



**URBAN DRAINAGE AND FLOOD CONTROL DISTRICT  
BOARD OF DIRECTORS**

**Thursday, August 21, 2008**

**MINUTES**

**Members Present:**

Jim Congrove	Commissioner, Jefferson County
Erik Hansen	Mayor, City of Thornton
Jack Hilbert	Commissioner, Douglas County
Bob Hoffmaster	Engineer
Peggy Lehmann	Council Member, City and County of Denver
Molly Markert	Mayor Pro Tem, City of Aurora
Nancy McNally	Mayor, City of Westminster
Rebecca McClellan	Mayor Pro Tem, City of Centennial
Andrew Muckle	Mayor, Town of Superior
Bob Murphy	Mayor, City of Lakewood
Chris Nevitt	Council Member, City and County of Denver
Dave Sellards	Engineer
Walt Spader	Mayor Pro Tem, City and County of Broomfield

**Members Absent:**

Susan Beckman	Commissioner, Arapahoe County
Jerry DiTullio	Mayor, City of Wheat Ridge
Cindy Domenico	Commissioner, Boulder County
Marcia Johnson	Council Member, City and County of Denver
Alice Nichol	Commissioner, Adams County
Kathleen Novak	Mayor, City of Northglenn
Nancy Sharpe	Mayor, City of Greenwood Village
Guillermo (Bill) Vidal	Deputy Mayor, City and County of Denver

**UDFCD Staff Present:**

Paul Hindman	Executive Director
Ed Krisor	Legal Counsel
Bill DeGroot	Manager, Floodplain Management
Mark Hunter	Manager, Design, Construction, and Maintenance
Ken MacKenzie	Manager, Master Planning
Kevin Stewart	Manager, Information Services and Flood Warning
Dave Bennetts	Assistant Manager, Design, Construction, and Maintenance
Richard Borchardt	Senior Project Engineer, Design, Construction, and Maintenance
Bryan Kohlenberg	Senior Project Engineer, Design, Construction, and Maintenance
Laura Kroeger	Senior Project Engineer, Design, Construction, and Maintenance
David Mallory	Senior Project Engineer, Floodplain Management
Cindy Thrush	Senior Project Engineer, Design, Construction, and Maintenance
Barbara Chongtoua	Project Engineer, Design, Construction, and Maintenance
Shea Thomas	Project Engineer, Master Planning
Mike Sarmiento	Senior Construction Manager, Design, Construction, and Maintenance
Joe Williams	Senior Construction Manager, Design, Construction, and Maintenance
Darren Bradshaw	Construction Manager, Design, Construction, and Maintenance
Frank Dobbins	Director, Finance and Accounting
Sandra Atkins	Administrative Services Manager
Tiffany Ewing	Floodplain Management Temporary Part Time Employee

**Others Present:**

Jim Kaiser	City of Thornton
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**I OPEN MEETING**

**1. Preliminary**

**.1 Call to Order**

Chairperson McNally called the meeting to order at 1:15 p.m.

**.2 Roll Call - Determination of Quorum**

Roll was called and a quorum was declared present.

**.3 Approval of June 26, 2008, Meeting Minutes**

The minutes were approved as submitted.

**2. General Business**

**.1 Authorization to Participate in Drainage and Flood Control Improvements on Little Dry Creek from Lowell to Federal Boulevard (Resolution No. 54, Series of 2008)**

This is a joint project with the City of Westminster. Barbara Chongtoua, the District's Project Engineer, is managing this project in conjunction with John Burke with the City of Westminster.

The City desires to design and construct improvements along Little Dry Creek in accordance with the "Little Dry Creek, Adams County Major Drainageway Planning Study". The project elements include reconstruction of Little Dry Creek from Lowell Boulevard to Federal Boulevard and improvements to several street and trail crossings.

The District will be administering the design and construction and has identified \$200,000 in initial project costs with the District's share being \$100,000. This resolution authorizes \$100,000 of District funds to be matched by the City of Westminster for the design and construction of the project.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 54 on the Consent Agenda.

**.2 Authorization of Executive Director to Execute an Easement on a Portion of Englewood Dam Property (Resolution No. 55, Series of 2008)**

The Southgate Sanitation District currently has existing easements on the District's Englewood Dam property which they use to provide sanitary sewer service to the surrounding community. They have requested that the District grant them a permanent easement and a temporary construction easement on a portion of the dam property for their sanitary sewer improvement project. Southgate will vacate the portions of the existing easement they will no longer need. The permanent easement requested is not located in the Englewood Dam embankment or flood pool. The board wishes to cooperate with the Southgate in the joint use of a portion of the District's Englewood Dam property for both flood control and sanitary sewer purposes.

This resolution would authorize the Executive Director to execute a Non-Exclusive Easement Agreement with Southgate for a permanent easement and a temporary construction easement and to accept the vacation of portions of a previous easement on the District's Englewood Dam property.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 55 on the Consent Agenda.

**.3 Authorization for a Planning Study of Upper East Toll Gate Creek (Resolution No. 56, Series of 2008)**

The City of Aurora and SEMSWA have asked the District to participate in a planning study leading to a major drainageway plan and a FHAD for the portion of East Toll Gate Creek upstream of Hampden Avenue.

In 2006, the hydrology for the entire Toll Gate Creek watershed was updated in a study sponsored by the District and the City of Aurora. This current study will utilize the results of the previous hydrology study to produce a major drainageway plan and FHAD for the portion of East Toll Gate Creek upstream of Hampden Avenue.

Arapahoe County and the City of Aurora anticipate considerable development to occur within this 2.6 square-mile area making up the watershed. The local sponsors need to have a master plan in place so that they can begin planning capital improvements such as channel stabilization, roadway crossings, and stormwater detention ponds. This study will enable the local sponsors to hold developers responsible for the development share of coordinated improvements that will reduce flooding, improve drainage, and enhance stormwater quality. This study will be followed by future studies analyzing the downstream reaches of the drainageway.

The total study costs are projected to be \$310,000 with the local sponsors contributing \$150,000 and the District's share being \$160,000. This resolution authorizes \$160,000 of District's funds plus interest earned in the project's trust and agency account with local sponsors contributing \$160,000.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 56 on the Consent Agenda.

**.4 Review of Cash Disbursements**

Cash Disbursement lists dated June, July, and August 2008 were distributed to the Board for review.

There being no further comments or questions, it was the consensus of the Board to include approval of the Cash Disbursements on the Consent Agenda.

**.5 Vote on Adoption of Consent Agenda**

It was the consensus of the Board that Resolutions No. 54, 55 and 56 Series of 2008, and Cash Disbursements for June, July, and August 2008 be placed on the Consent Agenda. Mr. Hoffmaster moved to adopt the Consent Agenda. Upon a roll call vote the motion was passed unanimously.

**.6 2008 and 2009 Budgets – Discussion**

This is the first presentation of the 2009 budget. The budget consists of eight funds for the Board to consider: General Fund, Construction Fund, Maintenance Fund, South Platte River Fund, Capital Project Fund, Preservation Fund, South Platte River Capital Improvement Fund and the Flood Emergency Fund. A written summary explaining each of the eight funds was briefly reviewed by Mr. Hindman and was included in the budget package, along with a financial model, budget details for each of the eight funds, and a budget summary for all the funds.

Tax revenue projections are impossible to predict at this time because assessed valuations will not be available from the counties until later this month and into next month. The District's budget is constrained by TABOR limitations, which are usually in the 4 - 6% range.

Mr. Hindman stated that the estimates for the budget are rough at this time and will be better defined each month. The Financial Model tracks revenue and expenditures for all eight funds for the years 2006-2012. The Model is used to monitor TABOR limits as well as manage cash flows through 2012. The TABOR limit for 2008 won't be known until March 2008.

The budgets will be presented and discussed at the August, September, October, and November Board meetings. The budget needs to be adopted and the levy certified at the November Board meeting so the levy can be certified to the counties by December 15, 2008.

Commissioner Hilbert commented that it appeared that the Reserve for Future Operations for 2009 in the General Fund is substantially less than 2005. He wondered if the District's philosophy regarding this fund had changed. Mr. Hindman replied that the philosophy of operation had not changed; however, at this point the draft 2009 budget assumes every item proposed in 2008 budget will be spent. As we get closer to November those numbers will be solidified and it is anticipated that the Reserve for Future Operations will be a larger number.

Council Member Nevitt noted that the Construction Fund Summary lists the total expenditures as being greater than the total revenues for 2009.

Mayor Murphy asked if the District is required to comply with TABOR requirements of raising revenue solely based on previous year's expenditures.

Mr. Hindman stated he would investigate both of these questions and report back to the Board at the next Board meeting.

**.7 2008 – 2012 Five-Year Capital Improvement Program – Discussion**

This is the first presentation of the CIP. Adopting the CIP is the District's process for allocating construction funds on an equitable basis to each county and to schedule future projects. The CIP packet was distributed to the Board members for their review.

The CIP continuously changes, however, it has proven to be an excellent tool to monitor what has been spent and when, where, and how to allocate future monies. Updating the CIP annually provides an accurate and continuous accounting of what has been done over the years.

The packet includes two tables.

Table 1: Summary of actual expenditures in each county from 1974 through 2007

Table 2: Lists all projects proposed for the 2008 - 2012 CIP by year and county.

The schedule for review and adoption of the Five-Year CIP is as follows:

Initial presentation to Board today.

Send to local governments in September for input.

Discussion with Board at September, October, November and December meetings.

Receive and evaluate local government comments in October.

Consider for adoption subsequent to public hearing in December.

**.8 FHAD/LOMR/DFIRM Expenditures – Discussion**

**August 2008 Discussion Item**

Resolution No. 95, Series of 2007 authorized the Executive Director to expend the \$300,000 in the Flood Hazard Area Delineation budget for 2008, as well as any funds received from cooperating entities, or FEMA for the completion of Flood Hazard Area Delineation Studies, Letter of Map Revision Studies and/or DFIRM conversion projects.

The Executive Director is required to report project initiation to the Board. So far this year the District has initiated the following studies:

FHAD's (Upper Toll Gate & Lone Tree) \$100,000  
These will be done in conjunction with master plans

LOMR's (Green Valley Ranch & Massey Draw) \$5,267  
These are two small LOMR's to correct FIRM's based on better topography.

DFHAD Guidelines \$29,935  
These guidelines will be for our consultants so that we can do future FHAD's in digital format

Adams County DFIRM Additional \$18,340  
When Watkins unincorporated it required the revision of four FIRM panels. We decided to do this because it would probably be 5 years before FEMA would get to it

Arapahoe County DFIRM Additional \$37,303

The District has been fixing numerous errors in the original FIRM, plus mapping areas where the District knew the current FIRM is incorrect.

For a total as of June 30, 2008 of \$190,845

**.9 Appointment of Personnel Committee**

Chairperson McNally stated that it was time to appoint a Personnel Committee to meet with the HR consultant later this year to discuss his recommendations from the annual salary survey. Last year Kathy Novak, Bob Hoffmaster and Dave Sellards were appointed to the committee. Mr. Hoffmaster and Mr. Sellards agreed to serve on the 2009 committee. Chairperson McNally agreed to contact Kathy Novak to see if she would be willing to serve on the committee this year.

**3. Other Business**

**.1 Introduction of New Staff Members**

Paul Hindman introduced Barbara Chongtoua, Project Engineer, in the DC&M program and Tiffany Ewing who would be working in the Floodplain Management Program while Jo Anna Czarnicka is on maternity leave.

**.2 Mr. Hindman also explained some new practices being put in place for the Board meetings.**

- a. Water bottles with each Board member's name would be used in place of purchasing bottled water. The bottles will be kept at the District office and available at each meeting. Pitchers of filtered water will also be available.
- b. Place cards for each Board member will be available to be placed on the table in front of each Board member during the Board meetings.
- c. The Board packet will be available on the District web site each month. Paper packets will only be mailed when requested by a Board member.
- d. Board member will be contacted via email regarding their attendance at future Board meetings.

**.3 Next Regularly Scheduled Meeting: Thursday, September 18, 2008.**

Chairperson McNally noted that the next regularly scheduled Board meeting would be on Thursday, September 18, 2008.

**4. Adjournment**

The meeting was adjourned at 1:50 p.m.