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Authority Board Chair: Lesley Dahlkemper  
Authority Board Vice-Chair: Lora Thomas  
TAC Chair: Mary Kay Provaznik  
TAC Vice-Chair: David Van Dellen

## TAC Meeting Minutes

### Chatfield Watershed Authority Technical Advisory Committee (TAC) Meeting

August 4, 2020

2:00 p. m. – 4:00 p. m.

**GoToMeeting**

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#### **Member Attendees:**

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

#### **Alternate Members, Other Associate Agencies and Attendees:**

*Alan Leak (RESPEC)*  
*Laura Chartrand (Chartrand Law, LLC)*  
*Cathy Begej (JCD)*  
*Jennifer Charles (TCHD)*  
*Joanie Nuttle (WQCD)*  
*Jim Walker*  
*Diane Kielty (CO Watershed Assembly)*  
*Mallory Hiss (CO Watershed Assembly)*

#### **Call to Order**

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

#### **Action Items/Recommendation to Board**

Mary Kay Prova znik & David Van Dellen

**A. Approval of Agenda**

It was moved to approve the agenda as presented by Jim Dederick and seconded by Weston Martin; motion carried unanimously.

**B. Approval of July 7, 2020 TAC Meeting Minutes**

There were recommendations to clarify which invoices TAC is approving within their authority. Edit request to rephrase Item 2Da to recommending approval, not approving budget, and for Discussion item A to include “based on feedback from Ms. Nuttle.” It was recommended to clarify in which two model runs the TAC concurred on which were development & stream restoration model runs.

It was moved by Weston Martin and seconded by Carolyn Roan to approve the July 7, 2020 TAC meeting minutes as amended; motion carried unanimously.

**C. Review/Approval of Invoices for Payment** - The table summarizes the invoices included in the TAC packet.

<b>Invoices &lt; \$5,000 and within Budget and Scope (Manager’s Approval)</b>	
Hughes & Stuart Marketing, Inv #2020047, SSL Security Website Maintenance	\$540.00
Chartrand_20.07.28 CWA INVOICE June 2020 #CWA-0001	\$575.00
Chartrand_20.07.28 CWA INVOICE July 2020 #CWA-0002	\$825.00
TWS FINANCIAL INC. 18500 Inv# 19631, June	\$1,000.00
<b>Invoices \$5,000 - \$15,000 and within Budget and Scope (TAC Approval*)</b>	
RESPEC_Inv_0620_390_3867-CWA-INV-JUNE	\$5,460.00
<b>Invoices &gt; \$15,000 and/or any Amount not within Budget or Scope (Board Approval)</b>	
*Also requires post-payment Board ratification at next quarterly Board Meeting	

It was moved by Pat O’Connell to approve payment of the RESPEC invoice for a total of \$5,460.00 and seconded by Mary Kay Provaznik; motion carried unanimously.

**D. Cost-of-Review Policy Action Memorandum**

Cost-of-Review-Policy Revisions Final Draft

The Authority anticipates receiving more site applications and trade proposals as new development occurs in the watershed. The Cost-of-Review Policy update is needed to reflect the current consulting arrangement of the Authority and to account for typical technical consultant rate increases over time.

It was moved by Jim Dederick to recommend Board approval of the Cost-of-Review policy as written and seconded by Mary Kay Provaznik; motion carried unanimously.

**E. 2021 Budget Proposal Action Memorandum**

This memo is to request approval of the proposed 2021 Chatfield Watershed Authority Budget. The proposed 2021 budget is set at \$287,746. The anticipated 2021 dues structure has been adjusted down to \$138,004, a reduction of -\$77,596. Expenditures have been increased to continue watershed modeling work, provide for additional NPS project funding, and preparation for the Water Quality Control Commission triennial review. Although the 2021 Budget predicts three years, the TAC will only recommend approval for 2021.

Chartrand Law offered flexibility in the legal budget by limiting her participation in TAC and Board meetings. After discussion, TAC members clarified that 100% of historic member dues will be requested, but 80% is being written in the budget workplan to buffer current economic conditions. TAC members discussed sending out a survey in November that asks if any agencies know they will not be able to meet their dues. Jefferson Conservation District commented that income and expenditures are consolidated into one budget item for recommendation and approval. The action was deferred to next month.

**Action Item:** Bring the proposed 2021 Budget forward as a discussion item at the September Board meeting and an action item at the November Board meeting.

## **Discussion Items**

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**A. Pine Canyon Water & Sanitation District Site Application Status Update (Alan Leak)**

The District has submitted for a nonpoint source to point source trade. To process their application they need to know if they have a phosphorus allocation.

**i) Identify Information Gaps / Additional Modeling**

RESPEC's External Memorandum shows seven areas that need clarification for the TAC to make an informed decision on the trade application.

Because there are no direct measurements of the phosphorus in runoff from the property, this may be an opportunity to use the watershed model. Model runs could serve as a check that the phosphorus reduction the applicant is claiming is scientifically-sound. The applicant has data about phosphorus output of cattle, but no information about how that phosphorus travels into Plum Creek and down into Chatfield Reservoir. For Chatfield Watershed Authority to keep below phosphorus maximums, members will want to understand accurately the loading from this phosphorus trade. Using the watershed model would reveal that qualitative data. Castle Rock is hesitant to approve a trade that is not substantiated by data, and Plum Creek Water Reclamation Authority proposes a site-specific seasonal study to gain accurate data. The Authority will want to achieve phosphorus reduction in the Reservoir with this trade. Questions to address included the accuracy of land use data for grazing lands, and does the land use data account for cattle being run on the grazing lands? If not, how would that change the model? Should the applicant get credit for the new development's reduction of phosphorus that is inherently required by MS4 and water quality guidelines? The TAC wants to take a close look at the phosphorus coefficients used for each land type. TAC asked why the District is not looking to consolidate with existing wastewater treatment plants. There was a question about a final date of grazing and if there are covenants in place stating that the applicant will not continue to graze as they build.

**Action Item:** RESPEC to contact Lynker about running this scenario through the watershed model. RESPEC will also review the model for applicability to this specific situation.

**ii) Chartrand Scope of Work - Pine Canyon**

Chartrand Law's scope of work was attached in the packet.

**Action Item:** Present the applicant with costs of verifying their numbers with a model run, if recommended, and the legal scope of work.

## **Technical Updates**

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**A. Technical Member Updates**

**a) RESPEC (Alan Leak)**

**i) WQCC Presentation**

Attached in the packet is the final presentation. RESPEC is ready to present.

**Action Item:** Manager send out WQCC meeting details to TAC and consultants.

**ii) Watershed Model Runs**

Lynker will be ready to present results at the September TAC meeting.

**iii) USDA NWQI Update**

The Authority's application has been approved. The next step is to meet with NRCS to define the entity who will accept the grant and ensure the NRCS is willing to allow the Authority to manage the grant and get the work done.

b) CRMC - None

c) Other Member - None

**B. Regulatory / Legal (Laura Chartrand)**

a) [CDPHE Water Quality Control Division Dredge and Fill Stakeholder Group](#)

CO Water Congress will have a meeting of state affairs committee and water quality committee to talk about the dredge and fill program on Friday, August 15.

b) [CWCB Instream Flow & Natural Lake Level Program Rule Revision - \(HB20-1157\)](#)

This rulemaking increases flexibility for water that is voluntarily loaned to the instream flow & natural lake level program. No action is needed.

**C. Manager's Update (Diane Kielty)**

a) Lynker contract extension has been executed, extending it through October 21, 2020.

b) 2020 Board Election Schedule

Board election activities will start mid-September. The manager will also update records at this time.

**D. Financial Recap**

a) June Financial Summary

A typo that was corrected in this summary is that Lynker did not bill \$13,315.00—only \$385.00. The need for financial accountability committee was discussed and tabled.

**Upcoming Meetings**

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**A. Next Scheduled TAC Meeting:**

a) Monday, September 21, 2020: 2:00 – 5:00 p.m., [Joint Board / TAC Meeting](#), GoToMeeting

**B. Next Scheduled Board Meeting:**

a) Monday, September 21, 2020: 3:00 – 5:00 p.m., [Joint Board / TAC Meeting](#), GoToMeeting

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**4:00 p.m.**

**Adjournment of Meeting**