



**GATEWAY AREA REGIONAL WATER MANAGEMENT COUNCIL  
BYLAWS FOR FY2022**

**ARTICLE I**

**NAME**

- Section I. The name of this organization shall be the Gateway Area Regional Water Management Council, (GARWMC) hereinafter referred to as the Council.
- Section II. The organization is an independent, non-profit, non-partisan group having as its primary concern the development of the County Water Supply Plans, as well as maintenance and update of the plans, planning, development and administration of water management areas located within the Gateway Area Development District pursuant to Senate Bill 409 and applicable sections of Kentucky Revised Statute 151 and 224A.

**ARTICLE II**

**GEOGRAPHIC AREA**

- Section I. The geographic area to be served by the Council shall be the Counties of Bath, Menifee, Montgomery, Morgan, and Rowan in Kentucky.

**ARTICLE III**

**PURPOSE**

- Section I. The purpose of the Council shall be to work in conjunction with city officials, county officials, public water suppliers, Kentucky Infrastructure Authority and the Kentucky Division of Water to devise the long-range County Water Supply Plans and the Regional

Water Management Plan pursuant to Senate Bill 409 and applicable sections Kentucky Revised Statute Chapter 151 and 224A.

Section II. The Council will review and vote on endorsement of amendments to the Regional Water Management Plan. The amendments include changes in the planning council membership, county base map, water line extension map, existing water line map and system capacities.

Section III. The Council will direct the required five (5) year update of the County Water Supply Plan for each county pursuant to Kentucky Revised Statute Chapter 151, as well as the development and amendment(s) to the Regional Water Management Plans pursuant to Senate Bill 409 in accordance with Kentucky Revised Statute 224(a).

Section IV. The Council has established 2020 water management area(s) so as to encompass all the land area within the Gateway Area Development District jurisdiction. The Council has determined the boundaries of water management areas by considering:

- a. Geographical or topographical conditions; and
- b. The potential integration of existing water systems.

Where water management areas may lie within more than one (1) Area Development District, the affected districts shall share planning and plan implementation responsibilities.

The Council has developed maps of uniform scale to show, accurately and clearly, the boundaries of the 2020 water management areas.

Section V. The Council shall assume the role and function of the planning units established to implement the water supply planning process set out in KRS 151.114 and administrative regulations of the Natural Resources and Environmental Protection Cabinet.

Section VI. The Gateway Area Development District, in conjunction with the Council, shall develop and maintain a regional water management plan consistent with the county long-range water supply plans, KRS Chapter 151 and administrative regulations of the Natural Resources and Environmental Protection Cabinet. The plan shall:

- a. Include water needs forecast for the county for dates five (5), ten (10), fifteen (15), and twenty (20) years after the year 2000;
- b. Include a strategy for delivering potable water as needed into the underserved areas of each county; and
- c. Promote the cooperation of the public water suppliers and wastewater systems in the Gateway Area working together to meet the needs of the region.

Section VII. The Council shall review and prioritize the public water system and wastewater system projects designed to serve the underserved and unserved areas within the 2020 water management area(s) established within the district.

The Gateway Area Development District Board of Directors shall also review and approve the council's plans for the underserved and unserved areas within the 2020-water management area(s).

## ARTICLE IV

### COUNCIL MEMBERSHIP

- Section I. The Council shall be composed of individual members who reside within the geographic area served by the Council. The membership shall be representative of the following groups: local governments, public water suppliers, public wastewater systems, public health departments, and citizen members. The Council shall consist of at least the following:
- a. Each county judge/executive, or his or her representative;
  - b. One (1) representative selected by each community public water and/or sewer system, as defined in 401 KAR 8:010 sec. 1(71)(a), that provides water and/or sewer service to persons in a city and/ or county;
  - c. One (1) representative selected by a local health department in the county; and
  - d. One (1) representative selected by each city with a population equal to or greater than one thousand (1,000) based upon the most recent federal decennial census that is not a water supplier or distributor, unless that city chooses to be represented by another member of the planning council.
- Section II. The Council may declare a membership vacant when:
- a. A member of the Council fails to attend three (3) successive meetings or not be represented by a duly designated representative. Said official or representative will be notified by the Chairperson of the Council that they must attend in person the next regularly scheduled meeting. If they fail to attend without cause, the Chairperson will consider the seat vacant. The entity will be requested to appoint a new member to serve the remaining portion of the term. If no new member is appointed, the entity then forfeits its representation with the Council. Membership may be renewed at a later date if the entity so chooses.
- Section III. The Council has selected the Water Management Planner/Coordinator at the Gateway Area Development District as the planning representative who shall be responsible for conducting the water supply planning and management process. The Gateway Area Development District, under the direction of the Council, will also create the water supply and management plans and documents in accordance with Senate Bill 409. The Gateway Water Management Planner/Coordinator is not a member of the Council and may not vote.
- Section IV. A quorum of the Council shall be defined to mean at least three out of the five Gateway Counties shall have a Council Member representative from that county present at the meeting. Counties without Council Member representation or proxy will not have county's projects voted on at the meeting.
- Section V. Each member of the Council shall be entitled to one vote on all action of the Council. The passage of an action will require a simple majority vote of the members present.

ARTICLE V

OFFICERS

- Section I. The officers of the Council shall be that of the Chairperson and Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson will facilitate the meetings. In the absence of both the Chairperson and Vice-Chairperson, the meetings will be facilitated by a member of the Gateway Area Development District Staff. Gateway Area Development District Staff will prepare meeting notes of all Council proceedings.
- Section II. A county Judge/Executive shall serve as the chair of the Council. A county Judge/Executive, Mayor, or representative from a community public water and/or sewer system shall serve as the Vice-Chairperson.
- Section III. The ADD Chairperson shall name the Council Chairperson and Vice-Chairperson. The term of the Council Chairperson and Vice-Chairperson shall be defined as two (2) years. The appointment of a new Chairperson and Vice-Chairperson shall take place every two years thereafter by the first scheduled meeting of the calendar year.

ARTICLE VI

DUTIES OF THE CHAIRPERSON

- Section I. The Chairperson of the Council shall:
- a. Preside at all regular and special meetings of the Council;
  - b. See that all orders and resolution of the Council are carried out;
  - c. Execute all conveyance, contracts and agreements authorized by the Council and the Gateway Area Development District Board of Directors;
  - d. Appoint committees as may be directed by the Council;
  - e. Represent the Council at various public meetings, closed committees, hearings, cooperating agency meetings, etc., at which Council affairs may be discussed and considered; and
  - f. Carry on a variety of public relations activities, such as speaking before citizens groups, holding news conferences, radio and television interviews, etc., where Council proposals, programs and accomplishments may be discussed.
- Section II. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
- Section III. Designated Gateway Area Development District Staff shall perform the duties of the Chairperson in the absence of the Chairperson and Vice-Chairperson.
- Section IV. Gateway Area Development District Staff shall keep, or arrange for the keeping of all records, documents and the minutes of the meeting of the Council and shall record all votes. They shall provide notice of all official Council meetings and shall perform such other duties as may be requested by the Council, Vice-Chairperson, or Chairperson.

## ARTICLE VII

### MEETINGS

- Section I. Regular meetings of the Council shall be held at the offices of the Gateway Area Development District.
- Section II. Robert's Rules of Order shall govern all questions of the parliamentary proceedings of the meeting of the Council.
- Section III. The Council shall solicit public input for planning decisions by publishing a public notice of the regular Council meetings in the newspaper of each county in the area.
- Section IV. The Council shall meet a minimum of once per quarter. The Council will be notified in writing in advance of each meeting. In the case of a special called meeting, the Council will be notified in writing or by phone call as soon as possible in advance of the meeting.
- Section V. The Council shall abide by the Kentucky Open Records Law.
- Section VI. Both regular and special meetings may be held virtually via video- or tele-conferencing or other GADD-approved virtual meeting service. The necessity of holding a virtual meeting will be decided on by the Chairperson and care should be taken to ensure all members and public participants have access to these meetings.

## ARTICLE VIII

### AMENDMENTS

- Section I. These Bylaws may be amended by a majority vote of the Council members present at any regular meeting or by a special meeting called for that purpose, after such time as the members have had adequate time for review of the proposed changes.

## ARTICLE IX

- Section I. All matters pertaining to the Council not specified or delegated herein shall be subject to the action of a majority vote of the Council members present.

## AMENDMENT I

### WATER MANAGEMENT EXECUTIVE COMMITTEE

- Section I. The Water Management Executive Committee shall be composed of three (3) Council members and the Chairperson. A minimum of three (3) counties must be represented on the Committee.
- Section II. Duties of the Executive Committee shall include:
- a. The review and endorsement of new and/or significantly revised projects whose approval by the Council is time sensitive due to funding application deadlines. Executive Committee approved projects will be retroactively approved by the Council at the subsequent regularly scheduled quarterly meeting.
  - b. Any other business deemed necessary by the Chairperson or the Coordinator.
- Section III. Executive Committee meetings will be called by the Chairperson or the Coordinator at least 24 hours in advance of the meeting date. Committee meetings may be conducted in person or by conference call.
- Section IV. A quorum of the Executive Committee shall be defined to mean at least three out of the four members present at the meeting.
- Section V. Each member of the Committee shall be entitled to one vote on all action of the Committee. The passage of an action will require a simple majority vote of the members present.
- Section VI. The Council shall select the Executive Committee members bi-annually. The term of the members shall be defined as two (2) years. The selection of new members shall take place every two years thereafter at the first scheduled meeting of the calendar year.
- Section VII. The Executive Committee may meet virtually via video- or tele-conferencing or other GADD-approved virtual meeting service. The necessity of holding a virtual meeting will be decided on by the Chairperson and care should be taken to ensure all members and public participants have access to these meetings.