

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RURAL WATER AUTHORITY OF DOUGLAS COUNTY  
HELD  
JUNE 22, 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 June 22, 2011 at the Phillip S. Miller Building, 100 Third St., Castle Rock, CO 80104.

**Attendance**

In attendance were Directors:

Commissioner Steven A. Boand  
Charles Bucknam  
Christine Hashimoto  
Charlotte Mirabella  
Geoff Withers  
Jack McCormick

Kristen Dearborn and Barry Gager were absent whose absences were excused.

Also in attendance were:

Conner Shepherd, Circuit Rider of Colorado, LLC, Authority  
Manager  
Anita Littlewolf  
Melanie Brown

**Call to Order**

Director Withers called the meeting to order at 7:03 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** By acclamation, the Agenda was approved as presented.

**Approval of  
May 7, 2011  
Biennial  
Meeting Minutes**

Upon a motion duly made by Commissioner Boand with a second by Director Withers, the approval of the minutes of the Biennial meeting of May 7, 2011 minutes were continued to the next meeting.

**Approval of  
May 25, 2011  
Minutes**

Discussion followed regarding the minutes of May 25, 2011. On page 5, the positions should read Chairman and Vice-Chairman, not President, Vice-President. On page 2, the minutes approved were for April 20, 2011, not March. **Upon a motion duly made by Director Mirabella with a second by Commissioner Board, the minutes of the regular meeting of May 25, 2011 minutes were approved.**

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**Officer Reports**

**Chairman & Vice-Chair, and Secretary**

Chairman Withers, Vice-Chair Mirabella, and Secretary Hashimoto had no reports.

**Treasurer - Financial Statements & Claims**

Mr. Shepherd presented the claims and the financial statements for the period ending June 22, reflecting the current claims in the amount of \$4,661.08, for legal, well monitoring, education and public outreach, and management. **Upon a motion by Director Mirabella with a second by Director Hashimoto, the Claims were approved as presented. The Board directed Circuit Rider to pay the USGS invoice, approved for payment at a prior meeting.**

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

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**Report of  
Committees**

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

Director Withers reported that the previous two meetings of the IGA Committee have not convened. The next meeting is scheduled in July.

**USGS Well-Monitoring Program**

Director Withers reported on the USGA well-monitoring program. Mr. Everett from the USGS did not submit a written report for this meeting. Director Bucknam said he provided Chambers Reservoir well-monitoring information to the USGS.

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## Old Business

### Development of a Strategic Planning Process

Director Withers reported on work sessions where the sub-committee attempted to complete an assessment of need by HOA, subdivision, or general area for use by the IGA (Rural Water Supply Act) Committee. Commissioner Board offered to receive the information and input it into the computer. Commissioner Board reminded the Board that when three or more are present, even in a work session, the meetings must be noticed.

Director Withers asked the Board to establish working session dates to work on a long-term financial plan. The Board said each member would look at their personal calendars and get back to Director Withers.

Director Mirabella said though she had offered to develop a check list for each Board member's use for e-referrals, she has not been able to work on it. Director Bucknam offered to take her place on the effort to compile a checklist.

### Withdrawal as Participant

Director Withers presented the Board with a draft Withdrawal Notice developed by Commissioner Board. Discussion followed. Director Withers said he sent the Withdrawal Notice to the list of people who had already sent letters requesting exclusion. Director McCormick was concerned that we may be asking them to do much more than before. Director Bucknam said it is important we receive the additional information so that the request for exclusion can be recorded with the County. Director McCormick said he now has no concern. Director Bucknam moved to adopt the Withdrawal Notice with the addition of the address of where they reside. The motion was seconded by Director Mirabella. The motion passed on a vote of 6-0.

### County Fair Booth August 5, 6, & 7

Director Withers asked for suggestions about the informational content for the booth. Commissioner Board suggested the Q & A's the Board had developed. Director Hashimoto suggested the video and displays for the easels. Director Withers said he will distribute a sign-up list for manning the booth. He listed the days and hours for set-up, take-down, and hours of operation. Final plans can be made at the July meeting.

## **New Business**

### **Open an Interest-Bearing Account**

Discussion followed regarding Ms. Sarah Shepherd's research on opening an interest-bearing account. The Board determined that interest rates are so low, the cost of administering the transfers would offset the benefits in yields. By acclamation, the Board tabled further discussion.

### **Board Liability and E & O Insurance**

Mr. Shepherd explained the types of coverages for insurance and the premiums for each. Discussion followed. The Board asked Mr. Shepherd to forward the information via e-mail for its review and consideration at the next regular meeting.

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## **Adjournment**

**Upon a motion by Director Hashimoto with a second by Director Dearborn, the meeting was adjourned at 8:01 p.m.**

The next regular meeting of the Rural Water Authority of Douglas County shall be held July 27, 2011 at the Phillip S. Miller Building, 100 Third St., Castle Rock, CO 80104.