



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

May 31, 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 8, 2006 via e-mail. The meeting was called to order at 1:10 p.m., May 24, 2006.
2. The meeting attendance included David Carter and Mary Fabisiak, City of Westminster; Hallie Mahan, Lesa Julian and Laura Hubbard, City of Broomfield; Vic Lucero, City of Thornton; Jane Clary, Wright Water Engineers and Robin Byers, Esq. David Bauer, Weld County, was absent due to illness.
3. David Carter motioned that Kelly Hargadin be removed from the role of Secretary of the Association because she is no longer employed by the City of Thornton (the governmental entity she represented) and that the remainder of her term be filled by Vic Lucero, City of Thornton. Shelley Stanley seconded the motion, and the motion carried unanimously. Discussion that followed indicated that eventually Mike Boden, P.E., Senior Civil Engineer, with the City of Thornton may assume this role at some point in the future.
4. The March 16, 2006 meeting minutes were reviewed and amended to clarify item #5—the USGS gage being supported by the Association is behind Front Range Community College, and item #6—other cities need one year budget estimates. Shelley Stanley motioned to accept the March 16, 2006 meeting minutes, as amended. David Carter seconded the motion and the motion passed unanimously.
5. Shelley Stanley provided a written Treasurer's report. Highlights of the report included:
  - The BDCWA currently has \$45,448.38 in savings and \$2,687.52 in checking, for a total of \$48,135.90.

- Dues have been received from all entities represented on the Board and from the Woman Creek Reservoir Authority. Jane should write a letter to each entity acknowledging contributions to the BDCWA.
- The \$4,000 identified as “Special Projects” will be re-categorized to identify its purpose for the USGS gage.
- Some discussion occurred related to what the appropriate time period is for reviewing the financial information. The group concurred that the calendar year was most helpful since it is the basis of the annual budget, even though the tax year begins October 1.

David Carter motioned to approve the Treasurer’s Report with the changes noted in the discussion, Vic Lucero seconded the motion, and the motion carried unanimously with no further discussion.

6. Hallie Mahan submitted a letter of resignation from her role as the BDCWA Chairperson effective June 1, 2006, due to her retirement from the City and County of Broomfield and provided a letter designating Lesa Julian as her replacement on the Board.
7. Hallie Mahan recommended a revised slate of officers to the Board including Shelley Stanley as Chairperson, Lesa Julian as Vice-chairperson and David Carter as Treasurer. Vic Lucero will remain Secretary and David Bauer will remain a Member-at-Large. Vic Lucero motioned to accept the proposed slate effective June 1, 2006, and David Carter seconded the motion. The motion carried unanimously.
8. Discussion occurred related to Hallie Mahan’s retirement and the need to update the contact information for legal and tax related correspondence such as the annual report required by the IRS. Laura Hubbard will notify the Board of Association-related correspondence addressed to Hallie. Robin Byers noted that Jane Clary should get a copy of the tax return filed with the IRS so that she tracks her time according to the categories established in the tax documents.
9. Jane Clary presented draft 2007 through 2011 budget estimates and associated background information for discussion. Highlights of the discussion included:
  - Contributions from Broomfield, Westminster and Northglenn for the USGS gage behind Front Range Community College will remain separate line items, not included in “dues.” Each of these entities currently commits \$4,000 towards the \$14,000 annual fee for the gage. The Board recommended that Jane contact Northern Water Conservancy District for additional support for the gage. Westminster should invoice Broomfield directly for their portion, with the remainder invoiced to the Big Dry Creek Watershed Association. Thornton is unable to provide funding for the gage.
  - The current watershed coordination budget is based on 2004 costs and currently underestimates the scope of work related to database management, water quality analysis and presentations to various related organizations (e.g.,

DRCOG, Woman Creek Reservoir Authority, etc.). As a result, the Board concurred that a budget increase of approximately \$5,000 was appropriate to cover baseline operational costs.

- The “Special Projects” budget category will remain separate from the baseline dues and may vary from year to year based on the priorities of the Board. During 2007, special projects could be needed with regard to selenium (including fish tissue sampling), bacteria, total ammonia, temperature and other regulatory issues. No budget amounts were assigned for these projects and were left to the discretion of the individual Board members.
- The Aquatics Associates budget for biological monitoring is currently projected to remain at \$34,000 and will include benthic macroinvertebrate and fish sampling in the fall with a qualitative habitat evaluation and a written report. The 2006 budget will also include spring benthic macroinvertebrate sampling in lieu of the previously planned artificial substrate sampling and quantitative habitat report. Although a more detail cost estimate has been requested from Aquatics Associates, it was not available for purposes of discussion at the meeting. The biannual monitoring program is recommended to continue, with the next sampling event in the fall 2006, then again in the fall 2008.
- Adams County was included in the budget projections, but Adams County’s involvement remains uncertain. Jane left a voice mail for Eric Weis earlier in the week, but did not hear back from him.
- Jane will prepare a revised budget and e-mail it to the Board.

10. Jane Clary provided two technical memoranda for the Board related to selenium and bacteria. The selenium study should be complete in the near future. Additional work is needed to develop a monitoring plan and strategy to address bacteria. Jane will follow-up with Laurie Fisher at the Colorado Water Quality Control Division to determine whether the mini-grants they have available could be used for this purpose.

11. Records retention and standard contracting policies still need to be developed per the March 16, 2006 Board meeting.

12. The meeting adjourned at 3:15 p.m., May 24, 2006.

These minutes of action constitute the record of the 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 May 24, 2006 notwithstanding the date of actual signing. Meeting minutes were prepared for the Secretary by Watershed Coordinator, Jane Clary.

By: \_\_\_\_\_  
Vic Lucero, Secretary