Pierce County Flood Control Zone District

RESOLUTION NO. 2026-7

A Resolution of the Pierce County Flood Control Zone District Board of Supervisors Amending the District's Operating Rules.

Whereas, by Resolution No. 2012-1, the Pierce County Flood Control Zone District (District) Board of Supervisors (Board) established rules for the operation of the District, which include among other things the date, time and place of the regular meetings of the Board; and

Whereas, by Resolution No. 2017-2, the Board amended the operating rules of the District to add a new section related to agenda for and notice of Board and Executive Committee meetings; and

Whereas, by Resolution No. 2020-3, the Board amended the operating rules of the District to amend the start time for regular Executive Committee meetings and added a new section to allow for remote meeting of the Board and Executive Committee; and

Whereas, by Resolution No. 2022-5, the Board amended the operating rules of the District to reflect updates from the Open Public Meetings Act and added actions the Executive Committee may take; and

Whereas, meetings of the Board and Executive Committee are to be held in the Pierce County Council Chambers, which is now located at 1501 Market Street, Suite 140, Tacoma, Washington, 98402; and

Whereas, the Board desires to amend the District's operating rules to reflect the new meeting location; **Now Therefore,**

BE IT RESOLVED by the Board of Supervisors of the Pierce County Flood Control Zone District:

Section 1. Amended Pierce County Flood Control District Operating Rules Adopted. The Board of Supervisors of the Pierce County Flood Control District hereby adopts the amended operating rules attached as Exhibit A to this Resolution.

Section 2. Previous Versions Superseded. Any previous versions of the operating rules adopted by this resolution, whether or not adopted by the Board of Supervisors, are hereby superseded.

ADOPTED this 8th **day of** April **, 2026.**

ATTEST:

Brenna Price
Clerk of the Board

PIERCE COUNTY COUNCIL
Pierce County, Washington

Dave Morell
Flood Control Zone District Chair

Exhibit A

Pierce County Flood Control Zone District
Operating Rules

Section 1. Purpose.

The purpose of this Resolution is to establish rules and operating procedures for the Pierce County Flood Control Zone District.

Section 2. Definitions.

A. "Board" means the Board of Supervisors of the Pierce County Flood Control Zone District ("FCZD"), who as Pierce County Councilmembers are ex officio members of the Board.

B. "Executive Committee" means the Executive Committee of the Pierce County Flood Control Zone District, consisting of three members of the Board who are elected by the members of the Board.

C. "Legislation" means a "motion" or "resolution".

D. "Motion" means legislation that organizes and administers the Flood Control Zone District or that contains declarations of policy which do not have the force of law.

E. "Resolution" means legislation that has the force of law.

Section 3. Officers.

A. At the first meeting of the Board in any given year the Board shall elect a Chair and a Vice-Chair and a third member of the Executive Committee all of whom shall serve for a term of one year or until their successors are elected.

B. The Chair of the Board shall preside at Board meetings, sign resolutions and other documents on behalf of the Board and perform such other duties as are commonly associated with that office.

C. The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

D. The Chair or the Vice-Chair may be removed by simple majority vote of the total membership of the Board. If the Chair or Vice-Chair of the Board is removed, the Board shall elect a successor as provided herein.

Section 4. Executive Committee.

A. The Executive Committee shall consist of the Chair and Vice-Chair of the Board and one additional member elected by the members of the Board.

B. The Executive Committee member who is neither Chair nor Vice-Chair shall serve at the pleasure of the Board for a term of one year, unless decided otherwise by the Board and until the member's successor is chosen.

C. On behalf of the Board, the Executive Committee may take the following actions and perform the following functions:

1. Approve contracts for goods and services where the stated charges in the contract or the actual and anticipated charges under the contract (including renewals, extensions, and amendments) are or will be up to $100,000;

2. Review and recommend budgets;

3. Review and recommend policies and procedures;

4. Review and recommend capital projects to the Board;

5. Develop and approve staffing and personnel policies related to the administration of the District in accordance with Section 7; and

6. Oversee and administer the daily administration of the District.

The Chair of the Executive Committee may approve contracts for goods and services where the stated charges in the contract or the actual and anticipated charges under the contract (including renewals, extensions and amendments) are or will be up to $20,000 and are included in the District's budget and work program. After approval of such a contract, the agenda for the next Executive Committee meeting shall contain an agenda item for the contract and at the meeting the chair of the Executive Committee or designee shall give a report regarding the contract.

D. The Chair of the Executive Committee shall preside at Committee meetings and perform such other duties as are commonly associated with that office.

E. The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

F. If any decision of the Executive Committee is not unanimous, the decision shall be forwarded to the Board for final decision at the request of any member who voted against the decision.

Section 5. Meetings.

A. The regular meetings of the Board shall be held on the second Wednesday of January, April, July, and October starting at 9:30 a.m. at the Pierce County Council Chambers, 1501 Market Street, Suite 140, Tacoma, Washington, 98402.

B. The regular meetings of the Executive Committee shall be held every third Wednesday of each month starting at 11:00 a.m. at the Pierce County Council Chambers, 1501 Market Street, Suite 140, Tacoma, Washington, 98402.

C. Special meetings of the Board or the Executive Committee may be called by their respective Chairs or as provided in RCW 42.30.080.

D. The Board and the Executive Committee shall comply with the Open Public Meetings Act, Chapter 42.30 RCW. Any member of the Board may attend a meeting of the Executive Committee.

Section 6. Executive Committee and Board Action.

A. A quorum of the Board shall consist of four members. A quorum of the Executive Committee shall consist of two members.

B. All actions of the Board or Executive Committee shall be by simple majority vote of those present except that any action by the Board to impose a property tax shall be adopted with no less than an affirmative vote of two-thirds of the Board.

C. Members of the Board and Executive Committee must be present to vote on a matter before the Board or Executive Committee, except that at any meeting of the Board involving a tax vote, members of the Board may attend and vote by teleconference, i.e. use of oral electronic communication devices such as telephone, conference call or internet audio, provided that:

1. No more than two members of the Board may attend and vote by teleconference;

2. The teleconference technical connection for the meeting must allow the Board member to hear and to be heard by other Board members and the public; and

3. The Board member must provide six hours notice before the meeting to the Clerk of the Board, or the Clerk's designee.

D. All actions of the Board or Executive Committee shall be recorded in the minutes, copies of which shall be distributed to each member of the Board or Committee.

Section 7. Board Resources.

A. The Board shall determine and provide for staff and other resources required to assist the Board and the Executive Committee in performing their duties.

B. The Executive Committee shall oversee employment-related issues for the Board in consultation with the Executive Director.

Section 8. Miscellaneous.

A. The rules contained in Robert's Rules of Order Newly Revised shall govern the Board and Executive Committee in all cases in which they are reasonably applicable and not inconsistent with this resolution.

B. The Board may revise these rules and operating procedures at any regular or special meeting by majority vote.

Section 9. Agenda and Notice of Board and Executive Committee Meetings.

A. The Chair or designee (hereafter, the "Chair") shall prepare an agenda for each Board and Executive Committee meeting. The Chair shall determine the order of, and items on, the agenda, taking into account the order of and items on previous agendas. Public comment shall be a standing agenda item.

B. The Chair shall attach to the agenda all documents identified or referenced in the agenda, including but not limited to reports, agreements, resolutions and written motions (hereafter, the agenda and the documents are collectively the "Meeting Packet").

C. For regular meetings of the Board or the Executive Committee, the Chair shall cause the Meeting Packet to be distributed to the Supervisors, posted on the District's website, and made available at the office of the Clerk of the Board by noon of the second business day before the day of the meeting. For example, if the regular meeting is on a Tuesday, the Meeting Packet shall be distributed, posted and made available by noon on Friday.

D. For special meetings of the Board or the Executive Committee, the Chair shall cause the Meeting Packet to be distributed to the Supervisors, posted on the District's website, delivered to entities that have on file with the Board a written request to be notified of special meetings (as provided for in RCW 42.30.080), and made available at the office of the Clerk of the Board at least twenty-four (24) hours before the time of the special meeting.

E. If State law or District resolution requires notice of a public hearing to be published a certain number of days before the public hearing, the Chair shall cause the notice to be published as required. Any documents identified or referenced in the notice, including but not limited to reports, agreements, resolutions, and written motions, shall be posted on the District's website and made available at the office of the Clerk of the Board concurrently with publication of the notice.

F. The failure of the Chair to comply with any Meeting Packet requirement of this Section shall not invalidate or adversely affect an otherwise legal action taken at a meeting; provided that no action shall be taken by the Board of Supervisors on any resolution which has not been distributed, posted, and made available in accordance with the provisions of Subsections 9.C. and 9.D. of this Section.

Section 10. Remote Attendance.

A. Board members may appear at Board of Supervisor or Executive Committee meetings via video conferencing or telephone ("remote attendance") as directed by the Board Chair. The Board shall follow best practices for the conduct of remote meetings.

B. Remote attendance should be announced by the Board Chairperson or Vice-Chairperson in the absence of the Chairperson and will be reflected in the meeting minutes.