PIERCE COUNTY
FLOOD CONTROL
ZONE DISTRICT

ADVISORY COMMITTEE OPERATING GUIDELINES - Revised May 1, 2026

Foundational Information

Authority: The authority of the Advisory Committee is included in Pierce County Ordinance No. 2012-24.

Purpose: The purpose of this document is to establish the standard operating procedures for conduct of the Pierce County Flood Control District Advisory Committee (Advisory Committee).

Mission: The Advisory Committee is to provide policy advice to the Board of Supervisors of the Pierce County Flood Control Zone District (FCZD) on regional flood protection issues. The Advisory Committee shall review and recommend an annual capital budget for the district, including capital improvement program projects and funding levels, subject to approval or approval and modification by the Board of Supervisors. The Advisory Committee shall perform any additional review and/or recommendation functions as directed by the Board of Supervisors. Budget recommendations shall be forwarded to the Board of Supervisors by a date that will facilitate a contemporaneous review of the Pierce County Executive's proposed annual budget.

Scope: The FCZD area encompasses all of Pierce County. The primary long-term goal of the FCZD is to address flood and stormwater control needs throughout Pierce County. The FCZD Advisory Committee will similarly address county-wide flood and stormwater control needs.

Participation

Members: The Advisory Committee shall be composed of 15 members as follows:

- One representative each from the following cities: Fife, Orting, Puyallup, Sumner and Tacoma;
- The Pierce County Executive or a designee;
- One resident each from water resource inventory areas (WRIA) 10, 11, 12 and 15;
- One representative from the Port of Tacoma;
- One representative selected from either a recognized organization representing agriculture and/or forestry interests in Pierce County, or a representative of the Puyallup Tribe of Indians;
- Two members representing unincorporated Pierce County, and
- One at-large member.

Alternates: Members are encouraged to attend all meetings. Members can designate one alternate to attend on their behalf. Members must notify the Executive Director in writing (electronic notice is allowed) with the name of their alternate. Members and alternates will share printed information, unless other arrangements are made, and are requested to keep each other up to date on pertinent information throughout the process. Alternates may vote if the appointed member they represent is absent.

Terms: Terms for membership are specified in Ordinance No. 2012-24, Exhibit A, Section 11.06.030, D. Appointments shall be for 4-year terms. No member of the Board shall serve more than two consecutive full terms of office. Member vacancies occurring for any reason shall be filled by appointment for the unexpired terms or, if occurring on the termination of a regular term, the successor shall be appointed for a full term.

Quorum requirement: There is a quorum requirement. A simple majority of currently appointed members must be present for the Advisory Committee to make budget decisions/recommendations and approval of all other business. Participation by conference line will be made possible to secure a quorum for budget meetings with 48-hours written notice (email) to the Executive Director.

Decision-Making: The Advisory Committee will use consensus decision-making process when possible. To reach a consensus decision, Advisory Committee members will make proposals, hold additional discussion, and the chair will call for the consensus decision on the proposal. Every effort will be made to meet the interests of all members. Consensus has been reached when everyone agrees they can accept moving forward with the recommendation and will support the recommendation.

If consensus cannot be reached, the decision will be made by a majority vote, with a majority being a simple majority of those members or alternates present at the meeting (assuming a quorum is present.) In those instances where consensus cannot be reached, once a vote is cast, both the majority and minority opinions of Advisory Committee members in relation to that recommendation shall be fully documented.

Remote Meeting: The Advisory Committee may meet via remote meeting technology such as video and/or audio conferencing within the guidelines set by the state under the Open Public Meetings Act and additional state guidance that may be provided. When using remote technology for meetings, access must be provided to the general public, and the meeting access instructions must be included in the public notices.

Roles and Responsibilities

Advisory Committee Members: Advisory Committee members bring unique perspectives to the Committee and are encouraged to work collaboratively with other interests in developing recommendations for the FCZD. It is hoped that members will become informed about the issues, contribute useful information to the deliberations, and serve as an accurate and objective information conduit with others outside the FCZD Advisory Committee who have similar interests.

Specifically, Advisory Committee members will:

- Come to meetings prepared.
- Review technical and financial information and analyses to understand the scope of the issues, and potential approaches to the issues and their impact on the community.
- Serve as a liaison to the public and/or their agencies (as appropriate) by networking effectively outside the Advisory Committee with people or groups with similar interests to provide broad input to the discussions.
- Bring a valuable and informed perspective and contribute useful information to the process.
- Work collaboratively, constructively and creatively to help advise the FCZD.
- Advise the Advisory Board Chair, Executive Director, or FCZD Administrator if the member is unable to attend an Advisory Committee meeting.
- Attend meetings consistently. If a representation seat (member or alternate) has three consecutive, unexcused absences from Advisory Committee meetings, the member may be subject to a removal from the Advisory Committee based on a recommendation of the Advisory Committee to the County Council.
- Abide by the ground rules.

Committee Leadership: The Advisory Committee will have a Chair and a Vice-Chair. The Advisory Committee shall elect the Chair and Vice-Chair annually at the first meeting of the year. If for any reason an election is not possible at the first meeting, the current officers shall serve in their roles until the election is held. It is preferred that one officer be a locally elected official; however, if a locally elected official is not available to serve as chair or vice-chair, any appointed member of the Advisory Committee may be elected as an officer.

The Chair of the Advisory Committee will be responsible for:

- Working with the FCZD Executive Director and Administrator to establish meeting agendas to meet Advisory Committee work plan goals;
- Represent the Advisory Committee as needed before the FCZD Board of Supervisors as needed;
- Represent the Advisory Committee as needed in meetings with the US Army Corps of Engineers;
- Encourage input from all committee members during the meeting;
- Convene and adjourn the meetings of the committee;
- Facilitate consensus among committee members;
- Call for votes of the Advisory Committee when needed;
- The chair may establish subcommittees of the Advisory Committee, and
- Serve as a principal contact for the FCZD Administrator for support needs of the Advisory Committee.

The Vice Chair of the Advisory Committee will perform all duties of the Chair in his/her absence.

Flood Control Zone District: The FCZD Administrator will provide material support to the Advisory Committee. In addition, the FCZD Administrator is responsible for providing background and educational materials and providing technical input and support throughout the process.

Specifically, the FCZD Administrator will:

- Provide draft and/or final technical and financial information and analyses to inform Advisory Committee discussions.
- Support the Advisory Committee in their decision-making.
- Support the Advisory Committee's responsibilities as liaison to the public and/or their agencies by providing information in a timely fashion to allow for Advisory Committee and constituent consultation.

Facilitation: The FCZD Board of Supervisors has designated the District's Executive Director to facilitate and support the Advisory Committee process. The Executive Director will facilitate communications and discussions among the FCZD Administrator, Planning & Public Works staff assigned by the Director of Planning & Public Works, Advisory Committee members, and the Chair, and maintain the integrity of the committee process.

Specifically, the facilitator will:

- Remain neutral.
- Not contribute substantive ideas.
- Help the Advisory Committee accomplish their tasks.
- Suggest and implement process ideas.
- Help the Advisory Committee abide by its adopted ground rules.

External Communications: Members are encouraged to share accurate and objective information about the process with other people.

Specifically Advisory Committee members will avoid characterizing the views or opinions of other Advisory Committee members outside of Advisory Committee meetings.

Advisory Committee meeting products, such as agendas and summaries, will be posted on the FCZD website.

Communications:

- **Email:** Email will serve as the primary communication mechanism with the Advisory Committee between meetings.

E-files: Staff will endeavor to size e-files so as to facilitate easy downloading and review by Advisory Committee members

- **Contact list:** A current contact list, including email, USPS mail, and phone numbers of Advisory Committee members will be maintained by the FCZD Executive Director and Administrator.

- Contact information will not be released to other members without the consent of members.

- **Open Public Meetings Act:** The Advisory Committee will operate under the requirements of the public meetings act, including public notification of meetings and limiting decision-making to official meetings. The Advisory Committee will complete required training related to the Open Public Meetings Act.

Documentation

Meeting Summaries: Meeting summaries will capture key discussion points, action items, and areas of agreement on recommendations. Meeting summaries will not be transcripts of the meeting. Draft summaries will be circulated to the Advisory Committee for review and comment. The FCZD Executive Director will incorporate comments as appropriate into the final summary and will review the final summary with the District Administrator for quality control.

The FCZD Executive Director and Administrator will not share confidential communications with others nor include confidential information in Advisory Committee documentation.

Ground Rules

- RSVP meeting attendance and arrange alternate to attend if a member must miss a meeting
- Come to committee meetings prepared
- Treat one another with civility
- Respect each other's perspectives
- Listen actively
- Limit side conversations
- Participate actively
- Honor time frames
- Silence electronic devices during meetings.
- Speak from interests not positions.

Meeting Schedule

The Advisory Committee shall set its meeting schedule each year to align with the tasks and responsibilities delegated to it by the Board of Supervisors. The number of meetings may range between four and seven annually but may meet more frequently if requested by the Board of Supervisors. Meetings may be held at varying and appropriate locations within the geographic boundaries of the FCZD.

Public Attendance and Comment

All meetings of the FCZD Advisory Committee are open to the public. An opportunity for public comment period will be available at all FCZD Advisory Committee meetings.