

Technical Advisory Committee Watershed Management Plan Work Task Instructions

2/19/17



The TAC chair will facilitate group accomplishment of the following watershed management plan development tasks via meetings, conference calls, emails or phone calls, as appropriate.

Work can and should commence immediately for all TACs.

Until the draft Characterization section is completed for your TAC's particular goal, work on the list of Existing Projects/Programs & Accomplishments, then take a preliminary pass at Findings and Recommendations.

Characterization Section

1. TAC Members Review the 2nd Pass Draft Supplied by Lorraine

Each TAC will review the 2nd Pass Draft of the Characterization section for their particular issue/goal. The 2nd Pass Draft incorporates 1st Pass Draft edits and comments that were received and that Lorraine felt comfortable incorporating.

2. TAC Members Submit Comments to the TAC on the 2nd Pass Draft

The 2nd Pass Draft may be significantly different from the 1st Pass Draft, so TAC members should read it completely again. If important concerns have not been addressed, these should be documented and distributed to all TAC members. Important: there is limited staff time to rewrite copy, research new data, acquire new photos, create new charts, etc. TAC members should try to provide revised data/information in as full and complete condition as possible.

Timing: Written comments shared with other TAC members at least 1 week before scheduled TAC meeting.

3. TAC Meeting to Discuss 2nd Pass Issues

The TAC meetings are intended to address how issues should be characterized, including differences of opinion. Characterization issues will generally fall into one of three levels:

- **Issues that the group can come to agreement about.** Sometimes all sides can live with a slight narrative change or other compromise in approach.
- **Issues that the group can agree to disagree about.** Some issues simply have two (or more) points-of-view. The Council represents many voices. It is appropriate that the Characterization section acknowledge these differences of opinion. Although logistically it should be kept to a minimum, key disagreements can be handled by having each "side" present a brief position statement to be included in the section. This approach provides more information to our stakeholders and the public than the approach of diluting the content down until everyone is happy but nothing is actually said. More information, even if contradictory, gets us closer to understanding one another and the watershed. This approach also allows us to keep moving forward constructively. These "position statements" should be kept to 400 words or less and one (1/2 page max) graphic element. Each TAC will need to determine on a case-by-case basis the appropriateness of using this approach. I recommend saving this approach for only the really big disagreements.
- **Issues that warrant a vote of the full Council.** Some differences of opinion may be such that the TAC feels a vote of the full Council is needed. In such cases, the TAC leader should notify Lorraine to schedule a Council meeting for a vote.

Changes to the 2nd Pass Draft should be submitted to Lorraine in Word using the Track Changes format tool.

Characterization Section Guidelines

Keep the purpose of the Characterization section in mind.

- ✓ Describes baseline conditions.
- ✓ Content is as static and timeless as possible. Changes less than other parts of the plan. For some topics this is truer than others (for example water quality will change more than geology).
- ✓ Issues related to baseline conditions (e.g., costs) are addressed elsewhere in the plan.
- ✓ Existing projects and accomplishments related to water quality issues will be covered in “3.2 Existing Projects, Programs and Accomplishments”
- ✓ Written for a general audience. Provides understandable descriptions and explanations.
- ✓ Points to sources of technical data.

Findings & Recommendations

The plan’s “Findings” will be where the most important current circumstances are succinctly described. The plan’s “Recommendations” will summarize the plan’s priority actions. Together, the Findings and Recommendations represent the distilled essence of the plan.

Because Findings and Recommendations are so important to the plan, it will help to take a first pass at defining these early in the plan’s development, allowing us time to refine them as our understanding and focus gets more nuanced. The 1st pass of Findings and Recommendations can therefore be fairly basic. This is just a start.

An example of the use of Findings & Recommendations is in the state’s [Bulletin 118](#) (although our version will offer less detail, because details will be found in the body of the plan).

Findings Guidelines

- ✓ Each Goal will have its own set of Findings. These should be a bulleted list, 600 words maximum. In the range of 7 to 15 Findings.
- ✓ Some Findings will be static and unchanging, and some will reflect changing circumstances. In all cases, they should reflect the most significant defining characteristics of current conditions.
- ✓ Findings can include our strengths, weaknesses, opportunities and constraints.
- ✓ Findings sometimes lead to Recommendations, but sometimes they do not. However, all Recommendations should be backed up by Findings. So it is important to review the draft list of Projects & Programs in developing the Findings.
- ✓ Some Findings point to the importance of working together, cooperatively developing/sharing data, etc. Include these Findings on a separate list; these will be included in the Findings for the “Coordinated Watershed Planning” goal.

Recommendations Guidelines

- ✓ Each Goal will have its own set of Recommendations. These should be a bulleted list, 800 words maximum.
- ✓ Recommendations describe priority projects and programs at the overview, thematic level. For example, stormwater infiltration in general, rather than specifically where or how stormwater infiltration might be increased. In the [Bulletin 118](#) example mentioned above, their bold numbered recommendations are examples of what would be included on our Recommendations list, and their bulleted list beneath that would be examples of our Short-Term Action Plan projects/programs.
- ✓ The 1st pass of the list of overarching Recommendations will be used to help focus the Short-Term Action Plan, which is more specific.

- ✓ All priority projects and programs should be reflected in the Recommendations, so it is important to review the draft list of Projects & Programs in developing the Recommendations. This can be found on the website on the Management Plan page.
- ✓ All Recommendations should be backed up by Findings.
- ✓ Some Recommendations point to the importance of working together, cooperatively developing/sharing data, etc. Include these Recommendations on a separate list; these will be included in the Recommendations for the “Coordinated Watershed Planning” goal.

Existing Projects/Programs and Accomplishments

A draft List of Accomplishments (2011 to 2013) for Watershed Council participants was developed in November 2013. This list can also be used to summarize existing projects and programs. Each TAC should review their section of the draft List of Accomplishments. Add any missing existing projects and programs, described in terms of recent accomplishments.

Send Lorraine photos of any existing projects or accomplishments that you think should be illustrated. This is where we can really show, in pictures, our accomplishments. Photos should be clear, high resolution (if the file size is less than 300 kb, it is probably low resolution), and in a jpg format. If possible, send a couple of shots to choose from. Indicate to whom photo credit should be given, if necessary. Include a caption if needed.

Relevant documents

These documents are available on the “1st & 2nd Pass Review Drafts” page of the Council’s Website:

This is a password protected page. Password is “goodwatershed”

2nd pass draft sections of the Watershed Characterization, once completed

Table of Contents (draft)

List of Accomplishments, 2011 to 2013 (draft)

Tier 1 Project – Program List (draft)

“Findings” example (just an example to show format, level of detail, etc.)

References

TAC Work Task Instructions (this document)