

Wastewater Design Review Committee

A. Committee Purpose

The purpose of the Wastewater Design Committee is to provide perspectives and input to evaluate cost effective and reasonable design assumptions to ensure that the WWTP Upgrades are sustainable, promote economic opportunity, and protect the environment. The perspectives of the Committee will be used to help develop strategies for addressing key factors including:

1. Project Delivery Method (e.g. Design Build or Design-Bid-Build)
2. Cost/benefit principles
3. Value engineering principles
4. Residential and industrial sewer user rates and hook-up fees
5. Population growth
6. Industrial WWTP Capacity (potential industrial customer upgrades and future pretreatment)

B. Membership

The Committee will consist of seven (7) members. This will include two (2) City Council Members, three (3) Industrial representatives, and two (2) Nampa citizens. Members of the committee will serve for the duration of WWTP Upgrades Phase II Preliminary Design Phase, estimated duration of 15 months.

C. Meetings

1. Committee will convene in September 2018. Subsequent meeting frequency will be determined by the committee.
2. Meeting Agendas and Materials will be developed by the Facilitator. Agendas will be sent out to the committee members prior to each meeting.
3. Meeting Materials and Summaries will be posted on the Nampa Wastewater website.
4. Public Notice of meeting times and location will be posted on the City website.
5. Public Comment period will be provided at the beginning of each meeting.

D. Role of the Facilitator

Meetings will be led by Brown and Caldwell and facilitated by The Langdon Group. The facilitator is an impartial individual who guides the process and facilitates the meetings. The facilitator's role is to keep the group focused on the agenda, suggest alternative methods and procedures to move forward when necessary, encourage participation by all group members, and halt or redirect dialogue that is disrespectful, off-topic, or dominating the conversation so that others are not able to effectively participate.

E. Duties and Roles of Members – Ground Rules

1. Strive to attend all meetings and arrive on time. Members who cannot attend a meeting can provide their written comments to the Committee in advance of the meeting, so their views can be shared. Members may send a person to represent their views where they cannot attend a meeting.
2. Accept the responsibility to come to meetings prepared for the discussion. Review any information packets sent prior to the meetings to the extent possible.
3. Members will recognize the legitimacy of the concerns and interests of others, whether they agree with them.
4. Encourage everyone to participate fully. Members will attempt to present their views in a succinct manner and will cooperate with the facilitator to ensure that everyone is given equitable time to state their views.
5. Members will avoid interrupting one another and will listen respectfully to others, even if disagreeing. Only one person will speak at a time. Members will not participate in side conversations.
6. Members will communicate their concerns, needs, and diverse opinions but will not give ultimatums.
7. Members are encouraged to share individual experiences, perspective, and interests to recommend ways to achieve these interests within in the limits of the City resources and authority.
8. Members will work together to identify where there is common ground and where there are key differences between perspectives.
9. Members are encouraged to inform and solicit the opinions of others in their community as well as organizations to which they belong.
10. All members take responsibility for the success of the meeting and are respectful of others views and opinions.
11. Innovation is encouraged by listening to all ideas and creating strategies and recommendations that build on differing as well as common perspectives and interests.
12. Recognize that the Committee must operation in an open and public manner.

F. Providing Feedback

The Committee will review proposed design processes and features and provide feedback to the project team on each of the aspects they feel are important to ensure that the WWTP upgrades are sustainable, promote economic opportunity, and protect the environment. Feedback should be provided in good faith and be respectful of other perspectives in the room.

All feedback received will be documented and considered by the project team. The City of Nampa reserves the right to make all final decisions regarding design features. If suggestions or recommendations are provided by the committee that the City of Nampa and project team determine are infeasible, an explanation as to why will be provided to the Committee at a following meeting.

G. Public Participation at Committee Meetings

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