

# Staff Report

for the Board of Directors Meeting of November 14, 2018

**TO:** Honorable Board of Directors  
**FROM:** Remleh Scherzinger, P.E., MBA, General Manager  
**DATE:** November 7, 2018  
**SUBJECT:** Plan for Water Community Representatives Group Guidelines

## *ADMINISTRATION*

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### **RECOMMENDATION:**

Approve the Plan for Water Community Representatives Group guidelines.

### **BACKGROUND:**

The District is updating the Raw Water Master Plan through a community involvement process. The process aspires to reach and involve everyone within the District to help guide NID's water resource management efforts into the future. The process will develop strategic options that reflect a balanced mix of community perspectives and values.

On September 6, 2018, the Board adopted Resolution 2018-20 to contract for facilitation and public outreach efforts to support the Raw Water Master Plan (RWMP) 2018 update. Since then, the facilitation consultants developed a community collaboration process that includes four working groups to support the RWMP. One of the working groups, Community Representatives Group (CRG) will represent multiple community identities and will act as the primary architect in identifying and developing alternative strategies to meet future water supply needs.

The facilitator developed guidelines and procedures for identifying and creating the CRG to represent a broad mix of community identities within the District's service area.

Hear and approve the Plan for Water Community Representatives Group guidelines as defined in the attached presentation and summary document from The Kolbe Company.

### **BUDGETARY IMPACT:**

None

### Attachments (1):

- Plan for Water - Community Representatives Group Guidelines
- PPT Presentation

## COMMUNITY REPRESENTATIVES GROUP GUIDELINES

### Overview

The Plan for Water Team comprises four working groups: Community Representatives Group (CRG), NID Technical Group, NID Board of Directors, and Facilitation Group. These four groups will work together in an inclusive collaboration effort to support the update of the Raw Water Master Plan (RWMP). The Community Representatives Group (CRG) includes representatives of varying community identities to enable broad input and understanding throughout our community.

The CRG, as part of the Plan for Water Team, will be the chief architect of the pathways for the RWMP Update process. The CRG will provide input and innovation in formulating alternative pathways to secure our community's water future. As part of the Plan for Water Team, work efforts will develop strategies for proactive management of water resources for the next 50 years and beyond to ensure that our water needs are met. Ultimately, the NID Board of Directors will select a pathway developed by the Team to be converted into the RWMP.

CRG members will learn about the local watershed and the Districts water systems. Members will work collaboratively with other working groups and key community leaders to craft alternative strategic pathway solutions to address future water demand and supply needs. Many possible strategies will be discussed including watershed restoration, conservation, storage, and operational improvements. The pathways will provide an overall strategic vision and will not focus on individual projects.

### Guideline Contents

This document presents the initial guidelines for this process. Overall, the guidelines consist of the following:

1. Responsibilities
2. Representation
3. Formation
4. Facilitation
5. Code of Conduct

Once formed the CRG will complete the guidelines with a Code of Conduct. Members will be invited to add items to the provided Code of Conduct and make requests of the group to increase their participation. Additional questions that they will answer are:

- › What is our accountability to each other, the project, and the schedule?
- › How will we deal with challenges along the way?
- › What must go right for this project to succeed?

## 1. Responsibilities

The CRG has a larger role than just representing themselves, their community, or their interest group. Members will also assist in educating and engaging the public about key issues by attending public meetings and manning listening stations to receive ideas and feedback to take back to the CRG. The CRG will participate in organizing and integrating the public feedback into the alternative pathways.

Members must be committed to regularly attend CRG meetings. Meetings are anticipated to occur as often as every two weeks during some of the process steps. Every effort will be made to reduce the project timeline. It is anticipated that there will be 24 CRG meetings. Some meetings may be back-to-back with an afternoon/evening meeting followed by a morning session. This is contemplated because there may be times when information and timing is critical to the facilitated process.

There will be between 12 and 24 public meetings throughout the Plan for Water process. CRG members are not expected to attend all the public meetings, but some CRG members should attend each publicly held meeting to bring first hand observations back to the CRG as a whole. Comments and input from these public meetings will be reviewed and discussed by the CRG for integration into alternative pathways.

Up to two representatives may be selected from each community identity. Given the fact that multiple members are involved from each sector of the community, alternates will not be needed. Exiting members will not be replaced during the process due to the extensive background and process development required to develop each member's subject knowledge. It is important that members be committed to reviewing session notes and materials to ensure they are up to date with the conversation as it progresses. Sessions will be video recorded to make it easier for the community to follow CRG discussion progress and to ensure an open and transparent process for the public.

CRG members must be committed to learning about water issues facing the District. The process will include presentations and discussion of technical information regarding the District's hydrology and water supply and demand forecasting. Later in the process, members will discuss and develop alternative planning scenario pathways for technical evaluation. Members will be asked to review and support the technical analysis.

Additionally, the members will be requested to engage the public, businesses, and organizations in learning more about, and sharing, multiple ideas and alternatives for balancing future community visions with water resource needs.

CRG members must demonstrate the ability to be open-minded in their exploration of alternative strategies and be prepared to engage in respectful strategy discussions. Members should possess a commitment to the long-term future of the community, and a passion for tackling big, important strategic priorities.

## 2. Representation

Membership on the CRG is open to anyone who lives in the District or who is a water wholesale customer of the District. Once formed, the CRG will be composed of up to 30 community representatives to provide broad representation of community identities and perspectives. Up to 20 members will be peer selected by the pool of applicants from their respective community identities, sending up to two (2) representatives to the CRG. The Board will appoint an additional 10 members to provide balance from an interest and geographic perspective.

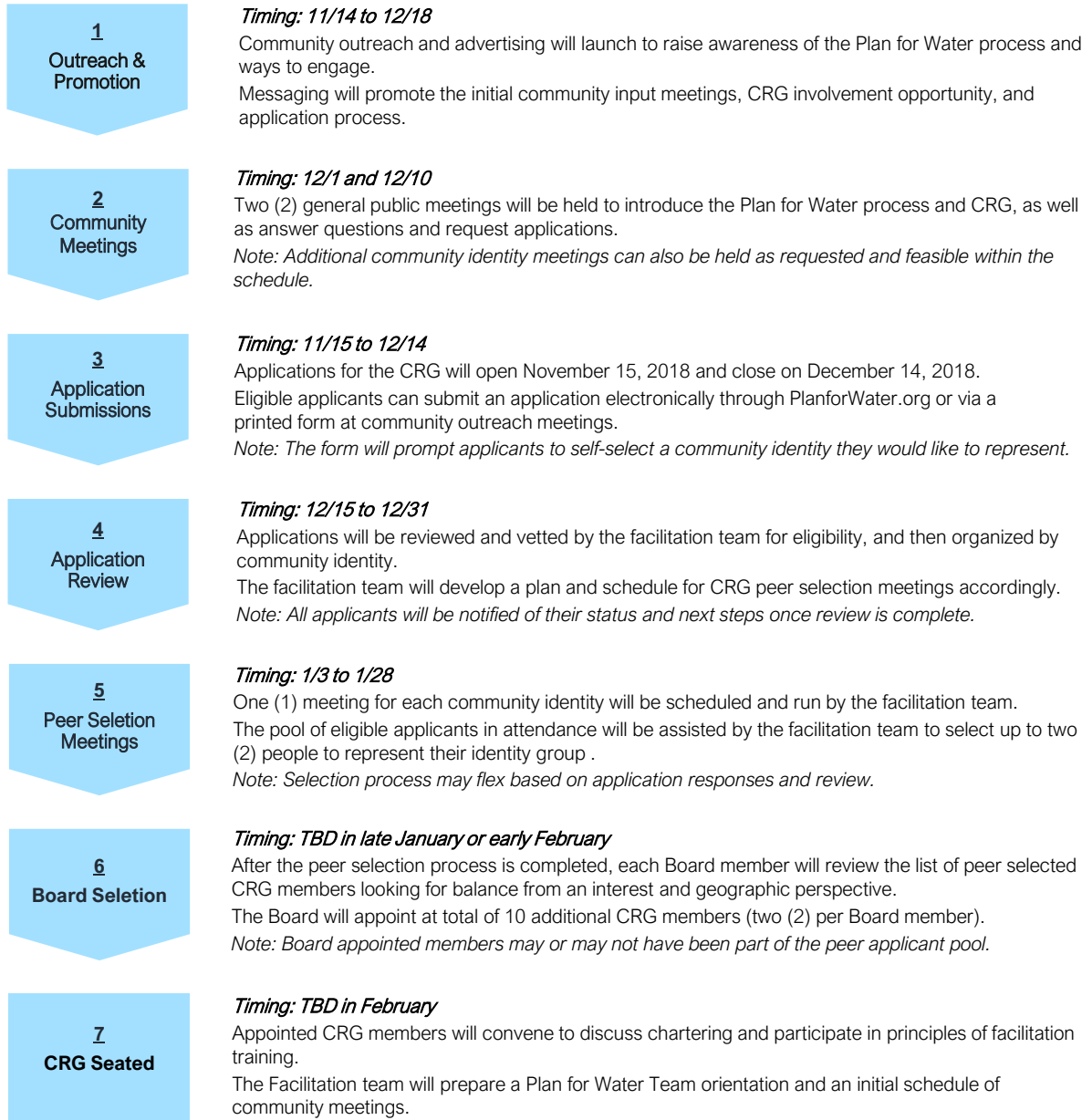
There are 10 community identity categories that will be used as the basis of CRG membership selection. These categories represent the spectrum of groups that depend on NID water. The Plan for Water process is designed for all ideas to be discussed and potentially developed into pathway solutions, therefore, a seat on the CRG is about sharing and creativity rather than ranking or voting on solutions.

Community Identity	Quantity	Description
Agriculture	2	Community agricultural interests.
Business	2	Community business interests.
Conservation & Environment	2	Community conservation and environmental interests.
Local Government	2	County/City-level government responsible for services such as land use planning, engineering, water/sewer, parks, and others.
Mutual Water Company	2	Mutual water companies including wholesale customers of raw or treated water.
Neighborhood Association	2	Development areas with neighborhood associations.
Regional Government	2	State and Federal government responsible for services in the service area such as transportation, health, resource management, regulation, and others.
Rural Residential	2	Rural residential and foothills “way of life.”
Special Districts	2	Other public special districts that provide service within the NID service area such as fire districts, water districts, park districts, etc.
Tribal	2	Native American Tribes in the District.
Board Appointed	10	Applicants that will be Board appointed to balance community representation.

### 3. Formation

The CRG will be formed over three months according to the process described below.

#### **Community Representatives Group (CRG) Formation Process**



### **Member Traits**

Membership on the CRG is open to anyone who lives in the District or who is a wholesale customer of the District. Beyond that, the characteristics of an ideal Community Representative include:

- › Open-mindedness, willingness to explore alternatives, and ability to positively engage with a diversity of perspectives.
- › A capacity to maintain open, regular, and inclusive communications with their communities.
- › The ability to meet regularly with the Plan for Water Team, which is estimated at 8-16 hours per month over the two-year timeframe. Due to the amount of preparation and information the CRG will receive, alternates are not allowed.

### **4. Facilitation**

The District believes the whole community should collaborate for this important plan. For this reason, the process will be facilitated by a professional facilitator to ensure productive discussion. The assumptions that the facilitator will make during this process are:

- › We will be dealing with complex issues and not one person has all the answers.
- › Open and transparent discussions ensure informed decision making.
- › Conflict is good in that it stimulates creativity and innovation.
- › All members of the CRG can contribute something to the process.
- › Blame is unproductive and disempowering.
- › Everyone is doing the best they can with the knowledge that they have now.

This will be a step-by-step process with the flexibility to change and adapt to new information as it progresses. There will be opportunities for creative problem solving, brainstorming, and developing strategic alternatives. The process will begin with sessions designed to understand the community needs and water issues in depth, then progress to analysis of the issues and the design of alternative pathway solutions.

### **Rules of Engagement**

The professional facilitation will use the Technology of Participation (ToP) and other public participation tools. The following working assumptions will be used and members must support these foundational principles for their deliberations.

- › **Everyone has wisdom:** This doesn't mean everything one says is wise, but that behind what is said is wisdom, if we will listen for it. When we acknowledge that everyone has wisdom, we are more able to listen to what others are saying, knowing that their perspectives are as valuable as ours. This creates a shift from using cold, critical analysis of other people's words to having an inquiring mind about every comment or idea.
- › **Everyone's wisdom is needed for the wisest result:** Just as a diamond is more valuable when it is cut with more facets, what we come up with will be more valuable if we can illuminate more facets of what we are working with. This makes it imperative to hear from every participant, knowing that each person has a significant point to make. This is why it is important to put a hold on those who tend to monopolize the conversation.
- › **There are no wrong answers:** Behind what may seem on the surface to be a wrong answer, there is wisdom. The corollary, of course, is that there are no right answers – only the best we can come

up with, given our limitations and data at this point in time. Therefore, we respect every idea in the same way, even the most obvious idea or the wildest. People whose ideas are accepted are more willing to listen and to let their own thinking be changed by the group's understanding of the issue or topic.

- › **The whole is greater than the sum of the parts:** Facilitated processes create a larger answer that is not identical to any one participant's view but includes the wisdom of many. Compromise can be seen as smaller than the sum of its parts where consensus is larger.
- › **Everyone will have the opportunity to hear and be heard:** Participants want to hear others and be heard. It means listening to others as well as making sure their own wisdom is on the table. It is all too common for participants overly eager to share or contradict, to beak in on what others are saying, often without a thought that this dishonors the colleague's contributions and deprives the team of the full insight of the idea being presented. We also tend to listen to the first part of an idea and judge the idea by the it first ten words. This assumption that everything will be heard pushes us to listen to the whole idea.

## 5. Code of Conduct

CRG members will be expected to commit to and adhere to a Code of Conduct, in addition to attending all the meetings. This ensures that discussion will be productive and respectful of each member. The facilitator will provide feedback to members on their conduct and give members the opportunity to make corrections as necessary. If a member consistently breaks the Code of Conduct, the facilitator will request the member leave the group. Members should communicate directly with the facilitator regarding suggestions on how the meeting experience can be improved.

Code of Conduct for CRG members are listed below. These procedures will be revisited and expanded by the CRG as one of its first tasks.

### **Code of Conduct Procedures**

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|--|---|
| › Show up and come prepared. Do homework in advance.   | › Focus on the future and the possibilities that exist. Discuss history only as it contributes to progress. |
| › Be respectful—no personal attacks.   | › Focus on overall strategies and not on individual projects.   |
| › Participate one at a time.   | › Keep the greater community needs perspective.   |
| › Be progress oriented, focusing on what can be changed and not on what cannot be changed.                       | › Focus on the agenda and topic on hand. No multi-tasking.  |
| › Draw on each other's experience and open to new ideas.   | › Have the meeting in the meeting—not in informal groups outside.   |
| › Be non-judgmental of yourself and others. Be honest about your interests.                                      | › Listen to understand—not to formulate your own response.  |
| › Strive for clarity yet be concise. Respect each other's time.  | › Let the facilitator know how the meeting experience can be improved.                                      |
| › Use "I" statements when expressing opinions.   |   |
| › Express concerns and interests (not positions). Do not spend time trying to convince others to agree with you. |   |

**APPENDIX****Application**

## Plan for Water Community Representatives Group

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Email \_\_\_\_\_

Phone (     ) \_\_\_\_\_

**Which identity do you would like to represent? (select one):**

- Agriculture
- Business
- Conservation & Environment
- Local Government
- Mutual Water Company
- Neighborhood Association
- Regional Government
- Rural Residential
- Special Districts
- Tribal

**Community organizations or you belong to:**

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**List the reasons you would like to be a representative:**

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**Due Date: December 14, 2018 by 5:00 PM****Email to:** application@planforwater.org**Or mail to:**

Nevada Irrigation District  
Attn: Plan for Water  
1036 West Main Street  
Grass Valley, CA 95945

**Visit [PlanforWater.org](http://PlanforWater.org) for more information on the Community Representative Group.**





# Nevada Irrigation District

November 14, 2018

Plan for Water

Community Representatives Group Guidelines





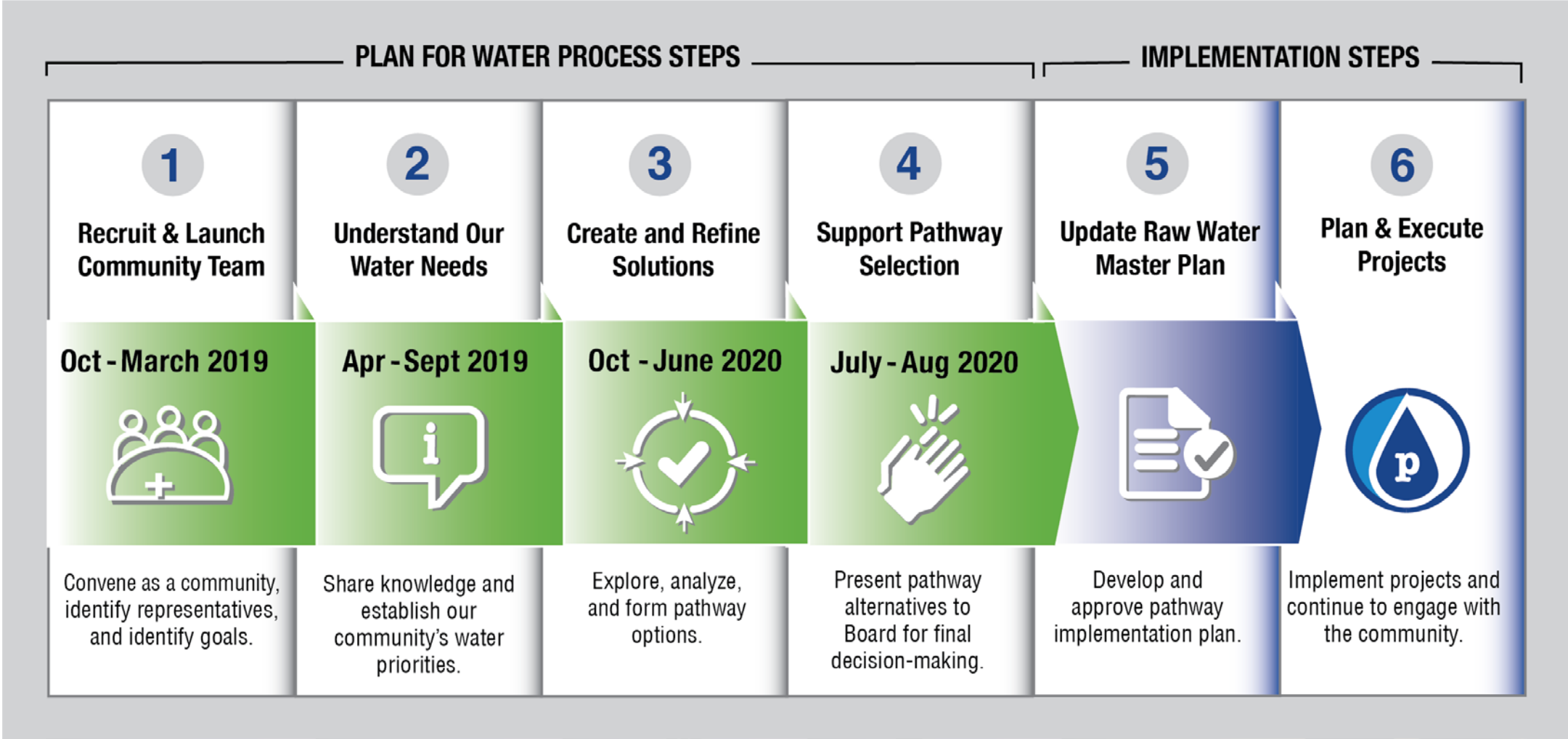
# Plan for Water

*Plan for Water* is the community collaboration process to support the Raw Water Master Plan Update.

The process will:

- ✓ Offer ways for everyone within the District to participate and contribute input.
- ✓ Develop strategic options, or pathways, that reflect a balanced mix of community perspectives.
- ✓ Help guide water resource management efforts into the future.

# Process Flow

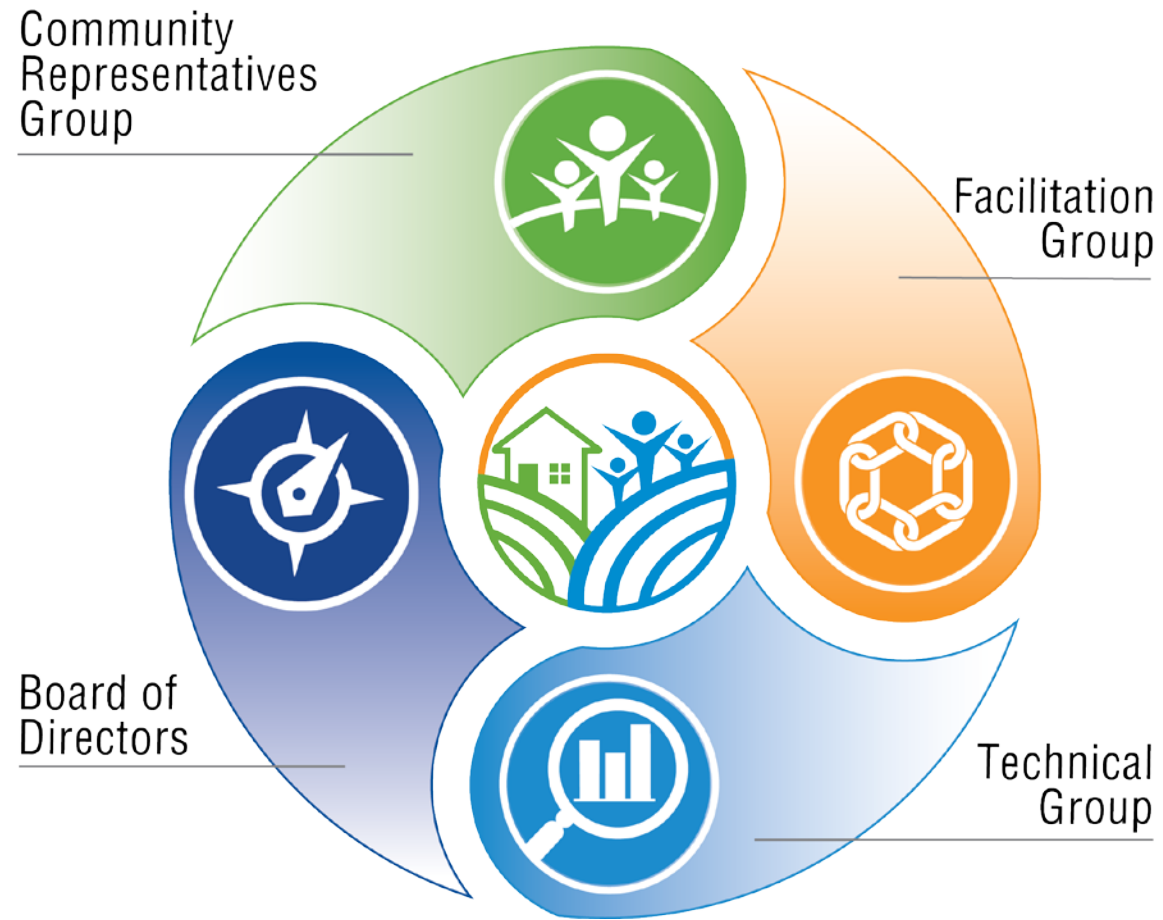


# Vision

1. Plan for how to meet our water future
2. Develop common understanding of water needs
3. Build community trust
4. Bridge the many communities in the District
5. Commitment to public participation that makes progress
6. Efficient process

# Plan for Water

# Plan for Water Team



# Forming the CRG: Our Values



- ✓ Community to select their own representatives
- ✓ Broad range of perspectives
- ✓ Balanced from throughout the District
- ✓ Collaboration, thinking, and analysis
- ✓ Depth – each community represented throughout the whole process
- ✓ Representative of groups that rely on NID water

# Community Identities



- ✓ Agriculture
- ✓ Business
- ✓ Conservation/Environment
- ✓ Local Government
- ✓ Mutual Water Company
- ✓ Neighborhood Association
- ✓ Regional Government
- ✓ Rural Residential
- ✓ Special Districts
- ✓ Tribal

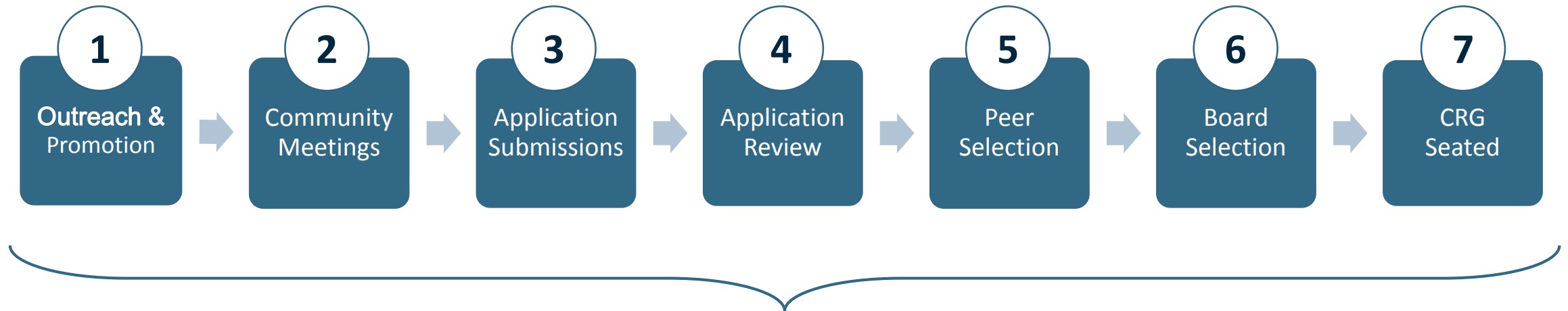
# Selection Process

- Residents within the District service area
- Up to 30 members on the CRG
- 20 members selected by the community (20/30)
- 10 members selected by the Board





# CRG Formation Process Steps



*Timeline: November 15, 2018 – February 2019*

# 1. Outreach & Promotion

- Outreach
- Advertising
- Workshops



## 2. Community Meetings

### **When:**

- Dec. 1  
Nevada County Fairgrounds  
(Grass Valley)  
10 - noon
- Dec. 10  
Rock Creek School  
(Auburn)  
4 – 6 p.m.

### **Why:**

- ✓ Introduce Plan for Water
- ✓ Find out what is important to the public
- ✓ Request people to apply for CRG

# 3. Application Submissions

## **Application Forms:**

- At the meeting
- On the website
- Picked up or mailed

*Due Date: December 14, 2018*

## **Information Gathered:**

- ✓ Community identity
- ✓ Interest in serving
- ✓ Organizations associated with

# 4. Application Review

## **Organizing Process:**

- Applicants who selected the same community identity will be grouped together.
- Confirm applicant pool representation.
- Coordinate applicant groups to meet.

# 5. Peer Selection Meetings

**Applicants for each identity group will be invited to a selection meeting for that community identity.**

- Facilitated session.
- Obtain input about the interests.
- The group itself will select two representatives to be members of the CRG to bring that perspective.

***Timing: January 2019***

# 6. Board Selection

## Analyze peer selection list for values:

- Balance
- Diversity of perspectives
- Views from multiple interests

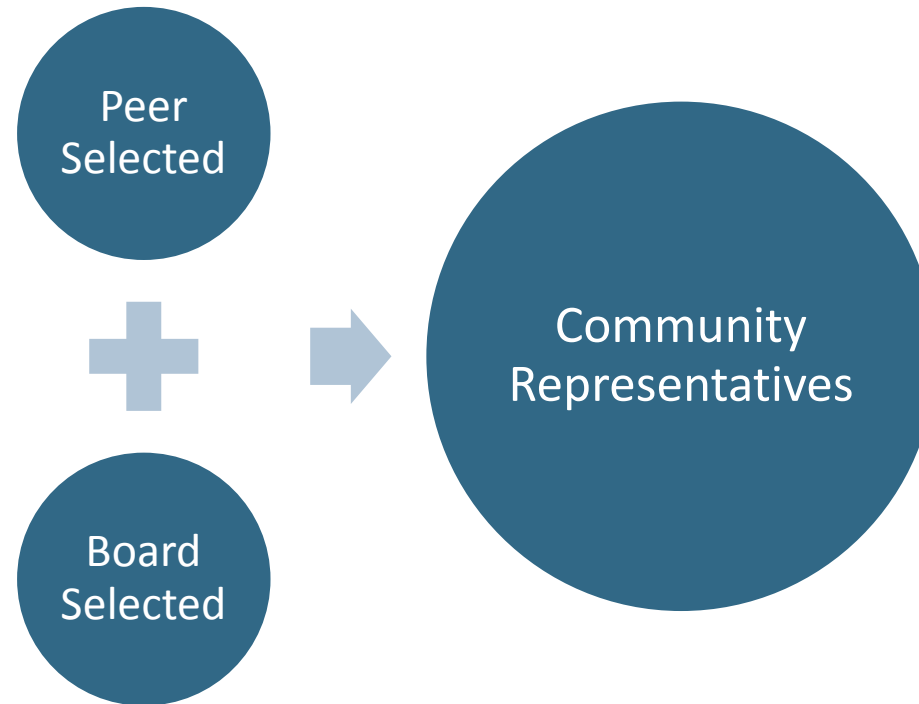
## Information Resources:

1. Application pool list (all)
2. Peer-selected roster

# 7. CRG Seated

## Kick-off Meetings:

- Discuss chartering
- Facilitation training
- Plan for Water Orientation







## Next Step:

Discussion, Comments, & Approval  
of CRG Guidelines