



# Dungeness River Management Team Operating Procedures

(Updated June 2023)

## BACKGROUND

The Dungeness River Management Team (DRMT) was created by joint resolutions between the Jamestown S’Klallam Tribe (Resolution No. 44-95, May 31, 1995) and Clallam County (Resolution No. 104, May 30, 1995). In forming the new DRMT, the County and Tribe revised and reactivated the original Team formed by Clallam County in 1988 to reflect current interests and concerns in the watershed. The original Resolution indicates that “groups and individuals serving on the DRMT may be modified by joint agreement of the Chairman of the Jamestown S’Klallam Tribe and the Clallam County Commissioner from District 1.” Operating Procedures for the DRMT were first developed in 1996 and are reviewed and revised or updated as needed. Modifications to this document were made in 1997, 2005, 2011, 2014, 2016, 2018, 2022 and 2023.

## DRMT MISSION AND VISION

**Mission:** To support activities that preserve and enhance the Dungeness River Watershed Planning Area through an ecosystem approach to restoring its physical and biological health.

**Vision:** “Forests, Farms, Fish and People ~ Sharing a Home”

## DRMT PURPOSE AND GOALS

**Purpose:** Exchange information about natural resource studies, issues, and projects occurring in or impacting the Dungeness River Planning area.

**Goal:** Encourage cooperation, coordination and effective watershed management within the community and all levels of government. Emphasize protection of ground and surface water quantity and quality.

**Purpose:** Coordinate implementation of plans and strategies<sup>1</sup> relevant to the DRMT’s focus area.

**Goal:** Coordinate efforts that help enhance and restore water quality, water quantity, and riparian and aquatic habitat of the Dungeness River Watershed Planning Area to mutually benefit current and future needs of human, fish, and wildlife residents.

**Goal:** Support actions designed to reduce the risk of loss of life and property from flooding while encouraging measures that improve ecosystem functions.

**Purpose:** Provide a forum for the public to learn about and comment on watershed projects and topics of interest or concern.

**Goal:** Promote public participation, education and awareness of watershed processes and activities.

**Goal:** Encourage development of a community stewardship ethic.

While these goals do not imply that each member of the Dungeness River Management Team is in complete agreement with every recommendation in the plans/strategies referenced, members are committed to work towards cooperative and collaborative solutions to problems and issues in the Dungeness Watershed.

### **RELATIONSHIP TO DECISION-MAKING BODIES AND COMMUNITIES OF INTEREST**

The DRMT is an advisory body to established decision-making bodies and communities of interest. As such, the DRMT makes recommendations concerning the use, protection, restoration and enhancement of water resources and other natural resources of the Dungeness Watershed (as defined in the DRMT Geographical Focus). DRMT recommendations will be used to provide input on specific projects in the watershed but do not affect relevant agency's jurisdictions. The governments, agencies and interests represented on the DRMT are not obligated to adopt or carry out the recommendations of the DRMT but will give due consideration to the recommendations and take actions they consider appropriate. These governments, agencies, organizations and interests may report back to the DRMT on any actions taken in response to DRMT recommendations. DRMT members will keep their respective agencies, organizations and interests informed about the work of the DRMT and will bring any concerns they may have to the DRMT for discussion.

### **OPERATION PROCEDURES AND STRUCTURE OF THE DRMT**

#### **DRMT Website**

The DRMT's website provides the Team's history, original and current membership, founding documents, agendas and approved meeting notes, as well as links to other sources of information: <http://dungenessriverteam.org>.

#### **Meetings**

The DRMT meetings are usually held monthly and are facilitated by either the chairperson elected by the DRMT or by the vice-chair for the given month. Agenda topics are suggested either at previous meetings, via e-mail, or by the Executive Committee of the DRMT and are based on member interests and public requests made to the DRMT.

#### **I. DRMT Chairperson and Vice-Chairperson**

##### Roles:

1. The Chairperson and/or Vice-Chairperson will facilitate the meetings.
2. The Vice-Chairperson will take over the meeting if the Chairperson is not in attendance, or at times when the Chairperson wants to participate extensively in the discussion.

##### Selection Process:

1. Open nominations for Chairperson will occur each November, providing time for nominee(s) to accept or decline prior to the December meeting. The Chairperson will be elected at the December DRMT meeting out of that pool of willing nominees for a one-year term.

2. The Chairperson will be chosen by a majority of DRMT members (one vote per organization). by confidential vote if the election is contested, or by voice (or show of hands) if the election is uncontested.
3. Confidential voting may occur with paper votes for those participating in person, or by an electronic vote for those participating virtually. If a voting member is unable to attend the meeting on DRMT Election Day, they can transmit a vote via email to the coordinator on the morning of the election.
4. The Vice-Chairperson position will rotate among DRMT members or their alternates at each meeting.

## **II. Committees and Technical Advisors to DRMT**

### Standing Committees:

1. Executive Committee: makes recommendations on procedures or actions of the DRMT.
  - a. to be comprised of the Chairperson, the Tribe and the County, plus three additional member representatives.
  - b. the three additional members mentioned above are to be chosen by the DRMT via the same process used to select the Chairperson and for the same one-year term.
2. Dungeness River Restoration Work Group (DRRWG): makes restoration recommendations to DRMT and coordinates technical information and studies (See DQ Plan, C.7.1.3 *Habitat Work Group*).
3. Clean Water Work Group (CWWG): makes recommendations and provides updates to the DRMT upon request about activities related to the water quality of the Sequim Bay and Dungeness watersheds (e.g., Dungeness Bay, Dungeness River, streams and ditches).

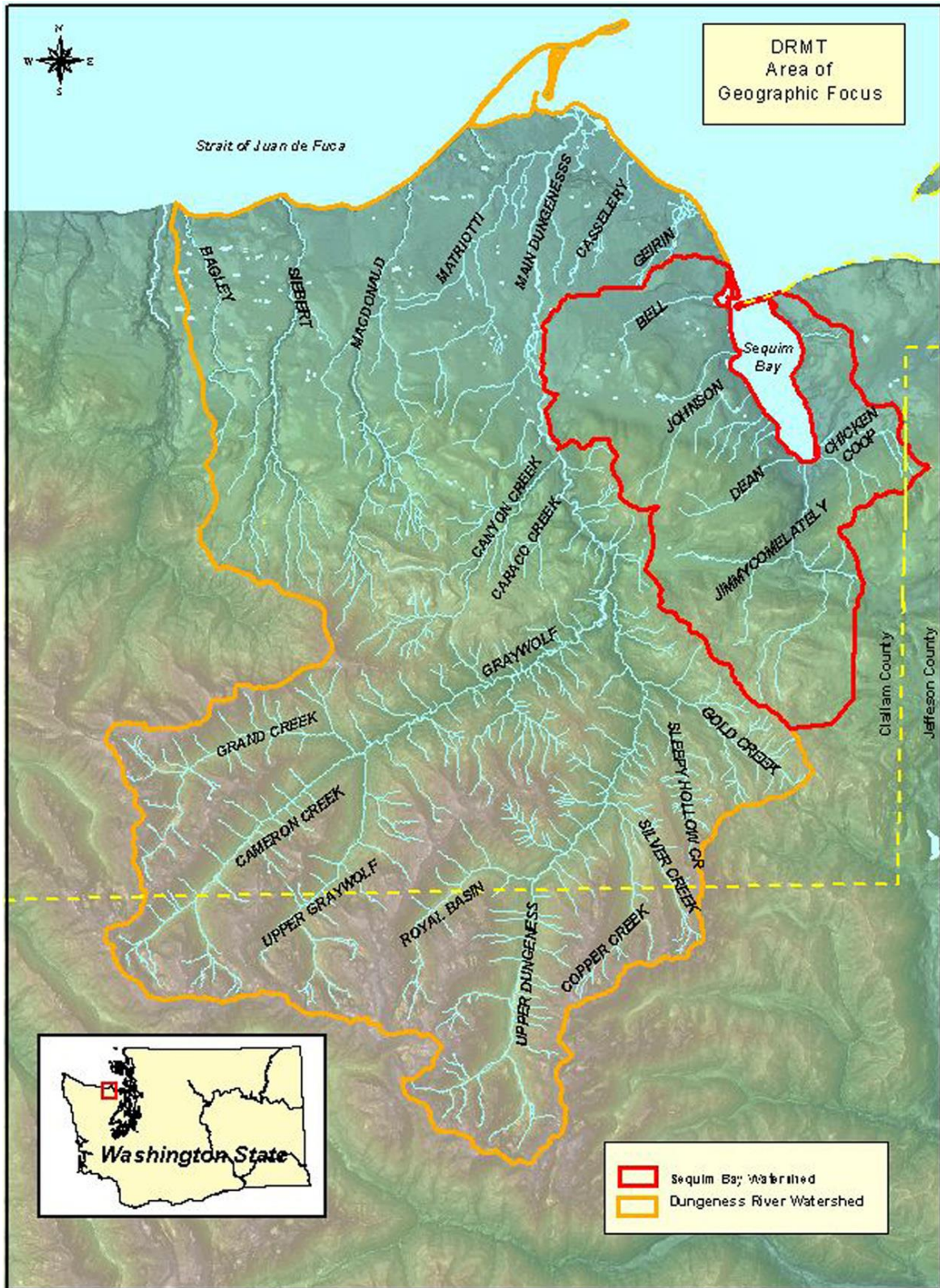
Other Committees: to be activated as needed, possibly temporary in duration, and comprised of members, alternates or others with expertise on specific topics (e.g. technical, groundwater, citizen involvement, etc.).

## **III. Geographical Focus of DRMT**

On March 12, 1997 the DRMT adopted a Geographic Focus Area to include the Dungeness Watershed and those waters influenced by it through the irrigation system. This includes the Bagley Creek sub-basin on the west to the west edge of Sequim Bay on the East, and includes the Dungeness and Gray Wolf Rivers, Siebert, McDonald, Matriotti, Meadowbrook, Cooper, Cassalery, Gierin, Bell and Johnson Creeks and their tributaries.

At the same time, the DRMT has also focused on restoration strategies for the Sequim Bay Watershed, and in 2001 officially acknowledged it as a part of DRMT's watershed planning efforts. Thus, Sequim Bay and its drainages are included in the DRMT's Geographic Focus Area. The DRMT's adopted Geographic Focus Area is depicted in the map below.

Map of DRMT Geographical Focus Area



**IV. Meeting Structure**

1. Regular monthly meetings will be recorded for note-taking purposes. If possible, recordings will be archived and can be shared upon request. Meeting notes will be taken and distributed to the DRMT before the following indoor meeting.
2. A quorum of voting members must be present to make voting decisions. As of the date of approval of these procedures, a **quorum** is defined as a simple majority of voting members. Discussions can proceed with less than a quorum if the members present so choose. All members not present for the discussion or decision will be given the opportunity to participate, and their input will be included in the recommendations. Electronic participation for decision-making (voting) will be allowed, given specific deadlines determined by the DRMT.
3. At the beginning of the meeting, the agenda and the previous meeting notes will be reviewed, updated as needed, and approved by a simple majority of present voting members. The previous meeting notes will be reviewed and approved by a quorum of present voting members prior to meeting end. Any special notices or letters generated by the DRMT will be approved by a quorum of voting members prior to release of such notices or letters by the DRMT.
4. The Agenda will be based on:
  - a. requests by the DRMT;
  - b. requests from groups or individuals made to the DRMT staff at least two weeks prior to the meeting date. If there are too many requests, items may be moved to a future meeting;
  - c. topics discussed at Executive Committee meetings.
5. Written materials for review by DRMT should be submitted electronically at least two weeks prior to the meeting, for e-mail distribution and consideration by the DRMT. Printing of handout(s) for DRMT members is the responsibility of the entity presenting the agenda item to which the handout(s) relate.
6. The DRMT is not expected to make decisions on an issue the first time it is presented.
7. The Ground Rules, a list of the DRMT member names and whom they represent, the Agenda and previous month's DRAFT meeting notes will be available at each in-person meeting. They are also accessible on the DRMT website.
8. DRMT meetings will normally be held on the second Wednesday of each month (2:00-5:00PM), with occasional evening meetings or daytime field sessions as needed.

**V. Public Comment / Participation during the meetings by non-members**

1. DRMT meetings are open to the public. Meeting announcements are posted on the DRMT website and other local media. Members of the public wishing to receive e-mail notifications of meetings and agendas can request to be added to the DRMT e-mail distribution list.
2. At least 10 minutes at the beginning and end of each regular DRMT meeting will be reserved for public comment on any relevant topic, with a defined time limit based on the amount of time available.

3. During the DRMT meeting, DRMT members and alternates will have the first opportunity to comment and/or ask questions on the topic under discussion.
4. Members of the audience will then be called upon by the Chairperson to speak, limited to the topic being discussed.
5. Comments for consideration by the DRMT may also be submitted to the staff in writing. Any written comments submitted will be distributed to the DRMT.

## **VI. Membership**

The DRMT represents the key stakeholders in the Dungeness watershed. These have included the city, county, state, federal and tribal governments, property owners (both public and private), the water users association (irrigators), state and federal fish and wildlife agencies, sports fishers, the local conservation district, members of previous local watershed planning committees and other organizations interested in the watershed. A list of DRMT member organizations and their representatives and alternates is kept current on the DRMT's website, accessible at <https://dungenessriverteam.org/>. Additional organizations may be added in the future as needed.

In addition to voting members, there are non-voting "advisory members" to the DRMT. Advisory members seeking to become voting members must seek approval from the DRMT Executive Committee, the DRMT, and joint approval from Jamestown S'Klallam Tribe and Clallam County. Members and alternates are chosen by their member agency/organization or government and are also subject to joint approval by the Tribe and County. New members should receive copies of materials relevant to DRMT (e.g., mission statement and goals, operating procedures, membership contacts, DRMT website information).

### **Attendance:**

For consistency, members and/or their alternates should attend meetings regularly. If three meetings are missed in a year by an organization, the organization will be asked to nominate a different representative to attend meetings.

### **Responding to Requests for Permanent DRMT Membership:**

It is desirable that the number of DRMT members do not increase to the point that the ability of each partner to participate fully in discussions is limited, or that the DRMT loses its effectiveness or its balance of interests.

Evaluations by the DRMT of requests for membership are based upon these criteria:

1. The representative of the group or agency/organization will be asked to fill out a questionnaire responding to the following questions:
  - a) Who do you represent? How many individuals are in your organization?
  - b) What are the interests of your group or agency/organization regarding the Dungeness watershed management programs?

- c) How might these interests affect and be affected by DRMT voting decisions?
  - d) Why are the alternatives to DRMT membership not suitable to ensure representation of these interests? (See VII. Alternatives for Involving Interested Group.)
  - e) How are your group's interests not represented adequately by current DRMT members?
  - f) How would adding your group or agency/organization to the DRMT benefit its work?
  - g) Is your group or agency/organization willing to support the DRMT's Purposes and Goals, and is its representative(s) willing to follow the DRMT Ground Rules?
  - h) Who will be your representative and alternate to the DRMT?
2. Staff will describe the process and criteria for applying for membership and provide the applicant with information on the composition of the DRMT, the DRMT's work program, its organization and Ground Rules. The Executive Committee will review the submitted written materials and/or interview the applicant to identify their interests in the watershed, and will advise the applicant about alternatives for involvement in the DRMT.
  3. The Executive Committee will make its recommendations on membership to the DRMT. Decisions on new applicants will be made by the DRMT after reviewing and discussing submitted materials and/or interview information. The designated representative(s) of the group or agency/organization may attend the meeting at which this decision is made.
  4. A majority vote of the DRMT, with the joint agreement of the Tribe and the County, will be required to approve the new membership of the proposed member and alternate.

**Alternatives for Involving Interested Groups or Agencies/Organizations**

Some alternatives to DRMT membership exist for those individuals, agencies or organizations that are interested in the DRMT. Interested parties may request to:

1. Be placed on e-mail distribution list for agendas, notes and other materials;
2. Make presentations to the DRMT, e.g., request to be on the agenda;
3. Be a representative on task committees that the DRMT forms to deal with specific issues related to their interests;
4. Be a technical advisor to the DRMT; and/or
5. An existing DRMT member may agree to work with the individual, agency or organization to represent its interests on the DRMT.

**IX. Dungeness River Management Team GROUND RULES**

DRMT members agree to the following ground rules:

1. **DECISION MAKING PROCESS:** The DRMT will strive to make voting decisions by mutual agreement. Mutual agreement is defined as no negative votes with abstentions allowed. Periodically during the decision-making process the Chairperson/facilitator will determine the level of mutual agreement for a decision. If the level of mutual agreement is low, the Chairperson/facilitator may decide to delay discussion of the item to a later date.
  - a) All efforts will be made to make voting decisions by mutual agreement where possible;
  - b) If no mutual decision is reached, such will be noted. Any issue may be revisited again in an attempt to reach mutual agreement;
  - c) When mutual agreement is lacking, the recommendation may still go forward. It is the responsibility of the Team to record the affirmative vote, and the responsibility of the

---

## DUNGENESS RIVER MANAGEMENT TEAM OPERATING PROCEDURES

---

dissenting members to put their dissent into writing. This written dissent can be attached to the DRMT meeting notes.

2. **ORDERLY AND OPEN MEETINGS:** Meetings of the DRMT will be conducted in an orderly manner to provide ample opportunity for all members to participate, and to maintain open discussion of the issues.
3. **MEMBERS AT THE TABLE:** Regular and alternate DRMT members may sit at the table. Other persons in the audience must be called upon by the Chairperson to speak.
4. **RESPECT:** DRMT members commit to treat one another with respect, listen to all other views, not monopolize meeting time, and maintain positive candor. Members commit to negotiating in good faith, and to working within a consensus-building process.
5. **FLEXIBILITY:** Members are committed to searching for opportunities to develop group solutions and to focus on the resolution of substantive issues.
6. **REPRESENTATION:** Members of the DRMT are expected to attempt to:
  - attend meetings regularly, notify staff of their absence, and send an alternate when unable to attend,
  - provide written notice to the DRMT and to the organization which the member represents, should the member need to resign from the DRMT or to replace its DRMT membership for any reason,
  - review existing data relevant to the process,
  - maintain a broad and flexible perspective,
  - listen to and communicate with people of different viewpoints,
  - speak for the interests of their constituents, and
  - keep their alternates and constituents informed.
7. DRMT members should not represent themselves as speaking for DRMT, unless there is a prior agreement from the DRMT for them to act as its spokesperson on a particular issue.
8. Information pertaining to the workings of this group is open to the public and may be obtained by contacting staff.

### AMENDMENTS TO DRMT OPERATING PROCEDURES

Members of the DRMT may propose amendments to this document at any time. The DRMT will refer such proposed amendments to the Executive Committee for consideration by the DRMT. Amendments will become effective after approval by DRMT. If any amendments affect the conditions of the 1995 Joint Resolutions between Clallam County and the Jamestown S’Klallam Tribe, the resolutions will need to be modified before the amendments go into effect.



## REFERENCES CITED

Brewer, S., Watson, J. Christensen, J. and R. Brocksmith. 2005. *Hood Canal & Eastern Strait of Juan de Fuca Summer Chum Salmon Recovery Plan*. Hood Canal Coordinating Council.

Clallam County. 2009. *Dungeness River Comprehensive Flood Hazard Management Plan*. Clallam County, WA.

Dungeness Watershed Management Committee and Clallam County Department of Community Development. 1993. *Dungeness River Area Watershed Management Plan*. Port Angeles, WA.

Elwha-Dungeness Planning Unit. May 2005. *Elwha-Dungeness Watershed Plan, Water Resource Inventory Area 18 (WRIA 18) and Sequim Bay in West WRIA 17*. Published by Clallam County. Volume 1: Chapters 1-3 and 15 appendices; Volume 2: Appendix 3-E.

Jamestown S'Klallam Tribe. 1994. *Dungeness-Quilcene Water Resources Management Plan (DQ Plan)*, June, 1994. Prepared by the Jamestown S'Klallam Tribe, Coordinating Entity for the Regional Planning Group.

Sequim-Dungeness Groundwater Committee and Clallam County Department of Community Development. 1994. *Sequim-Dungeness Groundwater Protection Strategy*. Clallam County, WA.

Shared Strategy Development Committee. 2007. *Puget Sound Salmon Recovery Plan*. Seattle, WA.

<sup>i</sup> Plans and strategies formally endorsed by the DRMT: the Dungeness River Comprehensive Flood Hazard Management Plan (2009) (an update to the Dungeness River Comprehensive Flood Management Plan (1990)), the Dungeness River Area Watershed Management Plan (1993), the Sequim-Dungeness Groundwater Protection Strategy (1994), the Dungeness-Quilcene Water Resources Management Plan (1994), Recommended Restoration Projects for the Dungeness River (1997), the Elwha-Dungeness Watershed Plan (2005), the Hood Canal and Easter Strait of Juan de Fuca Summer Chum Salmon Recovery Plan (2005), the Puget Sound Salmon Recovery Plan (2007), Action Agenda for Puget Sound Action Agenda (updated 2016)