

**Board Meeting**  
**September 20, 2006**  
Location: Arapahoe County Public Works  
1:30PM – 4:00PM

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### Introductions

- Welcome
- Introduction of staff / consultants
- Steve's opening remarks
- Board Members' opening remarks, if any

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### Voting Items Overview

- Need to make decisions to stay on schedule
- We are not locked in – Voting related items can be reevaluated in 2007 and modified
- The one exception is the building lease
- Review list of Voting Items

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# Board Operating Process

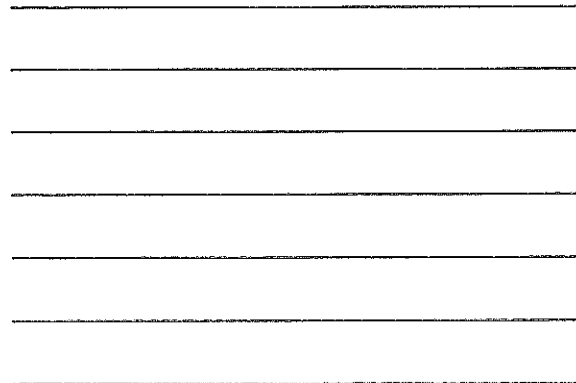
- Selection of Chairperson and Officers [Voting Item No. 1]
- Board Member substitutions / alternates
- Proposed meeting schedule:
  - Next Week: discuss and confirm
  - After Next Week: Every Wednesday at 1:00 – 4:00, until otherwise determined
  - Recommend meeting at Public Works
- Meeting documentation
  - Recommend recording and taking notes
- Communications / reporting to Council and BoCC
- Approve legal filing(s) [Voting Item No. 2]

- [illegible]

## Activity Overview

- Project schedule
- Staff activities
- Consultant activities

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### Schedule – Key Points

- City and County voted to meet schedule at July 13 Joint Meeting
- IGA Participants are not budgeting for work in '07; Authority is responsible
- Data is due to the County on Nov. 1
- Federal enforcement and fines begin in '08
- Need to be operating Jan. 1 to show public where their money is being spent
- Need office space for new hires, County does not have office space capacity

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### Current Staff Activities

- Supporting IGA finalization and signing
- Managing consultants and supporting associated tasks
- Coordinating with legal support
- Coordinating Authority loan preparation

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### Current Consultant Activities

- CH2M HILL services include:
  - Office Space
  - Insurance
  - Staff benefits and transition
  - Public Outreach
  - Website
  - Other business startup activities
- AMEC services include:
  - Finalizing GIS digitizing
  - Final financial analysis
  - Rate determination
  - Billing database and County assessor coordination
- Legal Support by Ed Krisor
- Funding from the City and County is nearly spent

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## Contract Services / New Hires

- Overview
  - Proposed organizational chart
  - Discuss near term and long term staffing / hiring options
  - Approvals

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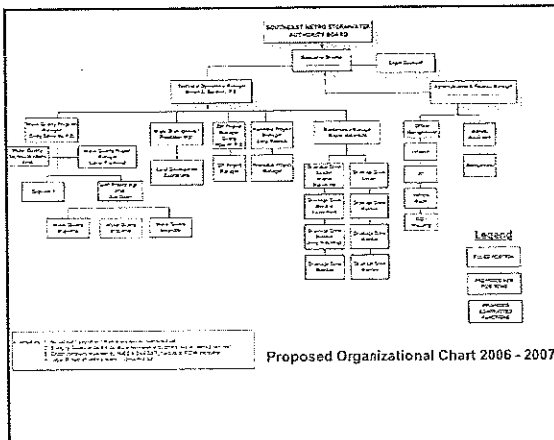
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## Contract Services / New Hires

- Discuss near term and long term options for:
  - Executive Director
  - Finance / Office Manager
  - Auditor/CPA
  - Legal, Engineering, and Business Startup Support
- Approve Contracting with:
  - Ed Krisor for near term [Voting Item No. 3a]
  - CH2M HILL to complete tasks [Voting Item No. 3b]
  - AMEC to complete tasks [Voting Item No. 3c]
- Approve Advertising for Finance / Office Manager position [Voting Item No. 4]

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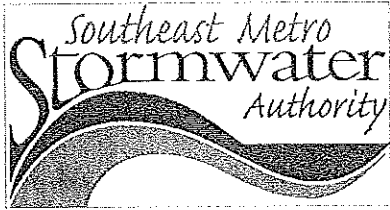
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Break (10 minutes)



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### Loan / Finance / Accounting

- Overview
  - Financial Overview
    - Discussion of expenses, revenue, and level of service
    - Cash flow analysis, pro forma spreadsheet
    - Approval to sign loan [Voting Item No. 5]
  - Business Insurance

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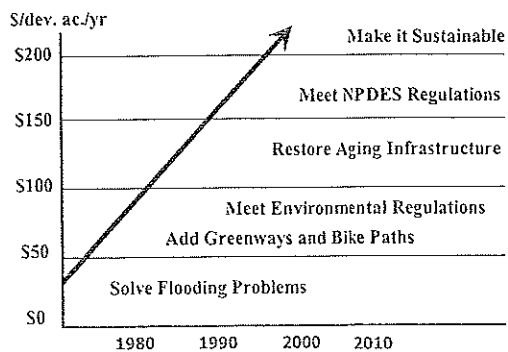
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### Stormwater Program Costs



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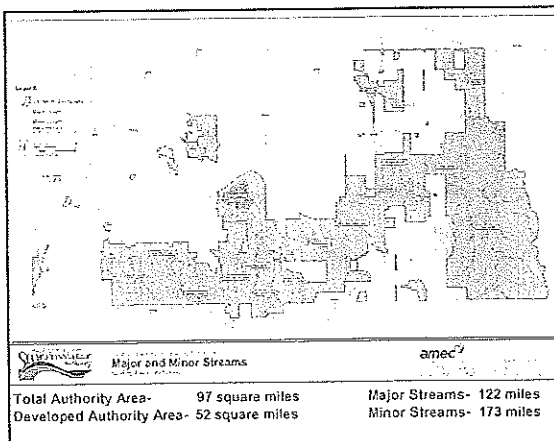
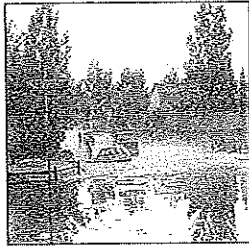
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## Problems and Solutions

- Problems:
  - Flooding
    - Safety of residents
    - Damage to property
    - Emergency vehicle access
    - Traffic interruption
  - Aging Infrastructure
    - Cumulative deferred maintenance increasing each year
    - Eyesores
- Solutions:
  - Capital Projects
  - Enhanced Maintenance Program



## List of Stormwater Infrastructure (see handout)

Type of Infrastructure	Estimated Quantity <sup>(1)</sup>		
	Miles	Linear Feet	Number
Open Channels			
Total "major" channels <sup>(2)</sup>	122	633,600	NA
Total "other" channels	173	913,600	NA
Structures in Channels			
Drop Structures <sup>(3)</sup>	NA	NA	900
Retaining Walls	NA	NA	NA
Maintenance Roads / Bike Paths <sup>(4)</sup>	61	322,600	NA
Storm Sewer Systems			
Pipe	157	839,600	NA
Street Inlets and Catch Basins <sup>(5)</sup>	NA	NA	1,700
Outfalls	NA	NA	1,600
Manholes <sup>(6)</sup>	NA	NA	1,700
Detention Ponds (for peak flow attenuation)	NA	NA	270
Water Quality Ponds (to improve water quality per NPDES permit)	NA	NA	55

### Problems and Solutions

- Problem:

- Lack of comprehensive NPDES Permit implementation
  - Implementation will continue to cost more money
  - EPA Enforcement will increase



Example of Maintenance  
Required by EPA

- Solution:

- Provide comprehensive permit implementation

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### Summary of Stormwater Program (see handout)

- NPDES Permit Compliance
- Subdivision Review, Permitting, Inspection
- Planning & Technical Management
- Customer Service, Billing, Finance, Accounting
- Routine & Minor Remedial Maintenance
- Capital Construction and Major Remedial Maintenance

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### Stormwater Enterprise Service Fee & Drainage Authority

- Authorized under "*Water Activities Enterprise Statute*" (37-43.1-101 C.R.S.)
- Drainage Authority can implement stormwater enterprise administratively

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### Stormwater Enterprise Characteristics

- Fees are based on amount of "impervious area"
  - (hard surfaces such as structures, driveways, parking lots) on each property
- Fees are therefore proportional to the amount of additional runoff discharged from each property
- Revenue is dependable and dedicated to stormwater

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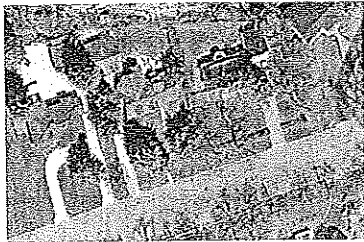
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### Single Family Residential Fee Basis



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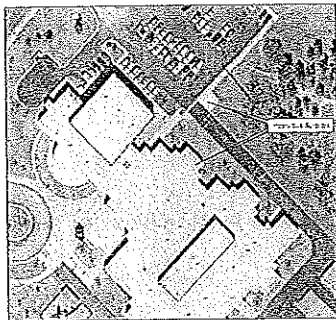
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### Commercial, Industrial, Multi-Family, Other Fee Basis



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### Service Fee Revenue Projection

#### Stormwater Enterprise

	Average Fee (per Month)	Average Rate Per Square Foot (per Month)	Estimated Impervious Area (sq. ft.)	Annual Revenue
Single Family Residential (detached)	\$6.00 <sup>(1)</sup>	\$0.00152 <sup>(1)</sup>	180,000	\$3,290,000 <sup>(2)</sup>
Commercial, Industrial, Multi- family, other		\$0.00152 <sup>(1)</sup>	160,000	\$2,920,000 <sup>(2)</sup>
<b>TOTAL</b>			340,000	\$6,210,000 <sup>(2)</sup>

(1) Assumed Rate for Revenue Projection Only. Actual Rate determined by Board.  
(2) Based on Assumed Rate Structure which would charge the same Rate Per Square Foot for All Parcels.

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## Board Process to Establish Rates

- Review levels of service and associated costs
- Review rates necessary to fund levels of service
- Review rate structures (how the rate is assessed)
- Select levels of service, rates, and rate structure

- Normally involves 2 to 4 working meetings
- Database to County deadline of Nov. 1

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- 
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  - Database to County deadline of Nov. 1

## Proposed Billing Mechanism and Customer Service for Stormwater Service Fee

- County Assessor will add a line item to the annual tax statement. This mechanism is a cost-effective way to reach property owners.
- We are now working with County Treasurer to facilitate the process for implementation on the January 2007 tax statements
- Questions from property owners will be handled by the Authority

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## Office Space

- Needs for Staff and Equipment
  - Matching current County conditions - tenant finish, furniture, and equipment
  - Keep staff and equipment at one site
  - Centrally located
- Analyzed over 20 properties
- Visited 4 properties with staff
- Selected preferred location
- Lease overview
- Submitted Non-binding Letter of Intent
- Schedule – in new office by February
  - Temporary location at County
- Approve Signing Lease [Voting Item No. 6]

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## Staff Transition / Benefits

- Staff
  - Approve Arapahoe County Staff [Voting Item No. 7]
- Benefits
  - Approach – match County benefits as closely as possible
  - Working with a benefits broker
  - Recommendations, options, employee input considered
  - Approve Benefits Package and Enrollment [Voting Item No. 8]
    - Kaiser (medical), VSP (vision), Principal (dental, life, & disability)
    - Match County vacation, sick, and holiday accrual rates
    - Flexible spending account (Denver Reserve)
  - Binder checks due Sept. 30 for coverage to begin Nov. 1

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## Outreach Program - Overview

- Public Presentations:
  - City Council (Aug 21) & Commissioners (Aug 22)
  - CENCON (Aug 28<sup>th</sup>)
  - Centennial Ward 1 (Sept. 13<sup>th</sup>)
  - Future meetings as needed this fall
- Key Outreach Components
  - Seek public comment
  - Utilize existing newsletters & communications
  - Hold Open House in October (Oct 11 targeted)
    - Informational displays, handouts, staff on hand
  - News releases, newspaper ads, e-mails to HOA contacts
  - Consider targeted mailings (e.g. major commercial)
  - Website

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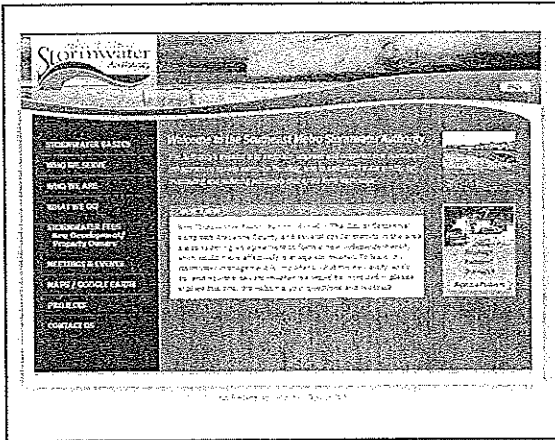
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### Website Overview

- Pull information from past public presentations to City Council & Commissioners, as well as brochure.
  - Go public with website on 9/29/06
  - Update thereafter as needed
- [www.semswa.org](http://www.semswa.org) has been reserved
- Approve Website to go public [Voting Item No. 9]

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### Next Meeting

- Confirm date and time, same location
- Major agenda items
  - Stormwater fee presentation #2
  - Finances / business insurance / payroll
  - Staff retirement plan information
  - Public outreach update
  - New hire update
  - Others as needed to stay on schedule
  - Requests from the Board?

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Closing – Thank You

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