

#### **Consensus Decision about Prioritization**

# What consensus decision is the Coordinating Committee asking the Partnership to make at the May 29, 2024 meeting?

The Coordinating Committee is asking Charter signatories: "Do you support the prioritization of actions in the Water Action Plan?"

#### What is the prioritization of actions in the Water Action Plan?

The prioritization of actions is shown in the document titled "Preliminary Water Action Plan Scores 1-9-2024" available on the Partnership website under the May 29, 2024 Partnership meeting agenda. https://www.midcoastwaterpartners.com/meetings

## How was this prioritization of actions in the Water Action Plan determined?

A Prioritization Work Group developed scoring criteria for water quality, water quantity, stakeholder understanding, and readiness using high (3), medium (2), and low (1) scoring for each action. The Prioritization Work Group also developed scoring criteria for instream and out-of-stream benefits, regionwide benefits, and consistency with State and regional plans using yes (1) or no (zero) scoring. The decision-support system (i.e., scoresheet method) was developed during spring and early summer 2023.

The Prioritization Work Group met approximately monthly from August through December 2023 to score actions using the decision-support system. The Prioritization Work Group calculated the scores for each action and then used the scores to categorize actions under one of the following Priority Groups: A (highest priority), B (middle priority), and C (lowest priority). Scores were only compared within imperatives, not across imperatives. Imperatives 5 (Resilient Water Infrastructure) and 7 (Planning for Water Supply Development Needs) were combined for Priority Groups due to their similarities. The Prioritization Work Group reviewed the Priority Group of each action based on initial scores and moved a few actions into different Priority Groups.

#### How will the prioritization of actions be used?

The Partnership considers all actions in the Water Action Plan to be important, but there are many actions (59) and supporting them all equally at the same time is not realistic given resource constraints. The prioritization will be used to guide how Partnership resources (e.g., time and money) are allocated to support action implementation efforts. For example, if there are five actions that are not currently being implemented, the Partnership would begin supporting early implementation steps of Priority Group A actions out of that group of five actions.



### Who participated in the prioritization of actions?

First Name	Last Name	Affiliation	Work Group Participant (August 2023 - January 2024)
Caylin	Barter	Wild Salmon Center	X
Mike	Broili	MidCoast Watersheds Council	X
Christine	Clapp	ODFW	X
Tyler	Clouse	Lincoln SWCD	X
Adam	Denlinger	Seal Rock Water District; Partnership Convener	x
Paul	Engelmeyer	MidCoast Watersheds Council, Audubon Society	x
Alan	Fujishin	Gibson Farms	x
Evan	Hayduk	MidCoast Watersheds Council	X
Phebe	Howe	ОНА	X
Tatyana	Isupov	DEQ	X
Olivia	Jasper	ODA	X
Kacey	Largent	USFS	X
Bill	Montgomery	MidCoast Watersheds Council	X
Alyssa	Mucken	OWRD	X
Steve	Parrett	DEQ	X
Clare	Paul	City of Newport	X
Henry	Pitts	OSU Student	X
Fran	Recht	Pacific States Marine Fisheries Commission	X
Mark	River	Weyerhaeuser Hydrologist	x
David	Rupp	OSU	x
Alexandria	Scott	Lincoln County Resident	x
Billie Jo	Smith	Lincoln County Water Systems Alliance	x
Janna	Stevens	ODFW	x
Steve	Stewart	City of Newport	x
Andrea	Sumerau	Confederated Tribes of Siletz Indians	X
Matt	Thomas	ODF	X
Margaret	Treadwell	McKenzie River Trust	X
Kimberly	Wollenburg	City of Depoe Bay	X
Bradley	Wynn	Seal Rock Water District	X



#### Consensus Decision Making (Summarizing the 5-30-2018 Charter, attached)

#### What is consensus decision-making?

**Consensus** is a decision-making process in which group members develop and agree to support a decision in the best interest of the whole. The Mid-Coast Water Planning Partnership (Partnership) defines consensus decision-making as a process where:

- All parties have an opportunity to share and understand all viewpoints and come to a 'meeting of the minds' sufficient to make a decision.
- All members can support or live with the decision without blocking or disparaging it.

#### Who participates?

- All Partnership members may participate in meetings and deliberations, but only members who have signed the Charter may participate in Partnership consensus decision-making.
- Members may designate an alternate to attend meetings and contribute on their behalf.
   Alternates must sign the Charter.
- Partnership members (and/or their alternates) must have attended at least two of the last four meetings to formally participate in making consensus decisions.
- Each entity has one 'voice', even if there are multiple representatives.

#### What is the process to reach consensus?

- Partnership members attend meetings to discuss and deliberate about projects, recommendations, or actions the Partnership plans to take. Final decisions are only made at meetings with a full spectrum of Partners represented.
- The Partnership does not use a formal voting process. A show of hands, priority ranking, thumbs up/down, etc., may be used to test for consensus at meetings.

Reasonable time is given for Partnership members to discuss and deliberate before calling for a final decision.

#### What is the process if consensus is NOT reached?

#### If time is available, the Partnership may:

- a) Continue the discussion.
- b) Provide time for dissenting members to give constructive alternatives.
- c) Refer the issue to a sub-group for further deliberation, then report and reevaluate at a subsequent meeting.

#### If time is not available:

- 1) Refer to the Coordinating Committee to determine how to handle the issue.
- The Coordinating Committee gives recommendations and describes alternatives to Partnership, and a further attempt to reach a consensus is made.
- If consensus is still not reached, a decision may be reached by an **agreement of the majority** of the Partnership.

#### **Final Decisions**

- Final consensus decisions are recorded in meeting notes.
- Meeting notes also record items where contentious consensus was reached, items with mixed opinions where consensus was not reached, or if the decision is intended to be reviewed at a future date.
- Decisions reached by consensus will not be revisited or modified unless significant new ecological, economic, or social information becomes available that could affect the decision and the Partnership comes to consensus to revisit the decision.



# Who are currently eligible Charter signatories for the May 29, 2024 consensus decision (as of May 14, 2024)?

The Charter signatory must have attended two of the last four meetings (Partnership or Work Group) to be eligible. Partnership members interested in signing the Charter dated 5-30-2018 should reach out to Suzanne de Szoeke (sdeszoeke@gsiws.com).

First Name	Last Name	Affiliation	Charter Signatory	Eligible
Jerry	Anderson	Manulife	X	х
Jeanne	Anstine	Newport Community Garden	X	X
Caylin	Barter	Wild Salmon Center	X	X
David	Bayus	Johnson Creek Water Services	X	X
Jennifer	Beathe	Starker Forests	X	X
Mike	Broili	MidCoast Watersheds Council	X	x
Evan	Hayduk	MidCoast Watersheds Council	X	x
Bill	Montgomery	MidCoast Watersheds Council	X	x
Tyler	Clouse	Lincoln SWCD	x	x
Mark	Saelens	Lincoln SWCD, City of Newport, Saelwood LLC	x	X
Adam	Denlinger	Seal Rock Water District; Partnership Convener	x	x
Alan	Fujishin	Gibson Farms	X	x
Timothy	Gross	Civil West	X	x
Penelope	Kaczmarek	Interested Citizen X		X
Cyndi	Karp	Ecosystem Advocate X		x
Jay	MacPherson	ОНА	X	x
Joe	Moll	McKenzie River Trust	X	X
Margaret	Treadwell	McKenzie River Trust	X	x
Alyssa	Mucken	OWRD	X	X
Kim	Ogren	OWRD	X	x
Steve	Parrett	DEQ	X	X
David	Waltz	DEQ	х	x
Clare	Paul	Formally City of Newport	X	x
Lisa	Phipps	Department of Land Conservation and Development	x	x
Stephanie	Reid	Lincoln City	X	x
Paul	Robertson	Robertson Environmental	Х	х



### **Mid-Coast Water Planning Partnership**

May 14, 2024

First Name	Last Name	Affiliation	Charter Signatory	Eligible
David	Rupp	OSU	Х	Х
Billie Jo	Smith	Lincoln County Water Systems Alliance	X	X
Matt	Thomas	ODF	X	X
Leo	Williamson	ODF	X	X
Stan	van de Wetering	Confederated Tribes of Siletz Indians	X	X
Geoffrey	Wilkie	Webb Institute	X	X
Suzanne	de Szoeke	GSI Water Solutions, Inc.; Current Partnership Facilitator (so not eligible to vote)	x	



### **CHARTER**

This **Charter** defines the purpose and goals of the Mid-Coast Water Planning Partnership and memorializes how the members agree to work together.

## Mission / Purpose

Defines the overall mission or purpose of the Partnership.

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.

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 members work together as a Partnership.

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.

Regional partners ensuring balanced water resources for the environment, the economy, and coastal communities.

#### Membership

Defines Membership of the Partnership. 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, but not be limited to, representation and input from the following categories:

- 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 within the Partnership.

**Planning Partnership:** Broad group of participants that commit to work collaboratively to identify current and future water challenges and develop a plan 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 perspectives whose primary purpose is to coordinate and support the efforts of the Partnership. The Coordinating Committee is made up of up to 15 Partners, including the two Co-Conveners, who get together between meetings of the Planning Partnership to provide input to ensure that diverse interests are included, identify potential issues and opportunities, gather information, frame issues for discussion by the Partnership, and actively create a planning process that balances interests. Members of the Coordinating Committee will:

- Draw upon their expertise to help prepare information for discussion by the Planning Partnership.
- Solicit diverse points of view, 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.

Initial membership of the Coordinating Committee was established by soliciting volunteers to represent a cross-section of the Partnership. When a vacancy occurs on the Coordinating Committee, the Project Team will recommend a replacement for the Committee's consideration. Coordinating Committee deliberations are limited to Committee members and guests invited to provide information or perspectives.

**Sub-groups:** Topic-specific sub-groups may be organized by the Coordinating Committee 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 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 includes the Co-Conveners, as well as technical consultants. The Project Team makes administrative and process decisions regarding implementation of the grant and the planning process. This includes planning meetings and preparing materials and meeting notes to support the work of the Partnership, the Coordinating Committee, and Sub-groups. The Project Team also recommends Partners to serve on the Coordinating Committee to represent a cross-section of the Partnership.

The Co-Conveners are responsible for bringing people together to address an issue, problem or opportunity while remaining impartial to any particular outcomes. The Co-Conveners' primary responsibility is to serve as the organizer

and administrator of the collaborative process, carrying out the preliminary and follow-up tasks that ensure the process progresses in a manner consistent with

this Charter. Toward that end, the Co-Conveners may engage and direct support staff and contractors on behalf of the Partnership.

As the needs of the Partnership evolve over time, Co-Convener organizations or personnel may change. In such cases, the Project Team will recommend changes to the Coordinating Committee for their consideration. The Coordinating Committee may consult the Partnership or appropriate Sub-Group before making a decision.

## Decision Making

Identifies the decision making protocol to be used and addresses how lack of agreement will be handled.

The Partnership intends to provide an inclusive, transparent forum to identify opportunities and resolve issues in the collective interests of the Partnership. The Partnership will make decisions in the spirit of consensus using a collaborative process that engages all viewpoints offered to strive for mutually acceptable strategies.

**Definition: Consensus** is a decision-making process in which group members develop and agree to support a decision in the best interest of the whole. A practical definition of 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 or stand in the way of its implementation.

#### **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.
- 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.
- 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:
  - o Red, Yellow, Green cards
  - o 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)
- Partnership members (and/or their alternates) must have attended at least two of the last four meetings to formally participate in making decisions.
- 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.
- The Partnership will endeavor to allow reasonable time for members to discuss interests and solicit perspectives of constituents prior to calling for a final decision.
- Substantive decisions will not be made at meetings where the spectrum
  of Partners is not present, based on the Co-Conveners' review of
  attendance. 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 work on 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 the 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 the 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 still be reached by agreement of the majority of the Partnership and recorded as such.

#### **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 contentious consensus was reached, in which case Partners will be given the opportunity to prepare "Minority" and "Majority" reports and facilitators will outline the main points of disagreement for the record.
- Items on which there are mixed opinions and the Partnership concluded it could not reach consensus or come to a decision.

#### **Modifying Decision:**

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 provisional and intended to be reviewed at a future date, in which case this intent will be noted in the meeting notes.

#### Member Responsibilities

Identifies the responsibilities that the members commit to.

Success of the Partnership relies on good faith efforts of the members to fulfill the provisions of the Charter and the contents of the Plan. Members of the Partnership, Coordinating Committee, and Sub-groups agree to:

- Make every effort to attend meetings, or arrange for another representative to attend and speak on their behalf.
- Review meeting notes and materials in advance of meetings.
- Participate in meetings and express the views of the organization and constituents they represent (i.e. stakeholders, members and colleagues of the entity they represent).
- Keep their constituents informed about the Partnership's work and seek their input to facilitate understanding and support of decisions made by the Partnership.
- Engage in respectful, constructive dialogue with other members.
- Seek creative resolution of differences and work to bridge gaps in understanding to achieve consensus.

- Refrain from making negative comments about decisions that were reached by consensus.
- Direct their activities toward ultimately fulfilling the Charter's Mission/Purpose and Goals.

#### Meeting Protocol

Defines how the meetings of the Partnership will be conducted.

#### **Meeting Schedule:**

 Meeting schedules will be maintained online at http://midcoastwaterpartners.com/meeting-materials/

#### **Record Keeping:**

- Partnership and Coordinating Committee Meetings:
  - Decisions and key action items will be recorded on flip chart or displayed on screen by facilitator during the meeting.
  - A 'Parking Lot' of unresolved or tangential issues will be maintained by the facilitator and displayed at the meeting(s).
  - 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.
  - 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 two 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

#### **Meeting Announcements:**

 Partnership meetings will be announced two weeks in advance via email and posting on the Partnership website at communication protocols to be used by the Partnership. A separate, more detailed Communication, Education and Outreach Plan will be developed by a Sub-group of the Partnership.

www.midcoastwaterpartners.com. If circumstances require scheduling a meeting on short notice, the Co-Conveners will endeavor to announce the meeting as soon as possible.

 Meeting agendas will be sent via email and will be posted on the Partnership website at least one week in advance.

#### **News Media:**

- Any formal announcements, including news releases, that represent the full Partnership will be reviewed and approved by the Co-Conveners.
- All meetings of the Partnership are open to the news media.
- Outside of meetings, members may make statements to the media regarding their own opinions and consensus decisions by the Partnership; however, they agree not to attribute statements to others involved in the process or claim to represent the interests or views of others.
- Members of the Partnership are encouraged to inform one of the Co-Conveners if they intend to be, or have been, interviewed by the media about the Partnership.
- If a media article or report inaccurately represents a member's statement, that individual should inform the Partnership as soon as possible.

## **Charter Modifications**

Defines the process and authority for making modifications to the Charter.

To ensure that the process is meeting the intended mission of the Partnership, the Coordinating Committee will review the Charter periodically to evaluate how it is functioning and may propose modifications for consideration by the Partnership. Modifications may be proposed and approved at any regular meeting by a consensus decision of the Partnership.