

MINUTES
NFRWQPA – EXECUTIVE COMMITTEE
September 24, 2009

1. Determination of a Quorum

Committee members present were, Earl Smith, Jon Mays, John Holdren, Eric Doering, Steve Adams and Dave Andre. Also present was Connie O'Neill Manager for NFRWQPA.

2. Approval of Agenda

Agenda was approved as presented.

3. Approval of Minutes

Mr. Mays made a motion to approve the minutes from the June 25, 2009 meeting. Mr. Smith seconded the motion and it was approved.

4. Managers Contract

Ms. O'Neill handed out Exhibit A of the contract which was not included with the attachment. Mr. Adams explained that there is a conflict with section 2 and section 11D of the contract. Mr. Adams proposes to eliminate 11D from the contract. All agreed.

Mr. Adams explained that one of Loveland's new rules in expense reporting is to verify mileage by documenting via map quest. Mr. Adams asked if other entities were required to do the same and all indicated they were not. Mr. Adams asked Ms. O'Neill if this is required by the NFRWQPA auditor. Ms. O'Neill indicated it was not and explained the expense report that she currently uses. A copy of the expense report was handed out and the Committee agreed that the current expense report is sufficient.

Ms. O'Neill then explained that the Association provides her with a cell phone at the cost of approximately \$35 a month. This is only basic cell phone service with no voice mail or email access. Ms. O'Neill has a personal phone that has the capability of email access which would be very efficient for out of the office use. Ms. O'Neill asked the board if they would consider a stipend for cell phone. Ms. O'Neill is willing to work with an IT person to get these features set up on her personal cell phone. Mr. Smith supports this idea. Mr. Adams stated that Ms. O'Neill should be eligible for the state phone plan and provided her with a contact. Mr. Adams and Mr. Smith will also provide her with their policies for cell phone use. Ms. O'Neill will review the policies and come back to the Committee with her recommendation.

Ms. O'Neill stated that she had no changes for Exhibit A of the contract and so the discussion moved on to Exhibit B. The life insurance benefit was discussed first. Ms. O'Neill explained that the current life insurance policy can not be adjusted for salary increases as indicated by the contract. According to the current insurance broker this cannot be added. The current broker's suggestion is to purchase a second policy. This would be a personal policy purchased by Ms. O'Neill. The broker for the Town of Severance also pointed out a potential tax issue with the policy being in Ms. O'Neill's name but the Association paying the premium and suggested that if NFRWQPA was going to continue to pay the premium, the Association needed to be the owner of the policy. Mr. Andre stated that the Association should be the owner of the policy for tax purposes. Mr. Mays questioned if a set amount for the benefit would be simpler. Mr. Doering suggested going with the set amount of \$200,000. He also suggested that since the premium estimates received from the different companies were similar, Ms. O'Neill should pick the company she prefers.

The discussion then moved to long term disability benefits. Ms. O'Neill explained that she currently has three policies that bill together. The total benefit is \$5,000 a month after ninety days. This benefit amount is calculated by Ohio National using their formula. Ms. O'Neill stated that there may be a tax issue again with the policy being in her name. Suggestions from the Town of Severance broker include switching to a policy which they offer that allows for a cost of living increase each year. This policy would allow for future increase options (to keep pace with salary) which would be similar to, but less cumbersome, than the additional policies that Ms. O'Neill currently has. This policy has a similar premium to what Ms. O'Neill is paying now but would have a lower benefit amount.

Regarding short term disability, Ms. O'Neill stated that there is currently no short term disability benefit in her contract. Both the Association's current broker and the broker for the Town of Severance have indicated that there are no short term disability policies available for individuals. The only suggestion from the Town of Severance broker was to consider reducing the 90 day time frame on the long term disability, as a means of bridging the gap however, this would cost more. Mr. Adams suggested checking with Flood and Peterson because Big Thompson Watershed Forum has used them in the past. Mr. Holdren questions if the current long term disability policy is for a certain time period (such as 2 years) as opposed to the proposed plan from the Town of Severance broker which is effective until the age of 65. Mr. Doering then asked Ms. O'Neill to check the premium cost for a long term disability policy with shorter wait periods. Ms. O'Neill will get the premium amounts and send them out to the Executive Committee. Mr. Holdren would also like Ms. O'Neill to look at what the premium would be to get 100% of benefit tax free.

Mr. Mays then discussed the Town of Erie's extended sick leave (ESL) benefit and explained that for ESL we would need to look at 440 hours. He will provide Ms. O'Neill with the ESL language from the Town to consider as an option to short term disability. Mr. Adams explained that for the City of Loveland on short term disability you are not able to work but you are able to work part time on long term disability. He suggested that Ms. O'Neill check into the ability to work while collecting benefits for both long term policies.

The discussion then moved to health insurance. Ms. O'Neill explained that her health insurance contract lists a 90% - 10% split for health insurance. The current policy is through PacifiCare / United Healthcare and the premium is \$428.49 a month. Following the last Executive Committee meeting she received notice that the current plan would no longer be provided. PacifiCare / United Healthcare will provide Ms. O'Neill with options for similar plans that she can choose beginning in February 2010. Another option is to look at other companies. Ms. O'Neill will work with the broker to figure out the best plan. Mr. Doering asked the Executive Committee if they were in agreement with the 90 / 10% split and all agreed.

Ms. O'Neill then explained that her current dental and vision insurance is covered 100% by NFRWQPA. Currently the dental and vision insurance is also through PacifiCare / United Healthcare. As with the health insurance, this plan will not be available after January 2010. Mr. Adams explained that he has gone to Flood and Peterson for an individual policy and suggested looking for more choices. Mr. Adams explained that catastrophic vision would be covered under medical insurance but the vision benefit would cover prevention type items.

He suggested that the Association may want to look at a stipend if we cannot find a good deal on a vision plan. Ms. O'Neill will look into this and follow up with the Committee.

Mr. Doering then asked if there were any other questions with the contract. Ms. O'Neill will prepare the contract for signatures as soon as possible. Mr. Adams then asked the other Committee members for input on salary given the financial situations with the state and some communities. He stated that Loveland will be having mandatory furlough days in 2010 and has restricted pay increases. He questioned whether the Association should be doing the same. The other Committee members provided their information on potential cost of living increases and pay restrictions for 2010. Ms. O'Neill then asked the Committee if they would like her to reduce the contingency salary line item in the budget. All agreed that it should be left as is.

5. **Site Application Review and Consideration**

Mr. Doering requested that this agenda item be discussed as a result of the Brighton and Hudson prison site applications the Association has dealt with recently. Mr. Doering felt we were placed in a difficult position especially with the Hudson prison application and was not sure how to fix it. The difference with Cornell was that they made a decision to sign a contract knowing the Hudson facility would not be ready. Mr. Adams stated that it would be tough to say no even though you are personally put off by the option. After some discussion Mr. Doering agreed that there probably was not much the Association could do to improve the process to avoid this in the future.

6. **Status Reports**

a. Membership Update

Ms. O'Neill stated that we have received dues from all members except South Ft. Collins Sanitation District. Ms. O'Neill asked the Executive Committee if they have any direction for her on proceeding with the District. Ms. O'Neill stated that last month she had lunch with Mr. DiTullio to discuss their membership. Mr. Doering suggested a letter from the Executive Committee may help. Mr. Holdren did not feel that would help. Mr. Adams is having lunch with Mr. DiTullio next week and will discuss it with him. Ms. O'Neill will give a copy of their invoice to Mr. Adams to take to the lunch meeting.

b. Financial/Banking Information

Ms. O'Neill discussed the Association's Colotrust accounts. Ms. O'Neill emails the Big Thompson Watershed Forum each month to let them know the amount of interest that has accrued on the monitoring account. This year the interest has been considerably lower than in years past. In addition, the USGS has been timelier with their billing which leaves less money sitting in the account to accrue interest. As a result the interest will not cover their \$1,500 administrative fee to NFRWQPA this year. Ms. O'Neill received an email from the accountant for the BTWF questioning the account and whether this was a good option for the future. She also received a follow up e-mail from Greg Dewey with the City of Loveland who is the Treasurer for the BTWF. He indicated that the Forum is happy with the arrangement we currently have and did not want to make any changes at this time. Ms. O'Neill also pointed out that the NFRWPA main reserve account is also earning the same low interest rate and asked the Committee if they would like to look for a different option. Mr. Mays indicated that he had recently done some checking and did not feel there would be a better option right now. Mr. Adams also suggested checking what the Association has budgeted for 2010 interest revenue and adjusting if needed.

7. **Other Business**

a. Cornell Update:

Ms. O'Neill received a letter from Tad Foster the attorney for Cornell Companies which provided a monthly update as required in their conditions of approval. The due date for the arrival of prisoners has been pushed back to November 28, 2009. The vault and haul system will not be needed because of the due date being pushed back. He indicated that Cornell's primary focus at this time is the temporary plant.

b. LC 1041 Update:

Mr. Adams explained that the County Commissioners had denied their request to meet prior to the hearing. The tasks force issue has not been decided yet and the hearing will be November 4, 2009. Mr. Adams stated that Mr. Walker gave a nice presentation at the Planning Commission meeting however, there was a unanimous vote to move the proposal forward to the Commissioners. Their biggest concern is that Larimer County citizens have a voice through their elected officials. Ms. O'Neill will put this on the October meeting agenda as a discussion item. Mr. Adams also stated that some of the providers will probably meet to discuss the issues further.

c. CDPHE Fee Bill:

Ms. O'Neill explained that the CDPHE will not be putting a fee bill through at this time. They will initiate discussions with interested stakeholders beginning this fall with the goal of achieving consensus on the proposal for a fee increase for the 2011 legislative session. Ms. O'Neill will attend and report back to the Association.

d. Nutrient Update:

Ms. O'Neill explained that the Water Quality Control Division will ask the Water Quality Control Commission to postpone consideration of nutrient standards until June 2011. Ms. O'Neill stated that there are currently some law suits in Florida that may affect the process nationally.

e. 604(b) Project

Ms. O'Neill stated that she had finished the 2008 604b project. This was an update to our GIS project to include the stream segments and the 303(d) segments.

8. Adjournment

There being no further business the meeting was adjourned.