Mid-Coast Water Planning Partnership

Mid-Coast Water Planning Partnership Meeting

January 25, 2017

Rogue Brewers on the Bay, 2320 OSU Drive, Newport, OR

3:00 PM **Brewery Tour – meet at the 'Blackboard' in the main building**
4:00 PM **Partnership Meeting in the Board Room**
7:00 PM **Social hour and informal discussion**

MEETING AGENDA

Time	Topic	Lead
4:00 pm	**Welcome** • Meeting Objectives • Introductions • Review of process and timeline	Conveners: Timothy Gross, City of Newport and Harmony Burright, OWRD
4:15 pm	**Place-Based Planning – Successes** • Successes to date • Measuring success • Funding pursuits	Tia Cavender, Chase Park Grants
4:35 pm	**Education and Outreach – Update**	Harmony Burright, OWRD
4:50 pm	**Work Plan and Information Needs** • Review and discussion on Technical Work Plan • Next Steps	Adam Sussman, GSI Harmony Burright, OWRD
6:10 pm	**Break**	
6:20 pm	**Charter Review and Development** • Recap work completed to date • Provide input on additional sections of Charter	Facilitators
6:50 pm	**Wrap Up and Next Steps**	Facilitators
7:00 pm	Social hour and informal discussion	

Mid-Coast Water Planning Partnership

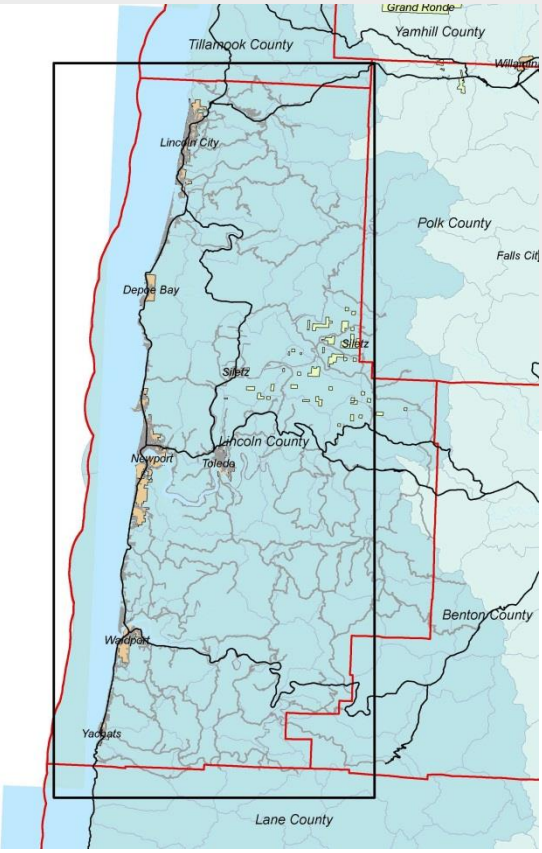
The Mid-Coast Water Planning Partnership will examine water needs in Oregon's Mid-Coast region. Our regional water suppliers include small cities, unincorporated community water districts, tribal communities, and commercial industry near the Pacific Ocean. Our area is home to a vibrant fishing, tourist, and forest products economy, and an ecosystem that supports diverse populations of fish and wildlife. We will be working to develop regional solutions to provide adequate water supplies for water systems and local industry, while providing adequate flows and water quality for fish, wildlife, and our environment. *You are invited join the Partnership and be a part of this important conversation.*

Our water challenges

The need for reliable, quality water supplies is critical. The Mid-Coast Region has unique water challenges that, if left unaddressed, will intensify over time:

- Over the last few years some water suppliers have struggled to meet existing demands. A 2008 study found that, given current supplies and infrastructure, several water suppliers may be unable to meet demand by 2020.
- Low summer stream flow and limited water storage create pressures to meet the needs of communities for drinking water while maintaining stream flows critical for fish, recreation and industry.
- Many of our communities and their water systems are vulnerable to natural hazards, such as impacts of drought, earthquakes and tsunamis and are not prepared to respond to such events.

Mid-Coast Region



Defining our water future

These challenges require a coordinated approach since no one entity can address them alone. In June 2016, the City of Newport received a grant from the Oregon Water Resources Department (OWRD) to convene a collaborative, integrated water planning effort. This presents a timely opportunity to be proactive about understanding and meeting our current and future water needs.

Over the next three years, the Partnership will explore strategies to:

- Replace aging infrastructure, improve conservation, enhance regional water supply options, and more effectively share water.
- Relieve pressure on rivers, streams, and tributaries while meeting the water needs for coastal communities and industries.
- Create redundancies in our system so we are more resilient to drought, storms, and other natural vulnerabilities.
- Create a learning and action network for small water providers who are often most vulnerable to environmental and regulatory challenges.

Join the conversation - help us create our water future

Meetings: The last Wednesday of every other month starting in September 2016
Mailing List: http://bit.ly/mwpplist
Website: www.midcoastwaterpartners.com

More information about the Mid-Coast Water Planning Partnership

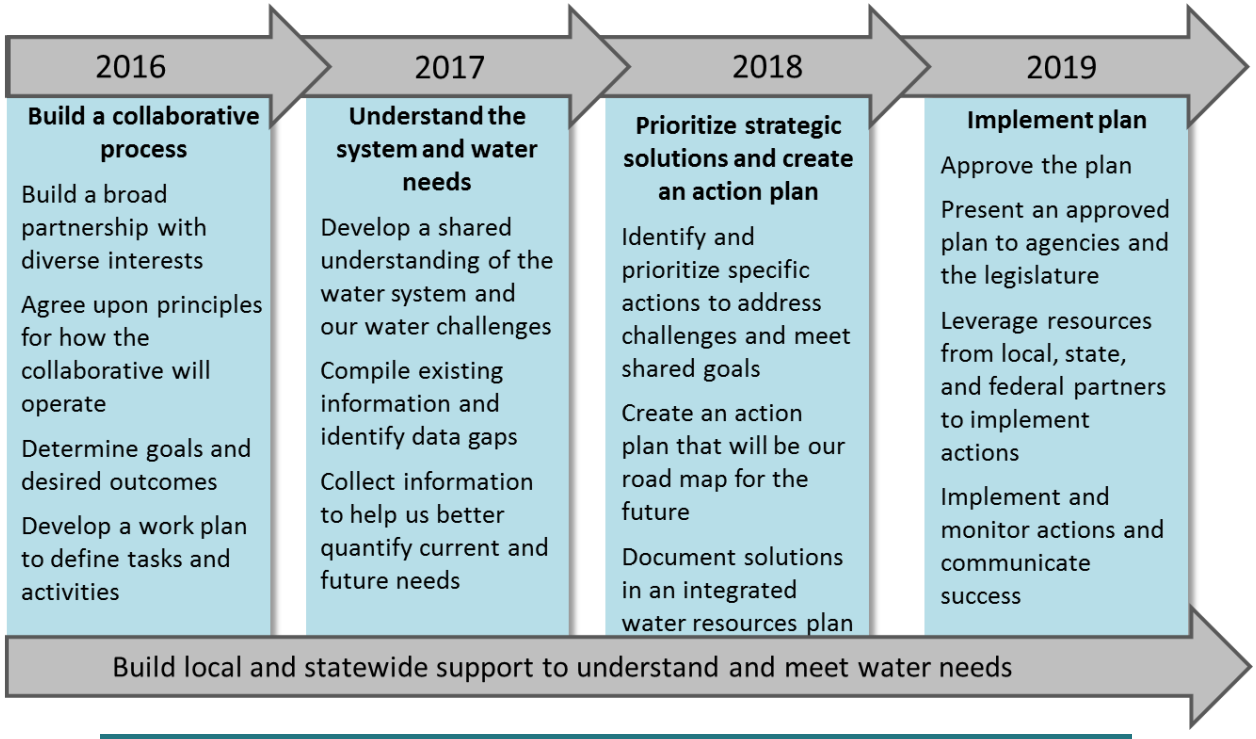
A new approach

The Mid-Coast Region is one of four areas that is piloting a new approach to water planning with the Oregon Water Resources Department. This approach, which was recommended in Oregon's 2012 Integrated Water Resources Strategy, encourages integrated planning at larger scales and gives communities a greater voice in determining their water future. During the pilot phase, local groups will partner with state agencies to test a set of draft planning guidelines, identify best practices, and develop a plan for action. In addition to providing a road map for the Mid-Coast, our local plan will inform future updates to Oregon's statewide strategy. This is our opportunity to chart a new path forward for our community and the state.

The benefits of partnership

- Develop a common understanding of our water issues through discussion, sharing of knowledge, and examination of best practices.
- Coordinate current and future information gathering and data collection efforts.
- Develop a shared vision for our water future.
- Build cooperative relationships and foster networking among diverse water interests.
- Create a forum to explore innovative, out-of-the box solutions to collective problems.
- Coordinate and leverage local and statewide resources to achieve the best results for our region.

Planning Timeline and Actions



– Contact the Conveners –

Timothy Gross
City of Newport
Public Works Director/City Engineer
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541-574-3369

Harmony Burright
Oregon Water Resources Department
Planning Coordinator
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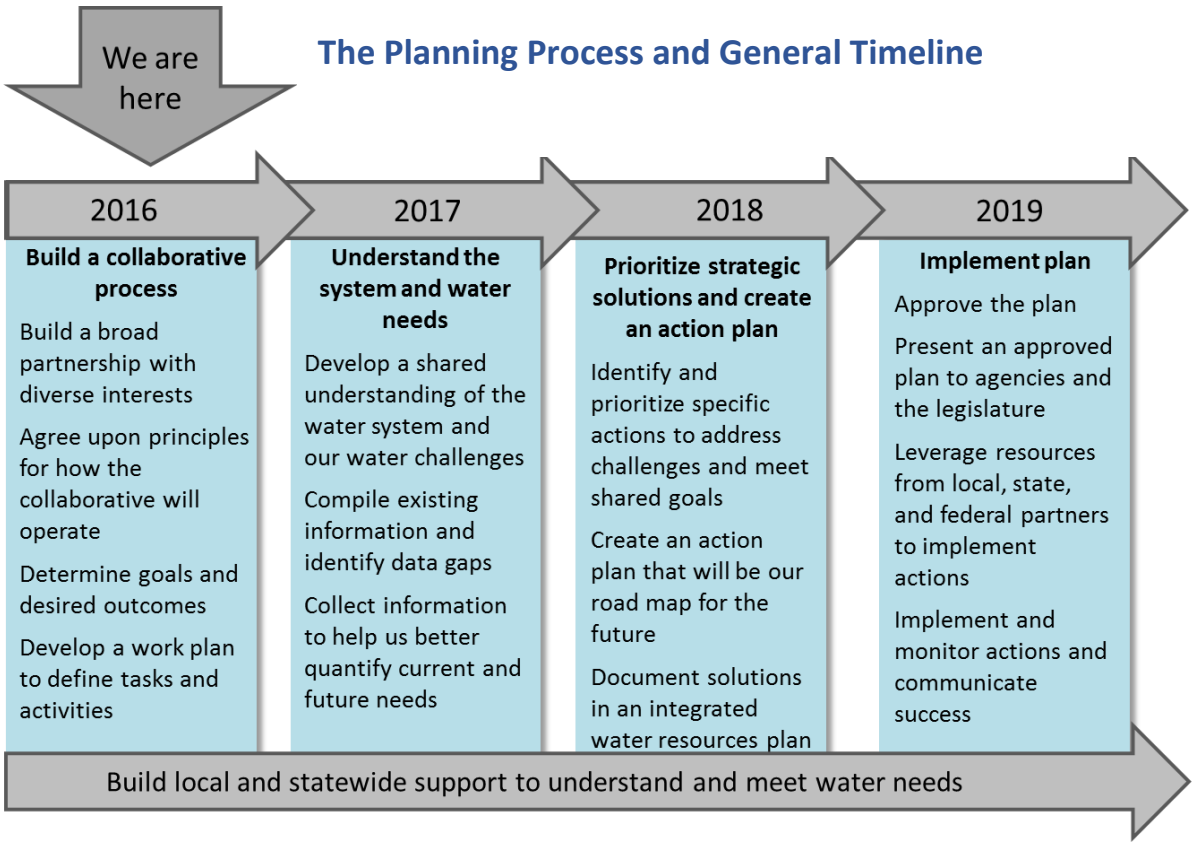
Over the next three years, the Partnership will work together to develop a shared vision for our water future and identify and prioritize actions to achieve that vision.

The Planning Process and General Timeline



O U T P U T S

- A 'Charter' defining how we will work together.
- A technical Work Plan to guide the planning processes.
- A Communication and Outreach Plan to keep everyone informed.

- Inventory of water resources and challenges.
- Information gaps identified with a strategy to fill them.
- Assessment of current and future needs.

- Options and strategies to meet multiple needs.
- Integrated water resources plan.

- Implementation plan.
- Communication plan to 'tell the story'.

Planning Step 1 – Build a Collaborative Process	
1.1 Identify and engage diverse stakeholders	Ongoing
1.2 Build and sustain a collaborative process • Develop a Charter to define the collaborative process	Ongoing March 2017
1.3 Develop and execute a communication and outreach strategy to ensure public involvement	April 2017
1.4 Gather and analyze information to create a work plan	May 2017
1.5 Develop a strategy to sustain the collaborative planning process	April 2017

Mid-Coast Water Planning Partnership

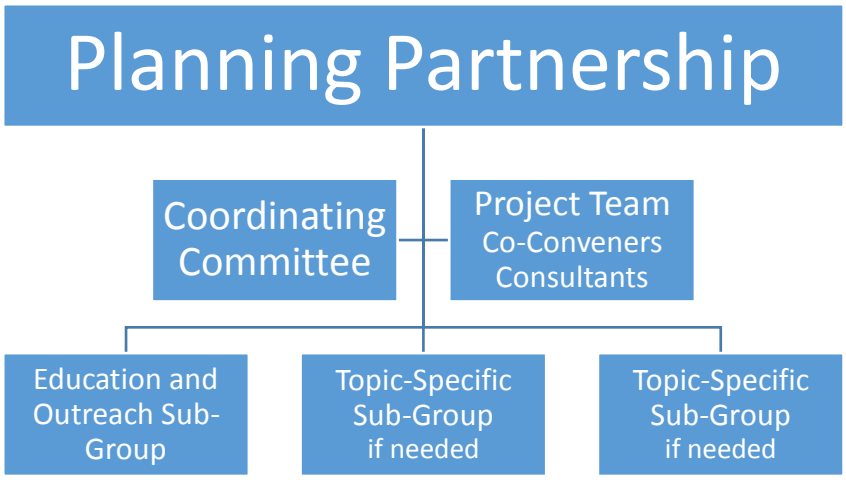
Current Partners

- City of Newport - Co-Convener
- OR Water Resources Dept - Co-Convener
- Bay Hills Water Association
- Beverly Beach Water District
- City of Lincoln City
- City of Toledo
- City of Waldport
- City of Yachats
- Coastal Residents
- Confederated Tribes of Siletz Indians
- Georgia Pacific
- Gibson Farms
- Hancock Forest Management
- Lincoln County
- Lincoln County Cattlemen's Association
- Lincoln County Farm Bureau
- Lincoln Soil and Water Conservation District
- Private Landowners and Rural Homeowners
- Mid-Coast Watersheds Council
- Newport Surfrider
- NOAA National Marine Fisheries Service
- OR Dept of Agriculture
- OR Dept of Land Conservation and Development
- OR Dept of Environmental Quality
- OR Dept of Fish and Wildlife
- OR Dept of Forestry
- OR Watershed Enhancement Board
- Oregon SeaGrant
- OSU Hatfield Marine Science Center
- Regional Solutions, Office of the Governor
- Representative David Gomberg
- Seal Rock Water District
- Senator Arnie Roblan
- Starker Forests
- The Wetlands Conservancy
- US Forest Service

Coordinating Committee Members

- **Co-Convener,** City of Newport, Tim Gross
- **Co-Convener,** Oregon Water Resources Department, Harmony Burright
- **Tribes,** Confederate Tribes of the Siletz, Stan Van de Wetering
- **Water Provider (City),** City of Yachats, Rick McClung
- **Water Provider (Water District),** Seal Rock Water District, Adam Denlinger
- **Irrigator/Landowner,** Gibson Farms, Alan Fujishin
- **Self-Supplied Industrial Water User,** Georgia Pacific, CJ Drake
- **Federal Agency,** US Forest Service, Deborah Wilkins
- **Governor's Office,** Regional Solutions, Jackie Mikalonis
- **State Agency,** Oregon Department of Fish and Wildlife, Jitesh Pattni
- **Local Government,** Lincoln County, Terry Thompson
- **Watershed Council,** Mid-Coast Watershed Council, Wayne Hoffman
- **Citizen/Landowner,** Resident in the Yachats Watershed, Jim Adler

STRUCTURE AND ROLES



- **Planning Partnership:** Broad group of stakeholders –
  - Identify study-related interests.
  - Identify current and future water challenges.
  - Consider quality, quantity and ecosystem needs.
  - Identify ways to increase resilience.
  - Plan together to meet future needs.
  - Provide direction to the Coordinating Committee.

- **Coordinating Committee:** Subset of Planning Partnership – Approximately 12-14 people. Diverse group representing a range of interests. Convenes between meetings of Partnership Group to:
  - Provide advice on how to structure stakeholder engagement and communication to ensure that diverse interests are included in the process.
  - Identify potential issues, gather information, and frame issues for discussion by the Partnership Group.
  - Communicate with stakeholders about the planning process and issues of interest.
  - Advocate for a planning process that balances interests.
  - Provide process support and conduct work to support the Partnership Group.

- **Project Team (PT):** The PT plans meetings, prepares materials and meeting minutes for the process. Includes Co-conveners OWRD and City of Newport, as well as technical consultants, GSI Water Solutions and Facilitators, Innovative Growth Solutions.

- **Sub-groups:** Topic-specific sub-groups may be designated as needed to work on specific aspects of the plan and/or assist in communication regarding the Study.

Mid-Coast Water Planning Partnership
Measurable Outcomes Identified by Partners

December 2016

The following is a summary of the **measurable** 'desired outcomes' responses from partners at the first Partnership meeting on 9/29/16. (Desired outcomes that could not be measured were excluded from this list.) Qualitative analysis of the measurable outcomes revealed three primary themes, which were used to create a preliminary evaluation plan.

Improve interconnectedness

- Increase opportunities to learn from each other
- Increase cooperation amongst water districts
- Improve communication – especially unintended impact – between neighboring communities
- Improve interconnectedness of water resources & impacts on multiple constituencies in the region
- Inform partners about how they can contribute

Increase awareness about existing resources

- Increase sharing of water resources and/or water storage
- Identify emergency water sources
- Increase awareness about incentives, resources & guidelines for water conservation
- Increase knowledge on financing options for infrastructure improvements

Build capacity for implementing regional solutions

- Identify cross-boundary solutions that help neighbors work together for additive benefits
- Identify possible funding sources to implement solutions in the plan
- Support more coordination between communities
- Create intergovernmental agreements leading to water supply solutions

Indicators Demonstrating Success from Mid-Coast Planning Partnership (2016)	
Success Indicator	**As evidenced by**
Increase in number of partners	Started with 30 partners and **increased to 46 partners**
Matching funds secured / leveraged	To date, the OWRD pilot grant **has helped raise an additional $136,467 in matching contributions** (cash, in-kind services, volunteer services, grants)
Continued and active engagement from planning partners	e.g., 206 hours invested in meetings ($40/hour per participant)
Regional collaborations advanced / regional activities mobilized	1) Invitation to attend introductory meeting w/Siletz Tribal Council 2) Invitation to participate in a project w/Willamette Partnership
External collaborations advanced to support regional planning	1) OCCRI pursuit of NOAA grant to examine climate change impacts to municipal water suppliers; 2) Conversations initiated with Army Corps of Engineers regarding Planning Assistance grants
Matching grants secured to date	OHA Drinking Water Protection Grant ($43,457) - new collaboration between LSWCD, City of Newport and City of Toledo

Mid-Coast Water Planning Partnership – Outreach and Membership

Stakeholder	Has attended a partnership meeting
Stakeholder	Has been invited, but has not yet attended a partnership meeting

		Attend	Partner	Coordinator	Work Group
Local Government	City of Lincoln City	X	X		
	City of Newport*	X	X	X	
	City of Toledo	X	X		
	City of Waldport	X	X		
	City of Yachats	X	X	?	
	Lincoln County	X	X		
	City of Depoe Bay	X	?		
	City of Siletz	*invited*			*CEO*
	Oregon Cascades West Council of Governments	*invited*			
Tribes	Confederated Tribes of Siletz Indians	X	X	X	
Special Districts	Beverly Beach Water District	X	X		
	Seal Rock Water District	X	X	X	
	Lincoln County SWCD	X	X		
	Bay Hills Water Association	X	X		*CEO*
	SW Lincoln County Water District	X	?		
	Kozy Acres Water System	X	?		
	Lower Siletz Water District	*invited*	?		
	Panther Creek Water District	*invited*	?		
	Otter Rock Water District	*invited*	?		
	Kernville-Gleneden-Lincoln Beach Water District	*invited*	?		
	Otter Creek Water District	*invited*			
	Wright Creek Road Water Improvement District	*invited*			
	Fall Creek Water District	*invited*			
	Carmel Beach Water District	*invited*			
	Hiland Water Company	*invited*			
	Fall Creek Water District	*invited*			
	Guptil Subdivision Water System	*invited*			
	Johnson Creek Water Service	*invited*			
	Otis Junction Water System	*invited*			
	Pacific Communities Health District	*invited*			
	North Lincoln Health District	*invited*			
	Central Lincoln Public Utilities District	*invited*			
Business/ Industry	Georgia Pacific	X	X	X	
	Samaritan Health*	X	?		
	*Rogue Brewery**	*invited*			
	Pacific Seafoods	*invited*			
	Trident Seafoods	*invited*			
	Chamber of Commerce (Newport)	*invited*			
	Lincoln County Economic Development Alliance	*invited*			
	Hospitality Industry	*invited*			
	Real Estate/Development	*invited*			
Farming/ Ranching	Oregon Cattlemen's Association – Lincoln County	X	X		
	Oregon Farm Bureau – Lincoln County	X	X	X	
Forestry	Hancock Forest Management	X	X		*CEO?*
	Starker Forests	X	X		
	Weyerheauser	X	?		
	Oregonians for Food and Shelter	X	?		
	Miami Corporation	*invited*			
	Oregon Forestry Industries Council	*invited*			

	Oregon Small Woodlands Association	*invited*			
Fisheries/ Aquaculture	Fishermen's Wives	*Invited*			
Recreation	Newport Surfrider (see Conservation)	X	X		
	Trout Unlimited (see Conservation)	X	?		
Conservation/ Restoration	Newport Surfrider	X	X		*CEO*
	Mid-Coast Watersheds Council	X	X	X	
	Lincoln County SWCD (see Special Districts)	X	X		
	The Wetlands Conservancy	X	X		
	Willamette Partnership	X	?		
	Native Fish Society	X	?		
	The Nature Conservancy	X	?		
	WaterWatch	*X*	?		
	Trout Unlimited	*X*	?		
	Salmon-Drift Creek Watersheds Council	*Invited*			
	Oregon Coastal Alliance	*invited*			
	Preservation Association of Devil's Lake	*?*			
Academic/ University	Oregon SeaGrant	X	X	X	
	OSU Hatfield Marine Science Center	X	X		*CEO*
	Institute for Water and Watersheds	*invited*			
	Institute for Natural Resources	*invited*			
State Government	OR Water Resources Department	X	X	X	*CEO*
	OR Department of Agriculture	X	X		
	OR Department of Environmental Quality	X	X		*CEO?*
	OR Department of Fish and Wildlife	X	X	X	
	OR Department of Forestry	X	X		
	OR Watershed Enhancement Board	X	X		
	OR Dept of Land Conservation & Development	X	X		
	OR Health Authority	X	?		
	Business Oregon – Infrastructure Finance	X	?		
	Regional Solutions – Office of Gov Kate Brown	X	X		
Federal Government	NOAA National Marine Fisheries Service	X	X		
	US Forest Service	X	X	X	*CEO*
	US Bureau of Land Management	*invited*	?		
	US Fish and Wildlife Service	*invited*			
	Army Corps of Engineers *(Technical Assistance)*				
	Bureau of Reclamation *(Technical Assistance)*				
	US Geological Survey *(Technical Assistance)*				
Elected Officials	Senator Arnie Roblan	X	X		
	Representative David Gomberg	*invited*	X		
	Senator Wyden	*invited*	?		
	Senator Merkley	*invited*			
	Representative Kurt Schrader	?			
Others	Coastal Residents	X	X		*CEO*
	Rural Homeowners	X	X	X	
	Private Landowners	X	X		
	Centro de Ayuda	*invited*			
Project Support	Innovative Growth Solutions	X	X		
	GSI Water Solutions	X	X		
	Chase Park Grants	X	X		

*Has hosted a Partnership meeting.

Partner = has joined the Partnership

CC = member of the Coordinating Committee

CEO = member of the Communication, Education, and Outreach Working Group

Task/ Sub-Task Number	Task/Subtask	Topics to Analyze/Describe	Task Lead (Responsible Party)
1	**Ongoing Collaborative Process**	Communication, facilitation, project management, grant administration, process funding, education (e.g. presentations).	
2	**Characterize Water Resources**		
2.1	Context	Scale/land ownership/topography/land cover Regulatory framework – regulation by priority date, water availability, basin programs, 303(d) listed, TMDLs, listed fish	
2.2	Water Quantity	Description of water supply (sources and quantity), water demand, and water consumption (by main water consumption categories) Hydrology, hydro cycle, natural storage potential, seasonal flows	
2.3	Built systems	Spatial distribution, interconnections, built storage, current and future inadequacies (estimate of useful life) , energy use/consumption	
2.4	Water Quality	Existing network of monitoring Wastewater quality from built systems (wastewater discharge) Residential septic systems (data gap?) Data and trends of water quality over time	
2.5	Ecology	Existing status and monitoring of wetlands Existing species of interest Instream flow needs/relation to temperature and other quality parameters Water for connectivity	
2.6	Energy	Describe current and potential hydropower generation opportunities	
2.7	Revenue	Taxing capacity of municipalities, bonding capacity of water districts, current water provider revenue and expenses	
2.8	Data Gap Analysis	Identify data gaps and the feasibility and cost to address them	
3	**Examine Current and Future Water Needs**		
3.1	Instream - Current and Future Needs	Current and proposed instream water rights Frequency that instream water rights are met Existing studies: ODFW Basin Investigations, etc. Update instream needs to incorporate climate change Recreation needs Other data? - water quality data related to instream needs (work with DEQ)	
3.2	Out-of-Stream - Current Water Needs	Municipal demand and consumption (by primary water consumption categories. e.g. domestic, commercial, industrial, residential, tourism) Cost of supplied water Self-Supplied Industrial Self-Supplied Domestic Irrigation/Agricultural Supply Water Quality Needs	
3.3	Out-of Stream - Future Water Needs	Municipal projected demand (with and without conservation assumptions) Self-Supplied Industrial Self-Supplied Domestic Irrigation/Agricultural Supply Water Quality Needs	
3.4	Vulnerability Assessment	Changing Climate Drought Storms/Flooding Earthquake/Tsunami Infrastructure condition/obsolescence New water quality challenges - pesticides, pharmaceuticals, etc.	
3.5	Funding Needed	Future costs and funding needs for current water systems	
3.6	Data Gap Analysis	Identify data gaps and the feasibility and cost to address them	
4	**Identify Solutions to Meet Water Supply Needs**		
4.1	Develop objectives and criteria		
4.2	Evaluate potential solutions based on criteria, such as:	Conservation Storage Reuse Desalinization Recharge Interconnections/water sharing/regionalization Water user specific Watershed restoration (uplands, wetland, floodplain, instream, etc.) Funding mechanism/strategy for solutions Regulatory barriers and opportunities Rate structures for supplied water	
4.3	Prioritize Solutions	outcomes that benefit multiple entities/interests	
4.4	Data Gaps	Identify data gaps and the feasibility and cost to address them	
5	**Complete and submit IWRS**		

Key Water Issues on the Mid-Coast and Technical Work Plan

Crosswalk

1-20-17

Key Water Issue	Technical Work Plan Task Number
Water Quantity and Quality	Tasks 2.2, 2.4, 3.1, 3.2, 3.3
Limited Supply to Meet Future Demand	Tasks 3.1, 3.2, 3.3, 4.2, 4.3
Aging Infrastructure (lack of funds to repair/replace)	Tasks 2.3, 3.4
Climate Change/Natural Forces	Tasks 3.1, 3.4
Balance Needs to Support Water Cycle	Tasks 3.1, 3.2, 3.3, 4.2, 4.3
Watershed health	Tasks 2.2, 2.4, 2.5, 3.1, 4.2, 4.3
Water Storage Capacity	Tasks 2.2, 2.3, 3.3, 4.2
Funding – (lack of)	Task 3.5, 4.2
Regulations	Task 2.1, 4.2
Water Conservation	Tasks 3.3, 4.2
Seasonal Flows	Task 2.2
Education	Task 1
Lack of Coordination of Drinking Water Systems	Tasks 2.3, 4.2
Agree to Work Together	Task 1
Water Reuse	Task 4.2
Use emergent technology, efficiencies to reduce water loss	Task 4.2
Develop new water sources	Task 4.2
Recharge aquifers	Task 4.2
Develop support - Need to work with legislature	Task 1, Task 4.2
Challenges are unique to coastal regions	Task 3

Mid-Coast Water Planning Partnership

DRAFT CHARTER

Version 4.6.1
1/16/17

To be reviewed by Partnership on 1-25-17

A **Charter** (sometimes called an 'Operating Agreement' or 'Governance Agreement') is a document that defines the purpose of the Partnership and memorializes how we agree to work together. The draft Charter will be developed by the Coordinating Committee (CC), based on Partnership input. The draft will be reviewed and approved by the Partnership.

The Charter is intended to be a living document that will be reviewed and modified as needed to best serve the needs and interests of the Partnership in pursuit of its mission.

Includes Coordinating Committee input –
November 4, 2016
Edits submitted 11/4 – 17
Coordinating Committee discussion 11/18/16
Coordinating Committee edits submitted through 11/25/16

Partnership input on 11/30/16

DRAFT edits by consultant (IGS) 12/8/16, 12/20/16
Edits by Adler, Fujishan, Hoffman, Nyquist, Warnock, Burright as of 1/10/17
Coordinating Committee input 1-13-17

Mission / Purpose *Defines the overall mission or purpose of the Partnership. Answers the question: Why do we exist?*	The purpose of the Mid-Coast Water Planning Partnership is to develop an inclusive community forum which examines water use in the region, identifies current and potential water challenges, and creates a unified plan to balance water needs.
Goals *Defines the primary goals that will guide the work of the Partnership. Answers the question: What do we hope to accomplish?*	Work collaboratively to develop an integrated water resources plan that: • Protects the environment and ensures healthy watersheds. • Balances the needs of our ecosystems, our economies, and our communities. • Creates sustainable systems that are resilient to climate change and natural hazards. • Provides ongoing education on the values of our water resources. • Supports stewardship of our water resources. • Secures the financial, technical, and practical resources needed to further these goals.
Guiding Principles / Shared Values *Identifies the key principles or values that will guide how the work together as a Partnership. Answers the question: How will we work together and treat one another?*	The following principles guide how we will work together. • Partnership. We recognize different perspectives and seek common ground to develop strategies that meet our collective needs. • Transparency. We create an inclusive process to openly share information and interests, invite curiosity and encourage dialogue. • Innovation. We bring our best ideas and information to the table and explore innovative, out-of-the box solutions. • Commitment. We act in good faith to support the success of the Partnership in developing strategies that are in the best interest of the region. • Flexibility. We are open to new ideas and approaches and will adapt our process or approach to fit the needs of the partners. • Action. We seek practical near-term actions as well as longer term strategies consistent with our goals. • Clarity. We commit to expressing all of our findings in the simplest and clearest form possible.

Vision *Defines the aspirational future that the Partnership hopes to accomplish. Answers the question: What is the future we hope to create?*	Regional partners ensuring balanced water resources for the environment, the economy, and coastal communities.
Membership *Lists the organizations and individuals that have officially joined the Partnership and defines their roles*	The Partnership is a voluntary association that actively seeks to include diverse perspectives, interests, and expertise regarding water issues on the Mid-Coast. Organizations or individuals may join the Partnership at any time by agreeing to the terms of the Charter. The Partnership will seek to include representation and/or input from the following: • Municipal water providers • Special districts/water districts • Industrial water users • Local businesses and economic development organizations • Coastal residents, rural homeowners, and landowners • Conservation/environmental organizations • Timber/forestry groups • Agricultural groups • Fishing groups • Recreation groups • Academic/scientific community • City and county governments • State and federal agencies • Tribes • Elected officials A current listing of Partnership members will be maintained on the website at www.midcoastwaterpartners.com
Structure and Function *Defines structure and roles of groups in the Partnership.*	**Planning Partnership:** Broad group of participants that commit to work collaboratively to identify current and future water challenges and plan together to meet future instream and out-of-stream water needs. The Planning Partnership provides direction to the Coordinating Committee and makes decisions about the contents of the plan. Members of the Planning Partnership will:

	• Actively participate in meetings of the full Partnership. • Contribute data and information when requested. • Volunteer to serve on the Coordinating Committee or sub-groups. • Work to build community and statewide awareness and support. • Make decisions about contents of the plan. • Contribute resources to help sustain the Partnership. **Coordinating Committee:** Diverse group representing a range of Partnership interests. The Coordinating Committee is made up of Partners who get together between meetings of the Planning Partnership to provide advice to ensure that diverse interests are included, identify potential issues and opportunities, gather information and frame issues for discussion by the Partnership, and actively create a planning process that balances interests. Members of the Coordinating Committee will: • Frame issues and prepare information for discussion by the Planning Partnership. • Solicit diverse perspectives, listen to ideas that are not their own, and represent a broad range of perspectives. • Make decisions about the planning process and may make content or technical recommendations to the Planning Partnership. **Sub-groups:** Topic-specific sub-groups may be designated as needed to work on specific aspects of the plan and/or assist in communication and outreach. Sub-groups may present information and make recommendations to the Coordinating Committee ~~and~~ for consideration by the Partnership. Sub groups will be made up of Partners as well as others who have relevant expertise and or interest in the topic(s) being discussed. **Project Team (PT):** The Project Team plans meetings, prepares materials and meeting minutes to support the work of the Partnership. The Project Team includes co-conveners Oregon Water Resources Department and City of Newport, as well as technical consultants, GSI Water Solutions and Facilitators, Innovative Growth Solutions. The Project Team makes administrative and process decisions regarding implementation of the grant and the planning process.
Decision Making *Identifies the decision making protocol to be used. Also addresses how lack of agreement will be handled.*	It is the intent of the Partnership to provide a forum for inclusive, transparent discussion to identify opportunities and resolve issues in the collective interests of the Partnership. Decisions affecting the Partnership will be made in the spirit of consensus using a collaborative process that engages all viewpoints in examining and discussing concepts to arrive at mutually acceptable strategies. **Definition: Consensus** is a group decision-making process in which group members develop and agree to support a decision in the best interest of the whole. A practical definition for consensus is:

- The parties have had an opportunity to share and understand all viewpoints.
- The parties have reached a 'meeting of the minds' sufficient to make a decision and carry it out.
- Once agreement has been reached, the Partners are committed to supporting the decision or refraining from blocking or disparaging it.

Consensus on a decision about a project, recommendation, or action the Partnership plans to take will be reached when all members can make one of the following statements about the decision:

- I agree with the decision and will publicly support it.
- I agree with the decision but will refrain from publicly supporting it.
- I can live with the decision and won't disparage it in public.

Consensus Decision Making Process

- While anyone may participate in meetings and deliberations of the Partnership or any working groups that have been established, only persons signing the Charter may participate in Partnership decision making.
- Each entity represented in the Partnership has one 'voice'. If there are multiple individuals representing an entity, they must select one person amongst them to speak on behalf of the entity.
- A formal 'voting' process will not be used. However, depending on complexity of the issue, appropriate process tools will be used to test for consensus, such as:
    - Red, Yellow, Green cards
    - Thumbs up, thumbs down, neutral
    - Ranking on a scale of 1 – 5
    - Priority ranking
    - Show of hands (can be done with eyes closed or open)
- Members must have attended at least 2 of the last 4 meetings to formally participate in making decisions (while allowing the use of 'alternates' if needed).
- Partnership members are encouraged to attend meetings in person. If this is not possible, members may designate an alternate to attend a meeting and contribute to discussions on their behalf. Alternates must sign the Charter and the name of the alternate should be conveyed to the Project Team prior to the meeting. It is incumbent upon the Member to ensure that the alternate can accurately convey their position. It is also incumbent upon the person representing an organization to accurately convey the position of the organization they represent.
- Substantive decisions will not be made at meetings where the spectrum of Partners is not present. The group may make tentative decisions at

	such meetings and follow up via e-mail, or may delay decisions until a spectrum of Partners is available. **If Consensus is NOT reached,** the following process will be used to resolve the issue: **A. If time is available: Continue to process the issue using one of the following:** • Continue to discuss during the meeting – revisit previous steps in the process to consider all aspects of the issue. • Provide opportunity for dissenting members to provide constructive alternatives to meet everyone's needs. • Refer issue to a sub-group for further study and discussion; then report back to Partnership at a subsequent meeting and re-test for consensus. **B. If time is NOT available (i.e. if goals of project would be compromised)** • Refer to Coordinating Committee to determine how to handle the issue. • Coordinating Committee may table, study further, narrow options, or select a preferred option to recommend to the Partnership. • Coordinating Committee reports recommendation back to Partnership, including a description of all alternatives, and a further attempt is made to reach consensus. • If consensus is still not reached, a decision may be reached by agreement of the majority of the Partnership. **Recording Decisions** The meeting notes and final report will reflect: • Items on which the decision was reached by consensus of the Partnership. • Items on which consensus was not reached, in which case a 'majority report' and a 'minority report' will be presented. • Items on which there are mixed opinions and the Partnership could not come to a satisfactory conclusion, in which case a decision is not reached. **Modifying Decisions** Decisions reached by consensus will not be revisited or modified unless : • Significant new ecological, economic or social information that may affect the decision becomes available, and • The Partnership comes to consensus to revisit the decision in light of new information or perspectives, or • The decision is intended to be reviewed at a future date, in which case this intent will be noted in the meeting minutes.
Member Responsibilities *Identifies the responsibilities that the*	*This will be developed by the Coordinating Committee based on examples from other PBP Charters. To be reviewed by Partnership at March meeting.*

members commit to (such as attending meetings, working collaboratively, supporting decisions, etc.)	
Meeting Protocol *Defines how the meetings of the Partnership will be conducted, including:* • *Schedule and timeline* • *Meeting Ground Rules* • *Meeting Facilitation and Minutes*	*Following is how we have been operating – this is open for discussion and modification.* **Meeting Schedule:** • **Partnership** meetings, as a general rule, will be held on the last Wednesday of alternating months from 4 – 7 pm. For 2017, meetings will be held on the last Wednesday of January, March, May, July, September and November. • **Coordinating Committee** meetings will be held at least once per month on the second Friday of the month. A second monthly meeting may be held as needed, either in person or by conference call, on the fourth Friday of every month. • **Project Team** meetings will be held on the second and fourth Mondays of each month. **Record Keeping:** • Partnership and Coordinating Committee Meetings: o Decisions and key action items will be recorded on flip chart or displayed on screen by facilitator during the meeting. o A 'parking lot' of unresolved or tangential issues will be maintained by the facilitator and displayed at the meeting(s). o Notes will be taken by the facilitator and will be posted on the Partnership website by the co-convener(s) no later than two weeks following each meeting. o Notes from the prior meeting will be reviewed at the beginning of the next meeting and any clarifications or corrections will be resolved. • Project Team meetings and Sub-Group meeting notes will be taken by a member of the group and will be submitted to the co-conveners within 2 weeks of the meeting. • Attendance will be listed in all meeting notes. **Meeting Guidelines (i.e. Ground Rules)** All members agree to abide by the following guidelines for effective meetings: • **Focus on the future.** • Recognize that we are a system - work in a spirit of togetherness. • Respect all viewpoints - Allow others to be heard. • Engage in collaborative discussion – seek win-win solutions. • Strive for understanding – ask for clarification when needed. • Be patient.

	• Start/stop on time. • Silence electronics. • When speaking, identify yourself and all organizations you represent.
Communication *Identifies the basic communication protocols to be used by the Partnership. A separate, more detailed Communication and Outreach Plan will be developed by a Communication and Outreach subgroup.*	**Meeting Announcements:** • Meetings will be announced 2 weeks in advance via email and via posting on the Partnership website at www.midcoastwaterpartners.com. • In addition, Partnership meetings will be advertised in local newspapers in compliance with public meeting rules. • Meeting agendas will be sent via email and will be posted on the Partnership website at least 1 week in advance.
Charter Modifications *Defines the process and authority for making modifications to the Charter*	This Charter may be modified at any time by a consensus decision of the Partnership. To ensure that the process is meeting the intended mission, the Coordinating Committee will review the Charter at the beginning of each step of the Planning Process to evaluate how it is functioning and may propose modifications for the consideration of the Partnership.