

Yahara CLEAN Compact Decisions Tracker

Updated: 05/14/21

<u>Decision:</u>	Logic model
<u>Approval Date:</u>	10/4/19 Steering Team meeting (<i>approved 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 ceremony
<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>approved 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>approved 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 (*approved 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 (*approved subgroup proposal*)
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 (*approved 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 (*approved 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 (*approved subgroup proposal*)
Summary: Compact members will consistently apply a DEI lens to 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 (*approved 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: **Request for Qualifications (RFQ) to secure contracted services**
Approval Date: 7/10/20 Executive Committee meeting (*approved 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 facilitation 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.

Decision: **UWEX contract to support public engagement**
Approval Date: 8/14/20 Executive Committee meeting
Summary: Approval of service contract with UW Division of Extension to facilitate meetings of the Public Engagement Subgroup to: 1) identify objectives and

target audiences; 2) define the level and timing of participation for each audience; 3) establish criteria and strategy options for engagement; and 4) develop an associated logic model or graphic with guidance on the role of the subgroup and how it will interact with the consultant.

- Decision: **Consultant interview candidates**
Approval Date: 8/14/20 Executive Committee meeting (*approved subcommittee proposal*)
Summary: Approval of the Selection Committee recommendation to invite MSA, AE2S and SmithGroup to participate in the interview process.
- Decision: **Fundamental Concepts on Water Quality of the Yahara Chain of Lakes**
Approval Date: 8/14/20 Executive Committee meeting (*approval of subgroup proposal*)
Summary: Approval of the P Loading Subgroup's summary of the key scientific understandings related to water quality drivers and conditions in the Yahara lakes (draft date: 6/8/20).
- Decision: **Consultant selection**
Approval Date: 9/11/20 Executive Committee meeting (*approval of subcommittee proposal*)
Summary: Approval of the Selection Committee's recommendation of SmithGroup as the Compact's lead consulting firm to assist with project management, public engagement, and plan development.
- Decision: **Contract negotiation process**
Approval Date: 9/11/20 Executive Committee meeting (*approved subcommittee proposal*)
Summary: Approval of the Selection Committee's recommended process and estimated timeline for negotiating a contract with SmithGroup that includes a final scope of work, schedule and budget. Negotiations to be led by Dearlove, and with as-needed assistance from Tye and Riedel.
- Decision: **SmithGroup contract**
Approval Date: 10/9/20 Executive Committee meeting
Summary: Approval to move forward with the development of a detailed contract based on the presented scope of work. Dearlove, Riedel, and Tye will work with SmithGroup to draft an adjusted scope of work to meet a \$120,000 budget requirement. Meanwhile, Executive Committee members will check whether their respective organizations might be able to perform some of the needed work.
- Decision: **SmithGroup contract**
Approval Date: 11/13/20 Executive Committee meeting
Summary: Approval for Clean Lakes Alliance to move forward with signing the SmithGroup contract. Signing to occur upon Madison Common Council's authorization of the city's funding commitment, which is expected on 11/17/20.
- Decision: **P-Loading Subgroup work plan & schedule**
Approval Date: 11/13/20 Executive Committee meeting (*approval of subgroup proposal*)

<u>Summary:</u>	Approval of the P-Loading Subgroup’s proposed work plan. This is in agreement that it conforms to SmithGroup’s schedule, addresses climate change and SNAP-Plus, considers when to talk to DATCP, and includes an opportunity for the Steering Team and Executive Committee to offer input.
<u>Decision:</u>	Guidance for public engagement
<u>Approval Date:</u>	12/11/20 Steering Team & Exec meetings (<i>approved subgroup proposal</i>)
<u>Summary:</u>	Acceptance of the Public Engagement Subgroup’s recommendations—as captured by the UW Division of Extension report and action-timeline addendum—to use as a flexible and guiding framework that can be adjusted as the Compact implements and learns from its ongoing outreach and engagement work.
<u>Decision:</u>	Communications strategy
<u>Approval Date:</u>	01/08/21 Executive Committee meeting
<u>Summary:</u>	Set up a communications meeting with SmithGroup, Urban Assets, and public relations representatives from our Compact groups. Determine plan for rolling out messaging, and how to utilize our various outreach channels.
<u>Decision:</u>	Case Statement and stakeholder focus group participation
<u>Approval Date:</u>	02/12/21 Steering Team meeting
<u>Summary:</u>	Provide feedback to SmithGroup on the draft “case statement” and prospective participants to be included as part of the outside stakeholder engagement. Sign up for a focus group date and begin considering responses to the questions asked in the case statement.
<u>Decision:</u>	Agricultural stakeholder outreach
<u>Approval Date:</u>	02/12/21 Executive Committee meeting
<u>Summary:</u>	SmithGroup to keep Kyle Minks and Dane County LWRD staff apprised of any planned farmer communications. Minks and Coreen Fallat to be included as part of the agricultural outreach discussions. Minks, Matt Diebel and J. Blue to connect on the approach to use for practice selection.
<u>Decision:</u>	Strategy evaluation criteria
<u>Approval Date:</u>	03/12/21 Steering Team meeting
<u>Summary:</u>	Recommend using the presented strategy-evaluation tool to shape conversations around strategies. Tool is designed to outline desired outcomes and outputs, Compact strengths, and strategy values criteria.
<u>Decision:</u>	Solicitation of proposal to outsource public engagement tasks
<u>Approval Date:</u>	03/12/21 Executive Committee meeting
<u>Summary:</u>	Dearlove and others will work with SmithGroup/Urban Assets to develop a more formal, scoped-out proposal regarding the outsourcing of needed public-engagement tasks for Executive Committee consideration. That proposal is to include a clear articulation of additional outcomes not already covered by the service contract.
<u>Decision:</u>	‘State of the Science’ report with strategy guidance

Approval Date: 04/9/21 Steering Team & Executive Committee meetings
Summary: Accept the findings and recommendations from the P-Loading Subgroup as shared in the draft report and presented at the February and March Compact meetings.

Decision: **Supplementary public-engagement contract**
Approval Date: 04/9/21 Executive Committee meeting
Summary: Accept on behalf of the Compact an additional Clean Lakes Alliance cash donation of \$21,400, plus in-kind contract management, to close the existing budget gap and provide for a more robust and inclusive public engagement process. Clean Lakes Alliance will contract and work directly with the SmithGroup team to restore “phase 1” public-engagement deliverables that were previously removed from the original contract scope due to insufficient Compact funds.

Decision: **Amended SmithGroup project timeline**
Approval Date: 05/14/21 Executive Committee meeting
Summary: Approval of amended SmithGroup project timeline that postpones the draft and final plan-release dates to October and December, respectively. Decision notes: Approval contingent on continuing to bring the Steering Team along as the plan gets developed. Recommendation that SmithGroup plan for at least two, in-person meetings in October and November for the purpose of walking Compact members through the draft plan for feedback.