

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

**PLANNING COMMITTEE
CHARTER**

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 may be beneficial to the District, and makes recommendation to the Board to initiate such planning. The Committee shall review and recommend planning policies and practices consistent with current “best practices” for districts of similar size and complexity.

MEMBERSHIP: The Planning Committee shall consist of up to seven voting members consisting of two Directors and up to five Community members. The General Manager shall be a non-voting member of the Committee.

Subject to Board authorization, the Committee may include non-voting advisors and experts it deems appropriate to the assigned planning task.

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 interest and participation, and whether other qualified candidates have declared an interest to serve.

COMMITTEE CHAIR: The Board President shall select 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 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, General Manager, and other Board appointed standing committees to identify potential short and long-term planning needs. The Committee’s primary responsibilities are as follows:

- Research and assess District services and alternative means, business models and technologies for providing District services.
- Research opportunities for new sources of revenues for the District.

- 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 Planning Committee and the effectiveness and compliance with this Charter.
- Review land use matters as they pertain to the District.