

# GATEWAY PACIFIC TERMINAL PROJECT MAP TEAM

## MAP TEAM STANDARD OPERATING PROCEDURES

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### I. INTRODUCTION

This Multi-agency Permit (MAP) Team effort is associated with the Gateway Pacific Terminal (GPT) project, proposed to be located near Cherry Point, Whatcom County, WA. Pacific International Terminals, Inc., the Project Proponent, the Governor's Office of Regulatory Assistance (ORA), and State Departments of Ecology (Ecology), Fish and Wildlife (WDFW), and Natural Resources (DNR) are pursuing a fully coordinated project with cost-reimbursement for state agencies.<sup>1</sup> Other federal, regional, and local government agencies have agreed to participate in the fully coordinated project as reflected in this document, and these include U.S. Army Corps of Engineers (USACE), U.S. Environmental Protection Agency (EPA), National Marine Fisheries Service (NMFS), Whatcom County, and Northwest Clean Air Agency (NWCAA). The Lummi Nation and Nooksack Tribe have also been invited to participate.

The Governor called for more MAP Teams in her December 2009 Executive Order on Natural Resources Reform ([EO 09-07](#)), and in March 2010, the legislature passed [Senate Bill 6578](#), which directs the ORA to:

- Promote MAP teams.
- Explore cost-reimbursement so teams can be at least partly self-supporting.
- Focus initially on projects in the Puget Sound region.

This Standard Operating Procedures (SOP) provides guidance for MAP Team processes and functions.

### A. PROJECT DESCRIPTION

The GPT project, which is being proposed by Pacific International Terminals, Inc., is a multi-user import and export marina terminal for bulk, break-bulk, and other marine cargoes. The project will include new rail loop tracks, covered and open terminal storage areas, and a pier and trestle connection to the terminal storage area. The onshore terminal facilities will be located on gently sloping land south of Henry Johnson Road. The marine facilities will be located in the waters of the Georgia Strait between the BP Refinery to the northwest and the INTALCO facility to the southeast. The facility is located within the Cherry Point State Aquatic Reserve south of Birch Bay.

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<sup>1</sup>Relevant statutory references can be found as follows:

- "Fully coordinated permit process" can be found starting at <http://apps.leg.wa.gov/rcw/default.aspx?cite=43.42.060>
- "Cost-reimbursement" can be found starting at <http://apps.leg.wa.gov/rcw/default.aspx?cite=43.42.070>
- "Multi-agency permit team" can be found starting at <http://apps.leg.wa.gov/rcw/default.aspx?cite=43.42.090>

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A MAP Team with staff and managers from federal, state, and local government agencies has been assigned to the GPT project. ORA convened the MAP Team for a project kickoff on November 30, 2010, and will provide project management services, including communication and team coordination to assist in the environmental regulatory review process. The team will conduct early project review, meet as needed throughout the environmental review process, and provide timely input on a wide variety of regulatory documents and permit applications. This fully coordinated project team approach will help integrate the regulatory information and processes to ensure effective and efficient decision-making.

## B. WASHINGTON STATE REGULATIONS

The MAP Team for the GPT project will be a fully coordinated project with cost-reimbursement, and therefore will meet those respective requirements as set forth in [RCW 43.42.060 and 070](#). The State Project Proponent Contract and Work Plan (OFM Contract No. 831, Cost Reimbursement Contract, effective 11/30/2010) includes preliminary information about how the project will proceed. This information will be updated as the project moves through the environmental review process. Specific statutory requirements from RCW 43.42.070 are provided below along with an overview of expected MAP Team responses:

The MAP team agreement must include a schedule that states:

*(4)(a) The estimated number of weeks for initial review of the permit application for comparable projects;*

ORA interprets this requirement to mean that the team must give an estimate of the number of weeks needed for review of the initial submittal of GPT project information. This estimate may be based on results from comparable projects. In this case, ORA is working with the MAP Team and Project Proponent to respond to the complexities and relationships between the required reviews, the staffing resources, and various project submittals so that realistic time frames for action will be agreed to and monitored. Because project information will be submitted over the course of several months, the estimates for initial review will need to be revised or updated for each submittal. These updated estimates for response time will be incorporated into the team working documents.

*(4)(b) The anticipated number of revision cycles;*

From initial review to final comments on documents and permit applications, the MAP Team anticipates a minimum of two revision cycles and maximum of three revision cycles. An additional (fourth) revision cycle may be requested by the MAP Team with justification provided within one week of the end of the third revision cycle.

*(4)(c) The estimated number of weeks for review of subsequent revision submittals;*

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The duration within cycles for the MAP Team to review revisions will be four to six weeks from the date that the Project Proponent provides the revisions, depending on the documents being reviewed. If a fourth revision is necessary, the cycle will be not more than two to four weeks from the date that the Project Proponent provides the revision.

*(f) A process for revision of the agreement if necessary.*

The agreement for the GPT project covers approximately two years, based on current understanding of the project and schedule. If agency MAP Team or the Project Proponent find that they are not able to meet project schedule, fee, or other obligations defined in the Contract Work Plan, they shall notify ORA of the reasons for the problem, offer possible solutions, and/or propose amendments to project schedule or fee for consideration. Upon concurrence from all parties, changes to the contract agreement will be made.

## II. MAP TEAM OPERATIONS

This SOP is intended to guide the GPT project MAP Team, and may be updated and revised during the life of the project. It has been developed and revised with input from the MAP Team.

### A. PURPOSE, GOALS AND OBJECTIVES, AND GROUND RULES

#### 1. PURPOSE

The MAP Team will:

- Address environmental review, regulatory and permit issues specific to the proposed GPT project.
- Participate in early project review, pre-application meetings and interagency review and coordination.
- Provide regulatory and technical project comments according to a predictable schedule.
- Be a consistent presence during the course of the project to address environmental review and regulatory issues as they arise.

#### 2. GOALS AND OBJECTIVES

Goals 1, 2 and 3, are following by related objectives:

- 1) To ensure high quality environmental outcomes and, when necessary, appropriate mitigation measures.
  - a) Convene early project review (iPRMT and pre-application coordination).
  - b) Require avoidance and minimization of impacts to the greatest extent practicable before considering compensation.
  - c) Evaluate impacts and mitigation on a watershed basis.
- 2) To increase predictability in permit processes and project schedule.

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- a) Engage in early project and pre-application review with government agencies and Project Proponent.
- b) Base project schedule on applicant's submittals, agency response times, and permit processes.
- c) Meet deadlines for agreed upon schedule.
- 3) To reduce amount of time for processing permits.
  - a) Engage in early project and pre-application review with government agencies and Project Proponent.
  - b) Establish regular interagency communication with MAP Team.
  - c) Use Internet tool for early project coordination and agency input (iPRMT and GPT MAP Team website).
  - d) Commit to timely submittal and review of documents and technical information.

### 3. GROUND RULES

Ground rules were defined during the initial MAP Team meeting involving government agencies (November 16, 2010) with some additions to subsequent drafts. They are as follows:

- Willingness to listen.
- Come to meetings prepared.
- Don't divide and conquer.
- Be open with relevant information.
- Distribute materials to MAP Team a minimum of 2 weeks ahead of meetings.
- Distribute and/or post relevant information to MAP Team website within 1 day of receipt.
- Begin and end meetings on time.
- Respect differences.
- Acknowledge problems or conflicts and deal with them openly and without delay.
- Work within your respective agencies to communicate issues and keep the correct people informed of decisions being made.

Ground rules may be added to and revised as needed during the MAP Team process.

### B. ROLES AND RESPONSIBILITIES

The MAP Team for the GPT project will include the Project Proponent and federal, state, and local government agencies. These parties have agreed to participate in a MAP Team process involving early and coordinated review and evaluation of impacts and mitigation for a complex and regionally significant project. Tribal representatives will also be invited to participate in MAP Team process.

Agency executives will be briefed on the GPT project and MAP Team progress, as needed, and the ORA Director will conduct these briefings. MAP Team members will be informed of these briefings and may attend if they wish.

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## 1. PROJECT PROPONENT

The Project Proponent will assign a Project Manager to the MAP Team. The Project Manager will have the following responsibilities:

- Participate in MAP Team meetings and communication.
- Openly share technical and project specific expertise with the group in discussions of project and environmental issues.
- Host project site visits according to agree upon schedule.
- Provide relevant project documents according to agree upon schedule.
- Respond to MAP Team requests for information within two weeks of the request.

## 2. GOVERNOR'S OFFICE OF REGULATORY ASSISTANCE

ORA will provide MAP Team Coordinator and Technology Support staff. The MAP Team Coordinator will provide project management, including the following:

- Conduct work according to RCW 43.42.060 and 070, the regulations pertaining to fully coordinated permit process and cost-reimbursement.
- With agency MAP Team and with Project Proponent,
  - Develop and implement environmental review and draft permit schedule, including response times and expected review cycles
  - Identify milestones and critical path for project
- Track progress against schedule and milestones and identify schedule issues early on for resolution or negotiation.
- Convene specialized technical meetings including broader agency resource staff and the Project Proponent, as needed.
- Prepare and manage regular communications regarding meetings and documentation with MAP Team and Project Proponent.
  - Set up meetings, arrange for meeting places, and set agendas with input from MAP Team.
  - Facilitate MAP Team meetings, and complete meeting notes and distribute within one week of meeting to the MAP Team. Distribute final notes within two weeks to the MAP Team and other interested parties.
  - With MAP Team participants, develop MAP Team SOP, including communications plan.
- When conflicts arise, clearly communicate conflict issue and mediate according to conflict management process (see Section II.D).
- For cost-reimbursement, negotiate contract with the Project Proponent, interagency agreements with state government agencies, and support contract manager with assistance from Office of Financial Management.

The Technology Support staff will have the following responsibilities:

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- Set up Internet based site (GPT MAP Team website) for document and communication support using iPRMT.
- Train MAP Team on use of iPRMT website.
- Maintain documents and other aspects of the iPRMT website.
- Attend and assist Team Coordinator at MAP Team meetings.
- Set up and assist with meetings involving video and Internet formats.

### 3. AGENCY MAP TEAM MEMBERS

Government agencies involved in the regulatory and permit review of the GPT project will provide staff to participate on the MAP Team. The agencies involved include the USACE, EPA, NMFS, Whatcom County, NWCAA, and three state agencies: Ecology, WDFW, and DNR. The Lummi Nation and Nooksack Tribe have been invited to participate.

MAP Team roles are described as follows:

- **Primary Staff:** Those staff who will be primarily responsible for regulatory review and permit processing. They will attend MAP Team meetings, receive MAP Team communications, participate in early project review, review regulatory documents under their jurisdictions, and review documents that cover issues related to their jurisdictions. They will also determine when resource staff or other staff support is needed.
- **Secondary Staff:** The direct manager or supervisor of primary MAP Team staff. They will ensure there is backup for MAP Team members and attend initial organizing and information meetings.
- **Resource Staff:** Additional technical staff available to provide support to MAP Team staff. They will attend regular or specialized MAP Team meetings, as requested, and participate in document review, as appropriate. The Primary Staff will determine when their agency's resource staff will be included in meetings and document review.
- **Support Staff:** This will include administrative, legal and executive personnel.

Responsibilities of agency staff assigned as Primary MAP Team members will include:

- Participate in MAP Team meetings and communication.
- Openly share their technical and regulatory expertise with the group in discussions of project and environmental issues.
- Conduct collaborative review and provide comments on documents provided via e-mail, GPT MAP Team website, and/or during MAP meetings. Specifically review and comment on the following applications, studies and related information when appropriate based on agency jurisdiction and expertise:
  - Joint Aquatic Resource Permit Application (JARPA)
  - Aquatic Use Authorization Application

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- Discipline studies, including those related to wetlands and biological assessments
- National Environmental Policy Act (NEPA) Process – scoping, preliminary, draft and final documents
- Supplemental State Environmental Policy Act (SEPA) Environmental Impact Statement (EIS) – scoping, preliminary, draft and final documents
- Record of Decision
- Permit applications, including all those related to agency jurisdiction
- Fulfill document and permit review according to an agreed upon schedule.

Table 1 contains a list of current MAP Team members fulfilling primary and secondary roles.

Table 1: MAP Team Members

Role	Name	Organization	e-mail
<b>PROJECT PROPONENT</b>			
Primary	Ari Steinberg	SSA Marine	<a href="mailto:Ari.Steinberg@SSAMarine.com">Ari.Steinberg@SSAMarine.com</a>
Primary	Kristie Dunkin	AMEC	<a href="mailto:kristie.dunkin@AMEC.com">kristie.dunkin@AMEC.com</a>
Primary	Al Jeroue	SSA Marine	<a href="mailto:al.jeroue@ssamarine.com">al.jeroue@ssamarine.com</a>
Primary	John Robinson	Cardno Entrix	<a href="mailto:john.robinson@cardno.com">john.robinson@cardno.com</a>
Secondary	Mark Knudsen	SSA Marine	<a href="mailto:mark.knudsen@ssamarine.com">mark.knudsen@ssamarine.com</a>
Secondary	Skip Sahlin	SSA Marine	<a href="mailto:skip.sahlin@ssamarine.com">skip.sahlin@ssamarine.com</a>
<b>STATE</b>			
Primary	Jane Dewell	Office of Regulatory Assistance	<a href="mailto:jane.dewell@ora.wa.gov">jane.dewell@ora.wa.gov</a>
Primary	Scott Boettcher	SBGH-Partners, LLC	<a href="mailto:ScottB@sbgh-partners.com">ScottB@sbgh-partners.com</a>
Support	Faith Lumsden	Office of Regulatory Assistance	<a href="mailto:faith.lumsden@gov.wa.gov">faith.lumsden@gov.wa.gov</a>
Primary	Brian Williams	WA Dept of Fish and Wildlife	<a href="mailto:brian.williams@dfw.wa.gov">brian.williams@dfw.wa.gov</a>
Secondary	Bob Everitt	WA Dept of Fish and Wildlife	<a href="mailto:bob.everitt@dfw.wa.gov">bob.everitt@dfw.wa.gov</a>
Primary	Brady Scott	WA Dept of Natural Resources	<a href="mailto:Brady.Scott@dnr.wa.gov">Brady.Scott@dnr.wa.gov</a>
Primary	Cyrilla Cook	WA Dept of Natural Resources	<a href="mailto:Cyrilla.Cook@dnr.wa.gov">Cyrilla.Cook@dnr.wa.gov</a>
Secondary	Kristin Swenddal	WA Dept of Natural Resources	<a href="mailto:kristin.swenddal@dnr.wa.gov">kristin.swenddal@dnr.wa.gov</a>
Primary	Barry Wenger	WA Dept of Ecology	<a href="mailto:barry.wenger@ecy.wa.gov">barry.wenger@ecy.wa.gov</a>
Primary	Loree' Randall	WA Dept of Ecology	<a href="mailto:loree.randell@ecy.wa.gov">loree.randell@ecy.wa.gov</a>
Secondary	Geoff Tallent	WA Dept of Ecology	<a href="mailto:geoff.tallent@ecy.wa.gov">geoff.tallent@ecy.wa.gov</a>
Secondary	Richard Grout	WA Dept of Ecology	<a href="mailto:richard.grout@ecy.wa.gov">richard.grout@ecy.wa.gov</a>
<b>FEDERAL</b>			
Primary	Randel Perry	US Army Corps of Engineers	<a href="mailto:Randel.J.Perry@nws02.usace.army.mil">Randel.J.Perry@nws02.usace.army.mil</a>
Secondary	Matt Bennett	US Army Corps of Engineers	<a href="mailto:matthew.j.bennett@usace.army.mil">matthew.j.bennett@usace.army.mil</a>
Primary	Krista Rave-Perkins	US Environmental Protection Agency	<a href="mailto:Rave-Perkins.Krista@epa.gov">Rave-Perkins.Krista@epa.gov</a>
Primary	Joel Moribe	National Marine Fisheries Service	<a href="mailto:Joel.Moribe@noaa.gov">Joel.Moribe@noaa.gov</a>
Primary	not assigned	Nooksack Tribe	



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Role	Name	Organization	e-mail
Primary	Jeremy Freimund	Lummi Nation	<a href="mailto:jeremyf@lummi-nsn.gov">jeremyf@lummi-nsn.gov</a>
<b>LOCAL</b>			
Primary	Roland Middleton	Whatcom County	<a href="mailto:RMiddlet@co.whatcom.wa.us">RMiddlet@co.whatcom.wa.us</a>
Secondary	Tyler Schroeder	Whatcom County	<a href="mailto:TSchroed@co.whatcom.wa.us">TSchroed@co.whatcom.wa.us</a>
Primary	Dan Mahar	NW Clean Air Agency	<a href="mailto:dan@nwcleanair.org">dan@nwcleanair.org</a>
Secondary	Mark Buford	NW Clean Air Agency	<a href="mailto:mark@nwcleanair.org">mark@nwcleanair.org</a>

### C. DOCUMENTS AND DELIVERABLES

#### 1. REVIEW DOCUMENTS TO MAP TEAM

The Project Proponent will provide the MAP Team with various draft and final documents for review during the course of the GPT project. A list of documents and due dates will be regularly updated and included on the GPT MAP Team website.

The Settlement Agreement (SA) is a separate legal document with associated processes that may affect the alternatives analysis and studies that will be conducted to evaluate the GPT project. Studies and information required pursuant to the SA will be provided to the MAP Team as part of overall project regulatory review and evaluation.

#### 2. DELIVERABLES FROM MAP TEAM

The MAP Team will provide deliverables to the Project Proponent associated with regulatory review and evaluation of the GPT project. Deliverables will typically be provided between four to six weeks from time of MAP Team meeting and/or receipt of review documents. Table 2 provides an initial listing of deliverables that will be refined and posted to the GPT MAP Team website as the project proceeds. Part of the ORA project management process will be to develop and update goals and expected schedules for milestones and deliverables as the project moves forward.

Table 2: Deliverables to Project Proponent

Document Type	Approximate Time Provided	Comments
Schedule – initial draft	Nov 2010	This is the initial schedule for purposes of setting up contract and initiating MAP Team meetings
MAP Team Draft Agreement, Work Plan and Communication Plan (changed to 'Standard Operating Procedures,' 3/2011)	Dec 2010	Posted to website December 2010
Requests for Further Information	Dec 2010 – Feb 2011	
MAP Team Final Standard Operating Procedures	Mar 2011	Replaces Agreement, Work Plan and Communication Plan documents
MAP Team Meeting Minutes	Within two weeks of meeting	Meeting minutes will include summary of issues for documents reviewed, but specific comments on documents will be provided separately



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Document Type	Approximate Time Provided	Comments
Schedule and Regulatory Process Diagram – revised	Mar 2011	This will be an update and refinement of the initial draft schedule
Comments on Regulatory Documents	TBD	Review timeframes will be four to six weeks – provided in detailed schedule
Permits, Approvals & Conditions	TBD	Section 404 & 10, Section 401, CZM, HPA, NPDES, local government
Record of Decision/SEPA and NEPA	TBD	

### D. CONFLICT MANAGEMENT

The following conflict management approach will be used by the MAP Team to:

- Identify conflicts as soon as possible and communicate to the MAP Team Coordinator.
- Strive to identify solutions and recommendations as soon as possible once a conflict is identified.

The MAP Team will engage in collaborative discussions to support integrated decision-making, while agencies still maintain their existing regulatory and proprietary authority. The conflict management process will be initiated only after good faith efforts by disagreeing parties have been exhausted.

Compliance with applicable federal, state, and local laws, applicable management plans, and agency agreements will constitute the first level of conflict resolution.

Conflicts will be approached as follows:

- 1) Define issues involved in the conflict. Eliminate personal feelings and bias in conflict definition.
- 2) Define MAP Team jurisdictions and interests:
  - a) Determine jurisdiction. Identify which agency or agencies have regulatory or proprietary jurisdiction related to the conflict.
  - b) Define interests. Identify which agency or agencies have a particular interest in and technical expertise related to the conflict.
- 3) Air opposing positions and examine each for logic and wisdom.

The MAP Team Coordinator may be called upon to mediate conflicts if team members fail to resolve issues. This may include:

- 4) Facilitating discussions to ensure each position and interest is understood and considered.
- 5) Conducting separate discussions with one or more MAP Team members to help gather and convey information.

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If the MAP Team members involved in the conflict are not able to resolve the conflict, the following will be initiated:

- 6) The MAP Team Coordinator will elevate the conflict to the supervisor(s) of the agency or agencies that have regulatory jurisdiction. A request for a decision within a definite time period will be made. At the request of one or more of the agencies involved, ORA will facilitate discussions at the supervisory level. ORA will assist the parties in identifying a mutually agreed upon and binding solution

If resolution is not reached at the agency supervisor level within an agreed timeframe, ORA and the MAP Team Coordinator may consult with executives of the agencies or parties that have regulatory jurisdiction or decision making authority. If requested by one or more of the parties to the conflict, ORA will call a meeting of the interagency executive team to discuss the conflict and any proposed resolution.

ORA and the MAP Team Coordinator will ensure the MAP Team members have clear information and direction for how to proceed following identification and resolution of conflicts regardless of whether the resolution is a mutually agreed solution, is a unilateral decision with dissent, or is a solution with some agreement and some dissent.

### III. COMMUNICATION PLAN

This MAP Team communication plan and recommended procedures is not intended to replace the government agency-Project Proponent communication that typically occurs for environmental review and permitting. Meetings between government agencies, as well as tribal governments, and the Project Proponent that are specific to agency regulatory jurisdiction, environmental review, and permit processes will continue to take place. The SOP and Communication Plan are intended to provide direction for the multi-agency process and to ensure transparent and coordinated communication within the MAP Team, inclusive of government agencies, tribes, and Project Proponent.

#### A. COMMUNICATING WITHIN THE MAP TEAM

The success of the MAP Team regulatory review process depends on timely and effective communication and team member participation. This plan:

- Outlines a basic framework that clarifies MAP Team communication expectations.
- Provides the primary communication process within and outside of the MAP Team.
- Allows for flexibility depending on the project-specific circumstances.

This section of the SOP includes specific procedures, responsibilities and tools that will contribute to open communication among those involved with the MAP Team regulatory review process.

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## 1. TEAM LOCATION

MAP Team members work in or near Olympia/Lacey, Bellevue/Seattle, and Bellingham, WA. Taking the time for the entire team to regularly meet in one location could negatively impact the team's work efforts. Therefore, meetings will rotate between locations so that only part of the team needs to travel to attend. We may also conduct meetings via video conference or other remote meeting technology at Ecology offices in Lacey, Bellevue and Bellingham, WA. Meeting schedules and locations will be arranged at least one month in advance.

The MAP Team Coordinator will facilitate the meetings, assisted by the Technology Support staff when more than one meeting location is involved.

## 2. POINTS OF CONTACT

The MAP Team Coordinator is the point of contact for the MAP Team as a whole. The Project Proponent has assigned a Project Manager, and each government agency has assigned primary, secondary, resource, and support staff to the MAP Team (see Table 1). The primary staff is responsible for communicating relevant information to secondary (management), resource (specialized, technical), and support (administrative, legal, executive) staff.

### B. MAP TEAM MEETINGS

To ensure timely communication for coordination on permit review process and other work products, regular team meetings will be held to discuss project documents, review status and priorities under the schedule and work plan, and other relevant issues. The MAP Team Coordinator will ensure that a current meeting agenda is available for each meeting at least two weeks in advance, and will facilitate the meetings. While it is intended, generally, for all primary MAP Team members to attend each MAP Team meeting, MAP Team resource staff and/or MAP Team secondary staff may also attend meetings, as indicated by specific work tasks or issues.

MAP Team meetings are intended as a time for team members to discuss and deliberate upon regulatory issues relevant to the GPT project, and issues related to NEPA, SEPA, and permits will be discussed during these meetings. Decisions and agreements may be reached during these discussions that affect final decision making by an agency, however, each agency retains its full statutory jurisdiction and authority. Additional or separate agency processes and decisions may affect or change decisions made during a MAP Team meeting, in which case, the MAP Team Coordinator should be informed as soon as possible in order to provide clear communication back to the Team. In such a case, ORA will debrief with the full MAP Team in order to discover ways to ensure these cases are rare.

The MAP Team working meetings are not considered open to the public under the Open Public Meetings Act, RCW 42.30, although records of these meetings will be made available to the public via the GPT MAP Team website (see Section III.F.2). There will be formal public

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meetings conducted throughout the project review process associated with NEPA and SEPA scoping and review, and permit review.

A record of each MAP Team meeting will be compiled by the MAP Team Coordinator. Draft meeting notes will be sent to meeting attendees within one week of the meeting, and final notes will be provided to the entire MAP Team and posted to the GPT MAP Team website within two weeks of the meeting.

### C. TEAM MEMBER COMMUNICATION RESPONSIBILITIES

MAP Team roles and responsibilities are outlined in Section II.B. Additional responsibilities specific to communication are outlined below. Current contact information for MAP Team members is maintained by the MAP Team Coordinator and posted to the GPT MAP Team website by the Technology Support staff.

#### 1. PROJECT PROPONENT

In addition to Project Proponent's roles and responsibilities outlined in Section II.B, he/she will:

- For MAP Team issues, initiate communication with the agency MAP Team members through the MAP Team Coordinator. (Also see opening paragraph of Section III.)
- Participate in regular planning and status meetings with MAP Team Coordinator and Technology Support staff.
- Keep the team informed regarding work progress, status of deliverables, project issues, work schedule changes, and other relevant information.
- When permits are needed for initial investigations or to conduct research for SA or EIS studies, Project Proponent may communicate directly with appropriate government agency. In such cases, Project Proponent will inform MAP Team Coordinator of meeting date and issue discussed.

#### 2. MAP TEAM COORDINATOR

In addition to the MAP Team Coordinator's role and responsibilities identified in Section II.B, he/she will:

- Facilitate the resolution of team and project related conflicts (see Section II.D).
- Communicate project needs to the MAP Team.
- Communicate MAP Team process needs to the Project Proponent.
- Inform MAP Team of date and topic for project meetings that do not involve the whole MAP Team (i.e., planning meetings with Project Proponent, narrow discussions with regulatory agencies). Information on these limited project meetings will be posted to the GPT MAP Team website at least one week ahead.
- Work with MAP Team members to set priorities and project review schedules.
- Work with MAP Team members to meet project priorities and review schedules.

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### 3. AGENCY TEAM MEMBER

In addition to the designated roles and responsibilities identified in the Section II.B, each agency member will:

- Initiate communication within the MAP Team as needed.
- Work with MAP Team members to meet project priorities and review schedules.
- Keep the team informed regarding work progress, status of deliverables, project issues, work schedule changes, planned leave, and other relevant information.
- Report to the MAP Team Coordinator as soon as possible if circumstances arise that interfere with their ability to complete their work.

### D. COMMUNICATING SUBSTANTIAL CHANGES

#### 1. CHANGES IN MAP TEAM PERSONNEL

If personnel changes are necessary, then new MAP Team members will receive training about the MAP Team process, procedures, and protocols by the primary or secondary agency staff and by the MAP Team Coordinator. It is expected that their agency supervisor will provide full training about their agency's internal policies and procedures. The MAP Team Coordinator and agency supervisor will effectively coordinate to ensure new employee training is thorough and successful.

The MAP Team Coordinator will communicate changes in team personnel to the MAP Team.

#### 2. CHANGES IN PROJECT PARAMETERS

The MAP Team Coordinator will compile and manage the project schedule, regulatory process diagram, and list of review documents for MAP Team regulatory review, and keep the MAP Team informed of changes.

#### 3. CHANGES IN REGULATORY REQUIREMENTS OR AGENCY POLICIES

It will be the responsibility of each agency MAP Team member to stay current on the permit requirements and policies of their representative agency. MAP Team agency representatives will proactively identify and effectively communicate upcoming policy and procedural changes to the MAP Team that have the potential to impact the GPT project or MAP Team operations. When such a change would directly affect the GPT project, the MAP Team Coordinator will be informed as soon as possible.

### E. COMMUNICATING WITH THE PUBLIC AND MEDIA

Communication between MAP Team members and the general public will be conducted according to standard agency practices regarding proposed projects and regulatory issues. If questions are specific to MAP Team function and issues, the MAP Team member will refer callers to the MAP Team Coordinator.

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All communication with the media pertaining to MAP Team actions/operations or the GPT project will be through the media contacts. An updated list of media contacts for each MAP Team organization is maintained on the GPT MAP Team website.

## F. COMMUNICATION TOOLS

### 1. GENERAL COMMUNICATIONS AND MEETINGS

Meetings will be a primary tool for conveying essential information within the MAP Team. To effectively use this tool, the MAP Team will abide by Ground Rules (see Section II.A.3).

### 2. MAP TEAM WEBSITE

To assist the MAP Team, the MAP Team Coordinator and/or Technology Support Staff will maintain a GPT MAP Team website with current information on MAP Team process and policies, current contact information for MAP Team members, and useful regulatory assistance tools and information. In addition, the website will serve as:

- A repository to document MAP Team meetings, outcomes and action items, and provide project-specific information, schedules and environmental studies/documents; and
- A tool to facilitate efficient document review and regulatory decision-making.

The majority of the website will be open to public access, including information on MAP Teams, MAP Team meeting agendas and notes, documents related to the proposed project, and MAP Team planning tools. A section of the website will be accessible only by MAP Team members, as allowed by the Public Records Act, Section 42.56.280 RCW "Preliminary drafts, notes, recommendations, intra-agency memorandums" to allow for Team deliberations and discussion on preliminary drafts, notes, and recommendations associated with the proposed project.

### 3. REGULAR UPDATES

To assist the MAP Team in project review, the MAP Team Coordinator will provide a weekly e-mail and website posting, typically on Mondays, to the MAP Team detailing the status and progress of project review.

### 4. WORKLOAD PLANNING

To assist the MAP Team with workload forecasting and management, the MAP Team Coordinator will maintain a schedule of meetings, milestones, priorities and deliverables for the GPT project. These project management documents will be updated at least quarterly to ensure the project moves through required processes and reviews efficiently and that all members of the MAP Team are able to predict when issues relevant to their agency or role will be presented.

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## G. DOCUMENTS AND INFORMATION REQUESTS

### 1. WEBSITE

Project documents will be available on the GPT MAP Team website in PDF or other electronic file formats. MAP Team members are encouraged to review electronic documents and minimize printing whenever possible.

With the exception of preliminary information excluded pursuant to the Public Records Act (see Section II.F.2) all documents posted to the website will be public information and viewable by the general public.

### 2. PAPER COPIES

Documents on the website will be formatted and assembled to enable use by a variety of organizations and to simplify printing, with standard size pages (8.5 x 11) and limited color figures. However, due to the nature of some project information, there will be larger format and color pages within some documents.

The Project Proponent will provide one paper copy of reference documents to each MAP Team member agency.

### 3. PUBLIC INFORMATION REQUESTS

The GPT Project and MAP Team work are part of the public domain, and documents can be requested by the public under the Freedom of Information Act and Washington State law. The following provides two ways for the public to access information on the GPT project and the MAP Team:

- 1) Website: The GPT MAP Team website has a public component. Anyone can request and receive an account with Secure Access Washington, and then be allowed access to public pages within the GPT MAP Team website. Directions for this are as follows:

#### Logging into the GPT MAP Team Website

- Go to Secure Access Washington (<https://secureaccess.wa.gov>) and log-in. If you have not already created an account then you will need to do so (follow the directions at the Secure Access Washington site).
- After you sign in into Secure Access Washington, enter 'iprmt24' in the server code field to get access to iPRMT and the GPT MAP Team website on the production server.
- After you have done this, the MAP Team Technology Support staff will be able to see you and will send you an email letting you know you can now access the GPT MAP Team website.

- 2) Paper Copies: Documents will be made available for copying at the following locations:



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- a. Whatcom County, Planning and Development Services, 5280 Northwest Drive, Bellingham, WA 98226-9013. Call or e-mail Tyler Schroeder, Supervisor: (360) 676-6907, [TSchroed@co.whatcom.wa.us](mailto:TSchroed@co.whatcom.wa.us)
- b. Dept of Ecology Northwest Regional Office, 3190 160<sup>th</sup> Ave SE, Bellevue, WA 98008-5452. Call or e-mail Sally Perkins: (425) 649-7190, [sally.perkins@ecy.wa.gov](mailto:sally.perkins@ecy.wa.gov)

#### IV. MAP TEAM PROCESS AND SCHEDULE

Various environmental regulatory and permit processes are triggered by the GPT project, and these are outlined in a regulatory process diagram, which is posted on the GPT MAP Team website and will regularly be updated. The project schedule is also posted on the website and will regularly be updated.

The MAP Team will use the regulatory process diagram and project schedule as tools for tracking progress, and will identify opportunities to consolidate and/or compress the regulatory review as appropriate. The diagram and schedule will be updated as needed throughout the MAP Team process.