

Colorado WaterWise Board Meeting

Thursday, November 10, 2022

Town of Erie

10 a.m. to noon

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

Board:

	Abbye Neel	Brendle Group	aneel@brendlegroup.com
X	Alyssa Quinn	Platte Canyon W&S District	alquinn@plattecanyon.org
P	Brad Brady	Yearout Energy Solutions	brad.brady@yearoutenergy.com
X	Courtney Black	Intera	CBlack@intera.com
	Don Drew	Courageous Marketing	d.drews@courageousmarketing.com
	Eric Olson	City of Fort Collins	eolson@fcgov.com
X	Katie Helm	City of Fountain	khelm@fountaincolorado.org
P	Lance Ackerman	Colorado Springs Utilities	lackerman@csu.org
P	Laura Wing	City of Thornton	laura.wing@cityofthornton.net
P	Lindsay Rogers	Western Resource Advocates	lindsay.rogers@westernresources.org
X	Lyndsey Lucia	Northern Water Conservancy	llucia@northernwater.org
X	Quint Redmond	Agriburbia	qredmond@agriburbia.com
P	Ruth Quade	City of Greeley	ruth.quade@greeleygov.com
P	Thomas Riggle	Centennial W&S District	triggle@highlandsranch.org
P	Tim York	Aurora Water	tyork@auroragov.org
X	Tyler Kesler	Town of Erie	tkesler@erieco.gov
P	Melissa Brasfield	CWW Board Contractor	admin@coloradowaterwise.org
P	Diellza Muriqi	CWW Board Contractor	associate@coloradowaterwise.org

Note: Quorum 60%: 10/16 board members

Guests:

Victoria Arling – Water Now Alliance
Diana Block – Colorado Spring Utilities
Dylan King – Town of Erie
Zakri Siegel – Brendle Group
Jessica Thrasher – Colorado Stormwater Center
Kathleen Schwaab – City of Golden

Call to Order

Katie called the meeting to order at 10:01 AM

Board Business and Action Items

- Introductions
- Approval of October Board Minutes. Alyssa motions, Ruth seconds. October minutes are approved.

Courtney provided an update on the BMP and that Gretel would not be able to continue on the project team. Courtney expressed interest in filling in that role on the consultant team and wanted to bring this to the board to make sure there was no issues. Courtney stepped out of the room due to conflict of interest. Katie noted the management team discussed and wanted to bring this to the project team.

Melissa asked if, from a logistics perspective, it would be a contract with Intera or directly with Courtney. Katie confirmed it would be with Intera. Quint asked if the grant application had any restrictions. Katie confirmed the grants do not have anything specific listed but the contract with WaterDM would need to be amended to swap information for that role. Thomas is in support of whatever role keeps the project moving and her passion will be a positive. Thomas noted that we do need a third person and that having the agriculture perspective from Quint would be a positive. Lindsay noted that she is in support of the transition. Melissa asked if the management team had any discussions about who would backfill the liaison role. Brad notes the management team was interested in having Dielza be the liaison between the board and the consultant team. Brad also noted that breakdown was about \$52k. Melissa asked if that would change the overall price. Katie said that was not discussed yet but the total cost of the project would not change. Laura noted that with the WaterDM contract, Peter could go out and subcontract with whoever. Tyler noted that it's mainly just making sure there is no conflict of interest.

There is no vote needed on this topic.

Board and Office Nominations/Introductions

Next month we will be voting on any new board members and officers. Anyone that is interested in being a new board member is welcome to introduce themselves.

- Victoria Arling expressed interest in joining Colorado WaterWise board. Victoria works for WaterNow Alliance as the Colorado River Manager.
- Diane Block expressed interest in joining Colorado WaterWise board. Diane works for Colorado Springs Utilities.
- Katie Schwaab expressed interest in joining Colorado WaterWise board. She works for the city of Golden for the last 7 years.
- Jessica Thrasher expressed interest in joining Colorado WaterWise board. She works for the Colorado Stormwater Center.
- Dylan King expressed interest in joining Colorado WaterWise board. He works for the Town of Erie.

Thomas asked if we had ever had two board members from the same organization. Alyssa said it is currently allowed within the bylaws. Tim noted it probably does not happen much because many organizations likely don't have the bandwidth to have two members of their team be on the same board. Tyler said it's probably good to have a discussion in 2023 to ensure there is only one voting member from each organization.

Melissa will send out the final applications once the deadline has passed.

Officer nominations

- Tyler is at term limit for treasurer. Katie nominates Tim for treasurer. Thomas seconds.
- Katie is stepping down as co-chair. Katie nominates Alyssa as co-chair. Lindsay seconds.
- With Alyssa nominated to co-chair, the secretary position is open. Katie nominates Laura for co-secretary. Brad seconds.

Katie noted the bylaws state all management team roles are three 1-year terms. Which is a slightly different than how we have been operating.

First reading of contract employee

Katie noted she sent the draft contract out to the board for review. She noted the rate has increased as was discussed last year and the contract reflects that. That increase will increase the budget by about \$3,000 for the year. Katie asked if there were any issues or questions. No questions from the board.

First reading of budget

Thomas shared his screen with the budget document. He noted that what he is sharing is more around where we are at currently and not a full 2023 budget. We are doing well mainly due to delays with the BMP project. Column 4010 is membership which we are behind on. 4100 is the BMP project which we have not spent as much as we had budgeted. This may cause us to spend more next year than we had anticipated. Brad pointed out the BMP manual breakdown which needs to be revised

before 2023. Courtney noted that the consultant team can have a discussion on the breakdown prior to the final reading of the budget. Thomas noted the Symposium sponsorship is lower than he thought it was and asked if there were still checks waiting to be deposited. Melissa said there are probably still some unpaid invoices for both sponsorship and registrations that she is still following up on.

Thomas noted we should consider doing a budget workshop to better refine the budget going forward.

Thomas said one thing we have talked about but have not acted on is if or how we want to invest in any extra money. We have talked with a financial planner about additional information.

Set meeting schedule for 2023

Alyssa discussed the proposed schedule based on the planned 2022 schedule. Jessica noted the Hydro building will be finished next year and could host. Thomas also noted DPS could host.

Tentative schedule:

- Jan - Brad
- Feb - DPS
- March – Aurora
- April – WRA (possibly)
- May - CSU
- June - Quint
- July - Greeley
- Aug - Alyssa
- Sept – Ft Collins
- Oct - Virtual
- Nov - Erie
- Dec - Thornton

CWW letter of support for AWE Grant Application

Laura sent out a draft letter of support for AWE grant application from Liesel Hans. CSU and Fountain are partners on the project with AWE as well. The project will look at water use within manufacturer home areas to better understand water savings within that customer base. Deadline is December 1. Thomas asked if Boulder is involved. Laura said they are not currently.

Approval of support letter. Alyssa makes motion. Lyndsey seconds. Support letter is approved. Katie and Laura recuse themselves from the vote.

Newsletter Committee Update

Ruth noted we are into the editing phase on the winter edition. There are now 10 writers/members for the newsletter committee. Publish date is first week of December.

Update on BMP Project

Courtney is good to move forward with the BMP project subconsultant on the project. Diellza would backfill between the board meeting and the consultant team. Brad noted that Diellza and Courtney should set up a meeting to debrief all the details for liaison. And there will need to be another meeting with the treasurers to review the invoicing process.

Symposium Report

Melissa provided a recap of the event. Our final headcount was about 135 attendees. We exceeded our sponsorship and registration goals. However, we are likely to only break even due to increased costs. The committee will be working to update the budget and identify the average per attendee costs so we can evaluate the possible need to update the ticket price. We did send out a post-event survey with a good number of responses. Overall, the feedback was positive. We will be discussing details of additional interactive components for next year's event with the committee. Thomas noted we spent a lot more

money on food than we had budgeted and that we should probably identify a per person count to be able to identify a more appropriate cost for tickets. Katie asked if we received feedback from sponsors. Melissa said we did not send out specific sponsor survey but did get verbal feedback during the event. There was generally a positive response from the sponsors. Everyone thought the happy hour went really well. Thomas noted that we may consider expanding the Symposium to include a training or another event beyond the one day. He also noted Wednesday may have been more difficult for West Slope attendees. Melissa noted that we decided to do the event on Wednesday to test it out and see the feedback we got and because the rate increased on Thursday and Friday for the venue.

Native Grass Guide and CWW contribution/support

Catherine provided an overview of the project last meeting. Lance shared his screen with an excel spreadsheet and noted CWW would mainly be responsible for admin and fiscal management. Thomas asked who the working group consists of. Lance noted it is a mix of utilities, landscape contractors, private sector. The core group is Denver Water, Northern Water and CSU. Thomas asked if the Colorado Native Landscape Coalition is involved. Lyndsey said they are not, but Alyssa noted she has passed along CNLC contact information to Austin with Denver Water. Laura noted Adams County and Adams 12 are also working on this topic and may want to be involved. The working group was looking at matching funds between \$5 to 10k. The total grant is about \$50k mainly around the PDF document creation and website creation.

This would likely turn into being the responsibility of a separate committee. Possible committee members should include one treasurer and one co-chair. Thomas, Laura, Katie, Lyndsey, Lance will join that committee.

Approval of the Native Grass Working Group grant partnership. Katie makes the motion. Tim seconds. Board approves motion.

Wrap Up and Adjourn

Laura is requesting an early RSVP to the December board meeting.

Melissa mentioned the website committee is working to pull together member testimonials to be able to share on social media. Please be on the lookout for additional information from Melissa or Diellza.

Thomas noted that Colorado Association of School Districts for Energy Management will be bringing up the potential for Colorado WaterWise to participate in an upcoming meeting to learn more.

Meeting was adjourned at 11:59 a.m.

Submitted by: Melissa Brasfield