COMMUNITY WATERSHED FORUMS --
A PLANNER'S GUIDE

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TABLE OF CONTENTS

Introduction

Purpose of this guide

This guide is designed to help those interested in conducting their own community watershed forums. Watershed forums can be an important step in the development of locally supported watershed management plans. Target audiences for this guide include agencies involved in watershed management at the state and local level, county and town planning departments, local organizations, and others who wish to engage their communities in watershed planning.

Project History

This guide to community watershed planning was funded by a grant from the Chesapeake Bay Program, a regional partnership dedicated to the restoration of the Chesapeake Bay. Through an agreement called *Chesapeake 2000,* the states of Maryland, Pennsylvania, and Virginia, the District of Columbia, the Environmental Protection Agency, and the Chesapeake Bay Commission (a tri-state legislative body) reaffirmed their commitments to restore the Bay. Key to the success of this agreement is the need to involve all people who live in the Bay's drainage basin, since many of the decisions that ultimately affect the health of the Chesapeake occur at the local level -- in the counties, cities, and towns that populate the Bay's 64,000 square mile drainage basin.

While Pennsylvania, Maryland and Virginia have implemented tributary strategies over the past fifteen years to lessen the impact of pollution from upstream tributaries on the Bay's declining water quality, these strategies have been comparatively broad in scope covering entire river basin systems that encompass thousands of square miles. Recognizing the role that small-scale, locally-driven strategies can play in the Bay's cleanup, the *Chesapeake 2000* agreement calls for *locally supported watershed management plans* to be devised and implemented by 2010 in two-thirds of the Bay's watersheds. These plans would address the protection, conservation and restoration of stream corridors, riparian forest buffers, and wetlands for the purposes of improving habitat and water quality.

The Chesapeake Bay Program recognizes the need for education about watersheds and watershed-based planning. During 2001, four community-based watershed forums were funded by the Bay Program to help communities plan and execute public forums that would support the development of workable, watershed-based plans. The Alliance for the Chesapeake Bay and the University of Virginia's Institute for Environmental Negotiation received a grant from the Bay Program to design and pilot test the four community-based watershed forums.

A key outcome from those pilot tests is that the specific methods and goals for each community watershed forum are bound to vary, based on the condition of the watershed, the knowledge and interest of the community, and the community's capacity to design and implement goals and actions. Thus, any attempt to create a format that will be applicable to all forums needs be flexible. At the same time, there are several common objectives for implementing a watershed forum that apply regardless of approach.

Sites selected

Those sites chosen to field test the planning principles found in this guide were selected according to a comprehensive process:

1. First, there was an extensive staff review of the issues affecting the major watersheds draining to the Bay including interviews with state and regional government agency officials and representatives of environmental groups.

2. Factors considered in the selection process included: a) scale and scope -- is the watershed a scale which can be addressed by a group and is there a mechanism for bringing stakeholders together ?; b) capacity to carry forward; c) commitments from a diversity of partners, and d) inclusion on the Chesapeake Bay Program's list of targeted priority areas for community assistance.

3. Based on these criteria, four pilot communities were selected in Maryland, Virginia, Pennsylvania and the District of Columbia:

   ➢ Anacostia River watershed in Washington, D.C.
   ➢ Octoraro Creek watershed in Cecil County, Maryland
   ➢ Rockfish River watershed in Nelson County, Virginia
   ➢ Conodoguinet Creek watershed in Cumberland County, Pennsylvania

4. Local steering committees were set up and utilized to create project goals, structure the forums, conduct community outreach and oversee project follow-up.

5. Next, the forums were held in the four selected areas. These forums were designed according to three criteria: the needs of the watershed, community interests and the community's capacity for implementation. The Institute and the Alliance served as project facilitators and forum steering committees designed goals, objectives and agendas to meet community needs and address local watershed issues.

Watershed forum objectives

These pilot watershed forums were designed with several specific objectives in mind. These objectives were:

- to engage the community in creating a watershed vision and action plan,
- to develop common goals and expectations, supported by a broad range of interests,
- to involve the people who will ultimately carry out watershed protection in devising solutions and actions for the watershed,
- to create a process for moving from abstract, and somewhat nebulous goals, such as "to protect water quality," to tangible actions that could be implemented, and
- to change the planning paradigm from local political boundaries to watershed boundaries.
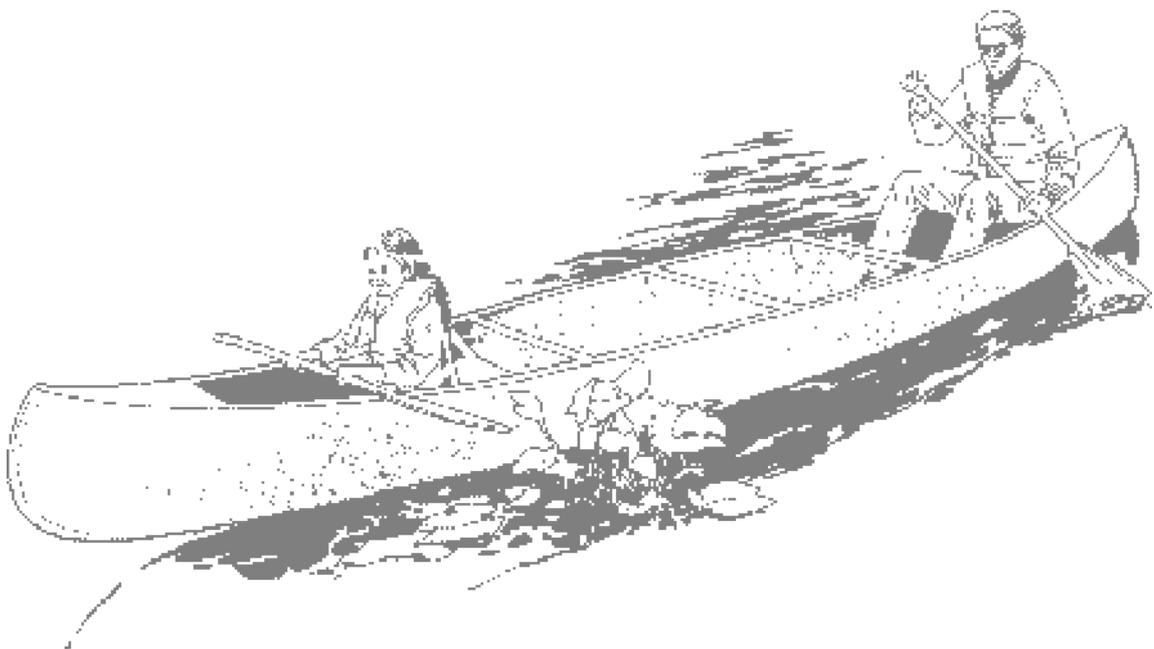
FORUMS AS A TOOL FOR COMMUNITY-BASED WATERSHED PLANNING

How can a watershed forum help meet the needs of your community's watershed?

A watershed forum is a process for educating a community, creating a vision for the watershed and the community, identifying issues, and creating action plans to address those issues. In order for this approach to work, it requires advance planning that engages multiple community interests, involves the community fully and has the capacity to carry out community actions.

1) Educating a community

In terms of education, a watershed forum can help make the community aware of the problems its watershed faces, the potential solutions, and the resources available to solve those problems. When it comes to identifying watershed issues, the first questions to consider are, "What are the watershed's needs?" and "What are the community's needs?"

While it may be relatively easy to characterize the watershed's needs, such as habitat improvements or reducing stormwater impact from paved surfaces, the needs of the community may be less apparent. For example, while the Rockfish River in rural Nelson County, Virginia suffers from eroding stream banks and a resultant high degree of siltation, the reasons for the poor streambank and floodplain management may be less apparent. In the case of the Rockfish watershed, poor floodplain management may stem from farmers placing a higher importance on maximizing pasture or agricultural lands, even if they are losing five percent of that pasture annually to stream bank collapse and slumping. It may be that those same farmers don't understand techniques for solving the problem. Or, they may fully understand the problem but lack the labor and finances to address it. Understanding the causes of community attitudes and decisions, and their resultant effects, are key to implementing a successful community-based approach to watershed management.

Another key factor, when it comes to engaging the community in watershed planning, is that people have different knowledge levels and interests and will likely not arrive at your forum ready to create the ultimate watershed plan, so you will almost certainly need to engage in advance educational activities as part of your forum. For example, consider incorporating mini-courses into your forum agenda, such as 'Stream Flow 101,' 'Best Management Practice Tools,' or 'The Role of Comprehensive Planning.' Alternatively, you could consider a series of forums or follow-up meetings to derive the details of your community plan, once you have covered the education basics. This is why one of the first objectives of the forum ought to be to allow people to identify their interests, issues and expectations, so that all the divergent opinions become evident and work can begin on reconciling them and bringing them into a coherent vision, strategy and action plan.

Understanding the causes of community attitudes and decisions, and their resultant effects, are key to implementing a successful community-based approach to watershed management.

Thus, a community watershed forum can be used as a process for educating the community about incentives for environmental protection, as well as about the options, methods, and resources available to achieve that protection. It also allows for community 'buy in' to solutions, because the solutions arise from, and are thus supported by, the community. In the process of developing the Rockfish River Forum in Nelson County Virginia, for example, the county's planning commission unanimously endorsed the proposed approaches because they were based on community interests from a wide range of stakeholders, including the merchants association, the Farm Bureau, a community environmental group, the local extension service, county planning staff and the county administrator.

2) Creating a vision for the watershed and community

A watershed forum can be used to identify concerns and issues, to bring those issues together into a common set of needs, and to create a new vision that integrates those needs. The concerns and issues, facing both the community and the watershed, arise not only from long-term planning needs, but also from severe events, such as 100-year storms or intense development pressures.

In the case of the Octoraro Watershed, there were no clear goals for protecting water quality, even though the Octoraro is a trout stream. Residential development, as well as farming practices and recreational uses, have impacted the health of the Octoraro. Then, during the winter of 2000, a dam at a restoration site failed and caused severe siltation damage to downstream habitat. This event served to put the community on alert regarding real and potential threats to the Octoraro.

Clearly, a community must identify both its needs and those of the watershed, bearing in mind long-term considerations. Such community needs might be:
- ➤ Riverside recreational facilities
- ➤ Protection of drinking water supplies
- ➤ Boating access

And the needs of the watershed might include considerations such as:
- ➤ Adequate riparian buffer zones
- ➤ Reduced livestock access to prevent bank erosion
- ➤ Areas of limited public access, to provide nesting habitats for birds

These needs can be translated into a new vision for the community and the watershed. The way to do this is to identify common elements to the community's needs and the watershed's needs and to develop ways in which these can be reconciled. For example, if a community sees part of its vision to provide adequate riverside recreation, this can be melded with the needs of the river to preserve buffer-zone habitat, if that recreation area includes a stretch of riverside woodland. Similarly, fencing can limit livestock access to rivers and preserve their banks.

3) Identifying Issues

Discussing a vision for the community and for the watershed will inevitably bring forward many controversial issues. This is complicated by the fact that a community's needs usually extend beyond the watershed, and that the watershed is often affected by issues beyond the community's control.

For example, the Anacostia River, which flows from Prince George's County, Maryland and through the District of Columbia, suffers from myriad problems associated with a highly industrialized and developed watershed in a low-income section of the city. As highways and new industrial uses have been added to the river's shores, access to the river has been increasingly blocked off. The community is no longer able to access much of the river and its need for community gathering places to enjoy the river's assets have been greatly reduced by forces largely beyond its control. Thus, one of the outcomes of the Anacostia Forum was a statement that providing access to the river was important to the community. A goal arose to expand the awareness of residents about the river as a community asset, especially to younger generations, who had only ever experienced it as an industrial sewer.

Local issues and controversies are not necessarily based on the needs of the watershed, or of the community as a whole, but may be based on special interests, values and incentives, many of which may be in competition with each other. For example, it may not be possible to manage a watershed to support both recreational uses, such as trout fishing or canoeing, and to allow for unrestricted growth that requires more pavement in the watershed, increasing water withdrawals from the river for drinking water, power supplies, irrigation, and other uses. A forum process can help people to recognize and address these divergent goals and land uses.

A forum process can help people to recognize and address divergent goals and land uses.

Engaging the community in watershed planning may also allow for competing interests to achieve compromise to solve problems. Compromise does not inherently require that each party is worse off. For example, an infill development on a former brownfield site in the watershed of Virginia's Rivanna River was able to reap greater financial and community rewards by providing a community green space, replanting damaged areas with native trees and shrubs, and leaving older hardwood trees in place by clustering the development and minimizing the footprint of the building. Both the developer's needs to make a profit and create an attractive, saleable development and the community's need for ecological restoration and community green space were satisfied. However, reaching this agreement took community education and engagement in the process.

4) Creating Action Plans

Once issues have been identified and discussed and a vision has been arrived at, it is necessary to come up with solutions: actions that the community can take to implement its vision. This leads us to the creation of an *action plan* for each community and watershed. An action plan includes the priority issues identified by the community, specific goals and objectives for these issues and the specific components needed to carry them out – the what, who, how, timeframe and resources.

Before engaging in creation of an action plan, it is important to recognize that many watersheds have existing planning documents. Any effort to create a watershed plan should begin with a review of what exists already. It may be that your forum process seeks to review and comment on aspects of these plans rather than creating a new plan. However, there will likely be ideas that arise from your forum that have not been identified in any past plans. Additionally, it may be important to consider that ideas which arise from the community will also have community support for implementation so creation of a new plan – even if it draws from existing plans – has merit in its own right.

An action plan includes the priority issues identified by the community, specific goals and objectives for these issues and the specific components needed to carry them out – the what, who, how, timeframe and resources.

Current comprehensive plans, zoning regulations, protected areas, recreation plans, downtown revitalization plans, and the like are examples of the types of planning and legal documents that should be consulted and reviewed prior to hosting the forum and developing your action plan. The forum steering committee can assume this role.

Why take a community-based approach to watershed planning?

In addition to gaining support from both the 'community' at large and local government entities, a community-based approach can create greater support for existing government programs, enforcement and management. It can also provide the means to carry the plan forward into action, by setting up a community-based organizational structure.

As explained earlier, the success of any watershed management and protection strategy requires voluntary support and engagement, as well as sound decisions by local government entities. If new stormwater regulations are required to protect local creeks, as was the case in Nelson County's Rockfish watershed, there needs to be:

▲ community awareness of the problem;
▲ the rationale for stormwater management as a solution;
▲ community support for the planning commission;
▲ a Board of Supervisors willing to adopt the strategy and fund its implementation; and
▲ a willingness to voluntarily contribute to solutions, such as a local developer who increases forested buffers and seeks to employ a variety of techniques to retain and filter water on-site.

The key to the success of any watershed forum approach is to clearly identify what outcomes are hoped for by engaging the community in watershed planning. Do you want to expand community awareness of watershed issues? Do you want to create a watershed action plan? Do you want to address a specific issue, such as restoring forested buffers, protecting a future drinking water supply, or updating the comprehensive plan's watershed protection goals? Or do you want to form an on-going network or a new organization to address past and future issues?

It is important to be clear at the outset of the planning process about its intended outcomes. At the same time, forum planners should allow for some flexibility in designing the forum so that unexpected outcomes are possible, such as new project ideas or the emergence of new and unexpected partnerships.

In summary, a watershed forum process is intended to engage the community in creating a watershed vision and action plan that will:
- Develop common goals and expectations supported by a broad range of interests,
- Involve the people who will ultimately carry out watershed protection in devising solutions and actions, and
- Create a process for moving from abstract goals to tangible actions that can be implemented.

Is your watershed ready or appropriate for this approach?

Determining whether to host a watershed forum depends on several factors. Above all, you need to understand what is involved in planning for and hosting a community-based watershed forum. This requires you to consider the following:

- Coordination
- Resources needed and available
- Community willingness to become involved
- Identifying the target audience
- Capacity to carry forward

Coordination

Who will coordinate the planning of the forum and implementation of its proposals? If your government entity – for example, a Soil and Water Conservation District or a county or city planning department – will take on this role, have staff hours been allocated? Time will be required to form a steering committee comprised of local community interests. Even if the steering committee has an elected chair, someone will still need to plan meetings, send out reminders, collate and distribute results, and track overall coordination.

If resources are available, it may be worthwhile to consider hiring a professional facilitator to help run meetings and assist with coordination. In some watersheds, the importance of having an outside, neutral party to assist with group decision processes should not be overlooked, especially if there are many contentious issues, or parties that have a high degree of friction with, or mistrust of, convening agencies. Guidance for forming collaborative processes, including hiring facilitators, can be found in the Appendix.

Resources needed and available

No community-based watershed forum can be divorced from an estimation of the resources needed to hold it and to carry out its recommendations and comparing that with the resources actually available. You may need to consider whether you need to prioritize actions and reduce your expectations.

Resources needed:

The resources required to plan and implement a forum will vary, based upon four factors:

- the size of the local watershed,
- the needs and interests of the community,
- the number of existing initiatives that can be incorporated into the process, and
- the ultimate objectives of the effort.

Resources available:

The resources available will also vary, based upon:

- **Community interest:** How interested are community members in participating in the planning and implementation of a forum?
- **Volunteers:** How much time and energy do local community members have to contribute towards organizing the forum and carrying out is recommendations?
- **Staff:** What paid staff are available to survey community needs, design and host the forum, and track and assist with implementation?
- **Time:** What time can be given over for forming local partnerships to assist with planning and implementation and holding steering committee meetings once or twice a month?
- **Funds:** What funds are needed to get started and to implement the forum's action plan? And to cover forum-related expenses, such as postage, printing of invitations and reports, staff travel, staff salaries, facilities rental, and consultants (such as facilitators and planners)?
- **Skills:** What skills are needed, and what are available? For example, are there people with leadership ability, land-use and planning knowledge, mapping skills, facilitation skills, and community knowledge?
- **Community resources:** What community resources are available, such as photocopying, printing, and free use of facilities?

Identifying the resources needed to host a forum and those available to you will help you decide whether or not you have the capacity and time to engage in a community based-watershed approach. (Options for obtaining resources and addressing planning issues are covered in the following chapter.)
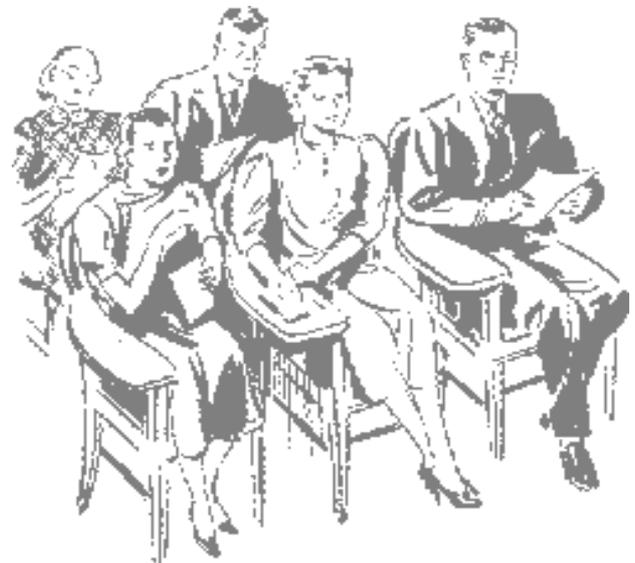
Community willingness to become involved

Understanding the current level of community awareness about environmental issues and interest in watershed planning is key to both engaging stakeholders in the planning process and generating interest and participation in the forum. For instance, if environmental awareness is low, it may be important to conduct outreach activities in advance and generate stories in local newspapers or television media.

A successful approach that meets community needs should involve the community in planning the forum. To implement this approach, planning activities should be completed by a *steering committee* made up of stakeholders who represent the different interest groups and who can serve to:

➢ ensure their issues are considered in planning the forum, and

➢ conduct outreach to seek participation at the forum, and after it, by those interest groups (tips on how to identify those interest groups and solicit their participation are found in the following chapter).

Planning meetings

After identifying the various interest groups in the community and inviting their participation, a series of *planning meetings* will be required to determine community and watershed goals, proposed project scale and scope, and the role of the steering committee and project partners. A successful forum is likely to take six months or longer to plan; related follow-up activities will take one or more months on top of that, depending on the role of the project coordinator. Additionally, the group hosting the forum may wish to engage the services of an outside facilitator or coordinator from a local university, a nonprofit organization or consulting firm to assist with facilitating the meetings. The potential approaches are described in greater detail in the following chapters.

Identifying the target audience

It is critical to determine who is the intended audience for your forum planning activities. For example, if your audience is the 'general public,' you may need to conduct extensive pre-work and education to generate awareness and interest. If you have complex issues to address, you may decide to conduct your forum by engaging key stakeholder groups. This strategy will result in a smaller, more targeted forum and associated outreach strategy.

Capacity to carry forward

Once the forum has been completed, follow-up work will be required. It is important to know before hosting the forum who will be able to carry forward on the ideas contained in any planning documents resulting from the forum. Since it is unlikely that any one entity can implement all of the ideas generated by the forum, one approach is to have groups sign up to adopt components of the plan.

Potential outcomes and applications

Potential forum outcomes should relate directly to forum goals. For example, if improved water quality was a goal of the forum, then the factors causing present or potential water quality decline should be addressed.

The combination of sewer overflows and trash are a major source of pollution in the Anacostia River watershed, so the forum agenda included a presentation about the causes and sources of water impairment, as well as information about options and plans to address them. Similarly, on the Rockfish River, lack of adequate forested stream buffers was a cause of stream siltation and habitat impairment, so the forum included information on the need for healthy riparian habitats and tools for addressing those problems, such as a local stream buffer easement program.

It is also important to consider what issues are most important to the community, as a way to raise interest in the process. For example, in the Octoraro watershed in Cecil County, Maryland, sport fishing is a widely popular pursuit, so the management of fisheries was included on the forum agenda.

Considering outcomes during the planning stage of a forum is key to designing the forum's agenda. Another key process consideration is that the purpose of the forum should be directly linked to a primary outcome that is achievable and already has an existing implementation process. For example, in the Anacostia watershed, the primary objective was to inform the Waterfront Redevelopment Initiative. In the Rockfish River the primary goal was to provide watershed protection objectives for the County's new comprehensive plan. Both of these aims were realized. However, in order to address broad community concerns, the forums were designed to be open

to creation and consideration of any goals of interest to the community. Care must be taken to ensure that unrealistic expectations are not created for the watershed action plan.

While the open planning format for the forums may lead to creation of goals and objectives which exceed the project's scope, this format also had advantages. In the Rockfish forum, for instance, the open format led to a goal of establishing a goal to monitor and assess the health of the river and a follow up monitoring workshop was then held to train volunteers in water quality monitoring. In the Anacostia forum, additional objectives, such as more public education about Navy Yard demonstration projects, were identified and can be realized.

In the Octoraro, the forum solidified the planners' belief that the community was interested in the quality of the river, and this provided the impetus to move forward on the development of a watershed plan.

Potential Outcomes

Following are potential applications and outcomes from community-based watershed forums:

➢ **The creation of new or revised planning documents:** Comprehensive plans may be updated or new watershed-based management plans may be created. Actual examples from the pilot areas include updates to the Nelson County Comprehensive Plan for the Rockfish River watershed in Virginia, the Anacostia Waterfront Initiative Plan in Washington D.C., the planning process for the Octoraro watershed, and refinements to the Conodoguinet Creek River Conservation Plan.

➢ **The creation of new or revised ordinances:** New county ordinances may be created, or existing ones refined, to allow for the recommendations of the forum. Examples of this process include new stormwater ordinances, new controls on subdivisions, and conservation overlay zones.

➢ **Expanded community volunteer opportunities:** The forum may lead to expanded voluntary involvement in the community, such as volunteer water monitoring, bank restoration, and riparian buffer restoration projects.

➢ **The creation of new community partnerships:** The forum process may result in other outgrowth projects, such as a new river park or stream restoration demonstration project. Also, new stakeholders may be engaged in these new partnerships.

➢ **Greater public awareness of the values of their community's small watersheds,** and new willingness to create innovative approaches to better manage and protect them.

PLANNING AND CONDUCTING A COMMUNITY-BASED WATERSHED FORUM

This chapter covers how to plan and conduct a community-based watershed forum. It sets out recommended objectives and agenda formats, a suggested coordinating structure, who needs to be involved in the forum process and the scale to be addressed. It also outlines the actual processes involved for the pilot forums.

Objectives and agenda formats

Prior to planning an agenda, the objectives for the forum should be determined. This is a different consideration than selecting the site and should reflect what can reasonably be achieved during a one- or two-day format.

Determining objectives

The following questions about the forum's objectives should be addressed by the steering committee. Is the forum intended:

➢ To educate people about existing opportunities for watershed protection?
➢ To develop a watershed vision?
➢ To assess proposed strategies or plans?
➢ To brainstorm issues and opportunities for use by a planning entity?
➢ To link people and organizations with existing initiatives?
➢ To build a network that can continue to address watershed issues?
➢ To identify needs for additional data or information?
➢ To generate political support for action?
➢ All of the above?

In summary, forum objectives should be linked to existing initiatives – such as the Nelson Comprehensive Plan Update and Anacostia Waterfront Initiative – but should include some (limited) opportunities to identify and target new initiatives, as long as there is a clear mechanism for carrying out the plan and a responsible party that can oversee and ensure implementation. Additionally, draft ideas for implementation can be included at follow-up meetings to help facilitate realistic plans and the productive use of volunteer time and energy.

Creating an agenda

Once you have determined what you hope to achieve with your forum, you can begin to consider the best format to achieve your goals. No matter what your objectives, the agenda should include an educational component. When people are asked to attend a watershed forum, those who show up are likely to have widely different levels of knowledge. Achieving a community vision or consensus on action items will require some level of mutual understanding. Since a one-day forum cannot possibly teach everything there is to know about the watershed, the forum's planning committee will need to identify the key issues about which the community will need to be informed, in order to have an effective dialogue about future actions. At a minimum, there should be a presentation on: "What is the state of the river – what do we know and what do we need to learn?"
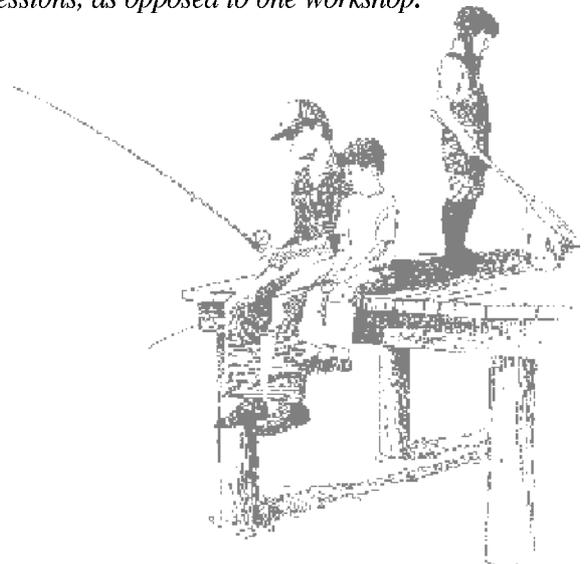
A forum is generally designed as a three-part workshop format. These parts are:

Part I: Community education on watershed status and management options

Part II: Community dialogue on watershed priorities and options

Part III: Watershed action plan to address priorities.

Note: These three parts can be done in three separate sessions, as opposed to one workshop.

Watershed goals for the forum	Potential topics
Increase knowledge about water quality	State of the river report Volunteer monitoring methods
Reduce stormwater problems	Hydrology Stormwater Ordinances Stream habitat restoration options Development to reduce runoff
Improve fisheries management	Fisheries and management needs
Increase community awareness	Environmental education options Media campaigns
Improve and manage development impacts	Development patterns and zoning options Low-impact development techniques Trapping and filtering runoff
Increase participation in planning	Comprehensive Planning Zoning – what can and can't be done Joint Municipal Planning
Improve enforcement	Legal tools (E&S, NPDES, etc.)
Improve agricultural management	BMP Tools and Funds
Increase participation in programs	Options for participation
Increase land protection	Conservation easements Transfer of development rights Land preservation programs

Part I of Forum: Education

Þ Introduction of the forum's agenda, purpose and Steering Committee

Þ What do we know about the river (current health, threats, management)?

Þ Historical perspective – river tales

Þ What is possible? – case studies from other watersheds

Þ What watershed management tools and planning processes are available?

Þ Lunch and Share Fair

An overview of issues and tools

The above table describes sample goals and appropriate topics to cover during Part I of the workshop. The key is to ensure that you can find presenters who can cover these issues for a general audience. In addition to covering watershed issues and topics, you may want to consider having an entertainment component to 'celebrate' the river and build momentum for its protection. If the river has a rich history, you could also ask community residents to share stories about how the river achieved its current state and possibilities for restoring it. This may be especially important in watersheds where there is a great deal of transience in the general population or some conflict between 'old' and 'new' community members. In the Anacostia River forum, for example, a panel of older residents and river historians told 'Tales from the Riverside' (see the sample agenda in the Appendix). This helped set the stage for recommendations made later in the day to restore access and community park facilities. This access and these facilities had once served as key venues for uniting the community and enhancing support for river protection, because the river had been appreciated and utilized by the residents far more. To focus on the river's potential and inspire participants, a local resident sang 'Still I Rise,' to a montage of river images put together by members of the steering committee.

To facilitate networking, consider hosting a share fair, a period of free time to visit displays during the lunch hour during which attendees can learn about programs offered by government agencies and non-profit groups. Try to ensure that the displays are as interactive as possible, such as 'touch' fish tanks, computer GIS displays, videos and games. A share fair will also help you increase participation by other partners and will allow more projects to be highlighted than can otherwise be fitted into a one-day agenda.

Part II of the Forum: Community Dialogue

This part is the real meat of the forum. During this session, the community can get involved in the watershed's issues, raise its own issues, and begin a dialogue about how to address them.

Agenda items for this process could include some, or all, of the following:

- Þ What are the priorities for the watershed and what options exist for achieving them?
  – Break into small discussion groups of 6-10 people (these groups can each discuss the same topics, or by topic, such as habitat, development or resources).
- Þ Report back to larger group on what was learned
  – What are the overlaps?
- Þ Discuss the next steps
  – How can the ideas raised at the forum be carried out?
- Þ Invite people who are interested to join the steering group for Part III of the forum

Part III of the Forum: Watershed Action Plan

This part of the forum is intended to work out how to implement the ideas previously raised. It should take most of a full day or occur at a later workshop and should result in both an action plan and an organizational structure to carry the forum's ideas forward.

Prepare for part three by collating and synthesizing ideas from Part II and send via mail to those who sign up to participate in Part III.

Agenda considerations for this process could include some, or all, of the following. Ensure that people consider and answer the following criteria for each proposed idea:

- ⇨ Which items have the highest priority?
- ⇨ What options exist for achieving the ideas?
- ⇨ What is the time frame?
- ⇨ Which groups can adopt and take responsibility for the ideas?
- ⇨ What funding and/or partnerships are needed to carry out ideas?

Follow-up items include:

- Þ Host the follow-up meeting to reach consensus on the priorities, action items, responsible groups, timing, and any necessary funding.
- Þ Determine a schedule and process for implementing and evaluating the plan.
- Þ Distribute the plan to interested parties in the governmental and private sectors, along with a cover letter explaining the purpose and process followed.

The Octoraro Watershed Forum Process

The Octoraro watershed forum was planned by a steering committee of eight people, including a county commissioner, the head of the county planning department, two citizen members of the planning board, a soil conservation service representative, a local fisherman, and two staff from the state's Department of Natural Resources. The group was led by the Alliance for the Chesapeake Bay.

Agenda development proved to be the most time-intensive part of the planning process. The group worked well together and was able to draw on resources from each of the represented groups and agencies to put together an excellent set of speakers with good visual materials. The planning committee also assisted with the development of a community survey, which the Alliance produced and mailed to over 900 watershed residents. The survey provided good information on community interests and attitudes.

The planning committee cultivated the local newspaper to generate pre-workshop publicity. A list provided by the Cecil County land trust was used for direct mail. As a result, the outreach effort was successful beyond expectations. The planning committee initially felt that 30 persons might attend the workshop; the final turnout exceeded 80!

One of the major outcomes of the forum was a desire, stated by many participants, to continue to conduct educational events, with the goal of developing watershed-based plans in the county. To facilitate this sort of follow-up activity, the Alliance agreed to write a proposal for a "small watershed grant," in order to obtain the financial resources necessary to conduct these activities. Staff from the Deptartment of Natural Resources provided invaluable assistance in drafting the proposal, which ultimately was funded for two-thirds of the desired amount.

The next steps for the Octoraro River watershed include development of the watershed plan. It is hoped that the plan, the first of its kind in Cecil County, will be useful to county government and will help citizens see the potential of planning with a watershed focus.

The Rockfish River Forum Process

The Rockfish River Community Watershed Forum provided an opportunity to field test the forum planning process in a largely rural watershed threatened by extreme development pressures and for which there was no existing organized watershed based group. Committee members worked to establish goals and out-comes for the Forum, conducted outreach to key constituencies, developed a list of priority issues for the watershed such as habitat degradation and sprawl and farm runoff, among others. The group then devel-oped a list of watershed planning and protection tools featured at the Forum, which are applicable to the Rockfish River Watershed, such as riparian easements and farm assist and home assist.

Promotion of the forum occurred through a mailing to residents of the upper watershed obtained from county tax records, a show on Channel 29 Television news with interviews of steering committee members at the river, and articles in community newsletters (such as the newsletter for Rural Nelson and the Farm Bureau), and through stories in local newspapers. Posters about the forum were posted at community markets, the library, community centers and other public facilities. Word of mouth was also an effective communication tool — many people learned about the forum through neighbors.

Sample task lists to prepare for and host the Rockfish forum included the following:
- Developing and printing a Forum flyer and poster and distributing them;
- Presenting Forum goals to the Board of Supervisors and Planning Commission and gaining their endorsement;
- Coordinating interviews with the media and newspapers;
- Creating the final agenda and confirming speakers and collecting and printing their abstracts;
- Flying the watershed in a small plane to obtain aerial shots to demonstrate sprawl patterns and other issues, such as lack of adequate buffers in portions of the watershed;
- Creating a Rockfish River Issues slide show by photographing watershed uses and problems;
- Creating watershed maps and graphics for display at the Forum;
- Hosting the forum and planning follow up meetings held in March; and
- Reviewing and collating comments from Forum participants for use in developing the Watershed Action Plan.

Forum steering committee members participated in all of the above phases, such as touring the watershed to conducting media interviews and giving some of the Forum presentations. Bi-monthly two hour long steering committee meetings were held to conduct the above referenced planning tasks.

The forum also included an introduction to the hydrology and watershed dynamics of the Rockfish River valley and an overview of watershed land uses and planning issues. The Forum was held on February 3rd and 4th, 2001 and was attended by 120 people. The final Watershed Action Plan was completed and mailed to interested Forum participants on March 8, 2001.

Government partners included the Soil and Water Conservation District staff who provided a forum presentation on riparian easements. State and county government agencies participated along with several members of the County Board of Supervisors, the Planning Commission, the County Planner and County Administrator.

Discussion groups at the forum created project ideas which were grouped thematically and then used on the second day to prioritize them and brainstorm how they might be achieved. A follow-up forum meeting was held where participants designed and volunteered for the various projects. One of the forum products was a list of concepts to be added to the Comprehensive Plan. These were fleshed out in greater detail at a follow-up workshop and included in the Rockfish Watershed Action Plan. A new nonprofit was then formed to oversee implementation.

The Conodoguinet Creek Watershed Forum Process

The Conodoguinet Creek Watershed Forum was held as part of an existing effort by the Conodoguinet Creek Watershed Association (CCWA) to develop a watershed management plan for the middle section of the 500 square mile Conodoguinet Creek watershed. This part of the watershed was selected since it was predominately rural and was beginning to feel the pressure of development from the eastern half of the watershed.

The CCWA had received a River Conservation Planning grant from the Pennsylvania Department of Conservation & Natural Resources and welcomed support for the public outreach phase of the planning process. The Alliance for the Chesapeake Bay offered its support toward the planning of a watershed forum that would be designed to involve the public in the review of a draft watershed management plan. This forum would differ from the Virginia, D.C, and Maryland forums in that it would be focused on gauging the public's reaction and gathering further input toward a plan that was being developed by a core steering committee.

The steering committee was comprised of 21 individuals from the CCWA and interested stakeholders. Initially, a public meeting was held in the fall of 2000 to solicit public input into the identification of issues and priorities for the study area. The steering committee then collected information on the study area's natural and historic resources and looked at management options to address the needs previously identified. A draft document that included natural resource inventory information and broad goals for watershed protection were unveiled at the watershed forum held on September 29, 2001. Thirty-five people were in attendance.

The forum was promoted through newspaper articles and flyers posted at key community locations. One steering committee member also took the time to personally invite township supervisors and planners from the 11 townships in the study area. This was an important measure to take since the River Conservation Planning process requires local government support for these plans. Despite verbal promises by 20 township officials to attend, eight actually attended, an illustration that the toughest challenge is engaging local government officials. One of the key areas of discussion at the forum was the challenge to educate township officials with regard to land use planning as it relates to water quality protection.

The steering committee believed that a full day program would discourage attendance. Therefore, a 8:00 am to 1:00 pm agenda was planned. With this reduced time frame, the information was condensed and presented by a few speakers as compared to a full-day program. A "virtual tour" of the watershed presented a visual overview of the study area's natural resources and key threats as previously identified by the public. GIS maps prepared by the Canaan Valley Institute proved valuable in showing "hot spots" in the study area with respect to water quality and groundwater recharge problems. Speakers from the steering committee then presented broad goals for six priority issues, followed by small group discussions of the issues and "doable" action items. Each of the four small groups then reported back on their top 3-5 messages.

Following the forum, the steering committee incorporated the forum's recommendations into its final watershed management plan for submission to the Department of Conservation and Natural Resources by the end of the year. Many of the forum's attendees expressed interest in presenting the forum information directly to township officials at their monthly meetings. The attendees' evaluations of the forum were generally positive, and a few felt the small group discussions were too short. At the time of this writing, the follow-up meetings by the CCWA had not yet taken place.

What coordinating structure is needed?

When should we hold the forum?
A key consideration is whether your group will use the forum to begin the process of developing a watershed action plan or use the forum as a way to invite broader input into a draft plan already under development.

Option 1: Holding a forum first
This option requires input from the public through the forum. Initial goals and objectives for a watershed planning approach arise directly out of the forum and are developed later, in a series of steering committee meetings.

The Octoraro, Anacostia and Rockfish forums developed the content of their plans though this initial forum workshop process, with follow-up meetings to refine the plans. See case examples provided earlier.

Option 2: Holding a forum after goals and actions have been outlined
In this option, the group prefers to solicit general goals before it holds a forum, devises a plan and then presents a more finished product to the community for comment.

The Conodoguinet Creek forum developed most of its plan through a committee structure and then refined the plan though the forum process. See case example provided earlier.

Community involvement
The structure for planning a community watershed forum requires that the community be involved in the planning process. Key constituencies should be invited to join a planning committee made up of no more than 10-15 people. The people who facilitate the committee should be those who can help the committee make decisions by ensuring that all voices are heard in discussions and that the desires of the group are captured and recorded. If an existing organization, such as the Happy Creek Club, is planning the forum, it should still consider forming a steering committee, which should include members outside of their group. Ideas for how to involve key stakeholders are covered in the following section.

Outside facilitators
The group may consider having an outside facilitator to help the steering group decide which issues to focus on and to help plan the event and related follow-up activities. For the four pilot forums on which this guide is based,

facilitators from the Alliance for the Chesapeake Bay and the University of Virginia's Institute for Environmental Negotiation facilitated the group process for planning and implementing the watershed forums.

If you need help with tips on how to hire a facilitator or for facilitating your own group, see the *Resources* section at the end of this guide. If you represent a government entity, it may be even more important for you to hire an outside facilitator from a local non-profit organization, university or consulting firm, to avoid the problem of the 'expectation' that you can or should take on all the recommendations. However, even if an outside facilitator is hired, some person or some group will still need to take responsibility for recording and applying the results of the watershed forum.

Remember that discussion groups will need to be facilitated, ideally by those who do not have a direct stake in the outcome. Local universities and agencies may be a good source for volunteer facilitators. They will need to record group ideas on easel pads and help capture these ideas, in order to report back to the group and for use in future watershed reports.

Who needs to be involved?
The question of who needs to be involved on the steering committee may not be easy to answer. The steering committee won't be effective if it grows too large, in an effort to have every voice at the table. Consider that there are several possible levels of involvement, based on a group's or person's interest and the time they have for participating; make it clear that they can choose their level of participation.

The likely amount of time and resources required to participate in the forum process is:
  ➢ **Forum Steering Committee:** 5-8 hours per month for six to nine months
  ➢ **Forum attendees:** 1-2 days
  ➢ **Forum sponsor:** donate money, time, facilities, or other resources
  ➢ **Project partner:** varies based on project but may entail post forum follow-up

Identifying those with interest in the land

There are many interests with a concern in how land is used. Since all land is part of a watershed, any group with an interest in how the land is used has a stake in land planning recommendations.

Since it is not likely that you will be able to involve all these groups, it is important to choose those that have the greatest interest in how the watershed is managed. Also, interest groups may vary considerably, depending on whether you are in an urban, rural or suburban watershed.:

- ➢ **Farmers:** actual farmers, or farm constituency group such as the Farm Bureau.
- ➢ **Businesses:** local business owners, possibly a large and small employer or constituency group, such as a representative from the chamber of commerce.
- ➢ **Government:** local planning staff from the city or county, conservation district staff, local extension service and/or state or federal government staff, if they manage a large portion of the watershed.
- ➢ **Universities and schools:** Involving faculty from a local university may add expertise and resources, such as printing or mapping capabilities; school teachers may also engage their classes in environmental education, water monitoring and river restoration.
- ➢ **Tourism bureaus:** Staff from these offices may be key, especially if aesthetic values, historic resources, and recreation are important; for example, canal locks and dams may be part of the focus.
- ➢ **Developers:** In rapidly developing watersheds, the development community should be engaged; developers may not wish to serve on the steering committee, but having at least one of them in the planning stages may encourage other developers to participate later on.
- ➢ **Environmental groups:** local environmental groups, especially those with an interest in rivers and streams. Also, consider involving local land trusts; regional or national environmental organizations may be able to provide technical or facilitation assistance.
- ➢ **Sportsman/Recreation groups**: Canoe clubs and fishing and hunting organizations often include many citizens with a high interest in conservation.
- ➢ **Civic organizations:** Although they may not historically have worked on watersheds, many community civic groups, such as Lions Clubs, Ruritan, or Rotary organizations, undertake many

community projects, especially in rural areas. Garden Clubs and Native Plant Society chapters are also active in urban and rural areas. In urban areas, consider involving the Urban League and Boys and Girls Clubs. Other service organizations, such as Conservation Corps or Americorps teams, may lend young adults to help implement your forum or carry out projects. Church groups should not be overlooked and different denominations should be contacted.

- ➢ **Individuals:** Although they do not represent a group, individuals, such as large landowners or even residents of a new subdivision, may have an important perspective to lend to the group. They may also represent other individuals through Neighborhood Associations or other civic or professional affiliations.
- ➢ **Senior Volunteers:** Many retired individuals have professional talents and the time to offer watershed management efforts, e.g., Environmental Alliance for Senior Involvement (EASI) and Association for Retired Citizens (ARC).

Community leaders

It is also important that the planning group include community leaders. In addition to leaders, new community members and others with creative ideas should also be considered. The forum planning committee should neither be comprised solely of leaders, nor of people who simply want to be willing workers. A mixture of both leaders and workers is important for gaining community credibility and to ensure that the group is not seen as elitist. In the four pilot forums, having key community leaders on the committee ensured that others from the community were willing to join the process and that key issues were included.

Forming a core group

Obtaining the involvement of key interest groups and individuals at the desired level may be difficult to achieve. If the group or individual is not used to working with the other groups you've identified, they may be somewhat reluctant to join the effort. Consider forming a core committee of three to four people who can take advantage of their personal community connections to convince others to join.

Additionally, it is important to have at least preliminary goals and objectives developed, so that people can determine the purpose and proposed approach for the project. Allow for adequate time to develop your committee structure. Having the key players at the table may require more time up front, prior to convening your first formal group meeting.

What scale should be addressed?

Scale is another critical issue to consider. While it may be attractive to tackle the entire watershed, from the river's headwaters to its mouth, a more targeted approach may be needed in order to achieve a successful outcome. Consider whether the entire watershed is of a scale that can be addressed by your group(s). Are there portions of the watershed that are in greater need of protection and/or restoration? Are there areas where the watershed's health is threatened and where changes to existing zoning or land management practices could have the greatest impact?

Do the watershed's issues – runoff pollution, sprawl, toxics, forest fragmentation, lack of streamside buffers, and so on – represent issues that can be addressed by the community, and is there a high degree of interest for tackling these problems? If so, consider whether or not there is an effective mechanism for bringing these groups together, now and in the future, to continue to work on these problems.

Choosing the scale of the project depends on:
- ➢ the area of land that the group and forum objectives can reasonably cover,
- ➢ the resources available to the group to cover these issues (such as money, staff and capacity),
- ➢ areas where there may be strategic advantage (such as new financial resources, re-zonings and new development plans),
- ➢ locations where there are willing partners to do the work,
- ➢ locations where the work will be most effective; for example, beginning at the headwaters, and
- ➢ the number of different jurisdictions involved; for example, if the watershed crosses two counties and three townships.

To deal with the issue of scale for the Rockfish River, its steering group limited the overall scope to the upper half of the 157,000 acre watershed, where the annual population growth rate had reached 10 percent per year and sensitive species, such as trout, needed protection. This allowed them to target more specific activities, such as a stream restoration demonstration project, that could serve as living demonstrations for development and agricultural interests.

The Conodoguinet Creek Watershed Association chose to concentrate its planning efforts on the middle reaches of a large 500 square mile watershed, an area that is still largely agricultural but facing development pressure from the east. The group felt it could have more of an impact in this area, much of which lacks zoning altogether. The Octoraro forum focused on a 40 square mile watershed area.

Community capacity, knowledge and interest

Understanding the community's existing capacity is key to determining the type of forum to plan for, as well as appropriate and feasible outcomes. There are communities that are well aware of the problems facing their watersheds, but that lack the tools or knowledge to address the problems, whereas other communities face low environmental awareness. There are also communities where issue-awareness is high, but so is apathy concerning the community's ability to actually address the problems.

You may require a minimum level of awareness concerning the need to address community watershed issues, because there will not be an opportunity to conduct a year-long awareness-building campaign prior to hosting the public forum. However, it is important to note that it would be counter-productive to offer these workshops only to communities that are already well organized and fully vested in tackling the problem. Therefore, the key issue is to recognize and plan for adequate promotion, education and follow-up.

Evaluating capacity: Surveys

The scale of the project will also be important to consider in evaluating capacity. For example, in a small scale watershed, it may be possible to conduct extensive outreach and effectively survey the community (see the Appendix for a sample survey), while in a larger watershed it is more difficult to assess community knowledge, because of the size of the survey sample and the diversity of awareness levels. For instance, if the watershed encompasses rural, urban and suburban landscapes, the forum may need to be designed to address a multitude of land use planning issues, as well as a variety of socio-economic backgrounds within the community.

In considering how to mail and design a survey, there are consistent methods for determining a statistically valid number of surveys that should be sent and received (n), to ensure that the results are reliable and valid (a margin of error of +/- 5%). You may want to consult with staff at a local extension service office, government planning office or university for assistance in both designing the survey and sending it to the appropriate target audience.

If you wish to use a mail survey approach to evaluate community knowledge and issues, then a key consideration is that you may not achieve accurate representation of community interests. For example, a survey sent by a rural government about septic system pump-out rates also included a question about the educational background of the respondents. While the county received a statistically valid response rate, the respondents only encompassed residents with advanced degrees. Thus, people of a lower educational background did not return the survey and so its conclusions were unreliable, since the respondents did not represent a true cross-section of the known community.

However, a survey need not be complex in order to be applicable. In the Octoraro Watershed, a great deal was learned from the community and was used to inform the development of the forum agenda. If you do not have the ability to mail a survey, you may also consider having steering committee representatives interview people from their own constituencies and report the results back to the group. Survey questions could include simple questions such as, '"What do you see as the top three issues affecting the health of Muddy Creek?"

The Conodoguinet Creek Watershed Association likewise ran an informal survey using the local high school's environmental club. The survey was also completed by many residents the day of the forum at a nearby hazardous waste collection site.

How long will it take?

Planning a watershed forum entails more than just identifying watershed issues and scheduling speakers. It also entails
- ➢ gaining consensus among the steering committee as to what the key issues are and whether and how to address them
- ➢ deciding on what outreach efforts should be used to access the larger community and project partners, to ensure participation and follow through
- ➢ finding time to do such tasks as:
  – assess issues
  – build relationships among committee members
  – conduct research or seek technical assistance
  – line up speakers
  – arrange publicity
  – host the event
  – conduct follow up meetings

These all require a long planning horizon. Of course, the time spent in planning is up to the group, but consider that a watershed forum is more a 'process' than an 'event.'

Sample schedule
This sample schedule is intended to simply act as a guideline; the amount of time actually spent will, of necessity, depend on available resources and time. External deadlines, such as final submissions for comprehensive plan updates or for draft proposed ordinances may affect timing for the event. Also note that the committee may need to meet bi-monthly, once it gets closer to the event. Sample agendas and agenda topics are found in the following section.

Month 1
- ✓ Meet with the core group (3-4 key stakeholders) to discuss the goals and objectives for the process and who should be invited to help plan the event.
- ✓ Invite the core group to participate and make presentations at community, civic and government agencies to solicit project partners.
- ✓ Research existing land use plans and processes that may be key to link to.

Month 2
- ✓ Hold the first full steering committee meeting and discuss project objectives and watershed issues.
- ✓ Consider surveying the community to learn about current awareness and interest in these issues, as well as other issues the committee may have missed.
- ✓ Consider having steering committee members volunteer to investigate particular issues and/or interview their colleagues about particular watershed issues.

Month 3
- ✓ Conduct a community survey and feed the results into steering committee discussions.
- ✓ Conduct additional research through government agencies, the EPA Bay Program and other groups to learn what data and technical resources are available to inform the group.
- ✓ Consider what format is needed for the event itself and what outcomes are anticipated or desired
- ✓ Select a site for holding the event based on the number of people expected, length, and the ability to accommodate special agenda features, such as performances, presentations and field trips.

Month 4
- ✓ Draft the forum's agenda and circulate it to other community members and project partners for comment.
- ✓ Make revisions to the agenda and send it to committee to review, prior to the next meeting.
- ✓ Begin to contact potential speakers (some research may be required). Consider having steering committee members make initial speaker contacts.

Month 5
- ✓ Finalize potential speakers. One committee member (the chair or project coordinator) should then confirm with the speakers and discuss expectations for the forum, as well as what they plan to present.
- ✓ Send out agendas and invitation letters from the committee to key stakeholder groups.
- ✓ If you are planning a large public forum, consider your media strategy – press releases, television and radio interviews, and letters to the editors of the local press. Have committee members volunteer to serve as interviewees.
- ✓ Arrange for food, poster sessions, displays, name tags and other meeting logistics.

Month 6 (or combine with month 5 activities)
- ✓ Register participants via phone and e-mail (note that walk-in registration is fine, but forum planners will want to know if they expect 30 people or 100!)
- ✓ Plan for the forum to be held at beginning of the following month (Month 7), ensuring that all steering committee members have jobs to do and are actively engaged during the event, from registering participants to introducing speakers.
- ✓ Ensure that all display materials are ready (maps, posters, leaflets, and so on); get bios and short abstracts from the speakers.
- ✓ Prepare forum participant packets; these could include:
  – agendas
  – lists of agencies and organizational resources
  – background materials
  – speaker abstracts
  – contact lists for participants (or at least for speakers)
  – [And don't forget the cookies!]

Month 7
- ✓ Host the forum, with either a one-day or two-day format (see *Creating an Agenda in C-1*)
- ✓ Preplan for follow up meetings and invite forum attendees to participate in further planning activities, if desired.
- ✓ Collate and synthesize ideas raised at the forum and send them out to those who signed up to participate in a follow-up meeting (and/or relevant agency partners).
- ✓ Hold follow-up meeting to discuss implementation of forum ideas, prepare forum watershed plan, and discuss the next steps.

What financial resources will you need?

A sample budget is provided here as a worksheet to allow planners to cover key costs. It is followed by hints on how to avoid or reduce these costs.

Sample of Items to include in Forum Budget

$ ___ Salaries (if needed for staff or consultants)
$ ___ Travel (for speakers or staff, if far distance)
$ ___ Phone
$ ___ Mailings (survey, invitations, press releases)
$ ___ Forum facility room rental
$ ___ Printing (displays, participant packets, report)
$ ___ Postage (invitations, follow up mailings, report)
$ ___ Food (meal and refreshments at forum)
$ ___ Audiovisual rental fees
$ ___ Speaker honoraria

$ ___ TOTAL BUDGET

Saving money

There are many ways to save money in planning and implementing the forum. For example:
- ➢ Salaries may be avoided if you find a project coordinator's regular scope of work includes watershed planning, e.g. a Soil and Water Conservation District or a City Planning office.
- ➢ Mailing costs may be reduced by using e-mail and web sites, or by putting up posters with the forum information. You can post flyers at community centers and libraries, articles in local newsletters and piggy-back on other mailings, such as mailings already planned for local conservation groups.

- Room rental may be avoided by utilizing a local school, community college or public agency facility, or by requesting the donation of a usually paid-for space.
- Postage for the report can be largely avoided by e-mailing it and posting it to the web, using care to mail it to those key groups who do not have e-mail and posting it at local facilities, such as libraries, where people can access it.
- Food costs may be taken care of by requesting donations or discounts from local vendors, by charging a small fee ($5-8) for lunch, or by having food sold at the event.
- Audiovisual fees can be avoided by having partners and speakers bring their own equipment, such as laptop computers and screens, which can be very expensive to rent.
- Honoraria for speakers are generally not necessary, but may be offered to those speakers who have traveled some distance to attend the event.

Forming partnerships to make effective use of resources and existing networks

Utilizing partnerships to attain the aims of a watershed forum achieves two objectives: the need to staff and fund the forum, and the need to engage partners early on who will be involved in implementing outcomes from the forum. Examples of partnerships that were formed to implement the pilot forums are found below. They are not the only partnerships that were formed, but are intended to serve as examples.

Anacostia River Forum
The Anacostia Forum partnered with the District of Columbia's Office of Planning, which provided assistance with getting publicity, engaging federal partners, mailing invitations to the forum, renting the forum workshop facility, and utilizing forum results through its Waterfront Planning Initiative. Local sponsors were *The Anacostia River Keeper* and *Women Like Us*. Other groups, such as the Navy, provided entertainment and displays, and the *Council of Government* created a 'state of the river' presentation.

Rockfish River Forum
The Rockfish Forum partnered with the Nelson County Department of Planning to incorporate forum ideas and draft language to update the County Comprehensive Plan. Local sponsors included Rural Nelson and Virginia Tech's Extension Service. The Farm Bureau wrote articles for their newsletter and engaged the farm community. Non-profit organizations, such as Rural Nelson, incorporated forum action items into their organization's work plan. The Extension Service led field visits and assisted with documenting land uses.

Octoraro Forum
In Cecil County, Maryland, an elected commissioner provided the spark that started the forum process. She convened a meeting, to which she invited county agency personnel, conservation organizations, representatives of the tributary team, staff from the state Department of Natural Resources, and the Alliance for the Chesapeake Bay. That first meeting indicated clearly that a large number of parties were interested in pursuing conversations about the Octoraro watershed. There did not appear to be, however, a facilitator who was positioned to move the discussions forward. The Alliance assumed that role, and invited people from the commissioner's meeting to serve on a steering committee to plan a forum.

Conodoguinet Creek Watershed Forum
In Cumberland County, the Conodoguinet Creek Watershed Association partnered with the Canaan Valley Institute which provided GIS mapping of the study area's natural resources. Teachers from nearby Shippensburg University and natural resource agencies provided technical oversight.

These are just some of the examples of how partners assisted with both financial and professional needs. Steering committee members also made presentations to other organizations to enlist their input and support. The key to the success of the forums is to involve partners in the planning stages, so that they will want to contribute to the outcomes and take ownership for implementing action items in the watershed plan.

Follow-up, Implementation and Evaluation

"A watershed plan is a process, not a document."

Once the initial forum process has been completed and some organizational structure put in place to implement its recommendations, there needs to be a lengthy period of follow-up, implementation and evaluation.

Processes for implementation

If the group planning the forum has already devised how the ideas will be used, for example, to modify an existing waterfront development plan or establish goals and objectives for protecting a drinking water reservoir, then a follow up meeting may not be needed. If, however, the forum was designed to address broad goals and allow for many options to be considered, a follow-up meeting will be needed to ensure that these ideas are fleshed out to include the how, whom, where, when and financing required to implement them. Those ideas, for which an implementation strategy can be developed, can then become part of a watershed action plan. A sample set of objectives for an implementation strategy meeting follow.

Objectives for an implementation strategy

These objectives can be realized either on the second day of a two-day forum, or in a separate 4-hour evening workshop; they correspond to the Part III objectives listed earlier:

- ■ Review and clarify actions and project ideas from the forum.
- ■ Prioritize ideas and consider if any ideas may be combined.
- ■ Determine how the ideas can be achieved, by whom, when and how they can be funded.
- ■ Remove from the list those items that cannot be achieved or must wait for future opportunities, such as securing implementation funding.

It is important that those ideas that are left without a responsible party to implement them are not included in the final action plan, because this will result in a plan which is closer to a 'wish list,' rather than one that is likely to be carried out.

It is also desirable to have an entity that can shepherd the plan forward. In the Octoraro and Rockfish forums, new groups were formed to carry forward their ideas. In the Anacostia River forum, may of the components of the plan were either incorporated into the existing Waterfront Redevelopment Initiative by the city or adopted by other organizations. A general rule is that the plan should include several actions that can be done well, rather than a laundry list of items, which is likely be abandoned because there are too many items and too few people to implement them.

A general rule is that the plan should include several actions that can be done well, rather than a laundry list of items, which is likely be abandoned because there are too many items and too few people to implement them.

Evaluation

The Action Plan should include a time frame for checking back on the plan (for example, after 3 months, 6 months and 1 year). There should also be a way by which the steering committee and/or sponsoring group or agency can review progress and update the plan as needed. As one forum steering committee member commented, "A watershed plan is a process, not a document."

Finally, the group convening the forum should review the plan's components with those who agreed to implement them and ask if they have been implemented. If not, they should discover why not and consider offering assistance in implementing the component, or shifting implementation responsibility to another group. Having an electronic copy of the plan posted on a web site can allow it to be updated regularly and a column might be added, where plan coordinators can comment on the status of each particular plan item.

APPENDIX 1:
TOOLS FOR PLANNING AND WATERSHED MANAGEMENT

Web Sites

<u>Chesapeake Bay Program Web Sites</u>
  - ➢ Clearinghouse of Community Resources – A listing of topical resources. http://www.chesapeakebay.net/wshed_tools.htm
  - ➢ Watershed Profiles – Facts about local watersheds of the Chesapeake Bay. http://www.chesapeakebay.net/wshed.htm
  - ➢ Bay Atlas – A mapping tool for the Chesapeake Bay watershed, which provides customized maps of geographic information. http://www.chesapeakebay.net/wshed.htm
  - ➢ Environmentally Sensitive Design Database – An interactive tool for environmentally sensitive design practices. http://www.chesapeakebay.net/data/esdp/mtp1.cfm
  - ➢ The Chesapeake Bay Program's News List serve sends subscribers articles covering the restoration, health and culture of the Chesapeake Bay each weekday. The list is compiled from local and national publications and is offered free of charge. To subscribe visit the Bay Program website http://www.chesapeakebay.net/baynews.cfm.

<u>U.S. Environmental Protection Agency Web Sites</u>
  - ➢ Surf your Watershed – tool for getting information on a particular watershed. http://www.epa.gov/surf
  - ➢ Green Communities – Provides step-by-step guidance for creating environmentally friendly communities. http://www.epa.gov/greenkit/

<u>Community Planning Web Sites</u>
  - ➢ The Center for Watershed Protection – Model environmental ordinances and publications covering topics such as better site design, stream restoration, stormwater, and watershed management planning. http://www.cwp.org
  - ➢ Home-a-syst – Processes for identifying and reducing home environmental problems. http://www.uwex.edu/homeasyst/
  - ➢ Community Stewardship Exchange – Information on community planning. http://www.sonoran.org/
  - ➢ Rivers, Trails and Conservation Assistance Program – National Park Service Program to help citizens and community leaders plan and advance locally-led conservation projects including watershed management plans and strategies. http://www.ncrc.nps.gov/rtca/
  - ➢ Land Trust Alliance – Templates for conservation easements, land trusts and purchase of development rights among other tools. http://www.lta.org

<u>Farm-related web sites</u>
  - ➢ Core4 – This site lays out four tools for farmers to reduce the impact of agriculture on the environment. http://www.ctic.purdue.edu/core4/core4main.html
  - ➢ Farm-a-syst – This site demonstrates how farmers can reduce pollution problems. http://www.uwex.edu/farmasyst/
  - ➢ American Farmland Trust – This site provides information to help farmers stop the loss of productive farmland and promote practices that lead to a healthy environment. http://www.farmland.org

Publications

Chesapeake Bay Guides
Chesapeake Bay: Introduction to an Ecosystem - A comprehensive overview of the geology and hydrology, habitats and living resources of the Chesapeake Bay. Available free of charge by contacting the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

The Bay Journal – A free monthly newspaper covering environmental issues related to the Chesapeake Bay Watershed. To subscibe contact the Bay Journal at 717-428-2819 or online: http://www.bayjournal.com.

Fragile: Handle with Care: What You Can Do to Protect Maryland's Waterways – An overview of the Chesapeake Bay and tips for protecting local watersheds. Available free of charge from the Maryland Department of Natural Resources at 1-877-620-8367 or online: http://www.dnr.state.md.us/bay/protect/index.html.

Information for Homeowners

Better Backyard - Manual covers environmental practices for homeowners. Available free of charge by contacting the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Bayscapes: Homeowners Guide to Designing your Property – Booklet describes backyard design options for reducing environmental impacts while enhancing habitats and attractiveness. Available from the Alliance for the Chesapeake Bay at 410- 377-7144 or online: http://www.acb-online.org.

Development and Sprawl

Who Pays for Sprawl? The Economic, Social, and Environmental Impacts of Sprawl Development – This guide offers alternatives to sprawl — low-density, land-consumptive development — and offers solutions to its financial and social costs. Available free of charge by contacting the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Beyond Sprawl – Land Management Technology to Protect the Chesapeake Bay – A How-to guide for local governments on six land use management techniques that can be used to achieve community goals, preserve local natural resources, and protect the Chesapeake Bay. Available free of charge by contacting the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Better Models for Development in Virginia – A guide to creating, maintaining and enhancing livable communities in Virginia. Written for elected officials, planning commissioners, developers and interested citizens, the book sets out six principles and 25 key ideas for better development in Virginia. Available from The Conservation Fund at 703-525-6300 or online: http://www.conservationfund.org.

Wetlands

Chesapeake Bay Wetlands: The Vital Link between the Watershed and the Bay – Status and trends survey measuring progress in protecting and restoring wetlands throughout the watershed. Can be ordered free of charge by contacting the Chesapeake Bay Program at 800-YOUR BAY or going online to http://www.chesapeakebay.net/search/pubs.htm.

Protecting Wetlands: Tools for Local Governments – Tools that can be used by local governments to protect wetlands, riparian forest buffers or open space. Available free of charge from the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Protecting Wetlands II Technical and Financial Assistance Programs for Local Governments in the Chesapeake Bay Region – Supplements Protecting Wetlands I: Tools for Local Governments in the Chesapeake Bay Region, published by the Chesapeake Bay Program in 1997. Includes information on: Federal programs; state wetland programs; federal and state technical assistance; cost-share programs; and subsidies available to private and local government conservation efforts. Available free of charge from the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Riparian Forest Buffers

Riparian Forest Buffers: Linking Land and Water – A general guide to riparian forest buffers, what they are, what they do, and how to create them. Available free of charge from the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Chesapeake Bay Riparian Handbook: A Guide for Establishing & Maintaining Riparian Forest Buffers – Provides technical assistance for field personnel including detailed information on the planning, design, establishment, and maintenance of riparian forest buffers in the Chesapeake Bay Watershed. Available free of charge by contacting the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Forest and Riparian Buffer Conservation: Local Case Studies from the Chesapeake Bay Program – A collection of case-studies that highlight accomplishments of local governments and citizen organizations to restore and protect community forests including innovative riparian buffer and forest conservation programs. Available free of charge by contacting the Chesapeake Bay Program at 800-YOUR BAY or online: http://www.chesapeakebay.net/search/pubs.htm.

Land Preservation and Easements

Building Green Infrastructure – The Trust for Public Lands report on using land conservation to preserve water quality presents the cases of four watersheds where land conservation is helping preserve water quality. Available by calling 800-321-5011 or online: http://www.tpl.org.

The Rural Legacy Grants Program Manual – This manual walks the reader through the process of applying for Maryland's program to preserve forests, farms and rural communities. Can be ordered free of charge by contacting the Maryland Department of Natural Resources at 1-877-620-8367 or online: http://www.dnr.state.md.us/rurallegacy/.

Watershed Planning

The Practice of Watershed Protection: Techniques for Protecting and Restoring Urban Watersheds – Comprehensive reference containing 150 articles on all aspects of urban watershed protection. Available by calling 410-461-8323 or online: http://www.cwp.org.

Rapid Watershed Planning Handbook – This book is a comprehensive, practical manual providing a guide to creating an effective watershed plan quickly and cheaply. The Handbook contains everything needed to develop a cost-effective water-shed plan, including management options, analysis tools, and case studies of real-world watershed plans. Available by calling 410-461-8323 or online: http://www.cwp.org.

Urban Planning and Preservation

Urban Parks and Open Space – Produced by the Urban Land Institute in cooperation with the Trust for Public Land, this new book offers practical, cost-effective strategies for creating urban parks and open spaces. The book describes how successful park and open space projects contribute to a community's economy and quality of life. Available by calling 800-321-5011 or online: http://www.tpl.org.

Brownfields to City Parks – This online document discusses the reuse of urban brownfields to restore vitality and economic growth to older neighborhoods while relieving sprawl on the urban fringe. It contains brownfields-to-park examples, along other information on brownfields reuse. Available online: http://www.tpl.org.

Facilitation

Collaboration: A Guide for Environmental Advocates by E. Franklin Dukes and Karen Firehock is a guide for determining if a collaborative approach is appropriate for resolving environmental issues, including processes and tips for designing and implementing collaborative approaches.
A free copy or ordering information for bound copies can be found online:
http://www.virginia.edu/~envneg/ien_projects_past_feat.htm#guide.

APPENDIX II: SAMPLE AGENDAS

Following are sample agendas from the watershed forums which can be used to generate ideas for other forums.

Rockfish River Community Watershed Forum
Rockfish Valley Community Center
February 3 & 4, 2001

— final agenda —

Saturday, February 3, 2001

9:00 a.m.   **REGISTRATION**

9:15 a.m.   **WELCOME - GOALS & OPPORTUNITIES FOR THE FORUM**
Hughes Swain, Farm Bureau & Kim Cash, Rural Nelson

9:30 a.m.   **WHY IS A HEALTHY RIVER IMPORTANT?** *Jim Fulcher, Department of Environmental Quality*

9:45 a.m.   **IMAGES AND ISSUES FOR THE ROCKFISH RIVER**
Karen Firehock, Institute for Environmental Negotiation, UVA

10:05 a.m.   **HOW STREAMS AND RIVERS WORK** *Stephen Bowler, Albemarle County Department of Engineering*

10:25 a.m.   **GROUNDWATER AND SURFACE WATER INTERACTIONS**
Nick Evans, Department of Mines, Minerals and Energy

10:45 a.m.   **BREAK**

10:55 a.m.   **TOOLS TO TAKE US TO DESIRED CONDITIONS — Panel**

                    Planning tools
                    ➢ Comprehensive Planning and Zoning Tools — *Jeff Werner, Piedmont Environmental Council*
                    ➢ Forested Buffers for Habitat and Water Quality — *Chris French, Thomas Jefferson Soil & Water Conservation District*
                    Education Tools
                    ➢ Citizen Monitoring to gather data, build awareness and make informed decisions — *Jay Gilliam, Virginia Save Our Streams*
                    ➢ Education programs for the schools and adults, canoeing, streamwalks, tours — *by Kathy Knowles*

12:00 p.m.   **LUNCH**

12:45 p.m.   **TOOLS TO TAKE US TO DESIRED CONDITIONS Cont'd**

                    Land Management Tools
                    ➢ Best Management Practices for Agriculture — *Jim Fulcher, Department of Conservation and Recreation*
                    ➢ Landowner assistance: Home Assist and Farm Assist — *Michael Lachance, Extension Service, Virginia Tech*
                    ➢ River protection tools — Ordinances for stormwater, water quality, erosion and sediment control and river restoration techniques — *Dave Hirschman, Dept. of Engineering, Albemarle County*
                    ➢ Mitigation and better site design to reduce land development impacts — *Kennon Williams, Nelson Byrd, Landscape Architects*

2:15 p.m.   **RESIDENTS' DESIRES AND GOALS**
Facilitated small groups develop community concerns & priorities. *Facilitators from the Institute for Environmental Negotiation — Karen Firehock, John Hoover, Jennifer Gaines, Rob Kurtz James Wilkinson & Lynn Osgood. Robert Campbell, National Park Service, Fran Flanigan, Alliance for the Chesapeake Bay.*

3:40 p.m.   **REPORTS FROM SMALL GROUPS AND NEXT STEPS**

4:00 p.m.   **ADJOURNMENT**

Sunday, February 4, 2001

1:00 p.m.   **PRESENTATION OF PLANNING PRIORITIES FROM DAY ONE AND DEVELOPMENT AND DEFINITION OF NEW PRIORITIES** [large group discussion]

1:45 p.m.   **WHICH TOOLS CAN ADDRESS THESE PRIORITIES AND HOW CAN THEY BE APPLIED LOCALLY?** Groups brainstorm goals and strategies to achieve desired outcomes. [small group]

2:45 P.M.   **REPORT ON SMALL GROUP STRATEGIES AND SELECTION OF PRIORITIES** [large group]

3:15 p.m.   **WHO [SPECIFIC AGENCY/GROUPS/INDIVIDUALS] WILL WORK ON AND CARRY OUT STRATEGIES?** [large group]

3:45 p.m.   **TIMELINE AND BENCHMARKS** [large group]

4:10 p.m.   **RESOURCES TO ACHIEVE GOALS** [large group]

4:45 p.m.   **NEXT STEPS**

Anacostia River Watershed Forum

Saturday, March 24, 2001
Savoy School, 2400 Shannon Place, S.E. Washington, D.C.

8:30 a.m. - 4:00 p.m.

Proposed Forum Outcomes
- Expand awareness by individuals about their role in protecting the river
- Spur new actions at multiple levels (individual, community, political and legal)
- Provide and make people aware of avenues for participating in existing projects
- Identify funds available to groups to implement their river projects
- Create river action blueprint with steps for protection & restoration using existing & new initiatives

8:30 - 9:00 a.m. REGISTRATION

9:00 - 9:05 a.m. WELCOME — **Brenda Lee Richardson, Women Like Us**

9:05 -9:15 a.m. GOALS AND OPPORTUNITIES FOR THE FORUM AND YOU
Carl Cole, Anacostia River Forum Planning Committee

9:15 - 9:20 a.m. *Still I Rise* sung by Angela Polite accompanied by images of the river.

9:20 - 10:20 a.m. **RIVER TALES FROM THE URBAN SIDE** — panel of urban river groups
and Anacostia residents share their stories, historical perspectives and describe community
benefits of protecting urban rivers.
- Herb Harris, Community Resident
- Josephine Wharton, Community Resident
- Robin Chanay, Coalition to Restore Urban Waters & River Network

10:20 - 11:00 a.m. **CURRENT STATUS & TRENDS FOR THE ANACOSTIA**
- Ted Graham, Metropolitan Washington Council of Governments — What do we know about the current condition of the river?
- Robert Boone, President, Anacostia Watershed Society - -What are the most pressing and emerging issues facing the river?

11:00 - 11:10 a.m. *Break*

11:10 - 12:10 p.m. **TOOLS/PROGRAMS FOR A RESTORED ANACOSTIA RIVER**
- Tony Griffin, Deputy Director — D.C. Office of Planning — Anacostia Waterfront Initiative and related planning efforts.
- Neil Weinstein, Low Impact Development Center — Site design and options for pollution prevention.
- Eugene Kinlow — Tools for local protection of the watershed.
- Doug Siglin — Combining tools for an effective river protection strategy.

12:10 - 1:40 p.m. **LUNCH AND SHARE FAIR** — attendees tour and network at interactive booths and posters set up by agencies, community groups, residents and others. Entertainment includes the Ballou Senior High School Dancers and continuing music during the share fair from the Navy Jazz Band.

1:40 - 3:15 p.m.	**CREATING AN ACTION BLUEPRINT FOR THE ANACOSTIA — COMMUNITY GOALS AND VISIONS FOR THE RIVER** Small, facilitated group sessions to identify problems and develop actions, projects and programs that could be used to revitalize and protect the river.
3:25 p.m.	**OVERVIEW OF COMMUNITY ISSUES & CONCERNS** Small groups report their key ideas to the larger group, followed by facilitated audience discussion.
3:45 p.m.	**NEXT STEPS FOR THE BLUEPRINT AND THE FORUM**

NEXT STEPS: The Watershed Forum Steering Committee will take the ideas and results of the forum to draft an action blueprint on April 2nd. This process will be open to community members and others who want to get engaged at this level. An opportunity to sign up for the April 2nd meeting will be available at the Forum. Organizations, groups, agencies and individuals will adopt key actions within the blueprint.

SPONSORS: Facilitation and coordination assistance provided by the Institute for Environmental Negotiation, University of Virginia. Co-sponsored by the Anacostia River Keeper and the Anacostia Waterfront Initiative. Funded by the EPA Chesapeake Bay Program and the D.C. Office of Planning

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The Anacostia Watershed Forum Steering Committee

The Anacostia Watershed Forum Steering Committee worked for several months to plan and host the Watershed Forum and follow-up activities. Steering Committee members include: Damon Whitehead, Anacostia River Keeper; Brenda Lee Richardson, Women Like Us; Uwe Steven Brandes, D.C. Office of Planning; Nsedu Obot, Children's Environmental Health Network; Dianne Dale, Anacostia Garden Club; Freida Murray, Anacostia Garden Club; Carl Cole; Judy Noritake, The Wilderness Society; Julie Eisenhardt, Sierra Club; Linda Howard, The Summit Fund of Washington; Edward Graham, Metropolitan Washington, Council of Governments; Reggie Parrish, U.S. Environmental Protection Agency; David Ouderkirk, Bridges to Friendship; and Robert Wilkins, NAAMCC, Inc.

Conodoguinet Creek Watershed Forum

Saturday, September 29, 2001
Big Spring Middle School

8:00 - 8:30 am   Registration/Refreshments

8:30 am - 8:50 am
> ### Why We're Here
> ■ Goals of the Watershed Management Plan and expected outcomes of today's forum.
> > *Wilbur Wolf, President, Conodoguinet Creek Watershed Association*

8:50 - 9:30 am
> ### What Have We Got to Lose?
> ■ A tour of the cultural and natural resources of the Conodoguinet Creek watershed.
> > *Kim Van Fleet, RCP Steering Committee Member*

9:35 - 9:50 am
> ### Identification of key issues and priority concerns
> ■ Results of first public meeting in October 2000.
> > *Ron Freed, RCP Steering Committee Member*

9:50 - 10:15 am
> ### Watershed Planning Coordination
> ■ Linking management efforts to regional goals and where to go for assistance.
> > *Pat Devlin, Alliance for the Chesapeake Bay*

10:15 - 10:30 am   —— BREAK ——-

10:30 - 11:10 am
> ### Draft Goals and Recommended Actions
> · *RCP Steering Committee Members:*
> > - *Charlie McGarrell, Jane Earle, Vince McCollum, Dale Bowman*

11:10 - 11:50 am
> ### Facilitated Small Group Discussions on Proposed Goals and Recommended Actions
> *Facilitators: Wilbur Wolf, Pat Devlin, Fran Flanigan, Karen Firehock*

11:50 - 12:10 pm
> ■ **Report Backs from Small Groups**
> ■ **Next steps:**
> > · Opportunities for public involvement
> > · Timeline for final draft and local adoption of management plan
> > > *Wilbur Wolf, CCWA*

12:15 pm   Lunch

1:00 pm Closing Remarks & Adjourn

<p style="text-align:center">Octoraro Watershed Forum
Cecil Community College
February 24, 2001</p>

9:00 am   **Registration, coffee, doughnuts**

9:15 am   **Welcome to the workshop** -Phyllis Kilby, Cecil County Commissioner

9:20 am   **Introductions:** What do you expect to get out of this workshop?
Fran Flanigan, Alliance for the Chesapeake Bay

9:35 am   **The Octoraro:** A **Visual Tour** -Cynthia Rossetti, Cecil Planning Commission

10:00 am   **The Octoraro Watershed:** An **Overview**
Natural Resources - Rob Northrop, MD Dept. of Natural Resources
Water Resources -Alan Heft, Fisheries Service , MD Department of Natural Resources
Agricultural Resources -Lindsay Tulloch, Cecil Co.

Tools For Managing the Octoraro Watershed
Planning and Zoning - Eric Sennstrom, Director, Cecil County Planning Office
Maps and Geographic Information Systems -Bill Jenkins, MD Dept. of Natural Resources
Surf Your Watershed -Kenny Miller, MD. Dept. of Natural Resoures
What is a Watershed Plan? - Jennifer Zielinski, Center for Watershed Protection

12:00 Noon   **Lunch and Conversation**

1 :00 pm   **Local Perspectives -The Octoraro "Up Close"**
The Octoraro in Pennsylvania - Pat Fasano, Octoraro Watershed Association
Recreational Fishing - Vance Fields, MD State Game and Fish Protective Association
New Development - David Dodge, Crouse Construction Co.
Land Preservation - Bill Kilby, Cecil Land Trust

1:45   **Roundtable Discussions** on how to protect Cecil County's small watersheds

2:45   **Report back** from discussion groups; action steps

3 :00   Adjourn

This workshop was organized by the Alliance for the Chesapeake Bay with the EPA Chesapeake Bay Program. A steering committee composed of Rob Northrop, Lindsay Tulloch, Eric Sennstrom, Phyllis Kilby, Cynthia Rossetti, Carl Walbeck and Matt Fleming provided invaluable guidance and support during the planning of the work

APPENDIX III: FORUM EVALUATION FORMS

Evaluation for the Rockfish River Forum [2/3/01]

Your comments will be used to inform design of future workshops. Put a Ö next to the appropriate response. Thanks!

WHY IS A HEALTHY RIVER IMPORTANT? *Jim Fulcher, DEQ*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

IMAGES AND ISSUES FOR THE ROCKFISH RIVER *Karen Firehock, IEN, UVA*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

HOW STREAMS AND RIVERS WORK *Stephen Bowler, Albemarle County*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

GROUNDWATER & SURFACE WATER INTERACTIONS *Nick Evans, DMME*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

TOOLS TO TAKE US TO DESIRED CONDITIONS
Planning tools
COMPREHENSIVE PLANNING AND ZONING TOOLS *Jeff Werner, PEC*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

FORESTED BUFFERS FOR HABITAT AND WATER QUALITY *Chris French, TJSWCD*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

Education Tools
CITIZEN MONITORING *Jay Gilliam, VASOS*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

EDUCATION PROGRAMS *Kathy Knowles*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

Land Management Tools
BEST MANAGEMENT PRACTICES FOR AGRICULTURE — *Jim Fulcher, DEQ*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

LANDOWNER ASSISTANCE: HOME ASSIST/FARM ASSIST *Michael Lachance, VA Tech*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

RIVER PROTECTION TOOLS — ORDINANCES & RESTORATION TECHNIQUES *Dave Hirschman, Dept. of Engineering, Albemarle County*
This session added to my knowledge ____ significantly, ____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

MITIGATION AND BETTER SITE DESIGN TO REDUCE LAND DEVELOPMENT IMPACTS — *Kennon Williams, Nelson Byrd Landscape Architects*
This session added to my knowledge _____ significantly, _____ somewhat, ___ not at all
Session should be continued at future forums: ___ agree, ___ no opinion, ___ don't include

RESIDENTS' DESIRES AND GOALS — Facilitated small groups develop community concerns & priorities and discuss applicability of tools.

Facilitator: ___ *Karen Firehock*, ___*John Hoover*, ___ *Jennifer Gaines*, ___ *Rob Kurtz*,
 _____ *James Wilkinson*, _____ *Lynn Osgood*, ___ *Bob Campbell*, ___ *Fran Flanigan*

This session was _____ useful, ___ not useful, __ goals were clear, _____ goals unclear

*Session could be improved by*_____

_____

Overall quality of the Saturday Forum on a scale of 1 to 5 with 5 Best and 1 Worst (circle)

1   2   3   4   5

Optional additional comments on any aspect of the forum (speakers, goals, format etc.)

_____

_____

_____ **I would like to receive a copy of the watershed plan.**

Name: _____ **Organization:** _____

Address (street, P.O. Box, city, state, zip) _____

_____

EVALUATION FORM

Middle Conodoguinet Creek Watershed Association

- ■ The forum added to my knowledge:
___ significantly   ___ somewhat   ___ not at all

- ■ The forum opened doors to how I can get involved in watershed management:
___ significantly   ____ somewhat   ____ not at all

- ■ *Parts of the forum I like best:*

- ■ *Parts of the forum I liked the least:*

- ■ *I'd like to see the following happen next:*

- ■ *Additional comments:*