

**Kirkwood Meadows Public Utilities District  
BOARD OF DIRECTORS**

**OPERATIONS/CAPITAL PROJECTS COMMITTEE  
CHARTER**

**PURPOSE:** The Operations/Capital Projects Committee is established as a Standing Committee of the Board of Directors whose primary duties are to review enterprise operations and services and related policies and practices, as well as to oversee the development and execution of major capital projects. The Committee provides a general forum for providing advice, recommendation, and collective and diverse opinion on matters related to enterprise operations and services to help the Board and management arrive at informed decisions. The Committee provides review, advice, and recommendation on matters of construction and engineering to ensure that the District obtains the best value for its money. The Committee shall review and recommend Operations policies and practices consistent with current “best practices” for districts of similar size and complexity. The Committee reviews plans, proposals, contracts, bids, procedures and specifications of a technical nature to help the Board and management arrive at informed decisions. The Committee shall have no authority to direct management or staff in the exercise of their operational duties.

**MEMBERSHIP:** The Operations/Capital Projects Committee shall consist of up to seven voting members consisting of two Directors and from one to five Community members. The General Manager shall be a non-voting member of the Committee.

The Committee may include non-voting ex-officio members such as consultants and advisors as may be recommended by the Committee and authorized by the Board.

The Committee may establish such subcommittees as it believes are necessary to fulfill its purpose.

**MEMBERSHIP TERM:** The term for each of the two Board members shall be two years. The term for each of the Community members shall be two years, and the Board may re-appoint Community members at the end of their terms based on mutual interest and participation, and whether other qualified candidates have declared an interest to serve.

**COMMITTEE CHAIR:** The Committee shall elect a Board member to serve as Committee Chair. The Chair, or his/her designee, shall lead the Committee meetings and shall be the authorized liaison for requests and communications between the Committee and the Board and management.

**MEETINGS:** Meetings of the Operations/Capital Projects Committee are subject to the *Brown Act* meeting and notice requirements. Subject to compliance with noticing requirements, the Committee shall meet as often as the Chair of the Committee deems necessary or desirable, but in no case shall it meet less frequently than quarterly.

**COMMITTEE RESPONSIBILITIES:** The Committee shall keep itself informed concerning the enterprise operations and services of the District. The Committee shall review enterprise operations performance and provide advice and/or recommendations to ensure reliable and cost

effective operations and/or service. The Committee is empowered to review any capital project, expenditure, or engineering task that requires approval by the Board. Subject to authorization by the Board, the Committee may retain advisors and experts to assist in the performance of its duties. The Committee's primary responsibilities are as follows:

- Assist with the development of standards of performance for enterprise services and criteria for measuring performance against those standards;
- Regularly evaluate operations policies, practices and procedures for effectiveness and make recommendations for change consistent with current "best practices" for districts of similar size and complexity;
- When requested, assist the General Manager and his/her designees with problem solving related to operations and services, including the satisfactory resolution of service complaints;
- Communicate with and educate the Board on the District's enterprise operations and services;
- Work with the General Manager and his/her designee to oversee that internal reporting practices meet the Committee's need and expectations;
- Review proposed capital project scopes, schedules and budgets and make recommendations to the Board regarding approval and/or modifications;
- At major project milestones, review project design, engineering and general progress versus approved plans;
- At the request of the General Manager, assist with development of Request for Proposals, vendor and professional service contracts, contractor evaluations, and work inspections;
- Review and recommend to the Board whether to approve consulting, professional and construction contracts and accept project bids;
- At the request of the General Manager, meet with contractors and professional services providers at job locations;
- Review the General Manager's recommended strategies for accomplishing planned projects, and research alternative strategies as the Committee deems appropriate;
- Provide advice to the General Manager and the Finance Committee regarding proposed annual capital budgets;
- Conduct an annual self-evaluation of the performance of the Operations/Capital Projects Committee and the effectiveness and compliance with this Charter.