

Hangman (Latah) Creek 2514 Planning Unit

OPERATING PROCEDURES

(6/2000)

Purpose: Organize a Planning Unit; Develop a Scope of Work and Outline for a watershed plan for the Hangman (Latah) Creek Watershed, Water Resource Inventory Area (WRIA) 56 – per the 1998 Watershed Planning Act – RCW 90.82

1. Project Area – WRIA 56 Hangman (Latah) Creek Watershed:

The project area for the Hangman (Latah) Creek Watershed Planning Process includes all land within the Hangman (Latah) Creek Watershed and its tributaries, comprised mostly within the area of Spokane County.

2. Name:

The Hangman (Latah) Creek Water Planning Unit will hereafter be referred to as the "Planning Unit".

3. Initiating Governments:

The four Initiating Governments for this project are: Spokane County, Whitman County, City of Spokane and the Hangman Hills Water District.

4. Lead Agency:

The Spokane County Conservation District has been designated as lead agency for this project by the Initiating Governments.

5. Membership:

The Planning Unit, established by the Initiating Governments and Spokane County Conservation District shall include a diverse group of interests including: Agricultural Groups; Businesses; Environmental Groups; Indian Tribes; Property Owner's Associations and Individual Property Owners; together with the Initiating Governments, Local, State and Federal Agencies.

**For a list of the standing groups on the Planning Unit, See Attachment A of this document*

- a. **Membership Removals:** The Planning Unit may remove any member by a majority vote of the entire Planning Unit for un-represented absences totaling at least 3 consecutive regular meetings.

- b. **Membership Vacancies:** Vacancies occurring may be filled as decided by the Planning Unit to try to ensure all interests are represented. Temporary alternates shall be allowed upon request. Permanent replacements need to be submitted by written request.
- c. **Membership Additions:** New members can be added, as determined by majority vote of the Planning Unit, after attending three consecutive meetings.
- d. **Membership Withdrawals:** Any Planning Unit member shall have the right to withdraw in writing from the planning process at any time. All members agree that if a member or interest group withdraws, it shall not be deemed part to any plan or agreement produced pursuant to REW 90.82 and shall not be bound thereby.

6. Rules and Responsibilities of the Planning Unit

a. Planning Unit Meetings:

- 1) Regular meetings shall be held the second Tuesday of the month, at the Spokane County Conservation District Office at 10:00 a.m. unless otherwise scheduled by the Planning Unit. The Lead Agency may also call emergency meetings if necessary with a minimum of 24 hour notice.
- 2) All meetings shall be open to the public. The public will be allowed to provide input or voice concerns during the first and last 15 minutes of the meetings. Written public comments are always welcome and will be added to meetings.
- 3) Meetings will start on time and end on time, unless extensions are approved by a majority vote at meetings.
- 4) If a Planning Unit member cannot attend a meeting, it is his/her responsibility to appoint an alternate representative and to catch up on missed information before the next meeting. Team members must contact the facilitator if they or their substitute cannot attend a meeting 24 hours prior to the meeting.
- 5) A list of informational material such as acronyms, definitions, watershed focus sheets, and maps will be provided at each meeting for newcomers and the public.

b. Planning Unit Decision-Making:

Voting and Non-Voting Team Members:

Planning Unit members will receive votes as follows:

- State Governments shall receive one vote total.
- Local governments, PUDs, and Municipalities shall receive one vote each.
- All Non-Governmental Groups shall receive one vote

Ex Officio Members will be relied upon for technical advice and are to be considered non-voting members.

Quorum:

The Planning Unit has defined QUORUM as follows: 60% of voting members must be present at each meeting to constitute a quorum.

A quorum will be required to hold an official Hangman (Latah) Creek Water Planning meeting. If a quorum is not present, attending members can continue to meet and informally discuss topics.

Administrative Issues:

Administrative issues such as meeting times, places, and Planning Unit membership will be decided by a majority vote of the Planning Unit present at any official meeting.

Non-Administrative Issues:

The decision process will be as follows for non-administrative issues:

The Planning Unit shall operate by consensus for all decisions other than administrative issues except by as stated below in the step process. Consensus is defined as a general agreement or accord by all voting Planning Unit members. Consensus is not reached if one voting governmental representative votes “No.” However, if that representative “abstains” or says, “I cannot vote yes, but am willing to allow the process to go forward and will not take any action against the decision,” then the vote would be consensus. The issue will then also be listed as an agenda item for the following meeting where a second vote will be taken. Failure of any non-governmental team member to attend the second meeting will result in a sustained vote unless the member submits a dated signed vote to the facilitator prior to the second meeting. (See Step Process for governmental voting procedures.)

Step Process for All Non-Administrative Decisions:

- Step 1:** As stated above in the non-administrative issues section, the entire Planning Unit shall operate by consensus. There must be consensus of governments to proceed with decision making. If consensus cannot be reached by the entire Planning Unit, then by majority vote of the Planning Unit, the process will move to Step 2.
- Step 2:** A vote must be taken of governmental members to ensure their consensus. If consensus is reached by the governments, then the process automatically moves to Step 3. (Members may choose to proceed by written ballot from this step forward.)
- Step 3:** Step 3 requires consensus by the governments and a 2/3 (two-third) majority vote by non-governmental members. At Step 3, only one vote per each interest group will be allowed. At any time a 2/3 (two-third) majority vote cannot be reached by the non-governmental team members, then a vote by consensus of the governments will be taken to move to Step 4.

Step 4: Step 4 requires consensus of the governments and a simple majority of non-governmental members. At Step 4 only one vote per each non-governmental interest group will be allowed.

NOTE: Consensus will be required for approval of the watershed plan, but consensus is not required for the plan recommendations.

c. Planning Unit Responsibilities:

- 1) Identify and incorporate issues into a work plan
- 2) Develop a work plan for recommended sub-watersheds
- 3) Approve Requests for Proposals (RFPs), budgets and data collection needs
- 4) Any tasks completed or data collected in-house (by Planning Unit Members or their agencies) will require approval of the Planning Unit as to its authenticity and monetary value
- 5) Assure work is consistent with the 1998 Watershed Planning Act guidelines and criteria
- 6) Maximize use of grant funding to complete as much WRIA 56 work as possible
- 7) Obtain Community Input
- 8) Use best available science to develop the Watershed Plan
- 9) Recommend priority issues for project areas
- 10) Prioritize sub-watersheds for data collection
- 11) Encourage public involvement and cultivate leadership with the community

7. Roles and Responsibilities of the Lead Agency:

a. Assisting Planning Unit:

- 1) Function as facilitator, secretary, and treasurer by preparing notices, financial statements, meeting minutes (Meeting minutes will be sent to public attendees and all Members by mail or e-mail). NOTE: These documents are public records and are subject to public inspection.
- 2) Notify Planning Unit if meeting place or time is changed or if meeting is canceled.
- 3) Assist Planning Unit in accomplishing goals and assist in developing and maintaining a focused and measurable work plan.

b. Grant Requirements:

- 1) Leverage grant funding by using resources effectively and appropriately.

- 2) Submit quarterly reports and budgets on time and as requested.
- 3) Maintain regular contact with the Washington Department of Ecology Project Coordinator and immediately communicate any problems or concerns.

c. Public Relations:

- 1) Promote community involvement through effective communication within the community, Congressional offices, media representatives, special interest groups, and any other interested parties.
- 2) Remain a neutral party while involving a broad cross-section of the community in consensus building and decision-making.
- 3) Establish partnerships for implementing the Watershed Plan.

8. Procedural Order of Meetings:

- a. Facilitator shall call the meeting to order and pass around the sign-in sheet.
- b. Facilitator shall call for approval of previous meeting minutes
- c. Facilitator shall call for amendments, then approval of the current agenda. The facilitator will then direct the meetings according to the written or amended agenda.
- d. The facilitator can call for a vote to limit discussions or table the discussion for the next meeting.
- e. The facilitator will open the meeting for 15 minutes at the beginning and end of each meeting for a public comment.
- f. The facilitator shall close the meeting:
 - 1) Set agenda items for the next meeting
 - 2) Assign tasks
 - 3) Schedule the next meeting
- g. The facilitator shall call for adjournment of meeting.

9. Rules of Conduct at Meetings:

Basic ground rules for the Planning Unit members have been stated in Attachment A “Planning Unit Conduct,” and agreed to by each Planning Unit Member. The following rules are specifically addressed for the Planning Unit meetings:

- a. Meetings will be two hours in length. If the agenda is not covered, by majority vote the meeting will be continued until the agenda items are completed or the discussion is tabled for the next meeting.
- b. Members need to be brief and concise as possible and keep to the topic.
- c. A member shall raise their hand to speak, introduce themselves and may speak when recognized by the facilitator.

10. Media Releases:

No media or news releases from or for the Planning Unit shall be made unless approved by the Planning Unit to ensure context and accuracy of the data and statements.

11. Conflict of Interest:

Planning Unit members will not engage in any activity viewed as a conflict of interest, real or apparent, including participation in the selection, award or administration of a sub-grant or contract supported by grant funds. Conflict of interest shall include financial gain, employment, contracting or sub-contracting with the contractor.

No individual lobbying efforts outside the Planning Unit meetings by a Planning Unit member will be allowed during the watershed planning process, because these type of actions could easily undermine the trust level between Planning Unit members and the effectiveness of the entire process.

**WRIA 56
Hangman (Latah) Creek Watershed Planning Unit**

Attachment A

PLANNING UNIT CONDUCT

(6/2000)

1. *I will work on solutions, not on people (no personal attacks).*
2. *I will consider everyone in the Planning Unit valuable and I will treat them with respect and courtesy.*
3. *I will listen attentively, without interrupting and avoid dominating the discussions.*
4. *I will search for opportunities. Without creativity, the planning process cannot succeed.*
5. *I will consider one person's concern the Planning Unit's concern.*
6. *I will state needs, problems, and opportunities, but not positions. Positive candor is a little used, but effective tool.*
7. *I will attempt to reach consensus on a plan.*
8. *I understand communication with the news media and/or any legislative authority on watershed planning will occur through Planning Unit authorization, and not by individual members.*
9. *I accept the responsibility to keep my friends and associates constructively informed of the watershed planning progress.*
10. *I will call the facilitator before acting on rumors, and I will not jump to conclusions.*
11. *I understand weapons of war are to be left at home (or at least left at the door).*
12. *I will make a committed effort to resolve all differences, and to help the watershed planning process be successful.*

BEHAVIOR THAT HELPS THE WORK GROUP ACCOMPLISH OBJECTIVES:

1. **Initiate** – Suggest new ideas or a new way of looking at problem or goals. (“What about . . .?”)

2. **Information-seeking** – Ask for facts (“Are we sure . . . ?”)
3. **Clarify** – Probe for understanding. (“Do you mean . . . ?”)
4. **Information-giving** – Provide information or relate personal experience about task. (“I tried that and . . .”)
5. **Opinion-giving** – state belief or opinion about a suggestion. (“sounds good to me.”)
6. **Elaborate** – give examples, draw diagrams. (“It’s like what my social club did last year”)
7. **Coordinate** – Show the relationships among various ideas; pull ideas and suggestions together. (“Looks like Betty and Bob have basically the same idea.”)
8. **Orient** – Define the progress of the discussion or raise questions about the discussion direction. (“I think we’ve gotten off-track.”)

BEHAVIOR THAT HELPS DEVELOP A FAVORABLE CLIMATE:

1. **Encourage** – Be friendly, warm, and responsive to others. Offer praise. Accept their contributions. (“What a good idea, Mary.”)
2. **Mediate** – Harmonize, make compromises. Show that different points of view are o.k. (“We’ve got two good ideas here—can we fit them together by . . .”)
3. **Gate-keep** – Try to make sure everyone can contribute. Call on them by name, take turns around the group, or set a time limit per person. (“We haven’t heard from Jim yet.”)
4. **Set standards** – Establish guidelines for subject matter or procedures. (Let’s make sure each issue is resolved before we move on.”)
5. **Be a good listener** – Serve as an audience during group discussion. (“I really don’t have an opinion; what was said was interesting.”)
6. **Relieve tension** – Reduce negative feeling by joking, pacifying, putting situation in broader perspective. (“Seems like we’re making a mountain out of a molehill.”)

BEHAVIOR THAT HINDERS TEAMWORK:

1. **Being aggressive** – Criticizing or blaming others, attacking a person rather than their ideas, being hostile to the group or to an individual.
2. **Blocking** – Going off on tangents, citing personal experiences unrelated to the discussion, arguing too much beyond making a point, rejecting ideas without consideration.

3. **Seeing recognition** – Calling attention to self by talking on and on, giving extreme ideas, boasting.
4. **Social-pleading** – Always bringing up one’s pet ideas. Covering own beliefs by speaking for other (the common, the housewives, the farmers, etc.).
5. **Withdrawing** - acting indifferent or passive, being much too formal for situation, doodling, whispering to others.
6. **Dominating** – Manipulating, “pulling rank,” interrupting, giving orders.

