



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	<p>5) Loan / Finance / Accounting / Insurance</p> <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	<p>6) Office Space</p> <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	<p>7) Staff Transitions / Benefits</p> <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	<p>8) Outreach Program</p> <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