

12/13/2013

GREEN RIVER
SYSTEM WIDE
IMPROVEMENT
FRAMEWORK

ADVISORY STRUCTURE, CHARTERS AND WORK
PLAN FOR THE ADVISORY COUNCIL AND THE
TECHNICAL ADVISORY COMMITTEE (FINAL)

GREEN SWIF ADVISORY GROUPS

This document provides an overview of the Green SWIF advisory groups, including their structure, working charters, project roles, and a preliminary work plan to guide the work of the Green River SWIF Advisory Council and Technical Advisory Committee.

Project Background

Project Convener: King County Flood Control District

Project name: Green River System Wide Improvement Framework (SWIF)

Project overview: The Green River System Wide Improvement Framework (SWIF) is being completed to improve flood protection for current and future generations of Green River Valley residents while building resiliency of the economic base and natural environment within the watershed. This initiative will define a desired level of protection based on the likely consequences of flooding to public safety, infrastructure, current and future economic development, and projected cost of disaster recovery in the event of levee overtopping or failure.

In December 2012, the King County Flood Control District (District) submitted a letter of intent (LOI) to the U.S. Army Corps of Engineers describing its proposed approach to completing a SWIF for the Lower Green River. The LOI stated that a Stakeholder Committee would be formed to provide “diverse and timely input” to the development of the Green River SWIF. The LOI further stated that the project’s Stakeholder Committee would be comprised of local, state and federal agencies, Native American Tribes, business and environmental interests, and resource agencies. As the District gained a deeper understanding of the scope of work needed to complete the Green River SWIF by February 2015, a decision was made to convene two advisory groups, a Technical Advisory Committee and an Advisory Council. Membership within these groups will include the King County Flood Control District, King County, Green River Valley cities, the Muckleshoot Tribe, state and federal resource management agencies, business and environmental groups. Technical Advisory Committee and Advisory Council members will be engaged early and ongoing throughout the preparation of the SWIF. Each group’s set of meetings will be organized to provide timely input and recommendations to the project, in support of product development and District decision-making at critical project junctures.

Project scope: The Green River SWIF project area includes the Howard Hanson Dam down to the lower reaches of the Lower Green River, to approximately river mile (RM) 5.5. The focal geography for the Green SWIF is the Lower Green River portion of the watershed, from approximately RM 32 to RM 5.5. There are approximately 18 miles of levees within the Lower Green River, of which, six systems of PL-84-99 eligible levees are a priority project focus. The

primary goal of the Green River SWIF is to identify problems, recommend improvements, and prioritize solutions to achieve a reduction of flood risks, habitat restoration, and other beneficial outcomes to society and natural systems.

Project advisors: The District, serving as lead entity for this complex, multi-jurisdictional initiative, is convening two advisory groups to support the preparation of the Green River SWIF: the SWIF Technical Advisory Committee (TAC) and the SWIF Advisory Council (AC). These two groups will provide input to the District regarding technical, policy, and strategic action dimensions of the SWIF project. By February 2015, these advisory groups will have informed the development of a prioritized list of projects and non-regulatory actions necessary to provide additional protection by reducing the risk of flooding for Green Valley residents and businesses, in a manner that improves water quality, reduces water temperatures, supports salmon recovery goals; protects open space, and reduces long-term flood facility maintenance costs.

Participation and Representation

Participation: Participants in the Advisory Council (AC) and Technical Advisory Committee (TAC) were selected by the District, in consultation with the King County Department of Natural Resources and Parks, Water and Land Resources Division.

Alternates: AC and TAC members are encouraged to attend all meetings. In the event that is not possible, members shall send someone in their absence (an alternate). For the AC, alternates should be able to speak on behalf of their organization/agency. For the TAC, alternates should be able to contribute a commensurate level of technical knowledge and expertise as the member. Members should brief their alternates and are encouraged to keep them up-to-date on pertinent information throughout the process. In the event that both member and alternate are present at a committee meeting, only the member will sit at the table.

Representation: AC and TC members represent a broad diversity of interests and perspectives. Members are viewed as formal representatives of individual organizations or constituencies they represent. Members are strongly encouraged to provide ongoing communication and exchanges throughout the process with individuals/groups outside the AC and TAC and bring those communications to the groups for consideration.

Quorum requirement: The SWIF advisory groups have a quorum requirement. For the AC, seven of 13 AC members (or their alternates) must be present for the AC to make decisions and/or recommendations on behalf of the group. For the TAC, 11 of 21 members (or their alternates) must be present for the TAC to make decisions and/or recommendations on behalf of the group.

Technical Advisory Committee Members

Organization/Entity	Name
KC Flood Control District	Rick Bautista (acting Executive Director)
King County	Megan Smith
U.S. Army Corps of Engineers	JoAnn Walls
Muckleshoot Indian Tribe	Holly Coccoli
City of Tukwila	Bob Giberson
City of Kent	Mike Mactutis
City of Auburn	Tim Carlaw
City of Renton	Ron Straka
NOAA	Jodi Walters
FEMA	Ted Perkins
WDFW	Stewart Reinbold
Ecology	Josh Baldi
Puget Sound Partnership	Bruce Wulkan
WRIA 9	Doug Osterman
Boeing	Mike Bertsch
NAIOP (Comm. Real Estate Development)	Don Marcy
MBA of King and Snohomish Counties	Allison Butcher
Washington Realtors	David Elliott
The Nature Conservancy	Bob Carey
American Rivers	Michael Garrity

Advisory Council Members

Agency/Entity	Name
KC Flood Control District	Chair Reagan Dunn
King County	Fred Jarrett, Deputy King County Executive
Corps of Engineers	Col. Bruce Estok
Muckleshoot Indian Tribe	Isabel Tinoco, Director of Fisheries Division
City of Tukwila	Mayor Jim Haggerton
City of Kent	Mayor Suzette Cooke
City of Auburn	CM Wayne Osborne
City of Renton	Mayor Denis Law
NOAA	Michael Grady
Governor's Office	Jesus Sanchez, Governor's Office for Regulatory Innovation and Assistance
Puget Sound Partnership	Marc Daily, Deputy Director
WRIA 9	Co-Chair Marlla Mhoon
Boeing	Lori Pitzer
Business leader	Sam Anderson

Roles and Responsibilities

Advisors to the Green SWIF Project will serve in distinctive roles, depending upon the group within which they are serving; both groups of advisors will share specific responsibilities as well.

Advisory Council Members Roles: The SWIF Advisory Council is being convened specifically to consider input from the TAC, consider policy implications of alternatives, and provide policy input and recommendations to the Flood Control District Executive Committee. The AC will review the work, products and recommendations from the TAC and the project team to understand the scope of the problems, potential solutions to the problems, and impact on the community (including both the human and natural environment.) The SWIF AC will engage in an iterative flow of information with the TAC concerning work, products and recommendations.

Technical Advisory Committee Members Roles: The TAC is being convened specifically to review and provide input on technical information and analyses presented by the project team and their consultants to understand the scope of the problems, potential solutions to the problems,

and impact on the community (including both the human and natural environment) and to frame such technical and policy issues and considerations to inform the work of the AC. The TAC will engage in an iterative flow of information with the AC concerning work, products and recommendations.

Advisory Council and Technical Advisory Committee Shared Responsibilities: All members bring their unique perspectives to the table, and are encouraged to work collaboratively with other interests in developing recommendations for the Green River SWIF. It is hoped that members will become informed about the issues, contribute useful information to the deliberations, and serve as an accurate and objective information conduit with others outside the SWIF process. Specifically, all members will:

- Serve as a liaison to the public and/or their organizations (as appropriate) by networking effectively outside the SWIF process with individuals or groups to provide broad input to the discussions.
- Bring a valuable and informed perspective, and contribute useful information to the process.
- Work collaboratively, constructively and creatively to help develop the Green River SWIF recommendations.
- Attend meetings consistently. For the TAC, if an organization seat (member or alternate) is not represented for three consecutive meetings, the TAC will consider whether to ask the District to vacate the seat and seek to refill it with a new representative from the same constituency group that will participate consistently.
- Come to meetings prepared (do the homework).
- Be willing and able to commit time and energy to the development of the Green River SWIF.
- Abide by the ground rules.

King County Flood Control District: The District, together with King County as service provider to the District, will provide material support to the AC and TAC. In addition, the District is responsible for providing background and educational materials, identifying project constraints at the beginning of the planning process, and providing technical input and support throughout the process. Specifically, the District will:

- Provide available and newly developed information on existing conditions, problem identification, levels of protection, risks/damages, vegetation management, long-term maintenance costs, habitat/water quality, and capital project alternatives.
- Provide draft and/or final technical analyses to inform AC and TAC discussions.
- Support the AC and TAC in their decision-making regarding recommendations.
- Prepare a work plan, schedule and budget for the development of the SWIF.

- Support the AC and TAC's responsibilities as liaison to the public and/or their agencies by providing information in a timely fashion to allow for constituent consultation.

Technical Consultant: The District is contracting the services of a technical consultant team to provide technical planning, modeling and analytic services to inform the development of the SWIF and its suite of products. The Technical Consultant will serve as a resource to the AC and TAC, as coordinated by the SWIF Project Manager. WRIA 9 and the Muckleshoot Tribe will also serve as technical resources to the SWIF-AC and -TAC regarding Chinook salmon recovery.

Facilitation Team: The District has contracted the services of a third-party neutral and impartial facilitation team from EnviroIssues (www.enviroissues.com) to support the AC and TAC processes. The facilitation team will support the District and the AC and TAC members and maintain the integrity of the SWIF process. Specifically, the facilitator will:

- Remain neutral.
- Not contribute substantive ideas.
- Help the AC and TAC accomplish their tasks.
- Suggest and implement process ideas.
- Help the AC and TAC abide by their adopted ground rules.
- Solicit and field input and observations on the AC and TAC processes and consider modifications to improve the processes.

King County Flood Control District Board
(Executive Committee)

- Policy Making
- Decision Making
- Final SWIF Adoption

SWIF Advisory Council

- Provide policy input to the District
- Project Briefing and Check-in

Informing SWIF Policy Decisions by the FCD Executive Committee:

- (1) Goals, vision and strategy
- (2) Level of protection
- (3) Vegetation management alternatives
- (4) Alternatives analysis + preferred alternative
- (5) Capital project prioritization
- (6) Implementation and Financing Plan

Membership: Elected officials, tribal, and other leaders

SWIF Technical Advisory Committee

- Provide technical review of work products
- Provide policy input and recommendations to Advisory Council
- Represent diverse range of interests and perspectives

Informing SWIF Product Development and Policy:

(1) Goals, vision and strategy	(7) Alternatives analysis
(2) Levee Deficiencies Plan	(8) Capital project development
(3) Level of protection	(9) Capital project prioritization
(4) Risk/damages and residual risks	(10) Interim Risk Reduction Measures Plan
(5) Vegetation management alternatives	(11) Implementation and Financing Plan
(6) Screening criteria	

Membership: FCD, County/cities, Muckleshoot Tribe, state and federal agencies, WRIA 9, business and environmental representatives

Figure 1 - Green River SWIF Advisory Structure, Roles and Responsibilities

SWIF Advisory Process Guidelines

Consensus Process: “Areas of agreement” on recommendations to the District (from the AC) and the AC (from the TAC) will be developed by seeking consensus. Consensus has been reached after every effort has been made to meet the interests of all members and when everyone agrees they can accept moving forward with the recommendation and will support the recommendation as the SWIF process advances. In the event consensus cannot be reached, the group will discuss whether to move the recommendation forward while reflecting dissenting perspectives. For those instances where agreement cannot be reached, but the group agrees to move the recommendation forward, the reasons for the disagreement will be noted in the project record, and the dissenting perspectives will be presented to the District (from the AC) or the AC (from the TAC.)

Confidentiality: The facilitation team will not share confidential communications with others nor include confidential information in AC or TAC documentation.

External Communications: Members are encouraged to share accurate and objective information about the process with other people. Specifically:

- Members will avoid characterizing the views or opinions of other AC or TAC members outside of their respective meetings.
- AC and TAC meetings will be announced on the project website, and public notice shall be given for each meeting.
- AC and TAC meeting products, such as agendas, reports, recommendations, minority reports and summaries, will be posted on the project website.
- The District will endeavor to size e-files so as to facilitate easy downloading and review by AC, TAC and community members.
- Meeting summaries and other interim products will be available to members as communication aids. Members are also encouraged to share the District website address to enable people to locate information related to the AC and TAC processes.

Communications:

- **Email:** Email and the project website will serve as the primary communication mechanism with the AC and TAC between meetings.
- **Requests for information:** Alternate members will work through their member to request information from the SWIF project manager. Requests for information or access to the technical consultant will be channeled through the SWIF project manager.
- **Website:** A project website will provide links to important documents, resource materials, and contact information, and will serve other appropriate uses identified throughout the AC and TAC processes.

- **Contact list:** A current contact list, including email, USPS mail, and phone numbers of TAC members will be maintained by the facilitation team. A contact roster for the AC and the TAC will be developed. Contact information will not be released to other members without the consent of members.

Meeting Summaries: EnviroIssues will prepare meeting summaries capturing key discussion points, action items, and areas of agreement (or disagreement) on recommendations. Meeting summaries will not be transcripts of the meeting. Draft summaries will be circulated to the AC or TAC for review and comment. The District will incorporate comments as appropriate into the final summary.

Project Record: The District and the facilitation team will maintain an electronic record and hardcopy file throughout the process. All project records (except for records of confidential discussions) will be provided to the District.

Green River SWIF: The District will prepare the draft and final SWIF based on the recommendations of the AC and TAC and the decisions of the District Executive Committee.

AC and TC Ground Rules

- Be prepared for meetings
- Treat one another with civility
- Respect each other's perspectives
- Listen actively
- Limit side conversations
- Participate actively
- Honor time frames
- Silence electronic devices during meetings.
- Speak from interests not positions

Meeting Frequency and Schedule

AC meetings will be scheduled to coincide with major milestones of the TAC. (See Appendix A for workplan.). TAC meetings will be held monthly or bi-monthly and will align with the schedule of technical studies and analysis being conducted for the SWIF by the District, King County and its technical consultant. A standing TAC placeholder meeting date and time will be established, with the understanding that meetings will be cancelled if not needed. AC and TAC meetings will typically be 2.5 - 3 hours in length. Meetings will typically be held in *location tbd*. Meeting frequency, start times, and length will be reassessed periodically to ensure members' ability to participate and that SWIF and TAC goals are being achieved. At key points in the SWIF process, joint meetings of the AC and TAC may be conducted to support iterative dialog and full consideration of technical and policy issues under discussion.

Appendix A. Advisory Workplan: Meeting Schedule and Topics

This section of the Green SWIF Advisory Charter and Work Plan will evolve over time. For the purpose of the August 2013 draft, TC and AC meeting schedules, meeting topics and outcomes are summarized. As the project advances, this portion of the document will be modified, as needed, to reflect new knowledge gained about the project, its process and necessary adjustments to the TC and AC work plan.

Summary Schedule

	Q4 2013	Q1 2014	Q2 2014	Q3 2014	Q4 2014	Q1 2015
Technical Committee Meetings	Sept '13 Nov '13	Feb '14 Mar '14	May '14 June '14	Aug '14 Sept '14	Nov '14	Jan '15
Advisory Council Meeting	Dec '13		Apr '14		Oct '14	Feb '15

Workplan Elements

Meeting ID	Meeting Date	Topics	Outcomes + Notes
TC #1	Sept 17, 2013	Project Overview; Charter; Geo Scope; Vision+Goals+Problems+Strategies	Review and agree on TC charter and geo scope; Discuss and provide input on V+G+P+S
TC/AC Lower Green River field trip	Nov 1, 2013	Field tour of the Lower Green River to see/learn about the resources, issues, and conditions within the Green SWIF project area	Improved understanding regarding the resources, conditions and issues associated with flood protection, land uses, and riverine/floodplain habitat within the project area
TC #2	Nov 20, 2013	Level of protection; Summarize Deficiencies and Draft Plan	Discuss and provide input to LOP definition, metrics and direction re: variable LOP by sub-area (cities, levee systems or ?); input on draft deficiencies plan
AC #1	Dec 12, 2013	Project Overview; Charter; Geo Scope; Vision+Goals+Objectives Level of protection	Discuss and provide recommendation on geo scope, vision+goals, and LOP
TC #3	Feb X, 2014	Draft Current conditions report (veg; flood; socio-economic); Discuss key data gaps (and	Discuss and provide input on current conditions; preliminary

Meeting ID	Meeting Date	Topics	Outcomes + Notes
		prioritize?)	prioritization of data gaps
TC #4	Mar X, 2014	Current conditions report; Risks/Damages and Residual risks; Public Outreach?	Discuss and provide input; make recommendation on public outreach
AC #2	Apr X, 2014	Current conditions and Level of protection (LOP scenarios; risks/damages; strategies/types of actions to guide ID of alternatives);	Policy direction to guide alternatives analysis phase
TC #5	May X, 2014	Alternatives identification; Agree on screening criteria	Discuss and provide input
TC #6	June X, 2014	Chinook/salmon habitat priorities; Water Temperature Needs; Working resource lands; Recreation/open space	Discuss and provide input; Make recommendation
TC #7	Aug X, 2014	Vegetation Management Alternatives; Draft IRRM Plan	Discuss and provide input
TC #8	Sept X, 2014	Alternative analysis – findings; Guidance on capital project development and programmatic recommendations	Discuss and provide input
AC #3	Sept X, 2014	Alternatives analysis and ID of preferred alternative	Policy direction to guide CIP prioritization
TC #9	Nov X, 2014	Draft Capital project list; Vegetation Variance Pilot Project and findings; Project priorities	Discuss and provide input
TC #10	Jan X, 2015	DRAFT SWIF review; Implementation and financing plan	Discuss and provide input
AC #4	Feb X, 2015	DRAFT SWIF review; Implementation and financing plan	Policy direction to guide CIP prioritization; recommendation to FCD EC on I&F Plan