



## Community Technical Group Operating Guidelines

*Updated: September 24, 2015*

### PURPOSE

The Pierce County System Wide Improvement Framework (SWIF) Community Technical Group (CTG) will provide a forum for interested parties to provide technical input on the development of a SWIF Plan by Pierce County Surface Water Management. The SWIF Plan will establish maintenance practices and system wide improvements necessary to maintain eligibility for Public Law 84-99 (PL84-99) funding. The CTG will review and provide feedback on policies under consideration for maintenance and repairs of levees within the PL84-99 program and plans for improvement. The CTG will provide input on elements of the SWIF Plan at facilitated meetings.

### ROLES AND RESPONSIBILITIES

**Community Technical Group (CTG) Members:** CTG members were selected to bring their unique perspectives to the CTG and are encouraged to express their interests during meetings. It is hoped that members will become informed about the issues, contribute useful information to the discussions and serve as an accurate and objective information conduit with others outside of the CTG who have similar interest. Specifically, CTG members will:

- Provide feedback to Pierce County's project team on elements of the SWIF Plan, including policies for levee maintenance and repairs and plans for improvement.
- Act as a sounding board for the project technical team.
- Be prepared for all meetings by reviewing all assigned materials before each meeting.
- Attend meetings consistently.
- Abide by the ground rules.

**Pierce County:** Pierce County staff will provide material support to the CTG. Specifically Pierce County staff will:

- Provide information on the SWIF Planning process and goal of the program.
- Provide information about the existing condition of levees and vegetation.
- Listen carefully and consider CTG input prior to making final decisions on the SWIF Plan.
- Produce informal progress reports and/or summaries reflecting feedback from the CTG and the general public.
- Distribute materials 1 week prior to each meeting.
- Inform the general public about river maintenance practices and flood risk reduction services.

**Facilitation Team:** Pierce County has contracted the services of a third-party neutral and impartial facilitation team from EnviroIssues ([www.enviroissues.com](http://www.enviroissues.com)) to support the CTG process. The facilitation team will support Pierce County staff and CTG members and maintain the integrity of the CTG process. Specifically, the facilitator will:

- Remain neutral.
- Not contribute substantive ideas.
- Help the CTG accomplish their tasks.
- Suggest and implement process ideas.
- Help the CTG abide by its adopted ground rules.

### **Communications:**

- **Email:** Email will serve as the primary communication mechanism with the CTG between meetings.
- **E-files:** Staff will endeavor to size e-files so as to facilitate easy downloading and review by CTG members.
- **Contact list:** A current contact list, including email and phone numbers, will be maintained by Pierce County staff and the facilitation team.
- **Public Meetings Act:** The CTG will operate under the requirements of the public meetings act, including public notification of meetings and limiting decision-making to official meetings.

## **OPERATING GUIDELINES**

### **Individual behavior**

- We will respect each other's opinions and will work together constructively.
- We will make every effort to attend meetings and arrive prepared to participate actively.
- We will come to meetings prepared to discuss the needs, interests and outcomes we wish to achieve on behalf of our jurisdiction/tribe/agency.
- We will be responsible for representing the interests and concerns of the jurisdiction/tribe/agency we represent. We will consult with our constituencies concerning the recommendations of the CTG.
- We will listen carefully to others' views, will avoid interruptions, and will work to reconcile others' views with our own.
- We will represent information accurately and appropriately.
- When speaking, we will consider the time needed for others to share their perspectives.
- We will strive to collectively make reasonable requests and suggestions through a cooperative and collaborative discusses process with Pierce County.
- We will voice dissent if we cannot live with any particular suggestion.

### **Facilitator**

- We give the facilitator permission to keep the group on track and "table" discussions to keep the group moving.
- We expect the facilitator to help the CTG accomplish our purpose in a completely neutral, balanced and fair manner.
- We expect the facilitator to seek and probe for group preferences.
- We want the facilitator to:
  - Develop draft meeting agendas.
  - Manage CTG meetings and discussions.
  - Consult with CTG members as needed between meetings about how to manage the process and address issues of concern.
  - Prepare meeting summaries to capture CTG input.

### **External communications**

- We will avoid characterizing the views or opinions of other CTG members outside of any CTG meeting or activity.
- We will accurately describe CTG preferences that are conveyed to Pierce County.
- CTG meetings will be announced on the Pierce County website.
- CTG meeting products, such as agendas, summaries, and PowerPoint presentations will be posted at <https://www.co.pierce.wa.us/index.aspx?nid=4351> and will be available to CTG members for distribution to their constituents.

## MEETING DOCUMENTATION

**Meeting Summaries:** Meeting summaries will capture key discussion points, action items, and areas of agreement on recommendations. Meeting summaries will not be transcripts of the meeting. Draft summaries will be circulated to the CTG for review and comment. Pierce County and the facilitation team will incorporate comments as appropriate into the final summary.

Pierce County and the facilitation team will not share confidential communications with others nor include confidential information in CTG documentation.

## PROPOSED MEETING GROUND RULES

- Come to meetings prepared
- Treat one another with civility
- Respect each other's perspectives
- Listen actively
- Participate actively
- Honor time frames
- Silence electronic devices during meetings
- Express yourself in terms of your personal needs and interests and the outcomes you wish to achieve

## COMMUNITY TECHNICAL GROUP MEMBERS

J.C. Hungerford	City of Orting (Parametrix)
Steve Carstens	City of Puyallup
Russ Blount	City of Fife
<i>To be decided</i>	City of Sumner
Bill Sullivan	Puyallup Tribe of Indians
Russ Ladley	Puyallup Tribe of Indians
<i>To be decided</i>	Muckleshoot Indian Tribe
<i>To be decided</i>	Nisqually Indian Tribe
Doug Wiedemeier	Washington Department of Fish and Wildlife
Jeffree Stewart	Washington Department of Ecology – Southwest Regional Office
Shirley Burgdorf	US Fish & Wildlife Service
Charles Ifft	US Army Corps of Engineers
David Molenaar	National Oceanic and Atmospheric Administration
Ryan Mello	Pierce Conservation District
Jeff Mann	Pierce County Planning and Land Services
Jill Bushnell	Pierce County Emergency Management
Hugh Taylor	Pierce County Council Office
Kimberly Freeman	Pierce County Parks and Recreation
Chrissy Cooley	Agricultural Round Table Representative

## PUBLIC ATTENDANCE AND COMMENT

All meetings of the CTG are open to the public. An opportunity for public comment will be available at all CTG meetings.