

# **Barr Lake/Milton Reservoir Watershed Association**

## **2005 Board Meeting Minutes**

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Barr Lake/Milton Reservoir Watershed Association

BMW Board Meeting
August 25, 2005 - 12:00 - 1:00pm
Brighton Recreation Center

MINUTES

Board Attendance:

- Kipp Scott - ECCV
Christine Hethcock - Beebe Draw Farms Metro
Blair Corning - South Adams County - WSD
Steve Janssen - Henrylyn Irrigation Dist.
Vic Lucero - City of Thornton
Steve Lundt - Metro Wastewater
Jill Piatt-Kemper - City of Aurora
Laurie Rink - FRICO
Randy Rivers - Barr Lake State Park
Cathy Shugarts - SP CURE
Dennis Stowe - Little/Englewood WWTP

Public Attendance:

- Randal Ristau - CDPHE-WQCD
Manual Montoya - FRICO
Rod Baumgartner - Henrylyn Irrigation Dist.

Meeting Objectives

- Election of Officers
Approve opening bank account
Sign Hydrosphere contract
Approve Committees
Technical Committee Update

1. Election of Officers

A quorum was established with only two board members missing (Kelly DiNatale - United and Chris Piper - Denver Water)

Chairperson: Laurie Rink was nominated and unanimously voted to be Chair
Vice Chairperson - Vic Lucero was nominated and unanimously voted to be Vice Chair
Secretary - Steve Lundt was nominated and unanimously voted to be Secretary
Treasurer - Christine Hethcock was nominated and unanimously voted to be Treasurer

2. Corporate Business

- Bank Account: It was unanimously approved to have the Treasurer open a bank account. It was suggested to use Valley Bank and Trust in Brighton since we might have local office space donated by the City of Brighton. A written corporate resolution will need to be given to Christine to open an account. Steve Janssen will e-mail a draft resolution to Steve Lundt. Steve Lundt will then finalize and print the resolution for Christine. The board agreed to have the 4 officers have the authority to sign checks with the need for only 2 signatures.
Hydrosphere Contract: Laurie Rink signed the two copies of the \$16,500 reservoir assessment contract after the Board unanimously agreed on this contract. Steve Janssen had previously read the contract and had no issues with it.

- c. Existing Committees: The only existing committee is the Technical Committee. The Board unanimously voted to approve the Technical Committee as a standing committee. The Board requested nominating a chair for the Technical Committee and have that position announced at the next meeting.
- d. Picnic Reimbursement: Metro donated \$300, Vic Lucero donated \$20, FRICO donated, and SP CURE donated. Board unanimously authorized any reimbursements for the picnic costs. Metro will need an invoice from the Treasurer.

### **3. Committee Reports**

- a. Technical Committee – Recommendation on hiring watershed coordinator: Steve Lundt summarized the Technical Committee meeting that occurred on August 17, 2005. The plan is to have a draft advertisement of the position(s) for watershed coordinator and/or technical staff. The idea is to have the advertisement available for individuals and for smaller firms. The first two years might be a contract to avoid insurance and staffing issues initially. The board requested to have a recommendation back to them in September via e-mail. The goal is to have the appropriate staff by November 2005.

### **4. Open Topics from Membership**

There were no comments.

### **5. Next Meeting**

- a. Two motions were tabled by Steve Janssen for the next meeting. First was a motion and discussion about Randy Ristau and the state being an Ex-Officio board member and the second was about writing a resolution for signing contracts.
- b. Date of next meeting: Laurie Rink will send an e-mail with dates for people to pick and she would then determine the best time to meet in September.

## Barr Lake/Milton Reservoir Watershed Association

BMW Board Meeting  
September 29, 2005 - 1:00 – 3:00pm  
Metro Wastewater Reclamation District, Administration Building

### MINUTES

#### Board Attendance:

Kipp Scott – ECCV	Jill Piatt Kemper – City of Aurora
Christine Hethcock – Beebe Draw Farms Metro	Laurie Rink - FRICO
Blair Corning – South Adams County - WSD	Randy Rivers – Barr Lake State Park
Steve Janssen – by proxy	Tyler Drage – Barr Lake State Park
Kelly DiNatale – United (by phone)	Cathy Shugarts – SP CURE
Vic Lucero – City of Thornton	Dennis Stowe – Little/Englewood WWTP
Steve Lundt – Metro Wastewater	

#### Public Attendance:

Randal Ristau – CDPHE-WQCD	Amy Woodis – Metro Wastewater
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#### **Meeting Objectives**

- |                                      |   |
|--------------------------------------|---|
| ○ Discuss Ex-Officio members         | ○ Establish next Stakeholder meeting agenda |
| ○ Treasurer Report                   | ○ Insurance Issues                          |
| ○ Establish Meeting Schedules        |   |
| ○ Watershed Coordinator Announcement |   |

#### **1. Opening**

The minutes from the 08-25-05 board meeting were approved. Kipp Scott motioned to approve, Jill Piatt Kemper seconded and the minutes were approved.

Board members did introductions. Amy Woodis from Metro Wastewater was present and will attend meetings when her schedule allows for it to help report back to Metro. Randy Rivers announced that he will be retiring at the end of September. Tyler Drage will be replacing Randy Rivers at Barr Lake State Park and on the BMW Association board.

Kelly DiNatale participated by conference phone.

#### **2. Corporate Business**

- a. Treasurer Report: Christine Hethcock passed out summary sheet of BMW's account balance. The membership total was \$75,825 and with another \$300 donation for the barbecue, the grand total was \$76,125. Dennis Stowe clarified that Littleton/Englewood WWTF will be listed at "City of Englewood". It was also clarified that DIA donated separately and is listed as "City and County of Denver". Also, all four executive directors will need to go to the bank to sign paper work in person in order to get approval to sign checks. This will be done at the next Stakeholder meeting in Brighton.

- b. Ex-officio Member Discussion: Vic Lucero mentioned that people interested in being ex-officio should have to come to BMW board/group and not have the BMW board/group go out asking for them. Kipp Scott then asked if anyone can be an ex-officio and Dennis Stowe answered that anyone can be a member of the BMW association but not really an ex-officio. It was then agreed unanimously that the BMW board would invite Randy Ristau, CDPHE, to be an ex-officio board member as long as it did not conflict with the state grant or with CDPHE policies. Then it was agreed to invite EPA to the stakeholder meetings and that Vic Lucero knew of a EPA, Region 8, lake person that he could call to invite them to our next stakeholder meeting.
- c. Resolution for Signing Contracts: Steve Janssen has read over and approved the SP CURE contract with the state and has written a resolution to sign the BMW contract with the state if the contract is the same as SP CURE's. Steve Janssen's coverletter and draft resolution was e-mailed to the board prior to the meeting. Steve Lundt read over the important parts of the resolution to the group. Then Dennis Stowe gave a motion to accept the resolution with the note that we solve the insurance requirements. Vic Lucero second and the motion was approved.
- d. Insurance Discussions
- a. *Grant Requirement* – There is a concern about finding insurance for the state grant. SP CURE is having difficulties finding someone to cover them for their state grant. Laurie Rink suggested coming up with a plan B in case BMW can't find insurance that would satisfy the state grant. Since it will take about 8 weeks to finalize a contract once the state initiates it, the board decided to equally pursue finding insurance and to see if the State Parks can be the project sponsor. Laurie Rink will continue to search for insurance and Randy Rivers will investigate with State Park administration.
  - b. *Directors and Officers Insurance* - Dennis Stowe stated a concern about the liability of being on the BMW board with no D/O insurance. Others agreed and Laurie Rink said that she would ask insurance companies about this coverage also.
- e. Business Operating Policies: Steve Janssen has sent to the board the "BMW Association Business Operating Policies". Kipp Scott stated that this is a good document to have and Randy Ristau agreed as long as the board followed these policies. Dennis Stowe suggested, and board agreed, that the board waits to approve the document until after everyone has a chance to read over it. Board members are to review the policy document, send any comments to Steve Janssen, and then Steve Janssen will then have ready the final document for board approval at the next board meeting. Also, Dennis Stowe said that the finalized document must to be approved by consensus by the stakeholders.
- f. Meeting Schedules: Steve Lundt will send out the schedule to the stakeholder group, and Laurie Rink will confirm room availability with the Brighton rec. center.
- a. *Stakeholder Meetings* – will be on the 4<sup>th</sup> Tuesday of the even months for 2006 (02/28/06, 04/25/06, 06/27/06, 08/22/06, and 10/24/06).
  - b. *Board Meetings* – will be on the 4<sup>th</sup> Tuesday of the odd months for 2006 (01/24/06, 03/28/06, 05/23/06, 07/25/06, 09/26/06, and 11/28/06).

**3. Stakeholder Agenda for 11/22/05**

Agenda items that were discussed include: a report by hydrosphere on the reservoir assessment, the Business Operating Policies approval, give a watershed plan demonstration/outline, and report from the State Parks about being a project sponsor.

**4. Technical Committee Report (draft Watershed Coordinator Announcement)**

A draft job announcement and advertisement was sent out to the board prior to the meeting. There were a few comments and recommendations about the announcement including: 1) have coordinator report directly to the Executive Committee and not the entire board, 2) call the position Watershed Association Coordinator, 3) have these two documents looked over by a human resource person (Vic Lucero volunteered to take care of this), and 4) to have the announcement approved by the stakeholders at the next stakeholder meeting.

Dennis Stowe motioned to have the announcement approved based on the changes suggested, send out the final announcement to the stakeholders by e-mail, and then to have a consensus approval at the next stakeholder meeting. This was seconded by Steve Lundt, and it was approved.

**5. New Business/Open Topics from Membership**

Dennis Stowe showed a 5-minute DVD about World Water Monitoring Day that Little/Englewood produced. It is an example of an information/education outreach program that possibly BMW association can get involved with later.

**6. Next Meeting**

Next board meeting will be October 25<sup>th</sup>, 2005 at Metro, 9:00am – 11:00am

## Barr Lake/Milton Reservoir Watershed Association

BMW Board Meeting  
 October 25, 2005 - 9:00 – 11:00am  
 Metro Wastewater Reclamation District, Administration Building

### MINUTES

#### Board Attendance:

Kipp Scott – ECCV (proxy for United)  
 Blair Corning – South Adams County - WSD  
 Steve Janssen – At-Large (individual)  
 Vic Lucero – City of Thornton  
 Steve Lundt – Metro Wastewater  
 Jill Piatt Kemper – City of Aurora

Laurie Rink - FRICO  
 Cathy Shugarts – SP CURE  
 Dennis Stowe – Little/Englewood WWTP  
 Chris Piper – Denver Water

#### Public Attendance:

Laurie Fisher – CDPHE-WQCD  
 Amy Woodis – Metro Wastewater

Robin Reilley – DRCOG

#### **Meeting Objectives**

- Complete action items from last meeting
- Finalize 11/22/05 Stakeholder agenda
- Finalize job announcement
- Form new committees
- Finalize Business Operating Policies

#### **1. Opening**

The minutes from the 09-29-05 board meeting were approved with the understanding to fix the spelling errors and to add last names when people were mentioned.

Board members did introductions. Robin Reilley attended the meeting for the first time and will be replacing Earl Detra from DRCOG. Laurie Fisher, from the State, attended in place of Randy Ristau.

Dennis Stowe suggested that instead of the board following Robert's rule and vote on decisions, that the board approves items based on consensus since the stakeholder group also votes by consensus. The larger items can be voted on though. The board agreed unanimously and decided to vote from now on by consensus.

Sign-in sheet was passed around the room. A column to the sheet was added to keep track of the number of hours people spent on preparation for the meeting. Also, it was decided to investigate what the appropriate hourly rate is for the board of directors. Steve Lundt, and confirmed by Laurie Fisher, stated that the hourly, in-kind, rate needs to be accurate and that the board needs to document how the hourly rate was decided. Laurie Fisher will provide a reference from the web for nonprofit hourly rates. It was also decided that Steve Lundt would gather the information for deciding what is the best hourly rate for the board and present that at the next board meeting. Kipp Scott will also provide Steve Lundt with AWWA's annual survey that has hourly rates for managerial work.

## **2. Updates/Action Items**

- a. Treasurer Report: Christine Hethcock was not present but passed on to Steve Lundt via e-mail that there were no changes to the BMW finances. Laurie Rink did state that since the four executive officers have not signed the bank's paperwork yet, the BMW Association still cannot write checks.
- b. Ex-officio Board Member Invite: Laurie Fisher stated that there is no conflict with the state to have Randy Ristau be an ex-officio board member. Vic Lucero did invite, by e-mail, Karl Herman (EPA Region 8) to attend the next Stakeholder meeting in November. Karl Herman said that he should be able to attend the meeting.
- c. Approve Business Operating Policies: The board approved by consensus the updated Business Operating Policies that Steve Janssen sent out. Steve Lundt and Dennis Stowe went over the minor changes of the document that they highlighted for Steven Janssen.
- d. H.R. Review of Job Announcement: Vic Lucero did check with a Human Resource specialist and their only comment was to add "EOE M/F/H/V" to the end of the job announcement and job advertisement.
- e. Approve Coordinator Job Announcement: The final draft of the announcement was approved by consensus by the board upon some minor spelling changes. A deadline date was discussed in order to finalize the announcement. The deadline of early or mid January was favored. The announcement will be e-mailed to the stakeholders group by Steve Lundt.
- f. Insurance for State Grant: Laurie Rink updated the board on two insurance options. Option 1 is a quote for \$1,771/yr (from Hix Insurance company) if BMW nonprofit status is a C6. Option 2 is a potential quote of \$750/yr (through the CANPO group) if BMW nonprofit status is a C3. The idea of having the State Parks be the sponsor and to get exempted from the state insurance requirements did not work out. In the end, BMW would need to still basically follow the same insurance requirements for the State Parks and the State Parks would be in control of deciding how the grant and projects would go.
  - i. Steve Janssen advised the board of the major differences with a C3 and C6. A C3 is a nonprofit group that cannot spend more than \$2,000/yr on lobbying or political efforts while the C6 status gives the Association more flexibility for lobbying for political issues.
  - ii. Steve Janssen also advised to make sure the insurance company that the board selects is authorized to do business in the state of Colorado.
  - iii. Steve Janssen also advised that the BMW group will need to file a Federal 990 tax return form at the end of each year no matter what nonprofit "C" status.
  - iv. Dennis Stowe recommended that a 3<sup>rd</sup> party file our taxes and that the BMW group conducts annual audits.
  - v. It was decided that insurance for the state grant needs to be finalized by mid January.
  - vi. Cathy Shugarts commented that getting insurance for C6 water groups is very difficult and that a year from now, the BMW Association might be without insurance if the insurance company decides not to renew. Cathy Shugarts then suggested that if the board goes with ????? Insurance Company to continue throughout the year to search for other insurance companies that are willing to insure C6 water groups.
  - vii. Laurie Fisher then said that the state would have to terminate the grant if the BMW Association did fail to keep the appropriate insurance policy during each of the 6 years of the grant.

The board then voted on this topic. Dennis Stowe motioned that Steve Janssen files with the state as C6 for the BMW Association, have Laurie Rink confirm that the ???? insurance company is authorized to do business in Colorado, if authorized then have Laurie Rink finalize the insurance quote as soon as possible for \$1,771 for 2006, and to have the board continue to research other insurance companies throughout 2006. Steve Lundt seconded the motion and the board approved it.

- g. Directors/Officers Insurance: Laurie Rink received a quote of \$700/year for D/O insurance from both insurance companies mentioned above. The board approved by consensus for Laurie Rink to get the D/O insurance at the same time she confirms the grant insurance policy.

### **3. Committee Updates**

Laurie Rink opened it up to the board for discussion about forming three new committees (Hiring, Information/Education, and Watershed Plan Writing). Vic Lucero suggested that the members of the Hiring Committee be only from the board, members of the I/E be from the stakeholder group, and members of the Watershed Plan Writing committee be from the group that would be most involved with the watershed coordinator.

- a. Formation of Hiring Committee: Jill Piatt Kemper read from Section 3.9, page 9 of the bylaws that "... the watershed coordinator shall be initially selected by the board... but the coordinator] shall be subjected to approval by a Substantial Consensus of the General Membership." Based on this the board agreed by consensus to have the hiring committee formed from only the board, announce this new committee at the 11/22/05 stakeholder group meeting, and the hiring committee will decide the detailed procedures for hiring a watershed coordinator/watershed specialist. Members of the Hiring Committee are: Chris Piper (chair), Blair Corning, Laurie Rink, and Vic Lucero. The overall process will be that the Hiring Committee will select and present the top candidate to the board. Then the board will approve the final candidate at the January 2006 board meeting. At the February 2006 stakeholder meeting, the BMW membership will then decide by consensus to accept or reject the board's recommendation.
- b. Formation of Information/Education Committee: This committee will be a very important one in the near future. This committee will be filled from the stakeholder group. Jill Piatt Kemper agreed to chair this committee and give an update at the 11/22 meeting. Jill will take on the BMW logo creation project with the I/E committee.
- c. Formation of Watershed Plan Writing Committee: With \$20,000 in-kind from the BMW Association to write the 2005 watershed plan, the BMW Association needs to take the lead on this item. Steve Lundt agreed to chair this committee. Cathy Shugarts also agreed to be on this committee. There will be an announcement at the 11/22 meeting that any stakeholder is welcomed to join this committee.

### **4. Finalize Agenda for BMW Association Stakeholder Meeting on 11/22/05**

A draft outline agenda for the meeting was sent out by Steve Lundt. Steve Lundt went over the agenda schedule. The meetings will all be from 9:00am to 12:00pm. Dennis Stowe and Steve Janssen suggested that public comments (Open Forum) be on the agenda at the beginning of each stakeholder group meeting. The board agreed.

- a. Meeting Objectives: Main objectives will be to approve Business Operating Policies, approve job announcement, give over view of an outlined watershed plan, update everyone on H<sub>2</sub>O6 project, and form 3 new committees.
- b. Agenda will be sent out by Steve Lundt with other material that will be discussed at the meeting.

### **5. New Business/Open Topics from Membership**

None

### **6. Next Meeting**

Next board meeting will be January 24<sup>th</sup>, 2006 at Metro, 9:00am – 11:00am