

Port Hadlock Wastewater Working Group

Purpose, Membership, Expectations, and Operating Protocols

Document Purpose: The intent of this document is to make explicit the purpose, membership, expectations, and role of the Port Hadlock Wastewater Working Group (WWG) and Jefferson County.

WWG Purpose

The Port Hadlock WWG is an informal community group convened jointly by Port Hadlock property owners and the Jefferson County Public Works Department to provide input to Jefferson County on next steps related to the 2019 *Port Hadlock Wastewater System Value Engineering (VE) Review*, which is a feasibility study for a wastewater system with lower startup costs relative to previous design estimates.

Role of the WWG

The WWG's role is to:

- Provide a forum for property owners in and adjacent to the proposed Port Hadlock Urban Growth Area (UGA) and agencies involved in this project to discuss the 2019 VE Review alternative and the formation of a potential Local Improvement District (LID).
- Provide a forum for all participants to make known their interests and concerns regarding the VE Alternative and potential steps moving forward.
- Provide input to Jefferson County and other pertinent agencies about the VE Alternative and a potential LID.
- Make recommendations to Jefferson County.
- Develop and recommend policies that will be important for the formation of the LID and in establishing a Port Hadlock wastewater system.
- Be active in working and communicating with the community.

The WWG is intended to work in collaboration and cooperation with the County and provide input and recommendations as the County and the Port Hadlock Core area consider how best to move forward in their consideration of developing a wastewater system.

The WWG is *not* a formal Citizen Advisory Committee which would require the involvement of the Jefferson County Commission.

It is also important to understand that the WWG is to focus on what policies and factors, from a customer and property owner standpoint, should be considered in the design, construction, financing, and operation of a wastewater system. They will provide input regarding the costs and financing of a wastewater system and formation of an LID. The WWG will also participate as stakeholders in the community in the process of obtaining grants and low-interest loans.

Role of Jefferson County

With the exception of the Jefferson County Library, who will be a part of the WWG, the

County's role is importantly to work collaboratively, cooperatively, and closely with the WWG and other interested parties as the Port Hadlock Core Area considers how best to move forward on consideration of constructing a wastewater system. The County will listen and seriously consider the input, recommendations, and ideas presented by the WWG. This input is critical to the County decision-making process. The County will participate in discussions, provide information, pose questions to the WWG, but not participate in actual recommendation-making by the group.

Jefferson County is the final decision maker regarding the VE Alternative and any potential steps moving forward, including considering and ultimately deciding on the initiation of the LID formation process and moving the whole project forward.

WWG Membership

The initial membership of the WWG includes:

- Property owners/landowners or their representatives within the Core area;
- Entities that can impact the LID and wastewater system or that would be directly impacted by the LID or system;
- Non-property owners who can act as advisory members, including agency members

See attached list of WWG members.

The public can attend meetings as observers and can comment via written and electronic methods, or at public comment section/s of the WWG meeting.

When the WWG makes recommendations, WWG Advisory Members and Jefferson County would not participate.

While the initial WWG membership is as indicated in the attached membership roll, the WWG and Jefferson County jointly can change membership as necessary.

The Consultant Team and Jefferson County staff are not members of the WWG but will provide information, facilitate meetings, participate in discussions, prepare materials for each meeting, and generally help the group discuss and consider issues. Other outside participants can be included as needed and helpful to the WWG's discussion.

The WWG will select a Chair and Vice Chair of the group. These representatives will be communication links for WWG members and Jefferson County, will chair meetings, and generally work with Jefferson County and the Consultant Team to make the WWG productive and orderly.

WWG Meetings

WWG meetings are expected to be held on a monthly or nearly monthly basis through summer 2019 and as needed for the rest of the calendar year.¹

WWG Recommendation Process

While consensus recommendations will be sought, if consensus for a recommendation is not obtained through diligent discussion, the various perspectives and ideas will be presented so that the County can be made aware of thoughts and interests in the WWG. If appropriate, the

¹ WWG meetings will be facilitated by members of the consultant team and whose role it is to ensure that all participants get a fair opportunity to share interests and provide input.

WWG can vote to capture the range of interests about a topic and make recommendations to the County, though the expectation is that the vote would have no final decision-making power. It is expected that only those who are property owners or representative of properties in the Core area of Port Hadlock will participate in a final WWG consensus decision or vote.

Meeting Expectations

WWG meeting attendees will:

- Keep comments succinct and germane to wastewater system topics.
- Commit to listening to other participants and keeping an open mind to ideas and opportunities provided by all individuals.
- Share the floor with other meeting participants.

Working Group Membership List – v. 6/21/19

First	Last	Role	Organization
Adam	Burns	P	Owner Ferino's Pizza
Rocky	Day	P	Property Owner
Craig	Durgan	P	Property Owner
Mike	Gould	P	Chimacum School District
Bill	Graham	A	Jefferson County PUD #1
Kay	Kassinger	P	Peninsula Housing Authority
Ron	Marlow	P	Representing James Family (Hadlock Building Supply)
Paula	McAvoy	P	Joy Luck Restaurant Property Owner
Tamara	Meredith	P	Jefferson County Library
Alex	Mintz	A	Property Owner (not core)
Joyce	Murphy	P	Hadlock Veterinary Clinic
Ron	Reed	P	QFC/Reeds
Scott	Rosekrans	P	Pastor/United Methodist Church
Duke	Shold	P	Shold Excavating, Inc.
Bob	Thurston	A	Aqua Technologies LLC.
Cheri	Van Hoover	P	Property Owner
Irene	White	P	Burgers Landing Property Owner
Dale	Wilson	A	OlyCap
Carol	Woodley	P	Hadlock Realty/Hadlock Motel
Jason	Woods	P	Double D Electrical (owner)
Kathy	Morgan	A	OlyCap

Key	
P	Property Owner in Core area or representative of property owner
E	Entity impacted by or who could impact system
A	Advisor or Agency - Will not participate in recommendations