

Safe, Clean Water Program

Watershed Coordinator Communication Guidelines

Effective communication with a broad group of watershed stakeholders is fundamental to accomplish the Watershed Coordinator's Scope of Work. Recognizing that Watershed Area Steering Committee (WASC) Members serve in the capacity of watershed stakeholders, the Watershed Coordinator will need to communicate periodically with WASC Members between publicly-noticed meetings of the WASC.

Given that the WASC is subject to the requirements of the Ralph M. Brown Act (Act), communications between the Watershed Coordinator and other WASC Members require special attention. The following guidelines are intended to assist Watershed Coordinators with keeping their communications consistent with the requirements of the Act:

- The Watershed Coordinator is responsible to be familiar with and to comply with the requirements of the Act.
- With certain exceptions, the Act requires WASC Members (including the Watershed Coordinator) to discuss items of WASC business only during scheduled WASC meetings.
- The Watershed Coordinator may engage in separate conversations with individual or small groups (2-3) of WASC Members, to gather information and background on their proposed projects or programs, but must avoid communicating or sharing the comments, positions or views of one WASC Member or group with any other WASC Member or group.
- The Watershed Coordinator should be careful to avoid engaging in any series of conversations with individual or groups of WASC Members that might result in the discussion, deliberation or other exchange of ideas among a majority of the WASC Members on a particular matter of business within the WASC's jurisdiction (i.e. serial meeting).