

**MINUTES**  
**NFRWQPA – EXECUTIVE COMMITTEE**  
**May 28, 2009**

**1. Determination of a Quorum**

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

**2. Approval of Agenda**

Approved as proposed.

**3. Approval of Minutes**

Mr. Mays made a motion to approve the minutes from the December 11, 2008 meeting. Mr. Smith seconded the motion and it was approved.

**4. Audit**

Ms. O'Neill explained that Mr. Alexander will be discussing the 2007 audit. Mr. Alexander stated the audit was fine with no real areas of concern. Several adjusting journal entries were recommended. The revenues that were being reported in the financial statements from the Big Thompson Watershed Forum are being netted against each other and the recommendation is to record the full revenue. There was also a suggestion for reporting prepaid insurance since it had not been recorded. Other than that things were fairly straight forward and no significant problems were reported. Ms. O'Neill stated that it is her understanding that the match is what has not been reflected. The amount that we are responsible for is all that is posted now. The suggestion is to show the match amount also. Ms. O'Neill explained that the Association's accountant suggested showing this on the end of the year statement only. Mr. Doering suggested making a footnote on the financial report explaining this. Mr. Holdren made a motion to approve the 2007 audit and modify year end statements to reflect USGS-JFA matching funds. Mr. Smith seconded the motion and it was approved.

**5. Amended 2009 Budget**

Ms. O'Neill explained that the amended 2009 budget shows the adjustment of money from the contingency salary line item into the Manager salary, retirement, and FICA manager line items. Ms. O'Neill gave a dues update. Ms. O'Neill explained that Dacono has dropped out. South Ft. Collins Sanitation District is still considering whether they will renew. Ms. O'Neill met with Mr. DiTullio from South Ft. Collins last week. Mr. Doering explained that he had talked with Dacono and they were comfortable with the representation through St. Vrain Sanitation District. Ms. Webb questioned whether it would be appropriate for other board members to contact South Ft. Collins Sanitation District? Mr. Doering thought contacting them would be appropriate. Mr. Holdren suggested that he may contact them also. Mr. Mays made a motion to approve the amended 2009 budget. Mr. Smith seconded the motion and it was approved.

**6. Dues Formula**

Ms. O'Neill explained that Mr. Smith suggested this as an agenda item. We thought it would be good to have the discussion early in the year in preparation for developing next year's budget. Ms. O'Neill explained that the 2007 population was used for last year's budget. The sanitation districts are asked to provide an equivalent population number. Our current Articles of Association state that "Upon approval of such preliminary budget the funds required by the Association shall be appointed among the members by formula as determined by the Association. A membership contribution schedule shall be included as an integral part of the budget." Mr. Smith's concern was that Evans serves customers outside the City limits but their dues are based on the municipal population. His question was how many other jurisdictions have similar situations. Ms. O'Neill explained that the outside populations now are probably included in the County. Ms. Webb suggests that this may be a financial issue for some smaller entities. Mr. Doering suggested sending out an email with a short survey asking the number of taps and

population served. This survey can be discussed at the June meeting as part of the preliminary dues discussion.

**7. Manager Contract**

Mr. Doering suggested that the contract be reviewed for any changes or any areas that may need updated. Ms. O'Neill explained that the current contract is consistent with the City of Loveland holiday schedule. Ms. Webb suggests changing vacation time to increase over time while employed with the Association. Mr. Holdren indicated that Severance has switched to personal time off as opposed to separate sick and vacation time. Ms. Webb suggests looking at what other organizations do. Mr. Doering suggests looking at more sick leave accrual and scheduled increases. Ms. O'Neill will collect information from the Executive Committee for their entity and organize a spreadsheet with the sick leave and vacation plans. This will help determine a better plan for Ms. O'Neill. Mr. Holdren also suggested looking into short term disability. Ms. O'Neill explained how the current retirement account for the Association's Manager is handled. A percentage is put into the retirement account as indicated in the contract. Mr. Doering suggests that a change be made to the contract to allow Ms. O'Neill to contribute more to her retirement account if she chooses. This will be discussed further at the June meeting.

**8. 604(B) funding – 2009 Project Proposal**

Ms. O'Neill explained that all the 208 agencies had made a decision to give up ARRA funding in exchange for additional 2009 funds. We will get approximately \$15,000.00 in additional funds which we will see next year. The State will use the ARRA funds to create a statewide Water Quality Management Plan. The hope is that this statewide plan will cover many of the 208 requirements thus taking some of the burden off of us. We will be working with the State through this process. They have suggested a presentation to the WQF this summer on the process.

**9. Regulation 22 Proposed Changes**

Ms. O'Neill explained that the Division has proposed the changes to Reg. 22 which were determined through the workgroup process. There is still a very slim possibility that Jackson Kelly could bring the service area issue forward but is not likely. Mr. Doering will be filling in for Ms. O'Neill next week at the prehearing conference.

**10. Other Business**

**a. Mead Membership Issue**

Ms. O'Neill stated that the Town of Mead contacted her on March 18, 2009 and they have decided to pay their dues and stay members for 2009 but they were disappointed in NFRWQPA for approving the East I-25 boundary. Ms. O'Neill stated that they were particularly disappointed in her. Their feelings were that Ms. O'Neill did not handle the situation well and that she did not give good direction. They still feel that East-I25 is not a provider and that our decision to condition the Mead Utility Plan so that they have to amend their plan once the East I-25 issue was resolved is a substantial expense for Mead.

**b. Records Policy**

Ms. O'Neill explained that that she has not followed up on the records policy with the membership after it was approved in 2008. Ms. O'Neill will be taking care of this and posting it on the website.

**c. Other**

Ms. Webb requested that Ms. O'Neill provide and update on the Reg. 38 hearing at the June meeting. She also requested updates from the Water Quality Forum.

**11. Adjournment**

Meeting was adjourned at 1:38 p.m.