



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

December 7, 2023, @ 12:00 PM

Hybrid Meeting

Remote Access: Microsoft Teams meeting

[Click here to join the meeting](#)

Or call in (audio only)

[+1 720-739-6745](tel:+17207396745) 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 – Vacant
3. Treasurer – Robert Fleck – St. Vrain S.D.
4. Officer – Chris Bieker – Upper Thompson S.D.
5. Officer – Tyler Eldridge – City of Greeley
6. Officer – Mark Oberschmidt – City of Evans
7. Officer – Tom Parko – Weld County
8. Officer – Derik Caudil – S. Ft. Collins S.D.

4. **APPROVAL OF AGENDA.**
5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
6. **PUBLIC COMMENTS.**
7. **APPROVAL OF PAST MINUTES.** - Attachment #1 (pages 5-7).
For review and consideration by the Executive Committee are the meeting minutes from September 7, 2023.
8. **ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.** - Attachment #2 (pages 8-10).
For review and consideration are the accounts receivables and payables for September and October 2023.
9. **DISCUSSION ITEM.** Septic Sludge Best Management Practices.

Within our 208 Region, there is a real need for wastewater treatment facilities to accept Septic Sludge as a Best Management Practice to protect water quality. What barriers prevent wastewater treatment facilities from receiving septic sludge, and how can regional designated management and operating agencies (DMOAs) and the Association promote that practice regionally? i.e., county code, comprehensive plans, 208 design criteria, Utility Plan requirements, 208 Areawide Water Quality Management Plan requirements, etc.

10. DISCUSSION ITEM. Office Lease Renewal.

The 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 will agree on which Executive Committee officers fill the seats below.

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

Recommendation: As Directed.

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

Per Association policy, the Executive Committee will review the manager’s performance evaluation for 2022 and discuss it with the NFRWQPA Manager, Mark Thomas. The Executive Committee Chair will lead this discussion based on the evaluations from the Executive Committee members.

Recommendation: As Directed.

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

The State of Colorado passed [HB21-1110 \(accessibility\)](#), which will come into full effect on July 1, 2024. The accessibility requirements are significant as they extend beyond essential website compliance, including PDF documents, closed captioning, and regular scanning policies. Under the law, the statutory penalty for noncompliance is \$3,500 per incident. [Streamline](#) provides an all-encompassing website platform with accessibility tools built-in for special districts. SIPA created a special offer with Streamline for Colorado special districts to receive 40% off as an all-inclusive package and a one-time setup fee reduction. Renewal pricing will increase by no more than 10% per year after this introductory offer.

Streamline Features	SIPA - Streamline
Website Hosting Monthly cost	40% off (end of year)

Accessibility tools required by HB21-1110	√ Included
Email newsletter	√ Included
Existing site remediation	√ Included
Cost of violation to district	\$0 - legal defense included

Service	List Price	Term	SIPA Price through 12/31/2023 - (40% discount)
Core Setup	\$500.00	one time fee	Waived
Classic Set up	\$1,500.00	one time fee	Waived
Complete+ Setup	\$2,500.00	one time fee	\$500.00
Annual Hosting - Revenue \$0 to \$50 K	\$720.00	annual	\$432.00
Annual Hosting - Revenue \$50 - \$250 K	\$1,080.00	annual	\$648.00
Annual Hosting - Revenue \$250 - \$500 K	\$1,440.00	annual	\$864.00
Annual Hosting Revenue \$500 K - \$1 M	\$2,160.00	annual	\$1,296.00
Annual Hosting Revenue \$1 - \$5 M	\$4,260.00	annual	\$2,556.00
Annual Hosting - Revenue \$5 - \$10 M	\$6,420.00	annual	\$3,852.00
Annual Hosting Revenue \$10 - \$20 M	\$8,250.00	annual	\$4,950.00
Annual Hosting Revenue \$20M +	\$11,700.00	annual	\$7,020.00

Recommendation: Approval of Streamline to provide the Association’s website services.

14. DECISION ITEM. Approve the 2024 Budget - Attachment #3 (pages 11-12).

The membership approved the 2024 proposed budget during the June 22, 2023 association meeting. According to NFRWQPA’s Articles of Association, the Executive Committee will finalize the 2024 budget.

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.

Recommendation: Approval.

15. 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

September 7, 2023, @ 12:00 PM

Hybrid Meeting

1. **CALL MEETING TO ORDER.**

The meeting was called to order at 12:25 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 –

Vice-Chair – Vacant

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Tyler Eldridge – City of Greeley

Officer – Mark Oberschmidt – City of Evans

Officer – Tom Parko – Weld County

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

Executive Committee Officers Absent –

Chair – Brian Zick – Boxelder S.D.

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

Membership –

N/A

Public –

N/A

- a quorum was announced

4. **APPROVAL OF AGENDA.**

Mr. Bieker moved to approve the agenda seconded by Mr. Oberschmidt. – 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. Parko moved to approve the July 6, 2023, minutes seconded by Mr. Caudil. – motion carried unanimously.

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

The accounts receivables and payables for June, July, and August 2023 were presented and reviewed. Mr. Bieker moved to approve the reviewed receivables and payables for June, July, and August 2023 and, seconded by Mr. Oberschmidt – motion carried unanimously.

9. **DISCUSSION ITEM.** South Platte Basin Roundtable Water Supply Reserve Fund Grant.

Mr. Thomas provided an update on the South Platte Basin Roundtable Water Supply Reserve Fund Grant. In conjunction with the Association’s Nonpoint Source Technical Advisory Committee

(TAC), the Association has completed the application process for the grant. The grant award notification process should be completed by yearend.

10. DISCUSSION ITEM. Utility Plan Guidance Document Updates.

Mr. Thomas gave an update regarding the Utility Plan Guidance Document revisions to incorporate the Environmental Justice and Climate Assessment sections to comply with the Association's BIL funding. As stated within the Utility Plan Guidance Document, DMOAs submitting Utility Plans may choose to conduct an environmental justice evaluation and climate assessment at the direction of their stakeholders and decision-makers according to a DMOAs own organizational philosophies and mission. The update will include other administrative updates for continuity with the Association's 208 AWQMP. The Utility Plan Review Committee will review the revisions of the Utility Plan Document and then present it to the membership for review and approval before yearend.

11. ADJOURN.

Attachment #2

September 2023

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BALANCE
NFRWQPA - 6456			(-)		(+)	\$ 33,433.46
Electronic Deposits						
						\$ 33,433.46
						\$ 33,433.46
Paper Deposits						
						\$ 33,433.46
						\$ 33,433.46
						\$ 33,433.46
						\$ 33,433.46
						\$ 33,433.46
						\$ 33,433.46
						\$ 33,433.46
						\$ 33,433.46
						\$ 33,433.46
Electronic Transactions						
Draft	8-Sep	PERA-Mark-Citistreet 401K 3100-Salary	\$ 621.60			\$ 32,811.86
Draft	8-Sep	PERA/FICA/IRS 3400-FICA/PERA Manager	\$ 2,335.61			\$ 30,476.25
Draft	21-Sep	Tus Nau, LLC-Rent 5010-Rent & Utilities	\$ 1,353.00			\$ 29,123.25
Draft	29-Sep	Payroll-Mark Thomas 3100-Salary	\$ 7,029.94			\$ 22,093.31
Draft	29-Sep	FICA-Co Withholding 3100-Salary	\$ 1,632.92			\$ 20,460.39
AutoPay	7-Sep	First Nation al Bank CC 6025-Operations Contingency 5300-Office Supplies	\$ 24.57			\$ 20,435.82
		5510-Meals & Lodging	\$ 24.57			
		5400-NFR Dues & Subscriptions				
AutoPay	7-Sep	A Wych Tax & Accounting (August Services) 5600-Accounting	\$ 260.00			\$ 20,175.82
AutoPay	26-Sep	5140-IT Support				\$ 20,175.82
AutoPay	7-Sep	Century Link 5130-Internet Service & Phone	\$ 142.97			\$ 20,032.85
AutoPay	1-Sep	Mark Thomas Expense Check (August) 5100-Telephone Cellular	\$ 75.00			\$ 19,957.85
		5500-Mileage Reimbursement	\$ -			
Check #		PAPER Transactions				
3785	8-Sep	Lyons Gaddis (Lease Review) 5700-Legal	\$ 462.00			\$ 19,495.85
		N/A				\$ 19,495.85
		N/A				\$ 19,495.85
		N/A				\$ 19,495.85
		N/A				\$ 19,495.85
		TOTALS	\$ 13,937.61		\$ -	\$ 19,495.85
						Difference
					Bank Statement# Ending Balance:	\$ 19,495.85
					Uncashed checks Total:	\$ -
					Balanced Amount	\$ -

October 2023

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BALANCE
NFRWQPA - 6456			(-)		(+)	\$ 19,495.85
Electronic Deposits						
	9-Oct	ColoTrust Transfer			\$ 12,500.00	\$ 31,995.85
	18-Oct	ColoTrust Transfer			\$ 15,000.00	\$ 46,995.85
Paper Deposits						
						\$ 46,995.85
						\$ 46,995.85
						\$ 46,995.85
						\$ 46,995.85
						\$ 46,995.85
						\$ 46,995.85
						\$ 46,995.85
						\$ 46,995.85
Electronic Transactions						
Draft	6-Oct	PERA-Mark-Citistreet 401K 3100-Salary	\$ 621.60			\$ 46,374.25
Draft	6-Oct	PERA/FICA/IRS 3400-FICA/PERA Manager	\$ 2,335.61			\$ 44,038.64
Draft	18-Oct	Tus Nau, LLC-Rent 5010-Rent & Utilities	\$ 1,353.00			\$ 42,685.64
Draft	28-Oct	Payroll-Mark Thomas 3100-Salary	\$ 7,029.93			\$ 35,655.71
Draft	28-Oct	FICA-Co Withholding 3100-Salary	\$ 1,632.94			\$ 34,022.77
AutoPay	4-Oct	First National Bank CC 5140-IT Support 5300-Office Supplies 5510-Meals & Lodging 5600-Accounting	\$ 1,140.99 \$ 1,100.00 \$ 40.99			\$ 32,881.78
eCheck	19-Oct	A Wych Tax & Accounting LLC 5600-Accounting	\$ 260.00			\$ 32,621.78
AutoPay						\$ 32,621.78
AutoPay						\$ 32,621.78
AutoPay	4-Oct	Century Link 5130-Internet Service & Phone	\$ 142.97			\$ 32,478.81
AutoPay	5-Oct	Mark Thomas Expense Check (September) 5100-Telephone Cellular 5500-Mileage Reimbursement	\$ 75.00 \$ 75.00 \$ -			\$ 32,403.81
Check #		PAPER Transactions				
3786	20-Oct	RESPEC Invoice 0923-986 6010-Contract Services - State/GIS	\$ 20,175.00			\$ 12,228.81
						\$ 12,228.81
						\$ 12,228.81
						\$ 12,228.81
						\$ 12,228.81
		TOTALS	\$ 34,767.04		\$ 27,500.00	\$ 12,228.81
						Difference
				Bank Statement#	Ending Balance:	\$ 12,228.81
		Uncashed checks Total:			Balanced Amount	\$ -

Attachment #3

