



Policy No: NKGSA – 2020-002  
Policy Title: Workgroup Policy  
Board Approval Date: April 23, 2020

## **Purpose**

The purpose of this policy is to provide direction to the Executive Officer (EO) of the North Kings Groundwater Sustainability Agency (NKGSA) when forming workgroups to complete specific tasks requiring input from member agency representatives, the public and other stakeholders.

## **Background**

The NKGSA covers the northeast portion of the Kings Groundwater Sub-basin in Fresno County. It is one of seven groundwater sustainability agencies within the Kings Sub-basin.

A Joint Powers Agreement (JPA) establishes the NKGSA governance and the North Kings Groundwater Sustainability Plan (NKGSP) provides the roadmap for how the NKGSA will reach long term sustainability. Combined, the two documents provide the framework and management strategies for achieving and maintaining groundwater sustainability within the NKGSA plan area.

The NKGSA Board of Directors appointed an Advisory Committee to assist with the development of the necessary processes and programs needed by the Board of Directors to implement the mission of the NKGSA. For the development of the NKGSP, the Advisory Committee was supported by three ad-hoc committees: Administrative/Fiscal Subcommittee; Communication/Engagement Subcommittee; and Technical Subcommittee. The NKGSA Board of Directors approved to dissolve the ad-hoc committees on February 27, 2020, given the NKGSP has been developed and submitted to DWR.

## **Rationale for Policy**

Given the ad-hoc committees have completed their identified tasks associated with development of the NKGSP and have since been dissolved, the NKGSA Board of Directors approved the use of workgroups to complete tasks identified by the Executive Officer (EO). The workgroups will complete tasks and report their efforts and findings to the Advisory Committee for consideration of presenting to the NKGSA Board of Directors. A process must be identified for establishing the process of forming the workgroups.

## **Policy**

### **Formation of Workgroups for Completion of Specific NKGSA Tasks**

#### **Specific NKGSA Tasks**

It is recommended that the EO identify specific NKGSA tasks requiring input from stakeholders thus demonstrating the need to form a workgroup.

## **Workgroup Composition**

Once the specific task has been identified, a solicitation for workgroup members will occur. The solicitation for workgroup members will include the following:

- Email notification to the Advisory Committee members to ensure each of the member agencies has an opportunity to have a representative on the workgroup.
- Email notification to the former ad-hoc committee representatives to ensure previous ad-hoc committee representatives have an opportunity to participate in the workgroup.
- Notification on the NKGSA website to allow the public to participate in the workgroup.
- Email notification to individuals who have signed up to receive general interest emails or workgroup emails to allow individuals who have interest in the specific task to participate in the workgroup.

## **Solicitation**

The email solicitation will include the following:

- Specific task to be completed by the workgroup.
- Date, time and location of the workgroup meeting(s).
- The noticing on the workgroup meeting date and time will be a minimum of two weeks prior to the scheduled workgroup meeting to allow individuals to have advance notice.
- The EO will limit the number of participants on the workgroup to one member agency representative, one previous committee member representative and three public participants representing the public and other stakeholders in the event the workgroup becomes too large to complete the specified task in a timely manner.

## **Workgroup Process**

The workgroup will meet periodically to complete the specific NKGSA task. The workgroup will select a lead for the workgroup. The workgroup lead will report to the EO following each workgroup meeting including the tasks completed and remaining tasks to be completed. Once the task has been completed, the workgroup lead will request to have an agenda item included on the next regularly scheduled or special Advisory Committee meeting. The workgroup lead and the EO will present the findings from the workgroup efforts and allow the Advisory Committee and the public to provide feedback on the efforts prior to finalizing the tasks. Once the Advisory Committee is satisfied with the efforts and the public has had an opportunity to provide comment at the Advisory Committee meeting, the workgroup tasks will be considered complete. Items requiring board action will be presented to the NKGSA Board at one of their regularly scheduled or special board meetings.