



INTERAGENCY AGREEMENT WITH THE WASHINGTON STATE UNIVERSITY

Agreement No. IAA 13-155

This Agreement is between the Washington State University, referred to as WSU and the Washington State Department of Natural Resources, referred to as the DNR.

The DNR is under authority of RCW Chapter 43.30 of Washington State, Department of Natural Resources. DNR and WSU enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

The purpose of this Agreement is to provide the Washington Coastal and Marine Advisory Council (WCMAC) with a neutral convener based on the needs and interests of the WCMAC.

Attachment A

STATEMENT OF WORK

Background

The William D. Ruckelshaus Center (Center) is a neutral resource for collaborative problem solving in the state of Washington and the Pacific Northwest. The Center provides expertise to improve the quality and availability of voluntary collaborative approaches for policy development and multi-party dispute resolution. The Center is a joint effort of Washington's two research universities and was developed in response to requests from community leaders. Building on the unique strengths of the two institutions, the Center is dedicated to assisting public, private, tribal, non-profit and other community leaders in their efforts to build consensus and resolve conflicts around difficult public policy issues. The Center also advances the teaching and research missions of the two universities by bringing real-world policy issues to the campuses. The Center is hosted at the University of Washington (UW) by the Daniel J. Evans School of Public Affairs, and at Washington State University (WSU) by WSU Extension (Additional information is available at www.ruckelshauscenter.wsu.edu).

The Center combines a neutral setting with stakeholder involvement, access to local information and analysis, university research and fact-finding, and involvement from its prominent Advisory Board to help advance issues, increase trust and find solutions. The Center responds to needs that are not met through available forums or services and/or where involvement by the Universities is "value-added." The Center uses the tools of alternative dispute resolution and collaborative decision-making to help parties work together effectively, overcome barriers and reach resolution on important issues. This can include meeting facilitation, mediation, "shuttle diplomacy," alternative/option formulation, and other approaches. The Center also provides project management and strategic planning services that ensures process conception, design, formulation and execution is appropriate to the situation, creative and conducive to making consistent progress.

In the fall of 2010, coastal Marine Resource Committees (MRCs) and Washington State natural resource agencies began discussing the need for a Washington coast-wide group to advise the State on ocean policy issue and provide local perspectives on, and solutions to, marine resource issues, projects and conflicts. Coastal MRCs organized a series of discussions to outline the purpose and role of a coastal group and developed a recommendation to the SOC to form a coastal stakeholder advisory body. The Washington State Department of Ecology (Ecology) , on behalf of the SOC and the Governor's Office, is coordinating the new Washington Coastal Marine Advisory Council (WCMAC) focusing on marine and ocean policy issues on Washington's Pacific Ocean Coast (from Cape Flattery south), including the estuaries of Grays Harbor, Willapa Bay and the lower Columbia River. At request of the stakeholders who helped design the process, Ecology retained the Center to serve as neutral convener, providing facilitation and coordination services to support the WCMAC in conducting its meetings and reaching decisions.

Scope of Work – Part A (January 1, 2012 – December 31, 2012)

The Washington State Department of Ecology (Ecology) is planning to form a diverse stakeholder advisory body focusing on marine and ocean policy issues and Washington's Pacific

Ocean Coast (from Cape Flattery south), including the estuaries of Grays Harbor, Willapa Bay, and the lower Columbia River. Ecology seeks a neutral convener to provide facilitation and coordination services to support the stakeholder advisory body in conducting its meetings and reaching decisions. The advisory body will meet four times a year, rotating among communities on Washington's coast. This proposal responds to the State Ocean Caucus' request for a neutral convener to support the advisory body's meetings.

Performance Period. The tasks outlined in this scope of work will be conducted in their entirety during a twelve month time period beginning January 1, 2012. The tasks associated with Washington Department of Natural Resources will be performed during the two month time period beginning October 1, 2012.

Reporting Requirements. The Center will provide a report summarizing the project activities, milestones, and opportunities and challenges on or before December 31, 2012.

Pre-Launch. The Center will conduct a meeting (in-person or via telephone) with Ecology (and other members of the State Ocean Caucus?) to delineate expectations about the project scope, roles/responsibilities of the facilitation team, process design, and desired outcomes. The Center will also conduct a series of short phone interviews (or a short pre-meeting survey) with advisory body members and other affiliated parties to preview the issues, objectives, timelines and desired outcomes. The Center will use the information gathered to customize a process design, and prepare a draft meeting design and agenda for the advisory body and Ecology to discuss and modify during the first preparation meeting.

Meeting Preparation. The Center will coordinate agenda development for four advisory body meetings in consultation with advisory group members, Ecology and the State Ocean Caucus.

Sample Meeting Prep Schedule:

One month prior to meeting – The Center and the advisory body executive/management subgroup will meet (via phone conference) to discuss the meeting design, agenda and other materials.

Three weeks prior to meeting – The Center will send a draft meeting agenda and materials to the subgroup for review.

Two weeks prior to meeting – The subgroup provides final comments on meeting materials.

One week prior to meeting – The Center sends materials to the advisory body.

Meeting Facilitation. The Center will facilitate four meetings of the Coastal Stakeholder Advisory Body. The Center will facilitate discussions of the advisory body and will utilize structured approaches, so as to help the participants communicate effectively, explore important issues and develop a set of action steps. The Center will assist the group in seeking consensus, so that the group has a strong basis for future action. Meeting summaries will be developed and distributed by the Center. A follow up meeting to discuss decisions, tasks and/or action items (via phone conference) with the Center, subgroup and Ecology will occur within two weeks after meetings.

Administrative Duties. The Center will provide project management and administrative support, ensuring prompt and clear communication with involved parties, and that project elements are performed on schedule and result in expected deliverables. Support includes coordinating and scheduling of meetings, note taking, producing and distributing meeting summaries, and tracking of decisions and action items. The Center will also organize arrangements regarding meeting venue, food, and rentals.

Scope of Work – Part B

This proposal responds to Ecology and the WCMAC request for the Center to continue serving as the neutral convener of the WCMAC. The tasks and budget outlined below are for facilitation and coordination services to support the WCMAC and Ecology in conducting three meetings during January 1, 2013 – June 30, 2013. It is important to emphasize that this proposal is based on the Center's current understanding of and assumptions about Ecology and the WCMAC needs and interests, based on meetings and conversations to date. The Center can modify this proposal if those understandings or assumptions are incorrect or incomplete.

Subject to the availability of funding and the execution of a standard IAA which defines the level of activity preferred, the Center will provide the following services:

1. Assist the WCMAC Agenda Committee and Ecology in coordinating agenda development for meetings. Prior to each meeting, the Center, Agenda Committee and Ecology will meet (via phone conference) to discuss the meeting design, agenda and other materials. The Center will facilitate discussions and assist the Committee and Ecology in preparing the draft meeting agenda and materials, and distributing them to the WCMAC for review.
2. Assist the WCMAC Operations Committee and Ecology. The Center will facilitate discussions and assist in coordinating the work of the Operations Committee and Ecology.
3. Assist in managing and facilitating three meetings of the WCMAC. The Center will assist the WCMAC Chair and Vice Chair in managing meetings and will facilitate meeting discussions, so as to help the participants communicate effectively, explore important issues and develop a set of action steps.
4. Coordinate with the WCMAC Chair, Vice-Chair and Ecology. Prior to each meeting the Center will meet (via phone conference) with the chair, vice-chair and Ecology to discuss meeting prep, logistics, information sharing, etc. A follow up meeting to discuss decisions, tasks and/or action items (via phone conference) with the Center and Chair, Vice-Chair, and Ecology will occur within two weeks after each WCMAC meeting.
5. Perform administrative duties. The Center will provide project management and administrative support, ensuring prompt and clear communication with involved parties, and that project elements are performed on schedule and result in expected deliverables. Support includes coordinating and scheduling of meetings, note taking, producing and distributing meeting summaries, and tracking of decisions and action items. Arrangements regarding venue, food, and rentals will be organized by the Center and these tasks are included in the budget below.

Reporting Requirements. The Center will provide a report summarizing the project activities, milestones, and opportunities and challenges on or before June 30, 2013.