

Paso Basin Cooperative Committee

March 7, 2018

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Key Administrative needs

Immediate administrative needs

- Describe considerations
- Present proposed approach
- Seek Committee input

Potential Future administrative needs

- Describe considerations
- Seek Committee direction

Meetings

Committee

- Consider more frequent schedule
- Give preference on location(s)



County/City Staff

- Coordinate venue(s)
- Coordinate equipment
- Engage GSP Consultant

Agendas

Each GSA County Staff County Staff County Staff Committee Publish Coordinate Compile Input on Develop /Post Agenda Agenda future draft Agenda materials items GSAs' Staff/ **GSAs' Staff Chair GSP Consultant** Review Provide Agenda Approve Agenda material (as needed)

Minutes

County Staff

 Record and develop draft minutes



- Review and amend (as needed)
- Approve draft for submission

County Staff

Publish draft minutes with Agenda

Committee

Consider approval at meeting



Officer Roles

Chair

- Set Agendas
- Preside over meetings

Vice Chair

 Step in as Chair (in Chair's absence)

Secretary

 Review and approve draft minutes for submission to Committee

Treasurer

 Consider electing to provide financial oversight

Request Direction on...

<u>Meetings</u>	<u>Agenda</u>
 Set regular meeting schedule 	Confirm process
 Provide preference regarding location 	
<u>Minutes</u>	Officer Roles
 Confirm process 	 Consider electing
	Treasurer or hiring consultant to support

Future administrative considerations

Finance

- Develop annual budget
- Approve Annual budget
- Develop record of expenditures

Legal

- Advice during meetings
- Deliverable review

Outreach/ Engagement

- Website hosting/ maintenance
- Content development
- Posting & distributing



For more information, join our email list: www.slocountywater.org/sgma