



Meeting Minutes
Big Dry Creek Watershed Association

Date/Time: May 5, 2011, 1:00 to 3:00 p.m.

Location: Broomfield Wastewater Treatment Plant

Meeting Minutes

1. Broomfield Wastewater Treatment Plant Tour

Anthony Tuka, Chief Wastewater Operator for the Broomfield Wastewater Treatment Facility, provided a tour of the plant. The City and County of Broomfield completed a major upgrade to its wastewater treatment facility from an 8 mgd to a 12 mgd facility in 2010. The upgrade included a new headworks, new anaerobic/anoxic basins, new aeration basins, new secondary clarification, and additional UV disinfection. The facility also provides biological nutrient removal through an integrated fixed film activated sludge (IFFAS) process that has resulted in substantial reductions in effluent phosphorus concentrations. The plant is currently treating approximately 5.6 mgd. Jane Clary provided a hand-out from the March 2011 annual water quality analysis to tour participants which showed significant reductions in phosphorus concentrations discharged from the Broomfield facility.

2. Board Meeting

A brief Board meeting followed to discuss budget planning for the association. Jane provided several different draft budget scenarios prior to the meeting to facilitate discussion. The budget provided kept costs fixed at 2011 levels by cutting tasks to offset increased costs and drawing upon reserves. Highlights of discussion included:

- All Board representatives anticipate being able to provide funding for 2012.
- Board indicated a general preference not to rely on the reserve for baseline costs and requested that Jane rework the budget at “full cost”, as opposed to trying to hold the budget as the same level as last year.

- Increased costs include: USGS gage (2011 cost was \$16,200), Aquatics Associates biological monitoring fees, and WWE watershed coordination fees. The biological monitoring fees increased substantially in part due to the watershed association's desire to have Aquatics Associates provide staff to completely cover the biological monitoring effort, as opposed to the cities providing volunteer staff to assist with this effort. Since biological monitoring is budgeted on two-year cycle and 2012 is the next monitoring event, the increased costs are concentrated into one year, as opposed to being spread over two. Key aspects of cost increases include: WWE (approx. \$1,200), Aquatics Associates (approx. \$4,500 + \$6,000[extra staff]) and USGS Gage (+\$1,600).
- Some cost decreases in the budget include decreasing the non-profit/contingency budget by about \$3,000, based on actual costs over the last several years.
- Budget allocations among financially contributing members will be adjusted based on current land use boundaries and current wastewater treatment plant (WWTP) discharge permit capacities. Budget estimates based on this adjusted procedure were provided prior to the meeting.
- The budget discussion concluded with Board directing Jane to rerun the budget estimates with necessary budget increases for use by city staff as basis of budget development by financially contributing members.
- A final budget will be developed and voted on at the September meeting, based on contributions expected to be available by financially contributing members. (Budget development is a two-step process: development of expected budgetary needs, and revision of budget based on contributions expected from financially contributing partners.)

3. **Next Meeting:** September 13, 1-3 p.m. Officer Elections for 2012.

Attendance*

David Bauer, Weld County
 Ed Burke, City of Brighton
 David Carter, City of Westminster
 Jane Clary, Wright Water Engineers
 Kelly Hargadin, Adams County
 Lesa Julian, City and County of Broomfield
 Jerry Raisch, Vranesh and Raisch
 Michelle Ryerson, Metro Wastewater
 Shelley Stanley, City of Northglenn
 Dennis Stowe, Littleton-Englewood
 Anthony Tuka, City and County of Broomfield
 Amy Woodis, Metro Wastewater
 Amy Conklin, Barr-Milton Watershed Association

These minutes of action constitute the record of the meeting of the General Membership and 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 5, 2011, notwithstanding the date of actual signing. Meeting minutes were prepared for the Secretary by Watershed Coordinator, Jane Clary.

By: _____
BDCWA Secretary

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