

# Colorado WaterWise Board Meeting MINUTES

Z: Called-in via Zoom

X: Attended in-person

## Thursday, February 8, 2024

## Aurora Water

## 10 a.m. to noon

Board:

Z Abbye Neel Brendle Group aneel@brendlegroup.com

X Alyssa Quinn Platte Canyon W&S District alquinn@plattecanyon.org

Z Brad Brady Yearout Energy Solutions brad.brady@yearoutenergy.com

Z Courtney Black Intera CBlack@intera.com

Z Diane Block Colorado Springs Utilities dblock@csu.org

X Dylan King Town of Erie dking@erieco.gov

Z Elisabeth Bowman Resource Central ebowman@resourcecentral.org

Z Jessica Thrasher Colorado Water Center Jessica.Thrasher@colostate.edu

Z Katie Duke City of Golden KSchwaab@cityofgolden.net

X Katie Helm City of Fountain khelm@fountaincolorado.org

Z Kelly Gordon Fort Collins Utilities kgordon@fcgov.com

Z Laura Wing City of Thornton laura.wing@cityofthornton.net

X Lindsay Rogers Western Resource Advocates lindsay.rogers@westernresources.org

X Lyndsey Lucia Northern Water Conservancy llucia@northernwater.org

Z Quint Redmond Agriburbia qredmond@agriburbia.com

X Ruth Quade City of Greeley ruth.quade@greeleygov.com

X Tim York Aurora Water tyork@auroragov.org

Z Victoria Arling WaterNow Alliance va@waternow.org

Z Melissa Brasfield CWW Board Contractor admin@coloradowaterwise.org

 Diellza Muriqi CWW Volunteer associate@coloradowaterwise.org

 Sheridan Thomason CWW Board Contractor Sheridan@brasfieldcommunications.com

Note: Quorum 60%: 11/18 board members

Guests:

**Call to Order** (Co-Chairs)

Ruth called the meeting to order at 10:02 AM

**Board Business and Action Items**

* Introductions
* Approval of January Board Minutes. Dylan motions; Lyndsey seconds. January minutes are approved.

**Finalize committee assignments**

Reviewed the list of committee members and discussed edits and changes to committee assignments. Abbye asked if there were any issues with an industry member being on the Data and Tools committee. Lyndsey and Ruth did not think there were any issues with having them join a committee. Ruth requested the committee chairs review the committee descriptions that are on the website. Committee chairs should also send the committee meeting date if it’s regularly occurring.

**Overview of Board Commitments and Conflict of Interest Form**

Melissa brought up the Board Commitments form and described how members should complete the form. The form will be sent out to all board members to complete. Melissa shared the Conflict of Interest Policy and briefly explained why this is in place. All board members will need to complete this through a digital signature. All board members should complete both forms as soon as possible.

**Proposed By Law Update**

Katie Helm proposed a change to the by-law that if a board member is more than 15 minutes late or leaves more than 15 minutes early then they would be considered absent from the meeting. The draft language will be sent out to the board for review and a vote will take place at the next meeting.

* Victoria thinks the 15 minute duration is a good amount of time.
* Abbye agrees that the 15 minutes sounds reasonable but asks if there is anything in the by-laws to allow any sort of review for special circumstances. Alyssa mentioned there is a discussion that can be had with the co-chairs to allow for additional absences.
* Abbye asked if you can send a representative if you can’t attend.
* Elisabeth brought up the challenge due to traffic delays.
* Jessica wants to make sure this doesn’t make it too restrictive to be a board member.
* Melissa noted this would be a change to the board expectations section within the Handbook and not a change to the By-Laws.
* Abbye thinks we should make sure there is clarification on what should be done if a board member knows they will not attend.

**BP Guidebook Update**

The consultants have compiled all the best practices into a single document. It is a total of 221 pages. The BP sub-committee should consider how to break up the review of the document given the length. The branding of the guidebook will be similar to LLYLI branding. A designed draft will be ready by the end of February and ready for review by the beginning of March. Comments should be back to the consultant team by the end of March. Abbye noted it would be good to determine how to have the sub-committee break up and review the document. Abbye and Peter will be joining the website committee in February to discuss how to incorporate the BP guide into the website. The committee also needs to determine how to include all the comments best. The review will be more conceptual and not technical edits. Jessica asked if there would be a shorter version. Abbye noted there will be an executive summary and each best practice will have a one-page summary. Jessica also asked if it would be translated. Abbye noted there are currently no funds available.

**Water Equity Survey**

CO Water Center has received funding from USGS to conduct a water equity survey to identify definitions for water equity across organizations. They are looking to get a better idea of what is currently happening at utilities related to water equity across the state. They are using the US Water Alliance definition of water equity and the three main pillars; access and affordability, climate resiliency and community engagement. They will be gathering data and then compare what is happening across the state. They are also asking about barriers to providing programs and will also be highlighting programs. The survey will go out in the next two weeks. Jessica wants to make sure they are sending it to as many people as possible. If there are contacts that should receive this survey that is the support they need for this survey.

Victoria asked if the survey is Colorado only. Jessica confirmed they are currently looking at just in Colorado. They may look at other programs in other locations later. Ruth asked how long the survey will be open. Jessica said three weeks to a month. Katie H mentioned she has access to the member database as a member. Ruth noted it is a part of WildApricot. Lindsay said it could go out from Colorado WaterWise. Ruth mentioned she could include something in the Newsletter. Melissa mentioned depending on the timing it could be included in the March monthly update email. Katie D also has a list from her sending out the drought communications survey that she can share.

**Newsletter Update**

Ruth noted the Spring edition is rather light on content and asked if anyone had anything to include. Jessica noted they just finished translating the rainwater website and that could be included in the Newsletter. Katie D noted the City of Golden will be using AMI for enforcement and could probably do an article in the summer edition. Elisabeth asked for the deadline. Ruth noted it is March 1.

**Annual Report update**

Sheridan sent out the draft Annual Report for review before the board meeting. Melissa shared screens with the report and scrolled through the report. Board members should review and provide comments on the report.

**Round Robin**

* Jessica has been running the Water Fellows program and they are looking for internships for this summer. They are also looking for job opportunities.
* Katie D provided an update on the Drought Communications Group. They are working on regional drought communications that everyone can agree on. They are also interested in creating a toolkit and could be a good opportunity to partner with CWW.
* Thornton just recalculated their GPD and is curious about where others are at. They are at 66 GPD for residential.
* Lindsay asked if others are using AMI for enforcement. Tim noted they are using it to monitor but not for administering fines.
* Ruth mentioned the Native Grass website project. They are also working on some educational events and would like to work with CWW on hosting. Melissa mentioned these events will not currently be hosted bilingually due to lack of funds but there may be potential to reallocate some funds from the education events budget.
* Elisabeth mentioned the waterwise yard seminars are kicking off earlier again this year. They are working on a CWCB grant to quantify the water savings of the Garden in a Box programs. They have also submitted an abstract for the Symposium.
* Melissa mentioned that we have received a few abstract submissions. The deadline is March 1. Please send [that form](https://form.jotform.com/240114977611151) out to anyone that may have a session topic.

**Next meeting is March 14 at the City of Aurora**

**Wrap Up and Adjourn**

Meeting was adjourned at 11:54 a.m.

Submitted by: Melissa Brasfield