

# Second Generation Plan Committee Meeting Minutes

## Bassett Creek Water Management Commission

### August 8, 2000

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**A. Attendance:** Ron Quanbeck (chair); Mike Rardin; Lee Gustafson; Bill Deblon; Mike Welch; Charlie LeFevere; Len Kremer; Karen Chandler; and Pat Schutrop, recorder

**B. Agenda**

1. Continuation of Work Tasks (8.0 and 9.0) Review
2. Public Involvement
3. Issues Summary and Review of Issues

**C. Meeting Handouts**

1. July 31, 2000 version of the Handbook.
2. Public Involvement Calendar

**D. Continuation of Work Tasks Review**

- ?? Reword the public input comment in tasks 4.6, 5.2, 7.5, and 8.5 to read the same as shown in Task 6.5.
- ?? Task 8.4: Expand to include what is meant by “assign” and “maintenance” responsibilities.
- ?? Task 9.0: No comments.

The committee agreed the Work Plan and Work Tasks are ready for inclusion in the Planning Process Handbook.

**C. Public Involvement**

At the July 31<sup>st</sup> committee meeting, the committee asked Barr to rewrite the Stakeholders Involvement memo to reflect changes made to the Work Plan. The following is an item-by-item discussion of the Stakeholder Involvement memo by the committee:

Overall comment: Add corresponding tasks to tie in with the meetings.

1. Commission Workshops
  - ?? Format the Later Workshops to include same information as Workshop 1 (products needed, location of workshop, presenters).
  - ?? Show months only for later workshop dates.
  - ?? Workshop 1 (September 7) may be an opportunity for the commissioners to offer names of individuals for a particular advisory group. Since the September 7<sup>th</sup> workshop will be the first time the commissioners will see the draft handbook, they may need more time to discuss with their city councils about recommendations for advisory group members.
  - ?? Workshop 1 will take place on September 7, with formal adoption of the draft handbook at the Commission’s September 21 regular monthly meeting. After adoption by the Commission, the draft planning process handbook under a cover letter (similar to the CAG memo) to the cities and stakeholders that includes a request for comment on the draft handbook. The letter will also include a request for recommendations for candidates for citizen participation on the advisory groups will be mailed out (September 22).

- ?? Sources for potential advisory group members include: (a) individuals responding to the Notice of Watershed Planning mailing or posting on the Commission's website, (b) city recommendations, and (c) individuals expressing interest at the first public open forum.
2. Public Meetings/Hearings With Stakeholders
    - ?? The September 27<sup>th</sup> date set for the first public meeting will not allow enough time to give notice in local newsletters/newspapers from the September 7<sup>th</sup> Commission workshop. The date for the first public meeting will be determined after the draft handbook has been reviewed by the Commission at the September 7<sup>th</sup> workshop.
    - ?? Meeting #1 will tentatively take place about November 1.
    - ?? Make the following change to the last Meeting/Public Hearing: Products needed – ~~Preliminary~~ First formal Review Draft of plan and reviewer comments.
  3. Citizens Advisory Group
    - ?? Meeting #2, make the following change: Discuss and comment on ~~adopt/revise~~ BCWMC purpose and strategy.
    - ?? Remove the tab and memo specifically referring to Citizens Advisory Group from the handbook. The committee agreed it is only necessary to be shown in the Stakeholder Involvement memo.
    - ?? Reference work tasks on the monthly CAG meeting table.
    - ?? Should there be some indication of the duration of each group? The groups are created for the purpose of the second generation planning process and when the process is complete, the groups will no longer exist. In the future, the Commission may choose to set up a public advisory group for information purposes that would have a separate purpose than the Second Generation Plan process.
    - ?? Add the following language under Goal for **each** advisory group: the purpose of this group is to provide input to the Commission and other advisory groups during the plan process, which will end when the process is complete.
    - ?? Meeting #8: indicate this is the FINAL meeting.
    - ?? Add the following to **each** advisory group: Meeting time: To be determined.
  4. Policy Advisory Group
    - ?? Add the following under "When": Group should be formed as soon as possible after the Commission has finalized the planning process. ~~first meeting October 25, 2000.~~
  5. Technical Advisory Group
    - ?? Add the following under "When": Group should be formed as soon as possible after the Commission has finalized the planning process. ~~First meeting October 11.~~
    - ?? Rewrite "Goal" to read as follows: Provide comment on technical issues, including: water quality goals, water quality improvement plans, flooding issues, water quality policy, groundwater goals, wetland policy, draft maintenance policy, implementation strategies, draft capital improvements plan.
  6. Information to Stakeholders
    - ?? Mailing 1: add the date the Notice of Watershed Planning was mailed out.
    - ?? Change Mailing 2: becomes Notice of Public Forum and the Planning Process. The notice would inform the public that a copy of the Draft Planning Process Handbook can be reviewed at the city offices and on the website. The notice will go to same mailing list as Mailing 1. Copies of the draft handbook will be sent to the cities, agencies, and people who expressed an interest (to date) to be involved.
    - ?? Change former Mailing 2 to Mailing 3: Notice of Planning Process Update

- ?? Add Mailing 4: Notice of Draft Plan and Public Hearing
- ?? Add Mailing 5: Notification of Extension of Draft Plan Review. Notification will be necessary if an extension is requested.
- ?? Include information on the website.

7. Agency Involvement

- ?? Make the following change under “Goal”: Receive agency input and acceptance prior to formal...

8. Public Involvement Calendar

- ?? Add mailing dates to the calendar.
- ?? Add Agency Involvement to the dates of the advisory group meetings where they will be involved.
- ?? Include the calendar as the last page to the Stakeholder Involvement memo.

**D. Issues Summary and Review of Issues**

- ?? Move the first paragraph under Requirements/Issues to before the last paragraph under Major Issues.
- ?? Emphasize (bold/italics) the last paragraph of Major Issues.

**E. Action Items**

1. Prepare a list (organized by city or agency) of the interested stakeholders who responded and those that received Mailing #1 for the Commission workshop on September 7. Add to agenda for discussion. Offer options for the Commission to decide (send everything out to stakeholders who have responded, cities and agencies; or send the draft handbook to everyone). Ask the commissioners if they also want to receive copies of the meeting minutes.
2. Make recommended changes to the Stakeholder Involvement memo, including corresponding tasks, and changes to calendar.
3. Charlie will prepare the cover letter for the draft planning process handbook going to the commissioners (before September 7 workshop) that includes a summary of what is being mailed to them.
4. Make 11 copies in 3-ring binders to be sent to commissioners and/or alternate commissioners (where appropriate). Have five extra copies (3-hole punched, unbound) available at the workshop.
5. Provide meeting minutes to the Second Generation Plan Committee only.
6. Send 3-hole punched, unbound copies of the draft handbook to the agencies invited to the workshop.
7. Barr will prepare a draft Notice of Public Forum (targeted to take place on November 1) so that it is ready for mailing after the September 7<sup>th</sup> workshop. Send draft copy of the notice to Lee for comment first.
8. Barr will prepare a summary of items to be sent out to stakeholders (on September 22) for the Commission to review at the September 7<sup>th</sup> workshop.

**F. Deliverable Target Dates:**

- ?? September 7 Commission Workshop #1. Suggested agenda items include: presentation of the framework of the plan, list of interested stakeholders, what the Commission will provide at the advisory group meetings (i.e., someone to take minutes, refreshments, etc.). The committee will propose a date to the Commission for the first public forum.  
*Note: Lee will decide if it will be necessary for the committee to meet again before the September 21<sup>st</sup> Commission meeting.*
- ?? September 8 Mailing #2, send meeting notice out for Public Meeting #1

- ?? September 21 Adoption of Draft Planning Process Handbook by Commission and nominate advisory group chairs
- ?? September 22 Mailing #3, send out the Draft Planning Process Handbook under a cover letter to city managers and stakeholders list
- ?? October 19 Appoint advisory group chairs at regular Commission meeting
- ?? November 1 Target date for first open public forum
- ?? Week of November 6 Steering committee will make recommendations on committee members
- ?? November 16 Commission ratify the appointments of committees and distribute tasks to the group chairs and committees will move forward in the process