

MINUTES
EXECUTIVE COMMITTEE – NFRWQPA
JUNE 12, 2006

1. Determination of Quorum

The meeting was called to order by Chair Ed Schemm at 1:00 p.m. Executive Committee members present were: Jeff Hodge, Steve Adams, Cindy Titus, Terry Farrill, Randy Siddens, and Ed Schemm. A determination of a quorum was made and the meeting continued.

2. Approval of Minutes

Minutes of the February 17, 2006 meeting were considered. Mr. Farrill made a motion to approve the minutes. Mr. Adams seconded the motion and it passed.

3. Cache la Poudre Monitoring / Watershed Group Update

Ms. O'Neill presented an update from the recent meetings of the Cache la Poudre monitoring group. She also handed out copies of the draft mission and goals that the group has put together. This group had been meeting to consider opportunities to balance discharge monitoring with ambient monitoring. They have been discussing the monitoring that is currently going on by the dischargers along segments 11 and 12 of the river. There have also been discussions in these meetings about a watershed group forming however, this group has only committed to a monitoring project at this point.

The group has also discussed how they will move forward and has requested to become a subcommittee of the NFRWQPA. Mr. Dave Pusey stated that the group felt there could be some legitimacy added to the group by becoming a subcommittee of the NFRWQPA. Mr. Schemm asked what kind of involvement the group anticipated from the Association. Mr. Pusey stated that there may be an opportunity for the Association to assist the group with funding in the future. Mr. Adams added that the Big Thompson Watershed Forum (BTWF) had presented information to the group on data management and felt that it was a good use of time for the Manager to continue to participate in the group. Mr. Siddens said the group has already identified potential cost savings just from overlap and had recognized the need for consistency in data collection. Mr. Schemm stated that these discussions were reminiscent of the early Big Thompson discussions. He also reminded the group that a lot of time and money had been spent looking at the potential for a watershed group forming along the Poudre with results showing that there was not enough interest. He also stated that he felt it was appropriate for the Association to be a parent for this type of effort and we may need to revisit the steps the Association took with the Big Thompson group.

Mr. Farrill stated that the draft mission in the handout did not correspond to what the group has discussed as their mission, to achieve a reduction in discharge monitoring. He also questioned what it will take to realize that reduction and added a complete monitoring program would need to include much more information. Mr. Siddens agreed but stated the process needed to start small. Mr. Schemm stated that he did not think this would be a repeat of the Big Thompson because the previous studies have shown there is not the interest along the Poudre for a watershed group. Mr. Pusey stated that the watershed discussion continue to take place at the group meetings but the group would like to focus on the monitoring at this point and see some successes there before expanding. Mr. Adams stated that a lot depends on what the state wants to see as part of the monitoring program and this has not been decided yet. Mr. Farrill cautioned that additional monitoring could be a double edged sword. There was then additional discussion about EPA's participation so far with the project.

Mr. Schemm then questioned whether the whole Association should approve a subcommittee. Mr. Hodge questioned if there were guidelines in the Articles of Association. Mr. Schemm then suggested putting it on the next Association meeting agenda and asking

the membership for approval. There was discussion about what types of questions may be asked such as what will it cost the Association? There was then additional discussion about what sponsoring this group would mean. Mr. Pusey stated at this point what the group needs is the legitimacy from being association with NFRWQPA. Mr. Farrill then questioned whether the draft mission and goals were appropriate for a subcommittee. There was additional discussion about how the Association may support the group and how this may compare with the support the Association provided BTWF. Mr. Schemm then suggested that he and Ms. O'Neill put something together for the Executive Committee to consider. He suggested that the group needed to better define what it is that they want from the Association and that the Executive Committee needs to further discuss how we accomplish that. Mr. Hodge then made a motion to direct staff of the Association to participate with the group that is forming along segments 11 and 12 of the Cache la Poudre. Mr. Siddens seconded the motion and it passed.

4. **2007 Budget**

Ms. O'Neill discussed two handouts, the preliminary 2007 budget and the 2007 dues schedule. The Committee discussed the dues schedule and population estimates for 2007. Ms. O'Neill stated that the 2005 population estimates should be available prior to finalizing the budget. The Committee then considered the dues for the Barr Milton Watershed group. Mr. Farrill made a motion to approve the payment of dues to the watershed group. Mr. Hodge seconded the motion and it was approved.

The Committee discussed several budget line items. Mr. Farrell questioned the need to print an update in 2007 and suggested providing the plan on CD. It was also suggested that we may be able to continue to print the plan, just fewer in the future. Mr. Schemm suggested leaving the cost for printing in the budget and if it is not spent it could be adjusted later. There was also a discussion of the mileage rate for 2007. Mr. Adams questioned whether an audit would be needed in 2007. The Committee decided that an audit of 2007 would be appropriate and that it would be conducted and paid for out of the 2008 budget. Mr. Siddens then asked about the Poudre Study line item. Ms. O'Neill gave a background of the line item and also the separate Poudre account. The Committee asked Ms. O'Neill to review the minutes from when the account was opened in order to establish direction on how the funds can be utilized. Mr. Adams then made a motion to use the preliminary dues schedule for notification to the members of the 2007 dues. Ms. Titus seconded the motion and it passed.

The Committee then discussed whether there was a need for board insurance. Mr. Farrill suggested as a recommending agency our exposure would be limited. The Committee asked Ms. O'Neill to check previous minutes for a discussion of this issue. Mr. Adams also offered to check with the City Attorney on the need for insurance for a quasi-governmental entity.

5. **Project Status Report**

1. 2005 Audit

Ms. O'Neill gave an update and indicated that we should have a report by the next Executive Committee meeting.

2. Areawide Water Quality Management Plan

Ms. O'Neill stated that the plan was almost ready for distribution. Mr. Adams questioned whether there were security issues or something in the freedom of information act that would prohibit the Association from distributing the plan to non-members. The Committee asked Ms. O'Neill to follow up with the state and other 208 agencies. Ms. O'Neill then discussed the GIS agreement that was handed out. She had sent the draft agreement to the City of Loveland and Weld County for comments. The City of Loveland had submitted their suggestions and those had been incorporated into the document.

Ms. O'Neill then gave a brief demonstration of the GIS information that will be distributed to the members with the 2005 Update. Mr. Farrill suggested incorporating aerial photography into the project. There was also a suggestion to links to the data sheets in the future. The Committee then returned to the GIS agreement discussion. Mr. Siddens made a motion to require all members receiving the GIS project to first sign the agreement. Ms. Titus seconded the motion and it passed.

3. 604b Projects

Ms. O'Neill gave an update of the two projects and indicated both were on schedule.

6. Status of Operations

1. Financial Report Format

Ms. O'Neill presented a draft of a new financial report from the Association's Accountant, Myron Lindgren. This type of report is included in the fee that the Association currently pays. Mr. Lindgren had made several suggestions which include: showing all accounts on the report, and showing footnotes that explain items in the report. Mr. Schemm agreed that all the accounts should be shown on the report. Mr. Farrill added that the footnotes should be included. He also suggested that the account numbers be added and the percentage column changed to whole numbers. The Committee suggested reserving the asset and liability page for the Executive Committee. Mr. Schemm questioned whether there was a liability against the Poudre account. Mr. O'Neill will work with Mr. Lindgren to incorporate the suggestions and then send out a revised version for discussion.

2. Organization Reinstatement

The Association has submitted the paperwork for reinstatement as a non-profit organization. We should be receiving a certificate in the near future.

3. Transcript Policy

Ms. O'Neill stated that the Association had recently received a request for transcripts. In response to that, a digital recorder has been purchased which will allow for copies of the recordings to be put onto a CD should we receive a request in the future. There was then a question regarding the length of time for retaining the recordings. The Association currently does not have a policy on records retention. Mr. Schemm suggested charging a fee to cover the cost for providing a copy of the recordings. Mr. Farrill questioned whether we should provide copies of the recordings to non-members. Mr. Hodge pointed out some liability from retaining the recordings indefinitely. Mr. Farrill questioned if the Association is subject to the same information release requirements as governments would be. Mr. Farrill offered to check on the requirements for providing transcripts or recordings and continue the discussion at the next Executive Committee meeting.

7. Other Business

Mr. Siddens brought up the question of what time the regular Association meetings are held. There have been issues when the meetings run past 5:00 p.m. The Committee asked Ms. O'Neill to check on the availability of the room with NCWCD at alternative times.

8. Adjourn

There being no further business, the meeting was adjourned at 3:58 p.m.