



Minutes of the Southeast Metro Stormwater Authority Board Meeting December 17, 2008

The Board Meeting of the Southeast Metro Stormwater Authority (SEMSWA) was held on Wednesday, December 17, 2008, at 76 Inverness Drive East, Suite A, Englewood, CO, 80112. A full and timely notice of this meeting had been posted and a quorum was present. The meeting convened immediately following the Groundbreaking Ceremony of Pond W-4 and was called to order by Board Chairman Bart Miller at 1:30 p.m.

Directors present: Director Bart Miller/Chair
 Director Rod Bockenfeld/Vice-Chair
 Director Ron Weidmann/Secretary-Treasurer
 Director Jim Dyer
 Director Linda Lehrer
 Director Andrea Suhaka

Staff present: John A. McCarty, Executive Director
 David Agee, Director of Finance and Administration
 Ed Krisor, SEMSWA Attorney
 Mike Vinson, CIP Program Manager
 Monica Bortolini, Floodplain and Master Planning Program Manager
 Lanae Raymond, Water Quality and Special Projects Program Manager
 Mason Staub, Maintenance Program Manager
 RoxAnna Jones, HR/Office Manager

SIGN-IN SHEET SUMMARY

<u>Name</u>	<u>Representing</u>	<u>Phone/E-mail</u>
Steve Miller	Arapahoe County	303-795-4578
Jim Hagerty	Heritage Place	303-773-0441
Ron Lambert	Inverness	303-649-9857

1. Administrative Items

- a) Motion to approve the November 19, 2008, meeting minutes as presented:

Motion for approval: Director Weidmann
Seconded: Director Dyer
In favor: All

2. Cash Disbursements & Summary of Financial Reports

- a) Cash Disbursement Detail: The \$1.5 million transfer of funds to ColoTrust, authorized by Resolution 08-42, was completed on December 5, 2008, as indicated on Line 86 of the Cash

Disbursement Detail. Line 109, a \$418 payment to Nilex Environmental, is a duplicate payment and will be voided.

- b) Motion to approve the Cash Disbursement Detail, as presented by Dave Agee, in the amount of \$2,063,732.10:

Motion for Approval: Director Weidmann

Seconded: Director Andrea

Approved: All

- c) Mr. Agee gave a brief summary of the financial reports and noted that collections of fees are exceeding the budgeted amount by approximately \$87,000.

3. Public Comments - None

4. Executive Director Update

- a) John McCarty reported on the status of the on-call consultant selection process. An internal scoring process was used to rank firms in each of the ten categories and a short list of firms was developed. SEMSWA staff is in the process of notifying all submitting firms of the results. The selected consultants will be permitted to modify their rates once a year and will remain on the short list for a total of four years.
- b) Discussion was held regarding developing a short list of contractors for small repairs and/or emergencies, with a preauthorized limit for these expenditures. A policy for emergencies will be prepared, which should include a procedure for board approval of expenditures by phone or e-mail. Currently the pre-authorized spending limit is \$30,000.
- c) Committee Reports: There were no Committee meetings held in December. A Private Property Committee meeting will be held at 11:30, January 15, 2009 and the Budget Committee will meet at 1:00, January 15, 2009. These recurring meetings are scheduled for the third Thursday of each month.
- d) Mr. McCarty shared an e-mail received on the SEMSWA website from Emily Griffith, which expressed appreciation to Drainage Crew Technicians José Barraza and Jeremiah Unger for changing a flat tire for her on a bitterly cold morning. The Board will send a letter to these employees, recognizing their act of kindness and service.

5. Little Dry Creek at Arapahoe Road Funding

- a) Motion to approve **Resolution No. 08-47** (Authorization for Additional Funding for the Little Dry Creek at Arapahoe Road Construction Project):

Motion for Approval: Director Weidmann

Seconded: Director Dyer

Approved: All

6. Rabbi Trust Amendment

- a) Motion to approve **Resolution No. 08-48** (Amendment of Resolution No. 08-25 to Change Trustee for Rabbi Trust), appointing current legal counsel, Ed Krisor, as Trustee:

Motion for Approval: Director Dyer

Seconded: Director Weidmann

Approved: All

7. Floodplain and Master Planning Program Update by Monica Bortolini.

8. Water Quality Program Update by Lanae Raymond.

9. Maintenance Program Update by Mason Staub.

10. Other Items

- Director Weidmann thanked the Board, John McCarty, and SEMSWA staff for a successful 2008.

11. Adjournment - The Board Meeting was adjourned at 3:14 p.m.

- The next SEMSWA Board Meeting will be held on Wednesday, January 28, 2009, at 1:30 p.m.