



### **Workgroup Purpose, Structure, and Ground Rules:**

1. The purpose of the Workgroup is to advise the RAC on projects to include in the Proposition 50 funding application.
2. The Workgroup will be comprised of representatives from the following five areas: one member from each RWMG agency (one County representative, one City representative, and one Water Authority representative), one representative from the retail water entities, two representatives from natural resources and watersheds, one representative for water quality, and two members at large.
3. Each of these five areas (the RWMG, retail water entities, natural resources and watersheds, water quality, and members at large) will also select one alternate representative. Alternates are expected to attend all workgroup meetings, but will only be asked to participate in the event that the regular member is absent.
4. Each subject area within the RAC will select its own representative(s). Representatives do not need to be RAC members. For example, the retail water entity representative does not need to be a RAC member, but that representative must be selected by the retail water entity representatives on the RAC.
5. Workgroup members will be asked to make decisions on behalf the areas they represent, while working collaboratively to make decisions that will benefit the Region as a whole.
6. The Workgroup will be asked to choose a spokesperson to lead the Workgroup meetings and report to the RAC on status as appropriate.
7. Workgroup members will decide how to best present the results of discussion and the recommendations to the RAC (e.g., through meeting summaries, final report, presentation, etc).
8. Workgroup meetings are anticipated to be held once per week over a period of four weeks. Meetings are expected to consist of half-day workshops. Workgroup meeting frequency, timing, length, and structure will be determined by the Workgroup.
9. In order to conduct a Workgroup meeting, a quorum will be required. A quorum is defined as more than half of the Workgroup members, or 5 out of 9 members, including any alternates that are actively representing their respective area(s) in the absence of regular members.
10. Participation in the workgroup meetings will be limited to workgroup members and the consultant (RMC), as well as selected topical experts. Topical experts will not participate in discussion unless responding to specific questions posed by Workgroup members. If questions arise during the course of a Workgroup meeting that require external communication with project proponents or other experts, the spokesperson and/or other Workgroup members will be responsible for collecting the requested information prior to the next Workgroup meeting.

11. Workgroup members may communicate with external parties for information related to the process between meetings, provided that the communication is initiated by the Workgroup member. Workgroup members will be asked to report on any external communication they have had between meetings at the beginning of each meeting. These communications will be captured in the meeting notes, which will be posted to the project website.
12. Workgroup members will be asked to review project abstracts for approximately 50-60 projects prior to the first Workgroup meeting.
13. If at least all present Workgroup members except one vote to add another project from the IRWM Plan for consideration, that project will be added.
14. Workgroup members will be asked to refrain from participating in discussion of projects for which they have been identified as a direct beneficiary (e.g., funding recipient). Workgroup members will be permitted to provide clarifying information on projects for which they have been identified as a direct beneficiary (e.g., funding recipient).
15. Project scores and rankings developed as part of IRWM Plan prioritization will not be considered as part of funding application development. These scores are not valid for differentiating between projects in this process.
16. Contingent on the permission of the project proponents of the affected project(s), the Workgroup will have the discretion to: bundle or combine projects, include only a portion of a proposed project in the funding application, reduce the amount of funding requested by a particular project, and/or recommend other modifications to projects. The Workgroup spokesperson and/or other Workgroup members will be responsible for contacting project proponents to receive permission to make regarding potential changes to their projects as appropriate.
17. The Workgroup is expected to come to agreement on a funding application package that is consistent with criteria established by the RAC. The Workgroup will present the recommendations of the Workgroup to the RAC at a scheduled RAC meeting. Six or more affirmative votes will be considered agreement for the purposes of defining the proposed funding application package.
18. The RAC will be asked to recommend a funding application package by the end of the September 19 meeting.

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