

MINUTES
NFRWQPA – EXECUTIVE COMMITTEE
December 11, 2008

1. **Determination of a Quorum**
Committee members present were: Eric Doering, Earl Smith, Jon Mays and Dave Andre. Also present Connie O’Neill Manager for NFRWQPA. Since there was not a quorum present the Committee agreed that the motions that are approved during the meeting today will be e-mailed out to the other Executive Committee members for their vote and then the motion can be finalized.
2. **Approval of Agenda**
Approved as proposed.
3. **Approval of Minutes**
Mr. Mays made a motion to approve the minutes, Mr. Smith seconded the motion and it was approved. Following the meeting Ms. O’Neill contacted the other committee members and received one additional vote in favor, therefore the motion passed.
4. **2009 Dues**
Ms. O’Neill stated that she is waiting on updated population numbers for Upper Thompson Sanitation District. All the other 2007 population numbers are in. These numbers were used to base the 2009 dues on. Approval is needed on the dues schedule so that Ms. O’Neill can use these numbers in the budget. Mr. Smith stated that they have service areas outside their city limits that are not included in their numbers. Ms. O’Neill stated that to estimate dues in that way would be a change to the formulas for how dues are currently calculated. There is currently not a customer base for the counties. Ms. O’Neill suggested that the dues structure be discussed at the first quarter meeting in 2009 in preparation for the 2010 budget. Mr. Mays made a motion to approve the dues as proposed. Mr. Smith seconded the motion and it was approved. Following the meeting Ms. O’Neill contacted the other committee members and received one additional vote in favor, therefore the motion passed.
5. **2009 Budget**
Ms. O’Neill went over the overall projected budget and changes from the September version. The budget has been cut 6.4% from the 2008 budget. Should the budget need to be reduced further in the future additional proposed cuts have been included in a separate budget spreadsheet. Mr. Doering asked if Ms. O’Neill had heard from members that might be thinking about dropping their membership. Ms. O’Neill stated that she had not heard of anyone considering dropping at this time. Mr. Doering suggest that the second budget cuts be put on hold for now, if it is needed later then it can be presented. Mr. Andre agreed and stated that we should try hard to stay at or below our goal and emphasize every month that we are below budget. Mr. Mays made a motion to approve the draft 2009 budget. Mr. Smith seconded the motion and it was approved. Following the meeting Ms.

O'Neill contacted the other committee members and received one additional vote in favor, therefore the motion passed.

6. **Big Thompson Watershed Forum 2009 MOA**

Ms. O'Neill explained that this agreement is discussed every year to determine the process for working with BTWF regarding the USGS joint funding agreement for their monitoring program. NFRWQPA is the signature on the USGS agreement. BTWF then will pay us the amount of the agreement in two installments. NRWQPA will then pay USGS as the bills are received. Mr. Andre made a motion to approve and repeat the process as it was done in 2007. Mr. Smith seconded the motion and it was approved. Following the meeting Ms. O'Neil contacted the other committee members and received one additional vote in favor, therefore the motion passed. Once it is received, the final version of the JFA will be emailed to the Executive Committee along with the final MOA. The Executive Committee will then make the decision whether or not to approve the documents and authorize Ms. O'Neill to sign them.

7. **604 (b) Project Update**

Ms. O'Neill stated that the 2008 604(b) project will not be completed in 2008 as originally thought. This was due to significant delays at the federal and state level in distributing the PO's which allow work to begin. Ms. O'Neill stated that this grant amount was changed in the budget. The projected actuals has been removed from the 2008 revenue and moved to the 2009 budget. The deadline is the end of September of 2009 to finish the project however the project should be completed the first part of 2009.

8. **2009 Officers**

The committee agreed that Terry Farrill should be asked to be in charge of the Nominations Committee again this year. The Executive Committee agreed he would be the best person for this position if he agrees. This suggestion will be made at the membership meeting.

9. **Manager Activities and Evaluation**

It is time for Ms. O'Neill's evaluation. There is a standard evaluation form that Ms. O'Neill can email out to the Executive Committee for their review and comments. The Executive Committee can also discuss any salary change they would like to put in place for Ms. O'Neill. Mr. Doering would like the evaluation forms emailed to the committee and then have the completed evaluation forms returned to him. He has agreed to compile the results and have the Executive Committee meet after the January meeting to discuss the evaluation results.

10. **2009 Utility Plan Review Committee**

Ms. O'Neill explained that the current Utility Plan Review Committee was appointed in January of last year. Because of work load issues some members are not able to be active as they would like. We would like to get a few more people added to the Utility Plan Review Committee this year. If the committee was larger then there would be more participation. Mr. Doering stated that some current members are a little frustrated with the time commitment and committee participation and questions whether the

participants have to be a member of the board to be on the Utility Plan Review Committee. Ms. O'Neill and Mr. Doering will add the discussion of the 2009 Utility Plan Review Committee to the meeting agenda for today's NRWQPA meeting.

11. Other Business

- a. The times of the quarterly executive meetings were discussed. This will be finalized with the new committee following the election.

12. Adjourn

Meeting was adjourned at 1:35 p.m.