Freight Rail Dependent Use Advisory Committee

Charge and Protocols

March 28, 2018

County Council Charge

The Council has charged the Freight Rail Dependent Use Advisory Committee to consider and recommend development regulations related to freight rail dependent uses to be adopted in 2018. The committee will review the oil classifications in RCW 90. 56.010, exclude energy products and chemicals deemed hazardous, build a list of uses from the bulk commodities that make up over 90% of rail freight, and use definition of Freight Rail Dependent Uses in ESB 5517 with particular emphasis on the terms "dependent on" and "makes use" of to refine list.

Open Public Meetings Act

Members of a governing body of a public agency subject to the Open Public Meetings Act (OPMA) must receive open public meetings training. They include members of city councils, boards of county commissioners, school boards, fire district boards, state boards and commissions, and other public agency boards, councils and commissions. Effective July 1, 2014, those members must receive OPMA training no later than 90 days after they take their oath of office or assume their duties. They must also receive "refresher" training at intervals of no more than four years, so long as they are a member of a governing body.

Below is a link to the Washington State open government training curriculum and the second link is to the acknowledgement form. The training, including both the Open Public Records Act and Open Public Meetings Act, and acknowledgement form need to be completed prior to our next meeting scheduled for April 18, 2018.

http://www.atg.wa.gov/opengovernmenttraining.aspx

https://www.clark.wa.gov/open-government-training

Draft Protocols for Discussion

Meeting Ground Rules:

As members of the advisory committee, we agree to:

- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Let others finish before speaking.

- Keep comments concise.
- Focus questions and comments on the subject at hand and stick to the agenda.
- When discussing events or issues of the past, apply them productively to the present discussion and purpose of the advisory committee.
- Seek to find common ground.
- Share the air – let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process.
- Turn off or put cell phones on silent mode.

Other meeting protocols:

We agree to:
- Conduct our work through collaboration.

- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.

- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.

- Notify staff if we have an unavoidable conflict that requires us to be late or absent.

- Conduct our work through facilitation by planning staff. Provide designated alternates. Alternates must possess enough knowledge to attend and participate on the primaries' behalf. Decision making authority is extended to the alternates.

- Provide input on substance of agendas at the previous meeting. Agendas will be finalized by the staff. Members will notify staff with any requests for additional items on the agenda.

Accessibility to the public:

To ensure a transparent, accessible process, we will:

- Hold our meetings open to the public.

- Meetings will be recorded and posted on the webpage.

- Provide a public comment opportunity if time allows, recognizing the primary purpose of the advisory committee meetings is to provide a forum for the deliberation of the committee. The comment period will not exceed a total of ten minutes of the allotted meeting time without consent from the group, and will be provided at the end of each meeting. Individual comments will not exceed three minutes.

- Review information on public input from open house.

- Encourage interested members of the public to provide more thorough comments in writing; we will review all written comments submitted to the advisory committee.

Communications:

Regarding communications outside of meetings, we will:

- In compliance with the OPMA, speak with each other about issues and in ways that support the group process, and will not take actions or discuss issues in any way that undermines the group process.

- Call or email the staff with information that the other members and the project team need to be aware.

- In compliance with the OPMA, speak on our own individual behalf to the press or officials in ways that advance and support the group process, and will notify staff about any communications of this nature. We will not appear to represent the whole group without prior agreement of the group.

- Communicate with our respective constituents to ensure that they are well-informed of the group's discussions and progress and to ensure that issues are identified that need to be communicated to the rest of the advisory committee.

Decision making:

We, as an advisory committee, will make decisions on recommendations to the staff, planning commission and/or county councilors.

- When asked to provide informal feedback to staff and/or decision makers, our recommendations do not need to be consensus-based.

When providing formal recommendations, we will:

- Work toward consensus setting aside personal interests in order to seek the best solution for all.

- If it is clear consensus cannot be reached, then a two-thirds majority of those present will be required for an outcome to be represented as a committee recommendation. Other views will also be recorded in the meeting summaries and forwarded to decision makers.

- If a two-thirds majority cannot be reached, then there will be no recommendation from the advisory committee and all perspectives will be forwarded for consideration by the decision makers.

- Be notified in advance and receive critical materials at least a week in advance of the meeting for which we will be asked to provide official recommendations. Agendas will also indicate items that require an action from the advisory committee.

- Respect group decisions as final unless the group as a whole reaches consensus that a decision needs to be revisited.