

**ORDINANCE 2019024**  
**OF THE LEWISVILLE TOWN COUNCIL**  
**AMENDING CHAPTER 13-8**  
**THE LEWISVILLE UTILITIES AND STORMWATER COMMITTEE CHARTER**  
**OF THE LEWISVILLE TOWN CODE**

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**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 of the Town Code as follows:

- I. **NAME OF COMMITTEE**: A new committee is established and titled the Lewisville *Utilities and Stormwater 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 and to provide public education and outreach to Lewisville citizens, businesses and area schools regarding stormwater issues.
  - E. To review the Stormwater Administrative Manual to determine if it is functioning effectively.
  - F. To help in the coordination and participation of clean up events to keep tributaries debris and litter free.
  - G. 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 2 Council members and up to 5 members who shall reside within the corporate limits of the

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town, each 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 2-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 2 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 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 2 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 or, based on the Committee's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.
- B. Vice-Chair: The Committee membership shall select from among themselves a vice-chair.
  - 1. The Vice Chair shall serve for 2 years.

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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 or, based on the Committee's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.

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. Public Works Director
- D. Planning Board Representative (as needed)
- E. CCUC Representative (as needed)
- F. Department of Health Representative (as needed)
- G. Engineering Consultant (as needed)
- H. Finance Officer (as needed)

VIII. **PROJECTS:** 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.
- B. The Committee shall meet on a quarterly basis (every 3 months) with special called meeting(s) as necessary.
- 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

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regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, 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.

**Resolution 2014019** - Chartering the Lewisville Utilities Committee - April 3, 2014

**Resolution 2014043** - Amendment - October 9, 2014

**Ordinance 2015025** - Amendment - February 12, 2015

**Ordinance 2015032** - Amendment - April 9, 2015

**Ordinance 2015068** - Amendment - August 13, 2015

**Ordinance 2018015** - Amendment - March 8, 2018

**Adopted this the 13<sup>th</sup> Day of June, 2019 by the Lewisville Town Council.**

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Mike Horn, Mayor

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk