

MINUTES

Colorado WaterWise Board Meeting

Thursday, November 12, 2015
Platte Canyon Water & Sanitation
8739 W. Coal Mine Ave
Littleton, CO 80123
10:00 a.m. – 12:00 p.m.



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

Board:

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

Guests

X	Diana Denwood	Aurora Water	ddenwood@auroragov.org
X	Aimee Reisbeck	EPA	Reisbeck.Aimee@epa.gov
X	Rose-Marie Clouse	City of Fountain	rclouse@fountaincolorado.org
P	Rene Davis	City of Fort Collins	davisdept@gmail.com

Frank called the meeting to order at 10:05 AM

Board Business and Action Items

Approval of September Minutes - Frank asked if there were comments on the minutes. Brenda requested one edit on CII tool notes - she is not spearheading the CII tool. Alyssa moves to approve with modification. Amelia seconds. Board approves.

2016-2018 Director At Large Vote - Brenda has been keeping tabs in terms of who is coming and going from the board and positions. For this cycle there are some board members who have reached their term limits who can renew and some have decided not to renew. Brenda reviewed the 2015 expiring terms. Four people intend to renew, three people have decided to resign, and there is one open seat. There are four candidates. Brenda sent out the bios of the candidates to the board before the meeting to review. Frank asked the board if anyone wanted to ask questions of the candidates before they step out for the board to vote. Amelia expressed an interest in the candidates saying a few things about themselves. Diana has been interested in the board for a while and has attended meetings in the past. She likes that CWW provides educational

tools to communities. She doesn't feel many states have a water conservation professional community and likes that CWW can act as that outlet. She has a planning background and having been to recent conferences, she feels planners are taking note of water conservation and it is something she is interested in. Rose-Marie said she has been involved with CWW for about a year and a half in different capacities connecting the City of Fountain. They are a very small utility and have felt the connection with CWW has been very beneficial for their networking and water conservation efforts. They have been able to enhance their own efforts and established a sustainability committee. She has a background in management and is finishing up her bachelor's degree in technology and project management. She said that regardless of the vote, she plans to still be involved with CWW in any capacity. Michael said he has been working at Denver Water for 2-3 years. He started as a field technician for water enforcement and now works on the data team and does statistical analysis. When not doing that he works with commercial customers like breweries working on benchmarking and efficiency. He sees a lot of opportunities for collaboration between CWW and Denver Water. He would like to amp up some partnerships to accomplish more and get more projects on the ground and in communities. Communication is key amongst all organizations and he feels we can create valuable partnerships. Rene said she has worked in water conservation for eight years and started with Aqua Craft. It was a great place to start and good learning experience. Rene said it gave her a good sense of how water is used, specifically in homes. She is now with City of Fort Collins as water conservation specialist. Rene said it has been nice to get to do hands-on stuff. She feels she brings a lot to CWW as an engineer and with a unique point of view. Frank provided an overview of board service. It requires travel once a month to somewhere in the state for the board meeting. Some expectations are that this is a working board. Board members are expected to attend meetings and be active in what the board does through events and/or committees. Board service brings a lot to the table. There are a lot of individual benefits as well including experience, networking, and new projects to work on. Board members can start as a regular board members and then there are officer positions to move up to. It's a pretty good organization. CWW offers a lot to the state and to its members. The time commitment can be significant especially if you hold an officer/management team position. It can be a lot of work but at the end of the day it's more fun than being at your office.

Frank asked candidates to leave the room so the board could discuss and vote.

Aimee is able to be a liaison on the board but due to of her employment at the EPA, cannot be a full board member because of a potential conflict of interest.

Amy Conklin's term still has two years left. One of the candidates will fill her remaining term. Lyle and Lindsey W unofficially stepped off the board early and appointed colleagues as their replacements: Diana and Michael. They officially can't vote until the first meeting of 2016. Becky asked if we have to pick one of them to fill Amy's term? Brenda said yes but they are able to renew at the end of the term. Amy made a motion to acclimate all of the renewing members noting that Becky's renewed term will be reduced to two years and all the new members would be approved for three-year terms. Alyssa second. Board approves.

Frank welcomed all new members to the board. Brenda will assemble a new member packet and training session for January.

Officer Elections - Frank said in December officer elections will occur. His position as Co-Chair will expire but Alyssa will still be Co-Chair. A person can hold an officer position for up to three years but they need to be voted into the position every year. In addition to Co-Chairs there are Co-Treasurers and Co-Secretaries. Please give consideration to holding an office position. Frank asked if there are descriptions of the positions online and Brenda said yes. Alyssa said the new board members have to be on the board for at least one year before holding an officer position. If you are interested in an office position, please send your interest to Brenda. Brenda will help facilitate the officer elections next month.

Ruth asked if board members could fill in their monthly volunteer hours for her records. She asked that members include travel time, meeting time, and committee time.

Alyssa asked if Frank could review the attendance policies for the new members. Leslie added that you must attend nine out of twelve meetings a year (Note: CWW Handbook Section 2.d. states each Board Member must attend at least 8 board meetings by phone or in person per year. Please see Section 2 of the bylaws for additional expectations.). Alyssa said if you call-in to a meeting, that counts as being in attendance. If a board member misses more than three meetings in a year, than the board has the ability to remove them. Alyssa also added that each board member must be active on at least one committee.

2016 Strawman Proposals

Frank said that the strawman proposals are an effort that CWW does annually to look at new efforts for the coming year. This is an idea that if someone wants to do a new project, they can complete the strawman so the board can review it and walk into the project with a successful plan. There were two strawman proposal received for the new year.

WaterWise Customer Audit Tool - Lyle briefly reviewed the strawman he submitted. He suggested holding off on the project for the time being because there is a chance the project could be cheaper than originally proposed. Michael asked who this tool is for. Lyle responded it is truly for single-family residents but there has been an interest in tweaking it a little bit. Currently it is a leak detection guide and some utilities have an interest in tweaking it to include water auditing. The idea would be that utilities could put this tool on their websites and their customers would have access to it. The tool would be interactive and help customers keep track of their progress. Laura asked if utilities would be able to access the data of how many of their customers use the tool. Lyle said they could but he isn't quite sure how that would work yet. They may have to place a request with the hosts for the data. **Lyle said he would look into tracking customer usage.** Amelia asked what needs to be revised for it to fit Colorado needs. Lyle said the way it is set up now is good but there are things that can be tweaked. For example, Aurora Water would want to remove some stuff that asks customers to mess with their watering meter. Amelia asked if no cost would come from CWW savings but would require staff time. Lyle said yes. Utilities would provide feedback and funding while CWW would make sure the project is getting done. Amelia asked who would be the lead since Lyle is stepping off. **Lyle said he would be the lead and act on the project committee.** Leslie asked if there is a mechanism to measure effectiveness for this project. Laura responded that that is why Lyle is going to look into tracking usage. Michael added that he could possibly analyze Denver Water customer usage. Lyle said the EPA is interested in making this a national tool but with the capability for utilities and groups to customize it for their region. If it does become a tool used nation wide, it would probably make it cheaper than the originally proposed budget. No matter what the cost, he would like the utilities to be the ones to fund it and CWW to do in-kind work. CWW can facilitate a working group. **Frank asked the board to review the strawman, send comments to Lyle, and plan to vote in December.** Alyssa added that she would be interested in finding out if larger utilities are interested in this and willing to pay for it. Frank agreed that the board will need to understand the full budget and project details before a full commitment. Lyle said that most utilities have expressed an interest in financially supporting but haven't said with how much money yet. Lindsey B asked if there is anyway to role this tool into LLYLI somehow instead of creating a separate website for customers to go to. Lyle said it is a possibility. Amy really likes that idea. Lyle made the motion to have a vote on the strawman in December. Amy second. Frank amended to have any updates incorporated into the strawman by December. Board approves.

Amy asked if the board is voting on the strawman proposals today. Alyssa said this is the first reading of the strawman proposals so the vote would occur at the next meeting.

Full Scale M36 Water Loss Auditing - Frank reviewed the M36 Training strawman proposal to do in-depth trainings with Cavanaugh and the CWCB. The first trainings CWW and Cavanaugh held in 2015 were level one; these would be level two trainings. These trainings would help technicians better identify water saving opportunities. The trainings would be available to a variety of skill levels. Diana asked if this is a federally recognized certification. Frank said no but it is an industry best practice. It is a proactive way to learn new skills and deliver better results. Amy asked Frank to summarize CWW involvement in this round of trainings. Frank said he isn't totally sure of CWW's involvement because this is a more in depth training and there are more groups involved. Becky asked if there is more a one off training or extended effort. Frank said he thinks it's for both - people who have never done this before and for groups who are more advanced. Becky said it is important to do capacity building and that that is the intent of these trainings. Frank agreed and said that he feels that is one

of the primary goals. Becky is curious what the role CWW would play and if the board needs to be involved at this stage. Alyssa agreed that she thinks it's a great idea but she would like more details on what the need is and what the CWW role would be. Ruth asked if this needed to be decided on today or if a decision can be delayed a few months. Frank said he is not sure; this is a preliminary outline that was put together. Amy suggested tabling the strawman proposal discussion for a couple months. Leslie added that CWW only wants to commit to something that we are fully aware of our position within the project. Rose-Marie added that tabling the discussion would help not lose sight of the project. Brenda asked if the funding has been solidified. Frank said no and the estimated budget is based on similar past projects. The state funding is guaranteed though. Rose-Marie asked if there is anything the board needs to do to help make sure the funds are earmarked. Frank said that CWW could voice their support verbally. Brenda asked if there was any reason CWW wouldn't be involved in the project? Frank said maybe because of the size of the budget. Amelia added that the first trainings were successful, made CWW look really good, and it was valuable exposure. So if the second round of trainings will do that again and bring a little money to CWW, we should not miss this opportunity. Brenda agreed. Rose-Marie said there does need to be a leader for this project to make sure that CWW is still at the table in these discussions. Frank agreed. Frank made the motion to table the full scale M36 water loss auditing strawman proposal to January 2016. Amy second. Board approves.

Frank said if any board members have another strawman or project they would like to bring to the board, they can present it at anytime. It doesn't have to only be at this time.

Brenda updated the board and said that CWW will be brought into the Model Landscape Ordinance with the green industry on a voluntary level as the project progresses. The project was written into the State Water Plan. Brenda said that it is important for us all to work together. Michael asked is there was a grant for this. Brenda said she wrote a grant for the project that was denied so GreenCo funded the quantification piece. The quantification piece was released with their final report around the Annual Summit. Now that that is complete the group will start talking about creating an ordinance. The green industry wants this and some of the utilities want it. The project will be for the state but can be adopted at the local level. Brenda does not expect anything to happen until January but will keep CWW posted on progress.

Colorado Water: Live Like You Love It

Alyssa said that there isn't a status update from Kate McIntire at the CWCB. Amy said she has been sending out weekly updates on the status of the stormwater progress. In the past couple weeks Lisa Sigler set up a conference call with Alan Hamill and Amy to discuss some negative LLYLI things going on in the Arkansas Basin. Amy felt the phone call went really well. Tonight the Yampa Basin is going to have a presentation about LLYLI and the South Platte Basin voted yesterday to move forward with the LLYLI funding request. Amy is the Stormwater Council Technical Consultant. They are focusing on the care portion of the LLYLI campaign and Amy has done a tremendous amount of work on this. Alyssa is concerned that CWCB is not communicating with each other and confusing the messaging of LLYLI. Brenda asked if it would be possible to present an "FYI" informational piece to the CWCB board about LLYLI. Amy said she'd be delighted to do that but it could be difficult to get on the agenda and expressed a concern of rubbing someone the wrong way. Amy said that the Colorado Basin Roundtable did approve the grant request. Alyssa expressed concern that higher up people at CWCB are really supportive of the project and encourage CWW to talk to CWCB staff that are then dismissive of LLYLI. Rose-Marie thinks that any negativity can be reversed once they see the support the rest of the state is giving the campaign. Amelia asked about a potential timeline. Amy said that if everything goes smoothly, the big ask goes to CWCB in March for \$200,000. The reason she is going after the Basins for small amounts is because it will make it harder for the state to say "no" to the request. If the state agrees, there will probably not be any actual funding until June. Because 2016 is an election year, any radio and TV advertising will be very expensive. But RTD has stepped up to advertise and Amy would like to see some bus wraps. Brenda asked if there is a plan for the \$15,000 that has been approved. Amy said no, that nothing can be done until after the state decision. The Stormwater Council has committed \$10,000 in cash contingent on the CWCB commitment. Amy mentioned CWW could also pursue an EPA Urban Waters grant.

Rose-Marie asked if there is a plan for membership renewals for LLYLI. Brenda said she could send an invoice to her today. Alyssa said she brings up a good point that the board does need to support this campaign because it is hard to ask others

to support if there isn't board support. New tools and designs need to be funded from sponsors. Rose-Marie said that LLYLI has been invaluable to the City of Fountain.

Frank asked if now is the right time to reach out to outside organizations about LLYLI. He has received an interest from MWH. Alyssa said yes and that Lisa Sigler was speaking with some outside groups. Alyssa added that LLYLI has started reaching out to the west slope, breweries, and outside groups. There does need board support because CWW can't afford to have Lisa reaching out to all of the different groups. Alyssa sent out a Doodle Poll to schedule a committee meeting for the first part of December. **If anyone is interested in joining the LLYLI committee, please let Alyssa know.** Becky asked if there is a cut sheet that board members can use to give interested parties. **Alyssa said yes and she will send an elevator speech and information to the board.** Becky asked if there is tracking of who has been contacted yet or what is the process of that. Laura said there is a list in Google docs. **Please reach out to a committee member if you have an idea for a group to contact.**

Colorado WaterWise Water Conservation Summit

Brenda passed out a summary document about the Summit. Brenda said that the committee hasn't met yet to debrief but overall the event was successful. Received fourteen survey responses back and attendance was down from last year. CWW was nearly \$2,100 shy of the \$10,000 budget. Last year there were about \$17,000 in sponsorship and this year there were \$10,5000 in sponsorship. There was a conflicting event on the same day this year, which caused a problem. The committee is going to meet to discuss what changes can be made to make next year's event better. Overall people were satisfied with the event. Diana said she thought the response rate was so low considering the survey was in the conference packet. Michael said he thought the big appeals and strengths of the conference are the local focus and the partnerships that are showcased there. Ruth said that in the past the committee has discussed focusing the Summit on case studies of what interactive things other people have done and perhaps it is time to revisit that idea. Frank suggested the committee asking the entire board for input and strategies. Alyssa and Brenda are going to discuss changing a lot of the details of the Summit. Laura suggested incorporating CFWE's Water Educator Network into the event.

Wrap up and Adjourn

Alyssa adjourned the meeting at 12:12 PM

Submitted by:

Nona Shipman and Lindsey Bashline