



Desert Mountain Resource Conservation and Development Council

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Ridgecrest, CA 93555

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July 17, 2018

Board of Directors:

Marshall Holloway,
President
'Vacant', Vice President
Donna Thomas,
Secretary/ Treasurer
Marianne Schat,
Regional Director
Marie Brashear,
Regional Director
Ed Fuller, Regional
Director
Vacant, Regional
Director

Staff:

Melanie Richards,
Admin/Project
Manager
Kimberly Campbell,
Admin Assistant

Sponsors:

**Resource Conservation
Districts:**
-Antelope Valley RCD
-Eastern Kern RCD
-Mojave Desert RCD
-Tehachapi RCD

County Government:

-Inyo County
-Kern County

Local Government:

-City of Bishop
-City of Lancaster
-City of Ridgecrest
-City of Tehachapi

Indian Tribes:

-Bishop Paiute Tribe

Others:

-Antelope Valley Board
of Trade
-Inyo-Mono Advocates
for Community Action,
Inc.
-Indian Wells Valley
Water Dist.
-Kern River Valley
Revitalization, Inc.
-Lone Pine Economic
Development
-Lucerne Valley
Chamber of Commerce
-Lucerne Valley
Economic Development
-Southern California
Edison
-Mojave Desert Air
Quality
-Management District -
Yermo Community
Service

Dear IWV Groundwater Authority Board and Staff,

Desert Mountain RC&DC would like to offer our services to IWV Groundwater Authority for administration/reporting for one or all of the 2017 Proposition 1 Sustainable Groundwater Planning (SGWP) Grant; SDAC Water Conservation and Rebate Program; and SDAC Water Audit, Leak Detection and Leak Repair Program.

Desert Mountain Resource Conservation and Development Council (DMRC&DC) is a 501(c)3, non-profit organization. DMRC&DC works on a variety of projects and programs that benefit the communities within our region. (see exhibit A) In the last eighteen years DMRC&DC has worked with local business, organizations, area tribes, and the military in our quest to improve life in Southeastern California. Expanding broadband, dust mitigation plans, watershed conservation, native plant information and seed gathering, regional tourism, education programs, wastewater and groundwater management, are just a handful of the projects we have been a part of. Desert Mountain RC&DC is always in search of opportunities to continue our work within the area. (see exhibit B)

We were awarded the 2015 Proposition 84 Inyo-Mono Integrated Regional Water Management (I-MIRWM) Implementation Grant on January 13, 2016 for \$1,816,943.00. (see exhibit C) This grant includes seven different project proponents. We have handled requests for 50% advance funds, and the required accountability reports, for four of those projects. All projects that did not receive advance funds have submitted quarterly reports consisting of a progress report and invoice report. We have invoiced for a total of \$880,797.55 as of May 03, 2018 (Y2Q2). Department of Water Resources (DWR) requires a lot of detail in their reporting requirements. In order to keep this grant flowing as it should requires consistent and regular contact with project proponents as well as DWR grant representatives to review all tasks, deliverables, and documentation to keep everything on track.

Desert Mountain RC&DC would like to schedule a meeting with IWV Groundwater Authority Board or the General Manager of one or all of the IWVGA Proposition 1 SGWP and SDAC grants to assess whether our services and experience working with DWR would be of benefit to you.

Thank you for your time.

Melanie Richards – Project Manager, Desert Mountain RC&DC

Desert Mountain Resource Conservation and Development Council

Synopsis

Desert Mountain Resource Conservation and Development Council (DMRC&DC) is a 501(c)3, non-profit organization. We work to promote and protect economic, natural, and social resources in our area. Bringing together people, needs, and concerns, opportunities, and solutions. DMRC&DC works on a variety of projects and programs that benefit the entire community. Desert Mountain was founded in 2000 and received its 501(c)3 non-profit status in 2001.

The Council's area encompasses a good portion of the high desert and mountain region of Southeastern California. The RC&DC serves Inyo, San Bernardino, Southern Mono, East Kern, Eastern Tulare, and the Antelope Valley portion of Los Angeles County, an area of approximately 24 million acres. The area includes the lowest and highest land elevations (Death Valley negative 238 feet and Mount Whitney 14,495 feet) in the contiguous United States. It is bounded on the east by the California State line, on the north by the southern end of Mono County, on the west by the Kern River watershed, and on the south by the south boundary of San Bernardino County excluding the area within the South Coast RC&D.

The vision of Desert Mountain Resource Conservation and Development Council is to enhance economic growth and conserve natural resource, which will create a better quality of life and sustainable communities in our six-county, 24-million-acres Desert Mountain RC&DC Area.

In the last eighteen years DMRC&DC has worked with local business, organizations, area tribes, and the military in our quest to improve life in Southeastern California. Expanding broadband, dust mitigation plans, watershed conservation, native plant and seed gathering, regional tourism, education programs, wastewater and groundwater management, are just a handful of the projects we have been a part of. Desert Mountain RC&DC is always in search of opportunities to continue our work with the community.

It is the mission of Desert Mountain Resource Conservation and Development Council to work in partnership with others to enhance the quality of life and achieve economic growth, development and sustainability while protecting the environment in our area.

Over the course of Desert Mountain Resource Conservation and Develop Councils substantial project management history, the following grants have been awarded over the last 10 years of operation (in order of most recently awarded):

- Pillsbury – Digital Literacy Classes
 - \$3,000.00 Awarded: 12/15/2017 Expected to End: 11/15/2018
- 2015 Proposition 84 Integrated Regional Water Management (IRWM) Implementation Grant
 - Grant Agreement No. 4600011519
 - \$1,816,943.00 Awarded: 01/13/2016 Expected End Date: 03/13/2020
- Resolution T-17550 - Eastern Sierra Connect Regional Broadband Consortium (ESCRBC)
 - \$126,700.00 Awarded: 01/19/2017 Expected to End: 02/13/2019
- Annenberg Foundation
 - Owens Valley Growers Cooperative
 - \$100,000.00 Awarded: 08/23/2016 Completed:12/22/2017
- Southern California Edison
 - For grant writing
 - \$5,000.00 Awarded: 02/14/2017
- USDA Local Food Promotion Program
 - Owens Valley Growers Cooperative
 - 89,699.00 Awarded: 09/23/2014 Completed: 09/29/2016
- Metabolic Studios for the Annenberg Foundation
 - Owens Valley Growers Cooperative
 - \$30,000.00 Committed Match July 13, 2014
- Pillsbury – Digital Literacy Classes
 - \$6,000.00 Awarded: 12/15/2015 Completed: 10/28/2016
- Sierra Nevada Conservancy
 - SNC 689: Kern River Valley and Walker Basin Agricultural Lands Improvement Project
 - \$274,420.00 Awarded: 05/31/2013 Completed: 05/01/2017
- California Advanced Services Fund (CASF)
 - Eastern Sierra Connect Regional Broadband Consortium (ESCRBC)
 - \$450,000.00 Awarded: 03/01/2012 (\$150,000 each year for three years)
Completed: 02/28/2015
- CA Dept. of Conservation
 - Grant 3010-206: Watershed Coordinator
 - \$251,742.00 Awarded 6/30/2011 (Start date: 02/01/2012 - 3-year grant for Kern Valley Watersheds) Completed: 12/31/2014
- Sierra Nevada Conservancy
 - SNC 448: Lone Pine Wastewater Reuse Feasibility Study
 - \$121,440.00 Awarded: 08/10/2011 Original end date:
03/01/2014 – Extension granted

- California Emerging Technology Fund (CETF)
 - Grant 3239161: Broadband Feasibility Study
 - \$100,000.00 Awarded: 10/01/2010 Completed.
- Sierra Nevada Conservancy
 - SNC 080116: Sand Canyon Environmental Education Program (SEEP)
 - \$34,235.00 Awarded: 07/06/2010 Completed: 03/01/2013
- Sierra Nevada Alliance
 - Yard and Garden Grant
 - \$18,735.00 Awarded: 08/04/2009 Completed: 11/03/2010
- Southern California Edison
 - Tehachapi RCD, Erosion Control Manual
 - \$50,000.00 Awarded: 07/30/2009 Completed: 12/31/2010
- Dept of Navy, Naval Air Weapons Station, China Lake (NAWSCL)
 - Tui Chub Contract N62473-08-2-0016
 - \$251,123.00 Awarded: 02/10/2009 (5-year contract to monitor Tui Chub fish population) Completed: 09/03/2013
- Southern California Edison
 - Antelope Valley RCD Conservation: Nursery Facility Improvement Project
 - \$47,530.00 Awarded: 09/17/2008 Completed: 12/09/2010
- Sierra Nevada Conservancy
 - Proposition 84: Sand Canyon Environmental Education Program (SEEP)
 - \$34,051.00 Awarded: 05/11/2009 Completed: 03/1/2013
- USDA Rural Development
 - RBEG Grant: Natural Livestock Feasibility Study
 - \$42,000.00 Awarded: 09/02/2008 Completed: 09/22/2010
- CA Dept. of Conservation
 - Grant 3008-218: Watershed Coordinator
 - \$225,489.00 Awarded: 06/26/2008 (3-year grant for Kern Valley Watersheds) Completed: 01/31/2012

**2015 Proposition 84 Integrated Regional Water Management (IRWM) Implementation Grant
Grant Agreement No. 4600011519
Approved Budget**

Summary Budget						
Inyo-Mono IRWM Water Supply, Reliability, and Conservation Proposition 84 2015 Implementation						
#	Individual Project Title	Grant Amount	Cost Share: Non-State Fund Source (Funding Match)	Additional Cost Share	Total Cost	% Funding Match
1	Regional Grant Agreement Administration	\$164,843	-	-	\$164,843	
2	*Bishop Paiute Tribe Irrigation, Domestic Water, and Wastewater Conservation Plan	\$186,712	-	-	\$186,712	
3	June Lake Public Utility District Uranium Removal Plant	\$145,800	\$95,200	\$113,850	\$354,850	
4	Amargosa Basin Water, Ecosystem Sustainability, and Disadvantaged Community Project	\$492,053	\$195,000	-	\$687,053	
5	*Big Pine Tribal Fire Hydrant Replacement Project	\$225,300	-	-	\$225,300	
6	Ridgecrest Cash-for-Grass Landscape Incentive Program	\$322,000	\$167,800	-	\$489,800	
7	*Recycled Water for Restoration and Community Projects in Big Pine	\$280,235	-	-	\$280,235	
Proposal Total		\$1,816,943	\$458,000	\$113,850	\$2,388,793	27%

* DAC Funding Match Waiver

July 12, 2018

To: IWVGA Board Chair Peggy Breeden

From: Members of the GA TAC and PAC representing the domestic well owners

Subj: GA Bylaws modification and meeting procedure “guidance” given to the TAC and PAC

Ref: GA memo dated June 4, 2018, from W. Keith Lemieux to Peggy Breeden

- 1) On March 15, 2017, the GA Board approved a “clarified” section 5.2 of the Bylaws. These changes were stated by Mr Phil Hall to not materially change anything from the original Bylaws wording, even though this new section explicitly states that the TAC will not offer motions or vote on anything on its agenda. **This is not what the original Bylaws intended, witness the specific naming of voting and nonvoting members to the Committee.** This redirection has gone so far as to claim that the TAC does not have the authority to approve its own minutes and that minutes will no longer be transcribed at all! Such changes in customary parliamentary procedures amount to unprofessional function for a Committee charged with providing accurate and defensible technical advice. Many other TAC and PAC members agree with our position that this change has a very undesirable effect of promoting confusion, inefficiency and mistrust.
- 2) There is a serious misconception about the function of the TAC. It is often stated that the Committee should strive for “consensus”. The concepts behind the word come from the political and legal world not the science world. We all agree that the TAC recommendations should be based on the Basin geology and hydrology science. **Science is not based on opinion, speculation or on consensus but on facts that are brought forth by careful observation and measurement. It is this deliberate and precise aspect of the sciences that demands careful documentation and record keeping.**
- 3) The PAC has not been assigned any substantive agenda items dealing with policy and has been forbidden from discussing specific policy topics that the PAC assigned itself. **The PAC should be empowered to develop alternative policy recommendations for consideration by the GA, to reflect the interests of the various uses and users of water.** This would provide a forum for all water users in the valley, including the public, to influence the recommended policy alternatives. Without this forum there is almost no opportunity for the public to offer input to the policy decision process, given the very limited time allotted for public comment at GA meetings and the fact that the GA minutes do not capture the content of the public’s verbal comments. If the PAC is not allowed to discuss policy topics, then it has no mechanism to interface with the public.
- 4) Given the serious, complicated nature of the future IWV Basin groundwater supply problem and the very short time remaining to put in place a technically correct and functional sustainability plan, there can be no justification for interfering with proper and efficient functioning of either public committees, the TAC and PAC. The friction that has built up over the past year between the GA Board and the public simply keeps getting worse. **Looked at objectively, the lack of appreciation shown by the Board and legal staff of the full capabilities of the Committees is impossible to understand.** Legal staff is trying to somehow perfect an operating plan to its vision without recognizing the consequences to the enterprise in its entirety.
- 5) We have repeatedly pointed out that the membership of both the PAC and the TAC contains many individuals with impeccable credentials and experience in many areas specific to the GSP creation. This experience includes technical and scientific capability,

and complex program management, often under very strong political influence. **The Board is incredibly fortunate to have such Committees. By ignoring this volunteer capability a great opportunity is being wasted.** By trying to keep the Committees on a short leash, the very public participation that the Board repeatedly claims is a critical component of a successful plan is being limited and damaged. Why?

- 6) If the GA enterprise continues on its present path and schedule without even starting many of the politically and technically difficult elements, we are surely going to fail. This is not a casual observation. A significant part of the cause of the delays we see is a failure to actually clearly state what the GSP is intended to do. The POAM identifies a path but the path is not prioritized so that the major elements have the essential emphasis. For example, we spent four months with minor aspects of a reclaimed water study that cannot be realistically justified under any plan.
- 7) In the criticisms of this letter there is no attempt to deny the responsibility that has been given to the WRM. However, it must be realized that Stetson Engineers is limited in many ways that the TAC and PAC specifically can remedy. The PAC must be energized and given enough freedom to attack the difficult policy issues that remain untouched. **We absolutely cannot solve our water shortfall with local solutions. That said, there must be a prioritization of usage to manage what water we do have in the Basin. There needs to be an all-stops-pulled effort to identify and secure an imported water supply. There are strong technical and policy issues in these efforts that must be worked through now.**
- 8) Those of us who volunteered for these Committees did so realizing the difficulties ahead. What we did not realize was that our own Board would be the source of many unnecessary delays and stumbles. **We are still in full respect and support of the Board's stated intention to put in place and execute a proper sustainability plan.** However, we cannot just sit back and watch current difficulties take place without stepping forward with our suggestions and renewed efforts. The words in this letter will seem harsh but the intention is to provide accurate and important constructive criticism.

Signed

Don Decker



Lyle Fisher



West Katzenstein



Cc: Phil Hall, W. Keith Lemieux, Jim Worth, Ron Strand, Alan Christensen, Don Zdeba, Steve Johnson, Donna Thomas, Adam Bingham and Lauren Duffy.

June 20, 2018

VIA ELECTRONIC MAIL

Indian Wells Valley Groundwater Authority
Board of Directors
c/o Clerk of the Board

Re: *IWVGA June 21, 2018 Board Meeting – Meadowbrook Dairy Comment Letter on
Agenda Items 10 and 11 Regarding PAC/TAC Procedures and TAC Report*

Dear IWVGA Board Members:

On behalf of our Firm's client, Meadowbrook Dairy ("Meadowbrook"), we submit this comment letter to the Indian Wells Valley Groundwater Authority ("IWVGA") regarding Item 10 ["Review of Protocol for TAC Meetings"] and Item 11 ["Report from Technical Advisory Committee (TAC)"] of the agenda for the June 21, 2018 IWVGA Board meeting.

Specifically:

- We object to the TAC Report Item 11 because it fails to accurately and adequately report to the Board regarding discussions, actions and outcomes of the May 31, 2018 TAC meeting. The TAC Report fails to report to the Board that the TAC **unanimously** approved the "Proposed PAC/TAC Procedures" that were attached to my letter dated May 30th, and directed that those Proposed PAC/TAC Procedures be presented to the Board. The TAC Report fails even to mention those Proposed PAC/TAC Procedures or my May 30th letter. Consequently, enclosed is a copy of my May 30th letter and the Proposed PAC/TAC Procedures, which we request be included in the record.
- As stated in the May 30th letter, the TAC and PAC have been forced to grapple with procedural and administrative issues for well over one year now that have hindered their ability to focus on their primary objectives. The Proposed PAC/TAC Procedures contain minor revisions to a version **drafted by IWVGA's General Counsel**, and are **intended to remove and resolve those procedural and administrative obstacles**.

Indian Wells Valley Groundwater Authority

Re: IWVGA June 21, 2018 Board Meeting – Meadowbrook Dairy Comment Letter on
Agenda Items 10 and 11 Regarding PAC/TAC Procedures and TAC Report

June 20, 2018

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- The Staff Memorandum (“Staff Memo”) prepared for Item 10 regarding “Protocol for TAC Meetings” does not resolve or remove those obstacles. Instead, the Staff Memo advances an increasingly apparent objective to minimize the TAC and its role as a Standing Advisory Committee to the Board. The Staff Memo contains a strained analysis of the IWVGA Bylaws in order to erroneously conclude that the TAC does not keep minutes or vote on action items. These erroneous conclusions directly contradict the Bylaws, which clearly provide in Section 5.2. that **the voting on all matters of standing committees shall be reported on the minutes and accomplished in a manner that readily signifies the action taken and the vote or abstention on that action of each member present for the action.**
- The Staff Memo erroneously concludes that instead of **voting on matters of standing committees** and reporting that voting in the minutes as written in the Bylaws, the TAC instead should “act through ‘consensus.’” But by this logic, the PAC would not vote either, because Section 5.9 also states that “[t]he PAC shall *strive for consensus* in all of its decision-making, particularly when crafting PAC Proposals.” In fact, the same language is included in Section 5.13 regarding the TAC, which states “[i]n the course of evaluating each draft technical element of the GSP, the TAC shall *strive for consensus* in preparing written recommendations to the Water Resources Manager.” **Surely, it cannot be the policy of this IWVGA that its only standing technical advisory committee, the TAC, does not vote or keep minutes of its meetings.** We also question why IWVGA’s General Counsel has suddenly taken this unusual position, after months of TAC meetings (and after many sets of TAC minutes that were approved unanimously by motion).
- At the May 2018 TAC Meeting, the TAC directed its chair to request that the Board provide personnel or resources to prepare written TAC meeting minutes. The TAC has already unanimously carried a motion that all comment letters to the TAC and WRM, and other TAC meeting materials, are to be included with TAC meeting minutes.

Indian Wells Valley Groundwater Authority

Re: IWVGA June 21, 2018 Board Meeting – Meadowbrook Dairy Comment Letter on
Agenda Items 10 and 11 Regarding PAC/TAC Procedures and TAC Report

June 20, 2018

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We therefore respectfully request that the Board:

1. Review and approve the Proposed PAC/TAC Meeting Procedures attached to my May 30th letter;
2. Confirm, with forceful clarity, that it is the policy of the IWVGA Board as stated in the Bylaws that both the PAC and the TAC may vote on action items and that written PAC/TAC meeting minutes shall be kept; and
3. Provide IWVGA resources and/or personnel to prepare written PAC and TAC meeting minutes in accordance with the Proposed PAC/TAC Procedures.

Thank you for your consideration.

Sincerely,



Derek R. Hoffman, Attorney for
GRESHAM SAVAGE
NOLAN & TILDEN,
A Professional Corporation

DRH:mdd

Encl: May 30, 2018 Letter to IWVGA Board, with Proposed PAC/TAC Procedures

cc: S. Johnson, R. Strand, A. Christensen, D. Zdeba, J. Worth, K. Lemiux, P. Hall,
PAC Members, TAC Members, Client

Enclosure – May 30, 2018 Letter with Proposed
PAC/TAC Procedures

May 30, 2018

VIA ELECTRONIC MAIL

IWVGA Policy Advisory Committee and Technical Advisory Committee
c/o Clerk of the IWVGA Board and PAC/TAC Chairpersons

Re: *IWVGA PAC and TAC May 31, 2018 Meetings – Proposed PAC/TAC Procedures*

Dear PAC and TAC Members:

Both this Policy Advisory Committee (“PAC”) and Technical Advisory Committee (“TAC”) are standing committees of the Indian Wells Valley Groundwater Authority (“IWVGA”). The PAC and TAC were established over one year ago, and their respective memberships have been updated from time to time.

Since their formation, the PAC and perhaps more noticeably the TAC have, through no fault of their own, been forced to grapple with procedural and administrative issues that have hindered their ability to focus on their primary objectives. These committees (as well as the public) have often received extensive, substantive meeting agenda materials from the Water Resources Manager and IWVGA Staff less than 24 hours before PAC and TAC meetings, which deprives all interested parties of the ability to meaningfully participate in discussions of the agenda items at those meetings.

With many critical and substantive issues pertaining to sustainable management of the Indian Wells Valley Groundwater Basin to be addressed in the coming months, the PAC and TAC need to be able to adhere to clear and consistently followed generally accepted administrative policies and procedures.

On October 12, 2017, IWVGA General Counsel Phill Hall provided the PAC and TAC (as they were walking into their combined PAC/TAC meeting that day), through the Water Resources Manager, a document entitled, “Draft Indian Wells Valley Groundwater Authority PAC/TAC Meeting Procedures.” As stated by General Counsel Hall, the “Supporting Bylaws” for those draft procedures include the following recitations:

- “Purpose of Standing Committees (Article 5.1): The Board may establish **standing committees** for the purpose of making recommendations to the Board on the various activities of the Authority.”
- “Quorum (Article 5.2): A **quorum** of a committee shall be a majority of the appointed committee members **that hold a vote**. No meeting of a standing committee shall occur without the attendance of a quorum of its committee members.”
- “Rules of Order (Article 5.2): All rules of order, not otherwise provided for in the Bylaws, shall be determined in accordance with ‘Robert’s Rules of Order’”
- “Minutes/Voting (Article 5.2): **The voting on all matters of standing committees shall be reported on the minutes and accomplished in a manner that readily signifies the action taken and the vote or abstention on that action of each member present for the action.**”
- “Website Policy (Article 8.6): The Authority shall establish a public website where **all pertinent documentation**, not specifically protected by law, may be openly inspected by the public including **all agendas, minutes, resolutions, and ordinances of the Board and its standing committees; all public written briefings, presentations, and correspondence of the Board and its standing committees;** and all public financial and technical reports that are not protected by law.”

At the April 2018 TAC meeting, many TAC members were understandably surprised when they were told by the Water Resources Manager that they were *not allowed to vote to approve their own meeting minutes*. After being pressed for the reasoning behind that position, the Water Resources Manager indicated that he was relaying General Counsel Hall’s view that TAC Members “do not vote on anything” and instead “strive for consensus.” This position, however, is totally inconsistent with: (1) the Bylaws quoted by General Counsel Hall in the list above; (2) the fact that the PAC and TAC both have voting and non-voting members as evidenced in the several IWVGA Board Resolutions establishing and updating TAC and PAC membership that delineate between voting and non-voting members¹; and (3) the fact that the PAC and TAC can still strive to act by consensus pursuant to Bylaws Sections 5.9 and 5.13 on issues not requiring a vote.

¹ Notably, IWVGA Resolution 01-18 (which was drafted by General Counsel Hall and distributed to the public less than 24 hours before the March IWVGA Board Meeting and included as a “Consent Agenda” item for that meeting) does not resolve these issues. In fact, that resolution expressly states that it “does not in any way modify the Bylaws”.

Indian Wells Valley Groundwater Authority

Re: *IWVGA PAC and TAC May 31, 2018 Meetings – Proposed PAC/TAC Procedures*
May 30, 2018

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Enclosed for the consideration of the PAC and TAC Members, is a redline document showing proposed substantive changes to General Counsel Hall's October 12, 2017 draft Proposed PAC/TAC Procedures.²

We request your support for the suggested changes to General Counsel Hall's Proposed PAC/TAC Procedures and ask you to direct your PAC and TAC Chairpersons to request that the IWVGA Board approve the Proposed PAC/TAC Procedures at the next (or soonest possible) IWVGA Board meeting.

It is my sincere hope that these Proposed PAC/TAC Procedures with the suggested modifications will allow the PAC and TAC to accomplish their primary objectives, without further hindrance on administrative and procedural matters.

Sincerely,



Derek R. Hoffman, Attorney for
GRESHAM SAVAGE
NOLAN & TILDEN,
A Professional Corporation

DRH:mdd

Enclosure: Proposed PAC/TAC Procedures (redline)

cc: Water Resources Manager
Client

² For simplicity, changes to formatting (e.g. spacing) are not shown in redline.

DRAFT

INDIAN WELLS VALLEY GROUNDWATER AUTHORITY

PAC/TAC MEETING PROCEDURES

General

1. All meetings are "Brown Act" meetings
2. Key Brown Act requirements include:
 - a. All meetings shall be open/public and allow for public comment
 - b. Reasonable regulations can be adopted (i.e. time limits for particular issues and/or individual speakers)
 - c. Regular Meeting Notices and Agendas released/posted to public at least 72 hours in advance of meeting. Supporting materials for Meeting Agenda items released/posted to public as soon as reasonably practicable prior to Meeting.
 - d. Quorum is required to take any Action (defined as collective decision/promise/commitment/vote made by a majority of the members)
 - e. Action may only be taken on Agenda items clearly identified for "Action" unless:
 - i. 2/3 vote that a need for Action came to the attention of the agency subsequent to the Agenda being posted
 - ii. Majority vote that an emergency situation exists
 - iii. The Action item was previously posted on an Agenda for a meeting not more than five (5) calendar days prior to the date of Action and the prior meeting item was continued to the meeting at which Action is taken
 - f. Meeting minutes must be prepared and released/posted to the public. Meeting minutes shall include all written correspondence directed to standing committees regarding matters on standing committee meeting Agendas.
 - g. ~~Meeting Notices for~~ Special Meeting Notices and Agendas released/posted to public at least 24 hours in advance of meeting. Supporting materials for Special Meeting Agenda items released/posted to public as soon as reasonably practicable prior to Meeting.
 - a. Notices for Special Meetings during an emergency situation released/posted one hour prior to the emergency meeting (or at the time that the legislative body is notified in the case of a verifiable dire emergency)

General Policies Consistent with both PAC/TAC Agendas

1. The PAC/TAC Chairperson and Vice Chairperson shall be responsible for preparing the "First Draft" of each Agenda, using appropriate IWVGA PAC/TAC letterhead, with "Draft" clearly shown.
2. The PAC/TAC Chairperson and Vice Chairperson may consult with the Water Resources Manager (WRM) before preparing the "First Draft".

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3. The "First Draft" shall be prepared and forwarded to WRM not less than ~~ten~~ fourteen (14) calendar days before a regularly scheduled meeting.
4. The WRM shall review and revise Draft Agendas as appropriate, and forward the "Draft Final" Agenda(s) to the Authority staff (Board Chairperson and Vice Chairperson, General Manager, and appropriate legal counsels) and to the PAC/TAC Chairperson and Vice Chairperson for final review.
5. The WRM shall forward the "Draft Final" Agenda(s) to the PAC/TAC within ~~ten-seven (7)~~ seven (7) calendar days of a scheduled PAC/TAC meeting.
6. All comments to the PAC/TAC "Draft Final" Agenda(s) shall be provided to the PAC/TAC Chairperson and Vice Chairperson within ~~six-five (65)~~ six-five (65) calendar days of a scheduled PAC/TAC meeting.
7. The PAC/TAC Chairperson shall release/post the Final Agenda(s) as soon as possible, and within the Brown Act requirements.

General Policies Consistent with both PAC/TAC Minutes

1. The PAC/TAC Draft Minutes shall be prepared by the PAC/TAC Chairperson (or appropriate appointee) within five (5) calendar days ~~following of~~ each PAC/TAC meeting and distributed for review and comment to the Authority staff (Board Chairperson and Vice Chairperson, General Manager and legal counsels) and to the WRM and PAC/TAC Vice Chairperson.
2. Any and all comments to Draft Minutes shall be provided to the PAC/TAC Chairperson and Vice Chairperson within three (3) calendar days of receipt.
3. ~~PAC/TAC Draft Minutes shall be The PAC/TAC Chairperson shall finalize the Minutes and released/posted Final Minutes~~ in the same manner as the Agendas ~~and presented to the PAC/TAC for approval as an Action item at the following PAC/TAC Meeting. If changes to the PAC/TAC Draft Minutes are requested, the Draft Minutes shall be revised and presented for approval at the next PAC/TAC meeting in accordance with these procedures.~~
4. ~~Once PAC/TAC Draft Minutes are approved, The the~~ PAC/TAC Chairperson shall ~~endeavor to release and post Final Minutes within ten-three (103) calendar days following a PAC/TAC meeting.~~

Supporting Bylaws

1. Purpose of Standing Committees (Article 5.1): The Board may establish standing committees for the purpose of making recommendations to the Board on the various activities of the Authority.
2. Regular Meetings (Article 5.2): The Board shall, in consultation with the committee members, establish a time and provide a place for regular meetings of any standing committee.
3. Special Meetings (Article 5.2) The Board Chairperson may call a special meeting of a standing committee as the need arises. The Standing Committee's chairperson, vice chairperson, or three members may make the request to the Board for calling a special meeting.
4. Quorum (Article 5.2): A quorum of a committee shall be a majority of the appointed committee members that hold a vote. No meeting of a standing committee shall occur without the attendance of a quorum of its committee members.
5. Rules of Order (Article 5.2): All rules of order, not otherwise provided for in the

Bylaws, shall be determined in accordance with "Robert's Rules of Order"

6. PAC (Article 5.5): The PAC is the primary advisory body to the Board on all policy-related matters of the Board that are appropriate for the PAC input. The Board shall provide tasks to the PAC and the PAC shall report directly to the Board.
7. TAC (Article 5.11): The TAC is established to assist the Water Resources Manager in the preparation of the GSP and will work collaboratively with other committees of the Board.
8. Minutes/Voting (Article 5.2): The voting on all matters of standing committees shall be reported on the minutes and accomplished in a manner that readily signifies the action taken and the vote or abstention on that action of each member present for the action.
9. Website Policy (Article 8.6): The Authority shall establish a public website where all pertinent documentation, not specifically protected by law, may be openly inspected by the public including all agendas, minutes, resolutions, and ordinances of the Board and its standing committees; all public written briefings, presentations, and correspondence of the Board and its standing committees; and all public financial and technical reports that are not protected by law.