



Ground Rules for the Treasure Valley Comprehensive Aquifer Management Plan Advisory Committee

Draft of 14 May 2010

Advisory Committee Purpose

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

Advisory Committee Charge

The Advisory Committee (Committee) will develop recommendations to meet current and future demand for water resources in the Treasure Valley region.

During its first couple meetings, the Committee -- along with the Board -- will seek agreement on the scope of the CAMP (i.e. determine whether and how such issues as surface and ground water interactions, water quantity and quality interactions, and the link between land and water decisions are addressed).

Once the Committee has reviewed and approved the ground rules and work plan to develop the CAMP, they agree to be governed by these ground rules and work plan.

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:

Phase 1: A technical component to characterize the surface and ground water resources of each basin; and

Phase 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 each basin that integrates hydrologic realities with the social needs.

The water management plans will be designed to address water supply and demand issues looking out 50 years into the future. The program is intended to investigate strategies and

develop plans that will lead to sustainable water supplies and optimum use of the water resources.

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Roles and Responsibilities

Idaho Water Resource Board

The Board holds final decision-making authority regarding the CAMP. It agrees to give serious consideration to both Committee recommendations and public input.

Specific Board members agree to attend and participate in Advisory Committee meetings.

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

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 established by the Board serves as the record of official Committee membership. Each member of the Advisory Committee is expected to:

- Regularly attend and prepare for committee meetings;
- Clearly articulate and represent the interests of his/her group 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
- Keep his/her constituent group(s) informed about activities and progress of the Advisory Committee, and solicit their input about ongoing deliberations.

Ad Hoc Resource Network

In addition to the Advisory Committee, state and federal resource management agencies should serve as an ad hoc resource network to the Advisory Committee – not as members of the Advisory Committee per se. These agencies will provide scientific, technical, legal, budgetary, and other information as appropriate. As of the drafting of this report, we are uncertain as to what the needs of the Advisory Committee will be for this proposed Resource Network. This should be a topic for early consideration by the Advisory Committee.

If formed, the following state and federal agencies were identified as potential members of the network (and others may be added as the process moves forward):

- Central Health District
- Department of Environmental Quality
- Idaho Department of Lands
- Idaho Department of Water Resources
- Idaho Department of Fish and Game

- Natural Resources Conservation Service
- US Bureau of Reclamation (potentially an Advisory Committee member)
- US Geological Survey
- US Army Corps of Engineers
- US Fish and Wildlife Service
- US Forest Service
- US Environmental Protection Agency

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

- Treasure Valley Partnership
- Idaho Ground Water Association
- Idaho Water Users Association
- Idaho Water Resources Research Institute (IWRRI)
- Boise State University
- Idaho Forest Industries Association
- Idaho Mining Association
- University of Idaho
- Idaho State University
- Ada County Association of Realtors
- Idaho Association of Commerce and Industry
- Idaho Farm Bureau
- Idaho Rural Water Association

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

- The facilitators are responsible to the whole group and not to any one member or interest group.
- The facilitators will enforce ground rules that are accepted by the group.
- In addition, the facilitators will ensure that important information is available to Advisory Committee members in advance of each meeting.
- The 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 (http://www.idwr.idaho.gov/waterboard/WaterPlanning/CAMP/TV_CAMP/TVdefault.htm) and email distribution.

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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, Treasure Valley 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, and consensus recommendations are generally ones with which all members can agree.
- However, consensus does not necessarily mean unanimity. 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, Committee members agree to solicit and share constituent input with the Committee.
- [Issues can be postponed to allow time for Advisory Committee members to consult with constituents to generate more information, ideas, or to address concerns.](#)

In the event that a 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 committee 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 sources.

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.

The Ad Hoc Resource Network and water demand consultants will support the Committee.

Members may bring staff from their organizations or agencies, or members of their

constituency groups to support the problem solving process.

Advisory Committee 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.

Guidelines for Dialogue and Deliberation

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

- It is crucial that everyone have a chance to be heard and to hear others. Therefore, Advisory Committee 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, Advisory Committee 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
 - Try to 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, Advisory Committee 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
 - Address one another in respectful ways

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 Advisory Committee 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.

The members of the Advisory Committee 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 of the Advisory Committee 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.
- Advisory Committee meetings will include a 15 minute period for public comment in the afternoon. Meeting observers who would like to give written comment or who would like to share during the public comment period will be asked to complete a comment card. Cards will be available throughout the meeting.
- The IDWR Treasure Valley CAMP webpage has a mechanism for the public to provide comments on the process. Feedback received on the website will be shared with Advisory Committee members during the following Advisory Committee meeting public comment period.

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.

- Committee 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. However, Committee members may choose to caucus and caucuses may not be open to the public.

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, Advisory members will designate a spokesperson(s) and/or draft a

statement. Stakeholders can refer members of the press to CP 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. It is important to differentiate between the discussion and decisions. Preliminary documents will be marked with "DRAFT" or "FOR DISCUSSION PURPOSES ONLY."

Each Advisory Committee 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 Advisory Committee member will formally speak for or represent the Advisory Committee without expressed authorization by consensus of the Advisory Committee as a whole.
- No Advisory Committee member will characterize to the press the point of view of other representatives.