

**KING COUNTY WATER DISTRICT NO. 90  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 1089**

**A RESOLUTION** of the Board of Commissioners of King County Water District No. 90, King County, Washington, relating to Commissioners Interactions with Management.

**WHEREAS;** RCW 57.12.010 provides that the “governing body of a district shall be a board of commissioners” and that the “board shall by resolution adopt rules governing the transaction of its business”;

**WHEREAS;** the Board of Commissioners previously adopted Roberts Rules of Order for such purpose, and desires to provide additional guidance on how Board members and management are expected to communicate with each other, including providing information and soliciting feedback;

**WHEREAS;** The Board of Commissioners acts by adopting resolutions and/or motions via vote at an open public meeting or as otherwise provided for by law;

**WHEREAS;** In order for the Board members to make appropriate and informed decisions in their role as a member of the governing body, communication and collaboration between a Board member and District management and consultants is necessary and appropriate, and such communication, which may occur outside of traditional meetings in a more informal “open door” type setting, may include providing a Board member with additional information or providing information for feedback;

**WHEREAS;** The Board of Commissioners recognize that “open door” communication, while generally beneficial to the District, can also result in miscommunication, confusion, or direction that a Board member cannot unilaterally make;

**WHEREAS;** The Board of Commissioners is adopting this Resolution with the goal of balancing the benefits of an atmosphere that promotes “open door” communication, collaboration, and obtaining information in an informal setting, against the risks informal communication may cause;

**WHEREAS;** Management will provide all Board members with information necessary to make fully informed decisions, including information in the possession of Management that may not support a recommendation by management;

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**WHEREAS;** A Commissioner may not unilaterally direct management, staff, or consultants to take any action or perform work without the approval of a majority of the Board of Commissioners, which approval must be provided for in an open public meeting or as otherwise provided for by law;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of King County Water District No. 90, King County, Washington, as follows:

**SECTION 1:** Communication in a professional manner is imperative to good governance and management of the District. Commissioners, management, staff and consultants shall conduct themselves in a respectful manner during all meetings and avoid making false statements, insulting or rude language toward each other, or members of the public;

**SECTION 2:** Board members will not abuse the "open door" policy of District management and consultants. This will include limiting communication (or expected responses) to business hours, verifying the availability of District management or staff prior to informal meetings, and being conscious of time so as to not interfere with other work of District management and staff. However, Board members may have questions or desire information appropriate for their review in making informed decisions about issues coming before the Board. In the spirit of collaboration, Management will undertake to timely respond to Board member requests that may be reasonably performed/obtained without having to expend significant time. If Management believes that a request will take significant time, or that the request is resulting in unilateral direction, then the request will be presented to the Board as a whole for consideration;

**SECTION 3:** Board members will not unilaterally direct, either expressly or indirectly, District management, staff, or consultants to prepare reports, fact find, direct action/inaction, or to engage in other work unless approved by the majority of the Board;

**SECTION 4:** The Board recognizes that information may be needed from District staff for routine items, such as questions about vouchers, payroll, leak credits, shutoff notices, and similar matters. Management and staff will collaborate and be responsive to providing such information. Direct communication with a staff member regarding these routine matters is authorized when a Commissioner has been assigned by the Board to review such matters in preparation for Board of Commissioner meetings;

**SECTION 5:** District management is authorized to remind District Commissioners of this policy and should inform the Board as a whole of any concerns or violations of this policy;


**SECTION 6:** Nothing contained herein shall limit the Board from adopting such


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other rules governing the transaction of its business. The Board will meet with staff to create, review and implement a Commissioners Handbook, to be determined by further resolution. The purpose of the Commissioners Handbook is to serve as resource for both new and experienced Commissioners as well as District staff and customers. In particular, the Board intends that that the Handbook will include:

- Rules and procedures of the Board;
- Provide guidance on the respective roles and responsibilities of the Board and the District Manager;
- Promote awareness and understanding to each in administering their fundamental duties;
- Provide transparency to customers so that they may better understand the work of the Board and the District; and
- Highlight some of the most pertinent statutes and constitutional provisions that govern the District and the Board.

**ADOPTED** by the Board of Commissioners of King County Water District No. 90, King County, Washington, at a regular open public meeting thereof on the 17<sup>th</sup> day of November 2020.

  
**Byron Murgatroyd, President**

  
**Pete Eberle, Vice-President**

  
**Sam Amira, Secretary**

