

**SAN ANTONIO RIVER BASIN
ENVIRONMENTAL ADVISORY COMMITTEE OVERVIEW
SAN ANTONIO RIVER AUTHORITY**

Purpose

The primary function of the Environmental Advisory Committee (EAC) is to serve as the comprehensive public participation group that reviews and provides input on the environmental studies and programs at the San Antonio River Authority (River Authority). In addition to its other duties, the EAC acts as the Clean Rivers Program (CRP) Steering Committee. All EAC and CRP Steering Committees are open to the public.

Membership

Co-Chairs:

The advisory committee will be co-chaired by two individuals recommended by the River Authority Communications Committee and appointed by the River Authority Board of Directors; one representing Bexar County and one representing a southern basin county.

Number of Members:

The EAC will have a maximum of 13 members, including co-chairs, but may vary from time to time. The EAC membership will be geographically and professionally diverse in order to make sure there is representation from throughout the San Antonio River Basin with varied experiences/expertise within the committee membership.

Geographical representation of the EAC will be like that of the River Authority Board of Directors, with six EAC members from Bexar County and two each from Wilson, Karnes, and Goliad Counties, but may vary from time to time. The thirteenth EAC member may be from outside the River Authority's political district as a representative of the bay and estuaries. Geographical balance of the EAC members will take precedent over professional diversity as necessary.

The members of the EAC will include representation from the following interest groups to ensure professional diversity among the EAC membership (interest groups may have one or more slots available to them on the committee, as noted to the right):

Interest Group	Slots Available
Co-chairs	2
Academia	1
Agriculture	1
Bay and Estuary	1
Recreation	1
Business and Industry	3
Environmental	4
Total	13

Nominations and Appointments:

Individuals and/or interest groups may offer a member nomination to River Authority staff by June 30 of each year. Members of the EAC will also be sought out by River Authority staff. Those seeking EAC membership must demonstrate to River Authority staff their connection(s) with the interest group they intend to represent.

At the annual August River Authority Board Communications Committee meeting, River Authority staff will provide the board committee the proposed list of EAC members along with a presentation regarding the activities of the EAC from the previous fiscal year and the potential activities for the remainder of the current fiscal year. The River Authority Board Communications Committee and River Authority staff will review and select up to 13 EAC members that best create a diverse and representative committee. By committee motion, the EAC membership list will be submitted to the River Authority Board of Directors for approval and appointment.

River Authority Public Affairs Department staff shall maintain membership approval and appointment records.

Terms of Appointment:

While the EAC began meeting in 2007, staggered three-year terms for committee membership was started in August 2015. A lottery process was used at that time to initially select which terms are served by the members representing each interest group.

As of July 2020, term limits will be imposed upon EAC membership to ensure that fresh perspectives are continually brought into the committee. Term limits will also help ensure that the committee is made up of a diversity of skills, talents, abilities, background, age, gender, ethnicity, and other demographics in addition to the information as provided in the Membership section of this document. EAC term limits will be a maximum of three consecutive three-year terms. EAC members serving on the committee in a co-chair leadership capacity may seek to extend their committee tenure for one additional three-year term beyond the maximum term limit. After an EAC member is termed off the committee, they may seek reappointment to the EAC following a three-year absence from committee membership.

If deemed necessary by River Authority staff to maintain a diverse and representative committee, an EAC member may serve beyond their term limit until an appropriate replacement can be approved and appointed by the River Authority Board of Directors.

River Authority Public Affairs Department staff shall maintain membership term records.

Resignations or Replacement Appointments:

If a member decides to resign from the committee, they are encouraged to provide notice of intent to resign to the committee and remain active until a replacement can be selected. They are also encouraged to help the committee select a suitable replacement. Replacement members will be appointed by the River Authority Board of Directors for the remaining term of the resigning member.

EAC Member Duties

To fulfill the committee's purpose, as identified in this document, the EAC member duties will included, but not be limited to, the following:

- EAC members will be asked to provide input and feedback on River Authority projects, with a primary focus on the projects related to environmental sciences and sustainability.

- EAC members will be asked to review the Draft CRP Basin Highlights Report (or Basin Summary Report) and submit comments, questions, and suggestions.
- EAC members will be asked to provide feedback on the CRP Coordinated Monitoring Schedule and offer any comments/suggestions on how to improve the CRP monitoring efforts.
- EAC members will be asked to submit strategic planning and project suggestions as well as budget recommendations for River Authority staff to consider as they prepare for each fiscal year budgeting process.
- EAC members will be encouraged to request information or presentations from River Authority staff about environmental and sustainability issues relevant to the River Authority's mission.

EAC members are approved and appointed by the River Authority's Board of Directors, and each EAC member is intended to represent a larger stakeholder interest group. EAC members are encouraged to share the information they receive from EAC meetings with the interest group they represent. In addition to the communication between EAC members and River Authority staff regarding EAC business, River Authority staff will also provide EAC members information for distribution by the EAC member to the interest group they represent. This will include, but not be limited to, River Reach Newsletters, news releases, River Warrior Volunteer and Citizen Science information, and public meeting and event notices.

Regular attendance is vital to the mission and objectives of the EAC. Members accept the duty and obligation to attend meetings and to provide advance notice to River Authority staff if they are unable to attend. River Authority Public Affairs Department staff shall maintain attendance records. Repeated absences may be considered an abdication of the appointment and may be grounds for terminating a member's appointment at the recommendation of the full committee.

Order of Business and Schedule of Meetings

Meeting Schedules and/or Workshops:

The EAC will meet at least four times a year. Regular EAC meetings will be in September (in Wilson County), December (in Goliad County), March (in Karnes County), and June (in Bexar County). In addition to the regular EAC meetings, EAC co-chairs, in coordination with River Authority staff, may call special meetings if necessary, and River Authority staff, in coordination with the EAC co-chairs, may offer specific educational workshops to provide up-to-date information that would affect the committee objectives. EAC members will receive a \$25 per meeting stipend for meetings where they must travel out of their county of residence.

Meeting Procedures, Notice and Records:

- The EAC will generally conduct all meetings by consensus but will follow Robert's Rules of Order when consensus is not achievable.
 - When an EAC vote is held at a quarterly and/or special meeting, the "yes" or "no" decision will be determined by a simple majority of EAC members present.
 - In some circumstances, and in coordination with the EAC co-chairs, River Authority staff may ask EAC members to vote via email on specific issues or items.
- River Authority staff shall coordinate with the EAC co-chairs and members on finalizing the date/time of the EAC meetings.
- River Authority staff shall coordinate with the EAC co-chairs on the development of the EAC meeting agendas.

- River Authority staff shall be responsible for posting meeting notices. River Authority staff will send the finalized EAC agenda and accompanying background materials to the EAC members at least seven days prior to the meeting.
- River Authority staff shall prepare and maintain minutes of the committee meeting and provide the EAC with a copy of the meeting minutes.
- River Authority Public Affairs Department staff shall maintain meeting agenda and minute records.
- All records are subject to the provisions of the Texas Public Information Act.

Public Information

In addition to any other applicable notification requirement, the River Authority will issue media advisories, will post information on the River Authority website, and will provide additional informational material to community and civic groups via email and social media as necessary.

To contact the River Authority regarding questions or information regarding the EAC, please use the [Contact Us form](#) through the River Authority's website.