

# Appendix D



**East Stanislaus IRWM  
Public Advisory Committee Members  
(2012-2013)**

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# East Stanislaus Integrated Regional Water Management Planning Region

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## Public Advisory Committee Roles & Responsibilities

### Introduction

The March 16, 2011 East Stanislaus Integrated Regional Water Management (IRWM) planning kickoff meeting provided an opportunity for persons and entities interested in participating in the Public Advisory Committee (PAC) to sign-up and commit to serving as a member of the PAC. The purpose of the PAC is to represent a diverse set of East Stanislaus IRWM Planning Region stakeholder interests in a central and guiding role in developing the East Stanislaus IRWM Plan. In that role, the PAC will provide input on various aspects of the IRWM planning process and related work products, and provide input and recommendations to the East Stanislaus Regional Water Management Partnership (ESRWMP) and the Steering Committee (SC). Consensus will be sought on all PAC-reviewed work products and decisions. The PAC is the first tier of decision-making in the ESIRWM region's governance structure, and provides recommendations for developing project prioritization methodologies to the SC, helps screen and rank projects, contributes to methodology for inclusion of projects in grant applications, provides direct public communication and seeks public feedback and input, and conducts other actions as directed. Members of the PAC are expected to represent the views of their organization or interest group within the community, commit time to take part in the process, and work collaboratively with other members, project staff (e.g., project manager, project consultants), the general public as they participate, and the ESRWMP and SC. The PAC receives direction and tasks to complete from the SC.

Participants in the PAC can include local residents, industry, community leaders/representatives, public agencies, community organizations, key watershed stakeholders, local college students, and representatives of disadvantaged communities and tribal communities. PAC members will provide input about various aspects of East Stanislaus Regional water and environmental resources. Member opinions, recommendations, and other contributions will be important factors in the success of IRWM planning within the Region.

To help the PAC run smoothly and be successful, Roles and Responsibilities are outlined herein and will be agreed upon by the members. The Roles and Responsibilities will govern the way in which the PAC makes decisions and provides input to the IRWM planning process. The Roles and Responsibilities address the following:

- 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. Representation and Participation

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

- Designate one representative, and if appropriate one alternate, to serve on the PAC
- Attend and participate in PAC meetings
- Come prepared to the PAC 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 PAC 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 PAC is to have stakeholders and the general public engaged in discussion related to the IRWM planning process and to reach consensus on East Stanislaus IRWM Plan content and recommendations. 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 PAC is expected to provide comments, support and constructive criticism on the IRWM planning process and work items. As often as possible, project staff will incorporate or otherwise reflect the comments and recommendations of the PAC members into East Stanislaus Region work products. If the comments and recommendations of the members are not consistent with the ESRWMP's expectations, discussions will be held at the PAC meetings to fully explain positions.
3. PAC members should be aware of the budget and schedule constraints that drive the project and be comfortable in working within these constraints.
4. With the PAC's consent, new committee members may be added to the PAC after the first meeting is held.
5. Any current member may terminate membership upon submittal of thirty (30) days written notice to the PAC. Upon termination, the former member shall have no obligation to participate in the PAC. With the PAC's consent, a terminating member who wishes to maintain his or her organization's presence on the PAC may be replaced.
6. PAC membership is completely voluntary and is not a paid (money or in-kind) position.
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 informed of the ongoing PAC process and actions. Input from senior staff and/or governing boards of the PAC members will be communicated back to the PAC at its next meeting. Any dissension from the respective organizations' decision-making bodies that could affect acceptance of PAC recommendations will be clearly communicated at each meeting so a solution can be sought.
  9. Outstanding issues or concerns of PAC members will be brought to the PAC first. Members will not communicate their concerns and issues outside of the committee without first bringing them to the PAC.
  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 PAC. If a PAC member does not attend a PAC meeting or communicate their viewpoint on an issue, it is assumed that they agree with decisions and recommendations made by the PAC. If a member's interest is conveyed to another member or project staff outside of a meeting, the source of that comment will be clearly conveyed to the PAC.

## **B. Operational Functions**

1. The SC will develop a calendar of all scheduled meetings for 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 PAC members can attend.
2. PAC meetings will be scheduled approximately every two to three months on the 4<sup>th</sup> Thursday of the meeting month. Each meeting is anticipated to require two hours, to begin at the consistent time of 6 PM. The meetings will be held at various locations, to be determined prior to the meeting date, at a location(s) preferred by PAC members is selected.
3. If a member cannot make a scheduled PAC meeting, that person can 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 PAC member will notify the East Stanislaus project staff in advance. The PAC member is responsible for briefing the alternate on substantive issues and procedures of the committee. If an alternate is not designated, the PAC member should, whenever possible, communicate his or her comments orally or in writing directly to the project staff. PAC members also can contact the project staff at any time to discuss their concerns and needs related to this dialogue.
4. If more than two consecutive PAC meetings are missed by a member, project staff may determine that, in the best interest of the East Stanislaus IRWM planning process, the member should be replaced.
  5. The PAC, with the assistance of project staff, may select members or non-PAC public to serve in smaller technical working groups to address specific topics or issues being considered by the PAC. Working groups will present their work to the PAC for its consideration. The working groups under the direction of the PAC will have the same procedures and guidelines as the PAC.
  6. All written materials to be discussed at the PAC 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.
  7. The project staff will prepare a list of the key issues, recommendations, and action items based on discussions and results of PAC meetings. These summaries will be submitted to the PAC members prior to the next meeting.

### C. Decision Process

1. This PAC has been established to allow stakeholders to contribute their knowledge and opinions to the overall East Stanislaus IRWM planning process. 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 PAC 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. PAC 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 PAC recommendation. Since this is an advisory committee, the need for a vote would be an unusual occasion and would simply reflect how the majority of the PAC feels about an issue. If the ESRWMP feels strongly about support for a recommendation, it will move forward with a clear delineation of majority and minority viewpoints, and the reasons why such differences continue and how the PAC will continue to move forward despite these differences will be documented. Inclusion of such a description of remaining areas of disagreement in the meeting summary notes is consistent with support for the plan as a whole.
3. Technical working groups established by the PAC will develop recommendations or proposals for PAC consideration. Working groups will not have decision-making authority.

- Decisions on whether to incorporate the working group recommendations into the PAC recommendations will be made by majority approval among the PAC members.
4. The PAC's final agreement on the East Stanislaus IRWM Plan is expected to take the form of a written statement, signed by the PAC members and included in the final plan.
  5. 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.
  6. Preconceived conclusions on issues under discussion by the PAC should be avoided to facilitate an objective result.

#### **D. Development of Work Products**

1. The PAC will help support the East Stanislaus IRWM Plan development and provide input to the SC throughout the planning process. To ensure an efficient and productive use of PAC member time, and to be able to achieve the highest quality products, project staff will develop draft work products for review and comment by PAC members. Members will offer specific advice about various components of the overall approach and specific tasks in progress. All comments will be directed to the SC for further discussion and consideration.
2. PAC member comments on written documents under consideration should be made on the actual documents and submitted to project staff so they can be easily understood and integrated into the revised text of a document. It is understood that the PAC'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 PAC members discuss and make decisions on issues, methodologies and work products, the project staff will assist PAC 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 PAC members. The final version of the work product or statement of decisions will be presented at the next PAC 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. PAC alternates designated as such for the life of the East Stanislaus IRWM planning and implementation process will be provided meeting materials prior to each meeting at the same time as the designated PAC members.
2. When not representing the PAC members, alternates may sit with PAC members during the meeting when seating is available. PAC members have priority seating.
3. ESRWMP and SC members may attend PAC meetings as they wish.

4. Observers, including representatives of the media, are welcome to attend PAC meetings, and 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.
5. Observers and the general public can attend any and all PAC meetings and provide comment on any item, whether it is included on the meeting agenda or not, if 1) time allows, 2) is constructive, 3) kept to a minimal amount of time.

## **F. Media Contact**

1. If approached by the media, members of the PAC will be careful to present only their own views and not those of other members on the PAC. Members are encouraged to suggest that media representatives contact other PAC members who may have different points of view.
2. While the PAC 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 PAC.
3. If it so desires, the PAC may form a media working group, representing all interests serving on the PAC, to jointly draft periodic press releases to accurately convey the proceedings of the PAC to the media. These press releases will then be coordinated and released by the project staff, with their professional input. If consensus is reached on items to release to the media, a PAC spokesperson will be appointed to highlight only those issues agreed upon by the entire PAC.

## **G. Amendments**

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