

Appendix A.2

Coordinating Committee Charter

**Westside Sacramento Integrated Regional Water Management Plan
Coordinating Committee Charter**

This Coordinating Committee Charter is made and entered into as of this 1st day of March, 2012 by the members of the Integrated Regional Water Management Plan Coordinating Committee (CC) representing the Colusa County Resource Conservation District, Lake County Watershed Protection District, Napa County Flood Control and Water Conservation District, Solano County Water Agency, and Water Resources Association of Yolo County:

RECITALS

- A. The agencies and association listed above entered into a Memorandum of Understanding (MOU) to develop an Integrated Regional Water Management Plan for the Westside Subregion of the Proposition 84 Sacramento River Funding Area (Westside Subregion) in September 2010. The agencies and association participating in the MOU are referred to collectively as "Regional Public Agencies" within the MOU.
- B. The MOU established a Coordinating Committee (CC) to lead the development of an Integrated Regional Water Management Plan for the Westside Subregion.
- C. The CC desires to use grant or other funding to supplement the costs of developing the IRWM Plan. As such, the Yolo County Flood Control and Water Conservation District (YFCWCD), a member of the Water Resources Association of Yolo County, entered into an agreement in October 2011 on behalf of the Regional Public Agencies with the California Department of Water Resources (DWR) for preparation of an Integrated Regional Water Management Plan (IRWM Plan) for the Westside Subregion.
- D. After entering into the agreement with DWR the YFCWCD entered into a consulting services agreement on behalf of the Regional Public Agencies with the Kennedy/Jenks Consultants (Kennedy/Jenks) Consultant Team (Consultant Team) for preparation of the IRWM Plan.
- E. The Coordinating Committee desires to engage a broad group of stakeholders from the region in the IRWM Plan development process.

NOW, THEREFORE, the Coordinating Committee members agree as follows:

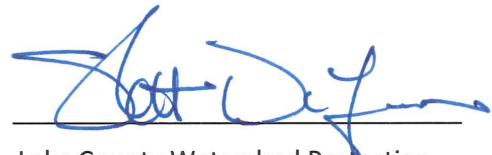
- 1. This Coordinating Committee Charter further clarifies the agreements made in the MOU.
- 2. The Regional Public Agencies shall also be referred to as the Westside Regional Water Management Group (RWMG).

3. The Westside IRWM Plan will be developed by a Project Team with public input. The Project Team includes the technical, public outreach, and facilitation consultants (collectively referred to as the Consultant Team lead by Kennedy/Jenks Consultants) as well as the Coordinating Committee.
4. Representatives of other agencies, nonprofit groups, nongovernmental organizations, government organizations, and the public will be invited to participate as equals during Stakeholder Input Meetings to inform the content of the IRWM Plan. This group of participants will be referred to as the Stakeholder Group. The Project Team will attempt to reach broad agreement with the Stakeholder Group on the final IRWM Plan content. The Project Team will share draft information as it is developed with the Stakeholder Group in public meetings and provide draft documents for review, comment, and discussion. If for some reason broad agreement cannot be reached between the Project Team and the Stakeholder Group related to specific items with a reasonable amount of time and effort, the Consultant Team will request that the Coordinating Committee discuss the item(s) where broad agreement cannot be reached and then vote to direct the Consultant Team on how to proceed. The CC must reach unanimous agreement on decisions brought to a vote.
5. Entities that are not members of the CC are encouraged to participate in the IRWM Plan development process either through the Stakeholder Input Meetings or through review and comment on draft documents. Entities may also choose to contribute funding and/or in-kind services to support the activities of the CC without becoming signatories to the MOU.
6. The CC foresees that it may convene meetings in addition to the regularly scheduled meetings in order to discuss financial or consultant team matters. If the CC convenes without the Consultant Team, the CC Project Manager (Chris Lee) will be responsible for facilitating the meeting and taking notes.
7. Questions, general concerns, or other issues that may arise among the CC during the IRWM Plan development process shall be directed to Chris Lee. Questions or concerns regarding funding and grant administration shall be directed to Max Stevenson.
8. The CC likely will issue a “stop work” notice to the Consultant Team if payment is not received within sixty (60) calendar days of submitting an invoice to DWR. The Consultant Team will be asked to discontinue all work on the development of the IRWM Plan until Notice to Proceed is reissued by the CC.
9. Representatives of the CC shall do the following:
 - a. In order to ensure consistent messages are shared regarding the status of the IRWM Planning Process, the CC shall coordinate key messages and timing of updates to be provided to elected officials and boards.

- b. The CC members shall each designate a representative to participate with the Consultant Team in preparatory meetings to establish regional and subregional stakeholder meeting agenda's, review preliminary documents, and coordinate on other matters. CC members are not required to attend the preparatory meetings.
 - c. The CC (as part of the Project Team) shall participate in meetings open to anyone who is interested in participating to discuss draft content prepared by the Project Team, share ideas, and discuss actions taken by the Project Team to develop the IRWM Plan. These meetings will be referred to as Stakeholder Input Meetings and people who attend these meetings will be referred to as the Stakeholder Group. All interested participants will be encouraged to participate in Stakeholder Input Meetings, discuss draft content of the IRWM Plan, and disseminate information from the Stakeholder Input Meetings to the general public. In order to maintain effective meetings, the Stakeholder Group will be asked to follow a Code of Conduct at the Stakeholder Input Meetings to:
 - i. Be Willing – I choose to participate fully.
 - ii. Be Kind – I choose to treat others with dignity and respect.
 - iii. Be Open – I choose to consider new ideas and perspectives,
 - iv. Be Truthful – I choose to share accurate facts about my situation.
 - d. Gather, manage, and compile data as needed during the IRWM Process.
 - e. Promote regional cooperation among its members to implement the IRWM Plan.
 - f. Each CC member shall provide and share with other members, all necessary and relevant information, data, studies, and/or documentation in its possession as necessary to further the purposes of this Charter and the MOU.
 - g. Each CC member agrees to review and comment on draft and final versions of IRWM plan sections and other supporting technical documents within fourteen (14) calendar days from receipt of the draft documents.
 - h. Each CC member agrees to consider for adoption final versions of the IRWM Plan within sixty (60) calendar days from the date of receipt of the document.
10. The Consultant Team shall manage public information requests and coordinate with the CC members to develop appropriate responses.
11. Changes to this charter can be made from time to time based on mutual agreement.




Colusa County Resource Conservation
District



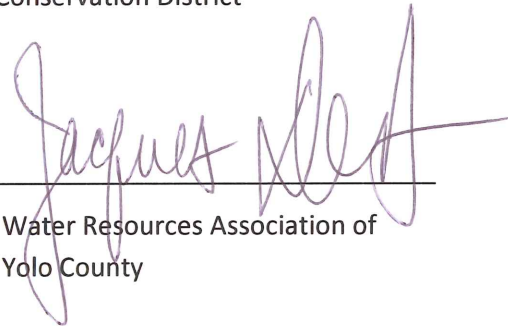
Lake County Watershed Protection
District



Napa County Flood Control and Water
Conservation District



Solano County Water Agency



Water Resources Association of
Yolo County