



Minutes of Southeast Metro Stormwater Authority

Board Meeting

The first Board Meeting of the Southeast Metro Stormwater Authority (SEMSWA) was held on September 20, 2006 at 1:30 p.m. at 10730 E. Briarwood Ave., #100, Centennial, CO 80112.

The meeting was called to order by Steve Gardner

Those present were: Board Member Darryl Bellamy
Board Member Rod Bockenfeld (joined the meeting late)
Board Member Bart Miller
Board Member Andrea Suhaka
Board Member Ron Weidmann
Board Member Bernie Zimmer

Also present were: Steve Gardner, Arapahoe County Public Works
Ed Krisor, SEMSWA Attorney
John Pazour, Centennial City Manager
Bob Widner, City Attorney
Will Koger, ACWWA
Jon Sorenson, AMEC
Robert McGregor, AMEC
Kyle Hamilton, CH2M HILL
Michele Majeune, CH2M HILL
Todd Rogers, CH2M HILL-OMI
Beth Brown, CH2M HILL-OMI
Heidi Gilbert, CH2M HILL-OMI
Tracy Adcock, CH2M HILL
Robert Keyes, CH2M HILL
Elaine Kyle, CH2M HILL
Nancy Snyder, Colorado Business Bank
Jake Bowers, Tatonka Capital

Board Member Bernie Zimmer read a letter from Gary Atkin, General Manager of ACWWA, expressing his appreciation for everyone's support and encouraging a process for the seamless transition of responsibilities and specifically requesting that SEMSWA and ACWWA meet sometime in the next 30 days to discuss transition and capital projects.

Ed Krisor swore in Board members, except Board Member Rod Bockenfeld, and they all signed the oath to uphold their duties.

Board Member Ron Weidmann made a motion to elect Board Member Bart Miller as Chair; Board Member Andrea Suhaka seconded the motion; all present voted Aye. The motion was approved.

Board Member Ron Weidmann made a motion to elect Board Member Rod Bockenfeld as Vice Chair; Board Member Bernie Zimmer seconded the motion; all present voted Aye. The motion was approved.

Board Member Ron Weidmann made a motion to adopt Robert's Rules of Order for conduct; Board Member Andrea Suhaka seconded the motion; all present voted Aye. The motion was approved. During discussion of this item there was consensus that at times "Robert's Rules" could be temporarily suspended to facilitate discussion and exchange.

Board Member Andrea Suhaka made a motion to combine the duties of Secretary and Treasurer; Board Member Bernie Zimmer seconded the motion; all present voted Aye. The motion was approved.

Board Member Andrea Suhaka made a motion to elect Board Member Ron Weidmann as Secretary/Treasurer; Board Member Bernie Zimmer seconded the motion; all present voted Aye, with Board Member Ron Weidmann abstaining. The motion was approved.

Board Member Bernie Zimmer made a motion to accept the IGA and authorized Board Member Bart Miller and Board Member Ron Weidmann to sign it; Board Member Andrea Suhaka seconded the motion; all present voted Aye. The motion was approved.

Board Member Rod Bockenfeld joined the meeting, was sworn in, and signed the oath.

The IGA was signed and copies will be distributed to Board members.

John Pazour will act as an alternate member for the City of Centennial; Frank Weddig will act as alternate for Arapahoe County, and the Special Districts' alternate will be on a rotating basis.

The next meeting is scheduled for September 28, 2006 from 3:00 – 6:00 p.m. Weekly meetings in October 2006 will occur on Wednesdays from 1:30 – 4:30 p.m.

Board Member Ron Weidmann made a motion that 10730 E. Briarwood Avenue, Centennial, CO 80112 will be the officially designated location for posting notices of board meetings and meetings; Board Member Bernie Zimmer seconded the motion; all present voted Aye. The motion was approved.

Board Member Rod Bockenfeld made a motion to retain Ed Krisor as counsel on a temporary basis until a permanent replacement is hired; Board Member Ron Weidmann seconded the motion; all present voted Aye. The motion was approved. Board Member Andrea Suhaka suggested that permanent counsel be in place by January 1, 2007.

The staff transition decision has been deferred until next week or the following week's meeting.

The Board Members discussed hiring a management firm to act as the interim Executive Director/Finance Director for 12 months. A shortlist of candidates will be prepared for the next Board meeting. There was further discussion as to whether or not CH2M HILL and AMEC could be included on the short list and after discussion it was decided that they could be on the initial list but that there would have to be additional discussion as to whether or not participation by either firm presents a conflict of interest.

CH2M HILL and AMEC's current contracts continue through the end of 2006.

The board reviewed the handouts regarding the Pro-forma financials/budget sheets. The board specifically requested that the City and County finance staff review those documents and that their review and input be communicated back to the SEMSWA Board.

The Board heard a presentation by Jon Sorensen regarding stormwater fees, cost of service, a listing of infrastructure within the Authority, a summary of program responsibilities, and an overview on calculating stormwater fees and initial revenue projection.

It was generally discussed that more information would be needed before they could comfortably make any decisions regarding the budget, the loan and other items that would involve the expending of funds.

Steve Gardner walked the Board through the proposed budget and discussed some of the line items and assumptions. The Board heard these topics for background information, and took no action.

Next week's agenda items should include:

- Fees and structure
- Budget/Interim Budget
- Loan
- Shortlist of Executive Director / Finance Director Firms

Ed Krisor is reviewing the building lease agreement, which should be signed within the next three weeks to stay on schedule. A non-binding letter of intent has been signed.

Board Member Ron Weidmann made a motion to adjourn.

Summary of Action Items:

- 1) Post a map of the Authority boundaries, including water district boundaries, on the wall. Remove Cherry Creek State Park from the Authority boundary. [AMEC]
- 2) Distribute copies of the signed IGA. [Steve Gardner]
- 3) Provide Ed Krisor with contact information for submission of paperwork to Department of Local Affairs. [Board members]
- 4) Develop an e-mail distribution list for Board members and alternates. [Steve Gardner]
- 5) Follow up with County on staff transition issues timing, and related issues. [Board Member Rod Bockenfeld]
- 6) Prepare a resolution to formally create an Enterprise under Colorado constitution Title 3745.1. [Ed Krisor]
- 7) Prepare short list of firms qualified to provide Executive Director/Finance Director duties. [Steve Gardner]

- 8) Check with the City and County to determine how much longer they can fund contracts with CH2M HILL and AMEC. [Steve Gardner]
- 9) CH2M HILL to provide costs-to-date. [Kyle Hamilton]
- 10) Talk with Janet Kennedy at Arapahoe County to ensure she's comfortable with the budget calculations. [Board Member Rod Bockenfeld]
- 11) Reformat and simplify the Pro-forma spreadsheet. [Steve Gardner]