

RESOLUTION NO. 2016-019

**A Resolution of the Board of Commissioners of Public
Utility District No. 1 of Jefferson County, Washington
Updating and Clarifying the Role of the
Citizens Advisory Board**

WHEREAS, RCW 54.12.010 states "The powers of the public utility district shall be exercised through a commission...." and

WHEREAS, the Board of Commissioners (Board) approved Resolution 2012-017 on or about the 1st day of October, 2012; and

WHEREAS, Resolution 2012-017 set forth a policy for establishment of citizen boards, blue ribbon work groups, and citizen task forces; and

WHEREAS, Resolution 2012-017 requires all committees established by the Board to be subject to periodic review so as to determine whether the committee and its function continue to be appropriate and necessary; and

WHEREAS, Resolution 2012-028 establishing a Citizen Advisory Board (CAB) was approved by the Board on or about the 20th day of November, 2012 ; and

WHEREAS, Resolution 2012-028 sets forth that the purpose of the CAB is to provide recommendations on subjects selected by the Board, a process of appointing CAB members, terms and rotation of CAB members, and Board administrative support; and

WHEREAS, on or about the 2nd day of September 2014, the Board approved a motion that determined the CAB is a valuable instrument of the Board and should continue indefinitely, the terms and succession of CAB members, and the general process for appointment to the CAB; and

WHEREAS, on or about the 28th day of September 2016, the CAB Chair provided a letter to the Board and General Manager requesting clarity of the CAB role and expressing the CAB's desire to undertake projects and tasks both assigned by the Board and not assigned by the Board; and

WHEREAS, after discussion of the September 28, 2016 CAB letter, the Board at its October 3, 2016 meeting directed General Counsel to prepare a resolution superseding the resolutions referred to herein as they relate to the CAB, which would clarify and update the role of the CAB;

THEREFORE, BE IT RESOLVED, by the Commissioners of Public Utility District No. 1 of Jefferson County, Washington as follows:

1. **Purpose:** To provide advisory recommendations to the Board on matters assigned by the Board and those originating in the CAB that the Board may consider and approve in its discretion.
2. **Manner of assignment:** There shall appear on each regular Board meeting agenda, and at special Board meeting agendas as the Board may approve, an item entitled "Citizens Advisory Board Proposed Update." Items on the proposed CAB agenda will be presented by the CAB Chair or designee, discussed by the Board with public input, and approved at the discretion of the Board. The CAB need not obtain Board approval to discuss potential CAB items to present to the Board.
3. **Membership:** The Board wishes to maintain stability and institutional knowledge on the CAB while providing opportunity for increased citizen participation. To that end, membership on the CAB shall proceed as follows:
 - A. Beginning with CAB appointments after the terms of current CAB members expire, each Board member will nominate three citizens who reside within the Board member's respective district for a 3 year term. Each nomination must be approved by the Board before a nominee may join the CAB.
 - B. A sitting CAB member who wishes to serve a second 3 year term must be nominated by the Board member in his or her district and approved by the Board. No CAB member shall serve more than two consecutive complete 3 year terms.
 - C. Vacancies on the CAB shall be filled by nomination by a Board member which corresponds with the district in which the vacancy exists, and approval by the Board. The CAB member so approved will serve the remainder of the unexpired term of the CAB position being filled.
 - D. Current CAB members may serve 3 more years beginning November 1, 2016, after which time they may apply for a second 3 year term as provided in paragraph 3(B) herein.
4. **Removal of CAB member:** The Board may remove a CAB member if, in the Board's discretion, the CAB member has not performed satisfactorily in carrying out his or her duties, provided, the CAB member first has been notified of the Board's concerns and has had a reasonable opportunity to correct the issue. However, the Board shall have absolute discretion whether its concerns have been adequately addressed.
5. **Administrative procedures; support:** The CAB shall:
 - A. Elect a Chair and Vice-chair to one-year terms each January.
 - B. Be subject to the Washington Open Public Meetings Act (RCW 42.30) and Public Records Act (RCW 42.56).
 - C. Develop such administrative procedures as may be reasonably necessary to carry out its purpose.
 - D. Meet the second Monday of each month.
 - E. Be provided a contract or District staff person to take minutes, and such other support as the Board may approve.

- F. Report to the Board quarterly, or more often as may be necessary, the progress of any tasks to which the CAB has undertaken.
 - G. Not speak on behalf of the District unless approved by the Board. However, CAB members do not relinquish their right to speak for themselves as any citizen provided they make express in any public communication that they do not speak on behalf of the District.
6. **Periodic review:** The Board shall review the CAB purpose and effectiveness from time to time, no less than every 3 years.
7. **Supersedure:** This resolution supersedes any previous policy, resolution, or District action as they relate to the CAB.

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this 1st day of November 2016.

BOARD OF COMMISSIONERS:


Ken Collins, President


Barney Burke, Vice President


Wayne King, Secretary

ATTEST:


Secretary, Board of Commissioners

