



COLORADO

Division of Water Resources

Department of Natural Resources

Board of Examiners of Water Well Construction
and Pump Installation Contractors

February 4, 2019

BOE POLICY 2019-1

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 Construction and Pump Installation Contractors (“Board/BOE”) approved and implemented the following policy:

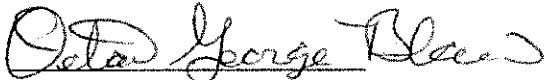
- 1) Board Staff (Staff) will develop, update, and maintain a BOE Training Manual that will contain the following:
 - a. A listing of Staff members and their contact information.
 - b. A listing of Board members, their appointment dates, term expiration dates and contact information.
 - c. A complete 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.
 - 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.

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



- 2) On an annual basis, at each third quarterly meeting, 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 and 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 fourth quarterly meeting of the year or a subsequent meeting.
- 3) The BOE Training Manual as set forth herein will be updated on an annual basis following the Board's fourth quarterly meeting, 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.

Dated this 4 day of February, 2019.



Octave George Blouin, Chairperson
Board of Examiners of Water Well Construction
and Pump Installation Contractors