



December 4, 2025

Policy 2019-1 Amended

IMPLEMENTATION OF HOUSE BILL 18-1198, CONCERNING THE ESTABLISHMENT OF BEST PRACTICES FOR STATE BOARDS AND COMMISSIONS

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. (2018)¹, in its quarterly meeting on February 4, 2019, the Board of Examiners of Water Well and Ground Heat Exchanger Contractors (“Board/BOE”) approved and implemented the following policy:

Board Staff (Staff) will develop, update, and maintain a BOE Training Manual that will contain the following:

- A) A listing of Staff members and their contact information.
- B) A listing of Board members, their appointment dates, term expiration dates and contact information.
- C) A complete copy of Title 37, Article 91 C.R.S., that sets forth legal authority for the Board, along with its mission, powers, roles, duties, and responsibilities of Board members and Staff.
- D) A complete set of all effective rules and regulations adopted by the Board.
- E) A complete set of all effective policies, guidelines, and bulletins adopted by the Board.
- F) Relevant legal memoranda and information for Board member consideration.
- G) Educational information concerning the structure and roles of the Board and the Division of Water Resources.
- H) Relevant statutes concerning compliance with the Colorado Open Records Act and the Colorado Open Meetings law. Title 24, Articles 6 and 72, C.R.S.
- I) Educational material concerning conflicts of interest as developed by the Colorado Attorney General’s Office.

¹ All statute references in this document are to C.R.S. (2018) unless otherwise noted



- J) A copy of section 108(5) of Title 24, Article 18, C.R.S. concerning the rules of conduct for members of boards and commissions.
- K) A copy of Robert's Rules of Order.
- L) A list of all current licensed contractors and related licensing information.
- M) Documentation of specific procedures relating to the Board and its operation.
- N) Overview of the BOE Hearing Process.
- O) DNR Policy Handbook for Boards & Commissions (Admin Order No. DNR-112).
- P) House Bill 18-1198
- Q) Board Bylaws

On an annual basis, at each second to last regular meeting of the year, the Board will consider an agenda item concerning compliance with HB 18-1198. All Board Members must review the BOE Training Manual prior to said meeting and be prepared to ask questions. Board Members may request specific training related to any of the information in the Training Manual and/or anything referenced in HB 18-1198. The specific training requests may be fulfilled at the last regular meeting of the year or a subsequent meeting.

The BOE Training Manual as set forth herein will be updated on an annual basis following the Board's last regular meeting of the year, or as necessary with respect to the changing laws and participants for the Board and its Staff. The BOE Training Manual will be available electronically. BOE Members may request a printed copy of the BOE Training Manual at any time.

Amended this 8th day of December, 2025.



Approved

Christopher J. Sanchez, P.G., Chairperson

Board of Examiners of Water Well and
Ground Heat Exchanger Contractors

Policy History: First Approved: February 4, 2019

Amended - Board name change

Added training manual inclusions

Updated references to meeting dates