

## MINUTES

### **NFRWQPA – EXECUTIVE COMMITTEE**

**June 25, 2009**

**1. Determination of a Quorum**

Committee members present were: Carol Webb, Earl Smith, Jon Mays and John Holdren. Also present Connie O'Neill Manager for NFRWQPA.

**2. Approval of Agenda**

Agenda was approved as presented.

**3. 2010 Dues**

Due to the lack of a quorum, the Committee moved first to the dues discussion. Ms. O'Neill discussed Attachment #2 and indicated that she has added a column for proposed 2010 dues. This column is based on the same formula that we have been using and is based on the 2007 population numbers. The 2007 numbers are the most current numbers available. Also included is the information that Ms. O'Neill has collected from the members. This was collected in response to a question Mr. Smith had about the dues formula. Ms. O'Neill explained that if you are a municipality the dues are based on the entire population of the town. Some entities with smaller populations choose to participate at the minimum voting amount of \$1,250.00. Ms. O'Neill stated that we may approach Saddle Ridge about joining in 2010. She also added that Metro will be bringing a Utility Plan to the Association next year for the regional facility that will be located north of Brighton. Ms. O'Neill thinks they may want to join the Association as a member or we may want to ask them to join as a member. Mr. Smith stated that he is not sure it would be worth the effort to revise the formula. Mr. Holdren agreed with Mr. Smith that it may not be worth dealing with. Ms. Webb asked if it could be based on design capacity or if there may be a better formula to use. Mr. Adams then arrived at the meeting creating a quorum. Following additional discussion Mr. Smith made a motion to approve the proposed 2010 dues using existing formula and most current population estimates. Mr. Mays seconded the motion and it was approved.

**4. Approval of Minutes**

Mr. Smith made a motion to approve the minutes from the May 28, 2009 meeting. Mr. Holdren seconded the motion and it was approved

**5. 2010 Budget**

Ms. O'Neill stated that in 2009 the Association made a number of cuts in the budget to try and bring it in line better with actual expenses. The Association cut out a lot of contingency they had built into a number of line items. This brought the proposed expense budget down \$10,000.00 from 2008 to 2009. Also in 2009 a list of additional cuts was prepared in the event that these were needed. Those cuts were not made.

Ms. O'Neill explained that the draft 2010 proposed budget includes dues based on the current formula. In looking out five years Ms. O'Neill has held the dues steady in order to get a worse case scenario of what the budget would be if there were no changes in dues. In 2010 the CDPHE revenue is up which reflects the additional 604(b) money which took the place of the ARRA funds. Ms. O'Neill

stated that her salary is held at the current rate in the salary line item but the contingency salary line items is increased each year to budget for increase if approved.

Mr. Adams questioned when the budget will go to the members. Ms. O'Neill states that it will go out in January after it has been approved by the Executive Committee in December. Mr. Adams explains that the City of Loveland has frozen their budget for 2010 for employee pay raises and asked the other members for comments on this issue. He explained that out of state travel is also frozen. Mr. Smith stated that it is too early for the City of Evans to tell what will happen to their budget. He explained that the City of Evans still wants to invest in the employee and will look at cutting programs and services first. Mr. Mays explained that they are looking at efficiency first. Mr. Adams also voiced concern that the projected budget is not balanced after 2012. Ms. O'Neill explained for the last several years the Association has come in under budget. Mr. Holdren stated that the 2010 budget looked good. Ms. Webb stated that the City of Fort Collins has limited their salary increase to 1% and are continuing to fund conferences. Ms. O'Neill asked for additional instruction on modifications specifically regarding contingency. Mr. Holdren felt this should remain as proposed. Mr. Adams asked if others thought the budget would balance out. Ms. Webb stated that she felt it would balance. Mr. Holdren suggested going out to bid for future audits. Mr. Mays stated to go ahead and go to the conferences this year. Mr. Adams would like to add the conferences to the agenda to report on. Ms. O'Neill will move forward with the budget and it will be on the agenda for the meeting in December.

#### **6. Managers Contract**

Ms. O'Neill explained that she went through the contract and made the changes that were discussed at the last meeting along with date changes. Most of what was discussed was changes on the benefits page. Ms. O'Neill stated that she also included the comparison of the benefits packages from the various agencies. Mr. Holdren suggests a few changes on the current contract. Ms. O'Neill reviewed the benefits comparison.

Vacation/Sick: Ms. O'Neill currently earns one day a month vacation and 2/3 day a month or eight days a year sick with the max carryover of sixty-five days sick leave. Other entities combine their sick and vacation into PTO.

Health Insurance: Ms. O'Neill has health insurance through PacifiCare. Coverage is paid 90/10%. She currently has the Signature Freedom Self Directed Health Plan which includes drug coverage.

Dental Insurance: Ms. O'Neill has dental and vision insurance through PacifiCare also and the Association pays 100% for the dental and 90% for the vision.

Life Insurance: Ms. O'Neill has life insurance through Ohio Nation. The Association uses the same insurance broker for this as health insurance. The contract states that the amount of the policy is 2x her salary which has changed each year. Ms. O'Neill has provided the broker with the salary increases each year and thought this was getting updated however, this year the broker realized that the benefit had been getting updated for the disability insurance but not on the

life insurance so Ms. O'Neill has a policy for \$140,000. The two options provided by the broker are:

1. Stay with existing policy only.
2. If we add coverage to maintain the 2x, salary we would have to purchase a second policy. The minimum amount for a policy is \$100,000. A percentage of this policy could be paid by the Association (the percent needed to equal coverage of 2x salary) and the remainder paid by Ms. O'Neill.

Mr. Adams asks for Ms. O'Neill to check around on different life insurance policies that would allow for adjustments as per the contract which is similar to what the cities have. If that is not possible then we could further consider the other options.

Disability Insurance: Ms. O'Neill has long term disability through Ohio National also. This benefit amount is calculated based on current salary and has adjusted as the salary has increased over the last four years. Ms. O'Neill also looked into a short term disability plan. Ms. O'Neill asked the broker to check on this and what she told her was that she couldn't find anything for us because we are a group of 1. Mr. Adams provided Ms. O'Neill the names of City of Loveland employees in the personal department that may be able to help and give additional information. Mr. Holdren will also provide the name of their broker for comparison.

Mr. Mays suggest adding vision to dental on new contract with Association paying 100% of dental and vision. The committee then discussed the vacation time. Ms. Webb proposed that at five years there should be 15 days of vacation and after ten years there is 20 days of vacation to bring it in line with other agencies. Ms. Webb also suggests increasing the sick time that is now offered to Ms. O'Neill and adding a discussion of how it could be used. Ms. O'Neill stated that she has not been allowed to accumulate more the 65 days which creates a gap since the long term disability would not begin until 90 days. Ms. Webb suggests increasing the amount to ten days and increase carry over to bridge the gap. Mr. Holdren suggested that a short term disability policy would resolve the gap. Mr. Smith suggested changing sick leave to accrue 1 day per month. Mr. Adams suggests adding bereavement for immediate family members.

Mr. Holdren also suggested to Ms. O'Neill to use admin leave for appointments rather than sick leave. Ms. Webb suggests clarifying the use of medical leave such as for immediate family, dependent care and emergencies. The committee then discussed short term disability further. This benefit usually pays a 2/3 salary benefit. Ms. Webb stated that their policy allows for roll over of sick bank to supplement salary to 100%. Mr. Adams stated that Loveland had a similar process and suggested adding this. Ms. O'Neill stated that she would make these changes and include a revised contract with the September agenda.

#### **7. Liability Insurance Policy**

Ms. O'Neill explained that the Association's existing liability insurance policy is through American Family Insurance. The company has notified the Association that they will not be able to continue this policy therefore alternation policies have been discussed. Ms. O'Neill met with the agent and he explained that the problem came up when he took over as the Association's agent and he has a different underwriter. The underwriter thought we were a consulting firm. Ms.

O'Neill explained to the new agent what the Association does and he discussed this with his underwriter. He has now notified us that we would be able to continue with the policy at the same premium with just a change from office not other classified to office/bookkeeping.

**8. Other Business**

Mr. Adams asks if there are other concerns with the job description and none were identified.

Mr. Holdren asks about the Associations meeting recordings and whether the policy meets state requirements. Ms. O'Neill stated that the Association is not required to have recordings but our policy does follow state guidelines. Ms. O'Neill believes it can be a valuable tool to continue the recordings from the meetings.

**9. Adjourn**

Mr. Smith made a motion to adjourn the meeting. Mr. Mays seconded the motion and the meeting was adjourned.