



Environmental Services Commission Charter

Purpose

The City of Tacoma values a close relationship with its citizens. That relationship is essential in creating fair, responsive, and cost-effective ES Utility rates and programs.

The purpose of the Environmental Services Commission is to review and make recommendations to the City Council, City Manager, and City staff on wastewater, surface water, and solid waste rates, rate structures, services, policies, and programs developed by Environmental Services. Commission members will consider the environment, equity, cultural and economic responsibilities, and the duties, obligations and limitations under state, federal and local laws and regulations.

Terms of Service

Commission members shall serve staggered terms of three years. As terms expire, members may apply to be reappointed. Service is not limited to a specific number of terms. A member shall hold office until the member's successor is appointed and takes office.

Composition

The Environmental Services Commission consists of 15 members representing a cross-section of Tacoma's residential, business, and regulatory communities. There are 13 voting members and two ex-officio non-voting members all appointed by the City Manager, or designee.

Members shall represent the following classes of utility customer and interests:

- a) **Large Business** (e.g., hospitals, Tacoma Mall, manufacturers);
- b) **Small Business** (e.g., retail, restaurant, office);
- c) **Developers** (e.g., residential, commercial general contractor/developer, builders association);
- d) **Commercial/Business Association** (e.g., Chamber of Commerce, Executive Council);
- e) **Government Customer/Interests** (two positions) (e.g., Pierce County, Fife, Fircrest, Metro Parks Tacoma, Port of Tacoma, Puyallup Tribe, Tacoma Public Schools);
- f) **Multi-family Residential** (two positions) (e.g., apartment landlord);
- g) **Residential** (three positions representing Council Districts);
- h) **Residential** (At-large position);
- i) **Sustainable Tacoma Commission Liaison**; and
- j) **Regulatory Agency/ ex-officio member** (two positions) (e.g. Washington State Department of Ecology, Tacoma-Pierce County Health Department).

Tacoma has five Council Districts. Residential representatives are chosen from as many different districts as seats are available. As each Commissioner ends their term, new candidates are recruited from unrepresented Council Districts.

Every effort will be made to include representation from a wide variety of cultural, ethnic, gender and socioeconomic backgrounds.

Responsibilities

The Commission shall review, advise, and make recommendations to City Council, City Manager and City staff regarding changes to the following programs, services, policies, rates or rate structures proposed by Environmental Services:

- a) Residential and commercial utility programs and services;
- b) Short-term and long-range planning;
- c) Environmental Services rates, rate structures and rate assistance programs;
- d) Capital Investment Program and financing structures; and
- e) City of Tacoma policies directly related to Environmental Services utility functions.

Members shall be expected to consider the full interest of their customer class and report Commission discussion back, where appropriate.

Meetings

Meetings shall be open to the public and conform to the requirements of the Washington State Open Public Meetings Act (OPMA), Chapter 42.30 RCW.

At the first meeting of each year, Commissioners shall:

- a) Elect a Chair and Vice-Chair to one-year terms. The Chair shall lead the meetings and represent the Commission to the City.
- b) Set regular meetings for the year, including date, time, and location.

Application Process

Applications for the City of Tacoma Environmental Services Commission are accepted throughout the year. Terms begin January 1 and end December 31.

The City Manager, or designee, may make appointments at other times of the year if a Commission member position becomes or will become vacant through expiration of a term, resignation, removal from office or incapacity.

Recordkeeping

The Commission's adopted minutes of the public meetings shall be the official records. Supplemental records pertaining to matters of public meetings shall be kept on file in the Environmental Services Department.

About Environmental Services

The Environmental Services Department is made up of four divisions: Business Operations, Operations & Maintenance, Science & Engineering, and Solid Waste Management. ES provides solid waste, surface water, and wastewater services to Tacoma. Learn more at www.cityoftacoma.org/enviromentalservices.