

**Lake Forest Park Water District  
Advisory Committee  
CHARTER**

- I. This charter governs Lake Forest Park Water District Advisory Committee or LFPWD Adcom (Committee) and is adopted by the Lake Forest Park Water District (District). Committee members (members) will serve at the pleasure of the District's Board of Commissioners (Board). 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 the District including protection of water quality and 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
- assist with District provided educational activities pertaining to the District's service area, water sources and distribution system, as well as impacts of local, state, and federal regulations.

All Committee tasks and activities will be subject to approval by the District's General Manager or the Board.

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

It is the role and sole prerogative of the District's 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 and adjust as appropriate the size of the Committee. Residents residing in the District's service area will constitute the majority of the Committee along with members of the general public that reside in the District's Critical Aquifer Recharge Area (CARA) or corporate boundaries. Whenever possible, a student sixteen years old or older that meets the above requirements shall be a part of the composition of the Committee. Written applications for positions on the Committee may be submitted to the District at any time. Applications will be 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. The Board will evaluate and select Committee members, including filling vacancies, in the Board's sole discretion.

Term: Committee members shall serve 1-year terms and may reapply at the end of their term. The District may discontinue the Committee at any time at its sole discretion.

Volunteers: Students or any other person willing to assist the Committee or District Public Outreach Events are welcome.

#### V. Organizational Structure

Officers: The Committee will appoint a Chair who is responsible for facilitating meetings, 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 other Committee member may also act as Secretary if the appointed Secretary is absent .

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 day's 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, volunteers 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 for review and comment within two weeks after a meeting.

Recommendations and Reports: Committee recommendations and reports will be submitted in writing to the 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 the Board