

Yahara CLEAN Compact

Decisions Tracker

Updated: 7/10/20

<u>Deliverable:</u>	Logic model
<u>Approval Date:</u>	10/4/19 Steering Team meeting (<i>subgroup proposal</i>)
<u>Summary:</u>	Graphical conceptualization outlining the relationship between scope-of-work activities and anticipated outcomes. Main project phases: (1) create Compact; (2) determine progress & goals; (3) identify priority actions; and (4) develop implementation plan. See logic model for full detail.
<u>Decision:</u>	Facilitator guidelines & operating agreements
<u>Approval Date:</u>	10/4/19 Steering Team meeting
<u>Summary:</u>	Facilitator expectations and group working agreements for how we run meetings and conduct business. Ground rules to be regularly reviewed and amended as needed.
<u>Decision:</u>	Compact signing
<u>Approval Date:</u>	11/8/19 Steering Team meeting
<u>Summary:</u>	A signing ceremony will be postponed to allow for the creation of a decision-making structure, and to be able to invite and onboard additional Compact members as identified by the Team.
<u>Decision:</u>	Additional participant invitations & land acknowledgment
<u>Approval Date:</u>	12/6/19 Executive Committee meetings (<i>subgroup proposal</i>)
<u>Summary:</u>	Several additional organizations will be invited to officially join the Compact at a level of their choosing. Groups: Ho-Chunk Nation; Yahara Pride Farms (previously invited); Madison Area Builders Association; Dane County Towns Association; Dane County Cities & Villages Association; and a to-be-determined group to reflect the values of diversity, equity and inclusion. In addition, a Native Peoples' land acknowledgment shall be incorporated into the Compact.
<u>Decision:</u>	Decision-making frameworks
<u>Approval Date:</u>	12/6/19 Executive Committee meeting (<i>subgroup proposal</i>)
<u>Summary:</u>	Both the Steering Team and Executive Committee will use a gradient of agreement decision-making process utilizing "voting" cards. <u>Steering Team:</u> As the larger deliberative body, the process will be used to conduct straw polls and get a sense of the room when crafting recommendations to the Executive Committee. Organizations that are opposed or neutral are asked what it would take to move them to support the proposal, allowing for recommendations to be refined. <u>Executive Committee:</u> Partner designees decide and take action on Steering Team recommendations in a separate meeting that immediately follows, and with the knowledge of any opinions or issues raised by individual groups. Decisions are made by having four of six partners supporting with no organizations blocking in opposition, OR by

having five of six partners supporting with one organization blocking in opposition. One vote is allowed per group, with the lead designee voting when both designees are present. The timing of decision-making actions will be at the discretion of the Committee.

Decision: **Professional meeting facilitation**
Approval Date: 12/6/19 Executive Committee meeting
Summary: A paid contractor will be retained to provide agenda planning and facilitation for all Steering Team and Executive Committee meetings. Clean Lakes Alliance is authorized to act on behalf of the Compact by entering into related contracts once approved by the Executive Committee. Exec Committee then approved a 16-month contract proposal submitted by Alison Lebwohl.

Decision: **Meeting documentation**
Approval Date: 1/10/20 Executive Committee meeting
Summary: Summary notes, as opposed to formal minutes, of both Steering Team and Executive Committee meetings will be prepared. Team members will have the chance to review and request amendments at or before the next scheduled meeting. Notes will then be considered accepted and posted to a publicly accessible webpage to maintain transparency. This work is currently being performed by Clean Lakes Alliance.

Decision: **Financial reporting**
Approval Date: 1/10/20 Executive Committee meeting
Summary: Compact-related income and expenses will be tracked and shared through periodic (or upon request) financial reports. This work is currently being performed by Clean Lakes Alliance acting as the Compact's fiscal administrator.

Decision: **Expense authorization**
Approval Date: 1/10/20 Executive Committee meeting
Summary: Proposed expenses over \$500, or any contract regardless of amount, shall be brought to the Executive Committee for approval.

Decision: **Steering Team & Executive Committee agendas**
Approval Date: 1/10/20 Executive Committee meeting
Summary: Paul Dearlove of Clean Lakes Alliance will work with the contracted facilitator to plan and develop meeting agendas. Facilitator will manage the meeting discussions to ensure agenda items are efficiently addressed. As of this decision date, Steering Team and Executive Committee meetings are not formally chaired.

Decision: **Phosphorus-loading assessments & target setting**
Approval Date: 2/14/20 Executive Committee meeting (*subgroup proposal*)
Summary: The charge of the P-Loading Subgroup is to summarize existing knowledge and prioritize how to fill any gaps. Subgroup tasks will consist of trying to answer key questions: What is the new information we need to consider to

make better recommendations? What happens to P when it reaches the lakes? How will the lakes respond under different P-loading scenarios? How do we track and message progress?

Decision: **Project timeline**
Approval Date: 2/14/20 Executive Committee meeting
Summary: A draft project timeline was accepted for information and discussion purposes. The timeline outlined the activities needed to deliver an updated plan by the end of 2021. It will be adjusted once a public-engagement strategy is developed, and will be reformatted to align with the logic model.

Decision: **Compact participation**
Approval Date: 2/14/20 Executive Committee meeting
Summary: New membership in the Compact will close upon formal Compact acceptance, when partners reach a total of eight organizations, or by 4/17/20--whichever comes first. Any collaborator may petition to become a full partner at any time if there are not already eight partners and by making the full \$50K partner contribution. Partners make decisions; financially contribute a total of \$50K over a two-year project period; and are accountable to the overall effort. Appointed partner designees serve on both the Steering Team and Executive Committee. Collaborators deliberate and make recommendations to the Executive Committee; financially contribute a total of \$2K over a two-year project period; are consulted and kept informed on all issues and the overall effort; and are responsible for selected tasks. Appointed collaborator designees serve on the Steering Team. Collaborator membership closes upon formal Compact acceptance, when the total number of partners and collaborators reach 24 total organizations, or by 4/17/20--whichever comes first.

Decision: **Executive Committee governance & agenda structure**
Approval Date: 2/14/20 Executive Committee meeting
Summary: A chair will run the Executive Committee meetings on a rotating basis in partnership with the project coordinator (Paul Dearlove) and meeting facilitator (Alison Lebwohl). Executive Committee meetings will change to a 1-hour format. Steering Team meetings will continue to operate under a 1.5-hour format, but can be extended to 2 hours if a particular agenda dictates the need for extra time. At least one appointed designee from each partner group shall: (1) attend a minimum of 10 of every 12 meetings each year; (2) serve as chair in accordance with the rotation schedule; (3) remain accountable to the timeline, scope, budget, expenditures, contracts, and final project deliverables; and (4) make requests of the Steering Team, subgroups, and applicable consultants to ensure Executive Committee decisions are made and acted upon in a timely fashion.

Typical agenda structure

1. Anticipated Outcomes
2. Topics (as needed)
 - a. Voting on subgroup proposals

- b. Voting on Steering Team recommendations
- c. Voting on expenditures or contracts
- d. Voting on plan recommendations or other deliverables
- e. Reporting on timeline & budget
- f. Request for information or recommendations from subgroups, Steering Team, consultants, or others

Decision: **Land Acknowledgment Statement**
Approval Date: 5/8/20 Executive Committee meeting (*subgroup proposal*)
Summary: Guiding Compact tenet: *“The Yahara River Watershed has a long history of ethnic cleaning and colonization that sought to forcibly remove the Ho-Chunk from Wisconsin. Today, the Yahara CLEAN Compact partners acknowledge that we reside on stolen land and respect the inherent sovereignty of the Ho-Chunk Nation, along with the eleven other First Nations of Wisconsin. We recognize that the First Nations are the traditional stewards of this land and protectors of water. Therefore, as we work towards developing an action plan for the Yahara River Watershed, we will strive to respectfully listen and learn from our Indigenous communities.”*

Decision: **Diversity, Equity & Inclusion (DEI) Statement**
Approval Date: 5/8/20 Executive Committee meeting (*subgroup proposal*)
Summary: Guiding Compact tenet: *“The Yahara CLEAN Compact is a diverse group of partners working to make a collective impact on the health of the Yahara River Watershed. We recognize the importance of providing an equitable forum for all communities to share their perspectives on lake use. We further recognize the importance of ensuring an inclusive decision-making approach to improve the health and accessibility of the lakes for all users.”*

Decision: **Application of Diversity, Equity & Inclusion principles**
Approval Date: 5/8/20 Executive Committee meeting (*subgroup proposal*)
Summary: Compact members will consistently apply a DEI lens to its decision-making and public outreach, and will adopt practices that are as inclusive to as many groups as possible. In addition, a Public Engagement Subgroup will be created to advise on Compact-related outreach, the gathering of public input, and the development and coordination of shared messaging.

Decision: **Compact vision and purpose statements**
Approval Date: 5/8/20 Executive Committee meeting (*Steering Team advised*)
Summary: Vision & Goals: All community members will feel connected to, proud of, and responsible for our lakes and streams. We will strive to achieve clearer water, open beaches, and fewer cyanobacteria blooms.
Objectives: Our work will lead to healthier soils, cleaner water, and healthier shorelines. It will reduce the amount of phosphorus, *E. coli* and dirty runoff entering our lakes. Our process will be inclusive and transparent, and will consider diverse voices and perspectives within our watershed. We believe a strong set of urban and rural strategies will be equitable, effective, lasting, affordable, inclusive, achievable and adaptable.

Decision: **Compact decisions tracker**
Approval Date: 5/8/20 Executive Committee meeting
Summary: A document summarizing all major Compact-related decisions will be maintained and shared for information purposes, serving as a placeholder for a more formal, signed Compact document. It will also be used as a decision record and communications tool accounting for our ongoing work.

Decision: **Contracting to complete the necessary work**
Approval Date: 5/27/20 & 6/12/20 Executive Committee meetings
Summary: Developed and approved a “make vs. buy” list, and agreed to advance a Qualifications-Based Selection (QBS) model and three-month timeline for securing contracted assistance. Those needs generally fall under the categories of project management, public engagement, and plan development. See “Proposal for resourcing our Compact work” (6/3/20) for full details.

Decision: **Development of public engagement strategy**
Approval Date: 6/12/20 Executive Committee meeting (*subgroup proposal*)
Summary: A charge and objectives were approved for the Public Engagement Subgroup. Charge: Formulate a recommended implementation strategy for how the Yahara CLEAN Compact will communicate with, engage, and empower diverse watershed communities to support our decision-making and plan development. Objectives: (1) Recommend content and outreach-coordination strategies related to Compact messaging and information sharing; (2) Recommend specific questions to ask the public to inform plan development; (3) Recommend desired outcomes, methods, level of intensity, and timing for soliciting public feedback, particularly from specific communities or demographics; and (4) Recommend how and by whom this work gets completed.

Decision: **Financial reporting**
Approval Date: 7/10/20 Executive Committee meeting
Summary: A Compact income & expense report, updated through 6/30/20, was approved for distribution to the full Steering Team.

Decision: **Request for Qualifications (RFQ) to secure contracted services**
Approval Date: 7/10/20 Executive Committee meeting (*subcommittee proposal*)
Summary: An RFQ packet was approved for release to a list of 17 consulting groups. Following a Qualifications-Based Selection model, the packet included a preliminary scope of services, project description, schedule of activities, weighted evaluation criteria, and pre-drafted consultant communications.

Decision: **Facilitator Contract Addendum**
Approval Date: 7/10/20 Executive Committee meeting
Summary: An addendum was approved to adjust the contract period and invoicing terms. This was done to better reflect actual time commitments, as well as

to allow for a more flexible and responsive monthly billing structure based on a significantly discounted retainer rate.