



and Associates

PLANNING, LAND USE
AND DEVELOPMENT SERVICES

Memorandum

Date: September 11, 2013
To: Integrated Shoreline Master Program Project Management Team
From: Bill Stalzer, Project Team Leader
Re: Members Participation in Project Management Team Meetings

Background

Last month there was some confusion on my part about the number of team members that can participate in project management team meetings. Mr. Kuykendall had arranged with me to participate in the meeting via telephone; however, Mr. Hinchliffe, the alternate for the City of Waitsburg, arrived at the meeting at 3:08 to represent Waitsburg. Since Mr. Hinchliffe showed up, I did not contact Mr. Kuykendall.

Section 5.2 of the Intergovernmental Agreement states: "The development, drafting, and processing of a shoreline master program or programs shall be overseen by a five member project management team [emphasis added]. Each party may appoint one member to the project management team and shall make provision for an alternate member to serve in the event that its appointed member is unavailable or unable to serve."

At that time I determined that having two members from Waitsburg participate in the meeting was inconsistent with the provision that the project management team consist of five members. However, to avoid confusion in the future, it would be helpful if the project management team established a policy regarding participation in meetings.

Recommendation

1. Only one member from a jurisdiction shall represent a jurisdiction (vote, discuss, make motions, etc) in project team meetings, although the alternates may attend, and may ask questions if time allows.
2. If an appointed member is unavailable or unable to attend a meeting in person and has notified and made arrangements with the project team leader at least one day in advance of the meeting to participate via telephone, teleconference, or some other means, such participation shall be deemed representation by the appointed member.
3. If an appointed member does not appear for a meeting or has not made arrangements in advance to participate in a meeting, the alternate, if present in person or by phone, shall be deemed the representative for the jurisdiction at the meeting.
4. If both an appointed member and an alternate member for the same jurisdiction want to participate in a meeting, the appointed member shall be deemed the representative for the jurisdiction at the meeting, unless the appointed member states otherwise.