



# **2023 Water Quality Fee Rulemaking**

## **Advisory Committee Charter**

**Rulemaking Contact: Angela Rowland**

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# Objectives and Scope

## Policy Objectives

The Oregon Department of Environmental Quality is reviewing fees related to National Pollutant Discharge Elimination System and Water Pollution Control Facilities permits to ensure there are necessary funds to maintain the water quality permitting programs. A fee increase will enable DEQ to continue to deliver services to regulated entities and to minimize pollutants in stormwater and wastewater discharge.

This rulemaking process will engage a variety of stakeholders and public representatives to evaluate and provide policy recommendations, as necessary, for Oregon Administrative Rules 340, divisions 45 and 71 under the authority of Oregon Revised Statute 468B.051.

DEQ convened this committee to provide input on draft fee increases related to the regulation of NPDES and WPCF permits. DEQ will present proposed rules to the Environmental Quality Commission, or EQC, for adoption.

## Fiscal and Economic Impact

ORS 183.333 requires that DEQ ask the committee to consider the fiscal and economic impact of the proposed rules including:

- Whether the rules will have a fiscal impact, and if so, what the extent of that impact will be.
- Whether the rules will have a significant adverse impact on small businesses, and if so, how DEQ can reduce the rules' negative fiscal impact on small businesses.

## Roles

### DEQ Facilitator

The facilitator:

- Encourages open, candid, and robust dialogue.
- Starts and ends the meetings and agenda items on time.
- Encourages innovation by listening to all ideas.
- Tries not to lose good ideas to the consensus process; and
- Recognizes when the discussion is outside the scope of the meeting and steers the discussion back to the focus of the meeting.

### Committee Members

Advisory committee members must attend each meeting to ensure continuity throughout the process. An alternate may be assigned if needed. However, it is each committee member's responsibility to fully brief their alternate on all relevant issues and prior committee discussions to meet the meeting objectives and keep the project on

schedule. The primary and alternate members of the committee cannot participate in the same meeting. If a member's absence is unavoidable, please notify the DEQ project manager.

The committee member:

- Prepares for and sets aside time for the meetings.
- Provides DEQ staff with copies of relevant research and documentation cited during the meeting.
- Stays focused on the specific agenda topics for each meeting.
- Comments constructively and in good faith.
- Consults regularly with constituencies to inform them on the process and gather their input.
- Treats everyone and his or her opinions with respect.
- Allows one person to speak at a time.
- Is courteous by not engaging in sidebar discussions; and
- Avoids representing to the public or media the views of any other committee member or the committee.

## **Non-Committee Member Attendees**

Those who attend the committee meetings but are not members of the committee are there only to observe and not to actively participate. If non-committee members are present at a meeting, DEQ may allow time during the meeting for their comments.

## **DEQ Staff**

DEQ is committed to making the most effective use of committee member's time by:

- Establishing clear committee goals, meeting objectives and agendas.
- Giving committee members reasonable access to staff.
- Encouraging all members to take part in discussions; and
- Providing a clear description of members' roles, the committee timeline, the level of agreement expected and feedback on how members' input is used.

## **DEQ Support and Website**

DEQ will post agenda and meeting materials on the advisory committee website at least one week in advance. DEQ administrative staff will provide meeting summaries that highlight committee discussions, different perspectives, and input of committee members. DEQ will not prepare a formal committee report. DEQ will send draft meeting summaries to the advisory committee for review and input. Final meeting minutes will be posted to the advisory committee website and will be part of the public record.

The advisory committee charter, a full roster of the committee, meeting agendas and minutes, and background materials will all be located on the advisory committee webpage:

<https://www.oregon.gov/deq/rulemaking/Pages/WQFees2023.aspx>

## Committee Meetings

1. All committee meetings will be:
  - Open to the public, although the committee can choose whether the public can actively participate in committee meetings
  - Advertised on DEQ's webpage calendar two weeks before the meeting at: [DEQ Event Calendar](#)
  - [Noticed by email](#) to the Water Quality GovDelivery list
  - Noticed on DEQ's Facebook/Twitter account.
  - Accessible via a call-in number or webinar
2. The committee is expected to meet one time virtually. The meeting duration times may vary depending on topics and committee progress.
3. Meeting materials and agenda will be posted to the advisory committee webpage.  
<https://www.oregon.gov/deq/rulemaking/Pages/WQFees2023.aspx>

## Decision Making

The committee's discussions will be used by DEQ in forming its draft rule, which will then be proposed for broader public review and comment as part of DEQ's rulemaking process.

When DEQ shares information with the group, DEQ will allow a reasonable timeframe for comments.

## Membership

In convening this committee, DEQ selected members that reflect the range of stakeholders the proposed rules affect, both directly and indirectly. Representatives should be able to consider the policy, fiscal and economic impact of the proposed standard on the business or organization they represent. A committee roster is on the Website.

## Travel Expenses

DEQ can reimburse any in state, out-of-town committee members for travel expenses, if DEQ approves them in advance.

# Public Records and Confidentiality

Committee communications and records, such as formal documents, discussion drafts, meeting summaries and exhibits are public records and are available for public inspection and copying. DEQ does not assume responsibility for protecting proprietary or confidential business information shared during committee or subcommittee meetings. However, the private documents of individual committee members generally are not considered public records if DEQ does not have copies.

## Information Exchange

Committee members will provide information as much in advance as possible of the meeting at which such information is used. The members will also share all relevant information with each other to the maximum extent possible. If a member believes the relevant information is proprietary in nature, the member will provide a general description of the information and the reason for not providing it.

## Public Involvement

All meetings will be open to the public. The committee can choose whether to allow public input during a committee meeting. DEQ may set aside time for the public to speak.

Once the committee process is complete, DEQ will develop draft rules and conduct a public rulemaking process. That process will include a specified period during which the public can submit comments on the proposed rules. DEQ will also hold a public hearing during which any member of the public can submit written or verbal comments. Individual committee members may provide comments to DEQ on the full draft rule at this time. DEQ may modify the final proposed rules based on public comment. DEQ intends to take a final proposed rule to the EQC for consideration at its meeting.

## DEQ Contacts

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