

# **CENTRAL VALLEY CLEAN WATER ASSOCIATION**

## **BUSINESS PLAN**

### **FOR FISCAL YEAR 2016-17**

**Our mission is to effectively represent the interests of wastewater agencies in the Central Valley in regulatory matters and to support the exchange of information so members can best meet their business challenges.**

#### **I. Introduction**

The Business Plan is an extension of the Strategic Plan and it focuses on providing a summary of the specific actions that Central Valley Clean Water Association plans to take.

The Strategic Plan has a five year planning horizon and is intended to:

- Set the long-term direction for the organization.
- Capture emerging trends and issues that impact members.
- Establish the strategies that will be employed by the organization.
- Carry forward issues that need to be kept in mind as the organization progresses.
- Provide a common basis for establishing short-term priorities.

The Business Plan has a one year planning horizon and is intended to:

- Set the short-term actions for the organization.
- Serve as basis for establishing annual budget needs

The Strategic Plan and Business Plan are dynamic documents. They allow the organization to adjust its course and respond to changing trends. The Strategic Plan will be updated at least every two years, and the Business Plan will be updated on an annual basis. In 2015-16, CVCWA adopted a priority summary table. This two-page document serves to replace the Business Plan in most years. Alternatively, it can augment the Business Plan.

The primary audience for both the Strategic Plan and the Business Plan is members within the organization and potential future members.

#### **II. Planned Actions**

CVCWA's 2016-17 priority activities are described on the attached worksheet. Additional detail on some of those items are found herein. Planned actions are described in the following categories:

- Administrative
- Membership Outreach
- Regulatory Advocacy
- Committees
- Special Projects

It is recognized that the organization will need to respond quickly to certain regulatory developments, and during the course of the year priorities may shift as these items arise.

### Administrative Actions

Priority Level	Action Description	Timeframe
High	Accounting Software Transition	Early July 2016
High	Pre-Audit	Summer-Fall 2016
High	Non-Profit Legal Review (Bylaws, Standing Rules, etc.)	Summer-Fall 2016
High	Transition Tax and Bookkeeping Services (may be handled differently)	Summer-Fall 2016
High	Upload comment letters, website maintenance and upkeep	Summer 2016 then maintain
Med	Review, Direct and Implement Legal and Audit recommendations, as appropriate	Fall-Spring 2016/17
High	Replace internet technology (IT) support	Fall 2016

### Membership Outreach

Priority Level	Action Description	Timeframe
High	Annual Conference	May 2017
High	Webinars on Hot Topics (e.g.CV-SALTS, groundwater Sustainability) or Roundtables (Toxicity Policy, etc.)	Fall 2016, Early Spring 2017
High	Update Membership mailing lists, look at Membership Database Options	Summer/Fall 2016

## Regulatory Advocacy

Priority Level	Action Description	Timeframe
Med	Outreach to new Regional Water Board Members	Within 4 months of appointment
High	Foster Partnerships/Collaboration across stakeholder groups	As issues/need arises

## Committees and Workgroups

Priority Level	Action Description	Timeframe
High	Leadership: Find interested members to take on committee leadership where there are vacancies.	August 2016
High	Schedule at least one CVCWA Committee meeting per year per committee	Each committee should have a scheduled and noticed committee meeting
High	Update Committee Rosters, outreach for new participants	By Winter 16/17
Med	Gage interest in a Small Systems workgroup or committee.	Fall 2016

## Special Projects

Priority Level	Action Description	Timeframe
High	Gage interest in Toxicity Special Project, form based on interest.	Summer 2016
High	Use information gained out of Special Project to impact regulatory decisions	As issues/need arises
High	Send out information on the CV-SALTS Special Project to encourage participation.	July 2016