

Lewisville Utilities Committee
July 30, 2014
Lewisville Town Hall Conference Room

I. Call to Order

A. Chair Jeff Zenger called the meeting to order at 6:30 p.m. Members present were Derek Duggins, Tom Lawson, Ed Rachlin and Lang Wilcox. Also present were Town Manager Hank Perkins and Planner Marty Myers. Curtis LeMay and Mike Horn were not present.

II. Approval of Minutes

A. Mr. Rachlin moved for approval of the July 16, 2014 minutes and Mr. Lawson seconded. The vote was unanimous.

1. Mr. Rachlin referenced information regarding rules of order and requested a copy of Fleming Bell's book on Rules of Order be available at the meetings.

III. Approval of Agenda

A. Mr. Rachlin asked to add (4) the planned bridge reconstruction, (5) a Sharp touch screen television and (6) Stormwater to the agenda.

Curtis LeMay arrived.

IV. Old Business

A. Charter Revision suggestions

1. Mission Statement

a. Eliminate the word *extensions* in A.

b. Revisit B to re-word.

2. Terms of Appointment

a. Terms were not staggered in the charter. Mr. Perkins advised that all committees in Lewisville are appointed for two years, there are no term limits and he clarified how appointments are made.

b. Item C was amended **from:** "The Committee shall have a meetings attendance policy such that a member failing to attend three (3) consecutive, regularly scheduled Committee meetings in one calendar year, shall have his/her appointment **automatically revoked unless specifically reviewed and excused by vote of Town Council.**" **to:** "The Committee shall have a meetings attendance policy such that a member failing to attend three (3) consecutive, regularly scheduled Committee meetings in one calendar year, shall have his/her appointment **reviewed by the committee with a recommendation to Town Council.**"

c. Item D was amended to read, Committee members who wish to resign their position shall submit **any such request a letter of resignation** to the Town Clerk who shall provide it to Council for acceptance.

d. There was discussion on reviewing ex-officio terms of appointment for continued service and adding to the Terms of Appointment; however, it was explained that the committee may invite any person to speak without being an ex-officio.

Lewisville Utilities Committee
July 30, 2014
Lewisville Town Hall Conference Room

3. Membership
 - a. There was discussion on whether Council members should remain voting members of the committee. There was a suggestion to amend A as follows: The Committee shall, **in the initial term of this committee**, consist of two (2) Council members and up to five (5) members who shall reside within the corporate limits of the town, each serving without compensation. **Following the next election (2015), at such time shall become ex-officio members and vacancies shall be replaced with citizen appointments.**
 - b. There was discussion on the chair/vice chair positions since Council had appointed the chair and the vice-chair was elected by the initial 3-member committee. Mr. Rachlin moved to have an election at the first meeting in September and Mr. Lawson seconded. The vote was 4-2 to approve the motion with members Rachlin, Wilcox, Lawson and Duggins voting *for* and Zenger and LeMay voting *against*. That meeting date will be September 3, 2014.
 4. Projects
 - a. It was suggested to amend A as follows: **Projects may be assigned by the Town Council or suggested by the Committee; however, project implementation All assigned or suggested projects** shall be subject to **the** approval of **the** Town Council.
 5. Meetings
 - a. Now that there is full membership on the committee, it was suggested that Item F be amended to read as follows: The majority of voting committee members, one of which must be the Chair or Vice-Chair, but no less than three (3) **or a majority of the committee**, constitute a quorum.
- B. There was a motion by Mr. LeMay and a second by Mr. Wilcox to accept the proposed amendments to the charter. The vote was unanimous.
- C. Mission Statement
1. The committee would like to have a very concise Mission Statement as follows: "To provide strategic planning for the incremental expansion of water and sewer to the **constituents citizens** of Lewisville in the most timely and cost effective manner possible."
 2. Mr. Lawson moved to adopt this mission statement as revised as a "stand alone" statement and Mr. Rachlin seconded. The vote was unanimous.

V. **Meeting Calendar**

- A. The committee will meet the first and third Wednesday of the month at 6:30 p.m.
- B. At the October 15th meeting the committee will reassess the calendar. Mr. Lawson moved to accept this schedule and Mr. Rachlin seconded. The vote was unanimous.

VI. **New Business**

- A. Meeting with CCUC
 1. There was discussion on some of the subjects that need to be broached and the answers

Lewisville Utilities Committee
July 30, 2014
Lewisville Town Hall Conference Room

needed. This meeting is to be a fact finding, listening session. This will give the committee what they need to understand as they structure a process for moving forward. This will be in preparation for setting priorities for future sewer. The members brain-stormed questions for the upcoming meeting with a goal of getting information for a process:

- a. How is CCUC expecting to work with the town?
 - b. What is the capacity availability at entry points and when will they be available?
 - c. How are projects initiated and prioritized?
 - d. What is the response time on projects?
2. It was agreed that everyone needs to have a basins map. A digital copy of the basins map will be provided to the committee members.
- B. Touch screens
1. There was discussion on the purchase of a touch screen for use by the committee by Mr. Rachlin. After discussion, Mr. Lawson moved to recommend to Council that a touch screen be purchased. There was no second.
 2. There was a suggestion instead that it would be better to lease; however, this is an item for Council consideration.
 3. Mr. Perkins noted that he did not believe that the committee needed this typed of equipment now but that it may be useful in the future.
 4. Mr. Zenger will gather additional information.
- C. Williams Road Bridge replacement
1. Mr. Rachlin provided handouts about Pilot Mountain's bridge replacement. He was concerned about the scheduling for demolition and building to make our bridge work go smoothly.
 2. He had other questions regarding the bridge replacement; however, he was advised that the bridge matter is an issue for the Council.
- D. Stormwater
1. Mr. Rachlin said he felt this committee will have some down time and they should be getting involved in this area.
 2. Mr. Perkins advised that there is a committee tasked with this subject.
 3. Mr. Zenger moved that the Council get the Stormwater Committee up, active and running again and working on a plan for the development of stormwater for the Great Wagon Road and downtown. Mr. Rachlin seconded.
 - a. Mr. Lawson reiterated that the Utilities Committee will have down time and since there is already a constituted committee that responsibility should be passed on to this committee.
 - b. Mr. Zenger amended his motion to ask Council to either reinstate the Stormwater Committee to work on a plan for the downtown business district or add their duties to this committee's responsibility. Mr. Rachlin also seconded that change.
 - (1) Mr. Perkins noted his preference was not to add stormwater to this group as it already has a large scope of work.

Lewisville Utilities Committee
July 30, 2014
Lewisville Town Hall Conference Room

- (2) Mr. Wilcox also said they are two different complex issues and might be better served by two committees. There seemed to be agreement that the two groups need to work together.
- (3) There was a vote on the motion by Mr. Zenger and it was unanimously in favor.

VII. Adjournment

- A. Having no other business to conduct, Mr. Zenger moved to adjourn the meeting at 9:00 p.m. The motion was seconded and approved unanimously.

Respectfully Submitted

Lynn W. Hall, Public Information Officer

Attest:

Joyce C. McWilliams Walker, Town Clerk

Jeff Zenger, Chair