

# **SEATTLE PUBLIC UTILITIES RECYCLING AND DISPOSAL STATION STAKEHOLDERS GROUPS CHARTER**

The purpose of the Stakeholders Group is to provide input to Seattle Public Utilities on the rebuilding of the North and South Recycling and Disposal Facilities and to assure that the process is open and responsive to public needs and concerns.

The stakeholders group shall focus initially on advising the City on coordinating, developing, and implementing the following efforts:

1. Development of a public involvement process for the design and construction of the South and North Recycling and Disposal Facilities
2. Environmental or other community issues related to the sites
3. Design and performance criteria to be used in the development of the RFP for Design/Build Contract

In addition to committing the City to using the stakeholders group to help provide public input as part of its transfer station redevelopment work, the City commits to receiving and using the group's advice as a resource for making decisions and to reporting back how the group's advice was used in decision-making. If the advice cannot be used, the City will explain why.

While the immediate focus for the Stakeholder Group is to provide advice through the selection of a firm to design and build the new facility, SPU and the Stakeholder Group may decide to continue as a sounding board through the subsequent design and construction of the facility.

## **STAKEHOLDERS GROUP COMPOSITION**

The results of interviews with SPU staff and community representatives were used to finalize the composition of the Stakeholder Group. Recommendations included:

1. Community Council reps (*may include more than one if more than one council is involved as at NRDS or reps from South Park Action Agenda Committee at SRDS*)
2. Recycling/Reuse Representative
3. Self-Hauler
4. Yard Waste Hauler
5. SWAC Member
6. Environmental Group Representative
7. Arts Council Member
8. Construction/Demolition Waste rep
9. Chamber/Business Representative
10. Other Community Group Representative

An independent facilitation team responsible for convening the stakeholders group solicited nominations for representatives and alternates to fill seats by a variety of outreach methods, including recommendations from community organizations. The final slate of members for seats was recommended to the City by the independent facilitation team.

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## **GROUND RULES**

Ground rules are agreed upon procedures for working together in a group. They establish trust by setting guidelines that are fair, equitable and productive. They clarify group procedures for conducting meetings, reporting results, resolving differences and accomplishing the task of the group.

### **ROLES AND RESPONSIBILITIES OF MEMBERS**

All participants recognize the legitimacy of the concerns and interests of others whether or not they are in agreement with them.

Members will seek to state their own concerns and interests clearly, listen carefully to others and explore issues from all points of view before forming conclusions.

Members are encouraged to express all points of view and perspectives on issues and alternatives and to seek to identify areas of agreement as well as reasons for different points of view in providing their advice to the City.

Members are asked to represent the points of view of their general interest area, including but not limited to the particular organization from which they come.

Members will seek to share discussion time, encouraging everyone to participate fully.

### **ROLES AND RESPONSIBILITIES OF THE FACILITATOR**

The facilitator is an impartial individual who guides the process, including facilitating stakeholder group meetings.

The responsibility of the facilitator is to keep the group focused on the agreed-upon task, to suggest alternative methods and procedures, and to encourage participation by all group members.

The facilitator will work with SPU to prepare meeting agendas. The facilitator will prepare meeting summaries, coordinate meeting logistics, and draft products and reports of the stakeholders group.

The facilitator will assist in keeping communication open between the stakeholders group and City staff. In particular, the facilitator will work to assure that relevant information is provided in a timely and effective manner relative to the advice it is asked to provide.

### **OBSERVERS**

Stakeholder group meetings are open to the public. Observers are welcome at all stakeholders group meetings but will not be seated at the table or participate in discussions. A time may be set aside in the agenda of each meeting for comments or questions from observers.

## **MEETINGS**

The group will meet approximately 4 times.

Meetings are expected to occur in the late afternoon/early evening at a convenient location in South Park for the South Station or Fremont or Wallingford for the North Station unless otherwise designated by the group. Dates and place of meetings will be confirmed by the group.

Meetings will begin and end on time.

Meetings will be task oriented with agenda and materials prepared and distributed in advance.

Information will be provided prior to and during each meeting to support informed discussion.

## **MEETING SUMMARIES**

A written summary of discussion and comments from each meeting will be prepared by the facilitators.

Meeting summaries will describe areas of agreement and disagreement, clarifying where and why there is disagreement. Every effort will be made to state all points of view clearly and fairly.

Meeting summaries will be sent to stakeholders group members, electronically where possible. Summaries will also be posted at a stakeholder's group webpage at the City's website. Stakeholders group members, observers and other interested individuals without Internet access may ask to receive summaries of stakeholder's group meetings by regular mail.

## **INTERNAL DECISION-MAKING**

The stakeholders group may reach consensus on advice it provides to the City, but consensus is not required.

When the group does not reach consensus, it will report different perspectives held on the issue and the rationale behind the perspectives. A statement of advice, encompassing both issues on which there is agreement and issues on which there are differing perspectives, will be prepared.

## **COMMUNICATION DURING PROCESS**

Members of the stakeholders group accept the responsibility to keep their associates and constituency groups informed of the progress of the discussions and to seek advice and comments.

Members agree they will try to work out their differences at the table instead of in the media.

## **MEDIA**

When appropriate, a joint statement for media release will be developed by the group. Members will discuss the process and substance of stakeholder group deliberations with the media in the spirit of such joint statements and fairness to all.