



NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION
257 Johnstown Center Dr.; Unit 206
Johnstown, CO 80534
970-587-8872 – <http://www.nfrwqpa.org>

EXECUTIVE COMMITTEE AGENDA

April 4, 2024, @ 8:00 AM

Hybrid Meeting

Remote Access: Microsoft Teams meeting

[Click here to join the meeting](#)

Or call in (audio only)

+1 720-739-6745 United States, Denver

Phone Conference ID: 438 069 278#

Meeting Location: NFRWQPA Office

Notice is given to the North Front Range Water Quality Planning Association (NFRWQPA) members and the general public. The Association will hold its Executive Committee meeting, open to the public, on the date and location posted above.

1. **CALL MEETING TO ORDER.**
2. **NOTICE TO COMMITTEE MEETING IS RECORDED.**
3. **DETERMINATION OF A QUORUM.**

Executive Committee Officers-

1. Chair – Brian Zick – Boxelder S.D.
2. Vice-Chair – Tyler Eldridge – City of Greeley
3. Treasurer – Vacant
4. Officer – Chris Bieker – Upper Thompson S.D.
5. Officer – Mark Oberschmidt – City of Evans
6. Officer – Derik Caudil – S. Ft. Collins S.D.
7. Officer – Vacant

4. **APPROVAL OF AGENDA.**
5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
6. **PUBLIC COMMENTS.**
7. **APPROVAL OF PAST MINUTES.** - Attachment #1 (pages 4-6).
For review and consideration by the Executive Committee are the meeting minutes from December 7, 2023.
8. **ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.** - Attachment #2 (pages 7-11).
For review and consideration are the accounts receivables and payables for November and December of 2023, and January and February of 2024.
9. **DISCUSSION ITEM.** Assign the Vacant Executive Committee Seats.
The current and new Executive Committee members may assign the officer seats for Treasurer and at-large.

10. DISCUSSION ITEM. Nonpoint Source Membership Partners.

As the Association moves forward with its Regional Nonpoint Watershed Plan how does the Association arrange membership, partners, and associates with conflicting philosophies regarding agenda decision items. The Regional Nonpoint Watershed Plan is going to create partnerships with watershed organizations and other nongovernmental organizations (NGOs) that have not been members of the Association historically. How can the Association's organization and structure best support a more diverse membership to work toward the collective goal of improving water quality?

11. DISCUSSION ITEM. Nonvoting Membership - Associates.

It has been brought to the Association's attention that the current representation of membership can create conflicts of interest during agenda decision items for Associate members. As stated in the Articles of Association, "One (1) representative of each Associate member paying the required dues contribution." One solution may be to define an Associate member further within the Association's Articles of Association, as shown below in italics.

One (1) representative of each Associate member paying the required dues contribution. Supporting Associate dues are based on a flat fee and include organizations that support the Association's goals and objectives. To be eligible for this category, the organization must not be eligible for any other category of representation. Associate members are nonvoting members of the Association who would be allowed to have an ex officio role.

12. DISCUSSION ITEM. NACWA Membership?

The Association would be eligible for a Supporting Affiliate Membership in the National Association of Clean Water Agencies (NACWA). This membership includes non-profit or academic organizations that support NACWA's goals and objectives. The organization must not be eligible for any other affiliate membership category to be eligible for this category. Annual dues for this membership category are \$2,755.00 and are billed annually.

13. DISCUSSION ITEM. Water Environment Federation (WEF) Membership?

Annual dues for this membership are \$140.00 and are billed annually. This membership is a Professional membership for professionals or organizations. WEF Professional Members benefits include:

- WORKFORCE DEVELOPMENT – Work across the sector by taking advantage of WEF's [Career Center](#) and the [WEF Learning Center](#) online, allowing access to industry textbooks and training courses.
- ADVOCACY – Learn the latest on WEF's work with regulators on issues such as [PFAs](#).
- TECHNICAL PUBLICATIONS – Explore over 20,000 online publications through our digital platform, Access Water, including all WEFTEC Proceedings more than 5 years old. Additionally, you will gain a complimentary subscription to WEF's premier periodicals, [Water Environment Research](#) and [WE&T Magazine](#).
- EVENTS – Attend [WEFTEC](#), North America's largest water quality conference or one of the many WEF Specialty Conferences focused on biosolids, collections, stormwater, and more.
- RELATIONSHIPS – Join more than 20 different communities representing the issues across the sector, from collections systems to biosolids.

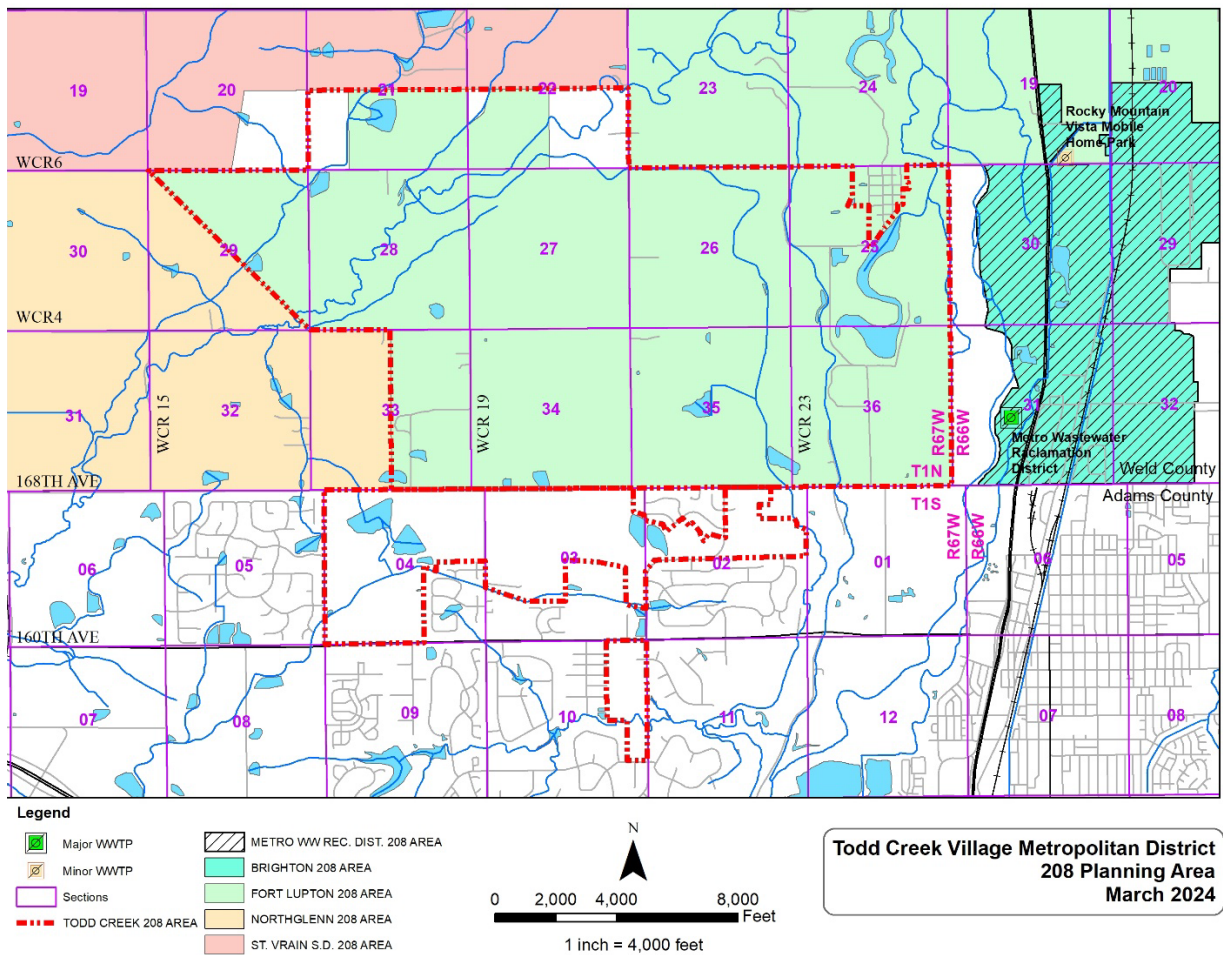
14. DISCUSSION ITEM. Workgroup Updates Presentation?

Is the current format of presenting workgroup updates working? Referencing the new format of the Colorado Water Quality Forum, which provides written workgroup updates like the Association currently does, yet asks participants which topic they would like to discuss for engagement during the meeting, more engagement among members would be ideal over reciting the workgroup updates.

15. DISCUSSION ITEM. Todd Creek Village Metro District.

Todd Creek Village Metro District is applying to be a designated management agency, submitting a DMOA application and Utility Plan. In an agreement with Fort Lupton, Todd Creek Village Metro District would take over a large portion of its southern 208 service area.

Proposed Todd Creek Village Metro District Map:



16. DISCUSSION ITEM. Regional Nonpoint Source Watershed Plan update.

The Association will present in Golden at the 2024 American Water Resources Association (AWRA) and the Colorado Groundwater Association Symposium on April 19, 2024; see <https://cgwa.co/2024-symposium>.

17. ADJOURN.

Attachment #1



NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION
257 Johnstown Center Dr.; Unit 206
Johnstown, CO 80534
970-587-8872 – <http://www.nfrwqpa.org>

EXECUTIVE COMMITTEE MINUTES

December 7, 2023, @ 12:00 PM

Hybrid Meeting

1. **CALL MEETING TO ORDER.**

The meeting was called to order at 12:00 PM by Mr. Thomas.

2. **NOTICE TO COMMITTEE MEETING IS RECORDED.**

Mr. Thomas stated that the meeting is recorded.

3. **DETERMINATION OF A QUORUM.**

Attendance:

NFRWQPA – Mr. Thomas, Manager

Executive Committee Officers –

Chair – Brian Zick – Boxelder S.D.

Vice-Chair – Vacant

Treasurer – Robert Fleck – St. Vrain S.D.

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Tyler Eldridge – City of Greeley

Officer – Mark Oberschmidt – City of Evans

Officer – Derik Caudil – S. Ft. Collins S.D.

Executive Committee Officers Absent –

Officer – Tom Parko – Weld County

Membership –

Kim Ogel – Weld County

Lauren Light – Weld County

Katie Sall – Weld County

Public –

N/A

- a quorum was announced

4. **APPROVAL OF AGENDA.**

Mr. Oberschmidt moved to approve the agenda seconded by Mr. Fleck. – motion carried unanimously.

5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**

No conflicts of interest were disclosed during the meeting.

6. **PUBLIC COMMENTS.**

No public comments were stated.

7. **APPROVAL OF PAST MINUTES.**

Mr. Zick moved to approve the September 7, 2023, minutes seconded by Mr. Oberschmidt. – motion carried unanimously.

8. **ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.**

The accounts receivables and payables for September and October 2023 were presented and reviewed. Mr. Caudil moved to approve the reviewed receivables and payables for September and October 2023, seconded by Mr. Bieker – motion carried unanimously.

9. **DISCUSSION ITEM.** Septic Sludge Best Management Practices.

Mr. Thomas introduced the agenda topic, expressing a real need for wastewater treatment facilities to accept Septic Sludge in our 208 Region as a Best Management Practice to protect water quality. The following discussion discussed what barriers prevent wastewater treatment facilities from

receiving septic sludge and how regionally designated management and operating agencies (DMOAs) and the Association can promote that practice. POTWs accepting septic sludge is determined by whether the potential revenue outweighs the cost and risk. It was determined that manager Mr. Thomas would reach out to Dave Smoljan to present at a membership meeting for further information and explanation regarding the proposed business venture of the Septage Receiving Treatment Facility.

10. DISCUSSION ITEM. Office Lease Renewal.

Mr. Thomas informed the Executive Committee the Association's office Lease has been extended to 11/30/2028 starting 12/1/2023 at \$1,535.00 per month with an annual increase of 2%.

11. DECISION ITEM. Determination of Executive Committee Seats.

The Executive Committee officers agreed to serve on the Executive Committee for 2024 in the roles listed below. Mr. Fleck moved to approve the 2024 Executive Committee assignments, seconded by Mr. Oberschmidt. – motion carried unanimously.

1. Chair – Brian Zick – Boxelder S.D.
2. Vice-Chair – Tyler Eldridge – City of Greeley
3. Treasurer – Robert Fleck – St. Vrain S.D.
4. Officer – Chris Bieker – Upper Thompson S.D.
5. Officer – Mark Oberschmidt – City of Evans
6. Officer – Tom Parko – Weld County
7. Officer – Derik Caudil – S. Ft. Collins S.D.

12. DECISION ITEM. Manager's 2023 Performance Evaluation.

The Executive Committee discussed the manager's performance evaluation within an executive session, determining the manager's cost of living and performance compensation.

13. DECISION ITEM. Update Website for Compliance with HB21-1110.

Mr. Thomas introduced the agenda topic for the Association to hire Streamline to ensure its website complies with [HB21-1110](#) ([accessibility](#)). Mr. Zick moved to approve Streamline for the Association's website services to ensure compliance with the accessibility bill, seconded by Mr. Fleck. – motion carried unanimously.

14. DECISION ITEM. Approve the 2024 Budget.

The membership approved the 2024 proposed budget during the June 22, 2023 association meeting. According to NFRWQPA's Articles of Association, the Executive Committee must finalize the 2024 budget before the ensuing year. Since the approval of the budget by the membership on June 22, 2023, the Association has received additional grant funding towards the completion of the Nonpoint Source Watershed Plan. Mr. Eldridge moved to approve the Association's final 2024 budget, seconded by Mr. Oberschmidt. – motion carried unanimously.

15. ADJOURN.

Attachment #2

December 2023

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT			DEPOSIT/CREDIT	BALANCE
		NFRWQPA - 6456	(-)			(+)	\$ 8,760.83
		Electronic Deposits					
	5-Dec	Transfer from ColoTrust				\$ 12,000.00	\$ 20,760.83
							\$ 20,760.83
		Paper Deposits					
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
							\$ 20,760.83
		Electronic Transactions					
Draft	3-Dec	PERA-Mark-Citistreet 401K	\$ 621.60				\$ 20,139.23
		3100-Salary					
Draft	3-Dec	PERA/FICA/IRS	\$ 2,335.61				\$ 17,803.62
		3400-FICA/PERA Manager					
Draft	30-Dec	Tus Nau, LLC-Rent	\$ 1,535.00				\$ 16,268.62
		5010-Rent & Utilities					
Draft	30-Dec	Payroll-Mark Thomas	\$ 7,029.93				\$ 9,238.69
		3100-Salary					
Draft	30-Dec	FICA-Co Withholding	\$ 1,632.94				\$ 7,605.75
		3100-Salary					
AutoPay	4-Dec	First National Bank CC	\$ 259.82				\$ 7,345.93
		5510-Meals & Lodging	\$ 80.03				
		5300-Office Supplies	\$ 179.79				
		5750-Bank Charges					
		5750-Bank Charges					
AutoPay	6-Dec	A Wych Tax & Accounting LLC	\$ 210.00				\$ 7,135.93
		5600-Accounting					
							\$ 7,135.93
							\$ 7,135.93
AutoPay	5-Dec	TDS-Phone & Internet (New Service-2mths)	\$ 596.15				\$ 6,539.78
		5130-Internet Service & Phone					
AutoPay	31-Dec	Mark Thomas Expense Check (November)	\$ 75.00				\$ 6,464.78
		5100-Telephone Cellular	\$ 75.00				
		5500-Mileage Reimbursement	\$ -				
Check #		PAPER Transactions					
3787	14-Dec	Pinnacol	\$ 277.00				\$ 6,187.78
		3600-Workman's Compensation					
							\$ 6,187.78
							\$ 6,187.78
							\$ 6,187.78
							\$ 6,187.78
							\$ 6,187.78
							\$ 6,187.78
		TOTALS	\$ 14,573.05			\$ 12,000.00	\$ 6,187.78
							Difference
		Bank Statement# Ending Balance:				\$ 6,187.78	0.00
		Uncashed checks Total:				Balanced Amount	\$ -

January 2024

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BALANCE
NFRWQPA - 6456			(-)		(+)	\$ 6,187.78
Electronic Deposits						
	4-Jan	CDPHE 604b Funds			\$ 25,250.00	\$ 31,437.78
		9030-CDPH & E				
	5-Jan	Transfer From ColoTrust			\$ 30,000.00	\$ 61,437.78
	12-Jan	Timnath EFT			\$ 1,050.00	\$ 62,487.78
		9010-Membership Dues				
	17-Jan	Wellington, SFCSD, and Galetton-1St Qtr			\$ 6,948.00	\$ 69,435.78
		9010-Membership Dues				
	22-Jan	Johnstown, Platteville, Fox Acres, Eaton, Severance, Hudson, Ft. Lupton, Lochbuie, UTSD, Boxelder			\$ 21,952.88	\$ 91,388.66
		9010-Membership Dues				
	24-Jan	Longmont, Windsor			\$ 18,532.50	\$ 87,968.28
		9010-Membership Dues				
	29-Jan	Weld County, Evans, Brighton, Keenesburg, Kersey, Dacono, Pierce			\$ 18,690.00	\$ 106,658.28
		9010-Membership Dues				
		Total			\$ 122,423.38	
Electronic Transactions						
Draft	17-Jan	PERA-Mark-Citistreet 401K	\$ 621.60			\$ 106,036.68
		3100-Salary				
Draft	17-Jan	PERA/FICA/IRS	\$ 2,335.61			\$ 103,701.07
		3400-FICA/PERA Manager				
Draft	11-Jan	Tus Nau, LLC-Rent	\$ 1,535.00			\$ 102,166.07
		5010-Rent & Utilities				
Draft	31-Jan	Payroll-Mark Thomas	\$ 7,086.85			\$ 95,079.22
		3100-Salary				
Draft	31-Jan	FICA-Co Withholding	\$ 1,576.02			\$ 93,503.20
		3100-Salary				
Draft	4-Jan	First National Bank Credit Card	\$ 93.65			\$ 93,409.55
		5300-Office Supplies	\$ 41.50			
		5510-Meals & Lodging	\$ 52.15			
		5300-Office Supplies				
		N/A				
AutoPay	26-Jan	TDS - Internet and Phone Service	\$ 188.18			\$ 93,221.37
		5130-Internet Service & Phone				
AutoPay	10-Jan	Digeteks (New Laptop)	\$ 1,295.07			\$ 91,926.30
		5850-Capital Expenditures				
AutoPay	10-Jan	Check Registrars-FNB Bank	\$ 16.50			\$ 91,909.80
		5300-Office Supplies				
AutoPay	4-Jan	Invision GIS	\$ 105.00			\$ 91,804.80
		6010-Contract Services - State/GIS				
AutoPay	3-Jan	Mark Thomas Expense Check (Dec-2023)	\$ 75.00			\$ 91,729.80
		5100-Telephone Cellular	\$ 75.00			
Check #		PAPER Transactions				
3788	4-Jan	RESPEC	\$ 27,778.75			\$ 63,951.05
		6010-Contract Services - State/GIS				
3789	4-Jan	Colorado Monitoring Framework	\$ 5,258.02			\$ 58,693.03
		5400-NFR Dues & Subscriptions				
3790	22-Jan	CWWUC	\$ 966.00			\$ 57,727.03
		5400-NFR Dues & Subscriptions				
3791	1/22/2024	Town of Johnstown- Dues Overpayment Refund	\$ 165.38			\$ 58,527.65
		9010-Membership Dues				
DRAFT	31-Jan	Journey Payroll Processing	\$ 65.00			\$ 57,662.03
		5600-Accounting				
		TOTALS	\$ 49,161.63		\$ 122,423.38	\$ 79,449.53
						Difference
					Bank Statement# Ending Balance:	\$ 80,415.53
						-966.00
		Uncashed checks Total:	\$ 966.00		Balanced Amount	\$ -

February 2024

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BALANCE
		NFRWQPA - 6456	(-)		(+)	\$ 80,415.53
		Electronic Deposits				
EFT	1-Feb	City of Loveland			\$ 15,225.00	\$ 95,640.53
		9010-Membership Dues				
EFT	7-Feb	City of Fort Collins			\$ 15,225.00	\$ 110,865.53
		9010-Membership Dues				
		Paper Deposits				
Dep	6-Feb	Metro, Mead, Broomfield, LaSalle			\$ 32,550.00	\$ 143,415.53
		9010-Membership Dues				
Dep	12-Feb	Erie			\$ 3,307.50	\$ 146,723.03
		9010-Membership Dues				
Dep	12-Feb	SVSD, Galeton-2qrt (\$333.00)			\$ 3,640.50	\$ 150,363.53
		9010-Membership Dues				
Dep	16-Feb	NCWCD			\$ 1,338.75	\$ 151,702.28
		9010-Membership Dues				
DEP	20-Feb	Larimer County, Berthoud			\$ 11,182.50	\$ 162,884.78
		9010-Membership Dues				
DEP	26-Feb	Milliken & Ault			\$ 2,100.00	\$ 153,802.28
		9010-Membership Dues				
WD	9-Feb	Metro Water Recovery -Returned Check	\$ 15,225.00			\$ 138,577.28
		9010-Membership Dues				
						\$ 138,577.28
				Total	\$ 84,569.25	
		Electronic Transactions				
Draft	3-Feb	PERA-Mark-Citistreet 401K	\$ 621.60			\$ 137,955.68
		3100-Salary				
Draft	3-Feb	PERA/FICA/IRS	\$ 2,337.57			\$ 135,618.11
		3400-FICA/PERA Manager				
Draft	15-Feb	Tus Nau, LLC-Rent	\$ 1,535.00			\$ 134,083.11
		5010-Rent & Utilities				
Draft	29-Feb	Payroll-Mark Thomas	\$ 8,203.21			\$ 125,879.90
		3100-Salary				
Draft	29-Feb	FICA-Co Withholding	\$ 2,045.74			\$ 123,834.16
		3100-Salary				
AutoPay	4-Feb	First Nation Bank Credit Card	\$ 200.74			\$ 123,633.42
		5510-Meals & Lodging	\$ 160.48			
		5350-Postage	\$ 40.26			
AutoPay	26-Feb	TDS - Internet and Phone Service	\$ 188.18			\$ 123,445.24
		5130-Internet Service & Phone				
AutoPay	1-Feb	A Wych Tax & Accounting LLC (Invoice 3226)	\$ 210.00			\$ 123,235.24
		5600-Accounting				
AutoPay	6-Feb	A Wych Tax & Accounting LLC (Invoice 3355)	\$ 165.00			\$ 123,280.24
		5600-Accounting				
AutoPay	3-Feb	Journey Payroll Billing	\$ 65.00			\$ 123,215.24
		6010-Contract Services - State/GIS				
AutoPay	24-Feb	DigiTEKS Annual IT Contract	\$ 1,555.25			\$ 121,659.99
		5140-IT Support				
AutoPay	4-Feb	Mark Thomas Expense Check (January)	\$ 75.00			\$ 123,140.24
		5100-Telephone Cellular	\$ 75.00			
Check #		PAPER Transactions				
3792	20-Feb	RESPEC (INV-1223-1270)	\$ 11,540.50			\$ 111,599.74
		6010-Contract Services - State/GIS				
3794	20-Feb	RESPEC (INV-0124-1043)	\$ 24,738.75			\$ 86,860.99
		6010-Contract Services - State/GIS				
3790	22-Jan	CWWUC (From January uncashed check)	\$ 966.00			\$ 85,894.99
		5400-NFR Dues & Subscriptions				
		TOTALS	\$ 69,672.54		\$ 84,569.25	\$ 95,312.24
						Difference
		Bank Statement# Ending Balance:			\$ 95,312.24	0.00
		Uncashed checks Total:	\$ -		Balanced Amount	\$ -