

Lewisville Utilities Committee
July 16, 2014
Lewisville Town Hall Conference Room

I. Call to Order

- A. Chair Jeff Zenger called the meeting to order. Members present were Curtis LeMay, Ed Rachlin, Mike Horn and Tom Lawson. Also present were Town Manager Hank Perkins and Planner Marty Myers. Mr. Wilcox and Mr. Duggins were out of town.
- B. Mayor Pugh was present to thank the member of the committee for volunteering.

II. Approval of Minutes

- A. Mr. Horn moved for approval of the April 8, 2014 minutes and Mr. Lawson seconded. The vote was unanimous.

III. New Business

- A. Review Open Meeting Laws, public information and public notices
 - 1. Mr. Perkins advised the committee of the legal requirements for open meetings and that information distributed to the group via email should not be replied to *all* since it would inadvertently become a public a meeting.
 - 2. He also explained that meeting notices are required, that this committee is a public body and therefore meetings are open to the public, and the number of members that constitute a quorum.
- B. Review of the charter
 - 1. Mr. Lawson pointed to some items in the charter that possibly need to be amended:
 - a. Quorum requirements
 - b. Terms of appointment (as it relates to Council members)
 - c. Staggered terms
 - 2. These items will be discussed at the next meeting.
- C. Operational procedures
 - 1. Mr. Lawson moved to use Flemming Bells' rules of order for meetings. The motion was seconded by Mr. LeMay and approved and the vote was unanimous.
- D. Mission Statement
 - 1. Mr. Zenger suggested that a short concise mission statement be used by the committee to provide focus as follows: *"To provide strategic planning for the incremental expansion of water and sewer to the constituents of Lewisville in a timely and most cost effective manner possible."*
 - 2. This will also be discussed at the next meeting.
- E. Funding
 - 1. Mr. Perkins explained how the funding for future sewer will work based on the agreement with City County Utilities Commission.
 - 2. A capital reserve fund is being created that is expected to grow at around \$500,000 per year. That fund is used to cover the non-assessable costs of extending sewer. It could also be used to cover the cost of purchasing additional capacity.
- F. Committee meeting schedule
 - 1. Mr. Zenger suggested they should meet twice a month which was agreeable to committee members.
 - 2. The committee agreed to meet the first and third Wednesday of the month. They did plan to meet July 30 and then begin the first and third week schedule at 6:30 p.m.
 - 3. Staff was asked to contact CCUC for a meeting on August 6th or 20th. The group

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would like to know CCUC's expectations so they can begin strategic planning.

- G. Other items
1. There was discussion on whether the Health Department has involvement with CCUC.
 2. Stormwater
 - a. Stormwater under this committee is a subject for Council.
 - b. It was pointed out that a stormwater advisory committee already exists although there was discussion on the need for the two committees to work together and to reconsider the possible need for a regional stormwater system.
 - c. There was also a suggestion to have either the chair or member of the Stormwater Committee as an ex-officio member of the Utilities Committee.
 3. New bridge over HWY 421 and force main
 - a. There was discussion on a force main on the bridge and/or boring under the highway, the cost for each, and the need to provide sewer to the south side of HWY 421. Mr. Perkins' advised the committee that his contact with CCUC indicated a preference for boring since it is less likely something would happen to the pipe underground vs. hanging low on the bridge even after it is raised.
 - b. A map of the drainage basins created under a previous sewer study was briefly reviewed.
 4. There was discussion on the impact of the new school to be built off Robinhood Road.
 5. Items for the next meeting
 - a. Charter and Mission Statement will be on the next agenda.
 - b. Preparation for a meeting with CCUC if that can be arranged for August.

IV. Adjournment

- A. Having no other business to conduct, Mr. Lawson moved to adjourn and Mr. LeMay seconded. The vote was unanimous.

Respectfully Submitted

Lynn W. Hall, Public Information Officer

Attest:

Joyce C. McWilliams Walker, Town Clerk

Jeff Zenger, Chair