

WATER ENVIRONMENT SERVICES ADVISORY COMMITTEE BY-LAWS

Pursuant to Resolution No. 2017-110 approved on September 14, 2017 by the Board of County Commissioners of Clackamas County (“Board”) acting as the governing body of Water Environment Services (“WES”), the Board created a standing Advisory Committee consisting of customers, stakeholders and city representatives of WES.

1. PURPOSE

The purpose of the Water Environment Services Advisory Committee (“WESAC”) is to provide input and make recommendations on surface water and wastewater issues affecting the WES service area. WES serves the cities of Gladstone, Happy Valley, Johnson City, Milwaukie, Oregon City, West Linn, plus the communities of unincorporated Clackamas County.

The committee’s charge is to:

- A. Provide a forum for coordinating, learning, understanding and gathering input on surface water and wastewater plans, policies, rules and regulations, fees, and projects;
- B. Review, discuss and make recommendations on proposed operational and multi-zone capital improvements to the region’s surface water and wastewater treatment systems, master plans, investment strategies and capital projects; and
- C. Advise on and support implementation of educational and public engagement strategies on issues relating to wastewater services, bio-solids management, surface water management, watershed health, erosion control and other related topics.

2. MISSION

WESAC is intended to strengthen WES’ relationships with its key stakeholders and customers at both the regional and local levels for the purpose of maintaining a strong and fully functioning operation that supports surface water and wastewater services in Clackamas County.

3. DUTIES

- A. Members shall review, discuss and make recommendations to WES and the governing body of WES (“Board”) on surface water and wastewater policy issues, rates, financial and budgetary policies, new programs and capital improvement plans that have the potential to impact WES’ service area;
- B. Members shall provide WES with feedback on new fees, rules and regulations, and other long-range planning initiatives;
- C. Members shall recommend a five-member subcommittee to serve as the WES budget committee, which will perform duties consistent with county practices and state law;

- D. Each member shall represent his or her community or interest group to ensure WES projects and policies reflect the community's input and needs; and
- E. Members shall support and assist, where feasible, with implementation of public engagement strategies on issues relating to wastewater services, bio-solids management, surface water management, watershed health, erosion control and other related topics.

4. MEMBERSHIP AND TERMS

A. WESAC shall be composed of 21 voting members and two non-voting members.

B. Membership to include:

- Voting members:
 - 6 ratepayers from cities within the service area
 - 2 ratepayers from the unincorporated portion of Clackamas County who reside within the service area
 - 6 elected officials
 - 2 environmental representatives
 - 2 members of the development community
 - 2 business owners or managers from service area
 - 1 representative from the City of Milwaukie¹

Each voting member of WESAC shall be entitled to one vote on all issues presented at regular and special meetings. Proxy votes will not be allowed.

- Non-voting members:
 - 1 member from WES management
 - 1 member from Board of County Commissioners

5. ORGANIZATION AND PROCEDURE

A. At its first regular meeting of the calendar year, WESAC members shall select a chair and vice chair from its membership.

B. The chair is responsible for running the meetings and providing input on the meeting agendas in collaboration with WES management staff.

C. In the absence of the chair, the vice chair shall have all of the authority of the chair.

D. The term for each member of WESAC shall be three years. Terms shall begin on January 1 and expire on December 31.

E. Members shall serve at the pleasure of the Board and may be removed at any time by the Board without cause, with the exception of elected members.

¹ WES and the City of Milwaukie entered into an IGA for the provision of wastewater services on July 1, 2012, which requires WES to include a representative designated by Milwaukie on the WES advisory committee.

- F. A vacancy occurs when a committee member resigns, dies, is no longer eligible to serve, or is removed. A vacancy shall be filled by appointment by the Board of County Commissioners, with the exception of elected member vacancies. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.
- G. Members shall receive no compensation for their services.
- H. If a member is unable to attend a meeting, he or she is expected to notify the WES staff liaison at least 24 hours prior to the meeting.
- I. Two absences without advance notification may necessitate replacement of the committee member.
- J. All voting members must be residents of the WES service area or own a business or work for a business, governmental agency or non-profit located in the service area.

6. MEETINGS

- A. Regular meetings of WESAC are to be held once per quarter. Additional meetings may be scheduled as appropriate.
- B. Meetings shall be noticed and conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all WESAC meetings shall be conducted in accordance with Robert's Rules of Order.
- D. A majority of seated voting members shall constitute a quorum. When a quorum is in attendance, recommendations may be made upon a majority vote of committee members present.
- E. All meetings are open to the public. WES staff and the committee determines the means of participation of the public observers. Public comments will be allowed at each meeting.
- F. WES' designee shall maintain records for WESAC.

7. REPORTING PROCEDURES

WESAC shall make its reports, findings and recommendations to the Clackamas County Commissioners and Water Environment Services through dedicated committee members and WES staff.

8. TRAINING OPPORTUNITIES

WES is committed to providing opportunities for committee members to enhance their knowledge of WES' business and bring back that information to the full advisory committee. WES will commit to pair a staff member with the advisory committee member to attend a training relevant to WES' business, with no obligation to attend by the advisory committee member. These training opportunities are subject to the following guidelines:

- A. **Eligibility to participate:** Must be a committee member in good standing and have missed no more than one meeting in the previous 6 months.
- B. **Frequency:** No more than once per year for an individual committee member. If there is a larger, full committee training, no committee member would be excluded from participating.
- C. **Report:** Committee members will provide at least a verbal report to the larger committee on what was learned at the next available WESAC meeting.
- D. **Reimbursement:** Committee members will have to comply with and follow the Clackamas County travel policy, even if their attendance is partially sponsored by their current employer.
- E. **Training Opportunities Optional:** Any training requires approval of the WES Director and is subject to budget availability.

9. RECORDS

All records of the WESAC shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

10. AMENDMENTS

These bylaws may be amended. Proposed amendments shall be submitted to County Counsel for approval. Upon approval of County Counsel, the proposed amendments shall be approved by the members of the WESAC.