

April 19<sup>th</sup>, 2018 Meeting Minutes

Pullman City Hall, Large Conference Room, 2:00 PM

**Attendance**

	UI: Alan Kolok, IWRRI, Director	X	WSU: Dan Costello (Vice-Chair), Assistant VP, Facilities Services
X	UI: Eugene Gussenhoven Utilities and Engineering Director	X	WSU: Todd Plotner, Quality Assurance Officer, Facilities
X	Moscow: Tyler Palmer (Chair) Deputy Director Operations	X	Pullman: Clayton Forsmann Deputy Director of Public Works
X	Moscow: Jim Boland, City Council Member	X	Pullman: Kevin Gardes, Director of Public Works
	Moscow: Les MacDonald, Director of Public Works		Pullman: Pat Wright City Council Member
	Latah County: Paul Kimmell, County Representative		Whitman County: Mark Storey, Director of Public Works
	Latah County: Tom Lamar, County Commissioner	X	Whitman County: Art Swannack, County Commissioner

Visitors and Others

Doug Jones, Idaho Department of Water Resources; Tom Jenkins, Alta Science and Engineering; Korey Woodley, PBAC; Steve Robischon (on phone), PBAC.

Action items indicated by: \*\*

Action items where vote is required indicated by: \*\*\*

**Call to Order**

Tyler Palmer called the meeting to order at 2:00 PM. Palmer conducted introductions.

**1) Approval of the January 18<sup>th</sup>, 2018 Meeting Minutes**

Jim Boland made a motion to approve March 2018 meeting minutes as presented to the committee. The motion was second by Dan Costello. March 2018 draft meeting minutes were approved by consensus.

**2) Public Comment for Items not on Agenda – None**

### 3) Presentations/Discussion –

- **Retreat Debrief:**

- Woodley asked the committee for feedback about the retreat. There was consensus that the retreat was a success and that it was necessary for forward progress with PBAC. Tyler Palmer mentioned that not getting through the full agenda was an indicator that PBAC needs to have more events like the retreat. Palmer expressed that during the retreat committee members were engaged in the process and focused on connecting through the presented activities. Mark Story suggested that for future retreats PBAC should reconsider the time of planning the events. He was concerned that people start fading at a later hour. Committee members agreed that an earlier event would be good for productivity. Dan Costello added that mornings are better for creative thought and that we could consider having a breakfast or lunch event. Woodley suggested that this become a bi-annual activity that PBAC engages in. Committee members agreed that having these events would contribute to a more productive and connected committee. \*\*Committee members agreed that the next PBAC Retreat should be scheduled in September or October.
- Woodley reviewed the retreat agenda and the items on the agenda that were not covered during the retreat.
- Woodley gave a brief update website. Woodley announced that Emily Easley has left DH communications which has delayed the completion of the website. Woodley mentioned that there are a few edits that she is waiting for that need to be completed by the new staff members. Woodley said that she would meet with Jessica Wade who is taking over the role of leading the PBAC project. Before Easley left DH Communications she put together a summary of the PBAC Retreat exercise that reviewed stakeholder awareness phases (attached below). Woodley said that a next step for PBAC could be setting some goals for moving stakeholder groups into the next phase of awareness.

- **Stakeholder Presentation Schedule:** Palmer suggested that we should create a presentation schedule. Kevin Gardes mentioned that we should set two or three goals for the next year and start working on key action items to get there. Palmer said we should identify the most critical audiences and then work toward moving them to the next phase of awareness. Costello suggested that PBAC should categorize groups to tackle based on their role in influencing and implementing decisions about alternative water supply options. Gardes suggested prerequisite goals: launching the website and establishing an outreach plan that includes timing and prioritization of groups. Art Swannack suggested that PBAC should start by meeting with local leaders by having one-to-one conversations centered on identifying their specific goals/entity missions and then relate their goals to water and the importance of pursuing water alternative resources. Committee members agreed that a further discussion of these goals should be an agenda item soon after website launch. \*\*Palmer said that the communications subcommittee should meet to establish a draft outreach plan and then present it to the committee at an upcoming PBAC meeting.

**4) Unfinished Business –**

- **Subcommittee updates:**
  - **Dan Costello – Research:** Costello is setting up the subcommittee for the WSU Water Resource Center project advisory committee. He plans to schedule the meetings monthly and update PBAC at the next regular meeting.
  - **Paul Kimmell – Communications:** The subcommittee will be meeting to put together an outreach plan.
- **Project Update/North Fork Data Collection:** Woodley announced to the committee that Ben Floyd is moving the contract over to USGS due to the cost differences between the proposals. She said that a contract will have to be established with the City of Moscow and USGS to set up the fall data collection. Palmer said that he will work with the city to get that contract established and then bill PBAC directly.

**5) New Business – None**

**6) Budget Report:** Korey Woodley presented the budget update from April 18<sup>th</sup>, 2018.

**7) Other Reports and Announcements**

- Woodley announced that she reserved a PBAC table at the Spokane River Forum H<sub>2</sub>O Breakfast. She asked for people to volunteer to attend and email her if they can make it.
- Woodley shared that she presented at the IDEQ Source Water Workshop in Lewiston. She said the presentation was a success.
- **Next PBAC meeting – Thursday, May 17<sup>th</sup>, 2018, 2:00 PM, Moscow**

**8) Adjourn**

**These minutes were approved at the May 17<sup>th</sup>, 2018 PBAC meeting.  
Korey Woodley, Executive Manager**



TO: Korey Woodley, PBAC  
FROM: DH  
DATE: March 30, 2018  
RE: 2018 Retreat | Communications Exercise Recap

## 2018 Retreat | Communications Exercise Recap

In the document that follows, DH put together a recap of the communications exercises that the PBAC participated in during the 2018 retreat in Moscow, ID.

As a group, PBAC identified its key stakeholders (audiences, publics), along with the key action we want each of those stakeholders to take to support PBAC, and where each audience falls in their journey from awareness to action. Notes below are organized by audience.

In addition to outlining this information, on the last page of this document we included a breakdown of how many audiences fall into each phase of the journey from awareness to action. We've shown the percentage breakdown as well, which can be used when making decisions on how to best allocate communications resources.

### Small Well Owners, Property Owners, Well-Drillers

#### Key Action:

- Be part of the community – part of the conversation – part of the solution

#### Additional Notes:

- Research partner

#### Committee Notes:

- Water supply is a regional issue – not just local to farm
- Choose to monitor wells and volunteer for monitoring research
- Support alternative water supply options
- Recognize aquifer is a regional issue
- Recycle H2O
- Maintain systems to prevent waste
- Tell us they're going to drill before they drill
- Be part of the team for community water needs
- Don't dry up my well
- Prioritize conservation. Understand role of cities in their lives
- Lack of trust, lack of early/ongoing communications

#### Audience Phase:

- Awareness



## Regulatory Agencies

### Key Action:

- Continue support/collaboration with us and within themselves of PBAC and solution

### Additional Notes:

- Approve our projects
- Share our unique story

### Committee Notes:

- Moving forward “handling it” – partnerships with you
- Actively support water rights needed for alternative supply projects
- Cross-boundary operation
- Water plan will protect the resource (water/fish/environment)
- Work across boundaries (regional solutions)
- Funding for research and political support for alternatives
- Help us with moving forward with an alternative project
- Try to help us help ourselves
- Water rights
- Regulations gradually move towards marginal cost pricing
- Cooperation
- Prompt water conservation

### Audience Phase:

- Combination of commitment and action

## General Community

### Key Action:

- Conserve – change water habits

### Additional Notes:

- Vote
- Learning from the past
- Understand the issue
- Take ownership
- Be willing to fund solutions
- Consistency in messaging – why/cause
- Need clear, simple, actionable steps

### Committee Notes:

- Don't interfere with their daily lives and ability to care for family
- Comprehend urgency – support elected
- Reduce water use
- Agree that stabilizing aquifer is important



- Conserve
- Communicate messaging about water conservation/irrigation over use
- Understand the water problem
- Understand our situation and the urgency that without a plan in place we will all be affected
- Want to be part of the solution. What can I do?
- Willingness to pay for long term solution when not a crisis
- Recycle H2O
- Vote for water reduction measures
- Vote for bonds to fund research, engineering, and construction of alternative sources
- Conserve water (2)
- Increased conservation and awareness
- Understand the “cost of water”
- We all have a role to play
- Comments on alternative study

#### Audience Phase:

- Awareness

## Commercial/Industrial Water Users/Large Property Owners

#### Key Action:

- Be leaders in water conservation best practices and advocate

#### Additional Notes:

- N/A

#### Committee Notes:

- Value of conservation and shared goals
- Employ best water management practices and H2O uses
- Stay in business, create roles, have a great livable community so ... come here
- Utilize rebates – reduce water use
- Share the knowledge of water decline and incorporate water conservation principles
- Increased conservation
- Invest in water reduction measures
- Recycle H2O
- Use best practices and share
- To be conservation leaders
- Understand constraints and develop sustainable long-term plans
- Conserving water – finding ways to be efficient

#### Audience Phase:

- Business owners: awareness
- Property owners: commitment



## Special Interest/Environment Groups

### Key Action:

- Better, early, ongoing cooperation and partnership with PBAC to make a bigger impact with more audiences

### Additional Notes:

- Share expertise
- Shared goal: sustainable water supply
- Mitigate opposition and promote a unified front
- Put the best ideas forward

### Committee Notes:

- Understand issue and contribute to solution
- Make a goal to advocate and support a solution to our water situation
- Advocate solutions
- Work toward a balanced solution
- PBAC has it under control and taking steps ... we need you as a paring not an adversary
- Communication
- Provide educational opportunities
- Participate in the conversation
- Support alternative water sources; help persuade elected officials
- Help us refine and improve proposed solutions
- Get informed and be an asset partner with us
- Value of cooperation with elects – compromise

### Audience Phase:

- Understanding

## Elected Officials

### Key Action:

- Take ownership, understanding and support for a solution

### Additional Notes:

- Help us drive the vote – to ultimate decision makers
- Ongoing education program

### Committee Notes:

- Vote to support regional solution
- Pricing water more realistically
- Make water a high priority – get informed, lead in conservation, be an advocate
- Fund education efforts
- Comments on alternatives study
- Prioritize alternative water supply



- Learn about the details
- Agree to cross border
- Push for reuse, conservation and sustainable pricing
- Do what is community short term and long-term interests while generating voter support for decisions
- Prompt best manage practices
- Keep business and community growing and long-term good to live in
- Consistency of support – long term financial support

#### Audience Phase:

- Combination of awareness and commitment

## Disadvantaged Community

#### Key Action:

- Conserve

#### Additional Notes:

- Vote (elects in favor) understanding, educating, and mitigating impact on these audiences
- Needs to feel inclusive of all groups in communication
- Engage/educate two-way
  - Shows our commitment, how thorough we are
  - Protection of these publics

#### Committee Notes:

- See themselves in the project. Feel seen by community leaders
- PBAC understands your needs
- Awareness and conservation
- Communicate
- Educate on our water system
- Awareness of PBAC as leadership
- Look for common good
- ... with local leaders
- Consideration in cost of water
- Affordable water rates for elderly/low income families and individuals
- To be informed – to make good choices
- Let us know of needs

#### Audience Phase:

- Awareness





## Donors

### Key Action:

- Donate

### Additional Notes:

- Communicate value and security

### Committee Notes:

- Focus on what we need rather than what we want for donors
- \$
- Develop confidence in regionally generated solution. Fund solution
- Help us fund ... aligned with our priorities
- Contribute to research and public outreach and marketing
- Prioritize water supply funding
- Support water system ...
- Assures that their donation is worth giving and will do some good

### Audience Phase:

- Awareness

## University Leadership

### Key Action:

- Share our message with students

### Additional Notes:

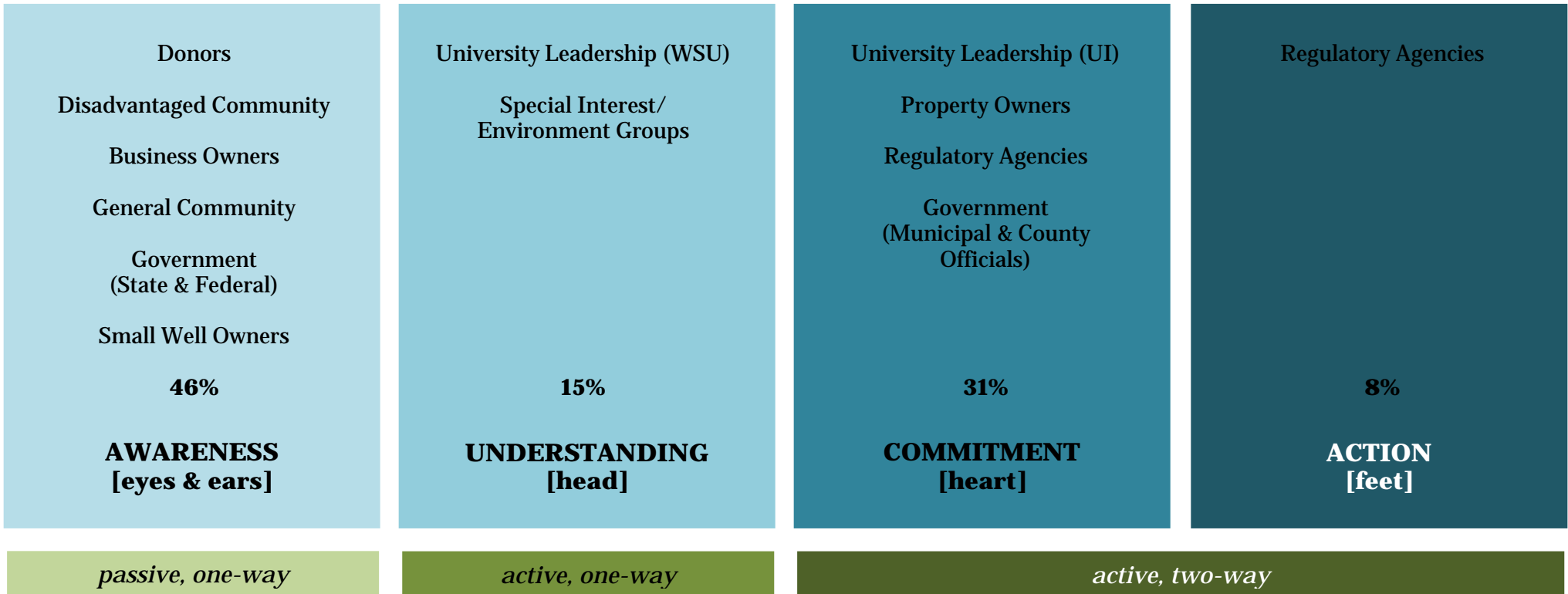
- Conserve, advocate, share
- Prioritizing water rec. and advocating to elect

### Committee Notes:

- Focused on pleasing Governor/Board of Regents and legislative
- Cares about public image a lot
- Encourage water use reduction on campuses
- Financial contributions to alternative water source construction
- Need your support and partnership
- Engage political leadership
- Engage in water conservation
- Work with cities and counties towards common good – compromise
- Support funding alternate
- Help educate the student body on water resources
- Awareness of the resource and urgency of conservation and reuse

### Audience Phase:

- Combination of understanding and commitment



Based on this exercise, we identified that 46% of our key stakeholders are in the awareness phase, 15% are in the understanding phase, 31% are in the commitment phase, and 8% are taking action.

These percentages should be used to help PBAC determine how to best allocate communications and public engagement resources. For example, knowing that 46% of our stakeholders are in awareness, we should allocate a similar percentage of resources toward developing awareness-based communications tactics to move those audiences to the next phase of engagement, understanding.

Annually, PBAC should evaluate where these audiences are within their journey to understand if progress has been made in moving them toward action.

# Memorandum

April 16, 2018

To: Kevin Gardes, City of Pullman  
Tyler Palmer, City of Moscow  
Korey Woodley, PBAC

From: Ben Floyd and Adam Hill, Anchor QEA

cc: PBAC

**Re: Summary of March 27, 2018 Meetings with Washington State Department of Ecology and Idaho Department of Water Resources**

On March 27, 2018, Anchor QEA (Ben Floyd and Adam Hill), the City of Pullman (Kevin Gardes), and the City of Moscow (Tyler Palmer) met with the Washington State Department of Ecology (Ecology) and the Idaho Department of Water Resources (IDWR) in separate meetings to discuss Palouse basin conditions, Palouse Basin Aquifer Committee (PBAC) water supply goals, four alternatives being evaluated, and to receive guidance from Ecology and IDWR staff.

The purpose of this memorandum is to summarize guidance received from Ecology and IDWR staff in the March 27 meetings.

## Ecology Meeting

Tyler Palmer, Kevin Gardes, Ben Floyd and Adam Hill (by phone) met with Ecology staff including Guy Gregory, Keith Stoffel, Dan Tolleson and Patrick Cabbage. During this meeting, the following guidance was received from Ecology staff:

### Snake River

- For Snake River water rights, plan to acquire a water right upstream within the Snake River drainage from Idaho, Wyoming or Nevada, and work with the state or states to protect similar to how NMFS/NOAA Fisheries and the U.S. Bureau of Reclamation have done for flows on the Snake River system as part of the Federal Columbia River Operations Biological Assessment/Biological Opinion for ESA compliance
- Look for groundwater rights in continuity with the Snake River in the Lewiston area potentially available for acquisition. Wells next to the river might be an appropriate alternate to a surface water diversion.
- Ecology has 30 water right applications pending on the lower Snake River in the same area where the Alternative 1 project would divert surface flow, and Ecology is likely over the next 2

to 3 years take action on these. The chance of new water rights being issued on the lower Snake River is very unlikely

- Check with Darryll Olsen, Columbia/Snake River Irrigators Association to see if he is aware of Snake River surface water potentially available
- Check with Bill Neve, Water Rights Solutions, in Walla Walla to see if he is aware of Snake River surface water potentially available
- Follow up with the Nez Perce tribe, and organizations such as Trout Unlimited, The Nature Conservancy, American Rivers, Idaho and Washington Water Trusts

### **North Fork and South Fork Palouse rivers and Paradise Creek**

- Follow up with Steve Boessow with WDFW (Olympia) and Mark Wachtel, WDFW (Spokane) on WDFW on Surface Water Source Limitations/flow expectations for North Fork and South Fork Palouse rivers and Paradise Creek. Contact info: [Steven.Boessow@dfw.wa.gov](mailto:Steven.Boessow@dfw.wa.gov), 360-902-2410; [Mark.Wachtel@dfw.wa.gov](mailto:Mark.Wachtel@dfw.wa.gov), 509-499-2241.
- Follow up with Ecology Water Quality staff in the Spokane office on TMDL considerations – follow up with Guy or others on who would be best to contact
- The Ecology impairment analysis on the South Fork prepared for the City of Pullman reuse project is likely still largely valid, as not much has changed since this analysis was conducted in 2004 or 2005.
- Look for water rights that could be acquired to mitigate for impacts to flows on the “shoulder seasons” of late spring and fall. West Water Research (from Portland OR) conducted a comprehensive review of water rights for the Palouse basin for the Hawkins Group that might have some useful information. John Jones also has water rights for sale on the Palouse.
- Also, members of PBAC could reach out to the City of Palouse or Colfax to discuss water rights and opportunities for partnership to improve the Palouse aquifer and to meet future water supply needs.

### **General**

- State legislature has established a Blue Ribbon committee to look at addressing changes in water law to address the Foster decision, which currently prohibits changes in water rights from seasonal to year round use (like-for-like, in-kind, in-time, in-place mitigation required).
- Jaime Short and Kevin Brown are the two permit technicians that we would likely work with on water right changes, transfers or acquisitions.
- Mining rights are generally expected to be not valid (relinquished due to non-use)

## **IDWR Meeting**

Tyler Palmer, Kevin Gardes, Ben Floyd and Adam Hill (by phone) met with IDWR staff including Adam Frederick, Daniel Sturgis and Jeff Peppersack. During this meeting, the following guidance was received from IDWR staff:

### **Snake River**

- It may not be impossible but it will be a difficult task to protect water instream through the Snake River system in Idaho, particularly upstream of and through Milner, where the river is legally allowed to go to zero flow, and moratoriums are also in place.
- Below Milner would be less complicated but still challenging and will require coordination with the state, and water masters/districts to have them agree to a mechanism to bypass flows. Will need to factor in evaporation/seepage losses. Below Milner new water rights can be issued, but there are Trust Water and minimum flow issues to consider.
- Water is kept in trust down to Swan Falls
- Mountain Home area is also facing a declining aquifer and the Air Force base acquired water rights to develop a surface water supply project
- Washington water rights can be used in Idaho but IDWR would prepare a companion water right permit for the Washington source
- Consider Lewiston area for potential sources for transfer including groundwater in hydraulic continuity with the Snake River. IDWR is working with WSU Water Center to update the basin water model (for the Lewiston area?)

### **Aquifer Recharge**

- IDWR issues two companion permits – one to recharge the water and another to withdraw the water
- Companion permits reference each other and the applications can be prepared and submitted together

### **Flannigan Creek**

- Just starting on the adjudication for the basin that includes Flannigan Creek. Completing the adjudication will take 5 to 7 years. Beneficial claims can be filed for surface water uses prior to 1971 and ground water uses prior to 1963. Preliminary Directors reports and Partial decrees will be prepared during the process.
- Members of PBAC can apply for a new water right on Flannigan or other areas as Latah County is not a closed area to new water rights but will need to demonstrate progress on developing the right within 5 years so be sure that supply project is ready to proceed within that time frame.

- Storage rights applications need to have easement or own the land to start the permit process
- Establishing a stream gage to measure flows on Flannigan Creek can help determine more accurately the amount of available water from this system, beyond the drainage yield analysis that was prepared in the City of Moscow water storage feasibility studies.
- Hold a town hall meeting if the City pursues Flannigan Creek reservoir and water right permits to receive public input and make other water right holders aware of the project details

## General

- IDWR to send information on two municipal reservoirs and associated permit documents
- Coordinate also with IDEQ on any surface water sources we are looking to acquire to see if they have any TMDL or other issues that needs considered – John Cardwell. Also include Idaho Fish and Game for any public interest and fish and wildlife concerns they might have. See Zachary Swearingen in Lewiston.
- Verify the amount of groundwater rights City of Moscow has for future use
- RAFN – A RAFN right stands for “Reasonably Anticipated Future Needs” and is a right that is determined to be part of a water right portfolio that is held to meet future needs; the equivalent term in Washington State is “inchoate” right. RAFN rights are for municipal purposes within a service area which are reasonably expected to be required within the planning horizon of a municipality.
- See the Bear River Compact for information on how water is managed across state lines.
- When transferring surface water rights, typically 3 cfs of irrigation rights will result in 2.1 cfs for municipal diversion after accounting for consumptive versus non-consumptive elements. Municipal water rights are considered fully consumptive.
- Seasonal water rights may be converted to year-round if no injury would occur to other rights (more difficult for surface water sources); annual quantity cannot be exceeded
- The 2018 – 2021 Idaho Water Strategy report includes Palouse basin water supply needs. Reference this report in future work.
- Mining rights are mostly non-consumptive so not likely worth looking into transferring to a municipal use