

Ship Canal Water Quality Project Pump Station Stakeholder Advisory Group CHARTER

The purpose of the Stakeholder Advisory Group is to provide focused input to Seattle Public Utilities and King County Wastewater Treatment Division (King County) on the Ship Canal Water Quality Pump Station site and building design, including aesthetics, fencing, and landscaping.

SPU and King County are working together to build an underground storage tunnel to reduce the amount of polluted water that spills into the Lake Washington Ship Canal from Ballard, Fremont, Wallingford, and north Queen Anne. A key component of this project is building the Pump Station, which pumps stormwater and sewage from the tunnel and to the West Point Wastewater Treatment Plant.

The pump station will be located at the tunnel's west portal near Shilshole and NW 24th Avenues and includes an above-ground structure that is approximately 7,000 square feet and 40 feet tall. A fence will be constructed around the perimeter of the facility. The Pump Station Project includes odor control facilities, generator, automated operation, safety and ventilation systems, and electrical equipment. Design of the pump station is scheduled for completion by late 2018.

The purpose of this Charter is to explain the charge of this Stakeholder Advisory Group; roles and responsibilities of Stakeholder Advisory Group participants, Seattle Public Utilities, and the facilitator; and ground rules for working together in a group. The Charter clarifies agreed-upon expectations and procedures for conducting meetings, reporting meeting outcomes, resolving differences, and accomplishing the group's tasks.

Charge

The Stakeholder Advisory Group is responsible for:

- Reviewing draft designs and representing the interests, concerns, and needs of the community.
- Providing focused feedback to Seattle Public Utilities and King County WTD on elements of site and building design, including aesthetics, fencing, and landscaping.
- Providing guidance on how to engage other community members as Seattle Public Utilities and King County finalize design of the pump station.

The recommendations of the Stakeholder Advisory Group will inform decisions about the pump station design. The Stakeholder Advisory Group serves in an advisory capacity only. The final design will be subject to approval by Seattle Public Utilities and King County staff and the Seattle Design Commission.

Participant Selection

Stakeholder advisory group members are knowledgeable, engaged project stakeholders from a range of perspectives who are respected by Ballard residents, businesses, and property owners. Participants represent immediate project neighbors and the broader Ballard community, including:

- Residents and residential property owners
- Commercial property owners
- Industrial businesses
- Retail businesses
- Parks advocates
- Environmental and neighborhood groups

Roles and Responsibilities

Stakeholder Advisory Group members will:

- Commit to attend up to four meetings of two hours in duration each. Participants who cannot fulfill Stakeholder Advisory Group responsibilities—such as attending meetings—must withdraw from the group.
- Review and consider background materials in advance of meetings and come prepared with questions and comments.
- Engage in positive, productive communication with other Stakeholder Advisory Group members, the facilitator, and Seattle Public Utilities and King County staff. Recognize that others' concerns and interests are legitimate, even if they do not agree with them. Support an atmosphere in which people can raise and discuss differences.

Seattle Public Utilities and King County staff will:

- Provide background materials and data to educate and inform Stakeholder Advisory Group participants at each meeting.
- Be present and available at Stakeholder Advisory Group meetings to answer questions and inform the discussion.
- Consider and address Stakeholder Advisory Group and public comments when making design decisions.
- Report back to Stakeholder Advisory Group members on how Seattle Public Utilities considered and addressed their input in decision-making.

The facilitator will:

- Serve as an impartial guide for the Stakeholder Advisory Group process.
- Ensure that each Stakeholder Advisory Group member has an opportunity to participate in discussions.
- Work with Seattle Public Utilities and King County to prepare meeting agendas.
- Coordinate meeting logistics.
- Keep meetings focused on the agenda.
- Start and end meetings on time, unless the Stakeholder Advisory Group agrees by unanimous vote to extend the meeting time.
- Prepare meeting summaries that document the outcomes of each meeting.

Meeting Guidelines

- The facilitator will distribute meeting materials by e-mail at least one week in advance of meetings.
- The facilitator will ensure that all participants have the opportunity to ask questions and provide comment. Discussions will allow for the development of a consensus, but consensus is not required.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the group can decide by unanimous vote to extend the meeting
- At the meetings, Stakeholder Advisory Group members will:
 - Share the available speaking time.
 - Focus on successfully completing the agreed upon agenda.
 - Avoid side discussions when others are speaking.
 - Voice concerns and complaints at the meeting, not outside the meeting.
 - Put cell phones on silent.
- Persons who are not participants of the Stakeholder Advisory Group may attend meetings as observers but may not participate in group discussion and deliberations. The Facilitator will provide opportunities for brief public comment or announcements relating to agenda items at the beginning or end of each meeting. The public comment period may not exceed ten minutes of allotted meeting time with a maximum of three minutes per individual.

Meeting Summaries

- The facilitator will prepare a written summary of the discussion and comments following each meeting.
- Meeting summaries will describe areas of agreement and disagreement and clarify where and why there is a disagreement. The facilitator will make every effort to state all points of view clearly and fairly.
- The facilitator will send meeting summaries to Stakeholder Advisory Group members via email and post meeting summaries on the Seattle Public Utilities website.
- The facilitator in consultation with the Stakeholder Advisory Group will plan and develop a final Stakeholder Advisory Group report at the conclusion of the Stakeholder Advisory Group process. The report will summarize all outcomes from the Stakeholder Advisory Group.

Internal Communications

Outside of meetings, Stakeholder Advisory Group business can be discussed by email.

However, to prevent overcrowded email boxes, Stakeholder Advisory Group members will:

- Cc Jamie Strausz-Clark (lead facilitator) on all emails pertaining to Stakeholder Advisory Group business.
- Jamie will judge whether the rest of the group should be included in the email conversation based on the nature of the discussion, or if it is preferable to send a summary of the email conversation to Stakeholder Advisory Group members at its conclusion.
- Jamie will archive all emails pertaining to Stakeholder Advisory Group business. These emails will become part of the formal record of the Stakeholder Advisory Group's proceedings.

External Communications

- Participants who are employees of agencies within the City of Seattle or King County serve on the Stakeholder Advisory Group as individuals, not as spokespersons for the agencies.
- Participants of the Stakeholder Advisory Group should not represent themselves as speaking for the group unless directed by the group to do so. This working rule in no way restricts individual participants, in their capacity as citizens, from interacting with elected officials, the media, or community organizations.
- If appropriate, the Stakeholder Advisory Group will develop and release a joint statement for the media.

Tentative Meeting Schedule

DATE	MEETING PURPOSE
February 2, 2017	Provide overview of Ship Canal Water Quality project and pump station facility, including construction and operational impacts. Confirm group charter, set priorities and introduce key staff and members. Understand design criteria, constraints, opportunities for input and information, and decisions yet to be made.
April 2017	Design workshop focused on building design, including materials and aesthetics.
June 2017	Design workshop focused on site fencing and landscaping.
Summer 2017	Summary discussion and develop draft recommendations report.