

# SOLANO COUNTY WATER AGENCY

## MEMORANDUM



**TO:** Board or Directors

**FROM:** SCWA Advisory Commission

**DATE:** February 26, 2015

**SUBJECT:** Planning

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At the December 11 SCWA Board meeting the Board requested a recommendation from the Advisory Commission on appropriate SCWA planning efforts. The Advisory Commission met on January 7 to discuss the request.

There are several upcoming planning needs that need to be addressed:

- Urban Water Management Plans (UWMP) - due July 2016. The larger cities are required, SCWA is optional
- Groundwater Sustainability Plans - due 2020. Putah Fan/Tehama groundwater basin
- USBR Water Management Plans - due date varies. Solano Project water users, including SCWA
- SCWA Strategic Plan - last done in 2005. No requirement

The Advisory Commission recommends the following:

1. The SCWA Strategic Plan be updated. As was done in 2005, the Strategic Plan should cover all functions of SCWA including water supply, flood management, habitat conservation, water conservation and public education. Funding should be allocated in the FY 2015-2016 SCWA budget for this effort. As was done in 2005 the Board should establish a committee made up of Board members, member agency staff and other stakeholders to participate in the planning effort. The consultant selection process should start immediately. The Strategic Plan should be completed, or at least in final draft by the end of 2015.
2. SCWA prepare a new UWMP (with more content than the last SCWA UWMP). Cities continue to prepare their own UWMPs. The SCWA Strategic Plan will include documentation of Solano Project and State Water Project water supplies and countywide conservation efforts. The individual UWMPs will use or reference much of the information

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in the Strategic Plan. The Strategic Plan will also be used to provide information for the USBR Water Management Plans.

3. The Groundwater Sustainability Plan be done separate from the Strategic Plan to be led by a Groundwater Sustainability Agency formed by the Solano groundwater users. The Groundwater Plan is not due until 202 and has a slower development pace than the Strategic Plan and UWMPs and involves a smaller subset of local agencies.

## APPENDIX B: SCWA BOARD ACTION

Action Item No. 2015-16  
Agenda Item No. 8

### ACTION OF SOLANO COUNTY WATER AGENCY

DATE: March 12, 2015

SUBJECT: SCWA Strategic Planning

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#### RECOMMENDATIONS:

1. Establish a SCWA Strategic Planning Stakeholder Group.
2. Appoint Board members and a Chair to the Stakeholder Group.
3. Authorize staff to proceed with solicitation of Requests for Qualifications and Proposals to hire a consultant to assist in preparing the SCWA 2015 Strategic Plan.

#### FINANCIAL IMPACT:

There is adequate funding in the current SCWA FY2014-2015 budget to initiate the process. The bulk of the expenses will be in the next fiscal year. A scope and budget will be negotiated with a selected consultant and brought to the Board for approval in May or June. Funding will need to be included in the FY 2015-2016 budget.

#### BACKGROUND:

At the December 11, 2014 SCWA Board meeting the Board requested a recommendation from the Advisory Commission on appropriate SCWA planning efforts. The Advisory Commission met on January 7, 2015 to discuss the request. A memorandum to the Board from the Advisory Commission is attached.

☒ Continued on next page

Recommended: \_\_\_\_\_  
David B. Okita, General Manager

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☐ Approved as  
recommended

☒ Other  
(see below) No Action taken

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#### Modification to Recommendation and/or other actions:

Chairman Crossley appointed Mayors Batchelor, Patterson and Price; Supervisors Seifert and Vasquez; and Director Kluge to the Strategic Planning Stakeholder Group. Director Kluge was appointed chair of the Group.

I, David B. Okita, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on March 12, 2015 by the following vote.

Ayes: Directors Patterson, Pederson, Price, Holdener, Crossley, Richardson, Hannigan, Seifert, Sperring, Vasquez, Kluge, Thomson, Sanchez, Augustine, and Davis

Noes: None

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The Advisory Commission recommends that the Agency develop a new SCWA Strategic Plan, last done in 2005. Staff concurs with the Commission's recommendation. The 2005 Plan was a useful tool with most of the recommendations implemented but the 2005 Plan is out of date and of little current use. The purpose of a Strategic Plan is to provide assistance to the Board in prioritizing Agency resources and staffing. The Strategic Plan will include a prioritized list of integrated actions dealing with a broad range of Agency programs including water supply, water quality, flood management, habitat conservation plan, water conservation, and environmental issues. The Plan will be developed using principles of integrated water management. The Plan will also be used by the Agency and cities in developing their respective Urban Water Management Plans which are due in July, 2016.

The Agency's 2005 Strategic Plan was developed by a Stakeholder Group made up of five SCWA Board members, three Advisory Commission members, the Solano Irrigation District General Manager, the Chair of the Flood Control Advisory Committee and a representative from each Solano wastewater agency (Fairfield-Suisun Sewer District and Vallejo Sanitation and Flood Control District). A consultant was hired to assist the Stakeholder Group to prepare the 2005 Strategic Plan. The cost to develop the 2005 Strategic Plan was approximately \$150,000; staff anticipates a similar cost for the 2015 Plan development.

The 2015 Strategic Plan should be completed by the end of 2015 in order to be useful in the development of Urban Water Management Plans. Staff recommends establishing a Strategic Plan Stakeholder Group consisting of:

1. Up to five SCWA Board members with one of the Board members appointed Chair;
2. Five Advisory Commission members selected by the Commission;
3. The Chair of the Agency's Flood Control Advisory Committee; and
4. A staff representative from the Fairfield Suisun Sewer District and the Vallejo Sanitation and Flood Control District.

Staff seeks authorization to proceed with Requests for Qualification and Proposals to procure consulting services to assist the Stakeholder Group complete the 2015 Strategic Plan on schedule. A scope and budget proposal from the preferred consultant will be brought back to the Board with a recommendation from the Stakeholder Group for consideration.

### SOLANO COUNTY WATER AGENCY STRATEGIC PLAN ASSESSMENT QUESTIONNAIRE

v.4 (09-04-15)

#### Introduction:

The Solano County Water Agency (SCWA) is working with Kennedy/Jenks (K/J) to prepare a new Strategic Plan. The last Strategic Plan was prepared in 2005, and while it was a useful tool with most of the recommendations implemented, it is out-of-date and no longer provides guidance to prioritize resources. The 2005 Strategic Plan was an integral element of the Solano Counties Integrated Regional Water Management Plan. The 2015 Strategic Plan is anticipated to be a standalone Strategic Plan.

Updating a Strategic Plan is an opportunity to review the changes that have occurred over the past 10 years and plan for the challenges SCWA anticipates facing moving forward into the next 10 years (we will confirm this timeframe during our meeting). It allows SCWA to set a vision and future for the high priority policies and actions that the SCWA and its agency members will implement in the coming years.

Many ideas go into preparing a Strategic Plan. To understand the perspectives of the stakeholders, Jodie Monaghan, JM Consultants (a subcontractor of K/J), will conduct interviews to assess stakeholder expectations for the Plan. The purpose of the interviews will be to:

- Review the efficacy and outcomes of the 2005 Strategic Plan.
- Understand stakeholder expectations of the 2015 Strategic Plan.
- Assess the challenges currently facing SCWA.

#### Confidentiality:

All interviews are confidential. Nothing will be attributed to any individual. K/J will use the information gained to prepare a scope of work for the balance of the project. In addition, the findings will be discussed at the September 21st meeting.

### Assessment Questions

#### Overview

1. Please describe your role and responsibilities within your agency/district.
2. What services does your agency/district receive from SCWA?
3. How do you interface with SCWA?

## Strategic Planning

4. Thinking of the 2005 Strategic Plan:
  - a. What do you know of the 2005 Strategic Plan?
  - b. How did you agency/organization use the Strategic Plan?
5. What do you consider to be the key issues that SCWA will face in the next 10 years?
6. What do think are the priority activities that SWCA needs to engage in over the next 10 years?
7. The authorities of SCWA fall into two main categories: water supply and flood control. It also performs habitat conservation and watershed management activities. Does this scope serve all the member agencies and districts well? Should SCWA be doing more? Should it be doing less?
8. What do you consider to be the strengths of SCWA? The weaknesses?
9. To assist in creating a vision and Strategic Plan for SCWA, what key technical questions need to be answered?
10. Do you believe there are critical information/data gaps that need to be addressed before a Strategic Plan can be developed?
11. What are your expectations for the 2015 Strategic Plan?
  - a. What do you think the scope of the Plan should be?
  - b. What do you think the desired outcomes of the Plan should be?
  - c. What topics should be included in the Plan?
  - d. What process would best facilitate the development of the Plan?
  - e. Who should participate in the development of the Plan?
  - f. How do you think you will use the Plan?
12. Would it be useful to have a Charter for the stakeholders participating in the strategic planning process?

## Wrap-up

13. Is there anything we haven't talked about that would help us understand your thoughts on the preparation of the Strategic Plan?
14. We intend to interview all of the stakeholders on the Strategic Planning Stakeholder Group but is there anybody else we speak with to understand the issues?

## APPENDIX D: STAKEHOLDER ASSESSMENT INTERVIEWEES

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Len Augustine	Mayor, City of Vacaville
Greg Baatrup	Fairfield Suisun Sewer District
Jack Batchelor	Mayor, City of Dixon
Steve Chappell	Suisun Resource Conservation District
John Currey	Dixon Resource Conservation District
Bill Emlen	Solano County- Resource Management
Goulart, Roberta L.	Solano County- Resource Management
Erin Hannigan	Solano County Supervisor – District 1
Mike Hardesty	RD 2068
Don Holdener	Maine Prairie Water District
Cary Keaten	General Manager, Solano Irrigation District
John D. Kluge	Solano Irrigation District
Chris Lee	Solano County Water Agency
Thomas Pate	Solano County Water Agency
Elizabeth Patterson	Mayor, City of Benicia
Katherine Phillips	Solano County Water Agency
Harry Price	City of Fairfield, Mayor
Martin Querin	Assistant Public Works Director, City of Vallejo
Alex Rabidoux	Solano County Water Agency
Norman Richardson	Mayor, City of Rio Vista
Terry Riddle	Flood Control Advisory Commission
Felix Riesenber	City of Fairfield
Scott Rovanpera	City of Benicia
Pete Sanchez	Mayor, City of Suisun City
Roland Sanford	Solano County Water Agency
Steve Sawyer	City of Vacaville
Linda Seifert	Solano County Supervisor – District 2
Jim Spering	Solano County Supervisor – District 3
John Vasquez	Solano County Supervisor – District 4



## APPENDIX E: SUMMARY OF STAKEHOLDER ASSESSMENT FINDINGS

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- Conducted 26 Interviews. All interviews confidential. Interviewed representatives from:
  - Solano County
  - 7 cities
  - Solano Irrigation District
  - RD2068
  - Maine-Prairie Water District
  - Solano RCD
  - Suisun RCD
  - SCWA Flood Control Advisory Committee
  - SCWA Water Advisory Commission
  - SCWA Staff
- Purpose of interviews:
  - Review the efficacy and outcomes from the 2005 Strategic Plan.
  - Assess the challenges currently facing SCWA.
  - Understand the expectations for the 2016 Strategic Plan.
- 2005 Strategic Plan:
  - Few current members participated in developing 2005 Strategic Plan.
  - Most not aware if Plan was used.
    - Many Board members didn't recall if they were updated on the progress.
  - The general consensus was that most projects were completed.
  - Overall impression: The Strategic Plan was more effective as a guidance tool in the earlier years.
- Current Key Issue: Water Reliability
  - About half the interviewees asked if there is an adequate water supply.
    - There was a concern that future demand could outstrip supply if cities fully build out and agriculture continues to expand to permanent crops.
  - With the drought, there is uncertainty of SWP deliveries.
  - Increasing regulations and concern that state may redo water rights.
  - Evolving state policy regarding reasonable use of water.
- Current Key Issue: Infrastructure
  - Solano Project has ongoing replacement and betterment needs.
  - Ongoing operations and maintenance needed for all conveyance systems.



- There are conveyance capacity limitations for NBA.
  - Total available supply exceeds current conveyance capability. Currently not an issue because local districts work around flow limitations by increasing local storage and timing of deliveries.
- 2 cities have contract rights to NBA water but no conveyance system. This water could be needed sometime in the future.
- The Alternate Intake for the North Bay Aqueduct was cited by a majority of interviewees as a major need to address a growing problem. The issues involve water quality and pumping restrictions to accommodate endangered species.
- Current Key Issue: Groundwater
  - Groundwater was a key issue for most interviewees.
  - Concern that the hardening of demand from changing crop patterns could lead to overdraft the Solano aquifer.
  - The question was asked - should GW be managed for the entire County or just those sitting on sub-basins?
  - The State has mandated Sustainable GW Plans. Many asked who should be the SGMA lead.
    - 75% opined that SCWA made the most sense to be the SGMA lead.
    - 25% believe the County is the better choice with SCWA as technical support.
    - A few suggested a Joint Powers Agency independent of both SCWA and the County.
  - Should sub-basin boundaries be redrawn to match County boundaries?
  - Who should monitor and permit wells?
- Key Issue: Integration of all Water Resources
  - There was acknowledgment that all water resources are related including:
    - Surface water
    - Groundwater
    - Flood water
    - Drain water
    - Waste water
    - Recycled water
  - There was an overwhelming desire for local control but also to have one coordinating agency for all water resources.
  - Some opined that waste water might better be integrated at the County level.

- Key Issue: Drought / Climate Change
  - Will likely affect both supply and demand of:
    - Surface water
    - Ground water use and recharge
  - Some expressed concern about the changing weather patterns and the increased likelihood of flooding.
  - Several interviewees worried about increasing drought regulations.
    - They worried that evolving state policy regarding reasonable use of water could ultimately require excess supplies to be shared with cities and counties who don't have an adequate water supply.
  - A few interviewees thought SCWA should develop a county-wide Drought Plan.
  - Several respondents thought SCWA should have taken a stronger role in water conservation by developing guidelines that the individual Participating Agencies could use.
  
- Key Issue: Flood Management
  - It was noted that SCWA has authority but no specific responsibility to do flood management. No one agency has overall responsibility for flood management in Solano County.
  - Several suggested that rural flood management is an issue.
    - There was mixed reaction whether the County's flood needs are well served. Not all participating agencies with needs feel they are served.
  - It was noted that previously developed flood control assessment districts that would have addressed some of the flood issues were vetoed by voters.
  - Incremental approach to flood projects may be better tactic.
  - Staff noted that several studies have been done but few proposed solutions have been implemented for a variety of reasons.
  - There is concern that widening the Yolo Bypass could involve more seasonal flooding.
  - Several expressed concern about the impacts of the CA Fix if it is ever built.
  
- Key Issue: Watershed Management
  - Habitat Conservation is an important mission of SCWA. Conservation activities include:
    - Cache Slough
    - Putah Creek Accord
  - The Habitat Conservation Plan (HCP) needs to be completed as soon as possible.
    - SCWA is currently subject to restricted maintenance in riparian corridors until the HCP is completed.
    - Participating Agencies need to look at the benefits of the HCP.

- Watershed stewardship is vital. Watershed health protects surface water supply.
- Key Issue: Funding
  - Grant programs to individual landowners for flood control are highly valued.
  - There is a need for increased funding and technical support for Participating Agencies.
  - SCWA currently has substantial reserves.
    - There is concern that the Reserve Policy may not be adequate to protect reserves.
  - Many remarked that funding should be more transparent.
- Key Issue: Regulations
  - Many noted that SCWA needs to be vigilant against regulatory creep from state agencies.
  - It will be incumbent upon SCWA to manage regulatory impacts.
  - Many interviewees express the need for more engagement in legislative affairs at the regional, state and federal levels.
  - Most commented that SCWA needs to participate in all regional forums. They noted that relationship building is key to getting the County's needs met.
- Key Issue: Public Outreach
  - Interviewees were split on the need for public awareness of SCWA.
    - Some saw the benefits of public awareness; others wanted to maintain local control.
  - Several asked what the right level of public outreach is. They suggested, at a minimum, the value must equal the cost.
  - Several suggested that representative of ag, business and major users should be included in SCWA planning.
- Additional Issues raised by a few respondents include:
  - There is a need for additional water storage.
  - There is a need for additional water sources – though now (i.e., the drought) is not the time.
  - The County needs to balance land use (and therefore water demand) between urban and ag.
  - Participating Agencies should have the right to sell excess water at market prices.
  - There is an inequity of services to some Participating Agencies though all pay the same rates.

- A further concern is that Participating Agencies don't receive equal services from SCWA but have an equal vote on the Board.
- A key question raised by many interviewees is: What should be the Role of SCWA?
  - Is it a county-wide water agency managing all sources of water or is it a water contractor with ancillary responsibilities?
  - With the need to integrate water resources, should SCWA be expanded to be the key water agency in Solano County?
  - It was noted that SCWA's footprint is the same as the County but SCWA doesn't serve the entire County.
  - There are conflicting expectations of SCWA.
  - There is a general feeling that SCWA should be taking more of a leadership role.
- Strengths of SCWA
  - Impressive, competent staff.
  - Solves problems using a team approach.
  - Nimble – responds quickly to new issues.
  - Repository/generator of data – helps Participating Agencies make better decisions.
  - Has financial resources.
  - Diverse Board.
  - Helps participating agencies exchange water to meet everyone's needs.
- Challenges for SCWA
  - Small staff – limited ability to get things done.
  - Inequities in addressing Participating Agency's issues.
  - Focuses too much on supply, not enough on flood control.
  - Should take more of a leadership role in some areas (ex. Water Conservation.)
  - The public is not typically aware of SCWA. SCWA should seek to build public trust.
  - Some internal operations should have better controls.
  - Sometimes politics gets in the way – SCWA's duty should be to the residents of Solano County.

## APPENDIX F: STRATEGIC PLANNING STAKEHOLDER GROUP

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Ron Anderson	Assistant City Manager, City of Suisun City
Greg Baatrup	General Manager, Fairfield Suisun Sewer District
Jack Batchelor	Mayor, City of Dixon
Suzanne Bragdon	City Manager, City of Suisun City
Justen Cole, P.E.	Senior Civil Engineer, City of Vacaville
Royce Cunningham, P.E.	Director of Utilities, City of Vacaville
Roberta Goulart	Resource Management, Solano County
Mike Hardesty	General Manager, Reclamation District 2068
Misty Kaltreider	Geologist, Solano County
Cary Keaten, P.E.	General Manager, Solano Irrigation District
John Kluge	Director, Solano Irrigation District, SPSG Chair
Thomas L. Pate, P.E.	Principal Water Resources Engineer, Solano County Water Agency
Elizabeth Patterson	Mayor, City of Benicia
Harry Price	Mayor, City of Fairfield
Felix Riesenberger, P.E.	Assistant Public Works Director, Utilities, City of Fairfield
Scott Rovanner	Water Treatment Plant Superintendent, City of Benicia
Roland Sanford	General Manager, Solano County Water Agency
Steve Sawyer, P.E.	Assistant Director, Utilities, City of Vacaville
Terry Schmidtbauer	Assistant Director, Resource Management, Solano County
Linda Seifert	District 2 Supervisor, Solano County
John Vasquez	District 4 Supervisor, Solano County

## APPENDIX G: STAKEHOLDER GROUP CHARTER

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### Solano County Water Agency Strategic Planning Stakeholder Group

## Charter

### **Purpose and Goals**

The purpose of the Solano County Water Agency (SCWA) Strategic Planning Stakeholder Group (SPSG) is to develop a Strategic Plan (Plan) for the SCWA. SCWA is a wholesale water supply agency providing untreated water to cities and agricultural districts from the Federal Solano Project and the North Bay Aqueduct located in the Delta out of Cache Slough. Additionally, SCWA is involved in numerous Flood Management programs within Solano County including levees bordering the Yolo Bypass in and adjacent to Solano County. SCWA also performs habitat conservation and watershed management activities.

The goals of the SPSG are to:

- Work collaboratively with other SPSG members who represent SCWA member agencies and other water users and interests throughout the entire Solano County.
- Develop a common understanding of current and future water needs and resources in Solano County.
- Support development of water resource management objectives that protect resources in a sustainable manner, ensure local control, address current and future local water needs, and support the economy and the environment.
- Negotiate in good faith to achieve consensus on the development of a Strategic Plan that will guide the management of surface and groundwater into the future.

### **Stakeholder Group Membership**

The core Stakeholder Group is structured as an ad hoc alliance of representatives from SCWA and its participating agencies. Current membership includes representatives from:

- City of Benicia
- City of Dixon
- City of Fairfield
- City of Rio Vista
- City of Vacaville
- City of Vallejo
- Fairfield Suisun Sewer District

- Solano County
- RD 2068
- Solano County Flood Control Advisory Committee
- Solano County Water Agency
- Solano Irrigation District
- City of Suisun City

## **Roles and Responsibilities**

**Stakeholder Group:** The Stakeholder Group is responsible for the initial development of the Strategic Plan and recommendation of the Plan to the SCWA Board for approval. Stakeholders are responsible for keeping their SCWA Board Member informed of the ongoing deliberations and actively seek their Board Member's input.

**Work Groups or Subcommittees:** The Stakeholder Group can form work groups or subcommittees to assist with its work of developing goals, objectives, and strategies for the Strategic Plan. Members of the work group need not be members of the Stakeholder Group. The work groups may develop recommendations or proposals for the full stakeholder group's consideration.

**Stakeholder Group Chair:** John Kluge, Solano Irrigation District, serves as the Stakeholder Group Chair. The Chair will work with the Project Manager, technical consultants and facilitator to:

- Develop the agendas for each meeting.
- Assist in building consensus among stakeholders.
- In cooperation with the Project Manager, brief the SCWA Board on the progress of the Strategic Plan.

**Project Manager:** Roland Sanford and Thomas Pate will serve as the Project Managers. They will interface with the Chair, technical consultant and facilitator to ensure meetings are efficient and work is completed in a timely manner.

**SCWA Board:** The SCWA Board has final approval of the SCWA Strategic Plan.

**Consultant:** Kennedy/Jenks (K/J) has a contract with the SCWA to assist in the creation of a 10-year Strategic Plan and perform all related technical analysis. Sachi Itagaki, K/J. will serve as the main point of contact with the Project Managers. The consultant will attend all Stakeholder Group meetings, contribute to the development of the Strategic Plan and strive to balance stakeholder input with sound technical judgement.



**Facilitator:** In cooperation with the Chair, Project Managers and the Consultant, the facilitator from JM Consultants will design meetings and assist in guiding the process to develop a Strategic Plan for SCWA. The Facilitator will:

- Based on input from the Project Managers, Chair and stakeholders, draft agendas and desired outcomes for each meeting.
- Facilitate stakeholder meetings and ensure compliance with all Ground Rules.
- Assist in the preparation of meeting summaries including points of agreement and disagreement.
- Assist in building consensus among members.
- Advocate for a fair, effective, and credible process but remain impartial with respect to the outcome of the deliberations.

## Attendance

Given the volume of information to be considered and the in depth discussion expected to occur, regular attendance by the SPSG member or his/her designated representative is essential. Designees are expected to be fully briefed and able to represent the member during decision making.

## Ground Rules

The Stakeholder Group will use the following standing ground rules to establish a productive protocol for meetings and may modify them as appropriate.

The Stakeholder Group agrees to:

- Listen and openly discuss issues with others who hold diverse views.
- View disagreements as problems to be solved rather than battles to be won.
- Refrain from ascribing motives or intentions to other participants.
- Respect the integrity and values of other participants.

During the meetings, the Stakeholder Group agrees to:

- Honor time.
- Use conversational courtesy.
- Keep pagers and mobile phones silent during meetings.
- Appreciate humor but not engage in humor at the expense of others.

## Decision Making

The SPSG is a working group tasked to develop a Strategic Plan for approval by the SCWA Board. In the development of the Strategic Plan, the SPSG will strive for consensus (agreement among all participants) in all of its decision-making. **Working toward consensus is a fundamental principle.**

Consensus means that all group members either fully support or can live with the decision or overall Plan and believe that their agencies and organizations can as well. In reaching consensus, it is useful to refer to the Gradients of Agreement. This scale makes it easier for participants to be honest. Using it, members can register less-than-whole-hearted support without fearing that their statement will be interpreted as a veto.

Gradients of Agreement					
1	2	3	4	5	6
Fully endorse!	Endorsement with minor issues.	Conditional Agreement	Stand Aside / Abstain / Neutral	Disagreement	Reject
I strongly support the proposal.	I generally like it. Proceed with my support.	I can support if some steps are taken now or in the future.	I neither support nor reject the proposal – Proceed.	I don't agree with the proposal in its current form but will not reject it outright	I cannot support the proposal at all.

When differences of opinion exist after extensive discussion, a straw poll will be taken using the Gradients of Agreement. Unless a member votes to reject (level 6), the proposal will move forward. In the event a member cannot support the proposal and votes to reject, a subcommittee will be convened to further discuss the issue until a resolution can be reached.

## Communication

**Media:** Members are asked to speak only for their organizations or themselves when asked by external parties, including the media, about the SPSG's progress. Members will refer media inquiries to SCWA General Manager Roland Sanford and reserve freedom to express their own opinions to media representatives. Members should be careful to express only their own views and not those of other member of the Stakeholder Group. The temptation to discuss someone else's statement or position should be avoided.

**Member Agencies:** Members are asked to keep their member agencies informed about the process of the SPSG and to bring their agency's views into the discussion.

**Decision Makers:** The SCWA General Manager and the SPSG Chair will provide periodic updates to the SCWA Board.

**Meeting Summaries:** Meeting summaries will be provided following each SPSG meeting.

## **Public Engagement**

All SPSG meetings will be open to the public and the public is welcome to participate in discussions. The facilitator may limit public comment to a designated public comment period if necessary to assure the Stakeholder Group can complete its work in a timely fashion.

Early in the process, the SPSG will oversee development of a public outreach plan which will guide activities related to public engagement and outreach.

## **Amendments to this Charter**

The SPSG may use its decision-making procedure, identified above, to adopt changes to this Charter.