

CITIZENS' WATER ADVISORY COMMITTEE
RULES AND REGULATIONS
NOVEMBER 2003 (updated 2005, 2012 and 2014)

Functions of the Citizens' Water Advisory Committee (CWAC).

The CWAC shall provide counsel and recommendations to the Water department on the budget, departmental work plans, operational needs, strategic planning, long-range capital improvements, financial planning and intergovernmental relations. This shall include but not be limited to the following:

- (a) Act as an advisory body on water capital improvements program planning and rate structure formulation to city government;
- (b) Annually review the proposed water system operating budget and capital improvement program, and recommend to the City Council an annual and bi-annual capital budget;
- (c) Annually review the water revenue requirements of the water system and recommend to the City Council such rate adjustments as may be required; promote the needs of the customers of the Aurora water system consistent with adopted City Council policies, and ensure that the water system delivers safe, adequate, and quality water to all of its customers;
- (d) Provide information and opinions to the City Council as may be required by the City Council relative to water resource development needs;
- (e) Quarterly review and report on activities, suggestions or concerns the committee may deem necessary to City Council through the appropriate policy committee.

Membership.

(a) The CWAC shall consist of a minimum of seven (7) and maximum of nine (9) members who shall be registered electors as defined in the Charter, appointed by the City Council, who have the necessary qualifications to review complex engineering and utility financing issues. One member shall represent a commercial rate payer.

Code of Ethics.

- (a) Members of the CWAC shall maintain ethical standards in the performance of their duties and responsibilities;
- (b) No member shall use any information revealed in the performance of his or her duties for making a private pro fit or gaining personal benefit or benefit for others;
- (c) No member shall accept a gift or service of substantial value or economic value as defined in Section 24-18-104 C.R.S. The following are examples of items which shall not be considered gifts of substantial value for the purposes of this section: an occasional

non-pecuniary gift, insignificant in value; items of perishable non-permanent value, including meals, tickets to sporting, recreational, educational, or cultural events;

(d) No member shall appear on behalf of private interests before the CWAC. Members shall not represent private interests in any action or proceeding against the interests of the City in any litigation in which the City is a party;

(e) The chairperson shall be the spokesperson for the CWAC. Members shall refrain from making public statements concerning the CWAC without approval from the City Manager's office;

(f) The burden is on each member to abide by the above terms and to acknowledge any conflict of interest to the committee.

Terms.

Terms of appointment for all members shall be three years.

Conduct of Business.

All business conducted by the CWAC shall comply with the Open Meetings Law, C.R.S. section 24-6-401, *et seq.*; as amended. All proceedings of the CWAC shall be public.

Record of proceedings.

The CWAC shall keep an accurate record of all proceedings.

Chairperson and vice-chairperson.

(a) At the first meeting following January 1, the CWAC shall elect a chairperson and vice-chairperson;

(b) Nominations shall be from the floor. Those elected shall assume office immediately. The tenure for each position shall be one (1) year;

(c) The chairperson shall preside at all meetings;

(d) A majority of the members appointed and serving on the CWAC shall constitute a quorum. A quorum is required for any item to be put to a vote.

Removal of officers/members.

(a) Any officer or member may be removed for failure to abide by CWAC's Rules and Regulations, Code of Ethics, or for failure to attend meetings;

(b) All members shall be subject to removal by City Council at its pleasure, without cause, pursuant to section 9-1 of the City Charter.

Support.

The Water department shall provide such records, information, supplies, clerical help and budget data as is requested by the chairperson of the CWAC, provided that such request shall be reasonable both as to its extent and content so as not to place an undue burden upon the administration of the City. Clerical and technical support to the committee will be provided by the Water department.

Reports.

- a) The CWAC shall make at least one (1) annual report to the City Council. The committee shall make such other reports to the City Council as may be requested of it from time to time by a majority of the City Council;
- b) The CWAC shall make at least four (4) quarterly reports to the appropriate policy committee. The committee shall make such other reports to the policy committee as may be requested of it from time to time by the policy committee;
- c) All reports or recommendations made by the CWAC shall be advisory only to the City Council and shall be presented by the chairperson of the committee and shall consist of a majority report. A minority report may also be submitted by any member.