

US EPA ARCHIVE DOCUMENT

Attachment 1 to the Puget Sound Naval Shipyard ENVVEST Proposal

Stakeholder Involvement Plan

1. Introduction

Stakeholder involvement is considered essential for the success of an ecosystem-wide environmental program. At the onset of the proposed ENVVEST project, Puget Sound Naval Shipyard will team with stakeholders to enlist their input. This Stakeholder Involvement Plan (SIP) is intended to describe the basic methods by which this will be accomplished. Stakeholder input will be used to establish community goals for Sinclair Inlet and will be incorporated into the Final Project Agreement (FPA). Stakeholder input will also help develop the program specifics and evaluate project performance. Prior to submittal, the Shipyard presented the proposed ENVVEST project to EPA Region 10 personnel who indicated that they would support the proposal. This proposal has also been endorsed by the Washington Department of Ecology (WDOE).

2. Goals and Objectives

The goal of this Stakeholder Involvement Plan is to ensure that interested stakeholders are afforded the opportunity to participate in the success of this project and to provide the stakeholders with the information they need to make decisions on the future of Sinclair Inlet.

The following are the objectives for this plan:

- , Identify Stakeholders and their role in this project
- , Describe methods of communication between the project sponsor and the stakeholders
- , Ensure all stakeholders have an opportunity to participate in the project
- , Promote stakeholder involvement in the development of the FPA

3. Identification of Stakeholders

Stakeholders include any individuals, government organizations, tribes, academic centers and companies with an interest in the well being of Sinclair Inlet. The identification of stakeholders will be based on inviting those who are already involved in other environmental projects with the Shipyard, contacting others with related interests, and by general invitation to the local population. Stakeholders provide information on the preferences of the community and may also identify unaddressed issues.

Stakeholders fall into three basic categories; direct participants, commentators, and the general public.

Direct participants will work intensively with the Shipyard on developing the project from the

beginning. They will have the strongest influence on the details of this project.

Advisory committee members are considered direct participants and could include representatives from local government offices, native American tribes, educational institutions, local publicly-owned treatment works (POTW's), special interest groups, and interested members of the public.

Commentors have an interest in the project, but do not desire to participate as intensively in the project's development. Commentors will typically want to be kept informed on project development, attend public meetings, and contribute their comments and advice in written or verbal form.

Members of the general public might choose not to become directly involved in the project, but will be given easy access to the project development process and to information about the environmental results during project implementation. Members of the general public have the opportunity to participate more actively if they choose to.

Contacting potential stakeholders will occur prior to and during development of the FPA. At that time direct participants will be invited to sit on one of the advisory committees. Commentors will be put on a project mailing list to ensure that they are informed of all opportunities to comment or participate during project development and implementation. The following methods will be used to contact and inform potential stakeholders.

Local Newspapers: Display ads will be taken out in the major local newspapers to invite the general public to public meetings and inform them of comment periods.

Shipyard Newspaper: Notices will be published in the Shipyard newspaper, The Salute, in an effort to encourage non-managerial employees of the Shipyard to participate.

News Media Notice: A notice of this project and public meetings will be sent to the news departments of the local newspapers, and other published media and local radio.

Cable Television: Notices of public meetings and comment periods will be sent to the community access cable station for broadcast during the community events segment. If possible, the public meetings may be taped and then broadcast on the community access station.

Fact Sheets: Fact Sheets will be mailed to everyone on the current mailing list as part of the public notice of meetings and comment periods.

Internet: A public web site will be established (possibly at the EPA XL Project web page). This site, will provide access to announcements, project background and documents, meeting minutes, project developments and implementation status, and provide an internet address for

comment submittal.

Information Repository: An information repository for the project will be established at the branches of the Kitsap County Public Library.

Invitation: The following groups will be invited by phone, mail, or electronic mail to become direct participants in project development (this list is not all inclusive).

Bremerton - Kitsap County Health Department	Bremerton Community Development Department
Bremerton Parks and Recreation Department	Bremerton POTW
EPA Region 10	Federal Senators and Representatives from this area
Governor of the State of Washington	Kitsap County Dept. of Community Development
Mayor of Bremerton	Mayor of Port Orchard
National Oceanic and Atmospheric Administration	Northwest Indian Fisheries Council
Port Orchard POTW	Suquamish Tribal Fisheries Department
USGS - Water Resources Division	Washington Department of Ecology
Washington Department of Natural Resources - Aquatic Lands Division	Washington Fish and Wildlife Department
Washington State Ferries - Department of Transportation	WA State Senators and Representatives from this area
Army Corps of Engineers	Puget Sound Water Quality Action Team
Battelle Marine Sciences Laboratory	Marine Science Center of the Pacific Northwest
Olympic College	University of Washington
Washington State University	
Bremerton Chamber of Commerce	Bremerton Yacht Club
Citizens for Clean Water, Inc.	Dyes Inlet Preservation Council
Kitsap Audubon Society	Kitsap Diving Association
Kitsap Fly Fishers	Kitsap Homeowners Association

Kitsap Marina	Members of the Bremerton Naval Complex Restoration Advisory Board
Members of the Jackson Park Advisory Board	People for Puget Sound
Port of Bremerton	Port Orchard Chamber of Commerce
Port Orchard Yacht Club	Puget Soundkeepers Alliance
Sierra Club Twanoh Group	Sinclair Inlet Marina
Sinclair Inlet Watershed Management Committee	Trout Unlimited
Water Watchers	The Wilderness Society

4. Public Meetings

Public Meetings will be held to both inform the general public about the project, and to invite their comments and participation. The first public meeting will be held during the initial comment period following project approval and public notification. This meeting will introduce the public to the project and to the FPA development process. Other public meetings may be held during development of the FPA based on public interest or as decided by the direct participants. Public meeting locations will be chosen to provide adequate size and accessibility to all that wish to attend.

5. Advisory Committees

Following identification of direct participants through public notice and targeted invitation, two project advisory committees will be established. The advisory committees will directly influence the content of the FPA and help to establish community and project goals and objectives. Members on the advisory committees will be expected to provide a commitment of participation and time for the life of the project. The size of the advisory committees is expected to be 10-20 people.

The Citizen Advisory Committee (CAC) will be a key element of the public review and consultation process. The CAC will be composed of a wide range of public and private interest groups as well as interested citizens. The following groups could make up the CAC: local environmental groups, local business groups, residents of affected areas, local school districts, Shipyard employees, native American representatives, and technical members. The CAC will determine the needs for the watershed, evaluate TMDL's, approve load allocations, and propose to regulators necessary changes in the statutes and regulations.

The Technical Review Committee (TRC) will provide technical advice, set standards, and perform scientific evaluation during the project development and implementation. They will approve all technical and scientific approaches used during the project. They will also evaluate the adequacy of

both historical and project collected data. For example, the TRC will develop the sampling and monitoring plan based on the needs determined by the CAC and the currently available data. The TRC will include various government representatives, educational institutions, research groups, and public/private organizations with applicable expertise or experience.

During the development of the FPA, the following ground rules will apply to advisory committee operation. The final ground rules for the advisory committees will be based on direct stakeholder input and will be included as part of the FPA public participation plan.

- The membership of the advisory committees will be made up of the Shipyard and those direct participants who are willing to devote the necessary time and effort to the project. The advisory committees will be co-chaired by a Shipyard representative, and a community/technical co-chair elected by members of the advisory committee. The Shipyard may limit the number of members to keep the size of the advisory committees to a manageable size. In the case of limited membership, the members will be selected based on commitment of effort and diversity of member backgrounds. Other interested stakeholders not on the advisory committees may participate on subcommittees created by the advisory committees.
- The primary role of the advisory committees will be advisory to the project. The Shipyard will actively seek the input of the committee and of individual members. Advisory committee decisions will be based on majority vote, unless agreed to otherwise in the FPA.
- The committees shall agree on time lines for the development of the project as a whole and for appropriate short-term milestones.
- Meeting minutes will be taken and provided to all members. The CAC meetings may be video taped. Copies of the tape would be made available at the information repository and could also be broadcast on community access cable station.
- Direct participants who wish to leave an advisory committee may do so at any time by notifying one of the co-chairs. New members will be accepted to the committee as long as the size of the advisory committee is not too large.
- A trained facilitator (preferably third party) will be provided to assist in the conduct of the CAC meeting.
- Commentors and the general public will be kept informed of the actions of the advisory committees. The various methods discussed in Section 2 will be used.
- Public meetings will be held during the FPA development process. These meetings will be used to inform the attendees, answer questions, and solicit their input.
- Once the FPA is developed, it will be signed by the Shipyard, the EPA Region 10, and

WDOE.

- The timeline and milestones for developing the FPA will be based on input from both the CAB and the TAB.

6. Training

When requested by members of the stakeholder group, project briefings will be provided to ensure that members have the information they need to participate effectively. These briefings could include discussions of technical issues associated with the project, as well as the public participation process.

7. Shipyard Point of Contact

The cognizant organization at the Shipyard is Code 106.3. The points of contact are Bob Cipra at (360-476-6009 or Steve Swanson at (360) 476-2630.