



MEETING MINUTES

WaterReuse Colorado / RMWEA/RMSAWWA Joint Water Reuse Committee

March 7, 2019
Plum Creek Water Reclamation Authority
4255 N US Highway 85
Castle Rock, CO 80108

Join by phone

Dial-in number: 866-909-9493
Code: 954-711-7146#

10 am – 12 pm

WRCO Membership Meeting – open to all

Social Media Info:

<https://watereuse.org/sections/watereuse-colorado/>

Facebook: [watereusecolorado](#)

Twitter: [WateReuseCO](#)

Linkedin: [groups/8230476](#)

Membership Meeting

1) Introductions & Welcome

- a) New WRCO members and attendees – *None*
- b) *Attendees – Wes Martin, Kirk Watson, Dave Takeda, Steve Jones, Matt Benak, Jill Vandergrift, James Rosenblum, Austa Parker, Damian Higham, Allegra da Silva, Ty Long, Melanie Webster, Eric Dole, Laura Belanger, Bob Dye, Shaun Thompson, Bret Eastberg, Alex Gerling, Shannon Spurlock, Brandi Honeycutt, Jason Assouline*

2) WRCO Business Items

- a) WRCO Treasurer's Report (**see attachments**)
 - i) *There are about \$99k of outstanding payments on DPR Phase 1 and Phase 2 projects. We expect to have ~\$115k in the WRCO account after all liabilities have been paid out.*
- b) Approve November 2018 and January 2019 minutes and current financials
 - i) *Approved by unanimous vote*
- c) National Rep update (Donene Dillow)
 - i) *Donene was attending a WRA meeting and provided updates prior to the WRCO meeting. Most updates pertained to the WRA Symposium (later in the agenda).*
 - ii) *Updates will be provided at the May meeting.*
- d) Discuss leadership progression (see proposed bylaw redlines)
 - i) *Add an off-ramp if someone steps out of the role and we have flexibility to backfill (Allegra will update bylaws accordingly).*
 - ii) *Laura made motion and Allegra seconded the motion.*
 - iii) *The idea of a vice president role was brought up but it was decided that we wanted to see how the new changes will impact the group and this would be tabled for future consideration.*

3) Website updates

- a) *All website material has been consolidated on the WRCO page with links back and forth to the Joint Reuse Committee page.*
- b) *Meeting minutes and agendas will be posted on the website to minimize emails to the group.*
- c) **Scholarships and Awards**

- i) Online application form has been created by WRA. Need to determine the number of scholarships we want to offer this year (i.e., 4x\$1,500).

- (1) Link: <https://watereuse.org/2019-student-scholarships/>

- (2) *It was discussed to only offer the 3 typical WRCO scholarships (\$1500 each) in 2019 so that there is more scholarship money in future years.*

- ii) Update on how other entities (e.g., AWWA, WRA, and other state chapters) approach scholarships (Steve Jones).

- (1) *Consider setting up a scholarship endowment to maximize the reach of our scholarship offerings. Shannon will research endowment options based on WRCO's tax status/designation.*

- (2) *Our current number and value for scholarships is in line with other similar organizations. Presentation/summary has been posted to WRCO website (<https://watereuse.org/wp-content/uploads/2015/05/WRCO-Scholarship-Memo-Mar-2019.pdf>).*

4) Melanie Warren presentation

5) WRCO apparel update (Kirk Watson)

- a) *Discussion about branded apparel for ACE. We cannot sell WRCO apparel at ACE. It was not clear when/where people would wear the shirts.*

- i) *Action Item: Kirk will set up a group portal with the WRCO logo for individuals to purchase items from the Servicewear Apparel website.*

- b) *WRCO will discuss plans for purchasing apparel for the WRA Symposium in 2020 at the July meeting*

6) Colorado DPR projects Update

- a) Phase II update and additional funding discussion (Laura Belanger)

- i) Workshop #3 (April 19th)

- ii) *Laura presented the project financials and proposed that additional funds are provided from WRCO and potentially the other project contributors (up to ~\$15k) to reduce the NWRI in-kind costs. NWRI will provide a "proposal" for additional funds and WRCO will review/discuss at the May meeting.*

- b) Funding opportunities (Laura)

- i) Sub-committee: Laura, Allegra, Austa, Damian, Jason, Dave, Eric

- ii) Summary of CWCB funding opportunities (**see attachment**)

7) CDPHE-WQCD Items

- a) Regulation 84 new uses update (Brandi Honeycutt)
 - i) *Stakeholder meetings (March 8th, then in April, and May) after which the commission hearing starts.*
 - ii) *Have provided the definition of “edible crop” for the requirements that they will need to meet. With non-commercially regulated crops, they are planning to add some best practices. This is based on the produce safety rules.*
 - iii) *With hemp, the largest concern is metals uptake and how the end product might be affected by using recycled water on this. There is no currently a large data set on this information, it has not been widely studied.*
 - iv) *A link to the Reg. 84 Stakeholder website has been added to the WRCO website (<https://www.colorado.gov/pacific/cdphe/wq-reclaimed-water-stakeholders>).*

8) Salinity management

- i) Eric Dole is reviewing the document and we will discuss at May meeting. Eric will also do a brief summary presentation on the topic.

9) Conference events

- a) ACE 2019 in Denver – *Discussed sharing a booth with WRA. This booth is at no cost to WRA, but will need to be staffed by WRCO. WRA indicated there are “hidden costs” up to \$1500 and is considering whether they want to participate in the booth.*
- b) *Decided to have our own bar at ACE – AWWA will sponsor this and WRCO will promote it*
- c) WRA Symposium 2019 and 2020
 - (1) *At WateReuse Symposium 2019, start a discussion with WateReuse Arizona and New Mexico/Utah to consider a joint regional meeting/conference.*
 - (2) *As the host committee in 2020 we need to recommend/coordinate ideas for after-hours event at the symposium with WRA. Also consider a separate WRCO event at the symposium.*
 - (a) *The dates of the 2020 Symposium are September 13-16.*
 - (b) *A small group of locals (3-5) to assist with identifying venues for the Sunday 9/13 technical tours and the evening events. This will be handled via conference calls in April/May 2019.*
 - (c) *At least one Local Section designee will be on the official planning committee.*
 - (d) *A group of “hosts” from the Local Section entails:*
 - (i) *Some sponsorship*

- (ii) Welcoming guests during the Symposium.
- (iii) The full planning committee will include Board members (I am assuming she means WRA board members) and others as needed.
- (iv) Host group should be assembled July/August 2019
- (v) WRA hopes the hosts will attend the 2019 Symposium with an eye toward the 2020 Symposium (looking for improvements, event ideas, topics that attendees were interested in, etc.).

10) Castle Rock Water – Water Reuse Open House

- a) Debrief on the event (Matt) – *the event was postponed due to weather (but ~80 people still showed up and were given a tour of the WTP by Mark Marlowe). Rescheduled for 4/13.*

11) Topic carry-over from previous meetings

- a) A 1-page fact sheet will be developed for state-wide water reuse – Members include Laura, John, Donene, Tyler. Reference/update <https://watereuse.org/wp-content/uploads/2015/05/TypesOfWaterReuseFINAL.pdf>
- b) Research plans for outreach and education at the National Western Center’s Water Resources Center (Tyler Nading).
- c) WRCO Communications Consultant
- d) Outreach with other potential members and interested parties.
 - i) How can WRCO leverage Outreach and Education as a component of the Water Plan?
 - (1) Joint Event w/Water Education Colorado (WEco). Annual event w/ WRCO?

12) 2019 Meeting Dates and Locations

Date	Location & Time	Topic(s) and speaker(s)
Jan. 10	Denver Water Recycling Plant 10am to 12pm	Membership meeting
Mar. 7	PCWRA 10am to 12pm	Membership meeting – Presentation by Melanie Warren (2018 scholarship recipient)
May 2	Aurora Municipal Center – Aurora Room, 10am to 12pm	Membership meeting – Salinity management presentation/discussion and presentation by Tara Webster (biological stability of DPR water).
July 11	US Bureau of Reclamation 10am to 12pm	Membership meeting – presentation from USBR on research topics and funding
Sept. 5	City of Westminster Water Reclamation Facility	Membership meeting and plant tour
Nov. 7	Castle Rock Water 8am to 2pm	Strategic Planning meeting & Membership meeting

13) Conferences (Alex Gerling)

Event	Organization	Location	Dates	Website
Membrane Technology Conference and Exposition	AWWA/ AMTA	New Orleans, LA	February 25- March 1, 2019	https://www.awwa.org/conferences-education/conferences/membrane-technology.aspx
Annual Salinity Summit	Multi-State Salinity Coalition	Las Vegas, NV	February 27- March 1, 2019	http://multi-statesalinitycoalition.com/events/
California Annual Conference	WRA	Garden Grove, California	March 17-19, 2019	https://watereuse.org/news-events/conferences/2019-watereuse-california-annual-conference/
Sustainable Water Management Conference	AWWA	Tucson, AZ	March 31- April 3, 2019	https://www.awwa.org/conferences-education/conferences/sustainable-water-management.aspx
Water Reuse in Texas Conference	WaterReuse	McAllen, TX	May 23-24, 2019	https://watereuse.org/event/8th-annual-water-reuse-in-texas-conference/
AWWA Annual Conference and Exposition	AWWA	Denver, CO	June 9-12, 2019	https://www.awwa.org/conferences-education/conferences/annual-conference.aspx
Annual WaterReuse Symposium	WaterReuse	San Diego, CA	September 8-11, 2019	https://watereuse.org/event/34th-annual-watereuse-symposium/
Rocky Mountain Joint Annual Conference	RMSAWWA and RMWEA	Keystone, CO	September 8-11, 2019	https://www.rmsawwa.org/events/EventDetails.aspx?id=1153968&group
WEFTEC	WEF	Chicago, IL	September 21-25, 2019	https://www.weftec.org/
AWRA Annual Conference	AWRA	Salt Lake City, UT	November 3-7, 2019	
Water Quality and Technology Conference	AWWA	Dallas, TX	November 3-7, 2019	https://www.awwa.org/Events-Education/Water-Quality-Technology

WaterReuse Association
WRCO Income Statement
January through February 2019

	<u>Jan - Feb 19</u>
Income	
4050 · Membership	
4300 · MEMBERSHIP DUES	
4311 · 30% of WaterReuse CO Dues	12,817.50
Total 4300 · MEMBERSHIP DUES	<u>12,817.50</u>
4325 · State Section Membership	
4325.60 · Colorado	900.00
Total 4325 · State Section Membership	<u>900.00</u>
Total 4050 · Membership	<u>13,717.50</u>
Total Income	<u>13,717.50</u>
Gross Profit	13,717.50
Expense	
6553 · Infrastructure	
6553.1 · Technology	16.00
Total 6553 · Infrastructure	<u>16.00</u>
Total Expense	<u>16.00</u>
Net Income	<u><u>13,701.50</u></u>

WateReuse Association
WateReuse CO - Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1112 · United Bank- 20173679	214,882.31
Total Checking/Savings	<u>214,882.31</u>
Other Current Assets	
1315 · Prepaid Expenses	
1323 · WateReuse CO - Prepaid Expense	291.65
Total 1315 · Prepaid Expenses	<u>291.65</u>
Total Other Current Assets	<u>291.65</u>
Total Current Assets	<u>215,173.96</u>
TOTAL ASSETS	<u><u>215,173.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	
2111 · Accounts Payable - WateReuse CO	99,855.37
Total 2100 · Accounts Payable	<u>99,855.37</u>
Total Accounts Payable	<u>99,855.37</u>
Total Current Liabilities	<u>99,855.37</u>
Total Liabilities	99,855.37
Equity	
3210 · WateReuse CO Reserves	
3210.5 · WRCO - DPR Project	35,000.49
3210 · WateReuse CO Reserves - Other	66,616.60
Total 3210 · WateReuse CO Reserves	<u>101,617.09</u>
Net Income	<u>13,701.50</u>
Total Equity	<u>115,318.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>215,173.96</u></u>

Bylaws of
The Colorado Section of the WateReuse Association
"WateReuse Colorado"

1 Name

- 1.1 The name of this organization shall be The Colorado Section of the WateReuse Association and shall be known as "WateReuse Colorado." The WateReuse Association shall hereinafter be referred to as the "Association."

2 Objectives

- 2.1 The primary objectives of WateReuse Colorado shall include, but are not restricted to, the following: to support the mission of the Association; to advocate legislation and regulations which facilitate appropriate water reuse; and to improve public understanding of water reclamation.

3 Headquarters and Operation

- 3.1 The geographic boundaries of WateReuse Colorado are defined as the State of Colorado.
- 3.2 The headquarters of WateReuse Colorado shall be at the office of the Secretary of WateReuse Colorado, unless otherwise designated by the Board of Trustees of WateReuse Colorado.
- 3.3 All matters pertaining to the operation of WateReuse Colorado shall be in accordance with the applicable provisions of Articles of Incorporation and Bylaws of the Association.

4 Membership

- 4.1 The membership of WateReuse Colorado shall consist of Association members for which Colorado has been designated as their primary state or any individual or representative of an organization that pays the separate Colorado Section membership dues to the Association.
- 4.2 If changes are made to the membership provisions of the Association's Bylaws, then the members of WateReuse Colorado shall amend these Bylaws to refer to such provisions, as amended.

5 Voting

- 5.1 Except as noted in Section 5.6, the Board of Trustees ("Board") shall be the governing and voting body of WateReuse Colorado and shall have the power to act for and on behalf of WateReuse Colorado. In the event a Member Organization has more than one representative serving on the Board, that Member Organization must designate one Voting Member for all voting matters.
- 5.2 Matters described in Section 5.6 shall be voted on by the general membership through designated Voting Members.
- 5.3 Voting Members must be members of WateReuse Colorado and shall consist of one representative designated by each Member Organization.
- 5.4 A Member Organization is defined as:
- 5.4.1 Each Association Division A (Agencies & Water Suppliers), Division B (Associate), or

Division C (Affiliate) member, and
5.4.2 Each individual holding an Association Division D (Individual), Division E (Honorary), or Division F (Student) membership.

5.5 The designated individual from each Member Organization noted in Section 5.3 shall be the same individual designated as the Member Organization's Trustee or Trustee-At-Large on the Board (if any).

5.6 All Voting Members shall be eligible to vote on the following matters:

5.6.1 Election of the Board,

5.6.2 Modification of WateReuse Colorado bylaws, and

5.6.3 Dissolution of WateReuse Colorado.

5.7 For all votes conducted under Section 5.6, a simple majority of votes cast shall govern, and a quorum shall consist of 20% of the current number of Member Organizations. Voting shall be conducted in person. Alternatively, at the President's discretion for each matter to be voted on, votes may also be cast via mail, telephone, or electronic transmission. Voting instructions shall be clearly communicated to each Member Organization in advance of each matter to be voted on.

6 Section Finances

6.1 Dues: The policy of the Association is to collect all dues from members and rebate 30% of the total dues collected to any approved Section. WateReuse Colorado will, therefore, receive 30% of all member dues collected by the Association from Colorado members. Such dues will accrue to the WateReuse Colorado account, which shall be maintained by the Association. WateReuse Colorado may, in accordance with the established guidelines of the Association, apply for permission to levy a section dues assessment. The section dues assessment would be leveled annually at the time of membership renewal, and the revenues collected would be used to increase the funds available for WateReuse Colorado for uses consistent with Association objectives and policies. A vote of the WateReuse Colorado Board for submission to, and approval by, the Association's Board of Trustees can authorize changes in WateReuse Colorado assessments.

6.2 Fees: WateReuse Colorado reserves the right to collect fees for section activities and events, as appropriate (e.g., registration fees for Annual Meetings, teleconferences, and other educational programs). Such fees will be established in accordance with these Bylaws, the policies and procedures of WateReuse Colorado, and the Bylaws of the Association.

6.3 Financial Controls: All WateReuse Colorado finances shall be managed in accordance with these Bylaws and the Bylaws of the Association, and all applicable financial rules and regulations of the State of Colorado. WateReuse Colorado shall conduct, on a frequency established by the Association, an independent audit of all WateReuse Colorado finances. A qualified financial advisor who is neither an employee nor a Member shall conduct the audit. An audit of the Association which meets these criteria and includes the finances of WateReuse Colorado will be considered acceptable and will not require a second audit.

7 Section Governance

7.1 Board of Trustees

7.1.1 Authority and Purpose: The Bylaws of the Association indicate that each section shall be autonomous and shall be entitled to govern its operation so long as such governance is

consistent with the Articles of Incorporation and Bylaws of the Association. The Board assumes the primary responsibility of operating WateReuse Colorado.

7.1.2 Board Composition: The Board shall be composed of the following persons, each of whom shall be a member of WateReuse Colorado:

7.1.2.1 Three or more At-Large Trustees (as deemed necessary by the Board for proper functioning of WateReuse Colorado), comprised of representatives from Association Division 8, C, D, E, and/or F memberships, and

7.1.2.2 Trustees — one representative from each Association Division A Member Organization located in Colorado, and

7.1.2.3 Officers

7.1.2.3.1 President

7.1.2.3.2 Past President

7.1.2.3.3 Secretary

7.1.2.3.4 Treasurer

7.1.2.3.5 National Representative

7.1.3 Eligibility to Serve on the Board

7.1.3.1 All Members of WateReuse Colorado as outlined in Section 4.1 that are in good standing shall be eligible to serve on the Board.

7.1.3.2 Only one (1) WateReuse Colorado Officer position as described in Section 7.1.2.3 may be held by any individual at any given time.

7.1.3.3 Representatives from a single Member Organization may hold more than one Board position at any given time, but that Member Organization will be limited to one vote on matters brought before the Board, in accordance with Section 5.3.

7.2 Terms of Office for At-Large Trustees, Trustees, and Officers

7.2.1 President: shall be one (1) full year or until his or her successor takes office, beginning at the Annual Meeting at which he/she is elected and ending the day before the next Annual Meeting. The President will automatically succeed to the Past President position for a term of one (1) year, beginning at the Annual Meeting at which he/she completes his/her term as President and ending at the next Annual Meeting.

7.2.2 Past President: Shall be one (1) full year or until his or her successor takes office, beginning at the Annual Meeting at which he/she is elected and ending the day before the next Annual Meeting.

7.2.3 Secretary/Treasurer: Shall be one (1) full year, beginning at the Annual Meeting at which he/she is elected and ending the day before the next Annual Meeting, or until his/her successor has been elected. The Secretary-Treasurer will automatically succeed to the position of President.

7.2.4 Treasurer/Secretary: Shall be ~~two-one (12)~~ full years, beginning at the Annual Meeting at which he/she is elected and ending before the second Annual Meeting following, or until his/her successor has been elected. The Secretary will automatically succeed to the position of Treasurer.

- 7.2.5 National Representative: Shall be ~~three-two (23)~~ full years, beginning at the Annual Meeting at which he/she is elected and ending the day before the third Annual Meeting following, or until his/her successor has been elected. Following completion of his/her term, the National Representative role can be renewed for an additional two (2) years.
- 7.2.6 At-Large Trustees: shall be three (3) full years, beginning at the Annual Meeting at which he/she is elected and ending of the day before the third Annual Meeting following, or until his or her successor has been elected and qualified.
- 7.2.7 There is no term limitation for a Trustee position from an Association Division A membership. The Division A member has the right to appoint a representative from their organization to participate on the Board.

Commented [AKdS1]: Suggestion from Donene:

- National Rep elected for a 2-year term with the option to renew for an additional 2 year term. This allows enough time to get up to speed with the role, without being so long as to result in burnout (if it were 3 years plus 3 additional years).

8 Election/Duties/Vacancies of the Board

8.1 Election of the Board

- 8.1.1 At least thirty (30) days prior to the opening session of the Annual Meeting, the Board shall appoint a Nominating Committee, that shall choose one (1) or more nominees for each At-Large Trustee and Officer seat that needs to be filled. The Nominating Committee shall make its report during the Annual Meeting, after having first ascertained the willingness of each nominee to serve if elected. The committee report shall be accepted without further action.
- 8.1.2 The presiding officer at the scheduled Annual Meeting shall, after reading the report previously made by the Nominating Committee, call for further nominations from the floor for each office. Election of members of the Board shall be by voice vote if there is only one (1) nominee for each seat or office; however, if two (2) or more nominations have been made for any one seat or office, the elections shall be by written ballot or other method as determined by the presiding officer.
- 8.1.3 In the event any vacancy occurs on the Board outside the normal term cycle as outlined in Section 7.2, a special meeting of the Board shall be called as soon as may be practicable and a successor elected by the Board to fill the vacancy for the balance of the current term. Vacancies should be managed as per Section 8.3.
- 8.1.4 In the event of a vacancy in the office of President or National Representative outside the normal term cycle as outlined in Article VIII, the Secretary shall notify the Executive Director of the WasteReuse Association of the name of the successor.

8.2 Duties of the Board

- 8.2.1 The Board shall meet:
- 8.2.1.1 When necessary at the call of the President.
- 8.2.1.2 At least once per year at the Annual Meeting.
- 8.2.2 Items brought before the Board shall be documented by the Secretary as per Section 8.3.5.
- 8.2.3 The President shall have general supervisory authority over the affairs of WasteReuse Colorado and shall preside at all meetings of WasteReuse Colorado and the Board at which he/she may be present.
- 8.2.4 The Past President shall perform the duties of the President in his/her absence, together with such duties as

may be assigned by the Board.

- 8.2.5 The Secretary shall be the executive administrator of WateReuse Colorado. He/she shall attend all meetings of the Board, record and distribute the proceedings of such meetings, maintain records of the Section, present a report for each calendar year at the Annual Meeting, and perform such other duties as may be assigned by the Board.
 - 8.2.6 The Treasurer shall report, at a minimum, at the Annual Meeting on all receipts, expenditures, and debts of the Section; maintain a complete record of all its activities and transactions; " prepare and file all forms required by the Association; and perform other duties as may be assigned by the Board.
 - 8.2.7 The National Representative shall serve as WateReuse Colorado's representative on the WateReuse Association's Board of Trustees.
 - 8.2.8 Other specific Officer Duties are specified by and agreed upon by the Board. This record is maintained by the Secretary and serves as a supplement to these Bylaws.
- 8.3 Vacancies of the Board and Officers
- 8.3.1 President: the Past President will assume that duties until a successor is named as per 8.1.3, or until the next elections held at the Annual Meeting
 - 8.3.2 Secretary: The President shall assume the duties until a new Secretary is appointed to fulfill the remainder of the term as per 8.1.3, or until the next elections held at the Annual Meeting.
 - 8.3.3 Treasurer: The Secretary shall assume the duties until a new Treasurer is appointed to fulfill the remainder of the term as per 8.1.3, or until the next elections held at the Annual Meeting.
 - 8.3.4 National Representative: The President shall assume the duties until a new National Representative is appointed to fulfill the remainder of the term as per 8.1.3, or until the next elections held at the Annual Meeting.
 - 8.3.5 The Secretary shall notify the Executive Director of the Association of all name changes for all positions when such changes occur.

9 Annual Meeting

- 9.1 The Annual Meeting of WateReuse Colorado shall be convened, if practicable, in January of each year. All members in good standing shall receive at least thirty (30) days written notice of the date and site of the meeting and shall be provided with an agenda for the business meeting at which Board elections will be conducted.

10 Local Chapters

- 10.1 WateReuse Colorado shall allow the formation of Local Chapters, which shall represent defined geographical areas of the State. Each Local Chapter shall coordinate its activities with the Section's Board and in accordance with a Memorandum of Understanding developed pursuant to the Bylaws of the Association.

11 Adoption and Amendments

11.1 Procedures: Amendments to these Bylaws may be proposed by any WateReuse Colorado member, or by the Board. All amendments proposed for action at any meeting shall be circulated to the WateReuse Colorado membership at least thirty (30) days prior to that meeting. An affirmative vote, as per Section 5.7 of this Article, shall be required for adoption of each amendment.

12 Dissolution

12.1 Dissolution: Upon the dissolution of WateReuse Colorado, after paying or adequately providing for the debts and obligations of WateReuse Colorado, the Association Trustees or persons in charge of the liquidation shall divide any remaining assets among the Members in accordance with their respective rights therein; or if the same cannot be determined, by agreement of the Members; or, failing agreement, as required by law.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the present acting Secretary of WateReuse Colorado, and the above Bylaws, consisting of six (6) pages, were adopted by the Members of this Section, in accordance with Section 5 of these Bylaws, on 11/21/13

Secretary

Date

WRCO Officer Responsibilities

President

- Develop annual meeting schedule and distribute to membership (dates/times/locations/tours)
- Prepares/distributes meeting agendas
- Reviews and approves committee goals (in conjunction with WRCO Past-President/RMWEA-RMSAWWA Joint Reuse Committee Chair)
- Prepare (in collaboration with other Officers/Board) annual report of initiatives (by Annual Meeting) and distribute to:
 - WRCO membership
 - WRA through National Representative
- Facilitates all meetings
- Member of WRCO Nomination Committee
- Ensures timely dissemination of information to membership

Treasurer

- Get financial updates from WRA, provide summary at meetings
- Tracking income/expenditures
- Rectify invoices from any purchases/events

Secretary

- Forward pertinent information re: meetings (including required annual meeting announcement), training, conferences, workshops, call for abstracts, etc. to membership
- Ensures that meeting dates/times are posted on the WRCO and RMWEA/RMSAWWA websites and sends out calendar invites for meetings to WRCO email list.
- Confirms meeting rooms
- Maintain updated committee roster/WRCO Membership Directory and distribute to members periodically, but at least annually
- Maintain updated email distribution list
- Prepare/send new member welcome letters
- Development/distribution of meeting minutes
- Sends notice for the WRCO Annual Meeting to membership at least 30 days prior to Meeting (note: This can be accomplished through meeting minutes)
- Maintaining WRCO historic records, including updating the Board roster in coordination with WateReuse Association. Posts final minutes (including attachments) and other documents to WRCO Dropbox.
- Modifies and maintains WRCO Officer Responsibility listing at the direction of the Board
- Prepares annual report of initiatives completed for WRA, WRCO records

National Representative

- Act as liaison between Colorado and the National Board to ensure that there is a clear flow of information in both directions
- Attend Water Reuse Association National board meetings:
 - March: Washington DC typically includes a workshop and visits to Capitol Hill
 - June at the WateReuse Research Foundation conference
 - September at the WateReuse Symposium
 - December To be determined

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- Send written report to WRA for their board packet on the activities of WRCO. Typically due two weeks before the board meeting.
- Participate in the WRA operational conference calls, they are held the first Monday of every other month. Verbal reports are given during conference calls.
- Volunteer for/assist on national committees
- Help out on the WaterReuse Symposium.

Past President ~~—~~

- ~~Acts as the meeting facilitator in the absence of the President~~
- ~~Chairs the Nominating Committee~~
- ~~Submits WRCO President name to RMWEA/RMSAWWA for consideration as Joint Reuse Committee Chair by November 1st of term year.~~

RMWEA/RMSAWWA Joint Reuse Committee Chair

- ~~Acts as the meeting facilitator in the absence of the President~~
- Prepares Joint Reuse Committee annual budget and submits to RMSAWWA
- Provide monthly updates at RMWEA/RMSAWWA Joint Governing Board Meetings, including preparation of written committee report
- Participate in winter and summer RMWEA/RMSAWWA Planning Meetings
- Send Annual Report (prepared by Secretary) to RMWEA/RMSAWWA
- ~~Chairs the Nominating Committee~~
- ~~Submits WRCO President name to RMWEA/RMSAWWA for consideration as Joint Reuse Committee Chair by November 1st of term year.~~

**CWCB Funding that may be applicable to
reuse infrastructure, research and/or education/outreach projects**

CWCB Grants and Loans homepage:

<http://cwcb.state.co.us/LoansGrants/Pages/LoansGrantsHome.aspx>

For all grant and loan programs, it's useful to check in early with CWCB staff in charge of the funding source to discuss the project, funding available, and if the proposed funding source is the most appropriate option.

Colorado's Water Plan Grants

- FY19 = \$7M of which \$4.5M could potentially be applicable to reuse projects (Conservation/Land Use: \$1M, Innovation and Outreach: \$0.05M, Storage and Supply Gap: \$3M)
- Purpose: To make progress on the critical actions identified in the Colorado's Water Plan (CWP) and its Measurable Objectives.
- Application due dates: February 1 and August 1
- Match requirements: CWP grants can a maximum of 50% total project cost, CWCB total grants combined can be a maximum of 75% of the total project cost
- Potentially applicable grant categories: Water Storage & Supply Projects; Conservation, Land Use Planning; or Engagement & Innovation Activities
- See <http://cwcb.state.co.us/LoansGrants/Colorados-Water-Plan-Grants/Pages/main.aspx> for more info, application and guidelines

Water Conservation Implementation Grants and

Water Resource Conservation Public Education and Outreach Grants

- FY19 = \$800,000. Fund receives ~\$550,000 annually if fully funded (via severance taxes)
- Purpose: Assistance to develop municipal Water Efficiency Plans, municipal Drought Management Plans, implementation projects from both Efficiency and Drought Plans, and outreach and/or education projects demonstrating benefits of water conservation (note: reuse is considered a water conservation measure).
- Application due dates: Requests for <\$50,000 can be submitted any time. Requests for \$50,000+ are due 1st of month prior to CWCB board meeting month.
- Match requirements: at least 25% of total project budget. Can be cash, in-kind, and/or paying of consulting fees.
- See <http://cwcb.state.co.us/LoansGrants/water-efficiency-grants/Pages/WaterConservationImplementationGrants.aspx> for more info, application and guidelines.

Basin and Statewide Water Supply Reserve Fund Grants

- FY19 = \$10M. Annual amount fluctuates.
- WRCO successfully secured WSRA funds from four Basin Roundtable accounts and the Statewide account to fund Phase I of our DPR project.
- Purpose: to assist Colorado water users in addressing their critical water supply issues and interests. WSRF grants and loans may support permitting, feasibility studies and environmental compliance; studies or analysis of structural, nonstructural, consumptive and nonconsumptive water needs, projects or activities; and structural and nonstructural water projects or activities

- Application due dates:
 - Basin grants: check with Basin Roundtable contact or CWCB staff liaison (see website)
 - Statewide grants: 1st of Feb, Apr, Jun, Aug, Oct, Dec (need a Basin WSRF grant from at least one Basin Roundtable to apply for a Statewide grant)
- Match requirements:
 - Basin: At least a 25% match by the applicant or a third party and may consist of any combination of cash, in-kind services or in-kind materials [general operating and similar do not count as in-kind.]
 - Statewide: At least a 50% match, of which at least 10% shall be from one or more Basin accounts. At least 10% of the match must be provided by the applicant or a third party and may consist of any combination of cash, in-kind services or in-kind materials. Remaining 30% of match can be any other source, include those already listed above.
- See <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx> for more info, application and guidelines.

Water Project Loan Program

- Purpose: ~\$50 million annually for low-interest loans to agricultural, municipal and commercial borrowers for the design and construction of raw water projects.
- Applications for loans <\$10 million are accepted at any time. Loan feasibility study and application are due 1st of the month prior to each CWCB board mtg month. For loans >\$10 million application deadline is August 1.
- Eligible projects include: new construction or rehab of existing raw water storage and delivery facilities such as reservoirs, ditches/canals, pipelines, river diversion structures, GW wells, water rights purchases, flood control projects, hydropower
- See <http://cwcb.state.co.us/LoansGrants/water-project-loan-program/Pages/main.aspx> for more info, application and guidelines.

Additional info

Colorado Water Resources and Power Development Authority Loans

See <https://www.cwrpda.com/programs>

- Background: The Authority has four main financing programs: the Drinking Water Revolving Fund (DWRF); the Water Pollution Control Revolving Fund (WPCRF); the Small Hydropower Loan Program (SHLP, *not discussed here*); and the Water Revenue Bond Program (WRBP). The WRF and WPCRF make up what is known as the State Revolving Funds. The Authority partners with the Department of Local Affairs and the Department of Health-Water Quality Control Division to administer these programs. The WRBP provides funds up to \$500 million, without legislative review, to entities for water and wastewater projects not eligible under the above programs.
- State Revolving Funds (SRF) - <https://www.cwrpda.com/state-revolving-fund>
- Water Pollution Control Revolving Fund (WPCRF) - <https://www.cwrpda.com/water-pollution-control-revolving-fund>
- Drinking Water Revolving Fund (DWRF) - <https://www.cwrpda.com/drinking-water-revolving-fund>
- Water Revenue Bonds Program (WRBP) - <https://www.cwrpda.com/water-revenue-bond-program>.