

# PIERCE COUNTY

## 2014/15 WATERBORNE TRANSPORTATION STUDY

### Advisory Group Roles and Responsibilities December 3, 2014

#### PURPOSE OF THE ADVISORY GROUP

An Advisory Group has been brought together for this project to assist Pierce County staff and the consultant team throughout the Waterborne Transportation Study. The Advisory Group will provide a broad set of perspectives on the needs of the Pierce County Ferry System and the implications of potential changes. The responsibilities of the Advisory Group will include:

- Assist Pierce County in identifying and understanding the current challenges and opportunities facing the ferry system today.
- Provide input and feedback throughout the development of the Pierce County Waterborne Transportation Plan. This will include discussion of the following topic areas:
  - Identification and evaluation of service option alternatives; and
  - Identification and evaluation of fare option alternatives.
- Provide feedback on the elements included in the Draft Plan.

#### ADVISORY GROUP COMPOSITION

The Advisory Group is comprised of a broad range of ferry system stakeholders, including year-round and seasonal island residents; representatives of island public service providers, such as police, fire, and school districts; ferry committee members; and community advisory board members.

#### ADVISORY GROUP MEETING PROCESS AND STRUCTURE

- The Advisory Group will meet approximately six times from December 2014 through May 2015.
- Meetings will last between two and three hours, depending on the scope of topics to be discussed at each meeting. Meetings will begin and end on time.
- Meeting locations will rotate between on- and off-island locations, and meeting times will be coordinated with the ferry schedule to support attendance.
- Meeting agendas and materials will be sent to the Group approximately one week in advance of each meeting, and will be accompanied by a summary of the previous meeting. Printed copies of materials will be provided at each meeting.
- Meetings will be facilitated to ensure productive use of the Group's time.
- Meetings will be open to the public. A ten-minute public comment period will be provided for non-Group members attending the meeting. Public comments and participation will be restricted to these specified periods.

## ADVISORY GROUP OPERATING PRINCIPLES

- Advisory Group members will be expected to review all meeting materials and draft work products in advance of each meeting.
- Advisory Group members will be expected to contribute constructively to discussions, share ideas and observations, and listen to others.
- Advisory Group members are urged to participate in every meeting to achieve continuity in discussions from one meeting to the next. If members cannot attend a meeting, it is their responsibility to be informed about the topics discussed prior to the next meeting. It is preferred that members not send designees to participate on their behalf.
- If an Advisory Group member cannot attend a meeting and wishes to make a statement regarding and agenda item, he or she may provide a written statement to the Project Contacts via email, which will be read to the Group when the issue is being discussed.
- When a topic arises that is not relevant to the current discussion, it will be noted in a “parking lot” to keep the meetings moving forward. At the end of the meeting, parking lot items will be reviewed along with next steps for addressing them at future meetings or via an email follow-up.

## ADVISORY GROUP COMMUNICATION PROTOCOLS

- If Group members need to communicate questions, issues, or suggestions between meetings, these should be sent via email to the Project Contacts. Pierce County and the Consultant Team will work together to determine how to coordinate actions and responses to all comments.
- Email communications to the Group from individual members will preferably be copied to the Project Contacts in order to coordinate information sharing and responses.
- If a Group member wants to add a topic or outside information to a future meeting agenda, this request should be sent to the Project Contacts via email at least two weeks in advance of that meeting. Requests will be considered by Pierce County and the Consultant Team as agendas and materials are put together. Final decisions about the agenda and materials will be made by Pierce County and the Consultant Team.
- Inquiries from the media or others regarding the Advisory Group’s deliberations should be directed to the Project Contacts. Members are asked to let the process reach its conclusion before describing potential options outside of this Group. Members agree to bring issues or concerns to the Advisory Group before raising them with others, and to do so at meetings and not via email or phone call.

## PROJECT CONTACTS

For questions, issues, or suggestions, please email the Pierce County project manager (Valerie Thorsen, [vthorse@co.pierce.wa.us](mailto:vthorse@co.pierce.wa.us)) and cc: BERK Consulting (Melanie Mayock, [melanie@berkconsulting.com](mailto:melanie@berkconsulting.com)) on your correspondence.