

## **CALIFORNIA DESERT RENEWABLE ENERGY CONSERVATION PLAN STAKEHOLDER GUIDANCE**

### **Introduction and Purpose**

The draft stakeholder guidance document released in March 2010 is superseded by this guidance which more accurately reflects the positions and input of the state and federal agencies comprising the Renewable Energy Action Team (REAT), United States Fish and Wildlife Service, United States Bureau of Land Management, California Department of Fish and Game and California Energy Commission. The REAT agencies joined by other participating agencies, United States Department of Defense, United States National Park Service, United States Environmental Protection Agency, California Public Utilities Commission, and California Independent Systems Operators (“Agencies”) seek to provide guidance to stakeholder participants in the process to prepare the California Desert Renewable Energy Conservation Plan (DRECP).

### **Stakeholder Committee**

The DRECP Stakeholder Committee is created for the purpose of bringing stakeholder interests together in a group. The Stakeholder Committee provides input on the DRECP to the DRECP Director and the REAT as the plan progresses. The federal and state agencies referred to above will participate in meetings of the Stakeholder Committee. Meetings of the Stakeholder Committee will be chaired by the DRECP Director or his designee.

### **Stakeholder Definition and Commitment**

A stakeholder is a group, or organization that has a direct stake in a project or activity because it can affect or be affected by the project’s or activity’s action, objectives, and policies. Stakeholders must be committed to timely preparation of the DRECP.

Members of the Stakeholder Committee are expected to be represented at all meetings and to be willing to serve on working groups that may be created. Each representative on the Stakeholder Committee will make every effort to attend all meetings. The REAT, through the Director, may request an organization’s governing board to name a new representative if he or she misses three meetings in a six month period.

### **Appointment**

The Stakeholder Committee members are appointed by the DRECP Director and the REAT. Any group or organization meeting the definition of a stakeholder in this guidance may ask to be appointed a member of the Stakeholder Committee by submitting a request to the DRECP Director by email or in writing stating the reason for the request and setting forth reasons supporting the conclusion that the interests of the requesting entity are not adequately

represented by the existing membership of the Stakeholder Committee. The addition of stakeholders to the Stakeholder Committee should increase the ability of the community of interests affected by the DRECP to provide meaningful information and expertise that is not otherwise readily available to the REAT. Requests will be reviewed by the DRECP Director and discussed with the REAT. An important factor in the consideration of adding additional Stakeholder Committee members will be the need to keep the size of the committee from expanding to the point that its work is impaired.

### **Alternates**

While it is expected that the designated representative for each member of the Stakeholder Committee will make every effort to attend all meetings, this may not always be possible. Each member may therefore request by email or in writing a single named alternate. Alternate requests will be reviewed by the DRECP Director for consistency with these guidelines. Alternates are expected to remain current on all DRECP Stakeholder Committee activities and are encouraged to attend as many meetings as possible. Requests to change alternates should be made in the same manner as the initial request. At Stakeholder Committee meetings each member will be represented at the conference table by its designated representative or, in the event that the representative is absent from the meeting, by the alternate. In no case may more than one representative per member be seated at the conference table. However, alternates are encouraged to attend meetings and to be available to provide supplemental information or comments at the request of the member's designated representative.

### **Purpose**

The purpose of the Stakeholder Committee is to provide a structured and organized process to supplement public input regarding broad issues relating to the development of the DRECP. It is important that the Stakeholder Committee concern itself with the broader issues. Detailed discussions of individual projects or parcels would impart an element of advocacy that would tend to detract from the development of the DRECP.

The REAT agencies seek through the stakeholder process to receive in-depth consideration of broad issues (such as, assurances, identification of efficiencies in endangered species permitting for renewable energy projects, means to address habitat and species conservation, management of the process leading to the DRECP and other issues) affecting viability of the DRECP. The approach to these broad issues will shape the development of the DRECP and the rules and principles of the DRECP that will guide the specific development and conservation activities that will occur under the DRECP.

It is anticipated the Stakeholder Committee will meet regularly. The DRECP Director is a participant in the meetings of the REAT, and will communicate Stakeholder Committee input to the REAT directly.

## Public Access

All Stakeholder Committee meetings are open to the public. All Stakeholder Committee agendas, documents, calendars, and other information will be available at the DRECP web site. ([www.drecp.org](http://www.drecp.org)). The Stakeholder Committee will comply with the public meeting procedures of the Bagley-Keene Open Meeting Act (CAL. GOV. CODE § 11120).

The public is encouraged to attend Stakeholder Committee meetings, and to submit comments in writing which will be posted on the DRECP web site for public review. There will be an opportunity for the public to speak at the end of each Stakeholder Committee meeting, and such comments may be limited in time to accommodate all those who wish to speak. As development of the DRECP progresses and drafts are released, there will be opportunities for public comment in writing and at public meetings during designated public review periods.

## Basic Conduct:

1. **Problem-Solving Approach:** Stakeholder representatives will bring a problem-solving approach to the discussions of the Stakeholder Committee. Identification of problems should be accompanied where possible with proposals for solutions to be discussed with other members of the Stakeholder Committee.
2. **Clear and Timely Communication:** Each stakeholder representative on the Stakeholder Committee is responsible for communicating his or her position on issues under consideration. Each stakeholder representative is also encouraged to clearly state his or her intentions and concerns at the earliest possible time in the course of the discussions.
3. **Information Sharing:** Relevant information can play an important role in the meaningful discussion of issues under consideration. At the same time, too much information or information of limited relevance can cause confusion and slow down the process. When representatives wish to share written or printed information with the group as a whole, such information should be provided to the DRECP Director at least 72 hours prior to any scheduled meeting to afford the opportunity for decision by the DRECP Director as to whether the material should be distributed for the meeting and, if so, to allow time for distribution.
4. **Participation and Observation by Members of the Public:** All DRECP Stakeholder Committee meetings are open to the public and observers are welcome. Agendas, notes and materials will be published on the DRECP web site.
5. **Stakeholder Committee Roles and Responsibilities:** The following points are offered as examples of behavior consistent with constructive dialogue, mutual respect, and a commitment to collaboration:
  - Offer respect for and attention to different viewpoints when others speak.

- Share the responsibility of ensuring the success of the process and the quality of discussions and identified solutions.
- Make good faith efforts to find solutions that are acceptable to other stakeholders and agency participants.
- Ask questions of each other for clarification and mutual understanding.
- Verify assumptions when necessary and avoid characterizing the motives of others.
- Acknowledge and try to understand others' perspectives.
- Stay focused on the task at hand and share time with others.

**6. Working Groups:** Working groups co-chaired by current Stakeholder Committee representatives selected by the DRECP Director may be formed to address particular issues of importance in developing the plan. By agreement of working group co-chairs, non-stakeholders may be requested to provide information or expertise that would be of benefit to the working group. Working group co-chairs will be selected for their expertise or knowledge in the subject matter of the working group and for their ability to identify non-stakeholders who can help the working group to achieve its purposes. Working groups will be assisted by designated agency representatives who provide substantive or procedural guidance to the members of the working group. Consultants, as designated by the DRECP Director, may also provide technical assistance to the working groups.

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