

General Expectations for the Wastewater Needs Assessment (WWNA) Advisory Group

Purpose

This document provides more details on the general expectations regarding the Wastewater Needs Assessment (WWNA) Advisory Group. The Advisory Group will provide key input to and feedback on the WWNA as it develops.

Background

The WWNA is a four-year assessment project, that began in July 2023, to provide information on and strategies to address California's water-related sanitation system needs. This is an outcome from adopted California State Water Resources Control Board (the Board) [Resolution No. 2022-0019](#) and [Resolution No. 2016-0010](#), recognizing Californians' equal and human right to sanitation and that safe wastewater management is critical to human and environmental health.

The Board will accept applications from various entities to the Advisory Group including but not limited to: local government agencies, state and federal agencies, California Native American tribes and other tribal sovereignties, non-profits, consultants, and other interested members of the general public.

Relationship of the Advisory Group to the Board

The Advisory Group is a consultative body that advises the development of the Board's WWNA, and other associated key analyses and policies as needed. Recommendations will be brought to the Board through a public process. The Advisory Group does not have additional authorities or final decision-making power.

Membership

- a. Composition: The Advisory Group consists of up to 30 members. Members will include but are not limited to members of the following sectors:
 - (A) Community Based Organization or Nonprofit
 - (B) Wastewater system (i.e., sewage collection systems, sewage treatment plants, etc.)
 - (C) Consulting
 - (D) Government – Tribal Entity, Federal, State, County
 - (E) Academic
 - (F) Wastewater Industry Association
 - (G) Business community
 - (H) Other interested members of the general public
- b. Appointment and Term: Members will serve up a 3-year term. Members can designate one alternate from their organization but only one member from an organization can attend any single meeting.

- c. Compensation and Expenses: There are a limited number of stipends available for community-based organization participants.
- d. Member Responsibilities:
 - (A) Members are expected to attend quarterly meetings and are encouraged to contact the University of California Los Angeles or Board staff if an absence is expected.
 - (B) Members are expected to read materials (draft proposals and documents) distributed in advance of meetings in order to participate fully in meetings. Members are expected to complete Advisory Group action items and reviews that they agree to by the agreed upon date.
 - (C) Members who can no longer actively participate in group Advisory Group activities must inform the Board lead or UCLA and their membership in the group Advisory Group will be terminated.
 - (D) Members may be removed from the Advisory Group due to excessive absences, considered more than two absences from Advisory Group meetings in a calendar year. Exceptions may be made on a case-by-case basis due to serious illness or other circumstances.

Procedural Rules

- a. Meetings: The Advisory Group will meet four times a year virtually, anticipated to be 2-3 hours each.
- b. Meeting Materials: UCLA and Board staff will prepare meeting agendas and associated meeting materials.
- c. Meeting Locations: All Advisory Group meetings will be virtually held via Zoom or Microsoft Teams.
- d. Facilitation: UCLA and Board staff will facilitate Group Advisory Group meetings.

Meeting Protocol

- a. Meeting Guidelines: The following meeting guidelines encourage productive deliberation:
 - (A) Listen actively and do not interrupt.
 - (B) Speak briefly and allow everyone to participate.
 - (C) Respect each other and disagree without being disagreeable.
 - (D) Prepare for each meeting.
 - (E) Attend each meeting and get up to speed if unable to attend. Ensure to let organizers know in advance if unable to join a meeting.
 - (F) Honor the agenda and support meeting start and end times.

Members will do their best to follow the guidelines and give Board staff the authority to enforce the guidelines; act in good faith in all aspects of Advisory Group deliberations; and conduct themselves in a manner that promotes joint

problem solving, collaboration, and consideration of the input and viewpoints of other participants.

- b. Group Comments: Members provide constructive advice and feedback on the WWNA and other associated key analyses and policies, with final determination by the Board. The Advisory Group does not develop consensus recommendations or majority opinions. The WWNA team will gather and review all comments from Members and the public and document areas of agreement and disagreement in the public meeting minutes. Advisory Group comments are advisory to on the WWNA and will be provided for consideration by the Board for implementation at the Board's discretion following a public process.
- c. Public Comment: Meetings include opportunities for public comment on agenda items.