

Upper Green River Basin Air Quality Citizens Advisory Task Force Charter

Draft 2.2

Contents

1. BACKGROUND AND PROJECT DESCRIPTION	1
2. PURPOSE	1
3. AUTHORITY OF THE TASK FORCE.....	1
4. PRODUCTS AND OUTCOMES.....	2
5. GEOGRAPHIC AREA	2
6. TASK FORCE MEMBERSHIP AND REPRESENTATION	2
7. RESPONSIBILITIES OF THE TASK FORCE.....	3
8. RESPONSIBILITIES OF THE FACILITATOR	4
9. DECISION PROCESS	5
10. GROUND RULES FOR INTERACTION.....	6
11. PUBLIC PARTICIPATION AT GROUP MEETINGS	8
12. SCHEDULE AND DURATION	8
13. AMENDMENTS TO THE CHARTER.....	8

Upper Green River Basin Air Quality Citizens Advisory Task Force Charter

Draft 2.2

1. BACKGROUND AND PROJECT DESCRIPTION

The Wyoming Department of Environmental Quality (WDEQ) recognizes that ozone levels in the Upper Green River Basin are elevated and has recommended to the Environmental Protection Agency an “Ozone Nonattainment Area” in Sublette, Lincoln and Sweetwater counties. This designation requires federally mandated actions be taken.

During episodic winter ozone conditions, ozone levels are reported to be high enough to pose potential risks to human health. Along with efforts to reduce emissions of ozone precursors, measures have been taken to increase and improve monitoring, research and public information. The WDEQ is continuing to work on plans to lower ozone precursor levels, as well as engage the public on solving critical air quality issues.

WDEQ has a number of regulatory, technical and voluntary efforts underway to work toward a resolution of ozone issues. There still remains an opportunity: citizen efforts to recommend creative and innovative solutions for reducing ozone levels in the Upper Green River Basin.

2. PURPOSE

The purpose of the Upper Green River Basin Air Quality Citizens Advisory Task Force is to consider and advise on potential solutions to reduce ozone. It will accomplish this through mutual education; increasing transparency in process; fostering communication among citizens, the WDEQ, other governmental agencies and other stakeholders; and coordinating information between governmental agencies.

3. SCOPE OF THE TASK FORCE

The Task Force is an advisory group convened by WDEQ that reports its recommendations to the WDEQ. Recommendations generated by the Task Force will be considered and may be accepted in whole, in part, or rejected at the discretion of the WDEQ. The Task Force may elect to identify solutions through other efforts that fall outside of the scope of the WDEQ’s authority.

4. PRODUCTS AND OUTCOMES

Together with recommendations for reducing ozone levels, the Task Force will generate:

- Periodic public reports of issues discussed by the Task Force and recommendations it has considered;
- Initiatives to enhance education and awareness of the issues;
- An annual budget for education and outreach;
- A roadmap for information dissemination (to achieve transparency);
- Information, disseminated through multiple media and technology, on concurrent efforts by the Task Force and other organizations to address the ozone issue.

5. GEOGRAPHIC AREA

This effort will be limited to developing recommendations for resolving ozone issues in the proposed Ozone Nonattainment Area of Sublette County and parts of Lincoln and Sweetwater counties in the Upper Green River Basin as defined by WDEQ.

6. TASK FORCE MEMBERSHIP AND REPRESENTATION

The Task Force is representative of persons with interests in air quality in the proposed Ozone Nonattainment Area. Although it is recognized that Task Force members have multiple interests and may participate in discussions from various perspectives, Task Force members broadly represent the following organizations and interest groups:

- Municipal Governments (4)
- County Governments (3)
- WDEQ
- BLM
- Governor's Office
- US Forest Service
- Public Health
- Oil & Gas Industry (6)
- Citizens (6)
- Environmental NGOs (2)

Task Force Members will be expected to represent the interests of (1) themselves, (2) organizations that have authorized the Group Member to

represent them, or (3) groups of constituents from a similar interest group. Ideas presented within Task Force discussions will not be assumed to be the official position of the organizations or groups represented unless specifically stated to be so. Task Force Members have the responsibility to keep the organizations and interest groups they represent informed about the actions and outcomes of the Group's process.

Each organization and interest group is represented by one or more Primary Group Members. In the event that a Primary Group Member cannot attend a meeting, he/she may be represented by an Alternate Group Member of his/her choosing without concurrence of the Task Force. Alternate Group Members are encouraged to attend Task Force meetings along with the Primary Group Members, but should be fully briefed by the Primary Group Member before attending any meetings as the sole representative.

Members are appointed by the WDEQ Director. Term of membership on the Task Force will be two years, with the option for reappointment. Reappointments will be made by the WDEQ Director. Service on the Task Force by any group member will be at the discretion of the member's constituent organization or interest group.

7. RESPONSIBILITIES OF THE TASK FORCE

a) Conduct of Task Force Members

Task Force members will engage in open communication at the meetings. This means disclosing interests, needs, actions, and issues in a timely manner and committing to the goals of the Task Force. The primary responsibility of the Task Force is to balance the interests related to air quality across the Upper Green River Basin in providing advice and recommendations to the WDEQ. Task Force members will endeavor in good faith to develop recommendations that are satisfactory to all Task Force members. Task Force members will ensure that an integrated approach is taken in formulating recommendations by meeting together as needed to assure strong communication and collaboration among Task Force members.

b) Keeping Constituents Informed

Task Force Members will engage in active communication with constituents about actions and outcomes of the Task Force. Active communication can include written, verbal, and electronic means of communicating. Members will have meeting summaries available to them for keeping constituents informed.

c) Representing Constituents

In developing recommendations, Task Force members will consider the interests of other group members as well as their own particular interest group when reviewing issues and recommendations. Group members will invite proposals from their constituents to present to the Task Force and will provide proposals from the Task Force to their constituents for feedback and input.

d) Attending Meetings

Each Task Force member is expected to attend and fully participate in each meeting, which includes being present for substantially all of the meeting. Group members shall read appropriate materials and arrive prepared to work. Materials presented for discussion should be distributed at least one week in advance of the meeting or longer, as is practical.

In the event that neither the Primary Task Force member nor the Alternate Task Force member is able to attend a meeting of the Task Force, and the Primary Task Force member is not in agreement with any actions taken by the Task Force during his/her absence, that Member has until the meeting summary review at the next meeting to register his/her dissatisfaction with actions taken. A reasonable amount of time will be devoted to old business at meetings. Email may be used to expedite this process.

e) Understanding and Abiding by the Charter

Task Force members are expected to read, fully understand, and conduct themselves in accordance with the requirements of this charter.

8. RESPONSIBILITIES OF THE FACILITATOR

The Task Force will be facilitated by faculty and staff of the Ruckelshaus Institute at the University of Wyoming. The roles and responsibilities of the Facilitators include:

- Facilitating meetings in a manner consistent with interest-based negotiations and this charter;
- Handling meeting logistics;
- Keeping meeting attendance records of all Task Force members;
- Helping the Task Force stay on task and on process;

- Protecting Task Force members and their ideas from attack while ensuring that provocative issues are not avoided, but are discussed in a candid and respectful manner;
- Helping Task Force members to concisely describe their interests;
- Helping Task Force members find innovative and workable solutions;
- Helping Task Force members reach consensus;
- Providing for equitable participation by all Task Force members;
- Working, both at and between meetings, with Task Force members to assist in the free exchange of ideas between the Members and to resolve any impasses that may arise;
- Periodically surveying a sampling of Task Force members to assess fairness, meaningfulness and efficiency of the process;
- Maintaining a list of significant topics on which the Task Force(s) have reached consensus or have failed to reach consensus.

9. DECISION PROCESS

The Task Force will operate by consensus of all members represented at the meeting. Consensus is the decision rule that allows collaborative problem solving to work. It is a way for more than two people to reach agreement. Consensus prevents domination by the majority, allows building of trust and the sharing of information, especially under conditions of conflict. Consensus does not mean that everyone will be equally happy with the decision, but all do accept that the decision is the best that can be made at the time with the people involved.

Consensus requires sharing information, which leads to mutual education, which provides the basis for crafting workable and acceptable alternatives. Consensus promotes joint thinking of a diverse group and leads to creative solutions. Also, because parties participate in the deliberation, they understand the reasoning behind the recommendations and are willing to support them.

In making decisions, each Task Force member will indicate his/her concurrence on a specific proposal using a six-point scale. The scale allows Task Force members to clearly communicate their intentions, assess the degree of agreement that exists, and register their dissatisfaction without holding up the rest of the Task Force. The six-point scale is as follows:

1. Endorsement –Member likes it.

Endorsement with Minor Point of Contention – Basically, member likes it).

2. Agreement with Minor Reservations – Member can live with it.
3. Stand aside with major reservations – Formal disagreement, but will not block the proposal/provision
4. Block – Member will not support the proposal.
5. Indecision – Member cannot make a decision without more information.

Facilitators will measure the Task Force's consensus on a given proposal by open polling of the members present. The levels of consensus are:

- Consensus - All Task Force members present rate the proposal as a 1, 2 or 3.
- Consensus with Major Reservations – All Task Force members present rate the proposal as a 1, 2 or 3, except at least one Task Force member rates it as a 4.
- No Consensus - Any Task Force member present rates the proposal as a 5.

If all efforts have been made to arrive at full consensus, but it appears that the Committee will not be able to achieve it, the group may choose to proceed with less than consensus in order to achieve progress. In the event of this lack of consensus, the Committee will; a) Allow time for the dissenting parties to express their concerns and reasons for dissent, b) Note the range of views presented on the decision at hand and record those views in the meeting summaries, and, c) Make clear in any verbal or written communications that the decision was made in order to proceed, but that consensus was not achieved.

10. GROUND RULES FOR INTERACTION

In order to have the most efficient and effective process possible, Task Force members will follow these basic ground rules:

Discussion Ground Rules During the Meetings

- Raise hand to be recognized by the Facilitator.
- Speak one at a time in meetings as recognized by the Facilitator. Everyone will participate, but none will dominate.
- Be concise and stick to the topics on the meeting agenda. Honor a two-minute time limit for statements and responses unless the Facilitator allows more time.
- Speak only on one topic per entry (no laundry lists).
- Speak to the whole group when talking.
- Avoid side conversations.

- Avoid off-topic questions.
- Treat each other, the organizations represented in the Task Force, and the Task Force itself with respect at all times.
- Refrain from interrupting.
- Monitor your own participation – everyone should participate, but none should dominate.
- Adhere to the agenda and time schedule with diligence.
- Put cell phones on “vibrate” and leave the room when a call is received.
- Be prepared to start on time.
- Recognize that everyone’s interests are important.
- Avoid repetitiveness (i.e., one-track-mind behavior).
- Agree that it is okay to disagree, and disagree without being disagreeable.
- Avoid “cheap shots” and/or sarcasm.
- Refrain from hostility and antagonism.
- Leave personal agendas and “baggage” at the door; put personal differences aside in the interest of a successful Task Force.
- Focus on the problem, not the person.

Process Ground Rules Throughout the Stakeholder Process

- Adhere to the charter.
- Review information and stay informed.
- Work as team players and share all relevant information. Ask if they do not understand.
- Encourage free thinking. Offer mutually beneficial solutions.
- Encourage candid, frank discussions. Be honest and tactful. Avoid surprises.
- Openly express any disagreement or concern with all other Task Force members. Focus on the problem, not the person.
- Actively strive to see the other points of view.
- Follow through on commitments.
- Share information discussed in the meeting with the organizations / constituents represented and bring back to the Task Force the opinions and actions of their constituencies as appropriate.

- Communicate the requirements of this charter with the organizations they represent to minimize the possibility of actions contrary to the charter.
- Commit to issues in which they have an interest.
- Support and actively engage in the Task Forces' decision process.

11. PUBLIC PARTICIPATION AT GROUP MEETINGS

All Task Force meetings are open to observation by the public. Members of the public attending the meetings may comment at transitions between agenda items at each Task Force meeting. Speakers will have time limits set by the Facilitators to allow as much participation as possible within the allotted time. The Task Force will not normally attempt to respond to public or media comments or questions at the meeting in which they were made. The Facilitators have the right to deny the floor to public speakers who are simply repeating previously delivered messages or who are unruly.

Final summaries of Task Force meetings will be available to the public upon request and will also be available on the DEQ website.

12. SCHEDULE AND DURATION

The Task Force will meet periodically at times and locations of their choosing. The intent of the Task Force is to provide ongoing advice and recommendations to the WDEQ. At the end of each year, the Task Force and the WDEQ will decide whether to continue on for the following year, based on need and performance of the group.

13. AMENDMENTS TO THE CHARTER

Changes to the charter can be made at any meeting of the Task Force by consensus.