

**East Bay Plain Subbasin
Groundwater Sustainability Plan Development
Technical Advisory Committee Charter**

October 2019

East Bay Subbasin Groundwater Sustainability Plan Development Technical Advisory Committee Charter

Adopted by consensus – October 2, 2019

The purpose of the Technical Advisory Committee (TAC) is to support development and implementation of a Groundwater Sustainability Plan (GSP) for the East Bay Plain Subbasin. Representing a diverse range of stakeholder interests, the TAC members share their perspective and provide input that the Groundwater Sustainability Agencies' ("GSAs") Technical Team will consider in the process of GSP development.

The TAC may review or provide input to the Technical Team on groundwater-related issues including:

- Development, adoption, or amendment of the groundwater sustainability plan
- Sustainability goals and objectives
- 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)
- Modeling scenarios
- Inter-basin coordination activities
- Project and management actions to achieve sustainability
- Grant funding proposals
- Community outreach
- Local regulations to implement Sustainable Groundwater Management Act (SGMA) Fee proposals
- General advisory in response to Board inquiries

The TAC will not be involved in the GSAs' budgets or day-to-day operations, such as personnel staffing or contracting.

Roles and Responsibilities

Technical Advisory Committee (TAC)

The role and responsibility of the TAC is to solicit and incorporate community and stakeholder interests in the East Bay Plain Subbasin for the GSAs' Technical Team to consider in its decision-making process.

TAC members ("members") reflect the diverse interests of local public agencies, environmental groups and groundwater users. The criteria for Advisory Committee members are to:

- Serve as a strong, effective advocates for the interest group represented
- Work collaboratively with each other
- Commit the time needed for ongoing discussions
- Collectively reflect diversity of 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 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.
- Share relevant data and information to inform GSP development, as applicable.

Technical Team

The Technical Team is composed of agency staff from EBMUD and the City of Hayward who are responsible for the day-to-day management of the GSP development process, including management of the consulting team and delivery of regular updates to the management-level Steering Committee. The Technical Team commits to transparency on the GSP development process and to sharing outcomes of the GSAs' decision making processes with the TAC.

In terms of the TAC, the Technical Team is responsible for:

- Maintaining a current roster of TAC members.
- Working with the Technical Team to fill TAC vacancies, as needed.
- Preparing agendas and meeting notes for TAC meetings, in coordination with the Technical Team.
- Acting as a resource and information conduit for TAC members.
- Sharing the input and opinions received from the TAC with the Steering Committee.
- Providing feedback to TAC members on how their input was incorporated into the GSP, or explain why it was not incorporated.

Decision-Making

Ultimate decision making authority, up to adoption of the GSP, resides with the governing bodies of the two GSAs, the EBMUD Board of Directors and the Hayward City Council. A Steering Committee composed of management-level staff from the two agencies will guide and oversee GSA development. The Technical Team made up of agency staff will be responsible for general management of the GSP development process, including solicitation of input and feedback from stakeholder groups. The Technical Team will present information to the TAC and work with them to obtain their input and opinions, and then will proposed recommended approaches considering the TAC input, ideas, and concerns with the Steering Committee.

Membership

Composition of the TAC is intended to reflect the beneficial uses and users of groundwater in the East Bay Plain Subbasin. Members must live or work within or represent an organization with a presence in the East Bay Plain Subbasin, identified by the Department of Water Resources current Bulletin 118. TAC members serve without compensation.

Terms

The TAC appointments are for the duration of the East Bay Plain Subbasin GSP development ending on January 31, 2022.

Process Agreements and Ground Rules

To conduct a successful collaborative process, all TAC members will work together to create a constructive, problem solving environment. To this end, all members agree to the following process agreements which the TAC 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 act in good faith in all aspects of this effort and to communicate their interests during meetings. Good faith also requires that members 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 TAC is doing so because s/he has a stake in the issue at hand. For the process to be successful, all the members agree to validate the issues and concerns of the other members and strive to reach an agreement that takes all the issues under consideration. Disagreements will be viewed as issues to be solved, rather than battles to be won.
- ✓ **Everyone agrees to inform and seek input from their constituents.** To the extent possible, scheduling will allow for members to inform and seek input from their constituents, scientific advisors, and others about discussions.
- ✓ **Everyone agrees that members can meet with other organizational or interest group members.** TAC 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.
- ✓ **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 TAC. Members 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. Recognize that TAC members come to the process with different technical backgrounds and knowledge.
- ✓ **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. Be open to "Thinking outside 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 GSA staff.
- ✓ **Be engaged.** Please turn off (or place on vibrate mode) your cell phones and other mobile devices. If you must take a call or check emails, please take a personal break outside.

Communication

Media

Members are asked to speak only for their organization or themselves when asked by external parties, including the media, about the TAC's progress, unless there has been a formal adoption of a statement, concepts, or recommendations by the TAC.

Members will refer media inquiries to the Technical Team and reserve freedom to express their own opinions to media representatives. 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.

Amendments

The TAC can recommend and adopt future changes to the charter. Suggested changes may be put forward by the Committee members or the Technical Team. In the absence of consensus on suggested changes to the charter amendments, majority and minority views will be communicated to the Technical Team, and the Technical Team will have final decision making authority on charter content.