On-Site Sewage & Drinking Water Technical Advisory Group

Team Charter

Name
Technical Advisory Group (TAG) for On-Site Sewage & Drinking Water

Purpose
Within the Health Department and between On-Site Sewage & Drinking Water Program and industry professionals:

- Facilitate transparency.
- Bolster relationships.
- Collaborate on policy and guidance development.

Vision
Healthy homes, people, and environment.

Mission
Establish a consistent, collaborative relationship between Health Department staff and industry professionals.

Values
- Respect—Treat people with appreciation and dignity.
- Collaboration—Listen and evolve together.
- Transparency—Operate with openness, communication, and accountability.

Objectives
- Develop policy and guidance documents.
- Address industry concerns.
- Streamline review process.
- Communicate expectations for all parties.

Expectations

Sponsor
On-Site Sewage & Drinking Water Program
Performance

- Quarterly meetings.
- Occasional policy meetings.
- Timely dissemination of information to Health Department staff and industry professionals.

Attendance

Member involvement is important to meet our common goals. We expect regular attendance. Please accept or decline calendar invites.

Communication planning

- Request agenda items from TAG members 3 weeks before meeting.
- Publish agenda on TAG webpage (tpchd.org/healthy-homes/septic-systems/technical-advisory-group) 2 weeks before meeting.
- Take notes during meeting.
- Publish notes on TAG webpage.
- Audiences include:
  - Industry professionals.
  - On-Site & Drinking Water staff.
  - Other Health Department staff.
  - Other government agencies.

Roles

Team sponsor

On-Site Sewage & Drinking Water Program—Hold quarterly meetings.

Team leader

On-Site Sewage & Drinking Water Program Manager—Keep meeting focused and on task.

Additional

- Industry professionals—Provide insight and feedback.
- Notetaker—Take concise notes.
- On-Site Sewage & Drinking Water staff—Observe and participate.

Operations

- TAG meets quarterly.
- On-Site Sewage & Drinking Water Program Manager:
  - Schedules meetings.
  - Requests agenda items.
  - Uses recommendations to create agendas.
• Notetaker:
  o Records decisions, assignments, and follow-up items.
  o Creates communication request to upload meeting documentation to TAG webpage.
• Review Team Charter every 1–2 years.

Ground rules

• Respect others’ opinions and time.
• Stay on topic.
• Wait until the end of the meeting to bring up new topics or ask to add them to the next meeting’s agenda.

Membership

TAG should have at least 1 member from each of the following groups:

• Master Builders Association.
• Installer.
• Septic designer/professional engineer.
• Health Department staff.

When applicable, we may ask members from the following groups to join quarterly meetings:

• Pierce County Planning & Public Works staff.
• Realtors.
• Operations and maintenance professionals.
• Other relevant stakeholders.