

**MINUTES**  
**NFRWQPA – EXECUTIVE COMMITTEE**  
**March 27, 2008**

**1. Determination of a Quorum**

The meeting was called to order by Chair, Jeff Hodge at 12:30 p.m. Other Executive Committee members present were: Carol Webb, Eric Doering, and Steve Adams. Also present were Zack Shelley and Ed Young with the Big Thompson Watershed Forum, and Connie O'Neill, Manager for the Association. There was not a quorum at this time so the agenda was adjusted to being with the Big Thompson Watershed Forum presentation. Dave Andre then arrived which provided a quorum.

**2. Update from Big Thompson Watershed Forum**

Mr. Young started with the history of where the Forum was born and mentioned some of the people that were involved in the beginning. In 1985 following a fish kill in the Thompson River, NFRWQPA decided to form a municipal group. In 1998 Mr. DuBois determined that because of the time and staff requirements of the group, it would be appropriate to create an separate forum. Mr. DuBois worked with the City and created the Big Thompson Watershed Forum. In 2004 the Forum became an independent non profit agency. Mr. Young provided the group with a handout including a current news release from the Forum. He indicated that the Board of Directors had decided to move slowly in replacing the Director. The Forum currently has one employee, and operating out of debt, with a balanced budget, and working to grow the reserve account. Mr. Shelley then discussed the Monitoring Program. Mr. Shelley stated that the Forum will be keeping the Monitoring and Assessment program running, as well as having an annual meeting and updating the website. He summarized the Cooperative Monitoring Program with approximately 21 sites that are monitored monthly and the Volunteer Monitoring Program. He indicated that the restoration projects are current on hold however educational projects will continue by assisting the City of Loveland on their waterway clean-up and updating the website.

Ms. O'Neill asked for a status of the Mariano Exchange Project and information on the Water Quality Management Plan. Mr. Shelley indicated that the handout included a CD with a report from Dr. Loftus at CSU conducted in 2007. The CD also included the Water Quality Management Report that was done in 2007 to complete the grant requirements. Mr. Adams asked about other information that was gathered during the planning process that was not included in the 30 page report. Mr. Young indicated that he would look into this. Mr. Shelley indicated that the Mariano Exchange Ditch Phase I Report will be released when funds are available and the project is hold for now. He also indicated that the state had approached the Forum regarding possible grant funds for source water assessment work.

**2. Approval of Minutes**

Minutes of the December 13, 2007 meeting were considered. Ms. Webb offered to share some information regarding uranium mining with the group. Mr. Doering made a motion to approve the minutes. Ms. Webb seconded the motion and it was approved.

**3. Amended 2008 Budget**

Ms. O'Neill indicated that there were adjustments made to five line items. She stated that money had been taken from Contingency Salary (381) and moved into Salary - Manger (310), Retirement Contributions (330), FICA Manager (340), and Long Term Disability (350). Mr. Doering made a motion to approve the amended 2008 budget. Mr. Adams seconded the motion and it was approved.

**4. Records Policy**

Ms. O'Neill indicated that the policy was reviewed in December and that the current version contained suggested modifications from that meeting. She also indicated that she had collected copies of the Denver Regional Counsel of Governments (DRCOG) and Pikes Peak Council of

Governments (PPCOG) record policies to use as guides. Those policies were mainly charts indicating the length of time to retain records. She stated that one of the biggest things that prompted the development of this policy was the recordings of the meetings and that currently they are kept indefinitely. Ms. O'Neill included a chart that she compiled from the DRCOG, PPCOG and the Colorado Model Retention Schedule which Mr. Smith had provided. She compiled a list of document types that the Association has from the three charts and selected the most conservative time frame. She indicated that the policy also address cost for copies which followed the suggestion to provide a reasonable number to members at no cost. Cost to non-members would be 25 cents per page. She stated that the main request for copies currently is associated with Utility Plans and that the office is providing those on CDs as electronic copies. Mr. Doering made a motion to approve the policy. Mr. Adams seconded the motion and it was approved.

**5. Regulation No. 22, Site Location and Design Approval Regulation**

Ms. O'Neill indicated that she will be attending a meeting to solicit input on items to be considered at the next regular Rule Making Hearing of Regulation 22. She asked for input regarding issues that NFRWQPA may want to present. Ms. Webb said she would need to review the regulation. Ms. O'Neill said she would send a summary to the Association and include the link to Regulation 22. Mr. Adams asked if a date had been set for the hearing and Ms. O'Neill indicated it had not yet been set. Mr. Doering brought up the issue of asking the state to require Utility Plans. DRCOG has required Utility Plans for a long time and they do not make any decisions without them. Mr. Adams questioned why the state does not require them and suggested that if the state required them it would be easier to justify NFRWQPA requiring them. Ms. Webb asked why the Association requires the Utility Plan. Ms. O'Neill answered that it was becoming necessary in order to make complete evaluations and good decisions. Mr. Adams asked if DRCOG had been challenged on making Utility Plans mandatory. Ms. O'Neill stated that she would follow up with DRCOG.

**6. Other Business**

**A. 604(b) Project Update**

Ms. O'Neill said she had still not heard anything from the state yet about awarding 2008 604(b) funds. She understands that the state is waiting on the EPA budget. The ideas that the Association has prepared so far for projects include further updates to the GIS Program to incorporate the WQCD information on stream segments as well as monitoring points for the coordinate monitoring programs in the area.

**B. Audit Update**

The Association has signed the engagement letter and the Accountant is working on conversion of the year end statement and submitting that to the Auditor.

**C. Mr. Adams stated that Larimer County is looking at a 1041 process, but was not aware of the status. It allows counties to develop regulations that can manage major projects. Ms. O'Neill does have copies of the one that was proposed in Weld County.**

**7. Adjournment**

There being no further business, Mr. Doering made a motion to adjourn, Mr. Adams seconded the motion and the meeting was adjourned at 1:55 p.m.