

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION 257 Johnstown Center Dr.; Unit 206

Laboratory CO 90524

Johnstown, CO 80534

970-587-8872 - http://www.nfrwqpa.org

EXECUTIVE COMMITTEE AGENDA

September 7, 2023, @ 12:00 PM

Hybrid Meeting

Meeting Location: NFRWQPA Office

Remote Access: Microsoft Teams meeting

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 July 6, 2023, meeting minutes.
- **8.** ACCOUNTS RECEIVABLES AND PAYABLES REVIEW. Attachment #2 (pages 6-9). For review and consideration are the accounts receivables and payables for June, July, and August 2023.
- 9. <u>DISCUSSION ITEM.</u> South Platte Basin Roundtable Water Supply Reserve Fund Grant. South Platte Basin Roundtable Water Supply Reserve Fund Grant update.
- 10. **DISCUSSION ITEM.** Utility Plan Guidance Document Updates.

The Utility Plan Guidance Document will be updated to incorporate Environmental Justice and Climate sections to comply with the Association's BIL funding. As stated within the Utility Plan 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 #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

July 6, 2023, @ 12:00 PM

Hybrid Meeting

1. CALL MEETING TO ORDER.

The meeting was called to order at 12:15 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.

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

Executive Committee Officers Absent –

Officer - Tom Parko - Weld County

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

Membership –

N/A

Public -

N/A

- a quorum was announced

4. APPROVAL OF AGENDA.

Mr. Fleck moved to approve the agenda seconded by Mr. Elridge. – 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 May 4, 2023, minutes seconded by Mr. Bieker. – motion carried unanimously.

8. ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.

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

9. **DECISION ITEM.** Determination of Executive Committee Seats.

The Executive Committee agreed to determine the Executive Committee seats at the November meeting, including the following 2024 responsibilities.

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

Mr. Thomas provided an update on the Colorado Healthy Rivers Fund Grant that included onboarding and training from the Colorado Watershed Assembly.

11. **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, including the voluntary special assessment invoices sent to the membership.

12. **DISCUSSION ITEM.** Office Space and Lease.

The Executive Committee directed Mr. Thomas to pursue the renewal of the Association's office space.

13. ADJOURN.

Attachment #2

June 2023

NUMBER [DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BAI	BALANCE		
		NFRWQPA - 6456	(-)		(+)	\$	17,830.07		
		Electronic Deposits	()		,		•		
		Transfer From ColoTrust			\$ 5,000.00	\$	22,830.07		
					7 3,555.55				
						\$	22,830.07		
							,		
		Paper Deposits							
		- ape ape				\$	22,830.07		
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						\$	22,830.07		
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						\$	22,830.07		
							,550.07		
		Electronic Transactions							
Draft		PERA-Mark-Citistreet 401K	\$ 521.60			\$	22,308.47		
Diait	5 3411	3100-Salary	Ç 321.00			7	22,300.47		
Draft	3-lun	PERA/FICA/IRS	\$ 2,335.61			\$	19,972.86		
Diait	3-3411	3400-FICA/PERA Manager	Ç 2,333.01			,	13,372.00		
Draft	17-lun	Tus Nau, LLC-Rent	\$ 1,353.00			\$	18,619.86		
Diait	17 3011	5010-Rent & Utilities	7 1,333.00			7	10,013.00		
Draft	27-lun	Payroll-Mark Thomas	\$ 7,103.93			\$	11,515.93		
Diait	27 Juli	3100-Salary	7,103.33			7	11,313.33		
Draft	27-lun	FICA-Co Withholding	\$ 1,658.94			\$	9,856.99		
Diait	27 Juli	3100-Salary	7 1,030.54			7	3,030.33		
AutoPay	4-lun	First Nation al Bank CC	\$ 121.36			\$	9,735.63		
racoray	1 3411	5510-Meals & Lodging					3,733.03		
		N/A	Ţ 111.00						
		N/A							
		N/A							
Draft	2-lun	Invision GIS	\$ 872.50			\$	8,863.13		
	_ ,,,,,	6010-Contract Services - State/GIS	7 0.12.00				0,000.20		
AutoPay	23-Jun	Shaw & Associates (May services)	\$ 200.00			\$	8,663.13		
		5600-Accounting	¥ =55.55				0,000.20		
AutoPay	15-Jun	American Family Insurance	\$ 500.00			\$	8,163.13		
		5160-Insurance	. 300.30				-,=====		
AutoPay	4-lun	Century Link	\$ 142.88			\$	8,020.25		
	. 3411	5130-Internet Service & Phone	, 112.50				-,020.23		
AutoPay	2-Jun	Mark Thomas Expense Check (May)	\$ 75.00			\$	7,945.25		
	_ 3411	5100-Telephone Cellular					. ,5 .5.25		
		5500-Mileage Reimbursement							
Check #		PAPER Transactions							
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		TOTALS	\$ 14,884.82		\$ 5,000.00	\$	7,945.25		
		TOTALS	14,004.82 ب		3,000.00		Difference		
				# Ending Balance: \$ 7,945.25			, interestice		
		۵	lank Statement# En	ding Ralanco	\$ 70/525		0.00		

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BA	BALANCE		
		NFRWQPA - 6456	(-)		(+)	\$	7,945.25		
		Electronic Deposits							
	5-Jul	Transfer from ColoTrust			\$ 10,000.00	\$	17,945.25		
	11-Jul	Transfer from ColoTrust			\$ 15,000.00	\$	32,945.25		
		Paper Deposits							
	25-Jul	Special Assessment NPS Plan (SVSD, Severar	nce, Lochbuie)		\$ 4,500.00	\$	37,445.25		
		9040-319 Grants NPS Watershed Plan							
						\$	37,445.25		
						\$	37,445.25		
						\$	37,445.25		
						\$	37,445.25		
						\$	37,445.25		
						\$	37,445.25		
		Electronic Transactions							
Draft	2-Jul	PERA-Mark-Citistreet 401K	\$ 521.60			\$	36,923.65		
		3100-Salary							
Draft	7-Jul	PERA/FICA/IRS	\$ 2,335.61			\$	34,588.04		
		3400-FICA/PERA Manager							
Draft	19-Jul	Tus Nau, LLC-Rent	\$ 1,353.00			\$	33,235.04		
		5010-Rent & Utilities							
Draft		Payroll-Mark Thomas				\$	33,235.04		
		3100-Salary							
Draft		FICA-Co Withholding				\$	33,235.04		
		3100-Salary							
AutoPay	6-Jul	First Nation al Bank CC	\$ 23.12			\$	33,211.92		
		5850-Capital Expenditures							
		5350-Postage							
		5510-Meals & Lodging	\$ 10.52						
		5140-IT Support							
AutoPay						\$	33,211.92		
		5600-Accounting							
AutoPay	10-Jul	A Wych Tax & Accounts	\$ 200.00			\$	33,011.92		
		5600-Accounting							
AutoPay	5-Jul	Century Link	\$ 142.88			\$	32,869.04		
		5130-Internet Service & Phone							
AutoPay	1-Jul	Mark Thomas Expense Check (July)	\$ 75.00			\$	32,794.04		
		5100-Telephone Cellular	\$ 75.00						
		5500-Mileage Reimbursement	\$ -						
Check #		PAPER Transactions							
						\$	32,794.04		
							22.72.4.2		
						\$	32,794.04		
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						\$	32,794.04		
							22.704.01		
						\$	32,794.04		
			A		A 20 700 00		22 72 4 2 5		
		TOTALS	\$ 4,651.21		\$ 29,500.00	\$	32,794.04		
				1: 5 :	A 22 = 2 : 2 :		Difference		
			Sank Statement# En	aing Balance:	\$ 32,794.04		0.00		
		Uncashed checks Total:			Balanced Amount	\$	-		

August 2023

NUMBER D	8-Aug 8-Aug	DESCRIPTION OF TRANSACTION NFRWQPA - 6456 Electronic Deposits Special Assessment NPS Plan (Fort Collins) 9040-319 Grants NPS Watershed Plan	(-)			OSIT/CREDIT (+)	 \$	32,794.04
	8-Aug 8-Aug	Electronic Deposits Special Assessment NPS Plan (Fort Collins) 9040-319 Grants NPS Watershed Plan		Ĭ Ï				
	8-Aug 8-Aug	Special Assessment NPS Plan (Fort Collins) 9040-319 Grants NPS Watershed Plan						
	8-Aug	9040-319 Grants NPS Watershed Plan			\$	2,500.00	\$	35,294.04
	3							
		Special Assessment NPS Plan (Erie)			\$	1,500.00	\$	36,794.04
		9040-319 Grants NPS Watershed Plan						
	9-Aug	Paper Deposits						
		Special Assessment NPS Plan (Greeley, Platte	eville)		\$	2,000.00	\$	38,794.04
		9040-319 Grants NPS Watershed Plan						
	24-Aug	CDPHE 604b Funds			\$	23,450.00	\$	62,244.04
		9030-CDPH & E						
							\$	62,244.04
							\$	62,244.04
							\$	62,244.04
							\$	62,244.04
							\$	62,244.04
		Electronic Transactions						
Draft	5-Aug	PERA-Mark-Citistreet 401K	\$ 621.60)			\$	61,622.44
		3100-Salary						
Draft	5-Aug	PERA/FICA/IRS	\$ 2,335.63	L			\$	59,286.83
- 6	10.1	3400-FICA/PERA Manager	4	<u> </u>				
Draft	18-Aug	Tus Nau, LLC-Rent	\$ 1,353.00)			\$	57,933.83
5 6	20.4	5010-Rent & Utilities	44.050.05				<u> </u>	42.072.06
Draft	30-Aug	Payroll-Mark Thomas (July & August)	\$ 14,059.87	<u> </u>			\$	43,873.96
Dureft	20. 4	3100-Salary	¢ 2.265.04				ć	40.000.40
Draft	30-Aug	FICA-Co Withholding (July & August)	\$ 3,265.86	0			\$	40,608.10
AutoDay	4 0 ~	3100-Salary	\$ 684.17	7			\$	20 022 02
AutoPay	4-Aug	First Nation al Bank CC 5140-IT Support	·				>	39,923.93
		5300-Office Supplies						
		5510-Meals & Lodging						
		5550-Conferences						
AutoPay	Λ-Διισ	A Wych Tax & Accounts	\$ 260.00				\$	39,663.93
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AutoPay		3000 Accounting					\$	39,663.93
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AutoPay	4-Aug	Century Link	\$ 142.97	7			\$	39,520.96
	- 3	5130-Internet Service & Phone						
AutoPay	3-Aug	Mark Thomas Expense Check (July)	\$ 75.00				\$	39,445.96
		5100-Telephone Cellular	\$ 75.00					
		5500-Mileage Reimbursement						
Check #		PAPER Transactions						
3783		RESPEC	\$ 5,662.50				\$	33,783.46
		6010-Contract Services - State/GIS						
3784	9-Aug	Colorado Water Quality Forum	\$ 350.00)			\$	33,433.46
		5400-NFR Dues & Subscriptions						
							\$	33,433.46
							\$	33,433.46
		TOTALS	\$ 28,810.58	3	\$	29,450.00	\$	33,433.46
							D	ifference
		B	ank Statement# E	nding Balance	e: \$	33,433.46		0.00
		Uncashed checks Total:	\$ -		Bala	nced Amount	\$	-