

US EPA ARCHIVE DOCUMENT

## ATTACHMENT 6

### **PROPOSED STAKEHOLDER INVOLVEMENT PLAN for the Steele County XLC Project – Phase 1 June 1999**

*(NOTE: Items left blank, below, should be addressed at the first public organizational meeting in June 1999)*

#### **1. SCOPE & OBJECTIVES OF THE XLC PROJECT**

This Stakeholder Involvement Plan is designed to outline the timeline, roles and operating guidelines for the Steele County XLC project, as reflected (a) in the proposal submitted by Dennis Sershen, Truth Hardware, on February 3, 1998, on behalf of the initial sponsors, and (b) in EPA's response (by David A. Ullrich, Acting Regional Administrator) on March 8, 1999.

More specifically, the stakeholders in this XLC project shall attempt to negotiate a Final Project Agreement (FPA) that achieves all of the following:

- A reduction in regulated industrial wastewater effluent;
- A reduction in overall water usage by industrial dischargers;
- Regulatory flexibility at the federal, state and local levels, where applicable;
- Superior, verifiable environmental performance;
- Appropriate collaboration between the industrial dischargers and their government regulators;
- Community involvement in an innovative wastewater treatment project;
- Continued ability of the City of Owatonna's wastewater treatment facility to ensure that industrial wastewater is treated appropriately;
- Broad based stakeholder support for the Final Project Agreement; and
- Regulatory innovations and community initiatives that might be replicated in other communities within Minnesota and nationwide.

## 2. PARTICIPANTS

The following groups of individuals shall participate in the negotiation process:

- **SPONSORS:** Those industry parties likely to be directly involved in XLC negotiations and the implementation of the FPA. Initial sponsors (certain companies within Steele County) were identified in the February 3, 1998 proposal.
- **COMMUNITY NEGOTIATING COMMITTEE (CNC)**  
**MEMBERS:** A larger group including (a) Sponsors and (b) any other parties (e.g., MPCA, U.S. EPA or any other community stakeholder) whose agreement is necessary to implement the Final Project Agreement. CNC members shall participate directly in the overall negotiation process. A subset of the CNC, known as the Drafting Workgroup, shall meet more frequently than the full CNC to research and develop technical proposals for the full committee to review.
- **COMMENTERS:** Individuals and/or organizations who cannot commit to participate directly in the negotiation process, but who would like to be kept informed and given an opportunity to comment on the negotiations at various points during the process. Individuals who express an interest to CNC Members in being kept on a mailing list will be included within this group.
- **GENERAL PUBLIC:** All other members of the community who may be interested in or affected by the results of the negotiations, and who shall be given (a) access to information about the negotiations and (b) opportunities to comment at various points during the negotiation process.

## 3. GENERAL TIMELINE

- a. **Abbreviated Convening Process** (to produce a “Stakeholder Involvement Plan”)
  - Late April – early May: Preliminary phone calls by the convenor with the lead organizers for this project (and with Project XL staff at EPA headquarters) to obtain some history and background for this proposed project.

- May 5-6, 1999: Preliminary meetings with initial Sponsors and other direct participants, facilitated by the convenor, to gather and organize input on a proposed timeline and draft Stakeholder Involvement Plan.
  - End of May: brief telephone calls by the convenor to sponsors and other direct participants to solicit additional input.
  - By June 7, 1999: EPA to release the convenor's Proposed Stakeholder Involvement Plan to potential Sponsors in advance of the first public meeting in early June.
- b. **Negotiation Process** (to produce a "Final Project Agreement")
- *June 9, 1999*: First public meeting hosted by the Sponsors to approve and implement the Stakeholder Involvement Plan, and to formally launch the negotiation process. Rosters listing confirmed sponsors, CNC members, Drafting Workgroup members and Commenters shall be prepared after the meeting concludes and circulated to all CNC Members and Commenters.
  - *June 10 – July 15, 1999*: Drafting Workgroup to meet periodically to prepare initial drafts of technical proposals for full CNC review. Workgroup members will informally solicit input from other CNC members during this period.
  - *July 16, 1999*: Materials and drafts to be distributed to CNC members in preparation for the first CNC meeting.
  - *July 27, 1999*: **FIRST CNC MEETING TO REVIEW AND COMMENT** on Drafting Workgroup's proposals to date. *This negotiation session shall be noticed and open to the public.*
  - *August 10 – 30, 1999*: Drafting Workgroup to meet periodically to incorporate the CNC's comments into a Draft Final Project Agreement.
  - *By August 31, 1999*: Distribute the Draft Final Project Agreement and supporting material to CNC members.
  - *September 14, 1999*: **SECOND CNC MEETING** to review and comment on Draft Final Project Agreement. *This negotiation session shall be noticed and open to the public.*
  - *September 15 – October 1, 1999*: Drafting Workgroup shall incorporate the CNC's comments into a Final Project Agreement, for ratification at the third and final CNC meeting.
  - *By October 1m 1999*: Distribute the Final Project Agreement to CNC members.
  - *October 7, 1999*: **THIRD (and final) CNC MEETING** to ratify the Final Project Agreement. *This meeting shall be noticed and open to the public.*

#### 4. OPERATING GUIDELINES FOR THE STAKEHOLDERS

##### a. General Guidelines

- (1) Participants shall treat each other with mutual respect, despite substantive differences that may emerge.
- (2) Participants shall search not only for potential problems but also for potential solutions.
- (3) Participants shall work together to help each other to meet appropriate deadlines.
- (4) The Community XL negotiations are a voluntary process and participants may withdraw from the process at any time. However, participants are encouraged to remain involved as long as possible because difficult issues may be resolved (or resolve themselves) at a later point in the negotiations.

##### b. Operating Guidelines for CNC MEMBERS

- (1) The CNC serves as the “organized stakeholder group” required under EPA Project XL Guidelines.
- (2) CNC meetings shall be run by \_\_\_\_\_ [*a Chair/Vice-Chair? A neutral facilitator?*].
- (3) CNC meetings shall take place at \_\_\_\_\_ [*location*]. They shall begin promptly at \_\_\_\_ [*time*] and end no later than \_\_\_\_ [*time*], unless otherwise scheduled.
- (4) CNC meetings shall be announced and open to the public. The public in attendance shall have a structured opportunity to comment at each meeting.
- (5) Administrative support for the CNC shall be provided by \_\_\_\_\_. This support should include: meeting organization and facilitation, preparation of meeting announcements and press releases, preparation and distribution of meeting materials and meeting summaries.
- (6) The CNC shall strive to achieve consensus among all its members, but if that is impossible, shall strive to achieve *substantial consensus*, i.e., agreement among a majority of members on a particular issue or proposal.
- (7) CNC members shall be sufficiently “senior” or “credible” within their organizations to effectively represent their organization’s concerns.
- (8) CNC members shall make every effort to minimize turnover among their representatives at the CNC table.

**c. Operating Guidelines for the DRAFTING WORKGROUP**

- (1) A subset of the CNC shall volunteer to serve on the Drafting Workgroup. This Workgroup shall have principal responsibility for gathering, analyzing, preparing and disseminating information to the larger CNC for its review. Membership on the Workgroup should attempt to reflect as many diverse perspectives as possible.
- (2) The Drafting Workgroup cannot commit the CNC to a Final Project Agreement.
- (3) The Drafting Workgroup shall strive to prepare consensus-based recommendations, but if that is impossible, shall present limited and clear options for the CNC to review and consider.

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