



MEMORANDUM

August 3, 2015

**TO: ACWA MEMBER AGENCY BOARD PRESIDENTS
ACWA MEMBER AGENCY GENERAL MANAGERS**

FROM: JOHN COLEMAN, ACWA PRESIDENT

**SUBJECT: ACWA COMMITTEE APPOINTMENT NOMINATIONS
FOR THE 2016-2017 TERM**

PLEASE RESPOND BY SEPTEMBER 30, 2015

Committees are an integral part of ACWA's activities and policy development. The end of the current committee term is fast approaching and it is time again to request committee nominations from ACWA members. New officers (President/Vice President) will be elected at the fall conference by the general membership, so it is time to prepare to reconstitute all committees for the 2016-2017 term.

In submitting names for consideration, please do so with the understanding that committees need active, involved individuals able to expend the time and provide their expertise if appointed. **Please keep in mind that the district is responsible for all costs associated with the participation of its representatives on committees.**

An important part of helping committees function as effectively as possible is attendance. ACWA's bylaws state, "Two consecutive, unexcused absences from an ACWA **limited** committee shall constitute a resignation and a replacement will be named as soon as possible." Also, those with a record of repeated, excused absences will be reviewed and considered for replacement.

The following information is enclosed in this packet.

- ACWA Policy Committee Guidelines
- ACWA Committee Purposes and Responsibilities
- Committee attendance records (only for limited committees)
- Committee consideration form (before you begin, please make extra copies)
- *Sample* committee consideration form

Committee Appointments

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- Current agency committee representation (if you receive a blank report, this indicates your agency has no committee representation)
- Committee timeline

All correspondence and forms regarding committee appointments must be in to the ACWA office no later than **September 30, 2015** to be eligible for consideration. Committee appointments will be made by the incoming ACWA president in December. Please contact Paula Quinn at (916) 441-4545 or paulaq@acwa.com, if you have any questions concerning the committee appointment process.

We appreciate your timely attention to this matter.

Enclosures

JC:pq

ACWA POLICY COMMITTEE GUIDELINES

GENERAL COMMITTEES

1. All committees of the Association shall strive to provide continuity in leadership, shall geographically distribute membership and shall ensure all regions are adequately represented.
2. All committee chairs, vice chairs, and members shall be appointed by the president, and shall serve for a term to coincide with that of the president.
3. Nominations for committee appointments shall be made in writing by members for consideration by the region chair and vice chair. If an agency chooses to designate a representative other than a director or salaried staff member, written confirmation to that effect must be received in the ACWA office prior to appointment consideration. Nomination forms (aka Committee Consideration Form) can be obtained from the Association office or on-line at www.acwa.com.
 - a. Where membership on a given ACWA committee is limited, only one representative from an agency may be appointed. Since we do not count the chairperson in the maximum count, then one person could be on the committee that is from the same agency as the chairperson. Other individuals representing an agency may serve on subcommittees of that committee.
 - b. Unlimited committees may have more than one representative from an agency on their committees.
4. The committee chairperson shall:
 - a. chair all meetings of the committee;
 - b. submit a written report regarding committee activities for all meetings of the Board of Directors (with assistance from the ACWA staff committee liaison).
 - c. pre-schedule meetings and check the ACWA calendar to foster total committee member attendance and avoid conflicts.

The vice chairperson shall assume those duties in the chairperson's absence.
5. All committee appointments are made by the ACWA president following recommendations submitted by the region chairs and vice chairs. The appointments are for two years and run simultaneously with the board term. Committee chairpersons may appoint subcommittees as necessary to carry out the committee responsibilities. The subchair must be a member of the full committee, subcommittee members do not need to be a member of the full committee.

ACWA COMMITTEES

PURPOSES AND RESPONSIBILITIES

IMPORTANT COMMITTEE INFORMATION

ATTENDANCE REQUIREMENTS FOR **LIMITED** COMMITTEES:

Two consecutive, unexcused absences from an ACWA limited committee shall constitute a resignation and a replacement will be named as soon as possible. Travel required to any area of the state where a committee meeting is being held, and lack of a travel budget will not constitute an excused absence.

****NOTE:** When a committee member is “unable” to attend a meeting and has asked for an excused absence in advance of the meeting, they may send a representative from their agency for monitoring purposes only. However, the committee member will still be recorded with an excused absence from the meeting. The representative does not have a voting right.**

STATE LEGISLATIVE COMMITTEE ONLY: The State Legislative Committee will allow a member of the committee with an excused absence to designate an alternate. The committee member will be required to secure the concurrence of the appropriate ACWA Region Chair for the alternate. The committee member should provide the name of the alternate to ACWA's Director of State Relations prior to the committee meeting. The alternate will be authorized to fully participate in all discussions of the committee and to vote on issues before the committee. Committee members, including alternates, act on behalf of the region for which they were appointed to represent.

GRASSROOTS OUTREACH:

As a member of the committee, you will be enrolled as an active participant in ACWA's Grassroots Outreach Program. See ACWA's website for more information on the grassroots outreach program which supports ACWA's legislative and regulatory efforts.

COMMITTEE VACANCIES WILL NOT BE FILLED AFTER THE SPRING CONFERENCE OF AN UPCOMING ELECTION YEAR.

BLUE INDICATES BYLAW COMMITTEE LANGUAGE.

BUSINESS DEVELOPMENT COMMITTEE-STANDING/UNLIMITED

ACWA COMMITTEE STAFF LIAISON: PAULA CURRIE

MEETINGS ARE HELD 2 TIMES A YEAR

- One in person or conference call

The purpose of the ACWA Business Development Committee is to develop and recommend to the Board of Directors programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to Association members. The committee shall consist of at least one representative from each region and one representative from the other standing committees.

COMMUNICATIONS COMMITTEE - STANDING/LIMITED (40 MAXIMUM)

ACWA COMMITTEE STAFF LIAISON: LISA LIEN-MAGER

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two at the Sacramento office between conferences

The purpose of the ACWA Communications Committee is to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association. Programs are crafted to support ACWA and its members' positions on legislative, regulatory, and policy issues.

The committee is responsible for developing and updating a comprehensive communications plan for ACWA. The committee promotes the development and implementation of sound public information and education programs and practices among member agencies. It prepares materials that can be duplicated or used by member agencies for their local public information/education efforts. The committee also provides guidance to ACWA's Communications Department.

ENERGY COMMITTEE – STANDING/UNLIMITED

ACWA COMMITTEE STAFF LIAISON: ABBY SCHNEIDER

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Energy Committee is to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Work with staff in developing and making recommendations to the Board of Directors regarding:

- ♦ Programs to assure an adequate power supply for member agencies, including energy, availability, pricing, distribution and hydro generation
- ♦ Policy recommendations relating to the development of new power sources

- ◆ Recommended positions regarding state and federal legislation to the State Legislative and Federal Affairs Committees
- ◆ Assistance with the development, direction and work associated with representation before the Public Utilities Commission, the Federal Energy Regulatory Commission and other regulatory agencies dealing with energy
- ◆ Educate members on all energy matters having impact on their operations

FEDERAL AFFAIRS COMMITTEE - *STANDING/LIMITED* (5 PER REGION)

ACWA COMMITTEE STAFF LIAISON: DAVID REYNOLDS

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences (Jan & Sept) in the Sacramento office
- DC Conference ~ Attendance is not REQUIRED, but STRONGLY encouraged

The purpose of the Federal Affairs Committee is to review all federal legislative proposals and regulatory proposals affecting members of the Association, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one and no more than five individuals from each region. Coordinates with other ACWA committees regarding their input on any issues directly related to federal issues before both Congress and the Federal administrative branches.

The committee currently has four separate subcommittees. Committee members have the opportunity to sign-up for as many of the subcommittees as they want, plus being supplemented by other members with interest in a focused area. The subcommittees with areas of responsibility are:

- ◆ Drinking Water & Energy Subcommittee: Responsible for the oversight and policy direction on Environmental Protection Agency and Energy-Water Nexus.
- ◆ Water Supply Subcommittee: Responsible for oversight and policy direction on the Safe Drinking Water Act and Endangered Species Act.
- ◆ Infrastructure & Agriculture Subcommittee: Responsible for oversight and policy direction on the Clean Water Act, and agricultural issues.
- ◆ Finance, Technology & Research Subcommittee: Responsible for oversight and policy direction on financing water infrastructure legislation.

FINANCE COMMITTEE - *STANDING/LIMITED* (2 PER REGION – 1 SPOT IS FILLED BY REGION CHAIR OR VICE CHAIR; OTHER SPOT IS FILLED BY A REPRESENTATIVE FROM REGION WITH EXPERIENCE IN FINANCIAL MATTERS)

ACWA COMMITTEE STAFF LIAISON: FILI GONZALEZ

MEETINGS ARE HELD APPROXIMATELY 4-5 TIMES A YEAR

- One at both the Fall and Spring conferences
- All other meetings are held in the Sacramento office

The purpose of the Finance Committee is to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and the selection of the auditor, the dues formula and schedules and other financial matters that may come before the committee. Each committee member will be expected to serve on at least one of the subcommittees, which are:

- ♦ Audit Subcommittee
- ♦ Budget Subcommittee
- ♦ Investment Subcommittee
- ♦ Revenue Subcommittee
- ♦ Education Subcommittee

GROUNDWATER COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: DAVE BOLLAND

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

The purpose of the Groundwater Committee is to recommend policies and programs to the Board of Director and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Monitors state and federal regulations and legislation that could affect the quality or quantity of groundwater, conducts studies, develops policies regarding the management of groundwater and coordinates with other ACWA committees on issues directly related to groundwater.

Committee members are expected to participate in a variety of activities including writing legislation, preparing comments for state or federal hearings on groundwater issues, developing programs for workshops and conferences, and providing input on state and federal legislation.

LEGAL AFFAIRS COMMITTEE - *STANDING/LIMITED* (45 MAXIMUM)

ACWA COMMITTEE STAFF LIAISON: WHITNIE WILEY

MEETINGS ARE HELD APPROXIMATELY 2-3 TIMES A YEAR

- One at both the Fall and Spring conferences
- As needed in between the conferences

The purpose of the Legal Affairs Committee is to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members of the Association, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to members of the Association and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between 35 and 45 attorneys, each of whom shall be, or act as, counsel for a member of the Association, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statues, etc. The committee's primary purpose is to support the mission of the Association, and more particularly, to deal with requests for assistance involving legal matters of significance to ACWA member agencies, water rights matters, proposed ACWA bylaw revisions, etc. The committee also works with staff to produce publications to assist water agency officials in complying with applicable state and federal laws. The committee's areas of responsibility include:

- ♦ Amicus curia filings on important cases
- ♦ Commenting on proposed regulations and guidelines of state agencies such as Fair Political Practices Commission regulations or opinions and CEQA implementation guidelines
- ♦ Entering a suit as primary litigant
- ♦ Dealing with any water rights matters of interest to member agencies
- ♦ Reviewing all proposed ACWA bylaws for technical competence and consistency with the nonprofit corporation law and other bylaws

LOCAL GOVERNMENT COMMITTEE - *STANDING/LIMITED* (3 PER REGION)

ACWA COMMITTEE STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in between the conferences in the Sacramento office

The purpose of the Local Government Committee is to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California.

- ♦ Recommends policies to the State Legislative Committee and the Board of Directors on matters affecting water agencies as a segment of local government in California, such as planning issues and local government organization and finance
- ♦ Plans and presents a program at each ACWA conference relating to local governance issues affecting water agencies
- ♦ Gathers data and disseminates information on the value of special districts
- ♦ Disseminates information promoting excellence in service delivery
- ♦ As a member of the committee, you will be enrolled as an active participant in ACWA's Outreach Program.

MEMBERSHIP COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TIFFANY GIAMMONA

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Membership Committee is to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. Takes any suggestions regarding ACWA policy to the ACWA Board of Directors for approval, meets to review and make recommendations regarding membership eligibility and all membership applications; assists the staff with the development of recruitment and retention programs and reviews and makes recommendations regarding an equitable dues structure to the ACWA Finance Committee.

STATE LEGISLATIVE COMMITTEE - *STANDING/LIMITED* (4 PER REGION)

ACWA STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD APPROXIMATELY 10-12 TIMES A YEAR

- Every three weeks during Session in the Sacramento Office
- One planning meeting at the end of the year in the Sacramento Office

The purpose of the State Legislative Committee is to review all state legislative proposals affecting members of the Association and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's legislative program. Sets state legislative policy for the Associations. Committee members are responsible for reading relevant legislation, developing positions, working with staff to draft appropriate amendments to bills, providing input to the ACWA Board of Directors, and directing ACWA legislative staff on legislative matters.

WATER MANAGEMENT COMMITTEE - *STANDING/LIMITED* (4 PER REGION)

ACWA COMMITTEE STAFF LIAISON: DAVE BOLLAND

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences in the Sacramento office

The purpose of the Water Management Committee is to recommend policy and programs to the Board of Directors on any area of concern in water management. Work with staff in developing and making recommendations to the Board of Directors regarding policy and programs on significant areas of concern in water management, review and recommend positions regarding legislation and regulations as requested by other committees.

The committee is also responsible for the gathering and dissemination of information regarding management of agricultural and domestic water, conjunctive use, water management and conservation activities, development and use of water resources, and wastewater treatment and its reclamation and reuse.

WATER QUALITY COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: ADAM WALUKIEWICZ

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

Meeting time is allocated among three subcommittees: Aquatic Resources, Clean Water and Safe Drinking Water.

The purpose of the Water Quality Committee is to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested members of the Association to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. This committee was established to recommend policy and programs to the Board of Directors, State Legislative Committee and/or Federal Affairs Committee; promote cost effective state and federal water quality regulations affecting both agricultural and domestic water agencies; and provide a means for members to work together to develop and present unified comments on water quality regulations, as well as to coordinate with other organizations. The ACWA bylaws provide authority to the committee to develop and recommend ACWA positions and testimony on water quality regulatory issues.

Revised: June 2015



Association of California Water Agencies

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COMMITTEE CONSIDERATION FORM ASSOCIATION OF CALIFORNIA WATER AGENCIES

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4856

NAME, TITLE & EMAIL ADDRESS <small>Please print legibly</small>	COMMITTEE	Rank* 1=1st choice 2=2nd choice 3=3rd choice

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545.

RECOMMENDATION SUBMITTED BY:

Official District/Company Name _____

PLEASE WRITE IN YOUR DISTRICT/COMPANY'S OFFICIAL NAME PLEASE DO NOT USE ACRONYMS OR ABBREVIATIONS

Official District/Company Address: _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.



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COMMITTEE CONSIDERATION FORM ASSOCIATION OF CALIFORNIA WATER AGENCIES

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4856

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545 or email at paulaq@acwa.com.

NAME, TITLE & EMAIL ADDRESS	COMMITTEE	Rank*	*Rank 1= 1st choice 2= 2 nd choice 3= 3rd choice
Please print legibly			
John Doe, General Manager, JohnDoe@xyz.com	Federal Affairs Committee	1	
John Doe, General Manager, JohnDoe@xyz.com	State Legislative Committee	2	
Barbara Smith, Attorney, BSmith@abc.net	Legal Affairs Committee	1	
T.O. Goode, Chief Engineer, TOG@sbcglobal.net	Water Management Committee	1	

FORM MUST BE COMPLETE TO BE PROCESSED.

RECOMMENDATION SUBMITTED BY:

OFFICIAL District/Company Name _____

PLEASE WRITE IN YOUR DISTRICT/COMPANY'S OFFICIAL NAME. PLEASE DO NOT USE ACRONYMS OR ABBREVIATIONS.

OFFICIAL District/Company Address _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.

Crestline Village Water District

Crestline Village Water District

If this list is blank, this indicates your agency does not have anyone currently serving on an ACWA Committee

ACWA 2016-2017 COMMITTEE APPOINTMENT PROCESS TIMELINE

2015

August 3rd	Committee Appointment Packets are sent to all Agency general managers, board presidents & Friends of ACWA contacts The packet contains: List of all agency staff, directors, associate/affiliate members currently serving on ACWA committees. Committee guidelines, purposes and responsibilities. Committee consideration form and sample for the 2016-2017 term. Attendance records for limited committees 2016-2017 Committee consideration process and timeline outline.
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August 7th	Letters are sent to all current committee members notifying them of the process for reappointment to ACWA committees. IMPORTANT NOTE: All current committee members must stand again for reappointment by completing and submitting to ACWA a committee consideration form.
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September 30th	DEADLINE: ALL committee consideration forms must be submitted to ACWA. Any consideration forms submitted after this date will be added to the waiting list after ACWA's President has made his/her committee selections.
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October	Committee considerations are compiled and organized for recommendations by the new region chairs. Copy to region chairs and staff liaisons.
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October 28th	Hold meeting with newly elected region chairs/vice chairs for 2016-2017 committee recommendations.
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November 19th	DEADLINE: The incoming region chairs/vice chairs will make their recommendations for committee appointments. They will meet with the outgoing and incoming region chairs/vice chairs for training, input and continuity of the committee process.
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November 19-25	Region recommendations are compiled and organized for the new ACWA President.
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December 3rd	Region committee recommendations are submitted to the incoming ACWA President and Vice President for their consideration.
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December 11th	DEADLINE: for the ACWA President to complete committee appointments.
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December 31st	ACWA sends official appointment letters to new committee members who will serve for the 2016-2017 term. Letters will also be sent to those not appointed to committees.
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2016

1st/2nd Wk of January	Executive Assistant/Clerk of the Board holds a conference call to ratify the chair/vice chair appointments. ACWA sends letters to those not receiving an appointment to ACWA committees and places those individuals on a waiting list for possible future appointment as vacancies occur.
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