

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
RURAL WATER AUTHORITY OF DOUGLAS COUNTY
HELD
NOVEMBER 20, 2013**

A regular meeting of the Board of Directors of the Rural Water Authority of Douglas County (RWADC) was held on November 20, 2013 at the Phillip S. Miller Building, 100 Third St. Castle Rock, CO, Conference Rooms A & B.

Attendance

In attendance were Directors:

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

Also in attendance were:

Geoff Withers, Circuit Rider of Colorado, LLC
Jack LaPorte, citizen from Surrey Ridge
Steve Wilson, citizen from Christy Ridge

Call to Order

Director Gager called the regular meeting to order at 7:00 p.m. and declared a quorum was present.

**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, and asked that there be added an item under New Business called "Meeting Dates for 2014," which was approved.

Public Comment

Mr. Wilson, resident of Christy Ridge, indicated he was attending the meeting to consider volunteering for appointment to the Board, filling the vacancy in the District 5 office. He indicated his background, including service on the Douglas County Planning Commission and work on water issues.

Regular Meeting

Approval of the draft minutes of the September 25, 2013 Board

Minutes

meeting was **moved (Bucknam/Dearborn)** and approved by acclamation. Another **motion (Bucknam/Giclas)** to approve the draft minutes from the October 23, 2013 Board meeting was passed unanimously.

Officer Reports

Chairman & Vice-Chair, and Secretary

There was no report from the Chairman.

Director Bucknam, Vice-Chairman, reported again that he sent out a list of HOAs to the Board, and Board assignments of HOAs to contact. He further reported that he contacted those in District 4 about the vacancy in the office of that District's Director.

Director Beane, Secretary, no report.

Treasurer - Financial Statements & Claims

Claims from September. Mr. Withers provided the Board with the list of Claims and presented the Financial Statements for the period ending November 20, 2013.

Two claims were presented: \$1,651.91 from Circuit Rider of Colorado, LLC for professional staff services, and \$18.60 from Colorado Community Media for the expense of publishing the statutorily-required notice form the October Budget Hearing. **A motion (Giclas/Bucknam) to approve the two Claims in the total amount of \$1,670.51 was approved unanimously.**

Mr. Withers directed the Board's attention to the Financial Statements, noting that a request for reimbursement of \$18,013.50 has been submitted to the Colorado Water Conservation Board for expenses incurred by the USGS in the well-monitoring program. He reported that the fund balance of the Authority as of November 20, 2013 is \$79,166 on the printed financial statements, but the \$18,013.50 receivable is not noted therein. If including as an asset, the total fund balance would be \$97,180. **A motion (Partridge/Bucknam) to accept the Financial Statements was approved unanimously.**

Old Business

Outreach

- Director Giclas reported that made a presentation to his Windy Hills HOA in the prior week. He was surprised that no one in attendance had heard of the RWADC. He talked about rainwater collection, which was well-received.

Vacant Board Positions

- Director Dearborn reported that she had talked to two prospective candidates for the District 2 (Franktown) vacancy: Diana Love, who said she would try to attend this November 20 Board meeting, and one other person who could not attend.
 - Director Giclas said he contacted a number of HOAs, and that Mr. Wilson was the only candidate those contacts produced. Mr. Wilson, in attendance tonight, reiterated his interest in filling the District 5 vacancy, as did Mr. LaPorte for District 4.
 - The Board asked staff to contact all the candidates, including Pat Nolen, who had also voiced interest in the District 4 vacancy, and inform them of the Board intent to fill the vacancies at the January meeting. They will all be encouraged to attend, if still interested.
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New Business:

Colorado Circuit Rider (CCR) Contract

- The Board asked that the term “Management Services” in paragraph 3 of the draft contract be changed to “General Services.”
 - There was some discussion about the language about the monthly fee for “General Services” not to exceed \$950 without Board approval for “Special Services”. (Paragraph 3 of the Management Services Agreement) The Board asked that CCR break out Management Services as separate from Special Services in future invoices. The Board recognized that the Executive Committee (EC) is empowered under the Bylaws to act on behalf of the Board in “unusual circumstances” between meetings, and that they could consider any Special Services needed to be performed to be “unusual circumstances,” if needed prior to the next meeting. In such a case, the EC should report to the Board at the next meeting of such approvals.
 - The Board approved the contract as amended, and directed Director Gager to sign it as Chairman.
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**State & County Permit
Applications; County Referrals**

Colorado Oil & Gas Conservation Commission Applications
No applications to date.

Douglas County Referrals
No applications need to be acted upon.

Meeting Dates for 2014

The Board approved the meeting dates to be the 4th Wednesday of each month, except (a) the third Wednesday in November to avoid conflict with Thanksgiving (the 27th), and that (b) there would be no meeting scheduled in December. All meetings will be in the Miller Building, 100 Third St., Castle Rock, Conference Rooms A & B, when available. The dates for 2014 regular Board business meetings will be:

January 22	May 28	September 24
February 26	June 25*	October 22
March 26	July 23**	November 26
April 23	August 27	December – no meeting

*Phillip S. Miller Library, 100 S. Wilcox, Castle Rock, GSWC Conference Room

**Phillip S. Miller Library, 100 S. Wilcox, Castle Rock, Castle Rock Bank Room West

Adjournment

**Upon a motion by Director Giclas with a second by
Director Beane, the meeting was adjourned at 8:16 p.m.**

The next regular meeting of the Rural Water Authority of Douglas County shall be held on January 22, 2014 at the Miller Building, 100 3rd St., Castle Rock, Conference Rooms A & B.

Minutes approved _____

Director Henry Giclas, Secretary