Portneuf Watershed Advisory Group
April 17, 2007

Group Memory

The Idaho Department of Environmental Quality Pocatello Regional Office hosted a meeting on Tuesday, April 17, 2007 in the Snake River Conference Room at the Regional Offices located at 444 Hospital Way, Suite 300 in Pocatello, Idaho.

Meeting participants included the following voting members of the Portneuf Watershed Advisory Group: Kim Gower (JR Simplot Company), Wilder Hatch (Caribou Soil Conservation District), M. Keene Hueftle (South East Idaho Environmental Network), Jim Mende (Idaho Department of Fish and Game), Hannah Sanger (Portneuf Greenway Foundation, Inc.), John W. Sigler (City of Pocatello), Candon Tanaka (Shoshone-Bannock Tribes), Roger Thompson (Southeast Idaho Flyfishers), and Elliot Traher (Natural Resources Conservation Service).

The following non-voting members were also in attendance: Pauline Bassett (Caribou Soil Conservation District), Lester Galloway (Tribal Water Resources Commission), Amy Jenkins (Idaho Association of Soil Conservation Districts), Greg Mladenka (Idaho Department of Environmental Quality), Andrew Ray (Idaho Department of Environmental Quality), Sue Skinner (US EPA Region X), Lynn Van Every (Idaho Department of Environmental Quality), and Clarice Villa (Tribal Water Resources Commission).

Members who were absent from the meeting included: Larry Ghan (alternate, Bannock County Commission), Brad Higginson (Caribou-Targhee National Forest), Kevin Koester, Louis Wasniewski (alternate, Caribou-Targhee National Forest), and Lin Whitworth (Bannock County Commission).

Non-voting members who were not present included Chris Banks (Idaho Association of Soil Conservation Districts), Tracy Chellis (US EPA Region X, Watershed Unit), and Leigh Woodruff (US EPA Region X, Watershed Unit).

Wendy Green Lowe of P2 Solutions facilitated the discussion. This “group memory” documents discussion and decisions that occurred.

Review and Approval of Previous Minutes

The Watershed Advisory Group members approved the 19 December 2006 and 16 January 2007 minutes.

Working Charter for the Portneuf Watershed Advisory Group

Wendy Lowe had prepared a draft Working Charter for the Portneuf Watershed Advisory Group. The participants reviewed and revised the draft. The final Working Charter is attached. This document will provide guidance to the Watershed Advisory Group over the next year. Changes can be made at the discretion of the Watershed Advisory Group to better support their processes.

It was noted that Candon Tanaka will talk with Tribal officials and let the Watershed Advisory Group know who the official representative of the Shoshone-Bannock Tribes will be. He would prefer to be listed as an alternative, supporting a commissioner.

Brief History of the Clean Water Act, TMDLs, and WAGs in Idaho

Lynn Van Every (DEQ) provided a presentation.
Load Estimates and Targets from Existing TMDL

Greg Mladenka (DEQ) passed out a handout that provided a load analysis for suspended sediment and total phosphorus for the Portneuf River subbasin.

Documents Relevant to the April 17, 2007 Meeting

Two documents were provided to participants during the meeting. Both can be found on the project website located at:

http://www.deq.state.id.us/about/regions/portneuf_river_tribs_wag/index.cfm

The two documents are:

- “April 17, 2007 PowerPoint” found under the Presentations heading on the website
- “Load Analysis of Pollutants Identified in the Portneuf River Subbasin” found under the Reference Documents heading

Next Meeting

The next meeting of the Portneuf Watershed Advisory Group will be on May 15, 2007 in the Snake River Conference Room at the Regional Offices located at 444 Hospital Way, Suite 300 in Pocatello, Idaho. The objectives for the meeting will include:

- Discuss who each member of the Portneuf Watershed Advisory Group represents
- Review EPA guidance for reporting “daily loads”
- Review current estimates of sediment and TP loads against the 2001 TMDL
- Discuss process used to estimate loads

Next Steps

The following next steps will be completed:

1) Wendy Lowe will make changes in the Working Charter as agreed to (attached).
2) The Shoshone-Bannock Tribes will determine who should serve on the Portneuf Watershed Advisory Group on their behalf.
3) Wendy Lowe will prepare and distribute this Group Memory to all voting and non-voting members via email.
4) Idaho Department of Environmental Quality will post Lynn Van Every’s presentation and the handout provided by Greg Mladenka on the website as soon as possible.

Wendy Lowe’s contact information: (208) 523-6668 and wendy@p2-solution.com
Portneuf Watershed Advisory Group

**Working Charter**

**Background**

The Idaho Department of Environmental Quality (DEQ) must revise the Total Maximum Daily Load (TMDL) for the Portneuf River Subbasin. As part of its process for revising the existing TMDL, DEQ is required to convene a Watershed Advisory Group composed of people who have an interest in how the watershed is managed. The membership of the Watershed Advisory Group includes voting and non-voting members who represent agencies, communities, industries, other interested parties or individuals, and the Shoshone-Bannock Tribes, all of whom affect or are affected by the management of the watershed. This Watershed Advisory Group will provide advice to the DEQ throughout the process, which is expected to take approximately one year.

**Mission**

The mission of the Portneuf Watershed Advisory Group is to advise DEQ in its efforts to develop a revised Total Maximum Daily Load (TMDL) for the Portneuf River Subbasin.

**Vision for the Portneuf Watershed Advisory Group**

The Portneuf Watershed Advisory Group envisions a final product that will have the following characteristics:

- Defensible
- Clean
- Credible
- Workable
- Revised
- Agreement
- Improved
- Beneficial
- Implementable
- Restore
- Attainable
- Noticeable
- Acceptable
- Fair
- Useful
- Swimable

**Portneuf Watershed Advisory Group's Planning Area**

The Portneuf Watershed Advisory Group will focus its attention on the Portneuf Watershed as illustrated in Attachment 1.

**Membership of the Portneuf Watershed Advisory Group**

The following individuals are the voting members of the Portneuf Watershed Advisory Group:

- Kim Gower
  J R Simplot Co.
  1150 Highway 30 W
  Pocatello, 83204
  (208) 232-6620
  kgower@simplot.com
- Wilder Hatch
  Caribou Soil Conservation District
  390 E. Hooper
  Soda Springs, ID 83276
- M. Keene Hueftle
  South East Idaho Environment Network

- J R Simplot Co.
  1150 Highway 30 W
  Pocatello, 83204
  (208) 232-6620
  kgower@simplot.com
- Caribou-Targhee National Forest
  1405 Hollipark Drive
  Idaho Falls, ID 83401
  (208) 557-5760
  bhigginson@fs.fed.us

Brad Higginson (alt: Louis Wasniewski)
Caribou-Targhee National Forest
1405 Hollipark Drive
Idaho Falls, ID 83401
(208) 557-5760
bhigginson@fs.fed.us

M. Keene Hueftle
South East Idaho Environment Network
It was noted at the April 17, 2007 meeting that Candon Tanaka expects that he will not be a voting member of the Watershed Advisory Group. He will inquire with Tribal officials and let the Watershed Advisory Group know who the official representative of the Shoshone-Bannock Tribes will be.

Non-voting members of the Portneuf Watershed Advisory Group include:

- Chris Banks, Idaho Association of Soil Conservation Districts
  390 E Hooper Ave
  Soda Springs, ID 83276
  (208) 547-4396
  cbanks@idahoag.us

- Pauline Bassett
  Caribou Soil Conservation District
  390 E Hooper Ave
  Soda Springs, ID 83276
  (208) 547-4396
  Pauline.bassett@id.nacdnet.net
Additional members may be added in the future.

**Proposed Process for Developing the Portneuf Watershed Advisory Group's Final Product**

It is expected that the Portneuf Watershed Advisory Group will complete its work on the following draft meeting schedule:

**April 17, 2007:**
- Working Charter
- Clean Water Act and Section 303(d) of the Clean Water Act
- Load estimates and targets from the 2001 TMDL

**May 15, 2007:**
- Review EPA guidance for reporting “daily loads”
- Review current estimates of sediment and TP loads against the 2001 TMDL
- Discuss process used to estimate loads

**June 19, 2007:**
- Review results of beneficial use reconnaissance program collections
- Discuss interpretation of beneficial use reconnaissance program assessment results
- Discuss and agree on pollutants for inclusion in the TMDL
July 17, 2007:
- Review impaired reaches of the mainstem Portneuf
- Review causes of impairment of the mainstem Portneuf

August 21, 2007:
- Discuss pollutant targets for the mainstem Portneuf
- Discuss load allocation for the mainstem Portneuf

September 18, 2007:
- Review impaired reaches of the Portneuf River tributaries
- Review causes of impairment of the Portneuf River tributaries

October 16, 2007:
- Discuss pollutant targets for the Portneuf River tributaries
- Discuss load allocation for the Portneuf River tributaries

November 20, 2007:
- Receive presentation on draft TMDL

January 15, 2008:
- Discuss draft TMDL
- Reach agreement on comments to DEQ on the draft TMDL

February 19, 2008:
- Review comments submitted by the public on the draft TMDL
- Reach agreement on advice to DEQ regarding how to address public comments

March 18, 2008:
- Receive presentation on final TMDL
- Agree on final comments to DEQ regarding final TMDL

Ground Rules for Meetings of the Portneuf Watershed Advisory Group

The Portneuf Watershed Advisory Group has agreed to the following ground rules:

- No side conversations
- Identify proxy if not here
- Speak one at a time
- Easy on people, hard on issues
- No personal attacks
- Speak up
- Stay on task
- Offer solutions (frame in the positive)
- Abide by time limits
- Everyone participate
- No rhetorical questions
- Treat all with respect

Process for Portneuf Watershed Advisory Group Decision-Making

The Portneuf Watershed Advisory Group agreed to work by consensus, if possible, within the schedule outlined in this Working Charter. Consensus is defined as “Everyone understands, agrees with, and will support the decision.” This definition means that when people leave the room following a decision, they should not voice a lack of support to others.

If consensus is not possible within the schedule outlined in this Working Charter, the Portneuf Watershed Advisory Group may elect to resort to a majority of voting members at the scheduled meeting. A quorum will be defined as 7 voting members.

Non-voting members will actively participate in all discussions leading up to decisions.
If a vote is taken, the minority perspective will be respectfully communicated in addition to the majority decision.