

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RURAL WATER AUTHORITY OF DOUGLAS COUNTY  
HELD  
August 24, 2011**

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 August 24, 2011 at the Phillip S. Miller Building, 100 Third St., Castle Rock, CO 80104.

**Attendance**

In attendance were Directors:

Commissioner Steven A. Boand (Departed at 7:40 p.m.)  
Charles Bucknam  
Christine Hashimoto  
Geoff Withers  
Jack McCormick  
Kristen Dearborn  
Barry Gager

Charlotte Mirabella was absent whose absence was excused.

Also in attendance were:

Conner Shepherd, Circuit Rider of Colorado, LLC, Authority  
Manager  
Will Kroger  
Charles Krogh & Susan Saint Vincent, Cherry Creek Project Water  
Authority  
John Beckwith  
Evertt Heideman  
Don Gregoire  
Corrine Shutt

**Call to Order**

Director Withers called the meeting to order at 7:02 p.m. and declared a quorum. He asked if there were any conflicts of interest needed to be disclosed. There were none.

**Approval of Agenda** By acclamation, the Agenda was approved as revised to change the order of items, to accommodate Commissioner Boand's departure prior to discussing matters that might be brought before the Board of Commissioners.

**Public Comments**

Mr. Beckwith reported on the events at the Elbert County Board of County Commissioner's meeting regarding the withdrawal of Mr. Nyquist's application with Elbert County for water diversions to and from Elbert County.

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**Approval of  
July 27, 2011  
Regular Meeting  
Minutes**

**Upon a motion duly made by Director Hashimoto with a second by Director McCormick, the minutes of the regular meeting of July 27, 2011 minutes were approved as amended.**

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**Officer Reports**

Chairman & Vice-Chair, and Secretary

Chairman Withers reported that the South Metropolitan Fire District asked for a list of Rural Water Authority participants for their fire protection plan.

Vice-Chair Mirabella was not present.

Secretary Hashimoto reported that the bank did not have a record of the prior secretary. A document for the bank's record of new officers must be signed by all officers.

Treasurer - Financial Statements & Claims

Treasurer Gager provided the Board with the list of Claims. The educational outreach funds accounted for all but management and the USGA water measurement study.

The Claims were discussed. The Board determined that it would not pay the USGS bill until the Authority is invoiced. Director Bucknam pointed out that the invoice is for payment due 9/15/11. Commissioner Boand said he will check on the County disbursement. Mr. Shepherd said he would check up on the CWCB payment. **Upon a motion by Director McCormick with a second by Director Bucknam, the Claims were approved as presented except for the USGS payment.**

**Upon a motion by Director McCormick with a second by Director Hashimoto, the Financial Statements were accepted.**

Water Needs by HOA: Commissioner Boand said the mapping has not been completed but will be in time for a workshop in late September. The Board decided to meet at 9:00 on September 28, 2011 in the Commissioners Conference Room to discuss the reports.

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**New Business:**        Douglas County Referrals

Electronic Mail Meetings Proposal: Commissioner Board opined that a meeting is constituted if two or more members exchange information. A single member may send information to another Board member but there cannot be a response. No dialogue occurs. Mr. Krogh concurred with regard to his public entities. Mr. Krogh said they haven't looked into how to conduct an e-mail meeting, but only how NOT to conduct one. Commissioner Board said the Commissioners are exploring the possibility of entire electronic meetings.

**Commissioner Board left at 7:40p.m.**

E-Referral for Walker Reservoir: Director Bucknam briefed the Board on the Walker pit project of the CCPWA. Both Ms. Saint Vincent and Mr. Krogh were present to answer any questions. Director Bucknam said he liked the idea of expanding the use of an existing reservoir. Director Hashimoto was concerned about the possibility of the reservoir affecting existing alluvial wells. She was also worried about effluent. Mr. Krogh explained that the water was for the CCPWA members that included The Pinery, ACWWA, Cottonwood W&S District, and Inverness W&S District. The water rights of the CCPWA on Cherry Creek are relatively junior so when water is available it will be put into the reservoir. Mr. Krogh said they are still working with Parker W & Sanitation District to negotiate storage in Reuter Hess. Regarding the impact on other wells, Mr. Krogh said he wasn't aware of alluvial wells along the creek itself. CCPWA can only put water in the reservoir when CCPWA's water rights are in priority. There is no re-use water. Right now the pit is filled with alluvial water. CCPWA plans to seal the pit with slurry to help capture the alluvial water they have rights to, into the pit. Director Gager asked if there were alluvial wells for potable water within a half-mile area. Ms. Saint Vincent said most of the wells she is aware of are Dawson Wells in that area. Mr. Krogh provided a history of CCPWA. Water will be coming from Denver Basin groundwater and alluvial water consistent with CCPWA's water rights. Director McCormick and Director Dearborn said they liked the project. **Upon a motion by Director Bucknam with a second by Director McCormick, the Board recommended approval of the referral for the Location and Extent application.**

Highlands Ranch Filing: **Upon a motion by Director Bucknam with a second by Director Hashimoto, the Board recommended approval of the Highlands Ranch Filing for an industrial plat.**

Project Checklist: Director Bucknam said that Director Mirabella was assigned to develop an e-referral review checklist. Director Gager said the projects are all so different, a checklist may not work. The Board tabled the consideration of a checklist.

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## **Report of Committees**

### **IGA (Rural Water Supply Act) Committee Update**

Director Withers explained to the public present about the functions of the IGA committee. He said the RWADC is a member so it will be able to speak on behalf of rural water users as plans progress toward providing for long-term water needs in the County. Director Withers briefed all on the IGA infrastructure plan. It is hoped that future planning efforts will qualify for federal grants. Director Gager expressed interest in the statement within the IGA report that said NW Douglas County is the likely target for first phase implementation. Director Withers said he thought that area has an established record of water need. But, he did not write the report. Director Gager also asked about the aquifer study literature review, also referred to in the IGA report.

### **USGS Well-Monitoring Program**

Director Withers distributed a report by Rhett R. Everett from the USGS regarding the well-monitoring program. He distributed the report along with a map of the test wells. Discussion followed. Director Gager asked that the USGS report not use zeros as a place filler if there are no readings. Director McCormick said the levels reported are static levels. The numbers indicate that the numbers show how far you have to go to find the water level. Director Gager asked for the USGS to identify which wells have transducers. Mr. Beckwith reported that at the Kiowa Fairgrounds there is a test well that has dropped about one foot per year since monitoring began.

### **Outreach Committee**

County Fair Booth: Director Hashimoto distributed her report on the fair booth. She explained what information was distributed and how many people came by the booth. Dye tablets for leak detection in toilets were distributed. A meter was raffled. The cost for the booth came to about \$800. Some of the materials such as banners,

post cards, and name tags can be used again next year. Director Hashimoto recommended having a double-sized booth, addressing potential sources of water for the long-term & water conservation, and discussing immediate controversial issues at the booth next year. Director Hashimoto provided a list of suggested items for a booth next year. The Board thanked Director Hashimoto for her hard work.

Louviers Water & Sanitation District Participation: Director McCormick said they were meeting tomorrow night. They hope to be in attendance at the September meeting of the RWADC.

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## Old Business

### Participant Withdrawal Process

Director Withers asked Mr. Shepherd about the withdrawals that have been received. Mr. Shepherd explained there have been two withdrawals. One application, from Mr. Jack Christensen, had omitted Paragraph #4 that said upon transfer of property the new owner would be 're-included' in the RWADC.' Mr. Christensen's objection is that if the RWADC binds the members to long-term debt, the fact that the new property owner would be obliged to be included back into the Authority might make the sale of property difficult. He said he thinks there are areas in Douglas County that may need the help, but others that may never need the help. Director Withers referred to the Creation Agreement and tried to anticipate future potential problems. The committee viewed participation as a benefit. Director Withers said it might be unfair to allow a new property owner to enjoy benefits that accrued while the property was NOT in the Authority. Director Gager observed that there are two perspectives – the benefits versus the obligations associated with membership. Director Withers said, in his personal opinion, paragraph 4 shouldn't be in the Application for Withdrawal. **Upon a motion by Director Bucknam with a second by Director McCormick, the Board accepted the petitions for withdrawal as currently submitted.** Director Withers asked Mr. Shepherd to include the names of the petitioners on the updated list of applicants who have withdrawn from the RWADC.

### Board Liability and E & O Insurance

Mr. Shepherd explained a counter proposal is forthcoming from the insurance company, T. Charles Wilson. Discussion followed. The Board decided to table the discussion for consideration at the next regular meeting.

## Strategic Planning

Long-Term Financial Plan: Director Withers said a long-term financial plan still doesn't exist and asked for a continuation of the discussion to the next meeting. Director Withers distributed an expenditure summary report for a 19-month period. Director Withers pointed out that he has broken down the cost of district management because it has been a concern expressed by some board members about the expenditure line item. Director Bucknam said bi-monthly meetings are one solution to saving money. The only problem would be the timeliness of responding to e-referrals. Director Withers pointed out that workshops require minutes because they are noticed meetings. Regarding the notion of Bi-Monthly meetings, Director McCormick said he feels we need to be accountable to the public for addressing fulfillment of the charter. He pointed out the need to address revenue sources. Who has the time to do what Circuit Rider provides? Director Gager said he thought the Authority could hire cheaper bookkeeping and secretarial services. Discussion followed. Mr. Shepherd agreed the Board could hire cheaper bookkeeping and secretarial support, but not the kind that is sufficiently protecting the Authority with professional liability insurance and with a professional and experienced perspective in the preparation of minutes and financial statements. He expressed his concern about being able to effectively represent the Authority without participating in meetings. Director Hashimoto suggested financial statements bi-monthly with claims every month. Mr. Shepherd offered to provide a not-to-exceed figure for general services. Director Bucknam suggested having e-referrals at the end of meetings so Commissioner Board can attend the meeting in most of its entirety and participate in discussions such as this.

## New Business

Director Bucknam reminded the Board that it may want to consider bimonthly meetings as a cost-savings measure as an Agenda item for the Sept. 28 Board meeting.

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## Adjournment

**Upon a motion by Director Bucknam with a second by Director Dearborn, the meeting was adjourned at 9:31 p.m.**

The next regular meeting of the Rural Water Authority of Douglas County shall be held September 28, 2011 at the Castle Rock Fire Headquarters, 300 Perry St., Castle Rock, CO. (NOTE: the October regular RWADC Board meeting will also be held at this location).