



Mountain Counties Funding Area DAC Coordinating Committee

Charter

Purpose and Goals

The purpose of the Mountain Counties Funding Area (MCFA) Disadvantaged Communities (DAC) Coordinating Committee is to collaboratively work together to oversee the submission and management of grants from the California Department of Water Resources' (DWR) for the Disadvantaged Community Involvement Program authorized by the Water Quality, Supply, and Infrastructure Improvement Act (Proposition 1.) The Disadvantaged Community Involvement Program is designated to ensure the involvement of disadvantaged communities, economically distressed areas (EDAs), or underrepresented communities (collectively referred to as DACs) in IRWM planning efforts.

The goals of the DAC Coordinating Committee are to:

- Work collaboratively with the ten IRWMs in the Funding Area to secure grant funding from DWR for the DAC Involvement Program by negotiating in good faith to achieve consensus on the selection of an applicant and fiscal sponsor.
- Coordinate with the grant administrator and maintain decision-making authority over the implementation of grant funded activities.
- Ensure the grant funds are appropriately used throughout the funding area in an equitable manner.

Coordinating Committee Membership

Membership includes a primary and alternate representative from:

- American River Basin IRWM
- Cosumnes-American-Bear-Yuba (CABY) IRWM
- Mokelumne-Amador-Calaveras (MAC) IRWM
- Madera IRWM
- North Sacramento Valley IRWM
- Southern Sierra IRWM
- Tuolumne-Stanislaus IRWM
- Upper Feather River Watershed IRWM
- Yosemite-Mariposa IRWM
- Yuba County IRWM

Roles and Responsibilities

DAC Coordinating Committee: The Coordinating Committee Group is responsible for the development and distribution of Request for Qualifications (RFQ) seeking qualified applicants to lead the development of a proposal to DWR for Prop 1 DAC Involvement Program funding. Funding includes a minimum of \$1.3 million. The Committee is responsible for developing the selection criteria, reviewing all proposals and selecting the Applicant. Committee members will review and approve the grant application, coordinate with DWR, and once awarded, will provide oversight and coordination of the Applicant to ensure DAC water management needs are addressed through a collaborative approach.

Work Groups or Subcommittees: The Coordinating Committee can form work groups or subcommittees to assist with its work. Any work product or recommendations developed by a work group will be forwarded to the entire Coordinating Committee for their consideration and acceptance.

Administration: An administrator/administrative organization will serve in an administrative capacity at the direction the Coordinating Committee until such time as the Coordinating Committee chooses to become self-governing. The role of the Administrator is to:

- Manage all meeting logistics.
- Draft agendas and desired outcomes for each meeting.
- Facilitate Coordinating Committee meetings.
- Prepare a meeting summary after each meeting.
- Manage MCFA documents as designated by the Coordinating Committee.
- Post all MCFA documents to Google Docs or other public forum.
- Coordinate all stakeholder communications.
- Assist in building consensus among Committee Members.
- Advocate for a fair, effective, and credible process but remain impartial with respect to the outcome of the deliberations.
- Coordinate the RFP process.

Attendance

Given the volume of information to be considered and the in depth discussion expected to occur, regular attendance by Coordinating Committee members or their designated alternates is essential. Designees are expected to be fully briefed and able to represent the member during decision making.

Ground Rules

The Coordinating Committee will use the following standing ground rules to establish a productive protocol for meetings and may modify them as appropriate.

The Coordinating Committee agrees to:

- Listen and openly discuss issues with others who hold diverse views.
- View disagreements as problems to be solved rather than battles to be won.
- Refrain from ascribing motives or intentions to other participants.
- Respect the integrity and values of other participants.

During the meetings, the Coordinating Committee agrees to:

- Honor time.
- Use conversational courtesy.
- Keep pagers and mobile phones silent during meetings.
- Appreciate humor but not engage in humor at the expense of others.

Decision Making

The DAC Coordinating Committee is a working group tasked with developing an RFQ, selecting an applicant and providing oversight to ensure program activities are implemented in an equitable manner throughout the MCFA. The DAC Coordinating 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 members either fully support or can live with the decisions made by the group and believe that their agencies and organizations can as well. In reaching consensus, it is useful to refer to the Gradients of Agreement. This scale makes it easier for participants to be honest. Using it, members can register less-than-whole-hearted support without fearing that their statement will be interpreted as a veto.

Gradients of Agreement					
1	2	3	4	5	6
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 differences of opinion exist after extensive discussion, a straw poll will be taken using the Gradients of Agreement. Each IRWM will have one vote. Unless a member votes to reject (level 6), the proposal will move forward. In the event a member cannot support the proposal and votes to reject, the Coordinating Committee will further discuss the proposal until a resolution can be reached in a timely manner. If consensus is not reached after a second round of

discussion, the Coordinating Committee will vote on the proposal. A vote of 75% or more will move the issue forward.

Communication

Media: Members are asked to speak only for their IRWMs when asked by external parties, including the media, about the Coordinating Committee's progress. Members should be careful to express only their own views and not those of other members of the Committee. The temptation to discuss someone else's statement or position should be avoided.

Member IRWMs: All Coordinating Committee communications will be sent only to the members and alternate(s). Members are expected to keep their IRWM members informed about the process of the grant and program activities and to bring their IRWMs views into the discussion.

Meeting Summaries: Meeting summaries will be provided following each Coordinating Committee meeting.

Amendments to this Charter

The Coordinating Committee may use its decision-making procedure, identified above, to adopt changes to this Charter.