

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

July 6, 2023, @ 12:00 PM

Hybrid Meeting

Remote Access: Microsoft Teams meeting

Meeting Location: NFRWQPA Office

Click here to join the meeting

Or call in (audio only)

<u>+1 720-739-6745</u> United States, Denver Phone Conference ID: 438 069 278#

Notice is given to the members of the North Front Range Water Quality Planning Association (NFRWQPA) 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.

Brian Zick - Chair, Vice Chair-Vacant, Rob Fleck-Treasure, Chris Bieker, Derik Caudill, Tom Parko, Tyler Eldridge, and Mark Oberschmidt.

- 4. APPROVAL OF AGENDA.
- 5. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.
- 6. PUBLIC COMMENTS.
- 7. <u>APPROVAL OF PAST MINUTES.</u> Attachment #1 (pages 3-5). For review and consideration by the Executive Committee are the May 4, 2023, meeting minutes.
- **8.** ACCOUNTS RECEIVABLES AND PAYABLES REVIEW. Attachment #2 (pages 6-8). For review and consideration are the accounts receivables and payables for April & May 2023.
- 9. <u>DECISION ITEM.</u> Determination of Executive Committee Seats. The Executive Committee will determine who performs the vacant Vice-Chair seat.
- **10. <u>DISCUSSION ITEM.</u>** Colorado Health Rivers Fund Grant. Colorado Healthy Rivers Fund Grant update.
- **11. <u>DISCUSSION ITEM.</u>** South Platte Basin Roundtable Water Supply Reserve Fund Grant. South Platte Basin Roundtable Water Supply Reserve Fund Grant update.
- **12. DISCUSSION ITEM.** Office Space and Lease.

The Association's current office space and lease are up as of April 30, 2023. Discuss the Association's options for renewing its lease.

Recommendation: Renew lease.

13. 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

May 4, 2023, @ 12:00 PM

Hybrid Meeting

1. CALL MEETING TO ORDER.

The meeting was called to order at 12:05 PM by Mr. Thomas.

2. NOTICE TO COMMITTEE MEETING IS RECORDED.

Mr. Thomas stated that the meeting is recorded.

3. <u>DETERMINATION OF A QUORUM</u>.

Attendance:

NFRWQPA - Mr. Thomas, Manager

Executive Committee Officers –

Chair – Brian Zick – Boxelder S.D.

 $\label{eq:Vice-Chair-Todd Hepworth-Evans} Vice-Chair-Todd\ Hepworth-Evans$

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

Officer – Chris Bieker – Upper Thompson S.D.

Officer - Tom Parko - Weld County

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

Executive Committee Officers Absent –

Officer – Tyler Eldridge - Greeley

Membership –

N/A

Public -

N/A

4. <u>APPROVAL OF AGENDA</u>.

Mr. Bieker moved to approve the agenda seconded by Mr. Zick. – motion carried unanimously.

5. <u>DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.</u>

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 March 2, 2023, minutes seconded by Mr. Caudil. – motion carried unanimously.

8. ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.

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

9. <u>DECISION ITEM.</u> Directors and Officers Insurance.

Mr. Thomas presented the legal counsel determination of whether or not the Association needs Directors' and Officers' Insurance. Mr. Thomas recommended denying Directors' and Officers' Insurance for the Association. Mr. Zick moved to deny the Association obtaining Directors' and Officers' Insurance, seconded by Mr. Hepworth – motion carried unanimously.

⁻ a quorum was announced

10. **DISCUSSION ITEM.** Colorado Healthy Rivers Fund Grant.

Mr. Thomas provided an update regarding the Colorado Healthy Rivers Fund Grant award. The award announcement was scheduled for April 18, 2023; however, it has been pushed into the first part of May.

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

Mr. Thomas provided an update on the Association's intention to apply for Waster Supply Reserve Funds via the South Platte Basin Roundtable.

12. DECISION ITEM. 2024 Association Budget.

Mr. Thomas presented a recommended budget for 2024, including options for standard membership rate due increases from 2024 through 2029. The Executive Committee discussed the current value of membership for members through past and present projects, including eRAMs, the regional monitoring and evaluation study, and the current regional EPA 9-element nonpoint watershed plan. To ensure the Association continues to enhance membership value, the Executive Committee recommends annual dues increases to fund regional projects which members find valuable. Mr. Hepworth moved to approve an annual 5% rate of increase for membership dues from 2024 through 2030, seconded by Mr. Zick – the motion carried unanimously.

13. DISCUSSION ITEM. Historical Documentation.

Mr. Thomas discussed that the current quotes for shredding the historical documentation are upwards of \$1,000. The Executive Committee recommended obtaining the services of Shred Vault.

14. **DISCUSSION ITEM.** Association Luncheons.

Mr. Thomas discussed how Association luncheons had been proven acceptable with membership for promoting 208 planning.

15. ADJOURN.

Attachment #2

April 2023

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBI	Т		DEPOSIT/CREDIT	ВА	BALANCE	
		NFRWQPA - 6456	(-)	i		(+)	\$	29,204.58	
		Electronic Deposits	()						
Online		Resource Colorado				\$ 1,000.00	\$	30,204.58	
Omme	17101	9010-Membership Dues				7 1,000.00		30,201.30	
		3010 Wellibership Dues					\$	30,204.58	
							٦	30,204.38	
		Danay Danasits							
		Paper Deposits					<u> </u>	20 204 50	
							\$	30,204.58	
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							\$	30,204.58	
			Total F	lonosits		\$ 1,000.00	7	30,204.38	
		Electronic Transportions	TOTAL	eposits		٦,000.00			
- :		Electronic Transactions	A 504					22.522.22	
Draft	11-Apr	PERA-Mark-Citistreet 401K	\$ 521.6	50			\$	29,682.98	
		3100-Salary							
Draft	11-Apr	PERA/FICA/IRS	\$ 2,335.0	51			\$	27,347.37	
		3400-FICA/PERA Manager							
Draft	15-Apr	Tus Nau, LLC-Rent	\$ 1,353.0	00			\$	25,994.37	
		5010-Rent & Utilities							
Draft	28-Apr	Payroll-Mark Thomas	\$ 7,103.9	93			\$	18,890.44	
		3100-Salary							
Draft	28-Apr	FICA-Co Withholding	\$ 1,658.9	94			\$	17,231.50	
	- r	3100-Salary	,					,	
AutoPay	5-∆nr	First Nation al Bank CC	\$ 956.0	18			\$	16,275.42	
Autoruy	3 Арі	5140-IT Support						10,273.42	
		5300-Office Supplies		_					
				_					
		5510-Meals & Lodging	\$ 98.0)5					
AutoPay	17-Apr	A Wych Tax & Accounting LLC (Invoice 2337)		00			\$	16,025.42	
		5600-Accounting							
AutoPay	4-Apr	Invision GIS	\$ 285.0	00			\$	15,740.42	
		6010-Contract Services - State/GIS							
AutoPay	5-Apr	Century Link	\$ 143.6	56			\$	15,596.76	
		5130-Internet Service & Phone							
AutoPay		Mark Thomas Expense Check (March)	\$ 75.0	00			\$	15,521.76	
		5100-Telephone Cellular	\$ 75.0	00					
		5500-Mileage Reimbursement							
Check #		PAPER Transactions							
3777	7-Anr	Lyons Gaddis (Directors' Insurance)	\$ 322.5	50			\$	15,199.26	
37	. / (р)	5700-Legal	, 322					,	
		3700 Legal					\$	15,199.26	
							ب	13,133.20	
								1E 100 3C	
							\$	15,199.26	
								45 105 5	
							\$	15,199.26	
		TOTALS	\$ 15,005.3	32		\$ 1,000.00	\$	15,199.26	
								Difference	
			Bank Statement#	Ending	Balance:	\$ 15,199.26		0.00	
		Uncashed checks Total:	\$ -			Balanced Amount	\$	-	

May 2023

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/D	EBIT		DEPOS	SIT/CREDIT		BALA	ANCE		
<u> </u>		NFRWQPA - 6456	(-)	<u> </u>			(+)	<u> </u>	\$	15,199.26		
		Electronic Deposits	, ,				. ,					
		Transfer From ColoTrust				\$	20,000.00		\$	35,199.26		
									\$	35,199.26		
		Paper Deposits										
									\$	35,199.26		
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									\$	35,199.26		
									7	33,133.20		
		Electronic Transactions										
Draft		PERA-Mark-Citistreet 401K	\$ 52	21.60					\$	34,677.66		
		3100-Salary	, 3.						_	3.,237.00		
Draft	3-May	PERA/FICA/IRS	\$ 2,33	35.61					\$	32,342.05		
		3400-FICA/PERA Manager	,									
Draft	17-May	Tus Nau, LLC-Rent	\$ 1,35	53.00					\$	30,989.05		
		5010-Rent & Utilities										
Draft	27-May	Payroll-Mark Thomas	\$ 7,10	03.94					\$	23,885.11		
		3100-Salary										
Draft	27-May	FICA-Co Withholding	\$ 1,65	8.92					\$	22,226.19		
		3100-Salary										
AutoPay	4-May	First Nation al Bank CC		02.87					\$	22,023.32		
		5140-IT Support		59.50								
		5140-IT Support		19.99								
		5400-NFR Dues & Subscriptions		10.00								
AutoPau		5510-Meals & Lodging	\$ 1	13.38					ċ	22 022 22		
AutoPay									\$	22,023.32		
AutoPay	Q_N43**	Shaw & Associates	\$ 22	25.00					\$	21.798.32		
Autordy	o-ividy	5600-Accounting	22 ب	23.00					ڔ	21,/30.32		
AutoPay	5-May	Century Link	\$ 14	12.88					\$	21,655.44		
	J . 110y	5130-Internet Service & Phone	, <u>+</u>						Ŧ	,000.17		
AutoPay	3-Mav	Mark Thomas Expense Check (April)	\$ 7	75.00					\$	21,580.44		
,	, , , , , , , , , , , , , , , , , , ,	5100-Telephone Cellular		75.00						·		
Check #		PAPER Transactions										
3778	4-May	Barr Lake & Milton Reservoir Watershed Ass	\$ 10	00.00					\$	21,480.44		
		5400-NFR Dues & Subscriptions										
3782	4-May	GEI Consultants	\$ 1,90	00.37					\$	19,580.07		
		6010-Contract Services - State/GIS										
3780	9-May	Lyons Gaddis	\$ 1,00	00.00					\$	18,580.07		
		5700-Legal										
3781	16-May	Shred Vault	\$ 75	50.00					\$	17,830.07		
		5300-Office Supplies	A	0.40		^	20.000.00		ć	47.000.00		
		TOTALS	\$ 17,36	9.19		\$	20,000.00		\$	17,830.07		
			ank Statement# Ending Balance:			ċ	17 920 07		ט	ifference		
		Uncashed checks Total:		\$ Balanc	17,830.07		\$	0.00				
		Officastieu checks fotal:	cashed checks Total: \$ -					Balanced Amount \$ -				