



Minutes of the Southeast Metro Stormwater Authority Board Meeting July 19, 2023

A Board Meeting of the Southeast Metro Stormwater Authority (SEMSWA) was held in person at SEMSWA, 7437 S. Fairplay Street, Centennial, CO, and via video/teleconference using GoToMeeting (GTM#596615757). A full and timely notice of this meeting was posted, and a quorum was present. The meeting was called to order by Chair Miller at 1:31 p.m. MDT.

Board Directors Present: Bart Miller – Chair
 Jeff Baker – Vice Chair
 Don Sheehan – Secretary/Treasurer
 Christine Sweetland
 Leslie Summey
 Ron Lambert
 Marlo Alston/Alternate (remote)

SEMSWA Staff Present: Dan Olsen, Executive Director
 Ed Krisor, SEMSWA Attorney
 Chase Worth, CLA, SEMSWA Financial Consultant
 Roxi Jones, Director of HR & Administration
 Andy Kuster, GIS/IT Manager
 Tiffany Clark, Land Development Engineering Manager
 Brad Sullivan, Maintenance Manager
 Britni Kahler, Contract Maintenance and Inspections Manager
 Ashley Byerley, Environmental Resources Manager (remote)
 Cynthia Love, Floodplain Manager
 Jessica Traynor, Land Development Engineer (remote)
 James Linden, Environmental Specialist (remote)
 Breanna Schittone, HR/Business Support Specialist
 Michelle Slater, Receptionist (remote)

Guests Present: Andrea Suhaka

1. Public Comments for Non-Agenda Items

- Andrea Suhaka complimented Dan Olsen on doing a great job as SEMSWA's new Executive Director.

2. The June 21, 2023, SEMSWA Board Meeting Minutes stand approved.

3. Finance Report – Chase Worth, CliftonLarsonAllen (CLA)

Noted June Disbursements:

- Line 1, Piney Creek Loan, \$273,630.49
- Line 8, Tyler Technologies, Inc., \$67,226.68
- Line 13, Urban Drainage and Flood Control District, \$500,000.00
- Line 14, Urban Drainage and Flood Control District, \$225,000.00
- Line 16, PNE Colorado Properties, \$87,743.00
- Line 116, Concrete Express, Inc., \$600,739.25
- Line 117, Richmond American Homes of Colorado, Inc., \$56,380.00

Chase Worth reported on the Comparative Balance Sheet (Budgetary Basis) for the Months ended June 30, 2023, and May 31, 2023, and on the Schedule of Revenues, Expenditures, and Changes in Funds Available – Budget and Actual – for the Six Months ended June 30, 2023.

4. Executive Director Report – Dan Olsen

- Tiffany Clark attended the Water and Sanitation Summit where participants discussed the long-term effect of artificial turf on imperviousness and other issues.
- Tiffany Clark also attended a Futures Committee presentation by the State of Colorado for Arapahoe County and the City of Centennial, with discussions regarding population, growth, and other issues necessary for planning.
- Dan Olsen showed a map regarding Dutch Creek and Coon Creek, where a development planned in Jefferson County abuts four lots in Arapahoe County. The Arapahoe County residents are calling SEMSWA as they feel that Dutch Creek is eroding, and that this development will worsen the situation. SEMSWA's Land Development staff will perform a review and the CIP staff has started a "savings account" for future improvements in Dutch Creek. Also, a master plan is beginning next year and will recommend improvements that could be made, in time. The County and SEMSWA have put together a standard email response to send to residents explaining what is happening with the review of Arcadia Creek subdivision.

- Dan Olsen attended a City of Centennial Council meeting where Shannon Carter and Harriett LaMair gave an update on the progress of the High Line Canal project and various partner agencies' involvement.
- Storm response update: SEMSWA received fifty-five phone calls from the City/County/general public regarding issues resulting from the recent storms. Thirty-three of those calls were from homeowners on private property, on which SEMSWA has no jurisdiction. However, Brad Sullivan, Britni Kahler, and other SEMSWA staff met with around 98% of those callers to assist them with solutions, without assuming liability. Eighteen of those calls needed SEMSWA's attention to blocked inlets and outfalls, and four of the calls resulted in proposed future projects for SEMSWA.
- SEMSWA's 2024 staff budget discussions have begun, with the three-year CPI average increase for Denver/Lakewood/Aurora of 4.501% included in the proposed budget. The draft budget and CPI increase resolution will be brought to the Board in September, with the public hearing and proposed 2024 budget presented to the Board in October.
- SEMSWA is fully staffed as of today's SEMSWA Board Meeting.
- The August SEMSWA Board Meeting has been canceled.

5. Cybersecurity Presentation/Yearly Update – Andy Kuster

- As a CSD Pool member that has qualified for higher cybersecurity insurance sub-limit coverage upon completion of the 2022 NetDiligence Quiet Audit cyber assessment, SEMSWA is required to demonstrate the next steps taken in order to keep those limits through 2024. These steps must be completed at any meeting of the SEMSWA Board of Directions held between October 1, 2022, and September 30, 2023.
- To maintain the higher \$1,000,000 sub-limit, the CSD Pool requires a copy of the meeting minutes in which the following has been discussed:
 - SEMSWA's current exposure to Personally Identifiable Information (PII); and
 - Progress made to any recommendations or findings identified in the initial NetDiligence Quiet Audit cyber assessment; and
 - Next steps to be taken over the next twelve (12) months regarding the SEMSWA's cybersecurity.
- Andy Kuster, GIS/IT Manager, gave a presentation at today's board meeting regarding SEMSWA's cybersecurity practices, including the items noted above. A copy of this presentation is attached to these minutes, and both will be sent to the CSD Pool, as required.

6. At 2:23 p.m., The Board of Directors held an Executive Session pursuant to C.R.S 24-6-402 (4)(f)(I) to discuss the Executive Director Annual Review.

Motion to Open Executive Session: Chair Miller

Second: Director Baker

Ayes: All

The Executive Session was closed at 2:42 p.m.

Motion to Approve Dan Olsen's Employment Agreement 1st Amendment,
as discussed in the Executive Session: Director Baker

Second: Director Sheehan

Ayes: All

7. Other Items

- The next SEMSWA Board Meeting will be a hybrid meeting either in-person at SEMSWA or by teleconference on Wednesday, September 20, 2023, at 1:30 p.m.

8. Adjournment

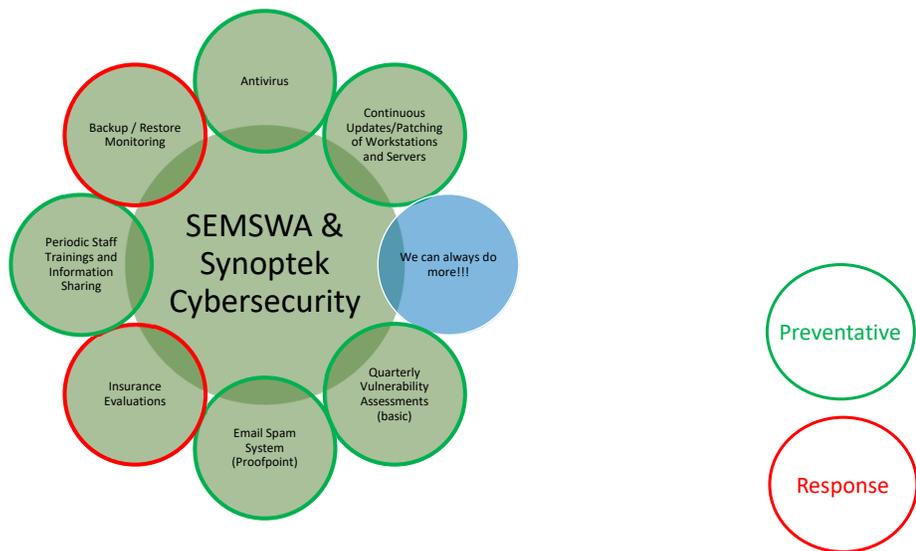
- The meeting was adjourned by Chair Miller at 2:42 p.m.

SEMSWA Cybersecurity Update

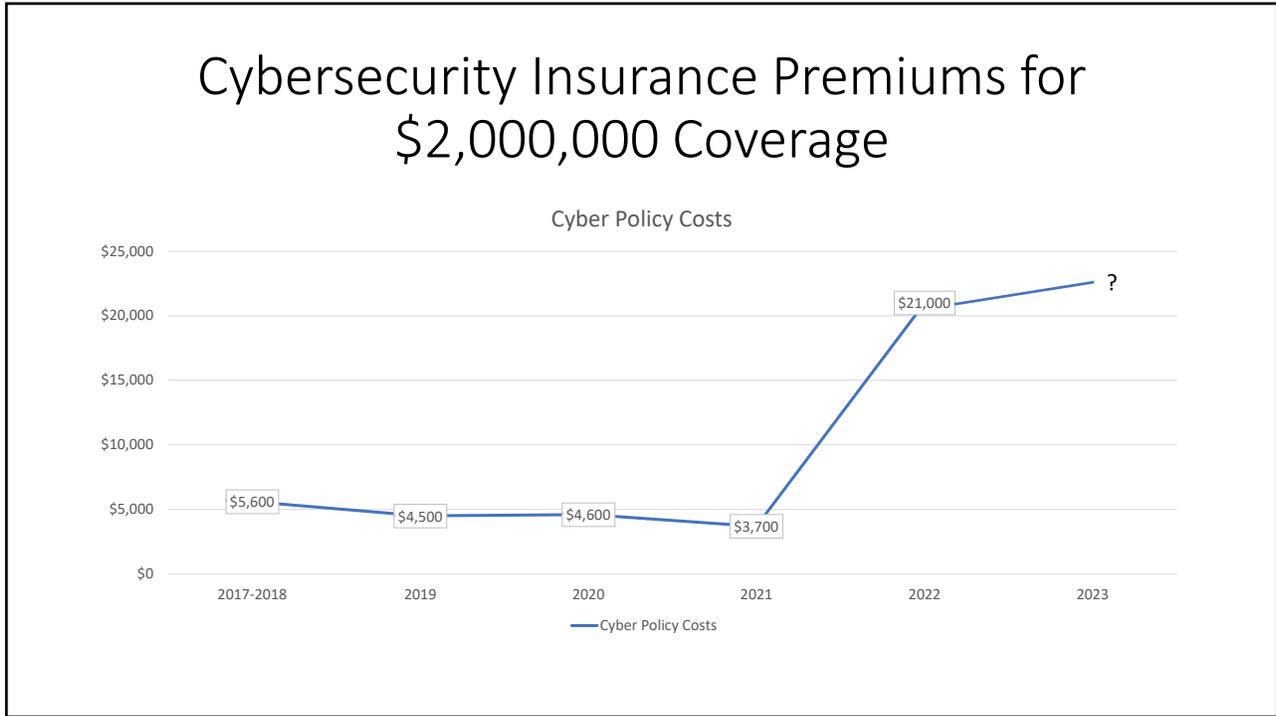
July 19, 2023, Board Meeting

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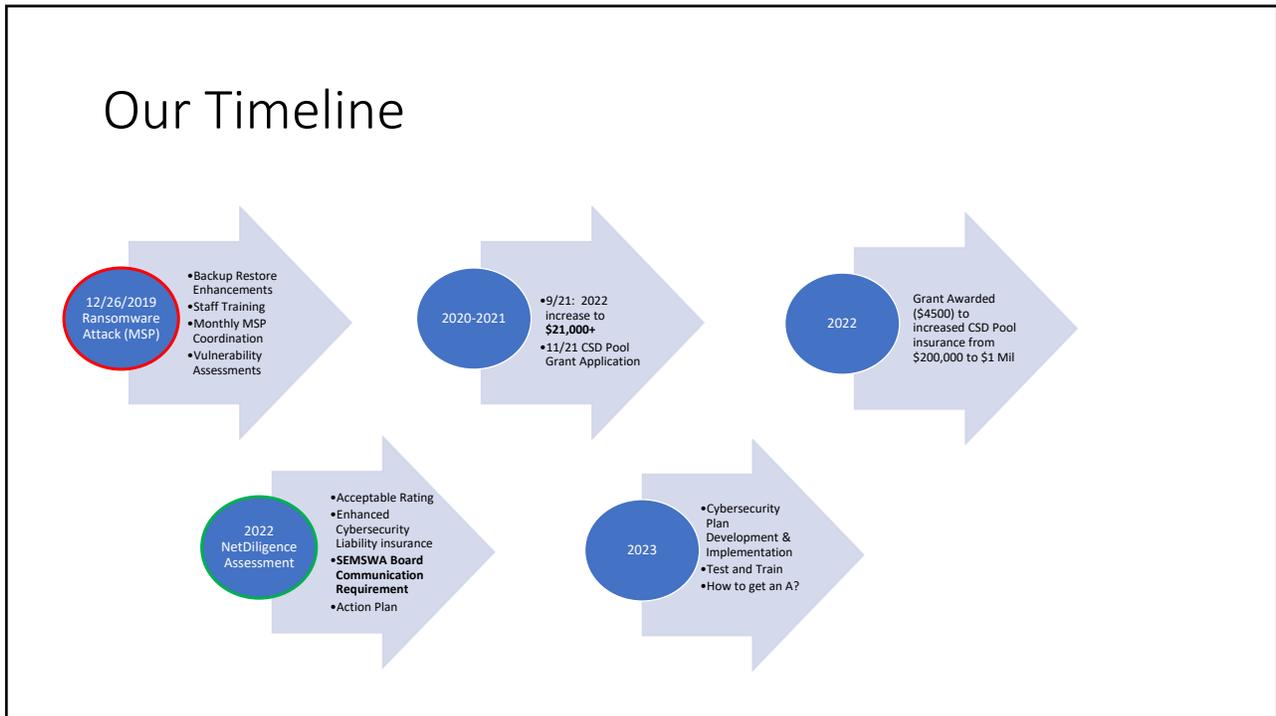
Our Current Efforts (Never enough)



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NetDiligence Assessment 2022

- **Purpose:** Assess our current environment and cybersecurity practices + Reduce insurance cost and enhance coverage.
- **Description:** Report based on interviews and checklist completed by SEMSWA and Synoptek.
- **Findings: Overall Grade B.** Primarily “Baseline” (acceptable) in most categories, some “Strong”.
- **OUR GOAL/2023-24:** Grade A. ‘best in class’ network security and safeguards, solid procedures, policies, and processes.

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1. SEMSWA’s Exposure to Personal Identifiable Information (PII)

- **Internal – Limited Exposure**
 - Migrated information off SEMSWA network
 - Secured (credentials) network structure with very limited staff access to PII
 - No emailing PII information
 - Use of encryption as necessary
- **External – Limited Exposure**
 - Payment processing systems are Payment Card Industry (PCI) Compliant
 - External systems (accounts payable and receivable), HR/timesheets, etc... have security and are logged into directly
- **Improvements:**
 - 2023-24 - Review PII for SEMSWA. What are our specific files / documents with PII, and how do we handle?
 - Look for and close gaps – then periodic testing!

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2. Accomplishments within last year

- Proofpoint strengthened for email filtering – some users ☹️
- Quarterly vulnerability reports (see example from 7/11)
- Monthly review of system updates, patching, and problematic workstations
- Mock spam email
- Domain and Office365 account review
- Multi-factor authentication wherever possible
- Addition of a cost-effective local backup system (needs formalized schedule)
- Website “Contact Us” Form enhancement

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2. Cont. Previous Year Progress Report on Assessment Findings

- Verified CLA cyber insurance coverage
- Assessment review with Synoptek
- Requested PCI compliance verification (double check) from credit card processors
- Discussing Multi Factor Authentication (MFA) for Office365
- Encrypted emails for network credentials on new and changing accounts (never email passwords without encryption)

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3. Action Plan for Next 12 Months...

- Prioritize and Address findings from NetDiligence Assessment
 - Training and more training
 - Upgrade Server OS on select servers (Synoptek Vulnerability Scan)
 - Cyber Security Plan: Disaster Recovery & Incident Response Plan
 - Cyber Security in Employee Handbook & Written Privacy Policy to govern the handling of sensitive information
 - Backup / Restore enhancements and testing
 - Increase the use of encryption, standard practices for potentially sensitive information (in transit and at-rest)
 - Mandatory 2FA/MFA where appropriate

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Questions & Comments?

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