



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

June 6, 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 April 4, 2024.
8. **ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.** - Attachment #2 (pages 6-8).
For review and consideration are the accounts receivables and payables for March and April 2024.
9. **DISCUSSION ITEM.** GIS Grant Obtained.
The Association 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.

10. DISCUSSION ITEM. New Accounting Firm.

The Association has switched accounting firms contracting with AdminPro for bookkeeping and payroll.

11. DECISION ITEM. 2025 Proposed Budget.

The recommended 2025 Association Budget includes a 5% annual dues increase approved by the membership for 2023-2030 (Attachment #3) for dues certainty rather than substantial unplanned increases or special assessments. This approach allows members to budget annually for membership dues. Adjustments have been made in the proposed budget for grant funds and expenditures regarding the Regional Nonpoint Source Watershed Plan (\$75,000) and GIS Project (\$25,000). The 5% increase generates \$8,795.14 in increased dues revenue. Also for consideration is continued participation in the following workgroups or organizations.

1. Colorado Water Quality Forum (CWQF) - \$350.00
2. Colorado Monitoring Framework (CMF) - \$5,228.02, next year in 2025 - \$6,800
3. Colorado Wastewater Utility Council (CWWUC) - \$960.00
4. Colorado Rural Water Association (CRWA) - \$300.00
5. Water Environment Federation (WEF) - \$140.00

Recommendation: Approve the 2025 budget with an annual 5% rate of increase for membership dues.

12. ADJOURN.

Attachment #1



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EXECUTIVE COMMITTEE MINUTES

April 4, 2024, @ 8:00 AM

Hybrid Meeting

1. **CALL MEETING TO ORDER.**

The meeting was called to order at 8:05 AM 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 – Tyler Eldridge – City of Greeley

Treasurer – Vacant

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Elizabeth Relford- Weld County

Officer – Mark Oberschmidt – City of Evans

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

Executive Committee Officers Absent –

Officer – Jesse Schlam – City of Ft. Collins

Membership –

N/A

Public –

N/A

- a quorum was announced

4. **APPROVAL OF AGENDA.**

Mr. Oberschmidt moved to approve the agenda seconded by Mr. Bieker. – 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. Eldridge moved to approve the December 7, 2023, minutes seconded by Mr. Oberschmidt. – motion carried unanimously.

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

The accounts receivables and payables for November and December 2023, as well as January and February 2024, were presented and reviewed. Mr. Eldridge, seconded by Mr. Bieker, moved to approve the reviewed receivables and payables for November and December 2023 and January and February 2024—the motion carried unanimously.

9. **DISCUSSION ITEM.** Assign the Vacant Executive Committee Seats.

Mrs. Relford nominated Mr. Oberschmidt for Treasure, seconded by Mr. Eldridge. – The motion carried unanimously.

- 10. DISCUSSION ITEM.** Nonpoint Source Membership Partners.
The Executive Committee discussed how the Association’s organization and structure can support a more diverse membership working toward the collective goal of improving water quality. Understanding 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.
- 11. DISCUSSION ITEM.** Nonvoting Membership - Associates.
The Executive Committee discussed how nonpoint source agencies, watershed coalitions, environmental organizations, and other NGOs as membership associates could support the Association with possible conflicts of interest during agenda decision items for Associate members. The general consensus was that associates could abstain or recuse themselves from voting items with conflicts of interest and that action would be recorded within minutes. It was discussed to create a nonvoting associate membership; however, membership recently amended the Articles of Association so that all members who paid dues were voting members (June 25, 2020). As such, the general consensus was not to reverse that recent action at this time.
- 12. DISCUSSION ITEM.** National Association of Clean Water Agencies (NACWA) Membership.
The Executive Committee did not recommend an NACWA membership for the Association.
- 13. DISCUSSION ITEM.** Water Environment Federation (WEF) Membership.
The Executive Committee recommends a WEF membership for the Association.
- 14. DISCUSSION ITEM.** Workgroup Updates Presentation.
The Executive Committee recommended continuing the current format for workgroup presentations.
- 15. DISCUSSION ITEM.** Todd Creek Village Metro District.
The Executive Committee discussed Todd Creek Village Metro District's application to be a designated management agency and submission of a DMOA application and Utility Plan.
- 16. DISCUSSION ITEM.** Regional Nonpoint Source Watershed Plan update.
Mr. Thomas informed the Committee 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 #2

March 2024

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BALANCE
		NFRWQPA - 6456	(-)		(+)	\$ 95,312.24
		Electronic Deposits				
Dep						\$ 95,312.24
						\$ 95,312.24
		N/A				
		Paper Deposits				
Dep	5-Mar	Northglenn			\$ 3,307.50	\$ 98,619.74
		9010-Membership Dues				
Dep	6-Mar	Greeley			\$ 15,225.00	\$ 113,844.74
		9010-Membership Dues				
Dep	8-Mar	Metro Water Recovery - Redeposited			\$ 15,225.00	\$ 129,069.74
		9010-Membership Dues				
Dep	18-Mar	Estes Park SD			\$ 3,307.50	\$ 132,377.24
		9010-Membership Dues				
Dep	26-Mar	Galeton W&SD			\$ 384.00	\$ 132,761.24
		9010-Membership Dues				
						\$ 132,761.24
		N/A				
						\$ 132,761.24
				Total	\$ 37,449.00	
		Electronic Transactions				
Draft	28-Mar	PERA-Mark-Citistreet 401K	\$ 1,083.23			\$ 131,678.01
		3100-Salary				
Draft	14-Mar	PERA/FICA/IRS	\$ 2,775.69			\$ 128,902.32
		3400-FICA/PERA Manager				
Draft	14-Mar	Tus Nau, LLC-Rent	\$ 1,535.00			\$ 127,367.32
		5010-Rent & Utilities				
Draft	28-Mar	Payroll-Mark Thomas	\$ 7,612.09			\$ 119,755.23
		3100-Salary				
Draft	30-Mar	FICA-Co Withholding	\$ 1,802.35			\$ 117,952.88
		3100-Salary				
AutoPay	5-Mar	First Nation Bank Credit Card	\$ 1,464.14			\$ 116,488.74
		5510-Meals & Lodging	\$ 42.62			
		5140-IT Support	\$ 689.95			
		5300-Office Supplies	\$ 731.57			
AutoPay	26-Mar	TDS - Internet and Phone Service	\$ 188.18			\$ 116,300.56
		5130-Internet Service & Phone				
AutoPay	27-Mar	A Wych Tax & Accounting LLC (Invoice 3667)	\$ 220.00			\$ 116,080.56
		5600-Accounting				
AutoPay	28-Mar	Journey Payroll Billing	\$ 65.00			\$ 116,015.56
		5600-Accounting				
AutoPay	4-Mar	Invision GIS	\$ 603.75			\$ 115,411.81
		6010-Contract Services - State/GIS				
AutoPay	29-Mar	Mark Thomas Expense Check (Feb)	\$ 75.00			\$ 115,336.81
		5100-Telephone Cellular	\$ 75.00			
		5500-Mileage Reimbursement				
Check #		PAPER Transactions				
3795	1-Mar	Colorado Water Quality Forum	\$ 350.00			\$ 115,061.81
		5400-NFR Dues & Subscriptions				
3796	1-Mar	Colorado SIPA - Streamline (Website)	\$ 648.00			\$ 115,292.56
		5900-Contingency Website				
						\$ 115,292.56
						\$ 115,292.56
		TOTALS	\$ 18,422.43		\$ 37,449.00	\$ 114,338.81
						Difference
		Bank Statement# Ending Balance:			\$ 114,338.81	0.00
		Uncashed checks Total:	\$ -		Balanced Amount	\$ -

Attachment #3

NFRWQPA Fee Schedule (Effective January 1, 2022, Amended June 22, 2023)

Annual Membership Dues

Treatment Facility									Collection System only								
Design Capacity (mgd)	Annual Dues Schedule (2023-2030)								Population	Annual Dues Schedule (2023-2030)							
	2023	2024	2025	2026	2027	2028	2029	2030		2023	2024	2025	2026	2027	2028	2029	2030
<1	\$1,000	\$1,050	\$1,102.50	\$1,157.63	\$1,215.51	\$1,276.28	\$1,340.10	\$1,407.10	0-to-10,000	\$1,000	\$1,050	\$1,102.50	\$1,157.63	\$1,215.51	\$1,276.28	\$1,340.10	\$1,407.10
1.0-to-9.99	\$3,150	\$3,307.50	\$3,472.88	\$3,646.52	\$3,828.84	\$4,020.29	\$4,221.30	\$4,432.37	10,001-to-25,000	\$3,150	\$3,307.50	\$3,472.88	\$3,646.52	\$3,828.84	\$4,020.29	\$4,221.30	\$4,432.37
>10.0	\$14,500	\$15,225	\$15,986.25	\$16,785.56	\$17,624.84	\$18,506.08	\$19,431.39	\$20,402.96	>25,000	\$14,500	\$15,225	\$15,986.25	\$16,785.56	\$17,624.84	\$18,506.08	\$19,431.39	\$20,402.96
Counties									Associates & Industries								
	\$7,500	\$7,875	\$8,268.75	\$8,682.19	\$9,116.30	\$9,572.11	\$10,050.72	\$10,553.25		\$1,275	\$1,338.75	\$1,405.69	\$1,475.97	\$1,549.77	\$1,627.26	\$1,708.26	\$1,794.05

<https://www.nfrwqpa.org/association-fee-schedule>

