

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
**WATER RESOURCE PLANNING PROCESS AND**  
**ADVISORY COMMITTEE CHARTER**

2009—2010



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# Water Resource Planning Process

## **Mission of Humboldt Bay Municipal Water District**

The District's mission is to:

1. reliably deliver high quality drinking water to the communities and customers we serve in the greater Humboldt Bay Area at a reasonable cost;
  2. reliably deliver untreated water to our wholesale industrial customer(s) at a reasonable cost; and
  3. protect the long-term water supply and water quality interests of the District in the Mad River watershed.
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## Water Resource Planning Process (continued)

### Desired Outcomes of Water Resource Planning

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.

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## Water Resource Planning Process (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.

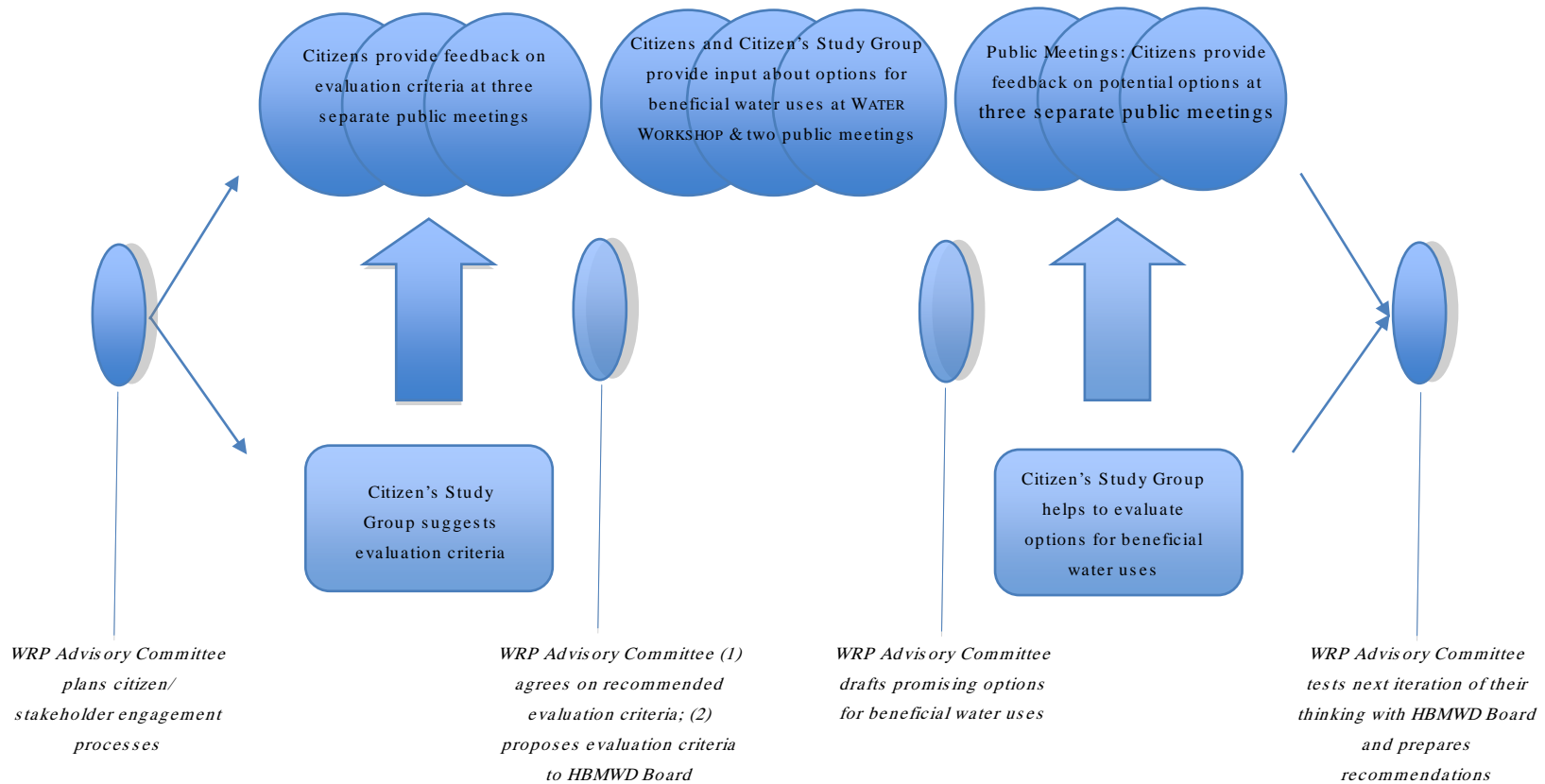
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# Water Resource Planning (WRP) Process —Overview

Start-Up	Education and Develop Evaluation Criteria	Generate Options	Consider and Evaluate Options	Agree on Recommendations
June—August, 2009	September—December, 2009	January—February, 2010	March—June, 2010	June—August, 2010
<p>The <b>WRP Advisory Committee</b> has...</p> <ul style="list-style-type: none"> <li>• An agreement on WRP Process and Advisory Committee Charter</li> <li>• An understanding of HBMWD's current situation</li> <li>• An agreement on a process plan to achieve the outcomes of all the phases</li> </ul>	<p><b>Citizen's Study Group</b> and interested members of the public have an understanding of...</p> <ul style="list-style-type: none"> <li>• HBMWD's current situation</li> <li>• WRP Process</li> <li>• Role of WRP Advisory Committee and Citizen's Study Group</li> </ul> <p>The <b>WRP Advisory Committee</b> has...</p> <ul style="list-style-type: none"> <li>• An understanding of Citizen's Study Group's and public's input regarding evaluation criteria</li> <li>• An agreement on what criteria to recommend to the HBMWD Board</li> <li>• An understanding of the HBMWD Board's decision regarding evaluation criteria</li> </ul>	<p><b>Citizen's Study Group</b> has an understanding of...</p> <ul style="list-style-type: none"> <li>• The criteria the WRP Advisory Committee and the HBMWD Board will use to guide their deliberations</li> <li>• The public's input regarding options for beneficial uses of water</li> </ul> <p>The <b>WRP Advisory Committee</b> has...</p> <ul style="list-style-type: none"> <li>• An understanding of the Citizen's Study Group's and the public's input regarding potential beneficial uses of water</li> <li>• A list of potential options for beneficial water uses</li> </ul>	<p><b>Citizen's Study Group and the public</b> has an understanding of...</p> <ul style="list-style-type: none"> <li>• The Advisory Committee's "in progress" thinking on the potential options for beneficial water uses</li> </ul> <p>The <b>WRP Advisory Committee</b> has an understanding of...</p> <ul style="list-style-type: none"> <li>• The Citizen's Study Group's and the public's feedback on the Advisory Committee's "in-progress" thinking regarding: <ul style="list-style-type: none"> <li>• Promising options for beneficial uses of water</li> <li>• How well the options meet the evaluation criteria</li> <li>• Potential trade-offs and implications</li> </ul> </li> <li>• The <b>WRP Advisory Committee</b> has a rough draft of their recommendations and has tested the next iteration of their thinking with the HBMWD Board</li> </ul>	<p><b>WRP Advisory Committee</b> has...</p> <ul style="list-style-type: none"> <li>• Documented descriptions of recommendations including: <ul style="list-style-type: none"> <li>• Rationale for the recommendations</li> <li>• Cost/benefit analysis</li> <li>• Trade-offs</li> <li>• Potential short and long term implications</li> <li>• Impacts and suggestions for how to mitigate any potential negative impacts</li> </ul> </li> <li>• An agreement on what to recommend to HBMWD Board</li> <li>• Presented their recommendations to the HBMWD Board</li> </ul>

# WRP process (continued)—Schematic overview of how citizens and stakeholders are involved

Start-Up	Education and Develop Evaluation Criteria	Generate Options	Consider and Evaluate Options	Agree on Recommendations
June—August, 2009	September—December, 2009	January—February, 2010	March—June, 2010	June—August, 2010



## WRP Process (continued)—Overview of group roles: who is responsible for doing what

	Education & Evaluation Criteria	Generate Options	Consider and Evaluate Options	Agree on Recommendations
	September—December, 2009	January—February, 2010	March—June, 2010	June, 2010—August, 2010
<b>Interested Members of the Public</b>  (Eight “public meetings” plus a Water Workshop)	<ul style="list-style-type: none"> <li>Learn about the issue and provide feedback on proposed evaluation criteria at three different public meetings</li> </ul>	<ul style="list-style-type: none"> <li>Learn about water law</li> <li>Participate in Water Workshop</li> <li>Provide input to CSG and WRP AC regarding ideas for beneficial uses of water</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback on draft of promising options for beneficial uses of water to AC</li> <li>Check to make sure no important options are missing</li> </ul>	
<b>Citizen’s Study Group (CSG)</b>  ((Three meetings, including a Water Workshop: includes AC (14) along with invited stakeholders (22) and randomly selected citizens (20))	<ul style="list-style-type: none"> <li>Learns about the issue</li> <li>Suggests evaluation criteria</li> </ul>	<ul style="list-style-type: none"> <li>Participates in Water Workshop and generates potential options for beneficial uses of water</li> </ul>	<ul style="list-style-type: none"> <li>Provides feedback on how well potential options meet the evaluation criteria to Advisory Committee</li> <li>Checks to make sure no important options are missing</li> </ul>	
<b>WRP Advisory Committee (AC)</b>	<ul style="list-style-type: none"> <li>Gathers input on evaluation criteria from CSG</li> <li>Gathers feedback on potential evaluation criteria from interested members of the public at three public meetings</li> <li>Proposes evaluation criteria to HBMWD Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>Conducts Water Workshop with content experts</li> <li>Gathers input from interested members of the public and CSG regarding options for potential beneficial uses of water at Water Workshop and two public meetings</li> </ul>	<ul style="list-style-type: none"> <li>Gathers feedback from CSG and interested members of the public on promising options for beneficial uses of water</li> <li>Tests “in progress” thinking about promising options with Water Task Force* and HBMWD Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>Prepares recommendations for HBMWD Board of Directors</li> </ul>
<b>Content Experts</b>	<ul style="list-style-type: none"> <li>Help prepare Water Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Help conduct Water Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback as requested by WRP AC</li> </ul>	
<b>HBMWD Board of Directors</b>	<ul style="list-style-type: none"> <li>Receives, modifies criteria as needed, and agrees on evaluation criteria</li> </ul>	<ul style="list-style-type: none"> <li>Participates in Water Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Provides “in progress” feedback as requested by AC</li> </ul>	<ul style="list-style-type: none"> <li>Receives recommendations from Advisory Committee</li> </ul>

\* The Water Task Force is an ad-hoc advisory committee that works with and provides input to the HBMWD Board of Directors on matters affecting the District or the regional water system. It is comprised of two representatives from each of the District’s wholesale customers (one is from management and one is an elected official). The **WRP Advisory Committee** will check in with the Water Task Force at key milestones in the WRP process and solicit their feedback.

# Charter of the Water Resource Planning (WRP) Advisory Committee

## Role of Advisory Committee

The role 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. More specifically **define the process** through which to accomplish the desired outcomes.
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## Charter of the WRP Advisory Committee (continued)

### Givens

The recommendations to the HBMWD Board need to...

- Be based on the input of a well-informed public
  - Be consistent with the decision-making criteria agreed on in Phase Three: Decision-Making Criteria (See page 3 and 6 in this document.)
  - Be delivered to the Board in the agreed-upon time frame
  - Be developed through a process that meets the process principles (See page 10 in this document.)
  - Fit with current and future legal interpretations regarding water rights and uses
  - Respond as much as possible to the input and feedback gathered from stakeholders and interested members of the public.
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## Charter of the WRP Advisory Committee (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 HBMWD 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.

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## Charter of the WRP Advisory Committee (continued)

### **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

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### **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
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## Charter of the WRP Advisory Committee (continued)

### **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 interested members of the public is fairly considered
- Help plan and facilitate meetings with stakeholder groups and interested members of the public
- As needed, orient small group facilitators for large meetings

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### **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 interested members of the public

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### **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/consultant and attorney
  - Request content advice and expertise from the attorney with water law specialty as needed
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## Charter of the WRP Advisory Committee (continued)

### 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!!!

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### 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 agendas prior to the meetings.
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