



**Water and Wastewater Committee
Regular Meeting Agenda
Fraser Town Hall, 153 Fraser Avenue and Virtually
Tuesday August 10, 2021
9:00 AM - 11:00 AM**

NOTE: Times are approximate and agenda subject to change

**Virtual Meeting Information
Zoom Meeting Information
Meeting ID: 824 7007 6954 Passcode 716454
Phone
1-346-248-7799**

<https://us02web.zoom.us/j/82470076954?pwd=YzJxZTkzd0hMdXp3eVBLellZWmJMdz09>

1. Roll Call

2. Approval Of Agenda

3. Consent Agenda

a. Minutes July 13, 2021

Documents:

[WWC 2021-07-13.Pdf](#)

4. Discussion Items

a. Fraser Municipal Code Chapter 2 Article 10, Water And Wastewater Committee

Documents:

[ARTICLE 10 Water And Wastewater Committee.pdf](#)

b. Operational Update

5. Other Business

6. Future Agenda Items

7. **Adjourn**

Members of the Fraser Board of Trustees may attend this meeting.

**FRASER WATER & WASTEWATER COMMITTEE
MINUTES**

DATE: Tuesday, July 13, 2021

MEETING: Regular Meeting

PLACE: Fraser Town Hall Board Room

PRESENT:
Committee: Committee Chair Ron Anderson, Dennis Soles, Mayor Philip Vandernail, Eileen Waldow and Bob Wolf

Staff: Town Manager Ed Cannon; Finance Manager Beth Williams; Public Works Director Russell Pennington; Water Superintendent Adam Cwiklin; Assistant Town Manager Michael Brack

Other: None

Committee Chair Anderson called the meeting to order at 9:02 a.m.

1. Roll Call:

2. Approval of Agenda:

Soles moved, and Vandernail seconded the **motion** to approve the Agenda. **Motion carried: 5-0.**

3. Consent Agenda – Approval of Minutes:

December 01, 2020

Soles moved, and Vandernail seconded the **motion** to approve the minutes. **Motion carried: 5-0.**

4. a. Scope And Mission Of The Water Wastewater Committee:

Topics discussed included updating the Water Wastewater Committee ordinance which includes discussion with the Town Board about any changes; how the appeal process should work; the makeup of the committee like how many Town Board members vs how many community members; how often should the Town Board be updated on what was discussed during committee meetings; how often should the committee meet and what types of topics should be discussed (at least meet quarterly for updates on what is happening with the Town that would be of interest to the committee like development/capital projects, taps, educational/training topics, budget and capital improvement plan).

4. b. How To Utilize Saint Louis Creek Water Rights:

Due to time restraints with attendees, this topic will be discussed at a future meeting.

5. Other Business:

No Other Business to discuss.

6. Future Agenda Items:

How to utilize Saint Louis Creek Water Rights

7. **Adjourn:**

Vandernail moved to end the Regular Meeting and Wolf seconded the **motion** to adjourn. **Motion carried: 5-0.** Meeting adjourned at 09:58 a.m.

Beth Williams, Finance Manager

ARTICLE 10 - Water and Wastewater Committee

Sec. 2-10-10. - Creation.

There is hereby created a Water and Wastewater Committee for the Town composed of seven (7) members who may perform all functions currently or hereinafter authorized by this Article and future ordinances adopted by the Board of Trustees.

(Ord. 367 Part 1, 2010)

Sec. 2-10-20. - Members.

The Water and Wastewater Committee shall consist of four (4) ex officio members who shall be the Mayor and three (3) members of the Board of Trustees selected by the Board of Trustees. The balance of the Water and Wastewater Committee shall consist of three (3) members appointed by the Board of Trustees. All members of the Water and Wastewater Committee may be compensated as established by resolution of the Board of Trustees.

(Ord. 367 Part 1, 2010)

Sec. 2-10-30. - Terms.

The terms of the ex officio members shall correspond to their respective official tenure. The terms of each of the appointed members shall be two (2) years, or until his or her successor takes office. Terms of the appointed members shall be concurrent with the two-year municipal election cycle.

(Ord. 367 Part 1, 2010)

Sec. 2-10-40. - Eligibility.

All members of the Water and Wastewater Committee shall be bona fide residents of the Town, own property within the Town or have at least ten-percent ownership interest in a business that owns property within the Town. If any member ceases to meet these eligibility requirements, his or her membership on the Water and Wastewater Committee shall immediately terminate.

(Ord. 367 Part 1, 2010)

Sec. 2-10-50. - Removal from Water and Wastewater Committee.

Members, other than a member currently serving on the Board of Trustees, may be removed by resolution of the Board of Trustees for inefficiency, neglect of duty or malfeasance in office, or if such member has missed three (3) consecutive meetings or three (3) meetings in a fiscal year unless such absences shall be excused by the Committee. The Mayor or the Board of Trustees, as the case may be, shall file a written statement of reasons for such removal for consideration by the Board of Trustees. Due to the nature of matters that may be considered by the Water and Wastewater Committee, members are expected to serve with discretion and shall be required to enter into confidentiality agreements with the Town.

(Ord. 367 Part 1, 2010; [Ord. 476](#) Part 1, 2020)

Sec. 2-10-60. - Chairperson.

The Water and Wastewater Committee shall elect a Chairperson from among the members. The term of the Chairperson shall be one (1) year, with eligibility for reelection.

(Ord. 367 Part 1, 2010)

Sec. 2-10-70. - Expenditures and employees.

The Water and Wastewater Committee is not authorized to hire any employees or expend any Town funds. The Town Manager will assign staff and make other resources available as he or she deems appropriate.

(Ord. 367 Part 1, 2010)

Sec. 2-10-80. - Responsibilities.

- (a) The Water and Wastewater Committee shall act in an advisory capacity to the Board of Trustees as requested by the Board of Trustees and/or the Town Manager.
- (b) The Water and Wastewater Committee is authorized to explore matters related to water and wastewater and make recommendations to the Board of Trustees and/or the Town Manager.
- (c) The Water and Wastewater Committee shall hold at least one (1) regular meeting quarterly. A quorum is not required in order to hold a meeting.

(Ord. 367 Part 1, 2010; Ord. 399 Part 1, 2012)

Sec. 2-10-90. - Appeals.

- (a) The Water and Wastewater Committee shall hear and decide appeals from and review any order, requirement, decision or determination made by any administrative official or Town staff charged with the administration or enforcement of any provision of Chapter 13 (Municipal Utilities), Article 2 (Water System) and Article 4 (Sanitary Sewer System), except for any decision or determination made by the Board of Trustees pursuant to said Articles, which action shall be final.
- (b) Notice of such appeal shall be in writing, specifying the grounds thereof, which shall be filed with the administrative officer or official from whom the appeal is taken within ten (10) days after the issuance of the order, decision or other action that is the subject of the appeal. Failure to file a notice of appeal within the prescribed time shall constitute a waiver of the right to appeal.
- (c) Upon receipt of the notice of appeal, the officer or official from whom the appeal is taken shall transmit to the Town Clerk all documents constituting the record upon which the action appealed from was taken and the Town Clerk shall provide the same to the Committee.
- (d) The Committee shall fix a reasonable time for the hearing of the appeal and give due notice thereof to the parties. Upon hearing, any party may appear in person or by agent or attorney. The Water and Wastewater Committee may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination as in its opinion ought to be made in the premises and to that end has all the powers of the officer or official from whom the appeal is taken, subject, however, to the vote requirements specified in Subsection (e) below.
- (e) The concurring vote of four (4) members of the Water and Wastewater Committee shall be required to overturn or modify decisions made by any Town official or staff upon appeal to the Committee.
- (f) The Water and Wastewater Committee shall render its decision on an appeal within a reasonable time, which decision shall be made or confirmed in writing and delivered or mailed to each party to the appeal.

(Ord. 404 Part 2, 2013)

Sec. 2-10-100. - Appeals from Water and Wastewater Committee.

Every decision of the Water and Wastewater Committee shall be subject to review by certiorari by the District Court and as provided by law. Such appeal shall be filed not later than thirty (30) days from the final action taken by the Water and Wastewater Committee. Such appeal may be taken by any person aggrieved or by an officer, department, board or bureau of the Town.

(Ord. 404 Part 2, 2013)

Sec. 2-10-110. - Fees; rules.

- (a) All appeals to the Water and Wastewater Committee shall be accompanied by payment of a fee as set forth in Appendix A to this Code for each separate appeal submitted. Said fee shall not be refunded, notwithstanding that the applicant has withdrawn such appeal or that the same is denied by the Water and Wastewater Committee.
- (b) The Water and Wastewater Committee is given the authority to adopt any rules necessary to transact the Committee's business or to expedite its functions or powers so long as they are not inconsistent with the provisions of the applicable state statutes and this Code and, provided further, that such rules and any amendments thereto must be approved by the Board of Trustees before taking effect.

(Ord. 404 Part 2, 2013)