


Agenda Item

DATE: August 14, 2023 - 3:30PM
TO: DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS
THROUGH: DOUGLAS J. DEBORD, COUNTY MANAGER
FROM: TERENCE T. QUINN, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT 
CC: LAUREN PULVER, PLANNING RESOURCES SUPERVISOR
KATI CARTER, AICP, ASSISTANT DIRECTOR OF PLANNING RESOURCES
SUBJECT: WATER COMMISSION INITIATIVE – PROPOSED ESTABLISHING RESOLUTION & BYLAWS

SUMMARY

Based on a discussion at a work session in July 2023, attached is a proposed Establishing Resolution for the Water Commission.

The following proposed parameters are included for the Board of County Commissioners (Board) consideration:

- 7-member Commission made of up County residents
 - 2 from each District & 1 at-large representing the rural area of the County
- 4-member quorum
- 2-year terms – limited to 3 consecutive terms
- Staggered terms for initial appointments so that members' terms expire each year

An initial framework for bylaws is also attached for Board discussion.

NEXT STEPS

Staff is prepared to discuss these items further with the Board.

Attachments

DRAFT Establishing Resolution
DRAFT Water Commission Bylaws

RESOLUTION NO.

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS, COLORADO
CREATING THE DOUGLAS COUNTY WATER COMMISSION**

WHEREAS, § 30-11-107 of the Colorado Revised Statutes, as amended, provides that the Board of County Commissioners may create, by resolution duly adopted, any office as may, in its judgment, be required for the efficient management of the business and concerns of the county; and

WHEREAS, that the Board of County Commissioners has power to make appointments to such offices and to prescribe the duties to be performed by such appointees; and

WHEREAS, any persons appointed shall serve at the pleasure of the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners desires to establish the Douglas County Water Commission to develop a 2050 Comprehensive Douglas County Water Plan that will identify strategic policies addressing water infrastructure and storage, supply acquisition, reclamation, and conservation practices; and

WHEREAS, the Board of County Commissioners desires to appoint seven (7) members to the Water Commission; and

WHEREAS, the term of members of the Water Commission shall be two (2) years, limited to no more than three (3) consecutive terms, and until their respective successors have been appointed; and

WHEREAS, the terms of office of members of the Water Commission shall be staggered by making the appointments so that approximately one-third of the members' terms expire each year; and

WHEREAS, the Board of County Commissioners desires to appoint seven (7) members, with two (2) members residing in each of the County Commissioner Districts and one (1) resident serving in an at-large position representing the rural area of the County; and

BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO, AS FOLLOWS:

1. There is hereby created the Douglas County Water Commission.

2. The Water Commission shall consist of seven (7) members, two (2) residing in each of the County Commissioner Districts and one (1) resident serving in an at-large position representing the rural area of the County.
3. The terms of office of the members of the Water Commission shall be two (2) years, limited to no more than three (3) consecutive terms, and until their respective successors have been appointed, but the terms shall be staggered by making the appointments so that one-third of the members' terms expire each year.

PASSED AND ADOPTED this ____ day of _____, 20__, in Castle Rock, Douglas County, Colorado.

**DOUGLAS COUNTY COMMISSIONERS
DOUGLAS COUNTY, COLORADO**

BY: _____
Chairman, Board of Douglas County Commissioners

ATTEST:

BY: _____
Clerk to the Board

The Douglas County Water Commission was established by Resolution (*insert number*)

Pursuant to the authority granted to the Water Commission, the Commission hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with other Douglas County Board of County Commissioner Policies and Procedures.

Article 1 - Purpose

The purpose of the Water Commission is to establish the 2050 Comprehensive Douglas County Water Plan. Based upon Article 7, the purpose may be amended from time to time based upon input from the Water Commission and approval of the Douglas County Board of County Commissioners.

Article 2 – Member Organization and Staff

The Commission shall consist of seven (7) members. A quorum shall consist of a simple majority.

Douglas County staff, under the direction of the County Manager, shall provide necessary technical and advisory support to the Commission.

Appointments are not compensated positions.

Article 3 - Regular Meetings or Hearings

Regular meetings will be held on an as needed basis, excluding holidays, and will be determined after the first regular meeting of the Water Commission. The Board of County Commissioners will approve an annual schedule of regular meetings. All regular meetings will be held at (*time TBD*) 100 3rd Street, Castle Rock, Colorado, unless otherwise designated and are open to the public.

Article 4 - Minutes and Records

Douglas County staff shall maintain all of the records of the Water Commission, ensure they are retained in the electronic records archive, and shall transmit them timely to the Water Commission for their review and approval.

Article 5 - Meeting Procedures

The Water Commission shall utilize Democratic Rules of Order as guideline to conduct meetings.

Article 6 - Termination of Membership

Reasons for termination of membership include, but not limited to:

1. Receipt of written resignation of the member.
2. Failure to attend at least 50% of scheduled meetings during a one-year period.
3. Decision of the Board of County Commissioners.

Article 7 – Amendments

These Bylaws may be amended by an affirmative vote of majority vote of the members of the Commission during a regular or special meeting. Any Amendments will be subject to final approval of the Douglas County Board of County Commissioners.

Article 8 – Approvals

The above Bylaws for the Douglas County Water Commission have been duly considered and reviewed and are hereby adopted by the Water Commission on this ____ Day of _____ 2023 and the Douglas County Board of County Commissioners on this ____ Day of _____ 2023.

