

## Mid-Coast Water Planning Partnership Coordinating Committee Meeting Notes

**Date:** Tuesday, February 27, 2024, 9:00-10:30 AM

**Location:** Zoom

### **Coordinating Committee Meeting Attendees**

*Coordinating Committee Members Present:*

Adam Denlinger – Seal Rock Water District

Steve Parrett – Oregon Department of Environmental Quality

Alyssa Mucken – Oregon Water Resources Department

David Rupp – Oregon State University

Billie Jo Smith – Lincoln County Water Systems Alliance

Henry Pitts – Oregon State University student

*Coordinating Committee Members Absent:*

Alan Fujishin – Gibson Farms

Mike Broili (MidCoast Watersheds Council)

*Facilitators:*

Suzanne de Szoeki – GSI Water Solutions, Inc.

Leah Cogan – GSI Water Solutions, Inc.

### **Meeting Agenda**

- Work Group recommendation for Smart Sheet subscription
- March 12 Work Group meeting agenda
- Partnership meeting planning
- Outreach about value of participating in the Partnership
- Financial report
- Charter review
- Scheduling next Coordinating Committee meetings

### **Summary of Major Points of Discussion**

- David suggested adding an agenda item for a future meeting to discuss the Lincoln County Water Systems Alliance plans for countywide water system planning to improve resilience, and Billie Jo agreed that there was a good meeting about it recently and it may be of interest to the group
- The Prioritization Work Group made a recommendation to the Coordinating Committee for a Smart Sheet subscription (online project tracking tool)
  - The subscription is \$300 per year and would allow for tracking project implementation and other metrics
  - Alyssa asked whether the subscription would be limited to one user, and Suzanne clarified that there would be one owner who could designate others as editors, commenters, and viewers, so multiple people could use it

- Steve asked whether it is compatible with other software, and Leah confirmed that it can be exported to Excel or Google Sheets
- Billie Jo recommended providing training so that Partnership members who are unfamiliar with the software can use it
- Committee members agreed that the subscription would be valuable and can be supported with the existing budget
- **Decision:** Move forward with Smart Sheet subscription for project tracking
- **Action item:** GSI will coordinate with Seal Rock Water District (fiscal agent) about using grant funding for the subscription
- The committee discussed the agenda for the March 12 Prioritization Work Group meeting
  - The Work Group expects to decide on a recommendation to the Coordinating Committee to take the prioritization to the Partnership for a consensus decision at the next full Partnership meeting
  - The Work Group will discuss the approval of the Smart Sheet subscription and what their goals are for project tracking
  - The Work Group will discuss outreach to potential project leads for prioritized actions
  - Leah showed some preliminary “bundling” of related actions to find synergies among potential project partners, and Alyssa suggested using the bundles to simplify the outreach process
  - The Work Group will discuss additional work plan activities and approaches to be developed for actions that do not currently have associated projects
- The committee discussed plans for the full Partnership meeting in May
  - The committee discussed the proposed consensus decision around the prioritization
    - Steve recommended seeking consensus approval of the prioritization under the current charter, and deferring decisions on changes to the charter to avoid confusion
    - Alyssa agreed with limiting the meeting to one major consensus decision and recommended making clear the exact parameters of the decision
    - The committee talked about the need to explain the consensus decision making process, and Suzanne suggested creating a primer ahead of time
    - The committee agreed to shift the proposed agenda to have dinner first, then the prioritization agenda item, an informational discussion of the charter with no decisions to be made, an overview of early implementation actions, and then presentations
  - The committee discussed potential presentations from ODA and/or DEQ on the Yaquina TMDL, ODFW on their aquatic habitat prioritization project, and Business Oregon about funding sources
  - Billie Jo suggested adding time for Partners to share projects they are working on, and the committee agreed
  - The committee agreed that, if time is limited, the TMDL and ODFW presentations could be moved to the Work Group meetings

- The date for the meeting has not been set yet; the team is still working on details for the tour earlier in the day
  - **Action Item:** Adam will reach out to Business Oregon about a presentation on funding opportunities
- The committee discussed outreach materials describing the benefits of participating in the Partnership
  - Suzanne shared a list of potential messages about the value of the Partnership and collaboration on activities
  - **Action Item:** GSI will send out the list to the Coordinating Committee to comment and add ideas
- GSI presented the current financial report for the committee to discuss
  - Suzanne noted that time will need to be budgeted for the Partnership meetings and the stipend/reimbursement set-aside
  - Billie Jo noted that the grant budget is unusual in showing only the total and remaining amounts rather than specific line items; in the future, it would be helpful to have an annual budget by category for the Coordinating Committee to review for increased transparency and accountability
  - Steve noted that Seal Rock Water District and GSI are meeting the requirements of the grant funding, but that long-term planning for funding in 2025 and beyond needs to be discussed to ensure that the Partnership is sustained
  - Adam noted that he can provide more information about the scope of work and spending to date, and agreed that the Partnership needs to plan for the future; he also suggested that other entities (new convener or a formal Partnership organization) could take on future funding and administrative responsibilities
  - Suzanne can present strategies for level of effort throughout the rest of the grant period, keeping in mind that Partners may apply for reimbursement
  - Steve suggested checking in at the next Partnership meeting to see if anyone is planning to request reimbursement
- Next Coordinating Committee meetings are scheduled for March 13 (9:00-10:30 am) to continue discussing the charter and March 19 (9:00-10:30 am) for the regular monthly meeting
- Steve suggested making more direct efforts to encourage discussion from quieter participants
- GSI will share the bundling spreadsheet with the Coordinating Committee