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

***Coordinating Committee Meeting Notes***

March 31st, 2020

1. **Welcome & Partner Updates**

**Attendance:**

**Adam Denlinger** - Seal Rock Water District

**Ann Mooney** - Oregon Climate Change Research Institute

**Harmony Burright** - Oregon Water Resources Dept.

**Alexandria Scott** - Local Planning Coordinator

**Leo Williamson** - Oregon Dept. of Forestry

**Tim Gross** - City of Newport

\*No Partner Updates

1. **Working Group Updates**

**Self-supplied work group (Alan):**

Alan was not able to make the call, but he planned to incorporate some of Harmony’s feedback into the SSWG Problem/Issue Statements before the Inter-Work Group (IWG) meeting.

**Instream/ecology work group (Leo):**

Leo and Emily did some work on the Problem/Issue Statements from the Instream Summit to distill them down further. They also came up with a laundry list of topics that were not covered but are still of importance to the Instream Group. We are still waiting on a draft from David Waltz before we distribute these materials to the Instream Summit attendees and Coordinating Committee (CC) for a 1-month review.

Tim: Thinks that the laundry list of topics was a good idea and is wondering if all of the work groups should do that? We would need to label the reason that each topic was not chosen as a priority at this time for future collaborations and projects that may want to champion these topics (ie. is it a data gap or not enough consensus?).

**Municipalities/ special districts work group (Adam):**

Adam received feedback from a few of our CC members has not incorporated these into the drafts, but he plans to do so before the IWG meeting.

1. **IWG Meeting – Do we attempt to do this remotely?**

Alexandria asked the group if they had any ideas of how we can still collaborate without meeting in-person? Has anyone had any successful virtual meetings recently?

Ann: Adobe Connect is a great option for virtual meetings, she thinks you can have up to 30 people in 30 rooms. Go to Meeting is another option that has virtual meeting rooms where you can break into smaller groups (~8 people) and do review panels. For folks that have issues connecting or don’t want to participate on a virtual meeting platform they could record their comments and send them so Alexandria can play them during the discussion (Ann has done this before).

Alexandria: Zoom also has meeting rooms but the cost of the add-ons gets expensive.

Adam: Went to a 6-hr meeting recently using Go to Meeting and it was successful but brutally long.

Tim: We may actually have a higher-level participation right now because people don’t have as many distractions and aren’t as busy as normal.

Harmony asked what kind of hurdles or barriers do people think we face doing things remotely?

* CC members feel that this won’t be an issue for our state agency and tech savvy partners
* It is difficult with big groups to keep people from talking over each other
* Bandwidth in the coastal region can be an issue for video but audio could be an option. Tim shared that even though the Library in Newport is closed people could park in the parking lot and use the Wi-Fi if they really want to.

Final decision from this conversation was that we will be moving forward with a virtual IWG workshop that consist of two 3-hr long sessions. The first session will be April 28th from 9am-12pm. A doodle poll will be sent out by Alexandria for the second session. We will be doing a test-run of the virtual meeting system 1-week in advance with anyone that wants to join to make sure things run as smoothly as possible.

1. **Next Partnership Meeting & Project Schedule**

The group decided we should try to give the Partnership some sense of normalcy, aim to have a Partnership meeting to wrap up step 3 June 30th.

Adam: Plans to talk with the new City Manager of Waldport to see if they would be interested in hosting our next meeting. We have never had a meeting there. Seal Rock Water District will be stepping in as fiscal agent July 1 (pending board approval) but that doesn’t mean we have to wait to put out the RFP for a consultant, we can move forward with that.

Tim: City of Newport will still be the fiscal agent at the time of the Partnership meeting so we can do a one-off contract for that meeting with the Steps 4 & 5 consultant.

Ann: will there be a pre-proposal process? Ann knows of good people that may be interested and it could be a way to get to know them. Should consider this.

Harmony: With it being so close to starting Step 4 and bringing on the consultant for that, should we just have that facilitator do this meeting? What are the contract implications of this? We are shifting fiscal agents so the consultant’s contract will be with Seal Rock Water District pending approval from the board. After April 9th we have a better idea of timeline and transition logistics. Is it realistic to have a meeting June 30th?

Alexandria: We should have a neutral facilitator for this meeting, not sure what the cost is but it would be beneficial. This meeting is going to need to be highly organized and planned to get what we need out of it and put us in a good place for Step 4. Alexandria does not need a consultant to secure host, set the date, set the venue, book caterer, and notify partners so the basics can get done. The consultant will need to work with Alexandria on agenda, meeting format, meeting materials and room layout. We won’t need guest speakers for this one so a workshop should be straight forward for the consultant. It is better to have a meeting planned and ready to go and have to postpone due to Covid-19 then have conditions lift and trying to scramble to piece together a meeting.

1. **Good of the Order & Action Items**

**Working Groups:**

* SSWG: Alan please send drafts of the Problem/Issue Statements that have Harmony’s feedback incorporated by April 20th at the latest. If there is a “laundry list” of crucial topics you think weren’t covered by the P+I Statements, please solicit ideas from your group and have that to Alexandria by April 20th.
* Muni/SD: Adam please incorporate the CC’s feedback into the Problem/Issue Statements and send them to Alexandria by April 20th at the latest. If there is a “laundry list” of crucial topics you think weren’t covered by the P+I Statements, please solicit ideas from your group and have that to Alexandria by April 20th.
* Instream: Alexandria will send out the Instream materials as soon as she receives everything to the CC & Instream Summit Attendees for a 1-month review. Instream materials will be used for the second session of the workshop because the first session is April 28th.

**IWG Meeting Prep:**

* Alexandria: send an email out to the work groups letting them know about the first IWG session on April 28th from 9am-12pm for them to get it on their calendars. In that email send a link to the doodle poll for the second session which will have two options for time 9am-12pm or 1-4pm. Date options are May 11th- May 15th & May 18th – May 22nd. Notify work groups that a test-run will be conducted 1-week in advance for anyone wanting to test the virtual meeting system.
* Alexandria: Sign the Partnership up for a free 90-day trial of Adobe Connect. Look into what features are a part of that.
* Alexandria: Reach out to Ann and see if she has any ideas of how to format this online workshop.

**June 30 (tentative date) Partnership Meeting:**

* Adam: please find out if Waldport if willing to host our next meeting, how much funding they have available to sponsor, if they have a specific location they want. From there Alexandria can work with you on logistics.
* Leadership team +Alexandria: Need to polish up the RFP for the Step 4 & 5 Consultant after April 9th and get that out so we can secure the consultant. Once we find that consultant, we need to do a one-off meeting contract with City of Newport for the June 30th meeting.

**Everyone:**

**OUR NEXT CC MEETING IS APRIL 9TH FROM 9AM-10AM**

* Please come ready to the zoom session with ideas for how to format the IWG virtual workshop
* When the Instream materials get sent out you have 1-month to please review the documents
* Please come prepared with some ideas of manageable priorities for the Partnership for the 2020 calendar year. This is for some potential funding so honesty and help on this is much appreciated!