

Meeting Notice

A meeting of the Planning Unit for the WRIA 55 and 57 Local Watershed Planning program will be held at:

Time: 9:30 am
Date: April 17, 2002
Place: Conference Room
Spokane County Conservation District
210 N. Havana Spokane, WA

Agenda

- 9:30 am Call to Order: Introduction of Committee Members**
Facilitator Lead
- 9:35 Discuss and Approve March 2002 Meeting Summary**
Facilitator Lead
- 9:40 Discuss Draft Data Compilation and Assessment Report Comments**
Reanette Boese
- 10:40 Review Planning Unit Memorandum of Agreement and Discuss Decision Making Process for Plan Recommendations**
Facilitator Lead
- 11:40 Update on Little Spokane River Instream Flow Work**
Stan Miller
- 12:00 Other items of Public or Committee Concern**
Facilitator Lead
- 12:20 Wrap Up of Session: Facilitator summarizes information presented**
- 12:30 Adjourn**

If you have any questions regarding this notice contact Stan Miller at (509) 477-7259 or via e-mail at smiller@spokanecounty.org

Meeting Summary Planning Unit

Little Spokane River – Middle Spokane River Local Watershed Plan
April 17, 2002

Committee members recorded on the sign in sheet were:

Doug Allen	Harry McLean	Dave Jones
Rick Noll	Julia McHugh	Rachael Pascal Osborn
Jim Wilson	Ty Wick	Karin Divins
Walt Edelen	Ken Kuhn	Stan Miller
Lloyd Brewer	Steve Skipworth	Reanette Boese
Susan McGeorge	Gus Koedding	Erin Cunningham
Dick Price	Tom Hargreaves	

Consultants that attended the meeting were: Sarah Hubbard-Gray of Hubbard Gray Consulting and Bryony Hansen of Golder Associates.

Guests that attended the meeting were: Jane Cunningham.

Introductions: Sarah Hubbard-Gray called the meeting to order at 9:35 am. Committee members introduced themselves. Sarah provided an overview of the agenda and asked if there were comments on the March 20, 2002 Meeting Summary. There were no comments on the meeting summary.

Discuss Draft Data Compilation and Assessment Report Comments: Reanette Boese provided an update on the status of the Work Group review of the comments. The Work Group has gone through all the comments. All comments will be incorporated into the final document by Golder or Spokane County staff, depending on the remaining budget available in Golder's contract. A supplemental document will be prepared that includes 1) all of the comments received, and 2) the Work Group spreadsheet and discussion points relating to the report revisions.

The following summarizes the questions and items discussed at the meeting regarding the draft report revisions:

- It was asked if the Work Group had resolved how to deal with all the water rights. Reanette explained that they have started making changes to the classifications of some of the water rights information (e.g., residential versus commercial) to make them more accurate. Stan Miller explained that the changes to the classifications will not make much difference in the modeling results and that an exhaustive effort to re-classify the information is not warranted.
- Stan Miller reported that Terry Liberty, Spokane County Planning, checked the County Comp Plan. She confirmed that the Comp Plan assumes 2.5 persons per household and 800 gallons of water used per day per household for residents of Spokane County. This is consistent with the 320 gallons per person figure that was discussed at the last meeting

and recommended to be used in the draft report for exempt wells. It was recommended that language be added to the report to make it clear that this 320 gallons per day figure is not based on “actual” usage. It was further clarified that the modeling will test and evaluate this 320 gallon per day figure, which is especially important in the Little Spokane River basin where exempt well water use comprises a larger percentage of total use.

Reanette will e-mail to Planning Unit members a spreadsheet with all of the comments and Work Group decisions on how to address the comments. The Planning Unit members were asked to review the spreadsheet and return any feedback to Reanette. Reanette will provide a final briefing and summary of the draft report revisions at the May 2002 meeting. It is anticipated that the revisions will be made and the report will be finalized by the June 2002 Planning Unit meeting.

Update on Little Spokane River Instream Flow Work: Stan Miller explained that the Instream Flow grant contract is ready to be signed and that it should be signed by April 19, 2002. Stan explained that work on goal setting, review of methodologies, and detailed scope of work development (Step A) will begin as soon as the contract is signed. Stan will develop a summary of work conducted to date and schedule an Instream Flow Work Group meeting before the next Planning Unit meeting. To make sure all interested Planning Unit members are given the chance to participate in the Work Group, Stan will send an email to all Planning Unit members with the Work Group meeting date, time and location. Planning Unit members interested in participating in the Work Group should e-mail Stan so he can update the Work Group participant list.

Review Planning Unit Memorandum of Agreement and Discuss Decision Making Process for Plan Recommendations: Sarah Hubbard-Gray reviewed the Planning Unit Memorandum of Agreement and led a discussion of the process for making Plan recommendation decisions. The following decisions were made regarding the procedures that will be used when developing plan recommendations.

Decision Making Techniques:

- Initiating Agency representatives and Planning Unit members should be communicating with their respective elected officials or constituents regularly during the development of plan recommendations. They should gather feedback and consider it during the Planning Unit meetings.
- During the plan development, Initiating Agency representatives should obtain “obligation” from elected officials to implement recommended individual plan elements.
- As always, all Planning Unit meetings will be open to public attendance and participation. However, only Initiating Agencies and designated Planning Unit members can participate in the consensus decision making and voting associated with development of plan recommendations.
- Minority opinions will be recorded and participants will be invited to draft and submit minority opinions for the record.
- As a follow up to Plan recommendation decisions, a formal record of decision will be drafted that includes the discussion points. Planning Unit members may be asked to sign this formal record of decision to acknowledge their agreement.

Initiating Agency Decision Making:

- Per the Memorandum of Agreement, all Initiating Agencies shall conduct decision-making by consensus. In addition, since governments will be asked to implement the plan elements, authorized government representatives, in addition to the Initiating Agencies, will be asked to agree to plan recommendations through consensus.
- All Initiating Agency meetings will be open to Planning Unit members to observe.

Planning Unit Voting Process:

- All Planning Unit members will make a good faith effort to reach decisions through consensus. Voting will only occur when consensus can not be reached.
- If a vote occurs, all Planning Unit members listed in Attachment B of the Memorandum of Agreement, or their designated representative, plus a new City of Liberty Lake representative, can vote.
- Planning Unit members must be at the Planning Unit meetings to vote, however, vote by proxy will be allowed.
- Simple majority vote will be used and there will not be a quorum requirement.
- When applicable, Planning Unit meeting notices will indicate in bold that consensus decision making, and possible voting, will occur.
- All recommendations will be discussed at a meeting prior to the meeting where a decision is made. Typically, discussions and consensus building will occur at one meeting, with a wrap up discussion and decision making occurring at a second meeting.

Additional decision making items will be discussed at the May 15, 2002 Planning Unit meeting, including 1) how to interpret “best available science”, 2) process for getting governments not represented on the Planning Unit to support and implement the plan elements, and 3) process for getting “citizen” input and support for the plan elements.

Since the project is moving into the plan development phase, the following suggestions were made to ensure that the appropriate representatives are engaged in the project:

- All Planning Unit members will be asked to review the Planning Unit member list and let the Initiating Agencies know if they have any recommendations for changes/additions. The Initiating Agencies will consider the recommendations and decide what, if any, changes should be made.
- A notice will be sent to all Planning Unit member representatives, many of which have not attended meetings recently or regularly, to confirm their interest in participating in the plan development and associated consensus decision making, and possible voting.

It was suggested that a document be developed that clarifies the procedures for making decisions, per the decisions above and follow up decisions at the May 2002 Planning Unit meeting. To facilitate consensus on the document and associated decision making procedures, Stan Miller will draft a letter that describes the procedures and ask all of the Planning Unit representatives to acknowledge their agreement by signing the letter.

It was also suggested that notices of the Planning Unit meetings should be placed in the local paper(s) when plan recommendations are being discussed and decisions are being made. Meeting participants agreed.

Other Items of Public or Committee Concern: There was some discussion on the Chamber of Commerce proposed inter-state aquifer study. At this point no federal funding has been approved and no meetings are planned. Doug Allen discussed Ecology's understanding of the project, how Ecology may be involved, and that supplemental funding may go to Ecology to be involved in the process. It was suggested that folks write to Senators Murray and Cantwell to explain the project criteria and structure that are needed to ensure Washington's interests and needs are represented.

The next meeting was set for 10:00 am on May 15, 2002 at the Spokane County Conservation District.