

**Louisville and Jefferson County Metropolitan Sewer District**  
**Wet Weather Team Ground Rules**  
**Final Version, 8/15/06 (updated 5/9/08)**

**A. Participants and Participation**

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1. Wet Weather Team (WWT) members are “participants.” The Wet Weather Team consists of MSD personnel and a subgroup of stakeholders that will provide guidance to MSD. MSD personnel may participate in WWT discussions, but will not be included in decisions regarding stakeholder guidance to MSD. All participants in the stakeholder subgroup have equal representation.
2. The facilitation team is a neutral third party with no stake in the outcome of the discussions. The facilitation team, although under contract to MSD, works for the process and treats all Wet Weather Team participants as equal “clients.”
3. To ensure an effective process, participants agree to make every effort to attend all meetings. If an alternate is needed, the suggested alternate will be recommended to and discussed with MSD in advance to ensure there will be appropriate balance and representation on the Wet Weather Team.
4. Observers are welcome at meetings, but are not participants in the Wet Weather Team’s deliberations. A portion or portions of each meeting (not to exceed 15 minutes each) will be dedicated to receiving observer comments. Each observer’s oral comments must not exceed two minutes, although written comments to the WWT and/or MSD will be welcome throughout the process.
5. MSD will consider requests from participants to invite outside experts to speak at Wet Weather Team meetings on relevant topics; however, MSD reserves the option of providing additional or alternative perspectives at meetings to ensure that the full range of perspectives and factual evidence is provided.
6. Wet Weather Team members are expected to participate through the entire process; however, any participant may withdraw from the process at any time without prejudice. In the event a participant chooses to withdraw, he or she should communicate the reasons for withdrawal and may be replaced by MSD with another representative with similar expertise and experience.

**B. Meeting Discussions and Procedures**

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1. Each participant agrees to honest and direct communications.
2. Participants are encouraged to frame observations in terms of needs and interests, not in terms of positions; opportunities for finding solutions increase dramatically when discussion focuses on needs and interests.
3. Decisions will be made during meetings; if an alternate attends a meeting, he or she must be fully briefed on Wet Weather Team deliberations and able to participate in decision making.
4. The facilitator will manage the discussions, using more or less structure depending on the nature and tenor of the discussions.
5. Participants and/or the facilitator may request a caucus break at any time during the meeting. Individual caucus breaks are not to exceed 15 minutes.

6. A general summary of meeting discussions will be prepared; observations contained in the summary will not be individually attributed. Participants can, however, submit attributed comments directly to MSD and/or the MSD Board for consideration; all written comments will be made available publicly.
7. All meetings will start and finish on time.

### **C. Desired Outcomes**

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1. The stakeholder subgroup of the Wet Weather Team is a “consensus seeking” body. The desired outcome is one in which all stakeholder subgroup members support the products and are willing to say so publicly. Full consensus, however, is not necessary to enable the MSD Board to have a balanced and well-informed final decision process.
2. The perspectives of all WWT stakeholders—particularly in cases where consensus is lacking—will be gathered throughout the plan development process and made available to the MSD Board for consideration during their final decision making.
3. To help the process stay on track, agreed-upon, non-mainstream issues may be recorded and dealt with at a later date or referred to other, more appropriate forums.

### **D. Communications Outside of Wet Weather Team Meetings**

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1. Individual observations are not for attribution outside the meeting.
2. Participants are encouraged to refer inquiries from the press to the facilitation team or to final meeting summaries or other final Wet Weather Team materials. Individuals who choose to speak with the press agree to limit remarks to personal views and to refrain from characterizing the views of, or attributing comments to, other participants or the full Wet Weather Team.
3. Wet Weather Team participants may share information about the project’s process and activities with peers outside the Team, as long as the communications make clear that the information is not an official product of the Team.
4. Wet Weather Team participants may share draft documents and communicate about the project’s progress with managers and co-workers within their own organizations. Wet Weather Team participants agree to consult with the Team before sharing draft documents outside of the Team or their immediate co-workers and managers.
  - Certain types of draft materials that contain pre-decisional information that is highly sensitive (e.g., potential sites for constructed facilities) will be labeled “draft: working documents not for release.”
  - Documents labeled “not for release” will not be shared during Wet Weather Team stakeholder meetings. Information from “not for release” documents may, however, be generalized or presented at a higher level of detail at WWT meetings if necessary to support WWT deliberations.
  - If Wet Weather Team participants would like to review “not for release” documents individually outside of WWT meetings, MSD will make the documents available for WWT members to review at MSD’s office in MSD’s presence. WWT members will be asked to sign a confidentiality agreement before reviewing “not for release” documents at MSD.