

Colorado WaterWise Board Meeting MINUTES

Thursday, January 11, 2024

YearOut Energy (Littleton, CO)

10 a.m. to noon



Z: Called-in via Zoom

X: Attended in-person

Board:

Z	Abbye Neel	Brendle Group	aneel@brendlegroup.com
X	Alyssa Quinn	Platte Canyon W&S District	alquinn@plattecanyon.org
X	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	Eric Olson	City of Fort Collins	Eric.olson@fcgov.com
	Jessica Thrasher	Colorado Water Center	Jessica.Thrasher@colostate.edu
Z	Katie Duke	City of Golden	KSchwaab@cityofgolden.net
Z	Katie Helm	City of Fountain	khelm@fountaincolorado.org
Z	Laura Wing	City of Thornton	laura.wing@cityofthornton.net
X	Lindsay Rogers	Western Resource Advocates	lindsay.rogers@westernresources.org
Z	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
Z	Tim York	Aurora Water	tyork@auroragov.org
X	Victoria Arling	WaterNow Alliance	va@waternow.org
Z	Melissa Brasfield	CWW Board Contractor	admin@coloradowaterwise.org
Z	Diellza Muriqi	CWW Volunteer	associate@coloradowaterwise.org
Z	Sheridan Thomason	CWW Board Contractor	Sheridan@brasfieldcommunications.com

Note: Quorum 60%: 11/18 board members

Guests:

- Heather Waters (Thornton)
- Amanda Thomas (Thornton)
- Peter Mayer (Water Demand Management)
- Kelly Gordon (Ft. Collins)

Call to Order (Co-Chairs)

Alyssa called the meeting to order at 10:07 AM

Board Business and Action Items

- Introductions
- Approval of Dec Board Minutes. Ruth motions; Laura seconds. December minutes are approved.

BP Guidebook Update (Abbye and Peter Mayer)

- Review of BP (Project to be finalized imminently)
- Background- BP Guidebook funded by two separate grants (CWCB and River District)
- Discussion and seeking guidance on next phases of the project (currently working on internal peer review)
 - External peer review

- How to review/ divide the labor
 - Possible subcommittee
 - Certain BPs will be more labor intensive: i.e., Outdoors, be mindful when dividing labor.
 - Elisabeth asked if there is a uniform style/format/spelling/etc?
 - A: Yes, but mainly external review will be about content, not style (internal review should finalize a cohesive style/format)
 - Request for reviewers to review at least two articles for continuity.
 - Elisabeth/Katie Helm asked about the timelines for internal and external reviews?
 - Ready for review by end of February
 - Expected to be finished with reviews in one month
 - BP Guidebook is 200 pages need to review the total document
 - Do we have a committee chair?
 - No, do we need one?
 - The consulting team suggested there be a committee chair/contact person
 - Must be someone outside the consulting committee (finalized below in committee assignments Laura Wing/Elisabeth Bowman Co-Chairs)
- Website (\$25,000 earmarked from grants)
 - Ultimate decision of how to allocate funds is up to CWW.
 - Lyndsey Lucia- Will BP be on a separate website or be an addition to CWW's Wild Apricot web system?
 - Peter- Agnostic, it is ultimately up to CWW how to spend the funds.
 - The BP document is being completed through InDesign.
 - Which is easily converted to webpages
 - Also as interactive as can be: graphs, search, etc
 - Brendle Group is doing the BP design
 - It will be easier to design if they know the ultimate destination of the document.
 - Lyndsey brought up concern with CWW maintaining another website (currently, CWW manages LLYLI, CWW & Native Grass (Native Grass website, when done, will cost upwards of \$40k))
 - Elisabeth suggested adding the BP doc to the CWW website; it would bring in more interest. (Lyndsey agrees)
 - The BP doc itself is required to be public per the grants
 - Alyssa suggested using funds from the grants to upgrade Wild Apricot system to ensure the website can handle/provide for hosting the BP document
 - Lyndsey mentioned the 2024 budget already allowed for an upgrade in Wild Apricot (CWW is currently nearing the max support from the Wild Apricot membership level)
 - The BP Committee and the CWW Website Committee will connect
 - Peter will attend at least one CWW Website Committee meeting

Board Appointments: Kelly Gordon, Fort Collins (Vote) (Co-Chairs)

- Vote on Kelly Gordon
- Elisabeth Bowman motions, Tim York seconds.
 - Motion passes.
 - Kelly is newest member of the board (update the email for the board members: add Kelly, take Eric off)
 - Alyssa and Ruth will reach out and onboard with Kelly.

Report on Symposium 2024 (Melissa)

- Committee completed full debrief of 2023 symposium.
- New venue research is currently underway (will be reviewed at next committee meeting)
- New possible dates for symposium
 - Considering even into September to heed better weather/avoid bad weather
 - If you know of any water events reach out to Melissa
 - (WaterSmart Innovations (September 24th-26th, 2024)(Las Vegas)
 - <https://www.awwa.org/Events-Education/WaterSmart-Innovations>)
 - (Colorado Planning Conference (October 2nd-4th, 2024) (Loveland, CO)
 - <https://colorado.planning.org/conferences-and-meetings/colorado-planning-conference/>)
 - Intend to send out a save the date earlier than previous years once venue/date finalized.
 - Call for abstracts will go out, this week/next week, send to all CWW contacts, 2k mailing list.
 - Submit ideas for abstracts.
 - Call for new committee members.
 - Additional Symposium Committee members updates/comments
 - Will there be a poster session with students?
 - Add to January committee meeting.
 - Symposium current discussion topics
 - Will charge speakers admission
 - Will update student admission price
 - Will increase price difference between members and nonmembers

Update on Native Grass Guidebook (Lyndsey/Ruth/Melissa)

- Received three proposals from different contracting firms
- Selected a firm called Vermilion
 - Finalizing that scope of work
 - Ruth or Alyssa will sign the contract
- Kick off meeting with Vermilion next Friday the 19th.
- Scope of work 5-6 months.
- Site built on WordPress (same platform as used for LLYLI)
 - Our role is being the liaison between the working group and CWCB grant
 - CWW is the contracting entity, i.e. processing invoices
- Alyssa is happy to sign contract, asked for concern
 - Laura Wing "make sure you add an intellectual property clause".
- Melissa brought up: the content photos mostly belong to Colorado Springs Utilities so it will be necessary to add a Use clause/Agreement
 - I.e. Colorado Springs Utilities retains ownership but CWW guarantees use
 - Have Heather Waters review use agreement

Committee Appointments (Co-Chairs)

- Review Committees
- Neither Melissa nor Sheridan will be the chairs of any committee
 - Symposium Committee
 - Katie Helm (Committee Chair)
 - Brad Brady
 - Courtney Black
 - Diane Block
 - Melissa Brasfield
 - Victoria Arling
 - Amanda Hoff

- Katie Duke
 - Alyssa will continue. day of event prep
- Data and Tools Committee (6-8 members are best)
 - Abbye Neel (new Committee Chair)
 - Eric Olson will help transition
 - Courtney Black
 - Amanda Thomas
 - John Orr
 - Eric/Abbye to follow up with all committee members
- LLYLI
 - Alyssa Quinn (Chair)
 - Amanda Thomas
 - Darren Nowels
 - Diellza Muriqi
 - Jessica Ouwerkerk
 - Laura Wing
 - Melissa Brasfield
 - Ruth Quade
 - Eric Olson
- Educational Events Committee
 - Lindsay Rogers (Chair)
 - Elisabeth Bowman
 - Sheridan Thomason
 - Quint Redmond
 - Tim York
 - Victoria Arling
 - Dylan King
- Membership
 - Need Chair
 - Alyssa will reach out to Katie Duke for position, Victoria be back up
 - Melissa Brasfield (will onboard new chair)
 - Alyssa Quinn
 - Diane Block
 - Diellza Muriqi
 - Katie Duke
 - Katie Helm
 - Victoria Arling
 - Brad Brady
- News Letter
 - Ruth Quade (Chair)
 - Bridget Butterfield
 - Chelsea Benjamin
 - Diellza Muriqi
 - Don Ireland

- Dylan King
- Kim Edwards
- Melissa Brasfield
- Morgan Hopkins
- Tara Meininger
- Need ideas for articles and also authored articles
- Website (New name “Digital Communications”) (4-5 members best)
 - Lyndsey Lucia (new Committee Chair)
 - Diellza Muriqi
 - Melissa Brasfield
 - Heather Waters
- Fundraising
 - Laura Wing (new Committee Chair)
 - Melissa Brasfield
 - Brad Brady
- DEI
 - Jessica Thrasher (Chair)
 - Becky Anderson
 - Sheridan Thomason
 - Abbye Neel
 - Elisabeth Bowman
 - Margarita Padilla-Pizarro
- BMP Committee
 - Laura Wing/Elisabeth Bowman (new Committee Co-Chairs)
 - Lindsay Rogers
 - Katie Helm
 - Eric Olson
 - Victoria Arling
 - Ruth Quade
 - Diellza Muriqi
 - Co-Chairs to follow up with past members (Rachel, Renee, Tara)
- Look for an email with all the committee; review so we can update website and handbook
- If you have any ideas for the committees, reach out to any member and suggest
- Ruth will send email with all the committee assignments
 - Board members please review

2023 Annual Reporting (Laura)

- Guideline
 - Will have report posted on website mid-February.
 - Melissa will still do design.
 - Still need some sections/content
 - Co-Chair report
 - Photos

- Committee updates
- Financial overview
- Member list
- Board member list
- Timeline
 - Jan 26: compile all content in outline document
 - Feb. 2: draft sent out to board for review
 - Feb. 8: final comments due
 - Feb. 15: final complete and posted to website
- Alyssa asked Laura and Melissa to reach out to specific people for action items.

Drought Communication Update (Katie Helm)

- Would like to include CWW drought materials as examples
- LLYLI pieces
 - Lots of exposure
- Presenting at next discussion

Round Robin

- Victoria- Water Now has opened the next round of Project Accelerator applications for Colorado communities
 - Will be open for the next month.
 - Please apply
- Laura Wing- Thornton will be posting a job listing, Water Resources Analyst

Next meeting is February 8th at the City of Aurora

Wrap Up and Adjourn

Meeting was adjourned at 11:54 a.m.
Submitted by: Sheridan Thomason