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KING COUNTY FLOOD CONTROL DISTRICT ADVISORY COMMITTEE OPERATING PROCEDURES

PURPOSE OF THE ADVISORY COMMITTEE

Ordinance 2006-0334 of the King County Council establishes a Flood Control Zone District (FCD) for King County and established the King County Flood Control Zone District Advisory Committee. The purpose of this district is to “undertake, operate, or maintain flood control projects or storm water control projects. The district is authorized to address flood and storm water control needs throughout the county, including within King County cities.” The King County Council governs the Flood District as a “District Board of Supervisors”.

The FCD Advisory Committee, which is composed of elected officials from throughout King County, is charged with the task of making annual recommendations to the District Board of Supervisors. Specifically, the Advisory Committee reviews and makes recommendations related to the annual work program and budget for the District, including capital improvement program projects and funding levels. The Board of Supervisors, in turn, takes these recommendations under advisement as it votes to approve the annual capital improvement and operating budget for the District.

The Advisory Committee’s recommendations must be filed with the clerk of the King County Council no later than August 31 of each year.

MEMBERSHIP AND STRUCTURE

As established by Ordinance 2006-0334, the Advisory Committee is composed of fifteen members. Ten seats on the Committee are permanent, and five seats are rotating (two-year) members.

The ten permanent seats on the Committee are held by each mayor, or council member alternate designated by the mayor, of Tukwila, Auburn, Kent, Renton, Snoqualmie, North Bend, Carnation, Seattle and Bellevue. The King County Executive is also a permanent member of the committee. Four rotating seats are held by mayors or city council members, or their alternates, as nominated by the Sound Cities Association. One of the rotating seats is held by an individual who represents one of King County’s Unincorporated Area Councils. These representatives are selected by the King County Council.

Each member of the Advisory Committee is allowed one alternate, who shall also be an elected official from the represented jurisdiction. The alternate shall attend meetings as necessary due to the absence of the Committee member. Alternates hold the same responsibilities and voting privileges as Committee members. Advisory Committee members will notify the Executive Director in writing of their alternate no later than March 31 of each year.

The Advisory Committee shall elect both a chair and vice-chair. The terms of the chair and vice-chair shall be two years, alternating appointment on even years for the chair position and odd years for the vice chair position.

A formal vote to fill these positions shall be taken at the first advisory committee meeting of each year.

The chair of the Advisory Committee shall preside at Committee meetings, and perform such other duties as are commonly associated with that office.

The vice-chair shall perform the duties of the chair in the chair's absence.

DECISION PROCESS

The Advisory Committee is charged with the task of making recommendations to the Board of Supervisors. These recommendations shall be validated through voting. Prior to a vote, however, members shall make every effort to reach agreement by consensus. Once the vote is cast, both the majority and minority opinions of Committee members in relation to that recommendation shall be fully documented.

Each seat on the Advisory Committee shall have one vote. A quorum of the Advisory Committee is constituted if eight Committee members, or their alternates, are present at the meeting.

Advisory Committee meetings will be structured to allow for a comprehensive discussion of the issues at hand. The work of the Advisory Committee shall be informed by the Basin Technical Committees, groups composed of technical staff from each of the jurisdictions represented on the Advisory Committee. Prior to a "final vote" on their recommendations, the Advisory Committee may take a preliminary or "temperature read" vote on each of their recommendations. This preliminary vote enables members to better understand their areas of agreement and disagreement, and to forge compromise solutions whenever possible prior to a final vote. If a member is unable to attend a meeting at which a temperature read will be taken, that member may submit his or her "read" to the chair or facilitator in advance of the meeting.

Formal votes may be taken occasionally. When a formal vote is needed, committee members, or their alternates, are required to be present at the meeting in order to participate in the vote. To the extent that electronic, telephone, or video conferencing is available, these mediums will qualify a member as present for the purposes of voting rights.

MEETING SCHEDULE, AGENDA, AND MINUTES

The Advisory Committee shall generally meet two to three times per year, but may meet more frequently as necessary. Meetings shall be scheduled no later than March 31 each year to provide Advisory Committee members with adequate notice of the meeting dates. Meetings will take place throughout the year, beginning in late spring in order to incorporate the Committee's recommendations into the District's annual budget and meet the August 31 deadline of a submittal to the District Board of Supervisors as required by ordinance.

Special meetings of the Advisory Committee may be held as requested by the Board of Supervisors, or as matters arise that require the Committee's attention.

All meetings of the Advisory Committee are open to the public and records of its meeting are available upon request.

Meetings will be held at appropriate locations within King County to maximize participation by Committee members.

Meetings of the Advisory Committee will conform with the State of Washington Open Public Meeting's Act (chapter 42.30 RCW) and any guidance from the Governor waiving or prohibiting in-person meetings. Consistent with current guidance, the Advisory Committee offers a remote option for public meetings.

The facilitator shall consult with the Executive Director, Advisory Committee Chair, and King County staff in preparing the agendas. Members shall be provided with a copy of the agenda and supporting materials at least one week in advance of the meeting, unless there is less than a two-week interval between meetings. In cases when there is a compressed schedule in between meetings, every effort should be made to provide materials in advance of the meeting.

Staff from the District or a facilitator shall be responsible for taking and documenting the minutes from all meetings of the Advisory Committee. The meeting summary will be made available for review by Committee members prior to the next scheduled meeting, and subsequently reviewed and approved during the meeting's regular order of business.

PUBLIC ATTENDANCE AND COMMENT

All meetings of the FCD Advisory Committee are open to the public. Any members of the public who wish to address the Committee must make this request to the Chair of the Committee in advance of the meeting.

Public comments are scheduled at the beginning of meetings. The chair will facilitate the public comment process.

Speakers will be asked to sign-in to indicate they would like to speak. Each speaker will have a maximum of 3 minutes, and shall state their name and address of residence at the beginning of their comments.

Speakers are encouraged to also provide their comments in written form. Speakers shall be courteous and civil, and may not yield time to another speaker.

TERM AND AMENDMENTS

These rules and procedures are not intended to be comprehensive. When an issue arises not foreseen by these operating rules and procedures, the Advisory Committee may consider amending these rules and procedures. These amendments may be amended at any meeting of the Advisory Committee if notice of such amendment is given on the agenda distributed to the members in advance of a scheduled meeting. Amendments may be approved by the Advisory Committee upon a majority vote in favor to do so.