

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RURAL WATER AUTHORITY OF DOUGLAS COUNTY  
HELD  
September 20, 2017**

A regular meeting of the Board of Directors of the Rural Water Authority of Douglas County (RWADC) was held on September 20, 2017, at the Parker Library, 10851 Crossroads Dr., Parker CO, in “The Loft.”

**Call to Order** Director Bucknam called the regular meeting to order at 7:05 p.m.

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**Attendance** In attendance were Directors:  
Charles Bucknam  
Barry Gager  
Hank Giclas  
Chris Kennedy (arrived at 7:15)

Jack Delaney was excused by a **motion (Kennedy/Giclas)**, which passed 4-0.

A quorum was declared.

Also in attendance was:  
Geoff Withers, Secretary to the RWADC Board, Circuit Rider of Colorado

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**Disclosure of Conflicts** Director Bucknam asked if any Board member had a conflict of interest with any item on the Agenda. No conflicts were mentioned.

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**Approval of Agenda** The Agenda was amended by adding “September 6, 2017 Executive Committee Meeting” to the Agenda Item “Approval of Minutes.” The Agenda was approved as amended by a **motion (Gager/Giclas)**, which passed 3-0.

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**Public Comments** There were no comments from the public.

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**Approval of Minutes** The minutes for the August 16, 2017 Business Meeting were reviewed. The minutes as amended were approved by a **motion (Giclas/Gager)**, which passed 3-0.

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[Director Kennedy arrived at this point in the meeting.]

## Officer Reports

Chairman Director Bucknam reported that statistics for household and domestic wells in Douglas County as to stock allowed, water rights, aquifers and other well-specific data are being compiled.

Vice Chairman Director Gager had no report.

Secretary Mr. Withers had no report.

Treasurer The Board was provided the list of Claims, and Financial Statements for the period ending September 20, 2017. There was one claim presented: \$998.64 from Colorado Circuit Rider, LLC for professional staff services.

The September 20, 2017, Schedule of Cash Position showed that the General Fund Balance was \$36,107.69, after paying the claim. There is also an outstanding receivable from the Colorado Water Conservation Board in the amount of \$2,791.

The August 31, 2017 bank reconciliation was reviewed. The Treasurer's Report was accepted and the claim paid with a **motion (Giclas/Kennedy)**, which passed by a vote of 4-0.

## Old Business

### Outreach

Director Kennedy has been working on the details of the Well Construction Workshop. Directors Bucknam, Gager and Giclas indicated that they would be there to help.

Director Kennedy said Newsletter #6 would be on the subject of native plants, and how they can thrive on very little water. She will update the Board at the October meeting, but it is unlikely that she will have much time to work on it until after the Well Construction Workshop.

### CWCB Well-Monitoring Program

Director Gager reports that the US Geological Survey one year contract extension was approved by a meeting of the Executive Committee on September 6, made necessary by USGS internal deadlines. The USGS will invoice the Authority in January, April and June of 2018, the total of which will be entire amount of the contract extension. This will accommodate the requirement that billing for the work done in the federal fiscal year must be paid in a timely fashion. Director Gager is working on getting a new status Report for well owners which might be presented at a public meeting for that purpose, but this is complicated by the fact that Rhett Everett of the USGS, who did the well water level measurements in July 2017, is being moved off this project. His replacement will be developing a new scope of work for the grant continuation which

was awarded by the Colorado Water Conservation Board, and will be the person who also develops the well water level data that Mr. Everett used to gather.

#### Recruitment of Directors to Fill Vacancies

There still have been no volunteers for the vacant Board positions in Districts 3 and 4, or the BoCC Board position. Directors Bucknam and Kennedy will continue to work on getting the word out.

#### Creation Agreement

Mr. Withers reported that he has not heard from Ron Beane of the Louviers Water and Sanitation District, who had indicated that he would take the draft Creation Agreement to his Board for a decision. Thunderbird Water and Sanitation District is still considering it. Grandview Estates has approved signing it.

#### By Laws Change

There was general agreement that the Bylaw will need to be changed after the Amended Creation Agreement is approved. One such change has been suggested by Director Bucknam: that Section 4 of Article V – Meetings be amended by adding the word “regular as follows:

*(a) The Secretary shall deliver notice of all **Regular** Board meetings to members of the Board no later than seven (7) days prior ...*

It was agreed that the Board should act on this suggestion immediately, rather than wait for the Creation Agreement changes.

NOTE that the Bylaws may be amended by the following language, as included in Article VII:

*The Bylaws of the Authority shall be amended only with the approval of a 2/3 majority of the current Board members voting at a regular or special meeting, ...*

#### RWADC.org

Mr. Withers included in the Board packet a proposal from Scot Marion of Admirable consulting, which said that he is hosting costs \$85 per year with the capability of handling 10 email addresses, and charges \$60 per hour to do web site work. He expects it to take 2-3 hours to build a site and another 2-3 hours to populate it with all the documents, etc. on the current RWADC.org site. The Board accepted his proposal and committed to spend up to \$600 on the plan, hoping Scot could begin work before the next Board meeting. This was in the form of a **Motion (Giclas/Gager)** which was **approved 4-0**. Director Kennedy asked if she could work with Scot on choosing a WordPress theme that would be appropriate for the RWADC web site, and the Board approved by consensus.

Mr. Withers added that the contract with Network Solutions is paid up until June.

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Greenland Ranch Groundwater Extraction

Director Kennedy is waiting to hear back from Tricia Bernhardt, and will report to the Board about that conversation.

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**New Business:**

Approval of Executive Committee

The Executive Committee approved and signed a contract extension with the US Geological Service at a Special Executive Committee Meeting on September 6, 2017. [See Approval of Minutes, above]

They asked the Board to approve their action. A **Motion (Gager/Kennedy)** was made to approved the Board's action approving the USGS contract extension, which passed by a vote of 4-0.

2018 Budget

The Colorado Local Government Budget Law requires a draft budget to be presented to the Board by October 15, after which time a notice must be published, advertising 1) the public meeting at which the Budget will be considered for adoption, and b) soliciting comments from the public on the budget. A Budget Office must be appointed by the Board, whose responsibility it is to draft the Budget.

A **Motion (Giclas/Kennedy)** was made to 1) appoint Director Gager to be the Budget Officer, and 2) to set November 15 as the day for the Public Hearing, prior to the Board's Regular Business Meeting at the Douglas County Miller Building, 300 Third St., Castle Rock, Conference Rooms A & B. The Motion **passed by a vote of 4-0**.

Director Gager indicated that the main budget items will be a) \$2000 for insurance, b) \$1000 for web site development, c) \$16,000 for USGS payment, and d) \$12,000 for Administrative staff support from Colorado Circuit Rider, LLC. He said a draft budget will be emailed to Board members.

Douglas County Referrals

Two referrals were mentioned as having been filed with the county:

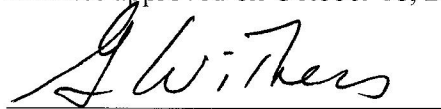
- SP2017-071 -Franktown Water, by Director Bucknam, filed by 9/12
- SB2017-045 – Lincoln Creek Village, by Director Gager, filed by 9/13

**Adjournment**

Upon a **motion by Director Giclas, with a second by Director Kennedy**, the meeting was adjourned at 8:50 p.m. by a 4-0 vote.

The next regular meeting of the Rural Water Authority of Douglas County shall be held on  
October 18, 2017 at the  
Parker Library, 10851 Crossroads Dr. (Mainstreet & Pine Dr.), Parker  
Event Room B

Minutes approved on October 18, 2017

A handwritten signature in black ink, appearing to read "G Withers", written over a horizontal line.

Geoff Withers, Secretary