

Bylaws of the Castle Rock Water Commission

Article 1 – Authorization

A. Purpose

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.

B. Powers

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

A. Officers

The officers of the Commission shall be the Chair and a Vice-Chair. In the absence of both the Chair and Vice-Chair, the members present at such meeting may designate a Chair pro-tem to preside over the meeting. The Chair and Vice-Chair shall be elected by majority vote from the Commission at the first meeting held in June of each year. Terms for officers shall be for one year.

The Chair shall be the executive officer of the commission and shall preside over all meetings of the Commission, call special meetings and workshop sessions of the Commission as needed, sign documents of the Commission, cancel regular meetings, and see that all actions of the Commission are properly taken.

The Vice-Chair shall be empowered with the same duties and authorities as the Chair in the absence of the Chair.

B. Staff

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

C. Membership and Terms

The Commission shall consist of seven (7) members, each of which shall be appointed by the Town Council. 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. . Members shall serve no more than three consecutive two-year staggered terms. A partial term is defined as any period of time less than two years and shall be counted as a full term. A citizen must wait four years (two full terms) prior to re-applying to serve on the Commission for which the member was disqualified

to serve due to term limits. All members of the Commission shall serve without compensation, but may be entitled to reasonable reimbursement expenses when necessary.

D. Personal Conduct

Each member of the Commission shall exhibit the highest degree of professionalism and commitment to public service possible through the thorough and impartial examination of all matters before the Commission. Members shall make every effort to avoid any appearance of conflict or impropriety in their dealings with the public and each other. Members shall avoid using their position on the Commission in matters related to personal gain.

Members shall comply with the Code of Conduct, Castle Rock Municipal Code Chapter 2.05.

E. Application of Laws

The Commission shall conform to all Castle Rock Municipal codes and regulations, as well as any Colorado statute which may apply to members' conduct or activity, or the Commission as a whole.

Article 3 – Procedure

A. Regular Meetings

Regular meetings shall be held quarterly on the 4th Wednesday. All regular meetings will be held at 6:00 p.m., at Castle Rock Water, 175 Kellogg Ct., Castle Rock, Colorado, unless otherwise designated. All Commission meetings shall be open to the public.

B. Special Meetings

Special meetings may be called by the Chair or by two members of the Commission. The Chair or two members calling the special meeting shall fix the place and time for the special meeting, and shall give the members at least 48 hours' notice of the special meeting.

C. Notice of Meetings

Notice to the members of each regular meeting shall be deemed given by these Bylaws. Notice to the public of regular or special meetings shall be given in compliance with the Colorado Open Meetings Law, C.R.S. Section 24-6-401, *et seq.*, as from time to time amended. Notice of special meetings shall be given to members at least 48 hours in advance by either (1) announcing the special meeting at a regular meeting; or (2) transmitting electronic mail or fax, in all cases directed to the member at his or her residence or place of business.

D. Quorum

A majority of the sitting members of the Commission shall constitute a quorum for the transaction of business at any meeting, provided that if less than a majority of the members are present at said meeting, a majority of the members who are present may adjourn the meeting to another time without further notice.

E. Manner of Acting

The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.

F. Minutes and Records

Minutes of all meetings of the Commission shall be kept.

G. Executive Sessions

The Commission may go into executive session for any reason allowed under the Colorado Open Meetings Law, C.R.S. Section 24-6-401, *et seq.*, as from time to time amended. Executive sessions shall be called in the manner set forth in the Colorado Open Meetings Law.

Article 4 – Amendments

These Bylaws may be amended by a majority vote of the members of the Commission during a regular or special meeting. The Commission shall adopt its bylaws, which shall become final upon approval of the Town Council of the Town of Castle Rock.

Article 5 – Approvals

The above Bylaws for the Castle Rock Water Commission have been duly considered and reviewed, and are hereby adopted by the Commission this ___ day of _____, 2017.

ATTEST:

CASTLE ROCK WATER COMMISSION

Sally A. Misare, Town Clerk

Charles Fletcher, Chair

Approved by Town Council this 17th day of January, 2017.

ATTEST:

TOWN OF CASTLE ROCK



Sally A. Misare, Town Clerk



Jennifer Green, Mayor

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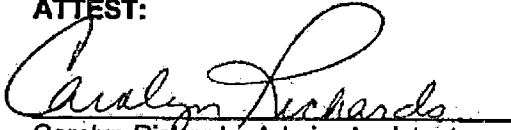
Article 4 – Amendments

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Article 5 – Approvals

The above Bylaws for the Castle Rock Water Commission have been duly considered and reviewed, and are hereby adopted by the Commission this 31 day of January 2017.

ATTEST:


Carolyn Richards, Admin. Assistant

CASTLE ROCK WATER COMMISSION


Charles Fletcher, Chair

Approved by Town Council this _____ day of _____, 2017.

ATTEST:

TOWN OF CASTLE ROCK

Sally A. Misare, Town Clerk

Jennifer Green, Mayor



Town of Castle Rock

100 North Wilcox Street
Castle Rock, CO 80104

Agenda Memorandum

Agenda Date: 1/17/2017

Item #: 5. File #: RES 2017-009

To: Honorable Mayor and Members of Town Council

From: Mark Marlowe, P.E., Director of Castle Rock Water

Resolution Changing the Name of the Utilities Commission to Castle Rock Water Commission and Amending the Bylaws to Reflect Changes to Term Limits

Executive Summary

The purpose of the memorandum is to request Town Council approval of a resolution changing the name of the Utilities Commission to Castle Rock Water Commission. This name change is a result of Town Council approval of Resolution 2016-044 which approved changing the name of the Utilities Department to Castle Rock Water. In addition, we are using this opportunity to update changes to the Bylaws and Charter incorporating updates to the term limits as approved by Ordinance No. 2015-04.

Staff Recommendation

Staff recommends Town Council approval of the attached Resolution (**Attachment A**) and the Bylaws and Charter (see **Exhibit 1**).

Proposed Motion

"I move to approve the Resolution as introduced by title".

Attachments

Attachment A: Resolution
Exhibit 1: Charter and Bylaws