

1.0:	Purpose:
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To advise the LAWSS Joint Board of Management on matters pertaining to the overall capital, operations and maintenance of the Water System.

1.1	Objective:
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To provide an open forum to Municipal Members for discussion of LAWSS, to improve communication and flow of information between the LAWSS Member Municipalities, and the LAWSS General Manager. To improve Member Municipalities' access to LAWSS Administration and Operations staff.

1.2	Mandate:
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To improve the ability for LAWSS General Manager in developing recommendations that incorporate the unique perspective of all Municipal Members for consideration by the LAWSS Joint Board of Management.

2.0	Administrative Process:
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The LAWSS Technical Team shall report to the LAWSS Joint Board of Management through the LAWSS General Manager.

At the first meeting of the year, the team shall:

- a) Establish dates and times for regular meetings for the upcoming year.
- b) Review the Terms of Reference.

2.1	2020 Meetings:
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- Thursday, February 13, 2020
- Thursday, May 14, 2020
- Thursday, August 13, 2020
- Thursday, November 12, 2020

2.2	Agenda:
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An agenda will be prepared by the LAWSS General Manager and provided to the LAWSS Technical Team 1 week in advance of the meeting. Team members who wish to bring a topic to the meeting must submit a request prior to the 1-week deadline.

2.3	Minutes:
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Minutes of meetings shall be recorded and shall be amended as necessary and adopted at the next regular meeting of the LAWSS Joint Board of Management.

2.4	Decision Making:
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Discussions that take place during meetings of the LAWSS Technical Team will be used to develop recommendations for consideration by the LAWSS Joint Board of Management. The LAWSS Joint Board of Management ultimately make all strategic and policy level decisions with respect to LAWSS.

2.5	Order of the Day:
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The prepared Agenda shall include:

1. Delegation.
2. New Business.
3. Ongoing Business.
4. Capital and O&M Update.
5. Next meeting.

3.0	Representatives:
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The LAWSS Technical Team consists of an Engineering/Operations staff designated by each Member Municipality, OCWA-LAWSS Operational Management and the LAWSS General Manager.