

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
RURAL WATER AUTHORITY OF DOUGLAS COUNTY
HELD
June 26, 2013**

A regular meeting of the Board of Directors of the Rural Water Authority of Douglas County (RWADC) was held at 7:00 p.m. on June 26, 2013 at the Phillip S. Miller Building, 100 Third St. Castle Rock, CO, Conference Rooms A & B.

Attendance

In attendance were Directors:

Ron Beane
Charles Bucknam
Kristen Dearborn
Barry Gager
Hank Giclas
Brian MacDonald
Commissioner Roger Partridge

Also in attendance were:

Conner Shepherd, Circuit Rider of Colorado, LLC
Cindy Shepherd; Public
Geoff Withers; Resident (Past Board Member)
Chris Hashimoto, Resident (Past Board Member)

Call to Order

Director Gager called the regular meeting to order at 7:02 p.m. and declared a quorum.

**Disclosure of
Conflicts of
Interest**

Director Gager asked if any Board member had a conflict interest with any item on the Agenda. There were none.

**Approval of
Agenda**

Director Gager presented the Agenda. He asked to add the “Booth at the County Fair” under Old Business – Outreach. **The Board approved the agenda as amended by acclamation.**

Public Comment

none.

**Approval of
May Regular
Meeting Minutes**

Upon a motion by Director Bucknam with a second by Director Giclas, the Minutes of May 29, 2013 were approved as amended.

Officer Reports

Chairman Director Gager had no report.

Vice-Chair Director Bucknam said he spoke with Mr. Withers about the oil and gas commission.

Secretary Director Beane had no report.

Treasurer - Financial Statements & Claims

Director McDonald deferred discussion of financial matters to Mr. Shepherd. Mr. Shepherd provided the Board with the list of Claims and presented the Financial Statements for the period ending June 30, 2013 in the amount of \$1,039.18. Mr. Shepherd said the two additional claims listed were approved by the Board at its last meeting. **Upon a motion by Commissioner Partridge with a second by Director Dearborn, the Board approved the Claims for June in the total amount of \$1,039.18.** Mr. Shepherd directed the Board's attention to the Financial Statement. Reflecting the claims approved at this meeting, the fund balance is \$90,949.61. **Upon a motion by Commissioner Partridge with a second by Director Dearborn, the Financial Statements were accepted.**

Ms. Shepherd reported that Castle Rock Bank provided direction to change signatures to new Board officers but then changed its policy and asked for a different approach to making the changes. Mr. Shepherd distributed the new signature card for the officers to sign.

Guest Presentations Tim Murrell – Douglas County

Mr. Murrell provided the Board with a report on the recent RFP issuance to assist the Board of County Commissioners in determining non-residential property owner interest in water and or wastewater service along the Highway 85 corridor. If a property is zoned industrial, even if it is not used that way presently, it will be included in the study. Questions will be asked relative to the following: Do you plan to build to highest and best use? Do you plan to change use in the future based on existing zoning regulations? Would that change require additional water consumption? The County released the RFP on June 10, 2013. The proposals are due June 28. The goal of the County is to make a selection during the week of July 6, 2013. The final report of the study is due by December. The report will give the County an idea of projected water and wastewater needs in the larger NW quadrant. Mr. Murrell referred to an earlier study that was more broad-brush. During that process, the County discovered that approximately 75% of the input and questions revolved around water. Discussion followed. Mr.

Murrell listed a number of potential water providers and delivery systems on the horizon. He said he will report to the Board as results become available.

Emeriti RWADC Officers – “How we Served the RWADC”

Former Directors Hashimoto and Withers were in attendance to enumerate the roles and responsibilities they assumed as officers of the RWADC. The presentation was helpful in assisting new Board members during the leadership transition.

Ms. Hashimoto said secretarial duties were minimal. However, she assumed a number of additional responsibilities. She worked with the County on the County-wide Aquifer map. She was instrumental in the Outreach programs for RWADC. She assembled a list of contacts with HOA's. She organized the booth for the County Fair. She organized the Rainwater Harvest workshop. She worked with other Board members in organizing the annual RWADC meeting and workshop. She contacted Tri-County Health and brought individual toilet tank leak testing kits for distribution to constituents. She often provided the Board with reports such as the “Economics of Rural Water,” which she disseminated at the meeting tonight. She recommended accepting financial statements on a quarterly basis to expedite business at meetings. Director Gager said he appreciated all of the energy she brought to the Board and wished that energy was infectious.

Ms. Hashimoto reported on the Rainwater Harvest workshop. One snag was that the County Fair events center asked for a copy of the RWADC's liability insurance. Of the four meetings at the Fairgrounds, this is the first time an insurance certificate was requested. Mr. Shepherd said that the RWADC carries insurance for board member liability but does not have general liability coverage. The Colorado State Conservation Board asked if the RWADC would like to participate in an application for a rainwater harvesting grant. Discussion followed regarding rainwater harvesting systems and the cost of the component parts.

Mr. Withers spoke about former Director Mirabella's efforts as the RWADC's Vice-Chair. She was the coordinator for the website – collecting the information for it and keeping it up-to-date. She worked on the IGA Committee and attended numerous meetings.

Relative to responsibilities he undertook for the RWADC as its Chairman, Mr. Withers said he did a lot of organizational things. The RWADC subscribed to an e-mail blast which he started and has continued for public announcements for such things as Board

meetings, etc. Website maintenance will need to be continued. The info@rwadc e-mail address and website@rwadc e-mail mail come to Mr. Withers and needs to change.

Mr. Withers developed the agenda for each meeting. He coordinated with Mr. Shepherd to finalize the agenda. He wrote grant applications and subsequent grant reports to the Colorado Water Conservation Board (CWCB) for the USGS well-monitoring contract and to the Metro Round Table for grant extensions. He applied for reimbursements with the CWCB. At the end of this grant cycle, he said he hopes to receive grant extensions for two more years. He organized the biennial meeting (every two years) when the elections are held. The Board decided to hold annual outreach meetings. Two years ago, the RWADC scheduled district meetings at each of the five districts for outreach. They were well-attended. He was the oil and gas designee which duties Director Bucknam has assumed. He maintained correspondence and kept apprised of referrals from the County. He scheduled meeting space.

Mr. Withers said the Board has always struggled with a strategic plan to get the word out to the constituency: Outreach. He said he believes the RWADC has an important role – to speak on behalf of the rural well owners in the County. Looking to the future, there is no apparent source for continued funding to keep the RWADC functioning. The elector list needs to be updated every two years.

Project Updates

USGS Well Monitoring Program

The Metro Round Table (MRT) has approved the grant extension application of \$50,000. Mr. Murrell said the MRT was concerned about the cost share by the RWADC. Director Beane observed that a lot of the grant requests are for infrastructure improvements where this is solely a monitoring study. Mr. Murrell said the MRT is developing guidelines for future grant applications. The annual budget of the MRT varies from \$100,000 - \$300,000 per year.

Outreach Committee

Director Gager observed that we do not currently have an Outreach committee. Director Bucknam said the website is the primary outreach tool. Director Gager offered to undertake the role on a temporary basis. Douglas County Fair The Board determined that there is not enough time to organize efforts to sponsor a booth at the County fair this year. Website Administration Mr. Withers was in attendance to explain the changes with the Website. He said he believes the transition is complete. Director Gager and Mr. Withers

worked together on the transition. He said he made the executive decision to upgrade the web system to allow for more data. Mr. Withers reported that Ms. Shepherd said she will attempt to get a refund from Charity Advantage. Discussion followed regarding websites and e-mail transmissions. The Board concluded that developing a retention policy would be a good idea, to be taken up at a later meeting.

Old Business

Douglas County Regional Coalition

Commissioner Partridge said there are five bills in various stages of consideration in the State Legislature. Director Bucknam said he attended an oil & gas workshop in Broomfield.

New Business:

State & County Permit Applications; County Referrals

The County is asking for comments on the duration of the referral process. The county would like to reduce the time it takes to receive responses.

Colorado Oil & Gas Conservation Commission Applications

It was noted that Mr. Withers had been the local government contact for the RWADC. Director Gager said he works in the Oil & Gas business so he may not be the appropriate contact. Director Bucknam offered to act in that capacity on the RWADC's behalf.

Douglas County Referrals

Director Bucknam said there were no referrals.

Adjournment

Upon a motion by Director McDonald with a second by Director Beane, the meeting was adjourned at 9:11p.m.

The next regular meeting of the Rural Water Authority of Douglas County shall be held July 24, 2013 at the Miller Building, Conference Rooms A & B.