

**Lake Forest Park Water District
Well Field Protection and Communication Advisory Committee
CHARTER**

I. The Committee will be called the Well Field Protection and Communication Advisory Committee or LFPWD Adcom. It is authorized by the Lake Forest Park Water District and its members will serve at the pleasure of the District's Board of Commissioners. Members shall serve without compensation. The District shall not reimburse any expenses of the Committee or any member without the District's prior written approval. The Board may amend or terminate this charter at any time at the Board's discretion.

II. Purpose and Tasks

The Committee is created for the purpose of advising the District on matters that directly concern protection of water quality of water sources in the Aquifer and Well Field at McKinnon Creek and Horizon View. The specific tasks of the Committee include but are not limited to the following:

- assist in obtaining and communicating public input in regard to District's Water System Plan
- facilitate cooperation and communication between the District and the community regarding uses and activities that affect the District's well fields.
- Assist in Wellhead Protection Plan evaluation and communicating public priorities and other public comments
- assist with communications and public community outreach efforts as requested by the Board consistent with the Charter and Board approved Communications Plan

III. Relationship of Committee to Lake Forest Park Water District Board of Commissioners

It is the role and sole prerogative of the District Board to enact policy, adopt plans and otherwise conduct District business. No District legal obligations or statutory functions are delegated to the Committee. The Committee is expected to gather information, offer recommendations and to provide information relevant to the purposes and tasks set forth above. **Neither the Committee nor any Committee member has any authority to speak for the District or bind the District to any contract, obligation, liability or commitment and shall make no attempt to do so.**

IV. Membership

Composition: The Board will determine the size of the Committee periodically by motion. District customers shall form the majority of the committee with members

consisting of the general public that reside in the District's Critical Aquifer Recharge Area (CARA) or corporate boundaries. Written applications for positions on the Advisory Committee may be submitted to the District at any time and retained for at least one year for consideration by the Board when there is a vacancy. The District will seek applicants having knowledge, skills, and high levels of interest related to drinking water and ground water sources and may rate them as part of the selection process. Vacancies will be filled by motion and at the discretion of the District's Board of Commissioners.

Term: Committee persons shall serve for 3 year terms and can reapply at the end of their term. Initial terms may be shortened so that the terms are staggered. The District may discontinue the Committee at any time in its sole discretion.

V. Organizational Structure

Officers: The Advisory Committee will have a Chair who is responsible for facilitating the meeting, a Co-Chair to serve if the Chair is absent and a Secretary who will be responsible for preparation of minutes. A Co-Chair or any present Adcom member may also serve in the role of Secretary.

Subcommittees: The Committee may form and delegate specific tasks to a subcommittee. If a subcommittee contains a quorum of the Committee, the procedural rules set forth below shall apply to the subcommittee.

VI. Procedural Rules

Rules of Order: The Committee shall conduct business pursuant to the latest edition of Robert's Rules of Order or such other rules of order that the Committee may adopt.

Meetings: The Committee will meet at least four times per year and establish a regular meeting schedule. Notices of upcoming meetings will be posted on the District website. Special meetings may be scheduled by majority vote, or in the event of special circumstances, by the Chair on not less than five days notice. A quorum for purposes of voting shall be a majority of the seated Committee members. A quorum of Committee members shall not conduct Committee business except pursuant to a properly scheduled meeting. Non-voting public or guests are welcome to attend the Committee meetings.

Minutes: Minutes of each meeting will be prepared by the Secretary of the Committee and sent to the District within two weeks after a meeting.

Recommendations and Reports: Committee recommendations and reports will be submitted in writing to the District Board. Documents may include both suggested action and justification for suggestions.

Absentees: Members who are absent from three unexcused successive meetings may be removed by the Board. In addition, Members may also be removed for cause, by motion of the District's Board of Commissioners. Vacancies will be filled by motion of the District's Board of Commissioners.