

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
RURAL WATER AUTHORITY OF DOUGLAS COUNTY
HELD
NOVEMBER 17, 2010**

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 November 17, 2010 at the Phillip S. Miller Building, 100 Third St., Castle Rock, CO 80104. Wherein, there was a room conflict, a change of location was posted, and the meeting was moved to the Pegasus Restaurant at 313 Jerry St., Castle Rock, CO.

Attendance

In attendance were Directors:

Steve Boand
Barry Gager
Christine Hashimoto
Jack McCormick
Charlotte Mirabella
Priscilla Queen
Joe Rottman
Geoff Withers

Mike Owsiany was absent whose absence was excused.

Also in attendance were:

Conner Shepherd, Circuit Rider of Colorado, LLC, Authority
Manager
Kristin Dearborn
Anita Littlewolf
Tim Murrell
Carla Schnitker
Mark Shively
Britta Strother

Call to Order

Director Withers called the meeting to order at 7:05 p.m. and declared a quorum. He asked if there were any conflicts of interest needed to be disclosed. There were none.

Public Comments

none.

Approval of Agenda The Agenda was approved as presented by acclamation.

**Approval of
October 27, 2010
Minutes**

Discussion followed regarding the minutes of October 27, 2010. Upon a motion duly made by Director Mirabella with a second by Director Hashimoto, the minutes of the regular meeting of October 27, 2010 minutes were approved as presented.

**Treasurer's
Report**

Director Gager presented the financial statements for the period ending November 17, 2010 reflecting the most recent claims in the amount of \$1,795.77. Taking into consideration the current claim, the balance of accounts is \$86,970. The Board agreed that it would like to see the current financial statements reflect zeros instead of place dollars in the financial statements. Upon a motion by Commissioner Board with a second by Director Mirabella, the Claims were approved as presented and the financial statements were accepted.

Presentation

Outreach Program Development

Carla Schnitker, Consultant- Coach, provided those present with a proposal to develop an outreach program. The program she has devised is designed to heighten awareness of the RWADC and the intensified usage of services it provides through three steps: planning, implementing, and evaluating.

- A. Planning with current strategies and new resources; deliverables for this step would be – an approved outreach program linked to RWAs goals and objectives.
- B. Implementing: supporting tools and materials - updated contact info; execution of plans, goals and objectives reached.
- C. Evaluation includes an evaluation report with a final deliverable being a tuned outreach program.

Commissioner Board asked how she expected to reach a highly diverse population. Ms, Schnitker said a highly skeptical population is difficult to convince. She said it is important to show results of the efforts of the organization.

Director Withers said we need to get the message out and listening to what people have to say is important. Commissioner Board said that phone trees are an important mechanism for connecting with constituents. We need to tailor our form of information-giving to the population served. Commissioner Board said he would like to

know what people believe about various issues. Part of the implementation stage is letting people know what we think we heard. Director McCormick suggested a facilitator to referee between the various opposing perspectives. Director Queen said it is important to make it clear that “we” are one of “them” and we are trying to get feedback from our peers. Director McCormick agreed. We (and they) are all members of the RWADC.

We should probably begin by initiating an outreach device.

2011 Budget

Director Withers opened the public hearing on the budget at 7:48 p.m. Director Gager presented the Budget for 2011. Director Gager explained that the 2008 column was eliminated and 2012 was added for planning purposes. Director Mirabella asked about the bump in legal. Director Gager said there hasn't been that much legal activity but we may see higher legal activity because of the election. Director Hashimoto asked Director Gager to explain the budget line item by line item. Contract staffing is the Circuit Rider contract. Contract legal is Bob Cole. DWARC membership is listed because funds were expended in 2009. Director Gager explained that you can exceed expenditures on specific line items but not the total expenditures. So, he said he was conservative and estimated higher than expected expenditures. For example, Outreach appears to be high but we aren't sure what we'll spend. For anticipated year-end expenses he put nominal amounts in for other line items such as Water Conservation. Voter list development hasn't been billed. The county hasn't said anything about costs. Commissioner Board said it costs \$2.00 per ballot for mailed ballots. Director Rottman asked are we putting the cart before the horse regarding budgeting for elections when we need to talk about that later in the meeting. Director Gager said the estimate from Circuit Rider for elections were from \$11,000 to \$12,000. Some of the other costs such as insurance for directors hasn't been incurred yet but we need to decide. We may need additional financial reporting such as an audit exemption. Director Rottman asked about the County subsidy.

Upon a motion by Director Rottman with a second by Director Hashimoto, the Budget for 2011 was approved with revenues in the amount of \$213,055 and expenditures of \$202,155. Hearing no public comment the public Hearing was closed at 8:02 p.m.

Upon a motion by Director Mirabella with a second by Director Queen, the Board approved the appropriation of the monies

sufficient to meet the expenditures of \$202,155. Commissioner Board suggested passing a formal resolution at the next meeting.

**Report of
Committees**

Outreach Program Development – Director Withers began the discussion regarding an outreach program. Commissioner Board said it really might not be that difficult. We go where the people are. Director Mirabella said the IGA Committee is also interested in outreach and it would be good to dovetail efforts with both organizations. Commissioner Board said a number of entities are preparing increases. Director Mirabella reminded the group that the County subsidy expires and alternative funding mechanisms will be necessary to move forward. Commissioner said the BOCC is already looking into the options such as PID's. Commissioner Board has offered to help in an outreach committee. Director Withers said there are tools that have already begun to be developed. Commissioner Board agreed and referred also to the film presentation, the brochure, and other outreach pieces. Director Mirabella asked do we want to form a new group. Director Withers said it doesn't take a new committee, just people to help. Commissioner Board and Directors McCormick, Queen, Mirabella, Hashimoto, and Withers volunteered to work on outreach prior to the next meeting. Director McCormick asked if the election ballot could be used as an outreach piece. Director Mirabella said she hopes the outreach occurs much sooner. The Board directed the volunteer committee to meet prior to the next meeting and decided to defer the decision on contracting with Carla Schnitker until the next meeting.

Web site – Director Withers directed the Board to look at the website and pay particular attention how each board member is linked to the site.

Draft "fulfillment" brochure – Director Withers directed the Board's attention to the brochure included in the Board packet.

New HOA list – Director Hashimoto said the list is to be used for the Board's reference purposes. Director Withers made one correction regarding Chatfield South as did Director Rottman.

Elections – Director Withers directed the Board's attention to the election committee report. Discussion followed regarding the complexity of determining who gets to vote. Commissioner Board suggested developing a rules set for the election. The County allows three residences to be on one well. The rules can be flexible enough to accommodate people who wish to vote. Director Gager

observed that registration and ownership are two different things. We may need to get legal counsel in to assist in answering these questions. Director McCormick suggested that each Board member review the Creation Agreement to develop a list of questions. Commissioner Board described how a water district operates its election within the context of an annual meeting. Director Rottman asked about the election calendar. Director Withers said the election calendar begins February 1. Director McCormick asked if there are any problems covering the small water provider elections.

The Board discussed whether or not to hold the election in May or November. Director Withers reported that Mr. Cole recommended moving the election if we intend to have a mail ballot election. By-law changes require 60 day notices. Do you want to change the by-laws, he asked? Director Mirabella said it is worth considering. Director McCormick agreed. Upon a motion by Director McCormick with a second by Commissioner Board, the Board discussed eliminating the mail ballot and moving the Annual meeting to the fall. Directors Rottman and Queen disagreed. Both Commissioner Board and Director McCormick said they were amenable to table the motion until the next meeting.

Budget & Finance: (See Treasurer's Report above).

Old Business

Water conservation plan Director Mirabella referred the Board to her report.

Vacancy: Withers informed the Board of vacancy and suggested that the issue come before the Board at its next meeting.

Adjournment

Upon a motion by Director McCormick with a second by Director Hashimoto, the meeting was adjourned at 9:08 pm. The next meeting of the Rural Water Authority of Douglas County shall be held December 15, 2010.