

# Lampapas River Watershed Partnership

## Ground Rules

The signatories to these Ground Rules agree as follows:

The following are the Ground Rules for the Lampapas River Watershed Partnership agreed to and signed by the members of the Lampapas River Watershed Partnership Steering Committee (hereafter referred to as the Steering Committee) in an effort to develop and implement a Watershed Protection Plan (WPP).

### **GOALS**

The goal of the Partnership is to develop and implement a WPP to improve, protect and meet water quality goals set by the Partnership and that supports statewide efforts to meet designated uses for contact recreation and a healthy aquatic ecosystem for the Lampapas River (Segment 1217). According to the 2008 Texas Water Quality Inventory and 303(d) List, the Lampapas River is impaired by elevated bacteria concentrations making it unsuitable for contact recreation use. North Fork Rocky Creek, a tributary of the Lampapas River, is also impaired for depressed dissolved oxygen.

The Steering Committee will consider and attempt to incorporate the following into the development and implementation of the WPP:

- Economic feasibility, affordability and growth;
- Unique environmental resources of the watershed;
- Regional water planning efforts; and Regional cooperation.

### **POWERS**

The Steering Committee is the decision making body for the Partnership. As such, the Steering Committee will formulate recommendations to be used in drafting the WPP and will guide the implementation of the WPP to success. Formal Steering Committee recommendations will be identified as such in the planning documents and meeting summaries.

Although formation and continued function of the Steering Committee will be facilitated by Texas AgriLife Research (AgriLife) and the Texas State Soil and Water Conservation Board (TSSWCB), the Steering Committee is an independent group of watershed stakeholders and individuals with an interest in restoring and protecting the designated uses and the overall health of the Lampapas River watershed.

The Steering Committee provides the method for public participation in the planning process and will be instrumental in obtaining local support for actions aimed at restoring surface water quality in the Lampapas River.

## **TIME FRAME**

Development of a Lampasas River WPP will require at least a 12-month period. The Steering Committee will function under an October 2010 target date to complete the initial development of WPP. Achieving water quality improvement in the Lampasas River may require significant time as implementation is an iterative process of executing programs and practices followed by achievement of interim milestones and reassessment of strategies and recommendations. The Steering Committee will function throughout the 12-month initial development period and may continue to function thereafter as a recommendation of the WPP.

## **STEERING COMMITTEE MEMBERSHIP SELECTION**

The Steering Committee is composed of stakeholders from the Lampasas River watershed. Initial solicitation of members for equitable geographic and topical representation was conducted using three methods: 1) consultation with the Texas AgriLife Extension Service County Agents, area Soil and Water Conservation Districts and local and regional governments, 2) meetings with the various stakeholder interest groups and individuals, and 3) self-nomination or requests by the various stakeholder groups or individuals.

Stakeholders are defined as either those who make and implement decisions or those who are affected by the decisions made or those who have the ability to assist with implementation of the decisions.

## **STEERING COMMITTEE**

Members include both individuals and representatives of organizations and agencies. A variety of members serve on the Steering Committee to reflect the diversity of interests within the Lampasas River watershed and to incorporate the viewpoints of those who will be affected by the WPP.

Size of the Steering Committee is not strictly limited by number but rather by practicality. To effectively function as a decision-making body, the membership shall achieve geographic and topical representation. If the Steering Committee becomes so large that it becomes impossible or impractical to function, the Committee will institute a consensus-based system for limiting membership.

Steering Committee members are expected to participate fully in Committee deliberations. Members will identify and present insights, suggestions, and concerns from a community, environmental, or public interest perspective. Steering Committee members are expected to work constructively and collaboratively with other members toward reaching consensus. Committee members will be expected to assist with the following:

- Identify the desired water quality conditions and measurable goals;
- Prioritization of programs and practices to achieve goals;
- Help develop a WPP document;
- Lead the effort to implement this plan at the local level; and
- Communicate implications of the WPP to other affected parties in the watershed.

Steering Committee members will be asked to sign the final WPP. The Steering Committee will not elect a chair, but rather remain a facilitated group. AgriLife will serve as the facilitator. In order to carry out its responsibilities, the Steering Committee has discretion to form standing and ad hoc work groups to carry out specific assignments from the Steering Committee. Steering Committee members will serve on a work group and represent that work group at Steering Committee meetings to bring forth information and recommendations.

## **WORK GROUPS**

Topical work groups formed by the Steering Committee will carry out specific assignments from the Steering Committee. Initially formed standing work groups are:

- Wastewater Infrastructure Work Group
- Agricultural Issues Work Group
- Habitat and Wildlife Work Group
- Urban/ Suburban Issues Work Group
- Outreach and Education Work Group

Each work group will be composed of a minimum of 1 Steering Committee member and any other members of the Partnership with a vested interest in that topic. There is no limit to the number of members on a work group.

Tasks such as research or plan drafting will be better performed by these topical work groups. Work Group members will discuss specific issues and assist in developing that portion of the WPP, including implementation recommendations.

Work Groups and individual Work Group members are not authorized to make decisions or speak for the Steering Committee.

## **TECHNICAL ADVISORY GROUP**

A Technical Advisory Group (TAG) consisting of state and federal agencies with water quality responsibilities will provide guidance to the Steering Committee and Work Groups. The TAG will assist the Steering Committee and Work Groups in WPP development by answering questions related to the jurisdiction of each TAG member. The TAG includes, but is not limited to, representatives from the following agencies:

- Railroad Commission of Texas
- Texas AgriLife Extension Service
- Texas AgriLife Research
- Texas Commission on Environmental Quality
- Texas Department of Agriculture
- Texas Parks and Wildlife Department
- Texas State Soil and Water Conservation Board

- Texas Water Development Board
- US Environmental Protection Agency
- US Geological Survey
- USDA Farm Service Agency
- USDA Natural Resources Conservation Service

## **REPLACEMENTS AND ADDITIONS**

The Steering Committee may add new members if (1) a member is unable to continue serving and a vacancy is created or (2) important stakeholder interests are identified that are not represented by the existing membership. A new member must be approved by a majority of existing members. In either event, the Steering Committee will, when practical, accept additional members.

## **ALTERNATES**

Members unable to attend a Steering Committee meeting (an absentee) may send an alternate. An absentee should provide advance notification to the facilitator of the desire to send an alternate. An alternate attending with prior notification from an absentee will serve as a proxy for that absent Steering Committee member and will have voting privileges. An alternate attending without advance notification will not be able to participate in Steering Committee votes. Absentees may also provide input via another Steering Committee member or send input via the facilitator. The facilitator will present such information to the Steering Committee.

## **ABSENCES**

All Steering Committee members agree to make a good faith effort to attend all Steering Committee meetings, however, the members recognize that situations may arise necessitating the absence of a member. Three absences in a row of which the facilitator was not informed of beforehand or without designation of an alternate constitute a resignation from the Steering Committee.

## **DECISION-MAKING PROCESS**

The Steering Committee will strive for consensus when making decisions and recommendations. Consensus is defined as everyone being able to live with the decisions made. Consensus inherently requires compromise and negotiation. If consensus cannot be achieved, the Steering Committee will make decisions by a simple majority vote. If members develop formal recommendations, they will do so by two-thirds majority vote. Steering Committee members may submit recommendations as individuals or on behalf of their affiliated organization.

## **QUORUM**

In order to conduct business, the Steering Committee will have a quorum. Quorum is defined as at least 51% of the Steering Committee (and/or alternates) present and a representative of either AgriLife or the TSSWCB present.

## **FACILITATOR**

AgriLife serves as the facilitator for the Partnership, Steering Committee, and Work Group meetings. The AgriLife project coordinators are independent positions, financed through a Clean Water Act §319(h) Nonpoint Source grant from the TSSWCB and US Environmental Protection Agency. Each has specific roles to perform in facilitating the Partnership and Steering Committee.

### **AgriLife Watershed Coordinator**

The Watershed Coordinator provides technical assistance to the stakeholders in developing the Lampasas River WPP. The Watershed Coordinator will ensure the planning process culminates in a WPP for the Lampasas River, work with the TSSWCB, Steering Committee, Work Groups and other partners to facilitate the development and implementation of the WPP. The Watershed Coordinator will work with the Steering Committee and Work Groups to prepare meeting summaries, assist in the location and/or preparation of background materials and the distribution of documents developed by the Steering Committee. The Watershed Coordinator also conducts public outreach, moderates public workshops, and provides assistance to the Steering Committee members regarding Committee business between meetings. With the assistance of the Technical Coordinator, the Watershed Coordinator will draft text and prepare the WPP so that it incorporates the Steering Committee recommendations and ensure that the Lampasas River WPP satisfies the 9 elements fundamental to a potentially successful WPP as described by the US Environmental Protection Agency.

### **AgriLife Technical Coordinator**

The Technical Coordinator will ensure all scientific/ technical aspects of the WPP process are carried out satisfactorily by developing, organizing and presenting technical materials and analyses at Steering Committee and Work Group meetings. The Technical Coordinator will develop load duration curves, conduct a watershed inventory and geographic analysis of land use influencing bacteria migration and other nonpoint source pollution and utilize the Spatially Explicit Load Enrichment Calculation Tool (SELECT) for analysis of the Lampasas River watershed and present this information to the Steering Committee and appropriate Work Groups. The Technical Coordinator will also collaborate with the Watershed Coordinator, TSSWCB, Steering Committee and Work Groups and other partners to facilitate the development and implementation of the WPP.

## **MEETINGS**

All Partnership meetings (Steering Committee and Work Group) are open and all interested stakeholders are encouraged and welcomed to participate.

Over the 12-month development period, regular meetings of either the Steering Committee or Work Groups will occur each month. The Steering Committee may determine the need for additional

meetings. Steering Committee and Work Group meetings will be scheduled to accomplish specific milestones in the planning process.

Meetings will start and end on time. Meeting times will be set in an effort to accommodate the attendance of all Steering Committee members. AgriLife will notify members of the Partnership, Steering Committee, and work groups of respective meetings.

## **OPEN DISCUSSION**

Participants may express their views candidly, but without personal attacks. Time is shared because all participants are of equal importance.

## **AGENDA**

AgriLife and the TSSWCB, in consultation with Steering Committee members are charged with developing the agenda. The anticipated topics are determined at the previous meeting and through correspondence. A draft agenda will be sent to the Steering Committee with the notice of the meeting. Agendas will be posted on the project website. Agenda items may be added by members at the time that the draft agenda is provided. The Watershed Coordinator will review the agenda at the start of each meeting and the agenda will be amended if needed and the Steering Committee agrees. The Steering Committee will then follow the approved agenda unless they agree to revise it.

## **MEETING SUMMARIES**

AgriLife will take notes during the meetings and may conduct audio recording (for the sole purpose of note taking). Meeting summaries will be based on notes and/or the recording. AgriLife and the TSSWCB will draft meeting notes and distribute them to the Steering Committee for their review and approval. All meeting summaries will be posted on the project website.

## **DISTRIBUTION OF MATERIALS**

AgriLife and the TSSWCB will prepare and distribute the agenda and other needed items to the Partnership. Distribution will occur via email and website, unless expressly asked to use U.S. Mail (i.e. member has no email access). To encourage equal sharing of information, materials will be made available to all. Those who wish to distribute materials to the Steering Committee or a Work Group may ask AgriLife or the TSSWCB to do so on their behalf.

## **SPEAKING IN THE NAME OF THE COMMITTEE**

Individuals do not speak for the Steering Committee as a whole unless authorized by the Committee to do so. Members do not speak for AgriLife or the TSSWCB and neither AgriLife nor the TSSWCB speak for Steering Committee members. If Committee spokespersons are needed, they will be selected by the Steering Committee.

## **DEVELOPMENT AND REVISION OF GROUND RULES**

These ground rules were drafted by AgriLife and the TSSWCB and presented to the Steering Committee for their review, possible revision, and adoption. Once adopted, ground rules may be changed by two-thirds majority vote provided a quorum is present.

These Partnership ground rules become effective on November 10, 2009 and are agreed upon by all members of the Lampasas River Watershed Partnership Steering Committee as listed below.