



**Water and Wastewater Committee  
Regular Meeting Agenda  
Fraser Town Hall, 153 Fraser Avenue and Virtually  
Tuesday October 12, 2021  
9:00 AM - 11:00 AM**

**NOTE: Times are approximate and agenda subject to change**

**Virtual Meeting Information  
Zoom Meeting Information  
Meeting ID: 259 040 8013 Phone  
1-346-248-7799**

<https://us02web.zoom.us/j/2590408013>

**1. Roll Call**

**2. Approval Of Agenda**

**3. Consent Agenda**

- a. Minutes August 10, 2021

Documents:

[WWC 2021-08-10.Pdf](#)

**4. Discussion Items**

- a. EQR Study Update  
b. Industrial Pre-Treatment Plan Update  
c. Project P Update  
d. Project N Update  
e. Water And Wastewater Committee Draft Ordinance

Documents:

[DRAFT Revision To Water\\_And\\_Wastewater\\_Committee.pdf](#)

- f. Water Resiliency Discussion

**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, August 10, 2021

**MEETING:** Regular Meeting

**PLACE:** Fraser Town Hall Board Room

**PRESENT:**

**Committee:** Committee Chair Ron Anderson, 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; Plant Superintendent Joe Fuqua; General Accountant Becky Allison

**Other:** None

Committee Chair Anderson called the meeting to order at 9:14 a.m.

**1. Roll Call:**

**2. Approval of Agenda:**

Vandernail moved, and Waldow seconded the **motion** to approve the Agenda. **Motion carried: 4-0.**

**3. Consent Agenda – Approval of Minutes:**

July 13, 2021

Vandernail moved, and Waldow seconded the **motion** to approve the minutes. **Motion carried: 4-0.**

**4. a. Fraser Municipal Code Chapter 2 Article 10, Water and Wastewater Committee:**

Topics discussed included changing the description of the committee to an Advisory committee, then it was decided not to add Advisory.

They would like to have two trustees instead of 4 on the committee. The number of members for the committee will be five instead of seven.

Ed questioned whether the committee needs to meet monthly; discussion with Board and members agreed to have quarterly meetings. If things come up in the interim, the Chairman or Town Manager can call a special meeting.

Discussed the appeals process. There have been no appeals in any recent memory, but Ed had a call shortly after he began. An owner is remodeling his property and was wanting to have his water bill abated until the remodel is complete. It was decided the WWC will be the first step for someone to appeal, and the committee will then make a recommendation to the Town Board.

**5. Other Business:**

Change to the chairman. Ron would like to step aside and let someone else take over for a while.

Operations – Adam presented water data that has been collected and other statistics that he can share with everyone. He wanted to know what metrics the Board is looking for so he can work with them to provide adequate information. Eileen would like to see the quarterly increase of EQRs.

Joint Facilities – Joe; there is a JFOC meeting Thursday night, they will be discussing pretreatment program, EQR study, and Project P and Project N. Discussion was made of the brewery and distillery businesses in town and their impact on the plant.

Ron – There was a PIF code change a couple of years ago, should this be changed? Studies need to be done to see if the Town's tap structure is where it should be. Per Adam, we will be working on a 10 year plan prior to re-visiting the tap structure. The EQR studies will address these issues. Per Ed we won't be doing a comprehensive CIP study before the end of the year, as we are in the middle of the budget cycle.

**6. Future Agenda Items:**

Tabled change of Chairman.

**7. Adjourn:**

Wolf moved to end the Regular Meeting and Waldow seconded the **motion** to adjourn. **Motion carried: 4-0.** Meeting adjourned at 10:28 a.m.

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Becky Allison, General Accountant

## ARTICLE 10 - Water and Wastewater Advisory Committee

### Sec. 2-10-10. - Creation.

There is hereby created a Water and Wastewater Advisory Committee (WWAC) for the Town composed of five (5) 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 WWAC shall consist of two (2) ex officio members who shall be members of the Board of Trustees selected by the Board of Trustees. The balance of the WWAC shall consist of three (3) members appointed by the Board of Trustees. All members of the WWAC 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 WWAC 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 WWAC 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 WWAC. 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 WWAC, 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 WWAC 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 WWAC 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 WWAC 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 WWAC 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 WWAC shall hold at least one (1) regular meeting quarterly. A quorum is not required to hold a meeting.
- (d) The Chairman or Town Manager may call a Special Meeting of the WWAC.

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

Sec. 2-10-90. - Appeals.

- (a) The WWAC 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 WWAC 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 WWAC 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 three (3) members of the WWAC shall be required to overturn or modify decisions made by any Town official or staff upon appeal to the Committee.
- (f) The WWAC 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 WWAC.

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 WWAC. 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 WWAC 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 WWAC.
- (b) The WWAC 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)