

# **Big Valley Groundwater Sustainability Agency Groundwater Sustainability Plan Advisory Committee**

## *CHARTER*

### **INTRODUCTION**

The Sustainable Groundwater Management Act of 2014 (SGMA) provides a framework for sustainable management of groundwater supplies by local authorities. It also requires the formation of local Groundwater Sustainability Agencies (GSA). In August of 2019, in compliance with SGMA, the Lake County Board of Supervisors formed the Big Valley Groundwater Sustainability Agency (BVGSA). The BVGSA will assess conditions in the Big Valley groundwater subbasin and create and adopt a locally developed Groundwater Sustainability Plan (GSP). The Board of Directors of the BVGSA is the standing Lake County Board of Supervisors.

### **PURPOSE AND GOALS**

The BVGSA GSP Advisory Committee (GSPAC) has been formed to advise the Lake County Board of Supervisors on the development of the Big Valley Subbasin Groundwater Sustainability Plan (GSP). The intent of the GSPAC is to provide community stakeholder perspective and participation in local SGMA implementation.

### **BACKGROUND AND IMPORTANCE**

Due to regulations and legislative deadlines, completion of the GSP is time critical. The GSPAC will be instrumental in helping the BVGSA move through the GSP development process. Failure to meet these requirements could subject the subbasin to management by the State Water Resources Control Board. The focus of all BVGSA SGMA-related groundwater efforts is to maintain local management of Big Valley Subbasin groundwater resources, as stakeholders and the community work toward groundwater sustainability.

### **MISSION, KEY TASKS, AND DELIVERABLES**

The GSPAC will review and provide recommendations to the BVGSA Board. The group is charged with undertaking activities including:

- Holding regular monthly meetings to discuss progress on GSP development
- Receiving background information and technical content updates
- Conducting GSP content review
- Providing community education and outreach as outlined in a Communications and Engagement Plan
- Keeping a decision log of key issues, discussion items, and decision-making outcomes

- Providing guidance to BVGSA Board and Lake County Watershed Protection District on groundwater-related issues, activities, and community engagement.

## **OUTCOMES**

Products and recommendations of the group will be transmitted to the Lake County Board of Supervisors, as the standing Board of Directors for the BVGSA. GSPAC written recommendations will be provided in periodic reports and updates. The recommendations will identify the range of group perspectives and areas of agreement and disagreement on GSP related matters. Recommendations will be given the highest level of consideration in the development of the BVGSA GSP due for submission to the California Department of Water Resources on January 31, 2022.

## **ORGANIZATIONAL STRUCTURE AND MEMBERSHIP**

The GSPAC will adopt a Charter describing its purpose, operating principles, and ground rules that will be accepted by the BVGSA Board of Directors.

The GSPAC is composed, as an ad-hoc advisory committee of Big Valley community members representatives, of a variety of groundwater beneficial users, as defined by SGMA regulations (Section 10723.2). GSPAC members are to:

- Serve as a strong, effective advocate for the interest group represented
- Work collaboratively with others
- Commit time needed for ongoing discussions
- Collectively reflect diversity of interests
- Act as a liaison to communicate information to and from their organizations
- Act in a manner that will enhance trust among all stakeholders
- Contribute technical expertise, data/information to clarify issues, eliminate false assumptions, and advance innovation in creating project advice for the area under consideration

The GSPAC will be most effective when the same member participant attends all meetings; however, each representative may nominate an alternate to fill in, as necessary. Alternates are expected to be fully briefed and able to represent the member during discussions and decision-making. Selected members include representatives from the following:

<b>Beneficial User Category</b>	<b>Member</b>	<b>Staff Representative</b>
Agricultural Users	Lake County Farm Bureau	Brenna Sullivan
Agricultural Users	Scully Packing Company	Pat Scully
Agricultural Users	Bella Vista Farming Company	David Weiss
Environmental/Ecosystem	Chi Council for the Clear Lake Hitch	Peter Windrem
Environmental/Ecosystem	open	open
Disadvantaged Community	open	open

Private Users – domestic well owner	open	open
Private Users – school district	Kelseyville Unified School District	Kyle Reams
Tribal Government	Big Valley Band of Pomo Indians	Sarah Ryan
Urban Users	Special Districts	Scott Hornung
Urban Users	Lake County Watershed Protection District	Marina Deligiannis

Member categories designated as “open” reflect beneficial user categories where the BVGSA is interested in identifying a local representative. Individuals interested in an open position should attend a GSPAC meeting, once the BVGSA has formally recognized the chartered committee, to express interest in serving on the GSPAC. These member positions may be filled at the agreement of the named GSPAC members, and with the approval of the BVGSA Board.

One designated member, selected by the membership as a whole, will act as the GSPAC lead. This person will be responsible for reporting consensus, progress, or perspectives that come out of GSPAC meetings and discussions, to provide guidance for the BVGSA Board. At the inception of the GSPAC, Marina Deligiannis, Deputy Director of Water Resources for the Lake County Watershed Protection District will serve as GSPAC lead.

Subcommittees may be convened by the GSPAC to address specific issues and to conduct specific tasks to advance its work. The GSPAC will develop a clear charge and scope of work for any subcommittee, bounded by specific timeframes and specific technical or policy questions to be considered. Subcommittee meetings will be composed of GSPAC members and individuals with expertise necessary to address the questions under consideration. Subcommittee meetings will also be open to the public. In lieu of a subcommittee, it may be decided that a technical workshop be hosted by the GSPAC to focus on a key topic or technical issue.

## **KEY RESOURCES**

In addition to the GSPAC members, key team resources will be integrated into the advisory committee process. These additional participants include, but are not limited to:

Lake County Watershed Protection District Staff: in addition to having a designated GSPAC member, other Lake County Watershed Protection District staff will be assisting with the activities and efforts of the GSPAC. Staff will be responsible for executing the Charter and coordinating with other Lake County staff and officials as needed.

GSP Technical Contractor Staff: consists of subject-matter experts working on the GSP development contractor team. Contractor staff members will communicate with the GSPAC and convene with them as needed to review, discuss, plan, and support the GSP development team on specific work assignments.

Additional Key Technical Support: will be provided by resource experts who function as technical advisors during ongoing discussions and development of the BVGSA GSP. Technical advisors may participate in GSPAC meetings to serve as an important resource on complex technical questions and issues. Technical support can come from the GSP development contractor team, Lake County internal personnel or contractor teams, or subject-matter experts that provide additional perspective and expertise.

Facilitation Team: The GSPAC will be facilitated by a neutral third-party group, Stantec Consulting, as contract resources are available. Facilitation services include GSPAC meeting coordination and planning, meeting facilitation, and assistance in the development of the GSPAC Charter and a BVGSA Communications and Engagement Plan. The facilitation team is focused on ensuring an open and productive process where all member interests are voiced, heard, and thoughtfully considered.

## **ATTENDANCE AND OPEN PROCESS**

It is expected that GSPAC members will attend all scheduled meetings and, with proper notice, any ad hoc meetings that are convened for technical review during GSP development. If a member is not able to attend a GSPAC meeting, every attempt should be made to send a fully briefed alternate to participate in the meeting.

All meetings of the GSPAC are open to the public, and meetings will be announced through the BVGSA's communications channels, including the Lake County-managed list of interested parties, via postings on the Lake County groundwater website, and community calendar announcements. Opportunities to receive community input will include public comment periods during all GSPAC meetings and via continuous acceptance of written comments that can be submitted via email or through the Lake County groundwater website.

## **DECISION-MAKING PROCESS**

The BVGSA Board will consider GSPAC recommendations when making decisions. GSPAC recommendations will be fact-based and rely on the best available science. If the BVGSA Board does not agree with the recommendations of the GSPAC, the GSA Board shall state the reasons for its decision.

### Consensus Seeking

The GSPAC will be a consensus-seeking committee. Consensus here means that all group members either support or can live with a recommendation. In reaching consensus, it is useful to refer to the Gradients of Agreement below. This scale makes it easier for participants to determine their position and register less-than-whole-hearted support in an effort to reflect the variety of perspectives and levels of agreement.

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

When unable to reach consensus on recommendations, the GSPAC will outline the areas in which it does not agree, providing key discussion points and an explanation to inform GSA Board decision-making.

The GSPAC, in coordination with the facilitation team, will develop and archive meeting notes memorializing discussion points, agreements, the range of opinions when consensus is not achieved, action items, and next steps. Meeting notes will capture the names of GSPAC members in support or opposition when making decisions including, but not limited to, recommendations to the BVGSA Board. Following GSPAC meetings, meeting notes will be distributed to all GSPAC members for review and comments, and comments received by GSPAC members and a draft final version will be prepared for review and approval at the subsequent GSPAC meeting. The facilitation team then distributes the final, approved meeting notes to the GSPAC.

**DURATION AND COMPLETION DATE**

The GSPAC will be formally acknowledged upon the BVGSA Board’s review and approval of this Charter. Regularly scheduled monthly meetings for the GSPAC will begin in May 2021, with ad hoc meetings being added throughout the duration of GSP development. The terms of engagement for the identified members of the GSPAC is through the BVGSA GSP submission date of January 31, 2022 and may be reconvened in the event there is a need to respond to comments received after review by DWR.

**PARTICIPATION AND PROCESS AGREEMENTS**

The GSPAC members acknowledge the following protocols and agreements for all meetings and efforts related to GSP development for the Big Valley Subbasin.

Participation and Collaboration

*Engage Actively and Fully.* The more you put in, the more you will get out. The more you put in, the more other people, and the process as a whole, get out as well.

*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—except during breaks.

*Listen Generously.* Listen with the intent of finding what we have in common, while practicing patience, attention, and respect for different views.

*Speak Candidly and Concisely.* Share your views honestly, yet keep in mind that each person has a piece of the puzzle. Share the floor generously, noting who is speaking regularly and which voices have been heard from less often.

*Suspend Certainty.* Be curious and respectful about new information, alternative approaches, and differing opinions.

### Process Agreements

*Meeting Attendance.* All GSPAC 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. GSPAC members who know that they will be absent, late, or have to leave early will inform facilitators in advance. After a missed meeting, GSPAC members will work to get up to speed.

*Come Prepared.* GSPAC members will review meeting materials in advance of the meetings and come prepared to address the meeting objectives. If specific “homework” is assigned, GSPAC members are expected to have the homework completed by the start of the next meeting.

*Participate in Public Input Meetings and Inquiries, if and When You Are Able.*

GSPAC members are encouraged to attend and participate in all BVGSA and groundwater-related meetings, such as standing Board of Supervisors meetings with BVGSA updates and community engagement public meetings that will be held often throughout GSP development. These are ideal ways for members to deepen their understanding of the issues and attendance is encouraged.

## **RESOURCES**

All initial GSPAC meetings will be held virtually, via Zoom, and a virtual component for meeting attendance will be included if in-person meetings are allowable in the GSP development timeframe. All GSPAC members will have access to background materials, content documents, meeting agendas and archived notes via a GSPAC-designated SharePoint site.

## **CHARTER AMENDMENTS**

The GSPAC may recommend future additions or updates to this Charter by presenting those changes to the BVGSA Board for consideration, discussion, and acceptance. All changes to the Charter will be made in the form of amendments to this original document.

## **CHARTER ACCEPTANCE DATE**

The Lake County Board of Supervisors approved the GSPAC Charter on [insert day, month, year] during a regularly scheduled Lake County Board of Supervisors meeting.