

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE NORTH BEACH WATER DISTRICT, PACIFIC
COUNTY, WASHINGTON TO APPROVE ESTABLISHING
RULES FOR REMOTE ATTENDANCE AT BOARD OF
COMMISSIONERS MEETINGS**

WHEREAS, from time to time or under certain defined conditions it is not possible for a Commissioner or District staff person to attend a Commissioner's meeting; and

WHEREAS, from time to time, the Board of Commissioners or General Manager may declare or proclaim an Emergency; and

WHEREAS, given the airborne nature of some illnesses like COVID-19, the Board of Commissioners, General Manager, and staff may find it necessary to meet remotely through remote communications; and

WHEREAS, the North Beach Water District (District) would benefit by a Commissioner or District staff person's participation in a Board of Commissioners meeting by means of remote communication in limited instances where a Commissioner or District staff are unable to attend the meeting; and

WHEREAS, the Board of Commissioners desire to establish a procedure for commission members and District staff to attend meetings remotely via speakerphone, or other electronic or digital data communication devices.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the North Beach Water District as follows:

Rules Regarding Remote Attendance at Board of Commissioners Meetings

Section 1 Purpose: The Board of Commissioners, recognizing the benefits of full attendance and participation by its members, the General manager, District Attorney and other District staff, provides for but does not mandate allowing attendance from remote locations through use of electronic means, including; but not limited to such two-way communication methods as speakerphone, or other media that provide full audio or audiovisual capability. And, in certain circumstances, including emergencies, it may be necessary for one or more members of the Commissioners or staff to attend from a remote location in order to have a quorum or conduct the District's business.

1.1 Commissioners, General Manager and Staff

1.1.1 **Voting:** When voting, attendance from remote locations shall be considered equal to being physically present in the meeting. If approved of by a majority of the Board of Commissioners (whether present in the chamber or remotely present).

1.1.2 **Presiding Officer:** If the President attends by remote means, he/she may participate in discussions, but the President Pro Tem, if physically present in the chamber, shall be the presiding officer to best facilitate an orderly and efficient process.

1.2 Executive Sessions: For Executive Sessions; the Board of Commissioners may permit participation from remote locations by the above alternative means only when the Board of Commissioners, on a case-by-case basis, considers such participation to be necessary and the Board of Commissioners is confident in the security of such remote communications.

1.3 Emergency Proclamation or Declaration: Under an Emergency Proclamation or Declaration, all members of the Board of Commissioners, the General Manager, and staff may meet as stated above by telephone or electronically from remote locations.

1.4 The Public: To the extent possible in such telephonic or electronic meetings, the public shall be notified of a Special Meeting and provided with dial-in capability to listen only.

1.5 Infrequent Use: Other than under an Emergency Proclamation or Declaration, attendance from remote locations is intended to be an infrequently used alternate method for participation by members of the Board of Commissioners, the General Manager and staff.

Section 2. Protocol and Procedures:

2.1 Initiating Remote Communication: In all meetings involving remote attendance, the Presiding Officer shall inform all present in the meeting chamber or those on-line communicating electronically, of the intent to initiate a remote communication.

2.2 Announcement on audio and visual capability: The Presiding Officer shall confirm and announce to all present in the meeting chamber, if such is used; and in the case of remote location(s), ensure all other parties can either clearly see visual content presented and/or hear all audio communications. The Secretary shall record such confirmation.

2.3 Remote Communication for Specific Portion of Meeting Only: If the Board of Commissioners, by a majority vote, approves the use of remote communication for only a specified portion of any meeting, the Presiding Officer shall announce as such and, at the end of the specified portion, shall clearly announce to all the closure of the remote communication and shall order that the connection be stopped. The attendance of the remote party or parties would conclude; and the Secretary will record the beginning and ending times of each such remote communication.

2.5 Broken Communication Link: In the event that the remote communication link is broken or significantly degraded, such that it no longer meets the full requirements of this section, the Presiding Officer shall confirm the loss of service and announce the closure of the remote attendance or the closure of the meeting if a quorum of the Board of Commissioners is not available. The attendance of the remote party or parties shall be at an end. The Secretary shall record the time of such closure.

Section 3. Requirements of the System(s): Any communications systems utilized shall reliably permit all persons attending; whether they are physically in the meeting chamber or in remote location(s), to be clearly heard by all others and to clearly hear all audio content of the meeting and to clearly see all visual content that is determined by the Board of Commissioners to be crucial to the understanding of the matters discussed. Systems used in the course of Executive Sessions shall be reasonably secure from unauthorized access.

Section 4. Maintenance of Public Record: Audio and video recordings of proceedings under this section shall be maintained for the public record as required by law.

Section 5. The General Manager shall provide appropriate instructions to the Board of Commissioners and to all staff who may participate in such meetings.

This Resolution shall become effective immediately upon adoption and signature as provided by law thereof this 20, day of April, 2020.

Brian Sheldon, Position 1

Gwen Brake, Position 2

Glenn Ripley, Position 3