



SAFER DRINKING WATER



SAFE AND AFFORDABLE FUNDING FOR EQUITY AND RESILIENCE

Expectations For The Safe And Affordable Funding For Equity And Resilience (SAFER) Advisory Group

The SAFER Advisory Group is a consultative body that provides the State Water Board with constructive advice and feedback on the Safe and Affordable Drinking Water Fund Expenditure Plan and other related policies and analyses. The Advisory Group does not vote or make decisions. All members are expected to adhere to the following expectations:

Maintain regular communication with State Water Board staff.

- Promptly respond to emails, mails, phone calls, voicemails.
- Confirm receipt of email communications and inquiries.
- Promptly communicate absences, technology, and travel needs in advance of meetings.
- Communicate with SAFER staff at safer@waterboards.ca.gov or call (916) 445-5615.

Attend all meetings. Advisory Group members must attend all Advisory Group meetings. If unable to attend, members should notify Water Boards staff in advance. More than 2 unexcused absences may lead to dismissal from the appointment.

- **Be on time.** We will start and end the meeting according to the agenda. If you arrive late, please do not interrupt the call and instead try to catch up as best as you can.
- **Be prepared.** Come with a positive attitude, review the meeting agenda and materials before the meeting, and be prepared to discuss issues and offer solutions.
- **Participate actively throughout the entire meeting.** Show respect for everyone's time by avoiding multi-tasking, silencing your phone, closing email.

Create and support an inclusive environment. In alignment with our commitment to racial equity and the human right to water, members should conduct themselves in a way that creates an inclusive environment for their fellow Advisory Group members.

- **Be open to hearing differing opinions and perspectives.** The Advisory Group aims to bring together diverse perspectives and members are encouraged to share honest feedback. The Advisory Group does not need to come to consensus on any topics discussed.
- **Be respectful.** Respect other members, staff, and meeting guests. Disagree with ideas without being disagreeable.
- **Share space, make space.** Listen actively and allow others to share their opinions.
- **Take care of yourself.** Take breaks as you need them and refrain from judging others when they are taking care of themselves.

Follow virtual meeting best practices. The Advisory Group will be meeting virtually. To have the most productive meeting, please familiarize yourself with the Zoom platform and the following guidelines:

- **Turn on your camera.** If your internet bandwidth allows, please keep your camera on for the duration of the meeting to allow for stronger communication and collaboration.
- **Do not use a speakerphone.** Speakerphones interfere with audio quality. It is recommended you use a headset for the best quality.
- **Identify yourself before speaking.** Before sharing your thoughts, please state your name and affiliation. Not everyone will be using video.
- **Speak slowly and clearly.** Avoid talking over other speakers. If multiple participants speak at the same time, conversations can be difficult to understand, and accurate interpretation cannot be completed.
- **Mute yourself when not speaking.** Use mute button to avoid background noise and when you are not speaking. Please choose a quiet location if possible (away from pets, children, tv, music, etc.).
- **Stick to the meeting topics.** Provide concise feedback on the meeting topics being covered. Please ask questions for topics unrelated to the agenda at a later time.
- **Ask for clarification.** If you do not understand an issue or solution, please share your question either verbally or via the Zoom chat feature.
- **Participate in meeting polls.** Please provide your feedback to improve future meetings.

Provide feedback to further California's Human Right to Water law. The law declares that "every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes." The Advisory Group has a unique role in providing feedback to improve the SAFER drinking water program. Feedback from Advisory Group members should work to advance the principle of ensuring all Californians receive safe and affordable drinking water as quickly as possible.

Provide feedback to further the Water Boards' commitment to racial equity. The Water Boards are working toward a future where race no longer predicts a person's access to water or the quality of water resources they receive, where race does not predict professional outcomes for our employees, and where we consistently consider racial equity impacts before we make decisions. Advisory Group feedback should align with this commitment.

Follow Bagley-Keene Open Meeting Act rules. Advisory Group members can meet with other Advisory Group members one-on-one or in small groups but cannot meet in a quorum of 10 or more members. Emails and phone calls with more than 10 Advisory Group members is also not allowed.

Follow best practices for interacting with the media. Refrain from discussing SAFER topics with media before Advisory Group meetings. If approached for an interview regarding the SAFER program, promptly inform Water Boards staff of about the interview.

(This document was last updated on January 24, 2024)

safer@waterboards.ca.gov