



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  
[Click here to join the meeting](#)

**Meeting Location:** NFRWQPA Office

**Or call in (audio only)**

[+1 720-739-6745](tel:+17207396745) United States, Denver

Phone Conference ID: 438 069 278#

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*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. **APPROVAL OF PAST MINUTES.** - 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. **DECISION ITEM.** Determination of Executive Committee Seats.  
The Executive Committee will determine who performs the vacant Vice-Chair seat.
10. **DISCUSSION ITEM.** Colorado Health Rivers Fund Grant.  
Colorado Healthy Rivers Fund Grant update.
11. **DISCUSSION ITEM.** 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



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### 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. **DETERMINATION OF A QUORUM.**

Attendance:

NFRWQPA – Mr. Thomas, Manager

**Executive Committee Officers –**

Chair – Brian Zick – Boxelder S.D.

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

- a quorum was announced

4. **APPROVAL OF AGENDA.**

Mr. Bieker moved to approve the agenda seconded by Mr. Zick. – 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. 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. **DECISION ITEM.** 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.

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



### May 2023

| NUMBER         | DATE   | DESCRIPTION OF TRANSACTION  | PAYMENT/DEBIT |  | DEPOSIT/CREDIT  | BALANCE           |
|----------------|--------|---|---------------|--|-----------------|-------------------|
|                |        | <b>NFRWQPA - 6456</b>   | (-)           |  | (+)             | \$ 15,199.26      |
|                |        | <b>Electronic Deposits</b>  |               |  |                 |                   |
|                | 5-May  | Transfer From ColoTrust   |               |  | \$ 20,000.00    | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        | <b>Paper Deposits</b>   |               |  |                 |                   |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        |   |               |  |                 | \$ 35,199.26      |
|                |        | <b>Electronic Transactions</b>  |               |  |                 |                   |
| Draft          | 3-May  | PERA-Mark-Citistreet 401K<br>3100-Salary                                    | \$ 521.60     |  |                 | \$ 34,677.66      |
| Draft          | 3-May  | PERA/FICA/IRS<br>3400-FICA/PERA Manager                                     | \$ 2,335.61   |  |                 | \$ 32,342.05      |
| Draft          | 17-May | Tus Nau, LLC-Rent<br>5010-Rent & Utilities                                  | \$ 1,353.00   |  |                 | \$ 30,989.05      |
| Draft          | 27-May | Payroll-Mark Thomas<br>3100-Salary  | \$ 7,103.94   |  |                 | \$ 23,885.11      |
| Draft          | 27-May | FICA-Co Withholding<br>3100-Salary  | \$ 1,658.92   |  |                 | \$ 22,226.19      |
| AutoPay        | 4-May  | First National Bank CC<br>5140-IT Support                                   | \$ 202.87     |  |                 | \$ 22,023.32      |
|                |        | 5140-IT Support   | \$ 19.99      |  |                 |                   |
|                |        | 5400-NFR Dues & Subscriptions   | \$ 10.00      |  |                 |                   |
|                |        | 5510-Meals & Lodging  | \$ 13.38      |  |                 |                   |
| AutoPay        |        |   |               |  |                 | \$ 22,023.32      |
| AutoPay        | 8-May  | Shaw & Associates<br>5600-Accounting  | \$ 225.00     |  |                 | \$ 21,798.32      |
| AutoPay        | 5-May  | Century Link<br>5130-Internet Service & Phone                               | \$ 142.88     |  |                 | \$ 21,655.44      |
| AutoPay        | 3-May  | Mark Thomas Expense Check (April)<br>5100-Telephone Cellular                | \$ 75.00      |  |                 | \$ 21,580.44      |
|                |        |   | \$ 75.00      |  |                 |                   |
| <b>Check #</b> |        | <b>PAPER Transactions</b>   |               |  |                 |                   |
| 3778           | 4-May  | Barr Lake & Milton Reservoir Watershed Ass<br>5400-NFR Dues & Subscriptions | \$ 100.00     |  |                 | \$ 21,480.44      |
| 3782           | 4-May  | GEI Consultants<br>6010-Contract Services - State/GIS                       | \$ 1,900.37   |  |                 | \$ 19,580.07      |
| 3780           | 9-May  | Lyons Gaddis<br>5700-Legal  | \$ 1,000.00   |  |                 | \$ 18,580.07      |
| 3781           | 16-May | Shred Vault<br>5300-Office Supplies   | \$ 750.00     |  |                 | \$ 17,830.07      |
|                |        | TOTALS  | \$ 17,369.19  |  | \$ 20,000.00    | \$ 17,830.07      |
|                |        |   |               |  |                 | <b>Difference</b> |
|                |        | Bank Statement# Ending Balance:   |               |  | \$ 17,830.07    | 0.00              |
|                |        | Uncashed checks Total:  | \$ -          |  | Balanced Amount | \$ -              |