



Meeting Summary and Agenda: ECC GSP

East Contra Costa GSP Working Group and Communications Committee Meeting

When: Wednesday September 9, 2020, 10:00 a.m. to 11:30 a.m.

Where: Conference Call: 530-207-5787; Conference ID: 5601-7311#

Attendees: Aaron Trott, Bill Brewster, Dan Muelrath, Debbie Cannon, Jill Mosley, Lisa Beutler, Megan Murray, Mike Davies, Nacho Mendoza, Nick Janes, Paul Seger, Ryan Hernandez, Scott Buenting, Vicki Kretsinger

Meeting Summary

1. Discussion about potential creation of ECC GSP Public Advisory Committee (PAC):
 - a. Dan Muelrath, DWD: Appreciates the conversation and ideas. Believes that it is a good idea to bring in the agricultural and domestic well owners (who do not have representation by a GSA) into the process now [by creating a PAC]. In the next 20 years, there may be an increase in fees and permits that may impact well owners. Currently, there is state funding for GSP preparation but what will the future funding be [through 2042 – 20-year sustainable groundwater management timeframe] for GSP implementation? If well users are to fund the GSP, it is too early to close the door to a PAC.
 - b. Mike Davies, TODB: There is no need for a PAC now since we have sustainable groundwater. There may be a need in the future and then it would be worth the cost and the time to create a PAC. But do not create a group that isn't necessary that adds another level of bureaucracy. TODB rate payers would have to pay for administering the PAC but there is no interest and it is not necessary. The ad in the newspaper, emails, and calls produced only 26 attendees to the ECC public meeting. If other GSAs want to create a PAC, it is fine. The ECC Subbasin currently has an appropriate level of outreach, GSAs have invited community input on the GSP.
 - c. Aaron Trott, ECCID: There is not a need for a PAC currently. The ECC is a healthy subbasin and wells are not showing a groundwater level decline. It is premature to say that bad things are coming, there are no data at present to show the basin will have a problem. Future scenarios will give some idea if there is an issue with growth. ECCID has customers with domestic wells and they would want to be contacted when something might be done to impact their wells. Each GSA represents their body and is responsible for their best interests. If environmental groups and domestic well owners reach out to a GSA, we will hear them out. We need to evaluate new information and be on guard for anything the public should be aware of and that will spark community involvement.
 - d. Lisa Beutler, Stantec: PACs require lots of maintenance to keep the body alive (e.g., manage the scope/content, technical team), to prevent wandering outside the framework of the PAC. Ways to provide input: target outreach for example to DAs or on a specific topic (not a long-term requirement). Individual GSAs can create their own PAC, it does not need to be the entire Subbasin. we need the monitoring and implementation portion of the GSP to be able to address Paul's and Dan's concerns (how to pay for future GSP related costs). If there is a need we want to have representation by affected parties (e.g., GSAs or de minimis users). We may need to

reach out to de minimis users or their representatives. In the ECC Subbasin survey results, people said “get back to us when you know something”.

- e. Paul Seger, DWD Director: PACs bring people together. GSAs have significant powers (emailed SGMA regulations). Santa Cruz Mid County PAC was charged with getting people “front loaded” with information. The PAC would help construct management approach. Paul will be talking with a reporter about the meeting and planning of the GSP (e.g., that it is moving forward and going fine). This is not to trigger the public. It will be reviewed by the legal team and consultants.
 - f. Bill Brewster, DWR: the Subbasin will need involvement when developing sustainable management criteria, setting measurable objectives and minimum thresholds and also the long-term implementation of the plan and project and management actions.
 - g. Eric Brennen, Brentwood: not in favor of a PAC right now (via email)
 - h. Ryan Hernandez, CCC: not in favor of a PAC right now. The subbasin is in good shape. Will continue to make sections available to the public and try to reach as many people as possible.
 - i. Jill: CCWD is not a GSA. Will consider a PAC in the future. Can we do another survey to determine what the public wants?
 - j. Nick Janes, BBID: not in favor of a PAC right now
 - k. Scott Buenting, City of Antioch: Creating a PAC is not a direction the City wants to take. The City wants people to be involved and will continue to notify them.
 - l. Vicki Kretsinger, LSCE: LSCE will provide talking points for GSA Boards on how the GSP is rolling out. Many parts are coming available in the next months: a model that simulates future scenarios and includes climate changes. The results will be used to develop sustainable management criteria.
2. Other Project Updates
- a. DWR updates: DWR has written translation services for up to 5,000 words per document.
 - b. The October GSP Working Group Call is Wednesday October 14, 2020
 - c. The November GSP Working Group Call is rescheduled to Tuesday November 10, 2020

ACTION ITEMS September 2020

ITEM	OWNER	DUE
1. Check County Recorder’s Office for grant deed encumbrance for DWR access to monitoring wells (BD-1,2,3) on RD 800. 2. How CCC General Plan goals and objectives match with ECC GSP 3. Can well location (XY coordinates) be part of the information on a well permit so know where wells are located (per Envir. Health) 4. Investigate how to identify all well owners in the subbasin (postcard?) they are the ones potentially impacted by the GSP.	Ryan	When office opens
5. Post draft GSP Section 3 (Basin Setting) on ECC GSP website. 6. Section 4 (Water Budget) out for GSA review	LSCE	Sept 30 th Sept 30 th
7. A) Prepare FAQ sheet for review by GSAs (add to website and have for handouts. B) Send spreadsheet for GSA GSP activities quarterly.	Lisa Lisa	A: B: Jan, Ap, Jul, Oct.
8. New Monitoring Well Installation (part of Prop 68 grant available 7/1/2021) a. Review property owner contact b. LSCE will work with Antioch and TODB to locate favorable monitoring well locations How will new monitoring wells be maintained and monitored? MW	Ryan/ LSCE Antioch/ TODB	Spring/Summer 2021

ITEM	OWNER	DUE
maintenance and ongoing monitoring are not covered by grant funds. Keep GSA contribution at 10K/entity/yr (\$70k/yr total) to cover annual report and well monitoring?		

Purpose:

1. GSP Outreach-Public Advisory Committee discussion
2. GSP-Sections 3, 4, and 5

Agenda

#	Item	Presenter
1.	<p>GSP Outreach & Communication:</p> <ul style="list-style-type: none"> • Continue discussion about potential for a Public Advisory Committee for the ECC Subbasin GSP. Review of August meeting Action Items: <ul style="list-style-type: none"> ○ SGMA regulations (Attachment 1)-advisory committee is not required. It is up to the GSAs to decide the GSP public outreach. ○ Draft charters for Solano and Sonoma (Attachments 2 and 3) ○ Questions: What would be the role of an ECC PAC (e.g., review draft materials, provide opinion on policy?) ○ Discussion-Lisa template charter and decision making menu • Documentation of GSA Outreach—GSA provide updates • Communication Committee conference call? Delay next public meeting until 1st quarter 2021 after the holidays? • Lisa talk with DWR about extending contract through first of next year • Website-updates complete as of August 18th (Jill) 	<p>Debbie/</p> <p>Lisa/All</p> <p>Lisa</p>
2.	<p>GSP Updates</p> <ul style="list-style-type: none"> • Draft Sections 1 and 2-- No comments received but still available for public comment • Draft Section 3 (Basin Setting)-GSAs returned comments by August 21st. <ul style="list-style-type: none"> ○ Working on GDEs. Have state and federal designations as described in internal Draft and Ryan is working to include the local more complete County information. Will have GSAs review this section one more time with quick turnaround. ○ Aiming to release for public review by the end of September. • Draft Section 4 Historical, Current, and Projected Supply-- to GSAs end of September. Return by end of October 2020. • Draft Section 5 Water Budget and Groundwater Model: to GSAs November 2020. Barb Dalgish will present model development and findings at the November Working Group meeting. • Suggest a public meeting about the ECC water budget in the first quarter 2021. • Provide newsletters in the meantime? Lisa examples? 	<p>Debbie</p> <p>Ryan</p> <p>Debbie</p>

#	Item	Presenter
3.	<p>Grants:</p> <ul style="list-style-type: none"> • Status of Prop 1 and 68 Grant funds. COB signed PR7 8/20/2020 and waiting for payment (as of 9/2/2020). • SGMA Watershed Coordinator Grant Program-Ca Dept. of Conservation <ul style="list-style-type: none"> ○ (\$1.5 M total, each grant < \$300K) ○ Salary for watershed coordinator to write a watershed management plan and for watershed monitoring. ○ Due October 15th. • Prop 68 Implementation Grant Round 2--Total of \$62M <ul style="list-style-type: none"> ○ Minimum \$2M and maximum \$5M per subbasin ○ Apply Spring 2022 after GSP adopted and deemed complete by DWR ○ Eligible projects must be listed in GSP. Project may include groundwater recharge and/or prevention or clean up contamination of groundwater that serves as a source of drinking water. ○ One application/subbasin and one entity as grant applicant. ○ Cost Share=25 %. If serves Underrepresented Communities (0-15%) 	<p>Debbie Ryan</p> <p>Debbie</p>
4.	<p>Other Project Updates</p> <ul style="list-style-type: none"> • DWR updates • Next GSP Working Group Conference Call— Wednesday October 14, 2020. • November GSP Working Group Call falls on Veterans Day-will send out Doodle Poll to reschedule 	<p>Bill Brewster</p>

ACTION ITEMS August 2020

ITEM	OWNER	DUE
9. Public Advisory Committee (PAC): 1. Research PAC charters (Sonoma and Solano), 2. SGMA PAC regulations, and 3) continue discussion at next Communications or Working Group meeting.		1.Done 2.Done 3.Sept 2020
10. Check County Recorder’s Office for grant deed encumbrance for DWR access to monitoring wells (BD-1,2,3) on RD 800.	Ryan	When office opens
11. Review and edits on draft GSP Section 3 (Basin Setting)	All Entities	Done
12. Determine if applying for SGMA Watershed Coordinator Grant program	Ryan	Application due Oct. 15, 2020
13. A) Prepare FAQ sheet for review by GSAs (add to website and have for handouts. B) Send spreadsheet for GSA GSP activities quarterly.	Lisa Lisa	A: B: Jan, Ap, Jul, Oct.
14. New Monitoring Well Installation (part of Prop 68 grant available 7/1/2021) a. Review property owner contact b. LSCE will work with Antioch and TODB to locate favorable monitoring well locations How will new monitoring wells be maintained and monitored? MW maintenance and ongoing monitoring are not covered by grant funds. Keep GSA contribution at 10K/entity/yr (\$70k/yr total) to cover annual report and well monitoring?	Ryan/ LSCE Antioch/ TODB	Spring/Summer 2021

Summary of PAC discussion from August 2020 Working Group meeting:

Discussion about ECC Working Group creating a public advisory committee (PAC):

- d. Dan--Sonoma Valley has a PAC and significant public interest (about 200 people attend the public meetings; the subbasin is more stressed than ECC). Each agency picks a member of the public to be on the PAC. What would be the role of the ECC PAC (e.g., review draft materials?).
- e. Paul-sees the PAC's role as related to policy (e.g., well metering). He would like to get people involved in the GSP process early. Doesn't feel that public meetings provide the forum for true input, opinion has been managed.
- f. Vicki-
 - i. Solano Subbasin has a GSA Collaborative with a representative of each GSA and also recently created a community advisory committee (CAC). The GSA Collaborative and the GSA Boards are the decision-making bodies. As an advisory group, the CAC will meet periodically to discuss GSP interests and will receive the GSP sections at the same time as the public. A draft charter has been prepared for the CAC.
 - ii. ECC is maintaining groundwater sustainably and does not have the same circumstances as the critically over drafted subbasins where there is groundwater level decline and a greater level of public interest and involvement. In the ECC, we don't expect policies to be developed related to groundwater development and use in the 2022 GSP. However, in the 5-year GSP updates through 2040, policies may be instituted if conditions change.
- g. Mike-What are the regulations for a PAC; is it required by SGMA? The PAC would be advisors only with no vote. The general public is invited to ECC GSP public meetings and can contribute input at that time.
- h. Bill-regulations do not specify if a PAC is required. Some subbasins create a PAC for specific interest groups (e.g., agriculture, disadvantaged communities, Native Americans, groundwater users) or have a technical advisory group to provide advice to GSAs. Bill will send the Communications and Outreach BMP but ultimately it is locally driven and up to the GSAs to determine the governance, who is a GSA, and public outreach.
- i. Action Items include research on: 1. PAC charters (Sonoma and Solano), 2. SGMA PAC regulations, and 3) continue discussion at next Communications or Working Group meeting.

Attachments

Attachment 1 Governmental Code-Public Advisory Committee for Groundwater Sustainability Plan

Attachment 2 Solano GSP Community Advisory Committee Draft Charter

Attachment 3 Sonoma Valley Groundwater Sustainability Agency Advisory Committee Charter

Attachment 1 Governmental Code-Public Advisory Committee for Groundwater Sustainability Plan

East Contra Costa Subbasin Sustainable Groundwater Management Act Communications Plan

DEC 2018

California Water Code Section	Public Outreach Requirement
<p>10727.8 (a) Prior to initiating the development of a groundwater sustainability plan, the groundwater sustainability agency shall make available to the public and the department a written statement describing the manner in which interested parties may participate in the development and implementation of the groundwater sustainability plan. The groundwater sustainability agency shall provide the written statement to the legislative body of any city, county, or city and county located within the geographic area to be covered by the plan. The groundwater sustainability agency may appoint and consult with an advisory committee consisting of interested parties for the purposes of developing and implementing a groundwater sustainability plan. The groundwater sustainability agency shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the groundwater basin prior to and during the development and implementation of the groundwater sustainability plan. If the geographic area to be covered by the plan includes a public water system regulated by the Public Utilities Commission, the groundwater sustainability agency shall provide the written statement to the commission. (b) For purposes of this section, interested parties include entities listed in Section 10927 that are monitoring and reporting groundwater elevations in all or a part of a groundwater basin managed by the groundwater sustainability agency.</p>	<ol style="list-style-type: none"> 1. Agencies preparing a GSP must prepare a written statement describing the <u>manner in which</u> interested parties may participate in its development and implementation. 2. Statement must be provided to: <ol style="list-style-type: none"> a. Legislative body of any city and/or county within the geographic area of the plan b. Public Utilities Commission if the geographic area includes a regulated public water system regulated by that Commission c. DWR d. Interested parties (see Section 10927) e. The public 3. GSP entities may form an advisory committee for the GSP preparation and implementation. 4. The GSP entities are to encourage active involvement of diverse social, cultural and economic elements of the affected populations. <p>Timing: <i>On initiating GSP</i></p>

Attachment 2

**Solano GSP
Community Advisory Committee
Draft Charter**

Solano GSP Community Advisory Committee

DRAFT Charter¹

Draf: August 5, 2020



This Charter outlines the charge and operating protocols for the Solano Groundwater Sustainability Plan (GSP) Community Advisory Committee (CAC). The purpose of this Charter is to clarify the roles and responsibilities of the CAC during the GSP process. In this GSP process, the Charter is being used to create common expectations about how the Committee will work together to **foster and reinforce constructive interaction throughout their deliberations**. Its intent is to emphasize clear communication, trust building, respect for divergent views, creative thinking, the pursuit of mutual gains, and use of best available information. The CAC can reconsider and revise this Charter if it appears not to serve its process.

Outline

1. Introduction
2. Charge and Responsibilities
3. Membership and Participants
4. Meeting Formats and Sub Groups
5. Decision Making Process
6. Protocols and Ground Rules
7. Role of Support Staff
8. Schedule and Work Plan

1. Introduction

a. Background

Sustainable Groundwater Management Act

The Sustainable Groundwater Management Act (SGMA) is groundwater legislation that requires us to develop a plan to manage and use groundwater sustainably without causing 'undesirable results', i.e., adverse effects due to groundwater conditions. The plan will ensure our groundwater resources remain a reliable and healthy source of water for all those who depend on it, including people and the environment. California is one of the last states in the nation to pass statewide legislation to regulate groundwater management.

SGMA requires that we consider and protect all beneficial uses of groundwater. These beneficial uses can include farms, cities, businesses, tribes, and households that depend on local groundwater, in addition to the creeks, rivers, marshes or wetlands that may also depend on groundwater resources.

¹ Adapted from the Santa Cruz Mid-County GSP Advisory Committee Charter

Fundamentally, SGMA is built on the premise that local knowledge and the best available science will create the most effective plan for understanding and managing local groundwater resources.

SGMA authorizes just a few types of public agencies (such as water districts, irrigation districts, reclamation districts, cities and counties) to form Groundwater Sustainability Agencies (GSAs). GSAs are required to prepare Groundwater Sustainability Plans (GSPs) that describe groundwater conditions, monitoring, and management in the Subbasin and show how this resource will be effectively stewarded into the future.

SGMA does not and cannot alter water rights. It does, however, require us to avoid overusing groundwater resources to prevent undesirable results. Undesirable results include declining groundwater levels or storage, degradation of water quality, land sinking (subsidence), streamflow depletion, or other effects due to deteriorated groundwater conditions that may “significantly and unreasonably” impact beneficial groundwater uses.

The Solano Subbasin

Our plan covers what is called the Solano Subbasin, and is a part of the Sacramento Valley Groundwater Basin, which was divided into smaller subbasins based on political and geographic considerations, primarily to facilitate discussion and management of groundwater conditions more locally.

The Solano Subbasin has been designated a “medium priority” basin by the California Department of Water Resources. This designation is about current groundwater use and conditions and future factors in the Subbasin related to groundwater use. The prioritization considers factors such as the current and projected population, number of public supply wells and the total number of wells producing groundwater from the basin, irrigated acreage, existing impacts on groundwater (if any), and the overall importance of groundwater for both drinking water and agriculture.

The Solano Subbasin is fortunate to have multiple sources of water (like surface water from the Solano Project) that reduce pressure on groundwater. Even with our relative wealth of surface water and groundwater resources, there are places in the Subbasin where there may be concern over the long-term availability and quality of groundwater for both household and farm use. The process of developing the GSP will help us understand local groundwater conditions and plan for basin-wide sustainability.

The Solano GSA Collaborative

The Solano GSA Collaborative (the Collaborative) consists of five different GSAs in the Solano Subbasin who are coordinating to develop one GSP. SGMA allows multiple GSAs to work together on one GSP. To guide that process, they have created a Memorandum of Understanding (MOU), outlining their agreements on their shared terms of governance and preparation of the GSP.

In the Solano Subbasin, several eligible public agencies formed GSAs, including the Solano GSA which is a partnership of eleven agencies, Solano Irrigation District, the County of Sacramento, and the City of Vacaville. In addition, seven Delta reclamation

districts formed GSAs, and the Northern Delta GSA represents two additional reclamation districts within the Solano Subbasin.

b. Groundwater Sustainability Plans

GSAs are now working to develop GSPs for dozens of groundwater basins and subbasins across the State.

As required by law, our GSP(s) will include the following elements:

1. A description of our local groundwater subbasin (also called the plan area), including an assessment of current and future groundwater conditions, and a 'water budget' that helps us understand how much water is coming into and being used or otherwise leaving our basin.
2. A sustainability goal for the subbasin that sets forth the existence and implementation of a plan to manage the subbasin to avoid 'undesirable' results such as persistent and significant groundwater level decline across the subbasin, streamflow depletion, or land sinking (subsidence). 'Minimum thresholds', i.e., measurable criteria to measure the "health of the basin", will be established to ensure actions to avoid undesirable results. This will ensure that beneficial uses and users such as farms, household wells, cities and fish, birds, rivers and wetlands are protected from deteriorating groundwater conditions.
3. Descriptions of the projects, programs and management actions we will implement to ensure and maintain groundwater sustainability.
4. An ongoing monitoring program that tracks groundwater conditions, including sustainability criteria.
5. We will be working with the community to understand their concerns, and we will be asking questions such as 'What are the undesirable results we want to avoid in the basin?' Undesirable results are defined based on local perspectives, and we need your input to develop this understanding.

Per SGMA requirements, the GSP will describe groundwater conditions and trends across the subbasin. This plan will not address well-specific issues (i.e., issues related to a well but unrelated to groundwater conditions), but it will focus on the sustainability goal for the subbasin, management actions, and monitoring that will help us understand and maintain sustainability across the subbasin as a whole. However, we do need to understand locally-specific issues to better identify and understand patterns and trends across the basin. Your help with that is needed.

A major portion of the plan development includes strengthening our understanding of how the Solano Subbasin works, including how much water is stored within the subbasin, how much water comes into the subbasin each year through recharge, how much is used through evaporation and transpiration, and how much surface water and groundwater leave the subbasin. This "water budget" is like a checking account that accounts for all water entering and leaving the basin and it helps us to assess the sustainability of our groundwater resources, including during and following drought

periods. With that understanding, we can then make management decisions to ensure that groundwater remains sustainable into the future.

Our challenge is to come up with effective and innovative ways to keep our groundwater sustainable for all beneficial uses and users. These ideas will help us replenish groundwater in the subbasin (called recharge) and/or reduce the demand on groundwater as appropriate (with tools like groundwater trading markets and water-saving technologies).

The GSP will be a living, evolving document and will be updated every 5 years after adoption. We are developing a plan that is designed to serve the subbasin over the long-term.

2. Objectives and Responsibilities

a. The objectives of the GSP Community Advisory Committee (CAC) are to:

- i. **Contribute** to the development of a GSP that satisfies the requirements of SGMA, that can be broadly supported by diverse stakeholder communities in the Solano Sub-basin, and that can be successfully implemented,
- ii. **Receive** education on the groundwater science and the GSP formation process in the Solano subbasin, so they may act as advocates and relay important information about GSP development to community members,
- iii. **Identify** creative solutions around key decision areas in the GSP, particularly undesirable results,
- iv. **Develop** momentum for leadership around groundwater stewardship in the future, which will be particularly helpful in the next phase of GSP Implementation,
- v. **Evaluate** scientific information and recommendations from staff on the impacts to the Basin, and assess various management approaches to reach sustainability, and
- vi. **Promote** public education about Plan decisions and the Basin's sustainability.

b. Additional Advisory Committee responsibilities include:

- i. **Interest-based discussions:** Advisory Committee members will be willing to express fundamental interests (rather than fixed positions)² and to clearly convey the interests of one or more constituent groups.
- ii. **Collaborative Approach:** Advisory Committee members will be willing to work collaboratively with each other, seeking to integrate the interests of a broad range of constituencies.

² A "position" is a particular stance taken by a party—a preferred solution to an issue. "Interests" are the intangible motivations (fundamental needs, desires, concerns) underlying the preferred solution.

3. Membership and Participants

a. Committee Composition

The intention is to have an Advisory Committee that represents the full breadth of beneficial users and uses in the Solano Subbasin, with a particular emphasis on those uses and users not otherwise represented on the GSA Collaborative or the formally elected boards of the individual GSAs. The Committee consists of the following members:

1. Becca Hintz, Wintegrity K9
2. Ben Lyons, Lockwood Acres
3. Craig Gnos, E & H Farms
4. Elizabeth Frye, Intero Real Estate
5. Emily Drewek, Yocha Dehe Wintun Nation
6. Jack Keuchler, Hastings Island Hunting Preserve
7. John Hopkins, Institute for Ecological Health
8. Jose Bermudez, Markham Elementary School
9. Kevin Johnson, City of Dixon General Plan Committee
10. Mark Grismer, Department of Land, Air, and Water Resources, UC Davis
11. Mike Silva, Solano Community College
12. Paul Underhill, Terra Firma
13. Ryan Lewis, Solano Land Trust
14. Stephen McCord, McCord Environmental
15. Thomas Maulhardt, Campbell Soup Company
16. Trinity Garrido, Solano Community College

Committee members are expected to attend all meetings (to the extent feasible).

b. Committee Member Additions and Withdrawal

It is possible that new members will be added to the Advisory Committee in order to further diversity Committee membership or to replace a member. Advisory Committee members will be notified of any additions.

Advisory Committee members have made the commitment to participate for the duration of the groundwater sustainability planning process. In the event where a member must withdraw from the Advisory Committee, he/she/they may do so by providing submitting their resignation in writing to the Committee facilitators, Genevieve Taylor (genevieve@aginnovations.org) or Aimee Ryan (aimee@aginnovations.org). At that point, the Collaborative may elect to replace the Committee member to ensure balanced interest representation on the Committee.

If an Advisory Committee member consistently deviates from the operating protocols and ground rules established in this Charter and agreed to by all, that member will meet with the Facilitation Team and Project Team to discuss the impacts and to mutually agree on steps necessary to rectify them. If the behavior does not improve, the matter will be brought to the Collaborative.

4. Meeting Formats and Sub Groups

a. Advisory Committee meetings

The full Advisory Committee will meet once a quarter starting August 2020 through December 2021. All meetings will be held virtually on Zoom, and meeting dates and times will be posted on the Solano GSP website. All Advisory Committee meetings will be open to the public.

A majority of Committee members must be present to hold a meeting. Committee members who are not able to attend a meeting will inform the Facilitation Team in advance.

Advisory Committee members are encouraged to attend the Solano GSP Virtual Town Hall events as well as periodic study sessions in order to support their understanding of the issues related to the GSP development process.

As part of their ongoing work, the Advisory Committee will periodically take stock of the Committee's progress and discuss how best to achieve its charge and to stay on schedule. These discussions will take place either in regularly scheduled Advisory Committee meetings or in targeted working group meetings (see below) as appropriate.

b. Meeting Records

Meeting minutes. Minutes of committee meetings shall be recorded by the Facilitation Team and shared with the Advisory Committee along with the meeting packet in advance of the next meeting. At the beginning of the next Advisory Committee meeting, the facilitator will ask if Advisory Committee members have any additions or refinements to add to the meeting minutes, at which point they will be considered approved and forwarded to the Collaborative. They will also be posted on the Solano GSP website.

For the GSP Advisory Committee, the minutes will be in the form of key outcomes-focused meeting summaries intended to capture the main results of the Advisory Committee meetings. These meeting summaries will summarize who participated, key decisions made, issues discussed, and the next steps identified for moving the project forward; these summaries are not intended to serve as meeting transcripts.

Meeting recordings. Advisory Committee meetings are public and recorded. Archives of meetings will be available on the Solano GSP website within approximately one week of each meeting.

5. Decision Making Process

The GSP Community Advisory Committee will follow the general protocols established in this Charter; it is not required to follow specific rules of procedure.

The Advisory Committee will operate as a body that is discussing the issues central to the development of the GSP. The highlights and relevant specifics will be shared with the Collaborative and the GSP Project Team. It's useful feedback to the Collaborative when there is broad agreement, and also useful to note when there are divergent opinions. Ultimately, we want to understand Advisory Committee member perspectives.

The Advisory Committee may decide to make collective recommendations or statements. In these instances, members will be invited to indicate their "level of support". Different levels of support include: general support ("I like it"), qualified support ("I have some issues with it, but I can live with it"), and fundamental disagreement ("I don't like it and cannot live with it"). This will also be used for straw polls during group discussions.

6. Protocols and Ground Rules

a. Participation and Collaboration

- i. **Engage actively and fully.** The more you put in, the more you will get out. And, the more you put in, the more other people, and the process as a whole, get out as well.
- ii. **Be Present.** Give each other the gift of our time, meaning please refrain from non-meeting related activities, such as checking emails, texts, answering phone calls, etc., except during breaks.
- iii. **Listen generously.** Listen with the intent of finding what we have in common, while practicing patience, attention, and respect for different views.
- iv. **Speak Candidly and Concisely.** Share your views honestly, yet keeping in mind that each person has a piece of the puzzle. And, share the floor generously, noting who is speaking regularly and which voices we've heard from less often.
- v. **Suspend Certainty.** Be curious about new information, approaches, and opinions.

b. Commitment to the Process

- i. **Meeting attendance.** All Advisory Committee members will make every effort to attend all Committee meetings. Consistent attendance is critical to ensure the creation of shared knowledge and a common language. Meetings will start on time. Advisory Committee members who know that they will be absent, late, or have to leave early will inform facilitators in advance. After a missed meeting, Advisory Committee members will work to get up to speed.
- ii. **Come prepared.** Advisory Committee members will review meeting materials in advance of the meetings and come prepared to address the meeting objectives. If specific "homework" is assigned, Advisory Committee members are expected to have the homework completed by the start of the meeting.
- iii. **Participate in Public Input Meetings and Inquiries if and when you are able.** Virtual Town Hall events and Study Sessions will be open to members

throughout the process. These are ideal ways for members to deepen their understanding of the issues. We highly encourage attendance.

c. **Advisory Committee Communication**

Unless they have been appointed as a spokesperson for a specific task, Advisory Committee members will always make it clear when they speak or write in public that they speak for themselves, and not as a spokesperson for the Committee or for other Committee members.

d. **Involvement of Public**

- i. **Public comment at Advisory Committee meetings.** Advisory Committee meetings will include opportunity for public comment and questions at the end of each meeting. The CAC is encouraged to consider their feedback.

e. **Media Contact**

Representation to media. Advisory Committee members recognize the need to maintain a balance between providing timely information to constituents and making statements to the media that could undermine the success of the GSP process. Advisory Committee members agree to avoid: a) making statements to the media that may prejudice the project's outcome, b) representing another group's point of view or characterizing others' motives, or c) stating positions on preliminary proposals while they are still being developed or refined by work groups or the Advisory Committee.

7. Role of Support Staff

- a.
 - i. The Project Team available as resources to the CAC:
 1. Chris Lee, Solano County Water Agency
 2. Vicki Kretsinger Grabert, Luhdorff & Scalmanini
 3. Nick Watterson, Luhdorff & Scalmanini
 4. Sachi Itigaki, Kennedy Jenks Consultants
 5. Erik Ringelberg, The Freshwater Trust
 6. Genevieve Taylor, Ag Innovations
 7. Aimee Ryan, Ag Innovations
 8. Suzannah Sosman, Ag Innovations
 9. Prop 1 Severely Disadvantaged Community (SDAC) Grant Team:
 - a. Becky Rittenburg, The Freshwater Trust
 - b. Emily Finnegan, Local Government Commission
 - ii. The Project Team is responsible for providing process guidance to the GSP Advisory Committee and will assist in relaying Advisory Committee or public requests or inquiries to and from the Collaborative. Project Team members will help determine when ideas brought up by the Advisory Committee or member of the public are outside of the scope of the Committee's charge; uncertain cases will be brought before the Collaborative. The Project Team will provide

periodic written reports to the Collaborative, pulling from Advisory Committee meeting summaries.

b. Facilitation Team

- i. **Neutral facilitators.** The Ag Innovations facilitation team is non-partisan; the facilitators have no stake in any content of the GSP and will not act as advocates for particular outcomes. The facilitators will strive to ensure that the Advisory Committee completes its charge in a well-informed, respectful, and timely fashion. Materials will be sent in advance of the meeting, and facilitators will help keep the discussion focused so that no individual or idea dominates.
- ii. **Education coordinators.** The facilitation team will coordinate educational offerings to help ensure that members have the information they need in order to offer an informed perspective.
- iii. **Meeting Summaries.** The facilitation team will prepare key outcomes-focused meeting summaries to capture the main results of the Advisory Committee meetings.
- iv. **Logistics.** The facilitation team will schedule the meetings, disseminate materials and Zoom information, and coordinate logistics related to each gathering.

8. Schedule and Work Plan

- a. The work of the advisory committee will meet quarterly starting August 2020, with study sessions offered as needed. Virtual Town Hall and other public input meetings will also be occurring throughout the course of the GSP development process. The schedule of meetings is subject to change as we learn what is needed along the way.
- b. The Advisory Committee will draft a Final Conclusions document that summarizes the highlights of the committee's learnings and discussions.

Attachment 3

**Sonoma Valley Groundwater Sustainability
Agency
Advisory Committee Charter**

Sonoma Valley Groundwater Sustainability Agency

Advisory Committee Charter

Draft Version No. 2 November 13, 2017

Charge

The Advisory Committee purpose is to advise the Sonoma Valley Groundwater Sustainability Agency (“SVGSA” or “Agency”) Board of Directors (“Board”) on groundwater sustainability plan development and implementation, and on Agency policies. The intent of the Committee is to provide community and stakeholder perspective, participation and input to the Agency on groundwater sustainability activities and actions. The Committee will make recommendations that the SVGSA Board will consider in its decision-making.

The Advisory Committee may review or provide recommendations to the Board on groundwater-related issues:

- Development, adoption, or amendment of the groundwater sustainability plan
- Sustainability goals, objectives, and criteria
- Technical and reporting standards, including best management practices, data management and reporting
- Monitoring programs
- Annual work plans and reports (including mandatory 5-year milestone reports), and schedules
- Modeling scenarios
- Inter-basin coordination activities
- Projects and management actions to achieve sustainability
- Grant funding proposals
- Community engagement and public participation programs
- Local regulations to implement SGMA
- Fee proposals
- General advisory in response to Board inquiries

The Advisory Committee will not be involved in Agency budgets or day-to-day operations, such as personnel staffing or contracting.

Brown Act, Open Process, and Conflicts of Interest

All meetings of the Advisory Committee are open to the public. The Agency will announce Committee meetings on its web site and through its regular communication channels.

Advisory Committee meetings are subject to the Brown Act. The Advisory Committee shall adopt a schedule and location for regular meetings, and meeting agendas shall be posted in compliance with the Brown Act.

All Committee meetings shall provide for public comment in conformance with the Brown Act, including non-agenda public comment and public comment on individual agenda items. Speakers will generally be limited to three minutes, but the time may be adjusted based upon meeting circumstances. As needed, time limits may be placed on public comments to ensure the Advisory Committee is reasonably able to

address all agenda items during the course of the meeting. Special and emergency meetings need not provide for non-agenda public comment, but such comment may be allowed at the Advisory Committee's discretion. Members of the Advisory Committee are subject to all applicable conflict of interest laws including Government Code section 1090 and the California Political Reform Act. The Board shall adopt a conflict of interest code for the Advisory Committee.

Roles and Responsibilities

Agency Board of Directors

The SVGSA Board commits to the value of the Advisory Committee and will consider Advisory Committee recommendations when making its policy decisions.

Advisory Committee

The role and responsibility of the Advisory Committee is to solicit and incorporate community and stakeholder interests into recommendations on SGMA implementation in the Sonoma Valley Groundwater Basin for the Board to consider in its decision-making process.

Advisory Committee members ("members") reflect the diverse interests of local public agencies, non-profit organizations, and groundwater users. The criteria for Advisory Committee members are to:

- Serve as strong, effective advocates for the interest group represented,
- Work collaboratively with others,
- Commit time needed for ongoing discussions, and
- Collectively reflect the diversity of basin interests

As part of membership, members agree to:

- Arrive at each meeting fully prepared to discuss the issues on the agenda. Preparation may include reviewing meeting summaries, technical information, and draft documents distributed in advance of each meeting.
- Present their constituent members' views on the issues being discussed and be willing to engage in respectful, constructive dialogue with other members of the group.
- Develop a combined consensus building and problem solving approach in which they consider the interests and viewpoints of all group members, in addition to their own.
- Keep their constituencies informed about the deliberations and actively seek their constituents' input.

Chair

The Advisory Committee will appoint a chair and vice-chair. The chair for the Advisory Committee agrees to:

- Work with the Agency administrator and facilitator to develop the agenda for all Committee meetings.
- Assist in framing issues so members are able to have a productive conversation and develop recommendations.
- Brief the Board on the nature and progress of the Committee at key milestones, and on recommendations from the Committee.
- Serve as the Advisory Committee spokesperson when media are referred by the Agency communications lead (See Communications section below).

Administrator

- Maintain a current roster of Committee members.
- Work with GSA Board to fill Committee vacancies, as needed.
- In coordination with the facilitator and Committee Chair, prepare agendas for Advisory Committee meetings.
- Notice all meetings in accordance with the Brown Act.
- Staff all meetings, record minutes and develop and distribute meeting summaries.
- Work with Committee and GSA Board to develop annual work plan and schedule for Advisory Committee meetings.
- Facilitate the process of incorporating Committee recommendations into Board packets.
- Provide options and ensure records for AC 1234 Ethics Training and Brown Act Training for Advisory Committee members.

Facilitator

As resources allow, a third-party facilitator will provide impartial facilitation services for Advisory Committee meetings. The facilitator’s primary responsibility is to ensure an open process where all member interests are heard and thoughtfully considered. To this end, the facilitator works on behalf of the process and the members contributing to Advisory Committee efforts. Specific responsibilities include:

- Support the Agency Administrator and Advisory Committee Chair and/or Vice Chair in developing and distributing Committee agendas and relevant materials.
- Advocate for a fair, effective, and credible process, but remain impartial with respect to the outcome of the deliberations.
- Apply collaborative, interest-based negotiation methods that foster openness and identify areas of preliminary and final consensus agreement for advice and recommendations to the Board.
- In the absence of consensus, help identify areas of agreement and disagreement.
- Check in with members as needed to ensure all issues are identified and explored.
- Coordinate with the Agency Administrator and Chair or Vice Chair to ensure accurate, impartial documentation of meetings and agreements (i.e. meeting summaries and recommendation reports).
- Ensure all members uphold the tenets of the charter.

Decision-Making

To inform SVGSA Board decision-making, the Advisory Committee will provide written recommendations in reports, developed and reviewed by members with staff support, that reflect the outcome of Committee discussions. The recommendation reports will identify areas of agreement and disagreement. The Committee may request that one or more Committee members present its recommendations to the SVGSA Board, including areas of agreement and disagreement, consistent with committee deliberations. The SVGSA Board will consider Advisory Committee recommendations when making decisions. If a majority of the SVGSA Board does not agree with the recommendations of the Advisory Committee, the Board shall state the reasons for its final decision.

The Advisory Committee 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 Committee members either fully support or can live with a recommendation. In reaching consensus, some Committee members may strongly endorse a particular proposal while others may accept it as "workable." Others may be only able to “live with it.” Still others may choose to “stand aside” by

verbally noting a disagreement, yet allowing all other members of the Committee to reach consensus without them if the recommendation does not affect them or compromise their interests. Any of these actions constitutes consensus.

Any Advisory Committee member or members that disagree with a recommendation must provide an alternative that attempts to meet his/her interests while also meeting the interests of other members. The Committee will strive for consensus, but shall not limit itself to strict consensus if 100% agreement among all participants cannot be reached after all interests and options have been thoroughly identified, explored, and discussed. Less-than-consensus recommendation-making shall not be undertaken lightly. When unable to reach consensus on advice or recommendations, the Committee will outline the areas in which it does not agree, providing some explanation to inform Board decision-making.

In order to conduct business (e.g. make and advance a recommendation to the Board), a quorum of the Advisory Committee must be present.

Option for how to define a quorum:

A simple majority of the total number of Advisory Committee members constitutes a quorum.

Subcommittees

The Advisory Committee can form ad hoc subcommittees or workgroups as needed to assist with its work advising the SVGSA Board on groundwater sustainability plan development and implementation, and on Agency policies. Subcommittee composition should be representative of diverse groundwater interests. Subcommittees will develop proposals or recommendations for full Advisory Committee consideration. Any established subcommittee will operate in accordance with the Brown Act.

Membership

Composition of the Advisory Committee is intended to represent the beneficial uses and users of groundwater in the Sonoma Valley groundwater basins, as identified in the Sustainable Groundwater Management Act. Committee membership is established by the SVGSA Board and is based on the member agency and interest group designations described below.

The governing body of each member of the Agency will appoint one at-large member, for a total of six members:

1. City of Sonoma
2. County of Sonoma
3. North Bay Water District
4. Sonoma County Water Agency
5. Sonoma Resource Conservation District
6. Valley of the Moon Water District

The Agency Board will appoint six interest-based members:

7. Environmental representative (from an organization with a presence in the Basin)
8. Rural residential well owner
9. Business community
10. Agricultural interest (surface water or groundwater user)
11. At-large community representative (hydrologist/geologist preference)
12. At-large community representative

Advisory Committee members may not serve concurrently on the SVGSA Board.

Members must live or work within or represent an organization with a presence in the Sonoma Valley Groundwater Basin, identified by the Department of Water Resources current Bulletin 118. The SVGSA Board may choose to appoint one of the interest-based members of the Advisory Committee from outside the Bulletin 118 Basin, provided such member resides, works or represents an organization with a presence in the watershed, which contributes to the Basin. The Board will determine if alternates are necessary, and if so, the appointment process.

Advisory Committee members serve without compensation.

Selection and Appointment Process

The SVGSA Board maintains an interested parties list, develops and oversees an application process, and makes appointments to the Advisory Committee following member terms outlined below.

Member Agency At-Large Seats

Each SVGSA member agency's governing body will appoint its at-large seat.

Interest-Based Seats

Interested individuals from the community or local organizations may apply to the SVGSA Board, designating in the application the seat that the applicant would intend to fill. The SVGSA Board encourages interest groups to work together to recommend a single candidate to fill that interest's seat. The Board will give strong consideration to appointing candidates that have the backing of multiple organizations or individuals within that interest group and familiarity with groundwater and its management. The Board will also give strong preference to a representative who lives or works within a Sonoma Valley Disadvantaged Community (as defined in SGMA), and will in any case give preference to appointees that can represent the interests of disadvantaged populations or interests that are otherwise under represented on the Advisory Committee. Additionally, the Board will give preference to applicants with experience working with diverse community-based groups.

The SVGSA Board may modify by supermajority vote the composition and number of Advisory Committee members. The Board can remove an interest-based committee member by majority vote if the member is not performing his or her responsibilities.

Terms

The initial Advisory Committee appointments will include six seats with three-year terms (interest-based categories) ending in December 2020 and six seats with two-year terms (at-large appointees) ending in December 2019. Following initial committee appointment, all member terms will be two year terms and end in December. Appointees are not term-limited; however, interest-based members must apply for each term. If a vacancy occurs for an interest-based seat before the end of the term, the Board will appoint a new member to complete the term. The appointing Member shall fill member agency at-large vacancies.

Process Agreements and Groundwater Rules

To conduct a successful collaborative process, the facilitator and all Advisory Committee members will

work together to create a constructive, problem-solving environment. To this end, all members agree to the following process agreements that the Committee will use, and to ground rules which will guide individual and group behavior.

Process Agreements

- ✓ **Everyone agrees to negotiate in good faith.** All participants agree to participate in decision making, to act in good faith in all aspects of this effort and to communicate their interests during meetings. Good faith also requires that parties not make commitments they do not intend to follow through with, and that members act consistently in the meetings and in other forums where the issues under discussion in these meetings are also being discussed.
- ✓ **Everyone agrees to address the issues and concerns of the participants.** Everyone who is joining in the Advisory Committee is doing so because s/he has a stake in the issue at hand. For the process to be successful, all the parties agree to validate the issues and concerns of the other parties and strive to reach an agreement that takes all the issues under consideration. Disagreements will be viewed as problems to be solved, rather than battles to be won.
- ✓ **Everyone agrees to inform and seek input from their constituents on the content and outcome of the facilitated discussions.** To the extent possible, scheduling will allow for participants to inform and seek input from their constituents, scientific advisors, and others about discussions. Information, such as talking points and presentation slides, may be developed by staff for member use to assist members and ensure consistent messaging.
- ✓ **Everyone agrees that parties can meet with other organizations or interest group members.** Advisory Committee members may find it helpful to meet with other organizations or interest group members and to consult with constituents outside of the meeting so the member is better able to communicate community concerns on the issues at hand. Members agree to coordinate and advise on outreach activities to address and inform possible overlap.
- ✓ **Everyone agrees to attend all the meetings to the extent possible.** Continuity of the conversations and building trust are critical to the success of the Advisory Committee. Participants are encouraged to turn off cell phones and focus on the issue at hand. Agency staff or the facilitator will coordinate the meeting schedule.

Ground Rules

- ✓ **Use Common Conversational Courtesy**
Treat each other with mutual respect as you discuss and deliberate groundwater issues.
- ✓ **All Ideas and Points of View Have Value**
All ideas have value in this setting. We are looking for innovative ideas. The goal is to achieve understanding. Simply listen, you do not have to agree. If you hear something you do not agree with or you think is "silly" or "wrong," please remember that the purpose of the forum is to share ideas.
- ✓ **Be Honest, Fair, and as Candid as Possible**
Put your interests forward, help others understand you and listen actively in order to understand others.

- ✓ **Avoid Editorials**
It will be tempting to analyze the motives of others or offer editorial comments. Please talk about *your own* ideas and thoughts. Avoid commenting on why you believe another participant thinks something.
- ✓ **Honor Time, Be Concise and Share the Air**
Help ensure an inclusive discussion by being cognizant of time constraints, stating your views clearly and concisely, and sharing the air so others can participate as well.
- ✓ **Think Innovatively and Welcome New Ideas**
Creative thinking and problem solving are essential to success. “Climb out of the box” and attempt to think about the problem in a new way.
- ✓ **Invite Humor and Good Will**
Don’t hesitate to bring levity and humor to the process when warranted, as this often helps collaborative discussions.
- ✓ **Be Comfortable**
Please feel free to help yourself to refreshments or take personal breaks. If you have other needs please inform the facilitator.

External Communications

General

Members are asked to speak only for their organization or themselves when asked by external parties, including the media, about the Advisory Committee’s progress, unless there has been a formal adoption of a statement, concepts, or recommendations by the Advisory Committee. Members should be careful to present only their own views and not those of other participants. The temptation to discuss someone else’s statements or position should be avoided.

Media

Members will refer media inquiries to the SVGSA communications lead, while members do reserve freedom to express their own opinions or those of the organization they represent to media representatives. The Agency communications lead may refer media to the Advisory Committee Chair to speak on behalf of the Committee as needed.

Amendments

The Advisory Committee can recommend future changes to the Charter. The Board may amend the charter when needed using its decision-making procedure.