



Authority Board Chair: George Teal
Authority Board Vice-Chair: Lesley Dahlkemper
TAC Chair: Mary Kay Provaznik
TAC Vice-Chair: David Van Dellen

TAC Meeting Minutes

Chatfield Watershed Authority Technical Advisory Committee TAC

April 7, 2020

2:00 p. m. – 4:00 p. m.

GoToMeeting Virtual Meeting

Member Attendees:

David Van Dellen (City of Castle Rock)
Jim Dederick (Douglas County)
Patrick O'Connell (Jefferson County)
Weston Martin (Plum Creek)
Alison Witheridge (Denver Water)
Barbara Biggs (Roxborough W&S)
Bob Neal (Dominion Water & Sanitation District)
Mary Kay Provaznik (Dominion Water & Sanitation District)

Alternate Members, Other Associate Agencies and Attendees:

Alan Leak (RESPEC)
Kris Wahlers (Chatfield State Park)
Jennifer Charles (TCHD)
Cathy Begej (JCD)
Ted Snailum (TWS Financial)

Call to Order

A regular meeting of the Chatfield Watershed Authority TAC was called to order at 2:00 p.m. by TAC Vice-Chair David Van Dellen. A quorum was declared established. There were no disclosures.

Action Items/Recommendation to Board

Mary Kay Provaznik & David Van Dellen

A. Agenda Approve

It was moved to approve the agenda as presented by Patrick O'Connell and seconded by Jim Dederick; motion carried unanimously.

B. Approval of March 3, 2020 TAC Meeting Minutes

It was moved by Weston Martin and seconded by Jim Dederick to approve the March 3, 2020 TAC meeting minutes as amended; motion carried unanimously.

Action Item: Change March meeting minutes to say, "Castle Rock to send MS4 data to RESPEC."

C. Review/Approval of Invoices for Payment

Invoices were reviewed. RESPEC, Invoice #0220-227 Jellystone for \$745.00, TWS

Financial Inc. Invoice #19107 January for \$1,000.00, TWS Financial Inc. Invoice #19261 February for \$1,000.00, Colorado Watershed Assembly-Chatfield Invoice #2020 005 for \$9,140.00, and RESPEC Invoice #0220-216 for \$13,046.51.

It was moved by Patrick O'Connell to approve payment of all invoices for a total of \$24,931.51 and seconded by Jim Dederick; motion carried unanimously.

D. Legal Consultant Committee Recommendation

It was moved by Mary Kay Provaznik and seconded by Weston Martin to select Laura Chartrand as the Chatfield legal consultant; motion carried unanimously.

Action Item: Manager and Laura Chartrand will draw up a contract.

Discussion Items

A. 2019 Draft Annual Report

Action Item: TAC to submit comments & edits to RESPEC by April 21. Review final draft by April 28. Final approval May 7.

Action Item: Pat O'Connell to submit Jefferson County MS4 data to RESPEC for Annual Report.

Action Item: Manager to create timeline for email vote by Board for Annual Report approval by May 11.

B. 2020 RESPEC Contract

RESPEC expects a similar budget for new contract at a higher rate with fewer hours. TAC discussed extending RESPEC's contract through end-of-year 2020, or through May of 2021. The TAC decided on allocating additional funding to RESPEC through May 2021.

Action Item: Bring forward the extended contract recommendation at the joint May meeting and be ready for execution.

C. Strategize Agenda for May Joint TAC & Board Meeting

Discuss 2021 budget. Lynker may not be ready but may be available to discuss possible scenarios to run. Suggestion made to clarify the 2019-2020 budget line items for 2021 and perhaps adding a line for COVID-19-related expenses. Take note of what hearings to expect in 2021.

Action Item: RESPEC will have the annual presentation to the WQCC (in August) drafted for May meeting.

Action Item: RESPEC will have recommendations on storm water data and potential member dues increase.

Technical Updates

A. Technical Member Updates

a) RESPEC (Alan Leak)

i) Jellystone Update

Jellystone has agreed to Chatfield WA's requirements for funding. Next actions will not occur until the plant is constructed.

ii) Lynker Update

Lynker hopes to have Task 2 work completed by the end of April.

Action Item: Lynker update to be included in the May meeting Packet.

iii) NPS

Nothing at this time.

iv) CSM Field Session

The schedule is the same as originally proposed. Professors and TAs will do the sampling, present data to the students, and students will analyze the data. This will be done virtually.

b) Other Member

i) Alison Witheridge noted two funding opportunities on the horizon: EPA Urban Waters Partnership Project and NRCS Source Water Protection Funding (both East and West Plum Creek are SWP areas).

ii) Town of Castle Rock canceled Spring Up the Creek.

B. Manager's Update (Diane Kielty)

a) Lynker contract secured

b) Cost-of-Review Policy Revised

Action Item: TAC members to review the revised fee schedule for additional recommendations and determine if 15 hours fee to members is appropriate.

c) Regulation 22 Update

The WQCC is reviewing Regulation 22 process to make it more cooperative with watershed organizations. This may or may not affect CWA.

C. Financial Recap (Ted Snailum)

a) Procedure for processing invoices and distributing checks

Vendors are presenting invoices for payment and it may be several months before they receive payment. All check payments must be signed by two Board members. First Bank Bill Pay allows one authorized person to approve payment of invoices and this can be done electronically. The cost is \$35.00 a month which may be a bit expensive for how few invoices CWA processes. Some Board members want to see and approve all payments.

Action Item: David Van Dellen, Mary Kay Provaznik, and Ted Snailum will outline a new process to address distributing checks in a timely fashion and bring the proposal forward to the Board at the May meeting.

b) CWA Interim Financial Statement February 29, 2020 provided in meeting packet.

Parking Lot

A. Refine trading rules review process that will be responsive to requests

a) Manager work with RESPEC to bring forward a draft of revisions in 2020.

B. CWA or a select member may want to subscribe to Laura Chartrand's email updates regarding regulations. This subscription may cost \$1,500 a year.

C. Identify Potential Nonpoint Source Projects in Basin

a) Invite CDOT Mitigation Pool Manager to present on trade

b) Wildfire Mitigation / Blue Forest Conservation – approach, how to fund, who else might be funders.

D. Presentation Recommendations

a) Park Manager from Roxborough or Weston Toll from State Forest Service

b) Ken Caryl Ranch Metro District

c) Sterling Ranch

d) Denver Botanic Gardens at Chatfield

e) Jeffco Open Space (Lidar Project)

f) Lockheed martin

g) IREA / South Metro or West Metro Fire Departments (wildfire mitigation)

h) Highlands Ranch Metro District

i) Tri-County Health

D. Modify membership structure

a) Set special TAC agenda as a "Partners" meeting inviting all TAC partners

b) Develop policy for affiliate members to encourage membership or sponsorship

c) Policy recommendation to the Board

- E. 2021 Budget could allocate dollars for stormwater monitoring to obtain meaningful & useful results
- F. What is CWA's mission?
 - a) TAC develop slogan and present to Board
 - b) Review and update CWA website section by section

Upcoming Meetings

- A. Next Scheduled TAC Meetings: (Joint Board & TAC)**
 - a) Monday, May 18: 2:00 – 5:00 p.m., Virtual GoToMeeting

- B. Next Scheduled Board Meeting: (Joint Board & TAC)**
 - b) Monday, May 18: 3:00 – 5:00 p.m., Virtual GoToMeeting

3:53 p.m.

Adjournment of Meeting