



Minutes of the Southeast Metro Stormwater Authority Board Meeting
August 17, 2022

A Board Meeting of the Southeast Metro Stormwater Authority (SEMSWA) was held on Wednesday, August 17, 2022, at 7437 S. Fairplay Street, Centennial, Colorado, both in person and via video/teleconference using GoToMeeting (GTM#519134725). A full and timely notice of this meeting was posted, and a quorum was present. The meeting was called to order by Chair Miller at 1:32 p.m. MDT.

Board Directors Present: Bart Miller/Chair
 Nancy Sharpe/Vice-Chair (remote)
 Jeff Baker
 Don Sheehan
 Christine Sweetland
 Marlo Alston/Alternate (remote)

SEMSWA Staff Present: Dan Olsen, Executive Director
 Ed Krisor, SEMSWA Attorney
 Cass Aurich, CLA, SEMSWA Financial Consultant
 Britni Kahler, Field Services Coordinator
 Roxi Jones, Director of HR and Administration
 Andy Kuster, IT/GIS Manager
 Tiffany Clark, Land Development Review Manager
 Cynthia Love, Floodplain Manager
 Ashley Byerley, Environmental Resources Manager
 James Linden, Environmental Specialist
 Carolyn Frainier, HR/Business Support Specialist
 Michelle Slater, Receptionist (remote)

Guests Present: Andrea Suhaka

1. Public Comments for Non-Agenda Items – None

2. The July 20, 2022, SEMSWA Board Meeting Minutes stand approved.

3. Finance Report – Cass Aurich, Clifton LarsonAllen (CLA)

Noted July Disbursements:

- Line 78 - Granite Inliner LLC, \$104,512.35

Cass Aurich reported on the Comparative Balance Sheet (Budgetary Basis) for the Months ended July 31, 2022, and June 30, 2022, and on the Schedule of Revenues, Expenditures, and Changes in Funds Available – Budget and Actual – for the Seven Months ended July 31, 2022.

4. Executive Director Report – Dan Olsen

- Dan Olsen reported on the Yosemite-Hunters Hill drainage concern. A citizen called and reported flooding in his yard from the August 15th storm event(s). He contacted SEMSWA regarding the wall in the easement on the condominium property adjacent to his property. In 2021, the condominiums installed a new wall and changed materials from old rotting wood to new block, with the location of the wall slightly changed. This did not require a building permit with Centennial or a GESC permit with SEMSWA. The citizen has threatened a lawsuit against SEMSWA. Ed Krisor says this should not be a concern for SEMSWA. There are fifteen properties with fences and walls within the 20-30-foot-wide easement, diverting flows and, in some cases, blocking flows completely. These fences have likely been there for 40-50 years, within the easement. Ed Krisor said one cannot adversely possess against the government. There are options moving forward:
 - A planned contract maintenance job to upsize the inlet to meet the pipe capacity of a five-year event with a couple of other minor right-of-way improvements. SEMSWA could do this soon; or
 - A contract maintenance job and add on, enforcing the encroached-upon drainage easement, making homeowners move their fences, and SEMSWA possibly regrading the easement for a swale; or
 - A future CIP project, if it would provide a reasonable benefit over the other options.
- Dan Olsen is working with Roxi Jones, Dave Agee, and other SEMSWA Staff on the 2023 budget.
- There is one open position at SEMSWA and that is for a Drainage Technician.

- Environmental Resources and Maintenance Staff participated in National Night Out on August 3, 2022.
- Environmental Resources Staff and Consultants completed the calibration/audit of SEMSWA's MS4 Permit.
- SEMSWA is now active on the following social media sites: Facebook, Instagram, and Twitter, with LinkedIn and Nextdoor added soon. Dan Olsen thanked Ashley Byerley and James Linden for their work on this project.

5. Executive Session

- Chair Miller made a motion at 2:25 p.m. to hold an Executive Session pursuant to 24-6-402 (4) (b) to receive legal advice regarding an Xcel Energy switch box located in a SEMSWA easement at Arapahoe Road and Potomac Street and seconded by Director Baker. The motion was approved, unanimously.
- The Executive Session closed at 2:40 p.m.

6. Motion Authorizing Legal Action Against Xcel Energy Regarding the Removal of the Switch Box in a SEMSWA Easement

Motion for Adoption: Director Sheehan

Second: Director Baker

Ayes: All

The Board unanimously approved authorizing the filing of a legal action against Xcel Energy regarding the removal of the switch box in a SEMSWA easement on the condition that there has been no demonstrated, substantial and meaningful progress by Xcel Energy regarding its removal within thirty (30) days of August 17, 2022.

7. Cybersecurity Update – Andy Kuster/Roxi Jones

Andy Kuster and Roxi Jones updated the Board regarding SEMSWA's general cybersecurity practices and the recent NetDiligence Cyber Risk Assessment was summarized for the SEMSWA Board. The following items were specifically discussed:

- SEMSWA's current exposure to Personally Identifiable Information (PII); and
- Progress made on the Cyber Improvement Actions identified in the Cybersecurity Action Plan; and
- Next steps to be taken over the next twelve (12) months regarding the district's cybersecurity.

The Cybersecurity PowerPoint Presentation has been attached to these Board minutes.

8. Stormwater Fee Process Presentation – Andy Kuster

9. Other Items – Chair Miller

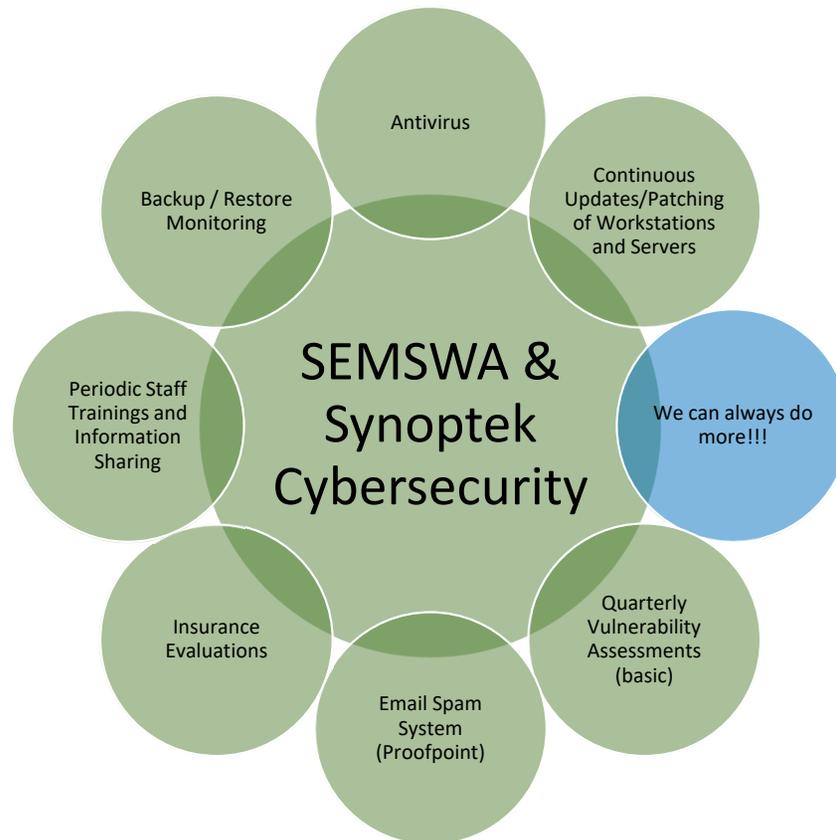
- The next SEMSWA Board Meeting will be held both as an in-person meeting at SEMSWA and virtually via GoToMeeting on Wednesday, September 21, 2022, at 1:30 p.m.

10. Meeting Adjourned by Chair Miller at 3:37 p.m. MDT.

SEMSWA Cybersecurity Update

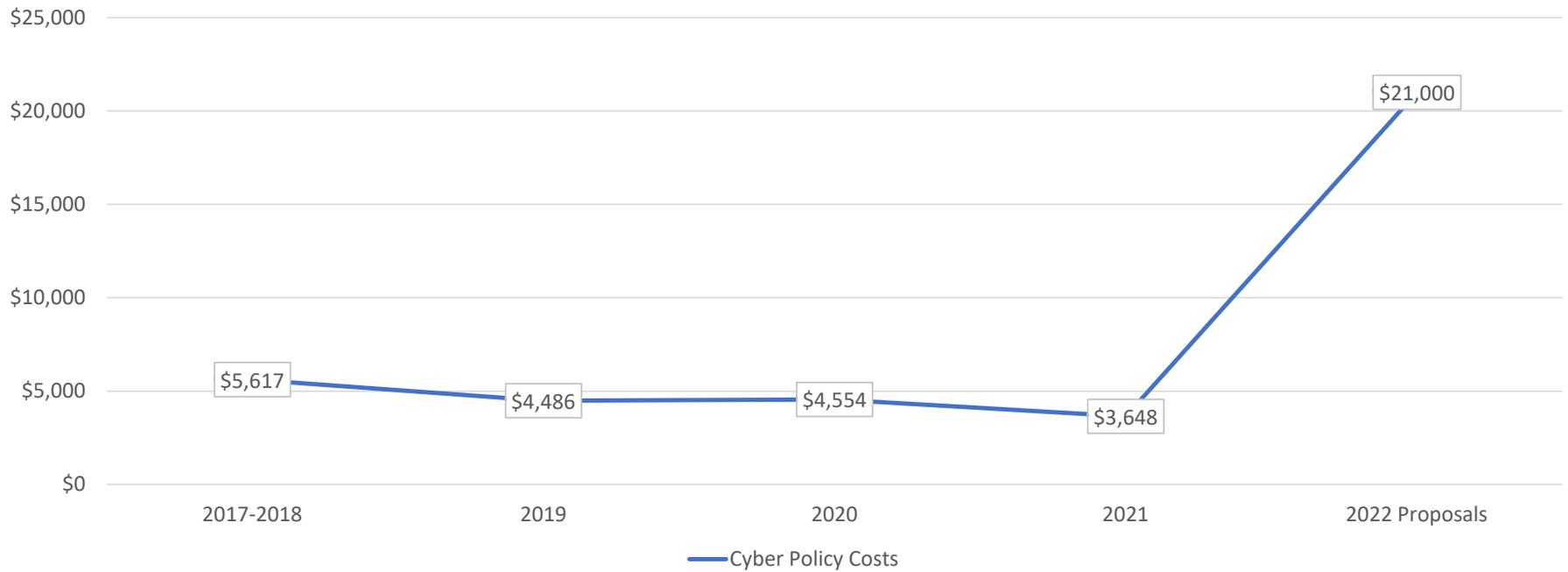
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Our Current Efforts (Never enough)

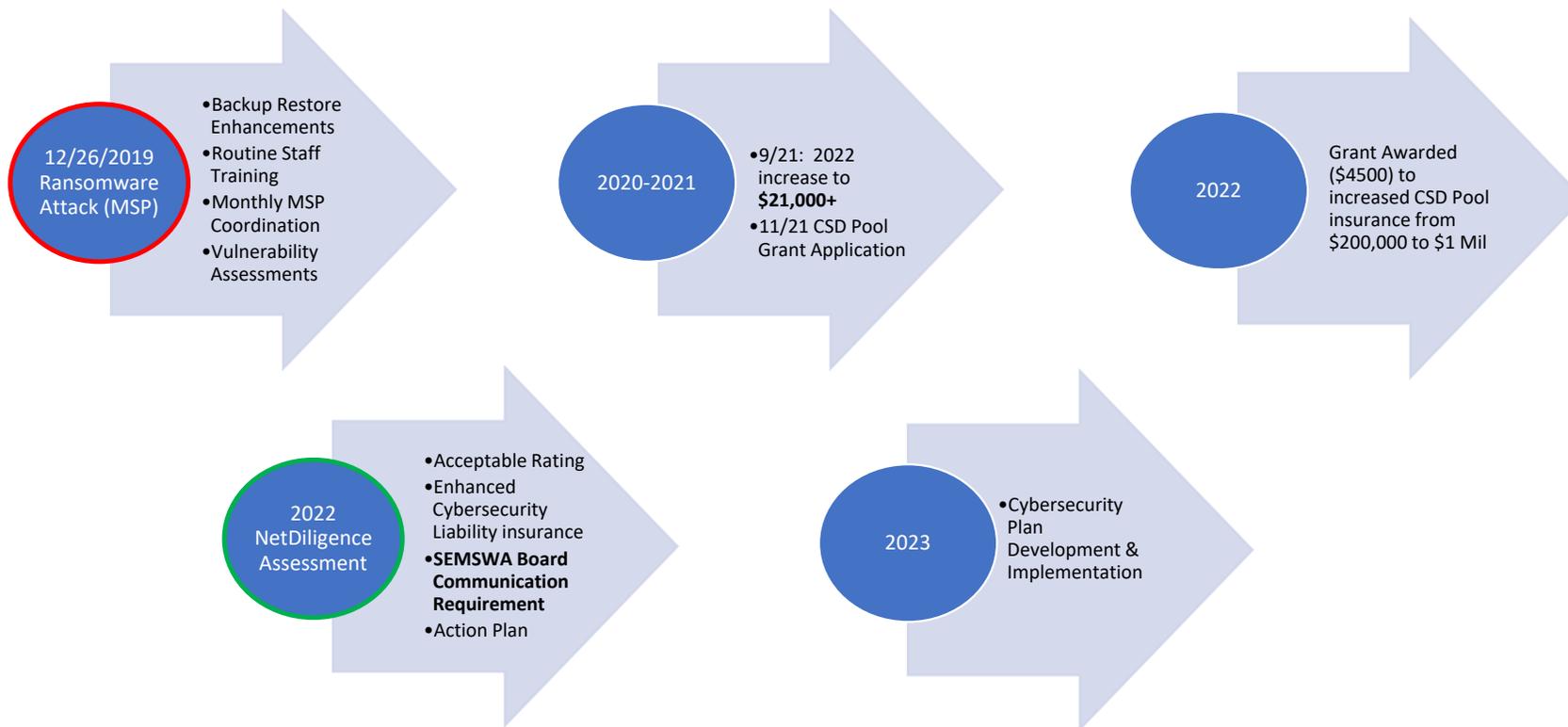


Cybersecurity Insurance Premiums for \$2,000,000 Coverage

Cyber Policy Costs



Our Timeline



NetDiligence Assessment 2022

- **Purpose:** Assess our current environment and cybersecurity practices + Reduce insurance cost and enhance coverage.
- **Description:** Report based on interviews and checklist completed by SEMSWA and Synoptek.
- **Findings:** Primarily “Baseline” (acceptable) in most categories, some “Strong”.

1. SEMSWA's Exposure to Personal Identifiable Information (PII)

- Internal – Limited Exposure

- Migrated information off SEMSWA network
- Secured (credentials) network structure with very limited staff access to PII
- No emailing PII information
- Use of encryption as necessary

- External – Limited Exposure

- Payment processing systems are Payment Card Industry (PCI) Compliant
- External systems (accounts payable and receivable), HR/timesheets, etc... have security and are logged into directly

- Improvements:

- Define PII for SEMSWA. What are our specific files / documents with PII, and how do we handle?
- Find gaps and fix!

2. Progress Report on Assessment Findings

- Verified CLA cyber insurance coverage
- Assessment review with Synoptek
- Requested PCI compliance verification (double check) from credit card processors
- Discussing Multi Factor Authentication (MFA) for Office365
- Encrypted emails for network credentials on new and changing accounts (never email passwords without encryption)

3. Action Plan for Next 12 Months...

- Prioritize and Address findings from NetDiligence Assessment
 - Cyber Security Plan: Disaster Recovery & Incident Response Plans
 - Written Privacy Policy to govern handling of sensitive information
 - Backup / Restore enhancements and testing
 - Conduct phishing tests with all staff
 - PCI compliance oversight (credit card processing)
 - Increase use of encryption, standard practices for potentially sensitive information (in transit and at-rest)
 - Mandatory MFA where appropriate

Questions & Comments?