

# KGI WATERSHED COUNCIL OPERATING PROCEDURES

## 1. NAME

The Key Peninsula-Gig Harbor-Islands Watershed Council shall be called the KGI Watershed Council. After the full initial citation, subsequent references to the KGI Watershed Council in any document may be made as KGI or the Council.

## 2. MISSION

The mission of the Council is to preserve, protect, and restore the Key Peninsula-Gig Harbor-Islands Watershed through activities that foster collaboration and involvement.

## 3. ACTIVITIES

Examples of activities that the Council may lead include:

- Implementing the KGI Watershed Action Plan, the KGI Watershed 5-Year Action Agenda, and the Annual Work Plan.
- Providing local agencies with technical assistance for their water-related planning activities and programs, including meeting NPDES permit requirements.
- Serving in an advisory capacity to local jurisdictions and agencies.
- Educating the public and local agencies about water quality and quantity issues specific to the KGI Watershed and providing the community with updates on changes in the watershed.
- Hosting public forums to discuss water issues and help resolve conflicts between diverse interests.
- Improving communication among affected private individuals, interested citizens, business/industry, and representatives of local, state, and federal agencies.
- Tracking water quality-related efforts within the KGI Watershed
- Tracking the health of the watershed.
- Tracking ongoing monitoring of environmental health indicators.
- Monitoring and evaluating the effectiveness of Council activities.
- Seeking funding to support program development and implementation, including funding from agencies represented on the Council.
- Administering the Lu Winsor Environmental Grant program.

## 4. GEOGRAPHIC COVERAGE

The KGI Watershed area lies between Case Inlet on the west and Dalco Passage and The Narrows on the east. The watershed's northern boundary is in southern Kitsap County, and the southern boundary is formed by the Nisqually Reach, Puget Sound, and Cormorant Passage. The watershed contains approximately 101,000 acres, or 158 square miles of land, and about 179 miles of shoreline. It is composed of two large peninsulas and many islands. The three largest islands are Fox, McNeil (state-owned), and Anderson. The watershed also includes a number of smaller islands, including Raft, Herron, Cutts, Eagle, Gertrude, Tanglewood, and Ketron. It includes the incorporated city of Gig Harbor, as well as the unincorporated communities of Burley, Home, Vaughn, Rosedale, Longbranch, Lakebay, Key Center, Lake Holiday, and Purdy. The majority of the watershed falls within Pierce County with about a quarter of the area falling within Kitsap County.

Pierce County will maintain electronic and hardcopy files designating the official boundary of the Watershed.

## 5. PARTICIPANTS

All residents or other interested parties in the KGI watershed geographic boundary will be welcomed to the KGI Watershed Council. The Council participants are intended to come from the broadest cross-section possible of individuals, organizations, and governments.

Participants may be added to the Council's notification list by request or by signing-in at Council meetings or events. Any individual or organization can ask to be removed from the Council's notification list at any time.

## 6. MEETINGS

*General Meetings* - shall be held no less frequently than four times per year.

*Annual Planning Meeting*: One annual planning meeting will be held to develop the Council's annual work plan. The Annual Planning Meeting may coincide with either a General or Leadership Team Meeting.

*Leadership Team Meetings* - shall convene four to six times per year. The Leadership Team will guide the Council in accordance with the provisions of these operating procedures. These meetings shall be advertised and open to all participants.

## 7. LEADERSHIP TEAM

The KGI Watershed Council Leadership Team will provide continuity to the KGI Watershed Council by establishing a core group of diverse, committed individuals. The Leadership Team shall consist, at a minimum, of the Council chair or co-chairs, vice-chair, any committee chairs, and Pierce County staff.

The Council Chair, with the assistance of the vice-chair and other leaders, shall be responsible for guiding the Council and its committees in accordance with the provisions of these Operating Procedures, the Council's current Action Agenda, and the Council's Annual Work Plan. The Council Chair, Vice-chair, and other leaders shall be confirmed each year and assigned their duties according to the expressed needs of the group. The Council shall maintain the option of electing Co-Chairs to the position of Council Chair.

Individuals representing the Council on affiliated committees or boards must participate in Leadership Team meetings.

## 8. DECISION MAKING AND QUORUM

The Council shall use a consensus-based decision-making process. Consensus shall be defined as having no meeting participants actively opposed to the proposed direction. If consensus cannot be reached, the Council may decide to delay discussion of the item until a later date or vote on the issue. Voting by a 2/3 majority rule of participants present will only be used when all efforts to reach agreement by consensus fail. A quorum of the Council in General or Leadership Team meetings shall consist of not less than five (5) individuals and shall include the Chair or Vice-chair.

## 9. COMMITTEES

The Council may create committees to address tasks or issues. The Council may decide to dissolve committees. All committee chairs shall take guidance from and be responsible to the Council chair for the efficient operation of their respective committees. The chairs and vice-chairs of Council committees shall be elected by the consensus of the participants of the respective committees.

The Council may form subcommittees and task groups to perform certain functions, focus on specific issues, or plan General Meeting programs.

The Council may identify technical advisors who can provide technical assistance and call on these experts as needed.

## 10. COMMUNICATION

Official Council communications must be a) consistent with adopted Council positions, b) accurately represent decisions made by the Council, and c) are expressed in a manner that is respectful of Council participants, partner organizations, and community members.

Whenever a need for a written or electronic product officially representing the position of the Watershed Council is identified, it is recommended that the following steps be taken:

- a. Bring the issue to the attention of the Council or the Leadership Team with a request for action.
- b. If approved by the Council or Leadership Team, preparation of the requested product will be referred to a Pierce County staff member or Council participant for development.
- c. The draft product will be presented to the Council for approval at the monthly meeting of the Council.
- d. If time is limited and a full Council meeting is not scheduled before a product is required, approval by the Leadership Team (either in person or via electronic communication) may substitute for review by the full Council.
- e. Upon approval, resulting products may be posted, printed, signed, and distributed as appropriate.

Correspondence will be sent on official Council letterhead, which only the Chair, or those authorized by the Chair, may utilize, sign, and distribute.

Requests for comment from the media on behalf of the Council will be directed to the Chair. If the Chair is unavailable, requests may be referred to the Vice Chair. Also, the Chair may authorize other Council participants or Pierce County staff to provide comments or information to the media.

All participants of the Council retain their right to express their personal concerns on any given issue provided they do not claim to represent the Council unless expressly authorized to do so.

The Council may adopt a Communications Plan which will provide additional guidance regarding Council communications procedures.