

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

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MINUTES EXECUTIVE COMMITTEE JUNE 23, 2005

1. Determination of a Quorum

The meeting was called to order by Chair, Gale McGaha Miller at 1:30 p.m. Executive Committee members present were Gale McGaha Miller, Ron Witt, Terry Farrill, and Ed Schemm. Also present were Connie O’Neill, Manager for the Association, Jody Lambert and Mike Wallace.

Because there was not a quorum present, the board members present determined that they would take conditional action on the action items with a follow up phone poll to the absent committee members.

2. Approval of Minutes

The minutes of the February 24, 2005 meeting were reviewed and Mr. Schemm made a motion to conditionally approve the minutes. Mr. Witt seconded the motion and it passed.

NOTE: Earl Smith, Ken Rutt, and Steve Adams were polled by phone following the meeting and all voted in favor of the motion.

3. Proposed Budget – 2006

Ms. O’Neill presented an overview of the proposed 2006 budget. There was discussion of proposed website expenses and expansions for 2006 including polling membership for their needs. There was also discussion regarding the need for office insurance and computer/network security. The committee suggested having the areawide update for 2005 on a DVD. There was also some discussion regarding requests for GIS data.

The committee discussed the financial projections for 2006 and 2007 including the projected reserve available. There was discussion of the dues structure for population and non-population based members. The committee requested that the Association contact the non-population based sanitation districts to determine current populations. This structure will be considered in more detail prior to the development of the 2007 budget to ensure equity among the members. It was determined that the base rate for dues would remain the same as that rate used in 2005. The dues will be based on the 2004 State Demographers Office population figures when they become available. This will be announced at the June Association meeting and notices will be sent out to members.

Mr. Farrill made a motion to conditionally approve the preliminary budget. Mr. Witt seconded the motion and it passed. *NOTE: Earl Smith, Ken Rutt, and Steve Adams were polled by phone following the meeting and all voted in favor of the motion.*

The Executive Committee will meet again in July or August to further discuss the dues structure issues. This meeting will also be an opportunity to conduct a six month review of the new manager. A final budget will be placed on the Executive Committee agenda for December for consideration and approval.

4. Utility Plan Policy

Ms. McGaha Miller summarized the development of this policy to date. The most recent suggestions for change to the policy were received from Ravi Srivastava with Boxelder Sanitation District. Mr. Srivastava's suggestions would broaden the scope of the policy to include non-point and other point source impacts. Ms. O'Neill also distributed an e-mail received from Mr. Srivastava outlining his intent for the changes to the policy. Mr. Schemm indicated the Association may want to research an expansion in the scope of our activities however; he disagreed with the proposed policy changes. Ms. McGaha Miller suggested that there were really two issues. One is what our policy on utility plans will be. The second is what are the appropriate functions of this group. Even if we expand our current roles we still need a process for dealing with utility plans. The committee agreed to reject the suggested changes from Mr. Srivastava but felt that further discussion of our role and authority was appropriate.

Mr. Farrill stated that the utility plan reviews process was a way to offer resources/wisdom to other utilities. This policy is the next step from the current voluntary process, still providing flexibility but encouraging planning. Ms. Miller suggested some explanatory material associated with the checklist of required items. Mr. Farrill indicated that most of the items on the checklist will be required at the time of a site application anyway. He also suggested reviewing the list and indicating what the minimum items needed would be. Mr. Schemm reiterated that we are not including the privately owned, small facilities in this policy. This policy would include those entities that would be requesting a plan amendment including expansion of service area, site approval, or creating a new district. Mr. Lambert commented that entities should be doing this planning already. There was discussion about the size of the service area expansion that would fall under this policy and about the need to retain the flexibility to handle each request on a case by case basis. There was also discussion about the need to allow staff to use professional judgment in determining a significant enough change to trigger a utility plan.

There was then discussion about the use of this policy to provide opportunities for the applicants to meet with staff and the Utility Plan Review Committee for comments and suggestions prior to presenting to the Association as a whole. This would give the applicant an opportunity to hear the type of information that the Association will want to have in order to approve their application. It was also pointed out that this policy may result in the approval process taking longer and applicants should know that up front. Mr. Schemm offered to work on the wording of the policy to encompass the suggestions that were discussed. It was determined that the Executive Committee will attempt to revise the language and present the policy to the Association at the July meeting.

5. Other Business

A. Ms. O'Neill reviewed a current plan amendment application received from the proposed East I-25 Sanitation District and some recent correspondence received from their

representatives. They have asked the Association to consider their request prior to the district formation. They were told that the Association would begin the review process prior to the formation but would not guarantee that the Association would take action on the request prior to the district formation.

There was then discussion on what information the Association has used in the past to make changes to service areas and what the Associations policy is on considering plan amendments prior to district formation. The committee reviewed some of the information submitted by the East I-25 representative. They also reviewed a letter submitted by St. Vrain Sanitation District stating they are willing to serve the area once the service area is changed. The committee identified that this will continue to be a discussion item and that one question for the state is whether you can have a 208 area without a treatment system. There is a concern that the region might have a proliferation of metro districts that are collection systems only.

The applicants are also requesting dual designation of the operating agency listing both East I-25 Sanitation District and St. Vrain Sanitation District. The committee discussed this request and reviewed how collection only agencies had been reflected in the plan in the past. The committee determined that there is no precedent to allow for the dual designation therefore it will not be allowed.

- B. Ms. O'Neill reviewed the current situation between Johnstown and Berthoud regarding the IGA condition that the Association placed on Berthoud's site application. The Town of Berthoud has requested that the Association's policy on requiring IGAs be placed on the Association's June agenda. The Committee discussed the need for and the authority to request the development of an IGA in certain situations. Ms. McGaha Miller stated that an IGA is one way that applicants can demonstrate that treatment will be available to them which is technical information needed for us to make a recommendation. Mr. Schemm pointed out that in this situation the IGA request was in support of a commitment that the facility be a regional plant. The two communities also suggested the IGA at the time of the plan amendment. The Committee determined that we have the right to make a recommendation and that we have the right to request the information needed to make a technically sound recommendation.

6. Adjournment

There being no further business, the meeting was adjourned at 3:40 p.m.