



**MINUTES OF ACTION BY BOARD OF DIRECTORS  
OF  
BIG DRY CREEK WATERSHED ASSOCIATION**

March 16, 2006

1. The undersigned, being all of the members of the Board of Directors of Big Dry Creek Watershed Association, a Colorado nonprofit corporation (the "Corporation") hereby take, ratify and consent to the action taken by these minutes of action (pursuant to the provisions of the Colorado Revised Nonprofit Corporation Act). The Board of Directors received notice of the meeting on March 2, 2006 via e-mail. The meeting was called to order at 10:35 a.m., March 16, 2006.
2. Shelley Stanley motioned to approve the minutes of the December 7, 2005 Board of Directors meeting. David Carter seconded the motion, which carried unanimously with no further discussion.
3. Shelley Stanley provided a written Treasurer's report. Highlights of the report included:
  - The BDCWA currently has \$42,204 in savings and \$6,133 in checking, for a total of \$48,337.
  - Annual dues have been received from the cities of Northglenn and Thornton, the City and County of Broomfield, and the Woman Creek Reservoir Authority. Dues have not yet been received by the City of Westminster, Weld County or Adams County.
  - Per correspondence with Key Bank, Shelley Stanley reported that the \$15 banking service charges will not be charged in the future and that the savings interest rate will be increased to 4 percent for savings account balances over \$20,000.
  - The \$4,000 identified as "Special Projects" will be re-categorized to identify its purpose for the USGS gage.
  - Jane should write a letter acknowledging contributions to the BDCWA. This was raised in the context of the Woman Creek Reservoir Authority.

Kelly Hargadin motioned to approve the Treasurer's Report, David Carter seconded the motion, and the motion carried unanimously with no further discussion.

4. Shelley Stanley suggested that the BDCWA develop a records retention policy. Based on discussion in the meeting, Jane Clary will develop a draft resolution regarding records retention and e-mail it to the Board prior to the next meeting. Representative topics should include:
  - A minimum 5-year retention period, with reevaluation of records retention policy every five years.
  - A general policy that technical reports should be saved to PDF format.
  - A complete set of corporate records and technical reports will be maintained by the Watershed Coordinator.
  - Laboratory chains of custody and original lab sheets will be retained by the laboratories. This should be added into the Sampling and Analysis Plan.
5. Shelley Stanley motioned to approve a resolution to support the USGS gage at the \$10,000 level for 2006. David Carter seconded the motion, and the motion passed unanimously. (See attached resolution for details.)
6. The Board discussed budget planning cycles. Weld County will need 2007 and five-year budget estimates by July 2006. Thornton and other cities need one- and two-year budget estimates. Jane Clary will draft one-, two- and five-year budget estimates for discussion at the June 2006 Board meeting.
7. The Board discussed contract terms and whether a standard contract or policy needed to be developed. The primary concern is having a "not to exceed" clause in the contract and requirements to communicate budget status at key milestones in the contract such as at 50%, 75% and 100% of the budget. Task-based budgets are needed for most technical services (e.g., watershed coordination, biological monitoring), and for legal and accounting services, an estimate of expected service costs is needed. Jane Clary will develop a draft resolution on contract policy and distribute it to the Board for review prior to the June 2006 meeting. Additional discussion included review of the June 23, 2005 Board of Directors meeting minutes documenting BDCWA policy on contractor selection. It was also noted that both Wright Water Engineers and Aquatics Associates were originally contracted through a formal Request for Proposal and competitive interview process in 1997. Since that time, their contracts have been renewed on an annual basis. The Board would like a short task-based scope of work for biological monitoring to be conducted by Aquatics Associates, both for corporate records and for general information for new Board members.
8. Jane Clary provided a hand-out documenting the 2006 budget and tasks. Highlights of this discussion include:

- Projected expenses for 2006 that caused an increase in dues relative to previous years include legal expenses for non-profit formation in 2005 and partial funding of the USGS gage.
  - Per verbal communication with Eric Weis of Adams County, Adams County will likely be able to contribute the full dues amount requested.
  - Due in part to the timing of the dues request, Weld County will likely only be able to commit \$1,000; however, David Bauer will continue to pursue additional support, most likely for the USGS gage.
  - If Adams County provides the requested funding for 2006, then the BDCWA budget will be “whole;” if not, then an approximate \$2,144 shortfall will exist.
  - One of the larger budget items for 2006 is the fall biological monitoring program, with a budget of \$34,000.
  - The Board would like to explore other funding options for the USGS gage and asked Jane Clary to look into this issue.
  - Currently, no “special projects” for 2006 are funded. Key technical issues include 303(d) listing of the creek for *E. coli* and selenium. Additional work is needed to identify sources of these pollutants, as well as to finalize work completed regarding selenium source identification in 2005. Per Board discussion, Jane Clary will develop a short budget estimate for this purpose. Hallie Mahan has put in a request that \$10,000 of the surplus U.S. Department of Energy funding related to dismantling of the radionuclide air monitoring stations be allocated toward these special projects.
9. With regard to the selenium and bacteria source identification issues identified above, the next steps identified by the group include:
- Selenium: 1) Obtain and incorporate comments on WWE’s draft 2005 selenium memorandum; 2) Obtain piezometric surface measurements for the Front Range Community wells and the creek surface water level; 3) Obtain one dry weather sample for the key sampling locations at which Jane and Hallie collected wet weather samples in March; 4) Meet with CWQCD staff to obtain feedback on the technical memorandum; and 5) Finalize the technical memorandum.
  - Bacteria: 1) Develop a white paper framing the bacteria issues on Big Dry Creek for Board use; 2) Develop a general framework for identifying bacteria sources; and 3) Collect supplementary bacteria samples at key locations between bdc1.5 and bdc2.0.
10. With regard to status of participation in various regional efforts such as SP CURE, Barr Milton, “the Selenium Group,” Colorado Water Quality Monitoring Council and

Colorado Watershed Assembly, the Board decided to keep involvement at current levels. This basically involves monitoring meeting minutes and attendance of some meetings by Board members on an as-needed basis. (Note: the Board has also historically approved small (\$100 or less) financially contributions, but this was not discussed at the meeting.)

11. The Board discussed what role, if any, BDCWA should have in terms of commenting on new developments proposed in the watershed. Since the BDCWA has no authority with regard to development reviews, Board members thought it would be more appropriate for BDCWA to draft a short letter or statement identifying issues of concern on Big Dry Creek that should be taken into account by city/county staff who are involved in the development review process and provide that letter to appropriate staff. David Bauer noted that he may have an example we could use from a watershed group in Fort Collins. Another idea that BDCWA might want to consider is having planning/development staff from the cities talk about their process and/or developments in one of the future BDCWA meetings.

12. The meeting adjourned at 12:45 p.m., March 16, 2006.

These minutes of action constitute the record of the fourth meeting of the board of directors of the Corporation and any officer of the Corporation is hereby authorized to certify any action taken by these minutes of action as having been duly taken or ratified by the board of directors of the Corporation on March 16, 2006 notwithstanding the date of actual signing. Meeting minutes were prepared for the Secretary by Watershed Coordinator, Jane Clary.

By: \_\_\_\_\_  
Kelly Hargadin, Secretary