

PROGRAM CHARTER
RURAL LEVEE REPAIR CRITERIA
February, 2012

Table of Contents	
A. Introduction.....	1
B. Charge and Deliverables	1
C. Membership/Participants	2
D. Roles and Responsibilities.....	2
E. Decision-Making within Work Group	3
F. Schedule and Work Plan	3
G. Protocols and Meeting Ground Rules.....	4

A. Introduction

The Central Valley Flood Protection Board (Board) adopted the 2012 Central Valley Flood Protection Plan (CVFPP) with Resolution No. 2012-25. Section 11 (h) of the Resolution states the following intent:

The Board will create an advisory committee, or other appropriate group, working with DWR, local maintaining agencies, interested stakeholders, and the USACE to develop rural levee repair and improvement criteria, to be applied to planned or emergency work. The Board intends for the advisory committee or group to produce draft criteria to be available by July 1, 2013.

This intent is consistent with a DWR commitment in the Draft 2012 Central Valley Flood Protection Plan (CVFPP) to develop levee repair criteria for rural-agricultural areas, in coordination with local and regional flood management agencies (Rural-Agricultural Area Flood Management, Page 4-09). Development of a common, consistent set of rural levee repair standards is necessary to aid local levee maintainers to efficiently and effectively plan, design and construct these repairs. The Board Resolution and the commitment in the CVFPP identify the need to develop these standards to assist in needed repairs to the SPFC in rural areas of the central valley.

This Program Charter will describe the scope and deliverables of the Rural Levee Repair Criteria (RLRC), identify the RLRC Work Group members and roles, present the anticipated criteria development schedule and describe the Work Group protocols and ground rules.

B. Charge and Deliverables

The Board has requested that DWR form a work group of interested stakeholders to develop criteria to be used as guidance for repair of documented rural levee performance problems. Consideration will also be given to standards for repair of associated levee facilities, as well as for repairs of other State Plan of Flood Control facilities such as channels, access roads and

structures, but the primary focus will be on repair of levees and embankments. Following this guidance, levee performance problems will be repaired to an acceptable level of safety and stability. This criteria will provide a standard approach to levee and structure repair, without specifying specific design criteria such as seepage gradient, stability factors of safety, material gradation, etc. Standard engineering practice will support implementation of these criteria to design and construction of the repairs. The resulting repairs are anticipated to be exempt from the requirements of Title 23. It is anticipated that two deliverables will be prepared – Draft Rural Levee Repair Criteria and Final Rural Levee Repair Criteria.

It is important to note that the RLRC will only address repairs to rural levees, and is not intended to include criteria for new levee construction, for achieving specific levels of flood protection, or for repairs to levees in urban or urbanizing areas.

C. Membership/Participants

In addition to selected DWR members, Work Group members will include representatives of the local maintaining districts, members of the Central Valley Flood Protection Board (CVFPB) and staff, USACE representatives, and a member of the California Central Valley Flood Control Association.

The group will be limited to a maximum of approximately 15 people to allow for facilitated dialogue and interaction. All members will be expected to have sufficient technical expertise to help develop the desired information outlined in Charter Section B (Charge and Deliverables).

Specifically, the following persons have been identified as initial members of the Rural Levee Repair Criteria Development Work Group. Final membership will be determined by solicitation and finalized during the initial meetings of the RLRC Workgroup.:

Dave Wheeldon	DWR Program Manager, DWR Lead
Noel Lerner	DWR Executive Sponsor
Ran Singh	DWR Project Manager
Ali Porbaha	CVFPB Representative
TBD	USACE Representative
Bill Edgar	CVFPB Member
John Cain	NGO Representative – American Rivers
Ric Reinhardt	RD Representative
Lewis Bair	RD Representative

D. Roles and Responsibilities

Executive Sponsor: Serves as a resource for policy guidance on an as-needed basis for development and completion of Work Group deliverables.

DWR Lead: Serves as the leader of the Work Group and helps ensure that all relevant perspectives related to the Charge and Deliverables are discussed and captured in written documents. Responsible for executing the program Charter, for making final decisions regarding the structure and content of the Rural Levee Design Criteria, and producing associated documents.

Additional Technical Support: Consists of topic-specific subject matter experts from DWR, and outside expertise as needed. Staff will communicate and convene as needed to meet with, plan, and support the Work Group on specific work assignments.

Work Group: Members (1) report to Coordinating Committee the status and progress of the RLRC development; (2) contribute expertise, data and information to clarify discussions, eliminate false assumptions, and advance innovation; (3) serve as the liaison to communicate information to and from their organizations and constituencies; (4) act in a manner that will enhance trust among all partners and interested parties, and; (5) provide recommended draft and final RLRC documents to Coordinating Committee.

Facilitation Support: Provides neutral leadership to the dialogue process and meeting management. The facilitators are content neutral, which means they will not try to promote a particular outcome for the group. The facilitators will advocate, however, for the process, which means they will work to help the Work Group stay within scope and follow the terms of the Charter. They will also actively suggest methods to accomplish tasks and oversee preparation of meeting summaries.

E. Decision-Making within Work Group

This is an advisory rather than a final decision making group. The Work Group and technical staff will use a consensus-seeking approach and work diligently to find common ground on issues. To the extent this is possible, DWR will be inclined to receive the recommendations favorably.

F. Schedule and Work Plan

The RLRC Development Work Group will convene regularly, and is expected to continue through October 2013. It is most likely that the completion date of July 2013 will not be met, given the coordination and work effort required to complete the draft criteria. Attendance is critical to ensuring the group completes its work on schedule.

The following timeline details the RLRC Development Work Group meetings, deliverables and milestones.

February 20, 2013	Present RLRC status and progress update to CVFPB Coordinating Committee. RLRC Development Work Group to meet as needed to incorporate comments and finalize draft RLRC.
September, 2013	Provide Draft Rural Levee Repair Criteria to CVFPB Coordinating Committee. Address and incorporate comments.

G. Protocols and Meeting Ground Rules

Protocols

- Outside of work group meetings, people will represent comments made in these meetings as organizational or general group comments. Personal references should be avoided.
- All members agree to act in good faith in all aspects of this process and to communicate their interests.
- Members agree not to make commitments they do not intend to keep.
- Parties will act consistently in other forums where similar topics are being discussed, including sessions with the press.
- Members agree to make a concerted effort to provide requested information to other members or to explain the reason why not.
- Meeting notes will be prepared with a focus on key points, ideas, and action items rather than as transcripts. Unless very specific to understanding the content, references will generally be made to the content rather than the members.
- Members will be permitted to share draft elements of the RLRC with their colleagues for feedback. In this context members will be asked to use their discretion to ensure that the text is not circulated beyond their immediate circle of colleagues.

Meeting Ground Rules

- **Use common conversational courtesy.** Don't interrupt each other, use appropriate language, avoid side conversations at the table.
- **Humor is welcome** but should never be at someone else's expense.
- **Stay focused on the charge and deliverables.** There are many related issues and topics that could be discussed. Such topics will be noted, but will not be the focus of discussions.
- **Focus on the substantive technical issues,** not on formatting, structure, or wordsmithing. The most helpful input will be advice on how to best address the key technical issues, not how to organize of the document.
- **All ideas and points have value.** The purpose of the work group is to share ideas and capture various perspectives. All ideas have value in this setting. If you believe another approach is better, offer it as a constructive alternative. Please avoid ascribing motives to others.
- **Members have a right to change their minds** as information is discussed and conditions change.
- **Electronics Courtesy.** Please turn cell phones or other electronics off or to silent mode. If you do not believe you will be able to participate fully, please discuss your situation with one of the facilitators.
- **Be comfortable.** Please help yourself to refreshments or take personal breaks.
- **Spelling doesn't count** when working on documents in the room.
- **Honor time.** We have ambitious meeting agendas, so please follow the time guidelines provided by the facilitator.