# Walla Walla Basin Steering Committee

# Purpose, Structure, Ground Rules – 3/24/16 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 products or 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 (Oregon)
         2. Water Conservation and Infrastructure (Washington)
         3. Managed Aquifer Recharge (MAR) and Aquifer Storage and Recovery (ASR)
         4. Surface Water Storage
         5. Columbia River Pump Exchange
         6. Water Right Management and Transactions
         7. Legal
         8. Planning Advisory
2. **Representation** 
   1. Steering Committee Members

The Steering Committee is comprised of voting members, ex-officio members and advisory members. Each organization designates one person to represent it at Steering Committee meetings. A proxy can also be identified. Steering Committee members can add to this list.

Voting members are expected to consistently attend meetings and provide feedback and review of documents distributed, and to make deadlines for those reviews. It is up to the entity stated to name the person to represent that group (and it may change from meeting to meeting). At meetings, the representative is expected to have “active involvement”. Ex-officio members have the same expectations as voting members, except they do not have a vote. Advisory members will be kept apprised of the Flow Study and can provide input but are not expected to attend meetings

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| **Voting Members:**   * Gardena Farms Irrigation District * Walla Walla River Irrigation District * Hudson Bay Ditch Irrigation Company * Bergevin/Williams & Old Lowden * Fruitvale Water Users Association * Confederated Tribes of Umatilla Indian Reservation   **Ex-Officio Members:**   * Walla Walla Watershed Management Partnership * Walla Walla County Conservation District\* * Columbia County Conservation District\* * Umatilla County Soil and Water Conservation District\* * Trout Unlimited\*   **Advisory Members**   * Umatilla County Commissioners\* * Walla Walla County Commissioners\* * Columbia County Commissioners\* * The Freshwater Trust\* * Snake River Salmon Recovery Board\* * National Resources Conservation Service\* | * Washington Department of Fish & Wildlife\* * Oregon Department of Fish & Wildlife\* * Tri-State Steelheaders \* * Kooskooskie Commons * City of Walla Walla\* * City of Milton-Freewater\*      * Walla Walla Basin Watershed Council * Oregon Water Resources Department * Washington Department of Ecology * United States Fish and Wildlife Service\* * National Oceanic and Atmospheric Administration\* * American Rivers\* * Oregon Department of Environmental Quality\* * U.S. Representative and Senate Staff\* * State Representative and Senate Staff\* WA State Department of Agriculture\* * Oregon Department of Agriculture\* United States Corps of Engineers\* * Bureau of Reclamation\* |

\* Will be invited if approved by existing Steering Committee Members

* 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. 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 policy and project information necessary for the Steering Committee to make informed decisions. Technical Work Groups will identify, analyze, and recommend products or ultimately projects for Steering Committee consideration and decision. Each Technical Work Group will identify a Chair to coordinate meetings and report recommendations to the Steering Committee. Each Technical Work Group will inform project identification, analysis and recommendations and will develop and recommend project screening criteria consistent with the Flow Study purpose, including but not limited to:

* + 1. Estimated quantity of instream flow produced
    2. Cost of instream flow produced
    3. Duplicity with other projects.
  1. Steering Committee

The role of the Steering Committee is to make decisions with respect to all phases of the Walla Walla Basin Integrated Flow Enhancement 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 a minimum of two-thirds (2/3) of the Steering Committee voting members present. Each organization gets one vote.

The voting member of each 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. 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 Planning Advisory Work Group will work with the dissenter(s), to attempt to address the concerns. The Plan Manager may also 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

* Fully participate in Steering Committee meetings and articulate the views of their constituents (Constituents are stakeholders, members, or board members of an organization, or colleagues, subordinates, and superiors at an agency).
* Keep their constituents informed about the deliberations and actively seek their input.
* No member has the authority to make unilateral decisions for the Steering Committee. T
* Consider Technical Work Group products and recommendations as decisions are made as described in 4b above.
  1. Role of Technical Work Groups
* Serve as the technical workhorses that bring together local knowledge to develop and recommend products or actions to the SC.
* Utilize existing studies, personal expertise, and coarse screening criteria to fill out project questionnaires and provide input on potential projects, flow enhancement analysis, and recommendations for Steering Committee consideration.
* Develop information necessary to draft proposal requests and contracts required by Steering Committee actions.
* Review subcontracted products relating to their area of expertise and make recommendations to the Steering Committee.

* 1. Role of Steering Committee Co-Leads (ex-officio)
* Member of the Planning Advisory Work Group that updates Flow Study process documents, as necessary, and supports the Plan Manager.
* Primary outreach coordinator and point of contact with Department of Ecology regarding the Study.
* Flow Study contract fiscal management.
  1. Role of Plan Manager
* Coordinates with the Planning Advisory Work Group to develop draft and final meeting agendas.
* Coordinates with the Steering Committee members and Technical Work Groups to identify and provide information for meetings.
* Convenes and facilitates Steering Committee meetings.
* Develops draft and, after input from Steering Committee, final meeting minutes
* Ensures, with all members, compliance with ground rules.
* Assists in building consensus among members.
* Assists in addressing conflict between and among Steering Committee members, during and between meetings.
* 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.
* Keeps a “parking lot” for issues that do not reach consensus in a meeting.
* Implements the Steering Committee adopted Flow Study process.
* Receives, collates and manages all Flow Study products.
* Communicates with Flow Study participants to understand and document the application of products in the final Flow Study Report.
* Documents all process products and outcomes of the Flow Study into a final report.
* Provide thorough documentation, with rationale, for all sequential decisions regarding project identification, screening, analysis and final recommendations.
* Provide suggested next steps to continue towards project design and implementation.

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 Plan Manager, 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-Leads, provide the Lead’s phone numbers, and notify the Co-Leads.