

Appendix C



**East Stanislaus IRWM
Steering Committee Members
(2012-2013)**

City	Category	Name	Contact Info
<i>City of Modesto</i>	Representative	Jack Bond	npinhey@modestogov.com
	Alternate	Jim Alves	jalves@modestogov.com
<i>City of Turlock</i>	Representative	Dan Madden	dmadden@turlock.ca.us
	Alternate	Michael Cooke	mcooke@turlock.ca.us
<i>City of Ceres</i>	Representative	Mike Brinton	Michael.Brinton@ci.ceres.ca.us
	Alternate	Toby Wells	Toby.Wells@ci.ceres.ca.us
<i>City of Hughson</i>	Representative	Thom Clark	tclark@hughson.org
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East Stanislaus Integrated Regional Water Management Planning Region

Steering Committee Roles & Responsibilities

Introduction

The purpose of the Steering Committee (SC) is to lead the East Stanislaus Integrated Regional Water Management (IRWM) planning and implementation process with direction from and in coordination with the East Stanislaus Regional Water Management Partnership (ESRWMP).

To help the SC run smoothly and successfully, these Roles and Responsibilities were prepared to govern the way in which the SC makes decisions and provides input to the IRWM planning and implementation process. The Roles and Responsibilities address the following:

- Overall responsibilities of the SC
- Guidance for communication
- Attendance expectations
- Participation during meetings
- Confidentiality of discussion items
- Information sharing
- Decision-making
- Work product review and development
- Media contact
- Amendments to Roles and Responsibilities

A. Responsibilities

The SC leads preparation and implementation of the East Stanislaus IRWM Plan, including, but not limited to, future updates of the Plan. Representatives of the SC are generally those that are actively managing projects. Responsibilities of the SC include:

- Manage contracts, information/databases, reporting
- Manage the IRWM Plan development and implementation
- Provide guidance to consultants and manage contracts
- Manage budgets and schedule
- Coordinate with the Public Advisory Committee (PAC)
- Present unresolved issues/work tasks to the PAC
- Generally manage the work
- Coordinate and implement the public outreach process
- Manage the East Stanislaus IRWMP website
- Ensure meetings are announced and posted in advance
- Coordinate distribution and posting of materials

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- Manage the Public Advisory Committee meetings
- Convey Public Advisory Committee's recommendations to the ESRWMP

B. Representation and Participation

The SC members will be asked and encouraged to participate as follows.

- Designate one representative, and if appropriate one alternate, to serve on the SC
- Attend and participate in SC meetings
- Come prepared to the SC meetings by reviewing work products and discussion items prior to the meeting
- When appropriate, specifically represent the interests and needs of any Disadvantaged Community (DAC) lying within the SC member's jurisdiction
- Review and provide timely comments on draft work products
- Adopt, or provide written support for, the East Stanislaus IRWM Plan

Some of these actions are discussed further in the following sections.

1. The goal of the SC is to have representatives of the entities implementing water resources-related projects engaged in discussion related to the IRWM planning and implementation process. The SC will reach consensus on East Stanislaus IRWM Plan content and recommendations and on the means and methods by which the Plan will be implemented. Straw votes may be taken from time to time to gauge the level of agreement on specific issues. Efforts should be made to accommodate the concerns of all parties.
2. The SC is expected to provide guidance to the PAC and to take the PAC's comments and constructive criticism on the IRWM planning process and work items into consideration while making decisions. Additionally, the SC will convey PAC and public comments and concerns to the ESRWMP and will facilitate decision-making at both the PAC and ESRWMP levels.
3. SC members will manage the budget and schedule developed for the IRWM Plan preparation and implementation appropriately to ensure the IRWM Plan is developed on time and within budget and that all subsequent operations are implemented in a likewise manner. The SC will also ensure the PAC is kept apprised of schedule and budget constraints.
4. With the SC's consent, new committee members may be added to the SC after the first meeting is held.
5. Any current member may terminate membership upon submittal of thirty (30) days written notice to the SC. Upon termination, the former member shall have no obligation to participate in the SC. With the SC's consent, a terminating member who wishes to maintain his or her organization's presence on the SC may be replaced.
6. SC membership is completely voluntary and is not a paid (money or in-kind) position.

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7. Members will be asked to abide by the following procedures to cultivate a venue for constructive discourse.
 - Allow one person speak at a time.
 - Treat one another with respect and common courtesy.
 - Be honest, fair, and as candid as possible.
 - Respect time constraints and be succinct.
 - Civility is required.
 - The personal integrity and values of each member will be respected by other members, including the avoidance of personal attacks and stereotyping.
 - The motivations and intentions of members will not be assumed nor criticized.
 - Come with an open mind and respect for other's interests and differing opinions.
 - Think outside the box and welcome new ideas.
 - Commitments will be kept.
 - Delay will not be employed as a tactic to avoid an undesired result.
 - Disagreements will be regarded as problems to be solved rather than as battles to be won.
8. Every member will check back with their respective entity and will keep them aware of the ongoing IRWM planning and implementation process and specific SC actions. Input from senior staff and/or governing boards of the SC members will be communicated back to the SC at its next meeting. Any dissension from the respective organizations' decision-making bodies that could affect acceptance of SC recommendations will be clearly communicated at each meeting so a solution can be sought.
9. Outstanding issues or concerns of SC members will be brought to the SC first. Members will not communicate their concerns and issues outside of the committee without first bringing them to the SC.
10. Every member is responsible for communicating their position on issues under consideration. It is incumbent upon each member to state the interests of the organization or group they represent. Voicing these interests is essential to enable meaningful dialogue and full consideration of issues by the SC. If a SC member does not attend a SC meeting or communicate their viewpoint on an issue, it is assumed that they agree with decisions and recommendations made by the SC. If a member's interest is conveyed to another member or staff outside of a meeting, the source of that comment will be clearly conveyed to the SC.

C. Operational Functions

1. The SC will develop and maintain a calendar of all scheduled meetings for the both the SC and the PAC, to the extent possible. If a meeting needs to be rescheduled, the SC will coordinate and make every attempt to select a date when a majority of the SC members can attend.
2. SC meetings will be scheduled approximately every one to two months on the fourth Thursday of the meeting month. Each meeting is anticipated to require two hours, to begin

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- at the consistent time of 3:00 P.M. The meetings will be held at the City of Modesto City Offices unless an alternate location(s) preferred by SC members is selected.
3. The Steering Committee provides notice of all meeting types by posting the agenda, notices, and minutes on the East Stanislaus IRWM planning website (to be developed), as well as a posting on a public announcement board and direct mailings to a mailing list of interested stakeholders. The Steering Committee ensures the meetings notices are posted with ample time for the public to participate in the meetings.
 4. If a member cannot make a scheduled SC meeting, that person shall designate an alternate to attend and represent him or her at that meeting (see Alternates and Observers section.) For continuity, members will minimize their use of alternates to attend and each time an alternate is required, it should be the same individual. The SC member is responsible for briefing the alternate on substantive issues and procedures of the committee. If an alternate is not designated, the SC member should, whenever possible, communicate his or her comments orally or in writing directly to the designated individual(s). SC members also can contact the designated individual(s) at any time to discuss their concerns and needs related to this dialogue.
 5. If more than two consecutive SC meetings are missed by a member, the SC members may determine that, in the best interest of the East Stanislaus IRWM planning process, the member should be replaced.
 6. All written materials to be discussed at the SC meetings will be mailed 10 days before the meeting date. Materials must be reviewed by members prior to the meeting in an effort to maximize time for constructive discussion. SC members will be selected/volunteer to coordinate these aspects of the group.
 7. SC members (as a whole or as designated individual(s)) will prepare a list of the key issues, recommendations, and action items based on discussions and results of SC meetings. These summaries will be submitted to the SC members prior to the next meeting.

D. Decision Process

1. This SC has been established to guide the IRWM planning and implementation process and to ensure a collaborative, consensus-based IRWM Plan is developed and implemented for the East Stanislaus Region. Although consensus (when all members are in full or substantial agreement) is the goal, a majority opinion on key recommendations may be necessary. The decision-making goal is to have all SC members agree on the item at hand, with no member objecting to a decision or an agreement.
2. If, after a thorough discussion, full or substantial agreement is not reached, then a vote will be taken. SC members can vote “yes”, “neutral” (not optimal, but comfortable with the decision), or “no” (active opposition to a particular decision). If a majority of attending members register a “no” vote, then the proposal is not advanced as an agreed upon SC recommendation.
3. The SC’s final agreement on the East Stanislaus IRWM Plan is expected to take the form of a written statement, signed by the SC members and included in the final plan.

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4. As part of the process of making decisions and developing recommendations, members are encouraged to brainstorm and think creatively. Members are encouraged to put forward tentative proposals for consideration which may later be withdrawn.
5. Preconceived conclusions on issues under discussion by the SC should be avoided to facilitate an objective result.

D. Development of Work Products

1. The SC will help develop and support the East Stanislaus IRWM Plan. To ensure an efficient and productive use of SC member time and to be able to achieve the highest quality products, designated SC members, consultants, and/or PAC working groups will develop draft work products for review and comment by all SC and PAC members. Members will offer specific advice about various components of the overall approach and specific tasks in progress. All comments from the PAC will be directed to the SC for further discussion and consideration.
2. SC member comments on written documents under consideration should be made on the actual documents so they can be easily understood and integrated into the revised text of a document. It is understood that the SC's primary goal for written products is to agree on substantive policies, principles, and recommendations and not to debate the detailed wording of documents.
3. As SC members discuss and make decisions on issues, methodologies and work products, the document preparers will assist SC members by drafting language that reflects the viewpoints of the group. Draft statements or edits to work products that are prepared in this manner will then be circulated for review by all SC members. The final version of the work product or statement of decisions will be presented at the next SC meeting for agreement.
4. Members are asked to provide pertinent information for items under discussion at all meetings. This means that members have an obligation to share any specific information, including possible or pending decisions within or by the organizations they represent, as well as information in the form of reports, memos, and studies which may affect the discussions and recommendations by the members. Tentative or sensitive information will be treated as such.

E. Alternates and Observers

1. SC alternates shall be designated for the life of the East Stanislaus IRWM process to provide continuity; they will be provided meeting materials prior to each meeting at the same time as the designated SC members.
2. When not representing the SC members, alternates may sit with SC members during the meeting when seating is available. SC members have priority seating.
3. SC meetings are open to the general public and directly engage the public, as needed, such as times when public input is solicited for on deliverables. During the public meetings,

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- observers and the general public can provide comments if 1) time allows, 2) it is constructive, and 3) it is kept to a minimal amount of time.
4. Observers, including representatives of the media, are welcome to attend SC meetings that are open to the public during times when public input is solicited. Media are requested to identify themselves to the facilitators prior to the start of each meeting. Facilitators will provide a copy of this guidance document to observers, if necessary.

F. Media Contact

1. If approached by the media, members of the SC will be careful to present only their own views and not those of other members on the SC. Members are encouraged to suggest that media representatives contact other SC members who may have different points of view.
2. While the SC is studying, discussing, or evaluating issues, members will not initiate media contact or make public statements except as mutually agreed by the members. No statements prejudging outcomes will be made to the media. Violation of this will result in the member being removed from the SC.
3. If it so desires, the SC may form a media working group, representing all interests serving on the SC, to jointly draft periodic press releases to accurately convey the proceedings of the SC to the media. These press releases will then be coordinated and released by the designated individual(s), with their professional input. If consensus is reached on items to release to the media, a SC spokesperson will be appointed to highlight only those issues agreed upon by the entire SC.

G. Amendments

The initial version of these SC Roles and Responsibilities will be implemented after discussion and acceptance at the first SC meeting. Amendments to these guidelines will be made upon the consensus approval, or if necessary, majority approval of the SC present at any given regularly scheduled meeting.