

**PUBLIC UTILITY DISTRICT NO.1
OF
JEFFERSON COUNTY**

RESOLUTION NO. 2018-015

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), Updating and Clarifying the Role of the Citizen's Advisory Board (CAB).

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's 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;

WHEREAS, Resolution 2016-019 modifying the policies of the CAB was approved by the Board on November 1, 2016; and

WHEREAS, Resolution 2017-017 further modified the policies of the CAB and was approved by the Board on August 15, 2017.

WHEREAS, The CAB was created for the purpose of providing a mechanism for the Board to obtain the benefits of recommendations, advice and opinions on policy matters from a volunteer committee which may devote the resources necessary for careful consideration of such matters and which will increase citizen participation and input to the Board.

THEREFORE, BE IT RESOLVED, by the Commissioners of the Public Utility District No. 1 of Jefferson County, Washington as follows regarding the Citizen's Advisory Board (CAB):

1. **Purpose:** The CAB provides advisory reports and recommendations to the Board of Commissioners (Board).
2. **Procedures:**
 - A. The General Manager (GM) or his/her designee is the liaison between the Board and the CAB.
 - B. The Board will make its CAB requests through the GM or his/her designee. The Board prioritizes issues to be studied by the CAB. The CAB administers the list of prioritized issues.
 - C. Policy issues may be studied by a CAB subcommittee. CAB members volunteer to be on a subcommittee based on their area of expertise or interest. A subcommittee shall not constitute a quorum of the CAB. Based on unanimous approval by subcommittee members, a subcommittee may invite non-voting members of the public to participate.
 - D. With the advance concurrence of the Board, a Board member may serve in an advisory capacity on a CAB subcommittee.
 - E. The Board recognizes that CAB members come from diverse professional backgrounds. Therefore, at a regularly scheduled CAB meeting, members may introduce topics to be discussed and studied and may recommend prioritization. If agreed upon by the CAB, the GM or his/her designee will submit the topic to the Board for approval and prioritization.
 - F. Interim and final subcommittee reports are presented to the CAB. If the CAB approves, the approved interim or final subcommittee report will be submitted to the CAB President and GM for inclusion in the Board agenda.

3. Membership:

- A. The full CAB consists of up to nine community volunteer members – three from each Commissioner District. CAB members are nominated by their respective Commissioner. Nominations must be confirmed by the Board before a nominee may join the CAB.
- B. The Board wishes to maintain stability and institutional knowledge on the CAB while providing opportunity for increased citizen participation. To that end, the CAB members shall have staggered 3-year terms.
- C. As terms of current CAB members expire, each Commissioner will nominate one person for a new 3-year term. The nominee must reside within the Board member's respective district. A sitting CAB member must be nominated by their Commissioner to serve a subsequent term.
- D. Vacancies on the CAB shall be filled by nomination. The Board approved CAB member will serve the remainder of any unexpired term and then may re-apply for a full 3-year term.
- E. CAB member residency within the respective Commissioner District is required. Should Commissioner District boundaries change or should a CAB member move out of their respective Commissioner District, then that CAB member shall be replaced unless otherwise approved by the Board.

4. Removal of CAB Member:

- A. At its sole discretion, the Board may remove a CAB member if the CAB member has not performed satisfactorily in carrying out his or her duties, provided the CAB member has first been notified of the Board's concerns and has had a reasonable opportunity to correct the issue. The Board shall have absolute discretion whether its concerns have been adequately addressed.
- B. A CAB member may resign their position by providing written notice to the Commissioner representing the CAB member's district. Their replacement must be nominated following the process in Section 3.D.

5. Meeting Agenda: The GM or his/her designee and the CAB Chair shall set the agenda for each CAB meeting based on input from the CAB and with consultation from the Board, as necessary and appropriate.

6. Manner of Communication:

- A. Each regular Board meeting agenda that follows a CAB meeting should include a written "CAB Update" that includes current and future CAB activities.

- B. The CAB and its members are an advisory group only, and do not represent the Board.
- C. When expressing their views regarding District business in any venue, CAB members shall make it clear that such views are personal and not those of the CAB or the District.

7. Administrative Procedures and Support:

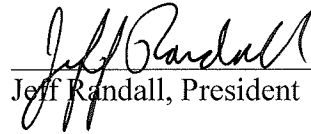
The CAB shall:

- A. Be subject to the Washington State Open Public Meetings Act (RCW 42.30) and Public Records Act. (RCW 42.56). Each CAB member shall complete the trainings that are required by RCW 42.30.205 and RCW 42.56.150. The CAB will be notified when training is available, and each CAB member shall provide a Certificate of Training.
- B. Conduct an annual election of a Chair and Vice-Chair to one-year terms. Current officers will remain in office until new officers are elected.
- C. Conduct a monthly meeting, open to the public at an agreed-upon date and time. The CAB agenda packet will be published on the District website no fewer than two business-days before the meeting.
- D. Be provided an adequate meeting venue and a voice recording system.
- E. Be provided a contract or District staff person to take minutes, and other such support as the Board may approve.
- F. Follow the CAB Operating Guidelines.

Board members will rotate to attend all CAB meetings.

- 8. **Periodic review:** The Board shall review the CAB purpose and effectiveness periodically but, no less than every 3 years.
- 9. **Supersedure:** This resolution supersedes any previous policy, resolution or Board 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 26th day of October, 2018.



Jeff Randall, President

Wayne King, Vice President

ATTEST:



Ken Collins, Secretary

