

INDIAN WELLS VALLEY COOPERATIVE GROUNDWATER MANAGEMENT PLAN

STEERING COMMITTEE OPERATING GUIDELINES

The Cooperative Groundwater Management Plan (CGMP) for the Indian Wells Valley was signed by the initial participating parties on September 21, 1995. The purpose of the Plan is to establish the administrative framework between these parties to facilitate the open exchange and acquisition of information regarding groundwater management in the Valley and to use this knowledge for developing and implementing improved management practices to prolong the life of the groundwater resource.

The implementation of the Indian Wells Valley CGMP will be accomplished in accordance with the Planning Objectives and Management Guidelines established in the Plan. Consistent with these objectives and guidelines, the participants of the CGMP hereby establish the Operating Guidelines for the CGMP Steering Committee. The Indian Wells Valley CGMP Steering Committee provides a forum through which all participants and the local community can work together in an atmosphere that encourages open discussion and exchange of information. The committee is governed by the following operating guidelines.

I. Mission and Vision Statements

- A. The mission of the CGMP Steering Committee is to promote the development and implementation of improved groundwater management practices through collaborative efforts of the participating parties and the community.

The Steering Committee will strive to achieve its mission by:

- Providing education and information to all participants and the community on issues relating to the groundwater in the Valley.
- Serving as a conduit for the sharing of data and information between the participants, the community and other interested parties.
- Basing committee recommendations on its concerns for prolonging the useful life of the groundwater resources in the Valley to meet current and foreseeable user needs.

- B. The vision of the Steering Committee is to successfully implement the objectives of the CGMP in a manner that:

- Bases recommendations upon the foundation of openness, trust and a commitment to diverse representation and opinion.
- Strives to ensure that the community is aware, supportive and informed of the actions undertaken by the Steering Committee.
- Commits the participants to develop and implement technically sound and practicable groundwater management practices.

II. Membership

A. Steering Committee Composition:

- 1) Executive Group - The decision-making Group comprised of signatories of the CGMP or their designees.
- 2) Working Group - The Group comprised of designated representatives of the CGMP signatories attending the regular monthly meetings and charged with routine administrative duties and the development of policy making recommendations.
- 3) Working Group Sub-Committees - Committees comprising members of the work group or other designated representatives of the CGMP signatories as well as participating members of the community. The committees are formed to address a specific issue or project and make recommendations to the WG
- 4) Standing Committees include, but are not limited to, the Technical and Conservation committees. Other Standing Committees may be formed as needs are identified.

B. Membership Requirements

An individual, agency, or entity may be considered for membership on the Water Management Steering Committee if one of the following is met:

- 1) A government agency with offices and/or representative in the Indian Wells Valley.
- 2) An entity/company representing domestic water systems or users which pumps a minimum of 250 acre-feet of water per year in the aggregate, with a copy of resolution or letter of endorsement from the membership.
- 3) An agricultural interest which pumps a minimum 250 acre-feet per year of water in the aggregate.

III. Meetings

- A. Executive Group (EG), Working Group (WG) and Working Group Sub-Committees (WGSC) - Regular WG meetings will be conducted on the third Thursday of each month or as needed. Working Group Sub-Committees will meet at times established by the WG or WGSC leader. Members of the EG or their designee will attend the first meeting of each new year. The agenda for the first meeting of the year will include, but is not necessarily limited to, a review of projects completed during the previous year, the status of active projects and the appointment of officers for the current year.
- B. Meetings will be open to the public and posted at the business location in accordance with the requirements of the Ralph M. Brown Act.
- C. Meetings will follow an agenda prepared and approved by the Group chairperson. Agendas can be modified according to the requirements of the Ralph M. Brown Act.
- D. Group decision making process will use the following method:
 - 1) Discussion of salient points.
 - 2) Motion for decision made.
 - 3) Motion seconded.
 - 4) Additional discussion, if needed.
 - 5) Call for vote, if appropriate.
- E. Meetings will follow the published agendas to the fullest possible extent. Additional items

can be introduced during meetings in accordance with the requirements of the Ralph M. Brown Act.

- F. EG meetings will be held at a convenient central location to be determined by the EG. WG meetings will be held at the Indian Wells Valley Water District conference room.
- G. The offices of the Indian Wells Valley Water District shall be considered the business location for the CGMP and shall also serve as the information repository for the group.

IV. Attendance and Participation

- A. Group meeting minutes will serve as the official record of attendance and actions taken.
- B. Advance notice of absences should be made by calling the appropriate Group chairperson. If a Group representative cannot attend a scheduled meeting, a substitute for that participant should attend.
- C. Resignation by a participating member shall be submitted to the appropriate Group chairperson in writing.
- D. A quorum of the Steering Committee EG and WG will consist of more than 50 percent (%) of the membership. Should a voting deadlock occur, the chairperson may call for another vote or defer the decision.
- E. Information concerning CGMP business shall be disseminated to the public and interested parties through the respective chairpersons (EG or WG). Concerns and questions of those parties should be actively solicited by any participant of the CGMP and brought to the attention of the appropriate chairperson for consideration.

V. Meeting Minutes and/or Discussion Notes

- A. Meeting minutes and/or discussion notes will be taken by a representative assigned by the respective chairpersons at all EG and WG meetings. In the WG meetings this will be the responsibility of the Secretary. In the EG meetings this responsibility will be assigned at the opening of the meeting. Minutes and/or discussion notes will consist of a written report including highlights of the discussions, actions taken or proposed as a result and specific assignments for individuals or WGSC.
- B. Draft minutes and/or discussion notes will be distributed to all Group members for a seven day review period.
- C. Comments or revisions to the draft minutes and/or discussion notes will be coordinated to the Group secretary for inclusion in the final minutes and/or discussion notes.
- D. Minutes and/or discussion notes of the previous meeting will be distributed prior to all EG and WG meetings along with the agenda for the next Group meeting.
- E. Group chairperson will sign the amended minutes and/or discussion notes as approved.
- F. Meeting minutes and/or discussion notes will be added to any approved information repositories and the Administrative Record for the CGMP.

VI. Public Participation

- A. Public participation on agenda items is encouraged at all meetings.
- B. Unless otherwise decided by appropriate Group chairperson, public comments and questions may be made in the following manner:
 - 1. State name and organizational affiliation if appropriate.
 - 2. Identify the issue to be addressed.
 - 3. Ask question or make comment.

4. Clearly state the desired action or resolution being sought.
- C. Public comments or questions may be constrained to a specified time limit at the discretion of the Group chairperson.
 - D. Group chairpersons may address public inputs in the following way:
 1. Acknowledge the speaker.
 2. Obtain resolution/answer to inquiry on the floor from meeting attendees or defer the issue to a later date in accordance with the requirements of the Ralph M. Brown Act.
 3. If an inquiry is beyond the scope of the CGMP/SC charter, refer the inquirer to an appropriate point of contact.

VII. Fiscal Considerations

- A. Each Agency is responsible for covering the cost associated with their participation in the CGMP.
- B. Each Agency is responsible to ensure that their participation in the Working Group does not incur costs beyond the funds which are appropriated by that Agency.
- C. Participation of all Agencies in cooperative projects is on a voluntary basis. Those Agencies which agree to participate in a project will bear all costs associated with that project in proportions agreed upon before the project is initiated.
- D. The routine costs of copying and distributing the meeting discussion notes as well as other administrative type expenditures associated with the responsibilities of the WG Secretary will be absorbed by the agency serving that office.

VIII. Cooperative Projects

- A. Any member agency may submit a proposed project for discussion and consideration of the Working Group.
- B. Upon approval of the project, those agencies which agree to support the project with resources (labor, funds, etc.) must follow the approved Contract and Purchase Procedures.

IX. Effective Date and Amendment Process

- A. These operating guidelines become effective with signature of the signatories or their assigned representatives.
- B. These operating guidelines may be amended at any time by a majority vote of the CGMP/EG members. Amendments to the operating guidelines shall be consistent with the objectives and planning guidelines established in the CGMP.

X. Officers

- A. The Working Group will have a Chairperson, Vice Chairperson and Secretary.

XII. Duties and Responsibilities of Officers

The duties and responsibilities of officers shall be, but not limited to:

- A. The WG Chairperson shall serve as the group leader and will be responsible for organizing and directing the procedural operation of the committee. The WG Chairperson will preside

at meetings, appoint standing committee and subcommittee chairpersons and members, direct public relations and publicity efforts, and act as the principal spokesperson for the WG.

- B. In the absence of the Chairperson, the Vice-Chairperson shall assume all of his/her duties and responsibilities as defined in (A).
- C. The Secretary shall assure the agenda and discussion notes/minutes of each meeting are recorded and mailed to Work Group members in a timely manner. He/she shall receive and assure corrections are incorporated as approved. The Secretary shall perform other duties as necessary to the orderly management of the WG at the direction of the Chairperson.

XII. Election of Officers

- A. The WG Chairperson and Vice Chairperson shall be elected by majority vote of the signatories or their designees to serve a term of one year. The election will take place during the first meeting of the calendar year.
- B. The responsibilities of Secretary will be delegated on a rotating basis to one of the CGMP signatory entities or agencies.
- C. Officers are to be elected from signatories of the CGMP or their designees.

XIII. Changes to this Document

- A. The Steering Committee Operating Guidelines, as written and accepted, are intended to be a dynamic document. Proposed changes to these guidelines must be approved by simple majority of the agencies which comprise the WG during a regular meeting of the WG.

XI. Acceptance of Operating Guidelines

These Operating Guidelines are hereby approved by action of the Work Group this date, **16th of January 1997**.