



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

February 1, 2010

MINUTES

Members Present:

Susan Beckman	Commissioner, Arapahoe County
Bob Broom	Mayor Pro Tem, City of Aurora
Joyce Downing	Mayor, City of Northglenn
Bob Dyer	Mayor, City of Arvada
Faye Griffin	Commissioner, Jefferson County
Bob Hoffmaster	Engineer
Marcia Johnson	Council Member, City and County of Denver
Peggy Lehmann	Council Member, City and County of Denver
Nancy McNally	Mayor, City of Westminster
Andrew Muckle	Mayor, Town of Superior
Bob Murphy	Mayor, City of Lakewood
Alice Nichol	Commissioner, Adams County
Dave Sellards	Engineer
Nancy Sharpe	Mayor, City of Greenwood Village
Walt Spader	Mayor Pro Tem, City and County of Broomfield

Members Absent:

Rick Dindinger	Mayor Pro Tem, City of Centennial
Jerry DiTullio	Mayor, City of Wheat Ridge
Cindy Domenico	Commissioner, Boulder County
Erik Hansen	Mayor, City of Thornton
Jill Repella	Commissioner, Douglas County
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
Laura Kroeger	Senior Project Engineer, Design, Construction, and Maintenance
Shea Thomas	Senior Project Engineer, Master Planning
Terri Fead	Project Engineer, Floodplain Management
Joanna Czarnecka	Construction Manager, Floodplain Management
Frank Dobbins	Director, Finance and Accounting
Darla Reeves	Accountant, Finance and Accounting
Sandra Gonzalez	Administrative Services Manager

Others Present

Jim Kaiser, City of Thornton
Robert Moore, WRC
Nancy Hoffmaster

1. Call to Order – 1:00 p.m.

Chairperson McNally called the meeting to order at 1:00 p.m.

2. Roll Call - Determination of Quorum

Roll was called and a quorum was declared present.

**3. Nominating Committee Report
Election of Executive Committee**

Mayor Muckle stated that the Nominating Committee, which included himself and Mayor Sharpe, recommends the following slate of candidates for 2010 officers:

Chairperson:	Nancy McNally
Chairperson Pro-Tem:	Susan Beckman
Treasurer:	Peggy Lehmann
Secretary:	Alice Nichol
Member-at-large	Dave Sellards

On a motion by Council Member Johnson and second by Mayor Joyce Downing, the motion was passed unanimously to accept the slate of officers as recommended by the Nominating Committee.

4. Board of Directors Reappointment

**a. Reappointment of George (Dave) Sellards to Board of Directors
(Resolution No. 1, Series of 2010)**

Mr. Hindman noted that Mr. Sellards has served on the Board as one of two professional engineers appointed by the Board. Mr. Sellards indicated he is interested and willing to serve another two-year term. This resolution would reappoint Mr. Sellards to a two-year term through January 31, 2012. A motion was made to place this on the consent agenda.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 1 on the Consent Agenda

5. Introductions

a. Swearing in of New Board Members

Ed Krisor, Legal Counsel, administered the Oath of Office to Mayor Pro Tem Bob Dyer of the City of Arvada and Mayor Joyce Downing, Northglenn, the Governor's appointment representing Adams County.

b. Visitors/Guests

Paul Hindman introduced Darla Reeves, who is now a regular employee with the Accounting office. Darla has worked under contract for several years with the District and she was welcomed as a regular employee.

c. Awards/Recognition

No comments.

6. Approval of December 17, 2009 Meeting

The minutes were approved as submitted.

7. Presentation of 2009 Audit – Discussion

Mr. Hindman commended the auditors, Johnson, Holscher & Company, P.C., Certified Public Accountants, as well as District staff (Frank Dobbins and Darla Reeves) for completing the audit within one month after the end of the year. A copy of the report was distributed to the Board members at the meeting.

A copy of the Management Letter to the Board as well as a copy of the Audit Report was distributed to all Board members. Mr. Hindman introduced Mr. Johnson who provided a briefing on the audit report.

Council Member Lehmann asked what means the District will use to compensate for the possibility of reduced property taxes in the future. Mr. Hindman commented that TABOR allows the District to raise or lower the mill levy within certain limits to compensate for changes in projected property taxes. This year an increase to the mill levy was approved to offset the projected lower property taxes.

Mayor Pro Tem Broom asked what type of pension plan the District provided. Ed Krisor explained that it is through Colorado County Officials Employees Retirement Association (CCOERA). It is a defined contribution plan. Each employee has the opportunity to invest in life style funds based upon their age and expected retirement date as well as to utilize a brokerage account among other options for the self direction of their account. When the employee retires funds can be left within CCOERA, distributed to the retiree, rolled over to have their funds managed by others, or purchase an annuity.

Mr. Hindman noted that Mr. Johnson would be available to answer questions again at the March meeting when the audit report will be considered for adoption.

8. Consent Agenda

a. Review of Cash Disbursements

Cash Disbursement list dated December 2009 and January 2010 was 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.

**b. Designation of Public Posting Place for Meeting Notices
(Resolution No. 2, Series of 2010)**

It is required by the Colorado Open Meetings Law that the District annually designate the location for posting of meeting notices. The District designates the window area adjacent to the main entrance to the District offices at 2480 W. 26th Avenue, Suite 156B, Denver, Colorado as the public place for posting of meeting notices.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 2 on the Consent Agenda

**c. Additional Authorization to Participate in Drainage and Flood Control
Improvements On Shaw Heights Tributary at Circle Drive in Adams County
(Resolution No. 3, Series of 2010)**

This is a joint project with the City of Westminster and Adams County. SEH Engineering Company has completed about 90% of the design under contract with the District. The drainage elements of the project include installation of portions of a regional stormwater collection system ranging in size from 42 inches to 54 inches.

The City of Westminster and Adams County already hold the necessary easements and street right-of-way where the project will be carried out. The scope of the final design has been expanded to include some alternative evaluation and additional infrastructure design. Construction is anticipated in the third quarter of 2010.

The District, the City of Westminster, and Adams County have identified \$910,000 in total project costs, with the District's participation being \$160,000. The previous authorizations, Resolutions No. 24, Series of 2006 and No. 47, Series of 2009, totaled \$60,000 of District funds toward design of this project.

Resolution No. 3 authorizes an additional \$100,000 of District funds from the Special Revenue Fund - Construction to at least be matched by the City of Westminster and Adams County for the design and construction of the drainage elements of the project.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 3 on the Consent Agenda

d. Authorization to Develop Regional Guidance for Use of EPA Hydrology Software (Resolution No. 4, Series of 2010)

The District has been using the Colorado Urban Hydrograph Procedure (CUHP) to develop flood flow rates and volumes since 1982. These parameters are necessary to determine the extent of flooding and to design appropriately sized flood control infrastructure such as flood control dams and channels, as well as for designing bridges and culverts for roadways.

CUHP was originally calibrated to regional rainfall and runoff data and is one of the only truly calibrated hydrology models in the world. The EPA has developed a computer program called the Storm Water Management Model, which is useful to route the flood flows and volumes through multiple sub-watersheds, something that CUHP cannot do by itself. The EPA program can also model the transport and fate of pollutants in stormwater.

We have been using CUHP in conjunction with the EPA SWMM model for many years. Based on recent developments in the EPA model, we believe it can now be calibrated to produce results that will match the calibrated CUHP results, allowing us to bypass the task of joining the two models together in some cases. Although we do not intend to discontinue the development and support of the CUHP model, we believe that calibrating the SWMM model and providing regional guidance for its use will allow us to perform more advanced modeling of complex watersheds, including continuous simulation of many years of rainfall and runoff to better size flood control infrastructure, bridges, and culverts.

This resolution authorizes \$40,000 to initiate this work in 2010.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 4 on the Consent Agenda

e. Authorization for a Planning Study Update of Marston Lake North (Resolution No. 5, Series of 2010)

The City and County of Denver and Denver Water have asked the District to participate in a planning study leading to a Major Drainageway Plan (MDP) update for the Marston Lake North drainage basin. The City of Lakewood and Jefferson County have also agreed to participate in the study.

This watershed encompasses an area of approximately 2.2 square miles and the main drainageway is about 4.2 miles long. It has previously been the focus of a MDP study in October 1979 (Camp Dresser & McKee, Inc., sponsored by City and County of Denver, Denver Water and UDFCD).

The previous study is quite old and this new study will review the hydrologic assumptions from the previous study, investigate the numerous physical changes in the watershed since the previous study was completed and make recommendations to address drainage, flooding, and stormwater quality in the future. With this study, the sponsors can begin planning capital improvements such as channel stabilization, roadway crossings, stormwater detention ponds and water quality features.

The total study costs are projected to be \$160,000 with local sponsors contributing \$80,000 and UDFCD contributing \$80,000. The Board is being asked to authorize the expenditure of the District's share not to exceed \$80,000 plus interest earned in the project's trust and agency account.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 5 on the Consent Agenda

f. Authorization for a Planning Study Update of Second Creek in Aurora (Resolution No. 6, Series of 2010)

The City of Aurora has asked the District to participate in a planning study leading to a Major Drainageway Plan (MDP) and a Flood Hazard Area Delineation (FHAD) for the portion of Second Creek located in Aurora.

This watershed encompasses an area of approximately 7.4 square miles and the main channel is about 3.5 miles long. It has previously been the focus of a 1990 outfall system plan study (Kiowa Engineering Corporation, sponsored by Adams County, Brighton, Denver, Commerce City, Aurora and UDFCD) and a 1976 FHAD study (Gingery Associates, Inc., sponsored by Adams County and UDFCD).

These previous studies are quite old and both were developed before the construction of DIA. This new study will review the hydrologic assumptions from the previous studies, investigate physical changes in the watershed since those studies were completed, delineate the 100-year floodplain based on current information and methodologies, and make recommendations to address drainage, flooding, and stormwater quality in the future.

With this study, the sponsors 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.

The total study costs are projected to be \$250,000 with a local sponsor contribution of \$125,000 and the District contributing \$125,000. The Board is being asked to authorize the expenditure of the District's share not to exceed \$125,000 plus interest earned in the project's trust and agency account.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 6 on the Consent Agenda

9. Vote on Approval of the Consent Agenda

It was the consensus of the Board that Resolutions No. 1, 2, 3, 4, 5, and 6, Series of 2010, and Cash Disbursements for December 2009 and January 2010 be placed on the Consent Agenda. Council Member Lehmann moved to adopt the Consent Agenda. Upon a roll call vote the motion was passed unanimously.

10. Reports/Discussion

a. Executive Director's Report

The Executive Director's Monthly Report to the Board was distributed to the Board Members. Mr. Hindman gave a brief summary of his report regarding proposed ballot initiatives and legislation that, if passed, may impact the District.

b. Potential Litigation, Claims or Assessments

Mr. Hindman noted that as part of the annual audit, District's legal counsel prepares a summary of pending or threatened litigation, claims and assessments. Mr. Krisor referred to his letter to the auditors dated January 18, 2010, which was distributed to the Board

members for their review. Mr. Krisor stated that his letter indicated there is no pending or threatened litigation, asserted claims or assessments against the District.

11. Other Business

There was no other business to discuss.

12. New Business

No new business was discussed.

13. Announcements

Chairperson McNally reminded the Board that the next scheduled meeting would be held on Thursday, March 18, 2010.

14. Adjournment

Chairperson McNally adjourned the meeting at 1:35 p.m.