

SKAGIT COUNTY FLOOD CONTROL ZONE DISTRICT

TECHNICAL COMMITTEE OPERATING RULES AND PROCEDURES

I. PURPOSE OF THE

Technical Committees shall be established at the discretion of the District Board of Supervisors to, upon request, provide input and make recommendations to the District Advisory Committee on Skagit County flood control matters. Pursuant to Revised Code of Washington (RCW) Chapter 86.15, the Skagit County Board of Commissioners is the Board of Supervisors for the District.

II. NUMBER AND MEMBERSHIP OF TECHNICAL COMMITTEES

Three Technical Committees representing the following interest areas shall be established:

- a. Dike and Drainage Districts
- b. Environmental
- c. Land Use.

Modifications to the number of Technical Committees, interest areas represented and/or entities to be invited to participate may be made at any time at the discretion of the District Board of Supervisors.

III. TECHNICAL COMMITTEE MEMBER ROLES

In its advisory capacity to the Advisory Committee, the Technical Committee may:

- a. Actively participate in the development of a Skagit River Comprehensive Flood Hazard Management Plan
- b. Actively communicate with constituents
- c. Represent views of constituents
- d. Seek to identify flood control projects with multiple benefits, including projects that benefit salmon recovery efforts
- e. Otherwise serve the District Board of Supervisors through the Advisory Committee as requested.

IV. STRUCTURE OF THE TECHNICAL COMMITTEES

Chair and Vice-Chair

Each Technical Committee shall select from among its members a chair person to chair the Technical Committee and to oversee and conduct its meetings. The

Technical Committee shall select a vice-chair person from its members to perform the functions of the chairperson in the event of the chairperson's absence. Chair and Vice-Chair positions shall be for a one-year period renewable on an annual basis at the discretion of the Technical Committee. If neither the Chair nor the Vice-Chair is present for a scheduled meeting, then the Technical Committee members present shall appoint an acting Chair to preside at such meeting. The Chair shall open, adjourn and close the meetings, direct the work of the Technical Committee, call upon members to speak, put matters to a vote, announce the results of the voting, and conduct all other related matters of the Technical Committee.

Subcommittees

The Technical Committees may form special or standing subcommittees to perform duties related to the Skagit County Flood Control Zone District when appropriate and necessary. Each established subcommittee shall be assigned a written purpose and specific area of responsibility. Subcommittee shall report to the Technical Committee that created it as necessary on their progress, findings and recommendations. Technical subcommittees shall cease to exist upon completing its specific task (or at the direction of the Technical Committee).

V. DECISION PROCESS

Decision Making

On advisory matters requiring a decision, members shall make every effort to reach agreement by consensus. Decisions shall be made by a majority vote of members present. Voting shall be by voice vote unless otherwise agreed to by the Technical Committee. Recommendations of the Technical Committee shall be submitted within two (2) weeks of the decision to County staff and the District's Advisory Committee. Points of contention and disagreement will be noted in the record and forwarded with the recommendation.

Voting

Each Technical Committee member, including the Chair and Vice-Chair, shall have one (1) vote on all matters brought before the Technical Committee for decision. Each Technical Committee member is entitled to designate and assign a proxy in their absence to vote on all matters brought before the Technical Committee. Each Technical Committee member shall notify the Chair in writing of their absence from any scheduled Technical Committee meeting and shall provide the name and title of the person designated as their proxy. Persons designated as Technical Committee proxies shall announce their position at the beginning of meetings that they are attending as proxies.

Quorum

One-half plus one of the voting members of the Technical Committee, including designates, will constitute a quorum for the purposes of voting on all matters that are brought before the Technical Committee.

VI. MEETING STRUCTURE AND FORMAT**Meetings**

The Technical Committee shall meet as often as necessary, but no less than annually, not later than September 15th of each year, to review the status of flood planning, constructing improvements, including improvements that benefit recovery of threatened or endangered species, and to make budget and work program recommendations for the following calendar year. Special meetings of the Technical Committees will be called at such time as determined necessary by the District Advisory Committee. All meetings of the Technical Committees are open to the public and records of their meetings are available upon request.

Agenda

Staff from Skagit County shall, in consultation with the members of the District's Technical Committees, be responsible for preparing agendas for all regular and special meetings of the Technical Committees. Each member of a Technical Committee shall be provided with a copy of the agenda and supporting material in advance of that committee's meeting. The agenda and supporting materials shall become, once approved, a permanent part of the record of each meeting.

Minutes

Staff from Skagit County shall be responsible for taking and documenting the minutes from all regular and special meetings which, among other things, shall record the names of the Technical Committee members present, the name of each proxy and the member he represents, and all decisions from the Chair. The minutes for each Technical Committee meetings shall be made available for review by the respective Technical Committee prior to the next scheduled meeting and subsequently reviewed and approved during the meeting's regular order of business.

Place of Meetings

Meetings of the Technical Committees will be held at a County facility, unless not available.

Other Staff

Other staff and attendees may enter into discussions of the Technical Committees to answer questions to provide advice on technical matters as requested by the Technical Committee.

VII. PUBLIC INVOLVEMENT

Public Notification

All regular and special Technical Committee meetings will be advertised in the newspaper of record for Skagit County at least one week prior to convening.

Public Comment

A brief public comment period will be provided at the beginning of each Technical Committee meeting to address any business not on the agenda. Anyone wishing to address the Technical Committee shall first secure the permission of the Chair. Each person recognized by the Chair for the purpose of addressing the Technical Committee shall state their name and address, and limit their comments to three (3) minutes. All remarks shall be addressed to the Technical Committee as a body and not to any member thereof.

VIII. OTHER RULES AND PROCEDURES

Term

These operating rules and procedures shall remain in effect and/or may be modified at the discretion of the District Board of Supervisors.

General Rules

Robert's Rules of Order shall be accepted and followed during meetings convened by the Advisory Committee.

Amendments

These rules and procedures are intended to be comprehensive. When an issue arises not foreseen by these operating rules and procedures, the Technical Committee may consider recommending to the District Board of Supervisors amending these rules and procedures. Any recommended amendment shall comply with RCW Chapter 86.15.
