



NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION
257 Johnstown Center Dr.; Unit 206
Johnstown, CO 80534
970-587-8872

EXECUTIVE COMMITTEE AGENDA

August 1, 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 – Mark Oberschmidt – City of Evans
4. Officer – Chris Bieker – Upper Thompson S.D.
5. Officer – Jesse Schlam – City of Ft. Collins
6. Officer – Derik Caudill – S. Ft. Collins S.D.
7. Officer – Elizabeth Relford – Weld County

4. **APPROVAL OF AGENDA.**
5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
6. **PUBLIC COMMENTS.**
7. **APPROVAL OF PAST MINUTES.** - Attachment #1 (pages 3-5).
For review and consideration by the Executive Committee are the meeting minutes from June 27, 2024.
8. **ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.** - Attachment #2 (pages 6-7).
For review and consideration are the accounts receivables and payables for June 2024.
9. **DISCUSSION ITEM.** Morgan County Quality Water District.
Mr. Kent Pflager, General Manager of the Morgan County Quality Water District, would like to discuss options for Association support to protect the water quality of water basins and wells located within Weld County.

10. DISCUSSION ITEM. Regional Nonpoint Source Watershed Plans Public Outreach Toolkit Options - Attachment #3 (pages 8-10).

Once the Regional Nonpoint Source Watershed Plans are complete, milestones or goals to track progress will include public education and outreach. The attachment presents options the Association could use for stakeholder engagement.

11. DISCUSSION ITEM. ADA Requirements.

Open discussion regarding how organizations are meeting ADA requirements with respect to documents and agendas, including attachments within agendas with respect to record keeping. I am looking into [CommonLook Software](#), which our website provider Streamline uses to validate ADA Compliance. A video of CommonLook Software services may be viewed [here](#). If we use the same software Streamline uses, then at least when we upload docs, the Compliance test results should agree. Unlike now, where Adobe and Word Accessibility tests pass, and then upon uploading to the website Streamline denotes “Not Accessible.” CommonLook Software creates, validates, fixes, tracks, and automates the whole process and offers remediation services for historical records. CommonLook Software claims they are used by more than 50% of government agencies. I will schedule a demo and obtain quotes from CommonLook Software, and report back.

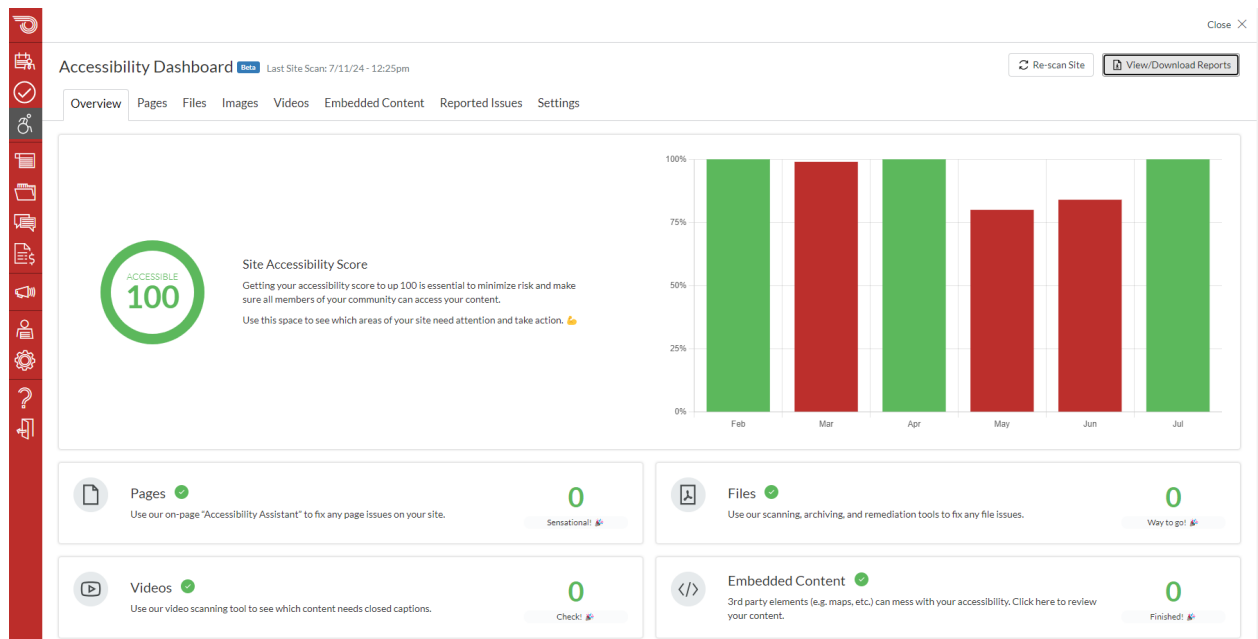


Figure 11-1 Association Accessibility Dashboard, July 17, 2024.

12. DISCUSSION ITEM. 2023 Association Fiscal Audit.

The Association conducted its required biannual audit for the fiscal year 2023 in July and will issue the final report upon receiving it.

13. DISCUSSION ITEM. Association Fall Appreciation Meeting.

Would the Association like to hold a Fall Appreciation Meeting on October 24, 2024, as we have in the past?

14. ADJOURN.

Attachment #1



NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION
257 Johnstown Center Dr.; Unit 206
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970-587-8872

EXECUTIVE COMMITTEE MINUTES

June 27, 2024, @ 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 was recorded.

3. **DETERMINATION OF A QUORUM.**

Attendance:

NFRWQPA – Mr. Thomas, Manager

Executive Committee Officers –

Chair – Brian Zick – Boxelder S.D.

Vice-Chair – Tyler Eldridge – City of Greeley

Treasurer – Mark Oberschmidt – City of Evans

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Jesse Schlam – City of Ft. Collins

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

Executive Committee Officers Absent –

Officer – Elizabeth Relford- Weld County

Membership –

N/A

Public –

N/A

- a quorum was announced

4. **APPROVAL OF AGENDA.**

Mr. Oberschmidt moved to approve the agenda seconded by Mr. Schlam. – 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 made.

7. **APPROVAL OF PAST MINUTES.**

Mr. Oberschmidt moved to approve the April 4, 2024, minutes seconded by Mr. Zick. – motion carried unanimously.

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

The accounts receivable and payables for March and April 2024 were presented and reviewed. Mr. Schlam moved to approve the reviewed receivables and payables for March and April 2024, seconded by Mr. Oberschmidt. – the motion carried unanimously.

9. **DISCUSSION ITEM.** GIS Grant Obtained.

Mr. Thomas announced that the Association has obtained grant funding for the Regional GIS Sanitary Sewer Map through the South Platte Basin Round Table via Water Supply Reserve Funds for \$25,000, with a 25% match of \$6,250, for a total of \$18,750. Mr. Caudill recommended the Association explore more GIS features within the Regional GIS Sanitary Sewer Map, fully utilizing the funding received.

10. DISCUSSION ITEM. New Accounting Firm.

Mr. Thomas announced that the Association has switched accounting firms contracting with AdminPro for bookkeeping and payroll.

11. DECISION ITEM. 2025 Proposed Budget.

Mr. Thomas presented the recommended 2025 Association Budget, which included a 5% annual dues increase approved by the membership for 2023-2030. For consideration, Mr. Thomas presented the option for the Executive Committee to recommend freezing the 2025 Annual Membership Dues, including budget cuts for specific workgroups. The following workgroup annual dues were presented below for consideration and discussion.

Mr. Oberschmidt moved to recommend and approve the 2025 Association Budget including freezing Membership Dues with workgroup budget cuts to offset the revenue loss, seconded by Mr. Zick. – the motion carried unanimously.

12. ADJOURN.

Attachment #2

June 2024

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT			DEPOSIT/CREDIT	BALANCE
		NFRWQPA - 6456	(-)			(+)	\$ 61,690.99
		Electronic Deposits					\$ 61,690.99
							\$ 61,690.99
		Paper Deposits					\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
							\$ 61,690.99
		Electronic Transactions					
Draft	3-Jun	PERA-Mark-Citistreet 401K	\$ 837.79				\$ 60,853.20
		3100-Salary					
Draft	3-Jun	PERA/FICA/IRS	\$ 2,556.64				\$ 58,296.56
		3400-FICA/PERA Manager					
Draft	13-Jun	Tus Nau, LLC-Rent	\$ 1,535.00				\$ 56,761.56
		5010-Rent & Utilities					
Draft	27-Jun	Payroll-Mark Thomas	\$ 7,612.08				\$ 49,149.48
		3100-Salary					
Draft	27-Jun	FICA-Co Withholding	\$ 1,802.37				\$ 47,347.11
		3100-Salary					
AutoPay	4-Jun	First Nation al Bank CC	\$ 266.36				\$ 47,080.75
		5510-Meals & Lodging	\$ 266.36				
		5160-Insurance					
		N/A					
		N/A					
Draft	3-Jun	Invision GIS	\$ 796.25				\$ 46,284.50
		6010-Contract Services - State/GIS					
AutoPay	3-Jun	Admin Pro	\$ 200.00				\$ 46,084.50
		5600-Accounting					
AutoPay	27-Jun	Journey Payroll - Last one	\$ 65.00				\$ 46,019.50
		5600-Accounting					
AutoPay	26-Jun	TDS - Internet and Phone Service	\$ 188.05				\$ 45,831.45
		5130-Internet Service & Phone					
AutoPay	2-Jun	Mark Thomas Expense Check (May)	\$ 75.00				\$ 45,756.45
		5100-Telephone Cellular	\$ 75.00				
		5500-Mileage Reimbursement	\$ -				
Check #		PAPER Transactions					\$ 45,756.45
							\$ 45,756.45
							\$ 45,756.45
							\$ 45,756.45
							\$ 45,756.45
							\$ 45,756.45
							\$ 45,756.45
							\$ 45,756.45
		TOTALS	\$ 15,934.54			\$ -	\$ 45,756.45
							Difference
							0.00
							0.00
		Bank Statement# Ending Balance:				\$ 45,756.45	0.00
		Uncashed checks Total:				Balanced Amount	\$ -

Attachment #3

Stakeholder Toolkit

June 18, 2024

Introduction

The North Front Range Water Quality Planning Association (NFRWQPA) seeks to compile a stakeholder toolkit for one regional comprehensive Nonpoint Source (NPS) Watershed Plan and five local NPS watershed plans in Larimer and Weld Counties.

This toolkit will help association members reach, inform and partner with their networks on the NPS watershed educational resources. It can also help to secure financial and technical assistance to advance watershed projects. [Here is a link](#) to a final stakeholder toolkit formatting example.

Digital Communications

Digital communications can reach a large audience on a broad scale, with tactics including:

- **Press releases:** This document will serve as NFRWQPA's official statement on the NPS watersheds and respective plans. The press release can be distributed to industry-relevant publications as well as local news outlets.
 - [Example](#)
- **Social media:** Targeted social posts to reach industry-specific and locally relevant audiences. Content can vary based on NFRWQPA's needs, seasonality and other updates.
 - [Example](#)
- **Newsletters:** Regular updates to an email list of subscribers about the plans, NPS findings and other news.
 - [Example](#)
- **Website:** Content updates such as banner announcements, blog posts and home page edits upon project completion.
 - [Example](#)
- **Story Map:** Multimedia application to share plan findings, next steps and other dynamic information.
 - [Example](#)
- **“Report a Concern” button or website:** Dedicated resource for stakeholders to use when submitting an NPS issue to NFRWQPA (similar to a “contact us” button).
 - [Example](#) – Contact Info at bottom of webpage
- **Radio ads and interviews:** Reach stakeholders on a local and national level through a radio ad or securing a news station interview.
 - [Example](#)

Print Communications

Print communications can reach targeted, local audiences using the following tactics:

- **Signage:** Capture pedestrian, biking and other rolling traffic's attention with signage strategically placed in a given area. Informational signage can include water quality awareness signage in parks near streams, pet waste pickup stations, and general project information signage.
 - [Example](#)
- **Mailers:** Reach residents and businesses via postcard to communicate project benefits and updates, as well as solicit feedback.
 - [Example](#)

Community Outreach

Community outreach is a boots-on-the-ground approach to connecting with stakeholders and disseminating information. Community outreach also helps put a face to a project through the following tactics:

- **Educational campaign:** Increase awareness about the plan and NPS concerns in ways that are simplified and relatable for stakeholders.
 - [Example](#)
- **Volunteer cleanup program:** Foster community pride and engagement through organizing a park cleanup day.
 - [Example](#)
- **School visits, tours and field trips:** Create memories, connect with younger stakeholders and ignite a lifelong interest in the environment by inviting project team members to visit schools for presentations, organize park tours and host field trips.
 - [Example](#) – project engineers visited a local library to show students that popular game Fortnite had real-life applications and similarities to simulating virtual environments in the construction industry.