

§ 2-1-186 WATER AND WASTEWATER COMMISSION.

- (A) The Water and Wastewater Commission members should have resided within the city for at least six months before their appointment, but a member may reside outside the city if the member's residence is inside the utility's service area. Not more than two members should be involved in development or development-related activities.
- (B) The commission shall:
 - (1) review, analyze, and advise the city council on the policies and resources relating to the city water and wastewater utility and water quality; and
 - (2) assist the city council in ensuring that the City's residents are provided with an adequate, economical, and potable supply of water and a stable, economical, and environmentally safe system of wastewater disposal.
- (C) The commission shall act as an advisory body to the city council and shall review programs and make recommendations regarding:
 - (1) the protection and integrity of the water resources for the City;
 - (2) minimization of water quality impacts to downstream areas;
 - (3) implementation of programs that achieve goals and objectives relating to water supply management, water demand management, and land water quality control;
 - (4) the fiscal solvency of said programs; and
 - (5) the fiscal health of the utility.
- (D) The commission shall develop an annual program setting out the commission's goals and objectives, and the activities needed to achieve these goals and objectives in the following areas, for the year covered by the program:
 - (1) water supply distribution;
 - (2) water demand and conservation management;
 - (3) wastewater treatment and collection;
 - (4) water quality;
 - (5) service area master planning and capital improvement project development;
 - (6) utility operating budget;
 - (7) rates and fees; and
 - (8) citizen education.
- (E) The commission may review and make reports and recommendations to the city council, or other appropriate boards and commissions, concerning the following matters:
 - (1) water and wastewater capital improvement program proposals;
 - (2) water and wastewater bond programs;

- (3) monitoring of capital recovery fee revenues on a quarterly basis, and review of capital recovery fee dollar amount on an annual basis from the effective date of capital recovery fee ordinance;
 - (4) review of the City's annual budget proposal for the water and wastewater utility;
 - (5) quarterly review of water and wastewater ending balances;
 - (6) cost effectiveness and financial impact on water supply and water conservation programs;
 - (7) water and wastewater tap and connection fees;
 - (8) quarterly review of the utility's total bonded indebtedness, including:
 - (a) contracts bonds approval, issuance, and expenditure: proposed and approved by council action, and issued;
 - (b) revenue bonds approval, issuance and expenditure: proposed and approved by council action, and issued; and
 - (c) municipal utility district bonds;
 - (9) water and wastewater service extension requests and policy;
 - (10) water treatment water supply, capacity, and demand projections;
 - (11) water and wastewater treatment capacity, loadings, and effluent quality and quantity by the City on a monthly basis;
 - (12) Proposed and existing wastewater package treatment plants within the City's extraterritorial jurisdiction;
 - (13) desired service areas that the City should serve and the timing of the service;
 - (14) creation of area package treatment plant and alternative wastewater system conservation proposals;
 - (15) creation or modification of municipal utility districts, water control and improvement districts, and all other entities authorized by the Texas Water Code;
 - (16) water and wastewater treatment processes;
 - (17) review and recommendation to the city council regarding all water and wastewater rates and fees;
 - (18) annual review of the effectiveness of erosion and sedimentation controls and drainage criteria in protecting water quality; and
 - (19) monthly review of water and wastewater discharge by the City.
- (F) The commission may obtain information from the Water Utility and communicate to the city council as follows:
- (1) coordination with staff to develop programs to implement commission duties and responsibilities;

- (2) evaluation of the economic feasibility and impacts of commission goals and objectives programs;
 - (3) coordination with the staff time and resource requirements for liaison activities with the commission;
 - (4) policy and budgetary recommendations to the city council relating to program implementation;
 - (5) periodic review of staff progress toward successful completion of utility programs;
 - (6) review of staff reports and studies relating to commission programs, including economic and rate impacts and environmental effects;
 - (7) review of development of program implementation strategies; and
 - (8) review of monitoring and enforcement of programs.
- (G) The commission shall promote close cooperation and open communication between the city council, other City boards, commissions and committees, City departments and individuals, and institutions and agencies concerned with the policies and procedures and operation, maintenance and construction of the Water and Wastewater Utility so that all similar activities in the City may be coordinated to secure the greatest public welfare.

Source: Ord. 20071129-011.

§ 2-1-4 SIZE AND APPOINTMENT.

- (A) Except as otherwise provided in Article 2 (*Boards*), a board consists of seven members appointed by the city council.
- (B) For a board with seven or more members, each council member shall nominate one board member to serve on the board, and the mayor shall nominate the other board members.
- (C) For a board with fewer than seven members, the mayor shall nominate the board members.
- (D) All appointments of board members are subject to approval by a majority vote of council.

Source: Ord. 20071129-011.

§ 2-1-6 QUORUM AND ACTION.

- (A) A majority of the total number of authorized board members constitutes a quorum for the conduct of business. For a seven member board, four board members constitute a quorum.
- (B) A board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum. For a seven member board, a board action must be adopted by an affirmative vote of four board members.

Source: Ord. 20071129-011

§ 2-1-22 MEMBERSHIP TERM AND LIMITATION.

- (A) A board member is appointed for a term of three years beginning August 1st. The term of office for a board member runs concurrently with the term of office for the city council member who appoints the member.
- (B) Except as provided in Subsection (C), a board member may serve not longer than nine consecutive years on the same board. Service before December 10, 2007 is excluded in determining the number of years served.
- (C) A board member who has served nine years on the same board is not eligible for reappointment to that board until the expiration of two years after the last date of the member's service on that board.

Source: Ord. 20071129-011; Ord. 20080214-012.

§ 2-1-42 OFFICERS AND COMMITTEES.

- (A) Each board shall annually select from its membership a chair and any additional officers that the board finds appropriate.
- (B) A person may not serve as the chair of a board for more than two consecutive years.
- (C) A board may create a committee from its membership to aid the board in carrying out its purpose. A board may not designate or appoint a non-member to serve on a committee.
- (D) A meeting of a committee shall be posted under the Local Government Code Chapter 551 (*Open Meeting Act*).

Source: Ord. 20071129-011.

§ 2-1-43 MEETING REQUIREMENTS.

- (A) Unless otherwise provided in this chapter, each board shall meet not less often than quarterly.
- (B) Each board shall comply with Government Code Chapter 551 (*Open Meetings Act*).
- (C) A board may not conduct a closed meeting without the approval of the city attorney.
- (D) Each board meeting agenda shall provide for citizen communication.
- (E) A board liaison shall transmit:
 - (1) a meeting agenda to the city clerk as required for posting under Government Code Chapter 551 (*Open Meetings Act*); and
 - (2) an electronic agenda to the Public Information Office for posting on the City's website.
- (F) The city clerk shall post each board meeting agenda and keep a record of postings for all board meetings.
- (G) Each board shall keep minutes of its meetings, which shall:
 - (1) list the members in attendance;
 - (2) state the subject of each deliberation;
 - (3) indicate each vote, order, decision, or other action taken; and

(4) be filed with the liaison department.

Source: Ord. 20071129-011.

§ 2-1-44 MEETING PROCEDURES.

- (A) Board meetings are governed by Robert's Rules of Order and the board's bylaws.
- (B) Each board shall adopt the City's standard board bylaws. Not more than once a year, a board may adopt a revision to the standard bylaws. A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.
- (C) A board meeting may not extend beyond 10:00 p.m., unless the board votes to continue.

Source: Ord. 20071129-011; Ord. 20080214-012.

§ 2-1-45 FAILURE TO MEET.

- (A) The City department assigned to provide staff support to a board shall notify the city clerk if the board fails to post notice of and conduct a meeting for a period of six months.
- (B) The city clerk shall send written notice to the Council Audit and Finance Committee of a board's failure to convene for a period of six months. The Council Audit and Finance Committee shall make a recommendation to council on whether to continue the board within 60 days of receiving notice under this subsection.

Source: Ord. 20071129-011.

§ 2-1-46 ANNUAL REVIEW, REVIEW REPORT, AND WORK PLAN.

- (A) The Council Audit and Finance Committee shall designate boards that are required to conduct an annual review and prepare a review report and work plan. The committee should designate the boards not later than December 31st of each year.
- (B) A designated board shall conduct an annual review and prepare a review report and work plan during the first quarter of the year following the designation.
- (C) A board should conduct an annual review during a regular board meeting by:
 - (1) assessing the board's actions during the previous year to determine whether the board complied with its mission; and
 - (2) soliciting and recording comments from the public and from staff.
- (D) A board's annual review report should include:
 - (1) a summary of its activities for the previous year, including:
 - (a) the board's achievements during the preceding year;
 - (b) posted agenda for each board meeting;
 - (c) approved minutes for each meeting; and
 - (d) each resolution or written recommendation directed to the city council; and
 - (2) recommendations on whether:

- (a) the board should continue operation or be dissolved;
 - (b) the board's functions should be modified, including the transfer of a function to another board; and
 - (c) the board's bylaws should be amended.
- (E) A board's annual work plan should include:
- (1) a mission statement;
 - (2) goals and objectives for the next plan year focused on long-range, strategic issues;
 - (3) proposed activities for the next year to achieve the boards goals and objectives; and
 - (4) administrative and staff support requirements.
- (F) A board shall submit a review report and work plan to the Council Audit and Finance Committee, the city clerk, and the City department assigned to support the board.

Source: Ord. 20071129-011.

§ 2-1-47 DISSOLUTION.

- (A) The council may vote to dissolve a board at any time.
- (B) A board that has been abolished by the council may continue in existence for a period not to exceed 30 days after the effective date of the council action, for the limited purpose of making recommendations to council on the conclusion of matters pending before the board.

Source: Ord. 20071129-011.