CLARK COUNTY
CLEAN WATER COMMISSION
Meeting Notes

Wednesday, August 1, 2012
6:30 – 8:30 P.M.
Public Service Center, 6th Floor Training Room
1300 Franklin Street, Vancouver

Clark County Clean Water Commission Members Present
Jim Carlson, Don Moe, Nancy Olmsted, Susan Rasmussen, Art Stubbs

Clark County Clean Water Commission Members Absent
Troy Maxcy, David Morgan, Brian Peck, Virginia van Breemen

Clark County Staff
Kevin Gray, Earl Rowell, Jane Tesner Kleiner, Bobbi Trusty

Public
Don Ebbeson, Dick Baker

Quorum

Call to Order

The meeting was called to order at 6:36 p.m.

Agenda and material review

1. Agenda
2. July 11, 2012, Meeting Notes
3. Draft Letter to BOCC

Approval
The July 11, 2012, notes were approved as submitted.

Clean Water Commissioners: Communications with the Public
Mr. Carlson discussed his involvement with the Three Creeks Advisory Council. At the end of the last council meeting, he did a quick stormwater survey and most of the attendees did not know what the NPDES permit is or what the Clean Water fee pays for. Mr. Carlson was a bit surprised because the council consists of county staff, City of Vancouver staff and citizens who live in the urban growth area.

Ms. Olmsted informed the group that the new NPDES municipal stormwater permit was issued August 1, 2012. Public comments submitted during the comment period are available to read on-line. You may find more information at the following website:
http://www.ecy.wa.gov/programs/wq/stormwater/municipal/2012Reissuance.html

Public Comments

Mr. Ebbeson from the Solid Waste Advisory Commission (SWAC) stated that he and Mr. Baker came to the meeting to learn about the Clean Water Commission (CWC). They invited the CWC to attend the SWAC meeting tomorrow evening. Mr. Stubbs asked Mr. Ebbeson to give a brief description of the SWAC. Mr. Ebbeson stated that the SWAC is state-mandated, they are involved in garbage, recycling, landfill questions/concerns, sighting of transfer stations, hold

public hearings, make recommendations to the Board of County Commissioners and update the Solid Waste Management Plan.

Action Items

Draft letter to the BOCC regarding Clean Water Program budget concerns
The commissioners reviewed the draft letter that Mr. Morgan had written regarding the status of the Clean Water Program budget. The group concluded that the letter needs further editing but should be finished and sent to the BOCC.

Motion 2012-08-01
It was moved and seconded to submit the letter, with modifications. All were in favor. Motion Passed. Ms. Olmsted will revise the letter and bring it to the September meeting for final approval by the CWC.

Clean Water Program Update

Advisory Commission Reconfiguration
Ms. Tesner Kleiner gave a presentation regarding the Advisory Commission Restructure Proposal (copy attached). She opened discussion by asking what commissioners hope to get from their service, and what pros and cons there might be in changing the department's three commission structures.

The group recognized that citizens' questions are not just about stormwater but encompass other environmental issues, and it would be helpful to view things more holistically. They also discussed their strong desire to educate citizens and get them involved on environmental issues. The group discussed the benefits of collaboration with the other commissions and felt it would be helpful. Some of the stated concerns were that citizens do not know what services are currently being provided and will not become involved unless it has some personal impact to their property or pocket book. Each commission has a specific area of expertise and with consolidation there will be a lot to learn, so how will the commissions keep abreast of all the different program needs?

Ms. Tesner Kleiner thanked the commissioners for their discussion and reaffirmed that this is an ongoing discussion and asked them to contact her or Mr. Gray with any further concerns or ideas. The timeline was reviewed and she let them know that she will keep them informed of upcoming meetings.

Public Comments
None

Adjourn

The meeting adjourned at 8:38 p.m.

Respectfully Submitted,
Bobbi Trusty

Action Items

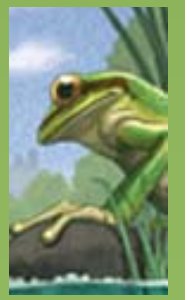
- Revise the draft letter to the Board of County Commissioners – Ms. Olmsted

Clark County
Environmental Services

Advisory Commission Restructure Proposal

A pilot project as part of Clark County Restructuring -2012

DRAFT – STEP 2 – 18 July 2012



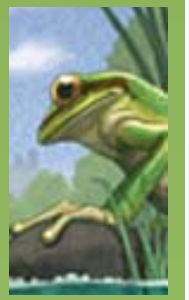
Problem Statement:

- **Clark County Environmental Services values and seeks public participation** to guide and inform its programs. Currently this occurs through the department convening members of three advisory groups/commissions on a monthly basis (Solid Waste Advisory Board, Clean Water Commission, Noxious Weed Control Board). Ad hoc advisory groups are formed separately for certain projects.

- **As County budgets continue to be challenged** the department seeks ways to reduce costs while complying with regulatory requirements and increasing public participation.

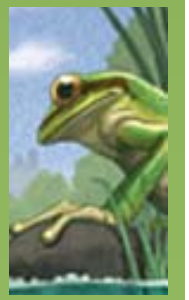
- **Defining effectiveness and finding efficiencies** will be the primary focus of a restructuring proposal.

Environmental Services has been selected to prepare a restructuring proposal to be completed by the end of 2012.



Restructure vision

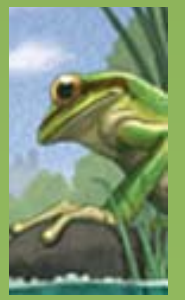
- **Provide a meaningful liaison opportunity** for the public to engage in policy level advising, value volunteer time/insights as an ally to staff and public
- **Reduce overlap of groups while filling gaps** in policy needs and regulatory requirements
- **Provide impactful recommendations** to BOCC
- **Allow groups to be creative & innovative**, utilize critical thinking for problem solving
- **Provide clarity of roles and responsibilities** as well as expectations
- **Increase public participation** and awareness of issues
- **Utilize appointed commissions to advise on policy and program** while selecting specific stakeholder advisory members for special projects



Restructure timeline and process

All tasks and dates are proposed

Task	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Review current programs								
Review commission performance								
Meet with Advisory Stakeholders								
Prepare alternatives								
Meet with Advisory Commissions								
Refine alternatives								
Formulate final recommendations								
BOCC worksession								
Finalize all recommendations								
Prepare to implement changes								



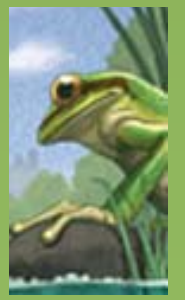
Restructure overview

Restructuring goals for effectiveness

- Meet regulatory requirements for commissions
- Develop policy recommendations to their governing body
- Review and provide timely feedback on policy and programs
- Increase capability to connect to the public
- Fill gaps in department policy review for various divisions
- Maximize value of volunteer commissioner time and perspective

Restructuring opportunities

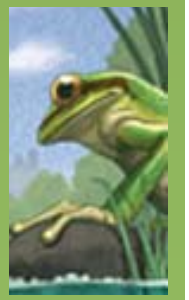
- Clarify charters and by-laws to meet current regulatory requirements
- Clarify mission and goal statements
- Create consistent meeting formats, rules, procedures & reporting
- Clarify roles for commissioners, staff
- Define role for meeting vs. other mechanisms for information (ie. web)
- Explore other methods to meet regulatory, mission and goals of the commissions
- Explore necessary timing of meetings and outreach (maximize use of commission)
- Verify benefit to the public
- Update available information to the public in a timely manner



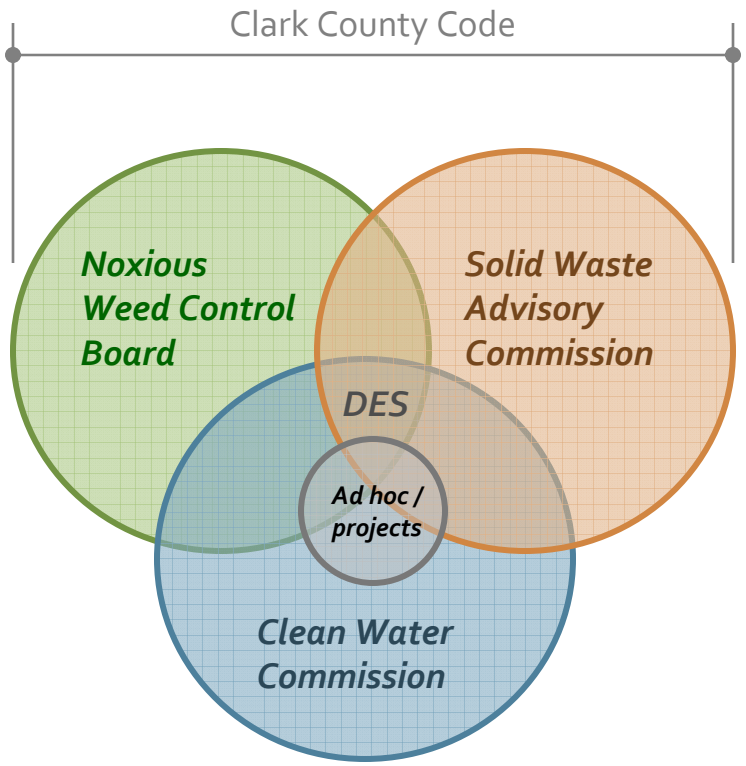
Current DES Advisory Board/Commissions

	Solid Waste Advisory Committee (SWAC)	Noxious Weed Control Board (NWCB)	Clean Water Commission (CWC)
Originated	1989	1988	1999
Members	9 members	5 voting members: • 1 from each of 5 geographical districts • 4 members must be involved with primary production of agriculture	9 members
Frequency of meetings as required by law	None specified per CC (rules state 10 min.)	Monthly, per CC Quarterly, per RCW 17.10	Not Specified
Actual Frequency of meeting	Monthly (12/YR)	Monthly (9/YR)	Monthly (12/YR)
Code / Regulatory	RCW 70.95.165 CC 24.16.030	RCW 17.10.050, 060, 070 CC 7.12.030 CC 7.14.040	CC 13.30A.040
Term Length	3 years	4 years	3 years, staggered

NOTE: Ad hoc commissions for projects, such as the Conservation Futures Advisory Commission, will be discussed in the overall department need for advisory input and feedback.

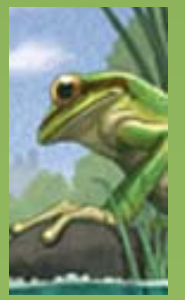


Existing Commission Structures

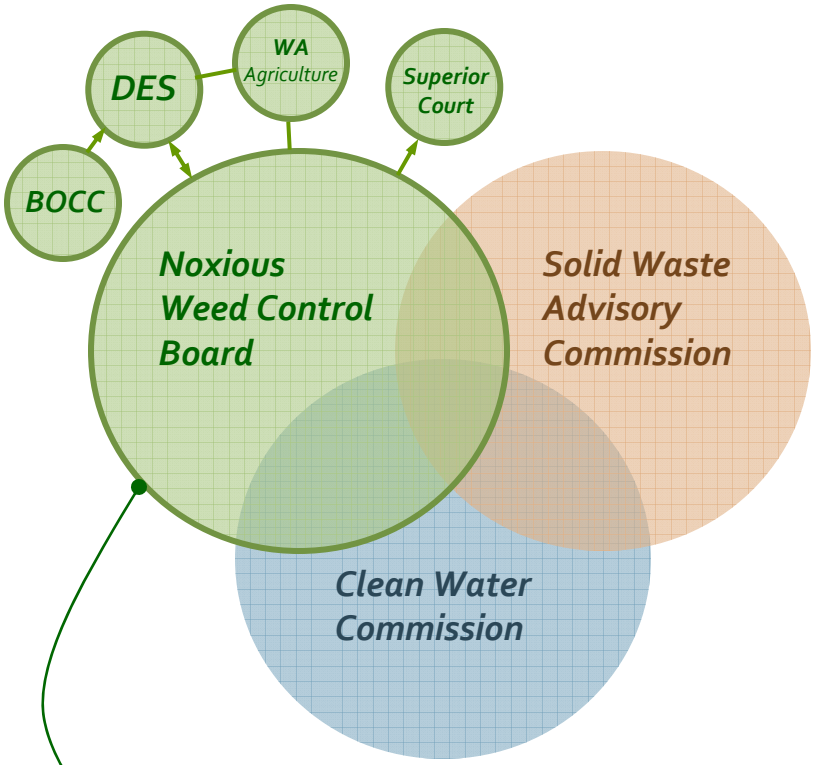


Commonalities:

- Groups meet monthly (12 times/yr)
- Groups represent a wide range of representatives for each group
- Each is governed by current County code
- All commissions require staff time to prepare for, attend and provide summary feedback to each group
- Should be utilizing the *Roberts Rules of Order* for meeting structure
- Each group has selected a chairperson and vice-chair
- Each group produces meeting minutes to be approved at the following meeting
- Each group has time for staff input / updates in which they provide feedback, as necessary
- Common goals to be met with the NPDES



Existing Commission Structures



Governed by CC chapter 7.12, RCW 17.10.050, .060, .070

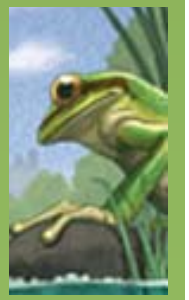
Noxious Weed Control Board

Requirements:

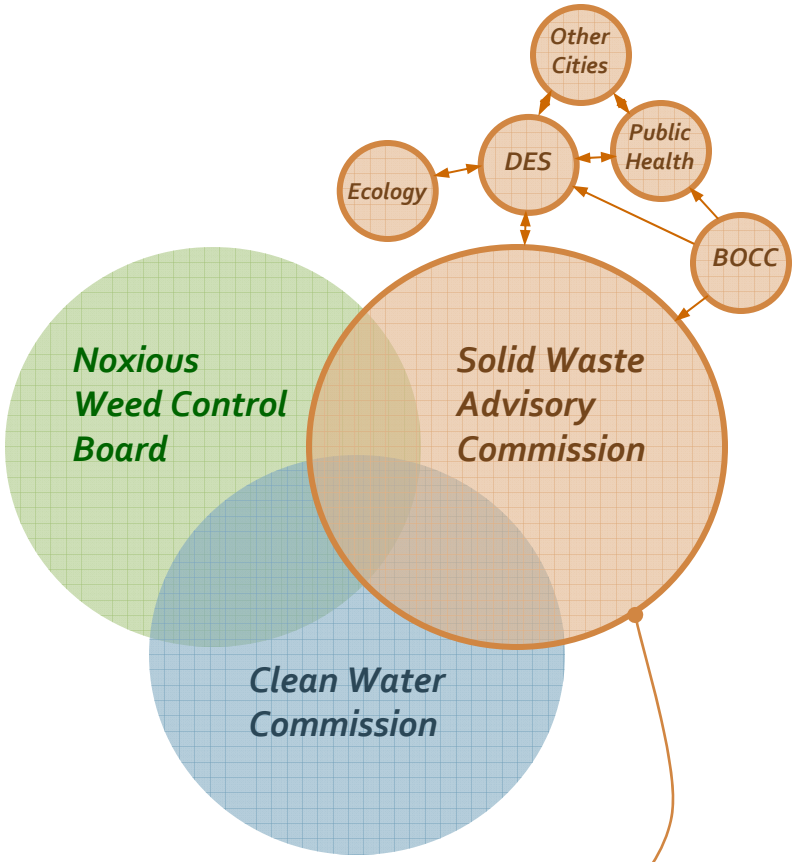
- Required by Washington State and Clark County
- Include 5 voting members
- Appointed by "county legislative authority"
- One staff person as weed coordinator (county staff person) – reports to DES director
- Rules for terms and new members
- Board protocols per State of Washington; hearings appeal to Superior Court
- Program funded by General Fund

Mission:

- Inspect land to determine the presence of noxious weeds
- Provide public education and information about noxious weeds
- Assist in the removal of noxious weeds
- Conduct hearings for property owners regarding presence of weeds on property



Existing Commission Structures



Governed by CC chapter 24.16, RCW 70.95.165

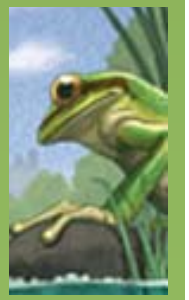
Solid Waste Advisory Commission

Requirements:

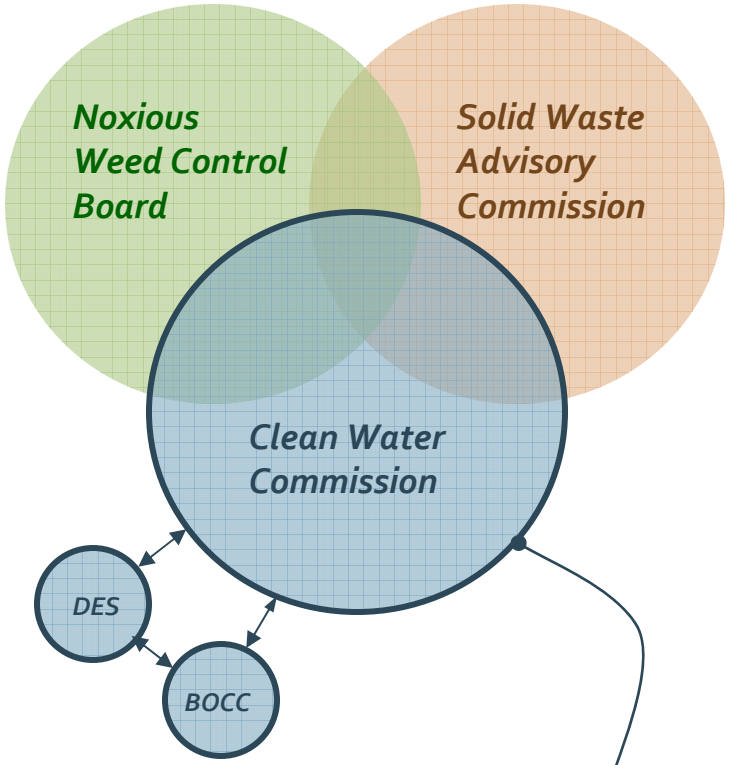
- Required by Washington State and Clark County code
- Include 9 voting members
- Appointed by BOCC
- DES director is lead with various staff members and coordinates with CC Public Health
- Rules state minimum of 10 meetings/year, unless no agenda items
- Program funded by Solid Waste Fees

Mission:

- Assist in the development of programs and policies for solid waste handling and disposal
- Review and comment on rules, policies, or ordinances and make recommendations to the BOCC
- Assist in solid waste planning
- Investigates new developments in solid waste
- Recommends to BOCC/PH solutions to solid waste problems
- Advises CCPH in evaluations of permits for handling facilities
- Advises on siting of new facilities
- Acts as public liaisons for solid waste information and education



Existing Commission Structures



Governed by CC chapter 13.30A.040

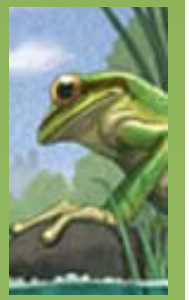
Clean Water Commission

Requirements:

- Required by Clark County
- Include 9 voting members
- Appointed by BOCC
- DES director is lead with various staff members
- Program funded by Clean Water Fees

Mission:

- Assist in the development of programs and policies for storm and surface water management
- Make recommendations to the BOCC on programs, financing and policies related to storm and surface water issues
- Recommend incentive program for service charge adjustments
- Provide program annual reports to BOCC
- Acts as public liaisons for clean water program information and education



Review of Commission work

Clean Water Commission

Review of meetings from 2010 - current

Mission task *	2010	2011	2012
Assist in the development of programs for CWP (per mtg)	5	2	2
Make motions / BOCC recommendations	0 /0	0 / 1	1 / 0
Recommend incentive programs	schools	--	--
Provide annual reports to BOCC	Yes	Yes	Yes
Act as public liaison for information / education	Yes	Yes	Yes
Quorum met for each meeting (# quorum/ # mtg.)	12/12	12/12	5/5
Number DES staff present	3	5	4
Number of public present	2	2	3

**Note: numbers are averages for the year*

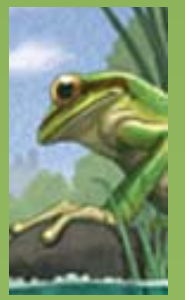
Clean Water Committee

Summary of observations:

- Hosts 1 meeting a month (12/year) – 2 hrs. each
- Consistently has a quorum of members
- Typical staff attendance is 3-4 members
- Typically, public attendance is low to none, unless a partner agency is making a presentation (i.e. School District, Port, WSU extension, etc.)
- Very limited "motions" proposed
- Rarely a recommendation moved to the BOCC
- Contact with BOCC is primarily through an annual work session
- Approximately half of the meeting times are for staff/program updates
- Special presentations generate more attendance

Major topics covered:

- DES program and staff updates (SNAP, NPDES, budget, etc.)
- CWP School Fee Waiver
- Subcommittee work, primarily outreach
- CWP Work Plan review
- CWP Annual Report prep / BOCC Work session
- Partner agency updates / special presentations



Review of Commission work

Solid Waste Advisory Commission

Review of meetings from 2010 - current

Mission task *	2010	2011	2012
Assist prog. development of / planning for SW (per mtg)	2-3	2-3	2-3
Make policy motions / BOCC recommendations	0 /0	0 / 0	0 / 0
Make solutions motions / BOCC recommendation	0 /0	1 /0	0 /0
Investigate new developments in solid waste	Yes	Yes	Yes
Advise CCPH handling perm.	1	0	0
Advised in siting of new facilit.	0	0	0
Act as public liaison for information / education	Yes	Yes	Yes
Quorum met for each meeting (# quorum/ # mtg.)	9/12	9/12	4/5
Number DES staff present	3	3	4
Number of other agency staff	4	3	3
Number of public present	1	1	1

**Note: numbers are averages for the year*

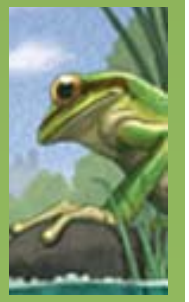
Solid Waste Advisory Commission

Summary of observations:

- Typically hosts 1 meeting a month (12/year) – 2 hrs. each (10 per year required)
- Typically has a quorum of members
- Typical staff attendance is 2-3 members
- Typically, public attendance is low to none, except for other department staff
- Very limited "motions" proposed
- Rarely makes a recommendation moved to the BOCC
- Approximately half of the meeting times are for staff/program updates
- Contact with BOCC is limited
- Program requires coordination of several agencies/departments

Major topics covered:

- SWMP update – chapter review
- Partner agency updates / presentations
- Special presentations on new trends in solid waste



Review of Commission work

Noxious Weed Control Board

Review of meetings from 2010 - current

Mission task *	2010	2011	2012
Number of agenda items	--	5	5
Provide guidance to Weed Coordinator on programs	--	2	2
Conduct hearings for citizens in violation of ord.	--	1	1
Number of motions	--	--	--
Act as public liaison for information / education	--	Yes	Yes
Quorum met for each meeting (# quorum/ # mtg.)	--/9	7/9	4/4
Number DES staff present	--	3	3
Number of public present	--	1	1

**Note: numbers are averages for the year*

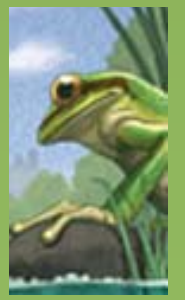
Noxious Weed Control Board

Summary of observations:

- Hosts 8 meetings / year – 2 hrs. each
- Typically has a quorum of members (one member routinely absent)
- Typical staff attendance is 3 members
- Typically, public attendance is low to none, 1 volunteer usually present
- Very limited "motions" proposed
- No formal contact / feedback to the BOCC except through staff updates
- Staff provides frequent program update topics

Major topics covered:

- Outreach opportunities
- Weed list updates
- Public Hearings / code enforcement



Reconfiguration considerations

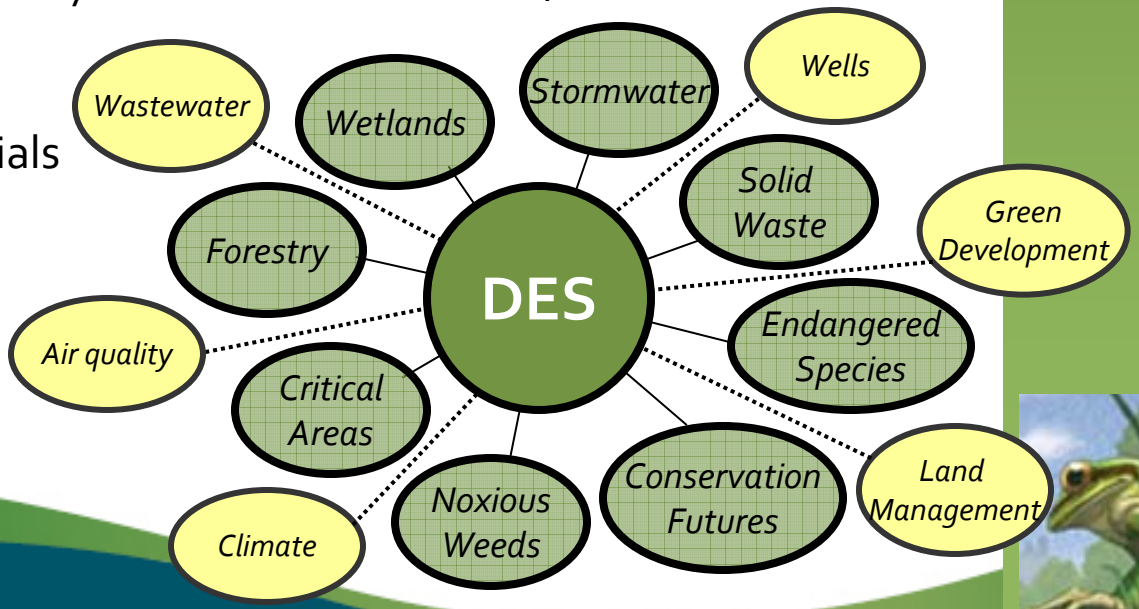
Department of Environmental Services

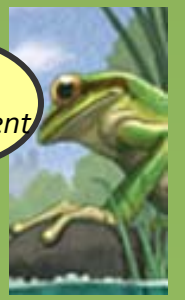
***Needs*:**

- Policy review and recommendations to BOCC
- Program review and feedback
- Outreach to public / conduit for public information
- Plan / report review for regulatory compliance
- Facilitation of special topics
- Review of work plans / financials
- Advisory feedback on all environmental divisions

Coordination with others:

- Public Health
- Public Works
- Parks
- Other Cities
- Other planning organizations
- Partners / stakeholders





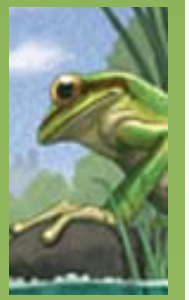
Commission Overview

Overview based on:

- Review of meeting minutes from 2010-present
- Review meeting with chair and vice-chairs for each group
- Feedback from staff that work with commissions

Work to Date – Key Points:

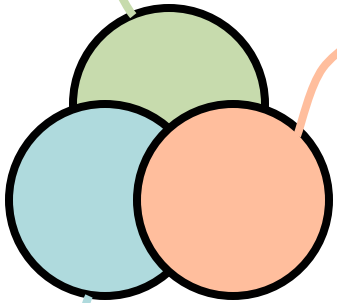
- **Commissioners are highly professional volunteers** who are passionate about making a positive impact in their community and the committee that they serve
- **Commissioners want to focus on the priorities** and issues at hand and help solve problems
- **The issues for the commissions are complex** and involves many partners, including all levels of regulatory authority (federal, state and local)
- **The commissioners utilize various techniques to reach out** to citizens (ie. day to day feedback, outreach subcommittee, presenting to community groups) but have very limited attendance at the commission meetings.
- **Meetings are typically used to hear staff updates** or review and comment on programs or plans
- **Limited feedback to the BOCC,** whether in annual review or action items/recommendations



Commission Overview

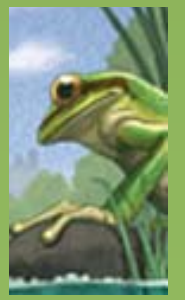
Commission Purpose:
Regulatory requirements
Program review and feedback
Special projects
Public outreach
Recommendations to BOCC

Commission Opportunities:
Provide broader context on environmental issues
Increase collaboration
Increase opportunity to reach public with overall messaging
Identify structural efficiencies of meeting
Increase effectiveness of communications
Educate on the economic benefit of healthy environmental community



Commission Future Goals:
Verify requirements
Clarify missions
Define priorities
Clarify commissioner roles
Streamline meeting structure
Tackle projects with creativity
Utilize commissioners experience
Generate action items
Make BOCC recommendations
Verify public benefit

Desired outcomes:
Meeting all regulatory requirements
Increased messaging to the public
Increased communication with BOCC
Commission feedback on broad range of environmental divisions
Reduced staff time

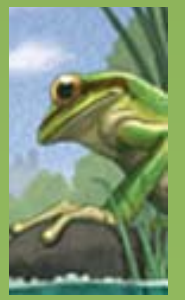


What do you want out of your public service?

How can these be streamlined to be more efficient?

Regulatory compliance / Mission	Public outreach / Input	Program and plan reviews	Meeting structure processes
• Confirm code language for group • Update by-laws • Provide "training" to commissioners to clarify expectations • Update code as needed to gain efficiencies (meeting frequency)	• Provide meeting minutes on web • Provide overall environmental message • Clarify expectations for public input and outreach	• Review work plans • Review financials • Review guidance plans • Review capital projects • Special projects • Policy reviews • Utilize subcommittee for detailed review	• Create consistent meeting minutes formats • Utilize alternate format for staff updates (i.e. email summary, staff report) • Focus meeting just on priority topics • Invite key stakeholders on topics for better communication

What are your thoughts?



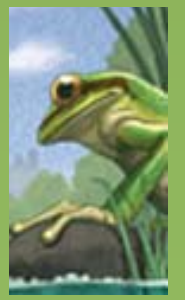
Restructuring – Next steps:

June

- **Meet with Commission stakeholders,** the chair and co-chair of each group
- **Review information collected to date and solicit feedback** on commissions' structure, priorities, goals and perspectives on success
- **Discuss alternatives development** options with stakeholders

July / Aug / Sept

- **Develop alternatives and options** to consider for restructuring, including scenarios for "do nothing;" streamlined "current structure;" and "consolidated commission"
- **Review alternatives with commissions** for discussion and feedback
- **Refine alternatives for further consideration** and discussion with BOCC

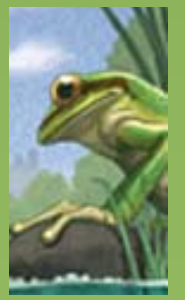


Next step – alternatives analysis:

Maintain existing commissions streamline	Combined approach to better serve all divisions	Consolidated Environmental Services Commission

Develop the list of options to consider each of these scenarios:

- Pros and cons for each scenario
- Fatal flaws

Potential criteria for reviewing alternatives:

- Effectiveness in meeting regulatory requirements
- Effectiveness in coverage of all environmental topics/issues
- Commission ability to receive public input vs. outreach
- Requirement of DES staff and resources