



## CHATFIELD WATERSHED AUTHORITY

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### TRC and Budget Subcommittee Meeting Summary January 14, 2010

**Member**  
**ATTENDEES:**

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| Larry Moore (Roxborough)                  | Penny Wilkinson (Lockheed) via telephone |
| Ronda Sandquist (Dominion, Jackson Creek) | Patrick O'Connell (Jefferson County)     |
| Lissa Oelkers (PCWA)                      | Rick McCloud – (Centennial)              |
| Diana Miller (Louviers, Perry Park)       | Kevin Urie (Denver Water)                |
| Andy Hough (Douglas County)               | Hope Dalton (Tri-County Health)          |
| David Van Dellen (Castle Rock)            | Marty Easter (Tri – County Health)       |
| Matt Krimmer (Town of Larkspur)           | Sandy Rayl (Army Corp)                   |
| Fred Bromberger (City of Littleton)       |  |
| Martha Hahn (PCWA)                        |  |

**OTHER ATTENDEES:**

Amy Conklin (CWA Management Team)  
Julie Vlier (CWA Management Team)  
Esty Atlas (Hughes & Stuart)

#### **Call to Order of Budget Subcommittee:**

David Van Dellen called the meeting to order at 2:00 p.m. The group paused to reflect on the loss of Paul Grundemann and to welcome Rick McCloud as the new Centennial representative.

#### **2010 Budget and Proposed Expenditures**

TRC Chairman Van Dellen stated that the goal of this meeting was to prepare a 2010 budget recommendation for Board approval. Julie Vlier began with a brief summary of budget documents. She pointed out that the Legal line item had been reduced to \$10,000 with \$40,000 identified as a Legal/Technical Reserve. Ronda Sandquist commented there was no Legal "Scope of Services" per se because nothing has been identified yet that requires attention. The \$10,000 in the Legal line item serves as a budgetary placeholder in the event issues arise that require legal support and at that time a "Scope of Service" would be created. She elaborated that there is an existing policy to allow the Management Team to commit \$5,000 for legal fees, in case of emergencies. It is assumed that the Management Team would only make that decision after consulting with the Chairs of the Authority. The policy is specific to legal services only.

David Van Dellen asked for clarification of the \$40,000 reserve line item. Lissa Oelkers responded that it was similar to a contingency fund in that it shouldn't be used unless needed. The purpose of the fund is to prepare for future rulemaking hearings but it can be used for other purposes if necessary.

Esty Atlas, Hughes and Stuart, responded to an inquiry about the Scope of Services to prepare biographies of Board members to post on the web page by stating that it is part of an effort to

put a face to the Authority and remove some of the mystery about who we are. Amy Conklin said this concept is one that was encouraged at the communications training she attended at the Colorado Watershed Forum last fall. It was suggested to start with just a few key people; the Chairs, the Managers, and people whose agencies had projects or activities we wanted to highlight.

***Recommendation: The budget subcommittee recommended that as many as 8 bios be developed by Hughes and Stuart for the Authority's website. The contractual expenditure file will be revised to add a line item under Public Outreach for Hughes & Stuart Bios for \$1,200. The public outreach reserve would then be reduced from \$2,684 to \$1,484.***

The Budget Subcommittee also discussed the proposed Scope of Work for Public Outreach Services that includes creating an Emergency Communication Plan (ECP) for the Authority. The issue was raised that it may be redundant for the Authority it create its own ECP. Andy Hough reported that he and Amy Conklin were meeting on Friday the 15<sup>th</sup> with Douglas County's Emergency Management Director to determine if the effort is redundant. Esty Atlas explained that there are really two Emergency Response groups: the "Responder Team", those individuals actually leading the emergency response; and the "Message Team", the people who are contacted by the public and the media and need to be able to communicate effectively. The message the Authority wants to be able to communicate is that we are looking out for the basin's water quality. Ronda Sandquist commented that Cherry Creek's plan, referenced in the Scope of Work, is not specific to water and wastewater treatment. Hope Dalton explained that COWARN is an emergency planning group targeting water and wastewater treatment providers. COWARN has already assembled the lists of equipment and contacts the Authority is looking for and has many Memorandums of Understanding signed so that members can provide mutual aide.

***Recommendation: The budget subcommittee recommended that the budget reflect the requested funds for preparing an ECP but that the scope be revised to include more of a phased approach with a reconnaissance effort comprising the first phase.***

Amy Conklin noted that the timeframe for the existing Scope of Work would also need to be revised.

Rick McLoud asked about the absence of monitoring costs in the budget. The group reported that Denver Water has taken over the monitoring program and is absorbing those costs as an in-kind donation to the Authority. The group thanked Denver Water for their ongoing contributions. Julie Vlier explained that the \$5,250 in the budget under the Water Quality Monitoring contractual line item reflected Tetra Tech's work to massage the data into an easy to read spreadsheet from the raw data provided by Denver Water. This line item is also used to trouble shoot any problems that may arise with the data.

Penny Wilkinson reported that there was still no final determination from Lockheed Martin about whether or not their participation in the Authority would be permitted or not. She hoped to get an answer by next week. The issue has arisen because of new rules from federal government about what constitutes a conflict of interest for federal government contractors. Larry Moore repeated the offer to make a presentation to the appropriate parties at Lockheed Martin. If Lockheed retains their discharge permit and their wasteload allocation, they will be required to monitor and prepare an annual report. The Authority could provide documentation about how

that requirement is now provided to Lockheed through their participation in the Authority. Penny Wilkinson will report back to the group as soon as she receives a decision.

Andy Hough brought up the issue of the basis for determining membership dues. The budget subcommittee will discuss again the variables that can be used to determine dues including assessed valuation, discharges, and wasteload allocations. Amy Conklin noted that any effort to revise the distribution of membership dues would likely be tied to the effort to develop sustainable revenue that the budget subcommittee was also discussing. It was suggested that one focus could be on accountability. The annual report could be used to describe how the Authority measures its achievements and detail progress made towards accomplishing our goals using member dues. The Management Team was directed to send out the spreadsheet with the available variables that can be used to distribute member dues to the members in anticipation of the next Budget Subcommittee and TRC meeting on March 11<sup>th</sup>.

Andy Hough asked about pursuing an animal waste management plan. Julie Vlier responded that we are hoping for one outcome of the Chatfield Summit to be getting the appropriate agencies together to develop a plan for developing an animal waste management plan in the basin. It is also identified as part of the Watershed Plan development for which a 319 grant is being pursued.

Rick McCloud asked about the Project Management line item versus the Project Implementation line items. Julie Vlier responded that the task included in the Project Implementation line item includes only the Authority's cash match for the potential award of a Section 319 grant for development of a Watershed Plan. Amy Conklin reminded the group that the Authority had committed up to \$40,000 for the East Plum Creek Restoration Project for which Castle Rock is pursuing a 319 grant. Funds for that project should not be needed until 2011 and can be incorporated into the 2011 budget, as appropriate.

***Recommendation: Larry Moore moved to recommend approval of the 2010 budget to the full Board. Martha Hahn seconded the motion. The vote was unanimous.***

**Call to Order of the TRC:**

David Van Dellen called the meeting to order at 3:00 p.m.

**Approval of September 10, 2009 Meeting Summary** –The meeting summary was accepted without revisions.

**Items Requiring TRC Input and Recommendation:**

Sterling Ranch PD Water Supply Standards Appeal – Sterling Ranch is requesting an appeal to water supply standards established by Douglas County as part of the water wise component of their development. The TRC recommended that the Authority not comment on the appeal and directed the Management Team to return the comment form, marking the no comment box. The appeal does not include discharge, stormwater or land use issues and is, therefore, not part of the Authority's mission.

Massey Draw Water Quality Monitoring Program, Revised Sampling Locations – New sampling locations are being proposed to better evaluate water quality effectiveness of the Massey Draw improvement project. Martha Hahn and Julie Vlier met at Massey Draw and conducted a site visit. They recommend an additional sampling point be added to better quantify the impact of the project. The location of the additional monitoring site is upstream of the water quality improvement project and downstream of the confluence of North Massey Draw and South

Massey Draw, noting additional investigation of the specific site and cross section is necessary by the sampling team to ensure reasonable access during higher flows. They recommend that historical monitoring points be retained as they will provide important baseline information as the Authority continues additional work at the site. There is currently significant head cutting and a need for more streambank stabilization. Amy Conklin reminded the group that Wildlands Restoration Volunteers would like us to resubmit our grant proposal and is anxious to help us find a way to do additional work at Massey Draw.

Julie Vlier also reported that during the site visit it was noted there was significant land disturbance upstream of the Massey Draw stream restoration improvements which the Authority has invested improvements and the Holly Holder memorial. No erosion and sediment control BMPs were installed along the Massey Draw corridor; no erosion control blanket, silt fence, seeding, or other appropriate BMPs. Upon investigation, the work is due to sewer line improvements of Ken Caryl Water and Sanitation District. She followed up via telephone with Tim Anderson at Ken Carl Water and Sanitation District and emphasized the need for BMP installation and re-vegetation of the site. The group noted that this might be an opportunity to educate and engage assistance for future work at the site including stream improvements along Massey Draw in Ken Caryl, including grading and re-vegetation work. The Management Team was directed to prepare and send a follow up letter to Mr. Anderson, copying Jefferson County, Urban Drainage and Flood Control District, US Army Corps of Engineers, and Lockheed Martin. The letter should include a request to keep us apprised of their re-vegetation and restoration activities and notify us of any future activities at the site.

Martha Hahn reported that Centennial and PCWA had been splitting the monitoring work with Centennial collecting samples in the winter. Centennial was also subsidizing the cost of phosphorus analyses because the detection limits at PCWA were relatively high. Rick McLoud could not commit to Centennial continuing to participate but would talk with Martha after the meeting. Kevin Urie offered to check to see if Denver Water could take over the phosphorus analyses. Ronda Sandquist commented that there were questions about the effectiveness of the project so it is important to keep monitoring. The staff collecting the samples and the Management Team need to finalize adding an additional monitoring site once it has been determined that PCWA and Centennial can continue to collect samples.

***Recommendation: The TRC recommended continued monitoring at the three existing water quality monitoring sites along Massey Draw. An additional monitoring site is also recommended upstream of the water quality improvement project and downstream of the confluence of North Massey Draw and South Massey Draw.***

Water Quality Enhancement Project in Memory of Paul Grundemann – Julie Vlier introduced the concept of developing a water quality enhancement project in honor of Paul’s water quality leadership in the Chatfield Watershed. She stated that we are all overcome by the loss of Paul and that he was discussing water quality issues with her even in the hospital. She suggested that project might be a wetland enhancement project in Marcy Gulch. In order to raise the necessary funds, the Authority could consider using the Summit and leveraging money with other groups. Rick McLoud reported that a water quality enhancement project for Marcy Gulch was already included as part of the mitigation plan for the Chatfield Reallocation project. The group also discussed the possibility of inviting the Greenway Foundation to participate. Ronda Sandquist suggested that the first course of action would be to send a letter to Paul’s family indicating our desire to create a project in Paul’s honor. Rick McLoud suggested that John Hendrick be asked to send such a letter. Ronda Sandquist discussed the possibility of setting up a fund with the Denver Foundation as she had done for Holly Holder or, utilize the Greenway

Foundation in that capacity, if appropriate. Rick McLoud reported that John Hendrick was considering a similar effort. There was consensus that the Authority would rather partner with Centennial and others, rather than create a separate project. Rick McLoud agreed to coordinate with Centennial.

***Recommendation: The TRC recommended a subcommittee be formed to help usher the project through to completion. This issue should be brought up at the Jan. 27<sup>th</sup> Board meeting.***

2010 Chatfield Summit Agenda – Amy Conklin and Esty Atlas, Hughes and Stuart, provided an updated agenda for the upcoming Chatfield Summit. The Chatfield Summit will provide public outreach about who the Authority is and what we do, with a focus on looking ahead to working with other agencies in a collaborative fashion to implement water quality improvements in the Chatfield watershed. Amy Conklin emphasized that direction is needed to secure a keynote speaker. We are getting behind in planning the event because we have not secured a speaker yet. As soon as one is secured, ‘Save the Date’ notices should be sent to prospective attendees. The group discussed several possibilities and concluded that Larry Moore should contact Anne Castle and Julie Vlier should contact Jim Martin and/or Martha Rudolph to determine if either of them would agree to speak. As a third alternative, Col. Robert J. Ruch of the Omaha Army Corp of Engineers could be contacted. He is one of the lead people for the Chatfield Reallocation project.

#### **Informational Updates:**

Larkspur Annexation - Larkspur annexed a large parcel of land on December 17<sup>th</sup>. The parcel is 105 acres and includes a 90 room lodge facility. Some of the existing facilities use septic systems for wastewater treatment. Other parts are served by Perry Park Water and Sanitation District. The applicant is required to complete a water and sanitation master plan as part of the annexation agreement. Larkspur is working with Tri-County Health on that effort. Julie Vlier emphasized that expanding Individual Septic Disposal Systems (ISDS) was not a good alternative. Hope Dalton reported that the existing KOA campground was at capacity for ISDS. Whatever was done in regards to wastewater treatment would require a site plan and have to go through the accompanying process. At this point there is no action required by the Authority. The applicant has six months to complete the water and wastewater master plan. Nothing is likely to happen before the master plan is completed. One benefit of the annexation is that the water supply to the campground should be improving.

2009 Annual Report to the WQCC – Ms. Karlie Marks of Tetra Tech was introduced and will be contacting members to collect pertinent information. The 2009 Annual Report is due May 15, which means a draft should be ready for the February board meeting. The preliminary review of the 2009 growing season data shows that the reservoir exceeded the new chlorophyll standard of 10 ug/L with a growing season average of 13-14 ug/L. Confirming our suspicions about the lack of correlation between phosphorus and chlorophyll, the spike in phosphorus occurred after the spike in chlorophyll. The phosphorus standard was not exceeded. A more detailed report will be made at the January 27<sup>th</sup> Board meeting.

Rick McLoud requested that the 2009 Report isolate the data sheets in a Technical Report. He found them confusing. Amy Conklin responded that we need to document the data sheets in conjunction with the Annual Report every year to ensure that we can reproduce growing season averages in the future. Using a Technical Report for data sheets and any other technical information should provide a workable solution.

MS4 Update – Julie Vlier reported that all Phase II MS4 permit holders should prepare for an audit. New staff has been hired to perform audits of Phase II permit holders. Michele DeLaria is one of the people hired. She represented Jefferson County on the Authority for many years. The Management Team was directed to invite her to an appropriate Authority meeting to discuss what to expect as part of an audit and what to include in reports for MS4 permits. The group commented that Tetra Tech has prepared an exemplary manual about preparing reports for MS4 permits. Julie Vlier offered to see if the manual could be posted on the Authority's web page.

Point: Point Trade Between Dominion and Sacred Heart – An informational overview of the trade application was provided by Ronda Sandquist. She reported that the trade had been completed with Sacred Heart leasing 15 pounds of phosphorus from Dominion/Roxborough. The trade documents detailed the provisions of the lease agreement and discuss how Sacred Heart may pursue long term plans to acquire a permanent wasteload allocation.

Grace Presbyterian Church Site Improvement Plan – Douglas County Referral Request – A copy of the draft referral response was included in the packet. David Van Dellen requested that the letter include language about ongoing maintenance of the stormwater facilities in addition to containing construction disturbances. Andy Hough reported that Douglas County should have retained an easement to get on the property and maintain any BMPs as part of the process.

2010 Chatfield Watershed Authority Schedule – Mark your 2010 calendar for upcoming TRC and Board meetings. The schedule was included in the packet and will be updated on the website. There was one correction; the August TRC meeting is on Thursday the 12<sup>th</sup>, not the 13<sup>th</sup>.

**Adjournment** –The meeting was adjourned at 4:30 p.m. by acclamation.