

# CALFED BAY-DELTA PROGRAM

## Office Memorandum

**Date:** July 1, 1997  
**To:** Program Managers  
**From:** Lester   
**Subject:** Procedures for Policy Group Meetings

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During the June 30, 1997 Program Manager's meeting we discussed several issues regarding preparation for CALFED Policy Group meetings. The following are current operating procedures we may wish to discuss and refine at our next meeting.

1. All decision and concurrence items are to be covered by a memorandum and necessary attachments. The memo format should include a summary statement of one to two paragraphs, a clear statement of the action to be taken and a detailed discussion, which provides a detailed background and analysis of the issue. The detailed discussion may be accomplished through attachments of existing materials (see the June 26 CALFED Policy Group memo regarding extension of the Bay-Delta Accord).
2. Memos should include a clear chronology of the issue under discussion. To be noted are dates the issues have been discussion by PCT, BDAC, Management Group, etc., with notes on any specific changes made as a result of the discussion.
3. CALFED Policy Group packets should be ready and mailed such that they are received at least by Friday preceding the meeting.
4. An action "to do" list will be prepared as a result of the CALFED Policy Group meeting and will be discussed at the next Program Manager's meeting.
5. A meeting summary will be prepared within two weeks of the CALFED Policy Group meeting.