



Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Advisory Committee Operating Guidelines September 2025

Purpose

The Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Advisory Committee consists of 11 members representing a balance of interests in the area. The committee is co-convened by the Oregon Department of Environmental Quality, the Oregon Department of Agriculture, and the Oregon Water Resources Department.

[The Oregon Nitrate Reduction Plan for the LUBGWMA](#), published in 2024, is the guiding document for the state's activities to reduce nitrate in the area's groundwater. Within this framework, the committee's purpose is to provide advice and recommendations to the state agencies on local elements of the Nitrate Reduction Plan to help advance future development and implementation of the plan.

Members serve as representatives for interests in their category. They bring information about what agencies are doing to their category's constituency and bring their constituency's questions and ideas to the agencies.

Agency responsibilities within the Nitrate Reduction Plan:

- DEQ is the lead agency for domestic and industrial wastewater permitting, septic system permitting in collaboration with the counties, and water quality data collection and analysis, including oversight of fate and transport of nitrate predictions.
- ODA is the lead agency for irrigated agriculture, fertilizer usage, CAFOs, and animal pastures.
- OWRD is the lead agency for water level data collection and analysis, water rights, well construction standards, and oversight of development of hydrogeological models.

Note about public health partners: While the Oregon Health Authority leads public health activities in the Nitrate Reduction Plan and makes its drinking water quality data available to the natural resource agencies and committee, OHA's public health activities are outside the scope of this committee.

Advisory Committee Membership

LUBGWMA Advisory Committee members are appointed by the interagency conveners: DEQ, ODA, and OWRD. Members serve as representatives for interests in their category. Each primary member appointed by the interagency team may designate an alternate to serve as proxy in the primary member's absence. One representative from each category—either the primary or alternate member—may participate in the LUBGWMA Committee meetings. Both will receive correspondence from the state agencies and facilitator about committee matters.

The committee is comprised of one member that represents each category below, except for the General Public category, which has two primary members:

- Morrow County
- Umatilla County
- Tribal Government
- City Government
- Science and Research Institution
- Irrigated Agriculture
- Livestock/Dairy/CAFO
- Industry and Business
- Environmental Nonprofit Community Group
- General Public (Seat 1)
- General Public (Seat 2)

Committee members serve four-year terms; a member can serve consecutive terms. The interagency conveners will accept nominations for consideration as terms are ending or a committee member leaves the committee.

LUBGWMA Committee and Agency Roles



Committee members represent a constituency. They bring information about what agencies are doing to that constituency and bring that constituency's questions and ideas to agencies.



State agencies provide updates about Nitrate Reduction Plan and consider questions and feedback from committee members. Meetings are also a space for local and Tribal governments to share relevant updates.

State agencies, with feedback from committee members, implement and continuously refine strategies to reduce nitrate in groundwater.



Advisory Committee Roles and Responsibilities

Advisory committee members are responsible for sharing expertise within their skill sets toward meeting the goals identified in the Nitrate Reduction Plan and within state statutory requirements for a groundwater management area committee.

Members:

- Serve as representatives for interests in their membership category. Members bring information to their constituency about what agencies are doing and bring that constituency's questions and ideas to agencies.
- Provide advice and recommendations to the state agencies on local elements of the Nitrate Reduction Plan to help advance future development and implementation of the plan.
- Attend committee meetings, engage with presented information and proposals, and provide feedback on agency actions.
- May promote voluntary actions consistent with goals of the Nitrate Reduction Plan. These activities would not require resources or re-prioritization of efforts by the state. For example: promoting best management practices, voluntary monitoring, or providing information to the state about additional opportunities to advance the goals of the Nitrate Reduction Plan.

Facilitator/Coordinator Roles and Responsibilities

The interagency team is responsible for securing or assigning a facilitator or coordinator to provide process guidance and support. The committee may advise on the need for and selection of the facilitator/coordinator. The facilitator/coordinator is not a participating committee member. The facilitator/coordinator will:

- Work with the interagency team and committee members to develop meeting agendas;
- Encourage open information sharing and dialogue during meetings;
- Identify and note discussion items that would benefit from follow-up;
- Assist in keeping discussions within the scope of the committee's purpose and the agenda;
- Start and end meetings and agenda items on time;
- Work with the interagency team and committee members on follow-up actions, including ongoing communication and coordination with committee members and ensuring relevant meeting information is posted on lubgwma.org.

Decision Making

While the committee does not have formal decision-making authority around the Nitrate Reduction Plan, committee member's comments, questions, and discussions will be considered by DEQ, ODA, and OWRD as the agencies make decisions related to implementing and updating the Nitrate Reduction Plan. The agencies commit to showing how committee member input on the plan was received, how it was considered, and what was done with the comments.

Public Records and Confidentiality

Committee communications and records, such as formal documents, emails to/from government staff and officials, and meeting recordings or summaries are public records and are available for public review upon request. However, the private documents of individual committee members generally are not considered public records if government agencies or officials do not have copies.

Public Notice and Involvement

All meeting information and materials for LUBGWMA Advisory Committee meetings will be posted at lubgwma.org/advisorycommittee/. Meeting agendas will be posted at least seven days prior to the meeting. Advisory committee meetings are open to the public to listen and observe. The public may [sign up to receive email announcements via GovDelivery about upcoming LUBGWMA Advisory Committee meetings](#).

Meeting Schedule

The advisory committee will meet no less than once a year and may meet up to four times per year. Informal small group work may be organized by the agencies or the facilitator as needed throughout the year.

Meeting Summaries

High level summary notes will be taken for all advisory committee meetings and will contain:

- A list of committee members and state agency staff present,
- Summary of topics presented and discussed,
- Items identified for follow-up actions.

Summaries will be posted on lubgwma.org/advisorycommittee.