

Vacancy on the Board of Directors and the Process for Appointing a Director to the Pine Brook Water District Board.

As previously announced the Pine Brook Water District has one vacancy on the Board due to the resignation of Mike Hupka. The Board feels that due to recent events and in the spirit of being transparent of the processes, that it is in the best interests of the community to ask any and all parties who are interested in serving on the Board of Directors to submit an application stating said interest. This application/letter of interest could/should also note any information that the interested party wants the Board to be aware of.

Next steps:

1. Unsuccessful candidates from the 2018 election will automatically be contacted to ascertain continued interest in serving on the Board.
2. Other residents of the District should email their interest to bob@pinebrookwater.com and include a brief statement describing their interest and, if possible a resume.

Any and all such applications/letters need to be received at the Pine Brook Water District Office by 5:00 p.m. October 15th, 2018.

Below is the legal process as defined by Colorado Revised Statutes, a description of the Board and its functions, and then section V. describes what the current Board feels would be an ideal candidate and section VI. discusses the process . The goal is not to have someone who agrees with everyone else but rather someone who understands the functions of the Board and ideally how governmental Boards are different than private corporations.

- I. Applicable law to filling a vacancy
 - a. Board appoints to fill vacancy within 60 days of resignation;
 - b. All candidates must be eligible voters of the District;
 - c. Appointee serves until next election (5/2020);
 - d. At next election position is filled to complete original term (5/2022).
- II. Characteristics of PBH Water District Board
 - a. Five Board positions;

- b. Currently, two members' positions extend to 5/2022;
 - c. Currently, two members' positions expire 5/2020;
 - d. Vacant position expires 5/2020.
- III. Operation of Board Meetings
- a. Meetings are monthly – third Thursday of month;
 - b. Occasional additional meetings, all posted per regulations;
 - c. Time of meetings generally 4:30 p.m. so that employees may attend;
 - d. Occasional attendance by telephone is possible;
 - e. Quorum is three board members attending in person or by phone;
 - f. Board members elect president, treasurer, and secretary from time to time;
 - g. Board complies with applicable sunshine legal provisions;
 - h. Meeting Minutes are posted after approval.
- IV. Primary functions of board
- a. To provide strategic oversight of district operations and planning without supervision of day-to-day activities of employees, who are under the management of the Operations Manager;
 - b. To review and approve operating budgets prepared by management, including amendments from time to time;
 - c. To provide financial controls by signing checks and approving: (1) all automatic payments after reviewing supporting documentation, (2) contracts for outside services, (3) compensation and benefit changes for employees, and (4) any agreements with outside agencies, parties, or municipalities related to water rights.
- V. Ideal characteristics of appointee director
- a. Reasonable knowledge of financial statements, budgeting, long-term capital planning;
 - b. Prior service on governmental or non-profit boards is a plus, but not required;
 - c. Willingness and ability to communicate in person, by phone, and/or email within sunshine laws on a timely basis;
 - d. Willingness to contribute to or lead sub-committees on relevant topics (research, financial planning, controls & procedures, etc.);

- e. Keep Operations Manager informed of activities being pursued related to the district;
 - f. Ability to discuss, debate pros and cons, and provide advisory assistance to the community, district employees and fellow board members in a civil manner;
 - g. Maintain confidentiality of information as appropriate.
- VI. Steps in Board process to appoint replacement director
- a. Develop and approve this process by 10/3;
 - b. Distribute document via email and posting to bulletin boards;
 - c. Invite expressions of interest/applications from Pine Brook residents including past candidates for the board;
 - d. Review expressions of interest/applications, schedule interviews of candidates;
 - e. Select successful candidate within 60 day time period. Swear in new director.