CALIFORNIA CYANOBACTERIA AND HARMFUL ALGAL BLOOM NETWORK (CCHAB NETWORK) CHARTER

ADOPTED ON 9/29/16, UPDATE APPROVED AT JULY 2019 CCHAB NETWORK MEETING

MISSION STATEMENT

The mission of the CCHAB Network is to work towards the development and maintenance of a comprehensive, coordinated program to identify and address the causes and impacts of cyanobacteria and harmful algal blooms (HABs) in California.

NEED FOR THE CCHAB NETWORK

Cyanobacteria are present in most freshwater and marine ecosystems, and perform many roles that are vital to the health of these ecosystems. Excessive growth of cyanobacteria can challenge drinking water systems and lead to HABs that cause water quality issues such as impairment of beneficial uses of waterbodies, reduced aesthetics, low dissolved oxygen concentrations, and taste and odor problems in drinking water. However, the production of toxins (called cyanotoxins), which have been known to cause illness and mortality in humans, domestic pets, wildlife and livestock, is the most concerning.

BACKGROUND AND DESCRIPTION

The CCHAB Network, formerly the Statewide Blue-Green Algae Working Group, was established in 2006 in response to record-setting toxin producing blooms in the Klamath River reservoirs. As with Klamath River reservoirs, management of waterbodies in California varies, and the response to HABs varied as well.

Since its establishment, the CCHAB Network has developed guidance for responding to HABs, including action levels for cyanotoxins; held trainings on HAB identification and sampling; and funded a number of grant projects. These efforts demonstrated a need for the development of a long-term vision and strategic plan for identifying and managing HABs in California. Four key goals were identified – prioritization of management questions, synthesis of existing data, identification of data gaps, and the development of communication tools.

OBJECTIVES

1. Develop a unified multi-entity program to identify and address HABs in California's freshwater ecosystems.
2. Promote improvements in, and coordination of monitoring assessment, reporting, and management of HABs in California.
3. Develop collaborative relationships among entities (e.g. federal, tribal, state, and local agencies, academic researchers, end-users and stakeholders) responsible for addressing HAB concerns and impacts on beneficial uses.
4. Coordinate with the California Harmful Algal Bloom Monitoring and Alert Program (Cal HABMAP).
5. Make efficient use of federal, tribal, state, regional, and academic resources to address cyanobacteria and HAB concerns by sharing information to avoid duplicative efforts; promoting research, monitoring, and assessment; identifying technical and policy gaps, and communicating HAB concerns to the public.
6. Work collaboratively toward public awareness of the risks associated with HABs to people, pets, livestock and wildlife.

MEMBERS AND REPRESENTATION

Membership in the CCHAB Network is open to any individual or organization actively dealing with, or interested in, HABs. The CCHAB Network includes federal, state, Tribes and local agencies, environmental laboratories, waterbody managers, public health agencies, stakeholders and end-users (such as ranchers, fishermen, veterinarians, and wildlife rescue groups), scientific researchers, and non-governmental organizations affected by HABs. Agencies that have key assessment, management, monitoring, or restoration programs are encouraged to participate in the CCHAB Network and its subcommittees (see section below). Members are expected to not only "represent" the mandates and vision of their agencies, but to serve as liaisons between their agencies and the CCHAB Network. As such, they should promote the objectives of the CCHAB Network within their agencies. The quarterly meetings are open to viewing by the public.

Membership Responsibilities

Members of the CCHAB Network are responsible for:

- o Regular attendance at CCHAB Network meetings.
- o Identifying needs and challenges related to HABs to be addressed by the CCHAB Network.
- o Reporting on HAB monitoring and results
- o Assisting on subcommittees (as time permits) to help accomplish the objectives of the CCHAB Network.
- o Active participation in the discussion and decision making process during CCHAB Network meetings.

CCHAB NETWORK STRUCTURE

CCHAB Network Relationship to the Monitoring Council

The CCHAB Network is a workgroup of the California Water Quality Monitoring Council. The Monitoring Council establishes common policies and guidelines for the workgroups and the programs they represent, acts as a clearinghouse for standards, guidelines, and collaboration; resolves key issues that affect multiple workgroups; provides support for workgroup actions, and improves visibility of workgroup efforts. The CCHAB Network will keep the Monitoring Council apprised of progress towards workgroup goals and will raise issues to the Monitoring Council that cannot be resolved within the workgroup or that may affect multiple workgroups of the Monitoring Council.

CCHAB Network Co-Chairs

The CCHAB Network will be led by three Co-Chairs, selected by the members of the CCHAB Network. The Co-Chairs should represent the various interests, including management, monitoring, policy, communication, and scientific research as well as the diversity of organizations involved with HABs (e.g. tribe, state, federal or local agency, and non-governmental organizations). The initial CCHAB Network Co-Chairs represented a state government agency, a Native American tribe, and a science support organization. No more than one individual from each organization may serve concurrently as Co-Chair. The Co-Chairs should have a direct managerial role or conduct research on HAB issues in California. Staff support for the Co-Chairs will come from either their representative organizations or from a partner agency.

The Co-Chair tenure will be for a period of two years, with the possibility of serving consecutive, or non-consecutive, tenures without limit. ANY member of the CCHAB Network may nominate another member of the CCHAB Network to be considered for one of the Co-Chairs during a CCHAB Network meeting. The nomination will be considered and agreed upon by all CCHAB Network members present at the meeting, after all nominations have been submitted. If consensus cannot be reached, formal majority will decide selection of the new Co-Chair (see section on Decision Making).

Co-Chair Responsibilities

The Co-Chairs work cooperatively to ensure that the CCHAB Network continues to make progress toward the mission and objectives of the CCHAB Network. The Co-Chairs are specifically responsible for:

- Ensuring the CCHAB Network meets on a regular basis, at the frequency specified in this charter.

- Facilitating the CCHAB Network meetings, including develop agendas.

- Overseeing the various subcommittees to ensure they continue to make progress towards the goals for which they were established.

- Nominate and/or oversee the formation of new subcommittees (and their goals), or disband existing subcommittees that have completed their tasks or become inactive. Approval to such changes to be provided by the membership of the Network.

- Bringing issues to the Monitoring Council when there is a lack of consensus among the CCHAB Network.

- Reporting to the Monitoring Council on CCHAB Network progress at least annually.

- Advocating with identified organizations when their specific action is needed to further CCHAB Network objectives.

- Maintaining the diversity of the CCHAB Network through outreach to organizations identified as important to CCHAB Network efforts.

Subcommittees

The CCHAB Network may form standing or ad hoc subcommittees to focus on specific technical or programmatic areas with approval of the Co-Chairs. Subcommittees will be formed on an as needed basis to address a specific technical or programmatic need. The subcommittees will provide a mechanism for more detailed and intensive participation and discussion. Each subcommittee shall select a leader who will serve as liaison and reports to the Co-Chairs. Each subcommittee leader shall report to the CCHAB Network during quarterly meetings on progress and recommendations. Individuals or organizations with relevant expertise may serve on the subcommittees.

- Each subcommittee will define objectives and goals which they will bring to the Co-Chairs for approval.

- Each goal should have a timeframe in order to define and scope the process.

- Recommendations and work products will be reviewed by the Co-Chairs and presented to the CCHAB Network for approval.

- Subcommittees are encouraged to reach out beyond the CCHAB Network for any resources that relate to the subcommittee topic.

- Subcommittees are encouraged to have diversity of participants (e.g. Tribes, state agencies, scientific researchers, local government and NGOs) that directly relate to subcommittee objectives.

Subcommittee Leader Responsibilities

Each subcommittee will have a leader or co-leads appointed by that subcommittee. The subcommittee leader will:

- Encourage the subcommittee to meet as often as necessary to work toward completing the goal(s) for which they are responsible.

- Facilitate subcommittee meetings.

- Report back to the Co-Chairs and to the CCHAB Network at regularly scheduled meetings. These brief reports should include: (1) the progress and accomplishments of the subcommittee, (2) action items that the subcommittee is working on, and (3) any challenges or issues the subcommittee faces.

Provide an annual update to the Co-Chairs which includes (1) a summary of the previous year's activities, (2) listing of the members of the subcommittee, (3) the plans and direction of the subcommittee relative to its stated goals.

CCHAB NETWORK MEETING LOGISTICS

Meeting dates, locations and agendas will be decided on by co-chairs and distributed via lyris list-

serve and posted on the CCHAB Network Webpage. A standing item will be included in the agenda to identify or suggest agenda items for future meetings. In addition, any member requesting to add/or revise an agenda topic may do so by sending an email to the Co-Chairs at least two weeks before the next CCHAB Network meeting. Final agenda content, order of presentations, and speakers or presenters will be determined by the Co-Chairs. The final agenda will be posted on the CCHAB Network website at least one week before the next CCHAB Network meeting.

Meeting Procedures

One of the Co-Chairs will facilitate the meeting according to the agenda, including presentations, discussions, and decision-making. Meeting notes will be transcribed by State Water Resources Control Board support staff and distributed to Co-Chairs for initial review. Any comments, or edits to meeting notes, should be submitted to State Water Board staff and Co-Chairs prior to or at the following CCHAB Network meeting. Any updated version of the meeting notes will be posted to the CCHAB network page.

Pertinent products, such as meeting notes, agendas, and presentations (for which presenter approval for posting is obtained) will be posted on the CCHAB Network website by State Water Resources Control Board support staff.

CCHAB Network members are encouraged to attend meetings in person, but if that is not possible, then attendance by web conference is available.

COM MUNIC ATION

CCHAB Network members are encouraged to communicate regularly on subjects of interest or work assignments that might arise and reach out to CCHAB Network members and colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.

All communications of the CCHAB Network with the Monitoring Council will be directed by the Co-Chairs.

With respect to discussing the activities of the CCHAB Network in other forums, only Co-Chairs may formally represent the CCHAB Network, unless decided otherwise by the Network. However, any member may report on activities in a factual manner. Representation of the CCHAB Network and contact with the media should remain the purview of the Co-Chairs.

Co-Chair contact information will be maintained on the CCHAB website during the Co-Chair tenure.

The CCHAB Network and each subcommittee will seek consensus on all issues and recommendations. Members of the CCHAB Network intend that meetings foster new ideas, open dialogue, and constructive debate. When consensus is not reached, CCHAB Network members may vote on issues and recommendations. Each member organization/division/region will retain one vote. CCHAB Network members should recuse themselves from "voting" or deliberating on issues for which they may have a perceived or actual conflict of interest.

Members will represent their agencies and organizations in good faith, ensuring that important issues, documents, products, or positions are taken back to managers and colleagues at their respective agencies/organizations for dissemination and, in appropriate cases, feedback. This "information loop" is expected to be an important function of the CCHAB Network and will facilitate consistent information sharing so that policies and procedures related to HAB monitoring, assessment, reporting, and management are consistent among member agencies to the extent

practicable.

Decision Making Process

Consensus-Based Decision-Making Process: CCHAB Network members will seek to reach agreement on a course of action to address an issue or set of related issues through consensus' thereby, working together to find mutually acceptable solutions.

Successful consensus processes will follow these guiding principles:

- Consensus Decision-Making – Participants make decisions by agreement rather than majority vote.

- Flexibility – Participants design a process and address the issues in a manner they deem most appropriate to the situation.

- Shared Control/Ground Rules – Participants share responsibility with the facilitator setting and maintaining the ground rules and a process for creating outcomes.

- Commitment to Implementation – All stakeholders commit to carrying out their agreement.

Stakeholders follow these elements of a Consensus Based Decision:

- All Members agree with the proposed decision and are willing to carry it out;

- No Member will block or obstruct the decision or its implementation; and,

- All Members will support the decision.

Possible Levels of Consensus

Consensus can take a number of forms by individual members, including the following:

- I can say an unqualified "yes"!

- I can accept the decision.

- I can live with the decision.

- I do not fully agree with the decision; however, I will not block it and will support its implementation.

When consensus cannot be achieved by the Network or a subcommittee, the organization will respect divergent views, seek technical guidance, and move to majority vote.

Voting Process

The CCHAB Network has agreed on the following guidelines for decision making when a consensus is not met. All Members are encouraged to participate in the discussion and identification of concerns. Voting is restricted such that one representative from each organization/division/region will be granted one vote:

- Discussion of the item: The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential

proposals for action are often identified during the discussion.

- <u>Identification and addressing concerns:</u> If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern. The dissenting party/parties may supply an alternative proposal or a process for generating one, to consider unique or shared concerns be addressed. To allow time for resolution of the concern, a vote will be sought at the next meeting of the CCHAB Network.

- <u>Call for a vote:</u> The facilitator of the decision-making body (i.e., Co-Chair(s) or subcommittee lead) calls for a vote on the proposal, as reflected in the meeting agenda. At the meeting, each organization/division/region states his/her agreement or disagreement with the proposal. A majority of the votes cast (one per organization/division/region) determines the outcome.

WEB INFORMATION
- California Harmful Algal Blooms (HABs) Portal (https://www.MyWaterQuality.ca.gov/habs/)
- CCHAB Network Website (https://mywaterquality.ca.gov/monitoring_council/cyanohab_network/index.html)
- CCHAB Network list serve (under GENERAL INTEREST header, in Monitoring Council Workgroups section; https://www.waterboards.ca.gov/resources/email_subscriptions/swrcb_subscribe.html#cwqmc)