

# Puget Sound Nutrient General Permit (PSNGP) Advisory Committee Nomination Terms



Ecology is soliciting nominations for involvement on the Puget Sound Nutrient General Permit Advisory Committee until **February 24, 2020**. Committee members will be selected by **February 28, 2020**.

**Please read this document before filling out the [advisory committee nomination form](#).**

## Advisory Committee Makeup

Overall, the size of the PSNGP Advisory Committee will be 15-16 which includes Ecology's permit writer. The interest groups to be represented at the proposed number for each group are as follows:

- 5-6 representatives of local government treatment plant operators. These representatives will be a mix of treatment plant types, sizes, and geographic locations.
- 3 representatives of state agencies (including Ecology)
- 2 representatives of federal agencies
- 1-2 representatives of the Tribes
- 2 representatives of the environmental community
- 1 representative of businesses
- 1 representative of agriculture

During the solicitation period, each interest group may recommend to Ecology their choices for representation based on the needs and credibility within its community. Each interest group may also designate one or more alternative representatives, who, like the primary representatives, may be involved in an on-going basis. Or, if a representative is unable to serve, the group may name a short-term replacement and bring them up to date on the status of the process. Members shall be responsible for ensuring that any alternate is fully briefed and authorized to reach agreement. All groups share an interest in ensuring that alternates are adequately prepared, informed, and authorized so that their participation does not result in the larger group revisiting issues or repeating discussions, and so that no matter who sits at the table representing any of the groups, the process continues to move forwards. Ecology may consult with interest groups in the selection of representatives in the event of multiple nominations.

## Roles and Responsibilities

Ecology has developed a set of roles and responsibilities for the Advisory Committee Representatives. It is important that these be followed to keep the process productive and moving forward. All members and their alternates are full participants in the process with an equal opportunity to voice opinions and contribute ideas in good faith and must:

1. Commit to treating other members and attendees with respect, civility, and courtesy; recognize the legitimacy of the interests, concerns, and goals of others, whether or not

we agree with them; and will make a special effort to listen carefully, ask pertinent questions, and educate ourselves and those we represent about the interests and needs that must be addressed in a problem-solving atmosphere;

2. Commit to fully exploring the issues and searching for creative solutions that best serve the parties' mutual interests in addition to those of the constituents that each member represents;
3. Commit to being proactive in conveying issues raised by constituents to the Advisory Committee and in communicating to constituents the progress of the Advisory Committee, including emerging discussions and agreements of the committee and the context or rationale for those decisions and agreements, also including the expectation that any treatment plant representatives must convey issues to and from their MS4 managers; and,
4. Agree to inform Ecology's permit writer and/or the facilitator as soon as possible if the agenda, meeting management or facilitation techniques are not working, so that changes can be made and the group can proceed.

## Meeting Schedules

Given the tight turn around for this Advisory Committee, we have already determined a meeting schedule. By nominating yourself or a colleague, you are committing to meeting participation. Expect that in-person meetings will be between 4-6 hours, depending on content. Information on planned agenda topics will be provided during the kickoff webinar on March 4<sup>th</sup>.

Dates for Advisory Committee Meetings are:

1. **March 4** – kick off webinar (~2 hours)
2. **March 19** – in-person meeting
3. **April 15** – in-person meeting
4. **May 13** – in-person meeting
5. **June 10** – in person meeting

We are also looking for a chair to come from the members of the Advisory Committee. The role of the chair will be to serve as a spokesperson for the PSNGP AC. They will be expected to run the committee meetings in a manner that enhances the group's ability to reach agreement and achieve its purpose. The chairperson will meet with Ecology's permit manager and facilitator to finalize a draft meeting agenda in advance of each meeting. This position will also serve as a representative of their interest group in discussions while simultaneously being obligated to remain objective on the issues in executing the duties of the chair. The expectation is that there will be open and transparent transitioning between the two distinctly different roles. If you are interested in this leadership position, please indicate your interest in the nomination form.

If you have questions, please contact Eleanor Ott at [PSnutrientsGP@ECY.WA.GOV](mailto:PSnutrientsGP@ECY.WA.GOV)