The following are challenges that IEUA and CBWM have respectfully identified in the recent months regarding the Basin Monitoring Program Task Force (BMPTF), and are followed by a draft set of recommendations. The recommendations are aimed at supporting the BMPTF achieve its goals and ensure that all the regulatory commitments are fulfilled efficiently and with the best quality for the benefit of the entire watershed. BMPTF review and input will be greatly appreciated.

Challenges Identified:

- **Participation and engagement from member agencies**
  - Participation in the BMPTF requires a considerable time commitment to learn the background and relevant laws and regulations; it is a technically challenging subject matter; and requires adequate staff, support and time to provide valuable input.
  - New participants may participate in the BMPTF without prior involvement.
  - Decisions and actions in the BMPTF can have significant consequences and require a thorough understanding of the potential regulatory, operational and cost impacts.

- **Communication challenges**
  - BMPTF’s information repository should be available and familiar to task force members to understand the content, function, organization and accessibility.
  - New members should be primed on the BMPTF’s past and current major highlights and challenges.
  - Technical memoranda, reports and other documents need a detailed review, discussion and opportunity for collaboration, which requires planning for adequate review time to meet schedules.
  - BMPTF participants should clearly understand the major challenges at hand, and the potential impacts be communicated effectively to promote Executive Management discussion and input.

- **Leadership has been delegated from stakeholders to SAWPA administration**
  - BMPTF Agreement provides an opportunity to alternate Task Force leadership annually.
  - BMPTF agencies can elect a BMPTF chair annually and rotate among the participating agencies to encourage stakeholder engagement.

Recommendations:

- Hold an annual/biennial BMPTF Planning meeting:
  - Review the goals and develop a plan for accomplishing them effectively.
  - Recap the previous year and provide an overview of the major items for the upcoming year.
  - Discuss any policy related items.

- Consider having two meeting tracks: Technical (technical staff) and Policy (Management).

- Coordinate individually with agencies as needed to encourage participation from all BMPTF agencies.

- Rotate the chairperson to encourage task force engagement.

- Provide a “BMPTF 101” workshop on a biennial basis with reference materials.

- Develop a centralized electronic database with all past documents and key reference information.

- Schedule activities to include sufficient review (minimum 2-3 weeks), questions and collaboration.

- Effort beyond the primary BMPTF tasks should receive formal consensus from agencies’ Management.

- Distribute meeting summaries one week following the meeting for follow up, and include:
  - Executive summaries for each topic to assist in distribution to agency Management.
  - Highlight important decisions, actions, concerns, and policy items.