

**DRAFT – April 26, 2011**  
**Water Plan Tribal Advisory Committee**  
**GROUP CHARTER**

*THIS IS A DRAFT CHARTER FOR DISCUSSION PURPOSES ONLY.*

**The California Water Plan** provides a framework for water managers, legislators, and the public to consider options and make decisions regarding California’s water future. The Plan, updated every five years, presents basic data and information on California’s water resources including water supply evaluations and assessments of agricultural, urban, and environmental water uses to quantify the gap between water supplies and uses. The Plan also identifies and evaluates existing and proposed statewide demand management and water supply augmentation programs and projects to address the State’s water needs.

*Section 1 – Update 2013 Purpose, Framework, and Intended Outcomes*

**Purpose**

The Tribal Advisory Committee will ensure integration of tribal input into California Water Plan Update 2013 (“CWP Update 2013”), begin addressing the complex water issues facing Tribal communities, and improve communication and collaboration between California Indian Tribes and the California Water Plan.

**Framework**

CWP Update 2013 builds on the initiatives, foundational actions, goals, guiding principles, objectives, and strategies of CWP Update 2009. The work of the Tribal Advisory Committee is informed by this work, and particularly input received during regional tribal plenary meetings and recommendations from the Update 2009 Tribal Water Summit.

Tribal communities seek to address water concerns for their physical, political, and cultural survival. The CWP Update 2013 Tribal Advisory Committee serves as a forum for Tribal leaders and their representatives to:

1. Discuss and prioritize Tribal water planning issues in California;
2. Develop strategies and recommendations for addressing Tribal Water concerns;
3. Enrich public stakeholder and water professionals’ comprehension of Tribal perspectives in water planning; and
4. Develop consensus on recommendations and alternatives to achieve the desired resource management benefits.

Work shall be accomplished through facilitated discussion among the Tribal Advisory Committee members, and direct discussion, presentations, and meetings between the Tribal AC and the:

- Water Plan State Agency Steering Committee
- Statewide Water Analysis Network (SWAN)

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- Public AC
- Federal Agency Network (FAN)

The Tribal Advisory Committee is not a forum for dispute resolution but instead a means of facilitating strategic planning, coordination and communication.

**Intended Outcomes**

- ❖ Update relevant sections of Update 2009; communicate, prioritize, and strategize on implementation of recommendations from Update 2009 Tribal Water Summit and Regional Tribal plenary meetings.
- ❖ Produce a strategic plan for implementation of 2009 Water Summit recommendations, that is consistent with other federal, Tribal, state and regional initiatives and supported by tribal governments, tribal communities, and public stakeholders.
- ❖ Ensure Update 2013 data has the continuity and quality to inform policy and investment decisions; inform the public and legislators on tribal water needs; track progress; and support adaptive planning management consistent with Tribal water needs.
- ❖ Update 2008 Tribal Communication Plan to include new relationships, bring strategies and insights from Update 2009 and improve accessibility of Water Plan information and meeting venues to Tribes, revisiting associated communication strategies and tools, and expanding the Tribal Communication Network.
- ❖ Develop a consultation procedure between California Tribes and State agencies
- ❖ Plan an Update 2013 Tribal Water Summit at the conclusion of Update 2013 to provide an opportunity for the highest Tribal and State government officials to begin to ensure water access and priorities of native California peoples are recognized in California's strategic water planning efforts.

*Section 2 – Tribal Advisory Committee Member Roles and Responsibilities*

**Membership Roles and Responsibilities**

- ❖ Tribal AC shall Participate in a consensus-seeking process to discuss, develop and refine policy proposals and recommendations, as well as other content for Update 2013
- ❖ Tribal AC shall develop recommendations and proposals that constitute statewide tribal concerns and perspectives, not the perspectives of the individual Tribes identifying members.
- ❖ Members shall regularly brief their respective Tribes, organizations, and consistencies, relaying the Water Plan processes and provide input to Tribes on the Water Plan.

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- ❖ The Tribal AC recommendations and policy proposals shall be submitted for approval and endorsement by individual Tribes in order to provide a greater state-wide consensus and support for Tribal AC's recommendations.
  - The Tribal AC is not a consultation body and shall not replace government to government consultation with individual Tribal governments.
- ❖ Tribal AC shall advise the DWR and the Water Planning Team on Tribal AC efforts to implement recommendations from the 2009 Tribal Water Summit.
- ❖ Members shall provide leadership to Topic-based caucus meetings and/or regional forums.
- ❖ Tribal AC shall Update the 2008 Tribal Communications Plan
- ❖ Tribal AC shall plan a future Tribal Water Summit for Update 2013
- ❖ Members shall participate in annual all-stakeholder Plenary sessions.

*Section 3 – Meetings, Public Advisory Committee Decision-Making and Workgroups*

**Meetings**

Tribal AC members commit to a process scheduled to conclude in December 2013, with the option to extend the Tribal AC in cooperation with the Executive sponsor. It is expected that day-long AC meetings will occur on a quarterly basis, or more often if needed; with some advance review of meeting materials.

Attendance is important to the continuity of the group and Tribal AC members or their Alternates should make every attempt to personally attend meetings. Substitutes may be permitted on a case by case basis in consultation with the State Agency Steering Committee Chair, Program Manager and Facilitator. Members who use an alternate or substitute for a given meeting agree to properly prepare their alternate who may make decisions on behalf of the members and that the alternate will brief the members on the meeting discussions and outcomes.

**Tribal AC members on the Public AC**

See Worksheet

**Decision-Making**

See Worksheet

**Work Groups**

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The Tribal AC may appoint subcommittees or workgroups, composed of Tribal AC members or Tribal designees, as needed, to develop issues or accomplish tasks. Each workgroup shall function in accordance with the provisions of this Charter. No recommendations or work of the Tribal AC must be agreed to and endorsed by the Tribal AC.

*Section 4 – Advisory Committee Membership Process, Eligibility and Roster*

**Membership Process**

See worksheet

**Membership Eligibility**

- A. Standing: Tribal AC members must be formally identified by a federally or non-federally recognized Tribe within California, from tribal communities or governments with interests in California water, or from a 501(c)3 or 509(a)(2) organization working with or for Tribes within California.
- B. Availability to prepare for and attend Tribal AC meetings, and as necessary Caucus sessions, Regional Forums, and Annual Plenary. As a working group, preparation for various meetings will be essential. Tribal AC organizations/members that miss 2 Tribal AC meetings within any 12-month period may lose their Tribal AC membership and be encouraged to participate in the appropriate caucus or forum.
- C. Collaborative spirit that involves: listening for understanding, establishing and maintaining trust among other members and public stakeholders, sharing information to clarify issues and eliminate false assumptions, and promoting innovation and optimum solutions.
- D. Commitment to the process including the passion, time, and resources to prepare for, attend, and participate in Tribal AC meetings and strategies.

**Membership Roster (both Primary and Alternates are listed)**

See Attached

*Section 4 – Project Support Roles and Resources*

Executive Sponsor (Mark Cowin) ensures adequate resources and organizational support for the Update 2013 Process.

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State Agency Steering Committee Chair (Kamyar Guivetchi, DWR) leads the work of the State agency Steering Committee.

Program Manager (Paul Massera) oversees overall efforts of the Update 2013 Project and Work Teams.

Project Manger (Lewis Moeller) oversees specific efforts to produce content for Update 2013.

Project Team comprised of DWR and other agency staff 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 regional/district offices, as well as facilitators. The 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 Coordinators are liaisons from DWR and other agencies within the various regional outreach areas. The coordinators assist in tracking related efforts as well as local issues.

Facilitation Team provides neutral, third party leadership to the dialogue process as well as meeting management.

Public Website is maintained by DWR and provides information, including calendar and meeting materials as well as draft documents.

### *Section 5 – Amendments, Withdrawal, Rules*

#### **Charter Amendment and Review**

As the Tribal AC's role and responsibilities evolve, it may amend this document as necessary. This charter shall be reviewed at each Update of the Water Plan; any proposed amendments shall be developed by the Tribal Advisory Committee, disseminated for review all the Tribes and organizations with members identified and seated on the Tribal AC.

#### **Withdrawal**

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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.

### **Open Process**

Meetings of the Tribal AC will be open to the public. Agendas will be sent out in advance of the meetings and posted on the Water Plan public web site. At each meeting, the public will be given an opportunity to comment.

### **Dealing with the News Media**

Tribal AC members will in no way be constrained from speaking with reporters, but must indicate that they are providing their individual or organizational perspectives and are not speaking for the Tribal AC itself. To the extent possible, members should provide advance notice to the Tribal AC or facilitators if their organization is planning a major media announcement or event.

### **Draft Materials**

Outcomes and deliberations of the Tribal AC will include initial draft concepts and documents. These materials should be characterized as working proposals when members consult with staff, or in other settings, to inform and refine Tribal AC discussion.

### **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.
- Electronics 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 during a meeting, please discuss your situation with one of the facilitators.

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- 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: With ambitious agendas, in order to meet our goals it will be important to follow the time guidelines given by the facilitator.

*Section 6 – Other Update 2013 Collaboration Venues and Roles*

- A. State Agency Steering Committee (SASC) is comprised of representatives from 21 state agencies, boards, departments and commissions with a statutory and/or policy nexus to the CWP. The SASC contributes to more strategic integration of water supply, water use efficiency, water quality, flood planning, and environmental stewardship, as well as respective agency missions and goals.
- B. Federal Agency Network will consist of representatives from federal agencies with responsibilities that significantly interface with water management and planning in California. Members will inform discussions on pertinent issues and policies.
- C. Public Advisory Committee (Public AC) will be convened by identifying representatives with diverse content, policy and geographic interests in water planning through an application process.
- D. Topic-based Caucuses/Working Groups will support the Update 2013 process by working with the Public AC and Tribal AC to identify and frame ideas and review content regarding specific topics. Meetings will be conducted approximately four times a year to consider items of specific interest to the group and allow members to learn more about the collective perspective of like-minded organizations or constituencies. Meetings will include an in-person and conference call format and will receive staff and facilitation support.
- E. Place-based Regional Outreach and Approach will support the Update 2013 process by working with the Tribal AC and Public AC to identify issues and develop and review content regarding local and regional conditions and efforts. The Regional approach will also work with Regional Office staff from DWR and other State agencies to help develop and refine material for the Regional Reports. Meetings will be conducted approximately four times a year to discuss regional aspects of Update 2013 group and allow members to learn more about the perspectives of other local organizations or constituencies. Smaller working groups will meet as needed to help generate content for the Regional Reports, which will be discussed by the respective Forums. Meetings will include an in-person and conference call format and will receive staff and

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facilitation support.

- F. Statewide Water Analysis Network (SWAN) will review and recommend analytical tools, data, and information exchange methods needed to evaluate future scenarios, current 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.
- G. Resource Management Strategy (RMS) Workshops will continue to use the format and approach used for Updates 2005 and 2009 to update the RMSs.
- H. Annual Plenary Sessions will continue to be conducted on a yearly basis to review and comment on refined proposals from all formal Water Plan stakeholders
- I. Public Comment Workshops will be conducted throughout the state in early 2013 to share information and receive input on the Public Review Draft.
- J. Public Outreach will be achieved by using a variety of communication means and involving all those participating in the Water Plan process. Information will be made available on the Water Plan Web Portal, at publicly noticed meetings and workshops, and through e-mail announcements as described in the communication and engagement plan.

*Section 7 – Project Time-Frame*

**General Timelines**

The Water Code requires completing Final Water Plan Updates every five years in years ending in three (3) and eight (8), with the next Water Plan Update due in 2013. A legislatively mandated Assumptions and Estimates (A&E) Report is required one year prior to the release of the Public Review Draft. In the Update 2013 cycle, the A&E Report is due in 2012.

**Key Milestones and Timelines**

**Major High-Level Update 2013 Content Milestones**

**Tentative  
Date**

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	<b>(EOM)</b>
Finalize Update 2013 Steering Committee Charter	June 2010
Complete Project Management Plan	Sept. 2010
Revise Project Management Plan per new administration	Feb 2011
Release Draft Assumptions and Estimates Report	April 2012
Publish CA Water Management Progress Report	Dec. 2012
Release Public Review Draft	Feb. 2012
Complete water portfolios through water year 2010	April. 2013
Finalize Resource Management Strategies reports	Aug. 2013
Complete Regional Reports	Aug. 2013
Route Administrative Draft for Executive Review	Sept. 2013
Release of Final Water Plan Update 2013 on internet	Dec 2013
Distribute printed copies of Update 2013	Mar. 2014

**Meeting Schedule**

*See calendar insert for greater detail*

Tribal Advisory Committee Meeting Dates	Public AC Meetings
2.25.2011	11.9.2010
5.5.2011	3.30.2011
August 5, 2011	5.19.2011
October. 26-27 plenary	6.29.2011
	8.24.2011
	10.2011
	12.15.2011

**Web page**

<http://www.waterplan.water.ca.gov/tribal2/engagement/index.cfm>