

# **Roles and Responsibilities of Environmental Advisory Committee (EAC) Members and San Antonio River Authority (SARA) Staff**

## **SARA will be responsible for the following**

### **Contact information:**

- Email is the preferred method of communication between EAC and SARA as it will allow for accurate record keeping and organized exchanges.
- Brian Mast and Ivalis Gonzalez of SARA's Intergovernmental/Community Relations Department will serve as primary contacts for all communications between EAC and SARA.
  - Brian Mast, Intergovernmental Relations Specialist:  
[bmast@sara-tx.org](mailto:bmast@sara-tx.org); 210-302-3287
  - Ivalis Gonzalez, Intergovernmental Relations Technician:  
[igonzalez@sara-tx.org](mailto:igonzalez@sara-tx.org); 210-302-3282

### **Meeting information:**

- Time, Date and Location of all meetings
  - Regular EAC meetings will be held on a quarterly basis.
  - It is anticipated that meetings will last approximately 2 hours. Every effort will be made to keep meetings on schedule; however, depending upon unknown variables (e.g. length of group discussion/questions), some meetings may last longer than two hours, but no longer than three hours.
  - Meetings will rotate venues amongst the four counties in the basin.
  - Six weeks prior to each quarterly meeting, SARA will contact the EAC via email seeking consensus on the date/time of the upcoming meeting.
  - Four weeks prior to each quarterly meeting, SARA will contact the EAC via email to identify the consensus date/time of the upcoming meeting. A draft meeting agenda will be included at this time.
  - One week prior to each quarterly meeting, SARA will contact the EAC via email to send the final meeting agenda and any supporting material.
- 2008 quarterly meetings (tentative pending consensus)
  - 1st week of May (14-18); 9-11 a.m., 3-5 p.m., 5-7 p.m.; Wilson County Location TBD
  - 4<sup>th</sup> week of June (23-26); 9-11 a.m., 3-5 p.m., 5-7 p.m.; Karnes County Location TBD
  - 4<sup>th</sup> week of September (22-26); 9-11 a.m., 3-5 p.m., 5-7 p.m.; Goliad County Location TBD

- 3<sup>rd</sup> week of December (15-19); 9-11 a.m., 3-5 p.m., 5-7 p.m.; Bexar County Location TBD
- Special meetings may be necessary based on individual project timelines.
  - EAC will be contacted via email at least four weeks prior to any special meetings being scheduled to seek date/time consensus. SARA will determine the appropriate location for special meetings.
  - EAC will be contacted via email at least two weeks prior to a special meeting to identify the consensus date/time of the upcoming special meeting. A draft meeting agenda will be included at this time.
  - EAC will be contacted via email one week prior to any special meeting in order to be given the agenda and any supporting material.
- Agendas for quarterly and/or special meetings may include information which requires EAC input/feedback. SARA may also seek EAC input/feedback for some programs that do not require EAC comments. Some material presented may be for informational purposes only.
- SARA shall provide EAC with dates, times and locations of additional non-EAC specific public meetings/events and encourage EAC member participation.

**SARA seeking EAC input/feedback:**

- When SARA requires EAC input/feedback:
  - SARA will provide detailed information at quarterly and/or special meetings of the projects that require EAC comments and/or recommendations.
  - SARA will provide the EAC an adequate response time (no less than two weeks) for all projects that require EAC comments and/or recommendations.
- SARA may seek input/feedback for projects that do not require EAC comments. SARA may provide information for projects that do not require EAC comments either at quarterly and/or special meetings or only via email. In these instances, SARA will still provide the EAC an adequate response time (no less than two weeks).
- SARA will consider all comments and/or recommendations based on the requirements of each individual project. EAC input/feedback may be included in the project's final report; however, if the input/feedback is not included, EAC will receive an explanation for the absence of the input/feedback.
- SARA will inform its Board of Directors of all final EAC recommendations.
  - SARA Board of Directors Communications Committee and/or Operations Committee will be briefed prior to presenting EAC information to the full board.
  - EAC will be informed of date/time/location of relevant Board of Directors meetings or committee meetings when EAC recommendations are to be presented and discussed.

## **EAC will be responsible for the following**

### **Contact information:**

- EAC shall provide SARA with appropriate contact information, including email address. It will be the responsibility of the individual EAC members to promptly inform SARA of any changes to their contact information.
- EAC members shall preferably correspond with SARA contacts (Brian Mast and/or Ivalis Gonzalez) via email. EAC members should feel free to correspond with SARA (preferably via email) as often as needed.

### **Meeting information:**

- EAC members shall respond in a timely manner to SARA emails and/or requests for information, particularly those seeking quarterly and/or special meeting date/time consensus.
- EAC members shall make every effort to attend quarterly and/or special meetings.
- EAC members shall review agenda and all supporting material prior to each meeting. This will be helpful in order to keep meetings on schedule.
- An EAC member may request items be added to future agendas. SARA will make every effort to place such requests on a future agenda. If a requested item is not placed on the agenda, SARA will provide an explanation and seek to provide an alternative response to the request.

### **EAC input/feedback:**

- EAC members shall individually provide comments and/or recommendations for all projects in which SARA presents seeking EAC input/feedback. This includes projects that require EAC comments as well as those that do not require EAC comments.
- EAC members shall individually provide all SARA requested comments and/or recommendations by emailing Brian Mast or Ivalis Gonzalez within the given comment period (no less than 2 weeks as previously noted). Comments and/or recommendations shall be submitted individually by each EAC member to guarantee all stakeholder groups equal access.
- When a final EAC vote of approval is required for a project, the “yes” or “no” decision will be determined by a simple majority vote held at a quarterly and/or special meeting with a quorum of EAC members present.
- In circumstances in which an EAC vote of approval is not specifically required of the project, but still sought by SARA, the EAC members may be polled either at a quarterly and/or special meeting or via email.