

## **Working Operational Guidelines for all TWDB staff and members of the TWDB Flood Technical Advisory Group (FTAG)**

### **General background:**

The Texas Water Development Board (TWDB) is establishing a Flood Technical Advisory Group (FTAG) to provide technical advice related to the Board's new statewide flood planning program responsibilities.

### **Purpose:**

The FTAG will serve as an on-demand resource to provide TWDB with outside technical expertise as generally related to regional flood planning, data collection, mapping, modeling, and other flood related topics as needed. The FTAG is intended to provide a means of

- identifying options to find the best and/or most efficient technical solutions;
- externally validating approaches and guidance developed by TWDB; and
- ensuring that the best science and methods are used in implementing our new flood responsibilities.

The intent is for TWDB to receive clear and timely feedback and be able to discuss lessons learned from other efforts. The FTAG effort is intended to strengthen the overall credibility of TWDB's flood science and planning programs.

### **Formation of the group and roles:**

The composition of the FTAG will be determined at the sole discretion of TWDB, and will include a staff member from WSC, WSI, and TNRIS, and will be convened and led by TWDB staff. External individuals selected will be asked to serve as an unpaid technical resource for a period of approximately one year that may be extended. FTAG members will participate in FTAG by invitation only and, along the way, would have the flexibility to participate to varying degrees depending upon the particular issues at hand that TWDB requires assistance with and their own expertise relevant to those issues.

Individuals will be selected primarily based on their knowledge and experience. FTAG participants are planned to be rotated out after one year, with the option of new participants (also selected by TWDB) joining to bring in diverse perspectives and ideas.

Although FTAG members may at times seek input from or choose to speak indirectly on behalf of professional organizations with which they may be affiliated, they will not serve in an ex officio capacity (e.g., officially representing specific public or private organizations).

### **What the FTAG is not and what the FTAG won't do:**

- It is not a formal organization or committee and there will be no "chair"
- By its purely technical nature, the FTAG membership is very specifically not intended to serve as or otherwise represent any sort of geographic or other type of "stakeholder group"
- It will be informal and, as such, will not vote or make formal recommendations or decisions
- It will not propose contract work, including research projects, and will not discuss or make recommendations regarding any scopes of work that may result in solicitation of proposals or bids for contracts
- It will not produce any reports or other publications

**General operation/dissolution of the FTAG:**

The group will be convened and drawn upon as needed either individually (e.g., through a quick one-on-one phone call), or collectively as a group to assist TWDB staff in exploring technical issues relevant to our flood-related work.

FTAG interaction will occur mostly through teleconference/screen-sharing calls, questionnaires/polls and via email correspondence. The FTAG meeting frequency will occur on an as-needed basis but will likely occur about once a month.

The non-TWDB FTAG members will not generally be asked to generate any materials but rather will be asked to act as a sounding board and to offer advice prior to development of materials by TWDB or comments on materials generated by TWDB. Once developed, some materials to which the FTAG may contribute related advice and expertise, such as regional flood planning guidance, will ultimately also be made available for broad stakeholder review and comment.

TWDB will retain the sole authority over the makeup, membership, tasks, agendas, and dissolution of the group. The TWDB will provide a list of the FTAG and these operational guidelines on its website.

The TWDB will generally seek to identify consensus views when possible/appropriate but will not expect the FTAG to achieve consensus and will not seek FTAG “approval” of any agency decisions; nor will TWDB be bound to follow any of the advice provided by FTAG members.

On an as-needed basis, the FTAG may choose to reach out to additional, specific groups or entities such as federal agencies to obtain feedback on specific items.

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| <b>Ground rules for all FTAG meetings:</b> |
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- (a) TWDB will schedule FTAG meetings, provide agendas, and facilitate meetings.
- (b) In order to maintain the relative intimacy of the group, members shall not involve other people in the meetings or teleconference calls.
- (c) When an FTAG member cannot attend a meeting or conference call, they may ask a substitute to listen in on their behalf and/or share information on their behalf provided that the member inform TWDB of their substitute prior to the meeting. Substitutes should remain mindful of their role as a representative of a member and not as a member.
- (d) The FTAG members will refrain from proposing contract work, including research projects, and will be careful to avoid discussing or making recommendations regarding any scopes of work that may result in solicitation of proposals or bids for contracts.
- (e) Lack of participation by a participant will result in removal from the group by TWDB