

Kirkwood Meadows
Public Utilities District
BOARD OF DIRECTORS

CHARTER
PLANNING COMMITTEE

PURPOSE: The Planning Committee is established as a standing committee of the Board of Directors whose primary duties are to oversee short-and long-term strategic planning needs of the District. The Committee identifies future milestones, issues, opportunities, requirements for which advance planning can be beneficial to the District and makes recommendation to the Board to initiate such planning.

MEMBERSHIP: The Planning Committee shall consist of up to five voting members consisting of two directors and from one to three District members. The General Manager shall be a non-voting member of the Committee.

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

MEMBERSHIP TERM: The term for each of the two director members shall be two years. The term for each of the District members shall be three years, staggered so that, with three District members, one term shall expire each year. The Board may re-appoint District members at the ends of their terms.

COMMITTEE CHAIR: The Committee shall elect a director 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 Planning 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 frequent than quarterly.

COMMITTEE RESPONSIBILITIES: The Committee shall work closely with the Board, Manager, and other Board appointed standing committees to identify potential short- and long-term planning needs. Subject to Board authorization, the Committee may retain advisors and experts it deems appropriate to the assigned planning task. Regarding the above, the Committee's primary responsibilities are as follows:

- Research and assess new District services and alternative means, business models and technologies for providing District services.
- Research opportunities for new sources of revenues for the District, such as from Counties (through “Fair Share” and other means) and from grants.
- Assist the General Manager in researching, assessing and implementing the public processes required to obtain the necessary customer approvals for raising revenues and taking other actions necessary to achieve the District’s goals.
- Conduct an annual self-evaluation of the performance of the Committee and the effectiveness and compliance with this charter.