

WASHINGTON INVASIVE SPECIES COUNCIL AQUATIC INVASIVE SPECIES FUNDING ADVISORY COMMITTEE

DRAFT CHARTER

I. Background

The 2015 Legislature directed that part of the aquatic lands enhancement account be used to develop recommendations for future funding for the State aquatic invasive species program. Recommendations must be provided to the Governor and Legislature by June 1, 2016.

To fulfill this direction, the Washington Invasive Species Council, in partnership with the Department of Fish and Wildlife (WDFW) and the Recreation and Conservation Office, convened the Aquatic Invasive Species Funding Advisory Committee (“Committee”) to consider potential funding mechanisms and make recommendations.

II. Purpose and Anticipated Outcomes

The Committee was established to fulfill the direction of the Legislature by providing recommendations on future funding mechanisms for the State aquatic invasive species program (including the prevention, enforcement, and ballast water programs). Recommendations will be sent to the Invasive Species Council and provided to the Legislature. WDFW, in consultation with the Invasive Species Council and the Governor’s office, is responsible for development of a proposal to the Legislature.

It is expected that the Committee will deliberate on the following topics:

- Principles for funding recommendations
- Potential funding mechanisms
- Recommendations for aquatic invasive species program funding mechanisms

For purposes of this effort, the Committee should assume that the State’s interest in aquatic invasive species control will continue in perpetuity; and the State ballast water program at its current level will be needed for at a minimum of five more years. The Committee will rely on estimates of program funding need prepared by WDFW.

III. Membership and Participation

The Invasive Species Council and WDFW identified potential Committee members by reaching out to individuals in the aquatic invasive species community including commercial and recreational boaters, ports, environmental interests, and other stakeholders, as well as county and tribal governments. Potential members were invited by the Invasive Species Council and WDFW.

Direct participation of all Committee members is essential to the success of the Committee. For that reason, members are asked to make every effort to attend in-person meetings and participate in conference calls. In the rare occasions that a member cannot be present, an alternate may be proposed to participate on his or her behalf. It is the responsibility of the member to ensure that any alternate is fully briefed and prepared to participate in deliberations.

All members are expected to participate throughout the duration of the process. Only members who participate fully in the process will be included in the Committee consensus.

Members are requested to:

- Represent their community/sponsoring organization
- Actively engage in discussion and bring constituent concerns to the table, as well as seek an increased understanding of others' views
- Speak candidly and bring their ideas and expertise to the deliberations to help inform the Committee's choices
- Communicate back to their communities/sponsoring organizations so representation is confident and surprises are minimized

State and federal agencies are participating as ex officio members and are present as resources to the Committee to offer perspectives and answer questions. They are not part of the Committee consensus.

IV. Decision Making and Consensus

Only funding mechanisms on which the Committee reaches consensus will be recommended. Consensus is defined as a funding mechanism that all members can "live with" even though it might not be the first, or even the preferred, choice of each. The Committee can expect that all consensus recommendations will be made available to the Legislature and given serious consideration by WDFW and the Invasive Species Council.

In the event consensus is not reached, the full range of perspectives expressed by Committee members will be described in the Committee report and considered by the Invasive Species

Council, WDFW, and the Governor's office in developing a proposal to take forward to the Legislature.

Consensus will be evaluated through a variety of techniques, including one-on-one conversations with Committee members, straw polling, and other methods. Throughout the process there will be documentation of Committee deliberations in meeting notes, the draft Committee report, and other documents (if needed); the primary purpose of these documents is to summarize Committee deliberations and explore and describe emerging and final Committee consensus.

V. Tentative Work Flow, Meeting Topics, Schedule, and Duration

The Committee will meet four or five times between September 1, 2015 and January 31, 2016, with the possibility of additional meetings if needed and if resources are available. Preliminary meeting topics are described below. In addition, Committee members will be offered a telephone interview with the Committee facilitator before the first meeting. The purpose of the interview is to gather information on each Committee member's individual perspectives and to begin to understand potential areas of consensus and information needed to support Committee deliberations.

Before first meeting:

- Telephone interviews with Committee members.

September 22 – First Meeting

- Overview of current aquatic invasive species programs.
- Overview of program funding need.
- Discussion of principles for identification of funding recommendations.

Between first and second meetings:

- Address any questions to ensure clarity on current program elements and funding need.
- Refine principles for identification of funding recommendations.

October 20 – Second Meeting

- Complete discussion of program elements and funding need, as necessary.
- Complete discussion of principles for identifying funding recommendations.
- Review initial list of potential funding mechanisms and brainstorm additions/clarifications.

Between second and third meeting

- Address any questions on potential funding mechanisms to ensure clarity.
- Review initial sections of draft Committee report.
- Straw poll or survey Committee members on potential funding mechanisms.

November 17 – Third Meeting

- Deliberation on potential funding mechanisms and potential recommendations.
- Deliberation of draft Committee report.

Between third and fourth meeting

- Refine potential funding recommendations.

December 15 – Fourth Meeting (potential)

- Continue to refine and complete potential funding recommendations and draft Committee report.

January 19 – Fifth Meeting (potential)

- Continue to refine and complete potential funding recommendations and draft Committee report.

AQUATIC INVASIVE SPECIES FUNDING ADVISORY COMMITTEE GROUND RULES FOR MEETINGS

1. All members have equal opportunities to participate.
2. Discussions will stay within the objectives and scope of the Charter.
3. Members will strive for honest and direct communication, allow open discussion and the right to disagree, and look for opportunities to find common interests, agreements, and solutions.
4. Members will focus on clarifying their own views and interests; rather than on characterizing the views of other members.
5. Members and/or the facilitator may request a caucus break at any time during a meeting. In order to keep the flow of meetings on track, individual caucus breaks may not exceed 15 minutes.
6. The facilitator is a neutral third party with no stake in the outcome of the project. Ross Strategic will structure meetings to support a respectful atmosphere and the development of trust among members.
7. Meetings are expected to start and end on time.