



Meeting Minutes

Big Dry Creek Watershed Association Annual Board Meeting

Date/Time: September 20, 2018 from 1:15 p.m. to 3:15 p.m.

Location: Broomfield Wastewater Reclamation Facility
2985 W 124th Ave, Broomfield, CO 80020

1. Election of 2018-2019 Officers: Voting Board Members conducted the annual election of officers by secret ballot, with votes tallied by Jane Clary. The Board elected the following individuals to extend their service to the organization for an additional year:

- Lesa Julian, City of Broomfield, Chairperson
- Shelley Stanley, City of Northglenn, Vice-chairperson
- David Carter, City of Westminster, Treasurer
- Juliana Archuleta, Adams County, Secretary

Lindsey Holbrook, Weld County, and Al Quintana, City of Thornton, are Board Members At-Large, representing financially-contributing member organizations.

2. Approval of April 2018 Meeting Minutes—Jane Clary provided a draft of the April 2018 meeting minutes via email prior to the meeting. David Carter moved to accept the April 2018 meeting minutes, and Shelley Stanley seconded the motion, which passed unanimously.
3. Treasurer's Report—David Carter provided the Treasurer's report, which included summary and itemized reports that were reviewed and discussed by the Board. Highlights of the discussion included:
 - The available balances are sufficient to pay expenses through 2018, with reserve funds also available. Several significant invoices are anticipated before year-end, including additional invoices for biological monitoring and the USGS gage at Westminster, and additional work by Wright Water Engineers on the Watershed Plan Update. These invoices will significantly reduce the

reserve balance shown in the Treasurer's Report. BDCWA's fiscal year ends September 30.

- The 2019 planning budget is expected to be maintained at approximately the 2018 funding level for each financially contributing entity.
 - The Board requested a copy of the USGS invoice to support the stream gauge behind Front Range Community College to ensure that appropriate budgeting and invoicing for the gauge.
 - Jane Clary stated that she would like to provide a more detailed breakdown of Wright Water Engineers' invoices relative to the portion that should be allocated between baseline watershed funding and special studies.
4. Dues Structure Discussion: Due to changes in the membership and anticipated WWTP permit limits, the membership dues formula needed to be reevaluated and was a topic of discussion at the Board meeting. Based on direction from the April 2018 meeting, Jane Clary provided several alternative structures at several different funding levels. The Board provided direction on additional scenarios to develop as alternatives for purposes of the 2018 dues. David Carter moved to keep 2019 dues at approximately the same levels as 2018 and directed Jane Clary to continue development of revision to the dues structure for discussion at the next meeting. Shelley Stanley seconded the motion, which passed unanimously.
 5. Coordination for Biological Monitoring—Lesa Julian has been in communication with BDCWA's biological monitoring consultant, Tami Schneck, to coordinate volunteer support for biological monitoring the first week of October. Each local government is emailing Tami directly and providing names and cell phone numbers for volunteers who will be participating this year. Northglenn, Broomfield and Adams County all plan to provide field support. The two sets of sampling date options, depending on weather, include:
 - a. October 2-4
 - b. October 3-5
 6. Monitoring Plan Update—Evelyn Rhodes walked stakeholders through revisions to the Big Dry Creek Sampling and Analysis Plan, making a few additional revisions/clarifications to the revised draft of the plan. Significant discussion focused on the importance of clearly reporting both the Method Detection Limit and the ML, in accordance with the Water Quality Control Division's guidance on this topic developed in support of Regulation 85. This guidance will be added as an attachment to the SAP and each lab should provide Evelyn with updated information on detection limits. The BDCWA Database will also document both the MDL and the PQL/ML.
 7. Regional Engagement/State Work Groups—Shelley Stanley reported on several of the ongoing regional and state efforts, including technical topics being addressed by the Water Quality Forum and other regional groups like Barr-Milton

and South Platte CURE. BDCWA is providing a dues contribution to Barr-Milton, as well as the Colorado Watershed Assembly.

8. Watershed Plan Update—Jane Clary reported that she has begun work on the watershed plan update and discussed a list of information needs from the partners. Updating the GIS maps in the watershed plan is a key priority, along with integration of the *E. coli* TMDL and stream assessment studies. The Board requested that Jane email a list of data needs to participants to facilitate updating the watershed plan. The December 2018 meeting will be used to discuss the watershed plan update.
9. Planning for 2019—The group discussed baseline activities and special projects, including an itemized list of topics provided on the agenda. Generally, the Board and participants identified no major changes to the list of activities; however, Juliana Archuleta suggested increasing the activity level and support around MS4/stormwater-related issues. Juliana suggested that a task committee of BDCWA MS4 coordinators should meet (perhaps twice per year) and discuss stormwater-related priorities relevant to BDCWA. Additionally, Juliana suggested outreach to other MS4s in the watershed, including Jefferson County, Arvada, Federal Heights and Superior, with recognition that some of these entities have relatively small land areas in the watershed. The list of topics reviewed as part of this discussion included:
 - a. Review of Baseline Activities: Any Changes Needed?
 - i. Annual water quality monitoring/monitoring plan
 - ii. Supporting USGS gage at Front Range Community College
 - iii. Database maintenance
 - iv. Annual water quality/watershed report
 - v. Annual newsletter
 - vi. Website: www.bigdrycreek.org
 - vii. Meetings: typically, three regular meetings (March, September, December, plus “task” meetings)
 - viii. Biennial biological/fish monitoring
 - ix. Data sharing for regulatory decision-making and planning activities
 - x. Participation in regional/statewide water quality efforts (e.g., CLEAN Center, SPCURE, Barr Milton)
 - b. Special Projects Open Discussion: Initial Ideas
 - i. Nutrient Enhancement Incentive Program—watershed projects or all WWTP projects (only brief discussion)
 - ii. Joint MS4 activities related to *E. coli* TMDL

- iii. Update Watershed Plan to better integrate *E. coli* TMDL and nutrients, new WWTP discharge permits (*in progress*)

10. Activities for Remainder of 2018

- a. 2018 Annual Newsletter
- b. October Biological Monitoring
- c. December Meeting: Watershed Plan Update. The meeting will be held on December 6, 2018, 1-3 p.m. and Broomfield Wastewater Treatment Facility.

Attendance

Board Members Present

Juliana Archuleta, Adams County
Lesa Julian, City and County of Broomfield
David Carter, City of Westminster
Shelley Stanley, City of Northglenn
Lyndsay Holbrook, Weld County

Board Members Absent

Al Quintana, City of Thornton

General Membership

Laura Hubbard, City and County of Broomfield
Evelyn Rhodes, City of Northglenn
Robert Fiehweg, Citizen
Craig Hoffman, City and County of Broomfield
Tony Steck, City of Northglenn
Jane Clary, Wright Water Engineers

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 September 20, 2018, notwithstanding the date of actual signing. Meeting minutes were prepared for the Secretary by Watershed Coordinator, Jane Clary.

By: _____
BDCWA Secretary