

LAGUNITAS CREEK TECHNICAL ADVISORY COMMITTEE (TAC)

Charter and Operating Procedures

Approved by the TAC on November 4, 2016

CHARTER

The Lagunitas Creek Technical Advisory Committee (TAC) is a collaborative, multi-party forum that provides its members the opportunity to leverage resources to implement programs and projects that will provide multiple benefits for water resources in the Lagunitas Creek watershed. The TAC serves as the information-sharing forum for its members on fisheries, water quality and ecosystem restoration issues in the Lagunitas Creek watershed, and the TAC offers advice to all of its members on optimal approaches to benefit the environment of the watershed. While the TAC is focused on the Lagunitas Creek watershed, it may comment or participate as a collaborative group in forums regarding issues within the Tomales Bay or coastal watersheds that may potentially influence fisheries, water quality or ecosystem restoration in the Lagunitas Creek watershed.

The TAC consists of members representing public agencies and non-governmental organizations with resource management responsibilities or interests and/or conducting activities within the Lagunitas Creek watershed. All participating entities have equal standing on the TAC.

The TAC will periodically review and provide input to these participating entities regarding the development and implementation of plans, policies, and practices that may affect the fisheries, water quality and the aquatic ecosystem of the watershed. This advice is non-binding on the participating entities, and the TAC is not the exclusive source of such advice. Through this process, the participating entities hope to ensure: 1) that each entity benefits from the ideas and input of the committee members; 2) that interested agencies, community members, and the general public have access to information regarding any plans, policies, and projects; and 3) that the committee members and general public have adequate time and opportunities to comment on plans, policies, and the implementation of projects by participating entities.

Members of the TAC may partner together to develop projects and joint proposals for grant funding from local, state or federal agencies. The TAC may participate in the development of these projects by providing a forum for the partners to discuss the project(s) with and secure advice from other

participating entities.

The TAC will meet two to five times per year. The TAC may create subcommittees to allow for a more focused discussion on specific issues.

BACKGROUND

The TAC was first established by the Marin Municipal Water District (MMWD) Board of Directors in 1997, as an element of MMWD's *Lagunitas Creek Sediment and Riparian Management Plan*. The Plan was developed and implemented as a requirement of State Water Resources Control Board Order WR95-17. The Order stipulates actions MMWD must take to mitigate impacts to the aquatic resources of Lagunitas Creek resulting from its Kent Lake water supply operations.

Between 1997 and 2007, the TAC served as an advisory group to the MMWD Board on the implementation of the *Lagunitas Creek Sediment and Riparian Management Plan*. Early on, and throughout those ten years, the TAC became a forum for information sharing and discussions on an array of issues pertaining to the management of the Lagunitas Creek watershed. Interest grew for the TAC to address a wide range of activities to improve the habitat of Lagunitas Creek for the benefit of the populations of coho salmon, steelhead, California freshwater shrimp and other aquatic resources.

In 2007, the TAC decided to revise its structure and function to better reflect its broad interests and collaborative character. The TAC approved a new charter and operating procedure at its meeting on November 9, 2007. The change was subsequently approved by the MMWD Board of Directors at its regular meeting of December 19, 2007, thereby effectively establishing the TAC as its own assembly and no longer an MMWD Board committee. Since that time, with ongoing support from MMWD, the TAC has continued its focus on information-sharing and has been an advisory group to all entities conducting watershed management activities affecting Lagunitas Creek.

DEFINITIONS

TAC - Lagunitas Creek Technical Advisory Committee.

Entity – A public agency or private, non-profit organization.

Participating Entity – A public agency or private, non-profit organization that has agreed to the TAC's operating procedures.

Member – A representative or alternate to the TAC.

DECISION MAKING

The TAC will attempt to achieve consensus on decisions before it, and if that is not possible, will then rely on a majority vote among members present.

STRUCTURE

Each participating entity will appoint one (1) representative and one (1) or more alternates, as needed, to be a member of the TAC. Both the representative and alternate can attend and participate in TAC meetings. However, in the event that a vote is ever taken to render a decision, only the representative or the alternate (sitting in for the representative) can cast a vote. Entities may be invited to participate on the TAC, or removed from the TAC, at the TAC's discretion.

CHAIR and VICE CHAIR

The TAC will have a Chair at each meeting. The Chair will be elected by the TAC representatives of the participating entities and approved by that person's agency/organization, for a period of up to two (2) years. The TAC will have a Vice Chair, elected by the TAC representatives of the participating entities and approved by that person's agency/organization for a period of up to two (2) years. The Vice Chair will serve as Chair in the event that the Chair can not attend a particular meeting. The Vice Chair will provide support to the Chair and be present at each meeting, if possible. The Vice Chair will be elected at the beginning of each term and it is intended that the Vice Chair will become the Chair once the two year term has come to completion.

SECRETARY

The TAC will have a Secretary at each meeting, to record the notes of the meetings. The Marin Municipal Water District will supply the staff support of the Secretary and other functions needed to host 2 to 3 meetings a year.

MEETINGS

There will be an agenda for each meeting. The agenda, and any accompanying information, will be submitted to TAC members prior to the meeting and posted in a public venue (e.g., public library, newspaper, web site, and/or public meeting board). All meetings will be open to the public.

Notes from each meeting will be recorded during the meeting, by the Secretary, and included as an attachment to the agenda for the subsequent meeting. Approval of the preceding meetings minutes will be an action item on the agenda of each TAC meeting.

Meetings will be held at a venue that is accessible to the TAC members and the public, hosted by MMWD.

At least one meeting each year will consist of a field trip to conduct a site visit of the Lagunitas Creek watershed or of a location that is relevant to the focus of the TAC.