

Appendix B: MCG Charter and Protocols

Appendix B presents the Charter and Protocols approved by the MCG. These protocols outline MCG organization and guide decision-making processes.

MokeWISE Program:
Mokelumne Collaborative Group Charter

The members of the Mokelumne Collaborative Group (MCG) have collectively developed a structure and protocols by which the MCG will conduct collaborative planning throughout the duration of the Mokelumne Watershed Interregional Sustainability Evaluation (MokeWISE) program. The structure and protocols were established through a series of individual and collective discussions with MCG members and review and comment by the MCG. The result of these discussions is summarized in the attached document: Collaborative Decision-Making Process and Organizational Structure for the Mokelumne Collaborative Group.

The members of the MCG, all individually listed below, collectively and unanimously affirm that the structure and protocols presented in the attached document shall serve as the structure and decision-making protocols to be followed in developing the MokeWISE program. The MCG is committed to working collaboratively to develop a MokeWISE program that will meet the groups' collective objectives.

MCG Member Agencies

Amador Water Agency	Jackson Valley Irrigation District
Amador County	My Valley Springs
Calaveras County	N. San Joaquin Water Cons. District
Calaveras County Water District	Pacific Gas & Electric
Calaveras Planning Coalition	San Joaquin County
Calaveras Public Utility District	San Joaquin County Resource Conservation District
California Sportfishing Protection Alliance	San Joaquin County, Public Works
City of Lodi, Public Works	Sierra Club, SF Bay Chapter
City of Stockton, Municipal Utilities	Sierra Nevada Conservancy
Delta Fly Fishers, Inc.	Stockton East Water District
East Bay Municipal Utility District	Trout Unlimited
Foothill Conservancy	Woodbridge Irrigation District

This charter was approved by unanimous consent of the Mokelumne Collaborative Group on November 8, 2013.

Collaborative Decision-Making Process & Organizational Structure for the Mokelumne Collaborative Group: *PROTOCOLS*

Approved: 8 November 2013

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Introduction

The Mokelumne Collaborative Group (MCG) is a diverse stakeholder committee organized with the primary objective of representing varied interests during development of the Mokelumne Watershed Interregional Sustainability Evaluation (MokeWISE) program. Members of the MCG are expected to represent their organizations; commit time to participate in the process; and work collaboratively with fellow MCG members, project team staff, and others involved in the process.

MCG members include water agencies; non-governmental organizations (NGOs); private entities; resource agencies; and local, state, and federal government agencies. Members will learn from and share with one another regarding various water resources issues within the Mokelumne watershed. MCG members will contribute to the program through meaningful and constructive dialogue with one another and by providing input. It is anticipated that the success of the MokeWISE program will hinge on the MCG's ability to work together in a respectful, collaborative environment, with the diversity of the Group contributing to a more complete and inclusive program.

In an effort to guide the MCG process, this Protocols document has been prepared. The purpose of this document is to outline the procedures and guidelines by which the Group will manage its organizational composition, participation, decision-making, documents and the media. This document is intended to enable the MCG to realize the MokeWISE program purpose to develop a broadly-supported preferred water resources program that meets the needs of regional stakeholders and interest groups.

Organization and Participation

In the context of the MokeWISE program, the MCG must operate under well-defined organizational elements to ensure a successful program process. Defining such elements will help the Group understand the general structure and procedural elements of the process so the program stays on schedule. As such, this section outlines organizational and participation-related elements of the MCG.

The MCG has agreed to the following organizational and participation-related elements:

- The MCG is comprised of organizations with a direct interest in the Mokelumne River watershed and the MokeWISE program.
- In addition to the MCG, there will be three additional levels of stakeholder participation: Tier 2 stakeholders, Interested Parties, and general public. Tier 2 stakeholders will include state and federal resource agencies and others that will be solicited for comments and input at key milestones. Interested Parties are agencies/organizations that do not have a direct interest in the project or have elected to not be directly involved as members of the MCG but would like to be made aware of progress, documents available for public comment, public meetings, etc. via email. General public includes all other individuals and organizations including those who respond to the public outreach process.
- Meetings will be open, and will begin at 9AM. Meetings will be held on the second Friday of every month at the San Joaquin Farm Bureau in Stockton, with two meetings held at a venue in the upcountry.
- A designated 16-minute public comment period will be held at each MCG meeting immediately following lunch, and each speaker will be allowed a maximum of four minutes to speak. The comment period is not intended to be a question-and-answer period, and the MCG will generally not respond to comments made during this time.
- A phone number will be provided to allow MCG member(s) to participate by phone if neither they nor their designated alternate is able to attend meeting(s) in-person. The MCG understands the importance and value of attending meetings in-person.
- Meeting summaries will be prepared at a high level, incorporating what was discussed, key factors considered in for decisions, and the ultimate decision and rationale. There will be a three-month cut-off period (November 2013) during which late-comers may join. MCG members may conduct outreach efforts during that three-month period. Late-comers will not be permitted to revisit decisions made prior to their joining the group.
- If poor attendance by an organization becomes an issue, the MCG will discuss it at that time.

Decision-Making

A successful MokeWISE program process includes the creation and fostering of an environment which promotes collaboration. A portion of this environment includes the guidelines which define the decision-making process. As such, this section outlines the protocols which facilitate the decision-making process.

The MCG has agreed to the following decision-making protocols:

- The ultimate goal of decision-making is consensus with an “I/we can live with it” standard.
- Should the Group fail to reach total consensus on a discrete issue, it is understood that:
 - The process is schedule-driven and requires decisions regarding key components of the process before proceeding.
 - Some stakeholders may not agree with all component decisions but the MCG may reach consensus on the total package of preferred options for implementation.
 - For any component of the process where consensus is not reached, outstanding concerns/opinions will be attached to and/or characterized in the document.
 - The above approach would not be effective in dealing fundamental issues (e.g., the definition of available water).
 - Stakeholders who have concerns or unresolved issues are expected to offer solutions for addressing their concerns/issues and moving the process forward.
- Meeting ground rules will follow those outlined in Attachment A.

Documents

Throughout the MokeWISE program, technical work will be developed and provided to the MCG for direction, review, and comment. The general protocols by which the MokeWISE program will proceed are summarized in this section.

The MCG has agreed to the following process-related items:

- When a document requires editing by the MCG, a single-text document will be used, in which everyone works off the same version of a given document.
- Documents will be distributed one week prior to each meeting in Microsoft Word 97-03 format.
- Comments will be due at the end of the week following each meeting, allowing for a total of two weeks for review by MCG members.

- High-level meeting summaries will be prepared and disseminated after each meeting. Should this strategy fail to provide benefit, the MCG may revisit.
- Draft documents and materials will be available via the website to the MCG.
- As a general policy, approved documents will be posted to the public portion of the MokeWISE website; however MCG members may bring up exceptions to discuss with the group. Printed and/or mailed materials will be provided upon request.

Media Contacts

- Valley media outlets will be directed to Brandon Nakagawa (representing the San Joaquin Groundwater Basin Authority) and upcountry media outlets will be directed to Rob Alcott (representing the Upper Mokelumne River Watershed Authority). If Pete Bell (Foothill Conservancy) is approached by the media, he may also serve as a contact, while also referring to Rob or Brandon as appropriate. Any MCG stakeholder can talk to the media generally about published documents and what is on the website.
- MCG members will only express their own concerns and interests when communicating with the media, and they will refrain from characterizing the interests, intentions, or motivations of other stakeholders in the process.

Amendments to the above, if needed, can be made upon consensus approval of the MCG present at any regularly scheduled meeting

Attachment A

Ground Rules

- Be solution oriented
- Participate
- Speak one at a time
- Be concise
- Use “I/We” statements when expressing opinions
- Express concerns and interests (not positions)
- Focus on issues not personalities
- Focus on what CAN be changed (not on what cannot be changed)
- Listen to understand (not to formulate your response for the win)
- Draw on each other’s experience
- Discuss history only as it contributes to solutions
- Caucuses can be called by anyone at any time
- Limit sidebar conversations

Facilitator Assumptions

- Managed conflict is good and stimulates creativity and innovation
- Collaborative decisions produce more effective solutions than autocratic decisions
- The group has the solutions to address identified issues
- Everyone is doing the best they can with the knowledge they have now
- Blame is unproductive and dis-empowering