

Mid-Coast Water Planning Partnership Coordinating Committee Meeting Notes

Date: Tuesday, August 22, 2023, 9 AM-10:30 AM

Location: Zoom

Coordinating Committee Meeting Attendees

Adam Denlinger – Seal Rock Water District

Alyssa Mucken – Oregon Water Resources Department

Steve Parrett – Oregon Department of Environmental Quality

Billie Jo Smith – Lincoln County Water Systems Alliance

Suzanne de Szoeki – GSI Water Solutions, Inc.

Leah Cogan – GSI Water Solutions, Inc.

Meeting Agenda

- Partner funding requests
- Co-convener search
- Charter updates
- September Prioritization Work Group agenda
- Partnership meeting planning

Summary of Major Points of Discussion

- The committee discussed the process for Partner funding requests
 - Adair Muth (Grant Coordinator at OWRD) provided guidance about the process and grant administration
 - The most streamlined process would be to have Partners submit reimbursement requests directly to Seal Rock Water District
 - Seal Rock will amend the grant budget to move the set-aside (\$20,000) to the Other line item for transparency in tracking and streamlined administration
 - Other details will be confirmed with OWRD, such as how this impacts indirect costs in the budget
 - The process will be discussed and the request template provided at the next Work Group meeting
 - Requests will be accepted starting with the next meeting and going forward, to ensure requests match the grant budget
 - Partners can submit requests less frequently than quarterly (up to annually) but will be encouraged to submit quarterly if possible—if they wait too long, the funding may already be used by other organizations
 - **Action Item:** Seal Rock Water District will work with GSI and OWRD to amend the grant budget to enable funding and tracking of Partner requests

- **Action Item:** GSI will provide regular grant budget updates to the Coordinating Committee
- The committee discussed the convener search and revised position description
 - Members expressed support for having different perspectives represented (e.g., conservation groups) while recognizing capacity limitations
 - Members agreed to simplify the description under “Be impartial to the solution”
 - Adam will already be communicating with County Commissioners about other topics and can discuss this with them as well
 - Billie Jo suggested that it would be beneficial to have Tribal representation
 - The convener search will be announced to the Partnership that the September Prioritization Work Group meeting and by email, and depending on the response, there may need to be follow-up personal contact by email and/or phone calls to recruit conveners
 - Alyssa suggested documenting the search and selection process for transparency
 - Members expressed a preference for having the convener be someone with local ties to the Mid-Coast (residence or work) to be invested in the area and outcomes
 - Members who have been conveners or are familiar with the role expressed a willingness to talk with people interested in being a convener
 - **Action Item:** GSI will send the updated convener position description to the Coordinating Committee for approval and then to the full Partnership. GSI will ask the Partnership for suggestions for conveners and provide a deadline for replying.
- The committee reviewed and discussed proposed updates to the Partnership’s Charter
 - The main changes are related to the Partnership moving from planning to implementation
 - Members expressed support for encouraging participation without making it mandatory to participate in a sub-group (since there is currently only one sub-group)
 - Other suggested clarifications:
 - Clarify that the full Partnership provides strategic direction, guidance, and input to the Coordinating Committee and work groups, to avoid sounding like the Partnership must provide day-to-day direction of activities
 - Confirm that the Prioritization Work Group will bring recommendations to the full Partnership for input and final decisions
 - Clarify that participation can include attending different types of meetings or providing input and feedback on documents
 - **Action Item:** GSI will send the proposed Charter revisions in redline to the Coordinating Committee, make any further revisions suggested, and then prepare it to be sent out to the full Partnership for review and request input from

the Partnership on the proposed Charter revisions, such as through a Google form

- The committee discussed the agenda for the next Work Group meeting
 - The Prioritization Work Group will meet Tuesday, September 12 from 9 AM-11 AM
 - September meeting will focus on Imperatives 4 and 5 (water conservation/reuse and resilient water infrastructure)
 - October meeting will focus on Imperative 3 (monitoring) and miscellaneous actions not yet covered
 - If the Work Group can't cover all actions in three meetings, a fourth meeting may be scheduled
 - Steve suggested clarifying the scoring process – work group members are asked to look at the actions and scoring criteria ahead of time to be familiar with them, but actual scoring will happen as a group at the meeting
 - Steve suggested getting affirmative confirmation from everyone present that they agree with the scores, in case some individuals may disagree but be hesitant to speak up
 - Suzanne suggested confirming verbally with those in the room, and having attendees online use the “thumbs up” feature
 - Steve suggested writing out the topics that will be covered under “Updates on Past Actions”
- The committee discussed the request to share contact information among Partnership members
 - Suzanne described the email that has been sent out to the full Partnership list asking members whether they are ok with having their emails shared
 - Members discussed potential guidelines around sharing:
 - Use for collaboration and communication of the purposes of advancing Partnership efforts (e.g., implementation of the Water Action Plan)
 - Not for bulk emails, advertising, or marketing
 - Contact info will be available by request but will not be posted to the website or otherwise shared publicly
 - **Action Item:** GSI will send out draft guidelines to the committee for feedback, and following review, GSI will share the guidelines with the Partnership
- The committee discussed potential tour options for the next full Partnership meeting
 - Suzanne and Leah met with Evan Hayduk (MidCoast Watersheds Council) about potential tours of their field projects
 - Evan will confirm by early September whether they will be able to host a tour in November (spring may be better)
 - Tyler Clouse (Lincoln Soil and Water Conservation District) may also be able to host a tour in the spring

- Potential project sites could be riparian restoration, large woody debris placement, or agricultural practices benefiting water quality
- Steve suggested looking at forest management practices that affect streams and drinking water systems
- Billie Jo shared her experience with touring a fish processing plant and learning about their water use and water quality testing

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