

**Stillaguamish River Clean Water District Advisory Board
BY-LAWS**

Adopted September 28, 2000

Updated April 27, 2006

I. PURPOSE OF ADVISORY BOARD

The Stillaguamish River Clean Water District Advisory Board was authorized by the Snohomish County Council when it created Title 25A of the Snohomish County Code, *Water Quality Restoration and Water Quantity Management* (Ordinance 93-078). The Board is advisory to the Department of Public Works Surface Water Management Division (SWM), the Snohomish County Council, and other entities that receive Stillaguamish River Clean Water District (CWD) funds. In 2004 the Clean Water District was expanded to include the entire Snohomish County portion of the Stillaguamish Watershed and the composition of the Board was adjusted accordingly (Ordinance 04-101).

Each year, the Board will review the work programs of the SWM Division and the other entities. Based on this review, the Board will recommend work programs, funding directions, and priorities for the coming year. The Board will make recommendations on these issues to SWM and the other entity staff by May 31 of each year. Board recommendations to the Snohomish County Council and the legislative bodies of other entities will be made by October 31 of each year. The Board's recommendations will be given serious consideration as work programs and budgets are developed and approved.

II. RESPONSIBILITIES OF BOARD MEMBERS

A. ATTENDANCE

Participation by all Board members at each meeting is important and members should make every effort to attend each meeting. If a Board member cannot attend a meeting, he/she agrees to inform SWM staff at least one working day before the meeting is conducted. If a member misses three consecutive meetings, the Board may choose to write a letter to the County Council requesting the appointment of a replacement. Such a letter should contain the name of at least one nominee.

B. COURTESY

Board members agree to treat each other with respect, listen to each other, work cooperatively, and allow each other to voice their opinions.

III. ADVISORY BOARD COMPOSITION

A. REGULAR BOARD MEMBERS

1. The Stillaguamish river clean water district advisory board shall include:
 - a. Five positions which shall be for rate payers from the single family rate category. Each of the following subwatersheds or geographic areas shall be represented: Lakes, North Fork Stillaguamish and tributaries, South Fork Stillaguamish and tributaries, Mainstem Stillaguamish and tributaries, and unincorporated UGA.
 - b. One position which shall be for a rate payer from the farm rate category.
 - c. One position which shall be for a rate payer from any one of the retail, industrial, or other land use rate categories.
 - d. The Stillaguamish flood control district and drainage district seven shall be entitled to one position.
 - e. Three positions for residential rate payers at large.
 - f. Each city adjoining the Stillaguamish river clean water district that has an interlocal agreement with the county for cooperation on water resource issues shall be entitled to one position.
 - g. One position each for the following: the Stillaguamish Tribe, the Tulalip Tribes, the state department of fisheries and the Snohomish conservation district.
 - h. The Snohomish health district (until such time as the health district receives funds from the district at which time they will serve as staff to the board).
 - i. Washington state department of ecology.
2. Staff members representing agencies receiving district funds as specified in SCC 25A.20.030(3) shall be present at all board meetings.

B. NOMINATIONS & APPOINTMENTS TO THE BOARD

When a rate payer vacancy occurs, the Surface Water Management Director will develop a pool of applicants from the appropriate category by advertising in the County's newspaper of record. The Director will also use other reasonable means to recruit interested applicants. The Director shall recommend and the County Executive shall nominate candidates for vacant rate payer positions.

When a special district, city, or agency vacancy occurs, the entity will nominate at least one candidate from its organization. The Director and the County Executive will forward the nominee(s) to the County Council.

The Snohomish County council will confirm or reject Board members nominated by the County Executive in accordance with Snohomish County Charter Section 2.20(6).

C. TERMS

Each Board member term shall be for four years. Board members may serve a maximum of three consecutive terms.

D. ALTERNATES

Members should minimize the number of times they miss meeting, However, when circumstances prevent Council-appointed Board members from attending a meeting, the Board member is encouraged to send an alternate to the meeting. Whenever possible the alternate should be the same person. Alternates are expected to participate in group discussions, but as non-voting members they will not take part in formulating official decisions or recommendations of the Board.

E. CHAIR AND VICE CHAIR

Each April (or at the first full Board meeting thereafter), the Board shall choose a chair and vice chair. The chair and vice shall hold their respective offices for terms of one-year. The role of the chair is to: 1) lead meetings so that agendas are followed and meetings are adjourned on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, 4) call for a vote when consensus cannot be reached, 5) determine how decisions/recommendations of the Board are communicated and to whom, and 6) coordinate with the vice chair and SWM staff to develop meeting agendas.

The role of the vice chair is to: 1) take the chair's role when the chair cannot attend meetings, and 2) coordinate with the chair and the SWM staff to develop meeting agendas.

F. SURFACE WATER MANAGEMENT STAFF

The Snohomish County Public Works Surface Water Management Division (SWM) shall be the main County contact for the Board. The SWM Director shall appoint a SWM staff member to organize meetings, distribute agendas, prepare information/presentations for the Board. Other duties of the SWM staff member will be to write summaries of the meetings, and generally seek to facilitate the Board's activities.

IV. DECISION-MAKING

A. CONSENSUS & VOTING

The Board will strive to make decisions by consensus but if consensus cannot be reached after multiple group discussions the Chair may call for a vote. Strong minority opinions will be recorded in meeting summaries and the dissenting Board member(s) may choose to attach a written minority opinion in the majority's official written recommendations.

B. QUORUM

A quorum shall exist if: 1) at least 50% of the Board members are present, AND IF 2) at least four of the Board members are rate payers. (At present this means nine members would have to be present AND four of the nine would need to be rate payers.)

C. ABSTENTIONS

The by-laws will not require Board members representing special districts, cities, or agencies to abstain from participating in making decisions that relate directly to their organization.

D. RECOMMENDATIONS

Recommendations of the Board will be recorded in the meeting summaries. The Board may transmit these recommendations in writing to SWM, the Health District, the Conservation District, the County Council, the Board of Health, the Board of Supervisors, and the legislative bodies of the other entities. The Board may also choose to share its recommendations with legislative bodies at public meetings and/or hearings.

E. PUBLIC INVOLVEMENT

As the Board conducts its business, it will seek to inform and involve all residents and business owners/operators within the Clean Water District. The Board will develop an involvement strategy that may include allowing a public comment period at every meeting, sending agendas for and summaries of each meeting to interested citizens, and aiming certain Board meetings at a broader audience.

F. SPOKESPERSONS

The Board will seek to present a united recommendation that is agreed to by all Board members. Because each member may have a slightly different view of the Board's decisions and recommendations, the chair may appoint a single spokesperson that represents the full Board to the County Council, district boards, and the media. Even if a specific spokesperson is not selected, members agree to recognize that a recommendation agreed upon by the group may not be exactly what each member would recommend if they were acting as individuals. Thus when individual members are discussing the Board's recommendations in public forums, it is important that members make a clear distinction between official Board recommendations and their personal opinions.

G. SCOPE

The Board will limit its focus to the work outlined in Title 25A. Other issues can be addressed by member as individuals rather than as a board.

V. AMENDMENTS TO THE BY-LAWS

To the extent that such an amendment would not conflict with Title 25A of the Snohomish County Code, any of these by-laws may be amended or repealed, and new by-laws may be adopted by consensus of the entire Board.