Project charter: Badger Mill Creek Stakeholder Group

This content of this charter was discussed with the Badger Mill Creek Stakeholder Group on 9/20 and 10/18 and updated to reflect their feedback. The Operating Agreements, the Map, and the Terms & Concepts (Appendices B, C, and D) will remain living parts of this document and will be updated to reflect the group's agreements and evolving discussions.

Deliverable: A Project Plan for Badger Mill Creek

The plan will include the following:

- ∉ A recommended portfolio of projects to support the health and resilience of Badger Mill Creek and that stakeholder group members support as accurately reflecting the group's discussions and decisions.
- ∉ Shared and documented understanding of each project's expected benefits, costs, lead implementing agency or organization, uncertainties, and additional impacts in the watershed.

Roles and responsibilities

Stakeholder group participants	● Share values, needs, hopes, and experiences of the organization they represent ● Learn about values, needs, hopes, and experiences of other organizations and of community members ● Collaborate with fellow participants of the stakeholder group to create and select a portfolio of projects to recommend to the District's Commission ● Keep their organization informed about the work of the stakeholder group -- including opportunities to lead one or more projects in the watershed ● Represent the perspective of their organization
Community members	● Kept informed of direction and decisions through the Badger Mill Creek Project PLUS website: www.madsewer.org/bmc-plus/ ● Consult to the project on values and priorities through two community meetings
District commissioners	● Kept informed of direction and decisions through updates at Commission meetings ● Vote on acceptance of recommendations
External facilitators Mike Rupiper Alison S. Lebwohl	● Serve as independent stewards of the stakeholder group's collaborative process ● Design and facilitate stakeholder meetings ● Support stakeholder group in sharing values, experiences and priorities; gaining access to needed technical expertise; and collaborating to identify a set of projects to recommend to District Commission ● Document decisions and provide a final summary document of the stakeholder group's decisions and reasoning, with links to information gathered throughout ● Closely coordinate with District project management on timeline and logistics to support project success within given time frame
District project managers Amanda Wegner Michael Mucha	● Closely coordinate with external facilitators to provide oversight and to support project success within given timeframe ● Consult on stakeholder meeting outcomes and activities, based on knowledge of the District Commission needs and stakeholder perspectives ● Ensure timely updates to website and District Commission

Decision rules

- ∉ Facilitator will clarify whether we are taking a straw poll (sense of the group) or a vote (decision)
- ∉ Decisions are made by those in attendance. We invite input ahead from those unable to attend.
- ∉ All decisions will be recorded. We will only revisit decisions if the group votes that it is necessary.
- ∉ Stakeholder Group votes on recommendations to submit to the District Commissioners. The Commission votes on acceptance of the recommendations.
- ∉ Every organization gets one vote on decisions.
- ∉ Both straw polls and votes will use a gradient of agreement, a.k.a. colored voting cards (*See Appendix A*)
- ∉ Approval requires 75% of those in attendance to vote "I can live with it" or "love it" and no more than one to vote "deal-breaker"

Operating agreements

- ∉ Start on time. End on time.
- ∉ Be present. Give this work and your fellow participants your full attention. Limit use of electronic devices.
- ∉ Encourage understanding. Speak plainly, ask questions, listen for understanding, allow some silence.
- ∉ Take good care of the group. We make stronger decisions by including all stakeholder values, experiences, and perspectives.
- ∉ Take good care of yourself. Come prepared. Let us know what's working and what else you need.
- ∉ Participants will work toward having a good working relationship with our organizations to achieve our shared goals about finding solutions involving MMSD's million dollar offer to help with the health and resiliency of the Badger Mill Creek. To this end, we will work in earnest to try and find any and all solutions.

Stakeholder group participants

Both government and nongovernmental organizations were identified as crucial participants in the stakeholder group. This includes government agencies with service and stewardship responsibility for the Badger Mill Creek area and watershed through ownership of adjacent land, responsibility for maintenance of the creek and its amenities, regulatory oversight, utility location, and other factors. It also includes nongovernmental organizations with interest, experience, and prior engagement in the Badger Mill Creek watershed. The District sent out invitations in August 2023. Participants are listed below in alphabetical order by organization.

Organization	Sector	Participants
Capital Area Regional Planning Commission (CARPC)	government	Melissa Michaud, Environmental Resources Planner Nick Bower, Environmental Engineer
Dane County	government	Jeremy Balousek, Water Resource Engineering Division Manager Joleen Stinson, Director, Parks Division
Fitchburg, City of	government	Ben Schulte, Sr. Project Engineer, Environmental
Friends of Badger Mill Creek Environmental Corridor	NGO	Brian Christian, Chair Pat Bergen, Member

Organization	Sector	Participants
Madison, City of	government	Greg Fries, Deputy City Engineer (Note: Greg Fries also serves as a District Commissioner)
Madison Metropolitan Sewerage District (District)	government	Kathy Lake, Pollution Prevention Manager Martye Griffin, Director of Ecosystems Services
Trout Unlimited Southern Wisconsin Chapter	NGO	Topf Wells, Vice President
Upper Sugar River Watershed Association	NGO	Lindsay Foy, Executive Director (primary) Robert Bohanan, Board President (alternate)
Verona, City of	government	Luke Diaz, Mayor
Verona, Town of	government	Chris Barnes, Public Works Director
Wisconsin Dept. of Natural Resources (DNR)	government	David Rowe, NR Region Team Supervisor Mike Sorge, NR Basin Supervisor

Schedule of events

Schedule can be adapted in response to the emerging needs and direction of the stakeholder group.

After each event, notes and materials will be available at the Badger Mill Creek Project PLUS website:
www.madsewer.org/bmc-plus/

Date & Time	Location	Main Tasks/Planned Topics
Wed., Sept. 20, 2023 9:30-11:30 a.m.	Verona Senior Center	*Facilitated Stakeholder Meeting #1* ∉ Team-building and group rules ∉ Participants share values, needs, hopes, experiences
Wed., Oct. 18, 2023 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #2* ∉ Present background information on the corridor ∉ Gain common understanding
[Tabled]		*Fall Community Meeting*
Wed., Nov. 15, 2023 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #3* ∉ Present additional background information on the corridor (part 2) ∉ Gain common understanding

Wed., Dec. 13, 2023 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #4* ∉ Present current projects connected to corridor and ongoing work in region ∉ Initial consideration of criteria for selection
Wed., Jan. 17, 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #5* ∉ Technical discussion – water resource focus
Wed., Feb. 21, 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #6* ∉ Technical discussion – fisheries focus
Wed., Mar. 20 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #7* ∉ Discuss opportunities in watershed and identify related questions. ∉ In-depth consideration of criteria.
Wed., Apr. 17, 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #8* ∉ Begin developing a list of potential projects and related information
April or May 2024	TBD	*Spring Community Meeting*
Wed., May 15, 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #9* ∉ Refine list of potential projects and related information
Wed., June 12, 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #10* ∉ Develop initial portfolio of recommended projects
Wed., July 17, 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #11* ∉ Refine portfolio of recommended projects
Wed., Aug. 14, 2024 9:30-11 a.m.	Verona Public Library	*Facilitated Stakeholder Meeting #12* ∉ Vote on final portfolio of recommended projects to present to the District Commission
Thurs., Sept. 12, 2024 8 a.m.	Verona Public Library	*Present final recommendations to the District Commission*

Appendix A: Colored voting cards

A simple tool for efficient decision-making, stronger engagement, and better proposals

Love it!	I can live with it.	I need more information	I'd prefer not	Deal-breaker

What are these?
- Five colored cards from green to red that represent a spectrum – or gradient – of agreement with a proposal or recommendation. This tool is sometimes called a "gradient of agreement."
- The purple card indicates that someone needs more information to be able to vote

How would I use them in a group?
- Each person gets one full set of cards.
- Be clear about the following:
  - What the proposal or question is. Consider writing it down where everyone can see it.
  - Whether you are just taking a straw poll or making a decision.
  - If you are making a decision, how you will make it. For example, if 75% of cards are green or yellow, the proposal moves forward.
- Ask everyone to show a card that indicates their level of agreement or support.
- One at a time, ask the folks who have anything other than green to talk about what they would need to see to create a stronger proposal. If this is anything important, do this regardless of whether you have enough votes to pass the proposal.
- Work with the team to see if you can modify the proposal to incorporate those suggestions without losing support from other members.
- Vote again.

Why would I use them?
- Efficiency. For less substantive decisions, votes can be one and done. For substantive decisions, this provides a fast straw poll; efficient articulation of differences; and a shortcut to strengthening the proposal.
- Voice. This allows team members to articulate and understand that agreement may incorporate a variety of points of view – and may be stronger for some members than for others. It supports team members in discussing their reservations and identifying opportunities for improvement.
- Quality. The discussion helps the team build a better proposal.

Where would I go to learn more?
- This comes from the work of Sam Kaner. Check out his foundational book on this topic, Facilitator's Guide to Participatory Decision-Making.
- Consider taking Kathy Germann and Chris Castro's powerful course, Facilitating by Heart, which teaches this tool -- and so many others

Appendix B: Terms & Concepts

As group members have questions or as key concepts emerge, we can capture and define them here. This section will continue to expand over the course of the project.

Appendix C: Recommended Reading

- [Badger Mill Creek Hydrologic Assessment, Emmons & Oliver Resources, Inc.](#)
- [Trout Stream Management and Status Report of the Sugar River Watershed, WDNR](#)
- [Final Alternatives Assessment for Phosphorus Compliance Report](#)

Appendix D: Map of Badger Mill Creek

A poster board map of the Badger Mill Creek Watershed with relevant locations will be available at the meetings. We anticipate that the map will continue to be updated and refined over the course of the project.