

Draft Water Utility Coordinating Committee (WUCC) Rules and Procedures

Meeting Schedules:

- WUCC meetings shall be convened for the following purposes:
 1. Routine WUCC meetings shall be convened minimally on an annual basis and are further recommended at least every six (6) months for WUCC management areas with considerable on-going technical challenges and/or the need for a regional water supply solution;
 2. Whenever the WUCC management area officers declare the need for a special meeting;
 3. Whenever the Department of Public Health (DPH) declares the need for a special meeting;
 4. Whenever a participant State agency, the Office of Policy and Management (OPM) and the Department of Energy and Environment Protection (DEEP) including the Public Utilities Regulatory Authority (PURA), requests DPH or the WUCC officers convene a special meeting;
 5. Whenever a public water system requests DPH or the WUCC officers convene a special meeting to consider an Exclusive Service Area (ESA) request including revisions or clarifications.

Meeting Notifications:

- WUCC meeting notifications shall minimally be comprised of the following steps:
 1. WUCC meeting notices shall be provided by electronic mail.
 2. An electronic notification list shall be compiled and made available at all WUCC meetings for interested WUCC members/non-members to sign up to receive future WUCC notices.
 3. DPH, WUCC officers, and any public water system that may request consideration of Exclusive Service Area (ESA) issues shall maintain the electronic mailing list.
 4. DPH shall be responsible for providing electronic notifications for routine WUCC meetings.
 5. WUCC officers shall be responsible for providing electronic notifications for special WUCC meetings determined necessary by the WUCC membership.
 6. Any public water system that requests DPH or the WUCC officers to convene a special meeting for consideration of an Exclusive Service Area (ESA) request, including revisions or clarifications, shall be responsible for providing electronic notifications.
 7. Electronic notifications shall be provided with a minimum of three (3) weeks' notice prior to the actual meeting date by the responsible party as determined above.

Voting Procedures/Eligible Members:

- WUCC procedures shall minimally address the following measures:
 1. WUCC management area officer elections shall be conducted at least every two (2) years.
 2. Municipalities that own non-community public water systems such as schools, town halls or other municipal buildings are eligible WUCC members by regulation and eligible to vote. It is strongly recommended that local chief elected officials and health officers be incorporated into all decision making processes to ensure maximum success of the WUCC process.
 3. WUCC management areas require rules and procedures to determine voting eligibility. The eligibility procedures shall attempt to maximize regular participation in the WUCC process and ensure fairness in any WUCC determinations that may require a membership vote.
 4. The electronic mailing list compiled and made available at all WUCC management area meetings shall also denote voting eligibility. The current list as of the voting date shall determine voting eligibility.
 5. One representative from each organization recognized as a WUCC member shall be present at the meeting in order to vote and there shall be no voting by proxy.
 6. Each eligible WUCC member shall have one vote, not one vote per individual public water system owned, and there shall be no weighting of votes.
 7. The vote of WUCC members in attendance shall constitute a final recommendation to DPH in regards to any Exclusive Service Area (ESA) request, including revisions or clarifications.