

**MINUTES**  
**NFRWQPA – EXECUTIVE COMMITTEE**  
**March 25, 2010**

1. **Determination of a Quorum -**  
Committee members present were, Eric Doering, Jon Mays, Carol Webb, John Holdren, Ed Burke, and Doug Rademacher. Also present Connie O’Neill Manager for NFRWQPA.
2. **Approval of Agenda -**  
Approved as presented.
3. **Approval of Minutes -**  
Mr. Mays made a motion to approve the minutes from the December 10, 2009 meeting. Ms. Webb seconded the motion and it was approved.
4. **Executive Committee Roles and Responsibilities -**  
Mr. Doering explained the roles and responsibilities of the Executive Committee. Ms. O’Neill presented a notebook for each Executive Committee member. Included in the notebook is the Summary, Articles and Association, Utility Plan Guidance Document. Mr. Doering stated that the Association has really come to depend on the Utility Plan Committee. Following the Utility Plan Guidance Documents is the Plan Amendment Process, then the Site Application Process, the financial policy with two budget spreadsheets. The records policy is the last document in the notebook.
5. **Manager Evaluation -**  
Mr. Doering sent out the information to the past members to evaluate Ms. O’Neill. Mr. Doering stated that he saw very positive things and not any negative. Mr. Doering stated that Ms. O’Neill does a great job and thanked her for her service to the organization. Her attention to detail is appreciated. Others stated that Ms. O’Neill is very easy to work with and very organized. Everyone agreed that Ms. O’Neill does a fantastic job. Ms. O’Neill asked that if anyone has any concerns to please feel free to call her. Ms. Webb explained that the City of Fort Collins offers classes and one is Crucial Conversations. Ms. Webb believes that Ms. O’Neill would benefit from this class. Ms. Webb will check into these classes for Ms. O’Neill. Mr. Doering thanked Ms. O’Neill for everything she does.
6. **Financial and Dues Status Report -**  
Ms. O’Neill explained that the Association has received dues from the 28 of the 36 members which equal approximately 90% of the dues. Ms. O’Neill stated that she has not heard anything from Kodak at this time and is not sure where the Association stands with Kodak. Ms. O’Neill has heard that Kodak may sell their treatment facility to the Town of Windsor. The other members that have not submitted their dues yet Ms. O’Neill has contacted and expects to receive those dues soon. Ms. O’Neill would like to ask Denver Metro to join the Association in the future. At this time the dues for the Denver Metro will need to be discussed. Ms. O’Neill stated that the dues that you see on the budget include Mead and they have dropped their membership. The 604(b) funding is higher this year than normal because of ARRA funds. Ms. O’Neill also stated that the office

computers may need to be replaced in the next couple of years so that could also adjust the budget. The Executive Committee advised Ms. O'Neill that she may want to start looking for new computers. Ms. O'Neill explained that we have a new company conducting the audit for the Association. Ms. O'Neill explained that the Association is a nonprofit organization and that the Association is not tax exempt.

7. **Nutrients Standards Discussion -**

Ms. O'Neill stated that there has been a discussion for a number of months regarding the WQCC and the schedule to consider statewide nutrient standards at a RMH in June 2011. There have been ongoing workgroup discussion regarding the development of these standards and over the last few months the division has made their initial proposals of what those standards might be. Ms. O'Neill explained that the reason she requested this extended discussion of the topic was that she feels this is a significant enough issues for our members that we needed to designate some time for discussion and specifically what the NFRWQPA role in the standards process will be. Tad Foster and Amy Woodis are presenting today at the NFRWQPA meeting to give us some additional information. Tad will be presenting information on the current proposal and his perspective on how the Association might choose to participate in the process. Amy Woodis is with Metro Wastewater and will talk about Metro's approach to the standard and their issues. Ms. Woodis also sits on the board of the Wastewater Utility Council so has also agreed to give a status update of the Councils approach. Ms. O'Neill stated that Tad is looking for money. Ms. O'Neill asked for direction on how NFRWQPA should be approaching this? Does the Association want to be more an observer, as we currently have been? Ms. O'Neill stated that she would be mostly just reporting back to the membership on what is happening with the discussions or whether the Association wants to take a more active role in the development process. Ms. O'Neill explained that the alternatives were to be proposed and reviewed through the workgroup process those need to be in the works very soon. Therefore if the Association wants to be more of an active participant we need to get in the game soon. Ms. O'Neill stated that the Executive Committee in the past has talked about using reserve funds for some type of grant. Ms. O'Neill asked the Executive Committee if this is the type of over arching issue that would justify using some of those funds? Ms. Webb stated that the state has come up with an approach to look at their methodology. Ms. Webb would be in favor of using reserves on this topic. Mr. Doering stated that we need to be at the table and a player in the game. A suggestion would be to get some of the key players together, maybe even have Ms. O'Neill be engaged in the process. Ms. Webb stated that this has to be planned way ahead of time. Mr. Doering stated that he believes it is well worth the staff time to be a part of this. The Executive Committee agrees that they need to dedicate time to this and set up a committee to work on Nutrients Standards.

**8. 604(b) Project Update-**

Ms. O'Neill explained that the 604(b) project is federal tax money that comes from the Federal Government to the Association and is designated to Regional Water Planning. At this point the way they calculate the money is 1% of the clean water revolving or \$100,00.00. When the state gets the funding they keep 60% and distribute 40% to the active agencies. Each year we submit a project plan to receive the grant money. Ms. O'Neil stated that it is an easy process. Ms. O'Neill stated that last year we got more money because of the stimulus. Ms. O'Neill stated that this year we are a little behind with this project for a couple of reason. The first is that we have had greater than normal workload with Utility Plans so that has taken a lot of time the last several months. The second is that the other plans that we were going to review (DRCOG & PPCOG) have not been done yet. Ms. O'Neill stated that the Association should be in good shape to complete the task by the September 2010 deadline. A draft document for the project will be ready for the next Executive meeting for review. Ms. O'Neill explained that she received word this week that the state will need the Associations 2010 proposal by April 19<sup>th</sup> The Association made a decision last year that their 208 plan update would be a 2 year process so in 2010 the work plan will include the completion of the update This year the Association has been told that each 208 agency will be eligible to receive \$13,200.00 also a little higher than what we anticipated. This year the state EPA has requested that we provide a 2 year proposal. We already know what the 2010 project will be but we need to decide what the 2011 project will be. One thing that will need to be part of the proposal is a greening component.. As with the ARRA funds this is a new requirement and no one really know what it means when it comes to planning. This may get a little more clear as the state starts to work on the statewide plan and we see how the greening component is included in that plan. Because this is so new the state has said that it would be acceptable to include a task in the project that includes scoping the issue. Ms. O'Neill explained that she is looking for input on what the proposal for the 2011 funds should be. Ms. O'Neill's thoughts are to see if there was something that could really benefit the membership on the routine things that are done. Ms. O'Neill's idea was to establish clearer guidance on Utility Plan Amendments. Ms. Webb stated that she likes the amendment idea. Mr. Doering also agreed that he likes the amendment idea. Ms. O'Neill will proceed as the Executive Committee has suggested.

**9. Other Business -**

**a. Disability Insurance Update:**

Ms. O'Neill explained that at the December meeting we were going to switch the disability insurance that Ms. O'Neill currently has. Ms. O'Neill explained that one of the changes that the Committee gave approval to was a change to the company the Association used for disability insurance. Ms. O'Neill explained that the current policy will be the one that she keeps for the disability insurance and not the new one that the Executive Committee approved at the December meeting.

**b. Executive Meeting Schedule for 2010**

Ms. O'Neill asked the Executive Committee if they would like to continue to meet on the 3<sup>rd</sup> month of the quarter at 12:30 pm prior to the regular NFRWQPA meeting. The Executive Committee agreed to keep the meetings at this time with the exception of the June meeting being moved to June 17<sup>th</sup>.

**c. Conference Calling for Membership Meetings**

Ms. O'Neill stated that there was a suggestion at the January meeting about doing conference call in for the meetings. Ms. O'Neill contacted Northern Water Conservancy District just to check on the availability of conference calling in the room that is currently used for the meetings. Ms. O'Neill talked with their IT department and was told that they are in the process of replacing the phone system. After April they will have a phone dedicated to the room currently used for the meetings. The new phones will have this ability the cost of this is not yet know. Ms. Webb stated that she thought it was a great idea. Mr. Doering stated that he was not sure if the conference call would be the way to have the meetings. This matter came up because of possibly not having enough people attend the meetings to have a quorum. Ms. O'Neill will check back in April to see what the capability will be and the cost of using the conference call. The matter of the conference calling will be discussed again at the June meeting.

**10. Adjournment**

There being no further business the meeting was adjourned.