

CHARTER FOR COUNTYWIDE WATER PLENARY

Table of Content

Contents

Charter	2
Purpose Statement	2
Scope	2
Background and Need	2
Roles, Responsibilities and Authorities	3
Membership/Participants	4
Members	4
Subcommittees and Advisors.....	5
Protocols, Schedule, and Ground Rules	6
Protocols	6
Schedule	6
Meeting Ground Rules	6
Decision-Making Within The Plenary.....	6
Conflict Resolution	7
Advisory Forums, Subgroups	7
Advisory Forums.....	7
Subgroups	7
Project Charters, Workplans.....	7
Project Charters.....	7
Work Plans	8
Amendments.....	8
Appendix A: 2022 Countywide Water Plenary Membership Roster	9

El Dorado
**COUNTYWIDE PLENARY FOR WATER
CHARTER**

1. PURPOSE STATEMENT

The El Dorado Water Agency (Agency) Countywide Plenary for Water (Plenary) promotes a shared understanding of water-resource related challenges and opportunities in El Dorado County (County), the interrelated nature of water management, and the status of management actions as organized by Resource Management Strategies and emerging areas of interest. The Plenary, composed of water and energy utilities; state, local, and federal governments; watershed managers; and business and community organizations, also provides a unique venue to support countywide collaborative engagement with one another and the community at large.

2. SCOPE

With a shared understanding amongst its members, the Plenary may develop recommendations for leveraging water resources development and management across agencies for greater economic, environmental, and social benefits countywide. The Plenary's ability to foster collaboration on water resources development and management in the County will result in positively influencing state and federal decisions and actions that address and leverage the unique conditions of the headwaters and foothills communities.

The focus of the Plenary is to:

1. **Partner for Successful Solutions:** The Plenary addresses water challenges that require collaborative solutions, address water reliability and resiliency throughout the County, and secures a collective water future.
2. **Enhance Strategy Development Implementation:** The Plenary advances and implements resource management strategies and the implementation programs for future collective benefit.
3. **Provide Policy Support:** The sharing of multiple, informed perspectives, the Plenary will provide a better understanding of emerging state and federal policies. Through shared dialog the group may coordinate and provide consistency to representation of the member's unique position within the Sierra Nevada.
4. **Advance Funding Support:** Plenary members seek and secure funding and financing to advance prioritized programs and projects.
5. **Fulfill Legislative or Funding Requirements:** As appropriate, the Plenary and/or a subset of members and subject matter experts may convene to fulfill the requirements to convene collaborative bodies as directed by state and federal bodies and other funders.

Unless otherwise required and confirmed by additional agreements, the Plenary does not engage in funding allocation, project implementation, or impose substantial commitments on participant organizations.

3. BACKGROUND AND NEED

Plenary efforts are advanced by the collaborative momentum formed during the development of the 2019 Water Resources Development and Management Plan (WRDMP). The plan supports the prudent management of water resources critical to achieving the County General Plan objectives of maintaining economic prosperity, environmental protection, and the desired rural-agricultural way of life. The plan,

developed in collaboration with the County, water purveyors, and stakeholders, serves as the Agency's blueprint for advancing integrated water management in El Dorado County.

This comprehensive WRDMP includes 6 Implementation Guidance points including Guidance WRDMP-01 which outlines the following:

The Agency shall convene a chartered Countywide Plenary for Water (Plenary) to foster collaboration on the water resources development and management in El Dorado County. The Agency shall convene the Plenary twice per year with representation from, at a minimum, the County's planning department, cities, water purveyors, and other water-resource related resource management entities.

Under this Guidance, the Agency convened Plenary in 2019. While a global pandemic prevented the group from meeting for 24 months, the second Plenary was conducted on April 26, 2022.

Since the first Plenary session, additional events highlighted a need to create a formal role for the Plenary. As an example, in 2021 the state legislature enacted Senate Bill No. 552(Hertzberg), that amended Division 6, Section 10609.50 of the Water Code to create new drought planning requirements for small water suppliers and non-transient, noncommunity water systems. In addition to these requirements the law requires a county to establish a standing county drought and water shortage task force to facilitate drought and water shortage preparedness for state small water systems and domestic wells within the county's jurisdiction, on or before January 1, 2022. After a review of SB 552 the County and the Agency determined that the existing Agency Plenary met legal requirements to serve in the SB 552 capacity.

The task force requirements of SB 552 are part of a larger trend in state and national legislation to incorporate interagency and stakeholder based collaborative process into water and natural resources program requirements. The same trend has extended to grant and other programs. As the result, the Agency and County expect that many future laws and programs will include similar clauses.

The Plenary Charter helps formalize a County based Plenary group process to meet (1) statutory or regulatory requirements for the convening of broad-based stakeholder collaborative bodies, and (2) grant program related incentives and requirements for collaboration. A charter also documents roles and responsibilities, resources, and other benefits that become available with a formalized group.

4. ROLES, RESPONSIBILITIES AND AUTHORITIES

El Dorado Water Agency: The Agency will:

- Serve as the sponsor and lead of the Plenary to execute this Charter and ensure that all relevant perspectives related to the Charge and Deliverables are considered and deliberations documented.
- Work with the Members to set Plenary agendas, workplans and priorities.

Members: The Members will:

- Represent respective organizations in Plenary discussions and knowledge sharing.
- Commit to regularly attending the biannual meetings and contribute to setting the Plenary agendas.
- Foster collaboration for leveraging resources and collective implementation to realize countywide benefits.

- Communicate to respective organizations and constituencies regarding the Plenary functions and outcomes.

Facilitation Support: The Agency will provide facilitation support for the Plenary that will:

- Assist the Plenary in staying within its scope and following the terms of this Charter.
- Provide neutral leadership to facilitate the dialogue process and meeting management.
- Assist in facilitating the Plenary and ensuring that discussions are outcome based and progress is realized, tracked and communicated.

Other Invitees as needed: Consists of:

- Subject matter experts to enhance discussions and provide opportunities for lessons learned on specific topics.

5. MEMBERSHIP/PARTICIPANTS

The Plenary will have the following members and participants.

Members

Plenary, members represent key County planning functions, cities, water purveyors, and other water-resource related resource management entities. Member representatives have sufficient decision-making authority on behalf of their organization to enable collaborative discussions and knowledge sharing on recent and planned water resources activities in their organization, and where appropriate make resource commitments. Member attendance at the biannual meetings is expected; if a member is unable to attend, they may designate an alternate with similar capacities from their organization to attend on their behalf.

Member-assigned alternates are listed where applicable. Appendix A contains a roster of 2022 Countywide Water Plenary membership.

Water Utilities:

1. General Manager (Alternate: Deputy General Manager), Grizzly Flats Community Services District
2. General Manager (Alternate: Deputy General Manager), South Tahoe Public Utility District
3. General Manager (Alternate: Water Agency Resources Engineer), El Dorado Water Agency, Other County Area
4. General Manager (Alternate: Assistant General Manager), Tahoe City Public Utility District
5. General Manager (Alternate: Deputy General Manager), El Dorado Irrigation District
6. General Manager (Deputy General Manager), Georgetown Divide Public Utility District

Local Governments:

7. Agricultural Commissioner (Alternate: Deputy Commissioner), County of El Dorado, Agricultural Commission
8. Planning and Building Director (Alternate: Deputy Director of Planning), County of El Dorado, Planning and Building Department
9. Director, County of El Dorado, Environmental Management Department
10. Director, County of El Dorado, Chief Administrative Office
11. Consultant, County of El Dorado, Biomass Expert

12. Deputy Director (Alternate: Stormwater Coordinator), County of El Dorado, Planning and Building Department, Stormwater Division
13. Sheriff's Deputy, El Dorado County Sheriff, Safety Element Lead
14. City Manager (Alternate: City Engineer), City of Placerville
15. City Manager, (Alternate: Deputy Director, Development Services) City of South Lake Tahoe
16. Tribal Administrator (Alternate: Director of the Cultural Resources Division), Shingle Springs Band of Miwok Indians

State/Federal Governments:

17. Deputy Area Manager, Bureau of Reclamation*
18. Sector Superintendent, California State Parks
19. Program Manager, California Department of Water Resources
20. Manager of Strategic Affairs, Regional Water Authority

Watershed Management:

21. District Ranger (Alternate: Forest Supervisor), United States Forest Service, Eldorado National Forest*
22. District Manager (Alternate: District Conservationist), El Dorado and Georgetown Divide Resource Conservation Districts
23. Executive Director (Alternate: Deputy Executive Officer), Sierra Nevada Conservancy
24. Executive Director (Alternate: Deputy Director), Tahoe Conservancy
25. Executive Director (Alternate: Development Manager), American River Conservancy
26. Program Manager, Sacramento Municipal Utility District
27. Chair, El Dorado County Fire Safe Council
28. Director, the Nature Conservancy

Business and Community:

29. Executive Director, El Dorado Wine Grape Growers Association
30. President (Alternate: Executive Officer) El Dorado County Farm Bureau
31. President (Alternate: Chief Operative Officer), El Dorado County Chamber of Commerce
32. President (Alternate: Member Relations), El Dorado Hills Chamber of Commerce
33. Executive Director, Citizens for Water
34. Founder (Alternate: Owner), Rainbow Orchards, El Dorado County Chamber of Commerce
35. Chief Scientist, Blue Forest

***Federal Participation**

Federal law provides guidance on the status of federal agencies participating in state and local advisory groups. The participation of federal Plenary members will be consistent with those requirements and may include status as an observer, non-voting, or as subject matter experts, dependent on the determination of their agencies.

Subcommittees and Advisors

Additional representatives and subject matter experts may be invited to serve on Plenary subcommittees and Advisory Groups. Such groups are convened to support the initiatives and programs for which the Plenary provides guidance to its members or is fulfilling a legal or grant requirement. Membership of this type will be

bound by the charter of that subcommittee. Additional information about these groups is contained in Charter Section 9.

6. PROTOCOLS, SCHEDULE, AND GROUND RULES

Protocols

- Members may not represent the Plenary on an official basis without prior concurrence of the Plenary. Members may speak for themselves and their own organizations and offer general observational comments. The Agency may also represent itself as the Plenary Convenor.
- Specific attribution of other member positions should be avoided.
- Members agree to act in good faith in all aspects of this process and to communicate their interests.
- Members agree to keep any commitments made.
- Parties will strive to consistently represent topics being discussed in the Plenary that are also being discussed in other forums, including sessions with the press.
- Members agree to share information that is relevant to Plenary topics and uphold the intent to collaborate in good faith.
- Meeting notes will be prepared with a focus on key points, ideas, and action items rather than as transcripts. References to individual members will generally be limited and primarily used when necessary to understanding the content or context of a comment. For example, individual participants may be named if they are making a commitment or sharing a resource, or if a comment is specific to an area of technical expertise such as public health requirements, climate analysis, etc.).

Schedule

The Plenary will convene twice per year in fall and spring. Each Plenary meeting is expected to be 4 to 6 hours in length. Meeting locations may be rotated to encourage opportunities to host and foster collaboration with the opportunity for the public to attend.

Meeting Ground Rules

- Use common conversational courtesy.
- Stay focused on the agenda and priorities.
- All ideas have value in this setting. The purpose of the Plenary is to share ideas and capture various perspectives. Constructive feedback may include providing alternate approaches and perspectives.
- Member's positions may change as information is discussed and conditions change.
- Use electronics courtesy (devices on silent, etc.). If you have obligations that may take you outside of the meeting, please advise the facilitator in advance.
- Honor time. Please follow the time guidelines provided by the facilitator to accomplish ambitious agendas.

7. DECISION-MAKING WITHIN THE PLENARY

The Plenary serves as an advisory body focused on collaboration and information sharing to develop recommendations for advancing sustainable water management in El Dorado County. Recommendations from the Plenary are to be developed through a consensus-seeking approach to find common ground on issues. An individual organization's commitment for further action will be taken by Members to their respective Boards and decision-making bodies for action.

8. CONFLICT RESOLUTION

Membership in the Plenary does not bound any organization to a specific course of action. When the body is asked to make a recommendation and a conflict or disagreement arises amongst members for which a mutually acceptable compromise cannot be reached, the Agency will determine the appropriate course of action. The Agency will consider the purpose for which a recommendation was requested, and any attendant requirements of that request. For example, if the purpose of the recommendation is to advise the Agency, then the Agency will be the final decision maker regarding the recommendation. If another body has requested a recommendation the Agency will determine the most appropriate reporting of that recommendation based on the original request or requirement. The Agency will consider all points of view in decision-making.

9. ADVISORY FORUMS, SUBGROUPS

The Plenary offers opportunities for a broad-based, collaborative body to consider the County's pressing water issues. Subgroups, advisory forums, and working and/or task groups of the Plenary may include non-Plenary members with specific perspectives and subject matter experts. The purpose of such groups is to provide targeted input to specific water initiatives and issues.

The Agency will charter each of the groups with clear purpose statements, scopes, schedules and deliverables. Members may nominate and recommend individuals for service on these groups.

Advisory Forums

Advisory bodies will provide input guidance on emerging issues and will be convened among relevant Members by resolution of the Plenary. Advisory bodies will (1) act as a collaborative forum, (2) not act as a legal entity, and (3) will not dictate Members actions.

Subgroups

Plenary members may be asked to convene in a subgroup to fulfill specific requests or legal and grant requirements. Membership, roles, and responsibilities of the subgroups will be based on enabling language of the task. In addition, subgroups may be convened by resolution of the Plenary itself. Subgroups may be work groups or task forces depending on the objectives of the subgroup.

10. PROJECT CHARTERS, WORKPLANS

All authorized advisory forums subgroups will be given a workplan and a charter with a determined start date and end date. Work plan and charters should be approved by the subgroup with a consensus seeking approach.

2022 Countywide Water Plenary Subgroups include:

1. Cooperative Watershed Management Program - Upper American Watershed Group
2. SB 552 County Drought Task Force
 - a. (Small Systems) Water Shortage Contingency Plan
 - b. Drought and Water Shortage Risk Plan (In Progress)

Project Charters

A project charter gives the project subgroup a charge and a high-level plan to proceed with requested tasks.

A project charter, developed for its respective subgroup, should outline the project's (1) background, (2) purpose, (3) need, (4) scope, (5) deliverables, (6) resources, (7) schedules, and (8) membership, in addition to any other sections that may be relevant or required by the project's authorizing language. Project charters should establish a clear start date and end date of the project. A workplan will be included in the project charter with further detail about scheduled tasks.

Work Plans

The workplan provides further detailed information about scheduled tasks. Each workplan should include a (1) introduction, (2) established goals, and (3) tasks associated with each goal. Information about the tasks will include the task's timelines, resources, strategy, and each of the team members responsibilities for the task.

11. AMENDMENTS

As the Plenary convenor, the Agency serves as the author of the charter. Amendments may be suggested, and mutually agreeable changes adopted. Substantive changes will be memorialized in Plenary meeting notes.

DRAFT

APPENDIX A: 2022 COUNTYWIDE WATER PLENARY MEMBERSHIP ROSTER

State/Federal Government	Local Government	Water Utilities	Watershed Management	Business & Community
<p>U.S. Department of the Interior, Bureau of Reclamation Mao Lee, Deputy Area Manager</p> <p>California State Parks Mike Howard, Sector Superintendent</p> <p>Department of Water Resources Lew Moeller, Program Manager</p> <p>US Forest Service, Eldorado National Forest Scot Rogers, District Ranger</p>	<p>County of El Dorado, Department of Agriculture Charlene Carveth, Agricultural Commissioner</p> <p>County of El Dorado, Planning and Building Department, Karen Garner, Director</p> <p>County of El Dorado, Environmental Management Department Jeff Warren, Director</p> <p>County of El Dorado, Chief Administrative Office Tiffany Schmid, Director</p> <p>County of El Dorado, Biomass Expert Greg Stanton, Consultant</p> <p>County of El Dorado, Planning and Building Department, Tahoe Planning and Stormwater Division Brendan Ferry, Deputy Director</p> <p>El Dorado County Sheriff's Department Tod Crawford Deputy</p> <p>City of Placerville Cleve Morris, City Manager</p> <p>City of South Lake Tahoe Joe Irvin, City Manager</p> <p>Shingle Springs Band of Miwok Indians Marilyn Delgado, Tribal Administrator</p>	<p>El Dorado Irrigation District Jim Abercrombie, General Manager</p> <p>El Dorado Water Agency Ken Payne, General Manager</p> <p>Georgetown Divide Public Utility District Adam Coyan, Interim General Manager</p> <p>Grizzly Flats Community Services District Jodi Lauther, General Manager</p> <p>South Tahoe Public Utility District John Thiel, General Manager</p> <p>Tahoe City Public Utility District, Sean Barclay, General Manager</p> <p>Sacramento Municipal Utility District Shari Little, Director</p>	<p>El Dorado and Georgetown Divide Resource Conservation Districts Mark Egbert, District Manager</p> <p>Sierra Nevada Conservancy Angela Avery, Executive Officer</p> <p>Tahoe Conservancy Patrick Wright, Executive Director</p> <p>American River Conservancy Elena DeLacy, Executive Director</p> <p>El Dorado County Fire Safe Council Ken Pimlott, Chair</p> <p>The Nature Conservancy Sandi Matsumoto, Director</p> <p>Sierra Club Mother Lode Chapter, Maidu Group David Zelinsky, Conservation Chair</p> <p>Regional Water Authority Michelle Banonis, Manager of Strategic Affairs</p> <p>Consumnes Culture and Waterways Petree Kimberly, Executive Director</p>	<p>El Dorado Wine Grape Growers Association Greg Boeger, Boeger Vineyard Owner</p> <p>El Dorado County Farm Bureau Mike Ranalli President</p> <p>El Dorado County Chamber of Commerce Laurel Brent-Bumb CEO</p> <p>El Dorado Hills Chamber of Commerce Debbie Manning, CEO/President</p> <p>Citizens for Water Douglas Leisz Member</p> <p>Rainbow Orchards, El Dorado County Chamber of Commerce Christa Campbell, Founder</p> <p>Blue Forest Phil Saksa, Chief Scientist</p>