

Chehalis Basin Partnership Operating Procedures Manual

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This booklet is a guide for members of the Partnership. It summarizes the legal framework and past organizational decisions of the Partnership. This document was adapted from the Chehalis Basin Partnership interim by-laws (February 26, 1999) and the Quilcene/Snow and Skokomish/Dosewallips Operating Procedure Manuals.

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Chapter 1: Overview

1.1 Definitions

Chehalis Basin Partnership or “Partnership” – A non-governmental organization formed to work on the shared interests of multiple governments and organizations in the Chehalis watershed. The Chehalis Basin Partnership serves as the Planning Unit under the Watershed Planning Act and the Citizens’ Advisory Council under the Salmon Recovery Act (See the Intergovernmental Agreement in Appendix A).

Initiating governments – The Watershed Planning Act (RCW 90.82) required that certain governing bodies agree to establish a Planning Unit that would assume the responsibility of overseeing the development of a local watershed plan for a specific WRIA or WRIs. These governing bodies within each WRIA – all counties, the largest city or town, the water supply utility obtaining the largest supply of water and by invitation, each tribe with reservation lands in the planning area are defined in the law as the Initiating Governments.

Intergovernmental Agreement - Describes the purpose, goals, membership, and basic processes.

Lead Agency – the organization designated to enter into and manage contracts on behalf of the Planning Unit established under the Watershed Planning Act.

Lead Entity - the organization designated to enter into and manage contracts under the Salmon Recovery Act.

Planning Unit or “Local Planning Unit” – A group representing a wide range of water resource interests within a WRIA or multiple WRIs that is responsible for preparing a watershed plan addressing the elements identified in the Watershed Planning Act.

RCW – Revised Code of Washington, the laws of the state of Washington passed by the state legislature.

Salmon Recovery Act (77.85 RCW) – Legislation passed in 1998 that recognizes the need for the state to take action to reverse the decline in salmon through a coordinated process.

WAC – Washington Administrative Code, the regulations established by state agencies to implement the laws (RCW) passed by the legislature.

Watershed Planning Act (90.82 RCW) – Legislation passed in 1998 that initiated local watershed planning and provided funding for Planning Units organized by Initiating Governments. (See Appendix F).

Water Resource Inventory Area (WRIA) – Washington State is divided into 62 geographic areas based on surface water resources. These geographic/resource areas are codified in the Washington Administrative Code (WAC) 173-500-040 as Water Resource Inventory Areas.

1.2 *Mission Statement*

The Mission of the Chehalis Basin Partnership (Partnership) is to coordinate local, tribal, state, federal and private efforts to reduce the effects of flooding, enhance fish resources, improve recreational opportunities, protect and restore water quality, protect surface water flow and ground water resources, protect recognized beneficial human uses of surface and ground water while at all times recognizing the relationship of these issues to the economic health and sustainability of the basin.

1.3 *History*

The first formal meeting of the Chehalis Basin Council – the group that would eventually become the Chehalis Basin Partnership -- occurred on January 16, 1997. The draft vision statement of this initial group stated:

“The Chehalis Basin Council serves in an educational and advisory capacity to help local governments, tribes and other interests collectively manage natural resources in a more comprehensive and coordinated way. The goal is to improve the environmental, social and economic health of the Chehalis Watershed.

Participants seek to take greater control over their own destiny through collaboration, advocacy, education and stewardship. A central goal is to create more effective working relationships between governments (cities, counties, tribes, state and federal), community leaders (business, agriculture, environment, timber, recreation), and citizens. The council will also serve as a sounding board and as a forum for new approaches and ideas.”

Based on the principles described above, the Partnership has taken on new responsibilities as the state legislature passes new laws designed to address growing concerns about water availability, water quality, and habitat for threatened or endangered fish species. Additional responsibilities have followed as state agencies find ways to use the structure provided by local planning groups to allow for more public involvement in state agency actions. The activities that the Chehalis Basin Partnership is currently involved in are described in sections 1.4 through 1.7 that follow.

1.4 Watershed Planning

The 1998 Legislature passed the Watershed Management Act (Chapter 90.82 RCW) to provide a framework for local citizens, interest groups, tribes and government to work collectively on solutions to water quantity, flow, water quality and habitat concerns. The Watershed Management Act designated “Initiating Governments” and authorized them to form local groups called “Planning Units” that are responsible for assessing local conditions and developing local water management plans. The Initiating Governments designate a lead agency to administer grants from the state to fund the work. All tribes with reservation lands in the Water Resource Inventory Area(s) [WRIA(s)] must be invited to participate in the planning process [90.82.060].

Under the law, the Planning Unit must at a minimum 1) assess the availability of water and the needs for water to support fish and human development and 2) develop strategies for managing that water that strike a balance between competing resources. The Planning Unit may also choose to address fish habitat, water quality and instream flow requirements in the plan. There is considerable flexibility in the law for the Planning Unit to determine the planning process and to direct the focus of the planning process on areas or elements of particular importance to local citizens. The law also includes constraints on the activities of Planning Units. For example, the Planning Unit does not have the authority to change existing laws, alter water rights or treaty rights,

or require an implementing agency to take action which it has not agreed to during plan development.

As described in the opening paragraphs, the Partnership was forming before the Watershed Planning Act (90.82 RCW, ESHB 2514) was passed. The Partnership was designated as the Planning Unit under RCW 90.82 for the entire Chehalis Basin (WRIAs 22 and 23) by the Initiating Governments, and initially chose to address water quantity, water quality and fish habitat in its plan. Later the Partnership also consented to look at existing in stream flows.

The Chehalis Basin Partnership formalized its organization and outlined its intentions for the planning process in WRIAs 22 and 23 through an Intergovernmental Agreement. A copy of this agreement is attached as appendix A.

The Responsibility of the Partnership under the Watershed Planning Act is to agree collectively to a plan that will assess the quantity of water in the river basin, and to propose strategies for managing the water resources of the basin in such a way that the water resources will supply water in sufficient quantities to:

- Ensure stream flows necessary to sustain fish populations;
- Provide water for future out-of-stream uses;
- Ensure that adequate water supplies are available for agriculture, energy production, population growth and economic growth.

The strategies may include increasing water supplies through water conservation, water reuse, the use of reclaimed water, voluntary water transfers, aquifer recharge and recovery additional water allocations, or additional water storage and water storage enhancements. [RCW 90.82.070(2)]

Once the plan has been developed and approved by the Local Planning Unit it must be approved by each county government with jurisdiction in the planning area. [RCW 90.82.130]

1.5 *Salmon Recovery*

During 1998 and 1999, the legislature passed several bills relating to salmon recovery. The legislation directly affecting the Partnership were Engrossed Substitute House Bill 2496, passed by the legislature and signed into law (RCW 77.85), which tasks the

Washington State Conservation Commission with evaluating the habitat factors that limit the success of salmonids in Washington State; and Senate Bill 5595, passed by the legislature and signed into law (RCW 77.85), which creates the Salmon Recovery Funding Board, which is responsible for awarding grant and loans to for salmon habitat projects and salmon recovery activities.

These legislative actions concluded that repeated attempts to improve salmonid fish runs throughout the state of Washington failed to avert listings of salmon and steelhead runs as threatened or endangered under the federal endangered species act (16 U.S.C. Sec. 1531 et seq.). These listings threaten the sport, commercial, and tribal fishing industries as well as the economic well-being and vitality of vast areas of the state. The intent of the legislature is to begin activities required for the recovery of salmon stocks as soon as possible, although the legislature understands that successful recovery efforts may not be realized for many years because of the life cycle of salmon and the complex array of natural and human-caused problems they face.

The legislature concluded that it is in the interest of the citizens of the state of Washington for the state to retain primary responsibility for managing the natural resources of the state, rather than abdicate those responsibilities to the federal government, and that the state may best accomplish this objective by integrating local and regional recovery activities into a state-wide plan that can make the most effective use of provisions of federal laws allowing for state leadership in salmon recovery. The legislature also concluded that a state-wide salmon recovery plan must be developed and implemented through an active public involvement process in order to ensure public participation in, and support for, salmon recovery. The legislature also concluded that there is a substantial link between the provisions of the federal endangered species act and the federal clean water act (33 U.S.C. Sec. 1251 et seq.). The legislature further concluded that habitat restoration is a vital component of salmon recovery effort. Therefore, the intent of the legislature is to specifically address salmon habitat restoration in a coordinated manner and to develop a structure that allows for the coordinated delivery of federal, state, and local assistance to communities for habitat projects that will assist in the recovery and enhancement of salmon stocks.

The legislature concluded that a coordinated framework for responding to the salmon crisis is needed immediately. To that end, the salmon recovery office should be created within the governor's office to provide overall coordination of the state's response; an independent science panel is needed to provide scientific review and oversight; a

coordinated state funding process should be established through a salmon recovery funding board; the appropriate local or tribal government should provide local leadership in identifying and sequencing habitat projects to be funded by state agencies; habitat projects should be implemented without delay; and a strong locally based effort to restore salmon habitat should be established by providing a framework to allow citizen volunteers to work effectively.

To implement the intent of the legislation, the Partnership and its members became active participants and worked with the Conservation Commission to develop a Habitat Limiting Factors report for the Chehalis Basin. The work on the Limiting Factors Analysis led to the formation of a Technical Advisory Group, which consisted of private, federal, state tribal and local government personnel with technical expertise in the watershed.

The Partnership furthered their salmon recovery efforts by determining, through joint resolutions passed by counties, cities, and tribal governments, that Grays Harbor County would be the lead entity for salmon recovery in WRIAs 22 and 23. Through this effort, the Partnership develops annually a habitat project list with a work schedule that ensures restoration activities are prioritized and implemented in a logical sequential manner.

1.6 Flood Damage Reduction and Ecosystem Restoration

Coordinating efforts to reduce the effects of flooding is part of the original mission statement of the Partnership. Currently two projects are underway in the Chehalis Basin. The first, the Centralia Flood Damage Reduction Project, sponsored by Lewis County, focuses on reducing flood damage to the greater Centralia-Chehalis area and I-5. This project was under development and was one of the reasons for forming the Partnership. The second project, the Chehalis River Basin Ecosystem Restoration Project, sponsored by Grays Harbor County, is an investigation of the needs of the entire Chehalis River Basin, with the goal of addressing degraded environmental conditions, identifying opportunities for enhancing habitat, and addressing localized flood and erosion problems.

1.7 Water Quality Committee and Funding Programs

A Water Quality Committee was established to coordinate water quality issues including integrating Total Maximum Daily Load (TMDL) requirements into the watershed plan developed by the Partnership, carrying out local prioritization of grants and loans submitted to Ecology, and integrating information on water quality issues and activities so that the Partnership can include them in the watershed plan.

Chapter 2: Composition

2.1 *Chehalis Basin Partnership*

An Intergovernmental Agreement identifies specific governments, organizations and interest groups that may participate as “members” on the Chehalis Basin Partnership, but it does not limit membership exclusively to those groups.

An organization’s participation as a member of the Partnership is discussed in Chapter 5.

2.1.a **Organizations that have signed the Intergovernmental Agreement**

As of December 2000, the following organizations are members of the Chehalis Basin Partnership (Partnership). Appendix “B” is a list of the specific individuals that represent each member organization.

(NOTE: Organizations designated with an asterisk “*” have a signature block on the Intergovernmental Agreement, but have not actually signed the agreement)

- Grays Harbor County
- Lewis County
- Mason County
- Thurston County
- City of Aberdeen
- City of Centralia
- City of Chehalis
- City of Cosmopolis*
- City of Elma*
- City of Hoquiam
- City of McCleary
- City of Montesano
- City of Napavine
- City of Ocean Shores
- City of PeEll

- City Westport*
- Confederated Tribes of the Chehalis
- Quinault Indian Nation*
- Port Districts (a representative appointed jointly by the port districts in the Chehalis River Basin. The Port of Centralia signed the agreement on behalf of all port districts.)
- Water Supply Utilities (a representative appointed jointly by the water supply utilities in the Chehalis River Basin. Boistfort Valley Water Company and Grays Harbor Water District #2 both signed the agreement.)
- Department of Ecology (on behalf of state agencies)

2.1b Other organizations identified in the Intergovernmental Agreement that are eligible for membership in the Partnership

Public Agencies

- Washington Department of Agriculture
- Washington State Department of Fish and Wildlife
- Washington State Department of Natural Resources
- Bureau of Indian Affairs
- Geological Survey
- Bureau of Reclamation
- U.S. Fish and Wildlife
- U.S. Environmental Protection Agency
- National Marine Fisheries Service
- U.S. Forest Service
- U.S. Army Corp of Engineers
- Natural Resources Conservation Service

Non-Governmental Major Interests (a minimum of four members)

- Weyerhaeuser (representing forestry interests)
- Lewis County Farm Bureau (representing agricultural interests)
- Chehalis Basin Fisheries Task Force (representing fisheries interests)
- Business Representative (none designated)
- Recreational Interest representative (none designated)
- Environmental Interest representative (none designated)
- Industrial water users (none designated)

Private Citizens

Each of the counties (four total) that have decided to participate in the Partnership may appoint one private citizen to sit as a member of the Partnership. This member will represent the interests of the Citizens' Advisory Committee and other private citizens of their county.

These are the Chehalis Basin Partnership members that are specifically identified in the Intergovernmental Agreement. The composition of the Partnership may be changed if it is determined that important interests are not represented (Chapter 5 of these operating procedures addresses membership).

2.1.c Other Interested Parties (Non-Members)

Alternatives to actual membership in the Partnership exist for those individuals, agencies or organizations that are interested in the Partnership. They may request to:

- Be placed on mailing list for agendas, minutes and other material (budget permitting),
- Make presentations to the Partnership,
- Be a representative on task groups that the Partnership forms to deal with specific issues related to their interests;
- Be a technical advisor to the Partnership, and/or
- Request that an existing Partnership member work with the individual, agency or organization to represent its interest on the Partnership

2.2 *Steering/Technical Advisory Committee*

A Steering Committee was formed early in the process of organizing the Partnership. A Technical Advisory Committee was authorized in the Intergovernmental Agreement forming the Partnership. As the focus has shifted from organizing the Partnership to managing the various activities described in Chapter 1, the need for a Steering Committee decreased and the need for a Technical Advisory Committee increased. However, both functions are needed and there is a great deal of overlap between the people who have been participating as members of the Technical Advisory Committee and the people who participated as members of the Steering Committee. Currently the Technical Advisory Committee also serves as the Steering Committee.

The Steering/Technical Advisory Committee should reflect the diversity of the organizations that are members of the Partnership. Participation in the Steering/Technical Advisory Committee is not exclusive; any member of the Partnership can request to be named a member. The following organizations are strongly encouraged to participate on the Steering/Technical Advisory Committee: each county, major cities, both the Confederated Tribes of the Chehalis Reservation and the Quinault Tribe, the Citizen's Advisory Committee, a group representing fish restoration interests, and a small community caucus.

When the committee is serving in its technical/scientific role, it may request that Partnership organizations assign additional technical staff to ensure the committee has adequate technical expertise.

See the detailed description of the roles of the Steering/Technical Advisory Committee in Chapter 3.

2.3 *Citizen's Advisory Committee*

A Citizens' Advisory Committee was authorized in the Intergovernmental Agreement forming the Partnership. This committee provides a forum for private citizens to participate in the general activities of the Partnership. The citizens on the Advisory Committee are selected by the Commissioners of the county they live in to represent the varied interests of the general citizenry within the Chehalis Basin.

According to the Intergovernmental Agreement, each county selects one citizen to sit as a member of the Partnership. This person represents the interests of the individual private citizens in the basin on the Partnership and is also a member of the Citizens' Advisory Committee. In addition to appointing a citizen to serve as a member of the Partnership, each county appoints three additional citizens to sit on the Citizen's Advisory Committee.

2.4 *Water Quality Committee*

The interim by-laws adopted by the Chehalis Basin Partnership on February 26, 1999 included provisions for establishing additional committees as needed to focus on specific issues related to the Partnership's responsibilities. After some members of the

Partnership committed time to serve on a working committee to develop the Summary Implementation Strategy (SIS) for the Grays Harbor Fecal Coliform Total Maximum Daily Load (TMDL), the suggestion was made to form a Partnership Water Quality committee.

The Water Quality Committee is composed of individuals with some interest, stake or expertise in the subject of water quality. The members have an interest in the outcome of the work the Partnership is doing and the ability to apply a working knowledge of the impacts that water quality decisions would have in the Chehalis Basin and its residents.

Partnership participants that should strongly consider having a representative on the Water Quality Committee include: Quinault Indian Nation, Confederated Tribes of the Chehalis, Conservation Districts, water purveyors, local governments, fisheries interests, environmental interests, recreational interests, business interests, forestry interests, and agricultural interests.

One or more working groups, comprised of the above entities plus other stakeholders, may be established to concentrate on specific TMDL issues.

2.5 *Fiscal Agent*

2.5.1 Fiscal Agent for Purposes of Watershed Planning under RCW 90.82

Grays Harbor County has been designated by the Partnership as Lead Agency under the Watershed Planning Act.

2.5.2 Fiscal Agent for Purposes of Salmon Recovery under RCW 77.85

Grays Harbor County has been designated by the Partnership as Lead Entity under the Salmon Recover Act.

Chapter 3: Roles

3.1 *Chehalis Basin Partnership*

Commitment to participating in the regular Partnership meetings is expected of all members. Each member of the Partnership is also responsible to participate in the work of the Partnership and its sub-committees when they have the experience or expertise to do so.

The role of the Partnership and its members include:

- Actively representing each member's organization or area(s) of interest.
- Developing an Annual Plan of Work and project work plans for special projects such as Watershed Planning and Salmon Recovery.
- Provide direction to its fiscal agent on a general expenditure plan and contracts for services.
- Ensuring that the requirements of the Watershed Management Act, Salmon Recovery Act, and any other responsibility the Partnership has taken on are met.
- Approving policies that direct the work of the Partnership.
- Developing and accepting the final watershed plan as described in 90.82 RCW.
- Identifying appropriate items for the Partnership agenda, forwarding these agenda items to the Chair, Ecology Representative or Lead Agency, and making the necessary arrangements for the speakers or presenters needed to address the agenda item.

Each member organization must select and (as appropriate) formally appoint a primary representative for the organization. Member organizations may also appoint an alternate for the primary representative. The primary representative sits at the table during Partnership meetings and is the person authorized to speak on behalf of the member organization. The alternate should be as active and involved as the primary representative so that they can step in at a moment's notice to represent the member organization if the primary representative is unable to do so. Both the primary representative and alternate should be able and willing to:

- Prepare for, attend, and participate in all Partnership meetings (one meeting per month requiring approximately 4 to 8 hours per month).
- Participate in additional meetings of subcommittees or work groups as necessary

(an additional 4 to 8 hours per month).

- Communicate on a regular basis with other people in the member organization to inform them of Partnership discussions and facilitate consensus within the member group on key issues (perhaps 4 to 8 hours per month).
- Present fairly the interests and ideas of the member organization as a whole to the Partnership regardless of personal feelings.
- Recognize the legitimacy of the concerns and interests of others, whether or not they are in agreement with them.
- State their concerns and interests clearly, listen carefully to others, and explore issues from all points of view before forming conclusions.
- Give the same priority to solving the problems of others as to solving their own.

Members commit to:

- Search for opportunities: creativity will make a better plan.
- Listen carefully: ask questions to understand and make statements to explain or educate.
- Act on “fact” not “rumor”.
- Attempt to protect each other and the process politically with constituencies and general public.
- Attempt to reach consensus on a plan.
- Be an advocate for an agreed plan.

3.2 *Steering/Technical Advisory Committee*

Commitment to participating in meetings of the Steering/Technical Advisory Committee is expected of all members.

The role of the Steering/Technical Advisory Committee is to:

Review administrative, process and policy issues, evaluate alternative approaches to policy and action items, and make recommendations to the Partnership.

Evaluate the technical or scientific needs of the Partnership as it works on the issues described in Chapter 1, make recommendations on how to fill those needs, and review technical work performed by others.

When serving as the Steering Committee, this committee may:

- Recommend rules of process,
- Help interpret legislation and recommend direction for the Partnership
- Recommend priorities and action items for the Partnership,
- Provide guidance (develop options or recommendations) to the Partnership,
- Periodically review status of work and funds,
- Establish benchmarks to measure progress, and
- Work with the Partnership's fiscal agent to develop and distribute quarterly budget reports.

Topics may include defining roles, identifying issues, evaluating alternatives, impacts, and tradeoffs of choices, and proposing alternatives and recommendations to the Partnership.

The Steering Committee is responsible for quality control/quality assurance for all work products and will report regularly to Partnership.

The Partnership has final decision-making authority on all policy matters.

When serving as the Technical Advisory Committee, this committee's tasks include:

- Identifying, gathering and organizing available technical data needed to accomplish watershed planning in support of any consultants retained by the Partnership.
- Develop intergovernmental or other working agreements with agencies and organizations responsible for delivering/producing data or other elements needed to complete watershed planning.
- Provide technical oversight and product review of all elements of the watershed planning process.
- Prepare or review all Requests for Proposal (RFP) for completion of work and work products for Phase II (Level 1 and Level 2 assessments) and Phase III (development of a watershed management plan), in consultation with the Partnership.

Consistency of participation in the Steering/Technical Advisory Committee is important. If a committee member cannot attend a meeting, a designated alternate may sit at the table. It is the responsibility of the committee member to designate an alternate and keep this alternate informed so that they are able to fully participate in the

absence of the regular member.

Steering Committee members are expected to entertain all perspectives on issues and alternatives, seek to identify areas of agreement, and clarify reasons for differing points of view on alternatives. Each member is responsible for informing their constituency and speaks for their interest group.

3.3 *Citizens' Advisory Committee*

Members of the Citizens' Advisory Committee (CAC) are informed citizens who bring to the Chehalis Basin Partnership unique perspectives on the Chehalis basin. Members represent a variety of viewpoints, and provide a measure of how the general public may view Partnership actions. The CAC establishes its own agenda and holds its own meetings.

The CAC reviews Partnership work products and provides formal recommendations to the Partnership. The CAC has the opportunity to review and comment on evaluations and recommendations prepared by the Steering/Technical Advisory Committee. The CAC also hosts informational presentations by state, federal, and local experts on important watershed issues, to help committee and Partnership members make informed decisions.

A critical function of the CAC is advising the Partnership on how to inform the general citizenry within the Chehalis Basin about the goals, actions, and outcomes of the work of the Partnership, and how to involve this citizenry in the work of the Partnership.

3.4 *Water Quality Committee*

Water Quality Committee members are expected to commit to participate in organized meetings. The role of the Water Quality Committee is to:

- Evaluate alternative approaches to policy and action items related to water quality and make recommendations to the Partnership.
- Evaluate the technical or scientific needs of the Partnership as it works on the issues described in Chapter 1 of this document, make recommendations on how to fill those needs, and review technical work performed by others.
- Work in conjunction with the Ecology on current and future TMDLs.
- Work with Ecology to establish early and affective communication between

effect parties. At a minimum, this would include early notice when a water body falls short of the water quality standards, the opportunity to share local knowledge and data during the development of water quality reports, and a commitment from all parties to work collectively towards a positive constructive solution.

- Develop a list of prioritized water quality projects for consideration and acceptance by the Partnership.

The Partnership has final decision-making authority on all policy matters.

When serving as the Water Quality Committee, this committee's tasks include:

- Identifying, gathering and organizing available technical data needed to accomplish watershed planning in support of any consultants retained by the Partnership.
- Developing intergovernmental or other working agreements with agencies and organizations responsible for delivering/producing data or other elements needed to complete watershed planning as it relates to water quality decisions.
- Providing technical oversight and product review of all elements of the watershed planning process as it relates to water quality decisions.
- Consistency of participation in the Water Quality Committee is important. If a committee member cannot attend a meeting, it is the member's responsibility to keep informed so that they are able to fully participate.
- Water Quality Committee members are expected to entertain all perspectives on issues and alternatives, seek to identify areas of agreement, and clarify reasons for differing points of view on alternatives. Each member is responsible for informing their constituency and speaks for their interest group.

The Department of Ecology administers state/federal grant and loan programs designed to fund projects that protect and restore water quality. Ecology has an established internal process for evaluating and ranking the hundreds of project proposals it receives annually. Ecology's process allows for a local role in determining funding priorities -- projects receive additional rating points if all the projects received from within an individual WRIA go through some kind of local evaluation and ranking process. Local Planning Units (such as the Partnership) that are looking at water issues within watersheds (or "Basins") made up of one or more WRIs are eligible to carry out the local prioritization. The result of this local prioritization is a ranked list of all the projects received from within the same Water Resource Inventory Area (WRIA). The

Partnership has accepted the responsibility to carry out this local prioritization because it allows local projects to receive additional points (based on its local priority) that are added to Ecology's numerical score from its internal review/ranking process. These additional points help local projects when they compete against other projects from across the state. If the Partnership -- or some other local group made up of many of the same members -- does not carry out the local prioritization, local projects will have to compete statewide without the benefit of having these additional points.

The local prioritization process is described in WAC 173-95A-050 and Chapter 3 of Volume One of Ecology's FY 2001 Funding Guidelines.

3.5 *Fiscal Agent*

The Fiscal Agent has the authority to make day-to-day administrative, budget and contract decisions. The Fiscal Agent can approve expenditures consistent with approved scopes of work and contracts. The Fiscal Agent can recommend policies that are needed to carry out day-to-day functions of the Partnership, but the final decision on policies is made by the Partnership.

As other funding opportunities become available the Chehalis Basin Partnership may select an organization from its membership to serve as fiscal agent for these funding sources.

Chapter 4: General Procedures

4.1 Meetings

4.1.a. The Chehalis Basin Partnership

The Partnership will meet at least monthly, generally on the fourth Friday of the month. In cases where that day conflicts with a holiday or some other high priority event that involves a significant number of Partnership members the meeting date may be changed upon request of the members affected. Partnership meetings are open to the public and will be announced to members and other interested parties with a direct mailing at least one week in advance.

The Chair may call special meetings of the Partnership. Special meetings are open to the public and will be announced to members and other interested parties with a direct mailing at least one week in advance.

4.1.b. The Steering/Technical Advisory Committee

The Steering/Technical Advisory Committee will generally meet monthly, but this schedule may be modified as needed. Meeting times, locations and agendas will be set by the Chair of the committee based upon the direction of the Partnership and consultation of the committee members. When possible, Steering/Technical Advisory Committee meetings will be announced at the Partnership meeting immediately preceding the planned meeting dates. Steering/Technical Advisory Committee meetings are open to any Partnership member and the public.

The Chair of the Steering/Technical Advisory Committee will be a member of the Chehalis Basin Partnership appointed by the Partnership.

4.1.c. Citizens' Advisory Committee

The Citizens' Advisory Committee (CAC) generally meets monthly. Meetings of the CAC are announced at meetings of the Chehalis Basin Partnership. Each CAC member will be sent an announcement providing the time, location and topics of discussion for upcoming meetings.

The Chair of the Citizens' Advisory Committee will be a CAC member selected by the committee.

4.1.d. The Water Quality Committee

The Water Quality Committee will generally meet monthly, but this schedule may be modified as needed. Meeting times, locations and agendas will be set by the Chair of the committee based upon the direction of the Partnership and consultation of the committee members. When possible, Water Quality Committee meetings will be announced at the Partnership meeting immediately preceding the planned meeting dates. Water Quality Committee meetings are open to any Partnership member and the public.

The Chair of the Water Quality Committee will be a member of the Chehalis Basin Partnership appointed by the Partnership.

4.2 *Quorum*

4.2.a. Chehalis Basin Partnership

A quorum for the purpose of holding a Partnership meeting exists when any number of designated Partnership members are in attendance at any regularly scheduled Partnership meeting that has been announced following the procedure described in section 4.1 above. However, no decision may be made by the Partnership unless at least ten designated members are present at a regular monthly or special meeting.

4.2.b. Citizens' Advisory, Steering/Technical and Water Quality Committees

These committees are advisory in nature and do not need a quorum.

4.3 *Observers*

Meetings of the Partnership and all sub-committees will be open to the public. Seating at Partnership meetings will be arranged so that it is clear to the public who the Partnership members are, and individual Partnership members will be identified with a

name placard.

At each meeting, comment periods will allow observers to offer comments related to issues at hand, subject to time limits determined by the Chair.

4.4 Terms of Office and Election of the Chair and Vice-Chair

The Chair and Vice-Chair are appointed annually by the Partnership to serve one-year terms. The period of the term is January 1 to December 31. Nominations for Chair and Vice-Chair will be made at the October Partnership meeting. Appointments to the positions of Chair and Vice-Chair will be made at the November meeting of the Partnership using a consensus process.

Any Partnership member is eligible to serve as Chair or Vice-Chair. If there are individual opinions on the appropriateness of any Partnership member serving as Chair or Vice-Chair, these opinions should be expressed and considered during Partnership discussions held prior to the nomination process and elections.

If circumstances arise where it is in the best interest of the Chehalis Basin Partnership to replace the Chair or Vice-Chair, a new Chair or Vice-Chair can be appointed by a simple majority when at least ten Partnership members are present at a regular or special Partnership meeting.

4.5 Administrative and Facilitation Support

The Fiscal Agent for any special project will provide administrative and facilitation support for the activities of the Partnership and all sub-committees related to the special project.

According to the Intergovernmental Agreement, Ecology will provide staff support to the Partnership for general Partnership activities. This includes preparing and distributing meeting agendas and meeting summaries, maintaining member and mailing lists, keeping records of meetings, and other related information.

4.6 Meeting Summaries/Results

For each meeting of the Partnership and its sub-committees a written summary of discussion and comments will be prepared and available for public review. These summaries will describe highlights of the meeting, areas of agreement or disagreement, recommendations or options the Partnership is being asked to consider, and a record of decisions made by the Partnership. The Partnership meeting summary will include a list of the members and others present. The results of each committee meeting will be provided to the Partnership. Meeting summaries for each Partnership meeting will be approved or modified at the next Partnership meeting.

4.7 Decision Making

Recommendations for action may come from designated sub-committees or any Partnership member.

The Partnership may make a decision immediately or assign the issue to a sub-committee for further review and recommendations.

Whenever possible, the need for a specific decision or action will be identified at least one month in advance. Information necessary to make the decision should be provided at least one month in advance when possible. If it is not possible to provide the information at least one month in advance, then the information should be sent out to Partnership members with the meeting announcement. This will allow time for Partnership members to think about the issues under consideration and discuss them with their member organizations and other Partnership members if necessary.

Actions of the Partnership will be determined through a consensus based decision-making process. Consensus is explained further in Appendix C.

A record of decisions, action items and their status will be maintained and included with each meeting summary.

4.8 *Public Communication*

The Chehalis Basin Partnership is not obligated to follow the detailed requirements of the Open Public Meetings Act; however, the Partnership will make every effort to meet the intent of that act. In providing public information, the following guidelines will apply:

- All official public statements on behalf of the Partnership will be made by the Chair or his/her designee;
- Only documents approved by the full Partnership will be represented as official Partnership documents;
- In public discussions, individual Partnership members will provide a disclaimer that their statements are personal opinions and are not necessarily those of the Partnership;
- Following each Partnership meeting, a summary of the meeting topics and discussions will be prepared. This summary will be mailed to the Partnership members in advance of the next meeting where the opportunity to correct the meeting summary will be provided. Meeting summaries will be made available to the public.

Partnership staff will manage Partnership documents and records.

Chapter 5: Managing Partnership Membership

The purpose of this chapter is to maintain the Partnership's balance of interests and effectiveness.

The Intergovernmental Agreement that formed the Chehalis Basin Partnership identifies several member groups and in many cases provides specific direction on how the representatives of the member groups are to be appointed. These Operating Procedures do not modify or amend the language of the Intergovernmental Agreement where it provides specific direction. In cases where the Intergovernmental Agreement is silent the Operating Procedures are intended to guide the Partnership's actions regarding membership.

5.1 Member Groups with a Defined Process for Selecting Representation.

The Intergovernmental Agreement identifies nine groups of potential members: counties, cities, tribes, water supply utilities, port districts, state departments, federal agencies, major interests and private citizens. For seven of these groups the Agreement provides specific direction on the number of Partnership members each group may have and on how representatives for each group are designated:

- Counties: each county in the basin, appointed by the respective county;
- Cities: each interested city and town in the basin, appointed by the respective jurisdictions;
- Tribes: The Confederated Tribes of the Chehalis Reservation and the Quinault Indian Nation;
- Water Supply Utilities: a representative appointed jointly by the water supply utilities in the basin;
- Port Districts: a representative appointed jointly by the port districts in the basin;
- Major Interests: a minimum of four members representing various major interests in the basin, appointed jointly by the counties and the tribes;
- Private Citizens: one private citizen from each of the counties, appointed by the respective counties.

5.2 *Member Groups without a defined Process for Selecting Representation.*

The Intergovernmental Agreement identifies the federal and state agencies that may become members but does not define how representatives from those agencies shall be designated.

State Departments: Fish and Wildlife, Natural Resources, Agriculture and Ecology.
Federal Agencies: Bureau of Indian Affairs, Geological Survey, Bureau of Reclamation, Fish and Wildlife Service, Environmental Protection Agency, National Marine Fisheries Service, Forest service, Corps of Engineers and Natural Resource Conservation Service.

Representatives for these agencies shall be appointed by letter from the head of the agency or its appropriate regional office.

5.3 *Other Members*

If the Partnership determines the need to add representation from additional groups it may do so by consensus agreement and request that the group appoint a representative.

If an interest group or organization wishes to join the Partnership, the following application process is established and the interested party will be asked to provide the following information in writing.

- The name of the interest group organization and its corporate status.
- The mission, purpose and goals of the interest group or organization.
- The number of individuals that are involved in the interest group or organization.
- Why the interest group or organization should be added to the Partnership, including:
 - The issues the interest group or organization is involved in;
 - How those issues relate to the Partnership mission, purpose and goals;
 - How those interests might affect and be affected by Partnership decisions;
 - Why the interest group or organization is not adequately represented by current Partnership members;
 - How adding the interest group or organization would benefit the Partnership's work.

- A statement of support for the Partnership's Purpose and Goals, and concurrence with the Partnership Ground Rules.
- The name of the representative and alternate from the interest group or organization that will participate on the Partnership.

Selection Process: Upon request Partnership staff will describe this process and criteria for applying for membership and provide the applicant with information on the composition of the Partnership, the Partnership's work program, its organization and Ground Rules.

The Steering Committee will review the submitted written material and, if necessary, interview the applicant to identify their interest in the watershed, and will advise the applicant about alternatives for involvement in the Partnership.

The Partnership will make decisions on membership after reviewing and discussing submitted materials and interview information when applicable. The applicant is welcome attend the meeting at which this a decision is made. Approval of new members is by consensus agreement.

5.4 Replacing Partnership Members

Circumstances may arise where members of the Partnership resign, or are unable to adequately represent their interests due to lack of attendance.

The Partnership will annually review meeting attendance by its members.

When a Partnership member representing an organization that has signed the Intergovernmental Agreement resigns the Partnership will defer to that organization to designate a replacement. If no replacement has been designated within two months, a Partnership member will contact the organization to request that the vacant position be filled.

In cases where the Partnership member has been appointed to represent a specific major interest group resigns, the Partnership will work with the major interest group to identify a suitable replacement and then contact the organization(s) that made the appointment to request that a replacement be appointed.

In situations where, due to lack of attendance at three consecutive monthly Partnership meetings, the Partnership agrees a particular interest or organization is not being adequately represented, the designated representative of the interest or organization will be contacted by a Partnership member to determine their level of interest in participating on the Partnership. The results of the contact will be reported back to the Partnership for action.

Two months after a request has been made that a position be filled with an active participant the Partnership will follow-up using the following steps:

- A written request that the organization or interest group explain the level of involvement they anticipate having on the Partnership. The level of involvement could include deciding not to participate.
- A written request that the vacancy be filled with an active participant;
- Written notification that the organization has not fulfilled the Partnerships expectations for involvement and that they are no longer considered to be an active member with an opportunity to influence decisions of the Partnership. The notification will request acknowledgement of this status;
- Replacement of the interest group or organization with a different one.

APPENDIX A-Intergovernmental Agreement

107 FEB 24 2004

INTERGOVERNMENTAL AGREEMENT

Formation of the Chehalis River Basin Watershed Management Partnership & Designation of Lead Agency

WHEREAS, the environmental, social and economic health of the Upper and Lower Chehalis River Basins, Water Resource Inventory Areas (WRIA) Nos 22 & 23, identified as WAC 173-500-040, hereinafter called the Chehalis River Basin depends upon sound management and stewardship of natural resources; and

WHEREAS, multiple governmental jurisdictions (federal, state, tribal, and local governments) and various, diverse public and private groups share an interest in sound management of the Chehalis River Basin's water resources; and

WHEREAS, issues affecting the management of these resources transcend jurisdictional and ownership boundaries; and

WHEREAS, cooperative and collaborative approaches offer solutions that are less costly, more responsive to local conditions and needs, and garner greater public support; and

WHEREAS, pursuant to Chapter 39.34 RCW and each party's respective authorities, the parties to this Agreement are authorized to jointly exercise the powers, privileges, and authority described herein; and

WHEREAS, Engrossed Substitute House Bill No. 2514 (Laws of 1998) and chapter 90.82 RCW have authorized the allocation of certain funds to a WRIA planning unit for purposes of watershed assessment, planning and management; and

WHEREAS, the governmental entities of the Chehalis River Basin are interested in forming a WRIA planning unit so that they are eligible to apply for and receive funds pursuant to Engrossed Substitute House Bill No. 2514 (Laws of 1998) and chapter 90.82 RCW;

NOW, THEREFORE, in consideration of the mutual promises and covenants recited herein, the parties agree and resolve as follows:

1.0 Parties

The parties to this Agreement shall be (1) all counties within the Chehalis River Basin; (2) all interested cities and towns within the Chehalis River Basin; (3) the water supply utility obtaining the largest quantity of water in each the Upper and Lower Chehalis River Basin; (3) Washington State Department of Ecology and (4) the Confederated Tribes of the Chehalis Indian Reservation and Quinault Indian Nation.

2.0 Purpose

This Agreement shall designate a planning unit and a lead agency for purposes of assessing and managing the water resources of the Chehalis River Basin and to pursue strategies within the Chehalis River Basin which include the key elements of flood reduction, fisheries, recreation, water quality and water quantity and examine their relationship to economic health and sustainability.

3.0 Goals

The parties shall work cooperatively to establish a planning unit to be called the Chehalis River Basin Partnership and to seek participation from interested and affected parties. The Chehalis River Basin Partnership serving in an advisory and informational capacity, shall coordinate efforts focusing on:

- Improvement of water quality
- Management of water resources to provide ample supplies for farms, fish, industry and people (including restoration of healthy runs of salmon and steelhead)
- Reduction of the effects of flooding
- Increase in recreational opportunities
- Increase in watershed awareness through education

The Chehalis River Basin Partnership may also develop a watershed plan consistent with the requirements of chapter 90.82 RCW and Engrossed Substitute House Bill No. 2514 (Laws of 1998).

4.0 Composition of Chehalis River Basin Partnership

4.1 The Chehalis River Basin Partnership and Planning Unit may include, but are not limited to:

- **Counties:** each county in the Chehalis River Basin, appointed by the respective county;

- **Cities:** each interested city and town in the Chehalis River Basin, appointed by the respective jurisdictions;
- **Tribes:** the Confederated Tribes of the Chehalis Indian Reservation and Quinault Indian Nation;
- **Water Supply Utilities:** a representative appointed jointly by the water supply utilities in the Chehalis River Basin;
- **Port Districts:** a representative appointed jointly by the port districts in the Chehalis River Basin;
- **State Departments:** Washington State Departments (Departments), Fish & Wildlife, Natural Resources, Agriculture, and Ecology;
- **Federal Agencies:** Bureau of Indian Affairs, Geological Survey, Bureau of Reclamation, Fish and Wildlife Service, Environmental Protection Agency, National Marine Fisheries Service, Forest Service, Corps of Engineers and Natural Resources Conservation Service;
- **Major Interests:** a minimum of four members representing various major interests in the Chehalis River Basin, appointed jointly by the counties and the tribes. Major interests include but are not limited to timber, agriculture, business, fisheries, recreational, environmental, and industrial water users.
- **Private Citizens:** one private citizen from each of the counties, appointed by the respective counties.

4.2 Technical and citizen advisory committees will be formed, as needed, to formulate options for consideration by the Chehalis River Basin Partnership and reference to various government agencies.

5.0 Chehalis River Basin Partnership Meetings

The Chehalis River Basin Partnership will meet regularly to address water quality, water quantity, flooding, economic development, and fisheries and fish habitat issues. Meetings will be used to share information about developments in the basin and to identify common problems and opportunities.

6.0 Lead Agency

For the purposes of this Agreement, Lewis County shall be designated as Lead Agency. The Lead Agency shall be responsible for and authorized to perform the following tasks:

- 6.1 Negotiate and execute agreements with Washington State Department of Ecology (DOE) for Watershed Planning Grant funds.
- 6.2 Receive and disburse funds from DOE.
- 6.3 Solicit Statements of qualifications, requests for proposals or invitations

for bids, negotiate scope of work, and executes contracts to perform the work for projects performed by or on behalf of the parties pursuant to this agreement.

6.4 The Lead Agency shall not obligate any parties to financial responsibility in performing its tasks under this Agreement without approval of the respective governmental entities.

6.5 Prepare and maintain proper records for accounting and administration of watershed planning grants.

The Lead Agency shall report regularly to the parties to this Agreement and shall provide them with a full accounting on the receipt and expenditure of funds that may be provided pursuant to this Agreement.

7.0 Staff Support

DOE shall provide staff support to the Chehalis River Basin Partnership.

8.0 Funding

The activities of the Chehalis Basin Partnership as described herein, and as may be further defined by the parties to achieve the stated goals, shall be funded by the following sources:

- 1) Watershed Management Grants made available by DOE; and/or
- 2) Other public and private funds which are intended for watershed planning and implementation

Funds or services from the parties may be required for matching or providing local shares for other funding sources that may become available. Any funds or services required shall be shared by all parties and will be agreed upon in writing in advance.

9.0 Duration

This Agreement shall continue until terminated by the parties as provided in section 11.0.

10.0 Modification

This Agreement may be modified or amended only by written consent of all parties.

11.0 Termination

- 11.1 An individual party may withdraw from this Agreement upon ten days written notice to the Lead Agency. The Lead Agency may terminate its membership and/or surrender its lead-status upon ten days' written notice to all other signatories to this Agreement. This Agreement will continue to remain in effect so long as two or more parties remain signatories to this Agreement.
- 11.2 This Agreement may be terminated only by written consent of all signatories to this Agreement.

12.0 Effective Date

This Agreement shall become effective and commence upon execution of the Agreement by all parties.

13.0 Non-Binding Agreement

The water resource planning process described in this Agreement is intended to result in the cooperative management of Chehalis River Basin Water Resources. The parties agree that participation in the Chehalis River Basin Partnership and Planning Unit shall not bind any member's independent decision-making authority or the reserved rights of the tribes.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of August 31, 1998.

BOARD OF COUNTY COMMISSIONERS
Grays Harbor County, Washington



Chairman



Commissioner



Commissioner

Approved as to form:

H. STEWARD MENEFFEE
PROSECUTING ATTORNEY

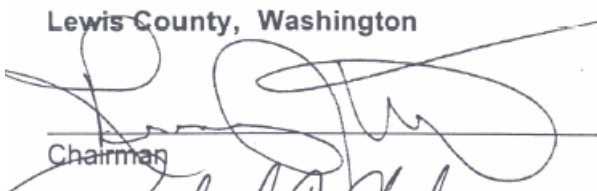

Deputy Prosecuting Attorney

REC

**BOARD OF COUNTY COMMISSIONERS
Lewis County, Washington**

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LEWIS COUNTY
S.W. RECORDS

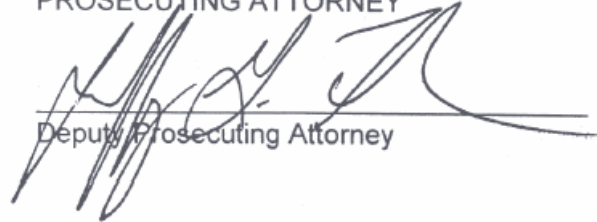

Chairman

Approved as to form:


Commissioner

JEREMY RANDOLPH
PROSECUTING ATTORNEY


Commissioner


Deputy Prosecuting Attorney

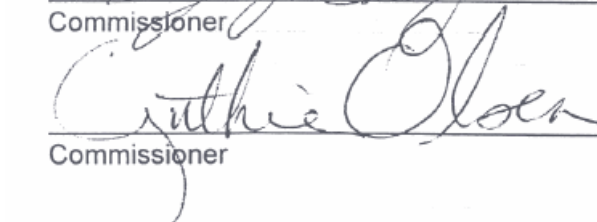
**BOARD OF COUNTY COMMISSIONERS
Mason County, Washington**

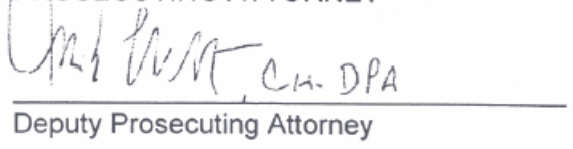
Absent
Chairman

Approved as to form:


Commissioner

GARY P. BURLESON
PROSECUTING ATTORNEY

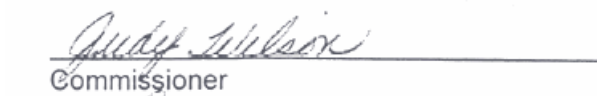

Commissioner


Deputy Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS
Thurston County, Washington**


Chairman

Approved as to form:


Commissioner

BERNARDEAN BROADOUS
PROSECUTING ATTORNEY


Commissioner



Deputy Prosecuting Attorney

CHEHALIS CONFEDERATED TRIBES

Approved as to form:



Mel Youckton, Chairman



Name, Tribal Attorney
Jon Hare

QUINULT INDIAN NATION

Pearl Capoeman-Baller, President

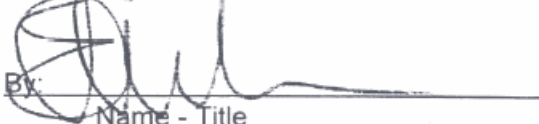
Name, Tribal Attorney

CITY OF ABERDEEN

Approved as to Form:
ABERDEEN CITY ATTORNEY



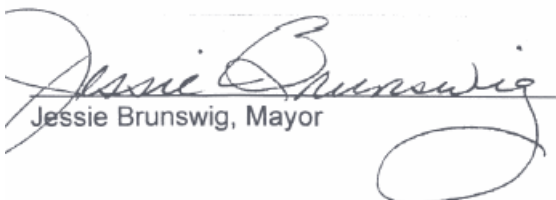
Chuck Gurrad, Mayor

By: 


Name - Title

CITY OF CENTRALIA

Approved as to Form:
CENTRALIA CITY ATTORNEY



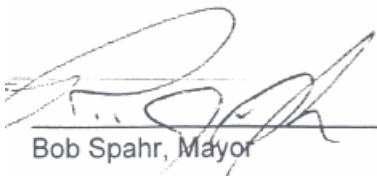
Jessie Brunswig, Mayor

By: 

Name - Title

CITY OF CHEHALIS

Approved as to Form:
CHEHALIS CITY ATTORNEY



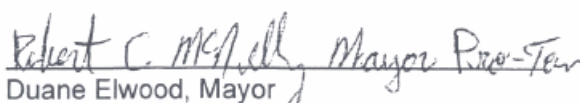
Bob Spahr, Mayor

By: 

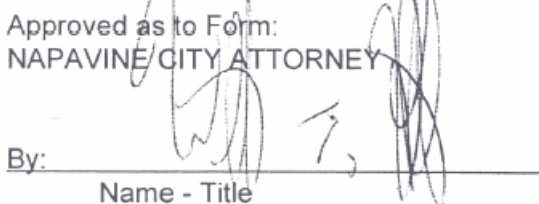
Name - Title

CITY OF NAPA VINE

Approved as to Form:
NAPA VINE CITY ATTORNEY



Duane Elwood, Mayor

By: 

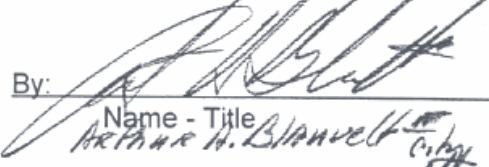
Name - Title

CITY OF OCEAN SHORES



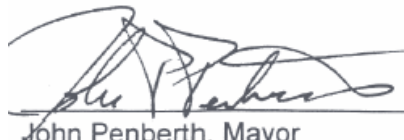
Dirk Swearingen, Mayor

Approved as to Form:
OCEAN SHORES CITY ATTORNEY

By: 


Name - Title
Arthur H. Blauvelt, City Attorney

CITY OF PeELL



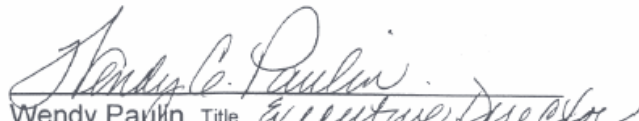
John Penberth, Mayor

Approved as to Form:
PeELL CITY ATTORNEY

By: 

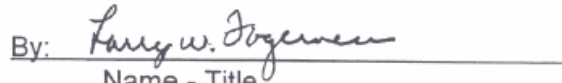
Name - Title
Robert Schroeder, Attorney

PORT OF CENTRALIA



Wendy Paulin, Title Executive Director

Approved as to Form:
PORT OF CENTRALIA ATTORNEY

By: 

Name - Title
Larry W. Fagerness, Port Attorney

DEPARTMENT OF ECOLOGY



Name, Title
Sue Mann, Regional Director

Approved as to Form:
CHRISTINE O. GREGOIRE
ATTORNEY GENERAL



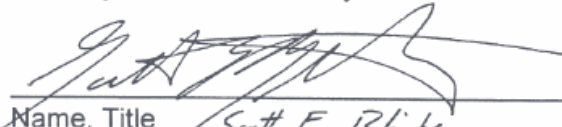
Name, Assistant Attorney General

BOISTFORT VALLEY WATER



Rich Eitel, Title PRESIDENT OF THE BOARD
NEIL POMEROY

Approved as to Form:
Attorney for Boistfort Valley Water



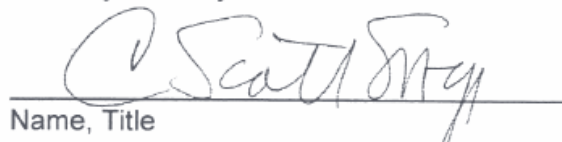
Name, Title
Scott E. Blinks

GRAYS HARBOR WATER DISTRICT, #2



R.G. Aarhus, Chairman

Approved as to Form:
Attorney for Grays Harbor Water Dist. #2



Name, Title

CITY OF COSMOPOLIS

Approved as to Form
COSMOPOLIS CITY ATTORNEY

Jerry Raines, Mayor

Name - Title

CITY OF ELMA


Approved as to Form
Elma CITY ATTORNEY

David Osgood, Mayor


Name - Title

CITY OF HOQUIAM

Approved as to Form
HOQUIAM CITY ATTORNEY



Roger Jump, Mayor



Name - Title

CITY OF McCLEARY

Approved as to Form
McCLEARY CITY ATTORNEY

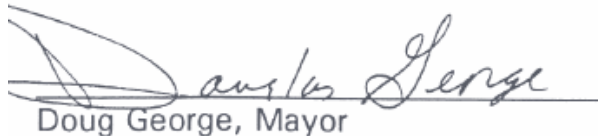


John Adams, Mayor

Name - Title

CITY OF MONTESANO

Approved as to Form
MONTESANO CITY ATTORNEY



Doug George, Mayor

Name - Title

CITY OF WESTPORT

Approved as to Form
WESTPORT CITY ATTORNEY

Berkly Barker, Mayor

Name - Title

APPENDIX B-List of Members



Chehalis Basin Partnership Members

Organization	Designated Representative
Grays Harbor County [1][2]	Commissioner Bob Beerbower (alternate: Lee Napier)
Lewis County [1][2]	Commissioner Richard Graham (alternates: Craig Swanson)
Mason County [1][2]	Commissioner Jayni Kamin (alternate: Robert Fink)
Thurston County [1][2]	Commissioner Bob Macleod (alternate: Mark Swartout)
Confederated Tribes of the Chehalis [1][2]	Chairman David Burnett (Alternates: Mark White, Harry Pickernell)
Aberdeen [1][2]	Lisa Scott
Centralia [1][2]	Mayor Pro-Tem Bonnie Canaday (Alternates: Kahle Jennings)
Chehalis [1][2]	Councilman Robert Spahr - CHAIR (Alternates: Patrick Wiltzuis)
Hoquiam [1][2]	Councilman Bob Cross
McCleary [1][2]	Mayor Wallace Bentley
Montesano [1][2]	Ron Schillinger Community Development
Napavine [1][2]	Jim Haslett - VICE-CHAIR
Ocean Shores [1][2]	Dave Weiser,
Pe Ell [1][2]	
Boistfort Valley Water Co. [1][2]	Rich Eitel
Grays Harbor Water District #2 [1][2]	Jean Gayle
<i>Citizen - Grays Harbor County</i>	Designated Representative: Terry Willis <i>Appointed Citizens: Gary Waltenbery, Mike Quigg</i>



Chehalis Basin Partnership Members

Organization	Designated Representative
<i>Citizen - Lewis County</i>	Designated Reresentative: Lyle Hojem <i>Appointed Citizens: Bill Barmettler, Jim Hill, Chris Cheney</i>
Citizen - Mason County	Designated Representative: Peter Hiebert <i>Appointed Citizens: Jim Bottorff, Laurie Cox, Neal Cox</i>
Citizen - Thurston County	Designated Representative: Chanele Holbrook Shaw <i>Appointed Citizens: Earl Emerson, Chanelle Holbrook</i>
Port of Centralia [1][2]	Art Lehman
<i>Business Representative</i>	<i>Vacant</i>
Chehalis Basin Fisheries Task Force	Lonnie Crumley
Agriculture	Ron Mauel
Weyerhaeuser	Annette Grainger
WA Department of Agriculture	Ann Wick
WA Department of Ecology [1][2]	Steve Craig
WA Department of Fish & Wildlife	Steve Kalinowski (Alternate: Chad Stussy)
WA Department of Natural Resources	Jim Hotvedt

APPENDIX C- Decision Making by Consensus

1. Discuss the issue to surface all points of view. Invite everyone to speak.
2. When there seems to have been enough talking about the issue, publicly vote to “take the temperature” of the group - those in favor, those opposed. Have the group decide when there has been enough talking about the topic and they’re ready to try to make a decision.
3. Those voting in the minority get the floor. They are invited to say whatever they want to try to convince others of the rightness of their view by: adding to the body of information already presented; clarifying their position; pointing out flaws, error, deficiencies...in the other’s point of view.
4. Continue to ask those in the minority: “Do you think you have now been heard by others in the group? Is there more you want to say? Are you ready to have the entire group vote again?”
5. Vote again. Those voting in the minority again get the floor.
6. Invite them again to say whatever they want to try to convince the others of the rightness of their view. This process will continue until those in the minority are able to say: “We are clear about what the majority would like to do. While we personally would not make that choice, we do think the others understand our alternative. We’ve had sufficient opportunity to sway others to our point of view, and we do think we have been heard.”
7. AT THIS POINT, THERE ARE THREE VARIATIONS TO CONCLUDE THE PROCESS; pick one:
 - “Since we have not been able to convince others to change their minds, we are ready to go along with what the majority wants.”
 - “The proposed alternative is not our preference, but it has been amended such that we will not oppose it.”
 - “We do not favor the proposed alternative, but will go along with the majority, and we wish to include a dissenting opinion for the record.”

SEEKING CONSENSUS

The top six types of agreement reflect consensus. Solutions that result in types of agreement closer to the top are preferred.

<p>Endorsement: “I like it.”</p>
<p>Endorsement with a Minor Point of Clarification: “Basically I like it.”</p>
<p>Agreement with Reservations: “I can live with it.”</p>
<p>Abstain: “I have not opinion that prevents this from going forward.”</p>
<p>Stand Aside: “I really don’t like this, but don’t want to prevent the group from agreeing.”</p>
<p>Formal Disagreement, but Willing to Go with Majority: “I want my disagreement noted in writing but I’ll support the decision.”</p>

These two types of responses by one or more interest groups indicate a lack of consensus.

<p>Formal Disagreement, with Request to Be Absolved of Responsibility for Implementation: “I don’t want to stop anyone else, but I don’t want to be involved in implementing it.”</p>
<p>Block: “I don’t support this proposal and will work to see that it won’t be implemented.”</p>