

State of Oregon  
Department of Environmental Quality

Memorandum

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**Date:** March 4, 2014

**To:** Environmental Quality Commission

**From:** Dick Pedersen, Director

**Subject:** Agenda item M, Action item: Liaison position with the Water Resources Commission  
March 19-20, 2014, EQC meeting

**Why this is important** Commission and agency leadership has expressed a desire to strengthen communication and coordination activities between the Department of Environmental Quality, the Water Resources Department and the policy-making commissions. A unique statutory relationship links the agencies and commissions, and they share multiple responsibilities related to implementation of the Integrated Water Resources Strategy.

**DEQ recommendation and EQC motion** DEQ recommends that the commission adopt the proposed job description seen in attachment A as the formal liaison position between the Oregon Environmental Quality Commission and the Oregon Water Resources Commission. DEQ also recommends that the commission appoint a current commissioner as the new liaison.

**Background** In 2013, the commission established a formal liaison relationship with the Oregon Board of Forestry. Recognizing the overlapping regulatory authorities and opportunities for collaboration, the commission may want to establish a similar position for an EQC representative to the Oregon Water Resources Commissioner. Commissioner Johnson has expressed interest in this liaison opportunity.

**EQC involvement** The commissioner serving as the Water Resources Board liaison will report back to the commission on activities as part of the regular commissioner reports and as needed.

**Attachment** A. Proposed liaison job description

*Report prepared by Stephanie Caldera  
from information provided by DEQ staff*

## **Proposed job description: Environmental Quality Commission and Water Resources Commission liaisons**

### Background

Commission and agency leadership has expressed a desire to strengthen communication and coordination activities between the Department of Environmental Quality, the Water Resources Department and the policy-making commissions. A unique statutory relationship links the agencies and commissions, and they share multiple responsibilities related to implementation of the Integrated Water Resources Strategy.

### Establish liaison function

Establish a recognized liaison role that places designated WRC/EQC members at each other's meetings when potential topics of overlapping interests and authorities are on meeting agendas. Included in this liaison function would be periodic updates to both EQC and WRC Commissioners. A primary goal of this liaison relationship is to develop a better understanding between the two agencies and commissions and facilitate collaboration and cooperation.

### Liaison responsibilities

1. Attend WRC/EQC meetings on a regular basis. This attendance may be determined by agenda items and need for updates from the EQC/WRC members.
2. Liaisons will meet on a periodic basis with the DEQ and WRC Directors to review potential areas of collaboration and cooperation.
3. Provide written or oral updates to EQC and WRC Commissioners on topics that have potential impact on the two agencies and their commissions.
4. Liaisons must be able to commit to at least a year of service.
5. Liaisons will be selected by processes defined by EQC and WRC Commissioners. Liaison members will meet with both the DEQ and WRC directors prior to starting their term of service.
6. Liaisons will provide materials/or oral communication to the DEQ and WRC Directors for review prior to commission meetings.
7. Liaisons will provide accurate information on topics discussed to the best of their knowledge, using materials such as meeting minutes, director reports, and staff information.
8. Liaisons will report back to their respective commission members on any topics that are of potential interest or impact at their commission meetings.
9. Liaisons should look for opportunities for the EQC and WRC to develop compatible goals or policies.

### Length of service

1. Determined by WRC/EQC
2. Service should be of sufficient length that allows liaisons to gain a significant understanding of the issues and policies that the EQC and WRC are implementing in their agencies and across the state of Oregon.