



## Voting Item Summary

ITEM NO.	# 5
CATEGORY	Loan / Financial / Accounting
REQUESTED ACTIONS	Approve operating loan for the Authority from Colorado Business Bank.
DUE DILLIGENCE	<ol style="list-style-type: none"><li>1. Determined needed loan amounts through financial analysis</li><li>2. Conducted phone interviews with several local banks</li><li>3. Screened banks based on willingness to work with the Authority, loan costs, bank customer service, etc.</li><li>4. Selected Colorado Business Bank as preferred provider</li></ol>
PREFERRED ALTERNATIVE PROOF STATEMENT	<ol style="list-style-type: none"><li>1. Terms and customer service from Colorado Business Banks were the most advantageous to the Authority</li></ol>
ADDITIONAL INFORMATION	See Attachment for draft loan documents.
KEY DATES	<ol style="list-style-type: none"><li>1. 9/15/06: Sign loan</li></ol>



## Voting Item Summary

ITEM NO.	# 6
CATEGORY	Office Space
REQUESTED ACTIONS	1. Approve signing of the lease for 12350 E. Arapahoe Road, Centennial, CO.
DUE DILIGENCE	<ol style="list-style-type: none"> <li>1. Defined office space specifications</li> <li>2. Selected a real estate broker, Colliers International</li> <li>3. Researched available sites that met the building specifications</li> <li>4. Analyzed over 20 sites and screened out poor candidates</li> <li>5. Toured 4 sites to determine 1st and 2nd choices</li> <li>6. Selected 12350 E. Arapahoe Road (for its ability to be developed to suit SEMSWA needs, the cost compared to other facilities, and the fact that it's a new building, meaning there is little chance of structural wear and tear during the lease period.)</li> <li>7. Negotiated lease with Landlord, for review and approval by Board</li> </ol>
PREFERRED ALTERNATIVE PROOF STATEMENT	<p>This option is preferred because:</p> <ol style="list-style-type: none"> <li>1. Ceiling height allows for adequate equipment access</li> <li>2. Second choice facility has difficult landlord and building was in poor shape</li> <li>3. Centrally located</li> </ol>
ADDITIONAL INFORMATION	<p>See attachment which includes:</p> <ul style="list-style-type: none"> <li>• Shortlist of sites that were toured</li> <li>• Letter of Intent</li> </ul>
KEY DATES	<ol style="list-style-type: none"> <li>1. 8/15/06: Selected site</li> <li>2. 9/01/06: Signed Letter of Intent</li> <li>3. 9/15/06: Sign Lease</li> <li>4. 11/30/06: Construction completed and COO obtained</li> <li>5. 12/08/06: Move-in</li> </ol>



## Voting Item Summary

ITEM NO.	# 8
CATEGORY	Benefits
REQUESTED ACTIONS	<ol style="list-style-type: none"> <li>1. Approve medical insurance plan</li> <li>2. Approve vision plan</li> <li>3. Approve dental, life, short and long term disability, and flexible spending account plans</li> <li>4. Approve vacation, sick and holiday plans</li> <li>5. Approve submittal of Employer Applications to benefits vendors</li> <li>6. Approve expense for binder checks to benefits vendors</li> </ol>
DUE DILIGENCE	<p>Paramount Benefits Consulting was used to collect bids for coverage(s) and to assist in developing all plan designs. Multiple carriers were asked to bid on the plans, then the information on pricing and plan design options for the top few in each category were reviewed with Steve Gardner. Information on the County's current benefits for County employees was obtained from the County HR office to serve as an accurate point of comparison. The recommended package was developed after a meeting with the transitioning employees to gather their input.</p>
PREFERRED ALTERNATIVE PROOF STATEMENT	<p>The plans being recommended most closely mirror Arapahoe County's plan design elements (levels of coverage, co-pays, etc.). The goal of this package is to provide transitioning as well as future employees with a market-competitive benefits package.</p> <p>The package consists of medical, dental, vision, life insurance, short and long term disability, and spending accounts. Employees will pay the same premium amounts they currently pay with Arapahoe County through 2007. The employer cost will be slightly higher than it was for Arapahoe County, due to the small nature of this group.</p> <p>Four providers will be used to supply these benefits: Kaiser (medical), Principal (dental, life insurance and disability coverage), Vision Service Plan (vision), and Denver Reserve (spending accounts). All four will be on one-year contracts.</p>

ADDITIONAL INFORMATION	<p>See attachment which includes:</p> <ul style="list-style-type: none"> <li>• Copies of the premium cost spreadsheet and details on the plan designs are attached.</li> <li>• A vendor statement and copies of the original benefit package which was reviewed are also attached, showing the top alternatives considered.</li> </ul>
KEY DATES	<ol style="list-style-type: none"> <li>1. 9/07/06: Receive Board approval of health insurance package</li> <li>2. 9/15-30/06: Employee benefit enrollment meetings and forms completed</li> <li>3. 9/30/06: Employer application, employee information, and binder checks due to providers</li> <li>4. 11/01/06: Coverage begins</li> </ol>



## Voting Item Summary

ITEM NO.	# 9
CATEGORY	Public Outreach
REQUESTED ACTIONS	<ol style="list-style-type: none"> <li>1. Approve <a href="http://semswa.org">semswa.org</a> domain</li> <li>2. Approve launch of web site on Sept. 19, 2006</li> </ol>
DUE DILIGENCE	<ol style="list-style-type: none"> <li>1. Considered 8 other domain names or abbreviations. Determined which names were "available" to be registered</li> <li>2. Shorter abbreviation (SEMSWA) is easier to remember and say</li> </ol>
PREFERRED ALTERNATIVE PROOF STATEMENT	<ol style="list-style-type: none"> <li>1. Recommended abbreviation generally follows the letters of the Authority name, and this is likely intuitive for the public</li> </ol>
ADDITIONAL INFORMATION	<p>Initial web content will be basic information, with ongoing updates and expansions as appropriate. Initial information will be consistent with that shown publicly through the Power Points and brochure at elected officials meetings and CENCON meetings.</p> <p>Secured the other "extensions" (.net. and .com) so they would not be used (<a href="http://www.semswa.net">www.semswa.net</a> and <a href="http://www.semswa.com">www.semswa.com</a>)</p> <p>CH2M HILL is providing (public information and messaging) as well as technical support and uploading content.</p> <p>See attachment which shows the web site homepage.</p>
KEY DATES	<ol style="list-style-type: none"> <li>1. 9/19/06: Launch/ upload site for public access</li> <li>2. 9/19/06: Send out news release (Villager, Centennial Citizen) to announce web site</li> </ol>