

ORDINANCE 2015068
OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 4 OF CHAPTER 13-8
THE LEWISVILLE UTILITIES COMMITTEE CHARTER
OF THE LEWISVILLE TOWN CODE

WHEREAS, the number identified in the charter to meet quorum represented the original appointed membership; and

WHEREAS, this committee has now been fully appointed.

NOW THEREFORE, BE IT ORDAINED THAT THE LEWISVILLE TOWN COUNCIL amends Chapter 13-8 IX. F. of the Town Code as follows:

- I. **NAME OF COMMITTEE**: A new committee is established and titled the Lewisville *Utilities Committee* referred to herein as the Committee.

- II. **TYPE OF COMMITTEE**: The Committee shall be an advisory committee to the Town Council.

- III. **MISSION**:
 - A. To recommend principles and policies to fairly guide water and/or sewer utility infrastructure extensions;
 - B. To advise and report on water and wastewater services provided or proposed to be provided to residential and non-residential customers as well as water and wastewater utility projects with which the Town of Lewisville may become involved;
 - C. To request through the Council special studies that will assist in making recommendations to the Council;
 - D. To assist in the education of the general public on these service provision changes.
 - E. To engage in special projects as specifically directed by Town Council.

- IV. **MEMBERSHIP**:
 - A. 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

Resolution 2014019 - Chartering the Lewisville Utilities Committee - April 3, 2014
Resolution 2014043 - Amendment 1 - October 9, 2014
Ordinance 2015025 - Amendment 2 - February 12, 2015
Ordinance 2015032 - Amendment 3 - April 9, 2015
Ordinance 2015068 - Amendment 4 - August 13, 2015

ORDINANCE 2015068
OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 4 OF CHAPTER 13-8
THE LEWISVILLE UTILITIES COMMITTEE CHARTER
OF THE LEWISVILLE TOWN CODE

serving without compensation. Following the next election (2015), Council Members shall become ex-officio members and vacancies shall be replaced with citizen appointments.

- B. Citizens wishing to serve on the Committee shall submit an application and a letter of request to the Town Clerk requesting appointment. The Town Clerk will forward to Council for action.
- C. In order to foster an environment for new and fresh ideas, a membership goal is to encourage new membership.

V. **TERMS OF APPOINTMENT**

- A. Committee members shall be appointed by the Council, each to serve a two year term. Non-Council members shall serve without limitation to the number of consecutive terms. Council Members serve subject to elections and the committee appointment process.
- B. Appointments shall be for two years commencing on April 1 and expiring on March 31, following municipal elections.
- C. 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.
- D. Committee members who wish to resign their position shall submit any such request to the Town Clerk who shall provide it to Council for acceptance.

VI. **COMMITTEE STRUCTURE**

- A. Chair: The committee membership shall select from among themselves a chair.
 - 1. The Chair shall serve for two years.
 - 2. The Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting which follows a municipal election.

Resolution 2014019 - Chartering the Lewisville Utilities Committee - April 3, 2014
Resolution 2014043 - Amendment 1 - October 9, 2014
Ordinance 2015025 - Amendment 2 - February 12, 2015
Ordinance 2015032 - Amendment 3 - April 9, 2015
Ordinance 2015068 - Amendment 4 - August 13, 2015

ORDINANCE 2015068
OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 4 OF CHAPTER 13-8
THE LEWISVILLE UTILITIES COMMITTEE CHARTER
OF THE LEWISVILLE TOWN CODE

- B. Vice-Chair: The Committee membership shall select from among themselves a vice-chair.
 - 1. The Vice Chair shall serve for two years.
 - 2. The Vice Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting which follows a municipal election.

- VII. **EX-OFFICIO MEMBERSHIP**: Persons occupying the following positions shall, by appointment to the position, serve in a non-voting ex-officio capacity on the Committee:
 - A. Town Manager or designee
 - B. Town Planner
 - C. Planning Board Representative (as needed)
 - D. CCUC Representative (as needed)
 - E. Department of Health Representative (as needed)
 - F. Engineering Consultant (as needed)
 - G. Finance Officer (as needed)

- VIII. **PROJECTS**:
 - A. Projects may be assigned by the Town Council or suggested by the Committee; however, project implementation shall be subject to approval of the Town Council.

- IX. **MEETINGS**:
 - A. The Committee shall establish its own regular meeting schedule.

Resolution 2014019 - Chartering the Lewisville Utilities Committee - April 3, 2014
Resolution 2014043 - Amendment 1 - October 9, 2014
Ordinance 2015025 - Amendment 2 - February 12, 2015
Ordinance 2015032 - Amendment 3 - April 9, 2015
Ordinance 2015068 - Amendment 4 - August 13, 2015

ORDINANCE 2015068
OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 4 OF CHAPTER 13-8
THE LEWISVILLE UTILITIES COMMITTEE CHARTER
OF THE LEWISVILLE TOWN CODE

- B. The Committee shall be required to meet at least four (4) times annually.
 - C. All Committee meetings are open to the public and subject to the North Carolina Open Meetings Statutes.
 - D. The Committee meetings schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
 - E. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, and posting and distribution to Council.
 - F. The majority of voting committee members, one of which must be the Chair or Vice-Chair, constitute a quorum.
- X. **MEETING NOTICES**: The Chair shall coordinate and request the Town Clerk to announce meetings of the *Utilities Committee* that are not on the meeting schedule.
- XI. **REPORTS**: Special reports will be submitted as required to Town Council upon request.
- XII. **REQUESTS**: All official requests should be in writing from the committee chair and must be presented to the Town Manager.

Adopted this the 13th Day of August, 2015 by the Lewisville Town Council.

Dan R. Pugh, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

Resolution 2014019 - Chartering the Lewisville Utilities Committee - April 3, 2014
Resolution 2014043 - Amendment 1 - October 9, 2014
Ordinance 2015025 - Amendment 2 - February 12, 2015
Ordinance 2015032 - Amendment 3 - April 9, 2015
Ordinance 2015068 - Amendment 4 - August 13, 2015