

**NOTICE OF CALL OF SPECIAL MEETING  
TO THE MEMBERS OF THE LAHONTAN BASINS REGIONAL  
WATER MANAGEMENT GROUP:**

You are hereby notified that a SPECIAL MEETING of the Lahontan Basins Regional Water Management Group will be held in the Council Chambers of City hall in the City of Susanville at 66 North Lassen Street, Susanville, California on March 8, 2018 at 3:00 p.m. to transact the following business

Call to Order  
Roll Call

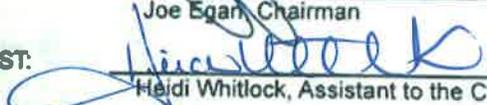
- 1 **AGENDA APPROVAL**
- 2 **APPROVAL OF MINUTES:** Approval of minutes from the August 2, 2017 meeting
- 3 **PUBLIC COMMENT:** Members of the public may address the RWMG concerning any item on the agenda prior to or during consideration of that item.
4. **MATTERS FOR BOARD CONSIDERATION:**
  - A. Consider Resolution No. 18-02, Setting Meeting Schedule
  - B. Discussion Regarding MOU and Bylaws
  - C. Discussion of RCD as DACI Lead
  - D. Discussion Regarding Prop 1 Grant

5 **BOARD MEMBER ISSUES/REPORTS:**

6 **CLOSED SESSION:** None.

  
\_\_\_\_\_  
Joe Egan, Chairman

ATTEST:

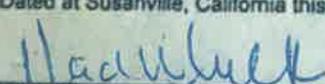
  
\_\_\_\_\_  
Heidi Whitlock, Assistant to the City Administrator

**AFFIDAVIT OF MAILING NOTICE**

I, the undersigned Assistant to the City Administrator, do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, March 8, 2018 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 7th day of March, 2018. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this 7th day of March 2018.

  
\_\_\_\_\_  
Heidi Whitlock, Assistant to the City Administrator

Joe Egan	emailed
Jesse Claypool	emailed
Dan Newton	emailed
Aaron Brazzanovich	emailed

**Submitted By:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** March 8, 2018

**AGENDA ITEM**

**SUBJECT:** Minutes of the RWMG August 2, 2017 meeting.

**PRESENTED BY:** Quincy McCourt, Project Manager

**SUMMARY:** Attached for the Board's review are the minutes of the August 2, 2017, RWMG special meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of RWMG August 2, 2017 meeting.

**ATTACHMENTS:** Minutes: August 2, 2017

## **Regional Water Management Group**

### **Special Meeting Minutes**

**August 2, 2017 – 3:00 p.m.**

**City of Susanville Council Chambers**

**66 North Lassen Street, Susanville CA 96130**

Meeting was called to order at 3:02 by Chairman Egan.

Roll Call of Board Members Present: Dan Newton, Joe Egan and Aaron Brazzanovich. Absent: Jesse Claypool.

Staff Present: Jared G. Hancock, City Administrator and Heidi Whitlock, Assistant to the City Administrator.

**APPROVAL OF AGENDA:** Motion by Vice Chair Newton, second by Board member Brazzanovich, to approve the agenda as presented. Motion carried unanimously. Absent: Claypool.

Board member Claypool arrived at 3:04.

#### **APPROVAL OF MINUTES:**

Board member Brazzanovich stated his name was spelled incorrectly in one section of the minutes and requested the minutes reflect the correct spelling.

Mr. Hancock stated that there were a few instances in the minutes that state president and Vice Chair and not Chair and Vice Chair. He added that those errors will also be adjusted.

Motion by Board member Egan, second by Board member Newton, to approve the minutes with the changes as stated by Board member Brazzanovich and Mr. Hancock. Motion carried unanimously.

**CORRESPONDENCE:** None.

**PUBLIC COMMENT:** None.

#### **4 MATTERS FOR BOARD CONSIDERATION:**

##### **4A Administrative Updates**

###### **4A(1) Report on Approved Prop 84 Grant Projects**

Staff provided updates on the Lassen Land and Trails Trust's two projects as well as the City's Cady Springs Project. Staff is awaiting an update from the Spaulding CSD regarding their project.

###### **4A(2) Report on the Disadvantages Community Involvement Prop 1B Grant Application**

Staff provided an update regarding conversations had with Holly Alpert, of Inyo/Mono Integrated Regional Water Management Program, regarding the DACI application. Ms. Alpert will provide another update to staff once DWR provides a draft agreement to move the grant forward.

###### **4A(3) Report on Staffing and Administration**

Staff stated Project Manager, Quincy McCourt, has joined the City and will be keeping up with most of the projects.

**4B Review of Previously Submitted/Unfunded Applications to Assist with Creation of Future Scoring Criteria**

Staff reviewed the prior round of project requests and discussed opportunities to improve the process moving forward.

**5 BOARD MEMBER ISSUES/REPORTS:**

Board member Claypool offered that there is still time and a need for projects for the storm water resource planning item.

Vice Chair Newton stated that he did not know enough about it but has also not been notified. He requested additional information.

Board member Claypool said he would get the information to him.

Staff stated that there may be some interest in behalf of the City to develop surface water storage as a future drought preparedness measure.

**6 CLOSED SESSION: None.**

**ADJOURNMENT:** Meeting adjourned at 4:37 p.m.

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Joe Egan, RWMG Board Chair

Respectfully Submitted by:

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Heidi Whitlock, Assistant to the City Administrator

**Submitted By:** Quincy McCourt, Project Manager

**Action Date:** March 8, 2018

**AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-02**, approving the additional specificity to the scheduled meetings.

**PRESENTED BY:** Quincy McCourt, Project Manager

**SUMMARY:** Currently in Appendix A of the Bylaws in the first and second paragraph of the Meetings and Agenda, meetings are to be scheduled quarterly on the 3rd Thursday of the month at 3:00pm.

Staff is requesting the approval to schedule a set meeting time within those parameters for the purpose of scheduling ease. The requested schedule to consider would be every third month (January, April, July and October), the third Thursday of the month at 3:00 p.m.

Special meetings may be called at any time. This added specificity sets four regular meetings a year.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve Resolution No. 18-02, setting the regular meeting schedule as the third Thursday of every third month (January, April, July and October) starting in April, at 3:00 p.m. at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA 96130.

**ATTACHMENTS:** Resolution No. 18-02  
Appendix A of the Proposed Bylaws - 2016

**RESOLUTION NO. 18-02**  
**A RESOLUTION OF THE LAHONTAN BASINS INTEGRATED REGIONAL WATER**  
**MANAGEMENT REGIONAL WATER MANAGEMENT GROUP APPROVING**  
**SETTING THE REGULAR MEETING SCHEDULE AS THE 3RD THURSDAY OF EVERY**  
**3RD MONTH (JANUARY, APRIL, JULY, AND OCTOBER) AT 3:00PM AT THE CITY OF**  
**SUSANVILLE COUNCIL CHAMBERS**  
**66 NORTH LASSEN STREET, SUSANVILLE, CA 96130.**

**WHEREAS**, currently regular meetings are schedule for the 3rd Thursday of the month at 3:00pm quarterly; and

**WHEREAS**, LBIRWVG bylaws set the meeting schedule as quarterly, on the third Thursday of the month at 3:00 pm; and

**WHEREAS**, in accordance with the bylaws, staff recommends identifying specific months to conduct meetings; and

**WHEREAS**, staff is recommending quarterly meetings.

**NOW, THEREFORE BE IT RESOLVED**, that the Lahontan Basin RWVG approves setting the meeting schedule as the months of January, April, July and October.

APPROVED: \_\_\_\_\_  
Joe Egan, Chairman

ATTEST: \_\_\_\_\_  
Heidi Whitlock, Asst. to the City Administrator

The Foregoing Resolution No. 18-02 was adopted at a special meeting of the LB IRWM RWVG, held on the 8th day of March, 2018, by the following vote.

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

ATTEST: \_\_\_\_\_  
HLVRCD - LB IRWM RWVG Representative

ATTEST: \_\_\_\_\_  
Lassen Irrigation Company - LB IRWM RWVG Representative

ATTEST: \_\_\_\_\_  
Susanville Indian Rancheria - LB IRWM RWVG Representative

ATTEST: \_\_\_\_\_  
City of Susanville - LB IRWM RWVG Representative

## Appendix A

### LB IRWM RWMG Meeting Policies and Procedures

The following policies and procedures have been adopted by the RWMG in order to comply with the "Brown Act" – open meeting requirement.

#### Meetings and Agenda

Meetings are to be held once monthly during a plan update and quarterly during plan implementation and shall strive to meet the needs of all members. Meeting times and locations will be determined by the RWMG and posted on the IRWM website.

Regular meetings of the RWMG are the 3<sup>rd</sup> Thursday of the month at 3:00 pm at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville CA, 96130. Special meetings of the RWMG will be held at times and place determined by Chair.

The RWMG encourages members of the public to attend their meetings and to participate in the discussion of agenda items. Accordingly, it shall be the policy of the RWMG to request public input on each item listed on the agenda, prior to the RWMG taking an action on that item. Individuals desiring to address the RWMG on items not posted on the agenda will be allowed to do so after the RWMG has finished with the agenda.

Sub-committee meetings of the RWMG shall abide by the Brown Act and be open to the General Public.

**Submitted By:** Quincy McCourt, Project Manager

**Action Date:** March 8, 2018

**AGENDA ITEM**

**SUBJECT:** Discussion Regarding MOU and Bylaws

**PRESENTED BY:** Quincy McCourt, Project Manager

**SUMMARY:** Staff is requesting a discussion among the group with respect to clarification opportunities in the MOU and the Bylaws. One concern is the Bylaws have not been officially adopted. Being that the RWMG is now focusing on the Plan Implementation, some of the proposed language can be modified as well as others.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to direct staff to prepare both the MOU and Bylaws for adoption.

**ATTACHMENTS:** MOU - 2/26/2016  
Proposed Bylaws - 2016

MEMORANDUM OF UNDERSTANDING (MOU)  
Lahontan Basins  
Integrated Regional Water Management (IRWM) Plan Implementation

This Memorandum of Understanding (“MOU”) is entered into by and between the: Honey Lake Valley RCD, Susanville Indian Rancheria, Lassen Irrigation Company and the City of Susanville, and hereafter referred to collectively as the “Parties.” This MOU supersedes any previous MOU and any previous MOU between the parties not in conflict with this MOU remains in full force and effect.

RWVG may recommend to the governing board that additional members be added to this MOU. The governing board of the Parties must approve additional members to join into this MOU by a majority vote of the governing board. When an additional party or parties is added to the MOU all parties must re-adopt the entire MOU.

## 1. Introduction

1.1. The primary purposes of the MOU is to allow the Parties to seek funding sources for and jointly develop implementation programs and projects in accordance with the IRWM Plan and the Bylaws of the Lahontan Basins Integrated Regional Water Management Regional Water Management Group (RWVG).

## 2. RECITALS

Whereas, the Parties are signatories to this MOU that include; but are not limited to water agencies, local governments, local agencies, federal agencies, land use management agencies and non-governmental organizations with interests within the planning region shown on Exhibit A attached hereto; and

Whereas, the Parties recognize a need for working collaboratively in developing integrated water and natural resources management and watershed management coordination on a regional scale; and

Whereas, in 2014 the Parties entered into an MOU for purposes of coordinating water resources planning and implementation activities basin-wide; and

Whereas, an Integrated Regional Water Management Plan and the LB RWVG were developed in accordance with the MOU entered into by the Parties in 2014 and the Bylaws of the Lahontan Basins Integrated Regional Water Management Regional Water Management Group; and

Whereas, the Parties must now implement the Lahontan Basins Integrated Regional Water Management Plan.

Now, therefore, the Parties enter into this Memorandum of Understanding (MOU) to establish the authority of the LB RWVG’s to implement, monitor, update and expand the IRWMP in accordance with the most current Bylaws of the Lahontan Basins Integrated Regional Water Management Regional Water Management Group (RWVG).

### 3. Definitions

- 3.1. Integrated Regional Water Management Plan (IRWMP). Consistent with Water Code section 10534, IRWMP hereinafter refers to the comprehensive plan for the Region.
- 3.2. Project. An action or construction project that addresses a need identified within the IRWMP and Water Code section 10537.
- 3.3. Local Agency. Consistent with Water Code section 10535, "Local Agency" herein refers to any city, county, city and county, special district, joint powers authority, or other political subdivision of the state, a public utility as defined in Section 216 of the Public Utilities Code, or a mutual water company as defined in Section 2725 of the Public Utilities Code.
- 3.4. Regional Water Management Group (RWMG). Consistent with Water Code section 10539, RWMG generally refers to a group of three or more Local Agencies in the Region, at least two of which have statutory authority over water supply or water management, as well as those other entities in the Region that may be necessary for the further development and implementation of the IRWMP. As specifically used in this MOU, RWMG shall consist of the Parties to this MOU.
- 3.5. Stakeholder. An interested party, including without limitation a Non-Profit Organization, a Government, or private property owner that directly participates in or relies upon water management within the Region or that represents the interests of those (including flora and fauna) who do.
- 3.6. Government Agency. A Local Agency or another government agency, including, without limitation, a federal agency and a federally recognized Indian tribe.

### 4. Mutual Understandings

- 4.1. The RWMG has authority to implement the Integrated Regional Water Management Plan in accordance with California laws, the Bylaws of the Lahontan Basins Integrated Regional Water Management Regional Water Management Group, the Integrated Regional Water Management Plan itself and this MOU.
- 4.2. The RWMG has authority to seek financing, including grants in accordance with California laws, the Bylaws of the Lahontan Basins Integrated Regional Water Management Regional Water Management Group, the Integrated Regional Water Management Plan itself and this MOU.
- 4.3. Lead Agency. Until the Bylaws of the Lahontan Basins Integrated Regional Water Management Regional Water Management Group state otherwise, the lead agency for implementation of the plan and creating project plans is the City of Susanville. Lead Agency may be changed by modifying the Bylaws of the Lahontan Basins

Integrated Regional Water Management Regional Water Management Group to state which agency is the lead agency.

- 4.3.1. The City of Susanville shall have all of the necessary powers and authorities granted by law to implement the plan.
  - 4.3.2. The City of Susanville shall have authority to contract with private companies and public agencies to create, implement and operate the RWMG upon RWMG approval.
  - 4.3.3. The City of Susanville may retain personnel, retain legal counsel, retain consultants and engineers, acquire grants, acquire, hold lease and dispose of real and personal property, accept donations.
  - 4.3.4. The City of Susanville shall provide: a meeting location for the RWMG, administrative functions, record keeping services and prepare agendas even if no grant is active to reimburse the City of Susanville for these services.
- 4.4. The RWMG may adopt budgets, propose fees and dues of Members, hold lease and dispose of real and personal property, accept donations, sue and be sued and possess all other powers associated with the operation of the RWMG on behalf of the citizens, property owners, and public agencies within the Lahontan Basins region.
- 4.4.1. Fees and dues of Members shall be ratified by a majority of the members before becoming effective.
- 4.5. The RWMG shall have the responsibility to keep Members informed of and advocate for or against pending legislation that would affect the opportunities of the RWMG.
- 4.6. The RWMG may contract with a Member for services for a Member's employees.
- 4.7. The RWMG may exercise the powers permitted by California state law and the bylaws of the RWMG.
- 4.8. The RWMG may do all things necessary and lawful to carry out the purpose of this agreement and the Plan.
- 4.9. The RWMG shall rank projects and select those projects to be included in funding applications.
- 4.10. Withdrawal. A Party to this MOU may withdraw from participation upon 90-days advance notice to the other Parties. A withdrawing party will remain obligated for its proportionate share of any financial obligation incurred in furtherance of this MOU and/or implementation of the IRWMP prior to the effective date of withdrawal.
- 4.11. Other On-Going Regional Efforts. The IRWMP is separate from efforts of other organizations to develop water-related plans on a regional basis around the Lahontan Basins Region. As the IRWMP is implemented, work products may be shared to provide other entities and groups with current information. The Parties agree to cooperate with the stakeholders in shared watersheds, either through separate

memorandums of understanding, joint powers agreements, and/or eventual inclusion of other adjoining areas into the Region by amendment of the IRWMP.

- 4.12. Amendment of Memorandum of Understanding. This MOU may be amended only by a subsequent written agreement approved and executed by all of the Parties. If one or more of the Parties proposes amendments to the MOU, the Lead Agency will convene a meeting to vote on the proposed amendments. If a majority of the RWMG votes in favor of the proposed amendments, the MOU as proposed for amendment shall be approved by the decision-making bodies of the Parties within 30 days of the affirmative vote. Any Parties not wishing to continue in the MOU due to the amendments or modifications will have no obligation to sign the amended MOU and will remain obligated for its proportionate share of any financial obligation incurred in furtherance of this MOU and/or implementation of the IRWMP prior to choosing not to sign the new MOU. The amendments will take effect 30 days after the affirmative vote of a majority of the RWMG so long as, by that time, at least three Local Agencies, at least two of which have authority over water supply or management have signed the amended MOU.
- 4.13. Counterparts. This MOU may be signed in any number of counterparts by the Parties, each of which will be deemed to be an original, and all of which together will be deemed to be one and the same instrument.
- 4.14. Good Faith. Each Party shall use its best efforts to, in good faith, work towards completion of the objectives of this MOU and the satisfactory performance of its terms. The Parties will reasonably cooperate with each other to carry out the purpose and intent of this MOU.
- 4.15. Conditions. In consideration of the premises stated herein, the Parties agree to perform the activities as follows:
- All Parties signing this document:
- Support the RWMG through active participation, including but not limited to: attending meetings, providing input in regards to coordination and collaboration of surface and groundwater resources' management, and dissemination of information and the RWMG activities throughout the party's agency or organization if applicable.
  - Cooperate in the development of grant proposals to fund management projects and programs.
- 4.16. Dispute Resolution. The Parties shall make reasonable efforts to resolve any disputes that may arise from this MOU in a prompt and timely manner.
- 4.17. Legal Counsel. Each party is responsible for obtaining and paying for its own legal counsel should the need arise.
- 4.18. Member Financial Responsibility. A Member shall have no financial obligation to the Group or the Plan unless otherwise agreed to by the Member in writing. Each

Member is responsible for individually contracting with the Fiscal Agent for its own project grant funding. The Group will contract separately for any grants or monies it receives.

- 4.19. Venue and Jurisdiction. It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Lassen, State of California.
- 4.20. Controlling Law. The validity, interpretation and performance of this MOU shall be controlled and construed under the laws of the State of California.
- 4.21. Effective Date: Term. This MOU shall take effect upon signature of three or more Local Agencies, at least two of which have statutory authority over water supply or water management, and shall thereafter continue so long as the criteria set forth in this section are met until terminated by mutual written agreement of the Parties.

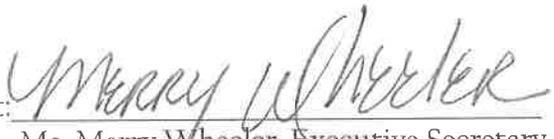
**5. Signatories to the Memorandum of Understanding**

We, the duly authorized undersigned representatives of our respective entities, acknowledge the above as our understanding of the intent to oversee the governance, funding, further development, and implementation of the Integrated Regional Water Management Plan for the Region.

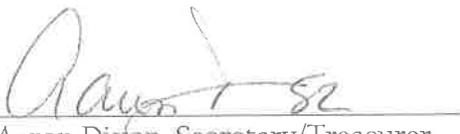
**Regional Water Management Group Signatories**

Dated: 02/26/16

  
Mr. Jesse Claypool, Chairman  
Honey Lake Valley RCD

Attest:   
Ms. Merry Wheeler, Executive Secretary  
Honey Lake Valley RCD

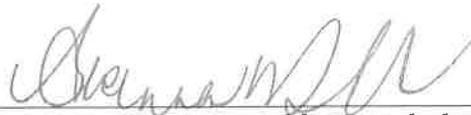
  
Mr. Brandon Gutierrez, Chairman  
Susanville Indian Rancheria

Attest:   
Mr. Aaron Dixon, Secretary/Treasurer  
Susanville Indian Rancheria

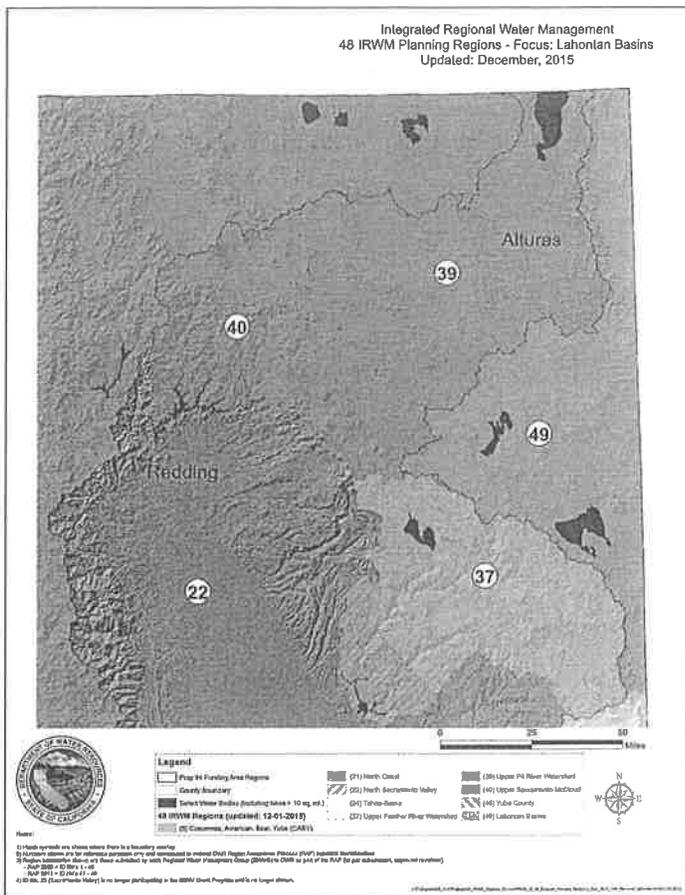
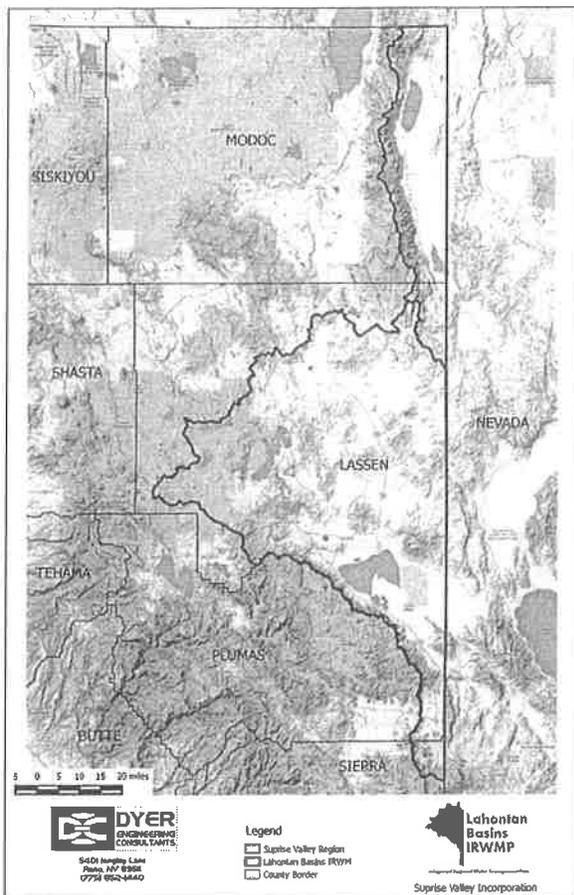
  
Mr. Ramsey Wood, Chairman  
Lassen Irrigation Company

Attest:   
Mr. Joe Egan, Co-Chairman  
Lassen Irrigation Company

  
\_\_\_\_\_  
Mr. Brian Wilson, Mayor  
City of Susanville

Attest:   
\_\_\_\_\_  
Ms. Gwenna MacDonald, City Clerk  
City of Susanville

# EXHIBIT A



BYLAWS OF THE  
LAHONTAN BASINS INTEGRATED REGIONAL WATER MANAGEMENT  
REGIONAL WATER MANAGEMENT GROUP  
(LB IRWM RWMG)

ART. I NAME AND PURPOSE

Sec. 1           The name of this Board shall be the Lahontan Basins Integrated Regional Water Management - Regional Water Management Group (RWMG).

Sec. 2           The purposes of the RWMG shall be to:

First: Provide input and guidance on the development of the Lahontan Basins Integrated Regional Water Management Plan pursuant to the California Water Code §10530 through 10550, inclusive, and 83000 through 83002, inclusive. Consistent with Water Code section 10539, a RWMG generally refers to a group of three or more Local Agencies in the Region, at least two of which have statutory authority over water supply or water management, as well as those other entities in the Region that may be necessary for the further development and implementation of the Integrated Regional Water Management Plan (IRWMP). As specifically used in these bylaws, RWMG shall refer to the Parties to the Memorandum of Understanding for Integrated Regional Water Management in the Lahontan Basins (MOU).

Second: Review the concerns of all water users within the Planning Area, which consists of the then current Department of Water Resources Region Acceptance Process Map delineating the Lahontan Basins IRWM and bring forward solutions that will realize the most benefit to the region through this planning process.

ART. II LB IRWM RWMG

Sec. 1           The LB IRWM RWMG shall consist of three or more members, with one member from each signatory of the MOU. These members are appointed voluntarily. Appointed members are voting members. Individual entities may choose to appoint alternate members and such alternate members shall act in accordance with their specific Board's direction.

Sec. 2           RWMG members may be removed from service by the Governing Body of their appointing entity. Any RWMG member who misses three consecutive regular meetings without good cause may be removed from the RWMG by their appointed Governing Body.

Sec. 3           A majority of the seated members shall constitute a quorum for meetings of the RWMG. A majority of the quorum is required to conduct business and make decisions.

- Sec. 4 An application for new membership to the RWMG shall be approved by a majority vote of the current RWMG.
- Sec. 5 Any member of the RWMG may propose a modification to these bylaws. The proposed modification shall be made in writing. The proposed modification shall be voted on by the Governing Board of the RWMG. Modifications to these bylaws may only be approved by a majority vote of the Governing Board of the RWMG.

#### ART. III POWERS OF THE LB IRWM RWMG

- Sec. 1 Lead Agency. The lead agency for implementation of the plan is the City of Susanville and the lead agency for creating project plans is Honey Lake Valley RCD. Lead Agency may be changed by modifying the Bylaws of the Lahontan Basins Integrated Regional Water Management Regional Water Management Group to state which agency is the lead agency.
- Sec. 1.1 The City of Susanville shall have all of the necessary powers and authorities granted by law to implement the plan.
- Sec. 1.2 The City of Susanville shall have authority to contract with private companies and public agencies to create, implement and operate the agency with RWMG approval.
- Sec. 1.3 The City of Susanville may retain personnel, retain legal counsel, retain consultants and engineers, acquire grants, acquire, hold lease and dispose of real and personal property, accept donations.
- Sec. 1.4 The City of Susanville shall provide: a meeting location for the RWMG, administrative functions, record keeping services and prepare agendas even if no grant is active to reimburse the City of Susanville for these services.
- Sec. 2 The RWMG may adopt budgets, determine fees and dues of Members, hold lease and dispose of real and personal property, accept donations, sue and be sued and possess all other powers associated with the operation of the RWMG on behalf of the citizens, property owners, and public agencies within the Lahontan Basins region.
- Sec. 3 The RWMG shall have the responsibility to keep Members informed of and advocate for or against pending legislation that would affect the opportunities of the RWMG.
- Sec. 4 The RWMG may contract with a Member for services for a Member's employees.
- Sec. 5 The RWMG may exercise the powers permitted by California state law and the bylaws of the RWMG.
- Sec. 6 The RWMG may do all things necessary and lawful to carry out the purpose of this agreement and the Plan.

- Sec. 7 The RWMG shall rank projects and select those projects to be included in funding applications.
- Sec. 8 The RWMG has authority to designate different lead agencies than those specified in any Memorandum of Understanding (MOU) and these bylaws. Designation of different lead agencies shall be made by amending the RWMG bylaws.
- Sec. 9 The RWMG has authority to modify the duties and responsibilities of the lead agencies by amending the RWMG bylaws.

#### ART. IV OFFICERS AND TERMS OF OFFICE

- Sec. 1 The officers of the RWMG shall be a Chair and Vice Chair to be elected by the full RWMG at its first meeting of each calendar year.
- Sec. 2 Officers shall assume office immediately upon election and serve until the first meeting of each calendar year.
- Sec. 3 If an office, other than the Chair becomes vacant, the same shall be filled by a vote of the RWMG and the appointee shall serve the unexpired term.

#### ART. V DUTIES OF OFFICERS

- Sec. 1 The Chair shall preside at all regular and special meetings of the RWMG and shall appoint all committees unless otherwise provided for by these bylaws.
- Sec. 2 The Vice Chair shall assume the powers and duties of the Chair in his or her absence, and shall succeed as Chair when a vacancy occurs in that office.

#### ART. VI EXPENSES

- Sec. 1 Members of the RWMG may be reimbursed at the sole discretion of their appointing agency and subject to the reimbursement practices of that Agency.
- Sec. 2 All incurred expenses are subject to approval by the Governing Body of the appointing agency prior to incurring such expense.

#### ART. VII TECHNICAL ADVISORY COMMITTEE

- Sec. 1 The Technical Advisory Committee (TAC) is a working group with the purpose to advise the RWMG and act as staff to the RWMG. The RWMG will direct the activities of the TAC. Appointments to the TAC will be reconsidered every two years or as positions are vacated. The TAC shall include one staff person from each county, one representative from the state Department of Water Resources (DWR), and three "at-large" public interest representatives from within the region.

- Sec. 2 The DWR representative shall be self-appointed from within their respective organization.
- Sec. 3 The "at-large" public interest representatives shall be appointed by the full RWMG

#### ART. VIII AMENDMENTS

- Sec. 1 The Bylaws may be amended by proposals submitted in writing to the Chair who shall notify each member of the proposed amendment not less than 30 days before the date of the meeting at which the said amendment will be voted upon. A vote of at least two-thirds majority of the full RWMG is required to amend the Bylaws.
- Sec. 2 Unless otherwise stipulated, all amendments to the Bylaws shall become effective immediately following approval by the RWMG.

#### ART. IX RULES OF ORDER

- Sec. 1 Roberts Rules of Order will be used only as a general guideline, subject to need and at the discretion of the Chair.
- Sec. 2 Board meeting policies and procedures are outlined in Appendix I.

#### ART. X LEGAL

- Sec. 1 Dispute Resolution. Disputes among members shall be resolved by a majority vote of the members. If a dispute cannot be resolved by a vote of the members then a member may bring legal action against another member in accordance with Article X Section 04 of these bylaws.
- Sec. 2 Legal Counsel. Each party is responsible for obtaining and paying for its own legal counsel should the need arise.
- Sec. 3 Venue and Jurisdiction. It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Lassen, State of California.
- Sec. 4 Controlling Law. The validity, interpretation and performance of this MOU shall be controlled and construed under the laws of the State of California.

APPROVED BY RWMG

By: \_\_\_\_\_

Chair

ATTEST:

By: \_\_\_\_\_

## Appendix A

### LB IRWM RWMG Meeting Policies and Procedures

The following policies and procedures have been adopted by the RWMG in order to comply with the "Brown Act" – open meeting requirement.

#### Meetings and Agenda

Meetings are to be held once monthly during a plan update and quarterly during plan implementation and shall strive to meet the needs of all members. Meeting times and locations will be determined by the RWMG and posted on the IRWM website.

Regular meetings of the RWMG are the 3<sup>rd</sup> Thursday of the month at 3:00 pm at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville CA, 96130. Special meetings of the RWMG will be held at times and place determined by Chair.

The RWMG encourages members of the public to attend their meetings and to participate in the discussion of agenda items. Accordingly, it shall be the policy of the RWMG to request public input on each item listed on the agenda, prior to the RWMG taking an action on that item. Individuals desiring to address the RWMG on items not posted on the agenda will be allowed to do so after the RWMG has finished with the agenda.

Sub-committee meetings of the RWMG shall abide by the Brown Act and be open to the General Public.

## Appendix B

### LB IRWM Technical Advisory Committee Policies and Procedures

The following policies and procedures have been adopted by the RWMG in order to guide the functions of the Technical Advisory Committee (TAC).

#### Purpose

The purpose of the TAC, as stated in Article VI of the RWMG Bylaws, and restated here, is to advise the RWMG and act as staff to the Board. It is anticipated that the TAC will review, discuss, provide input on, and formulate recommendations for consideration by the Board on technical issues related to the creation and implementation of the IRWMP.

#### Membership of the TAC

As stated in Article VI of the RWMG Bylaws, and restated here, membership and selection of the TAC will be in accordance with the following:

Appointments to the TAC will be reconsidered every two years or as positions are vacated. The TAC shall include one staff person from each RWMG entity, one representative from the state Department of Water Resources (DWR), and three "at-large" public interest representatives from within the region.

The DWR representative shall be self-appointed from within their respective organization.

The "at-large" public interest representatives shall be appointed by the full RWMG.

#### Meetings, Agenda, and Minutes

Meetings are to be held once monthly during a plan update and bi-annually during plan implementation and shall strive to meet the needs of all members. Meeting times and locations will be determined by the RWMG and posted on the IRWM website.

Regular meetings of the TAC (as is the case with the RWMG) will comply with Brown Act open meeting requirements and shall be held on the 3<sup>rd</sup> Thursday of the month at 5:00 pm at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville CA, 96130. Special meetings of the TAC will be held at times and places determined by the Chair.

The RWMG encourages members of the public to attend the TAC meetings and to participate in the discussion of agenda items. Accordingly, it shall be the policy of the IRWMP

RWMG to request public input on each item listed on the TAC agenda, prior to the TAC taking an action on that item. Individuals desiring to address the TAC on items not posted on the agenda will be allowed to do so after the TAC has finished with the agenda.

Sub-committee meetings of the TAC shall abide by the Brown Act and be open to the General Public.

#### Meeting Rules of Order and Decision making

Robert's Rules of Order will be used to conduct the meetings, but only as a general guideline.

One primary deviation from Robert's Rules of Order, is that the TAC decision making process for all substantive recommendations to the RWMG will proceed by "consensus".

“Consensus” for the purposes herein will be defined as “a state of mutual agreement among the members of the TAC on an agenda item at an appropriately noticed meeting of the Committee where all relevant concerns of the members have been considered and no member chooses to block the recommendation from going forward”. If, after significant and deliberate effort by the

TAC, the Committee is unable to come to a consensus, a majority and minority opinion will be drafted and both opinions will be forwarded to the RWMG, from the TAC, for resolution of the issue.

**Submitted By:** Quincy McCourt, Project Manager

**Action Date:** March 8, 2018

**AGENDA ITEM**

**SUBJECT:** Discussion of Honey Lake Resource Conservation District (RCD) as the DACI Lead.

**PRESENTED BY:** Quincy McCourt, Project Manager

**SUMMARY:** As the MOU states, the lead agency for implementation of the plan and creating project plans is the City of Susanville. The DACI responsibility lies within that framework. However, the RCD is in a position to assist with the project facilitation. This teamwork will prove useful in the overall success of the project. Staff is proposing a discussion and consideration of the RCD to act as the DACI Lead.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to direct staff to prepare documents that will ratify the RCD as the DACI Lead.

**ATTACHMENTS:** None.

**Submitted By:** Quincy McCourt, Project Manager

**Action Date:** March 8, 2018

**AGENDA ITEM**

**SUBJECT:** Discussion Regarding Prop 1 and the potential for a call for projects.

**PRESENTED BY:** Quincy McCourt, Project Manager

**SUMMARY:** Proposition 1 funding is intended to improve regional water self-reliance security and adapt to the effects on water supply arising out of climate change. Specifically, the purpose is to assist water infrastructure systems adapt to climate change; provide incentives for water agencies throughout each watershed to collaborate in managing the region's water resources and improve regional water self-reliance. There is \$510 million in IRWM grant funds that were allocated to the 12 hydrologic region-based Funding Areas as shown in the attached Figure 1.

DWR will administer three separate grant programs, DACI Program (\$51mm) on a non-competitive basis, Planning Grant Program (\$5mm) and Implementation Grant Program (\$418mm) which can be awarded on a competitive or non-competitive basis. A local cost share of not less than 50% of the total proposal cost is required.

Some eligibility criteria:

1. Region must have been accepted
2. Project must be consistent with adopted IRWM plan
3. Each sponsor must also adopt the IRWM plan
4. There must be a clear and definite public purpose
5. Must address the risks to water supply and water infrastructure arising from climate change
6. One major intent is to encourage stakeholder involvement

Staff would like to discuss the potential for proceeding with a call for projects.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Provide Direction.

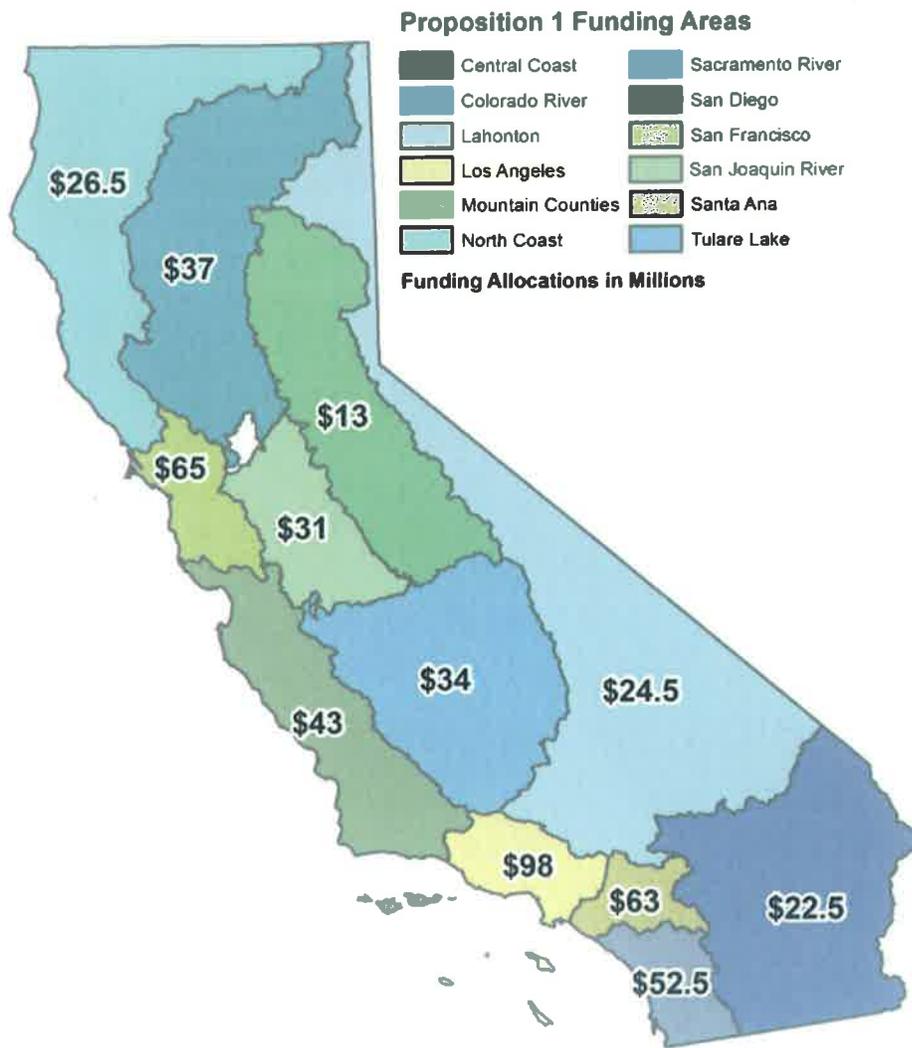
**ATTACHMENTS:** Funding Map Figure 1

management plan that describes the actions and measures the supplier will take to manage water demand during drought.

## A. Funding

Proposition 1 (Water Code §79744) authorized \$510 million in IRWM grant funds that were allocated to the 12 hydrologic region-based Funding Areas, as shown in Figure 1, for the purposes of IRWM. Narrative descriptions of the 12 Funding Areas can be found at the IRWM Funding Area Fact Sheet link listed in Appendix A.

**Figure 1 - Proposition 1 Funding Area Allocations**



### Funding Projects in Adjacent Funding Areas

Because Proposition 1 allotted funds by Funding Area, DWR will default to project location in determining how funds are allocated. In some cases, an IRWM region may choose to propose to use grant funds allocated to its Funding Area to perform work in another Funding Area. This is allowable, but the applicant must include in their proposal:

- ◆ Clear explanation of how the project contributes directly to the objectives of their IRWM Plan
- ◆ Description of the Regional Water Management Group's (RWMG) efforts to cooperate on planning and implementation
- ◆ Description of the level of support for the Project from both IRWM regions