

MINUTES
NFRWQPA – EXECUTIVE COMMITTEE
December 10, 2009

1. Determination of a Quorum

Committee members present were Eric Doering, Dave Andre, Steve Adams, Earl Smith, Carol Webb, John Holdren, and Jon Mays. Also present Connie O’Neill, Manager for the Association.

2. Approval of Agenda

Agenda was approved as presented.

3. Approval of Minutes

Mr. Mays made a motion to approve the minutes from the September 24, 2009 meeting. Mr. Adams seconded the motion and it was approved.

4. Managers Contract

Ms. O’Neill explained that a revised contract was sent out in an email including the changes discussed at the last meeting and the addition of cell phone information. There were no changes proposed to Exhibit A. Mr. Smith suggested that the words “coordinates with the” be added in front of “Board” in the description.

Ms. O’Neill then summarized the changes to Exhibit B. The Committee discussed the inclusion of cell phone information to the contract and the use of Ms. O’Neill’s personal phone as opposed to a separate phone. Mr. Mays questioned the current costs. Mr. Andre made a motion to include a reimbursement of 75% of the cell phone costs to the contract. Mr. Mays seconded the motion and it was approved. The Committee then moved to a discussion of the sick leave benefit. Mr. Mays stated that because sick leave does not have a cash value both regular and extended leave could be combined and accrue at a rate of 2 days per month to a max of 90 days. Mr. Adams suggested adding language that a doctor’s approval may be required to return to work after a certain period of absence. Mr. Holdren suggested 5-10 days. The policies of the cities will be used as examples for this language.

The Committee then discussed the insurance benefits. It was decided that the Association would go with health and dental plans from Anthem. It was also decided that a stipend of \$100 per year will be provided for vision. The change Guardian for the long term disability policy was also decided. The \$200,000 life insurance policy through Kansas City Lift was also decided on with $\frac{3}{4}$ of the premium showing as taxable income on Ms. O’Neill’s W2 form. Mr. Holdren then made a motion to approve all the changes to the contract and Exhibits as discussed. Mr. Adams seconded the motion and it was approved. Ms. O’Neil will follow up with Mr. Doering to get signatures on the contract next week.

5. 2010 Dues

Ms. O’Neill stated that the dues have been revised since the last Executive Committee discussion. The 2008 population estimates were used. Ms. O’Neill is still waiting on final population estimates from Sanitation Districts. Ms. O’Neill explained that approval is needed of the dues in order to send out dues statement after the first of the year. Mr. Mays made a motion to approve the due structure. Mr. Smith seconded the motion and it was approved.

6. 2010 Budget

Ms. O’Neill explained that the 2010 budget has been revised. The budget now has the current dues amount. Ms. O’Neill stated that she has adjusted various benefits line items as outlined in the contract discussion. She has also adjusted the interest income down. Ms. O’Neill stated that the Association is in good shape with the 2009 budget. At the end of October the Association was at 71% of the total budget for expenses and 86% of the total revenue. Ms. O’Neill explained that we should receive payment on the 604 (b) grant in November which should bring the association up to around 92% on the revenue. The Committee then discussed the proposed budget. Mr. Adams stated that the bottom line is that the budget will need to go up a little bit. Mr. Holdren made a motion to approve the 2010 budget. Mr. Smith seconded the motion and it was approved.

7. **Audit**

Ms. O'Neill reviewed the estimates that she had received. She indicated that a couple of additional agencies had declined to bid. Estimates were received from Mike Alexander who had done the audit the last several times, Rose Melville, and Anderson & Whitney. Mike Alexander's bid was the same as what the Association paid last year at \$3,800.00. Rose Melville's bid was lower at \$1,530.00. The Anderson and Whitney estimate was \$5,500.00.

Ms. O'Neill stated that since the estimate from Rose was lower she contacted the Association's Accountant and he suggested I ask for her last peer review and references. The Accountant has looked at the peer review and said there nothing out of the ordinary. He also looked at the proposal and thought it was low but since our books are not complicated thought it would be fine. Ms. Webb suggested checking references. Mr. Adams felt that changing auditors would be acceptable since we have not had any transitions in management. Mr. Andre suggested that Ms. O'Neill check references and contact the Executive Committee by email with the information in order to make a final decision.

8. **Big Thompson Water Shed Forum 2010 MOA**

Ms. O'Neill stated that she has reviewed the existing agreement. A meeting is scheduled between the BTWF funders and USGS and more specifics will be available after the meeting. At this point Ms. O'Neill is not anticipating any changes to the agreement. Ms. O'Neill explained that we will need to fill in the specific dollar amounts once those are determined. Mr. Mays made a motion to approve the Big Thompson Watershed Forum 2010 MOA. Ms. Webb seconded the motion and it was approved.

9. **2009 Officers**

A nominations committee will be selected at the NFRWQPA meeting taking place later this afternoon. Mr. Andre stated that he will not be able to continue on the Executive Committee as he will be retiring February 1, 2010. Mr. Adams stated that he will also be stepping down.

10. **Manager Activities and Evaluation**

Ms. O'Neill stated that she sent out the list of accomplishments, goals and trainings. She will also send out an electronic copy of the evaluation form. Mr. Doering requested that everyone complete the form and return it to him by mid February for discussion at the March Executive Committee meeting.

11. **Former CDT Accounts**

Ms. O'Neill stated that there was a letter received from Boulder County regarding the CDT losses. They have requested a letter of support from the Association in their efforts to recuperate some of the losses. Ms. O'Neill will draft a letter and send it out to the Executive Committee for review.

12. **Other Business**

a. Cornell Update:

Ms. O'Neill stated that they have received approval from CDPHE for the temporary plant and to use the frack tanks that were part of the vault system as equalization basins. Ms. O'Neill explained that she told the state that the Association would not need to review and approve the revised application as the concept was consistent with the previously approved application. The plant is up and running and they have started receiving prisoners.

b. Membership Update:

Ms. O'Neill stated that South Fort Collins Sanitation District has indicated they will renew their membership next year.

c. Meeting dates for 2010:

Ms. O'Neill asked if the Executive Committee would like to continue to meet on the 3rd month of the quarter prior to the regular meetings. This will be determined after the election for the new Committee is held in January.

13. **Adjourn**

There being no further business the meeting was adjourned.