

**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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# Overview of Water Resource Planning Process\*

Start-Up	Education	Develop Decision-Making Criteria	Generate Options	Evaluate Options	Agree on Recommendations
May—June, 2009 	June—July, 2009 	June—July, 2009 	August—October, 2009 	December—February, 2009 	February—April, 2010 
Advisory Committee has... <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 and a detailed process plan to achieve the outcomes of the Education Phase and Decision-Making Criteria Phases</li> </ul>	Stakeholders and interested members of the public have an understanding of... <ul style="list-style-type: none"> <li>HBMWD's current situation</li> <li>WRP Process</li> <li>Role of Advisory Committee</li> <li>Most likely water use scenario for the County and District given projections regarding population, land use, and current economic development plans</li> <li>"Beneficial uses" of water and what other water districts have done</li> <li>Potential "trade-off decisions" District may need to make</li> </ul>	Advisory Committee has... <ul style="list-style-type: none"> <li>An understanding of key stakeholders' and interested members of the public's input regarding decision-making criteria</li> <li>An agreement on the criteria they will use to guide their deliberations</li> <li>Confirmation of decision-making criteria with the HBMWD Board</li> <li>An agreement on a detailed process plan to achieve the outcomes of the Generate and Evaluate Options and Agree on Recommendations Phases</li> </ul>	Stakeholders and interested members of the public have an understanding of... <ul style="list-style-type: none"> <li>Criteria the Advisory Committee will use to guide their deliberations</li> <li>Advisory Committee has...  <ul style="list-style-type: none"> <li>An understanding of key stakeholders' and public's input regarding potential "beneficial uses" of water</li> <li>An agreement on the list of most promising options for additional, beneficial uses of water and how well these options meet the agreed-on, decision-making criteria</li> <li>List of potential trade-offs and potential implications</li> </ul> </li> </ul>	Stakeholders and interested members of the public have an understanding of ... <ul style="list-style-type: none"> <li>Advisory Committee's  <ul style="list-style-type: none"> <li>List of most promising options for additional, beneficial uses of water</li> <li>Assessment of how well the options meet the decision-making criteria</li> <li>List of potential trade-offs and potential implications</li> </ul> </li> <li>Advisory Committee understands...  <ul style="list-style-type: none"> <li>Key stakeholders' and interested members of the public's feedback on the options</li> </ul> </li> </ul>	Advisory Committee has... <ul style="list-style-type: none"> <li>Documented, detailed descriptions of recommendations including:               <ul style="list-style-type: none"> <li>Cost/benefit analysis</li> <li>Potential short and long term implications</li> <li>Trade-offs</li> <li>Impacts and suggestions for how to mitigate 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>

\* Graphic suggests possible flow and types of activities, not the actual number, flow, or types of activities.

## Water Resource Planning Process (continued)

<b>Phase One: Start-Up (May—June, 2009)</b>
Advisory Committee has... <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 and a detailed process plan to achieve the outcomes of the Education and Decision-Making Criteria Phases</li></ul>
Advisory Committee Activities <ol style="list-style-type: none"><li>1. Agree on desired outcomes, phases and timeline, and process principles. (06.03.09)</li><li>2. Agree on Advisory Committee Charter. (06.03.09)</li><li>3. Develop committee's ability to work effectively and efficiently together. (06.03.09)</li><li>4. Agree on Advisory Committee meeting schedule. (06.03.09)</li><li>5. Decide on how to effectively and meaningfully engage key stakeholders and interested members of the public in WRP.</li><li>6. Plan the process to achieve the outcomes of all of the phases of the WRP process.</li><li>7. Plan the details of the process to achieve the outcomes of the Education and Decision-Making Criteria Phases.</li></ol>
Possible way to implement or augment the process in Phase One <ul style="list-style-type: none"><li>▪ Identify stakeholders. Determine how best to meaningfully engage both stakeholders and interesting members of the public in the WRP process.</li><li>▪ Options for interested members of the public include...<ul style="list-style-type: none"><li>• Whoever shows up participates</li><li>• Create a temporary "citizen council": a randomly selected group of citizens (50—75?) who would meet, deliberate and provide input or feedback to the Advisory Committee</li><li>• Conduct small "think tank" sessions with key stakeholder groups (e.g., experts in relevant areas, customers)</li><li>• Some combination of the above</li></ul></li></ul>

## Water Resource Planning Process (continued)

<b>Phase Two: Education (June—July, 2009)</b>
<b>Desired Outcomes</b>  Stakeholders and interested members of the public have an understanding of... <ul style="list-style-type: none"><li>▪ HBMWD's current situation</li><li>▪ WRP process</li><li>▪ Role of Advisory Committee</li><li>▪ Most likely water use scenario for the County and District given projections regarding population, land use, and current economic development plans</li><li>▪ "Beneficial uses" of water and what other water districts have done</li><li>▪ Potential "trade-off decisions" District may need to make</li></ul>
<b>Advisory Committee Activities</b>  <ol style="list-style-type: none"><li>1. Additional education and discussion of current situation as needed. This could include:<ul style="list-style-type: none"><li>• Most likely water use scenario for the County and District given current projections regarding population, land use, and current economic development plans</li><li>• Dynamic relationship among fundamental issues in the current situation ("Systems thinking")</li><li>• "Beneficial uses" of water (relevant aspects of water law)</li><li>• Potential "trade-off decisions"</li></ul></li><li>2. Conduct radio, television, and newspaper interviews.</li><li>3. Conduct education forum(s) for the public that might include all of or some of the following:<ul style="list-style-type: none"><li>• Distribute a "Participant Guide" regarding the current situation and WRP process</li><li>• Summary of findings regarding what other districts have done regarding this issue (relevant?)</li><li>• Potential "trade-off" decisions.</li></ul></li></ol>
<b>Possible ways to augment the process in Phase Two</b> <ul style="list-style-type: none"><li>▪ At educational forum(s), use projectable "picture" of<ul style="list-style-type: none"><li>• Current infrastructure for water (both residential and commercial systems)</li><li>• How much water being used where (past, present, and potential future)</li></ul></li><li>▪ Prepare a "Participant Guide" to distribute during Education Phase that would include information about the water issue and about meaningful public participation.</li></ul>

## Water Resource Planning Process (continued)

### Phase Three: Decision-Making Criteria (June—July, 2009)

#### Desired Outcomes

Advisory Committee has...

- An understanding of key stakeholders' and interested members of the public's input regarding decision-making criteria
- An agreement on the criteria they will use to guide their deliberations
- Confirmation of decision-making criteria with the HBMWD Board
- An agreement on a process plan to achieve the outcomes of the Generate and Evaluate Options and Agree on Recommendations Phases

#### Advisory Committee Activities

1. Implement the process designed during Set the Stage to gather information from specified stakeholders and/or interested members of the public.
2. Summarize and synthesize input from stakeholders and interested members of the public on decision-making criteria.
3. Draft and agree on a set of recommended decision-making criteria.
4. Gather feedback from the Water Task Force on the recommended decision-making criteria.
5. Build agreement on the decision-making criteria with the Board.
6. Plan the details of the process to achieve the outcomes of the Generate and Evaluate Options and Agree on Recommendations Phases.

#### Possible ways to augment the process in Phase Three

- Gather input from participants and/or public via on-line survey.
- Use a variety of interactive techniques (World Cafe, story telling, dialogue) to help key stakeholders and/or interested members of the public to think creatively and expansively about their core values and desires regarding use of water.
- Conduct dialogues with different stakeholder groups separately first to gather input and then bring them together to build "final agreements."
- Use fast feedback technology and keypad polling to engage large numbers of the public in developing and prioritizing the criteria.

## Water Resource Planning Process (continued)

<p><b>Phase Four: Generate Options (August – October, 2009)</b></p>
<p>Desired Outcomes</p> <p>Stakeholders and interested members of the public have an understanding of...</p> <ul style="list-style-type: none"> <li>▪ The criteria that the Advisory Committee will use to guide their deliberations</li> </ul> <p>Advisory Committee has...</p> <ul style="list-style-type: none"> <li>▪ An understanding of key stakeholders' and interested members of the public's input regarding "beneficial uses" of water</li> <li>▪ An agreement on a list of most promising options for additional, beneficial uses of water and how well these options meet the agreed-on decision-making criteria</li> <li>▪ List of potential trade-offs and potential implications</li> </ul>
<p>Advisory Committee Activities</p> <ol style="list-style-type: none"> <li>1. Communicate the agreed-upon, decision-making criteria and gather input from stakeholders and interested members of the public regarding desired, beneficial uses of water.</li> <li>2. Summarize and synthesize input from stakeholders and interested members of the public and regarding beneficial uses of water.</li> <li>3. Develop a list of most promising options for beneficial uses of water.</li> <li>4. Identify potential "trade-off decisions" and potential implications.</li> <li>5. Solicit preliminary feedback from HBMWD Board and the Water Task Force on list of options under consideration.</li> </ol>
<p>Possible ways to implement and augment the process in Phase Four</p> <ul style="list-style-type: none"> <li>▪ Conduct a series of "think tanks" with selected stakeholders to generate options based on input from stakeholders and interested members of the public.</li> <li>▪ Use geospatial analysis to help visualize potential scenarios, develop potential options, and identify implications.</li> <li>▪ Ask content experts to draft potential scenarios and/or options that are congruent with the decision-making criteria in a collaborative manner with those who are not content experts. These "content experts" could be the members of the Advisory Committee plus invited others.</li> </ul>

## Water Resource Planning Process (continued)

### Phase Five: Evaluate Options (December – February, 2009)

#### Desired Outcomes

Stakeholders and interested members of the public have an understanding of...

- Advisory Committee's
  - List of most promising options for additional, beneficial uses of water
  - Assessment of how well the options meet the decision-making criteria
  - List of potential trade-offs and potential implications

Advisory Committee understands...

- Key stakeholders' and interested members of the public's feedback on the options

#### Advisory Committee Activities

1. Using the criteria for decision-making, evaluate and prioritize the options.
2. Assess potential impact on various stakeholders with each option.
3. Identify the potential trade-offs in each option.
4. Develop a "best option," or suite of options that includes the most attractive aspects of a number of options and integrates/balances competing values and interests.
5. Develop and produce a "Participant Guide" regarding the potential options (hard and soft versions).
6. Gather feedback from stakeholders and interested members of the public on the options.

#### Possible ways to augment the process in Phase Five

- Use economic modeling to analyze the most promising options
- Do on-line polling to gather feedback on the options from the public or randomly selected citizens
- Hold a series of effectively designed and implemented forums to (1) communicate decision-making criteria, guiding principles, and the options; and to (2) gather feedback from the public on the options. Use keypad polling (or paper and pen) to solicit and quickly summarize people's priorities.

## Water Resource Planning Process (continued)

<p><b>Phase Six: Agree on Recommendations (February—April, 2010)</b></p>
<p>Desired Outcomes</p> <p>Advisory Committee has...</p> <ul style="list-style-type: none"><li>▪ Documented, detailed descriptions of recommendations including<ul style="list-style-type: none"><li>• Cost benefit analysis</li><li>• Potential short- and long-term implications</li><li>• Trade-offs</li><li>• Impacts and suggestions for how to mitigate 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>
<p>Advisory Committee Activities</p> <ol style="list-style-type: none"><li>1. Summarize and synthesize feedback from key stakeholders and interested members of the public.</li><li>2. Further evaluate the options by:<ul style="list-style-type: none"><li>• Evaluating the options in light of the feedback</li><li>• Drafting clear descriptions of the final, most promising options</li><li>• Doing a cost/benefit analysis on the final most promising options</li><li>• Further analyzing the short and long-term implications of the options</li><li>• Identifying the most important trade-offs</li><li>• Prioritizing the greatest impacts and developing suggestions for how to mitigate the negative impacts.</li></ul></li><li>3. Build initial consensus on what to recommend.</li><li>4. Gather additional feedback on close-to-final recommendations as needed.</li><li>5. Agree on recommendations to present to the HBMWD Board.</li><li>6. Confirm the projected impact and how impacts could be mitigated with relevant stakeholders.</li><li>7. Document summary of recommendations including items listed under # 2 above.</li><li>8. Present recommendations to HBMWD Board.</li></ol>
<p>Possible ways to augment the process in Phase Six</p> <ul style="list-style-type: none"><li>▪ Frame a series of evocative questions to build towards and test the consensus</li><li>▪ Gather feedback on close-to-final option(s) in small, informal conversations as needed.</li></ul>

# 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.
-

## 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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