

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RURAL WATER AUTHORITY OF DOUGLAS COUNTY  
HELD  
February 13, 2019**

A regular meeting of the Board of Directors of the Rural Water Authority of Douglas County (RWADC) was held on February 13, 2019 at the West Douglas County Fire Department Conference Room, 4037 Platte Ave., Sedalia CO.

**Call to Order** Director Gager called the regular meeting to order at 7:03 p.m.

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**Attendance** In attendance were Directors:  
Tricia Bernhardt  
Charles Bucknam  
Jack Delaney  
Barry Gager

A quorum was declared.

Director Chris Kennedy was excused by a **motion** (Bucknam/Bernhardt) which passed 4-0.

Also in attendance was:  
Geoff Withers, Secretary to the RWADC Board, Circuit Rider of Colorado

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**Disclosure of Conflicts** Director Gager asked if any Board member had a conflict of interest with any item on the Agenda. He notified the Board that Thunderbird WSD was in discussions with Dominion WSD re: acquisition of water, but he didn't think that presented any conflict. Other than that, there were none.

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**Agenda Approval** The posted Agenda was amended by:

- Moving "Officers Reports" to follow "Old Business"
- Moving "2019 Election" first under "Old Business"

The amended Agenda was approved by a **motion** (Bucknam/Bernhardt), which passed 4-0.

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**Public Comments** There were none.

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## Approval of

The minutes for the January 16, 2019 Business Meeting were reviewed and amended by

- Adding "...February 20 and February 13, and the..." to the end of the 3<sup>rd</sup> line of "Meetings and Posting Locations" under Old Business
- In "2019 Election, 2<sup>nd</sup> bullet, adding "(no incumbent)" after "Districts 3" and changing the plural of incumbents to singular
- Changing the date of the next meeting and approval of the minutes to "February 13" at the end of the minutes

The minutes were approved as amended by a **motion (Bucknam/Bernhardt)**, which **passed 4-0**.

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## Old Business

### 2019 Election

The Board made changes to the Call For Election, to be published in the newspaper of record on February 14, 2019. The amended Call was approved by a **motion (Bucknam/Bernhardt)** which **passed 4-0**.

The Board decided to replace the appointment of Director Bucknam as Designated Election Officer with the appointment of Sarah Shepherd, by a **motion (Bucknam/Bernhardt)** which passed **4-0**.

The form Resolution Setting Election was signed and will be submitted to the powers that be.

### Outreach to Well Owners

Director Kennedy sent word that she is still working on the new web site with Scot. She hopes to have an online draft for Board review before the next Board meeting.

### CWCB Well-Monitoring Program

Director Gager reported that there's nothing new.

### Recruitment of Directors to Fill Vacancies

No candidates. Have surfaced to date

### Insurance

The lowest of the three quotes for Directors and Officers Liability of \$1,000,000 was from The Hartford for a premium of \$574. The

Board discussed the matter, and decided they would wait until next meeting when they could look into exactly what that covers, so to better evaluate the need for it. **Tabled until March.**

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**Officer Reports**

Chairman Director Gager had no report. [Director Gager had to leave at this point to attend another meeting.]

Vice Chairman Director Bucknam had no report.

Secretary Mr. Withers had no report.

Treasurer The Board was provided the List of Claims, and Schedule of Revenues, Expenditures and Fund Balance for the period ending February 13, 2019. It shows a balance of \$4,163, but includes the payment of \$574 to The Hartford. Without that payment, the balance would be \$4,737.

There were two Claims presented: \$726.32 from Colorado Circuit Rider, LLC for professional staff services; and \$574.00 from The Hartford, for Directors and Officers liability insurance coverage. The Board decided not to pay The Hartford, as noted above under Insurance. They then approved payment of the other Claim and accepted the Treasurer's Report by a **motion (Bucknam/Bernhardt), approved 3-0.**

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**New Business:**

Douglas County Referrals  
All DC Referrals have been submitted.

**Adjournment**

Upon a **motion by Director Bucknam, with a second by Director Bernhardt**, the meeting was adjourned at 8:30 p.m. by a 3-0 vote.

The next regular meeting of the Rural Water Authority of Douglas County shall be held on

March 13, 2019 at the  
Sedalia Fire Protection District Firehouse  
4037 Platte Ave., Sedalia CO

Minutes approved on March 13, 2019

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Geoff Withers, Secretary

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RURAL WATER AUTHORITY OF DOUGLAS COUNTY  
HELD  
April 24~~7~~, 2019**

A regular meeting of the Board of Directors of the Rural Water Authority of Douglas County (RWADC) was held on April 24~~7~~, 2019 at the West Douglas County Fire Department Conference Room, 4037 Platte Ave., Sedalia CO.

**Call to Order** Director Bucknam called the regular meeting to order at 7:03 p.m.

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**Attendance** In attendance were Directors:  
Tricia Bernhardt  
Charles Bucknam  
Jack Delaney  
Chris Kennedy

A quorum was declared.

Director Barry Gager  
was excused by a **motion (Kennedy/Bernhardt)** which **passed 4-0**.

Also in attendance was:  
Geoff Withers, Secretary to the RWADC Board, Circuit Rider of  
Colorado  
Mary Lynch, well owner from Ponderosa Hills

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**Disclosure of Conflicts** Director Bucknam asked if any Board member had a conflict of interest with any item on the Agenda. There were none.

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**Agenda Approval** The posted Agenda was amended by adding:

- “Insurance” to Old Business
- “2019 Meeting Dates” under “Old Business”

The amended Agenda was approved by a **motion (Kennedy/Bernhardt)**, which **passed 4-0**.

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**Public Comments** There were none.

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Approval of Minutes

The minutes for the February 13, 2019 Business Meeting were reviewed and approved as amended by a **motion (Bernhardt/Kennedy)**, which **passed 4-0**. *[NOTE that the March Board meeting was cancelled dues to severe weather.]*

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Officer Reports

Chairman Director Gager was not in attendance, and therefore had no report.

Vice Chairman Director Bucknam reported that the Grandview Estates Rural Water Conservation District has reached an agreement with ACCWA for well water quality monitoring near Chambers Reservoir..

Secretary Mr. Withers distributed a revised list Directors and contact information dated April 2019.

Treasurer The Board was provided the List of Claims for March, and Schedule of Revenues, Expenditures and Fund Balance for the period ending March 13, 2019. It shows a balance of \$3,408, but includes the payment of \$574 to The Hartford which has not been sent, pending the Board's approval. Without that payment, the balance would be \$3,983.

There were two March Claims presented: \$725.84 from Colorado Circuit Rider, LLC for professional staff services; and \$28.84 from Colorado Community Media, for publishing the Notice of Election. The Board approved payment of the March Claims and accepted the Treasurer's Report by a **motion (Kennedy/Delaney)**, **approved 4-0**.

The Board was also provided the List of Claims for April, and Schedule of Revenues, Expenditures and Fund Balance for the period ending April 27, 2019. A balance of \$2,919 is shown after paying one Claim in the amount of \$489.14 to Circuit Rider of Colorado for professional staff services. That figure also includes the payment of \$574 to The Hartford which has not been sent, pending the Board's approval. Without that payment, the balance would be \$3,493.

~~There were two March Claims presented: \$725.84 from Colorado Circuit Rider, LLC for professional staff services; and \$28.84 from Colorado Community Media, for publishing the Notice of Election. The Board approved payment of the March Claims and accepted the Treasurer's Report by a **motion (Delaney/Bernhardt)**, **approved 4-0**.~~

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## Old Business

### Strategy Session

The Board agreed that they need to be sure they are respecting the Authority's mission and objectives efficiently and effectively on actual water issues (quantity and quality) that benefit of the rural well owners of Douglas County, spend a minimum of time and effort on necessary administrative details, such as approving minutes and finances.

It became clear that this subject deserved more time than the evening's agenda allowed, given the upcoming Biennial Meeting and Election. The Board agreed by consensus that a Work Session would be in order to focus only on this topic, and develop a work plan to develop it satisfactorily.

### Outreach to Well Owners

*Newsletter #6:* The primary topic of Xeriscaping and gardening in general will be covered.

*RWADC.org:* Director Kennedy reported word that she is still working on the new web site with Scot. She hopes to have an online draft for Board review soon. The new 2017 Creation Agreement will be posted on that site.

### 2019 Election

The Biennial Meeting and Election will be held on Saturday, May 4, from 10:00 a.m. to noon. Director Bucknam has reserved the Conference Room at the **Stroh Road Fire House 46**, 19310 Stroh Rd., Parker, Colorado 80134 for this purpose. The amended Call(??) was approved by a **motion (Kennedy/Bernhardt)** which **passed 4-0**.

Director Bucknam will send out the Agenda, after the Open Meeting Law and RWADC Bylaws requirements are satisfied.

### CWCB Well-Monitoring Program

Director Gager was not in attendance to make a report.

### Recruitment of Directors to Fill Vacancies

Mrs. Mary Lynch has voiced her interest in serving as Director of District #1 on the Board. She introduced herself and discussed the position with Board members, who were satisfied of her qualifications and interest. A **Motion (Bernhardt/Delaney)** was made to appoint Mrs. Lynch to the Board forthwith, which **passed by a vote of 4-0**.

Chairman Bucknam administered the Oath of Office to Mrs. Lynch, and she was heartily welcomed into the Board.

Insurance

The Board discussed the need for an Officers and Directors insurance policy covering Board members. A **motion (Kennedy/Delaney)** was made to forego such a policy at this time, which **passed 5-0**.

2019 Meeting Dates

The third Wednesday of each month for the regular meeting of the Board conflicts with the date of the regular meeting of the Grandview Estates Rural Water Conservation District Board, of which Director Bucknam is a member. Therefore, a **motion (Kennedy/Bernhardt)** was introduced to change the Rural Water Authority's regular Board meeting to the fourth Wednesday of each month. **It was approved by a vote of 5-0.**

The Conference Room at the Sedalia Fire Protection District is not available in those months when the fourth Wednesday is also the last Wednesday of each month, which occurs in June, August and September in 2019. Therefore the RWADC Board will have to find meeting locations for the meeting dates of June 26, August 28 and September 25. The Board volunteered Director Gager for this task, since he has an account with the Douglas County Libraries. *[NOTE that the fourth Wednesday is November 27<sup>th</sup>, the day before Thanksgiving, so the Board will probably want to change that date and verify the Sedalia FPD of the regular meeting room's availability on that evening.]*

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New Business:

Douglas County Referrals

All DC Referrals have been submitted, except the North Ridge Rd. project.

Adjournment

Upon a **motion by Director Bucknam, with a second by Director Bernhardt**, the meeting was adjourned at 8:30 p.m. by a 3-0 vote.

The next regular meeting of the Rural Water Authority of Douglas County shall be held on

May 22, 2019 at the  
Sedalia Fire Protection District Firehouse

4037 Platte Ave., Sedalia CO

**May 4 is the Biennial Meeting and Election**  
West Metro FPD Stroh Ranch Fire House, 10:00 a.m.

Minutes approved on May 22, 2019

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Geoff Withers, Secretary



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## Rural Water Authority of Douglas County

P.O. Box 4610, Parker, CO 80134

[www.rwadc.org](http://www.rwadc.org)

Wednesday, ~~June 26~~~~May-22~~, 2019, 7:00 pm  
South Metro Fire Station 46  
~~10310~~ Stroh Road, Parker, CO

### Business Meeting Minutes

Call Meeting to Order 7:11 PM

Roll Call: Directors Bernhardt, Bucknam, Gager, Kennedy and Delany present, Director Lynch absent.

Disclosure of Conflicts-of Interest - None

Approval of Agenda- Director Gager took Oath of Office

Public comments - None

Approval of Minutes

- April 24, 2019 - Board Business Meeting (postponed from April 17) Approved unanimously except Director Gager abstained,
- May 4, 2019 – Biennial Meeting. Approved unanimously except Director Gager abstained.

Officers Reports

- Chairman – none.
- Vice Chairman - Grandview had settled with ACWWA, one time monitoring for radioactivity at all sample points, followed by monthly conductivity and total dissolved solids (TDS) until synthetic liner passed leak test.
- Secretary - None
- Treasurer - \$2,816.00 balance accepted and claims accepted by unanimous vote.

Old Business

- Strategy session – Agreed to work on Foundation, Motion by Director Gager, second by ??? and unanimous vote.

- County Fair Booth considered for 2020

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- Outreach to Well Owners

- Water Planning for Douglas County to be considered – Director Bernhardt-Trieh to draft a letter to DC (regarding water monitoring(?)) for board input and consideration contact Kati Rider at County Engineering and Charles to contact Peter Birnbaum at County Planning Commission.

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- RWADC.org website

- Director Kennedy continues work; prefers not to go live until Foundation issues are settled and if so, then can integrate with a Foundation website

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- CWCB Well-Monitoring Program

- Levels should be measured and desiccant replaced in June, 2019, but don't know if the USGS has funding for it.

- Election – Completed

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- Board Vacancies

- Districts 3 & 4, Small Water System Provider #2 – still pending

- Colorado Circuit Rider

Foundation Development – need to organize meeting with Circuit Rider

#### New Business

- Douglas County Referrals

- SB2019-005 Preliminary Plan for subdivision of 54 single-family residential lots within the Rock Canyon Planned Development (Bucknam responded), 4/25/19 – could not find in County Projects.
- ZR2019-011 Location and Extent for remediation and improvements to the Chambers Reservoir located at 9165 S. Chambers Road, Parker. (Bucknam, 4/30/19) – hearing attended.
- DR-2018010 Update to the Douglas County Zoning Resolution (DCZR) and the Douglas County Subdivision Resolution (DCSR) to eliminate the density bonus. (Gager, 5/20/19) – no water issues, no response
- SB2019-026 Terra Monte Minor Development (271 N. Ridge Road), to subdivide 38.09 acres into two parcels. (Bucknam, 5/23/19; no response made)

- SB2019\_024 Solstice Filing 2, Shea Homes LP is requesting Final Plat approval for 277 residential lots and 7 tracts on approximately 57.87 acres of land within the Plum Creek Planned Development. (Bernhart, 5/21/19; no response made)

- SP2019\_045 4825 Crowfoot Valley Rd, 2nd Rev, The applicant, Christ the King Church, proposes a Site Improvement Plan (SIP) Revision for the development of a new single-story building and parking lot on the property. (Delaney, 5/10/19; no response needed)

US2019-002 Whispering Pines, Lot 7, Block 5, Castlewood Community Preschool, LLC; Use by Special Review to operate a private preschool with a maximum of 45 students on a 5.28-acre lot. (Gager, 6/28/19; submitted 6/30)

ADJOURN by unanimous motion.

Next Regular Board Meeting – July 24, 2019, 7:00 p.m.  
West Douglas Fire Dept. Building  
4037 Platte Ave, Sedalia

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**Rural Water Authority of Douglas County**

P.O. Box 4610, Parker, CO 80134

[www.rwadc.org](http://www.rwadc.org)

**Wednesday, August 21, 2019, 7:00 pm**

GSWC Conference Room  
Miller Library Castle Rock  
100 S Wilcox St, Castle Rock, CO 80104

**Business Meeting Minutes**

- Call Meeting to Order – 8 pm, Treasurer Delaney presiding
- Roll Call- Directors Barnhart, Bucknam, Delaney and Lynch present, Directors Gager and Kennedy, absent.
- Disclosure of Conflicts of Interest - None identified
- Approval of Agenda – approved by unanimous motion.
- Public comments - None
- Approval of Minutes - approved by unanimous motion June minutes. No quorum or minutes for July.
  - June 26, 2019 - Board Business Meeting
  - July 24 – no quorum
- Officers Reports
  - Chairman, Vice Chairman, Secretary, Treasurer – Secretary Bucknam reported the lining of Chambers Reservoir has started. Treasurer Delaney had no expenditures to report.
  - Action Items
    - Secretary Bucknam offered to run down the mail at Circuit Rider and would prefer to have it forwarded to his home.
    - Treasurer Delaney offered to collect the financial records and prepare the next Treasurer’s report.
- Old Business
  - Strategy session: Foundation development (CCR) – Workshop for developing the foundation was held but no report on progress.
  - Outreach to Well Owners & RWADC.org website – No report
  - CWCB Well-Monitoring Program - USGS is proceeding with year-end money. Measurements will continue until June 2020 and report
  - Board Vacancies in October 2020.
    - Districts 3 & 4, Small Water System Provider #2 – No new Directors identified.
- New Business
  - Douglas County Referrals – Assistance was requested for the new Director Lynch

- ADJOURN - 8:55 pm by unanimous motion
- **Next Regular Board Meeting:**
  - September 25, 2019, 7:00 pm
  - South Metro Fire Protection District Firehouse #46
  - 19310 Stroh Road, Parker, CO

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## **Rural Water Authority of Douglas County**

P.O. Box 4610, Parker, CO 80134

[www.rwadc.org](http://www.rwadc.org)

Wednesday, November 13, 2019, 7:00 pm

South Metro Fire Station 46

19310 Stroh Road, Parker

### **2020 Budget Hearing Minutes**

- Call Meeting to Order 7:10 last arrival 7:12
- Roll Call
  - Present Directors Bernhardt, Bucknam, Delany, Kennedy, Lynch and Gager
- Disclosure of Conflicts of Interest a
  - Director Gager is in discussion with Dominion Water
- Public comments
  - None present
- Budget Presentation
  - A motion was passed to approve the proposed 2020 budget based on \$10,000.00 in contributions, unanimously.
- ADJOURN

### **Business Meeting Minutes**

- Call Meeting to Order 7:20 PM
- Roll Call
  - Present Directors Bernhardt, Bucknam, Delany, Kennedy, Lynch and Gager
- Disclosure of Conflicts of Interest
  - See above
- Approval of Agenda
  - By unanimous consent
- Public comments
  - none
- Approval of Minutes
  - September 25, 2019 - Board Business Meeting
  - Motion, second and unanimous approval
- Officers Reports
  - Chairman, Vice Chairman, Secretary, none

- Treasurer – Cash position \$1,147.96
  - Claims approved by motion – unanimous approval
- Old Business
  - Foundation development (CCR)
    - Consensus to move forward with proposal in a separate meeting.
  - Outreach to Well Owners & RWADC.org website
    - Programming and data transfer continues
  - CWCB Well-Monitoring Program
    - Barry to write a letter to the County Commissioners, requesting \$20,000.00 for continuing the water level monitoring program.
  - Board Vacancies
    - Districts 3 & 4, Small Water System Provider #2
      - No progress
  - Proposed By-laws change
    - Amended proposal
      - “...Board meetings to members of the Board; one week and no later than twenty-four (24) hours, prior to the meeting by...”
      - Passed unanimously.
- New Business
  - Douglas County Referrals - discussed
- ADJOURN

Next Regular Board Meeting – January 22, 2020, 7:00 p.m.  
West Douglas Fire Dept. Building  
4037 Platte Ave, Sedalia

## Proposed By-laws change

### Objective

Streamline preparation for Business Meetings by normalizing deadline with State Statute.

- Current Bylaw:

#### “Section 4. Notice

(a) The Secretary shall deliver notice of all regular<sup>1</sup> Board meetings to members of the Board **no later than seven (7) days prior to the** meeting by telephonic or electronic means. Such notice shall be deemed to be delivered upon deposit in the United States mail or sent by any other method, addressed to (he Director at the Director’s address as it appears on the records of the Authority, with any necessary postage thereon prepaid.”

- State Statute

“(I) Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public. In addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely **notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior** to the holding of the meeting.”



Proposed language:

“Section 4. Notice

- (a) The Secretary shall deliver notice of all regular<sup>1</sup> Board meetings to members of the Board **no later than seven (7) days twenty-four (24) hours prior to the** meeting by telephonic or electronic means. Such notice shall be deemed to be delivered upon deposit in the United States mail or sent by any other method, addressed to (he Director at the Director’s address as it appears on the records of the Authority, with any necessary postage thereon prepaid.”