



CHATFIELD WATERSHED AUTHORITY

Board Meeting Minutes February 24, 2010

MEMBER Tim Friday (Castle Rock) Kevin Urie (Denver Water)
ATTENDEES: Andy Hough (Douglas County) Robert Estes (Sedalia)
Martha Hahn (Plum Creek, Castle Patrick O'Connell (Jeff. Co.)
Pines) Matt Krimmer (Larkspur)
Lissa Oelkers (Plum Creek, Castle Rick McLoud (Centennial)
Pines) R.C. Hanisch (S. Santa Fe Metro)
Larry Moore (Roxborough) Karen Sitoski (Army Corp)
Bob Deeds (Littleton)
Diana Miller (Perry Park and
Louviers)

OTHER ATTENDEES: Amy Conklin (CWA Management Team)
Julie Vlier (CWA Management Team)
Robin Leibow (Jackson Kelly)

Call to Order:

The meeting was called to order at 2:00 p.m. by Kevin Urie. It was determined that there was a quorum. The group introduced themselves.

Items Requiring Board Action:

- A. Approval of January 27, 2010 Meeting Summary** – Larry Moore moved and Bob Deeds seconded a motion to approve the meeting summary as presented. The vote was unanimous.
- B. Approval of Invoices and Payments** – Tim Friday moved and Larry Moore seconded a motion to approve the invoices as presented. The vote was unanimous.
- C. Financial Matters** – Lissa Oelkers distributed forms for signature to add Kevin Urie as a Financial Officer. The Board discussed the need to file an Audit Exemption. The accountant used in the past now has a conflict of interest because of her employment with the Town of Castle Rock. After discussion of the options, the Board decided to use the same firm that will compile the financial statement to also file the Audit Exemption. Lissa Oelkers reported that membership dues had been received from all members except Douglas County, Castle Pines Metro District, Jackson Creek Ranch, the Law Enforcement Training Facility, Sedalia Water and Sanitation District and Castle Pines North. Julie Vlier reported that she plans to meet with Castle Pines North in March. Details about the proposed meeting are included in the letter to Bruce Thompson in the packet.

D. Internal Control Review Proposals from Financial Consultants – Julie Vlier summarized the three proposals received from financial consultants and included in the packet. The Board discussed that this is the first time the Authority has requested this service. After discussion, Rick McCloud moved to use TWS Financial-Certified Public Accountants. Tim Friday seconded the motion. The vote was unanimous. Julie Vlier was directed to contact Ted Snailum as soon as possible and to expand his scope of work to include filing the Audit Exemption. The Audit Exemption work would need to be ratified next month but because of the time sensitivity of the exemption, the work should begin with a verbal approval.

E. Project in Memory of Paul Grundemann – Rick McCloud reported that John Hendrick had talked to Paul Grundemann’s widow and she was in support of dedicating a memorial bench to Paul. Julie Vlier and Amy Conklin had gone to the marina to select a potential site for the bench. They displayed photos of the point of land overlooking the marina on one side and a handicap access fishing pier on the other that may be an appropriate site for the bench. The Parks Department has specifications regarding benches in the park that the Authority will need to conform to. The Board discussed their desire for a separate plaque either mounted on or engraved in stone next to the bench rather than mounted on the bench. The management team will coordinate with Parks to determine what options are available. The desire was expressed for the plaque to include a bass relief of Paul Grundemann’s face using the photo from his memorial service.

Larry Moore moved and Bob Deeds seconded a motion to authorize up to \$2,000 from contingency to keep the project moving forward with the understanding that contributions from individuals and organizations would likely be coming in the future to offset the initial expense. The vote was unanimous.

F. 2010 Water Quality Association Membership Dues – Larry Moore moved and Tim Friday seconded a motion to use \$135 from Contingency to renew the Authority’s membership in the Colorado Watershed Assembly and the Colorado Lakes and Reservoir Management Association. The vote was unanimous.

Informational Updates

A. Water Quality Monitoring Report – Julie Vlier summarized the monitoring data report in the packet noting that the ammonia value in the Reservoir outfall was high. The Management Team would follow up with Denver Water staff to determine if activity around the site may have contributed to the high ammonia reading. The Board discussed how the development of the monitoring program was conducted in cooperation with the Water Quality Control Division. Table 3.1 in the Annual Report, summarizing the monitoring program, needs to be revised to show that reservoir sampling is conducted twice per month during the growing season.

B. Draft 2009 Annual Report – Julie Vlier reported that she is still waiting for some information from the MS4 permit holders. After discussion the Board decided to set the **deadline for comments on March 12th**. The Board discussed the concept of eliminating the Annual Report. The consensus was to continue submitting an Annual Report but the format could change. For the 2010 report, we could explore using the Brochure to greater advantage as the Annual Report for the WQCC report but also produce a streamlined report that could include more technical details. The Board

discussed the need to highlight what we are doing to address the chlorophyll a exceedance. This may be an opportunity to repeat Dr. Lewis's findings that phosphorus doesn't appear to be controlling the amount of chlorophyll a and more study is needed to determine the dynamics of the reservoir.

C. Referral Responses and Correspondence – In January/February the following letters were submitted on behalf of the Authority.

- a. **USFS, Notice of Intent to Prepare an Environmental Impact Study** –Amy Conklin reported that the federal process is confusing but with help from Andy Hough, she has contacted the appropriate personnel and the Authority will be included in the Forest Management Plan process once it begins sometime in 2012.
- b. **Douglas County, Use by Special Review, Zuma Ranch Horse Rescue Facility** – The Authority requested development and implementation of a manure management plan in accordance with Authority policy. Being sensitive to financial concerns the Authority encourages coordination with Douglas County and NRCS to assist in manure management plan development.
- c. **Castle Pines North Metropolitan District** – Julie Vlier repeated the information about the meeting with Castle Pines North to encourage their membership in the Authority. Anyone interested is welcome to attend that meeting.
- d. **Lockheed Martin** – The Board reported that there has been no follow up from Lockheed to our letter, yet. The Management Team was directed to be sure to include Lockheed's withdrawal from the Authority in the Annual Report.

Public Outreach Update – Amy Conklin provided an update on public outreach activities.

- a. **Chatfield Summit** – Amy Conklin was delighted to report that Barbara Biggs had agreed to be the Keynote Speaker, thanks to Ronda Sandquist. The 'Save the Date' invitations would be going out by the end of the week. Assistance from the Board is required for the following efforts.
 1. Board members need to identify no more than five invitees to send special invitations to. Follow up phone calls to these people will also be required to be sure they attend.
 2. Amy Conklin presented the 'tube' invitation concept to the Board but the Board commented that the invitation would not work for many of the organizations. The Board suggested a post card concept for the invitations with a nice water scene on one side and event information on the other. Nice card stock could be used to make the invitations eye catching.
 3. Amy Conklin requested that each member recruit one sponsor for the Summit. She presented information about the sponsor recruiting effort and received feedback from the Board on what they needed to be successful. Revised files will be sent to Board members. They are requested to send out e-mail requests using the information. Amy Conklin and Hughes & Stuart can follow up with phone calls, where directed. Reports on sponsorship progress will be made at future meetings.
- b. **Presentations** –Amy Conklin reported that she already made a presentation at the Littleton Museum with over 30 people in attendance. She reported that her next presentation is scheduled for April 1st (no fooling) to the Arapahoe County Progressive Women at the L/E WWTP. The criteria being used to select groups to present to are:

1. They must be voters in the basin
2. How many people will be reached – the more the better
3. Potential for the audience's participation or influence in the regulatory or election process.

The Roxborough Area Historical Society is being targeted as a potential audience. The Board directed that One Roxborough be another group to contact.

- c. Biosketches** –The Board clarified that the initial biosketchs be of Elected Board officers, including Kevin Urie, Bob Deeds, Larry Moore, David Van Dellen, Ronda Sandquist and Lissa Oelkers. The Management Team was directed to coordinate the effort.

- D. Update on Regulatory Activities** – Martha Hahn reported that the progress on nutrient criteria was worrisome.

- E. Update on Chatfield Reallocation** – Rick McLoud reported that the EPA has raised concerns about water quality being an issue for the Reallocation project. The Authority will have an opportunity to comment on EIS documents beginning in June. But, many Authority members are participants in the project and will have opportunities to comment beginning in April.

- F. Management Team Update** – The Management Team noted that the report on their activities is included in the packet. Upcoming meetings are as follows:

1. The next **Authority Board meeting is on March 24, 2010**, 2:00 p.m. at PCWA.
2. The **Budget Subcommittee and Technical Review Committee** is scheduled to meet **Thursday, March 11, 2010**, 1:00 to 3:00 p.m. at PCWA.

G. Authority Member Updates

- a. Letter from Perry Park Water and Sanitation District** – Diana Miller reported that the letter included in the packet was for information only. Matt Krimmer reported that he and Diana had been talking about wastewater provision issues but their organizations attorneys had not. With an upcoming city council election for Larkspur in April, the council was postponing dealing with wastewater provision issues. Both Matt Krimmer and Diana Miller will keep the Board updated.

b. Other

1. **2009 Swim Beach Water Quality Update** – Julie Vlier reported that due to staffing changes at the Parks Department there has been trouble getting water quality information. Last summer there were a few days of beach closures. The Management Team will continue their efforts to get timely information from Parks.
2. **Massey Draw** – Martha Hahn reported that PCWA will continue the monitoring program at Massey Draw in February. Kevin Urie offered to conduct the phosphorus analyses. In the future, Denver Water staff will add Massey Draw sampling to the program. The Board expressed their gratitude to Denver Water for their leadership in the monitoring program.
3. **Julie Vlier Honored** – Kevin Urie reported that Julie Vlier had been recognized as Woman Engineer of the Year by the American Society of Civil Engineers. The Board expressed their congratulations.

4:30 p.m. Adjournment of Regular Meeting - The meeting was adjourned by acclamation.