

DRAFT Minutes
BMW Budget Committee
Thursday, March 11, 2010
Littleton/Englewood WWTP
10:00 – 12:30

In Attendance:

Laurie Rink – Farmers Reservoir and Irrigation Company
Kipp Scott – East Cherry Creek Valley Water and Sanitation
Dennis Stowe – Littleton/Englewood Wastewater Treatment Plant
Steve Lundt (Called In) – Metro Wastewater Treatment Plant

Consultants/Guests:

Alice Wood-Conovitz – Integral Consulting Inc.

I. Opening

- Past meeting minutes approved.
 - Correct Grundemann
 - Remove “agenda” from header

II. Coordinator Update

- \$5,701 remaining in Integral contract. Should be enough for rest of contract and some overlap
- Steve – what are we doing with the \$15,300 originally in the Coordinator contract for Integral?
 - No clear plans yet
 - No need to use it for final grant because that money should come from the grant.
- Integral should plan on meetings through the next Stakeholder.
- Alice to bring simple contract extension letter to next Board meeting.
- Will select next new coordinator at next Board meeting. Start date to be determined.
- Alice spoke with Al Baker at the last Stakeholder meeting. They are considering which level to join at. All also spoke to Dennis last week.
- Dennis will follow up with All and/or Jon Hendricks.
- Alice will let Dennis know who we sent the membership form to.

III. To Do

- Make contact with new attendees from last Stakeholder meeting.
 - Send newsletter
 - Send membership forms
 - LAM invite
- Dennis – Lucia stated that we should modify the grant to specify “phased” TMDL will be the final work product.
 - Work this into the current semi-annual grant report
- Laurie followed up with Lucia on this. Lucia would like us to submit the final notice by September?
 - Our contract goes through December
- Final report
- TMDL
- TMDL revisions (AECOM) based on State/Public comments

IV. Topic for Board Meeting: How to handle public comments?

- Current plan: invoice State for all expenses through end of August. For any money left over, tell the State that this leftover money will be spent on comment response and invoiced to State by 12/31/10.
- Look on NPS Colorado website for State. Final Report guidance.
- Steve – Could we use some of the grant money to do a big event to get public comments?
 - Field trip
 - Mayors and Managers conference
- Kipp – Who could we hire for this?
 - Alice: Resolve?
 - Alice: Integral?
 - Who does round tables?
 - New coordinator
- Contract letter defining final report budget & tools for Integral
- Alice gave overview of current financial picture (see agenda)
- Name profit status
 - Steve has pulled together some information on the difference between 501c3 & 501c6
 - Originally picked 501c6 because of the “lobbing” option and because it is easier to achieve.
 - Will take awhile to do the 501c3 paperwork. Should start asap.
 - Dennis – have we talked with Paul Femaro (facilitator for Wastewater Utility Council)?
Maybe he could do this for BMW.
- To Do – Steve will bring the background information to the Board meeting. (will send with the agenda)
- To Do – contact Paul Femaro (after Board approval)
- Budget Committee recommendation to the Board to switch from 501c3 to 501c6, start soon.

V. Membership Dues

- Alice ran through summary of 2010/2011 dues received so far. (See agenda)
- Several more pending
- 2011/2012 due structure
 - Laurie developed spreadsheet to determine how much money will probably be needed for special studies
 - \$27,000 - \$74,000 range, with average of \$51,000 needed annually
 - Does not include coordinator or operating expenses
 - Kipp’s estimate was roughly \$100,000 annually needed for studies
 - Current coordinator proposals ranging in the \$60,000 - \$70,000/annual range
 - Looking at upper limits: \$74,000 + \$70,000 = \$140,000 to be sustainable
 - \$125,000 would be minimal amount needed to stay sustainable and move forward

VI. Budget Committee Recommendation for 2011/2012 Dues

- Sustaining \$12,000, Active \$4,000, Supporting \$100 (minimum suggested), 30% (matches Board ratio)
- We think this is a sustainable dues structure for a couple of years
- Kipp’s proposal – Sustaining Membership = \$12,000
 - Assume 10 Sustaining members
 - All other contributions (Active & Supporting) would go to contingency or other funding.
- Kipp thinks that some years there will still need to be special assessments for additional funding, or grants
 - Also make the Active membership a set multiplier (50%) of the Sustaining membership
 - The concern is that we will lose some membership with the increase
- Dennis – increase supporting, leave open “suggested” membership at roughly \$100
- Dennis – perhaps “sustaining” longer members should pay more
- Kipp – doesn’t think that this is the time considering financial climate
- Steve – Metro would not be able to do this next year

- To “soften the blow” of the large dues increase for Active Members, could offer to intermittently increase dues over a few years to reach the Active level of \$4,000.
- Dennis – tie this into the mission of the group. Two options:
 - 1. “Communication Focus” – cheaper, just need to support Coordinator & overhead, roughly \$100,000 year
 - 2. “Activity Focus” – conduct technical studies & facilitate things such as parks fees, in addition to coordinator & operating costs
- Semi-Annual grant report
 - In financial portion. Specify dues increase percentage and put the annual totals.
 - 22% 7,500 – 9,500
 - 48% 9,500 – 12,000
- To Do - Its probably time for the Board to review Mission, Vision, Goals to define the group’s post TMDL life
 - Feeds into the 2 possible dues structure
 - Attach Mission, Vision, Goals to minutes
- To Do – Laurie will summarize her anticipated projects spreadsheet and send to Kipp and Board
- Dennis – does the Board want to discuss the WCD’s nutrient criteria proposals?
- Add as regular feature to Stakeholder and Board meetings: Regulatory Updates