

**MINUTES
EXECUTIVE COMMITTEE – NFRWQPA
NOVEMBER 9, 2005**

1. Determination of Quorum

The meeting was called to order by Chair, Gale McGaha Miller at 1:00 p.m. Executive Committee members present were Gale McGaha Miller, Ed Schemm, Terry Farrill, Ken Rutt, and Earl Smith. Committee member Steve Adams arrived later. Connie O'Neill, Manager for the Association, was also present. A determination of a quorum was made and the meeting continued.

2. Approval of Minutes

Minutes of the August 9, 2005 meeting were reviewed and Mr. Schemm made a motion to approve the minutes. Mr. Farrill seconded the motion and it passed.

3. FY06 604(b) Projects

Ms. O'Neill handed out copies of the 604(b) project proposal for FY 2006. She indicated that the state had given the Association a short turnaround time for submitting the proposal so there had not been a lot of time to discuss the ideas. The two project ideas that were included with the proposal were items that the Executive Committee had previously discussed and indicated they would like to pursue. The first project was the development of a Service Area Policy. The second project was an update to the service area mapping for the Association. Ms. O'Neill indicated that she had worked with the City of Loveland to determine what would be needed for the update and a cost estimate. This project would also include the Association purchasing the GIS software to better utilize the mapping database. Ms. O'Neill also indicated there may be a need to upgrade an office computer and there will be an ongoing maintenance fee associated with the software. She also indicated that the City of Loveland had agreed to provide her with 20 – 40 hours in training as an in-kind donation to the Association. Mr. Farrill suggested that we look into what DRCOG has for a Service Area Policy.

4. 2005 Areawide Water Quality Management Plan Update

Ms. O'Neill stated that she had asked for all update information to be submitted by the end of November. The intention would be to present a draft of the information at the December meeting which could then allow for a public hearing at the January meeting. If the information is not received in time, this schedule may be shifted back. Ms. O'Neill then gave an overview of the areas in the region with unresolved or pending issues. Those include:

- Mead / Proposed East I-25 area: Additional information will probably not be submitted until after February 2006.

- Milliken / Evans area: Possible boundary changes associated with annexations and a proposed lift station.
- Erie / St. Vrain Sanitation District: There may be a request for a boundary change in this area, however nothing has been received.
- St. Vrain Sanitation District / Weld County Tri Area Sanitation District / Dacono Sanitation District: There are discussions in this area regarding the land in the Highway 52 area and to the east.
- Windsor: We may receive a request regarding the boundary of an individual property owner.
- Highway 34 area including Greeley, Milliken, Johnstown, and Windsor: Greeley is leading the discussion in this area and it is close to resolution.

Ms. O'Neill then highlighted some of the items that would be different in this update including many of the small systems that had not previously been included. Mr. Farrill pointed out the need to include other districts, such as collection only districts, in the plan in the future. He also suggested showing the Management and Operating Agencies as a layer of the mapping. Ms. McGaha Miller suggested looking into how other agencies show these districts.

5. Membership – 2006 Dues

Ms. O'Neill reviewed the proposed dues structure which included the 2004 population figures. She also indicated that she had received a request from Fox Acres to become a member and share a voting membership with the Town of Pierce. She also pointed out an issue with Milliken and Gilcrest continuing to share a vote, now that Milliken has a population in excess of 3,000. Ms. McGaha Miller questioned the process for sharing a vote. Mr. Farrill pointed out that the intent of a shared vote was to include communities with the same interest. Mr. Schemm pointed out that the Articles allow for a shared vote between municipalities and/or special districts. Ms. O'Neill offered to review the Articles in more detail and follow up with the Committee by e-mail regarding the shared vote between Fox Acres and Pierce.

6. Review of 2005 Budget Status & Consideration of Proposed 2006 Budget

Ms. O'Neill summarized the status of the 2005 budget and presented an adjusted 2005 budget to address several individual line items. Ms. O'Neill then presented a proposed 2006 budget. She indicated there were still outstanding question regarding the need to replace one office computer and possibly contracting for IT support. Ms. McGaha Miller asked about the amount that would be necessary for IT support. Ms. O'Neill suggested \$200-\$300 per month. The Committee then recommended that this item be added to the proposed budget. The Committee also recommended that the capital expense line item be increased to accommodate the replacement of the office laptop computer and purchase of a projector. No additional action was taken on the budget at this time.

7. Status of Operations

Ms. O'Neill handed out a summary and reviewed the accomplishments for 2005 and the goals for the remainder of 2005 and for 2006. Mr. Farrill discussed the need for workshops addressing issues with Regulation 22, utility plans, and the Association's policies. The Committee agreed that sponsoring workshops would be a good idea. Mr. Adams questioned the extent of activity #7 "provide input and assistance to local entities on water quality matters". He also suggested adding some professional development which would include GIS training. Ms. McGaha Miller suggested an informal survey of the membership to find out what their needs and expectations are. The Committee then went into executive session in order to discuss the Manager's evaluation. Following the executive session the Committee summarized their evaluation. Ms. McGaha Miller stated the Committee would like to see a professional development plan for 2006. They would also like the budget line item for training to be increased to \$1,000 and a separate line item to be added for IT support with an amount of \$3,600. She also added that the Committee recommended the amount in the contingency salary line item be increased to provide for a 4% salary increase for the Manager. Ms. McGaha Miller then returned to agenda item #6 and asked for a motion. Mr. Farrill made a motion to approval the proposed budget as amended. Mr. Smith seconded the motion and it passed.

8. Other Business

A. Non Profit Documents and Status

Ms. O'Neill stated that she had received some questions regarding the status of the Association. There was a short discussion regarding the status of the organization as a quasi-governmental organization. Ms. O'Neill stated that she would follow up with the Accountant to make sure updates are not needed.

B. BTWF MOU and Board Position

Ms. O'Neill presented some information regarding a request from Big Thompson Watershed Forum (BTWF) to consider having a representative serve as a Board member. She also presented the status of an MOU to be developed between the two organizations. The Committee discussed the need for the MOU to cover the work that the Association does for the BTWF regarding the USGS Monitoring Agreement. The Committee decided that it would be appropriate to have this MOU in place prior to signing the USGS agreement for 2006. The Committee discussed several issues with a possible board position. Those included a potential conflict of interest and liability. There was also discussion of the number of members that have an interest in the Big Thompson Watershed. The Committee decided that the BTWF Board position was not consistent with the Managers established 2006 goals.

9. Adjourn

There being no further business, the meeting was adjourned.