

Humboldt Bay Municipal Water District
Water Resource Planning
Advisory Committee Charter

2008—2009

Table of Contents

Purpose	1
Desired Outcomes	2
Process Principles.....	3
Advisory Committee.....	4
District Water Board Committee Members' Role	5
Committee Members Role	5
Consultant/Facilitator Role	5
Recorder Role.....	6
District Staff Role.....	6
Ground Rules.....	6
Meeting Procedures.....	7

Water Resource Planning Advisory Committee Charter

Purpose

The purpose of the Advisory Committee is to:

1. **Educate** the public regarding the issues and opportunities facing HBMWD
 2. Gather **input** and **feedback** from the public regarding HBMWD's water resource
 3. **Develop recommendations** for the Humboldt Bay Municipal Water District Board regarding its water resource
 4. **Define the process** more specifically to accomplish these purpose and the desired outcomes on the following page.
-

Water Resource Planning Advisory Committee Charter (continued)

Desired Outcomes

By the completion of the Advisory Committee's work, the HBMWD Board hopes to have achieved the following outcomes.

1. The community understands the issues and opportunities facing HBMWD including:

- The challenges to retaining the District's water rights
- The role that Mad River plays in the ecological and economic well-being of the North Coast
- The context within which the Board is making decisions regarding the management of the resource.

2. The HBMWD Board understands the community's:

- Priorities regarding Mad River and the use of its water
- Perceptions of the challenges and benefits of putting water rights to full use
- Proposed principles for making decisions about the water resource.

3. The district has sufficient information to make the case for 'due diligence' to the State and is in a stronger position to maintain HBMWD's control of its water resource.

4. The Board will be positioned to make decisions that broadly benefit the community. Ideally, this will include

- Providing additional protection or use for our unused water rights
- Better water management
- Sustainable growth
- Jobs
- Cost effective water management and use
- Protecting the Mad River and its fisheries
- Being able to reliably deliver high quality water at a reasonable cost to our regional customers.

5. The community has a better relationship with and more trust in the district.

Water Resources Planning Advisory Committee Charter (continued)

Process Principles

The process used to develop the recommendation regarding the water resource will have the following characteristics.

Participatory—It engages a broad spectrum of people, especially those who could be impacted by the Board's decisions, in meaningful ways through a variety of methods including face to face meetings in various locations and on-line vehicles.

Open and fair—The community understands the decision-making process and their role in it. They understand the issues and are committed to participating in the planning process.

Efficient and time bound—Participants see it as a good use of their time.

Educative—People understand the issues and challenges and are able to engage as informed participants.

Respectful—Participants listen to one another and consider each other's points of view, even when they disagree.

Clear—Participants understand the process and the potential legal constraints that affect the Board's decisions regarding our water rights.

Givens

The recommendation to the HBMWD Board needs to...

- Be based on the input of a well informed public
 - Be consistent with the criteria and decision-making principles agreed on in Phase Three: Criteria & Guiding Principles (See "HBMWD Water Resource Planning Process")
 - Be delivered to the Board in the agreed-upon time frame
 - Be developed through a process that meets the process principles
 - Fit with current and future legal interpretations regarding water rights and uses
 - Respond as much as possible to the input and feedback gathered from the "public."
-

Water Resources Planning Advisory Committee Charter (continued)

Advisory Committee Decision-Making Process

Agree on the recommendations to the HBMWD Board by consensus. In other words, every Advisory Committee member:

- Understands the decision
- Has had a chance to express his or her concerns
- States that he or she is willing to actively support the decision(s)

Every effort will be made to reach consensus. When consensus on any recommendation cannot be reached in a timely fashion and there is significant disagreement over direction, the decision will "fallback to" and be made by a super majority (two-thirds) of the full Committee. In the event of a "fallback decision," the Board will request that the broad range of thinking underlying the recommendations be reported. The Board will make the final decision.

Quorum to conduct business is 75% (three quarters) of Committee membership

Note: This Committee is advisory in nature and shall have no final decision-making authority. Any activity or recommendation from this Committee requiring policy direction or action shall be presented to the Board of HBMWD for their consideration.

Water Resources Planning Advisory Committee Charter (continued)—Proposed

District Board Members Role

- Contribute content knowledge
- In an environment of shared leadership, support and help the committee to carry out its charter
- Encourage participation and help create a civil, collaborative environment
- Provide or obtain resources necessary for the committee to do its job
- With input from the committee, plan meetings with facilitator/ consultant
- Participate as a committee member

Committee Members Role

- Participate actively and fully in committee work to achieve the charter
 - Share committee and subcommittee leadership responsibilities
 - Surface issues and work to resolve them collaboratively
 - Take responsibility for assignments between meetings and preparing for meetings
 - Share insights and learnings with other committee members
 - Actively challenge themselves to pursue fresh approaches and perspectives; explore new pathways
 - Seek meaningful input and feedback from stakeholders and "the public" and fairly consider it
 - Commit to follow-through on this charter until it is completed
 - Attend all agreed-upon meetings. If a committee member is unable to participate fully and has frequent absences, the Board will replace the member.
 - Contribute to development of meeting agendas
-

Water Resources Planning Advisory Committee Charter (continued)—Proposed

Consultant/Facilitator Role

- Contribute process knowledge and advocate for fair and effective process
 - Help plan and facilitate committee meetings
 - Encourage participation and help create a civil, collaborative environment
 - Help group stay focused on task and build agreements
 - Remain neutral and make sure each committee members ' thoughts and ideas are heard and that input and feedback from stakeholders and "the public" is fairly considered
 - Help plan and facilitate meetings with stakeholder groups and the "public"
 - As needed, orient small group facilitators for large meetings
-

Recorder Role

- Capture committee members' ideas on flip chart paper during meetings
 - Document meeting notes
 - Remain neutral and capture each person's ideas as accurately as possible
 - Help capture thoughts and ideas during meetings with stakeholder groups and the "public"
-

District Staff Role

- Provide support for scheduling, provide resources as needed
 - Provide guidance and content expertise
 - Act as a resource for the Advisory Committee
 - Attend Committee meetings
 - Consult with facilitator and attorney
 - The attorney with water law specialty will provide content advice and expertise as requested
-

Water Resources Planning Advisory Committee Charter (continued)—Proposed

Proposed Ground Rules

- Listen carefully — try to understand, first
- Ask questions to increase your understanding of others' points of view
- Keep inner dialogues, disagreements in the open
- Speak from the heart
- Agree only if it makes sense to you to do so
- Be open to divergent views
- Keep the "good of the whole" in mind at all times
- Help group stay on track
- Share the "air time."
- One speaker at a time (Avoid interrupting each other)
- End group meetings with an evaluation of how you are doing as a committee
- Have fun!!!

Meeting Procedures

- Plan outcomes and agenda for each meeting beforehand
 - Review and agree on outcomes and agenda at start of each meeting
 - Close each meeting by summarizing agreements, action items and evaluating team functioning
 - Distribute meeting notes within seven days after meetings.
 - Distribute meeting agenda prior to the meetings.
-