

Siuslaw Estuary Partnership

An Integrated Multiple Objective Approach To Watershed Protection and Restoration

March 5, 2010

TO: Elected Official Stakeholder Group
FROM: Public Education and Stewardship Project Element Staff Team
SUBJECT: Elected Official Stakeholder Group Meeting #1, March 11, 2010

This Agenda Item Summary provides a brief introduction to the meeting agenda items and materials. Project staff will be present at the meeting to provide additional information and presentations and to respond to questions.

1. Welcome and Introductions

This item is an opportunity for the Elected Official Stakeholders to become acquainted with one another and for the Group and project staff to become more familiar with how each participating government or organization operates and how each provides information to their constituents or members. The attached document: Stakeholder Mission and Lists provides the City Council-approved process for involving two Stakeholder Groups: Stakeholders and Elected Official Stakeholders. The City Council invited each of these groups to assign a representative to the respective Group.

As part of the introductions, the Meeting Facilitator will conduct a brief Ice Breaker that will help members focus on the importance of this Project to their respective organizations.

2. Siuslaw Estuary Partnership Project Overview

Project staff will give power point presentations highlighting key Project Elements, Products, and Processes. Printed copies of the presentation will be handed out with spaces for note taking during the presentation. Please see the “Overview and Study Area Maps” (provided with invitation letter) and “Approved Public Involvement Plan” (attached) for background information.

3. Elected Official Stakeholder Group Composition, Roles, Responsibilities, and Consensus Process

This agenda item is devoted to describing, explaining, and discussing the roles and responsibilities of the Group and its members and the Stakeholder consensus process.

Composition, Roles, and Responsibilities

The Florence City Council approved the Group’s composition and mission on December 21, 2009. Please see attached “Stakeholder Mission and Lists.” The role of the Elected Officials Group will be advisory. It will not be a decision-making body. The Group will be comprised of one representative of the Siuslaw Watershed Council and elected bodies that will have a role in accepting, endorsing, adopting, and/or implementing some or all of the final products.

Elected Officials Stakeholder Group:

1. Siuslaw Watershed Council Leadership Board
2. Florence City Council
3. Lane County Board of Commissioners
4. Heceta Water District Board
5. Port of Siuslaw Commission
6. Confederated Tribes - Tribal Council
7. Siuslaw Soil and Water Conservation District

The Watershed Council representative will sit as the Chair of the Elected Officials Stakeholders Group. These Stakeholders will be involved in the project more intensively than their respective elected bodies in terms of outreach, education, and stewardship. In this way, they will be positioned to facilitate acceptance of the final products by their respective agencies or organizations.

The Elected Official Stakeholder Group is not a decision-making body, although some members represent decision-making bodies. Rather, it is an ad-hoc group formed for the specific purpose of providing guidance on the Siuslaw Estuary Partnership, a project funded by the Environmental Protection Agency (EPA). The Project Work Plan and Council-approved Stakeholder Process state that the Elected Officials Stakeholder Group will meet once or twice each year of the project; and they will meet in Phase III, as needed, to review and discuss the final products, and, as applicable, make recommendations to their respective bodies on any required actions.

The Group, as defined, is advisory to the represented bodies and to the Project staff team. This means that you will have a higher level of knowledge and expertise in the project and outcomes and will thus be well-positioned to be an advocate for the products to your respective council or board. The group will not be expected to design the overall project or the project elements. These have already been developed and approved as part of the EPA Work Program. You will be well-positioned to advise the Project Team on the products themselves, such as the wording of the Guiding Principles, the specific strategies included in the Source Water Protection Plan, and other specific aspects of the project, within the parameters of state and federal law.

The mission of the Elected Officials Stakeholder Group is to:

- act as a spokesperson for the project
 - review informational and educational materials
 - provide an effective liaison to his/her council or body
 - in Phase I, recommend the Guiding Principles
 - in Phase III, meet as needed to ensure the final products are consistent with the vision and mission of his/her respective agency or organization.
- **Act as a spokesperson for the project:** By virtue of your participation, Stakeholder members will be more knowledgeable about the water quality and fish and wildlife habitat in the Siuslaw Estuary Watershed than average citizens. For this reason, you may be called upon to speak for the project or for an aspect or outcome of the project to the media or at public meetings. As a representative of the Elected Officials Stakeholder Group, your support of the products will help facilitate acceptance by others in the community.
- **Review informational and educational materials:** This project involves collecting, analyzing, and reporting scientific data and research as well as policy options for addressing water quality and fish and wildlife impacts.

- **Provide an effective liaison to his/her council or body:** As a Stakeholder, you will be well-positioned to share project information with your respective council, board, or group in giving reports on progress and to advocate acceptance of products.
- **In Phase I, recommend the Guiding Principles:** One of the first products from the project will be Guiding Principles: broad vision statements for environmental protection in the study area. The Guiding Principles will set environmental targets and guide measurable outcomes that will be used in the evaluation of each of the five work elements:
 1. Foster Public Education and Stewardship
 2. Protect Water Quality and Quantity
 3. Protect and Restore Wetlands, Riparian and Upland Areas
 4. Protect and Restore Key Estuary Wetlands
 5. Plan for Ecological Growth

The Guiding Principles will evolve from a collaborative process of the Staff Teams, the Stakeholders, and the general public, with input invited by all groups and interests. Stakeholders are encouraged to seek input from others in their respective organizations in every step in this process. Each Project Element Staff Team has been working to draft outcomes for their element. When these are complete, the outcomes will be reflected in broad vision statements.

Next, a Draft Guiding Principles Paper will be the subject of input from Stakeholders at their second meeting, and from the general public at the May 4, 2010 Open House. When all input is incorporated, the final Guiding Principles will be submitted for formal acceptance by the Florence City Council, the Lane County Board of Commissioners, and by any other Elected Official Stakeholder Group that wishes to endorse them. Please see the section “Consensus Process,” below for more information on the Elected Official Stakeholder Group meeting process and role.

- **In Phase III, meet as needed to ensure the final products are consistent with the vision and mission of his/her respective agency or organization:** Phase III, the final year of the project, will culminate in the development of all final products. As these are developed, they will be presented to the Elected Official Stakeholder Group, as described below. Please see the attached “Products and Timeline Chart” and “Table of Products and Stakeholder Group Roles” for a complete list of products and the anticipated role of each Stakeholder Group.¹

Consensus Process

The Elected Official Stakeholder Group will use a consensus process, as opposed to formal voting by majority rule. As used in this project, consensus means that efforts are made to reach agreement among all members, but complete agreement is not required for products to be recommended for endorsement or adoption.

The following five-step process will be used for this consensus process:

1. Provide a forum for open dialogue in which all viewpoints may be shared;
2. Provide an opportunity for high level, detailed discussion of issues and concerns;
3. Maximize agreement among all participants;

¹ Note: this Timeline Chart and Table will be handed out at the meeting.

4. Ensure that agreement is reached among members who are charged with making a recommendation to their respective body, i.e., representatives of bodies with decision-making authority or critical implementation responsibility over the respective product; and
5. Ensure that dissenting opinions and qualified support is recorded in a formal report to all of the decision-making bodies for a given product.

Step 1. Provide a forum for open dialogue in which all viewpoints may be shared.

- Groundrules and a round robin, facilitated process will ensure that all members have an opportunity to present their views and to comment on all matters brought before the Group.
- Meeting packets will be sent to all members in advance of the meetings.
- If alternate members have been appointed, alternates will also receive packets.
- Packets will be sent on email unless that is not an option for a member or alternate.
- If a member and alternate cannot make a meeting, the member can provide comments in advance to staff or the chair who will present those comments at the meeting.

Step 2. Provide an opportunity for high level, detailed discussion of issues and concerns.

The Group's membership is comprised of representatives of public bodies with a shared interest in the outcomes of this Siuslaw Estuary Partnership Project. While bringing these full groups together to discuss these products in detail is not feasible, having one representative of each of these groups sit around a table together provides an opportunity to bring the perspectives of each represented body to the table in a meaningful discussion, and, hopefully, will advance mutual understanding and formation of common goals.

- Each item for which agreement is sought will be discussed by the Group members present at the meeting, with absent members providing comments in advance, as stated above.
- If additional information is needed in order to move forward with an item, in accordance with Step 4 of this process, the item will be moved to the next meeting of the Group and the information will be made available in advance of the meeting.

Step 3. Maximize agreement among all participants.

- Following discussion of each item for which agreement is requested, each individual member at the table will be given **two** opportunities to state agreement or disagreement, as follows:
 - ⤴ Thumbs up: understand and agree fully or can work with the outcome: agreement is noted.
 - ⇒ Thumbs sideways: don't understand outcome, require clarification. Repeat thumbs request after clarification given.
 - ⤵ Thumbs down: disagree with the outcome: concerns, issues and reason for disagreement are noted.
- The second round of statements will be recorded, along with all comments and concerns raised.

- Members will state whether they wish to recommend endorsement by their respective body. (See Step 4 for members where this is a requirement)

Step 4. Ensure that agreement is reached among members who are charged with making a recommendation to their respective body, i.e., representatives of bodies that must legally adopt the product or, due to their critical role in implementation, must approve the product.

- For each item where concurrence is requested, the attached “Table² of Products and Stakeholder Group Roles”³ will be used to identify the members whose agreement is required in order for the item to be forwarded for recommendation.
- The agreement reached in Step 3 must include members of all groups shown with an “A” or “a” in the Table. If one of these members does not indicate agreement, the concerns of that member must be addressed, and the member must indicate agreement before the item can be recommended for approval or adoption. Repeat Step 3 until this is achieved.

Step 5. Ensure that dissenting opinions and qualified support is recorded in a formal report to all of the decision-making bodies for a given product.

- After agreement is achieved in Step 4, recommend the item to the bodies and agencies with an “A” or “a” noted in the Table.
- Recommend the item to any additional bodies for “endorsement” where the member indicated in Step 3 agreement or neutral and stated a desire to request their body to endorse the product.
- Include in the report on the recommendation a report of all issues and concerns raised that were not resolved and all dissenting opinions.

² Note: this Table will be handed out at the meeting.

³ Id.