

## Colorado WaterWise Board Meeting

Thursday, February 12, 2015

10:00 a.m. – 12:00 p.m. – Board Meeting

City of Thornton - 12450 Washington St., Thornton, CO 80241

Call-in info: (716) 274-3400 Passcode: 312 5582

<b>10:00 a.m. – 10:05 a.m.</b>	<b>Call to Order Welcome &amp; Introductions</b>	Alyssa Quinn
<b>10:05 a.m. – 10:50 a.m.</b>	<b>Board Business and Action Items</b> <ul style="list-style-type: none"> <li>• Approval of January meeting minutes <i>(5 min)</i></li> <li>• Overview Board Roles and Expectations <i>(15 min)</i> <ul style="list-style-type: none"> <li>○ See page 2</li> </ul> </li> <li>• Contract and Scope of Work for Brenda <i>(10 min)</i></li> <li>• 2015 Budget Amendment for Scope of Work <i>(5 min)</i></li> <li>• Strategic Plan Amendment: Remove On-Line Forum <i>(5 min)</i></li> <li>• CWW Legislative Liaison: need to replace Drew <i>(5 min)</i></li> </ul>	Alyssa Quinn/All Alyssa Quinn Alyssa Quinn/Frank Kinder Ruth Quade Alyssa Quinn Alyssa Quinn
<b>10:50 a.m. – 11:00 a.m.</b>	<b>Financial Report</b>	Ruth Quade/Amelia Nuding
<b>11:00 a.m. – 11:30 a.m.</b>	<b>Colorado Water: Live Like You Love It</b> <ul style="list-style-type: none"> <li>• Colorado Water Congress de-brief</li> <li>• LLYLI Website development</li> <li>• 2015 Watershed Summit debrief</li> <li>• Status of CFWE partnership</li> <li>• Social media campaign</li> </ul>	Alyssa Quinn/Laura Wing
<b>11:30 a.m. – 11:40 a.m.</b>	<b>CWW Business Plan</b> <ul style="list-style-type: none"> <li>• Initial research, findings and next steps</li> </ul>	Amy Conklin
<b>11:40 a.m. – 11:45 a.m.</b>	<b>Smart Phone App Update</b>	Lyle Whitney
<b>11:45 a.m. – 11:50 a.m.</b>	<b>Project Wet For Educators - Registration Open</b> <ul style="list-style-type: none"> <li>• February 10, \$50, Greeley</li> </ul>	Ruth Quade
<b>11:50 a.m. – 11:55 a.m.</b>	<b>CWW Lunch(eon) Learn</b> <ul style="list-style-type: none"> <li>• Following March 12 board meeting in Aurora</li> </ul>	Amelia Nuding
<b>11:55 a.m. - 12:00 p.m.</b>	<b>Wrap up and Adjourn</b>	All
<b>12:00 p.m.</b>	<b>Lunch</b>	Laura Wing

## **OVERVIEW OF BOARD MEMBER RESPONSIBILITIES AND EXPECTATIONS**

### **1. General Responsibilities**

- a. Regularly attends board meetings and important related meetings.
- b. Makes serious commitment to participate actively in committee work.
- c. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- d. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- e. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- f. Is an active participant in the committee's annual evaluation and planning efforts.
- g. Participates in fund raising for the organization (*nonprofit only*).

### **2. Expectations**

- a. Each Board member must make a minimum 3-year commitment to serve unless he/she is replacing a Board member who has resigned "in-term". In this case, the member must commit to serve no less than the entirety of the term filled.
- b. Each Board member must serve on and actively participate in at least one committee and/or as an officer. Any Board member may be removed from the Board by a majority vote of the remaining members for failing to do so.
- c. Each Board member must join at an 'Individual' or higher level within 6 months of being elected.
- d. Each Board member must attend at least 8 Board meetings by phone or in person per year.
- e. Each Board member residing along the Front Range or within reasonable<sup>1</sup> driving distance to the Denver metro area must attend at least 6 Board meetings per year in person.
- f. Each Board member residing on the West Slope or beyond a reasonable<sup>1</sup> driving distance from the Denver metro area must attend at least 2 Board meetings in person per year.
- g. Any Board member may be removed from the Board by a majority vote of the remaining members for missing 3 or more consecutive meetings either in person or by phone without justifiable<sup>2</sup> cause.

<sup>1</sup> Reasonable is considered to be 120 miles

<sup>2</sup> Justifiable is considered subjective and may include inclement weather, technical limitations, etc.

# MINUTES



## Colorado WaterWise Board Meeting

Thursday, January 8, 2015  
Western Resource Advocates  
10:00 a.m. – 12:00 p.m.

P: Called-in via phone  
X: Attended in-person

### Board:

X	Amelia Nuding	Western Resource Advocates	<a href="mailto:amelia.nuding@westernresources.org">amelia.nuding@westernresources.org</a>
X	Alyssa Quinn	Platte Canyon W&S District	<a href="mailto:alquinn@plattecanyon.org">alquinn@plattecanyon.org</a>
X	Amy Conklin	Barr Lake/Milton Watershed	<a href="mailto:conklin3@ix.netcom.com">conklin3@ix.netcom.com</a>
X	Brenda O'Brien	Colorado WaterWise/GreenCO	<a href="mailto:brenda.obrien@comcast.net">brenda.obrien@comcast.net</a>
	Becky Fedak	Brendle Group	<a href="mailto:bfedak@brendlegroup.com">bfedak@brendlegroup.com</a>
X	Kate Gardener	Center for ReSource Conservation	<a href="mailto:kgardener@conservationcenter.org">kgardener@conservationcenter.org</a>
X	Frank Kinder	Colorado Springs Utilities	<a href="mailto:fkinder@csu.org">fkinder@csu.org</a>
X	Laura Wing	City of Thornton	<a href="mailto:laura.wing@cityofthornton.net">laura.wing@cityofthornton.net</a>
X	Leslie Martien	AquaCraft	<a href="mailto:leslie@aquacraft.com">leslie@aquacraft.com</a>
X	Lindsey Bashline	City of Loveland	<a href="mailto:Lindsey.Bashline@cityofloveland.org">Lindsey.Bashline@cityofloveland.org</a>
X	Lindsay Weber	Denver Water	<a href="mailto:lindsay.weber@denverwater.org">lindsay.weber@denverwater.org</a>
X	Lyle Whitney	Aurora Water	<a href="mailto:gwhitney@auroragov.org">gwhitney@auroragov.org</a>
P	Lyndsey Lucia	Northern Water Conservancy	<a href="mailto:llucia@northernwater.org">llucia@northernwater.org</a>
P	Nona Shipman	One Water One World	<a href="mailto:nshipman@msudenver.edu">nshipman@msudenver.edu</a>
X	Ruth Quade	City of Greeley	<a href="mailto:ruth.quade@greeleygov.com">ruth.quade@greeleygov.com</a>

### Guests

Renee Davis Fort Collins [redavis@fcgov.com](mailto:redavis@fcgov.com)

Frank called the meeting to order at 10:05 a.m.

Lindsay advised to change the LLYLI meeting with the FRWC from 2015 to 2014. Frank recommended cleaning up the minutes to remove discussion about board candidates. Amy motioned to approve minutes with changes, Laura second the motion. All in favor. Motion carries.

### Board Vacancies and Voting

Board Officer nominees include:

Co-Chair: Alyssa and Frank were voted by acclimation.

Co-Treasurer: Amelia and Ruth were voted by acclimation.

Co-Secretary: Nona and Lindsey Bashline were voted by acclimation.

Frank thanked all outgoing officers and welcomed new board members.

### 2015 Budget

Ruth shared the budget an open item remaining for Brenda's Scope of Work. Ruth and Alyssa will meet with Brenda to finalize her scope of work and contract. Greeley contributed \$5,000 for its 2015 LLYLI donation, and Northern paid its 2015 membership for \$7,000. Frank commented that the budget has historically trended up and down based on income and expenses over the years. Ruth mentioned that Brenda's contract is pending, and there could be a minor change to that figure. **Amy volunteered to develop a Business Plan for CWW.** Amy will work with Treasurers' to ensure income and expenses balance, and work on identifying sources of revenue for 2015.

### Live Like You Love It

Lisa Sigler, Laura, Alyssa, and Brenda will present LLYLI Toolkit at Colorado Water Congress on Wednesday, January 28 from 10:30 a.m. – 11:30 a.m. Colorado Water Congress is January 28-30. Alyssa is hosting a meeting on January 12 at Platte Canyon to discuss execution of our next steps with meetings and the website. Greeley (\$5k), Special District Association (\$300), Board of Water Works of Pueblo (\$1k), and Fountain Creek Watershed District have contributed to the Toolkit Phase II thus far. **Brenda will follow-up with CFWE and work to close the membership barter for an article in Headwaters Magazine.** Amy advised the Colorado Stormwater Council met with South Platte Basin Roundtable on Monday, Jan 4. The South Basin Needs Committee does not believe the Basin Roundtables should fund a statewide water quality campaign. Therefore, the BRT is not in support of CSC's WSRA grant. Amy will strategize with the CSC and determine how to proceed. **Alyssa will attend the Value of Water webinar hosted by Melanie Goetz (Hughes and Stuart).** CWW will pay the \$75 registration fee.

Frank inquired about the 2015 Watershed Summit that Russ is hosting in Longmont on January 21. **Frank will contact Russ to verify whether there is an option to host a booth and share the LLYLI Toolkit.** If so, Amelia is attending the Summit and offered to be at the booth during breaks.

## Smart Phone App

Lyle advised that Frani is working on the App design and will be adding topic headers shortly. Brenda advised that a booth at ProGreen EXPO is premature since the App is still in the design phase. **Brenda will inquire if the SmartPhone App could host a class at PGE in January 2016.**

## Lunch and Learns

Lunch and Learns are a strategic deliverable for 2015. Three sessions will be scheduled. Amelia and Ruth are the co-chairs. The member survey indicates that landscape and commercial water conservation are a priority. **Amelia solicited additional board members to serve on the committee.** Frank offered to volunteer to help with content and speakers.

## Case Study Committee

Help is needed on the Case Study Committee. Kate G will be the lead, with help from Lindsay W, Lyle, and Leslie. Leslie will review newsletter archives to see if there are valid studies that could be posted to the web. Case Studies should be tied back to the BP Guidebook.

## AWWA Strawman Merger

Lyle shared the Strawman proposal via email. Lyle spoke with Melissa to ensure there was still interest on both sides of the merger. Lyle opened it up for questions.

- Leslie - #9 lack funding available. What happens if funding is not available, then what?
- Alyssa commented that her manager at S. Metro and Platte Canyon W&S has concerns about CWW revenue and conservation niche it fills. CWW membership and event revenue would be shared with RMSAWWA. How would CWW do projects without the sustainable revenue stream from the Summit and Membership?
- Laura #6c – Fulfills a need not being done by another entity. Change from “no” to “yes.” CWW focuses on conservation where RMSAWWA does not.
- Frank / Alyssa - Overall, why is CWW writing the Strawman proposal and not Melissa Elliot, Chair of RMSAWWA Conservation Committee? Frank commented that this is a proactive exercise to consider any potential mergers, with RMS or others, should CWW funding be reduced beyond sustainable levels. Many board member organizations belong to multiple water entities and at times question duplication of effort on behalf of employees, investment, time and projects.
- Lindsay W. – CWW and RMSAWWA missions are similar. Laura stated the organizational goals are similar but RMSAWWA is not active at this time, nor have they met their stated goals. They want us to do their work.
- Lyle – Melissa’s intent is to share resources and collaborate to resurrect the RMSAWWA Conservation Committee.
- Amy – CWW should compare membership between RMSAWWA and CWW. Look at both lists and compare. The first logical step would be to partner on a project and reflect on results. Amy asked if CWW is risk averse?
- Amy asked Lindsay W. what Melissa is thinking and what she’d like to see? Lyle said that Jeff Tejral is a better person to ask since it involves conservation. Melissa is just accountable for resurrecting the RMSAWWA Conservation Committee.
- Ruth advised that RMSAWWA’s Conservation Committee has had its ups and downs for years.
- Frank suggested asking RMSAWWA to share the Toolkit with their members and get a response.
- Alyssa commented that Ruth, Laura and herself were on the RMSAWWA Conservation committee and that they have not met any goals since 2010 (5 years). A conservation committee does not exist today.
- **The board agreed that no further action or discussion would be taken by CWW on the merger.**
- Lyle suggested if RMSAWWA is interested in pursuing the merger with CWW, they can respond to the Strawman proposal. IF RMSAWWA responds, the discussion can continue.

## Round Table Discussion

### Leak Detection

The conversation continued re: AZ’s Leak Detection Guide. CWW has been invited to utilize Arizona’s Leak Detection Guide and customize it to fit the needs of Colorado. Lyle asked if each utility could pay to generate leak detection messages for Colorado? Could the leak detection messages be included in the LLYLI messages? Lyle commented that CWW can tweak and re-use Arizona’s messaging as a resource for CWW. The only cost to CWW would be the Committee’s time to be the point person. **Lyle will complete a Strawman Proposal and share with the board.**

## Agendas

Amelia stated that board meeting agenda’s are going out late. The Management Team will send out agendas more timely in 2015.

## Project Wet

A session will be held in Greeley on February 10 from 8:30 a.m. – 4:30 p.m. at Island Grove in Greeley. All “informal educators” are invited to attend. Room can hold up to 150 people. **Ruth will post all the information on CWW’s website. Laura and Brenda will help set up the registration and payment information on the CWW website.**

## Community Based Social Marketing Workshop

Lindsay advised that a Doug Mackenzie-Mohr workshop would be held at Red Rocks in June 2015. The Greenway Foundation is hosting River Sweep in Denver in April. **Lindsay will send all the information to the board, and Leslie will add these events to the newsletter.**

## Spring Newsletter

Articles for the spring newsletter are due by February 1. The theme is landscape and education.

**Wrap up**

Frank adjourned the meeting at 12:02 p.m.

Submitted by:  
Alyssa Quinn