



Mid-Coast Water Planning Partnership

COORDINATING COMMITTEE

Meeting Notes

January 19, 2018
Conference Call

NEXT STEPS / ACTION ITEMS

- Coordinating Committee's (CC) recommendation to add local co-conveners, Adam Denlinger and Alan Fujishin, will be presented to the Partnership for ratification on 2/22.
- Charter Change – Alan Fujishin will lead efforts to suggest clarification in Charter language regarding future changes in convener(s).
- Planning Step 2 – GSI will finalize the Study Group reports by the February 9, CC meeting.
- Planning Step 3 – GSI will present conceptual model and plan for Step 3 at February 9, CC meeting.
- Stream Team – Wayne and Harmony will connect re speaker for panel discussion.
- Harmony will send IWRS update to CC.
- 2018 meeting schedule - Review proposed schedule (attached) and send comments to IGS by 2/2/18

Communication and Outreach (C/O) - Harmony

- Work with graduate student to develop proposal for story map idea.
- Send summary of C/O initiatives to CC for review.
- Send C/O notes with high level summary to CC for review.
- Wayne and Harmony will connect re a potential field tour.

Funding:

- Tim to see if Ford Family Foundation can attend February 22, Partnership meeting.
- Adam D. will keep in touch with River Network regarding grant opportunities.
- Tim and Caroline will meet to outline criteria/application process for distribution of grant funds and will bring proposal to CC for discussion on Feb 9.
- Tim, Adam D., Alan will work on contacting local agencies to offer opportunity for them to help provide funding

Participants:

- Tim Gross, Co-Convener, City of Newport
- Harmony Burright, Co-Convener, OWRD
- Alan Fujishin, Gibson Farms
- Adam Denlinger, Seal Rock Water District
- Terry Thompson, Lincoln County Commissioner
- Wayne Hoffman, MidCoast Watersheds Council
- Caroline Bauman, Economic Development Alliance of Lincoln Co.
- Jackie Mikalonis, Governor's Office, Regional Solutions Team

Unable to Attend:

- Jitesh Pattni, ODFW
- Stan VandeWetering, Confederated Tribes of Siletz Indians
- Charlie Plybon, Newport Surfrider Foundation
- Jim Tooke, City of Yachats
- Amber Nickerson, OSU Student

Project Team in Attendance:

- Ronan Igloria, GSI Water Solutions
- Shirlene Warnock and Jeanne Nyquist, Innovative Growth Solutions

DISCUSSION NOTES

Welcome:

- Shirlene Warnock explained that the change in the Coordinating Committee meeting by phone vs. in person was due to the January Partnership meeting being rescheduled for February 22, 4 – 8 pm, at the Newport Best Western. Shirlene further explained that the proposed 2018 meeting schedule provides for Coordinating Committee (CC) conference calls on a regular basis in order for the CC to work through all agenda items (time has been an issue in the past).
- Tim Gross reported the need to reschedule the Partnership meeting was due to a delay in getting the Meyer Memorial Trust (MMT) grant funding in place. This has been resolved.
 - The grant provides funding through 6-30-18 for:
 - Facilitation and technical services
 - Oregon Kitchen Table survey/outreach
 - The budget is lean. At this point in time we do not have funding beyond what is provided by the MMT grant.
 - Tim Gross, Adam Denlinger, and Alan Fujishin will be asking local agencies/partners if they are willing to contribute funds.

Remembrance of Maryann Bozza:

The Coordinating Committee recognized Maryann Bozza's contribution to the Partnership. A letter was sent to the Partnership notifying them of Maryann's untimely passing. The letter provided a link to provide donations in her honor. Her work will be recognized at the February 22, Partnership meeting.

Partnership Co-Conveners:

Tim Gross explained that he is facing significant time constraints and needs assistance with the role of convening the local Partnership process. He reported that he has asked Adam Denlinger and Alan Fujishin to assist as co-conveners of the Partnership.

- Adam Denlinger, General Manager of Seal Rock Water District will assist with project administration and the 'nuts and bolts' of the process.
- Alan Fujishin, Gibson Farms, provides insight and can serve as spokesperson for the Partnership.

Discussion:

- Role of co-convener. Wayne Hoffman asked how OWRD and legislature define the role of convener?
 - Tim Gross explained -
 - Providing project management, making arrangements, managing funds.
 - Advocacy, being the person who speaks on behalf of the Partnership – speaking to the legislature, speaking in the community, connecting with the Tribe.
 - This is not a 'Newport' project.
 - Intent is to spread the leadership out within the Partnership.
 - Role will change slightly depending on the needs.
 - Harmony Burreight explained the statutory requirements for the co-convener to ensure:
 - Balanced representation of interests.

- Process leads to implementation of local solutions.
 - Central role of convener is to be a neutral voice that brings people to the table and keeps the process moving forward.
- Tim gave example of how he acted as co-convener role in the MMT grant –
 - Drafted grant and budget and negotiated with MMT.
 - This all had a lot of influence on HOW the process goes, not necessarily the outcomes.
 - The City of Newport handles the funds, and we need to figure out how the Partnership can have more participation in this.
 - Eventually the Partnership may be its own entity. In the meantime, perhaps some of the Partners can help to administer some of the contracts and take the lead on some of the initiatives.
- Wayne suggested that the addition of co-conveners should be brought to the Partnership as a recommendation for them to ratify. He clarified that the intent is not to ask for nominations, but rather to make a recommendation to implement the administrative change.
- Harmony clarified that the role is not just logistical and administrative. It is leadership as well.
- Alan pointed out that the Charter addresses the role of co-convener. It does not specify how to handle changes in co-conveners. It might be helpful to clarify the Charter language to help us handle future role changes. Current Charter language: *“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.”*
- Tim commented that we need to spread out the roles and influence so that we can accomplish things without burning out the people that initiated the Partnership. We want to diversify the leadership of the Partnership.
- Wayne suggested that we also need to develop a procedure to identify leadership for the working groups in Step 3.
- Terry Thompson voiced his support for the proposed addition of local co-conveners.
- Adam indicated that he appreciates the opportunity to take on more responsibility on the project. He appreciates that Tim and Harmony have done a great job and need to be recognized at the Partnership meeting for their work.
- Jackie Mikalonis indicated that she is fine with this proposal. It is good to increase the span of responsibility. This is an administrative change that should not take too much of the Partnership’s time – keep it simple.
- Alan reiterated that the administrative workload is an urgent issue, and in the name of efficiency, it would help to get the administrative tasks assigned as soon as possible. It would also help us to have a Charter revision in place for future changes.
- Caroline Bauman acknowledged that the co-conveners have too much on their plates, and this is good opportunity to distribute the tasks and also to prevent future hostile takeovers.

- Harmony pointed out that when we talk about change in co-conveners, we also need to talk about distribution of leadership within the Partnership beyond the co-conveners. The co-convener change is part of it.
- **Action:**
 - The Coordinating Committee voted affirmatively to recommend to the Partnership the addition of two local co-conveners, Adam Denlinger and Alan Fujishin. The recommendation will be presented to the Partnership for ratification at the February 22, 2018 meeting.
 - Charter change – Alan Fujishin will lead efforts to prepare draft Charter modification for consideration by the Coordinating Committee, and then present this at the Partnership meeting when ready. It was noted that the draft should be sent in advance to give the Partners a chance to read the proposed language change before being asked to vote on it.

Plan for Step 3: Define Current and Future Needs:

- Materials from Step 2 Study Groups.
 - Ronan Igloria, GSI, reported that final Study Group reports will be ready for the February 9, Coordinating Committee meeting.
 - The Committee discussed how to handle further comments to the revised (and final) chapters and agreed that GSI will accumulate (but not formally process or address) the comments as they come in via email or through the Partnership. The Coordinating Committee can review and decide if and how the comments will be addressed, as appropriate. Tim also commented that we need to draft a statement that these reports are a reference as information for the Partnership. They are not intended to be a complete compendium of all the issues or information relative to these topics.
 - Harmony agrees – if agencies want to provide additional materials, they can, but this information does not need to be added to the reports.
- Planning Step 3
 - Ronan reported that GSI is developing a conceptual model to illustrate key issues for the basin. This will be a high level model, followed by more specific characteristics on the 8 watersheds. This will help to get everyone on the same page as to what the technical focus needs to be for Step 3. This will be a simple tool that can be adapted for specific purposes.
 - GSI is also preparing a Work Group practice and protocol guidance/reference document for the 3 Working Groups.
 - Municipal
 - Self-Supplied
 - In-Stream
 - At the February 9, meeting of the Coordinating Committee, GSI plans to:
 - Present mock-up of conceptual model, with example of one of the watersheds to get Committee feedback and then start building out the information on the rest of the watersheds.
 - Discuss structure, membership and point of contact for the working groups.

Commented [JN1]: Language clarification submitted by Ronan Igloria, GSI

- Provide framework of how we will identify the technical focus areas for each of the watersheds.
 - At the February 22, Partnership meeting, we will review all of this information and form the Working Groups. The Army Corps of Engineers will also be invited to the February 22 meeting to explain their scope.
 - March and April – We will work on developing scoping documents that will help focus on the technical issues.
- Alan emphasized that we need the Working Groups to identify a point of contact.

Communication and Outreach Subcommittee Status Report:

Harmony Burrig reported that the C/O Subcommittee met on 1/12/18. Highlights follow:

- Maryann’s last gift to us was proposal for panel of peers. Hatfield Marine Science Center has graciously offered to help us continue that project. Brienne and Harmony will work with Hatfield to present the first panel discussion – Balancing water needs in the Mid Coast. Additional panels topics and leaders are:
 - Industry use of water – Jerry Anderson and Caroline Bauman
 - Recreation and fisheries – Charlie Plybon
 - Water providers, business and tourism – Patti Ferry and Jacquie Fern
- OSU graduate student is interested in 80 hr practicum. She would like to develop a ‘story map’ to summarize the Step 2 reports in a more visual way. Harmony will send a sample story map out to the Committee so they can see an example.
 - The Committee discussed this proposal and was in favor of it, overall, with a caution about the Partnership’s limited resources (time and money). Potential topics for the ‘story map’ could be a story about the Partnership, summary of Step 2 reports, or status of our infrastructure and need for investment (i.e. Big Creek Dam, water systems, etc.)
 - Harmony clarified that the C/O will be main point of contact for this effort. First step is to work with the graduate student to story board the idea and check in with people involved in the study groups.
 - Tim commented that it would be helpful to have a written proposal on topics like this so we know if there is cost or administrative efforts associated with this.
- C/O Subcommittee requested CC feedback on designating a “Partnership Information Officer” whose contact information would be included on public materials. Tim and Harmony are currently serving in this capacity. This should be a point of discussion at a future CC meeting.
- **Actions:**
 - Harmony will send a summary of initiatives the C/O group is developing. No budgetary impact is anticipated at this time.
 - Harmony will also send notes from C/O meeting with high level summary.
 - Harmony will work with graduate student to develop a proposal for the story map idea.

Funding

- Tim reported that the MMT provides limited funds to support work of consultants. Current level of funding does not include any funds for support from Chase Park for additional grant pursuits at least until new fiscal year. He will broadcast to Partnership and see if we can generate additional funds.
- Jackie will continue to send information on resources available.
- City of Newport has submitted a request for regional infrastructure funding for Big Creek Dam retrofit/replacement
- The coordinators met recently with Ford Family Foundation to discuss community development grants.
- Tim reported that Ford Family Foundation was scheduled to come to Partnership meeting in January. He will see if they can make it to the Feb 22, Partnership meeting.
- Harmony indicated that Ford Family Foundation (FFF) is supportive and interested in multi-year grants. Our first step is to get them to a Partnership meeting.
- Tim explained that our current grantors have been hesitant to fund consulting work, which is necessary for the Partnership in an area where we do not have any big agencies in the lead. Jackie observed that FFF is putting emphasis on community development and strengthening collaboration in the community.

Action Items:

- Tim will connect with FFF to see if they can make it to next Partnership meeting on February 22.
- River Network – Adam reported that he had a positive conversation with River Network regarding the Partnership and how it fits with their mission of supporting community rivers. He will keep the Coordinating Committee updated on developments.
- Grant distribution – Tim and Caroline will meet
 - Caroline suggests a simple process:
 - 1 page written request within a given amount
 - Discuss how they will gather information and report back to non-profit group
 - We will also need a decision paradigm – identify 3 people who will review the written requests (non-benefiting members of Partnership)
 - Make sure everyone knows about the opportunity
 - Next step: Caroline, Tim, Adam, Alan get together and fine tune the process that Caroline has suggested
 - Bring this topic back to February 9, Coordinating Committee meeting

Coordinating Committee Membership

Harmony Burrigh reported:

- Forest Service – waiting to hear back from them. Harmony will close the loop with USFS and check with other forestry partners to see if there is someone who has interest and capacity to participate. Alan suggested OR Dept of Forestry if USFS not available. Alan will give Harmony some names. Jackie is also willing to do some outreach.
- Student – Amber Nickerson has confirmed her interest. She is now on distribution list.

Good of the Order:

OWRD Updates – Harmony

- Sustainable NW and OWRD will co-organize another peer to peer learning event that brings together the 4 planning groups to look at how prospective processes are going and where they need support. We need to identify a delegation of 6 – 7 people from the Partnership. The event is planned for May 9 and 10, in Bend. She suggests sending delegates from Coordinating Committee and possibly open a couple slots to the general Partnership.
- IWRS update has been completed. Harmony will get copies out to the CC.
- OWRD is beginning policy and budgeting process. How to support place-based planning into implementation is a point of discussion amongst staff. The Coordinating Committee is encouraged to vocalize support of PBP to stakeholders that represent their constituencies.
- Stream Team – interagency monitoring team is coordinating a monitoring summit in Newport Feb 27 – March 1 and is looking for someone to speak on panel to talk about role monitoring can play in these partnerships. Next step, Wayne and Harmony will follow up on this.
- The Communication and Outreach Subcommittee would like to identify a Public Information Officer for the Partnership. This will be discussed further at the February 9, Coordinating Committee meeting.

Parking Lot – Shirlene provided a reminder that we need to continue to encourage people to sign Charter, especially members of committees.

Field Tours - Wayne Hoffman and Paul Engelmeyer volunteered to lead a field tour. They will coordinate with Harmony and put together a proposal.