

## Conservation Technical Forum Operating Board Meeting October 4, 2012

- **CTF History:**
  - 2003
    - CTF was established as an independent entity that would be responsible for its own leadership while addressing regional conservation issues
    - Attendance was at each individual Wholesale customers discretion
  - 2004 OB meeting:
    - OB expressed satisfaction with current level of participation at CTF
    - OB recommended SPU staff forum(s)
    - OB requested forums agenda and minutes be sent to OB for review
- **Current CTF Structure, Roles and Responsibilities:**
  - Structure:
    - Each Wholesale customers designates a representative to CTF
    - CTF elects a Chair and Vice Chair
      - *2012 Chair – Debbie Rannfeldt – Woodinville Water District*
      - *2012 Vice Chair – Kelly Boswell – Northshore Utility District*
    - Chair and/or Vice Chair attends and reports to OB at designated meeting
  - Roles/Responsibilities:

Once OB makes the policy for the regional conservation program (e.g. 6-year WUE goal) – the CTF representatives address how the goal and priorities will be achieved:

    - Representatives attend CTF meetings and provide input to program design and implementation
    - Representatives serve as a point of contact for the WUE goal and monitors progress toward goal achievement:
      - ✓ By making sure individual Utility's adopts the regional WUE goal
      - ✓ By including regional conservation program information in each Utility's annual WUE Report to DOH
      - ✓ By including regional WUE language in each Utility's CCR and Water System Plan
      - ✓ By actively participating in delivering regional conservation services as appropriate