# Walla Walla Basin Steering Committee

# Purpose, Structure, Ground Rules – 1/27/16 Draft

1. **Purpose and Outcome**

The purpose of the Walla Walla Basin Integrated Flow Enhancement Study is to determine the best package of options for increasing streamflow in the Walla Walla Basin for native fish, while maintaining the long term viability and water availability for irrigated agriculture, residential, and urban use. The primary outcome is intended to be a water management plan, based on the results of the feasibility study, with broad support for implementation to improve and protect stream flows across the Walla Walla Basin.

1. **Structure** 
   1. Steering Committee
      1. The Steering Committee strives for balanced membership and has defined that to include irrigation, tribal, local state, federal, and instream interests.
   2. Technical Work Groups
      1. The Technical Work Groups help identify, analyze, and recommend projects for Steering Committee consideration and action.
      2. Technical Work Groups represent broad-scale project categories including, but not limited to:
         1. Water Conservation and Infrastructure
         2. Aquifer Recharge and Aquifer Storage and Recovery
         3. Surface to Groundwater Switch
         4. Surface Water Storage
         5. Columbia River Pump Exchange
         6. Water Right Transactions
         7. Point-of-Diversion Transfers
         8. Legal ( flow protection, instate and bistate, water management, rules)
         9. Other
2. **Representation (subcommittee to develop draft list)(voting or advisory)**
   1. Steering Committee Members

The Walla Walla Watershed Management Partnership and the Walla Walla Basin Watershed Council will serve as the respective Washington and Oregon co-chairs of the Steering Committee. Each of the following organizations is invited to designate one person to represent it at Steering Committee meetings. A proxy can also be identified. Steering Committee members can add to this list.

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| **Irrigation Districts**   * Gardena Farms Irrigation District * Walla Walla River Irrigation District * Hudson Bay Ditch Irrigation Company * Consider adding other WA Irrigation Districts/Irrigators – specifically those with senior summer water rights * Fruitvale Water Users Association?     **Local Government**   * Walla Walla County Conservation District * Umatilla County Commissioners * Walla Walla County Commissioners * City of Walla Walla * City of Milton-Freewater * City of College Place * Citizen-at-large   **Tribal Government**   * Confederated Tribes of Umatilla Indian Reservation | **Non-Profit Organizations**   * Snake River Salmon Recovery Board * Consider adding Environmental Groups (Trout Unlimited and American Rivers are involved in the Yakima) * Consider adding The Freshwater Trust, Oregon Water Watch   **State Government**   * Oregon Department of Fish & Wildlife * Oregon Water Resources Department (non voting if funding topic) * Washington Department of Ecology(non voting if funding topic) * Washington Department of Fish & Wildlife * Washington Department of Agriculture * Oregon Department of Agriculture   **Federal Government**   * United States Fish and Wildlife Service * National Oceanic and Atmospheric Administration * United States Corps of Engineers * Bureau of Reclamation |

* 1. **Technical Work Group Members**

The Steering Committee will identify, invite and designate members to each Technical Work Group. Steering Committee members may participate in Technical Work Groups however a Technical Work Group member with an affiliation outside the Steering Committee may be designated. An individual may serve on more than one Technical Work Group.

1. **Decision-Making** 
   1. Technical Work Groups

The role of the Technical Work Groups is to help provide and identify project information necessary for the Steering Committee to make informed decisions.

* 1. Steering Committee

The role of the Steering Committee is to make decisions with respect to all phases of the Walla Walla Basin-wide Instream Flow Enhancement Feasibility Study including its scope of work, budget, study content and recommendations. The decision-making process is intended to be open and inclusive, and to encourage diverse viewpoints. The Steering Committee operates by consensus*, and every effort will be made by group members to meet the above stated project purpose statement.*  Consensus requires minimum of 2/3 of the Steering Committee members **(2/3)**. One vote per organization. But can have a proxy.

The voting member of each organization or… every member organization receives one set of red, yellow, and green cards at a Steering Committee meeting. When asked by the Chair or facilitator to indicate the level of agreement for a proposal, members will hold up one of the cards. The red card indicates that the proposal is not acceptable because the member has serious concerns, the yellow card indicates that the member can accept the proposal pending additional discussion and conditions, and the green card indicates the member supports the proposal.

*When a member holds up a yellow or red card, the group will attempt to address the member’s concerns. The member with concerns should make every effort to offer an alternative satisfactory to all members. If further discussion does not resolve the concerns expressed, the Co-Chairs can appoint a small group, including the dissenter(s), to attempt to address the concerns. The Co-Chairs can also ask the facilitator to work, outside the meeting, with those who disagree. In both these cases, the goal is to reach agreement on a proposal for the full group to consider.*

*The meeting notes will reflect the concerns expressed by any member holding a yellow or red card that are unresolved by the end of the meeting.*

Consensus means that after every attempt has been made to address the “yellow and/or red” concerns of all members, all members hold up a green card.

1. **Roles**
   1. Role of Steering Committee members

Members are expected to fully participate in Steering Committee meetings and to articulate the views of their constituents. (Constituents are stakeholders, members, or board members of an organization, or colleagues, subordinates, and superiors at an agency.) They are also expected to keep their constituents informed about the deliberations and to actively seek their input. No member has the authority to make unilateral decisions for the Steering Committee. The Steering Committee members will consider technical work group products and recommendations as they make decisions as described in 4b above.

* 1. Role of Technical Work Groups

Members are expected to utilize existing studies, personal expertise, and coarse screening criteria to provide input on potential projects, flow enhancement analysis, and recommendations for Steering Committee consideration.

* 1. Role of Steering Committee Co-Chairs (ex-officio)
* Steering Committee has Co-Chairs, one from Oregon and one from Washington.
* Preside over Steering Committee meetings.
* Part of the Planning Team that designs process, meetings, and agendas.
* Primary point of contact with Department of Ecology regarding the Study.
* Sets meetings and circulates agendas and other meeting materials.
* Ensures representation and participation from all interests.
  1. Role of Facilitator/Plan Writer/Project Manager
* Part of the Planning Team that facilitates implementation of a strategic project selection plan as provided by the Steering Committee.
* Provide draft Steering Committee meeting agendas (opportunity for input by co-chairs and Steering Committee Members) and final agendas.
* Facilitate Steering Committee meetings.
* Assists in addressing conflict between and among Steering Committee members, during and between meetings.
* Generates draft meeting notes for review by the Co-Chairs, ensuring they include key points of discussion as well as items of agreement and disagreement.
* Keeps a “parking lot” for issues that do not reach consensus in a meeting.
* Assists in building consensus among members.
* Ensures, with all members, compliance with ground rules.
* Serves as a confidential channel of communication for members and observers who wish to express views and do not feel comfortable addressing the full group.
* Advocates for a fair, effective, and credible process, while remaining completely neutral as to the outcome of the deliberations.
* Additional role of a subcontracted facilitator will be to develop a Final Project Recommendation Report which documents all the Steering Committee/Technical Work Group process and decisions which the subcontractor facilitated and which lead to the final Steering Committee-recommended project package.

1. **Responsibilities of Steering Committee Members**

Members agree to:

* 1. Attend all Steering Committee meetings, or arrange for another representative of the organization to attend.
  2. Arrive at the meetings fully prepared to discuss items on the agenda. Preparation includes reviewing meeting notes and other materials sent in advance.
  3. Present their own views and those of their organization or constituents, and be willing to engage in respectful, constructive dialogue with other members.
  4. Strive to bridge gaps in understanding, seek creative resolution of differences, and commit to the goal of achieving consensus.
  5. Support any consensus decisions made by the Steering Committee, and refrain from negative comments about items that were agreed to by consensus.

1. **Communication**
   1. Members agree to:
      * Recognize that all members bring with them their own legitimate purposes and goals from their perspective or on behalf of their organizations.
      * Recognize the legitimacy of the goals of others, and assume that their goals will also be respected.
      * When someone says something that you disagree with, get curious instead of irritated.
      * Acknowledge and respect the stated purpose of the Walla Walla Basin Integrated Flow Enhancement Study as per #1 above in order to keep conversations and business on track and to help resolve potential differences.
      * Listen carefully; ask questions to understand and to get others’ perspectives.
      * Make statements to explain or educate, and help others understand your perspective, assumptions, reasoning, and intent.
      * Share all relevant information.
      * Use specific examples and make sure everyone agrees on the meaning of important words.
      * Avoid side conversations and working on email or texting during meetings.
      * Ask for a break if needed.
      * Bring it up at a meeting, or talk privately with the Chair or facilitator, if you are having difficulty with another member or with the process.
   2. Other communication
      * Steering Committee meeting notices and meeting notes will be sent to all Steering Committee members.
      * Draft Steering Committee meeting notes, including a list of those who attended, will be sent to all members after each meeting. Approval of the notes will occur at the following meeting, with changes made by consensus of the Steering Committee.
2. **Authority**

This committee has no written or expressed authorities to manage water. Implementation of the recommendations reached by this committee is contingent upon actions by the appropriate authorities.

1. **News Media**

Members are free to make statements to the news media regarding their own opinions, and agree not to attribute statements to others involved in the process. No member can speak for the group as a whole. Members are free to discuss consensus decisions by the Steering Committee with the media.

If an article or report appears that misquotes or inaccurately represents an individual, that individual should inform the group of that occurrence as soon as possible.

Any member contacted by the news media should recommend that the reporter talk to the Steering Committee Co-Chairs, provide the Chair’s phone numbers, and notify the Co-Chairs.