



## Government Relations & Public Affairs Committee

April 2, 2015

### Membership in the Capital Region Climate Readiness Collaborative

**Issue:** The SACOG region can begin to align with anticipated state and federal goals on climate adaptation by becoming a member of the Capital Region Climate Readiness Collaborative (CRC).

**Recommendation:** That the Government Relations & Public Affairs Committee recommend that the Board give permission to the CEO to submit an application on behalf of SACOG formally joining the CRC, and authorizing the CEO to enter into an agreement to pay the \$10,000 annual membership fee for the Foundation Member level.

**Discussion:** The CRC is a network of leaders that help foster climate readiness by coordinating related efforts across the SACOG region. The purpose of this collaborative is to bring diverse sectors together to share information and best practices, leverage efforts and resources, avoid duplication, identify critical needs and develop funding strategies to meet those needs.

The CRC's objectives are to develop a common understanding of regional vulnerabilities and current strategies to address climate impacts, and identify regional priorities, planning efforts, strategies, and information and research needs to address these impacts. This in turn increases the region's ability to identify and obtain necessary resources, and provides a stronger voice for the Sacramento region, and its local entities, at the state and federal level to influence policy, regulatory, and funding decisions.

Joining CRC does not supersede any powers vested to members, and will only provide information and policy and programmatic recommendations to member agencies. Members are not required to sign on to official statements, positions, or documents, especially if these documents contradict the member organization's official statement, position, or document.

Current Foundation members include: Sacramento Metropolitan Air Quality Management District, SMUD, and Sacramento County. Agency members include: Sacramento Tree Foundation, UC Davis, Valley Vision, the City of Sacramento, and the Local Government Commission.

Others involved, and are likely to join include: PG&E, Ascent Environmental, Sacramento Regional Water Authority, and the city of Davis.

Attached are the CRC membership outline and official membership application.

Approved by:

Mike McKeever  
Chief Executive Officer

MM:RP:ts  
Attachments

Key Staff: Erik Johnson, Manager of Policy and Administration, (916) 340-6247  
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**ORGANIZATIONAL STRUCTURE:  
CAPITAL REGION CLIMATE READINESS  
COLLABORATIVE**

C A P I T A L   R E G I O N



CLIMATE READINESS  
COLLABORATIVE

**Effective Date: August 14, 2014**

**Last Revised: August 8, 2014**

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## PREAMBLE

Located at the confluence of the American and Sacramento rivers, between the Delta and the Sierra Nevada foothills, The Capital Region<sup>1</sup> faces a unique set of challenges from the impacts of climate change. The region is home to a rich history and vibrant communities, acres of prime farmland worth \$1.66 billion in direct output, innovative businesses, the state capitol and cultural and educational institutions – all of which must be safeguarded against risks ranging from flood to fire to economic and infrastructural damage. Fortunately, the region can build on the strength of its assets and resources to develop a dynamic adaptation strategy that will protect all its stakeholders, explore new economic opportunities, and build more resilient communities.

While local and regional entities are actively working to reduce greenhouse gas emissions and minimize the degree of climate change, we must simultaneously plan for and invest in a more resilient future. In the Capital Region, the effects of climate change in the next few decades will likely include:

- ❖ **Increased Flood Risk**
- ❖ **Reduced Water Supply**
- ❖ **Increased Frequency and Severity of Wildfires**
- ❖ **Increased Public Health Impacts**
- ❖ **Disruption of Critical Infrastructure**
- ❖ **Endangered Natural Systems and Biodiversity**
- ❖ **Greater Risk to Agriculture and Our Economy**

Many local and regional organizations are already responding to these key vulnerabilities and preparing for the changing climate, but there is much more that needs to be done. By developing and implementing a set of comprehensive adaptation strategies, the region can increase its resilience, protect its unique resources and assets, strengthen its economy, leverage new opportunities and ensure a healthy and prosperous future.

Because climate impacts recognize no boundaries, preparing for these challenges will require an unprecedented level of collaboration and engagement by stakeholders from every segment of our community. Cooperation and collaboration can bring about innovation, advance comprehensive solutions, and ensure that the region maximizes opportunities for reducing risk and minimizing costs. Working together will also allow the region to seek and respond to funding opportunities that support regional implementation and research needs.

However, in our region there are currently few structured opportunities for collaboration between organizations to exchange information and leverage resources to become more resilient to regional, as well as global, impacts.

The Capital Region Climate Readiness Collaborative aims to fill this gap. We seek to provide a forum for both local and regional organizations that are already tackling resilience activities as well as new partners who seek to become more engaged in this effort<sup>2</sup>. Through greater coordination and

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<sup>1</sup> The geographic scope of the Capital Region Climate Readiness Collaborative will initially include, but not be limited to El Dorado, Placer, Sacramento, Sutter, Yolo and Yuba Counties.

<sup>2</sup> The Collaborative is comprised of multiple co-equal partners and does not fall under the jurisdiction of any one governmental entity.

collaboration, the Capital Region can adapt to known and predicted impacts, and at the same time create stronger, more sustainable, and more economically viable communities.

This document is designed to allow CRC and its members to maintain the necessary structure to support the objectives set forth in this document. This document also provides information for how CRC members will work together and manage the strategic direction of the CRC. It covers the areas of membership, dues and contributions, organizational structure, and administrative and financial provisions. The guiding principles are subject to future refinement or changes as CRC members may find necessary or advisable. Any changes to this require a majority vote of approval by the Steering Committee.

## **ORGANIZATIONAL STRUCTURE OF CAPITAL REGION CLIMATE READINESS COLLABORATIVE**

### **ARTICLE I: Purpose**

The Capital Region Climate Readiness Collaborative (CRC) is a network designed to promote greater resilience through coordination at the regional and local level across the six-county Capital Region (El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba Counties). The purpose of this collaborative is to help leaders from government, business, agriculture, academia, labor, and community groups come together – within and across market and jurisdictional boundaries - to share information and best practices, leverage efforts and resources, avoid duplication, identify critical needs and develop funding strategies to meet those needs.

### **ARTICLE II: Formation & Structure**

The CRC is not about regional governance; instead, it works as a cooperative network to benefit its member organizations. For ease of formation and administration, and to maintain flexibility, the Capital Region Climate Readiness Collaborative is structured as an unincorporated membership association made up of entities representing regional interests that are involved in policy and decision-making related to climate change or influence how the region responds to climate change. The Local Government Commission (LGC) provides fiscal and administrative support for CRC.

### **ARTICLE III: Objectives**

The CRC's objectives are as follows:

- Develop a common understanding of regional vulnerabilities and current strategies to address climate impacts.
- Identify regional priorities, planning efforts, strategies, and information and research needs.
- Provide a forum for local and regional organizations interested in tackling resiliency efforts.
- Increase regional support and collaboration, leverage resources and opportunities, and avoid duplication.
- Increase the region's ability to identify and obtain resources to support regional priorities, strategies, and information needs.
- Provide a stronger voice for the Sacramento region, and its local entities, at the state and federal level to influence policy, regulatory, and funding decisions.
- Share information and best practices about addressing climate change, adaptation, and mitigation within the Sacramento region, as well as across the state and nation.

## **ARTICLE IV: Membership**

**Section 1. Eligibility.** Any legal entity, as described in Article II, shall be eligible for membership in the CRC, and shall become a member upon paying annual dues in the amounts described in Article V. Admittance to the CRC may take place throughout the year.

**Section 2. Classes.** CRC membership shall consist of three classes of members, designated as "Foundational Members," "Private Agencies," "Local and Regional Agencies," and "Non-Profit Organizations and Universities."

**Section 3. Members' Representatives.** Upon becoming a member, each entity shall designate representatives for the purpose of receiving notices from the CRC.

**Section 4. Transfer of Membership.** Any current paid-up membership in the CRC may be transferred to another department, division, or office of the same member entity.

**Section 5. Termination of Membership.** Membership shall be revoked if dues are not paid for six months. Membership in the CRC may also be ended for any action by a member that is detrimental to the best interests of the CRC, or for a continuing failure to support CRC purposes or principles following notification of such failure and a reasonable opportunity to cure. If such termination is contemplated, not later than ten (10) days before any Steering Committee meeting at which termination will be considered, the Steering Committee shall notify the member in writing of the reasons for the proposed action, and the time and place of the meeting. At the meeting, the member shall be entitled to be heard in its own defense. Termination shall require the affirmative vote of a majority of the Steering Committee.

**Section 6. Limitation of Membership.** The Steering Committee, by affirmative vote of a majority of its members, may deny membership in the CRC where the Steering Committee reasonably believes that a prospective member has interests that are inconsistent with or adverse to the Climate Readiness Collaborative's interests, or that the interests of the CRC or its members could be compromised by such membership.

## **ARTICLE V: Dues & Contributions**

**Section 1. Dues.** Membership dues shall be as follows, payable upon enrollment, and annually thereafter on the anniversary of enrollment, to the Local Government Commission.

**Foundational Members:** \$10,000

### **Private Agencies**

50+ employees: \$5,000

26-49 employees: \$2,500

1-25 employees: \$1,250

### **Local and Regional Agencies**

Population of 75,000 or above: \$3,000

Population of 74,999 – 25,001: \$1,500

Population of 25,000 or under: \$750

## **Non-Profit Organizations and Universities**

50+ employees: \$1,000

26 – 49 employees: \$500

1 – 25 employees: \$250

The dues reflect the standard amounts to be paid by each entity. The dues paid can be changed by the Steering Committee, including the reduction of dues or substitution of in-kind services in lieu of annual dues.

**Section 2. Additional Member Contributions.** The CRC recognizes that from time to time individual member entities or combinations of entities may wish to assign greater resources to some issues and activities than the majority of voting members might choose to allocate from general dues payments earmarked for core activities. In such cases, sub-groups of interested members may make supplemental contributions dedicated specifically to addressing those issues or pursuing those activities as directed by sub-group members. The Local Government Commission shall account for receipts and disbursements from such funds, and shall periodically report these to the Steering Committee and to the member entities, which contribute to those funds.

**Section 3. Dues & Contributions Not Refundable.** In order to permit the Steering Committee to plan for and oversee the implementation of CRC activities in an orderly, stable and predictable manner, member dues and contributions are not refundable.

## **ARTICLE VI: Organizational Structure**

**Section 1. Steering Committee.** The affairs of the CRC shall be managed by the Steering Committee. The Steering Committee provides strategic direction and general oversight for the CRC.

The Steering Committee shall have the responsibility to work with the LGC to ensure that the CRC's purpose and objectives are observed; ensure the financial health of the organization by contributing and soliciting funds; develop the CRC's scope of work; define and enumerate the work plan and smaller work plans; approve official statements and positions advanced on the CRC's behalf in public forums; execute any documents required to be executed in the CRC's name; provide members with critical information related to their respective agencies' participation in CRC activities; promote the work of the CRC to key stakeholders; elect officers of the Steering Committee; establish advisory and *ad hoc* committees, as needed; and perform such other functions as identified. The Steering Committee may also have the Local Government Commission staff accomplish any of the above-mentioned activities.

**Section 2. Steering Committee Number and Term.** The Steering Committee will be no larger than 15 members. Steering Committee members will be chosen by nomination from the Steering Committee followed by a majority vote of the full membership.

Each organization that is a member of the Steering Committee shall designate a representative and alternative representative to serve as that Member's voice and vote on the Steering Committee. Representatives to the Steering Committee are encouraged to be present at each Steering Committee meeting.

When selecting new Steering Committee members, care will be paid to maintain geographic representativeness from Members throughout the greater Sacramento Region and to include

representation from the following sectors:

- Councils of Government
- Non-Profit
- Business
- Cities and Counties
- School district
- Utility
- Labor
- Regulatory agency
- Health agency
- Transit agency

**Section 3. Officers.** The Steering Committee may elect such officers, including but not limited to a Chair, Vice-Chair, Treasurer and Secretary, and may confer such powers and duties as the Steering Committee considers necessary or convenient. Officers shall serve a term of one-year. The Steering Committee, by majority vote, will elect its officers.

**Chair:** The Chair of the Steering Committee will set the agenda and convene and lead meetings of the Steering Committee. The Chair may also appoint the Local Government Commission staff as a Chair Pro Tempore for purposes of convening meetings of the Steering Committee.

**Section 4. Steering Committee Meetings.** The Steering Committee will meet monthly or on an as-needed basis, to be determined by the Steering Committee. The Steering Committee meetings will be approximately one to two hours in duration. Every meeting will have an agenda circulated to members in advance of the meeting. Discussion items may be introduced by any member of the CRC.

Unless a concern is voiced at the beginning of a Steering Committee meeting and supported by a vote, alternative delegates from Steering Committee members, provisional members, and guests are welcome to stay for all non-deliberative portions of the meeting.

Member notification of meetings will be made well in advance as practicable, but at least seventy-two (72) hours notice will be given. Meetings of the Steering Committee will not be open to the general public, and will be by invitation only.

**Section 5. Ad Hoc Committees.** *Ad hoc* committees can be formed and disbanded by the Steering Committee. They may be created in order to make recommendations, and pursue programmatic objectives and pilot projects. Said *ad hoc* committees may convene meetings without public notice. Members of the *ad hoc* committees shall determine meeting times and frequency. Members of the committees may include CRC members as well as non-members.

The committees shall provide technical and policy analysis and evaluation on specified projects and programs and make recommendations to the Steering Committee and CRC based on *ad hoc* committee research and findings.

**Section 6. General Meetings**

- General Meetings will be held, on average, quarterly.
- General meetings are open to all members and the public.

- Agendas will be circulated to members, and other interested parties, in advance of the meeting.
- Discussion items may be suggested by any member of the CRC.
- Only members in good standing of the CRC may vote at General Meetings.
- Emphasis is informational.

**Section 7. Decision Making.** Consensus is a decision-making process that aims to find common ground and solutions that are acceptable for all persons involved in making decisions. The Steering Committee, and the Climate Readiness Collaborative as a whole, will strive to come to a consensus on all decisions and actions taken on behalf of the Climate Readiness Collaborative. There must be a quorum present for this decision making process to be valid.

Unless otherwise stated, a majority (50%+1) vote will govern decisions and actions taken by the Steering Committee.

Any action required or permitted by this document or otherwise to be taken at a meeting of the members or the Steering Committee, may be taken without a meeting if consent in writing setting forth the action taken is signed by a majority of Steering Committee or members entitled to vote with respect to the matter. Such consent shall have the same effect as a majority vote of members in attendance at a meeting. Email voting shall be allowed.

**Section 8. Official Statements and Positions.** All members will have the opportunity to sign on to the Climate Readiness Collaborative’s official statements, positions, or documents. Members are not required to sign on to official statements, positions, or documents prepared by the Climate Readiness Collaborative, on behalf of its’ members, especially if these documents contradict the member organization’s official statement, position or document.

## **ARTICLE VII: Financial and Administrative Provisions**

**Section 1. Fiscal Management and Oversight.** The Climate Readiness Collaborative will be set up as a project within the Local Government Commission (LGC). LGC will establish, maintain and account for a project budget to receive and disperse cash and other property contributed to support the CRC. The LGC will subcontract with any other entities and contractors, as needed, to support the Climate Readiness Collaborative’s efforts and work plan. The LGC will provide updates on the Climate Readiness Collaborative’s budget on a quarterly basis, or as requested, to the Steering Committee.

The LGC, a 501(c)(3) corporation established in 1983, is a nonprofit, nonpartisan, membership organization that provides technical assistance and other services to local elected officials and others working to create resource-efficient communities. LGC members include local elected officials, city and county staff, planners, architects, and community leaders, currently served through the LGC’s Executive Director and twenty two-member staff.

**Section 2. Loans & Disbursements Prohibited.** No loans or disbursements, other than reimbursements for expenses actually incurred on behalf of the CRC and supported by receipts or other appropriate documentation, shall be made by the CRC or the Local Government Commission to any Committee member or to any officer.

**Section 3. Fiscal Year.** The last day of the fiscal year of the CRC shall be December 31.

**Section 4. Books and Records.** The CRC shall keep at the LGC's office at 1303 J St, Suite 250, Sacramento, CA 95814, or at another location directed by the Steering Committee, signed originals or accurate copies of the Background, Purpose and Objectives Document; current copies of the Organizational Structures Document, CRC membership records (including names, addresses, classes of membership, and designated representatives), and any meeting notices, minutes, and other documents generated or maintained by or on behalf of the Steering Committee, if any; as well as correct and adequate records of CRC accounts and finances maintained by the LGC. Records may be written or electronic if capable of being converted to writing, and shall be open upon reasonable notice and at reasonable times to inspection by any member of more than three (3) months' standing or its representative, for purposes reasonably related to its membership interests and not inconsistent with or adverse to the CRC's mission, principles or interests. Any costs of inspecting or copying shall be borne by the member. The use, disclosure, dissemination or sale of members' lists, meeting minutes, accounting records or any other CRC documents obtained by inspection for any purpose actually or potentially detrimental to CRC interests, is strictly prohibited.

**Section 5. Amendment of Organizational Structure.** This Organizational Structure Document may be altered, amended or repealed by the affirmative vote of a majority of the Steering Committee at a properly noticed meeting.

#### **CERTIFICATION**

Larry Greene, being the Chair of the Climate Readiness Collaborative, hereby certifies that the foregoing Organizational Structure was duly adopted by the Steering Committee as of August 14, 2014.



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Larry Greene, Chair, Climate Readiness Collaborative Steering Committee

# CAPITAL REGION CLIMATE READINESS COLLABORATIVE MEMBERSHIP APPLICATION



CAPITAL REGION  
CLIMATE READINESS  
COLLABORATIVE

Please submit this application to **Jenny Woods**  
(email: [jwoods@lgc.org](mailto:jwoods@lgc.org) / fax 916.447.8246)

▼ Primary Contact Name \_\_\_\_\_

▼ Primary Contact Title \_\_\_\_\_

▼ Organization \_\_\_\_\_

▼ Phone \_\_\_\_\_

▼ Email \_\_\_\_\_

▼ Mailing Address \_\_\_\_\_

▼ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## MEMBERSHIP OPTIONS

- FOUNDATIONAL MEMBERS
- PRIVATE ORGANIZATIONS  
Number of Employees: \_\_\_\_\_
- LOCAL AND REGIONAL AGENCIES  
Population: \_\_\_\_\_
- NON-PROFIT ORGANIZATIONS &  
UNIVERSITIES  
Number of Employees: \_\_\_\_\_

I have read and agree to CRC's organizational structure and purpose.

## MEMBERSHIP DUES

### FOUNDATIONAL MEMBERS

Dues
\$10,000

### PRIVATE ORGANIZATIONS

Number of Employees	Dues
1 - 25	\$1,250
26 - 49	\$2,500
50 +	\$5,000

### LOCAL AND REGIONAL AGENCIES

Population	Dues
25,000 or under	\$750
25,001 - 74,999	\$1,500
75,000 +	\$3,000

### NON-PROFIT ORGANIZATIONS & UNIVERSITIES

Number of Employees	Dues
1 - 25	\$250
26 - 49	\$500
50 +	\$1,000