the identified problems and future challenges will be developed and captured in the Regional Conditions Summary Work Groups.

3. Develop a comprehensive list of available documents to use as reference material related to levee performance problems, opportunities, and standards.

4. Develop a check list of O&M considerations that should be addressed when working on other aspects of integrated flood management within the CVFPP. This check list may include a list of principles for considering management actions related to levee performance.

5. Develop a list of other O&M improvement studies and planning that the CVFPP Plan Development Team should become familiar with and coordinate with regularly.

The O&M Scope Definition Work Group will be conducted in coordination with the Collaborative Group currently established for levee repairs.

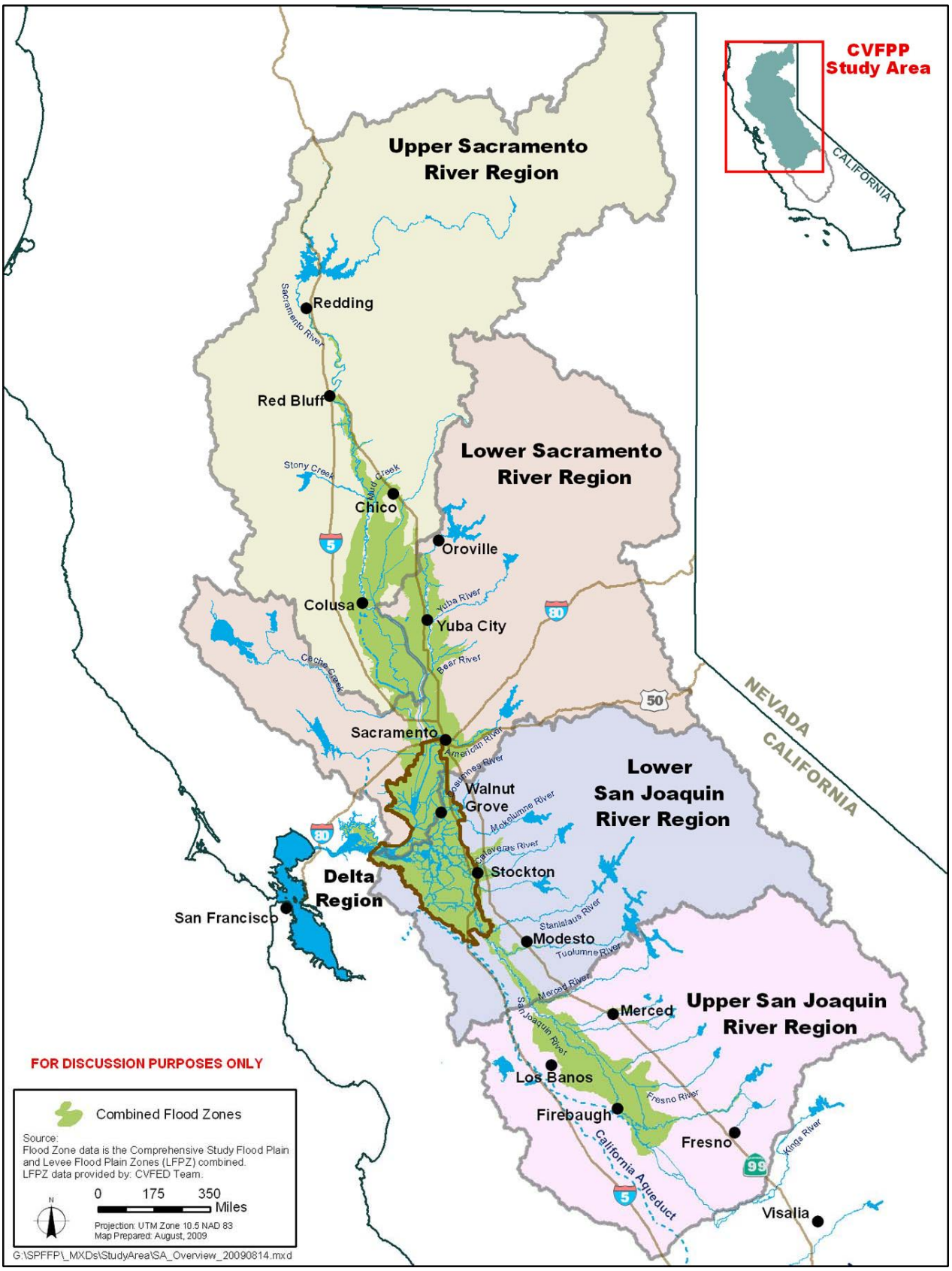

Figure 1. Central Valley Flood Protection Plan Study Area

E. Importance

The O&M Scope Definition Work Group will assist DWR in the critical function of defining how existing and likely future challenges of operating and maintaining the flood control system will be addressed in the Central Valley Flood Protection Plan.

F. Membership

Members are selected by DWR based on application. The work group size will be limited to a maximum of 25 people to allow for facilitated dialogue and interaction. DWR seeks group members who will represent a broad range of interests and perspectives. All members will be expected to have sufficient knowledge to help develop the desired information outlined in Charter Section C (Work Group Focus).

Regular attendance will be essential to the continuity of the group. DWR may permit alternates on a case-by-case basis. If alternates are permitted, they are expected to act with full authority of the member. The member and alternate must remain fully briefed and able to work without causing the group to revisit items previously considered.

G. Participants

Executive Sponsor: DWR Executive Team

DWR Lead: Eric McGrath

Central Valley Flood Planning Office Representative: Michele Ng, Joseph Bartlett

CVFMP Partners: Central Valley Flood Protection Board, U.S. Army Corps of Engineers, California Natural Resources Agency

Work Group members:

Acker, Rober
Bair, Lewis
Basset, John
Brown, Howard
Carlon, John
Cumming, Kenneth
Devereux, Paul
Eckman, Russ
Ericson, Jon
Fales, Diane
Hampton, Bill
Hill, Reggie
Hobgood, Gary
Kerr, Tim
Lang, Kent
Moroney, Kelly
Morris, Patrick
Mraz, Dave
Ruzich, Ken
Sandner, Jim
Tatayon, Susan
Wellman-Barbree, Ilene
Winkler, Steve

Other Key Technical Support: DWR has assembled a team consisting of DWR staff above and MWH Consultant Team

Collaboration/Facilitation Team: Center for Collaborative Policy

H. Roles and Responsibilities

- Executive Sponsor: Serves as a resource for policy guidance on an as-needed basis for development and completion of Work Group deliverables.

- Central Valley Flood Planning Office Representative: Maintains consistency and integration of Work Group functions and deliverables within the context of the Central Valley Flood Protection Plan and FloodSAFE California.

- DWR Lead: The DWR Lead serves as the leader of the Work Group and helps ensure that all relevant perspectives related to the chartered topics are being discussed and captured in written documents. . Helps ensure that appropriate people from DWR Divisions and other partner organizations are invited and given opportunity to participate. Responsible for executing the Work Group Charter. Responsible for reporting to the Executive Sponsor and other DWR functions, as appropriate.

- Key Technical Team Staff: Consists of topic-specific subject matter experts from DWR, and outside expertise as needed. Staff will communicate and convene as needed to meet with, plan, and support the Work Group on specific work assignments.

- Facilitation Team Staff: Provides neutral leadership to the dialogue process and meeting management. The facilitators are content neutral, which means they will not try to promote a particular outcome for the group but instead work with the group to develop the best findings the group is able to produce. The facilitators are not process neutral, which means they will work to help the group stay within scope and follow the terms of the charter. They will also actively suggest methods to accomplish tasks and oversee preparation of meeting notes.

- Work Group Members: Serve as the liaison to communicate information to and from their organizations; act in a manner that will enhance trust among all partners and interested parties; and contribute expertise, data and information to clarify discussions, eliminate false assumptions, and advance innovation in creating recommended content.

- Sub-Committee Members: Convened to address specific topics or questions, members' work will be bounded by specific timeframes and specific technical or policy questions to be considered. Sub-committee members are those with expertise necessary to address the questions under consideration.

I. Other Related Projects

The Work Group activities are an integral part of a much larger FloodSAFE Initiative. The FloodSAFE Initiative builds upon the State's ongoing flood management work, especially progress made over the past few years, since Governor Schwarzenegger called for improved maintenance, system rehabilitation, effective emergency response, and sustainable funding. Additional information on the FloodSAFE Initiative may be found at www.water.ca.gov/floodsafe.

Other State of California public processes that intersect with this element of flood planning include:

- Delta Levee Improvements Program (Delta Special Projects, Delta Subventions)
- Bay Delta Conservation Plan
    - Delta Habitat Conservation and Conveyance Program
- Delta Vision
- DWR Climate Change Study
- DWR Emergency Response Planning
- DWR Levee Inspection and Reporting Activities
- DWR Levee Maintenance Activities
- FloodSAFE Central Valley Floodplain Evaluation and Delineation Program
- FloodSAFE Environmental Conservation Strategy Portfolio
- FloodSAFE Local Agency Assistance Program
- FloodSAFE Statewide Flood Management Planning Project
- FloodSAFE Urban and Non-Urban Levee Evaluation Programs
- Integrated Regional Water Management Planning Program
- Reservoir Reoperation Study
- Surface Storage Investigation Program
- Various ongoing U.S. Army Corps of Engineers plans and projects in the Central Valley

Goals of FloodSAFE California:

- **Reduce the Chance of Flooding** - Reduce the frequency and size of floods that could damage California communities, homes and property, and critical public infrastructure.
- **Reduce the Consequences of Flooding** - Take actions prior to flooding that will help reduce the adverse consequences of floods when they do occur and allow for quicker recovery after flooding.
- **Sustain Economic Growth** - Provide continuing opportunities for prudent economic development that supports robust regional and statewide economies without creating additional flood risk.
- **Protect and Enhance Ecosystems** - Improve flood management systems in ways that protect, restore and, where possible, enhance ecosystems and other public trust resources.
- **Promote Sustainability** - Take actions that improve compatibility with the natural environment and reduce the expected costs to operate and maintain flood management systems into the future.

FloodSAFE Vision:

A sustainable integrated flood management and emergency response system throughout California that improves public safety, protects and enhances environmental and cultural resources, and supports economic growth by reducing the probability of destructive floods, promoting beneficial floodplain processes, and lowering the damages caused by flooding.

J. Products Review Process

Work products of the Work Group will be used to develop the Regional Conditions Summary Report by the Plan Development Team that includes DWR, Central Valley Flood Protection Board, and U.S. Army Corps of Engineers staff and consultants. Draft content prepared by the Plan Development Team will be reviewed by the Central Valley Flood Management Planning Executive Management Team, the FloodSAFE Executive Team, and DWR Executive.

The Central Valley Flood Protection Board is responsible for adopting a plan that will meet the requirements of the authorizing legislation and provide direction for broadly supported actions to improve integrated flood management.

K. Schedule and Work Plan

DWR and this Work Group operate under specific, legislatively directed time lines. The Work Group will be convened in August 2009, and is expected to complete its work by October 2009. The frequency of Work Groups meetings is expected to average twice per month, with more frequent meetings possible based on need to accomplish the Work Group mission.

Depending on need, the Team Leader may form one or more sub-committees (see Section H, Roles and Responsibilities). Sub-committee meetings will be scheduled as required.

L. Decision-Making within Work Group

The Work Group will operate as a body seeking broad agreement about the various issues under consideration for the Central Valley Flood Protection Plan. If various perspectives offered do not agree, the differences will be recorded as part of the draft content.

Input is used to assist the Sponsors and Team in understanding the extent to which there is shared perspective or meaning about the items being considered. Items moved forward as a group product will be considered by the full Work Group. Items before the body will be presented in writing and members allowed sufficient time to consider them. Members will be permitted to note their level of support for an item under discussion as ranging from Unqualified Support, General Support, Qualified Support, Qualified Disagreement, to Fundamental Disagreement. The level of support for various items will be recorded. If an item receives a level of disagreement, the group will be asked to continue working to reach agreement or until it appears a resolution is not necessary or attainable. At that time, the facilitation team will note the nature of the disagreement, and in consultation with the Work Group and sponsors, make a determination as to the best way to proceed in the particular topic area. Straw polls or requests for general preferences may also be conducted. These types of inquiries are for the purpose of refining ideas, providing direction to the project staff, or both.

M. Protocols, Standing Group Rules & Group Statements

Protocols

- Outside of work group meetings, people will represent comments made in these meetings as organizational or general group comments. Personal references should be avoided.
- All members agree to act in good faith in all aspects of this process and to communicate their interests.
- Members agree not to make commitments they do not intend to keep.

- Parties will act consistently in other forums where similar topics are being discussed, including sessions with the press.
- Members agree to make a concerted effort to provide requested information to other members or to explain the reason why not.
- Meeting notes will be prepared with a focus on key points, ideas, and action items rather than as transcripts. Unless very specific to understanding the content, references will generally be made to the content rather than the members.

Standing Ground Rules

- Use common conversational courtesy. (Don't interrupt, use appropriate language, avoid third party discussions, etc.)
- Humor is welcome and important, but humor should never be at someone else's expense.
- All ideas and points have value - You may hear something you do not agree with. Please remember that the purpose of the work group is to share ideas and capture various perspectives. All ideas have value in this setting. You are not required to defend or promote your perspective, but you are asked to share it. If you believe another approach is better, offer it as a constructive alternative. Please avoid ascribing motives to others.
- Members have a right to change their minds as information is discussed and conditions change.
- Cell Phone/ PDA Courtesy - Most of the participants have demanding responsibilities outside of the meeting room. We ask for your attention during the full meeting. Please turn cell phones, or any other communication item with an on/off switch to "silent." If you do not believe you will be able to participate fully, please discuss your situation with one of the facilitators.
- Be comfortable - Please help yourself to refreshments or take personal breaks.
- Spelling doesn't count
- Honor time
- We have ambitious meeting agendas, in order to meet our goals it will be important to follow the time guidelines provided by the facilitator.

Group Statements

At the end of each full group meeting, the group will outline the key information and outcomes that the group would like to share with others. Similar to a press release, this will allow members to provide consistent information to their constituents about what is being considered and the progress being made by the group.

N. Amendments

The Work Group may amend the charter in consultation with the Executive Sponsors and Team Leader.