

**MINUTES**  
**NFRWQPA – EXECUTIVE COMMITTEE**  
**December 13, 2007**

**1. Determination of a Quorum**

The meeting was called to order by Chair, Ed Schemm at 10:06 a.m. Executive Committee members present were: Ed Schemm, Earl Smith, Jeff Hodge, Randy Siddens, Terry Farrill, and Cindy Titus. Also present, Connie O’Neill, Manager for the Association.

**2. Approval of Minutes**

Minutes of the May 22, 2007 meeting were included in the packet to the Executive Committee. Boxelder Sanitation District had submitted revisions to those minutes. Those revisions had been reviewed and accepted. Also, additional corrections suggested from the Committee were added. Mr. Farrill made a motion to approve. Mr. Smith seconded the motion and the minutes were approved. Minutes of the July 6, 2007 meeting were then considered. Mr. Siddens made a motion to approve. Ms. Titus seconded the motion and the minutes were approved.

**3. Records Policy**

A draft Records Policy which contained the suggestions from the July meeting was included in the Executive Committee packet for review and consideration. At the July meeting there was a request to also review the DRCOG policy as an example. Ms. O’Neill indicated that she had requested that policy but had not received it yet. She had however, received a copy of the Pikes Peak COG records policy which only includes time frames for how long different documents are kept.

Ms. O’Neill also stated that at the July meeting there was a discussion of scanning old documents of the Association to create electronic copies. Ms. O’Neill stated that the Association would need a new scanner with a document feeder and possibly new software. She indicated that the 2008 budget currently includes \$500 under Capital Expenditures for a scanner and \$150 for software if needed. In addition there has not been a cost for copies included in the policy. Ms. O’Neill questioned whether there should be a cost for members and / or non-members.

Mr. Farrill questioned the functions of the scanners that had been evaluated. Mr. Schemm, Mr. Siddens and Mr. Smith all agreed that it would be a good idea to have these documents available electronically. Mr. Farrill stated that the Association may need to purchase Adobe Pro software and also suggested that member entities could help out with larger items to be scanned. Mr. Farrill also stated that there should be a cost for copies. Mr. Schemm agreed that members should be provided copies at no charge but a fee should be established for non-members. Mr. Smith stated that the state law is \$.25 per copy and suggested using that for non-members. Mr. Farrill added that reasonable requests for members should be provided at no cost and that multiple copies should not be provided.

The Committee then discussed the length of time that files should be retained. Mr. Schemm suggested that personnel files on past employees be maintained for 6 years and all current employee files be maintained. Mr. Schemm questioned whether site applications and plan amendments should be kept longer. Mr. Siddens stated that site applications, plan amendments and utility plans should be kept 10 years. Mr. Schemm suggested keeping these records until an update is submitted that supersedes the previous record. Mr. Siddens also suggested creating a list similar to the PPCOG list. Ms. O’Neill will follow up with DRCOG for their policy and will

include a list with the Associations draft. Mr. Siddens then requested that the Committee skip to the discussion of the Association Officers.

4. **2008 Officers**

Mr. Siddens stated that the Boxelder General Manager, Fred Walker, would like to run for the Executive Committee in 2008 and therefore he would be resigning. Mr. Farrill instructed Mr. Siddens to have Mr. Walker contact the Nominations Committee. Mr. Siddens also volunteered to serve on the Utility Plan Review Committee. Ms. Titus also stated that she would not be able to serve on the Executive Committee in 2008 as she was moving to Alaska. Mr. Schemm will also be stepping down as Larimer County will not renew their NFRWQPA membership in 2008. Mr. Hodge then agreed to run as Chair. The Committee then discussed other potential Committee members for 2008.

5. **Financial Policy**

Ms. O'Neill indicated that the financial policy had been updated with the suggestions from the July Executive meeting. The draft had also been reviewed by Mike Alexander, Auditor. Mr. Smith made the motion to approve the revised policy. Mr. Farrill seconded the motion and the revised policy was approved.

6. **2008 Membership Dues**

Ms. O'Neill provided updated information on the 2008 Membership Dues. She handed out a letter from City of Thornton stating that they are dropping their membership in 2008. She also indicated that Anheuser-Busch, Inc. had not paid their dues in 2007. She stated that she had made several attempts to contact them with no response however, she will continue to encouraging their participation. Mr. Schemm stated that Larimer County is also planning to drop their membership. Ms. O'Neill sent a letter to Larimer County reiterating the importance of their input to NFRWQPA. Ms. O'Neill also indicated that there are still some updated population estimates that are needed from some of the Sanitation Districts which will change the final dues total. Mr. Smith made a motion to approve the dues with the updated population estimates. Mr. Hodge seconded the motion and it was approved.

7. **2008 Budget**

Ms. O'Neill reviewed the year end projections for 2007 and the 2008 proposed budget. She also presented the engagement letter from the Auditor for an audit of the 2007 financial records. Mr. Farrill suggested increasing the capital expenditures line item for the purchase of a scanner and software. Mr. Farrill then made a motion to approve the budget with adjustment of the capital expenditures and to approval the letter of engagement for the Audit of the 2007 financial records. Ms. Titus seconded the motion and it was approved.

7. **Big Thompson Watershed Forum (BTWF) 2008 Memorandum of Agreement (MOA)**

Ms. O'Neill indicated that a revised MOA with BTWF was included in the packet to the Executive Committee. She then reviewed the changes to the MOA from the previous year. There was then discussion regarding signing the MOA prior to receiving the final Joint Funding Agreement (JFA) from USGS. Mr. Farrill then made a motion that after receiving the final JFA, Ms. O'Neill should e-mail both it and the MOA out for approval by the Executive Committee. Mr. Hodges seconded the motion and it passed.

NOTE: The final JFA was received from USGS in January 2008. Both the JFA and the MOA with BTWF were then circulated to the Executive Committee. The Executive Committee approved both documents via e-mail in February 2008.

8. **BTWF GIS REQUIRMENT**

The Association received a request from BTWF for the GIS information produced by the Association. BTWF indicated that they will use the data in their evaluation of the monitoring program and will not publish the information or put it on their website. Mr. Farrill questioned whether they already had the information. Mr. Schemm agreed with Mr. Farrill but did not object to providing the information. Mr. Smith made a motion to provide the BTWF with the GIS information. Mr. Hodge seconded the motion and it passed. In addition, the Committee requested that a letter be sent to the BTWF Chair requesting an update on the status of the Forum.

9. **604 (b) PROJECT UPDATE**

Ms. O'Neill provided an updated on the 2007 project. The bulk of the work has been completed for this project however we are waiting on final approval of the 2007 Update. Once all the updates are approved at the public hearing the final maps can be prepared, GIS DVDs can be burned, and the plans printed. Ms O'Neill has sent the final billing to the state.

Ms. O'Neill also indicated that she has had a discussion with CDPHE regarding the 2008 project. The CDPHE is currently waited on approval of the award amounts form EPA. Ms. O'Neill indicated that she is looking for project ideas. Some of the ideas collected so far included the addition the stream segments and monitoring points (BTWF and Poudre Monitoring Group) to our GIS system. She indicated that the aerial photography was added as part of the 2007 update.

10. **MANAGER ACTIVITIES & EVALUATION**

Ms. O'Neill indicated that a list of her activities and a professional development plan for 2008 was included in the Executive Committee packet. Also included was the template for her evaluation. Mr. Schemm suggested that everyone fill out the evaluation and then condense the responses into one evaluation. Mr. Farrill suggested completing the evaluation prior to the change in Executive Committee members. Mr. Schemm then made a motion to go to executive session. Ms. Titus seconded the motion and the Committee went into executive session. Following the executive session, Mr. Schemm stated that he would compile the comments submitted by the other Committee members for the evaluation.

11. **Other Business**

Mr. Schemm suggested that it may be necessary for the Association to consider issues associated with proposed uranium mining in the future.

12. **Adjournment**

There being no further business, the meeting was adjourned at 12:10 p.m.