



Minutes of the Southeast Metro Stormwater Authority Board Meeting

The Board Meeting of the Southeast Metro Stormwater Authority (SEMSWA) was held on Wednesday, March 21, 2007 at 1:30 p.m. at 10730 E. Briarwood Ave., #100, Centennial, CO, 80112. A full and timely notice of this meeting had been posted and a quorum was present.

The meeting was called to order by Board Member Bart Miller

Those present were: Board Member Bart Miller
Board Member Ron Weidmann
Board Member Rod Bockenfeld
Board Member Andrea Suhaka
Board Member Jim Dyer
Alternate Board Member Sue Bosier

Also present were: Scott Tucker, SEMSWA Interim Executive Director
David Agee, SEMSWA Interim Finance Director
Steve Gardner, SEMSWA Director of Operations
Ed Krisor, SEMSWA Attorney
Roxi Jones, SEMSWA Administrative Assistant
Kyle Hamilton, CH2M HILL
Eric Marburger, ESM Consulting Services
Mark Mangone, AMEC (partial attendance)

General

No public comments were presented at this meeting.

Voting Items Summary

- 1) Accept February 21, 2007 meeting minutes as provided in the backup materials. Future meeting minutes should include public comment information, as opposed to having that information in a separate document.

Motion for acceptance: Board Member Ron Weidmann
Seconded: Board Member Andrea Suhaka
Approved: All

- 2) Motion to approve the List of Cash Disbursements with the additions of PirTek for \$79.19 and Concrete Pipe Association for \$35.00. Future Cash Disbursements shall include a total of all items at the bottom of the list.

Motion for acceptance: Board Member Ron Weidmann
Seconded: Board Member Andrea Suhaka
Approved: By all

- 3) Motion to authorize the chairperson to sign the Bondi Agreement. The phrase “unless clearly inconsequential” on page 3 shall be omitted, but the phrase can be back in if required by Bondi. See related action item for Dave Agee.

Motion for acceptance: Board Member Ron Weidmann

Seconded: Board Member Jim Dyer

Approved: By all

- 4) Motion to approve Resolution No. 24, Authorization of Master Planning Project on Cottonwood Creek.

Motion for acceptance: Board Member Ron Weidmann

Seconded: Board Member Andrea Suhaka

Approved: By all

- 5) Motion to approve Resolution No. 25, Authorization to Develop a Classification Plan and Compensation Structure for Board Consideration.

Motion for acceptance: Board Member Andrea Suhaka

Seconded: Board Member Rod Bockenfeld

Approved: By all

Action Items Summary

Board

- 1) Discuss the NPDES coordination issues with City Council and the Board of Commissioners.

Scott Tucker

- 1) Coordinate with Ed Krisor regarding the NPDES requirements that are likely City and County responsibilities.
- 2) Investigate Mountain States Employment Council membership and costs.
- 3) Executive Director Search
 - a. Add “financial and budget preparation experience” to the advertisement. Change the advertisement wording to reflect that an engineering background is “preferred”, not required.
 - b. Add the Special District’s Association to the list of organizations used to advertise for the Executive Director position.
 - c. Request that Peter Binney/Aurora or Dave Lloyd/UDFCD participate in the Executive Director interviews.
 - d. After Executive Director finalists have been determined, allow their names to be public information.

Dave Agee

- 1) Add a summation total to list of disbursements.
- 2) Proceed with setting up the Fuel Purchasing card.
- 3) Conduct survey of ACWWA, ECCV, and UDFCD regarding PO limits and signature limits.
- 4) Prepare a draft set of proposed financial and purchasing policies. Review the County's policy/program and incorporate applicable information.
- 5) Set up a lock box for monthly fee payments and other needs.
- 6) Bondi will be selected for auditing for 2006 and 2007. A Request for Proposals will be issued near the end of 2007 for auditing of 2008 and beyond. Regarding the Bondi Agreement, per Ed Krisor, cross out "unless clearly inconsequential" on page 3. If Bondi opposes, put the statement back in, but discuss the Board's concern with Bondi.
- 7) Regarding County billing of citizens, conduct a quality review to confirm that the fee amount billed to citizens by the County matches the amount intended to be billed per SEMSWA's database.
- 8) Regarding the Douglas County billing, add "Mail To" and "Make Payable To" information to the payment stub. Also add a note that states this fee replaces the ACWWA fee.
- 9) Estimate the delinquency percent based on revenues received to date versus projected revenue receipts.

Steve Gardner

- 1) None

Ed Krisor

- 1) Coordinate with Scott Tucker regarding the NPDES requirements that are likely City and County responsibilities.

CH2M HILL

- 1) Prepare meeting minutes.
- 2) Revise ACWWA policies to be applicable to SEMSWA.

Future Meetings

- 1) The next meetings will be held as follows:
 - a. April 4, 1:30 PM – 4:30 PM
 - b. April 11, 3:00 PM to 5:00 PM. **Note - This is a special meeting that does not fall on the standard meeting schedule of first and third Wednesdays of each month.**

- c. April 18, 1:30 PM – 4:30 PM
- d. Thereafter: First and third Wednesdays of each month, unless otherwise determined.