

# **Suggested Ground Rules For the Rathdrum Prairie Comprehensive Aquifer Management Plan Advisory Committee**

Final as of April 12, 2010

## **ADVISORY COMMITTEE PURPOSE**

The purpose of the Advisory Committee is to develop recommendations to the Idaho Water Resource Board (Board) regarding the Rathdrum Prairie Comprehensive Aquifer Management Plan (CAMP).

## **COMPREHENSIVE AQUIFER MANAGEMENT PLAN**

The objective of the Plan is to address water supply and demand needs over the next 50 years. The specific goals of the CAMP are to:

1. Provide reliable sources of water, projecting 50 years in to the future
2. Develop strategies to avoid conflicts over water resources
3. Prioritize future state investments in water
4. Bridge the gaps between future water needs and supply

## **BACKGROUND**

The 2008 Legislature approved House Bill 428 and House Bill 644 establishing the Statewide Comprehensive Aquifer Planning and Management Program and the Aquifer Planning and Management Fund. This legislation authorizes characterization and planning efforts for ten different basins in the next 10 years.

The Aquifer Planning and Management Program is designed to provide the Idaho Water Resource Board and the Idaho Department of Water Resources with the necessary information to develop plans for managing ground and surface water resources into the future.

The program has two phases:

1. A technical component to characterize the surface and ground water resources of each basin; and
2. A planning component that will integrate the technical knowledge with an assessment of current and projected future water uses and constraints.

This program will culminate with the development of long-range plans for conjunctively managing the water resources of the basin that integrates hydrologic realities with the social needs.

## **ROLES AND RESPONSIBILITIES**

### **Idaho Water Resource Board**

The Board holds final decision-making authority regarding the CAMP. The Board agrees to give serious consideration to both Committee recommendations and public input. Individual Board Members agree to attend and participate in Advisory Committee meetings as needed.

The entire Board will be briefed on the CAMP process at regularly scheduled Board meetings.

Board Members agree to indicate, as early as possible, areas of concern regarding the Advisory Committee process.

### **Advisory Committee Members**

The list of Advisory Committee Members (“Member(s)”) established by the Board serves as the record of official Committee Membership. Each Member is expected to:

- Regularly attend and prepare for committee meetings;
- Clearly articulate their interests and concerns and be able to articulate an aquifer-wide perspective;
- Listen to other points of view and try to understand the interests of others;
- Openly discuss issues with people who hold diverse views and participate in a cooperative problem solving procedure to resolve differences;
- Generate and evaluate options to address the needs expressed by the Committee; and
- As appropriate, keep his/her constituent group(s) informed about activities and progress of the Advisory Committee, and solicit their input about ongoing deliberations.

Each member of the Advisory Committee will identify an alternate (or state that no alternate will be needed) with the expectation that Advisory Committee members will minimize the use of alternatives. The alternates will sit at the table and participate in decision-making only when the formal member of the Advisory Committee cannot attend a meeting.

### **Ad Hoc Resource Network**

In addition to the Advisory Committee, state and federal resource management agencies and others should serve as an ad hoc resource network to the Advisory Committee – not as Members of the Advisory Committee per se. These agencies and organizations will provide scientific, technical, legal, budgetary, and other information as appropriate. The following is a list of state and federal agencies identified as potential members of the network. Others may be added as the process moves forward.

Idaho Department of Water Resources  
Idaho Department of Environmental  
Quality  
Idaho Department of Lands  
Idaho Department of Fish and Wildlife  
Panhandle Health District  
Lake Pend Oreille/Priest River Basin  
Commission  
Federal Energy Regulatory Committee

University of Washington Climate  
Impacts Group  
US Army Corps of Engineers  
US Bureau of Land Management  
US Bureau of Reclamation  
US Environmental Protection Agency  
US Fish and Wildlife Service  
US Forest Service  
US Geological Survey

To understand and engage the interests in Washington, the following interests should also serve on the Ad Hoc Resource Network:

- Washington Department of Ecology
- Spokane County
- City of Spokane
- Spokane Aquifer Joint Board

Various statewide and local associations should be kept informed throughout the process, and the Advisory Committee should seek their input and advice. These associations include, but are not limited to the following:

- Idaho Association of Commerce and Industry
- Idaho Farm Bureau
- Idaho Forest Industries Association
- Idaho Mining Association
- Idaho Water Users Association

Each member of the Ad Hoc Resource Advisory Network is not expected to attend every Advisory Committee meeting. The Advisory Committee asks the Ad Hoc Resource Advisory Network to respond to requests for information from the Advisory Committee, which may include giving presentations or participating in meetings either in person or, by phone. To assist the Ad Hoc Resource Advisory Network, the Advisory Committee will work to plan so Members of the Ad Hoc Resource Network can know what is sought by the Advisory Committee and when it is needed.

### **Facilitators**

Facilitators from Collaborative Processes LLC (“CP”) will design Committee agendas in consultation with the Advisory Committee. CP will facilitate all Advisory Committee meetings.

Additionally, CP may facilitate, on an as needed basis, agreed upon subcommittee meetings and dialogue between meetings.

The CP facilitators will remain impartial toward the substance of the issues under discussion.

- The CP facilitators are responsible to the entire Advisory Committee and not to any one Member or interest group.
- The CP facilitators will enforce ground rules that are accepted by the Advisory Committee.
- In addition, the CP facilitators will ensure that important information is available to Advisory Committee Members in advance of each meeting, including specific documents that Members should review and come prepared to discuss.
- The CP facilitators will prepare and distribute meeting notes after each Committee meeting, and make information presented at the meetings available to the public through the established website ([www.idaho.gov](http://www.idaho.gov)) and email distribution.

## **CAMP DECISION-MAKING**

### **Idaho Water Resources Board**

As noted above, the final responsibility for CAMP decision-making rests with the Board.

- The Board will give serious consideration to the recommendations, perceptions and interests developed by the Advisory Committee.
- Additionally, through public meetings and other means of public input, stakeholder's views will be documented, summarized and provided to the Board prior to decision making.

### **Advisory Committee**

The Advisory Committee will strive to reach consensus on recommendations to the Board regarding the CAMP.

- Consensus in this context is defined as a process for reaching agreement that does not rely on voting. Consensus recommendations are generally those recommendations with which all Members can agree.
- Consensus does not mean that all Members of the Committee agree with the same level of enthusiasm. Some Members may strongly endorse a particular solution while others may accept it as a workable agreement.
- A consensus is reached when all parties agree (1) that their major interests have been taken into consideration and addressed in a satisfactory manner; and (2) to help implement the Committee recommendations.
- Prior to key decisions, Members agree to solicit (as appropriate) and share constituent input with the Committee.

If consensus is not reached on a given issue, the Committee has several options:

- A Member who is not in agreement with the general opinion in the group may "stand aside" and not block the consensus;
- A Member may stand aside, allow the rest of the group to reach a consensus and request that a minority report detailing the other view(s) be added to the final agreement/document; and/or
- If no consensus is reached, the group may announce that there was not an agreement on a particular question or issue. The complete views and perspectives of Members will be forwarded to the Board for their decision-making.

## **TECHNICAL SUPPORT**

Members agree that the dialogue and deliberation of the Advisory Committee will be based on the best available information, regardless of the source. To the extent feasible, technical studies will utilize reproducible science. Although peer-reviewed studies are ideal, the Advisory Committee recognizes that the cost associated with peer review may mean peer-reviewed science is not always available. Where possible, regional data is preferred over data related to a larger scale.

The Members agree to engage in joint fact-finding and collaborative learning to clarify what is known, not known, and needed to make timely, well-informed recommendations. Information requested by the Advisory Committee will be presented to the entire

Committee.

The Advisory Committee will be supported by the Ad Hoc Resource Network and water demand consultants.

Members may bring their staff from their organizations or agencies, or Members of their constituency groups to support the problem solving process. The Members can defer to those individuals when their expertise is required or when requested by the Advisory Committee as a whole. However, the use of support persons must not disrupt deliberations, or dilute the responsibility of the Advisory Committee.

### **GUIDELINES FOR DIALOGUE AND DELIBERATION**

The following guidelines will be used to encourage productive deliberations and decision-making. Members will commit to “best efforts” at following the guidelines and give the facilitators the authority to enforce them:

- Address one another respectfully
- It is crucial that everyone have a chance to be heard and to hear others. Therefore, Members will:
  - Pay attention to what is being discussed in the meeting and avoid side conversations
  - Allow people to speak and refrain from making interruptions
  - Be brief and speak to the point
- It is important to find creative, innovative solutions. Therefore, Members will:
  - Provide opportunities for each other to bring forward proposals and requests for technical analysis
  - Avoid judging ideas prematurely
  - Look for the need or interest that gives rise to the idea
  - Look for ways to improve proposals
  - Remain open minded
- Disagreements are inevitable; however they should be focused on the issues involved rather than on the people holding a particular view. Therefore Members will:
  - Promote cooperative interactions and avoid competitive behaviors that denigrate other Participants
  - Promote positive behaviors that promote productive discussions and agreement and avoid behavior that is disruptive to the work of the group

### **REPRESENTATION OF OTHER INTEREST GROUP VIEWS**

To enhance creativity during meetings, individuals who represent constituencies and agencies are not expected to restrict themselves to prior positions.

The goal of the Advisory Committee is to have frank and open discussions of the issues in question and options to address these issues.

Therefore, ideas raised in the process of the dialogue, prior to agreement by the whole

group, are for discussion purposes only and should not be construed to reflect the final position of an Member or his or her constituent group.

## **CONSTITUENTS**

Informed constituencies will enhance the prospects for approval and implementation of the recommendations of the Advisory Committee.

As appropriate, the Members will inform their constituents and solicit their opinions about the issues under discussion. They will represent the interests of their constituent group and bring their constituents' concerns and ideas to the deliberations.

Members, at their option, may elect to hold regular meetings with their constituent group (a formal caucus), to provide copies of Committee meeting notes to their constituents and request comments, and to communicate informally with their constituents.

The Advisory Committee will also explore other means to broaden public awareness and encourage broader involvement.

## **OBSERVERS AND PUBLIC INVOLVEMENT**

Advisory Committee meetings will be open to the public.

- However, in order for the Advisory Committee to achieve its objective, discussion and deliberation at Committee meetings must be focused and manageable.
- Participation by non-members of the Advisory Committee will be at the discretion of the Advisory Committee. Following presentations, the Advisory Committee questions will be answered first and then, if requested by the Advisory Committee, the public will have an opportunity to ask questions concerning the presentation.
- Advisory Committee meetings will include two periods for public comment, generally at the beginning and end of each session. Members of the public who know that they wish to make a short comment or presentation will be asked to sign up to speak, and available comment time at the beginning of the meeting will be divided among those who sign up. Any member of the public who wishes to make a short presentation will be asked to do so during the comment period at the end of the Advisory Committee meeting. The Advisory Committee will determine how much time will be allotted to presentations from the public.
- Notwithstanding the two periods set up for public comment, the Advisory Committee, from time to time and at its option, may ask for public comment on a specific topic while that topic is being discussed by the Advisory Committee.

In addition, the Committee will hold public meetings during the process of developing recommendations to inform the public about progress being made and solicit feedback.

- Members are encouraged to provide outreach assistance for public meetings to raise broader awareness of the issues under discussion.
- Information, including meeting notes, will also be posted on the Idaho

Department of Water Resources website.

## **COMMUNICATIONS WITH THE MEDIA**

The Advisory Committee meetings will be open to the public, including the media, and will be conducted in accordance with the Idaho Open Meeting Law.

The consensus process is a solution-oriented, problem solving approach, not a platform for lobbying the public through the media. The deliberations of the Advisory Committee should not be used as opportunities for individual Members to posture in order to gain the attention of the media.

If the Advisory Committee decides that there is a need for the Committee to communicate formally with the press, the Advisory Committee will designate a spokesperson(s), or draft a statement, or both. Stakeholders can refer members of the press to CP or to Helen Harrington, IDWR, for questions about the process.

In communicating with the media and the general public, a clear distinction should be made between preliminary information, concept papers, or proposals under consideration and final decisions. The Advisory Committee prefers that it focus its comments to the media on what has been decided by the Advisory Committee rather than topics still under discussion. It is important to differentiate between the discussion and decisions. Preliminary documents will be marked with "DRAFT" or "FOR DISCUSSION PURPOSES ONLY."

Each Member is free to speak with the press on behalf of the constituency or agency he or she represents, and must make it clear to the press that his or her comments should not be attributed to the whole stakeholder group.

No Member will formally speak for or represent the Advisory Committee without expressed authorization by consensus of the Advisory Committee as a whole.

No Member will characterize to the media the point of view of other representatives.