



Authority Board Chair: Laura Cavey  
Authority Board Vice-Chair: Lesley Dahlkemper  
TAC Chair: Ryan Adrian  
TAC Vice-Chair: Matt Collitt

## CHATFIELD WATERSHED AUTHORITY BOARD MINUTES

### Chatfield Watershed Authority Board Meeting

**Monday, November 20, 2023**

**4:00 p. m. – 6:00 p. m.**

#### **Board of Directors:**

Director George Teal– Douglas County  
Director Laura Cavey (Chair) – Town of Castle Rock  
Director Lesley Dahlkemper (Vice-Chair) – Jefferson County  
Director Weston Martin – Water and Sanitation Districts  
Director Brent Soderlin – Other Districts

Mark Marlowe (Town of Castle Rock)  
Kevin Bierlein (Hydros Consulting)  
Abigail Wright (Denver Water)  
Ryan Adrian (Douglas County)  
Patrick O'Connell (Jefferson County)  
Michael Daugherty (SSD)  
Alan Leak (RESPEC)  
Diane Kielty (Colorado Watershed Assembly)  
Ted Snailum (TWS)  
Charly Hoehn (CRMC)  
Laura Kindt (Town of Castle Rock)

#### **Others Present:**

Matt Collitt (Louviers WSD)

4:00 pm

#### Call to Order

A regular meeting of the Chatfield Watershed Authority was called to order at 4:00 p.m. by Director Cavey. A quorum was declared established. There were no disclosures.

#### ACTION/APPROVAL ITEMS (4:05 P.M. – 4:45 P.M.)

##### **A. APPROVAL OF AGENDA**

A motion was made by Director Teal to approve the November 20, 2023, CWA agenda with a request to add an agenda action item of recommendation to approve a budget allocation commitment from the 2024 NPS budget to the West Plum Creek Stream Management Plan Phase II and was seconded by Director Dahlkemper. The motion carried unanimously.

##### **B. APPROVAL OF MEETING MINUTES**

Approval of October 16, 2023, Board Meeting

A motion was made by Director Teal and seconded by Director Martin to approve the October 16, 2023, Chatfield WA board meeting minutes. The motion carried with one abstention by Director Teal.



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**C. APPROVAL/RATIFICATION OF INVOICES**

- The table summarizes the invoices included in the meeting packet to be ratified with an additional three invoices from SSD, General invoice # 3019258 for \$3,443.00, WQCD-WQCC Invoice #3019259 for \$3,148.00, and CPWC Invoice #3019260 for \$52.00 \$0.00 \$0.00 \$0.00 \$52.00, for a total additional invoices of \$6,643.00

Total amount of invoices \$29,552.50

A motion was made by Director Martin to ratify all invoices for payment and was seconded by Director Dahlkemper. The motion carried unanimously.

<b>Invoices &lt; \$5,000 and within Budget and Scope (Manager’s Approval)</b>	
RESPEC_W0035.23003-CWA-INV-30SEP23	\$4,567.50
TWS Inv_23785_Sept_Oct_from_TWS_FINANCIAL_INC._15844	\$1,500.00
TWS_Inv_23811_November_from_TWS_FINANCIAL_INC._19860	\$750.00
SSD General Chatfield Invoice 3018976_September 2023	\$962.00
SSD WQCD-WQCC Invoice 3018977_September 2023	\$2,210.00
<b>Invoices \$5,000 - \$15,000 and within Budget and Scope (TAC Approval*)</b>	
Colorado Watershed Assembly 3 <sup>rd</sup> Q_008_2023	\$12,920.00
<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	

**D. RECOMMENDATION TO BOARD TO ADOPT 2024 CHATFIELD WATERSHED AUTHORITY PROPOSED BUDGET AND DUES (ALAN LEAK)**

The draft 2024 budget was presented, and the action memo discussed. It is based upon the 2023 budget, as modified by previous board actions and input from CWA consultants, and current projections of revenues and expenditures in 2024.

It was moved to recommend approval of the CWA 2024 Budget and 2024 Dues as presented by Director Martin and seconded by Director Soderlin. The motion carried unanimously.



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### E. RECOMMENDATION TO BOARD TO APPROVE CWA DATA SHARING AGREEMENT REVISION (MICHAEL DAUGHERTY)

Pursuant to discussions with the Castle Rock Town Attorney, language was added to the Data Sharing Agreement to address the Colorado Open Records Act. This additional language will help ensure adequate protection of CWA's watershed model and data in the event a member entity receives a CORA request related to the model and/or data.

A motion was made to approve use of the revised Data Sharing Agreement by Director Dahlkemper and seconded by Director Teal. The motion carried unanimously.

**Action:** Upload new data sharing agreement to CWA website.

### F. RECOMMEND TO BOARD TO PROVIDE A BUREAU OF RECLAMATION LETTER OF SUPPORT TO ROXBOROUGH WSD FOR ADVANCED METERING INFRASTRUCTURE PROGRAM. (RYAN ADRIAN)

This is the Authority statement of support with no financial commitment for this entity in pursuing a WaterSMART grant.

A motion was made to provide a letter of support by Director Soderlin and seconded by Director Dahlkemper. The motion carried unanimously.

### G. RECOMMENDATION TO BOARD TO APPROVE MCCUTCHAN CONTRACT FOR CHATFIELD SITE SPECIFIC NUTRIENT STANDARD PLANNING (ALAN LEAK & MICHAEL DAUGHERTY)

The TAC recommends that the CWA contract with the University of Colorado for Development of the Site-Specific Nitrogen Standard for Chatfield Reservoir for the scope of work provided in Mr. McCutchan's proposal dated October 2, 2023, and direct that such work be completed by end of 2024.

A motion was made to approve the CWA entering into a contract with the University of Colorado for Development of the Site-Specific Nitrogen Standard for Chatfield Reservoir for the scope of work provided in Mr. McCutchan's proposal dated October 2, 2023, and direct that such work be completed by end of 2024 by Director Teal and was seconded by Director Dahlkemper. The motion carried unanimously.

### H. RECOMMEND TO APPROVE A BUDGET ALLOCATION COMMITMENT FROM THE 2024 NPS BUDGET TO THE WEST PLUM CREEK STREAM MANAGEMENT PLAN PHASE II GRANT PROPOSAL OF \$5,000 CASH AND \$5,000 IN-KIND.



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A motion was made by Director Dahlkemper to approve a budget allocation from the 2024 budget of \$5,000 in cash from the Non Project Specific budget and \$5,000 in-kind from the RESPEC consultant budget and was seconded by Director Martin. The motion carried unanimously.

**Action:** Draft Letter of Financial commitment to be provided to Director Cavey for signature and submission.

### UPDATES (4:45 P.M. – 5:55 P.M.)

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#### A. TECHNICAL (ALAN LEAK)

1. Confluence on the Confluence Presentation was included in the meeting packet. Discussed issues the various watersheds are encountering.
2. Chatfield Reservoir Mitigation Company had no update.
3. Other Member  
There has been discussion of adding a CPW update as a standing agenda item.

#### B. MANAGER (DIANE KIELTY)

1. Dues letters will be distributed in January.

#### C. LEGAL (MICHAEL DAUGHERTY)

1. A readout of the legal report was provided. RESPEC contacted CDPHE about the Triennial Hearing on Regulation #73 in 2025. It was suggested CWA schedule an informal meeting with CDPHE to discuss the direction CDPHE is taking.

#### D. FINANCIAL (TED SNAILUM)

1. The August Financial Summary was provided.

#### E. EXECUTIVE SESSION

24-6-402(4)(b) C.R.S. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions.

### UPCOMING MEETINGS (5:55 P.M. – 6:00 P.M.)

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#### A. Next Scheduled TAC Meetings:

- a) ~~Tuesday, December 5, 2023~~: CANCELED

#### B. Next Scheduled Board Meeting:

- a) Monday, January 22, 2024: 3:00 pm – 5:00 pm, Hybrid Live & Online  
Hybrid | Live & Virtual



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**CHATFIELD WATERSHED AUTHORITY BOARD MINUTES**

**Live Address:**

**Hybrid Live/Virtual**

**Live Address:**

**100 Jefferson County Parkway  
Golden, CO 80419**

**Directions and parking details**

<https://www.jeffco.us/2051/Driving-Directions>

Parking – once through the roundabout, head toward the building, guests can park in either of the top-level parking areas to the left or right

Enter the building and go to your left (unsecured side)

Once at elevators, head to your right and look for signs for Chatfield Watershed Authority/Faye Griffin Room (just pass Hearing Room 1)

**Virtual:**

[Join with Google Meet](#)

meet.google.com/jyr-dzuh-xun  
Meeting ID

[meet.google.com/jyr-dzuh-xun](https://meet.google.com/jyr-dzuh-xun)

Phone Numbers  
(US)+1 216-930-9015

PIN: 970 906 400#

[More phone numbers](#)

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4:44 p.m.

Adjournment

**ATTACHMENTS**

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*No Attachments. Links provided to the materials are on the agenda.*