



Minutes of the Southeast Metro Stormwater Authority Board Meeting  
March 19, 2025

A Board Meeting of the Southeast Metro Stormwater Authority (SEMSWA) was held in person at SEMSWA, 7437 S. Fairplay Street, Centennial, CO, and via video/teleconference using Teams Meeting (ID#231798011106). A full and timely notice of this meeting was posted, and a quorum was present. The meeting was called to order by Chair Bart Miller at 1:33 p.m. MST.

Board Directors Present: Bart Miller – Chair  
Christine Sweetland  
Jessica Campbell  
Rhonda Fields (arrived at 2:01 p.m.)  
Amy Tharp  
Michelle Probasco

SEMSWA Staff Present: Dan Olsen, Executive Director  
Ed Krisor, SEMSWA Attorney  
Jill Gillespie, CLA, SEMSWA Financial Consultant  
Molly Trujillo, CIP Manager  
Jon Nelson, CIP Project Manager  
Nicole Harwell, CIP Project Manager  
Cynthia Love, Floodplain Program Manager  
Brad Sullivan, Maintenance Manager  
Roxi Jones, Director of HR and Administration  
Tiffany Clark, Land Development Review Manager  
Britni Kahler, Contract Maintenance & Inspections Manager  
James Linden, Senior Environmental Specialist (remote)  
Michelle Slater, Receptionist (remote)  
Andy Kuster, GIS Manager  
Ashley Byerley, Environmental Resources Program Manager  
Jessica Traynor, Floodplain & Master Planning Engineer (remote)  
Tammi Lantz, Business Support Specialist (remote)  
Breanna Schittone, Human Resources Generalist

Guests Present: None

**1. Public Comments for Non-Agenda Items – None**

**2. The February 19, 2025, SEMSWA Board Meeting Minutes stand approved.**

**3. Presentation of Items for Consent Agenda**

- Resolution 25-16 Authorization to Enter into an Engineering Services Agreement for the Design of Dove Creek Jordan Road Storm Sewer Improvements – Trujillo
- Resolution 25-17 Authorization to Fund the Construction of Dove Creek Pond D-1 Retrofit -Trujillo
- Resolution 25-18 Adoption of Completed Master Plans 2025 – Clark
- Resolution 25-19 Adoption of Revised Fee Schedule – Clark
- Resolution 25-20 Authorization to Execute Agreement regarding Funding of Outfall System Plan (OSP) for Dove, Windmill and Lone Tree Creeks with MHFD – Clark
- Resolution 25-21 Authorization to Enter into an On-Call Contract with RESPEC for Professional Services to Perform an Outfall Systems Plan (OSP) Study – Clark

**4. Consent Agenda**

- **Resolution 25-16 Authorization to Enter into an Engineering Services Agreement for the Design of Dove Creek Jordan Road Storm Sewer Improvements**
- **Resolution 25-17 Authorization to Fund the Construction of Dove Creek Pond D-1 Retrofit**
- **Resolution 25-18 Adoption of Completed Master Plans 2025**
- **Resolution 25-19 Adoption of Revised Fee Schedule**
- **Resolution 25-20 Authorization to Execute Agreement regarding Funding of Outfall System Plan (OSP) for Dove, Windmill and Lone Tree Creeks with MHFD**
- **Resolution 25-21 Authorization to Enter into an On-Call Contract with RESPEC for Professional Services to Perform an Outfall Systems Plan (OSP) Study**
- **Resolution 25-22 Amendment to Financial Policy for Use of Purchasing Cards**

Motion for Adoption: Director Tharp  
Second: Director Campbell  
Ayes: All

**5. Executive Director Report – Dan Olsen**

- Dan Olsen presented a map showing an area of proposed expansion to SEMSWA's service area, to match the easternmost Mile High Flood District boundary.

- An update was given regarding the Inverness Water and Sanitation District's project at the Inverness Golf Course. The master plan is finished, and a coordination and planning meeting has been set up among interested parties to prepare a project charter.
- SEMSWA staff met with Arapahoe County staff on March 18, 2025, to update the Hazard Mitigation Plan.
- The State of the City of Centennial luncheon is on May 8, 2025, and the SEMSWA Board was invited to join the SEMSWA table at the event.
- The 2025 SEMSWA Executive Director Committee will consist of Directors Sheehan, Sweetland, and Campbell.
- The Board made a motion to amend SEMSWA's Colorado Retirement Association Participation Agreement, changing the SEMSWA 401(a) vesting schedule from 25% per year to immediate vesting for current employees and new hires. This change will go into effect on April 1, 2025, and a resolution formalizing this motion will be brought to the Board at the next meeting.

Motion to Adopt immediate vesting to the 401(a) retirement plan as noted above: Director Campbell  
 Second: Director Sweetland  
 Ayes: All

## **6. Finance Report – Jill Gillespie, CLA**

Noted February Disbursements:

- Line 23 – Edge Contracting, Inc. – \$59,260.50
- Line 62 – Building Loan – \$130,242.75 (the bank will be correcting this error to \$76,170.48 for the quarterly building loan payment)

Jill Gillespie reported on the Comparative Balance Sheet (Budgetary Basis) for the months ended February 28, 2025, and January 31, 2025, and on the Schedule of Revenues, Expenditures, and Changes in Funds Available – Budget and Actual – for the Two Months ended February 28, 2025.

## **7. Cost of Service Study Update Presentation - Tiffany Clark**

## **8. Other Items**

- The April Board Meeting is scheduled for Wednesday, April 16, 2025, at 1:30 p.m., if needed.
- The May Board Meeting is scheduled for Wednesday, May 21, 2025, at 1:30 p.m.

## **9. The meeting was adjourned by Chair Miller at 3:06 p.m.**