

Klamath Basin Coordination Council Communications Protocols

Adopted: February 24, 2011
Revised: November 14, 2012

Communications by Klamath Settlement Parties

Objective: Communications should facilitate implementation of Klamath Basin Settlements.

Coordination: The Klamath Settlement Parties intend to coordinate communications regarding implementation of the settlement agreements within the scope of activities of the Klamath Basin Coordinating Council (KBCC) and/or the Klamath Basin Advisory Council (KBAC).

KBCC and KBAC communications: The facilitator will distribute draft press releases, draft annual reports, and other external documents regarding the KBCC and/or KBAC to all the Klamath Settlement Parties for review and will provide a clear deadline for comments. The facilitator will seek approval of all external documents by the KBCC representatives under Section 5.1 of the Klamath Basin Coordinating Council Protocols regarding voting matters. Any communication that addresses the Klamath Hydroelectric Settlement Agreement must also be approved by PacifiCorp. When communications are needed between KBCC meetings, the facilitator will seek electronic approval from the KBCC representatives under Section 5.3 of the KBCC protocols regarding procedures for time-sensitive actions before release to the press. As a matter of courtesy, contacts listed in a press release related to the Klamath should be notified and provide approval of being listed as a contact, prior to release.

When a Party is communicating on behalf of all Parties they should follow the talking points or other communications materials that have been agreed to by Parties to the KBRA and KHSAs.

Communications by individual organizations: Parties may initiate external communications (press releases, letters to the editor, opinion articles, etc) about their individual position on issues related to the scope of activity of the KBCC and/or KBAC; Parties that plan to independently communicate to external organizations should provide prior notice to other Klamath Settlement Parties to the maximum extent possible. Such notice is intended to: 1) improve coordination of communications; 2) avoid surprises; and 3) reduce the risk of actions that other Parties may view as inconsistent with the settlements. The Klamath Parties understand that Parties will not be able to provide such prior notice when responding to press inquires or communications from non-parties.

KBCC and KBAC Meetings

Public notice of meetings and distribution of meeting materials: The facilitator will send notices for the time and location of KBCC and KBAC meetings to a public distribution list and press distribution list. The facilitator will also post meeting information on the website. The facilitator will post draft agendas on the website prior to meetings and all materials from each meeting within five working days after the meeting.

KBRA Parties may participate in KBCC meetings by conference phone. KBCC representatives may vote on KBCC decisions by phone. Each Public Agency Party will follow applicable public notice provisions if they participate by phone. Each Public Agency Party, where applicable, will post at their primary office a notice stating the location where they will call into the meeting so the public can observe their participation and post a copy of the agenda on the door of the room where they will participate.

KBCC conference calls: The KBCC may utilize conference calls to address time-sensitive information or issues between regular meetings. Given the limitations on the Klamath conference line, participation on KBCC conference calls will be limited to KBRA Parties.

The facilitator will make best efforts to provide notice for KBCC conference calls, including any requests by KBRA Parties to provide notice under applicable requirements. The KBCC will provide locations at public facilities for the public to listen to the conference call. In addition, individual KBCC Parties will follow any applicable open meeting requirements regarding their participation on conference calls. Each Public Agency Party, where applicable, will post at their primary office a notice stating the location where they will call into the meeting so the public can observe their participation and post a copy of the agenda on the door of the room where they will participate.