

**NORTH FORK COEUR D'ALENE RIVER
Watershed Advisory Group**

OPERATING PROCEDURES

-Adopted by WAG April 30, 2015-

1. Introduction

Citizen stakeholder Watershed Advisory Groups are vital to the Idaho Department of Environmental Quality (DEQ) water quality program to develop and implement Total Maximum Daily Loads (TMDLs) for impaired water bodies in the state of Idaho. The creation and duties of each Watershed Advisory Group (WAG) are codified in Idaho Statute (§§ 39-3615 and 39-3616) and described briefly here.

2. Watershed Advisory Group Membership and Communication

2.1. Membership

Members of the WAG shall be representative of the interests and industries affected by management of the watershed. The WAG shall, where appropriate, include a representative from each of the following: agriculture, environmental interests, forest products, livestock, local government, mining, Native American tribes, point source dischargers, resource management agencies, and water-based recreation.

The North Fork Coeur d'Alene WAG was formed in 2007. Potential members of the WAG were identified by the Panhandle Basin Advisory Group (BAG) and DEQ, and DEQ solicited involvement from all relevant interest groups. Formal appointments of the WAG members were recommended by the BAG for approval by the Idaho DEQ Director (Appendix A). Over time, new members have joined the group while others have left. DEQ will continue to solicit involvement from all relevant interest groups with support from the BAG and WAG, and will update the WAG roster as needed. The WAG will be coordinated by staff of the DEQ Coeur d'Alene Regional Office who will participate as non-voting WAG members.

2.2. Website

DEQ has established a website for the North Fork Coeur d'Alene River Watershed Advisory Group: <http://www.deq.idaho.gov/north-fork-cda-river-subbasin-wag>. This will be a primary source of information about the WAG's activities, and it will include contact information, meeting announcements, agendas, presentations, and materials for review.

2.3. *Communications*

Most communication will be through electronic methods whenever possible. Members will receive hardcopy mailings if requested.

3. Duties of the Watershed Advisory Group

WAG members contribute vital local knowledge and experience and duties are described in Idaho Code §39-3616. The WAG shall be responsible for recommending necessary pollution control actions so that, within reasonable periods of time, designated beneficial uses are fully supported and other state water quality plans are achieved.

The WAG's responsibilities include consultation with Idaho DEQ staff to:

- provide qualitative and quantitative data, and address the relevance of anecdotal information;
- advise the Department on the appropriateness, attainability, and status of existing and designated beneficial uses and water quality criteria in the watershed;
- participate in the development of TMDLs, subbasin assessments, and other state water quality plans for water bodies within the watershed; and
- develop and recommend actions needed to effectively control sources of pollution.

4. Watershed Advisory Group Meetings

4.1. *Regular Meetings*

WAG meetings will occur on a schedule that coincides with development of the subbasin assessment, TMDLs, and other water quality plans. Generally, meetings will be held once per month, but meetings may occur more or less often as needed. Meetings will be scheduled one month in advance, if possible.

4.2. *Idaho Open Meeting Law and Meeting Notices*

Any citizen has the right and is encouraged to observe and participate at WAG meetings. As public meetings, all WAG meetings will be in accordance with Idaho's Open Meeting Law (Idaho Code §§ 67-2340 through 67-2347). Meeting announcements and agendas will be prepared and posted by DEQ at the DEQ Coeur d'Alene Regional Office, and will be distributed to the WAG and local media outlets.

4.3. *Meeting Ground Rules*

Meetings will be fairly informal discussions based on mutual respect of all parties. DEQ staff will facilitate meetings and attempt to ensure all viewpoints are heard and there are ample

opportunities for questions and comments. Decisions will be made by consensus whenever possible. If consensus cannot be reached, the WAG will follow informal Robert's Rules of Order with IDEQ facilitating as a non-voting member.

4.4. Posting Meeting Materials

DEQ staff will post meeting notes, agendas, presentations and other relevant materials on the WAG website in a timely manner to ensure adequate access for WAG members and the public. Meeting notes will capture all motions and results.

5. Watershed Advisory Group Decision-Making

5.1. Consensus Framework

The WAG will operate using consensus decision-making as much as possible. A consensus decision is reached when all participants present at the meeting are reasonably satisfied with or have no strong objections to the recommendation or action and will support the decision.

5.2. Invoking Decision Making

Any WAG member may propose a motion, with another member seconding the proposal. DEQ will facilitate and determine whether consensus exists on the motion.

5.3 Consensus Decisions

The Coordinator will poll all WAG members present. If all members are in favor of the issue, this represents consensus and the decision is made. If a member does not agree, but does not have a major concern, that member may choose to abstain. If any member is in opposition to the motion, the Coordinator may employ methods to help achieve consensus including: define the issues; list areas of agreement and disagreement; solicit alternatives from WAG members; seek additional information; or delay decision-making until further discussions may be held.

5.4 Conditional Approval

The WAG may place conditions on a decision through conditional approval. A conditional approval decision carries with it conditions that, if satisfied, will eventually expire and the decision becomes consensus. Conditions must be approved by consensus of the group.

5.5 Non-Consensus Voting

If consensus cannot be reached with reasonable time and effort, and a WAG recommendation must be made, the WAG will employ voting and result in a majority-rule decision. A quorum must be present, as described below, and each stakeholder category receives one vote.

Individuals within the stakeholder category must negotiate and agree upon the direction of their vote. WAG members may draft a minority opinion. Together, the majority and minority opinions represent the WAG recommendation to DEQ.

5.6 Quorum

A quorum must be present for WAG voting on any non-consensus decision item. A quorum is reached when greater than half of stakeholder categories are represented by at least one WAG member.

5.7 Notice and Proxies for Non-Consensus Voting

The WAG will receive notice of at least one week prior to non-consensus voting, and WAG members may designate a proxy if unable to attend a meeting during which voting takes place. Decision items to be decided by non-consensus voting will be identified in meeting agenda mailings. WAG members may also vote by mail or email.

6. Adoption and Amendment of the Procedures

6.1 Adoption

These procedures will become effective when adopted by consensus action of the WAG.

6.2 Amendment

These procedures may be amended at any time by consensus action of the WAG.

Appendix A. Active Membership Roster, April 2015

Name	Representing	Stakeholder Category	
Fred Brackebusch	New Jersey Mining Company	Mining	
Bill Rust	Mining		
Sandy Schlepp	Independent Logger	Forestry	
Leslee Stanley Mike Fitzgerald Jay Huber	Shoshone County Commissioners	Local Government	
Bob Clark Ed Lider	North Idaho Fly Casters	Water-Based Recreation	
Amanda Parrish	The Lands Council	Environmental Interests	
Jim Ekins	University of Idaho Extension	Universities/Education	
Carol Lapan	Private Landowner, Beaver Cr	Private Landowners/ Concerned Citizens	
Ingrid Madsen	Private Landowner, Beaver Cr		
George Hemphill	Private Landowner, Beaver Cr		
Larry Runkle	Private Landowner, Beaver Cr		
Doug England	Private Landowner, Beaver Cr		
Brice Shoemaker	Private Landowner		
John Pickard	Private Landowner, Cataldo		
Dan Guy	Private Landowner		
Bob Burke	Private Landowner		
Tarita Harju	Private Landowner		
Sandy Podsaid	Private Landowner		
Ryan Foote Will Young Melissa Hendrickson Barb Hansen	Idaho Panhandle National Forests (USFS)		Resource Management Agencies
Rodney Cochrane Kjell Truesdell	Idaho Department of Lands (IDL)		
Mike Stevenson	Bureau of Land Management (BLM)		
Mary Terra-Berns	Idaho Department of Fish and Game (IDFG)		
Bob Flagor/ Doug England	Kootenai-Shoshone Soil and Water Conservation District (KSSWCD)		
Sandra Raskell	Coeur d'Alene Tribe	Tribal Representative	
Leigh Woodruff	Environmental Protection Agency (EPA)	Non-Voting EPA Representative	
Kajsa Van de Riet	Idaho Department of Environmental Quality (DEQ)	Non-Voting DEQ Watershed Coordinator	