Community Advisory Group – Reclaimed Water Infiltration Study

Mission and Roles – Phase 3

Purpose and Mission Statement

The intent of the mission statement for the Community Advisory Group remains unchanged from the original statement developed in the first phase of the group’s work:

The LOTT Clean Water Alliance is conducting a multi-year study, called the Reclaimed Water Infiltration Study, to help LOTT and the community understand how best to protect local water resources while treating reclaimed water and using it to infiltrate into groundwater. A Community Advisory Group has been formed for the study with a mission to assist the LOTT Alliance Board of Directors and study team to gain an understanding of community perspectives and questions and ensure the study is designed to address community concerns. The Community Advisory Group will also help identify effective ways to engage the public throughout the study.

Role of the Community Advisory Group Members

Community Advisory Group members are asked to:

- Act as a sounding board for the LOTT Board of Directors and the study team, providing feedback and input on materials and programs related to public engagement, including:
  - Presentations, website content, and informational materials about the study and study findings
- Provide a critical eye for the study effort, questioning approaches and materials, and pushing the study team to effectively address public interests and concerns
- Continue to recommend ways to effectively engage the public on a continuing basis throughout the study
- Support public involvement efforts by encouraging others to get involved in the study and by participating in public involvement activities, such as public meetings/community cafes/etc.
- Continue to learn about wastewater treatment, reclaimed water production and use, LOTT’s long-range Wastewater Resource Management Plan concepts, related water quality requirements and issues, and the regulatory context for wastewater management in Washington and the local area.

Meeting Frequency

For Phase 3, advisory group members will be asked to attend up to nine evening meetings, each three hours in duration, to complete the work required. Meetings will be held roughly two or three times a year over the course of 3 years. Members are also encouraged to participate in public engagement activities, such as occasional public meetings or workshops that will occur as part of Phase 3. The work of the Community Advisory Group is anticipated to be complete at the conclusion of Phase 3, which is currently scheduled to end in early 2017.
Community Advisory Group – Groundwater Recharge Scientific Study

Principles of Participation – Phase 3

Discussion Process

Community Advisory Group members agree to abide by the following discussion process:
* Value all perspectives.
* Listen openly and actively to perspectives of others.
* Treat other group members with respect.
* Participate and encourage participation of other group members.
* Empower the facilitator to moderate discussions.
* Limit discussion to one person speaking at a time.
* Make every effort to present perspectives succinctly and avoid repetition.
* Use collaborative problem solving as the preferred deliberation process.
* Avoid lengthy discussions on items in which a majority consensus cannot be made or where differing positions impede the process of the group as a whole.
* Record alternative perspectives when the group does not reach consensus.

Meeting Attendance and Participation

In order for the process to work effectively, full participation of members will be essential. Community Advisory Group members are asked to commit to attend meetings consistently, arrive on time, and remain for the scheduled duration of the meetings.

If a group member is unable to attend an individual meeting, he or she may send an alternate to monitor that meeting. The alternate should be briefed by the group member regarding the status of prior discussions and decisions, and should be able and willing to represent that member and the perspectives the member represents. Active participation by the alternate is encouraged as long as the alternate does not impede the progress of the group.

In addition to the Community Advisory Group meetings, members of the group may be asked to volunteer to attend an occasional meeting of the LOTT Board of Directors as a representative of the group to provide updates on the group’s activities and to participate occasionally in public involvement activities, such as public workshops.

While it is the hope that group members will be able to participate for the duration of Phase 3, it is understood that circumstances may change for group members over the course of the 3 year period, and they may have to limit their participation. Group members are asked to notify Lisa Dennis-Perez, LOTT’s Project Manager for public involvement activities, as soon as possible if there is a change in their ability to participate.

Meeting Support

Advisory group meetings will be facilitated by a LOTT staff member or other member of the study team. The role of the facilitator is to ensure all perspectives are heard through a collaborative discussion process. Study team members will provide technical and logistical support, including making presentations, answering questions, researching questions raised by members, coordinating meeting logistics, and documenting meeting content. Meeting discussions may be audio taped to aid in the preparation of meeting summaries. It is anticipated that new equipment will be installed in the LOTT Board Room to allow for video-recording of meetings during 2015. If that is the case, advisory group
members will have the opportunity at that time to decide if they wish to have their meetings recorded and available for public viewing.

**Meeting Agendas, Notes, and Material Review**

Meeting agendas will be distributed by e-mail in advance of each meeting. Draft summaries from the previous meeting will also be distributed by email for review by advisory group members. Once members have had an opportunity to review and revise draft meeting summaries, they will be posted on the LOTT website for public review. Members of the advisory group may also be asked to review reference material or draft documents in preparation for upcoming advisory group meetings or other activities. These materials will often be distributed to group members via email, with comments to be returned to the Study Team by email or discussed at the next advisory group meeting.

**Observers**

Observers are welcome at Community Advisory Group meetings. However, meetings are intended as working meetings of the advisory group, for the benefit of the group members to promote balanced, constructive interaction. Observers will be asked to refrain from commenting during the proceedings. There will be an opportunity for public comment at the beginning of each meeting. Public comment will be limited to a maximum length of 5 minutes per speaker due to time constraints.

**Sharing Opinions and Information Outside of Advisory Group Meetings**

Members of the Community Advisory Group are welcome to share information about the Reclaimed Water Infiltration Study, the Community Advisory Group, and related topics outside of the advisory group meetings. In fact, one of the roles of advisory group members is to encourage other members of the public to learn about and get involved in the study. However, advisory group members should always make it clear that the thoughts, opinions, and information that they are sharing reflect their personal viewpoints and that they are not speaking on behalf of the advisory group as a whole.

**Issues and Concerns**

Members of the Community Advisory Group are encouraged to bring any issues or concerns to the attention of the Study Team as they arise. Study Team members will do whatever is possible to address concerns in a timely manner. The primary staff contact for the advisory group is Lisa Dennis-Perez, LOTT’s Project Manager for public involvement activities related to the Reclaimed Water Infiltration Study. She can be reached at lisadennis-perez@lottcleanwater.org or 360.528.5719.