



## AMENDED RESOLUTION NO. U-11133

1 A RESOLUTION amending the Public Utility Board Governance Process (“GP”)  
2 Policies GP2 (Meetings).

3 WHEREAS in response to changes in the utility industry, and to ensure  
4 that Tacoma Public Utilities (TPU) continues to meet the Tacoma Public Utility  
5 Board’s goals of delivering affordable, reliable, and environmentally sensitive  
6 services, the Board developed policies concerning Government Processes,  
7 Board-Director Linkage, and Strategic Directives, and  
8

9 WHEREAS the eleven (11) Government Process (“GP”) policies are  
10 principles for how the Board will govern itself:

11 GP1) TPU Board Purpose, Authority, Duties, and Expectations;

12 GP2) Meetings;

13 GP3) Election of Officers;

14 GP4) Duties of Officers;

15 GP5) Designation and Duties of the Clerk of the Board;

16 GP6) Conduct of Members During Meetings;

17 GP7) Conduct of Public;

18 GP8) Order of Business;

19 GP9) Motions and Precedence;

20 GP10) Resolutions and Motions; and

21 GP11) Miscellaneous.  
22  
23  
24  
25  
26



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

WHEREAS these policies were developed at regularly-scheduled Board study sessions and/or properly-noticed public meetings and all future Board reviews and amendments will be handled similarly, and

WHEREAS the Board has committed to monitor and ensure compliance with Board policies. This oversight provides an opportunity for the Board and staff to clarify, revise and develop new policies, when necessary, as TPU navigates changes in the utility industry, and

WHEREAS the policy GP2 (Meetings) has been updated concerning remote participation, and

WHEREAS the Board and Director have determined that adopting the Governance Process Policies are in the best interests of Tacoma Public Utilities and the ratepayers; Now, Therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

That the amended Public Utility Board Governance Process (GP) GP2 (Meetings) Policy, in the form as on file with the Clerk, is adopted and approved.

Approved as to form:

\_\_\_\_\_  
/s/  
Chief Deputy City Attorney

\_\_\_\_\_  
Chair  
\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

Adopted \_\_\_\_\_



## Board Action Memorandum

**TO:** Jackie Flowers, Director of Utilities  
**FROM:** Tom Morrill, Chief Deputy City Attorney  
Charleen Jacobs, Executive Assistant and Clerk of the Board  
**MEETING DATE:** February 22, 2023 (first consideration) and March 8, 2023 (second consideration)  
**DATE:** February 13, 2023

---

**SUMMARY:** A resolution amending Resolution U-11133 adopting Public Utility Board Governance Process (GP) Policies by revising GP2 (Meetings)

**BACKGROUND:** The Tacoma Public Utility Board engaged in a process to develop policies concerning Governance Processes, Board-Director Linkage, and Strategic Directives. The resulting policies were developed at regularly scheduled Board study sessions and the Board determined any future reviews and amendments to the policies will be similarly developed and approved. In addition, the Board committed to monitor and ensure compliance with adopted Board policies. This oversight provides an opportunity for the Board and staff to clarify, revise and develop new policy when necessary as TPU navigates changes in the utility industry and changes in state and federal laws. Revisions to the Board's Governance Process (GP) policies require two readings.

The proposed revisions to GP2 (Meetings) bring hybrid meeting participation processes into alignment with the current environment in which remote participation is allowed and technology is available to ensure that remote participants in a hybrid meeting may fully participate. It also updates the expectations and preference concerning remote participation and attendance at Board meetings.

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** N/A

**IF THE ACTION REQUESTED IS APPROVAL OF A CONTRACT, INCLUDE LANGUAGE IN RESOLUTION AUTHORIZING \$200,000 INCREASE IN ADMINISTRATIVE AUTHORITY TO DIRECTOR?** N/A

**ATTACHMENTS:** GP 2 with suggested edits.

**CONTACT:** Jackie Flowers, Director of Utilities



**PUBLIC UTILITY BOARD POLICY**

<p>Category: <b>Governance Process</b></p> <p>Date of Adoption: <b>January 22, 2020</b></p> <p>Resolution No.: <b>U-11133</b></p> <p>Revision Date:</p>	<p>Title: <b>Meetings</b></p> <p>Policy Number: <b>GP-2</b></p>
---	---

1. The regular meetings of the Board shall be held at 6:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month, except when such a meeting date falls on a legal holiday or on the day preceding a legal holiday, in which case the meeting shall be held at a date and time as publicly announced by the Board Chair at the meeting prior to such conflict. There will only be one Board meeting in November and December which will be scheduled and noticed by the Clerk of the Board. All Board regular meetings shall be preceded by a Study Session commencing at 3:00 p.m. on the same day as the regular Board Meeting commences.
2. The time of any regular meeting may be changed by the Board by appropriate motion adopted at the meeting preceding such meeting so changed. In the event unforeseen conditions make a future regular meeting date not feasible because of an anticipated lack of quorum, or in order to better accommodate the public interest, such regular meeting may be rescheduled by the Chair of the Board or the Director of Utilities for either the next regular meeting time and date or for such special meeting time and date as is otherwise authorized by these rules.
3. The Board by majority vote may recess a meeting to a time specified in the motion therefore.
4. All meetings shall be held in the Department of Public Utilities' Administration Building, City of Tacoma, unless another place is specified by public announcement appropriately given.
5. Three members of the Board shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn the meeting to a later date.
6. An affirmative vote of not less than three members shall be necessary for the adoption of any main motion or resolution by the Board.

7. Special meetings of the Board shall be called by the Clerk of the Board, at the request of the Chair or any three Board Members, or by the Director of Utilities, by notice in writing of not less than 24 hours to each Board Member and to the local news media as required by RCW 42.30.080 (or as may be amended). Such notice shall state the subject of subjects to be considered, and no other subject shall be considered at such meeting. Notices for special meetings will be posted at least 24 hours in advance.

8. Remote Participation:

a. ~~In-person attendance is preferred.;~~ ~~h~~However, Board Members may attend regular meetings, special meetings, and study sessions remotely. ~~This type of participation is enabled by use of one or more technology tools depending on the location of the meeting. The presiding Board Member for all meeting shouldis required to be attend in-person, and the preference is for at least a quorum of the Board to attend in-person.~~

~~b. Two Board Members per meeting may attend remotely.~~

~~c. Board Members may attend remotely each type of meeting once per calendar quarter; provided, that this limitation shall not apply when a Board Member is absent for medical reasons.~~

d. Notice of remote attendance should be provided to the Board Clerk no less that twenty-four hours before the scheduled start time for the meeting. The Board Clerk or designee shall immediately advise the presiding officer of the proposed remote participation. ~~If more than two Board Members wish to attend a meeting remotely, the first two Board Members to notify the Board Clerk shall be the ones permitted to attend remotely.~~

e. ~~At any meeting where a Board Member is attending remotely, the Board Clerk or designee will coordinate with the a~~Appropriate technical staff to perform setup and testing of the technological tools ~~willto~~ be used ~~as necessary. The tool(s) used for this purpose must allow to ensure that~~ the voice of ~~remotethe Board Member participantsing remotely to can~~ be heard by everyone present in the meeting room, and ~~to ensure that the remote participantsmust allow the Board Member to can~~ hear anyone speaking in the meeting room.

9. The Board will endeavor to hold a retreat annually.

10. Staff will strive to have Board agendas and meeting materials posted online for the public the Friday before the regular Board meetings held on the second and fourth Wednesdays of the month.