

HIGHLINE WATER DISTRICT King County, Washington

RESOLUTION 25-4-16A

RESOLUTION ADOPTING THE BOARD OF COMMISSIONERS RULES OF PROCEDURES.

WHEREAS, the District is governed by a five-member elected Board of Commissioners who regularly hold public meetings where District business is conducted; and,

WHEREAS, Chapter 42.30 RCW, Washington State Open Public Meetings Act ("OPMA") establishes the requirements and restrictions regarding public meetings; and,

WHEREAS, to ensure efficient governance when conducting District business, the Board of Commissioners shall adopt clear policies and procedures to guide its decisions and operations; and,

WHEREAS, the Board of Commissioners' Rules of Procedures document has been crafted to assist the Board in conducting District business while complying with OPMA.

NOW, THEREFORE, BE IT RESOLVED:

1. The Highline Water District Board of Commissioners Rules of Procedures attached as Exhibit A, is hereby adopted.
2. These rules shall be in effect upon adoption by the Board of Commissioners and remain in effect until such time as they are amended, repealed or superseded.
3. These rules may be amended, supplemented or deleted upon a majority vote of the Board.
4. Any provision of these rules not governed by state law may be suspended temporarily by a majority vote of the Board.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **16th** day of **April, 2025**.

BOARD OF COMMISSIONERS

DocuSigned by:

Vince Koester

Vince Koester, President

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

Signed by:

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, Commissioner

Todd Fultz, Secretary

Signed by:

Daniel Johnson

Daniel Johnson, Commissioner



BOARD OF COMMISSIONERS RULES OF PROCEDURES

April 2025

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DISTRICT BOARD OF COMMISSIONER'S RULES OF PROCEDURES

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DISTRICT BOARD OF COMMISSIONER'S RULES OF PROCEDURES

CHAPTER 1 GENERAL BOARD PROCEDURES

1.01 AUTHORITY

The Highline Water District Board of Commissioners has established the following rules for the conduct of Board meetings, proceedings and business. These rules shall be in effect upon adoption by the Board and remain in effect until such time as they are amended, repealed or superseded.

1.02 SUSPENSION OF RULES

All provision of these rules not governed by state law may be suspended temporarily by a majority vote of the Board. These rules may be amended, supplemented or deleted upon a majority vote of the Board.

1.03 ACCESS BY THE PUBLIC

All meetings of the Board of Commissioners shall be open to the public and media except as limited under the Open Public Meetings Act, chapter 42.30 RCW. The Board shall discuss and deliberate on the District's business with input from staff as requested.

A copy of the Board of Commissioners Rules of Procedures will be available to the public upon request.

1.04 ELECTIONS

At the first Board meeting of January, the Board of Commissioners shall elect members of the Board to serve as President and Secretary for the calendar year. The President will serve as Presiding Officer for all Board meetings. In absence of the President at a meeting, the Secretary will serve as Presiding Officer.

1.05 REQUIRED OPEN GOVERNMENT TRAINING (RCW 42.30.205 and 42.56.150)

All Commissioners shall complete training on the requirements of the Open Public Meetings Act and Public Records Act, including records retention, no later than ninety days after the date the member either:

1. Takes the oath of office, if the member is required to take an oath of office to assume their duties as a public official; or
2. Otherwise assumes their duties as a public official.

In addition to the initial training required, every member of the Board must complete training at intervals of no more than four (4) years. Training may be completed remotely with technology including but not limited to internet-based training.

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CHAPTER 2 BOARD MEETINGS

2.01 GENERAL

All meetings of the Board of Commissioners shall be held at District Office located at 23828 30th Ave S, Kent WA, 98032, unless modified by the Board of Commissioners with appropriate notices provided in accordance with applicable law.

If any regular meeting falls on a District-observed holiday, the meeting will be rescheduled to a Special Board Meeting to conduct District business at the discretion of the Board. Meetings may also be cancelled due to scheduling conflicts as determined by the Board.

2.02 TYPES OF MEETINGS

Regular Business Meeting - The Board meets on the first and third Wednesday of the month at which any and all matters may be considered. Regular business meetings shall normally commence at 9:00 A.M., unless otherwise scheduled, and, unless extended by a majority vote of the Board, shall conclude no later than 11:00 A.M.

Board Workshop Meeting - The Board meets on the fourth Tuesday of the month for more in-depth discussions of District business (e.g. budget, complex policy or reports, or progress reports on current issues); however any and all matters may be considered at a Board workshop meeting. Board workshops shall normally commence at 9:00 A.M., unless otherwise scheduled, and, unless extended by a majority vote of the Board, shall conclude no later than 11:00 A.M.

Special Meeting - Any Board meeting other than the regular business or workshop meeting will be considered a special meeting. Notice shall be given at least 24 hours in advance. Special meetings are governed by RCW 42.30.080, which permits such meetings to be called at any time by the Board President, or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Special meeting notices shall promptly be posted on the District website and on the front door of the District office and provided to local media as required by law.

Emergency Meeting - In conformance with RCW 42.30.070 and 42.30.080 or comparable statutory provisions in effect at that time, a special Board meeting may be called without the 24-hour notice. Notices may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against. Emergency meetings may be called by the Board President or designee.

The Board may by resolution change the date, time or place of a meeting or workshop session. The new date, time or place of the meeting or work session will promptly be posted on the District website.

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2.03 PUBLIC INPUT

Public comments are an important informational and educational tool for the Board. The information and advice received from the public helps the Board make the best possible decisions. Public comment is for the benefit of the Board and is not provided as an opportunity to speak to, inform, or educate the community.

The Agenda includes a section titled "Public Comments." Any member of the public having a question, comment or complaint shall be heard at that time. Unless expediency dictates otherwise, comments relating specifically to any individual Agenda item will be deferred to the time for discussion of such item prior to Board action. Public comments will be limited to three (3) minutes per speaker, unless additional time is granted by the Presiding Officer.

Public comments regarding subjects of a Public Hearing shall be made during the Public Hearing portion of the meeting. If information pertaining to a Public Hearing is presented during the general comment period, the speaker will be notified by the Presiding Officer and asked to save their comments for the Public Hearing.

Individuals desiring to provide public input are encouraged, but not required, to advise the District 48 hours in advance if they wish to be on the Agenda, so that the District can investigate and have the District's records available to assist the Board in the review of the matter.

Except where permission is granted by the Presiding Officer, all remarks shall be made addressed to the Board as a body, and not to individual members, the audience, or the media. No person other than the Board and the person having the floor will be permitted to enter any discussion, either directly or through a member of the Board, without the permission of the Presiding Officer.

While the Board does not intend to limit the free exercise of speech by restricting the content of public comments, the Board is not required under state law to allow comments or behavior that disrupts the orderly conduct of the meeting. Any person or speaker who engages in behavior that disrupts the meeting so that it may not continue may be ordered to leave the meeting. The Presiding Officer has the authority and duty to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disrupting the meeting and to enforce these rules. The Board does not condone the use of hate speech or any other expressions or behavior that are disruptive, or threaten to be disruptive, to the orderly conduct of the meeting.

At the pleasure of the Presiding Officer or by a motion and agreement of the Board majority, following a public comment a matter may be placed on a future agenda or be referred to the General Manager for investigation and report.

2.04 PUBLIC HEARINGS

At any time during any regular business meeting, emergency meeting, or special meeting where the required notice contains a reference to the public hearing, the Board may recess the meeting for purposes of conducting a public hearing as may be required by law or as may be deemed

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necessary by the Board, to receive public testimony necessary to the decision-making process as it applies to District policies, projects and the application of District rules and regulations to matters brought before the Board. Generally, Board action on a matter requiring a public hearing will not occur at the same meeting.

2.05 EXECUTIVE SESSIONS

At any time during any regular business meeting, emergency meeting, or special meeting where the required notice contains a reference to the Executive Session, the Board may meet in Executive Session to consider matters allowed under RCW 42.30.110, including, but not limited to:

- (1) To consider matters affecting national security.
- (2) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.
- (3) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Final action approving the purchase of real estate shall be taken in a meeting open to the public.
- (4) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.
- (5) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.
- (6) To receive and evaluate complaints or charges brought against a District officer, Commissioner or employee.
- (7) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.
- (8) To evaluate the qualifications of an applicant for employment with the District or to review the performance of a District employee.
- (9) To evaluate the qualifications of a candidate for appointment to elective office.
- (10) Consistent with the authority found in RCW 42.30.110(1)(i), to discuss with legal counsel representing the Highline Water District, matters relating to enforcement actions, litigation or potential litigation to which the District, the governing body, or a

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member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the District.

Before convening in Executive Session, the Presiding Officer shall publicly announce the Executive Session, cite the RCW and subsection that gives the authority for the convening of each Executive Session, and the time when it will be concluded. If it is determined that the Executive Session will last longer than the time stated, the Presiding Officer or designee shall publicly announce the extension and new time for conclusion of the Executive Session.

The Board may consider matters relating to collective bargaining, including contract negotiations and grievances and the strategies and positions to be taken thereon, in closed session.

Board members and any staff invited to participate shall keep confidential all written materials and verbal information provided during Executive Sessions, to ensure that the District's position is not compromised. Confidentiality also includes information provided to Board members outside of Executive Sessions when the information is exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).

2.06 AGENDA

An Agenda shall be prepared for all meetings to assist the Board in considering items for attention, however, except as limited by law for special meetings, the Board may pass on any item within its lawful authority regardless of its inclusion or exclusion on the Agenda.

District staff will prepare the Agenda, at the direction of the President and in consultation with the General Manager. The Agenda shall designate the time and place of the meeting and a listing of the items to be considered by the Board. To the extent available and practical, information on the matters before the Board shall be appended to the Agenda in a like order and with reference to the matter to be considered. The Presiding Officer may entertain additions to the Agenda at the meeting. If an item is to be placed on the Agenda after the Agenda has been approved by the Board, it shall require a motion and majority vote of the Board.

Legally required and advertised public hearings will have a higher priority over other time-scheduled Agenda items which have been scheduled for convenience rather than for statutory or other legal reasons. The Presiding Officer may call Agenda items out of order for the convenience of the Board or the public.

Agendas will be provided to the Board by the close of business the prior Friday of the week of the meeting, but in no case less than 24 hours prior to the meeting. Board Packets will be emailed to the Board members. Agenda materials will be available, at the District, for staff, media and public no later than 24 hours prior to the scheduled meeting unless an emergency meeting is convened.

2.07 CONSENT AGENDA

The Consent Agenda are items considered to be routine and non-controversial requiring specific Board discussions and are generally approved as a group with one motion. Consent Agenda items include minutes, vouchers, payroll taxes, matters having already been sufficiently discussed,

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and resolutions confirming a prior final decision of the Board. Any Commissioner may remove an item from the Consent Agenda for separate discussion and action.

Vouchers included in the Consent Agenda have been audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing and have been made available to the Board.

2.08 BOARD ACTION

Unless otherwise set forth herein, the actions of the Board, as defined in RCW 42.30.020(3), shall be in conformance with Robert's Rules of Order, Newly Revised and as supplemented herein.

Board action reflecting decisions on individualized and specific matters not directly establishing District policy shall be by motion. Formal, written motions shall be by resolution and prepared prior to the meeting. The Board may, by majority vote, introduce a motion to direct staff to prepare a resolution on a topic or matter for consideration at a subsequent meeting.

A motion must be introduced and seconded for consideration. If a motion does not receive a second, it dies. Motions that do not need a second for consideration include: Nominations, withdrawals of motion, calls for a separate vote, reconsideration and point of order.

Motions should be clear and concise and not include arguments for the motion within the motion.

After a motion has been made and seconded, the Board may discuss their opinions on the issue prior to the vote. Unless approved by a majority of the Board, no further public comments may be heard when there is a motion and a second on the floor.

Except where a motion has been seconded, a motion may be withdrawn by the maker of the motion, at any time, without the consent of the Board. Before a motion which has received a second can be withdrawn, the member offering the second must join in the withdrawal request, otherwise the Presiding Officer shall call for the question.

A motion to table is considered and shall be explained as either a motion to postpone to a time certain or postpone indefinitely and shall preclude all amendments or debates of the issue under consideration.

A motion to postpone to a time certain is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered later at the same meeting, or to a time certain at a future Regular or Special Board meeting.

A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

A motion for reconsideration may be made for the purpose of allowing further consideration of a matter previously voted upon. The motion may be made only by a member who voted with the prevailing side.

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The Presiding Officer shall call for the question when debate on the motion is concluded. A motion calling for the question can limit debate, if a majority vote to adopt the motion. The motion must be voted upon immediately, without discussion. If adopted, the motion on the table is immediately voted upon.

Motions that cannot be amended, except by agreement of the member making the motion, include motions to adjourn, agenda order, postpone, point of order, and reconsideration. Amendments are voted on first, followed by a vote on the main motion as amended, if the amendment received an affirmative vote, or upon the original motion, if the amendment failed to receive an affirmative vote.

The motion maker, President or General Manager may repeat the motion prior to voting for reasons of clarity. A motion that receives a tie vote is deemed to have failed.

Each member of the Board, including the Presiding Officer, shall have equal rights to vote and to offer or second any motion.

When the Board concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of the discussion. This conclusion shall be reflected in the minutes.

The General Counsel or General Manager shall decide all questions of interpretation of these rules and other questions of a parliamentary nature, which may arise at a Board meeting. All cases not provided for in these rules shall be governed by Robert's Rules of Order, Newly Revised. In the event of a conflict, these rules shall prevail. In the event General Counsel or General Manager cannot be present, the Presiding Officer shall decide.

2.09 ORDER OF MEETINGS

A general outline of meetings is as follows:

- (1) The Presiding Officer calls the meeting to order.
- (2) The Presiding Officer will announce the attendance of Board members and necessary staff and will entertain a motion to excuse any Board member not present.
- (3) The Board will consider the Agenda as presented and may delete, move or, except as to special meetings, add any item as deemed necessary. Following any discussion, the Presiding Officer will entertain a motion to approve the Agenda in its original or amended form. Upon the concurrence of the majority of the Board, the Presiding Officer may take any Agenda item out of its designated order.
- (4) The Board will consider the Consent Agenda. Any Commissioner may remove an item from the Consent Agenda for separate discussion and action. Items removed from Consent Agenda shall, without need for separate amendment of the Agenda, be moved to the Action Item portion of the meeting. The Board may consider the Agenda and Consent Agenda in one motion.

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- (5) Following the approval of the Agenda and Consent Agenda, the Presiding Officer shall open the meeting to public comments. During public comments, the Board will receive any correspondence addressed to the Board.
- (6) Following Public Comment and Correspondence, the Board will consider items designated in the Agenda for Board Action. By majority vote, an action item may be tabled or postponed for later discussion.
- (7) Upon completion of Action Items, the Presiding Officer shall call for Staff Reports. Staff Reports are generally information items brought to the Board for initial consideration, update, discussion, or review. The Board may consider informational items for action at the same meeting by majority vote.
- (8) The Board will next receive Commissioner comments on matters of interest to the District.
- (9) At Board workshops, if an Agenda Item for "Other" is included, any other matter of interest by the Commissioners or staff may be discussed or considered.
- (10) The last item of business may be the consideration of matters to be included in the Agenda for the next or other subsequent meetings.
- (11) When all matters have been concluded, the Presiding Officer shall adjourn the meeting.

2.10 MINUTES

Minutes shall be taken for all meetings of the Board of Commissioners. Minutes shall record the meeting location and attendance of Commissioners and staff, any Public Comment, Actions of the Board, and any items of discussion. Minutes shall be prepared by staff and provided for review and approval by the Board at a subsequent meeting.

2.11 MEETING ATTENDANCE

Board members will be responsible to attend all meetings unless the member's absence is unavoidable, in which case such absence may be excused by majority vote of the Board. To be eligible for an excused absence, members shall, unless prevented by unavoidable circumstances, notify the Board President or General Manager of their anticipated absence prior to the meeting. Prior notification shall also be provided for anticipated tardiness.

The Board of Commissioners may, in its discretion, allow Commissioners, staff or members of the public to participate in a regular Board meeting remotely via video conference or telephone conference.

Board members shall be authorized to participate in regular and special Board meetings by remote attendance under the following limitations/conditions:

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As allowed under these rules, a Board member may participate from a remote location by telephone, or other form of electronic device that produces a reliable audible connection between the member and the Board proceedings. The Board member planning to participate by remote attendance shall notify the Board President or General Manager of their intention to participate remotely as soon as possible, but not later than two hours before the meeting.

Any member participating by remote attendance shall be available for the entire meeting, including any public hearings and executive sessions, unless excused. Board members participating through remote attendance may participate and vote as though physically present at the meeting.

The Board member participating by remote attendance must be able to hear the proceedings at the location of the meeting. Board members, staff, and others in attendance at the meeting must be able to hear the member participating remotely. As a condition of allowing participation by remote attendance, the Board President shall ensure that the remotely attending member's participation meets these standards. Any technical problems with the connection arising during the meeting shall be resolved before the meeting continues. If problems with the connection are not able to be resolved in a reasonable amount of time, as determined by the Presiding Officer, the remote participation shall terminate.

The Presiding Officer shall announce a Board member's remote attendance for the record and such remote attendance shall be reflected in the minutes for the meeting. It is the intent of these rules that all persons attending the meeting be aware of a member's participation by remote attendance.

Any Board member participating through remote attendance shall have a copy of the Board meeting Agenda available to them. Where possible, any exhibits to be presented during the meeting shall be transmitted electronically to the member prior to the meeting.

2.12 PRESIDING OFFICER

The Presiding Officer shall facilitate the orderly flow of Board business in accordance with the procedures set forth in this document:

- (1) Preserve order and decorum in the Board chambers.
- (2) Observe and enforce all rules adopted by the Board.
- (3) Provide opportunity for comment from the public and staff.
- (4) Decide all questions on order, in accordance with these rules, subject to appeal by any Board member.
- (5) Recognize Board members in the order in which they request the floor and allow ample time for discussion.

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(6) Announce decisions of the Board.

The Presiding Officer, as a Board member, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Board members. Procedural decisions made by the Presiding Officer may be overruled by a majority vote of the Board.

2.13 RECORDING OF MEETINGS

The District does not record by audio tape, or by similar digital or electronic means, any regular, special or workshop meetings of the Board of Commissioners. Any person intending or desiring for his or her personal use to record any regular, special or workshop meeting of the Board of Commissioners by audio or video tape with sound, or by similar digital or electronic means, is requested to notify the Presiding Officer, to allow the Presiding Officer the opportunity to publicly announce such intention at the meeting; the proceedings shall not be disrupted nor delayed to accommodate such taping, except with the permission of the Presiding Officer.

2.14 ADJOURNMENT

Any regular or special meeting can be adjourned to a definite time and place specified in the motion for adjournment. If a quorum of the Commissioners is not present, any Commissioner who is present can adjourn a meeting (or an adjourned meeting) to the new time. If all Commissioners are absent, the General Manager (or the acting clerk) can adjourn the meeting to a stated time and place. The General Manager or designee shall cause a written notice of the adjournment to be given in the same manner as provided in RCW 42.30.080 for special meetings, unless such notice is waived as provided for special meetings.

Except in the case of remote meetings without a physical location as provided in chapter 42.30 RCW, written notice of the adjournment shall be conspicuously posted immediately on or near the door of the place where the meeting was held. In the case of the District, notice should be posted both on the front door and on the fence gate if the front door is behind a locked fence after regular business hours.

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CHAPTER 3 BOARD COMMUNICATIONS AND CORRESPONDENCE

3.01 PUBLIC RECORDS

Public records created or received by the District or any Board member should be retained and distributed by the District in accordance with the Public Records Act (chapter 42.56 RCW). Public records that are duplicates of those received by or in the possession of the District are not required to be retained. Questions about whether a document is a public record or if it is required to be retained should be referred to the Public Records Officer or General Manager.

3.02 COMMISSIONER REPRESENTATION ON DISTRICT MATTERS

The President of the Board shall be the official spokesperson for the Board of Commissioners unless delegated to another Board member and with the consensus of a majority of the Board. Because the Board performs as a body, based on the will of the majority as opposed to individual Board members, it is important that general guidelines be understood when speaking for the Board. Equally important, when Board members are expressing personal views and not those of the Board, the public must be advised.

If a Board member appears on behalf of the District before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Board member needs to state the majority position of the District, if known, on such issue. Personal opinions and comments which differ from the Board majority may be expressed if the Board member clarifies that the Board member's individual statements do not represent the Board's position. Board members are required to have other Board member's concurrence before representing that Board member's view or position with the media, another governmental agency or community organization.

The following disclaimers shall be included in whole or referenced with a link to the disclaimers for all communications initiated by Board members in open forums:

- (1) The views expressed represent the views of the author and may not reflect the views of the Highline Water District or the Board of Commissioners.
- (2) Responses to this communication by other Board members may be limited by the provisions of the Open Public Meetings Act under which a policy discussion or other action taken must be held in an open public meeting if a quorum of the Board participates.
- (3) Comments posted in response to a Board member-initiated communication may be subject to public disclosure under chapter 42.56 RCW, the Public Records Act.

If a Board member receives communication from a member of the community conveying a concern, complaint, or administrative issue, the Board member shall not attempt to address it or resolve it individually but will refer that matter directly to the General Manager for review and/or action. The individual Board member may request to be informed of the action or response made to the complaint.

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3.03 MEDIA

The statement of policy contained in this section relates to news releases or releases of information to news media emanating from the District, which would ordinarily be understood by the reading public to be issued by or on behalf of the Commissioners of the District. It does not relate to the expression of individual opinion, or to statements issued by Commissioners, or employees on their own behalf. If it is the latter type of statement or opinion, care should be taken to describe the opinion or statement as that of the individual, rather than that of the Commissioners or the District.

Statements issued by or on behalf of District Commissioners first should be cleared with the Commissioners to provide an opportunity to reach a consensus, to avoid or correct any error, to avoid any element of surprise and to provide opportunity for discussion before a news or media release. Such statements should carry the proper attribution, i.e., the designation of the President or other originating officer of the District. The statements should be distributed on District stationery by the District office. The Commissioners affirm the District policy in connection with news releases or releases to the news media, including radio and television stations or other forms of electronic media.

3.04 STAFF INTERACTION

Under normal circumstances, the Commissioners shall deal with the District managers, employees and consultants through the General Manager, or the General Manager's designee. This will ensure that Commissioners' inquiries are routed to the appropriate staff member or consultant, the responses are developed in a timely manner, and the information is coordinated with other necessary personnel. If the General Manager or designee is not available, the Commissioners may direct the inquiry to appropriate mid-level managers.

The General Manager shall ensure reasonable access to staff; however, if the General Manager deems the work of information request to be substantial in nature or potentially inconsistent with the objectives of the majority of the Board, such request for staff work and/or information will be placed on the next Board Agenda for consideration by the Board.

All written materials requested by individual Commissioners shall be made available to all other Commissioners without need for approval by the Board or staff.

The Board recognizes the primary functions of staff as executing Board policy and actions taken by the Board. Staff is directed to reject any attempts of individual Board members to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

District staff shall copy and circulate to Board members mail that is addressed to the Board of Commissioners and where of interest or concern to the Board, other items of correspondence addressed to the District or any staff member. Any item of mail addressed to a Board member and designated as personal or confidential shall not be opened by staff and shall be delivered to the Board member directly.