



Agenda - Board Meeting, September 20, 2006, 1:30 p.m. - 4:00 p.m.

Meeting location: 10730 E. Briarwood Ave. (Suite 100) Centennial, Co.

Duration	Topic
5 minutes	1) Introductions <ul style="list-style-type: none"> – Welcome, opening remarks by Steve – Opening Remarks by each board member – Voting Items Overview
35 minutes	2) Establish Board Operating Process <ul style="list-style-type: none"> – Selection of Chairperson and Officers [Voting Item No. 1] – Substitutions / Alternates – Proposed meeting schedule: <ul style="list-style-type: none"> Next week: Sept. 28 1:00-4:00, OR Sept. 29 8:00-12:00 After Next Week: Every Wednesday at 1:00-4:00 until otherwise needed – Meeting Documentation – Minutes, Etc. – Communications / Reporting to Council and BoCC – Approve Legal Filing(s) [Voting Item No. 2]
10 minutes	3) Activity Overview <ul style="list-style-type: none"> – Project Schedule – Staff Activities – Consultant Activities
15 minutes	4) Contract Services / New Hires <p>Proposed Organizational Chart Discuss near term and long term options for:</p> <ul style="list-style-type: none"> – Executive Director – Finance / Office Manager – Auditor/CPA – Legal Support – Remaining Tasks for CH2M HILL and AMEC – Approve Contracting with Ed Krisor for near term [Voting Item No. 3a] – Approve Contracting with CH2M HILL to complete tasks [Voting Item No. 3b] – Approve Contracting with AMEC to complete tasks [Voting Item No. 3c]

	<ul style="list-style-type: none"> – Approve Advertising for Finance / Office Manager position [Voting Item No. 4]
10 minutes	BREAK
40 minutes	5) Loan / Finance / Accounting / Insurance <p>Problems, Needs, and Program Costs</p> <ul style="list-style-type: none"> – Discuss Program level of service – Concepts for Fees- SDFs and Monthly charges – Process for Rate establishment – Schedule for Rate establishment – Billing Database through Assessor Mailings <p>Financial Overview:</p> <ul style="list-style-type: none"> – Cash Flow Analysis, Pro Forma Spreadsheet – Approval to sign loan [Voting Item No. 5] <p>Business Insurance:</p> <ul style="list-style-type: none"> – Approach – Status Update - Brokers / CIRSA
15 minutes	6) Office Space <ul style="list-style-type: none"> – Needs - Tenant finish, furniture, and equipment – Schedule – Temporary location at County – Approve Signing Lease [Voting Item No. 6]
15 minutes	7) Staff Transitions / Benefits <p>Staff:</p> <ul style="list-style-type: none"> – Approve Arapahoe County Staff [Voting Item No. 7] <p>Benefits:</p> <ul style="list-style-type: none"> – Approach/ Philosophy – Broker – Options considered / Recommendations – Approve Benefits Package and Enrollment [Voting Item No. 8]
5 minutes	8) Outreach Program <ul style="list-style-type: none"> – Discuss Overview of Outreach Program – Approve Website to Go Public [Voting Item No. 9]
	Closing

VOTING ITEMS SUMMARY

No.	CATEGORY	REQUESTED ACTION
1	Board Operating Process	Select Board Chairperson and Officers
2	Board Operating Process	Approve Legal Filing(s)
3a	Contract Services / New Hires	Approve Contracting with Ed Krisor for Legal Support
3b	Contract Services / New Hires	Approve Contracting with CH2M HILL to Complete Tasks
3c	Contract Services / New Hires	Approve Contracting with AMEC to Complete Tasks
4	Contract Services / New Hires	Approve Advertising for Finance/Office Manager Position
5	Finance / Accounting	Approve Operating Loan
6	Office Space	Approve Signing of Lease
7	Staff Transitions / Benefits	Approve Arapahoe County Staff as SEMSWA Staff
8	Staff Transitions / Benefits	Approve Benefits Package and Enrollment
9	Public Outreach	Approve Web Site to go Public