

Water Plan Advisory Committee GROUP CHARTER

*Items noted with a *star are part of the overall Water Plan Project Charter.
Items noted with a +plus are specific to the Advisory Committee.*

Section 1 – Mission, Activities, Importance, Methodology

***Mission:**

The Water Plan Advisory Committee (AC), representing broad statewide policy interests, will build on the strategic planning framework, recommendations, and content developed for Water Plan Update 2005, as informed by the State Steering Committee, Regional Workshops & Forums, Statewide Water Analysis Network, federal agencies, and tribal governments. This work includes tracking and reporting progress on action plan items associated with Update 2005's 14 recommendations.

***Activities:**

The next Water Plan Update will derive from the following key activities:

1. Review and revise as needed the vision, mission, and goals of the Water Plan, and update its initiatives, recommendations, and actions. This includes addressing “AC Parking Lot” topics from Update 2005, updating the Water Plan stakeholder/customer survey, and incorporating issues and initiatives from Steering Committee members.
2. Develop multiple scenarios of future California water conditions, and use them to evaluate different combinations of resource management strategies for a range of water demand and supply assumptions.
3. Develop climate change scenarios to evaluate impacts on California's water resources and water systems, and to recommend statewide and regional adaptation strategies.
4. Update the Regional Reports for the 10 Hydrologic Regions, and for the Sacramento-San Joaquin Delta and Mountain Counties as areas of special concern. Use information gained through the regional outreach process to describe critical issues, initiatives, and the effectiveness of regional planning efforts.
5. Update the 25 Resource Management Strategies.
6. Estimate and present actual water uses, supplies, and quality (Water Portfolios) for water years 1998 through 2005. Improve methods for representing consumptive and non-consumptive environmental water uses, and where reuse of water is occurring.
7. Improve information exchange, conceptual models, and analytical tools.

***Importance:**

The Water Plan Update calls for comprehensive and integrated regional management of California's water resources. The Update is a key document being used to define, outline and advance State government's leadership and role in the water community. In order to promote the Water Plan's framework, recommendations, and strategies, the State is committed to fully considering water issues, initiatives, and information from all potential partners, affected stakeholders and the public at large.

+Methodology:

AC Members will work in a variety of settings to review and recommend on policy:

- 1) Advisory Committee Meetings – conducted approximately four times a year to consider items of specific interest to the body.
- 2) Plenary Sessions – conducted on a regular basis to review and comment on refined proposals from all formal Water Plan Stakeholders.
- 3) Small Groups – conducted on a regular basis to consider topic specific and issues of limited scope. Such groups are charged with developing specific recommendations for presentation to the full body.
- 4) Stakeholder Groups – conducted on an occasional basis to allow members to learn more about the collective perspective of like-minded organizations or constituencies.
- 5) All groups are charged with making decisions based on data and with the intent of creating an optimum Water Plan.

+Section 2 – Membership

Membership:

Executive Sponsors: Lester Snow and Mark Cowin, Department of Water Resources (DWR)

General guidance on membership is provided to DWR in the Water Code. Individual members serve at the pleasure of the Executive Sponsors. The 2009 Advisory Committee was specifically selected to represent broad statewide policy interests. In order to provide for meaningful dialog, the total number of members is 30-35.

Individual Members will:

- Act as a liaison to communicate information to and from their organizations
- Act in a manner that will enhance trust among all stakeholders

- Contribute data/information to clarify issues, eliminate false assumptions, and advance innovation

Member Roster as of June 1, 2007

1. American Farmland Trust – Ed Thompson
2. Association of California Water Agencies – David Bolland
3. California Association of Resource Conservation Districts – Patrick Truman
4. California Building Industry Association – Steve LaMar
5. California Chamber of Commerce – Valerie Nera
6. California Council for Environmental & Economic Balance - Jerry Secundy, Alternate Bob Lucas
7. California Council of Governments – Rusty Selix
8. California County Planning Commissioners Association – Ted Allured
9. California Farm Bureau Federation – Chris Scheuring
10. California Farm Water Coalition – Michael Wade
11. California Landscape Contractors Association – Larry Rohlfes
12. California Rural Indian Health Board – James Crouch
13. California Sportfishing Protection Alliance – Mike Jackson, Alternate: Jim Crenshaw
14. California State Association of Counties - Merita Callaway
15. California Urban Water Agencies - Steve Macaulay, Alternate: Elaine Archibald
16. California Urban Water Conservation Council – Mary Ann Dickinson,
17. Alternate: Katie Shulte Joung
18. California Water Association – Jack Hawks
19. California Watershed Network – Mary Lee Knecht
20. Central Valley Project Water Association – Bob Stackhouse
21. Ducks Unlimited – Chris Unkel, Alternate: Kevin Petrik
22. Environmental Defense – Laura Harnish
23. Environmental Justice Coalition for Water – Gary Mulcahy
24. Floodplain Management Association – Iovanka Todt
25. Friends of the River – Steve Evans
26. League of California Cities – Kyra Ross
27. League of Women Voters – Jack Sullivan
28. Natural Resource Defense Council – Barry Nelson
29. Planning & Conservation League – Jonas Minton
30. Regional Council of Rural Counties – Kathy Mannion
31. State Water Contractors – Terry Erlewine
32. Sierra Club -- Jim Metropulos
33. The Nature Conservancy – Susan Tatayon

34. WateReuse Association – Bill Van Wagoner, Alternate: Paul Klein

Program Manager: Kamyar Guivetchi, DWR

Project Manager: Paul Dabbs, DWR

Facilitation Team: Lisa Beutler, Judith Talbot, David Sumi (Center for Collaborative Policy, Sacramento State - CCP)

Key Project Staff: The Project Team consists of inter-disciplinary staffs from DWR's Statewide Water Planning and four District offices, and staffs from other DWR divisions and State agencies as needed. The Project Team includes a Facilitation Team to manage the public process and help interaction among the different groups.

Requirments:

Committee members need sufficient authority and stature to represent their organization and identified policy area.

Substitutes:

Attendance is important to the continuity of the group.

Substitutes may be permitted on a case by case basis in consultation with the Chair, Program Manager and facilitator. In general members should make every attempt to attend in person.

Withdrawal

Any member or the facilitator may withdraw from the Committee at anytime. Those withdrawing will be asked to communicate the reasons for withdrawal. Those leaving are expected to maintain the integrity of the ground rules and the process.

+Section 3 – Amendments, Decision Making, Rules

+Amendments:

The Committee may amend the charter in consultation with the Sponsors.

+Decision Making:

The Advisory Committee will operate as a consensus seeking body that provides advice to the project sponsors. Consensus driven recommendations will receive the highest consideration.

It is understood that members may not always be able to commit their organization to a particular conclusion; however, members will operate and represent their organizations in good faith and contribute the best available information.

+Voting Rules:

Items moved forward as a group product will be considered by the full AC. If voting is undertaken, items before the body will be presented in writing and members allowed sufficient time to consider the item.

Members will be permitted to note their level of consensus as ranging from Unqualified support, General Support, Qualified Support, Qualified Disagreement, to Fundamental Disagreement. Issues without a broad degree of support will not move forward as group products. 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 until it appears a resolution is not attainable, or move on to an area where more agreement is possible. At that time the Facilitation team will note the nature of the disagreement and in consultation with the AC and sponsors make a determination as to the best way to proceed in the particular issue area.

Straw polls or requests for general preferences may also be conducted. These types of inquiries will be for the purpose of refining ideas and or providing direction to the project staff.

+Protocol Rules:

1. People will represent comments made in these meetings as organizational or general group comments. Avoid all personal references.
2. All members agree to act in Good Faith in all aspects of this consensus-building process and to communicate their interests.
3. Members agree to not make commitments they do not intend to follow through with and that the parties will act consistently in other forums where similar issues are being discussed, including sessions with the press.
4. Members agree to make a concerted effort to provide requested information to other members or to explain the reason why not.

+Disclosure Rules:

It is recognized that AC members are associated with operating organizations and groups and have an obligation to make management decisions and take actions necessary for the proper functioning of those organizations. The Advisory Committee is a long-term effort and during the course of deliberations, it is

understood members may take public positions to protect their immediate interests. It is understood these interests may conflict with what is or might be derived from the Advisory Committee deliberations at any given point in time. Public positions taken in this context will not be considered a lack of commitment to the Water Plan Advisory Committee process.

Members embarking on such a course are asked to advise the Facilitators and Executive Sponsor of potential and pending activities, financial or policy decisions, proposed legislation, and public position statements by the groups regarding issues under the scope of the Advisory Committee at the earliest feasible opportunity and the best method to provide disclosure to the full group. Such prior disclosure is not intended to prevent a member from proceeding but instead is intended as a method to keep the group informed. If full disclosure would jeopardize the member's group mission, the member will advise the sponsor and facilitators as soon as practical.

All members agree to work with their organizations and groups in reassessing historical positions throughout the Update Process.

This section regarding disclosure will not restrict the ability of members to speak to the press or pursue legal strategies in the future.

***Standing Meeting Ground Rules:**

▪ **Use Common Conversational Courtesy**

Don't interrupt; use appropriate language, no 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 forum is to share ideas. 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. Be cautious of ascribing motives to others.

▪ **50-Mile Rule**

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." Ask those who would contact you to use the "50 mile rule." That is, if you

didn't have a cell phone or pager, would they drive 50 miles to come get you in person? 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. If you have other needs please let a facilitator know.

▪ **Spelling Doesn't Count**

Research indicates that writing on a vertical surface (like blackboards or flipcharts) actually increases the number of spelling errors.

▪ **Honor Time**

We have an ambitious agenda, in order to meet our goals it will be important to follow the time guidelines given by the facilitator.

**Section 4 – Roles and Responsibilities*

State Agency Roles and Responsibilities:

- **Water Plan Steering Committee (SC):** The Steering Committee is part of the Water Plan leadership. Comprised of representatives from 17 State government agencies, the SC is a central feature of the next process to guide subsequent *Water Plan Updates*, a role DWR had performed with little formal input from other State agencies in the past. The Steering Committee collaborates to develop a more comprehensive Water Plan Update that strategically integrates California's water supply, water use efficiency, water quality, and environmental stewardship, as well as respective agency missions and goals.

Steering Committee Chair: Mark Cowin, DWR

Steering Committee Members:

| <u>Agency:</u> | <u>Representative:</u> |
|--|------------------------|
| • Boating & Waterways | Rudy Oienza |
| • Business, Transportation & Housing | Jim Bourgart |
| • Cal/Environmental Protection Agency | Cindy Tuck |
| • CALFED Bay-Delta Program | Leo Winternitz |
| • California Energy Commission | Lorraine White |
| • California Public Utilities Commission | Kevin Coughlan |
| • Conservation | Jeannie Blakeslee |
| • Fish & Game | Carl Wilcox |
| • Food & Agriculture | Steve Shaffer |
| • Forestry & Fire Protection (CALFIRE) | Chris Keithley |

- Health Services
 - Native American Heritage Commission
 - Parks & Recreation
 - Office of Planning & Research
 - State Lands Commission
 - State Water Resources Control Board
 - Water Resources
- Rufus Howell
 - Debbie Pilas-Treadway
 - Stuart Hong
 - Terry Roberts
 - Marina Brand
 - Darrin Polhemus
 - Mark Cowin

- **Project Team** comprises DWR and other State agency staffs working on the Water Plan Update. It is an interdisciplinary team that draws upon the wide range of scientific, technical, and administrative skills within DWR and partnering State agencies. The role of the team is to bring well considered staff work and recommendations forward to the advisory bodies.
- **Work Teams** consist of topic-specific subject matter experts from DWR and other State agencies, including their district/regional offices, as well as facilitators. Work Team Leads will convene as a group on a regular basis to plan and manage specific work assignments and/or conduct intense work on single subjects.
- **Regional Leads** are liaisons from district/regional offices of DWR and other State agencies with the various regional efforts. The Regional Leads will compile information on regional water issues and planning needs for the Water Plan's Regional Reports.
- **Facilitation Team** provides neutral, third party leadership to the dialogue process as well as meeting management. Overall management of the facilitation team will be provided by the Center for Collaborative Policy, Sacramento State – CCP.
- **Communications Team** consists of Public Information Officers (PIOs) from member agencies to use multiple mailing lists and communications methods to advise the public of water plan information important to the constituents.

Other Related Project Roles:

- **Federal Coordination and Tribal Consultation** involves the Water Plan bodies seeking policy input from federal agencies and tribal governments.
- The **Regional Forum and Workshops** will encourage regionally-based water collaboratives to work closely with the Steering Committee and Advisory Committee on Integrated Regional Water Management initiatives. DWR will conduct numerous regional workshops to inform the Water Plan Update about communities of place and their regional water issues and management strategies. Annually, regional collaboratives will be invited to a Regional Forum to discuss regional issues having statewide impacts, “place-based” water issues such as data availability, lessons learned, and best management practices.

- A **Regional Design Team** composed of key representatives from numerous regions will advise on the most effective methods to interact in designing the overall regional approach, potential hosts for regional gatherings, particularly relevant content to share with the regions and other related matters.
- **Statewide Water Analysis Network (SWAN)** will review and recommend analytical tools, data, and information exchange methods needed for the next Water Plan Update to evaluate future scenarios, current agricultural and urban water uses and supplies, climate change impacts and responses, energy-water relationships, environmental water concepts and needs, future supplies and demands, and statewide water data needs and assumptions.
- **Extended Review Forum** provides the opportunity for people to follow the Water Plan process without direct involvement in work activities. Extended Review Forum members will receive regular information updates and public meeting notices from DWR.
- **Alumni** are members of the Water Plan 2005 Advisory Committee. The Alumni may receive occasional briefings and some focused outreach.
- **Public Outreach** will be achieved by using a variety of communication means and involving all those participating in the Water Plan process. Within the multi-disciplinary Project Team, the Communications Planning Work Team will develop and implement a communications plan and tools. Information will be made available on the Water Plan Web Portal, at publicly noticed meetings and workshops, and through e-mail announcements.

Section 5 – Communications

***Public Website**

DWR will maintain an Advisory Committee webpage accessible to the public. The webpage will contain the name and affiliation of the members, the AC charter, and AC work products.

+Press Release

A press release, summarizing the groups' work during, will be prepared at the end of each AC meeting

**Section 6 – Project Time-Frame*

General Timelines

Water Plan reports are mandated by the Water Code every five years:

- December 2007 – Release the Assumptions & Estimates Report for public review
- December 2008 – Release the Public Review Draft of the next Water Plan Update
- December 2009 – Release Final Water Plan Update 2009 after holding public comment workshops and incorporating changes

The Water Code currently requires completing Final Water Plan Updates every five years in years ending in three (3) and eight (8). However, because the last update was completed in 2005, the proposed completion dates are one year later than the Water Code due dates. Even so, the Public Review Draft (a substantial report including draft policy recommendations) will be available to the Legislature and public by the end of 2008 (the currently mandated due date); and the Final Water Plan Update will be released by the end of 2009, only four years after Update 2005. And by keeping the subsequent update cycle to four years, the ensuing Final Water Plan will be released in 2013 as required.

Meeting Schedule:

Meetings

| Meeting Schedule California Water Plan Update 2009 | | | | | | | | | | | | |
|---|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | 2007 | | | | | | | | | | | |
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| Steering Committee | | | SC | SC | | | SC | | SC | SC | SC | |
| Steering Committee Briefing (Prep for AC) | | | | | SCB | | | SCB | | | | |
| Advisory Committee | | | | | | AC | | AC | | | | AC |
| Regional Workshops (8-9 locations over 2 months) | | | | | | RW | RW | RW | | | | |
| Regional Forum (Multi Region Gathering) | | | | | | | | | RF | | | |
| As needed - facilitated AC/SC Topic Workshops | | | | | | | | W | W | W | W | W |
| Plenary | | | | | | | | | | P | | |
| | 2008 | | | | | | | | | | | |
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| Steering Committee Meeting | SC | SC | | SC | SC | | | SC | | SC | SC | |
| Steering Committee Briefing (Prep for AC) | | | SCB | | | SCB | | | SCB | | | |
| Advisory Committee Meeting | | | AC | | | | | | AC | | | AC |
| Regional Workshops (8-9 locations over 2 months) | RW | RW | | | | | | | | | | |
| Regional Forum (Multi Region Gathering) | | | | | RF | | | | | | | |
| As needed - facilitated AC/SC topic meetings | W | W | W | W | | | | | | | | |
| Plenary | | | | | | P | | | | | | |
| | 2009 | | | | | | | | | | | |
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| Steering Committee Meeting | SC | SC | | SC | SC | | | SC | SC | SC | SC | |
| Steering Committee Briefing (Prep for AC) | | | SCB | | | | SCB | | | | | |
| Advisory Committee Meeting | | | AC | | | | AC | | | AC | | |
| Regional Workshops (8-9 locations over 2 months) | | | | RW | RW | | | | | | | |
| Regional Forum (Multi Region Gathering) | | | | | | | | RF | | | | |
| Public Comment Workshops | | | PCW | PCW | PCW | | | | | | | |
| Plenary | | | | | | | | | | P | | P |