



## COMMUNITY SOUNDING BOARD CHARTER AND OPERATIONAL PROTOCOLS

This document guides the scope and operation of the Community Sounding Board (CSB) for the Capitol Lake – Deschutes Estuary Long-Term Management Project EIS (EIS). The CSB process will be periodically evaluated by Enterprise Services to determine if adjustments in the Charter and Operational Protocols are warranted.

### Convener

Washington State Department of Enterprise Services (Enterprise Services).

**Goal:** Enterprise Services works directly with the CSB to understand community concerns, values and perspectives on specific topics of interest, to contribute to a robust and well-informed EIS process.

**Promise:** Enterprise Services engages with the CSB to mutually give and receive information and will demonstrate how the CSB meaningfully informed Enterprise Services' project decisions.

### Purpose

1. Enable a diverse group of people to engage in focused discussions, and individually and/or collectively provide input, feedback, perspectives and recommendations around substantive topics relevant to the Capitol Lake – Deschutes Estuary Long-Term Management Project EIS.
2. Use CSB outcomes to inform subsequent discussions by the EIS project team, Enterprise Services, and work groups during the State Environmental Policy Act (SEPA) process.

### Authority

The CSB has no formal delegated powers of authority to represent Enterprise Services or commit to the expenditure of any funds. Group outcomes will be considered by Enterprise Services, and Enterprise Services will determine their use in the EIS process.

### Term

The CSB will be convened in early 2019, at the beginning of the EIS process. The CSB will meet up to quarterly, through issuance of the Draft EIS. The frequency will be determined by Enterprise Services.

## Outcomes

Participants in the CSB provide information, exchange ideas, and provide individual or collective perspectives around substantive topics. Areas of agreement will be identified should they emerge, though there will be no voting or requirement to reach consensus (sensing and other facilitated processes may be used from time to time to gauge where CSB participants are on an issue). Information from CSB meetings are shared with the project Work Groups and considered by Enterprise Services as decisions are made, but the CSB does not make decisions for Enterprise Services.

Potential focus areas for the CSB meetings are included below, with the acknowledgement that these are provided for example and Enterprise Services will determine the final agenda items to best support the EIS process:

- Criteria for evaluating alternatives
- Potential mitigation measures

## Participation

Participants were selected from an application process managed and overseen by Enterprise Services. Each participant has an equal voice in the discussions. Participants share information and provide recommendations, but the CSB does not make decisions for Enterprise Services.

CSB participants are responsible for costs (travel expenses, salary, etc.) associated with their personal participation in this voluntary board.

### Participants commit to:

- Participating in the first CSB kickoff meeting on April 8, 2019.
- Actively participating in discussions, and completing assignments as required.
- Actively and respectfully listening to and considering other points of view and interests, and being open to new ideas.
- Attending up to eight meetings in 2019-2020, each meeting up to three hours in duration depending on the topic.
- Notifying the CSB facilitator and the Enterprise Services Project Manager in advance of any meeting a participant cannot attend. Irregular attendance will warrant replacement.

All information created as a part of this process will be a public record. A list of CSB participants is attached to this Charter and is public information. While the records containing the participants' contact information are public records, this information will be kept separately and will not be released unless required by law, such as in a public records request.

Participants wishing to withdraw from the CSB should do so by informing the Enterprise Services Project Manager in writing. Enterprise Services will fill any vacancies of those representing individual

interests by first going to the original list of applicants and selecting a replacement with similar interests. In the case of a participant representing an organizational interest, Enterprise Services will coordinate with the organization on a suitable replacement (Enterprise Services will make the final decision).

## **Operational Protocols**

### ***Meeting Dates***

Meeting dates (except for the kickoff meeting) are negotiated with the group. Dates of upcoming meetings are posted to the [meetings page](#) of the project website. CSB meetings are open for observation by the public, and a brief public speaking opportunity is provided at each meeting, moderated by the facilitator. Observer written comment forms are provided.

### ***Quorum Requirement***

There is no quorum requirement—participants present and active at each meeting have the authority to continue to work in the absence of others. Organizational representatives may designate one alternate to represent the organization in the event the primary participant cannot attend. In this instance, primary participants will ensure the alternate is fully informed and prepared for the meeting. While those representing individual interests cannot designate an alternate, every effort will be made to provide an opportunity for input ahead of any meeting an individual anticipates missing.

### ***Meeting Agenda***

The meeting packet (agenda and any pre-reading material provided by Enterprise Services) is provided to group members and posted on the project website at least one week prior to each meeting.

Meetings will not include time for presentations by individual CSB participants.

### ***Process Facilitation***

Enterprise Services provides the services of an independent third-party neutral facilitator to support this project. The facilitator neutrally and impartially supports all participants, maintains the integrity of the process, and facilitates communication about the process among participants and other interested parties. The facilitator will work collaboratively with the EIS project team to prepare process designs, meeting agendas, and pre-work materials, and with the CSB for preparing any draft and final CSB products.

Private conversations between a CSB participant and the facilitator will be considered confidential unless otherwise identified. Any written communications are considered public records and may be subject to public disclosure.

## **Meeting Location**

Meetings will be hosted by Enterprise Services, generally from 6:00-9:00 p.m. and held at Enterprise Services offices at 1500 Jefferson St. SE, Olympia unless otherwise agreed to by the group.

## **Meeting Structure**

1. At each meeting, CSB participants may generally expect to receive information provided by Enterprise Services, discuss sounding board framing questions (listening to and considering each other's perspectives), and provide individual and collective responses to the framing questions. Technical questions related to the topics under discussion at each meeting will be addressed as possible during the meeting, with any follow up actions noted.
2. Meetings are open for observation by the public, and a brief public speaking opportunity is provided at each meeting. Observer written comment forms are provided.

## **Meeting Summary**

In addition to a neutral third-party facilitator, Enterprise Services will provide a neutral third-party notetaker, who captures key discussion points, action items, and any areas of agreement among participants. The facilitator distributes a draft meeting summary to CSB participants approximately 10 business days following the meeting. Participants have one week to provide comments on the summary. The final meeting summary is posted one month following the meeting.

## **Correspondence**

The group may, at times, conduct correspondence via email. Participants are encouraged to email questions and concerns to Carrie Martin at [carrie.martin@des.wa.gov](mailto:carrie.martin@des.wa.gov), and copy Susan Hayman at [info@capitollakedeschutesestuaryeis.org](mailto:info@capitollakedeschutesestuaryeis.org). Participants recognize that all emails sent to Enterprise Services or consultant staff related to this project are considered public records and may be made available upon request.

## **Media, Photography, and Recording:**

The media spokesperson for this process is Linda Kent, or her designee, with Enterprise Services. CSB participants may speak individually to the media outside of meeting sessions, but shall not speak on behalf of the group.

CSB meetings are public meetings. Participants may be video recorded, audio recorded, and/or photographed by the EIS project team, Enterprise Services, or others in the course of the meeting. CSB members will be notified when meetings are being video- or audio-recorded. Participation in the CSB implies consent to being video recorded, audio recorded, and/ or photographed during the meeting. Such activities must take place without interruption or interference with the meeting or participants, as determined by the facilitator.

***Group Conduct:***

CSB participants are accountable to:

- Listen to and appreciate a diversity of views and opinions
- Actively participate in the group
- Behave constructively and respectfully towards all participants
- Attend all meetings in a timely manner
- Respect the role of the facilitator to guide the group process
- Silence electronic devices

Disagreement and differences of opinion are acknowledged, explored, understood and appreciated. Should conflict arise, it will be addressed with the guidance of the facilitator. Recurring inappropriate individual behavior may result in an individual being respectfully excused from the CSB.