



COLORADO

Division of Water Resources

Department of Natural Resources

Ground Water Commission

1313 Sherman Street, Room 821

Denver, CO 80203

Policy 2018-1 CONCERNING THE IMPLEMENTATION OF HOUSE BILL 18-1198

House Bill 18-1198 was passed by the Colorado Legislature during its 2018 General Session and requires the establishment of “best practices” for all Boards and Commissions within the State of Colorado. As a result, and in compliance with the requirements set forth in § 24-3.7-102, C.R.S., in its quarterly meeting on November 2, 2018, the Colorado Ground Water Commission (“Commission”) approved and implemented the following policy:

- 1) Staff for the Commission (Staff) shall develop, update and maintain the Commission’s Training Manual that shall contain the following:
 - a. A listing of Staff members and their contact information.
 - b. A listing of Commission members, their appointment dates, term expiration dates and contact information, including Ex-Officio members.
 - c. A listing of Ground Water Management District contacts including representative attorneys as applicable.
 - d. A complete copy of Title 37, Article 90, that sets forth legal authority for the Commission along with its mission, laws, roles and responsibilities of Commission members and Staff.
 - e. A complete set of all rules and regulations of the Commission.
 - f. A complete set of all policies adopted by the Commission.
 - g. A complete set of all resolutions as adopted by the Commission.
 - h. Relevant legal memorandum for Commission consideration.
 - i. Educational information concerning the structure and roles of the Commission and Management Districts.
 - j. Relevant statutes concerning compliance with the Colorado Open Records Act and the Colorado Open Meetings law.
 - k. Educational material concerning conflicts of interest as developed by the Colorado Attorney General’s Office.
 - l. A copy of § 24-18-108.5, C.R.S. concerning the rules of conduct for members of boards and commissions.

- m. A map of the designated basins and Ground Water Management Districts in Colorado.
 - n. A copy of Robert's Rules of Order.
- 2) On an annual basis, at each fourth quarterly meeting, the Commission will consider an agenda item concerning compliance with HB 18-1198. All Commissioners shall review the Commission's Training Manual prior to said agenda item discussion and be prepared to ask questions and request specific training related to any of the information in the Training Manual and/or anything referenced in HB 18-1198.
- 3) The Commission's Training Manual as set forth herein will be updated on an annual basis following the Commission's fourth quarterly meeting or as necessary.

This policy may only be modified or revoked in writing by the Executive Director for the Colorado Ground Water Commission.

Approved this 2nd day of November, 2018.



Kevin G. Rein
Executive Director
Colorado Ground Water Commission