



## **RULES OF PROCEDURE AUSTIN WATER RESOURCE PLANNING TASK FORCE**

### ARTICLE 1. NAME.

- (A) The name of the task force created by Council Approved Resolution No. 20140410-033 (attached) is the Austin Water Resource Planning Task Force (Task Force).

**Note: Items in these Rules of Procedure that are included in the Council Approved Resolution No. 20140410-033 are highlighted in bold.**

### ARTICLE 2. PURPOSE.

- (A) **The Task Force was created to evaluate the City's water needs, to examine and make recommendations regarding future water planning, and to evaluate potential water resource management scenarios for Council consideration.**

### ARTICLE 3. MEMBERSHIP.

- (A) **The Task Force will consist of eleven (11) members, in total, including one representative each from and elected by the Water and Wastewater Commission, the Resource Management Commission, the Environmental Board, and the Joint Financial Subcommittee as well as one member appointed by each Council Member.**
- (B) **A quorum for the conduct of business is a majority of Task Force members.**
- (C) Six (6) members constitute a quorum.
- (D) At each meeting, each member shall sign an attendance sheet. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (E) A member who seeks to resign from the Task Force shall submit a written resignation to the chair of the Subcommittee, the staff liaison, or the City Clerk's Office. If possible, the resignation should allow for a thirty day notice so the Commission, Board, or Subcommittee can elect a replacement.

#### ARTICLE 4. OFFICERS.

- (A) **The Task Force shall elect a chair and vice-chair at its first meeting.**
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

#### ARTICLE 5. MEETINGS.

- (A) **The Task Force will be subject to the Open Meetings Act, all meetings will be open to the public, and the public will be given a reasonable amount of time to provide input.** All Task Force meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) The Task Force shall generally meet twice per week until it has been dissolved. The Task Force shall consider adoption of a meeting schedule at its first meeting.
- (C) **The Task Force shall issue a final report containing its recommendations to the City Council no later than June 20, 2014. The Task Force shall dissolve upon delivery of its recommendations to the City Council or within one year of the adoption of Council Approved Resolution No. 20140410-033 (adopted April 10, 2014), whichever occurs first.**
- (D) Task Force meetings shall be governed by Robert's Rules of Order.
- (E) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (F) To be effective, a Task Force action must be adopted by affirmative vote of six (6) members (the number of members necessary to provide a quorum).
- (G) The chair has the same voting privilege as any other member.
- (H) The chair shall adjourn a meeting not later than 10:00 p.m., unless the Task Force votes to continue the meeting.
- (I) Each person and Task Force member attending a meeting should observe decorum pursuant to Section 2-1-48 of the City Code:
  - (a) A person or Task Force member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a board meeting.

- (b) The presiding officer:
  - (1) should maintain order;
  - (2) should exercise the officer's authority impartially; and
  - (3) may shorten a person's speaking time or ban a person from speaking for the duration of a meeting only for a violation of decorum set out in this section.

#### **ARTICLE 6. CITIZEN COMMUNICATION.**

- (A) The Task Force shall allow citizens to address the Task Force on agenda items, except briefings, and during a period of time set aside for citizen communications. The chair may limit a speaker to three (3) minutes.
- (B) The Citizens Communication segment will be at the beginning of the meeting. Up to 10 citizens can speak. Citizens must sign up before the meeting or before the Citizens Communication segment is over. Citizens shall be allotted a maximum of 12 minutes to speak on behalf of an item not on the agenda, but related to the charge of the task force, with up to 3 citizens donating their time to one individual. Citizens donating their time must be in the room at the time the speaker is at the podium and must have been in the first 10 speakers signed up prior to the meeting being called to order.
- (C) Citizen communication may not take more than 45 minutes of the Task Force Meeting if they wish to speak on specific items on the agenda. Up to 3 citizens may donate their time to one individual. Citizens donating their time must be in the room at the time the speaker is at the podium.

**Attachment:** Council Approved Resolution No. 20140410-033

**RESOLUTION NO. 20140410-033**

**WHEREAS**, the Central Texas drought has resulted in low lake inflows, with the storage capacity of the Highland lakes currently estimated to be 37 percent full despite recent rains and major flood events; and

**WHEREAS**, entities around the region are currently exploring options for supplementing existing water supplies in the face of prolonged drought and the potential for climate change leading to reduced water availability in future years; and

**WHEREAS**, City staff have been preparing to brief City Council on alternative water source options later this Spring; and

**WHEREAS**, City Council Resolution 20140327-039 directed the City Manager to provide a comparative analysis of a variety of alternative water source options, including short-, mid-, and long-range needs; and

**WHEREAS**, some options for procuring additional water through alternative sources may have consequences that are not aligned with Austin's community values and the Imagine Austin Plan and/or may trigger substantial rate increases to Austin Water Utility customers; and

**WHEREAS**, the Austin Water Utility's "integrated water resource planning" to date has not been developed or vetted with the community or with relevant boards and commissions and stakeholder groups; and

**WHEREAS**, in 2011 the City Council created the Joint Financial Subcommittee of the Resource Management Commission, the Water and Wastewater, and the Impact Fee Advisory Commission to make recommendations with input from the public for short-term and long-term

financial plans to strengthen the financial stability of Austin Water Utility;  
and

**WHEREAS**, the Joint Financial Subcommittee has been reconvened to provide input on strategies to manage the financial impacts associated with the prolonged drought but will not be tasked with evaluating comprehensive or integrated water planning; and

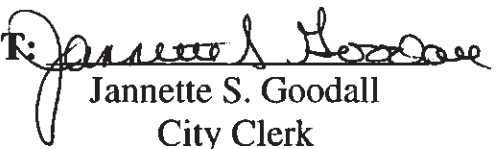
**WHEREAS**, an integrated water management plan for the City of Austin would benefit from substantial stakeholder input to ensure that water supply strategies reflect the values of the community and the Imagine Austin Plan; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

1. The Austin Water Resource Planning Task Force is created to evaluate the City's water needs, to examine and make recommendations regarding future water planning, and to evaluate potential water resource management scenarios for Council consideration.
2. The Task Force will consist of eleven members in total, including one representative each from and elected by the Water and Wastewater Commission, the Resource Management Commission, the Environmental Board, and the Joint Financial Subcommittee as well as one member appointed by each Council Member.
3. The City Manager will place an item on the April 15, 2014, City Council work session agenda for Council to discuss potential Task Force appointees, ensuring that appointees possess some expertise in water resource, environmental, and sustainability issues. Care will be taken to ensure that Task Force membership is not weighted in favor of any one interest group.

4. A quorum for the conduct of business is a majority of Task Force members. The Task Force shall elect a chair and vice-chair at its first meeting.
5. The Task Force shall examine and make recommendations regarding any alternative water sources including, but not be limited to, conservation, reuse, regional transmission systems and partnerships, groundwater, aquifer storage, as well as other potential sources in the region. In doing so, the Task Force shall consider and make recommendations consistent with the goals and provisions of the Imagine Austin Plan.
6. The task force will be subject to the Open Meetings Act, all meetings will be open to the public, and the public will be given a reasonable amount of time to provide input.
7. The City Manager shall provide reasonably necessary resources and technical assistance to the Task Force. The Austin Water Utility and the Watershed Protection Department shall support the Task Force.
8. The Task Force shall issue a final report containing its recommendations to the City Council no later than June 20, 2014.
9. The Task Force shall dissolve upon delivery of its recommendations to the City Council or within one year of the adoption of this resolution, whichever occurs first.

ADOPTED: April 10, 2014

ATTEST:   
Jannette S. Goodall  
City Clerk