



Town of Castle Rock
CASTLE ROCK WATER COMMISSION
BYLAWS
(March, 2022)

The Castle Rock Water Commission of the Town of Castle Rock was established by Town Council Resolution 1989-13, and last amended in 2017.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Pursuant to the authority granted to the Castle Rock Water Commission, the Commission hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14.

Article 1 – Purpose, Duties, and Authority

The Castle Rock Water Commission will carry into effect the provisions in Section 2.14 of the Town of Castle Rock Municipal Code.

The purpose of the Castle Rock Water Commission is to provide guidance regarding service affordability and availability, and to conduct special investigations to ensure water, wastewater, and Stormwater customers receive quality services and pay fair prices.

The Commission shall be advisory and make recommendations to the Town Council relative to activities that affect customers. This would include 1) user charges; 2) impact fees; 3) projects; 4) changes to regulations; 5) conservation; and 6) level of service.

The Commission shall have the authority to establish task forces for the purpose of reviewing specific projects and/or programs. Task force meetings shall not be open to the public.

Article 2 – Organization and Staff

The Commission shall consist of seven (7) members. One member of the Commission may be a non-resident “ratepayer”. Ratepayer is defined as a homeowner, property owner, or business owner within the Town’s service area.

The Castle Rock Water Department, under the direction of the Director, shall provide necessary technical and advisory support to the Commission.

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held monthly on the 4th Wednesday excluding holidays. All regular meetings will be held at 6:00 pm at 175 Kellogg Court Building #171, Castle Rock, Colorado, unless otherwise designated and are open to the public.

Article 4 - Minutes and Records

The Castle Rock Water Department shall maintain all of the records of the Castle Rock Water Commission, ensure they are retained in the Town electronic records archive, and shall transmit them timely to the Castle Rock Water Commission for their review and approval.

Article 5 - Hearing Procedures

The Castle Rock Water Commission shall incorporate the following procedures for all public meetings:

1. Call to Order and Roll Call.
2. State brief purpose of the meeting.
3. Time is provided for Council Liaison Comments and Updates
3. Time is provided for Water Commission Member Comments
4. Administrative Business is handled to include approval of minutes and other business
5. Action items are presented to include capital projects, rates and fees, proposed policies and programs and other items which will ultimately go to Council for consideration.
 - a. For each item, the Chairman reads the item into the record.
 - b. Staff provides a presentation on the item and a recommendation.
 - c. Commission discusses the item, asks questions and makes a motion.
 - d. Commission may motion to recommend Council approval, recommend Council approval with conditions, recommend Council denial, or recommend continuation of the item to a future meeting.
6. Staff provide informational/update items for Commission, questions and discussion are encouraged.
7. Commission members are provided time for closing comments.
8. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of majority vote of the members of the Commission during a regular or special meeting.

Article 7 - Approvals

The above Bylaws for the Town of Castle Rock Water, Castle Rock Commission have been duly considered and reviewed and are hereby adopted by the Castle Rock Water Commission this ____ day of _____, 2022 and will be posted on the Town website.

ATTEST:

CASTLE ROCK WATER COMMISSION

Secretary/Vice-Chair

Chair