

**County of San Diego
Stormwater Capture and Use Feasibility Study
Technical Advisory Committee**

Principles of Participation

Mission

The County of San Diego Stormwater Capture and Use Feasibility Study Technical Advisory Committee (TAC) will provide input and feedback during the preparation of the Stormwater Capture and Use Feasibility Study. TAC members will share data sources, review sections of the study as they are developed, and serve as a representative voice of their stakeholder group, organization or agency.

Responsibilities of Committee Members

To accomplish the mission described above, TAC members are being asked to:

- Become familiar with the purpose and scope of the study
- Provide informed feedback to the project team (County of San Diego staff and Consultant team) at the milestones in the study development process (see Meeting Agenda section below)
- Read all agenda and background materials distributed prior to the meetings by the project team
- Review sections of the Stormwater Capture Feasibility Study and provide comments using the comment form provided with the draft sections
- Publicize opportunities for members of their respective organizations and other organizations to participate in the study development process, including the TAC meetings
- Listen carefully to others; the TAC will function best when we understand and value one another's views and experiences
- Help create a respectful and productive working environment

Representation

TAC members will be chosen by identifying representatives from organizations and agencies that represent the various elements that will be considered in the Stormwater Capture and Use Feasibility Study.

Each TAC member is encouraged to report back to his or her respective constituency to inform them about the TAC's discussions and the progress of study preparation. Meeting summaries will be prepared to facilitate this effort. Project team staff will be available to assist in this communication process, if desired.

If a TAC invitee declines participation in the TAC or at any point becomes unable to serve, he or she will inform the project team, and the project team will be responsible for finding a replacement.

Discussion Process

TAC members agree to abide by the following discussion process during the meetings:

- All participants are welcome to speak freely
- All comments will be brief and constructive so that others can also speak

- All perspectives are valued
- One person speaks at a time
- The preferred deliberation process is collaborative problem solving
- Committee members treat each other with respect
- A neutral third-party will facilitate the meetings

Attendance

In order for the process to work effectively, full participation of representatives will be essential. TAC members are asked to commit to consistently attend meetings. Meetings will be generally held during the late morning on a weekday.

Support

A neutral third-party facilitator from the Consultant team will facilitate all TAC meetings. The role of the facilitator is to ensure all perspectives are heard through a collaborative discussion process. The project team will provide technical and logistical support, including making presentations, answering questions, coordinating meetings, and documenting meeting content.

Meeting Agendas

The project team will be responsible for preparing the agendas, with consideration of input from TAC members. Agendas and assigned reference materials will be distributed by email in advance of each meeting. Preliminary TAC meeting discussion topics include:

- **Meeting 1:** Identified Data Sources and Data Request – July 2017
- **Meeting 2:** Data Collection Summary, Modeling Approach and Preliminary Results – October 2017
- **Meeting 3:** (WebEx) Modeling Approach and Final Results – December 2017
- **Meeting 4:** Project Prioritization Approach and Results – March 2018
- **Meeting 5:** Cost Analysis Method and Results – April 2018
- **Meeting 6:** Draft Feasibility Study – July 2018

Open Meetings

The County of San Diego has determined that TAC meetings will be open to the public to facilitate information sharing. However, meetings are intended for the benefit of the members to promote balanced, constructive interaction. There will be an opportunity for public questions and comments at the end of each meeting. Members of the public providing comment will be asked to limit their statements to three minutes or less.

Information Sharing

TAC members may want to share information and documents with other TAC members during the study development process. To ensure that all members have the same information available to them, all documents are to be distributed through the established point of contact:

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