

**Wellhead Protection Zone**  
**Sounding Board Process Guidelines**  
Discussion Draft – April 18, 2017

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## Background Information

### 1. Overview

The City of Redmond (Redmond) is evaluating how to re-delineate current Wellhead Protection Zones for the Redmond Alluvial Aquifer. Redmond is using a newly developed groundwater model to help evaluate potential delineations and evaluate risks for different potential threats using best available science. In addition to new technical information, several additional factors should be considered before establishing new Wellhead Protection Zones. To support good decision-making and communication with affected stakeholders, Redmond is convening a Sounding Board of diverse perspectives to share information and seek feedback on recommended actions.

### 2. Process Purpose and Objectives

The primary purpose of the Sounding Board is to inform Redmond's re-delineation of Wellhead Protection Zones. In general, the Sounding Board's objectives are to:

- Share feedback, perspectives, and recommendations related to re-delineation options, policies, and regulations.
- Serve as liaisons to other interested parties who may wish to provide feedback or stay informed.
- Create a transparent process that avoids surprising decision-makers and stakeholders.

A secondary purpose is to weigh in on stakeholder engagement expectations related to Wellhead Protection policy changes.

More specifically, the table below lists major topics to be addressed, along with the Sounding Board's objectives.

Major Topics	Sounding Board Objective	Key Factors / Questions
<b>Groundwater model construction and development</b>	Understand and accept at a high level underlying technical information upon which zones will be designated.	For model components that can be calibrated (within an acceptable range), what level of service (or conversely, level of risk tolerance) would the Sounding Board advise in terms of water quality protection?
<b>Stakeholder engagement approach</b>	Understand and accept engagement process to meet end goal of policy consent.	Does our approach meet the needs/expectations of stakeholders? Too much? Too little?
<b>Wellhead Protection Zone delineation:</b> How should the City redefine final Wellhead Protection Zones based on additional key factors?	<ul style="list-style-type: none"> <li>• Share perspectives and considerations to assist City in developing informed policy decisions.</li> <li>• Inform model scenarios to run to evaluate risk tolerance</li> <li>• Gain consent on risk tolerance used to develop zone delineation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Safety factors:</b> How might groundwater safety be affected by Wellhead Protection Zone choices?</li> <li>• <b>Dewatering considerations:</b> How should zones / regulations address dewatering activities (if at all)?</li> <li>• <b>Climate change:</b> How might climate change (e.g., shifting hydrograph) shape current recommendations / zones?</li> <li>• <b>Build out / Stormwater infiltration:</b> How should Wellhead Protection Zone delineations account for population growth trends?</li> <li>• <b>DOH regulations:</b> The City recommends aligning with State regulations.</li> </ul>
<b>Wellhead Protection Zone code changes not tied to delineation</b>	Share perspectives and considerations to assist City in developing informed policy decisions.	<ul style="list-style-type: none"> <li>• What is the Sounding Board’s appetite for tackling this topic?</li> <li>• Can clarifications help the development/business community (or others)?</li> </ul>

### 3. Process Timeframe and Meeting Schedule

The following table describes the major anticipated process activities. Periodic check-ins with participants – both individually and as small groups – may also be needed between meetings to move the process forward.

Activity	Key Topics and Objectives
<p><b>Meeting #1</b>  <b>Introductions, Wellhead Protection Zone Delineation, Modeling</b>  <i>(April)</i></p>	<ul style="list-style-type: none"> <li>• Introductions and process overview: What does success look like?</li> <li>• Review operating guidelines and confirm ground rules</li> <li>• Review Wellhead Protection Zones, model development, and model sensitivity</li> <li>• Discuss initial perspective re: level of service / risk tolerance</li> <li>• Discuss approach to stakeholder input</li> </ul>
<p><b>Meeting #2</b>  <b>Wellhead Protection Zone Designation and Definition</b>  <i>(May)</i></p>	<ul style="list-style-type: none"> <li>• Present key factors and trade-offs for consideration, and how the model can help explore options</li> <li>• Develop risk tolerance recommendation</li> <li>• Develop model run scenario recommendations to inform stakeholder input and City decision-making process</li> </ul>
<p><b>Meeting #3</b>  <b>WHP Zone Designation, Definition, and Regulatory Implications</b>  <i>(June)</i></p>	<ul style="list-style-type: none"> <li>• Review model outputs based on Sound Board scenarios</li> <li>• Refine risk tolerance recommendation</li> <li>• Refine model run scenario(s), if necessary</li> <li>• Begin discussing regulatory implications</li> </ul>
<p><b>Meeting #4</b>  <b>Regulatory Implications</b>  <i>(June / July)</i></p>	<ul style="list-style-type: none"> <li>• Discuss Sounding Board perspectives and recommendations for City consideration</li> <li>• Identify engagement needs and potential activities to broaden community dialogue and seek additional input</li> </ul>
<p><b>Meeting #5</b>  <b>Regulatory Implications</b>  <i>(July – beyond)</i></p>	<ul style="list-style-type: none"> <li>• Consider input received from broader outreach / engagement activities</li> <li>• Confirm Sounding Board recommendations for City consideration</li> <li>• Discuss next steps (regulatory update process) and Sounding Board interest in ongoing involvement</li> <li>• Review final process summary report</li> </ul>

## Participation

### 4. Representation

Sounding Board participants have been identified to ensure that diverse perspectives are represented and can help the City consider technical and policy decisions based on multiple factors. Participants represent:

- King County
- Industrial business (selling to other businesses)
- Commercial business (selling to consumers, ideally water-dependent services)
- Real estate, engineering, construction
- ONE Redmond / other associations
- Non-governmental organizations (e.g., environmental, other interests)
- Neighborhood / residential representatives

Please note that City of Redmond departments – and other perspectives – may attend meetings or present on specific topics.

An online tool is also being developed to share information about this process with interested community members, and to solicit public feedback to inform Sounding Board recommendations.

### 5. Participant Commitment

Participants will be asked to attend up to five three-hour meetings in spring and summer 2017. It is expected that participants will meet deadlines and be available for scheduled meetings, established by the group through the facilitator. Participants will also be contacted periodically for interim check-ins with members of the project or facilitation team. Between meetings, members may also be asked to work within their agency or organization (or with other similar constituents if not representing a formal organization) to review materials, comment on specific topics, and identify potential priorities.

### 6. Compensation

There will be no compensation for participating in this Sounding Board.

### 7. Inability to Complete Process

If a representative cannot participate in the entire process, please notify the City of Redmond and the facilitator. As appropriate, the City will determine a suitable approach to replacing the departing representative. Alternate Sounding Board members will also be identified and kept informed so that they can efficiently engage if there is a departure.

## Roles and Responsibilities (Ground Rules)

### 8. Norms of our Work Together

#### Facilitator

The City will provide an independent facilitator to support the work of the group. The facilitator will work with process participants to:

- Help the group fulfill its purpose in a neutral, balanced, and fair manner.
- Develop and support the group's alignment with ground rules and operational practices.
- Schedule and coordinate meeting logistics.
- Work with City and technical project leads to develop agendas, facilitate meetings, and keep the group on track.
- Ensure participants focus on their roles and responsibilities.
- Assist participants in setting and meeting deadlines.
- Assist in the production of group deliverables.

#### Participants

- Make every effort to attend meetings and to participate actively.
- Make every effort to read and be prepared to discuss information and issues, and to be available for work between formal meetings.
- Respect each other by being on time. Meetings will begin and end on time, unless otherwise agreed to by the group.
- When making comments, consider the time needed for others to share their perspectives.
- Keep designated alternates and colleagues informed about the process.
- Share feedback received from those outside of this process to help align Sounding Board recommendations with broader community input.

### 9. Meeting Ground Rules

The following meeting ground rules will be refined and confirmed during the first meeting.

- **Come to meetings prepared:** Please read meeting materials sent in advance of meetings and complete homework so that conversations are well informed and efficient.
- **Treat one another with civility** to create an atmosphere of collaboration.
- **Respect each other's perspectives** so that common ground – and common solutions – can be discovered.
- **Listen actively.** Ask questions to understand other members' interests and values, and help create an atmosphere that encourages all meeting participants to share their views.
- **Participate actively.** Share your organization's input so that your interests are considered and inform final decisions.

- **Limit side conversations.** Help maintain an efficient dialogue by participating in the primary conversation. If you need to have a smaller group discussion, ask the facilitator for a break.
- **Honor time frames** so that the process can move forward efficiently.
- **Silence electronic devices during meetings** to avoid distracting the group.
- **Don't major in the minors.** While data and details are useful to consider, more holistic and bigger-picture considerations should be the group's main driver.

## 10. Protocol for our Work with Others Outside of the Process

Sounding Board members were identified to represent a segment or perspective of the community. Each member will be identified on the City's website based on the segment they are representing. Other community members who have questions or concerns about the process will be directed to contact the appropriate board member to represent their concerns throughout the process.

Participants are asked to direct media inquiries to Becky Range at the City of Redmond:

[brange@redmond.gov](mailto:brange@redmond.gov) or 426-556-2126

## 11. Recommendations and Guidance

Ideally, the Sounding Board will make consensus-based recommendations to the City for consideration, and the facilitator will use processes and tools to support this aim. If consensus cannot be reached, both the majority and minority opinions in relation to that recommendation shall be fully documented.

## 12. No Expectation of Confidentiality

This project, like all City of Redmond projects, is subject to public disclosure.

## 13. Communications

- **Email:** Email will serve as the primary communication mechanism between the project team (City of Redmond and the facilitator) and group members between meetings. All process-related emails should be directed to (or copy):
  - Amanda Balzer, City of Redmond Project Manager: [abalzer@redmond.gov](mailto:abalzer@redmond.gov)
  - Sarah Brandt, Facilitator: [sbrandt@enviroissues.com](mailto:sbrandt@enviroissues.com)
- **Contact List:** The facilitation team will maintain a current contact list of Sounding Board members. Contact information will not be released to others without the consent of the group member.

## Documentation

### 14. Sounding Board Summary

The final deliverable will be a report summarizing the overall process, consensus recommendations, unresolved issues, and any project team, Sounding Board, and stakeholder commitments. This summary will be shared in draft format with participants for review.

## **15. Meeting Summaries**

The facilitation team will prepare meeting summaries capturing key discussion points, action items, decisions, and areas of agreement on recommendations. Meeting summaries will not be transcripts of the meeting. Draft summaries will be circulated to participants for review and comment. The facilitation team will incorporate comments as appropriate into the final summaries.

## **16. Project Record**

The City and the facilitation team will maintain an electronic record and hardcopy file throughout the process. All project records will be available upon request.