

## On-site Sewage System Technical Advisory Committee

### 1. Purpose of the OSS Technical Advisory Committee

The Public Health – Seattle & King County On-site Sewage System (OSS) Technical Advisory Committee (hereafter, the Committee) provides the opportunity for stakeholders and impacted parties to participate in policy development and problem resolution. The Committee aims to contribute to a common understanding and maximize the benefit provided by the King County OSS Programs in protecting public health.

These bylaws define the role of the Committee. The Committee is authorized by King County Board of Health Code section 13.16.

### 2. Members of the OSS Technical Advisory Committee

#### Members

The Committee shall consist of at least nine (9) members, including a representative of the health officer and any eight (8) or more of the following voting members appointed by a representative of the health officer. The voting members of the Committee are first selected by a representative of the health officer among those with technical or scientific knowledge or experience applicable to OSS (13.16.010):

- a) A designer or engineer licensed by the State of Washington
- b) An installer certified by the health officer
- c) An on-site system maintainer certified by the health officer
- d) A pumper certified by the health officer
- e) A Seattle Master Builders Association representative
- f) A Seattle-King County Board of Realtors representative
- g) A representative of nonprofit, nonpartisan public affairs or environmental affairs organization
- h) A consumer representing the King County unincorporated areas
- i) A representative of incorporated cities
- j) A representative of a sewer utility district
- k) A representative of a City Stormwater Services
- l) A field sanitarian
- m) Representatives of tribal agencies
- n) A representative of other interested organizations or groups.
- o) Additionally, representatives of the following organizations will be asked to participate, however, they will be considered non-voting members:
  1. King County Department of Natural Resources and Parks representative
  2. Washington State Department of Ecology representative
  3. Washington State Department of Health representative
  4. A United States Department of Agriculture, Natural Resource Conservation Service representative
  5. King Conservation District

## Appointment and Membership

The Committee members are appointed by a representative of the health officer. All technical experts in the OSS industry are invited to submit an application to serve as committee members. The health officer will aim to appoint technical experts who have influential impact in the industry and capacity to provide technical and scientific knowledge as leading members. A membership term is three (3) years, subject to reappointment, with a potential modification in members every one (1) year. Membership rotation will ensure that broad feedback is incorporated and that the members' impact is distributed equitably among stakeholders.

Membership rotation will take place during the fourth quarter meeting. A representative of the health officer will solicit applications and nominations from stakeholders and partners with at least thirty (30) days of public notice regarding pending vacancies. Applications and nominations must be provided in writing to the representative of the health officer. A nominee or applicant who is selected for membership shall begin the new term immediately upon the end of the term of the prior holder of the selection was held. A nominee may decline nomination.

To keep an even distribution of new members over time, 1/3 of the initial committee members will begin with a one-year term, 1/3 will begin with a two-year term, and 1/3 will begin with a three-year term. The terms for all members will be three years thereafter. Members are invited to apply for reappointment.

## Officers

The Committee will elect a Chair and Secretary from among the members of the Committee. Nominations for officers shall be made at least thirty (30) days before the fourth quarter meeting. A nominee may decline nomination. Officers shall be elected bi-annually by a majority vote of those members present and voting, as the first order of business at the fourth quarter meeting of the Committee. Officers shall be elected for a term of one (1) year, or any portion of an unexpired term thereof. A term of office for an officer shall start January 1 and shall terminate December 31 of the same year or shall continue until a successor is elected.

Initial selection of officers upon creation of the Committee will transpire at the same Committee meeting following the adoption of these Bylaws.

Vacancies created during the term of a Chair or Secretary shall be filled for the remaining portion of the term by special election during the next Committee meeting. The nominee is subject to renomination after the term is completed.

## Responsibilities

### *The Committee members:*

- a) Shall attend all committee meetings to the best of their availability and designate an alternate if they are not able to attend.
- b) Shall be entitled to receive agendas, minutes, and all other materials related to the Committee.
- c) Shall provide input as a technical expert.
- d) Shall serve without compensation.
- e) Shall demonstrate a commitment to working collaboratively with PHSKC and its staff and other committee members.
- f) May serve a term of up to three (3) years and be subject to reappointment.

- g) May serve multiple terms at the discretion of the representative of the health officer.
- h) Shall serve as representatives of their peers and are therefore encouraged to seek feedback and input from their counterparts.
- i) Shall maintain a professional attitude and respectful communication to all members and participants.
- j) Shall select and appoint a chair and secretary who shall serve at the pleasure of the members.
- k) May adopt rules of procedure for its own governance.
- l) Shall meet at the call of the chair subject to three (3) days written notice to each member of the time and place of such meeting. The chair will aim to provide at least two-week notice.
- m) May not act, or speak, on behalf of the Committee without the Committee's expressed consent.

*The representative of the health officer shall:*

- a) Create meeting agendas in conjunction with the Committee Chair.
- b) Send meeting notes to King County certified OSS professionals via email.
- c) Provide guidance on code and policy.
- d) Appoint the members of the Committee.
- e) Appoint and fill any vacancies that occur on the Committee.
- f) Incorporate feedback from Committee into OSS and OSS O&M Program decisions, policies, and codes.
- a) Post policy decisions and notice thereof on Public Health's website.

*The Chair shall:*

- a) Convene and run meetings of the Committee.
- b) Create meeting agendas with input from the Committee members and in conjunction with the health officer.
- c) Serve a term for up to two (2) years or until a successor is appointed and approved by the Committee.

*Secretary shall:*

- a) Provide a reasonable notice of committee meetings and agenda items via email once it is agreed and finalized by the chair.
- b) Contact the Committee members via email (primary) and phone (secondary) when needed.
- c) Take notes during committee meetings and send them to the Committee members.

### 3. Procedure

#### Policy-making process and the Committee

The OSS Technical Advisory Committee provides technical expertise and consultation to improve policy decisions and program implementation by the King County OSS and OSS O&M Programs and OSS industry professionals. The members provide technical advice and input through regular meetings and communication tools (e.g., emails, phones) to the OSS Programs, but act in an advisory capacity only. The OSS Programs shall review the input and advice from the Committee from an integrative perspective and employ them in decision-making processes. The implementation of policy recommendations from the Committee is at the discretion of the health officer.

### Meeting format

The Committee will meet via a combination of in-person and online meetings. Discussion and input from all committee members will be encouraged. The meeting times will be posted on the OSS Programs website, and a public comment session will be included in each meeting. The secretary will maintain records and minutes that verify and document the Committee's recommendation for program improvements and proposed changes in meeting structure.

### Timeline

The first Committee meeting will be held during the first quarter of 2022. During the first Committee meeting, the health officer shall introduce the purpose of the Committee, different positions of Committee members, a foundation of the Committee structure (13.16), and rules and expectations of the Committee members. The chair and secretary of the Committee will be appointed at the first meeting.

All decisions on member selection methods, member appointment, agenda building, and meeting structures (e.g., time, frequency, contact preferences, etc.) will be effective as of the first regular meeting.

### Meeting Frequency

The first meeting will be held upon agreement of participants' time of availability. Regular meetings will be held quarterly. Unless a time-sensitive need arises, a committee meeting will not be held in the summer quarter to account for the industry's busy season. The Committee may hold meetings more frequently as needed.

### Communication

The OSS website will have a dedicated section for the TAC updates, agenda, meeting notes, and other notifications. This will serve as an information archive to make sure the information is disclosed to all TAC members and other interested parties.

The secretary will send agendas, updates, and meeting notes to Committee members via email.

Communication will take place via a King County OSS Programs email listserve. All interested parties and members of the committee are required to join the listserve and update their contact information to continue to receive timely communication.

## 4. Bylaws

The parties to this Agreement acknowledge the power of the Committee to revise the Bylaws which govern it, within the limits established by federal, state, and local codes.